

Chapter -2

Vocabulary and Grammar

2.1 RULES OF SPELLING

Misspelling is the most frequently made error in writing. To avoid the spelling mistakes one needs to use a dictionary and a spell checker. One can improve the spellings with little effort. Almost 90% of the English words can be spelt correctly if a student knows basic patterns, principles and rules of spelling. Knowing spelling rules and exception to these will surely help us to understand why spelling is the way it is. Following are some of the rules of spelling:

Rule 1: Consonant 'c' says /k/ but it always softens to /s/, when it is followed by 'e', 'i' or 'y'.

Examples: practice, intimacy, cylinder, city, civil. whereas in words like cake, cream, attack, and logic, it is pronounced as /k/.

Rule 2: Consonant 'g' may sometimes be pronounced as sound of consonant 'j' when it is followed by 'e', 'i' or 'y'.

Examples: gauge, lodge, ginger, gymnastic, geographic, biology, gesture, logic.

Rule 3: English words do not end in 'i', 'u', 'v' or 'j'.

Rule 4: Final 'e' rules.

4a. Words ending in silent 'e' drop the 'e' before a suffix beginning with a vowel.

Examples:

move – moving
change – changing

4b. Final 'e' remains before a suffix beginning with a consonant.

Examples:

engage – engagement
care – careful

Exceptions:

| | |
|------------------|----------------|
| true – truly | due – duly |
| argue – argument | whole – wholly |
| nine – ninth | awe – awful |

4c. The final 'e' remains if the word ends in 'ce' or 'ge' to keep a soft sound, with able/ous.

Examples:

| | |
|----------------------|----------------------|
| courage – courageous | outrage – outrageous |
| notice – noticeable | manage – manageable |

Rule 5: One syllable words ending in single vowel and single consonant, double the consonant before a suffix beginning with a vowel.

Examples:

beg – begged
run – running
hot – hottest
sad – saddest

Exceptions:

wish – wished
fear – fearing

Rule 6: In case of disyllabic or tri-syllabic words ending with single vowel and single consonant, the final consonant is doubled if the last syllable is stressed.

Example:

begin – beginning, beginner
refer – referring, referred
occur – occurrence, occurred, occurring

The consonant is not doubled if the last syllable is not stressed.

Examples:

buffer – buffering
suffer – suffering
offer – offering

Exceptions:

worship – worshipped
kidnap – kidnapper
handicap – handicapped

Rule 7: If consonant ‘l’ falls at the end of a word, it is doubled even though the last syllable is not stressed.

Examples:

quarrel – quarreled, quarrelling
distil – distilled, distiller

Rule 8: If a word ends in ‘ll’ the second ‘l’ is dropped when suffix ‘ful’ is added.

Examples:

skill – skilful
will – wilful

Rule 9: Words ending in ‘ee’ do not drop an ‘e’ before a suffix.

Examples:

see – seeing
agree – agreement

Rule 10: Words ending with ‘ie’ change the ‘ie’ to ‘y’ when ‘ing’ is added.

Examples:

die – dying
tie – tying
lie – lying

Rule 11: Final ‘y’

11a. If a word ends in a consonant ‘y’, the ‘y’ changes to ‘i’ unless the suffix begins with ‘i’.

Examples:

beauty – beautiful, beautify, beautician
happy – happiness, happily, happier, happiest
angry – angrily, angriest, angrier
pretty – prettier, prettiest
ready – readily, readiness
dry – dried but drying
defy – defies, defied but defying
apply – applies, applied but applying
company – companies
difficulty – difficulties

11b. ‘y’ following a vowel does not change.

Examples:

pray – prayed
play – player, played, playing
key – keys
trolley – trolleys

Exceptions:

pay – paying but paid
say – saying but said
lay – laying but laid
day – daily
gay – gaily

Rule 12: When ‘ie’ or ‘ei’ is pronounced like ‘ee’ as in ‘jeep’, ‘i’ comes before ‘e’ except after ‘c’.

Examples: achieve, field, believe, relieve, grieve, yield, receive, receipt, deceive, and conceive, conceit.

Exceptions: seize, protein, counterfeit, weird, surfeit, leisure, neighbor, ancient, proficient.

Rule 13: While making plural form of words ending in ‘s’, ‘ss’, ‘z’, ‘ch’, ‘sh’ and ‘x’, ‘es’ is added to the word.

Examples:

bus – buses
business – businesses
watch – watches
box – boxes
quiz – quizzes

Rule 14

14a. While making plural form of words ending in ‘f’ or ‘fe’, the final ‘f’ or ‘fe’ changes to ‘ves’.

Examples:

| | |
|-----------------|-----------------------|
| calf – calves | knife – knives |
| loaf – loaves | wife – wives |
| thief – thieves | half – halves |
| leaf – leaves | life – lives |
| shelf – shelves | yourself – yourselves |

Exceptions:

| | |
|----------------|--------------|
| chief – chiefs | roof – roofs |
| spoof – spoofs | oaf – oafs |

14b. Some words can have both endings ‘ves’ or ‘s’

Examples:

scarf – scarves/scarfs
dwarf – dwarves/dwarfs
wharf – wharves/wharfs
handkerchief – handkerchiefs/ handkerchieves

14c. Words ending in ‘ff’ take only ‘s’ to make the plural.

Examples:

cliff – cliffs
scuff – scuffs
toff – toffs
sniff – sniff

Rule 15: Adding suffix ‘ly’

‘ly’ is added to the words ending in ‘ful’ then we have double letters.

Examples:

careful – carefully
grateful – gratefully
faithful – faithfully
beautiful – beautifully

‘ly’ is directly added to the words ending in ‘e’

Examples:

love – lovely
live – lively
like – likely
complete – completely

Exceptions:

| | |
|--------------|------------------|
| true – truly | gentle – gently, |
| idle – idly | subtle – subtly. |

Exercise 4.1 : Choose the correctly spelt word and write.

- a) i. noticable ii. noticeble iii. **noticeable**
- b) i. begining ii. **beginning** iii. bigening
- c) i. skillfully ii. **skilfully** iii. skillfuly
- d) i. childs ii. **children** iii. childrens
- e) i. happyness ii. **happiness** iii. happines
- f) i. **courageous** ii. corageous iii. courageus
- g) i. alltogether ii. altogethar iii. **altogether**
- h) i. completly ii. **completely** iii. completelly
- i) i. **definitely** ii. definitly iii. definately
- j) i. greatful ii. gratefull iii. **grateful**
- k) i. **unique** ii. unic iii. uniqe
- l) i. leafs ii. leaffs iii. **leaves**
- m) i. **referred** ii. refered iii. reffered
- n) i. **counsellor** ii. counselar iii. counselor
- o) i. **ninth** ii. nineth iii. ninth
- p) i. vacancys ii. **vacancies** iii. vacancyes
- q) i. **angrily** ii. angryly iii. angrilly
- r) i. beginer ii. **beginner** iii. begginer
- s) i. **keys** ii. keyes iii. keies
- t) i. beautyful ii. **beautiful** iii. beautifull

2.2. WORDS OFTEN CONFUSED

Certain words in English are likely to be confused in respect to their meanings and usage. Besides, there are some words which are almost similar in pronunciation, but different in spellings and meanings. They are called *Homonyms*. Words that are likely to be confused are given below:

- a) Ancient: very old
Antique: belongings to the past
- b) Accept: to receive, not to decline
Except: leaving out
- c) Allude: to refer to
Elude: to escape
- d) Allusion: reference
Illusion: false
- e) Compliment: regards, appreciation
Complement: anything that completes
- f) Coarse: rough
Course: path, contents of study
- g) Desert: barren land, to leave or abandon
Dessert: a dish of fruits and sweets, served at the end of a meal.
- h) Eligible: qualified
Illegible: handwriting which cannot be read
- i) Facilitate: make easy
Felicitate: congratulate
- j) Flagrant: glaring, wicked
Fragrant: full of perfume and sweet smell
- k) Flare: burn in flames, to get angry soon
Flair: talent, quality
- l) Graceful: lovely, full of grace
Gracious: kind, merciful
- m) Gentle: noble, good in behavior
Genteel: elegant, well dressed
- n) Goal: destination
Gaol: jail
- o) Humility: politeness, meekness, modesty
Humiliation: disgrace, insult
- p) Jest: joke, fun
Zest: enthusiasm
- q) Metal: an element
Mettle: courage
- r) Ordinance: an authoritative declaration
Ordnance: gun or cannon
- s) Personal: belonging to one's own self
Personnel: employees working in an organization
- t) Prescribe: to put in courses, to suggest as a medicine, issue commands
Proscribe: monitor
- u) Perfect: complete in all respects
Prefect: monitor
- v) Query: enquiry, doubt
Quarry: a mine, a storehouse of stone

- w) Stationary: not moving
Stationery: writing material
- x) Weak: feeble
Week: seven days
- y) Rout: to defeat
Route: the way to a journey
- z) Reveal: to show
Revel: enjoy , delight
- aa) Specious: apparently correct but false
Spacious: having large space
- ab) Reverend: deserving respect
Reverent: feeling respected or honored
- ac) Momentary: temporary
Momentous: very significant

Exercise 4.2: The underlined words in the following sentences are used incorrectly. Replace them with the correct words and rewrite the sentences:

- a) The principle of the college was present for the meeting.
.....
- b) The rein of Akbar was spectacular in history.
.....
- c) A hoard of dacoits looted the village.
.....
- d) They had morning in their house at the death of their mother.
.....
- e) We salute our army personal.
.....
- f) No deserts were served after the dinner.
.....
- g) I do not know weather my dad will come or not.
.....
- h) The goods train is stationery.
.....
- i) Ram is very week.
.....
- j) My new home is very specious.
.....
- k) The soldiers show a lot of metal during wars.
.....

.....

IDIOMS

Dictionary defines an idiom ‘as a form of expression peculiar to a language.’ Every language has its own collection of wise sayings. They offer advice about how to live and also transfer some underlying ideas, principles and values of a given culture/society. These sayings are called ‘*idioms*’. These combinations of words have (rarely complete sentences) a ‘*figurative meaning*’. In short, idioms are a source of sparkle and polish. This list of commonly used idioms and sayings can help to speak fine English.

- a) **Action speaks louder than words:** People's intentions can be judged better by what they do than what they say.

Example: Without any arguments, we completed our project successfully; after all, *action speaks louder than words!*

- b) **A hot potato:** Speak of an issue (mostly current) which many people are talking about and which is usually disputed.

Example: I-Phone is *a hot potato*.

- c) **Add insult to injury:** To further a loss with mockery or indignity; to worsen an unfavorable situation.

Example: Pessimistic people have a habit of *adding insult to injury*.

- d) **At the drop of a hat:** without any hesitation; instantly.

Example: On my call, she was ready to help me *at the drop of a hat*.

- e) **Back to the drawing board:** When an attempt fails and it's time to start all over.

Example: Twice Veena had to go *back to the drawing board* for her new

- f) **Ball is in your court:** It is up to you to make the next decision or step.

Example: The manager told the employees that now the *ball was in their court*.

- g) **Barking up the wrong tree:** Looking in the wrong place. Accusing the wrong person.

Example: Nisha was *barking up the wrong tree* for her demotion.

- h) **Beat around the bush:** Avoiding the main topic. Not speaking directly about the issue.

Example: People with less knowledge and low confidence always *beat around the bush*.

- i) **Best of both worlds:** All the advantages.

Example: My decision of joining this institute is *best of both worlds*.

- j) **Bite off more than you can chew:** To take on a task that is way too big.
Example: Some people always *bite off more than they can chew* just to build their impression.
- k) **Blessing in disguise:** Something good that isn't recognized at first.
Example: My colleagues are *blessing in disguise* for me.
- l) **Burn the midnight oil:** To work late into the night, alluding to the time before electric lighting.
Example: During exams, students *burn the midnight oil*.
- m) **Can't judge a book by its cover:** Cannot judge something primarily on appearance.
Example: Interviewers were surprised to realize the knowledge of a student coming from rural background; you really can't *judge a book by its cover!*
- n) **Caught between two stools:** When someone finds it difficult to choose between two alternatives.
Example: I was *caught between two stools* when I got the offer letters of two renowned companies at a time.
- o) **Cross the bridge when you come across it:** Deal with a problem if and when it becomes necessary, not before.
Example: To avoid hassles, *cross the bridge when you come across it*.
- p) **Cry over spilt milk:** When you complain about a loss from the past.
Example: Mr. Sharma from our team always *cries over the spilt milk*.
- q) **Curiosity kills the cat:** Being inquisitive can lead you into an unpleasant situation.
Example: Viren gets into trouble as he becomes too curious about the things; he fails to understand the fact that *curiosity kills the cat*.
- r) **The show has come to an end:** It's all over.
Example: The *show has come to an end* due to disputes among family members.
- s) **Every dark cloud has a silver lining:** Be optimistic, even difficult times will lead to better days.
Example : Mr. Tripathi had a loss in business, but he did not lose hope as he believed that *every dark cloud has a silver lining*.
- t) **Hear it on the grapevine:** to hear rumors about something or someone.
Example : The Team Manager couldn't believe what he *heard on the grapevine* about his team members.

- u) **Hit the nail on the head:** Do or say something exactly right.
Example :Today *we hit the nail* on the head by putting the matter rationally in front of the Manager.
- v) **Keep something at bay:**Keep something away.
Example :A good leader always keeps prejudice *at bay*.
- w) **Kill two birds with one stone:** to accomplish two different things at the same time.
Example :My trip to Germany will *kill two birds with one stone*. I will do my work as well as have a great time with my family.
- x) **Last straw:** The final problem in a series of problems.
Example :We are now stress free as this is the *last straw*.
- y) **A man of letters:** A well-read man
Example :Dr. Mehta is *a man of letters* and his views are scholarly.
- z) **Let the cat out of the bag:**To share information that was previously concealed;
 Make a long story short.
Example :The ministry has now *let the cat out of the bag*.
- aa) **Crocodile tears:** Pretended sorrow
Example :Cheaters shed *crocodile tears*.
- ab) **Up to the mark:** Satisfactory
Example :Mr. Kulkarni got selected as his performance in the interview was *up to the mark*.
- ac) **Once in a blue moon:** Happens very rarely.
Example :Decisions regarding the development of our country happen *once in a blue moon*.
- ad) **Picture paints a thousand words:** A visual presentation is far more descriptive than words.
Example :In the kindergarten, pictorial experiences help to learn the things faster as *a picture paints thousand words*.
- ae) **Piece of cake:** A job, task or other activity that is easy or simple.
Example :Daily exercise is a *piece of cake* for my brother.
- af) **With one voice:** unanimously
Example :Shreyas was selected as the class representative *with one voice*.
- ag) **Sit on the fence:** This is used when someone does not want to choose or make a decision.
Example :A few employees often *sit on the fence* in a critical situation.

- ah) Steal someone's thunder:** To take the credit for something someone else did. **Example :** Mrs. Neha steals *someone's thunder* and boasts of herself.
- ai) To hear something straight from the horse's mouth:** To hear something from the authoritative source.

Example : The workers agreed to the new policy only when they listened to it from the *horse's mouth*.
- aj) An iron will:** An inflexible determination

Example : Sardar Patel was a man of *iron will*.
- ak) Castles in the air:** Imaginary schemes

Example : My friend builds *castles in the air* and actually does nothing to accomplish it.
- al) By hook or by crook:** By fair or foul means

Example : He was so desperate for the post that he decided to achieve it by *hook or by crook*.
- am) Once for all:** Finally

Example : *Once for all*, my daughter finished with all her school projects.
- an) At a stretch:** Continuously

Example : We have been working on the task *at a stretch*.

- a) In a nutshell:.....
- b) At the outset:.....
- c) A bosom friend:.....
- d) In full swing:.....
- e) Hit the hay:.....
- f) In the dark:.....
- g) True to the salt:.....
- h) For the sake of:.....
- i) In a state of:.....
- j) Look forward to:.....
- k) Look out for:.....
- l) Turn down:.....
- m) Lay down:.....
- n) Get your walking papers:.....
- o) By all means:.....

COLLOCATIONS

A collocation is a combination of words that are commonly used together. The simplest way of describing collocations is to say that they ‘just sound right’ to native English speakers. It is important to learn collocations because they naturalise one’s speech. Besides, they broaden one’s scope for expression.

Collocations starting with the verb ‘Do’

- a) **Do me a favour:** The boss asked Varun to *do him a favour*.
- b) **Do the cooking:** As the guests came home unannounced, mother asked her daughter to *do the cooking*.
- c) **Do the housework:** The maid was directed to *do the housework*.
- d) **Do the shopping:** On the last day of our exams, we decided to *do the shopping*.
- e) **Do your best:** Father told his children to *do the best* in Athletics.

Collocations with the verb ‘Have’

- a) **Have a bath:** During summer, one should *have a bath* twice in a day.
- b) **Have a haircut:** Students should regularly *have a haircut* for a disciplined look.
- c) **Have a holiday:** Do you *have a holiday* on Monday?
- d) **Have a problem:** Some people *have a problem* in every situation.
- e) **Have lunch:** Why don’t you *have a lunch* at this restaurant?
- f) **Have sympathy:** People should *have sympathy* for the underprivileged.

Collocations with the verb ‘Break’

- a) **Break the law:** Few people feel proud when they *break the law*.
- b) **Break the leg:** The police threatened the thief to *break his leg* if he doesn’t tell the truth.
- c) **Break a promise:** Gentlemen never *break a promise*.
- d) **Break a record:** Students these days *break a record* in scoring above 90 percent marks.
- e) **Break the news to someone:** It’s difficult to *break the news* of somebody’s death.
- f) **Break the rules:** The principal warned the students not to *break the rules* of the college.

Collocations with the verb ‘Take’

- a) **Take an exam:** To judge the IQ level, it is important to *take an exam*.
- b) **Take a break:** Arvind’s mother told him to *take a break* from his studies.
- c) **Take a look:** *Take a look* at the breathtaking sight.
- d) **Take a rest:** The traveller decided to *take a rest*.
- e) **Take a seat:** The interviewer told the candidate to *take a seat*.
- f) **Take a taxi:** It’s better to *take a taxi* in rainy season.
- g) **Take notes:** The teacher told the students to *take notes* during her lecture.

Collocations with the verb 'Make'

- a) **Make a difference:** Ajay asked his friend how he could *make a difference* in someone's life?
- b) **Make a mess:** The boys in the hostel *make a mess* of their room.
- c) **Make a mistake:** One should not *make a mistake* repeatedly.
- d) **Make a noise:** The Head of the Department requested the students not to *make a noise* during college gathering.
- e) **Make an effort:** To excel in life you have to *make an effort*.
- f) **Make money:** Father told his son not to *make money* by doing wrong things.
- g) **Make progress:** Entrepreneurs *make progress* by doing hard work.

Collocations with the verb 'Pay'

- a) **Pay respect:** It is an honor to *pay respect* to the martyrs who sacrificed their lives for our country.
- b) **Pay a fine:** In USA one has to *pay a fine* for breaking the rules.
- c) **Pay attention:** The teacher told Kumar to *pay attention* during the lecture.
- d) **Pay by credit card:** These days it is easy to *pay by credit card*.
- e) **Pay someone a visit:** Avoid *paying someone a visit* on Sundays.

Collocations with the verb 'Keep'

- a) **Keep a secret:** It is not easy to *keep a secret*.
- b) **Keep calm:** *Keep calm* even if someone upsets you.
- c) **Keep in touch:** Tarun asked Tanay to *keep in touch* through e-mails.
- d) **Keep quite:** Students were asked to *keep quite* during the seminar.

Collocations with the verb 'Save'

- a) **Save yourself the trouble:** By regular exercises, you *save yourself the trouble* of getting obese.
- b) **Save electricity:** It is our moral responsibility to *save electricity*.
- c) **Save money:** Intelligent people *save money* for future.
- d) **Save someone's life:** Have you ever *saved someone's life*?

Collocations with the verb 'Go'

- a) **Go bald:** It's a fashion to *go bald* these days.
- b) **Go abroad:** Many students *go abroad* for higher studies.
- c) **Go bankrupt:** Spendthrifts usually *go bankrupt*.
- d) **Go sailing:** It's fun to *go sailing* on the seas.
- e) **Go to war:** Soldiers are always ready to *go to war*.

Collocations with the verb 'Come'

- a) **Come into view:** In jungle safaris, tourists have to wait for the wild animals to *come into view*.
- b) **Come on time:** Anu requested her friends to *come on time* for her birthday party.
- c) **Come prepared:** The candidates were asked to *come prepared* for the Aptitude Test.

- d) **Come to an agreement:** To maintain peace and order, the two countries should *come to an agreement*.
- e) **Come to an end:** Finally, the session has *come to an end*.

Collocations with the verb 'Get'

- a) **Get a job:** To *get a job*, candidate should be confident and fluent.
- b) **Get angry:** People should not *get angry* on petty issues.
- c) **Get frightened:** Children *get frightened* during night.
- d) **Get permission:** The students approached the Principal to *get permission* for an industrial visit.
- e) **Get ready:** Mother told her daughter to *get ready* for the party.

Collocations related to 'Time'

- a) **Free time:** I like to listen to music in my *free time*.
- b) **From dawn till dusk:** Farmers work *from dawn till dusk* to earn a living.
- c) **Make time for:** We should *make time for* our hobbies.
- d) **Right on time:** Bina reached the examination hall *right on time*.
- e) **Waste time:** Do not *waste time*, because time once gone never comes back.

Collocations related to 'Business English'

- a) **Annual turnover:** The *annual turnover* of the companies depends on the effective team work, marketing and other strategies.
- b) **Break off negotiations:** It's important to *break off the negotiations* during business meetings.
- c) **Come to the point:** The teacher told Arjun to directly *come to the point*.
- d) **Dismiss an offer:** Vinay had to *dismiss an offer* of job as he met with an accident.
- e) **Draw a conclusion:** In every experiment, students *draw a conclusion* at the end.
- f) **Launch a new product:** Marketing plays an important role in *launching a new product*.

Exercise 4.3: Write sentences using the following collocations:

- a) Break the ice:.....
- b) Catch a cold/catch cold:.....
- c) Catch sight of:.....
- d) Catch fire:.....
- e) Catch someone's attention:.....
- f) Come to the point:.....
- g) Run out of time:.....
- h) Have a good time:.....
- i) Keep a diary:.....
- j) Get the message:.....
- k) Get nowhere:.....
- l) Keep cool:.....
- m) Keep an appointment:.....
- n) Draw your attention to:.....
- o) Save time:.....

TENSES

In grammar, tense is a category that expresses time reference with reference to the moment of speaking. Tenses are usually manifested by the use of specific forms of verbs, particularly in their conjugation patterns. It is very essential to have knowledge of tenses for correct use of a language to establish effective communication.

There are three types of Tenses-Present, Past and Future.

Example:

- a) We **watch** movies every week end.- Present tense
- b) He **wrote** an application for that job yesterday. - Past tense
- c) You **will complete** the project by next month. – Future tense

Present Tense – The verb in present tense refers to the present time.

Past Tense- The verb in past tense refers to the past time.

Future Tense- The verb in future tense refers to the future time.

The tense of a verb shows not only *time* of action but also the *state* of action referred to. Each of these Tenses has four sub tenses-Simple, Continuous, Perfect and Perfect continuous tense.

Simple or Indefinite Tense: Here the verb specifies the simple action, without anything being said about the completeness or incompleteness of the action.

| Sub Tense | Person | Singular | Plural |
|----------------|---------------|--------------------------|---------------------|
| Present | First person | I speak | We speak |
| | Second person | You speak | You speak |
| | Third person | He / She / It speaks | They speak |
| Past | First person | I spoke | We spoke |
| | Second person | You spoke | You spoke |
| | Third person | He / She / It spoke | They spoke |
| future | First person | I shall/will speak | We shall/will speak |
| | Second person | You will speak | You will speak |
| | Third person | He / She / It will speak | They will speak |

Continuous/Progressive tense: Here the verb indicates incomplete or continuous action.

| Sub Tense | Person | Singular | Plural |
|----------------|---------------|----------------------------|--------------------|
| Present | First person | I am speaking | We are speaking |
| | Second person | You are speaking | You are speaking |
| | Third person | He / She / It is speaking | They are speaking |
| Past | First person | I was speaking | We were speaking |
| | Second person | You were speaking | You were speaking |
| | Third person | He / She / It was speaking | They were speaking |

Perfect Tense: Here the verb shows that the action is completed or perfect.

| Sub Tense | Person | Singular | Plural |
|----------------|---------------|--------------------------|------------------|
| Present | First person | I have spoken | We have spoken |
| | Second person | You have spoken | You have spoken |
| | Third person | He / She / It has spoken | They have spoken |
| Past | First person | I had spoken | We had spoken |
| | Second person | You had spoken | You had spoken |
| | Third person | He / She / It had spoken | They had spoken |

USES OF TENSES

1. Present Tense

f) Simple Present Tense- It is used:

a1. To express a habitual action or an action happens regularly.

- Examples:** i. The manager **gets up** at five and starts work at seven.
ii. Umesh **practices** the piano every day.

a2. For universal or general truth.

- Examples:** i. The earth **turns** 360° every day.
ii. Antarctica **is covered** with ice.

a3. In narrative such as sports events or demonstrations (substitute for the simple past).

- Examples:** i. Virat **catches** the ball and he **throws** it to the wicket.
ii. First I **put** some butter in the pan and **turn** on the cooker.

a4. To express a future event that is part of a fixed timetable.

- Examples:** i. The train **leaves** at 03.00 pm sharp.
ii. The flight **is** at 07.00 tomorrow morning.

a5. To state the facts and things in general that are always true.

- Examples:** i. India **is** a rich source of herbs .
ii. Gold **isn't** liquid at room temperature.

a6. In exclamatory sentences beginning with 'here' and 'there'.

- Examples:** i. There **goes** your trainer!
ii. Here **comes** the train you are waiting for!

a7. To introduce quotations.

- Example:** Swami Vivekananda **says**, "Arise, awake and do not stop until the goal is reached".

a8. Instead of the simple Future Tense in clauses of time and condition **Examples:** i. I shall wait till you **finish** your lunch.
ii. If you heat water to 100 degrees, it **boils**.

g) Present Continuous Tense - It is used:

b1. To indicate an action that is happening at the moment of speaking.

- Examples:** i. I **am** just **leaving** office. I'll be home in an hour.
ii. Please be quiet. The children **are sleeping**.

b2. To indicate an action which may not happening at the time of speaking.

- Examples:** i. **Aren't** you **teaching** at the university now?
ii. At two in the afternoon, we are eating lunch.

b3. For definite future arrangements.

- Examples:** i. We **are going** to the beach at the weekend.
ii. I **am not going** to the party tonight.

- b4. For habits that are not regular, but that happen very often. (an adverb like 'always', 'continuously' or 'constantly' are used)

Example: i. You **are** continuously **losing** your keys.

ii. She **is** constantly **missing** the train.

iii. Adhiraj **is** always **smiling**.

- b5. Verbs which refers to *state* rather than actions or progress, are not normally used in the continuous form in the present tense .

i. Perceptions: feel, smell, hear, taste, see

ii. Emotions: want, wish, envy, fear, dislike, hate, hope, like, love regret, hope, refuse.

iii. Thinking : think, suppose, believe, agree, consider, trust, remember, forget, know, understand, imagine

iv. Appearing: appear, look, seem.

h) Present Perfect Tense- It is used:

- c1. To indicate an action completed in the recent or immediate past (with *just*).

Examples: i. I **have** just **finished** my *work*.

ii. He **has** just **taken** the medicine.

- c2. To indicate an past action happened at an unspecified time.

Examples: i. I **have been** to France three times.

ii. Madhuri **has** never **traveled** by train.

iii. Manisha **has studied** two foreign languages.

- c3. To show that something started in the past and has continued up until now.

Examples: i. Rashmi **has been** in England for six months.

ii. Priya **has loved** chocolate since she was a little girl.

- c4. The adverb and adverbial phrases with unfinished time expressions can be used in Present Perfect such as: *ever, never, once, many times, several times, before, so far, this month, this year, this week, today, already, yet*, etc but not with specific past /finished time expressions such as: *yesterday, one year ago, last week, when I was a child, when I lived in Japan, at that moment, that day, one day*, etc.

2.Past Tense

a) Simple Past Tense- It is used:

- a1. To express the idea that an action started and finished at a specific time in the past.

Examples: i. I **didn't** see a play yesterday.

ii. **Did** you **have** dinner last night?

- a2. Sometime the specific time may not be mentioned. It can be implied by context.

Example: i. I **didn't** sleep well (last night).

- a3. To describe a past habit

Examples: i. They never **went** to school, they always **skipped** class.

ii. **Did** you **play** a musical instrument when you were a kid?

b) Past Continuous Tense- It is used:

b1. For an action going on at some time in the past.

Examples: i. Kavya **was enjoying** the games at funfair

ii. Stuti **was preparing** for IIT entrance exam.

b2. The past continuous and simple past are used together when a new action happened in the middle of longer action. Simple past used for later action.

Examples: i. While I **was writing** the email, the computer suddenly **went** off.

ii. What **were** you **doing** when I **called** you?

b3. It is also with 'Always', 'continuously' 'continually' or 'constantly' for persistent habit in the past.

Examples: i. She **was** always **coming** to class late

ii. I didn't like them because they **were** continuously **complaining**.

c) Past perfect Tense- It is used:

c1. To indicate a completed action before a certain point of time in the past.

Examples: i. When we arrived, the film **had started**.

ii. I **had** never **seen** such a beautiful beach before I went to Miami.

c2. To express the idea that something occurred before another action in the past.

Examples: i. When I reached home, my mother **had left** for the office.

ii. I had written the letter before he arrived?

3. Future Tense

a) Simple Future Tense- It is used:

a1. To talk about facts in the future time which we cannot control.

Examples: i. My uncle **will turn** forty this Sunday

ii. It **will be** Holi in week.

a2. To indicate an action that we think, expect, hope or believe will happen in the future.

Examples: i. I think Brazil **will win** the World Cup.

ii. I'm sure you **will enjoy** the games.

iii. Probably, it **will rain** today.

a3. To indicate an action that we decide to do at the time of speaking

Examples: i. The task is not completed, I **will complete** it by evening.

ii. It is raining. I **will take** an umbrella.

Sample Exercises

Rewrite the following sentences using correct form of verbs given in bracket.

1. When you arrive tonight, we..... (go) out for dinner.

2. Whenever we meet, we (plan) a trip.

3. The sun (shine) brightly.

4. Vijay (wait) for me when I arrived.

5. I promise I (not/tell) him about the surprise party.

6. Shikhar Dhawan (score) a century in the last match.

7. I (get) hungry. Let's go and have something to eat.

8. (have) you ever (visit) the U.S. before your trip in 2006?

9. Who (invent) the bicycle?

10. Yesterday evening the phone (ring) three times while we (have) dinner.

11. When I met you last time, you (think) of moving to a new flat.

12. She only understood the movie because she (read) the book.
13. Can you (help) me move this heavy table?
14. Hello Nitya, I (not/see) you for ages. How are you?
15. We can go out now. It (not/rain) any more.
16. He (go) to that place every year.
17. There I..... (notice) how important it..... (be) to speak English nowadays.
18. And I..... (already begin /) to read the novel.
19. If I (pass) my exams successfully, I..... (start) an apprenticeship in September.
20. while I (do) the language course, I (meet) lots of young people from all over the world.

ACTIVE AND PASSIVE VOICE

Voice is the form of verb which indicates whether subject does something or something has done to it. There are two types of Voice:

1.Active Voice

When the **subject** is the agent or doer of the action, the verb is in the **active voice**.

Example: The boy **makes** a kite.

In this example, the verb ‘makes’ shows that the subject ‘the boy’ *does something*. Here, the doer of the action is important. The subject *acts* so it is called the active voice.

2.Passive Voice

When the subject is the target or receiver of the action, the verb is said to be in the **passive voice**.

Example: A kite **is made** by the boy.

In this example, the verb phrase ‘is made’ shows that *something is done to* the subject ‘a kite’. Here, the person or thing acted upon is to be made prominent. The subject is not active but *receives some action* so it is called the passive voice.

Conversion of Active Voice to Passive Voice

A. Assertive sentences:

When the active voice is changed to the passive voice:

- i. The sentence must have objects. The place of subject and object is interchanged. The object of the verb becomes the subject of the verb.
- ii. The past participle form of verb is always used in the sentences of passive voice for all the tenses.
- iii. The word ‘by’ is used before object in the sentences in passive voice.

Change of Pronoun

| Active Voice | Passive Voice |
|--------------|---------------|
| I | me |
| We | us |
| You | you |
| He | him |
| She | her |
| It | it |
| They | them |

Active and Passive Verb Forms

| Tense | Active | Passive |
|---------------------------|---|--|
| Simple Present | He writes a letter. S+V+O | A letter is written by him. S+ am/is/are+V2+O |
| Present continuous | She is completing the project. S+ am/is/are + V ing + O | The project is being completed by her. S+ am/is/are+ being+ V2+O |
| Present Perfect | They have done the work. S+ have/has+V2+O | The work has been done by them. S+ have/has+been+V2+O |
| Simple Past | He wrote a letter. S+V1+O | A letter was written by him. S+ am/is/are+V2+O |
| Past Continuous | She was completing the project. S+ was/were +V ing + O | The project was being completed by her. S+ was/were+ being+ V2+O |
| Past Perfect | They had done the work. S+ had +V2+O | The work had been done by them. S+ had + been+V2+O |
| Simple Future | He will finish the work. S+ shall / will+V+O | The work will be finished by me. S+shall/will+ be +V2+O |

Note: S- Subject , O- Object, V-Base form of verb, V1-Past form of verb, V2- Past participle form of verb

Passive Sentences with two objects

Rewriting an active sentence with two objects in passive voice means that one of the two objects becomes the subject, the other one remains an object. Which object to transform into a subject depends on what you want to put the focus on.

Example:

Active Voice: A manager will give you a ticket.

Passive Voice: 1) A ticket will be given to you by the manager.

2) You will be given a ticket by the manager.

B. Interrogative Sentences:

- i. The primary auxiliary verbs **do, does or did** do not appear in the passive form.
- ii. The verbs **has, have, had, will, shall, can or may** do not change their position at the beginning of the sentence
- iii. The question words **when, why, where, how or what** do not change their position at the beginning of the sentence. Note that **who** changes to **by whom** and **whom** into **who**.

| Active Voice | Passive Voice |
|------------------------|---------------------------------------|
| Did she recognize you? | Were you recognized by her? |
| Have you invited them? | Have they been invited by you? |
| What did he say? | What was said by him? |
| Whom did you invite? | Who was invited by you? |

C. Imperative Sentences

If we want to put emphasis on the action, the passive voice has **Let + object + be + past participle** form. We can begin passive sentence with 'you' if we want to put emphasis on the person addresses to.

Example

| Active Voice | Passive Voice |
|----------------------|---|
| Open the door. | Let the door be opened. You are ordered /requested to open the door. |
| Do not beat the dog. | Let the dog not be beaten. You instructed not to beat the dog. |
| Help me. | Let me be helped. You are requested to help me. |
| Learn the poem. | Let the poem be learned. You are asked to learn the poem. |
| Don't touch it. | Let it not be touched. You are warned not to touch it. |

Note that '**do**' is not used in the passive form, only '**to be**' forms are used.

Sample Exercise: Change the voice.

- 1) I sent the report yesterday.
.....
- 2) The restaurant was renovated by me in 2004.
.....
- 3) The girls were singing songs when I went into the hall.
.....
- 4) By whom was she taught French?
.....
- 5) I will clean the house every Saturday.
.....
- 6) Let the door be shut.
.....
- 7) Grammar is taught to us by Prof. Gokhale.
.....
- 8) The publisher had printed the book.
.....
- 9) He will be forgiven by the teacher.

-
- 10) The fire destroyed the whole forest.
-
- 11) The two ministers are signing the treaty.
-
- 12) Marry generously donated money to the homeless shelter.
-
- 13) Susan will bake two dozen cupcakes for the sale.
-
- 14) Who ate the last cookie?
-
- 15) Will your brother pay your fees today?
-
- 16) The director will give you instructions.
-
- 17) Who did this?
-
- 18) Let this post be advertised.
-
- 19) The kangaroo carried her baby in her pouch.
-
- 20) The robber has been caught by the police.
-