





# English Language &

# Lecture Sheet

**Lecture (1-10)** 







### **English Language and Literature -35**

#### Part-I: Language

#### A) Parts of Speech:

- 1. The Noun: (The Determiner, The Gender, The Number)
- 2. The Pronoun.
- The Verb: (The Finite: Transitive, Intransitive, The Non-finite: Participles, Infinitives, Gerund, The Linking Verb, The Phrasal Verb, Modals).
- 4. The Adjective.
- 5. The Adverb.
- 6. The Preposition.
- 7. The Conjunction.

#### B) Idioms & Phrases:

- 1. Meanings of Phrases
- 2. Kinds of Phrases
- 3. Identifying Phrases

#### C) Clauses:

- 1. The Principal Clause
- The Subordinate Clause: (The Noun Clause, The Adjective Clause, The Adverb Clause & its types)

#### **D)** Corrections:

The Tense, The Verb, The Preposition, The Determiner, The Gender, The Number, Subject-Verb Agreement.

#### **E)** Sentences & Transformations:

- 1. The Simple Sentence
- 2. The Compound Sentence
- 3. The Complex Sentence
- 4. The Active Voice
- 5. The Passive Voice.
- 6. The Superlative Degree.

#### F) Words:

Meanings, Synonyms, Antonyms, Spellings, Usage of words as various parts of speech Formation of new words by adding prefixes and suffixes.

#### G) Composition:

Name of parts of paragraphs, letters, applications

#### Part-II: Literature

#### H) English Literature:

- 1. Name of writers of literary pieces from Elizabethan period to the 21st Century.
- 2. Quotations from drama, poetry of different ages.











## Index

English
Language
&
Literature

Lecture No.	Topic	Page No.				
01	Right form of Verbs based on Tense	4				
02	Right form of Verbs based on Modal verbs	11				
03	Noun, Pronoun/ relative pronoun	21				
04	Adjectives, Adverbs/Position of Adverbs	31				
05	Verbs, Causative verbs, Linking verbs	41				
06	Infinitive, Participle & Gerund	47				
07	Preposition (rules) & Conjunctions	57				
08	Prepositions					
	(Previously asked questions in BCS & Other exams)					
09	Transformation of Sentence					
	(Simple, Complex, Compound)					
10	Transformation of Sentences	85				
	(Positive, Comparative, Superlative & Assertive,					
	Interrogative, Imperative, Optative and Exclamatory)					

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# **BCS** Preliminary





## Lecture Content

☑ Right form of Verbs based on Tense



### **Discussion**

### Right form of Verbs based on tense

#### **Present Simple tense**

যে verb এর কাজ সচরাচর বর্তমানে সম্পন্ন হয় তাকে present simple tense বলে।

বাক্যে সাধারণত regularly, daily, everyday, often, always, hardly, seldom, scarcely etc. থাকলে present simple tense হয়।

Structure: Subject + মূল verb (s/es) + extension (পরিপুরক অংশ)

#### **Examples:**

- (i) We attend the class regularly.
- (ii) He comes here daily.
- (iii) They often come to our campus.
- (iv) The man does not go to market everyday.
- (v) His father is a banker.
- (vi) They have solvency.
- (vii) Do you lead everyday?
- (viii) Are you a leader?
- (ix) Have you supporters?
- (x) Who comes here daily?

#### **Present continuous tense**

যে verb এর কাজ এই মুহূর্তে সম্পন্ন হচ্ছে বুঝায় তাকে present continuous tense বলে।

বাক্যে সাধারণত now, at present, day by day, right now, at this moment, at this very moment etc. থাকলে present continuous tense হয়।

Structure: Sub + am/is/are+ verb with ing + extension.

#### **Examples:**

- (i) Shihab is sleeping now.
- (ii) The man is taking rest right now.
- (iii) What are you doing at this very moment?
- (iv) Is he having tea now?

#### Verbs which are not used in continuous tense-

See, know, feel, love, like, belong, seem, appear etc.

**Inc**: I am seeing a bird now.

**Cor**: I see a bird now.

**Inc**: The house is belonged to his father.

**Cor**: The house belongs to his father.

#### **Present Perfect tense**

যে verb এর কাজ বর্তমানের কোন এক সময়ে শেষ হয়েছে তাকে present perfect tense বলে। কোন বাক্যে just, just now, already, recently, earlier, yet, today থাকলে present perfect tense হয়।

Structure: Sub + have/has + verb এর past participle form + extension.

#### **Examples**

- (i) I have not seen him here earlier.
- (ii) We have not taken decision yet.
- (iii) We have already been conscious.
- (iv) I have had tea just now.
- (v) Have you ever been to London?
- (vi) Has Rana gone to London?

#### Present perfect continuous tense

পূর্ব থেকে শুরু হয় একটি কাজ এখনো হচ্ছে বা চলছে এরূপ বুঝালে তাকে present perfect continuous tense বলে।

এক্ষেত্রে দুটি সময়ের যে কোন একটির উল্লেখ থাকবে। হয় certain period of time (নির্দিষ্ট সময়) অথবা uncertain period of time (অনির্দিষ্ট সময়) এর উল্লেখ থাকবে; এই নির্দিষ্ট সময় এবং অনির্দিষ্ট সময় এর উপর ভিত্তি করে বাক্য গঠনের ক্ষেত্রে একটু পার্থক্য হবে। নিচে দুটি structure-ই দেখানো হয়েছে।

#### (i) Structure (certain period of time এর ক্ষেত্রে)

Subject + have / has + been + verb with ing + since + extension.

#### **Examples**

- (i) It has been raining since morning.
- (ii) He has been living at Dhanmondi in Dhaka since 2010.
- (iii) Rana has been suffering from fever since last Wednesday.

#### (ii) Structure (uncertain period of time এর ক্ষেত্রে)

Subject + have been /has been+ verb with ing + for + extension

#### **Examples:**

- (i) It has been raining for two days.
- (ii) They have been doing the work for a long time.

**Inc**: I have been knowing the matter for a long time.

**Cor**: I have known the matter for a long time.

**Inc**: He has been feeling well since morning.

**Cor**: He has felt well since morning.

#### Past Simple tense:

অতীতকালে কোন কাজ সম্পাদিত হয়েছিল বুঝালে past simple tense হয়।

বাক্যে সাধারণত once, once upon a time, long ago, yesterday, the day before yesterday, ago, last night, last year etc. থাকলে past simple tense হয়।

এক্ষেত্রে sentence এর গঠনটি হয় নিম্নরূপ:

Structure: Sub+ verb এর past form + extension

#### **Examples**

- (i) Ripa came here yesterday.
- (ii) Her father was a judge.
- (iii) She had a lot of money.
- (iv) I did not go to campus yesterday.
- (v) Did you lead that day?
- (vi) Were you a leader in university life?
- (vii) Did you have many supporters that time?
- (viii) Who came here last night?
- (ix) Whose father led that day?
- (x) How was your mind yesterday?

#### **Past Continuous tense**

যে verb এর কাজ অতীতে হইতেছিল বা চলতেছিল বুঝায় তাকে past continuous tense বলে। এর গঠনটি হয় নিমূরূপ:

Structure: Sub+ was/were + verb with ing + extension

#### **Examples:**

- (i) They were attending class then.
- (ii) What were you doing then?
- (iii) Was he having class then?









#### Past perfect tense

অতীতকালে সংঘটিত দুটি কাজের মধ্যে যে কাজটি অপেক্ষাকৃত পূর্বে সংঘটিত হয়েছিল সেটি past perfect tense এবং যেটি পরে সংঘটিত হয়েছিল সেটি past simple tense অর্থাৎ past perfect tense বুঝতে হলে অতীতকালের ঐ ঘটনাটিকে চিহ্নিত করতে হবে যেটি অপেক্ষাকৃত পূর্বে ঘটেছিল। যেহেতু 'পূর্বে' অথবা 'পরে' কথাটির উল্লেখ থাকে তাই sentence টিতে 'before' অথবা 'after' বসাতে হবে। মূলকথা হলো past perfect tense এর সাথে তিনটি বিষয় জডিত। যথা-

- (1) past perfect tense (গঠন % Subject + had+ verb এর past participle form)
- (3) Before/ After

#### ১) সূর্য উঠার পূর্বে আমরা বাড়ি পৌঁছেছিলাম।

বাক্যটি থেকে প্রথমেই আমরা তিনটি বিষয় চিহ্নিত করব-

- (i) We had reached home (past perfect tense-এই কাজটি পূর্বে ঘটেছিল)
- (ii) The sun rose (past simple tense-এই কাজটি পরে ঘটেছিল)
- (iii) Before (কারণ বাক্যে 'পূর্বে' কথাটির উল্লেখ আছে) এবার তাহলে উপরের তিনটি অংশকে একটি বাক্যে পরিণত করলে দাঁড়ায়-
- (1) We had reached home before the sun rose.

উপরের বাক্যটিতে past perfect tense যুক্ত অংশটি প্রথমে বসেছে কারণ বাক্যটিতে 'before' শব্দটির প্রয়োগ রয়েছে। এবার নিচের উদাহরণটি লক্ষ করুন-

#### ২) সূর্য উঠার পর আমরা বাড়ি পৌঁছেছিলাম।

বাক্যটি থেকে প্রথমে আমরা তিনটি বিষয় চিহ্নিত করব-

- (i) The sun had risen (past perfect tense-এই কাজটিই পূর্বে ঘটেছিল)
- (ii) We reached home (past simple এই কাজটি পরে ঘটেছিল)
- (iii) After (কারণ বাক্যটিতে 'পর' কথাটির উল্লেখ আছে)

এবার তাহলে উপরের তিনটি অংশকে একত্র করলে দাঁড়ায়-

(2) We reached home after the sun had risen.
উপরের বাক্যটিতে past simple tense যুক্ত অংশটি প্রথমে বসেছে
কারণ বাক্যটিতে after শব্দটির প্রয়োগ রয়েছে। অর্থাৎ মূলকথা হলো
প্রথম অংশে কোন clause টি বসবে তা সম্পূর্ণ নির্ভর করবে 'Before'
অথবা 'After' এর উপর। যদি Before থাকে তাহলে past perfect

tense-টি প্রথমে বসবে কিন্তু যদি after থাকে তাহলে past simple tense-টি প্রথমে বসবে। বিষয়টি নিচে চিত্রের মাধ্যমে ব্যাখ্যা করা

Past perfect tense **Before** Past simple tense

2) Past simple tense **After** Past perfect tense

#### More examples—

- (i) The launch reached Sadarghat after it had been dawn.
- (ii) It had been 10 pm before they reached home.

#### Past perfect continuous tense:

অতীতকালে কোন কাজ আরম্ভ হয়ে একটি বিশেষ সময় পর্যন্ত চলতেছিল বুঝালে past perfect continuous tense হয়।

**Structure:** Sub+ had been+ verb with ing + extension.

যেমন-

হলো।

- (i) We had been playing before it was 5 o'clock.
- (ii) We had been living there for two years.
- (iii) Runa had been receiving training for two months.

#### **Future Simple tense**

যে verb এর কাজ ভবিষ্যতে হবে তাকে Future simple tense বলে।

বাক্যে সাধারণত tomorrow, the day after tomorrow, next year, next time, tonight etc. থাকলে future simple tense হয়।

Structure: Sub + will/shall + মূল verb + extension. যেমন-

- (i) We shall go tomorrow.
- (ii) I shall do the work day after tomorrow

কিন্তু যদি নিকট ভবিষ্যতে কোন কাজ ঘটতে যাচ্ছে এরূপ নির্দিষ্ট পরিকল্পনা থাকে তাহলে future simple tense না হয়ে present continuous tense হবে।

যেমন-

- (i) The Prime Minister is going to London next week.
- (ii) We are going to village next month.

#### **Future Continuous Tense**

ভবিষ্যতে কোন কাজ হতে থাকবে এরূপ বুঝালে future continuous tense হয়।

Structure: Sub+ will be/shall be + verb with ing + extension

- (i) Promee will be doing the work.
- (ii) Who will be waiting there for me.

#### **Future perfect tense**

ভবিষ্যতে কোন কাজ সংঘটিত হয়ে থাকবে বোঝালে Future perfect tense হয়।

Structure: Sub+ will have/shall have+ verb এর past participle+ extension

- (i) I shall have finished the work by Monday next.
- (ii) He will have retired by this time next year.

#### **Future perfect continuous tense**

ভবিষ্যতে কোন সময় যাবৎ কোন কাজ চলতে থাকবে বোঝালে Future perfect continuous tense হয়।

Structure: Sub + will have been/shall have been + verb with ing + since/ for + extension.

- (i) We shall have been preparing for BCS examination for months.
- (ii) None will have been waiting for you for years.

## **Topic Based Important Questions**

- - (a) cuts
- **b** are cutting
- © have cut
- d is cutting
- 2. Honourable president to eradicate illiteracy from the country just now.
  - (a) decides
- **b** is deciding
- © has decided
- d decided
- Θ

- 3. It since evening.
  - (a) is raining
- (b) rains
- © has been raining
- d has rained

- 1. At present, people down trees at a large scale. 4. Mr. Abir along with his family members living in Dhaka — 1999.
  - a is, for
- (b) are, since
- © is, since
- d are for
- 5. Professor Razzaq Dhaka after his wife —.
  - (a) leaves, died
  - (b) left, died
  - © had left, died
  - d left, had died

0





## **Exercise on Lecture 01**

Fill	in	the	blanks	with	appropriate	word/	words
(1 -	17)	)					

(1	- 17)			
1.	We retu	rned home	e after the sun	
	a had se	et	<b>b</b> set	
	© was se		@ setting	
2.	_		ntil the sun	
	a set		<b>b</b> sets	
	© was se	et	@ did set	
3.	He left f	or Chittag	ong after it	10:30 pm.
	a was		<b>b</b> had had	•
	© has be	een	d had been	1
4.	The man	n came her	e after he	a song.
	a sang		<b>b</b> was sang	
	© had su	ıng	@ did sang	
5.		•	re everyday?	
	a Are		© Does	@ Did
6.			the matter ye	sterday?
	-	<b>6</b> lay	© lied	@ lain
7.		•	long time.	_
	a have s	seen	<b>b</b> have bee	en seeing
	© seeing	7	d had been	n seeing
8.	Have yo	u ever	to Cox's Baz	zar?
	a had		<b>b</b> been	
	© was		@ did	
9.	Mitu do	es not	- much money	<b>7.</b>
	a has	<b>b</b> have	© had	(d) having
10.	The man	a lot o	of money a few	years ago.
	a was		<b>b</b> had	
	© being		d had been	ı
11.	The sun	after	they had wok	en up.
	@ rose		<b>b</b> risen	
	© had ri	sen	d was rise	n
12	2. Sumi	not con	ne regularly.	
	_	ⓑ do.	© does	@ did
13.		- my dinne		
	(a) having	g	<b>b</b> had	
	© took		@ ate	
14.		_	r two hours.	
	a have b	been	(b) had been	
15	© was	o mios -l	d has been	
15	_		ress couple of	uays ago.
	@ choice	_	<b>b</b> chose	

d was chosen

10	. The thief away	before the police came.					
	a had fled	(b) fled					
	© was fled	@ did fled					
<b>17.</b>	The river has its	banks.					
	a overflown	<b>(b)</b> overflowed					
	© overflows	d been overflowed					
18.	The old man and	d got hurt.					
	(a) fall	6 fallen					
	© fell	@ falling					
19.	He request us co	uple of days ago.					
	a had not	<b>b</b> does not					
	© was not	@ did not					
20.	When the Ministe	er reached there he saw					
	hundreds of students	— for him for hours.					
	a was waiting	<b>b</b> had been waiting					
	© have been waiting	d has been waiting					
21.	. What you doing	then?					
	(a) were (b) was	© is @ are					
22.	. How long doing	the work that day?					
	a had you been	(b) have you been					
	© are you been	•					
23.	রাতের খাবার নিমন্ত্রণে কে	এসেছিলেন? এর ইংরেজি অনুবাদ -					
	(a) Who did come to di	inner?					
	<b>b</b> Who was coming to	o dinner?					
	© Who went to dinner?						
	@ Who came to dinne	r?					
24.	'গরু ঘাস খাইয়া বাঁচে' বাক	্যটির ইংরেজি হবে-					
	The cow eats grass						
	<b>©</b> Cows eat grass						
	© Cow lives eating gr	ass					
	d The cow lives on gr	cass					
25.	'আমি তোমাকে খাওয়াই'	বাক্যটির ইংরেজি হবে ?					
	a I make you to eat	I have eat you					
	© I feed you	d I fed you					
26.	I cannot absolve you	•					
	a with	(b) for					
	© from	(d) at					
27.	=	ection their children.					
	(a) for	(b) of					
	© to	(d) at					



© choose

28.	When	have	vou	 here?

- a come
- **b** comes
- © came
- d had come

#### 29. Which is the past form of the word 'Abide'?

- (a) abode
- (b) abided
- © abiden
- d both (a) and (b)

## 30. Which one is the past participle form of the word 'bear'?

- (a) born
- **b** borne
- © bore
- d both (a) and (b)

#### 31. A notorious terrorist ---- the man yesterday.

- @ bites
- **b** bite
- © beat
- d beaten

#### 32. He ---- himself a lot over the last few years.

- a has changed
- **6** changes
- © changing
- d had changed

#### 33. I will pay you after ----- my salary.

- a receiving
- **b** received
- © have received
- d receive

## 34. ---- grandfather alive when you were a school student?

- Were
- (b) Did
- © Had
- **d** Was

## 35. The Minister ---- considerate enough to grant their demand.

- a had
- **b** was
- © has
- @ did

## 36. ----- you meet your friend the day before yesterday.

- a Did
- (b) were
- © was
- (d) had

#### 37. He ----- the man so hard that he fell off.

- (a) did strike
- **(b)** struck
- © was struck
- (d) had been struck

#### 38. When ---- he come yesterday?

- (a) was
- **b** did
- © had
- d were

#### 39. He returned home after the sun -----

- (a) had set
- **b** was set
- © did set
- d set

#### 40. I could not do ----- for him.

- a nothing
- (b) anything
- © both (a) and (b)
- d none of these

#### 41. Did you know his -----?

- (a) where
- **(b)** whereabouts
- © why
- d none of these

#### 42. We had been living there ----- ten years.

- (a) for
- (b) since
- © to
- d with

#### 43. Who ----- at the door yesterday?

- a is
- (b) were
- © had
- (d) was

#### 44. The bus left the station after we ----- there.

- (a) reached
- (b) had reached
- © reaching
- d was reached

#### 45. ----you play cricket regularly?

- (a) Are
- (b) Do
- © Were
- d Have

#### 46. How ---- at this very moment?

- a did you feel
- **b** are you feel
- © were you feel
- do you feel

#### 47. Did you ----- the drama on TV last night?

- a see
- **b** saw
- © watch
- @ watched

## 48. 'নবনী তোমার জন্য অনেকক্ষণ অপেক্ষা করিতেছে' এর ইংরেজি হবে?

- Nabani was waiting for you for a long time
- (b) Nabani has been waiting for you for a long time
- © Nabani will be waiting for you for a long time
- d Nabani is waiting for you for a long time

#### 49. 'তুমি গতকাল কেমন ছিলে'? এর ইংরেজি হবে—

- a How did you yesterday?
- **b** How was you yesterday?
- © How were you yesterday?
- @ How had you yesterday?

## **50.** Find the correct Bangla translation of – 'I make neither head or tail of it'

- a) আমি এ থেকে কিছুই বুঝি না
- (b) আমি মাথা ও লেজ কোনটিই দেখি না
- © আমি মাথা আর লেজ এক করতে পারি না
- (d) কোনটি না

## >>>>> Answer Sheet <

1	a	2	a	3	d	4	©	5	<b>b</b>	6	a	7	a	8	a	9	a	10	a
11	<b>a</b>	12	<b>©</b>	13	(a)	14	<b>a</b>	15	<b>b</b>	16	a	17	<b>b</b>	18	<b>©</b>	19	d	20	<b>b</b>
21	<b>a</b>	22	(a)	23	<b>d</b>	24	d	25	©	26	©	27	<b>a</b>	28	(a)	29	d	30	d
31	©	32	(a)	33	(a)	34	d	35	<b>b</b>	36	a	37	<b>b</b>	38	<b>b</b>	39	(a)	40	<b>(b)</b>
41	<b>(b)</b>	42	a	43	d	44	<b>b</b>	45	<b>b</b>	46	<b>d</b>	47	©	48	<b>b</b>	49	©	50	(a)

oiddabari









- 1. Which one is present perfect tense?
  - a I am walking
- **(b)** I have been walking
- © I was walking
- @ I have walked
- 2. Which of the sentence the future, even the verb is not future tense?
  - (a) Maria is banana.
  - **b** John is flying for Germany next week.
  - © He is probably watching TV.
  - d She has gone for some shopping.
- 3. Which one is the example of present perfect continuous tense?
  - (a) It was raining since last night
  - **(b)** It has been rained since last night.
  - © It is raining since last night.
  - d It has been raining since last night
- 4. I read an interesting book few days ago. (Indetify the tense)
  - a Present indefinite
  - **(b)** Present perfect
  - © Past indefinite
  - @ Past perfect
- 5. Find out the tense of the following sentence: It has been raining since 5 p.m.
  - ② Present continuous
  - (b) Past continuous
  - © Past perfect continuous

- 6. 'The patient had died' Which form of tense does the sentence represent?
  - Present perfect
- (b) Past indefinite
- © Past perfect
- @ Future perfect
- 7. The boys had been playing before the teacher came, choose the form of tense:
  - a past perfect continuous
  - **b** past perfect
  - © past indefinite
  - d present perfect continuous
- 8. He will have gone home. choose the correct form of tense.
  - (a) future perfect tense
  - (b) future indefinite
  - © future continuous
  - d future perfect continuous
- 9. The verb in the sentence "I have already had my breakfast" is in—
  - (a) Present Indefinite Tense
  - **(b)** Present Perfect Tense
  - © Past Perfect Tense
  - **@** Wrong form
- 10. Changge the following sentence into present perfect.
  - (a) I have done the sum.
  - **b** I was doing the sum.
  - © The sum was done by me.
  - d I did the sum.



#### Amarriana

1	<b>@</b>
2	<b>(b)</b>
3	<b>@</b>
4	©
5	<b>@</b>
6	©
7	(a)
8	a
9	Ъ
10	(a)

