

ENGLISH GRAMMAR

S.N	Grammar Topic	Key Points
01	Tense	Present (Simple, Continuous, Perfect, Perfect Continuous), Past (Simple, Continuous, Perfect, Perfect Continuous), Future (Simple, Continuous, Perfect, Perfect Continuous)
02	Voice	Active Voice, Passive Voice, Rules of changing Active - Passive
03	Narration	Direct Speech, Indirect Speech, Rules for reporting statements, questions, commands, exclamations
04	Articles	Definite Article (the), Indefinite Articles (a, an), Rules of usage, Common mistakes
05	Prepositions	Prepositions of Time (at, on, in), Place (at, on, in, under, above), Direction (to, into, onto), Common Phrases
06	Conjunctions	Coordinating (and, but, or, so), Subordinating (because, although, if), Correlative (either...or, neither...nor)
07	Question Formation	Yes/No Questions, Wh- Questions, Question Tags, Negative Questions
08	Conditionals	Zero Conditional, First Conditional, Second Conditional, Third Conditional, Mixed Conditionals
09	Modal Verbs	Can, Could, May, Might, Shall, Should, Will, Would, Must, Ought to, Uses for ability, possibility, permission, obligation
10	Negative	Forming negatives in different tenses, using not, never, nobody, none, no one
11	Positive	Affirmative sentence structures, subject-verb-object order, emphasis and simple statements

TENSE

Tense tells us when an action happens & it shows time in a sentence

Examples:

1. I **play** Cricket. - Happening now - Present
2. I **played** Cricket. - Happened before - Past
3. I **will play** Cricket. - Will happen later - Future

Types of Tense

S.N.	Tense	Time	Example
1	Present Tense	Now	I play cricket.
2	Past Tense	Before	I played cricket.
3	Future Tense	Later	I will play cricket.

Each of these 3 tenses is divided into 4 subtypes

Time	Simple	Continuous	Perfect	Perfect Continuous
Present	I play	I am playing	I have played	I have been playing
Past	I played	I was playing	I had played	I had been playing
Future	I will play	I will be playing	I will have played	I will have been playing

1. Present Tense

1.1 Present Simple

- **Formula:** Sub + V1/V5 + Obj
 - **Use:** For **regular actions, facts, or habits**
 - **Example:** She **plays** football every day.
 - **Negative:** She **does not play** football.
 - **Question:** Does she **play** football?
-

1.2 Present Continuous

- **Formula:** Sub + am/is/are + ing + Obj
 - **Use:** Action happening **right now**
 - **Example:** She **is playing** football.
 - **Negative:** She **is not playing** football.
 - **Question:** Is she **playing** football?
-

1.3 Present Perfect

- **Formula:** Sub + has/have + V3 + Obj
 - **Use:** Action **completed recently** or **has relevance now**
 - **Example:** She **has played** football today.
 - **Negative:** She **has not played** football today.
 - **Question:** Has she **played** football today?
-

1.4 Present Perfect Continuous

- **Formula:** Sub + has/have + been + ing + Obj
- **Use:** Action **started in the past and is still continuing**
- **Example:** She **has been playing** football.
- **Negative:** She **has not been playing** football.
- **Question:** Has she **been playing** football?

2. Past Tense

2.1 Past Simple

- **Formula:** Sub + V2 + Obj
 - **Use:** Action **happened in the past**
 - **Example:** She **played** football yesterday.
 - **Negative:** She **did not play** football yesterday.
 - **Question:** **Did** she **play** football yesterday?
-

2.2 Past Continuous

- **Formula:** Sub + was/were + ing + Obj
 - **Use:** Action **was in progress at a specific time in the past**
 - **Example:** She **was playing** football.
 - **Negative:** She **was not playing** football.
 - **Question:** **Was** she **playing** football?
-

2.3 Past Perfect

- **Formula:** Sub + had + V3 + Obj
 - **Use:** Action **completed before another past action**
 - **Example:** She **had played** football.
 - **Negative:** She **had not played** football.
 - **Question:** **Had** she **played** football?
-

2.4 Past Perfect Continuous

- **Formula:** Sub + had + been + ing + Obj
 - **Use:** Action **was ongoing for some time before another past action**
 - **Example:** She **had been playing** football.
 - **Negative:** She **had not been playing** football.
 - **Question:** **Had** she **been playing** football?
-

3. Future Tense

3.1 Future Simple

- **Formula:** Sub + will/shall + V1 + Obj
 - **Use:** Action that **will happen in future**
 - **Example:** She **will play** football tomorrow.
 - **Negative:** She **will not play** football tomorrow.
 - **Question:** Will she **play** football tomorrow?
-

3.2 Future Continuous

- **Formula:** Sub + will/shall + be + ing + Obj
 - **Use:** Action **will be in progress at a specific future time**
 - **Example:** She **will be playing** football.
 - **Negative:** She **will not be playing** football.
 - **Question:** Will she **be playing** football?
-

3.3 Future Perfect

- **Formula:** Sub + will/shall + have + V3 + Obj
 - **Use:** Action **will be completed before a specific future time**
 - **Example:** She **will have played** football.
 - **Negative:** She **will not have played** football.
 - **Question:** Will she **have played** football?
-

3.4 Future Perfect Continuous

- **Formula:** Sub + will/shall + have + been + ing + Obj
- **Use:** Action **will be ongoing for some time before a specific future time**
- **Example:** She **will have been playing** football.
- **Negative:** She **will not have been playing** football.
- **Question:** Will she **have been playing** football?

VOICE

Voice shows whether the subject of a sentence is performing the action or receiving the action.

1. **Active Voice** - Subject **does** the action.
2. **Passive Voice** - Subject **receives** the action.

Types of Voice

Type	Definition	Example
Active Voice	The subject performs the action	She writes a letter.
Passive Voice	The subject receives the action	A letter is written by her.

Formula of Voice

Tense	Active	Passive
Simple Present	Sub + V1/V5 + Obj	Obj + is/are + V3 (+ by Sub)
Present Continuous	Sub + am/is/are + ing + Obj	Obj + is/are + being + V3 (+ by Sub)
Present Perfect	Sub + has/have + V3 + Obj	Obj + has/have + been + V3 (+ by Sub)
Simple Past	Sub + V2 + Obj	Obj + was/were + V3 (+ by Sub)
Past Continuous	Sub + was/were + ing + Obj	Obj + was/were + being + V3 (+ by Sub)
Past Perfect	Sub + had + V3 + Obj	Obj + had + been + V3 (+ by Sub)
Simple Future	Sub + will + V1 + Obj	Obj + will + be + V3 (+ by Sub)
Future Continuous	Sub + will + be + ing + Obj	-----
Future Perfect	Sub + will + have + V3 + Obj	Obj + will + have + been + V3

Active - Passive Examples

Tense	Active	Passive
Simple Present	She writes a letter.	A letter is written by her.
Present Continuous	She is writing a letter	A letter is being written by her.
Present Perfect	She has written a letter.	A letter has been written by her.
Simple Past	He ate an apple.	An apple was eaten by him.
Past Continuous	He was eating an apple.	An apple was being eaten by him
Past Perfect	He had eaten an apple.	An apple had been eaten by him.
Simple Future	They will complete the work.	The work will be completed by them.
Future Perfect	They will have completed the work.	The work will have been completed by them.

NARRATION (Direct & Indirect Speech)

Narration is the way of **reporting what someone has said**.

- **Direct Speech** → Reporting the exact words of the speaker (using quotation marks).
- **Indirect Speech** → Reporting the speaker's words **without using quotation marks**; usually changes tense, pronouns, and time expressions.

Key Differences

Feature	Direct Speech	Indirect Speech
Quotation Marks	Uses quotation marks	No quotation marks
Words	Exact words of the speaker	Words are modified according to grammar
Pronouns	Same as speaker	Change according to the reporter
Tense	Original tense	Usually shifts back one tense

Rules for Changing Direct - Indirect

1. Tense Changes

Direct Speech	Indirect Speech
Simple Present	Simple Past
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Simple Past	Past Perfect
Past Continuous	Past Perfect Continuous
Simple Future (will)	Would
Future Continuous	Would be + ing
Future Perfect	Would have + V3

2. Pronoun Changes

- "I" → "he/she"
- "We" → "they"
- "You" → "I/He/She" depending on context

3. Time & Place Changes

Direct Speech	Indirect Speech
now - then	today - that day
yesterday - the day before	tomorrow - the next day / following day
here - there	this - that

4. Examples

- **Statement**
 - Direct: She said, "I am reading a book."
 - Indirect: She said that she **was reading** a book.
- **Question**
 - Direct: He asked, "Where are you going?"
 - Indirect: He asked me where I **was going**.
- **Command / Request**
 - Direct: "Please open the door," he said.
 - Indirect: He requested me to **open the door**.
- **Exclamation**
 - Direct: She said, "What a beautiful painting!"
 - Indirect: She exclaimed that it **was a beautiful painting**.

ARTICLES

Articles are words used **before nouns** to show whether we are talking about something **specific or general**.

- There are **3 types of articles**:
 - I. Definite Article - “the”
 - II. Indefinite Articles - “a” / “an”
 - III. **Zero Article - no article** (sometimes used with plural/general nouns)

Indefinite Articles: “a” and “an”

- Use **“a”** - before **singular nouns** that **start with a consonant sound**
 - Formula: a + singular noun
 - Example: She bought **a book**.
- Use **“an”** - before **singular nouns** that **start with a vowel sound (a, e, i, o, u)**
 - Formula: an + singular noun
 - Example: He ate **an apple**.

Definite Article: “the”

- Use **“the”** - when talking about a **specific person, thing, or place**
 - Formula: the + noun
 - Examples:
 - ✓ I saw **the movie** you recommended.
 - ✓ **The sun** rises in the east.
- Special uses:
 - Unique things: **the moon, the Earth**
 - Superlatives: **the best, the first, the tallest**
 - Names of rivers, seas, oceans, mountain ranges: **the Nile, the Himalayas**

Zero Article (No Article)

- Use **no article** for:
 - **Plural general nouns** - I like **books**.
 - **Uncountable nouns in general** - I need **water**.
 - **Names of countries (usually)** - I live in **Nepal**.
 - **Names of languages** - She speaks **English**.

Formulas for Articles

Article	Use / Formula	Example
a	a + singular noun starting with consonant sound	a book, a cat
an	an + singular noun starting with vowel sound	an apple, an hour
the	the + specific noun	the sun, the movie
zero	no article for plural/uncountable nouns	books, water, Nepal

PREPOSITIONS

A **preposition** is a word that shows the **relationship between a noun (or pronoun) and another word** in a sentence.

It often shows:

- **Place / Location**
- **Time**
- **Direction / Movement**
- **Other relationships (cause, reason, manner, instrument, etc.)**

Types of Prepositions:

1. Prepositions of Place / Location

- **Formula:** Preposition + noun
- **Examples:**
 - The book is **on** the table.
 - She is **in** the room.
 - The cat is **under** the chair.

Common Prepositions: in, on, under, above, behind, between, near, at, over

2. Prepositions of Time

- **Formula:** Preposition + time expression
- **Examples:**
 - I will meet you **at** 5 PM.
 - He was born **on** Monday.
 - We go to school **in** the morning.

Common Prepositions: at (specific time), on (days/dates), in (months, years, periods), since, for

3. Prepositions of Direction / Movement

- **Formula:** Preposition + noun
- **Examples:**
 - She is going **to** the market.
 - The dog ran **into** the garden.
 - He jumped **onto** the roof.

Common Prepositions: to, into, onto, towards, through, out of

4. Other Prepositions (Cause, Reason, Manner, Instrument)

- **Examples:**

- She succeeded **because of** her hard work.
- He cut the paper **with** scissors.
- I am worried **about** the exam.

Common Prepositions: of, with, about, for, by, from, like

3. Formulas

Type	Formula	Example
Place / Location	Preposition + Noun	in the room, on the table
Time	Preposition + Time	at 5 PM, on Monday, in 2025
Direction / Movement	Preposition + Noun	to the market, into the garden
Cause / Instrument / Manner	Preposition + Noun	to the market, into the garden

CONJUNCTIONS

A **conjunction** is a word that **connects words, phrases, or clauses** in a sentence. It shows the relationship between ideas.

Types of Conjunctions

1. Coordinating Conjunctions

- **Definition:** Connects **two or more words, phrases, or independent clauses** of equal importance.
 - **Common Words:** for, and, nor, but, or, yet, so
 - **Formula:** Clause + Coordinating Conjunction + Clause
 - **Examples:**
 - I like tea **and** coffee.
 - She is tired, **but** she is happy.
 - He didn't come, **so** we left.
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2. Subordinating Conjunctions

- **Definition:** Connects a **dependent (subordinate) clause** to an **independent clause**.
 - **Common Words:** because, although, if, since, unless, while, when, as
 - **Formula:** Independent Clause + Subordinating Conjunction + Dependent Clause
 - **Examples:**
 - I stayed home **because** it was raining.
 - **Although** she was tired, she finished her work.
 - He will succeed **if** he works hard.
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3. Correlative Conjunctions

- **Definition:** Pairs of conjunctions that work **together** to join words or clauses.
- **Common Pairs:** either...or, neither...nor, both...and, not only...but also, whether...or
- **Formula:** Correlative + Word/Clause + Correlative + Word/Clause
- **Examples:**
 - **Either** you study **or** you fail.
 - She is **not only** smart **but also** hardworking.
 - **Neither** John **nor** Peter came to the party.

Formulas:

Type	Formula	Example
Coordinating	Clause + Conjunction + Clause	I like tea and coffee.
Subordinating	Independent Clause + Conjunction + Dependent Clause	I stayed home because it rained.
Correlative	Correlative + Word/Clause + Correlative + Word/Clause	She is not only smart but also hardworking.

QUESTION FORMATION

A **question** is a sentence used to **ask for information**.

Questions can be classified into

- a. **Yes/No questions**
- b. **Wh-questions**
- c. **Question Tags.**

Types of Questions

1. Yes/No Questions

- **Definition:** Can be answered by “Yes” or “No”.
- **Formula:**
 - **Auxiliary Verb + Subject + Main Verb + Object?**
- **Examples:**
 - Present: **Do** you play football?
 - Past: **Did** she go to school yesterday?
 - Future: **Will** they come tomorrow?

2. Wh- Questions

- **Definition:** Begin with a **Wh-word** (who, what, when, where, why, which, how).
- **Formula:**
 - **Wh-word + Auxiliary Verb + Subject + Main Verb + Object?**
- **Examples:**
 - Present: **Where do** you live?
 - Past: **What did** he eat?
 - Future: **When will** they arrive?

Tip: If the main verb is “to be”, the formula is:

- **Wh-word + Verb (am/is/are/was/were) + Subject + ...?**
- Example: **Who is** at the door?

3. Question Tags

- **Definition:** Small questions added at the **end of a sentence** to confirm information.
- **Formula:**
 - **Positive sentence + negative tag**
 - **Negative sentence + positive tag**
- **Examples:**
 - You are a student, **aren't you?**

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- She doesn't like coffee, **does she?**
- They will come, **won't they?**

Formulas:

Type	Formula	Example
Yes/No	Aux Verb + Subject + Main Verb + Object?	Do you play football?
Wh-	Wh-word + Aux Verb + Subject + Main Verb + Object?	Where do you live?
Question Tag	Positive sentence + negative tag / Negative sentence + positive tag	You are happy, aren't you?

CONDITIONALS

A **conditional sentence** shows a situation (condition) and its possible result (consequence).

It usually has two parts:

- **If-clause (condition)**
- **Main clause (result/consequence)**

2. Types of Conditionals

A. Zero Conditional (Facts / General Truths)

- **Use:** To talk about universal truths, scientific facts, or habits.
- **Formula:**
If + Present Simple → Present Simple
- **Example:**
 - If you **heat** water, it **boils**.
 - If it **rains**, the ground **gets wet**.

B. First Conditional (Real Future Possibility)

- **Use:** To talk about a real or possible situation in the future.
- **Formula:**
If + Present Simple → Future Simple (will + V1)
- **Example:**
 - If you **study**, you **will pass** the exam.
 - If it **rains**, we **will stay** home.

C. Second Conditional (Unreal / Imaginary Present or Future)

- **Use:** To talk about imaginary, unlikely, or hypothetical situations.
- **Formula:**
If + Past Simple → would + V1
- **Example:**
 - If I **won** the lottery, I **would buy** a car.
 - If she **were** rich, she **would travel** the world.

D. Third Conditional (Unreal Past)

- **Use:** To talk about past situations that did not happen (regrets or wishes).
- **Formula:**
If + Past Perfect → would have + V3

- **Example:**

- If he **had studied**, he **would have passed** the test.
- If they **had left** earlier, they **would have caught** the bus.

E. Mixed Conditional (Present Result of a Past Condition / Past Result of a Present Condition)

- **Use:** Combines two different time references.
- **Formulas & Examples:**
 1. If + Past Perfect → would + V1 (Present result of past condition)
 - If I **had studied**, I **would be** confident now.
 2. If + Past Simple → would have + V3 (Past result of present condition)
 - If she **were** more careful, she **wouldn't have made** that mistake.

Important Rules

- **Zero** → facts / always true
- **First** → real future
- **Second** → unreal present/future
- **Third** → unreal past
- **Mixed** → combination of past & present

FORMULA

Type	Formula	Example
Zero	If + Present Simple → Present Simple	If you heat ice, it melts.
First	If + Present Simple → will + V1	If you study, you will pass.
Second	If + Past Simple → would + V1	If I won the lottery, I would buy a car.
Third	If + Past Perfect → would have + V3	If he had studied, he would have passed.
Mixed	If + Past Perfect → would + V1 OR If + Past Simple → would have + V3	If I had worked harder, I would be successful now.

MODAL VERBS

Modal verbs are **helping verbs** that show ability, possibility, necessity, permission, or obligation.

The main modal verbs are:

can, could, may, might, must, shall, should, will, would

2. General Formula

- **Subject + Modal Verb + Base Verb (V1) + Object**
- **Example:-**
 - She **can sing** well.
 - They **must study** hard.

3. Common Modal Verbs with Uses

A. Can (Ability / Possibility / Permission)

- Formula: Subject + can + V1 + Object
- Example: She **can play** the guitar.

B. Could (Past Ability / Polite Request / Possibility)

- Formula: Subject + could + V1 + Object
- Example: He **could run** fast when he was young.

C. May (Permission / Possibility)

- Formula: Subject + may + V1 + Object
- Example: You **may leave** now.

D. Might (Less Certain Possibility)

- Formula: Subject + might + V1 + Object
- Example: It **might rain** later.

E. Must (Strong Necessity / Obligation / Deduction)

- Formula: Subject + must + V1 + Object
- Example: You **must wear** a helmet.

F. Shall (Formal Future / Suggestion)

- Formula: Subject + shall + V1 + Object
- Example: We **shall overcome**.

G. Should (Advice / Expectation / Obligation)

- Formula: Subject + should + V1 + Object
- Example: You **should eat** healthy food.

H. Will (Future / Strong Intention)

- Formula: Subject + will + V1 + Object
- Example: They **will visit** us tomorrow.

I. Would (Polite Request / Hypothetical / Past Habit)

- Formula: Subject + would + V1 + Object
- Example: I **would help** if I could.

Summary Table

Modal Verb	Use	Example
Can	Ability, permission	She can swim .
Could	Past ability, polite request	He could run fast.
May	Permission, possibility	You may enter .
Might	Less certain possibility	It might rain .
Must	Obligation, necessity	You must study .
Shall	Formal future, suggestion	We shall win .
Should	Advice, duty	You should sleep early.
Will	Future, intention	I will call you.
Would	Hypothetical, polite	I would go if I had time.

Important Rules

- Modal verbs are always followed by the **base verb (V1)**.
- They **don't change** with subjects (no -s, -ed).
- They express **attitude, mood, or necessity**, not just actions.