

# 1 → Self Introduction

My name is Patel Dipen Kumar Rayenikant I'm from Sisra which is located in Borsad Taluka & Anand District.

I belongs to joint family There are six family member in my family I, my parents, my uncle, cunty & my little brother.

My father name is Patel Rayenikant Manibhai Patel he is farmer. My Mother name is Paraben Rayenikant Patel She is housewife. My brother name is Gehul & He is studying in std - 10<sup>th</sup>. My uncle name is Somabhai Patel & he is also farmer. My cunty name is Hemalaben Patel She is housewife.

My hobbies are like reading books, Magazine, surfing Internet, watching movies. & Travelling around local area.

My role model is my father & secondly i strongly believe in step of RSS. Mr Mohan Bhagwat &

Hon. PM Mr. Narendra Modi is my second Role Models.

My long term aim is to be that "I Want to become Software developer & went to developed my own hightech Multimedia studio."

## 2. → -Tenses-

There are three types of main Tenses & each main Tenses have their different four Tenses which are following mention with description :-

### 1) Present Tense :-

- A) Simple present tense
- B) Present continuous tense
- C) Present Perfect tense
- D) Present Perfect continuous tense

### 2) Past Tense :-

- A) Simple past tense
- B) Past continuous tense
- C) Past Perfect tense
- D) Past Perfect continuous tense

### 3) Future Tense :-

- A) Simple future tense
- B) Future continuous tense
- C) Future perfect tense
- D) Future perfect continuous tense.

Here V1 → Simple Verb,

V2 → Past Verb,

V3 → Past Participle.

## -<sup>o</sup> Present Tense :-

### 1. Simple present tense :-

→ \* Positive :-

→ When it used :- Action is regular or habitual fact or general truth.

→ formula :- Subject + V1 (Verb 1)

→ Examples :-

- 1) He always get up in early morning.
- 2) We are go to college daily.
- 3) Cow gives milk.
- 4) The sun is rise in east.

\* Negative :-

→ formula :- Subject (I/We/ You/They) + not + V1.

→ Examples :-

- 1) I do not want to meet you.
- 2) I don't want to see you again.
- 3) They all workers are do not work properly.
- 4) Students are do not allows in Restricted area.

\* Interrogative :-

→ Formula :- Do/Does + Subject ?

→ Examples :-

- 1) Do you get up in every Morning ?
- 2) Do they work here ?
- 3) Does the students attend the Seminar ?
- 4) Does Haresh study regular ?

- Present Continuous Tense :-

\* Positive :-

→ When it used :- Action going on at present

→ Formula :- Subject + V1 + ing.

→ Examples :-

- 1) I am eating Apple.
- 2) He is playing cricket.
- 3) They are going to Market
- 4) We are watching Television.

\* Negative :-

→ Formula :- Subject + not + V1 + Ing.

→ Examples :-

- 1) They are not going to Market
- 2) He is not swimming in river.

3) A baby is not crying.

→ \* Interrogative s-

→ formula :- To be Verb + Subject + V1 + ing?  
(\* To be verb :- Am, is, Are, been, being)

→ Examples :-

- 1) ARE you going?
- 2) Am i driving a car?
- 3) Is he playing a football?

→ Present perfect Tense s-

→ \* Positive s-

→ when it used s- Action is Just ended.

→ formula :- Subject + V3 + have or has.

→ Examples :-

- 1) My brother has gone to school.
- 2) They have played basket ball.
- 3) I have played basket ball.
- 4) Roma has drunk milk.

→ \* Negative s-

→ formula :- Sub + has/have + not + V3

→ Examples :-

- 1) He has not passed his exam.
- 2) You have not allowed to enter in the room.
- 3) I have not received any information about program.

→ \* Interrogative :-

→ Formula :- Has / Have + Subject + V3

→ Examples :-

- 1) Have I taken my books.
- 2) Has Lata Sung a song.

→ Present perfect continuous Tense

→ \* Positive -

→ When it used :- Action going on for some time now.

→ Formula :- Sub + have/has + been + V1 + ing.

→ Examples :-

- 1) She has been living here for 5 years.

2) They have been playing chess since 1 hour.

3) I have been watching T.V. since Two Hours.

→ \* Negative :-

→ formula :- Sub + has/have + not + been + Vg + ing

→ Examples :-

1) I have not been watching T.V. for 10 hours.

2) He has not been able to participate in competition.

3) Radha has not been singing to song.

→ \* Interrogative :-

→ formula :- Has/Have + Sub + been + Vg + ing ?

→ Examples :-

1) Have they been living in Anand since one year?

2) Has Ravi been writing a assignment since half an hour?

3) Have you take some tea or coffee?

→ Examples :-

- 1) Did you call me yesterday?
- 2) Did he was at Baroda last week?
- 3) Did they were playing cricket in morning?

→ Past Continuous Tense :-

\* → \* Positive :-

→ When it used :- Action going on in the past

→ Formula :- Sub + was / were + v1 + ing

→ Examples :-

- 1) He was walking to the park.
- 2) Are they were going to watching movie.
- 3) I was waiting for the bus.

→ \* Intro Interrogative :-

→ Formula:- Was / Were + sub + v1 + ing.

→ Examples :-

- 1) Was he reading?
- 2) Were the student going to college?
- 3) Was i drinking milk?

→ \* Negative :-

→ formula :- Sub + was/were + not + Vg + ing.

→ Examples :-

- 1) I was not waiting for the bus.
- 2) They were not going to Market.
- 3) He was not working to the poor.

→ Past perfect Tense :-

→ \* Positive :-

→ When it used :- Action took place Before another action.

→ formula : Had + Verb 3.

→ Examples :-

- 1) When I come, he had finished his work.
- 2) Arjun had broken the bowl.
- 3) I had written a letter.

→ \* Negative :-

→ formula : Sub + had not + V3

→ Examples:-

- 1) He had not spoken effectively.
- 2) still the function had not started
- 3) She had not finished her homework before she went to school.

→ \* Interrogative:-

→ When it used :- Had + sub + V3

→ Formula :-

→ Examples:-

- 1) Had the gate was opened before the student is comes
- 2) Had they play cricket?
- 3) Had he slept Before i comes

- Past Perfect Continuous Tense

\* Positive :-

→ When it used :- Action lasted for some time Before the action

→ Formula :- Sub + had been + V1 + ing

## → \* Examples :-

- 1) When i returned He had been working for 2 Hours.
- 2) When i returned at home. My mom had been preparing for dinner.
- 3) She had been working on the project for 3 Months during 1999.

## → \* Interrogative :-

→ formula :- Had + sub + been + V1 + ing.

## → Examples :-

- 1) Had you been leaving anything since morning?
- 2) Had they been helping you for 6 Months?

## → \* Negative :-

→ formula :- Sub + Had not been + V1 + ing.

## → Examples :-

- 1) I had not been going to Baroda Before i went to college.
- 2) The train not been left Before i reaching the station.
- 3) She had not been preparing for the test for one week.

## -: Future Tense :-

### -: Simple future Tense :-

- \* When it used :- Action will takes place in future
- \* formula :- Sub + will / shall + V1
- \* Examples :-
  - 1) I will meet you tomorrow.
  - 2) We shall play cricket in evening.
  - 3) You will come with us.

### → \* Negative :-

→ formula :- Sub + will / shall + not + V1

### → Examples :-

- 1) They will not come tomorrow.
- 2) I shall not contact you for help.
- 3) I will not go to Bieroda next week.

### → \* Interrogative :-

→ formula :- Will / Shall + Sub + V1 ?

→ Examples :-

- 1) Shall we go to see the movie?
- 2) Will they follow your advise?
- 3) Shall you give me your book?

### -: future Continuous Tense :-

→ \* Positive :-

→ When it used :- Action will be going on  
in the future

→ formula: Sub + will be / shall be + v1 + ing.

→ Examples :-

- 1) He will be reading book when I return at home.
- 2) They will be enjoying the dance.
- 3) We shall be singing.

→ \* Negative :-

→ formula :- Sub + shall/will .not + be + v1 + ing.

→ Examples :-

- 1) Sonita will not be singing.
- 2) The boatmen will not be sailing his boat.
- 3) We shall be not be watching movie.

### → \* Introogative :-

→ formula :- shall / will + sub + the + V1 + ing.

→ Examples :-

- 1) Will You be buying some Mangoes?
- 2) Will You be opening the door?
- 3) Will They be Singing?

### → future perfect Tense :-

#### → \* Positive :-

→ When it used :- Action will take place before another action.

→ Formula :- Sub + will / shall + have + V3.

→ Examples :-

- 1) We shall have done that work.
- 2) Rakesh will have visited mumbai.
- 3) He will have gone ecnada, before we go there.

#### → \* Negative :-

→ Formula :- Sub + will / shall + not + have + V3.

→ Examples :-

- 1) They will not have appeared in the exam.
- 2) We shall not have contacted the Minister.
- 3) He will not have visited America.

→ \* Interrogative :-

→ Formula :- will / shall + sub + have + V3 ?

→ Examples :-

- 1) Will they have done their work?
- 2) Shall we have completed the task?
- 3) Will Rakesh have visited?

→ future perfect continuous Tense :-

→ \* Positive :-

→ When it used :-

→ Formula :- sub + will / shall + have been + V1 + ing

→ Examples :-

- 1) By the end of the next year they will have been completing their graduation.
- 2) I shall have been writing this book by the end of next month.

## \* Negative:-

→ Formula:- sub + will / shall + not + have +  
been + verb's + ing.

### Exemples :-

- 1) We shall not have been visiting America next year.
- 2) They will not have been waiting for the result to announce.

## \* Interrogative :-

→ Formula:- will / shall + have been + verb's +

### Exemples :-

- 1) Will they have been watching cricket by next year?
- 2) Shall we have been working on this project by the end of next month?

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7 → A complaint letter to  
Civil Authority :-

Mr Jay purani  
Satyam society  
Anand.

11 June 2015

The chief officer  
Anand municipality  
Anand.

sub: complaint letter for the poor  
condition of streets & lights.

Dear Sir.

Respected Sir/Madam,

We, the residents of Satyam society,  
Anand, would like to draw your kind  
attention towards the poor upkeeps of  
roads & lights in our region.

The streets in our region have not been repaired for quite a while. There are pits & dump on the streets all over. The state of the street turns into all the most exceedingly terrible amid the stormy season. They cause street mischance. During the evening individuals frequently stagger down. Additionally, these pits give rearing ground to the mosquitoes. Hence there is an episode of mosquitoes in the area prompting the spread of dengue & malaria fever.

Also, the Majority of the road lights in our region are out of order. Just a couple of road lights are working. It is darkness in the area. It has brought about a spurt in the frequency of bad behaviours for the region. Individuals don't think that it sheltered to go out of their homes with the overarching of darkness. There are regular episodes of chain grabbing at night hours. Especially women are in danger in leaving home at night.

I, accordingly request you to kindly take necessary move to mend the ways so that people of the region have good streets & street lights

Yours faithfully  
Mr. Jay Purani

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## 8. ⇒ An Invitation Letter &

Ms. Kalyan Chandhury,  
General Secretary,  
Sunshine College of Fashion Designing  
Rajkot.

4 January 2014

The Director of Education,  
New Delhi

Respected sir,

Sub : An invitation letter to preside  
over the Annual Day Celebrations.

Our college is going to celebrate its  
Annual Day on 28th of January. As  
Secretary of Students' Union of the  
College I have the honour to invite  
your good self to preside over the Annual  
Day celebrations.

The programme will be of about one hour. It will include prize distribution ceremony & cultural events like group dances, fancy dresses show & music concert followed by dinner. Your presence is function as the chief guest would encourage our students to do better in future.

Venue: Assembly Hall Date: 28th of January,

Time: 5 pm to 7 pm

I hope your kind self will consent to preside over the function & favour us by giving your valuable time.

Your faithfully.

Ms. Kaya Chandhary.

General Secretary.

Sunshine College of fashion Designing  
Rajkot