

# MindSpark

## English Notes

### Contents

1. Grammar Basics
2. Tenses
3. Active and Passive Voice
4. Comprehension Skills
5. Essay Writing

### Chapter 1: Grammar Basics

Grammar is the system of rules governing a language. Important elements include nouns, verbs, adjectives, adverbs, and prepositions.

### Chapter 2: Tenses

- Present (simple, continuous, perfect)
- Past (simple, continuous, perfect)
- Future (simple, continuous, perfect)

### Example:

- Present Simple: She writes daily.
- Past Continuous: They were studying.

### Chapter 3: Active & Passive Voice

- Active: Ali solved the problem.
- Passive: The problem was solved by Ali.

### Chapter 4: Comprehension Skills

Steps: Skim passage → underline keywords → answer in own words → keep answers concise.

### Chapter 5: Essay Writing Framework

- Introduction (define topic)
- Body (develop ideas with examples)

- Conclusion (summarize, give opinion)

**Key Points:** Practice writing daily; improve vocabulary through reading.