

Unit 4

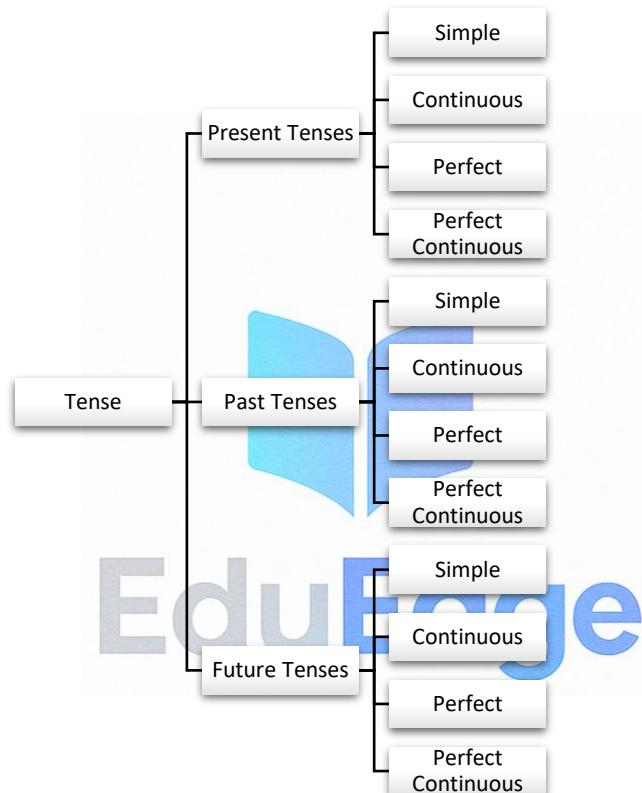
Essentials of Grammar

TENSES

What is a Tense?

Tense is a grammatical concept that indicates the time of an action, event, or state. It tells us when something happens:

- *Past* – something that already happened
- *Present* – something that is happening now
- *Future* – something that will happen later



Tense Type	Aspect	Example
Present	Simple	I eat lunch.
	Continuous	I am eating lunch.
	Perfect	I have eaten lunch.
	Perfect Continuous	I have been eating lunch.
Past	Simple	I ate lunch.
	Continuous	I was eating lunch.
	Perfect	I had eaten lunch.
	Perfect Continuous	I had been eating lunch.
Future	Simple	I will eat lunch.
	Continuous	I will be eating lunch.
	Perfect	I will have eaten lunch.
	Perfect Continuous	I will have been eating lunch.

1. Present Tenses

a) Simple Present Tense

- Use: Habits, general truths, facts, routines
- Structure: Subject + base verb (+s/es)
- Examples:
 - She writes code.
 - The sun rises in the east.

b) Present Continuous Tense

- Use: Actions happening right now or temporary
- Structure: Subject + is/am/are + verb-ing
- Examples:
 - I am studying grammar.
 - They are playing outside.

c) Present Perfect Tense

- Use: Actions completed recently, experiences
- Structure: Subject + has/have + past participle
- Examples:
 - He has finished his work.
 - We have visited Jaipur.

d) Present Perfect Continuous Tense

- Use: Action started in past and still ongoing
- Structure: Subject + has/have been + verb-ing
- Examples:
 - She has been reading for 2 hours.
 - I have been working since morning.

2. Past Tenses

a) Simple Past Tense

- Use: Completed actions in the past
- Structure: Subject + past form of verb
- Examples:
 - He left early.
 - They watched a movie.

b) Past Continuous Tense

- Use: Past actions happening at a certain moment
- Structure: Subject + was/were + verb-ing
- Examples:
 - I was sleeping at 10 PM.
 - They were studying all night.

c) Past Perfect Tense

- Use: Action completed before another past event
- Structure: Subject + had + past participle
- Examples:
 - She had left before I arrived.
 - We had completed the assignment.

d) Past Perfect Continuous Tense

- Use: Past action that was going on before another past action
- Structure: Subject + had been + verb-ing



- Examples:
 - They had been traveling for hours.
 - I had been living there for 3 years.

3. Future Tenses

a) Simple Future Tense

- Use: Future actions, intentions, or promises
- Structure: Subject + will + base verb
- Examples:
 - I will go tomorrow.
 - She will attend the meeting.

b) Future Continuous Tense

- Use: Ongoing future actions
- Structure: Subject + will be + verb-ing
- Examples:
 - I will be working at 10 AM.
 - They will be traveling next week.

c) Future Perfect Tense

- Use: Action that will be completed before a future time
- Structure: Subject + will have + past participle
- Examples:
 - He will have completed the course by May.
 - I will have written the book.

d) Future Perfect Continuous Tense

- Use: Future action that will continue up to a point in future
- Structure: Subject + will have been + verb-ing
- Examples:
 - I will have been working for 10 hours.
 - They will have been staying here for a week.

ACTIVE AND PASSIVE VOICE



What is Voice?

In grammar, voice refers to the form of a verb that shows whether the subject of the sentence is performing the action or receiving the action.

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

Active Voice

- *Definition:* The subject performs the action.
- *Structure:* Subject + Verb + Object
- *Examples:*
 - The teacher teaches grammar.
 - The dog chased the cat.

Passive Voice

- *Definition:* The subject receives the action.
- *Structure:* Object + form of “to be” + past participle + (by + doer)
- *Examples:*
 - Grammar is taught by the teacher.

- The cat was chased by the dog.

Why Use Passive Voice?

Passive voice is often used when:

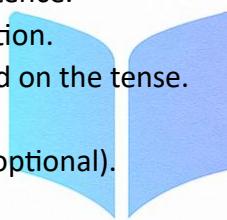
- The *doer is unknown*:
My bike was stolen. (We don't know who stole it)
- The *focus is on the action/object*, not the subject:
The homework was completed.
- The *doer is obvious or not important*:
English is spoken all over the world.

Active vs Passive Voice – Side-by-Side Comparison

Tense	Active Voice	Passive Voice
Simple Present	She reads a book.	A book is read by her.
Present Continuous	She is writing a letter.	A letter is being written by her.
Present Perfect	She has completed the work.	The work has been completed by her.
Simple Past	He closed the door.	The door was closed by him.
Past Continuous	He was cleaning the room.	The room was being cleaned by him.
Past Perfect	He had written the report.	The report had been written by him.
Future (Simple)	They will build a house.	A house will be built by them.
Future Perfect	She will have prepared dinner.	Dinner will have been prepared by her.

Steps to Convert Active to Passive Voice

1. Identify the object of the active sentence.
2. Move the object to the subject position.
3. Use the correct form of 'to be' based on the tense.
4. Use the past participle of the verb.
5. Add the original subject after "by" (optional).



Forms of "To Be" According to Tense

Tense	To Be Form
Simple Present	am, is, are
Present Continuous	is being, are being
Present Perfect	has been, have been
Simple Past	was, were
Past Continuous	was being, were being
Past Perfect	had been
Simple Future	will be
Future Perfect	will have been

Examples by Tense

Present Tense

- Active: He writes poems.
- Passive: Poems are written by him.

Past Tense

- Active: She baked a cake.
- Passive: A cake was baked by her.

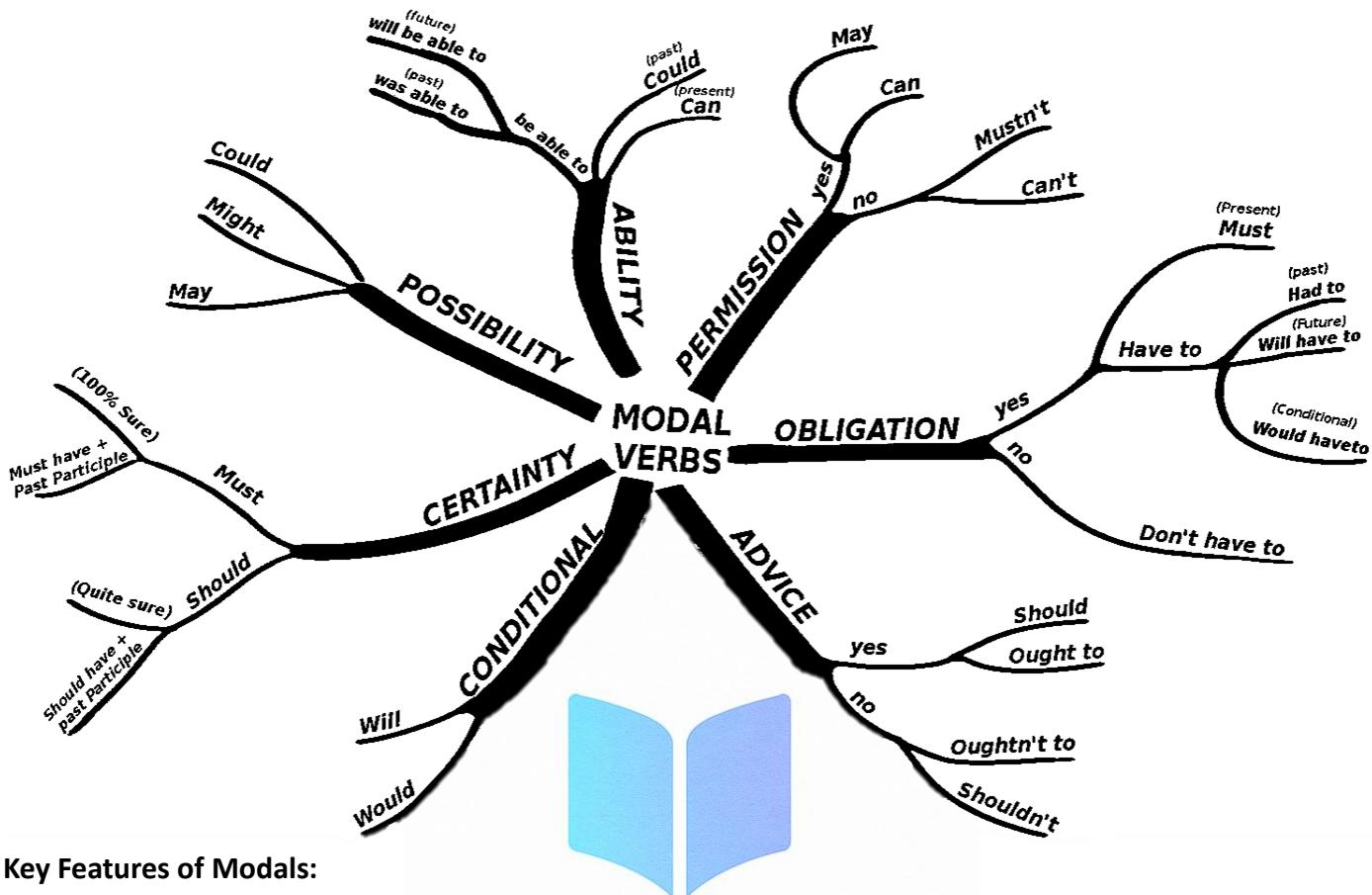
Future Tense

- Active: They will paint the house.
- Passive: The house will be painted by them.

MODALS

What are Modals?

Modals (also called **modal auxiliary verbs**) are **helping verbs** used with **main verbs** to express ideas like: Ability, Possibility, Permission, Obligation, Advice, Necessity, Probability, Intentions.



Key Features of Modals:

1. Always used with the base form of the main verb (without "to").
 - o She can go.
 - o She can to go.
2. Do not change with subject or tense.
 - o He can speak. / I can speak.
3. Do not take -s, -ed, -ing
 - o He cans. / She musted. → incorrect

List of Common Modals and Their Usage

Modal	Usage	Example
Can	Ability, Permission, Possibility	She can swim. / Can I sit here?
Could	Past ability, Polite request, Possibility	I could run fast. / Could you help me?
May	Formal permission, Possibility	May I go out? / It may rain.
Might	Weak possibility	He might arrive late.
Shall	Formal offers, Suggestions	Shall we begin? / I shall return.
Should	Advice, Recommendation	You should drink water.
Will	Certainty, Future action	I will call you.
Would	Polite request, Imaginary condition	Would you like tea? / I would buy it if I had money.
Must	Necessity, Strong obligation	You must wear a helmet.

Ought to	Moral duty, Advice	You ought to respect elders.
Need to	Necessity	You need to study harder.
Used to	Past habit	He used to play cricket.
Have to / Has to	External necessity	I have to finish the work. / He has to leave early.

Modals with Contextual Meaning

Function	Modals Used	Example
Ability	can, could	She can dance. / He could run fast.
Possibility	may, might, could, can	It may rain. / He might be late.
Permission	can, could, may	May I come in? / Can I borrow this?
Necessity	must, have to, need to	You must attend. / You need to study.
Advice	should, ought to	You should sleep early.
Request/Offer	would, shall	Would you help me? / Shall I open the door?
Obligation	must, should, ought to	You must follow rules.

Examples of Modals in Sentences

Can / Could

- I can solve this problem. (present ability)
- I could swim when I was 5. (past ability)
- Can you help me? (request)
- Could you pass the salt? (polite request)

May / Might

- May I go to the washroom? (formal permission)
- It may snow today. (possibility)
- He might be at home now. (weak possibility)

Must / Have To

- You must wear a seatbelt. (strong obligation)
- I have to submit my form. (external obligation)

Should / Ought To

- You should read more books. (advice)
- We ought to help the needy. (moral duty)

Will / Would

- I will meet you tomorrow. (certainty/future)
- Would you like coffee? (polite offer)
- If I were rich, I would travel the world. (imaginary condition)

Modals vs. Semi-Modals

Some expressions act like modals, but aren't true modals. They are called semi-modals.

Semi-Modal	Use	Example
Have to	External obligation	I have to attend class.
Need to	Necessity	You need to rest.
Used to	Past habit	He used to play guitar.

CONDITIONALS

What are Conditionals?

Conditionals are sentences that express a condition and its possible result. They often use the word "if" to show that one event depends on another.

Basic Structure:

If + [Condition], [Result]
OR
[Result] + *if* + [Condition]

Parts of a Conditional Sentence:

1. *If-clause* – States the condition
2. *Main clause* – States the result/outcome

Example: *If it rains* (if-clause), *we will cancel the trip* (main clause).

Types of Conditionals (5 Total)

Name	Real/Unreal	Time	Example
<i>Zero Conditional</i>	Real	Always/Universal	If you heat water, it boils.
<i>First Conditional</i>	Real	Future	If you study, you will pass.
<i>Second Conditional</i>	Unreal	Present/Future	If I were rich, I would buy a car.
<i>Third Conditional</i>	Unreal	Past	If she had studied, she would have passed.
<i>Mixed Conditional</i>	Unreal	Past + Present	If I had worked harder, I would be successful now.

Zero Conditional (Real – Universal Truths)

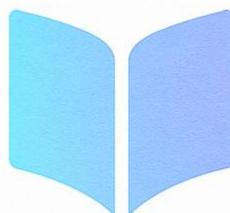
Structure: If + Present Simple, Present Simple

Use:

- Scientific facts
- General truths
- Habits

Examples:

- If you touch fire, it burns.
- If water reaches 100°C, it boils.
- If I am late, my teacher gets angry.



2. First Conditional (Real – Likely Future)

Structure: If + Present Simple, Will + Base Verb

Use:

- Possible future results of real conditions



Examples:

- If it rains, we will stay inside.
- If you study, you will pass the test.
- If I see him, I will tell him the news.

3. Second Conditional (Unreal – Present/Future Hypothetical)

Structure: If + Past Simple, Would + Base Verb

Use:

- Unreal or imaginary situations in present or future
- Dreams, wishes, impossible conditions

Examples:

- If I were the PM, I would help the poor.
- If she had more time, she would travel.
- If I knew French, I would live in Paris.

Note: Use “were” for all subjects (If I were, If he were...)

4. Third Conditional (Unreal – Past)

Structure: If + Past Perfect, Would have + Past Participle

Use:

- Regrets or missed opportunities
- Imaginary past situations

Examples:

- If he had studied, he would have passed.
- If they had left earlier, they would have caught the train.
- If I had seen the email, I would have replied.

5. Mixed Conditional (Unreal – Past + Present Result)

Structure: If + Past Perfect, Would + Base Verb (present result)

OR

If + Past Simple, Would have + Past Participle (past result)

Use:

- When past conditions affect present outcomes (or vice versa)

Examples:

- If I had studied medicine, I would be a doctor now.
- If I were smarter, I would have solved the puzzle.

Quick Comparison Table

Type	If-Clause Tense	Main Clause Tense	Use
Zero	Present Simple	Present Simple	Facts and truths
First	Present Simple	Will + Base Verb	Real future possibilities
Second	Past Simple	Would + Base Verb	Unreal present/future
Third	Past Perfect	Would have + V3	Unreal past
Mixed	Past Perfect / Past Simple	Would + base / Would have + V3	Unreal combo

