

# International Islamic University Chittagong

Center for General Education (CGED)

**Course Material**

Course Title: **Advanced English**

## **Topic: Rules of Right Forms of verbs**

It is very important that students must have the knowledge of using right form verbs in writing as they need to write something every day. They frequently make mistakes to use appropriate form of verbs. It happens due to their poor learning of tenses and their aspects, use of correct voice and conditional sentences. Keeping this in mind some rules have been given below:

**RULE 1:** Singular Subject takes Singular Verb whereas Plural Subject takes Plural verb

Example. Shihab(be) a meritorious student.

Shihab is a meritorious student.

Vehicles (create) traffic jam.

Vehicles create traffic jam.

**RULE 2:** Use Gerund or Noun after Preposition (**Preposition + Gerund/ Noun**)

Example: Television is an important source of (entertain).

Television is an important source of entertaining/ entertainment.

Children are fond of (use) mobile Phone.

Children are fond of using mobile Phone.

**RULE 3:** Use **Verb + ing** form after these phrases (**Addicted to, adverse to, be used to, with a view to, look forward to, get used to, be accustomed to**).

Example. Tareq went to London with a view to (get) a good job.

Tareq went to London with a view to getting a good job.

We are looking forward to (hear) from you.

We are looking forward to hearing from you.

**RULE 4:** Use base form of verb after modal auxiliary verb (Can, could, may, might, Shall, should, will, would, must, used to, have to, need, dare, ought to + V (base)

Example. He can do the Sum.

It may rain today.

Tawhid must study tonight.

**RULE 5 :** Use verb+ing form just after **while**.

Example. I saw a snake while (walk) in the garden,

I saw a snake while walking in the garden.

While (sleep) I dreamt a good dream.

While sleeping I dreamt a good dream.

**RULE 6:** Use Verb (past participle) or Adjective after (have, has, had, get, got, getting, having ).

Example. She got (marry) yesterday.

She got married yesterday

Having (take) the money, the thief ran away.

Having taking the money, the thief ran away.

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**RULE 7: Passive Voice** is generally used (Can be, could be, may be, might be, Shall be, should be, will be, would be, must be, used to be, have to be, ought to be)+ V(past participle)

Example. The work ought to be (do) before the annual exam.  
The work ought to be done before the annual exam.  
He will be (receive) by my student.  
He will be received by my student.

**RULE 8:** Use **Present Indefinite Tense** in the sentence having **always, regularly, generally, usually, occasionally, normally, naturally, frequently, everyday, daily, often.**

Example. Organizations frequently need employees who speak a standard form of English.  
English usually helps to get good job. He always prays his prayer.

**RULE 9:** Use **Present Continuous Tense** having **now, at this/the moment, at present, day by day, increasingly, rapidly.**

Example. Mobile phone users (increase) day by day.  
Mobile phone users increasing day by day.  
My brother is a doctor. He (practice) in a hospital now.  
My brother is a doctor. He practicing in a hospital now.

**RULE 10:** Use **Past Indefinite Tense** in the sentences having **yesterday, one day, ago, once, last, after a few days, last night, once upon a time, in the past, previously.**

Example. I (receive) your letter yesterday.  
I received your letter yesterday.  
One day there (live) a farmer in this cottage.  
One day there lived a farmer in this cottage.

**RULE 11:** Use **Present Perfect Tense** in the sentences having **just, just now, already, yet, ever, lately, recently, immediately.**

Example. He (shift) from Dhaka recently  
He has shifted from Dhaka recently.  
The manager (go) out of the office just now.  
The manager has gone out of the office just now.

**RULE 12:** Use **(verb+ing)** after **mind/worth/without/get used to/got used to/ be used to/past, can't help, couldn't help, would you mind.**

Example. Would you mind (have) a cup of tea?  
Would you mind having a cup of tea?  
You can't help (smoke).  
You can't help smoking.

**RULE 13:** Use **to infinitive** after **ask, decide, demand, forget, happen, hope, learn, manage, neglect, offer, plain, prepare, promise, remember, seem, try, want.**

Example. Shihab neglects his friend. It seems to me false. We have decided to start a business.

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**RULE 14:** Use **bare infinitive** after **had better, had rather, would better, would rather, let, must, need, dare, make, would sooner, and had sooner.**

Example. He had better (read) news paper regularly.

He had better read news paper regularly

I will not let your brother (enter) the house again.

I will not let your brother enter the house again.

**RULE 15:** Use **Past Indefinite** after **it is time, it is high time, wish, fancy.**

Example. I wish I (win) a prize in the competition.

I wish I won a prize in the competition.

It is high time we (give) up smoking.

It is high time we gave up smoking.

**RULE 16:** Use **negative verb** after this structure **Lest+sub+ should+verb.**

Example. Walk fast lest you should miss the train.

Read attentively lest you should fail in the exam.

**RULE 17 :** (if, wish, as if , as though) unreal past = were

Example. If I were a doctor, I could treat the poor.

I wish I were a king.

**RULE 18:** If Past Indefinite tense, **Sub+would/could/might+verb(base form)**

Example. If I were a doctor, I could treat the poor.

If you came, I would go.

**RULE 19:** If + Present Indefinite, future Indefinite tense. Or Sub.+may/can/shall/wil+verb(base)

Example. If he runs in the rain, he will catch cold.

If it rains , I will not go out.

**RULE 20:** If + present perfect tense, Sub.+might have/could have/ would have+verb (pp)

Example. If they had started earlier, they would have reached there in time.

If I had seen him, I might have told him the news.

**RULE 21:** Present Indefinite or Present perfect tense +since+Past Indefinite tense.

Example. It is many years since I came to Dhaka.

Many years have passed since I had met her.

**RULE 22:** Past Indefinite tense+ since+Past perfect tense.

Example. Many years passed since I had seen her last.

**RULE 23:** Past Perfect+before+past Indefinite.

Or

Past Indefinite+after+Past Perfect.

Example. The patient had died before the doctor came.

The patient died after the doctor had come.

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RULE 24: Gerund/ Infinitive+Singular verb

Example. Rising early is a good habit.

Sleeping is necessary to life.

To take drugs leads a man to death.

RULE 25: Verb+(how/what/when/which/why)+to infinitive.

Ex. He knows what to do.

She taught me how to make a cup of tea.

RULE 26: Things = interesting, person = interested

Example. History is very interesting subject.

I am very much interested to meet him.

RULE 27: No sooner had +sub+ verb (past participle)than+ Past Indefinite, Alternatively these two can also used without changing meaning Scarcely had+ sub+ verb (past participle) when +Past Indefinite/ Hardly had+ sub + verb (past participle)+before+ Past Indefinite.

Example. No sooner had he seen the police than he ran away.

RULE 28: Use **verb+ing/verb(base)** after **sub+see/watch/find+obj + verb.**

Example. I saw him (go) to school yesterday.

I saw him going/go to school yesterday.

Police found the porter (lie) on the floor.

Police found the porter lying/lie on the floor.

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## Student Work Sheet

**Exercise: Re-write the sentences using the correct form of verb given the brackets.**

1. The moon (shine) at night.
2. Flowers (be) gift of nature.
3. It (dew) in winter.
4. The rich (be) not always happy.
5. The virtuous (be) blessed.
6. The pious (be) happy.
7. Ice (float) on water.
8. He (carry) an umbrella daily.
9. What you (do) now?
10. Why Mr. Peter (look) so angry?
11. You (watch) television often?
12. He usually (go) to school by bus, but today he (go) by train.
13. I enjoy (eat) fish and meat.
14. The baby (cry) because it is hungry now.
15. What you (go) to drink now?
16. He (return) home just now.
17. I saw the drunken porter (lie) on the floor
18. He not yet (finish) the work.
19. Lucy (break) her leg in a car accident last year.
20. Have you ever (be) to Cox's Bazar?
21. We shall rest here until the teacher (return).
22. The train (leave) the platform before we arrived.
23. The car needs (to repair) soon.
24. Sumon runs fast as if he (be) mad.
25. If you (take) medicine, you would get cured.
26. Rome (build) in a day. No one except his supporters (agree) with him.
27. Two and two (make) four. Two and three (make) five.
28. Neither his brothers nor his sister (approve) his decision.
29. There (be) many trees in front of our college.

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30. No people of that name (live) here.
31. It is high time we (change) our eating habits.
32. Asif said that he (lend) Hasif a pen.
33. He was not hungry. Still he (eat) six bananas.
34. Can't you wait till the sun (set) down?
35. We exercise so that we (keep) fit.
36. If someone had not mentioned her name, I hardly think I(recognise) her name.
37. None of the teachers (be) trained.
38. Had the King Solomon been the janitor, Jim (pull) out his watch.
39. He will be late unless he (hurry).
40. Fahim (play) for two hours.
41. None of the rickshaws (be) occupied.
42. The porter found the words (inscribed) on the door.
43. She did nothing but (sing) all the day.
44. Sugar (import) from Brazil.
45. He (admit) to the hospital last night.
46. They appeared as though they just (arrive) from a distant land.
47. If I were a bird, I (fly) in the sky.
48. Would I (enter) the room?
49. If I (be) you, I would not have done this.
50. If I (see) him. I would have given him the news.
51. A string of pearls (be) less bright than her teeth.
52. He started saving money lest he (fall) into trouble.
53. The portrait looks forward to (receive) his reward from God.
54. I asked what his name (be).
55. Anik said that he (go) home next week.
56. The headmaster prevented the boy from (tell) lies.
57. The headmaster and the secretary (be) present in the meeting yesterday.
58. They (sail) out to the south until they arrived in cold grey sea.
59. We are none of us (get) any younger.
60. I wish I (enter) this grand palace.