

Types of Tenses

Verb Tenses	Past	Present	Future
Simple	He uploaded videos on Youtube	He uploads videos on Youtube	He will be uploading videos on Youtube
Continuous	He was uploading videos on Youtube	He is uploading videos on Youtube	He will have uploaded videos on Youtube
Perfect	He had uploaded videos on Youtube	He has uploaded videos on Youtube	He would have been uploading videos on YouTube
Perfect Continuous	He had been uploading videos on Youtube	He has been uploading videos on Youtube	He would have been uploading videos on YouTube

ACTIVE & PASSIVE VOICE

Tense	Active Voice	Passive Voice
Present Simple	She delivers the letters.	The letters are delivered.
Past Simple	She delivered the letters.	The letters were delivered.
Future Simple	She will deliver the letters.	The letters will be delivered.
Present Continuous	She is delivering the letters.	The letters are being delivered.
Past Continuous	She was delivering the letters.	The letters were being delivered.
Going to	She is going to deliver the letters.	The letters are going to be delivered.
Present Perfect	She has delivered the letters.	The letters have been delivered.
Past Perfect	She had delivered the letters.	The letters had been delivered.
Infinitive	She has to deliver the letters.	The letters have to be delivered.

118 COLLOCATIONS



with example sentences

take a shower
take a seat
take time
take a vacation
take an exam
take a risk

take a chance
take part
take notes
take a picture
take a taxi
take your time

get together
get pregnant
get permission
get home
get ready for
get a chance

get changed
get hungry
get lost
get worried
get to sleep
get married

pay attention
pay a visit
pay the bill
pay interest
pay the price
pay back
pay a fine
pay a compliment

ask a favour
ask about
ask a question
ask around
ask permission
ask for directions
ask for advice
ask the price
ask the time

have a shower
have an interview
have a haircut
have a nap
have a swim
have a walk
have a party

have a fight
have a headache
have a baby
have a taste
have a birthday
have a stretch
have a holiday

have an argument
have a think
have a game
have a shave
have a day off
have fun
have a conversation

give it some thought
give somebody a call
give a speech
give an answer
give information
give the prize

give away
give birth
give notice
give evidence
give help
give credit

give an example
give a hand
give an opinion
give priority
give a description
give a performance

CONTRACTIONS IN ENGLISH

I am = I'm	is not = isn't	will not = won't
I have = I've	are not = aren't	would not = wouldn't
I will = I'll	was not = wasn't	has not = hasn't
she is = she's	were not = weren't	have not = haven't
she has = she's	do not = don't	had not = hadn't
she had = she'd	does not = doesn't	that is = that's
she would = she'd	cannot = can't	there is = there's
we are = we're	could not = couldn't	what is = what's
we have = we've	must not = mustn't	where is = where's
we will = we'll	should not = shouldn't	who is = who's
they are = they're	need not = needn't	who are = who're
they have = they've	did not = didn't	who has = who's

Barriers to Active Listening

Diffidence

Negativity
towards
speaker

Intolerance

Deep-rooted
beliefs

Pre-judgement

Lack of
Interest

Partial
Listening

Inadequate
Language
Base

TYPES OF LISTENING SKILLS



Comprehensive Listening

Comprehensive listening fosters language skill development, enabling learners to grasp speaker context and cultivate appreciation for communication.



Active Listening

Active listening entails students attentively observing the speaker's nonverbal cues and inquiring about context, fostering a deeper understanding of the teacher's communication.



Critical Listening

Critical listening enhances learners' ability to deconstruct intricate information, prompting them to assess gaps in the speaker's message. Cultivating this skill nurtures students' critical thinking and logical reasoning.



Informational Listening

This listening style prioritizes information comprehension for critical thinking, empowering students to engage in school projects and class activities by grasping specific details, note-taking, and questioning.



Empathetic Listening

Empathetic listening fosters understanding of others' perspectives, recognising the impact of thoughts and emotions on communication.

Tense Changes in Reported Speech



DIRECT SPEECH	REPORTED SPEECH
Present simple He said, "I want to watch a film"	Past Simple He said (that) he wanted to watch a film
Present Continuous He said, " Jane is sleeping."	Past Continuous He said (that) Jane was sleeping.
Present Perfect She said,"I have bought a new dress."	Past Perfect She said (that) she had bought a new dress.
Past Simple Alex said, " I finished my homework."	Past Perfect Alex said (that) he had finished his homework.
Will She said, "I will always love Tom."	Would She said (that) she would always love Tom.
Can Tom said, "I can carry 50 kg."	Could Tom said (that) he could carry 50 kg.
May Ben said " It may rain."	Might Ben said (that) it might rain.
Must He said, " Everybody must obey the rules."	Had to He said (that) everybody had to obey the rules.
Have to She said, " I have to go home."	Had to She said (that)she had to go home.

TENSE CHANGES IN REPORTED SPEECH

DIRECT SPEECH



REPORTED SPEECH

Simple present

"Where is my umbrella?" she asked.

Simple past

She asked where her umbrella was.

Present continuous

'Where are you going?' she asked.

Past continuous

She asked where you were going

Simple past

"I went to library yesterday" he said.

Past perfect

He said that he had gone to library yesterday.

Past continuous

"John wasn't cooking at 6 p.m yesterday" Mary said.

Past perfect continuous

Mary said that John hadn't been cooking at 6 p.m yesterday.

Present perfect

"The child has eaten three platefuls of porridge!" Mary said.

Past perfect

Mary said that the child had eaten three platefuls of porridge.

Present perfect continuous

"It has been raining heavily all day" he said.

Past perfect continuous

He said that it had been raining heavily all day.

Future simple

"A match will set fire to a large building" The man said.

Would

The man said that a match would set fire to a large building.

Future perfect

"Tom will have arrived at the restaurant by 7.PM," Mary said to me.

Would have

Mary said to me that Tom would have arrived at the restaurant by 7.PM.

Present continuous

'Where are you going?' she asked.

Past continuous

She asked where you were going.

Must

"A full cup must be carried steadily" a winner said.

Must/ had to/ would have to

A winner said that a full cup had to be carried steadily

Will

"A kite will never be a good hawk" a child said.

Would

A child said that a kite would never be a good hawk.

Can

"You can have too much of a good thing. " my friend told me.

Could/would be able to

My friend told me that I could have too much of a good thing.

May

"A cat may look at a king" Tom said.

Might

Tom said that a cat might look at a king.

Common Resume Types



Chronological

- Lists most recent position first
- Preferred by employers
- Most common resume type

Functional

- Focuses on skills and experience
- Often used by people who are changing careers or who have gaps in their employment history

Combination

- Mix of chronological resume and a functional resume
- Highlights relevant skills while providing chronological work history
- Emphasizes what makes you the best fit for the job, while still giving the employer desired information

TENSE CHART WITH EXAMPLES

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Tense	Rule	Example
Present Simple	V1	I eat food.
Present Continuous	is/am/are + V1 + ing	I am eating food.
Present Perfect	has/have + V3	I have eaten food.
Present Perfect Continuous	has/have been + V1 + ing	I have been eating food.
Past Simple	V2	I ate food yesterday .
Past Continuous	was/were + V1 + ing	I was eating food.
Past Perfect	had + V3	I had eaten food before you arrived.
Past Perfect Continuous	had been + V1 + ing	I had been eating food when you arrived.
Future Simple	will/shall + V1	I will eat food.
Future Continuous	will/shall be + V1 + ing	I will be eating food when you arrive.
Future Perfect	will/shall have + V3	I will have eaten food by lunchtime.
Future Perfect Continuous	will/shall have been + V1 + ing	I will have been eating food until you arrive.