

**CPU BUSINESS AND INFORMATION TECHNOLOGY COLLEGE**

**DEPARTMENT : ACCOUNTING AND FINANCE**

**COURSE : COMMUNICATIVE ENGLISH LANGUAGE**

**SKILLS I**

**INDIVIDUAL ASSIGNMENT**

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**SUBMISSION DATE : *THU, FEB 29/2024***

**I. Simple Present Tense**

1.1 Structure: Subject + base form of the verb

Usage: Used for habitual actions, general truths, and scheduled events

1.2 Structure: Subject + am/is/are + present participle (-ing form of the verb)

Usage: Describes actions happening now or around now

1.3 Time adverbs: Always, usually, often, sometimes, rarely, never (for simple present); Now, at the moment, currently (for simple present continuous)

1.4 Structure of passive: Object of the active sentence becomes the subject of the passive sentence. Passive form of the verb "to be" + past participle of the main verb

**II. Simple Past Tense**

2.1 Structure: Subject + past form of the verb

2.2 Usage: Describes actions that happened at a specific time in the past

2.3 Structure: Subject + was/were + present participle (-ing form of the verb)

Usage: Describes actions that were ongoing at a specific time in the past

2.4 Time adverbs: Yesterday, last week, two days ago, in 2005 (for simple past); While, during, at (for simple past continuous)

2.5 Structure of passive: Object of the active sentence becomes the subject of the passive sentence. Passive form of the verb "to be" (was/were) + past participle of the main verb

**III. Present Perfect Tense**

3.1 Structure: Subject + has/have + past participle of the verb

3.2 Usage: Describes actions that have relevance to the present moment

3.3 Structure: Subject + has/have been + past participle of the verb

Usage: Describes actions that started in the past and are still ongoing

3.4 Time adverbs: Yet, already, just, recently (for present perfect); For, since, all day (for present perfect continuous)

3.5 Structure of passive: Object of the active sentence becomes the subject of the passive sentence. Passive form of the verb "to be" (has/have been) + past participle of the main verb

**IV. Past Perfect Tense**

4.1 Structure: Subject + had + past participle of the verb

4.2 Usage: Describes actions that were completed before a specific time in the past

4.3 Structure: Subject + had been + past participle of the main verb

Usage: Describes actions that were ongoing before another action in the past

4.4 Time adverbs: Before, already, by the time (for past perfect); Since, for (for past perfect continuous)

4.5 Structure of passive: Object of the active sentence becomes the subject of the passive sentence. Passive form of the verb "to be" (had been) + past participle of the main verb

**V. Difference Between Simple Past and Past Perfect**

* The difference between the simple past and past perfect tenses lies in their timing and sequence of events in relation to each other.
* Simple Past Tense:
* Structure: Subject + past form of the verb (e.g., walked, ate)
* Usage: Used to describe completed actions or events that occurred at a specific time in the past.

Example: "She walked to the store yesterday."

* Past Perfect Tense:
* Structure: Subject + had + past participle of the verb (e.g., had walked, had eaten)
* Usage: Used to describe an action that was completed before another action or event in the past.

Example: "By the time she arrived at the store, she had already walked five miles."

* The simple past tense indicates a single completed action or event in the past, while the past perfect tense indicates an action that occurred and was completed before another action or event in the past.

5.1 Similarity: Both refer to actions completed in the past

5.2 Adverbs: Yesterday, last week (for simple past); Before, already (for past perfect)

5.3 Sequences: First, then (for simple past); Before, after (for past perfect)

5.4 Meaning: Simple past refers to actions at a specific time in the past, while past perfect refers to actions completed before another action in the past

**VI. Modal Verbs**

6.1 There are 10 modal verbs in English, including can, could, may, might, shall, should, will, would, must, and ought to

6.2 Modal verbs are used to express ability, permission, obligation, possibility, and necessity

6.3 Modal verbs are used to convey different nuances of meaning in sentences

6.4 Modal passive is formed using the modal verb "to be" + past participle of the main verb

**VII. Verbs**

7.1 There are three main types of verbs in English: action verbs, linking verbs, and helping verbs

7.2 Verbs can be used to indicate actions, states of being, or the occurrence of events 7.3 Verbs are classified based on their functions and forms in sentences

7.4 Verbs can serve as different parts of speech, including nouns, adjectives, and adverbs

**VIII. Adjectives**

8.1 There are several types of adjectives in English, including descriptive, demonstrative, possessive, and interrogative adjectives

8.2 Adjectives modify nouns and pronouns, providing additional information about them

8.3 Adjectives can be formed by adding suffixes or using comparative and superlative forms

8.4 Adjectives can function as different parts of speech, including nouns, pronouns, and adverbs

**IX. Relative Clauses and Pronouns**

9.1 Relative clauses and pronouns can be used in the subjective case to introduce additional information about a noun

9.2 Relative clauses and pronouns can be used in the objective case to serve as the object of a verb or preposition

9.3 Relative clauses and pronouns can be used in the possessive case to indicate ownership or possession

**X. Contrasting Clauses**

10.1 Contrasting clauses are used to express opposition or contrast between two ideas or situations

10.2 Contrasting clauses are used to emphasize differences or contradictions

10.3 Contrasting clauses can be structured using coordinating conjunctions, such as "but" and "although"

**XI. Conditional Clauses**

11.1 Conditional sentences express a hypothetical situation and its possible result

11.2 Conditional sentences are classified into four types based on the likelihood of the condition being met and the result occurring

11.3 Zero conditional sentences express general truths or facts

11.4 In conditional sentences, the if clause introduces the condition, while the main clause expresses the result

**XII. Passive Voice**

12.1 The passive voice is formed by using the passive form of the verb "to be" followed by the past participle of the main verb

12.2 The doer of the action is often omitted or expressed using the preposition "by" 12.3 Intransitive verbs do not take a direct object and cannot be used in the passive voice Transitive verbs can take a direct object and can be used in the passive voice when the subject undergoes the action

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