

# RIGHT FORMS OF VERBS

**Right Forms of Verbs** ৰলতে মূলত বাক্যে verb এর সঠিক form (রূপ) টিৰ ব্যবহাৰ বোনায়। নামেৰ verb-এৱে বিভিন্ন ধৰনেৰ ব্যবহাৰ থাকতে পাৱে। যেমন:

He (come) home yesterday.

- He comes home yesterday. (ভুল)
- He came home yesterday. (সঠিক)

a নং উভয়টি ভুল যদিও 'He' third person singular number হওয়ায় 'comes' হওয়াৰ কথা। কিন্তু বাক্যটিতে 'yesterday' থাকায় verb-এৱে সঠিক form টি হবে 'came'। তাই b নং উভয়টি সঠিক। এ থেকে বোধা যায় শুধু Subject-এৱে Number ও Person নয় বাক্যে সময় (time) নিৰ্দেশক কোনো Word রয়েছে কিনা তাৱে বেয়াল রাখতে হবে। তাৰাভা কোনো বাক্য Active না Passive তাৱে বিশেষ গুৰুত্ব বহন কৰে।

তাই সংক্ষেপে বলা যায়, Right Forms of Verbs-এৱে জন্য আমদেৱকে Tense, Subject-verb agreement, Voice, Narration, Different Forms of Verbs, Conditions, ইত্যাদি বিষয় সম্পর্কে ধাৰণা রাখতে হবে। এ সমন্বিত বিষয়গুলোৱে এখানে কতকগুলো গুৰুত্বপূৰ্ণ নিয়মাবলিৰ বিস্তারিত আলোচনা কৰা হলো।

1. Sentence-টি যদি Present Indefinite Tense হয় এবং Subject-টি 3<sup>rd</sup> Person Singular Number হয়, তবে Verb-টিৰ Present Form-এৱে সাথে s বা es যুক্ত কৰতে হবে, অন্য সব ক্ষেত্ৰে Verb-এৱে Base Form হবে।

1. He always (make) mistakes.  
⇒ He always makes mistakes.
2. The girl (catch) a fish.  
⇒ The girl catches a fish.
3. We (love) our country.  
⇒ We love our country.
4. They (swim) in the pond.  
⇒ They swim in the pond.

ওপৱেৱ 1 নং ও 2 নং বাক্যৰয়েৰ Subject (He ও The girl) 3<sup>rd</sup> Person Singular Number তাই এদেৱ verb যথাক্রমে 'make + s' ও 'catch + es' হয়েছে। অন্যদিকে 3 নং বাক্যৰ Subject (we) first person ও 4 নং বাক্যৰ Subject (they) Third Person Plural Number হওয়ায় এদেৱ পৱেৱ Verb এৱে Base Form ব্যবহৃত হয়েছে।

2. কোনো সময়েৰ উজ্জেব থাকে না এমন Sentence-এ যদি always, everyday, often, sometimes, occasionally, regularly, generally, daily, usually, normally, ইত্যাদি শব্দগুলো থাকে তবে Sentence-টি Present Indefinite Tense হয়। যেমন:

1. Ameen always (do) his homework.  
⇒ Ameen always does his homework.
2. You often (disobey) your teacher.  
⇒ You often disobey your teacher.
3. Why Rima (cry) daily?  
⇒ Why does Rima cry daily?

3. Auxiliary বা Helping Verb (সাহায্যকাৰী Verb)-বিহীন Sentence-টি Present Indefinite Tense হলে, তাকে Negative Sentence কৰাৰ সময় don't বা doesn't-এৱে সঙ্গে Verb-টিৰ base form ব্যবহাৰ কৰতে হয় (এক্ষেত্ৰে Subject 3<sup>rd</sup> Person Singular Number হলে doesn't এবং অন্যান্য Number ও Person-এৱে ক্ষেত্ৰে don't ব্যবহাৰ কৰতে হয়।) যেমন:

1. I (not like) a liar.  
⇒ I do not like a liar.
2. The boy (not read) a book.  
⇒ The boy does not read a book.

3. They (not eat) rice.  
 ⇒ They do not eat rice.
4. **Auxiliary বা Helping Verb (সাহায্যকারী Verb)-বিহীন Sentence-টি Present Indefinite Tense-এর ছলে, তাকে Interrogative করার সময় Do বা Does দিয়ে বাক্য শুরু করতে হয়। যেমন:**
1. We usually (play) football?  
  ⇒ Do we usually play football?
  2. Sometimes they (prepare) their lesson?  
  ⇒ Do sometimes they prepare their lesson?
  3. The man (beat) the boy?  
  ⇒ Does the man beat the boy?
5. **Interrogative Sentence-টি যদি 'Wh' question হয়, অর্থাৎ তা যদি what, which, why, how, when, who, where, whose, ইত্যাদির ঘারা শুরু হয়, তবে 'Wh' word-এর পরে এবং Subject-এর পূর্বে tense & person অনুযায়ী Auxiliary Verb যোগ করতে হয়। যেমন:**
1. What you (do) tomorrow?  
  ⇒ What will you do tomorrow?
  2. How you (solve) the problem yesterday?  
  ⇒ How did you solve the problem yesterday?
  3. Where he (live) now?  
  ⇒ Where is he living now?
  4. Who already (go) to the party?  
  ⇒ Who has/have already gone to the party?
6. **কোনো Sentence-এ যদি now, at this moment, currently, at present, ইত্যাদি উল্লেখ থাকে, তবে সেটি Present Continuous Tense হবে। যেমন:**
1. Who (talk) at this moment?  
  ⇒ Who is talking at this moment?
  2. You (swim) now.  
  ⇒ You are swimming now.
- সাধারণত নিম্নের Verb-গুলোর Continuous form হয় না:**  
 appear, hate, like, feel, see, smell, notice, desire, wish, look, recognize, dislike, hope, remember, consist, belong, know, behave, suppose, agree, consider, trust, forget, imagine, mean, mind, contain, refuse, prefer.
7. **কোনো Sentence-এ যদি recently (সম্পত্তি), just, ever, lately, just now (এইমাত্র), already (ইতোমধ্যে), never (কখনো নয়), yet (এখনো), ইত্যাদি adverb উল্লেখ থাকে, তবে সেটি Present Perfect Tense হবে। একেজে Subject অনুযায়ী have বা has বসবে এবং Verb-এর Past Participle Form হবে। যেমন:**
1. Father (come) home recently.  
  ⇒ Father has come home recently.
  2. They just (finish) their work.  
  ⇒ They have just finished their work.
- অনেক ক্ষেত্রে, বিশেষত 'be' verb-এর বেলায় নির্দিষ্ট সময় (since) ও ব্যাপক সময় (for) বোঝাতে Present Perfect Tense (Present Perfect Continuous Tense নয়) ব্যবহৃত হয়। যেমন:**
3. The boy (be) ill since Monday.  
  ⇒ The boy has been ill since Monday.
8. **কোনো কাজ পূর্বে আরম্ভ হয়ে এখনো চলছে বোঝাতে Verb-টির Present Perfect Continuous Tense হয়। একেজে Sentence-এ for বা since ব্যবহার করা হয়। যেমন:**
- for + Period of time (ব্যাপক সময়), since + Point of time (নির্দিষ্ট সময়) ব্যবহার করা হয়।
1. It (rain) since morning.  
  ⇒ It has been raining since morning.
  2. They (play) for two hours.  
  ⇒ They have been playing for two hours.

9. অতীত নির্দেশক শব্দ বা Phrase (যেমন: yesterday, ago, long since, last night, last year, last day, in the past, once) থাকলে Verb-এর Past form হয়। যেমন:
1. We (go) to cinema last night.  
⇒ We went to cinema last night.
  2. Once there (be) a clever boy.  
⇒ Once there was a clever boy.
10. অনেক সময় অতীত অভ্যাস বোঝাতে always, often, regularly, usually, ইত্যাদি adverb থাকলেও sentence-টি Past Indefinite Tense হয়। অর্থাৎ Sentence-এ এই সব adverb থাকলেও Verb-টির Present Form না হয়ে Past Form হয়। যেমন:
1. Rima regularly (go) to school.  
⇒ Rima regularly went to school.
  2. He (be) always late to his school last year.  
⇒ He was always late to his school last year.
11. বাকে then, at that moment উল্লেখ থাকলে Verb-টির Past Continuous Tense হবে। একেতে Auxiliary Verb (was/were)-এর সাথে verb + ing কসবে। যেমন:
1. I (do) my homework at that moment you called me.  
⇒ I was doing my homework at that moment you called me.
  2. The boys (play) in the field then.  
⇒ The boys were playing in the field then.
12. Before-এর পূর্বে Past Perfect Tense এবং পরে Past Indefinite Tense আর after-এর পরে Past Perfect Tense এবং পূর্বে Past Indefinite Tense হয়। একেতে মনে রাখবে, before অর্থ 'পূর্বে' অতএব, before-এর পূর্বে Past Perfect Tense হবে। একইভাবে After-অর্থ 'পরে' অতএব after-এর পরে Past Perfect Tense হবে। যেমন:
1. I (complete) my work before you came.  
⇒ I had completed my work before you came.
  2. The students stood up after the teacher (enter) the room.  
⇒ The students stood up after the teacher had entered the room.
13. কোনো কাজ ভবিষ্যতে ঘটবে এমন বোঝাতে Future Indefinite Tense হয়। একেতে ভবিষ্যৎ নির্দেশক শব্দ today, tonight, tomorrow, next + সময় নির্দেশক word, following year, ইত্যাদি উল্লেখ থাকে। যেমন:
1. She (go) to India next year.  
⇒ She will go to India next year.
  2. I (meet) my friend tonight.  
⇒ I shall meet my friend tonight.
14. ভবিষ্যতে কোনো নিশ্চিত সময়ের মধ্যে কোনো নিশ্চিত কাজ সম্পন্ন হয়ে থাকবে এবং বোঝাতে Future Perfect Tense হয়। যেমন:
1. I (reach) the station by 4 pm.  
⇒ I shall have reached the station by 4 pm.
  2. He (find) the man by the morning.  
⇒ He will have found the man by the morning.
15. While-এর পর যদি কোনো Subject না থাকে, তবে তার ঠিক পরের Verb-টির সাথে ing যোগ হয়। যেমন:
1. While (eat), he saw a bird.  
⇒ While eating, he saw a bird.
  2. While (walk) in the garden, he was beaten by a snake.  
⇒ While walking in the garden, he was beaten by a snake.
16. While-এর পরে Subject থাকলে Verb-টির Past Continuous Tense হয়। অর্থাৎ subject-এর পরে was/were এবং Verb-এর সাথে ing যুক্ত হয়। যেমন:
1. While he (eat), he saw a bird.  
⇒ While he was eating, he saw a bird.

2. While he (walk) in the garden, he was beaten by a snake.

⇒ While he was walking in the garden, he was beaten by a snake.

**17. Since যুক্ত Complex Sentence -এর প্রথম অংশ Present Indefinite Tense অথবা Present Perfect Tense হলে, পরের অংশ Past Indefinite Tense হবে। যেমন:**

1. Many years go away since I (Leave) Dhaka.

⇒ Many years go away since I left Dhaka.

2. It has been many years since I (meet) you.

⇒ It has been many years since I met you.

**18. Since-এর প্রথম অংশ Past Indefinite হলে, পরের অংশ Past Perfect Tense হয়। যেমন:**

1. It was many days since she (come) here.

⇒ It was many days since she had come here.

2. It was long since I (see) him last.

⇒ It was long since I had seen him last.

**19. No sooner had ... than; Scarcely had ... when, Hardly had ... when থাকলে, প্রথম Verb-টির Past Participle এবং দ্বিতীয় Verb-টির Past form হবে। যেমন:**

1. No sooner had he (hear) the sound than he (leave) the room.

⇒ No sooner had he heard the sound than he left the room.

2. Scarcely had she (open) the door when the wind (blow) away her hair.

⇒ Scarcely had she opened the door when the wind blew away her hair.

3. Hardly had we (reach) the station when it (begin) raining.

⇒ Hardly had we reached the station when it began raining.

**20. কোনো Sentence-যদি passive form-এ থাকে, তবে মূল Verb-এর পূর্বে একটি auxiliary verb বসবে + মূল Verb-এর Past participle বসবে।**

যেমন: English (speak) all over the world.

⇒ English is spoken all over the world.

ওপরের বাক্যে verb (speak) এর ওপর বাক্যের subject (English) এর কোনো নিয়ন্ত্রণ নেই। বরং একেজে Subject টি উহার verb দ্বারা নিয়ন্ত্রিত। এ ধরনের বাক্য passive বাচ্যে হয়। তাই নিয়মানুসারে বাক্যটির Subject-এর পর is + speak এর Past Participle (spoken) বসেছে।

**Note:** যখন কোনো বাক্যের Subject নিজে Verb-এর কাজটি সম্পন্ন করে না, বরং Subject-এর ওপর কাজটি সম্পন্ন হয় তবে সেই বাক্যটি Passive voice- এ রয়েছে বলে বুঝে নিতে হয়। যেমন:

A mango was eaten.

এখানে খাওয়া (eat) কাজটি 'আম' টি সম্পন্ন করেনি বরং আমটিকেই খাওয়া হয়েছে।

**21. It is high time, it is time, wish, fancy, ইত্যাদির পরে যদি Subject থাকে, তবে Verb-এর Past form হয়।**

যেমন:

1. It is high time you (study) hard.

⇒ It is high time you studied hard.

2. I wish I (draw) picture.

⇒ I wish I drew picture.

**22. It is time-এর পরে Subject না থাকলে verbটি infinitive (অর্থাৎ to+verb) হবে। যেমন:**

1. It is high time to (give up) bad habits.

⇒ It is high time to give up bad habits.

2. It's time to (protest) against corruption.

⇒ It's time to protest against corruption.

**23. Had better, had rather, would better, would rather, ইত্যাদির পর Verb-টির Present form হয়।**

যেমন:

1. She had better (shut up) now.

⇒ She had better shut up now.

2. You would rather (flee) away.

⇒ You would rather flee away.

24. কোনো sentence যদি would that দিয়ে শুরু হয় তবে Subject-এর পরে could বসবে এবং Verb-এর Present form বসবে। যেমন:

1. Would that I (change) my fate.  
⇒ Would that I could change my fate.

25. Modal Auxiliary, যেমন: can, could, shall, should, will, would, may, might, must, ইত্যাদির Verb-টির Base form হবে।

1. I must (help) the poor.  
⇒ I must help the poor.
2. He can (make) arrangements.  
⇒ He can make arrangements.

26. Let, need, dare, ইত্যাদির পরে Verb-এর Present form বসে। যেমন:

1. I let him (enjoy) the movie.  
⇒ I let him enjoy the movie.
2. How dare you (do) it?  
⇒ How dare you do it?
3. You need not (talk) to me.  
⇒ You need not talk to me.

27. To be এবং having-এর পরের Verb-এর Past Participle হয়। যেমন:

1. Having (take) breakfast, I went to school.  
⇒ Having taken breakfast, I went to school.
2. The teacher wanted the letter to be (write).  
⇒ The teacher wanted the letter to be written.

28. With a view to, look forward to, be used to, get used to, cannot help, could-not help, past, would you mind, worth, feel like, prefer to, addicted to, without, ইত্যাদির পরে Verb-এর gerund form (verb + ing) বসে। যেমন:

1. I called him with a view to (talk) to him.  
⇒ I called him with a view to talking to him.
2. I am looking forward to (hear) from you.  
⇒ I am looking forward to hearing from you.
3. He got used to (walk) in the evening.  
⇒ He got used to walking in the evening.
4. I cannot help (do) this.  
⇒ I cannot help doing this.
5. Would you mind (open) the door.  
⇒ Would you mind opening the door.

29. Preposition-এর পরে মূল verb-এর সাথে ing যোগ হয় তবে, 'to-এর পরে verb-এর base form বসে। যেমন:

1. He became successful by (work) hard.  
⇒ He became successful by working hard.
2. The boy was punished for (make) a noise.  
⇒ The boy was punished for making a noise.
3. A piece of land was given to (make) a garden.  
⇒ A piece of land was given to make a garden.

30. কর্তৃ যখন নিজে কাজ না করে অন্যকে দিয়ে কাজ করায় তখন have, has, had, ইত্যাদি causative verb হিসেবে কাজ করে এ সময় যদি causative verb এর পরে Complement হিসেবে অপ্রাণীবাচক শব্দ থাকে তবে verb-টির Past Participle Form হবে। যেমন:

**Structure:** Subject + have/has/had + object + verb-এর Past participle form.

1. I have my breakfast (cook).
- ⇒ I have my breakfast cooked.
2. I am having my room (decorate).
- ⇒ I am having my room decorated.

31. কর্তা যখন নিজে কাজ না করে অন্যকে দিয়ে কাজ করায় তখন have, has, had, ইত্যাদি Causative Verb হিসেবে কাজ করে। এ সময় যদি Causative Verb-টির পরে complement হিসেবে প্রাণীবাচক শব্দ থাকে তবে Verb-টির present form হয়। যেমন:

**Structure:** Subject + have /has/had + complement (Person) + verb-এর present form.

1. I had the boy (write) the letter.
- ⇒ I had the boy write the letter.
2. He has the girl (wash) his clothes.
- ⇒ He has the girl wash his clothes.

32. Get বা Got যখন Causative Verb হিসেবে কাজ করে তখন Verb-টির Past Participle Form হয়। এ সময় যদি Causative Verb-এর পরে Complement হিসেবে প্রাণীবাচক শব্দ থাকে তবে Verb-টির Past Participle Form হয় না। যেমন:

**Structure:** Subject + get/ got + object + verb-এর Past Participle.

1. He got his car (wash).
- ⇒ He got his car washed.
2. I get my room (paint) always.
- ⇒ I get my room painted always.
3. I got a man (carry) the bag.
- ⇒ I got a man to carry the bag.

33. Get বা Got Causative Verb হিসেবে কাজ করলে যদি Causative Verb-এর পরে Complement হিসেবে প্রাণীবাচক শব্দ থাকে তবে পরবর্তী Verb-টির Infinitive form হয়। যেমন:

**Structure:** Subject + get/got + complement (person) + verb-এর infinitive form.

1. Kamal got Mitu (help) him.
- ⇒ Kamal got Mitu to help him.
2. The students usually get their teachers (solve) their problems.
- ⇒ The students usually get their teachers to solve their problems.

34. Make বা made যদি Causative Verb হিসেবে কাজ করে, তবে পরবর্তী verb-টির Present form হয়। যেমন:

1. The teacher made the students (solve) the problem.
- ⇒ The teacher made the students solve the problem.
2. The manager made the employees (attend) the meeting.
- ⇒ The manager made the employees attend the meeting.

35. 'Help' Causative verb না হলেও এটি অনেক সময় Causative verb এর মতো কাজ করে। এক্ষেত্রে এর পরের Verb-টি সাধারণত Present form-এ হয়, তবে help অর্থ যদি সহযোগিতা বোঝায়, তবে এর পরবর্তী Verb-টি Infinitive হয়। যেমন:

1. I helped the boy (write) the letter.
- ⇒ I helped the boy write the letter.
2. They helped me (cross) the road.
- ⇒ They helped me to cross the road.

36. Lest যুক্ত Sentence-এ lest-এর পরে যে Subject থাকে তারপরে should/might বসে এবং পরবর্তী মূল Verb-এর Base form বসে। যেমন:

1. You studied hard lest you (fail) in the exam.
- ⇒ You studied hard lest you should fail in the exam.
2. Go there lest you (miss) the bus.
- ⇒ Go there lest you should miss the bus.

37. As though/as if, wish, ইত্যাদির পরে যদি be verb বসে, তবে তা were হবে। যেমন:

1. I wish I (be) a queen.
- ⇒ I wish I were a queen.

2. He commands as if/as though he (be) the captain.  
 ⇒ He commands as if/as though he were the captain.
- 38. As though/as if-এর প্রথম অংশ Present Indefinite Tense হলে, পরের অংশ Past Indefinite Tense হয়। যেমন:**  
 He acts as if/as though he (not know) anything.  
 ⇒ He acts as if/as though he did not know anything.
- 39. As though/as if-এর প্রথম অংশ Past Indefinite Tense হলে পরের অংশ Past Perfect Tense হয়। যেমন:**  
 He came as if he (kill) a tiger.  
 ⇒ He came as if he had killed a tiger.
- 40. কোনো Simple Sentence-এ দুটি Verb থাকলে এবং প্রথম Verb-টি নিম্নলিখিত Verb-গুলোর একটি হলে, এর পরের Verb-টির সাথে ing যুক্ত হবে। Verb-গুলো হচ্ছে— Stop, delay, consider, admit, miss, involve, finish, postpone, imagine, avoid, deny, practice, appreciate, enjoy, mind, quit, recall, report, resist, resume, risk, suggest। যেমন:**
1. He avoided (face) me.  
 ⇒ He avoided facing me.
  2. He stopped (write) letters to me.  
 ⇒ He stopped writing letters to me.
- 41. কোনো simple Sentence-এ দুটি Verb থাকলে এবং প্রথম Verb-টি নিম্নলিখিত Verb-গুলোর একটি হলে পরবর্তী Verb-টি Infinitive হয়। সাধারণত এই Verb-গুলো দ্বারা ‘উদ্দেশ্য’ অর্থ বোঝায়। Verb-গুলো হচ্ছে—agree, plan, aim, afford, manage, threaten, refuse, arrange, learn, forget, fail, offer, decide, hope, deserve, attempt, promise, clean, demand, desire, expect, hesitate, intend, need, prepare, pretend, seem, strive, lend, want। যেমন:**
1. She managed (hold) a meeting.  
 ⇒ She managed to hold a meeting.
  2. The nurse forgot (give) me the medicines.  
 ⇒ The nurse forgot to give me the medicines.
- 42. কোনো Simple Sentence-এ যদি দুটি Verb থাকে এবং প্রথম Verb-টি যদি like, love, prefer অথবা hate হয়, তবে পরবর্তী Verb-টি infinitive অথবা ing উভয় form-এ হতে পারে। একেকে অর্থের বিশেষ কোনো পরিবর্তন হয় না। যেমন:**
1. The boy likes (eat) sweets.  
 ⇒ The boy likes eating/to eat sweets.
  2. I hate (talk) to the man.  
 ⇒ I hate talking/to talk to the man.
- 43. Indirect speech (Narration)-এ Reporting Verb-টি Past Tense হল এবং Reported Speech-এ next day, next week, next month, next year, ইত্যাদি থাকলে, Verb-টির পূর্বে would বা should বসবে এবং Verb-টির Base form হবে। যেমন:**
1. The man told the boy that he (punish) him the next day.  
 ⇒ The man told the boy that he would punish him the next day.
  2. Shilpi said that she (help) the man next week.  
 ⇒ Shilpi said that she would help the man next week.
- 44. Present Conditional Sentence: If + Present Indefinite Tense + Future Indefinite Tense.**  
**অর্থাৎ, If যুক্ত clause টি Present Indefinite Tense-এ থাকলে অপর clause টি সাধারণত Future Indefinite Tense হয়। যেমন:**
1. If you ask me, I (help) you.  
 ⇒ If you ask me, I will help you.
  2. If you (study) hard, you will do well in the exam.  
 ⇒ If you study hard, you will do well in the exam.

- 45. Past Conditional Sentence:** If + Past Indefinite Tense + Past Conditional (Subject + would/might/could/ should + verb-এর present form). অর্থাৎ If যুক্ত Clause-টি Past Indefinite Tense-এ থাকলে অপর Clause-টির Subject-এর পরে might/could/would/should বসে + verb-এর base form হবে। যেমন:
1. If he invited us, we (go) there.  
⇒ If he invited us, we would go there.
  2. If they killed the boy, they (hang).  
⇒ If they killed the boy, they would be hanged.
- 46. Perfect Conditional:** If + Past Perfect Tense + Perfect Conditional (Subject + would have/might have/ could have/ should have + verb-এর Pas Participle form) হয়। অর্থাৎ If যুক্ত clause-টি Past Perfect Tense-এ থাকলে অপর clause-টির subject-এর পরে might/could/would/should + have + verb-এর past participle form হবে। যেমন:
1. If he had known you, he (call) you.  
⇒ If he had known you, he would have called you.
  2. If he (work) hard, he would have shone in life.  
⇒ If he had worked hard, he would have shone in life.
- 47. Had + subject + Past Participle** দ্বারা কোনো Sentence শুরু হলে অপর Clause-টি Perfect Conditional (would have/might have/could have/should have + verb-এর Past Participle) হয়। যেমন:
- Had I been there, I (give) the information to you.  
⇒ Had I been there, I would have given the information to you.
- 48. একটি clause If + subject + were** হলে অপর Clause-টির subject-এর পরে Past Conditional (would/might/could/should + verb-এর Present form) হয়। অথবা Perfect Conditional (would have/might have/could have/should have + verb-এর Past Participle) হয়। যেমন:
1. If I were a king, I (help) the poor.  
⇒ If I were a king, I would help the poor.
  2. They would talk to you if you (be) their friend.  
⇒ They would talk to you if you were their friend.
  3. If you were rich, you (establish) a hospital for the poor  
⇒ If you were rich, you could have established a hospital for the poor.
- 49. Conditional Sentence-এর** কোনো ঘটনা আপনা আপনিই অপর কোনো ঘটনাকে অনুসরণ করলে আমরা কখনও কখনও উভয় Clause – এই Present Indefinite form ব্যবহার করি। তবে লক্ষণীয়, এ জাতীয় sentence-গুলো কোনো বান্ধবতা বা নিশ্চয়তা প্রকাশ করে। যেমন:
1. If you heat, ice (melt).  
⇒ If you heat, ice melts.
  2. If you complete the circuit, electricity (flow).  
⇒ If you complete the circuit, electricity flows.
- 50. Passive voice-এর** ক্ষেত্রে সাধারণত am, is, are, was, were, have been, has been, had been, এর সাথে verb-এর Past Participle form হয়। যেমন:
1. A mango (eat).  
⇒ A mango is eaten.
  2. My pen had been (lose).  
⇒ My pen had been lost.
- 51. কোনো Sentence-এর Subject-টি Singular Number** হলে Verb-টি Singular হয়। যেমন:
1. The colour of his eyes (to be) blue.  
⇒ The colour of his eyes is blue.
  2. The book which (tell) about the legend has been stolen.  
⇒ The book which tells about the legend has been stolen.
- 52. কোনো Sentence-এর Subject-টি Plural Number** হলে Verb-টি Plural হয়। যেমন:
1. The players in the field (to be) strong.  
⇒ The players in the field are strong.

2. The books (to have) twenty chapters.  
 ⇒ The books have twenty chapters.
53. যেসব Noun গণনা করা যায় না, সেগুলো অর্থের দিক থেকে বহুবচন হলেও এগুলোর পরে singular verb বসে। যেমন:
1. Rice (sell) cheap.  
  ⇒ Rice sells cheap.
  2. The boy's hair (to be) long.  
  ⇒ The boy's hair is long.
54. Adjective-এর পূর্বে The যুক্ত হলে তা দ্বারা জাতি বা গোষ্ঠি বোঝায়। একত্রে Subject-টি Plural হয় এবং এর পরে Plural verb বসে। যেমন:
1. The virtuous always (speak) the truth.  
  ⇒ The virtuous always speak the truth.
  2. The poor (to be) miserable.  
  ⇒ The poor are miserable.
55. দুই বা ততোধিক Subject 'and' দ্বারা যুক্ত হলে এদের পরে Plural verb হয়। যেমন:
1. Rita and Mita (be) friends.  
  ⇒ Rita and Mita are friends.
  2. Sahid and his friend (have) done this.  
  ⇒ Sahid and his friend have done this.
56. And দ্বারা যুক্ত দৃষ্টি Subject-এর একটিতে যদি no বা not থাকে তবে verb-টি অন্য Subject অনুযায়ী হয়। যেমন:
1. You, not your brother (have) done this.  
  ⇒ You, not your brother have done this.
  2. Only that man, not I (be) responsible for this.  
  ⇒ Only that man, not I is responsible for this.
57. দৃষ্টি Singular Noun 'and' দ্বারা যুক্ত হলেও যদি একটির পূর্বে Article 'The' থাকে এবং অপরটির পূর্বে কোনো Article না থাকে তবে verb-টি Singular হয়। কিন্তু যদি দৃষ্টি Noun-এর পূর্বেই Article 'The' থাকে তবে পরবর্তী verb-টি Plural হয়। যেমন:
1. The commander and captain (be) present here.  
  ⇒ The commander and captain is present here.
  2. The headteacher and the secretary (be) coming.  
  ⇒ The headteacher and the secretary are coming.
58. দৃষ্টি Singular Noun 'and' দ্বারা যুক্ত হলেও যদি তা একই বস্তু বা ব্যক্তিকে বোঝায়, তবে verb-টি Singular হবে। যেমন:
1. Rice and fish (be) our staple food.  
  ⇒ Rice and fish is our staple food.
  2. Bread and butter (be) my favourite breakfast.  
  ⇒ Bread and butter is my favourite breakfast.
59. Each, every, any, everyone, anything, nothing, someone, either, neither, everything, ইত্যাদি যুক্ত subject এর পরবর্তী verb টি singular হয়। যেমন:
1. Each boy (have) a book.  
  ⇒ Each boy has a book.
  2. Every girl (solve) the problem.  
  ⇒ Every girl solves the problem.
60. যদি কোনো Plural Subject-এর পরে each বসে তবে তার পরবর্তী verb Plural হয়। যেমন:
1. The students each (be) studying.  
  ⇒ The students each are studying.

61. দুটি বা তার বেশি Singular Subject-এর পূর্বে যদি each বা every থাকে এবং সেগুলো যদি and হাতে যুক্ত থাকে তবে পরবর্তী verb-টি Singular হয়। যেমন:
1. Each boy and each girl (be) given a gift.  
⇒ Each boy and each girl was given a gift.
  2. Every man and every woman (have) to die.  
⇒ Every man and every woman has to die.
62. দুই বা ততোধিক Singular Subject যদি 'or', 'nor', 'either — or', 'neither — nor' হাতে যুক্ত থাকে তবে পরবর্তী verb-টি Singular হয়। যেমন:
1. Either Rahim or his brother (be) responsible for it.  
⇒ Either Rahim or his brother is responsible for it.
  2. Neither he nor his son (have) done this.  
⇒ Neither he nor his son has done this.
63. যদি Singular এবং Plural Subject 'or', 'nor', 'either — or', 'neither — nor' হাতে যুক্ত হয় তবে Plural Subject-টি শেষে বসে এবং পরবর্তী Verb-টিও Plural হয়। যেমন:
1. Nilue or her brothers (be) singing.  
⇒ Nilue or her brothers are singing.
  2. Neither Sahin nor his friends (be) hurt.  
⇒ Neither Sahin nor his friends were hurt.
64. যখন বিভিন্ন Person-এর Subject 'or', 'nor', 'either' — or', 'neither — nor' হাতে যুক্ত হয় তখন সবশেষে যে person-এর Subject থাকে পরবর্তী verb টি সেই person অনুযায়ী হয়। যেমন:
1. Either you or he (have) done this.  
⇒ Either you or he has done this.
  2. Either you or he or I (be) present there.  
⇒ Either you or he or I was present there.
- ◆ লক্ষণীয়, যে Person অনুযায়ী Subject বসবার সাধারণ নিয়ম হলো 2<sup>nd</sup> person, পরে 3<sup>rd</sup> person এবং শেষে 1<sup>st</sup> person বসে।
65. দোষ বীকারের ক্ষেত্রে Subject বসানোর নিয়ম হলো 123। অর্থাৎ প্রথমে 1<sup>st</sup> person, পরে 2<sup>nd</sup> person এবং শেষে 3<sup>rd</sup> person বসে এবং verb-টি শেষের person অনুযায়ী হয়। যেমন:
1. Either I, or you or he (be) guilty.  
⇒ Either I, or you or he is guilty.
66. উপর্যুক্ত 231 বা 123 যে নিয়মেই Subject সাজানো ধারুক না কেন তা যদি 'and' হাতে যুক্ত থাকে তবে verb-টি plural হবে। যেমন:
1. You, he and I (be) in the same group.  
⇒ You, he and I are in the same group.
  2. I, you and he (be) best friends.  
⇒ I, you and he are best friends.
67. Collective noun সমষ্টিগত অর্থে ব্যবহৃত হলে এদের পরে Singular verb বসে। কিন্তু সমষ্টিগত অর্থে ব্যবহৃত না হলে পৃথক পৃথক সভা বোঝালে পরবর্তী verb-টি plural হয়। যেমন:
1. The jury (have) agreed to hang the man.  
⇒ The jury has agreed to hang the man.
  2. The jury (be) divided in their opinions.  
⇒ The jury are/were divided in their opinions.
68. A lot of/A group of/A number of যদি সমষ্টিগত অর্থে ব্যবহৃত হয় তবে এগুলোর পরে Singular verb বসে। আর যদি ডিন ডিন সভা বোঝায় তবে এগুলোর পরে Plural verb হয়। যেমন:
1. There (be) a group of people in the field.  
⇒ There is a group of people in the field.

2. A lot of boys (be) present in the class.  
 ⇒ A lot of boys are present in the class.
- 69. A number of, majority of, a lot of, a many,** ইত্যাদির পর Plural noun থাকলে এবং তা আরা সংখ্যা নোকালে পরবর্তী verb-টি Plural হয়। যেমন:
1. A large number of documents (lose).  
 ⇒ A large number of documents have been lost.
  2. A many boys (be) playing in the field.  
 ⇒ A many boys are playing in the field.
- 70. The number of, many a** যদি Subject থিসেবে বসে তখন verb-টি Singular হয়। যেমন:
1. The good number of mangoes (be) sold in the market.  
 ⇒ The good number of mangoes is sold in the market.
  2. Many a boy (like) mangoes.  
 ⇒ Many a boy likes mangoes.
- 71. A great many, A good many, Too many,** ইত্যাদি Plural অর্থ বহন করলে এগুলোর পরে Plural verb বসে। যেমন:
1. Too many cooks (spoil) the broth.  
 ⇒ Too many cooks spoil the broth.
  2. A great many students (be) absent today.  
 ⇒ A great many students are absent today.
- 72. Singular Subject-এর সাথে with, together with, and not, as well as, along with, in addition to, accompanied by,** ইত্যাদি আরা কোনো subject যুক্ত হলে verb-টি অথবা Subject অনুযায়ী Singular হয়। যেমন:
1. He as well as his brothers (be) active.  
 ⇒ He as well as his brothers is active.
  2. The student with his class teacher (have) attended the party.  
 ⇒ The student with his class teacher has attended the party.
- 73. One of, each of, either of, neither of** থাকলে এরপর Plural noun হয়, কিন্তু Sentence-এর verb-টি Singular হয়। যেমন:
1. One of the students of the class (be) very intelligent.  
 ⇒ One of the students of the class is very intelligent.
  2. Neither of the boys (have) get the mail.  
 ⇒ Neither of the boys has got the mail.
- 74. More than one-এর পরে Singular verb হয় কিন্তু More than two, three, ইত্যাদির পরে Plural verb হয়। যেমন:**
1. More than one boy (have) made the mistake.  
 ⇒ More than one boy has made the mistake.
  2. More than ten people (be) involved in the murder.  
 ⇒ More than ten people were involved in the murder.
- 75. Half, heaps, lots, two-thirds, three-fourths,** ইত্যাদি যদি Singular noun-এর সাথে 'of' আরা যুক্ত থাকে তবে পরবর্তী verb-টি Singular হয়, কিন্তু এগুলো যদি Plural Noun-এর সাথে 'of' আরা যুক্ত থাকে, তবে Plural verb হয়। যেমন:
1. Half of the work (be) left.  
 ⇒ Half of the work is left.
  2. Lots of bananas (be) sold yesterday.  
 ⇒ Lots of bananas were sold yesterday.
- 76. One and a half-এর সাথে আমরা Plural noun ব্যবহার করলেও Singular verb হবে। যেমন:**
1. One and a half mangoes (be) eaten by the child.  
 ⇒ One and half mangoes was eaten by the child.

**77. The greater part/The greatest part** যখন পরিমাণবাচক শব্দের সাথে ব্যবহৃত হয় অর্থাৎ **Uncountable Noun**-এর সাথে ব্যবহৃত হয়, তখন **Singular Verb** বলে। আর যখন সংখ্যাবাচক **Plural Noun**-এর সাথে ব্যবহৃত হয় তখন **Plural Verb** বলে। যেমন:

1. The greater part of the water (evaporate) naturally.  
⇒ The greater part of the water evaporates naturally.
2. The greater part of the villagers (be) present in the assembly.  
⇒ The greater part of the villagers were present in the assembly.

**78. None of** এর পরবর্তী **noun/pronoun** টি **singular** বা **uncountable** হলে **Verb**-টি **Singular** হবে, আর সেই **Noun** বা **Pronoun** টি **plural** বা **countable** হলে **verb** টি **plural** হবে। যেমন:

1. None of the work (have) been done.  
⇒ None of the work has been done.
2. None of the boys (be) playing there.  
⇒ None of the boys are playing there.

**79. Not only — but also**-এর ক্ষেত্রে **Subject** অনুযায়ী **Verb** হ্যাঃ

1. Not only Shimu but also her friends (be) punished for the crime.  
⇒ Not only Shimu but also her friends were punished for the crime.

**80. Relative Pronoun Subject** হলে তার পূর্ববর্তী **Noun** বা **Pronoun**-এর **Number** এবং **Person** অনুযায়ী **verb** হ্যাঃ। যেমন:

1. It is I who (be) your teacher.  
⇒ It is I who am your teacher.
2. These are the books which (have) been bought.  
⇒ These are the books which have been bought.

**81. People, dozen, aristocracy, nobility, clergy, cattle, poultry, folk, gentry, vermin,** ইত্যাদি আকারে **Singular** হলেও অর্থের দিক থেকে **Plural** বলে **Plural Verb** নেয়। যেমন:

1. People (be) enjoying the fair.  
⇒ People are enjoying the fair.
2. One dozen of egg (sell) 120 Tk.  
⇒ One dozen of egg sell 120 Tk.

**82. Mathematics, news, physics, gallows, politics, small pox, whereabouts,** ইত্যাদি আকারে **Plural** হলেও অর্থের দিক থেকে **Singular** বলে **Singular verb** নেয়। যেমন:

1. No news (be) good news.  
⇒ No news is good news.
2. Economics (be) my favourite subject.  
⇒ Economics is my favourite subject.

**83. Spectacles, scissors, tidings, wages, thanks, ashes, asserts, alms, aborigines, amends, auspices, billiards, bowels, eves, entrails, measles, mumps, nuptials, odds, trousers, shorts, pants, jaws, glasses, pliers, shears, vitals, proceeds, annals, bellows, environs,** ইত্যাদি **Noun**-এর পরে **plural verb** বলে। যেমন:

1. My spectacles (have) become old.  
⇒ My spectacles have become old.
2. Here (be) your trousers.  
⇒ Here are your trousers.

**84. একটি Clause বা Phrase** যদি কোনো Sentence-এর **Subject** হ্যাঃ তবে তার পরে **Singular verb** হ্যাঃ। যেমন:

1. To make a garden (be) very hardworking.  
⇒ To make a garden is very hardworking.
2. What he means (be) known to all.  
⇒ What he means is known to all.

৪৫. যখন কোনো Plural Noun আরা মিস্টিক পরিমাণ, একই দৈর্ঘ্য বা একটি পূর্ণ সংখ্যা বোঝায়, তখন এর পরে Singular verb বসে। যেমন:

1. Ten minutes (be) not left to waste.  
⇒ Ten minutes is not left to waste.
2. Five miles (be) a long distance.  
⇒ Five miles is a long distance.

৪৬. যখন কোনো Plural Noun কোনো Proper Noun (বাইয়ের নাম, দেশের নাম) কে নির্দেশ করে এবং যা আরা একটি মাত্ৰ বস্তু বা সঞ্চালিত একক বোঝায়, তখন তা Singular verb নেয়। যেমন:

1. The United Arab Emirates (have) developed much.  
⇒ The United Arab Emirates has developed much.
2. Gulliver's Travels (gain) much popularity.  
⇒ Gulliver's Travels has gained much popularity.

৪৭. Introductory 'There'-এর পর verb এবং তারপর Subject বসে। একেজে Verb-তি subject-এর Number & Person অনুযায়ী বসে। যেমন:

1. There (be) a school in our village.  
⇒ There is a school in our village.
2. There (be) two schools in our village.  
⇒ There are two schools in our village.

[বিদ্র.: এ ধরনের বাক্যে subject টি verb এর পরে বসে।]

৪৮. কোনো Sentence-এর সুষ্ঠি Clause যদি Than, as well as, as to, more than, ইত্যাদি তুলনামূলক conjunction আরা যুক্ত হয় তবে Principal clause টি Past Indefinite Tense-এ থাকলেও Subordinate clause-টির verb তার অর্থনীভাবে যে কোনো tense-এ হতে পারে। যেমন:

- I liked him more than he (like) me now.  
⇒ I liked him more than he likes me now.

৪৯. বর্তমান বা ভবিষ্যতের কর্তব্য বা কোনো কাজ করার বাধ্যবাধকতা বোঝালে Be Verb (am, is, are)-এর পর Verb-এর Infinitive form ব্যবহৃত হয়।

- He is (do) the work.  
⇒ He is to do the work.

৫০. 'Wh' word-এর পূর্বে নিম্নলিখিত Verb-গুলো ব্যবহৃত হলে পরবর্তী Verb-টির Infinitive form হয়। Wonder, understand, think, say, remember; learn, know, ask, decide, discover, forget, find out, explain, discuss.

**Examples:**

1. I didn't know what (do).  
⇒ I didn't know what to do.
2. He didn't learn how (read).  
⇒ He didn't learn how to read.

### Self Assessment

**Re-write the following sentences using right forms of verbs given in the brackets.**

1. He (reach) the station before the train (start).
2. (Attain) good manners is an important part of our education.
3. Education (regard) as the yardstick of development.
4. Time and tide (wait) for none.
5. I just (finish) my homework.
6. Hurry up! Everybody (wait) for you.
7. At the moment I (revise) English grammar.
8. He (go) there tomorrow.
9. What you (do) now?
10. We went to London because our friends (invite) us.
11. It (rain) since morning.
12. They (play) on the play ground now.
13. I saw him (do) it.
14. Why she (cry) daily?
15. The boy (not read) a book.
16. Who already (go) to the party?
17. The boy (be) ill since Monday.
18. While he (walk) in the garden he was bitten by a snake.
19. I am looking forward to (hear) from you.
20. I let him (enjoy) the movie.
21. It is high time you (study) hard.
22. I (meet) my friend tonight.
23. I cannot help (do) this.
24. A piece of land was given to (make) a garden.
25. He came as if he (scold) me.
26. The poor (to be) miserable.
27. The patient (die) before he was taken to the hospital.
28. Five years (pass) since his father died.
29. Three-fourths of the road (be) pitched.
30. I got the sum (to do) by my father.
31. The man was (hang) for murder.
32. Have you (see) her lately?
33. He says nothing but (smile).
34. I wish I (be) a child again.
35. If he had come, I (go).
36. The cattle (be) grazing in the field.
37. I thought that he (be) absent.
38. The poor (be) born to suffer.
39. I am fond of (play) cricket.
40. It (cause) by the destruction of forest.
41. My sister (be) with me then.
42. Our War of Liberation (take) place in 1971.
43. We (watch) TV when it started to rain.
44. I (be) hungry yesterday.
45. You are late. The bus (leave) already.
46. He often (make) mistakes.
47. Who (talk) at this moment?
48. The teacher wanted the letter to be (write).
49. I wish I (draw) pictures.
50. They (play) for two hours.
51. I have my breakfast (cook).
52. Where you (go) now?
53. I wish I (be) Pilot.
54. He often (carry) an umbrella.
55. If we do not respect others, they (not respect) us.
56. Masum (wait) for you when you arrived.
57. You (be) busy today.
58. He (go) just now.
59. Where he (live) now?
60. While (eat), he saw a bird.
61. I (reach) the station by 4 pm.
62. The boy was punished for (make) a noise.
63. If I were a king, I (help) the poor.
64. We (live) here since 2000.
65. The boy is (lie) on the floor.
66. I found the girl (to read).
67. I (receive) your letter yesterday.
68. Would that I (do) it.
69. Stop (write).
70. It is twenty years since we first (meet).
71. Global warming (increase) day by day.
72. The boy started (cry).
73. He never (eat) meat.
74. The sun (rise) in the east.
75. They just (finish) their work.
76. Would that I (change) my fate.
77. I get my room (paint) always.
78. If you ask me, I (help) you.
79. English (speak) in most countries of the world.
80. He (walk) every morning.
81. I went back to work (close) the door.

- |  |   |
|--|---|
| 82. What you (do) yesterday ?                    | 91. The sun (set), they went home.            |
| 83. Each of the boys (have) got a prize.         | 92. I (leave) tomorrow.                       |
| 84. Last evening, I (walk) along the Sadar Road. | 93. The boy likes (eat) sweets.               |
| 85. My mother (not cook) food yesterday.         | 94. I (finish) the work before he came.       |
| 86. What you (do) tomorrow?                      | 95. The news (be) very good.                  |
| 87. I called him with a view to (talk) to him.   | 96. The jury (be) of different opinions.      |
| 88. Would you mind (open) the door?              | 97. He (not return) home last-night.          |
| 89. The baby came to its mother (laugh).         | 98. You (swim) now.                           |
| 90. When you (come) yesterday ?                  | 99. He (study) in this school for five years. |
|  | 100. He (read) the Ittefaq regularly.         |

### Exercise

1. Use the right form of verbs given below to complete the following passage from the life story of Helen Keller. One is done for you: (Source: English Grammar and Composition for Classes 9-10, Published by NCTB, Activity-2, Page-53)

leave	know	live	come	find	write
cannot say	can	feel	discover	help	need

When she was one and a half years old, Helen became ill. This sickness (a) — left her blind and deaf. Since she could hear no sounds, she did not learn to talk. Helen (b) — in a dark and silent world for more than five years. In this world without sound, she (c) — only what she could touch and smell and taste. She (d) — hunger and cold, but she (e) — to herself, "I am hungry." She could not say, "I am cold". Helen had not discovered the secret of language. She could not communicate with other human beings. But because she was human, she (f) — to communicate. Helen finally (g) — the secret of language. Years later, she (h) — a book about her life. When Helen was seven years old, Anne Sullivan, a teacher (i) — to live in her house. Miss Sullivan (j) — a way to lead Helen out of her sightless, soundless world. This woman (k) — Helen to discover the secret of language.

2. Read the following passage. Some of the verb forms and/or the spellings are not correct. Identify them and write the correct forms. (Source: English Grammar and Composition for Classes 9-10, Published by NCTB, Activity-2, Page-58)

Yesterday was my birthday. I thought that no one will remember it. But when I waked up in the morning, I found a brand new copy of Jule Vernes' Journey to the Centre of the Earth on the table next to my bed. It has a note stuck on it 'For my dearest son, with love, Abbu.' I springed out of the bed with excitement. As I was get dressed, I heared mother calling everyone for breakfast. I got dressed quickly and went to the dining room. My mother comes towards me and says, "Happy Birthday, darling. Here! I buyed this alarm clock for you ....". But before she could finish what she is saying, my little sister cryed out, "Bhaiya, now you won't have any excuse for being late at the breakfast table."

3. Read the following paragraph and fill in the blanks with the appropriate form (simple past or past perfect) of verbs in the brackets: (Source: English Grammar and Composition for Classes 9-10, Published by NCTB, Activity-1, Page-63)

Dr. Akram asked Fahim when the rash (a) — (start). Fahim said that he (b) — (notice) it a week ago. He also said that he (c) — (go) to another doctor before, but since the rashes got worse, he had come to Dr. Akram. Dr. Akram (d) — (want) to see what medicines the other

doctor (e) — (prescribe). Fahim (f) — (look) for the prescription in his bag, but it was not there. He (g) — (realize) that he (h) — (forget) to bring it. The doctor told Fahim to lie down on the couch, and after he (i) — (examine) him thoroughly, he (j) — (give) him some new tests to do.

- 4. Now read the text below and fill in the blanks with the appropriate form (simple past, past perfect, or past perfect continuous) of the verbs given in the brackets:** (*Source: English Grammar and Composition for Classes 9-10, Published by NCTB, Activity-2, Page-64*)

When we reached the stadium, it was already 4 p.m. We found that a large crowd (a) — (wait) there for the match to start. People (b) — (get) into the stadium since 12 noon as everybody wanted a good place to sit.

While waiting, the crowd (c) — (shout) to each other from their seats. A noisy atmosphere (d) — (prevail) then, but as soon as the game started, a sudden hush (e) — (fall) all over the stadium. People who (f) — (shout) all this time (g) — (become) quiet. However when the first goal was scored, all the noise that (h) — (prevail) earlier came back more powerfully than ever.

It was a memorable experience for my friend and me. The team that we (i) — (support) all along (j) — (win) the match.

- 5. Put in the right form of verb (simple present or present continuous) in the blanks:**

(*Source: English Grammar and Composition for Classes 9-10, Published by NCTB, Activity-1, Page-72*)

a : My brother is a painter. He (i) — (be) in Japan now.

: What (ii) he — (do) there?

: He (iii) — (have) a solo exhibition in Tokyo.

: How long will he stay there?

: Well, the exhibition (iv) — (end) tomorrow, and he (v) — (come) back next week.

b. : Hello, Hasan. You (i) — (go) to Selim's house tonight?

: I'm afraid, not. I've a lot of work to do. I (ii) — (present) a paper at tomorrow's seminar, and I haven't finished writing it yet.

c. : Ms. Selina, the English teacher, is telling the class about the arrangements for next day's trip to Mainamati, Cumilla:

So students, we (i) — (meet) at the school playground at 7 a.m. We (ii) — (leave) for the station at 7:30 sharp. Don't be late, or we'll leave without you. The train (iii) — (leave) from platform no. 3 at 9.00.

And the return schedule is like this: we (iv) — (meet) at the circuit house at 4.30. and (v) — (start) for Dhaka at 5 o'clock. This time we (vi) — (not take) the train. We've arranged a microbus to bring us back to Dhaka.

d. : All in my family have taken up sports. My sister Tina (i) — (learn) to swim. She (ii) — (has) a very good trainer. I (iii) — (take) karate lessons. My brother Nathan (iv) — (be) a jogger. My dad (v) — (play) tennis and my mother (vi) — (go) to the gym regularly.

- 6. Re-write the following text using the right forms of the verbs.**

Mr Mojumder (a) be an English teacher for the last 15 years. We are his students now. Earlier we (b) have another teacher, Mr Sarker. We never (c) see him smiling. He (d) explain anything to us. We really (e) feel bored in his class. However, Mr Mojumder (f) change our class with his nice attitude. Every day he (g) involve us in pairwork and groupwork. We have

a presentation in English on Monday. We (h) present the findings of a survey on Tobacco Consumption. For the last few days I (i) work hard for a smart presentation. My team (j) decide to do power point presentation.

**7. Re-write the following text using the right forms of the verbs.**

I arrived at Dhaka two months ago and I (a) stay with my uncle in Tejgoan. My uncle (b) work in a bank but at the moment he (c) take a year's study leave. He (d) do a course in Business Management which (e) start last month. I am having a good time in Dhaka. I (f) visit most of the historical places here like Lalbagh Fort and Ahsan Manzil. I like the riverside at Sadarghat best of all because it (g) remind me of my own hometown. I (h) travel on the bus the other day when I met one of my school friends, Rashed. When I last (i) see him he (j) work for his father's company. Now he is doing a special English course because he wants to go to Australia to study.

**8. Re-write the following text using the right forms of the verbs.**

There was a farmer who (a) sell a pound of butter to a baker. One day the baker decided to weigh the butter to see if he (b) get the right amount, which he wasn't. Angry about this, he (c) take the farmer to court. The judge asked the farmer if he (d) use any measure to weight the butter. The farmer replied, "Honor, I (e) be primitive. I (f) have a proper measure, but I do have a scale." The judge asked, "Then how you (g) weigh the butter?" The farmer replied; "Your Honor, long before the baker started (h) buy butter from me, I (i) buy a pound loaf of bread from him. Every day when the baker (j) bring the bread, I put it on the scale and give him the same weight in butter. If anyone is to (k) blame, it is the baker."

**9. Re-write the following text using the right forms of the verbs.**

Trees contribute a lot to maintain ecological balance. A month-long Tree Fair (a) begin in Kurigram Stadium recently. It (b) organize by the local administration and the Department of Social Forestation. The fair (c) inaugurate yesterday by the DC of Kurigram. It was also addressed by other speakers who (d) emphasize the need for planting more trees. The chief guest in his speech (e) put importance on planting trees so that we (f) save our environment from other effects of climate change and natural disasters. A huge procession (g) parade the streets of the town after the inaugural. Various government and non-government organizations (h) set up stalls (i) display saplings of different varieties. Cultural functions (j) arrange every night to inspire people to plant trees.

**10. Re-write the following text using the right forms of the verbs.**

To err is human. If a man commits crime anytime and repents truly for his misdeed, he may (a) forgive. But the man who (b) give up the wrong, (c) suffer surely. In the long run, he (d) take to the land of death. The old sailor (e) be a wrong-doer in his long journey. He committed a crime (f) by kill a sea bird (g) call Albatross. That crime ultimately (h) bring bad luck to them. The ship (i) leave in the icy sea. The sun shone over their head. The wind (j) drop down. It was a great disaster.

**11. Re-write the following text using the right forms of the verbs.**

Today women are playing an important role in all spheres of life. Once they (a) dominate by men. They are no longer (b) confine within four walls of their parents' or husbands' house. They (c) come out of the kitchen and (d) work hand in hand with man. By taking higher education they (e) become pilots, doctors, engineers, administrators, etc. They have (f) be

able to prove their worth. They (g) contribute much to the economy of the country. Now it (h) come to the realization of men that true development of the country is never possible (i) keep half of the population idle at home. So, it (j) need no telling that women are playing a great role in the socio-economic condition of our country.

**12. Re-write the following text using the right forms of the verbs.**

Examination plays an important role in student life. It (a) determine the merit of the students. A pleasant performance in the examination (b) require for student to be (c) promote to the next class. Students (d) expect to be precise and accurate while (e) answer the questions in the examination. But the real scenario is different. Most of the students (f) write their examination paper fairly as they can (g) understand the questions properly. As a result, they (h) cut a very sorry figure in the examination. If they (i) be correct in their answers, they certainly (j) secure good marks in the examination.

**13. Re-write the following text using the right forms of the verbs.**

Truthfulness is one of the greatest virtues which (a) make a man really great. A man (b) trust by others if he (c) cultivate the habit of (d) speaking the truth. A man who (e) trust by anybody can (f) gain any position. A man can (g) achieve his ends once or twice by (h) tell lies but no permanent gain (i) come out of such success. It must come to light sooner or later. Then the real character of the liar gets (j) expose and nobody trusts him anymore.

**14. Re-write the following text using the right forms of the verbs.**

There was a bad man in a village. He always (a) do evil work. But when he did any work, he would say, "God had it (b) do by me". One day the bad man (c) steal some mangoes from the garden of a neighbour. The owner of the garden (d) see him stealing the mangoes. He (e) hurry to the garden. "Why (f) do you steal mangoes from my garden?" asked the owner of the garden. "Because God (g) get it done by me," replied the bad man. The owner of the garden (h) say nothing. He took a stick and (i) wait for the bad man till he (j) come down from the tree.

**15. Re-write the following text using the right forms of the verbs.**

One day a scholar (a) cross a river by a boat. Suddenly a ghastly wind (b) begin to blow. The scholar (c) tremble with fear. The boatman (d) say to him, "Do you (e) know how to swim?" The answer from the scholar (f) be negative. Then the boatman said, "Very soon you (g) go to (h) drown. You (i) have a lot of knowledge but it (j) come to use at this moment."

➤ **For More Exercise:** See Section-B: Unit-03; Page-505

- (34) Though there are strict laws against acid violence, the ghastly crime is on the rise in Bangladesh.
- (35) We have reports of acid throwing in other countries too but the number of incidents is probably the highest in Bangladesh.
- (36) According to experts' saying, three of five women a week are being burnt with acid in Bangladesh.
- (37) Targeting the face they throw acid to it.
- (38) We should come forward so that we can save them.
- (39) The students who study regularly can expect a good result.
- (40) Their time is valuable but they waste it idly.
- (41) When they repeat this activity, they make a poor result./They make a poor result since they repeat this activity.
- (42) A student fails in the examination, and (he) suffers from an inferiority complex.
- (43) So, a student should be aware of studying regularly and attentively in order to do well in the examination.
- (44) Long time ago, there lived a young man and his name was Ruplal.
- (45) Although it was a beautiful place, there were a lot of problems.
- (46) Ruplal decided to go and live alone in the jungle so that he could find peace.
- (47) So, after collecting his things, he went to live by himself.
- (48) That night, Ruplal heard a noise while sleeping.
- (49) A person taken by anger causes a lot of troubles./ An angry person causes a lot of troubles.
- (50) We should realize it and should be emotionally balanced.

## 15 UNIT

# RIGHT FORMS OF VERBS

- (a) left; (b) lived; (c) knew; (d) felt; (e) could not say; (f) needed; (g) discovered; (h) wrote; (i) came; (j) found; (k) helped.
- (a) will (Correct form: would); (b) waked (Correct form: woke); (c) has (Correct form: had); (d) get (Correct form: getting); (e) comes (Correct form: came); (f) says (Correct form: said); (g) buyed (Correct form: bought); (h) is (Correct form: was); (i) cryed (Correct spelling: cried).
- (a) started; (b) noticed; (c) went; (d) wanted; (e) prescribed; (f) looked; (g) realized; (h) had forgotten; (i) had examined; (j) gave.
- (a) had been waiting; (b) had been getting; (c) shouted; (d) prevailed; (e) fell; (f) had been shouting; (g) became; (h) prevailed; (i) had been supporting; (j) won.
- (a) (i) is; (ii) is he doing; (iii) is having; (iv) ends; (v) is coming.  
 (b) (i) are going; (ii) am presenting.  
 (c) (i) are meeting; (ii) are leaving; (iii) is leaving; (iv) are meeting; (v) are starting; (vi) are not taking.  
 (d) (i) is learning; (ii) has; (iii) am taking; (iv) is ; (v) plays; (vi) goes.
- (a) has been; (b) had; (c) saw; (d) did not explain; (e) felt; (f) has changed; (g) involves; (h) will present; (i) have been working; (j) has decided.
- (a) am staying; (b) works; (c) has taken; (d) is doing; (e) started; (f) have visited; (g) reminds; (h) was travelling; (i) saw; (j) was working.
- (a) used to sell; (b) was getting; (c) took; (d) was using; (e) am; (f) don't have; (g) do you weigh; (h) buying; (i) have been buying; (j) brings; (k) be blamed
- (a) has begun; (b) has been organized; (c) was inaugurated; (d) emphasized; (e) put; (f) could save; (g) paraded; (h) have set; (i) displaying; (j) are arranged/are being arranged.
- (a) be forgiven; (b) does not give; (c) will suffer; (d) will be taken; (e) was; (f) killing; (g) called; (h) brought; (i) was left; (j) dropped.
- (a) were dominated; (b) confined; (c) have come/are coming; (d) are working; (e) are becoming; (f) been; (g) are contributing/ contribute; (h) has come; (i) keeping; (j) needs.

12. (a) determines; (b) is required; (c) promoted; (d) are expected; (e) answering; (f) cannot write; (g) not understand; (h) cut; (i) were; (j) would secure.
13. (a) makes; (b) is trusted; (c) cultivates; (d) speaking; (e) is not trusted; (f) not gain; (g) achieve; (h) telling; (i) comes; (j) exposed.
14. (a) did; (b) done; (c) was stealing; (d) saw; (e) hurried; (f) do; (g) is getting; (h) said; (i) waited; (j) came.
15. (a) was crossing; (b) began; (c) was trembling; (d) said; (e) know; (f) was; (g) are going; (h) drown; (i) have; (j) will not come.

## 16 UNIT

# DIRECT AND INDIRECT SPEECHES/NARRATION

1. a. The guide said that he was sorry for the delay.  
 b. The driver said that all traffic was suspended due to a road accident ahead.  
 c. One passenger sitting next to me said that it was horrible to get stuck for hours.  
 d. I said that I was hungry and needed a washroom as well.  
 e. Another woman from my back said that she would be late for her connecting bus.  
 f. Some children cried that they were fed up and wanted to go outside.  
 g. A senior citizen said that his/her pressure was rising up.  
 h. The driver said that he was so sorry but the same thing had happened last week too.
2. a. Mathin said that she was living in California with her uncle.  
 b. Mathin said that her father had died a few years ago.  
 c. Mathin said that her mom was living here with her elder brothers.  
 d. Mathin said that she had come to Bangladesh two days before.  
 e. Mathin said that she would go to their school the next day to see teachers there.  
 f. Mathin said that she always missed Bangladesh, her friends, and her family members.  
 g. Mathin said that she had regular contact with Mim and Raja.  
 h. Mathin said that she had got some friends in California, but friends here were special.  
 i. Mathin said that she was going to stay here for a month.  
 j. Mathin said that she could come to my place on Saturday.

Things the interviewer asked me:	Things I told:
1. He asked me where I was from.	1. I told him that I was from Uttara.
2. He asked me why I was late.	2. I told him that I had known the meeting would take place at ten o'clock.
3. He asked me who I had spoken to.	3. I told him that I had contacted with one of my classmates, Tonmoy.
4. He asked me what he could do for me then.	4. I requested him to give me a chance to attend the meeting.
5. He asked me how I could avoid that situation.	5. I told him that next time I would contact the office.
a. A tourist asked me whether I could guide them to the local museum.	
b. He also asked me what time the museum opened.	
c. Then he asked me how much a ticket cost.	
d. He further asked me how long it remained open.	
e. Next he asked me if there was any café inside the museum.	
f. Again he asked me whether I would wait for them when they finished their tour.	
g. He continued to ask me if I had purchased their ticket.	
h. Finally he asked me whether there was any tour guide inside.	