Grammar

1. Tense

Tenses	Affirmative	Negative/Question
Simple Present	A: He speaks. \\ <u>do/does</u> সে কথা বলে	N: He does not speak. Q: Does he speak? Why does he speak?
Present Continuous	A: He is speaking. \\ <u>am/is/are doing</u> সে কথা বলছে	N: He is not speaking. Q: Is he speaking? What is he doing?
Simple Past	A: He spoke. \\ <u>did</u> সে কথা বলেছিল	N: He did not speak. Q: Did he speak? Why did he speak?
Past Continuous	A: He was speaking. \\ <u>was/were doing</u> সে কথা বলছিল	N: He was not speaking. Q: Was he speaking? When was he speaking French?
Present Perfect Simple	A: He has spoken. \\ <u>have/has done</u> সে কথা বলেছে	N: He has not spoken. Q: Has he spoken? Why has he spoken Mandarin?
Present Perfect Continuous	A: He has been speaking for 5 minutes. সে কথা ৫ মিনিট যাবৎ বল্ছে \\ <u>have/has been doing</u> A: He has been speaking since 10 o'clock সে ১০টা থেকে কথা বল্ছে	N: He has not been speaking Q: Has he been speaking since 10 o'clock? Why has he been speaking for so long?
Past Perfect A: He had left before I reached. \\ had done আমি পৌছার আগেই সে চলে গেল		N: He had not uttered a word before I mentioned her name. Q: Had he spoken…?
Past Perfect Continuous A: He had been speaking before you entered the class. shall/will be doing ভুমি ক্লাসে প্রবেশ করার আগে সে কথা বলচ্ছিল \\ had been doing		N: He had not been speaking before you came. Q: Had he been speaking before I entered the class?
Future Simple	A: He will speak. \\ shall/will do সে কথা বলবে	N: He will not speak. Q: Will he speak? What will you do? When will they go?
Future Continuous	A: He will be speaking. \\ shall/will be doing সে কথা বলতে থাকবে	N: He will not be speaking. Q: Will he be speaking? What will he be doing/speaking?
Future Perfect	A: He will have spoken. \\ shall/will have done সে কথা বলে থাকবে	N: He will not have spoken. Q: Will he have spoken?
Future Perfect X Continuous	A: He will have been speaking. সে কথা বলতে থাকবে \\ shall/will have been doing	N: He will not have been speaking. Q: Will he have been speaking?

2. Passive

The passive voice is used when we want to emphasize the action (the verb) and the object of a sentence rather than subject. This means that the subject is either less important than the action itself or that we don't know who or what the subject is. For example, "I noticed that a window **had been left** open." "Every year thousands of people **are killed** on our roads."

Passive forms are made up of be/be verb+past participle (be done):

	be	past participle	
English	is	spoken	all over the world.
The windows	have been	cleaned.	
Lunch	was being	served.	
The work	will be	finished	soon.
They	might have been	invited	to the party.

If we want to show the person or thing doing the action, we use by:

She was attacked by a dangerous dog.

The money was stolen by her husband.

Passive voice with infinitives (to be done):

You have to be tested on your English grammar.

She wants to be invited to the party.

I expect to be surprised on my birthday.

Passive voice with gerunds: (being done)

I remember being taught to drive.

The children are excited **about being taken** to the zoo. //The children are excited **to be taken** to the zoo.

Most film stars hate being interviewed. //Most film stars hate to be interviewed.

Active to Passive at a glance (Source: modified from https://halsepele.files.wordpress.com)

	ACTIVE	PASSIVE
Simple Present	Denis teaches them.	They are taught by Denis.
Present Continuous	Denis is teaching them.	They are being taught by Denis.
Present Perfect	Denis has taught them.	They have been taught by Denis.
Simple Past	Denis taught them.	They were taught by Denis.
Past Continuous	Denis was teaching them.	They were being taught by Denis.
Past Perfect	Denis had taught them.	They had been taught by Denis.
Will-future	Denis will teach them.	They will be taught by Denis.
Be going to	Denis is going to teach them.	They are going to be taught by Denis.
Future Perfect	Denis will have taught them.	They will have been taught by Denis.
Modals	Denis can/may teach them.	They can/may be taught by Denis.

Some verbs which are very **frequently used in the passive** are followed by the **to-infinitive**:

be supposed to	be expected to	be asked to	be told to
be scheduled to	be allowed to	be invited to	be ordered to

John has been asked to make a speech at the meeting.

You are supposed to wear a uniform.

The meeting **is scheduled to** start at seven.

More examples: It's said that he lives abroad now. He **is said** to live abroad now. It's believed that he is the hero of the town. **It's claimed** that he **left** the country two months

3. Sequence of tenses:

a) As if/as though: The past subjunctive after as if / as though indicates an unreal situation in the present.

However, if the situation is true, we use a real tense to express present time:

He looks as if he knew the answer. [he (probably) doesn't know]

He looks as if he knows the answer. (he knows the answer)

He seems as if he hadn't slept for days. [he (probably) has or we don't know whether he has or not]

He seems as if he hasn't slept for days. (he hasn't slept for days)

If the preceding verb is put into the past tense, the present perfect hasn't slept changes into past perfect, while the past perfect subjunctive hadn't slept stays the same:

He seemed as if he hadn't slept for days.

b) IT'S (HIGH/ABOUT) TIME + PAST (also> it is time to do....)

• It's time you went to bed.

- It's time to say goodbye.
- It's high time I bought a new pair of jeans.
- It's time for breakfast

C) Wishes

We use past tense modals would and could to talk about wishes for the future:

I don't like my work. **I wish I could** get a better job.

I always have to get home early. I wish my parents would let me stay out later.

We use past tense forms to talk about wishes for the present:

I don't like this place. **I wish I lived** in somewhere more interesting.

These seats are very uncomfortable. I wish we were travelling first class.

I wish it wasn't so cold.

• We use the **past perfect** to talk about wishes for the **past**:

Mary wishes she had listened to what her mother told her.

I wish I hadn't spent so much money last month.

d)

WOULD RATHER DO	HAD BETTER DO
I would rather stay at home than go to a movie. (I prefer staying at home) I would rather leave. I would rather we ate at home. I would rather you didn't leave. I'd rather walk than drive.	You had better watch your steps. (you should watch your steps) She had better listen to you. You had better not be late. You had better not leave him out.
I'd rather our children didn't watch it.	

e) Conditionals:

a) **Zero:** If/when it rains, he takes an umbrella.

যদি যখন বৃষ্টি হয়, সে ছাতা নিয়ে যায়

b) **First:** If you give, he will take.

যদি তুমি দাও, তবে সে নিবে |

c) **Second:** If you came tomorrow, I could/would show you the map.

যদি তুমি আগামীকাল আসতে, তবে তোমাকে ম্যাপটি দেখাতে পারতাম/দেখাতাম

d) **Third:** If you had come last week, I could have/would have shown you the map.

যদি তুমি গত সপ্তাহে আসতে, তোমাকে ম্যাপটি দেখাতে পারতাম/দেখাতাম

e) **Mixed:** If you had not helped me years ago, I would not be successful today.

তুমি যদি আমাকে বহু বছর আগে সাহায্য না করতে, তবে আজকে আমি সফল হতে পারতাম না

If I were not interested, I would have told you so.

আমি যদি (এখন) আগ্রহী না হতাম, তবে (আগেই) তোমাকে এটা বলে দিতাম |

"You can put either the subordinate clause or the main clause at the beginning. For example: If you give, he will take/ he will take if you give. When the subordinate clause is placed at the beginning, it should be followed by a comma.

f) Causative Verbs: get, have, make

- 1) Get somebody to do something (কাউকে দিয়ে কিছু করালো) = I got him to clean the room.
- 2) Have somebody do something (") = I had him clean the room.
- 3) Make somebody do something (") = I made him clean the room.
- 4) Have/get something done (কোনকিছু করানো) = I had/got the room cleaned.
- 5) Be made to do something= he was made to clean the room. (তাকে দিয়ে রুমটি পরিষ্কার করানো হয়েছিল)

4. Subject-Verb Agreement

Verb according to the noun after 'or'

a) The children or their mother is. . . . The mother or her children are......

Verb according to the noun before 'as well as'

b) The girl as well as her friends is. . . . The supporters as well as their candidate are. . .

Singular verb after a single amount/distance/weight etc.

- c) Five dollars is not a big amount. 10 miles is too long for walking. 150 kg is too much for him to lift.
- d) Everybody/somebody/nobody is.... Everything/something/nothing is....
- e) 'Each of them is' but 'they each are' (each preceded by plural noun).

Collective Nouns (source: en.oxforddictionaries.com/grammar/matching-verbs-to-collective-nouns)

Collective nouns are nouns which stand for a group or collection of people or things. They include words such as *audience*, *committee*, *police*, *crew*, *family*, *government*, *group*, and *team*.

In American English, most collective nouns are treated as singular, with a singular verb:

 $\sqrt{\text{The whole }}$ family was at the table.

 $\sqrt{The government is doing a good job.}$

 \sqrt{He} prefers an **audience** that **arrives** without expectations.

In British English, most collective nouns can be treated as singular or plural:

The whole **family was** at the table. [singular collective noun; singular verb]

The whole **family were** at the table.[plural collective noun; plural verb]

The **government** is doing a good job. [singular collective noun; singular verb]

The **government are** doing a good job. [plural collective noun; plural verb]

There are a few collective nouns (in both British and American English) that are *always* used with a plural verb, the most common of which are *police* and *people*:

 $\sqrt{She's}$ happy with the way the police **have** handled the case.

 $\sqrt{It's}$ been my experience that **people are** generally forgiving.

f) A third of the **city** is unemployed. A third of the **people** are unemployed. All of the **pie** is gone. All of the **pies** are gone. Some of the **pie** is missing. Some of the **pies** are missing.

- g) A number of (= some) problems have arisen. The number of homeless people has increased dramatically.
- h) Slow and steady wins the race. (one who is slow and steady).

5. Sentence types: Simple, Compound and Complex

List of Conjunctions

Coordinating Conjunctions: for, and, nor, but, or, yet, so (mnemonic= FANBOYS)

Correlative Conjunctions: both/and, either/or, neither/nor, not only/but, whether/or

Some Subordinating Conjunctions: after, although, as, as if, as long as, as much as, as soon as, as though, because, before, by the time, even if, even though, if, in order that, in case, in the event that, lest, now that, once, only, only if, provided that, since, so, supposing, that, than, though, till, unless, until, when, whenever, whereas, wherever, whether or not, while

6. Adjective

Comparative vs superlative:

A comparative compares a person or thing with another person or thing. A superlative compares a person or thing with the whole group of which that person or thing is a member:

Joe's **older** than Mike. (comparing one person with another)

Sheila is the youngest girl in the family. (comparing one person with the whole group she belongs to)

When there are just two members in a group, traditionally, we use the comparative. However, in informal situations people often use the superlative:

Who is **younger**, Rowan or Tony? (traditional usage)

Jan and Barbara are both tall, but Jan's the tallest. (more informal)

Comparative and superlative adjectives: form

One-syllable adjectives (big, cold, hot, long, nice, old, tall)

To form the comparative, we use the -er suffix with adjectives of one syllable:

It's **colder** today than yesterday. It was a **longer** holiday than the one we had last year. Sasha is **older** than Mark.

To form the superlative, we use the *-est* suffix with adjectives of one syllable. We normally use *the* before a superlative adjective:

I think that's the biggest apple I've ever seen! They have three boys. Richard is the oldest and Simon is the youngest.

Some one-syllable adjectives have irregular comparative and superlative forms:

bad, worse, worst far, farther/further, farthest/furthest

good, better, best old, older/elder, oldest/eldest

The morning flight is **better** than the afternoon one.

His **elder** sister works for the government.

Olivia is Denise's best friend.

I think that was the **worst** film I've ever seen!

Pluto is **the furthest** planet from the sun in our solar system.

Farther, farthest or further, furthest?

Farther and further are comparative adverbs or adjectives. They are the irregular comparative forms of far. We use them to talk about distance. There is no difference in meaning between them. Further is more common:

We can't go any **further**; the road's blocked.

After this, I felt a little refreshed but as I came over the hill, my legs rebelled. I could walk no **further**. How much **farther** are we going?

Farther, and, much less commonly, further can be used as adjectives to refer to distance away from the speaker:

He could see a small boat on the **farther** shore.

At the **further** end of the village stood an old ruined house.

We often repeat farther or further to emphasise the distance:

'I am just a little ship,' Aunt Emily said, 'drifting farther and farther out to sea.'

We often use along with farther and further:

Ben Gunn had told me his boat was hidden near the white rock, and I found that rock farther along the beach.

We often use a little, a bit or a lot before further and farther:

Now push and stretch that arm just **a little further** and count to ten.

Superlative forms

Farthest and furthest are superlative adjectives or adverbs. They are the irregular superlative forms of far. We use them to talk about distance. There is no difference in meaning between them. Furthest is more common than farthest:

The **furthest** galaxies are about three thousand million light years away.

Go on, boys! Let's see who can run furthest.

Viv took a corner seat **farthest** away from the door.

7. Adverbs:

Adverbs are one of the four major word classes, along with nouns, verbs and adjectives. We use adverbs to add more information about a verb, an adjective, another adverb, a clause or a whole sentence and, less commonly, about a noun phrase.

Adverbs: meanings and functions

Adverbs have many different meanings and functions. They are especially important for indicating the time, manner, place, degree and frequency of something.

time	I never get up early at the weekends.		
manner	Walk across the road carefully!		
place	When we got there, the tickets had sold out.		
degree	It's rather cold, isn't it?		
frequency	I'm always losing my keys.		

Adverb types: Time, place and manner adverbs (early, there, slowly)

Time adverbs

already	lately	still	tomorrow
early	now	soon	yesterday
finally	recently	today	yet

Have you seen Laurie today?

I'd prefer to leave early.

I went to the cinema on my own recently.

There's been an increase in house burglary lately.

Place adverbs

Place adverbs tell us about where something happens or where something is.

There was somebody standing **nearby**.

Is that your scarf there?

You go **upstairs** and do your homework. I'll come up in a minute.

Manner adverbs

Manner adverbs tell us about the way something happens or is done.

accurately beautifully expertly professionally anxiously carefully greedily quickly badly cautiously loudly quietly

Manner adverbs are often formed from adjectives by adding -ly:

She spoke very loudly. We could all hear what she was saying.

We waited **anxiously** by the phone.

We walked up the stairs very quietly because Mum and Dad were asleep.

Some common manner adverbs have the same form as adjectives and they have similar meanings (e.g. *fast*, *right*, *wrong*, *straight*, *tight*).

adjective	adverb
I was never a fast swimmer	Driving fast is dangerous
All of your answers were wrong .	People always spell my name wrong.
Is that the right time?	That builder never does anything right !
My hair is straight .	Let's go straight to the airport.

Degree adverbs (slightly) and focusing adverbs (generally)

Degree and focusing adverbs are the most common types of modifiers of adjectives and other adverbs. Degree adverbs express degrees of qualities, properties, states, conditions and relations. Focusing adverbs point to something.

Degree adverbs

absolutely	enough	perfectly	somewhat
a (little) bit	entirely	pretty	terribly
a lot	extremely	quite	too
almost	fairly	rather	totally
awfully	highly	remarkably	utterly
completely	lots	slightly	very

Mary will be staying a bit longer. (a bit longer = for a little more time)

It all happened pretty quickly.

She was quite surprised they came, actually.

It was £3.52 if you want to be **totally** accurate.

Focusing adverbs

especially	just	mainly	particularly
generally	largely	only	simply

I **just** wanted to ask you what you thought.

Evaluative adverbs (surprisingly) and viewpoint adverbs (personally)

We put some adverbs outside the clause. They modify the whole sentence or utterance. Evaluative and viewpoint adverbs are good examples of this:

The electric car, **surprisingly**, does not really offer any advantages over petrol cars.(evaluative)

Personally, I think the show was great. (viewpoint)

8. Gerund (doing); infinitive (to do)

Common verbs usually followed by the gerund:

enjoy	I enjoyed living in France	mind	I don't mind coming early
fancy	I fancy seeing a film tonight	suggest	He suggested staying at a hotel
discuss	We discussed going on holiday together	recommend	They recommended meeting earlier.
dislike	I dislike waiting for buses	keep	He kept working, although he felt ill.
	_		

And here are some common verbs followed by 'to' and the infinitive:

agree ask decide help	She agreed to help. I asked to leave early / I asked him to leave early We decided to go out for dinner. He helped to clean the kitchen / he helped me to clean the kitchen	hope would like promise	I hope to pass the exam I would like to see her / I would like you to see her We promised not to be late
·	he helped me to clean the kitchen		

Part 2: Here are some more verbs that are usually followed by the gerund:

miss	She misses living near the beach	consider	She considered moving to New York.
appreciate	I appreciated her helping me.	can't stand	He can't stand her smoking in the office.
delay	He delayed doing his taxes.	can't help	He can't help talking so loudly.
postpone	He postponed returning to Paris	risk	He risked being caught.
practise	She practised singing the song.	admit	He admitted cheating on the test.

And here are some more verbs followed by 'to' and the infinitive:

can afford	We can't afford to go on holiday.	offer	Frank offered to drive us home.
manage	He managed to open the door.	wait	She waited to buy a movie ticket.
prepare*	They prepared to take the test.	would hate	I'd hate to be late / I'd hate you to be late.
demand	He demanded to speak to Mr. Harris.	would love	I'd love to come / I'd love him to come.
choose	I chose to help .	seem	Nancy seemed to be disappointed

I wouldn't **particularly** like to move to a modern house.

9. Prepositions:

At	In	On	
At 4:30 pm	in March	on Monday	
At 3 o'clock	In Winter	On 6 March	
At noon	In the summer	On 22 Dec.2012	
At dinnertime	In 1990	On Christmas Day	
At bedtime	In the next century	On your birthday	
At the moment	In the future	On New Year's Eve	

In the morning /on Monday morning== In the mornings/on Sunday mornings == In the afternoon(s) / on Sunday afternoons == In the evening(s)/ on Friday evenings.

When we say next, last, this, every we do not use at, in, on:

I went to New York last June. She is coming back next Monday. I go home every Easter. We'll call you this afternoon.

Place: at, in, on

At		In		On	
At the bus stop	At work	In London	In a helicopter	On the wall	On a plane
At the corner	At school	In the garden	In an elevator	On the ceiling	On a bicycle
At the entrance	At university	In a box	In the sky	On the floor	On the radio
At the crossroads	At the top	In a building	In the street	On the carpet	On the left
At the top of the page	At the bottom	In a car	In a row	On a page	On a horse
At home	At the side	In a car	In a boat	On a bus	On a boat
	At reception	In a taxi		On a train	

Idiomatic phrases with prepositions

All the money paid by investors is now at risk. //Mark always drives at top speed. //I dialed the wrong number by mistake. // I'd like to buy this picture if it's for sale. // You have to pay half the cost of the holiday in advance. // I can't stop. I'm in a hurry. // I drive about ten thousand miles a year, on average. // Did you go there on holiday or on business? // They went on a trip to Cox's Bazar. // They went on a tour of Cox's Bazar. // Mr Jones is on leave this week. He'll be in the office next Monday. // There are so many different computers on the market. // I saw it on television. // I heard it on the radio. // I'm afraid the machine is out of order.

10.

subjunctive

What is the subjunctive?

Some languages have special verb forms called 'subjunctive', which are used especially to talk about 'unreal' situations: things which are possible, desirable or imaginary. Older English had subjunctives, but in modern English they have mostly been replaced by uses of should, would and other modal verbs, by special uses of past tenses (see 426), and by ordinary verb forms. English only has a few subjunctive forms left: third-person singular present verbs without -(e)s, (e.g. she see, he have) and special forms of be (e.g. I be, he were). Except for I/he/she/it were after if, they are not very common.

that she see

Ordinary verbs only have one subjunctive form: a third person singular present with no -(e)s (e.g. she see). It is sometimes used in that-clauses in a formal style, especially in American English, after words which express the idea that something is important or desirable (e.g. suggest, recommend, ask, insist, vital, essential, important, advice). The same forms are used in both present and past sentences.

It is essential that every child have the same educational opportunities. It was important that James contact Arthur as soon as possible. Our advice is that the company invest in new equipment. The judge recommended that Simmons remain in prison for life.

Do is not used in negative subjunctives. Note the word order.

We felt it desirable that he not leave school before eighteen.

With verbs that are not third-person singular, the forms are the same as ordinary present-tense verbs (but they may refer to the past).

I recommended that you move to another office.

be

I wish it were Saturday.

Be has special subjunctive forms: I be, you be etc.

It is important that Helen be present when we sign the papers.

The Director asked that he be allowed to advertise for more staff.

I were and he/she/it were, used for example after if (see 258.4) and wish (see 630) in a formal style, are also subjunctives.

If I were you I should stop smoking.

fixed phrases

Subjunctives are also used in certain fixed phrases. Examples:

God save the Queen! Long live the King! God bless you. Heaven forbid.

He's a sort of adopted uncle, as it were. (= ... in a way.) Be that as it may ... (= Whether that is true or not ...)

If we have to pay £2,000, then so be it. (= We can't do anything to change it.)

other structures

Most subjunctive structures are formal and unusual in British English. In *that*-clauses, British people usually prefer *should* + infinitive (see 521), or ordinary present and past tenses.

It is essential that every child should have the same educational opportunities. (OR . . . that every child has . . .)

It was important that James should contact Arthur as soon as possible. (OR . . . that James contacted . . .)

inversion (1): auxiliary verb before subject

We put an auxiliary verb (and non-auxiliary have and be) directly before the subject of a clause in several different structures.

questions

Have your father and mother arrived? (NOT Have arrived your father and mother?)

Where is the concert taking place? (NOT Where is taking place the concert?)
(NOT Where the concert is taking place?)

with may

May can come before the subject in wishes.

May all your wishes come true! May he rot in hell!

after so, neither, nor

In 'short answers' and similar structures, these words are followed by auxiliary verb + subject.

I'm hungry. ~So am I.
I don't like opera. ~Neither/Nor do I.

For more details of these structures, see 541 and 374.

after as, than and so

Inversion sometimes happens after as, than and so in a literary style.

She was very religious, as were most of her friends.

City dwellers have a higher death rate than do country people.

So ridiculous did she look that everybody burst out laughing.

conditional clauses

In formal and literary conditional clauses, an auxiliary verb can be put before the subject instead of using if (see 261.5).

Were she my daughter ... (= If she were my daughter ...)

Had I realised what you intended . . . (= If I had realised . . .)

Negatives are not contracted in this case.

Had we not spent all our money already, ... (NOT Hadn't we spent ...)

after negative and restrictive expressions

If a negative adverb or adverbial expression is put at the beginning of a clause for emphasis, it is usually followed by auxiliary verb + subject. These structures are mostly rather formal.

Under no circumstances can we cash cheques.

At no time was the President aware of what was happening.

Not until much later did she learn who her real father was.

The same structure is possible after a complete clause beginning not until . . .

Not until he received her letter did he fully understand her feelings.

Inversion is also used after restrictive words like hardly (in BrE), seldom, rarely, little and never, and after only + time expression. This is formal or literary.

Hardly had I arrived when trouble started. (BrE)

Seldom have I seen such a remarkable creature.

Little did he realise the danger he faced.

Never ... was so much owed by so many to so few. (Churchill)

Only then did I understand what she meant.

Only after her death was I able to appreciate her.

Not only did we lose our money, but we were nearly killed.

Not a single word did he say.

Inversion is not used after not far ... and not long ...

Not far from here you can see foxes. (NOT Not far from here can you . . .)

Not long after that she got married.

inversion (2): whole verb before subject

after adverbial expressions of place

When an adverbial expression of place or direction comes at the beginning of a clause, intransitive verbs are often put before their subjects. This happens especially when a new indefinite subject is being introduced. The structure is most common in literary and descriptive writing.

Under a tree was lying one of the biggest men I had ever seen.

On the grass sat an enormous frog.

Directly in front of them stood a great castle.

Along the road came a strange procession.

This structure is often used in speech with *here, there* and other short adverbs and adverb particles.

Here comes Freddy! (NOT Here Freddy comes.)

There goes your brother.

I stopped the car, and up walked a policeman.

The door opened and out came Angela's boyfriend.

If the subject is a pronoun, it goes before the verb.

Here she comes. (NOT Here comes she.) Off we go!

reporting

In story-telling, the subject often comes after reporting verbs like said, asked, suggested etc when these follow direct speech.

What do you mean?' asked Henry. (OR ... Henry asked.)

'I love you,' whispered Jan.

If the subject is a pronoun, it usually comes before the verb.

'What do you mean?' he asked.