ESSENTIAL GRAMMAR

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12 Tense with structures and Some essential usages

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Essential Grammar

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Parts Of Speech

Parts of Speech

Division of words in language is called Parts of Speech.

They are, Adjective, Verb, Adverb, Noun, Conjunction, Preposition, Interjection, and Pronoun.

They are divide in two groups.

1. Opened System.

The number of open system is not limited they are Adjective, verb, adverb, and noun.

2. Closed System.

The number of closed system is limited they are Preposition, Conjunction, interjection and pronoun.

We have eight parts of Speech four of them are opened system and four of them are closed system.

1. Pronoun

Is a word which is used instead of noun in the sentence and avoid the repetition of a noun in the sentence as we have subjective and objective pronouns.

Example. Ali is calling Ahsan. He is calling him.

2. Verb

Is a word which shows state and action

Ex. Ahsan is boy. He comes to course.

3. Noun.

Is a word which is used as the name of person, place, things and animal

Ex. Ahsan, Kabul, Car, Dog.

4. Adjective

Is a word which completes the meaning of a noun or qualifies a noun

Ex. Kabul is a nice province. Ahsan is clever boy.

5. Adverb.

Is a word which is used to add something to the meaning of a verb, adjective or another adverb

Ex. He run fast .They work slowly.

6. Conjunction.

Is a word which is used to join two words, sentences and two clauses .They are Or, And, But.

Ex. Ahsan and Zaid are brothers.

7. Preposition

Is a word that shows relationship of a noun or pronoun to some other words in a sentence.

They are: In, on behind, under, beside, in front of, near and next to.

Ewe are in the classroom.

8. Interjection

Is word which expresses emotion or exclamation and an interjection has no grammatical connection with other words .They are Oh! , Pooh! Alas!
Ex. Oh! He is very intelligent.

Some essential definition to learn

Subject .The doer of an action is called subject.
Ex. Ahsan is calling me.(Ahsan is subject).
Object: The receiver of an action is called object.
Ex. Ahsan is calling me (me is object).

Intensive

Intensive.

Is taken from INTENSE which meaning an increase in degree, also it means to learn many things in a short time.

Verb

Is taken from Latin word Verbum which means action or Verb is word which shows an action or state.

Generally main verb is divided in to two main parts.

1. Regular verbs: are those verbs which take d/end in the second forms and third forms. Such as Studied, worked agreed

2. Irregular verbs: are those verbs which don't have any rules for adding (d/end) in the second and third forms .we must memorize them. Such as write – wrote – written, see – saw – seen.

According to form verbs are divided in to four parts.

1. Base form of verb.

We use base form of verb in Simple present, simple future and in Imperative sentence.
Ex. She works every day. I will go to India .Open your books.

2. Second form of verb

We use second form of verb in Simple past tense.
Ex. I went to Pakistan last year.
I was in the class.

3. Third form of verb.

We use this form of verb in all Perfect tenses.
Ex. I have seen you before. He has passed away.

4. Ing form / Present participle / Progressive form of verb.

We use ing form of a verb in all progressive or continuous tenses.
Ex. I am calling Ahsan. We were playing cricket yesterday.

Generally verb is divided in to two parts.

1. Ordinary verb / Main verb.
2. Auxiliary verb / Helping verb.

1. Ordinary verb / Main verb

Is a verb which show an action, emotion, and feeling?
Ex. Study, Happy, Angry.

2. Auxiliary verb /Helping verb

Auxiliary verbs are those verbs which help to make different tenses.

Auxiliary verbs are divided in to three parts.
1. Primary Auxiliary verbs are those verbs which forms the main parts of auxiliary verb.
They are divided into three parts.

1. TO BE VERBS are used Present continuous, past continuous and in perfect tenses.
They are is, am, are, was, were, been.
Ex. I have been here. They are working.

2. TO DO VERB

We use them in Simple Present tense and in Simple past tense
They are Do /Does /Did
Ex. Do you play cricket. Did you play cricket.

3. TO HAVE VERBS:
We use them in Present Perfect tense and Past Perfect tense and also we use them to show possession.
They are Have/ Has/Had.
Ex. Ahsan has a computer. I have worked in Kabul. Ahsan had a computer. I had a computer last year.

2. Model Auxiliary Verbs

Are used to change the meaning of main verb and they show different degree of certainty, obligation, ability, prohibition request and permission.
They are Can, Could, May, Might, Shall, Will, Should, Must, Would.
Ex. I can learn English. You should study hard.

3. Semi Auxiliary Verbs.

They are Be going to , Be supposed to , Be able to , Be about to , Has to , Have to and Had to
Ex. You have to come course every day. Ahsan is going to play cricket.

Rules for adding D/ED.

1. Verbs ending in E or EE take only D.
Ex. Encourage – Encouraged- Agree- Agreed

2. Verbs ending in "Y" following consonant change "y" into "I" and "end".
Ex. Study – Studied- Cry –cried-try –tried.

3. Verbs ending in 'y' following in a vowel we only add 'end'
Ex. Play –Played –Stay-Stayed-Pray –Prayed.

4. One syllable regular verbs ending in consonant following in vowel double the last consonant and Ed.
Ex .Stop-Stopped- drop-dropped

Note- We apply all these rules for second and third forms of verb.

Rules for Adding "y"

1. We add "ing" with base form of verb to change it into present participle.

2. If a verb ends in –e- drop –e – add ing
Ex. Hope – Hoping – injure – injuring.
3. Do not drop "E" if verbs ends in (eye, ye, age)
Ex. Agree – Agreeing –Dye – Dyeing –Singe –Singeing.

4. If a verb end in "I" we add "ing" not "ng".
Ex. Ski – Skiing.

5. If verb ends in a consonant + Vowel+ Consonant .We double the last consonant and "ing".
Ex. Stop – stopping – rob – robbing.

6.Dont double (waxy,) because we don't have "ww,xx,yy," in English .
Ex. Plow – plowing, Fix – fixing, Stay- staying.

7. If the second syllable is stressed in a two syllable verbs double the last consonant .The verb must be consonant + Vowel + consonant.
Ex. Refer – Referring, Control – Controlling.

8. If a verb ends in "i.e." Change -i.e. - to "y" add "ing"
Ex. Die – Dying, Tie – Tying.

Simple Present Tense

Definition. This tense shows an action which happens every day and habitually.

Structures.
Those verbs which ends in "so, chi, s, you" we add "as", without these verbs we add only s.

Positive Structure.
Subject + 1st verb +s/as+ Complement. We cannot add s/as with plural nouns or pronouns (I, We, You, They, Ahsan and Zaid) .We only add s/as with singular pronouns (He, She, It, Ahsan)
Ex. He/She/It/Ahmad goes to school.
Ex. I /We/ You/They / Ahsan and Zaid go to school.

Negative Structure.
Subject + Do /Does + not+ 1st verb + complement.
Ex. He / She / It /Ahmad/ does not go to school.
Ex. I / We /You / They /Ahsan and Zaid do not go to school.

Note- We can use (Does / Does not) only with singular noun and pronouns (He, She, It, Ahsan) in Negative and question sentences.
        We use (Do /Do not) with plurals nouns and pronouns (I, We, You, They, Ahsan and Zaid)
In negative and question sentences.

Question structure.

Does + Subject + 1st verb /base form of verb +complement +.
Do + Subject + 1st verb + complement +?
Does Ahsan/He / She / It go to school?
Do Ahsan and Zaid /I /We / You / They go to school?

Note – When we use one time Do/Does we cannot add e/as with verb.

Usage of Simple Present tense.

1. Simple present tense to show habitual action.
Ex. I wake up 6 am every morning .Jan smokes cigarettes every day.

2. Simple present tense is used to make emphasize in the sentence.
Ex .Zakir does work hard . They do work hard.

3. Simple present tense is used talk about future action .

EX. Zakir goes to Jalalabad next week.

4 .Simple present tense is used in "If clause" to show real present situation .
Ex. If you try hard ,you can learn English.
      If you solve the all question , you can get 1st position in Kankor test.

5. Simple present tense in Headlines give past meaning.
Ex. Peace talks fail.

6 . Simple present tense is used with adverbs of frequency to show the repetition of an action .
 Ex. I always recite the holy quran.
        He never spokes slowly.

7. Simple present tense is used to talk about facts.
 We have two kinds of facts.

1 . **Change able Facts**. Those facts which have the ability of changes .
Ex. Zakir is a young boy . (After some years zakir will be older)
     Ahsan is smaller.(After the time Ahsan will be young)

2. Unchangeable Facts. Those facts which have not the ability of change .
Ex. God is one .
Ex. Ahsan is boy .

Present Continuous Tense

Definition: This tense show the duration of an action which is taking place right now Or this tense show the duration of an action which happening right now.

The auxiliary verb of this tense are(is , are, am)
We use is singular noun(He, She ,It ,Ahsan)
We use are with plural nouns (We, You , They ,Ahsan and Ahmad)
We use am with (I)

Positive structure: Subject + is /am/are + 1st verb + ing+ Complement.
Ex. He is running now.

Negative structure: Subject + is /am/are +not + 1st verb + ing+ Complement.
Ex. He is not running now.

Question structure: Is /am/are +Sub + 1st verb + ing+ Complement?
Ex. Is he running now?

Usage of Present continuous tense

1 . P.c.t: is used to show an action which will happen in the future.
Ex. I am going to America. Ahsan is coming tomorrow.

2 . P.c.t: is used in headlines give present meaning.
Ex. Players are playing cricket.

3 . P.c.t: is used with always to show continuous habit .
Ex. He always telling lie. She is always looking beautiful.

4. P.c.t: is used to talk about process of long time.
Ec. He is going to school to become a good doctor.

5 . P.c.t: is used to talk about changes which happens slowly.
Ex. We are getting old. Mohammad is getting young .

Present Perfect Tense

Definition: This tense shows an action that started and finished at some unspecific time in the past.

Positive structure . Subject + has/have + 3rd form verb + Complement.
Example: I have played cricket.

Negative structures: Subject + has / have + not + 3rd verb + Complement.
Example: I have not played cricket.

Question structure. Has/Have + Subject + 3rd verb + Complement.
Example: Have I played cricket?

Usage of Present Perfect Tense

1. This tense shows an action from the past up to present.
Example. Ahsan has taught English for five years.

2. We use "Since" and "For" with present perfect tense they show an action that happened in the past , continuous up to present and might go to future.

Since: Shows exact time.   For: Shows the duration of time.
Examples. (1) I have lived in Kabul since 2016. (2) I haves worked with CNN for five years.

3. This tense is used to show a repetition of an action in the past.
Example. Faisal has seen Peshawar several times.

4. This tense is used with some adverbs (Already, So for, Still, Yet).

Examples. (1) I have already bought computer. (2) They haven't worked in Kabul yet.

5. This tense shows past action with present result .

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Example: Our cat has died .(2) It has rained cats and dogs .

6. This tense is used with adverb of unfished time (Today , This morning , This afternoon , This week , This month , This year)

Examples : I have met my friend Ahsan this year.

7 . This tense show an action which happened short time go. We use "just" which mean "recently".

Ex. She has just married. He has just graduation from university.

Been to: Shows the idea of going and coming back.

Ex .He has been to Dubai.

Gone to: Shows the idea of going and not coming back.
Ex. She has gone to London.

Present Perfect Continuous Tense

Definition: This tense expresses the duration of an action that began in the past , continuous up to present might or might not go to future.

P.S: Sub+ has/have + been+ 1st verb+ ing+ complement.
Ex. He has been going to Kabul. Ahsan has living in Nangarhar.

Negative structures: Sub+ has/have +not+ been+ 1st verb+ ing+ complement.
Ex. He has not been going to Kabul. We have not been living in Kabul.

Question Structure: Has/Have +Sub+ been+ 1st verb+ ing+ complement?
Ex. Has he been going to Kabul. Have I been working in Kabul?

Usage of Present perfect continuous tense

1 . P.P.C.T: is used to show the duration of an action by using "since" and "for" .
Ex. I have been teaching English since this morning.

2 . We use " How long" to ask about the duration of an action .
Ex. How long have you been teaching English?
Ex. How long has he been working?

3 . "Always" is used in present perfect continuous tense to show continuous habit .
Ex. I have always been reciting Holy Quran in the morning .

4. Present perfect continuous tense is used to show the duration result of a long period time.
Ex. I am tired , I have been washing the car since this morning.

<u>Simple Past Tense</u>

Definition: This tense shows an action that started and completed at specific time in the past.

P.S: Sub+ 2nd verb +complement.
Ex. I went to Kabul.

N.S: Sub+ did+ not+1st verb + comp.
Ex. I did not go to Kabul
Q.S: Did+ Sub+ 1st verb + comp?
Ex. Did I go to school?

Usage of Simple past tense

1 . This tense shows an action which has completed in the past.
Ex. They lived in Canada in 2000..

2. Simple past tense is used to talk about an action which happened a short time ago. We use "just " after subject.
Ex. I just came from Kabul. Ahsan just called me.

3. Simple present tense shows an action with no present result .
Ex. It rained last week.

4. Was/Were show past existence in simple past tense .
Ex. I was in Kabul the day before yesterday.
Ex. They were at school yesterday.

5 . Simple past tense is used both with finished and unfinished adverb of time.
Ex. I washed my car this morning.
Ex. They played cricket last month.

<u>Past Continuous Tense</u>

This tense shows an action which was in progress in specific time in the past.

P.S: Sub+ was/were+1st verb + ing + comp.
Ex. I was going to Kabul yesterday.

N.S: Sub+ was/were+ not+ 1st verb + ing+ comp.
Ex . I was not going to Kabul yesterday.

Q.S: Were/Was+ sub+ 1sst verb + ing + comp?
Ex. Was I going to Kabul?

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Usage of Past continuous tense

1 . P.C.T: is used to talk about an which was in progress for some time in the past.
Ex. Ahsan was learning English in 2020.

2. P.C.T: is used to talk about two action happening in the past at same time. We use while.
Ex. While I was studying , he calling me.
Ex. While he is working , I was cooking for launch.

3. P.C.T: is used to talk about interrupted action .
Ex. While I was watching movie my father came to room.
4. P.C.T: is used to talk about past habit with always.
Ex. He was always speaking slowly.

While : Is mostly used in past continuous tense .
Ex. While she was cooking , the power went off.

Past Perfect Tense

Definition: This tense shows an action which started and finished before another action in the past.

P.S: Sub + had+ 3rd verb+ comp.
Ex. He had gone to Kabul.

N.S: Sub+ had + not + 3rd verb+ comp.
Ex. He had not gone to Kabul.

Q.S: Had+ sub+ 3rd verb + comp?
Ex. Had I studied Math?

Usage of Past perfect tense

1 . We express second action by "Simple present tense" .
Ex. We had eaten launch , when he calls me.

2 . We use "just" to show an action which happened short time ago .
Ex. This train has just left before I arrived at the station.

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Past Perfect Continuous Tense

Definition: This tense indicates an action which was in progress before another action in the past.

P.S: Sub + had + been + 1st verb of ing + comp.
Ex. He had been studying English .

N.S: Sub + had + not + been + 1st verb + ing + comp.
Ex. He had not been studying English .

Q.S: Had + sub + been + 1st verb + ing + comp?
Ex . Had he studying English?

Usage of past perfect continuous tense

1 . We use simple past tense with past perfect continuous tense as a second clause.
Ex. Ahsan had been painting his room before he got married.

2. We use past perfect continuous tense to show the repetition of an action .
Ex. He is tired , he had been teaching English math for six classes.

Simple Future Tense

Definition: This tense shows an action which will happen in the future.

P.S:Sub+ will+ 1st verb + comp.
Ex. I will go to school.

N.S: Sub+ will+ not+ 1st verb + comp.
Ex. I will not go to school tomorrow .

Q.S: Will + sub+ 1st verb + comp.?
Ex. Will I go to school tomorrow?

Usage of Simple Future Tense

1 . Will and Shall are the auxiliary verb of these tense .Shall is used in old British English .We use shall with "I" and "we".
Will is used with all subjective pronouns and will is stronger than shall.
Ex. I shall study English .

2 . Be going to: is used to show planned action and be going to is stronger than " Will" and "Shall".
Positive structure of be going to : Sub+ is/am/are+ going to + 1st verb +comp.
Ex. Ahsan is going to go to Dubai.

3 . Will is used to make polite, request , a promise and future predication.

Ex . Will you help me?
Ex. I will meet you at park .
Ex. It will rain tomorrow.

4. Will be: is used for possibility .
Ex. He will be at home
Ex. It will be rain tomorrow.

5. Will be able to : is used to show future ability.
Ex. I will be able to speak English .

6. Will have to : is used to show future obligation .
Ex. You will have to come on time tomorrow.

Future Continuous Tense

Definition: This tense shows an action which will be in progress in the future.

P.S: Sub + will+ be + 1st verb+ ing+ complement.
Ex. He will be running tomorrow.

N.S: Sub + will+ not+ be + 1st verb+ ing+ complement.
Ex. He will be not running tomorrow.

Q.S: Will+ sub+ be + 1st verb + ing+ complement?
Ex. Will he be running tomorrow?

The usages of Future Continuous Tense

1 . We use "be going to" in future continuous tense to talk about plane.
Ex. I am going to be working at home tomorrow.

2. We use W.H words in this tense to ask for information (What, Where ,Why. When).
Ex. Where will you be working tomorrow?.
Ex. What will you be working tomorrow?
Ex. Why will you be working there tomorrow?
Ex. When will you be working there tomorrow?

Future Perfect Tense

Definition: This tense expresses an action which will be completed before another action in the future.

P.S: Sub + will + have + 3rd verb+ complement.
Ex. He will have played cricket tomorrow.

N.S: Sub + will + not + have + 3rd verb+ complement.

Ex. He will not have played cricket tomorrow.

Q.S: Will + Sub +have + 3rd verb + complement?

Ex. Will he have played cricket tomorrow?

The usages of Future Perfect Tense

1 . We use "have" with all subjective pronouns and singular and plural nouns.

Ex. We will have gone to Kabul.

2. We use simple present tense as a second clause with future perfect tense.

Ex. Ahsan will have completed his courses before he comes to Gardiz back.

3. We can also use this tense to show the duration an action in the future.

Ex. Ahsan will have studied courses for two months.

4. We use the adverb "auxiliary" with this tense before or after "have".

Ex. When you come to class , we will already have completed the lesson.

Ex. When you come to class , we will have already completed the lesson.

Future Perfect Continuous Tense

Definition: This tense expresses the duration of an action which will be in progress before another action in the future.

P.S: Sub + will+ have + been+ 1st verb+ ing+ complement.

Ex. He will have been listening the radio .

N.S : Sub + will + not+ have been + complement.

Ex. He will not have been listening the radio.

Q.S: Will + Sub+ have been+ complement?

Ex. Will he have been listening the radio?

The usages of Future Perfect Continuous Tense.

1 . We use simple present tense as second clause with this tense.

Ex. She will have been cooking rice ,before she goes to bed.

2 . We use "have" with all subjective pronouns and singular noun and plural nouns .

Ex . we have been running before my father comes.