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# ENGLISH GRAMMAR

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**BY:**

**BILAL AHMAD "BAHIJ"**

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# ENGLISH GRAMMAR

BY: Bilal Ahmad "Bahij"

E-Mail: [bilalahmadbesmil3@gmail.com](mailto:bilalahmadbesmil3@gmail.com)

YouTube: [Bab Academy](#)

Phone: +930777400696



**Grammar:** Is the rule by which word change their forms and combined into sentence.

**Language:** Is a system of communication which is used by a particularly country or area.

**Ex:** Pashto, English

**Alphabet:** Is a set of letter or symbol in a particular order and used in writing.

**Ex:** A, B, C

**Letter:** is a written or printed sign representing at sound language.

**Word:** Is a group of letter which has meaning and can be written or spoken.

**Ex:** Book, Rule

**Article:** Make a noun definite and indefinite.

**Note:** Some people consider article as a part of speech actually they are adjectives.

**Ex:** A, An

**Note:** If a word starts with Vowel letters (A, E, I, O, U), we use (AN) If not started we use (A).

**Ex:** An Apple, An Egg, An Igloo, An Orange, an Umbrella... (Started with Vowels)

**Ex:** A Star, A Phone... (Started with Non-Vowels)

**Ex:** Give me a pen.

**Complement:** is a word or group of words which complete the meaning of a sentence.

**Note:** Complement is the part of predict.

**Phrase:** is a group of words which doesn't has subject and verb.

**Sentence:** Is a group of words which has subject and predict and shows complete meaning.

**Ex:** They will go to Kabul.

### Sentence has two kinds

1) Subject

2) Object

1) **Subject:** The doer of an action is called Subject.

**Ex:** He is a dentist.

1) **Object:** The receiver of an action is called object.

**Ex:** She is a teacher.

### Object has two kinds

1) Direct object

2) In-Direct object

1) **Direct object:** The first receiver of an action is called Direct object.

**Ex:** He bought a car.

2) **In-Direct object:** The second receiver of an action is called Direct object.

**Ex: He bought a car for ali.**

**Note: Direct object usually a thing and in indirect object usually person, place, and thing.**

## Part of speech

**Part of speech:** Are English words which are divided into eight Kinds and two Groups according to the word.

### Part of speech is divided into eight kinds

- 1) Noun
- 2) Pronoun
- 3) Verb
- 4) Adverb
- 5) Adjective
- 6) Preposition
- 7) Conjunction
- 8) Interjection

### Part of speech is divided into two groups

- 1) Open system item
- 2) Close system item

**1) Open system item:** The number of open system items is not limited and we can affix to them.

**Ex: Educated -----uneducated**

**work-----worker**

**2) Close system item:** The number of open system items is limited and we can't affix to them.

#### 1) Open system item

- 1) Noun
- 2) verb
- 3) Adjective
- 4) Adverb

#### 2) Close system item

- 1) Pronoun
- 2) Preposition
- 3) Conjunction
- 4) Interjection

## Noun

**1) Noun:** Comes from a Latin word (numen) which means (name).

**Ex: Ali will go to Kabul.**

## Classification of noun

- 1) Kinds of a noun
- 2) Gender of a noun
- 3) Cases of a noun

### 1) Kinds of a noun

- 1) Proper noun
- 2) Common noun
- 3) Collective noun
- 4) Material noun
- 5) Abstract noun
- 6) Concrete noun
- 7) Countable noun
- 8) Un countable noun
- 9) Compound noun

1) **Proper noun:** Is a name of a particular person, place, and thing.

**Note:** The first letter of Proper noun must be capitalized.

**Ex:** Ahmad, Kabul, Bilal

2) **Common noun:** Is a name given to a person, place, and thing by a group.

**Ex:** Car, Needle, student

3) **Collective noun:** Is a name of collection of person, place, and thing and spoken as one.

**Ex:** people, team...

4) **Material noun:** is a name of substance from which other things are made.

**Ex:** Wood, Iron

5) **Abstract noun:** Is a name of those things which doesn't has physical existence and can't be seen or touched.

**Ex:** Honesty, Bravery, Education...

6) **Concrete noun:** Is a name of those things which has physical existence and can be seen or touched.

**Ex:** chair, phone...

7) **Countable noun:** Is a name of those things which can be counted.

**Ex:** Egg, Ball, Apple ...

### Countable noun has two kinds

#### 1) Singular noun

#### 2) Plural noun

1) **Singular noun:** Is a name of those things which shows one person, place, and thing.

**Ex:** Book, phone, bottle...

2) **Plural noun:** Is a name of those things which shows two persons, places and things.

**Ex:** Books, phones, bottles...

8) **Un Countable noun:** Is a name of those things which can be counted.

**Ex:** Oil, Water, Flour...

9) **Compound noun:** It is a noun is form from two or more than two nouns.

**Ex:** Shopkeeper

## Gender of a noun

**2) Gender of a noun:** The word (gender) comes from a Latin word which means (kind, sort).

**Note:** A noun always consider according to being male, female and neuter.

### Gender of a noun is divided into four kinds

1) Masculine Gender of a noun

2) Feminine Gender of a noun

3) Neuter Gender of a noun

4) Common Gender of a noun

**1) Masculine Gender of a noun:** It is a noun which denotes a male human or animal is called masculine Gender of a noun.

**Ex:** men, pig, guy...

**2) Feminine Gender of a noun:** It is a noun which denotes a female human or animal is called feminine Gender of a noun.

**Ex:** Cow, women, bird...

**3) Neuter Gender of a noun:** It is a noun which denotes a thing that is neither male nor female (A thing without life) is called neuter Gender of a noun.

**Ex:** Marker, Duster, Watch...

**4) Common Gender of a noun:** It is a noun which denotes both female and male human is called common Gender of a noun.

**Ex:** children, teacher, student...

## Cases of a noun

**3) Cases of a noun:** Shows the place of a noun in a sentence.

**Ex:** Asif went to Kabul.

### Cases of a noun is divided into six kinds

1) Subjective case of a noun

2) Objective case of a noun

3) Subject complement case of a noun

4) Oblique case of a noun

5) Vocative case of a noun

6) Possessive case of a noun

**1) Subjective case of a noun:** In this case a noun is used as the subject of a sentence.

**Ex:** Mohammad goes to Kabul.

**2) Objective case of a noun:** In this case a noun is used as the object of a sentence.

**Ex:** Mohammad goes to Kabul.

**3) Subject complement case of a noun:** In this case a noun is used after to be verbs to complete the meaning of a sentence.

**Ex:** He is a shopkeeper.

**4) Oblique case of a noun:** In this case a noun is used after preposition.

**Ex:** The marker is on the table.

**5) Vocative case of a noun:** In this case a noun is used for the sake of address.

**Ex:** Listen to me.

**6) Possessive case:** In this case a noun is used with ('s) to show position or relationship.

**Ex:** Mohammad's father is shopkeeper.

## Pronoun

**2) Pronoun:** It is a word which used instead of noun to prevent it repetition.

**Ex:** Iqbal is my brother he will bring a glass of water.

### Pronoun is divided into ten kinds

- 1) Personal pronoun
- 2) Possessive pronoun
- 3) Demonstrative pronoun
- 4) Interrogative pronoun
- 5) Reflexive pronoun
- 6) Emphatic pronoun
- 7) Relative pronoun
- 8) Distributive pronoun
- 9) Indefinite pronoun
- 10) Reciprocal pronoun

**1) Personal pronoun:** Are those pronouns which are used instead of subject and object noun.

**Ex:** They invited me.

### Personal pronoun has two kinds

- 1) Subject pronoun
- 2) Object pronoun

**1) Subject pronoun:** Are those pronouns which are used instead of subject nouns.

**Ex:** We will help you.

**Subject pronouns are:** I We you They He She It

**2) Object pronoun:** Are those pronouns which are used instead of object nouns.

**Ex:** We will help you.

**Object pronouns are:** It Me Us You Them Him Her

**2) Possessive pronoun:** Are those pronouns which show possession or relationship.

**Possessive pronouns are:** Mine Ours Yours Their His Hers Its

**Ex:** That mother is mine.

**3) Demonstrative pronoun:** Are those pronouns which point out singular near and far noun.

**Ex:** This is a book.

Singular	Plural
This	These
That	Those

**Ex:** Those are my books.

**4) Interrogative pronoun:** When (Who, Whom, what, Which, Whose) are used to ask question are Interrogative pronoun.

**Ex:** Who comes to party?

**5) Reflexive pronoun:** Are those pronouns which refer back to the subject.

**Ex:** Ahmad helped himself.

Singular	Plural
Myself	Ourselves
Yourself	Yourselves
Himself	Themselves
Herself	
Itself	

**Structure:** Subject+ verb+ reflexive pronoun

**Ex:** He killed himself.

**Note:** The reflexive pronouns are used with (BY) to mean (alone) or (without help).

**Ex:** I brought chairs by myself.

**6) Emphatic pronoun:** Are those pronouns which emphasize or the performance of an action.

Singular	Plural
Myself	Ourselves
Yourself	Yourselves
Himself	Themselves
Herself	
Itself	

**Ex:** He himself saw Ahmad.

**7) Relative pronoun:** Are those pronouns which connect two relative clauses to the main clause.

**Relative pronouns are:** That, which, Who, Whom, Whose

**Ex:** He is the man who help the poor a lot.

### Relative pronoun has three cases

**1) Subjective case**

**2) Objective case**

**3) Possessive case**

**1) Subjective case:** When a verb comes after the relative pronoun the relative pronoun is in subjective case.

**Ex:** He is the student that comes late.

**2) Objective case:** When a noun/pronoun comes after the relative pronoun the relative pronoun is in the objective case.

**Ex:** It is the car which is the fast.

**3) Possessive case:** when relative pronoun is used to show possession or relationship the relative pronoun is in relative case.

**Ex:** He is the student whose money is lost.

Type of antecedent	Subjective case	Objective case	Possessive case
People	Who, That	Who, that, whom	Whose
Thing	Which, That	Which, That	Whose

**8) Distributive pronoun:** Are those pronouns which show each person of number or group.

**Distributive pronouns are:** each every either neither none any

**Ex:** Each is present.

**9) Indefinite pronoun:** Are those pronouns which show indefinite person, place and thing.

**Ex:** There is someone in the class.

**Below is the chart of indefinite pronoun**

pronoun	Person	Person	Place	Place	Thing
<b>Ending</b>	One	Body	Where	Place	Thing
<b>Some</b>	Someone	Somebody	Somewhere	Someplace	Something
<b>Any</b>	Anyone	Anybody	Anywhere	Anyplace	Anything
<b>Every</b>	Everyone	everybody	Everywhere	Everyplace	Everything
<b>no</b>	no one	Nobody	Nowhere	No place	Nothing

**Ex:** Someone will help you.

**10) Reciprocal pronoun:** Are those pronouns which show reciprocal or mutual Actions.

**Reciprocal pronoun has to kinds**

**1) Each other**

**2) One another**

**1) Each other:** is used when action is between two persons.

**Ex:** Ahmad and Bilal are studying each other.

**2) One another:** is used when action is between more than two persons.

**Ex:** They are fighting one another.

**Verb**

**3) Verb:** Comes from Latin word (Verbum) which means (word).

**Verb:** Is a word or group of words which show state, being or possession.

Generally, verb is divided into two kinds

**1) Action verb/Dynamic Verb/Progressive Verb**

**2) Non-Action Verb**

**1) Action verb:** Are those verbs which show action not state or being.

**Ex:** He is working.

**2) Non-Action Verb:** Are those verbs which show state or being not action.

**Ex:** They are intelligent.

**Non-Action Verbs are divided into five kinds**

**1) Perception verb**

**Ex:** Look, Smell, Taste, Sound, Feel

**2) Possession verb**

**Ex:** Have, Has, Had, Own, Belong

**3) Emotional verb**

**Ex:** Like, dislike, Love, Heat

**4) Mental verb**

**Ex:** Think, Remember, Forget, Guess

**5) Existing verb**

**Ex:** To be verb, Appear, look, Seem

**Verbs are divided into two kinds**

**1) Auxiliary verb**

**2) Ordinary verb**

**1) Auxiliary verb:** Are those verbs which help ordinary verb to make Passive voice, negative and Question.

**Ex:** Hilal is writing grammar.

**Ex:** They don't work well.

**Ex:** Have you ever seen Saudi Arabia?

## Auxiliary verbs are divided into three kinds

- 1) Principle auxiliary verb
- 2) Modal auxiliary verb
- 3) Semi modal auxiliary verb

1) **Principle auxiliary verb:** To be, to do and to have are called Principle auxiliary verb.

**Note:** They also can be used as main verb when they are a lone but when they are used with other verbs, they are auxiliary verbs.

**Ex:** He is a student.

### Principle auxiliary verbs are divided into three kinds

- 1) To be verb
- 2) To do verb
- 3) To have verb

1) **To be verbs are:** Is, Am, Are, Been, Was, were, being

**To be verbs are used as:**

- 1) Ordinary verb
- 2) Auxiliary verb

1) **To be verbs as Ordinary verb:** Are those verbs which show state or being.

**Ex:** They are happy.

2) **To be verbs as Auxiliary verb:**

**To be verbs are used:**

A) To make continuous tense

**Ex:** They are writing grammar.

B) To make passive voice

**Ex:** She cooked the meat.

**Ex:** The meat has been cooked by her.

2) **To do verbs are:** Do, Does, Did

**Ex:** I don't want apple.

**To do verbs are used as:**

- 1) Ordinary verb
- 2) Auxiliary verb

1) **To do verbs as Ordinary verb:** Are those verbs which show performance of an action.

**Ex:** I do my homework before going to school.

3) **To do verbs as auxiliary verb:**

**To do verbs are used:**

A) To make negative

**Ex:** He doesn't attention to the lessons.

B) To make question

**Ex:** Do you speak Dari?

C) To emphasize or the performance of an action

**Ex:** I do study my lessons.

D) The repetition of the previous ordinary

**Ex:** Does he help you? Yes, he does

**3) To have verbs are: Have, Has****Ex: She has a ball.****To have verbs are used as****1) Ordinary verb****2) Auxiliary verb****1) To have verbs as Ordinary verb: Are those verbs which show possession.****Ex: She has a lot of money.****2) To have verbs as auxiliary verb:****To have verbs are used:****A) To make perfect tense****Ex: She has painted the room.****B) To make negative and question****Ex: Has he not painted the room?****Modal auxiliary verb****2) Modal auxiliary verb: The verb (can, could, shall, Should, Will, would, May, Might, must, and ought to be called Modal auxiliary verb.****Ex: I can speak English.****The correct characteristics of Modal auxiliary verb****1) They are used with other verbs not alone.****× Ex: I can everything.****✓ Ex: I can do everything.****2) They themselves change sentences into other forms.****× Ex: He don't can speak Dari.****✓ Ex: He can't speak Dari.****3) They don't have final es/s for singular third person.****× Ex: He wills buy another phone.****✓ Ex: He will buy another phone.****4) They are used before base form of the verb.****× Ex: She can cooking.****✓ Ex: She can cook.****5) They don't have participles and infinitives.****× Ex: I may in swim.****✓ Ex: I may swim.****1) Can: Is used to show present ability.****Ex: I can swim.****1) To show present possibility.****Ex: Where is Amin? He can be at home.****2) To get or give information.****Ex: Can I sit here? Yes, you can sit here.****3) To make informal request.****Ex: Can you help me?****4) To offer something.****Ex: Can I help you?**

- 2) Could:** Is used to show past ability.  
**Ex:** I could drive when I was fifteen years old.
- 1)** Is used to show present or past possibility.  
**Ex:** It could be rain today.
- 2)** To get permission.  
**Ex:** Could I used your phone?
- 3)** To make polite request.  
**Ex:** could you give me your phone number?
- 3) Shall:** Usually With (I and Was).  
**Ex:** We shall export these skins to Iran.
- 1)** To show future tense.  
**Ex:** I shall start Arabic.
- 2)** To make a suggestion.  
**Ex:** We shall go to Kabul.
- 4) Should:** Is used to show obligation.  
**Ex:** The student should come on time to lessons.
- 1)** Is used to show advice.  
**Ex:** You should help your parents a lot.
- 2)** Is used to show possibility.  
**Ex:** He should come to the party because he is free.
- 5) Will:** Is used to show future tense.  
**Ex:** We will paint the room tomorrow.
- 1)** Is used to show request.  
**Ex:** Will you close the door?
- 6) Would:** Is used to show imaginary situation.  
**Ex:** I would buy a car.
- 1)** Is used to show polite request.  
**Ex:** Would you close the door?
- 7) May:** Is used to show future and present possibility.  
**Ex:** He may be in Herat.
- 1)** Is used to get or give permission.  
**Ex:** May I come in?
- 2)** Is used to show pray.  
**Ex:** May Allah forgive him.
- 8) Might:** Is used to show future and present possibility.  
**Ex:** He might be hungry.
- 9) Must:** Is used to show strong obligation.  
**Ex:** You must study Holy Quran.
- 1)** Is used to show necessity.  
**Ex:** I must buy a new phone.
- Ought to:** Is used to show moral obligation.  
**Ex:** We bought to help the poor.
- 1)** Is used to show possibility.  
**Ex:** He ought to call me tonight.

**Note:** ought to means should but should is more common.

**3) Semi modal auxiliary verb:** The verbs (need), (Dare) and (used to) are called Semi modal auxiliary verb.

**Ex:** Ali needs to notebook.

**1) Need:** Can be used as:

**1) As ordinary verb**

**2) As auxiliary verb**

**1) As ordinary verb:** To mean (TO Require).

**Ex:** Ahmad needs to phone.

**2) As auxiliary verb:** TO mean (Must).

**Ex:** You must go to school.

**Structure:**

**Sub+Need+1<sup>st</sup> form of the verb+ com.**

**2) Dare:** Can be used as:

**1) As ordinary verb**

**2) As auxiliary verb**

**1) As ordinary verb to mean:**

**A) To encourage someone to do something.**

**Ex:** He dare to speak English on the stage.

**2) As auxiliary verb to mean:**

**A) To have (courage)**

**Structure:**

**Sub+Dare+1<sup>st</sup> form of the verb+ com.**

**Ex:** Ali Dare Describe the Lessons.

**3) Used to:** Is used to Show habit or State that Existed In the past. It means (Before)

**Ex:** He used to have Long Hair.

**3) Ordinary verb/Main verb:** Are those verbs which have complete meaning and can stand alone.

**Ex:** They Ate potato a lot.

### Ordinary verb has 3 kinds

**1) Transitive verb**

**2) In-Transitive verb**

**3) Linking verb**

**1) Transitive verb:** Are those verbs which take object.

**Ex:** He will by a car.

**2) In-Transitive verb:** Are those verbs which don't take object.

**Ex:** He is running.

**3) Linking verb:** Are those verbs which link complement with subject.

**Ex:** He looks his Father.

**Phrasal Verb:** verb + preposition or adverb which has complete meaning is called Phrasal Verb.

**Ex:** Carry out

## Phrasal Verb has 2 kinds

### 1) Separable Phrasal Verb

### 2) Non-Separable Phrasal Verb

**1) Separable Phrasal Verb:** Are those verbs which their participle can be separated.

**Ex:** Turn on your computer.

**2) Non-Separable Phrasal Verb:** Are those verbs which their participle can't be separated.

**Ex:** Sit Down

**Causative verb:** Are those verbs which the subject doesn't do anything but causes someone to do something.

**Ex:** I lit him to play foot Ball.

**Common causative verbs are:** Have, Has, Make, Lit...

**General structure of Causative verbs**

Chaser+ Causative verb+ Actor+ Bare/Full Infinitive verb+ Complement

**Ex:** He has me to cook the meat.

## 4) Adverb

**Adverb:** Is a word which add something to meaning of a verb, An Adjective or another adverb.

**Ex:** Bilal Ahmad Speaks Slowly.

## Adverb has 7 Kinds

### 1) Adverb of Time

### 2) Adverb of Place

### 3) Adverb of Frequency

### 4) Adverb of Degree

### 5) Adverb of Manner

### 6) Adverb of Relative

### 7) Adverb of Interrogative

**1) Adverb of Time:** Shows the time of an action.

**Ex:** They bought a new Car Yesterday.

**2) Adverb of Place:** Shows the place of an action.

**Ex:** They bought a new car in Kandahar.

**3) Adverb of Frequency:** Shows the reputation of an action.

**Ex:** They always come late to the class.

**Some Common Adverb of Frequencies are:**

Always 100%

Usually 90%

Sometimes 70%

Often 50%

Occasionally 30%

Never 0.00

**4) Adverb of Degree:** Shows up to Extent Something is.

**Ex:** The tea is too hot

**5) Adverb of Manner:** Shows how an action happens,

**Ex:** Aimal runs fast.

**6) Adverb of Relative:** When (When, Why, How and Where) are used to join two clauses are called Adverb of Relative.

**Ex:** Friday is the day when we are free.

**Ex:** This the place where you can buy everything.

**7) Adverb of Interrogative:** When (When, Why, How and Where) are used to ask a question are called Adverb of Interrogative.

**Ex:** When did you arrived to the Academy?

## 5) Adjective

**Adjective:** Is a word which something to the meaning of a noun or pronoun.

**Ex:** Ibrahim is tall.

### Adjective has 3 Kinds

- 1) Quantity Adjective
- 2) Quality Adjective
- 3) Interrogative Adjective
- 4) Proper Adjective
- 5) Demonstrative Adjective
- 6) Numeral Adjective
- 7) Possessive Adjective

**1) Quantity Adjective:** Shows the amount of uncountable noun.

**Some Quantity Adjectives Are:** Some, Any, Many, Much, Have, Enough, Little, Half...

**Ex:** Sediq ate some cake.

**2) Quality Adjective:** Show the Quality of a person, place and thing.

**Ex:** He is a tall man

**Ex:** Kandahar is a beautiful province.

**3) Interrogative Adjective:** When (Which, why and whose) are used before noun to ask a question is called Interrogative Adjective.

**Ex:** Whose book is this?

**Ex:** which boo do you want?

**4) Proper Adjective:** Are those adjectives which are made of Proper noun.

**Ex:** Pakistan ----- Pakistanian    Iran ----- Iranian

**5) Demonstrative Adjective:** Are those adjectives which are used before noun and point out singular/plural near or far.

**Ex:** This car is mine.

**6) Numeral Adjective:** Are those adjectives which show definite or Indefinite number of countable nouns.

**Ex:** There are ten students in the class.

### Numeral Adjective has two kinds

- 1) Definite Numeral Adjective
- 2) In-Definite Numeral Adjective

**1) Definite Numeral Adjective:**

**Ex:** One, Two, and Three...

**Ex:** I have three balls.

## Definite Numeral Adjective has 2 kinds

### 1) Cardinal Number

### 2) Ordinal Number

**1) Cardinal Number:** Are those numbers which shows the number of something.

**Ex:** One, Two, and Three...

**Ex:** She has five books in her bag.

**2) Ordinal Number:** Are those numbers which shows the order of something in a series or list.

**Ex:** First, second, third...

**Ex:** He is the first man, who arrived early.

**Note:** The ordinals are formed by adding (th) at the end of Cardinals, except first, second, third.

**Ex:** Fourth, fifth and sixth...

**2) In-Definite Numeral Adjective:** Are those adjectives which don't show the exact number.

**Ex:** Some, Few, Many, Much, and Several...

**7) Possessive Adjective:** Are those adjectives Shows the possession.

**Ex:** This is my coat.

## Adjective has 3 cases

### 1) Predicative Case

### 2) Attributive case

### 3) Post- Predicative Case

**1) Predicative Case:** In this case an adjective used after linking verb.

**Ex:** This car looks New.

**2) Attributive case:** In this case an adjective used before a noun.

**Ex:** Ahmad is a good student.

**3) Post- Predicative Case:** In this case an adjective used neither before a noun nor after linking verb.

**Ex:** He has something Beautiful.

## Adjective has 3 Degrees

### 1) Positive Degree

### 2) Comparative Degree

### 3) Superlative Degree

**1) Positive Degree:** Is used when we don't compare anything.

**Ex:** Ali is a tall student.

**2) Comparative Degree:** Is used when we compare two things, persons and places.

**Note:** The preposition (than) is usually used in the comparative degree To introduce the second part of comparison.

**Ex:** Said is Intelligent than Karim.

**3) Superlative Degree:** Is used when we compare a thing, person and place with a group of things, persons and places.

**Ex:** Ahmad is the smallest student in our class.

**Rules:**

- 1) If an Adjective is one syllable, it takes (er) in comparative degree and (est) in Superlative Degree.

Positive Degree	Comparative Degree	Superlative Degree
Strong	Stronger	Strongest
Tall	Taller	Tallest
Fine	Finer	Finest
Brave	Braver	Bravest

**Ex:** Iqbal is shorter than Bilal. (Comparative Degree)

**Ex:** Iqbal is the shortest boy in our Academy. (Superlative Degree)

- 2) If an Adjective is two syllables and ends with (er, y...), it takes (er) in comparative degree and (est) in Superlative Degree.

Positive Degree	Comparative Degree	Superlative Degree
Happy	Happier	Happiest
Angry	Angrier	Angriest
Clever	Cleverer	Cleverest
Hungry	Hungrier	Hungriest

**Ex:** He is happier than me. (Comparative Degree)

**Ex:** He is the happiest student in the class. (Superlative Degree)

- 3) If an Adjective is more than one syllable, it takes (more) in comparative degree and (most) in Superlative Degree.

Positive Degree	Comparative Degree	Superlative Degree
Intelligent	More Intelligent	Most Intelligent
Beautiful	More Beautiful	Most Beautiful

**Ex:** Ahmad is more intelligent than Aimal. (Comparative Degree)

**Ex:** Ahmad is the most intelligent man in our academy. (Superlative Degree)

**Note:** Some of the Adjectives compared irregularly.

Positive Degree	Comparative Degree	Superlative Degree
Good	Better	Best
Bad	Worse	worst
little	less	least
Much	More	Most
Old	Older/Elder	Oldest/Eldest

## 6) Preposition

**Preposition:** is a word or group of words which shows relationship between two parts of a sentence.

**Ex:** There is a table next to the wall.

**Preposition has four kinds**

- 1) Simple Preposition
- 2) Double Preposition
- 3) phrase Preposition
- 4) Compound Preposition

- 1) **Simple Preposition:** Are those prepositions which are made of one word.

**Ex:** In, On, Under, At, By

**Ex:** The ball is on the table.

- 2) **Double Preposition:** Are those prepositions which are made of two words.

**Ex:** Next to, Instead of, Due to, Because of

**Ex:** I am using pencil instead of pen.

**3) Phrase Preposition:** Are those prepositions which are made of more than two words.

**Ex:** In Front of, in order to, on behalf of

**Ex:** He spoke on behalf of Hewad Academy.

**4) Compound Preposition:** Are those prepositions which has prefix and suffix.

**Ex:** Without, With in, inside

**Ex:** Your Money is inside the box.

## 7) Conjunction

**Conjunction:** is a word or group of words which join two clauses, two phrases, two words and two sentences.

**Ex:** Books and Notebook are necessary for student.

Conjunction has 3 kinds

**1) Coordinating conjunction**

**2) Subordinating Conjunction**

**3) Correlative conjunction**

**1) Coordinating conjunction:** is a word or group of words which join two phrases, two words and two sentences.

**2) Ex:** He studied hard but he couldn't pass.

Coordinating conjunction has five kinds

**1) Cumulative Conjunction**

**2) Adversative Conjunction**

**3) Alternative Conjunction**

**4) Explanatory Conjunction**

**5) Elative Conjunction**

**1) Cumulative Conjunction:** Are those conjunctions which add one statement to another statement.

**They Are:** So, As well as, And, Also, As soon as...

**Ex:** I didn't have money so I didn't buy a car.

**2) Adversative Conjunction:** Are those between two statements,

**They Are:** But, However, While, On the other hand

**Ex:** He was talking while the teacher was describing the lesson.

**3) Alternative Conjunction:** Are those conjunctions which shows choice between two alternates.

**They Are:** Otherwise, Or else

**Ex:** Pay of my debt otherwise I will hit you.

**4) Explanatory Conjunction:** Are those conjunctions which add details to the sentence.

**They Are:** Such as, As, For

**Ex:** I brought some goods such as Sugar, Salt, Rice and bean.

**5) Elative Conjunction:** Are those conjunctions which shows result.

**They Are:** therefore, so

**Ex:** He is lazy Therefore I dislike him.

**2) Subordinating Conjunction:** Are those conjunctions which join independent clause with dependent Clause.

**They Are:** Because, While, If



**-? Do/Does+ Sub+ Not+ 1<sup>st</sup> form of the Verb + Com** **Ex:** Does he not work in a shop?

**Note 1:** If the subject is singular and third person(He, She, They), we add (E/ES) at the end of the verb.

**Ex:** She cooks rice.

**Note 2:** If a verb ends with (Ch, Sh, O, Ss, S, Z, and X), we add (ES) at the end of the verb.

**Ex:** He watches TV every day.

**Ex:** He washes cloths.

**Note 3:** If a verb ends with (Consonant+ Y) change (y) to (I) and add (Es). To the verb.

**Ex:** Ali studies Arabic.

**Another usage of simple present tense:** Is used to with future time expressions to show future planned actions.

**Ex:** I go to Kabul next Friday, Inshallah.

**Ex:** He makes a party tomorrow.

**2) Present Continuous Tense:** Is used to show an activity which is in progress at the time of speaking.

**Ex:** I am writing Grammar.

**Helping Verb:** (Is, Am, Are)

**Structure:**

+ Sub+ Helping Verb+ Verb+ Ing+ Com **Ex:** Ahmad is swimming in the River.

- Sub+ Helping Verb+ Not+ Verb+ Ing+ Com **Ex:** Ahmad is not swimming in the River.

? Helping Verb + Sub+ Verb+ Ing+ Com **Ex:** Is Ahmad swimming in the River?

-? Helping Verb+ Sub+ Not+ Verb+ Ing+ Com **Ex:** Is Ahmad not swimming in the River?

**3) Present Perfect Tense:** Is used to show an activity which has started and finished at some unspecified time in the past.

**Ex:** I have seen Kabul several times.

**Helping Verb:** Have/Has (Have = I, We, You, They/ Has = He, She, It)

**Structure (Situation)**

+ Sub+ Helping Verb+ Been+ Com **Ex:** He has been sick for three weeks.

- Sub+ Helping Verb+ Not+ Been+ Com **Ex:** He has not been sick for three weeks.

? Helping Verb + Sub + Been+ Com **Ex:** Has he been sick for three weeks?

-? Helping Verb + Sub + Not+ Been+ Com **Ex:** Has he not been sick for three weeks?

**Structure (Physical Activity)**

+ Sub+ Helping Verb+ 3<sup>rd</sup> Verb+ com **Ex:** They have eaten the lunch.

- Sub+ Helping Verb+ Not+ 3<sup>rd</sup> Verb+ com **Ex:** They have not eaten the lunch.

? Helping Verb + Sub + 3<sup>rd</sup> Verb+ com **Ex:** Have they eaten the lunch?

-? Helping Verb + Sub+ Not+ 3<sup>rd</sup> Verb+ com **Ex:** Have they not eaten the lunch?

**4) Present Perfect Continuous Tense:** Is used to show an activity which is stated in the past continuous up to present may be go to future.

**Ex:** He has been cleaning the room.

**Helping Verb:** Have/Has

**Structure**

+ Sub+ Helping verb+ Been+ Verb<sup>1st</sup>+ Ing+ Com **Ex:** We have been eating apples.

- Sub+ Helping verb+ Not+ Been+ Verb<sup>1st</sup>+ Ing+ Com **Ex:** We have not been eating apples.

- ? **Helping verb+ Sub+ Been+ Verb<sup>1st</sup>+ Ing+ Com** **Ex: Have we been eating apples?**  
 -? **Helping verb+ Sub+ Not+ Been+ Verb<sup>1st</sup>+ Ing+ Com** **Ex: Have we not been eating apples?**

## 2) PAST TENSES:

### 1) Simple Past Tense

### 2) Past Continuous Tense

### 3) Past Perfect Continuous Tense

### 4) Past Perfect Tense

1) **Simple Past Tense:** Is used to show an activity which has happened at some specific time in the past.

**Ex: he ate potatoes yesterday.**

**Helping verb: Did**

**Structure (physical Activity)**

+ **Sub+ 2<sup>nd</sup> Verb+ Com**

**Ex: He went to Kabul on Friday.**

- **Sub+ Did+ not+ 1<sup>st</sup> Verb+ Com**

**Ex: He didn't go to Kabul on Friday.**

? **Did+ Sub+ 1<sup>st</sup> Verb+ Com**

**Ex: Did he go to Kabul on Friday?**

-? **Did+ Sub+ not+ 1<sup>st</sup> Verb+ Com**

**Ex: Didn't he go to Kabul on Friday?**

**Structure (Situation)**

+ **Sub+ Was/Were+ Com**

**Ex: Ahmad was a doctor.**

- **Sub+ Was/Were+ Not+ Com**

**Ex: Ahmad wasn't a doctor.**

? **Was/Were+ Sub+ Com**

**Ex: Was Ahmad a doctor?**

-? **Was/Were+ Sub+ Not+ Com**

**Ex: Wasn't Ahmad a doctor?**

2) **Past Continuous Tense:** Is used to show an activity which was in progress at some specific time in the past.

**Helping Verb: Was/Were**

**Ex: They were playing Cricket.**

**Structure**

+ **Sub+ Was/were+ Verb+ Ing+ com**

**Ex: They were reading grammar at Noon.**

- **Sub+ Was/were+ Not+ Verb+ Ing+ com**

**Ex: They weren't reading grammar at Noon.**

? **Was/were+ Sub+ Verb+ Ing+ com**

**Ex: Were they reading grammar at Noon?**

-? **Was/were+ Sub+ Not+ Verb+ Ing+ com**

**Ex: Were they not reading grammar at Noon?**

3) **Past Perfect Tense:** Is used to show an activity which had been completed before another activity or time in the past.

**Ex: She had cleaned the room, when the guests arrived.**

**Helping Verb: Had**

**Structure (Situation)**

+ **Sub+ Helping Verb+ Been+ Com**

**Ex: He had been studding Grammar.**

- **Sub+ Helping Verb+ Not+ Been+ Com**

**Ex: He hadn't been studding Grammar.**

? **Helping Verb+ Sub+ Been+ Com**

**Ex: Had he been studding Grammar?**

-? **Helping Verb+ Sub+ Not+ Been+ Com**

**Ex: Had he not been studding Grammar?**

**Structure (Physical Activity)**

+ **Sub+ Helping Verb+ 3<sup>rd</sup> Verb+ Com**

**Ex: We had written Grammar.**

- **Sub+ Helping Verb+ Not+ 3<sup>rd</sup> Verb+ Com**

**Ex: We hadn't written Grammar.**

? **Helping Verb+ Sub+ 3<sup>rd</sup> Verb+ Com**

**Ex: Had we written Grammar?**

-? Helping Verb+ Not+ Sub+ 3<sup>rd</sup> Verb+ Com    **Ex:** Hadn't we written Grammar?

**4) Past Perfect Continuous Tense:** Is used to show an activity which was in progress before another activity or time in the past.

**Ex:** He had been working in the Market.

**Helping Verb:** Had Been

+ Sub+ Helping Verb+ Verb+ Ing+ Com    **Ex:** She had been speaking by Dari.

- Sub+ Had+ Not+ Been+ Verb+ Ing+ Com    **Ex:** She hadn't been speaking by Dari.

? Had+ Sub+ Been+ Verb+ Ing+ Com    **Ex:** She hadn't been speaking by Dari?

-? Had+ Sub+ Not+ Been+ Verb+ Ing+ Com    **Ex:** Had she not been speaking by Dari?

### 3) Future Tenses:

1) Simple Future Tense

2) Future Continuous Tense

3) Future Perfect Tense

4) Future Perfect Continuous Tense

**1) Simple Future Tense:** Is used to show an activity which will happen at some specific time in the future.

**Ex:** I will go to Kandahar.

**Helping Verb:** Will, Shall

**Structure (Situation)**

+ Sub+ Helping Verb+ Be+ Com    **Ex:** Ahmad will be a Doctor.

- Sub+ Helping Verb + Not+ Be+ Com    **Ex:** Ahmad will not be a Doctor.

? Helping Verb + Sub+ Be+ Com    **Ex:** Will Ahmad be a Doctor?

-? Helping Verb + Sub+ Not+ Be+ Com    **Ex:** Will Ahmad not be a Doctor?

**Structure (Physical Activity)**

+ Sub+ Will+ 1<sup>st</sup>+ Com    **Ex:** We will eat potato chips.

- Sub+ Will+ Not+ 1<sup>st</sup>+ Com    **Ex:** We will not eat potato chips.

? Will+ Sub+ 1<sup>st</sup>+ Com    **Ex:** Will we eat potato chips?

-? Will+ Sub+ Not+ 1<sup>st</sup>+ Com    **Ex:** Will we not eat potato chips?

**2) Future Continuous Tense:** will be in progress at some specific time in the future.

**Ex:** We will be reciting Holy Quran.

**Helping Verb:** Will Be, Shall Be

+ Sub+ Helping Verb+ Verb+ Ing+ Com    **Ex:** They will be swimming at pool.

- Sub+ Will+ Not+ Be+ Verb+ Ing+ Com    **Ex:** They will not be swimming at pool.

? Will+ Sub+ Be+ Verb+ Ing+ Com    **Ex:** Will they be swimming at pool?

-? Will+ Sub+ Not+ Be+ Verb+ Ing+ Com    **Ex:** Will they not be swimming at pool?

**3) Future Perfect Tense:** Is used to show an activity which will be completed before another activity in the future.

**Ex:** I will have been done all the activities by the time you come back to home.

**Helping Verb:** Will Have, Shall Have

**Structure (Situation)**

+ Sub+ Will+ Have+ Been+ Com    **Ex:** He will have been fine.

- Sub+ Will+ Not+ Have+ Been+ Com    **Ex:** He will not have been fine.

? Will+ Sub+ Have+ Been+ Com    **Ex:** Will he have been fine?

**-? Will+ Sub+ Not+ Have+ Been+ Com**      **Ex: Will he not have been fine?**

### Structure (Physical Activity)

**+ Sub+ Helping Verb+ 3<sup>rd</sup> Verb+ com**

**Ex: She will have eaten the lunch.**

**- Sub+ Will+ Not+ Have+ 3<sup>rd</sup> Verb+ com**

**Ex: She will not have eaten the lunch.**

**? Will+ Sub+ Have+ 3<sup>rd</sup> Verb+ com**

**Ex: Will She have eaten the lunch?**

**-? Will+ Sub+ Not+ Have+ 3<sup>rd</sup> Verb+ com**

**Ex: Will she not have eaten the lunch?**

**4) Future Perfect Continuous Tense:** Is used to show duration of an activity which will in progress before another activity in the future.

**Ex: They will have been waiting for you.**

**Helping Verb: Will Have Been, Shall Have Been**

**+ Sub+ Helping Verb+ Verb+ Ing+ Com**

**Ex: We will have been working at school.**

**- Sub+ Will+ Not+ Have+ Been+ Verb+ Ing+ Com**

**Ex: We will not have been working at school.**

**? Will+ Sub+ Have+ Been+ Verb+ Ing+ Com**

**Ex: Will we have been working at school?**

**-? Sub+ Will+ Not+ Have+ Been+ Verb+ Ing+ Com**

**Ex: We will not have been working at school.**

## Voice

**Voice:** Is the form of a verb which shows whether the subject is the doer of an action or receiver of an action.

**Ex: Ahmad ate Potatoes. (Active Voice)**

**Ex: Potatoes are eaten by Ahmad. (Passive Voice)**

**Voice has two kinds**

**1) Active Voice**

**2) Passive Voice**

**1) Active Voice:** Is the form of a verb in which the subject is the doer of an action.

**Ex: He is playing Cricket.**

**2) Passive voice:** Is the form of a verb in which the subject is the receiver of an action.

**Ex: Cricket is being played by him.**

### Rules for changing sentence from active voice to Passive voice

**1) The object of an active sentence becomes the subject of passive sentence.**

**2) The subject of active sentence becomes a part of (By Phrase) in passive sentence.**

**3) When we change the position of subject object, if they are pronouns, we change subject pronouns into object pronouns and object pronouns to subject pronouns.**

**Subject Pronouns Are: I, We, You, They, He, She, It**

**Object Pronouns Are: Me, Us, You, Them, Him, Her, It**

**4) We always use the 3<sup>rd</sup> form of the main verb in passive voice.**

**5) To be verbs according to the tense of active sentence is used before the 3<sup>rd</sup> form of the verb.**

**6) An extra (Being) is used after the to be verbs in continuous tenses.**

**7) Only Transitive verbs are changed to passive voice and intransitive verbs are unchangeable.**

**8) (By Phrase) is used after the 3<sup>rd</sup> form of the main verb.**

**Ex: He told me, they are using pens. (Active Voice)**

**Ex: I was told by him the pens are being used by them. (Passive Voice)**

## General structure of passive voice

Be+ 3<sup>rd</sup> form of the verb

Be= Am, is, Are, Was, Were, Be, Being, Been....

## Changing Tenses from active voice to passive voice

**Note:** All tenses are Changeable form active to passive voice except the bellow:

### 1) Future Continuous tense

### 2) All perfect continuous tenses

### 1) Present Tenses

#### 1) Simple present Tense

Active

Helping Verb: Do/Does

Form of the verb: 1<sup>st</sup> verb

Structure:

+ Sub+ 1<sup>st</sup> verb+ Object

Ex: He learns the book.

- Sub+ H.V+ Not+ 1<sup>st</sup> Verb+ Com

Ex: He doesn't learn the book.

? H.V + Sub+ 1<sup>st</sup> Verb

Ex: Does he learn the book?

Passive voice

Helping Verb: Is, Am, Are

Form of the verb: 3<sup>rd</sup> verb

Structure:

Obj+ Is, Am, Are+ 3<sup>rd</sup> verb+ By phrase

Ex: The book is learned by him.

Obj+ H.V+ Not+ 3<sup>rd</sup> verb+ By Phrase

Ex: The book isn't learned by him.

H.V + Obj+ 3<sup>rd</sup> Verb+ By Phrase

Ex: Is the book learned by him?

#### 2) Present Continuous Tense

Active

Helping Verb: Is, Am, Are

Form of the verb: 1<sup>st</sup> verb

Structure:

+ Sub+ H.V + verb+ Ing+ Obj

Ex: She is drinking the milk.

- Sub+ H.V+ Not+ Verb+ Ing+ Obj

Ex: She is not drinking the milk.

? H.V+ Sub+ 3<sup>rd</sup> Verb+ Obj

Ex: Is she drinking the milk?

Passive voice

Helping Verb: Is Being, Am Being, Are Being

Form of the verb: 3<sup>rd</sup> verb

Structure:

Sub+ 3<sup>rd</sup> verb+ By phrase

Ex: The milk is being learned by him.

Obj+ Is, Am, Are+ Not+ Being+ 3<sup>rd</sup> Verb+ By

Ex: The milk isn't being drunk by her.

Is, Am, Are+ Obj+ Being+ 3<sup>rd</sup> verb+ By phrase

Ex: Is milk being drunk by her?

#### 3) Present Perfect Tense

Active

Helping Verb: Have/Has

Form of the verb: 3<sup>rd</sup> verb

Structure:

+ Sub+ H.V+3<sup>rd</sup> verb+ Obj

Ex: He has learned the book.

- Sub+ H.V+ Not +3<sup>rd</sup> Verb+ Obj

Ex: He has not learned the book.

? Sub+ H.V+3<sup>rd</sup> verb+ Obj

Ex: Has he learned the book?

Passive voice

Helping Verb: Have Been/Has Been

Form of the verb: 3<sup>rd</sup> verb

Structure:

Obj+ Helping Verb+ 3<sup>rd</sup> verb+ By phrase

Ex: The book has been learned by him.

Obj+ Have/Has+ Not+ Been+ 3<sup>rd</sup> Verb+ By Phrase

Ex: The book has not been learned by him.

Has+ Obj+ Been+ 3<sup>rd</sup> verb+ By phrase

Ex: Has the book been learned by him?

#### 4) Present Perfect continuous Tense

This Tense is unchangeable.

### 2) Past Tenses

## 1) Simple Past Tense

**Active**

**Helping Verb: Did**

**Form of the verb: 2<sup>nd</sup> verb**

**Structure:**

+ Sub+ 2<sup>nd</sup> verb+ Object

**Ex: He defeated the enemy.**

- Sub+ H.V+ Not+ 1<sup>st</sup> Verb+ Obj

**Ex: He didn't defeated the enemy.**

? H.V+ Sub+ 1<sup>st</sup> Verb+ obj

**Ex: Did he defeat the enemy?**

## 2) Past Continuous Tense

**Active**

**Helping Verb: Was/Were**

**Form of the verb: 1<sup>st</sup> verb**

**Structure:**

+ Sub+ H.V+ verb+ Ing+ Object

**Ex: He was learning the Grammar.**

- Sub+ H.V+ Not+ Verb+ Ing+ Obj

**Ex: He wasn't learning the Grammar.**

? H.V+ Sub+ Verb+ Ing+ Obj

**Ex: Was he learning Grammar?**

## 3) Past Perfect Tense

**Active**

**Helping Verb: Had**

**Form of the verb: 3<sup>rd</sup> verb**

**Structure:**

+ Sub+ H.V+ 3<sup>rd</sup> verb+ Object

**Ex: She had broken the Glass.**

- Sub+ H.V+ Not+ 3<sup>rd</sup> Verb+ Obj

**Ex: She hadn't broken the glass.**

? H.V+ Sub+ 3<sup>rd</sup> Verb+ Obj

**Ex: Had she broken the glass?**

## 4) Past Perfect Continuous Tense

**This tense is unchangeable.**

### 3) Future Tenses

#### 1) Simple Future Tense

**Active**

**Helping Verb: Will, Shall**

**Form of the verb: 1<sup>st</sup> verb**

**Structure:**

+ Sub+ H.V+ 1<sup>st</sup> verb+ Object

**Ex: He will catch the ball.**

- Sub+ H.V+ Not+ 1<sup>st</sup> Verb+ Obj

**Passive voice**

**Helping Verb: Was/Were**

**Form of the verb: 3<sup>rd</sup> verb**

**Structure:**

Obj+ H.V+ 3<sup>rd</sup> verb+ By phrase

**Ex: The enemy was defeated by him.**

Obj+ H.V+ Not+ 3<sup>rd</sup> Verb+ By Phrase

**Ex: The enemy was not defeated by him.**

H.V+ Obj+ 3<sup>rd</sup> Verb+ By phrase

**Ex: Was the enemy defeated by him?**

**Passive voice**

**Helping Verb: Was Being/Were Being**

**Form of the verb: 3<sup>rd</sup> verb**

**Structure:**

Obj+ H.V + 3<sup>rd</sup> verb+ By phrase

**Ex: The Grammar was being learned by him.**

Obj+ Was+ Not+ Being+ 3<sup>rd</sup> Verb+

**Ex: The grammar wasn't being learned by him.**

H.V+ Obj+ Being+ 3<sup>rd</sup> Verb+ By phrase

**Ex: Was the grammar being learned by him?**

**Passive voice**

**Helping Verb: Had Been**

**Form of the verb: 3<sup>rd</sup> verb**

**Structure:**

Obj+ H.V+ 3<sup>rd</sup> verb+ By Phrase

**Ex: The Glass had been broken by her.**

Obj+ Had+ Not+ been+ 3<sup>rd</sup> Verb+ By Phrase

**Ex: The glass hadn't been broken by her.**

Had+ Obj+ Been+ 3<sup>rd</sup> Verb+ By Phrase

**Ex: Had the glass been broken by her?**

**Passive voice**

**Helping Verb: Will Be, Shall Be**

**Form of the verb: 3<sup>rd</sup> verb**

**Structure:**

Obj+ H.V + 3<sup>rd</sup> verb+ By phrase

**Ex: The ball will be caught by him.**

Obj+ Will+ Not+ Be+ 3<sup>rd</sup> Verb+ By Phrase

**Ex:** He will not catch the ball.

? **H.V+ Sub+ 1<sup>st</sup> Verb+ Obj**

**Ex:** Will she catch the ball?

## 2) Future Continuous Tense

This tense is unchangeable.

## 3) Future Perfect Tense

**Active**

**Helping Verb:** Will have, Shall have

**Form of the verb:** 3<sup>rd</sup> verb

**Structure:**

+ **Sub+ H.V+ 3<sup>rd</sup> Verb+ Object**

**Ex:** We will have stolen the book.

- **Sub+ Will+ Not+ Have+ 3<sup>rd</sup> Verb+ Obj**

**Ex:** We will not have stolen the book.

? **Will+ Sub+ Have+3<sup>rd</sup> Verb+ Obj**

**Ex:** Will we have stolen the book?

## 4) Future Perfect Continuous Tense

This Tense is Unchangeable.

**Modal Auxiliary Verb:**

**Active:**

+ **Sub+ Modal Auxiliary Verb+ 1<sup>st</sup> Verb+ Obj**

**Ex:** He may help you.

- **Sub+ M.A.V+ Not+ 1<sup>st</sup> Verb+ Obj**

**Ex:** He may not help you.

**Imperative sentence:**

**Active:**

+ **Base form of the Verb+ Obj**

**Ex:** Close the door.

- **Don't+ Base form of the Verb+ Obj**

**Ex:** Don't close the door.

**Direct and Indirect Objects**

**Note:** If a verb has two objects, make it one.

**Active:**

**Ex:** I bought a car for him.

**Infinitive Verb**

**Active:**

**Ex:** I love to eat rice.

**Ex:** He like to play football.

**Ex:** The ball will not be caught by him.

**Will+ Obj+ Be+ 3<sup>rd</sup> Verb+ By phrase**

**Ex:** Will the ball be caught by him?

**Passive voice**

**Helping Verb:** Will have Been, Shall have Been

**Form of the verb:** 3<sup>rd</sup> verb

**Structure:**

**Obj+ H.V + 3<sup>rd</sup> verb+ By phrase**

**Ex:** The book will have been stolen by us.

**Obj+ Will+ Not+ Have+ Been+ 3<sup>rd</sup> Verb+ By Phrase**

**Ex:** The book will not have been stolen by us.

**Will+ obj+ Have+ been+ 3<sup>rd</sup> Verb+ By phrase**

**Ex:** Will the book have been defeated by us?

**Passive:**

**Obj+ M.A.V+ Be+ 3<sup>rd</sup> Verb+ By phrase**

**Ex:** You may be helped by him.

**Obj+ M.A.V+ Not+ Be+ 3<sup>rd</sup> Verb+ By phrase**

**Ex:** You may not be helped by him.

**Passive:**

**Let+ Obj+ Be+ 3<sup>rd</sup> Verb**

**Ex:** Let the door be closed.

**Don't+ Let+ Obj+ Be+ 3<sup>rd</sup> Verb**

**Ex:** Don't let the door be closed.

**Passive:**

**Ex:** I bought him car.

**Passive:**

**Sub+ Infinitive Verb+ Obj+ To+ Be+ 3<sup>rd</sup> Verb**

**Ex:** I Love rice to be eaten.

**Ex:** He like football to be played.

## Speech

### Speech has two kinds

#### 1) Direct Speech

#### 2) Indirect speech

1) **Direct Speech:** quote the exact words of the speaker.

**Ex:** He said "I am too tired".

2) **Indirect Speech:** Quote the idea of the speaker.

**Ex:** He said he was too tired.

### Direct Speech has two parts

#### 1) Reporting Speech

#### 2) Reported Speech

**Ex:** Sediqullah said, "This lesson is easy".

Reporting Speech

Reported Speech

#### How to write reporting speech:

- 1) Write the name (or pronoun) of the person from whom you are reporting speech.
- 2) Write reporting word. (Say, Said, Tell, Told, ask, asked...)
- 3) Write comma (,) after reporting word.

**Ex:** Ahmad told me,

#### How to write reported speech:

- 1) Write the 1<sup>st</sup> letter of reported speech capital.
- 2) Write the exact words of the speaker in Quotation marks.
- 3) Write punctuation mark at the end of the sentence according to sentence.

**Ex:** "He is a teacher".

**Ex:** Ahmad told me, "He is a teacher".

### Rules for changing direct speech into indirect speech

- 1) Comma (,) is not used.
- 2) Quotation marks (""") are not used.
- 3) The exact words of the speaker are changed into the idea of speaker.
- 4) We use (That) to connect reporting speech with idea of the speaker.
- 5) We start the idea with small letter.
- 6) Pronouns are changed. (But not third person pronoun)
- 7) Possessive adjectives are not changed.
- 8) Some adverb of place and time are changed.

### How to change some adverbs

NO.	Direct Speech	Indirect Speech
1	Now	Then
2	Here	There
3	These	Those
4	This	That
5	Ago	Before
6	Just	Then
7	Yesterday	The previous day

<b>8</b>	Next week	The following week
<b>9</b>	Last week	The previous week
<b>10</b>	Tomorrow	The next day
<b>11</b>	Today	That day

### How to change pronoun from direct to indirect speech

1) (I) and (WE) are changed according to the reporting speech.

Ex: He told me, "I work hard". (Indirect speech)

Ex: He told me that I worked hard.

2) (YOU) is changed to according at the object of reporting speech.

Ex: Ahmad said to him, "You are like my brother".

Ex: Ahmad said to him that he was like my brother.

3) (SHE, HE, IT) are not changed because they are third person.

Ex: She said, "He went to school".

Ex: She said that he had gone to school.

### How to change tenses from direct into indirect speech

1) Simple present tense to Simple past tense

Ex: He said, "I go to school".

Ex: He said that he went to school.

2) Present continuous tense to Past continuous tense

Ex: He said, "She is serving Dinner".

Ex: He said that she was serving Dinner.

3) Present perfect tense to past perfect tense

Ex: He said, "I have seen Kabul Several times".

Ex: He said that I had seen Kabul several times.

4) Present perfect continuous tense to past perfect continuous tense

Ex: Ahmad said, "She have been painting the room".

Ex: Ahmad said that he had been painting the room.

5) Simple past tense to Past perfect tense

Ex: You told me, "I saw him in the Market".

Ex: You told me that I had seen him in the Market.

6) Past tense to Past perfect Continuous tense

Ex: He said, "They were discussing about lesson".

Ex: He said that they had been discussing about lessons.

7) Past Perfect Tense: NO Change

Ex: She Said, "I hadn't seen Kabul".

Ex: She said that she hadn't see Kabul.

8) Past Perfect tense: NO Change

Ex: I Said, "They had been living in Kabul".

Ex: I said that they had been living in Kabul.

**Note:** In all future tenses (Will) is changed to (Would) and (Shall) to (Should).

9) Simple future tense to Future in the past tense Simple tense

Ex: They Said, "We will help them".

Ex: They said that they would help them.

**10) Future continuous tense to Future in the past. continuous tense**

**Ex:** She told me, "We will be cleaning the room".

**Ex:** She told me that they would be cleaning the room.

**11) Future perfect to future in the past perfect tense**

**Ex:** You said, "I will have finished the homework".

**Ex:** You said that you would have finished the homework.

**12) Future perfect continuous tense to future in the past continuous tense**

**Ex:** He said, "I will have been waiting there".

**Ex:** He said that he would have been waiting there.

**Note:** Future in the past tenses are Unchangeable.

**In the following cases verb tenses are not changed****1) When the reporting speech is not in Simple past tense.**

**Ex:** He will say, "I work in a factory".

**Ex:** He will say that he works in a factory.

**2) When the reported speech is proverb.**

**Ex:** She said, "Cut your hair according to your clothes".

**Ex:** She said that cut your hair according to your clothes.

**3) When there is general fact in reported speech.**

**Ex:** They said, "Milk is white".

**Ex:** They said that Milk is white.

**Imperative Sentence in Indirect Speech****1) Imperative Sentence is change to full infinitive.****2) We change (Say, Tell) into (Ordered, Request, Advised, Instruct, suggest and prohibit).****3) In negative imperative sentence the auxiliary verb (DO) is used but the adverb not comes before full infinitive.****Structure For Positive Sentence (Indirect Speech)**

**Sub+ Ordered, Request, Advised, Instruct, suggest, prohibit+ Obj+ Full Infinitive**

**Ex:** He Said, "Close the door".

**Ex:** He ordered to close the door.

**Clause**

**Clause:** Is a word or group of words which has subject and predicate.

**Ex:** He is the student who got the first position.

**Clause has two kinds****1) Independent Clause****2) Dependent Clause****1) Independent Clause:** It is a clause which has complete meaning.

**Ex:** They moved to Pakistan.

**2) Dependent Clause:** It is a clause which doesn't have complete meaning so it must be connected an independent clause to have meaning.

**Ex:** He is the man whose shoes are lost.

## Dependent clause has three kinds

- 1) Adjective Clause
- 1) Adverb Clause
- 2) Noun Clause

1) **Adjective Clause:** It is a clause which works as adjective.

**Ex:** He is the student that has a phone.

### Adjective clause has two kinds

- 1) Defining Adjective Clause
- 2) Non-Defining Adjective Clause

1) **Defining Adjective Clause:** It is a clause which gives essential information about a noun or pronoun.

**Ex:** This the grammar class which started yesterday.

2) **Non-Defining Adjective Clause:** It is a clause which gives extra information about a noun or pronoun.

**Ex:** Ashraf Ghani, Which is the president of Afghanistan, is from Logar.

2) **Adverb Clause:** It is a clause which works as Adverb.

**Ex:** He was studying the lesson when I went there.

### Adjective clause has Nine kinds

- 1) Adverb clause of purpose
- 2) Adverb clause of condition
- 3) Adverb clause of manner
- 4) Adverb clause of contrast/supposition
- 5) Adverb clause of Result
- 6) Adverb clause of comparison
- 7) Adverb clause of Reason
- 8) Adverb clause of Time
- 9) Adverb clause of Place

1) **Adverb clause of purpose:** Are those clauses which shows the purpose of an action.

**Adverb clause of purpose Are:** So, In Order to, So That...

**Ex:** I learned English in order to find a job.

2) **Adverb clause of condition:** Are those clauses which shows the condition of an action.

**Adverb clause of Condition Are:** Unless, If, Whether...

**Ex:** If I become your teacher, I will teach you will.

3) **Adverb clause of Manner:** Are those clauses which shows how an action happens.

**Adverb clause of Manner Are:** As, As is, How, As though...

**Ex:** He talked with me as if I was their teacher.

4) **Adverb clause of contrast/supposition:** Are those clauses which shows the contrast between two ideas.

**Adverb clause of contrast Are:** Whereas, although, Though, Even though...

**Ex:** He failed in exam although he studied hard.

5) **Adverb clause of Result:** Are those clauses which shows the result of an action.

**Adverb clause of Result Are: So, That...****Ex:** Ahmad went Kabul So he can see beautiful places.**6) Adverb clause of comparison:** Are those clauses which shows the comparison between two action or peoples.**Adverb clause of comparison Are: As, Then...****Ex:** Ali can't run as I can.**7) Adverb clause of Reason:** Are those clauses which shows the reason of an action.**Adverb clause of Result Are: Because...****Ex:** she went Kabul because she was sick.**8) Adverb clause of time:** Are those clauses which shows the time of an action.**Adverb clause of Result Are: When, since, till, Until...****Ex:** I am writing grammar since morning.**Ex:** He arrived to home when I was sleeping.**9) Adverb clause of place:** Are those clauses which shows the place of an action.**Adverb clause of Result Are: Where...****Ex:** I will teach you where you order me.**3) Noun Clause:** it is a defendant clause which works as a noun.**Ex:** I will enjoy whatever go to party.**Conditional clause has two kinds****1) Real Conditional clause****2) Un- Real Conditional clause****1) Real Conditional clause:** Are those clauses which shows possible action.**Ex:** If I had time, I would help him.**2) Un-Real Conditional clause:** Are those clauses which shows impossible action.**Ex:** If you recovered soon, I will give you 10 Billions\$.**Un-Real Conditional Clause has 5 Kinds****1) Zero Conditional clause****2) Type One Conditional clause****3) Type Two Conditional clause****4) Type Three Conditional clause****5) Mixed Conditional clause****1) Zero Conditional clause (Real Automatic Result):** In this clause we talk about a real condition and its automatic result.**Ex:** If you heat ice it melts.**Ex:** If you crash the car it damages.**2) Type one conditional clause (Real Future Result):** In this clause we talk about a real future action and its result in the future.**Ex:** If you go to Kabul, you will say high buildings.**Ex:** If he eat rice, he will be sick.**3) Type Two Conditional clause (Unreal Perfect):** In this clause we talk about an unreal present action and its result in the present.**Ex:** If you had ID Cards, The teacher would allow you.**Note:** In type two we use (Were) instead of (Was).

**Ex: If he were here, he would help me.**

**4) Type Three Conditional clause (Unreal Past):** In this clause we talk about an unreal past action and its result in the past.

**Ex: If I have money, I would have bought a car.**

**5) Mixed Conditional clause:** It Shows an bunreal past conditions and its result in the past.

**Ex: If I had stuied hard , I would be a successful now.**

## Sentence

**Sentence:** Is a group of words which has/show complete meaning.

**Ex: I am playing Cricket.**

### Sentence has 4 kinds

1) Simple Sentence

2) Compound Sentence

3) Complex Sentence

4) Compound complex Sentence

**1) Simple Sentence:** It is a sentence which has one independent clause.

**Ex: She is playing cricket.**

**2) Compound sentence:** It is a sentence which has two independent clauses.

**Ex: Ali studies Arabic but Ahmad studies English.**

**3) Complex Sentence:** It is a sentence which has one defendant clause and one independent clause.

**Ex: I would work with him if he gave me moneyyyyyyy.**

**4) Compound Complex Sentence:** It is a sentence which has two independent clause and one or more dependent clause.

**Ex: I studied English and I worked in a shop when I was 12 years old in Pakistan.**

**Ex: I will go to Kabul and I will buy a car if I find money.**

## Infinitive

**Infinitive:** The base form of the verb Which usually comes {To} is called Infinitive.

**Ex: I will go to Kabul.**

### Infinitive has 8 Kinds

1) Bare Infinitive

2) Full Infinitive

3) Split Infinitive

4) Negative Infinitive

5) Abrade Infinitive

6) Perfect Infinitive

7) Progressive Infinitive

8) Perfect Progressive Infinitive

**1) Bare Infinitive:** The base form of the verb with out the word {To} is called Bare Infinitive.

**Ex: Come Here.**

**Would Rather/Prefer:** Is used when we prefer one thing than another thing.

**Ex: I would rather buy a bike than buy a car.**

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