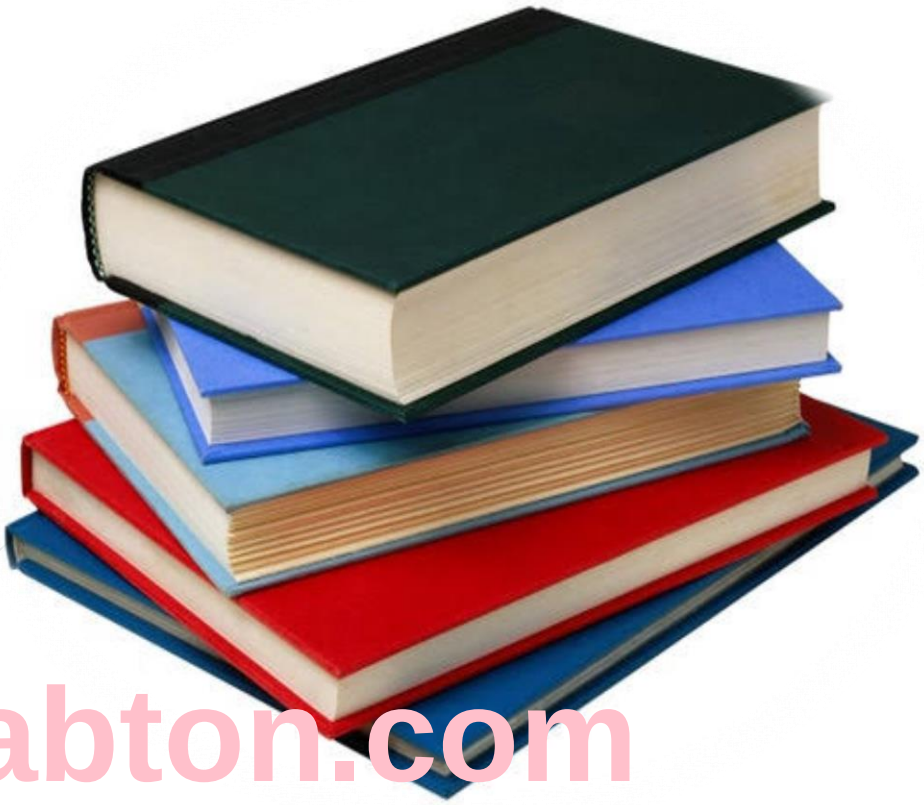
Descriptive

Date: 2020

English Grammar

Part one



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Preface

In the name of almighty Allah who is the creator of the universe. He has ordered to go and Inspect the world in order to recreate a beneficial area for your life and find out the power of him.

Now-a-days communication is the most widely needed element among human beings because the world has been changed into globalized village due to technology's promotions and social, Islamic Economic, political and educational activities. For the sake of these activities to be done well and for best acknowledgement it's a need to have a powerful and mutual comprehensive communication tool Which is adapted English Language for this purposes. Additionally, everyone has to learn this tool to Get touched and does business in an effective way. For achieving the goal many attempts have been made and in progress. One of the goal seeker is me so, I'm blessed and cheerful that Allah gave me the ability to prepare a shortly explained English Grammar book for English readers and ESL teachers as well.

The book which is being read by you has been simply written and designed.

The content of this book is obtained from "New Elevator Grammar" book written by Hashmatullah Sultani and from English Wikipedia. Human beings aren't free of mistakes, if you find any mistake feel free to share it with us. In the ending page of this book my contact address has been written.

Thank you dear readers!

Best regards

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Grammar

Grammar: is a rule by which, we arrange words in a sentence.

- Example: is, a, he, boy. → He is a boy.

Parts of Speech: are words, which make a sentence.

There are nine Parts of Speech in English Language.

- Noun
- Pronoun
- Verb
- Adjective
- Adverb
- Preposition
- Article
- Conjunction
- Interjection

Noun: is a word or group of words, which names a person, place or thing.

- Examples: Javid, Khost, Computer, Primary School, religion

Types of Noun: noun is divided in two major parts.

- Concrete Noun
- Abstract Noun

Concrete Noun: indicates a noun that can be touched.

Concrete noun is divided into five parts:

Proper Noun: denotes a particular person, place or thing.

Examples:

- **Afghanistan** is our country.
- **Fazal Haq** is a good person.

Common Noun: is given to every person, place or thing from the same class.

Examples:

- He is my **teacher**.
- Hamid father is a **doctor**.

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Material Noun: shows, what is a noun made of.

Examples:

- He brings **woods**.
- They build **bricks**.
- I want a **bottle** of **water**.

Combined (Compound) Noun: is made of more than one nouns.

Examples:

- She is a **housewife**.
- He has a good **in-laws**.

Collective Noun: shows a set of people, places or things.

Examples:

- They have united **family**.
- You are a **group** of students.
- Cricket **team** has eleven players.

Abstract Noun: is a noun that cannot be touched.

Examples:

- Goodness, Beauty, knowledge, Math, Biology etc.
- Note: The names of knowledge branches and sciences are also abstract nouns.

Pluralization of nouns: The general way to pluralize a noun, we add “s” or “es” to the end of a noun.

- Examples: Apple→Apples Book→ Books Computer→ Computers

Rules:

Noun ending in snake letters(s, ss, sh, ch, o, x, z) just add “es” at the end.

- Examples: class→ Class**es** Box→ Box**es** Dash→ Dash**es** Watch→ Watch**es**

Jazz→ Jazz**es** Bus→ Bus**es**

Noun ending in “y” followed by a consonant omit “y” and add “es” at the end.

- Examples: City→ Cit**ies** Baby→ Bab**ies**

Noun end in “y” followed by vowel just add “s” at the end.

- Examples: Day→ Day**s** Boy→ Boy**s**

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Noun ending in "o" followed by consonant add "es" at the end.

- Examples: Potato→ Potato**es** Tomato→ Tomato**es**

Noun ending "o" followed by vowel just add "s" at the end.

- Examples: Radio→ Radio**s** Video→ Video**s**

Noun ending in "ch" but sounds as "k" just add "s" at the end.

- Examples: Monarch→ Monarch**s** Stomach→ Stomach**s**

Noun ending in "f or "fe" change "f or fe" to "v" and add "es" at the end.

- Examples: Knife→ Kni**ves** Leaf→ Lea**ves**

Note: Some nouns are pluralized without rules, they are called irregular plural nouns.

- Examples: Man→ Men Foot→ Feet Fish→ Fish

Tooth→ Teeth child→ Children Curriculum→Curricula

Datum→Data Diagnosis→ Diagnoses Crisis→ Crises

Cactus→ Cacti Appendix→ Appendices Mouse→ Mice

Louse→ Lice Medium→ Media Ox→ Oxen

Pronoun: is a word, which is used instead of noun.

Example:

- **Saiful** Islam is a man. → **He** is a good man.

Types of Pronoun:

Personal Pronouns: are used instead of people and things in sentences.

Subject: the doer of an action is called subject.

Examples:

- **He** cuts the tree.
- **Jami**l runs fast.

Subject Pronouns: are used instead of subject in sentences. (I, We, You, They, He, She, It)

Examples:

- **I** am a student.
- **We** are students.

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- **You** are farmers.
- **You** are a farmer.

Object: the receiver of an action is called object.

Examples:

- He cuts the **tree**.
- You eat **bananas**.

Object Pronouns: are used instead of object in sentences. (Me, Us, You, Them, Him, Her, It)

Examples:

- Give me **your** pen.
- Give **us** a ball.
- I will give **you** a gift.
- He will give **him** a stick.

Demonstrative Pronouns: point out some person, place or thing. (This, These, That, Those)

Examples:

- **This** is a book.
- **These** are books.
- **That** is a flower.
- **Those** are flowers.

Possessive Pronouns: show possession. (Mine, Ours, Theirs, His, Hers, Its)

Examples:

- This pen is **mine**.
- That box is **hers**.
- These balls are **ours**.

Indefinite Pronouns: indicates unknown person, place or thing.

Someone, Somebody, Somewhere, Something

Anyone, Anybody, Anything, Anywhere

No one, No body, Nowhere, Nothing

Everyone, Everybody, Everywhere, Everything

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Examples:

- **Someone** broke my bicycle.
- **No one** was present.

Distributive Pronouns: indicate each person from a group. (Each, every, either, neither)

Examples:

- **Each** student is present.
- **Every** flower has a separate smelling.
- **Either** of them will be present.
- **Neither** of them were sick.

Reflexive Pronouns: show that an action reflexes from subject to object and vice versa.

(Myself, Yourself, Yourselves, Themselves, Himself, Herself, Itself)

Examples:

- He saw **himself** in the mirror.
- They treated **themselves**.

Interrogative Pronouns: are used to ask a question. (Who, Which, What, whom, whose)

Examples:

- **Which** class are you in?
- **What** is your name?
- **Whose** pen is thing?

Emphasizing Pronouns: are used for emphasizing.

(Myself, Ourselves, Yourself, Yourselves, Themselves, Himself, Herself, Itself)

Examples:

- He washed clothes **himself**.
- I saw him **myself** in the park.

Relative Pronouns: connect two sentences. (Who, Whom, Whose, What, That

Examples:

- Ali is a student, **who** got a gift yesterday.
- He is the guy, **whom** home was destroyed.

Reciprocal Pronouns: are used for person and things, whose actions and reactions are in exchange. (Each other, One another)

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Examples:

- They speak to **each other**. (two persons)
- They speak to **one another**. (more persons)

Exclamatory Pronouns: show sudden feeling or surprising.

Example: **What** a nice view!

Verb: is a word or group of words, which shows an action, state or existence.

Examples:

- He **eats** bread.
- I **am** sick.
- You **are** a doctor.
- They **are** at home.

Types of Verb:

Ordinary Verb

Auxiliary Verb

Ordinary Verb: shows an action.

Examples: Go, Speak, Come, Read, Smell, Run, Write, Watch, Sit, Stand, Peel…

Forms of Verb: there are four forms of verbs English.

Simple Form

Present Participle (ing) form

Second Form

Past Participle (third form)

Simple From: is the base from of verb, which is used in the following tenses:

Simple Present Tense

Simple Past Tense negative and question sentences.

Simple Future Tense

Present Participle(ing) form: is used in the following tenses:

Present Continuous Tense

Present Perfect Continuous Tense

Past Continuous Tense

Past Perfect Continuous Tense

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Future Continuous Tense

Future Perfect Continuous Tense

Second Form: is used in the following tense:

Simple Past Tense positive sentence.

Past Participle (third from): is used in the following tenses:

Present Perfect Tense

Past Perfect Tense

Future Perfect Tense

Passive Voice Sentences

Making "ing" form: follow the following rules for making "ing" form.

Rules:

Verbs ending in "e" remove "e" and add "ing".

Examples:

- Make→ Making Create→ Creating

Verbs ending in consonant followed by vowel double the last consonant and add "ing".

Examples:

- Stop→ Stopping Plan→ Planning

If the stress is on the first syllable in the above rule just add "ing".

Examples:

- Enter→ Entering

Verbs ending in "lie" remove "ie" and add "ying".

Examples:

- Lie→ Lying Die→ Dying

Regular an Irregular Verbs

According to changing forms of verb, there are two types of verbs.

Regular Verbs

Irregular Verbs

Irregular Verbs: are those verbs, which do not have special rules for changing to second and third forms.

Examples:

- See→ Save → Seen

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Regular Verbs: are those verbs, which can be changed to second and third forms by using special rules.

Rules: the following rules are used to change verbs to second and third forms.

General rule is to add "d" or "ed" at the end.

Examples:

- Select → Selected
- Connect → connected

Verbs ending in "e" or "ee" just add "d" at the end.

Examples:

- Agree → Agreed Create→Created Committee→Committed
- Disagree→ Disagreed Decree→ Decreed

One syllable verbs ending in consonant double the last consonant and add "ed" at the end.

Verbs ending in "y" followed by consonant change "y" to "i" and add "ed".

Examples:

- Cry→ Cried Fly→ Flied Ply→ Plied Try→ Tried

Verbs ending in "y" followed by vowel just add "ed".

Examples:

- Play→ Played Pray→ Prayed Prey→ Preyed

Verbs ending "c" add an extra "k" before adding "ed".

Examples:

- Picnic→ Picnicked Mimic→ Mimicked

Auxiliary Verbs: are those verbs, which help form a tense.

Auxiliary Verbs are divided into three parts:

Principle auxiliary verbs

Modal auxiliary verbs

Semi modal auxiliary verbs

Principle Auxiliary Verbs: are the main part of auxiliary verbs.

They are: is, am, are, was, were, do, does, and did.

Examples:

- He **is** studying English.
- You **are** speaking English.

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Principle auxiliary verbs are divided into three parts:

To Be Verbs

To Do Verbs

To Have Verbs

To Be Verbs: show state or existence. They are as following.

I	**Am**	Student
We	**are**	Teachers
You		Teacher
They		Farmers
He	**is**	Boy
She		Girl
It		Pen

We	**were**	Sick
You		
They		
He	**was**	at home
She		
It		
I		

To Have Verbs: show possession or ownership. They are as following.

I	**Have**	pen
We		tractor
You		bicycle
They		book
He	**has**	mobile
She		tricycle
It		two feet

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I	had	money
We		
You		
They		
He		
She		
It		

To Do Verbs: show performing of an action. They are as following.

I	do	not know
We		not know
You		not know
They		not know
He	does	not know
She		not know
It		not know

I	did	not speak
We		
You		
They		
He		
She		
It		

Modal Auxiliary Verbs: show modality, like: permission, request, advice, ability etc.

They are: Can, Could, Shall, Should, Will, Would, May, Might, Ought to.

Examples:

- I **will** come here again.
- **May** I go?
- **May** I have a glass of water?
- You **should** sleep on time.
- He **can** speak English.

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Semi Modal Auxiliary Verbs: English has three such verbs.

Examples:

- He can't **dare** to come here.
- I **need** you support.
- He **used to** go out at night.

Adjective: is a word or group of words, which modifies noun or pronoun.

Examples:

- He is a **good** boy.
- It is a **nice** car.
- He ate **a lots of** candy.

Kinds of adjective:

Adjectives of Quality
Adjectives of Quantity
Adjective of Number
Distributive Adjectives
Interrogative Adjectives
Possessive Adjectives
Demonstrative Adjectives

Adjective of Quality: shows the quality of a person, place or thing.

Examples:

- Javid is a **clever** student.
- Khost is a **nice** province.
- Internet is a **useful** source of information.

Adjective of Quantity: shows the quantity of something.

Examples:

- Hamid ate **a lots of** cake.
- Sami has **a few** books in his bag.

Adjective of Number: shows the count, amount or position of a person, place or thing.

Examples:

- Our class has **twenty** students.
- He is in **third** class.
- Saturday is the **first** day of week.
- He borrowed **a little** money from bank.

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Memo: Adjectives of number is divided into three parts:

Definite Numeral Adjectives

Indefinite Numeral Adjectives

Distributive Numeral Adjectives

Definite Numeral Adjectives: show exact number.

They are in two types:

Cardinals: one, two, three, four, five …

Ordinals: first, second, third, fourth, fifth…

Examples:

- I have **one** pencil.
- Ahmad bought **two** bikes.
- He has **five** pens.

Indefinite Numeral Adjectives: Do not show exact number.

Examples:

- He spends **a little** money every year.
- America has bases in **several** countries.

Distributive Numeral Adjective: shows each one from a number or group.

Examples:

- **Each** student must be here on time.
- **Neither** Javid nor Saleem are clever.
- On **either** sides Afghans have been killed.

Distributive Adjectives: indicate everyone from a number or group.(each, every, either, neither)

Examples:

- **Every** person should be present.

Interrogative Adjectives: are used to ask a question but they should be used before noun.

Examples:

- **Whose** book is this?
- **Which** class are you in?
- **What** name is suitable for his son?

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Possessive Adjectives: show possession or ownership. (My, Our, Your, Their, His, Her, Its)

Examples:

- This is **my** pen.
- He is **your** cousin.

Demonstrative Adjectives: are used to point out some person, place or thing.(This, That, These and Those)

Examples:

- **This** is your class.
- **Those** are trees.
- **These** are books.

Comparison of Adjectives: adjectives comparison is in three kinds.

Positive degree: describes a noun or pronoun.

Examples

- He is a **good** boy.
- You are **smart**.

Comparative degree: is used for comparing two persons, places or things.

Note: "than" keyword must be used in this degree after an adjective.

- Sadam is **taller** than Tariq.

Superlative degree: is used for comparing one person, place or thing with a whole group.

- He is the **best** in the class.
- You are the **smartest** in the crowd.

Note:"the" keyword must be used before an adjective in this degree.

Rules:

- One syllable adjectives take "er" and "est" for the last two degrees' adjectives.
  - Taller→ tallest
  - Nicer→ nicest
- Two syllables ended with "y" drop "y" and add "ier" and "iest".
  - Happier→ happiest
  - prettier→ prettiest
- For adjectives more than two syllables, use "more,less" with comparative

  And "most, least" with superlative degree.
  - He is **more polite** than you.
  - He is the **most beautiful** in the session.

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Note: irregular adjectives must be remembered mechanically.

Positive Degree	Comparative Degree	Superlative Degree
Good	Better	Best
Bad	Worse	Worst
Far	Farther/further	Farthest/Furthest
Much/Many	More	Most
Little	Less	least

Adverb: is a word, which modifies a verb, an adjective or another adverb.

Examples:

- He speaks **nicely** in the meeting.
- You ran **very quickly** yesterday.
- He is **very** good.

Kinds of Adverbs:

Adverbs of Manner
Adverbs of Degree
Adverbs of Frequency
Adverbs of Reason
Adverbs of Time
Adverbs of Place
Adverbs of Affirmation and Negation
Interrogative Adverbs
Relative Adverbs

Adverbs of Manner: show how an action happened.

Note: adverbs of manner usually take “ly” at the end.

Examples:

- He arrived **safely**.
- They came here **quickly**.

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Adverbs of Degree: shows in what criteria an action happened.

Examples:

- He **just** arrived.
- You are **quite** lazy.

Adverbs of Frequency: show the repetition of an action.

Examples:

- He **always** comes late.
- They **never** speak English.

Adverbs of Reason: shows why an action happened.

Examples:

- He became sick **then** died.
- He was very lazy **therefore** the teacher failed him in the exam.

Adverbs of Time: shows when an action happened.

Examples:

- I will study for exam **soon**.
- He is sleeping **now**.

Adverbs of Place: shows where an action happened.

Examples:

- He was a moment ago **here**.
- You can find me **nearby**.

Adverbs of Affirmation and Negation: show accepting or refusing of a question.

Examples:

- Can you speak English? **Yes**!
- Is he sick? **Not at all**!
- Are you happy about the success? **Of course**!

Interrogative Adverbs: are used to ask a question.

Examples:

- **Why** are late?
- **Where** is your home?
- **Which** class are you in?
- **When** did you come here?

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Relative Adverbs: connect to sentences with each other.

Examples:

- This is class **where** we study English.
- That was the place **where** we drank tea.

Rules for forming adverb of manner:

1) **Adjectives ending in "y" change "y" to " i" and add "ly" to the end.**
   - **Easy → Easily**
   - **Happy→ happily**
2) **Adjectives ending in "ple","ble" and "tle" omit "le" and add "ly".**
   - **Simple→Simply**
   - **Gentle→Gently**
3) **Adjectives ending in "ic" add "ally".**
   - **Basic→Basically**
   - **Comic→ Comically**
4) **Adjectives end in "l" just add "ly".**
   - **Careful→Carefully**
   - **Beautiful→ Beautifully**

Note: Adverb of manner fast, hard, and well do not take "ly" at the end.

Memo: comparison of Adverbs are the same as adjectives.

Preposition: is a word or group of words, which shows the relation of a word to another word in a clause.

Examples:

- The ball is **in** the box.
- The cat is **on** the wall.

Kinds of Prepositions:

Simple Prepositions
Compound Prepositions
Phrase Prepositions

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Simple Prepositions: are those, which are one syllable.

Like: At, On, Of, By, Out, Off, Up, With, To, For, From, and Through.

Examples:

- He is **at** home.
- I come here **on** Friday.
- Noun is a part **of** speech.
- He comes here **by** bus.
- He is **out of** the country.
- Today is **off** due to the death **of** the president.
- Please, pick **up** the book.
- He goes **with** him.
- He will reach **to** the top point.
- They bring gifts **for** their teachers.
- Where are you **from**?
- We get knowledge **through** books and observation.

Compound Prepositions: are those, which are more than one syllable.

Like: Between, Before, Beside, Below, Beneath, Behind, beyond, About, Along, Across, Within

Without, Underneath etc.

Examples:

- He is **behind** the building.
- They are **below** the first floor.
- I am **between** the Ali and Ahmad.

Phrase Prepositions: are those, which are used in a phrase.

Examples:

- **At the corner of**.
- **In front of the house**.

Article: is a word, which determines a noun or pronoun.

Examples:

- **On** egg, **on** orange, **a** bag, **an** MP3 Player, **a** university.

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Article is in two kinds:

Definite Article: is used for definite person, place or thing in common.

Examples:

- He is **the** first winner of **the** match.

Usage:

It is used before things or group of things.

Examples:

- **The** chair
- **The** pen

It is used before common nouns.

Examples:

- **The** Teacher
- **The** principle
- **The** doctor

It is also used before ordinal numbers.

Examples:

- **The** first class
- **The** fourth class

It is also used before superlative of adjectives.

Examples:

- He is **the** clever student in the class.
- They are **the** tallest guys in the meeting.

It is not used before proper nouns.

Examples:

- ~~**The** Afghanistan~~
- ~~**The** Ahmad~~

It is not used before days of the week.

Examples:

- ~~**The** Friday~~
- ~~**The** Sunday~~

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It is not used before months of the year.

Examples:

- ~~**The** January~~
- ~~**The** December~~

Indefinite Article: is used for indefinite person, place or thing in common.

Examples:

- He needs **a** pen.
- They want **a** tractor.

Usage:

The article "a" is used before those nouns, which start at consonant.

Examples:

- **A** book, **a** pen…

The article "an" is used before those nouns, which start with vowel.

Examples:

- **An** apple, **an** important player…

The article "a" is also used before those nouns, which start with "u" and give sound of "u".

Examples:

- **A** university, **a** uniform, **a** URL, **a** UNISAF worker.

The article "an" is also used before those nouns, which start with "m, n" and give sound of "a".

Examples:

- **An** MP4 video, an NPM installer

Conjunction: is a word, which join two words or sentences.

Examples:

- English, Pashto **and** Urdu etc
- He is a boy **and** she is a girl.

Conjunction is divided into two parts:

Coordinating Conjunction

Subordinating Conjunction

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Coordinating Conjunctions: connect coordinating sentences.

Example:

- I saw him **but** he did not see me.

Coordinating Conjunction is divided into five parts:

Cumulative Conjunction

Aversive Conjunction

Illative Conjunction

Alternative Conjunction

Explanatory Conjunction

Cumulative Conjunctions: join one idea to another idea or one action to another action.

Like: and, both, too, besides, neither, also, as well as, then, not only, but also etc.

Examples:

- They are **both** good men.
- Ahmad **and** Javid are students.
- I like math **as well as** English.
- This is a car **and** that is too.
- He is **not only** a teacher **but** a good principle too.

Aversive Conjunctions: join aversive sentences.

Like: But, Yet, on the contrary, Again, on that account, however.

Examples:

- He is a student **but** she is teacher.
- Ali is naughty **however** he is smart.

Illative Conjunctions: show the result of a sentence on another sentence.

Like: Then, so, for, therefor etc.

Example:

- He was lazy therefor failed in exam.

Alternative Conjunctions: show choice between two sentences.

Like: Or, or else, either, otherwise etc.

Examples:

- Bring me a water **or** a glass of milk.
- Come on time **otherwise** I don't let you.

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Explanatory Conjunctions: add extra info to a sentence.

Examples:

- He was angry **that is to say** something went wrong.
- I will teach you, **for example** English, Math etc.

Subordinating Conjunctions: join subordinating sentences with main sentences.

Like: although, though, if, even though, still etc.

Examples:

- **If** you study hard you will get more marks.
- **Even though** he is poor he helps with people.

Interjection: is a word, which show some sudden feeling or emotions.

Examples:

- Oh! My Allah.
- Ommm! It's very delicious.
- Weldon!
- Long live!
- Good bye!
- Damn!
- Curse him!

Tense: the word "tense" is taken from a Latin word "tempos" which means "time or era".

Tense: the modification of verb is called tense.

Example:

- He is **speaking** now.→ He **spoke** yesterday.

Generally tense is divided into three main times.

- **Past Tense**
- **Present Tense**
- **Future Tense**

Each of the above tense is divided into four types.

- Present Tense
  - Present Continuous Tense
  - Simple Present Tense
  - Present Perfect Tense
  - Present Perfect Continuous Tense

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- Past Tense
  - Past Continuous Tense
  - Simple Past Tense
  - Past Perfect Tense
  - Past Perfect Continuous Tense
- Future Tense
  - Future Continuous Tense
  - Simple Future Tense
  - Future Perfect Tense
  - Future Perfect Continuous Tense

Present Continuous Tense: it shows an action that is happening right now.

Examples:

- He is running now.
- They are reading now.
- We are speaking.

Important Points:

Helping verbs of this tense are: is, am, and are.

He, She, It, a noun → is

I → am

We, You, They, more nouns → are

Verb: is used in "ing" form.

For question: "is, am, are" come in the start.

For negative: "not" is used after "is, am, and are".

Structures:

Positive: Sub + is, am, are + verb + ing + complement.

Negative: Sub + is, am, are, + not + verb + ing + complement.

Interrogative: Is, am, are + sub + verb + ing + complement?

Negative & Interrogative: Is, am, are + not, sub + verb + ing + complement?

Examples:

- She is studying a book.
- She is not studying a book.
- Is she studying a book?
- Is not she studying a book?

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Simple Present Tense: It shows an action that happens daily, habitually, or regularly.

Examples:

- He goes to school every day.
- They drink tea at 02:00 PM.

Important Points:

Helping verbs of this tense are: Do, Does.

He, She, It, a noun → Does

I, We, You, They, more nouns → Do

Verb: takes "s or es" with "He, She, It and a noun" in positive sentence.

Rules:

- Verb ending in snake letters(s, ss, sh, ch, o, x, z) just add "es" at the end.

Examples:

- Cross→ Crosses Fix→ Fixes Wash→ Washes Watch→ Watches
- Buzz→ Buzzes Do→ Does

- Verb ending in "y" followed by a consonant omit "y" and add "es" at the end.

Examples:

- Study→ Studies Cry→ Cries Try→ Tries

- Verb end in "y" followed by vowel just add "s" at the end.

Examples:

- Play→ Stays Buy→ Buys Stay→ Stays

- Verb ending in "o" followed by consonant add "es" at the end.

Examples:

- Do→ Does Go→ Goes

- Verb ending "o" followed by vowel just add "s" at the end.

Examples:

- Radio→ Radios Video→ Videos

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Structures:

Positive: Sub+ verb s/es + complement.

Negative: Sub + do/ does + not + verb + complement.

Interrogative: Do/ Does + sub + verb + complement?

Negative & Interrogative: Do/ does + not + sub + verb +complement?

Examples:

- He speaks English.
- He does not speak English.
- Does he speak English?
- Does not he speak English?

Present Perfect Tense: it shows an action that happened or did not happen at some unparticular time in the past.

Examples:

- He has spoken English.
- They have not come yet.

Important Points:

Helping verbs of this tense are: have, has.

Have: is used with "I, We, You, They, More nouns".

Has: is used with "He, She, It, a noun

Verb is used in third form (past participle).

For question: "have, has" are used at the beginning.

For negative: "not" is used after "have, has".

Time: of the action is unspecific.

Structures:

Positive: Sub + have/ has + v^3 + complement.

Negative: Sub + have/ has + not + v^3 + complement.

Interrogative: Have/ has + sub + v^3 + complement?

Interrogative & negative: Have/ has +sub+ not + v^3 + complement?

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Examples:

- I have gone to Khost.
- I have not gone to Khost.
- Have I gone to Khost?
- Have not I gone to Khost?

Present Perfect Continuous Tense: it shows an action that started in the past and continues to the present.

Examples:

- He has been studying English for two hours.
- They have not been staying here since last Friday.

Important Points:

Helping verbs of this tense are: have been, has been.

Have been: is used with " I, We, You, They, More nouns".

Has been: is used with "He, She, It, a noun

Verb is used in "ing" form (present participle).

For question: "have, has" are used at the beginning.

For negative: "not" is used after "have, has".

Structures:

Positive: Sub + have/ has + been + v + ing + complement.

Negative: Sub + have/ has + not + been + v + ing + complement.

Interrogative: Have/ has + sub + been + v + ing + complement?

Interrogative & negative: Have/ has + not + sub + been + v + ing + complement?

Examples:

- I have been going to Khost.
- I have not been going to Khost.
- Have I been going to Khost?
- Have not I been going to Khost?

Note: "Since & for" are the most used prepositions in this tense.

Since: shows the starting point of an action.

For: shows the duration of an action.

Examples:

- I have been living in Khost since 2000 year.
- I have been living in Khost for 20 years.

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Past Continuous Tense: it shows an action that was in progress at some particular time in the past.

Examples:

- He was reading a book last day.
- You were cleaning the class yester year.

Important Points:

Helping verbs of this tense are: "Was, Were".

"Was" is used with "I, He, She, and It, a noun.

"Were" is used with "We, You, and They, more nouns.

Verb: is used in "ing" form (present participle).

Time: of the action is known.

For question: "was & were" are used at the beginning.

For negative: "not" is used after "was, were".

Structures:

Positive: Sub + was/were + v +ing + complement.

Negative: Sub+ was/were + not + verb + ing + complement.

Interrogative: Was/were + sub + verb + ing + complement?

Interrogative & negative: Was/were + not + sub + verb + ing + complement?

Examples:

- He was riding a car yesterday.
- He was not riding a car yesterday.
- Was he riding a car yesterday?
- Was not he riding a car yesterday?

Simple Past Tense: it shows an action that started and ended at some particular time in the past.

Examples:

- Police caught five thieves yesterday.
- He was logged into Facebook last night.

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Important Points:

Helping verb of this tense is: "Did".

Verb is used in 2nd form but just in positive sentence.

In negative & question sentences verb comes to simple form.

Time: of the action is specific.

For negative: "not" is used after "did".

For question: "did" come at the beginning.

Structures:

Positive: Sub + v^2 + complement.

Negative: Sub + did + not + verb + complement.

Interrogative: Did + sub + verb + complement?

Interrogative & negative: Did + not + sub + verb + complement?

Examples:

- He watched a match last week.
- He did not watch a match last week.
- Did he watch a match last week?
- Did not he watch a match last week?

Past Perfect Tense: it shows an action that was completed before another action or time in the past.

Examples:

- I had eaten lunch before he came.
- When I was there, He had broken the cup.

Important Points:

Helping verb of this tense is: "Had".

Verb is used in third form (past participle).

Action is completed before another action or time.

Remember the other action must be in simple past.

For question: "Had" is used at the beginning.

For negative: "not" is used after "had".

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Structures:

Positive: Sub + had + v^3+ complement.

Negative: Sub + had + not + v^3 + complement.

Interrogative: Had + sub + v^3 + complement?

Interrogative & negative: Had + not + sub + v^3 + complement?

Examples:

- He had died before 2000 year.
- He had not died before 2000 year.
- Had he died before 2000 year?
- Had not he died before 2000 year?

Past Perfect Continuous Tense: it shows an action that was in progress before another action in the past.

Examples:

- He had been running before he was watching TV.
- I had been reading a book before 12:00 O'clock.

Important Points:

Helping verb of this tense is: "Had been".

Verb is used in "ing" form.

Action is continued before another action or time.

For question: "Had" comes at the beginning.

For negative: "not" is used after "had".

Structures:

Positive: Sub + had + been + v + ing + complement.

Negative: Sub + had + not + been + v + ing + complement.

Interrogative: Had + sub + been + v + ing + complement?

Interrogative & negative: Had + not + sub + been + v + ing + complement?

Examples:

- You had been sleeping before 09:00 PM.
- You had not been sleeping before 09:00 PM.
- Had you been sleeping before 09:00 PM?
- Had not you been sleeping before 09: 00 PM?

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Future Continuous Tense: it shows an action that will be happening in the future time.

Examples:

- I will be coming here.
- He will be going to city tomorrow.

Important Points:

Helping verbs of this tense are: Will be, Shall be, be going to be.

Be= is, am, are

Verb is used in "ing" form.

For question: helping verbs are used at the beginning.

For negative: "not" is used after helping verbs.

Structures:

Positive: Sub + will be/shall be/be going to be + verb + complement.

Negative: Sub + will be/shall be/be going to be + not + verb + complement.

Interrogative: Will be/shall be/Be going to be + sub + verb + complement?

Interrogative & negative: Will be/shall be/Be going to be + not + sub + verb + complement?

Examples:

- He will be coming here tomorrow.
- He will not be coming here tomorrow.
- Will he be coming here tomorrow?
- Will not he be coming here tomorrow?
- He is going to be coming here tomorrow.
- He is not going to be coming here tomorrow.
- Is he going to be coming here tomorrow?
- Is not he going to be coming here tomorrow?
- He shall be coming here tomorrow.
- He shall not be coming here tomorrow.
- Shall he be coming here tomorrow?
- Shall not he be coming here tomorrow?

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Simple Future Tense: it shows an action that will happen in the future time.

Examples:

- I will come here.
- He will go to city tomorrow.

Important Points:

Helping verbs of this tense are: Will, Shall, be going to.

Be= is, am, are

Verb is used in simple form.

For question: helping verbs are used at the beginning.

For negative: "not" is used after helping verbs.

Structures:

Positive: Sub + will/shall/be going to + verb + complement.

Negative: Sub + will/shall/be going to + not + verb + complement.

Interrogative: Will/Shall/Be going to + sub + verb + complement?

Interrogative & negative: Will/Shall/Be going to + not + sub + verb + complement?

Examples:

- He will go to school tomorrow.
- He will not go to school tomorrow.
- Will he go to school tomorrow?
- Will not he go to school tomorrow?
- He is going to go to school tomorrow.
- He is not going to go to school tomorrow.
- Is he going to go to school tomorrow?
- Is not he going to go to school tomorrow?
- He shall go to school tomorrow.
- He shall not go to school tomorrow.
- Shall he go to school tomorrow?
- Shall not he go to school tomorrow?

Future Perfect Tense: it shows an action that will be completed before another action or time in the future.

Examples:

- He will have gone to Kabul.
- She shall have gone to Kabul.

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Important Points:

Helping verbs of this tense are: will have, shall have, boing to have.

Verb is used in 3rd form.

Action will be completed before another action or time.

For question: helping verb come at the beginning.

For negative: "not" is used after helping verb.

Structures:

Positive: Sub + will have + v^3 + complement.

Negative: Sub + will +not + have + v^3 + complement.

Interrogative: Will + sub + have + v^3 + complement?

Interrogative & negative: Will + not + sub + have + v^3 + complement?

Examples:

- They will have written a letter.
- They will not have written a letter.
- Will they have written a letter?
- Will not they have written a letter?

Future Perfect Continuous Tense: it shows an action that will be in progress before another action or time in the future.

Examples:

- He will have been going to Kabul before I come.
- She shall have been going to Kabul before he comes.

Important Points:

Helping verbs of this tense are: will have been, shall have been, boing to have been.

Verb is used in "ing" form.

Action will be continued before another action or time.

The other action must be in simple present tense.

For question: helping verb come at the beginning.

For negative: "not" is used after helping verb.

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Structures:

Positive: Sub + will have been + v + ing + complement.

Negative: Sub + will +not + have + been + v + ing + complement.

Interrogative: Will + sub + have + been + v + ing + complement?

Interrogative & negative: Will + not + sub + have + been + v + ing + complement?

Examples:

- They will have been writing a letter.
- They will not have been writing a letter.
- Will they have been writing a letter?
- Will not they have been writing a letter?

Sentence

Sentence: a group of words which has a complete meaning is called sentence.

Examples:

- He is Omer Khan.
- That is Amjid Ali.
- He cooks rice.

Basic Terminology: Before sentence description, we will study some basic terminology.

Letter: is a symbol which indicates a sound.

Examples:

- A, B, K etc.

Word: is a group of letters which has a specific meaning.

Examples:

- Book, Computer, Is, They etc.

Phrase: a group of words which does not have subject and verb.

Examples:

- On first street
- For the first time
- Behind the tree
- In the back of the house

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Types of Sentence: there four main types of sentences according to function in English.

- Declarative Sentence
- Interrogative Sentence
- Imperative Sentence
- Exclamative Sentence

Declarative Sentence: is a sentence, which give us information.

General Structure of Declarative Sentence is:

Sub + verb…

Examples:

- He is at home.
- He is not at home.
- He will come here tomorrow.

Interrogative Sentence: is a sentence, which asks a question.

The General Structure of Declarative Sentence is:

Wh-word/Auxiliary + sub + verb…?

Examples:

- Who are you?
- What color do not you like?

Imperative Sentence: is a sentence, which shows a command.

General Structures of Imperative Sentence are:

Base verb…

Auxiliary + not + verb…

Examples:

- Please, open the door.
- Please stand up.
- Please don't enter.

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Exclamative Sentence: shows emotion or surprising.

General Structures of Exclamative Sentence are:

What + adjective + noun + sub + verb…!

How + adjective/adverb + sub + verb…!

Examples:

- What nice player he is!
- How quickly he goes!

Types of Sentences: according to structure, sentences are in four types.

Simple Sentence

Compound (Combined) Sentence

Complex Sentence

Compound-complex Sentence

Simple Sentence: is a sentence, which contains a subject and a verb with complete sense.

Examples:

I want to **become** a teacher.

He is a farmer.

Compound Sentence: is a sentence, which contains more than one independent clauses.

Example:

I want to become a teacher and he want to become a doctor.

Complex Sentence: is a sentence, which must have one independent and the other/others Dependent clauses.

Example:

He will get punish if he cross the road out of the limited speed and will pay fine.

Compound-complex Sentence: is a sentence, which a mixture of compound and complex sentences.

Example:

He is the boy who got a prize and he will get more prizes if he try hard in the future.

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Punctuation

Punctuation: the use of special signs of written language.

Punctuation is very important which facilitates reading and comprehension.

The most commonly used marks in punctuation are as follow:

Full Stop (.): represents the greatest pause.

Uses of Full Stop:

To mark declarative and imperative sentences.

Examples:

- He comes here.
- Don't speak anymore.

To mark the abbreviations.

Examples:

- Dr. Sajid is very good person.
- The U.A.E team is very lazy.

Comma (,): represents the shortest pause.

Uses of Comma:

To separate sequentially words.

Example:

- Javid, Osman and Karim are students.

To separate each pair of words, connected by "and".

Example:

- Rich and poor, king and beggar must die.

To separate the main clause from the rest in direct speech.

Example:

- He said," I will meet you".

To separate conditional clause from the rest part of the sentence.

Example:

- If you go to concerts, you will not be called a good person.

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Semicolon (;): represents the greater important pause than comma.

Uses of Semicolon:

To separate the unconnected clauses in a compound sentence.

Example:

- He is a very helpful doctor; and we respect him.

Colon (:): represents the greater important pause than semicolon.

Uses of Colon:

To introduce quotations.

Example:

- He said: "I always tell lies to him".

To express enumerations and examples.

Examples:

Uses of Semicolon:

- To be verbs are: is, am, are, was and were.

Question Mark (?): is used at the end of interrogative sentences.

Example:

- How are you?

Exclamation Mark (!): is used at the end of exclamatory sentences.

Example:

- What a nice car!

Quotations Marks: expresses narrations.

Example:

- Our Prophet said: "The best among you is who learns and teaches Quran".

Slash (/): is used to express a choice among choices.

Example:

- What do you want? Cola/Pepsi/Juice

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Apostrophe (`): is used to show construction or possession.

Examples:

- He isn't a good boy.
- The dog is his brother's.

Dots (...): is used to express the remaining of an example or enumeration.

Examples:

- I like: Quran, Pashto, English…etc.

…

Hyphen (-): is used to connect the parts of a compound noun.

Example:

- A six-tire car.

Parenthesis: express a clause of an idea, which does not go grammatically with sentence.

Example:

- Suhil Shaheen (an Islamic leader) is in Qatar.

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Wikipedia

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