

***NOUN, PRONOUN...***

**PART ONE**

**SHORT GRAMMAR**

SHORT GRAMMAR

**GRAMMAR, LANGUAGE**

**ABC**

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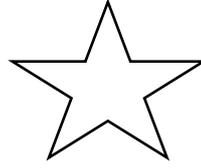
**TENSES**

Re- editing date  
1403/6/25

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**Prepared by  
Mr. Jamal masoom**

## **SHORT GRAMMAR PART ONE**

***Re-edited  
The latest one!***

## *Preface*

### ***In the name of Allah***

Assalam alaikum friends !

I have written this book in two parts, this is the first part and this is because some English language students do not understand English grammar properly. So this book is very useful for them. In this book, I have explained all the parts of grammar in a short but clear way, so I hope that you will use it fully so that you can fully learn the grammar points that you do not know before!

The best way to learn grammar is to learn grammar points and it is also important to practice other parts of grammar. Because practicing in any work increases skill in work. So I hope that you will sacrifice some time to practice grammar so that you can learn grammar well.

Good luck!

*May your dreams come true!*

## ***(First part)***

### ***(( General information ))***

**Language :** ژبه

The word language is taken from old Latin word ( Lingua ) which means Tongue and it is the source of communication .

According to grammar types of Language

**1 :Courtesy language:** لیکلو ژبه

It is used in writing and grammar is important to observe.

**2 : Colloquial language** ویلو ژبه

It is used in daily speaking and grammar is not much important.

**3: Demonstrative language:** ایشاروی ژبه

It is formed by points and demonstrations.

## Skills of a language

There two kinds of skills

**1: Productive skills** توليدونكي مهارتونه

Are those skills in which learners are required to do something and they can't occur by themselves to the learners mind. These are also called active skills.

They are two

Writing

Speaking

**2: Receptive skills** اخذ کونكي مهارتونه

Are those skills in which learners are not required to do something. They can occur by themselves to the learners mind. They are also called non active skills.

They are

Reading

Listening

### Sub skills of a language

They are three.

Vocabulary

## Grammar

### Pronunciation

**Grammar :** گرامر

The word Grammar is taken from old Greek word ( Gramme ) which means standard rules or accepted rules . The scientific study of a language is called grammar, or it is the key of a language. Or it is a process in which we put correct words in correct places.

**Alphabets:** توری د الفبا

The collection of limited symbols for a particular language are called alphabets.

Ex : A B C ...

### Components of a sentence

1: **Subject :** فاعل

Subject is the doer of an action. Or a person or thing which does an action.

Ex : He is playing football.

Ali is going to school.

## 2: Verb: فعل

It is used to show an action, state and existence.

Ex: I am washing clothes.

He is happy.

He is at school.

## 3: Object : مفعول

Object is the receiver of an action. Anything which a verb effects is called object.

Ex : They are writing with pens.

### Types of object

Direct object: مستقيم مفعول

The first receiver of an action is called direct object.

Ex: He kicks the ball.

Note: Direct object is usually a thing.

Indirect object: غير مستقيم مفعول

The second receiver of an action is called indirect object.

Ex: I will buy a new car for Ali.

Note: Indirect object usually a person.

Letter: توری

The word letter is taken from a Latin language (Litera) which means sign/mark/Symbol.

The smallest unit of a language is called letter.

According to the writing, types of letters

1 : Capital letters : غت توري

These letters are also called uppercase letters, and placed in the above three lines. Or capital letters have big forms.

Ex: ( ABCDEFGHIJKLMNOPQRSTUVWXYZ )

Usage of capital letters

1: We should Capitalize the first letter of the first word of sentence.

Ex: He writes homework.

2: We should Capitalize the first letter of the proper nouns.

Ex: Ali is my friend.

We live in Afghanistan.

There is the Cliff road.

3: We should Capitalize the first letter of the days and months names.

Ex: Today is Monday.

Next month is the June.

4: We should Capitalize the "I" pronoun in every part of the sentence.

Ex: You and I will go to Kabul tomorrow.

5: We should Capitalize the all letters of an abbreviation.

Ex: We all want to go USA.

The abbreviation of Afghanistan is AFG.

6: We should capitalize the first letter of a book's, movie's and play's title.

Ex: We are reading the Help wanted Ad in newspaper.

7: We should capitalize the first letter of holidays.

Ex: Tomorrow is Ramadan.

8: We should capitalize the first letter of the interjection words.

Ex: Ouch my leg is broke!

9: We should capitalize the first letter of a letter greeting and closing word.

Ex: Dear friend....

Your friend Arif

Sincerely

2: Small letters : واړه توري

These letters are also called lowercase letters and placed in above three lines, in the middle two lines and in bottom three lines. They have small forms.

Ex : ( abcdefghijklmnopqrstuvwxyz )

According to pronunciation types of letters

1:Vowel letters : غږ لرونکي توري

(A, E, I, O, U)

These letters make their sounds by themselves.

2 : Semi vowel letters : نیم غیر لرونکی توری

( W,Y)

They are in the middle of vowel and consonant letters.

Note: sometimes semi vowel letters pronounce as vowel letters.

Sometimes the letter Y makes sound like long (E) sound.

Ex: safety, goofy, ready ..

Sometimes Y pronounces as long (I) sound.

Ex: Fly , cry,

Sky, apply ...

Sometimes the W with other letter pronounces as vowel letter.

Ex

Ew /u:/ new

Ew /ju:/ few

Ow /o?/ snow

Ow /a?/ cow

### 3: Consonant letters: بي غره توري

These letters don't make their sounds by themselves and they are 19 in English language.

Ex : ( bcd fghj klmnpqrstvxz ) .

### Compound letters (مركب توري)

The combination of two, three or four letters which has a special pronunciation.

1:Kh: خ

Ex: Khan, Khalid, Khalil...

2:GH: غاف

Ex: Afghan, Ghafoor, cough, laugh, tough..

3:CH: چاک

EX: Chair, chips, chin, chain, mechanic, monarch

4:SH: ش

EX: Shirt, short, Shafiq, Shaber....

5: Tion: شن

Ex: station, motion, tradition...

6: Ph: پ

Ex: Telephone, Philippines, physics

7: Ive: when they come at the end of the words they pronounce as (F)

Adjective, active, passive.

8: Ture: چر

Ex: Structure, lecture...

9: Cient

Ex: Ancient, Omniscient...

10: ZH. ژ

Ex: Zhwand, zhara

11: Cial: شل

Ex: Special, social...

12: TH: ت، د

Ex: Mother, Thumb...

13: Sion: ژن

Ex: Version...

14: Ssion: شن

Ex: Mission, transmission

15: Edge: ایج

Ex: Knowledge...

## Some single words pronunciation

1: G: ج، گ

Note: when G followed by (e,i,y) it has sound like (J).

Ex: gem, generally, ginger. Gymnastic..

Exception: Get, Girl

2: C: س، ک

Note: when C followed by (e, i, y) it has sound like (S).

EX: Pencil, cycle, cellphone, cell, circle...

Note: When C followed by (a, u, o, l...) it has sound as (K).

EX: Car, cat, can, cup, cloud, copper..

### Silent letters

1: B : when the letter B comes after the letter M at the end of a word here the E is silent.

Ex: Climb,, comb,,, thumb...

Note: When the B letter comes before the T letter in a word, here the B is silent.

Ex: Debt, doubt

2 C: when the C letter comes before K in a word, the C must be silent.

Ex: Kick, neck..

3: D: when the D letter comes before J or G here the D letter is silent.

Ex: Judge, adjective,

4: E : When the letter E comes after a consonant letter at the end of a word, the E must be silent.

Ex: Line, nine, fine, have, write...

5: G: when G comes before N at the end of a word the G must be silent.

Ex: Sign...

6: H: when H comes after W in a word so the H must be silent.

Ex: when,,what, where..

Exception: whom..

7 K: when the letter K comes before N in a word so the K must be silent.

Ex: Knee, know, knowledge..

8 L: when the letter L comes before K in a word so the L is silent.

Ex: walk, chalk, talk

9: N: when N comes after M at the end of a word so the N is silent.

Ex: Autumn, column

10 P: when P comes before N or S at the beginning of a word here the P is silent.

Ex: pneumonia, psychology

11: T : when T come s before ch letters in word the T must be silent.

Ex: Watch, catch..

12 W: when W comes before R in a word the W must be silent.

Ex: write, wrong...

**Syllable** : **خپه**

The separation of sounds in a word is called syllable.

Ex : Expensive .. This word has three syllables . ( Ex..pen..sive)

## Intonation **تلحين**

The rising and falling of sound is called intonation.

Types of intonation

1: Rising intonation

It is exist in Yes No questions.

Ex: Are you Ali?

2: Falling intonation

It is exist in W.H questions.

Ex: Who are you?

## Word **کلمه**:

The collection of letters which has meaning or conception and pronunciation is called word.

Ex : book, Car sky, orange...  
Cat, apple, cake....

## Basic types of words

### 1: Lexical word : ساده کلیمه

It is a word which dose not need definition for explanation is called lexical word .

Ex : Pen , Study, Cat, Like...  
School, Winter, ship...

### 2: Grammatical word : گرامری کلیمه

It is a word which needs definition for explanation is called grammatical word .

Ex : Noun ,Verb, Adverb Pronoun, Tense..

### Sentence : جمله

A group of words which has full meaning or conception is called sentence .

Ex : Ali is going to school .

We are students .

He is my friend.

They have pens.

## Types of sentence

**1 : Positive sentence :** It is a sentence which has complete positive meaning is called positive sentence.

Ex : She goes to Kabul.

I went to Kabul last week.

She has a doll.

**2: Negative sentence :** It is a sentence which gives complete negative meaning is called negative sentence .

Ex : I do not go to school every day.

She doesn't speak English.

He is not running.

We don't have a car.

**3: Interrogative sentence :** It is a sentence which we ask a question and have question mark at the end .

Ex : Are you a boy ?

Does he like a car?

Did he study math?

May I help you?

**4: Imperative sentence :** It is a sentence which contains order , suggestion , command , offer , request and an advice is called Imperative sentence .

Ex : Pick up the book .

Give me the pen .

Don't run in the class .

Don't write.

**5: Exclamatory sentence :** It is a sentence which contains the sudden strong feeling of happiness , sorrow and surprise , is called exclamatory sentence .

Ex : What a great work!

Amazing drawing!

Oh father is died!

**6: Optative sentence :** It shows the wish of someone.

Ex : May I were a doctor!

I wish I could fly!

I wish I was a prince.

***((Second part))***

\* **Tense** : The word Tense is taken from a Latin word < Tempus > which means time, It shows when an action happened, happens or will happen.

Stages of tenses

Each Tense has three stages

**1 : Syntax stage:**

It refers to the structure of tenses .

Ex : ( s + 2v + com )

(S+ v +es, s, ies+ com)

**2: Explanatory stage** : It refers to the definition of tenses.

Ex : It shows an action which is happening right now.

**3: Implementing stage** : It refers to the examples of tenses.

Ex : I am going to school now.

I play football every day.

## Types of tense

1. Present tense
2. Past tense
3. Future tense

Present tense is divided into four kinds

- \*1 : Simple present tense ساده حال زمانه
- \*2 : Present continuous tense حال جاری زمانه
- \*3 : Present perfect tense حال کامل زمانه
- \*4 : Present perfect continuous tense حال کامل جاری زمانه

**1 : Simple Present Tense :** It shows daily, habitually, regularly action and general facts.

Ex : Ali goes to school every day.

He smokes. He eats quickly.

Allah is one. Earth is round.

Milk is white.

## Usage of Simple Present tense

**1:** This tense is used to show future meaning with using time expression and calendar.

Ex : Ahmad comes from Kabul on Sunday at 4:00 am 1400/8/9 .

**2 :** This tense is used to show past events or situations when it is used in headlines.

Ex : Afghanistan wins cricket match by 3 wickets .

**3:** This tense is used when we order someone to do or not to do something.

Ex : Go to city . Don't laugh.

**4:** This tense is used for directions.

Ex : Turn right .

**5:** This tense shows facts

Ex: He is a young boy.

The earth is round.

The sky is blue.

Allah is one.

**6:** This tense is used to show state and existence.

Ex:

She is at the hospital.

He is Indian.

Her sister is so beautiful.

### \*Structures\*

1 : Positive structure : (s+ v+ es ,s, ies+ com )

Ex : I go to school everyday.

2 : Negative structure :

( s+ Do / does+ not+ v + com )

Ex : I do not go to school everyday.

3 : Positive interrogative structure :

( Do /does +s +v+ com )

Ex : Do I go to school everyday ?

4 : Negative interrogative structure :

( Do / does + not + s+ v+ com )

Ex : Do not I go to school everyday?

Structure for WH question

WH+Do/Does+s+v

Ex: What does he do?

Structure for To be verb

S+ to be verb+ complement

Ex: I am unhappy.

Do	I, you, we, They, plural noun
Does	He, she, It, singular noun

## 2 : Present Continuous Tense

It is used to show an action which is happening right now.

Ex : I am reading a book.

### Usage of Present Continuous Tense

1: This tense shows future actions with future time expression.

Ex: He is going to picnic on next Monday.

2: This tense shows a temporary action which may not actually occur right now.

\* Ex : They are building the market . ( not this moment )

## \*Structures\*

**1** : Positive structure :

( S+ is , am , are+ v+ ing+ com )

Ex : He is writing homework.

**2** : Negative structure :

( S+is , am , are+ not+ v+ ing+ com )

Ex : He is not going to school.

**3** : Positive interrogative structure :

( is , am , are+ s+ v+ ing+ com )

Ex : Is he going to school ?

**4** : Negative interrogative structure :

( is , am , are+ not+ s+ v+ ing+ com )

Ex : Is not he going to school?

Are	you, we, They, plural noun
Is	He, she, It, singular noun
I	am

## Rules of adding (ing)

1: If verbs end in a single (e) drop the (e) and add (ing).

Ex: Give. Giving

Move... moving

2: If verbs end with (ee), (oe) or (ye) then (e) cannot be omitted.

Ex : see....seeing

Canoe.... Canoeing

Dye.....dyeing

3: If a verb ends with (ie) change (ie) to (y) and add (ing).

Ex: die... dying

Lie....lying

4: If a verb ends (vowel+ consonant) double the consonant and add (ing)

Ex: stop...stopping

Put.....putting

5: If a verb ends with (vowels+ consonant) directly add (ing).

Ex: Read....reading

Speak.... Speaking

6: If a verb ends with (W..X...Y) directly add ( ing)

Ex: fix...fixing

Grow...Growing

Study.... Studying

7: if verbs end with double consonant directly add (ing).

Ex: laugh... laughing

Wash.... Washing

### 3 : Present Perfect Tense :

It shows an action which is started and finished at unspecified time in the past.

Ex : He has gone to Kabul.

**Note:** "Gone" is not used with (I, You, We)

\* : This tense is used to show an action which is happened repeatedly in the past.

Ex : He has gone to Kunar many times.

## \*Structures\*

**1** : Positive structure :

( S+ have / has+3rdv+com )

Ex : We have washed dishes .

**2** : Negative structure :

( S+ have / has + not + 3rdv+com )

Ex : we have not washed dishes .

**3** : Positive interrogative structure :

( have\has+ s + 3rdv+com )

Ex : Have we washed dishes ?

**4** : Negative interrogative structure :

( Have / has + not + s + 3rd + com )

Ex : Have not we washed dishes ?

Have	I, you, we, They, plural noun
Has	He, she, It, singular noun

## 5: Present Perfect Continuous Tense

It is used to show an action which is started in the past and continuous to the present may or may not going to the future.

Since / For

Are used at the end.

Ex : I have been working in a factory since last year.

Since : Shows the starting point of an action.

For : Shows the length or duration of an action..

Ex: I was working at home for two hours.

### \*Structures\*

1: Positive structure

( S+ have\has+ been+ v +ing +com)

Ex: I have been working in a factory since last year .

2: Negative structure

(s+ have\has+ not+ been+ v+ ing+ com)

Ex: I have not been working in a factory since last year.

3:Interrogative structure

( Have\has+ s+ been+ v+ ing+ com)

Ex: Have I been working in a factory since last year?

Past tense is divided into four kinds

- 1 : Simple past tense ساده تیره زمانه
- 2 : Past continuous tense تیره جاری زمانه
- 3 : Past perfect tense تیره کامل زمانه
- 4 : Past perfect continuous tense تیره کامل جاری زمانه

### 1 : Simple Past Tense:

It is used to show an action which is started and ended at a clear time in the past.

Ex : I went to picnic last Monday.

WH questions in simple past tense

1 : structure : ( WH + did +s +v + com )

Examples : I went to school .

Where did I go?

The cricket started last year.

When did the cricket start?

## \*Structures\*

1 : Positive structure :

( S + 2ndv+ com )

Ex : She wrote her homework last night.

2: Negative structure :

( S+ did+ not+ v +com )

Ex : She did not write her homework last night.

3 : Positive interrogative structure

( Did + s + v + com )

Ex : Did she write her homework last night?

4 : Negative interrogative structure

( Did + not + s + v + com )

Ex : Did not she write her homework last night?

**2 : Past Continuous Tense :**

It is used to show an action which was in progress at a clear time in the past.

Ex : They were teaching at school.

\*This tense is used to show an action which was in progress in the past when the next action happened.

Ex : I was going to school when Ali came .

Structure: past continuous+when+ simple past tense

\*This tense is used to show two actions which were in progress in past at the same time.

(Past Continuous Tense+ While+ Past Continuous Tense)

Ex : The teacher was teaching while the students were listening to him.

### \*Structures\*

**1** : Positive structure

( S+ was / were + v+ ing + com )

Ex : She was watching TV.

**2** : Negative structure

( S+was / were+ not+ v+ ing+ com )

Ex : She was not watching TV.

**3** : Positive interrogative structure

(was /were +s+ v+ ing+ com )

Ex : Was she watching TV?

**4** : Negative interrogative structure  
( was / were +not +s +v+ ing+ com )

Ex : Was not she watching TV?

Were	you, we, They, plural noun
Was	I, He, she, It, singular noun

### **3 : Past Perfect Tense :**

It is used to show an action which was completed before another action or time in the past .

Ex : She had finished her work when her brother asked to complete her work .

\* This tense also can be used in conditional sentences.

## \*Structures\*

1 : Positive structure

( S+ had +3rdv+ com )

Ex : I had worked for a bank .

2: Negative structure

( S+ had + not + 3rd + com )

Ex : I had not worked.

3 : Positive interrogative structure

( had+ s+ 3rd+ com )

Ex : Had I worked?

4 : Negative interrogative structure

( Had + not + s + 3rd + com )

Ex : Had not I worked?

**5 : Past Perfect Continuous Tense:**

It shows an action which was in progress before another action in the past.

Ex : I had been walking for 10 minutes when Ali saw me in the park.

\*: This tense is used to show an action which was recently in progress to another action or time in past.

Ex : When I watched movie it was funny , it had been comedy.

### \*Structures\*

1 : Positive structure

( s + had + been + v + ing + com )

Ex : I had been working.

2: Negative structure

(S+ had+ not+ been+ v+ ing+ com)

Ex: I had not been playing cricket.

3 : Positive interrogative structure

( Had +s+ been+ v+ ing + com ?)

Ex : Had I been working?

Future Tense is divided in into four kinds

1: Simple future Tense ساده راتلونکی زمانه

2: Future Continuous Tense راتلونکی جاری زمانه

3: Future Perfect Tense راتلونکی کامل زمانه

4: Future Perfect Continuous Tense راتلونکی جاری کامل زمانه

## 1 : Simple Future Tense

It shows an action which will happen or will not happen at a clear time in the future.

### \*Structures\*

**1** : Positive structure

( S + will + v + com )

Ex : I will not go to school tomorrow.

**2** : Negative structure

( S+ will + not + v + com )

Ex : He will not go to school.

**3** : Positive interrogative structure

( will + s+ v + com )

Ex : Will I go to school tomorrow?

**4** : Negative interrogative structure

( will + not +s +v +com )

Ex : Will not I go to school tomorrow?

## 2 : Future Continuous Tense

It is used to show an action which will be happening in the next time.

Ex : I will be working at 9:00 p.m.

### \*Structures\*

1: Positive structure

( S + will + be + v + ing + com )

Ex : I will be going to school.

2 : Negative structure

( S +will + not + be + v +ing +com )

Ex : I will not be going to school.

3 : Positive interrogative structure

( will +s + be + v+ ing +com )

Ex : Will I be going to school?

4 : Negative interrogative structure

( will + not + s + be + v+ ing + com )

Ex : Will not I be going to school?

### 3 : Future Perfect Tense

It is used to show an action which will be completed before another action or time in the future.

Ex : The patient will have died when the doctor arrived.

### \*Structures\*

1 : Positive structure

( S+ will + have + 3rdv+com )

Ex : I will have worked there when schools open.

2: Negative structure

(S+will+not+have+3rdv+com)

Ex: I will not have worked when school opened

2 : Positive interrogative

( will + s + have + 3rdv + com )

Ex : Will I have worked there when schools open ?

**5: Future Perfect Continuous Tense:** It is used to show an action which will be in progress before another action in the future.

Ex : We will have been watching all movie when Ahmad comes here.

General structure of future continuous tense

( S+ will+ have+ been+ v+ ing +com )

Ex: I will have been walking while Ali comes to park.

## **((Third part))**

### **(Parts of speech)**

Are those words which make a complete sentence.

- 1 : Noun      اسم
- 2 : Pronoun      ضمير
- 3 : Verb      فعل
- 4 : Adjective      صفت
- 5 : Adverb      قيد
- 6 : Conjunction      ربط کلیمی
- 7 : Preposition      حرف اضافت
- 8 : Interjection      حرف ندایه
- 9 : Article      تعریف توری

#### **1 : Noun:**

The word Noun is taken from old Greek word "Nomen" which means name . It is a word used to show the name of place , person , thing and idea. Or noun is the name of everything.

Ex : Kabul, Ajmal, Cat .

\* kinds of noun\*

1 : Common noun : اسم عام

It is a noun which is used for general place , person , thing .

Ex : City, Boy, Cat... Pen, shop, Cat

2 : Proper noun : اسم خاص

It is a noun which is used for special or definite place , person and thing.

Ex : Kabul, Ali, Black, cat.. Trily school, thin pen.

3 : Collective noun: اسم جمع

It is a noun which is used to show the collection of nouns or a group of nouns in a word.

Ex : class, People, Army, Team, Group.  
Crowd, Children,

4 : Abstract noun: اسم حس

It is a noun which we can't touch and see but only we can feel it.

Ex : Love, Hate, Ache , fever.  
Pain, abhor

5 : Material noun: اسم موادي

It is a noun which refers to substances .

Ex : wood, Metal, iron... Brick,  
sand, rock

6 : Compound noun: اسم مركب

It is a noun which is made of two or three nouns .

Ex : Classroom, Blackboard, Cupboard  
Bed sheet, bookstore, Teacher.

### kinds of compound noun

1 : Open compound nouns : Those nouns which are spelled as two words .

\* Ex : class teacher, Bus stop , Police officer ...

2 : Closed compound nouns : Those nouns which are spelled as one word .

Ex : shopkeeper, bedroom, Bathroom ...

3: Hyphenated compound nouns : Those nouns which contain a hyphen .

Ex : Father in-law, sister in -law...

7 : Countable noun: اسم شمیریدونکی

It is a noun which can be count .

Ex : Pen, car, doll, cat, ball

8 : Uncountable noun: نہ

اسم شمیریدونکی

It is a noun which cannot be count .

Ex : rice, sugar, Water, honey, milk..

8: Concrete Noun: اسم مجسم

Is a noun which has foreign existence and can be touchable.

Ex: Book, notebook , wall, computer..

## Gender of nouns

1 : Masculine gender

2 : Feminine gender

**3** : Common gender

**4** : Neutral gender

**1** : Masculine gender :

A male noun is called Masculine gender .

Ex : Man, boy, policeman, actor, prince ...

**2** : Feminine gender :

A female noun is called feminine gender .

Ex :

Princess, actress, waitress... Lioness

**3** : Common gender :

A gender , which can be male or female .

Ex :

student, teacher, customer, children ...

**4** : Neuter gender :

A gender which is neither male and nor female .

Ex : pen, book, wall, clock ...

## \* Cases of noun \*

**1** : Subject case : A noun can be used as a subject of the sentence .

Ex : Ahmad cleans the floor .

Dog is running.

Asif goes to school.

**2** : Object case : A noun can be used as an object of the sentence .

Ex : I saw Ali .

I shoot a dog.

I killed a snake.

**3** : Possessive case : It is also called genitive case, shows possession and it has two formations .

**1** : ' S : It is used with singular nouns and also plural nouns which are not ending with ( S ) .

Ex : This is Haroon's car .

It is men's clothes .

It is Ali's pen.

That is dog's tail.

**2** : S ' : It is used with plural nouns.

Ex : These are students ' computers .

We have schools' books

## How to change singular nouns to plural Nouns?

**1** : The nouns which end with ( sh - ch - s - ss o - x - z ) take ( es ) .

Ex : bus - buses box - boxes dish - dishes glass - glasses mango- mangoes watch - watches buzz – buzzes.

\*Note : But some ends with "O" and takes only "S".

\*Ex : photo – photos, kilo- kilos

**\*2**: The nouns which end in ( y ) and followed by consonant so change ( y ) to ( I ) and add ( es ) .

\*Ex : company, companies , city - cities

Copy, copies

\* Note : The noun which ends in ( Y ) and followed by vowel just takes ( s ) .

Ex : boy - boys , toy - toys , key – keys

**3:** Nouns which are ended with ( F ) or ( fe ) change ( f ) or ( fe ) to ( v ) and add ( es ) .

Ex : wife wives , Calf- calves, Knife- knives Leaf - leaves , Wolf - wolves ...

Exception : roof- roofs , cliff – cliffs

**4** : When ( ch ) has sound of ( k ) at the end of the words just take only ( s )

Ex : Stomachs , monarchs

**5** : Compound nouns or hyphenated nouns which are separated by preposition take ( s ) or ( es ) at the end of main nouns .

EX : Sisters - in – law.. fathers - in - law sons - in law  
Brothers - in - law ..mothers - in - law

**6** : The nouns which end with(O)and followed by vowel just take ( s ) without any changes .

Ex : video - videos . radio -radios .

**7** : Some nouns look plural but they are singular

Ex : Trousers , scissors , physics ..

**8** : The nouns which we cannot count, we cannot change them to the plural form .

Ex : milk, sugar, water, cloud ...

**10**: Compound nouns usually take ( s ) or ( es ) at the end of the last noun .

Ex : bus driver --- bus drivers

Step brother-- step brothers

Book store--- book stores

**11**: Some of the nouns or irregular nouns they have no any special rules to change them to plural . Some of them are below : Child children , Man = men , Woman- women, mouse- mice

**12**: Most of the nouns which are not accordant to the above rules just take ( S ) , to change to plural form .

about 70 % nouns change to plural by just adding ( S ) at the end as below .

Ex : cats, cars, books..

**13**: Some nouns we can't change into plural.

Ex: chalk. Sheep

## 2 : Pronoun

It is used instead of noun to avoid the repetition of noun in the sentence .

Ex : Farhad is a student .

He goes to school every day .

Ali is my friend.

He is an intelligent boy.

### *Kinds of pronoun*

- |                           |               |
|---------------------------|---------------|
| 1: Personal pronouns      | شخصي ضمائر    |
| 2: Demonstrative pronouns | ايشاروي ضمائر |
| 3: Interrogative pronouns | سواليه ضمائر  |
| 4: Indefinite pronouns    | نا مشخص ضمائر |
| 5: Reflexive pronouns     | انعكاسي ضمائر |
| 6: Possessive pronouns    | ملكي ضمائر    |
| 7: Reciprocal pronouns    | متقابل ضمائر  |
| 8: Distributive pronouns  | توزيعي ضمائر  |

## 1: Personal pronouns :

Are those which are used instead of people, places and things in the sentences.

### Kinds of personal pronouns

#### 1 : Subject pronouns: فاعلي ضمائر

These pronouns are used in the place of subject.

1: He هغه | مذکر لپاره

2: She هغه | مونث لپاره

3: It دا | بی جانہ لپاره

4: I زه

5: You ته یا تاسو

6: We موږ

7: They دوی یا هغوی

#### Usage of (It)

1. (It) is used for something inanimate.

Examples:

- It is a book.
- It is a marker.
- It is a car.

2: (It) can be used for the people in the photos.

Examples:

It is Ahmad.

It is Asif.

**3.** (It) can be used for animal when we do not consider their gender.

Examples

It is a dog.

It is a cat.

It is a snake.

**4.** (It) sometimes can be used for small babies.

Examples

It is a new born child.

It was my baby.

**5:** It: is used for places.

Ex: It is London.

**6:** It: is used for time.

It is seven o'clock.

**7:** It: is used for plants.

Ex: It is a big tree. It is a flower.

**8:** It is used for weather.

Ex: it is cloudy.

**2 : Object pronouns:** مفعولی ضمائر

These pronouns are used in the place of object.

**1:** Me

- 2: You
- 3: Them
- 4: Him
- 5: Her
- 6: It
- 7: Us

## 2: Demonstrative pronouns:

These pronouns are used to point out nouns and used before verb .

- 1: This: use for near singular
- 2: That: use for far singular
- 3: These: use for near plural
- 4: Those: use for far plural

## 3 : Interrogative pronouns:

These pronouns are used in questions to ask about something and used before verb.

( what, which, whose, who, whom )

Ex: who is your friend?

Which is your favorite color?

Whose is Ali talking to?

What is your name?

Whom do you hate?

#### 4: Indefinite pronouns:

These pronouns are used to show indefinite place, person or thing.

(All, any, both, each, something, someone, some, every, )

Some: Use in positive sentence.

Any: Use in negative sentences and in interrogative sentence.

Every: use in negative, positive and interrogative sentence.

No: is used in a positive sentence and gives negative meaning.

#### Types of indefinite pronouns

1: Personal indefinite pronouns

They are used instead of indefinite people.

Ex: Someone, Anyone, somebody, anybody...

2: Things indefinite pronouns

They are used instead of indefinite things.

Ex: Something, anything, nothing..

3: Place indefinite pronouns

They are used instead of indefinite places.

Ex: somewhere, anywhere, everywhere..

### 5 : Reflexive pronouns:

These pronouns are used to reflect the action back to subject.

( Myself - herself- yourselves - himself- itself ourselves themselves)

Note: They are used after verb or after object at the end.

Examples

I cut myself.

We built this house ourselves.

You have to do this yourself.

You have to write this assignment yourselves.

He broke it himself.

She combs her hair herself.

### 6: Possessive pronouns:

These pronouns are used to show ownership and possession and use after verbs.

(Mine - yours - ours- theirs- hers - his – its)

Examples:

That book is mine.

This purse is his.

That doll is hers.

### 7: Distributive pronoun

Is a pronoun that talks about each person or thing separately.

Each :

Every :

Neither:

Either :

Examples

Each gets prize every year.

Each plays cricket well today.

There are ten students in the class.

Everyone has a book.

Either leads to the bus station.

Either can go.

Neither is correct.

He bought two cars. Either is made in Japan.

He bought two cars. Neither is made in Korea.

### 8: Reciprocal pronouns

Is a pronoun that is used to show mutual relationship.

(Each other

One another)

Examples:

We respect each other.

They slapped one another.

## **((Fourth part))**

### **4 : Verb فعل**

It is used to show an action, state and existence.

Ex: I am watching TV at night.

I am happy.

Ali is in Ghazi park.

### **Types of verb**

**1 : Auxiliary verb (Helping verb) کومکي فعل**

**2 : Ordinary verb ( Main verb ) اصلي فعل**

#### **1 : Auxiliary verb (Helping verb) :**

It is a verb that helps other verbs to form negations, questions, and different tenses. Or it is used to show the mood (state) of a sentence.

( is, am, are, was, were, do, did, done, have, has, had , can, could, will, would, shall, should ...)

### **Kinds of Auxiliary verb**

**1 : Principle auxiliary verb**

**2 : Modal auxiliary verb**

**3 : Semi modal auxiliary verb**

**1 : Principle auxiliary verbs:**

Are those verbs which can be function as main verbs or helping verbs in sentences.

Ex: Ali is at home. ( As Main verb)

Ali is walking to school.(As helping verb)

I do my homework. (As main verb)

I do not go to school. (As helping verb)

(Is, am, are, was, were, do, does, did)

**Kinds of principal auxiliary verbs**

**1 : To be verbs:** These verbs are used to show existence, state and action.

( Is , am , Are , was , were , been, be, being)

Ex: He was sad.

They were in the cupboard.

He is a teacher.

**Note:** To be verbs are used to show present and past existence.

Ex: I was at home.

They were at school.

He is in the bedroom.

They are at home.

**2 : To have verbs:** Are used to show the ownership and possession.

(Have , Has , Had)

**Note:** To have verbs are used to form the perfective tenses, as helping verbs.

Ex: I have written homework.

He has gone to Kabul.

She had studied English book.

*To have verb+ people= relationship*

*To have verb+ food= eating*

*To have verb+ beverages= drinking*

*To have verb+ Preposition to= obligation*

**3 : To do verbs:** These verbs show the performing of an action.

(do , does , did )

Ex: She does her homework.

They do the dishes.

## 2 : Modal auxiliary verbs :

Modal auxiliary verbs don't have any final ( s ) and ( es ) at the third singular person , they don't have any past participle and infinitive form .

Modal Auxiliary verbs are :

( Can , could , shall . Should , will , would , may , might and ought to ....)

## 3 : Semi modal auxiliary verbs :

In English language there are some semi modal auxiliary verbs .

They are : (Dare .Need , Used to, had to, better to, ought to...)

## 2 : Ordinary verb (Main verb):

It is a verb which predicates a main action and can stand alone .

Ex : Ali khan studies hard.

## Types of Ordinary verb

**1** : Transitive verbs

**2** : Intransitive verbs

**3** : Linking verbs

**4** : Phrasal verbs

**1** : Transitive verbs :

These verbs are followed by an object and can change to the passive voice too.

.Ex : eat , teach , write , study , build and so on ..

**2** : Intransitive verbs:

These verbs aren't followed by an object and can't change to the passive voice too and It is followed by a complement which is called PATAP.

*PATAP:*

*P: Place : she goes to school.*

*A: Adverb : she dances beautifully.*

*T: Time : she came at 4:00 pm.*

*A: Adjective : I became angry.*

*P: Preposition : we are agree with Ahmad.*

### 3: Linking verbs:

These are the verbs which are always followed by an adjective. Or the verbs before adjective are called linking verbs.

Ex: seem, be, look, taste, smell, become, feel...

Ex: she seemed angry.

He looks happy.

It tastes delicious.

### 4: Phrasal verbs:

Prepositions after main verbs are called Phrasal verbs. Or the verbs which come before prepositions.

Kick off, call off,

### Forms of a verb د فعل حالتونه

1. First form of a verb

Ex: Go, speak..

2. Second form of a verb (past form)

Ex: Went, Spoke

3. Third form of a verb( past participle form)

Ex: Gone, Spoken...

### *Regular and irregular verbs*

#### **1 : Regular verbs :**

These verbs take ( ed ) or ( d ) , in their second and third forms .

Ex : wash, washed talk ... talked ...

#### *Some rules of the verbs which take ( ed),( d )*

**1 :** The verbs which are ending with ( y ) and following a consonant , change the last ( y ) to ( I ) and add ( ed )

Ex : marry .. married - Try ... tried

**2 :** Verbs Ending with ( Y ) following a vowel take ( ed ) but if they follow by consonant letter so ( y ) change to ( I ) and add ( ed ) .

Ex : stay, stayed

Cry ,cried

Play played

**3** : Those verbs which are ending with ( c ) take an extra ( k ) before ending ( ed ) .

Ex :

picnic picnicked

**4** : Those verbs which end with ( e ) or ( ee ) take ( d ) .

Ex : love loved

**5** : Those regular verbs which are ending in a consonant and following a vowel double the last consonant and add ( ed ) .

Ex : stop, stopped.. slap, slapped

### 1 : Irregular verbs :

Are those verbs which don't take ( d ) or ( ed) for the second and third forms.

#### *Some irregular verbs*

(See..saw speak ... spoke Put .... put shut .... shut  
feel felt tell .... told)

## 4: Adjective : صفت

The word Adjective is taken from old Latin word “Adjectus” which means ( added to ) . It used to give information about nouns or pronouns Or used to modifies nouns and pronouns

Ex : Good, Small, Big, car That car is small.

### \* kinds of adjectives \*

#### \*1 : Adjective of quality :

These adjectives are used to show the quality of a place, person or thing .

Ex : Jamil is clever boy .

#### 2 : Adjective of quantity :

Are those adjectives which show the quantity of nouns or pronouns .

Ex: Few, little, much, many..

Ex : There are few girls in this class .

#### 3 : Interrogative adjectives :

when we use what , whose and which before nouns to ask questions are called Interrogative adjectives .

(Whose, whom, which)

Ex : whose wallet is it ?

#### 4 : Possessive adjectives :

These adjectives are placed before nouns and show ownership or possession .

(My , His , Her , Its , Our , Your , their) This is your purse .

That is your car.

It is my purse.

They have our rulers.

#### 5 : Demonstrative Adjectives :

These adjectives are used before nouns and point out some people , places and things

Ex : (This. These ... That ... Those ).

Ex: That car is olden.

This book is mine.

These pens are olden.

Those cats are dirty.

## 6 : Proper adjectives :

These adjectives are formed from some proper nouns.

( Afghani, Pakistani, American.. )

Ex : Shafi ullah is from Afghanistan .

He is Afghani .

## 7 : Adjectives of number:

These adjectives show count.

Ex ( 49,60..., First, second..)

Ex : Trily high school has 35 teachers .

### *Kinds of adjective of number*

#### 1 : Definite numeral adjective :

All the ordinal and coordinal numbers are definite numeral adjective .

## *Kinds of definite numeral adjective*

**1 : Ordinal numbers** : show the order ( sequence ) : first ( 1st ) second ( 2nd ) third ( 3rd ) fourth ( 4 th 21<sup>st</sup> , 22<sup>nd</sup> , 23<sup>rd</sup> , 31<sup>st</sup> ... ) .

without 1st , 2nd , 3rd we use ( th ) with others number to show order .

**2: Cardinal numbers** : one , two....

**2 : Indefinite numeral adjectives :**

These adjectives show unknown count .

Ex : A little , several , some , very , many , much , ..

Ali Raza had a little money .

**3 : Distributive numeral adjectives** : These adjectives refer to each one of a number or group . And use before nouns.

(each , every , either , and neither)

Ex : Every student try to get the 1st position .

## Degrees of adjectives

### 1 : Simple Positive degree :

In this degree, describes one person, one thing and one place and we use the simple form of the adjective.

Ex : small , big , nice , beautiful , cute , pretty , huge , wide , tired , intelligent ...

Ex : Amjid is tall .

**Note** : When positive degree of an adjective is used for the comparison it is placed between ( as ... as ) .

Ex : Awal khan is as intelligent as Wahid ullah

### 2 : Comparative degree :

This degree compares two persons, two things or two places .

Ex : Ahmad is taller than Waseem .

some rules of changing to comparative degree

**1** : Some adjectives which end with ( y ) followed by consonant change ( y ) to I and add ( er ) .

Ex : pretty

Irfan is prettier than Ahmad .

Ali is happier than Ahmad.

**2** : Most of adjectives take ( er ) in end .

Ex .

Nice, nicer.. big, bigger..

Note : The adjective which ends with consonant and is not followed by vowel, double the consonant and add ( er )

. Ex : Big ... bigger

**3** : Two or three syllable adjectives : With two or three syllable adjectives add ( more ) or ( less ) before the adjective but you cannot add ( er ) with two or three syllable adjectives instead of (er) we can use( more ) or ( less ) before adjective like in below examples .

Ex : more beautiful , more intelligent , more excellent , more fantastic , more attractive ...

**4** : Some adjectives are irregular .

Ex : good .. better, bad .. worse

This is better book than that one .

**3 : Superlative degree :**

This degree shows the highest quality and degree of an adjective , in this degree we compare one , thing

one person or one place with a group or with related whole set.

Ex : Ali is tallest student in the class .

Tuesday is the worst day of the week for me.

### Rules for superlative degree

1 : Some adjectives which end with ( y ) followed by consonant change ( y ) to I and add ( est ) .

Ex : pretty prettiest

Happy happiest

2: Most of adjectives take ( est ) in end .

Ex .

Tall. Tallest. Strong strongest

Note : The adjective which ends with consonant and is not followed by vowel, double the consonant and add ( est )

Ex : Big ... biggest

3: Two or three syllable adjectives : With two or three syllable adjectives add ( most ) or ( least ) before the adjective but you cannot add ( est ) with two or three syllable adjectives instead (est) we

can use ( most ) or ( Least ) before adjective like in below examples .

Ex : most beautiful , Most intelligent , most excellent , most fantastic , most attractive ...

4: Some adjectives are irregular .

Ex : good .. best, bad .. worst

5: The adjectives which end with (e) just take( st).

Ex Nice nicest

### *\*Cases of adjective \**

#### **1 : Attributive Case :**

In this case an adjective is used before noun or it is also called direct case .

Ex : This is a nice book .

#### **2 : Predicative Case :**

In this case adjective used after linking verbs .

Ex : Sauce smells delicious .

#### **3 : Post positive case :**

In this case adjective is used after indefinite pronouns .

Ex : Farid has something valuable .

## \* Adjective modifiers \*

### 1 : Quality

good , nice , bad , beautiful , attractive , ..

### 2 : Quantity

a little , much , few , some , enough , much ,

### 3 : Size

big , small , huge , massive , great , ..

### 4 : Color

red , white , blue , green , orange , yellow ,

### 5 : Age

young , old , teen , adult , mature ..

### 6 : Temperature

hot , cold , normal , cool , very hot , warm

### 7 : Shape

Round , circle , octagon , pentagon , cube ,

### 8 : Origin

Afghan , English , Indian

## ***(Fifth part)***

### **4: Adverb:**

The word Adverb is taken from a Latin word < Adverbium > which means ( added to ) . And it is used to modify verb and adjective or another adverb.

**a) Adverb modifying a verb**

Ex: She teaches well.

**b) Adverb modifying an adjective**

Ex: She is very beautiful.

**c) Adverb modifying adverb**

Ex: He drives very fast.

Main types of adverb

#### **1 : Adverb of manner:**

It shows how an action happens .

Ex : Ibrahim is coming to the class quickly .

\* **Note** : Adverb of manner usually takes ( ly ) at the end .

\* Ex : quick quickly, safe – safely, brave- bravely

## 2 : Adverb of time :

It is also called expression , adverb of time is used to show when an action happens .

Ex : Khalil came to school yesterday .

I will see you tomorrow .

## 3 : Adverb of place :

it is also called phrase or expression , Adverb of place are those adverbs which are used to show where an action happens.

Ex : Sharafat plays cricket in the ground .

## 4 : Adverb of frequency :

Adverb of frequency shows how many times an action happened, Or adverb of frequency shows the repetition of an action.

Ex: I go to school twice a day.

I usually go to city

## Chart of the adverb of frequency

Adverbs	Frequency	Examples
Always	100%	I always study in the morning.
Usually	80-90%	He usually walks to school.
Often	60-70%	I often read novels.
Sometimes	20-10%	She sometimes writes homework.
Hardly ever	5-10%	They hardly ever eat apples.
Seldom	5-10%	We seldom go to cinema.
Rarely	5-10%	I rarely wash car.
Never	0%	I never hit my brother.

Note: Sometimes adjectives and adverbs are used at the same forms.

Adjectives	Adverbs
Loud	Loud
Fast	Fast
Next	Next
Back	Back
Little	Little

Early	Early
-------	-------

## Some important definitions

### Paragraph:

Paragraph word has two parts;

Para: Writing

Graph: picture, design

The collection of related sentences which develop one specific idea is called paragraph.

### Vocabulary:

The collection of letters which has no alphabetical order is called vocabulary.

### Essay:

The collection of paragraphs about one topic is called essay.

### Capitalize:

The correct using of upper and lower case letters in their correct location is called capitalization.

### Pronunciation:

The collection of symbols and marks that clarify the meaning in a text by separating words into clauses, phrases and sentences.

### Writing:

Writing is the productive skill of a language in which we put ideas and thought as a writing portion on the paper.

### Complement:

The rest parts of a sentence which complete the sentence is called complement.

### There:

It is used to talk about locations of someone or something and used to talk about events.



***THE END***  
Edited

The second part of short grammar is written, if you want to get that so contact with this number.

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