

English Grammar: Everything you need to know.

Content

Spelling rules	3
Parts of Words	4
Simple, Compound and Complex Sentences	10
Parts of Speech	13
Punctuation	30
Concord: Agreement between Subject and Verb.	36
Tenses	41
Reported Speech	44
Passives	45
Verb List	46

Spelling Rules

	Spelling Rules	Examples
1.	If a word comprises one syllable and has one vowel and one consonant, double the consonant when a suffix is added.	fat (fatten); rot (rotting); trap (trapped); mad (madden)
2.	If the suffix begins with a consonant, do not double the consonant.	Fear (fearful); sad (sadly)
3.	If a word ends in 'y', change the 'y' to 'i' before adding a suffix.	beauty (beautiful)
4.	If 'full' is added to a word, drop one 'l'.	stress (stressful); wonder (wonderful)
5.	If a word ends in 'c', add 'k' when adding a suffix beginning with a vowel.	Panic (panicking)
6.	Verbs ending in 'ie' change to 'y' when 'ing' is added.	Lie (lying); die (dying)
7.	If a word has more than one syllable and the stress on the word when it is spoken falls on the last syllable, double the final consonant.	Prefer (preferred) Fulfil (fulfilled)
8.	A short vowel sound is usually followed by a double consonant. A long vowel sound is usually followed by a single consonant.	Shopping; dinner; funny Hoping; diner; fury
9.	Double the 'l' on a word ending in 'l' if a suffix is added.	Traveller; joyfully
10.	The 'e' at the end of a word remains when a suffix beginning with a consonant is added. hopeful; careful; immediately	hopeful; careful; immediately
11.	The 'e' is dropped when the suffix begins with a vowel.	Making, usable. [Exceptions: knowledge; changeable; noticeable!
12.	If you add a prefix to a word, simply add the prefix to the existing word.	Disappear; dissatisfy; unusual; unnecessary.
13.	'i' before 'e' except after 'c'.	relief; receive; believe; conceive.

Parts of Words

General Roots and Prefixes

Root Words- Root Words are where many of our common English words originate from.

Often a root word is a word in itself or is easily recognizable as the origin of other words. Sometimes root words have several different meanings. Root Words may come at the beginning or end of longer words.

Prefixes- Prefixes help to form longer words, but are not words in themselves. Prefixes only come at the beginning of words and usually have one distinct meaning.

What is a suffix?

A suffix is a word ending. It is a group of letters you can add to the end of a root word*e.g. walking, helpful.

*A root word stands on its own as a word, but you can make new words from it by adding beginnings (prefixes) and endings (suffixes). For example, 'comfort' is a root word. By adding the prefix 'dis' and the suffix 'able' you can make new words such as 'discomfort' and 'comfortable'.

Common Roots

Root	Meaning	Examples
anthro	Man (<i>meaning human</i>)	anthropology
aqua	water	aquatic, aquarium
arch	ruler	monarch, anarchy
astro	star	astronomy, astronaut
bene	good	beneficial, benevolent
bibl	book	bibliography
bio	life	biology, biography
cap, cep, ceive	take	capture, accept, receive
chrom	colour	chromatic, monochrome
chron	time	chronology, synchronize
circum	around	circumference

clud, clus	close	include, seclusion
corp	body	corpse, corporation
cred	believe	credible, credence
cycl	round	unicycle, encyclopedia
demo	people	democracy, demographics
dict	say	dictionary, predict
dom	home	domestic, domicile
duc	lead	deduction, introduce
fact, fect	make	manufacture, effect
fer	carry	transfer, inference
flect, flex	bend	reflect, flexible
fort	strong	fortress, effort
frac, frag	break	fragment, fracture
frat	brother	fraternity
gen	birth, race	generation, genetic
geo	earth	geography, geode
gram, graph	write	telegram, photography
gress	move	progress, aggressive
leg	law	legal, legitimate
ject	throw	eject, rejection
log	study, word	zoology, sociology
luc	light	lucid, translucent
mal	bad	malcontent, malicious
manu, mani	hand	manual, manipulate
mar	sea	maritime, submarine
mater, matri	mother	maternal
med	middle	intermediate, medium
mega	great	megaphone, megabytes
min	tiny, small	miniature, minute

mit, miss	send	transmit, mission
mort	death	mortal, mortuary
nas, nat	born	nascent, natural
neuro	nerve	neurology, neurosis
nom	name	nominate, nomenclature
path	feeling, pain	sympathy, pathologist
pater, patri	father	patriarch, paternity
ped, pod	foot	pedicure, tripod
phil	love	philosophy, bibliophile
phon	sound	telephone, phonology
photo	light	photon, photograph
poli	city	politics, metropolitan
port	carry	transport, portable
pos	place	position, posture
psych	mind	psychiatrist, psychology
rect, reg	rule, right	rectify, regulate
scope	see	telescope, microscope
scrib, scrip	write	describe, prescription
spec	look	retrospect, inspection
struc	build	structure, construction
tact	touch	contact, tactile
tain, ten	hold	maintenance, contain
tele	distant	telegraph, telepathy
temp	time	temporal, contemporary
tend, tens	stretch	extend, tension
therm	heat	thermometer
trans	across	transcontinental, transit
vac	empty	vacuum, evacuate
ven	come	convention, intervene

ver	true	verify, veracity
vert, vers	turn	convert, reverse
voc, vok	voice, call	vocal, invoke

Common Prefixes

Prefix	Meaning	Examples
anti-	against	antibiotic
bi-	two	bicycle
contra-	against	contradict
di-	two	diameter, dichotomy
dis-	apart, away from	dissatisfied, disillusion
ex	former	ex-wife
ex-, e-	go out from	exit
extra-	beyond	extraterrestrial
hyper-	extremely	hyperactive
in-, im-, il-, ir-	negative, not	incapable, impossible, illogical, irresponsible
inter-	between	interaction, intermingle
intra-	within	intracoastal
intro-	inward	introduction
macro-	large	macroeconomics
micro-	tiny, small	microscope
mis-	wrong	misuse, misinform
mono-	one	monolingual
multi-	many	multinational
neo-	new	neophyte, neonatal
non-	negative, not	non-binding
omni-	all	omnipotent
poly-	many	polyglot

post-	after	postwar
pre-	before	previous
re-	again	reply, rearrange
retro-	backwards	retroactive
semi-	half	semi-annual
sub-	under	submarine, subordinate
super-	above	supersede
tri-	three	tricycle, triplets
un-	negative, not	unidentified
uni-	one	unilateral

Common suffixes

Suffix	Part of Speech	Examples
-er, -or	noun	teacher, director
-ance, -ence	noun	difference, attendance
-ant, -ent	noun	deviant, President
-ee	noun	employee, trainee
-ess	noun	stewardess, waitress
-ian	noun	electrician, beautician
-ism	noun	Communism, theism
-ics	noun	mathematics, statistics
-ist	noun	chemist, artist
-ity	noun	rarity, velocity
-ment	noun	achievement, astonishment
-ness	noun	happiness, fondness
-ship	noun	relationship, friendship
-tion, -ation	noun	action, coronation
-ate	verb	deviate, create
-ify	verb	typify, solidify
-ize	verb	tenderize, authorize

-able, -ible	adjective	reliable, capable, sensible
-al	adjective	comical, radical
-ful	adjective	wonderful, helpful
-ish	adjective	impish, sheepish
-ive	adjective	creative, sensitive
-ous, ious	adjective	dangerous, impervious
-ly	adverb	quickly, happily
-ally	adverb	athletically, accidentally

Simple, Compound and Complex Sentences

Clause

A clause is a group of words having Subject and Predicate.

If you study well, you will pass

Subordinate Clause Main Clause

Though he is poor, he is generous.

Subordinate Clause Main Clause

Main Clause

A Main Clause is a clause that stands alone and gives a complete meaning.

A Subordinate Clause

A Subordinate Clause must have any one of the following Subordinating Conjunctions :

Subordinating Conjunctions :

before, after, till, untill, when, where, which, who, whom, why, what, that, since, as, because, if, unless, as if, as though, although, even though, as well as, as soon as, so that, on condition that, provided that etc.

Co-ordinating Conjunctions :

and, or, but, so, yet, either...or, neither...nor, nor, not only...but also, both...and, still, else.

What is a Phrase

A phrase is a group of words which has some meaning. But it does not make complete sense by itself. It contains no finite verb. But it may contain an infinitive or a participle.

Kinds of Sentences

There are three kinds of sentences : *simple, complex and compound.*

- A Simple Sentence contains one finite verb (i.e. a verb showing tense, person and number as : he goes; she went). That is to say, a simple sentence has one main clause, e.g.

Seeing the wolf, the boy ran away.

I've met him before.

- A Compound Sentence has two or more clauses. It may also have one or more subordinate clauses. e.g.
The boy saw the wolf and ran away.
I ran to the window and looked down into the street.
- A Complex Sentence has one main clause and one or more subordinate clauses. e.g.
When the boy saw the wolf, he ran away.
Before we went very far, we found that we had lost our way.

Examples :

SIMPLE	COMPLEX	COMPOUND
Being tired, he went to bed.	As he was tired, he went to bed.	He was tired. He went to bed.
Having finished his work, he returned home.	After he had finished his work, he returned home.	He had finished his work. He returned home.
I saw a girl with blue eyes.	I saw a girl who had blue eyes.	I saw a girl. She had blue eyes.

Model-1 :

In spite of, despite, not withstanding. - Simple
Though, although - Complex.



Although it rained a lot, they enjoyed themselves. (**Complex**)

In spite of or **Despite** the rain, they enjoyed themselves. (**Simple**)

- Thomas was a rich man yet he led a simple life. (**Compound**)
- In spite of his being a rich man. Thomas led a simple life. (**Simple**)
- Though Thomas was a rich man, he led a simple life. (**Complex**)

Model-2 :

on account of, because of, in consequence of, owing to. - **Simple.**
As, Since, Because - **Complex.**

- It rained heavily. The school was closed. (**Compound**)
- On account of heavy rain, the school was closed. (**Simple**)
- As it rained heavily, the school was closed. (**Complex**)

Model-3 :

In case of, in the event of. - **Simple.**

If, Unless. - **Complex**

- He works hard and he will succeed. (**Compound**)
- In the event of his hard work, he will succeed. (**Simple**)
- If he works hard, he will succeed. (**Complex**)

Model-4 :

too...to. - **Simple.**



So...that...not. - **Complex**

The food was very hot. We could not eat it.

(**Compound**)

The food was so hot that we could not eat it.

(**Simple**)

The food was too hot to eat. (**Complex**)

Parts of Speech

In grammar, a **part of speech** (also called **lexical categories**, **grammatical categories** or **word classes**) is a linguistic category of words. In English there are eight parts of speech.

1. Verb

A verb is used to show an action or a state of being. E.g. *go, write, exist, be*

2. Noun

A noun is a word used to refer to people, animals, objects, substances, states, events, ideas and feelings. A noun functions as a subject or object of a verb and can be modified by an adjective. E.g. *John, lion, table, freedom, love ...*

3. Adjective

Adjectives are used to describe or specify a noun or pronoun. e.g. *good, beautiful, nice, my ...*

4. Adverb

An adverb is used to modify a verb, adjective and other adverbs. E.g. *completely, never, there ...*

5. Pronoun

A pronoun is used in the place of a noun or phrase. E.g. *I, you, he, she, it ...*

6. Preposition

Prepositions are used before nouns to form a phrase that shows where, when, how and why. E.g. *in, above, to, for, at ...*

7. Conjunction

Conjunctions join clauses or sentences or words. E.g. *and, but, when ...*

8. Interjection

Interjections are used to show surprise or emotion. E.g. *oh!, Good Lord*

Examples of parts of speech

Here are some examples of parts of speech:

- My (*adjective*) friend (*noun*) speaks (*verb*) English (*noun*) fluently (*adverb*).
- Oh! (*interjection*) I (*pronoun*) went (*verb*) to (*preposition*) school (*noun*) and (*conjunction*) I (*pronoun*) met (*verb*) Fred (*noun*).

Verbs in English

A verb in syntax is a part of speech which conveys

1. action (*bring, read, walk, run, learn*)
2. or state of being (*exist, stand*)

Sentences in English have a main verb which is stated in a tense (simple present, simple past, simple future...)

Inflections

Verbs are inflected, modified in form, when conjugated. For example, verbs take *s*, *ed* or *ing* in some of its forms depending on the tense and the subject-verb agreement.

Agreement

Concord rules are dealt with in on page 39.

Transitive or intransitive verbs

Verbs can be classified according to whether they are transitive or intransitive verbs:

- **Intransitive:** the verb only has a subject.
For example:
he *runs* - it *falls*.
- **Transitive:** the verb has a subject and a direct object.
For example:
she *speaks* English - we *visit* him.

Tenses

Brief description of tenses and their uses on page X.

The Noun

What is a noun?

A noun is a part of speech that is used to name a person, place, thing, quality, or action. A noun can function as a subject, object, complement, appositive, or object of a preposition.

Plural vs singular

Nouns can be singular or plural. The plural form of a noun is usually formed by adding s at the end of the noun. But this is not always the case. There are exceptions to the rule. Some plurals are irregular:

Singular	Plural
fish	fish
tooth	teeth
man	men
woman	women

Different types of nouns

There are different types of nouns:

1. An **abstract noun** names an idea, event, quality, or concept (*freedom, love, courage...*) **Concrete nouns** name something recognizable through the sense (*table, dog, house...*)
2. **Animate nouns** refer to a person, animal, or other creature (*man, elephant, chicken...*) An **inanimate noun** refers to a material object (*stone, wood, table...*)
3. **A collective noun** describes a group of things or people as a unit (*family, flock, audience...*)
4. **Common noun** is the name of a group of similar things (*table, book, window...*) **Proper nouns**, however, refer to the name of a single person, place or thing (*John, Joseph, London...*)
5. **Compound nouns** refer to two or more nouns combined to form a single noun (*sister-in-law, schoolboy, fruit juice*)
6. **Countable (or count) nouns** have a singular and a plural form. In plural, these nouns can be used with a number- they can be counted. (*friends, chairs, houses, boys...*) **Uncountable (or non count) nouns**,

however, can only be used in singular. They can't be counted. (*money, bread, water, coffee...*)

Adjectives

Adjectives describe or give information about nouns or pronouns.

For example:-

The *grey* dog barked. (The adjective *grey* describes the noun "*dog*".)

The good news is that the form of an adjective does not change. It does not matter if the noun being modified is male or female, singular or plural, subject or object.

Some adjectives give us factual information about the noun - age, size colour etc (fact adjectives - can't be argued with). Some adjectives show what somebody thinks about something or somebody - nice, horrid, beautiful etc (opinion adjectives - not everyone may agree).

If you are asked questions with which, whose, what kind, or how many, you need an adjective to be able to answer.

There are different types of adjectives in the English language:

- Numeric: six, one hundred and one
- Quantitative: more, all, some, half, more than enough
- Qualitative: colour, size, smell etc.
- Possessive: my, his, their, your
- Interrogative: which, whose, what
- Demonstrative: this, that, those, these

Note - The articles **a**, **an**, and **the** and the possessives **my**, **our**, **your**, and **their** are also adjectives.

Opinion

Adjectives can be used to give your opinion about something.



good, pretty, right, wrong, funny, light, happy, sad, full, soft, hard etc.

For example:

He was a *silly* boy.

Size Adjectives can be used to describe size. big, small, little, long, tall, short, same as, etc. For example:

- "The big man." or "The big woman".



Age

Adjectives can be used to describe **age**.



For example:

- "He was an *old* man." or "She was an *old* woman."

Shape



Adjectives can be used to describe **shape**.

round, circular, triangular, rectangular, square, oval, etc.

For example:

- "It was a *square* box." or "They were *square* boxes."

Colour

Adjectives can be used to describe colour.

blue, red, green, brown, yellow, black, white, etc.

For example:

- "The blue bag." or "The blue bags".

Origin

Adjectives can be used to describe origin.

For example:-

- "It was a *German* flag." or "They were *German* flags."

Material

Adjectives can be used to identify the *material* something is made of.



- "A *wooden* cupboard." or "*Wooden* cupboards."

!Note - In English we often use a noun as an adjective. For example:
glass - a glass vase / metal - a metal tray etc.

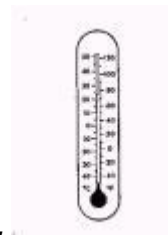
Distance

Adjectives can be used to describe *distance*. l -- o -- n -- g / short
long, short, far, around, start, high, low, etc.

For example:

- "She went for a *long* walk." or "She went for lots of *long* walks."

Temperature



Adjectives can be used to describe *temperature*.

cold, warm, hot, cool, etc.

For example:

- "The day was *hot*." or "The days were *hot*."

Time



Adjectives can be used to describe *time*.

late, early, bed, nap, dinner, lunch, day, morning, night, etc.

For example:

- "She had an *early* start."

Purpose

Adjectives can be used to describe *purpose*. (*These adjectives often end with "-ing".*)

For example:

- "She gave them a *sleeping bag*." or "She gave them *sleeping bags*."

Note - In each case the adjective stays the same, whether it is describing a masculine, feminine, singular or plural noun.

When using more than one adjective to modify a noun, the adjectives may be separated by a conjunction (and) or by commas (,).

For example:

- "Her hair was long and blonde." or "She had long, blonde hair."

More examples:

Adjective	Pretty	Serious	Fast	Quiet
Example	She was a pretty girl.	He was a serious boy.	It was a fast car.	They were quiet children.

!Note - Adjectives that go immediately before the noun are called attributive adjectives.

Adjectives can also be used after some verbs. They do not describe the verb, adverbs do that. Adjectives after a verb describe the subject of the verb (usually a noun or pronoun). They are called predicative adjectives.

For example:

- "David looks tired." The subject (in this case David) is being described as tired not the verb *to look*.

Adverbs

What are adverbs?

An **adverb** is a word that modifies verbs, adjectives and other adverbs.

Adverbs vs. Adjectives

The difference between an adverb and an adjective is the following:



- An adjective modifies a noun.
Example:
"John is **tall**." (The adjective **tall** modifies the noun **John**)
- An adverb modifies a verb, an adjective or another adverb.
Examples:
"That idea is **simply** ridiculous." (The adverb **simply** modifies the adjective **ridiculous**)
"She sings **nicely**." (The adverb **nicely** modifies the verb **sing**)
"She did it **really** well." (the adverb **really** modifies the adverb **well**)

Read the passage:

Mrs Smith **immediately** called the police when she saw the criminals assaulting the poor boy **aggressively**. It was the most horrible scene that she had **ever** witnessed in her life. She had **always** lived **peacefully** in that neighbourhood. No one had **ever** disturbed her quiet nights **there**.

The words "**immediately, aggressively, peacefully, ever, always, there**" are adverbs.

What are the different types of adverbs?

Basically, most adverbs tell you *how, in what way, when, where, and to what extent* something is done. In other words, they describe the **manner, place, or time** of an action. Here are some examples:

- He speaks *quietly*. (*quietly* is an adverb of manner.)
- I live *here*. (*here* is an adverb of place.)
- We'll leave *tomorrow*. (*tomorrow* is an adverb of time.)
- She *never* sleeps late. (*never* is an adverb of frequency.)

Adverb rules:

1. Regular adverbs:

Adverbs in English often end in *-ly*.

These adverbs are formed by adding *-ly* to the end of an adjective:

Adjective + ly

Examples:

Adjective	Adverb
-----------	--------

slow	slowly
beautiful	beautifully
careful	carefully
violent	violently

Spelling rules:

- *true* → *truly* (the silent *e* is dropped and add *ly*)
- *happy* → *happily* (*y* becomes *i* and add *ly*.)
- *possible* → *possibly* (*e* after a consonant is dropped and *ly* is added.)
- *full* → *fully* (after *ll* and add *y* is added.)
- *fanatic* → *fanatically* (after adjectives ending in *-ic* add *-ally* - there is an exception: public-publicly)

2. Exceptions:

However, this is not the only way to form an adverb. Many adverbs do not end in *-ly*.

This is a list of adverbs that don't follow the rule:

Adjective	Adverb
fast	fast
hard	hard
late	late
early	early
daily	daily

Some adjectives change their form when they become adverbs:

adjective	adverb
good	well

3. Things to remember:

Many words are not adverbs although they end in *-ly*. Here are examples of adjectives that end in *-ly*.

Examples:

- a kindly teacher
- a lonely girl
- an elderly person
- a friendly policeman

To decide whether a word is an adverb ask questions with *how*, *where* and *when*.

- **How** does James speak Spanish? He speaks Spanish **fluently**.
- **Where** do the kids play soccer? They play soccer **here**.
- **When** did she write the email to her husband? She wrote the email **immediately**.

English Prepositions

In grammar, a preposition is a word which is used before a noun, a noun phrase or a pronoun, connecting it to another word. In the sentences:

- "We jumped **in** the lake"
- "Many shops don't open **on** Sundays."

"in" and "on" are prepositions

Generally speaking one can classify prepositions in three groups: prepositions of time, prepositions of place and other types of prepositions.

Prepositions of time

Preposition of time	Explanations	Example
on	<ul style="list-style-type: none"> • days • weekend (American English) 	<ul style="list-style-type: none"> • Many shops don't open on Sundays. • What did you do on the weekend?
in	<ul style="list-style-type: none"> • months / seasons / year • morning / evening / afternoon • period of time 	<ul style="list-style-type: none"> • I visited Italy in July, in spring, in 1994 • In the evenings, I like to relax. • This is the first cigarette I've had in three years.
at	<ul style="list-style-type: none"> • night • weekend (British English) • used to show an exact or a particular time: 	<ul style="list-style-type: none"> • It gets cold at night. • What did you do at the weekend? • There's a meeting at 2.30 this afternoon / at lunch time.
since	<ul style="list-style-type: none"> • from a particular time in the past until a later 	<ul style="list-style-type: none"> • England have not won the World Cup in

	time, or until now	football since 1966
for	<ul style="list-style-type: none"> used to show an amount of time. 	<ul style="list-style-type: none"> I'm just going to bed for an hour or so.
ago	<ul style="list-style-type: none"> back in the past; back in time from the present: 	<ul style="list-style-type: none"> The dinosaurs died out 65 million years ago.
before	<ul style="list-style-type: none"> at or during a time earlier than 	<ul style="list-style-type: none"> She's always up before dawn.
to	<ul style="list-style-type: none"> used when saying the time, to mean before the stated hour 	<ul style="list-style-type: none"> It's twenty to six.
past	<ul style="list-style-type: none"> telling the time 	<ul style="list-style-type: none"> five past ten
to	<ul style="list-style-type: none"> until a particular time, marking end of a period of time 	<ul style="list-style-type: none"> It's only two weeks to Christmas.
from	<ul style="list-style-type: none"> used to show the time when something starts 	<ul style="list-style-type: none"> The museum is open from 9.30 to 6.00 Tuesday to Sunday.
till / until	<ul style="list-style-type: none"> up to (the time that) 	<ul style="list-style-type: none"> We waited till / until half past six for you.
by	<ul style="list-style-type: none"> not later than; at or before 	<ul style="list-style-type: none"> She had promised to be back by five o'clock.

Prepositions of place

Preposition of place	Explanation	Example
in	<ul style="list-style-type: none"> inside 	<ul style="list-style-type: none"> I watch TV in the living-room I live in New York Look at the picture in the book She looks at herself in the mirror. She is in the car. Look at the girl in the picture

at	<ul style="list-style-type: none"> used to show an exact position or particular place table events place where you are to do something typical (watch a film, study, work) 	<ul style="list-style-type: none"> I met her at the entrance, at the bus stop She sat at the table at a concert, at the party at the movies, at university, at work
on	<ul style="list-style-type: none"> attached next to or along the side of (river) used to show that something is in a position above something else and touching it. left, right a floor in a house used for showing some methods of travelling television, radio 	<ul style="list-style-type: none"> Look at the picture on the wall Cambridge is on the River Cam. The book is on the desk A smile on his face The shop is on the left My apartment on the first floor I love travelling on trains /on the bus. My favourite program on TV, on the radio
by, next to, beside, near	<ul style="list-style-type: none"> not far away in distance 	<ul style="list-style-type: none"> The girl who is by / next to / beside the house.
between	<ul style="list-style-type: none"> in or into the space which separates two places, people or objects 	<ul style="list-style-type: none"> The town lies halfway between Rome and Florence.
behind	<ul style="list-style-type: none"> at the back (of) 	<ul style="list-style-type: none"> I hung my coat behind the door.
in front of	<ul style="list-style-type: none"> further forward than someone or something else 	<ul style="list-style-type: none"> She started talking to the man in front of her.
under	<ul style="list-style-type: none"> lower than (or covered by) something else 	<ul style="list-style-type: none"> the cat is under the chair.
below	<ul style="list-style-type: none"> lower than something else. 	<ul style="list-style-type: none"> the plane is just below the cloud
over	<ul style="list-style-type: none"> above or higher than 	<ul style="list-style-type: none"> A roof over your head.

	<p>something else, sometimes so that one thing covers the other.</p> <ul style="list-style-type: none"> • more than. • across from one side to the other. • overcoming an obstacle 	<ul style="list-style-type: none"> • Most of the carpets cost/are over \$100. • I walked over the bridge • She jumped over the gate
above	<ul style="list-style-type: none"> • higher than something else, but not directly over it 	<ul style="list-style-type: none"> • a path above the lake
across	<ul style="list-style-type: none"> • from one side to the other of something with clear limits / getting to the other side 	<ul style="list-style-type: none"> • She walked across the field/road. • He sailed across the Atlantic
through	<ul style="list-style-type: none"> • from one end or side of something to the other 	<ul style="list-style-type: none"> • They walked slowly through the woods.
to	<ul style="list-style-type: none"> • in the direction of • bed 	<ul style="list-style-type: none"> • We went to Prague last year. • I go to bed at ten.
into	<ul style="list-style-type: none"> • towards the inside or middle of something and about to be contained, surrounded or enclosed by it 	<ul style="list-style-type: none"> • Shall we go into the garden?
towards	<ul style="list-style-type: none"> • in the direction of, or closer to someone or something 	<ul style="list-style-type: none"> • She stood up and walked towards him.
onto	<ul style="list-style-type: none"> • used to show movement into or on a particular place 	<ul style="list-style-type: none"> • I slipped as I stepped onto the platform.
from	<ul style="list-style-type: none"> • used to show the place where someone or something starts: 	<ul style="list-style-type: none"> • What time does the flight from Amsterdam arrive?

Other Prepositions

Preposition	Explanation	Example
from	<ul style="list-style-type: none"> used to show the origin of something or someone used to show the material of which something is made used to show a change in the state of someone or something 	<ul style="list-style-type: none"> "Where are you from?" "I'm from Italy." The desk is made from pine. Things went from bad to worse.
of	<ul style="list-style-type: none"> used to show possession, belonging or origin used after words or phrases expressing amount, number or particular unit 	<ul style="list-style-type: none"> a friend of mine a kilo of apples
by	<ul style="list-style-type: none"> used to show the person or thing that does something: 	<ul style="list-style-type: none"> I'm reading some short stories (written) by Chekhov.
on	<ul style="list-style-type: none"> used for showing some methods of travelling entering a public transport vehicle 	<ul style="list-style-type: none"> It'd be quicker to get there on foot /on horse get on the train
in	<ul style="list-style-type: none"> entering a car / Taxi 	<ul style="list-style-type: none"> She got in the car and drove fast.
off	<ul style="list-style-type: none"> leaving a public transport vehicle 	<ul style="list-style-type: none"> She got off the bus
by	<ul style="list-style-type: none"> used to show measurements or amounts travelling (other than walking or horse riding) 	<ul style="list-style-type: none"> Their wages were increased by 12%. She went by car, by bus, by train
at	<ul style="list-style-type: none"> age 	<ul style="list-style-type: none"> In theory, women can still have children at the age of 50.
about	<ul style="list-style-type: none"> on the subject of; connected with 	<ul style="list-style-type: none"> What's that book about?

Conjunctions

What are conjunctions?

A conjunction is a part of speech that joins two words, phrases or clauses together.

There are three types of conjunctions:

Coordinating Conjunctions	Correlative Conjunctions	Common Subordinating Conjunctions	
<ul style="list-style-type: none">• and• but• or• nor	<ul style="list-style-type: none">• either...or• neither...nor• not only...but also• both...and• whether...or	<ul style="list-style-type: none">• after• before• although• though• even though• as much as• as long as• as soon as• because• since• so that	<ul style="list-style-type: none">• in order that• so• if• lest• even if• that• unless• until/while• when• where• whether

Coordinating conjunctions

Coordinating conjunctions, also called coordinators, are conjunctions that connect two or more equal items.

Examples:

- He plays tennis **and** soccer
- He works quickly **but** accurately
- You'd better do your homework, **or** you'll get a terrible grade.

Correlative conjunctions

Correlative conjunctions are used in pairs. They work in pairs to coordinate two items. Examples of correlative conjunctions include *both...and...*, *either...or*, *not only... but also...*

Examples:

- I didn't know that she can **neither** read **nor** write.
- You can **either** walk to school **or** take the bus.
- **Both** Sara **and** James are invited to the party.
- **Whether** you watch TV **or** do your homework is your decision.
- **Not only** are they noisy **but** they are **also** lazy.

Subordinating conjunctions

Subordinating conjunctions, also called subordinators, are conjunctions that join a dependent (or subordinating) clause to an independent (or main) clause.

Examples:

- He reads the newspapers **after** he finishes work.
- **Even if** you get the best grade in the writing test, you'll need to pass an oral test.
- **Although** he is very old, he goes jogging every morning.
- She didn't go to school **because** she was ill.
- They went to bed **since** it was late
- **As soon as** the teacher had arrived, they started work.

Punctuation

Punctuation Rules - Avoid these common errors

1. Every sentence must end with a full stop.
2. Proper nouns (names of people, places, brands, etc, i.e. unique instances of a class) must always be capitalised.
3. When you use opening quotation marks, do not forget to use closing quotation marks at the end of the quoted word or phrase.
4. Quotation marks are when quoting or sometimes to convey irony, not for emphasis; emphasis is conveyed by boldening or italicisation, followed by an exclamation mark.
5. Do not use an apostrophe when you are pluralising a word. The plural of toy is toys, not toy's. Apostrophes are used to form contractions (it is = it's) and indicate possession.
6. The ellipsis, used to indicate variously the intentional omission of a section of text, an unfinished thought, and a trailing off into silence, consists of only 3 dots. It is pointless to add more dots to an ellipsis. This is excessive punctuation, which is in other words incorrect punctuation.
7. As per the rules of British English, any punctuation mark that is not part of a quoted section of text must be placed outside the quotation marks. However, in the case of direct speech, punctuation marks must be enclosed within the quotation marks.
8. Do not link independent clauses with commas. Independent clauses are groupings of words that can stand alone as sentences. For example, in He knew how to drive, that he didn't do it very often was a matter more nerves, not inability both the parts before and after the comma are full sentences. In such cases, the comma is not the correct punctuation mark of connection. It needs to be replaced with a semi-colon (;). The sentence becomes: He knew how to drive; that he didn't do it very often was matter of nerves, not inability.
9. Use a comma after the introductory element of a sentence. The introductory element is a word or a phrase that begins a sentence by providing background, or simply modifies it. For example, Honestly I don't know how I managed to escape is wrong, because the word 'honestly' modifies the sentence. Hence, it should be Honestly, I don't know how I managed to escape.



Full Stop

The full stop or the period (.) is the strongest punctuation in the English language. It indicates, when used at the end of a sentence, a strong pause. Look at the following examples.

1. Let's go there.
2. I like this laptop.
3. Read this book.
4. I will go home.

This is the most common and obvious use of the full stop but it is also used in some other situations.

1. After abbreviations like etc., a.m., p.m.
2. After words like "Goodbye." "All right." "Hi."
 1. Goodbye. I will see you soon.
 2. Hi Amit. How are you?
 3. All right. Let's finish this by Thursday.

After titles like Mr., Mrs., Dr. etc.

After decimal points like:

1. The sales fell by 6.3% this week.
2. The share market index rose by 5.1% this quarter.



An ellipsis (...) is often used to indicate a pause, an unfinished sentence or when trailing off into silence. It is also a handy tool when you're quoting and want to omit certain words.

1. He drank and drank...and then drank some more.
2. "At the stroke of the midnight hour, when the world sleeps, India will awake to life and freedom. A moment comes, which comes but rarely in history, ..."



Comma

A comma is a punctuation used to denote a pause in the sentence. A comma is used to structure a sentence and helps the reader understand the meaning of the sentence.

The following are the most common usages of the comma in the English language.

1. To separate a series of words (nouns, adjectives, verbs or adverbs) in a sentence.

- Ramesh, Shravan, Dilip and Radha went for the meeting.
- Sheetal is an intelligent, loyal and hardworking employee.
- You must complete the assignment honestly, correctly and quickly.
- Manish ran, swam and cycled to complete the athletic event.

2. To separate a series of phrases in a sentence.

- Amit completed his homework, packed his bags, polished his shoes and went to sleep.
- I went to the market, bought the present, got it gift wrapped and came to the birthday party.

3. To separate the parenthetical elements (a part of a sentence that can be removed without changing the meaning of the sentence).

- M.S. Dhoni, India's cricket captain, hit a six to win the match.
- Vishnu, the headboy of the school, has been absent for the last three days.

4. To separate the quoted parts from the rest of the sentence.

- The great leader told the crowd, "I will fast till death until our demands are met."
- "Please go back to your houses," said the policeman to the crowd.



Question Mark

The question mark (?) is an important part of the English language and was developed sometime around the 18th Century. Like the full stop (.), this punctuation mark is used mainly at the end of an interrogative sentence. Many people use it incorrectly or don't use it when required. Read this article and you will understand when and how to use the question mark.

The most obvious and common use of the question mark is to end a direct question. Look at the following sentences.

1. Where are you going?
2. What is this?
3. Are you mad?
4. Is this the place?

Most people don't know that the question mark has other uses as well. Let's take a look.

A. To indicate uncertainty.

1. He lived till 1990(?) and was buried near his house.
2. Gandhi, 2nd October 1869(?) – 1948, was a great Indian leader.

B. In a series of questions.

1. What? He isn't coming? When did you speak to him?
2. He's been hospitalized? Why didn't you tell me? Is he better now?
3. This is your car? When did you buy this? How much did it cost?

C. To end a tag question (a statement followed by a question).

1. His phone was stolen, wasn't it?
2. She's a great painter, isn't she?
3. He's lost his job, hasn't he?

Many times, people use question marks even when they're not required. One such situation would be indirect questions; these do not require a question mark.

1. Simon asked Mary to marry him.
2. The Principal asked him his name.
3. His father wondered whether the car was fine.



Exclamation Mark

The exclamation mark is a punctuation used to express strong feelings or emotions. It is commonly used after interjections or exclamations. It is one of the most misused punctuation marks in the English language. We tend to use exclamation marks more often than what is required.

The exclamation mark should be mainly used to demonstrate shock, surprise, anger or a raised voice. The following cases demonstrate correct usage of this punctuation.

Hurray!

Help!

Go away! I don't want to talk to you!

Shut Up!

In addition, the exclamation mark can also be used in very informal writing or to express irony, humour or sarcasm.



Colon and Semi Colon



Many English speakers are uncertain about the correct usage of the colon and the semi colon.

The colon (:) is a punctuation mark consisting of two dots one over the other whereas the semi colon (;) consists of a dot above a comma.

In the majority of the cases, the colon is used to introduce a list of things while a semi colon is used to separate sentences where the conjunction has been left out.

The following examples will make the usage clear.

COLON	SEMI COLON
I have packed my backpack with all the equipment I need: sleeping bag, food and maps.	Mike likes to go hiking; Jason likes to play soccer.
A man needs three things to survive: air, water and food.	I drank lemonade; Stephan drank tea.

The following sentence will illustrate the use of both these punctuation marks -

I talked to four men: James, who is from London; Francoise, who is from Paris; Vinod, who is from Mumbai; and Jack, who is from New York.

Apostrophe

The apostrophe is an important punctuation mark in the English language which is often used incorrectly.

The apostrophe has two distinct uses in English

1. Used to show possession:
 1. Bat owned by Mike – Mike's bat
 2. Doll owned by Julia – Julia's doll

2. Used to show contractions of words:
 1. It is so hot today – It's so hot today
 2. I have not done my homework – I haven't done my homework.



Dash

1. A dash serves a similar purpose to a comma, colon or a semi-colon. It separates parts of a sentence and forces us to pause.

There's more to school than a syllabus — life-skills, friendships and sportsmanship are gained along the way.

2. In order to give additional information, the dash can be used in the same way as commas or brackets.

Next week we are going to Port Elizabeth — the Windy City.

3. It separates a comment or after though from the rest of the sentence.

I checked and there was no-one there — or so I thought!

4. It creates a dramatic pause, leading to a climax or anti-climax.

I ran to the window; I looked out and saw — the cat!

ADDENDUM

Concord: Agreement between Subject and Verb.

Subject verb agreement simply means the subject and verb must agree in number. This means both need to be singular or both need to be plural.

Here are some examples of subject verb agreement (the subject is bolded and the verb underlined):

- My **dog** always grows at the postal carrier.
- **Basketballs** roll across the floor.
- **I** don't understand the assignment.
- These **clothes** are too small for me.
- **Peter** doesn't like vegetables.

Compound Subjects

Compound subjects (two subjects in the same sentence) usually take a plural verb, unless the combination is treated as singular in popular usage or the two subjects refer to the same thing or person. Here are some examples of subject verb agreement with compound subjects:

- **Sugar and flour** are needed for the recipe.
- **Neither my dad nor my brothers** know how to ski.
- **Pepperoni and cheese** are great on a pizza.
- **Corned beef and cabbage** is a traditional meal in Ireland. (popular usage)
- **The creator and producer** is arriving soon. (both refer to same person)

When using "or" or "nor" in a compound subject containing a singular and plural subject, the verb agrees with the closest subject. Examples of compound subjects using or, neither-nor, or either-or include:

- **My mom or dad** is coming to the play. (singular)
- Neither **gray nor white** is my favorite color. (singular)
- Either **Grandpa or my sisters** are going to the park. (closest subject is plural)
- Either **my sisters or Grandpa** is going to the park. (closest subject is singular)
- Neither **she nor I** am going to college. (closest subject is singular)

Singular Indefinite Pronouns

Here are some examples of subject verb agreement with singular indefinite pronouns:

- **Each** gets a trophy for playing.
- **Somebody** will pay for this.
- **Anybody** is more fun than you.
- **Something** is very wrong here.
- **Everybody** enjoys a good book.
- **Nothing** has been determined as of yet.

Plural Indefinite Pronouns

Here are some examples of subject verb agreement with plural indefinite pronouns:

- **Both** are qualified for the job.
- **Many** went to the beach and got sunburned.
- **Few** know what it really takes to get ahead.
- **Several** are already on location.
- **Some** sugar is required for taste. (sugar is uncountable so singular verb used)
- **Most** of the cookies were eaten. (cookies are countable so plural verb used)

Midsentence Phrase or Clause

Here are some examples of subject verb agreement with a phrase or clause between the subject and verb:

- A **theory** of physics ascertains that a body in motion stays in motion.
- A **virus** in all the company's computers is a real threat to security.
- The **causes** of this prevalent disease are bad diet and lack of exercise.
- The **couch and chair** I got at the store look really nice in here.
- The **members** of the choir are very happy with the performance.

Collective Nouns

Collective nouns can be singular or plural depending on meaning. Here are some examples of subject verb agreement with collective nouns:

- The **committee** meets here every Thursday. (singular)
- The **crowd** is getting angry. (singular)
- The **jury** has finally reached a decision. (singular)
- The **staff** have gone their separate ways for the holidays. (plural)

Inverted Subjects

Here are some examples of subject verb agreement with inverted subjects where the subject follows the verb:

- There are seven clean **plates** in the dining room.
- There is a **hair** in my lasagna.
- Over the rainbow flies a **bird**.
- How are the **employees** enjoying the new building?
- A good gift is a **gift card**.

20 Concord rules.

1. Subjects and verbs must agree in number. This is the cornerstone rule that forms the background of the concept.

The dog growls when he is angry.

The dogs growl when they are angry.

2. Don't get confused by the words that come between the subject and verb; they do not affect agreement.

The dog, who is chewing on my jeans, is usually very good.

3. Prepositional phrases between the subject and verb usually do not affect agreement.

The colours of the rainbow are beautiful.

4. When sentences start with "there" or "here," the subject will always be placed after the verb, so care needs to be taken to identify it correctly.

There is a problem with the balance sheet.

Here are the papers you requested.

5. Subjects don't always come before verbs in questions. Make sure you accurately identify the subject before deciding on the proper verb form to use.

Does Lefty usually eat grass? Where are the pieces of this puzzle?

6. If two subjects are joined by and, they typically require a plural verb form.

The cow and the pig are jumping over the moon.

7. The verb is singular if the two subjects separated by *and* refer to the same person or thing.

Red beans and rice is my mom's favorite dish.

8. If one of the words *each*, *every*, or *no* comes before the subject, the verb is singular.

No smoking or drinking is allowed.

Every man and woman is required to check in.

9. If the subjects are both singular and are connected by the words *or*, *nor*, *neither/nor*, *either/or*, and *not only/but also* the verb is singular.

Jessica or Christian is to blame for the accident.

10. The only time when the object of the preposition factors into the decision of plural or singular verb forms is when noun and pronoun subjects like *some*, *half*, *none*, *more*, *all*, etc. are followed by a prepositional phrase. In these sentences, the object of the preposition determines the form of the verb.

All of the chicken is gone. All of the chickens are gone.

11. The singular verb form is usually used for units of measurement or time.

Four quarts of oil was required to get the car running.

12. If the subjects are both plural and are connected by the words *or*, *nor*, *neither/nor*, *either/or*, and *not only/but also*, the verb is plural.

Dogs and cats are both available at the pound.

13. If one subject is singular and one plural and the words are connected by the words *or*, *nor*, *neither/nor*, *either/or*, and *not only/but also*, you use the verb form of the subject that is nearest the verb.

Either the bears or the lion has escaped from the zoo.

Neither the lion nor the bears have escaped from the zoo.

14. Indefinite pronouns typically take singular verbs. *

Everybody wants to be loved.

15. * Except for the pronouns (few, many, several, both, all, some) that always take the plural form.

Few were left alive after the flood.

16. If two infinitives are separated by and they take the plural form of the verb.

To walk and to chew gum require great skill.

17. When gerunds are used as the subject of a sentence, they take the singular verb form of the verb; but, when they are linked by and, they take the plural form.

Standing in the water was a bad idea.

Swimming in the ocean and playing drums are my hobbies.

18. Collective nouns like herd, senate, class, crowd, etc. usually take a singular verb form.

The herd is stampeding.

19. Titles of books, movies, novels, etc. are treated as singular and take a singular verb.

The Three Musketeers is a movie starring Orlando Bloom.

20. Final Rule – Remember, only the subject affects the verb!

TENSES

PRESENT

Present Indefinite Tense

Affirmative	She drinks.
Negative	She does not drink.
Interrogative	Does she drink?
Form	I, you we they play he, she, it plays
Uses	<ul style="list-style-type: none">• action in the present taking place once, never or several times• facts• actions taking place one after another• action set by a timetable or schedule

Present Continuous Tense

Affirmative	He is reading.
Negative	He is not reading.
Interrogative	Is he reading?
Form	To be (in the simple present) + verb + ing
Uses	<ul style="list-style-type: none">• action taking place at the moment of speaking• action arranged for the future

Present Perfect Tense

Affirmative	They have slept.
Negative	They have not slept.
Interrogative	Have they slept?
Form	Have / has + past participle (past participle of regular verbs: verb + ed Past participle of irregular verbs: forms differ and should be learned by heart.
Uses	<ul style="list-style-type: none">• emphasis is on the result (not the duration)• action that started in the past & is still going on• action that stopped recently• finished action that has an influence on the present

Present Perfect Continuous Tense

Affirmative	He has been thinking.
Negative	He has not been thinking.
Interrogative	Has he been thinking?
Form	have or has + been + verb + ing
Uses	<ul style="list-style-type: none">• putting emphasis on the course or duration (not the result)• action that recently stopped or is still going on• finished action that influenced the present

PAST

Past Indefinite Tense

Affirmative	I cried.
Negative	I did not cry
Interrogative	Did I cry?
Form	Regular verbs: Verb + ed Irregular verbs: forms differ and should be learned by heart.
Uses	<ul style="list-style-type: none">• action in the past taking place once, never or several times• actions taking place one after another

Past Continuous Tense

Affirmative	He was driving.
Negative	He was not driving.
Interrogative	Was he driving?
Form	to be (in the simple past) + verb + ing
Uses	<ul style="list-style-type: none">• action going on at a certain time in the past• actions taking place at the same time• action in the past that is interrupted by another action

Past Perfect Tense

Affirmative	She had won.
Negative	She had not won.
Interrogative	Had she won?
Form	had + past participle (past participle of regular verbs: verb + ed Past participle of irregular verbs: forms differ and should be learned by heart. (See Verb list)
Uses	<ul style="list-style-type: none">• action taking place before a certain time in the past• sometimes interchangeable with past perfect progressive• putting emphasis only on the fact (not the duration)

Past Perfect Continuous Tense

Affirmative	He had been waiting.
Negative	He had not been waiting.
Interrogative	Had he been waiting?
Form	had + been + verb + ing
Uses	<ul style="list-style-type: none">• action taking place before a certain time in the past• sometimes interchangeable with past perfect simple• putting emphasis on the duration or course of an action

FUTURE

Future Indefinite Tense

Affirmative	You will win.
Negative	You will not win.
Interrogative	Will you win?
Form	will + verb
Uses	<ul style="list-style-type: none">• action in the future that cannot be influenced• spontaneous decision• assumption with regard to the future

Future Continuous Tense

Affirmative	She will be listening to music.
Negative	She will not be listening to music.
Interrogative	Will she be listening to music?
Form	will + be + verb + ing
Uses	<ul style="list-style-type: none">• action that is going on at a certain time in the future• action that is sure to happen in the near future

Future Perfect Tense

Affirmative	He will have spoken.
Negative	He will not have spoken.
Interrogative	Will he have spoken?
Form	will + have + past participle (past participle of regular verbs: verb + ed Past participle of irregular verbs: forms differ and should be learned by heart.
Uses	<ul style="list-style-type: none">• action that will be finished at a certain time in the future

Future Perfect Continuous Tense

Affirmative	You will have been studying.
Negative	You will not have been studying.
Interrogative	Will you have been studying?
Form	will + have + been + verb + ing
Uses	<ul style="list-style-type: none">• action taking place before a certain time in the future• putting emphasis on the course of an action

Near Future (going to)

Affirmative	He is going to watch TV.
Negative	He is not going to watch TV.
Interrogative	Is he going to watch TV?
Form	to be (in the simple present) + going + to + verb
Uses	<ul style="list-style-type: none">• decision made for the future• conclusion with regard to the future

REPORTED SPEECH

Immediately: Present tense Introductory verb: Says, asks, tells, say, tell, ask... Changes: 1+3				Later: Past tense Introductory Verb: said, told, asked... Changes: 1+2+3+4			
What are the changes?							
1. Personal pronouns		2. Words indicating time		3. Other words.		4. Verb one step into the past.	
I	he/she	today	that day	here	there	Present Indefinite Tense	Past Indefinite Tense
me	him/her	tomorrow	The next /following day	this	that	is	was
mine	his/hers	yesterday	the day before/previous day	these	those	are	were
our	their	last week	the week before/previous week			has/have	had
we	they	next week	the following week			write/writes	wrote
us	them	now	then			does/do not write	did not write
you	he/she	ago	before			Present Continuous Tense	Past Continuous Tense
						is writing	was writing
						are writing	were writing
						Present Perfect Tense	Past Perfect Tense
						has/have been	had been
						has/have written	had written
						has/have had	had had
						Past Indefinite Tense	Past Perfect Tense
						was/were	had been
						had	had had
						wrote	had written
						Past Perfect Tense	Past Perfect Tense
						had written	had written

Passives

Rule	Active	Passive
<p>Bites=Present Indefinite Tense (singular)=is +3d col. Verb</p> <p>Bite=Present Indefinite Tense (plural)=are + 3d col. Verb.</p> <p>Bit= Past Indefinite Tense(singular)= was + 3d col. Verb</p> <p>Bit=Past Indefinite Tense(plural)= were +3d col. Verb</p> <p>Will bite=Future Indefinite Tense= will be +3d col. Verb.(P+S)</p>	<p>The dog bites <u>the mailman</u>.</p> <p>The dogs bite <u>the mailmen</u></p> <p>The dog bit <u>the mailman</u></p> <p>The dogs bit <u>the mailmen</u>.</p> <p>The dog will bite <u>the mailman</u></p>	<p>The mailman is bitten by the dog.</p> <p>The mailmen are bitten by the dogs.</p> <p>The mailman was bitten by the dog.</p> <p>The mailmen were bitten by the dogs.</p> <p>The mailman will be bitten by the dog.</p>
<p>Is biting=present cont. tense (singular)=is + being +3d col. Verb</p> <p>Are biting=present cont tense(plural)= are+ being +3d col. Verb</p> <p>Was biting=past cont. tense(singular)=is + being +3d col. Verb</p> <p>Were biting=past cont tense (plural)= are+ being +3d col. Verb.</p>	<p>The dog is biting <u>the mailman</u></p> <p>The dogs are biting <u>the mailmen</u>.</p> <p>The dog was biting <u>the mailman</u>.</p> <p>The dogs were biting <u>the mailmen</u></p>	<p>The mailman is being bitten by the dog.</p> <p>The mailmen are being bitten by the dogs.</p> <p>The mailman was being bitten by the dog.</p> <p>The mailmen were being bitten by the dogs.</p>
<p>Has bitten=present perfect tense (s)=has + been +3d col. Verb</p> <p>Have bitten=present perfect tense (p)=have +been + 3d col. Verb</p> <p>Had bitten=past perfect tense (p+s)=had + been+3d col. Verb.</p> <p>Will have bitten=future perfect tense(p+s)=will have been +3d col. verb</p>	<p>The dog has bitten <u>the mailman</u>.</p> <p>The dogs have bitten <u>the mailmen</u>.</p> <p>The dog had bitten <u>the mailman</u>.</p> <p>The dog will have bitten <u>the mailman</u>.</p>	<p>The mailman has been bitten by the dog.</p> <p>The mailmen have been bitten by the dogs.</p> <p>The mailman had been bitten by the dog.</p> <p>The mailman will have been bitten by the dog</p>

Verb List

Regular Verbs

Column 1		Column 2	Column 3	
Present		Past	Past Participle	
Base	-s form		(use only with Auxiliary verbs)	-ing form
call	calls	called	called	calling
clean	cleans	cleaned	cleaned	cleaning
look	looks	looked	looked	looking
talk	talks	talked	talked	talking
end	ends	ended	ended	ending
wait	waits	waited	waited	waiting
kiss	kisses	kissed	kissed	kissing
wash	washes	washed	washed	washing
live	lives	lived	lived	living
love	loves	loved	loved	loving
beg	begs	begged	begged	begging
sin	sins	sinned	sinned	sinning
play	plays	played	played	playing
stay	stays	stayed	stayed	staying
cry	cries	cried	cried	crying
study	studies	studied	studied	studying
die	dies	died	died	dying
tie	ties	tied	tied	tying

Irregular Verbs

Column 1		Column 2	Column 3	
Present		Past	Past Participle	
Base	-s form		(use only with Auxiliary verbs)	-ing form
cut	cuts	cut	cut	cutting
fit	fits	fit	fit	fitting
hit	hits	hit	hit	hitting
let	lets	let	let	letting
put	puts	put	put	putting
quit	quits	quit	quit	quitting
set	sets	set	set	setting
shut	shuts	shut	shut	shutting
split	splits	split	split	splitting
upset	upsets	upset	upset	upsetting
burst	bursts	burst	burst	bursting
cast	casts	cast	cast	casting
cost	costs	cost	cost	costing*
hurt	hurts	hurt	hurt	hurting
spread	spreads	spread	spread	spreading
knit	knits	knit/knitted	knit/knitted	knitting
sit	sits	sat	sat	sitting
spit	spits	spat/spit	spat/spit	spitting
begin	begins	began	begun	beginning
swim	swims	swam	swum	swimming
ring	rings	rang	rung	ringing
sing	sings	sang	sung	singing
spring	springs	sprang	sprung	springing
cling	clings	clung	clung	clinging
fling	flings	flung	flung	flinging
sling	slings	slung	slung	slinging
sting	stings	stung	stung	stinging
swing	swings	swung	swung	swinging
wring	wrings	wrung	wrung	wringing
hang	hangs	hung/hanged**	hung/hanged	hanging
drink	drinks	drank	drunk	sinking
shrink	shrinks	shrank	shrunk	shrinking
stink	stinks	stank	stunk	Stinking

Column 1		Column 2	Column 3	
Present		Past	Past Participle	
Base	-s form		(use only with Auxiliary verbs)	-ing form
think	thinks	thought	thought	thinking
bring	brings	brought	brought	bringing
buy	buys	bought	bought	buying
seek	seeks	sought	sought	seeking
fight	fight	fought	fought	fighting
catch	catches	caught	caught	catching
teach	teaches	taught	taught	teaching
creep	creeps	crept	crept	creeping
keep	keeps	kept	kept	keeping
sleep	sleeps	slept	slept	sleeping
sweep	sweeps	swept	swept	sweeping
weep	weeps	wept	wept	weeping
bleed	bleeds	bled	bled	bleeding
breed	breeds	bred	bred	breeding
feed	feeds	fed	fed	feeding
flee	flees	fled	fled	fleeing
lead	leads	led	led	leading
speed	speeds	sped	sped	speeding
meet	meets	met	met	meeting
bend	bends	bent	bent	bending
lend	lends	lent	lent	lending
send	sends	sent	sent	sending
spend	spends	spent	spent	spending
deal	deals	dealt	dealt	dealing
feel	feels	felt	felt	feeling
kneel	kneels	knelt	knelt	kneeling
dream	dreams	dreamt/dreamed	dreamt/dreamed	dreaming
mean	means	meant	meant	meaning
spill	spills	spilt/spilled	spilt/spilled	spilling
build	builds	built	built	building
burn	burns	burnt/burned	burnt/burned	burning
hold	holds	held	held	holding
sell	sells	sold	sold	selling
tell	tells	told	told	telling
find	finds	found	found	finding

Column 1		Column 2	Column 3	
Present		Past	Past Participle	
Base	-s form		(use only with Auxiliary verbs)	-ing form
grind	grinds	ground	ground	grinding
wind	winds	wound	wound	winding
break	breaks	broke	broken	breaking
choose	chooses	chose	chosen	choosing
freeze	freezes	froze	frozen	freezing
speak	speaks	spoke	spoken	speaking
steal	steals	stole	stolen	stealing
wake	wakes	woke	woken	waking
weave	weaves	wove	woven	weaving
arise	arises	arose	arisen	arising
drive	drives	drove	driven	driving
ride	rides	rode	ridden	riding
rise	rises	rose	risen	rising
write	writes	wrote	written	writing