

## Institute of Sciences, Humanities & Liberal Studies

Department of Languages

Topic: Grammar

Compiled by: Prof. Mamta Amin

Notes: Active Voice & Passive Voice

<b>Tense</b>	<b>Active</b>	<b>Passive</b>
<b>Simple Present</b>	<b>We make butter from milk. Somebody cleans these rooms every day. People never invite me to parties How do they make butter?</b>	<b>Butter is made from milk. These rooms are cleaned every day. I am never invited to parties. How is butter made?</b>
<b>Simple Past</b>	<b>Somebody stole my car last week. Somebody stole my car keys yesterday. They didn't invite me to the party. When did they build these houses?</b>	<b>My car was stolen last week. My keys were stolen yesterday. I wasn't invited to the party. When were these houses built?</b>
<b>Present Continuous</b>	<b>They are building a new airport at the moment. They are building some new houses near the river.</b>	<b>A new airport is being built at the moment. Some new houses are being built near the river.</b>
<b>Past Continuous</b>	<b>When I was here a few years ago, they were building a new airport.</b>	<b>When I was here a few years ago, a new airport was being built.</b>
<b>Present Perfect</b>	<b>They have painted the door. These shirts are clean. Somebody has washed them. Somebody has stolen my car.</b>	<b>The door has been painted. These shirts are clean. They have been washed. My car has been stolen.</b>

<b>Past Perfect</b>	<b>Mickey said that somebody had stolen his car.</b>	<b>Mickey said that his car had been stolen.</b>
<b>Simple Future</b>	<b>They will clean the office tomorrow. I think they will invite you to the party.</b>	<b>The office will be cleaned tomorrow. I think you will be invited to the party.</b>
<b>Future Continuous</b>	<b>They are going to build a new airport.</b>	<b>A new airport is going to be built.</b>
<b>Modal Auxiliary: Must / Can / Should / Have to etc</b>	<b>He must clean the office. They can't repair my watch. You should wash this sweater by hand. Somebody has to wash these clothes. They had to take the injured man to hospital.</b>	<b>The office must be cleaned. My watch can't be repaired. This sweater should be washed by hand. These clothes have to be washed. The injured man had to be taken to hospital.</b>

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Topic: Grammar- Tense

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### PRESENT TENSE

#### 1. Simple Present Tense

Daily Routine, Facts, Universal Truth

Eg: a. I go to Tirupati temple every month.

b. She prefers tea over coffee.

c. The Earth revolves round the Sun.

**How: Subject + Verb (1st Form)**

#### 2. Present Continuous Tense

The Action is going on right now/ is progressing

Eg:a. I am speaking to her right now.

b. They are playing for the team today.

**How: Subject + is/am/are + Verb+ing**

#### 3. Present Perfect Tense

The Action has just got over in the recent times/present scenario.

Eg:a. She has scored good marks in this term.

b. The train has arrived few minutes ago.

**How: Subject + has/have + Verb (3rd Form)**

#### 4. Present Perfect Continuous Tense

The Action has started sometime ago & it is still continuing

**Eg:a.** It has been raining since last night.

**b.** I have been waiting for her for an hour.

**How: Subject + has/have + been + Verb+ing**

## **PAST TENSE**

### **1. Simple Past Tense**

The Action got over in the recent Past.

**Eg: a.** I visited my friend's place yesterday.

**b.** They arrived here last week.

**How: Subject + Verb (2<sup>nd</sup> Form)**

### **2. Past Continuous Tense**

The Action was going on in the Past.

**Eg: a.** When I called her, she was driving a car.

**b.** Students were talking when the teacher entered the class.

**How: Subject + was/were + Verb+ing**

### **3. Past Perfect Tense**

The Action got over in the distant Past.

**Eg: a.** She had joined this institute 5years ago.

**b.** I had visited Taj Mahal in my childhood.

**How: Subject + had + Verb (3<sup>rd</sup> Form)**

### **4. Past Perfect Continuous Tense**

The Action had started in the Past & it was still continuing till recently, now it's no more in progression.

**Eg: a.** He had been serving here since 1999.

**b.** They had been dating each other for 3 years.

**How: Subject + had + been + Verb+ing**

## **FUTURE TENSE**

### **1. Simple Future Tense**

The Action will occur/happen in the Future.

Eg: **a.** I will complete my work by the end of the day.

**b.** They will be here anytime from now.

**How: Subject + will/shall + Verb (1<sup>st</sup> Form)**

### **2. Future Continuous Tense**

The Action will be continuing in Future.

Eg: **a.** We shall be climbing Mt.Abu by this time next week.

**b.** They will be complaining about the matter very soon.

**How: Subject + will/shall + be + Verb+ing**

### **3. Future Perfect Tense**

The Action will have been over in Future

Eg: **a.** They will have finished lunch by the time we reach there.

**b.** She will have completed her studies in next 3 years.

**How: Subject + will + have + Verb (3<sup>rd</sup> Form)**