

**In order for the light to shine so brightly, the darkness must be present.**

Francis Bacon



**English Grammar**

Prepared

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## Active and Passive Voices with Rules

Passive voice sentences carry By. But in modern English, there is no need to write By in passive voices sentences.

Transitive verbs are changed into passive voice sentences, and intransitive verbs cannot be changed into passive voice sentences.

Transitive verb carries the object.

- She cooks food. (AV)
- Food is cooked by her. (PV)

Intransitive verb does not carry object.

- He goes to school. (AV)
- He sleeps. (AV)

Ditransitive verb carries two objects. It can be changed into passive voice.

- Rasid told me a story. (AV)
- A was told to me by Rashid. (PV) Or
- I was told a story by Rashid. (PV)
- She gave me a gift. (AV)
- A gift was given to me by her. (PV) Or
- I was given a gift by her. (PV)

### 1. Present Simple Tense

- He plays cricket. (AV)
- Cricket is played by him. (PV)
- She cooks food. (AV)
- Food is cooked by her. (PV)
- He does not like books. (AV)
- Books are not liked by him. (PV)
- Majid does not cook food. (AV)
- Food is not cooked by Majid. (PV)
- Does he read a book? (AV)
- Is a book read by him? (PV)
- Does she play cricket? (AV)
- Is cricket played by her? (PV)
- When do you eat food? (AV)
- When is food eaten by you? (PV)
- What does he need? (AV)
- What is needed by him? (PV)
- Why do you eat rice? (AV)
- Why is rice eaten by you? (PV)
- Who cooks food? (AV)
- By whom is food cooked? Or (AV)
- Who is food cooked by? (PV)
- When does he type a letter? (AV)
- When is a letter typed by him? (PV)

## **2. Present Progressive Tense**

- He is playing cricket. (AV)
- Cricket is being played by him. (PV)
- He is not playing cricket. (AV)
- Cricket is not being playing by him. (PV)
- Is he playing cricket? (AV)
- Is cricket being played him? (PV)
- What are they searching? (AV)
- What is being searched by them? (PV)
- When are they eating food? (AV)
- When is food being eaten by them? (PV)
- Why are you typing a letter? (AV)
- Why is a letter being typed by you? (PV)
- Who is typing a letter? (AV)
- Who is a letter being typed by? Or (PV)
- By whom is a letter being typed? (PV)

## **3. Present Perfect Tense**

- He has bought a car. (AV)
- A car has been bought by him. (PV)
- He has not bought a car. (AV)

- A car has not been bought by him. (PV)
- Has he bought a car? (AV)
- Has a car been bought by him? (PV)
- What have you bought? (AV)
- What has been bought by you? (PV)
- Why has she bought a car? (AV)
- Why has a car been bought by her? (PV)
- Who has bought a car? (AV)
- Who has a car been bought by? Or (PV)
- By whom has a car been bought? (PV)

#### **4. Past Simple Tense**

- He played cricket. (AV)
- Cricket was played by him. (PV)
- He did not play cricket. (AV)
- Cricket was not played by him. (PV)
- Did he play cricket? (AV)
- Was cricket played by him? (PV)
- What did you need? (AV)
- What was needed by you? (PV)
- When did he read a book? (AV)
- When was a book read by him? (PV)
- Why did you eat rice? (AV)

- Why was rice eaten by you? (PV)
- Who did eat food? (AV)
- Who was food eaten by? Or (PV)
- By whom was food eaten? (PV)

### **5. Past Progressive Tense**

- He was playing cricket. (AV)
- Cricket was being played by him. (PV)
- He was not playing cricket. (AV)
- Cricket was not being played by him. (PV)
- Was he playing cricket? (AV)
- Was cricket being played? (PV)
- What were they searching? (AV)
- What was being searched by them? (PV)
- When were you typing a letter? (AV)
- When was a letter being typed by you? (PV)
- Why were you typing a letter? (AV)
- Why was a letter being typed by you? (PV)
- Who was typing a letter? (AV)
- Who was a letter being typed by? Or (PV)
- By whom was a letter being typed? (PV)

### **6. Past Perfect Tense**

- He has bought a car. (AV)
- A car had been bought by him. (PV)
- He has not bought a car. (AV)
- A car had not been bought by him. (PV)
- Had he bought a car? (AV)
- Had a car been bought by him? (PV)
- What had you bought? (AV)
- What had been bought by you? (PV)
- Why had you bought a car? (AV)
- Why had a car been bought by you? (PV)
- When had you bought a car? (AV)
- When had a car been bought by you? (PV)
- Who had bought a car? (AV)
- Who had a car been bought by? Or (PV)
- By whom had a car been bought? (PV)

## **7. Future Simple Tense**

- He will play cricket. (AV)
- Cricket will be played by him. (PV)
- He will not play cricket? (AV)
- Cricket will not be played by him? (PV)
- Will he play cricket? (AV)

- Will cricket be played? (PV)
- What will he need? (AV)
- What will be needed by him? (PV)
- When will he play cricket? (AV)
- When will cricket be played by him? (PV)
- Why will you eat rice? (AV)
- Why will rice be eaten by you? (PV)
- Who will play cricket? (AV)
- Who will cricket be played by? Or (PV)
- By whom will cricket be played? (PV)

### **8. Future Perfect Tense**

- He will have bought a car. (AV)
- A car will have been bought by him. (PV)
- He will not have bought a car. (AV)
- A car will not have been bought by him. (PV)
- Will he have read a book? (AV)
- Will a book have been read by him? (PV)
- What will he have bought? (AV)
- What will have been bought by him? (PV)
- Why will he type a letter? (AV)
- Why will a letter have been typed by him? (PV)
- When will he have typed a letter? (AV)



- When will a letter have been typed by him? (PV)
- Who will have typed a letter? (AV)
- By whom will a letter have been typed? Or (PV)
- Who will a letter have been typed by? (PV)

### 9. Model Verbs

- He must read a book. (AV)
- A book must be read by him. (PV)
- He must not read a book. (AV)
- A book must not be read by him. (PV)
- Must he read a book? (AV)
- Must a book be read by him? (PV)
- She can sing a song. (AV)
- A song can be sung by her. (PV)
- She cannot sing a song. (AV)
- A song cannot be sung by her. (PV)
- Could she sing a song? (AV)
- Could a song be sung by her? (PV)
- Ali may write a letter. (AV)
- A letter may be written by Ali. (PV)
- I am going to cook food. (AV)
- Food is going to be cooked by me. (PV)
- You should cook food. (AV)

- Food should be cooked by you. (PV)
- Is he going to type a letter? (AV)
- Is a letter going to be typed by him? (PV)
- Is he going to invite you? (AV)
- Are you going to be invited by him? (PV)

### 10. Imperative Sentences

- Open the door. (AV)
- Let the door be opened. (PV)
- Sing a song. (AV)
- Let a song be sung. (PV)
- Play the music. (AV)
- Let the music be played. (PV)

### 11. It is said + that with reported speech.

- It is said that India and Pakistan are going to cease fire.
- It is said that Arshed and Saleem have fought an oral war.
- It was said that Pakistan had defeated in World Cup.

### 12. Stative Passive Sentences

In these sentences, we describe an existing state or situation.

- I am interested in Balochi.
- Mehruk is married to Izzat.

- She is gone.
- My book is lost.
- The car is stolen.

Tenses which cannot be changed into passive voices.

- Of to forms of present simple, past simple, and future simple.
- Present perfect progressive, past perfect progressive, and future perfect progressive.
- Future progressive.

## Clauses

### 1. Adjective Clause

(who/that/whom) for person

(that/which) for thing

(where/which/that) for place

- Amjid is the boy. He is intelligent in the class.
- Amjid is the boy who is intelligent in the class.
- He is the teacher. He teaches Balochi at UOT.
- He is the teacher who teaches Balochi at UOT.

- She is the girl. I like her.
- She is the girl that I like.
- He is the student. I teach him.
- He is the student whom I teach.
- I like the car. It is expensive.
- The car which I like is expensive.
- Nail is the place. I visited it.
- The place which I visited is Nali.
- You loved the girl. She is dead.
- The girl whom you loved is dead.
- It is the pen. It is beautiful.
- It is the pen which is beautiful.
- This is the book. This is expensive.
- This is the book which is expensive.
- I like the song Chirag Inseran Kanth. It is lost.
- The song which I like is lost.
- Zainab Market is the place. We met there.
- The market where we met is Zainab Market.

## 2. Noun Clause

### 1. Noun Clause as Subjects of the Verbs

- The movie was boring.

- What I watched was boring.
- Nasirabad is clean.
- Where I live is clean.
- Balach is sick.
- Who you met is sick.
- Cricket is a good game.
- What we play is a good game.
- The news was confusing.
- What he said confused me.
- The statement is not right.
- What you state is not right.

## **2. Noun Clause as the Objects of the Verbs**

- I cut the tree.
- I cut what blocked my road.
- He bought shoes.
- He bought what he likes.
- She visited Nali.
- She visited where she loves.
- They watched the movie.
- They watched what the actors played.
- I will buy a computer.
- I will buy what I need.

- I go to Zamuran.
- I go to where I like.

### **3. Noun Clause as the Prepositions of the Verbs**

- I look at the board.
- I look at what is in front of me.
- I do not believe in your story.
- I do not believe in what you said.
- They play with the bat.
- They play with what they have.
- He thought about his future.
- He thought about what is important.
- You talked about your enemy.
- You talked about whom you hate.

### **4. Noun Clause as Adjective Complement.**

- He is happy that he is learning Balochi.
- I am excited that I am leaving for Europe.
- We are all afraid that the final exam will be difficult.

### **5. Noun Clause as Question**

(if/whether)

### Objects of the Verbs

- Will he beat me?
- I do not know whether he will beat you.
- Does she cook food?
- I do not know if she cooks food or not.
- Did she reached?
- I cannot guess whether she reached.

### Subjects of the Verbs

- Will he come today?
- Whether he will come today is not my responsibility.
- Does he know English?
- If he knows English is not clear.
- Did she reached?
- Whether she reached is none of your business.

### 6. More Sentences (w/h questions)

#### Objects of the Verbs

- When are they leaving?
- I wonder when they are leaving.

- What did she said?
- I could not hear what she said.
- How will we go?
- I do not know how we will go.
- Where does she live?
- I do not know where she lives. Or
- Do you know where she lives?

### Subjects of the Verbs

- How will we go?
- How will we go is so easy.
- How to write a letter?
- How to write a letter is simple.
- What did she say?
- What she said is clear to understand.
- When are they leaving?
- When they are leaving is their problem.

7. **Noun clauses introduced by That.** To change a statement into noun clause.

- He is fine.



- I am sure that he is fine.
- He will pass the test.
- I hope that he will pass the test.
- God is one.
- We believe that God is one.

### **8. Noun Clause introduced by word "ever."**

- Whoever wants to come is welcome.
- He may go anywhere he wants to.
- He always says whatever comes into his mind.
- Students may leave whenever they wish to.

### **9. Indirect Questions in Noun Clause**

#### **1. Yes/No questions**

- Ask them if they eat burger.
- Ask him whether he will be present tomorrow.
- Ask your friend if he writes a formal letter or not.
- Ask her whether she joins us or not.

#### **2. W/H Questions**

- Ask him when he goes.
- Ask her what her job is.
- Ask them whose book it is.
- Ask him where he goes.
- Ask him how he made the design.
- Ask her who she is.

### 3. Adverb Clause

#### 1. Adverb Clause of Time

When/while/after/before/as soon as/until/as long as/by the time/till

- Shari washed the floor before she watched the drama.
- Shari washed the floor after she watched the drama.
- She washed the floor as soon as she watched the drama.
- She washed the floor while she was watching the drama.
- You do not pass the test until you work hard.
- He types a letter when he gets free from office.
- I will support you as long as you cooperate with me.
- We were stopped by the traffic police till the signal was given.
- Before he comes, we will reach there.
- When it rains, we will enjoy.

- While he was sweeping the floor, it rained.
- By the time she is cooking, her daughter must help her.
- As soon as you complete your syllabus, you can start practicing the guess papers.

## 2. Adverb Clause of Condition

If/unless

- You will pass the test if you work hard.
- You cannot compete in the commission unless you work hard.
- If you give tough time to your studies, you will get the first position in the test.
- Unless you read hard, you cannot past the test.

## 3. Adverb Clause of Purpose

So that/in order to/that/in order that

- Schools were closed early in order that students might reach home before the thunderstorm.
- We eat that we may live.
- You must practice old guess papers so that you can understand the question paper pattern in a better way.
- I take admission in the composition in order to pass C.S.S. Exam.

- In order to compel the government to take notice of students' rights, the students went for the hunger strike.

#### 4. Adverb Clause of Reason

Because/as/since/that

- I sing because I like singing.
- He thinks he can get anything because he is rich.
- Since he has apologized we will take no further action against him.
- As he was not there I left a message with his mother.
- I am glad that you have come.
- My parents were disappointed that I didn't get the scholarship.
- He was furious that his book was panned by most reviewers.
- I want to help him because he is honest.

#### 5. Adverb Clause of Concession

Though/although/while/even though/whereas/even if

- He did not give tough time to his studies, although I advised him a lot.
- They are not ready to accept the proposal, even though they are ready to rebel.

- Ali is an honorable person in the society, whereas his brother is a rascal.
- Even if it rains, I will come.
- Though I am poor, I am honest.

### 6. Adverb Clause of Place

Where/wherever/everywhere

- Wherever I go, I always see McDonald's.
- I'm not sure where she lives.
- We met kind people everywhere we went.

### 7. Adverb Clause of Manner

Like/as though/as if

- She looked as though she was in pain.
- Gazzein walked past as if he hadn't seen us.
- He talked to me like I was a child.

### 8. Adverb Clause of Result

So that/in order that/so...that such...that

So that and in order that

Both so that and in order that are used to talk about purpose.

In order that is more formal.

- Speak clearly so that we can all hear you.
- He spoke loudly in order that everybody would hear him.
- He remained still so that people thought he had died.
- We started in the morning so that we would reach our destination in time.
- She lived in England for six months so that she could perfect her English.
- Send the letter by courier so that she will get it before Wednesday.

### So...that

- It was so hot that we didn't go out.
- She was so weak that she couldn't walk.
- It was so cold that we stopped playing.
- She was so weak that she could barely stand.
- It was so hot that I couldn't go out.

The same idea can often be expressed using the structure

### too...to

- It was too hot to go out.
- She was too weak to walk.

- It was too cold to play.

### Such...that

- She spoke in such a low voice that nobody could hear her.
- It was such a hot afternoon that we stopped playing.
- Such were his words and gestures that the audiences were mesmerized.
- His rudeness was such that his parents were shocked.

### Direct and Indirect Speech with All Rules

The word "tell" is used when we want to mention the hearer in the sentence.

#### 1. Present Simple changes into Past Simple.

- He said, "I like reading books."
- He said that he liked reading books.

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- She said, "I cook biryani."
- She said that she cooked biryani.

## **2. Present Continuous changes into Past Continuous.**

- He said, "I am writing a novel."
- He said that he was writing a novel.
- They said, "We are playing football."
- They said that they are playing.

## **3. Present Perfect changes into Past Perfect.**

- He said, "I have eaten food."
- He said that he had eaten food.
- They said, "We have completed our works."
- They said that they had completed their works.

## **4. Present Perfect Continuous changes into Past Perfect Continuous.**

- He said, "He has been reading a novel for two weeks."
- He said that he had been reading a novel for two weeks.
- She said, "She has been practicing for base-ball since 2015."



- She said that she had been practicing for base-ball since 2015.

### **5. Past Simple changes into Past Perfect.**

- He said, "I completed my project."
- He said that he had completed his project."
- They said, "We hunted a deer."
- They said that they had hunted a deer.

### **6. Past Continuous changes into Past Perfect Continuous.**

- He said, "I was driving a car."
- He said that he had been driving a car.
- Ali said, "I was teaching in a college."
- Ali said that he had been teaching in a college.

### **7. Past Perfect changes into Past Perfect.**

- She said, "I had written a letter."
- She said that she had written a letter.
- They said, "We had played cricket."
- They said that they had played cricket.

### **8. Future Simple (Will changes into Would).**

- She said, "I will take admission in UOB."
- She said that she would take admission in UOB.
- He said, "I will meet Prime Minister."
- He said that he would meet Prime Minister.

### **9. Future Continuous (Will be changes into Would be).**

- He said, "I will be teaching in a university."
- He said that he would be teaching in a university.
- She said, "I will be applying in CSS."
- She said that she would be applying in CSS.

### **10. Future Perfect (Will have changes into Would have).**

- He said, "He will have written a letter."
- He said that he would have written a letter.
- She said, "I will have cooked food."
- She said that she would have cooked food.

### **11. Present Simple of to be changes into Past Simple of to be.**

- He said, "I am a doctor."

- He said that he was a doctor.
- She said, "I am sick."
- She said that she was sick.

**Now – then: He said, "I eat food now."**

**He said that he ate food then.**

**Here – there: He said, "The book is kept here."**

**He said that the book was kept there.**

**Ago – before: He said, "I came 3 days ago."**

**He said that he had come 3 days before.**

**Thus – so**

**Today -- that day: He said, "I meet him today."**

**He said that he met him that day.**

**Tomorrow -- the next day: He said, "Our exam will be conducted tomorrow."**

**He said that our exam would be conducted the next day.**

**This – that: He said, "I need this pen."**

**He said that he needed that pen.**

**Yesterday -- the day before: He said, "His brother came from Dubai yesterday."**

**He said that his brother had come from Dubai the day before.**

**These – those: He said, "I like these books."**

**He said that he liked those books.**

**Hither-- thither**

**Come -- go**

**Hence – thence**

**Next—the following: She said, “I will come next day.”**

**She said that she would come the following day.**

**Last—the previous: He said, “I came last day.”**

**He said that he had come the previous day.**

**Yesterday—the previous day: They said, “They came yesterday.”**

**They said that they had come the previous day.**

**It—that: He said, “I do it.”**

**He said that he did that.**

**Have to—had to: He said, “I have to leave for Quetta.”**

**He said that he had to leave for Quetta.**

**Must—had to: He said, “I must get the first position in C.S.S. Exam.”**

**He said that he had to get the first position in C.S.S. Exam.**

- 12. If the reporting verb is in present or future the reporting speech will be in present or future.**

- She says, "I cook food."
- She says she cooks food.
- He says, "I am ill."
- He says he is ill.
- She will say to me, "I go to market."
- She will tell me she goes to market.
- He says to me, "I write a letter."
- He tells me he writes a letter.
- He says to me, "You did not read in center."
- He tells me I did not read in center.

### **13. Universal truths cannot be changed.**

- He said, "We cannot live without water."
- He said that we cannot live without water.
- She said, "Sun rises in east."
- She said that sun rises in east.
- They say, "Earth revolves around sun."
- They say that earth revolves around sun.

### **Model Verbs.**

#### **1. Can changes into Could.**

- He said, "I can play cricket."
- He said that he could play cricket.

## 2. May changes into Might.

- He said, "I may buy a car."
- He said that he might buy a car.

## 3. Must changes into Had to/ Would have to.

- He said, "I must pass the exam."
- He said that he had to pass the exam.

## Commands, Advices and Requests

- Ali said to him, "Leave the room."
- Ali ordered him to leave the room.
- He said to me, "Go away."
- He ordered me to go away.
- She said to me, "Please wait."
- She requested me to wait.
- She said to me, "Will you come with me to bazaar, please?"
- She requested me to go bazaar with her.

- He said to me, "Please give your car to me for one day."
- He requested me to give my car to him for one day.
- I said to him, "Do not waste your time in packages with girls."
- I advised him not waste his time in packages with girls.
- Doctor said to me, "Avoid unhealthy food."
- Doctor advised me to avoid unhealthy food.

### Exclamation

- He said, "Alas! I failed exam."
- He exclaimed with sadness that he had failed exam.
- He said, "Hurrah! I will leave for London tomorrow."
- He expressed joy that he would leave for London the next day.
- She said, "Wow! What a beautiful watch it is."
- She wondered with wonder that what a beautiful watch it was.

### Questions

- He said to me, "What are you doing?"
- He asked me what I was doing.
- She said, "Will you come to tea party?"

- She asked me whether I would go to tea party.
- Amjid asked him, "Where do you live?"
- Amjid inquired him where he lived.
- They said, "Do you like coffee?"
- They asked whether I liked coffee.
- He said to me, "Will you help me?"
- He asked me if I would help him.
- She said me, "Are you fine?"
- She asked me if I was fine.
- Ali said to him, "Can I use your mobile?"
- Ali asked him if he could use his mobile.
- They said to me, "Did you get the way to bazaar?"
- They asked me whether I had got the way to bazaar.
- She said, "Are you reading a book?"
- She asked whether I was reading a book.
- He said to me, "What is your name?"
- He asked me what my name was.

### Optative Sentences

- He said, "Good morning."
- He wished me good morning.
- She said to me, "Good bye."
- She told me good bye or she wished me good bye.



- He said, "Thank you."
- He thanked me.
- She said, "Congratulation."
- She congratulated me.

## Conditional Sentences

### 1. Conditional Type 1

**First sentence in present, the second sentence in future**

- If you study, you will learn.
- If you work hard, you will pass the test.
- If it rains, the weather will change.
- If they try, they will succeed.
- Many people will be killed if another war comes.
- You will fail the test if you do not work hard.

**Auxiliary "will" is used for willingness in polite manner.**

- If you will pay the bill, we will order the food.
- If you will talk to him, I will meet him.
- We will join the team, if you will request the coach.

## “then”

- If it is cold tomorrow, then we will postpone our trip.
- If you buy a car then you have to get a driving license.

### **Conditional clause covers more than one sentence.**

- If I go on the stage, I will speak so boldly, I will get the position.
- If I go for a journey to Europe, I will visit Greek, I will meet Bill Gates.

## **2. Conditional Type 2**

- If I had a map, I would find England.
- If you tried to blackmail me, I would tell the police.
- If I were the president, I would justice with all.
- If a ghost came into my room, I would shout.
- If you tried again, you would succeed.
- If you tried again, you might succeed.

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- If you tried again, you could succeed.

### Confusing

- We will never save money, if we each saved 100 a week, we would do it in ten weeks.

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