

UNIT-1

COMMON ERRORS IN PARTS OF SPEECH

PARTS OF SPEECH

NOUNS

-A noun is a word that names something: either a person, place, or thing. In a sentence, nouns can play the role of subject, direct object, indirect object, subject complement, object complement, appositive, or adjective.

-A proper noun is a specific name of a person, place, or thing, and is always capitalized. For example:

- Does Tina have much homework to do this evening?

-A common noun is the generic name of an item in a class or group and is not capitalized unless appearing at the beginning of a sentence or in a title. For example:

- The girl crossed the river.

ERRORS IN THE USE OF NOUNS

(A) Singular Nouns: Some nouns commonly used in English are always singular. Such nouns are used alone without indefinite article.

- Wrong(W)-Anita's mother gave her an advice.
- Right(R)-Anita's mother gave her some advice.

(B) Plural Nouns: Several nouns are always plural. Archives, braces, glasses, goods, trousers are examples of such nouns.

- (W)-Her scissor is blunt.
- (R)-Her scissors are blunt.

- Incorrect: Bring me some blotting.
- Correct: Bring me some **blotting paper**.
- Incorrect: The boy is in the boarding.
- Correct: The boy is in the **boarding house**.
- Incorrect: Please put your sign here.
- Correct: Please put your **signature** here.
- Incorrect: She is my cousin sister.
- Correct: She is my **cousin**.
- Expressions like **cousin sister** and **cousin brother** are wrong.
- Incorrect: She has bought two dozens apples.
- Correct: She has bought **two dozen** apples.
- Incorrect: I saw many deers in the jungle.
- Correct: I saw **many deer** in the jungle.
- The nouns **sheep** and **deer** have identical singular and plural forms.

- Incorrect: I told these news to my father.
- Correct: I told **this news** to my father.
- **News** is a singular uncountable noun. Therefore it has to be used with a singular determiner.
- Incorrect: The teacher gave us many advices.
- Correct: The teacher gave us **some advice**.
- **Advice** is an uncountable noun. It does not have a plural form. The determiner **many** is only used with plural countable nouns.
- Incorrect: I have a five dollars note.
- Correct: I have a **five dollar** note.

Incorrect: He is working for the blinds.

Correct: He is working for **the blind**.

Expressions like **the poor, the blind, the deaf** etc., are always plural.

Incorrect: She likes to feed the poods.

Correct: She likes to feed **the poor**.

Incorrect: He is working for the eir plural forms by adding –s to them.

PRONOUNS

-Pronouns make up a small subcategory of nouns. The distinguishing characteristic of pronouns is that they can be substituted for other nouns. For example:

- They went to the store.
- He runs a great shop in town.
- You can't leave, either.
- Go talk to her.
- Mary put the gift under it.
- Don't look at them.

ERRORS IN THE USE OF PRONOUNS

(i) Always use the subject form of pronoun after 'than' and 'as' in comparison.

- (W)-She is not as good singer as he.
- (R)-She is not as good singer as him.

(ii) Always use the subject form of pronoun after the verbs am, is, are, was, were.

- (W)-It was him who stood first.
- (R)-It was he who stood first.

NOTES:

- Incorrect: None but I turned up.
Correct: None but me turned up.
Incorrect: They are all wrong but I.
Correct: They are all wrong but me.

Explanation:

- When **but** is used as a preposition it means except. The preposition **but** should be followed by a pronoun in the objective case.

- **Incorrect:** His teaching was like Buddha.
Correct: His teaching was like that of Buddha.
- **Incorrect:** None but I turned up.
Correct: None but me turned up.
Incorrect: They are all wrong but I.
Correct: They are all wrong but me.
- **Explanation**
- When **but** is used as a preposition it means except. The preposition **but** should be followed by a pronoun in the objective case.

- Incorrect: One should keep his promises.
- Correct: One should keep **one's** promises.
- Correct: A man or woman should keep **his / her promises**.
- **One** when used in a sentence should be used throughout. Note that in American English, the pronouns **he, him** and **his** can be used later in a sentence to refer back to **one**. This is not possible in British English.
- Incorrect: 'Is he coming?' 'Yes, I think.'
- Correct: 'Is he coming?' 'Yes, I think **so**.'
- Here the sentence 'I think so' means 'I think that he is coming.' **So** can be used after verbs like **say, tell** and **think** instead of repeating information in a **that-clause**.

- Correct: One should keep **one's** promises.
- Correct: A man or woman should keep **his / her promises**.
- **One** when used in a sentence should be used throughout. Note that in American English, the pronouns **he, him** and **his** can be used later in a sentence to refer back to **one**. This is not possible in British English.
- Incorrect: 'Is he coming'? 'Yes, I think.'
- Correct: 'Is he coming?' 'Yes, I think **so**.'
- Here the sentence 'I think so' means 'I think that he is coming.' **So** can be used after verbs like **say, tell** and **think** instead of repeating information in a **that-clause**.

- incorrect: I enjoyed when I went to Venice.
- Correct: I **enjoyed myself** when I went to Venice.
- To talk about having a good time, we normally say **enjoy myself / yourself / himself** etc.
- Incorrect: The boy who does best he will get the prize.
- Correct: The boy who does best will get the prize.
- Incorrect: The man who stole the bicycle he has been arrested.
- Correct: The man who stole the bicycle has been arrested.
- One subject or object in a relative clause is enough. For example, in the clause 'the boy he will get the prize' there are two subjects - the boy and he. One of these should be removed.

ADJECTIVES

-Adjectives are words that describe the qualities or states of being of nouns: enormous, doglike, silly, yellow, fun, fast. They can also describe the quantity of nouns: many, few, millions, eleven. For example:

- Margot wore a beautiful hat to the pie-eating contest.
- Furry dogs may overheat in the summertime.
- My cake should have sixteen candles.
- The scariest villain of all time is Darth Vader.

ERRORS IN THE USE OF ADJECTIVES

(A) Use of double comparative and superlative.

- (W)-He is more stronger than me.
- (R)-He is stronger than me.

(B) Use of superlative while making comparisons between two things.

- (W)-This chair is the best of the two.
- (R)-This chair is the better of the two.

- • Incorrect: Chennai is **further** from Delhi than Gurgaon.
- • Correct: Chennai is **farther** from Delhi than Gurgaon.
- • Incorrect: You have much dresses.
- • Correct: You have many dresses.
- Incorrect: You have much dresses.
- • Correct: You have many dresses.
- Incorrect: Tell me the last news.
- • Correct: Tell me the latest news.

VERBS

-Verbs are the action words in a sentence that describe what the subject is doing. For example:

- Mark eats his dinner quickly.
- We went to the market.
- You write neatly in your notebook.
- They thought about all the prizes in the competition.

ADVERBS

-An adverb is a word that is used to change, modify or qualify several types of words including an **adjective, a verb, a clause, another adverb,** or any other type of word or phrase, with the exception of determiners and adjectives, that directly modify nouns.

- Mandy drives carefully.
- It was an extremely bad match.
- There are quite a lot of people here.
- Jamie Oliver can taste well.

PREPOSITIONS

-Prepositions indicate relationships between other words in a sentence. Prepositions tell us where or when something is in relation to something else. For example:

- Sam left his jacket in the car.
- Did you send that letter to your mother?
- We're cooking for ten guests tonight.
- Dan ate lunch with his boss.

ERRORS IN THE USE OF PREPOSITIONS

(i) Use 'of' (not 'over') after 'command'.

- (W)-You must have excellent command over spoken and written English.
- (R)-You must have excellent command of spoken and written English.

(ii) Use 'on' (not 'for') after 'congratulate' and 'insist'.

- (W)-I congratulate you for your victory.
- (R)-I congratulate you on your victory.

At tells where an object or subject is while **to** refers to another location

We arrived **at** the station.
Mary returned **to** the store.

For measures time while **since** refers to a specific period

He has been traveling **for** five years.
He's been with the company **since** it was established.

Use **in** or **for** with general measurements and **on** or **at** for specific dates

Muriel has a meeting **in** the morning.
The term paper is due **at** 8:00 AM on the 5th.

Specific days require the preposition **on** or **for** while general measurements call for the preposition **in**

The whole family loves to go sailing **in** the springtime.
Are you going to the barbecue **on** the 4th of July?

About, around and **up to** are used to create approximate quantifications

Quantities

In refers to geographic regions, continents, counties and towns

Regions

14 things to keep in mind with prepositions



At refers to specific places and addresses

The Andersons live **at** 144 Byrd Lane.

When referring to a street or road, **on** is the word of choice

There's a bank **on** Birch Street.

Whenever an infinitive is used, a helping verb is required

CORRECT INCORRECT

I would like **to** visit Washington D.C.

I would like visit Washington D.C.

Some constructions don't need additional prepositions

Off **of** ⇒ Off
Meet **up** with ⇒ Meet with
Where are they **at**? ⇒ Where are they?

Phrases that require a preposition, include

Afraid **of**
Love **of**
Concern **for**
Study **for**
Worry **about**

In some cases, a preposition is unnecessary

Go home
Go inside/outside
Go upstairs/downstairs
Go uptown/downtown

When making comparisons, the second preposition can be omitted if it's the same as the first. However, it must be included if the second phrase requires a different preposition

We drove **to** the beach and swam **in** the ocean.
The climate **in** the United States is much different than Norway.

Although ending a sentence with a preposition is considered incorrect, these constructions are used every day

NOTES:

- **Incorrect:** Send this letter on my new address.
- **Correct:** Send this letter to my new address.
- **Incorrect:** He goes in the school.
- **Correct:** He goes to the school.
- **Incorrect:** He goes on his work.
- **Correct:** He goes to his work

To/At

“**At**” tells where an object or subject is while “to” refers to another location. For example:

We arrived at the station.

Mary returned to the store.

For/Since

“**For**” measures time while “**since**” refers to a specific period. For example, He has been traveling for five years.

He’s been with the company since it was established.

Dates and Times

Use “**in**” or “**for**” with general measurements and “**on**” or “**at**” for specific dates.

For example:

Muriel has a meeting in the morning.

The term paper is due at 8:00 AM on the 5th.

- **Seasons, Months and Holidays**

Specific days require the preposition “**on**” or “**for**” while general measurements call for the proposition “**in**”. For example:

The whole family loves to go sailing in the springtime.

Are you going to the barbecue on the 4th of July?

- **Quantities**

“**About**”, “**around**” and “**up to**” are used to create approximate quantifications.

- **Regions**

“**In**” refers to geographic regions, continents, counties and towns.

- **Roads and Streets**

When referring to a street or road, “**on**” is the word of choice. For example:

There’s a bank on Birch Street.

- **Specific Places**

“**At**” refers to specific places and addresses. For example:

The Andersons live at 144 Byrd Lane.

- **Phrases**

Phrases that require a preposition, include:

Afraid **of**

Love **of**

Concern **for**

Study **for**

Worry **about**, etc.

- **Missing Prepositions**

Whenever an infinitive is used, a helping verb is required. For example:

INCORRECT: *I would like visit Washington D.C.*

CORRECT: *I would like to visit Washington D.C.*

- **Unnecessary Additions**

Some constructions don't need additional prepositions. For example:

Off of/off

Meet up with/meet

Where are they at?/Where are they?

- **Exceptions**

In some cases, a preposition is unnecessary. For example:

Go home

Inside/outside

Upstairs/downstairs

Uptown/downtown

- **Complex Constructions**

When making comparisons, the second preposition can be omitted if it's the same as the first. However, it must be included if the second phrase requires a different preposition. For example:

The climate in the United States is much different than Norway.

We drove to the beach and swam in the ocean.

CONJUNCTIONS

-Conjunctions are words that link other words, phrases, or clauses together. Conjunctions allow us to form complex, elegant sentences and avoid the choppiness of multiple short sentences. For example:

- I tried to hit the nail but hit my thumb instead.
- I have two goldfish and a cat.
- I'd like a bike for commuting to work.
- You can have peach ice cream or a brownie sundae.
- Neither the black dress nor the gray one looks right on me.
- My dad always worked hard so we could afford the things we wanted.
- I try very hard in school yet I am not receiving good grades.

MODALS

-A modal is a type of auxiliary verb that is used to express: ability, possibility, permission or obligation. Modal phrases (or semi-modals) are used to express the same things as modals, but are a combination of auxiliary verbs and the preposition to. The modals and semi-modals in English are:

- Can/could/be able to
- May/might
- Shall/should
- Must/have to
- Will/would

CAN, COULD, BE ABLE TO

-Ability / Lack of Ability

- Tom can write poetry very well.
- I can help you with that next week.
- Lisa can't speak French.
- Mike is able to solve complicated math equations.
- When I was a child I could climb trees.

MAY, MIGHT

-Formal Permission / Formal Prohibition

- You may start your exam now.
- You may not wear sandals to work.
- May I help you?
- We may go out for dinner tonight. Do you want to join us?
- Our company might get the order if the client agrees to the price.

SHALL, SHOULD, OUGHT TO

-To Offer of Assistance or Polite Suggestion (When you are quite sure of a positive answer)

- Shall we go for a walk?
- Should I call a doctor?
- The proposal should be finished on time.
- I shouldn't be late. The train usually arrives on time.
- You should check that document before you send it out.
- You ought to have your car serviced before the winter.

MUST, HAVE TO, NEED TO, DON'T HAVE TO, NEEDN'T

-Necessity or Requirement

- You must have a passport to cross the border.
- Elisabeth has to apply for her visa by March 10th.
- I need to drop by his room to pick up a book.
- I had to work late last night.
- I needed to drink a few cups of coffee in order to stay awake.
- You must try this wine. It's excellent.
- You have to visit us while you're in town.

WILL / WOULD

-Polite Request or Statement

- John will pick you up at 7:00am.
- Beth won't be happy with the results of the exam.
- Will you please take the trash out?
- Would you mind if I sat here?
- I'd (I would) like to sign up for your workshop.
- When I was a child, I would spend hours playing with my train set.
- Peter wouldn't eat broccoli when he was a kid. He loves it now.

ERRORS IN THE USE OF VERBS

(i) When the verb does not agree with its subject in number and/or in person. Verb should be in agreement with the subject.

- (W)-Two and two makes four.
- (R)-Two and two make four.

(ii) The verb does not agree with the relative pronoun.

- (W)-Amartya Sen is one of the few Indians who has won the Nobel Prize.
- (R)-Amartya Sen is one of the few Indians who have won the Nobel Prize.

ERRORS IN THE USE OF ADVERBS

(A) Use of 'less' in place of 'fewer'.

- (W)-Less than twenty students came to the class.
- (R)-Fewer than twenty students came to the class.

(B) Always use 'quite' which means completely or entirely immediately after the word it modifies.

- (W)-The quite Annual Function of our college was successful.
- (R)-The Annual Function of our college was quite successful.

ERRORS IN THE USE OF CONJUNCTIONS

(A) Use of a conjunction to connect unrelated ideas.

- She will wash clothes tomorrow but India will not play England.

(B) Use of different parts of speech after conjunction in pairs.

- (W)-She not only teaches English but also Mathematics.
- (R)-She teaches not only English but also Mathematics.

ERRORS IN TENSES

Tenses

Present Tense

Simple Present

(I play football)

Present Continuous

(I am playing football)

Present Perfect

(I have played football)

Present Perfect Continuous

(I have been playing football)

Past Tense

Simple Past

(I played football)

Past Continuous

(I was playing football)

Past Perfect

(I had played football)

Past Perfect Continuous

(I had been playing football)

Future Tense

Simple Future

(I will play football)

Future Continuous

(I will be playing football)

Future Perfect

(I would have played football)

Future Perfect Continuous

(I would have been playing football)

ASPECT/TIME	Past	Present	Future
Simple	Past simple (Usually) Verb + ed <i>watched</i>	Present simple Verb (+s) <i>watch(es)</i>	Future simple WILL + verb <i>will watch</i>
Continuous (or progressive)	Past continuous was/were + verb-ing <i>was/were watching</i>	Present continuous am/is/are + verb-ing <i>am/is/are watching</i>	Future continuous WILL be + verb-ing <i>will be watching</i>
Perfect	Past perfect had + 3 rd form of verb (past participle) <i>had watched</i>	Present perfect have/has + 3 rd form of verb (past participle) <i>have/has watched</i>	Future perfect WILL have + 3 rd form of verb (past participle) <i>will have watched</i>
Perfect continuous	Past perfect continuous had + been + verb-ing <i>had been watching</i>	Present perfect continuous have/has + been + verb-ing <i>have/has been watching</i>	Future perfect continuous WILL have + been + verb-ing <i>will have been watching</i>

PRESENT INDEFINITE TENSE

-To express a habitual action.

- I go out for a walk every morning.
- She drinks tea every evening.

-To express general truths.

- The sun rises in the east.
- Future favors the brave.

PRESENT CONTINUOUS TENSE

-For an action going on at the time of speaking.

- She is playing.
- Is it still raining?

-For an action that has already been arranged to take place in near future.

- My daughter is arriving tomorrow.
- We are going to the cinema tonight.

PRESENT PERFECT TENSE

-To indicate completed activities in the immediate past.

- It has just struck twelve.
- She has just gone out.

-To express past actions whose time is not given and not definite.

- I have never known him to be sad.
- My son has been to Washington.

PRESENT PERFECT CONTINUOUS TENSE

-To describe an action in which time and some word indicating present is given.

- I have been living in the house for five years.
- These boys have been playing cricket for an hour.

-To describe an action which begins with since, when or for how long.

- Since when has she been living in this house?
- For how long have you been waiting for the teacher?

PAST INDEFINITE TENSE

-To indicate an action in which time showing the past is given.

- Mohan left the country last year.
- The steamer sailed yesterday.

-To describe the past habits.

- She always carried a torch.
- Mahatma Gandhi always spoke the truth.

PAST CONTINUOUS TENSE

-To indicate an action in which adverb clause is given in the past indefinite tense.

- She was taking tea when I went to her house.
- I was reading a book when she entered the room.

-To indicate persistent habits in the past, along with words always, continually, etc.

- She was always grumbling.
- He was continually cursing his fate.

PAST PERFECT TENSE

-To describe an action in which till, yesterday, till then are given.

- She had not paid her fee till yesterday.
- He had not finished his homework till then.

-To show which action out of two happened earlier than the other.

- I had finished the lunch before she arrived.
- When she reached the station the train had started.

PAST PERFECT CONTINUOUS TENSE

-This tense is used for an action that began before a certain point in the past and continued up to that time.

- At that time she had been writing a poem for two days.

-If when and before clause is given then the main clause in which since/for is given is expressed in past perfect continuous.

- The maid had been cooking food for an hour when she came.
- She had been sleeping for two hours when I entered the house.

FUTURE INDEFINITE TENSE

-To talk about what we think or believe will happen in future.

- I think India will win the match.
- I'm sure Ria will get a first class.

-To express events which we cannot control.

- She shall be fifty next Monday.
- It will be Holi in a fortnight.

FUTURE CONTINUOUS TENSE

-To denote an action that will keep on going at some time in the future.

- I shall be leaving Delhi at this hour on coming Sunday.
- The maid will be washing clothes at this time tomorrow.

-For future actions which are already planned.

- The postman will be coming soon.
- She will be staying here till Sunday.

FUTURE PERFECT TENSE

-For an action in which the time indicating future is given after till or by.

- The teacher will have taken tea by now.
- I shall have revised my courses by tomorrow.

-To describe an action in which present indefinite is given after when and before.

- She will have taken bath before the day dawns.
- I shall have got ready before the train arrives.

FUTURE PERFECT CONTINUOUS TENSE

-To denote an action which will be in progress over a period of time in the future.

- By next June we shall have been living here for five years.
- I'll have been teaching for thirty seven years next July.

**ERRORS IN REPORTED SPEECH
(DIRECT AND INDIRECT SPEECH)**

DIRECT AND INDIRECT SPEECH

-Direct Speech: the message of the speaker is conveyed or reported in his own actual words without any change.

-Indirect Speech: the message of the speaker is conveyed or reported in our own words.

- For example:

a)Direct: Radha said, “I am very busy now”.

b)Indirect: Radha said that she was very busy then.

RULES FOR CHANGING DIRECT TO INDIRECT SPEECH

-Rule 1 – The pronoun of the first person in the reported speech is changed according to the subject of the reporting verb.

Direct: He says, “I am in the right”.

Indirect: He says that he is in the right.

-Rule 2 – The pronoun of second person in the reported speech is changed according to the object of the reporting verb.

Direct: He says to me, “You have done your job”.

Indirect: He tells me that I have done my job.

RULES FOR CHANGING DIRECT TO INDIRECT SPEECH

-Rule 3 – The pronoun of the third person in the reported speech remains unchanged.

Direct: He says, “She does not take coffee”.

Indirect: He says that she does not take coffee.

-Rule 4 – If the reporting verb is given in the present or future tense, the tense of the verb is in reported speech.

Direct: The manager says, “Ramesh works hard”.

Indirect: The manager says that Ramesh works hard.

RULES FOR CHANGING DIRECT TO INDIRECT SPEECH

-Rule 5 – If the verb is given in past tense then the tense of the verb in the reported speech is changed into past tense.

Direct: He said, “I am strong”.

Indirect: He said that he was strong.

-Rule 6 – If universal truth, habitual fact, two actions, and imagined condition happening at the same time are given in reported speech, the tense is not changed.

Direct: He said, “God is omni present”.

Indirect: He said that God is omni present.

RULES FOR CHANGING INDIRECT TO DIRECT SPEECH

-Told, asked, advised, requested, suggested, wished, prayed, given in reporting verbs are converted to “said” or “said to”.

-In case of the pronouns in the reported speech if these are consistent subject of the reporting verb, then covert into first person.

-If, that, whether, to are converted into inverted commas.

Example –

- Indirect: He exclaimed with joy that he had won the race.
- Direct: He said, “Hurrah! I won the race”.

SUMMARY OF RULES FOR CHANGING INDIRECT TO DIRECT SPEECH

Conversion Table

Direct Speech

Indirect Speech

Simple present

He said, "I go to market every day."

Simple past

He said (that) he went to the market every day.

Simple past

He said, "I went to the market every day."

Past perfect

He said (that) he had gone to the market every day.

Present perfect

He said, "I have gone to the market every day."

Past perfect

He said (that) he had gone to the market every day.

Present continuous

He said, "I am going to the market every day."

Past continuous

He said (that) he was going to the market every day.

<p>Past continuous</p> <p>He said, "I was going to market every day."</p>	<p>Past perfect continuous</p> <p>He said (that) he had been going to the market every day.</p>
<p>Future (will)</p> <p>He said, "I will go to market every day."</p>	<p>Would + verb name</p> <p>He said (that) he would go to the market every day.</p>
<p>Future (going to)</p> <p>He said, "I am going to market every day."</p>	<p>Present continuous</p> <p>He said (that) he is going to market every day.</p>
<p>Auxiliary +verb name</p> <p>He said, "Do you go to market everyday?"</p> <p>He said, "Where do you go to market?"</p>	<p>Simple past</p> <p>He asked me if I went to market every day.</p> <p>He asked me where I went to market.</p>
<p>Imperative</p> <p>He said, "Go to market every day."</p>	<p>Infinitive</p> <p>He said to go to market every day.</p>

Be careful about Yes / No question in direct speech. When a Yes / No Question is being asked in direct speech, then a construction with **if** or **whether** is used. If a WH question is being asked, then use the WH to introduce the clause.

Direct Speech	Indirect Speech
Simple present + simple present He says, "I go to the market every day."	Simple present + simple present He says (that) he goes to market every day.
Present perfect + simple present He has said, "I go to the market every day."	Present perfect + simple present He has said (that) he goes to market every day.
Past continuous + simple past He was saying, "I went to market every day."	Past continuous + simple past He was saying (that) he went to market every day.
Past continuous + past perfect He was saying, "he had gone to market every day."	Past continuous + simple past He was saying (that) he had gone to market every day.
Future + simple present He will say, "I go to market every day."	Future + simple present He will say (that) he goes to market every day.

Direct speech	Indirect speech
Can He said, "I can go to market every day."	Could He said (that) he could go to market every day.
May He said, "I may go to market every day."	Might He said (that) he might go to market every day.
Might He said, "I might go to market every day."	Might He said that I might go to market every day.
Must He said, " I must go to market every day."	Must He said (that) he must go to market every day.
Have to He said, "I have to go to market every day."	Had to He said (that) he had to go to market every day.
Should He said, "I should go to market every day."	Should He said (that) he should go to market every day.
Ought to He said, "I ought to go to market ever day."	Ought to He said (that) he ought to go to market every day.

**ERRORS IN ACTIVE AND PASSIVE VOICE,
CONCEPT , KINDS OF VOICE, GENERAL
RULES TO CHANGE VOICE.**

ACTIVE VS PASSIVE

TENSE	ACTIVE	PASSIVE
Present Simple	They speak German in Austria.	German is spoken in Austria.
Present Continuous	They are planting some trees.	Some trees are being planted .
Present Perfect	Someone has eaten my muffin.	My muffin has been eaten .
Past Simple	They closed the road for a day.	The road was closed for a day.
Past Continuous	He was not feeding his dogs.	His dogs were not being fed .
Past Perfect	Someone had put out the fire before the fire brigade arrived.	The fire had been put out before the fire brigade arrived.
Future Simple	They will fine you for littering.	You will be fined for littering.
Future with 'be going to'	They are going to raise taxes.	Taxes are going to be raised .
Modal verbs	You can solve the problem.	The problem can be solved .

ACTIVE AND PASSIVE VOICE

-Active Voice

A feature of sentences in which the subject performs the action of the verb and the direct object is the goal or the recipient:

- The mechanic fixed the car.

-Passive Voice

A feature of sentences in which the object or goal of the action functions as the sentence subject and the main verb phrase includes the verb *to be* and the past participle:

- The car was fixed by the mechanic.

GENERAL RULES TO CHANGE THE VOICE

(1) Make the object your subject: In case there is a pronoun of objective case in the object, apply the following rules:

me=I

her=she

us=we

it=it

(2) Make subject your object and add 'by' before the object: In case there is a pronoun of the nominative case in the subject, apply the following rules:

I=by me

they=by them

we=by us

she=by her

PRESENT INDEFINITE TENSE

ACTIVE VOICE

1ST form

He likes me.

She lights the lamp.

I do my homework.

They expect success.

We help the needy.

PASSIVE VOICE

is/am/are+3rd form

I am liked by him.

The lamp is lighted by her.

My homework is done by me.

Success is expected by them.

The needy are helped by us.

PRESENT CONTINUOUS TENSE

ACTIVE VOICE

is/am/are+1ST form+ing

She is driving a truck.

She is plucking the flowers.

I am not making a note.

What are they singing?

Who is writing an essay?

PASSIVE VOICE

is/am/are+being+3rd form

A truck is being driven by her.

The flowers are being plucked by her.

A note is not made by me.

What is being sung by them?

By whom is the essay being written?

PRESENT PERFECT TENSE

ACTIVE VOICE

has/have+3rd form

I have done by homework.

She has not returned my book.

Who has broken this desk?

What have they done?

PASSIVE VOICE

has/have+been+3rd form

My homework has been done by me.

My book has not been returned by her.

By whom has this desk been broken?

What has been done by them?

PAST INDEFINITE TENSE

ACTIVE VOICE

2nd form

We did not expect her.

The boy drank all the milk.

Did he make a noise?

Where did you find the mobile?

Which movie did you
see last night?

PASSIVE VOICE

was/were+3rd form

She was not expected by us.

All the milk was drunk by the boy.

Was a noise made by him?

Where was the mobile found by you?

Which movie was seen by you last night?

PAST CONTINUOUS TENSE

ACTIVE VOICE

was/were+1ST form+ing

The doctors were not
operating the patient.

Was she combing her hair?

What was Rohan doing?

Whom were you helping?

PASSIVE VOICE

was/were+being+3rd form

The patient was not being operated by the
doctors.

Were her hair being combed by her?

What was being done by Rohan?

Who was being helped by you?

PAST PERFECT TENSE

ACTIVE VOICE

had+3rd form

They had cheated the bank.

I had not read this book.

Had she attended the class?

Why had you rebuked him?

PASSIVE VOICE

had+been+3rd form

The bank had been cheated by them.

This book had not been read by me.

Had the class been attended by her?

Why had he been rebuked by you?

FUTURE INDEFINITE TENSE

ACTIVE VOICE

will/shall+1ST form

She will not attend the office.

I shall not lend you a single rupee.

Why will you pay the bill?

What will you have for dinner?

PASSIVE VOICE

will/shall+be+3rd form

The office will not be attended by her.

Not a single rupee will be lent to you by me.

Why will the bill be paid by you?

What will be had for dinner by you?

FUTURE PERFECT TENSE

ACTIVE VOICE

will/shall have+3rd form

The doctor will have operated
on the patient.

Who will have broken the window?

She will not have helped me.

PASSIVE VOICE

will/shall have been+3rd form

The patient will have been operated on
on by the doctor.

By whom will the window have been
broken?

I shall not have been helped by her.

**ERRORS IN CONDITIONAL CLAUSES, TYPES I.E
POSITIVE AND Negative, Types of sentences-Simple
,Compound and Complex**

CONDITIONAL CLAUSES

-Conditional clauses are the clauses that are used to state that an action can take place only after a condition is fulfilled. These clauses are of three types:

- 1) condition can be fulfilled.
- 2) condition can be fulfilled in theory.
- 3) condition cannot be fulfilled.

- For example – People who speak the truth are trusted.
- I think you have failed.
- If you work hard, you will succeed.

CLAUSES IN COMPLEX AND COMPOUND SENTENCES

-Compound sentences: A sentence which is made up of two or more principal or main clauses is called a compound sentence, e.g.

- The sun was shining and we had to take off woolens.

-Complex sentences: A sentence which consists of two or more main clauses and one or more subordinate clauses.

- Mohan called at 17.30, I told him, that you had gone out.

CONNECTIVES

-The words and phrases which connect different parts of a compound or complex sentence are called connectives. They are also known as transitional tags.

- The teacher both thanked and rewarded me.
- She is either depressed or she has gone mad.
- You neither deserve praise nor a reward.
- The police fired at the robber but it missed him.
- I gave him no money nor did I help him.
- You shall do it now or you shall not do it at all.

Question Tags

QUESTION TAGS

-Question tags are the short questions that we put on the end of sentences. The pattern is auxiliary + n't + subject if the statement is positive and auxiliary + subject if the statement is negative.

- Negative tag is used with a positive statement.
- For example- It is very hot. Isn't it?

You are free. Aren't you?

- Positive tag is used with a negative statement.
- For example- It is not very cold. Is it?

She isn't busy. Is she?

SHORT RESPONSES

-Short answers to verbal questions are known as short responses. Verbal questions are questions that begin with an auxiliary. The most usual form of short responses to verbal questions are as follows:

yes + pronoun + auxiliary

Or

no + pronoun + auxiliary + n't

- Are you going to college?

Yes, I am.

No, I am not.

- Can you drive a truck?

Yes, I can.

No, I can't.