

## APPENDIX - N

### Tenses

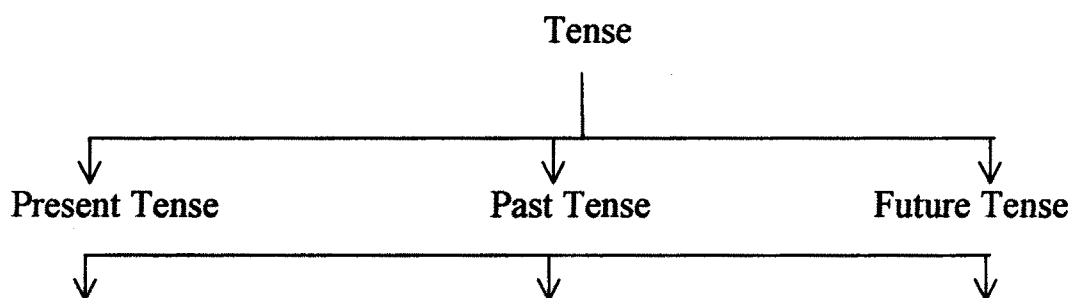
Any change in the form of verbs in accordance with the rules of grammar leads to the formation of tenses. We know that verbs indicate to some action. There are three kinds of tenses.

1. Present Tense
2. Past Tense
3. Future Tense

Education action is done either in Present, or in past or in future. Different forms of verbs indicate these stages of action.

1. Present Tense – The present stage of an action is the basic form of the verb and is known as present tense.
2. Past Tense – The past stage of an action is known as past tense.
3. Future Tense – The future stage of an action is called future tense.

The present tense is the basic form and from it are formed the past and the future tenses. These tenses are further divided into following tenses :



- |                                     |                                  |                                    |
|-------------------------------------|----------------------------------|------------------------------------|
| 1. Present Indefinite Tense         | 1. Past Indefinite Tense         | 1. Future Indefinite Tense         |
| 2. Present continuous Tense         | 2. Past continuous Tense         | 2. Future continuous Tense         |
| 3. Present perfect Tense            | 3. Past perfect Tense            | 3. Future perfect Tense            |
| 4. Present perfect continuous Tense | 4. Past perfect continuous Tense | 4. Future perfect continuous Tense |

**Sequence of Tense** – Sequence of tense is very important. It must be noted that if the principal verb is in the present tense, all the other verbs must also be in the present tense. If it is in the past tense, all other verbs must be in the past tense. For example if we say –

‘She said she will go’.

This sentence is wrong, because ‘said’ is used in the past tense. The correct sentence is – ‘she said she would go’. It is also right if we say – ‘she says she will go’. However there are exceptions where two tenses can be right in the same sentence. for example,

1. It was discovered that the earth is round.

2. The teacher said that the earth revolves round the sun.,,

These sentences point out universal fact and so the use of present tense in the second part of sentence is correct.

### **Forms of Verbs**

The forms of verbs can be classified as follows :

1. The basic Form – This is also called I form of the verb or the present tense form. It is used in simple present tense. For example :

- 1) I love my country
- 2) They go for a walk daily

In the sentences, ‘love’ and ‘go’ are the basic forms of verbs from which other forms are made.

2. The S-Form – This is made by putting ‘s’ after the basic form of verb. This form of verb is used with third person singular subjects (he, she, it and names etc.) It is used in simple present tense. For example :

- 1) She loves her country
- 2) He goes to the temple daily
- 3) Mohan plays cricket

In these sentences, 'loves', 'goes' and 'plays' are S-Form of verbs – 'love', 'go' and 'play'.

3. The Present Participle Form – This is also called '-ing' form of verb. This is made by adding 'ing' to the basic verb form. This form is used in continuous and perfect continuous tenses. For example :

- 1) She is writing a letter.
- 2) It has been raining for two hours.

In these sentences, 'writing', 'raining' are 'ing' forms of the basic verbs – write, rain.

4. The simple Past Form – It is also known as II form of verb. It is also called 'past tense' form because it is used for past activities. It is made by adding 'd' or 'ed' to the basic form of verb. In irregular verbs the base form undergoes a change in the inside vowels. For example :

I. Regular Verbs :

1. He killed a snake yesterday.
2. I reached school in time.

II. Irregular Verbs :

1. She saw a snake in the garden.

2. The teacher taught us English.

5. The Past Participle Form – This form is used for perfect tenses. It is also known as the III form of the verb. In case of regular verbs this form is made by adding ‘d’ or ‘ed’ to the basic form of verb. In irregular verbs a new word is formed.

For example :

I. Regular Verbs :

1. He has finished his work.
2. He had already reached there before I came.

II. Irregular Verbs :

1. She had already spoken to me before you told me anything.
2. She had written a letter before she received your message.

In irregular verbs ‘d’ or ‘ed’ is not added but a new word is formed.

### **Infinitive**

Infinitive is a form of verb but it differs in the sense that unlike the verb it requires no change in its form with the change of tense. We

have only to prefix 'to' to the present tense form or the I form of verbs.

For example :

Verb I form	Infinitives
go	to go
eat	to eat
sleep	to sleep

### **Gerund**

The form of a verb ending in 'ing' is sometimes called the 'present participle' and sometimes the 'gerund' depending upon, whether it is used more like a 'verb', adjective' or a 'noun'. Where the '-ing' form is used like a noun, it is called a 'gerund'.

For example :

1. Smoking is injurious to health.
2. He sat smoking.

## **Kinds of Sentences**

Sentences are of four kinds :

1. Declarative or Assertive Sentence – A sentence that makes a statement or assertion is called Declarative or Assertive sentence. for example : ‘she is beautiful’.
2. Interrogative Sentence – A sentence that asks a question is called an Interrogative sentence. for example : ‘Is she beautiful?’
3. Imperative Sentence – A sentence that express a command or an entreaty is called am Imperative sentence. for example : ‘Go to your room.’
4. Exclamatory Sentence – A sentence that express strong feeling is called an exclamatory sentence. for example ‘How beautiful she is!’

## **Sentence Structure**

By sentence structure we mean essential possible parts of a sentence. a normal sentence has two parts, 1. Subject and 2. Predicate.

1. The part which names the person or thing, we are speaking about or the doer of the action is known as ‘subject’.

2. The part which tells something about the subject, is called the 'predicate' of the sentence.

The recipient of the action is known as the object.

For example : The teacher / teaches English.

1

2

In this sentence the 'teacher' is the doer of the action, so it is 'subject'. 'teaches' is the action so, it is 'predicate'. 'English' is the recipient of action, so it is an 'object'.

It is not necessary that every sentence should have an object because some actions do not pass to anyone.

### **The Phrase and the Clause**

In the sentence 'Little jack Horner, sat in a corner'. The group of words 'in a corner', makes a sense but not complete sense, is called phrase.

In the example,

He has a chain which is made of gold.

The second group of words, unlike the phrase 'of gold', contains subject (which) and a Predicate (is made of gold).

Such a group of words which forms a part of a sentence and contains a subject and a predicate, is called a clause.





## Parts of Speech

Words are divided into different kinds or classes, called 'Parts of Speech', according to their use; that is according to the work they do in the sentence. the parts of speech are eight in number –

- |              |                 |
|--------------|-----------------|
| 1. Noun      | 5. Adverb       |
| 2. Adjective | 6. Preposition  |
| 3. Pronoun   | 7. Conjunction  |
| 4. Verb      | 8. Interjection |

1. Noun – A Noun is a word used as the name of a person, place or a thing as,

- 1) Akbar was a great king
- 2) Delhi is a big city
- 3) Rose smells sweet

The words, Akbar and King refer to a person. The words, Delhi and City refer to a place and the word rose is flower that refers to a thing, which we can see, touch and smell.

2. Adjective – An Adjective is word to add something to the meaning of a noun; as,
- He is a brave boy.

Here in this sentence, the word brave qualifies the boy that how brave he is, so brave works as an adjective.

3. Pronoun – A Pronoun is a word used instead of a noun; as,  
John is absent, because he is ill.

In the second part of the sentence, the word he is used in place of John to avoid repetition of the noun in the sentence.

4. Verb – A Verb is a word used to say something about some person, place or a thing; as,  
The girl wrote a letter.

The word 'wrote' in the sentence shows some action, which the girl has done, so wrote is a verb.

5. Adverb – An Adverb is a word used to add something to the meaning of a verb, an adjective or another adverb; as,  
He worked the sum quickly.

Here the word 'quickly' in the sentence qualifies the verb 'worked', so quickly works as an adverb.

6. Preposition – A Preposition is a word used with a noun or a pronoun to show how the person or thing denoted by the noun or pronoun stands in relation to something else; as,  
There is a cow in the garden.

The word 'in' shows the relation between two things – cow and garden.

7. Conjunction – A Conjunction is a word used to join words or sentences; as,

1. Ram and Hari are brothers.

2. I ran fast, but missed the train.

In the first sentence, the word 'and' joins Ram and Hari and in the second sentence but joins two sentences.

8. Interjection – An Interjection is a word which expresses some sudden feeling; as,

Alas, She is dead.

The word 'Alas' shows feeling of sorrow and grief.