

Articles

A, An & The are known as articles.

Article is divided into two types –

Definite article – The

Indefinite article – A, An

Indefinite article: This type of articles is used to refer to any singular countable object. But the rule of using A/An varies due to different other factors.

Rules of using A/An:

- ❖ ‘A’ is used before consonant sound. Example – a book, a hen, a pen etc.
- ❖ ‘An’ is used before vowel sound. Example- an umbrella, an orange, an owl etc.
- ❖ If the consonant sound is preceded by vowel sound, ‘an’ should be used. Example- an M.A. an MBBS, an M.Sc etc.
- ❖ If the ‘U’ is pronounced as ‘you’ ‘a’ should be used before that sound. Example – a university, a unanimous decision, a unique opportunity etc.
- ❖ If ‘O’ sounds like ‘W’ ‘a’ is used before that word. Example- a one-rupee note, a one eyed man etc.

Other uses of A/An:

- ❖ To indicate class ‘a’/ ‘an’ can be used but that time previous mentioned rules should be followed. Example- An ass is a beast of burden. A student must obey his teachers.
- ❖ ‘A’ is used as the substitute of preposition. Example- Rice sells at one Kilo a (per) rupee. He went a hunting (on hunting).
- ❖ ‘A’ is used in the sense of certain. Example – A Mr. Ram has come to meet you.
- ❖ ‘A’ is sometimes used to mean *one* like. Here a tacit comparison is made between two dissimilar people from the perspective of quality. Example – Raju thinks he is a Kalidas.
- ❖ ‘A’ is used in a number of phrases and even in exclamatory sentences beginning with ‘what’. Example – in a hurry, to take an interest in, What a joke! etc.
- ❖ Sense of *single* or *any* can also be conveyed through ‘a’. Example – There was not a man to support him in distress.

Rules for the use of “The”:

- ❖ ‘The’ is used to give a sense of specificity. If the speaker wants to particularize anything, he/she must have to use ‘the’ before the object or thing that is to be particularised. Example – I know *the boy* who you met yesterday. Here the ‘boy’ has been particularised.
- ❖ ‘The’ is used before the names of rivers (the Amazon, the Ganga), gulfs (the Gulf of Thailand, the Persian gulf), ships (the Titanic, the Harshavardhana), seas (the Arabian sea, the Black sea), mountain ranges (the Alps, the Himalayas), group of islands (the British Isles, the Andamans) newspapers (the Telegraph, the Tripura Times), descriptive geographical or descriptive names (*the* U.S.A., *the* U.K.), holy books (*the* Bhagavad Gita, *the* Bible) noted public places (*the* cinema, *the* theatre) important events (*the* French Revolution, *the* Jalianwallabagh Massacre) trains (*the* Rajdhani Express, *the* Humsafar Express) planes (*the* British Jet, *the* Kaniska) and space craft (*the* Skylab).
- ❖ When the singular common noun represents the whole class ‘the’ is used. Example – *The* cow is a domestic animal.
- ❖ To refer to a thing that is only one of its kind ‘the’ is used. Example – *the* sun, *the* earth, *the* moon etc.
- ❖ Superlatives are accompanied with ‘the’. Example – Ram is the best boy in the class.
- ❖ ‘The’ is used as instrumental alongwith some comparatives. Example – *The* more *the* happier.
- ❖ To represent contrast also ‘the’ is used. Example – Ram is the cleverer of the two boys.
- ❖ To refer to people collectively with a view to mean their nation of belonging ‘the’ is used. Example – *The* French (people of France) fought hard against their enemies. *The* English (the English people) are industrious.
- ❖ When an adjective represents the whole class, ‘the’ is used before that adjective. Example – *The* rich are not always happy.
- ❖ When the noun is defined by adjective or adverbial phrase or clause, ‘the’ is used. Example – *the* black pen, *the* immortal Shakespeare etc.
- ❖ When any adjective or common noun in its singular form expresses an abstract idea, ‘the’ is used before that adjective or common noun. Example – Check *the* beast in you. *The* warrior in him at last took the revenge.
- ❖ When any adjective denotes a particular part of a thing, ‘the’ is used before that adjective. Example – He likes *the* yellow of an egg.

- ❖ Ordinal numbers in Roman notation do not take article but in letters allow article.
Example – George *the* Fifth (but, George V); *the* third chapter (but, Chapter III).
- ❖ Nouns to indicate a profession article is used. Example – He has joined *the* Bar today.
(has become a lawyer).
- ❖ Before the name of musical instrument article is used. Example – He plays *the* tabla.
- ❖ If proper, material and abstract nouns are converted into common noun, article is used.
Example – Sukanta is *the* Keats of Bengal.
- ❖ ‘The’ can be used before noun also to give it a sense of superlative. Example- He is *the* man of the match.

Worked out examples

1. This is ----- unique thing. (Ans. a)
2. Bankim Chandra is ----- Scot of Bengal. (Ans. the)
3. This is ----- honour to me. (Ans. an)
4. He is ----- B.A. in English. (Ans. a)
5. He is ----- M.A. in Statistics. (Ans. an)
6. Bengali is spoken by ----- Bengalees. (Ans. the)
7. Ram is ----- honest man. (Ans. an)
8. This is ----- unanimous decision. (Ans. a)
9. I have ----- umbrella. (Ans. an)
10. Winter is ----- best period in Tripura. (Ans. the)
11. Is he ----- European? (Ans. a)
12. He plays ----- the violin well. (Ans. the)
13. ----- good in him revolted at this. (Ans. the)
14. I know ----- man you met yesterday. (Ans. the)
15. Iron is ----- useful metal. (Ans. a)

Exercise

1. Hrishav is ----- F.R.C.S.
2. Don’t catch me by ----- arm.

3. Metre is ----- unit of length.
4. One of ----- American scientists invented the medicine for tuberculosis.
5. French is not ----- easy subject.
6. We found a tiger in ----- zoo.
7. The greatest gift for ----- individual is fearlessness.
8. I gave him ----- one rupee note.
9. Rabindranath was ----- little boy when he started writing.
10. He had ----- bad headache and could not attend the meeting.

Tense

Time of action is defined as tense. It refers to the timing of the completion or incompletion of any action that may be in the past, present or future.

As it is known, tense is divided into three parts and all these three parts are further divided into four more parts each.

Present tense:

This tense refers to an action that is done/is being done/has been done or has been doing at present.

The four categories of Present tense have mentioned below:

Present Indefinite tense:

When to use??

- ❖ To refer to regular action. Ex – I go to school daily.
- ❖ To refer to habitual action. Ex- I take bath in the pond daily.
- ❖ To refer to general truth. Ex- Honesty is the best policy.
- ❖ To refer to scientific/particular truth. Ex- The Earth moves round the Sun.
- ❖ To refer to empirical truth. Ex- The sun rises in the east.
- ❖ To refer to a future action that has a fixed timetable. Ex- The train leaves at 5 p.m.

How to use???

Present indefinite tense has been structured here from the point of view of affirmative, negative and interrogative sentence.

Affirmative structure:

- a. Subject + present form of verb + R.P. (Remaining parts)

Ex – I drink water every morning in empty stomach.

- b. Subject (3rd person singular number) + present form of verb + s/es + R.P. (Remaining parts)

Ex – He drinks water every morning in empty stomach.

Negative structure:

a. Subject + do not + present form of verb + R.P. (Remaining parts)

Ex – I do not drink water every morning in empty stomach.

c. Subject (3rd person singular number) + does not + present form of verb + R.P.

(Remaining parts)

Ex – He does not drink water every morning in empty stomach.

Interrogative structure:

a. Do + subject + present form of verb + R.P ?

Ex – Do you drink water every morning in empty stomach?

b. Does + subject + present form of verb + R.P.?

Ex – Does he drink water every morning in empty stomach?

Present Continuous Tense:

When to use???

- ❖ To refer to a present action that is being continued. Ex- I am playing football.
- ❖ To refer to an obstinate habit that is being continued. Ex- Raju is a fool; he is constantly wasting money on lottery.
- ❖ To refer to a determined action in future. Ex- I am going to do this work tomorrow.

How to use???

Affirmative structure:

Subject + to be verb (am/is/are) + present form of verb + ing + R.P.

Ex – They are playing football in the ground.

Negative structure:

Subject + to be verb (am/is/are) + not + present form of verb + ing + R.P.

Ex – They are not playing football in the ground.

Interrogative structure:

To be verb (am/is/are) + Subject + Present form of verb + ing + R.P.?

Ex- Are you playing football in the ground?

Present perfect:

When to use???

- ❖ To refer to the completed action in the immediate past. Ex- He has drawn this picture just now.
- ❖ To refer to an indefinite past action whose time is not given. Ex- Have you read the Mahabharata?
- ❖ To refer to an action that started in the past and is continuing up to the present moment. Ex- I haven't seen Ram for years.

How to use???

Affirmative structure:

Subject + has/have + past participle form of verb + R.P.

Ex- Rita has just learnt this lesson.

Negative structure:

Subject + has/have + not + past participle form of verb + R.P.

Ex- Rita has not learnt this lesson yet.

Interrogative structure:

Has/have + subject + past participle form of verb + R.P.?

Ex- Has Rita learnt her lesson?

Present perfect continuous:

When to use???

- ❖ This tense is used to refer to an action that began in the past and is still continuing.

How to use???

Affirmative structure:

Subject + has been/have been + present form of verb + ing + R.P.

Ex – Raju has been (aux.v) suffering from (present participle) fever for seven days (R.P.).

Negative structure:

Subject + has not been/have not been + present form of verb + ing + R.P.

Ex- Raju (sub) has not been (aux.v) suffering from fever for seven days.

Interrogative structure:

Have/has + subject + been + present form of verb + ing + R.P.?

Ex- Has Raju been suffering from fever for seven days?

Past Tense:

When verb refers to the action of the past, it is regarded as Past tense.

Past tense is divided into following sub-categories –

Simple Past tense:

When to use???

- ❖ To refer to any action completed in the past. Ex- I ate porridge yesterday.
- ❖ To refer to past habit. Ex- I used to read the Ramayana every morning.

How to use???

Affirmative structure:

Subject + past form of verb + R.P.

Ex- I read the Ramayana yesterday.

Negative structure:

Subject + did not + present form of verb + R.P.

Ex- I did not read the Ramayana yesterday.

Interrogative structure:

Did + subject + present form of verb + R.P. ?

Ex- Did you read the Ramayana yesterday ?

Past Continuous tense:

When to use???

This tense is used to refer to the continuity of action at sometime in past.

How to use???

Affirmative structure:

Subject + be verb (was/were) + present form of verb + ing + R.P.

Ex- I was reading the Ramayana yesterday.

Negative structure:

Subject + be verb (was/were) + not + present form of verb + ing + R.P.

Ex- I was not reading the Ramayana yesterday.

Interrogative structure:

Be verb (was/were) + subject + present form of verb + ing + R.P.?

Ex- Were you reading the Ramayana yesterday?

Past perfect tense:

When to use???

This tense is used to refer to that action of past that completed before a certain moment in the past. In this tense two actions may be referred to, out of which the first completed action will be in Past perfect tense and the second will be in past indefinite.

How to use???

Affirmative structure:

Subject + had + past participle form of evrb + R.P.

Ex- The train had left before I reached the station.

(In the above mentioned sentence the underlined part is in Past perfect tense & the the rest of the part is in Simple past tense)

Negative structure:

Subject + had not + past participle form of verb + R.P.

Ex- He had not eaten at that restaurant before today.

Interrogative structure:

Had + subject + past participle form of verb + R.P. ?

Ex- Had he eaten at that restaurant before today?

Past perfect continuous:

When to use???

To refer to an action that began at a certain period in the past and continued upto the beginning of another action in past.

To seek confirmation about an action i.e. whether the action was being continued before the beginnign of another in past or not.

How to use?

Affirmative structure:

Subject + had been + present form of verb + ing + R.P.

Ex- I had been watching television before you came.

Negative structure:

Subject + had not been + present form of verb + ing + R.P.

Ex- I had not been watching television before you came.

Interrogative structure:

Had + subject + been + present form of verb + ing + R.P.?

Ex- Had you been watching television before I came?

Future tense

When verb refers to the action of the future, it is called future tense.

Future tense is also divided into four parts –

Future indefinite:

When to use???

To refer to future action that is expected to happen.

How to use???

Affirmative structure:

Subject + shall/will + present form of verb + R.P.

Ex- I shall do this work.

Negative structure:

Subject + shall/will + not + present form of verb + R.P.

Ex- I shall not do this work.

Interrogative structure:

Shall/will + subject + present form of verb + R.P. ?

Ex- Will you do this work?

Future continuous tense:

When to use???

To refer to the continuity of action in future.

How to use???

Affirmative structure:

Subject + shall/will + be + present form of verb + ing + R.P.

Ex- I shall be watching television in the afternoon.

Negative structure:

Subject + shall/will + not + be + present form of verb + ing + R.P.

Ex- I shall not be watching television in the afternoon.

Interrogative structure:

Shall/will + subject + be + present form of verb + ing + R.P. ?

Ex- Will you be watching television in the afternoon?

Future perfect tense:

When to use???

To refer to the action that will be completed in future.

How to use???

Affirmative structure:

Subject + shall/will + have + past participle form of verb + R.P.

Ex- I shall have done this work.

Negative structure:

Subject + shall/will + not + have + past participle form of verb + R.P.

Ex- I shall not have done this work.

Interrogative structure:

Shall/will + subject + have + past participle form of verb + R.P. ?

Ex- Will you have done this work?

Future perfect continuous tense:

When to use???

To refer to an action that will be continued up to a time in future.

How to use???

Affirmative structure:

Subject + shall/will + have been + present form of verb + ing + R.P.

Ex- I shall have been doing this work up to 8 p.m. tomorrow.

Negative structure:

Subject + shall/will + have not been + present form of verb + ing + R.P.

Ex- I shall have been doing this work up to 8 p.m. tomorrow.

Interrogative structure:

Shall/will + subject + have been + present form of verb + ing + R.P. ?

Ex- Will you have been doing this work up to 8 p.m. tomorrow ?

Fill in the blanks with suitable forms of verb:

1. Her examination ----- tomorrow. (begin) **Ans:** begins (near future)
2. He ----- a letter to his father now. (write) **Ans:** is writing (present continuous tense)
3. The Victoria Memorial ----- in the Maidan. (stand) **Ans:** stands (present indefinite)
4. I ----- never ----- a crocodile before. (see) **Ans:** have seen (present perfect)
5. I ----- a new bicycle recently. (buy) **Ans:** have bought (present perfect)
6. It ----- for three days. (rain) **Ans:** has been raining (present perfect continuous)
7. He ----- in this university for two years. (study) **Ans:** has been studying (present perfect continuous)

8. It ----- heavily yesterday. (rain) **Ans:** rained (past indefinite)
9. He ----- out half an hour ago. (go) **Ans:** went (past indefinite)
10. My sister ----- many stories. (write) **Ans:** wrote (past indefinite)
11. My father ----- English in this university for thirty years. (teach) **Ans:** has been teaching (present perfect continuous)
12. You ----- before I ----- (go/come) **Ans:** had gone/come (past perfect)
13. We ----- in this locality for fifteen years before they ----- (live/come) **Ans:** had been living/come. (past perfect continuous)
14. Jack ----- his homework by tomorrow. (finish) **Ans:** will have finished (future perfect)
15. The boys ----- in the garden when the tree ----- down. (play/fall) **Ans:** were playing/fell (Past continuous/past indefinite)

Voice

Voice is defined as the process of representing a sentence where sometimes subject is prioritized and sometimes the action. If the subject is prioritized over action, it is termed as Active voice and if the action is prioritized, it is termed as Passive voice.

Example – Ram has killed a snake. (Active voice)

- Here in the above sentence ‘doer of the action’ (subject) has been emphasized. So it is in Active voice.

But in the sentence,

The snake has been killed by Ram. (Passive Voice)

- The action has been prioritized ‘over doer of the action’. So it is in Passive voice.

Voice is divided into two parts – Active & Passive voice.

Here we will have a close look into the rules of voice change from different perspectives:

Rules of voice from the perspective of tense:

While doing voice change we need to have a clear concept on the concept of identifying subject & object.

How to identify subject???

We need to ask question to the verb by ‘who’ or ‘what’, the answer of this question will lead us towards subject.

Example – Ram likes ice-cream. (who likes ice-cream?)

Ans- Ram. Here ‘Ram’ is ‘subject’.

Birds are flying in the sky. (what are flying in the sky?)

Ans- Birds. Here ‘Birds’ are subject.

How to identify object???

We need to ask question to the verb by ‘whom’ or ‘what’, the answer of this question will lead us towards object.

Example – Ram knows me. (whom does Ram know?)

Ans: me. Here ‘me’ is the object.

Ram likes ice-cream. (what does Ram like?)

Ans: ice-cream.

Though subject & object both can be determined by ‘what’ we can make this identification simplify by keeping in mind that ‘subject’ will lead the sentence in active voice and ‘object’ will come at the last part.

Simple present tense:

Affirmative structure

a. Active voice:

Subject + present form of verb + object

Example – I read the Ramayana daily.

b. Passive voice:

Subjective form of object (Active voice) + to be verb (am/is/are) + past participle form of verb + preposition + objective form of the subject.

Example – The Ramayana is read by me daily.

Interrogative structure

a. Active voice:

Do/does (aux. v) + subject + present form of verb + object?

Example – Do you read the Ramayana daily?

b. Passive voice:

To be verb (am/is/are) + Subjective form of object (Active voice) + past participle form of verb + preposition + objective form of the subject ?

Example – Is the Ramayana read by you daily?

Present continuous tense:

Affirmative structure

a. Active voice:

Subject + to be verb + present form of verb + ing + object.

Ex- I am reading the Ramayana.

b. Passive voice:

Subjective form of object (Active voice) + to be verb + being + past participle form of verb + preposition + objective form of the subject.

Ex- The Ramayana is being read by me.

Interrogative structure

a. Active voice:

To be verb + subject + present form of verb + ing + object?

Ex- Are you reading the Ramayana?

b. Passive voice:

To be verb + Subjective form of object (Active voice) + being + past participle form of verb + preposition + objective form of the subjective?

Ex- Is the Ramayana being read by you?

Present perfect

Affirmative structure:

a. Active voice:

Subject + has/have + past participle form of verb + object

Ex- Ram has drawn a picture.

b. Passive voice:

Subjective form of object (Active voice) + has/have + been + past participle form of verb + preposition + objective form of the subject.

Ex- A picture has been drawn by Ram.

Interrogative structure

a. Active voice:

Has/have + subject + past participle form of verb + object?

Ex- Has Ram drawn a picture?

b. Passive voice:

Has/have + Subjective form of object (Active voice) + been + past participle form of verb + preposition + objective form of the subject.

Ex- Has a picture been drawn by Ram?

Past indefinite tense

Affirmative structure

- a. Active voice: Subject + past form of verb + object

Example – I read the Ramayana yesterday.

- b. Passive voice:

Subjective form of object (Active voice) + to be verb (was/were) + past participle form of verb + preposition + objective form of the subject.

Example – The Ramayana was read by me yesterday.

Interrogative structure

- a. Active voice:

Did (aux. v) + subject + present form of verb + object?

Example – Did you read the Ramayana yesterday?

- b. Passive voice:

To be verb (was/were) + Subjective form of object (Active voice) + past participle form of verb + preposition + objective form of the subject ?

Example – Was the Ramayana read by you yesterday?

Past continuous tense:

Affirmative structure

- a. Active voice:

Subject + to be verb + present form of verb + ing + object.

Ex- I was reading the Ramayana.

- b. Passive voice:

Subjective form of object (Active voice) + to be verb + being + past participle form of verb + preposition + objective form of the subject.

Ex- The Ramayana was being read by me.

Interrogative structure

a. Active voice:

To be verb + subject + present form of verb + ing + object?

Ex- Were you reading the Ramayana?

b. Passive voice:

To be verb + Subjective form of object (Active voice) + being + past participle form of verb + preposition + objective form of the subjective?

Ex- Was the Ramayana being read by you?

Past perfect

Affirmative structure:

a. Active voice:

Subject + had + past participle form of verb + object

Ex- Ram had drawn a picture.

b. Passive voice:

Subjective form of object (Active voice) + had + been + past participle form of verb + preposition + objective form of the subject.

Ex- A picture had been drawn by Ram.

Interrogative structure

a. Active voice:

Had + subject + past participle form of verb + object?

Ex- Had Ram drawn a picture?

b. Passive voice:

Had + Subjective form of object (Active voice) + been + past participle form of verb + preposition + objective form of the subject.

Ex- Had a picture been drawn by Ram?

Future tense

Simple future

Affirmative structure

a. Active voice:

Subject + shall/will + present form of verb + object

Ex- He will do this work tomorrow.

a. Passive voice:

b. Passive voice:

Subjective form of object (Active voice) + shall/will + be + past participle form of verb + preposition + objective form of the subject

Ex- This work will be done by him tomorrow.

Interrogative structure

a. Shall/will + subject + present form of verb + object ?

Ex- Will he do this work tomorrow ?

Shall/will + Subjective form of object (Active voice) + be + past participle form of verb + preposition + objective form of the subject ?

Ex- Will this work be done by you tomorrow?

Future perfect

Affirmative structure

a. Active voice:

Subject + shall/will + have + past participle form of verb + object

Ex- He will have done this work by tomorrow.

b. Passive voice:

Subjective form of object (Active voice) + shall/will + have been + past participle form of verb + preposition + objective form of the subject

Ex- This work will have been done by him by tomorrow.

Interrogative structure

a. Active voice:

Shall/will + subject + have + past participle form of verb + object ?

Ex – Will he have done this work by tomorrow ?

b. Passive voice:

shall/will + Subjective form of object (Active voice) + have been + past participle form of verb + preposition + objective form of the subject ?

Ex – Will this work have been done by him by tomorrow?

Some more interrogative sentences

Active voice - When did you do this?

Passive – When was this done by you?

This above mentioned sentence is in past indefinite tense. Here one should follow the basic rule of passivization of past indefinite tense as it has been mentioned earlier and after that only the ‘wh-word’ should be placed as it is given.

Active voice – Why do you learn English?

Passive voice – Why is English learnt by you?

Active voice – How have you drawn this picture?

Passive voice – How has this picture been drawn by you?

Active voice - Where will you buy this?

Passive voice – Where will this be bought by you?

Some more rules on interrogative sentence

Active voice - Who did this?

Passive voice – By whom was this done?

(If ‘who’ is given in active voice, ‘by whom’ should be included in place of ‘who’)

Active voice – What do you want?

Passive voice – What is wanted by you? (As object is missing here, leaving the object rest of the part must have to follow the rule of the concerned tense. Here the sentence ‘what do you want?’ is in Present indefinite tense. So the rule followed the passive structure of present indefinite tense)

Voice change of imperative sentence:

The structures of imperative sentence vary according to the sense. From that perspective it has below mentioned structures:

Structure 1:

Active voice:

Present form of verb + object + R.P. (Remaining parts)

Ex- Open the door.

Passive voice:

Let + object + be + past participle form of verb.

Ex- Let the door be opened.

Structure 2:

Active voice:

Let + indirect object + present form of verb + direct object.

Ex- Let me read this book.

Passive voice:

Let + direct object + be + past participle form of the verb + preposition (by) + doer of the action

Ex- Let this book be read by me.

The same sentence can be passivised in the following manner too:

I may be allowed to read this book.

Imperative sentences with moral or ethical sense are transformed into passive voice with inclusion of 'should be' after the 'object':

Obey your parents – Active voice

Your parents should be obeyed.

Respect your nation – Active voice

Your nation should be respected.

Where the agent is not necessary to be mentioned:

New information comes with both the agent and the object.

Ex- Ram saw a snake. (Active voice)

- A snake was seen by Ram. (passive voice)

But if the information is known to all, agent is not required to be mentioned in passive form then.

Ex- The police arrested the man. (Active)

- The man was arrested.

When the agent is not specific or identified, it is better to drop the agent in passive form.

Ex- Someone wrote this letter. (Active)

- This letter was written. (Passive)

Sentences with double object:

Some sentences do have two objects and to passivise such types of sentences it is important to place one object at the initial position of the passive form. Sentences with double objects do have the following formula:

Ex-

Active voice - Ramenbabu teaches them English. (Passive voice)

- They are taught English by Ramenbabu.

Active voice - He gave me a pen

- I was given a pen by them.
- A pen was given me by them.

