

CAPSTONE

English Lecture#07

পেট্রোবাংলা স্পেশাল কোর্স



Topic: Grammar

- Parallelism
- Modals
- Voice
- Tag Question

Name:

Batch:

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Class Test on Lecture Sheet 6

Time: 10 minutes

Obtained Mark:

Total Marks: 10

- If the reports **have been examined** last week, why haven't they been returned to the students?
A. have been examined B. would have been examined C. was examined
D. were examined E. had been examined
- Had I realized how close** I was to failing, I would not have gone to the party.
A. Had I realized how close B. If I would have realized how close
C. Had I had realized how close D. When I realized how close E. If I realized how close
- Technological advances may make it possible to build robots **that resemble human** dexterity, adaptability, and sensory capabilities.
A. that resemble human B. that resemble human beings in terms of
C. that resemble human beings as far as D. resembling human beings regarding their
E. resembling human
- Mark scored **poorly (A)** on the test, **which (B)** is not surprising **since (C)** he did not prepare **adequately (D)**. **No error (E)**.
- Julius Caesar ___ a great historian if the making of history ___ him the time and the inclination to write it.
A. could have been/ had allowed B. would be/allowed C. had been/ would have allowed
D. would have been/ could allow E. would be/ could
- Recent Linguistic research has shed light on the role played by ___ regardless of their gender.
A. the way people speak B. how people were spoken C. how do people speak
D. people are speaking E. people speak
- Choose the correct one:
A. In spite of my illness, I attended the meeting. B. Despite of my illness, I attended the meeting.
C. In spite my illness, I attend the meeting. D. Despite my illness, I had attended the meeting.
- Thomas Edison's **the most significant (A)** contributions were his development of the first **practical light (B)** bulb and his design **for a complete (C)** electrical distribution system for **lighting (D)**. **No error (E)**.
- Were I a rich man, I **would have helped** the poor.
A. would helped B. would help C. would have helped D. will help E. must have helped
- If Raihan **had studied (A)** regularly, **he (B) would (C) have become (D)** the manager of Capstone Education. **No error (E)**.

5. **The board reviewing the curriculum have found numerous courses that have become outdated and others that have become redundant in a changing world.** [IBA 2012_June]

- A. The board reviewing the curriculum have found numerous courses that have become outdated and others that have become redundant in a changing world.
- B. The board is reviewing the curriculum have found numerous courses that have become outdated, and others that have become redundant in a changing world.
- C. The board reviewing the curriculum has found numerous courses that become outdated, and others have become redundant in a changing world.
- D. The board reviewing the curriculum has found numerous courses that have become outdated, and others that have become redundant in a changing world.
- E. The board reviewing the curriculum has found numerous courses that have become outdated, and others that have become redundant in a changing world.

3- or 4-Item Lists: The word *and* can also signal a list of three or four items. List Example-

X, Y, and Z= apples, jackfruits, and bananas

X, Y, Z, and W= apples, jackfruits, bananas, and peaches

Wrong : In today's news, technology stocks are up, while the pharmaceutical, and energy, and retail sectors are down.

Right : In today's news, technology stocks are up, while the pharmaceutical, energy, and retail sectors are down.

6. There are now many kinds of dictionaries, such as a dictionary of synonyms and antonyms, a biographical dictionary, and a geographical dictionary **with pronunciations given**. [IBA 2009-2010]

- A. with pronunciations given
- B. With pronunciations' given
- C. that has pronunciations give
- D. that do have pronunciations given
- E. that have pronunciations given

7. This century began with **war brewing in Europe, the industrial revolution well-established, and a nascent communication age**.

- A. war brewing in Europe, the industrial revolution well-established, and a nascent communication age.
- B. war brewing in Europe, the industrial revolution surging, and a nascent communication age.
- C. war in Europe, the industrial revolution well-established, and a nascent communication age.
- D. war brewing in Europe, the industrial revolution well-established, and the communication age beginning.
- E. war brewing in Europe, the industrial revolution well-established, and saw the birth of the communication age.

Modal Verbs

Modal Verbs	Expressing	Examples
Must	Strong obligation	You must stop when the traffic lights turn red.
	Logical conclusion / certainty	He must be very tired. He's been working all day long.
Must not	Prohibition	You must not smoke in the hospital.
Can	Ability	I can swim.
	Permission	Can I use your phone please?
	Possibility	Smoking can cause cancer.
Could	Ability in the past	When I was younger I could run fast.
	Polite permission	Excuse me, could I just say something?
	Possibility	It could rain tomorrow!

Modal Verbs	Expressing	Examples
May	Permission	May I use your phone please?
	Possibility, probability	It may rain tomorrow!
Might	Polite permission	Might I suggest an idea?
	Possibility, probability	I might go on holiday to Australia next year.
Need not	Lack of necessity/absence of obligation	I need not buy tomatoes. There are plenty of tomatoes in the fridge.
Should/ Ought to	50 % obligation	I should / ought to see a doctor. I have a terrible headache.
	Advice	You should / ought to revise your lessons
	Logical conclusion	He should / ought to be very tired. He's been working all day long.
Had better	Advice	You 'd better revise your lessons

Modals - deduction (past)

Have + past participle: When we use modal verbs to talk about the past they are followed by a **perfect infinitive**.

Must + perfect infinitive: use **must + perfect infinitive** when we feel sure about something in the past.

For Example: You must have been delighted when you heard you'd won the lottery.

The thieves must have come in through the window. Look – it's still open.

Oh no! Where's my car? Someone must have stolen it!

Might/ may/ could + perfect infinitive: use might, may or could with the perfect infinitive to say that we think something was possible but we aren't sure. **For Example:**

The thieves might have escaped by car but we can't be sure.

He should be here by now. He may have been delayed by a traffic jam or something.

I can't find my purse. I could have left it in the supermarket but I just don't know.

Can't + perfect infinitive: use **can't + perfect infinitive** when we feel sure something didn't happen in the past. "Can't have" is used in a similar manner to "must have", but in the negative. **For Example:**

I thought I saw John in town this morning but it can't have been him – he's in Greece this week.

You can't have read the instructions properly. They're perfectly unclear.

Could have: used to express that something was possible in the past, but in fact did not happen.

For Example: I could have arrived earlier but I came out late (= it was possible for me to have arrived earlier).

Should have/Ought to have: "Should have" and "ought to have" are used when something didn't happen but it would have been better if it had. **For Example:**

1. I should have studied harder. (= I didn't study very hard and so I failed the exam. I'm sorry about this now.)
2. Johnny should have left early, and then he wouldn't have missed the plane. (= but he didn't leave early and so he did miss the plane).

Would have + past participle

1: Part of the **third conditional**.

For Example: If I had had enough money, I would have bought a car (but I didn't have enough money, so I didn't buy a car).

2: we can also use **would have + past participle** to talk about something you wanted to do but didn't. This is very similar to the third conditional, but we don't need an 'if clause'.

For Example: I would have gone to the party, but I was really busy.

Skill Builder 2

Directions: Write C if the sentence is correct or else write the correct answer.

1. Steve (might not be living/ might live) at home any more – I heard he was looking for a flat to rent.
2. Check the post. That letter (should have arrived/ should arrive) by now.
3. Tazul didn't do his homework, so the teacher became angry. Tazul (must have done/should have done) his homework.
4. Rayhan got highest marks in exam. He must study well.
5. I could speak Arabic fluently when I was a child and we lived in Morocco. But after we moved back to Canada, I had very little exposure to the language and forgot almost everything I knew as a child. Now, I can just say a few things in the language.
6. I should have been paying more attention to my English teacher but I was daydreaming too much.
7. I would be there for your birthday party but I was sick in bed with the flu.”

Would rather/ Prefer to

Right : Sadib would rather drink Coca-Cola than orange juice.

Right : Abir prefers drinking Coca-Cola to drinking orange juice.

Right : Kamal prefers Coca-Cola to orange juice.

Right : I would rather go to class tomorrow than today.

Right : I would rather have gone to class yesterday than today.

Much rather:

We can use much with would rather to make the preference stronger.

I would much rather make a phone call than send an email.

She would much rather they didn't know about what had happened.

Would rather that: When used two subjects

Present Subjunctive: We would rather that he travel in this train tomorrow.

Present contrary to fact: Alif would rather that his friend **worked** at the same office as he **does**. (His friend doesn't work at the same office).

Past contrary to fact: Selim would rather that his friend **had gone** to class yesterday. (His friend didn't go to class yesterday).

Skill Builder 3

Directions: Write C if the sentence is correct or else write the correct answer

1. Steve would rather that we hadn't left yesterday.
2. Maria would rather that she take the class last week.
3. My friends and I would rather go to school than playground.
4. My friend and I prefer going to school to playground.
5. My family members would rather that I stay with them in the next vacation.

Sentence Completion Practices:

1. A recent survey shows that, while ninety-four percent of companies conducting management training programs open them to women, women are _____ only seventy-four percent of those programs.
A. protesting against B. participating in C. displeased by D. allowed in E. refused by
2. It was a war the chief advisor and his more prudent counselors wished to _____ if they could and were determined in any event to _____ as long as possible.
A. provoked, delay B. denounce, deny C. instigate, conceal D. curtail, promote E. avoid, postpone

3. _____ technologies created the factory system of mass production and specialization that allowed the industrial revolution.
A. Innovative B. Frenetic C. Nominal D. Meretricious E. Formed
4. Because no comprehensive _____ exist regarding personal reading practices, we do not know, for example, the greatest number of books read in an individual lifetime.
A. records B. instincts C. remedies D. proposals E. commercials
5. To list Begum Rokeya's achievements in a fragmentary way is _____, for it distracts our attention from the _____ themes of her work.
A. unproductive, disparate B. misleading, integrating C. pragmatic, comprehension
D. logical, important E. inevitable, unsettling.

Voice

- The active version may sound better than the passive one, but both are right.
Active: The hungry students ate the pizza. **Passive:** The pizza was eaten by the hungry students.
- Though passive voice has a reputation for sounding awkward, it is still a grammatically valid construction:
Passive: It has been decided by Jason that he will not attend college.
Active: Jason has decided not to attend college.
- You do not have to make active or passive voice parallel throughout a sentence.
For example: The shuttle launch took place flawlessly and was seen on television.
- The passive infinitive is made up of to be with a past participle:
For example: The doors are going to be locked at ten o'clock.
You shouldn't have done that. You ought to be punished.
- Some verbs which are very frequently used in the passive are followed by the to-infinitive:

be supposed to	be expected to	be asked to	be told to
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Right: You are supposed to wear a uniform.
- In the following examples, the second sentence is preferable. We are calling the first one is awkward and the second one is better.
Awkward: Ice cream was eaten at the party by the children.
Better: The children ate ice cream at the party.

কখন Passive Voice ব্যবহার করব?

1. বাক্যের subject-এর উল্লেখ করার দরকার না হলে passive-এ প্রকাশ করাই ভাল। যেমন: The bad people are punished. কিন্তু By whom are they punished? যেই দিক না কেন, এখানে 'কে বা কারা' প্রধান বিবেচ্য নয়।
2. বাক্যের subject জানা না গেলে সরূপ বাক্য passive-এ প্রকাশ করাই ভাল। যেমন: Zaman stole my book.0
Passive: My book was stolen by zaman or My book was stolen (চোরটির নাম যদি জানা না যায়।)
3. Subject-এর নাম উহ্য রাখতে। যেমন: The thief was given to the police.
4. বক্তব্যকে প্রয়োজন ঘুরিয়ে বলতে: Anoma: Did you beat her? Muskan: Yes, she was punished.
5. নিমন্ত্রণ, অনুরোধ, ঘোষণা ইত্যাদি বোঝাতে: You are invited to my house today. All guests are requested to take rest for some time.
6. কোন কাজের শেষ ফলাফল বুঝাতে: The meeting was postponed.

বিভিন্ন Tense-এর Active to Passive রূপান্তর

Tense	Passive Voice- এর Structure	Active to passive voice
Present Indefinite Tense	Subject (object of active)+am/ is/ are+ v_3 +by (to)+ object	Active: You Give Me A Book Passive: A book is given by you
Present Continuous Tense	Subject+ am/ is/ are+ being+ v_3 + by+ object	Active: I am reading a book Passive: A book is being read by me.
Present Perfect Tense	Subject+ have been/ has been+ v_3 + by+ object	Active: She has broken the glass. Passive: The glass has been broken by her.
Past Indefinite	Subject+ was/ were+ V_3 + by+ object	Active: Khan Jahan Ali dug a pond. Passive: The pond was dug by Khan Jahan Ali
Past Continuous Tense	Subject+ was being/ were being + V_3 + by+ object	Active: Some children were helping the wounded man [20 th BCS] passive: The wounded man was being helped by some children
Past perfect Tense	Subject+ had been+ V_3 +by+ Object	Active: He had eaten rice <u>before I went there.</u> Clause Passive: Rice had been eaten by him before I went her.
Future Indefinite Tense	subject+ shall be/ will be+ V_3 + by +object	Active: She will cook rice. Passive: Rice will be cooked by her.
Future Continuous Tense	Subject+ shall be being / will be being + V_3 + by+ object	Active: They will be reading books. Passive: Books will be being read by them.
Future Perfect Tense	Subject+ shall have/ will have+ V_3 + phrase/ clause	Active: he will have heard it <u>by this time.</u> phrase Passive: It will have been beard by him by this time.

Passive Voice with Double Object

Active: He did the unnecessary things for me. **Passive:** The unnecessary things were done for me by him.

[Note: Active বাক্যে দুটি object এর মধ্যে যে object এর পূর্বে preposition থাকে না। সেটিকে subject করে passive করতে হয়।]

◆ Interrogative Sentence: Yes/No question এর Voice change:

Active: Have you taken the examination?

Passive: The examination has been taken by you → Assertive-এ

Passive: Has the examination been taken by you?

◆ Who থাকলে Passive করার Structure: By whom + verb + subject + tense অনুযায়ী be/ being been + v_3 ?

Active: Who will help you?

Passive: By whom will you be helped?

◆ Whom থাকলে Passive করার Structure: Who + auxiliary verb + v_3 + by + object?

Active: Whom has he beaten?

Passive: Who has been beaten by him?

◆ When থাকলে Passive করার Structure: When + verb + be/ being/ been + v_3 + object?

Active: When will he read the book?

Passive: When will the book be read by him?

◆ What, Which, How, Why Passive করার Structure: What/ Which/ How/ Why + auxiliary verb + be/ being/ been + v_3 + by + you

Active: What has he done?

Passive: What has been done by him?

- ◆ Imperative Sentence-এ passive করার নিয়ম (Sentence Affirmative হলে): Let + subject + be + v₃ + by + object
Active: Type the letter without any delay.
Passive: Let the letter be typed without any delay (by you) হলে থাকলে ব্যক্তিব্যাক্য এবং বস্তুব্যাক্য উভয় থাকলে।
- ◆ Sentence Negative হলে Passive করার Structure: Let not + subject + be + v₃
Active: Do not play football at noon. **Passive:** Let not football be played at noon.
- ◆ Never থাকলে passive করার Structure: Let never + subject + be + v₃
Active: Never tell a lie **Passive:** Let never a lie be told.
- ◆ বস্তুব্যাক্য এবং ব্যক্তিব্যাক্য উভয় object থাকলে Structure: Let + বস্তুব্যাক্য object + be + v₃ + for + active এর ব্যক্তিব্যাক্য object
Active: Buy him a shirt. **Passive:** Let a shirt be bought for him.
- ◆ Object শুধু ব্যক্তিব্যাক্য হলে Structure: Let + object + be + v₃ + for + object
Active: Let me write the letter. **Passive:** Let the letter be written by me.

Passive voice of factitive object

Select, elect, nominate, make, call, name প্রভৃতি transitive verb গুলোর object থাকা সত্ত্বেও এরা বাক্যের অর্থ সম্পূর্ণরূপে প্রকাশ করে না। তাই অতিরিক্ত object আনতে হয়। একেই factitive object বলে। যেমন:

Active: We made him captain (F.O). **Passive:** He was made captain by us.

Passive of complex sentence

Complex sentence-এ একটি Clause একটি Subject বা Object রূপে বসে। Clause-এ অপরিবর্তিত থাকে।

Active: He showed me what she had bought (Object).

Passive: What she had bought (Subject) was shown me by him.

Skill Builder 4

Directions: Write C if the sentence is correct or else write the correct answer

1. A clearly defined sales process that can be repeated time and time again to convert leads into paying customers will drive consistent revenue growth.
2. Unfortunately, many startups are struggled to generate accurate forecasts when revenue is dependent on closing deals.
3. Still, the way he coped was by spending all his energy completing every task flawlessly.
4. Clearly defined sales stages is made it much easier to accurately predict sales and conversions.
5. You can also offer surveys or questionnaires that ask questions like “What factors do you consider when purchasing this product?”

Tag Questions

1. In the present form of *be*: In an affirmative statement, if the subject is “I”, the auxiliary changes to *aren't* in the tag. I'm sitting next to you, aren't I?
2. With *let's*, the tag is *shall we?* Let's go to the beach, shall we?
3. With an imperative, the tag is *will you?* Close the window, will you?
4. We use an affirmative tag after a sentence containing a negative word such as *never*, *hardly*, *nobody*. Nobody lives in this house, do they?
5. When the subject is *nothing*, we use “it” in the tag. Nothing bad happened, did it?
6. If the subject is *nobody*, *somebody*, *everybody*, *no one*, *someone* or *everyone*, we use “they” in the tag. Everybody asked for me, didn't they?

7. If the main verb in the sentence is *have* (not an auxiliary verb), it is more common to use *do* in the tag. She had a great time, didn't she?
8. With *used to*, we use "didn't" in the tag. You used to work here, didn't you?
9. We can use affirmative tags after affirmative sentences to express a reaction such as surprise or interest. You're moving to Brazil, are you?

Commands

A command is an imperative statement.

- Help me carry these boxes up the stairs.
- Walk down the street for two blocks, and then turn right.

Negative commands: When we want to tell someone not to do something:

For example: Don't smoke. It is very bad for your health.

Negative commands with "let's":

When we want to say that we should not do something, we can use "let's" and the word "not" and then the verb in infinitive.

For example: Let's not watch television tonight. Let's not worry about that until it becomes a real problem.

Skill Builder 5

Directions: Write C if the sentence is correct or else write the correct answer

1. So you're having a baby, are you? That's wonderful!
2. Everyone wants to be happy in his life, doesn't it?
3. Let's not discuss unless he makes sure of the matter.
4. You have enough money, haven't you?
5. You used to go skating very often, didn't you?

How to Use "Used To":

We can use "used to" to talk about a **past habit or state**.

For Example: He used to live in Dhaka. (but he doesn't now)

He used to go on holiday to Scotland every year. (but he doesn't now)

To make the negative: use "didn't" + use + to + verb.

For example: He didn't use to smoke.

To make the question:

For example: Did she use to smoke?

To talk about past habits in English, you can also use **would + infinitive**:

For Example: We would go to Scotland every year when I was a child. We would travel there by car overnight.

Be used to:

We use 'be used to + verb-ing' to talk about things which feel normal for us or things that we are accustomed to:

I'm used to getting up early, so I don't mind doing it (= getting up early is normal for me, it's what I usually do).

My little daughter is used to eating lunch at noon. So she was grumpy yesterday when we didn't eat until one.

Note that we make the negative or the question with the verb 'be' in the normal way. The 'used to' doesn't change:

- Lucy isn't used to staying up late, so she's very tired today.
- Are your children used to walking a lot?

When deep snow melts it creates a large amount of water. Although deep snow alone rarely causes floods, when it occurs together with heavy rain and sudden warmer weather it can lead to serious flooding. If there is a fast snow melt on top of frozen or very wet ground, flooding is more likely to occur than when the ground is not frozen. Frozen ground or ground that is very wet and already saturated with water cannot absorb the additional water created by the melting snow. Melting snow also contributes to high water levels in rivers and streams. Whenever rivers are already at their full capacity of water, heavy rains will result in the rivers overflowing and flooding the surrounding land.

Rivers that are covered in ice can also lead to flooding. When ice begins to melt, the surface of the ice cracks and breaks into large pieces. These pieces of ice move and float down the river. They can form a dam in the river, causing the water behind the dam to rise and flood the land upstream. If the dam breaks suddenly, then the large amount of water held behind the dam can flood the areas downstream too.

Broken ice dams are not the only dam problems that can cause flooding. When a large human-made dam breaks or fails to hold the water collected behind it, the results can be devastating. Dams contain such huge amounts of water behind them that when sudden breaks occur, the destructive force of the water is like a great tidal wave. Unleashed dam waters can travel tens of kilometers, cover the ground in meters of mud and debris, and drown and crush everything and creature in their path.

Although scientists cannot always predict exactly when floods will occur, they do know a great deal about when floods are likely, or probably, going to occur. Deep snow, ice-covered rivers, and weak dams are all strong conditions for potential flooding. Hopefully, this knowledge of why floods happen can help us reduce the damage they cause.

1. Which of the following are included as causes for floods in the reading passage?
A. droughts B. large lakes C. poorly built roads D. melting snow E. River erosions
2. A broken human-made dam is compared to what?
A. a tsunami B. a tidal wave C. a broken ice dam D. overflowing E. None of these
3. How far can dam water travel when it is unleashed from a broken dam?
A. less than 10 kilometers B. tens of kilometers C. thousands of kilometers
D. tens of thousands of kilometers downstream E. less than 1 kilometers
4. Why does saturated ground contribute to flooding problems?
A. the ground cannot absorb more moisture B. the ground is too hard, so the water runs off
C. the ground forms a kind of dam D. it remains frozen E. None of the above

Important MCQ

1. Change the voice: 'They are going to sell the market.'
A. The market is going to be sold by them. B. The market is being gone to sell by them.
C. The market is being gone to be sold by them. D. The market is gone to be sold by them.

[প্রবাসী কল্যাণ ব্যাংক (ক্যাশ অফিসার) ২০২১]

2. Choose the correct passive form of “What did you want?” [NSI (Junior Field Officer) 2021]
 A. What was wanted by you? B. What were wanted at you?
 C. What was want by you? D. What was wanted you?
3. Choose the correct option: You will help me, _____ you? [PSC (Instructor) 2021]
 A. will B. not will C. won't D. don't
4. The correct passive form of “You must shut these doors” is - [NSI (Wireless Operator/ Cashier) 2021]
 A. These must be shut doors. B. Shut must be the doors.
 C. Shut the doors you must. D. These doors must be shut by you.
5. Passive voice of ‘They held a meeting very early’. [BSEC (AD) 2021]
 A. A meeting will be held by them very early. B. A meeting was hold by them very early.
 C. A meeting was held by them very early. D. A meeting is held by them very early.
6. Active voice of ‘Movies are not watched by him.’- [BSEC (Assistant) 2021]
 A. He does not watch movies. B. He did not watch movies.
 C. He do not watch movies. D. He is not watched movies.
7. He never thought what might come out of it, _____? [সম্বিত ৬ ব্যাংক (সহকারী প্রোগ্রামার) ২০২১]
 A. does he B. hasn't he C. didn't he D. did he
8. During thunderstorm, people who are inside should not talk on the telephone, stand near any open windows, or using large appliances. [NRBC Bank (Officer) 2021]
 A. using large appliances B. use large appliances
 C. have been using large appliances D. used large appliances
9. Which of the following is the passive voice form of ‘Smartphones are very cheap today’? [NSI (Field Officer) 2021]
 A. Smartphones are being very cheap today B. Smartphones can be very cheap today
 C. Smartphones are available at a cheap rate today D. Smartphones are considered to be very cheap
10. Rizwan admired the speed with which he completed the work and appreciating the method adopted by him. [বাংলাদেশ গ্যাস ফিল্ডস কোম্পানি লি. (সহকারী ব্যবস্থাপক) ২০২১]
 A. appreciating the method adopted by him B. appreciate the method being adopted
 C. appreciated the method adopted D. appreciate the method of adoption
11. Select the correct passive form of- “We insist on punctuality in this office.” [খাদ্য অধিদপ্তর (সহকারী উপ-খাদ্য পরিদর্শক) ২০২১]
 A. It is to be insisted that punctuality should be in this office. B. Punctuality be insisted in this office
 C. Punctuality should be insisted in this office. D. Punctuality is insisted on in this office.

12. Change into passive voice: 'People believe he is a scholar'. [সম্মিত ৭ ব্যাংক (সিনিয়র অফিসার) ২০২১]
- A. He is believed scholar by the people
B. He is believed to be a scholar
C. He is a scholar as people believe
D. He is being believed a scholar
13. How many times _____ not to do that?
A. have I told you
B. have I told
C. haven't I told
D. I told you
14. Find the correct question tag: Let us discuss, _____? [সম্মিত ৭ ব্যাংক (সিনিয়র অফিসার) ২০২১]
- A. can we?
B. do we?
C. shall we?
D. don't we?
15. Choose the correct sentence.
- A. What are you doing for the last four hours?
B. What have you been doing for the last four hours?
C. What did you doing for the last four hours?
D. What are you done for the last four hours?
16. He said that he _____ attend the class, Use correct form of tense in the blank. [দি সিকিউরিটি প্রিন্টিং কর্পোরেশন লি. (সাধারণ সহকারী ব্যবস্থাপক) ২০২১]
- A. will
B. would
C. shall
D. may
17. My teacher embodies all the good qualities. (Make it passive) [খাদ্য অধিদপ্তর (উপ-খাদ্য পরিদর্শক) ২০২১]
- A. All the good qualities are embodied on my teacher.
B. All the good qualities are embodied by my teacher.
C. All the good qualities are embodied in my teacher.
D. All the good qualities are embodied to my teacher.
18. The passive voice of: Who is John inviting? [BB (AD) 2021]
- A. Who is being invited by John?
B. Who is invited by John?
C. Whom is invites by John?
D. Is someone invited by John?
19. Identify the correct sentence. [বাংলাদেশ ডেভেলপমেন্ট ব্যাংক অফিসার (ক্যাশ)-১৬]
- A. Robin enjoys hunting rabbits, socializing with friends, and to read comics.
B. Robin enjoys to hunt rabbits, socializing with friends, and to read comics.
C. Robin enjoys hunting rabbits, socializing with friends, and reading comics.
D. Robin enjoy hunting rabbit, socializing with friends, and reading comics.
20. Choose the best form of modal: Let's dance on the floor, _____ we? [প্রবাসী কল্যাণ ব্যাংক (জেনা. অফিসার) ২০২১]
- A. will
B. won't we
C. don't we
D. shall
21. What is the correct form of the sentence 'I have to do it'? [পল্লী উন্নয়ন একাডেমি (সহকারী পরিচালক) ২০২১]
- A. It has to be done with me.
B. It has to be done by me.
C. Let it be done by me.
D. It will have to be done by me.
22. 'Who planted this tree here?' The correct passive voice of this sentence is- [37th BCS]
- A. By whom was this tree planted here?
B. Who the tree had been there by whom?
C. The tree was planted there by whom?
D. By whom had the tree been planted here?

23. The correct passive of 'Sheila was writing a letter' is- [16th BCS]
 A. A letter was writing by Sheila B. A letter was being writing by Sheila
 C. A letter was being written by Sheila D. A letter was been written by Sheila
24. Kamal entered the room, sat and _____ his book. [শিক্ষা প্রকৌশল অধিদপ্তর (কম্পিউটার অপারেটর) ২০২১]
 A. has opened B. had opened C. got opened D. opened
25. According to the conditions of my scholarship, after finishing my degree _____. [শিক্ষা প্রকৌশল অধিদপ্তর (হিসাবরক্ষক) ২০২১]
 A. my education will be employed by the university B. employment will be given to me by the university
 C. the university will employ me D. I will be employed by the university
26. Don't laugh at the poor. (Make it passive) [CGA (Senior Accountant) 2022]
 A. Let not the poor be laughed. B. Let the poor be not laughed.
 C. Let the poor is not laughed at. D. Let not the poor be laughed at.
27. 'Nobody believes a liar.' The correct passive form of the above sentence is- [রেল মন্ত্রণালয়ের উপ-সহকারি প্রকৌশলী-২০১৮]
 A. A liar is never beloved by anyone B. A liar should not be believed by anyone
 C. A liar is not believed by anybody D. A liar is believed by nobody
28. Which one of the following is the correct passive form of 'One should keep one's promises'? [বিভিন্ন মন্ত্রণালয়ের ব্যক্তিগত কর্মকর্তা ২০২২]
 A. Promises should be kept. B. Promises will be kept.
 C. Promises can be kept. D. Promises would be kept.
29. Identify the correct passive form- 'He is going to open a shop'. [26th BCS]
 A. He is being gone to open s shop. B. A shop is being gone opened by him.
 C. A shop will be opened by him. D. A shop is going to be opened by him.
30. Choose the passive form of "Who will do the work?" [26th BCS]
 A. Who will be done the work? B. Who will done the work?
 C. By whom will the work be done? D. Whom will the work be done?
31. The passive form of the sentence "You made him cook rice" is- [সংস্কৃতি মন্ত্রণালয় উপ-সহ: প্রকৌশলী (সিভিল) ২০১৯]
 A. He was made to cook rice. B. He was made cook rice.
 C. He is made to cook rice. D. He had made to cook rice.
32. The correct active form of the sentence "Let it be done". Is- [প্রত্নতত্ত্ব অধিদপ্তরের এস্টিমেটর ২০১৯; সরকারি মাধ্যমিক বিদ্যালয় সহকারী শিক্ষক ২০১৯]
 A. Do it B. Let me do it C. I have done it D. It is done by me
33. The passive form of the sentence: They are going to lock the gate at 7 o'clock. [পররাষ্ট্র মন্ত্রণালয় (ব্যক্তিগত কর্মকর্তা) ২০২২]
 A. At 7 o'clock they are going locked the gate. B. The gate at 7 o'clock be locked by them.
 C. The gate is to going locked by them at 7 o'clock. D. The gate is going to be locked at 7 o'clock.

34. Who is calling me? (Passive) [১৫তম শিক্ষক নিবন্ধন ও প্রত্যয়ন পরীক্ষা ২০১৯]
- A. By whom am I called? B. By whom I am called?
C. By whom I was called? D. By whom am I being called?
35. 'Do you see the flower?' Identify the correct passive form of the above sentence. [বিভিন্ন মন্ত্রণালয়/বিভাগ/অধি. প্রশা. কর্মকর্তা ২০১৮]
- A. Is the flower was seen by you? B. Is the flower being seen by you?
C. Has the flower seen by you? D. Is the flower seen by you?
36. Change the voice- "Where did you see him?" [বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ডের সহ: সচিব/ সহ: পরিচালক (প্রশাসন) ২০১৬]
- A. Where did the seen by you? B. Where was he see by you?
C. Where was seen by you? D. Where was he seen by you?
37. "Rice sells cheap" is- [প্রতিরক্ষা মন্ত্রণালয় (সহকারী পরিচালক) ২০১৬]
- A. Passive voice B. Active voice C. Both D. None
38. What is passive form of the sentence "We teach him a good lesson"? [BB (General Officer) 2022]
- A. He is teaching a good lesson by us B. He is being taught a good lesson by us
C. He has been taught a good lesson by us D. He is taught a good lesson by us
39. Change the voice: **Can you help me** to scoop out seeds from melon? [BB Officer 2018]
- A. Can I be helped by you B. Can I helped by you
C. Could I helped by you D. Can I been helped by you
40. Unfortunately, their house _____ while they were at the restaurant celebrating their anniversary. [BSC Officer (5 Banks) 2018]
- A. got burgled B. went burgled C. burgled D. had burgled
41. Identify the right passive voice of 'It is impossible to do this.' [38th BCS]
- A. Doing this is impossible B. This is impossible to be done
C. This is must be done D. This can't be done
42. The correct passive form of 'You must shut these doors' is- [35th BCS]
- A. These must be shut doors B. Shut the doors you must
C. Shut must be the doors D. These doors must be shut
43. Pick the right passive form of the sentence 'We must endure what we cannot cure' from the following. [BB AD 2022]
- A. What we cure must be endured B. What cannot be cured must be endured
C. What could be cure must be endured D. What cannot cured must endured
44. Change the into passive: 'The city planner is making all the arrangements.' [রূপালী ব্যাংক অফিসার-১৯]
- A. The all arrangements have been made by the city planner.
B. All arrangements are making by the city planner.
C. The all arrangements had been making by the city planner.
D. All the arrangements are being made by the city planner.

45. I knew him. Make it passive voice. [এলজিইডি'র সহকারি প্রকোশলী-০৫, সরকারি মাধ্যমিক সহকারি শিক্ষক-১৯]
- A. He is known to me. B. He was known to me.
C. He was known with me. D. He was known by me.
46. Change into active form: 'I was surprised to see that he had been beaten black and blue.' [ব্যাংকের সমন্বিত পরীক্ষা (অফিসার)-১৮, বাংলাদেশ ব্যাংক (AD)-১৮]
- A. I was surprised to see that he has been beaten black and blue.
B. It surprised me to see that he had been beaten black and blue.
C. It was surprising that he had been beaten black and blue.
D. That he had been beaten black and blue was surprising.
47. **The food (A) that Hafiz is cooking (B) in the kitchen is smelling (C) delicious (D).** [রাজশাহী কৃষি উন্নয়ন ব্যাংক/রাকাব (কোষাধ্যক্ষ)-১৫, ইসলামী ব্যাংক লি. (সহকারী ট্রেইনি অফিসার, ক্যাশ)-১৭]
48. Identify the error in the following sentence: **Even with (A)** a calculator, you must have basic **understanding (B)** of mathematics if **one expects (C)** to solve complex problems **correctly (D)**.
49. Diligence and honesty, **as well as (A) being intelligent (B), are (C)** qualities which I look for **when (D)** I interview applicants of admission test. [BCSIC এর এক্সটেনশন অফিসার-১৮]
50. Identify the correct passive form of the sentence: 'Do you know them?' [39th BCS]
- A. Are they known by you? B. Would they known by you?
C. Are they known with you? D. Are they known to you?
51. He has **not only violated the law, but also he has escaped punishment.**
- A. not only violated the law, but also he has escaped punishment
B. violated not only the law, but also he has escaped punishment
C. violated not only the law, but he escaped punishment
D. not only violated the law, but also escaped punishment
E. not only violated the law, but has escaped punishment
52. **Being (A)** a good negotiator is **something (B)** that **comes (C)** only with **experienced (D)**. No error (E). [পানি উন্নয়ন বোর্ড (হিসাব সহকারী)-২০১৮]
53. Rebecca **likes to (A)** spend time **with her son (B)** by participating **in (C)** his activities, like riding bikes, playing video games and **she watches (D)** his favorite movies. **No error (E).**
54. The receptionist told me (A) that I would have to come (B) at a latter (C) time to meet (D) the manager. No error (E). [পানি উন্নয়ন বোর্ড (হিসাব সহকারী)-২০১৮]
55. **Parking the car (A) at the parking lot (B) Ms. Jones decided (C) to take (D) the bus to town. No error (E).** [CGDF (Jr. Auditor) 2019]
56. The poor boy **was denied treatment because of his parents couldn't pay upfront.** [বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড (সহকারী পরিচালক) ২০১৯]
- A. was denied treatment because of his parents couldn't pay upfront
B. is denied of treatment because of his parents couldn't pay upfront
C. was denied treatment because his parents couldn't pay upfront
D. has denied treatment because his parent's couldn't pay upfront
E. have denied treatment because his parents couldn't pay upfront

57. Many people mistakenly believe that the market system would automatically ensures fair deal for all the stakeholders regardless of their size, power and position in the value chain.

[বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড (সহকারী পরিচালক) ২০১৯]

- A. Many people mistakenly believe that the market system would automatically ensures fair deal
- B. many people mistakenly believes that the market system will automatically ensure fair deal
- C. Many people mistakenly believe that the market system automatically ensure fair deal
- D. Many people mistakenly believe that the market system automatically ensures fair deal
- E. many people mistakenly believe that the market system will automatically ensured fair deal

58. Once you have established (A) a fan base, no matter how (B) big or small it is just start (C) performing at live events (D). No error (E).

59. This provides a better (A) understanding how (B) the market works for the poor (C) and what interventions are needed (D) to facilitate their inclusion. No error (E).

60. Most state constitutions now mandate that the state budget be balanced each year.

- A. mandate that the state budget be balanced
- B. mandate the state budget to be balanced
- C. mandate that the state budget will be balanced
- D. have a mandate for a balanced state budget
- E. have a mandate to balance the state budget

61. The bus was already crowded (A) when it arrived; (B) I barely manage (C) to find room to sit (D). No error (E).

62. Since the installation of the air-conditioners (A) in the factory building, working here has become (B) very pleasant, especially (C) in the summer (D). No error (E).

[বাংলাদেশে কৃষি উন্নয়ন কর্পোরেশন (সহকারী হিসাবরক্ষক)-২০১৯]

63. Australia is the flattest (A) and dry (B) of the continents, as well as (C) the oldest and most isolated (D). No error (E).

64. There are (A) far too many in the society who are (B) content with injustices and inequalities around (C) them, or are resigned (D) to the sufferings they endure. No error (E).

65. The researchers _____ asked to find out how the merger _____ influence shareholders and affect the overall industry.

- A. were would
- B. had been can
- C. were can
- D. had been could
- E. were will

66. "I was looking forward receiving a quick reply of my mail from you." Which correction should be made to this sentence?

- A. change was to am
- B. insert to before receiving
- C. remove quick
- D. replace looking forward with expecting
- E. No correction is required

67. I thought it was time I **laid all my cards on the table** and inform him that I had no intention of going into a partnership.
 A. to be candid B. to be discreet C. being playful D. being immoral E. None of these
68. The two lawyers **interpreted (A)** the statue **differently (B)**, **and (C)** they needed a judge to settle **its (D)** dispute. **No error (E)**.
69. Economic conditions demand **not only cutting wages and prices but also to reduce** inflation raised tax rates.
 A. not only cutting wages and prices but also to reduce
 B. we not only cut wage and prices but also reduce
 C. to not only cut wages and prices but also to reduce
 D. not only to cut wages and prices but also to reduce

Skill Builder Answers

SB 01	1. and thoroughly 3. as exciting to us as <i>to</i> the people 5. disagreeable, and <i>uninterested</i> to make	2. and lacked motivation. 4. Correct
More Practice	1. D 2. D 3. D 4. D	5. E 6. A 7. D
SB 02	1. might not be living 3. should have done 5. Correct	2. should have arrived 4. must have studied 6. Correct 7. would have been
SB 03	1. Correct 4. prefer going to school to going to playground	2. Had taken 3. Correct 5. Correct
Sentence Completion Practice	1. B 2. E 3. A 4. A 5. B	
SB 04	1. C 2. many startups struggle 3. C 4. stages make 5. C	
SB 05	1. C 2. Don't they? 3. C 4. C (in British), don't you? (in American English) 5. C	
SB 06	1. got used to 2. C 3. C 4. will get used to 5. C	
More Practice	1. A 2. D 3. D	
RC	1. D 2. B 3. B 4. A	