

CAPSTONE

Verbal : Grammar

Lecture 07

<u>Overview</u>	<u>Next Lecture</u>
<ul style="list-style-type: none">◆ Tense◆ Use of 'If'◆ Conditional◆ Sentence Completion Strategies	<ul style="list-style-type: none">◆ Parallelism◆ Modals◆ Prepositions◆ Reading Comprehension

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TENSE

1. Simple Present Tense

- To express habits, general truths, repeated actions or unchanging situations, emotions and wishes:
He smokes (habit). I work in London (unchanging situation). London is a large city (general truth).
- To give instructions or directions: You walk for two hundred meters, and then you turn left.
- To express fixed arrangements, present or future: Your exam starts at 09.00
- To express future time, after some conjunctions: after, when, before, as soon as, until:
He'll give it to you when you come next Saturday.

2. The Present Continuous

- To describe an action that is going on at this moment:
You are using the Internet. You are studying English grammar.
- To describe an action or event in the future, which has already been planned or prepared:
We're going on holiday tomorrow. I'm meeting my friend tonight.

3. The Simple Past Tense

- A definite point in time: last week, when I was a child, yesterday, six weeks ago
We saw a good film last week.
Yesterday, I arrived in Geneva.

Wrong: I have bought a new bag last weekend.

Right: I bought a new bag last weekend

4. Past Continuous

- To describe an unfinished action that was interrupted by another event or action.

For Example: I was having a beautiful dream when the alarm clock rang.

They were waiting for the bus when the accident happened.

- To express a change of mind:

For Example: I was going to spend the day at the beach but I've decided to get my homework done instead.

Skill Builder 01

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

1. Although he had never taken piano lessons, anytime that Jeff, who was unusually intelligent, sees a piano, he was able to play a song.
2. While most species of monkeys live in tropical areas, there is a type of monkey that lives in northern Japan, where it has snowed.
3. When David cooks, he uses a variety of spices and put the flame on very high, creating flavourful and charred dishes.
4. Less than five people attend the event that took place six months ago.
5. The tallest boys on the team were always asked with playing near the rim, no matter how skilled they are at the game.

5. The Present Perfect Tense

- An action or situation that started in the past and continues in the present.

I have lived in Dhaka since 1984 (= and I still do.)

- An action performed more than once in the past.

I have seen this movie three times.

- An action that was completed in the very recent past, expressed by 'just'.

I have just finished my work.

****Use the present perfect with within the past ... or in the last ... phrases, such as within the past five minutes or in the last ten days.**

Error Examples:

Wrong: Since 1986, no one broke that world record.

Wrong: Since 1986, no one breaks that world record.

Right: Since 1986, no one has broken that world record.

Right: She will pay you when you ask her. (No present perfect) = She will pay you at the same time as you ask her.

Right: She will pay you when you have taken out the garbage. (present perfect) = She will pay you after you take out the garbage.

6. Present Perfect Continuous

- Actions that started in the past and continue in the present

She has been waiting for you all day (= and she's still waiting now).

They have been travelling since last October (= and they're not home yet).

Wrong: Since Bob graduated last year, he had been travelling around Europe.

Right: Since Bob graduated last year, he has been travelling around Europe.

Wrong: The girl is practising the piano since early in this morning.

Right: The girl has been practising the piano since early in this morning.

7. Past Perfect

The past perfect is used to make it clear that one event happened before another in the past. In the following example, Event A is the event that happened first and Event B is the second or more recent event:

John had gone out (Event A) when I arrived in the office (Event B).

Wrong: The train had just left when I had arrived at the station.

Right: The train had just left when I arrived at the station.

Wrong: I have finished a game of tennis with John when Bob arrived.

Right: I had finished a game of tennis with John when Bob arrived.

8. Past Perfect Continuous

The past perfect continuous corresponds to the present perfect continuous, but with reference to a time earlier than 'before now'.

Right: Had you been waiting long before the taxi arrived?

Right: It had been raining hard for several hours and the streets were very wet.

Skill Builder 02

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

1. I have been in Mexico during the summer of 1970.
2. Mary had prepared dinner when I arrived, so we were able to eat immediately.
3. Three years ago, he had been a student at a university in California.
4. We have collected stamps for many years.
5. We took the bus downtown, did a few errands, and had gone to lunch.

9. Simple Future Tense

The simple future refers to a time later than now, and expresses facts or certainty. In this case there is no 'attitude'.

The simple future is used:

- To predict a future event: It **will rain** tomorrow.
- To express willingness: **I'll do** the washing-up.

Future plan: In case of nearest future-

For Example: I am doing my homework this evening. Watch out! You are going to break the glass.

10. Future Continuous

The future continuous can be used for predicting or guessing about future events.

Right: Just think, next Monday you will be working in your new job.

11. Future Perfect Tense refers to a completed action in the future.

- I will have been here for six months on June 23rd.
- By the time you read this I will have left.
- You will have finished your report by this time next week.

12. Future Perfect Continuous

- By 2030 I will have been living in London for six years.
- When I finish this course, I will have been learning English for twenty years.
- Next year I will have been working here for four years.

Error Examples:

Wrong: Whenever you will be in town, call me.

Right: Whenever you are in town, call me.

Wrong: As soon as I will get the vaccinations I will need, I will be leaving for Southeast Asia.

Right: As soon as I get the vaccinations I need, I will be leaving for Southeast Asia

Skill Builder 03

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

1. You should visit that part of the country when it will be spring.
2. It will get cold in the desert when winter will come.
3. As soon as you learn to swim, I will take you to our cabin at the lake.
4. When the children are going to visit their grandmother, Henry and I will be going to Europe.
5. When Bruce visits him tomorrow, his doctor will probably tell him to increase his medication.

More practices:

1. We have to be (A) on (B) time for this program; so I suggested (C) that he ready (D) 30 Minutes before 5 pm. No error (E).
2. Six stories high, with portholes for eyes and a spiral staircase in each hind leg, is the elephant – shaped building known as “Lucy” which towered over Margate City, New Jersey since 1881. [IBA 09-10]
 - A. is the elephant – shaped building known as “Lucy” which towered over Margate City, New Jersey since 1881.
 - B. since 1881 it has towered over Margate City, New Jersey, the elephant- shaped Building known as “Lucy”.
 - C. the elephant – shaped building known as “Lucy” has towered over Margate City, New Jersey since 1881.
 - D. towering over Margate City, New Jersey, since 1881 has been the elephant shaped Building known as “Lucy”.
 - E. None of these
3. People who _____ tend to be achievement oriented.
 - A. are aggressive in nature
 - B. have aggression in nature
 - C. have been aggressive in nature
 - D. have aggressive in nature
 - E. None of these
4. Despite the election of a woman to the office of Prime Minister, the status of women in Bangladesh is little changed from how it was in the last century.
 - A. is little changed from how it was
 - B. is a little changed from how it was
 - C. has changed little
 - D. is little changed from the way it was
 - E. has changed little from now it has been
5. She never has and she never will do any work.
 - A. She never has and she never will do any work.
 - B. She never has and she will do no work.
 - C. She never has and she will never do any work.
 - D. Never has she and never will she do any work.
 - E. She never has done and she never will do any work.
6. After spending hours listening to his boring jokes, I cracked under pressure and said to my friend I _____ enough of his jokes for one day.
 - A. have had
 - B. have
 - C. had had
 - D. had
 - E. having had
7. The board reviewing the curriculum have found numerous courses that have become outdated and others that have become redundant in a changing world. [IBA June’12]
 - 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.

Uses of 'If'

Conditional sentence type	Usage	If clause verb tense	Main clause verb tense
Zero	General truths	Simple present	Simple present
Type 1	A possible condition and its probable result	Simple present	Simple future
Type 2	A hypothetical condition and its probable result, a situation that is unreal	Simple past	Present conditional or Present continuous conditional
Type 3	An unreal past condition and its probable result in the past	Past perfect	Perfect conditional
Mixed type	An unreal past condition and its probable result in the present	Past perfect	Present conditional or perfect conditional

The Zero Conditional

For Example: If it rains, the grass gets wet.

Type 1 Conditional

For Example: If you don't hurry, you will miss the train.

Type 2 Conditional

For Example: If you went to bed earlier, you would not be so tired.

Type 3 Conditional

For Example: If you had studied harder, you would have passed the exam.

Mixed Type Conditional

The mixed type conditional is used to refer to a time that is in the past, and a situation that is ongoing into the present.

For Example:

If I had worked harder at school, I would have a better job now.

If you weren't afraid of spiders, you would have picked it up and put it outside.

If we had looked at the map, we wouldn't be lost.

Skill Builder 04

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

1. If he had not tried to jump over the stream, he would not break his leg.
2. If he would be taller, he would be a good basketball player.
3. If my apartment would be larger, I would not have to move.
4. If he was ready, we would begin the lesson.
5. If classes had finished sooner, I would go to Canada last month.

More practices:

1. **If (A)** the British had not **persecuted (B)** the local political leaders several decades **ago (C)**, **will (D)** India have remained part of the British? **No error (E)**.
2. If the books **have been catalogued** last week, why haven't they been placed on the shelf? [IBA '15-16]
A. have been catalogued B. Would have been catalogued C. was catalogued
D. were catalogued E. had been catalogued
3. If it _____ up to me, I _____ change the decor to make it homely.
A. Was, would B. were, would C. were, shall D. is, will E. is, would
4. **If only she has come to me for help, I was going to help her.** [IBA Dec'14]
A. If only she has come to me for help, I was going to help her.
B. If only she did come to me for help, I am going to help her.
C. If only she has come to me for help, I was to help her.
D. If only she had come to me for help, I would have helped her.
E. If only she came to me for help, I was going to help her.
5. If _____ market, the innovation could allow the public to _____ the power of their mobile devices using waste material. (IBA 2011_Dec)
A. brought to; top up B. introduced at; charge up C. taken to; exude
D. sequestered to; refill E. none of these
6. If your payment is not received in **thirty days, you will be charged** a late fee.
A. thirty days, you will be charged B. thirty days, you would be charged
C. thirty days, you were charged D. thirty days, you have been charged
E. thirty days, you will charge
7. **If the parent would have shown more interest**, the daughter would have been in college today. [IBA 2000]
A. If the parent would have shown more interest
B. If the parent had shown more interest
C. If the parent would have showed more interest
D. Should the parent have shown more interest
E. If the parent would have been showing more interest

Sentence Completion Strategies

Word Fitting:

Before You Look At The Answer-Choices, Think Of A Word That "Fits" The Sentence.

Example: Crestfallen by having done poorly on the GRE, Susan began to question her abilities. Her self-confidence was _____.

- A. appeased B. destroyed C. placated D. elevated E. sustained

If somebody is crestfallen (despairing) and has begun to question herself, then her self-confidence would be destroyed. Hence, the **answer is (B)**.

Transitional Words:

Be alert to transitional words. Transitional words tell you what is coming up. They indicate that the author is now going to draw a contrast with something stated previously, or support something stated previously.

i. Contrast Indicators:

Following are some of the most common contrast indicators:

But Yet Despite Although However Nevertheless

Example: **Although** the warring parties had settled a number of disputes, past experience made them _____ to express optimism that the talks would be a success.

A. rash B. ambivalent C. scornful D. overjoyed E. reticent

“**Although**” sets up a contrast between what has occurred—success on some issues—and what can be expected to occur—success for the whole talks. Hence, the parties are reluctant to express optimism. The common word “reluctant” is not offered as an answer-choice, but a synonym—reticent—is. **The answer is (E).**

ii. Support Indicators:

Supporting words support or further explain what has already been said. These words often introduce synonyms for words elsewhere in the sentence.

Following are some common supporting words:

And Also Furthermore Likewise In Addition For

Example: Davis is an opprobrious and _____ speaker, equally caustic towards friend or foe—a true curmudgeon.

A. lofty B. vituperative C. unstinting D. retiring E. laudatory

“**And**” in the sentence indicates that the missing adjective is similar in meaning to “opprobrious,” which is very negative. Now, vituperative—the only negative word—means “abusive.” Hence, **the answer is (B).**

iii. Cause and Effect Indicators:

These words indicate that one thing causes another to occur. Some of the most common cause and effect indicators are:

Because For Thus Hence Therefore If Then .

Example: Because the House has the votes to override a presidential veto, the President has no choice but to _____.

A. object B. abdicate C. abstain D. capitulate E. compromise

Since the House has the votes to pass the bill or motion, the President would be wise to compromise and make the best of the situation. **The answer is (E).**

Punctuation:

- ✓ “,” (comma) appears, followed by a blank in between two sentences, then it means that the synonym of the phrase/word before “,” is the meaning of the blank.
- ✓ “:”(colon) or “;”(semi-colon) in the sentence, they will indicate that the idea coming up is merely an explanation of the earlier idea.

Positive/Negative Flow:

Example: Because he did not want to appear _____, the junior executive refused to dispute the board's decision, in spite of his belief that the decision would impair employee morale.

- A. contentious B. indecisive C. solicitous D. overzealous E. steadfast

Explanation: (C) and (E) are gone because they're positive words. (B) doesn't work because the clue is "refused to dispute." That doesn't work with indecisive. For the same reason, (D) doesn't work either. So the **best answer is option A.**

Sentence completion practice

1. Although the amount of energy in an isolated system cannot change, energy in one form can be _____ into another form.

- A. Diffused B. incarnated C. inculcated D. mutated E. changed

2. Several popular historians have created fictional scenarios in order to _____ what history would have been if earlier events had been different.

- A. obviate B. conjecture about C. zeal in D. eliminate E. Ameliorate

3. I _____ you not to make your decision under these circumstances when the _____ of your decision cannot be predicted with any degree of certainty?

- A. suggest, afternoon B. impede, result C. assist, outcome
D. implore, ramifications E. None of these

4. Though _____ toward his own needs, he was always _____ toward others.

- A. miserly/ magnanimous B. charitable/ extravagant C. profligate/ liberal
D. improvident/ indifferent E. None of these

5. Children not only provide cheap labour, but they are also _____, as they do not complain about _____ chores given to them or about harsh treatment meted out.

- A. impertinent/ mental B. facile/ physical C. docile/ menial
D. presumptuous/ rigorous E. None of these

Writing Topics:

Essay Writing: Globalization and Bangladesh

Mini Test on Lecture

Time: 10 minutes

Marks: 10

1. By the time Bobby and Elvis sat in their seats, the opposing team scored four touchdowns.
 A. the scoring of four touchdowns by the opposing team happened
 B. the four touchdowns were scored by the opposing team
 C. the opposing team scored four touchdowns
 D. the opposing team had scored four touchdowns
 E. the opposing team were scoring four touchdowns

2. Our Head of Audit is so obtuse (A) that he had (B) no inkling that funds were being (C) ingenuously (D) diverted. No error (E).

3. I had been listening to a great radio show on the way to work today morning.
 A. had been listening B. have been listening C. listen D. had listened E. was listening

4. With government funding for the arts dwindling, even major orchestras would feel the pressure of trying to meet their payroll and travel costs over the past several years.
 A. would feel B. will feel C. have felt D. feel E. are feeling

5. Magic in fiction has had (A) a renaissance in past decade (B), with the success (C) of writers such as (D) J K Rowling and Philip Pullman. No error (E).

6. The boys fighting every single day for the past three weeks.
 A. The boys fighting for every single day for the past three weeks.
 B. The boys were fighting every single day for the past three weeks.
 C. The boy's fighting every single day for the past three weeks.
 D. The boys fighting, every single day for the past three weeks.
 E. The boys fighting every single day for the past three weeks.

7. The boy was unlike his brothers, as he has a strong artistic side to his personality.
 A. as he has got a strong artistic side to his personality.
 B. as he had a strong artistic side to his personality.
 C. as he having a strong artistic side to his personality.
 D. as he have a strong artistic side to his personality.
 E. as he has a strong artistic side to his personality.

8. I am eagerly awaiting (A) for my college admissions decision letters, though (B) I expect that I will have to wait (C) another month before I received (D) any letters. No error (E).

9. Therefore (A), you will want (B) to start thinking and acting (C) as if you've already (D) arrived at your big goal. No error (E).

10. Had I known his true intentions, I would had never allowed him to come.
 A. would had never allowed B. would have never allowed
 C. would had never had allowed D. would had never been allowed
 E. would never allow

Fill in the circle marks completely	2. (A) (B) (C) (D) (E)	5. (A) (B) (C) (D) (E)	8. (A) (B) (C) (D) (E)
	3. (A) (B) (C) (D) (E)	6. (A) (B) (C) (D) (E)	9. (A) (B) (C) (D) (E)
	1. (A) (B) (C) (D) (E)	4. (A) (B) (C) (D) (E)	7. (A) (B) (C) (D) (E)

Skill Builder Answers

SB 01	1. Saw a piano 4.attended	2.where it snows 5.are always asked	3.puts the flame		
SB 02	1. was in 4. C	2. C 5. went to lunch	3. was a student		
SB 03	1. when it is spring 4. The children visit their grandmother	2. When winter comes	3. C 5. C		
More Practice	1. D 2. A 3. A 4. C	5. E 6. C 7. E			
SB 04	1. Would not have broken 3. If my apartment were larger 5. I would have gone	2. If he were taller 4. If he were ready			
More Practice	1. D 2. D 3. B 4. D	5. A 6. A 7. B			
Sentence Completion Practice	1. E	2. B	3. D	4. A	5. C