

Nom@n's Method

Exclusive note on Right form of verbs for HSC Exam



Rule-1 : Subject যদি third person singular number হয় এবং ওই বাক্যটি যদি Present indefinite tense হয় তবে verb-এর সঙ্গে s/es যোগ হবে।

(a) The boy (go) — to school regularly.

Ans. The boy goes to school regularly.

(b) The boy does not (go) — to school daily.

Ans. The boy does not go to school daily.

(c) The boy generally (go) — to college at 8 a.m.

Ans. The boy generally goes to college at 8 a.m.

Try yourself :

(d) Mr. Khan (go) — abroad every month.

(e) His father (come) — home every week.



Rule-2 : Present indefinite tense-এ Subject third person singular number হওয়াসত্ত্বেও can, must, should-এরপরে verb-এর সঙ্গে s/es যোগ হবে না।

(a) The man can (do) — the work.

Ans. The man can do the work.

(b) She must (come) — to her office in time.

Ans. She must come to her office in time.

(c) The student should (learn) — his lessons regularly.

Ans. The student should learn his lessons regularly.

Try yourself :

(d) He can (walk) — five miles at a time.

(e) The girl must not (go) — to college on foot.



Rule-3 : Sentence যদি universal truth (চিরন্তনসত্য), Habitual fact (অভ্যাসগতকর্ম) ইত্যাদি বোঝায় তাহলে sentence টি Present Indefinite Tense হয়। যেমন,

(a) The earth (move) — round the sun.

Ans. The earth moves round the sun.

(b) The sun (rise) — the east.

Ans. The sun rises in the east.

(c) The sun (set) — the west.

Ans. The sun sets in the west.

Try yourself :

(d) We know that ice (float) — water.

(e) The teacher said that the earth (be) — round.



Rule-4 : যেসব Sentence-

একোনো সময়ের উল্লেখ থাকে না এবং মাঝে মাঝে generally, usually, ordinarily, normally, always, Sometimes, Often, daily, everyday, regularly ব্যবহৃত হয়, সেগুলো

Present Ind. Tense হয়। যেমন,

(a) Sabiha (learn) — her lessons regularly.

Ans. Sabiha learns her lessons regularly.

(b) He always (disturb) — the students.

Ans. He always disturbs the students.

(c) A good student (learn) — his lessons regularly.

Ans. A good student learns his lessons regularly.

Try yourself :

(d) Rahman very often (come) — me.

(e) Does he (read) — the newspaper daily?



Rule-5 : Sentence টি Active Voice হলে can, could, may, might, shall, should, will, would, must, need, dare, used to, ought to প্রভৃতি Modal Auxiliary Verb-

এরপরে present form হয়। যেমন,

(a) The boy can (work out) — the sum.

Ans. The boy can work out the sum.

(b) He could not (eat) — all the mangoes.

Ans. He could not eat all the mangoes.

(c) You must (do) — your duty properly.

Ans. You must do your duty properly.

Try yourself : (d) It may (rain) — today.

(e) One should (take) — care of one's health.

✚ Rule-6 : Sentenceটি Passive Voice হলে can, could, may, might, shall, should, will, would, must, need, dare, used to, ought to প্রভৃতি Modal Auxiliary Verb-এরপরে be+ Verb-এর past participle form হয়।যেমন,

(a) The work can (do) — immediately.

Ans. The work can be done immediately.

(b) All the mangoes could (eat) —

Ans. All the mangoes could be eaten.

(c) Your duty must (perform) — very soon.

Ans. Your duty must be performed very soon.

Try yourself :

(d) It can not (deny) —

(e) The English book will (buy) — tomorrow.

✚ Rule-7 : Let, had rather, had better, would better, do not, does not, need not, did not, did never ইত্যাদিরপরে Verb-এর present form হয়।যেমন,

(a) I let the other boys (use) — my skates.

Ans. I let the other boys use my skates.

(b) I had better (go) — home by this time.

Ans. I had better go home by this time.

I need not (do) — the work.

Ans. I need not do the work.

Try yourself :

(d) He did not (go) — to college yesterday.

(e) He does not (like) — student-politics.

✚ Rule-8 : Sentence-এ have/has থাকলেSentenceটি present perfect Tense হবে।যেমন,

She has (write) — a letter to her mother.

Ans. She has written a letter to her mother.

I have (have) — my meal.

Ans. I have had my meal.

She had (have) — her letter.

Ans. She had had her letter.

Try yourself :

Have you ever (be) — to the zoo?
Colombus has (discover) — America.

✚ Rule-9 : Sentence-এ just, just now, already, recently, lately, ever, yet ইত্যাদিথাকলেতা present perfect Tense হয়।

Rabeya (take) — her dinner just now.

Ans. Rabeya has taken her dinner just now.

I (see) — him recently.

Ans. I have seen him recently.

He already (reach) — home.

Ans. He has already reached home.

Try yourself :

Have you ever (be) — to the zoo?

Have you not (receive) — my letter yet?

✚ Rule-10 : Sentence-এ yesterday, ago, long ago, last week, last year, last month, that day, day before yesterday প্রভৃতিঅতীতনির্দেশকশব্দথাকলেতা Past Indefinite Tense হবে।যেমন,

The boy (go) — home yesterday.

Ans. The boy went home yesterday.

She did not (go) — to college yesterday.

Ans. She did not go to college yesterday.

Did he (come) — home yesterday?

Ans. Did he come home yesterday?

Try yourself :

The man (go) — London last week.

He (leave) — home last night.

✚ Rule-11 : To-এরপরে Verb-এর present form হয়।যেমন,

She went to New Market to (buy) — a dress.

Ans. She went to New Market to buy a dress.

We have come here to (see) — his ailing mother.

Ans. We have come here to see his ailing mother.

The man said to the porter to (carry) — the load.

Ans. The man said to the porter to carry the load.

Try yourself :

You need to (go) — there.
We have to (realize) — the importance of English.

✚ Rule-12 : 'Since' বা 'for'-
এরপরেসময়উল্লেখথাকলেsentenceটি
present perfect Continuous Tense
হবে।যেমন,

(a) It (rain) — for two hours.
Ans. It has been raining for two hours.

(b) It (rain) — since the morning.
Ans. It has been raining since the morning.

We (live) — in Dhaka since 1986.
Ans. We have been living in Dhaka since 1986.

Try yourself :
(d) They (live) — Dhaka for 20 years.
(e) She (wait) — you for two hours.

✚ Rule-13 : with a view to/look forward to-
এরপরে Verb-এরসঙ্গেingযোগহয়।

I went there with a view to (read) — there.

Ans. I went there with a view to reading there.

I am looking forward to (get) — your reply.

Ans. I am looking forward to getting your reply.

I looked forward to (stand) — first in the class.

Ans. I looked forward to standing first in the class.

Try yourself :
They become addicted to (take) — drugs.

We went to Cox's Bazar with a view to (see) — the sea shore.

✚ Rule-14 : By-এরপরে Verb-
এরসঙ্গেingযোগহয়।যেমন,

He expressed his grief by (say) — that the thief had stolen his watch.

Ans. He expressed his grief by saying that the thief had stolen his watch.

Answer the questions by (write) — one point of information.

Ans. Answer the questions by writing one point of information.

By (dig) — a deeper hole, Jerry planted a tree.

Ans. By digging a deeper hole, Jerry planted a tree.

Try yourself :

No student can pass the examination by (adopt) — unfair means in the examination.

By (be) — conscious of a language one can develop his 'explicit' learning.

✚ Rule-15:
in/of/for/with/without/before/after
প্রভৃতিPreposition -এরপরে Verb-

এরসঙ্গেingযোগহয়।যেমন,

I don't believe in (overload) — my stomach.

Ans. I don't believe in overloading my stomach.

I had never thought of (go) — there.

Ans. I had never thought of going there.
I could not live without (help) — the poor.

Ans. I could not live without helping the poor.

Try yourself :

After (do) — the work I will go out.

The porter came here for (do) — the work.

Rule-16 : Mind, would you mind, worth, past, can not help, could not help-
এরপরে Verb-এরসঙ্গেingযোগহয়।যেমন,

(a) Would you mind (give) — me a pen ?

Ans. Would you mind giving me a pen ?

(b) I can not help (do) — the work.

Ans. I can not help doing the work.

(c) He could not help (help) — the poor.

Ans. He could not help helping the poor.

Try yourself :

(d) She never mind (have) — ice cream.

(e) He could not help (sell) — his land.

✚ Rule-17 : Sentence-এরশুরুতেযদি would
that থাকেতাহলে subject-এরপরে could
বসেএবং Verb-এর Present form হয়।

(a) Would that I (go) — to the moon.

Ans. Would that I could go to the moon.

(b) Would that I (be) — a poet like

Nazrul.

Ans. Would that I could be a poet like Nazrul.

Would that I (enter) — into the class-room.

Ans. Would that I could enter into the class-room.

Try yourself :

(d) Would that I (buy) — a latest car.

(e) Would that I (see) — our great Prophet (SM).

✚ Rule-18: Sentence এ 'to be'/having/got থাকলেমূল Verb-এরPast participle হয়।

(a) The thief ran away having (see) — the policeman.

Ans. The thief ran away having seen the policeman.

(b) The Principal desired the notice to be (hang)—.

Ans. The Principal desired the notice to be hung.

(c) The work is to be (do) — immediately.

Ans. The work is to be done immediately.

Try yourself :

(d) I got the letter (write) — by him.

(e) Having (do) — his duty he went out.

✚ Rule-19: ব্রাকেটে (be) থাকলে person, number এবং tense অনুযায়ী

am/is/are/was/were/been হবে

(a) Allah (be) — everywhere.

Ans. Allah is everywhere.

(b) It (be) — twenty years ago.

Ans. It was twenty years ago.

(c) One of my friends (be) — a good student.

Ans. One of my friends is/was a good student.

Try yourself :

(d) The tickets of the journey (be) — very costly.

(e) The people of this village (be) — very poor ago.

✚ Rule-20

:বর্তমানেচলছেএমনকোনোকাজবোঝালে present Continuous Tense হয়।

(এসবক্ষেত্রেসাধারণত Now, at present, at this moment ইত্যাদিব্যবহারকরাহয়)।

(a) Now the students (sing) — the national anthem.

Ans. Now the students are singing the national anthem.

(b) The boys (watch) — the television now.

Ans. The boys are watching the television now.

(c) They (enjoy) — a song now.

Ans. They are enjoying a song now.

Try yourself :

(d) They (watch) — TV at this moment.

(e) The farmer (cultivate) — his land now.

✚ Rule-21 : If যুক্তclauseটি Present

Indefinite tense হলেঅপরClauseটি Future Indefinite Tense হয় ; অর্থাৎ [If +Present Indefinite +Future Indefinite]

(a) If you walk slowly, you (miss) — the train.

Ans. If you walk slowly, you will miss the train.

(b) If he works hard, he (shine) — in life.

Ans. If he works hard, he will shine in life.

(c) If you run in the rain, you (catch) — cold.

Ans. If you run in the rain, you will catch cold.

Try yourself :

(d) I will not go out, if it (rain) —

(e) If he (come) — here, I will go there with him.

✚ Rule-22 : If/Had যুক্তclauseটি Past

Indefinite Tense হলেঅপর clause-এর Subject-এরপরে would/could/might বসেএবং Verb-এর Present Form

বসে।যেমন,

a. If he requested me, I (go) ___there.

Ans. If he requested me, I would go there.

b. If I were a rich man, I (help)___the poor.

Ans. If I were a rich man, I would help the poor.

c. If I were the President, I (remove)___ the terrorism.

Ans. If I were the President, I would remove the terrorism.

Try yourself :

d. Had I much money, I (establish)___ a college.

e. Had I the wings of a bird, I (fly)___ like a bird.

✚ Rule-23: Sentence-এ If/Had যুক্ত clause টি

Past perfect Tense হলে অন্য অংশটিতে

Subject-এর পরে অর্থভেদে would

have/could have/might have বসে এবং

verb-এর past participle হয়।

a. If he had invited, I (go)___.

Ans. If he had invited, I would have gone.

b. If I had been a rich man, I (help)___ the poor.

Ans. If I had been a rich man, I would have helped the poor.

Try yourself :

d. We would have come, if he (invite)___.

e. If you had stated earlier, you (catch)___ the bus.

✚ Rule-24: Sentence এ wish, fancy, it is

time, it is high time ইত্যাদি থাকলে Verb

এর Past Tense হয় এবং (be) থাকলেই

were হয়। যেমন,

a. I wish I (win)___ the first prize in the lottery.

Ans. I wish I won the first prize in the lottery.

b. I fancy I (fly)___ among the stars.

Ans. I fancy I flew among the stars.

Try yourself :

d. I wish I (be)___ a rich man.

e. It is time we (earn)___ our livelihood.

✚ Rule-25 : Sentence-এ যদি as if, as though ইত্যাদি থাকে, তাহলে বাক্যের (be)-এর স্থলে were বসে। যেমন,

a. He speaks as if he (be)___ the owner of the farm.

Ans. He speaks as if he were the owner of the farm.

b. The man speaks as though he (be)___ a leader.

Ans. The man speaks as though he were a leader.

c. The man speaks as if he (be) ___ a landlord.

Ans. The man speaks as if he were a landlord.

Try yourself:

d. The man speaks as though he (be) ___ a rich man.

e. He speaks as if he (be) ___ the President of Bangladesh.

✚ Rule- 26 : Sentence-এ each, every, everyone, anyone, any, many a, everybody, every thing, anybody, nobody, no one, nothing, anything, something, someone, one of, either, neither ইত্যাদি থাকলে verb-এর Singular Number হয়। যেমন,

a. Every mother (love)___ her child.

Ans. Every mother loves her child.

b. One of the students (be)___ very brilliant.

Ans. One of the students is/was very brilliant.

c. Each of the boys (be)___ present yesterday.

Ans. Each of the boys was present yesterday.

Try yourself :

d. Many a boy (ruin)___ his career through laziness.

e. Neither of the two boys (be)present today.

✚ Rule-27 : While-
 এরঠিকপরেইব্রাকেটেরমধ্যে Verb
 থাকেতারসঙ্গেingযোগহয়। কিন্তু While-
 এরপরে Subject থাকলে While-এরঅংশটি
 Past Continuous Tense হয়।
 (a) While (walk) — in the garden, a
 snake bit him.
 Ans. While walking in the garden, a
 snake bit him.
 (b) While he (walk) — in the garden, a
 snake bit him.
 Ans. While he was walking in the
 garden, a snake bit him.
 (c) While it (rain) — , I was going to
 college.
 Ans. While it was raining, I was going to
 college.
 Try yourself:
 (d) While (sleep) — in his room, he
 dreamt a nice dream.
 (e) My uncle arrived while she (cook) —
 the dinner.

✚ Rule- 28 :একইদৈর্ঘ্যপরিমাণবাস্থানবোঝালে
 Subject দেখতে Plural হলেও verb-এর
 Singular Number হয়।
 (a) Previously fifty miles (be) — a long
 way.
 Ans. Previously fifty miles was a long
 way.
 (b) Twenty miles (be) — not a great
 distance now a days.
 Ans. Twenty miles is not a great
 distance now a days.
 (c) Sixty cents (be) — was enough for
 him.
 Ans. Sixty cents is/was was enough for
 him.
 Try yourself:
 (d) Twenty dollars (be) — not sufficient
 in time.
 (e) Fifty cents (be) — enough at that
 time.

✚ Rule-29 : Main Clause-এরVerbটি Past
 Tense-এরহলেএবংপরেরঅংশে next day,
 next week, next month, next year

ইত্যাদিউল্লেখথাকলে Subject-এরপরে
 would/should বসেএবং Verb-এর Present
 Form হয়।
 (a) He said that he (go) — home the
 next day.
 Ans. He said that he would go home the
 next day.
 (b) He told that he (come) — here the
 next year.
 Ans. He told that he would come here
 the next year.
 (c) He said that he (buy) — a new TV
 the next day.
 Ans. He said that he would buy a new
 TV the next day.
 Try yourself :
 (d) She said that she (sell) — her land
 the next month.
 (e) The man said that he (go) — to
 London the next day.

✚ Rule-30 : After-এরপরেএবং before-
 এরআগেরclauseটি past perfect tense
 হয়এবংঅন্যclauseটি past indefinite tense
 হয়।
 (a) The doctor (come) — before the
 patient came.
 Ans. The doctor had come before the
 patient came.
 (b) The doctor came after the patient
 (die)___.
 Ans. The doctor came after the patient
 had died.
 (c) The train left — they had reached the
 station.
 Ans. The train left after they had
 reached the station.
 Try yourself :
 (d) The patient had died — the doctor
 came.
 (e) The train (start) — before they
 reached there.

✚ Rule-31 :Sentenceটি Passive voice হলে
 Tense ও Person অনুযায়ী Auxiliary Verb
 ও Verb-এর Past participle বসাতেহবেএবং

gap-এরপরে Subject থাকলে by

বসাতেহবে।

(a) English (speak) — all over the world.

Ans. English is spoken all over the world.

(b) English (speak) — the English.

Ans. English is spoken by the English.

(c) He has (expell) — from the examination hall.

Ans. He has been expelled from the examination hall.

Try yourself :

(d) The boys (send) — to school yesterday.

(e) The bird (kill) — on the ship last week.

(f) Cricket (play) — all over the world.