



# مثال انگريزي زماني

ليکوال: محب الله مثال

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۱۳۹۷

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



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## ليکوال: محب الله مثال

۱۳۹۷

بسم الله الرحمن الرحيم

### About the Book

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# والی

➤ زما شمید پلار «روح دې باد وي» ته چې زه یې د مدرسې او مکتب

سره آشنا کړم!

➤ زما خوری عبدالقیوم مومند ته چې له خلکو پټ به یې زما فیس هم

استادانو ته ورکول ځکه زه دومره بې وسه وم چې د یوې میاشتې د

فیس توان مې هم نه درلود!

➤ استاد محمد بشیر ظفري ته چې د انگلیسي ژبې زمانې او د کلام اجزای

یې را وښودلې!



## سريزه

هر څه چې د قلم په ژبه ليکل کېږي، بې څه نه وي. قلم يوه داسې توره ده چې د حق ليکلو او ناحق ليکلو توان او طاقت پکښې پټ دی؛ خوږه او له مزې يې هغه ليکنه ډکه ده چې حق پکې موجود وي. په ناحقه ليکنه او په ناحق ليکونکي د الله (ج) د غذب باران اورېږي.

په دې کتاب ( **Misal English Tenses** ) کې د انگليسي ژبې د زمانو هغه جوړښتونه او قواعد راغلي دي چې هغوی موږ سمو او کره خبرو او لوستلو ته اړ کوي، تر څو له تېروتنو څخه اجتناب او پرهېزرا زده او تلقين کړي. دا يوه طبيعي خبره ده چې هره ژبه بېلابېل قواعد او قوانين لري، د دې قواعدو مراعات او په ځای کارونه دا مانا لري چې موږ هغه ژبه په علمي توگه پېژنو.

د دې کتاب يوه لويه ځانگړنه دا ده چې د انگليسي ژبې زمانې يې عموماً په پنځو برخو وېشلې دي

- **Active Tenses**
- **Passive Tenses**
- **Reported Tenses (Active Voice)**
- **Reported Tenses (Passive Tenses)**
- **Future Tenses in the Past**

او وروسته یې هره برخه په بڼه تفصیل او وضاحت سره خپرلې ده.

د انگلیسي ژبې د زمانو تر څنګ یې

**Language Terminologies** •

**English Tenses** •

**Names of Countries** •

**Names of Faculties** •

**Names of Ministries and Ministers** •

**Indispensable Abbreviation** •

همدا موضوعات هم په انگلیسي ژبه په خپلو پاڼو کې

رانغښتي دي.

ګرانه لوستونکيه! زه خپلې خبرې رالندوم او تاته د ښې مطالعې

او د دې قيمتي فرصت څخه د استفادې خوندورې شپې په لاس

درکوم.

په مینه

م. مثال



## زما په اړه

زه محب الله مثال د شهيد حاجي باقيب الله ملت يار زوی د غزني ولايت، مقر ولسوالۍ، کوه بند سيمې په سيگانسي کلي کې په (۱۳۷۲) ل.ل کال کې زېږېدلی يم.

د لومړي ځل لپاره مې خپل پلار قلم او کتاب راته راوړل، وروسته يې د خپل کلي په سيکچه او نوروزي نومې لېسه کې شامل کړم. د همدې لېسې څخه په (۱۳۹۰) ل.ل کال کې فارغ شوم.

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دا مې د ژونده ستره هيله او آرزو ده چې خپلو هېواد والو ته د قلم له لارې چوپړ وکړم، همداسې چوپړ مې خوښ ده؛ دا چوپړ مې خپل مسلک گڼم!

په مينه

م. مثال

د پکتیکا پوهنتون د درېيم ټولگي زده کړيال

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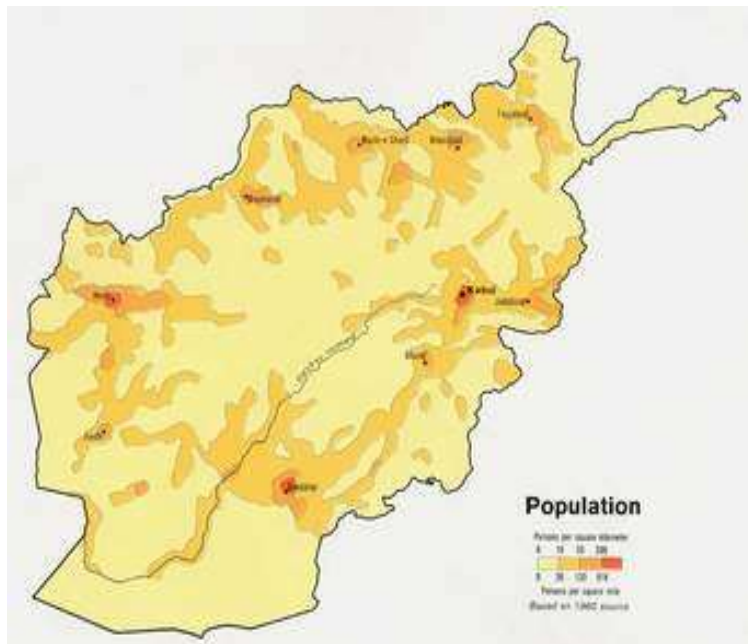
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توپک سینگار د خوانی نه دی  
اوس د زلمو سره قلم مزه کوینه





## زموږ ټولو يوازینی هدف د خپل هېواد تعليمي کچه لوړول دی!



راځن دا د جنت کونجی د قلم په زور په هر چا ومنو، نه د ټوپک په زور!

لَا إِلَهَ إِلَّا اللَّهُ مُحَمَّدٌ رَّسُولُ اللَّهِ

دا کتاب د حاجي اختر محمد مہمند په مالي لگښت چاپ شو؛ کور يې  
ودان، ژوند دې له خوښيو ډک وي!

# **Part 1**

# **Language Termi- nologies**

## Part 1: Language Terminologies

### Article

Article is a word or a single letter used before unknown and known nouns due to their specification.

E.g.

*a* book; *an* orange; *the* pen

### Noun

Noun can name something.

E.g.

*a book*; *an orange*; *the man*; *a dog*; *an office*; *an idea*

### Pronoun

A word used in lieu of noun and prevents from its (noun's) repetition or reoccurring in a sentence is called noun.

E.g.

*Hamidullah (noun) studies English; He (pronoun) goes to high school too.*

### Subject

subject is a person or thing that does the action, or we talk about.

E.g.

*Hakim* is writing a letter. *Nasib* is my brother. *Book* is the best friend.

## Object

Object is the person or thing which is affected by the action of the verb.

E.g.

Hakim is writing a *letter*. I'm eating an *apple*.

## Subject Pronoun

This kind of pronoun is used in place of subject in the sentence.

E.g.

(*I, We, You, They, He, She, and it*)

## Object Pronoun

This type of pronoun is used in place of object in the sentence.

E.g.

(*Me, Us, You, Them, Him, Her, and it*)

## Verb

Verb is a word which is used to show action, state, existence and possession.

E.g.

You are *reading* a magazine. (Action)

He *is* a doctor. (State)

She *is* in the kitchen. (Existence)

We *have* a new car. (Possession)

## Adjective

Adjective is a word which can give more information about a noun or a pronoun.

E.g.

*Farid is intelligent.* (Farid = N) (Intelligent = Adj)

He is intelligent. (He = Pro) (Intelligent = Adj)

## Adverb

Adverb is a word which gives more information regarding an adjective, verb, whole sentence, and another adverb.

E.g.

He is *very* tall. (Modifies adjective)

He drives *slowly*. (Modifies verb)

*Luckily*, I passed in exam. (Modifies whole sentence)

He drives *very* slowly. (Modifies another adverb)

## Conjunction

It is a word linking two sentences, two words, and two phrases.

E.g.

(for, and, nor, but, or, yet, so)

Book *and* pen (Two Words)

I am a student, *and* you are an instructor. (Two sentences)

In the morning *and* in the evening (Two Phrases)

## Preposition

Preposition is a word which shows the relationship between things.

E.g.

The book is *on* the table. The nose is *above* the lips.

## **Interjection**

It is a word that shows strong feelings and emotions, sudden feelings, happiness and sadness and can followed by an exclamation Point (!).

E.g.

*Wow!* I passed in exam. *Alas!* That is painful.

## **Tense**

Tense is used to show the occurring time of an action whether it happened in past, happens in present or will happen in future.

E.g.

*is going; will go; went;*

## **Abstract Noun**

A noun which cannot be seen or touched is called abstract noun.

E.g.

Hate, education, love, idea, effort, pain, problem

## **Active Verb**

In this kind of verb, the subject of the sentence does the action.

E.g.

You *use* a computer.

She is *killing* a snake.

## **Adverb Particle**

Word that are used as parts of a two-word verbs are adverb particles.

E.g.

Egg *on*, turn *off*, sit *down*, stand *up*, and eat *out*,



## **Adverbial**

A group of words that does the same job as an adverb.

E.g.

He is knocking *on the door*.

Karim is a boy *with long hair*.

Jamal is a man *with one leg*.

## **Affirmative**

An affirmative is a sentence that makes a statement.

E.g.

They play football.

You read this book.

He is swimming right now.

## **Agent**

In a passive sentence, the expression of agent says that by who the action is done.

E.g.

This book has been written by *Mohibullah Misal*.

The man was killed by *thief*.

## **Assertive**

The words (some, somebody etc.) that are used in affirmative sentences refer to assertive.

E.g.

*Somebody* has come to my room.

### Attributive

Adjectives placed before nouns are in attributive position.

E.g.

*Long wall, tall student, new computer, red car, old man*

### Auxiliary Verb

Verb which helps the main verbs to form a particular tense is known as auxiliary verb.

E.g.

We *are* helping each other.

They *were* kissing one another.

You *have* gone to Paktika.

He *will* graduate next autumn.

### Bare infinitive

An infinitive without 'to' is bare infinitive.

E.g.

Teacher make their students *study* hard.

Let me *wash* your car.

She will *come* tomorrow.

### Clause

A group of words which contains a subject and verb and can stand alone or need another clause which is called independent clause.

E.g.

1. He is a boy.
2. Whose father died in a bomb explosion

He is the boy whose father died in a bomb explosion.

### **Collective Noun**

A noun that is singular in form but plural in meaning is called collective noun.

E.g.

Group

Army

Community

### **Comparative Adjective**

An adjective which compare one thing with another one is called comparative.

E.g.

He is *taller than* Karim.

You're *more intelligent than* your brother.

### **Complement**

A word or a group of words that completes the meaning of a sentence is called complement.

E.g.

Students are *good at math*.

They are *Afghans*.

It is a *radio*.

Wow! It was *BBC*.

### **Compound Noun**

A noun that is made of more than one noun is called compound noun.

E.g.

Bus-driver

Post-man

Storekeeper

Football

## Concrete Noun

The noun which has foreign existence and shape and can be touched and seen refers to a concrete noun.

E.g.

Book, stone, tree, hand, pen, computer, brick, mobile

## Conjunction

Conjunctions are words (Like: and, but, so, because, if, unless etc.) which can join two words, sentences, phrases and clauses.

E.g.

Hamid *and* Hakim (two words)

He is a student, *and* she is a doctor. (two sentences)

In the morning *and* in the evening (two phrases)

I missed the bus *because* I came late to bus stop. (two clauses)

## Continuous

The same as **progressive**.

E.g.

he is going there.

She is swimming now.

Who is waiting for the bus?

## Contraction

A short form in which subject pronoun and auxiliary verbs, or verb and the word ***not***, are joined together into one word.

E.g.

I'm (I am)

You are (you're)

They have (they've)

He isn't (he is not)

I don't (I do not)

### **Co-ordinate clause**

A simple sentence is known as a co-ordinate clause.

E.g.

**He is a student.**

**He is a student** whose brother died yesterday in a bomb explosion.

### **Copular Verb**

Those verbs which link the subject to complement or describe the subject are entitled copular verbs (Like: is, am, seem, look etc.).

E.g.

He *is* a doctor.

I *am* cheerful.

She *looks* young.

You *are* awesome.

### **Countable Noun**

Nouns like, car, pen, bush, which can have plural form, and can be used with the indefinite articles (an / a) are known as countable nouns.

E.g.

Book (books) (a book)

Pen (pens) (a pen)

Bush (bushes) (a bush)

Egg (eggs) (an egg)

### **Dangling participle**

The same as misrelated participle.

E.g.

(see misrelated participle's examples)

### **Declarative Question**

A Question which has the same grammatical form as a statement.

E.g.

That is your girl-friend?

You are a doctor?

### **Definite Article**

It can be used before known and specific nouns and adjectives.

E.g.

I ate *the* apple. (before noun)

Which car is yours?

*The* red (before adjective)

### **Degree**

Degree is used to show the positive gradation and negative gradation of something.

E.g.

quite easy (positive degree)

very dishonest (Negative degree)

### **Demonstrative Pronouns**

Those pronouns which can point out to something are known as demonstrative pronouns.

E.g.

This, that, these, those

### **Determiner**

One of the group of the words that are normally used at the beginning of the noun phrase to modify or provide extra information about them are called determiners.

E.g.

**A** book

**The** book

**Several** books

**This** book

**All** books

**More** books

### **Direct Object**

The object which receives the action of the subject directly.

E.g.

The car hit a **cat**.

She threw a **ball**.

### **Direct Speech**

Speech reported 'directly' in the words used by the original speaker (more or less), without any change in the tenses or pronouns.

E.g.

He looked me and said, "**I am your new instructor!**"

## Discourse Marker

A word or expression which shows connection between what is being said and the rest of the ‘discourse’.

E.g.

- **Frankly**, I liked that girl’s eyes.
- **As a matter of fact**, Afghans are hospitable people around the world.
- **To tell you the truth**, you are very much-loved<sup>2</sup> instructor.

## Duration

The length of time something lasts. The preposition ‘for’ can be used with an expression of time to indicate duration.

E.g.

I have been at Paktika University **for three years**.

By the end of (2018), you will have been studying English language **for two years**.

## Ellipsis

Leaving out some words when their meaning can be understood from the context.

E.g.

Nice day. (‘It is’ is omitted)

## Emphasis

Giving special importance by pronouncing or writing to one part of a word or a sentence is known as emphasis.

E.g.

I like **reading** book.

**You** hate it.

---

<sup>1</sup> Discourse means speech or dialogue.

<sup>2</sup> Much-loved stands for preferred, beloved, chosen or favorite.



## **Emphatic Pronoun**

When reflexive pronouns emphasize on a noun or pronoun, they are called emphatic pronouns.

E.g.

I **myself** dedicated that book to him.

Ehsan **himself** surrendered the base.

## **Ending**

If we add something to the end of a word, they are called ‘ending’.

E.g.

keeper (-er)

keeping (-ing)

typed (-d)

accurately (-ly)

## **First Person**

The person who is talking about something is ‘first person’.

E.g.

I am reading this book twice a week.

## **Formal**

Formal events are used in formal places and situations.

E.g.

Speaking in program

Teaching at a college

Writing an essay

## Frequency

Adverbs of frequency say how often an action happens.

E.g.

always, usually, often, sometimes, seldom, rarely, never etc.

	<b>ADVERBS OF FREQUENCY</b>						
	100%	90/ 99%	75/ 90%	25/ 75%	10/ 25%	1/ 10%	0%
	Always	Usually	Often	Sometimes	Seldom	Rarely	Never
Saturday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sunday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Friday	<input checked="" type="checkbox"/>						

## Future Tense

This is used to show an action which will take place in future time.

E.g.

I will come tomorrow.

We shall return next week.

## Future Perfect Tense

This tense is used to show an action which will be completed at some specific time in the future.

E.g.

I will have come there tomorrow by ten.

He will have written that book when I return.

## **Future Progressive Tense**

This tense is used to show an action which will be in progress or continuing at some definite time in the future.

E.g.

You will be walking tomorrow this time.

They will be working in the garden when we arrive there.

## **Gender**

The use of different grammatical forms to show differences between masculine, feminine and neuter, or between human and non-human.

E.g.

**He** is a student.

**She** is a girl.

**Waitress** is waiting for you, sir!

**Lioness** is on the summit of the mountain.

**Book** is a real friend.

## **Genitive**

The form of a noun which is used to show possession is called genitive. Also called possessive.

E.g.

**Misal's** computer

**Ahmad's** car

**Hizb's** mobile

**Students'** stage

**Children's** school

## **Gradable**

The words which used to show grade of something.

E.g.

**pretty** book

**easy** book

**hard** book

**very** slowly car

## **Grammar**

The rules that say how words are combined, arranged and changed to show different meanings.

E.g.

We brought a book. (brought the second form of 'bring')

You have two books. (books is the plural of 'book')

## **Hanging Participle**

The same as misrelated participle.

E.g.

(see misrelated participle)

## **Hypothetical**

Conditional verbs and structures often are used to talk about hypothetical situations-that is to say, situation which may not happen, or which are not real.

E.g.

If you had three million dollars what would you do?

Where would you visit, if you were a president of this country?

## Identifying Relative Clause

A clause which provides sufficient or necessary information about a noun or pronoun is called 'identifying relative clause'.

E.g.

He is a student **who have written Maktabi Grammar**.

She **whose father died in an accident** is my student.

## Imperative

The form of a verb which is used to give order or make a suggestion.

E.g.

**close** the door.

**Open** the window.

**Fill in** the blanks, please.

## Indefinite Articles

These articles are used before noun begun with a consonant or vowel letter; the noun must be unknown for the speaker and hearer.

E.g.

There was **a** cat.

Do you have **an** apple in your pocket?

## Indirect Object

This kind of object receives the action of the subject indirectly.

E.g.

I pull a car for **him**.

She sent **them** a letter.

## Indirect Speech

When we report the speech of someone in our own words and change the pronoun, it is referred to indirect speech.

E.g.

Direct Speech: He said, “**I am a student.**”

Indirect Speech: He said that **he was a student.**

## Infinitive

The base form of a verb (usually used with ‘to’) is called infinitive.

E.g.

I will **come** tomorrow.

I want **to talk** to Mr. President Ashraf Ghani.

## Informal

A style of writing or conversations which can be used among friends and family members or in informal situations.

E.g.

Good-bye (formal)

Take care (informal)

How are you? (formal)

How is everything going? (informal)

## Ing Form

The verbs which have ‘ing’ at the end are called ‘ing form’ or Gerund.

E.g.

Speaking is easy.

Going is hard.

Swimming is happiness.

### **Initial**

The beginning is called initial.

E.g.

sometimes, I study Arabic Grammar. (*sometimes* is in initial)

### **Intensifying**

The words or expressions which can emphasize on the other words are known as intensifying.

E.g.

He is intelligent. (no intensifying)

He is *very* intelligent. (*very* is intensifying)

She is *pretty* active. (*pretty*)

### **Interrogative**

A sentence which is used to ask question.

E.g.

A: Are you a student?

B: Yes, I am.

A: Is she talking on the telephone?

B: No, she is not.

### **Intransitive verb**

A verb which does not accept object at the end and does not used in passive is called intransitive verb.

E.g.

She **smiles**.

Sun is **shining**.

You are **dying**.

## **Inversion**

A structure in which a verb comes before its subject is entitled inversion.

E.g.

He **is** a teacher.

**Is** he a teacher?

## **Irregular Verb**

Those verbs which cannot take the rule of (d / ed) at the end for their past and past participle forms.

E.g.

speak → spoke → spoken

ride → rode → ridden

write → wrote → written

## **Main Clause**

A clause which can stand alone is known as main clause.

E.g.

He is an engineer. (correct)

Who comes from Kabul. (incorrect)

**He is an engineer** who comes from Kabul. (**main clause**)

## **Main Verb**

A verb which is used to show the action, state, existence, or possession of the subject is called the main verb.

E.g.

He **is** joyful. (state)

She **is** at school. (existence)

You **have** a house. (possession)

They are **coming** today. (action)



## Manner

An adverb of manner is used to show how an action happens.

E.g.

We spoke **quietly**.

She drives **fast**.

They read **slowly**.

## Mid-position

If an adverb is mid-position, it is used between subject and verb.

E.g.

I **constantly** come on time.

You **usually** go your parents' house.

## Misrelated participle

A Participle which does not have subject in the sentence is called misrelated participle.

E.g.

**looking out of the window**, the mountain seemed very close.

**Speaking to them**, the snake bit me.

## Model Auxiliary Verbs

The verbs which cannot be changed by changing the subjects are model auxiliary verbs.

E.g.

he **can** drive a car.

We **can** drive a car.

She **might** come.

You **might** come.

## Negative

Negative sentence is the one in which the word not is used with the verb.

E.g.

He is **not** coming now.

You will **not** attend to that program.

Himatullah hasn't spoken loudly.

## Nominal Relative Clause

A relative clause which acts (usually introduces with what) like subject, object, or complement of the sentence.

E.g.

I gave him **what he needed**.

She brought me **what I wanted**.

## Non-assertive

The words (any, yet, no etc.) are used in negative sentences are called non-assertive.

E.g.

I have **no** money.

She won't change **any** money.

I haven't been there **yet**.

## Non-identifying relative clause

This kind of clause is used to provide redundant or unnecessary information about a noun or pronoun.

E.g.

Nasib, **whose brother is a student at Paktika university**, is my classmate at high school.

Mr. Ashraf Ghani, **who is from Logar, Afghanistan**, is the president of Afghanistan.

## **Noun**

Words which can name anything are called nouns.

E.g.

- book
- pen
- door
- education
- kilo
- beauty
- teacher
- cow
- bar

## **Noun Phrase**

A group of words which functions like a noun is called noun phrase.

E.g.

the last bus

a new book

an archaic building

a golden teapot

## **Number**

Number is the way in which differences between singular and plural are shown grammatically.

E.g.

mouse → mice

louse → lice

man → men

house → houses

hen → hens

## Object

A noun or pronoun which receives the action of verb in active sentences is called object.

E.g.

He ate an **apple**.

The car hit a **cat**.

## Passive

In this case, the object is more chief (important) than the subject to be mentioned in the sentence.

E.g.

**Window** was broken. (receiver + be + past participle)

**Computer** has been stolen.

**My car** is being used by someone.

## Past Perfect

This is used to show an action, state, possession, or existence which is completed before another action in the past.

E.g.

I had eaten the lunch when my parents arrived.

They had written my name before I told them.

He had had a car when I met him for the first time.

## Past progressive

This is used to show an action which was in progress at some specific time in the past.

E.g.

She was reading a newspaper at nine 09:00 am.

Students were going happily to classes.

### **Past Simple**

This tense is used to show an action which is started and completed at some specific time in the past.

E.g.

He went to school.

You won the lottery.

Nasibullah bought a new car.

### **Phrasal Verb**

A verb that is made up of two parts: a base verb followed by a particle.

E.g.

Fill (verb) in (particle)

Make up

Egg on

Ache for

Act on

### **Phrase**

Two or more words that function together as a group.

E.g.

dead tired

the silly old woman

### **Plural**

Grammatical form used to refer to more than one person or thing.

E.g.

Book → books

Pen → pens

Computer → computers

### **Possessive**

A form used to show possession and similar ideas.

E.g.

**Hamid's** book

**Misal's** writing

**Our** Afghanistan

### **Post-modifier**

A word that comes after the word which it modifies.

E.g.

The invited people came late. (No post-modifier)

The people **invited** came late. (Invited is P.M)

### **Predicative**

Adjectives placed after the verb (be, seem, like etc.) are in predicative position.

E.g.

You are **active**.

She is **intelligent**.

It seemed **easy**.

### **Pre-modifier**

Words that come before the noun which it modifies.

E.g.

The **invited** people came late. (invited is Pr.M)

## Quantifier

The words which are used to show the quantity of something are known as quantifiers.

E.g.

**Many** students

**Much** water

**Few** colleagues

**Plenty** places

## Question tag

An expression which is used at the end of the sentence for confirming its information.

E.g.

You are a person, **aren't you?**

They have won the match, **haven't they?**

I am cook, **aren't I?**

## Reinforcement Tag

A tag which repeats (and so reinforces and strengthens) the meaning of the subject and the verb.

E.g.

You are an idiot, **you are.**

He is an engineer, **he is.**

We are Afghans, **we are.**

## Relative Clause

A clause introduced by relative pronouns.

E.g.

They like people **who** are educated.

This is my car **which** is so expensive.

### Reply Question

A Question (similar in structure to question tag) used to reply to a statement (E.g. to express interests).

E.g.

I have been invited to spend the weekend in London, **have you, dear?**

### Sentence

A group of words consisting a subject and verb and has a complete sense and meaning.

E.g.

They are singing.

He is writing.

You are waiting for a bus.

### Short Answer

The answer consisting of a subject and an auxiliary verb.

E.g.

A: Are you ready for the party?

B: Yes, **I am.**

### Singular

A grammatical form used to talk about one person, thing, etc.

E.g.

Cow

Stick

Page

Dot

Pool

Tense

Language



## Slang

A word, expression or special use of language found mainly in informal speech, especially in the usage of particular groups of people.

E.g.

- **Basket case** = crazy (After his wife left him, he was a real basket case.)
- **Dinosaur** = very old (The cell phone you using is a real dinosaur.)
- **Fam** = family (I'm spending the next weekend with my fam.)
- **Have eyes for** = to desire (I think my boyfriend has eyes for another woman.)
- **Hit the road** = go away (Hit the road, students. I'm not going to teach you!)

## Statement

A sentence which gives information.

E.g.

I am cold.

You are old.

The letter is bold.

It is the map of the world.

## Subject-tag

A tag which repeats and identifies the subject.

E.g.

That is a beautiful girl, **that girl**.

## Tag

A short phrase (E.g. auxiliary verb + subject pronoun) added on to the end of the sentence.

E.g.

He is praying, **isn't he?**

We are Muslims, **aren't we?**

She is a doctor, **isn't she?**

## Tense

A verb form which shows the time of an action or an event.

E.g.

will come

is coming

have gone

will have been speaking

## Transitive

A transitive verb is one that can have an object.

E.g.

**eat** a meal

**drive** a car

**throw** a ball

**break** a glass

**drink** the tea

## Uncountable Nouns

The noun which has no plural form and cannot normally be used with the articles (a / an).

E.g.

a water / waters (incorrect)

rice (correct)

milk (correct)

## Verb

The word which has the multiple abilities to show (action, state, existence, possession) of the subject in a sentence.

E.g.

You **have** a car.

He **is** at office.

I **m** vigorous.

They are **eating** oranges.

## Verb Phrase

A verb that has several part is called verb phrase.

E.g.

is going

has been raining

had gone

will have been working

will have been being insulted

# **Part 2**

# **English Tenses**

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## Part 2: What is Tense?

### Tense

Tense is taking from a Latin word (Tempus), which means time or era.

### Function of Tense

Tense is used to show when an action happens.

E.g.

In the present

In the past

In the future

### Number of English Tenses

In English language, there are about (3) real (main) tenses which will be discussed one by one in this book with full information.

### Tense According to Dictionary

- 1) **According to ‘grammar’**: Any of the forms of a verb which distinguish when an action or state of being occurs or exists.  
E.g.  
The basic tenses in English are present, past and future.
- 2) **According to ‘linguistics’**: An inflection form of a verb that indicates tense.  
E.g.  
English only has a present tense and past tense; it has no future tense.

3) **As an 'adjective'**: Showing signs of stress or strain; not relaxed.

E.g.

You need to relax, all this overtime and stress is making you tense.

4) **As 'verb'**: To make or become tense.

E.g.

The boss was tensed by some mistakes of the workers.

(2) **As 'verb'**: To apply a tense to.

E.g.

Tense the verb of 'study'.

### **Definition of Tense**

Tense is used to show the happening time of an action whether it happens in present time, past time or future time.

# **Part 3**

# **Active Tenses**

### Part 3: Active Tenses

In active tenses, the subject of the sentence is performing an action, and the object is receiving the action.

E.g.

**she** is writing a *letter*.

**You** are eating an *apple*.

**Teacher** is drawing a *picture*.

In above sentences, the subjects (**she**, **you** and **teacher**) are performers of the actions, but the objects (*letter*, *apple* and *picture*) are the receivers of the actions which are produced by the subjects of the sentences.



## **Division of active tenses**

Active tenses are generally divided into three parts:

### **Present Tense**

- Present Simple Tense
- Present Progressive Tense
- Present Perfect Tense
- Present Perfect Progressive Tense

### **Past Tense**

- Past Simple Tense
- Past Progressive Tense
- Past Perfect Tense
- Past Perfect Progressive Tense

### **Future Tense**

- Future Simple Tense
- Future Progressive Tense
- Future Perfect Tense
- Future Perfect Progressive Tense

Now, each tense is discussed separately with full details:

## **Present Simple Tense**

This tense is used to show an action which happens regularly, habitually; it is used for general facts as well.

### **Regular Action**

- I eat food every day.
- You wake up in the morning.
- She sleeps at night.

### **Habitual Actions**

- She sleeps on the floor.
- You smoke hashish.
- They drive fast.

### **General Facts**

- Sun rises in the east.
- Water boils with 100-degrees heat.
- Alive creatures need food and drink.

---

## Four structures of Present Simple Tense

### For Action

This structure is used to show the action which is produced by the subject of the sentence.

#### a. Positive structure:

**S + V + O +.**

She eats an apple.

We write alphabet.

Himat pulls a toy.

#### b. Negative Structure:

**S + do / does + not + V + O +.**

She does not eat an apple.

We do not write alphabet.

Himat does not pull a toy.

#### c. Interrogative structure:

**Do / Does + S + V + O +?**

Does she eat an apple?

Do we write alphabet?

Does Himat pull a toy?

---

**d. Negative Interrogative Structure:**

**Do / Does + not + S + V + O +?**

Doesn't she eat an apple?

Don't we write alphabet?

Doesn't Himat pull a toy?

 **For State**

This structure is used to show state in which the subject of the sentence is. Or how the subject looks.

**a. Positive structure:**

**S + is / am / are + C +.**

She is happy.

You are a teacher.

I am gorgeous.

**b. Negative Structure:**

**S + is / am / are + not + C +.**

She is not happy.

You are not a teacher.

I am not gorgeous.

**c. Interrogative structure:**

**Is / Am / Are + S + C +?**

Is she happy?  
Are you a teacher?  
Am I gorgeous?

**d. Negative Interrogative Structure:**

**Is / Am / Are + not + S + C +?**

Isn't she happy?  
Aren't you a teacher?  
Am not I gorgeous?

 **For Existence and presence**

**a. Positive structure:**

**S + is / am / are + C +.**

I am at Paktika university.  
Himat is in Moqur district.  
You are in your province.

**b. Negative Structure:**

**S + is / am / are + not + C +.**

I am not in Iran.

Himat is not in Kabul.

You are not in U.S.A.

**c. Interrogative structure:**

**Is / Am / Are + S + C +?**

Am I at office?

Is Nasibullah in U.A.E?

Are they at university?

**d. Negative Interrogative Structure:**

**Is / Am / Are + not + S + C +?**

Am not I at my office?

Isn't Halima at school?

Aren't we in Afghanistan?

---

 **For Possession**

**a. Positive structure:**

**S + have / has + O +.**

She has a friend.

You have a new computer.

I have a book.

**b. Negative Structure:**

**S + Have / Has + not + O +.**

She has not a friend.

You have not a new computer.

I have not a book.

**c. Interrogative structure:**

**Have / Has + S + O +?**

Has she a friend?

Have you a new computer?

Have I a book?

### d. Negative Interrogative Structure:

**Have / Has + not + S + O +?**

Hasn't she a friend?

Haven't you a new computer?

Haven't I a book?

---

### Helping verb of Present Simple Tense

This tense contains two helping verbs<sup>3</sup> which are used in below approach:

- 1) **Do** is used with (I, we, you, they and plural nouns).

I work for Afghanistan. (positive sentence)

I **do** not eat sweet.

**Do** you help poor people?

**Do** they come from Ghazni?

We **do** not speak Chinese.

**Don't**<sup>4</sup> Himat and Nasib drive their car?

- 2) **Does** is used with (He, she, it and singular nouns).

He **does** not speak Dari.

**Does** she like French fries?

It **does** not run fast.

**Hakimullah** does not study Arabic language.

---

<sup>3</sup> In positive sentence of present simple tense, helping verbs are not used.

<sup>4</sup> 'Don't' is contracted form of 'Do not'.



## Rules for adding (s / es) at the end of Verb

✚ **S** or **es** is added at the end of the verb for third singular person and singular nouns in a positive sentence.

- 1) When the verb is ended with these letters (**x, ch, o, z, s, sh**), it is followed by **es** for third singular person.

He <b>goes</b> to school.	(Go)
She <b>fixes</b> her car.	(Fix)
A wasp <b>buzzes</b> here.	(Buzz)
She <b>washes</b> clothes.	(Wash)
Himat <b>watches</b> film.	(Watch)
She <b>caresses</b> her son.	(Caress)

- 2) When the verb is not ended with these letters (**x, ch, o, z, s, sh**), it is followed by only “s”.

She <b>comes</b> on time.	(Come)
He <b>speaks</b> English.	(Speak)
Your brother <b>asks</b> questions.	(Ask)

✚ When a verb is ended with (y), preceded by a consonant; (y) is changed into (i), and (es) is added after (i).

She <b>cries</b> aloud.	(Cry)
He <b>studies</b> at night.	(Study)
Nasibullah <b>fries</b> a chicken.	(Fry)

- ✚ When a verb is ended with (y), preceded by a vowel; (y) isn't changed into (i) or other letters and only (s) is added at the end of the verb.

She stays at one-floor home. (Stay)

Ehsan prays five times in a day. (Pray)

Lion preys on animals in jungle. (Prey)

---

## Usage of Present Simple Tense

- 📖 Present simple tense can be used for planned and scheduled actions that happen in the future time.

The plane *flies* at 04:15 pm.

The meeting *starts* on Friday.

- 📖 Present simple tense can be used to show narrations.

Sayad Jamaludin Afghani has said, “We *want* unity of Muslims overall the world!”

Mirwais Nika has said, “I am *happy* to be called ‘Baba’.”

- 📖 Present simple tense is sometimes used with adverbs of frequency<sup>5</sup>.

She *usually* brushes her hair in the morning.

They *always* come on time.

---

<sup>5</sup> Adverbs of frequency are used to indicate and illustrate the repetition of an action.

## Questions regarding Present Simple Tense

- 1) What is the definition of present simple tense?
- 2) What is present simple tense used for?
- 3) How many structures are there in present simple tense?
- 4) How many formulas are inner each structure?
- 5) How is positive sentence formed for action and state?
- 6) How is interrogative sentence formed for existence and possession?
- 7) What are the contracted forms of 'do not' and 'does not'?
- 8) How many helping verbs are for present simple tense?
- 9) Do we use helping verbs for positive sentences in present simple tense?
- 10) What are the usages of present simple tense?
- 11) Can you explain the rules of adding 's' and 'es' by your own?
- 12) If a verb is ended with 'y' and preceded by a vowel, what should be done if the subject is first person?
- 13) Are these sentences correct?

- ❑ He speak English fluently. (T)<sup>6</sup> or (F)<sup>7</sup> Why?
- ❑ I does not like dogs. (T) or (F) Why?
- ❑ She are my girlfriend. (T) or (F) Why?
- ❑ Do you write alphabet. (T) or (F) Why?
- ❑ He has a new computer. (T) or (F) Why?
- ❑ Do your father smoke? (T) or (F) Why?
- ❑ Am you a student? (T) or (F) Why?
- ❑ She prays five time a day. (T) or (F) Why?

---

<sup>6</sup> T = True

<sup>7</sup> F = False

---

## Exercise of Present Simple Tense

### 1) Fill in the blanks:

We \_\_\_\_\_ not learn Arabic language.  
\_\_\_\_\_ she speak\_\_ English and French?  
You \_\_\_\_\_ a student.  
He and she \_\_\_\_\_ friends.  
Ehsan \_\_\_\_\_ Misal's brother.  
Sun sets in the \_\_\_\_\_.

### 2) Decide on the right word:

They (do / does) not like spaghetti.  
She (is / am) a teacher at Sikacha-Wa-Nawruzi school.  
(Do / Does) Karim and Habib play football?  
He (stay / stays) in Kabul, Afghanistan.  
We (speaks / speak) three languages.  
Teachers (have / has) markers in their hands.

### 3) Put in correct order the sentences:

letter does write Himat not a.  
Jamal Does car a drive?  
Nijat are at and university Karimi Paktika instructors.  
do come on students to not time the class.  
Ghani the of president Ashraf Afghanistan Is?  
present helping tense Do and are verbs of does the  
simple.

## Present Progressive Tense

Present progressive tense<sup>8</sup> is used to show an action which is in progress at the moment of speaking.

**E.g.**

You are reading this sentence right now.

I am typing this words now.

She is bringing a glass of water at the moment.

## Structure of Present Progressive Tense

### A. Positive structure:

**S + (is / am / are) + V-ing + O +.**

Nijat is teaching us reading book.

I am listening him right now.

You are writing a new word with pencil.

### B. Negative Structure:

**S + (is / am / are) + not + V-ing + O +.**

She is not eating orange.

Himat is not shouting.

Nasibullah is not pushing a car.

---

<sup>8</sup> Present progressive tense is also called Present continuous tense.

### C. Interrogative structure:

**(Is / Am / Are) + S + V-ing + O +?**

Are Jamal Ahmad and Israrullah closing the door?

Is Hamidullah opening the window?

Am I using my computer at the moment?

#### e. Negative Interrogative Structure:

**(Is / Am / Are) + not + S + V-ing + O +?**

Aren't you speaking now?

Isn't she cheating at the moment, Mr. Misal?

Am not I coming to class right away?

---

### Helping verb of Present Progressive Tense

This tense contains three helping verbs<sup>9</sup> which are used in below approach:

- 1) **Am** is used with (I).

I **am** reading a book right away.

**Am** I speaking now?

- 2) **Is** is used with (He, she, it and singular nouns).

Now, he **is** speaking Pashto and Arabic fluently.

She **is** going to school.

It **is** running so fast.

Halima **is** smiling.

---

<sup>9</sup> Helping verbs help the main verbs in forming a special tense.

3) **Are** is used with (We, you, they, and plural nouns).

We **are** playing football.

You **are** watching cricket match on Lemar TV.

**Aren't** they drinking water?

Students **are** listening a new lecture.

### Rules for adding (ing) at the end of Verb

(ing) is added at the end of all progressive verbs, so there are several rules for adding of (ing) which must be observed!

- ✚ When a verb is ended with an<sup>10</sup> (e), the (e) is dropped and omitted, and (ing) is added to the end of the verb.

Make, have, take, rape, blame

I am **making** my watch.

She is **having** lunch.

Teacher is **taking** an exam.

Rebels are **raping** in cities nowadays.

Nasibullah is **blaming** Himatullah.

- ✚ When a verb is ended with two (double) (ee), (ing) is added at the end of the verb without any changing.

Fee, agree, flee, tree

He is **feeing** now.

She is **agreeing** with me.

Wolves are not **fleeing** from dogs.

Are you **treeing**<sup>11</sup> to the shadow of that big tree?

---

<sup>10</sup> Here 'an' means 'single'.

<sup>11</sup> Tree means to sit under the tree for its shadow.

- ✚ When a verb is ended with (ie), the (ie) is changed into (y), and (ing) is added to the end of the verb.

Die, lie, tie, lie

She is dying.

Right now, your friend is lying!

Is Ahmad lying on the floor.

Is he tying a dog by chain?

- ✚ When a verb is ended with (consonant + vowel + consonant), we have two ways as follow:

- 1) If the last syllable of the verb is stressed, we double the last consonant.

Swim, run, refer

She is **swimming** in shallow water.

Rabbit is **running** upward the hill.

They are **referring** of the new books.

- 2) If the last syllable isn't<sup>12</sup> stressed, we don't double the last consonant.


You are opening the door.

→ Open

---

<sup>12</sup> 'Isn't' is the shortened form of 'is not'.




-  When a verb is ended with (c), we add an extra (k) before adding (ing).

Picnic, sac

They are picnicking in Moqur.

King is sacking<sup>13</sup> a queen in a game.


-  When a verb is ended with (w, x, y), we cannot double them as last letter.

Fix, flow, stay

Mechanic is fixing a car.

Water is flowing.

Are you staying at your own home?!

-  When a verb is ended with (y), we can add (ing) without any changing of verb. It isn't problem if (y) is preceded by either 'vowel' or 'consonant'.

He is trying to get first position in exam. (consonant before 'y')

I am buying a computer and staying here for a month. (vowel before 'y')

---

<sup>13</sup> Sac means sacrifice.

---

## Usage of Present Progressive Tense

- Present progressive tense is used to show an action which is keeping on at the time of speaking.

They are writing.

She is painting the room.

He is running at the moment.

You are thinking right now.

They are sleeping right away.

Who is shouting, Karim?

Karim is singing very well.

She is laughing quietly.

Birds are flying highly, Hamida.

- Present progressive tense is used to show planned and decided actions, which will take place in close future time.

I am cooking meat **tonight**.

We are leaving **tomorrow**.

He is coming here **day after tomorrow**.

- Present progressive tense is used with adverbs of time<sup>14</sup>.

she is coming **now**.

We are speaking **right now**.

It is running **at the moment**.

---

<sup>14</sup> Adverbs of time are used to show the occurring time of an action.

## Questions regarding Present Progressive Tense

- 1) What is the definition of present progressive tense?
- 2) What is present progressive tense used for?
- 3) How many structures are there in present progressive tense?
- 4) How many formulas are inner the structure of this tense?
- 5) How is positive sentence formed?
- 6) How is interrogative sentence formed?
- 7) What are the contracted forms of 'is not' and 'are not'?
- 8) How many helping verbs are for present progressive tense?
- 9) Do we use helping verbs for positive sentences in present progressive tense?
- 10) What are the usages of present progressive tense?
- 11) Can you explain the rules of adding 'ing' used for present progressive tense?
- 12) If a verb is ended with 'y' and preceded by either a vowel or a consonant, what should be done when 'ing' is added?
- 13) Are these sentences correct?

- |                               |                 |
|-------------------------------|-----------------|
| ■ He speaking English now.    | (T) or (F) Why? |
| ■ I am killing a snake.       | (T) or (F) Why? |
| ■ She are writing my name.    | (T) or (F) Why? |
| ■ Do you writing alphabet.    | (T) or (F) Why? |
| ■ He is buying a computer.    | (T) or (F) Why? |
| ■ Are her father crying now?  | (T) or (F) Why? |
| ■ Is you reading a book?      | (T) or (F) Why? |
| ■ She is praying in the room. | (T) or (F) Why? |

## Exercise of Present Progressive Tense

### 1) Fill in the blanks:

We are not learn \_\_\_\_\_ Portuguese language.  
\_\_\_\_\_ she speaking English at the moment?  
You \_\_\_\_\_ writing a letter.  
He and she \_\_\_\_\_ going with their friends.  
Mr. Nijat is teach \_\_\_\_\_ to Misal.  
Sun is \_\_\_\_\_ now.

### 2) Decide on the right word:

They (is / am / are) eating spaghetti.  
She is (teaching / teaches / teach) English now.  
(Is / Am / Are) Karim and Habib playing football?  
He (are / is / are) (stayin / staying) today in Kabul,  
Afghanistan.  
We (do / are / is / am / does) speaking Hindi language  
at the moment.  
Teachers (aren't / is / am) mak (s / es / ing) noise.

### 3) Put in correct order the sentences:

letter is sending Nasib to not a CEO<sup>15</sup> of MELI<sup>16</sup>.  
Hamida is automobile an driving?  
Nijat are at and university not Karimi Paktika lectur-  
ing.  
are bringing for Shopkeepers the not sticks fire.  
tomorrow Kabul Is leaving Hamidullah?  
doing Are in the approved manner this you exercise?

---

<sup>15</sup> CEO stands for Chief Executive Officer.

<sup>16</sup> MELI stands for Muslim English Language Institute

---

## Present Perfect Tense

Present perfect tense is used in two ways:

### With (For<sup>17</sup> & Since<sup>18</sup>):

If 'for' or 'since' is used in the sentence of present perfect tense, that action has started in a definite time in the past and continued to the present time; in addition, it may or may not continue to the future time.

#### **E.g.**

I have gone to Kabul **for** ten years.

She has been in England **since** 2001.

You have stayed there **for** two months.

He has bought this house **for** 5 years.

### Without (For & Since):

If 'for' or 'since' is not used in the sentence of present perfect tense, that action has started in unspecific time in the past and finished in the past as well.

#### **E.g.**

I have gone to Kabul.

She has been to England.

I have been to Iran and Pakistan.

You have stayed there once upon a time.

---

---

<sup>17</sup> 'For' is used for the whole duration of an action.

<sup>18</sup> 'Since' is used for the starting point of an action.

## Four structures of Present Perfect Tense



### For Action

This structure is used to show the action which has been produced by the subject of the sentence.

#### a. Positive structure:

**S + have / has + V3<sup>19</sup> + O +.**

She has eaten an apple.

We have written alphabet.

Himat has pulled a car.

#### b. Negative Structure:

**S + have / has + not + V3 + O +.**

She has not eaten an apple since last year.

We haven't written English alphabet.

Himat hasn't pulled a car for five years.

#### c. Interrogative structure:

**Have / Has + S + V3 + O +?**

Has she eaten an apple?

Have we written English alphabet?

Has Nasib pulled his car since 2018?

---

<sup>19</sup> 'V3' is the third form of verb also called past participle.

### d. Negative Interrogative Structure:

**Have / Has + not + S + V3 + O +?**

Haven't<sup>20</sup> you brought the wine?

Hasn't<sup>21</sup> Dr. Abdul Qayum studied medical faculty?

Hasn't she cooked this food for her boyfriend?

#### **For State**

This structure is used to show state in which the subject of the sentence has been.

#### a. Positive structure:

**S + has been / have been + C +.**

She has been blissful.

You have been a teacher for five years.

Karim and Matin have been friends since 2000.

#### b. Negative Structure:

**S + has / have + not + been + C +.**

She has not been blissful since last year.

You have not been a teacher since last month.

Himat has not been sad.

---

<sup>20</sup> Haven't = have not

<sup>21</sup> Hasn't = has not

**c. Interrogative structure:**

**Has / Have + S + been + C +?**

Has she been a doctor?

Have they been ill for two years?

Has Hakim been a nurse since 2018?

**d. Negative Interrogative Structure:**

**Have / Has + not + S + been + C +?**

Hasn't she been an instructor?

Haven't they been doctors for that village since 2008?

Hasn't Ehsan been a trainer of children for one year?

 **For Existence and presence**

**a. Positive structure:**

**S + has been / have been + C +.**

She has been in Afghanistan.

You have been at office.

Karim and Matin have been in Kandahar province.

**b. Negative Structure:**

**S + has / have + not + been + C +.**

She has not been at school for three months.

You have not been in Paktika since last year.

Himat has not been in Moqur district.



**c. Interrogative structure:**

**Has / Have + S + been + C +?**

Has she been at home for six months?

Have they been around the mountain since last month?

Has Hakim been in German for two years?

**d. Negative Interrogative Structure:**

**Have / Has + not + S + been + C +?**

Hasn't she been in a well for one months?

Haven't they been at Paktika university for three years?

Hasn't Ehsan been on the roof of his own building since Sunday?

 **For Possession**

**a. Positive structure:**

**S + have had / has had + C +.**

She has had a new friend since last month.

You have had a new computer for one year.

I have had a book since 2009.

**b. Negative Structure:**

**S + have / has + not + had + C +.**

She has not had a friend for five months.

You have not had a new computer since 2017.

I have not had a car for many years.

---

**c. Interrogative structure:**

**Have / Has + S + had + C +?**

Has she had a friend since new year?

Have you had a new computer for three years?

Have I had a bulldozer since 2001?

**d. Negative Interrogative Structure:**

**Have / Has + not + S + had + O +?**

Hasn't she had that pen since 1999?

Haven't you had a new computer since 2014?

Haven't I had this non-fiction book for 9 years?

---

**Helping verb of Present Perfect Tense**

This tense contains two helping verbs which are used in below approach:

1. **Have** is used with (I, we, you, they and plural nouns).

I **have** gone to Kabul.

You **have** studied English in England.

They **have** bought this car.

We **have** cooked that food.

Nasib and Himat **have** spoken English and Arabic.

2. **Has** is used with (He, she, it and singular nouns).

He **has** swum here.

She **has** cut this cake with her car's keys.

It **has** escaped of this trap.

Hamida **has** left that village.

## Regular Verbs

Regular verbs are those verbs which can take (d / ed) at the end for their second and third forms.

### E.g.

- book becomes **booked**
- bake becomes **baked**
- switch becomes **switched**
- paint becomes **painted**
- save becomes **saved**

## Irregular Verbs

Irregular verbs are those verbs which do not follow and accept the rule of adding (d / ed) at the end for their second and third forms; however, these kind of verbs change their form completely or remain regularly for past and past participle forms.

### E.g.

- cut → cut → cut
- bet → bet → bet
- read → read → read
- write → wrote → written
- say → said → said
- buy → bought → bought
- think → thought → thought
- tear → tore → torn
- speak → spoke → spoken

---

## Reminder

The rules of adding (d / ed) are discussed with full details in '**Past Simple Tense**'!

---

---

## Usage of Present Perfect Tense

- Present perfect tense can be used for actions (actions that started in the past) or situations which are not finished yet. Since and for can help us to know not finished actions.

They have been in Japan since 2007.

She has gone to India for five years.

- Present perfect tense can be used for finished actions which are divided into three parts:

### 1. Life Experience:

This is used to show an action whatever we have seen or experienced or haven't done throughout our life.

#### E.g.

I have been to Florida.

She has already seen that film.

He has never driven a car.

### 2. A finished action with a result in the present:

This is used to show an action of which result is still felt in the present time.

#### E.g.

I have lost my car's keys.

They have hurt their hands and feet.

She has missed the bus.

### 3. With an unfinished time-expressions:

This is used to show that some time-words are existed that are still usable or in progress, such as (today, this week, this year and etc.)

**E.g.**

I haven't seen her this year.

She has drunk three cups of coffee today.

I have passed in entrance exam this year.

## Questions regarding Present Perfect Tense

1. What is the definition of present perfect tense?
2. What is present perfect tense used for?
3. How many structures are there in present perfect tense?
4. How many formulas are inner each structure?
5. How is positive sentence formed for action and state?
6. How is interrogative sentence formed for existence and possession?
7. What are the contracted forms of 'have not' and 'has not'?
8. How many helping verbs are for present perfect tense?
9. Do we use helping verbs for positive sentences in present perfect tense?
10. What are the usages of present perfect tense?
11. What are 'regular' and 'irregular' verbs?
12. Do you remember some of the 'irregular verbs'?
13. Are these sentences correct?

- He has speak English fluently. (T) or (F) Why?
- I have liked pens. (T) or (F) Why?
- She has been a doctor. (T) or (F) Why?
- Have they write alphabet? (T) or (F) Why?
- He has have a new computer (T) or (F) Why?
- Have your brother smoke? (T) or (F) Why?
- Has you slept well? (T) or (F) Why?
- They have already been to India. (T) or (F) Why?

---

## Exercise of Present Perfect Tense

### 1) Fill in the blanks:

She \_\_\_\_\_ been to Pakistan.

You \_\_\_\_\_ won the match.

\_\_\_\_\_ they studied English in Jalal Abad?

Has Himat \_\_\_\_\_ a doctor for five years?

Have we \_\_\_\_\_ a new car since last year?

Who \_\_\_\_\_ had a new computer since 2015?

### 2) Decide on the right word:

She (has been / has) learnt English here.

(have / has) they gone to Kabul?

I (haven't / havn't) been to Pakistan.

Himat has (spoke / spoken / speaking) Dari.

We have been engineers (for / since) last year.

Have you (has / had / have) a car since 2001?

### 3) Put in correct order the sentences:

I to Washington D.C been not have.

2016 she had a since has car?

keys she lost her has.

we to U.S.A been already have.

she had has a car five for years.

tried ever Italian have food you?

haven't studied you literature English?

---

## Present Perfect Progressive Tense

Present perfect progressive tense is used to show an action which started in a specific time in the past and continued to the present. The action may or may not continue to the future as well.

### **E.g.**

It has been raining since Sunday.

They have been working for two hours.

She has been cooking since 07:30 am.

## Structure of Present Perfect Progressive Tense

### **A. Positive structure:**

**S + has / have + been + V-ing + O +.**

Mr. Nijat has been teaching us for an hour.

You have been listening it since yesterday.

We have been writing our homework with pencils for one year.

### **B. Negative Structure:**

**S + has / have + not + been + V-ing + O +.**

She has not been living with her grandparents since she was born.

Himat and Nasib have not been shouting for two hours.

I have not been working in that garden since I emigrated here.



---

### C. Interrogative structure:

**Has / Have + S + been + V-ing + O +?**

Have students been learning this stories for two months?  
Has Faridullah been studying English since last year?  
Have Ehsan and Wahdatullah been playing football for an hour?

### D. Negative Interrogative Structure:

**Has / Have + not + S + been + V-ing + O +?**

Haven't they been speaking loudly since they stood?  
Hasn't she been looking at me since I stopped my car?  
Haven't children been playing for half and an hour?

---

### Helping verb of Present Perfect Progressive Tense

This tense contains two helping verbs which are used in below approach:

- 1) **Have been** is used with (I, you, we, they, and plural nouns).

I **have been** learning Arabic since last month.  
You **have been** speaking English for an hour.  
We **have been** going there since morning.  
They **have been** painting the picture for a week.

2) **Has been** is used with (He, she, it and singular nouns).

He **has been** watching the movie since he woke up.

She **has been** eating the food for 30 minutes.

It **has been** running since I rejected it.

Halima **has been** crying for an hour.

---

## Rules for adding (ing) at the end of Verb

(ing) is added at the end of all progressive verbs, so there are several rules for adding of (ing) which must be observed!

- ✚ When a verb is ended with an (e), we drop and omit the (e) and add (ing) to the end of the verb.

Make, have, take, rape, blame

I have been **making** my watch since morning.

She has been **having** lunch since 11:00 am.

Teacher has been **taking** an exam for an hour.

Rebels have been **raping** in cities for two years.

Nasibullah has been **blaming** Himatullah since he came here.

- ✚ When a verb is ended with two (double) (ee), we add (ing) at the end of the verb without any changing.

Fee, agree, flee, tree

Feeing

Agreeing

Fleeing

Treeing

- ✚ When a verb is ended with (ie), we change (ie) into (y) and add (ing) to the end of the verb.

Die, lie, tie

Dying.  
Lying  
Tying

- ✚ When a verb is ended with (consonant + vowel + consonant), we have two ways as follow:

- 3) If the last syllable of the verb is stressed, we double the last consonant.

Swim, run, refer

Swimming  
Running  
Referring

- 4) If the last syllable isn't stressed, we don't double the last consonant.

Opening → Open

- ✚ When a verb is ended with (c), we add an extra (k) before adding (ing).

Picnic, sac

Picnicking  
Sacking

- ✚ When a verb is ended with (w, x, y), we cannot double them as last letter.

Fix, flow, stay

Fixing

Flowing

Staying

- ✚ When a verb is ended with (y), we can add (ing) without any changing of verb. It isn't problem if (y) is preceded by either 'vowel' or 'consonant'.

**Trying** (consonant before 'y')

**Buying** (vowel before 'y')

---

## Usage of Present Perfect Progressive Tense

- Present Perfect continuous tense is used to show an action which is started at some specific time in the past and continued to the present and finished in the present.

You have been watching movie since morning.

*(This means that you started the watching of movie in the morning when I told you this sentence, you stopped its watching.)*

They've (They have) been working since 07:30 am.

She has been cooking for an hour.

He's (He has) been learning English since last year.

We have been running for three hours.

Haji Baqibullah has been teaching Dari for five years.

- Present perfect continuous tense is used to show an action that started at some specific time in the past, continued to the present and continue to the future as well.

It has been raining since afternoon.

(This means that the rain started in afternoon; it is evening now, and the rain is going to continue to the future as well.)

You have been playing cricket for one year.

They have been reading the book for one hour.

He has been watching the TV since I came here.

- Present perfect continuous tense is used with (since & for) to show the starting point or the whole duration of an action.

I have been learning at Paktika **for** (3) years. (whole duration)

She has been working **since** morning. (starting point)

## Questions regarding Present Perfect Progressive Tense

- 1) What is the definition of present perfect progressive tense?
- 2) What is present perfect progressive tense used for?
- 3) How are written the positive and negative sentences of this tense?
- 4) How many helping verbs do this tense contain?
- 5) How is positive sentence formed?
- 6) How is interrogative sentence formed?
- 7) What are the contracted forms of 'you have' and 'he has'?
- 8) When do we use 'since & for' for present perfect progressive tense?
- 9) Do we use helping verbs for positive sentences in present perfect progressive tense?
- 10) What are the usages of present progressive tense?
- 11) Can you explain the rules of adding 'ing' used for present perfect progressive tense?
- 12) If a verb is ended with 'y' and preceded by either a vowel or a consonant, what should we do when 'ing' is added?
- 13) Are these sentences correct?

- He been speaking English. (T) or (F) Why?
- I have climbing a tree. (T) or (F) Why?
- She has writing a letter. (T) or (F) Why?
- have you been teach grammar. (T) or (F) Why?
- He is been driving a car. (T) or (F) Why?
- Have her father crying? (T) or (F) Why?
- has you been reading a book? (T) or (F) Why?
- She's been using computer for an hour. (T) or (F) Why?

---

## Exercise of Present Perfect Progressive Tense

### 1. Fill in the blanks:

She has \_\_\_\_\_ learning English since last year.

We \_\_\_\_\_ been reading this book for an hour.

Himat has \_\_\_\_\_ crying \_\_\_\_\_ morning.

\_\_\_\_\_ he and she been running \_\_\_\_\_ an hour?

Mr. Hizbullah has been teaching English \_\_\_\_\_ 07:00.

It has \_\_\_\_\_ rain \_\_\_\_\_ since morning.

### 2. Decide on the right word:

They (have / has) been speaking Pashto for an hour.

She has (been / be) teaching Urdu here since last year.

(Have / Has) Ghani been painting for six months?

You have (is / been / are) living there for five years.

(We / He) has been reading the newspaper since noon.

Teachers have been (teach / teaching) here for twelve years.

### 3. Put in correct order the sentences:

since You speaking born have English been were.

for years My driving a been father ten has car.

Nijat have at and have University since last not Karimi

Paktika year lecturing been.

He been has for sleeping hours three.

Kabul been snowing Has it in morning since?

You have using been computer your since 09:00 p.m.

## Past Simple Tense

This tense is used to show an action which is started and completed in a specific time in the past.

E.g.

- I went to Kabul yesterday.
- You bought MET<sup>22</sup> book last week.
- They wrote a letter for their son last night.
- Mr. President Karzai arrived to Washington D.C this morning.

## Four structures of Past Simple Tense



### For Action

This structure is used to show the action which was produced by the subject of the sentence.

#### A. Positive structure:

**S + V2<sup>23</sup> + O +.**

She ate an apple.

We wrote alphabet.

Nasibullah pushed the car an hour ago.

#### B. Negative Structure:

**S + did + not + V1<sup>24</sup> + O +.**

He did not eat the apple.

They did not write the alphabet.

Himatullah did not push the car an hour ago.

---

<sup>22</sup> MET = Misal English Tenses

<sup>23</sup> V2 means second form of the verb.

<sup>24</sup> V1 means first form of the verb.



### C. Interrogative structure:

**Did + S + V1 + O +?**

Did she eat the apple?

Did you drive your car yesterday?

Did Hamidullah & Hakimullah play cricket last week?

### D. Negative Interrogative Structure:

**Did + not + S + V1 + O +?**

Didn't she eat the apple?

Didn't you drive your car yesterday?

Didn't Hamidullah & Hakimullah play cricket last week?

### For State

This structure is used to show state in which the subject of the sentence was. Or how the subject looked.

### A. Positive structure:

**S + was / were + C +.**

She was happy.

You were a teacher.

I was gorgeous.

### **B. Negative Structure:**

**S + was / were + not + C +.**

She was not gloomy.

You were not a doctor.

I was not obnoxious.

### **C. Interrogative structure:**

**Was / Were + S + C +?**

Was she contented?

Were you a teacher?

Was I gorgeous?

### **D. Negative Interrogative Structure:**

**Was / Were + not + S + C +?**

Wasn't she contented?

Weren't you a teacher?

Wasn't I gorgeous?

 **For Existence and presence**

**A. Positive structure:**

**S + was / were + C +.**

I was at Paktika University in 2016.

Himat was in Moqur District last week.

You were in your province last year.

**B. Negative Structure:**

**S + was / were + not + C +.**

I was not in Iran the year before year.

Himat was not in Kabul.

You were not in U.S.A.

**C. Interrogative structure:**

**Was / Were + S + C +?**

Was I at office two days ago?

Was Nasibullah in U.A.E last year?

Were they at university this morning?

**D. Negative Interrogative Structure:**

**Was / Were + not + S + C +?**

Wasn't I at my office in the morning?

Wasn't Halima at school the previous Saturday?

Weren't we in Afghanistan that year?

---

 **For Possession**

**A. Positive structure:**

**S + had + O +.**

She had a friend.

You had a new computer.

I had a book.

**B. Negative Structure:**

**S + did + have + not + O +.**

She did not have a friend.

You did not have a new computer.

I did not have a book.

**C. Interrogative structure:**

**Did + S + have + O +?**

Did she have a friend?

Did you have a new computer?

Did I have a book?

**D. Negative Interrogative Structure:**

**Did + not + S + have + O +?**

Didn't she have a friend?

Didn't you have a new computer?

Didn't I have an attention-grabbing book?

---

## Helping verb of Past Simple Tense

This tense contains one helping verb<sup>25</sup> which is used in below approach:

1. **Did** is used with (I, we, you, they, he, she, it, singular and plural nouns).

I worked for Afghanistan. (positive sentence)

I **did** not come there.

We **did** not study well for last exam.

**Did** you study well for that exam?

They **did** not go to the party.

He **did** not take part in that program.

She **didn't** marry me.

**Did** it eat eight eggs?

Sanaullah **did** not waste the time that year.

Dr. Abdul Qayum **did** not drive his car.

---

## Rules for adding (d /ed) at the end of Verb

- ✚ When a verb is ended with (e) and (ee), only (d) is added at the end of the verb without slightly change.

- Blame = blamed
- ~~Blame = blameed~~
- Agree = agreed
- ~~Agree = agreeed~~
- Waddle = waddled
- ~~Waddle = waddled~~

E.g.

They **blamed** me.

I **agreed** with them.

Goose **waddled** when it was flying.

---

<sup>25</sup> In Positive sentence of past simple, we do not use helping verb.

✚ When a verb is ended with (y) and preceded by a ‘consonant’, the (y) is transformed into (i), and (ed) is added at the end of the verb.

- Study = studied
- ~~Study = studied~~
- Try = tried
- ~~Try = tried~~
- Cry = cried
- ~~Cry = cried~~

E.g.

She **cried** aloud.

You **studied** Dari at school.

I **tried** my best in lessons.

✚ When a verb is ended with (y) and preceded by a ‘vowel’, the (y) must be followed by (ed) without any change.

- Stay = stayed
- Play = played
- prey = preyed
- pray = prayed


E.g.

I **stayed** at home yesterday.

She **played** an MP3 song.

The lion **preyed** today.

My brother, Ehsan, **prayed** a lot.

 When the verb is ended with (consonant + vowel + consonant), two ways must be considered:

- a. If the last syllable of the verb is stressed, the last letter of the syllable must be doubled up when the verb is used in 'past simple tense'.
- Stop = **stopped**
  - Refer = **referred**
  - Drop = **dropped**

E.g.

Immediately, it **stopped**.

They **referred** to that book.

She **dropped** her pot on the ground.

- b. If the last syllable of the verb is not stressed, the last letter of the syllable cannot be doubled up when the verb is used in 'past simple tense'.

- ~~Open~~ ~~opened~~
- ~~Attack~~ ~~attacked~~
- Open = **opened**
- Attack = **attacked**

E.g.

She **opened** the door.

A man **attacked** the police car.

## Usage of Past Simple Tense

- Past simple tense is used to show an action which is started at specific time in the past and completed in the past as well.

She ate breakfast at 07:30 am this morning.

You studied grammar chapter last night.

They went to Kabul yesterday.

- Past simple tense is sometimes used with adverbs of past time.

She winked me **last week**.

I met him the **previous Wednesday**.

Did she come here **last night**?

- Past simple tense can be used to tell us the narrations and stories of past time.

E.g.

Once upon a time, there was a fox, which was very hungry. It went to a garden of grapes and watered its mouth for the ripe and juicy grapes. It wanted to eat the grapes, but the grapes were high from the earth. The fox jumped to reach the grapes, but it did not reach the high grapes. As a result, the fox stopped its efforts and said, "I know these grapes are sour!"



## Questions regarding Past Simple Tense

1. What is the definition of past simple tense?
2. What is past simple tense used for?
3. How many structures are there in past simple tense?
4. How many formulas are inner each structure?
5. How is positive sentence formed for action and state?
6. How is interrogative sentence formed for existence and possession?
7. What is the contracted form of 'did not'?
8. How many helping verbs are for past simple tense?
9. Do we use helping verbs for positive sentences in past simple tense?
10. What are the usages of past simple tense?
11. Can you explain the rules of adding 'd' and 'ed' by your own?
12. If a verb is ended with 'y' and preceded by a vowel, what should be done by us when the 'past simple tense is used?
13. Are these sentences correct?

- He speak English fluently. (T) or (F) Why?
- I did not like that dog. (T) or (F) Why?
- She was my girlfriend. (T) or (F) Why?
- Do you write alphabet. (T) or (F) Why?
- He has a new computer. (T) or (F) Why?
- Did your father smoked? (T) or (F) Why?
- Was you a student? (T) or (F) Why?
- She prayd five times that day. (T) or (F) Why?

---

## Exercise of Past Simple Tense

### 1) Fill in the blanks:

We \_\_\_\_\_ not learn Arabic language.  
\_\_\_\_\_ she speak English and French there?  
You \_\_\_\_\_ a student last year.  
He and she \_\_\_\_\_ friends at school.  
Ehsan \_\_\_\_\_ a new laptop.  
Did you buy MET book \_\_\_\_\_ week?  
Not a soul worked hard this \_\_\_\_\_.

### 2) Decide on the right word:

They (do / did) not like spaghetti in our party.  
She (is / am / was) a teacher at a school last year.  
(Do / have / did) Karim play football last week?  
He (stayd / staied / stayed) in Kabul last night.  
We (spoke / speak) three languages.  
Today, teacher (have / had / has) red-colored marker.

### 3) Put in correct order the sentences:

Did Ahmadi not the to go school Tuesday previous.  
Car drove Jamal his to New Delhi.  
Computer new had Karim year that.  
Contented lesson were of today's my students?  
Week last car this have not did she.  
Helping as saw did for tense we simple verb past.

## Past Progressive Tense

Past progressive tense is used to show an action which was in progress at some specific time in the past.

E.g.

- You were reading a book at 07:30 am.
- I was going to school yesterday this time.
- She was speaking English in the meeting.

## Structure of Past Progressive Tense

### A. Positive structure:

**S + (was / were) + V-ing + O +.**

Nijat was teaching us reading book at 09:00 am.

I was listening him in the class.

You were writing a new word with pencil when I saw you.

### B. Negative Structure:

**S + (was / were) + not + V -ing + O +.**

She was not eating orange.

Himat was not shouting.

Nasibullah was not pushing a car.

---

### C. Interrogative structure:

**(Was / Were) + S + V-ing + O +?**

Were Ahmad Shah Rihan and Israrullah closing the door?

Was Hamidullah opening the window?

Was I using my computer that time?

### D. Negative Interrogative Structure:

**(Was / Were) + not + S + V-ing + O +?**

Weren't you speaking sluggishly there?

Wasn't she cheating in exam, Mr. Misal?

Wasn't I coming to class when she met me?

---

### Helping verb of Past Progressive Tense

This tense contains two helping verbs which are used in below approach:

1. **was** is used with (I, he, she, it and singular nouns).

I **was** going there.

She **was** cooking food.

**Was** he climbing a tree?

It **was** not running hastily.

Himatullah **was** writing bit by bit.

2. **were** is used with (We, you, they, and plural nouns).

We **were** playing football.


They **were** watching a movie (*Afghan refugees in Iran*).

You **were** going to Mosque for prayer.

Hakim and Hamid **were** using my computer.

## Rules for adding (ing) at the end of Verb

(ing) is added at the end of all progressive verbs, so there are several rules for adding of (ing) which must be observed!

-  When a verb is ended with an (e), we drop and omit the (e) and add (ing) to the end of the verb.
- Make = **making**
  - Have = **having**
  - Take = **taking**
  - Rape = **raping**
  - Blame = **blaming**

E.g.


I was **making** my watch.

She was **having** lunch.

Teacher was **taking** an exam.

Rebels were **raping** in cities the previous days.

Nasibullah was **blaming** Himatullah for an issue.

-  When a verb is ended with two (double) (ee), we add (ing) at the end of the verb without any shifting.
- Fee = **feeing**
  - Agree = **agreeing**
  - Flee = **fleeing**
  - Tree = **treeing**

E.g.

He was **feeing** in the morning.

She was **agreeing** with me when you interrupted.

Wolves were not **fleeing** from dogs, but dog were.

Were you **treeing** to the shadow of that big tree?

✚ When a verb is ended with (ie), we change (ie) into (y) and add (ing) to the end of the verb.

- Die = dying
- Lie = lying
- Tie = tying
- Lie = lying

E.g.

She was **dying**.

That day, your friend was **lying**<sup>26</sup> on the floor!

Was Ahmad **lying**<sup>27</sup> to the police?

Was he **tying** a dog by chain when the dog barked so loudly?

✚ When a verb is ended with (consonant + vowel + consonant), we have two ways as follow:

- a. If the last syllable of the verb is stressed, we double the last consonant.

Swim, run, refer

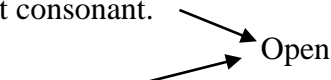
She was **swimming** in shallow water.

Rabbit was **running** upward the hill.

They were **referring** the new books.

- b. If the last syllable isn't stressed, we don't double the last consonant.

You were **opening** the door.



<sup>26</sup> Lie, lying, lay means to rest in a horizontal position on a surface.

<sup>27</sup> Lie, lying, lied means to give false information intentionally.

- ✚ When a verb is ended with (c), we add an extra (k) before adding (ing).

Picnic, sac

They were picnicking in Moqur.

King was sacking a queen in a game.

- ✚ When a verb is ended with (w, x, y), we cannot double them as last letter.

Fix, flow, stay

Mechanic was fixing a car.

Water was flowing.

were you staying at your own home?!

- ✚ When a verb is ended with (y), we can add (ing) deprived of any changing of verb. It isn't problem if (y) is preceded by either 'vowel' or 'consonant'.

He was trying to get first position in exam. (consonant before 'y')

I was buying a computer & staying here for a month. (vowel before 'y')

---

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## Usage of Past Progressive Tense

- Past progressive tense is used to show an action which was in progress at specific time in the past.

They were writing.

She was painting the room.

He was running there.

You were thinking about something.

They were sleeping on the floor.

Who was shouting, Karim?

Karim was singing very well.

She was laughing quietly.

Birds were flying highly, Hamida!

- Past progressive tense is used with the word (always) to show a past habit.

They were always speaking politely.

She was always writing carefully.

I was always crying loudly.



## Questions regarding Present Progressive Tense

1. What is the definition of past progressive tense?
2. What is past progressive tense used for?
3. How many structures are there in past progressive tense?
4. How many formulas are inner the structure of this tense?
5. How is positive sentence formed?
6. How is interrogative sentence formed?
7. What are the contracted forms of 'was not' and 'were not'?
8. How many helping verbs are for past progressive tense?
9. Do we use helping verbs for positive sentences in past progressive tense?
10. What are the usages of past progressive tense?
11. Can you explain the rules of adding 'ing' used for past progressive tense?
12. If a verb is ended with 'y' and preceded by either a vowel or a consonant, what should we do when 'ing' is added?
13. Are these sentences correct?

- |                                |                 |
|--------------------------------|-----------------|
| ■ He speaking English there.   | (T) or (F) Why? |
| ■ I was killing a snake.       | (T) or (F) Why? |
| ■ She were writing my name.    | (T) or (F) Why? |
| ■ Do you writing alphabet.     | (T) or (F) Why? |
| ■ He was buying a computer.    | (T) or (F) Why? |
| ■ Were her father crying?      | (T) or (F) Why? |
| ■ Was you reading a book?      | (T) or (F) Why? |
| ■ She was praying in the room. | (T) or (F) Why? |

## Exercise of Present Progressive Tense

### 1. Fill in the blanks:

We were not learn \_\_\_\_\_ Portuguese language.  
\_\_\_\_\_ she speaking English at office?

You \_\_\_\_\_ writing a letter.

He and she \_\_\_\_\_ going with their friends.

Mr. Nijat was teach \_\_\_\_\_ to Misal.

Past progressive \_\_\_\_\_ expresses past \_\_\_\_\_ actions.

### 2. Decide on the right word:

They (was / were) eating spaghetti.

She was (teaching / teaches / teach) English here.

(Is / were / was) Karim and Habib playing football?

He (has / is / was) (stayin / staying) in Kabul, Afghanistan.

We (do / ware / were / wera) speaking Hindi language with Indian girls.

Teachers (weren't / is / am) mak (s / es / ing) noise.

### 3. Put in correct order the sentences:

letter was sending Nasib to not a CEO of MELI.

Hamida was automobile an driving?

Nijat were at and University not Karimi Paktika lecturing.

were bringing for Shopkeepers the not sticks fire.

yesterday Kabul Was leaving Hamidullah?

doing Were in the approved manner this you exercise?

## Past Perfect Tense

Past perfect tense is used to show an action which was completed before another action in the past.

E.g.

They had gone to Kabul before we arrived.

She had eaten the lunch when we went there.

When I opened the door, the beggar had returned back.

### Four structures of Past Perfect Tense

#### For Action

This structure is used to show the action which had been produced by the subject of the sentence.

#### A. Positive structure:

**S + had + V3<sup>28</sup> + O +.**

She had eaten the apple when I arrived there.

*(This means first she ate the apple. Then I arrived there. In other words, first, the action of eating did. Then the action of arriving occurred.)*

We had written the book before you advised about it.

Himat had pulled his toy when the car broke down.

#### B. Negative Structure:

**S + had + not + V3 + O +.**

She had not arrived when I came there.

We had not saved it at what time you deleted it.

Lion had not gone away when the snake left.

---

<sup>28</sup> 'V3' is the third form of verb also called past participle.

### C. Interrogative structure:

**Had + S + V3 + O +?**

Had she eaten an apple?

Had you done your assignment when your teacher asked you?

Had it rained when you fell off of stairs?

### D. Negative Interrogative Structure:

**Had + not + S + V3 + O +?**

Hadn't you brought the wine?

Hadn't Dr. Abdul Qayum studied medical faculty?

Hadn't she cooked this food for her boyfriend before going?

#### **For State**

This structure is used to show state in which the subject of the sentence had been.

### A. Positive structure:

**S + had been + C +.**

She had been blissful.

You had been a teacher for five years before 2012.

Karim and Matin had been friends when they met us.

### **B. Negative Structure:**

**S + had + not + been + C +.**

She had not been blissful when I saw her.

You had not been a teacher when you met Mr. President.

Himat had not been sad before June.

### **C. Interrogative structure:**

**Had + S + been + C +?**

Had she been a doctor when you met her?

Had they been ill for two years before 2015?

Had Hakim been a nurse in Afghanistan when he died?

### **D. Negative Interrogative Structure:**

**Hadn't + S + been + C +?**

Hadn't she been an instructor before 2000 AD?

Hadn't they been doctors for that village before they moved?

Hadn't Ehsan been a trainer of children for one year?

---

 **For Existence and presence**

**A. Positive structure:**

**S + had been + C +.**

She had been in Afghanistan before she moved to Pakistan.  
You had been at office when I came.  
Karim and Matin had been in Kandahar province.

**B. Negative Structure:**

**S + had + not + been + C +.**

She had not been at school for three months.  
You had not been in Paktika.  
Himat had not been in Moqur district when the bomb exploded.

**C. Interrogative structure:**

**Had + S + been + C +?**

Had she been at home before it rained?  
Had they been around the mountain when you called them?  
Had Hakim been in Italy for two years in advance 2000?

**D. Negative Interrogative Structure:**

**Had + not + S + been + C +?**

Hadn't she been in a well for one months before festival?  
Hadn't they been at Paktika university before feast of sacrifice?  
Hadn't Ehsan been on the roof of his own building before sun  
arouse?

---

 **For Possession**

**A. Positive structure:**

**S + had had + O +.**

She had had a friend before me.

You had had a tense book before you got MET<sup>29</sup> book.

I had had a book for five years before I got this one.

**B. Negative Structure:**

**S + had not had + O +.**

She had not had a friend for five months before him.

You had not had a new computer when you turned your fifteen.

I had not had a car when she bought me this one.

**C. Interrogative structure:**

**Had + S + had + O +?**

Had she had a friend before June?

Had you had a new computer before this one?

Had I had a bulldozer when she fell in love with me?

**D. Negative Interrogative Structure:**

**Had + not + S + had + O +?**

Hadn't she had that pen before 1999?

Hadn't you had a new computer when went to England?

Hadn't I had this non-fiction book when you met me?

---

<sup>29</sup> MET = Misal English Tenses

---

## Helping verb of Past Perfect Tense

This tense contains one helping verb which is used in below approach:

1. **Had** is used with (I, we, you, they, he, she, it singular and plural nouns).

I **had** gone to Kabul.

You **had** studied English in England.

They **had** bought this car.

We **had** cooked that food.

Nasib and Himat **had** spoken English and Arabic.

He **had** swum here for two hours.

She **had** cut this cake with her car's keys.

It **had** escaped of the trap before I arrived there.

Halima **had** gone to school when I came home.

## Regular Verbs

Regular verbs are those verbs which can take (d / ed) at the end for their second and third forms.

**E.g.**

- book becomes **booked**
- bake becomes **baked**
- switch becomes **switched**
- paint becomes **painted**
- save becomes **saved**



## Irregular Verbs

Irregular verbs are those verbs which do not follow and accept the rule of adding (d / ed) at the end for their second and third forms, but these kind of verbs change their form completely or remain regularly for past and past participle forms.

### E.g.

- cut → cut → cut
  - bet → bet → bet
  - read → read → read
  - write → wrote → written
  - say → said → said
  - buy → bought → bought
  - think → thought → thought
  - tear → tore → torn
  - speak → spoke → spoken
- 

## Reminder

The rules of adding (d / ed) are discussed with full details in ‘**Past Simple Tense**’!

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## Usage of Past Perfect Tense

- Past perfect tense is used to show an action which had been completed before another action in the past.

They had killed the snake when I came there.

She had cooked the food when I phoned you.

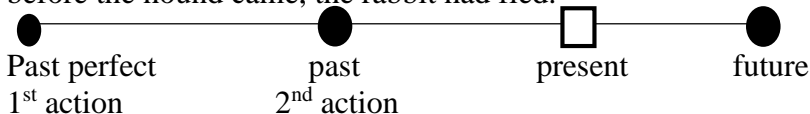
We had watched the movie when you recommended it.

- Past perfect tense is sometimes used with (before clause) to indicate that an action had happened before (before clause).

The cat had gone away before the dog arrived.

The plane had flown before Karim woke up.

before the hound came, the rabbit had fled.



The (1<sup>st</sup> action) had been performed before the (2<sup>nd</sup> action); therefore, this tense is used to show an action which had taken place before another action in the past.

**Note:** The **another** action which interrupts the **past perfect** tense's action can be mostly produced by 'past simple tense'.

## Questions regarding Past Perfect Tense

- 1) What is the definition of past perfect tense?
- 2) What is past perfect tense used for?
- 3) How many structures are there in past perfect tense?
- 4) How many formulas are inner each structure?
- 5) How is positive sentence formed for action and state?
- 6) How is interrogative sentence formed for existence and possession?
- 7) What is the contracted forms of 'had not'?
- 8) How many helping verbs are for past perfect tense?
- 9) Do we use helping verbs for positive sentences in past perfect tense?
- 10) What are the usages of past perfect tense?
- 11) What are 'regular' and 'irregular' verbs?
- 12) Do you remember some of the 'irregular verbs'?
- 13) Are these sentences correct?

- |                                  |                 |
|----------------------------------|-----------------|
| ■ He had speak English fluently. | (T) or (F) Why? |
| ■ I have liked pens.             | (T) or (F) Why? |
| ■ She has been a doctor.         | (T) or (F) Why? |
| ■ Have they written alphabet?    | (T) or (F) Why? |
| ■ He has have a new computer     | (T) or (F) Why? |
| ■ Have your brother smoked?      | (T) or (F) Why? |
| ■ Had you slept well?            | (T) or (F) Why? |
| ■ They had been to India.        | (T) or (F) Why? |

---

## Exercise of Past Perfect Tense

### 1. Fill in the blanks:

She \_\_\_\_\_ been to Pakistan.

You \_\_\_\_\_ won the match.

\_\_\_\_\_ they studied English in Jalal Abad?

Had Himat \_\_\_\_\_ a doctor before 2012?

Had we \_\_\_\_\_ a new car when you came?

Who \_\_\_\_\_ had a new computer before June?

### 2. Decide on the right word:

She (had been / had) learnt English here.

(Had / has) they gone to Kabul when you arrived?

I (hadn't / hadn't) been to Pakistan.

Himat had (spoke / spoken / speaking) Dari.

We had been engineers (before / after) 2008.

Had you (has / had / have) a car before you graduated?

### 3. Put in correct order the sentences:

I to Washington D.C been not had.

2016 she had a before had car?

keys she lost her had.

we to U.S.A been had when you fiftieth turned.

she had had a car five for years when he died.

tried Chinese had food you before June?

Hadn't you studied literature English?

## Past Perfect Progressive Tense

Past perfect progressive tense is used to show the duration of an action before another action in the past.

E.g.

- I had been staying in Kabul before I moved to Ghazni.
- They had been working for other people before they joined their own people.
- She had been growing vegetables when I gave her advice about publishing magazines.

## Structure of Past Perfect Progressive Tense

### a. Positive structure:

**S + had + been + V-ing + O +.**

Mr. Nijat had been teaching us for an hour when you knocked the door.

She had been drinking whisky for three years before she left the country.

We had been writing our homework with pencils for one year when Mr. teacher prohibited this method.

### b. Negative Structure:

**S + had + not + been + V-ing + O +.**

She had not been living with her grandparents when she got married

Himat and Nasib had not been shouting for two hours when Karim came.

I had not been working in that garden before you called me.

---

### c. Interrogative structure:

#### **Had + S + been + V-ing + O +?**

Had Nawak been writing stories' book when you saw him?

Had Faridullah been studying English before he passed in entry exam?

Had Ehsan and Wahdatullah been playing football for an hour when their friend, Najib, arrived?

### d. Negative Interrogative Structure:

#### **Had + not + S + been + V-ing + O +?**

Hadn't they been speaking loudly when you stood up?

Hadn't she been painting the building before I called her.

Hadn't the children been playing for half and an hour?

---

### Helping verb of Past Perfect Progressive Tense

This tense contains one helping verb which is used in below approach:

1. **had been** is used with (I, you, we, they, he, she, it, singular nouns and plural nouns).

I **had been** living in Afghanistan before I moved to Pakistan.

You **had been** working for your own company before you started working with that organization.

We **had been** bringing water from that well when you showed me this well.

They **had been** fixing cars when they went to Europe.

He **had not been**<sup>30</sup> studying Urdu language when he came to university.

**Had** she **been** teaching Arabic when they invited her?  
It **had been** functioning badly when the car broke down.

---

## Rules for adding (ing) at the end of Verb

You can look back and turn the pages to see the rules of adding ‘ing’ which were discussed in ‘present progressive tense in active part’.

---

## Usage of Past Perfect Progressive Tense

- Past perfect progressive tense is used to show the duration of an action before another action in the past.

I had been living in Kabul for five years before I moved to USA.

They had been taking English classes for one year before they lost their life.

She had been teaching Pashto at school when she wanted to teach biology.

---

<sup>30</sup> Had not been = hadn't been

## Questions regarding Past Perfect Progressive Tense

1. What is the definition of past perfect progressive tense?
2. What is past perfect progressive tense used for?
3. How are written the positive and negative sentences of this tense?
4. How many helping verbs do this tense contain?
5. How is positive sentence formed?
6. How is interrogative sentence formed?
7. What is the contracted form 'had not been'?
8. Do we use past perfect progressive tense for progressive or completed action which occurred before another action in the past?
9. Do we use helping verbs for positive sentences in past perfect progressive tense?
10. What are the usages of past perfect progressive tense?
11. Can you explain the rules of adding 'ing' used for past perfect progressive tense?
12. Could we use past perfect progressive tense for state and existence before another action in the past?
13. Are these sentences correct?

- He been speaking English. (T) or (F) Why?
- I had climbing a tree. (T) or (F) Why?
- She had writing a novel. (T) or (F) Why?
- have you been teaching grammar? (T) or (F) Why?
- He is been fixing cars. (T) or (F) Why?
- Had her father making radios? (T) or (F) Why?
- has you been revising a book? (T) or (F) Why?
- She been using computer for an hour. (T) or (F) Why?



## Exercise of Past Perfect Progressive Tense

### 1. Fill in the blanks:

She had \_\_\_\_\_ learning English when she passed away.

We \_\_\_\_\_ been reading this book for an hour.

Himat had \_\_\_\_\_ crying for an hour when I saw him.

\_\_\_\_\_ he and she been running \_\_\_\_\_ an hour?

Mr. Hizbullah had been teach \_\_\_\_\_ English.

It had \_\_\_\_\_ raining all the day before I slept.

### 2. Decide on the right word:

They (had / had) been speaking Pashto for an hour.

She had (been / be) teaching Urdu when she won it.

(Have / Had) Ghani been painting for six months?

You had (is / been / are) living there for five years.

(We / wi) had been reading a fiction book.

Teachers had been (teach / teaching) there for twelve years before I took admission of that center.

### 3. Put in correct order the sentences:

Watches been making you had.

She been English had teaching before died she.

I had been learning language Pashto.

All the day car the pushing been had they.

Had she living England in been moved she before to US?

I reading had stories been short not.

## Future Simple Tense

This tense is used to show an action which is going to happen in specific time in the future time.

E.g.

- I will go to Kabul tomorrow.
- They will study English language.
- He will carry it for you.
- They will use my computer next time.

## Four structures of Future Simple Tense



### For Action

This structure is used to show the action which will take place at some specific time in the future.

#### a) Positive structure:

**S + will / shall + V + O +.**

She will eat an apple.

We will write English alphabet.

I shall go next morning.

#### b) Negative Structure:

**S + will / shall + not + V + O +.**

He will not eat an apple.

They will not write Arabic alphabet.

Himat and Nasib will not use my computer.

**c) Interrogative structure:**

**Will / Shall + S + V + O +?**

Will he come here next weekend?

Shall you stay there for a year?

Will we bring sticks for the fire?

**d) Negative Interrogative Structure:**

**Will / Shall + not + S + V + O +?**

Won't he study Arabic?

Won't she come on time the following week?

Won't Faridullah participate in our graduation ceremony?

 **For State**

This structure is used to show state in which the subject of the sentence will be. Or how the subject will look.

**a) Positive structure:**

**S + will be + C +.**

She will be happy.

You will be a teacher.

I will be gorgeous.

**b) Negative Structure:**

**S + will + not + be + C +.**

She will not be gloomy.

You will not be a doctor.

I will not be concerned (anxious).

**c) Interrogative structure:**

**Will + S + be + C +?**

Will she be contented?

Will you be a teacher?

Will I be gorgeous?

**d) Negative Interrogative Structure:**

**Will + not + S + be + C +?**

Won't I be contented?

Won't you be a teacher?

Won't she be gorgeous?

---

 **For Existence and presence**

**a. Positive structure:**

**S + will be + C +.**

I will be at Paktika university next summer.

Himat will be in Moqur district next afternoon.

You will be at your office at 08:30 am tomorrow.

**b. Negative Structure:**

**S + will + not + be + C +.**

I will not be at Nangarhar university next summer.

Himat will not be in Qarabagh district next afternoon.

You will not be at school at 08:30 am tomorrow.

**c. Interrogative structure:**

**Will + S + be + C +?**

Will I be at Paktika university next summer?

Will Himat be in Moqur district next afternoon?

Will you be at your office at 08:30 am tomorrow?

**d. Negative Interrogative Structure:**


**Will + not + S + be + C +?**

Won't I be at Paktika university next summer?

Won't Himat be in Moqur district tomorrow?

Won't you be at your office at 08:30 am next morning?

---

 **For Possession (proprietorship)**

**a. Positive structure:**

**S + will + have + O.**

I will have a wagon (a kind of car) next year.

You will have a new computer next week.

They will have a baby next year.

**b. Negative Structure:**

**S + will + not + have + O +.**

I will not have a bus next year.

You will not have an old computer next year.

They will not have a bike next year.

**c. Interrogative structure:**

**Will + S + have + O +?**

Will I have a wagon next year?

Will you have a new computer next week?

Will they have a bike next year?

**d. Negative Interrogative Structure:**

**Will + not + S + have + O +?**

Won't I have a wagon next year?

Won't you have a new computer next day?

Won't you have a child next year?

---

## Helping verb of Future Simple Tense

This tense contains two helping verbs which are used in below approach:

1. **Will / shall** is used with (I, we, you, they, he, she, it, singular and plural nouns).

I **will / shall** work for Afghanistan.

You **will / shall** come next day.

She **will** apologize him.

He **will** say 'hello' to you.

**Will** Himat help me?

**Will** you teach me sociolinguistics?

Tomorrow, we **will** study null (zero) morpheme.

---

---

## Usage of Future Simple Tense

- Future simple tense is used to show an action which will happen in next time.

I will come there tomorrow.

She will study English language.

You will read this sentence.

.

- Future simple tense is used to show prediction.

The sky is getting cloudy; it will rain.

Being so timeworn, the building will collapse.

- Future simple tense is used to show immediate plans as well.

I will help you to carry it, for is so heavy.

If you go, they will give you the letter for their son.



## Questions regarding Future Simple Tense

- 1) What is the definition of Future simple tense?
- 2) What is future simple tense used for?
- 3) How many structures are there in future simple tense?
- 4) How many formulas are inner each structure?
- 5) How is positive sentence formed for action and state?
- 6) How is interrogative sentence formed for existence and possession?
- 7) What is the contracted form of 'will not'?
- 8) How many helping verbs are for future simple tense?
- 9) Do we use helping verbs for positive sentences in future simple tense?
- 10) What are the usages of future simple tense?
- 11) Can you make some examples concerning this tense?
- 12) If it rains, what will you do?
- 13) Are these sentences correct in Future simple tense?

- He speak English fluently. (T) or (F) Why?
- I not like that dog. (T) or (F) Why?
- She be my girlfriend. (T) or (F) Why?
- Do you write alphabet. (T) or (F) Why?
- He has a new computer. (T) or (F) Why?
- Did your father smoked? (T) or (F) Why?
- Was you a student? (T) or (F) Why?
- She prayd five times that day. (T) or (F) Why?

---

## Exercise of Future Simple Tense

### 1. Fill in the blanks:

We \_\_\_\_\_ not learn Arabic language.  
\_\_\_\_\_ she speak English and French there?  
You \_\_\_\_\_ a student next year.  
He and she \_\_\_\_\_ friends at school.  
Ehsan \_\_\_\_\_ a new laptop.  
Will you buy MET book \_\_\_\_\_ week?  
Not a soul (nobody) will work hard next \_\_\_\_\_.

### 2. Decide on the right word:

They (will / well) not like spaghetti in our party.  
She (wil be / will be) a teacher at a school next year.  
(Do / have / will) Karim play football next time?  
He will (stayd / staied / stay) in Kabul tonight.  
We will (speaks / speak) three languages next time.  
Tomorrow, teacher will (have / has) red-colored marker.

### 3. Put in correct order the sentences:

will Ahmadi not the to go school Tuesday next.  
Car drive Jamal will his to New Delhi.  
Computer new will have Karim year next.  
Contented lesson will be of today's my students?  
Week coming car this have not will she.  
Wont' a president she be summer next?

## Future Progressive Tense

Future progressive tense is used to show an action which will be in progress at some specific time the future or forthcoming time.

E.g.

- I will be running at 02:15 pm tomorrow.
- She will be cooking in the evening.
- It will be raining at 11:00 am next Friday.

## Structure of Future Progressive Tense

### A. Positive structure:

**S + will + be + V-ing + O +.**

Mr. Nijat will be teaching critical reading at 08:00 am tomorrow.

She'll be going to school next morning.

You will be sleeping at 05:00 am tomorrow.

### B. Negative Structure:

**S + will + not + be + V-ing + O +.**

Mr. Nijat will not be teaching syntax at 08:00 am tomorrow.

She will not be going to clinic next morning.

You will not be working at 05:00 am tomorrow.

---

### C. Interrogative structure:

**Will + S + be + V-ing + O +?**

Will Himat be reading a book when we arrive there?

Will she be calling him tomorrow when they come?

Will you be running when she cooks?

### D. Negative Interrogative Structure:

**Will + not + S + be + V-ing + O +?**

Won't Himat be reading a book when we arrive there?

Won't she be calling him tomorrow when they come?

Won't you be running when she cooks?

---

### Helping verb of Future Progressive Tense

This tense contains one helping verb which is used in below approach:

2. **Will be** is used with (I, you, we, they, he, she, it, singular and plural nouns).

I **will be** walking there at 09:00 pm.

You **will be** working tomorrow this time.

They **will be** bringing water at that time.

Karim **will be** fixing his car when you bump into<sup>31</sup> him.

He **will be** studying my grammar book.

She **will not be** teaching Hungarian language.

It **will be** functioning badly.

---

<sup>31</sup> Bump into = face or meet suddenly.

## Rules for adding (ing) at the end of Verb

You can look back and turn the pages to see the rules of adding ‘ing’ which were discussed in ‘present progressive tense in active part’.

---

## Usage of Future Progressive Tense

- Future progressive tense is used to show an action that will be in progress at some specific time in the future.

She will be irrigating flower in her garden.

They will be pulling their car at 09:00 am when you explode the mine.

I will be using my computer there.

- Future progressive tense can be used to signal a progress action of a promise.

I will be pushing your car if it breaks down.

If you feel sick, I’ll be walking here and there to help you.

- Future progressive tense can be used to signal a progress action of something’s habit.

Tomorrow this time, our cat will be sleeping in a warm residence.

Next night, He will be smoking at his house at 12:00 pm.

## Questions regarding Future Progressive Tense

- 1) What is the definition of future progressive tense?
- 2) What is future progressive tense used for?
- 3) How are written the positive and negative sentences of this tense?
- 4) How many helping verbs do this tense contain?
- 5) How is positive sentence formed?
- 6) How is interrogative sentence formed?
- 7) What is the contracted form of 'I will be'?
- 8) Do we use future progressive tense for actions that will not be in progress in the future?
- 9) Do we use helping verbs for positive sentences in future progressive tense?
- 10) What are the usages of future progressive tense?
- 11) Can you make some sentences concerning future progressive tense's formulas?
- 12) Why do we use progressive verb (ing form verb) for future progressive tense?
- 13) Are these sentences correct?

- He will speaking English. (T) or (F) Why?
- I be climbing a tree. (T) or (F) Why?
- She'll be write a novel. (T) or (F) Why?
- will you been teaching grammar? (T) or (F) Why?
- He is been fixing cars. (T) or (F) Why?
- will her father making radios? (T) or (F) Why?
- will be you revising a book? (T) or (F) Why?
- She'll been using a computer at nine. (T) or (F) Why?

---

## Exercise of Future Progressive Tense

### 1) Fill in the blanks:

She will \_\_\_\_\_ learning English when we meet her.

We \_\_\_\_\_ be reading this book next day.

Himat will \_\_\_\_\_ crying.

\_\_\_\_\_ he and she be running \_\_\_\_\_ 01:35 pm?

Mr. Hizbullah Hashami will be teaching T.M next day.

It will \_\_\_\_\_ raining when you come back.

### 2) Decide on the right word:

They (will / had) (been / be) speaking Pashto.

She will (been / be) teaching Urdu.

(will / well) Ghani be painting the room?

You will (is / be / are) reading a newspaper.

(We / wee) will be reading a non-fiction book.

Teachers will be (teach / teaching) English, Pashto,

Urdu, Portuguese, Swahili and Hindi.

### 3) Put in correct order the sentences:

Watches be making you will.

She be English will teaching the next period.

I will be learning language Pashto.

Tomorrow car the pushing be will they.

will she listening be teacher her to?

I reading will stories be short not.

## Future Perfect Tense

Future perfect tense is used to show an action which will have been completed before another action occurred in the future.

E.g.

I will have gone to Kabul when you come there.

She will have left her house when I call her.

When I open the gate, the beggar will have gone somewhere else.

### Four structure of Future Perfect Tense

#### For Action

This structure is used to show the action which will have been produced by the subject of the sentence.

#### a. Positive structure:

**S + will + have + V3 + O +.**

She will have eaten the dinner when he comes there.

*(This means first she will eat the dinner. Then he will come there. In other words, first, the action of eating will be done. Then the action of coming will occur.)*

I'll have written the book when she advises me.

Himat will've driven his car when Nasib wakes up.

#### b. Negative Structure:

**S + will + not + have + V3 + O +.**

She will not have eaten the dinner when he comes there.

I will not have written the book when she advises me.

Himat will not have driven his car when Nasib wakes up.



**c. Interrogative structure:**

**Will + S + have + V3 + O +?**

Will she have eaten dinner when he comes there?

Will I have written this book when she advises me?

Will Himat have driven his car when Nasib wakes up?

**d. Negative Interrogative Structure:**

**Will + not + S + have + V3 + O +?**

Won't she have eaten dinner when he comes there?

Won't I have written this book when she advises me?

Won't Himat have driven his car when Nasib wakes up?

 **For State**

This structure is used to show state in which the subject of the sentence will've been.

**a) Positive structure:**

**S + will + have + been + C +.**

She will have been a teacher for ten years when you visit her.

You will've been happy for two months by next January.

He'll have been sick for a year when he dies.

**b) Negative Structure:**

**S + will + not + have + been + C +.**

She will not have been a teacher for ten years when you visit her.

You will not have been happy for two months by next January.

He'll not have been sick for a year when he dies.

**c) Interrogative structure:**

**Will + S + have + been + C +?**

Will she have been a teacher for ten years when you visit her?

Will you have been happy for two months by next January?

Will he have been sick for a year when he dies?

**d) Negative Interrogative Structure:**

**Will + not + S + have + been + C +?**

Won't she have been a teacher for ten years when you visit her?

Won't you have been happy for two months by next January?

Won't he have been sick for a year when he dies?

---

 **For Existence and presence**

**a) Positive structure:**

**S + will + have + been + C +.**

She will have been in Afghanistan before she moves to Pakistan.

You'll have been at office when I come.

Karim and Matin will have been in Kandahar province for a year by next July.

**b) Negative Structure:**

**S + will + not + have + been + C +.**

Till 2019, She will not have been at school for three months.

By next month, you will not have been in Paktika for 3 years.

Himat will not have been in Moqur district for six weeks when the bomb explodes.

**c) Interrogative structure:**

**Will + S + have + been + C +?**

Will she have been at home for one hour when you return?

Will they have been around the mountain for a single day when she calls them?

Will Hakim have been in Italy for two years in advance 2000?


**d) Negative Interrogative Structure:**

**Will + not + S + have + been + C +?**

Won't she have been in a well for one month by next Tuesday?

Won't they have been at Paktika university for one month before feast of sacrifice?

Won't Ehsan have been on the roof of his own building for three hours before sunrise?

 **For Possession / proprietorship**

**a. Positive structure:**

**S + will + have + had + C +.**

She will have had a book for one month before this one.

You will have had a tenses book before you get MET<sup>32</sup> book.

I will have had a book for five years before I get this one.

**b. Negative Structure:**

**S + will + not + have + had + C +.**

You will not have had a pen for one month when you lose your life.

You will not have had a new computer for a week when you turn your fifteen.

She will not have had a new car for a year when I buy a new model taxi.

---

<sup>32</sup> MET = Misal English Tenses

**c. Interrogative structure:**

**Will + S + have + had + C +?**

Will he have had a radio for two weeks when he graduates of high school.

Will my father have had this computer for three months when he passes away?

Will Afghanistan have had independence day for 99 years by next year (2021)?

**d. Negative Interrogative Structure:**

**Will + not + S + have + had + C +?**

Won't he have had a radio for two weeks when he graduates of high school?

Won't my father have had this radio for three months when he passes away?

Won't Afghanistan have had independence day for 99 years by next year (2021)?

## Helping verb of Future Perfect Tense

This tense contains one helping verb which is used in below approach:

1. **Will have** is used with (I, we, you, they, he, she, it singular and plural nouns).

I **will have** gone to Kabul when you come.

You **will have** spoken English when we meet you.

She **will have** done her homework before 08:00 pm.

We **will have** studied this issue when she returns.

Nasib **will have** written a letter before his teacher asks him.

He **will have** read the passage before I tell them about it.

She **will have** fixed the car.

It **will have** escaped before the dog howls.

Halima **will have** gone to school before her father wakes up.

## Regular Verbs

Regular verbs are those which can take (d / ed) at the end for their second and third forms.

### E.g.

- book becomes **booked**
- bake becomes **baked**
- switch becomes **switched**
- paint becomes **painted**
- save becomes **saved**

## Irregular Verbs

Irregular verbs are those which do not follow and accept the rule of adding (d / ed) at the end for their second and third forms, but these kind of verbs change their form completely or remain regularly for past and past participle forms.

### E.g.

- cut → cut → cut
- bet → bet → bet
- read → read → read
- write → wrote → written
- say → said → said
- buy → bought → bought
- think → thought → thought
- tear → tore → torn
- speak → spoke → spoken

---

## Reminder

The rules of adding (d / ed) are discussed with full details in ‘**Past Simple Tense**’ of ‘**active voice**’!

## Usage of Future Perfect Tense

- Future perfect tense is used to show an action that will have been fulfilled before another action in the future time.

They will have killed the snake when I come there.

She will have cooked the food when I phone you.

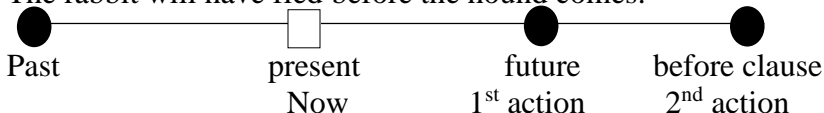
We will have watched the movie when you recommend it.

- Future perfect tense is sometimes used with (before clause) to indicate that an action will have happened before (before clause).

The cat will have gone away before the dog arrives.

The plane will've flown before Karim wakes up.

The rabbit will have fled before the hound comes.



The (1<sup>st</sup> action) will have been performed before the (2<sup>nd</sup> action); therefore, this tense is used to show an action that will have taken place before another action in the future.

**Note:** The **another** action which interrupts the **future perfect** tense's action can be mostly produced by 'present simple tense'.



## Questions regarding Future Perfect Tense

1. What is the definition of future perfect tense?
2. What is future perfect tense used for?
3. How many structures are there in future perfect tense?
4. How many formulas are inner each structure?
5. How is positive sentence formed for action and state?
6. How is interrogative sentence formed for existence and possession?
7. What is the contracted forms of 'will have / will not have'?
8. How many helping verbs are for future perfect tense?
9. Do we use helping verbs for positive sentences in future perfect tense?
10. What are the usages of future perfect tense?
11. What are 'regular' and 'irregular' verbs?
12. Do you remember some of the 'irregular verbs'?
13. Are these sentences correct?

- He'll have speak English fluently. (T) or (F) Why?
- I have liked pens before you come. (T) or (F) Why?
- She'll has been a doctor. (T) or (F) Why?
- Have they have written alphabet? (T) or (F) Why?
- He have had a new computer (T) or (F) Why?
- Will your brother smoked? (T) or (F) Why?
- Will you slept well? (T) or (F) Why?
- They'll have been to India. (T) or (F) Why?

---

## Exercise of Future Perfect Tense

### 1) Fill in the blanks:

She \_\_\_\_\_ been to Pakistan.

You \_\_\_\_\_ won the match.

\_\_\_\_\_ they \_\_\_\_\_ studied English in Jalal Abad?

Will Himat \_\_\_\_\_ a doctor before 2012?

Will we \_\_\_\_\_ a new car when you come?

Who \_\_\_\_\_ bought a computer before June?

### 2) Decide on the right word:

She will (have been / have) learnt English here.

(will / had) they have gone to Kabul before 2019?

I (won't / willn't) have been to Pakistan before April.

Himat will've (spoke / spoken / speaking) Dari.

We'll have been engineers (before / bofore) 2008.

Will you (had / have) had a car before you graduate?

### 3) Put in correct order the sentences:

I to Washington D.C been not have will.

2016 she have a before had will car?

keys she lost her will have.

we to will U.S.A been have when you fiftieth turn.

she had will a car five for years have when he dies.

tried have Chinese will food you before June?

Won't you have studied literature English?

---

## Future Perfect Progressive Tense

Future perfect progressive tense is used to show the duration of an action which will be progress before another action in the future.

E.g.

- I will have been studying at Paktika University for four years when you come there.
- She will have been staying at her husband house for six months by the end of 2019.
- Mr. Abdul Qadus Karimi will have been teaching at Paktika University for six years when I graduate of that university.

## Structure of Future Perfect Progressive Tense

### A. Positive structure:

**S + will + have + been + V-ing + O +.**

Mr. Nijat will have been teaching at Paktika university for seven years by the end of 2017.

Americans will have been staying in Afghanistan for 19 years by the end of this year.

Himatullah will have been working for three years for this factory by the end next July.

### **B. Negative Structure:**

**S + will + not + have + been + V-ing + O +.**

She will not have been driving his car for nine months by the end of this week.

Mr. Mohibullah Misal will not have been living in Moqur district of Ghazni province for 23 years by the end of 2020.

You will not have been learning at this school for 12 years when you graduate of it.

### **C. Interrogative structure:**

**Will + S + have + been + V-ing + O +?**

Will he have been doing this job for three months by the end of August?

Where will he have been learning English for two years by the end of current year?

By the end of this year, who will have been living there for five years?

### **D. Negative Interrogative Structure:**

**Will + not + S + + have + been + V-ing + O +?**

Won't they have been protesting for three days by the end of this afternoon?

Won't she have been painting the building for a week by coming next Sunday?

Won't the police have been operating in Sigansi village for 10 hours by 01:00 pm?

---

## Helping verb of Future Perfect Progressive Tense

This tense contains one helping verb which is used in below approach:

1. **Will have been** is used with (I, you, we, they, he, she, it, singular and plural nouns).

By coming noon, I'll **have been** running for five hours.

They'll **have been** sleeping for 23 hours by 11:15 am.

She'll **have been** living in Kandahar province for one month by next Sunday.

Ehsanullah **will have been** learning Arabic language for two years by next January.

By 2021, Americans **will have been** staying in Afghanistan for 21 years.

---

## Rules for adding (ing) at the end of Verb

You can look back and turn the pages to see the rules of adding 'ing' which were discussed in 'present progressive tense in active part'.

---

---

## Usage of Past Perfect Progressive Tense

- Future perfect progressive tense is used to show the duration of an action which will be in progress before another action in the future.

E.g.

- ☞ Hamida will have been living in her father-in-law's house for five years by the next year.
- ☞ My father will have been staying in the grave for one year and two days by the next first day of Aid-ul-fitar (festival of Ramadhan).
- ☞ Sayad Alam will have been studying at Paktika university for three years by the end of 2018 AD.
- ☞ NATO will have been doing its mission for 15 years in Afghanistan by the next September.

## Questions regarding Future Perfect Progressive Tense

1. What is the definition of future perfect progressive tense?
2. What is future perfect progressive tense used for?
3. How are written the positive and negative sentences of this tense?
4. How many helping verbs do this tense contain?
5. How is positive sentence formed?
6. How is interrogative sentence formed?
7. What is the contracted form of 'will have been'?
8. Do we use future perfect progressive tense for progressive or completed action which will occur before another action in the future?
9. Do we use helping verbs for positive sentences in future perfect progressive tense?
10. What are the usages of future perfect progressive tense?
11. Can you explain the rules of adding 'ing' used for future perfect progressive tense?
12. Could we use future perfect progressive tense for state and existence before another action in the future?
13. Are these expressions correct?

- |                          |                 |
|--------------------------|-----------------|
| Have will been           | (T) or (F) Why? |
| Perfect Future Progress. | (T) or (F) Why? |
| Future Perfect Progress. | (T) or (F) Why? |
| Have sub will been       | (T) or (F) Why? |
| Will have been.          | (T) or (F) Why? |
| Will have been not?      | (T) or (F) Why? |
| Will have been learnt?   | (T) or (F) Why? |
| Have will been working.  | (T) or (F) Why? |

---

## Exercise of Future Perfect Progressive Tense

### 1. Fill in the blanks:

She will \_\_\_\_\_ learning English for one year.  
We \_\_\_\_\_ been reading this book for an hour.  
Himat will \_\_\_\_\_ crying for an hour.  
\_\_\_\_\_ he and she \_\_\_\_\_ been running \_\_\_\_\_ an hour?  
Mr. Hizbullah will \_\_\_\_\_ been teaching English.  
It'll \_\_\_\_\_ raining for a week before I come.

### 2. Decide on the right word:

They (well / will) have been speaking Pashto for an hour when they leave the classroom.  
She'll have (been / be) teaching Urdu for 12 years.  
(Have / will) Ghani have been painting for six months this building by the end of this week?  
Teachers will have been (teach / teaching) there for twelve years before I take admission of that center.

### 3. Put in correct order the sentences:

By next June, here for been have I will living 1 year.  
She been working will for ten years have.  
I'll have been learning Pashto language for 3 months.  
By this week, Jamal learning will been have English for three months.  
Will have you been fixing this car for ten hours by 11:00 am?  
I will've bringing been water for three hours by 02:00 pm.



# **Part 4**

# **Passive Tenses**

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## Part 4: Passive Tenses

In passive tenses, the subject receives (the object of active voice which becomes the subject of passive voice) the verb's action.

E.g.

- a) she is writing a letter. (**Active Voice**)
- b) A letter is being written by her. (**Passive Voice**)

(In the first sentence, the subject (she) is doing the action of (writing), and the object (letter) is receiving the verb's action. But in second sentence, the object (letter) of the 'active voice' became the subject of the passive verb (is being written) which receives the action of the verb, and the subject (she) of 'active voice' became the agent, which causes the action of the verb, of the passive verb (is being written).

### What is Voice?

The voice in a sentence tells the reader whether the subject performs or receives the action of the verb.

E.g.

She drives a car. (the subject 'she' performs the action.)

A car is driven by her. (the subject 'car' receives the action.)

### What is Active Voice?

In active voice, the subject of the sentence does the action.

E.g.

She is eating an orange. (the subject 'she' does the action.)

### What is Passive Voice?

In passive voice, the subject of the sentence receives the action of the verb.

E.g.

An orange is being eaten by her. (the subject 'orange' receives the action of the verb.)

### What is Agent?

The person or thing who / what did the action of the active verb or caused the action of the passive verb is known as 'agent'.

E.g.

He fixed the car. (He becomes 'agent' in passive.)

The car was fixed by him. (him is known as the 'agent'.)

### What is 'by Phrase'?

The phrase in which the agent of the passive sentence is introduced is called 'by phrase'.

E.g.

The cat was hit **by a car**. (by a car is 'by phrase'.)

The room is being painted **by painters**.

The book was written **by Nasir Ahmad Ahmadi**.

### When do we use 'by phrase'?

There are different reasons for the usage of this phrase:

E.g.

- When we want to know who the doer of the action is.
- When we want to know what caused the action.

### A Few Cautions:

- 1) If your original sentence contains a modifying phrase or a phrase that describes a specific element in the sentence, make sure you keep the phrase next to that element when you change from 'active' to 'passive'. If the phrase is left in the wrong spot (location), the sentence may be unclear.

E.g.

- The ice cream cones **from the store** were eaten by the children.
- **Incorrect:** The children **from the store** ate the ice cream cones. (describes the children)
- **Correct:** The children ate the ice cream cones **from the store**. (describes the ice cream cones)

- 2) Avoid shifting from active to passive voice in the same sentence because it can cause awkwardness or confusion.

*(Voice shift means that in a compound sentence, we must use one voice if it is 'active' or 'passive'.)*

E.g.

- **Incorrect:** The children **ate** the ice cream, but it **was bought** by Kifayat. (voice shifts)
- **Correct:** The Children **ate** the ice cream, but Kifayat **bought** it. (voice consistent)

---

## Transforming Active Sentences into Passive Sentences

- Make the receiver of the active sentence the subject of the passive voice sentence.  
E.g.  
**Active:** He killed **the snake**.  
**Passive:** **The snake** was killed by him.
- Transform the verb into a form of ‘to be’ plus the ‘past participle’ of the main verb.  
E.g.  
**Active:** He **will kill** the snake.  
**Passive:** The snake **will be killed** by him.
- Put the subject of an active sentence into a ‘by phrase’ or omit it.  
E.g.  
**Active:** She loves him.  
**Passive:** He is loved **by her**. Or He is loved.

## **Division of Passive Tenses**

In general, passive tenses are divided into three parts:

### **Present Tense**

- Present Simple Tense
- Present Progressive Tense
- Present Perfect Tense
- Present Perfect Progressive Tense

### **Past Tense**

- Past Simple Tense
- Past Progressive Tense
- Past Perfect Tense
- Past Perfect Progressive Tense

### **Future Tense**

- Future Simple Tense
- Future Progressive Tense
- Future Perfect Tense
- Future Perfect Progressive Tense

Now, each tense is discussed separately with full details:

## Present Simple Tense

This tense is used to show an action which happens regularly.

### Regular Action

- The food is eaten by me.
- The flower is watered by them.
- The cars are driven by them.

## One structure of Present Simple Tense

### For Action

This structure is used to show the action which is received by the subject of the sentence.

#### A. Positive structure:

**S + (is / are / am) + Past Participle + (agent) +.**

An apple is eaten by her.

Letters are written by them.

A toy is pulled by Himatullah.

#### B. Negative Structure:

**S + (is / are / am) + not + Past Participle + (agent) +.**

An apple is not eaten by her.

Letters are not written by us.

I am not punished by her.

### C. Interrogative structure:

**(Is / Am / Are) + S + Past Participle + (agent) +?**

Is an apple eaten by him?

Are the letters written by us?

Am I punished by her?

### D. Negative Interrogative Structure:

**(Is / Am / Are) + not + S + Past Participle + (agent) +?**

Isn't an apple eaten by him?

Aren't these buses driven by them?

Am not I punished by him?

---

### Helping verb of Present Simple Tense

This tense contains three helping verbs which are used in below approach:

1. **is** is used with (he, she, it, and singular nouns.)

She **is** forced to make the cake for the party.

He **is** punished by the police.

It **is** painted every year.

Farid **is** made to go to school.

2. **are** is used with (you, we, they, and plural nouns.)

They **are** not punished by our teacher.

**Are** we picked up by our friends?

You **are** not killed by someone.



Farid and Wahdat **are** forgotten by their uncles.

3. **Am** is used with (I).

I **am** met by her twice a week.

---

### Transitive Verbs

Transitive verbs are those which can be changed to passive voice in a sentence. In other words, the verbs which accept object at the end in active voice can be transformed to passive voice as well.

E.g.

You fix a car. (Active)

They wash a car. (Active)

She waters the flower. (Active)

**A car** is fixed by you. (passive)

**A car** is washed by them. (passive)

**The flower** is watered by her. (passive)

### Intransitive Verbs

Intransitive verbs are those which cannot be changed into passive voice. In other words, the verbs which do not agree to take object at the end cannot be transformed into passive voice.

E.g.

You sleep at office. (Active)

You cry loudly. (Active)

She goes to school. (Active)

~~Office~~ is slept by you. (passive)

~~Loudly~~ cried by you. (passive)

~~School~~ is gone by her. (passive)

## Questions regarding Present Simple Tense

1. What is the definition of present simple tense?
2. What is present simple tense used for?
3. How many structures are there in present simple tense?
4. How many formulas are inner the structure?
5. How is positive sentence formed for action?
6. How is interrogative sentence formed?
7. What are the contracted forms of 'is not' and 'are not'?
8. How many helping verbs are for present simple tense?
9. Do we use helping verbs for positive sentences in present simple tense?
10. What is past participle?
11. Can you explain the 'transitive' and 'intransitive' verbs?
12. Do the transitive verbs agree to take the object at the end?
13. Are these sentences correct?

- |                                 |                 |
|---------------------------------|-----------------|
| ■ He is punished.               | (T) or (F) Why? |
| ■ The books are cleaned.        | (T) or (F) Why? |
| ■ We are welcomed.              | (T) or (F) Why? |
| ■ She is searched by police.    | (T) or (F) Why? |
| ■ Pens are broke by them.       | (T) or (F) Why? |
| ■ Computer are fixing by you.   | (T) or (F) Why? |
| ■ Am not I beaten by her.       | (T) or (F) Why? |
| ■ Students are praise teachers. | (T) or (F) Why? |

---

## Exercise of Present Simple Tense

### 1. Fill in the blanks:

Arabic \_\_\_\_\_ learnt by them.

Afghans \_\_\_\_\_ killed by all invaders.

\_\_\_\_\_ I loved?

He \_\_\_\_\_ punished \_\_\_\_\_ soldiers.

You \_\_\_\_\_ encouraged by \_\_\_\_\_.

Transitive verb can agree to take \_\_\_\_\_ at the end.

### 2. Decide on the right word:

Spaghetti (is / are / am) eaten by her.

Books are not written by (teacher / doctor / baby).

(Are / Is) they escorted by smugglers?

Afghanistan is ruined by (Afghans / foreigners).

She (am / is) loved (bye / bey / by) him.

Fan is turned on by (hand / wind / switch).

### 3. Put in correct order the sentences:

is letter by student A sent.

Authors are books written by.

Washed him a by is cat.

Taught teachers by students are.

Ashraf Ghani is reigned Afghanistan by.

Karim by cooked is food.

Car is consumed by petrol.

## **Present Progressive Tense**

Present progressive tense is used to show an action which is in progress at the moment of speaking.

### **Active voice**

You are reading this sentence right now.

I am typing these words now.

She is bringing a glass of water at the moment.

### **Passive voice**

Right now, this sentence is being read by you.

These word are being typed by me.

At the moment, a glass of water is being brought by her.

## **Structures of Present Progressive Tense**

### **a. Positive structure:**

**S + (is / am / are) + being + Past Participle + Agent +.**

Now, reading book is being taught us (by Mr. Nijat).

I am being forced to listen him.

A new word is being written with pencil (by her).

**b. Negative Structure:**

**S + (is / am / are) + not + being + Past Participle + Agent +.**

An orange is not being eaten (by you).

Himat is not being forced to learn English language (by Himat's family).

A car is not being pushed (by Nasibullah).

**c. Interrogative structure:**

**(Is / Am / Are) + S + being + Past Participle + Agent +?**

Are the doors being closed (by students)?

Is the window being opened (by Hamidullah)?

Am I being motivated to study hard (by my roommates)?

**d. Negative Interrogative Structure:**

**(Is / Am / Are) + not + S + being + Past Participle + Agent +?**

Aren't the books being revised (by professors)?

Isn't his car being driven (by her)?

Now, am not I being promised about that (by in charges)?

## Questions regarding Present Progressive Tense

1. What is the definition of present progressive tense?
2. What is present progressive tense used for?
3. How many structures are there in present progressive tense?
4. How many formulas are inner the structure of this tense?
5. How is positive sentence formed?
6. How is interrogative sentence formed?
7. What are the contracted forms of 'is not' and 'are not'?
8. How many helping verbs are for present progressive tense?
9. Do we use helping verbs for positive sentences in present progressive tense?
10. What are the usages of present progressive tense?
11. Can you explain the rules of adding 'ing' used for present progressive tense (discussed in Active voice)?
12. If a verb is ended with 'y' and preceded by either a vowel or a consonant, what should we do when 'ing' is added?

## Exercise of Present Progressive Tense

### 1. Fill in the blanks:

Portuguese is \_\_\_\_\_ learnt \_\_\_\_\_ them.

At the moment, English \_\_\_\_\_ being spoken by her.

Letters \_\_\_\_\_ being written by you.

Grammar \_\_\_\_\_ taught by our new teacher.

Misal is being rejected \_\_\_\_\_ Himatullah.

Computer \_\_\_\_\_ fixed by Wahab.

### 2. Decide on the right word:

They (is / am / are) being rejected by a teacher.

She is being (teaching / taught / teach) English.

Books (are / is) (being / bieng / benign) written by authors.

We are being (driven / driving) to Intercontinental Restaurant by him.

Teachers (aren't / is / am) being supervised by principal of the school.

## Present Perfect Tense

Present perfect tense is used to show an action which is started in the past and completed in the past as well. The time of the action is indefinite.

### One structure of Present Perfect Tense

#### For Action

This structure is used to show the action which has been received by the subject of the sentence.

### Active voice

I have written a book.  
She has broken a window.  
You have killed snakes.

### Passive Voice

A book has been written (by me).  
A window has been broken (by her).  
Snakes have been killed (by you).

#### a. Positive structure:

**S + (have / has) + been + Past Participle + agent +.**

An apple has been eaten (by her).  
English alphabet letters have been written (by Himat).  
This car has been pulled (by Nasib).



**b. Negative Structure:**

**S + (have / has) + not + been + Past Participle + agent +.**

An apple has not been eaten (by her).

English alphabet letters have not been written (by Himat).

This car has not been pulled (by Nasib).

**c. Interrogative structure:**

**(Have / Has) + S + been + Past Participle + agent +?**

Has an apple been eaten (by her)?

Have English alphabet letters been written (by Himat)?

Has this car been pulled (by Nasib)?

**d. Negative Interrogative Structure:**

**(Have / Has) + not + S + been + Past Participle + agent +?**

Hasn't an apple been eaten (by her)?

Haven't English alphabet letters been written (by Himat)?

Hasn't this car been pulled (by Nasib)?

## Questions regarding Present Perfect Tense

- 1) What is the definition of present perfect tense?
- 2) What is present perfect tense used for?
- 3) How many structures are there in present perfect tense?
- 4) How many formulas are inner each structure?
- 5) How is positive sentence formed for action?
- 6) How is interrogative sentence formed for action?
- 7) What are the contracted forms of 'have not' and 'has not'?
- 8) How many helping verbs are for present perfect tense?
- 9) Do we use helping verbs for positive sentences in present perfect tense?
- 10) What are the usages of present perfect tense in active?
- 11) What are 'regular' and 'irregular' verbs?
- 12) Do you remember some of the 'irregular verbs'?

## Exercise of Present Perfect Tense

### 1. Fill in the blanks:

She \_\_\_\_\_ been rejected by her teacher.

The match \_\_\_\_\_ won by Afghans.

Students have \_\_\_\_\_ motivated by tutors.

\_\_\_\_\_ doctors been employed by your father?

This car \_\_\_\_\_ been driven by me.

Those computers have \_\_\_\_\_ bought \_\_\_\_\_ them.

### 2. Decide on the right word:

She has (been / has / had) bothered by children.

(have / has) Dr. Qayum been accepted to a post?

I (haven't / havn't) been beaten by her.

Chinese has been (spoke / spoken / speaking).

We have been fed by that guy.

She has been (invites / inviting / invited) by me.

## Present Perfect Progressive Tense

Present perfect progressive tense is used to show an action which is started in the past specific time and continued to the present. The action may or may not continue to the future as well.

### Active voice

Himat has been using my car.  
They have been writing new books.  
Jamal has been driving a black taxi.

### Passive voice

My car has been being used (by Himat).  
New books have been being written (by them).  
A black taxi has been being driven (by Jamal).

## Structure of Present Perfect Progressive Tense

### a. Positive structure:

**S + (have / has) + been + being + Past Participle + agent +.**

Students have been being taught power reading by Mr. Nijat.  
For two hours, she been being rejected of the gate by a boy.  
Alphabet letters have been being written since 07:00 am (by my son).

**b. Negative Structure:**

**S + (have / has) + not + been + being + Past Participle + agent +.**

My phone has not been being fixed for an hour (by him).

Cricket and football have not been being played since morning (by players).

That car has not been being washed for two hours (by her).

**c. Interrogative structure:**

**(Have / Has) + S + been + being + Past Participle + agent +?**

Has my phone been being fixed (by him)?

Have cricket and football been being played (by players)?

Has that car been being washed (by her)?

**d. Negative Interrogative Structure:**

**(Have / Has) + not + S + been + being + Past Participle + agent +?**

Hasn't my phone been being fixed (by him)?

Haven't cricket and football been being played (by players)?

Hasn't that car been being washed (by her)?

---

## Questions regarding Present Perfect Progressive Tense

1. What is the definition of present perfect progressive tense?
2. What is present perfect progressive tense used for?
3. How are written the positive and negative sentences of this tense?
4. How many helping verbs do this tense contain?
5. How is positive sentence formed?
6. How is interrogative sentence formed?
7. What are the contracted forms of 'you have' and 'he has'?
8. When do we use 'since & for' for present perfect progressive tense?
9. Do we use helping verbs for positive sentences in present perfect progressive tense?
10. What are the usages of present progressive tense?
11. Can you explain the rules of adding 'ing' used for present perfect progressive tense (in active voice)?
12. If a verb is ended with 'y' and preceded by either a vowel or a consonant, what should we do when 'ing' is added?

---

## Exercise of Present Perfect Progressive Tense

### 1) Fill in the blanks:

English has been \_\_\_\_\_ learnt by her.

These books \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ studied.

My computer has \_\_\_\_\_ being fixed by Mr. Ghani.

Water has been \_\_\_\_\_ brought \_\_\_\_\_ her.

This movie has \_\_\_\_\_ \_\_\_\_\_ developed since 2012.

Afghanistan has been being ruled since 2014 by him.

### 2) Decide on the right word:

Pashto has (been / be) being taught for one hour.

She has been (bieng / being) beaten by them.

(Has / Have) this room been being painted for a week?

We have been being (reject / rejected) since morning.

(We / He) has been being interviewed by a manager.

I have been being motivated (by / bye) my buddies.

## Past Simple Tense

This tense is used to show an action which is started and completed in a specific time in the past.

### Active Voice

I ate an apple.  
You carried the bag.  
She helped poor people.

### Passive Voice

An apple was eaten (by me).  
A bag was carried (by you).  
Poor people were helped (by her).

## One Structure of Past Simple Tense

### For Action

This structure is used to show the action which was received by the subject of the sentence.

#### a. Positive structure:

**S + (was / were) + Past Participle + Agent +.**

An apple was eaten (by her).  
Alphabet letters were written (by Nasibullah).  
My computer was used (by Hamidullah).



**b. Negative Structure:**

**S + (was / were) + not + Past Participle + Agent +.**

An apple was not eaten (by Halima).

Alphabet letters were not written (by Hakimullah).

My computer was not used (by Ehsanullah).

**c. Interrogative structure:**

**(Was / Were) + S + Past Participle + Agent +?**

Was an apple eaten (by her)?

Were alphabet letters written (by Nasibullah)?

Was my computer used (by Farid and Wahdat)?

**d. Negative Interrogative Structure:**

**(Was / Were) + not + S + Past Participle + Agent +?**

Wasn't an apple eaten (by her)?

Weren't alphabet letters written (by Nasibullah)?

Wasn't my computer used (by Farid and Wahdat)?

---

## Questions regarding Past Simple Tense

- 1) What is the definition of past simple tense?
- 2) What is past simple tense used for?
- 3) How many structures are there in past simple tense?
- 4) How many formulas are inner each structure?
- 5) How is positive sentence formed for action?
- 6) How is interrogative sentence formed for action?
- 7) What is the contracted form of 'was not'?
- 8) How many helping verbs are for past simple tense?
- 9) Do we use helping verbs for positive sentences in past simple tense?
- 10) What are the usages of past simple tense?
- 11) Can you explain the rules of adding 'd' and 'ed' by your own (discussed in active voice)?
- 12) If a verb is ended with 'y' and preceded by a vowel, what should be done by us when the 'past simple tense is used?

## Exercise of Past Simple Tense

### 1. Fill in the blanks:

Arabic \_\_\_\_\_ taught \_\_\_\_\_ her.

He \_\_\_\_\_ hit by a car.

She and he \_\_\_\_\_ rejected from program.

I \_\_\_\_\_ beaten on my head.

The windows \_\_\_\_\_ broken \_\_\_\_\_ thieves.

The building \_\_\_\_\_ built by \_\_\_\_\_.

The book \_\_\_\_\_ written by \_\_\_\_\_ American.

### 2. Decide on the right word:

Spaghetti (was / were) eaten by her.

She (is / am / was) injured by him.

(Were / Was) students motivated to study hard by him?

The car (am / was / wsa) driven by her.

The radios (were / was / ware) fixed by Karim.

The shoes were polished (bye / bay / bey / by) me.

## Past Progressive Tense

Past progressive tense is used to show an action which was in progress at some specific time in the past.

### Active Voice

He was drinking a cup of coffee.

I was bringing some new books.

They were playing football.

### Passive Voice

A cup of coffee was being drunk (by him).

Some new books were being brought (by me).

Football was being played (by them).

## Structures of Past Progressive Tense

### a. Positive structure:

**S + (was / were) + being + Past Participle + agent +.**

Reading book was being taught to us (by Mr. Nijat).

A performance was being presented at 08:00 am yesterday (by him).

These cars were being washed (by Himat).

**b. Negative Structure:**

**S + (was / were) + not + being + Past Participle + agent +.**

Writing was not being taught to us (by Mr. Nijat).

A performance was not being presented (by him).

These cars were not being washed (by Nasib).

**c. Interrogative structure:**

**(Was / Were) + S + being + Past Participle + Agent +?**

Was reading book being taught to us (by Mr. Nijat)?

Was a performance being presented (by him)?

Were these cars being washed (by Nasib)?

**d. Negative Interrogative Structure:**

**(Was / Were) + not + S + being + Past Participle + Agent +?**

Wasn't reading book being taught to us (by Mr. Nijat)?

Wasn't a performance being presented (by him)?

Weren't these cars being washed (by Nasib)?

---

## Questions regarding Present Progressive Tense

- 1) What is the definition of past progressive tense?
- 2) What is past progressive tense used for?
- 3) How many structures are there in past progressive tense?
- 4) How many formulas are inner the structure of this tense?
- 5) How is positive sentence formed?
- 6) How is interrogative sentence formed?
- 7) What are the contracted forms of 'was not' and 'were not'?
- 8) How many helping verbs are for past progressive tense?
- 9) Do we use helping verbs for positive sentences in past progressive tense?
- 10) What are the usages of past progressive tense?
- 11) Can you explain the rules of adding 'ing' used for past progressive tense (discussed in active voice)?
- 12) If a verb is ended with 'y' and preceded by either a vowel or a consonant, what should we do when 'ing' is added?

---

## Exercise of Present Progressive Tense

### 1) Fill in the blanks:

This car \_\_\_\_\_ washed by him.

That phone was \_\_\_\_\_ used by her.

He and she \_\_\_\_\_ being beaten by them.

Computers were \_\_\_\_\_ used by students.

Misal was \_\_\_\_\_ guided \_\_\_\_ Mr. Hizbullah Hashami.

Past progressive \_\_\_\_\_ was \_\_\_\_\_ taught by teacher.

### 2) Decide on the right word:

Ants (was / were) being eaten by birds.

She was being (teaching / taught / teach) by Karim.

(Is / were / was) Karim being egged on<sup>33</sup> by his mother?

His car was being (drived / driveed / driven) by her.

Girls and boys were (being / bieng / beign) taught.

My room was being painted by a painter.

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<sup>33</sup> Egg on stands for motivate, encourage, and persuade.

## Past Perfect Tense

Past perfect tense is used to show an action which was completed before another action in the past.

### Active Voice

I had driven their car.  
You had eaten an egg.  
A mouse had cut the parcel.

### Passive Voice

Their car had been driven (by me).  
An egg had been eaten (by you)  
The parcel had been cut (by a mouse).

## One structure of Present Perfect Tense



### For Action

This structure is used to show the action which had been received by the subject of the sentence.

#### a. Positive structure:

**S + had + been + Past Participle + agent +.**

An apple had been eaten by her when I arrived there.  
A book had been written by me before they advised me.  
This computer had been used when I entered the office.



**b. Negative Structure:**

**S + had + not + been + Past Participle + agent +.**

An apple had not been eaten by her.

A book had not been written by me when they advised me.

This computer had not been used by anyone.

**c. Interrogative structure:**

**Had + S + been + Past Participle + agent +?**

Had an apple been eaten by her?

Had a book been written by me before they advised me?

Had this computer been used by someone?

**d. Negative Interrogative Structure:**

**Had + not + S + been + Past Participle + agent +?**

Hadn't an apple been eaten by her?

Hadn't a book been written by me?

Hadn't this computer been used by someone?

## Questions regarding past Perfect Tense

1. What is the definition of past perfect tense?
2. What is past perfect tense used for?
3. How many structures are there in past perfect tense?
4. How many formulas are inner each structure?
5. How is positive sentence formed for action?
6. How is interrogative sentence formed for action?
7. What is the contracted forms of 'had not'?
8. How many helping verbs are for past perfect tense?
9. Do we use helping verbs for positive sentences in past perfect tense?
10. What are the usages of past perfect tense?
11. What are 'regular' and 'irregular' verbs?
12. Do you remember some of the 'irregular verbs'?

## Exercise of Present Perfect Tense

### 1) Fill in the blanks:

She \_\_\_\_\_ been beaten by her brother.

The match had \_\_\_\_\_ won by Afghan players.

\_\_\_\_\_ they \_\_\_\_\_ taught English in Jalal Abad?

Had Himat \_\_\_\_\_ accepted to a Medical faculty?

Had we \_\_\_\_\_ rejected from school by him?

What had \_\_\_\_\_ done by students?

### 2) Decide on the right word:

She (had been / had) taught English here by him.

(Had / has) they been insulted by workers?

I (hadn't / hadn't) been accepted to that post.

Snake had been (kills / killed / killing) when I came.

Books had been revised (before / after) 2008.

Had you (being / been / be) helped by them?

## Past Perfect Progressive Tense

Past perfect progressive tense is used to show the duration of an action before another action in the past.

### Active Voice

She had been fixing the car for two hours when I arrived there.  
You had been revising the book for one month before you submitted to me.

The cat had been eating mice for two years when a snake bit it.

### Passive Voice

The car had been being fixed for two hours by her when I arrived there.

The book had been being revised for one month by you before you submitted it to me.

Mice had been being eaten for two hours by the cat when a snake bit it.

## Structure of Past Perfect Progressive Tense

### A. Positive structure:

**S + had + been + being + Past Participle + Agent +.**

Writing book had been being taught to us by Mr. Saifullah.

Whisky had been being drunk by her for five years before she moved to USA.

Ants had been being eaten by a bird for three months when I understood.

### **B. Negative Structure:**

**S + had + not + been + being + Past Participle + Agent +.**

Writing book had not been being taught to us by Mr. Karimi.  
Whisky had not been being drunk by her for five years before she moved to USA.

Ants had not been being eaten by a bird for three months when I understood.

### **C. Interrogative structure:**

**Had + S + been + being + Past Participle + Agent +?**

Had writing book been being taught to us by Mr. Saifullah?  
Had whisky been being drunk by her for five years before she moved to USA?  
Had ants been being eaten by a bird before I understood?

### **D. Negative Interrogative Structure:**

**Had + not + S + been + being + Past Participle + Agent +?**

Hadn't writing book been being taught to us by Mr. Saifullah?  
Hadn't whisky been being drunk by her before she moved to USA?  
Hadn't ants been being eaten by a bird before I understood?

---

## Questions regarding Past Perfect Progressive Tense

- 1) What is the definition of past perfect progressive tense?
- 2) What is past perfect progressive tense used for?
- 3) How are written the positive and negative sentences of this tense?
- 4) How many helping verbs do this tense contain?
- 5) How is positive sentence formed?
- 6) How is interrogative sentence formed?
- 7) What is the contracted form 'had not been'?
- 8) Do we use past perfect progressive tense for progressive or completed action which occurred before another action in the past?
- 9) Do we use helping verbs for positive sentences in past perfect progressive tense?
- 10) What are the usages of past perfect progressive tense?
- 11) Can you explain the rules of adding 'ing' used for past perfect progressive tense?
- 12) Could we use past perfect progressive tense for state and existence before another action in the past?

## Exercise of Past Perfect Progressive Tense

### 1) Fill in the blanks:

She had \_\_\_\_\_ taught English for one hour.

We \_\_\_\_\_ been \_\_\_\_\_ beaten for ten hours by police.

Himat had \_\_\_\_\_ rejected for three days.

\_\_\_\_\_ he and she been \_\_\_\_\_ punished \_\_\_ him?

Had 'Teaching Methodology' been being taught?

Pashto had \_\_\_\_\_ being conducted for six days.

### 2) Decide on the right word:

[ They (hed / had) been being taught Pashto for three months when Mr. Karim rejected this method.

She had (been / be) being punished by them.

(Have / Had) Ghani been being treated for a week?

[ You had (is / been / are) being warned for one month before they attacked you, so why had you gone out?

[ (We / wee) had been being guided this way for a week.

[ These books had been (being / beign / bieng) revised for five months before they accepted my advice.

## Future Simple Tense

This tense is used to show an action started at a specific time in the future.

### Active Voice

I will write a book.  
She will buy a car.  
Students will do homework.

### Passive Voice

A book will be written (by me).  
A car will be bought (by her).  
Homework will be done (by students).

## One structure of Past Simple Tense

### For Action

This structure is used to show the action received by the subject of the sentence.

#### a. Positive structure:

**S + will + be + Past Participle + Agent +.**

An apple will be eaten (by her).  
Arabic alphabet letters will be written (by him).  
A car will be pushed (by Himatullah).



**b. Negative Structure:**

**S + will + not + be + Past Participle + Agent +.**

An apple will not be eaten (by her).

Arabic alphabet letters will not be written (by him).

A car will not be pushed (by Himatullah).

**c. Interrogative structure:**

**Will + S + be + Past Participle + Agent +?**

Will an apple be eaten (by her)?

Will Arabic alphabet letters be written (by him)?

Will a car be pushed (by Himatullah)?

**d. Negative Interrogative Structure:**

**Will + not + S + be + Past Participle + Agent +?**

Won't an apple be eaten (by her)?

Won't Arabic alphabet letters be written (by him)?

Won't a car be pushed (by Himatullah)?

---

## Questions regarding Future Simple Tense

- 1) What is the definition of future simple tense?
- 2) What is future simple tense used for?
- 3) How many structures are there in future simple tense?
- 4) How many formulas are inner each structure?
- 5) How is positive sentence formed for action and state?
- 6) How is interrogative sentence formed for action?
- 7) What is the contracted form of 'will not'?
- 8) How many helping verbs are for future simple tense?
- 9) Do we use helping verbs for positive sentences in future simple tense?
- 10) What are the usages of future simple tense (refer to Active voice!)?
- 11) Can you form any examples and patterns in future simple tense of 'active voice' and 'passive voice'?
- 12) Do we use past participle form of a verb in future simple tense of 'passive voice'?

## Exercise of Future Simple Tense

### 1. Fill in the blanks:

We \_\_\_\_\_ not \_\_\_ penalized by combatants.

\_\_\_\_\_ the book \_\_\_ designed \_\_\_ Khan?

Students will \_\_\_\_\_ be precluded \_\_\_\_\_ door keeper.

He and she \_\_\_\_\_ established to a medical faculty.

Misal will \_\_\_\_\_ loved by her.

My laptop \_\_\_\_\_ fix \_\_\_\_\_ Allah Noor.

He will \_\_\_\_\_ hated by his students.

### 2. Decide on the right word:

Spaghetti (will / well) not be (eated / eaten) by her.

She (wili / was / will) be precluded from the door.

(Do / will / did) Karim be assented to that post?

This cat will (be / been / being) killed by a car.

English and Chinese (will / is) (bay / bey / be) taught.

(Will / while / wheel) that school be painted by him?

## **Future Progressive Tense**

Future progressive tense is used to show an action which will be in progress at some specific time in the future.

### **Active Voice**

I will be fixing a car.

She will be eating a banana.

Mouse will be killing a cat. (Wow! It is incredible.)

### **Passive Voice**

A car will be being fixed (by me).

A banana will be being eaten (by her).

A cat will be being killed (by a mouse).

## **Structure of Past Perfect Progressive Tense**

### **A. Positive structure:**

**S + will + be + being + Past Participle + Agent +.**

English grammar will be being taught (by Mr. Karimi).

These bananas will be being eaten (by Hamida).

That computer will be being used (by Faridullah).

### **B. Negative Structure:**

**S + will + not + be + being + Past Participle + Agent +.**

English grammar will not be being taught (by Mr. Karimi).

These bananas will not be being eaten (by Hamida).

That computer will not be being used (by Faridullah).

### **C. Interrogative structure:**

**Will + S + be + being + Past Participle + agent +?**

Will English grammar be being taught (by Mr. Karimi)?

Will these bananas be being eaten (by Hamida)?

Will that computer be being used (by Faridullah)?

### **D. Negative Interrogative Structure:**

**Will + not + S + be + being + Past Participle + agent +?**

Won't English grammar be being taught (by Mr. Karimi)?

Won't these bananas be being eaten (by Hamida)?

Won't that computer be being used (by Faridullah)?

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## Questions regarding Future Progressive Tense

- 1) What is the definition of future progressive tense?
- 2) What is future progressive tense used for?
- 3) How are written the positive and negative sentences of this tense?
- 4) How many helping verbs do this tense contain?
- 5) How is positive sentence formed?
- 6) How is interrogative sentence formed?
- 7) What is the contracted form 'will not be'?
- 8) Do we use future progressive tense for progressive or completed action which will be in progress at some specific time of the future?
- 9) Do we use helping verbs for positive sentences in future progressive tense?
- 10) What are the usages of future progressive tense?
- 11) Can you explain the rules of adding 'ing' used for future progressive tense?
- 12) Could we use future progressive tense for state and existence for the future and forthcoming time?

---

## Exercise of Future Progressive Tense

### 1) Fill in the blanks:

She will \_\_\_\_ being precluded by him.

We \_\_\_\_\_ being guided by the supervisor.

Will I \_\_\_\_\_ assented to that post?

Will a cat \_\_\_\_ being kill \_\_\_\_ snake?

Advance reading will \_\_\_\_\_ be being taught be him.

My car \_\_\_\_\_ fix \_\_\_\_\_ mechanic.

### 2) Decide on the right word:

This book (will / wale) (be / being) being studied.

Cricket will be (being / bieng) played by them.

(Will / while) the cat be being killed by a car?

The kettle will (be / is / am) being washed by her.

That book will be being (designed / designing) by me.

[ Afghanistan will be being (roled / ruled / rolled) by

[ Mohammad Ashraf Ghani.

## Future Perfect Tense

Future perfect tense is used to show an action which will have been completed before another action in the future.

### Active Voice

She will have eaten an apple when I come there.

Karim will have fixed my car before June.

Himat will have used Nasib's computer.

### Passive Voice

When I come there, an apple will have been eaten (by her).

Before June, my car will have been fixed (by Karim).

Nasib's computer will have been used (by Himat).

## One structure of Future Perfect Tense

### For Action

This structure is used to show the action which will have been received by the subject of the sentence.

#### a. Positive structure:

**S + will + have + been + Past Participle + Agent +.**

My book will have been revised (by Mr. Hashami.)

This flag will have been hung (by General Raziq).

When you arrived there, the gate will have been opened (by a child).



**b. Negative Structure:**

**S + will + not + have + been + Past Participle + Agent +.**

My book will not have been revised (by Mr. Hashami.)

This flag will not have been hung (by General Raziq).

When you arrive there, the gate will not have been opened (by a child).

**c. Interrogative structure:**

**Will + S + have + been + Past Participle + Agent +?**

Will my book have been revised (by Mr. Hashami)?

Will this flag have been hung (by General Raziq)?

Will the gate have been opened (by a child) when you arrive there?

**d. Negative Interrogative Structure:**

**Will + not + S + have + been + Past Participle + Agent +?**

Won't my book have been revised (by Mr. Hashami)?

Won't this flag have been hung (by General Raziq)?

Won't the gate have been opened (by a child) when you arrive there?

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## Questions regarding Future Perfect Tense

1. What is the definition of future perfect tense?
2. What is future perfect tense used for?
3. How many structures are there in future perfect tense?
4. How many formulas are inner each structure?
5. How is positive sentence formed for action?
6. How is interrogative sentence formed for action?
7. What is the contracted forms of 'will not'?
8. How many helping verbs are for Future perfect tense?
9. Do we use helping verbs for positive sentences in future perfect tense?
10. What are the usages of future perfect tense?
11. What are 'regular' and 'irregular' verbs?
12. Do you remember some of the 'irregular verbs'?
13. Could you form some sentences about future perfect tense in passive voice?
14. What is the dissimilarity (*antonym of 'similarity'*) between future perfect tense in 'active voice' and 'passive voice'?

---

## Exercise of future Perfect Tense

### 1) Fill in the blanks:

She will have \_\_\_\_\_ accepted to that course.

Cricket match will \_\_\_\_\_ been won by Afghans.

English \_\_\_\_\_ have been taught by Mr. Misal.

The computer \_\_\_\_\_ fixed \_\_\_ Himat.

The food will have been prepare\_\_ by Hamida.

What will have \_\_\_\_\_ done before I arrive there?

### 2) Decide on the right word:

She (would / will) have been accepted to that course.

(Will / well) the match (has been / have been) won?

English will have (be / being / been) taught by Mr. Misal.

The computer will've been fixed (bye / bey / by) him.

The food will've been (preparing / prapareed / prepared) by Hamida.

What will've been (don / did / done) before I arrive?

## **Future Perfect Progressive Tense**

Future perfect progressive tense is used to show the duration of an action which will be in progress before another action in the future. When the second action occurs, the first action is stopped.

### **Active Voice**

I will have been fixing the car for 3 hours when you come.

She will have been sewing the turban for 30 minutes before he arrives.

Mohammad Bashir Zafari will have been editing the book for ten days.

### **Passive Voice**

The car will have been being fixed for 3 hours (by me) when you come.

The turban will have been being sewed (by her) for 30 minutes before he arrives.

The book will have been being edited (by Mohammad Bashir Zafari) for ten days.

---

## Structure of Future Perfect Progressive Tense

### a. Positive structure:

**S + will + have + been + being + Past Participle + Agent +.**

The car will have been being fixed for 3 hours (by me) when you come.

The turban will have been being sewed (by her) for 30 minutes before he arrives.

The book will have been being edited (by Mohammad Bashir Zafari) for ten days.

### b. Negative Structure:

**S + will + not + have + been + being + Past Participle + Agent +.**

The car will not have been being fixed for 3 hours (by me) when you come.

The turban will not have been being sewed (by her) for 30 minutes before he arrives.

The book will not have been being edited (by Mohammad Bashir Zafari) for ten days.

### c. Interrogative structure:

**Will + S + have + been + being + Past Participle + Agent +?**

Will the car have been being fixe (by me) for 3 hours when you come?

Will the turban have been being sewed (by her) for 30 minutes before he arrives?

Will the book have been being edited (by Mohammad Bashir Zafari) for ten days?

**d. Negative Interrogative Structure:**

**Will + not + S + have + been + being + Past Participle + Agent +?**

Won't the car have been being fixed (by me) for 3 hours when you come?

Won't the turban have been being sewed (by her) for 30 minutes before he arrives?

Won't the book have been being edited (by Mohammad Bashir Zafari) for ten days?

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## Questions regarding Future Perfect Progressive Tense

- 1) What is the definition of future perfect progressive tense?
- 2) What is future perfect progressive tense used for?
- 3) How are written the positive and negative sentences of this tense?
- 4) How many helping verbs do this tense contain?
- 5) How is positive sentence formed?
- 6) How is interrogative sentence formed?
- 7) What is the contracted form 'will have been'?
- 8) Do we use future perfect progressive tense for progressive or completed action which will occur before another action in the future?
- 9) Do we use helping verbs for positive sentences in future perfect progressive tense?
- 10) What are the usages of future perfect progressive tense?
- 11) Can you explain the rules of adding 'ing' used for future perfect progressive tense?
- 12) Could we use future perfect progressive tense for state and existence before another action in the future?
- 13) Why do we use future perfect progressive tense?
- 14) What is the alteration (difference) between active voice and passive voice of this tense?

---

## Exercise of Future Perfect Progressive Tense

### 1) Fill in the blanks:

My computer \_\_\_\_\_ have been being used by him.

This book will've \_\_\_\_\_ being edited by Zafari.

That room will have been \_\_\_\_\_ painted by them.

Will the hall \_\_\_\_\_ cleaned by us for 2 hours?

The border will \_\_\_\_\_ have been being protected by us.

A car will have been being driven \_\_\_ him for a month.

### 2) Decide on the right word:

[ Pashto will (have / has) been being taught by our  
teacher for two weeks when you attend the class.

Urdu language will have (been / be) being taught.

[ Will the flower (have been / has been) being watered  
by her mother for three months?

[ Everyone will (have / had) been being precluded for  
15 days before we arrive there.

My car (will've / will.be) been being driven by Himat



# Part 5

## Reported Tenses (Active Voice)

## Part 5: Reported Tenses (Active Voice)

It is a natural phenomenon that we report and broadcast someone's speech to someone else, so to do this we should have a form or format for this type of speech which is called reported or (quoted) speech.

**Unreported Speech** (*'A' is talking, and 'B' is listening*).

**A:** I write a letter every day.

**A:** She went to school.

**A:** I will help him.

**A:** He is reading a book.

**A:** You are playing football.

Suppose that the (A) is (Himat), and he talked to me or gave information like the above. Now, I want to tell his (A's or Himat's) words or talks to my another friend. Whenever (A) talked to me, its words were in 'Unreported Speech', and if I want to convey (A's) words to another person, this time the words will be in 'Reported Speech'.

**Reported Speech** ('B' is saying the words of 'A' (who is absent now) to 'C')

**B:** Himat said, "I write a letter every day."

Or, Himat said (that) he wrote a letter every day.

**B:** Himat said, "She went to school."

Or, Himat said (that) she had gone to school.

**B:** Himat said, "I will help him."

Or, Himat said (that) he would help him.

**B:** Himat said, "He was reading a book."

Or, Himat said (that) he had been reading a book.

**B:** Himat said: "You are playing football!"

Or, Himat said (that) I was playing football.

Once again, pay very deep attention to the above sentences illustrating that (A) was talking to (B), and (B) was listening carefully. When the (A) and (B) separated, the (B) started telling the (A's) words to (C). Therefore, we can say when we tell someone's words to someone else, this process of talking is known as 'reported speech'.

### What is Reported Speech?

When we report or broadcast someone's speech to someone else, this kind of speech is entitled reported speech.

E.g.

Hamid said, "**I am a teacher.**"

Hakim said, "**I love playing cricket.**"

Nasib said, "**We are brothers.**"

Himat said, "**Misal is my oldest brother!**"

In above sentences, (Hamid, Hakim, Nasib and Himat) are reporters, and the **bolded** sentences are other's people speeches.

### What is Quoted Speech?

When we report or broadcast someone's speech to someone else, this kind of speech is entitled reported speech.

E.g.

Hamid said, "**I am a teacher.**"

Hakim said, "**I love playing cricket.**"

Nasib said, "**We are brothers.**"

Himat said, "**Misal is my oldest brother!**"

## What is Direct Speech?

The exact and precise words, which can be reported by someone else, of a person are called to be direct speech. In other word, when we want to report someone's talks with no change in structure or words, these talks are to be in direct speech.

E.g.

Hamid said, "**I am a teacher.**"

Hakim said, "**I love playing cricket.**"

Nasib said, "**We are brothers.**"

Himat said, "**Misal is my oldest brother!**"

In above lines, the **bolded** sentences are the exact words of the people who have said the words.

## What is Indirect Speech?

When we report someone's words to someone else in our own words and different structure, these words are to be indirect speech.

### Direct

- ↕
- ✎ Nasib said, "**I am a teacher.**"
  - ✎ Himat said, "**I love playing cricket.**"

### Indirect

- ✎ Nasib said (that) he was a teacher.
- ✎ Himat said (that) he loved playing cricket.

## What is Position of Comma in Reported Speech?

A comma must be put at the end of the reported verb (*reported verbs are those which can introduce reported speech.*)).

E.g.

Hamid **said**, "I am a teacher."

Hakim **said**, "I love playing cricket."

Nasib **said**, "We are brothers."

Himat **said**, "Misal is my oldest brother!"

In above cases, (**said**) is a reported verb which is preceded by a **comma**.

### What is Substitute for Comma?

Sometimes, we can put a colon (: ) instead of comma ( , ).

E.g.

Hamid said: "I am a teacher."

Hakim said: "I love playing cricket."

Nasib said: "We are brothers."

Himat said: "Misal is my oldest brother!"

### What are Quotation Marks?

The two inverted marks ("..."), which can encompass the reported speech are called, 'quotation marks.

E.g.

Hamid said, "I am a teacher."

Hakim said, "I love playing cricket."

Nasib said, "We are brothers."

Himat said, "Misal is my oldest brother!"

### Quotation means Inverted Commas

Sometimes, quotation marks are called inverted commas as well.

### Position of Punctuation Points in Reported Speech

The punctuation points which form a big discuss in writhing can be put inward the quotation marks or inverted commas.

E.g.

Hamid said, "I am a teacher."

Hakim said, "What is your name?"

Nasib said, "We are brothers."

Himat said, "Misal is my oldest brother!"

- |    |     |
|----|-----|
| 1. | (.) |
| 2. | (?) |
| 3. | (.) |
| 4. | (!) |

### What is Reported Verb?

The verb which has the ability and capacity to introduce the reported speech is known as reported verb.

E.g.

Hamid **told** me, "I am a teacher."

Doctor **suggested** me, "You should not smoke."

Nasib **said**, "We are brothers."

Himat **requested**, "I need help!"

### Capitalization in Reported Speech

The first letter of reported speech must be capital. In other words, the letter which is immediately followed by first quotation mark must be capitalized.

E.g.

Hamid told me, "**I** am a teacher."

Doctor suggested me, "**Y**ou should not smoke."

Nasib said, "**W**e are brothers."

Himat requested, "**I** need help!"

---

### Structure for Direct & Indirect Reported Speech

There is a world of difference between the structure of 'direct' and 'indirect' speech, so firstly, it is very significant to understand about this difference.

#### In Direct Speech:

- The exact words of the speaker are used.

E.g.

He said, "**I am a doctor.**"

- The words quoted must be put within quotation marks or inverted commas.

E.g.

Himat said, “She is a well-known teacher around here.”

- The foremost and first letter of a quotation must constantly begin with a capital letter.

E.g.

Doctor suggest me, “**Y**ou should not smoke!”

- After reported verbs or object, there must be a comma (,) or a colon (:).

E.g.

She told to him: “I love you!”

He said, “I love you too!”



### In Indirect Speech:

- The reported speech is not put within inverted commas.

E.g.

She told to him (that) she loved him.

He told to her (that) he loved her too.

- The reported speech (*Exception: if the subject is a proper noun*) does not begin with a ‘capital letter.

E.g.

She told to him (that) she loved him.

He told to her (that) he loved her too.

She told to him (that) ~~She~~ loved him.

He told to her (that) ~~He~~ loved her too.

## Reported Tenses (Active Voice)

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- The word (that) is put before indirect speech. BUT it is optional; you can remove it as well.

E.g.

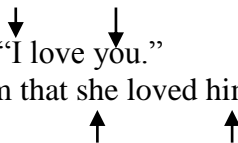
She told to him (**that**) she loved him.

He told to her he loved her too.

- The subject and object can be changed in indirect speech to an appropriate and fitting subject and object.

**Direct:** She told to him, "I love you."

**Indirect:** She told to him that she loved him.



- The tense in indirect speech is changed to another suitable tense.

E.g.

**Direct:** She told to him, "I love you." (Present Simple)

**Indirect:** She told to him that she loved him. (Past Simple)

---

### An Essential Reminder

In reported speech, the direct speech's tense cannot be changed to another tense; however, the indirect speech's tense can be changed to an appropriate tense.

In other words, when we report someone's speech directly, we cannot change the speech's tense, but when we report or broadcast someone's speech indirectly, we can change the tense to another appropriate tense.



**Direct Reported Speech**

**E.g.**

He said, “She goes to school.”

**Indirect Reported Speech**

**E.g.**

He said (that) she went to school.

## **Division of Reported Tenses (Active Voice)**

Reported tenses (in Active Voice) are generally divided into three parts:

### **Present Tense**

- Present Simple Tense
- Present Progressive Tense
- Present Perfect Tense
- Present Perfect Progressive Tense

### **Past Tense**

- Past Simple Tense
- Past Progressive Tense
- Past Perfect Tense
- Past Perfect Progressive Tense

### **Future Tense**

- Future Simple Tense
- Future Progressive Tense
- Future Perfect Tense
- Future Perfect Progressive Tense

Now, each tense is discussed separately with full details:

## List of Changeable Tenses (Reported Speech (Active Voice))

- Present Simple → Past Simple
- Present Progressive → Past Progressive
- Present Perfect → Past Perfect
- Present Perfect Progressive → Past Perfect Progressive
- Past Simple → Past Perfect
- Past Progressive → Past Perfect Progressive
- Past Perfect → Past Perfect
- Past Perfect Progressive → Past Perfect Progressive
- Future Simple → Would + V1
- Future Progressive → Would + be + V-ing
- Future Perfect → Would + have + Past Participle
- Future Perfect Progressive → Would + have + been + V-ing

## List of Changeable Time & Place Expressions

- ☞ Today → That Day
- ☞ Yesterday → The Day Before
- ☞ The Day Before Yesterday → Two Days Before
- ☞ Tomorrow → The Next Day / The Following Day
- ☞ The Day After Tomorrow → In Two Days' Time
- ☞ Next Week → The Following Week
- ☞ Next Year → The Following Year
- ☞ Next Month → The Following Month
- ☞ Last Week → The Previous Week
- ☞ Last Month → The Previous Month
- ☞ Last Year → The Previous Year

## Present Simple Tense

This tense is used to show an action which happens regularly, habitually; it is used for general fact as well.

### The Key Point

Present Simple **Changes** to Past Simple

#### **Unreported Speech**

I go to school.

She is a student.

You are my father.

#### **Reported Speech (Direct)**

He said, "I go to school."

Hamid told me, "She is a student."

They said, "You are our father."

#### **Reported Speech (Indirect)**

He said (that) he went to school.

Hamid told me (that) she was a student.

They said (that) I was their father.

## Four structures of Present Simple Tense



### For Action

This structure is used to show the action which is produced by the subject of the sentence.

#### Positive structure:

**UN.R.S:** She eats an apple.

**R.S.D:** He said, "She eats an apple."

**R.S.I:** He said (that) she ate an apple.

#### Negative Structure:

**UN.R.S:** She does not eat an apple.

**R.S.D:** He said, "She does not eat an apple."

**R.S.I:** He said (that) she did not eat an apple.

#### Interrogative structure:

**UN.R.S:** Does she eat an apple?

**R.S.D:** He said, "Does she eat an apple?"

**R.S.I:** He wanted to know if / whether she ate an apple.

### **Negative Interrogative Structure:**

**UN.R.S:** Doesn't she eat an apple?

**R.S.D:** He said, "Doesn't she eat an apple?"

**R.S.I:** He said if / whether not she ate an apple.

### **For State**

This structure is used to show state in which the subject of the sentence is. Or how the subject looks.

### **A. Positive structure:**

**UN.R.S:** She is happy.

**R.S.D:** He said, "She is happy."

**R.S.I:** He said (that) she was happy.

### **B. Negative Structure:**

**UN.R.S:** She is not happy.

**R.S.D:** He said, "She is not happy."

**R.S.I:** He said (that) she was not happy.

### **C. Interrogative structure:**

**UN.R.S:** Is she happy?

**R.S.D:** He said, "Is she happy?"

**R.S.I:** He said if / whether she was happy.

### **D. Negative Interrogative Structure:**

**UN.R.S:** Isn't she happy?

**R.S.D:** He said, "Isn't she happy?"

**R.S.I:** He said if / whether not she was happy.

 **For Existence and presence**

### **A. Positive structure:**

**UN.R.S:** I am at Paktika University.

**R.S.D:** Himat said, "I am at Paktika University."

**R.S.I:** Himat told to me (that) he was at Paktika University.

### **B. Negative Structure:**

**UN.R.S:** I am not at Paktika University.

**R.S.D:** Himat said, "I am not at Paktika University."

**R.S.I:** Himat told to me (that) he was not at Paktika University.

### **C. Interrogative structure:**

**UN.R.S:** Am I at Paktika University.

**R.S.D:** Himat said, "Am I at Paktika University?"

**R.S.I:** Himat asked me if / whether he was at Paktika University.



### **D. Negative Interrogative Structure:**

**UN.R.S:** Am not I at Paktika University.

**R.S.D:** Himat said, “Am not I at Paktika University.”

**R.S.I:** Himat asked me if / whether not he was at Paktika University.

### **For Possession**

#### **A. Positive structure:**

**UN.R.S:** She has a friend.

**R.S.D:** He said, “She has a friend.”

**R.S.I:** He said (that) she had a friend.

#### **B. Negative Structure:**

**UN.R.S:** She has not a friend.

**R.S.D:** He said, “She has not a friend.”

**R.S.I:** He said (that) she had not a friend.

#### **C. Interrogative structure:**

**Have / Has + S + O +?**

**UN.R.S:** Has she a friend?

**R.S.D:** She asked me “Has she a friend?”

**R.S.I:** She wanted to know if / whether she had a friend.

**D. Negative Interrogative Structure:**

**UN.R.S:** Hasn't she a friend?

**R.S.D:** She asked me "Hasn't she a friend?"

**R.S.I** She wanted to know if / whether not she had a friend.

---

## Present Progressive Tense

Present progressive tense is used to show an action which is in progress at the moment of speaking.

### The Key Point

#### Present Progressive **Changes** to Past Progressive

##### **Unreported Speech**

I am going to school

She is eating an apple.

Your father is doing homework.

##### **Reported Speech (Direct)**

He said, "I am going to school."

Hamid told me, "I am going to school."

They said, "Your father is doing homework."

##### **Reported Speech (Indirect)**

He said (that) he was going to school.

Hamid told me (that) she was eating an apple.

They said (that) my father was doing homework.

## One Structure of Present Progressive Tense

### A. Positive structure:

**UN.R.S:** She is eating an orange.

**R.S.D:** He said, "She is eating an orange."

**R.S.I:** He said (that) she was eating an orange.

### B. Negative Structure:

**UN.R.S:** She is not eating an orange.

**R.S.D:** He said, "She is not eating an orange."

**R.S.I:** He said (that) she was not eating an orange.

### C. Interrogative structure:

**UN.R.S:** Is she eating an orange?

**R.S.D:** She asked me "Is she eating an orange?"

**R.S.I:** She wanted to know if / whether she was eating an apple.

### D. Negative Interrogative Structure:

**UN.R.S:** Isn't she eating an orange?

**R.S.D:** She asked me "Isn't she eating an orange?"

**R.S.I:** She wanted to know if / whether not she was eating an orange?

## **Present Perfect Tense**

Present perfect tense is used in two ways:

### **With (For & Since):**

If 'for' or 'since' is used in the sentence of present perfect tense, that action has started in a definite time the past and continued to the present time; in addition, it may or may not continue to the future time.

#### **E.g.**

I have gone to Kabul for ten years.

She has been in England since 2001.

You have stayed there for two months.

He has bought this house for 5 years.

### **Without (For & Since):**

If 'for' or 'since' is not used in the sentence of present perfect tense, that action has started in unspecific time in the past and finished in the past as well.

#### **E.g.**

I have gone to Kabul.

She has been to England.

I have been to Iran and Pakistan.

You have stayed there once upon a time.

### The Key Point

#### Present Perfect **Changes** to Past Perfect

##### **Unreported Speech**

I have gone to school.  
She has eaten an apple.  
Your father has done homework.

##### **Reported Speech (Direct)**

He said, "I have gone to school."  
Hamid told me, "She has eaten an apple."  
They said, "Your father has done homework."

##### **Reported Speech (Indirect)**

He said (that) he had gone to school.  
Hamid told me (that) she had eaten an apple.  
They said (that) my father had done homework.

## Four structures of Present Simple Tense

### For Action

This structure is used to show the action which is produced by the subject of the sentence.

#### Positive structure:

**UN.R.S:** She has eaten an apple.

**R.S.D:** He said, "She has eaten an apple."

**R.S.I:** He said (that) she had eaten an apple.

#### Negative Structure:

**UN.R.S:** She has not eaten an apple.

**R.S.D:** He said, "She has not eaten an apple."

**R.S.I:** He said (that) she had not eaten an apple.

#### Interrogative structure:

**UN.R.S:** Has she eaten an apple?

**R.S.D:** He said, "Has she eaten an apple?"

**R.S.I:** He wanted to know if / whether she had eaten an apple.

### **Negative Interrogative Structure:**

**UN.R.S:** Hasn't she eaten an apple?

**R.S.D:** He said, "Hasn't she eaten an apple?"

**R.S.I:** He said if / whether not she had eaten an apple.

### **For State**

This structure is used to show state in which the subject of the sentence is. Or how the subject looks.

### **E. Positive structure:**

**UN.R.S:** She has been happy.

**R.S.D:** He said, "She has been happy."

**R.S.I:** He said (that) she had been happy.

### **F. Negative Structure:**

**UN.R.S:** She has not been happy.

**R.S.D:** He said, "She has not been happy."

**R.S.I:** He said (that) she had not been happy.

### **G. Interrogative structure:**

**UN.R.S:** Has she been happy?

**R.S.D:** He said, "Has she been happy?"

**R.S.I:** He said if / whether she had been happy.



### **H. Negative Interrogative Structure:**

**UN.R.S:** Hasn't she been happy?

**R.S.D:** He said, "Hasn't she been happy?"

**R.S.I:** He said if / whether not she had been happy.

### **For Existence and presence**

### **E. Positive structure:**

**UN.R.S:** I have been at Paktika university.

**R.S.D:** Himat said, "I have been at Paktika university."

**R.S.I:** Himat told to me (that) he had been at Paktika university.

### **F. Negative Structure:**

**UN.R.S:** I have not been at Paktika university.

**R.S.D:** Himat said, "I have not been at Paktika university."

**R.S.I:** Himat told to me (that) he had not been at Paktika university.

### **G. Interrogative structure:**

**UN.R.S:** Have I been at Paktika university?

**R.S.D:** Himat said, "Have I been at Paktika university?"

**R.S.I:** Himat asked me if / whether he had been at Paktika university.

### H. Negative Interrogative Structure:

**UN.R.S:** Haven't I been at Paktika university?

**R.S.D:** Himat said, "Haven't I been at Paktika university?"

**R.S.I:** Himat asked me if / whether not he had been at Paktika university.

### For Possession

### E. Positive structure:

**UN.R.S:** She has had a friend.

**R.S.D:** He said, "She has had a friend."

**R.S.I:** He said (that) she had had a friend.

### F. Negative Structure:

**UN.R.S:** She has not had a friend.

**R.S.D:** He said, "She has not had a friend."

**R.S.I:** He said (that) she had not had a friend.

### G. Interrogative structure:

**UN.R.S:** Has she had a friend?

**R.S.D:** She asked me "Has she had a friend?"

**R.S.I:** She wanted to know if / whether she had had a friend.

**H. Negative Interrogative Structure:**

**UN.R.S:** Hasn't she had a friend?

**R.S.D:** She asked me "Hasn't she had a friend?"

**R.S.I** She wanted to know if / whether not she had had a friend.

## Present Perfect Progressive Tense

Present perfect progressive tense is used to show an action which started in the past specific time and continues to the present. The action may or may not continue to the future as well.

### The Key Point

Present Perfect Progressive **Changes** to Past Perfect Progressive

#### **Unreported Speech**

I have been working here.

She has been attending this course.

We have been building this building.

#### **Reported Speech (Direct)**

He said, "I have been working here.

Hamid told me, "She has been attending this course."

They said, "We have been building this building.

#### **Reported Speech (Indirect)**

He said (that) he had been working there.

Hamid told me (that) she had been attending that course.

They said (that) they had been building that building.

## One Structure of Present Progressive Tense

### E. Positive structure:

**UN.R.S:** She has been living in US.

**R.S.D:** He said, "She has been living in US."

**R.S.I:** He said (that) she had been living in US.

### F. Negative Structure:

**UN.R.S:** She has not been living in US.

**R.S.D:** He said, "She has not been living in US."

**R.S.I:** He said (that) she had not been living in US.

### G. Interrogative structure:

**UN.R.S:** Has she been living in US?

**R.S.D:** She asked me "Has she been living in US?"

**R.S.I:** She wanted to know if / whether she had been living in US.

### H. Negative Interrogative Structure:

**UN.R.S:** Hasn't she been living in US?

**R.S.D:** She asked me "Hasn't she been living in US?"

**R.S.I:** She wanted to know if / whether not she had been living in US.

## Past Simple Tense

This tense is used to show an action which is started and completed in a specific time in the past.

### The Key Point

#### Past Simple **Changes** to Past Perfect

##### **Unreported Speech**

I went to school.

She ate an apple.

Your father died in 2018.

##### **Reported Speech (Direct)**

He said, "I went to school."

Hamid told me, "She ate an apple."

They said, "Your father died in 2018."

##### **Reported Speech (Indirect)**

He said (that) he had gone to school.

Hamid told me (that) she had eaten an apple.

They said (that) my father had died in 2018.

## Four structures of Present Simple Tense



### For Action

This structure is used to show the action which is produced by the subject of the sentence.

#### Positive structure:

**UN.R.S:** She ate an apple.

**R.S.D:** He said, "She ate an apple."

**R.S.I:** He said (that) she had eaten an apple.

#### Negative Structure:

**UN.R.S:** She did not eat an apple.

**R.S.D:** He said, "She did not eat an apple."

**R.S.I:** He said (that) she had not eaten an apple.

#### Interrogative structure:

**UN.R.S:** Did she eat an apple?

**R.S.D:** He said, "Did she eat an apple?"

**R.S.I:** He wanted to know if / whether she had eaten an apple.

#### Negative Interrogative Structure:

**UN.R.S:** Didn't she eat an apple?

**R.S.D:** He said, "Didn't she eat an apple?"

**R.S.I:** He wanted to know if / whether not she had eaten an apple.

 **For State**

This structure is used to show state in which the subject of the sentence is. Or how the subject looks.

**I. Positive structure:**

**UN.R.S:** She was happy.

**R.S.D:** He said, "She was happy."

**R.S.I:** He said (that) she had been happy.

**J. Negative Structure:**

**UN.R.S:** She was not happy.

**R.S.D:** He said, "She was not happy."

**R.S.I:** He said (that) she had not been happy.

**K. Interrogative structure:**

**UN.R.S:** Was she happy?

**R.S.D:** He said, "Was she happy?"

**R.S.I:** He said if / whether she had been happy.

**L. Negative Interrogative Structure:**

**UN.R.S:** Wasn't she happy?

**R.S.D:** He said, "Wasn't she happy?"

**R.S.I:** He said if / whether not she had been happy.



 **For Existence and presence**

**I. Positive structure:**

**UN.R.S:** I was at Paktika university.

**R.S.D:** Himat said, "I was at Paktika university."

**R.S.I:** Himat told to me (that) he had been at Paktika university.

**J. Negative Structure:**

**UN.R.S:** I was not at Paktika university.

**R.S.D:** Himat said, "I was not at Paktika university."

**R.S.I:** Himat told to me (that) he had not been at Paktika university.

**K. Interrogative structure:**

**UN.R.S:** Was I at Paktika university?

**R.S.D:** Himat said, "Was I at Paktika university?"

**R.S.I:** Himat asked me if / whether he had been at Paktika university.

**L. Negative Interrogative Structure:**

**UN.R.S:** Wasn't I at Paktika university?

**R.S.D:** Himat said, "Wasn't I at Paktika university?"

**R.S.I:** Himat asked me if / whether not he had been at Paktika university.

 **For Possession**

**I. Positive structure:**

**UN.R.S:** She had a friend.

**R.S.D:** He said, “She had a friend.”

**R.S.I:** He said (that) she had had a friend.

**J. Negative Structure:**

**UN.R.S:** She had not a friend.

**R.S.D:** He said, “She had not a friend.”

**R.S.I:** He said (that) she had not had a friend.

**K. Interrogative structure:**

**UN.R.S:** Had she a friend?

**R.S.D:** She asked me “Had she a friend?”

**R.S.I:** She wanted to know if / whether she had had a friend.

**L. Negative Interrogative Structure:**

**UN.R.S:** Hadn't she a friend?

**R.S.D:** She asked me “Hadn't she a friend?”

**R.S.I:** She wanted to know if / whether not she had had a friend.

## Past Progressive Tense

Past progressive tense is used to show an action which was in progress at some specific time in the past.

### The Key Point

#### Past Progressive **Changes** to Past Perfect Progressive

##### **Unreported Speech**

I was working here.

She was carrying a bag.

We were building a building.

##### **Reported Speech (Direct)**

He said, "I was working here."

Hamid told me, "She was carrying a bag."

They said, "We were building a building."

##### **Reported Speech (Indirect)**

He said (that) he had been working there.

Hamid told me (that) she had been carrying a bag.

They said (that) they had been building that building.

---

## One Structure of Present Progressive Tense

### I. Positive structure:

**UN.R.S:** She was reading a book.

**R.S.D:** He said, "She was reading a book."

**R.S.I:** He said (that) she had been reading a book.

### J. Negative Structure:

**UN.R.S:** She was not reading a book.

**R.S.D:** He said, "She was not reading a book."

**R.S.I:** He said (that) she had not been reading a book.

### K. Interrogative structure:

**UN.R.S:** Was she reading a book?

**R.S.D:** She asked me "Was she reading a book?"

**R.S.I:** She wanted to know if / whether she had been reading a book?

### L. Negative Interrogative Structure:

**UN.R.S:** Wasn't she reading a book?

**R.S.D:** She asked me "Wasn't she reading a book?"

**R.S.I:** She wanted to know if / whether not she had been reading a book?

## Past Perfect Tense

Past perfect tense is used to show an action which was completed before another action in the past.

### The Key Point

#### Past Perfect **Changes** to Past Perfect

**Memorandum:** Past perfect's structure remains changeless; however, the adverbs of place are changed.

#### ■ Unreported Speech

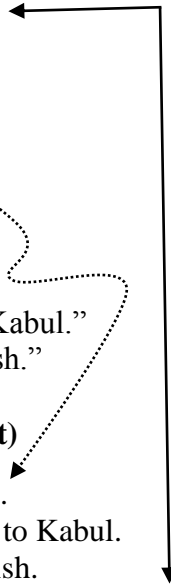
I had worked **here**.  
She had gone to Kabul.  
You had spoken English.

#### ■ Reported Speech (Direct)

He said, "I had worked here."  
Hamid told me, "She had gone to Kabul."  
They said, "You had spoken English."

#### ■ Reported Speech (Indirect)

He said (that) he had worked **there**.  
Hamid told me (that) she had gone to Kabul.  
They said (that) I had spoken English.



## Four structures of Present Simple Tense



### For Action

This structure is used to show the action which is produced by the subject of the sentence.

#### Positive structure:

**UN.R.S:** She had eaten an apple.

**R.S.D:** He said, "She had eaten an apple."

**R.S.I:** He said (that) she had eaten an apple.

#### Negative Structure:

**UN.R.S:** She had not eaten an apple.

**R.S.D:** He said, "She had not eaten an apple."

**R.S.I:** He said (that) she had not eaten an apple.

#### Interrogative structure:

**UN.R.S:** Had she eaten an apple?

**R.S.D:** He said, "Had she eaten an apple?"

**R.S.I:** He wanted to know if / whether she had eaten an apple.

### **Negative Interrogative Structure:**

**UN.R.S:** Hadn't she eaten an apple?

**R.S.D:** He said, "Hadn't she eaten an apple?"

**R.S.I:** He wanted to know if / whether not she had eaten an apple.

### **For State**

This structure is used to show state in which the subject of the sentence is. Or how the subject looks.

### **Positive structure:**

**UN.R.S:** She had been happy.

**R.S.D:** He said, "She had been happy."

**R.S.I:** He said (that) she had been happy.

### **Negative Structure:**

**UN.R.S:** She had not been happy.

**R.S.D:** He said, "She had not been happy."

**R.S.I:** He said (that) she had not been happy.

### **Interrogative structure:**

**UN.R.S:** Had she been happy?

**R.S.D:** He said, "Had she been happy?"

**R.S.I:** He said if / whether she had been happy.

### Negative Interrogative Structure:

**UN.R.S:** Hadn't she been happy?

**R.S.D:** He said, "Hadn't she been happy?"

**R.S.I:** He said if / whether not she had been happy.

### For Existence and presence

#### **M. Positive structure:**

**UN.R.S:** I had been at Paktika university.

**R.S.D:** Himat said, "I had been at Paktika university."

**R.S.I:** Himat told to me (that) he had been at Paktika university.

#### **N. Negative Structure:**

**N.R.S:** I had not been at Paktika university.

**R.S.D:** Himat said, "I had not been at Paktika university."

**R.S.I:** Himat told to me (that) he had not been at Paktika university.

#### **O. Interrogative structure:**

**UN.R.S:** Had I been at Paktika university?

**R.S.D:** Himat said, "Had I been at Paktika university?"

**R.S.I:** Himat asked me if / whether he had been at Paktika university.



### **P. Negative Interrogative Structure:**

**UN.R.S:** Hadn't I been at Paktika university?

**R.S.D:** Himat said, "Hadn't I been at Paktika university?"

**R.S.I:** Himat asked me if / whether not he had been at Paktika university.

### **For Possession**

### **M. Positive structure:**

**UN.R.S:** She had had a friend.

**R.S.D:** He said, "She had had a friend."

**R.S.I:** He said (that) she had had a friend.

### **N. Negative Structure:**

**UN.R.S:** She had not had a friend.

**R.S.D:** He said, "She had not had a friend."

**R.S.I:** He said (that) she had not had a friend.

### **O. Interrogative structure:**

**UN.R.S:** Had she had a friend?

**R.S.D:** She asked me "Had she had a friend?"

**R.S.I:** She wanted to know if / whether she had had a friend.

**P. Negative Interrogative Structure:**

**UN.R.S:** Hadn't she had a friend?

**R.S.D:** She asked me "Hadn't she had a friend?"

**R.S.I** She wanted to know if / whether not she had had a friend.

## Past Perfect Progressive Tense

Past perfect progressive tense is used to show the duration of an action before another action in the past.

### The Key Point

Past Perfect Progressive **Changes** to Past Perfect Progressive

**Memorandum:** The structure of past perfect progressive cannot be changed, but it is remained changeless.

#### ■ Unreported Speech

I had been working here for five months.

She had been reading this book for ten hours.

We had been building this building for 2 years.

#### ■ Reported Speech (Direct)

He said, "I had been working here for five months."

Hamid told me, "She had been reading this book for ten hours."

They said, "We had been building this building for 2 years."

#### ■ Reported Speech (Indirect)

He said (that) he had been working there for five months.

Hamid told me (that) she had been reading that book for ten hours.

They said (that) they had been building that building for 2 years.

## One Structure of Present Progressive Tense

### Positive structure:

**UN.R.S:** She had been reading a book.

**R.S.D:** He said, “She had been reading a book.”

**R.S.I:** He said (that) she had been reading a book.

### Negative Structure:

**UN.R.S:** She had not been reading a book.

**R.S.D:** He said, “She had not been reading a book.”

**R.S.I:** He said (that) she had not been reading a book.

### Interrogative structure:

**UN.R.S:** Had she been reading a book?

**R.S.D:** She asked me “Had she been reading a book?”

**R.S.I:** She wanted to know if / whether she had been reading a book?

### Negative Interrogative Structure:

**UN.R.S:** Hadn't she been reading a book?

**R.S.D:** She asked me “Hadn't she been reading a book?”

**R.S.I:** She wanted to know if / whether not she had been reading a book?

## Future Simple Tense

This tense is used to show an action which is started and completed in a specific time in the past.

### The Key Point

Future Simple **Changes** to Would + Base form of verb

#### ■ Unreported Speech

I will work tomorrow.

She will come next week.

You will lose the match the next year.

#### ■ Reported Speech (Direct)

He said, "I will work tomorrow."

Hamid told me, "She will come next week."

They said, "You will lose the match the next year."

#### ■ Reported Speech (Indirect)

He said (that) he would work the next day.

Hamid told me (that) she would come the following week.

They said (that) I would lose the match the following year.

## Four structures of Present Simple Tense

### For Action

This structure is used to show the action which is produced by the subject of the sentence.

#### Positive structure:

**UN.R.S:** She will eat an apple.

**R.S.D:** He said, “She will eat an apple.”

**R.S.I:** He said (that) she would eat an apple.

#### Negative Structure:

**UN.R.S:** She will not eat an apple.

**R.S.D:** He said, “She will not eat an apple.”

**R.S.I:** He said (that) she would not eat an apple.

#### Interrogative structure:

**UN.R.S:** Will she eat an apple?

**R.S.D:** He said, “Will she eat an apple?”

**R.S.I:** He wanted to know if / whether she would eat an apple.

### **Negative Interrogative Structure:**

**UN.R.S:** Won't she eat an apple?

**R.S.D:** He said, "Won't she eat an apple?"

**R.S.I:** He wanted to know if / whether not she would eat an apple.

### **For State**

This structure is used to show state in which the subject of the sentence is. Or how the subject looks.

### **M. Positive structure:**

**UN.R.S:** She will be happy.

**R.S.D:** He said, "She will be happy."

**R.S.I:** He said (that) she would be happy.

### **N. Negative Structure:**

**UN.R.S:** She will not be happy.

**R.S.D:** He said, "She will not be happy."

**R.S.I:** He said (that) she would not be happy.

### **O. Interrogative structure:**

**UN.R.S:** Will she be happy?

**R.S.D:** He said, "Will she be happy?"

**R.S.I:** He said if / whether she would be happy.

### **P. Negative Interrogative Structure:**

**UN.R.S:** Won't she be happy?

**R.S.D:** He said, "Won't she be happy?"

**R.S.I:** He said if / whether not she would be happy.

### **For Existence and presence**

### **Q. Positive structure:**

**UN.R.S:** I will be at Paktika university.

**R.S.D:** Himat said, "I will be at Paktika university."

**R.S.I:** Himat told to me (that) he would be at Paktika university.

### **R. Negative Structure:**

**UN.R.S:** I will not be at Paktika university.

**R.S.D:** Himat said, "I will not be at Paktika university."

**R.S.I:** Himat told to me (that) he would not be at Paktika university.

### **S. Interrogative structure:**

**UN.R.S:** Will I be at Paktika university?

**R.S.D:** Himat said, "Will I be at Paktika university?"

**R.S.I:** Himat asked me if / whether he would be at Paktika university.



### **T. Negative Interrogative Structure:**

**UN.R.S:** Won't I be at Paktika university?

**R.S.D:** Himat said, "Won't I be at Paktika university?"

**R.S.I:** Himat asked me if / whether he would be at Paktika university.

### **For Possession**

### **Q. Positive structure:**

**UN.R.S:** She will have a friend.

**R.S.D:** He said, "She will have a friend."

**R.S.I:** He said (that) she would have a friend.

### **R. Negative Structure:**

**UN.R.S:** She will not have a friend.

**R.S.D:** He said, "She will not have a friend."

**R.S.I:** He said (that) she would not have a friend.

### **S. Interrogative structure:**

**UN.R.S:** Will she have a friend?

**R.S.D:** She asked me "Will she have a friend?"

**R.S.I:** She wanted to know if / whether she would have a friend.

**T. Negative Interrogative Structure:**

**UN.R.S:** Won't she have a friend?

**R.S.D:** She asked me "Won't she have a friend?"

**R.S.I** She wanted to know if / whether not she would have a friend.

## Future Progressive Tense

Past perfect progressive tense is used to show the duration of an action before another action in the past.

### The Key Point

Future Progressive **Changes** to Would + be + Base form of verb

#### **Unreported Speech**

I will be reading a book.  
She will be eating an apple.  
We will be running.

#### **Reported Speech (Direct)**

He said, "I will be reading a book."  
Hamid told me, "She will be eating an apple."  
They said, "We will be running."

#### **Reported Speech (Indirect)**

He said (that) he would be reading a book.  
Hamid told me (that) she would be eating an apple.  
They said (that) they would be running.

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## One Structure of Present Progressive Tense

### M. Positive structure:

**UN.R.S:** She will be reading a book.

**R.S.D:** He said, "She will be reading a book."

**R.S.I:** He said (that) she would be reading a book.

### N. Negative Structure:

**UN.R.S:** She will not be reading a book.

**R.S.D:** He said, "She will not be reading a book."

**R.S.I:** He said (that) she would not be reading a book.

### O. Interrogative structure:

**UN.R.S:** Will she be reading a book?

**R.S.D:** She asked me "Will she be reading a book?"

**R.S.I:** She wanted to know if / whether she would be running.

### P. Negative Interrogative Structure:

**UN.R.S:** Won't she be reading a book?

**R.S.D:** She asked me "Won't she be reading a book?"

**R.S.I:** She wanted to know if / whether not she would be running.

## Future Perfect Tense

Past perfect tense is used to show an action which was completed before another action in the past.

### The Key Point

Future Perfect **Changes** to **Would + have + Past Participle**

#### ■ Unreported Speech

I will have done homework.  
She will have come.  
You will have lost the match.

#### ■ Reported Speech (Direct)

He said, "I will have done homework."  
Hamid told me, "She will have come."  
They said, "You will have lost the match."

#### ■ Reported Speech (Indirect)

He said (that) he would have done homework.  
Hamid told me (that) she would have come.  
They said (that) I would have lost the match.

## Four structures of Present Simple Tense

### For Action

This structure is used to show the action which is produced by the subject of the sentence.

#### Positive structure:

**UN.R.S:** She will have eaten an apple.

**R.S.D:** He said, “She will have eaten an apple.”

**R.S.I:** He said (that) she would have eaten an apple.

#### Negative Structure:

**UN.R.S:** She will not have eaten an apple.

**R.S.D:** He said, “She will not have eaten an apple.”

**R.S.I:** He said (that) she would not have eaten an apple.

#### Interrogative structure:

**UN.R.S:** Will she have eaten an apple?

**R.S.D:** He said, “Will she have eaten an apple?”

**R.S.I:** He wanted to know if / whether she would have eaten an apple.

### **Negative Interrogative Structure:**

**UN.R.S:** Won't she have eaten an apple?

**R.S.D:** He said, "Won't she have eaten an apple?"

**R.S.I:** He wanted to know if / whether not she would have eaten an apple.

### **For State**

This structure is used to show state in which the subject of the sentence is. Or how the subject looks.

### **Q. Positive structure:**

**UN.R.S:** She will have been a doctor.

**R.S.D:** He said, "She will have been a doctor."

**R.S.I:** He said (that) she would have been a doctor.

### **R. Negative Structure:**

**UN.R.S:** She will not have been a doctor.

**R.S.D:** He said, "She will not have been a doctor."

**R.S.I:** He said (that) she would not have been a doctor.

### **S. Interrogative structure:**

**UN.R.S:** Will she have been a doctor?

**R.S.D:** He said, "Will she have been a doctor?"

**R.S.I:** He said if / whether she would have been a doctor.

### **T. Negative Interrogative Structure:**

**UN.R.S:** Won't she have been a doctor?

**R.S.D:** He said, "Won't she have been a doctor?"

**R.S.I:** He said if / whether not she would have been a doctor.

### **For Existence and presence**

### **U. Positive structure:**

**UN.R.S:** I will have been at Paktika university.

**R.S.D:** Himat said, "I will have been at Paktika university."

**R.S.I:** Himat told to me (that) he would have been at Paktika university.

### **V. Negative Structure:**

**UN.R.S:** I will not have been at Paktika university.

**R.S.D:** Himat said, "I will not have been at Paktika university."

**R.S.I:** Himat told to me (that) he would not have been at Paktika university.

### **W. Interrogative structure:**

**UN.R.S:** Will I have been at Paktika university?

**R.S.D:** Himat said, "Will I have been at Paktika university?"

**R.S.I:** Himat asked me if / whether he would have been at Paktika university.



### **X. Negative Interrogative Structure:**

**UN.R.S:** Won't I have been at Paktika university?

**R.S.D:** Himat said, "Won't I have been at Paktika university?"

**R.S.I:** Himat asked me if / whether not he would have been at Paktika university.

### **For Possession**

### **U. Positive structure:**

**UN.R.S:** She will have had a friend.

**R.S.D:** He said, "She will have had a friend."

**R.S.I:** He said (that) she would have had a friend.

### **V. Negative Structure:**

**UN.R.S:** She will not have had a friend.

**R.S.D:** He said, "She will not have had a friend."

**R.S.I:** He said (that) she would not have had a friend.

### **W. Interrogative structure:**

**UN.R.S:** Will she have had a friend?

**R.S.D:** She asked me "Will she have had a friend?"

**R.S.I:** She wanted to know if / whether she would have had a friend.

**X. Negative Interrogative Structure:**

**UN.R.S:** Won't she have had a friend?

**R.S.D:** She asked me "Won't she have had a friend?"

**R.S.I** She wanted to know if / whether not she would have had a friend.

## Future Perfect Progressive Tense

Future perfect progressive tense is used to show the duration of an action which will be progress before another action in the future.

### The Key Point

Future Perfect Progressive **Changes to** Would + have + been + V-ing

#### ■ Unreported Speech

I will have been reading a book for 6 months.

She will have been working.

We will have been running.

#### ■ Reported Speech (Direct)

He said, "I will have been reading a book for 6 months."

Hamid told me, "She will have been working."

They said, "We will have been running."

#### ■ Reported Speech (Indirect)

He said (that) he would have been reading a book for 6 months.

Hamid told me (that) she would have been working.

They said (that) they would have been running.

## One Structure of Present Progressive Tense

### Q. Positive structure:

**UN.R.S:** She will have been reading a book.

**R.S.D:** He said, "She will have been reading a book."

**R.S.I:** He said (that) she would have been reading a book.

### R. Negative Structure:

**UN.R.S:** She will not have been reading a book.

**R.S.D:** He said, "She will not have been reading a book."

**R.S.I:** He said (that) she would not have been reading a book.

### S. Interrogative structure:

**UN.R.S:** Will she have been reading a book?

**R.S.D:** She asked me "Will she have been reading a book?"

**R.S.I:** She wanted to know if / whether she would have been reading a book.

### T. Negative Interrogative Structure:

**UN.R.S:** Won't she have been reading a book?

**R.S.D:** She asked me "Won't she have been reading a book?"

**R.S.I:** She wanted to know if / whether not she would have been reading a book.

# Part 6

## Reported Tenses (Passive Voice)

## Part 6: Reported Tenses (Passive Voice)

It is a natural phenomenon that we report and broadcast someone's speech to someone else, so to do this we should have a form or format for this type of speech which is called reported or (quoted) speech.

**Unreported Speech** (*'A' is talking about something / someone, and 'B' is listening*).

**A:** A letter is written every day.

**A:** She is precluded by her husband.

**A:** He is helped.

**A:** Books are written by authors.

**A:** Football is played.

Suppose that the (A) is (Himat), and he talked about someone or something to me or gave information like the above. Now, I want to tell his (A's or Himat's) words or talks to my another friend. Whenever (A) talked to me, its words were in 'Unreported Speech', and if I want to convey (A's) words to another person, this time the words will be in 'Reported Speech'.

**Reported Speech** ('B' is saying the words of 'A' (who is absent now) to 'C')

**B:** Himat said, "A letter is written every day."

Or, Himat said (that) a letter was written every day.

**B:** Himat said, "She is precluded by her husband."

Or, Himat said (that) she was precluded by her husband.

**B:** Himat said, "He is helped."

Or, Himat said (that) he was helped.

**B:** Himat said, "Books are written by authors."

Or, Himat said (that) books were written by authors.

**B:** Himat said: "Football is played."

Or, Himat said (that) football was played.

### Reported Tenses (Passive Voice)

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Once again, pay very deep attention to the above sentences illustrating that (A) was talking about something or someone to (B), and (B) was listening carefully. When the (A) and (B) separated, the (B) started telling the (A's) words to (C). Therefore, we can say when we tell someone's words to someone else, this process of talking is known as 'reported speech'.

## **Division of Reported Tenses (Passive Voice)**

Reported tenses (in Passive Voice) are generally divided into three parts:

### **Present Tense**

- Present Simple Tense
- Present Progressive Tense
- Present Perfect Tense
- Present Perfect Progressive Tense

### **Past Tense**

- Past Simple Tense
- Past Progressive Tense
- Past Perfect Tense
- Past Perfect Progressive Tense

### **Future Tense**

- Future Simple Tense
- Future Progressive Tense
- Future Perfect Tense
- Future Perfect Progressive Tense

Now, each tense is discussed separately with full details:



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## List of Changeable Tenses (Reported Speech (Passive Voice))

- is / am / are + P.P → Was / Were + P. P
- is / am / are + being + P.P → Was / Were + being + P.P
- have / has + been + P.P → had + been + P.P
- has / have + been + being + P.P → had + been + being + P.P
- was / were + P.P → had + been + P.P
- was / were + being + P.P → had + been + being + P.P
- had + been + P.P → had + been + P.P
- had + been + being + P.P → had + been + being + P.P
- will + be + P.P → would + be + P.P
- will + be + being + P.P → Would + be + being + P.P
- will + have + been + P.P → Would + have + been + P.P
- will + have + been + being + P.P → Would + have + been +  
being + P.P

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## List of Changeable Time & Place Expressions

- ☞ Today → That Day
- ☞ Yesterday → The Day Before
- ☞ The Day Before Yesterday → Two Days Before
- ☞ Tomorrow → The Next Day / The Following Day
- ☞ The Day After Tomorrow → In Two Days' Time
- ☞ Next Week → The Following Week
- ☞ Next Year → The Following Year
- ☞ Next Month → The Following Month
- ☞ Last Week → The Previous Week
- ☞ Last Month → The Previous Month
- ☞ Last Year → The Previous Year

## Present Simple Tense

This tense is used to show an action which happens regularly, habitually.

### The Key Point

(is, am, are) + P. P → (was, were) + P. P

#### **Unreported Speech**

An apple is eaten.  
A computer is used.  
Cars are driven.

#### **Reported Speech (Direct)**

He said, "An apple is eaten."  
Hamid told me, "A computer is used."  
They said, "Cars are driven."

#### **Reported Speech (Indirect)**

He said (that) an apple was eaten.  
Hamid told me (that) a computer was used.  
They said (that) cars were driven.

## One structure of Present Simple Tense

### For Action

This structure is used to show the action which is received by the subject of the sentence.

#### ➔ Positive structure:

**UN.R.S:** An apple is eaten.

**R.S.D:** He said, "An apple is eaten."

**R.S.I:** He said (that) an apple was eaten.

#### ➔ Negative Structure:

**UN.R.S:** An apple is not eaten.

**R.S.D:** He said, "An apple is not eaten."

**R.S.I:** He said (that) an apple was not eaten.

#### ➔ Interrogative structure:

**UN.R.S:** Is an apple eaten?

**R.S.D:** He said, "Is an apple eaten?"

**R.S.I:** He wanted to know if / whether an apple was eaten.

**➔ Negative Interrogative Structure:**

**UN.R.S:** Isn't an apple eaten?

**R.S.D:** He said, "Isn't an apple eaten?"

**R.S.I:** He wanted to know if / whether not an apple was eaten.

## Present Progressive Tense

Present progressive tense is used to show an action which is in progress at the moment of speaking.

### The Key Point

(is, am, are) + being + P.P → (was, were) + being + P.P

#### **Unreported Speech**

An apple is being eaten.  
Books are being revised.  
Football is being played by you.

#### **Reported Speech (Direct)**

He said, "An apple is being eaten."  
Hamid told me, "Books are being revised."  
They said, "Football is being played by you."

#### **Reported Speech (Indirect)**

He said (that) an apple was being eaten.  
Hamid told me (that) books were being revised.  
They said (that) football was being played by us.

## One Structure of Present Progressive Tense

### ➔ Positive structure:

**UN.R.S:** An apple is being eaten.

**R.S.D:** He said, "An apple is being eaten."

**R.S.I:** He said (that) an apple was being eaten.

### ➔ Negative Structure:

**UN.R.S:** An apple is not being eaten.

**R.S.D:** He said, "An apple is not being eaten."

**R.S.I:** He said (that) an apple was not being eaten.

### ➔ Interrogative structure:

**UN.R.S:** Is an apple being eaten?

**R.S.D:** She asked me "Is an apple being eaten?"

**R.S.I:** She wanted to know if / whether an apple was being eaten.

### ➔ Negative Interrogative Structure:

**UN.R.S:** Isn't an apple being eaten?

**R.S.D:** She asked me "Isn't an apple being eaten?"

**R.S.I:** She wanted to know if / whether not an apple was being eaten.

## Present Perfect Tense

Present perfect tense is used to signal an action which is started and completed at some unspecified time recently. Or, the action may have started at a specific time in the past and continues to the present, may or may not continue to the future.

### The Key Point

(has / have) + been + P.P → (had) + been + P.P

#### **Unreported Speech**

Children have been killed.

My car has been stolen.

Himat's pen has been broken.

#### **Reported Speech (Direct)**

He said, "Children have been killed."

Hamid told me, "My car has been stolen."

They said, "Himat's pen has been broken."

#### **Reported Speech (Indirect)**

He said (that) children had been killed.

Hamid told me (that) his car had been stolen.

They said (that) Himat's pen had been broken.



## One structure of Present Perfect Tense

### For Action

This structure is used to show the action which is received by the subject of the sentence.

#### Positive structure:

**UN.R.S:** Children have been killed.

**R.S.D:** He said, "Children have been killed."

**R.S.I:** He said (that) children had been killed.

#### Negative Structure:

**UN.R.S:** Children have not been killed.

**R.S.D:** He said, "Children have not been killed."

**R.S.I:** He said (that) children had not been killed.

#### Interrogative structure:

**UN.R.S:** Have children been killed?

**R.S.D:** He said, "Have children been killed?"

**R.S.I:** He wanted to know if / whether children had been killed.

**✎ Negative Interrogative Structure:**

**UN.R.S:** Haven't children been killed?

**R.S.D:** He said, "Haven't' children been killed?"

**R.S.I:** He wanted to know if / whether not children had been killed.

## Present Perfect Progressive Tense

Present perfect progressive tense is used to show an action which started in the past specific time and continues to the present. The action may or may not continue to the future as well.

### The Key Point

Has + been + being + P.P → Had + been + being + P.P

#### **Unreported Speech**

My car has been being driven.  
This book has been being revised.  
Our buildings have been being painted.

#### **Reported Speech (Direct)**

He said, "My car has been being driven."  
Hamid told me, "This book has been being revised."  
They said, "Our buildings have been being painted."

#### **Reported Speech (Indirect)**

He said (that) his car had been being driven.  
Hamid told me (that) that book had been being revised.  
They said (that) their buildings had been being painted.

## One Structure of Present Perfect Progressive Tense

### ➔ Positive structure:

**UN.R.S:** My car has been being driven.

**R.S.D:** He said, "My car has been being driven."

**R.S.I:** He said (that) his car had been being driven.

### ➔ Negative Structure:

**UN.R.S:** My car has not been being driven.

**R.S.D:** He said, "My car has not been being driven."

**R.S.I:** He said (that) his car had not been being driven.

### ➔ Interrogative structure:

**UN.R.S:** Has my car been being driven?

**R.S.D:** She asked me "Has my car been being driven?"

**R.S.I:** She wanted to know if / whether her car had been being driven.

### ➔ Negative Interrogative Structure:

**UN.R.S:** Hasn't my car been being driven?

**R.S.D:** She asked me "Hasn't my car been being driven?"

**R.S.I:** She wanted to know if / whether not her car had been being driven.

## Past Simple Tense

This tense is used to show an action which is started and completed in a specific time in the past.

### The Key Point

(was, were) + P.P → had + been + P.P

#### ■ Unreported Speech

An apple was eaten.

A book was written.

Computer were counted.

#### ■ Reported Speech (Direct)

He said, "An apple was eaten."

Hamid told me, "A book was written."

They said, "Computers were counted."

#### ■ Reported Speech (Indirect)

He said (that) an apple had been eaten.

Hamid told me (that) a book had been written.

They said (that) computers had been written.

## One structure of Past Simple Tense

### For Action

This structure is used to show the action which is received by the subject of the sentence.

#### ➔ Positive structure:

**UN.R.S:** An apple was eaten.

**R.S.D:** He said, "An apple was eaten."

**R.S.I:** He said (that) an apple had been eaten.

#### ➔ Negative Structure:

**UN.R.S:** An apple was not eaten.

**R.S.D:** He said, "An apple was not eaten."

**R.S.I:** He said (that) an apple had not been eaten.

#### ➔ Interrogative structure:

**UN.R.S:** Was an apple eaten?

**R.S.D:** He said, "Was an apple eaten?"

**R.S.I:** He wanted to know if / whether an apple had been eaten.

**➔ Negative Interrogative Structure:**

**UN.R.S:** Wasn't an apple eaten?

**R.S.D:** He said, "Wasn't an apple eaten?"

**R.S.I:** He wanted to know if / whether not an apple had been eaten.

## Past Progressive Tense

Past progressive tense is used to show an action which was in progress at some specific time in the past.

### The Key Point

(was / were) + being + P.P → had + been + being + P.P

#### **Unreported Speech**

A letter was being written.

Mice were being killed by cats.

My room was being cleaned.

#### **Reported Speech (Direct)**

He said, "A letter was being written."

Hamid told me, "Mice were being killed by cats."

They said, "My room was being cleaned."

#### **Reported Speech (Indirect)**

He said (that) a letter had been being written.

Hamid told me (that) mice had been being killed by cats.

They said (that) his room had been being cleaned.



## One Structure of Past Progressive Tense

### ➔ Positive structure:

**UN.R.S:** A book was being read by me.

**R.S.D:** He said, "A book was being read by me."

**R.S.I:** He said (that) a book had been being read by him.

### ➔ Negative Structure:

**UN.R.S:** A book was not being read by me.

**R.S.D:** He said, "A book was not being read by me."

**R.S.I:** He said (that) a book had not been being read by him.

### ➔ Interrogative structure:

**UN.R.S:** Was a book being read by me?

**R.S.D:** She asked me "Was a book being read by me?"

**R.S.I:** She wanted to know if / whether a book had been being read by him.

### ➔ Negative Interrogative Structure:

**UN.R.S:** Wasn't a book being read by me?

**R.S.D:** She asked me "Wasn't a book being read by me?"

**R.S.I:** She wanted to know if / whether not a book had been being read by him.

## Past Perfect Tense

Past perfect tense is used to show an action which was completed before another action in the past.

### The Key Point

Had + been + P.P → Had + been + P.P

#### **Unreported Speech**

A book had been written.

A cat had been killed.

Many cars had been stolen.

#### **Reported Speech (Direct)**

He said, "A book had been written."

Hamid told me, "A cat had been killed."

They said, "Many cars had been stolen."

#### **Reported Speech (Indirect)**

He said (that) a book had been written.

Hamid told me (that) a cat had been killed.

They said (that) many cars had been stolen.

## One structure of Past Perfect Tense

### For Action

This structure is used to show the action which is received by the subject of the sentence.

#### ➔ Positive structure:

**UN.R.S:** Your car had been stolen.

**R.S.D:** He said, "Your car had been stolen."

**R.S.I:** He said (that) my car had been stolen.

#### ➔ Negative Structure:

**UN.R.S:** Your car had not been stolen.

**R.S.D:** He said, "Your car had not been stolen."

**R.S.I:** He said (that) my car had not been stolen.

#### ➔ Interrogative structure:

**UN.R.S:** Had your car been stolen?

**R.S.D:** He said, "Had your car been stolen?"

**R.S.I:** He wanted to know if / whether my car had been stolen.

**➔ Negative Interrogative Structure:**

**UN.R.S:** Hadn't your car been stolen?

**R.S.D:** He said, "Hadn't your car been stolen?"

**R.S.I:** He wanted to know if / whether not my car had been stolen.

## Past Perfect Progressive Tense

Past perfect progressive tense is used to show the duration of an action before another action in the past.

### The Key Point

Had + been + being + P.P → had + been + being + P.P

#### ■ Unreported Speech

Afghanistan had been being destroyed.  
Universities had been being renovated.  
People had been being sacrificed.

#### ■ Reported Speech (Direct)

He said, "Afghanistan had been being destroyed."  
Hamid told me, "Universities had been being renovated"  
They said, "People had been being sacrificed."

#### ■ Reported Speech (Indirect)

He said (that) AFG had been being destroyed.  
Hamid told me (that) universities had been being renovated.  
They said (that) people had been being sacrificed.

## One Structure of Past Perfect Progressive Tense

### ➔ Positive structure:

**UN.R.S:** A book had been being written by him.

**R.S.D:** He said, "A book had been being written by him."

**R.S.I:** He said (that) a book had been being written by him.

### ➔ Negative Structure:

**UN.R.S:** A book had not been being written by him.

**R.S.D:** He said, "A book had not been being written by him."

**R.S.I:** He said (that) a book had not been being written by him.

### ➔ Interrogative structure:

**UN.R.S:** Had a book been being written by him?

**R.S.D:** She asked me "Had a book been being written by him?"

**R.S.I:** She wanted to know if / whether a book had been being written by him.

### ➔ Negative Interrogative Structure:

**UN.R.S:** Hadn't a book been being written by him?

**R.S.D:** She asked me "Hadn't a book been being written by him?"

**R.S.I:** She wanted to know if / whether not a book had been being written by him.

## Future Simple Tense

This tense is used to show an action which is started and completed in a specific time in the past.

### The Key Point

Will + be + P.P → Would + be + P.P

#### ■ Unreported Speech

A book will be written by him.

This car will be washed by her.

The building will be painted.

#### ■ Reported Speech (Direct)

He said, "A book will be written by him."

Hamid told me, "This car will be washed by her."

They said, "The building will be painted."

#### ■ Reported Speech (Indirect)

He said (that) a book would be written by him.

Hamid told me (that) this car would be washed by her.

They said (that) the building would be painted.

## One structure of Future Simple Tense



### For Action

This structure is used to show the action which is received by the subject of the sentence.

#### ➔ Positive structure:

**UN.R.S:** An apple will be eaten.

**R.S.D:** He said, "An apple will be eaten."

**R.S.I:** He said (that) an apple would be eaten.

#### ➔ Negative Structure:

**UN.R.S:** An apple will not be eaten.

**R.S.D:** He said, "An apple will not be eaten."

**R.S.I:** He said (that) an apple would not be eaten.

#### ➔ Interrogative structure:

**UN.R.S:** Will an apple be eaten?

**R.S.D:** He said, "Will an apple be eaten?"

**R.S.I:** He wanted to know if / whether an apple would be eaten.



➔ **Negative Interrogative Structure:**

**UN.R.S:** Won't an apple be eaten?

**R.S.D:** He said, "Won't an apple be eaten?"

**R.S.I:** He wanted to know if / whether not an apple would be eaten.

## Future Progressive Tense

Future progressive tense is used to show an action which will be in progress at a specific time in the future.

### The Key Point

will + be + being + P.P → would + be + being + P.P

#### **Unreported Speech**

A book will be being read.  
Apples will be being eaten.  
Computers will be being used.

#### **Reported Speech (Direct)**

He said, "A book will be being read."  
Hamid told me, "Apples will be being eaten."  
They said, "Computers will be being used."

#### **Reported Speech (Indirect)**

He said (that) a book would be being read.  
Hamid told me (that) apples would be being eaten.  
They said (that) computers would be being used.

## One Structure of Present Progressive Tense

### ➔ Positive structure:

**UN.R.S:** A book will be being read.

**R.S.D:** He said, "A book will be being read."

**R.S.I:** He said (that) a book would be being read.

### ➔ Negative Structure:

**UN.R.S:** A book will not be being read.

**R.S.D:** He said, "A book will not be being read."

**R.S.I:** He said (that) a book would not be being read.

### ➔ Interrogative structure:

**UN.R.S:** Will a book be being read?

**R.S.D:** She asked me "Will a book be being read?"

**R.S.I:** She wanted to know if / whether a book would be being read.

### ➔ Negative Interrogative Structure:

**UN.R.S:** Won't a book be being read?

**R.S.D:** She asked me "Won't a book be being read?"

**R.S.I:** She wanted to know if / whether not a book would be being read.

## Future Perfect Tense

Future perfect tense is used to show an action which will have been completed before another action in the future.

### The Key Point

**Will + have + been + P.P → would + have + been + P.P**

#### **■ Unreported Speech**

The room will have been cleaned.

A car will have been washed.

People will have been invited.

#### **■ Reported Speech (Direct)**

He said, “The room will have been cleaned.”

Hamid told me, “A car will have been washed.”

They said, “People will have been invited.”

#### **■ Reported Speech (Indirect)**

He said (that) the room would have been cleaned.

Hamid told me (that) a car would have been washed.

They said (that) people would have been invited.

## One structure for Future Perfect Tense

### For Action

This structure is used to show the action which is received by the subject of the sentence.

#### ➔ Positive structure:

**UN.R.S:** The building will have been painted.

**R.S.D:** He said, "The building will have been painted."

**R.S.I:** He said (that) the building would have been painted.

#### ➔ Negative Structure:

**UN.R.S:** The building will not have been painted.

**R.S.D:** He said, "The building will not have been painted."

**R.S.I:** He said (that) the building would not have been painted.

#### ➔ Interrogative structure:

**UN.R.S:** Will the building have been painted?

**R.S.D:** He said, "Will the building have been painted?"

**R.S.I:** He wanted to know if / whether the building would have been painted.

➔ **Negative Interrogative Structure:**

**UN.R.S:** Won't the building have been painted?

**R.S.D:** He said, "Won't the building have been painted?"

**R.S.I:** He wanted to know if / whether not the building would have been painted.

## Future Perfect Progressive Tense

Future perfect progressive tense is used to show the duration of an action which will be progress before another action in the future.

### The Key Point

Will + have + been + being + P.P → would + have + been + being + P.P

#### **Unreported Speech**

A car will have been being fixed.

The book will have been being revised.

My computer will have been being used.

#### **Reported Speech (Direct)**

He said, "A car will have been being fixed."

Hamid told me, "The book will have been being revised."

They said, "My computer will have been being uses."

#### **Reported Speech (Indirect)**

He said (that) a car would have been being fixed.

Hamid told me (that) the book would have been being revised.

They said (that) his computer would have been being used.

## One Structure of Future Perfect Progressive Tense

### ➔ Positive structure:

**UN.R.S:** The room will have been being painted.

**R.S.D:** He said, “The room will have been being painted.”

**R.S.I:** He said (that) the room would have been being painted.

### ➔ Negative Structure:

**UN.R.S:** The room will not have been being painted.

**R.S.D:** He said, “The room will not have been being painted.”

**R.S.I:** He said (that) the room would not have been being painted.

### ➔ Interrogative structure:

**UN.R.S:** Will the room have been being painted?

**R.S.D:** She asked me “Will the room have been being painted?”

**R.S.I:** She wanted to know if / whether the room would have been being painted.



**➔ Negative Interrogative Structure:**

**UN.R.S:** Won't the room have been being painted?

**R.S.D:** She asked me "Won't the room have been being painted?"

**R.S.I** She wanted to know if / whether not the room would have been being painted.

# **Part 7**

# **Future Tenses in the Past**

## Part 7: Future Tenses in the Past

Future tenses in the past are used to show the actions which were intended and wished-for in the past (before now) that will occur in the future, but the actions did not occur until now. For these kind of actions, the speaker (who planned and intended the actions) is telling to someone concerning his planned actions, and the actions did not take place. Consequently, we can say the actions are to be in 'future tenses in the past'.

Future tenses in the past are divided into four types:

### Future Simple Tense in the Past

Future simple tense in past is used to show an action which was considered in the past that would take place in the future, but it did not occur.

E.g.

I would study English.

She would write a letter.

We would come there.

**Further details** about this tense, you can read and pay very deep attention to the below information regarding this tense.

**Himat:** What day was it **yesterday**?

**Nasib:** **Yesterday** was **Friday**.

**Himat:** What day is it **today**?

**Nasib:** **Today** is **Saturday**.

**Himat:** What day will be **tomorrow**?

**Nasib:** **Tomorrow** will be **Sunday**.

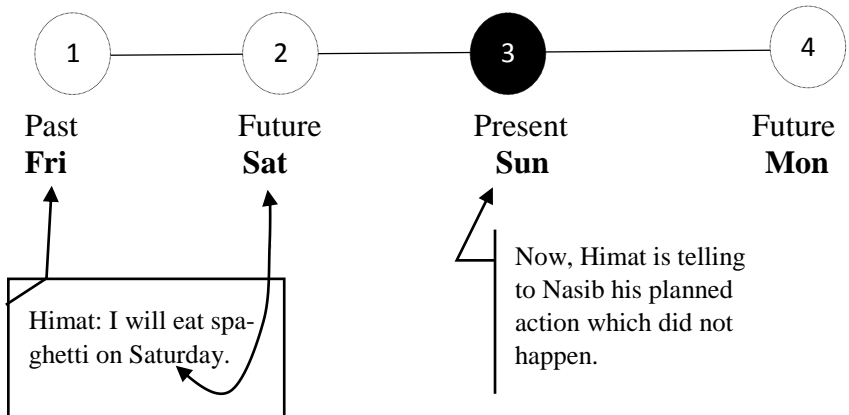
According to the above mentioned days, suppose that Himat wanted **on Friday** to eat spaghetti the next day (**on Saturday**), so he is telling to Nasib **on Friday**:

I will eat spaghetti **on Saturday**.

Unfortunately, Himat did not eat spaghetti ‘**on Saturday**’, so now (**on Sunday**), he is telling to Nasib:

I would eat spaghetti **on Saturday**, but I did not eat it.

The following graph can help you as well:



In fact, Himat did not eat spaghetti on Sunday.

---

Four Structure of Future Simple Tense in the Past:

 **For Action**

This is used to show the action which is produced by the subject of the sentence.

➡ Positive

S + Would + V1 + O +.

I would eat spaghetti.  
She would help me.  
They would write a letter.

➡ Negative

S + Would + not + V1 + O +.

I would not eat spaghetti.  
She would not help me.  
They would not write a letter.

➡ Interrogative

Would + S + V1 + O +?

Would I eat spaghetti?  
Would she help me?  
Would they write a letter?

➡ Negative Interrogative

Would + not + S + V1 + O +?

Wouldn't I eat spaghetti?

Wouldn't she help me?

Wouldn't they write a letter?

 **For State**

This is used to show how subject would be or loos.

➡ Positive

S + Would + be + C +.

I would be happy.

She would be healthy.

They would be confident.

➡ Negative

S + Would + not + be + C +.

I would not be happy.

She would not be healthy.

They would not be confident.

➡ Interrogative

Would + S + be + C +?

Would I be happy?

Would she be healthy?

Would they be confident?

➡ Negative Interrogative

Would + not + S + be + C +?

Wouldn't I be happy?

Wouldn't she be healthy?

Wouldn't they be confident?

 **For Existence & Presence**

This is used to show where the subject would be.

➡ Positive

S + Would + be + C +.

I would be at office.

She would be in the class.

They would be in Afghanistan.

➡ Negative

S + Would + not + be + C +.

I would not be at office.

She would not be in the class.

They would not be in Afghanistan.

➔ Interrogative

Would + S + be + C +?

Would I be at office?

Would she be in the class?

Would they be in Afghanistan?

➔ Negative Interrogative

Would + not + S + be + C +?

Wouldn't I be at office?

Wouldn't she be in the class?

Wouldn't they be in Afghanistan?

 **For Possession & Proprietorship**

This is used to show what belongs to a subject.

➔ Positive

S + Would + have + O +.

I would have a book.

She would have a pen.

They would have computers.

➔ Negative

S + Would + not + have + O +.

I would not have a book.

She would not have a pen.

They would not have computers.



➡ Interrogative

Would + S + have + O +?

Would I have a book?

Would she have a pen?

Would they have computers?

➡ Negative Interrogative

Would + not + S + have + O +?

Wouldn't I have a book?

Wouldn't she have a pen?

Wouldn't they have computers?

## Future Progressive Tense in the Past

Future Progressive tense in past is used to show the duration of an action which was considered in the past that would be in progress in the future, but it did not occur.

E.g.

I would be studying English.

She would be writing a letter.

We would be going there.

**Supplementary details** about this tense, you can read and pay very deep attention to the below information regarding this tense.

↓  
**Himat:** What day was it **yesterday**?

**Nasib:** **Yesterday** was **Friday**.

↓  
**Himat:** What day is it **today**?

**Nasib:** **Today** is **Saturday**.

**Himat:** What day will be **tomorrow**?

**Nasib:** **Tomorrow** will be **Sunday**.

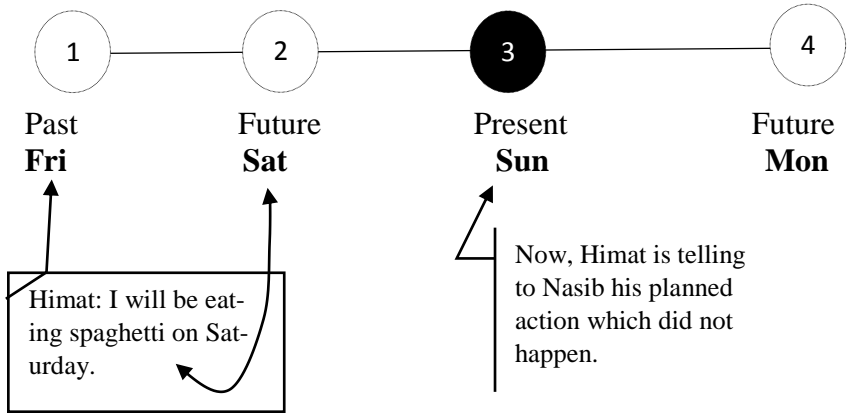
According to the above mentioned days, suppose that Himat wanted **on Friday** to eat spaghetti the next day (**on Saturday**), so he is telling to Nasib **on Friday**:

I will be eating spaghetti **on Saturday**.

Unfortunately, Himat did not eat spaghetti '**on Saturday**', so now (**on Sunday**), he is telling to Nasib:

I would be eating spaghetti **on Saturday**, but I did not eat it.

The following graph can help you as well:



In fact, Himat did not eat spaghetti on Sunday.

---

One Structure of Future Progressive Tense in the Past:

 **For Action**

This is used to show the action which is produced by the subject of the sentence.

➡ Positive

S + Would + be + V-ing + O +.

I would be eating spaghetti.

She would be helping me.

They would be writing a letter.

➡ Negative

S + Would + not + be + V-ing + O +.

I would not be eating spaghetti.

She would not be helping me.

They would not be writing a letter.

➡ Interrogative

Would + S + be + V-ing + O +?

Would I be eating spaghetti?

Would she be helping me?

Would they be writing a letter?

➡ Negative Interrogative

Would + not + S + be + V-ing + O +?

Wouldn't I be eating spaghetti?

Wouldn't she be helping me?

Wouldn't they be writing a letter?

## Future Perfect Tense in the Past

Future perfect tense in past is used to show an action which was considered in the past that would have take place in the future, but it did not occur.

E.g.

I would have studied English.

She would have written a letter.

We would have come there.

**Further details** about this tense, you can read and pay very deep attention to the below information regarding this tense.

**Himat:** What day was it **yesterday**?

**Nasib:** **Yesterday** was **Friday**.

**Himat:** What day is it **today**?

**Nasib:** **Today** is **Saturday**.

**Himat:** What day will be **tomorrow**?

**Nasib:** **Tomorrow** will be **Sunday**.

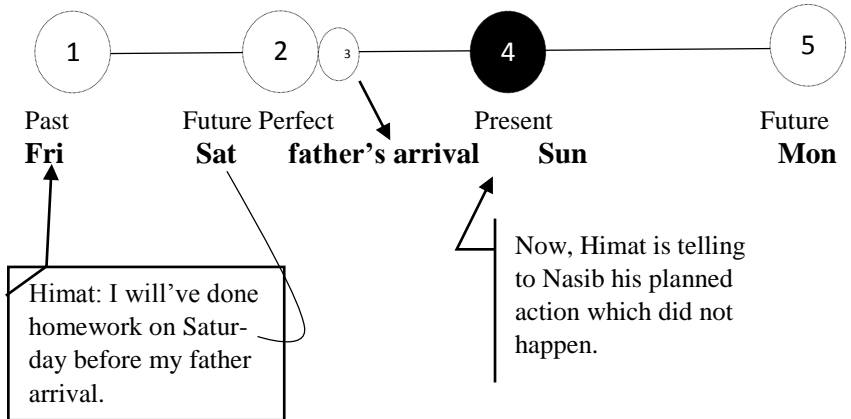
According to the above mentioned days, suppose that Himat wanted **on Friday** to do his homework the next day (**on Saturday**) before his father arrival to home, so he is telling to Nasib **on Friday**:

I will have done my homework **on Saturday** before my father arrival.

Unfortunately, Himat did not do his homework ‘**on Saturday**’ before his father arrival, so now (**on Sunday**), he is telling to Nasib:

I would have done my homework **on Saturday** before my father arrival, but I did not eat it.

The following graph can help you as well:



In fact, Himat did not eat spaghetti on Sunday.

---

Four Structure of Future Perfect Tense in the Past:

 **For Action**

This is used to show the action which is produced by the subject of the sentence.

➡ Positive

S + Would + have + V3 + O +.

I would have done homework.

She would have helped me.

They would have written a letter.

➡ Negative

S + Would + not + have + V3 + O +.

I would not have done homework.

She would not have helped me.

They would not have written a letter.

➡ Interrogative

Would + S + have + V3 + O +?

Would I have done homework?

Would she have helped me?

Would they have written a letter?



➡ Negative Interrogative

Would + not + S + have + V3 + O +?

Wouldn't I have done homework?

Wouldn't she have helped me?

Wouldn't they have written a letter?

 **For State**

This is used to show how subject would be or loos.

➡ Positive

S + Would + have + been + C +.

I would have been happy.

She would have been healthy.

They would have been confident.

➡ Negative

S + Would + not + have + been + C +.

I would not have been happy.

She would not have been healthy.

They would not have been confident.

➡ Interrogative

Would + S + have been + C +?

Would I have been happy?

Would she have been healthy?

Would they have been confident?

➡ Negative Interrogative

Would + not + S + have been + C +?

Wouldn't I have been happy?

Wouldn't she have been healthy?

Wouldn't they have been confident?

✚ **For Existence & Presence**

This is used to show where the subject would be.

➡ Positive

S + Would + have + been + C +.

I would have been at office.

She would have in the class.

They would have been in Afghanistan.

➡ Negative

S + Would + not + have + been + C +.

I would not have been at office.

She would not have been in the class.

They would not have been in Afghanistan.

➡ Interrogative

Would + S + have + been + C +?

Would I have been at office?

Would she have been in the class?

Would they have been in Afghanistan?

➡ Negative Interrogative

Would + not + S + have + been + C +?

Wouldn't I have been at office?

Wouldn't she have been in the class?

Wouldn't they have been in Afghanistan?

 **For Possession & Proprietorship**

This is used to show what belongs to a subject.

➡ Positive

S + Would + have + had + O +.

I would have had a book.

She would have had a pen.

They would have had computers.

➡ Negative

S + Would + not + have + had + O +.

I would not have had a book.

She would not have had a pen.

They would not have had computers.

➡ Interrogative

Would + S + have + had + O +?

Would I have had a book?

Would she have had a pen?

Would they have had computers?

➔ Negative Interrogative

Would + not + S + have + had + O +?

Wouldn't I have had a book?

Wouldn't she have had a pen?

Wouldn't they have had computers?

## Future Perfect Progressive Tense in the Past

Future perfect progressive tense in past is used to show the duration of an action which was considered in the past that would have been in progress before another action in the future, but it did not occur.

E.g.

I would have been studying English.

She would have been writing a letter.

We would have been going there.

**Supplementary details** about this tense, you can read and pay very deep attention to the below information regarding this tense.



**Himat:** What day was it **yesterday**?

**Nasib:** **Yesterday** was **Friday**.



**Himat:** What day is it **today**?

**Nasib:** **Today** is **Saturday**.

**Himat:** What day will be **tomorrow**?

**Nasib:** **Tomorrow** will be **Sunday**.

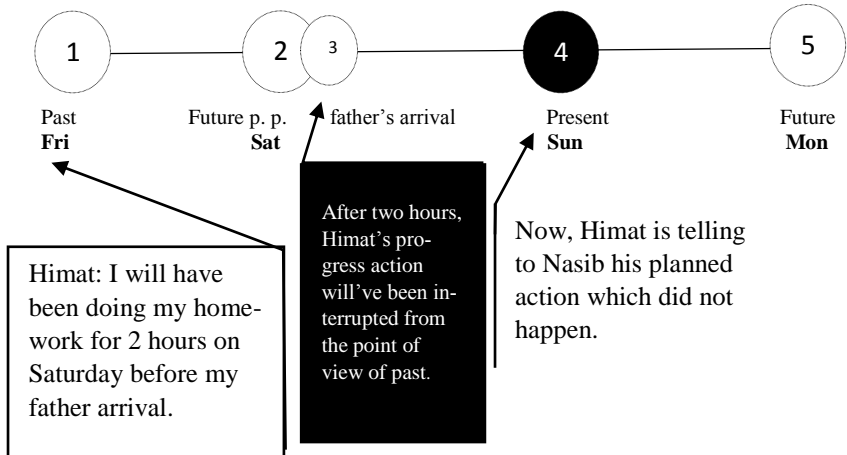
According to the above mentioned days, suppose that Himat wanted **on Friday** to do his homework for two hours the next day (**on Saturday**) before his father arrival, so he is telling to Nasib **on Friday**:

I will have been doing my homework for two hours **on Saturday** before my father arrival.

Unfortunately, Himat did not do his homework for two hours 'on Saturday before his father arrival', so now (**on Sunday**), he is telling to Nasib:

I would have been doing my homework for two hours **on Saturday** before my father arrival, but I did not eat it.

The following graph can help you as well:



**In fact**, Himat did not do his homework, however he had planned in the past time which would have been in progress for two hours before his father arrival.

---

One Structure of Future Perfect Progressive Tense in the Past:

 **For Action**

This is used to show the action which is produced by the subject of the sentence.

➡ Positive

S + Would + have + been + V-ing + O +.

I would have been doing homework for two hours.

She would have been helping me ten hours.

They would have been writing a letter for 30 minutes.

➡ Negative

S + Would + not + have + been + V-ing + O +.

I would not have been doing homework for two hours.

She would not have been helping me ten hours.

They would not have been writing a letter for 30 minutes.

➡ Interrogative

Would + S + have + been + V-ing + O +?

Would I have been doing homework?

Would she have been helping me?

Would they have been writing a letter?



➔ Negative Interrogative

Would + not + S + have + been + V-ing + O +?

Wouldn't I have been doing homework?

Wouldn't she have been helping me?

Wouldn't they have been writing a letter?

# **Part 8**

## **Names of countries**

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## Part 8: Names of All Countries

### Asia:

- 1. Name:** Afghanistan  
**Capital:** Kabul  
**Official State:** Republic Islamic of Afghanistan  
**Currency:** Afghani  
**National Language(s):** Pashto & Dari
- 2. Name:** Armenia  
**Capital:** Yerevan  
**Official State:** Republic of Armenia  
**Currency:** Armenian Dram  
**National Language(s):** Armenian
- 3. Name:** Azerbaijan  
**Capital:** Baku  
**Official State:** Republic of Azerbaijan  
**Currency:** Azerbaijani Manat  
**National Language(s):** Azerbaijani
- 4. Name:** Bahrain  
**Capital:** Manama  
**Official State:** Kingdom of Bahrain  
**Currency:** Bahraini Dinar  
**National Language(s):** Arabic
- 5. Name:** Bangladesh  
**Capital:** Dhaka  
**Official State:** People's Republic of Bangladesh  
**Currency:** Taka  
**National Language(s):** Bangla

6. **Name:** Bhutan  
**Capital:** Thimphu  
**Official State:** Kingdom of Bhutan  
**Currency:** Bhutanese Ngultrum  
**National Language(s):** Dzongkha
  
7. **Name:** Brunei  
**Capital:** Bandar Seri Begawan  
**Official State:** Brunei Darussalam  
**Currency:** Brunei Dollar  
**National Language(s):** Malay
  
8. **Name:** Cambodia  
**Capital:** Phnom Penh  
**Official State:** Kingdom of Cambodia  
**Currency:** Cambodian riel  
**National Language(s):** Khmer
  
9. **Name:** China  
**Capital:** Beijing  
**Official State:** People's Republic of China  
**Currency:** Renminbi (Yuan)  
**National Language(s):** Mandarin
  
10. **Name:** Cyprus  
**Capital:** Nicosia  
**Official State:** Republic of Cyprus  
**Currency:** Euro  
**National Language(s):** Greek; Turkish

- 11. Name:** Georgia  
**Capital:** Tbilisi / T'bilisi  
**Official State:** ...  
**Currency:** Lari  
**National Language(s):** Georgian
  
- 12. Name:** India  
**Capital:** New Delhi  
**Official State:** Republic of India  
**Currency:** Indian Rupee  
**National Language(s):** Hindi; English
  
- 13. Name:** Indonesia  
**Capital:** Jakarta  
**Official State:** Republic of Indonesia  
**Currency:** Rupiah  
**National Language(s):** Indonesian
  
- 14. Name:** Iran  
**Capital:** Tehran  
**Official State:** Islamic Republic of Iran  
**Currency:** Iranian Riyal  
**National Language(s):** Persian
  
- 15. Name:** Israel  
**Capital:** Jerusalem  
**Official State:** State of Israel  
**Currency:** Israel New Shekel  
**National Language(s):** Hebrew; Arabic

- 16. Name:** Japan  
**Capital:** Tokyo  
**Official State:** ...  
**Currency:** Yen  
**National Language(s):** Japanese
- 17. Name:** Jordan  
**Capital:** Amman  
**Official State:** Hashemite Kingdom of Jordan  
**Currency:** Jordanian Dinar  
**National Language(s):** Arabic
- 18. Name:** Kazakhstan  
**Capital:** Astana  
**Official State:** Republic of Kazakhstan  
**Currency:** Kazakhstani Tenge  
**National Language(s):** Kazakh; Russian
- 19. Name:** Korea (North)  
**Capital:** Pyongyang  
**Official State:** Democratic People's of Korea  
**Currency:** North Korean Won  
**National Language(s):** Korean
- 20. Name:** Korea (South)  
**Capital:** Seoul  
**Official State:** Republic of Korea  
**Currency:** South Korean Won  
**National Language(s):** Korean

- 21. Name:** Kuwait  
**Capital:** Kuwait City  
**Official State:** State of Kuwait  
**Currency:** Kuwaiti Dinar  
**National Language(s):** Arabic; English
- 22. Name:** Kyrgyzstan  
**Capital:** Bishkek  
**Official State:** Kyrgyz Republic  
**Currency:** Kyrgyzstani Som  
**National Language(s):** Kyrgyz; Russian
- 23. Name:** Laos  
**Capital:** Vientiane  
**Official State:** Lao People's Democratic Republic  
**Currency:** Lao Kip  
**National Language(s):** Lao (Laotian)
- 24. Name:** Malaysia  
**Capital:** Kuala Lumpur  
**Official State:** ...  
**Currency:** Ringgit  
**National Language(s):** Malay
- 25. Name:** Maldives  
**Capital:** Male'  
**Official State:** Republic of Maldives  
**Currency:** Maldivian Rufiyaa  
**National Language(s):** Dhivehi

- 26. Name:** Mongolia  
**Capital:** Ulaanbaatar  
**Official State:** ...  
**Currency:** Mongolian Togrog  
**National Language(s):** Mongolian
- 27. Name:** Myanmar (Burma)  
**Capital:** Naypyidaw  
**Official State:** ...  
**Currency:** Kyat  
**National Language(s):** Burmese
- 28. Name:** Nepal  
**Capital:** Kathmandu  
**Official State:** Federal Democratic Republic of Nepal  
**Currency:** Nepalese Rupee  
**National Language(s):** Nepali
- 29. Name:** Oman  
**Capital:** Muscat  
**Official State:** Sultanate  
**Currency:** Omani Riyal  
**National Language(s):** Arabic
- 30. Name:** Pakistan  
**Capital:** Islamabad  
**Official State:** Islamic Republic of Pakistan  
**Currency:** Pakistani Rupee  
**National Language(s):** Urdu; English



- 31. Name:** Philippines  
**Capital:** Manila  
**Official State:** Republic of the Philippines  
**Currency:** Philippine Peso  
**National Language(s):** Filipino; English
- 32. Name:** Qatar  
**Capital:** Doha  
**Official State:** State of Qatar  
**Currency:** Qatari Riyal  
**National Language(s):** Arabic
- 33. Name:** Russia  
**Capital:** Moscow  
**Official State:** Russian Federation  
**Currency:** Russian Ruble  
**National Language(s):** Russian
- 34. Name:** Saudi Arabia  
**Capital:** Riyadh  
**Official State:** Kingdom of Saudi Arabia  
**Currency:** Saudi Riyal  
**National Language(s):** Arabic
- 35. Name:** Singapore  
**Capital:** Singapore  
**Official State:** Republic of Singapore  
**Currency:** Singapore Dollar  
**National Language(s):** English; Malay; Mandarin Chinese

- 36. Name:** Sri Lanka  
**Capital:** Colombo; Sri jayawardenepurakotte  
**Official State:** Democratic Socialist Republic of Sri Lanka  
**Currency:** Sri Lankan Rupee  
**National Language(s):** Sinhala; Tamil
- 37. Name:** Syria  
**Capital:** Damascus  
**Official State:** Syrian Arab Republic  
**Currency:** Syrian Pound  
**National Language(s):** Arabic
- 38. Name:** Tajikistan  
**Capital:** Dushanbe  
**Official State:** Republic of Tajikistan  
**Currency:** Somoni  
**National Language(s):** Tajik; Russian
- 39. Name:** Thailand  
**Capital:** Bangkok  
**Official State:** Kingdom of Thailand  
**Currency:** Thai Baht  
**National Language(s):** Thai
- 40. Name:** Timor-Leste; East Timor  
**Capital:** Dili  
**Official State:** Democratic Republic of Timor-Leste  
**Currency:** US Dollar  
**National Language(s):** Tetum; Portuguese; Indonesian

- 41. Name:** Turkey  
**Capital:** Ankara  
**Official State:** Republic of Turkey  
**Currency:** Turkish Lira  
**National Language(s):** Turkish
- 42. Name:** Turkmenistan  
**Capital:** Ashgabat  
**Official State:** (?)  
**Currency:** Turkmen New Manat  
**National Language(s):** Turkmen; Russian
- 43. Name:** United Arab Emirates  
**Capital:** Abu Dhabi  
**Official State:** (?)  
**Currency:** UAE Dirham  
**National Language(s):** Arabic
- 44. Name:** Uzbekistan  
**Capital:** Tashkent  
**Official State:** Republic of Uzbekistan  
**Currency:** Uzbekistan Som  
**National Language(s):** Uzbek; Russian
- 45. Name:** Vietnam  
**Capital:** Hanoi  
**Official State:** Socialist Republic of Vietnam  
**Currency:** Dong  
**National Language(s):** Vietnamese

**46. Name:** Yemen  
**Capital:** Sanaa  
**Official State:** Republic of Yemen  
**Currency:** Yemeni Riyal  
**National Language(s):** Arabic

**47. Name:** Lebanon  
**Capital:** Beirut  
**Official State:** Lebanese Republic  
**Currency:** Lebanese Pound  
**National Language(s):** Arabic; French

## **Africa:**

**1. Name:** Algeria  
**Capital:** Algiers  
**Official State:** people's Democratic Republic of Algeria  
**Currency:** Algerian Dollar  
**National Language(s):** Arabic; Tamazight; French

**2. Name:** Angola  
**Capital:** Luanda  
**Official State:** Public of Angola  
**Currency:** Kwanza  
**National Language(s):** Portuguese

**3. Name:** Benin  
**Capital:** Porto-Novo  
**Official State:** Republic of Benin  
**Currency:** West African CAF Franc  
**National Language(s):** French

4. **Name:** Botswana  
**Capital:** Gaborone  
**Official State:** Republic of Botswana  
**Currency:** Pula  
**National Language(s):** English; Tswana
  
5. **Name:** Burkina  
**Capital:** Ouagadougou  
**Official State:** (?)  
**Currency:** West African CAF Franc  
**National Language(s):** French
  
6. **Name:** Burundi  
**Capital:** Bujumbura  
**Official State:** Republic of Burundi  
**Currency:** Burundi Franc  
**National Language(s):** Kirundi; French
  
7. **Name:** Cameroon  
**Capital:** Yaoundé  
**Official State:** Republic of Cameroon  
**Currency:** Central African CAF Franc  
**National Language(s):** Sango; French
  
8. **Name:** Cape Verde  
**Capital:** Praia  
**Official State:** Republic of Cabo Verde  
**Currency:** Cape Verdean Escudo  
**National Language(s):** Portuguese

- 9. Name:** Central African Republic  
**Capital:** Bangui  
**Official State:** (?)  
**Currency:** Central African CAF Franc  
**National Language(s):** Sango; French
- 10. Name:** Chad  
**Capital:** N'Djamena  
**Official State:** Republic of Chad  
**Currency:** Central African CAF Franc  
**National Language(s):** French; Arabic
- 11. Name:** Comoros  
**Capital:** Moroni  
**Official State:** Union of the Comoros  
**Currency:** Comorian Franc  
**National Language(s):** Comorian; Arabic; French
- 12. Name:** The Conga  
**Capital:** Kinshasa  
**Official State:** Democratic Republic of the Conga  
**Currency:** Congolese Franc  
**National Language(s):** French
- 13. Name:** Republic of the Congo  
**Capital:** Brazzaville  
**Official State:** Central African CAF Franc  
**Currency:** French  
**National Language(s):** French

- 14. Name:** Djibouti  
**Capital:** Djibouti City  
**Official State:** Republic of Djibouti City  
**Currency:** Djiboutian Franc  
**National Language(s):** Arabic; French
- 15. Name:** Egypt  
**Capital:** Cairo  
**Official State:** Arab Republic of Egypt  
**Currency:** Egyptian Pound  
**National Language(s):** Arabic
- 16. Name:** Equatorial Guinea  
**Capital:** Malabo  
**Official State:** Republic of Equatorial Guinea  
**Currency:** Central African CAF Franc  
**National Language(s):** French; Spanish; Portuguese
- 17. Name:** Eritrea  
**Capital:** Asmara  
**Official State:** State of Eritrea  
**Currency:** Nakfa  
**National Language(s):** Arabic; Tigrinya; English
- 18. Name:** Ethiopia  
**Capital:** Addis Ababa  
**Official State:** Federal Democratic Republic of Ethiopia  
**Currency:** Ethiopian Birr  
**National Language(s):** Amharic

- 19. Name:** Gabon  
**Capital:** Libreville  
**Official State:** Gabonese Republic  
**Currency:** Central African CAF Franc  
**National Language(s):** French
- 20. Name:** The Gambia  
**Capital:** Banjul  
**Official State:** Republic of Gambia  
**Currency:** Dalasi  
**National Language(s):** English
- 21. Name:** Ghana  
**Capital:** Accra  
**Official State:** Republic of Ghana  
**Currency:** Ghanaian Cedi  
**National Language(s):** English
- 22. Name:** Guinea  
**Capital:** Conakry  
**Official State:** Republic of Guinea  
**Currency:** Guinean Franc  
**National Language(s):** French
- 23. Name:** Guinea-Bissau  
**Capital:** Bissau  
**Official State:** Republic of Guinea-Bissau  
**Currency:** West African CAF Franc  
**National Language(s):** Portuguese



- 24. Name:** Ivory Coast  
**Capital:** Yamoussou  
**Official State:** Republic of Cote D'Ivoire  
**Currency:** CAF Franc  
**National Language(s):** (?)
- 25. Name:** Kenya  
**Capital:** Nairobi  
**Official State:** Republic of Kenya  
**Currency:** Kenyan Shilling  
**National Language(s):** Swahili; English
- 26. Name:** Lesotho  
**Capital:** Maseru  
**Official State:** Kingdom of Lesotho  
**Currency:** Loti  
**National Language(s):** Sesotho; English
- 27. Name:** Liberia  
**Capital:** Monrovia  
**Official State:** Republic of Liberia  
**Currency:** Liberian Dollar  
**National Language(s):** English
- 28. Name:** Libya  
**Capital:** Tripoli  
**Official State:** State of Libya  
**Currency:** Libyan Dinar  
**National Language(s):** Arabic

- 29. Name:** Madagascar  
**Capital:** Antananarivo  
**Official State:** Republic of Madagascar  
**Currency:** Malagasy Ariary  
**National Language(s):** Malagasy; French; English
- 30. Name:** Malawi  
**Capital:** Lilongwe  
**Official State:** Republic of Malawi  
**Currency:** Malawian Kwacha  
**National Language(s):** English
- 31. Name:** Mali  
**Capital:** Bamako  
**Official State:** (?)  
**Currency:** West African CFA Franc  
**National Language(s):** French
- 32. Name:** Mauritania  
**Capital:** Nouakchott  
**Official State:** Republic of Mauritania  
**Currency:** Ouguiya  
**National Language(s):** Arabic
- 33. Name:** Mauritius  
**Capital:** Port Louis  
**Official State:** Republic of Mauritius  
**Currency:** Mauritian Rupee  
**National Language(s):** English

- 34. Name:** Morocco  
**Capital:** Rabat  
**Official State:** Kingdom of Morocco  
**Currency:** Moroccan Dirham  
**National Language(s):** Arabic
- 35. Name:** Mozambique  
**Capital:** Maputo  
**Official State:** Republic of Mozambique  
**Currency:** Mozambican Metical  
**National Language(s):** Portuguese
- 36. Name:** Namibia  
**Capital:** Windhoek  
**Official State:** Republic of Namibia  
**Currency:** Namibian Dollar  
**National Language(s):** English; German; Afrikaans
- 37. Name:** Niger  
**Capital:** Niamey  
**Official State:** Republic of Niger  
**Currency:** West African Niger  
**National Language(s):** French
- 38. Name:** Nigeria  
**Capital:** Abuja  
**Official State:** Federal Republic of Nigeria  
**Currency:** Naira  
**National Language(s):** English

- 39. Name:** Rwanda  
**Capital:** Kigali  
**Official State:** Republic of Rwanda  
**Currency:** Rwanda Franc  
**National Language(s):** Kinyarwanda; English; French
- 40. Name:** Sao Tome and Principe  
**Capital:** Sao Tome  
**Official State:** Democratic Republic of Sao Tome and Principe  
**Currency:** Dobra  
**National Language(s):** Portuguese
- 41. Name:** Senegal  
**Capital:** Dakar  
**Official State:** Republic of Senegal  
**Currency:** West African CFA Franc  
**National Language(s):** French
- 42. Name:** Seychelles  
**Capital:** Victoria  
**Official State:** Republic of Seychelles  
**Currency:** Seychellois Rupee  
**National Language(s):** Seychellois Creole; French; English
- 43. Name:** Sierra Leone  
**Capital:** Freetown  
**Official State:** Republic of Sierra Leone  
**Currency:** Sierra Leonean Leone  
**National Language(s):** Krio; English

- 44. Name:** Somalia  
**Capital:** Mogadishu  
**Official State:** Federal Republic of Somalia  
**Currency:** Somali Shilling  
**National Language(s):** Somali; Arabic
- 45. Name:** South Africa  
**Capital:** Bloemfontein  
**Official State:** Republic of South Africa  
**Currency:** South African Rand  
**National Language(s):** Zulu; Xhosa; Afrikaans
- 46. Name:** South Sudan  
**Capital:** Juba  
**Official State:** Republic of South Sudan  
**Currency:** South Sudanese Pound  
**National Language(s):** (?)
- 47. Name:** Sudan  
**Capital:** Khartoum  
**Official State:** Republic of Sudan  
**Currency:** Sudanese Pound  
**National Language(s):** Arabic; English
- 48. Name:** Swaziland  
**Capital:** Lobamba; Mbabane  
**Official State:** (?)  
**Currency:** Lilangeni  
**National Language(s):** English; SiSwati

- 49. Name:** Tanzania  
**Capital:** Dodoma; Dar Es Salaam  
**Official State:** United Republic of Tanzania  
**Currency:** Tanzanian Shilling  
**National Language(s):** Swahili
- 50. Name:** Togo  
**Capital:** Lomé  
**Official State:** Togolese Republic  
**Currency:** West African CFA Franc  
**National Language(s):** French
- 51. Name:** Tunisia  
**Capital:** Tunis  
**Official State:** Republic of Tunisia  
**Currency:** Tunisia Dinar  
**National Language(s):** Tunisian; French
- 52. Name:** Uganda  
**Capital:** Kampala  
**Official State:** Republic of Uganda  
**Currency:** Uganda Shilling  
**National Language(s):** Swahili; English
- 53. Name:** Zambia  
**Capital:** Lusaka  
**Official State:** Republic of Zambia  
**Currency:** Zambian Kwacha  
**National Language(s):** English
- 54. Name:** Zimbabwe  
**Capital:** Harare  
**Official State:** Republic of Zimbabwe  
**Currency:** Zimbabwean Dollar  
**National Language(s):** English

## Australia / Oceania:

- 1. Name:** Australia  
**Capital:** Canberra  
**Official State:** Commonwealth of Australia  
**Currency:** Australian Dollar  
**National Language(s):** English
- 2. Name:** Federated States of Micronesia  
**Capital:** Palikir  
**Official State:** (?)  
**Currency:** US Dollar  
**National Language(s):** English
- 3. Name:** Fiji  
**Capital:** Suva  
**Official State:** Republic of Fiji  
**Currency:** Fiji Dollar  
**National Language(s):** English; Hindi; Fijian
- 4. Name:** Kiribati  
**Capital:** Tarawa  
**Official State:** Republic of Kiribati  
**Currency:** Australian Dollar  
**National Language(s):** English; Gilbertese
- 5. Name:** Marshall Islands  
**Capital:** Majuro  
**Official State:** Republic of Marshall Islands  
**Currency:** US Dollar  
**National Language(s):** Marshallese; English

6. **Name:** Nauru  
**Capital:** Yaren  
**Official State:** Republic of Nauru  
**Currency:** Australian Dollar  
**National Language(s):** Nauruan; English
  
7. **Name:** New Zealand  
**Capital:** Wellington  
**Official State:** (?)  
**Currency:** New Zealand Dollar  
**National Language(s):** English
  
8. **Name:** Palau  
**Capital:** Ngerulmud  
**Official State:** Republic of Palau  
**Currency:** US Dollar  
**National Language(s):** English; Palauan
  
9. **Name:** Papua New Guinea  
**Capital:** Port Moresby  
**Official State:** Independent State of Papua New Guinea  
**Currency:** Kina  
**National Language(s):** English; Tok Pisin; Hiri Motu
  
10. **Name:** Samoa  
**Capital:** Apia  
**Official State:** Independent State of Samoa  
**Currency:** Tala  
**National Language(s):** Samoan; English



- 11. Name:** Solomon Islands  
**Capital:** Honiara  
**Official State:** (?)  
**Currency:** Solomon Islands Dollar  
**National Language(s):** Solomons Pijini
- 12. Name:** Tonga  
**Capital:** Nuku'alofa  
**Official State:** Kingdom of Tonga  
**Currency:** Pa'anga  
**National Language(s):** Tongan; English
- 13. Name:** Tuvalu  
**Capital:** Funafuti  
**Official State:** (?)  
**Currency:** Australian Dollar  
**National Language(s):** Tuvaluan; English
- 14. Name:** Vanuatu  
**Capital:** Port-Vila  
**Official State:** Republic of Vanuatu  
**Currency:** Vatu  
**National Language(s):** Bislama; English; French

## Europe:

- 1. Name:** Aland Islands  
**Capital:** Marieholm  
**Official State:** (?)  
**Currency:** Euro  
**National Language(s):** (?)
- 2. Name:** Albania  
**Capital:** Tirana  
**Official State:** Republic of Albania  
**Currency:** Albanian Lek  
**National Language(s):** Albanian
- 3. Name:** Andorra  
**Capital:** Andorra La Vella  
**Official State:** Principality of Andorra  
**Currency:** Euro  
**National Language(s):** Catalan
- 4. Name:** Austria  
**Capital:** Vienna  
**Official State:** Republic of Austria  
**Currency:** Euro  
**National Language(s):** German
- 5. Name:** Belarus  
**Capital:** Minsk  
**Official State:** Republic of Belarus  
**Currency:** Belarusian Ruble  
**National Language(s):** Belarusian; Russian

- 6. Name:** Belgium  
**Capital:** Brussels  
**Official State:** Kingdom of Belgium  
**Currency:** Euro  
**National Language(s):** Dutch; French; German
  
- 7. Name:** Bosnia and Herzegovina  
**Capital:** Sarajevo  
**Official State:** (?)  
**Currency:** Convertible Mark  
**National Language(s):** Bosnian; Serbian; Croatian
  
- 8. Name:** Bulgaria  
**Capital:** Sofia  
**Official State:** Republic of Bulgaria  
**Currency:** Bulgarian Lev  
**National Language(s):** Bulgarian
  
- 9. Name:** Croatia  
**Capital:** Zagreb  
**Official State:** Republic of Croatia  
**Currency:** Croatian Kuna  
**National Language(s):** Kuna
  
- 10. Name:** Czech Republic  
**Capital:** Prague  
**Official State:** Czech Republic  
**Currency:** Czech Koruna  
**National Language(s):** Czech; Slovak

- 11. Name:** Denmark  
**Capital:** Copenhagen  
**Official State:** Kingdom of Denmark  
**Currency:** Danish Krone  
**National Language(s):** Danish
  
- 12. Name:** Estonia  
**Capital:** Tallinn  
**Official State:** Republic of Estonia  
**Currency:** Euro; Estonia Kroon  
**National Language(s):** Estonian
  
- 13. Name:** Faroe Islands  
**Capital:** Torshavn  
**Official State:** (?)  
**Currency:** Faroese Krona  
**National Language(s):** (?)
  
- 14. Name:** Finland  
**Capital:** Helsinki  
**Official State:** Republic of Finland  
**Currency:** Euro  
**National Language(s):** Finnish; Swedish
  
- 15. Name:** France  
**Capital:** Paris  
**Official State:** French Republic  
**Currency:** Euro; CFP Franc  
**National Language(s):** French

- 16. Name:** Germany  
**Capital:** Berlin  
**Official State:** Federal Republic of Germany  
**Currency:** Euro  
**National Language(s):** German
- 17. Name:** Gibraltar  
**Capital:** Gibraltar  
**Official State:** (?)  
**Currency:** Pound Sterling  
**National Language(s):** (?)
- 18. Name:** Greece  
**Capital:** Athens  
**Official State:** (?)  
**Currency:** Euro  
**National Language(s):** Greek
- 19. Name:** Guernsey  
**Capital:** Saint Peter Port  
**Official State:** (?)  
**Currency:** Guernsey Pound  
**National Language(s):** (?)
- 20. Name:** Hungary  
**Capital:** Budapest  
**Official State:** (?)  
**Currency:** Hungarian Forint  
**National Language(s):** Hungarian

- 21. Name:** Iceland  
**Capital:** Reykjavik  
**Official State:** Republic of Iceland  
**Currency:** Icelandic Krona  
**National Language(s):** Icelandic
- 22. Name:** Ireland  
**Capital:** Dublin  
**Official State:** (?)  
**Currency:** Euro  
**National Language(s):** English; Irish
- 23. Name:** Isle of Man  
**Capital:** Douglas  
**Official State:** (?)  
**Currency:** Manx Pound  
**National Language(s):** (?)
- 24. Name:** Italy  
**Capital:** Rome  
**Official State:** Italian Republic  
**Currency:** Euro  
**National Language(s):** Italian
- 25. Name:** Jersey  
**Capital:** Saint Hillier  
**Official State:** (?)  
**Currency:** Jersey Pound  
**National Language(s):** (?)

- 26. Name:** Latvia  
**Capital:** Riga  
**Official State:** Republic of Latvia  
**Currency:** Euro  
**National Language(s):** Latvian
- 27. Name:** Liechtenstein  
**Capital:** Vaduz  
**Official State:** Principality of Liechtenstein  
**Currency:** Swiss Franc  
**National Language(s):** German
- 28. Name:** Lithuania  
**Capital:** Vilnius  
**Official State:** Republic of Lithuania  
**Currency:** Euro; Lithuanian Litas  
**National Language(s):** Lithuanian
- 29. Name:** Luxembourg  
**Capital:** Luxembourg  
**Official State:** Grand Dutch of Luxembourg  
**Currency:** Euro  
**National Language(s):** German; French; Luxembourgish
- 30. Name:** Macedonia  
**Capital:** Skopje  
**Official State:** Republic of Macedonia  
**Currency:** Macedonian Dinar  
**National Language(s):** Macedonian

- 31. Name:** Malta  
**Capital:** Valletta  
**Official State:** Republic of Malta  
**Currency:** Euro  
**National Language(s):** Maltese; English
- 32. Name:** Moldova  
**Capital:** Chisinau  
**Official State:** Republic of Moldova  
**Currency:** Moldovan Leu  
**National Language(s):** Moldovan (Romanian)
- 33. Name:** Monaco  
**Capital:** Monaco  
**Official State:** Principality of Monaco  
**Currency:** Euro  
**National Language(s):** French; Italian; English
- 34. Name:** Montenegro  
**Capital:** Podgorica  
**Official State:** (?)  
**Currency:** Euro  
**National Language(s):** Montenegrin
- 35. Name:** Netherlands  
**Capital:** Amsterdam; The Hague  
**Official State:** Kingdom of the Netherlands  
**Currency:** Euro  
**National Language(s):** Dutch



- 36. Name:** Norway  
**Capital:** Oslo  
**Official State:** Kingdom of Norway  
**Currency:** Norwegian Krone  
**National Language(s):** Norwegian
- 37. Name:** Poland  
**Capital:** Warsaw  
**Official State:** Republic of Poland  
**Currency:** Polish Zloty  
**National Language(s):** Polish
- 38. Name:** Portugal  
**Capital:** Lisbon  
**Official State:** Portuguese Republic  
**Currency:** Euro  
**National Language(s):** Portuguese
- 39. Name:** Romania  
**Capital:** Bucharest  
**Official State:** (?)  
**Currency:** Romanian Len; Romanian Rupee  
**National Language(s):** Romanian
- 40. Name:** Russia  
**Capital:** Moscow  
**Official State:** Russian Federation  
**Currency:** Russian Ruble  
**National Language(s):** Russian

- 41. Name:** San Marino  
**Capital:** San Marino  
**Official State:** Republic of San Marino  
**Currency:** Euro  
**National Language(s):** Italian
- 42. Name:** Serbia  
**Capital:** Belgrade  
**Official State:** Republic of Serbia  
**Currency:** Serbian Dinar  
**National Language(s):** Serbian
- 43. Name:** Principality of Sealand  
**Capital:** HM Fort Roughs  
**Official State:** (?)  
**Currency:** Sealand Dollar  
**National Language(s):** (?)
- 44. Name:** Slovakia  
**Capital:** Bratislava  
**Official State:** Slovak Republic  
**Currency:** Euro  
**National Language(s):** Slovak
- 45. Name:** Slovenia  
**Capital:** Ljubljana  
**Official State:** Republic of Slovenia  
**Currency:** Euro  
**National Language(s):** Slovene

- 46. Name:** Spain  
**Capital:** Madrid  
**Official State:** Kingdom of Spain  
**Currency:** Euro  
**National Language(s):** Spanish
- 47. Name:** Svalbard  
**Capital:** Longyearbyen  
**Official State:** (?)  
**Currency:** Norwegian  
**National Language(s):** (?)
- 48. Name:** Sweden  
**Capital:** Stockholm  
**Official State:** kingdom of Sweden  
**Currency:** Swedish Krona  
**National Language(s):** Swedish
- 49. Name:** Switzerland  
**Capital:** Berne  
**Official State:** Swiss Confederation  
**Currency:** Swiss Franc  
**National Language(s):** German; French; Italian
- 50. Name:** Transnistria  
**Capital:** Tiraspol  
**Official State:** (?)  
**Currency:** Transnistrian Ruble  
**National Language(s):** (?)

- 51. Name:** Ukraine  
**Capital:** Kiev  
**Official State:** (?)  
**Currency:** Ukrainian Hryvnia  
**National Language(s):** Ukrainian; Russian
- 52. Name:** United Kingdom  
**Capital:** London  
**Official State:** United Kingdom of Great Britain and Northern Ireland  
**Currency:** Pound sterling  
**National Language(s):** English
- 53. Name:** Vatican City; Holy See  
**Capital:** Vatican City  
**Official State:** Vatican City State  
**Currency:** Euro  
**National Language(s):** Latin; Italian

## North America:

- 1. Name:** Antigua and Barbuda  
**Capital:** St. John's  
**Official State:** (?)  
**Currency:** East Caribbean Dollar  
**National Language(s):** English
- 2. Name:** The Bahamas  
**Capital:** Nassau  
**Official State:** Commonwealth of the Bahamas  
**Currency:** Bahamian Dollar  
**National Language(s):** English
- 3. Name:** Barbados  
**Capital:** Bridgetown  
**Official State:** (?)  
**Currency:** Barbadian Dollar  
**National Language(s):** English
- 4. Name:** Belize  
**Capital:** Belmopan  
**Official State:** (?)  
**Currency:** Belize Dollar  
**National Language(s):** English
- 5. Name:** Costa Rica  
**Capital:** San Jose  
**Official State:** Republic of Costa Rica  
**Currency:** Cosa Rican Colon  
**National Language(s):** Spanish

6. **Name:** Cuba  
**Capital:** Havana  
**Official State:** Republic of Cuba  
**Currency:** Cuban Peso  
**National Language(s):** Spanish
  
7. **Name:** Canada  
**Capital:** Ottawa  
**Official State:** (?)  
**Currency:** Canadian Dollar  
**National Language(s):** English; French
  
8. **Name:** Dominica  
**Capital:** Roseau  
**Official State:** (?)  
**Currency:** East Caribbean Dollar  
**National Language(s):** Antillean Creole; English; French
  
9. **Name:** Dominican Republic  
**Capital:** Santo Domingo  
**Official State:** (?)  
**Currency:** Dominican Peso  
**National Language(s):** Spanish
  
10. **Name:** El Salvador  
**Capital:** San Salvador  
**Official State:** Republic of El Salvador  
**Currency:** US Dollar  
**National Language(s):** Spanish

- 11. Name:** Grenada  
**Capital:** St. George's  
**Official State:** (?)  
**Currency:** East Caribbean Dollar  
**National Language(s):** English; Patois
- 12. Name:** Guatemala  
**Capital:** Guatemala City  
**Official State:** Republic of Guatemala  
**Currency:** Guatemalan QMETzal  
**National Language(s):** Spanish
- 13. Name:** Haiti  
**Capital:** Port-au-Prince  
**Official State:** Republic of Haiti  
**Currency:** Haitian Gourde  
**National Language(s):** Haitian Creole; French
- 14. Name:** Honduras  
**Capital:** Tegucigalpa  
**Official State:** Republic of Honduras  
**Currency:** Honduran Lempira  
**National Language(s):** Spanish
- 15. Name:** Jamaica  
**Capital:** Kingston  
**Official State:** (?)  
**Currency:** Jamaican Dollar  
**National Language(s):** English

- 16. Name:** Mexico  
**Capital:** Mexico City  
**Official State:** United Mexican States  
**Currency:** Mexican Dollar  
**National Language(s):** Spanish
- 17. Name:** Nicaragua  
**Capital:** Managua  
**Official State:** Republic of Nicaragua  
**Currency:** Nicaraguan Cordoba  
**National Language(s):** Spanish
- 18. Name:** Panama  
**Capital:** Panama City  
**Official State:** Republic of Panama  
**Currency:** Panamanian Balboa  
**National Language(s):** Spanish
- 19. Name:** Saint Kits and Nevis  
**Capital:** Basseterre  
**Official State:** Federation of Saint Christopher and Nevis  
**Currency:** East Caribbean Dollar  
**National Language(s):** English
- 20. Name:** Saint Lucia  
**Capital:** Castries  
**Official State:** Saint Lucia  
**Currency:** East Caribbean Dollar  
**National Language(s):** English; French



- 21. Name:** Saint Vincent and the Grenadines  
**Capital:** Kingstown  
**Official State:** Saint Vincent and the Grenadines  
**Currency:** East Caribbean Dollar  
**National Language(s):** English
- 22. Name:** Trinidad and Tobago  
**Capital:** Port of Spain  
**Official State:** Republic of Trinidad and Tobago  
**Currency:** Trinidad and Tobago Dollar  
**National Language(s):** English
- 23. Name:** United States  
**Capital:** Washington D.C  
**Official State:** United States of America (USA)  
**Currency:** USA Dollar  
**National Language(s):** English; Spanish

## South America:

- 1. Name:** Argentina  
**Capital:** Buenos Aires  
**Official State:** Argentine Republic  
**Currency:** Argentine Peso  
**National Language(s):** Spanish
- 2. Name:** Bolivia  
**Capital:** Sucre; La Paz  
**Official State:** Plurinational State Bolivia  
**Currency:** Bolivian; Boliviano  
**National Language(s):** Spanish; Quechua; Aymara
- 3. Name:** Brazil  
**Capital:** Brasilia  
**Official State:** Federative Republic of Brazil  
**Currency:** Brazilian Real  
**National Language(s):** Portuguese
- 4. Name:** Chile  
**Capital:** Santiago  
**Official State:** Republic of Chile  
**Currency:** Chilean Peso  
**National Language(s):** Spanish
- 5. Name:** Colombia  
**Capital:** Bogota  
**Official State:** Republic of Colombia  
**Currency:** Colombian Peso  
**National Language(s):** Spanish

6. **Name:** Ecuador  
**Capital:** Quito  
**Official State:** Republic of Ecuador  
**Currency:** United States Dollar  
**National Language(s):** Spanish
  
7. **Name:** Guyana  
**Capital:** Georgetown  
**Official State:** Co-operative Republic of Guyana  
**Currency:** Guyanese Dollar  
**National Language(s):** English
  
8. **Name:** Paraguay  
**Capital:** Asuncion  
**Official State:** Republic of Paraguay  
**Currency:** Paraguayan Guarani  
**National Language(s):** Spanish; Guarani
  
9. **Name:** Peru  
**Capital:** Lima  
**Official State:** Republic of Peru  
**Currency:** Peruvian Nuevo Sol  
**National Language(s):** Spanish
  
10. **Name:** Suriname  
**Capital:** Paramaribo  
**Official State:** Republic of Suriname  
**Currency:** Surinamese Dollar  
**National Language(s):** Dutch

**11. Name:** Uruguay

**Capital:** Montevideo

**Official State:** Oriental Republic of Uruguay

**Currency:** Uruguayan Peso

**National Language(s):** Spanish

**12. Name:** Venezuela

**Capital:** Caracas

**Official State:** Bolivarian Republic of Venezuela

**Currency:** Venezuelan Bolívar

**National Language(s):** Spanish

# **Part 9**

## **Names of Faculties**

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## Part 9: Names of Faculties

### Faculties

- ✂ The Faculty of Law and Political Science
- ✂ The Faculty of Language and Literature
- ✂ The Faculty of Fine Arts
- ✂ The Faculty of Theology
- ✂ The Faculty of Engineering
- ✂ The Faculty of Education
- ✂ The Faculty of Journalism
- ✂ The Faculty of Pharmacy
- ✂ The Faculty of Geology
- ✂ The Faculty of Economy
- ✂ The Faculty of Agriculture
- ✂ The Faculty of Social Science
- ✂ The Faculty of Natural Science
- ✂ The Faculty of Psychology
- ✂ The Faculty of Sociology
- ✂ The Faculty of Physics
- ✂ The Faculty of Science
- ✂ The Faculty of Veterinary
- ✂ The Faculty of Computer Science
- ✂ The Faculty of Physical Science
- ✂ Teacher Training Institute
- ✂ Medical Institute
- ✂ Curative Medicine
- ✂ Preventive Medicine
- ✂ Pediatrics Medicine
- ✂ Institute of Intermediate Medical Studies
- ✂ Polytechnic Institute
- ✂ Army School
- ✂ Army Academy
- ✂ Private Center of Learning

# **Part 10**

## **Names of Ministries and Ministers**

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## Part 10: Names of Ministries and Ministers

### Ministers

- Advisor Minister
- Pilgrimage and Auqat Minister
- Transportation Minister
- Interior Minister
- Petroleum Minister
- Water and Electricity Minister
- Live Stock Minister
- Forest Minister
- Commerce Minister
- Agriculture Minister
- Frontier Minister
- Defense Minister
- Education Minister
- Higher Education Minister
- Finance Minister
- Telecommunication Minister
- Information and Culture Minister
- Planning Minister
- Counter Narcotics Minister

### Ministries

- The Ministry of Higher Education
- The Ministry of Education
- The Ministry of Foreign Affairs



## Names of Ministries and Ministers

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- The Ministry of Justice
- The Ministry of Information and Culture
- The Ministry of Telecommunication
- The Ministry of Transportation
- The Ministry of Water and Power
- The Ministry of Planning
- The Ministry of Women Affairs
- The Ministry of Civil Aviation
- The Ministry of Mine & Industries
- The Ministry of Agriculture
- The Ministry of Public Health
- The Ministry of Finance
- The Ministry of Construction
- The Ministry of Defense
- The Ministry of Interior Affairs
- The Ministry of Frontier Affairs
- The Ministry of Islamic Affairs
- The Ministry of Light Industries and Food Stuffs
- The Ministry of Martyrs and Refugees
- The Ministry of Rural Development
- The Ministry of Counter Narcotics

# **Part 11**

## **Indispensable Ab- breviations**

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## Part 11: Indispensable Abbreviations

### What is Abbreviation?

The short form of a long expression which can be pronounced one by one (letters) is called abbreviation.

E.g.

- USA (United States of America)
- UAE (United Arab Emirates)
- ALP (Afghan Local Police)
- A.R.C (American Red Cross)

### What is Acronym?

The short form of a long expression which can be pronounced as a single word is called acronym.

E.g.

- MET (Misal English Grammar)
- MELI (Muslim English Language Institute)
- NASA (National Aeronautic Space Administration)
- NATO (North Atlantic Treaty Organization)

- A.R.C  
American (National) Red Cross
- AC  
Alternating Current
- AD  
Anno Domini
- AFG  
Afghanistan
- ALP  
Afghan Local Police
- AM  
Anti-Meridian
- ASS  
Association
- ASST  
Assistant
- BBC  
British Broadcasting Corporation
- BC  
Before Christian
- C.I.D  
Criminal Investigating Department

- CD  
Compact Disk
- Dc  
Direct Current
- DDR  
Demobilization Disarmament Reintegration
- Dr.  
Doctor
- Etc.  
Etcetera
- EU  
European Union
- G.M.T  
Greenwich Mean Time
- G.P.O  
General Post Office
- H.E  
His Excellency
- I.Q  
Intelligence Quotation
- I.R.C  
International Rescue Committee

- InterCom (IC)  
International Communication
  
- Kg  
Kilogram
  
- Km  
Kilometer
  
- Kw  
Kilowatt
  
- Ltd  
Limited
  
- M.M  
Millimeter
  
- M.P  
Military Police
  
- Memo  
Memorandum
  
- MP  
Member of Parliament
  
- OIC  
Organization of Islamic Countries
  
- P.M  
Past Meridian

- T.B  
Tuberculosis
- TV  
Television
- U.K  
United Kingdom
- U.N  
United Nations
- U.N.D.C.P  
United Nations Drug Control Program
- U.N.E.S.C.O  
United Nations Educational Scientific and Cultural Organization
- U.N.O  
United Nations Organization
- U.S.A  
United States of America
- UNICEF  
United Nations International Children Emergency Fund
- V.I.P  
Very Important Person
- W.F.P  
World Food Program

- W.H.O  
World Health Organization
  
- WWW  
World Wide Web
  
- A.D.B  
Asian Development Bank
  
- ABC  
American Broadcasting Corporation
  
- ABC  
Australia Broadcasting Corporation
  
- Approx.  
Approximately
  
- ARRP (of U.N)  
Afghanistan Rural Rehabilitation Program
  
- B.Ed.  
Bachelor of Education
  
- B.Sc.  
Bachelor of Science
  
- BA  
British Airway
  
- C  
Centigrade



- C / A  
Current Account
  
- CH  
Custom House
  
- CIA (USA)  
Central Intelligence Agency
  
- Co-op  
Co-operative
  
- D. Phil  
Doctor of Philosophy
  
- D.Sc.  
Doctor of Science
  
- Dept.  
Department
  
- E  
East
  
- E.E  
Errors Excepted
  
- E.E.C  
European Economic Community
  
- E.F.T.A  
European Free Trade Association

- F.  
Fahrenheit
- F.A  
Football Association
- F.A.O  
Food & Agriculture Organization
- F.B.I  
Federal Bureau of Investigation
- F.I.R  
First Information Report
- F.R.O  
Foreign Relation Office
- FM. D  
Female Medical Doctor
- Fri  
Friday
- G.B  
Great Britain
- GDR  
German Democratic Republic
- H of L  
House of Lord

- H & R  
Human Rights
- I.C.R.C  
International Committee for Red Crescent
- I.L.O  
International Labor Organization
- I.M.F  
International Monetary Fund
- ICJ  
International Court of Justice
- IELTS  
International English Language Testing System
- IHRD  
International Human Rights Declaration
- IRNA  
Iranian News Agency
- IUPAC  
International Union Pure Applied of Chemistry
- Jnr  
Junior
- JP  
Justice of Peace

- K.ph  
Kilometer Per Hour
- L.T.O  
Long Term Objective
- Lang  
Language
- LTC  
Long Term Credit
- M.E.T.O  
Middle East Treaty Organization
- MB  
Medicine Bachelor
- MBA  
Master of Business Administration
- Mfg.  
Manufacturer
- Mon  
Monday
- NY  
New York
- NASA  
National Aeronautic Space Administration

- NATO  
North Atlantic Treaty Organization
- OIC  
Organization of the Islamic Conference
- ODP  
Out Door Patient
- OPEC  
Organization of Petroleum Exporting Countries
- ORS  
Oral Rehydration Salt
- P & I  
Profit and Loss
- P.R  
Public Relation
- Pr.  
Pair / Price
- Pres  
President
- Pro  
Professional
- Prt  
Private

- Ret.  
Retired
- Rev  
Revelation / Reverse
- Rt. Hon.  
Right Honorable
- Rt. Rev  
Right Reverend
- S  
South
- SALT  
Strategic Arms Limitation Talks
- Sat  
Saturday
- SEATO  
South East Asia Treaty Organization
- Sun  
Sunday
- T.U  
Trade Union
- T.U.C  
Trade Union Congress

- TOEFL  
Test of English as Foreign Language
- Tue  
Tuesday
- UAE  
United Arab Emirates
- ESL  
English as a Second Language
- TESL  
Teaching English as Second Language
- TEFL  
Teaching English as a Foreign Language
- MET  
Misal English Tenses

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