

**CLAUSE & PHRASE**

**PART TWO**

**SHORT GRAMMAR**

**DIRECT & INDIRECT SPEECH**

**A B C**

[Ketabton.com](http://Ketabton.com)

**TAQ QUESTIONS  
GERUND & INFINITIVE**

[prepared by Jamal masom]

PART TWO

**Prepared by: Mr. Jamal masom**



**Prepared by  
Mr. Jamal masom**

ar part one

**Short  
grammar  
Part two**

## Content

Part	Title	Page
<b>First part</b>	Rest parts of speech	4-10
<b>Second part</b>	Voice	11-26
<b>Third part</b>	Tag questions & punctuations	27-37
<b>Fourth part</b>	Conditional & clause	38-45
<b>Fifth part</b>	Questions & gerund	46-54
<b>Sixth part</b>	Phrase direct & indirect speech	55-74

## Preface

*In the name of Allah*

**Asalam alaikum friends!**

**I have written this book in two parts, this is the second part. And this is because some English language students do not understand English grammar properly. So this book is very useful for them. In this book, I have explained all the parts of grammar in a short but clear way, so I hope that you will use it fully so that you can fully learn the grammar points that you do not know before! The best way to learn grammar is to learn grammar points and it is also important to practice other parts of grammar. Because practicing in any work increases skill in work. So I hope that you will sacrifice some time to practice grammar so that you can learn grammar well.**

**Good luck!**

**May your dreams come true!**

## ***(First part)***

### ***The rest parts of speech***

#### **6 : Conjunction**

It is a word or group of words which is used to connect two words , two sentences , two clauses or two phrases.

Ex : I am a boy **and** you are a girl.

**But:** It is used to join two opposite sentences.

Ex: Ice is cold but fire is hot.

#### **Types of conjunction**

##### **1 : Coordinating conjunction**

It is a conjunction which joins words, phrases and clauses of equal rank.

It is also called FANBOYS.

F: For

A: And

N: Nor

B: But

O: Or

Y: Yet

S: So

Ex: My friend **and** I will give exam.

## 2 : Correlative conjunction

It is a conjunction which joins equal grammatical units in pair.

Ex:

Both..... .. And

Neither.... .. nor

Either... .. .or

Not only.... .. but also

Ex: Both he and she are from America.

Neither you nor I am guilty

You should either built a building or a house.

Not only you but also she is tired.

Ex : I do not only hate Indians but also Australian .

## 7 : Interjection

It is a word which is used to show the sudden emotions , feelings and pain .

Ex : Mmm , Wow , Oh , huh ,, ouch , oh no, oops

Ex: Ouch my leg broke!

## 8 :Preposition

The word Preposition has two parts

One is ( Pre ) its mean ( before ),  
the other (Position ) means ( place ) .

It is used to show relationship between nouns or pronouns in the sentence.

**Note :** We use 98 % prepositions before nouns .

Ex : Zardad is from Kabul.

It is under the table.

### Types of prepositions

#### 1 : Simple preposition

It is a proposition that contains one sound or one syllable .

Ex : ( By , off , to , in , with , from , far )

#### Types of simple preposition

##### 1 : Mono syllable simple preposition

It is a proposition that contains one sound or syllable .

Ex : By , off , to , in , with , from , far ..

##### 2 : Di syllable simple preposition

It is a preposition that contains one

sound or more than one sound or syllable .

Ex : Over , under , behind , beyond , between , about , during , after , until .

## 2 : Compound preposition

It is a preposition that is formed as two words or three words , compound preposition is also divided into two parts .

### Types of compound preposition

#### 1 : Two words sequence compound preposition

It is a preposition that is formed as two words .

Ex : next to , about to , apart from , without , within , because , due to .

#### 2 : Three - words sequence compound preposition

It is a preposition that is formed as three words .  
some of the three - words sequence compound prepositions:

Ex : in front of , in the middle , on the top , in the bottom , in spite of



## 9 : Article

It is used with a noun or an adjective to determine or define them.

Article is also called determiner ( article is a word that limits the nouns )

### \* Types of Article \*

#### 1 : Indefinite article :

They are used to talk about nouns , generally they are ( a ) and ( an ) .

**(A ):** Is used before singular count nouns that begin with consonant letter .

Ex : A girl , a chair , a computer ...

**(An ):** Is used before singular count nouns that begin with vowel letter or a consonant letter with a vowel sound.

Ex : an umbrella , an apple , an orange ...

An hour ..

#### 2 : Definite Article

It is used to talk about nouns specifically ( the ) is called definite article .

**( The )** : Is used for particular person , place and thing.

Ex :Give me the Short English grammar book.

**\*Note:** ( a ) and ( an ) are used before those nouns which we use in singular form but (The) is used before singular and plural nouns.

## Affixes

Affixes are those letters which come in the beginning and at the end of the words to change the meaning.

### Types of affixes

#### 1: Prefix

It is uses in the beginning of the words and change the meaning of the words. Or used to make the opposite meaning.

Ex:

Dis= like - dislike , In= complete - incomplete ,  
correct, incorrect

Un = happy unhappy, protect, unprotect

## 2 : Suffix

Are those letters that are used at the end of the words and change the meaning of the words and they are below . Ex : Er = teach- teacher, play = player  
swim – swimmer

Or= direct director, protect protector

Ion= act - action

Short grammar part one

## **((Second part))**

### **Voice**

There are two kinds of voice in English language .

#### **1 : Active voice**

We use active voice to say what the subject does and it's not important what happened to the subject, just what the subject does. Or It is use to explain the subject. Or it is used to give more information about subject.

Note: Active voice is using most than passive voice in daily sentences.

#### **Formula**

**( S+ is , am , are+ v+ ing + object )**

Ex : Aysha is washing the dishes.

#### **2 : Passive voice**

We use passive voice to say what's happening to the subject. Or it is used to explain the object.

Or used to give more information about object.

### Formula

( S+ is , am , are +3v + by+ object)

Ex : Cricket is played by him .

**\* Note : Why do we use passive voice ?**

1: When we want to give more information to the object of an active voice so we use passive voice.

2: When we want to explain the object.

3: When we want to show what's is happened to the subject.

**\* Note :** We can't change the (PATAP) sentences to the passive voice.

**P: Place:** He goes to school.

*Can't change*

**A: Adverb:** They are running quickly.

*Can't change*

**T: Time:** We came home at 03:30pm.

*Can't change*

**A: Adjective:** He is handsome.

*Can't change*

**P: Preposition:** He is near to me.

*Can't change*

## *Rules of changing active voice into passive voice*

- 1** : Subject changes into object .
- 2** : Object changes into subject .
- 3** : 3rd – verb ( past participle) is used instead of 1st - verb or 2nd - verb .
- 4** : Helping verb is used before 3rd - verb according to the tenses .
- 5** : ( BY ) is used after 3rd - verb to introduce the agent.

Example : He kicks the ball.

The ball is kicked by him.

### *\* Tenses of passive voice \**

#### **1 : Simple present tense**

In this tense ( is , am , are ) are used as helping verbs.

### **Structures**

#### **1 : Positive structure**

( **s+is , am , are + 3rdv + by + ob** )

Ex : She washes the dishes .

The dishes are washed by her .

## 2 : Negative structure

( **s + is , am , are + not + 3rdv + by + ob** )

Ex : We don't write homework.

The homework is not written by us .

## 3 : Positive interrogative structure

( **is , am , are+ s + 3rdv + by + ob** )

Ex : Does she read a story ?

Is the story read by her ?

## 4 : Negative interrogative structure

( **is , am , are + s + not + 3rdv + by + ob** )

Ex : Do not we play cricket ?

Is cricket not played by us ?

## 2 : Present continuous tense

We use ( is , am , are , being ) as helping verbs.

### Structures

#### 1 : Positive structure

( **s+ is , am , are + being + 3rdv + by + ob** )

Ex : I am eating lunch.

The lunch is not eaten by me .

## 2 : Negative structure

( **s + is , am , are + not + being + 3rd + by + ob** )

Ex : He is not eating apple .

The apple is not being eaten by him .

## 3 : Positive interrogative structure

( **is , am , are + s + being + 3rdv + by + ob** )

Ex : Are they cooking dinner ?

Is the dinner being cooked by them ?

## 4 : Negative interrogative structure

( **is , am , are s + not +being + 3rdv + by + ob** )

Ex : Is not he washing the dishes ?

Are dishes not being washed by him?

## 3 : Present perfect tense

We use ( Have / Has/ been ) as helping verbs.

### Structures

#### 1 : Positive structure

( **s + have / has+ been + 3rdv + by + ob** )

Ex : She has played football .

The football has been played by her .



## 2 : Negative structure

( **s+ have / has + not + been + 3rdv + by + ob** )

Ex : We have not watched movie.

The movie has not been watched by us.

## 3 : Positive interrogative structure

( **have / has + s +been + 3rdv + by + ob** )

Ex : Has he watched TV ?

Has TV been watched by him ?

## 4 : Negative interrogative structure

( **have / has + s + not +been + 3rdv + by + ob** )

Ex : Has not she washed clothes ?

Have clothes not been washed by her ?

## 4 : Present Perfect Continuous Tense

We use (has / have, been, being ) as helping verbs.

### Structure

( **s+has / have been + being + 3rdv + by+ ob** )

Ex : He has been writing a letter.

A letter has been being written by him .

## 5 : Simple Past Tense

We use ( was / were ) as helping verbs.

### Structures

#### 1: Positive structure

( s + was / were + 3rdv + by + ob )

Ex : I painted the room .

The room was painted by me .

#### 2 : Negative structure

( s+ was / were +not + 3rdv+by+ ob )

Ex : she did not take the seat .

The seat was not taken by her .

#### 3 : Positive interrogative structure

( was / were + s + 3rdv+by+ ob )

Ex : Did he study the English book ?

Was the English book studied by him ?

#### 4 : Negative interrogative structure

( was / were+ s + not + 3rdv + by + ob )

Ex : Did not he play cricket ?  
Was cricket not played by him ?

## 6 : Past Continuous Tense

We use ( was / were , being ) as helping verbs.

### Structures

#### 1 : Positive structure

( s+ was / were+ being + 3rdv +by + ob )

Ex : He was drying the dishes .

The dishes were being dried by him .

#### 2 : Negative structure

( s+ was / were + not + being + 3rdv+by+ob )

Ex : He was reading the article .

The article was not being read by him .

#### 3 : Positive interrogative structure

( was / were+ s + being + 3rdv + by + ob )

Ex : was he cleaning the kitchen ?

Was the kitchen being cleaned by him ?

#### 4 : Negative interrogative structure

( **was / were+ s + not + being + 3rdv+ by+ ob** )

Ex : Was not she teaching the students ?

Were the students not being taught by her ?

## 7 : Past Perfect Tense

We use ( had, been ) as helping verbs.

### Structures

#### 1 : Positive structure

( **s+ had + been + 3rdv + by + ob** )

Ex : She had heard the story.

The story had been heard by her .

#### 2 : Negative structure

( **s+ had+ not+ been + 3rdv+by+ ob** )

Ex : He had not written the letter .

The letter had not been written by him .

#### 3 : Positive interrogative structure

( **had+ s + been + 3rdv + by + ob** )

Ex : Had I signed the application?

Had the application been signed by me ?

## 4 : Negative interrogative structure

( **had+ s+ not +been + 3rdv + by+ ob** )

Ex : Had not she opened the door ?

Had the door not been opened by her ?

## 8 : Past Perfect Continuous tense

We use ( had, been, being ) as helping verbs.

### Structure

( **s+ had + been + being+ 3rdv+ by+ ob** )

Ex : He had been studying the Pashto book.

The Pashto book had been being studied by him.

## 9 : Simple future tense

We use ( will, be ) as helping verbs.

### Structures

#### 1 : Positive structure

( **s + will + be + 3rdv + by + ob** )

Ex : He will write a word .

A word will be written by him .

## 2 : Negative structure

( **s + will + not+ be + 3rdv + by + ob** )

Ex : They will not play football .

Football will not be played by them .

## 3 : Positive interrogative structure

( **will+ s+ be + 3rdv+ by+ ob** )

Ex : Will he wash the dog ?

Will the dog be washed by him ?

## 4 : Negative interrogative structure

( **will+ s+ not+ be+ 3rdv+ by+ ob** )

Ex : Will not he push the car ?

Will the car not be pushed by him?

## 10 : Future continuous tense

We use ( will, be, being ) as helping verbs.

### Structures

#### 1 : Positive structure

( **s+ will + be+ being + 3rdv + by + ob** )

Ex : He will be writing a story .

A story will be being written by him .

## 2 : Negative structure

( **s+ will+ not+ be+ being+ 3rdv + by+ ob )**

Ex : She will not be teaching the students.

The students will not be being taught by her .

## 3 : Positive interrogative structure

( **will +s + be + being + 3rdv + by + ob )**

Ex : will he be speaking English ?

will English be being spoken by him ?

## 4 : Negative interrogative structure

( **will + s + not + be + being + 3rdv + by + ob )**

Ex : Will not we pulling the flower?

Will flower not be being pulled by us ?

## 11 : Future perfect tense

We use ( will, have, been ) as helping verbs.

### Structures

#### 1 : Positive structure

( **s+ will+ have +been + 3rdy + by + ob )**

Ex : She will have completed the work .

The work will have been completed by her .

## 2 :Negative structure

( **s + will + not + have+ been+ 3rdv+by+ob** )

Ex : He will not have seen Ali .

Ali will not have been seen by him .

## 3 : Positive interrogative structure

( **will +s+ have+ been+ 3rdv+by+ ob** )

Ex : Will she have smelled a flower ?

Will a flower have been smelled by her .

## 4 : Negative interrogative structure

( **will + s + not + have + been + 3rdv+ob** )

Ex : Will not he have broken the glass?

Will the glass not have been broken by him ?

## 12 : Future perfect continuous tense

We use (will, have, been, being ) as helping verbs.

### Structure

( **s+ will+ have +been +being+ 3rdv+by+ob** )

Ex : He will have been cooking the dinner.

The dinner will have been being cooked by him.



## Imperative sentences of active and passive voice

An imperative sentence in the passive voice has the following structure:

**(Let + object + be + past participle)**

Examples:

**Active:** Carry it home.

**Passive:** Let it be carried home.

**Active:** Do it at once.

**Passive:** Let it be done at once.

**Active:** Open the door.

**Passive:** Let the door be opened.

**Active:** Throw the ball.

**Passive:** Let the ball be thrown.

When the active voice is negative, the passive voice takes this structure:

**(Let + object + not + be + past participle)**

**Active:** Do not beat the dog.

**Passive:** Let the dog not be beaten.

**\*Note:** That (Do) is not used in the passive form.

We can begin the passive sentence with (You) if we want to put emphasis on the person.

Examples:

**Active:** Help me.

**Passive:** Let me be helped.

**Passive:** You are requested to help me.

**Active:** Learn the poem.

**Passive:** Let the poem be learned.

**Passive:** You are asked to learn the poem.

**Active:** Don't touch it.

**Passive:** Let it not be touched.

**Passive:** You are forbidden not to touch it.

**\*Note:** That the passive form has to begin with (You) when the object of the active verb is not mentioned.

**Active:** Work hard.

**\*Here the active verb does not have an object.**

Therefore the passive form should begin with (You) and according to the sentence we use (advised, suggested, forbidden, propose, order or request)

Examples:

**Passive:** You are advised to work hard.

**Active:** Get out.

**Passive:** You are ordered to get out

**Active:** lets go.

**Passive:** You are proposed to go.

**Active:** You should study.

**Passive:** You are suggested to study.

**Active:** Please call again.

**Passive:** You are required to call again.

Short grammar part 1

## ***((Third part))***

### **Tag questions**

We use Tag questions to confirm about our given information which are not sure about. They are also called expected questions.

Ex : He went to school , didn't he?

Yes , he did.

In this example we are not exactly confirm about his going to school but we expect and think that he went to school and the answer will be (Yes).

### **Types of Tag questions**

#### **1 : Tag question that expect the answer ( Yes )**

We use these questions when we think or expect that the answer will be (Yes ).

Ex : He goes to school , doesn't he ?

Yes , he does.

#### **2 : Tag question that expect the answer ( No )**

We use these questions when we think the answer will be (No).

Ex : She isn't watching TV , is she ?

No , she isn't .

## Parts of Tag question

**1** : Information . He writes letter

**2** : Question . Doesn't he ?

**3** : Answer . Yes he does .

**\* Note :** When the information part is positive the question part should be negative and the answer will be positive.

Ex : I go to school , don't I ?

Yes , you do .

But when the information part is negative the question part should be positive and the answer will be negative.

Ex : She does not wash dishes , does she ?

No , she doesn't .

## Some rules for tag questions

**1 :** When the verb is an auxiliary, we form the tag from the auxiliary verb and subject.

Ex : She won't be in room , will she ?

No , she won't be .

**2 :** When the subject of statement is a noun we change the noun to pronoun in tag .

Ex : Ali is my friend , isn't he ?

Yes , he is .

**3 :** We replace (Nothing - this – that) With ( It ) in tag.

Ex : Nothing can happen , can't it ?

**4 :** We replace (someone, anybody, nobody, no one, Everybody ...) With ( they ) in tag.

Ex : Someone stole my bike , didn't they ?

**5 :** (There ) Can be the subject in tag questions

Ex : There was a car , wasn't there ?

**6 :** After a negative imperative we use ( Will you, can you, won't you, could you, can't you... ) but with ( let ) we use ( shall you ) in tag.

Ex : Don't open the door , will you ?

Ex : Let's meet tonight , shall we ?

**7 :** Non negative tags are used with ( Never, hardly, nobody, no )

Ex : She never smiles , does she ?

Ex : Nobody call the police, did they ?

## Punctuations

### 1: Full Stop

The usages of full stop.

**1:** At the end of positive or negative sentence.

Ex:

Ahmad is a teacher.

Karim is not a student.

**2:** Use in abbreviations.

Ex

U.S.A

Dr. Abdul Qayum.

**3:** Is used for separation of numbers.

Ex:

14.17 (fourteen point one seven)

48.9

**4:** It is used for separation of cents.

\$14.17 (fourteen dollars and seventeen cents)

**5:** Full stop is used for single word of greeting.

Ex:

Hi.

Goodbye.

**6:** Full stop is used for imperative sentence.

Ex:

Stop.

Stand up.

## **2 Question Mark (?)**

Is used at the end of every kind of interrogative sentences.



Ex:

Are you a student?

Will you visit him?

She will help me, won't she?

May I help you?

You are going to America?

### 3 : Comma (,)

The usages of comma.

**1:** Is used to separate a series of nouns.

Ex:

I study grammar, linguistics, writing and reading.

**2:** Is used to separate a series of adjectives.

Ex:

She wears red, black, yellow and white jackets.

**3:** Is used to join clauses.

Ex:

Hamid, who is Misal's brother, learns Arabic language.

## 4: Colon (:)

The usages of colon (:)

**1:** Is used to express something.

Ex:

The provinces of Afghanistan are:

Kabul, Kandahar, Herat, Helmand, Ghazni...etc.

**2:** Is used to separate the hours from the minutes in digital clocks.

Ex:

08:19 PM

12:45 AM

**3:** It is used instead of comma before reported speech.

Ex:

Mr. President added: “I work for the prosperity of Afghanistan.”

## 5: Semi-colon (;)

The usages of semi-colon (;)

**1:** It connects two independent clauses.

Ex:

This is Afghanistan; that is Pakistan.

She is a pilot; he is a waiter.

**2:** It is used to separate one word set from the other words set.

Ex:

I sell apples, oranges, kiwis; fish, mutton, chickens; raisin, peanut, walnut.

**6 : Ellipsis (...)**

It is used at the end to show a lot of things.

Ex:

We bought scarf, sweater, mittens...

**7: Parentheses ( )**

It is used for explanations of something or used to explain something in parentheses.

Ex:

I will help (support) him.

Kabul (That is the capital of Afghanistan) is very cold in winter.

## 8: Quotation Marks (“...”)

It is used to report someone speech in it.

Ex:

President said“ I will develop the economic”

## 9: Exclamation mark (!)

**1:**It is used to show sudden feelings.

Ex: You are injured!

**2:** Is used after interjection.

Ex:

Wow! It is impossible.

## 10: Hyphen (-)

The usages of hyphen (-).

**1:** It is used to separate syllables.

Ex:

Com-pu-ter

Fu-ture

Af-gha-nis-tan

**2:** It is used in a hyphenated compound nouns.

Ex:

Bus-driver

Ex-president  
Mother-in-law

**3:** It is used at the end of the line, to connects the rest word.

Ex:

I am your friend, and you respect me all the time.

Beautiful days will come to make strong our relationship.

## **11: Dash ( \_ )**

It is used between two numbers or dates to show the duration.

Ex:

He lived in 1994\_2018

He works 08:00 Am \_ 04:00 PM.

## **12: Apostrophe ( ' )**

The usages of apostrophe

**1:** It is used to create possessive nouns.

Ex:

This is Hemat's car.

That is Nasib's car.

**2:**It is used to make contractions.

Ex:

He's a doctor.

He's a student

Short grammar part one

## **((Fourth part))**

### **Conditional sentences & clause**

We use conditional sentences to give ideas about the actions which are not happened but only imagine the result of the actions.

#### **Kinds of conditional sentences**

##### **1 : Zero conditional**

The form of zero conditional is used when something will definitely happen in the next time and present tense is used in both clauses .

Structure : ( **If+ present tense+ present tense** )

Ex : If you heat water , it boils .

##### **2 : First conditional**

It is used to talk about things which might happen in the future and easily come true.

Structure: ( **If + present tense + will + Verb** )

Ex : If it rains , I will not go to school .

Ex : If I study in the afternoon, I will go to the party tonight .

### 3 : Second conditional

It is used to talk about things in the future that may not come true.

Structure ( **If+ past tense +would + verb** )

Ex : If I won the lottery , I would buy a car.

### 4 : Third conditional

It is used to talk about the past and used to describe a situation that didn't happen and to imagine the result of this situation .

Structure : ( **If + past perfect .... would have + past participle** )

Ex : If I had not eaten so much, I would not have felt sick .



## \* Clause \*

A group of words which contains subject and a verb is called clause.

### Main types of clause

#### 1 : Independent clause

It is a clause which is complete , can stay alone and doesn't need another clause to complete it.

#### kinds of independent clause

##### 1 : Simple clause

It is a clause which is made from one independent clause Example : I came home from school yesterday.

##### 2 : Compound clause

It is a clause which has two or more independent clauses and joined by coordinate conjunction .

Example : The cat chased the mouse but the mouse ran away.

### 3 : Complex clause

It has one independent clause and at least one dependent clause.

Example : When the cake is brown, take out it from oven.

Ex: Although it was raining, they played football.

### 4 : Compound- complex clause:

It has at least two independent clauses and at least one conjunction.

Example : I went to the grocery and washed the dishes before dinner

### 2: Dependent clause

A clause , which has subject but doesn't give clear and complete meaning . It needs to another clause to complete it .

Example : If he works hard , he will be an engineer .

## Types of dependent clause

### 1: Noun clauses

Those clauses are used as nouns in sentence.

Ex: That Ahmad is died, is false.

## Types of noun clause

### 1: That clause

When a noun is introduced by that is called that clause.

Ex: That Ahmad is died, is false.

### 2: W.h clause:

When a noun clause is introduced by W.h word.

Ex: What I need, is computer.

Who I saw, was Ali.

### 3: Yes No interrogative clause

When yes no clause is introduced by (Whether) Or (If) is called Yes No interrogative clause.

Ex: I don't know whether she will come.

## 2: Adjective clause:

It is a clause which is used as adjective, is called adjective clause.

Ex: He is the teacher, who I saw yesterday.

**Note:** This clause is introduced by relative pronouns and relative adverbs.

### Relative pronouns

These pronouns join two clauses or statements and use instead of noun.

### Relative adverbs

These adverbs are used to join two clauses and use as adverb.

Ex: We ate the food , when they came.

**Note:** There are four types of adjective clause.

### 1: Defining adjective clause

A clause, which is necessary to modify the noun or pronoun of an independent clause. Without it cannot give clear and complete meaning.

Example: He is a student.

He is the man that I teach.

## 2: Non defining

A clause, which gives extra information about the noun or pronoun of an independent Clause it is not necessary without it the meaning will be clear.

**Note:** The comma comes between dependent and non- defining clause.

Example: He is an engineer.

who is tall, is an engineer.

## 3: Contact adjective clause

Defining adjective clause changed into contact clause by the removal of relative pronouns and relative adverbs.

Example: He is the person, who we arrested yesterday.

He is the person, we arrested yesterday.

## 4: Connective adjective clause

Connective adjective clause doesn't modify the noun or pronoun of an independent clause  
It just keep the story continues.

**Note:** Comma comes between independent clause and connective clause.

Example: I gave him a book, who gave it to you.

### 3: Adverb clause

It is a clause which is used as an adverb in the sentence.

Ex: If you go there, I will come there.

### 4: Comment clause

It is a small clause, which adds a comment to main clause. It means a speaker express his own expressions or feelings.

Ex: I am afraid, she may not die.

I think, they will come.

You know, he is helping me.

## **((Fifth part))**

### **kinds of question**

- 1 : Yes , No questions (General questions)**
- 2 : Tag questions (disjunctive questions)**
- 3 : W.H questions( Special questions)**
- 4 : Choice questions**
- 5: Echo questions**
- 6: Included questions**

#### **1: Yes no questions**

The questions which can answer by (Yes) or (No).

**Note:** If the question begin with (Is, am, are) should answer by ( Yes I am , no I am not, yes he is , no he is not, yes she is, no she is not , yes you are, no you are not, yes they are , no they are not) and it is similar to auxiliary verbs.

Ex: Are you a boy?

Yes , I am.

Is he a student?

No he is not.

Does she wash the dishes?

No she doesn't.

Can you speak English?

No I cannot.

Have you a pen?

No I have not

## **2: Tag questions**

These questions are already explained up!

## **3: (W.h) questions ( special questions)**

The questions which begin with (W.h) are called (W.h) questions.

(W.h): ( Who, where, what , when, who, whom, whose, when, how, how many, how much..)

Ex: Who has a book?

Ali has.

What is your name?

My name is Ali.

Where is Ali from?

He is from America.

How many pens do you have?

I have four pens.

How much ink is there in the bottle?



The bottle is half full.  
Who did Ali buy apple for?  
Whom do you love?  
Whose pen is it?

## Some (W.H) question words

**What:** It is used to ask about thing, person, place and time.

Ex: What time do you wake up ?

What is this ?

What is the name of this place?

What is he to you?

**3 :Which :** It is used for choice or used to choose something .

Example : Which pencil do you want ?

**4 : Why :** It is used to ask about reason .

Example : Why did you come late here ?

**5 :Whose :** It used to ask about possessive person .

Example : Whose book is this ?

**6:Who :** Is used to ask about person .

Ex : Who is Ali talking to ?

**7 : How :** It is used to asked about how an action happened or used to ask about manner of an action.

Example : How do you climb on tree ?

**8:Where** : It is used to ask about place .

Example : Where do you live ?

#### **4: Choice questions**

These questions offer a choice of several options as an answer and have two parts which join by (or).

Ex: Does she like ice cream or cake?

She likes ice cream.

Where would you go, to the cinema or hotel?

I would go to cinema.

#### **5 : Echo questions**

These questions are used to repeat the same statement of someone to confirm about the statement or used to show surprise on the statement .

Example : You will go to America ?

Yes , I will

#### **6 : Included questions**

In these questions we join or combine two questions , the second question lose it's word order and come an affirmative sentence .

Example : Do you know , where they live ?

## **\* Infinitive & Gerund \***

### **\* Infinitive :**

(To+ verb) is called infinitive.

Example : He likes to stay at home.

## **\* Types of infinitive**

**1 : Simple\ full infinitive**

**2 : Bare infinitive**

**3 : Split infinitive**

**4 : Passive infinitive**

### **1 : Simple infinitive**

( To+ 1<sup>st</sup> verb ) Is called simple infinitive.

Example: He wants **to work**. He tries **to practice** cricket.

## 2 : Bare infinitive

Infinitive without ( to ) is called bare infinitive , which can be used after some modal auxiliary verbs .

Example : They **could help** them.

You **must obey** your parents.

### Usage of bare infinitive verbs

1: Used with some common verbs.

(Let, make, have, help, bid)

Ex: I **let** him **go**.

He **made** me **cry**.

2: (To) Is used with some semi modal auxiliary verbs.

( Ought to, used to, better to ..)

Ex: He **used to** smoke.

We **ought to** respect our elders.

Its **better to** say truth.

3: Used with sense verbs when they have direct object.

Ex: I **saw it happen**.

He **noticed** their **points**.

We **heard** his **sad song**.

**4:** Used after some conjunctions.

(And, or, except, but, like... )

Ex: There is nothing to do **but wait**.

He will swim **or run**.

He speaks **and laughs**.

**5:** Used after (Why) or (Why) not.

Ex: Why **call** if you can email?

Why don't **talk** with him by yourself ?

### **3 : Split infinitive**

(To+ Adverb+ 1<sup>st</sup> verb):It is called split infinitive verb.

Ex : I beg you **to kindly give** me money.

They scare you **to slowly submit** your weapon.

### **4: Passive infinitive**

(To+ be+ 3<sup>rd</sup> verb) Is called passive infinitive verb.

Ex: The letter needs **to be written**.

## \* Gerund \*

It is ( Verb+ ing ) function as a noun is called gerund .

Example . His coming to class is fastest than all .

In English language (Ing ) has two functions .

### A : Gerund as verb

Gerund as verb is mostly used after the forms of (Be) in the progress tenses .

Ex: She is going to school .

### B : Gerund as noun

Gerund as a noun is used as a subject or as object in a sentence .

Ex : Working hard is very good for poor person .

I love studying English .

## Gerund as nouns functions

### 1: As subject case:

In this case gerund is used before noun in order to function as subject.

Ex: Swimming is not easy.

Speaking Chinese is hard.

## 2: As an object case:

In this case gerund is used after main verb to function as object

Ex: I love writing Pashto.

Short grammar part one

## ***(Sixth part)***

### **Phrase**

A group of words, which does not make complete sense is called phrase. Or a group of words, which makes sense but not complete sense is called phrase. Or a group of words, which does not have finite verb is called phrase.

Ex: Ali was at the bus stop.

Ali was my friend.

I saw that your friend was under the tree.

### **Main types of Phrase**

**1: Noun phrase**

**2: Adjective phrase**

**3: Adverbial phrase**



## 4: Prepositional phrase

## 5: Conjunctive phrase

## 6: Interjectional phrase

## 1: Noun phrase

A noun phrase is usually assembled centering a single noun and work as a subject, object or a complement in the sentence.

1: As subject

Ex: Reading books is a good habit.

2: As object

Ex: I like to wash the dishes when they are dirty.

3: As complement

Ex: We are waiting for her permission.

## 2: Adjective phrase

An adjective phrase is comprised of an adverb and adjective

and works as single adjective in the sentence.

Ex: Asif is a well moral boy.

A lot of people don't like war.

He watched a very interesting shirt.

### 3: Adverbial phrase

An adverbial phrase modifies the verb or an adjective and work as adverb in the sentence.

Ex: The horse runs at a good speed.

I was in a hurry then.

I ran as fast as possible.

He works very slowly.

### 4: Prepositional phrase

A Prepositional phrase always begins with Preposition and connects nouns.

Ex: He sacrifice his life for the sake of his country.

If we don't care about Corona In the end , we all die.

Note: Prepositional phrases include all the other types of phrases.

### 5: Conjunctional phrases

A Conjunctional phrase work as conjunction in the sentence.

Ex: We have to work hard so that we can win the next match.

Ali works hard in order that he gets the first position in the class.

## 6: Interjectional phrase

Interjection which has more than one word is called Interjectional phrase.

Ex: What a pity! he is died.

Oh please! Don't say that again.

What a pleasure! I won the match.

### *Difference between clause and phrase*

**1:** A clause contains a subject and a verb but a phrase doesn't contain a subject and a verb.

**2:** Single clause can make a sentence but a single phrase can't make up a sentence.

## \* Direct & indirect speech \*

### 1: Direct speech

It is used to report someone narration word by word. Or it used to report someone speech exactly.

Ex: He said “ I am watching TV”

### 2: Indirect speech ( Reported speech)

It is used to report someone narration in own words. Or it used to report someone speaking without word by word.

Ex: He said “ I am watching TV”

He said that he was watching TV.

\* **Note** : In reporting speech the tense will be change , because we use reported speech to talk about in the past time ( Obviously the person who spoke in fact he has spoken in the past time ) . And also the verb of reported speech could be in the past too .

Example :

Direct : He said " I am going to the cinema"

Indirect : He said that he was going to the cinema.

**Note: There are two parts in (Direct speech)**

## **1: Reported speech**

The sentence between quotation marks.

## **2: Reporting verb**

The sentence which is out of the quotation marks.

Ex: He said " I am watching TV"

Reported speech: (" I am watching TV")

Reporting verb: (He said)

## **Structures for reporting speech part**

### **Direct .....Indirect**

**1:** Said to+ object =Told

**2:** Said + × = Said

**3:** Say/Says to + object = Tells/Tell

**4:** Say/ Says + × = Say/Says

**5:** We remove the quotation marks by (That).

Ex: He said " I work"

He said that he worked.

Ex:

She said to me " I am going to school"

She told me that she was going to school.

Ex:

He says to Ali " I am busy"

He tells Ali that he was busy.

## *Changing of tenses*

### **1 : Direct Simple Present tense**

Ex : She said , " Its cold . "

### **1 : Indirect Simple Past tense**

Ex : She said that it was cold .

### **2 : Direct Present continuous**

Ex : She said , " I am teaching English online "

### **2 : Indirect Past Continuous**

Ex : She said that she was teaching English online .

### **3 : Direct Present Perfect**

Ex : She said , " I have written a letter "

### **3 : Indirect Past Perfect**

Ex: She said that she had written a letter .

### **4 : Direct Present Perfect continuous**

Ex : She said , " I have been teaching English for seven years "

### **4 : Indirect Past Perfect continuous**

Ex : She said that she had been teaching English for seven years .

### **5 : Direct Simple Past**

Ex : Ali said , " I taught online yesterday "

### **5 : Indirect Past Perfect**

Ex : Ali said that he had taught online yesterday .

### **6 : Direct past continuous**

Ex : She said , " I was teaching earlier "

### **6 : Indirect Past Perfect Continuous**

Ex : She said that she had been teaching earlier .

## 7 : Direct Past Perfect

Ex : She said , " The lesson had already started when he arrived to the class"

## 7 : Indirect Past Perfect : *No change*

Ex : She said that The lesson had already started when he arrived to the class .

## 8 : Direct Past Perfect Continuous

Ex : She said , " I had already been teaching for five minutes "

## 8 : Indirect Past Perfect Continuous: *No change*

Ex : She said that she had already been teaching for five minutes .

## Future Tense

In future tenses we can change only (will) to (Would) and no need for more changes.

**Ex:** He said to me " I will go to Kabul"  
He told me that he would go to Kabul.

**Ex:**  
She said " I will be buying a new car"  
She said that she would be buying a new car.



## **Ex:**

They said to Ali “We will have done the work”  
They told Ali that they would have done the work.

### *\* Modal auxiliary verbs also change\**

**1 : Will Direct** : She said , " I will teach English online "

**1 : Would Indirect** : She said that she would teach English online .

**2 : Can Direct** : She said , " I can teach Pashto of 9<sup>th</sup> grade"

**2 : Could Indirect** : She said that she could teach Pashto of 9<sup>th</sup> Grade

**3 : Must Direct** : She said , " I must have a computer to teach English online "

**3: Must Indirect:** She said that she must has a computer to teach online.

**4: Have to /Has to Direct:** Ali said “ I have to stay at home”

4 : **Had to Indirect** : Ali said that He had to stay at home.

5 : **Shall Direct** : He said , " I shall learn a new lesson today "

5: **Shall Indirect** : He said that he should learn a new lesson today .

6 : **May Direct** : She said , " I may open the door "

6 : **Might Indirect** : She said that she might open the door .

\* **Note** : There is no change to ; Could , would , should , might and ought to.

## \* Time changing \*

\* If the reported speech contains an expression of time , We must change times expressions to the time in which we report.

**1** : Direct : Today ..... Indirect : Previous day .

Ex: He said “ I am busy today”

He said that he was busy previous day.

2 : *Direct* : *This* ..... *Indirect* : *That*

3 : *Direct* : *These* ..... *Indirect* : *Those*

4 : *Direct* : *Now* ..... *Indirect* : *Then*

5 : *Direct* : *Ago* ..... *Indirect* : *Before*

6 : *Direct* : *Last week* ..... *Indirect* : *Previous week*

7 : *Direct* : *Next week* ..... *Indirect* : *Following week*

8 : *Direct* : *Here* ..... *Indirect* : *There*

9 : *Direct* : *Tomorrow* ..... *Indirect* : *Next day*

10: *Direct*: *Thus*..... *Indirect*: *So*

## \* Pronoun change \*

In reported or in indirect speech the pronoun often changes .

Example : Ali said , " I am teaching English "  
He said that he was teaching English .

## Interrogative sentences

**1: Yes No questions ( Simple questions)**

**2: Double questions ( W.H questions)**

### 1: Yes No questions

**In these questions:**

- 1:** (Said) will change to (Asked)
- 2:** (“ ” ) will remove by (If) or ( Whether)
- 3:** (Do/ Does/ Did) Will remove in indirect speech.

Ex : He said to me. “Do you like fruits?”  
He asked If I liked fruits.

**4:** ( Is, am, are) should change according to the tenses and should be written after subject in indirect speech.

Ex: He said to me “Are you a student?”  
He asked me if I was a student.

Ex:

He said “have I seen Ali?”

He asked if I had seen Ali.

Ex:

He said “ was he washing clothes?”

He asked if he had been washing clothes.

## 2: Double interrogative or W.H questions

**In these questions:**

**1:** (Said) will change to (Asked)

**2:** We don't write (If/ Whether) instead of quotation marks, we don't write anything instead quotation mark.

**3:** W.H words could be write.

**4:** We don't write (do, does, did).

Ex: He said to me “where do you live?”

He asked me where I lived.

Ex: She said to me “ who are you?”

She asked me who I was.

Ex: He said to me “What time is it?”

He asked me what time it was.

## Rules for Imperatives sentences

We use (To) instead of quotation marks in imperative sentences.

Imperative sentence consists on:

### 1: Advice

We used the word (Advised) instead of (Said).

Ex: My uncle said to me “Respect your parents”

My uncle advised me to respect my parents.

### 2: Request

We use the word (Requested) instead of (Said).

Ex: Ali said “ Please help me”

Ali requested to help him.

**Note:** (Please) or (Sorry) words should be removed.

### 3: Suggestion

We use the word (Suggested) instead of (Said).

Ex: Ahmad said to me “ work hard”

Ahmad Suggested to me to work hard.

### 4: Propose

We use the word (Proposed) instead of (said).

Ex: He said to me “Let's go to kabul”

He proposed me to go to kabul.

**Note:** (Let's) should removed.

## 5: Order

We use The word (Ordered) instead of (Said).

Teacher said to me“ Open the window”

Teacher ordered me to open the window.

## 6: Forbid

We use the word (Forbade) instead of (Said).

He said to Arif “ Don't eat ice cream”

He forbade Ali to eat ice cream.

Or

He told Arif not to eat ice cream.

**Note:** The word (Don't) should be removed.

## Exclamatory sentences

In these sentences interjection words should explain and also tenses should change too as usual.

### 1: Hurrah, Ah, oh

Exclaimed with joy

Ex: He said “Hurrah I won the match!”

He exclaimed with joy that he had won the match.

## **2: Alas, No..**

Exclaimed with sorrow

Ex: She said “ No father died!”

She exclaimed with sorrow that her father had died.

## **3: What, wow, wonderful**

Exclaimed with surprised

Ex:

He said “ Wow the bird looks beautiful!”

He exclaimed with surprised that the bird looked beautiful.

## **4: Well done , very good..**

Exclaimed with applause

Ex: He said to Ali “ well done you did a hard work!”

He exclaimed with applause that he had done a hard work.



## Optative sentence

These sentences consist on:

**1: Prayed:** If there was prayer for someone in the Direct speech, so we use the word (Prayed) instead of (Said).

Ex: He said to me“ May you live long”

He prayed me that I might live long.

**2: Cursed:** If there was cursed for someone in the direct speech, so we use the word (Cursed) instead of (Said).

Ex: She said to the man“ May you go to hell”

She cursed to the man that he might go to the hell.

**3: Wished:** If there was greeting as ( Good morning, Good afternoon, Good evening) in the direct speech, so we use the word (Wished) instead of (Said).

Ex: He said to me “Good afternoon”

He wished me good afternoon.

**Note:** We use nothing instead of quotation marks.

**4:Bade:** If there was farewell for someone like these words( Good night, Good bye, see you later..) in the direct speech. So we use the word (Bade) instead of (said).

Ex: He said to Ali“ Good night”

He bade Ali good night.

**Note:** We can't change the tense of two types of sentences.

**1:** Natural fact sentences tense, Or a sentence which is always true. Or has the same situation always.

Ex: He said“ God is one”

He said that god is one.

Ex:

He said “knowledge is power”

He said that knowledge is power.

**2:** We can't change the sentence in which an action is in progress till reporting time. Or the action continuous daily.

Ex: She said “I go to school every day”  
She said that she goes to school every day.

Short grammar part one



***THE END***

**The first part of short grammar, is written, if you want to get that so contact with this number.**

**Whatsapp: (+93797427383)**

**Get more e-books from [www.ketabton.com](http://www.ketabton.com)  
Ketabton.com: The Digital Library**