

## **Unit 4**

### **Tense**

**The use of tense forms and their changes into passive forms**

#### **I. Present Tense**

##### **1. Simple present tense**

It is used for habitual actions, universal truths, present actions, future time table.

Formula: Subject +  $V^1/V^5$  + Object

Example: Dayananda reads the Bible.

He teases us.

##### **Simple present tense (passive)**

It is used to emphasize the object, and the object is brought as subject in passive sentence.

Formula: Obj (as subject)+is/am/are +  $V^3$  + by + agent

Example: The Bible is read by Daynanda.

We are teased by him.

##### **2. Present continuous tense**

It is used for long present actions, future actions.

Formula: Subject + is/am/are +  $V^4$  (ing) + obj

Singular sub. takes 'is' whereas plural sub. takes are'

Example: She is chopping onions.

They are playing Chess

##### **Present continuous tense (passive)**

Formula: Obj + is/am/are + being +  $V^3$  + by + agent

Example: Onions are being chopped by her.

Chess is being played.

##### **3. Present perfect tense**

It is used for an action that occurred in the past/recent past and still its effect is there.

Formula: Sub + has/have +  $V^3$  + obi

Example: I have loved a girl.

You have persuaded them.

She has written a poem.

##### **Present perfect tense (passive)**

Formula: Obj + has/have + been +  $V^3$  + by + agent

## Bridge Course (After SEE)

Example: A girl has been loved by me.  
They have been persuaded by you.  
A poem has been written by her.

### Present perfect continuous tense

It is used for an action that begins in the past and continues into the present and it is still unknown when it ends.

Formula: Sub + has/have + been + V<sup>4</sup>(ing) + obj

Singular sub. takes 'has' whereas plural sub. takes 'have'

Example: I've been teaching in a school for five years.  
They have been publishing books since 1999.  
She has been working as a receptionist in Newton Academy.

- No passive form.

## II. Past Tense

### 1. Simple past tense

It is used for the completed actions that occurred at a particular past time.

Formula: Sub + V<sup>2</sup> + obj

Example: Nirmala ate rice pudding.  
They bought new clothes.

#### Simple past tense (passive)

Formula: Obj + was/were + V<sup>3</sup> + by + sub(agent)

Example: Rice pudding was eaten by Nirmala.  
New clothes were brought.

### 2. Past continuous tense

It is used for occurring simultaneous past actions and also for the action occurring in the past and was interrupted by another past action.

Formula: Sub + was/were + V<sup>4</sup> (ing) + obj

Singular sub. takes 'was' whereas plural sub. takes 'were'

Example: She was wearing red dress.  
They were demanding her banishment.  
They were presenting papers.

## Bridge Course (After SEE)

### Past continuous tense (passive)

Formula: Obj + was/were + being + V<sup>3</sup> + by + agent

Example: Red dress was being worn by her.  
Her banishment was being demanded.  
Papers were being presented.

### 3. Past perfect tense

It is used for something that happened in the past and is not continued into the present for some reason or the other.

Formula: sub+had+V<sup>3</sup>+obj

Example: They had met their relatives.  
He had visited museum last year.

### Past perfect tense (passive)

Formula: Obj + had been + V<sup>3</sup> + by + agent

Example: Their relatives had been met by them.  
Museum had been visited by him last year.

### 4. Past perfect continuous tense

Formula: Sub + had been + V<sup>4</sup> (ing) + obj

Example: They had been living in the USA.  
He had been waiting for Yamuna.

- No passive form

## III. Future Tense

### 1. Simple future tense

It is used for definite planned action.

Formula: Sub + shall/will + V<sup>1</sup> + obj

Example: I shall love her.  
He will meet me tomorrow

### Simple future tense (passive)

Formula: Obj + shall/will + be + V<sup>3</sup> + by + agent

Example: She will be loved by me.  
I shall be met tomorrow by him.

### 2. Future continuous tense

It is used for an action that will be taking place at a specific time in the future.

## Bridge Course (After SEE)

Formula: Sub + shall/will + be + V<sup>4</sup>(ing) + obj

Example: We will be having an exam in September.

I shall be calling you tomorrow.

They will be enjoying a party at 10 p.m.

- *No passive form.*

### 3. Future perfect tense

It is used for the action that began in the past, and is still continued in the present and will finish at a specific time in the future.

Formula: sub + shall/will + have + V<sup>3</sup> + obj

Example: You will have loved him.

They will have finished it by tomorrow

#### Future perfect tense (passive)

Formula: Obj+shall/will+have+been+V<sup>3</sup>+by+agent

Example: He will have been loved by you.

It will have been finished by tomorrow

### 4. Future perfect continuous tense

It is used to emphasize the length of time that will have occurred before a specific time in the future.

Formula: Sub+will/shall+have+been +V<sup>4</sup>(ing)+obj

Example: He will have been working for the institute for ten years.

I shall have been living here for fifteen years.

- *No passive form.*

#### Notes:

- ❖ If the active sentence is given in *modal+be verb* then we change it into the following way;
  - He should complete his homework before the light goes off.  
⇒ His homework should be completed before the light goes off.
  - She could join the army.  
⇒ The army could be joined by her.
- ❖ If the active sentence is in *modal+have+ V<sup>3</sup>* then we change this sentence into passive in the following way;
  - Govinda could have finished the work this morning  
⇒ The work could have been finished this morning.

## Bridge Course (After SEE)

- ❖ If the active sentence is in imperative structure, then we change the active sentence into passive in the following way;
  - Open the door.  
⇒ Let the door be opened.
  - Drive the car.  
⇒ Let the car be driven.
  - Give the order.  
⇒ Let the order be given.
- ❖ When two objects are used in the active sentence, then either of the objects can be used as the subject in the passive, and if the active structure is in interrogative (question) form, the passive also must be in the same structure.
  - Who taught you English grammar?  
⇒ By whom was English grammar taught to you?  
⇒ By whom were you taught English grammar?
  - Why does the principal praise the students?  
⇒ Why are the students praised by the principal?
  - Is someone making the tea for me?  
⇒ Is the tea being made for me?
  - I have given a pen to her.  
⇒ A pen has been given to her by me.  
⇒ She has been given a pen by me.