



Have / Had / Had

- You can **have**
lunch / dinner / a meal
a party / a meeting / a competition / a game
a lesson / an exam / homework
a drink / cup of coffee / sandwich
a shower / bath / swim / sauna
- Expressions with have
Is that your camera? Can I have a look?
Is that your bicycle? Can I have a go? (= ride it)
Goodbye! Have a good journey!
Do you have a moment? (= have some time)
Can I have a word with you? (= speak to you)
I'm going to have my hair cut.
- Have + got (speaking / informal) = have (writing)
I've got three sisters. Have you got any brothers?
We've got ten minutes before the train goes.
Have you got a pen?
I've got a problem.
- **Have to**
We use **have** to when the situation means you **must** do something.
The museum is not free. You have to pay a fee.
All students have to do the exam.





Revision of the rules to form the Passive Voice

Tenses	Active	Passive
Present Indefinite	I form of the verb + s/es do/does (not) + V ₁	is/am/are + V ₃
Past Indefinite	V ₂ did (not) + V ₁	was/were + V ₃
Present Continuous	is/am/are (not) + V ₁ + ing	is/am/are (not) + being + V ₃
Past Continuous	was/were (not) + V ₁ + ing	was/were (not) + being + V ₃
Present Perfect	has/have (not) + V ₃	has/have (not) been + V ₃
Past Perfect	had (not) + V ₃	had (not) + been + V ₃
Future Perfect	will/shall (not) have + V ₃	will/shall (not) have + been + V ₃
Modal verb	will, shall, would, should, can, could, may, might, must, ought to + V ₁	will, shall, would, should, can, could, may, might, must, ought to + be + V ₃
Infinitive	to + V ₁	to be + V ₃





3. Verbs

Verbs have certain typical forms and may be classified according to the number of forms they possess.

(a) Six-form Verbs

verb forms		form names	Symbols
show	drink	simple	V ^o
to show	to drink	infinitive	V ^{to}
shows	drinks	s-form	V ^s
showed	drank	past	V ^d
shown	drunk	participle (perfect)	V ⁿ
showing	drinking	ing-form	V ^g

(b) Five-form Verbs

verb forms		Form names	Symbols
walk	dig	simple	V ^o
to walk	to dig	infinitive	V ^{to}
walks	digs	s-form	V ^s
walked	dug	past	V ^d
		participle (perfect)	V ⁿ
walking	digging	ing-form	V ^g

(c) Four-form Verbs

Verb form	Form names	Symbols
put	simple	V ^o
	past	V ^d
	participle (perfect)	V ⁿ
to put	infinitive	V ^{to}
puts	s-form	V ^s
putting	ing-form	V ^g





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Prepositions

A preposition is an important word used with a noun or noun equivalent to show its relation with some other word in the sentence.

- **In** - 'In' is generally used before the names of countries and large cities, or before the name of the place in which one is at the time of speaking:

in a country, **in** town

- **At** - 'At' is used when there is a small extent of space or time. When we refer to small towns or villages, we use 'at'. 'At' means inside, just outside or just beside the building.

- **In, into** - 'In' denotes position of rest inside something; while 'into' denotes motion or direction towards the inside of something.

- **On, At, In (for time)**

On is used with the days of the week or month:

on Sunday, **on** March 28

At is used with exact time:

at five, **at** midnight

In is used with a period of time:

in the evening, **in** 1970

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All, Any, More, Most, Some

NOTES

→ All, any, more, most, some may be singular or plural depending on the meaning, and take verbs accordingly.

- Some of the books seem too old.
- Some of the food is not good.
- All the typing has been finished.
- All the reports have been typed.
- Most of the goods have been sold.
- Most of the stock has been sold, but more of these shirts are due.

→ The titles of books or magazines are considered singular and take singular verbs.

- The Hindustan Times still has wide circulation.
- The Two Faces of Indira Gandhi is a best seller.





Date : / /

Grammar Tips



NOTES

→ When the indefinite pronoun (i.e. pronoun used for persons and objects in a general way) **one** is the subject in a sentence, it must be followed by **one's** and not by his, her or him.

- **One** should keep **one's** promise.
- **One** should do **one's** duty.

However, if **anyone**, **anybody**, **each one**, **everyone**, **someone** are used, use **his** or **her**.

- **Everyone** should take care of **his** health.
- **Everyone** should take care of **her** dress.

→ **Same** is not a pronoun and as such it should not be used in place of a noun.

- When you have read this book, please return **it** to me.
- Take these books and return **them** to the library.





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Relative Pronouns

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A relative pronoun (*who, which, that*) used as a subject takes a singular or plural verb according to its antecedent.

- Measles is among the *diseases that are* curable.
- This is only one of the local papers *that prints* a weekly horoscope.

Singular Verb

The following words and their compounds are always singular and require a singular verb.

- *body* (anybody, everybody, nobody, somebody)
- *thing* (anything, everything, nothing, something)
- *one* (anyone, everyone, someone, no one)

- *Something* is wrong with *him* these days.
- *Everybody* in the office *has* tickets.
- *Nobody* *knows* the trouble I have seen.
- *Everyone* *is* required to clear their dues.
- *No one* is entitled to special treatment.



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