



★ ❁ *He has taught him to express himself* ❁ ★  
(Al-Qura'n)

# ENGLISH GRAMMAR & SPOKEN

PART 1

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In the name of Allah the most gracious the merciful

## The grammar — نحو صرف

Art by which we can write as the speak proper English and grammar is a called because the grammar is the bone of every language and must learn to translate grammar to save each type of error in all sorts of spoken and written-

**ترجمہ** جس کے ذریعے ہم انگریزی کو صحیح طور پر لکھ پڑھ سکتے ہیں اسے گرامر کہتے ہیں، کیونکہ گرامر ہی ہر زبان کی ریڑھ کی ہڈی ہوتی ہے اور ترجمہ کرنے کیلئے گرامر کا جاننا ضروری ہے کہ تاکہ بول چال و تحریر میں ہر قسم کی خطا سے محفوظ رہے۔

**(Alphabet)** حروف تہجی۔ انگریزی زبان کے A سے Z تک چھبیس حروف کے مجموعے کو **Alphabet** کہتے ہیں۔  
( **Letter** ) حرف۔

انگریزی میں حروف کو لیٹر کہتے ہیں جیسے A, B, C etc انگریزی زبان میں حروف کی دو قسمیں ہیں۔

there are two types of characters in English

(1) بناوٹ کے اعتبار سے

(2) تلفظ کے اعتبار سے

پھر بناوٹ کے اعتبار سے حروف کو دو قسموں میں تقسیم کیا گیا ہے۔

**Capital letters** بڑے حروف

A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U.V.W.X.Y,Z-

**Small letters** چھوٹے حروف

a,b,c,d,e,f,g,h,i,j,k,l,m,n,o,p,q,r,s,t,u,v,w,x,z-

تلفظ کے اعتبار سے دو حصوں میں بانٹا گیا ہے۔

(1) **Vowels** - حروف علت - انگریزی میں حروف علت پانچ ہوتے ہیں -

A,E,I,O,U

(2) **Consonant** - حروف صحیح

جو حروف **vowels** کی مدد سے بولے جاتے ہیں ان کو **Consonant** کہتے ہیں۔

B,C,D,F,G,H,J,K,L,M,N,P,Q,R,S,T,V,W,X,Y,Z.

یکل اکیس ہیں۔

## لفظ (The word)

the collection of letters which has some sense is called a word.

حروف کا وہ مجموعہ جس کا کچھ معنی ہو لفظ کہلاتا ہے جیسے، Book ,Pen etc -

## جملہ The sentence

The collection of words which has complete sense is called a sentence

الفاظ وہ کا مجموعہ جس کا کچھ مکمل معنی وہ جملہ کہلاتا ہے، جیسے - Sajid is a good man

## Kinds of sentences

جملے کی قسمیں -

(the sentences have five kinds)

جملے کی پانچ قسمیں ہیں۔

### (1) Affirmative sentence

for example . Rashid goes to Institute

### (2) Negative sentence

for example I do not play cricket ,

### (3) Interrogative sentence

for example - Does Rashid play cricket ?

### (4) Imperative sentence-

for example- Take your sit

### (5) Exclamatory sentence-

for example- How handsome you are!

## Poem of parts of speech

A noun is the of any thing  
As School,garden& swing

Instead of nouns the pronoun stand

Her head his face my arm your hand

Adjectives tell the kinds of noun

As great small pretty broun

Adverbs tell of some thing being done

As to read write sing and run

How thing are done the adverbs tell

As slowly quickly ill and well

conjunction join the words together

As man and woman wind weath er -

## Parts of speech

(1) Noun اسم

example- school Sajid and Khalid

(2) Pronoun ضمير (Substitution word) Example He runs fast -She goes slowly

(3) Adjective (صفت) (qualifying word)

example-Ablack man is reading -

A white cat is eating the food

(4) verb (فعل) (saying word)

Example-Rashid writes the letter

(5) conjunction (connecting word) حرف عطف

example - Rashid and khalid are cousins

(6) preposition (governing word) حرف جر

example-the pen is on the table

(7) Interjection (exclamatory word) حروف تعجب

example-Hurah Bravo Alas!



There are five kinds of noun

اسم کی پانچ قسمیں ہیں۔

Proper noun (اسم معرفہ)

Common Noun (اسم نکرہ)

collective noun (اسم جمع)

Material noun (اسم جنس)

Abstractive noun (اسم کیفیت)

### Joining Word

For example ..... Khalid is very pious

### Note

Proper Noun جملے کے شروع میں ہو یا اخیر میں Capital letter میں ہی آئے گا۔

Proper noun میں The, An, A کا استعمال نہیں ہوگا۔ اگر Common Noun جملے میں آئے تو Small

letter میں ہی لکھا جائیگا۔ اگر Common Noun کو معرفہ بنانا ہو تو The, An, A استعمال کرتے

ہیں - (3) collective noun

Example Khalid -

(4) Material Noun -

Example

Iron is brown ,

(5) Abstractive Noun

Example

Honesty is the best policy-

### Gender

جس لفظ سے زیادہ یا بے جان چیزوں کا علم ہو اسے Gender کہتے ہیں۔

انگریزی میں Gender کی چار قسمیں ہیں۔

Masculine Gender (مذکر)

Feminine Gender (مؤنث)

Common Gender (عام جنس)

Neuter Gender (بے جان)

### Joining word

ایسا Noun جس سے یہ علم ہو کہ یہ مذکر ہے اسے Masculine Gender کہتے ہیں۔

Example boy , ox , Dog ,

Feminine Gender

ایسا Noun جس سے یہ علم ہو کہ وہ مؤنث ہے Feminine Gender کہتے ہیں۔ Example Bitch , Cow

**Common Gender** ایسی Noun جس سے یہ علم ہو کہ وہ مشترک ہے اسے **Common Gender** کہتے ہیں۔  
**Common Gender** ( example ) Madrasa Class , College .....

Neuter Gender

ایسی Noun جس سے یہ علم ہو کہ وہ بے جان ہے اسے **Neuter Gender** کہتے ہیں۔  
 Example stone , Tree , born .

### Formaton of grammar

masculine	Feminine
Bachelor	Maid
Boy	Girl
Author	Authoress
Heir	Heiress
Baron	Baroness
Poet	Poetress
Gew	Gewess

جس لفظ کے اخیر میں **Consanant** آتا ہو اور اس سے پہلے **Vowels** ہو تو **Vowels** کو حذف کر کے اخیر

میں es لگاتے ہیں۔

Masculine	Feminine
Actor	Actress
Editor	Editress
Hunter	Huntress

### جمع بنانے کا قاعدہ

جس لفظ کے اخیر میں Y آتا ہو اسکی جمع IES لگا کر بناتے ہیں۔

### Example

Ability

Abilities



جس لفظ کے اخیر میں Vowels ہو یا S,Sh,ss,ch ,x,z

### Example

Whatch

Whatches

جس لفظ کے اخیر میں F ہو یا Fe تو اسکی جمع ہم ves لگا کر بناتے ہیں۔

### Example

Knife

Knives

leaf

leaves

اور کچھ جمع خلاف قیاس آتی ہے۔

### Example

Foot

feet

Tooth

Teeth

## Preposition

(حرف جر)

Prepositoin کی دو قسمیں ہیں۔

﴿غیر متعین﴾ Simple preposition

﴿ذاتی الجھاؤ﴾ Complex Preposition

Complex Preposition کی دو قسمیں ہیں۔

(1) Prepositon Phrase

(2) Phrase Preposition

Simple Preposition کی تقریباً پچپن قسمیں ہیں۔

A, At ,Against,Among ,About ,Above ,Across ,After ,Along ,Amid , Amidist ,Amid ,Around ,Amongst,With ,Below ,Beyond ,Benith ,But ,Beside, Before Besides,Behind,Between,During,Despite Down,Within,For,Frome Ours ,In ,Into ,Inside Of ,On ,Outside ,Off ,Over ,Past ,Without,Round ,Since ,Till,To

Throught ,Towards,Toward ,An ,Then ,Up,Upon ,Unto ,Underneath ,U nder  
,Untill ,

Complex Preposition پانچ طرح سے استعمال ہوتا ہے -

(A) Verb + Preposition \_ Give up ,give in

(B) Adjective + Preposition \_ Gopod at ,carfull off

(C) Noun + Preposition\_ In front of

(D)Adverb + Preposition\_By Virtue of

(E) Preposition +Noun +Preposition -

Complex Preposition کی تعداد بہت ہے کیونکہ Adjective ،Noun Pronoun ،Verb کے بعد مختلف قسم

کے Preposition کو جوڑ کر Preposition Phrase بناتے ہیں۔

A کا ترجمہ کبھی کبھی ،پر سے ہوتا ہے -

**Example** The principal found him a bed

I went a hunting میں شکاری میں گیا۔

کبھی کبھی کا ترجمہ per سے ہوتا ہے۔ **Example** I go to him once a weak میں انکے پاس ہفتے میں ایک

مرتبہ جاتا ہوں۔ Oranges sell at a rupee سنترے ایک روپے میں چار کے در سے بکتے ہیں۔

**Example**

Against کا ترجمہ مختلف قسموں سے ہوتا ہے۔ جیسے، خلاف، پر، سے، اندر وغیرہ -

you shouldn't go your teacher

I know nothing against his character میں اسکے اخلاق کے خلاف کچھ نہیں جانتا۔

**Example** the boy was learning against the wall لڑکے دیوار پر جھکے ہوئے تھے۔

His father put a ladder a wall

اس کے والد نے دیوار پر سیڑھی رکھی -

Against کا ترجمہ کبھی سے ،، ہوتا ہے۔

**Example**

The waves dash against the shore

لہڑکنارے سے ٹکراتی ہے۔

Against کا ترجمہ کبھی و اندر ، سے ہوتا ہے -

**Example**

you should finish your work against time

تمہیں اپنا کام وقت پر کرنا چاہیے۔

Among & Amongst دو سے زائد کے درمیان آتا ہے۔

**Example**

Distribute the sweets among the all students

تمام طالب علم کے درمیان مٹھائی تقسیم کی جاتی ہے۔

You shouldn't live amongst the thives

تمہیں چوروں کے درمیان نہیں رہنا چاہئے۔

About مختلف قسموں سے استعمال ہوتا ہے۔

**Example**

I know nothing about it

میں اسکے بارے میں کچھ نہیں جانتا ہوں۔

About کے معنی تقریباً بھی ہوتا ہے۔

It is about four o'clock

تقریباً چار بج رہا ہے۔

Above کا معنی اوپر، سے، سے اوپر اور گنتی میں زیادتی۔

**Example**

I got above him on the class

میں کلاس میں سب سے اوپر تھا۔

The jet rose above the helicopter

طیارہ ہیلی کوپٹر سے آگے بڑھ گیا۔

there was ten thousand above in the convantion

دس ہزار آدمی جلسہ میں گیا۔

Across کا معنی کے اس پار، ایک جانب سے دوسرے جانب، کے دونوں طرف۔

**Example - He lives across the Madrasa**

وہ مدرسہ کے اس پار رہتا ہے۔

A bird is laid across the river

پل ندی کے ایک جانب سے دوسری جانب بنا ہوا ہے۔

He put it across his shoulder

اس نے اسے اپنے کندھے کے دونوں طرف رکھا۔

(After) کے بعد، کے پیچھے، کے مطابق۔

**Example**

Khalid came after a week

خالد ایک ہفتہ کے بعد آیا۔

You are made after reading

تم پڑھائی کے پیچھے کے پاگل رہتے ہو۔

Do you after your teacher

تم اپنے استاد کے مطابق چلو۔

(Along) کنارے کنارے، ساتھ، ترقی۔

**Example**

He was walking along the river

وہ ندی کے کنارے ٹہل رہا تھا۔

He went along with his father

وہ اپنے والد کے ساتھ ٹہل رہا تھا۔

He is gattinng along in business

وہ تجارت میں ترقی کر رہا تھا۔

(Amid & Amidst)

کے بیچ میں۔ کے باوجود۔

**Example** I was brave amid danger

میں خطروں کے بیچ بہادر تھا۔

He din't loss had amidst many difficult

میں دل میں بے پناہ مشکل کے باوجود محروم نہیں کیا۔

(Around & Round)

چاروں طرف سے، تقریباً۔

**Example**

The soulder around the house

**Below** کم، اور نیچے۔

For example

You are below age your service

نو کمری کیلئے آپکی عمر کم ہے۔

you live below of two floor

آپ دوسری منزل سے رہتے ہیں۔

**Beyond** باہر اور دور۔

Example

Do not go beyond limits

حدود کے باہر نہ جاؤ۔

This is beyond your reach

یہ تمہاری پہنچ سے دور ہے۔

**Beneeth** کے معنی نیچے

For xample

The souser was laying beneeth the stone

طشتری پتھر کے نیچے دبی ہوئی ہے۔

**But** کے معنی سوائے صرف

Example

Who could have done this work but him

اس کے سوا اس کام کو کون کر سکتا ہے؟

I deed but steal your watch'

آپکی گھڑی صرف میں ہی چرائی ہے۔

## Besides کے معنی ؛ علاوہ .

For example

He gave money besides clothes

اس نے مجھے پیسے کے علاوہ کپڑے بھی دئے۔

## Before کے معنی سامنے، موجودگی، پہلے۔

For example ,

I stood before you

میں آپ کے سامنے کھڑا ہوں۔

Money distributed before me

روپے میرے موجودگی میں تقسیم کی گئی۔

I drink glass of water before going to bed

میں بستر میں جانے سے پہلے پانی پیتا ہوں۔

## بہت پہلے۔ Long before

## Before long طویل عرصہ سے پہلے

For example

Our forfather came here long before

ہمارے بزرگ یہاں پہلے آئے تھے۔

I shall return before long

میں طویل عرصہ سے پہلے لوٹوں گا۔

## Beside بغل، الگ۔

Forexample ,

He sat beside me

وہ میرے بغل میں بیٹھا۔

The question is beside the topic

یہ سوال مضمون سے الگ ہے۔

**Behind** پیچھے، دیر۔

My cow is behind me

میری گائے میرے پیچھے ہے۔

The train is behind the time

ریل گاڑی وقت سے دیر ہے۔

He got behind me in studies

وہ پڑھائی میں مجھ سے پیچھے ہے۔

**Between** دوستی کے بیچ، پہونچنا، بیچ میں جانا۔

For example

There are friendship between Khalid & Rashique

خالد اور راشق کے درمیان دوستی ہے۔

I got between them and stopped fighting

میں انکے درمیان پہونچا اور لڑائی روک دیا۔

We should work as go between for these two parties

ہمیں ان دو پارٹیوں کے درمیان جا کر کام کرنا چھاپئے۔

**During** کے باوجود۔

For example,

I was oprating computer during class

میں کمپیوٹر سیکھ رہا تھا باوجود کہ کلاس کر رہا تھا۔

**Down** نیچے، اندر۔

For example

I used to live down the roof

میں چھت کے نیچے رہتا تھا۔

I was studying down their room

میں انکے کمرہ کے اندر پڑھ رہتا تھا۔

**Within** اندر۔

I was used to study within Madrasa

میں مدرسہ کے اندر پڑھتا تھا۔

**From** سے۔

He abstains from win

وہ شراب سے بچتا ہے۔

**For** کیلئے، سے۔

I was studying for happy to Allah

میں اللہ کو خوش کرنے کیلئے پڑھ رہتا تھا۔

He could not account for his absence

وہ اپنے غیر حاضری کی وجہ سے نہیں بتا سکا۔



I shall see you round seven pm

میں تم سے تقریباً سات بجے ملوں گا۔

## (Demonstrative pronoun )

### اسمائے اشارات

واحد قریب This

جمع قریب These

واحد بعید That

جمع بعید Those

### (Joining word )

This a pen

These are pens

That is a pen

Those are pens

### (W,H,Family )

Where کہاں - What کیا - whose کس کا، کسکی - whom جس، جن کو - By whom کس کے ذریعے - For

how long کب سے - Which کونسا، کونسی - When کب سے - How کیسے -

Example where is your book ? What is this ?

Whose book this is ? Whom do you want to speak ? By whom it book is written

? For how long do you read ? Which is your book ? when do you go ?

How are you ?

### ضمائر ( Personal Pronouns)

#### Subjective Cass

He

she

#### Possessive Cass

his

Her

#### Objective cass

Him

Her

You	your	You
They	Their	Them
I	My	Me
We	our	Us
It	Its	It

**For Example** He is going

She goes

You are going

They are going

I am eating

we are talking

It is tree

### Conjugation of possessive cass

This is his book

This is your book

This is her sister

This is thar book

This is our class

This is my book

This is its tree

### (Conjugation of objective cass)

Don`t tuch him

I don`t say you

Don`t meet her

Don`t say them

Don`t tell me

Visit us

Don't say it

(Kinds of tense)

(1) Present tense (زمانہ حال)

(2) Past Tense (زمانہ ماضی)

(3) Future tense (زمانہ مستقبل)

(4) (Kind of present tense)

(1) simple present

(2) present continuous

(3) present perfect

(4) present perfect continuous

### Simple present tense

زمانہ حاضر غیر متعین

اگر فعل کے اخیر میں یہ سب حروف آئے تو es لگا کر **Simple present** کا جملہ بناتے ہیں اور اس کے علاوہ صرف S ہی لگا کر بنائیں گے یہ صرف واحد کے مثبت جملہ میں استعمال ہوگا۔

**For example**

kiss -He kisses his baby

Wash -He washes his clothe

Reach -He reaches at that time

Relaxes -He relaxes on the bed

Buzz- The fly buzzes on thie tree

Go- he goes home

(Recognition of simple present tense )

تا ہے، تے ہیں، تی ہے۔

the helping verb ;Does; will go with singular and plural ;Do;

## Conjugation of simple present

Singular - He goes وہ جاتا ہے۔

He goes

Does he go ?

Doesn't he go ?

Why does he go ?

Why does he go ?

### (Plural)

You go تم جاتے ہو

you don't go

Do you go ?

Don't you go ?

Why do you go ?

Why don't you go ?

## Present Continuous

زمانہ حاضر استمراری

Recognition of Present continuous

Recognition of Present continuous

For example

I am eating

I amn't eating

Am I eating ?

Amn't I eating?

why am I eating ?

Why amn't eating ?

You are eating the food

you aren't eating the food

Are you eating the food ?

Aren't you eating the food ?

why are you eating the food ?

Why aren't you eating the food ?

He is eating the food

he isn't eating the food

Is he eating the food ?

Isn't he eating the food ?

why is he eating the food ?

Why isn't he eating the food?

## Present perfect tense

زمانہ حاضر مکمل

### Recognition of present perfect

چکا ہے، چکے ہیں، چکی ہے۔

the helping verb "Has "will go with singular & plural "Have"

### Fort example

He has gone home

He hasn't gone hom

Has he gone home ?

Hasn't he gone home

Why has he gone home?

Why hasn't he gone home ?

You have arrived the station

You haven't arrived the station

Have you arrived the station ?

Haven't you arrived the station ?

why you arrived the station ?

why haven't you arrived the station ?

**Present perfect tense** زمانہ حاضر مکمل

Recognition of present perfect

چکا ہے، چکی ہے، چکے ہیں۔

the helping verb "Has" will go with singular & "Have" plural

( conjugation of present perfect )

**Example**

She has gone

she hasn't gone

Has she gone ?

Hasn't she gone

Why has she gone ?

why hasn't she gone ?

**Plural**

You have gone

you haven't gone

Have you gone ?

Haven't you gone ?

Why have you gone ?

why haven't you gone ?

**Present perfect continuous tense** زمانہ حاضر استمراری وقت کے ساتھ

Recognitoin of present perfect continuous

رہا ہے، رہے، رہی ہے وقت کے ساتھ۔

The helping verb "Has been; will go with singular & "Have been ;with plural

verb first form with ing –

**Example**

He has been reding since morning

He hasn` t been reading since mornig

Has he been reading since morning ?

Hasn` t he been reading siince mor4ning ?

why hasn` t he been reading since nmorning ?

Why has he been reading since morning?

You have been reading since morning

You haven` t been reading sice morning

Have you been reading since morning ?

Haven` t you been reading since mornig ?

Why have you been reading since morning ?

Why haven` t you been reading since morning ?

**Past tense** زمانہ ماضی

زمانہ ماضی غیر متعین (Simple past tense )

Recognition of simple past

تا تھا، تے تھے، تی تھی۔

The helping verb "Did; will go with all subjects form استعمال ہوگی۔ میں verb کی دوسری Simple past کے مثبت جملہ میں  
except Affirmative sentences

for example

He went home

He din't go home

Did he go home ?

Din't he go home ?

Why did he go home ?

Why din't he go home ?

## Past continuous

Recognition of past continuous

رہا تھا، رہے تھے، رہی تھی۔

The helping verb "were: will go with plural & "Was: along I & sin gular with :ing"

For example

He was walking in the field

He wasn't walking in the field

Was he walking in the field ?

Wasn't he walking in field?

Why was he walking in the field ?

Why wasn't he walikng in the field?

(Plural )

You were speaking each other

You weren't speaking each other

Were you speaking each other?

Weren't you speaking each other ?

Why were you speaking each other ?

Why weren't you speaking each other ?

## Past Perfect tense

زمانہ ماضی مکمل

Recognition of Past perfect tense

چکا تھا، چکے تھے، چکی تھی۔



The helping verb "Had" will go with all subject & verb 3rd form ;

**For example**

He had gone to institute

He hadn't gone to institute

Had he gone to institute?

Hadn't he gone to institute ?

Why had he gone to institute ?

Why hadn't he gone to institute ?

**To use 'before' with Past perfect continuous**

بارش ہونے سے پہلے خالد گھر جا چکا تھا۔

Khalid had gone home before it rained

Khalid hadn't gone home before it rained

Had Khalid gone home before it rained ?

Hadn't Khalid gone home before it rained ?

Why had Khalid gone home before it rained ?

Why hadn't Khalid gone home before it rained ?

**To use "After"**

تمہارے جانے کے بعد خالد آیا تھا۔

Khalid came after you had gone

Khalid came after you hadn't gone

**2nd Way**

You had gone home after Khalid came

You hadn't gone home after Khalid came

Had you gone home after Khalid came ?

Hadn't you gone home after Khalid came ?

Why had you gone home after Khalid came?

Why had you gone after Khalid came ?

## Past perfect continuous tense

زمانہ حاضر مکمل وقت کے ساتھ۔

(Recognition of past perfect tense )

رہا تھا، رہتے رہی تھی۔

The helping verb :Had been "will go with all subject & verb with :ing"

For example

He had been walking for 3 o'clock

He hadn't been walking for 3 o'clock

Had he been walking for 3 o'clock?

Hadn't he been walking for 3 o'clock ?

why had he been walking for 3 o'clock?

why hadn't he been walking for 3 o'clock ?

## Future tense

Simple future tense

زمانہ مستقبل غیر متعین

Recognition of simple future tense

گا، گے، گی۔

The helping verb :will" will go with all subject except :shall "with I & We

For example

You will read out

you won't read out

will you read out ?

won't you read out ?

why will you read out ?

why won't you read out ?

We shall come on

We shalln't come on

Shall we come on ?

Shalln't we come on?

Why shall we come on?

Why shalln't we come on?

## Future continuous tense

زمانہ مستقبل استمراری

Recognition of future continuous tense

رہا ہوگا، رہے ہونگے، رہی ہونگی۔

the helping verb "will be" will go with all subject verb With ; Ing 'except I & we

*for example*

Conjugation

You will be remembering the lesson

you won't be remembering the lesson

will you be remembering the lesson ?

won't you be remembering the lesson ?

Why will you be remembering the lesson ?

Why won't you be remembering the lesson ?

**With :We**

We shall be counting book

We shall'nt be counting book

Shall we be counting book ?

Shalln't we be counting book ?

Why shall we be counting book?

## Future perfect tense

زمانہ مستقبل مکمل

Recognition of future perfect tens

چکا ہوگا، چکے ہوں گے۔ چکی ہوگی۔

The helping verb :will have "will go with subject except I & We : Shall have

"and verb 3rd form -

### Conjugation

You will have promised

you won't have promised

will you have promised ?

won't you have promised ?

Why will you have promised?

(with shall )

We shall have promised

We shalln't have promised

Shall we have promised ?

Shall we have promised ?

Why shall have promised ?

Why shalln't have promised ?

To use before

You will have finished your work before Khalid sleeps

You won't have finished your work before Khalid sleeps

Will you have finished your work before Khaid sleeps ?

Won't you have finished your work before Khalid sleeps?

Why will you have finished your work before Khalid sleeps?

Why will you have finished your work before Khalid sleeps

## Future perfect continuous tense

زمانہ حاضر مکمل وقت کے ساتھ۔

### Recognition of future perfect continuous tense

رہا ہوگا، رہے ہونگے، رہی ہونگی وقت کے ساتھ۔

The helping verb :will have been "will go with all subject except I & W :Sahl

have been "verb with :Ing"

### For example

You have been reading since morning

You haven't reading since mornig

have you been reading since morning ?

Haven't you been reading since morning ?

Why have you been reading since morning ?

Why haven't you been reading since morning ?

### With shall

We shall have been reading since morning

We shalln't have been reading since morning

Shall we have been reading since morning ?

Shalln't we have been reading since morning ?

Why shall we have been reading since morning ?

Why shalln't we have been reading since morning ?

## Formation of passive voice

Passive voice بنانے کا قاعدہ یہ ہے کہ Active voice کے Object کو شروع میں رکھ دیا جائے اور فعل کی تیسری فورم کو بھی رکھ دیا جائے تو Active voice = Passive voice بن جائیگا۔

### (1) Simple present of passive voice

#### Recognition simple present of passive voice

بلایا جاتا ہے، بلائے جاتے ہیں، بلائی جاتی ہیں۔

For example He is called

He isn't called

Is he called?

Isn't he called Why is he called ?

Why isn't he called ?

Are, Am, Is

### (2) Present continuous of passive voice

#### Recognition

بلایا جا رہا ہے، بلائے جا رہے ہیں، بلائی جا رہی ہیں۔

Helping verb Are being ,am being ,is being

For example Sajid is being beaten

Sajid isn't being beaten

Is Sajid being beaten

Isn't Sajid being beaten ?

Why is Sajid being beaten?

Why isn't Sajid being beaten ?

### (3) Present perfect of Passive voice

Recognition of present perfect of passive voice

بلایا جا چکا ہے، بلائے جا چکے ہیں، بلائی جا چکی ہیں۔

Helping verb with singular Has been & Plural have been

For example

He has been called

He hasn't been called

Has he been called ?

Hasn't he been called?

Why has he been called ?

Why hasn't he been called?

### Past passive voice

#### (1) Simple past of Passive voice

Recognition

بلایا جاتا تھا، بلائے جاتے تھے، بلائی جاتی تھی۔

Helping verb with singular was & Plural Were

For example

You were called

you weren't called

Were you called ?

Weren't you called ?

Why were you called ?

Why weren't you called ?

## (2) Past continuous of Passive voice

### Recognition of past continuous

*Helping verb/Was being with I ,Was being with singular & Were being with Plural*

#### For example

He was being beaten

He wasn't being beaten

Was he beaten ?

Wasn't he beaten ?

Why was he beaten ?

Why wasn't he beaten ?

## (3) Past perfect of passive voice

### Recognition of past perfect of passive voice

بلایا جا چکا تھا، بلائے جا چکے تھے، بلائی جا چکی تھی۔

**Helping verb. «Had been» with all subject -**

#### For example

You had been read

You hadn't been read

Had you been read ?

Hadn't you been read ?

Why had you been read ?

Why hadn't you been read ?



## Future passive voice

### (1) Simple future

Recognition of simple future passive voice

بلایا جائیگا، بلائے جائینگے، بلائی جائیگی۔

Helping verb ;will be; With all subject but ;shall be ;I & We

For example

He will be called

He won't be called

Will he be called?

Won't he be called?

Why will he be called ?

Why won't he be called ?

### (2) Future perfect of passive voice

Recognition of future perfect of passive

بلایا جاچکا ہوگا، بلائے جاچکے ہونگے، بلائی جاچکی۔ ہونگی

Helping verb Shall have been & will have been -

For example

You will have been called

You haven't been called

Have you been called ?

Haven't you been called ?

Why have you been called?

Why haven't you been called ?

## Use of Has/Have

کسی چیز کے پاس ہونے کو بتلایا جائے تو اس کیلئے انگریزی میں جمع کیلئے **Have** اور اور واحد کیلئے **Has** کا استعمال کیا جاتا ہے۔

### For example

He has a pen

He hasn't a pen

Has he a pen ?

Hasn't he a pen?

Why has he a pen ?

Why hasn't he a pen?

### Use of Have

You have two pens

You haven't two pens

Have you two pens ?

Haven't you two pens?

Why have you two pens?

Why haven't you two pens?

## Use of want

### For example

He want to speak

He doesn't want to speak

Does he want to speak ?

Doesn't he want to speak?

Why does he want to speak?

Why doesn't he want to speak?

## Use of may/can

May کا استعمال اکثر و بیشتر اجازت، عاجزی اور انکساری کیلئے ہوتا ہے۔

### For example

کیا میں آسکتا ہوں۔ May I come in! etc  
 You may go  
 You may not go  
 May you go?  
 May you not go?  
 Why may you go ?  
 Why may you not go?

### Can

### For example

Can کا استعمال اکثر و بیشتر لیاقت، صلاحیت اور طاقت کو بتلانے کیلئے آتا ہے۔

### For example

They can speak English  
 They can't speak English  
 Can they speak English ?  
 Can't they speak English?  
 Why can they speak speak English?  
 Why can't they speak English?

## Use of should

### For example

You should learn Ara bic  
 You shouldn't learn Arabic  
 Should you learn Arabic?

Shouldn't you learn Arabic?

Why should you learn Arabic?

Why shouldn't learn Arabic?

### Use of must

Must کا استعمال اکثر و بیشتر لازمی اور ضروری کاموں کیلئے ہوتا ہے۔

#### For example

You must come in my room

You musn't come in my room

Must you come in my room ?

Musn't you come in my room?

Why must you come in my room ?

Why musn't you come in my room?

### Use of Should have/should has

#### Recognition

چاہئے تھا۔

#### For example

واحد کیلئے **Should has** اور جمع کیلئے **Should have** استعمال ہوتا ہے **Third form**۔

You should have spoken English

You shouldn't hvae spoken Englisg

Should you have spoken English ?

Shouldn't you have spoken English?

Why Should you have spoken English ?

Why shouldn't you have spoken English?

## Should has

He should has beaten them

He shouldn't has beaten them

Should he has beaten them?

Shouldn't he has beaten them?

Why should he has beaten them?

Why should he has beaten them?

## Use of has to /have to

### Recognition

پڑتا ہے، پڑتے ہیں، پڑتی ہے۔

### For example

He has to go to institute

He hasn't to go to institute

Has he to go to institute?

Hasn't he to go to institute?

Why has he to go to institute?

Why has he to go to institute?

### Have to

You have to work

You haven't to work

Have you to work?

Haven't you to work?

Why have you to work ?

Why haven't you to work?

## Use of Had to

### Recognition

پڑتا تھا، ہوتا تھا۔

### For example

He had to work hard

He hadn't to work hard

Had he to work hard?

Why had jhe to work hard?

Why hadn't to work hard?

### *Plural*

You had to remember

You hadn't to remember

Had you to remember?

Hadn't you to remember?

Why had you to remember?

Why hadn't you to remember?

## *Use of will have to*