

These qualities are required if they are to enjoy their country's freedom to the fullest.

Match the words with their antonyms

High	Low
fear	Courage
Knowledge	Ignorance
fragments	Whole
Perfection	Imperfection
Wide	Narrow
freedom	Bondage
blind	Body

BBA I

Unit - I

Tense :- Tense is that form of a verb which shows not only the time of an action, but also the state of an action or event

Simple Present Tense S + V - I (s/ves) + Object

(a) It is used to express a habitual action as
eg: - He drinks tea every morning

(b) To express general truths, as
eg: - The sun rises in the east

(c) In exclamatory sentence beginning with here and there to express what is actually taking place in the present, as
eg: - Here comes the bus!

① In kind narrative, as substitute for the simple past; as

eg:- Sohrab ran rushes forward and dealt a heavy blow to Rustam.

② To express a future event that is part of a fixed timetable or fixed programme.
eg:- The match starts at 9 o'clock.

③ To introduce quotations.
eg:- Keats says, 'A thing of beauty is a joy for ever.'

④ Used, instead of simple future tense, in clauses of time and condition.
eg:- I shall wait till you finish your lunch.

⑤ In broadcast commentaries on sporting events.

Present progressive / Present continuous Tense
S + is/am/are + V-ing + object

The Present Continuous is used

a) for an action going on at the time of speaking. eg:- She is singing (now).

b) for a temporary action which may not be currently happening at the time of speaking; as eg:- I am reading 'David Copperfield'. (but I am not reading at this moment).

c) for an action that has already been arranged

to take place in the near future; as.
eg: - I am going to cinema tonight

It has been pointed out before that the simple present is used for a habitual action. However, when the reference is to a particularly obstinate habit - something which persists, for eg. in spite of advice or warning - we use the present continuous with an adverb like always, continually, constantly.

Eg: - My dog is very silly; he is always mucking out in to road

The following verbs on account of their meaning are not normally used in the continuous form.

- 1) Verbs of perception, eg. see, hear, smell, notice, recognise.
- 2) Verbs of appearing, eg. appear, look, seem
- 3) Verbs of emotion, eg. want, wish, desire, feel, like
- 4) Verbs of thinking eg. think, suppose.
- 5) have = (possess), own, possess, belong to, consist of

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Present Perfect Tense st has/have + V III + O

- (a) To indicate completed activities in the immediate past (with just); as
eg: - He has gone out
- (b) To express past actions whose time is not given and not definite, as
eg: - Have you read 'Huxley's Travels'?
- (c) To describe past events when we think more of their effect in the present than of the action itself; as
eg: - Ravi has eaten all the biscuits.
- (d) To denote an action beginning at some time in the past and continuing up to the present moment (often with since and for phrases); as
eg: - I have known him for a long time
- (e) The following adverbs or adverb phrases can also be used with the Present Perfect (apart from those mentioned above): never, ever (in questions only), so far, till now, yet (in negatives and questions), already, today, this week, this month etc.

Simple Past Tense S + VII + O

(a) The simple Past is used to indicate an action completed in the past. It often occurs with adverbs or adverb phrases of past time.
eg:- The steamer sailed yesterday.

(b) Sometimes this tense is used without an adverb of time. In such cases the time may be either implied or indicated by the context.

eg:- I learnt Hindi in Nagpur.

(c) The Simple Past is also used for past habits, as
eg:- He studied many hours everyday.

Progressive past / past continuous Tense
S + was/were + V-ing + O

(a) The past Continuous is used to denote an action going on at some time in the past. The time of the action may or may not be indicated.
eg:- We were listening to the radio all evening.

(b) This tense is also used with always, continually etc for persistent habits in the past.
eg:- He was always grumbling.

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Page No. _____
Date _____

Post Perfect Tense S + had + V III + before / after
 The Post perfect describes an action (Simple Past)
 completed before a certain moment in the past.
 eg: - I met him in New Delhi in 1996.
 I had seen him last five years before.

(b) If two actions happened in the past, it may be necessary to show which action happened earlier than the other. The Post perfect is mainly used in such situations. The simple past is used in one clause and the Post-perfect in the other, as
 eg: - When I reached the station the train had started (so I couldn't get in to the train). The train had departed before I reached the station.

Simple future tense
 S + will / shall / can / may etc. + VI + O

(a) The simple future tense is used to talk about things which we cannot control. It expresses the future as fact.
 eg: - I shall be twenty next Saturday.

(b) We use this tense to talk about what we think or believe will happen in the future.
 eg: - I think Pakistan will win the match.

Page No. _____
Date _____

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Tense
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(c) We can use this tense when we decide to do something at the time of speaking.
 Eg:- It's raining. I will take an umbrella.

Going to

(a) We can use this form when we have decided to do something before talking about it.

Eg:- I am going to buy a car.

(b) To talk about what seems likely or certain, when there is something in the present which tells us about the future.

eg:- It's going to rain, look at those clouds.

(i) As an expression of an action which is on the point of happening.

Eg:- Let's get in to the train. It's going to leave.

Be about to

(a) for immediate future.

Eg:- Don't go out now. We are about to have lunch.

Simple future continuous ~~St~~ will/shall be + V-ing + O

(a) To talk about actions which will be in progress at a time in the future.

Eg:- I suppose it will be raining when we start.

To talk about actions in the future which are already planned or which are expected to happen in the normal course of things.

Eg: - I will be staying here till Sunday.

Be to

To talk about official plans and arrangements

Eg: - The conference is to discuss "Hundred Test"

Future Perfect Tense. St will/shall + have + VIII + O

To talk about actions that will be completed by a certain future time.

Eg: - I shall have written my exercise by then.

By the end of this month, I will have worked here for five years.

Present Perfect Continuous =>

Past Perfect continuous St had been + V-[V(ing)] + ... + since/for + ...

future perfect continuous st will/shall + have been + V-[V] + O + since/for

+ V(ing) + O