Translation
(Tenses, Active and Passive Voice)

What is tense?
Tense is the form of a verb which shows the "time" when an event occurs or some action is done. It also shows the completion or incompletion of the event.
Briefly, a tense shows:
a) The time of an action.
b) Its degree of completion.

VERB:
"Verb is an action".

A verb has three main times or tenses.
1. The Present
2. The Past
3. The Future
To indicate shades of meanings or to explain whether.
1. The work or action is completed in that tense (time).
2. The work or action is incomplete.
3. OR we are not definite sure about the completeness or incompleteness of the action in that time.

Each tense has four different forms.
1. Indefinite
2. Continuous
3. Perfect
4. Perfect Continuous

Subject:
Subject is the person who is doing some action in some particular time.

Object:
Object is the person or thing on which action is done by some subject or
The subject does some work or action on the object.
CHAIN OF SENTENCE:
The chain of sentence or sentence structure in "Active Voice" is Subject + Verb + Object

Use of "It" and "There"
"It" and "There" as introductory subject:

It is seven O'clock.
It rained yesterday.
It is morning.

There are ten boys in the classroom.

Hence, 'it' and 'there' remain untranslated and they act as subject and introductory words.

Use of "It": "It" is used for time, weather or natural scenes.

1. It is very hot today.
2. It fell evening.
3. There is no book on the table.
4. Is there any player in the play ground?
5. Are there no fish in this pond?
6. There were many frogs in the water.
7. There was no passenger at the platform.
8. How many cattle were there in the field?
9. There are some apples in the basket.
10. There were four boats on the bank of the river.
11. There was no body in the house.
12. There are no new clothes in the box.
13. Who is there on the roof?
14. Is it hailling?
15. There was no lion in the cage.

Use of "There":
Object is stressed.

Use of Is, Am, Are, Was & Were
These words are used with subject according to the situation or type of subject.
1. If subject is 'I', we use 'am' / 'was'
   I am thankful to you.
   I was very happy.
2. Subject = He, she, it or any singular
   Then 'is' or 'was' is used.
   He was very sad.
   It is a beautiful scene.
   She is very old.
3. Subject = We, you, they or any plural
   Then 'are' or 'were' is used.
   We are hungry.
   You are lucky.

Negative Sentences:

Interrogative Sentences:

is, am, are, was & were Negative

Question Words: Why, who, when, where, which, whom, whose, how
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Use of "There"

1. There were many mango trees in our garden.
2. How many candidates were there in the hall?
3. Why is there no peon in the office?
4. Were there no letters in the postman’s bag?
5. Is there a little milk in the jug?
6. It is cloudy today.
7. Is it blowing hard outside?
8. It was very pleasant yesterday.
9. It will take about three hours to attempt the paper.
10. It is no use crying over spilt milk.
11. It is a white lie.
12. It was my brother who got the prize.
13. How many aeroplanes were there at the airport?
14. There was no tree along the roadside.

Use of Has, Have and Had

These words are used to show the things which are in possession of someone or are qualities / characteristics of someone.

The parrot has a red beak.
The mouse has a tail.
He had no hair on his head.

Has

When subject is He, She, It or any other third person singular and tense is present then 'Has' is used.

He has a bag.
She has an office.
The chair has four legs.
The room has three walls.
Have

When subject is I, we, you, they or any plural and tense is present then 'have' is used.

I have a book.
You have a son.
We have a home.
They have a garden.

Had

"Had" is used with all the subjects when possession is in past tense.

He had a book.
I had a beautiful doll.
She had a cat.
The watchman had a blue uniform.

Negative Sentences:

Negative sentences are formed when we put 'no', 'not' after has, have or had.

He has not many pens.
I have no garden.
He has no home.

Interrogative Sentences:

Has, have and had are put at the start of the sentence before the subject.

Question words/ Interrogative Pronouns:

Why, where, when, who, which, are placed before the words like has, have and had at the start of the sentence.

Have we hares?
Have you any blue dress?
Had they a car?
Why had he no friend?

How long + Object + (Has, Have, Had) + Subject / How many

Subject: Has, Have, Had

Object: How many / How long
How many pencils has he?

How much money have I?

Use of "Is, Am, Are, Was & Were"

1. All of us are Muslims.
2. Ahmad is a bold soldier.
3. The dog and the horse are faithful animals.
4. Every Pakistani is a patriot.
5. They were respectable citizens.
6. Lahore is famous for gardens.
7. Was he ill yesterday?
8. Why are many students absent today?
9. Where are the players of your team?
10. Was the rich man kind to the poor?
11. What is he to you?
12. One dozen eggs were rotten.
13. Were all the questions easy?
14. This toy was not beautiful.
15. Tipu Sultan was a just ruler.

More about "Is, Am, Are, Was & Were"

1. Is there any high school in this city?
2. Is Amjad an honest man?
3. Was he not a fisherman?
4. I am thankful to you.
5. Both of his brothers were lawyers.
6. Which is the longest river in Pakistan?
7. How high is the peak of K-2?
8. How many buses were there on the bus stand?
9. Why were his relatives angry?
10. Were all the motor cars out of order?
11. The student was not a liar.
12. Is this news true?
13. This question was very complicated.
14. Were all the questions difficult?
15. When was the doctor in the hospital?

Use of "Has, Have & Had"

1. Boys have a few books.
2. I have nothing in my purse.
3. The dog has a beautiful collar round its neck.
4. We have an imported radio set.
5. Why have you not a pen?
6. Has the deer not four legs?
7. These women have no ornaments.
8. This poor boy has no shoes.
9. Has your friend no watch?
10. We have a new house.
11. The rich man has a big garden.
12. Have you a licence?
13. Has the carpenter no saw?
14. The blacksmith has no hammer.
15. Have passengers no luggage?
16. Has the parrot not a red beak?

More about "Has, Have & Had"

1. The farmer had no sickle.
2. Your brother had no pistol.
3. Our servant had no licence of gun.
4. They had a new plough.
5. Why had the blind beggar a lamp?
6. Had the horse a bridle and saddle?
7. The baby had a strange doll.
8. How many tops had Asghar?
9. We had no hound.

10. Had that city a clock tower?

11. Why had this river no bridge?

12. Why had the soldier no uniform?

13. The guard had two flags.

14. Players had no luggage.

15. Had that cow no horns?

16. Had the aeroplane no passenger?

17. Your house had no lock.

18. My bicycle had a bell.

19. The school had no peon.

20. The school office had a big picture of Quaid-e-Azam.

1. **Present Indefinite Tense**
   *(Active Voice)*

Affirmative Sentences:
Sentence Construction
Subject + Verb + Object

<table>
<thead>
<tr>
<th>S</th>
<th>V</th>
<th>O</th>
</tr>
</thead>
</table>

English Translation:

a) Translate the subject into English.

b) Put the First form of verb.

(i) If subject is He, She, it or 3rd person pronoun then we use first form of verb and add 's' or 'es' at the end of verb.

   If verb ends with ss, s, x, o, ch, sh, then we add es otherwise only 's'.

(ii) If subject is I, we, you, they or any plural, then we simply use first form of verb.
c) Negative Sentences:
Use of Do not / Does not.
(i) If subject is He, she, it or 3rd person singular then "does not" is used.
(ii) If subject is I, we, you, they any plural, we use "do not".
(iii) First form of verb is used.

Interrogative Sentences:
Use of "Do" or "Does".
(i) If subject is He, she, it or 3rd person singular then 'does' is used before the subject at the start of the sentence. First form of verb is used.
(ii) If subject is I, we, you they and any plural then 'do' is used before the subject at the start of the sentence. First form of verb is used.

Question Words:
Why, when, where, which, who, how, whose, whom occur before 'do' or 'does' at the start.

Interrogative Negative Sentences:
Do / Does + Subject + not + object?
Put a question mark at the end of the interrogative sentence.

Note:
Object comes at the end of the sentence in each category.

1. Present Indefinite Tense
   (Active Voice)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Simple sentence</th>
<th>Negative</th>
<th>Interrogative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>I love my sister.</td>
<td>I do not love my sister.</td>
<td>Do I love my sister?</td>
</tr>
<tr>
<td>We</td>
<td>We love our sister.</td>
<td>We do not love our sister.</td>
<td>Do we love our sister?</td>
</tr>
<tr>
<td>2nd Person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You</td>
<td>You love your sister.</td>
<td>You do not love your sister.</td>
<td>Do you love your sister?</td>
</tr>
<tr>
<td>3rd Person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>He</td>
<td>He loves his sister.</td>
<td>He does not love his sister.</td>
<td>Does he love his sister?</td>
</tr>
<tr>
<td>She</td>
<td>She loves her sister.</td>
<td>She does not love her sister.</td>
<td>Does she love her sister?</td>
</tr>
<tr>
<td>Ali (Singular)</td>
<td>Ali loves his sister.</td>
<td>Ali does not love his sister.</td>
<td>Does Ali love his sister?</td>
</tr>
<tr>
<td>Plurals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>They</td>
<td>They love their sister.</td>
<td>They do not love their sister.</td>
<td>Do they love their sister?</td>
</tr>
</tbody>
</table>
1. Jackals howl in the evening.
2. I love my brother.
3. We read newspaper daily.
4. Aslam buys new shoes on Eid.
5. The poor man lives from hand to mouth.
6. The rich man looks down upon the poor.
7. Hens lay eggs round the year.
8. You teach English to the 10th class.
9. I know how to swim.
10. This boy always makes a noise.
11. God helps those who help themselves.
12. We withdraw money from the bank every day.
15. The sun sets in the west.

**Exercise**

1. We go to museum off and on.
2. Children enjoy their visit to the zoo.
3. My friend always gives me right advice.
4. One, who works hard, gets its reward.
5. You pay Rs. 1000/-income tax every year.
6. I pay the bill up to 10th of every month.
7. This butcher gives a short measure.
8. This shopkeeper sells sub standard goods.
9. The greedy man earns black money.
10. The poor postman lives from hand to mouth.
11. The hunter aims at every bird.
12. The doctor advises the patient to take rest.
13. The farmer reaps the wheat crop these days.
14. He keeps the company of good people.
15. This man deceives every one.

**Negative Sentences**

1. He does not repent on sin.
2. You do not admit your mistake.
3. Uninteresting books are not sold like hot cakes.
4. Stars do not shine in the day.
5. He does not listen to me.
6. I do not recognise this stranger.
7. We do not know you.
8. All the boys do not make a mischief.
9. A wise man does not make such a mistake.
10. The sun does not revolve around the earth.
11. The moon does not appear in the evening now-a-days.
12. The wood does not sink into the water.
13. The piece of iron does not float on water.
15. We do not tease any one for nothing.

**Interrogative Sentences**

1. Where do the children play hide and seek?
2. When does the postman come in this street?
3. Why do you object to his stay over here?
4. Does the cloud thunder loudly?
5. Does it hail in summer?
6. Why does he spend more than his income?
7. Does he feel ashamed of what he did?
8. Does Bashir wander till late night?
9. How long does Nasima stay with her uncle?
10. Where does the army encamp?
11. Do you prefer fruit to sweets?
12. Do people consider time important?

13. Why do these students waste time?

14. When does the cock crow?

15. Does your daughter respect her elders?

16. Does he demand a reasonable price for the fox?

17. Why does the cloth merchant give short measure?

18. Do all the students collect postage stamps?

19. Does the rich man spend money very lavishly?

20. Why do you insist on buying this bicycle?

21. Does this girl sleep late at night?

22. When do birds chirp?

23. Why do people dance and sing on 'Urs'?

24. Do they not care for any one?

25. What kind of dreams do you watch?

26. Why do you not show me the exercises of translation?

27. Does he admit his mistake?

28. Does this class take interest in its work?

29. Does it rain only in summer in Pakistan?

30. In which season does the snow fall on the mountains?

2. Present Continuous Tense
(Active Voice)

Affirmative (Simple) Sentences:
English Translation:
Subject + helping verb + first form of verb(ing) + object.
Helping Verb: Is, am, are.
1st form of verb + ing → 4th form of verb.
After subject helping verb, is, am, are is used according to the subject.
(i) Subject is, am, are Helping verb 

(ii) If subject is He, She, It or 3rd person or any singular helping verb 'is' is used.

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(ii) If subject is 'I' then helping verb 'am' is used.

(iii) If subject is you, we, they or any plural then 'are' is used.

Helping Verb: → 4th form of verb.
After helping verb fourth form of verb is used.
Object is placed at the end of the sentence.

Negative Sentences:
"Not" is used after helping verb to make a negative sentence.

Interrogative Sentences:
To make interrogative sentences helping verb is, am, are are placed before the subject. Sign of interrogation "?" is placed at the end.

Question Words:
Why, when, where, which, who, whose, whom, and how are placed at the start of the sentence before the helping verb and then rest of the sentence as is told before.

**Present Continuous Tense**
*(Active Voice)*

<table>
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<th>Subject</th>
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<th>Negative</th>
<th>Interrogative</th>
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<tbody>
<tr>
<td>1st Person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>I am going to school.</td>
<td>I am not going to school.</td>
<td>Am I going to school?</td>
</tr>
<tr>
<td>We</td>
<td>We are going to school.</td>
<td>We are not going to school.</td>
<td>Are we going to school?</td>
</tr>
<tr>
<td>2nd Person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You</td>
<td>You are going to school.</td>
<td>You are not going to school.</td>
<td>Are you going to school?</td>
</tr>
<tr>
<td>3rd Person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>He</td>
<td>He is going to school.</td>
<td>He is not going to school.</td>
<td>Is he going to school?</td>
</tr>
<tr>
<td>She</td>
<td>She is going to school.</td>
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<td>They are going to school.</td>
<td>They are not going to school.</td>
<td>Are they going to school?</td>
</tr>
</tbody>
</table>
Present Continuous Tense (Active Voice)
Subject + is/am/are + V(i)+ ing + object

1. It is drizzling.
2. The persian well is working.
3. I am taking rest at this time.
4. The smoke is rising from the hearth.
5. We are collecting old coins.
6. I am feeling dizzy.
7. You are saying good bye to your friend.
8. He is diving into the river.
9. Children are making much noise.
10. Akbar is reaping wheat.
11. The woman is boiling milk.
12. Students are decorating school.
13. He is coming to see me.
14. The government is opening new schools.
15. Pakistan is making progress by leaps and bounds.

Negative Sentences
Subject + is/am/are + not + V(i)+ ing + object

1. You are not telling me your address.
2. He is not leading the procession.
3. The governor is not presiding over the meeting.
4. He is not working honestly.
5. You are not criticising my opinion.
6. This officer is not neglecting his duties.
7. Labourers are not shirking work.
8. We are not smelling flowers.
9. Girls are not dozing in the class.
10. He is not feeling ashamed of his sin.
11. The cook is not cooking food.
12. Boys are not drinking the juice of sugarcane.
13. The woman is not calling for help.
14. Amjad is not changing clothes.
15. The woman is not working on grinding stone.

Interrogative sentences
is/ am/ are + Subject + V(i) + ing + object?

1. Is the moon rising?
2. Are the bad boys throwing stones at the buses?
3. Are labourers digging up the earth?
4. Why are you selling your house?
5. Is Bashir buying a new motorcycle?
6. Where are women washing clothes?
7. How many people are sharing this business?
8. How much money are you withdrawing from the bank?
9. Who is inviting me to dinner?
10. Where are the poor refugees going?
11. Is the shopkeeper overcharging the customer?
12. Whose message are you carrying?
13. When is the contractor starting work?
14. Who is knocking at the door?
15. Which magazine are you reading?

3. Present Perfect Tense
(Active Voice)

Some work or action is completed in the Present Tense

Affirmative Sentences:
Helping verbs: "Has" & "Have" are used.

'Have' is used with, I, we, you, they and all plural subjects.

'Has' is used with He, she, it or any third person or singular subject.

After subject has has/have is used and Then
3rd form of verb and object at the end of the sentence:
Subject + Has / Have + 3rd form of verb + object

Negative Sentences:
'Not' is placed after the helping verb has or have to make negative sentence.

Interrogative Sentences:
To make interrogative sentences helping verb
Has/Have is placed at the start of the sentence before subject and
Question mark is put at the end.

Question Words:
Why, when, where, which, who are placed before has, have in interrogative sentence.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Simple sentence</th>
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<th>Interrogative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Person</td>
<td>I have won the prize.</td>
<td>I have not won the prize.</td>
<td>Have I won the prize?</td>
</tr>
<tr>
<td>2nd Person</td>
<td>You have won the prize.</td>
<td>You have not won the prize.</td>
<td>Have you won the prize?</td>
</tr>
<tr>
<td>3rd Person</td>
<td>He has won the prize.</td>
<td>He has not won the prize.</td>
<td>Has he won the prize?</td>
</tr>
<tr>
<td>She</td>
<td>She has won the prize.</td>
<td>She has not won the prize.</td>
<td>Has she won the prize?</td>
</tr>
<tr>
<td>Plurals</td>
<td>They have won the prize.</td>
<td>They have not won the prize.</td>
<td>Have they won the prize?</td>
</tr>
</tbody>
</table>

Present Perfect Tense "Active Voice"
Subject+ has / have + V(iii) + Object

1. The clock has struck four.
2. Candidates have solved the paper.
3. The chief guest has distributed the prizes.
4. The principal has given away certificates to the students.
5. Teams have played the match.
6. The court has decided in my favour.
7. The Board has declared the result.
8. Thieves have broken into the house.
9. I have sold this picture.
10. Nasima has passed the examination.
11. Bashir has got scholarship.
12. All the birds have flown away.
13. We have fired the gun.
14. The match has ended in a draw.
15. The army has captured the fort.

**Negative Sentences**

Subject+ has / have + not + V(iii) + Object

1. They have not searched for the lost child.
2. You have not accepted my application.
3. The court has not considered the petition of the accused.
4. He has not trusted his wife.
5. The watchman has not done his duty.
6. All the guests have not arrived.
7. Players have not been served with cold drinks.
8. Good players have not been encouraged.
9. Our friend has not consulted us.
10. The soldier has not obeyed the officer.
11. The enemy has not laid down the arms.
12. Our army has not retreated.
13. My friends have not let me go.
14. The police have not caught him red-handed.
15. The successful candidates have not been awarded certificates.
INTERROGATIVE SENTENCES
Exercise (Active Voice)

1. Have you carried the day?
2. Have your companions run away?
3. Where have the robbers robbed the rich man?
4. Why have you bought me a ticket?
5. Who has spoiled this child?
6. Why has the girl broken the bottle?
7. How has he fallen from the roof?
8. Has Aslam recovered his lost money?
9. Why have the police entered the house?
10. Has water frozen in the lake?
11. Why have you resigned?
12. Has he loaded the gun?
13. Where have you kept the money?
14. Has he left the village forever?
15. Have we proved our claim?

3. Present Perfect Continuous Tense
(Active Voice)

Time is of two types:
1) Time that is fixed or clearly (exactly) mentioned time. e.g. Monday, 1980, 6 O’clock
2) Time that is not fixed or not exact. e.g. two hours, four days, three days etc.

<table>
<thead>
<tr>
<th>Fixed Time</th>
<th>Unfixed time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 O’clock</td>
<td>Two hours / ten minutes</td>
</tr>
<tr>
<td>Thursday</td>
<td>Three days</td>
</tr>
<tr>
<td>13th March</td>
<td>One day</td>
</tr>
<tr>
<td>1980</td>
<td>Two years etc</td>
</tr>
</tbody>
</table>
English Translation:

After subject helping verb Has/Have according to the subject is used.

After Has/Have 'been' is used. Then

4th form of verb i.e. 1st form of verb + ing is used. Then

Object is placed and after it we use 'since' or 'For'.

Then at the last of the sentence time is placed.

'Since' is used in sentences where time is fixed or exactly given.

'For' is used in sentences where time is not fixed.

Negative Sentences:

"Not" is used after Has/Have and then rest of the sentences.

Interrogative Sentences:

For interrogative sentences helping verb Has/Have is placed at the start of the sentence before the subject.

In some cases 'since' is placed before the subject at the start of sentence.

Since when has the gardener been planting new trees?

PRESENT PERFECT CONTINUOUS TENSE

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<tr>
<td>1st Person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>I have been reading a book since 6 O'clock</td>
<td>I have not been reading a book since 6 O'clock.</td>
<td>Have I been reading a book since 6 O'clock?</td>
</tr>
<tr>
<td>We</td>
<td>We have been reading a book for two hours.</td>
<td>We have not been reading a book for two hours.</td>
<td>Have we been reading a book for two hours?</td>
</tr>
<tr>
<td>2nd Person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You</td>
<td>You have been reading a book since 6 O'clock.</td>
<td>You have not been reading a book since 6 O'clock.</td>
<td>Has he been reading a book since 6 O'clock?</td>
</tr>
<tr>
<td>Plurals</td>
<td>They have been reading a book since 6 O'clock.</td>
<td>They have not been reading a book since 6 O'clock.</td>
<td>Have they been reading a book since 6 O'clock?</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>They</td>
<td>They have been reading a book since 6 O'clock.</td>
<td>They have not been reading a book since 6 O'clock.</td>
<td>Have they been reading a book since 6 O'clock?</td>
</tr>
<tr>
<td>Akbar</td>
<td>Akbar has been learning the tables for several hours.</td>
<td>Akbar has not been learning the tables for several hours.</td>
<td>Have Akbar been learning the tables for several hours?</td>
</tr>
<tr>
<td>You</td>
<td>You have been writing the letter to your friends since six O'clock.</td>
<td>You have not been writing the letter to your friends since six O'clock.</td>
<td>Have you been writing the letter to your friends since six O'clock?</td>
</tr>
<tr>
<td>The patient</td>
<td>The patient has been crying for ten minutes.</td>
<td>The patient has not been crying for ten minutes.</td>
<td>Has the patient been crying for ten minutes?</td>
</tr>
<tr>
<td>The doctor</td>
<td>The doctor has been examining the patient for two hours.</td>
<td>The doctor has not been examining the patient for two hours.</td>
<td>Has the doctor been examining the patient for two hours?</td>
</tr>
<tr>
<td>The watchman</td>
<td>The watchman has been keeping watch for five hours.</td>
<td>The watchman has not been keeping watch for five hours.</td>
<td>Has the watchman been keeping watch for five hours?</td>
</tr>
<tr>
<td>You</td>
<td>You have been sharpening the knife for five minutes.</td>
<td>You have not been sharpening the knife for five minutes.</td>
<td>Have you been sharpening the knife for five minutes?</td>
</tr>
<tr>
<td>Engineers</td>
<td>Engineers have been making the bridge for two months.</td>
<td>Engineers have not been making the bridge for two months.</td>
<td>Have engineers been making the bridge for two months?</td>
</tr>
<tr>
<td>Draftsmen</td>
<td>Draftsmen have been drawing the map of building for one week.</td>
<td>Draftsmen have not been drawing the map of building for one week.</td>
<td>Have draftsmen been drawing the map of building for one week?</td>
</tr>
<tr>
<td>The players</td>
<td>The players have been preparing to play match for several days.</td>
<td>The players have not been preparing to play match for several days.</td>
<td>Have the players been preparing to play match for several days?</td>
</tr>
<tr>
<td>I</td>
<td>I have been repairing T.V. since Wednesday.</td>
<td>I have not been repairing T.V. since Wednesday.</td>
<td>Have I been repairing T.V. since Wednesday?</td>
</tr>
<tr>
<td>He</td>
<td>He has been getting pension since 1983.</td>
<td>He has not been getting pension since 1983.</td>
<td>Has he been getting pension since 1983?</td>
</tr>
<tr>
<td>Some people</td>
<td>Some people have been enjoying exhibition since evening.</td>
<td>Some people have not been enjoying exhibition since evening.</td>
<td>Have some people been enjoying exhibition since evening?</td>
</tr>
<tr>
<td>All the people</td>
<td>All the people have been embracing one another for an hour.</td>
<td>All the people have not been embracing one another for an hour.</td>
<td>Have all the people been embracing one another for an hour?</td>
</tr>
<tr>
<td>Girls</td>
<td>Girls have been making garlands since 7 O'clock.</td>
<td>Girls have not been making garlands since 7 O'clock.</td>
<td>Have girls been making garlands since 7 O'clock?</td>
</tr>
<tr>
<td>All the Muslims</td>
<td>All the Muslims have been fasting since first Ramadan.</td>
<td>All the Muslims have not been fasting since first Ramadan.</td>
<td>Have all the Muslims been fasting since first Ramadan?</td>
</tr>
</tbody>
</table>

**Negative Sentences**

Subject + has / have + not + been + V(i) + ing + Object

1. It has not been raining in Lahore since yesterday.
2. Frogs have not been croaking in the pond since evening.
3. We have not been believing in rumours since April.
4. Cock has not been crowing since yesterday.
5. This man has not been cutting grass since morning.
6. The farmer has not been buying new tractor for several months.

7. Asghar has not been telling a lie for twenty days.

8. I have not been writing a new novel since December.

9. My friends have not been sending gifts for several years.

10. Hens have not been laying eggs since June.

11. Our cow has not been giving milk since Monday.

12. The cock has not been crowing since yesterday.

13. The ox has not been eating fodder for two days.

14. His brother has not been offering prayer for four days.

15. The patient has not been taking medicine for two days.

16. The lion has not been attacking the cattle since Monday.

Interrogative Sentences

Has/have+Subject+been+V(ing)+Object

1. Has it been raining since evening?

2. Has the crowd been raising slogans since noon?

3. Why have children been spoiling books since morning?

4. In which factory has my brother been working since 11th instant?

5. Has he been reading the novel for twenty minutes?

6. Where have the labourers been working for five hours?

7. Which road has the roller been repairing for two days?

8. Have the musicians been singing songs since Tuesday?

9. Since when has the gardener been planting new trees?

10. Why have shopkeepers been decorating shops for three days?

11. Has the child been playing with toys since morning?

12. Has the patient not been taking bath for four days?

13. Has he not been advising you for two months?

14. Have people been joining the procession since 5O’clock?
Active & Passive Voice

Subject + Verb + Object
He plays hockey.

Passive Voice
Object Verb Subject
Hockey is played by him.

ACTIVE TO PASSIVE

Rules for Active to Passive:

Rule-1
3rd person singular or plural Subject becomes the Object and the Object changes to Subject.

She likes apples. (Active Voice)
Subject Verb Object
S V O

Apples are liked by her. (Passive Voice)
Object Verb Subject
O V S
Active to Passive
"Rules for each Tense"
1. Present Indefinite Tense

Rule-1
Subject का Passive Voice की Active Voice है।

Rule-2
is, am, are के वर्ग में Verb

Rule-3
Subject के Passive Voice अक्षर को होता है।
Verb

Rule-4
By के Subject को होता है।

Rule-5
Subject के “By” के अक्षर को होता है।

Mangoes are liked by me.

Rule-6
“not”, “am” Helping Verb के Passive Voice में होता है।

Are mangoes liked by me?

Present Indefinite Tense (Passive Voice)
Affirmative Sentences

1. Radio licences are issued here.
2. Bicycles are given on rent there.
3. Juma Bazar is held at Shah Jamal Road.
4. The road can be crossed easily at Chauri Bari.
The contract for construction of roads is
5. given from this office.
6. Telegrams are sent from the telegraph office.
7. Ready-made garments are sold here.
8. Plastic toys are made in this factory.
9. Shoes are exhibited in glass show - cases.
10. Fruits are kept in cold storages.
11. Mangoes are exported to other countries.
12. Old people are looked after in many countries.
    The orphan children are awarded
    scholarships in this school.
14. Teachers are trained in this college.
15. The oil is pressed out of certain seeds.

Exercise

1. How is bad company adopted?
2. Are cheap goods sold in Juma Bazar?
3. Apples are not stolen from the orchard.
4. Lie is not told in the court.
5. Where are vehicles auctioned?
6. Is luggage weighed at the railway station?
7. This register is not signed.
8. Such a bad man is not forgiven.
9. When is the house whitewashed?
10. Is money deposited in bank?
11. Whom is the prize given?
12. On which river is bridge constructed?
13. Advertisements are not printed in this printing press.
14. When are students admitted to the college?
15. Mangoes are not sent to Lahore from here.
16. Is English newspaper read in your school?
17. How is it cheated in the examination room?
18. Is the village decorated every year?
19. Some people are not recognized.
20. What punishment is given to Hameed?
21. Why am I turned out of the house?
22. Is the dog unchained at night?

2. PRESENT CONTINUOUS TENSE
(PASSIVE VOICE)

Rule-1
Subject  Object  Object  Subject  Passive Voice  Active Voice

Rule-2
are being  am being, is being  Verb

Rule-3
are being  Verb

Rule-4
$By$  Subject

Rule-5
Subject  $By$

The wall  is being  climbed  by the boy.

Object  Helping Verb  Verb 3rd  Subject

Rule-6
not are being  am being, is Helping Verb

The wall is not being climbed by the body.

Rule-7
are being  am being, is Helping Verb  Interrogative

Is the wall being climbed by the boy?

Present Continuous Tense (Passive Voice)
Affirmative Sentences
Use of "is being" "am being" and "are being"

1. Cloth is being woven at hand loom.
2. Warm clothes are being darned.
3. Things are being sold at high prices in this bazar.
4. Imported goods are being sold like hot cakes there.
5. Two new banks are being opened in this city.
6. The stranger is being deceived.
7. Students are being shown a useful film.
8. Fields are being levelled.
9. Bridges are being repaired.
10. The number of buses is being increased.
11. New maps of Pakistan are being drawn.
12. Razia is being sent abroad for higher studies.
13. New books are being bought for new classes.
14. All kinds of clothes are being dyed here.
15. News in English is being broadcast.
16. I am being reminded of my promise.

Interrogative Sentences

Exercise

1. Is everything being sold at high price in this shop?
2. Is the siren being sounded?
3. I am not being taken into confidence.
4. The children are not being photographed.
5. Why are chickens being taken out of the box?
6. Is the officer being bribed?
7. The wounded person is not being dressed.
8. Why are the doctors not examining the patient?
9. Who is being operated upon?
10. What is being mixed in sugar?
11. Is medicine being sprayed on the cotton crops?
12. I am not being allowed to do work.
13. When is he being admitted to college?
14. Bashir is not being expelled from school.
15. Is the speech contest being held in the college hall?
16. Where is drama being staged?
17. Is the training of computer being given here?
18. On what rate are mangoes being sold?
19. Rice is not being bought at whole sale rate.
20. Are schools being closed for the summer vacation?
21. Is the dustbin being emptied?
22. In which factory is sewing machine being manufactured?
23. Lie is not being told in the court.
24. I am not being hated.
25. Why are all the locks being unlocked?
26. Why is the law of society being violated?
27. Are elders being respected?
28. Are the poor students not being granted concession?
29. Why am I not being given medicine?

2. PRESENT PERFECT TENSE
(PASSIVE VOICE)

Rule-1
Subject ےا Subject ےا Object ےا Object ےا Passive Voice ےا Active Voice

Rule-2

Rule-3

Rule-4

Rule-5

Rule-6

Rule-7

Has a horse been bought by them?

Exercise (Active Voice)

1. Have you carried the day?
2. Have your companions run away?
3. Where have the robbers robbed the rich man?
4. Why have you bought me a ticket?
5. Who has spoiled this child?
6. Why has the girl broken the bottle?
7. How has he fallen from the roof?
8. Has Aslam recovered his lost money?
9. Why have the police entered the house?
10. Has water frozen in the lake?
11. Why have you resigned?
12. Has he loaded the gun?
13. Where have you kept the money?
14. Has he left the village forever?
15. Have we proved our claim?

Present Perfect Tense (Passive Voice)
Use of "Has been" and "Have been"

1. Lamps have not been lit.
2. Has holiday not been announced?
3. He has not been arrested.
4. He has not been dismissed from service.
5. Have his clothes been torn?
6. Have all the students been awarded grade "A"?
7. When has the house been whitewashed?
8. I have not been told the whereabouts of Hameed.
9. Has the machine been oiled?
10. Where have the poor been fed?
11. Rotten apples have not been eaten.
12. The house has not been broken into.
13. Has tax been collected from the rich?
14. Torn notes have not been mended?
15. The baby has not been put to bed.
16. Has their donation been received?
17. Why have the candidates not been issued
18. Have the names of all the voters been registered?
19. This candidate has not been cast a single vote.
20. This decision has not been agreed upon.
21. Has the stranger been guided?
22. Have all the witnesses been summoned?
23. Why has the meeting been postponed?
24. Has the submerged boat been pulled out of the river?
25. Has the lion been caged?
26. The feathers of birds have not been clipped.
27. The dog has not been pulled out of the well.
28. Has the fine of all the boys been remitted?
29. Your letter has not been replied.
30. How has the money been drawn from the bank?

1. Past Indefinite Tense
   (Active Voice)

English Translation:

SVO → Subject + Verb(2nd) Form + Object

Negative Sentence:

Object \( \rightarrow \) Subject + did not + Verb(1st form) + Object

Helping verb

Interrogative Sentence:

Did + Subject + Verb + Object
PAST INDEFINITE TENSE

<table>
<thead>
<tr>
<th>Subject</th>
<th>Simple sentence</th>
<th>Negative</th>
<th>Interrogative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Person</td>
<td>I went to school.</td>
<td>I did not go to school.</td>
<td>Did I go to school?</td>
</tr>
<tr>
<td></td>
<td>We went to school.</td>
<td>We did not go to school.</td>
<td>Did we go to school?</td>
</tr>
<tr>
<td>2nd Person</td>
<td>You went to school.</td>
<td>You did not go to school.</td>
<td>Did you go to school?</td>
</tr>
<tr>
<td>3rd Person</td>
<td>He went to school.</td>
<td>He did not go to school.</td>
<td>Did he go to school?</td>
</tr>
<tr>
<td></td>
<td>She went to school.</td>
<td>She did not go to school.</td>
<td>Did she go to school?</td>
</tr>
<tr>
<td>Plurals</td>
<td>They went to school.</td>
<td>They did not go to school.</td>
<td>Did they go to school?</td>
</tr>
</tbody>
</table>

Past Indefinite Tense (Active Voice)

1. People held meeting in the garden.
2. Labourers took out procession.
3. Students raised slogans.
4. Clerks went on strike.
5. We waited for you.
6. They acted upon our advice.
7. I received your letter.
8. The teacher punished the student.
9. The headmaster fined the naughty boy.
10. Labourers called off the strike.
11. The pious woman brought up the orphan child.
12. You looked after my brother.
13. The doctor operated upon the patient.
14. Passengers set the jungle on fire.

Use of "did"

1. He did not mind your bitter words.
2. They did not stand by their friends.
3. Did your brother lend you a helping hand?
4. Where did you see the mad dog?
5. Majeed did not bring his younger brother up.
6. How did the labourer carry so much load?
7. Whom did the doctor inject?
8. When did they reach Karachi?
9. Did you reach home safe and sound?
10. We did not visit all the historical buildings.
11. The aeroplane took off at quarter to eight.
12. Who read my letter?
13. My brother did not say me good bye at railway station.
14. Why did the cobbler not mend my shoe?
15. Who Knocked at the door?

**Exercise**

1. They did not accept our invitation.
2. Did your friends congratulate you on your success?
3. Who swept the room?
4. How did they receive you?
5. Did your friends like this game (play)?
6. He did not sell whole of his property.
7. How did the cook cook the rice?
8. I did not send a letter to my father by air mail.
9. Did the officer not transfer his peon?
10. Why did Majeed spend money lavishly?
11. Did the magistrate catch him red-handed?
12. When did the plane land on the airport?
13. Did you enjoy the flight?
14. Where did the goods train collide with passenger train?
15. You did not inform me of the decision.
## 2. Past Continuous Tense

**Present continuous tense**

- **Was, Were** + subject + *ing*
- **3rd person singulars** (I, He, She, It): **Was** + subject + *ing*
- **They, You, We**: **Were** + subject + *ing*

For English Translation:

**Affirmative (Simple) Sentences:**

Subject + was/were + 4th form of Verb + Object

**Negative Sentence:**

Subject + was/were + not Verb (ing) + Object

**Interrogative Sentence:**

Was / Were + Object + 4th form of V + Object?

### Past Continuous Tense

<table>
<thead>
<tr>
<th>Subject</th>
<th>Simple Sentence</th>
<th>Negative</th>
<th>Interrogative</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Person</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>I was reading a book.</td>
<td>I was not reading a book.</td>
<td>Was I reading a book?</td>
</tr>
<tr>
<td><strong>2nd Person</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You</td>
<td>You were reading a book.</td>
<td>You were not reading a book.</td>
<td>Were you reading a book?</td>
</tr>
<tr>
<td><strong>3rd Person</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>He</td>
<td>He was reading a book.</td>
<td>He was not reading a book.</td>
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<tr>
<td>She</td>
<td>She was reading a book.</td>
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<td>Was she reading a book?</td>
</tr>
<tr>
<td><strong>Plurals</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>They</td>
<td>They were reading a book.</td>
<td>They were not reading a book.</td>
<td>Were they reading a book?</td>
</tr>
</tbody>
</table>
Past Continuous Tense (Active Voice)
Use of "ing" with "was" and "were"

1. I was not copying from the book.
2. Aslam was not playing cricket.
3. Boys were not singing songs.
4. The servant was not dusting furniture.
5. I was not cutting jokes with you.
6. The level of water was not rising.
7. Peasants were not harvesting the crop in March.
8. Students were not rowing the boat.
9. The water carrier was not sprinkling water.
10. The driver was not driving car fast.
11. The enemy was not crossing the river.
12. I was not recommending him for a job.
13. He was not beating his brother.
14. The servant was not making excuses.
15. Many students were not taking part in debate.

INTERROGATIVE SENTENCES
Exercise

1. Were you combing hair?
2. Whose socks was she darning?
3. Were they lighting the fire?
4. Why were the boys quarrelling among themselves?
5. In which bank were they depositing money?
6. Where was the lion roaring in the morning?
7. Were they listening to their teacher attentively?
8. How many men were gathering in the garden?
9. Who was throwing stones at the bus?
10. Where was the doctor examining the patient?
11. Who was repairing your house?
12. Why were the police dispersing the procession?
13. Whom were the people waiting for?
14. Were the people hurrying to the station?
15. When were the labourers completing work?

3. **Past Perfect Tense**

For English Translation: (AFFIRMATIVE)

(i) Subject + had + Past Indefinite  
(ii) Subject + had + Subordinate clause  

The patient had died before the doctor came.

Negative Sentence:

Had the patient not died before the doctor came?  

Interrogative Sentence:

When, Why, Where, Who, Which etc.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Simple sentence</th>
<th>Negative</th>
<th>Interrogative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>I had already taken breakfast.</td>
<td>I had not already taken breakfast.</td>
<td>Had I already taken breakfast?</td>
</tr>
<tr>
<td>We</td>
<td>We had already taken breakfast.</td>
<td>We had not already taken breakfast.</td>
<td>Had we already taken breakfast?</td>
</tr>
<tr>
<td>He</td>
<td>He had already taken breakfast.</td>
<td>He had not already taken breakfast.</td>
<td>Had he already taken breakfast?</td>
</tr>
<tr>
<td>You</td>
<td>You had already taken breakfast.</td>
<td>You had not already taken breakfast.</td>
<td>Had you already taken breakfast?</td>
</tr>
<tr>
<td>They</td>
<td>They had already taken breakfast.</td>
<td>They had not already taken breakfast.</td>
<td>Had they already taken breakfast?</td>
</tr>
</tbody>
</table>
Past Perfect Tense (Active Voice)

Use of "had"

1. Had your brother already passed this examination?
2. I had not seen such a beautiful animal before.
3. Had the injured died before he received help?
4. He had not gone to school before you reached.
5. The sun had not set before 5.0'clock.
6. Why had the people not caught the thief before the police came?
7. The match had ended when I reached the stadium.
8. Had the train left before 6 o' clock?
9. These children had never seen a lion.
10. Had his father died before his birth?
11. Why had Hameed not returned the loan till now?
12. Had you finished the novel before I came?
13. Had the students solved the paper before time?
14. Guests had not reached there before evening.
15. The peon had not rung the bell before I entered the school.

Exercise (Negative)

1. He had not boarded the train before this.
2. Where had the people gone from the village after the flood came?
3. Had the thief broken into before the police reached?
4. The windstorm had not flown the roofs away before the earthquake.
5. Who had made a speech before my speech?
6. Had you already studied the history of Islam?
7. We had not seen such a terrible snake before.
8. You had not seen such a wonderful scene before.
9. I had not listened such an interesting story.
10. They had never seen such an attractive sight.

11. Had he saved much money before he bought car?

12. The hunter had not spread the net before the sun rose.

13. Had he climbed up the tree before the bear reached?

14. None had gone out of the school before the inspector came.

15. Had you decorated the house before the guests arrived?

16. The sun had not set when I came out of the house.

4. Past Perfect Continuous Tense

Past Perfect Continuous Tense is used to express an action that had been going on in the past up to a point in the past. It is formed by "had been" + verb + ing.

**For English Translation: Affirmative Sentences**

Subject + had been + verb First form + ing + Object + Since/For + Time

**Negative Sentence:**

"Had" + negative form + verb + ing + not + Object + since/for + Time

**Interrogative Sentence:**

"Had" + verb + ing + subject + since/for + Time + which, why, when

**Past Perfect Continuous (Active Voice)**

"Affirmative" Use of "for" and "since" with "had been"

1. People had been putting out the fire for two hours.

2. You had been writing an essay for three days.

3. I had been waiting for you since noon.

4. You had been dealing in sugar since March.
5. Hameed had been planting garden for three months.
6. Dogs had been barking since evening.
7. Jackals had been howling for twenty five minutes.
8. The cock had been crowing since morning.
9. The cobbler had been preparing shoe since Tuesday.
10. He had been giving alms for two days.
11. The watchmaker had been repairing my watch since 11 o’clock.
12. It had been drizzling for an hour.
13. Students had been making noise for 15 minutes.
14. Girls had been singing songs since 5 O’clock.
15. Children had been making paper boats for half an hour.

NEGATIVE SENTENCES
Exercise

1. Your brother had not been doing homework for many days.
2. The postman had not been bringing letters of his beat since Sunday.
3. The child had not been drinking milk since 7 O’clock.
4. Fishermen had not been catching fish since Monday.
5. Labourers had not been digging the well since 6th October.
6. The boy had been insisting on getting the toy for two hours.
7. Goats had not been grazing in fields since morning.
8. The student had not been attending the school for the last several days.
9. It had not been raining in the desert for two years.
10. The maid-servant had not been cleaning the house since morning.
11. Najma had not been eating food for five days.
12. The farmer had not been working in the fields since yesterday.
13. We had not been considering this application for a week.
14. Trains had not been arriving late for fifteen days.
15. I had not been working in this office since May.

INTERROGATIVE SENTENCES

Exercise

1. Had the moon been shining since evening?
2. Had Miandad been making runs for three hours?
3. Had Jahanigir been winning squash matches since 1980?
4. Since when had your brother been playing host?
5. Had you been enjoying snowfall for two days?
6. Had the dog been biting you for five minutes?
7. Had this postman been bringing letters of this beat since 1983?
8. Had his brother not been serving in this office for five months?
9. For how many days had the labourers been digging the well?
10. How had the driver been driving car for three days?
11. For how much time had the peon been ringing the bell?
12. For how long had he been selling fruit?
13. Had he been standing along the roadside since 9 O'clock?
14. Who had been throwing stones at your house since Wednesday?
15. Had your brother not been advising you for two weeks?
1. PAST INDEFINITE TENSE
(PASSIVE VOICE)

Rule-1
Subject → Object → Object Passive Voice → Active Voice

Rule-2
Verbs used with "were" or "was"

Rule-3
Verbs used with "by"

Rule-4
Verbs used with "have"

Rule-5
Verbs used with "do"

The thief was caught by them.

Rule-6 Negative
was not caught by them.

The thief was not caught by them.

Rule-7
Was the thief caught by them?

Past Indefinite Tense (Passive Voice)
use of "was" and "were" with third form of verb

1. The lion was put into the cage.
2. The door was knocked at several times.
3. The letter was under stamped.
4. Hot milk was drunk.
5. The leader was garlanded.
6. The work was completed before time.
7. Kites were flown on the occasion of Basant.
8. The wounded person was given aid in time.
9. Sweets were distributed among the children.
10. He was congratulated on his success.
11. Camels were loaded.
12. The horse was bridled.
13. The property was distributed among all the brothers.
14. The police station was attacked.
15. The officer was received warmly.

INTERROGATIVE SENTENCES

Exercise

1. How were mangoes stolen?
2. How many oranges were picked?
3. Which bank was robbed?
4. Where was the embankment constructed?
5. The dog was not chained at night.
6. Breakfast was not taken in time.
7. The wall was not fallen.
8. None was brought in the car.
9. The poor patient was not given an injection.
10. Was the poor man hated?
11. To whom was this secret not told?
12. No tree was cut down from the forest.
13. How was the lock broken?
14. Why was tea made at this time?
15. Where was the dead body buried?
16. I was not informed.
17. The accused was not imprisoned for two years.
18. Where were the crackers fired?
19. How was the money lost?
20. Where was the new school opened?
21. Why was he beaten too much?
22. Why was the murderer not sentenced to death?
23. The pilgrim was not searched.
24. This boy was not forgiven.
25. Bashir was not given admission in the college.
2. PAST CONTINUOUS TENSE

Rule-1
Subject\Object/\Object/Subject\Object被动 Voice → Active Voice

Rule-2

\( \text{were being} \) \( \text{was being} \)

Rule-3
Verb

Rule-4

Verb

Rule-5
By\\text{subject}

Rule-6

\text{was} \( \text{were} \) \text{not}

Rule-7

Sentence \( \text{were} \) \( \text{was} \)

The dog was being beaten by him.

The dog was not being beaten by him.

Was the dog being beaten by him?

Past Continuous Tense (Passive Voice)

Use of "was" and "were" followed by or "being"

1. The water was being drawn from the well.
2. All the rooms were being whitewashed.
3. The luggage was being checked.
4. The poor man was being teased.
5. Shoes were being polished.
6. The agreement was being signed.
7. Tax was being imposed on the rich.
8. Fields were being watered.
9. The wounded persons were being given first aid.
10. The president was being said good-bye.
11. The flag was being waved on the fort.
12. Many innocent people were being arrested.
13. Votes were being cast in favour of Majeed.
14. Nasima was being chosen for the post of secretary.  
15. List of voters was being prepared.  
16. The ship was being launched in the sea.  
17. Every motor car was being stopped there.  
18. The horse was being saddled.  
19. People were being saved from drowning.  
20. Ticketless passengers were being fined.  
21. The fort was being guarded.  
22. The exhibition of paintings was being held at this place.  
23. The meeting was being held in hall.  
24. The poor student was being sympathized.  
25. The disabled were being looked after there well.  

INTERROGATIVE SENTENCES

Exercise

1. Was the hedge being trimmed?  
2. How many flowers were being plucked?  
3. Was the machine being oiled?  
4. Where were passengers being dropped?  
5. Why was fine being charged from this innocent?  
6. Why were many dishes being cooked?  
7. Were rotten eggs not being thrown away?  
8. Where were potatoes being cooked?  
9. Where were posters being pasted?  
10. How many men were being sent to Hajj?  
11. What message was being given to you?  
12. How many members were being elected in legislative assembly?  
13. Who was being made Governor of the Punjab?  
14. Were stray dogs being poisoned?  
15. Why were stones being thrown at the frogs?  
16. Were the wild animals being hunted?
17. Were people being sent to safe places?
18. Were hens being fed?
19. Where was wheat being stored?
20. Was sugar being sold in black?

3. PAST PERFECT TENSE

**Rule-1**
Subject  
Object  
Passive Voice  
Active Voice

**Rule-2**

I had been told to do it by him.

**Rule-3**

I had not been told to do it by him.

**Rule-4**

Had I been told to do it by him?

**Past Perfect Tense (Passive Voice)**

**Use of "had been"**

1. The office had been closed before two o'clock.
2. Hens had been put in coop before evening.
3. The enemy had been driven away by morning.
4. The city had been occupied several months ago.
5. Police had been called before procession started.
6. The letter had been stamped before it was posted.
7. Our luggage had already been packed.
8. The cattle had been driven till the sun set.
9. Children had been called in from the
ground before the wind-storm came.

10. Dishes had been cleaned before serving the breakfast.

11. Clothes had been dried before ironing.

12. The map had been taken off before hitting the nail into the wall.

13. He had written his name before he solved the paper.

14. The guest had been offered cold drink before having meal.

15. The embankment had been laid before the flood came.

**INTERROGATIVE SENTENCES**

**Exercise**

1. Had the match been played before the referee came?

2. Sweets had not been brought after the guest went away.

3. No body had been allowed to see the minister before our visit.

4. He had not already been fined.

5. Trees had not been cut down before they fell.

6. His foot had not been hurt before he wore the new shoe.

7. Had the accused been brought before magistrate after police arrested him?

8. Had the field been levelled before I came?

9. Lumps had been broken before the rain started.

10. Had all the things been already dusted?

11. Had such a big lion been seen in the Zoo before this?

12. Had the meat been roasted before I reached home?

13. Had the house been repaired before the landlord came?
14. Why had he been promoted to the next class after the result was out?
15. Had many officers been awarded honours till the war ended?
16. Had T.V. been invented till 1930?
17. Why had watch been wound before 12 O’clock?
18. Had you not been warned before time?
19. Had you been deceived before this?
20. Had monkeys been driven out of the jungle before December?
21. Had the moon not been sighted before Tuesday?
22. Had shops been closed before the wind storm came?
23. Why had the officer been retired before the people protested?
24. Why had lamps been lightened before evening?
25. Why had employees not been given their salaries before Eid?
26. Had alms been given away before beggars came?
27. Why had the thief not been chased before it got dark?
28. Had the bridge been tried before the train came?
29. Where had flowers been thrown before they faded?
30. Had the rent been paid before 8 O’clock?

1. FUTURE INDEFINITE TENSE

For English Translation:
Affirmative Sentences:

Shall  Will
I, we
All other than I, we
Subject + shall / will + Verb (1st form) + Object

Negative Sentence:

Interrogative Sentence:

Question words: shall/will

FUTURE INDEFINITE TENSE

<table>
<thead>
<tr>
<th>Subject</th>
<th>Affirmative</th>
<th>Negative</th>
<th>Interrogative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>I shall read this book.</td>
<td>I shall not read this book.</td>
<td>Shall I read this book?</td>
</tr>
<tr>
<td>We</td>
<td>We shall read this book.</td>
<td>We shall not read this book.</td>
<td>Shall we read this book?</td>
</tr>
<tr>
<td>You</td>
<td>You will read this book.</td>
<td>You will not read this book.</td>
<td>Will you read this book?</td>
</tr>
<tr>
<td>He</td>
<td>He will read this book.</td>
<td>He will not read this book.</td>
<td>Will he read this book?</td>
</tr>
<tr>
<td>She</td>
<td>She will read this book.</td>
<td>She will not read this book.</td>
<td>Will she read this book?</td>
</tr>
<tr>
<td>They</td>
<td>They will read this book.</td>
<td>They will not read this book.</td>
<td>Will they read this book?</td>
</tr>
</tbody>
</table>

Future Indefinite Tense (Active Voice)

Affirmative Sentences Use of "will" and "shall"

1. Passengers will pack luggage in the morning.
2. They will forgive their enemy.
3. I shall deliver a speech in the meeting today.
4. The plane will land on the airport at 4 O’clock.
5. We shall board the Karachi bound train.
6. Our maternal grandmother will tell us an interesting story.
7. They will thank you for your help.
8. The plane will take off at 10 O’clock.
9. I shall face every danger.
10. They will publish this book next year.
11. Children will enjoy swings.
12. Hamid will hire a house.
13. You will take loan from the bank.
14. They will stand by us through thick and thin.
15. Your son will travel with me.

Exercise

1. We shall wait for you.
2. Only a few boys will take the examination.
3. Our brave army will occupy the fort of the enemy.
4. This team will lose the match.
5. The rich will help the poor.
6. Teachers will guide their pupils.
7. Your friend will worry about you.
8. The servant will buy fresh eggs from the bazar.
9. My brother will give me a present.
10. Girls will knit sweaters.
11. His father will buy him a new motorcycle.
12. China will always stand by Pakistan.
13. We shall love Pakistan.
14. He will prove himself loyal to country.
15. Every Pakistani will sacrifice his life for Pakistan.

Exercise (Negative)

1. Pakistan will not import cement.
2. The enemy will not win the war.
3. Our army will not destroy cities.
4. It will not blow a windstorm today.
5. No political party will take out a procession.
6. I shall not refuse to give you help.
7. He will never do so again.
8. The Tezgam will not arrive late today.
9. He will not carry out my orders.
10. The headmaster will punish the naughty boy.
11. You will not advise your son.
12. I shall not make lame excuses.
13. We shall not play a foul game.
14. He will not agree with me.
15. You will not travel by air.

INTERROGATIVE SENTENCES
Exercise (Negative)

1. Will you recognise your friend?
2. Why will they refuse to give us their gun?
3. Will boys remember this incident?
4. The minister will not resign?
5. Why will the police raid?
6. Will this dumb hear the talk?
7. Who will knock at the door?
8. Why will you kick the football?
9. When will girls knit sweaters?
10. Will they inform the police of theft?
11. Where will the hunter hunt the deer?
12. Will he not inherit the property of his father?
13. Why will you not hire a rickshaw?
14. Where will people say their Eid-prayer?
15. What goods will Pakistan import

2. FUTURE CONTINUOUS TENSE
(Active Voice)

For English Translation:
Affirmative Sentences:

Subject + shall be / will be + Verb + ing + Object

They will be playing hockey.
14. The wounded person will be bleeding.
15. The child will be breaking toys.

Exercise (Negative)

1. People will not be flying kites today.
2. The doctor will not be operating upon the patient.
3. The governor will not be considering my application.
4. They will not be coming on good terms.
5. The patient will not be taking dose of medicine.
6. Children will not be floating paper boats.
7. The train will not be moving fast.
8. Women will not be making garlands.
9. You will not be taking part in races.
10. The cobbler will not be preparing the shoe.
11. They will not be vacating the house.
12. He will not be selling goods at low prices.
13. Good shopkeepers will not be hoarding goods.
14. Smugglers will not be smuggling goods in the day.
15. The noble man will not be mixing water in the milk.

Exercise

1. When will children be sleeping?
2. When will farmers be sowing crops?
3. Will labourers be levelling the road?
4. Where will people be gathering?
5. When will stars be shining?
6. Will travellers be reaching home?
7. Where shall we be receiving them?
8. How will the army be defending the country?
9. Will both the parties be fighting over this piece of land?
10. Will you be pushing the table back?
11. Why will he be telling a lie?
12. Why will the train be arriving late?
13. Will the servant be buying fresh vegetables?
14. Will the girl be working on the spinning wheel?
15. How many labourers will be constructing bridge?

3. FUTURE PERFECT TENSE
(Active Voice)

For English Translation:
Affirmative Sentences:

Subject + shall have / will have + Verb (3rd) + Object
He will have taken bath.

Negative Sentence:

He will not have taken bath.

Interrogative Sentence:

Will he have taken bath?

NOTE:
Subordinate clause, کاٹر اور Future Perfect Tense, کاٹر Principal clause, کاٹر Present Indefinite

The patient will have died before the doctor reaches there.

FUTURE PERFECT TENSE

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<th>Interrogative</th>
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<tbody>
<tr>
<td>I</td>
<td>I shall have finished my work.</td>
<td>I shall not have finished my work.</td>
<td>Shall I have finished my work?</td>
</tr>
<tr>
<td>We</td>
<td>//</td>
<td>//</td>
<td>//</td>
</tr>
<tr>
<td>You</td>
<td>You will have finished your work.</td>
<td>You will not have finished your work.</td>
<td>Will you have finished your work?</td>
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<td>------------------------------</td>
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<td>//</td>
<td>//</td>
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<td>They</td>
<td>They will have finished their work.</td>
<td>They will not have finished their work.</td>
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</tr>
</tbody>
</table>

**Future Perfect Tense (Active Voice)**

**Use of "will have" and "shall have"**

1. He will have locked the door.
2. We shall have unlocked the box.
3. Labourers will have gone on strike.
4. Clerks will have called off the strike.
5. They will have completed their work.
6. Many countries will have taken part in this meeting/gathering.
7. Good players will have won prizes.
8. The gardener will have prepared the flower-beds.
9. Saleem will have helped his brother.
10. Our friends will have waited for us.
11. You will have recommended Majeed.
12. I shall have told the class everything about the examination.
13. Students will have known everything about competition.
14. Zeba will have told the secret to her friend.
15. Riders will have alighted from the horses.

**Exercise (Negative)**

1. They will not have made this mistake.
2. He will not have received his salary.
3. I shall not have opened your letter.
4. The teacher will not have caned the student.
5. We shall not have answered their questions.
6. No passenger will have boarded the bus.
7. The painter will not have painted the doors.
8. Sheep will not have grazed yet.
9. The milkman will not have milked the buffalo.
10. Villagers will not have helped themselves.
11. They will not have joined the procession.
12. The cook will not have prepared food.
13. They will not have read the newspaper.
14. The postman will not have brought my letter.
15. He will not have made fun of the poor man.

INTERROGATIVE SENTENCES

Exercise

1. Will engineers have approved this map?
2. How will the villagers have decorated the village?
3. Will Bashir have resigned?
4. Who will have thrown stone on the van?
5. Where will the mad have burnt the books?
6. Where will the travellers have stayed for the last night?
7. Will women have liked this song?
8. Will he have posted the letter?
9. Will he have refused to accept the charge?
10. When will the postmaster have opened the post office?
11. Will labourers have whitewashed the school?
12. Will the watchman have guarded the house?
13. Will they have carried out the officers order?
14. Will you have acted upon my advice?
15. Where will he have met this accident?
4. FUTURE PERFECT CONTINUOUS TENSE

Future Perfect Continuous Tense

will have been shall have been

4th form of a verb

Object

for since

Negative Sentences:

will not / shall not

Interrogative:

will / shall

Future Perfect Continuous Tense

Use of "will have been" and "shall have been"

1. People will have been drawing water from the well since 4 O'clock.
2. You will have been getting flour from the depot for half an hour.
3. Students will have been solving the paper for three hours.
4. Iqbal will have been writing verses for many years.
5. Players will have been playing hockey for an hour.
6. The majority of people will have been opposing this law since 1982.
7. Women will have been quarrelling since noon.
8. You will have been giving the Matriculation examination since 15th of March.
9. Some people will have been fasting since Sunday.
10. The pious man will have been praying for two hours.
11. He will have been making lame excuses since yesterday.
12. Boys will have been swimming in the river since morning.
13. Girls will have been knitting sweaters since September.
14. We shall have been making tea for fifteen minutes.
15. The juggler will have been performing since 5'o clock.
Exercise (Negative)

1. The Child will not have been weeping since evening.
2. Spectators will not have been taking interest in the game for an hour.
3. The doctor will not have been injecting patients since noon.
4. Swimmers will not have been swimming in the river since yesterday.
5. Bashir will not have been counting notes since 4 o’clock.
6. Najma will not have been sewing clothes for a month.
7. The servant will not have been serving his master for three years.
8. The caravan will not have been moving on for one week.
9. People will not have been reading this newspaper for the last year.
10. My relatives will not have been looking after my house for four years.
11. You will not have been flattering your officer for two days.
12. We shall not have been giving him gifts since August.
13. They will not have been selling fruits since Monday.
14. Contractors will not have been supplying food to the army since 16th of the month.
15. Our Prime Minister will not have been making such mistakes since 1970.

INTERROGATIVE SENTENCES

Exercise

1. Will people have been protesting against this law for one month?
2. Why will the students have been raising slogans against police since morning?
3. Will the cook have been cooking food since 9 O’clock?
4. What will the woman have been roasting in the kitchen for an hour?
What essay will students have been writing since 8'0 clock.
Whose picture will the painters have been drawing for five months?
How many labourers will have been carrying bricks since yesterday?
Since how long will the dog have been wagging its tail?
Will honey bees have been biting for fifteen minutes?
Will the gardener have been cutting the grass from the flowerbeds since morning?
Will this man have been receiving the salary for two years for nothing?
Why will the king have been roaming about the streets of the city for four days?
Will the governor have been mingling himself among the common people since night?
Will the scholar have been translating this book for one year?
Will the father have been pampering his son's head for ten minutes?

1. FUTURE INDEFINITE TENSE (Passive Voice)

   Subject کے لیے Object اور Object کے لیے Subject کے لیے Passive Voice اور Active Voice

Rule-1

shall be / will be

Rule-2

Verb

Rule-3

Verb

Rule-4

Verb

Rule-5

Subject کے لیے 'By'

Rule-6

not to + Subject کے لیے shall + sth + Verb

A letter will be written by him.

A letter will not be written by him.
Will a letter be written by him?

**Future Indefinite Tense (Passive Voice)**

*Use of "will be" and "shall be" with third form of verb*

1. This parcel will be returned.
2. Your letter will be replied.
3. Sweets will be distributed among children.
4. The wheat crop will be reaped in April.
5. Standard books will be purchased for the school library.
6. Interest free loan will be given to the farmers.
7. Cement will be supplied for the construction of bridge.
8. You will be admitted to the college.
9. Two new taxes will be imposed this year.
10. Several facilities will be provided to passengers.
11. The agricultural reforms will be introduced in the country.
12. Thousands of rupees will be spent to construct new roads.
13. Some new animals will be brought in the zoo.
14. Tariq’s paintings will be displayed in the exhibition.
15. The band will be played at the arrival of the president.

**Exercise (Negative)**

1. The strike of nurses will not be called off.
2. These articles will not be sold in the open market.
3. Your letter will not be replied.
4. He will not be allowed to go abroad.
5. The carpet will not be spread in the room.
6. This letter will not be posted.
7. This book will not be entrusted to Najum.
8. He will not be promoted to next class.
9. Aslam will not be warned.
10. The procession will not be dispersed.
11. Money will not be borrowed from the bank.
12. This issue will not be proved.
13. I shall not be treated well.
14. We shall not be allowed to play match.

INTERROGATIVE SENTENCES

Exercise
1. Where will the new powerhouse be built?
2. Will the crop be given fertilizer?
3. To whom will this message be given?
4. Will this letter be registered?
5. By whom will the Eid prayer be led?
6. How will tea be made without milk?
7. How many books will be bound?
8. Where will the van be parked?
9. Where will policemen be trained?
10. Shall I be appointed as director in this office?
11. When will he be promoted?
12. Will the room be cleaned in the morning?
13. When will the house be vacated?
14. Will the result of examination be announced tomorrow?

2. FUTURE PERFECT TENSE

Rule-1
Subject  will have been Object 

Rule-2
shall have been will have been Verb

Rule-3
Verb
The snake will have been killed by them.

The snake will not have been killed by them.

Will the snake have been killed by them?

**Future Perfect Tense (Passive Voice)**

1. The dress of child will have been changed.
2. New weapons will have been provided to the army.
3. The culprit will have been identified.
4. The traveller will have been warned of the danger.
5. The lion will have been shot dead.
6. Some men will have been left behind.
7. The best player will have been photographed.
8. Bashir will have been declared the best student.
9. The king will have been crowned.
10. We shall have been informed of his success.
11. Fine dishes will have been presented to the guest.
12. My brother will have been congratulated on his success.

**Exercise (Interrogative)**

1. Will the peon have rung the bell?
2. Where will the net have been spread?
3. When will the case have been decided?
4. Shall we have been advised?
5. Will he have been released?
6. Will he have been granted bail?
7. Will the fan have been repaired?
8. Why will their appeal have been rejected?
9. Will the dog of your neighbour have been killed?
10. Will he have been nominated as the leader of the party?
   How many votes will have been cast in favour of Bashir?
11. Where will the aeroplane have been landed?
12. Will news on T.V have been telecast?
13. Will candidates have been given instructions?
14. Will Miss Samina have been appointed headmistress?
15. When will the guest have been seen off?
16. Will all the shops have been closed?
17. Will the patient have been discharged from the hospital?
18. Will the road have been measured?
19. How much corn will have been weighed?
20. Shall I have been given their message?
21. Why will students not have been allowed to go in school bus?
22. Will the water have been sprinkled in school compound?
23. Will oranges have been counted?

Passive Voice cannot be made:

1. Present Perfect Continuous
2. Past Perfect Continuous
3. Future Continuous
4. Future Perfect Continuous

Active & Passive Voice
(Text Book of Grammar)

Exercise

1. She likes apples. (Active Voice)
   Apples are liked by her (Passive Voice).
2. The boy is climbing the wall (Active Voice).
   The wall is being climbed by the boy. (Passive Voice)
3. We did not hear a sound. (Active Voice)
4. They have bought a horse. (Active Voice)
   A horse has been bought by them. (Passive Voice)
5. The board has given me a gold medal. (Active Voice)
   I have been given a gold medal by the Board. (Passive Voice)
6. He praised the boy for his courage. (Active Voice)
   The boy was praised for his courage by him. (Passive Voice)
7. The teacher was helping students. (Active Voice)
   Students were being helped by the teacher. (Passive Voice)
8. Why were they beating the boy? (Active Voice)
   Why was the boy being beaten by them? (Passive Voice)
9. A car ran over an old man. (Active Voice)
   An old man was run over by a car. (Passive Voice)
10. They have not done their job. (Active Voice)
    Their job has not been done by them. (Passive Voice)
11. He will give you a box of chocolates. (Active Voice)
    You will be given a box of chocolates by him. (Passive Voice)
12. He had told me to do it. (Active Voice)
    I had been told to do it by him. (Passive Voice)
13. They had not done their home task. (Active Voice)
    Their home task had not been done by them. (Passive Voice)
14. We shall have finished our work by March next. (Active Voice)
    Our work will have been finished by March next by us. (Passive Voice)
15. He took away my books. (Active Voice)
    My books were taken away by him. (Passive Voice)
16. The sudden noise frightened the child. (Active Voice)
    The child was frightened by the sudden noise. (Passive Voice)
17. We use milk for making cheese. (Active Voice)
    Milk is used for making cheese by us. (Passive Voice)
18. Why is he mending the chair? (Active Voice)
    Why is the chair being mended by him. (Passive Voice)
19. The doctor asked her to stay in bed? (Active Voice)
    She was asked to stay in bed by the doctor. (Passive Voice)
20. They caught the thief. (Active Voice)
    The thief was caught by them. (Passive Voice)