



**The English Language Center
Faculty of Languages and Literature
University of Central Punjab, Lahore**

**DOWNLOADABLE HANDOUT
TOPIC: SUBJECT VERB AGREEMENT**

Subject-Verb Agreement

What Is Subject-Verb Agreement? – Meaning and Definition

The term ‘subject-verb agreement’, just like the name suggests, refers to the agreement between the subject and the verb. This is mainly with reference to singular and plural nouns/pronouns that act as subjects. According to the Collins Dictionary, “concord refers to the way that a word has a form appropriate to the number or gender of the noun or pronoun it relates to. For example, in ‘She hates it’, there is concord between the singular form of the verb and the singular pronoun ‘she’.”

The general rule of subject-verb agreement according to Garner’s Modern English Usage is “to use a plural verb with a plural subject, a singular verb with a singular subject. This rule holds true for most cases. However, there are exceptions to this rule. Check out the next section to learn how verbs have to be conjugated in order to agree with the subject.

Rules of Subject-Verb Agreement with Examples

1. When the subject of a sentence is composed of two or more nouns or pronouns connected by and, use a plural verb.

She and her friends are at the fair.

2. When two or more singular nouns or pronouns are connected by or or nor, use a singular verb.

The book or the pen is in the drawer.

3. When a compound subject contains both a singular and a plural noun or pronoun joined by or or nor, the verb should agree with the part of the subject that is nearer the verb.

The boy or his friends run every day.

His friends or the boy runs every day.

4. Doesn't is a contraction of does not and should be used only with a singular subject. Don't is a contraction of do not and should be used only with a plural subject. The exception to this rule appears in the case of the first person and second person pronouns I and you. With these pronouns, the contraction don't should be used.

He doesn't like it.

They don't like it.

5. Do not be misled by a phrase that comes between the subject and the verb. The verb agrees with the subject, not with a noun or pronoun in the phrase.

One of the boxes is open

The people who listen to that music are few.

The team captain, as well as his players, is anxious.

The book, including all the chapters in the first section, is boring.

The woman with all the dogs walks down my street.

6. The words each, each one, either, neither, everyone, everybody, anybody, anyone, nobody, somebody, someone, and no one are singular and require a singular verb.

Each of these hot dogs is juicy.

Everybody knows Mr. Jones.

Either is correct.

7. Nouns such as civics, mathematics, dollars, measles, and news require singular verbs.

The news is on at six.

Note: The word dollars is a special case. When talking about an amount of money, it requires a singular verb, but when referring to the dollars themselves, a plural verb is required.

Five dollars is a lot of money.

Dollars are often used instead of rubles in Russia.

8. Nouns such as scissors, tweezers, trousers, and shears require plural verbs. (There are two parts to these things.)

These scissors are dull.

Those trousers are made of wool.

9. In sentences beginning with "there is" or "there are," the subject follows the verb. Since "there" is not the subject, the verb agrees with what follows.

There are many questions.

There is a question.

10. Collective nouns are words that imply more than one person but that are considered singular and take a singular verb, such as group, team, committee, class, and family.

The team runs during practice.

The committee decides how to proceed.

The family has a long history.

My family has never been able to agree.

The crew is preparing to dock the ship.

This sentence is referring to the individual efforts of each crew member. The Gregg Reference Manual provides excellent explanations of subject-verb agreement (section 10: 1001).

11. Expressions such as with, together with, including, accompanied by, in addition to, or as well do not change the number of the subject. If the subject is singular, the verb is too.

The President, accompanied by his wife, is traveling to India.

All of the books, including yours, are in that box.

Worksheet 1: Subject-Verb Agreement

Directions: Choose the correct verb form that matches the subject in each sentence below.

1. The dogs (**barks**, bark) loudly in the backyard.
2. Every day, Sarah (**drinks**, drink) two glasses of milk.
3. The book that I am reading (**is**, are) very interesting.
4. My sister and I (is, **are**) going to the store.
5. The flowers in the vase (smells, **smell**) very sweet.
6. Sarah or her friends (is, **are**) going to the park.
7. Neither the cat nor the dog (**likes**, like) to take a bath.
8. The cake and the ice cream (tastes, **taste**) delicious.
9. The team or their coach (**is**, are) responsible for the loss.
10. The apples and the pears (**make**, makes) a tasty fruit salad.
11. Each of the books on the shelf (**has**, have) a unique story.
12. The committee members were divided in their opinions, but the majority (**rules**, rule) in the end.
13. Neither of the options (seems, **seem**) satisfactory.
14. All of the students in the class (has, **have**) completed the assignment.
15. The choir, as well as the orchestra, (**performs**, perform) at the concert tonight.

Worksheet 2: Subject-Verb Agreement

Directions: Correct the sentences below by making the verb match its subject.

1. The group of students was studying different cultures.
_____.
2. The herd of cows are grazing in the field.
_____.
3. The new car smells great and drive fast.
_____.
4. The music coming from the speakers were too loud.
_____.
5. Both of my brothers plays basketball well.
_____.
6. Trang, Eric, and Carlos enjoys reading and writing essays in their English 101 class.
_____.
7. They also plans to take Math 97 next quarter.
_____.
8. There is many other classes they want to take together because they has formed a study group.
_____.
9. Everyone are welcome to join their study group if they wants to.
_____.
10. The students who joins the study group needs to meet every Friday.
_____.

Answers:

1. The group of students was studying different cultures.
2. The herd of cows is grazing in the field.
3. The new car smells great and drives fast.
4. The music coming from the speakers was too loud.
5. Both of my brothers play basketball well.
6. Trang, Eric, and Carlos enjoy reading and writing essays in their English 101 class.
7. There are many other classes they want to take together because they have formed a study group.
8. Everyone is welcome to join their study group if they want to.
9. The students who join the study group need to meet every Friday.

Topic 2: Active/Passive Voice

What is active voice, what is passive voice, and what are their different functions?

In the active voice, the subject is performing an action:

The dog chases the ball.

Notice how the subject, dog, is performing the action, chase, on the target of the action, ball. This is a simple, direct example of the active voice.

In the passive voice, the action's target, ball, is positioned first as the focus of the sentence. The sentence gets flipped, and the subject is now being acted upon by the verb. In other words, the subject is passive:

The ball is being chased by the dog.

Active and passive are the two grammatical voices in English. Neither is inherently better than the other, but each is suited to certain types of writing. There's a reason why news anchors sound detached from the stories they're reporting: They often speak using the passive voice. There's also a reason why the authors of opinion pieces sound so sure of their positions: They usually write in the active voice.

How do you change passive voice to active?

To change the passive voice to the active voice, determine who is actually performing the action in the sentence, then restructure the sentence so that the performer is the focus, clearly performing the verb upon the sentence's direct object.

Passive: Salsa dancing has always been loved by our community.

Active: Our community has always loved salsa dancing.

Rules for Active – Passive Voice Conversions

Rule 1. Identify the (S+V+O) Subject, Verb and object in the active sentence to convert to passive voice

Example:

He drives car. (Subject – He, verb – Drives, object – Car)

Rule 2. Interchange the object and subject with each other, i.e. object of the active sentence become the subject of the passive sentence.

Example :

Active voice : She knits sweater. (Subject – She, Verb – Knits, Object – Sweater)

Passive Voice : The sweater is knitted by her. (Object sweater is interchanged with the subject She).

Rule 3. In passive voice sometimes the subject is not used, i.e. the subject in passive voice can be omitted if the sentence without it gives enough meaning.

Example :

Milk is sold in litres

Rule 4. Change the base verb in the active sentence into the past participle ie. third form verb in a passive sentence i.e. preceded by (By, With, to, etc). Base verbs are never used in passive voice sentences.

Example:

Active voice: She prepares dinner.

Passive voice: The dinner is prepared by her.

Active voice: She knows him.

Passive voice: He is known to her.

Active voice: Juice fills the jar.

Passive voice: The jar is filled with juice.

Rule 5. While conversion of Active voice sentence to Passive voice sentence, the pronoun used in the sentence also changes in the following manner.

Active Voice Pronoun Passive Voice Pronoun

I

Me

We	Us
He	Him
She	Her
They	Them
You	You
It	It

Rule 6. Use the suitable helping or auxiliary verb (is/am/are/was, etc.). The rules for using auxiliary verbs in passive voice sentences are different for each tense.

Example:

The letter is written by her

A book was not bought by her

Chocolates are being eaten by them.

Worksheet 1: Active/Passive Voice

Directions: Complete the sentences with the correct active or passive form of the verb in brackets.

1. At last night's ceremony, they _____ the award to an unknown actress. (GIVE)
2. The survivors _____ by a cruise ship that _____ to be near them. (RESCUE, HAPPEN)
3. Two hours after the accident the doctor _____ him dead. (DECLARE)
4. I remember _____ to the circus by my father. (BE TAKE)
5. The weather _____ in the next few days. (NOT IMPROVE)
6. Coffee _____ before you _____ it. (MUST ROAST, SELL)
7. The bridge _____ at the moment so it _____. (REPAIR, CANNOT USE)
8. The police _____ the victim a picture of the suspect. (SHOW)
9. The new staff members _____ all the help they need. (GIVE)

10. That door _____ for ages. (NOT OPEN)
11. A few days ago, a judge _____ him to appear before court next month. (ORDER)
12. The Times _____ such a shocking letter before. (NEVER PUBLISH)
13. They _____ on what to do when the headmaster _____ in. (INSTRUCT, COME)
14. The vandals _____ bottles into windows and _____ a few cars. (THROW, DESTROY)
15. The new teammates _____ more time to get accustomed to the practice sessions. (SHOULD GIVE)
16. After dad _____ me to the zoo, he _____ me some new clothes at the department store. (TAKE, BUY)
17. I _____ to the party last Thursday because I _____. (NOT GO, NOT INVITE)
18. I _____ so surprised by such an outstanding performance before. (NEVER BE)
19. When we _____ out of the cinema, the bus _____ to take us home. (COME, WAIT)
20. All the papers _____ in by next Friday. (MUST HAND)

Answers:

1. At last night's ceremony, they gave the award to an unknown actress. (GIVE)
2. The survivors were rescued by a cruise ship that happened to be near them. (RESCUE, HAPPEN)
3. Two hours after the accident the doctor declared him dead. (DECLARE)
4. I remember being taken to the circus by my father. (BE TAKE)
5. The weather will not improve in the next few days. (NOT IMPROVE)
6. Coffee must be roasted before you sell it. (MUST ROAST, SELL)
7. The bridge is being repaired at the moment so it can't be used. (REPAIR, CANNOT USE)

8. The police showed the victim a picture of the suspect. (SHOW)
9. The new staff members will be given all the help they need. (GIVE)
10. That door hasn't been opened for ages. (NOT OPEN)
11. A few days ago, a judge ordered him to appear before court next month. (ORDER)
12. The Times have never published such a shocking letter before. (NEVER PUBLISH)
13. They were being instructed on what to do when the headmaster came in (INSTRUCT, COME)
14. The vandals threw bottles into windows and destroyed a few cars. (THROW, DESTROY)
15. The new teammates should be given more time to get accustomed to the practice sessions. (SHOULD GIVE)
16. After dad had taken me to the zoo, he bought me some new clothes at the department store. (TAKE, BUY)
17. I didn't go to the party last Thursday because I was not invited/ had not been invited. (NOT GO, NOT INVITE)
18. I have never been so surprised by such an outstanding performance before. (NEVER BE)
19. When we came out of the cinema, the bus was waiting to take us home. (COME, WAIT)
20. All the papers must be handed in by next Friday. (MUST HAND)

Worksheet 2: Active/Passive Voice

Directions: Read the sentences below and decide whether they are written in the active or the passive voice.

1. The teacher told Mike off for swearing in class. Active / Passive
2. The biscuits were only bought this morning. Active / Passive
3. Dad set the table for dinner. Active / Passive
4. The car was pulled into the driveway. Active / Passive
5. I cleaned out the rabbit yesterday. Active / Passive

6. Mike was told off by the teacher for swearing. Active / **Passive**
7. The table was set for dinner by Dad. Active / **Passive**
8. I only bought the biscuits this morning. **Active** / Passive
9. The rabbit was cleaned out yesterday by me. Active / **Passive**
10. Mum pulled the car into the driveway. **Active** / Passive

Worksheet 3: Active/Passive Voice

Directions: Complete the table below by deciding which of the written tasks below would be most suited written in the active or the passive voice.

Task	Voice
A police report	

A letter to a friend	
Reporting a news	
Explaining a medical cure	

Answers:

Task	Voice
A police report	Passive
A letter to a friend	Active
Reporting a news	Passive
Explaining a medical cure	Active

Worksheet 4: Active/Passive Voice

Directions: Rewrite the following texts in passive voice.

Text 1: Science Experiment

Purifying rock salts

I ground the rock salt. I mixed it with water. Then I stirred it. I took a filter, folded it and put it in the funnel. Next, I filtered the solution. Then I heated it. Finally, I left it to evaporate.

Text 2: Reporting a medical cure

A new cure for arthritis

Dr John Jones has found a cure for arthritis. He discovered it by grinding up a unique flower, found only in India, and blended it with cod liver oil. Dr John Jones tested his remedy on hundreds of patients. His patients all found that they were cured three months later. He is now selling his cure for arthritis in chemists and on the Internet.

Topic 3: Connectors/Discourse Markers/Transition Words

What is a connector?

Connectors are words that demonstrate the connection between ideas in different sentences, paragraphs, or sections. Connectors add structure and flow to what you're trying to express. Specifically, they act as a sort of guide and allow your ideas to be understood more easily by your audience. What's more, connectors can add a certain sophistication to your speech or writing.

What is the difference between conjunctions and connectors?

Conjunctions are words that connect clauses or phrases to make one single sentence. A connector, is a word that connects the ideas of two different sentences, phrases, or sections.

Examples of conjunctions in use:

I am cold and hungry.

I want to leave, but I can't.

Examples of connectors in use:

I am cold and hungry. So, I'm going to go inside and have lunch.

I lost my job. Consequently, I will have trouble paying my bills.

What are the different types of connectors?

There are many connectors that are used in the English language. Each of them has a certain function. For instance, connectors can be used to express addition, sequence, contrast, a result, and more. Let's have a look at 6 common uses for connectors.

1. Sequence Connectors

Sequence connectors are used to indicate the order of various steps or actions. Imagine you want to explain to a new customer how to get to your office from the main road. Let's say that there are 4 steps in the sequence.

Go straight until you reach the grocery store. Turn left. Drive about 100 metres. Turn right.

Technically, you could say just that to your customer. But, it might sound a little robotic. Instead, you might use connectors to help your customer understand that the 4 actions are part of a sequence of actions. Let's transform the above instructions.

First, go straight until you reach the grocery store. Next, turn left. Then, drive about 100 metres. Finally, turn right.

Notice how first and finally help our customer understand where the sequence begins and where it ends?

2. Addition Connectors

Addition connectors help you demonstrate that the idea in one sentence or paragraph supports the idea in the previous one. As an example, we are going to communicate the great qualities of a potential job candidate. Here are a list of these qualities without using any connectors.

She is an expert in strategy.

She has an MBA

She has over 10 years of experience in the industry.

Now, let's connect the shorter sentences with the use of a conjunction. Then, we'll add the longer sentence with the use of a connector. (Did you notice the sequence connectors used? Wink, wink)

She is an expert in strategy and she has an MBA. Moreover, she has over 10 years of experience in the industry.

3. Cause & Effect Connectors

If you want to express that an idea is the result of a previous idea, you use cause & effect connectors. What happens when it rains? How do you feel when you get a pay raise? What is the result of a new competitor in the market? Let's express that with some cause & effect connectors.

It's going to be raining all day today. Because of that, the event must be cancelled.

I got a pay raise! Thanks to that, I can finally buy the computer I wanted.

There's a new competitor in the market. Consequently, we'll have to be more aggressive with our marketing.

4. Contrast Connectors

Contrast connectors are used to present a contradiction between ideas. This is where connectors such as however, although, nevertheless, and in spite of are used.

I think his idea is great. Nonetheless, it's too expensive.

In this example, the idea is great and, perhaps, we should go with it. However, the second sentence completely changes the potential course of action. We understand that the idea is great, but we're probably not going to go with it because it's too expensive. There's a visible contrast or contradiction between the two sentences.

5. Emphasis Connectors

If you want to add emphasis to your idea, this is the type of connector that you'll use. You don't just want to say that your mom's apple pie is the best. It's undoubtedly the best! There's absolutely no possibility that somebody would say otherwise.

Let's look at how these emphasis connectors help stress the idea that needs to be conveyed.

I have a difficult time waking up early in the morning. Particularly, in winter.

(It's difficult for me to wake up. It's EXTRA difficult in winter.)

He has been late three times this week. Clearly, something is going on.

(There's no doubt that something is going on with him.)

6. Comparison Connectors

Comparison connectors help you show that there is similarity between two ideas. For instance, if you want to explain that both smartphones and tablets are useful for your business activities, you could say:

My smartphone is essential for my business. Similarly, my tablet is critical for building reports.

Worksheet 1: Connectors/Discourse Markers/Transitions

Directions: Choose the correct option.

1. Karen is rich; ____, her cousin Kate is poor.
 - a. Therefore
 - b. However
 - c. Otherwise
2. You'd better take a taxi. ____, you'll arrive late.
 - a. Consequently
 - b. Furthermore
 - c. Otherwise
3. I enjoy reading this new magazine. ____, it has good articles.
 - a. Moreover
 - b. Nevertheless
 - c. However
4. Jack wasn't tired. ____, he took a nap.
 - a. Otherwise
 - b. Hence
 - c. Nevertheless
5. Phil was not thirsty; ____, he drank five glasses of water.
 - a. However
 - b. Moreover
 - c. Furthermore
6. The kids didn't study. ____, they failed the course.
 - a. Therefore
 - b. Nonetheless
 - c. Otherwise

7. The weather was terrible. ____, we decided to delay our trip
- a. Furthermore
 - b. Besides
 - c. Therefore
8. You must buy the tickets; ____, we won't be able to see that play.
- a. Otherwise
 - b. Although
 - c. Besides
9. The neighborhood isn't very interesting. I like the house, ____.
- a. Moreover
 - b. Thus
 - c. Though
10. We live in the same building; ____, we hardly see each other.
- a. However
 - b. Therefore
 - c. Furthermore

Answers:

1. Karen is rich; ____, her cousin Kate is poor.
- a. Therefore
 - b. **However**
 - c. Otherwise
2. You'd better take a taxi. ____, you'll arrive late.
- a. Consequently
 - b. Furthermore
 - c. **Otherwise**
3. I enjoy reading this new magazine. ____, it has good articles.
- a. **Moreover**
 - b. Nevertheless
 - c. However
4. Jack wasn't tired. ____, he took a nap.
- a. Otherwise
 - b. Hence
 - c. **Nevertheless**

5. Phil was not thirsty; ____, he drank five glasses of water.
- a. **However**
 - b. Moreover
 - c. Furthermore
6. The kids didn't study. ____, they failed the course.
- a. **Therefore**
 - b. Nonetheless
 - c. Otherwise
7. The weather was terrible. ____, we decided to delay our trip
- a. Furthermore
 - b. Besides
 - c. **Therefore**
8. You must buy the tickets; ____, we won't be able to see that play.
- a. **Otherwise**
 - b. Although
 - c. Besides
9. The neighborhood isn't very interesting. I like the house, ____.
- a. Moreover
 - b. Thus
 - c. **Though**
10. We live in the same building; ____, we hardly see each other.
- a. **However**
 - b. Therefore
 - c. Furthermore

Worksheet 2: Connectors/Discourse Markers/Transitions

Directions: Choose the correct option.

1. I fired at the leopard; he shook my arm.

- a. as
- b. since
- c. because

2. Arranged marriages are unusual in the West. In the Middle East,, they are common.

- a. but
- b. on the other hand
- c. similarly

3. The job wasn't very interesting., the money was OK.

- a. while
- b. mind you
- c. in addition

4. The train was late. I managed to reach in time.

- a. In spite of this
- b. Similarly
- c. Due to this

5. The British may have done some good in India. colonialism is basically bad.

- a. Even so
- b. Even as
- c. Similarly

6. we are satisfied with life.

- a. In general
- b. As for
- c. As far as

7. The flood victims are short of food. they urgently need medical supplies.

- a. Similarly
- b. In addition
- c. Any how

8. I get up late at weekends, _____ during cold weather.

- a. including
- b. particularly
- c. similarly

9. She rarely goes out, _____, not during the week.

- a. particularly
- b. in other words
- c. or at any rate

10. The study also mentions two other cities, _____ Singapore and Shanghai.

- a. namely
- b. in other words
- c. to be accurate

11. Her manner was rather offhand, _____ rude.

- a. at least
- b. particularly
- c. not to say

12. The tomato is not, _____, a vegetable even though it is commonly thought of as one.

- a. by contrast
- b. strictly speaking
- c. likewise

13. Many cities, Hong Kong _____, have extensive mass transit systems.

- a. say
- b. including
- c. for example

14. Prices at the mall were outrageous, _____, considerably higher than at other shopping centres.

- a. or at least
- b. in other words
- c. not to say

15. A number of countries, _____ the USA and the UK, have banned smoking in restaurants.

- a. including
- b. namely
- c. viz.

Answers:

1. I fired at the leopard; he shook my arm.

- d. as
- e. since
- f. because

2. Arranged marriages are unusual in the West. In the Middle East,, they are common.

- d. but
- e. on the other hand
- f. similarly

3. The job wasn't very interesting., the money was OK.

- d. while
- e. mind you
- f. in addition

4. The train was late. I managed to reach in time.

- d. In spite of this

- e. Similarly
- f. Due to this

5. The British may have done some good in India. colonialism is basically bad.

- d. Even so
- e. Even as
- f. Similarly

6. we are satisfied with life.

- d. In general
- e. As for
- f. As far as

7. The flood victims are short of food. they urgently need medical supplies.

- d. Similarly
- e. In addition
- f. Any how

8. I get up late at weekends, _____ during cold weather.

- d. including
- e. particularly
- f. similarly

9. She rarely goes out, _____, not during the week.

- d. particularly
- e. in other words
- f. or at any rate

10. The study also mentions two other cities, _____ Singapore and Shanghai.

- d. namely
- e. in other words
- f. to be accurate

11. Her manner was rather offhand, _____ rude.

- d. at least
- e. particularly
- f. not to say

12. The tomato is not, _____, a vegetable even though it is commonly thought of as one.

- d. by contrast
- e. strictly speaking

f. likewise

13. Many cities, Hong Kong _____, have extensive mass transit systems.

d. say

e. including

f. for example

14. Prices at the mall were outrageous, _____, considerably higher than at other shopping centres.

d. or at least

e. in other words

f. not to say

15. A number of countries, _____ the USA and the UK, have banned smoking in restaurants.

d. including

e. namely

f. viz.

Worksheet 3: Connectors/Discourse Markers/Transitions

Directions: Choose the correct option.

1. I lost my keys. ..., I later found them under the table.

a. In fact

b. For example

c. However

2. John forgot to study for the test. ..., he got a very low grade.

a. Similarly

b. Of course

c. Furthermore

3. The sun is very large. ..., more than one million earths could fit inside it.

a. Nevertheless

b. In fact

c. Meanwhile

4. I didn't have time to eat breakfast; ..., I'm really hungry now.

- a. as a result
- b. additionally
- c. to illustrate

5. He waited ten minutes for the bus. ..., he got on it and went to school.

- a. In summary
- b. In point of fact
- c. Then

6. Space travel isn't easy. ..., only 12 people have walked on the moon.

- a. Likewise
- b. Indeed
- c. Next

7. Smoking is unhealthy. ..., it's an expensive habit.

- a. In other words
- b. Moreover
- c. On the other hand

8. First, I went shopping. ..., I went home and cooked dinner.

- a. Afterwards
- b. That is to say
- c. To be sure

9. The storm was severe. ..., many homes were destroyed.

- a. In contrast
- b. Next
- c. Indeed

10. Our teacher was sick. ..., she was absent yesterday.

- a. Even though
- b. Likewise
- c. As a result

Answers:

1. I lost my keys. ..., I later found them under the table.

- a. In fact
- b. For example
- c. However

2. John forgot to study for the test. ..., he got a very low grade.

- d. Similarly
- e. Of course
- f. Furthermore

3. The sun is very large. ..., more than one million earths could fit inside it.

- d. Nevertheless
- e. In fact
- f. Meanwhile

4. I didn't have time to eat breakfast; ..., I'm really hungry now.

- d. as a result
- e. additionally
- f. to illustrate

5. He waited ten minutes for the bus. ..., he got on it and went to school.

- d. In summary
- e. In point of fact
- f. Then

6. Space travel isn't easy. ..., only 12 people have walked on the moon.

- d. Likewise
- e. Indeed
- f. Next

7. Smoking is unhealthy. ..., it's an expensive habit.

- d. In other words
- e. Moreover
- f. On the other hand

8. First, I went shopping. ..., I went home and cooked dinner.

- d. Afterwards
- e. That is to say
- f. To be sure

9. The storm was severe. ..., many homes were destroyed.

- d. In contrast
- e. Next

f. Indeed

10. Our teacher was sick. ..., she was absent yesterday.

d. Even though

e. Likewise

f. As a result

Worksheet 4: Connectors/Discourse Markers/Transitions

Directions: Fill in the blanks with suitable logical connectors

1. Susie refused to take part in the concert. _____, she changed her mind the next day.

2. The car beat the red traffic light. _____, the driver was issued a summons by the traffic policeman.
3. "Fira won the gold medal after three months of intensive training. _____, you too could win if you practice hard enough," Liza's mother said to her.
4. "I don't think she can handle this task. _____, she already has a lot of other responsibilities," said the head prefect to his assistant.
5. The cadets were given new uniforms to wear. _____, they received free passes to the match.
6. The people strongly opposed the move to build a golf course near their house. _____, the proposed plan was cancelled.
7. "The final examinations are coming soon. _____, it would be advisable for you to begin revising more systematically," the teacher told her class.
8. The neighbors often helped each other, _____ creating a feeling of harmony in the neighborhood.
9. The teenager was caught shoplifting. _____, he was let off with a warning.
10. Shaun is directing the movie. _____, he is playing the lead role in it.
11. Thomas Edison failed several times before he successfully invented the first light bulb. _____, you too could attain your dreams if you never give up trying.
12. The bungalow had seven rooms, each with an attached bathroom. _____, there was a large garden and a swimming pool.

Answers:

1. Susie refused to take part in the concert. **However**, she changed her mind the next day.
2. The car beat the red traffic light. **As a result**, the driver was issued a summons by the traffic policeman.
3. "Fira won the gold medal after three months of intensive training. **Similarly**, you too could win if you practice hard enough," Liza's mother said to her.
4. "I don't think she can handle this task. **Besides**, she already has a lot of other responsibilities," said the head prefect to his assistant.
5. The cadets were given new uniforms to wear. **In addition**, they received free passes to the match.
6. The people strongly opposed the move to build a golf course near their house. **Consequently**, the proposed plan was cancelled.
7. "The final examinations are coming soon. **Therefore**, it would be advisable for you to begin revising more systematically," the teacher told her class.
8. The neighbors often helped each other, **thus** creating a feeling of harmony in the neighborhood.
9. The teenager was caught shoplifting. **However**, he was let off with a warning.

10. Shaun is directing the movie. **Besides**, he is playing the lead role in it.
11. Thomas Edison failed several times before he successfully invented the first light bulb. **Similarly**, you too could attain your dreams if you never give up trying.
12. The bungalow had seven rooms, each with an attached bathroom. **In addition**, there was a large garden and a swimming pool.

Topic 4: Tenses

What is a verb tense?

Verb tenses show when an action took place, as well as how long it occurred. The main verb tenses are the past, present, and future.

There are also additional aspects that give extra details, such as the length of time the action occurred, which actions happened first, or whether a past action has an impact on the present. These grammatical aspects are the simple tense, perfect tense, continuous tense, and perfect continuous tense.

Verb tenses list: How many tenses are there in English?

The standard tense in English is the present tense, which is usually just the root form of the verb. The past and future tenses often require changes or additions to the root form, such as the suffix –ed for the past tense and the modal verb will for the future.

However, for each of the past, present, and future tenses, there are four different aspects that add additional details. For example, the continuous tense shows that an action is ongoing. It can be used in the present (she is sleeping), past (she was sleeping), or future (she will be sleeping).

Past, present, and future tenses

The past, present, and future are the central divisions of time in English. The present represents actions happening now, while the past represents actions that happened earlier, and the future describes actions that will happen later.

Simple tense

The simple tense is a grammatical aspect that refers to the normal forms of the past, present, and future tenses—nothing fancy! Unlike the other aspects, it doesn't add any new information. True to its name, simple tenses are the easiest to form and have the fewest rules.

Perfect tense

The definition of the perfect tense is a little more complicated. It's used for actions that relate to other points in time, either completed or ongoing.

For example, in the sentence I have played soccer since I was a child, the perfect tense indicates that the action occurred continuously in the past and still happens in the present. By contrast, in the sentence I played soccer when I was a child, the simple past tense indicates that the action occurred only in the past, and has no relation to the present.

The perfect tenses use a conjugation of the auxiliary verb have with the past participle of the main verb.

Continuous tense

We use the continuous tenses (also known as the progressive tenses) for ongoing actions or actions that happen a while before completion. For example, They are studying all night means the studying lasts many hours before it's finished.

Please note that you usually do not use the continuous tense with stative verbs like want, love, have, and need.

The continuous tenses use a conjugation of the auxiliary verb be along with the main verb's present participle, or -ing form.

Perfect continuous tense

When you combine the perfect and continuous tenses, you get the perfect continuous tense. It's typically used just like the perfect tense, except it describes ongoing actions that happen over a period of time.

The construction of the perfect continuous tense uses a conjugation of the auxiliary verb have, the auxiliary verb been (the past participle of be), and the present participle of the main verb.

Worksheet 1: Tenses

Directions: Choose the correct tense option for the underlined part.

1. The postman has came already. There are no letters for you.
 - a. has come
 - b. has coming
 - c. had came
2. She still dreaming of the day when she can go to China to visit her relatives.
 - a. dreams
 - b. dreamt
 - c. dreaming
3. Chandra was mop the house with an old rag.
 - a. was mopped
 - b. was mopping
 - c. is mopped
4. Jill was standing at the bus-stop when I saw her.
 - a. had stood
 - b. was standing
 - c. is standing
5. All the books is belonging to me. I love books.
 - a. belong
 - b. be belonging
 - c. are belonging
6. I have saw Jack with that strange woman many times.
 - a. have seen
 - b. have saw
 - c. was seen
7. The car looks dirty but it was cleaned yesterday.
 - a. looks
 - b. looked

- c. looking
8. Since the new market opened, I had done my shopping there.
- a. had done
 - b. have done
 - c. have been doing
9. Salsa was went to Singapore last Monday.
- a. went
 - b. was went
 - c. gone
10. I have just driven 600 kilometers from Saint Peter Street.
- a. driven
 - b. drove
 - c. driving

Answers:

The postman has came already. There are no letters for you.

- d. **has come**
- e. has coming
- f. had came

She still dreaming of the day when she can go to China to visit her relatives.

- d. **dreams**
- e. dreamt
- f. dreaming

Chandra was mop the house with an old rag.

- d. was mopped
- e. **was mopping**
- f. is mopped

Jill was standing at the bus-stop when I saw her.

- d. had stood
- e. **was standing**
- f. is standing

All the books is belonging to me. I love books.

- d. **belong**
- e. be belonging
- f. are belonging

I have saw Jack with that strange woman many times.

- d. **have seen**
- e. have saw
- f. was seen

The car looks dirty but it was cleaned yesterday.

- d. **looks**
- e. looked
- f. looking

Since the new market opened, I had done my shopping there.

- d. had done
- e. have done
- f. **have been doing**

Salsa was went to Singapore last Monday.

- d. **went**
- e. was went
- f. gone

I have just driven 600 kilometers from Saint Peter Street.

- d. **driven**
- e. drove
- f. driving

Worksheet 2: Tenses

Directions: Choose the correct tense option for the underlined part.

1. I never traveled internationally. I might next year, though.

- a. have never traveled
- b. will never traveled
- c. never traveled

2. I really enjoyed to be there yesterday.

- a. enjoy to be there
- b. enjoying to be there
- c. enjoyed being there

3. If you want to be successful, you need to believe in you.

- a. you want to be

- b. you wanted to be
- c. you will want to be

4. She's really selfish. She always caring about herself only.

- a. cares
- b. is caring
- c. cared

5. They've been married during ten years.

- a. They're been married during ten years.
- b. They've been married for ten years.
- c. They have been married from ten years.

6. Is important to be polite and respectful.

- a. It's
- b. Is it
- c. isn't it

7. I wish I have more time to finish the proposal. I submitted it yesterday.

- a. had
- b. have
- c. having

8. I work here since 2010.

- a. working
- b. have been working
- c. had been working

9. I've been studied a lot lately.

- a. studying
- b. studies
- c. studied

10. The TV is too loud!

Okay, I turn it down.

- a. will turn
- b. turns
- c. turning

Answers

1. I never traveled internationally. I might next year, though.

- a. have never traveled**

- b. will never traveled
- c. never traveled

2. I really enjoyed to be there yesterday.

- a. enjoy to be there
- b. enjoying to be there
- c. enjoyed being there

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- a. you want to be
- b. you wanted to be
- c. you will want to be

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- a. cares
- b. is caring
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9. I've been studied a lot lately.

- a. studying
- b. studies
- c. studied

10. The TV is too loud!

Okay, I turn it down.

a. will turn

b. turns

c. turning

Worksheet 3: Tenses

Directions: Choose the correct tense option for the underlined part.

1. When I was a kid, I used to playing sports with my friends.

a. play

b. playing

c. to play

2. Waking up early was hard at first, but now I'm used to do it.

- a. do
- b. doing
- c. done

3. They didn't thought that the house was big enough.

- a. think
- b. thought
- c. thinking

4. I have to think about the problem for a while, but I finally figured it out.

- a. Had
- b. Have
- c. Has

5. I get here late yesterday because of the traffic.

- a. Get
- b. Got
- c. Will be getting

6. They're looking forward to go on vacation next year.

- a. Go
- b. Going
- c. Went

7. We needed to analyze this problem now.

- a. Needed
- b. Needing
- c. Need

8. If we hire more people, we wouldn't be so busy.

- a. Hired
- b. Hiring
- c. Will hire

10. Currently, we discussed potential strategies.

- a. Discussed
- b. Discuss
- c. Are discussing

11. This will allow us to concentrate on our business and don't worry about our IT infrastructure.

- a. Don't
- b. Didn't
- c. Not to

12. They gave him more responsibilities due to him handle his current responsibilities very well.

- a. Handled
- b. Handling
- c. Has been handling

13. They wouldn't let me to leave early today even though I had something really important to take care of.

- a. Let me leave
- b. Letting me leave
- c. Letting me left

14. While, John prepared breakfast, I worked on put the finishing touches on my presentation.

- a. Putting
- b. Put
- c. Will be put

15. I hope to having a relaxing vacation this December.

- a. Having
- b. Have
- c. Has

Answers:

1. When I was a kid, I used to playing sports with my friends.

- a. play
- b. playing
- c. to play

2. Waking up early was hard at first, but now I'm used to do it.

- a. do
- b. doing
- c. done

3. They didn't thought that the house was big enough.

- a. think

- b. thought
- c. thinking

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- a. Hired
- b. Hiring
- c. Will hire

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- a. Discussed
- b. Discuss
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11. This will allow us to concentrate on our business and don't worry about our IT infrastructure.

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- a. Handled
- b. Handling

c. Has been handling

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a. Let me leave

b. Letting me leave

c. Letting me left

14. While, John prepared breakfast, I worked on put the finishing touches on my presentation.

a. Putting

b. Put

c. Will be put

15. I hope to having a relaxing vacation this December.

a. Having

b. Have

c. Has

Worksheet 4: Tenses

Directions: Fill in the correct form of the verb given.

1. Last night, when I _____ dinner, my mom _____. I totally _____ about the roast in the oven, and I _____ everything.
(MAKE, CALL, FORGET, BURN)
2. Most police officers _____ uniforms to work. Only detectives in higher positions _____ their street clothes. (WEAR, WEAR)
3. His family _____ to Singapore when he was three, then they _____ back again when he started high school. (MOVE, MOVE)
4. Your car is fine now. There was a problem with the gears, but we _____ it.
(FIX)
5. After Claire _____ for half an hour, she suddenly _____ to check her watch. (RUN, STOP)
6. I _____ smoking three years ago. Before that, I _____ for over a decade. (STOP, SMOKE)
7. Look, Mary _____ the windows. Nobody _____ them for over a month. (CLEAN, CLEAN))
8. Tina _____ her emails for the last two hours. (CHECK)
9. Living in a foreign country was strange at first, but we _____ used to it.
(GET)
10. I _____ I want any dessert. I _____ too much to eat already. (NOT THINK, HAVE)
11. In our history lesson yesterday my friend and I _____ to each other and we _____ attention. Suddenly, our history teacher _____ right next to us. (TALK, NOT PAY, STAND).
12. Wendy _____ her boyfriend every afternoon. (PHONE)
13. I saw him sitting on the sofa. He _____ very tired because he _____ too much. (BE, WORK)

14. John _____ our flight this morning, but he _____ hotel arrangements yet. (BOOK, NOT MAKE)
15. I _____ the cup finals when you arrived. (WATCH)
16. We normally _____ together every second Sunday, but this month everyone _____ on holiday, so we _____ any meetings. (GET, BE, NOT HAVE)

Answers:

1. Last night, when I was making dinner, my mom called. I totally forgot / had totally forgot about the roast in the oven, and I burned everything. (MAKE, CALL, FORGET, BURN)
2. Most police officers wear uniforms to work. Only detectives in higher positions wear their street clothes. (WEAR, WEAR)
3. His family moved/ had moved to Singapore when he was three, then they moved back again when he started high school. (MOVE, MOVE)
4. Your car is fine now. There was a problem with the gears, but we have fixed/ fixed it. (FIX)
5. After Claire had been running for half an hour, she suddenly stopped to check her watch. (RUN, STOP)
6. I stopped smoking three years ago. Before that, I had been smoking for over a decade. (STOP, SMOKE)
7. Look, Mary is cleaning the windows. Nobody has cleaned them for over a month. (CLEAN)
8. Tina has been checking her emails for the last two hours. (CHECK)
9. Living in a foreign country was strange at first, but we got used to it. (GET)
10. I don't think I want any dessert. I have had too much to eat already. (NOT THINK, HAVE)
11. In our history lesson yesterday my friend and I were talking to each other and we were

not paying attention. Suddenly, our history teacher was standing right next to us.

(TALK, NOT PAY, STAND).

12. Wendy phones her boyfriend every afternoon. (PHONE)

13. I saw him sitting on the sofa. He was very tired because he had been working too much. (BE, WORK)

14. John booked/ has booked our flight this morning, but he hasn't made hotel arrangements yet. (BOOK, NOT MAKE)

15. I was watching/ had been watching the cup finals when you arrived. (WATCH)

16. We normally get together every second Sunday, but this month everyone is on holiday, so we aren't having/ don't have any meetings. (GET, BE, NOT HAVE)