Some Rules of the Correct Use of Verb

1. Present Indefinite Tense
   - He goes to school every day.
   - We often write a letter.

2. Past Indefinite Tense
   - He drove a taxi.
   - We had smoked.
   - I bought this car last year.
   - He retired in 1985.

3. Future Indefinite Tense
   - We go to Lahore on Friday.
   - He reaches here in the afternoon.
i. They (learn) their lesson tomorrow.
Their lesson will be learned tomorrow.

ii. I (construct) a house next year.
I will construct a house next year.

Present Continuous Tense: are, am, is, verb + -ing
Past Continuous Tense: were, was, verb + -ing
Future Continuous Tense: shall be, will be, verb + -ing
Past Perfect Tense: had, have, past participle
Present Perfect Tense: have, has, past participle
Past Perfect continuous Tense: had been

i. He is (write) a letter now.
He is writing a letter now.

ii. You are (learn) music at present.
You are learning music at present.

At that time

Future Perfect Tense: shall have been

i. I was (gone) to school then.
I was going to school then.

ii. We were (play) tennis.
We were playing tennis.

Past Perfect Tense: had, have, past participle
Present Perfect Tense: have, has, past participle
Past Perfect continuous Tense: had been

i. I have (write) a letter.
I have written a letter.

ii. The Headmaster has (make) a speech.
The Headmaster has made a speech.

iii. He had (come) home before the sun set.
He had come home before the sun set.
Future Perfect Continuous

We have been (lived) here for the two years.
We have been living here for two years.

She has been (plucks) flowers since morning.
She has been plucking flowers since morning.

We had been (played) tennis since ten o’clock.
We had been playing tennis since ten o’clock.

The birds will have (flying) in the air by now.
The birds will have flown in the air by now.

We shall have (prepare) for the examination by the next year.
We shall have prepared for the examination by the next year.

I said that I (take) tea.
I said that I took tea.

She said to me that she (knits) a sweater.
She said to me that she knitted a sweater.

He said that the earth (was) round.
He said that the earth is round.

If he (worked) hard, he would have passed.
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The Use of Correct Form of Verb  
(Exercise)

Exercise No. 1  
(Present Indefinite + Present Continuous Tenses)

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<tbody>
<tr>
<td>i</td>
<td>He _ _ books these days. (sell)</td>
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<tr>
<td>ii</td>
<td>We _ _ to school every day. (go)</td>
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<tr>
<td>iii</td>
<td>They _ _ a letter. (write)</td>
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<td>iv</td>
<td>I _ _ hockey. (play)</td>
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<tr>
<td>v</td>
<td>I am _ _ tea now. (take)</td>
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<tr>
<td>vi</td>
<td>He is _ _ to the teacher. (talk)</td>
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<td>vii</td>
<td>We are _ _ to the mosque. (go)</td>
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<td>viii</td>
<td>You are _ _ the truth. (speak)</td>
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<td>x</td>
<td>The teacher _ _ students well. (teach)</td>
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<td>He is _ _ peaceful in green trees. (feel)</td>
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Answers:  
i. sells  ii. go  iii. writing  iv. playing  v. taking  
vi. talking  vii. going  viii. speaking  ix. teaching  x. feeling

Exercise No. 2  
(Present Perfect + Present Perfect Continuous Tenses)

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<tbody>
<tr>
<td>i</td>
<td>He has _ _ the book. (study)</td>
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<tr>
<td>ii</td>
<td>I have _ _ the lesson. (learn)</td>
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<td>iii</td>
<td>She has _ _ to school just now. (go)</td>
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<td>iv</td>
<td>We have _ _ our courses. (finish)</td>
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<tr>
<td>v</td>
<td>I have been _ _ the book since morning. (read)</td>
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<tr>
<td>vi</td>
<td>He has been _ _ for an hour. (run)</td>
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</table>
Exercise No. 3  
(Past Indefinite + Past Continuous Tenses)

i. I ______ a letter yesterday. (write)
ii. He ______ here in the evening. (come)
iii. The Muslims ______ some enemies as prisoners. (catch)
iv. Neseema was ______ a song then. (sing)
v. The bus was ______ to Lahore. (go)
vi. We were ______ in the canal then. (bathe)
vii. They were ______ their new business. (start)
viii. Where were you ______ at that time. (go)
ix. He was ______ in the rain then. (enjoy)

Answers:

Exercise No. 4
(Past Perfect + Past Perfect Continuous Tenses)

i. He had ______ tea when I came. (take)
ii. She ______ before the party began. (leave)
iii. The birds ______ before the hunter reached. (fly)
iv. You had not ______ when the peon came. (sleep)
v. The girl had been ______ a sweater for an hour. (knit)
vi. She had been ______ up cotton since morning. (pick)
vii. We had been ______ there for two days. (go)
viii. He had been ______ books for several years. (publish)
ix. They had been ______ there for two years. (go)

Answers:
Exercise No. 5
(Future Indefinite + Future Continuous Tenses)

i. I shall ________ a letter tomorrow. (write)
ii. He will ________ a directory the next week. (compile)
iii. I ________ this exercise in an hour. (finish)
iv. She will ________ for me tomorrow. (wait)
v. I ________ this club next year. (join)
vi. She will be ________ her lesson in the morning. (learn)
vii. He will be ________ his homework regularly. (do)
viii. I shall be ________ class regularly. (attend)
ix. They ________ all the night. (travel)
x. The birds will be ________ in the air at noon. (fly)

Answers:
i. write ii. compile iii. shall finish iv. wait v. shall join vi. learning vii. doing viii. attending ix. will be traveling or will travel x. flying

Exercise No. 6
(Future Perfect + Future Perfect Continuous Tenses)

i. It will have ________ raining by evening. (stop)
ii. The thief ________ before the policeman reach. (escape)
iii. We ________ home before the rain starts. (reach)
iv. I ________ Karachi by the next week. (visit)
v. The gardener will have ________ flowers. (pluck)
vi. We shall ________ there for a week. (go)
vii. The police will ________ crimes for years. (wipe)
viii. She will ________ her lesson for two months. (learn)
ix. The peon will not ________ the bell yet. (ring)
x. The bus ________ by the morning. (leave)

Answers:
i. stopped ii. will have escaped iii. shall have reached iv. shall have visited v. plucked vi. have been going vii. have been wiping viii. have been learning ix. have rung x. will have left

Exercise No. 7
(Conditional Sentences)

i. If you work hard, you _________. (pass)
ii. When he ________ I shall go. (come)
iii. If I had money, I ________ a car. (buy)
iv. I hope that it ________ raining. (stop)
v. He said that he ________ to school. (go)
Assignment of Correct Use of Verb

Put the words in brackets into correct tense in the following sentences.

**Exercise 1**

1. I have not (see) him for a long time.
2. I did not (know) where he lived.
3. All is well that (end) well.
4. This work can be (do) in two days.
5. He has been (wear) this shirt for two years.
6. She has (go) to school.
7. Yesterday, the driver (drive) the bus very rashly.
8. Why have you (tell) a lie?
9. Did you (take) the medicine?
10. The sun (look) red at sunset.

Answers:

**Exercise 2**

1. She was (buy) sweets.
2. The sun (rise) in the east.
3. Was the house (burn) to ashes?
4. When will you (sit) for your B.A. Examination?
5. Has she (understand) your question?
6. The earth (revolve) round the sun.
7. She (keep) me waiting yesterday.
8. Have they (drink) cold water?
9. How did she (come) by this book?
10. She (speak) English now.
Answers:
1. buying 2. rises 3. burnt 4. sit 5. understood 6. revolves 7. kept 8. drunk 9. come 10. is speaking

EXERCISE 3
1. Have you (send) him back?
2. I was (sing) when he came.
3. Did it (rain) last month?
4. Our teacher has (teach) us this lesson.
5. Do not (melt) this butter.
6. He (get) up at five every day.
7. He will be (learn) his lesson.
8. They will (eat) their meals at nine.
9. He (see) me yesterday.
10. You should (work) hard.

Answers:
1. sent, 2. singing, 3. rain, 4. taught, 5. melt, 6. gets, 7. learning, 8. eat, 9. saw, 10. work

EXERCISE 4
1. It has been (rain) for two hours.
2. I (take) exercise daily.
3. We have (do) our duty.
4. The sun (rise) at 7 o’clock yesterday.
5. By whom was this jug (break)?
6. He has (leave) this city for good.
7. He (go) to school yesterday.
8. Where are you (live) now-a-days?
9. A dog is (swim) in the river.
10. He is (write) a letter to his friend.

Answers:
1. raining, 2. take, 3. done, 4. rose, 5. broken, 6. left, 7. went, 8. living, 9. swimming, 10. writing

EXERCISE 5
1. You were (bring) up by your parents?
2. This university was (establish) a year ago.
3. She has (post) the letter.
4. Have you (win) the match?
5. He (help) me last year.
EXERCISE 6

1. The children were ______ to see the shoes. (delight)
2. The oxen are ______ slowly. (walk)
3. He gets out of his bed as he ______ the whistle. (hear)
4. He said that he ______ to take examination. (want)
5. Aslam agreed to ______ me. (help)
6. Some children are ______ cricket. (play)
7. The crow did not ______ water anywhere. (find)
8. Has the sun ______? (set)
9. He decided to ______ examination. (take)
10. What are you ______? (do)

Answers:
1. delighted, 2. walking, 3. hears, 4. wanted, 5. help, 6. playing, 7. find, 8. set,
9. take, 10. doing

EXERCISE 7

1. The naughty boy was ______. (punish)
2. Jameel will ______ to Lahore. (go)
3. He came to ______ me last night. (see)
4. I was ______ for you. (wait)
5. The sun has ______. (rise)
6. We did not ______ heart. (lose)
7. All is well that ______ well. (end)
8. I have not ______ him for a long time. (see)
9. Ali will have ______ from Karachi by the next month. (return)
10. I did not ______ where he lived. (know)

Answers:
1. punished, 2. go, 3. see, 4. waiting, 5. risen, 6. lose, 7. ends, 8. seen, 9. returned, 10. know
EXERCISE 8

1. He ______ for a walk daily in a garden. (go)
2. He ______ his home work after the dinner. (do)
3. They ______ the whole night. (travel)
4. I ______ for you at the usual time. (wait)
5. She ______ her lesson in French in the morning. (do)
6. She ______ her work before the guests arrive. (finish)
7. They ______ before the teacher leaves. (arrived)
8. She ______ from a tour of Europe in December next. (return)
9. These farmers ______ the harvest before it rains. (reap)
10. These mangoes ______ the market by April. (reach)

Answers:
1. goes, 2. does, 3. travelled, 4. waited, 5. does, 6. will have finished, 7. will have arrived, 8. will have returned, 9. will have reaped, 10. will have reached.

EXERCISE 9

1. I advised him to ______ hard. (work)
2. A gardener was ______ the plant. (water)
3. He will never ______ a lie. (tell)
4. Who has ______ the chair? (break)
5. The work can be ______ in two days. (do)
6. The sun ______ red at sunset. (look)
7. Has she ______ the question? (understand)
8. She ______ English now. (speak)
9. Our teacher has ______ us English. (teach)
10. Do not ______ the butter. (melt)

Answers:
1. work, 2. watering, 3. tell, 4. broken, 5. done, 6. looks, 7. understood, 8. is speaking, 9. taught, 10. melt

EXERCISE 10

1. I ______ all these novels by the end of summer vacation. (read)
2. The meeting ______ by the time we gather. (end)
3. I hope it ______ raining by the evening. (stop)
4. She ______ her examination by next May. (take)
5. They ______ their work by tomorrow. (complete)
6. It ______ in winter. (rain)
7. They ______ hard all day long. (work)
8. The sun ______ in the west. (set)
9. I do not ______ my meals at night. (take)
10. The boys are ______ their home task. (do)

Answers:
1. will have read, 2. will have ended, 3. will have stopped, 4. will have taken,
5. will have completed, 6. rains, 7. work, 8. sets, 9. take, 10. doing

EXERCISE 11
1. He ______ up at five every day. (get)
2. He will be ______ his lesson. (learn)
3. The sun ______ at 7 o'clock yesterday. (rise)
4. He ______ to school yesterday. (go)
5. They did not ______ to me any money. (owe)
6. Last year, he ______ a prize winning picture. (draw)
7. She ______ in her diary daily. (write)
8. We ______ bedminton yesterday. (play)
9. You were ______ by your parents. (bring up)
10. The boy is ______ for ice-cream. (cry)

Answers:
1. gets, 2. learning, 3. rose, 4. went, 5. owe, 6. drew, 7. writes, 8. played, 9. brought, 10. crying

EXERCISE 12
1. Are they ______ idle? (sit)
2. She is ______ for London tomorrow. (leave)
3. I have ______ the two books. (read)
4. She has ______ him back. (send)
5. They ______ in this house for ten years. (live)
6. I have not ______ from him since March. (hear)
7. She ______ to school an hour ago. (go)
8. Quaid-e-Azam ______ very hard. (work)
9. He ______ newspapers for a living. (sell)
10. She ______ the door softly. (shut)

Answers:
1. sitting, 2. leaving, 3. read, 4. sent, 5. have been living, 6. heard, 7. went,
8. worked, 9. sells, 10. shut

EXERCISE 13
1. He ______ me to his father. (introduce)
2. He has ______ many hardships. (bear)
3. Let us ______ to Allah. (pray)
4. He has _______ with me in this matter. (agree)
5. I _______ bear in the zoo. (see)
6. Students did not _______ the fare. (pay)
7. You should _______ your plan. (alter)
8. She did not _______ her words. (keep)
9. They will not _______ this offer. (accept)
10. He _______ here yesterday. (come)

Answers:
1. introduced, 2. borne, 3. pray, 4. agreed, 5. saw, 6. pay, 7. alter, 8. keep, 9. accept, 10. came

EXERCISE 14
1. She _______ her home task when the guests arrived. (do)
2. I _______ a book when the bell rang. (read)
3. They _______ to school when the storm broke. (go)
4. I _______ the house before it started raining. (leave)
5. They _______ their meals before the guests arrived. (take)
6. The match _______ after I had left the playground. (start)
7. They _______ for London tomorrow. (leave)
8. I _______ him next Monday. (see)
9. They _______ hockey at that time. (play)
10. I shall wait here until you have _______ your work. (finish)

Answers:
1. was doing, 2. was reading, 3. Were going, 4. Had left, 5. had taken, 6. started, 7. Will leave, 8. Shall see, 9. Will be playing, 10. finished

EXERCISE 15

English Composition Grammar
(Punjab Text Book Board)
CORRECT USE OF VERB

EXERCISE-1 (Page 162) (Grammar Text Book)

Put the verbs in the correct form of the present tense (Simple or continuous)
1. She _______ her cat very much.
2. He _______ to school every day.
3. It _______ at present.
4. They _______ tea every morning.
5. Good students always _______ hard.
6. The earth _______ around the sun.
7. She _______ French at present.
8. They _______ their work regularly.
9. Shahida (sing) a sad song today.
10. They always (come) back home late.
11. She (speak) English now.
12. She (speak) English quite well.
13. The baby (cry) for milk now.
14. They (go) to sleep at ten.
15. He (not keep) me waiting.

Answers:
1. loves  
2. goes  
3. is raining  
4. drink  
5. work  
6. revolves  
7. is learning  
8. do not do  
9. is singing  
10. come  
11. is speaking  
12. speaks  
13. is crying  
14. go  
15. does not keep

EXERCISE - 2 (Page 163)

1. I already (take) three cups of coffee.
2. I (not see) you since Monday.
3. My brother (not write) to me for ten years.
4. She (learn) French for over two years.
5. The book (lie) on the table for weeks.
6. He (not speak) to me since March.
7. She (sleep) since morning.
8. How long you (wait) here?
9. He (stand) in the sun for one hour.
10. She (work) in this office for seven years.
11. They (not eat) anything since morning.
12. They already (do) their home task.
13. I already (post) the letter.
14. The fire (burn) at night.
15. You (rest) since morning.

Answers:
1. have already taken  
2. have not seen  
3. has not written  
4. has been learning  
5. has been lying  
6. has not spoken  
7. has been sleeping  
8. have you been waiting  
9. has been standing  
10. has been working  
11. have not eaten  
12. have already done  
13. have already posted  
14. has burnt  
15. have been resting
EXERCISE- 3 (Page 164)

1. It (begin) to rain an hour ago.
2. How long ago you (come) here?
3. She (not hear) any noise.
4. He (ride) a bike when he (meet) an accident.
5. He (leave) twenty minutes ago.
6. I (go) to airport when I (see) her.
7. The light (go out) when we (have) dinner.
8. She (sing) a song when I (enter) the room.
9. I (meet) her in the plane.
10. I (make) tea when the door bell (ring).
11. He (not reply) to my letter.
12. I (buy) this motor bike only a month ago.
13. I (not listen) when you (talk).
14. The farmer (plough) the field when it (start) raining.
15. The bus (start) while I (board) it.

Answers:
1. began
2. did you come here
3. did not hear
4. was riding, met
5. left
6. was going, saw
7. went out, were having
8. was singing, entered
9. met
10. was making, rang
11. did not reply
12. bought
13. was not listening, talked
14. was ploughing, started
15. started, was boarding

EXERCISE- 4 (Page 164-165)

1. After you (leave) I (go) to sleep.
2. They (take) their breakfast after they (wash).
3. She (not say) anything before he (leave).
4. She (leave) before the party (begin).
5. She (ask) why we (want) to leave early.
6. I (ask) her what places she (visit) in Europe.
7. The sun (not rise) before we (be) ready to leave.
8. I never (see) snow before I (go) to Murree.
9. He (go) home after he (finish) his work.
10. The bus (stop) before we (step out).

Answers:
1. had left, went
2. took, had washed