

Difference between Time and Tense : Time और Tense दो भिन्न Concepts (संकल्पनाएँ) हैं। Time का सम्बन्ध Verb के Meaning (अर्थ) से रहता है, जबकि Tense का सम्बन्ध Verb के Form (रूप) से। Time का Concept पूरे विश्व में एक समान है, जबकि Tense का Concept भिन्न-भिन्न भाषाओं में भिन्न-भिन्न है। Time का Concept भाषा या व्याकरण से स्वतंत्र है, जबकि Tense पूरी तरह एक Grammatical Concept है। Time से हमारा अभिप्राय बीते हुए समय, वर्तमान समय तथा आनेवाले समय से है। पूरे विश्व में इसे Past (भूत), Present (वर्तमान) तथा Future (भविष्य) से निरूपित किया जाता है। समय एक Non-grammatical concept है, जिसे मानव उस समय भी महसूस करते थे, जब उनके बीच किसी भी भाषा का विकास नहीं हुआ था। Time और Tense के बीच के अन्तर को समझने के लिए इस Sentence पर विचार करें—“He is buying a computer next month.” इसका अर्थ हुआ कि “वह अगले माह कम्प्यूटर खरीद रहा है।” इस वाक्य की क्रिया Present Tense में है, परन्तु इससे Future Time का बोध हो रहा है। यदि Time और Tense दोनों एक ही Concept होते, तो Present Tense से केवल Present Time का ही बोध होता, Future Time का नहीं। इस प्रकार स्पष्ट होता है कि Time और Tense दो भिन्न Concepts हैं। Tense को इस प्रकार परिभाषित किया जा सकता है—

To express the time of an action and its degree of completeness, tense is used.

Tense तीन प्रकार के होते हैं—

1. Present Tense 2. Past Tense 3. Future Tense.

फिर एक ही काल में क्रिया की भिन्न-भिन्न अवस्थाओं को व्यक्त करने के लिए प्रत्येक Tense के चार भेद हैं

1. Simple/Indefinite 2. Continuous/Progressive/Imperfect
3. Perfect 4. Perfect Continuous.

1. Simple Present Tense

Structure : $S + V^1/V^5 + O/C$

जहाँ, S = Subject

V^1 = Base/First form of Verb; जैसे—go, eat, drink, write

V^5 = $V^1 + S/es$; जैसे—goes, eats, drinks, writes

O = Object

C = Complement

- A. Simple Present Tense में Base form/First form of the verb का प्रयोग Third Person Singular Number के Subjects को छोड़कर बाकी सब Subjects के साथ होता है; जैसे—

I go to school daily.

We do our work regularly.

You take exercise in the morning.

They drink milk everyday.

B. यदि Subject Third Person Singular में हो, तो first form of the verb के साथ s/es जोड़ दिया जाता है; जैसे—

Ram works hard.

She speaks the truth.

Sonali goes to school daily.

He learns his lesson.

ध्यान दें:

> यदि Verb का last letter s, sh, ss, ch, x, o, z हो, तो es जोड़ते हैं। यदि ऐसा नहीं हो, तो केवल 's' जोड़ा जाता है।

> यदि Verb का last letter 'y' हो और उसके पहले कोई consonant हो, तो 'y' को 'i' में बदलकर es जोड़ते हैं; जैसे—'carry—carries', 'fry—fries'

> यदि Verb का last letter 'y' हो और उसके पहले कोई vowel हो, तो 's' जोड़ा जाता है; जैसे—'pray—prays', 'play—plays'

C. Do/Does का प्रयोग Interrogative, Negative/Emphatic Sentences में किया जाता है।

(a) Interrogative Sentences : Do/Does को Subject के पहले रखते हैं तथा first form of the verb (V^1) को Subject के बाद

Structure : Do/Does + S + V^1 + ... ?

Do you read newspaper daily ?

Does she attend the classes regularly ?

When does he take exercise ?

(b) Negative Sentences : यदि Subject के रूप में I, We, You, They या कोई Plural Noun हो, तो do not का प्रयोग होता है। यदि Subject He, She, It या कोई अन्य Third Person Singular Noun हो, तो does not का प्रयोग होता है। Imperative Sentences do not से शुरू होते हैं।

Structure : S + do/does + not + V^1 ...

I do not smoke.

They do not tell a lie.

Do not make a noise.

He does not take alcohol.

Exception : He never takes alcohol.

(Here the sentence means—He does not ever take alcohol.)

(c) Emphatic Sentences : Simple Present Tense में Main Verb के पहले do/does का प्रयोग कर Emphatic Sentence बनाते हैं।

Non-emphatic	Emphatic
I know English.	I do know English.
She loves him very much.	She does love him very much.
He smokes but does not confess.	He does smoke but does not confess.

ध्यान दें:

> do/does/did के साथ केवल first form of the verb (V^1) का प्रयोग होता है।

> ऊपर दाहिने ओर दिए गए वाक्यों में do/does का प्रयोग वाक्य को Emphatic (जोरदार) बनाने के लिए किया गया है। ऐसे वाक्यों में do/does का अनुवाद होता है

'जरूर'/'अवश्य' जैसे— I do know English का अर्थ हुआ मैं अंग्रेजी अवश्य/जरूर जानता हूँ या मैं अंग्रेजी जानता तो हूँ।

Usage of Simple Present Tense

1. To express Permanent Actions (स्थायी कार्य-कलाप की अभिव्यक्ति के लिए): जैसे—

I live in Patna.

She runs a beauty parlour.

Sanjay comes from Ranchi.

Independence Day falls on 15th of August.

2. To express Routined Actions (नियमित कार्य-कलाप की अभिव्यक्ति के लिए): जैसे—

I get up at 5 a.m.

My father goes to office at 9 a.m.

I continue my study for three hours.

He completes his home-work in the morning.

3. To express Habitual Actions (आदतन कार्य-कलाप की अभिव्यक्ति के लिए Simple Present Tense का प्रयोग किया जाता है।): इस प्रकार के वाक्यों में इन Adverbs of Frequency का प्रयोग होता है; जैसे— always, often, sometimes, never, seldom, generally, regularly, usually, rarely, normally etc. जैसे—

She always comes late.

He never comes on time.

They rarely tell a lie.

He seldom invites his friends.

4. To express Universal/General truth/Principle (चिरंतन सत्य/सामान्य सत्य/सिद्धांत की अभिव्यक्ति के लिए):

जैसे— Milk is white.

The sun rises in the east.

Failures are the pillars of success.

A molecule of water consists of two atoms of hydrogen and one atom of oxygen.

5. To express Planned Future Actions / Firm Decision / Programmes (भविष्य में होनेवाले कार्यक्रम/निर्णय/योजना की अभिव्यक्ति के लिए): इस प्रकार के वाक्यों में Future time बतानेवाले Adverbs of Time का प्रयोग होता है। जैसे—tomorrow, next day / week / month / year.

She gets married next year.

(वह अगले साल शादी करेगी।)

The plane takes off at 10 a.m.

(वायुयान दस बजे उड़ेगी।)

I leave for Delhi tomorrow.

(मैं कल दिल्ली जाऊँगा।)

We sail for England next month.

(हमलोग अगले साल लंदन जायेंगे।)

6. To express Possession / Ownership (अधिकार/स्वामित्व की अभिव्यक्ति के लिए): जैसे—

I have a car.

He holds a powerful post.

He owns a palatial (महलनुमा) building.

She belongs to a well-to-do family.

7. To express Historical Events/Facts (ऐतिहासिक घटनाओं/तथ्यों की अभिव्यक्ति के लिए) : ऐसे वाक्यों से ऐतिहासिक वर्तमान (*Historical Present*) का बोध होता है और इसलिए इनसे Past Time का भाव व्यक्त होता है; जैसे—
India becomes free in 1947.
The Battle of Panipat begins.
Mahatma Gandhi dies in 1948.
8. To express Quotations (कथनों को व्यक्त करने के लिए) : जैसे—
Keats says, "Beauty is to see, not to touch."
Shelley says "If winter comes, can spring be far behind ?"
Lincoln says. "Democracy is the government of the people, for the people and by the people."
Bacon says, "Some books are to be tasted, some are to be swallowed and some are to be chewed and digested."
9. To express Commentary/Series of Events (कमेंट्री देने या घटनाक्रम का वर्णन करने के लिए) : जैसे—
Kohali bags four runs more. (कोहली को और चार रन मिले।)
Dravid bags five wickets in this match.
Chiku passes to Tinku, Tinku to Tuntun, Tuntun backs to Shivu, Shivu shoots and it is a goal.
10. To express a Subordinate Clause of Time and Condition introduced by *if, till or when* in a Conditional Sentence (*Conditional Sentence* में *if, till, when* से शुरू होने वाले clause में) : जैसे—
I shall stay here till you come back.
When you reach there, send me a letter.
If you give me blood, I will give you freedom.
If you violate the rules of the road, you will be fined.
11. To express Newspaper Headlines (अखबार की सुखियों में) : जैसे—
Extremists kill Fifty. (आतंकियों ने पचास लोगों की हत्या की।)
Mr Patel resigns. (श्री पटेल ने त्याग-पत्र दिया।)
NTPC cuts supply. (NTPC ने आपूर्ति काटी।)
Dr Kalam takes oath. (डॉ. कलाम ने शपथ ली।)
12. To express Situation/Existence/Position in the Present (वर्तमान स्थिति/अस्तित्व/दशा इत्यादि की अभिव्यक्ति के लिए) : जैसे—
Structure : *S + is/are/am + noun/pronoun + adj/adv*
I am not in a fix (उधेड़बुन में).
Passengers are safe.
The T.V. is on but the light is off.
Lord Ram is an ideal personality.
13. To express Dramatic Narratives (नाटकीय कथा-वृत्तांत की अभिव्यक्ति के लिए) : जैसे—
Rana Pratap now draws his sword and attacks the enemy.
Immediately, the police hurries to the place of occurrence.

When the curtain rises, Macbeth is seen sitting on his throne.
Sohrab now rushes forward and gives a heavy blow to Rustum.

14. To begin Imperative Sentences (*Imperative Sentence* में) : जैसे—
Obey the traffic rules. Never tell a lie.
Always speak the truth. Help the poor.

ध्यान दें : *Simple Present Tense* का प्रयोग *Present Continuous Tense* के बदले में वैसे Verbs के साथ किया जाता है जिनका प्रयोग सामान्यतः *Continuous form* में नहीं होता है। जैसे—

- Verbs of Perception : hear, notice, see, smell, recognise.
- Verbs of Possession : belong, contain, own, possess, consist of.
- Verbs of Appearing : appear, look, seem.
- Verbs of Emotion : desire, feel, hate, hope, love, refuse, want, wish, like, prefer.
- Verbs of Thinking : think, suppose, understand, agree, believe, consider, forget, know, mean, imagine, mind, remember.

नीचे दिए गए Table को समझकर अपना Concept Clear करें—

Wrong	Right
I am having a car.	I have a car.
I am thinking he is honest.	I think he is honest.
She is looking sad.	She looks sad.
A child is liking sweets.	A child likes sweets.
These mangoes are tasting sweet.	These mangoes taste sweet.

Exception : ऊपर दिए गए Verbs का प्रयोग यदि *Present Continuous Tense* में किया जाता है तो इनके अर्थ में परिवर्तन हो जाता है; जैसे—

- She is having a bath. (busy in taking)
He is feeling better now. (has become)
I am thinking of joining a private company. (has the idea of)

2. Present Continuous Tense

Structure : $S + Am / Are / Is + V^4 + O/C$

जहाँ, $V^4 = V\text{-ing}$ जैसे—going, eating, writing.

- A. Am का प्रयोग I के साथ तथा Are का प्रयोग We, They, You तथा अन्य Plural Nouns के साथ होता है। Is का प्रयोग He, She, It तथा अन्य Third Person Singular Nouns के साथ होता है; जैसे—
I am writing a letter.
He is reading a novel.
They are flying kites.
Sheela is walking.
- B. Interrogative Sentences : Helping Verb को Subject के पहले रखकर Interrogative Sentence बनाया जाता है—

Structure : $Am/Are/Is + S + V^A + O/C?$

Are you going to Delhi ?

Am I telling a lie ?

Is he selling his house ?

Are they taking tea ?

- C. Negative Sentences : Main Verb और Helping Verb के बीच Not जोड़कर Negative Sentence बनाया जाता है।

Structure : $S + am/is/are + not + V^A + O/C$

I am not vexing you.

They are not feeding the cows.

She is not doing her duty well.

Students are not making a noise.

Usage of Present Continuous Tense

1. To express Temporary Actions in the Present (वर्तमान में अस्थायी कार्य-कलाप की अभिव्यक्ति के लिए): जैसे—

All of the students are sitting and talking.

Most of the students are doing well here.

At this time I am speaking from Varanasi.

Patna is facing electricity problem these days.

- ध्यान दें : *Present Tense* का प्रयोग 'at the moment' / 'at present' जैसे Phrases के साथ नहीं होता है परन्तु *Present Continuous Tense* का प्रयोग 'at this time', 'at present', 'at the moment', 'now', 'nowadays', 'still' etc. के साथ होता है।

2. To express Actions Happening at the Time of Speaking (बोलने के वक्त जारी रहने वाले कार्य-कलाप की अभिव्यक्ति के लिए): जैसे—

It is raining cats and dogs.

Ritu is studying in her room.

Her brother is sleeping at present.

I am looking for my handkerchief.

3. To express Actions in Progress, but not necessarily at the time of speaking (ऐसे कार्य-कलाप की अभिव्यक्ति के लिए जो बोलने के वक्त तो सम्पन्न नहीं हो रहा हो लेकिन अभीष्ट समय के आस-पास या 'इन दिनों' हो रहा हो): जैसे—

I am writing a book these days; —मैं इन दिनों एक पुस्तक लिख रहा हूँ—बोलने के वक्त नहीं परन्तु इन दिनों—about this time.

Nepal is facing earthquake.

India is exporting sugar to the gulf countries.

Shivam is completing his holiday home-work now.

4. To express Actions definitely Planned for the Near Future (निकट भविष्य में होने वाले कार्यक्रम/पूर्व निर्धारित योजना की अभिव्यक्ति के लिए): जैसे—

I am going to Bhopal next week.

I am going to buy a computer today.

We are holding a seminar next month.

The President is arriving in Delhi tomorrow.

ध्यान दें : इस स्थिति में *Adverb of Time* का प्रयोग आवश्यक है जिससे *Future Time* का बोध हो; जैसे—*next week, tomorrow, next month, today* इत्यादि।

5. To express Persistent Actions (लगातार चलने वाले कार्य-कलाप की अभिव्यक्ति के लिए) : इस प्रकार के Expression के लिए 'Always' का प्रयोग होता है; जैसे—
She is always asking questions.

He is always talking nonsense (अनर्गल).

You are always insulting the poor.

Mohan is always borrowing money.

ध्यान दें : *Verbs of Perception/Possession/Appearing/Emotion/Thinking* का प्रयोग सामान्यतः *Present Continuous Tense* में नहीं होता है। नीचे दिए गए Table को समझकर अपना Concept clear करें—

Wrong	Right
I am believing it.	I believe it.
He is having a computer.	He has a computer.
She is owning a building.	She owns a building.
I am supposing that it is correct.	I suppose that it is correct.
This book is belonging to me.	This book belongs to me.
I am smelling something burning.	I smell something burning.
She is not understanding it.	She does not understand it.
These oranges are tasting sweet.	These oranges taste sweet.

जब ऐसे Verbs का प्रयोग Continuous Tense में किया जाता है तब "इनके अर्थ बदल जाते हैं; जैसे—

She is having lunch. (*having means taking.*)

I am looking for my pen. (*Looking for means searching.*)

He is thinking of going to Hisar. (*Thinking of means planning.*)

3. Present Perfect Tense

Structure : $S + \text{Have/Has} + V^3 + O/C$

जहाँ, V^3 = Third/Past Participle form of the verb;

जैसे—gone, written, eaten.

- A. Present Perfect Tense में have/has के साथ Past Participle (V^3) form of the verb का प्रयोग होता है। Have का प्रयोग I, we, you, they तथा अन्य Plural Nouns के साथ तथा Has का प्रयोग He, She, It तथा अन्य Third Person Singular Nouns के साथ किया जाता है; जैसे—

I have taught her.

She has helped me.

They have completed their work.

- B. Interrogative Sentences : Have/Has को Subject के पहले रखा जाता है।

Structure : $\text{Have/Has} + S + V^3 + O/C?$

Has he gone to Delhi ?

Have you ever seen the Red Fort ?

Have you done your home-work ?

- C. Negative Sentences : Main Verb तथा Helping Verb के बीच 'Not' का प्रयोग किया जाता है।

Structure : $S + Have/Has + Not + V^3 + O/C$

I have not taken my lunch yet.

I have not completed the work.

He has not consulted any doctor.

Usage of Present Perfect Tense

1. To express Actions that have been completed but whose effect continues (ऐसा कार्य-कलाप जो भूतकाल में सम्पन्न हुआ हो लेकिन जिसका प्रभाव वर्तमान में भी हो) : जैसे—

I have taken my lunch.

ऊपर दिए गए Sentence में क्रिया भूतकाल में समाप्त हो चुकी है, लेकिन उसका प्रभाव वर्तमान में है, यानी दिए गए Sentence का आशय है कि मैंने अपना lunch कर लिया है और अभी खाने की जरूरत नहीं है यानी मुझे पूरी संतुष्टि है। इस प्रकार क्रिया का प्रभाव वर्तमान से है। कुछ और Sentences को देखें—

She has lost her pen.

I have done my graduation.

He has not appeared at the examination.

2. To express Actions completed recently (ऐसा कार्य-कलाप जो तत्काल सम्पन्न हुआ हो) : जैसे—

I have just received the letter.

She has visited America twice.

We have already decided to do this work.

ध्यान दें : *Present Perfect Tense* का प्रयोग इन शब्दों—*Yet, as yet, already, just, just now, so far, since, ever since, presently, once, twice, thrice* के साथ किया जाता है।

3. To express Actions started in the past and continued up to the present moment. (ऐसा कार्य-कलाप जो भूतकाल में आरम्भ हुआ और वर्तमान में जारी है) : इस प्रकार के भाव व्यक्त करने के लिए *for/since* का भी प्रयोग होता है; जैसे—

I have worked in this college for ten years. (अभी भी काम कर रहा हूँ।)

I have not seen him since Monday last. (अभी तक नहीं देखा है।)

We have known each other for five years.

(अभी भी एक-दूसरे को जानते हैं।)

She has lived in Patna for twenty years. (अभी भी रह रही है।)

ध्यान दें : ऐसा कार्य-कलाप जो भूतकाल में आरम्भ में हुआ और अभी भी जारी है, उसे व्यक्त करने के लिए *Present Perfect Continuous Tense* का भी प्रयोग होता है। लेकिन कुछ Verbs ऐसे हैं, जिनका प्रयोग *Continuous form* में नहीं होता है, वैसे

Verbs के लिए Present Perfect Tense का ही प्रयोग करना पड़ता है। वैसे Verbs जिनका प्रयोग Present Perfect Tense तथा Present Perfect Continuous Tense दोनों में होता है, तब कोई समस्या नहीं है। ऐसा कार्य-कलाप जो भूतकाल में आरम्भ होकर वर्तमान तक जारी हो, को Present Perfect या Present Perfect Continuous दोनों में व्यक्त किया जा सकता है इससे Sentence के अर्थ में कोई परिवर्तन नहीं होता है। जैसे—

I have lived in Patna since 1979. or,

I have been living in Patna since 1979.

She has written five letters since morning. or,

She has been writing five letters since morning.

लेकिन 'I have been knowing him for five years' लिखना गलत है, क्योंकि 'know' Verb of Thinking है, जिसका प्रयोग continuous form में नहीं होता है। अतः हमें लिखना चाहिए—

I have known him for five years.

Past Time denoting Adverbs of Time का प्रयोग Present Perfect Tense में नहीं किया जाता है। यदि Past Time denoting Adverbs of Time का प्रयोग करना आवश्यक हो, तो Past Indefinite Tense में Sentence का प्रयोग करना सही है। नीचे दिए गए Table को समझकर अपना concept clear करें।

Wrong	Right
She has come yesterday.	She came yesterday.
I have seen him five years ago.	I saw him five years ago.
Father has returned from Delhi last week.	Father returned from Delhi last week.
I have passed my Matriculation in 1979.	I passed my Matriculation in 1979.

4. To express Actions completed in the past but whose time of completion is not given (ऐसा कार्य-कलाप जो बीते समय में पूरा हो गया हो लेकिन जिसके पूरा होने का समय नहीं बताया गया हो) : जैसे—

The train has steamed in.

I have been to Agra once.

I have bought a new T.V. set.

She has seen a snake in the bush.

5. To express News of recent events (हाल की या थोड़ा पहले की घटना का समाचार देने के लिए) : जैसे—

And here are the main points of the news again:—

The rupee has fallen against the dollar.

Earthquake has killed more than 80 thousand people in Pakistan.

The P. M. has said that government is going to take the stock of the situation (स्थिति का जायजा लेना).

4 Present Perfect Continuous Tense.

Structure : $S + \text{Have/Has been} + V^A + O/C$

- A. Present Perfect Continuous Tense form करने के लिए have/has been का प्रयोग Present Participle form of the verb के पहले किया जाता है; जैसे—

He has been playing for two hours.

I have been writing since 8 o'clock.

B. Interrogative Sentences.

Structure : *Have/Has + S + been + V¹ + O/C ?*

Has it been raining since morning ?

Have you been studying in this school for five years ?

C. Negative Sentences

Structure : *S + Have/Has not been + V¹ + O/C*

It has not been raining since morning.

You have not been studying in this school for five years.

Usage of Present Perfect Continuous Tense.

- To express Actions started in the past and still going on and may extend into the Future (वैसे कार्य-कलाप की अभिव्यक्ति के लिए जो भूतकाल में आरम्भ होकर वर्तमान में जारी है और भविष्य में भी जिसके जारी रहने की सम्भावना है) : जैसे—
For how long have you been sitting here ?
We have been living in Kanpur since 1986.
She has been waiting for you for three hours.
Since when has she been living in this house ?

5. Simple Past Tense

Structure : *S + V² + O/C*

- A. Simple Past Tense** में second form of the verb का प्रयोग होता है; जैसे—
She wrote a letter.

He came yesterday.

I completed my work.

B. Interrogative Sentences :

Structure : *Did + S + V¹ + O/C ?*

Did she give you the message ?

Did you attend the class yesterday ?

At what time did you go to sleep last night ?

C. Negative Sentences :

Structure : *S + Did + Not + V¹ + O/C*

I did not apply for leave.

He did not attend the meeting yesterday.

Exception : I never told a lie.

इस Sentence का अर्थ है—I did not ever tell a lie.

- D. Emphatic Sentences :** Simple Past Tense में did को Main verb के पहले रखकर Emphatic Sentence बनाते हैं। नीचे दिए गए Table को समझकर अपना concept clear करें—

Non-emphatic	Emphatic
She bought the book.	She did buy the book.

I wrote to him.

I did write to him.

He helped you.

He did help you.

Usage of Simple Past Tense

- To express Actions completed in the past (ऐसा कार्य-कलाप जो भूतकाल में समाप्त हो गया हो) : जैसे—
I met him yesterday.
Indira Gandhi died in 1984.
My brother bought a new car.
Rana Pratap won the battle (not, had or has won)
Columbus discovered America. (not, had or has discovered)
 - To express Habitual actions in the past (भूतकाल में कार्य करने की आदत की अभिव्यक्ति के लिए) : जैसे—
He always came on time.
He never spoke ill at me.
She seldom helped the poor.
When I was a child I usually played with my friends.
- ध्यान दें : इस प्रकार के वाक्यों में *Adverbs of Frequency*, जैसे— *usually, always, never, seldom, often, generally* का प्रयोग होता है। *Habitual Actions in the Past* को *express* करने के लिए 'used to' तथा 'would' का भी प्रयोग किया जाता है; जैसे—
- He used to smoke. (वह धूम्रपान किया करता था।)
He would often come late. (वह अक्सर विलम्ब से आता था।)
Mahatma Gandhi would spin every morning. (महात्मा गाँधी हर सुबह सूत कातते थे।)
- To express Situation/Position/Existence in the past (भूतकाल में परिस्थिति/अवस्थिति/बतलाने के लिए) : जैसे—
Structure : *S + Was/Were + Noun/Pronoun/Adj/Adv.*
Nehru was a great statesman (राजनेता).
Farmers were at the point of starvation (भुखमरी).
Rita Faria was the first Indian girl to be crowned with Miss World title.
 - To express Possession in the past (पूर्व में अधिकार का बोध कराने के लिए) : जैसे—
I had a car earlier.
India had a great amount of gold.
 - To express Two Actions taking place simultaneously (भूतकाल में दो कार्य यदि एक साथ सम्पन्न हुए हों, तो इस Tense का प्रयोग किया जाता है) : जैसे—
While they danced, we sang songs.
She taught her daughter as well as knitted the sweater.
While the girls danced, the boys switched off the music system.
 - To express Two Actions, where the first action leads instantly to the second action (एक कार्य सम्पन्न होते ही तत्काल यदि दूसरा कार्य आरम्भ हो) : जैसे—

When he called me a rascal, I hit him.

When I opened the door, the cat ran away.

When the show ended, the spectators came out.

7. जब 'when' or 'while' का प्रयोग Simple Past Tense में किया जाता है, तो इससे यह बोध होता है कि दो कार्य एक ही समय सम्पन्न हुए हैं, जैसे—

While he slept I played chess.

When I went to bed, the light went out.

When we lived in Bhopal, we generally travelled by bus.

8. जब 'till', 'until', 'as soon as' 'before' का प्रयोग Simple Past Tense में किया जाता है, तो इससे यह बोध होता है कि एक कार्य दूसरे कार्य के बाद सम्पन्न हुआ है; जैसे—

I waited for my friend till / until it got dark.

As soon as we finished our lunch, some guests arrived.

9. Could, Might और Would मूलतः Past Tense में हैं, पर इनसे Present Time में Request का भाव व्यक्त होता है; जैसे—

Could I use your pen ?

Might I see you tomorrow ?

Would you mind closing the window ?

10. Had better / had rather / had sooner / would rather / would sooner Past Tense में हैं पर इनसे Present Time का बोध होता है, क्योंकि इनसे सलाह (Advice / Suggestion) का भाव व्यक्त होता है; जैसे—

He would sooner join a private company.

= It is better for him to join a private company.

You had better consult a good doctor.

= It is better for you to consult a good doctor.

I would rather go. = It is better for me to go.

11. Indirect Narration में would से Future Time का बोध होता है, यद्यपि है यह Past Tense में; जैसे—

She said, "I will go home"

Direct

She said that she would go home

Indirect

यहाँ would go का अर्थ है— *will go*

12. Condition express करने वाले Sentences में If—clause के simple past tense से Present / Future Time का बोध होता है; जैसे—

If you got 90% marks, you would get a prize.

If a ghost appeared here, we would flee away.

ऐसे Sentences से Present या Future का बोध होता है और यह भी पता चलता है कि कार्य होने की सम्भावना बहुत कम है। इसलिए इस प्रकार का Simple Past Tense Past Time का बोध नहीं कराता जबकि यह मूलतः Past Tense के रूप में रहता है।

13. Wish (इच्छा) express करनेवाले sentences के Past Tense से Present / Future Time का बोध होता है और Past Perfect Tense से Past Time का; जैसे—

I wish I were a king. (*I wish to be a king*) Present Time

I wish I knew him. (*I do not know him*) Present Time.

I wish I had known him. (*I did not know him*) Past Time.

14. It is + time के बाद आनेवाले Past Tense से Present Time का भाव व्यक्त होता है; जैसे—
It is time we took our lunch. (It is time for us to take our lunch)

Present Time.

It is time they slept. (It is time for them to sleep) Present Time.

6. Past Continuous Tense

Structure : $S + Was/Were + V^4 + O/C$

- A. Past Continuous Tense form करने के लिए was/were के साथ Present Participle (V^4) का प्रयोग किया जाता है; जैसे—

I was going to Deharadoon yesterday.

The car was running at full speed.

Dogs were barking all night.

- B. Interrogative Sentences

Structure : $Was/Were + S + V^4 + O/C ?$

Was I telling a lie ?

Was she watching a movie yesterday ?

Were the cows grazing in the field ?

- C. Negative Sentences

Structure : $S + Was/Were + Not + V^4 + O/C$

I was not telling a lie.

The cows were not grazing in the field.

She was not watching a movie yesterday.

Usage of Past Continuous Tense

- To express Temporary Actions in the past. The time of the action may or may not be mentioned (कोई अस्थायी कार्य-कलाप जो भूतकाल में हुआ हो; उसका समय दिया हो या नहीं भी दिया हो) : जैसे—
I was talking to my friend.
The children were shouting.
He was living in Dhanbad earlier.
- To express Two Actions going on at the same time in the past (भूतकाल में दो ऐसे कार्यों के लिए जो एक ही समय हो रहे हों) : जैसे—
While the country was starving, its leaders were making merry.
While Ratna was watching a picture, Ritu was writing a letter.
While I was doing my home-work, my sister was reading a novel .
- To express Actions Repeated over a period of time in the past (इससे पता चलता है कि भूतकाल में कार्य करने की आदत थी, अर्थात् कार्य लगातार जारी था) : ऐसे Sentences में always / often आदि Adverb of Frequency का प्रयोग होता है; जैसे—

He was always troubling his parents.

Last year students were always complaining about food.

The Principal was often requesting the students to pay their fees.

4. To express Actions going on at the same time when another action takes place : इस स्थिति में Former action (पहला काम) के लिए Past Continuous का तथा Latter action (दूसरा काम) के लिए Past Indefinite का प्रयोग होता है; जैसे—
He was taking tea when I visited his house.
My father was feeding the cow when I reached home.
When the Prime Minister was addressing the House (सदन), some of the M.P.'s started shouting.

7. Past Perfect Tense

Structure : $S + Had + V^3 + O/C$

- A. Past perfect Tense में Helping Verb 'Had' के बाद Past Participle/Third form of the verb का प्रयोग होता है; जैसे—

I had worked.

He had gone.

It had rained.

- B. Interrogative Sentences

Structure : $Had + S + V^3 + O/C ?$

Had I worked ?

Had he gone ?

Had it rained ?

- C. Negative Sentences

Structure : $S + Had + Not + V^3 + O/C$

I had not worked.

He had not gone.

It had not rained.

Usage of Past Perfect Tense

1. Past Perfect Tense का प्रयोग सामान्यतः अकेले नहीं किया जाता है। Past Perfect Tense is actually, the past of the past है। जब past (भूतकाल) में दो कार्य समाप्त हो गए हों, तो पहले समाप्त (complete) होने वाले कार्य के साथ Past Perfect का प्रयोग होता है और बाद में समाप्त होने वाले कार्य के साथ Simple Past/Past Indefinite का; जैसे—

'डाक्टर के आने के पहले रोगी मर चुका था।' इस वाक्य के संदर्भ से स्पष्ट है कि भूतकाल में दो कार्य सम्पन्न हुए—(a) रोगी का मरना और (b) डाक्टर का आना। 'रोगी का मरना' पहले पूरा हुआ। अतः इसके लिए Past Perfect Tense की क्रिया का प्रयोग होगा और 'डाक्टर का आना' बाद में हुआ। अतः इसके लिए Past Indefinite की क्रिया का प्रयोग होगा। अतः 'डाक्टर के आने के पहले रोगी मर चुका था' का अनुवाद होगा।

{ The patient had died } before { the doctor came. }
Past Perfect Past Indefinite

कुछ और Examples देखें—

Abhishek had gone before Ashish came.

After I had taken my lunch, I went to school.

The train had started before I reached the station.

When we reached there, the programme had started.

ध्यान दें : यदि भूतकाल में दो कार्य सम्पन्न हुए हों तथा वाक्य के संदर्भ से यह पता चले कि दूसरा कार्य पहले कार्य के तुरंत (*immediately*) बाद हुआ यानी उन दोनों कार्यों के बीच इतना कम अंतराल हो कि यह पता ही न चले कि एक कार्य की पूर्णरूपेण समाप्ति के बाद ही दूसरा कार्य सम्पन्न हुआ, तब दोनों ही कार्यों के लिए *Simple Past* का प्रयोग होता है; जैसे—

When the thief beat him, he began to cry.

(जब चोर ने उसे पीटा तब वह रोने लगा।)

He locked the door before he went out.

(ताला बंद कर वह बाहर गया।)

When the teacher entered the classroom, the students stood up.

(जब शिक्षक वर्ग में प्रवेश किए तब छात्र खड़े हो गए।)

ऊपर दिए गए Sentences से मात्र इतना ही पता चलता है कि दो कार्य एक-दूसरे के तुरंत बाद हुए। इनसे यह नहीं पता चलता कि एक कार्य पूर्ण रूप से समाप्त (*complete*) हो गया था तब दूसरा कार्य शुरू हुआ। परन्तु *After* से यह पता चलता है कि काम समाप्त हो चुका था। इसलिए *After* वाले Sentence में सामान्यतः *Past Perfect Tense* का प्रयोग होता है; जैसे—

I opened the almirah after I had shut the door.

(दरवाजा बंद करने के बाद मैंने आलमीरा खोला।)

2. सामान्यतः *Past Perfect Tense* का प्रयोग तब होता है जब भूतकाल में एक क्रिया सम्पन्न होने के बाद दूसरी क्रिया सम्पन्न हुई हो, लेकिन कभी-कभी ऐसे Sentences से भी हमारा सामना होता है जिनके structure से तो नहीं लेकिन संदर्भ (*context*) से यह स्पष्ट होता है कि एक कार्य दूसरे कार्य के बहुत पहले ही समाप्त हो चुका था। ऐसे Sentences में दूसरा कार्य लुप्त (*silent*) रहता है। ऐसे Sentences में भी *Past Perfect Tense* की क्रिया का प्रयोग होता है। इनमें *still*, *before*, *never*, *already*, *till*, *since* इत्यादि का प्रयोग होता है; जैसे—

Shivam had already completed his home-work.

(शिवम् ने पहले ही अपना गृह कार्य पूरा कर लिया था।)

The train had started much earlier.

(गाड़ी बहुत पहले ही खुल चुकी थी।)

I had never been to Kathmandu before.

(इसके पहले मैं काठमांडू नहीं गया था।)

My grandfather had not travelled by train till then.

(उस समय तक मेरे दादाजी रेलगाड़ी से यात्रा नहीं किए थे।)

I had never seen such a terrible earthquake before.

(मैंने इतना भयानक भूकम्प पहले कभी नहीं देखा था।)

She had not written to me since she went abroad.

(जब से वह विदेश गई है तब से उसने मुझे पत्र नहीं लिखा है।)

3. *Past Perfect Tense* का प्रयोग *Unfulfilled Action*. (अधूरे कार्य)/ *Unfulfilled Wish* (अधूरी इच्छा) की अभिव्यक्ति के लिए किया जाता है; जैसे—

Structure for the expression of 'Unfulfilled Action'

- (a) *If + S + Had + V³ + other words + S + Would/Could/Might + Have + V³ + other words. or,*
 (b) *Had + S + V³ + other words + S + Would/Could/Might + Have + V³ + other words.*

If I had invited him to the function, he would have accepted it. *or,*
 Had I invited him to the function, he would have accepted it.

(यदि मैंने उसे कार्यक्रम में आमंत्रित किया होता तो उसने इसे स्वीकार कर लिया होता।)

If I had requested him, he could have helped me.

(यदि मैंने उससे आग्रह किया होता तो वह मेरी मदद करता।)

If she had worked hard, she could have secured 95% marks.

(यदि वह मेहनत करती तो 95% अंक प्राप्त करती।)

Had you given me any intimation of your coming, I would have been to the airport to receive you.

(यदि तुम मुझे अपने आगमन की सूचना देते तो मैं हवाई अड्डे पर जाकर तुम्हारी आगवानी करता।)

Had you not been on the earth, I would not have got intention to survive.

(अगर तुम न होती तो जीने की चाहत न होती।)

Had the driver been careful, the accident might have been averted.

(यदि चालक सावधान होता तो दुर्घटना को टाला जा सकता था।)

If Indian government had not lingered the Kashmir problem, the issue could have been solved earlier.

(यदि भारत सरकार कश्मीर समस्या को नहीं लटकती तो यह मुद्दा पहले ही हल हो गया होता।)

Structures for the expression of 'Unfulfilled desire'

- (a) *I wish + S + Verb in the Past Perfect.*
 (b) *If only + S + Verb in the Past Perfect.*
 (c) *Would that + S + Verb in the Past Perfect.*
 (d) *O/Oh that + S + Verb in the Past Perfect.*

यदि/काश मैं आइ. ए. एस. होता।

I wish I had become an I.A.S.!

If only I had become an I.A.S.!

Would that I had become an I.A.S.!

O/Oh that I had become an I.A.S.!

यदि/काश मैं पिताजी के निर्देशों का पालन किया होता।

I wish I had obeyed my father's instructions!

If only I had obeyed my father's instructions!

Would that I had obeyed my father's instructions!

O/Oh that I had obeyed my father's instructions!

4. To express actions that did not come to expectation : यदि Past में किसी कार्य के होने की उम्मीद की गई, पर कार्य पूरा नहीं हुआ, तो ऐसे कार्य को अभिव्यक्त करने के लिए सामान्यतः verbs hope, intend, expect, mean, suppose, want, think, assume इत्यादि का प्रयोग किया जाता है। ऐसी स्थिति में इन सारे Verbs का प्रयोग Past Perfect Tense में होता है; जैसे—

I had hoped that she would come.

(मैंने सोच रखा था कि वह आएगी पर नहीं आई।)

I had wanted to meet you but unfortunately I couldn't.

(मैंने चाहा था कि आपसे मिलूँ लेकिन दुर्भाग्यवश नहीं मिल सका।)

We, the people of Bihar, had expected for a prosperous state but it was a daydream.

(हम बिहार के लोगों ने एक समृद्धिशाली राज्य की उम्मीद की थी परन्तु यह तो मात्र दिवास्वप्न था।)

5. To express the action or event which has been completed before some point of time (वैसा कार्य या घटना जो किसी निश्चित समय में पूर्ण हो चुका हो, की अभिव्यक्ति के लिए Past perfect Tense का प्रयोग किया जाता है) जैसे—

By evening she had completed her work.

At 10 a.m. all the teachers had come.

By sunset, we had returned home.

6. Past Perfect Tense का प्रयोग अनेक परिस्थितियों में Present Perfect Tense के Past Equivalent की तरह होता है; जैसे—

(a) I have taught in this college since 1986. Present Perfect Tense

I had taught in this college since 1986. Past Perfect Tense

(b) She has been ill with fever for ten days. Present Perfect Tense

She had been ill with fever for ten days. Past Perfect Tense

(c) Vinay has not played chess for five years. Present Perfect Tense

Vinay had not played chess for five years. Past Perfect Tense

8. Past Perfect Continuous Tense

Structure : $S + Had\ been + V^4 + O/C$

- A. Past Perfect Continuous Tense form करने के लिए had been के साथ Present Participle (V^4) का प्रयोग किया जाता है; जैसे—

I had been working.

He had been listening to the radio.

It had been raining since last night.

- B. Interrogative Sentences :

Structure : $Had + S + been + V^4 + O/C ?$

Had I been working ?

Had he been listening to the radio ?

Had it been raining since last night ?

- C. Negative Sentences :

Structure : $S + Had + not + been + V^4 + O/C$

I had not been working.
 He had not been listening to the radio.
 It had not been raining since last night.

Usage of Past Perfect Continuous Tense

1. To express Actions which started in the past and continued for sometime in the past (इस Tense की क्रिया से यह बोध होता है कि कोई कार्य-कलाप भूतकाल में कुछ समय तक जारी था): जैसे—
 Mohan had been crying in pain all night.
 He had been waiting for me for two hours.
 I had been working in this company since 2010.
2. To express an Action that had been going on for sometime before another action took place in the past (इस Tense की क्रिया यह भी बोध कराती है कि दूसरा कार्य शुरू होने के पहले कोई और कार्य पहले कुछ समय तक जारी रहा था): जैसे—
 Before he came to film, he had been acting on stage for ten years.
 Before Vajpayee became the Prime Minister of India, he had been doing politics for forty years.
 We had been standing in a queue for half an hour before the train arrived.

9. Simple Future Tense

Structure : $S + \text{Shall/Will} + V^1 + O/C$

1. Simple Future Tense में Subject और first form of the Verb के बीच shall/will का प्रयोग किया जाता है। सामान्यतः First Person के Pronouns (I, We) के साथ shall का तथा Second Person के Pronouns (you) और Third Person के Pronouns (He, she, It, They) के साथ will का प्रयोग किया जाता है; जैसे—
 I shall go to Delhi.
 He will help you.
 We shall play football.
 They will realise the truth.
2. Interrogative Sentences :
 Structure : $\text{Shall/Will} + S + V^1 + O/C ?$
 Shall I go to Rajkot ?
 Will he help you ?
 Shall we play football ?
 Will they realise the truth ?
3. Negative Sentences :
 Structure : $S + \text{Shall/Will} + \text{Not} + V^1 + O/C$
 He will not help you.
 I shall not go to Rajkot.
 We shall not play football.
 They will not realise the truth.

Usage of Simple Future Tense

1. To express Actions to take place in future or to express simple futurity (ऐसे कार्य-कलाप की अभिव्यक्ति के लिए जो भविष्य में सामान्य रूप से होगा): जैसे—

I shall read this book.

He will be twenty next month.

We shall work hard to get success.

You will know the results next month.

She will start for Ahmadabad tomorrow.

2. To express Natural/Habitual actions in the future (भविष्यतकाल की स्वाभाविक/आदतन सम्पन्न होने वाले कार्य की अभिव्यक्ति के लिए) : जैसे—
 Spring will come again.
 Child will grow into adult.
 Birds will build their nests.
 Plants will grow into trees.
3. To express Offer/Invitation/Suggestion (प्रस्ताव/आमंत्रण/सुझाव इत्यादि की अभिव्यक्ति के लिए) : जैसे—
 Shall I help you ?
 Shall I switch on the radio for you ?
 Shall I bring you a glass of water ?
 Shall we have our dinner at a hotel today ?
4. To express Imagination (कल्पना/अनुमान की अभिव्यक्ति के लिए) : जैसे—
 He will be over forty.
 I think he will be the next President of India.
 Shivam will be somewhere in the playground.
 She will be the most suitable candidate for this post.
5. To express Determination / Promise / Intention in the future (संकल्प तथा वायदा/इरादा की अभिव्यक्ति के लिए) : जैसे—
 I will help you at any cost.
 I will take the exam next year.
 We shall fight and we shall win.
 I will answer all the letters tonight.
 The fan will not start, it is out of order.
 We will do it whether you are happy or unhappy.
 I will play cricket whether Papa allows me or not.
 I will continue to love her whether she loves me or not.
6. To express Commands / Instructions / Orders (आज्ञा/निर्देश/आदेश की अभिव्यक्ति के लिए) : जैसे—
 All of the students shall come in uniform.
 All classes shall remain suspended till further order.
 The chairman and the secretary shall be elected annually.
 Nobody shall come and go without having my permission.
 The school shall hold a debate competition on 15th of August.
7. English Language में Future Time को express करने के अनेक तरीके हैं; जैसे—
 (a) By using Present Indefinite Tense.
 The Prime Minister stays in America for three days.
 The President leaves for Japan tomorrow morning.
 We visit Kashmir valley today and return the next day.

उपर दिये गये Sentences में Planned activities for the near future को Present Indefinite Tense में express किया गया है।

(b) By using Present Continuous Tense :

He is coming on Sunday.

I am leaving for Washington next month.

She is attending the meeting this evening.

(c) By using 'going to'

Structure : *S + Am/Are/Is + Going to + Verb + other words*

It is going to rain.

She is going to be a doctor.

I am going to build a house next year.

He is going to buy a scooter tomorrow.

(d) By using 'be + to + Verb'

Mala is to reach here by evening.

I am to start a business next year.

The President is to broadcast his speech at 8 p.m.

(e) By denoting the Principal Clause of a Conditional Sentence.

If you work hard, you shall do better.

If we hire a taxi, we shall reach on time.

If you give me blood, I will give you freedom.

10. Future Continuous Tense

Structure : *S + Shall/Will be + V^A + O/C*

It will be raining.

I shall be staying there.

We shall be playing football.

Interrogative : *Shall/Will + S + be + V^A + O/C ?*

Will it be raining ?

Shall I be staying there ?

Shall we be playing football ?

Negative : *S + Shall/Will + Not + be + V^A + O/C*

It will not be raining.

I shall not be staying there.

We shall not be playing football.

Usage of Future Continuous Tense.

1. To express Temporary Actions and Future plans (भविष्य में सम्पन्न होने वाले अस्थायी कार्य और योजना की अभिव्यक्ति के लिए) : जैसे—
I shall be waiting for you.
She will be going to Rohtak next week.
He will be visiting this place every Sunday.
I shall be watching an English movie at this time tomorrow.
2. To express Imagination (अनुमान या कल्पना की अभिव्यक्ति के लिए) : जैसे—
Radha will be dancing.

Lata will be singing a song.

Switch over to study room, mama will be scolding.

Let us stop watching the cinema, Papa will be coming.

3. To express Habitual actions in the future (भविष्य में होने वाला स्वभावगत/आदतन कार्य जिसे हम सम्भावित मानते हैं, उसकी अभिव्यक्ति के लिए): जैसे—

Spring will be coming again.

Children will be growing into adults.

He will be committing the same mistake.

11. Future Perfect Tense

Structure : $S + \text{shall/will} + \text{have} + V^3 + O/C$

I shall have completed the work by that time.

She will have covered her journey by next Sunday.

He will have finished the course before the term ends.

Interrogative Sentences : $\text{Shall/will} + S + \text{have} + V^3 + O/C ?$

Shall we have revised our lessons before evening ?

Will he have completed the course before Durgapuja ?

Will they have landed by the time we reach the airport ?

Negative Sentences : $S + \text{shall/will} + \text{not} + \text{have} + V^3 + O/C$

I shall not have finished the work before dawn (गोधूली).

They will not have completed the course before Durgapuja.

Indian villages will not have got electrified till the year 2025.

Usage of Future Perfect Tense

1. To express Actions to be completed by a certain time in the future (ऐसा कार्य-कलाप जो भविष्य में किसी निश्चित समय पर पूरा होगा, की अभिव्यक्ति के लिए): जैसे—

I shall have come back by the evening.

You will have got your results before the week begins.

All the villages will have got computerized by the year 2030.

2. To express Assumptions (कल्पना या पूर्वानुमान की अभिव्यक्ति के लिए इस Tense का प्रयोग किया जाता है): ऐसे Sentences से Future का expression नहीं होता है; जैसे—

She will have got the first prize.

(उसे प्रथम पुरस्कार मिला होगा।)

You will have heard the name of Dr Kalam.

(तुमने/आपने डा० कलाम का नाम सुना होगा।)

You will have discussed the plans how to celebrate the function.

(आपने उत्सव मनाने की योजनाओं पर विचार किया होगा।)

12. Future Perfect Continuous

Structure : $S + \text{Shall/Will} + \text{Have been} + V^4 + O/C$

I shall have been doing it for five hours.

The boys will have been playing cricket since morning.

I shall have been writing four books by the end of this year.

Interrogative Sentences : *Shall/Will + S + Have been + V⁴ + O/C?*

Shall I have been writing for ten hours ?

Will she have been talking to you for a long time ?

Will the boys have been flying kites since morning ?

Negative Sentences : *S + Shall/Will + Not + Have been + V⁴ + O/C*

Leaders will not have been deceiving us for ever.

I shall not have been talking to you for a long time.

The boys will not have been flying kites since morning.

Future Perfect Continuous Tense का प्रयोग ऐसे कार्य-कलाप की अभिव्यक्ति के लिए किया जाता है जो भविष्य में काफी समय तक/किसी खास समय तक जारी रहेगा। ऊपर दिए गए Examples का अध्ययन कर अपना Concept Clear करें।

Examples :

Fill in the blanks with correct tense of the verb given in brackets—

1. The moonround the earth. (*moves, is moving*) Ans. moves
2. He busy for the last five days. (*is, has been*) Ans. has been
3. She to school daily. (*is going, goes*) Ans. goes
4. I a picture at this moment. (*draw, am drawing*) Ans. am drawing
5. Shruti milk everyday. (*drinks, has drunk*) Ans. drinks.
6. Ravi the work that I gave him. (*has finished, finished*) Ans. has finished
7. I have not to Delhi for many months. (*go, gone*) Ans. gone
8. I found it lying where I it. (*left, had left*) Ans. had left.
9. Rajeev at Dehradun since 2005. (*is living, has been living*) Ans. has been living
10. They in this area for ten years. (*are living, have been living*) Ans. have been living
11. Ihim last year. (*have seen, saw*) Ans. saw
12. Rina exercise daily. (*is taking, takes*) Ans. takes
13. This book to Daisy. (*is belonging, belongs*) Ans. belongs
14. My uncle to Raipur yesterday. (*went, has gone*) Ans. went
15. Jhunnu last night. (*has come, came*) Ans. came
16. Wetwo movies last week. (*has watched, watched*) Ans. watched
17. He me for ten years. (*knows, has known*) Ans. has known
18. I in this college for fifteen years. (*am teaching, have been teaching*) Ans. have been teaching
19. I him for five years. (*had not seen, have not seen*) Ans. have not seen
20. I shall not spend before I money. (*had earned, have earned*) Ans. have earned.
21. She for two years. (*is working, has been working*) Ans. has been working
22. I English for twenty years. (*am teaching, have been teaching*) Ans. have been teaching
23. He a TV set two years ago. (*had bought, bought*) Ans. bought
24. Munnu for Kathmandu tomorrow. (*is leaving, has left*) Ans. is leaving
25. Since the beginning of this year there no break in my studies. (*is, has been*) Ans. has been
26. She a novel all night. (*has read, has been reading*) Ans. has been reading
27. I this factory for ten years. (*owned, have owned*) Ans. have owned.
28. We with our eyes. (*are seeing, see*) Ans. see

29. They the picture yesterday. (*have seen, saw*) Ans. saw
30. The dog at the door when I reached his house. (*barked, was barking*)
Ans. was barking
31. I my work by this evening. (*will complete, will have completed*)
Ans. will have completed
32. I four books by the end of this year. (*shall write, shall have written*)
Ans. shall have written
33. Simpi beautiful. (*is looking, looks*) Ans. looks
34. By the next year I a new car. (*shall buy, shall have bought*)
Ans. shall have bought
35. He has wisely. (*has answered, answered*) Ans. answered
36. She of cancer last month. (*died, has died*) Ans. died
37. He his work last evening. (*has finished, finished*) Ans. finished
38. You your village before it gets dark. (*will reach, will have reached*)
Ans. will have reached
39. You the name of Dr Rajendra Prasad. (*will hear, will have heard*)
Ans. will have heard
40. She talks as though she an actress. (*was, were*) Ans. were
41. He behaves as if he a Dara Singh. (*was, were*) Ans. were
42. Water at 100°C. (*is boiling, boils*) Ans. boils
43. By this time tomorrow I Kanpur. (*shall reach, shall have reached*)
Ans. shall have reached
44. I wish he rich! (*was, were*) Ans. were
45. In its meeting on last Monday the committee to appoint a clerk.
(*has resolved, resolved*) Ans. resolved
46. We will have reached the station before the train (*started, starts*)
Ans. starts
47. I will play chess whether Mother me or not. (*has allowed, allows*)
Ans. allows
48. I saw her when I for the train. (*had been waiting, was waiting*)
Ans. was waiting
49. If it I shall not go out. (*is raining, rains*) Ans. rains
50. Spring come again. (*will, will have*) Ans. will

Exercise : 1

(A) Fill in the blanks with suitable form of the verbs given in brackets—

- He to temple everyday. (*goes, is going*)
- Pinky to Allahabad last year. (*has gone, went*)
- She from jaundice for two months. (*has suffered, has been suffering*)
- He just now. (*come, has come*)
- I reading for two hours. (*have been, was*)
- My brother in Udaipur since 1990. (*has lived, lived*)
- Akbar the Battle of Haldighati. (*has won, won*)
- Who the radio? (*has invented, invented*)
- Rajeev Gandhi in 1991. (*died, has died*)
- The mother before the son came. (*had died, died*)
- The train had left before we the station. (*reached, had reached*)
- I shall participate in the programme if father me. (*allows, allowed*)

13. She a letter yet. (has not written, did not write)
14. When he.....his work, he will take a rest. (completed, completes)
15. He ill for ten days. (was, had been)
16. I shall have taken my bath before the sun..... . (will rise, rises)
17. Kanishka and Kushan to Jaipur last night. (have gone, went)
18. It for two hours. (is drizzling, has been drizzling)
19. Two and two four. (make, makes)
20. He the Tajmahal. (never saw, has never seen)
21. Who the Red Fort in Agra ? (has built, built)
22. I the programme already. (postponed, have postponed)
23. He usually by train. (is travelling, travels)
24. But these days he by car. (is travelling, travels)
25. Ice at 0°C (melts, is melting)

(B) Fill in the blanks with suitable form of the verbs given in brackets—

1. He behaves as if he my guardian. (was, were)
2. All that is not gold. (is glittering, glitters)
3. He absent for a long time. (is, has been)
4. I do not mind your to her. (talking, talk)
5. When I reached the platform, the train left. (has, had)
6. The Prime Minister here today. (arrives, arrived)
7. I wish I a scholar. (was, were)
8. I up at 6 o'clock everyday. (get, am getting)
9. She for Canada next week. (leaves, left)
10. While they danced, we (sing, sang)
11. On Sunday we to the zoo. (go, have gone)
12. The President for France tomorrow. (has left, leaves)
13. The boys shouting for a long time. (are, have been)
14. Mandavi gone before Anku came. (has, had)
15. The film already. (is starting, has started)
16. Divanshu out an hour ago. (has gone, went)
17. Guddu a picture now. (watches, is watching)
18. The child because he is hungry now. (cries, is crying)
19. The Head Master school before the teachers came. (had reached, reached)
20. He sometimes a cigar. (is smoking, smokes)
21. Did you him ? (help, helped)
22. He asked what I (like, liked)
23. If you me I shall help you. (will help, help)
24. Hard work success. (brings, will bring)
25. Raj cricket now. (plays, is playing)

Examples :

Fill in the blanks with suitable forms of the verbs given in brackets—

1. Republic Day (fall) on 26th of January
 Ans. Republic Day falls on 26th of January.

2. He (*take*) a walk every morning.
Ans. He takes a walk every morning.
3. The police (*catch*) him yesterday.
Ans. The police caught him yesterday.
4. She often (*go*) to the cinema.
Ans. She often goes to the cinema.
5. I cannot tell him the news until he (*return*).
Ans. I cannot tell him the news until he returns.
6. Ritika (*read*) at this moment.
Ans. Ritika is reading at this moment.
7. I (*finish*) the work fifteen minutes ago.
Ans. I finished the work fifteen minutes ago.
8. I (*write*) a letter this morning.
Ans. I wrote a letter this morning.
9. He (*study*) many hours everyday.
Ans. He studied / used to study / studies many hours every day.
10. At 5 o'clock yesterday afternoon, I (*play*) cricket.
Ans. At 5 o'clock yesterday afternoon I was playing cricket.
11. She (*listen*) to the radio all evening.
Ans. She was listening to the radio all evening.
12. While I was writing the book, Rajani (*draw*) a picture and Ritika (*iron*) the clothes.
Ans. While I was writing the book, Rajani was drawing a picture and Ritika was ironing the clothes.
13. I have already (*finish*) the work.
Ans. I have already finished the work.
14. She (*not come*) here today.
Ans. She has not come here today.
15. He (*purchase*) a new car.
Ans. He has purchased a new car.
16. I (*see*) that film before.
Ans. I have seen that film before.
17. I (*see*) many a young man ruined by alcohol.
Ans. I have seen many a young man ruined by alcohol.
18. They (*live*) here for many years.
Ans. They have lived here for many years or they have been living here for many years.
19. The rain (*stop*) when he (*arrive*).
Ans. The rain had stopped when he arrived.
20. I (*finish*) my work when Anil (*come*) to see me.
Ans. I had finished my work when Anil came to see me.
21. As soon as the leader (*speak*) the people (*greet*) him.
Ans. As soon as the leader had spoken the people greeted him.
22. I (*go*) for a walk after I (*eat*) my dinner.
Ans. I went for a walk after I had eaten my dinner.
23. The train (*leave*) after we (*reach*) the station.
Ans. The train left after we had reached the station.
24. By 1990 she (*already work*) in films for ten years.
Ans. By 1990 she had already been working in films for ten years.

25. I told him that I (*work*) hard for the last ten years.
Ans. I told him that I had been working hard for the last ten years.
26. He (*look after*) her ailing parents for five years before.
Ans. He had been looking after her ailing parents for five years before.
27. Sanjit (*finish*) his home-work at eight o'clock.
Ans. Sanjit will finish his home-work at eight o'clock.
28. I (*read*) my book then.
Ans. I shall be reading my book then.
29. By this time next year I (*buy*) a new car.
Ans. By this time next year I shall have bought a new car.
30. I (*finish*) my home-work by the time father returns home.
Ans. I shall have finished my home-work by the time father returns home.
31. I (*speak*) to you for half an hour when this lesson ends.
Ans. I shall have been speaking to you for half an hour when this lesson ends.

Exercise : 2

(A) Fill in the blanks with correct tenses of the Verbs given in brackets—

1. It generally (*rain*) in August.
2. The earth (*move*) round the sun.
3. I (*write*) a letter at present.
4. They (*go*) to Washington next year.
5. He (*go*) to London last month.
6. It (*rain*) when we (*reach*) the station.
7. I (*go*) to inform you, but I forgot.
8. I (*tell*) him several times not to be rude to his servant.
9. He (*finish*) his work now.
10. My mother (*see*) the Red Fort.
11. My mother (*see*) the Red Fort last month.
12. I (*see*) him somewhere before.
13. We had already (*take*) breakfast when they (*call*) on us.
14. The patient (*die*) before the doctor (*arrive*).
15. The bell (*ring*) for the past ten minutes.
16. Dr. Prasad (*come*) to dinner this evening.
17. He (*work*) in this college for thirty years before he retired.
18. We (*spend*) all our money by the week end.
19. The sun (*set*) by six o'clock this evening.
20. I (*post*) the letter immediately.

(B) Fill in the blanks with correct tenses of the Verbs given in brackets—

1. I (*live*) in Patna for twenty six years by the end of this month.
2. My father (*be*) seventy in December.
3. The servant came back after he (*post*) the letter.
4. He will have reached home before rain (*set*) in.
5. There will be a rush for seats when the train (*arrive*).
6. Five hours have passed since he (*begin*) the work.
7. I will go out when he (*return*).
8. I will wait until he (*come*).
9. Ten years (*pass*) since I (*see*) any film.
10. I had been reading this book for two hours before he (*arrive*).
11. The servant (*finish*) his work when I called him.

12. I shall have left this place by the time he *(come)*.
13. We will have been studying English for five years when this year *(end)*.
14. I wish I *(be)* a king.
15. He *(not eat)* yet.
16. I *(not see)* him for a long time.
17. He *(finish)* the work before I went to his house.
18. Rajani *(go)* before Ritika *(come)*.
19. If I were a bird I *(fly)* very high in the sky !
20. They *(be)* here for five days.

(C) Fill in the blanks with correct tenses of the Verbs given in brackets—

1. He talks as if he *(be)* a Shakespeare.
2. I *(stay)* here until he comes back.
3. He *(be)* a teacher.
4. They *(be)* farmers.
5. I *(take)* coffee when he came in.
6. When he heard the good news he *(laugh)*.
7. If you *(help)* me this time I *(help)* you in the future.
8. He said that she *(be)* an intelligent girl.
9. I *(think)* he was quite honest.
10. I *(assume)* that she *(have)* not committed the mistake.
11. Make haste, the car *(wait)*.
12. He said that he *(be)* absent that day.
13. I *(visit)* Kolkata ten times.
14. He could *(solve)* all the sums but he had not proper time.
15. Shruti always *(eat)* bananas but today she *(eat)* apples.
16. The Chief Minister *(be)* to broadcast his speech at 7 p.m.
17. The school *(remain)* closed till further notice.
18. Before Nehru became the Prime Minister of India he *(have)* doing politics for many years.
19. I wish I *(obey)* my mother's instructions !
20. Would that I *(be)* rich !

Exercise : 3

Read the following paragraphs and fill in the blanks with the correct form of verbs given in brackets—

1. I *(a) ... (come)* in very late last night and unfortunately the dog *(b) ... (wake)* up and *(c) ... (start)* to bark. This *(d) ... (awake)* my mother. She *(e) ... (not hear)* my voice because the dog *(f) ... (bark)* very loudly. She therefore *(g) ... (go)* back to her room and *(h) ... (telephone)* the police.
2. The marriage procession *(a) ... (start)* when I *(b) ... (reach)* the bridegroom's house. All the friends *(c) ... (begin)* to force me to join the dance. I *(d) ... (concede)* to their demand even though the doctor *(e) ... (advise)* me not to exert myself. My joy *(f) ... (know)* no bounds on seeing an old friend in the group. The procession *(g) ... (cover)* some distance when more guests *(h) ... (join)* us.
3. Yesterday when Naina *(a) ... (reach)* the dance party at her cousin's house she saw that many of her friends *(b) ... (gather)* there. She *(c) ... (take)* sweets for all of them. Her cousin *(d) ... (post)* invitations in advance and *(e) ... (decide)* to keep the party on Sunday. She *(f) ... (prepare)* a cake the previous night which everyone *(g) ... (enjoy)*. Everyone *(h) ... (look)* happy.

4. Diwali (a) ... (approach) fast. There were only three days left. Kanishka (b) ... (go) out to burst crackers. He (c) ... (be) outside for only a few minutes when his mother (d) ... (call) out from inside "Kanishka, you (e) ... (not clean) your room. Why (f) ... you ... (play) ? " "But all my friends are here", he protested. His friends (g) ... (finish) cleaning their homes and (h) ... even ... (decorate) them. So they could play. Kanishka went home.
5. Ramu had invited his friend, Shyam on his birthday. When Shyam (a) ... (reach) his house, his classmates (b) ... (come) already. Ramu (c) ... (introduce) Shyam to them. Ramu's brother (d) ... (bring) snacks from the market. Ramu (e) ... (serve) them to all his friends. After the cake ceremony, they all (f) ... (dance) as they (g) ... (decide). Although my doctor (h) ... (advise) me to take rest, yet I too danced.
6. Yesterday, when I was going out for a walk, I (a) ... (see) that a car coming from my right (b) ... (strike) down a cyclist. The cyclist came there from the opposite side. He (c) ... (fall) down unconscious. A man from the crowd, which (d) ... (gather) there (e) ... (take) the injured to the hospital. Surprisingly, when they (f) ... (reach) there, they found that his parents (g) ... (reach) there already as somebody (h) ... (inform) them on the phone.
7. When I (a) ... (reach) Madhu's house, she (b) ... (leave) already. She (c) ... (take) away all her books, which she (d) ... (buy) recently. Though I (e) ... (reach) there at the appointed time, yet she (f) ... (leave). I thought that we would study together, as we (g) ... (decide) earlier. Thus, I (h) ... (come) back to my house disappointed.
8. Yesterday I (a) ... (try) to take notes while the teacher (b) ... (explain) a topic in the class. Since she (c) ... (not speak) loudly, it (d) ... (be) difficult to hear, especially as some of the students behind me (e) ... (talk) and (f) ... (laugh) most of the time. I (g) ... (feel) disturbed and (h) ... (decide) to sit in the first row.
9. The roof of the hall of a school building (a) ... (fall down) in heavy rains yesterday night. Five persons (b) ... (die) on the spot. The school building (c) ... (be) under construction. According to the neighbours about fifteen persons (d) ... (sleep) in a hall of semi-constructed building. Most of the victims (e) ... (be) the family members of the workers who (f) ... (come) ... from nearby villages. Hearing the cries the neighbours (g) ... (reach) there for help. The injured (h) ... (admit) to the hospital.
10. Yesterday a speeding car hit a scooterist who (a) ... (fall) unconscious. The poor-fellow (b) ... (bleed) a lot before he (c) ... (rush) to a hospital by a good samaritan. The man (d) ... (struggle) for half an hour before he (e) ... (breathe) his last. The doctor (f) ... (arrive) too late. He (g) ... (feel) the pulse and (h) ... (declare) him brought dead.
11. Last week, it (a) ... (rain) for two days in Maharashtra. Many houses (b) ... (collapse) while several others (c) ... (damage) badly. Water (d) ... (enter) the houses. There (e) ... (be) knee deep water on the roads. Many trees (f) ... (uproot) and the rain (g) ... (destroy) the crops completely. Thousands of people would have been saved from being homeless if the Government (h) ... (warn) them in time.
12. A Festival of Indian films (a) ... (hold) in Japan from 29th July to 14th August 1998. It (b) ... (be) the largest film festival organized in any other country of the world. At this festival dozens of films (c) ... (screen). The festival (d) ... (cover) the history of Indian popular cinema and also (e) ... (focus) on the Indian film makers. The Japanese (f) ... (be) seen in theatres and in cinema halls in large numbers. It (g) ... (provide) the Japanese audience an opportunity to know not only the Indian cinema but also the life of the Indian society. The festival (h) ... (leave) an everlasting impression on the minds of the viewers.

13. Soon after Bapu's death Nehru (a) ... (find) himself in a great dilemma. Gandhi (b) ... (be) a source of great strength for him. He (c) ... (use) to guide him at every step. In his address to the nation Nehru (d) ... (say) that the light (e) ... (go) out of the life of the Indian people. Nobody ... (expect) that he ... (g) ... (leave) his countrymen so soon. Nehru (g) ... (advise) the people to live upto his expectations.
14. Last Sunday when I (a) ... (return) home late at night I was shocked to find my house unlocked. Someone (b) ... (break) into my house in my absence. All the boxes (c) ... (be) open. I (d) ... (check) my locker in which I (e) ... (put) my money but it was nowhere to be seen. I ... (f) (report) the matter to the police. They ... (g) (take) some time to register my case. The thief by that time (h) ... (run) away.
15. I (a) ... (arrive) in Kashmir in the middle of July last year. I (b) ... (tell) that Kashmir (c) ... (cover) in fog all the year round, so I (d) ... (be) quite surprised to find that it was merely raining. I (e) ... (ask) another passenger about the fog and he (f) ... (say) that there (g) ... (not be) any fog since February. I thought that I (h) ... (come) at quite the wrong time.

Exercise : 4

Re-write these sentences, using 'going to' in place of the future tense of the verb—

Examples :

We shall spend the Puja holidays in Kolkata.

Ans. We are going to spend the puja holidays in Kolkata.

They will plant some trees in their garden.

Ans. They are going to plant some trees in their garden.

Test Your Self :

- I shall learn French.
- You shall take the exam this year.
- We shall stay here for three weeks.
- I shall visit Delhi next week.
- He will drink a glass of milk.
- Mr. Sinha will attend the programme.
- They will purchase a new flat.
- We shall have five weeks' holiday this year.
- They say that there will be a big meeting in the Gandhi Maidan.
- Lata will sing this evening.
- She will be absent for ten days.
- I shall read poems all evening.
- She will marry him next month.
- Dr Singh will deliver a speech tomorrow.
- They will leave by 10 a.m. train.