

ENGLISH GRAMMAR MASTERY SERIES



6-MODULE BUNDLE

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FOR HINDI SPEAKERS

हिंदी के रास्ते English की महारत



68

CHAPTERS



363

PAGES



1,700+

QUESTIONS

BHARAT BHUSHAN

The Complete Series — Modules 1–6

Six modules. Sixty-eight chapters. 352 pages of core content and more than 1,700 practice questions with fully explained answer keys — built for one reader: **the Hindi speaker who thinks in Hindi and wants to operate confidently in English.**

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1  **Quick Look**
The rule and its formula on one glance

2  **When to Use It**
Every use, with real examples

3  **Hindi Concept Note**
The Hindi bridge into English

4  **Common Mistakes**
What Hindi speakers get wrong — and why

5  **Signal Words**
The clue words that point to the rule

6  **Practice**
Three sets of questions

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HOW TO USE THIS BOOK

One chapter a day. Read the rule, absorb the Hindi bridge, then earn the chapter through its 25 practice questions. Revisit each module's Grand Review monthly — the master maps were designed as permanent one-page revision.

COLOUR CODE IN EVERY FORMULA AND DIAGRAM

Subject

Helping verb / modal

not

Main verb

to · preposition · article

The six modules

MODULE 1
Verb Tenses
16 chapters

MODULE 2
Conditionals
10 chapters

MODULE 3
Modal Verbs
10 chapters

MODULE 4
Gerunds & Infinitives
8 chapters

MODULE 5
Articles & Prepositions
10 chapters

MODULE 6
Mini Grammar Essentials
14 chapters

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First combined edition, 2026.

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MODULE

1



Verb Tenses

16 CHAPTERS

3 PRACTICE TESTS

tenses · timelines · the engine room

IN THIS MODULE

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MODULE 1 — VERB TENSES

01

Simple Present

 Level: Beginner–Intermediate

 Estimated study time: 45 minutes


1 Quick Look



The Simple Present describes habits, routines, facts, and permanent situations. It is the most-used tense in English — and the one Hindi speakers most often mix up with the Present Continuous.

AFFIRMATIVE

Subject + **verb** (+s/es for he/she/it)

 *She works in Noida.*

NEGATIVE

Subject + **do/does** + **not** + **base verb**
 *She does not work on Sundays.*

QUESTION

Do/Does + **subject** + **base verb?**
 *Does she work here?*


The golden rule: with he, she, it — add -s to the verb, or use ‘does’ in negatives and questions (and then the verb loses its -s).

⚡ THE -S RULE AT A GLANCE

THE PLAIN VERB

I

you

we

they

**work**

base verb — no change

THE -S VERB

he

she

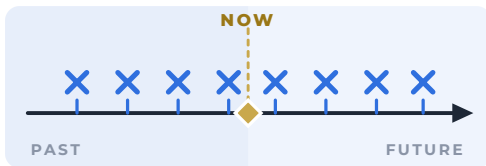
it

**works****+ s**

add -s / -es (or use does + base verb)

Only he / she / it take the -s — everyone else uses the plain verb.

2 When to Use It



USE 1 Habits and routines

Actions that repeat: daily, weekly, always, sometimes.

- *I check my email every morning before breakfast.*
- *Ravi takes the metro to office.*
- *We visit our village twice a year.*



USE 2 Facts and general truths

Things that are always true, whether scientific facts or general realities.

- *The sun rises in the east.*
- *Property prices depend on location.*
- *Water boils at 100 degrees Celsius.*



USE 3 Permanent situations

Situations that are stable and long-term, not temporary.

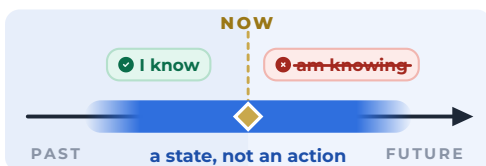
- *My brother lives in Ghaziabad.*
- *She works as a chartered accountant.*



USE 4 Scheduled events (timetables)

Fixed schedules — trains, flights, classes — even when talking about the future.

- *The Shatabdi leaves at 6:15 tomorrow morning.*
- *The exhibition opens next Monday.*



USE 5 Feelings, opinions, and states (stative verbs)

Verbs like know, believe, want, love, need, own, understand describe states, not actions. They stay in the Simple Present even when the feeling is happening right now.

- *I know the answer. (NOT: I am knowing the answer.)*
- *He wants a bigger flat.*

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Simple Present वो tense है जो आदत (habit), सच्चाई (fact) और स्थायी स्थिति (permanent situation) बताता है। हिंदी में जब वाक्य 'ता है / ती है / ते हैं' पर खत्म होता है, तो अंग्रेज़ी में लगभग हमेशा Simple Present लगेगा:

वह रोज़ ऑफिस जाता है।

→ He goes to office every day.

अ HINDI CONCEPT NOTE हिंदी में समझिए

मैं चाय पीता हूँ।

→ I drink tea.

ध्यान दें: 'रहा है / रही है' (abhi ho raha hai) के लिए Simple Present नहीं, Present Continuous लगता है — वह अगला chapter है।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I am knowing him for 10 years.	✓ I have known him for 10 years.	'Know' is a stative verb — never continuous. (Duration needs Present Perfect — Chapter 6.)
✗ He is having two cars.	✓ He has two cars.	'Have' meaning ownership is stative. 'Having' only works for meals: He is having lunch.
✗ She go to school daily.	✓ She goes to school daily.	Third person singular (he/she/it) needs -s/-es.
✗ Does he goes to gym?	✓ Does he go to the gym?	After does/doesn't, the verb returns to base form. The -s lives in 'does'.
✗ I am agree with you.	✓ I agree with you.	'Agree' is a verb, not an adjective. No 'am' needed. Direct transfer from 'main sehmat hoon'.
✗ He do not like tea.	✓ He does not like tea.	He/she/it takes 'does not', not 'do not'.

5 Signal Words



🔔 If you see these words, Simple Present is almost always the right choice:

always usually often sometimes rarely never • every day / every week / every year
daily on Sundays • generally normally as a rule

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- My father _____ (read) the newspaper every morning.
- She _____ (not/eat) non-veg food.
- _____ your team _____ (work) on Saturdays?
- The office _____ (open) at 9:30 a.m.
- Priya and Amit _____ (live) in the same society.
- Water _____ (freeze) at zero degrees.
- He _____ (not/know) how to swim.
- _____ this bus _____ (go) to Sector 62?
- My clients usually _____ (prefer) ready-to-move flats.
- It _____ (rain) a lot in July.

SET B Correct the mistake

8 QUESTIONS

- | | |
|-------------------------------------|---|
| 11 She don't like loud music. | 12 I am understanding your point. |
| 13 Ramesh watch TV after dinner. | 14 Does your sister lives in Delhi? |
| 15 They plays cricket every Sunday. | 16 He is having a big house in Gurgaon. |
| 17 The train leave at 8 p.m. daily. | 18 I am not agree with this decision. |

SET C Translate into English

7 QUESTIONS

- | | |
|---|---------------------------------|
| 19 वह हर रोज़ सुबह छह बजे उठता है। | 20 मैं मीठा नहीं खाता। |
| 21 क्या तुम्हारा भाई यहाँ काम करता है? | 22 सूरज पश्चिम में डूबता है। |
| 23 हम हर साल गर्मियों में पहाड़ जाते हैं। | 24 उसे हिंदी फ़िल्में पसंद हैं। |
| 25 यह दुकान रविवार को बंद रहती है। | |

7 Answer Key**ANSWERS • SET A**

- | | | |
|---------------------------|--------------------------|-----------------|
| 1 reads | 2 does not (doesn't) eat | 3 Does ... work |
| 4 opens | 5 live | 6 freezes |
| 7 does not (doesn't) know | 8 Does ... go | 9 prefer |
| 10 rains | | |

ANSWERS • SET B

- | | |
|--------------------------------------|--|
| 11 She doesn't like loud music. | 12 I understand your point. ('Understand' is stative — no continuous.) |
| 13 Ramesh watches TV after dinner. | 14 Does your sister live in Delhi? (Base verb after 'does'.) |
| 15 They play cricket every Sunday. | 16 He has a big house in Gurgaon. |
| 17 The train leaves at 8 p.m. daily. | 18 I do not (don't) agree with this decision. |

ANSWERS • SET C

- | | |
|---|--|
| 19 He gets up at six o'clock every morning. | 20 I don't eat sweets. |
| 21 Does your brother work here? | 22 The sun sets in the west. |
| 23 We go to the mountains every summer. | 24 She likes Hindi movies. / He likes Hindi films. |
| 25 This shop stays closed on Sundays. / This shop is closed on Sundays. | |

NEXT UP**Present Continuous — actions happening right now, and why 'I am knowing' is still wrong.**

MODULE 1 — VERB TENSES

02

Present Continuous

Level: Beginner–Intermediate

Estimated study time: 45 minutes



1 Quick Look



The Present Continuous describes actions happening right now, temporary situations, and fixed future plans. In Hindi, this is the ‘rahā hai / rahī hai’ tense — and the most common formation error is forgetting the helping verb am/is/are.

AFFIRMATIVE

Subject + am/is/are + verb-ing

She is talking to a client.

NEGATIVE

Subject + am/is/are + not + verb-ing

She is not talking to anyone.

QUESTION

Am/Is/Are + subject + verb-ing?

Is she talking to a client?



The golden rule: Present Continuous ALWAYS needs two parts — a form of ‘be’ (am/is/are) AND the -ing verb. Drop either one and the sentence breaks.

2 When to Use It



USE 1 Actions happening right now

The action is in progress at this exact moment.

- Please call back later — I am driving.
- Look! It is raining outside.
- The children are playing in the park.

TWO PARTS, ALWAYS

SUBJECT	BE	VERB-ING	EXAMPLE
I	am	+ verb-ing	I am working.
he she it	is	+ verb-ing	She is cooking.
you we they	are	+ verb-ing	They are playing.

✗ He is? going
the helping verb is missing

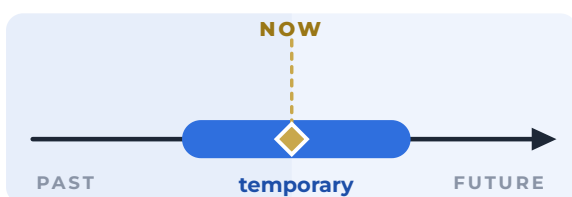
✗ I am go
the -ing is missing

A form of be (am / is / are) AND the -ing verb. Drop either one and the sentence breaks.

USE 2 Temporary situations

The situation is happening these days, but it is not permanent.

- He is staying with his uncle until his flat is ready.
- I am working from home this month.
- She is preparing for her board exams.



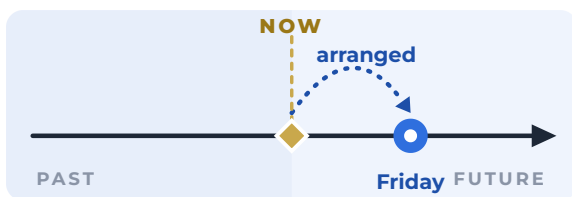
USE 3

Changing and developing situations (trends)

Something is increasing, decreasing, or changing over time.

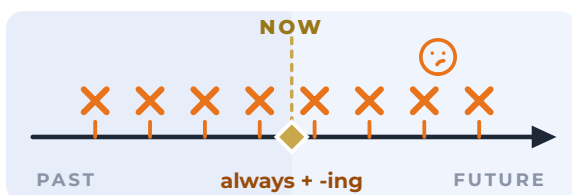
- Property prices in Noida Extension are rising fast.
- More and more people are shifting to electric scooters.
- Your English is improving every week.



**USE 4 Fixed future arrangements**

A plan that is already decided and arranged — usually with a time expression.

- *We are meeting the builder tomorrow at 11.*
- *I am flying to Mumbai on Friday.*
- *They are getting married in December.*

**USE 5 Irritating habits (with 'always')**

A repeated habit that annoys the speaker. 'Always' + continuous shows frustration.

- *He is always coming late to meetings.*
- *You are always losing your keys!*

3 Spelling Rules for -ing

RULE	EXAMPLES
Most verbs: just add -ing	work → working, play → playing, go → going
Verb ends in silent -e: drop the e	make → making, write → writing, come → coming
Short verb, one vowel + one consonant: double the consonant	run → running, sit → sitting, plan → planning
Verb ends in -ie: change to -y	lie → lying, die → dying, tie → tying

4 Hindi Concept Note**अ HINDI CONCEPT NOTE** हिंदी में समझिए

Present Continuous वो tense है जो अभी चल रहे काम को बताता है।

हिंदी में जब वाक्य 'रहा है / रही है / रहे हैं' पर खत्म हो, तो अंग्रेज़ी में Present Continuous लगेगा:

वह खाना बना रही है।

→ **She is cooking food.**

अ HINDI CONCEPT NOTE हिंदी में समझिए

बच्चे खेल रहे हैं।

→ The children are playing.

सबसे ज़रूरी बात: हिंदी में helping verb छुपी होती है, पर English में am/is/are लिखना ज़रूरी है। 'He going to market' गलत है — 'He is going to the market' सही है।

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ He going to the market.	✓ He is going to the market.	Missing am/is/are. The -ing verb cannot stand alone.
✗ I am go to office now.	✓ I am going to the office now.	After am/is/are, the verb must take -ing.
✗ She is comeing home.	✓ She is coming home.	Silent -e drops before -ing: come → coming.
✗ I am going to gym every day.	✓ I go to the gym every day.	Daily habits use Simple Present, not Continuous. 'Every day' is the signal.
✗ They is watching TV.	✓ They are watching TV.	They takes 'are'. Match the helping verb to the subject.
✗ I am loving this song.	✓ I love this song.	'Love' is a stative verb — no continuous form in standard English.

6 Signal Words



If you see these words, Present Continuous is usually the right choice:

now

right now

at the moment

at present

•

currently

these days

this week / this month

- > Look! Listen! (something is happening in front of you)
- > still (for something not yet finished: He is still sleeping.)

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 Quiet please — the baby _____ (sleep).
- 2 She _____ (not/come) to the party tonight.
- 3 _____ you _____ (listen) to me?
- 4 We _____ (build) a new website for the company.
- 5 Prices of flats _____ (increase) in this area.
- 6 He _____ (stay) at a hotel near the airport this week.
- 7 Why _____ the dog _____ (bark)?
- 8 I _____ (meet) the lawyer tomorrow morning.
- 9 They _____ (not/use) the old office anymore.
- 10 Hurry up! Everyone _____ (wait) for you.

SET B Correct the mistake

8 QUESTIONS

- 11 She cooking dinner right now.
- 12 I am understand the lesson.
- 13 He is runing very fast.
- 14 We are go to Jaipur next week.
- 15 You is making too much noise.
- 16 It is rain heavily outside.
- 17 I am drinking tea every morning.
- 18 Rohit are talking on the phone.

SET C Translate into English

7 QUESTIONS

- 19 वह अभी नहा रहा है।
- 20 बच्चे क्रिकेट खेल रहे हैं।
- 21 क्या तुम मेरी बात सुन रहे हो?
- 22 मैं आजकल एक नई किताब पढ़ रहा हूँ।
- 23 वे कल दिल्ली जा रहे हैं।
- 24 बारिश हो रही है।
- 25 वह इन दिनों अपने मामा के घर रह रही है।

8 Answer Key



ANSWERS · SET A

- | | | |
|----------------|-------------------------|---------------------|
| 1 is sleeping | 2 is not (isn't) coming | 3 Are ... listening |
| 4 are building | 5 are increasing | 6 is staying |

ANSWERS · SET A

7 is ... barking

8 am meeting

9 are not (aren't) using

10 is waiting

ANSWERS · SET B

11 She is cooking dinner right now. (Missing 'is'.)

12 I understand the lesson. ('Understand' is stative — Simple Present.)

13 He is running very fast. (Double the 'n': run → running.)

14 We are going to Jaipur next week. (-ing needed after 'are'.)

15 You are making too much noise. ('You' takes 'are'.)

16 It is raining heavily outside. (-ing needed.)

17 I drink tea every morning. ('Every morning' = habit = Simple Present.)

18 Rohit is talking on the phone. (Singular subject takes 'is'.)

ANSWERS · SET C

19 He is taking a bath right now. / He is bathing right now.

20 The children are playing cricket.

21 Are you listening to me?

22 I am reading a new book these days.

23 They are going to Delhi tomorrow.

24 It is raining.

25 She is staying at her uncle's house these days.

 SAY IT ALOUD

- Please call back later — I am driving.
- He is staying with his uncle until his flat is ready.
- Property prices in Noida Extension are rising fast.
- We are meeting the builder tomorrow at 11.

NEXT UP

Simple Present vs. Present Continuous — the head-to-head chapter that ends the confusion between 'karta hai' and 'kar raha hai'.



MODULE 1 — VERB TENSES

03

Simple Present vs. Present Continuous

Level: Beginner–Intermediate

Estimated study time: 50 minutes



1 Quick Look



This is a contrast chapter. You have learned both tenses — now we put them side by side, because choosing between them is where most real-world mistakes happen. The core idea: Simple Present = general and repeated; Present Continuous = now and temporary.

SIMPLE PRESENT

Habit / fact / permanent

He drives an auto. (his job, in general)

PRESENT CONTINUOUS

Now / temporary

He is driving an auto. (at this moment)

THE TEST QUESTION

Ask: is this GENERAL or is this NOW? General → Simple. Now/temporary → Continuous.



The golden rule: ‘Every day’ thinking → Simple Present. ‘Right now / these days’ thinking → Present Continuous. When both seem possible, ask whether the action is permanent (Simple) or temporary (Continuous).

2 When to Use It



USE 1 Same verb, different meaning

Watch how the meaning changes with the tense:

- I live in Ghaziabad. (permanent home) vs. I am living in Ghaziabad. (temporarily, for now)
- She teaches maths. (her profession) vs. She is teaching maths. (at this moment, in the classroom)
- He works night shifts. (his regular pattern) vs. He is working night shifts. (this month only)



GENERAL OR NOW?

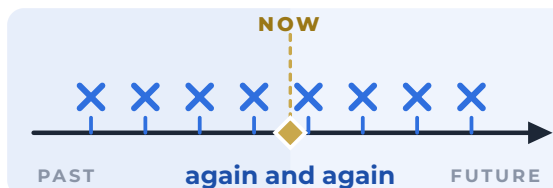
THE TEST QUESTION

Is this **GENERAL** — or is it **NOW**?

GENERAL

Simple Present

general · repeated · permanent

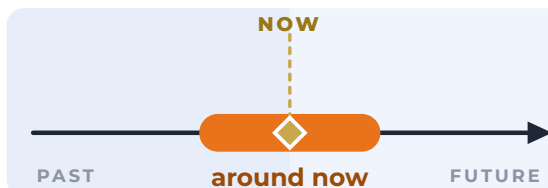


He drives an auto.
(his job, in general)

NOW

Present Continuous

now · temporary

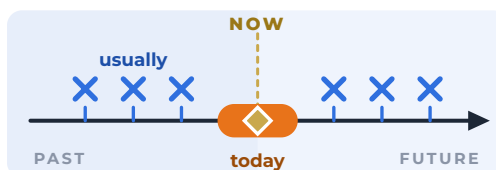


He is driving an auto.
(at this moment)

Simple Present is the wide shot (the whole timeline). Present Continuous is the close-up (the moment around now).

USE 2 Time words decide the tense

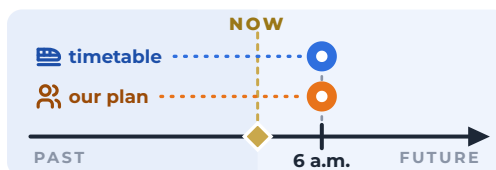
The time expression in the sentence usually gives away the answer.



- *He usually takes the metro, but today he is driving.* (usually → Simple; today → Continuous)
- *I don't eat sweets, but I am eating this one because it's my son's birthday.*

USE 3 Timetables vs. arrangements (future use)

Both tenses can talk about the future — differently.



- *The train leaves at 6 a.m.* (fixed timetable → Simple Present)
- *We are leaving at 6 a.m.* (our personal plan → Present Continuous)

3 Stative Verbs — The Verbs That Refuse -ing

Stative verbs describe states — thoughts, feelings, possession, senses — not actions. They stay in the Simple Present even when the meaning is 'right now'. This is the single biggest source of Hindi- speaker errors in this chapter.

CATEGORY	VERBS
Thinking	know, understand, believe, remember, forget, mean, doubt
Feelings	love, hate, like, prefer, want, need, wish

CATEGORY	VERBS
Possession	have (own), own, belong, possess
Senses / appearance	see, hear, seem, appear, look (seem), sound, taste, smell

Some verbs are both — stative in one meaning, active in another:

- *I have two flats.* (own → stative) vs. *I am having lunch.* (eating → action)
- *I think you are right.* (opinion → stative) vs. *I am thinking about your offer.* (mental activity → action)
- *This mango tastes sweet.* (quality → stative) vs. *The chef is tasting the curry.* (action)
- *I see the problem.* (understand → stative) vs. *I am seeing the doctor tomorrow.* (meeting → arrangement)

ONE VERB, TWO MEANINGS

STATE — stays Simple Present

ACTION — can be continuous

have

I have two flats.
own

I am having lunch.
eating

think

I think you are right.
opinion

I am thinking about your offer.
mental activity

taste

This mango tastes sweet.
quality

The chef is tasting the curry.
action

see

I see the problem.
understand

I am seeing the doctor tomorrow.
a meeting

Stative in one meaning, active in another: only the action meaning can take -ing.

4 Hindi Concept Note

अ

अ HINDI CONCEPT NOTE हिंदी में समझिए

फ़र्क़ साफ़ है: 'ता है / ती है' = Simple Present, 'रहा है / रही है' = Present Continuous।

वह चाय बेचता है। (उसका काम)

→ He sells tea.

वह चाय बेच रहा है। (अभी, इस समय)

→ He is selling tea.

लेकिन stative verbs (जानना, चाहना, समझना, पसंद करना) में हिंदी में भी 'रहा है' अजीब लगता है — 'मैं जान रहा हूँ' कोई नहीं बोलता। English में भी वही rule है: I know, NOT I am knowing।

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I am having a car.	✓ I have a car.	Ownership 'have' is stative. 'Having' only for meals/experiences.
✗ She is knowing the answer.	✓ She knows the answer.	'Know' never takes -ing.
✗ He is needing money urgently.	✓ He needs money urgently.	'Need' is stative — even when urgent.
✗ I am not understanding you.	✓ I do not understand you.	'Understand' is stative. Extremely common Indian-English error.
✗ The train is leaving at 6 daily.	✓ The train leaves at 6 daily.	'Daily' = timetable/habit → Simple Present.
✗ He plays cricket right now.	✓ He is playing cricket right now.	'Right now' = action in progress → Continuous.

6 Signal Words



Match the signal word to the tense:

Simple Present → always

usually

often

never

every day

daily

on Mondays

- Present Continuous → now, right now, at the moment, currently, these days, today, Look!, Listen!
- Trap: 'still' can go with both — He still works there. / He is still working there.

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- Ssh! The manager _____ (talk) to an important client.
- My mother _____ (cook) amazing biryani. Everyone praises it.
- I can't come now — I _____ (help) my son with his homework.
- He normally _____ (wear) formal clothes, but today he _____ (wear) jeans.
- _____ you _____ (believe) in luck?
- We _____ (look) for a 3BHK these days.
- This soup _____ (taste) too salty.
- She _____ (not/work) on weekends as a rule.
- Why _____ you _____ (smile)? Did something good happen?
- The gym _____ (open) at 5 a.m. every day.

SET B Correct the mistake

8 QUESTIONS

- I am wanting to buy this plot.
- He is owning three shops in the market.
- Do you watching this serial these days?
- She talks on the phone at the moment.

SET B Correct the mistake

8 QUESTIONS

15 This flat is belonging to my cousin.

17 We are usually eating dinner at 9 p.m.

16 I am remembering his name now... it's Suresh!

18 Listen! Someone knocks at the door.

SET C Translate into English

7 QUESTIONS

19 वह हर रविवार को मंदिर जाती है।

21 मुझे यह गाना बहुत पसंद है।

23 उसके पास दो गाड़ियाँ हैं।

25 अभी बाहर धूप निकल रही है।

20 देखो! वह लड़का सड़क पार कर रहा है।

22 मैं आजकल एक नया business शुरू कर रहा हूँ।

24 क्या तुम मेरा मतलब समझते हो?

8 Answer Key**ANSWERS · SET A**

1 is talking

4 wears ... is wearing

7 tastes

10 opens

2 cooks

5 Do ... believe

8 does not (doesn't) work

3 am helping

6 are looking

9 are ... smiling

ANSWERS · SET B

11 I want to buy this plot. ('Want' is stative.)

12 He owns three shops in the market. ('Own' is stative.)

13 Are you watching this serial these days? (Continuous question needs are + -ing.)

14 She is talking on the phone at the moment. ('At the moment' → Continuous.)

15 This flat belongs to my cousin. ('Belong' is stative.)

16 I remember his name now... it's Suresh! ('Remember' is stative.)

17 We usually eat dinner at 9 p.m. ('Usually' → Simple Present.)

18 Listen! Someone is knocking at the door. ('Listen!' → happening now → Continuous.)

ANSWERS · SET C

19 She goes to the temple every Sunday.

21 I like this song very much. / I love this song.

23 He has two cars. / She has two cars.

25 The sun is coming out right now.

20 Look! That boy is crossing the road.

22 I am starting a new business these days.

24 Do you understand what I mean? / Do you understand my point?

NEXT UP*Simple Past — 'tha, gaya, kiya' — and why 'Did you went?' is the mistake we kill forever.*

MODULE 1 — VERB TENSES

04

Simple Past

Level: Beginner–Intermediate

Estimated study time: 50 minutes



1 Quick Look



The Simple Past describes actions that started and finished at a specific time in the past. In Hindi, this is the ‘thā / gayā / kiya’ zone. The formation trap: once ‘did’ enters the sentence, the main verb must return to its base form.

AFFIRMATIVE

Subject + past form (V2)

She sold the flat last month.

NEGATIVE

Subject + did + not + base verb

She did not sell the flat.

QUESTION

Did + subject + base verb?

Did she sell the flat?



The golden rule: only ONE word in the sentence carries the past. In affirmatives it is the verb (sold). In negatives and questions, ‘did’ carries the past — so the main verb goes back to base form (sell). ‘Did you went’ is double past = always wrong.

2 When to Use It



USE 1 Completed action at a specific past time

The action is finished, and we know (or can guess) when.

- I met the buyer yesterday evening.
- They shifted to Indirapuram in 2019.
- She called me an hour ago.

ONE SENTENCE, ONE PAST MARKER

AFFIRMATIVE

She

PAST

sold

the flat

NEGATIVE

She

PAST

did

not

BASE

sell

the flat

QUESTION

Did

she

BASE

sell

the flat?

✗ WRONG

Did

she

PAST

sold

the flat?

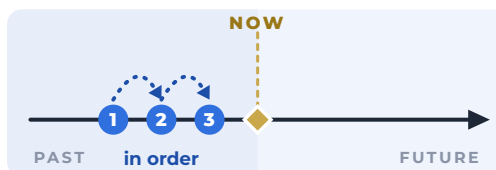

double past
did + sold

The past is marked exactly once: on the verb (sold) — or on did, which sends the verb back to its base form.

USE 2 A series of completed actions

One action after another — telling a story.

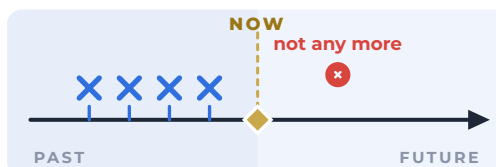
- He entered the office, switched on the AC, and checked his emails.
- We visited the site, took photos, and sent the report the same day.



USE 3 Past habits and repeated past actions

Something you did regularly in the past, but not anymore. (Often with 'used to' — full chapter later.)

- As a child, I played gully cricket every evening.
- He smoked heavily in his twenties.



USE 4 Completed duration in the past

An action that lasted for a period — and that period is over.

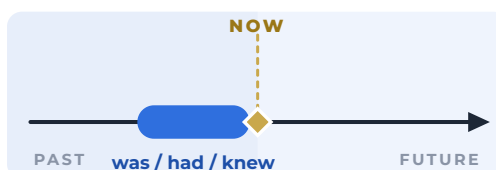
- I worked in a call centre for ten years.
- They lived in Dubai for five years before returning to India.



USE 5 Past facts and states

How things were, with state verbs like be, have, know.

- This area was empty farmland twenty years ago.
- He had a scooter before he bought the car.
- I knew him in college.



3 Regular vs. Irregular Verbs



Regular verbs simply add -ed. Irregular verbs change completely — they must be memorised (full 200-verb master list comes in Module 6).

SPELLING RULE (REGULAR VERBS)	EXAMPLES
Most verbs: add -ed	work → worked, call → called, visit → visited
Ends in -e: add only -d	live → lived, move → moved, close → closed
Consonant + y: change y to -ied	study → studied, try → tried, carry → carried
Short verb, one vowel + consonant: double it	stop → stopped, plan → planned, drop → dropped

The 15 irregular verbs you will use most:

BASE → PAST	BASE → PAST
go → went	get → got
come → came	give → gave
see → saw	take → took
say → said	make → made
tell → told	know → knew
think → thought	buy → bought
eat → ate	do → did
have → had	

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Simple Past वो tense है जो बीते हुए, पूरे हो चुके काम को बताता है — खासकर जब समय पता हो (कल, पिछले साल, दो दिन पहले)।

मैंने कल उसे फ़ोन किया। → I called him yesterday.

वह 2015 में दिल्ली आया। → He came to Delhi in 2015.

सबसे बड़ी ग़लती: sawaal और negative में 'did' आते ही verb की second form हटाकर first form लगानी है।

क्या तुमने खाना खाया? → Did you eat? (NOT: Did you ate?)

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ Did you went to the site?	✓ Did you go to the site?	'Did' already carries the past. Main verb returns to base form.
✗ I didn't knew about the meeting.	✓ I didn't know about the meeting.	Same rule: did/didn't + base verb, always.
✗ He telled me the price.	✓ He told me the price.	'Tell' is irregular: tell → told, not 'telled'.
✗ She buyed a new phone.	✓ She bought a new phone.	'Buy' is irregular: buy → bought.
✗ I have seen him yesterday.	✓ I saw him yesterday.	A specific past time (yesterday) forces Simple Past, not Present Perfect.
✗ They was at home last night.	✓ They were at home last night.	Plural subject takes 'were'. Was = I/he/she/it.

6 Signal Words



If you see these words, Simple Past is almost always correct:

yesterday

last night

last week

last month

last year

> ago (two days ago, years ago), in 2010, on Monday (past context)

when I was a child

at that time

once

earlier

then

7 Practice



SET A Fill in the blanks

10 QUESTIONS

1 We _____ (finalise) the deal last Friday.

2 She _____ (not/come) to office yesterday.

3 _____ you _____ (watch) the match last night?

4 He _____ (buy) this plot ten years ago.

5 I _____ (know) nothing about it at that time.

6 They _____ (build) this society in 2012.

7 Why _____ he _____ (leave) the job?

8 The meeting _____ (start) late and _____ (end) at 8 p.m.

9 My grandfather _____ (tell) us stories every night.

10 I _____ (not/see) your message till morning.

SET B Correct the mistake

8 QUESTIONS

11 Did she called you back?

12 I goed to Agra last weekend.

13 He didn't came to the wedding.

14 We seen that movie already last month.

SET B Correct the mistake

8 QUESTIONS

15 They eated dinner at a dhaba.

17 She studied in this school.

16 Where did you bought this?

18 I was knew the answer.

SET C Translate into English

7 QUESTIONS

19 मैंने पिछले हफ़्ते अपनी गाड़ी बेच दी।

21 क्या तुमने मेरा message पढ़ा?

23 उसने मुझे सारी बात बताई।

25 तुम कल कहाँ थे?

20 वह कल स्कूल नहीं गया।

22 हमने 2020 में यह घर खरीदा।

24 बारिश रात भर होती रही, फिर सुबह रुक गई।

8 Answer Key



ANSWERS • SET A

1 finalised

4 bought

7 did ... leave

10 did not (didn't) see

2 did not (didn't) come

5 knew

8 started ... ended

3 Did ... watch

6 built

9 told

ANSWERS • SET B

11 Did she call you back? (Base verb after 'did'.)

13 He didn't come to the wedding. (Base verb after 'didn't'.)

15 They ate dinner at a dhaba. (Eat → ate, irregular.)

17 She studied in this school. (Consonant + y → -ied.)

12 I went to Agra last weekend. (Go → went, irregular.)

14 We saw that movie last month. (Specific past time → saw, not 'seen'. 'Seen' needs have/has/had.)

16 Where did you buy this? (Base verb after 'did'.)

18 I knew the answer. (No 'was' — 'knew' is already past.)

ANSWERS • SET C

19 I sold my car last week.

21 Did you read my message?

23 He told me everything. / She told me the whole thing.

25 Where were you yesterday?

20 He did not (didn't) go to school yesterday.

22 We bought this house in 2020.

24 It rained all night, then it stopped in the morning.

NEXT UP

Past Continuous — 'kar rahā thā' — the tense of interrupted actions: I was sleeping WHEN the phone rang.



MODULE 1 — VERB TENSES

05

Past Continuous



📖 Level: Intermediate

🕒 Estimated study time: 45 minutes

1 Quick Look



The Past Continuous describes an action that was in progress at a moment in the past — the Hindi ‘kar rahā thā / rahī thī’. Its favourite job is pairing with the Simple Past: one long action (continuous) gets interrupted by one short action (simple).

AFFIRMATIVE

Subject + was/were + verb-ing

💬 I was driving to Noida.

NEGATIVE

Subject + was/were + not + verb-ing

💬 I was not driving fast.

QUESTION

Was/Were + subject + verb-ing?

💬 Were you driving at that time?



The golden rule: was = I / he / she / it. Were = you / we / they. And in a ‘when’ sentence, the long background action takes Past Continuous while the sudden interrupting action takes Simple Past.

2 When to Use It



USE 1

Action in progress at a specific past moment

At that exact time, the action was happening.

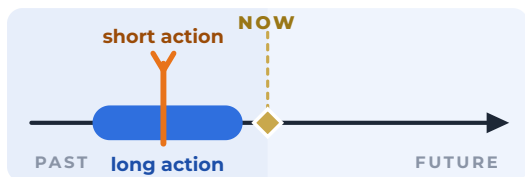
- At 9 p.m. last night, I was preparing the presentation.
- This time last year, we were living in Vaishali.

USE 2

Interrupted actions (the classic when/while pattern)

The long action (Past Continuous) is interrupted by a short one (Simple Past).

- *I was taking a shower when the electricity went off.*
- *She was cooking dinner when the guests arrived.*
- *While he was driving, someone called him.*



USE 3

Two parallel actions in the past

Two things happening at the same time — usually joined by 'while'.

- *While I was checking emails, my wife was watching the news.*
- *The kids were studying while their father was working late.*



USE 4

Setting the scene / atmosphere

Describing the background of a story.

- *It was raining, the wind was howling, and the streets were flooding.*
- *When I reached the venue, people were dancing and the music was playing loudly.*

**3 Hindi Concept Note**

A

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HINDI CONCEPT NOTE हिंदी में समझिए

Past Continuous बीते समय में चल रहे काम को बताता है — 'कर रहा था / कर रही थी / कर रहे थे'।

मैं सो रहा था।

→ I was sleeping.

वे खाना खा रहे थे।

→ They were eating.

'When' वाले वाक्यों का formula याद रखें: लंबा काम (jo chal rahā thā) = Past Continuous, बीच में आने वाला छोटा काम = Simple Past।

मैं सो रहा था जब फ़ोन बजा।

→ I was sleeping when the phone rang.

WHICH ACTION IS LONG, WHICH IS SHORT?

 long action: was / were + -ing

 short action: Simple Past

I was sleeping when the phone rang.

While he was driving, someone called him.

When I reached home, it was raining.

The picture, not the word order, decides: the long background action takes was / were + -ing; the short interruption takes the Simple Past.

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I was sleep when he came.	✓ I was sleeping when he came.	was/were always needs the -ing form.
✗ They was playing outside.	✓ They were playing outside.	They → were. Was is only for I/he/she/it.
✗ When I was reaching home, it rained.	✓ When I reached home, it was raining.	Reaching home is the short action (Simple Past); the rain is the background (Continuous).
✗ I was knowing something was wrong.	✓ I knew something was wrong.	Stative verbs stay out of continuous — in every tense.
✗ While she cooked, the phone was rang.	✓ While she was cooking, the phone rang.	Long action → was cooking. Short interruption → rang (no 'was').
✗ What you were doing at 10 pm?	✓ What were you doing at 10 p.m.?	In questions, was/were jumps before the subject.

5 Signal Words



If you see these patterns, think Past Continuous:

- > when + Simple Past interruption (I was working when he called)
- > while (While I was talking...), as (As we were leaving...)

at that time

at that moment

at 8 p.m. yesterday

this time last week

- > all day / all evening / the whole night (continuous background)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 I _____ (drive) to Greater Noida when you called.
- 2 They _____ (not/pay) attention during the meeting.
- 3 What _____ you _____ (do) at midnight?
- 4 While she _____ (talk) on the phone, the milk boiled over.
- 5 It _____ (rain) heavily when we left the office.
- 6 The workers _____ (paint) the walls all day yesterday.
- 7 He fell while he _____ (climb) the ladder.
- 8 At 7 a.m., I _____ (do) yoga on the terrace.
- 9 _____ they _____ (wait) for us when the train arrived?
- 10 While I _____ (read) the agreement, my partner _____ (check) the accounts.

SET B Correct the mistake

8 QUESTIONS

- 11 She was cook dinner when I reached.
- 12 We was watching a movie last night at 9.
- 13 While he was slept, someone knocked.
- 14 I was understanding the problem at that time.
- 15 The children was making noise the whole evening.
- 16 When the lights went off, I cooked dinner. (Meaning: dinner was in progress.)
- 17 What was you doing on the roof?
- 18 He was runing when he slipped.

SET C Translate into English

7 QUESTIONS

- 19 मैं खाना खा रहा था जब वह आया।
- 20 वे रात के दस बजे टीवी देख रहे थे।
- 21 जब बारिश शुरू हुई, हम बाज़ार में घूम रहे थे।
- 22 वह पूरे दिन काम कर रही थी।
- 23 तुम उस समय क्या कर रहे थे?
- 24 जब मैं घर पहुँचा, माँ खाना बना रही थीं।
- 25 बच्चे बाहर खेल रहे थे और उनकी माँ कपड़े धो रही थी।

7 Answer Key



ANSWERS · SET A

- | | | |
|---------------------------------|-----------------------------|--------------------|
| 1 was driving | 2 were not (weren't) paying | 3 were ... doing |
| 4 was talking | 5 was raining | 6 were painting |
| 7 was climbing | 8 was doing | 9 Were ... waiting |
| 10 was reading ... was checking | | |

ANSWERS · SET B

- 11 She was cooking dinner when I reached. (-ing needed.)
- 12 We were watching a movie last night at 9. (We → were.)
- 13 While he was sleeping, someone knocked. (was + sleeping, not 'slept'.)
- 14 I understood the problem at that time. ('Understand' is stative.)
- 15 The children were making noise the whole evening. (Children → were.)
- 16 When the lights went off, I was cooking dinner. (In-progress action → Continuous.)
- 17 What were you doing on the roof? (You → were.)
- 18 He was running when he slipped. (Double 'n': running.)

ANSWERS · SET C

- 19 I was eating (food) when he came.
- 20 They were watching TV at 10 o'clock at night.
- 21 When the rain started, we were walking around the market. / When it started raining, we were roaming in the market.
- 22 She was working all day.
- 23 What were you doing at that time?
- 24 When I reached home, my mother was cooking (food).
- 25 The children were playing outside and their mother was washing clothes.

NEXT UP

Present Perfect — the tense Hindi has no exact match for, and the #1 reason 'I have seen him yesterday' keeps happening.



MODULE 1 — VERB TENSES

06

Present Perfect

Level: Intermediate

Estimated study time: 60 minutes



1 Quick Look



The Present Perfect connects the past to the present. It is the hardest English tense for Hindi speakers — not because the form is difficult, but because Hindi has no exact equivalent, so learners keep swapping it with the Simple Past. Master one idea: Present Perfect = past action, present relevance, and NO specific time mentioned.

AFFIRMATIVE

Subject + have/has + V3 (past participle)

She has visited Dubai twice.

NEGATIVE

Subject + have/has + not + V3

She has not visited Dubai.

QUESTION

Have/Has + subject + V3?

Has she visited Dubai?



The golden rule: the moment a sentence contains a finished specific time — yesterday, last year, in 2015, two days ago — the Present Perfect is **BANNED**. Specific past time → Simple Past. No time mentioned, or time still continuing → Present Perfect.

2 When to Use It



USE 1 Life experience (no time mentioned)

Something you have (or have not) experienced at some point in life. WHEN does not matter.

- I have visited the Taj Mahal three times.
- She has never eaten sushi.
- Have you ever met a film star?

USE 2 Recent actions with a present result

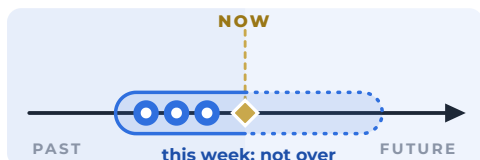
The action is finished, but its effect is visible right now. Often with 'just' or 'already'.



- *I have just sent you the documents. (Check your inbox — they are there now.)*
- *He has lost his keys. (Result: he cannot enter the house now.)*
- *The client has already signed the agreement.*

USE 3 Unfinished time periods

The time period (today, this week, this year) is still going on.



- *I have made four site visits this week. (The week isn't over.)*
- *She has not called me today. (Today isn't over — she still might.)*

USE 4 Duration from past until now (for / since)

Something started in the past and is still true. Used with stative verbs (know, be, have, live).



- *I have known him for fifteen years. (I met him 15 years ago, and I still know him.)*
- *They have been business partners since 2018.*
- *We have had this office for a decade.*

USE 5 Accomplishments and changes

What has been achieved, or how things have changed, up to now.



- *The company has doubled its revenue.*
- *This area has changed completely in ten years.*
- *Scientists have found water on the Moon.*

3 For vs. Since — Settle It Once

FOR + LENGTH OF TIME	SINCE + STARTING POINT
for ten years	since 2016
for six months	since January
for a long time	since my college days
for two hours	since 9 o'clock
for ages	since we met

Quick test: can you measure it on a clock or calendar as a **DURATION**? Use **for**. Is it a **POINT** where something began? Use **since**.

- *I have lived here for eight years. = I have lived here since 2018. (Same fact, two ways.)*

 **FOR = LENGTH, SINCE = STARTING POINT**



I have lived here **for eight years**.

=

I have lived here **since 2018**.

same fact, two ways



FOR

a length of time

ten years · six months
two hours · a long time



SINCE

a starting point

2016 · January
9 o'clock · my college days

Can you measure it as a duration? Use for. Is it the point where it began? Use since.

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Present Perfect का हिंदी में सीधा अनुवाद नहीं है — यही सारी confusion की जड़ है। सबसे करीब है 'चुका है / लिया है / गया है':

मैं खाना खा चुका हूँ।

→ I have eaten.

वह जा चुका है।

→ He has gone. / He has left.

Rule सिर्फ़ एक है: अगर समय बताया है (कल, पिछले साल), तो Simple Past। अगर समय नहीं बताया, या असर अभी तक है, तो Present Perfect।

मैंने ताज महल देखा है। (कब? नहीं बताया)

→ I have seen the Taj Mahal.

मैंने कल ताज महल देखा। (कब? कल!)

→ I saw the Taj Mahal yesterday.

और 'से' (since 2010 se) वाले वाक्य — जो अब तक चल

रहे हैं — उनमें भी Present Perfect: मैं उसे 2010 से जानता हूँ → I have known him since 2010.

हूँ

5 Common Mistakes Hindi Speakers Make



✗ WRONG

✓ RIGHT

💡 WHY

✗ I have seen him yesterday.

✓ I saw him yesterday.

'Yesterday' = specific finished time → Simple Past. The #1 Present Perfect error in India.

✗ I am living here since 2015.

✓ I have lived here since 2015. / I have been living here since 2015.

Duration up to now needs Perfect, not Present Continuous. Direct transfer from 'main 2015 se reh raha hoon'.

✗ WRONG	✓ RIGHT	💡 WHY
✗ Did you ever visit Goa?	✓ Have you ever visited Goa?	Life experience with 'ever' → Present Perfect.
✗ She has wrote the report.	✓ She has written the report.	Have/has takes V3 (written), not V2 (wrote).
✗ He has completed his MBA in 2019.	✓ He completed his MBA in 2019.	'In 2019' = specific time → Simple Past wins.
✗ I know him since ten years.	✓ I have known him for ten years.	Two fixes: Perfect tense needed, and a duration takes 'for', not 'since'.

6 Signal Words



These words pull the sentence towards Present Perfect:

ever, never (life experience)

> just, already, yet (recent actions: Have you eaten yet?)

for, since (duration up to now)

so far

recently

lately

up to now

till now

> this week / this month / this year (unfinished periods)

> DANGER words that FORBID it: yesterday, ago, last week, in 2015 → those force Simple Past

7 Practice



SET A Fill in the blanks

10 QUESTIONS

1 I _____ (know) the Sharma family for twenty years.

2 _____ you ever _____ (travel) abroad?

3 She _____ (just/finish) her presentation.

4 We _____ (not/receive) the payment yet.

5 He _____ (work) in three different cities so far.

6 The prices _____ (go) up sharply this year.

7 I _____ (never/taste) anything so delicious.

8 _____ the electrician _____ (fix) the fault yet?

9 They _____ (be) our clients since 2021.

10 My son _____ (already/complete) his homework.

SET B Correct the mistake

8 QUESTIONS

11 I have visited Jaipur last December.

12 She has broke her phone screen.

13 We are knowing each other since childhood.

14 Did you finished the report yet?

15 He has went to the bank.

16 I live in this colony since ten years.

17 Have you saw my glasses anywhere?

18 The train has left the station five minutes ago.

SET C Translate into English

7 QUESTIONS

- | | |
|------------------------------------|---------------------------------------|
| 19 मैं यह फ़िल्म देख चुका हूँ। | 20 क्या तुमने कभी ऊँट की सवारी की है? |
| 21 वह अभी-अभी बाहर गया है। | 22 हम इस शहर में 2019 से रह रहे हैं। |
| 23 मैंने अभी तक खाना नहीं खाया है। | 24 उसने अपनी पढ़ाई पूरी कर ली है। |
| 25 इस साल बहुत गर्मी पड़ी है। | |

8 Answer Key



ANSWERS • SET A

- | | | |
|-------------------------------|----------------------|---------------------|
| 1 have known | 2 Have ... travelled | 3 has just finished |
| 4 have not (haven't) received | 5 has worked | 6 have gone |
| 7 have never tasted | 8 Has ... fixed | 9 have been |
| 10 has already completed | | |

ANSWERS • SET B

- 11 I visited Jaipur last December. ('Last December' = specific time → Simple Past.)
- 12 She has broken her phone screen. (V3 = broken, not broke.)
- 13 We have known each other since childhood. (Stative + duration → Present Perfect.)
- 14 Have you finished the report yet? ('Yet' → Present Perfect question.)
- 15 He has gone to the bank. (V3 = gone, not went.)
- 16 I have lived in this colony for ten years. (Perfect tense + 'for' with duration.)
- 17 Have you seen my glasses anywhere? (V3 = seen, not saw.)
- 18 The train left the station five minutes ago. ('Ago' forces Simple Past.)

ANSWERS • SET C

- | | |
|---|--|
| 19 I have (already) seen this movie / film. | 20 Have you ever ridden a camel? |
| 21 He has just gone out. / He has just stepped out. | 22 We have lived in this city since 2019. / We have been living in this city since 2019. |
| 23 I have not eaten (food) yet. | 24 He has completed his studies. / She has finished her studies. |
| 25 It has been very hot this year. | |

NEXT UP

Present Perfect vs. Simple Past — the final head-to-head that makes 'I have seen him yesterday' impossible for you forever.



MODULE 1 — VERB TENSES

07

Present Perfect vs. Simple Past



Level: Intermediate

Estimated study time: 50 minutes

1 Quick Look



This is the contrast chapter for the two most confused tenses in Indian English. Both talk about the past — but one is anchored to a finished time (Simple Past), and the other is connected to now (Present Perfect). Get this chapter right and half of your tense errors disappear.

SIMPLE PAST

Finished action + finished/specific time

I met him in 2020.

PRESENT PERFECT

Past action + connection to now, no specific time

I have met him before.

THE TEST QUESTION

Is a finished time stated or implied (yesterday, ago, in 2015)? Yes → Simple Past. No → Present Perfect is possible.



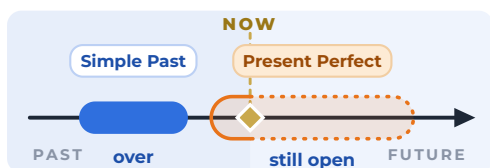
The golden rule: time decides, not the action. The same action — ‘losing keys’ — takes different tenses: ‘I lost my keys yesterday’ (when = stated) vs. ‘I have lost my keys’ (they are still missing NOW).

2 When to Use It



USE 1 Finished time vs. open time

If the time period is over, use Simple Past. If it is still running, use Present Perfect.



- I made three deals last month. (Last month is over → Simple Past)
- I have made three deals this month. (This month is still running → Present Perfect)
- She called twice yesterday. vs. She has called twice today.

🔗 SAME ACTION, TWO TENSES

THE TEST QUESTION

Is a **FINISHED TIME** stated or implied?

YES

Simple Past

finished time stated



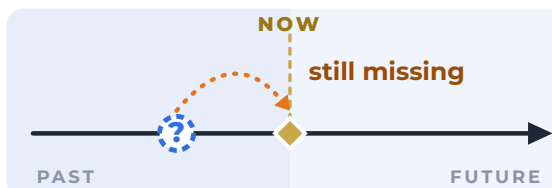
I lost my keys yesterday.

(when = stated)

NO

Present Perfect

no finished time · linked to now



I have lost my keys.

(they are still missing NOW)

Time decides, not the action: a finished time closes the door on now; with no finished time, the action can stay connected to now.

USE 2 Story time vs. news time

Present Perfect announces news; Simple Past gives the details. Notice how conversations naturally switch.

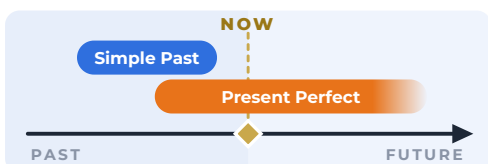
- A: *I have bought a new car!* (news) B: *Really? When did you buy it?* (details) A: *I bought it on Sunday.*
- *He has resigned.* → *He resigned because he got a better offer in Bengaluru.*



USE 3 Dead vs. alive context (experience)

Life experience of a living person uses Present Perfect. A closed life or era uses Simple Past.

- *My grandfather visited Lahore before Partition.* (era closed → Simple Past)
- *My son has visited five countries.* (his life is ongoing → Present Perfect)

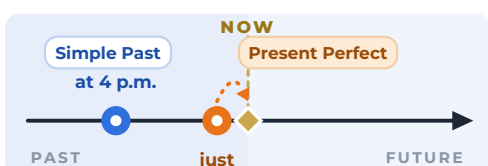


USE 4

'Just / already / yet' vs. specific time markers

Recent-action words pull towards Perfect; calendar words pull towards Past.

- *The payment has just arrived.* vs. *The payment arrived at 4 p.m.*
- *Have you eaten yet?* vs. *Did you eat before the meeting?*



3 Decision Flowchart in Words



Run every sentence through these three questions, in order:

QUESTION	IF YES	IF NO
1. Is a finished time stated or clearly implied? (yesterday, ago, in 2019, last week)	Simple Past. Stop here.	Go to question 2.
2. Is the time period still open? (today, this week, this year, so far)	Present Perfect.	Go to question 3.
3. Does the action connect to now — a result, news, or experience that matters at this moment?	Present Perfect.	Simple Past (neutral storytelling).

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

दोनों tenses बीते हुए काम की बात करते हैं — फ़र्क सिर्फ़ 'समय' का है।

समय बताया गया है → Simple Past: मैंने 2020 में flat खरीदा। → I bought the flat in 2020.

समय नहीं बताया, बस काम हो चुका है → Present Perfect: मैंने flat खरीद लिया है। → I have bought the flat.

हिंदी hint: 'लिया है / चुका है / दिया है' की feeling = Present Perfect। 'था / किया / गया' + समय = Simple Past।

बातचीत का pattern याद रखें: ख़बर Present Perfect में दी जाती है, details Simple Past में — 'Maine gaadi le li hai!' ... 'Kab li?' ... 'Sunday ko li.'

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I have joined this company in 2022.	✓ I joined this company in 2022.	'In 2022' = finished time → Simple Past.
✗ Did you ever eat at this restaurant?	✓ Have you ever eaten at this restaurant?	Open life experience with 'ever' → Present Perfect.
✗ He has left the office an hour ago.	✓ He left the office an hour ago.	'Ago' always forces Simple Past.
✗ I saw this movie already, let's watch another.	✓ I have already seen this movie — let's watch another.	'Already' + relevance to the present decision → Present Perfect.

✗ WRONG	✓ RIGHT	💡 WHY
✗ When have you reached Delhi?	✓ When did you reach Delhi?	'When' asks for a specific time → Simple Past. 'When' + Present Perfect is ungrammatical.
✗ She has worked here till 2023.	✓ She worked here till 2023.	'Till 2023' = the period ended → Simple Past. (If she still works here: She has worked here since 2023.)

6 Signal Words



🔔 Sort the signals into two camps:

Simple Past camp → yesterday

ago

last week/month/year

in 2015

when?

at 5 p.m.

till 2023

- Present Perfect camp → ever, never, just, already, yet, so far, since, for (up to now), recently, this week/month/year
- Neutral → 'today' can go both ways: I drank tea today (finished event) / I have drunk three cups today (count still open)

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- I _____ (visit) the site office twice this week.
- We _____ (sign) the agreement last Tuesday.
- _____ you ever _____ (invest) in commercial property?
- She _____ (leave) the company two years ago.
- He _____ (not/reply) to my email yet.
- When _____ you _____ (shift) to this colony?
- They _____ (already/book) their tickets for December.
- I _____ (learn) driving when I was in college.
- The plumber _____ (just/fix) the leakage.
- My father _____ (retire) in 2018 and _____ (start) his own shop since then... wait — he _____ (run) it ever since.

SET B Correct the mistake

8 QUESTIONS

- I have completed my graduation in 2005.
- Did you finished the report yet?
- She has gone to Manali last summer.
- When have you bought this flat?
- We already have sent the payment two days ago.
- Did you ever see snowfall? (life experience)
- He have met the minister once.
- I didn't ate anything since morning.

SET C Translate into English

7 QUESTIONS

- | | |
|--|------------------------------------|
| 19 मैंने अभी-अभी चाय पी है। | 20 उसने पिछले महीने नौकरी छोड़ दी। |
| 21 क्या तुमने कभी हवाई जहाज़ में सफ़र किया है? | 22 हम कल रात एक शादी में गए थे। |
| 23 मैंने आज सुबह से कुछ नहीं खाया है। | 24 उसने यह घर 2010 में बनवाया था। |
| 25 बारिश रुक गई है — चलो बाहर चलते हैं। | |

8 Answer Key



ANSWERS · SET A

- | | |
|----------------------------|---|
| 1 have visited | 2 signed |
| 3 Have ... invested | 4 left |
| 5 has not (hasn't) replied | 6 did ... shift |
| 7 have already booked | 8 learnt (learned) |
| 9 has just fixed | 10 retired ... started ... has run (has been running) |

ANSWERS · SET B

- 11 I completed my graduation in 2005. ('In 2005' → Simple Past.)
- 12 Have you finished the report yet? ('Yet' → Present Perfect.)
- 13 She went to Manali last summer. ('Last summer' → Simple Past.)
- 14 When did you buy this flat? ('When' → Simple Past.)
- 15 We sent the payment two days ago. ('Ago' → Simple Past; drop 'already have'.)
- 16 Have you ever seen snowfall? (Life experience → Present Perfect.)
- 17 He has met the minister once. (He → has, not have.)
- 18 I haven't eaten anything since morning. ('Since morning' = duration up to now → Present Perfect.)

ANSWERS · SET C

- | | |
|--|--|
| 19 I have just had tea. / I have just drunk tea. | 20 He quit his job last month. / She left her job last month. |
| 21 Have you ever travelled by plane? / Have you ever flown in a plane? | 22 We went to a wedding last night. |
| 23 I have not eaten anything since morning. | 24 He got this house built in 2010. / He built this house in 2010. |
| 25 The rain has stopped — let's go out. | |

NEXT UP

Present Perfect Continuous — 'kab se kar rahe ho?' — the tense for actions still running: I have been waiting for two hours.



MODULE 1 — VERB TENSES

08

Present Perfect Continuous



Level: Intermediate

Estimated study time: 50 minutes

1 Quick Look



The Present Perfect Continuous describes an action that started in the past and is still going on (or just stopped, leaving visible evidence). In Hindi thinking, this is the ‘kab se kar rahā hai’ tense. It answers the question: HOW LONG has this been happening?

AFFIRMATIVE

Subject + have/has + been + verb-ing

I have been waiting for an hour.

NEGATIVE

Subject + have/has + not + been + verb-ing

I have not been sleeping well.

QUESTION

Have/Has + subject + been + verb-ing?

How long have you been waiting?

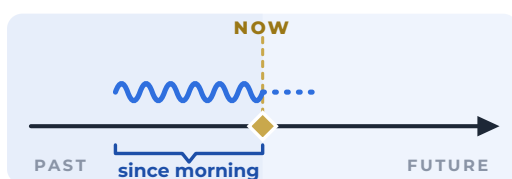


The golden rule: three parts, always — have/has + been + -ing. Learners drop ‘been’ constantly (‘I have working here’) — if the sentence answers ‘since when / how long’, all three parts must be present.

2 When to Use It



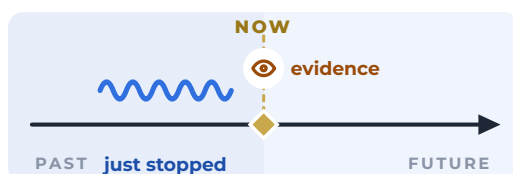
USE 1

**Action started in the past, still continuing**

The classic use — with for/since to give the duration.

- *We have been living in Indirapuram since 2017.*
- *She has been teaching at this school for twelve years.*
- *I have been trying to call you since morning!*

USE 2

**Action that just stopped — evidence visible now**

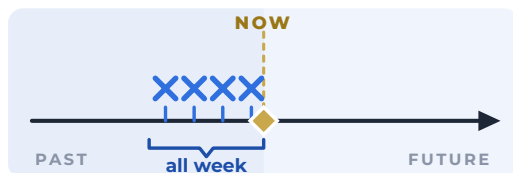
The action recently ended, and you can see/feel its result.

- *His hands are dirty — he has been repairing the car.*
- *The ground is wet. It has been raining.*
- *Why are you out of breath? Have you been running?*

USE 3 **Temporary ongoing situations**

Recently started, still going, but not permanent.

- *I have been working from home since the office renovation started.*
- *He has been staying with us until his flat is ready.*

USE 4 **Repeated actions over a recent period**

Something happening again and again lately.

- *Clients have been asking about the new tower all week.*
- *She has been complaining about the water supply for days.*

3 Present Perfect vs. Present Perfect Continuous

Both can use for/since. The difference is focus: Continuous highlights the ONGOING ACTIVITY and its duration; Simple Perfect highlights the COMPLETED RESULT or amount.

PRESENT PERFECT CONTINUOUS (ACTIVITY, DURATION)	PRESENT PERFECT (RESULT, AMOUNT)
I have been reading this book. (still in the middle)	I have read this book. (finished it)
She has been calling clients all morning. (the activity)	She has called twenty clients. (the count)
They have been building the tower for two years. (ongoing)	They have built three towers. (completed)

Stative verb exception: know, be, have (own), like never take continuous — so duration with these verbs uses simple Present Perfect: I have known him for years (NOT: have been knowing).

4 Hindi Concept Note**अ HINDI CONCEPT NOTE** हिंदी में समझिए

यह tense बताता है कि काम कब से चल रहा है — और अब भी चल रहा है।

मैं दो घंटे से इंतज़ार कर रहा हूँ।

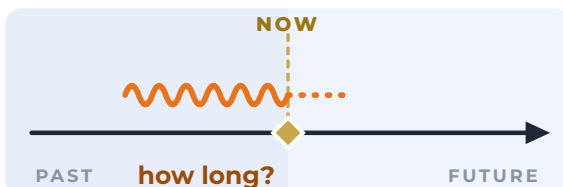
→ I have been waiting for two hours.

⌚ ACTIVITY OR RESULT?

ACTIVITY

Present Perfect Continuous

the activity and its duration

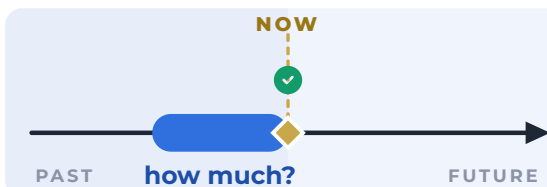


I have been reading this book.
(still in the middle)

RESULT

Present Perfect

the completed result or amount



I have read this book.
(finished it)

Both can use for / since. Continuous looks at the ongoing activity; the simple Perfect looks at what is finished or counted.

अ HINDI CONCEPT NOTE हिंदी में समझिए

वह सुबह से पढ़ाई कर रही है।

→ She has been studying since morning.

ध्यान दें — हिंदी में हम Present Continuous जैसा ही बोलते हैं ('kar rahā hoon'), बस 'से' (se) जुड़ जाता है। English में 'से' आते ही tense बदल जाता है: 'I am waiting' नहीं, 'I have been waiting since...'।

यही वजह है कि 'I am working here since 2015' वाली ग़लती होती है — हिंदी का सीधा अनुवाद। सही: I have been working here since 2015.

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I am working here since 2015.	✓ I have been working here since 2015.	'Since' + still continuing → Perfect Continuous, not Present Continuous. The #1 error with this tense.
✗ She has been work all day.	✓ She has been working all day.	Third part missing its -ing; been + verb-ing.
✗ I have waiting for your call.	✓ I have been waiting for your call.	'Been' dropped. All three parts are compulsory.
✗ We have been knowing them for years.	✓ We have known them for years.	'Know' is stative — no continuous, even here.

✗ WRONG	✓ RIGHT	💡 WHY
✗ It is raining since last night.	✓ It has been raining since last night.	'Since last night' pulls the sentence into Perfect Continuous.
✗ How long you have been living here?	✓ How long have you been living here?	In questions, have/has moves before the subject.

6 Signal Words



These signals point to Present Perfect Continuous:

- > for + duration (for two hours, for six months) — when the action is still on
- > since + starting point (since morning, since 2019, since Diwali)
- > how long...? (How long have you been waiting?)
- > all day, all morning, all week, lately, recently (ongoing activity)
- > Visible evidence now: wet ground, tired eyes, dirty hands → 'has been _____ing'

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- I _____ (work) on this proposal since Monday.
- How long _____ you _____ (learn) English?
- She _____ (not/feel) well lately.
- They _____ (construct) this flyover for three years now.
- Your eyes are red. _____ you _____ (cry)?
- He _____ (drive) since 6 a.m. — he needs rest.
- We _____ (wait) for the RERA approval for months.
- The kids _____ (watch) cartoons all afternoon.
- It _____ (rain) since last night.
- My phone _____ (give) trouble for a week.

SET B Correct the mistake

8 QUESTIONS

- I am living in this society since 2020.
- She has been sing for two hours.
- We have been owning this shop for a decade.
- He has working in Dubai since January.
- How long you have been driving this route?
- They are building this mall since 2023.
- I have been knew about this problem for days.
- The AC have been making noise all night.

SET C Translate into English

7 QUESTIONS

- | | |
|---|--|
| 19 मैं सुबह से तुम्हारा इंतज़ार कर रहा हूँ। | 20 वह तीन साल से इस कंपनी में काम कर रही है। |
| 21 कब से बारिश हो रही है? | 22 बच्चे दो घंटे से खेल रहे हैं। |
| 23 हम 2019 से इस project पर काम कर रहे हैं। | 24 वह सुबह से कुछ नहीं बोल रहा है। |
| 25 तुम कितने समय से English सीख रहे हो? | |

8 Answer Key



ANSWERS · SET A

- | | | |
|--------------------------|--------------------------|---------------------------------|
| 1 have been working | 2 have ... been learning | 3 has not (hasn't) been feeling |
| 4 have been constructing | 5 Have ... been crying | 6 has been driving |
| 7 have been waiting | 8 have been watching | 9 has been raining |
| 10 has been giving | | |

ANSWERS · SET B

- 11 I have been living in this society since 2020. ('Since' + continuing → Perfect Continuous.)
- 12 She has been singing for two hours. (-ing on the main verb.)
- 13 We have owned this shop for a decade. ('Own' is stative → simple Perfect.)
- 14 He has been working in Dubai since January. ('Been' was missing.)
- 15 How long have you been driving this route? (Have before subject in questions.)
- 16 They have been building this mall since 2023. ('Since' + ongoing → Perfect Continuous.)
- 17 I have known about this problem for days. ('Know' is stative.)
- 18 The AC has been making noise all night. (AC = it → has.)

ANSWERS · SET C

- | | |
|--|---|
| 19 I have been waiting for you since morning. | 20 She has been working in this company for three years. |
| 21 How long has it been raining? / Since when has it been raining? | 22 The children have been playing for two hours. |
| 23 We have been working on this project since 2019. | 24 He has not been saying anything since morning. / He hasn't spoken since morning. |
| 25 How long have you been learning English? | |

NEXT UP

Past Perfect — the 'pehle se ho chuka tha' tense: the train **HAD LEFT** when we reached the station.



MODULE 1 — VERB TENSES

09

Past Perfect

Level: Intermediate

Estimated study time: 50 minutes



1 Quick Look



The Past Perfect is the 'past of the past'. When two past actions happened at different times, the EARLIER one takes Past Perfect (had + V3), and the later one takes Simple Past. Hindi feeling: 'pehle se ho chukā thā'.

AFFIRMATIVE

Subject + had + V3

The train had left when we reached.

NEGATIVE

Subject + had + not + V3

The train had not left yet.

QUESTION

Had + subject + V3?

Had the train left before you reached?



The golden rule: Past Perfect never works alone — it needs another, later past moment (stated or understood) to be 'before'. If there is only ONE past action in your sentence, use Simple Past, not Past Perfect.

THE PAST OF THE PAST

2 *By the time we reached the station*, 1 *the train had left*

the order of the clauses is not the order of the events



The earlier action takes had + V3; the later action stays in the Simple Past.

2 When to Use It



USE 1 The earlier of two past actions

Action 1 (earlier) → Past Perfect. Action 2 (later) → Simple Past.

- *By the time we reached the station, the train had left.*
- *She had already sold the plot when the rates doubled.*
- *I called him after I had read the report.*



USE 2

Explaining a past situation (cause before effect)

Why something was the way it was — the reason had happened earlier.

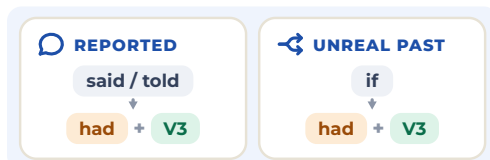
- *He was tired because he had worked a double shift.*
- *The roads were flooded — it had rained heavily all night.*
- *I recognised the building at once; I had seen it in the brochure.*



USE 3 Duration before a past moment

With for/since, measured up to a point in the past.

- *By 2015, they had lived in that colony for twenty years.*
- *She had worked there for a decade before she resigned.*



USE 4 Reported speech and unreal past

Past Perfect appears after 'said/told' and in third conditionals (Module 2 preview).

- *He said he had already paid the token amount.*
- *If I had known the price would rise, I would have bought two units.*

3 When NOT to Use Past Perfect



Learners often over-use Past Perfect once they discover it. Two rules keep you safe:

SITUATION	CORRECT CHOICE
Only one past action, no comparison	Simple Past: I met him last year. (NOT: I had met him last year.)
Actions in natural story order with 'and then'	Simple Past for both: He came home, changed, and went out.
Order already clear from 'before/after'	Both tenses acceptable, Simple Past often enough: After I finished (or had finished) lunch, I left.

Use Past Perfect when the order of events would otherwise be unclear, or to emphasise that one thing was fully complete before the other began.

DO YOU REALLY NEED PAST PERFECT?

1 Only ONE past action?

YES

SIMPLE PAST I met him last year.
 ✗ I had met him last year.

↓ NO

2 Is the order already obvious?
 and then · before · after · story order

YES

SIMPLE PAST is enough
 He came home, changed, and went out.

↓ NO

PAST PERFECT

earlier action → had + V3

The train had left when we reached.

the order would be unclear, or one thing was fully finished first

Past Perfect needs a second, later past moment — and a reason to stress which action came first.

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Past Perfect = बीते समय से भी पहले की बात — ‘चुका था / चुकी थी / गया था’।

जब हम स्टेशन पहुँचे, गाड़ी जा चुकी थी।

→ When we reached the station, the train had left.

उसने बताया कि वह खाना खा चुका था।

→ He said he had (already) eaten.

Formula: दो past काम → जो पहले हुआ = had + V3, जो बाद में हुआ = Simple Past।

सावधान: सिर्फ़ एक past काम हो तो Past Perfect मत लगाओ। ‘मैं कल बाज़ार गया था’ = I went to the market yesterday — यहाँ ‘था’ दिखे तो भी English में ‘had gone’ नहीं आएगा। हिंदी का ‘था’ हमेशा had नहीं होता!

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I had gone to Agra last week.	✓ I went to Agra last week.	One action, one time → Simple Past. Hindi ‘gayā thā’ ≠ automatic ‘had gone’. The #1 Past Perfect error in India.
✗ When I reached, he already left.	✓ When I reached, he had already left.	Earlier action needs had + V3 to show it happened first.
✗ The movie had started before we had reached.	✓ The movie had started before we reached.	Only the EARLIER action takes Past Perfect; the later one stays Simple Past.
✗ She had went home early.	✓ She had gone home early.	Had + V3 (gone), never V2 (went).

✗ WRONG	✓ RIGHT	💡 WHY
✗ After he had ate dinner, he slept.	✓ After he had eaten dinner, he slept.	V3 = eaten. Had + eaten, not had + ate.
✗ He told me that he has finished the work.	✓ He told me that he had finished the work.	After a past reporting verb (told), Present Perfect shifts to Past Perfect.

6 Signal Words



🔔 These patterns signal Past Perfect:

- > by the time... (By the time we arrived, everyone had eaten.)
- > when / before / after connecting two past events
- > already, just, never + a later past reference (He had never seen snow before that trip.)
- > because (past reason: was upset because he had lost the deal)
- > said/told that... (reported speech)

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- By the time the guests arrived, we _____ (finish) all the preparations.
- She was nervous because she _____ (never/fly) before.
- The office _____ (close) when I got there.
- After he _____ (check) the documents, he signed them.
- I _____ (not/save) the file before the computer crashed.
- They _____ (live) in Meerut for ten years before they moved to Noida.
- _____ the meeting _____ (start) when you joined the call?
- He couldn't pay because he _____ (leave) his wallet at home.
- We reached the hall late; the ceremony _____ (already/begin).
- Once she _____ (make) up her mind, nobody could change it.

SET B Correct the mistake

8 QUESTIONS

- I had visited my village last month.
- When the police arrived, the thief already escaped.
- She had wrote the letter before lunch.
- He had knew about the plan all along... I mean, before we told him.
- The patient had died before the ambulance had arrived.
- By the time I called, he has left the office.
- After she had ate breakfast, she left for work.
- We had go to bed when the lights came back.

SET C Translate into English

7 QUESTIONS

- | | |
|--|---|
| 19 जब मैं पहुँचा, वह जा चुका था। | 20 उसने बताया कि उसने पैसे दे दिए थे। |
| 21 बारात आने से पहले सारा इंतज़ाम हो चुका था। | 22 मैंने वह फ़िल्म पहले भी देखी थी, इसलिए मैं नहीं गया। |
| 23 जब तक हम स्टेशन पहुँचे, गाड़ी निकल चुकी थी। | 24 उसे नौकरी नहीं मिली क्योंकि वह interview में देर से पहुँचा था। |
| 25 खाना खत्म हो चुका था जब आखिरी मेहमान आए। | |

8 Answer Key



ANSWERS • SET A

- | | | |
|-------------------|--------------------------|---------------------|
| 1 had finished | 2 had never flown | 3 had closed |
| 4 had checked | 5 had not (hadn't) saved | 6 had lived |
| 7 Had ... started | 8 had left | 9 had already begun |
| 10 had made | | |

ANSWERS • SET B

- 11 I visited my village last month. (One action, one time → Simple Past.)
- 12 When the police arrived, the thief had already escaped. (Earlier action → had escaped.)
- 13 She had written the letter before lunch. (V3 = written.)
- 14 He had known about the plan before we told him. (V3 = known.)
- 15 The patient had died before the ambulance arrived. (Later action → Simple Past.)
- 16 By the time I called, he had left the office. (Past context → had, not has.)
- 17 After she had eaten breakfast, she left for work. (V3 = eaten.)
- 18 We had gone to bed when the lights came back. (V3 = gone.)

ANSWERS • SET C

- 19 When I arrived, he had (already) left.
- 20 He told me that he had paid the money. / She said she had given the money.
- 21 All the arrangements had been made before the baraat arrived. / Everything had been arranged before the wedding procession arrived.
- 22 I had seen that movie before, so I didn't go.
- 23 By the time we reached the station, the train had left.
- 24 He didn't get the job because he had arrived late for the interview.
- 25 The food had finished when the last guests arrived. / The food had run out by the time the last guests came.

NEXT UP

Past Perfect Continuous — '*kab se kar rahā thā*' — duration **BEFORE** a past moment: *he had been driving for six hours when the accident happened.*



MODULE 1 — VERB TENSES

10

Past Perfect Continuous

Level: Intermediate–Advanced

Estimated study time: 45 minutes



1 Quick Look



The Past Perfect Continuous is the past version of Chapter 8. It describes an action that had been going on for some time BEFORE another past event. Hindi feeling: ‘kab se kar rahā thā’. Form: had + been + verb-ing — same for every subject.

AFFIRMATIVE

Subject + had + been + verb-ing

He had been driving for six hours.

NEGATIVE

Subject + had + not + been + verb-ing

He had not been sleeping well those days.

QUESTION

Had + subject + been + verb-ing?

How long had he been driving?



The golden rule: this tense is Chapter 8 pushed one step into the past. ‘I have been waiting for an hour’ (up to NOW) becomes ‘I had been waiting for an hour when he finally came’ (up to a PAST moment). One word changes: have → had.

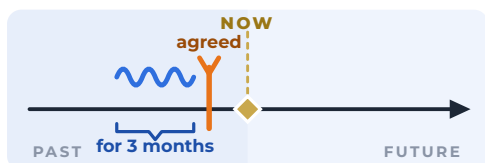
2 When to Use It



USE 1 Duration before a past event

The action had been running for some time when something else happened.

- We had been negotiating for three months when the seller finally agreed.
- She had been teaching for twenty years before she retired.
- They had been waiting since morning when the office finally opened.



CHAPTER 8, ONE STEP BACK

THE GOLDEN RULE

One word changes: **have** becomes **had**

UP TO NOW

Present Perfect Continuous

have been + verb-ing · 'कर रहा हूँ'



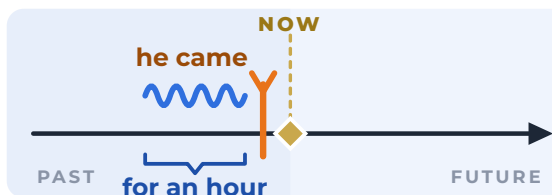
I have been waiting for an hour.

(Chapter 8: the activity reaches NOW)

UP TO A PAST MOMENT

Past Perfect Continuous

had been + verb-ing · 'कर रहा था'



I had been waiting for an hour.

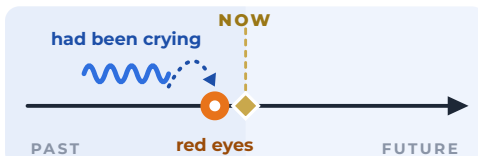
(...when he finally came)

Same shape as the Present Perfect Continuous, measured up to a past moment instead of up to now.

USE 2 Past cause with visible past effect

Explains a past situation — the ongoing activity was the reason.

- *His eyes were red because he had been crying.*
- *The ground was wet — it had been raining all night.*
- *I was exhausted; I had been packing boxes since dawn.*

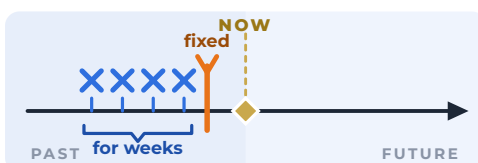


USE 3

Repeated or persistent past activity before a turning point

Something that kept happening until a change came.

- *Customers had been complaining for weeks before the builder fixed the lift.*
- *He had been trying to reach me all day, but my phone was off.*



3 Past Perfect vs. Past Perfect Continuous

PAST PERFECT CONTINUOUS (ACTIVITY, HOW LONG)

He had been reading the report when I entered. (in the middle of it)

They had been building the tower for two years. (ongoing at that point)

She had been calling clients all morning. (the activity)

PAST PERFECT (COMPLETION, HOW MUCH/MANY)

He had read the report before the meeting. (finished)

They had built two towers by 2020. (completed count)

She had called thirty clients by noon. (the amount)

Stative verb rule, one last time: know, own, be, love never take -ing in any tense. Duration before a past moment with these verbs → simple Past Perfect: I had known him for years before we became partners.

⌚ ACTIVITY OR COMPLETION?

ACTIVITY

Past Perfect Continuous

the activity and how long it lasted



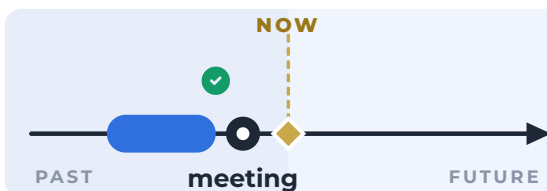
He had been reading the report.

(in the middle of it)

COMPLETION

Past Perfect

the finished result: how much / how many



He had read the report.

(finished before the meeting)

Continuous asks how long the activity lasted; the simple Past Perfect counts what was finished.

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

यह tense बताता है कि past की किसी घटना से पहले कोई काम कब से चल रहा था।

जब वह आया, मैं दो घंटे से इंतज़ार कर रहा था।

→ When he came, I had been waiting for two hours.

वह छह घंटे से गाड़ी चला रहा था जब accident हुआ।

→ He had been driving for six hours when the accident happened.

Chapter 8 से connection समझ लो: 'kar rahā hoon' (अब तक) = have been doing; 'kar rahā thā' (उस past पल तक) = had been doing। सिर्फ have की जगह had।

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ When he came, I was waiting for two hours.	✓ When he came, I had been waiting for two hours.	Duration up to a past moment → had been, not was.
✗ He had been drive all night.	✓ He had been driving all night.	The -ing is compulsory: had + been + verb-ing.
✗ She had being working there for years.	✓ She had been working there for years.	'Been', not 'being'. A pure spelling/sound confusion — memorise: had been.
✗ I had been knowing him since school.	✓ I had known him since school.	Stative verb — simple Past Perfect.

✗ WRONG	✓ RIGHT	💡 WHY
✗ They had been went to the market.	✓ They had gone to the market. / They had been going...	Never mix been + V2. Either had gone (completed) or had been going (repeated activity).
✗ It had been rain for hours when we left.	✓ It had been raining for hours when we left.	Main verb takes -ing.

6 Signal Words



Signals for Past Perfect Continuous:

- > for / since + a past reference point (had been working for ten years when...)
- > how long had...? (How long had you been waiting?)
- > when / before / by the time + a past event that ends or interrupts the activity
- > Past evidence: was tired, were wet, looked exhausted → 'had been _____ ing'

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- The workers _____ (dig) since morning when they finally hit water.
- I _____ (try) to sell that plot for a year before the right buyer came.
- How long _____ she _____ (learn) music before her first stage show?
- His clothes were dusty because he _____ (clean) the store room.
- We _____ (not/sleep) properly for days before the deal closed.
- They _____ (argue) for an hour when the boss walked in.
- The car broke down. He _____ (drive) it non-stop since Jaipur.
- She _____ (save) money for years before she bought the shop.
- By the time the electrician came, we _____ (manage) without power for two days.
- I _____ (wait) at the wrong gate the whole time!

SET B Correct the mistake

8 QUESTIONS

- When the boss arrived, we were working since 8 a.m.
- He had been slept for ten hours when I woke him.
- She had being living alone for years.
- I had been owning that car for a decade before I sold it.
- They had been play cricket all afternoon, so they were tired.
- It had rained for three hours when... (Meaning: rain was still going on at that point.)
- How long you had been standing there?
- We had been knew the truth long before he confessed.

SET C Translate into English

7 QUESTIONS

- | | |
|---|--|
| 19 जब मैं पहुँचा, वे दो घंटे से meeting कर रहे थे। | 20 वह सुबह से काम कर रहा था, इसलिए थक गया था। |
| 21 बारिश कल रात से हो रही थी जब हम निकले। | 22 वह दस साल से उस स्कूल में पढ़ा रही थी जब वह retire हुई। |
| 23 हम महीनों से उस ज़मीन का सौदा करने की कोशिश कर रहे थे। | 24 उसकी आँखें लाल थीं — वह रो रही थी। |
| 25 तुम कब से मेरा इंतज़ार कर रहे थे? | |

8 Answer Key



ANSWERS • SET A

- | | | |
|---------------------|----------------------------------|-------------------------|
| 1 had been digging | 2 had been trying | 3 had ... been learning |
| 4 had been cleaning | 5 had not (hadn't) been sleeping | 6 had been arguing |
| 7 had been driving | 8 had been saving | 9 had been managing |
| 10 had been waiting | | |

ANSWERS • SET B

- 11 When the boss arrived, we had been working since 8 a.m. (Duration before a past moment.)
- 12 He had been sleeping for ten hours when I woke him. (-ing, not V2/V3.)
- 13 She had been living alone for years. ('Been', not 'being'.)
- 14 I had owned that car for a decade before I sold it. ('Own' is stative.)
- 15 They had been playing cricket all afternoon, so they were tired. (-ing needed.)
- 16 It had been raining for three hours when... (Ongoing at that point → Continuous.)
- 17 How long had you been standing there? ('Had' before the subject.)
- 18 We had known the truth long before he confessed. ('Know' is stative.)

ANSWERS • SET C

- 19 When I arrived, they had been meeting for two hours. / ...they had been in a meeting for two hours.
- 20 He had been working since morning, so he was tired.
- 21 It had been raining since last night when we left.
- 22 She had been teaching at that school for ten years when she retired.
- 23 We had been trying to close the deal on that land for months.
- 24 Her eyes were red — she had been crying.
- 25 How long had you been waiting for me? / Since when had you been waiting for me?

NEXT UP

Simple Future — Will vs. Going To — two futures, two meanings, and the difference nobody taught you in school.



MODULE 1 — VERB TENSES

11

Simple Future — Will vs. Going To

Level: Intermediate

Estimated study time: 50 minutes



1 Quick Look



English has two main futures — will and going to — and they are NOT interchangeable. Will = decisions made at the moment of speaking, promises, and predictions from opinion. Going to = plans already made and predictions from visible evidence. School taught you ‘will = future’; real English is smarter than that.

WILL

Subject + will + base verb

I will call you tonight. (deciding now)

GOING TO

Subject + am/is/are + going to + base verb

I am going to sell this plot. (already planned)

NEGATIVE / QUESTION

will not (won't) / Will you...? | am not going to / Are you going to...?



The golden rule: decided BEFORE speaking → going to. Deciding WHILE speaking → will. ‘What are your plans?’ answers use going to; instant offers, promises, and reactions use will.

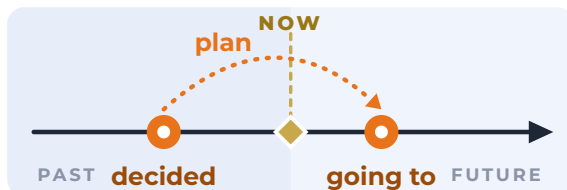


WHEN DID YOU DECIDE?

BEFORE SPEAKING

going to

a plan, or evidence you can see



I am going to sell this plot.

('करने वाला हूँ' = going to)

WHILE SPEAKING

will

instant decision, promise, opinion

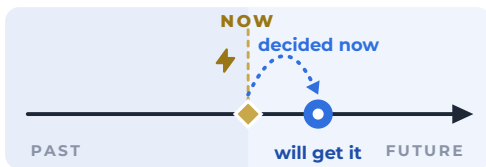


I will help you.

('अच्छा, कर दूँगा' = will)

Decided before you speak: going to. Deciding as you speak: will.

2 When to Use It



USE 1 WILL — Instant decisions and offers

You decide at the moment of speaking.

- The doorbell is ringing — I will get it.
- This bag looks heavy. I will help you.
- A: We are short one person for the site visit. B: Fine, I will come.



USE 2 WILL — Promises, threats, refusals

Commitments and their opposites.

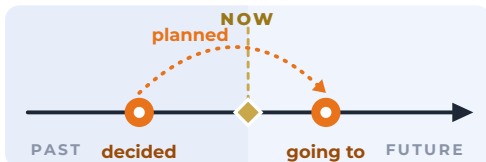
- I will transfer the token amount by Friday. Promise.
- He won't listen to anyone. (refusal)
- If you miss the deadline again, I will cancel the contract.



USE 3 WILL — Predictions from opinion/belief

Often with I think, probably, I'm sure, maybe.

- I think prices will rise after the expressway opens.
- She will probably reach by 8.
- Don't worry — everything will be fine.



USE 4

GOING TO — Plans and intentions (already decided)

The decision was made before this conversation.

- We are going to launch the project in March. (it's planned)
- I am going to renovate the office this year.
- She is going to join her father's business after college.



USE 5

GOING TO — Predictions from visible evidence

You can see/feel the proof right now.

- Look at those black clouds — it is going to rain.
- He is driving too fast. He is going to crash.
- The queue is huge. We are going to miss the show.

3 Three Futures Side by Side



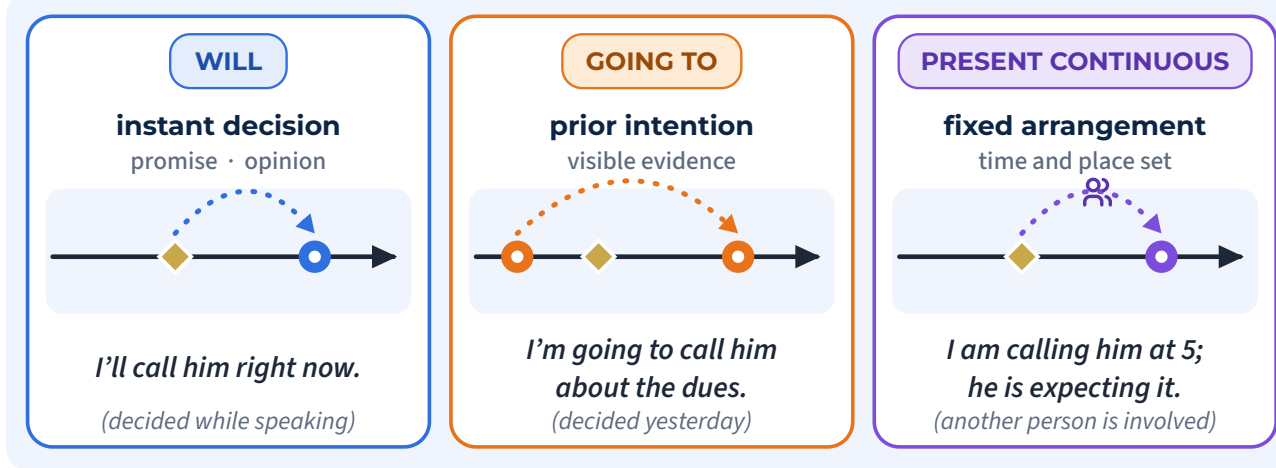
You already know a third future from Chapter 2 — the Present Continuous for fixed arrangements. Here is the full picture:

FORM	FLAVOUR	EXAMPLE
will	Instant decision / promise / opinion	I'll call him right now.
going to	Prior intention / visible evidence	I'm going to call him about the dues. (I decided yesterday)

FORM	FLAVOUR	EXAMPLE
Present Continuous	Fixed arrangement — time/place set, others involved	I am calling him at 5; he is expecting it.

In everyday speech, 'going to' often sounds like 'gonna' — understand it when you hear it, but write 'going to' in formal messages.

REACTION, PLAN, ARRANGEMENT



Will reacts, going to carries out a plan, and the Present Continuous fixes an arrangement.

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

हिंदी में दोनों के लिए एक ही रूप है — 'करूँगा / करेगी / करेंगे' — इसीलिए confusion होती है।

मैं तुम्हें फ़ोन करूँगा। (अभी सोचा)

→ I will call you.

मैं यह दुकान बेचने वाला हूँ। (पहले से तय)

→ I am going to sell this shop.

Hint: हिंदी का 'वाला हूँ / वाली है' लगभग हमेशा going to होता है — बारिश होने वाली है

→ It is going to rain.

और तुरंत लिया गया फैसला — 'अच्छा, मैं कर दूँगा' — हमेशा will: Okay, I will do it.

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I will meet the CA tomorrow at 11. (appointment already fixed)	✓ I am meeting the CA tomorrow at 11. / I am going to meet...	A fixed arrangement prefers going to / Present Continuous, not plain will.
✗ Look at the sky! It will rain.	✓ Look at the sky! It is going to rain.	Visible evidence → going to.

✗ WRONG	✓ RIGHT	💡 WHY
✗ I am going to help you with that bag! (instant offer)	✓ I will help you with that bag!	Offers decided on the spot take will.
✗ She will going to join us.	✓ She is going to join us. / She will join us.	Never mix will + going to. Choose one.
✗ I will to send the documents.	✓ I will send the documents.	No 'to' after will. Will + base verb.
✗ He will comes tomorrow.	✓ He will come tomorrow.	After will, the verb never takes -s.

6 Signal Words



🔔 Signals and their futures:

- > will → I think, probably, perhaps, I'm sure, I promise, OK/fine (instant agreement)
- > going to → already decided, planning to, Look!/evidence in front of you, 'wala hoon' feeling
- > Both work → tomorrow, next week, soon, in 2027 — time words alone don't decide; intention does

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- A: The printer is out of paper. B: I _____ (get) some from the store room.
- We _____ (launch) three new sites next quarter. It's all planned.
- Careful! That ladder _____ (fall)!
- I'm sure he _____ (pass) the exam. He works hard.
- She _____ (start) her own boutique — she has already rented the space.
- I promise I _____ (not/tell) anyone.
- A: Chai or coffee? B: I _____ (have) chai, thanks.
- They _____ (shift) to Pune in June; the packers are booked.
- My son thinks robots _____ (do) all jobs one day.
- Look at the traffic — we _____ (be) late.

SET B Correct the mistake

8 QUESTIONS

- I will to call you after the meeting.
- He will visits the site on Sunday.
- Look at those clouds — it will rain any minute.
- A: The phone is ringing. B: I am going to answer it.
- She will going to book the tickets tonight.
- Don't worry, I am going to help you right now with this. (instant offer)
- We will planning a trip to Rishikesh next month; hotels are booked.
- I won't telling him anything.

SET C Translate into English

7 QUESTIONS

19 मैं कल तुम्हें पैसे दे दूँगा, वादा।

20 हम अगले महीने नया office खोलने वाले हैं।

21 देखो, बच्चा गिरने वाला है!

22 मुझे लगता है कल बारिश होगी।

23 ठीक है, मैं अभी email भेज देता हूँ।

24 वह अगले साल MBA करने वाली है।

25 चिंता मत करो, सब ठीक हो जाएगा।

8 Answer Key



ANSWERS · SET A

1 will get

2 are going to launch

3 is going to fall

4 will pass

5 is going to start

6 will not (won't) tell

7 will have

8 are going to shift (are shifting)

9 will do

10 are going to be

ANSWERS · SET B

11 I will call you after the meeting. (No 'to' after will.)

12 He will visit the site on Sunday. (Base verb after will.)

13 Look at those clouds — it is going to rain any minute. (Visible evidence.)

14 B: I will answer it. (Instant decision → will.)

15 She is going to book the tickets tonight. / She will book... (Never both.)

16 Don't worry, I will help you right now. (Instant offer → will.)

17 We are planning a trip to Rishikesh next month; hotels are booked. (Or: We are going to take a trip...)

18 I won't tell him anything. (Base verb after won't.)

ANSWERS · SET C

19 I will give you the money tomorrow, I promise.

20 We are going to open a new office next month.

21 Look, the child is going to fall!

22 I think it will rain tomorrow.

23 Okay, I will send the email right now.

24 She is going to do an MBA next year.

25 Don't worry, everything will be fine.

NEXT UP

Future Continuous — '*kal is waqt main flight mein hounge*' — actions in progress at a future moment.



MODULE 1 — VERB TENSES

12

Future Continuous

Level: Intermediate–Advanced

Estimated study time: 45 minutes



1 Quick Look



The Future Continuous describes an action that will be in progress at a specific moment in the future — ‘kal is waqt’ thinking. Form: will be + verb-ing. It is also the politest way in English to ask about someone’s plans.

AFFIRMATIVE

Subject + will be + verb-ing

This time tomorrow, I will be flying to Mumbai.

NEGATIVE

Subject + will not (won't) be + verb-ing

I won't be using the car tomorrow.

QUESTION

Will + subject + be + verb-ing?

Will you be coming to the office?



The golden rule: three fixed parts — will + be + verb-ing. The ‘be’ never changes (no ‘will is’, no ‘will are’), and it never disappears.



THREE FIXED PARTS

will

never changes

+

be

never changes, never disappears

+

verb-ing

the -ing is compulsory

*This time tomorrow, I **will be** flying to Mumbai.*

COMMON BREAKS

✗

I

will

be?

working

be is missing

✗

I

will

is

working

be never changes

✗

I

will

be

work

the -ing is missing

The be never changes (no ‘will is’, no ‘will are’) and it never disappears.

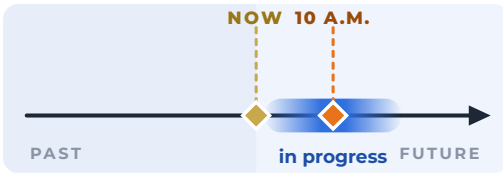
2 When to Use It



USE 1 Action in progress at a future moment

Picture a specific future time — the action will be running at that moment.

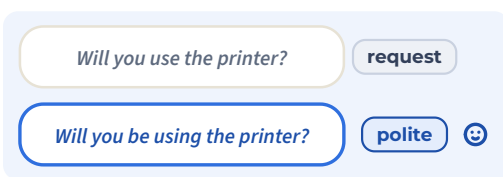
- *This time next week, we will be relaxing in Manali.*
- *At 10 a.m. tomorrow, I will be showing the sample flat to a client.*
- *Don't call at 2 — she will be teaching.*



USE 2 Polite questions about plans

Softer than 'Will you...?' — you're asking about their schedule, not requesting.

- *Will you be using the printer this afternoon? (If not, I'd like to.)*
- *Will you be attending the society meeting on Sunday?*
- *Will you be passing by the bank? Could you drop this cheque?*

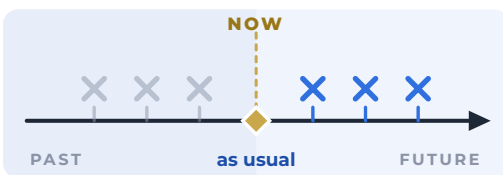


USE 3

Things that will happen in the natural course

Expected as part of routine — no special decision needed.

- *The team will be sending the weekly report as usual.*
- *I will be seeing him at the expo anyway, so I'll hand over the file.*

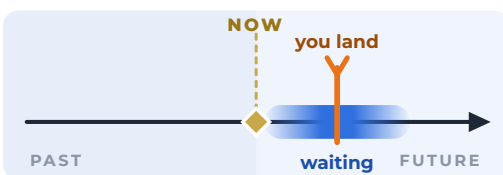


USE 4

Two future actions — background + main

The longer background action takes Future Continuous.

- *While you are enjoying the party, I will be finishing this proposal.*
- *When you land, I will be waiting outside Terminal 3.*



3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

यह tense बताता है कि future के किसी खास पल में कोई काम चल रहा होगा — 'कर रहा होगा / रही होगी'।

कल इस समय मैं Mumbai जा रहा होऊँगा।



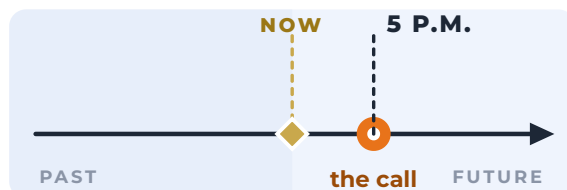
This time tomorrow, I will be travelling to Mumbai.

A POINT OR A STRETCH?

A POINT IN TIME

Simple Future

will + base verb



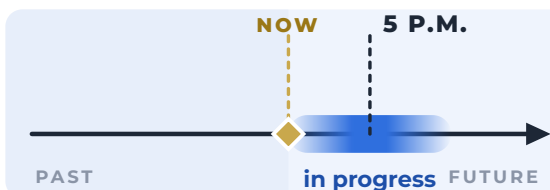
I will call him at 5.

(the call itself happens at 5)

A STRETCH AROUND IT

Future Continuous

will be + verb-ing



I will be calling him at 5.

(the call is in progress at 5)

Simple Future names the action; Future Continuous puts you inside it at that moment.

अ HINDI CONCEPT NOTE हिंदी में समझिए

वह शाम को पढ़ रही होगी।

→ She will be studying in the evening.

Polite trick सीख लो: किसी के plan के बारे में पूछना हो तो 'Will you be coming?' ज़्यादा नरम और professional लगता है सीधे 'Will you come?' से। Business English में यह बहुत काम आता है।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I will working on the report tonight.	✓ I will be working on the report tonight.	'Be' cannot be dropped: will + be + -ing.
✗ She will be cook dinner at 8.	✓ She will be cooking dinner at 8.	The -ing is compulsory.
✗ This time tomorrow, we fly to Goa.	✓ This time tomorrow, we will be flying to Goa.	'This time tomorrow' = action in progress at a future moment → Future Continuous.
✗ Will you be come to the party?	✓ Will you be coming to the party?	Be + coming, never be + base verb.
✗ He will be knowing the result by then.	✓ He will know the result by then.	Stative verbs refuse -ing in the future too.
✗ At 9 pm I will be sleep.	✓ At 9 p.m. I will be sleeping.	Sleep → sleeping after 'will be'.

5 Signal Words



Signals for Future Continuous:

- > this time tomorrow / next week / next year
- at 5 p.m. tomorrow at this moment on Sunday
- > while / when + another future action
- > Polite schedule questions: Will you be joining / using / needing...?

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- | | |
|--|--|
| <p>1 This time next month, I _____ (sit) in my new office.</p> <p>3 _____ you _____ (use) the conference room at 3?</p> <p>5 She _____ (not/attend) tomorrow's call; she is on leave.</p> <p>7 Tomorrow evening we _____ (celebrate) my son's birthday.</p> <p>9 By this time on Sunday, everyone _____ (watch) the final.</p> | <p>2 Don't message him now — he _____ (drive).</p> <p>4 At 6 a.m. tomorrow, the labourers _____ (already/work) at the site.</p> <p>6 When you reach, I _____ (wait) at the gate.</p> <p>8 _____ they _____ (stay) with us during the wedding?</p> <p>10 I _____ (think) of you while you _____ (give) your presentation. Best of luck!</p> |
|--|--|

SET B Correct the mistake

8 QUESTIONS

- 11 I will be finish the design by tonight. (Meaning: in the middle of it at that time... actually meaning progress at 9 pm.)
- 12 She will cooking when we arrive.
- 13 Will you be help me tomorrow morning?
- 14 This time next year, he studies in Canada.
- 15 We will be to travel all night.
- 16 They will being waiting for us at the dhaba.
- 17 At 11 tomorrow I will be in a meeting sat. (progress meaning)
- 18 He will be wanting tea when he wakes up.

SET C Translate into English

7 QUESTIONS

- | | |
|--|--|
| <p>19 कल इस समय हम शिमला में घूम रहे होंगे।</p> <p>21 क्या आप कल मीटिंग में आ रहे होंगे?</p> | <p>20 वह रात को नौ बजे खाना बना रही होगी।</p> <p>22 जब तुम पहुँचोगे, मैं बाहर इंतज़ार कर रहा होऊँगा।</p> |
|--|--|

SET C Translate into English

7 QUESTIONS

23 अगले हफ्ते इस दिन बच्चे परीक्षा दे रहे होंगे।

24 मैं कल गाड़ी इस्तेमाल नहीं कर रहा होऊँगा — तुम ले जा सकते हो।

25 शाम को इस समय वे पूजा कर रहे होंगे।

7 Answer Key



ANSWERS · SET A

- | | | |
|------------------------------------|---------------------------------|---------------------|
| 1 will be sitting | 2 will be driving | 3 Will ... be using |
| 4 will already be working | 5 will not (won't) be attending | 6 will be waiting |
| 7 will be celebrating | 8 Will ... be staying | 9 will be watching |
| 10 will be thinking ... are giving | | |

ANSWERS · SET B

- 11 I will be finishing the design tonight. (will be + -ing.)
- 12 She will be cooking when we arrive. ('Be' was missing.)
- 13 Will you be helping me tomorrow morning? (be + -ing.)
- 14 This time next year, he will be studying in Canada. (Future moment → Future Continuous.)
- 15 We will be travelling all night. (No 'to'; -ing needed.)
- 16 They will be waiting for us at the dhaba. ('Being' → 'be'.)
- 17 At 11 tomorrow I will be sitting in a meeting. (will be sitting.)
- 18 He will want tea when he wakes up. ('Want' is stative — simple future.)

ANSWERS · SET C

- | | |
|--|---|
| 19 This time tomorrow, we will be roaming around Shimla. / ...will be sightseeing in Shimla. | 20 She will be cooking (dinner) at nine at night. |
| 21 Will you be coming to the meeting tomorrow? | 22 When you arrive, I will be waiting outside. |
| 23 On this day next week, the children will be taking their exams. | 24 I won't be using the car tomorrow — you can take it. |
| 25 At this time in the evening, they will be doing the puja. | |

NEXT UP

Future Perfect — 'tab tak ho chuka hoga' — deadlines and completion: By December, we will have sold forty units.



MODULE 1 — VERB TENSES

13

Future Perfect



Level: Intermediate–Advanced

Estimated study time: 40 minutes

1 Quick Look



The Future Perfect looks at a future deadline and says: by then, this will already be DONE. Hindi feeling: ‘tab tak kar chukā hoongā’. Its signature word is BY — by Monday, by 2030, by the time you arrive.

AFFIRMATIVE

Subject + will have + V3

By December, we will have completed the tower.

NEGATIVE

Subject + will not (won't) have + V3

We won't have finished by then.

QUESTION

Will + subject + have + V3?

Will you have finished by Friday?



The golden rule: Future Perfect needs a deadline — stated or implied. No ‘by...’ moment in sight? You almost certainly want Simple Future instead. ‘I will have called him’ hangs in the air; ‘I will have called him by noon’ stands firm.

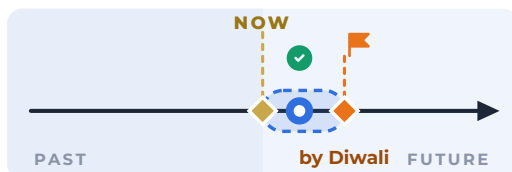
2 When to Use It



USE 1 Completed before a future deadline

The classic use — with by + time.

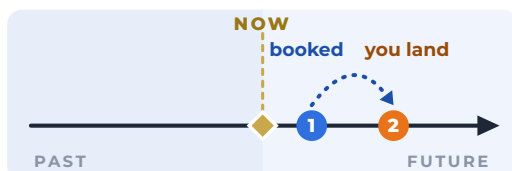
- By next Diwali, they will have handed over all the flats.
- I will have sent the proposal by 6 this evening.
- By 2030, the metro will have reached this sector.



USE 2 Completed before another future action

With by the time + Simple Present clause.

- By the time you land, I will have booked the cab.
- The paint will have dried by the time the furniture arrives.

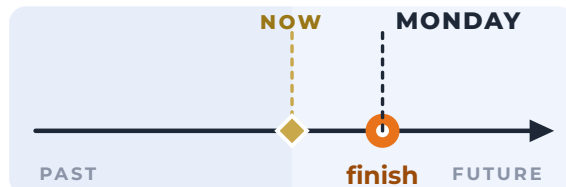


THE BY TEST

ON THE DAY

Simple Future

will + base verb

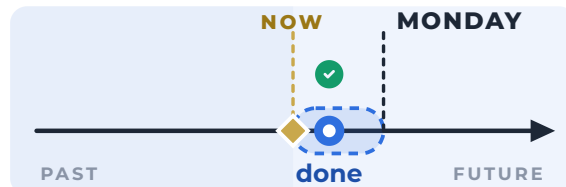


I will finish it on Monday.
(it happens on Monday)

BY THE DEADLINE

Future Perfect

will have + V3 · 'तक ... चुका होगा'



I will have finished it by Monday.
(already done before Monday)

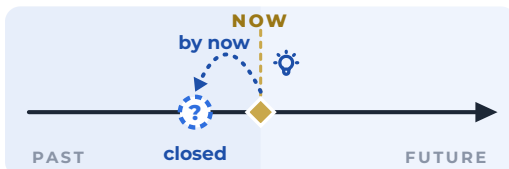
A deadline plus completion: not later than that moment, so you stand at the deadline and look back.



USE 3 Duration reaching a milestone

With for — how long something will have lasted at that point.

- Next March, we *will have been married* for twenty-five years.
- By the end of this project, I *will have worked* in real estate for two decades.



USE 4

Confident guesses about the present/past

A polished, advanced use — assuming something is already done.

- It's 11 p.m. — the shops *will have closed* by now.
- You *will have heard* the news, I'm sure.

BUILDING THE SENTENCE

By the time you land, I will have booked the cab.

time clause
Simple Present

main clause
will have + V3

✗ By the time you ~~will~~ land, I will have booked the cab. **no will after 'by the time'**

The time clause keeps the Simple Present; only the main clause carries will have + V3.

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Future Perfect बताता है कि future की किसी deadline तक काम पूरा हो चुका होगा — ‘कर चुका हूँगा / चुकी होगी / चुके होंगे’।

दिसंबर तक हम काम पूरा कर चुके होंगे।

→ By December, we will have completed the work.

जब तक तुम पहुँचोगे, मैं खाना बना चुकी हूँगी।

→ By the time you arrive, I will have cooked the food.

पहचान का शब्द है ‘तक’ — हिंदी में ‘तक’ + ‘चुका होगा’ दिखे, English में by + will have + V3 लगाओ।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ By Monday, I will finish the report. (Meaning: done before Monday)	✓ By Monday, I will have finished the report.	‘By + deadline’ + completion → Future Perfect, not Simple Future.
✗ She will have complete the course by June.	✓ She will have completed the course by June.	Will have + V3 — the verb must be in past participle form.
✗ By the time you will arrive, we will have left.	✓ By the time you arrive, we will have left.	No ‘will’ in the time clause — the Chapter 11 rule, again.
✗ I will have went home by 8.	✓ I will have gone home by 8.	V3 = gone. Will have + went is double past — impossible.
✗ They will had finished the work by now.	✓ They will have finished the work by now.	‘Will had’ does not exist. Will + have, always.
✗ Next year we will complete ten years in this business. (milestone)	✓ Next year we will have completed ten years in this business.	Reaching a milestone by a future point → Future Perfect.

5 Signal Words



Signals for Future Perfect:

- > by + time (by Monday, by 5 p.m., by 2030, by then, by now)
- > by the time + present clause (by the time you reach...)
- > before + future event (before the wedding, everything will have been arranged)
- > in/within + duration when it means a deadline (The loan will have cleared within a week.)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- | | |
|---|--|
| <p>1 By this time next year, we _____ (sell) all 60 units.</p> <p>3 _____ you _____ (finish) the design by Friday?</p> <p>5 Don't worry — I _____ (transfer) the amount before the banks close.</p> <p>7 He _____ (not/complete) the documentation by tomorrow — impossible.</p> <p>9 Call after 9 — the meeting _____ (end) by then.</p> | <p>2 The train _____ (leave) by the time we reach the station.</p> <p>4 By 2030, this area _____ (become) a full township.</p> <p>6 By next month, she _____ (work) here for five years.</p> <p>8 By the time the guests come, we _____ (decorate) the whole house.</p> <p>10 In two years, I _____ (repay) the entire loan.</p> |
|---|--|

SET B Correct the mistake

8 QUESTIONS

- | | |
|--|--|
| <p>11 By Sunday, I will paint the whole house. (Meaning: completed before Sunday)</p> <p>13 By the time he will call, I will have prepared the answer.</p> <p>15 They will have leave the office by 7.</p> <p>17 The show will have already start when we reach.</p> | <p>12 She will have wrote three books by age 40.</p> <p>14 We will had reached before dark.</p> <p>16 By December, he works here for ten years. (milestone meaning)</p> <p>18 I will have finish my dinner by 9.</p> |
|--|--|

SET C Translate into English

7 QUESTIONS

- | | |
|--|---|
| <p>19 शाम तक मैं यह काम खत्म कर चुका हूँगा।</p> <p>21 अगले साल तक वे अपना घर बना चुके होंगे।</p> | <p>20 जब तक तुम आओगे, हम खाना खा चुके होंगे।</p> <p>22 दस बजे तक दुकानें बंद हो चुकी होंगी।</p> |
|--|---|

SET C Translate into English

7 QUESTIONS

23 क्या तुम शुक्रवार तक report भेज चुके होंगे?

24 इस project के खत्म होने तक मैं बीस साल का experience पूरा कर चुका हूँगा।

25 जब तक police पहुँचेगी, चोर भाग चुका होगा।

7 Answer Key



ANSWERS · SET A

1 will have sold

2 will have left

3 Will ... have finished

4 will have become

5 will have transferred

6 will have worked (will have been working also correct)

7 will not (won't) have completed

8 will have decorated

9 will have ended

10 will have repaid

ANSWERS · SET B

11 By Sunday, I will have painted the whole house. (Deadline + completion → Future Perfect.)

12 She will have written three books by age 40. (V3 = written.)

13 By the time he calls, I will have prepared the answer. (No will in the time clause.)

14 We will have reached before dark. ('Will had' doesn't exist.)

15 They will have left the office by 7. (V3 = left.)

16 By December, he will have worked here for ten years. (Milestone → Future Perfect.)

17 The show will have already started when we reach. (V3 = started.)

18 I will have finished my dinner by 9. (V3 = finished.)

ANSWERS · SET C

19 I will have finished this work by evening.

20 By the time you come, we will have eaten (our food).

21 By next year, they will have built their house.

22 The shops will have closed by 10 o'clock.

23 Will you have sent the report by Friday?

24 By the end of this project, I will have completed twenty years of experience.

25 By the time the police arrive, the thief will have escaped / run away.

NEXT UP

Future Perfect Continuous — the rarest tense in English, finished in 40 minutes: by June, I will have been running this company for ten years.



MODULE 1 — VERB TENSES

14

Future Perfect Continuous



Level: Advanced

Estimated study time: 35 minutes

1 Quick Look



The Future Perfect Continuous measures how long an activity will have been running at a future point. It is the rarest tense in English — you will read it more than you will speak it — but it completes your tense map, and it impresses in writing. Form: **will have been + verb-ing**, same for every subject.

AFFIRMATIVE

Subject + **will have been** + verb-ing

By June, I will have been running this firm for ten years.

NEGATIVE

Subject + **will not (won't) have been** + verb-ing

He won't have been working long enough to qualify.

QUESTION

Will + subject + **have been** + verb-ing?

How long will you have been living here by then?



The golden rule: this tense = Future Perfect + duration of an ACTIVITY. It nearly always carries 'for + duration' and 'by + future point' in the same sentence. Missing either one? You probably want a simpler tense.



THREE CHECKS BEFORE YOU USE IT



BY +
a future point

*by June · by 2030
by the time you retire*



FOR +
a length of time

*for ten years
for three hours*



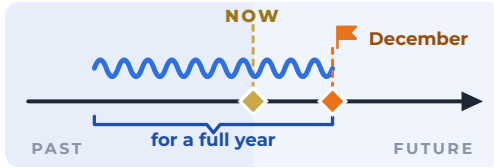
an ACTIVITY,
not a state

running · teaching · waiting
✗ *know, own, be, love: no -ing*

All three? will have been + verb-ing

Usually both clues appear together: by (a future point) and for (a length of time).

2 When to Use It



USE 1 Duration of an activity up to a future point

The signature use — by X, ...for Y.

- *By December, we will have been marketing this project for a full year.*
- *Next month, she will have been teaching for thirty years.*
- *By the time the possession is given, buyers will have been waiting for four years.*



USE 2 Future cause of a future state

Explaining why someone will be tired/experienced at that point.

- *He will be exhausted when he lands — he will have been travelling for twenty hours.*
- *Don't schedule anything after the expo; the team will have been standing all day.*

3 The Complete Future Family — Side by Side



TENSE	EXAMPLE	WHAT IT SAYS
Simple Future	I will call him.	Action will happen.
Future Continuous	I will be calling him at 5.	Action in progress at a future moment.
Future Perfect	I will have called him by 5.	Action complete before a deadline.
Future Perfect Continuous	By 5, I will have been calling clients for three hours.	Duration of the activity up to that point.

Stative verbs, final reminder: know, own, be, love skip continuous everywhere — so 'By 2030, I will have known him for 25 years' (NOT will have been knowing).

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

यह tense बताता है कि future के किसी पल तक कोई काम कितने समय से चलता आ रहा होगा।

अगले जून तक मैं दस साल से यह company चला रहा हूँगा।



By next June, I will have been running this company for ten years.

जब वह retire होगी, वह तीस साल से पढ़ा रही होगी।



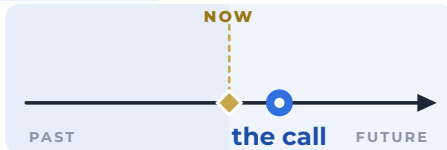
When she retires, she will have been teaching for thirty years.

याद रखें: 'तक' (by) + 'से' (for/since) — दोनों एक ही वाक्य में दिखें, तो यही tense है। बोलचाल में rare है, लिखने में class दिखाता है।



SAME CALL, FOUR TENSES

Simple Future



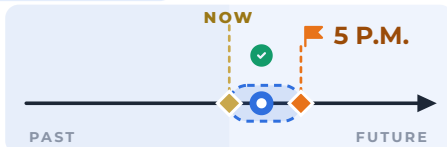
I will call him.

Future Continuous



I will be calling him at 5.

Future Perfect



I will have called him by 5.

Future Perfect Continuous



By 5, I will have been calling clients for three hours.

An action, a moment in progress, a finished task, and a measured duration: one call, four ways to see it.

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ By June, I will have been work here for ten years.	✓ By June, I will have been working here for ten years.	The -ing is compulsory — four parts: will + have + been + verb- ing.
✗ She will have being teaching for 30 years.	✓ She will have been teaching for 30 years.	'Been', never 'being'. Same trap as Chapter 10.
✗ By 2030, we will have been knowing each other for 20 years.	✓ By 2030, we will have known each other for 20 years.	Stative verb → Future Perfect simple.
✗ He will has been driving all night.	✓ He will have been driving all night.	After will, always 'have' — never 'has'.
✗ By the time you will return, I will have been waiting for hours.	✓ By the time you return, I will have been waiting for hours.	Time clause rule, one final time: no will after 'by the time'.
✗ I will have been finished the work by 6.	✓ I will have finished the work by 6.	Completion → Future Perfect (no 'been'). 'Been + V3' mixes two tenses.

6 Signal Words



Signals — usually BOTH appear together:

- > by + future point (by June, by the time you retire, by 2030)
- > for + duration (for ten years, for three hours)

how long will ... have been ...?

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 By next April, we _____ (operate) from this office for five years.
- 2 When the results come, the students _____ (wait) for two months.
- 3 By 8 p.m., the cook _____ (prepare) food for six hours straight.
- 4 How long _____ you _____ (practise) law by the time you turn 50?
- 5 By Sunday, it _____ (rain) for a whole week.
- 6 Next year, he _____ (drive) this route for two decades.
- 7 By the time the tower is ready, buyers _____ (pay) EMIs for three years.
- 8 She _____ (not/work) here long enough for the bonus by December.
- 9 By midnight, we _____ (travel) for fourteen hours.
- 10 When the loan closes, I _____ (repay) it for seven years.

SET B Correct the mistake

8 QUESTIONS

- 11 By June, she will have been live in Pune for a decade.
- 12 He will have being running the shop for 15 years by then.
- 13 By 2030, I will have been owning this land for 20 years.
- 14 They will has been building the mall for four years by Diwali.
- 15 By the time you will finish MBA, you will have been studying for 17 years.
- 16 I will have been finish the audit by Monday.
- 17 How long you will have been working here by next year?
- 18 When he retires, he will teach for 35 years. (duration meaning)

SET C Translate into English

7 QUESTIONS

- 19 अगले महीने तक मैं इस project पर एक साल से काम कर रहा हूँगा।
- 20 जब वह graduate होगा, वह सोलह साल से पढ़ाई कर रहा होगा।
- 21 दिसंबर तक हम दो साल से इस घर में रह रहे होंगे।
- 22 शाम तक मज़दूर दस घंटे से काम कर रहे होंगे।
- 23 जब गाड़ी पहुँचेगी, हम पाँच घंटे से इंतज़ार कर रहे होंगे।
- 24 अगले साल तक वह बीस साल से यही दुकान चला रही होगी।
- 25 जून तक बारिश का इंतज़ार करते हुए किसानों को तीन महीने हो चुके होंगे।

8 Answer Key



ANSWERS · SET A

- | | |
|-----------------------------|--------------------------------------|
| 1 will have been operating | 2 will have been waiting |
| 3 will have been preparing | 4 will ... have been practising |
| 5 will have been raining | 6 will have been driving |
| 7 will have been paying | 8 will not (won't) have been working |
| 9 will have been travelling | 10 will have been repaying |

ANSWERS · SET B

- 11 By June, she will have been living in Pune for a decade. (-ing needed.)
- 12 He will have been running the shop for 15 years by then. ('Been', not 'being'.)
- 13 By 2030, I will have owned this land for 20 years. ('Own' is stative.)
- 14 They will have been building the mall for four years by Diwali. ('Have', not 'has', after will.)
- 15 By the time you finish your MBA, you will have been studying for 17 years. (No will in the time clause.)
- 16 I will have finished the audit by Monday. (Completion → Future Perfect, no 'been'.)
- 17 How long will you have been working here by next year? (Will before the subject.)
- 18 When he retires, he will have been teaching for 35 years. (Duration up to that point.)

ANSWERS · SET C

- 19 By next month, I will have been working on this project for a year.
- 20 When he graduates, he will have been studying for sixteen years.
- 21 By December, we will have been living in this house for two years.
- 22 By evening, the workers will have been working for ten hours.
- 23 When the car arrives, we will have been waiting for five hours.
- 24 By next year, she will have been running this same shop for twenty years.
- 25 By June, the farmers will have been waiting for the rain for three months.

NEXT UP

Used To, Would Always & Future in the Past — the finishing touches before the Grand Review.



MODULE 1 — VERB TENSES

15

Used To, Would Always & Future in the Past



Level: Intermediate–Advanced

Estimated study time: 50 minutes

1 Quick Look



Three finishing tools for your tense kit. **USED TO**: past habits and states that are no longer true. **WOULD ALWAYS**: repeated past actions, with a nostalgic or annoyed flavour. **FUTURE IN THE PAST** (was going to / would): what the future looked like from a point in the past.

USED TO

Subject + used to + base verb

I used to smoke. (I don't anymore)

WOULD ALWAYS

Subject + would always + base verb

Dadaji would always tell us stories.

FUTURE IN THE PAST

was/were going to + verb / would + verb

He said he was going to call. / She promised she would help.

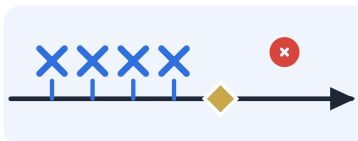


The golden rule: USED TO works for both actions AND states (I used to have a scooter). WOULD ALWAYS works ONLY for actions — never states. 'I would have a scooter' does not mean a past possession; only 'used to have' does.

THREE TOOLS, THREE VIEWPOINTS

USED TO

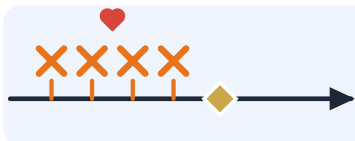
past habits and states
that are no longer true



I used to smoke.
(I don't anymore)

WOULD ALWAYS

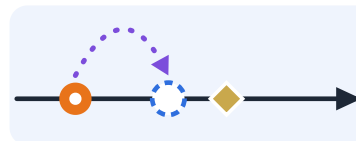
repeated past actions
with a nostalgic or annoyed flavour



Dadaji would always tell us stories.
(actions only, never states)

FUTURE IN THE PAST

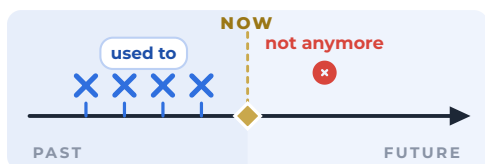
what the future looked like
from a past moment



He said he was going to call.
She promised she would help.

Used to and would look back at the past; the future in the past looks forward from a past moment.

2 When to Use It



USE 1 USED TO — past habits, now stopped

The contrast with today is the whole point.

- *I used to travel by bus; now I drive.*
- *We used to play cricket on this ground — now there's a tower here.*
- *She used to work in a call centre before joining real estate.*



USE 2 USED TO — past states and situations

With stative verbs: have, be, live, like, believe.

- *This area used to be farmland.*
- *He used to have long hair in college.*
- *I used to believe everything agents told me. Not anymore.*

used to → used to

after did / didn't, the 'd' drops

I didn't use to like green tea.

Did you use to live in Vaishali?

USE 3 Negatives and questions of USED TO

With did, the 'd' drops: didn't use to / Did you use to.

- *I didn't use to like green tea, but now I drink it daily.*
- *Did you use to live in Vaishali?*

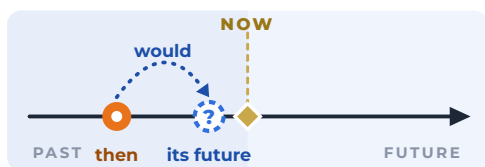


USE 4

WOULD ALWAYS — repeated past actions with flavour

Nostalgia or irritation. Also: would often, would sometimes, would never.

- *Every summer, Nani would make aam ka achaar for the whole family.*
- *He would always borrow my notes and never return them.*
- *On Sundays, we would often walk to the old market.*



USE 5 FUTURE IN THE PAST — was going to / would

A past moment's view of its future — plans, promises, and predictions, often in reported speech.

- *I was going to call you, but my phone died. (plan that changed)*
- *He knew the deal would close before Diwali. (past prediction)*
- *She said she would send the papers by Monday. (past promise)*

3 Used To vs. Would — The Decision Table



SITUATION	USED TO	WOULD (ALWAYS)
Repeated past action (play, visit, tell)	Yes — I used to play here.	Yes — I would play here every evening.
Past state (have, be, live, like)	Yes — I used to have a cycle.	NO — 'I would have a cycle' is wrong for possession.

SITUATION	USED TO	WOULD (ALWAYS)
Needs a time-context to sound natural?	No — works alone.	Yes — usually needs 'every summer / always / on Sundays'.

Preview warning: 'used to + verb' (past habit) is NOT 'be used to + noun/-ing' (accustomed to). 'I used to get up early' = past habit. 'I am used to getting up early' = I am accustomed to it, now. Full chapter on this pair in Module 6.

🗒️ CAN I USE WOULD?

	USED TO	WOULD
repeated action play, visit, tell	✓ I used to play here.	✓ I would play here every evening.
state have, be, live, like	✓ I used to have a cycle.	✗ I would have a cycle.
time context needed to sound natural?	No: it works alone.	Yes: usually needs every summer / always / on Sundays

Used to works for actions and states; would works only for repeated actions, and usually needs a time context.

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

USED TO = 'पहले करता था (अब नहीं करता)': मैं पहले सिगरेट पीता था।

→ I used to smoke.

यह ज़मीन पहले खेत हुआ करती थी।

→ This land used to be farmland. ('हुआ करता था' = used to be)

WOULD ALWAYS = यादों वाला 'अक्सर करता था': दादाजी हमें रोज़ कहानियाँ सुनाया करते थे।

→ Dadaji would always tell us stories.

FUTURE IN THE PAST = 'करने वाला था / करेगा (past की नज़र से)': मैं तुम्हें फ़ोन करने वाला था। → I was going to call you. उसने कहा था कि वह आएगा। → He said he would come.

ध्यान दें आखिरी वाले में: हिंदी में 'आएगा' है, पर English में past reporting के बाद will नहीं, would लगेगा।

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I use to go for morning walks.	✓ I used to go for morning walks.	Affirmative keeps the 'd': used to. ('Use to' only after did/didn't.)
✗ I didn't used to like tea.	✓ I didn't use to like tea.	After didn't, the 'd' drops: use to.

✗ WRONG	✓ RIGHT	💡 WHY
✗ He would have a big house in those days.	✓ He used to have a big house in those days.	States (have/be/live) take used to, never would.
✗ She is used to work in a bank. (Meaning: past job)	✓ She used to work in a bank.	'Is used to' means accustomed — wrong meaning entirely. Past habit has no 'is'.
✗ He said he will come tomorrow.	✓ He said he would come the next day.	After said/told (past), will shifts to would.
✗ I was going to called you.	✓ I was going to call you.	'Going to' takes the base verb.

6 Signal Words



🔔 Signals for this chapter's tools:

➤ USED TO → 'earlier / in those days / before / pehle' + a now-changed situation

WOULD ALWAYS → every summer

always

often

on Sundays + nostalgic repeated action

➤ FUTURE IN THE PAST → said / told / knew / promised / thought + would; 'was going to' + interrupted plan (but...)

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- This market _____ (be) a mango orchard thirty years ago.
- I _____ (not/use) to eat outside food, but Noida changed me.
- _____ you _____ (use) to cycle to school?
- Every Diwali, mother _____ (would/make) besan ke laddoo for the whole colony.
- He promised he _____ (call) after the meeting.
- We _____ (go) to watch the Ram Leela every year as kids.
- I _____ (be going to) sell the plot, but the rates jumped, so I held it.
- She knew the flight _____ (be) late — it always was.
- Grandfather _____ (would/sit) on that same bench every evening.
- There _____ (use) to be a cinema hall where this mall stands.

SET B Correct the mistake

8 QUESTIONS

- I use to live in Meerut before 2010.
- Did she used to teach here?
- He would own three shops in those days.
- I am used to play cricket in school. (Meaning: past habit)
- They said they will finalise the deal next week. (reported in the past)
- We would went to the river every summer.
- She didn't used to wear glasses.
- I was going to calling you last night.

SET C Translate into English

7 QUESTIONS

- 19 मैं पहले बहुत चाय पीता था, अब नहीं पीता।
- 20 यहाँ पहले एक बड़ा पीपल का पेड़ हुआ करता था।
- 21 बचपन में हम हर रविवार नानी के घर जाया करते थे।
- 22 उसने कहा था कि वह पैसे लौटा देगा।
- 23 मैं तुम्हें बताने वाला था, पर भूल गया।
- 24 क्या तुम पहले इसी स्कूल में पढ़ते थे?
- 25 पिताजी हमेशा कहा करते थे कि ज़मीन कभी धोखा नहीं देती।

8 Answer Key



ANSWERS · SET A

- | | | |
|----------------|--------------|--------------------------------------|
| 1 used to be | 2 didn't use | 3 Did ... use |
| 4 would make | 5 would call | 6 used to go (would go also correct) |
| 7 was going to | 8 would be | 9 would sit |
| 10 used | | |

ANSWERS · SET B

- 11 I used to live in Meerut before 2010. (Affirmative keeps the 'd'.)
- 12 Did she use to teach here? (After did, drop the 'd'.)
- 13 He used to own three shops in those days. (State → used to.)
- 14 I used to play cricket in school. (Past habit — no 'am'.)
- 15 They said they would finalise the deal the next week. (will → would after said.)
- 16 We would go to the river every summer. (Base verb after would.)
- 17 She didn't use to wear glasses. (Drop the 'd' after didn't.)
- 18 I was going to call you last night. (Base verb after going to.)

ANSWERS · SET C

- 19 I used to drink a lot of tea; now I don't.
- 20 There used to be a big peepal tree here.
- 21 In our childhood, we would go to Nani's house every Sunday. / ...we used to visit our grandmother every Sunday.
- 22 He said (that) he would return the money.
- 23 I was going to tell you, but I forgot.
- 24 Did you use to study in this same school?
- 25 Father would always say that land never betrays you. / Father used to say...

NEXT UP

Final chapter: the Grand Review — the full tense map on one page, and 3 mixed practice tests to prove you own all thirteen tenses.



MODULE 1 — VERB TENSES

16

Grand Review & Practice Tests



Level: All

Estimated time: 90 minutes (map revision + 3 tests)

THREE TIME FRAMES, FOUR ASPECTS

	PAST	PRESENT	FUTURE
SIMPLE	V2 किया / था	V1 (+s) करता है	will + V1 / going to करेगा / करने वाला है
CONTINUOUS	was / were + Ving कर रहा था	am / is / are + Ving कर रहा है	will be + Ving कर रहा होगा
PERFECT	had + V3 कर चुका था	have / has + V3 कर चुका है	will have + V3 कर चुका होगा
PERFECT CONTINUOUS	had been + Ving (कब से) कर रहा था	have / has been + Ving (कब से) कर रहा है	will have been + Ving (तब तक, कब से) कर रहा होगा
PAST HABITS	used to V1 / would V1 पहले करता था		

now

the 'then' moment or the deadline

in progress

completed

one action

Pick a time frame (past, present or future) and an aspect (simple, continuous, perfect or perfect continuous): the formula and the picture follow.

1 The Complete Tense Map — One Page, Thirteen Tenses

Read this table until you can reproduce it from memory. Every tense, its formula, its Hindi feeling, and one example.

TENSE	FORMULA	HINDI FEELING	EXAMPLE
Simple Present	V1 (+s)	करता है	She works in Noida.
Present Continuous	am/is/are + Ving	कर रहा है	She is working right now.

TENSE	FORMULA	HINDI FEELING	EXAMPLE
Present Perfect	have/has + V3	कर चुका है	She has finished the report.
Present Perfect Continuous	have/has been + Ving	(कब से) कर रहा है	She has been working since 9.
Simple Past	V2	किया / था	She worked there in 2020.
Past Continuous	was/were + Ving	कर रहा था	She was working when I called.
Past Perfect	had + V3	कर चुका था	She had left before I arrived.
Past Perfect Continuous	had been + Ving	(कब से) कर रहा था	She had been working for hours.
Simple Future	will + V1 / going to	करेगा / करने वाला है	She will call you. / She is going to call.
Future Continuous	will be + Ving	कर रहा होगा	She will be working at 5.
Future Perfect	will have + V3	कर चुका होगा	She will have finished by 5.
Future Perfect Continuous	will have been + Ving	(तब तक, कब से) कर रहा होगा	By June, she will have been working there for a year.
Used to / Would	used to + V1 / would + V1	पहले करता था	She used to work in a bank.

Five rules that solve most confusion:

- 1 Stative verbs (know, want, have=own, love, understand, belong) never take -ing — in any tense.
- 2 Specific finished time (yesterday, ago, in 2015) bans Perfect tenses → Simple Past.
- 3 'Since/for + still continuing' pulls towards Perfect Continuous (have/had/will have been + -ing).
- 4 No 'will' inside when/if/before/after/until/as soon as clauses — Simple Present does the job.
- 5 After did/didn't and after will, the verb returns to base form. One word carries the tense.

2 Practice Test 1 — Choose the Right Tense (25 questions)

Fill each blank with the correct form of the verb in brackets. All thirteen tenses are in play.

- 1 Ravi _____ (work) in Gurgaon these days, but he _____ (live) in Ghaziabad permanently.
- 2 I _____ (call) you three times yesterday — where were you?
- 3 By the time we _____ (reach) the hall, the speeches _____ (already/start).
- 4 She _____ (learn) French for two years now, and she _____ (already/finish) the basic level.
- 5 Look at the traffic! We _____ (miss) the flight.
- 6 When I was a child, my mother _____ (tell) me a story every night.

Fill each blank with the correct form of the verb in brackets. All thirteen tenses are in play.

- 7 Water _____ (boil) at 100°C — everyone _____ (know) that.
- 8 He _____ (drive) for ten hours straight when the accident _____ (happen).
- 9 Don't call at 9 tomorrow — I _____ (meet) the CA at that time.
- 10 By next Holi, we _____ (live) in this house for twenty years.
- 11 I _____ (see) him only once since he _____ (move) to Pune.
- 12 The office _____ (close) by the time you reach — it's already 7:40.
- 13 While she _____ (cook), the children _____ (do) their homework.
- 14 He said he _____ (send) the documents the next morning.
- 15 This colony _____ (be) a jungle before the builders came.
- 16 I _____ (not/finish) the book yet — I _____ (read) it since Sunday.
- 17 As soon as the payment _____ (clear), we _____ (start) the registry process.
- 18 _____ you ever _____ (attend) a property expo before this one?
- 19 The phone rang while I _____ (take) a shower.
- 20 Okay, you rest — I _____ (drop) the kids to school today.
- 21 By 2030, this expressway _____ (change) the whole district.
- 22 She _____ (not/use) to like Delhi, but now she _____ (love) it.
- 23 How long _____ they _____ (negotiate) when the seller finally agreed?
- 24 Prices _____ (rise) every year since 2021.
- 25 I promise I _____ (not/tell) anyone about this.

3 Practice Test 2 — Find and Fix the Error (15 questions)



Each sentence has exactly one tense error. Rewrite it correctly.

- | | |
|---|--|
| 1 I am knowing this area very well. | 2 She has completed her degree in 2019. |
| 3 We are living in this society since five years. | 4 Did you went to the site yesterday? |
| 5 When he will come, give him the keys. | 6 The train had left. (Only one event — nothing else in context.) |
| 7 By Monday, I will finish the entire audit.
(Meaning: done before Monday) | 8 He said he will pay the token amount soon.
(reported last week) |
| 9 I use to walk five kilometres daily in my twenties. | 10 Look at those clouds — it will rain. |

Each sentence has exactly one tense error. Rewrite it correctly.

- | | |
|--|---|
| <p>11 She was cooking dinner when the guests were arriving.</p> <p>13 This time tomorrow, we will sit in the new office. (Meaning: in progress)</p> <p>15 The ground is wet — it rained. (Focus: visible evidence now)</p> | <p>12 I have been owning this shop since 2010.</p> <p>14 He would have a Bullet motorcycle in his college days.</p> |
|--|---|

4 Practice Test 3 — Translate into English (10 questions)

Translate. Choose the tense from the Hindi feeling — this is the real exam.

- | | |
|---|---|
| <p>1 वह रोज़ सुबह योग करता है।</p> <p>3 जब मैं पहुँचा, meeting शुरू हो चुकी थी।</p> <p>5 क्या तुमने कभी गोवा देखा है?</p> <p>7 शाम तक मैं सारे documents भेज चुका हूँगा।</p> <p>9 उसने कहा था कि वह समय पर पहुँच जाएगा।</p> | <p>2 मैं दो घंटे से तुम्हारा इंतज़ार कर रहा हूँ।</p> <p>4 हम अगले महीने नया showroom खोलने वाले हैं।</p> <p>6 बारिश हो रही थी जब हम निकले।</p> <p>8 वह पहले इसी building में काम करता था।</p> <p>10 कल इस समय हम पहाड़ों में गाड़ी चला रहे होंगे।</p> |
|---|---|

5 Answer Keys

ANSWERS · TEST 1

- | | |
|---|---|
| <p>1 is working ... lives</p> <p>3 reached ... had already started</p> <p>5 are going to miss</p> <p>7 boils ... knows</p> <p>9 will be meeting</p> <p>11 have seen ... moved</p> <p>13 was cooking ... were doing</p> <p>15 used to be / was</p> <p>17 clears ... will start</p> <p>19 was taking</p> <p>21 will have changed</p> <p>23 had ... been negotiating</p> <p>25 will not (won't) tell</p> | <p>2 called</p> <p>4 has been learning ... has already finished</p> <p>6 told (would tell also correct)</p> <p>8 had been driving ... happened</p> <p>10 will have lived / will have been living</p> <p>12 will have closed</p> <p>14 would send</p> <p>16 have not finished ... have been reading</p> <p>18 Have ... attended</p> <p>20 will drop (I'll drop)</p> <p>22 didn't use ... loves</p> <p>24 have risen / have been rising</p> |
|---|---|

ANSWERS · TEST 2

- 1 I know this area very well. (Stative verb.)
- 2 She completed her degree in 2019. (Specific time → Simple Past.)
- 3 We have been living in this society for five years. (Perfect Continuous + 'for' with duration.)
- 4 Did you go to the site yesterday? (Base verb after did.)
- 5 When he comes, give him the keys. (No will in the when-clause.)
- 6 The train left. / The train has left. (Past Perfect needs a second, later past event.)
- 7 By Monday, I will have finished the entire audit. (Deadline + completion → Future Perfect.)
- 8 He said he would pay the token amount soon. (will → would after said.)
- 9 I used to walk five kilometres daily in my twenties. (Affirmative keeps the 'd'.)
- 10 Look at those clouds — it is going to rain. (Visible evidence → going to.)
- 11 She was cooking dinner when the guests arrived. (Interruption → Simple Past.)
- 12 I have owned this shop since 2010. ('Own' is stative.)
- 13 This time tomorrow, we will be sitting in the new office. (Moment in progress → Future Continuous.)
- 14 He used to have a Bullet motorcycle in his college days. (State → used to, not would.)
- 15 The ground is wet — it has been raining. / it has rained. (Present evidence → Present Perfect (Continuous).)

ANSWERS · TEST 3

- | | |
|--|---|
| 1 He does yoga every morning. | 2 I have been waiting for you for two hours. |
| 3 When I arrived, the meeting had already started. | 4 We are going to open a new showroom next month. |
| 5 Have you ever seen Goa? / Have you ever been to Goa? | 6 It was raining when we left. |
| 7 I will have sent all the documents by evening. | 8 He used to work in this same building. |
| 9 He said (that) he would reach on time. | 10 This time tomorrow, we will be driving in the mountains. |

NEXT UP

Module 1 complete. You now own all thirteen tenses. Module 2 — Conditionals — begins with the sentence every deal-maker needs: 'If the price is right, we will close today.'



MODULE

2



Conditionals

10 CHAPTERS

2 PRACTICE TESTS

real and unreal worlds · wishes

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MODULE 2 — CONDITIONALS

01

Conditionals Overview — Real vs. Unreal



📖 Level: Intermediate

🕒 Estimated study time: 40 minutes

1 Quick Look



A conditional sentence has two parts: the IF-clause (the condition) and the result clause. English sorts all conditionals into two families — REAL (possible, factual) and UNREAL (imaginary, impossible). Master the family system first; the individual conditionals become easy after that.

STRUCTURE

If + condition, result.

💬 If it rains, we will cancel the site visit.

ORDER IS FLEXIBLE

Result + if + condition (no comma)

💬 We will cancel the site visit if it rains.

THE COMMA RULE

If-clause FIRST → comma after it. Result clause first → no comma.



The golden rule of all conditionals: UNREAL = one step back in time. To show something is imaginary, English shifts the tense backwards — present ideas use past tense, past ideas use past perfect. This single trick unlocks every unreal conditional in this module.

⇒ TWO CLAUSES, TWO ORDERS

IF-CLAUSE FIRST

IF

If it rains

RESULT

we will cancel the site visit.



comma after the if-clause

RESULT FIRST

RESULT

We will cancel the site visit

IF

if it rains.



no comma

Same meaning either way: the comma depends only on which clause comes first.

2 When to Use It

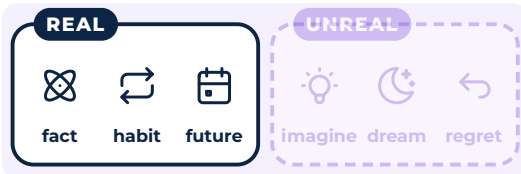


USE 1

The REAL family — things that do or can happen

Facts, habits, and possible futures. Normal tenses, no shifting.

- *If you heat ice, it melts. (fact — always true)*
- *If the client agrees, we will sign tomorrow. (possible future)*
- *If I had free time in those days, I visited the site myself. (real past habit)*

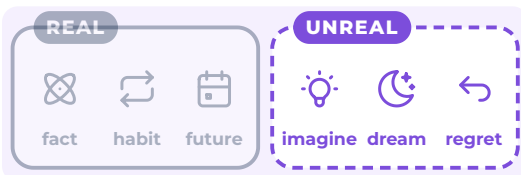


USE 2

The UNREAL family — imagination, dreams, regrets

Tense shifts one step back to signal ‘this is not reality’.

- *If I had ₹10 crore, I would buy that corner plot. (I don't have it — imaginary present)*
- *If we had launched last year, we would have beaten the competition. (we didn't — past regret)*

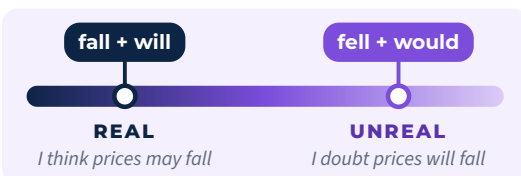


USE 3

Spot the difference — same idea, two families

Watch how the tense shift changes the meaning:

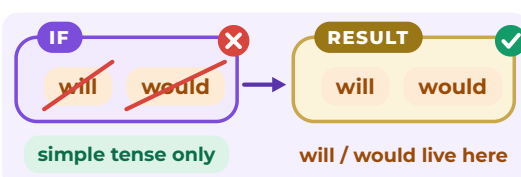
- *If prices fall, I will buy. (REAL — I think they may fall)*
- *If prices fell, I would buy. (UNREAL — I doubt they will fall)*
- *The facts are identical; the speaker's belief is different.*



USE 4 The one rule that never changes

WILL and WOULD almost never enter the if-clause. The if-clause carries the condition in a simple tense; will/would live in the result clause.

- *If he calls (NOT will call), tell me immediately.*
- *If I knew (NOT would know) the answer, I would tell you.*

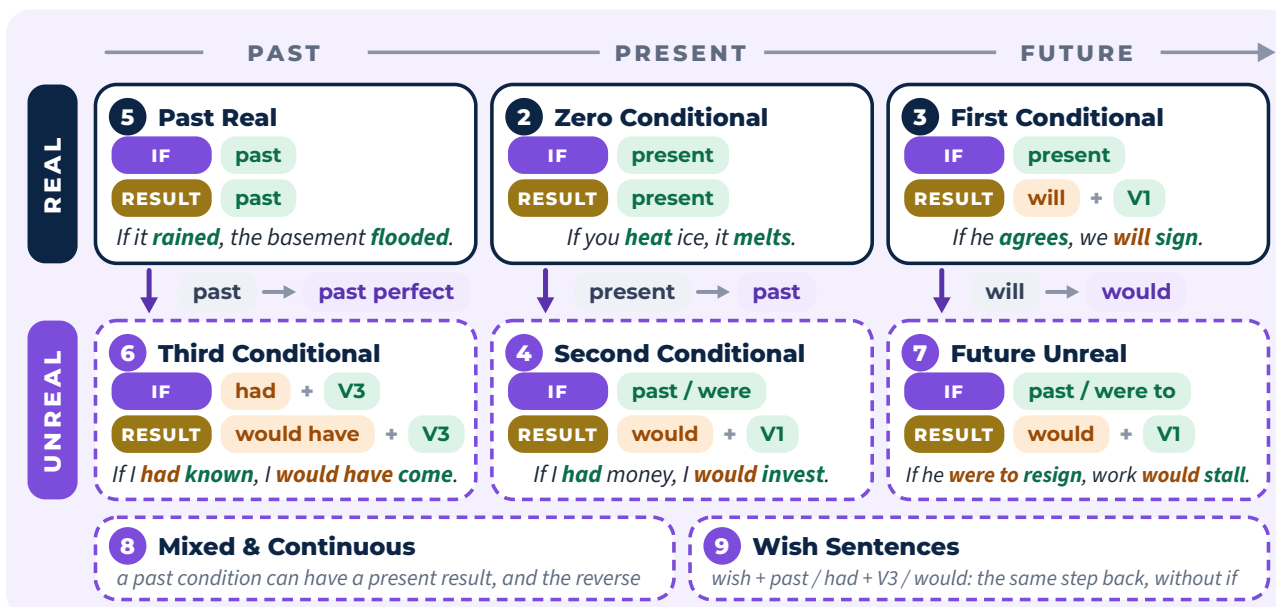


3 The Map of Module 2



CONDITIONAL	FORMULA	MEANING	CHAPTER
Present Real (Zero)	If + present, present	Facts, habits	2
Future Real (First)	If + present, will + V1	Possible future	3
Present Unreal (Second)	If + past, would + V1	Imaginary now	4
Past Real	If + past, past	Real past habits	5
Past Unreal (Third)	If + past perfect, would have + V3	Past regrets	6
Future Unreal	If + past/were to, would + V1	Unlikely future	7
Continuous & Mixed	combinations	Advanced	8
Wish & Were to	wish + past forms	Desires, regrets	9

THE MAP OF MODULE 2



4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Conditional मतलब 'अगर... तो...' वाले वाक्य। हर conditional के दो हिस्से हैं: शर्त (if-clause) और नतीजा (result)।

अ HINDI CONCEPT NOTE हिंदी में समझिए

REAL = जो हो सकता है या होता है: अगर बारिश होगी, तो हम नहीं जाएँगे।

→ If it rains, we will not go.

UNREAL = खयाली बात: अगर मेरे पास दस करोड़ होते, तो मैं वह plot खरीद लेता।

→ If I had ten crores, I would buy that plot.

ध्यान दें — हिंदी में unreal का signal है 'होते / होता / लेता' (...ता form)। English में signal है tense का एक क़दम पीछे जाना: have → had, will → would।

और सबसे बड़ा rule: हिंदी में 'अगर बारिश होगी' future में है, पर English के if-clause में will नहीं आता — If it rains (NOT will rain)।

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ If it will rain, we will stay home.	✓ If it rains, we will stay home.	No will in the if-clause. Hindi 'hogi' misleads you — English uses present tense there.
✗ If I would have money, I would invest.	✓ If I had money, I would invest.	No would in the if-clause either. The if-clause takes simple past for unreal.
✗ If you heat water it boils.	✓ If you heat water, it boils.	If-clause first → comma after it.
✗ We will sign, if the client agrees.	✓ We will sign if the client agrees.	Result clause first → no comma.
✗ If prices fell, I will buy.	✓ If prices fell, I would buy. / If prices fall, I will buy.	Don't mix families: past + would (unreal) or present + will (real). Never past + will.
✗ Suppose if he comes late...	✓ Suppose he comes late... / If he comes late...	'Suppose' already means 'if' — using both is an Indian-English double.



6 Signal Words

Family-spotting signals:

- > REAL → normal tenses; the speaker believes it can happen
- > UNREAL → tense shifted back (had, knew, were, would have); the speaker is imagining
- if unless as long as provided that in case — all introduce conditions
- > would / could / might in the result clause = you are in the unreal family

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- Label REAL or UNREAL: If I were the CM, I _____ (fix) these roads first.
- If you mix blue and yellow, you _____ (get) green.
- If the loan _____ (get) approved this week, we will book the unit.
- If I _____ (know) his number, I would call him right now.
- If she _____ (come) tomorrow, give her the file.
- If we _____ (have) a bigger office, we would hire more staff. (we don't)
- Water freezes if the temperature _____ (drop) below zero.
- If they _____ (offer) a discount, I will close the deal today.
- If he _____ (be) serious about the plot, he would have visited by now.
- Unless you _____ (hurry), you will miss the train.

SET B Correct the mistake

8 QUESTIONS

- If it will be sunny tomorrow, we will visit the site.
- If I would know the answer, I would tell you.
- If you heat ghee it melts quickly. (punctuation)
- We will leave early, if the meeting ends on time. (punctuation)
- If I had wings, I will fly to Mumbai.
- Suppose if the buyer backs out, what will we do?
- If she will call, tell her I am in a meeting.
- If prices would fall, I would buy two units.

SET C Translate into English

7 QUESTIONS

- अगर बारिश हुई, तो हम घर पर रहेंगे।
- अगर मेरे पास समय होता, तो मैं ज़रूर आता।
- अगर तुम मेहनत करोगे, तो सफल होंगे।
- अगर पानी को गर्म करो, तो वह भाप बन जाता है।

SET C Translate into English

7 QUESTIONS

23 अगर वह कल आए, तो मुझे बता देना।

24 अगर मैं तुम्हारी जगह होता, तो यह offer ले लेता।

25 जब तक तुम कोशिश नहीं करोगे, कुछ नहीं होगा।

8 Answer Key



ANSWERS • SET A

1 would fix (UNREAL)

2 get (REAL)

3 gets (REAL)

4 knew (UNREAL)

5 comes (REAL)

6 had (UNREAL)

7 drops (REAL)

8 offer (REAL)

9 were (UNREAL)

10 hurry (REAL)

ANSWERS • SET B

11 If it is sunny tomorrow, we will visit the site. (No will in the if-clause.)

12 If I knew the answer, I would tell you. (No would in the if-clause.)

13 If you heat ghee, it melts quickly. (Comma after the if-clause.)

14 We will leave early if the meeting ends on time. (No comma when result comes first.)

15 If I had wings, I would fly to Mumbai. (Unreal → would, not will.)

16 Suppose the buyer backs out — what will we do? / If the buyer backs out... ('Suppose' = 'if'; use one.)

17 If she calls, tell her I am in a meeting. (Present tense in the if-clause.)

18 If prices fell, I would buy two units. (Simple past in the if-clause.)

ANSWERS • SET C

19 If it rains, we will stay home.

20 If I had time, I would definitely come.

21 If you work hard, you will succeed.

22 If you heat water, it turns into steam.

23 If he comes tomorrow, let me know.

24 If I were you, I would take this offer. / If I were in your place, I would accept this offer.

25 Unless you try, nothing will happen.

NEXT UP

the Present Real (Zero) Conditional — the conditional of facts, rules, and habits: if you heat ice, it melts.



MODULE 2 — CONDITIONALS

02

Present Real Conditional (Zero Conditional)

Level: Intermediate

Estimated study time: 35 minutes



1 Quick Look

The Zero Conditional talks about things that are ALWAYS true when the condition is met — scientific facts, rules, routines, and habits. Both halves take the Simple Present. It is the simplest conditional, and the only one where ‘if’ and ‘when’ mean the same thing.

FORMULA

If + Simple Present, Simple Present

If you heat ice, it melts.

NEGATIVE

If you don't water plants, they die.

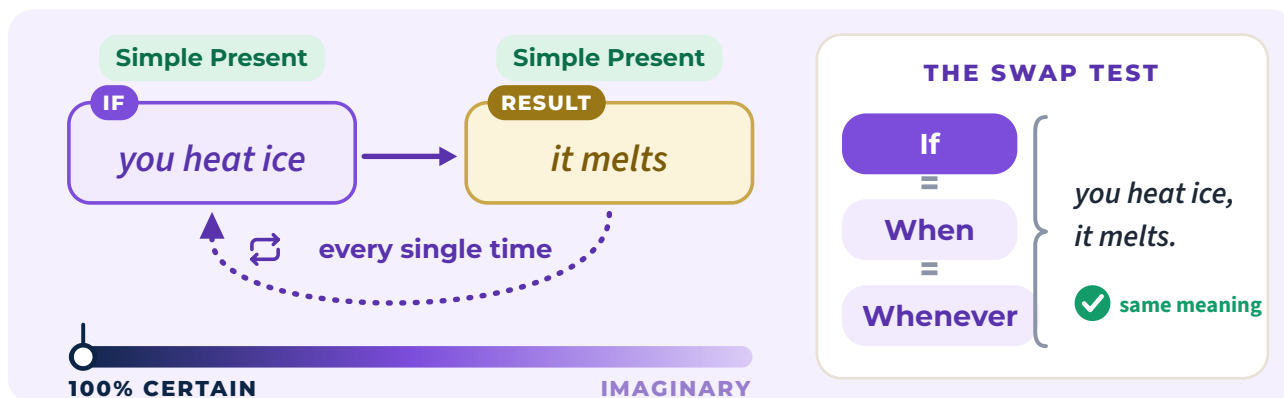
IF = WHEN

When you heat ice, it melts. (identical meaning — because it happens every time)



The golden rule: Zero Conditional = 100% certainty, every single time. If the result happens only sometimes or only in the future, you are in the wrong chapter — that's the First Conditional (Chapter 3).

ALWAYS TRUE: IF = WHEN



Both halves take the Simple Present. If you can swap if for when (or whenever) without changing the meaning, it is a Zero Conditional.

2 When to Use It



IF

you mix cement with
too much water

always

RESULT

it weakens

Simple Present

Simple Present

USE 1 Scientific facts and general truths

Laws of nature — the result never varies.

- If you mix cement with too much water, it weakens.
- If the temperature crosses 45°C, tar roads soften.
- Plants die if they don't get sunlight.

IF

you press this
button

rule

RESULT

the generator
starts

Simple Present

Simple Present

USE 2 Rules, systems, and processes

How things work — offices, machines, laws.

- If you press this button, the generator starts.
- If a cheque bounces, the bank charges a penalty.
- If you don't renew the licence, it lapses automatically.

IF

I finish work early



habit

RESULT

I walk home

Simple Present

Simple Present

USE 3 Personal habits and routines

What you always do in a certain situation.

- If I finish work early, I walk home from the office.
- If clients visit after 6, we show them the lit-up sample flat.
- She takes an umbrella if the sky looks cloudy.

IF

the alarm rings



order

RESULT

leave the building!

Simple Present

imperative

USE 4 Instructions with imperatives

The result clause can be a command.

- If the alarm rings, leave the building immediately.
- If anyone asks for me, take a message.
- Call the electrician if the meter sparks.

ZERO OR FIRST?



Does it happen EVERY time?

YES: every time

NO: one future event

2 Zero Conditional

IF

Simple Present

If you **heat** ice,
it **melts**.

RESULT

Simple Present

3 First Conditional

IF

Simple Present

If you **heat** ice,
it **will melt**.

RESULT

will + V1

Same words, different result clause: a fact that is true every time is Zero; one future event takes will (Chapter 3).

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Zero Conditional उन बातों के लिए है जो हर बार सच होती हैं — विज्ञान के नियम, rules, आदतें।

अगर बर्फ़ को गर्म करो, तो वह पिघलती है। → If you heat ice, it melts.

दोनों हिस्सों में Simple Present — कोई will नहीं, कोई would नहीं।

पहचान की trick: अगर 'अगर' की जगह 'जब भी' (whenever) रख सको और मतलब वही रहे, तो Zero Conditional है। 'जब भी बर्फ़ गर्म करो, पिघलती है' — same बात।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ If you will heat ice, it melts.	✓ If you heat ice, it melts.	No will anywhere in a Zero Conditional — both sides are Simple Present.
✗ If you heat ice, it will melt.	✓ If you heat ice, it melts. (fact) / it will melt. (one future event)	Never will + verb-s. And for an always-true fact, plain present is the natural choice.
✗ If he don't pay on time, the bank charges interest.	✓ If he doesn't pay on time, the bank charges interest.	He/she/it → doesn't. The Chapter 1 (Module 1) rule follows you everywhere.
✗ If you mixes red and white, you get pink.	✓ If you mix red and white, you get pink.	'You' takes the base verb — no -s.
✗ When if the bell rings, the class ends.	✓ When the bell rings, the class ends. / If the bell rings...	Use when OR if — never both together.
✗ If I am finishing early, I walk home.	✓ If I finish early, I walk home.	Habits take Simple Present, not continuous — even inside conditionals.

5 Signal Words



Zero Conditional signals:

always every time whenever — or the feeling of them

- > Scientific/technical statements (heat, mix, press, boil)
- > Rules and penalties (if you break X, Y happens)
- > If replaceable by when/whenever with no change in meaning

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 If you _____ (leave) milk out in summer, it _____ (spoil) by evening.
- 2 If the inverter battery _____ (run) low, the light _____ (start) blinking.
- 3 Whenever he _____ (visit) Delhi, he _____ (stay) at his sister's place.
- 4 If you _____ (not/pay) the maintenance, the society _____ (send) a notice.
- 5 Ice _____ (float) if you _____ (drop) it in water.
- 6 If a property _____ (have) a clear title, buyers _____ (trust) it more.
- 7 If she _____ (drink) coffee at night, she _____ (not/sleep) well.
- 8 _____ (call) the plumber if the tank _____ (overflow).
- 9 If the signal _____ (turn) red, traffic _____ (stop).
- 10 My phone _____ (hang) if I _____ (open) too many apps.

SET B Correct the mistake

8 QUESTIONS

- | | |
|--|---|
| <ol style="list-style-type: none"> 11 If you will press this switch, the pump starts. 13 When if the rates drop, buyers return to the market. 15 If he is drinking tea every morning, he feels fresh. (habit meaning) 17 The dog barks, if strangers come. (punctuation) | <ol style="list-style-type: none"> 12 If she cook rice daily, she uses the small cooker. 14 If you don't waters the plants, they dies. 16 If you heat iron, it will expands. 18 If we finishes early on Fridays, we go home by 6. |
|--|---|

SET C Translate into English

7 QUESTIONS

- | | |
|--|---|
| <ol style="list-style-type: none"> 19 अगर तुम बर्फ़ को धूप में रखो, तो वह पिघल जाती है। 21 जब भी बिजली जाती है, generator अपने आप चालू हो जाता है। 23 अगर बारिश होती है, तो यह सड़क भर जाती है। 25 अगर कोई मेरा पूछे, तो कहना मैं site पर हूँ। | <ol style="list-style-type: none"> 20 अगर वह जल्दी उठता है, तो सैर पर जाता है। 22 अगर दूध उबल जाए, तो गैस बंद कर देना। 24 अगर आप समय पर किराया नहीं देते, तो मालिक नाराज़ होता है। |
|--|---|

7 Answer Key



ANSWERS · SET A

- | | | |
|---------------------------------------|----------------------|--------------------|
| 1 leave ... spoils | 2 runs ... starts | 3 visits ... stays |
| 4 do not (don't) pay ... sends | 5 floats ... drop | 6 has ... trust |
| 7 drinks ... does not (doesn't) sleep | 8 Call ... overflows | 9 turns ... stops |
| 10 hangs ... open | | |

ANSWERS · SET B

- 11 If you press this switch, the pump starts. (No will in Zero Conditional.)
- 12 If she cooks rice daily, she uses the small cooker. (She → cooks.)
- 13 When the rates drop, buyers return to the market. (When OR if, not both.)
- 14 If you don't water the plants, they die. (Base verb after don't; they → die.)
- 15 If he drinks tea every morning, he feels fresh. (Habit → Simple Present.)
- 16 If you heat iron, it expands. (No will; and never will + -s.)
- 17 The dog barks if strangers come. (No comma when result comes first.)
- 18 If we finish early on Fridays, we go home by 6. (We → finish.)

ANSWERS · SET C

- | | |
|---|--|
| 19 If you keep ice in the sun, it melts. | 20 If he gets up early, he goes for a walk. |
| 21 Whenever the electricity goes, the generator starts automatically. | 22 If the milk boils over, turn off the gas. |
| 23 If it rains, this road gets flooded / waterlogged. | 24 If you don't pay the rent on time, the landlord gets upset. |
| 25 If anyone asks for me, say (that) I am at the site. | |

NEXT UP

the Future Real (First) Conditional — real plans, real warnings, real deals: if the price is right, we will close today.



MODULE 2 — CONDITIONALS

03

Future Real Conditional (First Conditional)

Level: Intermediate

Estimated study time: 45 minutes



1 Quick Look



The First Conditional talks about REAL future possibilities — things that genuinely might happen, and what will follow if they do. It is the conditional of plans, promises, warnings, and negotiations. Formula: If + Simple Present, will + base verb.

FORMULA

If + Simple Present, will + V1

If the client agrees, we will sign tomorrow.

NEGATIVE OPTIONS

If he doesn't call, I won't wait. / Unless he calls, I won't wait.

RESULT VARIATIONS

will / can / may / might / should / imperative

If you're free, join us. If it rains, we might cancel.



The golden rule (worth repeating until it's automatic): the if-clause stays in SIMPLE PRESENT even though the meaning is future. 'If it will rain' does not exist in English. The will lives only in the result clause.

ONE FIXED IF-CLAUSE, MANY RESULTS

IF-CLAUSE

If + Simple Present

*never changes,
even for the future*

RESULT CLAUSE: PICK ONE

will + V1 can + V1 may + V1

might + V1 should + V1 imperative

If it rains,

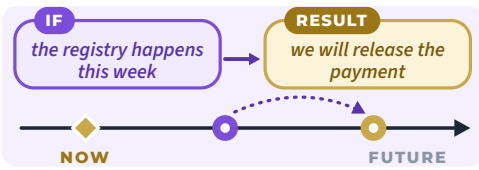
we **might** cancel.

If you're free,

join us.

The if-clause is always Simple Present; only the result clause has options.

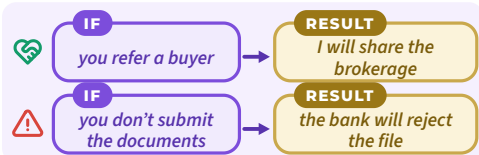
2 When to Use It



USE 1 Real future possibilities and plans

The speaker believes this can genuinely happen.

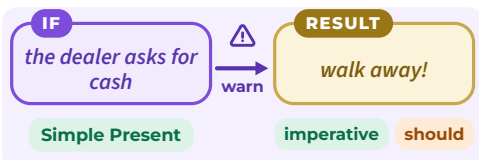
- *If the registry happens this week, we will release the payment.*
- *If I get the Gurgaon project, I will hire two more people.*
- *If the metro extension is announced, prices in that sector will jump.*



USE 2 Promises, offers, and threats

Commitments tied to a condition.

- *If you refer a buyer, I will share the brokerage.*
- *If you don't submit the documents by Friday, the bank will reject the file.*
- *If you need help shifting, I will send my team.*



USE 3 Warnings and advice

Often with imperatives or should in the result.

- *If the dealer asks for cash, walk away.*
- *If the tenant delays rent twice, you should send a written notice.*
- *If it looks too good to be true, don't sign.*

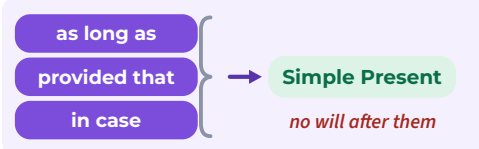
unless = **if** + **not**

*Unless the seller reduces the price,
If the seller does **not** reduce the price,
✗ never add a second not*

USE 4 UNLESS = if not

One word replaces 'if... not'. Never pair unless with another negative in the same clause.

- *Unless the seller reduces the price, we will not proceed. (= If the seller does not reduce...)*
- *You won't get possession unless all dues are cleared.*



USE 5 Other condition words

as long as, provided (that), in case — all take the same present-tense rule.

- *We will fund the project as long as the approvals are in place.*
- *Take my number in case you need directions.*
- *Provided the RERA registration comes through, we launch in March.*

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

First Conditional असली future की बात है — जो सच में हो सकता है।

अगर वह मान गया, तो हम कल sign कर देंगे।

→ **If he agrees, we will sign tomorrow.**

अ HINDI CONCEPT NOTE हिंदी में समझिए

हिंदी की सबसे बड़ी trap यहीं है: 'अगर बारिश होगी' — हिंदी में future ('hogi'), पर English के if-clause में present: If it rains (NOT will rain)।

याद रखने का तरीका: if-clause में will को घुसने ही नहीं देना। Will सिर्फ नतीजे (result) में रहता है।

UNLESS = 'जब तक... नहीं': जब तक तुम form नहीं भरोगे, काम नहीं होगा।

→ Unless you fill the form, the work will not happen.

THE HINDI TRAP: FUTURE MEANING, PRESENT FORM

HINDI SAYS...

अगर बारिश होगी

होगी = future tense

ENGLISH NEEDS...

~~If it will rain~~

✗ no will here

If it rains



present tense, though the meaning is future

तो हम नहीं जाएँगे

जाएँगे = future tense

we

will

not

go



will lives only in the result clause

Hindi puts the future in both halves. English keeps will for the result clause only.

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ If the buyer will come tomorrow, we will show the flat.	✓ If the buyer comes tomorrow, we will show the flat.	The #1 conditional error in India. If-clause = present, always.
✗ If he don't agree, we will find another dealer.	✓ If he doesn't agree, we will find another dealer.	He → doesn't. Subject-verb agreement inside the if-clause.
✗ Unless you don't hurry, you will miss the slot.	✓ Unless you hurry, you will miss the slot.	Unless already contains 'not' — a second negative flips the meaning.
✗ If it rains, we cancel the event tomorrow. (one-time future plan)	✓ If it rains, we will cancel the event tomorrow.	A specific future decision needs will. (Plain present = Zero Conditional habit.)
✗ If you will help me, I will help you.	✓ If you help me, I will help you.	Even in 'deal-making' sentences, the if-clause refuses will.
✗ We will proceed, unless the lawyer objects. (punctuation)	✓ We will proceed unless the lawyer objects.	Result first → no comma. Same comma rule as every conditional.



5 Signal Words

First Conditional signals:

- > Future time words: tomorrow, next week, this Friday, soon
- > Deal language: if you..., I will... (offers, promises, warnings)

unless

as long as

provided that

in case

- > Result can also take can/may/might/should or a direct command

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 If the bank _____ (approve) the loan, we _____ (register) the flat next week.
- 2 Unless the owner _____ (reduce) the price, the deal _____ (not/happen).
- 3 If you _____ (see) Ramesh at the site, _____ (tell) him to call me.
- 4 If it _____ (rain) tomorrow, the possession ceremony _____ (be) indoors.
- 5 If they _____ (not/reply) by Monday, we _____ (move) to the next buyer.
- 6 You _____ (get) a better rate if you _____ (pay) 30% upfront.
- 7 If the inspection _____ (go) well, the NOC _____ (come) within a month.
- 8 _____ (take) my card in case you _____ (need) anything.
- 9 If she _____ (like) the sample flat, she _____ (might/book) it today itself.
- 10 As long as the paperwork _____ (be) clean, the lawyer _____ (not/object).

SET B Correct the mistake

8 QUESTIONS

- | | |
|---|--|
| 11 If the client will visit on Sunday, keep the office open. | 12 Unless you won't sign today, the offer lapses. |
| 13 If he agree to our terms, we will start work. | 14 If you will work hard, you will succeed. |
| 15 We will call you, if the unit becomes available. (punctuation) | 16 If it will not rain, we will do the bhoomi puja on Saturday. |
| 17 In case if the lift fails, use the stairs. | 18 If she comes late again, the manager fires her. (one-time future warning) |

SET C Translate into English

7 QUESTIONS

- | | |
|--|--|
| 19 अगर वह कल आया, तो मैं उसे documents दे दूँगा। | 20 अगर तुम अभी निकलोगे, तो समय पर पहुँच जाओगे। |
| 21 जब तक तुम advance नहीं दोगे, booking नहीं होगी। | 22 अगर बारिश हुई, तो हम program अंदर कर लेंगे। |
| 23 अगर कोई दिक्कत हो, तो मुझे फ़ोन कर लेना। | 24 अगर rates गिरे, तो हम दो unit खरीदेंगे। |
| 25 अगर उसने सच नहीं बताया, तो मुश्किल में पड़ेगा। | |

7 Answer Key



ANSWERS · SET A

- | | | |
|-----------------------------------|---------------------------------------|------------------------|
| 1 approves ... will register | 2 reduces ... will not (won't) happen | 3 see ... tell |
| 4 rains ... will be | 5 do not (don't) reply ... will move | 6 will get ... pay |
| 7 goes ... will come | 8 Take ... need | 9 likes ... might book |
| 10 is ... will not (won't) object | | |

ANSWERS · SET B

- 11 If the client visits on Sunday, keep the office open. (Present in the if-clause.)
- 12 Unless you sign today, the offer lapses. (No negative with unless.)
- 13 If he agrees to our terms, we will start work. (He → agrees.)
- 14 If you work hard, you will succeed. (No will in the if-clause.)
- 15 We will call you if the unit becomes available. (No comma — result first.)
- 16 If it doesn't rain, we will do the bhoomi puja on Saturday. (Present negative in the if-clause.)
- 17 In case the lift fails, use the stairs. / If the lift fails... ('In case' = 'if' here; use one.)
- 18 If she comes late again, the manager will fire her. (One-time future consequence → will.)

ANSWERS · SET C

- 19 If he comes tomorrow, I will give him the documents.
- 20 If you leave now, you will reach on time.
- 21 Unless you pay the advance, the booking will not happen. / There will be no booking unless you give the advance.
- 22 If it rains, we will move the programme indoors.
- 23 If there is any problem, call me. / If you face any issue, give me a call.
- 24 If the rates fall, we will buy two units.
- 25 If he doesn't tell the truth, he will get into trouble.

NEXT UP

the Present Unreal (Second) Conditional — the world of imagination: if I were you, I would take this deal.



MODULE 2 — CONDITIONALS

04

Present Unreal Conditional (Second Conditional)

Level: Intermediate

Estimated study time: 50 minutes



1 Quick Look

The Second Conditional imagines a DIFFERENT present or an UNLIKELY future. The situation is not real — you don't have the money, you aren't the CM, prices probably won't crash. Formula: If + Simple Past, would + base verb. The past tense here does NOT mean past time — it is the 'unreal' signal from Chapter 1.

FORMULA

If + Simple Past, would + V1

If I had the budget, I would buy the corner unit.

NEGATIVE

If he didn't travel so much, he would see his kids more.

THE WERE RULE

With 'be', use WERE for every subject

If I were you... / If she were here...



The golden rule: past tense + would = imagination, not history. 'If I had a helicopter' says nothing about yesterday — it says I don't have one NOW. And in formal English, 'be' becomes WERE for all subjects: if I were, if he were, if it were.

TWO THINGS ABOUT THE IF-CLAUSE

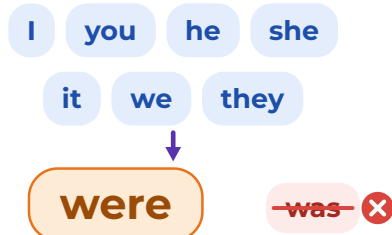
PAST FORM, PRESENT MEANING

*If I **had** a helicopter*

past form



WERE, FOR EVERY SUBJECT



'If I was' is heard in speech;
'were' is the correct written form.

Past tense here is an 'unreal' signal, not past time; and be becomes were for every subject.

2 When to Use It



USE 1 Imaginary present situations

The opposite of reality, right now.



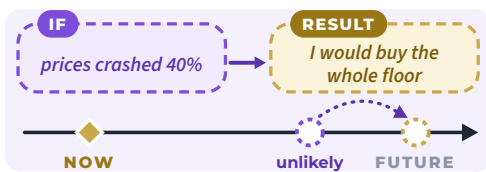
*If I had twenty crores,
I would develop that land.*

✗ *In reality: I don't have it.*

- *If I had twenty crores, I would develop that land myself. (I don't have it)*
- *If we owned the adjacent plot, the layout would be perfect. (we don't own it)*
- *If she spoke Kannada, the Bengaluru posting would be easy for her. (she doesn't)*

USE 2 Unlikely future events

It could technically happen, but the speaker doubts it.



- *If prices crashed 40%, I would buy the whole floor. (I don't expect a crash)*
- *If he offered me double salary, I would still refuse. (he probably won't)*

USE 3 Advice with 'If I were you'

The most useful Second Conditional in daily life.



If I were you

you

I would get the title checked.

- *If I were you, I would get the title checked before paying a rupee.*
- *If I were in your place, I would not mix family money with business.*
- *I wouldn't sign that agreement if I were you.*

USE 4 Could and might in the result

Would = certain result; could = ability/possibility; might = maybe.

would	☒	certain result
could	☐	ability / possibility
might	☐	maybe

- *If we had a bigger team, we could handle three projects at once.*
- *If you talked to him directly, he might agree.*
- *If the society allowed it, we could build a fourth floor.*

3 First vs. Second — The Believability Test



The grammar follows your belief, not the facts:

SENTENCE	WHAT THE SPEAKER BELIEVES
If I get the loan, I will buy the flat. (First)	Loan approval is realistic — waiting for it.
If I got the loan, I would buy the flat. (Second)	Loan approval looks doubtful — just imagining.
If she calls, I will explain. (First)	She may well call.
If she called, I would explain. (Second)	She probably won't call.

Same words, different tense, different world. Choose the conditional that matches how likely YOU think the condition is.

THE BELIEVABILITY TEST

FIRST: present + will

SECOND: past + would

REALISTIC

*If I **get** the loan, I **will** buy the flat.*

Loan approval is realistic: waiting for it.

DOUBTFUL

*If I **got** the loan, I **would** buy the flat.*

Loan approval looks doubtful: just imagining.

The grammar follows your belief, not the facts: same words, different tense, different world.

4 Hindi Concept Note

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अ HINDI CONCEPT NOTE हिंदी में समझिए

Second Conditional खयाली दुनिया की बात है — जो अभी सच नहीं है।

अगर मेरे पास पैसे होते, तो मैं वह दुकान खरीद लेता। → If I had the money, I would buy that shop.

हिंदी का 'होता / लेता / करता' (...ता form दोनों तरफ़) = unreal का पक्का signal। English में वही काम past tense + would करता है।

'If I were you' रट लो — 'अगर मैं तुम्हारी जगह होता' का fixed अनुवाद। के साथ भी was नहीं, were।

ध्यान रहे: 'If I had money' का मतलब बीता हुआ कल नहीं — मतलब है 'अभी नहीं हैं'। Past tense यहाँ सिर्फ़ इशारा है कि बात imaginary है।

5 Common Mistakes Hindi Speakers Make

⚠

✗ WRONG	✓ RIGHT	💡 WHY
✗ If I was you, I would wait for a better rate.	✓ If I were you, I would wait for a better rate.	Unreal 'be' = were for all subjects. 'If I was' is heard in speech, but 'were' is the correct written form.
✗ If I would have more time, I would learn French.	✓ If I had more time, I would learn French.	Would never enters the if-clause. Simple past only.
✗ If he had a car, he will drive to work.	✓ If he had a car, he would drive to work.	Past in the if-clause commits you to would, not will. Don't mix families.
✗ If I have wings, I would fly. (imaginary)	✓ If I had wings, I would fly.	Imaginary present needs past tense in the if-clause.

✗ WRONG	✓ RIGHT	💡 WHY
✗ If she knew his address, she can visit him.	✓ If she knew his address, she could visit him.	Unreal result → could, not can.
✗ I would bought that plot if it were cheaper.	✓ I would buy that plot if it were cheaper.	Would + base verb (buy). 'Would + V2' doesn't exist.

6 Signal Words



🔔 Second Conditional signals:

> Imaginary language: if I were, if I had, if we owned, suppose...

'If I were you' — advice formula

> would / could / might in the result clause

> Hindi '...ता, तो ...ता' pattern (hota, to leta)

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 If I _____ (be) the builder, I would never delay possession.
- 2 If we _____ (have) a Gurgaon office, we _____ (get) more corporate clients.
- 3 She _____ (travel) the world if she _____ (not/have) so many responsibilities.
- 4 If the plot _____ (face) east, it _____ (sell) in a week.
- 5 If you _____ (win) ten crores tomorrow, what _____ you _____ (do)?
- 6 If he _____ (be) a little patient, he _____ (could/get) a better price.
- 7 I _____ (not/take) that loan if I _____ (be) in your place.
- 8 If our team _____ (know) Telugu, we _____ (might/expand) to Hyderabad.
- 9 If this building _____ (have) two lifts, the flats _____ (be) easier to sell.
- 10 If money _____ (grow) on trees, nobody _____ (work).

SET B Correct the mistake

8 QUESTIONS

- 11 If I was the owner, I would renovate the lobby first.
- 12 If she would have a licence, she would drive herself.
- 13 If we had more staff, we will finish the project early.
- 14 If I am you, I would not trust that dealer.
- 15 He would helped us if we asked properly.
- 16 If they would reduce the rate, I would book today.
- 17 If he has a crore, he would invest in land. (imaginary)
- 18 If you knew the truth, you can understand my decision.

SET C Translate into English

7 QUESTIONS

- | | |
|--|---|
| 19 अगर मेरे पास समय होता, तो मैं रोज़ gym जाता। | 20 अगर मैं तुम्हारी जगह होता, तो यह flat खरीद लेता। |
| 21 अगर वह यहाँ होती, तो सब संभाल लेती। | 22 अगर हमारे पास बड़ा office होता, तो हम और लोग रखते। |
| 23 अगर बारिश न होती, तो हम site पर जाते। | 24 अगर तुम lottery जीत जाओ, तो क्या करोगे? (unlikely feeling) |
| 25 अगर यह सड़क चौड़ी होती, तो यहाँ rates दुगने होते। | |

8 Answer Key



ANSWERS • SET A

- | | | |
|--------------------------------------|-------------------------|--|
| 1 were | 2 had ... would get | 3 would travel ... did not (didn't) have |
| 4 faced ... would sell | 5 won ... would ... do | 6 were ... could get |
| 7 would not (wouldn't) take ... were | 8 knew ... might expand | 9 had ... would be |
| 10 grew ... would work | | |

ANSWERS • SET B

- 11 If I were the owner, I would renovate the lobby first. (Were for unreal 'be'.)
- 12 If she had a licence, she would drive herself. (No would in the if-clause.)
- 13 If we had more staff, we would finish the project early. (Past + would, not will.)
- 14 If I were you, I would not trust that dealer. (Fixed formula: If I were you.)
- 15 He would help us if we asked properly. (Would + base verb.)
- 16 If they reduced the rate, I would book today. (Simple past in the if-clause.)
- 17 If he had a crore, he would invest in land. (Imaginary → past tense.)
- 18 If you knew the truth, you could understand my decision. (Unreal result → could.)

ANSWERS • SET C

- 19 If I had time, I would go to the gym every day.
- 20 If I were you, I would buy this flat. / If I were in your place, I would buy this flat.
- 21 If she were here, she would handle everything.
- 22 If we had a bigger office, we would hire more people.
- 23 If it weren't raining, we would go to the site. / If it didn't rain, we would visit the site.
- 24 If you won the lottery, what would you do?
- 25 If this road were wider, the rates here would be double.

NEXT UP

the Past Real Conditional — 'jab bhi hota tha' — real conditions and results that repeated in the past.



MODULE 2 — CONDITIONALS

05

Past Real Conditional

Level: Intermediate

Estimated study time: 40 minutes



1 Quick Look



The Past Real Conditional describes things that REALLY happened in the past, whenever a condition was met — past habits and repeated situations. Here, IF means WHENEVER. Formula: If + Simple Past, Simple Past. Don't confuse it with the Second Conditional — the forms look similar, but this one is about real history, not imagination.

FORMULA

If + Simple Past, Simple Past

If clients visited on Sundays, we opened the office specially.

IF = WHENEVER

Whenever clients visited on Sundays, we opened the office. (same meaning)

WITH USED TO / WOULD

If a deal got stuck, the seniors would step in. / ...the boss used to call both parties.



The golden rule: this is the Zero Conditional pushed into the past. Both clauses take Simple Past, and 'if' is replaceable by 'whenever'. If you CANNOT replace if with whenever, you are probably writing a Second Conditional (imagination) instead — and the result needs would + verb.



ZERO CONDITIONAL, PUSHED INTO THE PAST

2 Zero Conditional

IF

Simple Present

RESULT

Simple Present

If you **heat** ice, it **melts**.



one step
back

5 Past Real Conditional

IF

Simple Past

RESULT

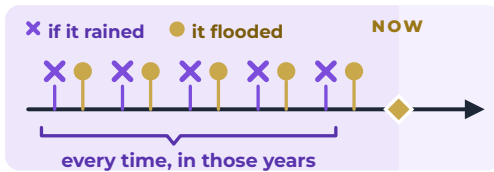
Simple Past

If it **rained**, the basement **flooded**.



Same shape, one step back: both clauses move from Simple Present to Simple Past, and if still means whenever.

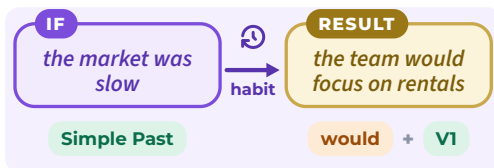
2 When to Use It



USE 1 Repeated past situations

Every time X happened, Y followed — in that period of life.

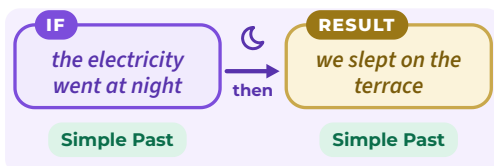
- *If it rained heavily, the basement flooded. (every monsoon, those years)*
- *If my father liked a property, he decided on the spot.*
- *If we finished site visits early, we ate at the highway dhaba.*



USE 2 Past habits with WOULD in the result

The 'would always' from Module 1 Chapter 15 pairs naturally here. (This is the one place would follows a real past if.)

- *If the market was slow, the team would focus on rentals.*
- *If guests came unannounced, mother would still cook a full meal.*



USE 3 Past states and typical reactions

How people or systems typically responded back then.

- *If a cheque bounced in those days, the whole market knew by evening.*
- *If the electricity went at night, we slept on the terrace.*

3 Same Shape, Different World — Past Real vs. Second Conditional



Both use past tense after IF. The result clause tells you which world you are in:

SENTENCE	WORLD
If it rained, the basement flooded.	REAL PAST habit — this genuinely used to happen. (if = whenever)
If it rained, the event would be ruined.	UNREAL PRESENT/FUTURE — imagining rain that hasn't come.
If he had free time, he visited the farm.	REAL PAST — he really did, in those days.
If he had free time, he would visit the farm.	UNREAL — he doesn't have free time now.

Test: add 'in those days' — if the sentence still makes sense, it's Past Real. Add 'but he doesn't/it won't' — if that fits, it's Second Conditional.

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Past Real Conditional बीते दिनों की सच्ची आदतें बताता है — 'जब भी ऐसा होता था, वैसा होता था'।

अगर बारिश होती थी, तो basement भर जाता था।

→ If it rained, the basement flooded.

अगर मेहमान आते थे, तो माँ पूरा खाना बनाती थीं।

→ If guests came, mother cooked a full meal.

🔗 SAME SHAPE, DIFFERENT WORLD



REAL PAST

if = whenever

If it **rained**, the basement **flooded**.

this genuinely used to happen

If he **had** free time, he **visited** the farm.

he really did, in those days

TEST 1

If he **had** free time, he **visited** the farm

+ in those days



still makes sense: Past Real



UNREAL (Second Conditional)

If it **rained**, the event **would** be ruined.

imagining rain that hasn't come

If he **had** free time, he **would** visit the farm.

he doesn't have free time now

TEST 2

If he **had** free time, he **would** visit the farm

+ but he doesn't



it fits: Second Conditional

Both use the past tense after if. The result clause (and the two tests) tell you which world you are in.

अ

HINDI CONCEPT NOTE हिंदी में समझिए

पहचान: हिंदी में दोनों तरफ़ 'ता था / ती थी' — यानी असल में होता था। यही 'whenever' वाली feeling है।

फ़र्क़ समझो: 'अगर बारिश होती, तो हम भीग जाते' (खयाली — Second Conditional) vs. 'अगर बारिश होती थी, तो हम भीग जाते थे' (सच में, उन दिनों — Past Real)। हिंदी का 'था' ही दोनों को अलग करता है।

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ If it rained, the streets would flooded.	✓ If it rained, the streets flooded. / ...would flood.	Either simple past (flooded) or would + base (would flood) — never would + V2.
✗ If clients visited late, we will stay back. (past habit)	✓ If clients visited late, we stayed back / would stay back.	A past habit cannot take will — both sides stay in the past.
✗ Whenever if the power failed, we lit candles.	✓ Whenever the power failed, we lit candles. / If the power failed...	Whenever OR if — one condition word is enough.
✗ If he was liking a property, he bought it.	✓ If he liked a property, he bought it.	Stative verbs (like) refuse -ing — Module 1's rule follows you into conditionals.
✗ If we would finish early, we played cricket.	✓ If we finished early, we played cricket.	Would never sits in the if-clause — not even for past habits.
✗ If it rained yesterday, the match was cancelled. (you're guessing)	✓ If it rained yesterday, the match must have been cancelled.	A one-time guess about the past isn't a habit — use must have/might have for deduction. (Full treatment in Module 3.)

6 Signal Words



Past Real Conditional signals:

> in those days, back then, when we were young, during the monsoon (past period)

if replaceable by whenever

> 'ता था / ती थी' feeling on BOTH sides in Hindi

> would/used to naturally fitting the result (past habit flavour)

7 Practice



SET A Fill in the blanks

10 QUESTIONS

1 If the office AC _____ (break) down in summer, everyone _____ (work) from the conference room.

2 Whenever a big client _____ (visit), the boss himself _____ (give) the site tour.

3 If we _____ (miss) the last metro, we _____ (share) an auto home.

4 If the rates _____ (drop) in those days, investors _____ (would/rush) in within a week.

5 If Dadi _____ (hear) a sad song, she _____ (cry) every single time.

6 If the network _____ (fail), we _____ (use) the landline.

7 If a labourer _____ (fall) sick, the contractor _____ (arrange) a replacement by noon.

8 If it _____ (be) a full-moon night, we _____ (sleep) on the roof.

9 Whenever father _____ (get) his salary, he _____ (buy) sweets for the whole family.

10 If the school bus _____ (come) late, mother _____ (drop) us on her scooter.

SET B Correct the mistake

8 QUESTIONS

11 If it snowed in Shimla, tourists will crowd the mall road. (past habit)

12 Whenever if the generator started, the whole street heard it.

13 If he was knowing the answer, he raised his hand. (past habit)

14 If we would get holidays, we visited Nani's village.

15 If the shop opened late, customers would went elsewhere.

16 If she finished homework early, she is watching TV. (past habit)

17 If prices fell back then, people would rushed to buy gold.

18 If the train was late, we would waiting at the platform tea stall.

SET C Translate into English

7 QUESTIONS

19 अगर बिजली चली जाती थी, तो हम छत पर सो जाते थे।

20 जब भी वह दिल्ली आता था, हमसे ज़रूर मिलता था।

21 अगर बारिश होती थी, तो स्कूल की छुट्टी हो जाती थी।

22 अगर कोई मेहमान आता था, तो माँ ख़ास खाना बनाती थीं।

SET C Translate into English

7 QUESTIONS

23 अगर सौदा अच्छा होता था, तो पिताजी उसी दिन हाँ कर देते थे।

24 जब भी परीक्षा पास आती थी, वह रात भर पढ़ता था।

25 अगर दुकान जल्दी बंद होती थी, तो हम सिनेमा देखने चले जाते थे।

8 Answer Key



ANSWERS • SET A

- | | | |
|--------------------------|--------------------|---------------------|
| 1 broke ... worked | 2 visited ... gave | 3 missed ... shared |
| 4 dropped ... would rush | 5 heard ... cried | 6 failed ... used |
| 7 fell ... arranged | 8 was ... slept | 9 got ... bought |
| 10 came ... dropped | | |

ANSWERS • SET B

- 11 If it snowed in Shimla, tourists would crowd / crowded the mall road. (Past habit → no will.)
- 12 Whenever the generator started, the whole street heard it. (One condition word.)
- 13 If he knew the answer, he raised his hand. ('Know' is stative.)
- 14 If we got holidays, we visited Nani's village. (No would in the if-clause.)
- 15 If the shop opened late, customers would go elsewhere / went elsewhere. (Would + base verb.)
- 16 If she finished homework early, she watched TV. (Past habit → past tense.)
- 17 If prices fell back then, people would rush / rushed to buy gold. (Would + base verb.)
- 18 If the train was late, we would wait / waited at the platform tea stall. (Would + base verb.)

ANSWERS • SET C

- 19 If the electricity went, we slept on the roof. / Whenever the power went out, we would sleep on the terrace.
- 20 Whenever he came to Delhi, he always met us. / If he visited Delhi, he would definitely meet us.
- 21 If it rained, school was declared closed. / Whenever it rained, we got a school holiday.
- 22 If a guest came, mother cooked something special. / Whenever guests came, mother would prepare a special meal.
- 23 If the deal was good, father said yes the same day. / Whenever a deal was good, father would agree that very day.
- 24 Whenever exams came near, he studied all night. / If exams approached, he would study the whole night.
- 25 If the shop closed early, we went to watch a movie. / Whenever the shop shut early, we would go to the cinema.

NEXT UP

the Past Unreal (Third) Conditional — the grammar of regret: if we had launched last year, we would have beaten everyone.



MODULE 2 — CONDITIONALS

06

Past Unreal Conditional (Third Conditional)

Level: Intermediate–Advanced

Estimated study time: 50 minutes



1 Quick Look

The Third Conditional is the grammar of regret and relief. It imagines a DIFFERENT past — something that did not happen — and its imaginary result. The past cannot be changed, so this conditional is 100% unreal by definition. Formula: If + Past Perfect, would have + V3.

FORMULA

If + had + V3, would have + V3

If we had launched last year, we would have beaten the competition.

NEGATIVE

If he hadn't delayed, the deal would not have collapsed.

QUESTION

What would you have done if the bank had refused?



The golden rule: both halves go TWO steps back. The if-clause takes had + V3 (Past Perfect, Module 1 Ch 9), and the result takes would have + V3. Neither half ever contains 'would had' or 'had would' — memorise the shape: If I HAD known, I WOULD HAVE told you.



THE PAST THAT NEVER HAPPENED

IMAGINED · WHAT WOULD HAVE HAPPENED

IF

If I **had** **known**,

had + V3

RESULT

I **would have** **told** you.

would have + V3



100% unreal
the past is fixed

BUT

BUT

REAL · WHAT HAPPENED

NOW

PAST

I **didn't** know.I **didn't** tell you.

Both halves look back at a past that did not happen, so the Third Conditional is always 100% unreal.

2 When to Use It



USE 1 Regret — the past you wish you had

It didn't happen; you wish it had.

- *If I had bought that plot in 2015, I would have made four times the money.*
- *If we had hired a lawyer earlier, we would have avoided the dispute.*
- *She would have cleared the interview if she had prepared for a week more.*



USE 2 Relief — the disaster that didn't happen

Something bad was avoided.

- *If we had signed with that builder, we would have lost everything.*
- *If you had taken the highway that night, you would have been stuck for six hours.*



USE 3 Blame and excuse

Assigning responsibility for past outcomes.

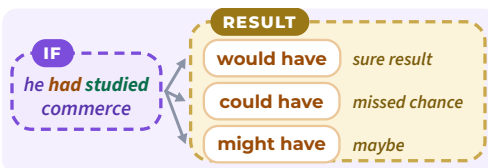
- *If you had told me the truth, I would have handled it differently.*
- *We would have delivered on time if the material had arrived as promised.*



USE 4 Could have / might have in the result

Could have = missed ability or opportunity; might have = uncertain imaginary result.

- *If he had studied commerce, he could have joined the family firm.*
- *If we had advertised more, we might have sold out in the first phase.*



3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Third Conditional पछतावे और राहत की grammar है — जो past में नहीं हुआ, उसकी कल्पना।

अगर मैंने वह plot खरीद लिया होता, तो आज करोड़ों कमा चुका होता।



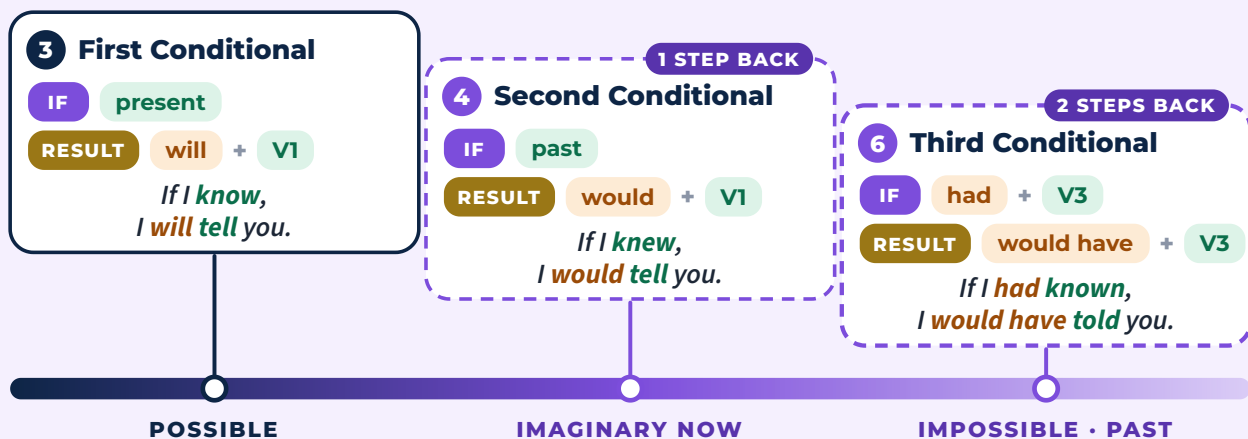
If I had bought that plot, I would have made crores.

अगर तुमने बता दिया होता, तो मैं आ जाता।



If you had told me, I would have come.

TWO STEPS BACK FROM THE REAL FUTURE



Each step back shifts both halves: *know* → *knew* → *had known* · *will* → *would* → *would have*.

अ HINDI CONCEPT NOTE हिंदी में समझिए

हिंदी पहचान: 'होता / लिया होता / गया होता' — past की खयाली बात। English shape: *had* + V3 (if-clause) और *would have* + V3 (result)।

सबसे आम ग़लती से बचो: if-clause में *would* नहीं घुसता — 'If I would have known' ग़लत है, 'If I had known' सही।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ If I would have known, I would have come.	✓ If I had known, I would have come.	The classic. <i>Would</i> never enters the if-clause — <i>had</i> + V3 only.
✗ If she had knew the rate, she would have negotiated.	✓ If she had known the rate, she would have negotiated.	<i>Had</i> + V3 (<i>known</i>), never V2 (<i>knew</i>).
✗ If we had left early, we would reach on time. (past event)	✓ If we had left early, we would have reached on time.	A past unreal result needs <i>would have</i> + V3 — 'would reach' points at the present/future instead.
✗ If you had called me, I would have came.	✓ If you had called me, I would have come.	<i>Would have</i> + V3 (<i>come</i>), not V2 (<i>came</i>).
✗ If he studied harder, he would have passed. (talking about last year's exam)	✓ If he had studied harder, he would have passed.	Past regret needs Past Perfect in the if-clause — 'studied' alone makes it a Second Conditional about now.
✗ I wish I would have bought it.	✓ I wish I had bought it.	Same disease, wish version — preview of Chapter 9. After wish, use <i>had</i> + V3 for past regret.

5 Signal Words



Third Conditional signals:

- > Regret words: kaash, unfortunately, sadly, if only (past reference)
- > A known past outcome being imagined differently
- > Hindi 'liya hota / gaya hota / kiya hota' pattern
- > could have / might have / would have in the result

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 If we _____ (invest) in Noida Extension in 2014, we _____ (earn) huge returns.
- 2 She _____ (not/miss) the flight if she _____ (leave) an hour earlier.
- 3 If you _____ (check) the title papers, you _____ (discover) the loan on the property.
- 4 If the rains _____ (not/come) that week, the slab work _____ (finish) on schedule.
- 5 What _____ you _____ (do) if the buyer _____ (back) out at the registry table?
- 6 If he _____ (listen) to his father, he _____ (never/sell) the ancestral land.
- 7 If I _____ (know) you were in the hospital, I _____ (visit) you.
- 8 They _____ (could/win) the tender if they _____ (submit) the papers on time.
- 9 If the watchman _____ (be) alert, the theft _____ (might/not/happen).
- 10 If we _____ (not/trust) that agent blindly, we _____ (save) five lakhs.

SET B Correct the mistake

8 QUESTIONS

- 11 If I would have seen the advertisement, I would have applied.
- 12 If she had went to the meeting, she would have met the CEO.
- 13 If they had offered a discount, we would buy two units. (past deal, closed)
- 14 If you had asked me, I would have gave you the contact.
- 15 If he would had reached earlier, he would have got the token.
- 16 If we knew about the auction, we would have participated. (we found out later)
- 17 She would have call you if her phone had worked.
- 18 If the loan had been approve, they would have booked the villa.

SET C Translate into English

7 QUESTIONS

- | | |
|--|---|
| <ol style="list-style-type: none"> 19 अगर तुमने मुझे बताया होता, तो मैं मदद कर देता। 21 अगर वह मेहनत करता, तो पास हो गया होता। | <ol style="list-style-type: none"> 20 अगर हमने वह ज़मीन खरीद ली होती, तो आज अमीर होते... मतलब, बहुत पैसा कमा चुके होते। 22 अगर बारिश न हुई होती, तो match पूरा हो जाता। |
|--|---|

SET C Translate into English

7 QUESTIONS

23 अगर मैंने घड़ी देखी होती, तो train नहीं छूटती।

24 अगर तुम वहाँ होते, तो यह सब नहीं होता। (past की घटना)

25 अगर उसने सच बोला होता, तो बात यहाँ तक नहीं पहुँचती।

7 Answer Key



ANSWERS · SET A

1 had invested ... would have earned

2 would not (wouldn't) have missed ... had left

3 had checked ... would have discovered

4 had not (hadn't) come ... would have finished

5 would ... have done ... had backed

6 had listened ... would never have sold

7 had known ... would have visited

8 could have won ... had submitted

9 had been ... might not have happened

10 had not (hadn't) trusted ... would have saved

ANSWERS · SET B

11 If I had seen the advertisement, I would have applied. (No would in the if-clause.)

12 If she had gone to the meeting, she would have met the CEO. (Had + V3 = gone.)

13 If they had offered a discount, we would have bought two units. (Past result → would have + V3.)

14 If you had asked me, I would have given you the contact. (Would have + V3 = given.)

15 If he had reached earlier, he would have got the token. ('Would had' doesn't exist.)

16 If we had known about the auction, we would have participated. (Past regret → had known.)

17 She would have called you if her phone had worked. (Would have + V3 = called.)

18 If the loan had been approved, they would have booked the villa. (V3 = approved.)

ANSWERS · SET C

19 If you had told me, I would have helped.

20 If we had bought that land, we would have made a lot of money by now.

21 If he had worked hard, he would have passed.

22 If it had not rained, the match would have been completed.

23 If I had looked at the watch, I would not have missed the train.

24 If you had been there, none of this would have happened.

25 If he had told the truth, things would not have come this far.

NEXT UP

the Future Unreal Conditional — 'agar kabhi aisa ho jaye' — imagining unlikely futures, including the formal 'were to' construction.



MODULE 2 — CONDITIONALS

07

Future Unreal Conditional

Level: Advanced

Estimated study time: 40 minutes



1 Quick Look



The Future Unreal Conditional imagines future events the speaker considers unlikely, purely hypothetical, or too delicate to state directly. It borrows the Second Conditional's machinery (past tense + would) and adds one elegant tool of its own: WERE TO — the polished, formal way to raise a hypothetical.

BASIC FORM

If + Simple Past, would + V1

If the market crashed next year, we would hold our inventory.

WERE TO FORM

If + subject + were to + V1, would + V1

If the government were to change the policy, prices would correct.

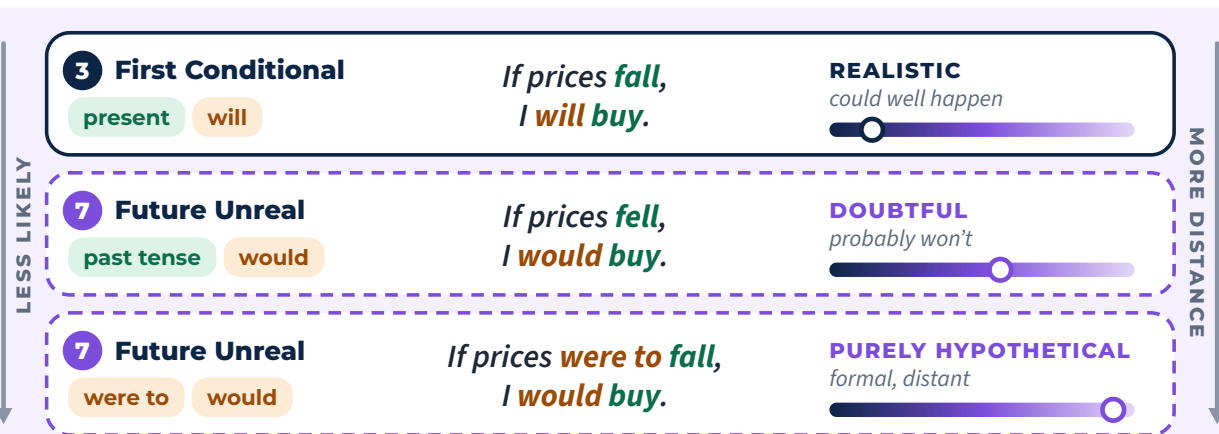
SOFTENING QUESTIONS

What would you do if the partner were to exit?



The golden rule: same future, different belief. 'If the market crashes, we will hold' (First — realistic) vs. 'If the market crashed / were to crash, we would hold' (Future Unreal — I doubt it). WERE TO adds distance and formality — perfect for raising sensitive scenarios without sounding alarmed.

SAME FUTURE, DIFFERENT BELIEF



The further down you go, the less you expect it to happen, and the more distance and formality you add.

2 When to Use It



LIKELY UNLIKELY IMPOSSIBLE

IF

they **doubled** the circle rate next year

RESULT

half the deals **would freeze**

USE 1 Unlikely future events

Technically possible, but the speaker isn't betting on it.

- If they doubled the circle rate next year, half the deals would freeze.
- If he resigned tomorrow, the whole project would stall.
- If we got the entire floor at that price, I would take it without thinking.

WERE TO

everyday talk

boardroom, contract

If the buyer **were to default**, the token amount **would** stand forfeited.

USE 2 WERE TO — formal, diplomatic hypotheticals

Boardrooms, contracts, negotiations. Raises a scenario without predicting it.

- If the buyer were to default, the token amount would stand forfeited.
- If we were to expand to Jaipur, which micro-market would you pick?
- If the partnership were to end, the assets would be divided as per clause 7.

If I die...

too blunt

same idea, softer words

If anything **were to happen** to me...

gentler, polite

USE 3 Delicate topics — softening the unthinkable

Were to lets you discuss death, failure, or loss politely.

- If anything were to happen to me, this file has all the property papers.
- If the company were to shut down, employees would get three months' pay.

If I **were to** offer you 95 lakhs flat, would you close today?

just testing • no commitment

USE 4 Advice and negotiation probes

Testing reactions without commitment.

- If I were to offer you 95 lakhs flat, would you close today?
- If we were to waive the parking charge, would that seal it?

WERE TO: THE FORM AND THE SHORT CUT

ONE FORM FOR EVERY SUBJECT

If

I • you • he • she • it • we • they

any subject

were to

V1

,

would

V1

~~was to~~

never was to

FORMAL SHORT CUT: NO 'IF'

NORMAL

If the buyer **were to** default, the deal would end.

drop 'If'

FORMAL

Were the buyer to default, the deal would end.

were goes first

Were to is the same for every subject, even I / he / she / it. The short cut (Were the buyer to default, ...) is formal and never uses 'if'.

3 The Three Futures — One Table



FORM	EXAMPLE	SPEAKER'S BELIEF
First Conditional	If prices fall, I will buy.	Realistic — could well happen.
Future Unreal (past tense)	If prices fell, I would buy.	Doubtful — probably won't.
Future Unreal (were to)	If prices were to fall, I would buy.	Purely hypothetical — formal, distant.

Moving down the table, the same event becomes less and less believed. Choose your row based on how likely YOU think it is — and how formal you want to sound.

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Future Unreal उस future की बात है जिसके होने की उम्मीद कम है — ‘अगर कभी ऐसा हो जाए’।

अगर कल market गिर जाए, तो हम माल रोक लेंगे... खयाली अंदाज़ में: If the market crashed, we would hold our stock.

WERE TO = ‘अगर कभी ऐसा हो’ का formal रूप — बड़ी meetings और agreements की भाषा:

अगर खरीदार default कर जाए, तो token ज़ब्त हो जाएगा।

→ If the buyer were to default, the token would stand forfeited.

नाज़ुक बातों के लिए भी यही form: ‘अगर मुझे कुछ हो जाए...’ → If anything were to happen to me... — सीधा ‘If I die’ बोलने से कहीं शालीन।

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ If the market would crash, we would hold.	✓ If the market crashed / were to crash, we would hold.	Would stays out of the if-clause — in every conditional, forever.
✗ If he was to resign, the project would stall.	✓ If he were to resign, the project would stall.	The construction is fixed: WERE to, for every subject — I/he/she/it included.
✗ If prices were to fall, I will buy the whole floor.	✓ If prices were to fall, I would buy the whole floor.	Were to commits you to the unreal family — the result takes would, not will.
✗ If anything happens to me, this would be yours. (mixing)	✓ If anything happened / were to happen to me, this would be yours.	Match the families: present + will (real) or past/were to + would (unreal).
✗ If I would be you, I would wait.	✓ If I were you, I would wait.	The Chapter 4 formula — never ‘would be’ in the if-clause.
✗ Were the buyer to defaults, the deal ends.	✓ Were the buyer to default, the deal would end.	Inverted formal style exists (Were the buyer to default...) — but the verb stays base form, and the result stays would.

6 Signal Words



Future Unreal signals:

'agar kabhi' feeling — remote

hypothetical future

- > were to + verb (formal, contracts, board language)
- > Negotiation probes: If I were to offer..., would you...?
- > Delicate subjects: if anything were to happen...

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 If the RBI _____ (cut) rates sharply next year, the market _____ (heat) up again. (you doubt it)
- 2 If the seller _____ (were to/back) out now, we _____ (recover) the token with interest.
- 3 What _____ you _____ (do) if a builder _____ (offer) you a partnership tomorrow? (hypothetical)
- 4 If anything _____ (were to/happen) to the documents, the bank _____ (issue) certified copies.
- 5 If I _____ (were to/tell) you the real margin, you _____ (not/believe) me.
- 6 If the highway project _____ (get) cancelled, rates in that belt _____ (crash). (unlikely)
- 7 If we _____ (were to/shift) the office to Gurgaon, half the staff _____ (resign).
- 8 If he _____ (win) the election, he _____ (change) the master plan. (you doubt he'll win)
- 9 If your partner _____ (were to/exit), how _____ you _____ (manage) the funding?
- 10 If gold _____ (become) cheaper than silver, everyone _____ (buy) it. (absurd hypothetical)

SET B Correct the mistake

8 QUESTIONS

- | | |
|--|---|
| 11 If the company would shut down, we would lose our jobs. | 12 If he was to sell the farmhouse, he would regret it. |
| 13 If prices were to double, I will sell everything. | 14 If I would be the mayor, I would fix the drainage first. |
| 15 If the tenant were to defaults, the deposit covers two months. | 16 What will you do if you were to lose the mandate? (match the families) |
| 17 If anything happens to him, the property would go to his son. (unreal intended) | 18 Were the bank to rejects the file, we would try NBFC funding. |

SET C Translate into English

7 QUESTIONS

- | | |
|--|--|
| 19 अगर कभी market गिर जाए, तो हम क्या करेंगे? (खयाली अंदाज़) | 20 अगर मुझे कुछ हो जाए, तो ये papers मेरे बेटे को दे देना। |
| 21 अगर वह इस्तीफ़ा दे दे, तो project रुक जाएगा। (उम्मीद कम है) | 22 अगर मैं आपको सीधे 90 लाख offer करूँ, तो क्या आज सौदा पक्का? |

SET C Translate into English

7 QUESTIONS

23 अगर सरकार policy बदल दे, तो सब कुछ बदल जाएगा।
(hypothetical)

24 अगर कभी partnership टूटे, तो हिसाब agreement के हिसाब से होगा।

25 अगर तुम्हें कल पूरा paisa मिल जाए, तो क्या करोगे?
(खयाली)

8 Answer Key



ANSWERS • SET A

- | | |
|---|----------------------------------|
| 1 cut ... would heat | 2 were to back ... would recover |
| 3 would ... do ... offered | 4 were to happen ... would issue |
| 5 were to tell ... would not (wouldn't) believe | 6 got ... would crash |
| 7 were to shift ... would resign | 8 won ... would change |
| 9 were to exit ... would ... manage | 10 became ... would buy |

ANSWERS • SET B

- 11 If the company shut down / were to shut down, we would lose our jobs. (No would in the if- clause.)
- 12 If he were to sell the farmhouse, he would regret it. (Were, not was.)
- 13 If prices were to double, I would sell everything. (Unreal → would.)
- 14 If I were the mayor, I would fix the drainage first. (If I were — fixed form.)
- 15 If the tenant were to default, the deposit would cover two months. (Base verb after were to; unreal result → would.)
- 16 What would you do if you were to lose the mandate? (Unreal family → would.)
- 17 If anything happened / were to happen to him, the property would go to his son. (Match: past/were to + would.)
- 18 Were the bank to reject the file, we would try NBFC funding. (Base verb in the inverted form.)

ANSWERS • SET C

- 19 If the market were to crash, what would we do? / If the market crashed, what would we do?
- 20 If anything were to happen to me, give these papers to my son.
- 21 If he were to resign, the project would stall. / If he resigned, the project would come to a halt.
- 22 If I were to offer you 90 lakhs straight, would we close the deal today?
- 23 If the government were to change the policy, everything would change.
- 24 If the partnership were ever to break, the settlement would happen as per the agreement.
- 25 If you were to get all the money tomorrow, what would you do?

NEXT UP

Continuous & Mixed Conditionals — combining time zones: if I had taken that job, I would be in Dubai right now.



MODULE 2 — CONDITIONALS

08

Continuous & Mixed Conditionals

Level: Advanced

Estimated study time: 50 minutes



1 Quick Look



Two advanced upgrades in one chapter. CONTINUOUS conditionals put an ongoing action inside any conditional (if it were raining... / I would be sitting...). MIXED conditionals connect two different time zones — a past condition with a present result, or a present condition with a past result. This is where conditionals stop being formulas and start being real thinking.

CONTINUOUS
(UNREAL NOW)

If it were raining, we would be sitting inside. (it isn't; we aren't)

MIXED: PAST →
PRESENT

If I had taken that Dubai job, I would be rich now. (I didn't take it; I'm not rich)

MIXED: PRESENT
→ PAST

If he were more careful, he would not have lost the file. (he is careless; he lost it)



The golden rule for mixed conditionals: EACH clause carries its own time. Ask two questions separately — WHEN is the condition? WHEN is the result? Then give each half the form its own time demands: past condition = had + V3; present result = would + V1; present condition = simple past/were; past result = would have + V3.

2 When to Use It

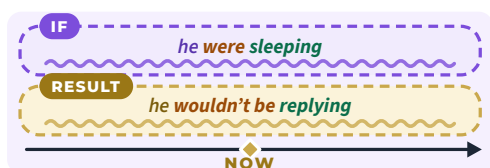


USE 1

Continuous forms — ongoing actions in unreal worlds

Any conditional can host an -ing form when the action is in progress.

- *If he were sleeping, he wouldn't be replying to your messages. (unreal present)*
- *If they had been paying attention, the crane accident would not have happened. (unreal past)*
- *If the work were progressing on schedule, I would not be calling you daily.*



THE MIXING MATRIX

	RESULT · PAST	RESULT · PRESENT
IF · PAST	6 Third Conditional IF <i>If I had known,</i> <i>had + V3</i> → RESULT <i>I would have come.</i> <i>would have + V3</i>	8 Mixed · past → present IF <i>If I had taken that Dubai job,</i> <i>had + V3</i> → RESULT <i>I would be rich now.</i> <i>would + V1</i>
IF · PRESENT	8 Mixed · present → past IF <i>If he were more careful,</i> <i>past / were</i> → RESULT <i>he would not have lost the file.</i> <i>would have + V3</i>	4 Second Conditional IF <i>If I had money,</i> <i>past / were</i> → RESULT <i>I would invest.</i> <i>would + V1</i>

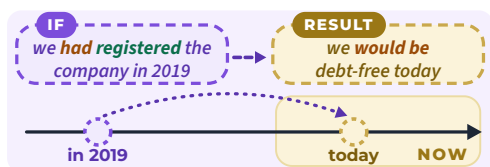
Ask two questions: when is the condition, and when is the result? Then give each half the form its own time needs.

USE 2

Mixed Type A: past condition → present result

A different past would have created a different NOW. The most common mixed pattern.

- *If we **had** registered the company in 2019, we **would be** debt-free today.*
- *If she **had** learnt driving in college, she **would not** depend on cabs now.*
- *If I **hadn't** trusted that agent, I **would** still have my savings.*

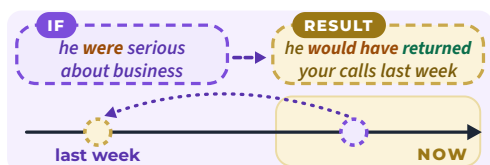


USE 3

Mixed Type B: present condition → past result

A permanent trait or ongoing fact explains a past event.

- *If he **were** serious about business, he **would have** returned your calls last week.*
- *If this locality **were** so remote, the project **would have** sold out in the launch phase.*
- *If I **knew** German, I **would have** applied for that Frankfurt posting.*

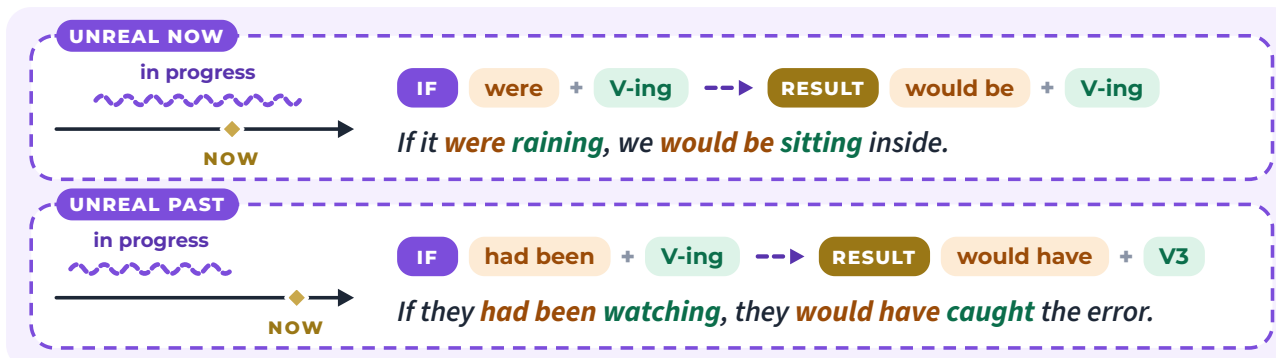
USE 4 **Reading the clues**

Time words expose the mix — now, today, still vs. last week, in 2019, that day.

- *If you **had** booked **THEN**, you **would be** paying half the EMI **NOW**.*
- *If he **were** so stubborn (a permanent trait), he **would have** accepted the offer **THAT DAY**.*



-ING IN AN UNREAL WORLD



An action in progress takes -ing: were + -ing (now) or had been + -ing (past) in the if-clause; a present result becomes would be + -ing.

3 The Mixing Table

CONDITION (IF-CLAUSE)	RESULT CLAUSE	EXAMPLE
Past: had + V3	Present: would + V1	If I had saved earlier, I would own a flat now.
Present: past / were	Past: would have + V3	If he were honest, he would have admitted the mistake.
Past: had been + -ing	Past: would have + V3	If they had been watching, they would have caught the error.
Present: were + -ing	Present: would + V1	If it were raining, the site would be closed.

Never decide the result clause by copying the if-clause. Decide it by asking: when is THIS half happening?

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Mixed conditional = दो अलग समय एक ही वाक्य में।

Past शर्त → present नतीजा: अगर मैंने वह नौकरी ले ली होती, तो आज Dubai में होता। → If I had taken that job, I would be in Dubai now.

Present शर्त → past नतीजा: अगर वह लापरवाह न होता (उसकी आदत), तो file न खोता। → If he were not careless, he would not have lost the file.

हिंदी में clue 'आज / अब' और 'उस दिन / तब' जैसे शब्द देते हैं — English में भी वही शब्द बताएँगे कि किस हिस्से में कौन-सा form लगेगा।

Continuous वाला upgrade आसान है: चलते हुए काम के लिए were + -ing या had been + -ing — अगर बारिश हो रही होती, तो हम अंदर बैठे होते। → If it were raining, we would be sitting inside.

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ If I had taken that job, I would have been rich now.	✓ If I had taken that job, I would be rich now.	'Now' pins the result to the present → would be, not would have been.
✗ If he was working late, he would not be answering. (unreal)	✓ If he were working late, he would not be answering.	Unreal 'be' = were, even in continuous forms.
✗ If she knew German, she would apply for that post last year.	✓ If she knew German, she would have applied for that post last year.	'Last year' pins the result to the past → would have applied.
✗ If they had been watch the site, the theft would not have happened.	✓ If they had been watching the site, the theft would not have happened.	Continuous needs its -ing: had been watching.
✗ If I would have saved earlier, I would own a flat now.	✓ If I had saved earlier, I would own a flat now.	Even in mixed conditionals, would never enters the if-clause.
✗ If it were raining, we would sat inside.	✓ If it were raining, we would be sitting inside.	Ongoing unreal result → would be + -ing, not would + V2.

6 Signal Words



🔔 Mixing clues:

- Present-result words: now, today, still, at the moment → would + V1 / would be + -ing
- Past-result words: yesterday, that day, last year, in 2020 → would have + V3
- Permanent traits (honest, careless, stubborn, remote) in the condition → present unreal (were/past)
- Ongoing action → were + -ing (now) or had been + -ing (past)

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 If I _____ (join) the family business in 2010, I _____ (run) three showrooms today.
- 2 If he _____ (be) more organised, he _____ (not/miss) yesterday's hearing.
- 3 If it _____ (rain) right now, the labourers _____ (sit) idle. (it isn't)

SET A Fill in the blanks

10 QUESTIONS

- 4 If they _____ (be/monitor) the CCTV that night, they _____ (catch) the intruder.
- 5 If she _____ (not/marry) and move to Canada, she _____ (still/live) next door.
- 6 If this plot _____ (not/be) in the green belt, it _____ (sell) years ago.
- 7 If you _____ (listen) to me then, you _____ (not/be) in this mess now.
- 8 If he _____ (know) English well, he _____ (give) the presentation himself last week.
- 9 If the metro _____ (already/run) on this route, our rates _____ (be) 30% higher today.
- 10 If I _____ (be) you, I _____ (accept) that offer when it came.

SET B Correct the mistake

8 QUESTIONS

- 11 If I had studied law, I would have been a judge today.
- 12 If she was driving, she would not be picking calls. (unreal now)
- 13 If we had been advertise properly, the launch would have succeeded.
- 14 If he would have invested then, he would be a crorepati now.
- 15 If they were smarter, they would not sign that one-sided deal last year.
- 16 If it had rained last night, the ground would be wet now — but the ground would have been dry, so it didn't. (fix the second half)
- 17 If I knew her number, I would have call her yesterday.
- 18 If you had took my advice, you would be stress-free today.

SET C Translate into English

7 QUESTIONS

- 19 अगर मैंने तब पैसे बचाए होते, तो आज मेरा अपना घर होता।
- 20 अगर वह ईमानदार होता, तो उस दिन झूठ नहीं बोलता।
- 21 अगर अभी बारिश हो रही होती, तो हम बाहर नहीं बैठे होते।
- 22 अगर तुमने उसकी बात मानी होती, तो आज पछता नहीं रहे होते।
- 23 अगर यह इलाका इतना दूर न होता, तो project कब का बिक गया होता।
- 24 अगर उसने तब गाड़ी सीख ली होती, तो आज auto पर निर्भर न होती।
- 25 अगर मुझे German आती, तो मैं पिछले साल वाली नौकरी के लिए apply कर देता।

8 Answer Key**ANSWERS · SET A**

- 1 had joined ... would be running
- 2 were ... would not (wouldn't) have missed
- 3 were raining ... would be sitting
- 4 had been monitoring ... would have caught
- 5 had not (hadn't) married ... would still be living
- 6 were not (weren't) ... would have sold

ANSWERS · SET A

7 had listened ... would not (wouldn't) be

8 knew ... would have given

9 were already running ... would be

10 were ... would have accepted

ANSWERS · SET B

11 If I had studied law, I would be a judge today. ('Today' → present result.)

12 If she were driving, she would not be picking up calls. (Were for unreal.)

13 If we had been advertising properly, the launch would have succeeded. (-ing after had been.)

14 If he had invested then, he would be a crorepati now. (No would in the if-clause.)

15 If they were smarter, they would not have signed that one-sided deal last year. ('Last year' → past result.)

16 If it had rained last night, the ground would be wet now — but the ground is dry, so it didn't. (Real present fact → plain present.)

17 If I knew her number, I would have called her yesterday. (Would have + V3.)

18 If you had taken my advice, you would be stress-free today. (Had + V3 = taken.)

ANSWERS · SET C

19 If I had saved money then, I would own my own house today. / ...I would have my own home now.

20 If he were honest, he would not have lied that day.

21 If it were raining right now, we would not be sitting outside.

22 If you had listened to him/her, you would not be regretting it today.

23 If this area weren't so far away, the project would have sold out long ago.

24 If she had learnt driving then, she would not be dependent on autos today.

25 If I knew German, I would have applied for last year's job.

NEXT UP

Wish Sentences & 'Were to' — kaash! The grammar of desire, regret, and irritation: I wish I had bought it. I wish he would stop calling.



MODULE 2 — CONDITIONALS

09

Wish Sentences & Were To

Level: Intermediate–Advanced

Estimated study time: 50 minutes



1 Quick Look

WISH is the conditional family's soul — pure desire without the if. It follows the same one-step-back logic: wish + past for present desires, wish + past perfect for regrets, wish + would for things you want OTHERS to change. And IF ONLY is wish with extra feeling. This chapter is the grammar of 'kaash'.

PRESENT DESIRE

wish + Simple Past

I wish I had a bigger office. (I don't)

PAST REGRET

wish + Past Perfect

I wish I had bought that plot. (I didn't)

WANTING CHANGE

wish + would + V1

I wish he would stop calling at midnight. (he keeps doing it)



The golden rule: wish NEVER takes present tense for the thing wished about. 'I wish I have money' is impossible — the whole point of wish is that reality is different, so the verb steps back: have → had, did → had done, does → would do. And with 'be': I wish I WERE, he WERE, it WERE.

WISH STEPS THE VERB ONE STEP BACK

ABOUT NOW

REALITY

I don't have a bigger office.

have → had

WISH

*I wish I **had** a bigger office.*

wish + Simple Past

ABOUT THE PAST

REALITY

I didn't buy that plot.

did → had done

WISH

*I wish I **had** bought that plot.*

wish + had + V3

OTHERS' BEHAVIOUR

REALITY

He keeps calling at midnight.

does → would do

WISH

*I wish he **would** stop calling at midnight.*

wish + would + V1

Reality is on top, the wish underneath: have → had, did → had done, does → would do.

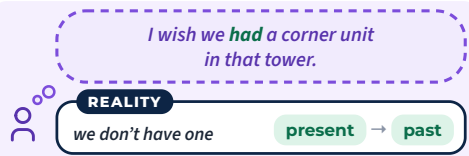
2 When to Use It



USE 1 WISH + past — a different present

You want reality to be different right now.

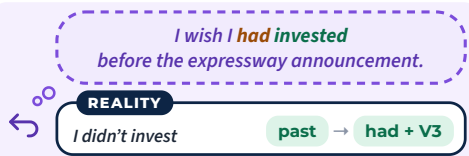
- *I wish we had a corner unit in that tower. (we don't)*
- *She wishes she knew the owner personally.*
- *I wish I were twenty-five again.*



USE 2 WISH + past perfect — regret about the past

The 'kaash maine...' pattern. Cannot be undone.

- *I wish I had invested before the expressway announcement.*
- *He wishes he had never signed that guarantee.*
- *We wish we had hired a structural engineer from day one.*

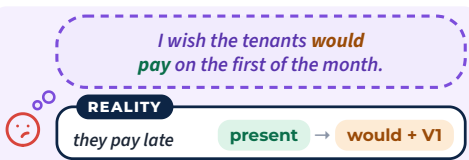


USE 3

WISH + would — irritation and desired change

For other people's (or things') behaviour you want changed. Not for yourself.

- *I wish the tenants would pay on the first of the month.*
- *I wish it would stop raining — the slab work is stuck.*
- *She wishes her neighbours would keep the corridor clean.*



USE 4 IF ONLY — wish, amplified

Same grammar, stronger emotion.

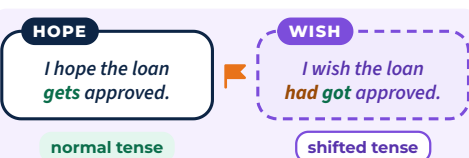
- *If only I had listened to my father!*
- *If only the approval came through faster.*
- *If only he would understand the market reality.*



USE 5 HOPE vs. WISH — the critical difference

HOPE = realistic desire, normal tenses. WISH = contrary to reality, shifted tenses.

- *I hope the loan gets approved. (realistic — it may)*
- *I wish the loan had got approved. (it was rejected — regret)*
- *I hope you pass. / I wish you had passed. (before vs. after the result)*



3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

WISH = 'काश' — जो सच नहीं है, उसकी चाहत। इसीलिए wish के बाद tense एक क़दम पीछे जाता है।

HOPE OR WISH?

BEFORE THE RESULT

still possible: the door is open

HOPE

*I hope you **pass**.*

*I hope the loan **gets** approved.*

normal tenses

उम्मीद बाक़ी है



RESULT

AFTER THE RESULT

already different from what you want

WISH

*I wish you **had passed**.*

*I wish the loan **had got** approved.*

shifted tenses

बात हाथ से निकल चुकी या हकीक़त उलट है

Hope looks at something still possible. Wish looks at something that is already different from reality.

अ HINDI CONCEPT NOTE हिंदी में समझिए

काश मेरे पास बड़ा office होता। → I wish I had a bigger office. (present की चाहत → past tense)

काश मैंने वह plot खरीद लिया होता। → I wish I had bought that plot. (past का पछतावा → past perfect)

काश वह रात में फ़ोन करना बंद कर दे! → I wish he would stop calling at night. (दूसरों की आदत बदलने की चाहत → would)

HOPE और WISH का फ़र्क़ रट लो: उम्मीद बाक़ी है → hope (I hope it rains)। बात हाथ से निकल चुकी या हकीक़त उलट है → wish (I wish it had rained)।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I wish I have more time.	✓ I wish I had more time.	Wish pushes the verb one step back — present desire takes past tense.
✗ I wish I would have bought it.	✓ I wish I had bought it.	Past regret = wish + had + V3. 'Would have' never follows wish for your own past.
✗ I wish I was taller.	✓ I wish I were taller.	Unreal 'be' after wish = were, for every subject — same as If I were.
✗ I wish I would work harder. (about yourself)	✓ I wish I worked harder. / If only I worked harder.	Wish + would is for OTHERS' behaviour — not your own. For yourself, use past tense.
✗ I hope I had passed the exam. (result already out, you failed)	✓ I wish I had passed the exam.	Reality already contrary → wish, not hope.
✗ I wish that he stops smoking.	✓ I wish he would stop smoking.	Wanting someone to change → wish + would + base verb.

5 Signal Words



Choosing the right wish:

> About NOW, contrary to fact → wish + past (had, knew, were)

About the PAST

regret → wish + had + V3

> About OTHERS' behaviour / repeated annoyance → wish + would

> Still possible, realistic → HOPE + normal tense (not wish at all)

> Extra emotion → If only (same grammar as wish)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 I wish I _____ (know) about the auction earlier — it's over now.
- 2 She wishes she _____ (live) closer to her office. (she lives far)
- 3 I wish the contractor _____ (would/finish) the punch-list items — he keeps delaying.
- 4 If only we _____ (not/sell) the Badalpur land in 2016!
- 5 I hope the RERA certificate _____ (come) this month. (realistic)
- 6 He wishes he _____ (be) better at negotiations. (he isn't)
- 7 I wish it _____ (would/stop) raining — three site days lost already.
- 8 We wish we _____ (take) photos of the property before the flood.
- 9 I wish my son _____ (would/wake) up early on his own.
- 10 If only I _____ (be) in Delhi that week — the deal slipped away.

SET B Correct the mistake

8 QUESTIONS

- | | |
|--|--|
| 11 I wish I have a sea-facing flat. | 12 I wish I would have joined the 2015 batch. |
| 13 She wishes she was the team lead. | 14 I wish I would speak better English. (about yourself) |
| 15 I hope he had reached safely. (you're still waiting for news — realistic) | 16 I wish that the neighbours stop playing loud music. |
| 17 If only I know then what I know now! | 18 He wishes he didn't sign that personal guarantee. (past regret) |

SET C Translate into English

7 QUESTIONS

- | | |
|--|------------------------------------|
| 19 काश मेरे पास और समय होता! | 20 काश मैंने उसकी बात मान ली होती। |
| 21 काश बारिश रुक जाए! (चिड़चिड़ाहट — रुक नहीं रही) | 22 काश मैं तब Delhi में होता। |

SET C Translate into English

7 QUESTIONS

23 मुझे उम्मीद है कि कल मौसम अच्छा रहेगा।

24 काश वह समय पर किराया दे दिया करे!

25 काश हमने वह ज़मीन कभी न बेची होती।

7 Answer Key



ANSWERS · SET A

1 had known

2 lived

3 would finish

4 had not (hadn't) sold

5 comes

6 were

7 would stop

8 had taken

9 would wake

10 had been

ANSWERS · SET B

11 I wish I had a sea-facing flat. (Present desire → past tense.)

12 I wish I had joined the 2015 batch. (Regret → had + V3.)

13 She wishes she were the team lead. (Were after wish.)

14 I wish I spoke better English. (Own situation → past tense, not would.)

15 I hope he has reached safely. (Still realistic → hope + normal tense.)

16 I wish the neighbours would stop playing loud music. (Others' behaviour → would.)

17 If only I had known then what I know now! (Past regret → had known.)

18 He wishes he had not (hadn't) signed that personal guarantee. (Past regret → past perfect.)

ANSWERS · SET C

19 I wish I had more time!

20 I wish I had listened to him/her. / I wish I had taken his advice.

21 I wish it would stop raining!

22 I wish I had been in Delhi then. / If only I had been in Delhi at that time.

23 I hope the weather is good tomorrow. / I hope the weather stays nice tomorrow.

24 I wish he would pay the rent on time!

25 I wish we had never sold that land. / If only we had never sold that plot.

NEXT UP

Final chapter of Module 2: the Grand Review — the complete conditionals map and two mixed practice tests.



MODULE 2 — CONDITIONALS

10

Grand Review & Practice Tests



Level: All

Estimated time: 75 minutes (map revision + 2 tests)

1 The Complete Conditionals Map



Every conditional and wish pattern from this module, on one page.

TYPE	FORMULA	HINDI FEELING	EXAMPLE
Zero (Present Real)	If + present, present	अगर... तो (हर बार)	If you heat ice, it melts.
First (Future Real)	If + present, will + V1	अगर... तो (होगा)	If he agrees, we will sign.
Second (Present Unreal)	If + past/were, would + V1	अगर... होता, तो ...ता	If I had money, I would invest.
Past Real	If + past, past	अगर... था, तो ...ता था	If it rained, the basement flooded.
Third (Past Unreal)	If + had V3, would have V3	अगर... होता, तो ...चुका होता	If I had known, I would have come.
Future Unreal	If + past / were to, would + V1	अगर कभी... हो जाए	If he were to resign, work would stall.
Mixed: past → present	If + had V3, would + V1	तब... होता, तो आज... होता	If I had saved, I would own a flat now.
Mixed: present → past	If + past/were, would have V3	अगर... होता, तो उस दिन...	If he were honest, he would have admitted it.
Wish (present)	wish + past / were	काश... होता	I wish I had a bigger office.
Wish (past regret)	wish + had + V3	काश... लिया होता	I wish I had bought that plot.
Wish (change/annoyance)	wish + would + V1	काश... कर दे	I wish he would pay on time.

Five rules that solve most conditional confusion:

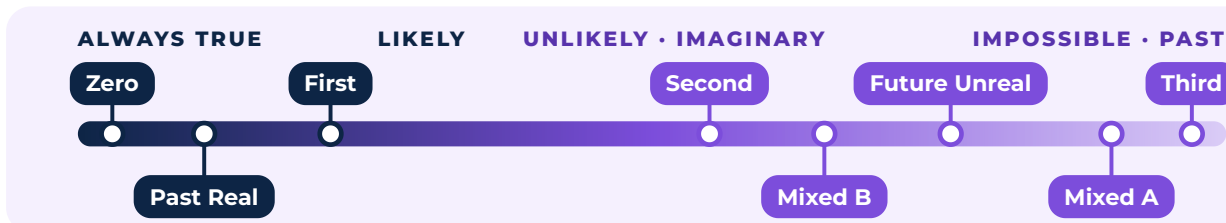
- 1 Will and would NEVER enter the if-clause. The condition takes a simple tense; will/would live in the result.
- 2 Unreal = one step back in time. Present ideas → past tense; past ideas → past perfect.
- 3 Unreal 'be' is WERE for every subject: if I were, if she were, I wish it were.
- 4 In mixed conditionals, each clause carries its own time — read 'now/today' vs. 'that day/last year'.
- 5 Unless already contains 'not'. Hope = still realistic; wish = contrary to reality.

THE MAP AT A GLANCE

	TYPE	IF-CLAUSE	RESULT	PAST	NOW	FUTURE	EXAMPLE
REAL	2 Zero <i>present real</i>	present	present		●	●	If you heat ice, it melts .
	3 First <i>future real</i>	present	will + V1			●	If he agrees , we will sign .
	5 Past Real <i>real past</i>	past	past	●	●		If it rained , the basement flooded .
UNREAL	4 Second <i>present unreal</i>	past / were	would + V1		○	○	If I had money, I would invest .
	7 Future Unreal <i>unlikely future</i>	past / were to	would + V1			○	If he were to resign , work would stall .
	6 Third <i>past unreal</i>	had + V3	would have + V3	○	○		If I had known , I would have come .
	8 Mixed A <i>past → present</i>	had + V3	would + V1	○	○		If I had saved , I would own a flat now.
	8 Mixed B <i>present → past</i>	past / were	would have + V3	○	○		If he were honest , he would have admitted it .
WISH	9 Wish <i>present desire</i>	wish + past / were			○		I wish I had a bigger office.
	9 Wish <i>past regret</i>	wish + had + V3		○			I wish I had bought that plot.
	9 Wish <i>wanting change</i>	wish + would + V1			○	○	I wish he would pay on time.

Violet dot = the if-clause (or the wish), gold dot = the result. Solid outline = real, dashed outline = unreal.

HOW REAL IS EACH CONDITIONAL?



The further right, the further from reality. Wish sentences always sit on the unreal side.

2 Practice Test 1 — Complete the Conditional (20 questions)

Fill each blank with the correct form. Every pattern from the module is in play.

- If you _____ (mix) lime with water, it _____ (heat) up.
- If the buyer _____ (confirm) by Friday, we _____ (block) the unit for him.
- If I _____ (be) the RWA president, I _____ (fix) the parking mess first.
- If we _____ (advertise) in 2020, we _____ (capture) that entire market. (we didn't)
- I wish the painter _____ (finish) on time — he keeps taking new jobs. (annoyance)
- If it _____ (rain) during those monsoons, the whole colony _____ (flood). (real past habit)
- If the government _____ (were to/ban) cash deals completely, the market _____ (change) overnight.
- If I _____ (not/waste) my twenties, I _____ (be) settled today.
- Unless the society _____ (issue) the NOC, the sale _____ (not/go) through.
- I wish I _____ (attend) that auction — the plot went for half its value.

Fill each blank with the correct form. Every pattern from the module is in play.

- 11 If he _____ (be) reliable, he _____ (not/vanish) during last month's crisis.
- 12 If she _____ (sleep) right now, she wouldn't be posting stories. (she's posting)
- 13 What _____ you _____ (do) if a stranger _____ (offer) you double the market rate tomorrow? (suspiciously unreal)
- 14 If only we _____ (keep) the original sale deed safely!
- 15 I hope the weather _____ (stay) clear for the bhoomi puja.
- 16 If the file _____ (be/move) through proper channels, it would have cleared months ago.
- 17 If you _____ (heat) plastic, it _____ (release) harmful fumes.
- 18 If they _____ (not/cut) those trees, this street _____ (still/be) shaded today.
- 19 If anything _____ (were to/happen) to the partnership, clause 9 _____ (decide) the split.
- 20 If clients _____ (haggle) too much in those days, Sharma ji _____ (simply/quote) a higher price.

3 Practice Test 2 — Fix It & Translate It (18 questions)



SET A Each sentence has one error. Rewrite it correctly. (10)

10 QUESTIONS

- 1 If the client will visit tomorrow, keep the brochures ready.
- 2 If I would have known the reserve price, I would have bid.
- 3 I wish I have a corner office.
- 4 If I was you, I would get a second legal opinion.
- 5 Unless you don't clear the dues, the flat won't be released.
- 6 If he had took the bypass, he would have reached by noon.
- 7 If we had launched earlier, we would have been market leaders today.
- 8 I wish I would speak Kannada. (about yourself)
- 9 If she was to sell the boutique, she would regret it.
- 10 I hope I had submitted the tender in time. (deadline passed; you didn't)

SET B Translate into English. (8)

8 QUESTIONS

- 11 अगर बारिश हुई, तो possession समारोह hall में होगा।
- 12 अगर मेरे पास उसका नंबर होता, तो अभी फ़ोन कर देता।
- 13 अगर तुमने advance दे दिया होता, तो plot हमारा होता। (आज)
- 14 काश मैंने वह offer ठुकराया न होता!
- 15 अगर दूध उबल जाए, तो gas बंद कर देना।
- 16 काश यह traffic कम हो जाए!
- 17 अगर वह ईमानदार होता, तो उस दिन हिसाब छुपाता नहीं।
- 18 जब तक approval नहीं आता, हम construction शुरू नहीं करेंगे।

4 Answer Keys



ANSWERS · TEST 1

- 1 mix ... heats
- 2 confirms ... will block
- 3 were ... would fix
- 4 had advertised ... would have captured
- 5 would finish
- 6 rained ... flooded

ANSWERS · TEST 1

- | | |
|--|--|
| 7 were to ban ... would change | 8 had not (hadn't) wasted ... would be |
| 9 issues ... will not (won't) go | 10 had attended |
| 11 were ... would not (wouldn't) have vanished | 12 were sleeping |
| 13 would ... do ... offered | 14 had kept |
| 15 stays | 16 had been moving (had moved also acceptable) |
| 17 heat ... releases | 18 had not (hadn't) cut ... would still be |
| 19 were to happen ... would decide | 20 haggled ... would simply quote (simply quoted also correct) |

ANSWERS · TEST 2 **Part A**

- 1 If the client visits tomorrow, keep the brochures ready. (No will in the if-clause.)
- 2 If I had known the reserve price, I would have bid. (No would in the if-clause.)
- 3 I wish I had a corner office. (Wish + past for present desire.)
- 4 If I were you, I would get a second legal opinion. (Were, not was.)
- 5 Unless you clear the dues, the flat won't be released. (Unless already contains 'not'.)
- 6 If he had taken the bypass, he would have reached by noon. (Had + V3 = taken.)
- 7 If we had launched earlier, we would be market leaders today. ('Today' → present result.)
- 8 I wish I spoke Kannada. (Own situation → past tense, not would.)
- 9 If she were to sell the boutique, she would regret it. (Were to, for every subject.)
- 10 I wish I had submitted the tender in time. (Reality contrary → wish, not hope.)

ANSWERS · TEST 2 **Part B**

- 11 If it rains, the possession ceremony will be (held) in the hall.
- 12 If I had his number, I would call him right now.
- 13 If you had paid the advance, the plot would be ours (today). (Mixed: past → present.)
- 14 I wish I had not turned down that offer! / If only I hadn't rejected that offer!
- 15 If the milk boils over, turn off the gas.
- 16 I wish this traffic would ease up! / I wish the traffic would reduce!
- 17 If he were honest, he would not have hidden the accounts that day. (Mixed: present → past.)
- 18 Unless the approval comes, we will not start construction. / We won't begin construction until the approval arrives.

NEXT UP

Module 2 complete. You can now build any condition, real or imagined. Module 3 — Modal Verbs — begins with the ten small words that control permission, obligation, and possibility: can, could, may, might, must...



MODULE

3



Modal Verbs

10 CHAPTERS

2 PRACTICE TESTS

ability · permission · obligation · deduction

IN THIS MODULE

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MODULE 3 — MODAL VERBS

01

Modals Overview — What They Do

Level: Intermediate

Estimated study time: 40 minutes



1 Quick Look



Modal verbs are ten small words — can, could, may, might, must, shall, should, will, would, ought to — that change the ATTITUDE of a sentence: ability, permission, possibility, obligation, advice. They don't describe actions; they describe your stance towards an action. Master their four grammar rules first, and every modal chapter after this becomes easy.

RULE 1: BASE VERB

Modal + V1, always

She can drive. (NOT: can drives / can to drive / can driving)

RULE 2: NO -S EVER

He can, she must, it might — modals never change form for any subject.

RULE 3: NO DO-SUPPORT

Negatives and questions form directly

She cannot drive. / Can she drive? (NOT: Does she can...)



The golden rule: a modal is frozen. It never takes -s, -ing, or -ed; it never follows 'to'; and it always hands a BASE verb to its right. Every modal error in this module breaks one of these three rules — check the frozen rules first, meaning second.



THE THREE FROZEN RULES

Subject

+

modal

+

base verb

any subject

never changes

V1 only

1 BASE VERB ONLY

modal + V1 – nothing else

✓ She **can** drive.

✗ can drives

✗ can to drive

✗ can driving

2 NO -S, EVER

same form for every subject

✓ he **can** · she **must**✓ it **might**

✗ he cans

✗ she musts

3 NO DO-SUPPORT

the modal itself moves

✓ She **cannot** drive.✓ **Can** she drive?

✗ Does she can drive?

✗ Do you can help me?

Every modal error in this module breaks one of these three rules – check the frozen rules first, meaning second.

2 When to Use It



USE 1 The five jobs modals do

One word can do several jobs — context decides.



- **ABILITY:** She *can* negotiate in three languages.
- **PERMISSION:** You *may* leave early today.
- **POSSIBILITY:** The rates *might* correct after the election.
- **OBLIGATION:** You *must* verify the title before paying.
- **ADVICE:** You *should* get this agreement vetted.

USE 2 Strength levels — the modal thermometer

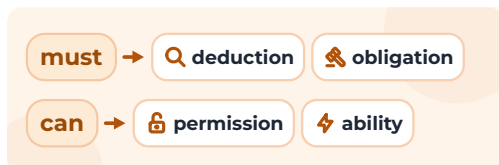
Modals sit on a scale from gentle to absolute.



- You *could* call him. (soft suggestion)
- You *should* call him. (advice)
- You *had better* call him. (warning)
- You *must* call him. (no choice)

USE 3 One modal, many meanings

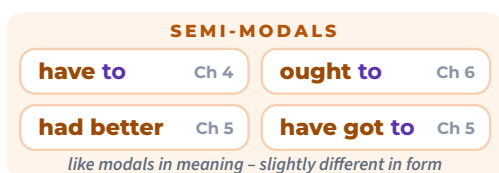
The same word shifts meaning with context — this module teaches you to read the shift.



- He *must* be at the site. (deduction — I'm sure)
- He *must* reach the site by 9. (obligation — required)
- You *can* park here. (permission) / He *can* lift 100 kg. (ability)

USE 4 Semi-modals — the helpers with 'to'

have to, ought to, had better, have got to behave like modals in meaning but differ slightly in form. Each gets its own chapter.



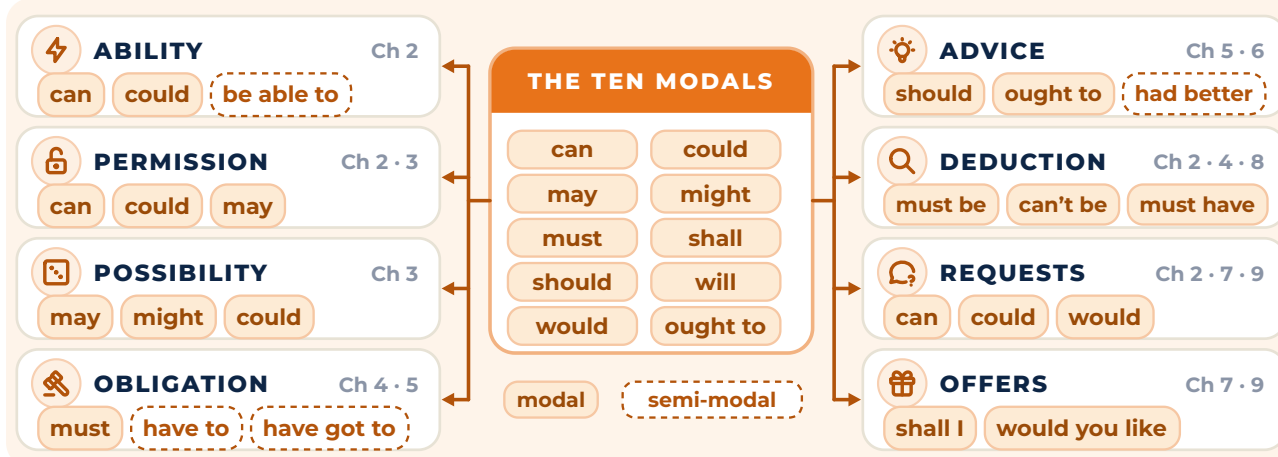
- I *have to* renew the licence this month.
- You *ought to* inform the society office.
- We *had better* leave before the traffic builds.

3 The Map of Module 3



MODAL(S)	MAIN JOBS	CHAPTER
can, could	ability, permission, requests, possibility	2
may, might	formal permission, possibility, wishes	3
must, have to	obligation, prohibition, deduction	4
have got to, had better	urgent obligation, strong advice	5

TEN MODALS, MANY JOBS



One word can do several jobs – context decides. Chapter numbers show where each job is taught.

MODAL(S)	MAIN JOBS	CHAPTER
should, ought to	advice, expectation, duty	6
shall, will, would	offers, promises, habits, requests	7
modal + have + V3	past deductions and regrets	8
polite combinations	professional & soft English	9

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Modals वो दस छोटे शब्द हैं जो वाक्य का रुख बदलते हैं — काम नहीं, काम के प्रति आपका रवैया बताते हैं।

सकना → can/could: वह गाड़ी चला सकती है। → She can drive.

चाहिए → should: तुम्हें आराम करना चाहिए। → You should rest.

पढ़ना / ज़रूरी → must / have to: मुझे कल जाना पड़ेगा। → I have to go tomorrow.

शायद → may/might: शायद बारिश हो। → It might rain.

तीन frozen rules रट लो: modal के बाद verb की first form (can go, NOT can goes/can to go), modal कभी नहीं बदलता (he can, NOT he cans), और negative/question में do नहीं आता (Can she...?, NOT Does she can...?)।

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ He can drives very well.	✓ He can drive very well.	Base verb after a modal — frozen Rule 1.
✗ She musts finish today.	✓ She must finish today.	Modals never take -s — frozen Rule 2.

✗ WRONG	✓ RIGHT	💡 WHY
✗ Do you can help me?	✓ Can you help me?	No do-support — the modal itself jumps to the front.
✗ I can to speak Punjabi.	✓ I can speak Punjabi.	No 'to' after a pure modal. (Only ought to / have to keep it.)
✗ He can able to solve this.	✓ He can solve this. / He is able to solve this.	Can = is able to. Using both is a double — the classic Indian-English modal error.
✗ You should not to worry.	✓ You should not worry.	The 'to' sneaks in through Hindi ('chinta karne ki zaroorat nahi') — English drops it.

6 Signal Words



🔔 Reading a modal — ask these:

- What job is it doing here: ability, permission, possibility, obligation, or advice?
- How strong is it on the thermometer: could < should < had better < must?
- Is the form frozen correctly: modal + base verb, no -s, no to, no do?

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- You _____ (must/submit) the KYC documents before the token payment.
- She _____ (can/read) Urdu — her Nani taught her.
- _____ I _____ (may/come) in, sir?
- It _____ (might/rain) during the possession ceremony — keep a tent ready.
- You _____ (should/not/sign) anything without reading clause 7.
- He _____ (could/lift) two cement bags at once in his youth.
- We _____ (had better/leave) now — the expressway jams after 6.
- _____ you _____ (can/share) the location pin?
- Visitors _____ (must/not/park) in front of the gate.
- You _____ (ought to/inform) the RWA before renovation work.

SET B Correct the mistake

8 QUESTIONS

- She cans speak four languages.
- Do you can come tomorrow?
- He must to attend the hearing.
- I can able to finish this by evening.
- You should not to trust that dealer blindly.
- They can drives to Jaipur in four hours.
- Might I to ask a question?
- He don't can swim.

SET C Translate into English

7 QUESTIONS

- | | |
|------------------------------------|---|
| 19 वह अंग्रेज़ी बोल सकती है। | 20 क्या मैं अंदर आ सकता हूँ? |
| 21 तुम्हें डॉक्टर को दिखाना चाहिए। | 22 मुझे कल जल्दी उठना पड़ेगा। |
| 23 शायद वह कल आए। | 24 तुम्हें यहाँ गाड़ी खड़ी नहीं करनी चाहिए। |
| 25 क्या आप मेरी मदद कर सकते हैं? | |

8 Answer Key



ANSWERS · SET A

- | | | |
|--------------------|-------------------|-----------------|
| 1 must submit | 2 can read | 3 May I come |
| 4 might rain | 5 should not sign | 6 could lift |
| 7 had better leave | 8 Can you share | 9 must not park |
| 10 ought to inform | | |

ANSWERS · SET B

- 11 She can speak four languages. (Modals never take -s.)
- 12 Can you come tomorrow? (No do-support.)
- 13 He must attend the hearing. (No 'to' after must.)
- 14 I can finish this by evening. / I am able to finish this by evening. (Can OR able to — never both.)
- 15 You should not trust that dealer blindly. (No 'to' after should not.)
- 16 They can drive to Jaipur in four hours. (Base verb.)
- 17 Might I ask a question? (Base verb — no 'to'.)
- 18 He cannot (can't) swim. (Negative forms directly on the modal.)

ANSWERS · SET C

- | | |
|--|--|
| 19 She can speak English. | 20 May I come in? / Can I come in? |
| 21 You should see a doctor. / You ought to consult a doctor. | 22 I have to get up early tomorrow. / I must wake up early tomorrow. |
| 23 He might come tomorrow. / Maybe she will come tomorrow. | 24 You should not park (your car) here. / You must not park here. |
| 25 Can you help me? / Could you please help me? | |

NEXT UP

Can & Could — ability, permission, and the hidden rule about past achievements that even advanced speakers miss.



MODULE 3 — MODAL VERBS

02

Can & Could

Level: Intermediate

Estimated study time: 50 minutes



1 Quick Look



CAN is the busiest modal in English — ability, permission, requests, possibility, even deduction. COULD is its past and its polite twin. This chapter also covers BE ABLE TO, the substitute that works in tenses where can cannot go, and the one distinction that separates advanced speakers: could vs. was able to for past achievements.

ABILITY

She can close difficult deals. / In college, I could run 10 km.

PERMISSION / REQUEST

Can I use your charger? / Could you send the papers? (more polite)

NEGATIVE DEDUCTION

That can't be the owner — the owner is in Dubai. (I'm sure it's not)



The golden rule: COULD = general past ability (I could swim as a child — any time, in general). For ONE specific past achievement, English refuses could and demands WAS ABLE TO or MANAGED TO: 'The lift was stuck, but we were able to open it' (NOT could open). In the negative, both work: couldn't open = wasn't able to open.

⚡ COULD OR WAS ABLE TO?

WHAT HAPPENED

SAY

EXAMPLE



GENERAL ABILITY

could

In college, I **could** run 10 km.
a general skill – any time in that period



THE KEY RULE

ONE SPECIFIC SUCCESS

was able to

managed to

The lift was stuck, but we...
✓ **were able to** open it.
✗ **could open it.**



ONE SPECIFIC FAILURE

couldn't

wasn't able to

We **couldn't** convince the seller.
couldn't open = wasn't able to open

Could = general past ability. One specific success = was able to / managed to. In the negative, both work.

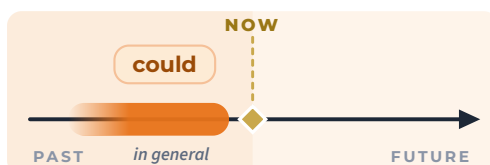
2 When to Use It



USE 1 Present ability

Skills and capacities, now.

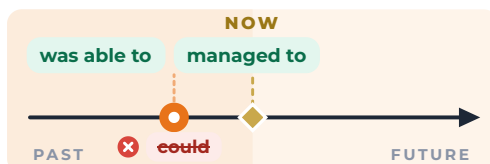
- Our team **can** handle both sale and lease agreements.
- She **can** read blueprints faster than the architect.
- I **can't** attend both registries on the same day.



USE 2 General past ability — COULD

What you were able to do in general, in that period.

- Before the knee surgery, he **could** climb all five floors.
- In the 2000s, you **could** buy land here for 800 a yard.

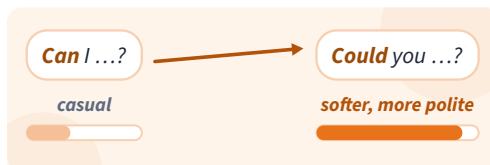


USE 3

One specific past success — WAS ABLE TO / MANAGED TO

A single event where you succeeded — could is banned here (except in negatives).

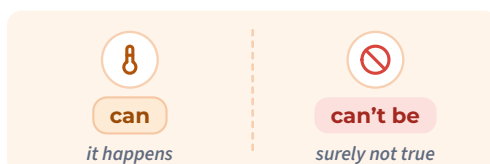
- The file was stuck for months, but we **were able to** clear it last week.
- He **managed to** reach the court just before the hearing.
- We **couldn't** convince the seller. (negative — could returns)



USE 4 Permission and requests

Can = casual; could = softer, more polite. (Full politeness system in Chapter 9.)

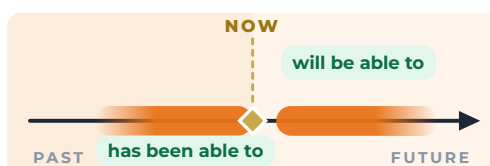
- **Can I** take a photo of the layout?
- **Could you** hold the payment till Monday?
- You **can** use the office printer for personal work — within limits.



USE 5 Possibility and negative deduction

Can = things that sometimes happen; can't = I'm sure it's not true.

- Delhi summers **can** cross 47 degrees. (it happens)
- He **can't be** serious about that price. (impossible, surely)
- This **can't be** the original document — the stamp is missing.



USE 6 BE ABLE TO — the tense substitute

Can has no future or perfect forms; be able to fills every gap.

- You **will be able to** see the sample flat from next week. (NOT: will can)
- I **haven't been able to** reach him since Tuesday.
- She **wants to be able to** work from home.

BE ABLE TO FILLS THE GAPS

	PAST	NOW	FUTURE	PERFECT	INFINITIVE
CAN	could <i>general only</i>	can	✗ no form	✗ no form	✗ no form
BE ABLE TO	was/were able to <i>one success</i>	am/is/are able to	will be able to	has/have been able to	to be able to

TWO MODALS NEVER SIT TOGETHER ✗ *will can* → ✓ *will be able to visit*

Can has only two forms (can, could). For every other slot – future, perfect, infinitive – use be able to.

3 Hindi Concept Note

अ

अ HINDI CONCEPT NOTE हिंदी में समझिए

CAN/COULD = 'सकना'। वह आ सकती है → She can come. वह आ सकती थी → She could come.

लेकिन एक छुपा rule है जो Hindi से पकड़ में नहीं आता: past की एक खास कामयाबी के लिए could नहीं – was able to / managed to लगता है।

ताला जाम था, पर हम खोल पाए।

→ The lock was jammed, but we were able to open it. (could open गलत!)

'नहीं कर पाए' में could वापस आ जाता है: हम उसे मना नहीं पाए।

→ We couldn't convince him.

और future में can नहीं चलता – 'कर पाओगे' के लिए will be able to: तुम अगले हफ्ते देख पाओगे। → You will be able to see it next week. (will can कुछ नहीं होता!)

4 Common Mistakes Hindi Speakers Make

!

✗ WRONG	✓ RIGHT	💡 WHY
✗ The gate was locked, but we could open it.	✓ The gate was locked, but we were able to open it.	One specific past success → was able to / managed to. Could is only for general past ability.
✗ You will can visit the site next month.	✓ You will be able to visit the site next month.	Two modals can never sit together. Future ability = will be able to.
✗ I could to finish the report yesterday.	✓ I was able to finish the report yesterday. / I managed to finish...	Two errors: no 'to' after could, and a specific achievement rejects could anyway.
✗ He cans speak Haryanvi fluently.	✓ He can speak Haryanvi fluently.	Frozen Rule 2 — no -s, ever.

✗ WRONG	✓ RIGHT	💡 WHY
✗ It can be raining in Mussoorie right now. (guess)	✓ It could / might be raining in Mussoorie right now.	A guess about right now takes could/might, not can. Can = general possibility only.
✗ I don't can come today.	✓ I can't (cannot) come today.	No do-support — the negative sits on the modal itself.

5 Signal Words

🔔 Can/could signals and traps:

- General skill (any time) → can (now) / could (past)
- One past event + success → was able to / managed to
- One past event + failure → couldn't / wasn't able to (both fine)
- Future or perfect ability → be able to (will be able to, has been able to)
- 'Surely not!' → can't be (negative deduction)

6 Practice

SET A Fill in the blanks

10 QUESTIONS

- My grandfather _____ (can/speak) five languages — people came just to hear him.
- The server was down all morning, but IT _____ (be able to/restore) it by lunch.
- _____ you _____ (can/forward) me the RERA certificate?
- You _____ (will/be able to/register) online from next quarter.
- That _____ (can/not/be) Mr. Khanna — he never comes before eleven.
- In those days, we _____ (can/park) anywhere on this road.
- She hasn't _____ (be able to/sleep) properly since the court notice came.
- Traffic on NH-24 _____ (can/get) brutal after 5 p.m. (general truth)
- We tried for hours but _____ (can/not/locate) the boundary markers.
- He _____ (manage to/get) the file signed just before the officer left.

SET B Correct the mistake

8 QUESTIONS

- The lights went out, but the electrician could fix them within an hour. (one specific success)
- You will can see the difference after the paint job.
- I can swimming since childhood.
- Does she can operate the new software?
- He could passed the exam last month. (one attempt, he succeeded)
- We didn't could finish the audit on time.
- That can be Sharma ji at the door — he said he'd never come back. (you're sure it's not)
- I could to lift heavy weights in my army days.

SET C Translate into English

7 QUESTIONS

- 19 वह बचपन से तैर सकता है... मतलब, बचपन में भी तैर सकता था।
- 20 क्या तुम मुझे वह file भेज सकते हो?
- 21 दरवाज़ा जाम था, पर हम उसे खोल पाए।
- 22 तुम अगले महीने से online payment कर पाओगे।
- 23 यह सच नहीं हो सकता!
- 24 हम उसे समय पर ढूँढ़ नहीं पाए।
- 25 पहले मैं पूरी रात जाग सकता था, अब नहीं।

7 Answer Key



ANSWERS · SET A

- | | | |
|----------------------------|-----------------------|-------------------------------|
| 1 could speak | 2 was able to restore | 3 Can you forward |
| 4 will be able to register | 5 cannot (can't) be | 6 could park |
| 7 been able to sleep | 8 can get | 9 could not (couldn't) locate |
| 10 managed to get | | |

ANSWERS · SET B

- 11 The lights went out, but the electrician was able to fix them within an hour. (Specific success → was able to.)
- 12 You will be able to see the difference after the paint job. (No double modals.)
- 13 I have been able to swim since childhood. / I can swim — I learnt as a child. (Can + base verb; duration → have been able to.)
- 14 Can she operate the new software? (No do-support.)
- 15 He was able to pass / managed to pass the exam last month. (One achievement.)
- 16 We couldn't (could not) finish the audit on time. (Negative sits on the modal.)
- 17 That can't be Sharma ji at the door. (Negative deduction → can't.)
- 18 I could lift heavy weights in my army days. (No 'to'; general past ability → could is correct here.)

ANSWERS · SET C

- 19 He has been able to swim since childhood. / He could swim even as a child.
- 20 Can you send me that file? / Could you send me that file?
- 21 The door was jammed, but we were able to open it. / ...but we managed to open it.
- 22 You will be able to make online payments from next month.
- 23 This can't be true! / That cannot be true!
- 24 We couldn't find him in time. / We were not able to locate him on time.
- 25 I could stay up all night earlier; now I can't.

NEXT UP

May & Might — formal permission, shades of possibility, and why 'may be' and 'maybe' are two different words.



MODULE 3 — MODAL VERBS

03

May & Might

Level: Intermediate

Estimated study time: 45 minutes



1 Quick Look



MAY and MIGHT run two departments: formal permission (may only) and possibility (both, at different confidence levels). May suggests a real chance; might steps the confidence down a notch. This chapter also settles a spelling war that fills Indian WhatsApp groups: MAY BE (two words, verb) vs. MAYBE (one word, adverb).

FORMAL PERMISSION

May I address the committee? / Members may use the club till 10 p.m.

POSSIBILITY

The rates may correct in Q3. (decent chance) / He might join us later. (smaller chance)

WISHES & BLESSINGS

May God bless you. / May the new venture prosper!



The golden rule: MAY BE (two words) = modal + verb, meaning 'is possibly' — He may be at the site. MAYBE (one word) = 'perhaps', and sits at the front of the sentence — Maybe he is at the site. If you can replace it with 'perhaps', write one word; if a subject sits before it, write two.

? MAY BE OR MAYBE?

TWO WORDS

may + **be**

modal + verb = 'is possibly'

✓ a subject sits before it

He may be at the site.

or

ONE WORD

maybe

adverb = 'perhaps'

✓ you can swap in 'perhaps'

Maybe he is at the site.



~~Maybe he at the site.~~

'maybe' cannot replace the verb 'be'



✓ **He may be** at the site.

If you can replace it with 'perhaps', write one word. If a subject sits before it, write two.

2 When to Use It



May / ...?

formal

official · respectful · written

Can I ...? = casual

USE 1 Formal permission — MAY

Official, respectful, written. (Can does the casual version.)

- *May I have five minutes of your time, sir?*
- *Residents may book the community hall through the app.*
- *You may leave once the documents are attested.*

may

I half expect it

might

don't count on it

USE 2

Possibility — MAY (likely) vs. MIGHT (less likely)

Both guess about the present or future; might lowers the confidence.

- *The bank may release the funds by Friday. (I half expect it)*
- *The bank might release the funds by Friday. (don't count on it)*
- *She might not come at all — her flight looked doubtful.*

You **should** reconsider. *direct*

↓ **softer**

You **might want to** reconsider.

USE 3

MIGHT in polite suggestions and hedged statements

Might softens claims — boardroom English.

- *You might want to reconsider the pricing.*
- *It might be worth getting a second valuation.*
- *This might sound odd, but the smaller unit is the better investment.*

May

+ **subject**

+ **verb**



May your new office bring prosperity!

a fixed ceremonial pattern – May comes first

USE 4

Wishes and blessings — MAY + subject + verb

A fixed ceremonial pattern.

- *May your new office bring prosperity!*
- *May the best bidder win.*
- *May you both have a long and happy life.*

"I **may** invest." *his words*

↓ **may** → **might**

He said he **might** invest.

USE 5

MIGHT as the past of MAY (reported speech)

After a past reporting verb, may shifts to might.

- *He said he might invest in the second phase. (his words: 'I may invest')*
- *The lawyer warned that the case might drag on.*

⇒ MAY AND MIGHT: WHO DOES WHAT

ONLY MAY



FORMAL PERMISSION

May I address the committee?
official, respectful



WISHES & BLESSINGS

May God bless you.
May comes first

SHARED BY BOTH



POSSIBILITY

may

decent chance – I half expect it

might

smaller chance – don't count on it

ONLY MIGHT



POLITE SUGGESTIONS

You **might** want to reconsider.
softens the claim



PAST OF 'MAY'

He said he **might** invest.
reported speech

Possibility is shared (might = less sure). Formal permission and wishes belong to may alone.

3 Hindi Concept Note



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HINDI CONCEPT NOTE हिंदी में समझिए

MAY/MIGHT = 'शायद' — मुमकिन है, पक्का नहीं।

शायद बारिश हो। → It may rain. ठीक-ठाक chance। It might rain. → chance और कम।

इज़ाज़त के लिए may formal है: क्या मैं अंदर आ सकता हूँ? (officer से)

→ May I come in, sir?

आशीर्वाद वाला pattern अलग से याद रखो: भगवान तुम्हें खुश रखे।

→ May God keep you happy. (May हमेशा सबसे आगे)

और spelling की जंग: 'may be' दो शब्द = हो सकता है (He may be busy — वह busy हो सकता है)। 'maybe' एक शब्द = शायद (Maybe he is busy — शायद वह busy है)। जहाँ 'शायद' से वाक्य शुरू हो, वहाँ एक शब्द।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ Maybe he at the meeting right now.	✓ He may be at the meeting right now. / Maybe he is at the meeting.	One word 'maybe' is an adverb — it cannot replace the verb. Two- word 'may be' contains the verb.
✗ He may comes tomorrow.	✓ He may come tomorrow.	Base verb after may — the frozen rule never sleeps.
✗ Might I to see the papers?	✓ Might I see the papers?	No 'to' after might.
✗ May you please send the report? (request)	✓ Could/Would you please send the report?	May asks permission for MYSELF (May I...). Requests to others take could/would.

✗ WRONG	✓ RIGHT	💡 WHY
✗ God may bless you! (blessing intended)	✓ May God bless you!	In wishes, may moves to the front — fixed word order.
✗ He said he may sell the shop. (reported last month)	✓ He said he might sell the shop.	May shifts to might after a past reporting verb.

5 Signal Words



🔔 May/might signals:

- shayad + decent chance → may; shayad + slim chance → might
- Formal/official permission → may (casual → can)
- Blessings and wishes → May + subject + base verb (front position)
- Softening advice → you might want to..., it might be worth...
- Replace with 'perhaps'? → one word maybe. Subject before it? → two words may be.

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- _____ I _____ (may/borrow) your pen for the register, madam?
- The circle rates _____ (may/rise) after the budget — analysts half expect it.
- He _____ (might/not/attend) the AGM; he's travelling that week.
- _____ (may) your new showroom flourish!
- She said she _____ (may → ?) shift to Pune next year. (reported)
- You _____ (might/want) to check the seepage report before finalising.
- Guests _____ (may/use) the visitor parking on the lower level.
- It _____ (may/be) a network issue — try the landline. (two words or one?)
- _____ he is stuck in traffic. That's why he's not picking up. (two words or one?)
- The builder warned that possession _____ (might/get) delayed by a quarter.

SET B Correct the mistake

8 QUESTIONS

- | | |
|---|---|
| 11 May be he is at the gym. | 12 Maybe the file with the accountant. (fix the verb) |
| 13 She may visits her parents this weekend. | 14 May you carry my bag? (request to someone) |
| 15 God may give you success! | 16 He told me he may join us. (reported — said last week) |
| 17 Might I to suggest an alternative? | 18 It mights rain tonight. |

SET C Translate into English

7 QUESTIONS

- | | |
|--|---|
| 19 शायद वह कल आए। | 20 क्या मैं एक सवाल पूछ सकता हूँ, sir? (formal) |
| 21 शायद वह घर पर हो। (दोनों तरीकों से लिखो) | 22 भगवान आपको लंबी उम्र दे! |
| 23 बारिश हो सकती है — छाता ले लो। | 24 उसने कहा था कि वह शायद देर से आए। |
| 25 आप चाहें तो दूसरा unit भी देख सकते हैं। (soft suggestion) | |

7 Answer Key



ANSWERS · SET A

- | | | |
|----------------|----------------------|--------------------|
| 1 May I borrow | 2 may rise | 3 might not attend |
| 4 May | 5 might | 6 might want |
| 7 may use | 8 may be (two words) | 9 Maybe (one word) |
| 10 might get | | |

ANSWERS · SET B

- 11 Maybe he is at the gym. (Sentence-front 'perhaps' → one word.)
- 12 Maybe the file is with the accountant. / The file may be with the accountant. (A verb is compulsory.)
- 13 She may visit her parents this weekend. (Base verb.)
- 14 Could/Would you carry my bag? (Requests to others don't take may.)
- 15 May God give you success! (May leads the blessing.)
- 16 He told me he might join us. (May → might after told.)
- 17 Might I suggest an alternative? (No 'to'.)
- 18 It might rain tonight. (Modals never take -s.)

ANSWERS · SET C

- | | |
|---|---------------------------------------|
| 19 He may come tomorrow. / She might come tomorrow. | 20 May I ask a question, sir? |
| 21 He may be at home. / Maybe he is at home. | 22 May God give you a long life! |
| 23 It may rain — take an umbrella. / It might rain, so carry an umbrella. | 24 He said (that) he might come late. |
| 25 You might want to see the other unit as well. / You may also like to look at another unit. | |

NEXT UP

Must & Have To — obligation, prohibition, and the trap that changes meanings completely: *mustn't* is NOT the same as *don't have to*.



MODULE 3 — MODAL VERBS

04

Must & Have To

Level: Intermediate

Estimated study time: 50 minutes



1 Quick Look

MUST and HAVE TO both mean ‘zaroori hai’ — but they carry different flavours of necessity, and their NEGATIVES mean completely different things. Mustn’t = prohibited. Don’t have to = optional. Confusing the two doesn’t just sound wrong; it reverses your meaning. This is the most consequential chapter in the module.

MUST

Internal or speaker-imposed necessity

I must call my mother tonight. (I feel it)

HAVE TO

External necessity — rules, laws, circumstances

I have to file the return by the 31st. (the system says so)

THE NEGATIVE TRAP

You mustn’t tell anyone. (FORBIDDEN) ≠ You don’t have to tell anyone. (NOT NECESSARY)



The golden rule: in the positive, must and have to overlap heavily — pick either. In the NEGATIVE, they split into opposites: mustn’t = prohibition (mat karo!), don’t have to = no obligation (zaroori nahin). Before writing a negative, ask: am I banning it, or excusing it?

⚠ THE NEGATIVE TRAP

Am I **BANNING** it ... or **EXCUSING** it?

mustn’t

you must NOT do it

You **mustn’t** share the OTP with anyone.

PROHIBITED

dangerous

अ OTP किसी को मत बताना (मनाही)



don’t have to

no obligation – your choice

You **don’t have to** come to the office tomorrow.

OPTIONAL

it’s a holiday

अ कल आना ज़रूरी नहीं (छूट)

MUST / HAVE TO

you must do it

DON'T HAVE TO

do it or not – your choice

MUSTN'T

you must not do it

In the positive, must and have to overlap. In the negative, they are opposites.

2 When to Use It



USE 1

MUST — necessity the speaker feels or imposes

Personal conviction, self-discipline, or authority talking down.

- *I must stop taking every call after 10 p.m.*
- *You must read the fine print — I'm telling you as a friend.*
- *All visitors must sign the register. (notice-board authority)*



from inside

must

*I feel it • I impose it
personal conviction, or authority talking down*

USE 2

HAVE TO — necessity from outside

Rules, laws, schedules, other people's requirements.

- *We have to get the map approved before excavation.*
- *She has to travel to Lucknow twice a month for the project.*
- *Buyers have to pay stamp duty at registration.*



have to

rules • laws • schedules

other people's requirements — the system says so

USE 3

The negatives — opposite worlds

This is where meaning flips.

- *You mustn't share the OTP with anyone. (prohibited — dangerous)*
- *You don't have to come to the office tomorrow. (optional — it's a holiday)*
- *Tenants mustn't sublet the flat. / You don't have to repaint before leaving — we'll handle it.*



mustn't
prohibited



don't have to
optional

USE 4

MUST for deduction — 'I'm sure'

Strong logical conclusion about the present. (Past deductions — must have — come in Chapter 8.)

- *The lights are on — someone must be inside.*
- *He closed three deals this month; he must be exhausted.*
- *This must be the original allotment letter — see the embossed seal.*



lights are on

evidence

someone **must** be inside

I'm sure

USE 5

HAVE TO carries the tenses

Must has no past or future. Have to fills them: had to, will have to.

- *We had to cancel yesterday's site visit — sealing drive in the area.*
- *You will have to renew the agreement in March.*
- *Has he ever had to appear in court for this?*

NOW

had to

have to

will have to

PAST **must**

must FUTURE

3 Hindi Concept Note



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HINDI CONCEPT NOTE हिंदी में समझिए

MUST / HAVE TO = 'ज़रूरी है / पड़ता है'। अंदर की ज़रूरत → must; बाहर का नियम → have to।

⇒ INSIDE OR OUTSIDE?

**must***speaker feels or imposes it**I **must** call my mother tonight.**I feel it**All visitors **must** sign the register.**notice-board authority***IN THE POSITIVE****must** or **have to***pick either***IN THE NEGATIVE****mustn't****≠****don't have to****have to***rules, laws, schedules, others**I **have to** file the return by the 31st.**the system says so**Buyers **have to** pay stamp duty.**a rule at registration**Must = necessity from inside (the speaker). Have to = necessity from outside (rules, laws, schedules).***अ HINDI CONCEPT NOTE** हिंदी में समझिए

मुझे माँ को फ़ोन करना ही है (दिल से) → I must call my mother. / मुझे return भरना पड़ेगा (क़ानून) → I have to file the return.

असली खेल negative में है — यहाँ दोनों उल्टे हो जाते हैं:

OTP किसी को मत बताना (मनाही) → You mustn't share the OTP. / कल आना ज़रूरी नहीं (छूट) → You don't have to come tomorrow.

हिंदी में 'ज़रूरी नहीं' और 'मत करो' अलग-अलग हैं — English में भी वैसे ही: don't have to ≠ mustn't!

और past/future में must नहीं चलता — 'जाना पड़ा' → had to go, 'जाना पड़ेगा' → will have to go!

4 Common Mistakes Hindi Speakers Make

✗ WRONG	✓ RIGHT	💡 WHY
✗ You mustn't attend the meeting — it's optional.	✓ You don't have to attend the meeting — it's optional.	Mustn't bans; don't have to excuses. Optional = don't have to.
✗ You don't have to touch the live wire!	✓ You mustn't touch the live wire!	Danger = prohibition = mustn't. 'Don't have to' would mean touching is merely unnecessary.
✗ I must to submit the file today.	✓ I must submit the file today.	No 'to' after must — ever.
✗ Yesterday I must go to the tehsil office.	✓ Yesterday I had to go to the tehsil office.	Must has no past. Past obligation = had to.
✗ She doesn't has to come early.	✓ She doesn't have to come early.	After doesn't, the verb returns to base: have.
✗ He must be knowing the owner. (deduction)	✓ He must know the owner.	Stative verbs refuse -ing even under modals — Module 1's oldest rule.

5 Signal Words



Choosing correctly:

- > Rule/law/schedule → have to; personal conviction or authority voice → must
- > Banned/dangerous → mustn't; merely optional → don't have to
- > Past obligation → had to; future obligation → will have to
- > 'I'm sure' about the present → must be / must know
- > Signboards and notices → must / must not (official register)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 All site workers _____ (must/wear) helmets beyond this point.
- 2 I _____ (have to/renew) my driving licence next month — it expires on the 12th.
- 3 You _____ (not/have to) pay the full amount today; 20% booking is enough.
- 4 You _____ (must/not/discard) the client list to anyone outside the firm.
- 5 Last year we _____ (have to/shift) the office twice.
- 6 The AC is running and his car is outside — he _____ (must/be) in.
- 7 She _____ (have to/appear) before the committee tomorrow, whether she likes it or not.
- 8 Guests _____ (must/not/feed) the stray dogs inside the society.
- 9 You _____ (will/have to/apply) again if the file lapses.
- 10 I _____ (must/remember) to wish Bhabhi ji — it's her birthday.

SET B Correct the mistake

8 QUESTIONS

- | | |
|---|---|
| 11 You mustn't come on Sunday; we're closed anyway, so no need. | 12 Visitors don't have to smoke in the lobby. (it's banned) |
| 13 He must submitted the documents yesterday. (past obligation) | 14 She must to inform the RWA first. |
| 15 They doesn't have to pay maintenance for the first year. | 16 I will must attend the hearing next week. |
| 17 The meter is spinning fast — something must using heavy power. | 18 Do I must sign every page? |

SET C Translate into English

7 QUESTIONS

- | | |
|------------------------------------|---|
| 19 मुझे आज यह काम खत्म करना ही है। | 20 हमें हर महीने report भेजनी पड़ती है। |
| 21 तुम्हें कल आना ज़रूरी नहीं है। | 22 यहाँ धूम्रपान मत करो — सख्त मना है। |

SET C Translate into English

7 QUESTIONS

23 कल मुझे बैंक जाना पड़ा।

24 बत्ती जल रही है — वह घर पर ही होगा।

25 अगले साल हमें नया agreement बनवाना पड़ेगा।

7 Answer Key



ANSWERS • SET A

- | | | |
|-------------------------------|---------------------------|--------------------------|
| 1 must wear | 2 have to renew | 3 do not (don't) have to |
| 4 must not (mustn't) disclose | 5 had to shift | 6 must be |
| 7 has to appear | 8 must not (mustn't) feed | 9 will have to apply |
| 10 must remember | | |

ANSWERS • SET B

- 11 You don't have to come on Sunday. (No need = don't have to, not mustn't.)
- 12 Visitors mustn't (must not) smoke in the lobby. (Banned = mustn't.)
- 13 He had to submit the documents yesterday. (Past obligation → had to.)
- 14 She must inform the RWA first. (No 'to' after must.)
- 15 They don't have to pay maintenance for the first year. (They → don't.)
- 16 I will have to attend the hearing next week. (No double modals — will have to.)
- 17 Something must be using heavy power. (Must + be + -ing for ongoing deduction.)
- 18 Do I have to sign every page? / Must I sign every page? (Either — but never 'Do I must'.)

ANSWERS • SET C

- | | |
|---|---|
| 19 I must finish this work today. / I have to complete this work today itself. | 20 We have to send a report every month. |
| 21 You don't have to come tomorrow. / It is not necessary for you to come tomorrow. | 22 You mustn't smoke here — it is strictly prohibited. / Smoking is strictly prohibited here. |
| 23 I had to go to the bank yesterday. | 24 The light is on — he must be at home. |
| 25 We will have to get a new agreement made next year. | |

NEXT UP

Have Got To & Had Better — urgency and warning: I've got to leave now, and you had better not miss that deadline.



MODULE 3 — MODAL VERBS

05

Have Got To & Had Better



Level: Intermediate

Estimated study time: 40 minutes

1 Quick Look

Two spoken-English power tools. HAVE GOT TO ('gotta') is have to with urgency — the obligation you feel right now. HAD BETTER is advice with a warning attached — do this, or something bad follows. Both look past-tense; neither is. And both are conversation modals: perfect in speech and messages, slightly informal for legal documents.

HAVE GOT TO

Subject + have/has got to + V1

I've got to reach the registry office by 11.

HAD BETTER

Subject + had better ('d better) + V1

You had better carry the originals.

NEGATIVES

I haven't got to... (rare; use don't have to) / You had better NOT be late. (not after better)



The golden rule: HAD BETTER is present/future advice despite the 'had' — it warns about what happens NOW or NEXT, never about the past. And its negative is fixed word order: had better + not + verb. 'You had not better go' and 'You had better to go' are both impossible.

HAD BETTER POINTS FORWARD

~~✗ Yesterday I had better go to the bank.~~

✓ Yesterday I **had to** go to the bank.

had better never describes the past

You **had better** carry the originals.



or else...

(or the loan will bounce)

PAST

NOW

FUTURE

advice about now or next

FIXED ORDER

had better + **not** + **verb**

You had better **not** be late.

~~✗ You had not better go.~~

~~✗ You had better to go.~~

Had better looks past but points forward. Negative order is fixed: had better + not + verb.

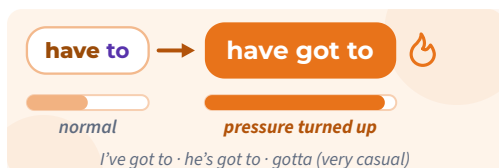
2 When to Use It



USE 1 HAVE GOT TO — urgent, felt obligation

Have to, with the pressure turned up. Contractions rule: I've got to / he's got to / gotta (very casual).

- I've got to answer this — it's the Bidhuri office calling.
- She's got to submit the tender before 3 p.m. sharp.
- We've got to fix the seepage before the buyer's second visit.

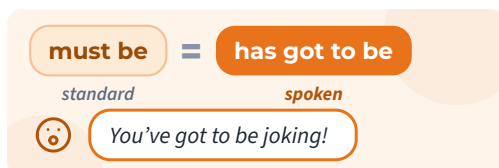


USE 2

HAVE GOT TO — strong deduction (casual must)

Same 'surely' meaning as must, in spoken register.

- You've got to be joking — 2 crores for that unit?
- This has got to be the wrong address; there's no tower here.



USE 3 HAD BETTER — advice with consequences

Stronger than should: an or-else lives inside it, spoken or silent.

- You had better verify the chain of documents, or the loan will bounce.
- He'd better apologise to the client before this escalates.
- We had better start early — the fog on NH-9 is unpredictable.



USE 4 HAD BETTER NOT — the warning negative

Not slots after better, never before had.

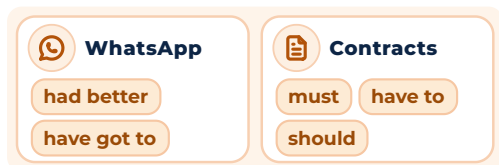
- You'd better not promise possession dates we can't meet.
- They had better not touch the boundary wall without a survey.



USE 5 Register check — where each belongs

Speech and WhatsApp: both shine. Contracts and formal letters: prefer must/have to/should.

- WhatsApp: "Bhai, you'd better reach by 10, warna token cancel."
- Agreement clause: "The Second Party must clear all dues by the 10th." (not 'had better')



3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

HAVE GOT TO = 'अभी करना ही है' — have to का urgent अवतार। मुझे निकलना ही होगा

→ I've got to leave.

WHERE EACH ONE BELONGS



SPEECH & WHATSAPP

have got to

had better

gotta

Bhai, you'd better reach by 10,
warna token cancel.



CONTRACTS & FORMAL LETTERS

must

have to

should

The Second Party **must** clear
all dues by the 10th.

CASUAL

FORMAL

Both are correct English – choosing between them is a matter of register.

Speech and WhatsApp: both shine. Contracts and formal letters: prefer must, have to or should.



HINDI CONCEPT NOTE हिंदी में समझिए

HAD BETTER = 'बेहतर होगा कि... (वरना...)' — should से सख्त, धमकी जैसी हल्की चेतावनी साथ में।

तुम originals ले जाओ तो बेहतर है (वरना काम रुकेगा) → **You had better carry the originals.**

दो जाल से बचो: 'had' देखकर past मत समझो — had better हमेशा अभी/आगे की सलाह है। और negative का order fixed है: had better NOT go (not हमेशा better के बाद)।

Register का ध्यान रखो: बोलचाल और WhatsApp में दोनों बढ़िया; agreement या legal letter में must/should लिखो।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ You had better to leave now.	✓ You had better leave now.	No 'to' after had better — base verb directly.
✗ You had not better sign it.	✓ You had better not sign it.	Not sits after better — fixed order.
✗ Yesterday I had better go to the bank. (past)	✓ Yesterday I had to go to the bank.	Had better cannot describe the past — past obligation is had to.
✗ He have got to attend the meeting.	✓ He has got to attend the meeting.	He/she/it → has got to.
✗ I've got to going now.	✓ I've got to go now.	Base verb after got to.
✗ The tenant had better vacate by the 30th. (in a legal notice)	✓ The tenant must vacate by the 30th.	Not a grammar error — a register error. Legal documents take must, not conversational warnings.

5 Signal Words



Signals and register:

- > Urgency you feel right now → have got to / 've got to
- > Advice + or-else → had better / 'd better
- > Warning someone off → had better not
- > Formal writing → switch to must / have to / should
- > 'Had' in had better ≠ past — it always points forward

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 I _____ (have got to/take) this call — it's the banker.
- 2 You _____ (had better/reach) before the tehsildar leaves at 4.
- 3 She _____ (have got to/renew) the passport before the Dubai trip.
- 4 We _____ (had better/not/mention) the pending litigation ourselves — let the lawyer handle disclosure.
- 5 He _____ (have got to/be) joking — that plot at 40 lakhs?
- 6 You _____ (had better/keep) photocopies of everything you submit.
- 7 They _____ (have got to/clear) the dues before the NOC is issued.
- 8 I _____ (had better/call) Bhavo and confirm the Sunday plan before booking.
- 9 You _____ (had better/not/park) in the Commissioner's slot again.
- 10 We _____ (have got to/finish) the snag list this week — possession is on Monday.

SET B Correct the mistake

8 QUESTIONS

- | | |
|---|--|
| 11 You had better to check the meter reading first. | 12 She had not better delay the payment. |
| 13 He have got to sign in person. | 14 Last month I had better attend three hearings. (past) |
| 15 You'd better checking the tyre pressure before the highway. | 16 I got to have leave now. (word order) |
| 17 The applicant had better submit Form 26 with the file. (official instruction letter) | 18 We had better hurried, the counter closes at 2. |

SET C Translate into English

7 QUESTIONS

- | | |
|----------------------------------|---|
| 19 मुझे अभी निकलना ही होगा। | 20 बेहतर होगा कि तुम समय पर पहुँचो, वरना token cancel हो जाएगा। |
| 21 उसे आज ही यह form भरना ही है। | 22 बेहतर होगा कि तुम उससे अभी बात न करो। |

SET C Translate into English

7 QUESTIONS

23 यह मज़ाक़ ही होगा — इतना सस्ता plot!

24 बेहतर होगा कि हम जल्दी निकल लें — रास्ते में धुंध होगी।

25 तुम्हें documents की photocopy रखनी ही चाहिए...
मतलब, रख लो तो बेहतर है।

7 Answer Key



ANSWERS · SET A

- | | | |
|---------------------------------|--------------------|-----------------------|
| 1 have got to ('ve got to) take | 2 had better reach | 3 has got to renew |
| 4 had better not mention | 5 has got to be | 6 had better keep |
| 7 have got to clear | 8 had better call | 9 had better not park |
| 10 have got to finish | | |

ANSWERS · SET B

- 11 You had better check the meter reading first. (No 'to'.)
- 12 She had better not delay the payment. (Not after better.)
- 13 He has got to sign in person. (He → has.)
- 14 Last month I had to attend three hearings. (Past → had to.)
- 15 You'd better check the tyre pressure before the highway. (Base verb.)
- 16 I have got to leave now. / I've got to leave now. (Fixed order: have got to.)
- 17 The applicant must submit Form 26 with the file. (Official register → must.)
- 18 We had better hurry — the counter closes at 2. (Base verb after had better.)

ANSWERS · SET C

- | | |
|--|---|
| 19 I've got to leave right now. / I have got to go now. | 20 You had better reach on time, or the token will get cancelled. |
| 21 She has got to fill this form today itself. / He's got to submit this form today. | 22 You had better not talk to him right now. |
| 23 This has got to be a joke — such a cheap plot! | 24 We had better leave early — there will be fog on the way. |
| 25 You had better keep photocopies of the documents. | |

NEXT UP

Should & Ought To — the advice twins, expectations, and the 'should have' bridge into past regrets.



MODULE 3 — MODAL VERBS

06

Should & Ought To

Level: Intermediate

Estimated study time: 45 minutes



1 Quick Look



SHOULD is the advice modal — softer than must, stronger than could. OUGHT TO is its formal twin: same meaning, one difference in form (it keeps the 'to'). Both also do a second job most learners miss: EXPECTATION — what is supposed to happen ('The courier should arrive by noon'). Advice and expectation, one chapter.

ADVICE

Subject + should + V1

You should get the soil tested before designing the foundation.

OUGHT TO
(FORMAL TWIN)

Subject + ought to + V1

You ought to inform the co-owners in writing.

EXPECTATION

The demand draft should clear by Thursday. (that's what normally happens)



The golden rule: should and ought to mean the same thing, but their forms differ in one letter-pair — OUGHT never drops its TO, and SHOULD never takes one. 'You ought inform' and 'You should to inform' are mirror-image errors of each other.

THE ADVICE LADDER – MILD TO STRONG

MILD ADVICE

STRONG

could

or might want to

SUGGESTION

You **could** get the soil tested.

THIS CHAPTER

should

or ought to formal

ADVICE

You **should** get the soil tested.

had better

WARNING

You **had better** get the soil tested.

must

NO CHOICE

You **must** get the soil tested.

Should and ought to share one step: advice with room to disagree. Softer is could / might want to; harder is had better, then must.

2 When to Use It



You **should** keep the receipt.

♦ your choice – advice, not an order

unlike **must** = no choice

USE 1 Advice and recommendations

The right thing to do — with room to disagree (unlike must).

- You *should* keep the token receipt safely.
- He *should* diversify — everything he owns is in one sector.
- You *shouldn't* discuss the offer price in front of the tenant.



Agents **should** disclose defects.

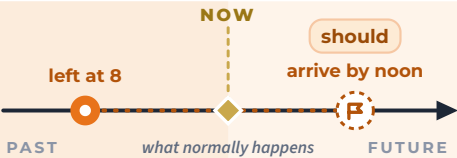
Children **ought to** respect teachers.

🔒 what is right and proper

USE 2 Duty and what's correct

Moral or professional correctness.

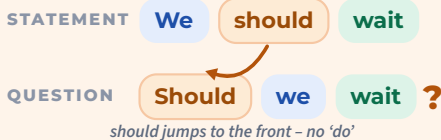
- Agents *should* disclose known defects to buyers.
- We *should* acknowledge every complaint within 24 hours.
- Children *ought to* respect their teachers.



USE 3 Expectation — what's supposed to happen

A confident prediction based on how things normally work.

- The registry *should* take about two hours if the queue is normal.
- She left at 8, so she *should* be there by now.
- The refund *should* reflect in 5–7 working days.



USE 4 Asking for advice

Should leads the question.

- *Should* we wait for the circle-rate revision or book now?
- What *should* I say if they ask about the litigation?
- Who *should* sign first — the seller or the witness?

should = **ought to** 📄 formal

You **ought to** have a lawyer present.

same advice · more weight

USE 5 OUGHT TO — the formal register

Same advice, more weight. Question and negative forms are rare and clunky — English prefers switching back to should there.

- The committee *ought to* review the vendor contracts annually.
- You *ought to* have a lawyer present. (formal advice)
- Negative in practice: You *ought not to* delay — but most speakers say: You *shouldn't* delay.

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

SHOULD = 'चाहिए' — सलाह, फ़र्ज़, सही बात। तुम्हें आराम करना चाहिए

→ You should rest.

THE MIRROR RULE: SHOULD VS OUGHT TO

SHOULD

never takes 'to'

= चाहिए

Subject + should + ~~to~~ + V1

✓ You **should** **consult** a CA.

✗ ~~You should to consult a CA.~~

OUGHT TO

never drops its 'to'

= चाहिए (formal)

Subject + ought + to + V1

✓ You **ought to** **inform** the bank.

✗ ~~You ought inform the bank.~~

Same meaning, opposite habit with 'to': should never takes it, ought never drops it. Both are followed by the base verb.

अ HINDI CONCEPT NOTE हिंदी में समझिए

OUGHT TO वही 'चाहिए' है, बस formal — और इसका 'to' कभी नहीं हटता: You ought to rest.

दूसरा काम याद रखो — उम्मीद (expectation): draft गुरुवार तक clear हो जाना चाहिए → The draft should clear by Thursday. यहाँ 'चाहिए' सलाह नहीं, अंदाज़ा है।

Negative: नहीं करना चाहिए → shouldn't: तुम्हें देर नहीं करनी चाहिए → You shouldn't delay.

Should के बाद 'to' कभी नहीं — हिंदी का 'करना चाहिए' दिमाग में 'to karna' डालता है, English में should + verb सीधे: should rest, NOT should to rest।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ You should to consult a CA before the sale.	✓ You should consult a CA before the sale.	Should never takes 'to' — the most common should-error in India.
✗ You ought inform the bank about the address change.	✓ You ought to inform the bank about the address change.	Ought never drops its 'to' — the mirror error.
✗ He should goes to the head office.	✓ He should go to the head office.	Base verb after should — frozen rule.
✗ Does he should apply again?	✓ Should he apply again?	No do-support — should itself fronts the question.
✗ You don't should trust verbal promises.	✓ You shouldn't (should not) trust verbal promises.	The negative sits on the modal, not on do.
✗ The parcel should to arrive by Monday.	✓ The parcel should arrive by Monday.	Expectation use follows the same form rule — no 'to'.

5 Signal Words



Should/ought to signals:

> 'chahiye' feeling → should / ought to

Formal writing

duties

committees → ought to

> Supposed-to-happen predictions → should (The train should reach by 6)

> Advice question → Should I...? / What should we...?

> Softer than should → could/might want to; harder than should → had better/must

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 You _____ (should/compare) at least three quotations before awarding the contract.
- 2 The NOC _____ (should/come) through this week — the file moved on Monday.
- 3 Applicants _____ (ought to/attach) self-attested copies with the form.
- 4 _____ we _____ (should/tell) the buyer about the old water-tank issue?
- 5 You _____ (should/not/transfer) money to personal accounts for official payments.
- 6 He left Hapur at 7, so he _____ (should/be) crossing Ghaziabad by now.
- 7 Every partner _____ (ought to/read) the deed before signing, not after.
- 8 What _____ I _____ (should/wear) for the inauguration — formal or ethnic?
- 9 The paint _____ (should/dry) within six hours in this weather.
- 10 You _____ (ought to/keep) a digital backup of the sale deed.

SET B Correct the mistake

8 QUESTIONS

- | | |
|--|---|
| 11 You should to renew the trade licence this month. | 12 She ought take legal advice before replying to the notice. |
| 13 The cheque should clears by Wednesday. | 14 Do we should invite the councillor to the event? |
| 15 He don't should skip the site inspection. | 16 You ought to not sign undated papers. (make it natural) |
| 17 Everyone should respects the queue at the registrar's office. | 18 The team should to have the layout ready — I mean, it's expected by now. (expectation) |

SET C Translate into English

7 QUESTIONS

- | | |
|---|-------------------------------------|
| 19 तुम्हें रोज़ थोड़ी exercise करनी चाहिए। | 20 हमें बड़ों की बात सुननी चाहिए। |
| 21 तुम्हें इतनी रात को अकेले नहीं निकलना चाहिए। | 22 क्या मुझे उसे सच बता देना चाहिए? |

SET C Translate into English

7 QUESTIONS

- 23 बस अब तक आ जानी चाहिए थी... मतलब, अब तक आ जानी चाहिए। (expectation, अभी की)
- 24 आपको agreement की एक copy अपने पास रखनी चाहिए। (formal)
- 25 हमें क्या करना चाहिए — रुकें या आगे बढ़ें?

7 Answer Key



ANSWERS · SET A

- | | | |
|------------------|-----------------------------------|-------------------|
| 1 should compare | 2 should come | 3 ought to attach |
| 4 Should we tell | 5 should not (shouldn't) transfer | 6 should be |
| 7 ought to read | 8 should I wear | 9 should dry |
| 10 ought to keep | | |

ANSWERS · SET B

- 11 You should renew the trade licence this month. (No 'to' after should.)
- 12 She ought to take legal advice before replying to the notice. (Ought keeps its 'to'.)
- 13 The cheque should clear by Wednesday. (Base verb.)
- 14 Should we invite the councillor to the event? (No do-support.)
- 15 He shouldn't skip the site inspection. (Negative on the modal.)
- 16 You shouldn't sign undated papers. (Natural negative — English prefers shouldn't over ought not to.)
- 17 Everyone should respect the queue at the registrar's office. (Base verb.)
- 18 The team should have the layout ready by now. (Expectation — no 'to'.)

ANSWERS · SET C

- | | |
|--|--|
| 19 You should do a little exercise every day. / You ought to exercise daily. | 20 We should listen to our elders. |
| 21 You shouldn't go out alone this late at night. | 22 Should I tell him/her the truth? |
| 23 The bus should be here by now. / The bus should have arrived by now. | 24 You ought to keep a copy of the agreement with you. |
| 25 What should we do — wait or move ahead? | |

NEXT UP

Shall, Will & Would — offers, promises, stubborn refusals, and the one place 'shall' still rules: legal documents.



MODULE 3 — MODAL VERBS

07

Shall, Will & Would

Level: Intermediate–Advanced

Estimated study time: 50 minutes



1 Quick Look



Three modals, one family. WILL you already know from Module 1 as the future — here we meet its other faces: promises, refusals, and stubborn habits. SHALL survives in exactly two places: polite offers (Shall I...? Shall we...?) and legal documents, where it means binding obligation. WOULD is the past and polite shadow of will — and the politest request word in English.

SHALL — OFFERS

Shall I arrange the cab? / Shall we start the meeting? (only with I and we)

WILL — BEYOND FUTURE

I will personally handle it. (promise) / The shutter won't open. (refusal)

WOULD — POLITE & PAST

Would you share the file? / Every evening, Dadaji would water the plants.



The golden rule: SHALL in questions works only with I and WE — ‘Shall you come?’ does not exist. And in agreements and contracts, shall changes meaning entirely: ‘The Purchaser shall pay...’ is not a suggestion or a future guess — it is a binding legal obligation. Read every contract shall as MUST.

THREE MODALS, SIX JOBS

SHALL

survives in two places



OFFERS

I / we only

Shall I send the driver?

LEGAL DUTY

shall = must

The Seller **shall** hand over possession.

WILL

beyond the future (Module 1)



PROMISES

my responsibility

I **will** get the mutation done.

REFUSALS

people and machines

The printer **won't** connect.

WOULD

past and polite shadow of will



POLITE REQUESTS

would like = polite want

Would you share the file?

PAST HABITS

wouldn't = refused

Dadaji **would** water the plants.

Shall offers (and, in contracts, obliges); will promises and refuses; would is the polite and past shadow of will. Every job takes a base verb.

2 When to Use It



Shall I send the driver?

ONLY WITH

I

we

volunteer · propose

USE 1 SHALL — offers and suggestions (I / we only)

The polite way to volunteer or propose.

- Shall I send the driver to pick you up?
- Shall we take a short break before the next file?
- Shall I mark the corner plot as blocked?



shall = **must**

in a contract:
binding duty

USE 2 SHALL — the legal workhorse

In deeds, agreements, and statutes, shall = binding duty.

- The Seller shall hand over vacant possession on the date of registry.
- The Second Party shall bear all transfer charges.
- Either party shall give thirty days' written notice before termination.



I **will** get it done.

We **will** match any offer.

a personal guarantee

USE 3 WILL — promises, commitments, offers

Personal guarantee attached.

- I will get the mutation done within a month — my responsibility.
- We will match any genuine written offer.
- Don't worry, I'll be there before the buyer arrives.



The printer **won't** connect.



He **won't** listen.

refusal — people and machines

USE 4 WILL / WON'T — insistence and refusal

For people AND for stubborn machines.

- He simply won't listen to reason about that price.
- The printer won't connect to the new Wi-Fi.
- She will keep interrupting — it's her habit. (stressed will = annoying insistence)

I **want**



→ I **would like**



Would you send the details?

the professional 'want' · the politest request

USE 5 WOULD — polite requests and preferences

The politest request modal; also 'would like' = the professional 'want'.

- Would you send the account details, please?
- I would like two sets of certified copies. (never 'I want' with officials)
- Would you prefer the morning slot or the evening one?

would

wouldn't start

NOW

PAST

every Diwali

that morning

USE 6 WOULD — past habits and past refusals

Module 1 Chapter 15's would returns, plus its negative: past refusal.

- Every Diwali, the whole market would decorate together.
- The scooter wouldn't start that morning, so I took an auto.
- He said he would call after the hearing. (reported will)

THE TWO LIVES OF SHALL

1 OFFERS

speaking

- I ✓ we ✓ → **Shall I / we start?**
 you ✗ he ✗ she ✗ it ✗ they ✗
 ✗ ~~Shall you attend the meeting?~~
 ✓ **Will you attend the meeting?**

2 CONTRACTS

writing

SALE AGREEMENT

The Purchaser **shall** pay the balance at registry.

shall = must binding duty

✗ ~~The Purchaser will pays the balance.~~

Shall-questions work only with I and we; for any other subject use will. In a contract, shall is a binding duty – read it as must.

3 Hindi Concept Note

A

अ HINDI CONCEPT NOTE हिंदी में समझिए

SHALL सिर्फ़ दो जगह ज़िंदा है: 1) offer/suggestion — क्या मैं...? क्या हम...?

→ Shall I...? Shall we...? (सिर्फ़ I और we के साथ!)

2) क़ानूनी कागज़ात — वहाँ shall का मतलब 'करना बाध्य होगा': विक्रेता क़ब्ज़ा सौंपेगा → The Seller shall hand over possession. Agreement में shall दिखे तो उसे must पढ़ो।

WILL = वादा और ज़िद भी: मैं खुद करवाऊँगा (वादा) → I will get it done myself. वह मानता ही नहीं (ज़िद) → He won't listen.

Won't चीज़ों की ज़िद के लिए भी: गाड़ी start ही नहीं हो रही

→ The car won't start.

WOULD = सबसे विनम्र request: क्या आप... भेज देंगे? → Would you send...? और 'मुझे चाहिए' की formal शक्ल: I would like (I want नहीं — officials के साथ कभी नहीं)।

4 Common Mistakes Hindi Speakers Make

⚠

✗ WRONG	✓ RIGHT	💡 WHY
✗ Shall you attend the meeting?	✓ Will you attend the meeting?	Shall-questions exist only with I and we. For you/he/they → will.
✗ The Purchaser will pays the balance at registry. (contract)	✓ The Purchaser shall pay the balance at registry.	Two fixes: contracts take shall for obligations, and modals take base verbs.
✗ I want three copies of the khasra. (to an official)	✓ I would like three copies of the khasra, please.	Register, not grammar: 'would like' is the professional 'want'.
✗ Would you to confirm the slot?	✓ Would you confirm the slot?	No 'to' after would.

✗ WRONG	✓ RIGHT	💡 WHY
✗ The lift won't opened yesterday.	✓ The lift wouldn't open yesterday.	Past refusal = wouldn't + base verb.
✗ Shall we starts with the pending files?	✓ Shall we start with the pending files?	Base verb after shall — frozen rule, no exceptions.

5 Signal Words



🔔 Choosing among the three:

- Offering/proposing (I/we) → Shall I...? / Shall we...?
- Contract or deed obligation → shall (read it as must)
- Promise or instant commitment → will; stubbornness/refusal → won't
- Polite request or preference → would you...? / I would like...
- Past habit or past refusal → would / wouldn't

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 _____ (shall) I book the 11 o'clock slot at the sub-registrar's?
- 2 The Lessee _____ (shall/pay) the maintenance charges directly to the RWA. (agreement)
- 3 Don't worry about the follow-up — I _____ (will/handle) it personally.
- 4 The borewell motor _____ (will/not/start) since yesterday evening.
- 5 _____ (would) you _____ (share) the soft copy of the layout, please?
- 6 I _____ (would/like) an appointment with the Tehsildar, if possible.
- 7 As kids, we _____ (would/fly) kites from this very roof every August.
- 8 He promised he _____ (will → ?) revert by Friday. (reported)
- 9 _____ (shall) we _____ (move) to the next item on the agenda?
- 10 She _____ (would/not/sign) without her lawyer present — we waited two hours. (past refusal)

SET B Correct the mistake

8 QUESTIONS

- | | |
|--|---|
| <ol style="list-style-type: none"> 11 Shall he join us for the site visit? 13 Would you to keep both units on hold till Monday? 15 The gate won't opened during the storm last night. 17 He said he will transfer the token the same day. (reported last week) | <ol style="list-style-type: none"> 12 The Seller will hands over the original chain documents. (contract clause) 14 I want to meet the SDM. (formal request — improve it) 16 Shall we begins the puja at 9? 18 Every Sunday, my father will take us to the mandi in those days. |
|--|---|

SET C Translate into English

7 QUESTIONS

- 19 क्या मैं आपके लिए चाय मँगवाऊँ?
- 20 क्या हम शुरू करें?
- 21 मैं वादा करता हूँ, काम समय पर पूरा होगा... मतलब, मैं समय पर पूरा करवाऊँगा।
- 22 क्या आप कल दोबारा आ सकेंगे? (सबसे विनम्र)
- 23 मुझे दो certified copies चाहिए। (formal)
- 24 गाड़ी start ही नहीं हो रही।
- 25 बचपन में हम हर शाम इसी मैदान में खेला करते थे।

7 Answer Key



ANSWERS · SET A

- | | | |
|------------------------------|-------------------|-----------------|
| 1 Shall | 2 shall pay | 3 will handle |
| 4 will not (won't) start | 5 Would you share | 6 would like |
| 7 would fly | 8 would | 9 Shall we move |
| 10 would not (wouldn't) sign | | |

ANSWERS · SET B

- 11 Will he join us for the site visit? (Shall-questions: I/we only.)
- 12 The Seller shall hand over the original chain documents. (Contract → shall + base verb.)
- 13 Would you keep both units on hold till Monday? (No 'to'.)
- 14 I would like to meet the SDM, please. (Would like — the formal want.)
- 15 The gate wouldn't open during the storm last night. (Past refusal → wouldn't + base.)
- 16 Shall we begin the puja at 9? (Base verb.)
- 17 He said he would transfer the token the same day. (Will → would after said.)
- 18 Every Sunday, my father would take us to the mandi in those days. (Past habit → would.)

ANSWERS · SET C

- 19 Shall I order tea for you? / Shall I get some tea sent up for you?
- 20 Shall we begin? / Shall we start?
- 21 I promise the work will be completed on time. / I will get it completed on time — that's my promise.
- 22 Would you be able to come again tomorrow? / Would you come again tomorrow, please?
- 23 I would like two certified copies, please.
- 24 The car won't start. / The car just won't start.
- 25 As children, we would play on this very ground every evening. / In our childhood, we used to play here every evening.

NEXT UP

Modals in the Past — must have, should have, could have — the machinery of hindsight: he must have missed the exit, we should have left earlier.



MODULE 3 — MODAL VERBS

08

Modals in the Past — Must Have, Should Have, Could Have



Level: Advanced

Estimated study time: 55 minutes

1 Quick Look



Modals have no past forms of their own — so English builds them: MODAL + HAVE + V3. This one pattern powers all hindsight: deductions about the past (must have), missed chances (could have), regrets and criticism (should have), and past possibilities (might have). One formula, five flavours — this is the chapter that makes your English sound genuinely advanced.

THE FORMULA

modal + have + V3, for every subject

He must have taken the wrong exit.

NEGATIVE

modal + not + have + V3

She can't have signed it — she was abroad.

NEVER

modal + had + V3 ('must had gone') and 'could of / should of' — both are impossible.



The golden rule: the HAVE in this pattern is frozen — always 'have', never 'has' or 'had', for every subject: he must HAVE, she should HAVE. And what you hear as 'could of' in fast speech is the contraction could've — writing 'of' is always wrong.



THREE TRAPS IN MODAL + HAVE + V3

HAVE NEVER CHANGES

✓ must have left

✗ must had left

✗ must has left

V3 – NOT V2

✓ should have gone

✗ should have went

✗ could have reach

'HAVE', NEVER 'OF'

✓ could've = could have

✗ could of

✗ should of told

Every past modal is modal + have + V3. The word have never changes, and 'of' in 'could of' is only the sound of 've.

2 When to Use It

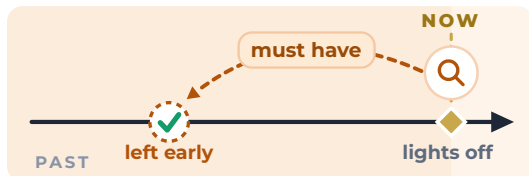


USE 1

MUST HAVE — confident deduction about the past

You're sure it happened, based on evidence now.

- *The lights are off and the shutter's down — they must have left early.*
- *He knew every clause — he must have read the draft overnight.*
- *The plants are soaked; it must have rained here last night.*



USE 2

CAN'T HAVE / COULDN'T HAVE — confident 'surely not'

The negative deduction. (Note: 'mustn't have' is not used for this in standard English.)

- *She can't have approved this — the signature doesn't match.*
- *They couldn't have reached Meerut yet; they left twenty minutes ago.*



USE 3 MAY / MIGHT HAVE — possible past

Maybe it happened, maybe not.

- *He might have missed the email — resend it with a call.*
- *The courier may have delivered it to the old address.*
- *She might not have understood the payment schedule.*



USE 4

COULD HAVE — missed opportunity or unused possibility

It was possible, but it didn't happen. Often carries a sigh.

- *We could have bought the adjacent plot for 30 lakhs in 2019.*
- *You could have called me — I was ten minutes away!*
- *It could have been much worse; only the boundary wall cracked.*

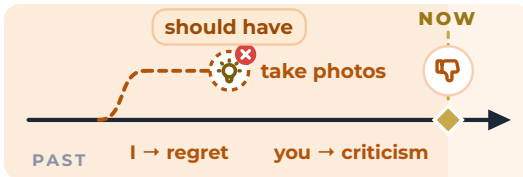


USE 5

SHOULD HAVE / OUGHT TO HAVE — regret and criticism

The right action, not taken. Pointed at yourself = regret; at others = criticism.

- *I should have taken photos of the meter reading at handover.*
- *You should have verified the mutation before the token.*
- *They shouldn't have promised possession without the OC.*
- *The builder ought to have disclosed the litigation.*

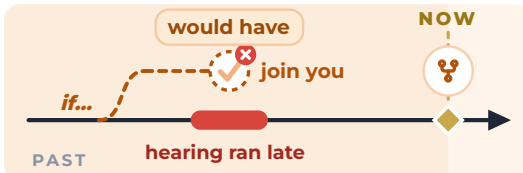


USE 6

WOULD HAVE — the conditional's past (Module 2 flashback)

Imaginary past results — usually with or implying an if.

- *I would have joined you, but the hearing ran late.*
- *Without your call, we would have paid the wrong party.*

**TWO FAMILIES ON ONE TIMELINE****A DEDUCTION** *what probably happened – judged from evidence NOW***must have**

ज़रूर ... हुआ होगा



They **must have left** early.

might have

शायद ... हुआ हो



He **might have missed** the email.

can't have

हो ही नहीं सकता



She **can't have approved** this.

B HINDSIGHT *it did NOT happen – and now we look back***could have**

कर सकते थे



We **could have bought** that plot.

should have

करना चाहिए था



I **should have taken** photos.

would have

Module 2 flashback



I **would have joined** you, but the hearing ran late.

Deduction: you were not there, so the evidence now tells you what happened. Hindsight: you know it did not happen, and you look back at the road not taken.

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Modal + have + V3 = past के बारे में अंदाज़ा, पछतावा, या छूटा हुआ मौक़ा। एक formula, पाँच रंग:

MUST HAVE = 'ज़रूर... हुआ होगा': वे जल्दी निकल गए होंगे → They must have left early.

CAN'T HAVE = 'हो ही नहीं सकता': उसने sign किया ही नहीं होगा → She can't have signed it.

MIGHT HAVE = 'शायद... हुआ हो': शायद उसने mail न देखी हो → He might not have seen the mail.

COULD HAVE = 'कर सकते थे (पर किया नहीं)': हम वह plot ले सकते थे → We could have bought that plot.

SHOULD HAVE = 'करना चाहिए था': मुझे photos ले लेनी चाहिए थीं → I should have taken photos.

दो जाल: 'have' कभी नहीं बदलता (he must HAVE, न has न had), और 'could of' लिखना हमेशा ग़लत — वह could've की आवाज़ है।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ He must had left before the storm.	✓ He must have left before the storm.	The have is frozen — never had after a modal.
✗ You should of told me about the loan.	✓ You should have (should've) told me about the loan.	'Of' is the sound of 've. In writing, always have.
✗ She should have went to the office directly.	✓ She should have gone to the office directly.	Have + V3 (gone), never V2 (went).
✗ He mustn't have received the notice. (you're sure he didn't)	✓ He can't have received the notice.	Confident negative deduction takes can't have, not mustn't have.
✗ They could have reach the airport by now.	✓ They could have reached the airport by now.	V3 after have — reached.
✗ I should have call you, sorry.	✓ I should have called you — sorry.	Same rule: have + V3. The pattern has three fixed parts.

5 Signal Words



Reading the five flavours:

- > Evidence now, sure about the past → must have ('zaroor hua hoga')
- > Sure it did NOT happen → can't / couldn't have
- > Maybe it happened → may / might have
- > Was possible, didn't happen → could have ('kar sakte the')
- > Right thing, not done → should have ('karna chahiye tha')
- > Imaginary past result → would have (conditionals, Module 2)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 The file isn't on the portal — the clerk _____ (must/forget) to upload it.
- 2 You _____ (should/take) the service lane; the flyover was jammed for hours.
- 3 She _____ (can't/write) this reply herself — the legal language is too polished.
- 4 We _____ (could/close) the deal in March, but we waited for a better rate.
- 5 He _____ (might/leave) the keys with the guard — check the register.
- 6 They _____ (must/pay) in cash; there's no bank entry for that date.
- 7 I _____ (shouldn't/mention) the other buyer — it spooked him.
- 8 The train _____ (may/depart) already; the platform is empty.
- 9 You _____ (could/tell) me the meeting shifted! I sat there alone for an hour.
- 10 Without the site engineer's call, we _____ (would/pour) the slab over the faulty shuttering.

SET B Correct the mistake

8 QUESTIONS

- | | |
|---|---|
| 11 He must had signed the papers before leaving. | 12 You should of consulted a property lawyer. |
| 13 She might have took the earlier flight. | 14 They mustn't have received our counter-offer. (you're certain they didn't) |
| 15 We could have win that tender with a sharper quote. | 16 I should have call the electrician last week. |
| 17 He can't has forgotten the appointment — I reminded him twice. | 18 You would have love the old design. (imaginary past) |

SET C Translate into English

7 QUESTIONS

- 19 वह ज़रूर जल्दी निकल गया होगा।
- 20 तुम्हें मुझे पहले बताना चाहिए था।
- 21 हम वह दुकान खरीद सकते थे, पर हिम्मत नहीं की।
- 22 शायद उसने message देखा ही न हो।
- 23 उसने ऐसा कहा ही नहीं होगा — मैं उसे जानता हूँ।
- 24 बारिश हुई होगी — सड़क गीली है।
- 25 अगर तुमने फ़ोन न किया होता, तो हम ग़लत आदमी को पैसे दे चुके होते।

7 Answer Key



ANSWERS · SET A

- | | | |
|----------------------------|---------------------|----------------------|
| 1 must have forgotten | 2 should have taken | 3 can't have written |
| 4 could have closed | 5 might have left | 6 must have paid |
| 7 shouldn't have mentioned | 8 may have departed | 9 could have told |
| 10 would have poured | | |

ANSWERS · SET B

- 11 He must have signed the papers before leaving. (Have is frozen.)
- 12 You should have consulted a property lawyer. ('Of' → have.)
- 13 She might have taken the earlier flight. (V3 = taken.)
- 14 They can't have received our counter-offer. (Confident negative → can't have.)
- 15 We could have won that tender with a sharper quote. (V3 = won.)
- 16 I should have called the electrician last week. (V3 = called.)
- 17 He can't have forgotten the appointment. (Have, never has.)
- 18 You would have loved the old design. (V3 = loved.)

ANSWERS · SET C

- | | |
|--|--|
| 19 He must have left early. | 20 You should have told me earlier. |
| 21 We could have bought that shop, but we didn't dare. / ...but we lacked the courage. | 22 He might not have seen the message. / Maybe he hasn't seen the message. |
| 23 He can't have said that — I know him. | 24 It must have rained — the road is wet. |
| 25 If you hadn't called, we would have paid the wrong man. | |

NEXT UP

Polite English with Modals — the complete politeness ladder for requests, refusals, and disagreement. The chapter that changes how clients hear you.



MODULE 3 — MODAL VERBS

09

Polite English with Modals

 Level: Intermediate–Advanced

 Estimated study time: 50 minutes


1 Quick Look



Everything you've learnt in this module converges here. In English, politeness is not 'please' — it is DISTANCE, and modals create it. Could is politer than can, would softer than will, might gentler than may. This chapter builds your politeness ladder for requests, permission, offers, refusals, and disagreement — the practical difference between sounding like staff and sounding like the owner.

THE POLITENESS
ENGINE

Past-form modals sound softer: can → could, will → would, may → might.

THE REQUEST
LADDER

Send it. < Can you send it? < Could you send it? < Would you mind sending it?

THE
PROFESSIONAL
'WANT'

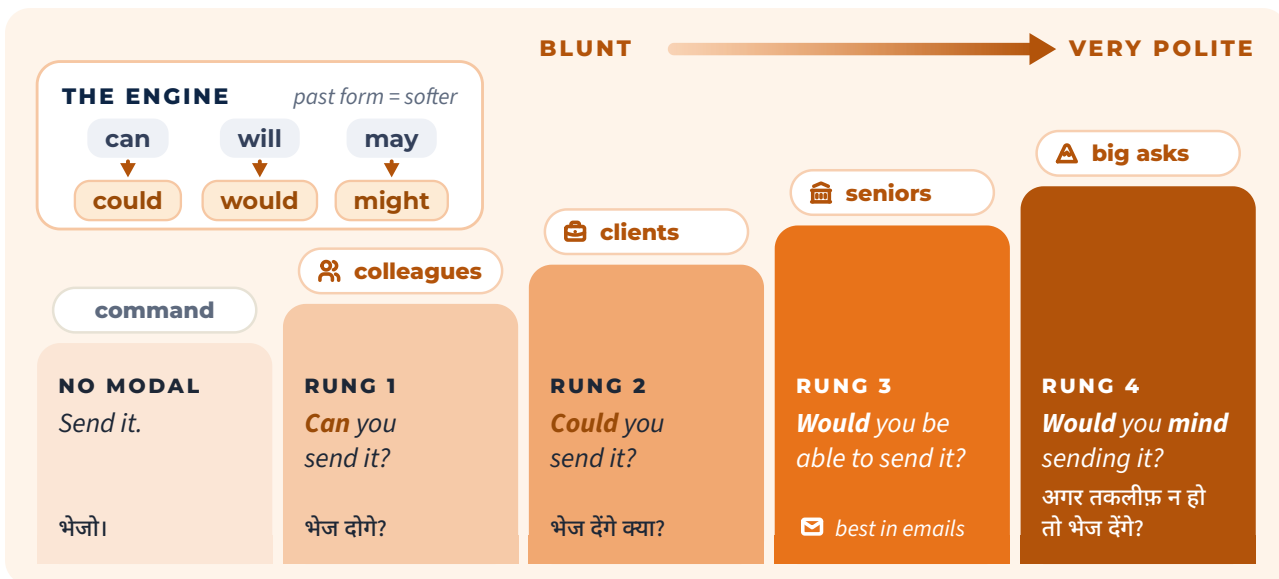
I want an appointment. ✗

 I would like an appointment. ✓



The golden rule: WOULD YOU MIND takes the -ING form, not 'to' — Would you mind sharing (never 'to share'). And its answer is reversed: 'No, not at all' means YES, I'll do it — because you're literally answering 'do you mind?'.

THE POLITENESS LADDER



Politeness is distance, and modals create it. One rung up costs nothing and buys goodwill; two rungs too high can sound sarcastic – match the rung to the relationship.

2 When to Use It

USE 1

Requests — climbing the ladder

Higher stakes or senior person → higher rung.

- Rung 1 (colleagues): Can you forward the file?
- Rung 2 (clients): Could you share the account details?
- Rung 3 (seniors/officials): Would you be able to spare ten minutes tomorrow?
- Rung 4 (big asks): Would you mind holding the cheque till Monday?

USE 2

Permission — asking for yourself

Casual to ceremonial.

- Can I use the meeting room? (colleague)
- Could I see the original documents? (professional)
- May I interrupt for a moment, sir? (formal)
- Might I suggest a small change to clause 4? (very formal, boardroom)

ASKING FOR MYSELF



Shall I...?

volunteering

Would you like...?

offering

USE 3 Offers and invitations

Shall for volunteering; would you like for offering.

- *Shall I arrange a site visit for Saturday?*
- *Would you like tea or coffee while you wait?*
- *Would you like me to email the payment schedule as well?*

USE 4**Softening 'no' and disagreement**

Modals let you refuse without offending — deal-saving English.

~~We will not go below 92.~~I'm afraid we **wouldn't** be able to...

refuse without offending

- *I'm afraid we wouldn't be able to go below 92.*
- *That might be difficult with the current timeline.*
- *I would suggest a bank transfer instead — it protects both sides.*
- *We may have to revisit this after the RERA update.*

USE 5**Softening statements and advice**

Hedges that keep the room friendly.

You **might** want to reconsider...It **could** be worth getting...I **would** say the corner plot...

- *You might want to reconsider the east-facing unit.*
- *It could be worth getting a second valuation.*
- *I would say the corner plot is the stronger investment.*

3 The Politeness Ladder — One Table

SITUATION	CASUAL	PROFESSIONAL	VERY FORMAL
Request	Can you call back?	Could you call back?	Would you mind calling back?
Permission	Can I come in?	Could I come in?	May/Might I come in?
Want	I want the file.	I'd like the file.	I would like the file, please.
Refusal	No, we can't.	I'm afraid we can't.	I'm afraid that wouldn't be possible.
Suggestion	Do this instead.	You could try this.	You might want to consider this.

One rung up costs nothing and buys goodwill. Two rungs too high sounds sarcastic — match the rung to the relationship.

4 Hindi Concept Note

A

अ HINDI CONCEPT NOTE हिंदी में समझिए

English में इज़ज़त 'please' से नहीं, DISTANCE से आती है — और distance modals बनाते हैं: can → could, will → would।

भेजो। → Send it. / भेज दोगे? → Can you send it? / भेज देंगे क्या? → Could you send it? / अगर तकलीफ़ न हो तो भेज देंगे? → Would you mind sending it?

‘मुझे चाहिए’ officials या clients से कभी ‘I want’ मत बोलो — हमेशा ‘I would like’: मुझे दो copies चाहिए → **I would like two copies, please.**

‘Would you mind’ के दो नियम रट लो: उसके बाद -ing (sending, न कि to send), और जवाब उल्टा — ‘No, not at all’ का मतलब है ‘हाँ, कर दूँगा’ (क्योंकि सवाल है ‘क्या आपको ऐतराज़ है?’)।

मना करना हो तो सीधा ‘No’ नहीं: I’m afraid that wouldn’t be possible. — इनकार भी, रिश्ता भी सलामत।

5 Common Mistakes Hindi Speakers Make

!

✗ WRONG	✓ RIGHT	💡 WHY
✗ Would you mind to send the brochure?	✓ Would you mind sending the brochure?	Would you mind + -ing, never ‘to’.
✗ I want to meet the registrar. (to his office staff)	✓ I would like to meet the registrar, please.	Register: ‘want’ sounds like a demand; ‘would like’ opens doors.
✗ ‘Would you mind waiting five minutes?’ — ‘Yes!’ (you meant you’ll wait)	✓ ‘No, not at all.’ (= happy to wait)	The mind-question is reversed: No = I don’t mind = yes, fine.
✗ May you send me the location? (request)	✓ Could/Would you send me the location?	May asks permission for MYSELF only — requests to others take could/would.

✗ WRONG	✓ RIGHT	💡 WHY
✗ Please you can call me tomorrow.	✓ Could you call me tomorrow, please?	The modal leads the request; please floats at the start or end — never ‘please you can’.
✗ We will not go below 92. (to a client, flat refusal)	✓ I’m afraid we wouldn’t be able to go below 92.	Not wrong — just deal-killing. Soften refusals with afraid + would.

😊 WOULD YOU MIND – TWO RULES

1 THE -ING RULE

Would you mind + **verb + ing**

the polite frame

never ‘to’

- ✓ Would you mind **sharing** the file?
- ✗ ~~Would you mind to share the file?~~

2 THE ANSWER IS REVERSED ➡

Would you mind **waiting** five minutes?

It asks: do you mind? So ‘No’ means fine.

- ✓ **No, not at all.** = **happy to wait**
- ✗ **Yes.** = **I do mind (refusal)**

Would you mind takes the -ing form, never ‘to’. The answer is reversed because you are answering ‘do you mind?’

6 Signal Words

🔔 Quick rung-picker:

Colleague/friend → can / will

- > Client/senior → could / would / I’d like
- > Official/ceremonial → may / might / would you mind + -ing
- > Refusing or disagreeing → I’m afraid..., that might be difficult..., I would suggest...
- > Written email closings: ‘Would you be able to...’ beats ‘Can you...’ every time

7 Practice

SET A Fill in the blanks

10 QUESTIONS

- 1 _____ you _____ (would/mind/share) the previous sale deed as well?
- 2 I _____ (would/like) to schedule the registry for Friday morning.

SET A Fill in the blanks

10 QUESTIONS

- 3 _____ I _____ (might/add) a point here, Chairman sahib?
- 4 _____ (shall) I _____ (send) the draft to your lawyer directly?
- 5 I'm afraid we _____ (would/not/be) able to extend the token period again.
- 6 You _____ (might/want) to check the parking allotment before finalising.
- 7 _____ you _____ (would/prefer) the 2 p.m. slot or the 4 p.m. one?
- 8 _____ (could) I _____ (see) the approved map, please?
- 9 That _____ (might/be) difficult, but let me try one option.
- 10 _____ you _____ (would/be able to/join) the video call at short notice tomorrow?

SET B Correct the mistake

8 QUESTIONS

- 11 Would you mind to wait in the lounge?
- 12 I want three certified copies. (to the registrar's clerk)
- 13 May you share the OTP screen? (request to a client)
- 14 Please you could sign here.
- 15 'Would you mind moving your car?' — 'Yes, sure, no problem.' (fix the reply)
- 16 We can't reduce the price, final. (to a valued client — soften it)
- 17 Shall you like some tea? (offer)
- 18 Might you to consider our revised offer?

SET C Translate into English

7 QUESTIONS

- 19 क्या आप कल दोबारा आ सकेंगे? (client से, विनम्र)
- 20 अगर तकलीफ़ न हो, तो क्या आप original papers ला देंगे?
- 21 मुझे SDM साहब से मिलना है। (उनके office में, formal)
- 22 क्या मैं एक सुझाव दे सकता हूँ? (boardroom, बहुत formal)
- 23 माफ़ कीजिए, यह हमारे लिए संभव नहीं हो पाएगा। (नरम इनकार)
- 24 क्या मैं आपके लिए cab बुलवा दूँ?
- 25 आप चाहें तो दूसरा option भी देख सकते हैं। (soft suggestion)

8 Answer Key**ANSWERS • SET A**

- 1 Would you mind sharing 2 would like 3 Might I add
- 4 Shall I send 5 would not (wouldn't) be 6 might want

ANSWERS · SET A

- 7 Would you prefer 8 Could I see 9 might be
- 10 Would you be able to join

ANSWERS · SET B

- 11 Would you mind waiting in the lounge? (-ing after mind.)
- 12 I would like three certified copies, please. (Would like — the professional want.)
- 13 Could/Would you share the OTP screen? (Requests to others → could/would.)
- 14 Could you sign here, please? (Modal leads; please floats.)
- 15 'No, not at all — give me a minute.' (No = I don't mind = yes.)
- 16 I'm afraid we wouldn't be able to reduce the price further. (Soft refusal.)
- 17 Would you like some tea? (Offers to others → would you like; shall only with I/we.)
- 18 Might you consider our revised offer? / Would you consider our revised offer? (No 'to'.)

ANSWERS · SET C

- 19 Would you be able to come again tomorrow?
- 20 Would you mind bringing the original papers?
- 21 I would like to meet the SDM, please. / I would like an appointment with the SDM.
- 22 Might I make a suggestion? / May I offer a suggestion?
- 23 I'm afraid that wouldn't be possible for us. / I'm afraid we wouldn't be able to do that.
- 24 Shall I call a cab for you? / Would you like me to arrange a cab?
- 25 You might want to look at another option as well. / You could also consider the other option.

NEXT UP

Final chapter of Module 3: the Grand Review — the complete modal map by function and strength, plus two mixed practice tests.



MODULE 3 — MODAL VERBS

10

Grand Review & Practice Tests

Level: All

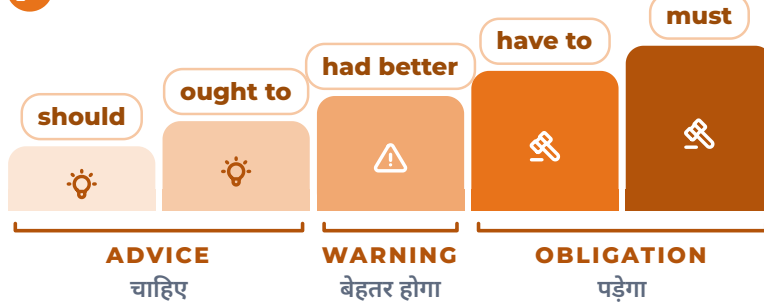
Estimated time: 75 minutes (map revision + 2 tests)



THE MASTER MAP – EVERY MODAL BY FUNCTION



HOW STRONG IS THE PUSH?



don't have to = optional

You *don't have to* come tomorrow.

mustn't / can't = banned

You *mustn't* share the OTP.

shall = legal duty

The Seller *shall* hand over possession.

ASKING & OFFERING

Permission

can, could, may, might

May I come in, sir?

Request

can, could, would

would you mind

Would you mind waiting?

Offer / suggestion

shall I / we, would you like

Shall we start?

ABILITY & CERTAINTY

Ability

can, could, be able to

We were *able to* open it.

Possibility

might, may, could

It *might* rain during the event.

Deduction (now)

must be, can't be

He *must be* inside – the AC is on.

LOOKING BACK

Deduction (past)

must have, can't have V3

They *must have left* early.

Regret / criticism

should have V3

I *should have taken* photos.

Missed chance

could have V3

We *could have bought* that plot.

Chips shaded light to dark follow the order of the table below. Past hindsight is always modal + have + V3.

1 The Complete Modal Map — By Function

FUNCTION	MODALS (SOFT → STRONG)	HINDI FEELING	EXAMPLE
Ability	can / could / be able to	सकना	She can drive. / We were able to open it.
Permission	can → could → may → might	इज़ाज़त	May I come in, sir?
Request	can → could → would → would you mind	विनती	Would you mind waiting?
Possibility	might < may < could	शायद	It might rain during the event.

FUNCTION	MODALS (SOFT → STRONG)	HINDI FEELING	EXAMPLE
Deduction (now)	must be / can't be	ज़रूर होगा / हो नहीं सकता	He must be inside — the AC is on.
Deduction (past)	must have / can't have + V3	हुआ होगा / हुआ नहीं होगा	They must have left early.
Obligation	should < ought to < had better < have to < must	चाहिए → पड़ेगा	You must verify the title.
No obligation	don't have to	ज़रूरी नहीं	You don't have to come tomorrow.
Prohibition	mustn't / can't	मनाही	You mustn't share the OTP.
Advice + warning	had better (not)	बेहतर होगा (वरना...)	You'd better carry the originals.
Regret / criticism	should have + V3	करना चाहिए था	I should have taken photos.
Missed chance	could have + V3	कर सकते थे	We could have bought that plot.
Offer / suggestion	shall I / shall we / would you like	क्या मैं...? क्या हम...?	Shall we start?
Legal duty	shall (contracts)	बाध्य होगा	The Seller shall hand over possession.

Five rules that solve most modal confusion:

- 1 Modals are frozen: base verb after them, no -s, no 'to' (except ought to / have to), no do- support.
- 2 Two modals never sit together: will can → will be able to; will must → will have to.
- 3 Mustn't = banned. Don't have to = optional. They are opposites, not synonyms.
- 4 Past hindsight = modal + have + V3 — and the 'have' never changes. 'Could of' is always wrong.
- 5 One past success = was able to / managed to (not could). Politeness = one step into the past form: can → could, will → would.

2 Practice Test 1 — Choose the Right Modal (20 questions)

Fill each blank with the best modal form. Every chapter is in play.

- 1 Visitors _____ (must/sign) the register at the gate — society rule.
- 2 _____ I _____ (may/use) your phone for a minute, uncle ji?
- 3 The lock was rusted shut, but the carpenter _____ (be able to/open) it.
- 4 You _____ (not/have to) attend tomorrow — it's optional for partners.
- 5 You _____ (must/not/share) your net-banking password with the accountant.
- 6 He left at six, so he _____ (should/reach) Hapur by now.
- 7 _____ we _____ (shall/begin) with the pending payments?
- 8 The Lessee _____ (shall/maintain) the premises in good condition. (agreement)

Fill each blank with the best modal form. Every chapter is in play.

- 9 She _____ (might/not/see) your message — her phone was off all day.
- 10 You _____ (had better/not/promise) a possession date without the OC.
- 11 I _____ (would/like) an appointment with the registrar, please.
- 12 They _____ (must/leave) already — the office is locked. (deduction)
- 13 We _____ (could/buy) that corner shop in 2018 — biggest miss of my life.
- 14 You _____ (should/inform) the bank about the address change last month. (criticism)
- 15 _____ you _____ (would/mind/hold) the cheque till Monday?
- 16 In college, he _____ (can/solve) any maths problem in minutes.
- 17 You _____ (will/be able to/track) the file online from next week.
- 18 It _____ (can't/be) the original — the watermark is missing.
- 19 I've _____ (have got to/take) this call — it's the site engineer.
- 20 _____ (may) your new venture touch great heights!

3 Practice Test 2 — Fix It & Translate It (18 questions)



SET A Each sentence has one error. Rewrite it correctly. (10)

10 QUESTIONS

- | | |
|---|--|
| 1 He can able to read old Urdu documents. | 2 You mustn't come on Saturday; the office is closed anyway, so no need. |
| 3 She must had informed the RWA before the renovation. | 4 Would you mind to share the payment schedule? |
| 5 Do you can arrange a site visit this week? | 6 You should of registered the agreement within four months. |
| 7 Shall you attend the AGM on Sunday? | 8 I will must renew the licence before March. |
| 9 The gate was jammed, but we could open it after an hour. (one specific success) | 10 You ought inform the co-owner in writing. |

SET B Translate into English. (8)

8 QUESTIONS

- | | |
|--|---|
| 11 क्या आप कल दोबारा आ सकेंगे? (विनम्र) | 12 तुम्हें OTP किसी को नहीं बताना चाहिए... मतलब, बताना सख्त मना है। |
| 13 वह ज़रूर meeting में होगा — गाड़ी बाहर खड़ी है। | 14 मुझे कल tehsil जाना पड़ा। |
| 15 हमें पहले lawyer से पूछ लेना चाहिए था। | 16 क्या मैं आपके लिए चाय मँगवाऊँ? |
| 17 बेहतर होगा कि तुम originals साथ ले जाओ। | 18 तुम्हें कल आना ज़रूरी नहीं है। |

4 Answer Keys



ANSWERS · TEST 1

- | | |
|--------------------|--------------------------|
| 1 must sign | 2 May I use |
| 3 was able to open | 4 do not (don't) have to |

ANSWERS · TEST 1

- | | |
|----------------------------|--|
| 5 must not (mustn't) share | 6 should have reached (should be reaching also acceptable) |
| 7 Shall we begin | 8 shall maintain |
| 9 might not have seen | 10 had better not promise |
| 11 would like | 12 must have left |
| 13 could have bought | 14 should have informed |
| 15 Would you mind holding | 16 could solve |
| 17 will be able to track | 18 can't be |
| 19 got to take | 20 May |

ANSWERS · TEST 2 **Part A**

- 1 He can read old Urdu documents. / He is able to read... (Can OR able to — never both.)
- 2 You don't have to come on Saturday. (No need = don't have to, not mustn't.)
- 3 She must have informed the RWA before the renovation. (Have is frozen.)
- 4 Would you mind sharing the payment schedule? (-ing after mind.)
- 5 Can you arrange a site visit this week? (No do-support.)
- 6 You should have registered the agreement within four months. ('Of' → have.)
- 7 Will you attend the AGM on Sunday? (Shall-questions: I/we only.)
- 8 I will have to renew the licence before March. (No double modals.)
- 9 The gate was jammed, but we were able to open it after an hour. (Specific success → was able to.)
- 10 You ought to inform the co-owner in writing. (Ought keeps its 'to'.)

ANSWERS · TEST 2 **Part B**

- | | |
|---|---|
| 11 Would you be able to come again tomorrow? / Could you come again tomorrow? | 12 You mustn't share the OTP with anyone. |
| 13 He must be in the meeting — his car is parked outside. | 14 I had to go to the tehsil (office) yesterday. |
| 15 We should have asked the lawyer first. / We ought to have consulted the lawyer beforehand. | 16 Shall I order tea for you? / Shall I get some tea for you? |
| 17 You had better take the originals with you. | 18 You don't have to come tomorrow. |

NEXT UP

Module 3 complete. Ten small words, fully under your control. Module 4 — Gerunds & Infinitives — answers the question every learner asks: is it 'stop smoking' or 'stop to smoke'? (Both — and they mean different things.)



MODULE

4



Gerunds & Infinitives

8 CHAPTERS

2 PRACTICE TESTS

-ing or to? the complete system
IN THIS MODULE

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MODULE 4 — GERUNDS & INFINITIVES

01

Gerunds & Infinitives — The Basics

Level: Intermediate

Estimated study time: 45 minutes



1 Quick Look



When one verb follows another, English forces a choice: the -ING form (gerund) or the TO form (infinitive). Hindi has one ‘-ना’ for both — तैरना can become ‘swimming’ OR ‘to swim’ — which is exactly why this module exists. This chapter builds the foundation: what each form is, where each naturally lives, and the two jobs they never swap.

GERUND

verb + ing, used as a NOUN

Swimming keeps him fit. / I enjoy swimming.

INFINITIVE

to + base verb

He wants to swim. / She went to the pool to swim.

THE NEGATIVE

not comes BEFORE either form

He decided not to sell. / I regret not buying.



The golden rule: as the SUBJECT of a sentence, the gerund is the natural choice — Smoking is injurious (not ‘To smoke is injurious’ in normal speech). And a gerund subject is SINGULAR, always: Walking IS good exercise, even though ‘walking’ feels plural in Hindi (‘sair karna achhi hoti hai’).

2 When to Use It



SUBJECT

VERB

Walking after dinner

is

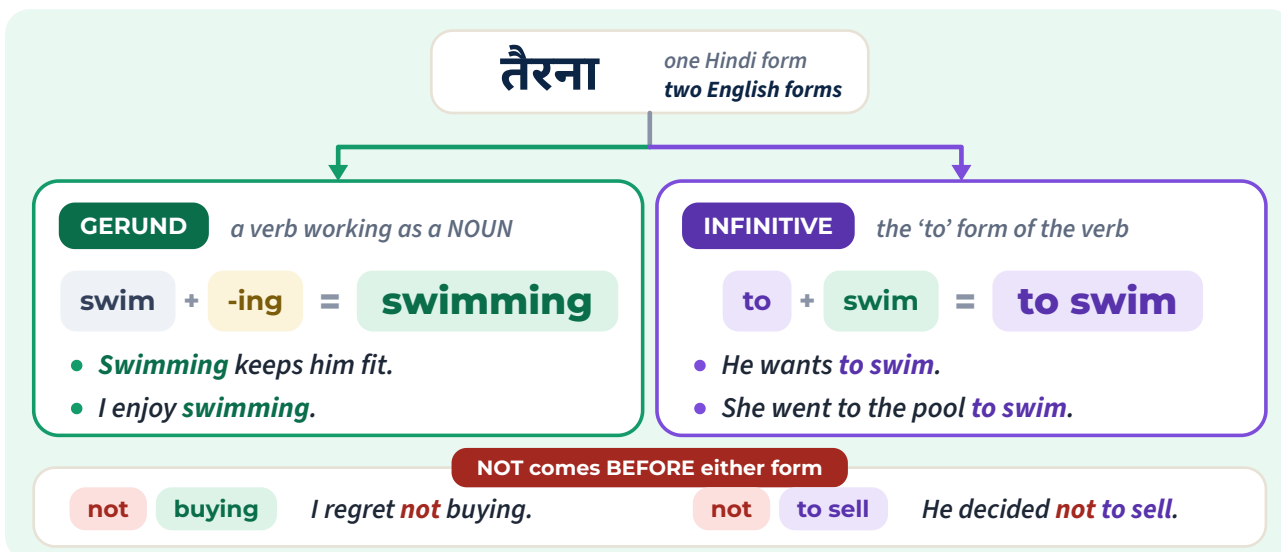
one activity → one singular verb: is · takes · costs

USE 1 Gerund as subject — the activity itself

When an activity is the topic, -ing leads the sentence.

- Verifying documents takes half our time in every deal.
- Walking after dinner is an old family habit.
- Delaying the registry costs both parties.

ONE HINDI FORM, TWO ENGLISH FORMS



The gerund names the activity; the infinitive is the 'to' form. In a negative, not comes before either.

USE 2 Gerund after verbs — the fixed partners

Certain verbs demand -ing after them (full list next chapter).

enjoy + **meeting**
avoid + **answering**
finish + **measuring**

- I enjoy meeting new clients.
- He avoided answering the price question.
- They finished measuring the plot by noon.

USE 3 Infinitive after verbs — the other camp

Other verbs demand to + verb (full list in Chapter 3).

want + **to see**
decide + **to hold**
refuse + **to negotiate**

- She wants to see the sample flat first.
- We decided to hold the inventory till Diwali.
- He refused to negotiate on the landing price.

USE 4

Infinitive of purpose — WHY you do something

'To + verb' answers 'kis liye?' Never 'for + verb'.

I called the office
↓ WHY? किस लिए?

to confirm the slot

✗ ~~for confirming~~ ✓ **to confirm**

- I called the office to confirm the slot.
- He came to Delhi to meet the investors.
- We hired a surveyor to mark the boundaries.

USE 5 The formal alternative: It is... to...

English avoids infinitive subjects by starting with 'It'.

Paying in cash is risky.

= SAME MEANING

It is risky **to pay in cash**.

- It is risky to pay in cash. (= Paying in cash is risky.)
- It takes patience to close a land deal.
- It is important to read every annexure.

WHERE EACH FORM LIVES

	GERUND verb + -ing	INFINITIVE to + V1
The SUBJECT of a sentence GERUND'S JOB	✓ <i>Swimming keeps him fit.</i> the natural choice	! <i>It is risky to pay in cash.</i> avoided as a subject → It is ... to ...
AFTER another verb THE VERB DECIDES	✓ <i>I enjoy swimming.</i> enjoy · avoid · finish ...	✓ <i>He wants to swim.</i> want · decide · refuse ...
To give a PURPOSE INFINITIVE'S JOB	✗ <i>...for confirming the slot</i> never 'for + verb'	✓ <i>I called to confirm the slot.</i> kis liye? → to + V1

Two jobs are never swapped: a gerund is the natural subject, and a purpose always takes to + V1.

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

हिंदी का 'ना' English में दो रूप लेता है: gerund (-ing) और infinitive (to + verb)।

तैरना सेहत के लिए अच्छा है। → Swimming is good for health. (subject → gerund)

वह तैरना चाहता है। → He wants to swim. (want के बाद → infinitive)

मक़सद बताना हो ('किस लिए?') तो हमेशा to + verb: मैं उससे मिलने आया हूँ → I have come to meet him. ('for meeting' नहीं — 'for to meet' तो बिल्कुल नहीं!)

और gerund subject हमेशा singular: सुबह टहलना अच्छा होता है → Walking in the morning IS good (are नहीं)।

कौन-सा verb किस form को माँगता है — यही इस module की असली कमाई है। अगले chapters में पूरी lists मिलेंगी।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ To smoking is injurious to health.	✓ Smoking is injurious to health.	Never mix the two forms — 'to' + '-ing' together is impossible. Subject → gerund.
✗ Reading books are a good habit.	✓ Reading books is a good habit.	A gerund subject is singular — the verb agrees with 'reading', not 'books'.
✗ I came here for to meet you.	✓ I came here to meet you.	Purpose = to + verb. 'For to' does not exist in English.
✗ He went to the market for buying vegetables.	✓ He went to the market to buy vegetables.	Purpose again → infinitive. ('For buying' sounds like a label, not a purpose.)

✗ WRONG	✓ RIGHT	💡 WHY
✗ I enjoy to play cricket on Sundays.	✓ I enjoy playing cricket on Sundays.	Enjoy is a gerund-camp verb — preview of Chapter 2's list.
✗ She decided selling the shop.	✓ She decided to sell the shop.	Decide is an infinitive-camp verb — preview of Chapter 3's list.

5 Signal Words



Foundation signals:

- > Activity as the topic/subject → gerund (Verifying takes time)
- > Purpose, 'kis liye' → to + verb (I called to confirm)
- > 'It is + adjective + to...' → formal alternative for infinitive ideas
- > Negative → not slots before either form (not to sell / not buying)
- > After a verb → check which camp it belongs to (Chapters 2–5)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- _____ (jog) every morning has changed his health completely.
- She came to the office _____ (collect) the allotment letter.
- It is dangerous _____ (ignore) structural cracks.
- _____ (find) honest labour is the hardest part of this business.
- He switched off his phone _____ (avoid) the recovery calls.
- _____ (learn) Excel _____ (be) essential for our back office now. (two blanks)
- We stopped at Murthal _____ (have) parathas.
- It takes years _____ (build) a reputation and one deal _____ (lose) it.
- _____ (argue) with the registrar's staff never helps.
- They hired a photographer _____ (shoot) the sample flat.

SET B Correct the mistake

8 QUESTIONS

- To walking daily is good for the heart.
- Smoking cigarettes are banned inside the campus.
- I went to the bank for to update the passbook.
- She called me for telling the good news.
- Driving at night on that stretch are risky.
- He joined the gym for become fit.
- It is important verify the chain of title. (add what's missing)
- Not to eating breakfast is a bad habit. (make it natural)

SET C Translate into English

7 QUESTIONS

- | | | | |
|----|--------------------------------|----|--|
| 19 | रोज़ पढ़ना ज़रूरी है। | 20 | वह मुझसे मिलने आया था। |
| 21 | झूठ बोलना ग़लत है। | 22 | मैं documents जमा करने बैंक गया। |
| 23 | सुबह जल्दी उठना आसान नहीं है। | 24 | उसने पैसे बचाने के लिए auto लेना बंद कर दिया... मतलब, वह पैसे बचाने के लिए पैदल जाता है। |
| 25 | बिना पढ़े sign करना खतरनाक है। | | |

7 Answer Key



ANSWERS · SET A

- | | | | | | |
|----|----------|---|----------------------|---|-----------------|
| 1 | Jogging | 2 | to collect | 3 | to ignore |
| 4 | Finding | 5 | to avoid | 6 | Learning ... is |
| 7 | to have | 8 | to build ... to lose | 9 | Arguing |
| 10 | to shoot | | | | |

ANSWERS · SET B

- 11 Walking daily is good for the heart. (Subject → gerund, no 'to'.)
- 12 Smoking cigarettes is banned inside the campus. (Gerund subject → singular verb.)
- 13 I went to the bank to update the passbook. ('For to' doesn't exist.)
- 14 She called me to tell (me) the good news. (Purpose → infinitive.)
- 15 Driving at night on that stretch is risky. (Singular verb.)
- 16 He joined the gym to become fit. (Purpose → to + verb.)
- 17 It is important to verify the chain of title. (It is + adjective + to.)
- 18 Not eating breakfast is a bad habit. (Gerund subject; not before it.)

ANSWERS · SET C

- | | | | |
|----|--|----|--|
| 19 | Reading every day is essential. / Studying daily is necessary. | 20 | He had come to meet me. |
| 21 | Lying is wrong. / Telling lies is wrong. | 22 | I went to the bank to submit the documents. |
| 23 | Getting up early in the morning is not easy. / Waking up early isn't easy. | 24 | He walks to save money. / He goes on foot to save money. |
| 25 | Signing without reading is dangerous. / It is dangerous to sign without reading. | | |

NEXT UP

the Gerund Camp — the verbs that demand -ing: enjoy, avoid, finish, mind, suggest, and the full reference list.



MODULE 4 — GERUNDS & INFINITIVES

02

Verbs Followed by Gerunds

Level: Intermediate

Estimated study time: 50 minutes



1 Quick Look

Some verbs simply refuse the infinitive. After ENJOY, AVOID, FINISH, MIND, SUGGEST and their camp, the next verb must wear -ING — no logic, pure convention, and therefore pure memorisation. This chapter gives you the working set of 25, the patterns that make them stick, and the special expressions (it's no use, worth, can't help) that follow the same law.

THE PATTERN

verb + gerund

I enjoy travelling. / He avoided meeting the press.

NEGATIVE GERUND

verb + not + gerund

She suggested not involving the broker.

THE TRAP

enjoy to travel ✗, avoid to meet ✗, finish to eat ✗ — all impossible.



The golden rule: there is no meaning-based trick — gerund verbs must be memorised as a set. Learn them in sound-pairs and themes: enjoy–mind (feelings), avoid–postpone–delay (escape), finish–keep–practise (process), admit–deny–suggest (speech). Fifteen minutes of chanting saves fifteen years of ‘enjoy to do’.

THE GERUND CAMP ON THE MAP

VERB + -ING

BOTH

VERB + TO + V1

- ♥ FEELINGS
enjoy · mind · can't stand
- 📅 AVOID · DELAY
avoid · postpone · put off
- 🔄 PROCESS
finish · keep on · practise
- 💬 SPEECH · THOUGHT
suggest · admit · deny
- 🗉 SET PHRASES
it's no use · it's worth

begin · like
stop · try

→ Ch 4 · 5

want · decide · hope
refuse · promise

→ Chapter 3

Five themes, one law: after any of these, the next verb wears -ing. The full list is in the reference table below.

2 When to Use It



FEELINGS & REACTIONS

+ V-ing

enjoy mind can't stand
can't help appreciate feel like

USE 1 Feelings and reactions

enjoy, mind, can't stand, can't help, appreciate, feel like

- *I enjoy showing properties to serious buyers.*
- *Would you mind waiting five minutes?*
- *He can't stand losing a negotiation.*
- *I couldn't help laughing at his 'final offer'.*
- *I don't feel like cooking tonight — let's order.*



AVOIDING & DELAYING

+ V-ing

avoid postpone delay put off
escape resist

USE 2 Avoiding and delaying

avoid, postpone, delay, put off, escape, resist

- *She avoids taking calls after 9 p.m.*
- *They postponed launching the second tower.*
- *Stop putting off filing the mutation papers.*



START-TO-FINISH

+ V-ing

finish keep (on) practise quit
give up miss

USE 3 Process verbs — start-to-finish of an activity

finish, keep, keep on, practise, quit, give up, miss

- *Have you finished scanning the documents?*
- *He keeps changing the terms at the last minute.*
- *She practised presenting the pitch all weekend.*
- *I gave up expecting punctuality from that vendor.*
- *I miss playing cricket with the old society group.*



SPEECH & THOUGHT

+ V-ing

suggest recommend admit deny
consider imagine mention risk

USE 4 Speech and thought verbs

suggest, recommend, admit, deny, consider, imagine, mention, risk

- *The lawyer suggested adding an arbitration clause.*
- *He admitted receiving the token in cash.*
- *She denied signing any such paper.*
- *We're considering shifting the office to the new sector.*
- *Imagine owning the whole corner block!*



FIXED EXPRESSIONS

+ V-ing

it's no use it's worth be busy
there's no point (in) have trouble

USE 5 Fixed expressions that take gerunds

it's no use, it's worth, there's no point (in), be busy, have trouble/difficulty

- *It's no use arguing with the meter reader.*
- *The corner unit is worth paying extra for.*
- *There's no point holding an unpriced inventory.*
- *He was busy preparing the possession letters.*
- *We had trouble locating the original allottee.*

3 The Gerund Camp — Reference List (25 core verbs)



FEELINGS	ESCAPE/DELAY	PROCESS	SPEECH/THOUGHT	EXPRESSIONS
enjoy	avoid	finish	suggest	it's no use
mind	postpone	keep (on)	recommend	it's worth
can't stand	delay	practise	admit	there's no point
can't help	put off	quit / give up	deny	be busy
appreciate	risk	miss	consider	have trouble
feel like	resist		imagine / mention	

Chant them by column, five at a time. When any of these 25 appears, the next verb wears -ing — no exceptions, no moods.

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

इन verbs के बाद अगला verb हमेशा -ing पहनता है — कोई logic नहीं, सिर्फ़ रटना।

मुझे नए लोगों से मिलना अच्छा लगता है।

→ I enjoy meeting new people. (enjoy to meet कभी नहीं!)

उसने वहाँ जाने से बचना चाहा... मतलब, वह वहाँ जाने से बचता रहा।

→ He avoided going there.

क्या तुमने खाना खा लिया... मतलब, खाना खत्म कर लिया?

→ Have you finished eating?

वकील ने clause जोड़ने की सलाह दी।

→ The lawyer suggested adding a clause. (suggested to add ग़लत!)

Hindi speakers की #1 ग़लती यहीं होती है, क्योंकि हिंदी का '-ना' दिमाग़ में 'to' fit कर देता है: 'enjoy karna' → 'enjoy to do'। इस chapter की list रट लो — ग़लती जड़ से ख़त्म।

⊗ HINDI '-ना' WHISPERS 'TO' — RESIST IT

X verb + to + V1 — road closed

✓ verb + V-ing — the only road

~~✗ enjoy to travel~~

✓ enjoy travelling

~~✗ avoid to meet~~

✓ avoid meeting

~~✗ finish to eat~~

✓ finish eating

~~✗ suggest to visit~~

✓ suggest visiting

After enjoy, avoid, finish, suggest (and their camp), the 'to' road is closed.

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I enjoy to watch old Hindi movies.	✓ I enjoy watching old Hindi movies.	Enjoy is the camp captain — always + gerund.
✗ He suggested to visit the site on Sunday.	✓ He suggested visiting the site on Sunday.	Suggest + gerund (or suggest THAT we visit) — never suggest + to.
✗ She avoided to answer my question.	✓ She avoided answering my question.	Avoid + gerund, always.
✗ Have you finished to pack the files?	✓ Have you finished packing the files?	Finish + gerund.
✗ Would you mind to close the gate?	✓ Would you mind closing the gate?	Mind + gerund — you met this in Module 3's politeness chapter.
✗ It's no use to cry over spilt milk.	✓ It's no use crying over spilt milk.	The fixed expressions take gerunds too.

6 Signal Words



🔔 Memory anchors:

- Feelings: enjoy, mind, can't stand, can't help, feel like → -ing
- Escape: avoid, postpone, delay, put off, risk → -ing
- Process: finish, keep, practise, quit, give up, miss → -ing
- Speech/thought: suggest, recommend, admit, deny, consider, imagine → -ing
- Expressions: it's no use / worth / no point / busy / have trouble → -ing

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- He enjoys _____ (bargain) more than the deal itself.
- Please avoid _____ (park) in front of the main gate.
- They have finished _____ (whitewash) the stairwell.
- Would you mind _____ (send) the KYC set again?
- The CA suggested _____ (open) a separate current account.
- She keeps _____ (postpone) _____ (visit) the dentist. (two blanks)
- I can't help _____ (feel) that we quoted too low.
- He denied _____ (leak) the customer data.
- It's worth _____ (get) the borewell water tested.
- We're considering _____ (appoint) a channel partner in Meerut.

SET B Correct the mistake

8 QUESTIONS

- | | |
|--|---|
| 11 I enjoy to drive on the new expressway. | 12 The committee postponed to take a decision. |
| 13 He admitted to broke the society rule. (keep 'admitted' as the main verb) | 14 She practises to speak English in front of the mirror. |
| 15 Do you feel like to have chai? | 16 There's no point to argue with him. |
| 17 I couldn't help to notice the crack in the beam. | 18 They risked to lose the entire token amount. |

SET C Translate into English

7 QUESTIONS

- | | |
|---|--|
| 19 मुझे शाम को टहलना पसंद है... मतलब, मैं शाम की सैर enjoy करता हूँ। | 20 उसने मेरा फ़ोन उठाने से बचना शुरू कर दिया... मतलब, वह मेरा call उठाने से बचता है। |
| 21 क्या आपने report लिखना ख़त्म कर लिया? | 22 वकील ने केस वापस लेने की सलाह दी। |
| 23 बहस करने का कोई फ़ायदा नहीं। | 24 वह बहाने बनाता रहता है। |
| 25 मुझे पुराने दोस्तों के साथ क्रिकेट खेलना याद आता है... मतलब, उसकी कमी महसूस होती है। | |

8 Answer Key



ANSWERS · SET A

- | | | |
|---------------|-----------|---------------------------|
| 1 bargaining | 2 parking | 3 whitewashing |
| 4 sending | 5 opening | 6 postponing ... visiting |
| 7 feeling | 8 leaking | 9 getting |
| 10 appointing | | |

ANSWERS · SET B

- | | |
|---|---|
| 11 I enjoy driving on the new expressway. | 12 The committee postponed taking a decision. |
| 13 He admitted breaking the society rule. (Admit + gerund; V1 inside the gerund: breaking.) | 14 She practises speaking English in front of the mirror. |
| 15 Do you feel like having chai? | 16 There's no point (in) arguing with him. |
| 17 I couldn't help noticing the crack in the beam. | 18 They risked losing the entire token amount. |

ANSWERS · SET C

- | | |
|--|---|
| 19 I enjoy walking in the evening. / I enjoy my evening walks. | 20 He avoids picking up my calls. / He has started avoiding answering my phone. |
| 21 Have you finished writing the report? | 22 The lawyer suggested withdrawing the case. |
| 23 It's no use arguing. / There's no point (in) arguing. | 24 He keeps making excuses. |
| 25 I miss playing cricket with my old friends. | |

NEXT UP

the Infinitive Camp — want, decide, hope, refuse, promise — plus the powerful 'verb + person + to' pattern that fixes 'I want that you come'.



MODULE 4 — GERUNDS & INFINITIVES

03

Verbs Followed by Infinitives

Level: Intermediate

Estimated study time: 50 minutes



1 Quick Look



The other camp. After WANT, DECIDE, HOPE, REFUSE, PROMISE and their allies, the next verb takes TO + base form. This chapter also unlocks the pattern that fixes one of the deepest Hindi-transfer errors in Indian English: verb + PERSON + to (I want YOU TO come — never ‘I want that you come’).

THE PATTERN

verb + to + V1

She decided to renovate the kitchen first.

VERB + PERSON + TO

want/ask/tell/advice + someone + to + V1

I want you to check the file.

NEGATIVE

verb + not + to + V1

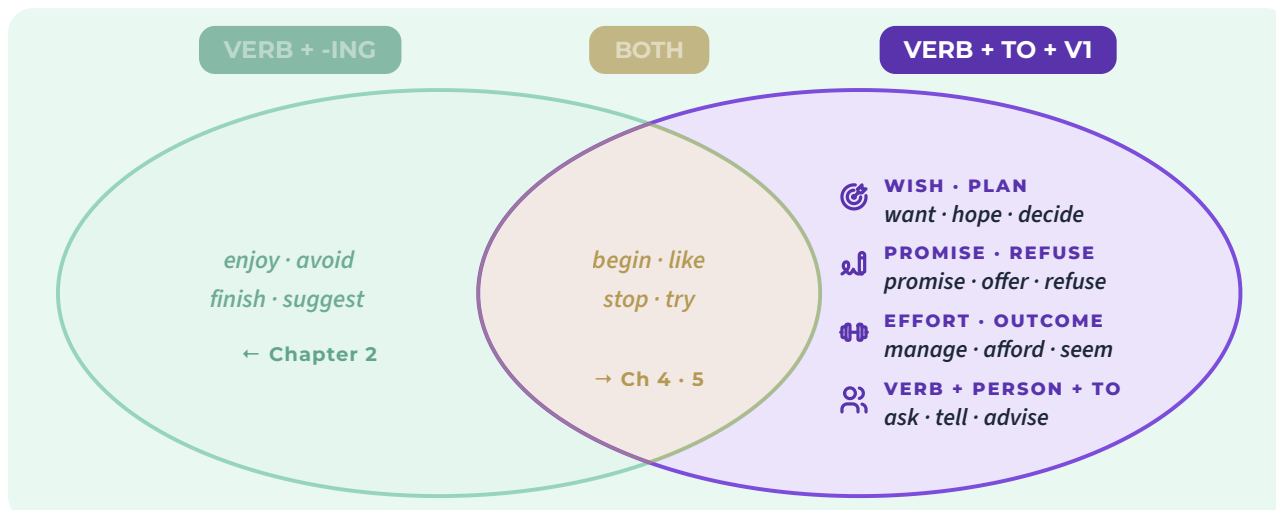
He promised not to reveal the price.



The golden rule: with want, tell, ask, advise, remind, allow and their group, the person goes **BETWEEN** the verbs — ‘I want you to come’. Hindi builds this thought with ‘कि’ (‘main chahta hoon KI tum aao’), so the brain writes ‘I want that you come’ — which does not exist in English. Kill the ‘that’; insert the person.



THE INFINITIVE CAMP ON THE MAP



Four families, one shape: verb + to + V1 — and in the last family a person goes in between.

2 When to Use It



WISHES & PLANS

to + V1

want hope plan decide aim
intend would like

USE 1 Wishes and plans

want, hope, plan, decide, aim, intend, would like

- We plan to launch bookings after the map approval.
- She hopes to shift before the school session starts.
- I've decided to keep the corner unit unsold.



PROMISES, REFUSALS

to + V1

promise agree offer refuse
threaten swear

USE 2

Promises, agreements, refusals

promise, agree, offer, refuse, threaten, swear

- He promised to release the margin within a week.
- They agreed to split the brokerage equally.
- The tenant refused to vacate before March.
- The vendor threatened to stop supply over the pending bill.

**EFFORT & OUTCOME****to + V1**

manage fail learn afford seem
appear tend prepare

USE 3 Ability, effort, outcome

manage, fail, learn, afford, seem, appear, tend, prepare

- *We managed to get the file cleared in one visit.*
- *He failed to disclose the existing loan.*
- *She's learning to read site drawings.*
- *I can't afford to block funds for two years.*
- *The seller seems to be in a hurry — useful.*

verb + **person** + **to + V1**

asked me to bring

THE PERSON GOES BETWEEN THE VERBS

She asked me to bring the originals.

USE 4**Verb + PERSON + to — making others act**

want, ask, tell, advise, allow, remind, warn, expect, invite, encourage, force, teach

- *I want the accountant to recheck the TDS entry.*
- *She asked me to bring the originals.*
- *The lawyer advised us to add a penalty clause.*
- *Remind him to carry two witnesses.*
- *They don't allow visitors to park inside.*

USE 5**The bare-infinitive exceptions: LET and MAKE**

These two drop the 'to' — preview of causatives in Module 6.

let me ~~to~~ explain
made everyone ~~to~~ sign
help me (to) carry

- *Let me explain the payment plan. (NOT let me to explain)*
- *The guard made everyone sign the register. (NOT made everyone to sign)*
- *Help works both ways: Help me carry / help me to carry — both correct.*

3**The Infinitive Camp — Reference List (24 core verbs)**

WISH/PLAN	PROMISE/REFUSE	EFFORT/OUTCOME	VERB + PERSON + TO
want	promise	manage	want / expect
hope	agree	fail	ask / tell

WISH/PLAN	PROMISE/REFUSE	EFFORT/OUTCOME	VERB + PERSON + TO
plan / intend	offer	learn	advise / warn
decide	refuse	afford	allow / permit
would like	threaten	seem / appear	remind / invite
aim	swear	tend / prepare	encourage / force / teach

Exceptions to brand into memory: LET and MAKE take the bare verb (let him go, made her wait). HELP accepts both (help me carry / to carry).

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

इन verbs के बाद to + verb आता है: वह बेचना चाहता है → He wants to sell. हमने रुकने का फैसला किया → We decided to stay.

अब सबसे बड़ी बीमारी का इलाज — हिंदी का 'कि' वाला ढाँचा:

मैं चाहता हूँ कि तुम आओ।

→ I want YOU TO come. ('I want that you come' English में है ही नहीं!)

उसने मुझसे कहा कि मैं papers लाऊँ।

→ He told ME TO bring the papers.

Formula: verb + आदमी + to + काम। 'कि' को मारो, आदमी को बीच में रखो।

दो exception याद रखो: LET और MAKE के बाद 'to' नहीं — मुझे जाने दो → Let me go. उसने मुझे इंतज़ार करवाया → He made me wait.

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I want that you meet the buyer tomorrow.	✓ I want you to meet the buyer tomorrow.	The 'ki'-transfer error. Verb + person + to — no 'that'.
✗ He told to me bring the file.	✓ He told me to bring the file.	Person first, then to: told me to bring.
✗ She decided selling the old flat.	✓ She decided to sell the old flat.	Decide is infinitive-camp — always + to.



KILL THE 'KI', INSERT THE PERSON

HINDI THINKS

मैं चाहता हूँ

कि

तुम आओ

WRONG ENGLISH

I want

~~that~~

you come



RIGHT ENGLISH

I want

you

to come



KILL THE 'THAT' — INSERT THE PERSON

verb

+

PERSON

+

to

+

V1

I want you to check the file.

He told me to bring the papers.

Hindi builds the thought with 'कि'; English puts the person between the two verbs: verb + person + to + V1.

✗ WRONG

✓ RIGHT

💡 WHY

✗ The manager let us to leave early.

✓ The manager let us leave early.

Let takes the bare verb — no 'to'.

✗ His jokes made everyone to laugh.

✓ His jokes made everyone laugh.

Make also drops the 'to'.

✗ I can't afford buying a second car right now.

✓ I can't afford to buy a second car right now.

Afford + to, always.

6

Signal Words



Infinitive-camp anchors:

- Wish/plan: want, hope, plan, decide, would like → to + V1
- Promise/refuse: promise, agree, offer, refuse, threaten → to + V1
- Effort/outcome: manage, fail, learn, afford, seem → to + V1
- Making others act: want/ask/tell/advise + PERSON + to + V1
- Bare-verb rebels: let, make (and help, optionally)

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 We hope _____ (hand) over possession before Holi.
- 2 The owner refused _____ (lower) the price by even a rupee.
- 3 I want you _____ (double-check) the khatauni entries.
- 4 She reminded me _____ (carry) passport photos for the registry.
- 5 He can't afford _____ (miss) another EMI.
- 6 The RWA doesn't allow tenants _____ (keep) commercial vehicles inside.
- 7 Let him _____ (finish) — then we'll respond point by point.
- 8 They offered _____ (bear) the transfer charges themselves.
- 9 The long queue made us _____ (rethink) the online option.
- 10 The bank asked us _____ (submit) three years' ITR.

SET B Correct the mistake

8 QUESTIONS

- 11 I want that he comes with us to the site.
- 12 She advised me buying instead of renting.
- 13 The teacher made the students to rewrite the essay.
- 14 He promised calling me after the hearing.
- 15 Please let me to explain the delay.
- 16 They expect that we finish by Friday. (use 'expect us')
- 17 My father taught me drive when I was eighteen.
- 18 The guard didn't allow us entering after 10.

SET C Translate into English

7 QUESTIONS

- 19 मैं चाहता हूँ कि तुम कल जल्दी आओ।
- 20 उसने मुझसे कहा कि मैं इंतज़ार करूँ।
- 21 हमने नया office खोलने का फैसला किया।
- 22 मुझे जाने दो।
- 23 उसने बच्चों को हँसा दिया... मतलब, उसकी बात ने सबको हँसा दिया।
- 24 वकील ने हमें केस लड़ने की सलाह दी।
- 25 वह वादा करके भूल गया... मतलब, उसने फ़ोन करने का वादा किया था पर किया नहीं।

8 Answer Key



ANSWERS · SET A

- | | | |
|--------------|------------|-------------------|
| 1 to hand | 2 to lower | 3 to double-check |
| 4 to carry | 5 to miss | 6 to keep |
| 7 finish | 8 to bear | 9 rethink |
| 10 to submit | | |

ANSWERS · SET B

- 11 I want him to come with us to the site. (Kill 'that'; insert the person.)
- 12 She advised me to buy instead of renting. (Advise + person + to.)
- 13 The teacher made the students rewrite the essay. (Make → bare verb.)
- 14 He promised to call me after the hearing. (Promise + to.)
- 15 Please let me explain the delay. (Let → bare verb.)
- 16 They expect us to finish by Friday. (Expect + person + to.)
- 17 My father taught me to drive when I was eighteen. (Teach + person + to.)
- 18 The guard didn't allow us to enter after 10. (Allow + person + to.)

ANSWERS · SET C

- | | |
|---|--|
| 19 I want you to come early tomorrow. | 20 He told me to wait. / She asked me to wait. |
| 21 We decided to open a new office. | 22 Let me go. |
| 23 His words made everyone laugh. / He made the children laugh. | 24 The lawyer advised us to fight the case. |
| 25 He promised to call but didn't. / He had promised to phone me, but he never did. | |

NEXT UP

the peace zone — verbs that accept BOTH forms with the same meaning: begin, start, continue, like, love, hate.



MODULE 4 — GERUNDS & INFINITIVES

04

Verbs That Take Both — Same Meaning



📊 Level: Intermediate

🕒 Estimated study time: 40 minutes

1 Quick Look



Good news chapter. A small club of verbs — BEGIN, START, CONTINUE, LIKE, LOVE, HATE, PREFER, CAN'T BEAR — accepts both the gerund and the infinitive with no real change in meaning. 'It started raining' = 'It started to rain.' This chapter teaches the club, plus the three style rules that decide which form sounds better where.

THE CLUB

begin, start, continue, like, love, hate, prefer, can't bear, propose, bother

BOTH CORRECT

She loves showing flats. = She loves to show flats. / It began raining. = It began to rain.

BUT WATCH

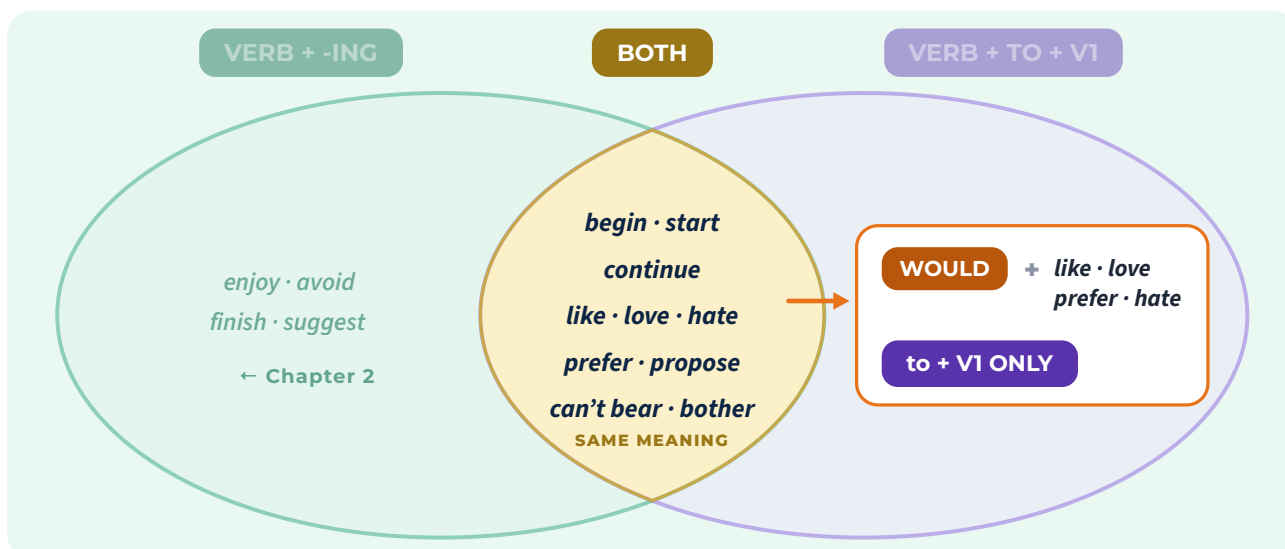
WOULD like/love/prefer/hate

💬 infinitive ONLY: I would like to see it. (never 'would like seeing')



The golden rule: the moment WOULD joins the feeling verbs, the choice disappears — would like, would love, would prefer, would hate take the infinitive only. 'I like swimming' and 'I like to swim' are both fine; 'I would like swimming' is not English.

🔗 THE PEACE ZONE: BOTH FORMS, SAME MEANING



Ten verbs sit in the overlap — but WOULD pushes like / love / prefer / hate out of it, into the to + V1 side.



2 When to Use It

USE 1 The both-camp in action

Pick either form — meaning survives intact.

started	investing	=	to invest
continued	working	=	to work
hate	haggling	=	to haggle

- *He started investing in plots in 2012. = He started to invest in plots in 2012.*
- *She continued working after the wedding. = She continued to work after the wedding.*
- *I hate haggling over small amounts. = I hate to haggle over small amounts.*

USE 2 Style rule 1 — avoid the -ing pile-up

If the main verb is already continuous, choose the infinitive to dodge the double -ing.

was starting ~~raining~~ ❌

was starting to rain ✅

-ing + -ing = a pile-up → choose to + V1

- *It was starting to rain when we reached the site. (better than 'was starting raining')*
- *Prices are beginning to stabilise in that sector.*
- *He's continuing to manage both offices for now.*

USE 3 Style rule 2 — WOULD locks the infinitive

The politeness forms from Module 3 reject gerunds completely.

would like · love · prefer · hate

to + V1 ✅

~~-ing~~ ❌

I would like to see it.

- *I would love to see the rooftop plan.*
- *We would prefer to route the payment through RTGS.*
- *She would hate to lose this location.*

USE 4

Style rule 3 — general taste vs. specific occasion (a light shade)

A gentle tendency, not a law: gerund leans towards the activity in general; infinitive towards habit- as-choice.

♥
I like walking.
the activity itself



📅
I like to walk.
my chosen routine

BOTH CORRECT · A FAINT SHADE

- *I like walking. (the activity itself pleases me)*
- *I like to walk after dinner — it keeps the sugar in check. (my chosen routine)*
- *Both are correct; native ears just hear this faint shade.*

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

इस club के verbs दोनों form लेते हैं, मतलब वही रहता है:

अ HINDI CONCEPT NOTE हिंदी में समझिए

बारिश शुरू हो गई। → It started raining. = It started to rain. दोनों 100% सही।

मुझे पढ़ना पसंद है।

→ I like reading. = I like to read.

पर एक ताला याद रखो: WOULD लगते ही सिर्फ infinitive — मैं देखना चाहूँगा → I would like TO SEE it ('would like seeing' नहीं)।

और style का एक नियम: अगर वाक्य पहले से -ing में है (was starting...), तो दूसरा verb to-form में रखो — 'was starting raining' कानों को बुरा लगता है, 'was starting to rain' सही बहता है।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I would like seeing the sample flat today.	✓ I would like to see the sample flat today.	Would like → infinitive only. The single biggest error with this club.
✗ We would prefer meeting on Sunday.	✓ We would prefer to meet on Sunday.	Would prefer → infinitive only, same lock.
✗ It was beginning raining heavily.	✓ It was beginning to rain heavily.	Continuous main verb → choose the infinitive; avoid the -ing pile-up.
✗ She likes to swimming in the morning.	✓ She likes swimming / likes to swim in the morning.	Pick one form cleanly — 'to' + '-ing' together is never English.
✗ He continued to worked after retirement age.	✓ He continued to work / continued working after retirement age.	After 'to', the verb is base form — never past.
✗ I hate to waiting in government offices.	✓ I hate waiting / hate to wait in government offices.	Same mixing error — commit to one form.

5 Signal Words



Quick decision guide:

- > Club members: begin, start, continue, like, love, hate, prefer, can't bear → either form
- > WOULD + like/love/prefer/hate → infinitive, no choice
- > Main verb already in -ing → pick the infinitive for flow
- > In doubt? The infinitive is never wrong with this club.

WHICH FORM SOUNDS BETTER? TWO QUICK CHECKS

1 Is **WOULD** in front of like / love / prefer / hate?

would like · would love ...

YES

to + V1 ONLY

I would *like to* see it.

NO

2 Is the main verb already in **-ing**?

was starting · is beginning ...

YES

choose to + V1

It was starting *to* rain.

NO

EITHER FORM

meaning is the same

It started *raining*.

=

It started *to* rain.

In doubt? to + V1 is never wrong.

The three style rules as a route: **WOULD** first, then a continuous main verb, then free choice.

6 Practice

SET A Fill in the blanks

10 QUESTIONS

- 1 It suddenly began _____ (rain) during the bhoomi puja. (either form)
- 2 I would love _____ (visit) your Shukratal farmhouse someday.
- 3 She was starting _____ (lose) patience with the contractor. (choose the smoother form)
- 4 He continues _____ (advise) us even after retirement. (either form)
- 5 We would prefer _____ (finalise) everything before Navratri.
- 6 The kids love _____ (play) in the society park. (either form)
- 7 I can't bear _____ (see) good inventory sit unsold. (either form)
- 8 Would you like _____ (add) your wife as co-owner?
- 9 Prices are beginning _____ (move) in Sector 10. (choose the smoother form)
- 10 I hate _____ (say) this, but the quote is too high. (fixed opener — infinitive)

SET B Correct the mistake

8 QUESTIONS

- | | |
|--|---|
| 11 I would like meeting your architect. | 12 She would prefer taking the corner unit. |
| 13 It was starting raining, so we moved the machines inside. | 14 He likes to reading the newspaper on the terrace. |
| 15 They would hate losing this client. | 16 We started to renovated the lobby last week. |
| 17 I love to swimming in the club pool. | 18 Would you love come with us to the expo? (fix fully) |

SET C Translate into English

7 QUESTIONS

- | | |
|---|---|
| 19 बारिश शुरू हो गई। (दोनों तरीकों से लिखो) | 20 मैं आपका project देखना चाहूँगा। |
| 21 वह शादी के बाद भी काम करती रही। | 22 मुझे सुबह की चाय के साथ अखबार पढ़ना पसंद है। |

SET C Translate into English

7 QUESTIONS

23 हम रविवार को मिलना पसंद करेंगे... मतलब, हमें रविवार ज़्यादा ठीक रहेगा।

24 मुझे यह कहना अच्छा नहीं लग रहा, पर rate बहुत ज़्यादा है।

25 बच्चे बारिश में खेलना पसंद करते हैं।

7 Answer Key



ANSWERS • SET A

1 raining / to rain

2 to visit

3 to lose

4 advising / to advise

5 to finalise

6 playing / to play

7 seeing / to see

8 to add

9 to move

10 to say

ANSWERS • SET B

11 I would like to meet your architect. (Would like → infinitive.)

12 She would prefer to take the corner unit. (Would prefer → infinitive.)

13 It was starting to rain, so we moved the machines inside. (Dodge the double -ing.)

14 He likes reading / likes to read the newspaper on the terrace. (One clean form.)

15 They would hate to lose this client. (Would hate → infinitive.)

16 We started to renovate / started renovating the lobby last week. (Base form after to.)

17 I love swimming / love to swim in the club pool. (One clean form.)

18 Would you like to come with us to the expo? (Would like + to + V1.)

ANSWERS • SET C

19 It started raining. / It started to rain.

20 I would like to see your project.

21 She continued working / continued to work even after her wedding.

22 I like reading the newspaper with my morning tea. / I love to read the paper over morning chai.

23 We would prefer to meet on Sunday.

24 I hate to say this, but the rate is too high.

25 Children love playing / love to play in the rain.

NEXT UP

the danger zone — verbs that take both forms with DIFFERENT meanings: stop smoking vs. stop to smoke, remember locking vs. remember to lock.



MODULE 4 — GERUNDS & INFINITIVES

05

Verbs That Take Both — Different Meanings



Level: Advanced

Estimated study time: 55 minutes

1 Quick Look



The danger zone. Seven verbs — STOP, REMEMBER, FORGET, REGRET, TRY, GO ON, NEED — accept both forms, but the meaning **CHANGES** with the form. ‘He stopped smoking’ and ‘He stopped to smoke’ describe opposite men. The master key: the GERUND looks backward at the activity itself; the INFINITIVE looks forward to a purpose or duty.

THE MASTER KEY

gerund = the activity (often already done) | infinitive = the purpose/duty (still ahead)

STOP

stopped smoking = quit the habit | stopped to smoke = paused in order to smoke

REMEMBER

remember locking = I recall doing it | remember to lock = don't forget the duty



The golden rule: point the arrow. If the second action happened BEFORE the main verb (a memory, a completed activity), use the gerund. If it comes AFTER (a task, purpose, or intention), use the infinitive. Remember LOCKING = memory of the past. Remember TO LOCK = duty in the future.

← THE MASTER KEY: POINT THE ARROW

GERUND ← looks BACK



*I remember **locking** the door.*

the locking happened BEFORE → a memory

INFINITIVE looks AHEAD →



*Remember **to lock** the door.*

the locking comes AFTER → a duty



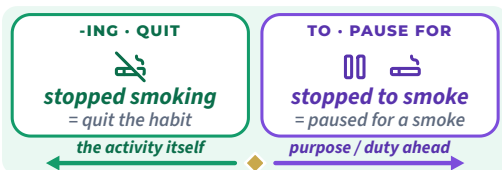
A gerund looks back at the activity itself; an infinitive looks ahead to a purpose or a duty.



2 When to Use It

USE 1 STOP — quit vs. pause-for

Gerund ends the activity; infinitive gives the reason for pausing.

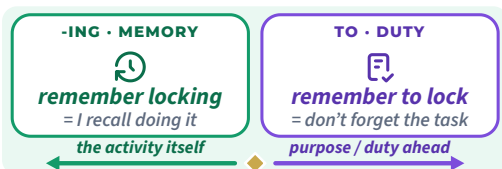


- He stopped taking cash deals after the raid. (quit)
- We stopped to take photos of the boundary wall. (paused for that purpose)
- Stop calling him 'sir' — he's your junior now. (quit)

USE 2

REMEMBER / FORGET — memory vs. duty

Gerund = the film of a past event in your head. Infinitive = the task list.



- I clearly remember handing him the original file. (memory)
- Remember to carry two witnesses on Friday. (duty)
- I'll never forget seeing the Taj at sunrise. (memory)
- Don't forget to renew the fire NOC. (duty)

USE 3

REGRET — past regret vs. formal bad news

Gerund = wishing you hadn't. Infinitive = the official-letter opener.



- I regret trusting that contractor with the advance. (past regret)
- We regret to inform you that the unit is no longer available. (formal announcement)
- She regrets selling the Meerut shop so cheap.

USE 4 TRY — experiment vs. effort

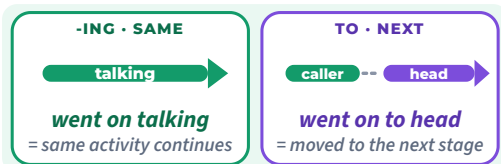
Gerund = test this method, it's easy to do. Infinitive = attempt something difficult.



- The seepage won't stop? Try applying two coats of sealant. (experiment — a method)
- He tried to lift the generator alone and hurt his back. (effort — hard task)
- Try calling him after 8 — he picks up then. (method)

USE 5 GO ON — continue vs. move to the next

Gerund = same activity continues. Infinitive = finish one, start the next.



- He went on talking even after the client left. (same activity, continued)
- She started as a telecaller and went on to head the sales team. (next stage)
- After the plots, the company went on to build group housing.

USE 6 NEED — the passive shortcut

need + gerund carries a passive meaning: the thing requires action done TO it.



- The terrace needs waterproofing. (= needs to be waterproofed)
- These agreements need updating — the stamp duty changed.
- Compare: I need to repaint the gate. (I will act) / The gate needs repainting. (it must receive action)

≠ THE SEVEN DOUBLE-MEANING VERBS

	-ING the activity itself ←	TO the purpose / duty ahead →
STOP	stopped smoking = quit the habit	stopped to smoke = paused in order to smoke
REMEMBER	remember locking = I recall doing it	remember to lock = don't forget the duty
FORGET	never forget seeing = a treasured memory	don't forget to renew = a task to do
REGRET	regret trusting = wish I hadn't	regret to inform = formal bad news
TRY	try applying = test a method	try to lift = attempt something hard
GO ON	went on talking = same activity continues	went on to head = move to the next stage
NEED	needs repainting = it receives the action	need to repaint = I will act

Same verb, different form, different meaning — check which way the arrow points.

3 Hindi Concept Note

प्र. A

अ HINDI CONCEPT NOTE हिंदी में समझिए

यहाँ form बदलते ही मतलब बदल जाता है। चाबी एक है: gerund पीछे देखता है (हो चुका काम), infinitive आगे (करना है / करने के लिए)।

अ HINDI CONCEPT NOTE हिंदी में समझिए

STOP: उसने सिगरेट छोड़ दी → He stopped smoking. / वह सिगरेट पीने के लिए रुका → He stopped to smoke.
— दो उल्टे आदमी!

REMEMBER: मुझे याद है मैंने ताला लगाया था → I remember locking the door. / याद से ताला लगाना →
Remember to lock the door.

REGRET: मुझे उस पर भरोसा करने का पछतावा है → I regret trusting him. / खेद के साथ सूचित करना है (सरकारी चिट्ठी) → We regret to inform you...

TRY: यह तरीका आजमाओ → Try calling after 8. / कोशिश की पर मुश्किल था → He tried to lift it alone.

NEED का shortcut सुनहरा है: छत को waterproofing चाहिए → The terrace needs waterproofing (= needs to be waterproofed)। चीज़ + needs + -ing = passive मतलब।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ He stopped to smoke last year. (meaning: quit the habit)	✓ He stopped smoking last year.	Quit = gerund. 'Stopped to smoke' means he paused FOR a cigarette.
✗ Remember locking the office tonight. (instruction for later)	✓ Remember to lock the office tonight.	A future duty takes the infinitive. 'Remember locking' asks about a memory.
✗ I regret to sell that plot in 2016.	✓ I regret selling that plot in 2016.	Past regret = gerund. 'Regret to' only opens formal bad news (regret to inform/say).
✗ We regret informing you that the offer has lapsed. (formal letter)	✓ We regret to inform you that the offer has lapsed.	The formal-letter pattern is fixed: regret to inform.
✗ The pump needs to repair.	✓ The pump needs repairing. / The pump needs to be repaired.	Thing as subject → needs + gerund (or needs to be + V3). Never 'needs to repair' — the pump can't repair anything.
✗ I'll never forget to meet Dr. Kalam in 2011. (a treasured memory)	✓ I'll never forget meeting Dr. Kalam in 2011.	A memory of the past = gerund. 'Forget to meet' = fail to attend.



5 Signal Words

Arrow-pointing signals:

- > Happened already / a memory / a habit ended → gerund (stopped smoking, remember signing)
- > Task ahead / purpose / to-do list → infinitive (remember to sign, stopped to rest)
- > Formal bad news → regret to inform/say/announce
- > Testing a method → try + -ing; attempting something hard → try to
- > Thing that must receive action → needs + -ing (the wall needs painting)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 He stopped _____ (drink) tea after sunset — doctor's orders.
- 2 On the way to Hapur, we stopped _____ (check) the Badalpur site.
- 3 I remember _____ (pay) the watchman for October — I have the entry.
- 4 Please remember _____ (switch) off the water motor before leaving.
- 5 We regret _____ (inform) you that the booking stands cancelled.
- 6 She regrets _____ (not/buy) the adjacent plot when it was cheap.
- 7 The intercom isn't working — try _____ (press) the reset button first.
- 8 He tried _____ (convince) the seller for two hours, but failed.
- 9 After school buildings, the firm went on _____ (construct) hospitals.
- 10 The overhead tank needs _____ (clean) before the tenants move in.

SET B Correct the mistake

8 QUESTIONS

- 11 I'll never forget to visit Kashmir with my parents in 1995. (a memory)
- 12 He stopped to work at 6 and went home. (meaning: ended work for the day)
- 13 Remember locking the almirah before you leave tonight. (instruction)
- 14 We regret informing you that the flight is cancelled. (airline notice)
- 15 The generator needs to service before summer.
- 16 Try to add a little jaggery — the dal tastes better. (suggesting a method)
- 17 She went on to argue with the clerk for another hour. (same argument, continued)
- 18 I regret to shout at the office boy yesterday.

SET C Translate into English

7 QUESTIONS

- | | | | |
|----|---|----|----------------------------------|
| 19 | उसने पान खाना छोड़ दिया। | 20 | हम चाय पीने के लिए ढाबे पर रुके। |
| 21 | मुझे याद है मैंने तुम्हें papers दिए थे। | 22 | याद से bijli का bill भर देना। |
| 23 | खेद के साथ सूचित किया जाता है कि आपका आवेदन अस्वीकार हो गया है। | 24 | दीवार को रंगाई की ज़रूरत है। |
| 25 | उसने अकेले अलमारी उठाने की कोशिश की। | | |

7 Answer Key



ANSWERS · SET A

- | | | | | | |
|----|-----------|---|-------------|---|--------------|
| 1 | drinking | 2 | to check | 3 | paying |
| 4 | to switch | 5 | to inform | 6 | not buying |
| 7 | pressing | 8 | to convince | 9 | to construct |
| 10 | cleaning | | | | |

ANSWERS · SET B

- 11 I'll never forget visiting Kashmir with my parents in 1995. (Memory → gerund.)
- 12 He stopped working at 6 and went home. (Ended the activity → gerund.)
- 13 Remember to lock the almirah before you leave tonight. (Future duty → infinitive.)
- 14 We regret to inform you that the flight is cancelled. (Formal notice → regret to inform.)
- 15 The generator needs servicing / needs to be serviced before summer. (Thing as subject → passive pattern.)
- 16 Try adding a little jaggery — the dal tastes better. (Method → gerund.)
- 17 She went on arguing with the clerk for another hour. (Same activity continued → gerund.)
- 18 I regret shouting at the office boy yesterday. (Past regret → gerund.)

ANSWERS · SET C

- | | | | |
|----|--|----|--|
| 19 | He stopped eating paan. / He gave up chewing paan. | 20 | We stopped at a dhaba to have tea. |
| 21 | I remember giving you the papers. | 22 | Remember to pay the electricity bill. |
| 23 | We regret to inform you that your application has been rejected. | 24 | The wall needs painting. / The wall needs to be painted. |
| 25 | He tried to lift the almirah alone. | | |

NEXT UP

Gerunds After Prepositions — one iron law, and the trap that catches even fluent speakers: 'looking forward to hearing', never 'to hear'.



MODULE 4 — GERUNDS & INFINITIVES

06

Gerunds After Prepositions

Level: Intermediate–Advanced

Estimated study time: 50 minutes



1 Quick Look



One iron law governs this whole chapter: after ANY preposition, a verb wears -ING. In, on, at, for, about, of, without, before, after, by, instead of — all of them. The only trick is spotting the sneaky preposition TO (looking forward TO, used TO, object TO), which looks like the infinitive's 'to' but demands a gerund. Master that trap and this chapter is yours.

THE IRON LAW

preposition + verb-ing, always

 He left *without informing* anyone.
VERB/ADJECTIVE
+ PREPOSITION

insist on paying, interested in buying, good at negotiating, tired of waiting

THE TO TRAP

look forward to meeting / be used to waking early / object to sharing — this 'to' is a preposition!



The golden rule for the TO trap: put a NOUN after the 'to' and see if the sentence survives. 'I look forward to THE MEETING' ✓ — so this to is a preposition → gerund (to meeting). 'I want to THE MEETING' ✗ — so want's to is the infinitive marker → base verb. The noun test never fails.



THE IRON LAW: A PREPOSITION MAKES THE NEXT VERB WEAR -ING

BASE VERB

inform

sign

attend

ANY PREPOSITION

in on at for about of

without before after by

instead of

to !

COMES OUT AS

informing

signing

attending

He left *without informing* anyone.Read *before signing*.He is good *at negotiating*.

Whatever preposition comes first, the verb after it takes -ing — never 'without to inform'.

2 When to Use It



VERB + PREPOSITION + -ING

insist	on	meeting
apologise	for	missing
dream	of	owning

USE 1 Verb + preposition combinations

The verb drags a fixed preposition; the next verb wears -ing.

- *The seller insisted on meeting at his lawyer's office.*
- *Success in this market depends on knowing the right people.*
- *He apologised for missing the possession ceremony.*
- *We're thinking about opening a branch in Moradabad.*
- *She dreams of owning a farmhouse near Shukratal.*

ADJECTIVE + PREPOSITION + -ING

interested	in	learning
good	at	reading
tired	of	chasing

USE 2 Adjective + preposition combinations

Same law, adjective version.

- *I'm interested in learning video editing for the channel.*
- *He's very good at reading buyers' body language.*
- *We're tired of chasing that one pending payment.*
- *She was afraid of losing the token amount.*
- *The team is excited about launching the new tower.*

HOW · WHEN · HOW-NOT

HOW-NOT	without	reading
WHEN	before	paying
HOW	by	attending

USE 3

Preposition-led phrases: without, before, after, by, instead of

These paint how, when, and how-not.

- *Never sign without reading the annexures.*
- *Confirm the khasra number before paying anything.*
- *After inspecting the site, we revised our offer.*
- *He built his network by attending every property expo.*
- *Instead of renting, they decided to buy in Raj Nagar Extension.*

⚠ THE SNEAKY 'TO' — A PREPOSITION!

look forward	to	working
be used	to	driving
object	to	converting

USE 4 The TO-trap club

look forward to, be used to, get used to, object to, be committed to, confess to, in addition to.

- *We look forward to working with your firm.*
- *I'm used to driving on NH-9 in fog now.*
- *The RWA objected to converting the flat into an office.*
- *He's committed to completing the project before Diwali.*
- *In addition to managing sales, she handles the CRM.*

INFINITIVE 'TO'

want to
+ the plot ❌
→ base verb

PREPOSITION 'TO'

look forward to
+ the deal ✅
→ -ing

THE NOUN TEST: DOES A NOUN FIT AFTER 'TO'?

USE 5 One clean exception zone

'To' after want/plan/decide/hope is the INFINITIVE marker, not a preposition — base verb follows. The noun test separates the two instantly.

- *I want to invest. (want to + THE PLOT ❌ → infinitive)*
- *I look forward to investing. (look forward to + THE DEAL ✅ → preposition)*

THE TO-TRAP AND THE NOUN TEST

INFINITIVE 'to'

1 THE NOUN TEST

*I want **to THE MEETING*** ❌

a noun does not fit → infinitive marker

2 SO WHAT FOLLOWS?

base verb

*I want **to meet**.*



PREPOSITION 'to'

1 THE NOUN TEST

*I look forward **to THE MEETING*** ✅

a noun fits → it is a preposition

2 SO WHAT FOLLOWS?

-ing

*I look forward **to meeting**.*



THE 'TO'-TRAP CLUB
all take -ing

look forward to

be / get used to

object to

committed to

confess to

in addition to

Put a noun after 'to': if the sentence survives, it is a preposition and the verb needs -ing.

3 Hindi Concept Note



अ

HINDI CONCEPT NOTE हिंदी में समझिए

लोहे का नियम: किसी भी preposition के बाद verb हमेशा -ing पहनता है — in, on, for, about, without, after, by... सब।

बिना बताए मत जाओ



Don't leave without informing. ('without to inform' कभी नहीं!)

sign करने से पहले पढ़ो



Read before signing.

अब सबसे बड़ा जाल — TO जो preposition है: I look forward to meet**ING** you. यहाँ to के बाद -ing! वैसे ही: used to wak**ING** early (आदत है), object to shar**ING**।

पहचान की trick: to के बाद कोई noun रख के देखो। 'I look forward to THE MEETING' — बनता है? तो यह to preposition है → -ing लगाओ। 'I want to THE MEETING' — नहीं बनता? तो यह infinitive का to है → base verb।

और 'interested' के साथ in: मुझे सीखने में दिलचस्पी है → I'm interested **IN** learn**ING** ('interested to learn' आम बोलचाल में चल जाता है, पर interested in learning ही साफ़ English है)।

4 Common Mistakes Hindi Speakers Make



❌ WRONG	✅ RIGHT	💡 WHY
❌ I look forward to hear from you.	✅ I look forward to hearing from you.	The most famous trap in email English — this 'to' is a preposition → -ing.
❌ She left without to say goodbye.	✅ She left without saying goodbye.	Preposition + -ing, always — 'without to' is impossible.
❌ He is good in making presentations.	✅ He is good at making presentations.	Two layers: the fixed pair is good AT, and the -ing follows.

✗ WRONG	✓ RIGHT	💡 WHY
✗ I am used to wake up at 5 now.	✓ I am used to waking up at 5 now.	Be used to = accustomed → preposition to → -ing. (Don't confuse with 'used to wake' = past habit, Module 1.)
✗ Instead of to take a loan, he sold the old flat.	✓ Instead of taking a loan, he sold the old flat.	Instead of + -ing.
✗ We are thinking to open a new branch.	✓ We are thinking of/about opening a new branch.	Think drops of/about with it — then -ing. 'Thinking to' is Indian-English; standard English wants the preposition.

5 Signal Words



Spotting the law:

- Any preposition in sight (in, on, at, for, of, about, without, before, after, by, instead of) → next verb is -ing
- Fixed pairs to memorise: insist ON, depend ON, apologise FOR, succeed IN, dream OF, good AT, interested IN, tired OF, afraid OF
- TO-trap club: look forward to, be/get used to, object to, committed to, confess to, in addition to → -ing
- The noun test: 'to + a noun' works? → preposition → gerund

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- We look forward to _____ (receive) the revised quotation.
- He insisted on _____ (verify) every original document himself.
- You can't grow this business without _____ (build) a referral network.
- She's very good at _____ (calm) angry customers.
- Before _____ (transfer) the token, confirm the account name.
- I'm not used to _____ (work) from home yet.
- They succeeded in _____ (get) the CLU within six months.
- Instead of _____ (argue), let's ask the surveyor to re-measure.
- He apologised for _____ (miss) the follow-up call.
- The neighbours objected to _____ (dig) the borewell so close to the wall.

SET B Correct the mistake

8 QUESTIONS

- I look forward to meet you at the expo.
- He went out without telling to anyone. (fix the whole phrase)
- She is interested to learn digital marketing. (make it standard)
- After to finish the inspection, we sat for tea.
- I am used to get up before sunrise.
- They are thinking to sell the Ghaziabad godown.
- He is afraid to losing his security deposit. (keep 'afraid')
- By work hard, he cleared all his loans.

SET C Translate into English

7 QUESTIONS

- 19 मैं आपसे मिलने के लिए उत्सुक हूँ... मतलब, आपके जवाब का इंतज़ार रहेगा। (email की भाषा)
- 20 बिना पूछे किसी की चीज़ मत लो।
- 21 खाना खाने से पहले हाथ धोओ।
- 22 वह बहाने बनाने में माहिर है।
- 23 मुझे अब जल्दी उठने की आदत हो गई है।
- 24 मेहनत करके उसने अपना घर बना लिया।
- 25 उन्होंने किराए पर देने के बजाय दुकान बेच दी।

7 Answer Key



ANSWERS · SET A

- | | | |
|-------------|----------------|------------|
| 1 receiving | 2 verifying | 3 building |
| 4 calming | 5 transferring | 6 working |
| 7 getting | 8 arguing | 9 missing |
| 10 digging | | |

ANSWERS · SET B

- 11 I look forward to meeting you at the expo. (TO-trap → -ing.)
- 12 He went out without telling anyone. (Without + -ing; no 'to' after telling here.)
- 13 She is interested in learning digital marketing. (Interested IN + -ing.)
- 14 After finishing the inspection, we sat for tea. (After + -ing.)
- 15 I am used to getting up before sunrise. (Be used to + -ing.)
- 16 They are thinking of/about selling the Ghaziabad godown. (Think OF/ABOUT + -ing.)
- 17 He is afraid of losing his security deposit. (Afraid OF + -ing.)
- 18 By working hard, he cleared all his loans. (By + -ing.)

ANSWERS · SET C

- | | |
|---|---|
| 19 I look forward to hearing from you. / I look forward to meeting you. | 20 Don't take anyone's things without asking. |
| 21 Wash your hands before eating. | 22 He is an expert at making excuses. / He's very good at making excuses. |
| 23 I am used to getting up early now. / I've got used to waking up early. | 24 By working hard, he built his own house. |
| 25 Instead of renting it out, they sold the shop. | |

NEXT UP

Advanced Forms — passive and perfect gerunds and infinitives: he hates being interrupted, she seems to have left, he denied having met them.



MODULE 4 — GERUNDS & INFINITIVES

07

Advanced Forms — Passive, Perfect & Possessive



Level: Advanced

Estimated study time: 50 minutes

1 Quick Look



The finishing school. Gerunds and infinitives can go PASSIVE (being cheated / to be informed), PERFECT (having met / to have left), and even take a POSSESSIVE subject (I appreciate your coming). These forms separate written, professional English from spoken basics — you'll meet them in legal drafts, formal emails, and every well-written report.

PASSIVE

being + V3 (gerund) / to be + V3 (infinitive)

He hates being interrupted. / She expects to be informed.

PERFECT

having + V3 (gerund) / to have + V3 (infinitive)

He denied having met them. / They seem to have left.

POSSESSIVE
SUBJECT

I appreciate YOUR coming on short notice. / We object to THEIR parking here.



The golden rule: the PERFECT form (having done / to have done) exists for one reason — to show the action happened EARLIER than the main verb. 'He seems to be busy' = busy now. 'He seems to have been busy' = busy before now. If both actions share the same time, the simple form is enough — don't decorate.

SIX FORMS IN ONE TABLE

	SIMPLE <i>the plain action</i>	PASSIVE <i>the subject receives the action</i>	PERFECT <i>action earlier than the main verb</i>
GERUND	doing <i>I enjoy travelling.</i>	being done <i>He hates being interrupted.</i>	having done <i>He denied having met them.</i>
INFINITIVE	to do <i>She decided to renovate.</i>	to be done <i>She expects to be informed.</i>	to have done <i>They seem to have left.</i>

Gerund or infinitive, each can be simple, passive (being / to be + V3) or perfect (having / to have + V3).

2 When to Use It

USE 1 Passive gerund — being + V3

The subject receives the action, inside a gerund slot.

PASSIVE GERUND
being + V3
being kept
Nobody likes being kept waiting.

- *Nobody likes being kept waiting at the registrar's office.*
- *He complained about being charged twice for maintenance.*
- *She resigned after being denied the promotion.*
- *The plot's value doubled after being included in the master plan.*

USE 2 Passive infinitive — to be + V3

Same passivity, infinitive slot.

PASSIVE INFINITIVE
to + be + V3
to be consulted
Every co-owner deserves to be consulted.

- *Every co-owner deserves to be consulted before a sale.*
- *The documents need to be attested by a notary.*
- *He asked to be dropped at the metro station.*
- *There's a lot to be said for buying ready-to-move.*

PERFECT GERUND

having + V3

He denied **having received** any notice.

USE 3 Perfect gerund — having + V3

The gerund action happened before the main verb. Common after deny, admit, regret, remember, and prepositions.

- He denied *having received* any legal notice.
- She admitted *having signed* without reading.
- After *having inspected* all three units, we chose the corner one.
- I regret *having introduced* them — the partnership turned sour.

PERFECT INFINITIVE

to + have + V3

They seem **to have left**.

USE 4

Perfect infinitive — to have + V3

After seem, appear, claim, be said, and pleased/sorry — pointing to an earlier action.

- The sellers *seem to have changed* their mind overnight.
- He *claims to have paid* the full amount in 2019.
- The builder *is said to have acquired* forty more bighas.
- I'm sorry *to have troubled* you on a Sunday.

POSSESSIVE + GERUND

your

coming

whose action?

I appreciate **your coming** on short notice.

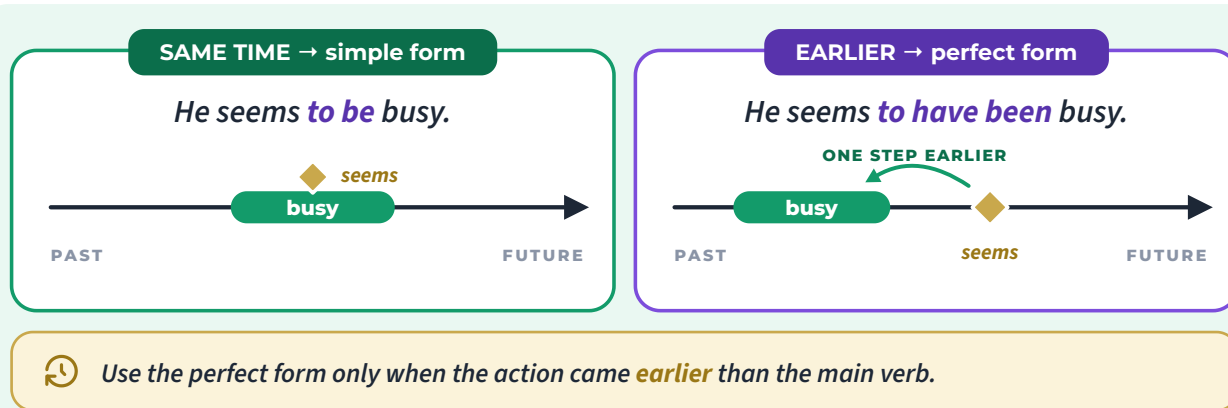
USE 5

Possessive + gerund — whose action is it?

Formal English marks the gerund's subject with a possessive (your, his, their, Sharma ji's).

- I appreciate *your coming* on such short notice.
- We objected to *their blocking* the common passage.
- *His being* a lawyer saved us a fortune in fees.
- Spoken English relaxes this to object pronouns — 'I appreciate you coming' — fine in speech, but the possessive wins in writing.

PERFECT = ONE STEP EARLIER



Use having + V3 / to have + V3 only when the action happened before the main verb.

3 Hindi Concept Note

A

अ HINDI CONCEPT NOTE हिंदी में समझिए

तीन upgrade, तीनों formal English के गहने:

PASSIVE: काम आप पर हो रहा है — being + V3 / to be + V3: किसी को इंतज़ार करवाया जाना पसंद नहीं
 → Nobody likes being kept waiting. documents attest होने चाहिए → The documents need to be attested.

PERFECT: काम पहले हो चुका था — having + V3 / to have + V3: उसने मिलने से इनकार किया... मतलब, मानने से इनकार किया कि वह मिला था → He denied having met them. लगता है वे जा चुके हैं → They seem to have left.

POSSESSIVE: gerund का मालिक बताना — आपके आने की मैं कद्र करता हूँ → I appreciate your coming. उनके रास्ता रोकने पर हमें ऐतराज़ है → We object to their blocking the passage.

याद रखो: perfect form तभी लगाओ जब काम main verb से पहले हुआ हो। दोनों एक ही समय के हों तो simple form काफ़ी है — बेवजह सजावट मत करो।

4 Common Mistakes Hindi Speakers Make

!

✗ WRONG	✓ RIGHT	💡 WHY
✗ He denied to have met the co-accused.	✓ He denied having met the co-accused.	Deny is gerund-camp (Ch 2) — its perfect form is having + V3, never 'to have'.
✗ Nobody likes to being scolded in public.	✓ Nobody likes being scolded in public.	Never stack 'to' + 'being' after like — pick the passive gerund cleanly.

✗ WRONG	✓ RIGHT	💡 WHY
✗ The files need to attest before submission.	✓ The files need to be attested before submission.	The files receive the action → passive infinitive: to be + V3.
✗ She seems to leave already — her cabin is empty.	✓ She seems to have left already — her cabin is empty.	The leaving happened BEFORE 'seems' → perfect infinitive.
✗ I appreciate you are coming tomorrow. (formal note)	✓ I appreciate your coming tomorrow.	Appreciate takes a gerund, and formal writing marks its subject with the possessive.
✗ He claims to had cleared all dues.	✓ He claims to have cleared all dues.	The perfect infinitive is frozen: to HAVE + V3 — never 'to had'.

5 Signal Words



🔔 When to reach for each form:

- Subject receives the action → being + V3 / to be + V3
 - Action earlier than the main verb → having + V3 / to have + V3
 - seem, appear, claim, be said + earlier action → to have + V3
- deny admit regret + earlier action → having + V3
- Formal writing, gerund with its own subject → possessive (your/his/their + -ing)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- The tenant complained about _____ (be/overcharge) for water.
- All original documents need _____ (be/return) after verification.
- He denied _____ (have/take) any advance from the buyer.
- The neighbours seem _____ (have/vacate) the flat last month.
- I appreciate _____ (your/handle) the client so patiently.
- Nobody enjoys _____ (be/question) by the audit team.

SET A Fill in the blanks

10 QUESTIONS

7 She claims _____ (have/inform) the society office in writing.

9 The gate needs _____ (be/widen) for the fire tender.

8 After _____ (have/compare) all three quotes, we picked the middle one.

10 We objected to _____ (their/store) construction material in the driveway.

SET B Correct the mistake

8 QUESTIONS

11 He admitted to have leaked the launch price.

13 She seems to be finished the audit yesterday. (point to the earlier action)

15 Nobody likes to be treat like a beginner.

17 The winners are said to had received the possession letters.

12 The agreement needs to notarise before Friday.

14 I appreciate you are helping us during the crisis. (formal)

16 They deny to have blocked the service lane.

18 He is proud of have built the business alone.

SET C Translate into English

7 QUESTIONS

19 किसी को बार-बार टोका जाना पसंद नहीं।

21 उसने पैसे लेने की बात से इनकार किया... मतलब, माना नहीं कि पैसे लिए थे।

23 आपके समय पर आने की मैं क़द्र करता हूँ।

25 उनके रास्ता रोकने पर हमें ऐतराज़ है।

20 इन papers को notary से attest करवाना ज़रूरी है... मतलब, इन्हें attest होना चाहिए।

22 लगता है वे शहर छोड़ चुके हैं।

24 वह दावा करता है कि उसने 2019 में पूरा payment कर दिया था।

7 Answer Key**ANSWERS · SET A**

1 being overcharged

2 to be returned

3 having taken

4 to have vacated

5 your handling

6 being questioned

7 to have informed

8 having compared

9 to be widened

10 their storing

ANSWERS · SET B

- 11 He admitted having leaked the launch price. (Admit → having + V3.)
- 12 The agreement needs to be notarised before Friday. (Passive infinitive.)
- 13 She seems to have finished the audit yesterday. (Earlier action → to have + V3.)
- 14 I appreciate your helping us during the crisis. (Possessive + gerund.)
- 15 Nobody likes to be treated / likes being treated like a beginner. (Passive: to be + V3 or being + V3.)
- 16 They deny having blocked the service lane. (Deny → having + V3.)
- 17 The winners are said to have received the possession letters. (To HAVE, never 'to had'.)
- 18 He is proud of having built the business alone. (Preposition of → perfect gerund.)

ANSWERS · SET C

- 19 Nobody likes being interrupted again and again. / No one likes being corrected repeatedly.
- 20 These papers need to be attested by a notary.
- 21 He denied having taken the money.
- 22 They seem to have left the city.
- 23 I appreciate your coming on time.
- 24 He claims to have made the full payment in 2019.
- 25 We object to their blocking the passage.

 SAY IT ALOUD

- *Nobody likes being kept waiting at the registrar's office.*
- *Every co-owner deserves to be consulted before a sale.*
- *He denied having received any legal notice.*
- *The sellers seem to have changed their mind overnight.*

NEXT UP

Final chapter of Module 4: the Grand Review — the full decision map and two mixed practice tests.



MODULE 4 — GERUNDS & INFINITIVES

08

Grand Review & Practice Tests



Level: All

Estimated time: 75 minutes (map revision + 2 tests)

THE MASTER MAP: WHICH FORM, WHEN?

ACTIVITY AS SUBJECT → gerund
*Verifying documents **takes** time.*

PURPOSE (kis liye?) → to + V1
*I called **to confirm** the slot.*

VERB + -ING

BOTH

VERB + TO + V1

*enjoy · avoid · finish
 mind · suggest · keep
 admit · deny · consider
 miss · practise · quit*

no 'to' after these

SAME MEANING

*begin · start
 continue · like
 love · hate · prefer*

*stop · remember
 forget · regret
 try · go on · need*

DIFFERENT

*want · decide · hope
 plan · refuse · promise
 manage · afford · seem
 ask · tell · advise + **person**
would like · love → **to only**
let · make + **person** + V1
*let · make: bare verb, no 'to'**

AFTER ANY PREPOSITION → -ing

*without **asking** · insist on **paying***

⚠ *look forward **to meeting** — the TO-trap: noun test!*

ADVANCED FORMS

*receives the action → **being** + V3 / **to be** + V3
 earlier action → **having** + V3 / **to have** + V3
 formal → **your coming***

Camps decide most cases; the lens holds the verbs that take both forms; prepositions and advanced forms are the two add-ons below.

1 The Complete Decision Map



SITUATION	FORM	EXAMPLE
Activity as subject	gerund (singular verb)	Verifying documents takes time.
Purpose — 'kis liye?'	to + V1	I called to confirm the slot.
Gerund camp: enjoy, avoid, finish, mind, suggest, keep, admit, deny, consider, miss...	verb + -ing	He avoided answering.
Infinitive camp: want, decide, hope, plan, refuse, promise, manage, afford, seem...	verb + to + V1	She decided to sell.

SITUATION	FORM	EXAMPLE
Making others act: want/ask/tell/advise/allow/remind + person	+ person + to + V1	I want you to check the file.
Bare-verb rebels	let / make + person + V1	Let me explain. / It made her laugh.
Both, same meaning: begin, start, continue, like, love, hate, prefer	either form	It started raining / to rain.
WOULD + like/love/prefer/hate	to + V1 only	I would like to see it.
Both, DIFFERENT meaning: stop, remember, forget, regret, try, go on, need	arrow rule: past → -ing, ahead → to	stopped smoking ≠ stopped to smoke
After ANY preposition (incl. the TO-trap: look forward to, used to, object to)	-ing	without asking / look forward to meeting
Subject receives the action	being + V3 / to be + V3	hates being interrupted / needs to be attested
Action earlier than main verb	having + V3 / to have + V3	denied having met / seems to have left
Formal gerund with its own subject	possessive + -ing	I appreciate your coming.

Five rules that solve most gerund–infinitive confusion:

- 1 The camps are memorised, not reasoned: enjoy/avoid/finish/suggest → -ing; want/decide/hope/refuse → to.
- 2 Kill the Hindi 'ki': I want YOU TO come — verb + person + to, never 'want that you come'.
- 3 The arrow rule for the double-meaning seven: memory/past → gerund; duty/purpose ahead → infinitive.
- 4 Preposition = -ing, always. The noun test exposes the TO-trap: 'to + a noun' works → it's a preposition → -ing.
- 5 Perfect forms (having done / to have done) only when the action came EARLIER than the main verb.

THE FIVE RULES, AT A GLANCE

1



Memorise the camps

enjoy → -ing
want → to

2



Kill the Hindi 'ki'

I want YOU
TO come

3



Point the arrow

past → -ing
ahead → to

4



Preposition = -ing

noun test
finds the TO-trap

5



Perfect = earlier only

denied having
met them

2 Practice Test 1 — Choose the Right Form (20 questions)



Fill each blank with the gerund or infinitive of the verb in brackets.

- | | |
|---|---|
| <p>1 He suggested _____ (shift) the meeting to the site office.</p> | <p>2 We can't afford _____ (lose) this channel partner.</p> |
| <p>3 I want the accountant _____ (recheck) the GST entries.</p> | <p>4 _____ (invest) without research is gambling.</p> |

Fill each blank with the gerund or infinitive of the verb in brackets.

- | | |
|--|--|
| <p>5 She went to the tehsil office _____ (collect) the certified copy.</p> <p>7 The guard didn't let us _____ (enter) after ten.</p> <p>9 Remember _____ (carry) the originals on Friday — the clerk won't accept copies.</p> <p>11 It started _____ (drizzle) during the wiring inspection. (either form)</p> <p>13 He denied _____ (have/receive) any notice from the society.</p> <p>15 She's very good at _____ (handle) difficult sellers.</p> <p>17 He tried _____ (move) the almirah alone, but it wouldn't budge. (a hard attempt)</p> <p>19 Instead of _____ (rent), they decided _____ (buy). (two blanks)</p> | <p>6 Would you mind _____ (share) the soft copy as well?</p> <p>8 I look forward to _____ (see) the completed clubhouse.</p> <p>10 I clearly remember _____ (hand) him the keys in front of two witnesses.</p> <p>12 We would prefer _____ (route) the payment through RTGS.</p> <p>14 The water tank needs _____ (clean) before possession.</p> <p>16 Try _____ (restart) the router — that usually fixes it. (a method)</p> <p>18 Nobody likes _____ (be/keep) waiting at the registrar's office.</p> <p>20 We regret _____ (inform) you that the corner unit has been sold.</p> |
|--|--|

3 Practice Test 2 — Fix It & Translate It (18 questions)



SET A Each sentence has one error. Rewrite it correctly. (10)

10 QUESTIONS

- | | |
|---|---|
| <p>1 I enjoy to meet new investors at the expo.</p> <p>3 She left the office without to inform anyone.</p> <p>5 I look forward to hear from your legal team.</p> <p>7 I would like meeting your architect this week.</p> <p>9 He denied to have met the second buyer.</p> | <p>2 I want that you come with me to the registry.</p> <p>4 The manager made us to redo the entire file.</p> <p>6 He stopped to smoke after the doctor's warning. (meaning: quit)</p> <p>8 The lift needs to repair urgently.</p> <p>10 To walking daily in the park are good for health.</p> |
|---|---|

SET B Translate into English. (8)

8 QUESTIONS

- | | |
|---|--|
| <p>11 मुझे नए लोगों से मिलना पसंद है।</p> <p>13 बिना पढ़े sign मत करो।</p> <p>15 याद से कल originals ले आना।</p> <p>17 दीवार को रंगाई की ज़रूरत है।</p> | <p>12 मैं चाहता हूँ कि तुम यह file आज ही पूरी करो।</p> <p>14 उसने सिगरेट पीना छोड़ दिया।</p> <p>16 मुझे आपके जवाब का इंतज़ार रहेगा। (email)</p> <p>18 उसने पैसे लेने की बात से इनकार किया। (पहले की बात)</p> |
|---|--|

4 Answer Keys



ANSWERS · TEST 1

- | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <p>1 shifting</p> <p>4 Investing</p> | <p>2 to lose</p> <p>5 to collect</p> | <p>3 to recheck</p> <p>6 sharing</p> |
|--------------------------------------|--------------------------------------|--------------------------------------|

ANSWERS · TEST 1

- | | | |
|-----------------------|--|---------------|
| 7 enter | 8 seeing | 9 to carry |
| 10 handing | 11 drizzling / to drizzle | 12 to route |
| 13 having received | 14 cleaning (to be cleaned also correct) | 15 handling |
| 16 restarting | 17 to move | 18 being kept |
| 19 renting ... to buy | 20 to inform | |

ANSWERS · TEST 2 **Part A**

- 1 I enjoy meeting new investors at the expo. (Enjoy → gerund.)
- 2 I want you to come with me to the registry. (Kill the 'ki'; person + to.)
- 3 She left the office without informing anyone. (Preposition → -ing.)
- 4 The manager made us redo the entire file. (Make → bare verb.)
- 5 I look forward to hearing from your legal team. (TO-trap → -ing.)
- 6 He stopped smoking after the doctor's warning. (Quit → gerund.)
- 7 I would like to meet your architect this week. (Would like → infinitive.)
- 8 The lift needs repairing / needs to be repaired urgently. (Passive pattern.)
- 9 He denied having met the second buyer. (Deny → having + V3.)
- 10 Walking daily in the park is good for health. (Gerund subject, singular verb.)

ANSWERS · TEST 2 **Part B**

- | | |
|---|---|
| 11 I enjoy meeting new people. / I like meeting new people. | 12 I want you to finish this file today itself. |
| 13 Don't sign without reading. | 14 He stopped smoking. / He gave up smoking. |
| 15 Remember to bring the originals tomorrow. | 16 I look forward to hearing from you. |
| 17 The wall needs painting. / The wall needs to be painted. | 18 He denied having taken the money. |

NEXT UP

Module 4 complete. The -ing vs. to war is over — you know every battlefield. Module 5 — Articles & Prepositions — takes on the two smallest words that cause the biggest problems: a, an, the... and the eternal question of in, on, and at.



MODULE

5

Articles & Prepositions

10 CHAPTERS

2 PRACTICE TESTS

a / an / the · in / on / at · phrasal verbs
IN THIS MODULE

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MODULE 5 — ARTICLES & PREPOSITIONS

01

A vs. An

A

Level: Beginner-Intermediate

Estimated study time: 35 minutes

1 Quick Look



Hindi has no articles — no word does the job of ‘a’ or ‘the’. So this module starts from zero, and starts small: A vs. AN. The rule everyone learns in school is wrong as taught. It is not about the first LETTER; it is about the first SOUND. That one correction fixes ‘an university’ and ‘a hour’ forever.

THE REAL RULE AN before a vowel SOUND, A before a consonant SOUND — spelling is irrelevant.

PROOF PAIR 1 a university (sounds like ‘yoo-niversity’ → consonant sound) / an umbrella (umbrella → vowel sound)

PROOF PAIR 2 an hour (the h is silent → ‘our’) / a hotel (the h is spoken)

The golden rule: SAY the word, don’t spell it. If your mouth opens with a vowel sound (a, e, i, o, u sounds), use AN. If it starts with any consonant sound — including the ‘y’ sound hiding in university, European, one — use A. Abbreviations follow the same law: an MBA (‘em’), an FIR (‘ef’), a BA (‘bee’).

SPELLING VS. SOUND: WHO DECIDES?

AN FIRST SOUND is a vowel

A FIRST SOUND is a consonant

FIRST LETTER is a vowel
a e i o u

✓ **LETTER = SOUND**

an umbrella
an office
an EMI

⚠ **SOUND WINS**

a university
a European
a one-time

“yoo-”
“yoo-”
“wun-”

FIRST LETTER is a consonant
b c d f g

⚠ **SOUND WINS**

an hour
an honest man
an MBA

“our”
“on-”
“em”

✓ **LETTER = SOUND**

a plot
a hotel
a BA

Where letter and sound disagree (the two gold boxes), the SOUND always wins.

2 When to Use It



A

a plot
a buyer
a cheque

AN

an office
an agreement
an investor

USE 1 Straightforward cases

Where letter and sound agree.

- a plot, a buyer, a cheque, a site visit
- an office, an agreement, an investor, an EMI

an

hour

silent h → "our"
VOWEL SOUND

a

hotel

spoken h → "hotel"
CONSONANT SOUND

USE 2 Silent H — the sound wins

hour, honest, honour, heir start with vowel sounds.

- The registry took an hour and a half.
- He is an honest broker — rare and valuable.
- But the spoken h takes a: a hotel, a house, a hospital, a highway.

a university



"yoo-"

European · unique · used

a one-time



"wun-"

one · one-sided

USE 3 The hidden 'y' and 'w' sounds

university, European, one, unique begin with consonant sounds despite vowel spellings.

- She teaches at a university in Meerut.
- a European client, a one-time settlement, a unique location
- a used car (yoozd), a uniform policy

vowel sound → AN

F

ef

M

em

S

es

an FIR · an MBA · an SMS

consonant → A

B

bee

D

dee

a BJP · a DDA

USE 4 Abbreviations — say the first letter

The letter's NAME decides: F = 'ef', M = 'em', S = 'es', H = 'aych' → vowel sounds.

- an FIR, an MBA, an MLA, an NRI buyer, an SMS, an HDFC branch
- a BJP office, a DDA flat, a CA, a PAN card

वह इंजीनियर है



✗ He is engineer.

Hindi: no article



✓ He is **an** engineer.

a / an is compulsory

USE 5

Professions and descriptions — a/an is compulsory

Hindi drops it ('woh engineer hai'); English cannot.

- He is an engineer. (NOT: He is engineer.)
- She is a lawyer and a very good one.
- It was an expensive mistake.

ab LETTER-NAMES: THE 12 VOWEL-SOUND LETTERS**AN** These 12 letter-NAMES start with a vowel sound

A ay	E ee	F ef	H aych	I eye	L el	M em	N en	O oh	R ar	S es	X ex
----------------	----------------	----------------	------------------	-----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

an FIR an MBA an MLA an NRI buyer an SMS an HDFC branch

A All the other letter-names start with a consonant sound

B bee	C see	D dee	G jee	J jay	K kay	P pee	Q cue	T tee	U you	V vee	W double-u	Y why	Z zed
-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	----------------------	-----------------	-----------------

For abbreviations, say the letter's NAME and listen to its first sound.

3 Hindi Concept Note

A

अ HINDI CONCEPT NOTE हिंदी में समझिए

हिंदी में article होते ही नहीं — 'वह इंजीनियर है' में 'एक' ज़रूरी नहीं। English में है: He is AN engineer.

असली नियम अक्षर का नहीं, आवाज़ का है: पहली आवाज़ vowel जैसी → an; consonant जैसी → a।

University बोलो — 'यू-निवर्सिटी' — 'य' की आवाज़ = consonant → a university। Hour बोलो — 'आवर' — h गायब → an hour।

Short forms में पहले अक्षर का नाम बोलो: M = 'एम' (vowel से शुरू) → an MBA, an MLA। B = 'बी' → a BA।

पेशा बताते समय a/an कभी मत छोड़ो: वह डॉक्टर है → She is A doctor — बिना article के वाक्य अधूरा है।

4 Common Mistakes Hindi Speakers Make

!

✗ WRONG	✓ RIGHT	💡 WHY
✗ He studied in an university.	✓ He studied in a university.	'Yoo' is a consonant sound. The most famous article error in India.
✗ The meeting lasted a hour.	✓ The meeting lasted an hour.	Silent h → vowel sound → an.
✗ She is doctor in AIIMS.	✓ She is a doctor at AIIMS.	Professions demand a/an. (And AIIMS is a point → at, coming in Chapter 6.)
✗ He filed a FIR against the tenant.	✓ He filed an FIR against the tenant.	F = 'ef' — vowel sound → an FIR.

✗ WRONG	✓ RIGHT	💡 WHY
✗ It was an one-sided agreement.	✓ It was a one-sided agreement.	One = 'wun' — consonant sound → a.
✗ We hired an European consultant.	✓ We hired a European consultant.	European = 'yoo-ropean' — consonant sound.

5 Signal Words

🔔 Quick tests:

Say it aloud — the first SOUND decides

spelling lies

- > Silent h (hour, honest, honour, heir) → an; spoken h (hotel, house) → a
- > 'Yoo' words (university, unique, used, European) and 'wun' (one) → a
- > Letter names: A E F H I L M N O R S X start with vowel sounds → an MBA, an SMS
- > Profession/description after is/was → a/an is compulsory

6 Practice

SET A Fill in the blanks

10 QUESTIONS

- 1 He is _____ honest man — you can leave the keys with him.
- 2 She did _____ MBA before joining the family business.
- 3 We waited _____ hour for _____ auto outside the court. (two blanks)
- 4 It's _____ unique corner plot with _____ 40-foot road. (two blanks)
- 5 They hired _____ European architect for the clubhouse.
- 6 He is _____ engineer, and his wife is _____ CA. (two blanks)
- 7 I got _____ SMS from _____ unknown number about the auction. (two blanks)
- 8 She bought _____ used car and _____ umbrella the same day. (two blanks)
- 9 Filing _____ FIR took the whole morning.
- 10 It was _____ one-time offer from _____ NRI buyer. (two blanks)

SET B Correct the mistake

8 QUESTIONS

- 11 He is studying in an university in Pune.
- 12 She reached after a hour.
- 13 My brother is pilot in IndiGo.
- 14 They gave me an one-page summary.

SET B Correct the mistake

8 QUESTIONS

15 He is a M.Com from Delhi University.

17 It was a honour to host you, sir.

16 I saw a interesting documentary last night.

18 She is an very talented designer.

SET C Translate into English

7 QUESTIONS

19 वह एक ईमानदार आदमी है।

21 मुझे एक घंटा लगेगा।

23 वह एक university में पढ़ाती है।

25 मैंने एक NRI client से बात की।

20 मेरा बेटा इंजीनियर है।

22 उसने एक FIR दर्ज करवाई।

24 यह एक अनोखा मौक़ा है।

7 Answer Key**ANSWERS • SET A**

1 an

2 an

3 an ... an

4 a ... a

5 a

6 an ... a

7 an ... an

8 a ... an

9 an

10 a ... an

ANSWERS • SET B

11 He is studying at a university in Pune. ('Yoo' sound → a.)

13 My brother is a pilot with IndiGo. (Profession → a.)

15 He is an M.Com from Delhi University. ('Em' → an.)

17 It was an honour to host you, sir. (Silent h → an.)

12 She reached after an hour. (Silent h → an.)

14 They gave me a one-page summary. ('Wun' → a.)

16 I saw an interesting documentary last night. (Vowel sound → an.)

18 She is a very talented designer. ('V' sound follows → a.)

ANSWERS • SET C

19 He is an honest man.

21 It will take me an hour. / I'll need an hour.

23 She teaches at a university.

25 I spoke to an NRI client.

20 My son is an engineer.

22 She filed an FIR. / He lodged an FIR.

24 This is a unique opportunity.

NEXT UP

A/An vs. THE — the article Hindi speakers fear most, tamed with one question: does the listener already know WHICH one?



MODULE 5 — ARTICLES & PREPOSITIONS

02

A/An vs. The

Level: Intermediate

Estimated study time: 50 minutes



1 Quick Look

THE is the hardest word in English for Hindi speakers — because Hindi manages perfectly without it. The entire chapter reduces to one question: does the LISTENER already know WHICH one you mean? Yes → the. No → a/an. Everything else — second mentions, unique things, superlatives — is just that question wearing different clothes.

THE ONE QUESTION

Does the listener know WHICH one? Known/specific → THE. Any one/new → A/AN.

THE STORY PATTERN

First mention: a

every mention after: the. I met A buyer today. THE buyer wants a corner unit.

UNIQUE THINGS

Only one exists

the: the sun, the sky, the government, the internet, the market rate.



The golden rule: A/AN introduces; THE points. 'A buyer called' brings a stranger into the conversation. 'The buyer called' assumes you both already know him. Use THE too early and the listener thinks: 'WHICH buyer? You never told me about any buyer.'

A / AN INTRODUCES — THE POINTS

FIRST MENTION

a / an = introduces

I met **a** buyer today.



SPEAKER



LISTENER

SECOND MENTION

the = points

The buyer wants **a** corner unit.



SPEAKER



LISTENER

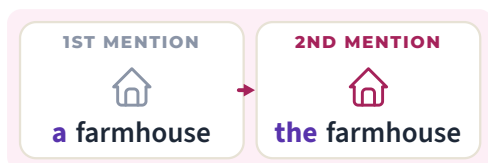
Same buyer, two sentences: the first mention is new to the listener, the second is already in their head.

2 When to Use It



USE 1 First mention vs. second mention

New information takes a/an; once introduced, it earns the.

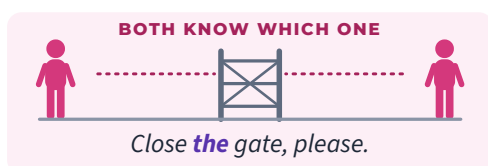


- We visited a farmhouse near Shukratal. The farmhouse has its own tube-well.
- She showed me a draft and an annexure. The draft was fine; the annexure had errors.
- A watchman and a gardener applied. We hired the gardener.

USE 2

Shared knowledge — you both know which one

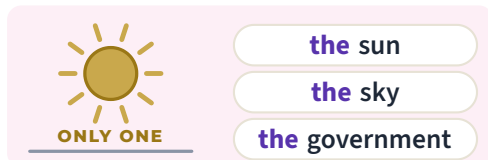
No earlier mention needed if context makes it obvious.



- Close the gate, please. (our gate — obvious)
- The registry got postponed. (the one we're both dealing with)
- Ask the accountant to release the payment. (our accountant, that payment)

USE 3 One of a kind

Unique in the world or in the shared context.



- The sun sets behind the tower in winter.
- The government revised the circle rates.
- The internet is down in the whole sector.

USE 4 Superlatives, ordinals, and 'the only/same'

Best, first, only, same — these words point at ONE, so the is automatic.



- This is the best location on the whole stretch.
- He was the first investor to book — and the only one to pay upfront.
- We use the same lawyer for all our deals.

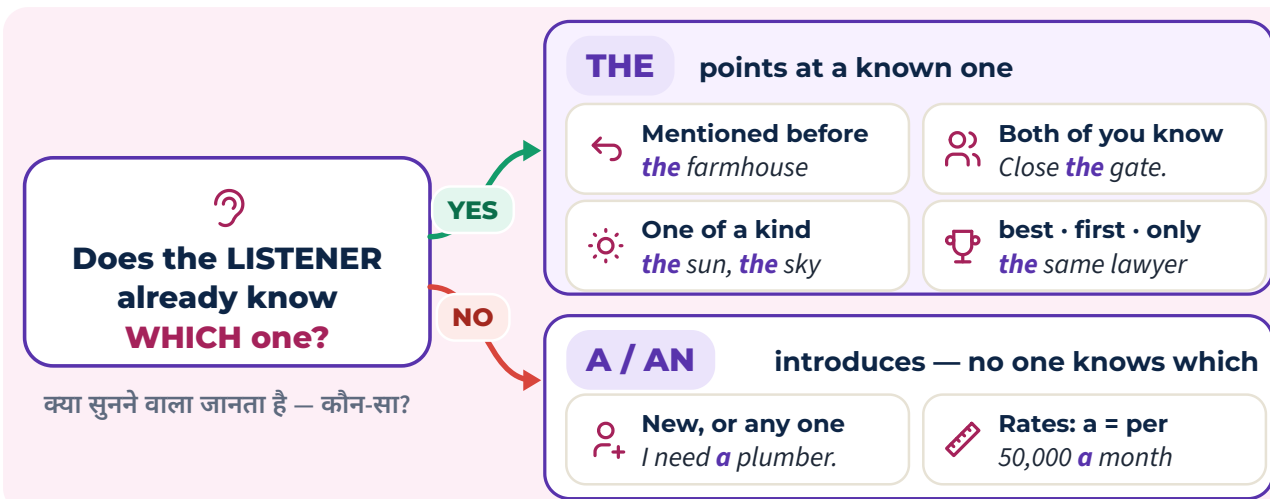
USE 5 A/AN for 'any one' and rates

One unspecified member of a group; also per-unit pricing.



- I need a plumber, any good plumber. (not a specific one)
- He earns fifty thousand a month. (per month)
- The rate is ninety rupees a square foot.

ONE QUESTION DECIDES THE ARTICLE



Everything in this chapter is the same question wearing different clothes.

3 Hindi Concept Note

अ HINDI CONCEPT NOTE हिंदी में समझिए

हिंदी में THE जैसा शब्द नहीं है — इसीलिए यह सबसे मुश्किल लगता है। पर पूरा chapter एक सवाल है: क्या सुनने वाला जानता है कि कौन-सा?

जानता है → the: दरवाज़ा बंद कर दो → Close THE door. (कौन-सा door — दोनों जानते हैं)

नहीं जानता / कोई भी → a/an: मुझे एक plumber चाहिए → I need A plumber.

कहानी का नियम: पहली बार a, उसके बाद the — मैं एक buyer से मिला। (वह) buyer corner unit चाहता है। → I met A buyer. THE buyer wants a corner unit.

हिंदी में जहाँ 'वह/वही/उस' छुपा हो, वहाँ the: उसी वकील से → THE same lawyer। सबसे अच्छा → THE best (superlative के साथ the हमेशा)।

और rate बताने में a = 'प्रति': नब्बे रुपये फुट → ninety rupees A square foot।

4 Common Mistakes Hindi Speakers Make

✗ WRONG	✓ RIGHT	💡 WHY
✗ I bought the new phone yesterday. (first time mentioning it)	✓ I bought a new phone yesterday.	First mention introduces → a. 'The' makes the listener ask: which phone?
✗ A sun rises in the east.	✓ The sun rises in the east.	One sun exists → the, always.
✗ He is one of the best broker in this area.	✓ He is one of the best brokers in this area.	Article is right — but 'one of the + PLURAL'. Two rules in one trap.
✗ She is a same girl I told you about.	✓ She is the same girl I told you about.	Same points at one specific person → the same, always.

✗ WRONG	✓ RIGHT	💡 WHY
✗ Please open a window — it's stuffy. (there's only one window)	✓ Please open the window.	Both know which window → the. (A window is fine only if several exist and any will do.)
✗ This is a first project of our company.	✓ This is the first project of our company.	Ordinals (first, second, last) point at one → the.

5 Signal Words



Decision triggers:

First mention / any one → a

an



Second mention

shared context

'woh wala' feeling → the

- > Unique: sun, moon, sky, government, internet, market → the
- > best, first, last, only, same → the (automatic)
- > Rates: per month/kg/foot → a month, a kilo, a square foot

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- I met _____ dealer in Modinagar. _____ dealer has three godowns. (two blanks)
- _____ moon looked huge from the terrace last night.
- She is _____ only CA who replied on _____ same day. (two blanks)
- We need _____ electrician — any reliable one will do.
- _____ lift is out of order again; take _____ stairs. (two blanks)
- It was _____ best decision we took last year.
- He charges five hundred rupees _____ visit.
- There's _____ new dhaba on NH-58. _____ parathas there are excellent. (two blanks)
- _____ government has extended _____ registry deadline. (two blanks)
- I saw _____ accident near _____ toll plaza this morning. (two blanks)

SET B Correct the mistake

8 QUESTIONS

- I have bought the new scooter last week. (first mention)
- Sun was very strong during a site visit today. (the visit you both know about)
- He is a tallest man in our society.
- She gave me the pen and the notebook — I kept a pen. (fix the flow: pen and notebook are new; then you kept that pen)
- This is a last unit available on this floor.

SET B Correct the mistake

8 QUESTIONS

- 16 Delhi is one of the most crowded city in the world.
- 17 We hired same contractor again.
- 18 The honesty is a rare quality. (general statement)

SET C Translate into English

7 QUESTIONS

- 19 मैंने एक घर देखा। घर बहुत बड़ा है।
- 20 सूरज पूरब में निकलता है।
- 21 दरवाज़ा बंद कर दो।
- 22 यह इस इलाक़े की सबसे अच्छी market है।
- 23 मुझे एक अच्छा वकील चाहिए — कोई भी।
- 24 वह वही आदमी है जिसने कल फ़ोन किया था।
- 25 किराया दस हज़ार रुपये महीना है।

7 Answer Key



ANSWERS · SET A

- | | | |
|---------------|---------------|---------------|
| 1 a ... The | 2 The | 3 the ... the |
| 4 an | 5 The ... the | 6 the |
| 7 a | 8 a ... The | 9 The ... the |
| 10 an ... the | | |

ANSWERS · SET B

- 11 I bought a new scooter last week. (First mention → a; and 'last week' → Simple Past.)
- 12 The sun was very strong during the site visit today. (Unique → the sun; shared context → the visit.)
- 13 He is the tallest man in our society. (Superlative → the.)
- 14 She gave me a pen and a notebook — I kept the pen. (Introduce with a; point back with the.)
- 15 This is the last unit available on this floor. (Last → the.)
- 16 Delhi is one of the most crowded cities in the world. (One of the + plural.)
- 17 We hired the same contractor again. (Same → the.)
- 18 Honesty is a rare quality. (Abstract general noun → no article — full rule next chapter.)

ANSWERS · SET C

- | | |
|--|---|
| 19 I saw a house. The house is very big. | 20 The sun rises in the east. |
| 21 Close the door. | 22 This is the best market in this area. |
| 23 I need a good lawyer — any one (will do). | 24 He is the same man who called yesterday. |
| 25 The rent is ten thousand rupees a month. | |

NEXT UP

the ZERO article — when English uses nothing at all: *Water is precious, She went to school, Life is a struggle... and why it's 'the USA' but just 'India'.*



MODULE 5 — ARTICLES & PREPOSITIONS

03

Zero Article & Advanced Article Use

Level: Intermediate–Advanced

Estimated study time: 50 minutes



1 Quick Look



The third option nobody teaches: NO article at all — the ‘zero article’. General statements (Water is precious), most proper nouns (India, Diwali, Hindi), and the institution words (school, work, home, bed) all take nothing. This chapter also settles the country puzzle — why plain ‘India’ but ‘THE USA’ — and the special powers of the: the rich, the Ganga, the Himalayas, playing the tabla.

GENERAL STATEMENTS

plural or uncountable + general meaning → ZERO article → Water is precious. Plots appreciate faster than flats.

INSTITUTIONS

school, work, home, bed, jail, court (as purpose) → ZERO → She went to work. He's in jail.

THE COUNTRY RULE

Plain names → zero (India, Nepal). Names with Republic/States/Kingdom/plural → the (the USA, the UAE, the Netherlands).



The golden rule of institutions: no article = the PURPOSE, the = the BUILDING. ‘He went to school’ = to study. ‘He went to THE school’ = walked to that building (maybe to meet the principal). Same pair: in bed (sleeping) vs. on the bed (sitting on it); in court (facing trial) vs. in the court (inside the room).

WHERE THE ZERO ARTICLE LIVES



GENERAL IDEAS

water prices honesty
buyers

Water is precious.



NAMES

Bharat Ghaziabad
Hindi Diwali

She speaks Hindi.



PURPOSE & MEALS

school work home
bed lunch dinner

He's in jail.

THE has its own reserved seats

Rivers · seas · ranges

the Ganga
the Himalayas
but Mount Everest: Ø

United or plural

the USA, **the** UAE
the Netherlands
but India, Nepal: Ø

Groups & instruments

the rich
the tabla
but cricket, chess: Ø

Decades & families

the 2000s
the Sharmas
but Mr Sharma: Ø

Dashed Ø = no article at all. THE keeps a short list of reserved seats.

2 When to Use It



IN GENERAL

prices
honesty
buyers

WHICH ONES?

the prices
in Sector 10

USE 1 General plurals and uncountables — zero

Talking about a thing in general, not specific ones.

- Prices depend on location. (*prices in general*)
- Honesty builds long-term clients.
- Buyers trust registered agents more. (*buyers in general*)
- But specific: *THE prices in Sector 10 jumped.* (*which prices — known*)

NAMES TRAVEL BARE

Bharat
 Ghaziabad
 Hindi
 Diwali
 October
 Economics
never: the India, the Ghaziabad

USE 2 Proper nouns — mostly zero

Names of people, cities, states, languages, festivals, months, subjects.

- Bharat lives in Ghaziabad and speaks Hindi and English.
- Diwali falls in October or November this year.
- She studied Economics in Meerut.

the Ganga
 the Himalayas
 the USA
but Mount Everest, India: Ø

USE 3 The geography exceptions — the's territory

Rivers, seas, oceans, mountain RANGES, deserts, and plural/united country names.

- the Ganga, the Yamuna, the Arabian Sea, the Indian Ocean
- the Himalayas, the Aravallis (*ranges*) — but Mount Everest, Nanda Devi (*single peaks: zero*)
- the USA, the UK, the UAE, the Netherlands, the Philippines — but India, Nepal, France

USE 4 Institutions and meals — zero

Purpose-visits and meal names travel bare.

at Ø school
 Ø lunch, dinner
PURPOSE **MEALS**

- He goes to office at nine and returns home by eight. (*note: home never takes 'to' either*)
- The kids are at school; Papa is at work.
- We had lunch at the site and dinner at home.
- But: *The wedding lunch was at a five-star hotel.* (*specific event meal → article returns*)

USE 5 Special powers of THE

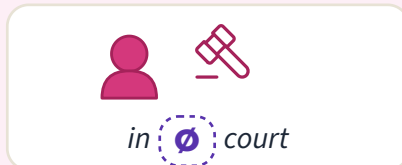
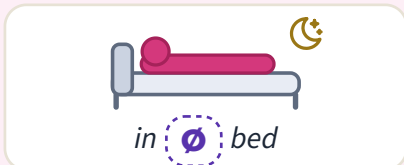
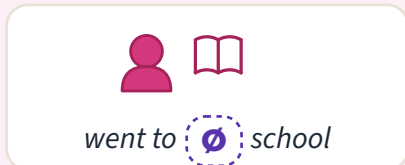
Groups as a class, instruments, decades, and family-name plurals.

the rich
 the tabla
 the 2000s
 the Sharmas

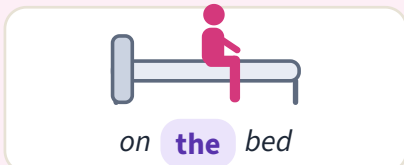
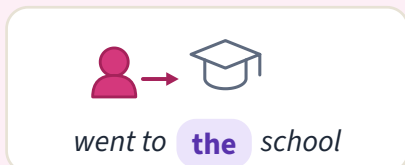
- The rich are buying land; the poor are renting. (*the + adjective = the whole group*)
- She plays the tabla and the harmonium. (*instruments take the*)
- Property boomed in the 2000s.
- The Sharmas are our oldest clients. (*the + surname + s = the family*)

NO ARTICLE = PURPOSE · THE = BUILDING

NO ARTICLE = the PURPOSE



THE = the BUILDING / THING



The same noun changes meaning with the slot before it: empty = what you do there; the = the place or thing itself.

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

तीसरा रास्ता: कोई article नहीं — zero। आम बात (general) हो तो कुछ मत लगाओ:

पानी कीमती है → Water is precious. ज़मीन कभी धोखा नहीं देती → Land never betrays.

नाम ज़्यादातर खाली चलते हैं: India, Ghaziabad, Hindi, Diwali — कोई the नहीं। 'the India' सुनते ही ग़लती पकड़ो।

पर नदियाँ, समुद्र, पर्वत-श्रृंखलाएँ the लेती हैं: the Ganga, the Himalayas। और जिन देशों के नाम में Republic/States/plural हैं: the USA, the UAE, the Netherlands।

Institution का खेल मक़सद बनाम इमारत का है: बच्चा school गया (पढ़ने) → went to school; मैं school गया (principal से मिलने, इमारत में) → went to THE school।

और home की double छूट: न article, न to — घर गया → went home (न 'to home', न 'the home')।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ The life is a struggle.	✓ Life is a struggle.	Abstract general nouns travel bare — life, love, time, money, honesty.
✗ He returned back to the home at 9.	✓ He returned home at 9.	Home: no article, no 'to' — and 'returned back' is a double (return already means back).
✗ She is in the hospital for her check-up... I mean, admitted as a patient.	✓ She is in hospital. (patient) / She is in the hospital. (visiting the building)	Purpose → zero; building → the. The pair changes the meaning.
✗ He has been to the USA, the France, and the Japan.	✓ He has been to the USA, France, and Japan.	Only special-name countries take the — plain names go bare.

✗ WRONG	✓ RIGHT	💡 WHY
✗ I love the Indian food. (general taste)	✓ I love Indian food.	General category → zero. (THE Indian food at that wedding = specific → the returns.)
✗ She plays sitar beautifully.	✓ She plays the sitar beautifully.	Musical instruments take the. (But sports go bare: plays cricket.)

5 Signal Words



Zero-article territory:

- > General plurals/uncountables: prices, water, land, honesty → zero
- > Names: people, cities, states, plain countries, languages, festivals, months, subjects → zero
- > Purpose institutions: school, college, work, office, home, bed, jail, court, temple → zero
- > Meals (breakfast, lunch, dinner) and sports (cricket, chess) → zero
- > THE's reserved seats: rivers, seas, ranges, deserts, the USA/UAE/UK, the + adjective groups, instruments, decades, the + family name + s

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 _____ land in this belt is appreciating, but _____ land we saw yesterday is overpriced. (two blanks: general, then specific)
- 2 He crossed _____ Yamuna and drove towards _____ Haridwar. (two blanks)
- 3 The kids are at _____ school and their mother is at _____ work. (two blanks)
- 4 We had _____ dinner at _____ new dhaba on the bypass. (two blanks)
- 5 _____ rich invest in land; _____ salaried class prefers flats. (two blanks)
- 6 She has clients in _____ UAE and _____ Singapore. (two blanks)
- 7 My daughter plays _____ violin and _____ badminton. (two blanks)
- 8 _____ honesty is rare in _____ world of quick commissions. (two blanks)
- 9 He went _____ home early because _____ guests were arriving. (two blanks)
- 10 _____ Guptas bought two units in _____ 2010s. (two blanks)

SET B Correct the mistake

8 QUESTIONS

- | | |
|---|--|
| 11 The money can't buy the happiness. (general statement) | 12 She went to the bed at 11. (to sleep) |
| 13 He has shifted to the Canada with his family. | 14 I reached to home before the rain. |
| 15 The breakfast is the most important meal of the day. (general) | 16 They climbed the Mount Everest in 2019. |
| 17 He is learning to play guitar. (the instrument) | 18 Ganga is considered sacred across the India. (fix both) |

SET C Translate into English

7 QUESTIONS

- | | |
|-----------------------------|--|
| 19 पानी बचाओ। | 20 वह रोज़ office जाता है और आठ बजे घर लौटता है। |
| 21 ज़िंदगी एक संघर्ष है। | 22 गंगा हिमालय से निकलती है। |
| 23 अमीर और अमीर हो रहे हैं। | 24 वह tabla बजाता है और cricket भी खेलता है। |
| 25 बच्चे school में हैं। | |

7 Answer Key



ANSWERS • SET A

- | | | |
|-----------------------|--------------------------|---------------------|
| 1 (zero) Land ... the | 2 the ... (zero) | 3 (zero) ... (zero) |
| 4 (zero) ... the | 5 The ... the | 6 the ... (zero) |
| 7 the ... (zero) | 8 (zero) Honesty ... the | 9 (zero) ... the |
| 10 The ... the | | |

ANSWERS • SET B

- 11 Money can't buy happiness. (Both general → zero.)
- 12 She went to bed at 11. (Purpose → zero article.)
- 13 He has shifted to Canada with his family. (Plain country name → zero.)
- 14 I reached home before the rain. (Home: no 'to'; reach takes no preposition either.)
- 15 Breakfast is the most important meal of the day. (Meal names → zero; 'the most important' keeps its superlative the.)
- 16 They climbed Mount Everest in 2019. (Single peak → zero.)
- 17 He is learning to play the guitar. (Instrument → the.)
- 18 The Ganga is considered sacred across India. (River → the; plain country → zero.)

ANSWERS • SET C

- 19 Save water.
- 20 He goes to office every day and returns home by eight. (goes to the office also accepted in Indian usage)
- 21 Life is a struggle.
- 22 The Ganga originates in the Himalayas.
- 23 The rich are getting richer.
- 24 He plays the tabla and also plays cricket.
- 25 The children are at school.

NEXT UP

Prepositions of Position — the in/on/at system for WHERE things sit: on the wall, in the drawer, at the gate.



MODULE 5 — ARTICLES & PREPOSITIONS

04

Prepositions of Position

Level: Intermediate

Estimated study time: 45 minutes



1 Quick Look



WHERE is it sitting? English answers with a three-tier system — IN (inside something), ON (touching a surface), AT (at a point) — plus the precision set: above/over, below/under, between/among, beside, behind, opposite. Hindi's में and पर cover all of this loosely, which is exactly why the English versions need a chapter of their own.

IN — ENCLOSED

in the drawer, in the almirah, in the file, in the car, in the photo

ON — SURFACE CONTACT

on the wall, on the table, on the roof, on the notice board, on page 4

AT — A POINT

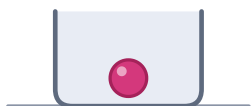
at the gate, at the counter, at the corner, at the signal



The golden rule: ask what the place IS to the object. A container or boundary → in. A surface it touches → on. Just a point on the map → at. The photo trap proves it: the people are IN the photo (inside the frame's world), but the photo hangs ON the wall (touching the surface).

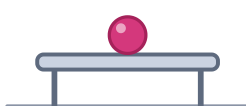
△ THE IN · ON · AT TRIANGLE

IN



a container or boundary
in the drawer · in the car

ON



a surface it touches
on the wall · on page 4

AT



just a point on the map
at the gate · at the counter

THE PHOTO TRAP



IN the photo

ON the wall

*The people are **in** the photo.*

*But the photo hangs **on** the wall.*

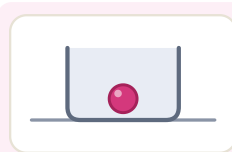
Ask what the place IS to the thing: a container (in), a surface it touches (on), or just a point (at).

2 When to Use It



USE 1 IN — containers, enclosures, boundaries

Anything with an inside.

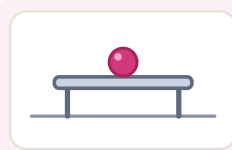


- in** the locker
- in** the blue file
- in** the car
- in** this photo

- The originals are **in** the locker; copies are **in** the blue file.
- He's waiting **in** the car.
- There's a clause **in** the agreement about parking.
- You look happy **in** this photo.

USE 2 ON — surfaces and lines

Contact with a surface; also floors, pages, roads as lines.

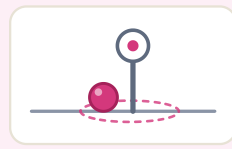


- on** the wall
- on** the third floor
- on** the main road
- on** page 6

- The site map is **on** the wall behind my desk.
- Don't leave the stamp papers **on** the table.
- Our office is **on** the third floor.
- The plot is **on** the main road. The details are **on** page 6.

USE 3 AT — points and stations

A spot where something/someone is posted.



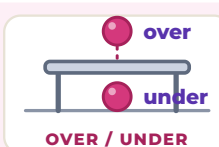
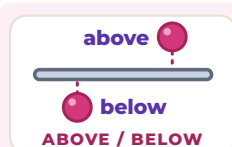
- at** the gate
- at** the counter
- at** the signal
- at** the bus stop

- The guard is **at** the gate; the peon is **at** the counter.
- Meet me **at** the corner of the service lane.
- The car stopped **at** the signal.
- She's standing **at** the bus stop.

USE 4

The vertical pairs — above/over, below/under

Above/below = higher/lower, no contact needed. Over/under = directly vertical, often covering or touching.

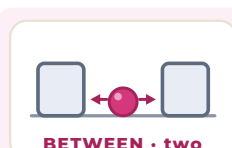


- The water tank is **above** the stairwell. (higher, general)
- He spread a tarpaulin **over** the cement bags. (covering)
- The cables run **under** the floor. (directly beneath)
- Temperatures stayed **below** normal this March. (on a scale)

USE 5

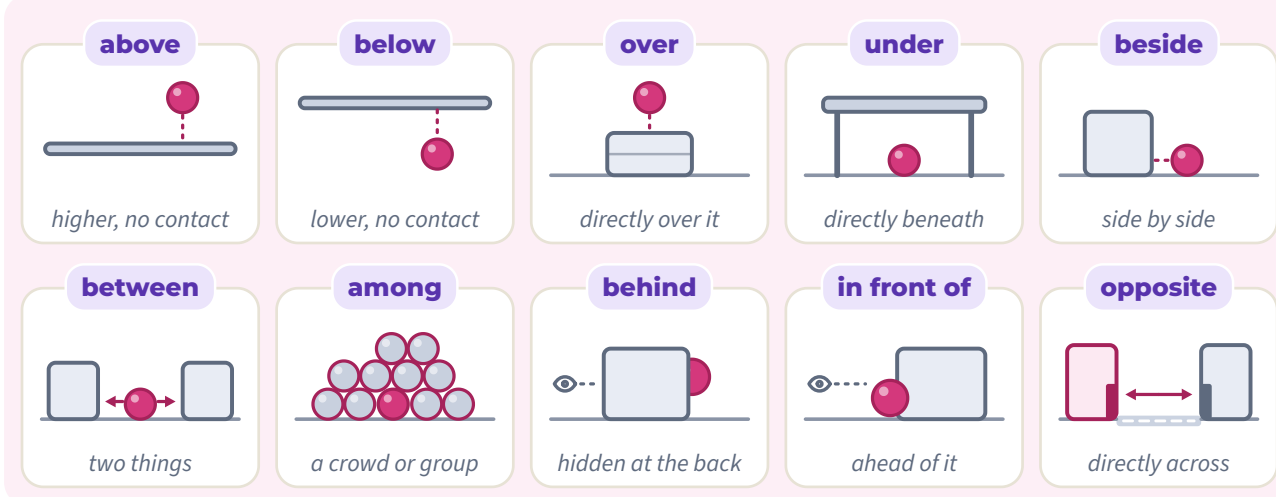
The neighbour set — beside, between, among, behind, in front of, opposite

Between = two (or clearly separate items); among = a crowd/group.



- The generator room is **beside** the guard cabin.
- The plot lies **between** the school and the petrol pump.
- He was standing **among** the labourers, so I missed him.
- Parking is **behind** the tower; the park is **in front of** it.
- The bank is **opposite** the main gate — directly across.

THE PRECISION SET



Pink = the thing being located; grey = the landmark.

3 Hindi Concept Note

अ

अ HINDI CONCEPT NOTE हिंदी में समझिए

हिंदी का 'में' और 'पर' यहाँ तीन में बँट जाता है: IN (अंदर), ON (सतह पर), AT (किसी point पर)।

दराज़ में → in the drawer। दीवार पर → on the wall। gate पर → at the gate — देखो, हिंदी में दोनों 'पर' हैं, English में on और at अलग!

पहचान: जगह डिब्बे जैसी है (अंदर-बाहर) → in। सतह है जिसे चीज़ छू रही है → on। बस एक बिंदु/ठिकाना है → at।

Photo वाला जाल याद रखो: लोग photo में हैं → IN the photo, पर photo दीवार पर टँगी है → ON the wall।

ऊपर-नीचे: above/below = ऊँचाई का फ़र्क़ (छूना ज़रूरी नहीं); over/under = ठीक ऊपर/नीचे, अक्सर ढकते हुए — बादल शहर के ऊपर → clouds over the city।

Between = दो के बीच; among = भीड़/समूह के बीच — दो दुकानों के बीच → between two shops; मज़दूरों के बीच → among the labourers।

4 Common Mistakes Hindi Speakers Make

!

✗ WRONG	✓ RIGHT	💡 WHY
✗ The keys are on the drawer.	✓ The keys are in the drawer.	A drawer is a container → in. (On the drawer = sitting on top of it.)
✗ You look very smart on this photo.	✓ You look very smart in this photo.	Inside the frame's world → in the photo.
✗ He is waiting on the gate.	✓ He is waiting at the gate.	The gate is a point/station → at. ('On the gate' = physically sitting on it!)
✗ Our office is in the third floor.	✓ Our office is on the third floor.	Floors take on — always.

✗ WRONG	✓ RIGHT	💡 WHY
✗ The file is between all those papers somewhere.	✓ The file is among all those papers somewhere.	A pile/group → among. Between needs two (or clearly separate) items.
✗ Divide the brokerage among the two partners.	✓ Divide the brokerage between the two partners.	Exactly two → between — the mirror error of the previous one.

5 Signal Words



🔔 Position triggers:

- Container/boundary (drawer, file, car, room, photo, city) → in
- Surface/line (wall, table, floor, road, page, roof) → on
- Point/station (gate, counter, corner, signal, bus stop) → at
- Height without contact → above/below; directly vertical or covering → over/under

Two → between; group/crowd → among

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 The sale deed is _____ the locker, and the photocopy is _____ my desk. (two blanks)
- 2 Someone has pasted a notice _____ the lift door.
- 3 The watchman sits _____ the main gate till midnight.
- 4 Their new office is _____ the fifth floor, right _____ the CA's office. (two blanks: floor, then next to)
- 5 The overhead tank is directly _____ the bathroom — that explains the seepage.
- 6 The colony park lies _____ the two towers.
- 7 I found the receipt _____ a pile of old bills.
- 8 Park _____ the building, not _____ front of the gate. (two blanks)
- 9 The temperature dropped _____ five degrees last night.
- 10 The chemist shop is exactly _____ the hospital — just cross the road.

SET B Correct the mistake

8 QUESTIONS

- | | |
|--|---|
| 11 The documents are on my briefcase. (inside it) | 12 He hung the calendar in the wall. |
| 13 She was smiling on the wedding photo. | 14 The showroom is in the ground floor. |
| 15 The plot is situated among the school and the temple. (two landmarks) | 16 The guard is on the gate since morning. (posted there) |
| 17 The cables pass on the floor tiles. (beneath them) | 18 Meet me on the corner of the market lane. |

SET C Translate into English

7 QUESTIONS

- | | |
|---|---|
| 19 चाबियाँ दराज़ में हैं। | 20 नक्शा दीवार पर टँगा है। |
| 21 वह gate पर खड़ा है। | 22 हमारा office तीसरी मंज़िल पर है। |
| 23 plot मंदिर और school के बीच में है। | 24 वह भीड़ में खो गया... मतलब, लोगों के बीच में था। |
| 25 टंकी छत के ऊपर है और pipe फ़र्श के नीचे से जाता है।
(एक ही वाक्य) | |

7 Answer Key



ANSWERS • SET A

- | | | |
|---------------------------|-----------------|-----------|
| 1 in ... on | 2 on | 3 at |
| 4 on ... beside (next to) | 5 above (over) | 6 between |
| 7 among (in) | 8 behind ... in | 9 below |
| 10 opposite | | |

ANSWERS • SET B

- 11 The documents are in my briefcase. (Container → in.)
- 12 He hung the calendar on the wall. (Surface → on.)
- 13 She was smiling in the wedding photo. (In the photo.)
- 14 The showroom is on the ground floor. (Floors → on.)
- 15 The plot is situated between the school and the temple. (Two landmarks → between.)
- 16 The guard has been at the gate since morning. (Point → at; and 'since' → Present Perfect, Module 1!)
- 17 The cables pass under the floor tiles. (Beneath → under.)
- 18 Meet me at the corner of the market lane. (Point → at.)

ANSWERS • SET C

- | | |
|--|---|
| 19 The keys are in the drawer. | 20 The map is (hanging) on the wall. |
| 21 He is standing at the gate. | 22 Our office is on the third floor. |
| 23 The plot is between the temple and the school. | 24 He got lost in the crowd. / He was somewhere among the people. |
| 25 The tank is above the roof and the pipe runs under the floor. | |

NEXT UP

Prepositions of Direction — movement words: into, onto, across, through, past — and the verbs that secretly need NO preposition at all: enter, reach, discuss.



MODULE 5 — ARTICLES & PREPOSITIONS

05

Prepositions of Direction

Level: Intermediate

Estimated study time: 50 minutes



1 Quick Look



Movement words. TO points at a destination; INTO and ONTO capture the moment of entry or landing; ACROSS, THROUGH, ALONG, PAST trace the path. And hiding at the end of this chapter is the correction Indian English needs most: the verbs that take NO preposition at all — you enter a room (not enter into), reach home (not reach at), and discuss a deal (not discuss about).

DESTINATION

to

He drove to Meerut. (but: home, here, there take nothing — went home)

ENTRY / LANDING

into (enters an enclosed space), onto (lands on a surface)

walked into the office / jumped onto the platform

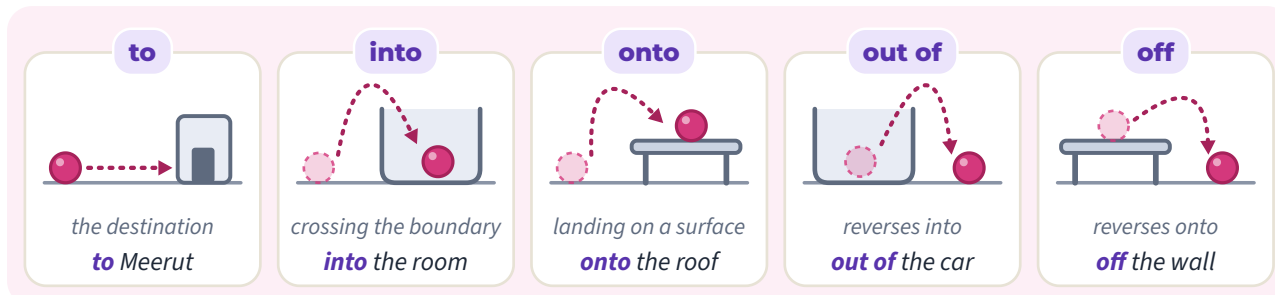
PATH

across (one side to the other), through (inside a space, end to end), along (following a line), past (going by)



The golden rule of the no-preposition verbs: ENTER, REACH, DISCUSS, MARRY, RESEMBLE, ATTEND take their object DIRECTLY. ‘Enter into the room’, ‘reach at home’, ‘discuss about the price’ — all Hindi-transfer doubles, all wrong. The verb already contains the direction; adding a preposition breaks it. (Exception: enter into an agreement/contract — the legal idiom keeps ‘into’.)

⇒ MOVEMENT WORDS: TO · INTO · ONTO · OUT OF · OFF



Dotted ghost = where the movement starts; the arrow shows the path; the solid ball is where it ends.

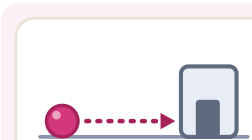
2 When to Use It



USE 1 TO — pure destination

Movement that ends somewhere.

- We drove **to** the Badalpur site after lunch.
- She has gone **to** the bank.
- But the free-travellers take nothing: go home, come here, went there, moved abroad.



drove **to** the site

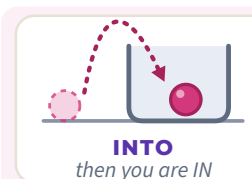
NO "TO" BEFORE
home · here
there · abroad

USE 2

INTO / ONTO vs. IN / ON — movement vs. position

Into/onto capture the crossing moment; in/on describe the state after.

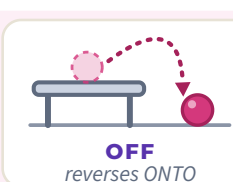
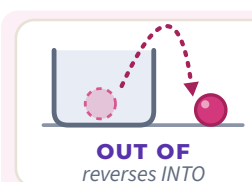
- He walked **into** the cabin and sat **in** the corner chair. (entry → **into**; position → **in**)
- The labourer climbed **onto** the roof and worked on it till noon.
- Water leaked **into** the basement. / The papers fell **onto** the floor.



USE 3 OUT OF / OFF — the exits

Out of reverses into; off reverses onto.

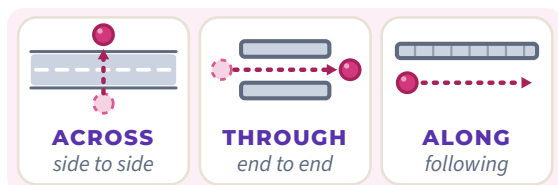
- He stepped **out of** the car with the file.
- Take the banner **off** the wall before the inspection.
- The cat jumped **off** the boundary wall and ran **out of** the compound.



USE 4

The path-tracers: across, through, along, past, towards, around

Each draws a different line on the map.



- We walked *across* the road to the chemist. (one side → other)
- The new sewer line passes *through* the colony. (inside, end to end)
- Walk *along* the boundary wall till you see the gate. (following the line)
- You'll drive *past* the petrol pump — the site is 200 metres after it.
- He headed *towards* the tehsil office. (direction, not arrival)
- The kids cycled *around* the park. (circling)

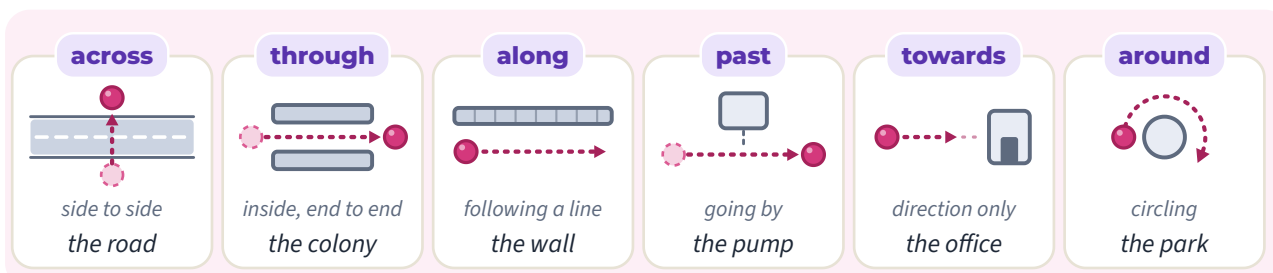
USE 5

The no-preposition club — Indian English's biggest fix

enter, reach, discuss, marry, resemble, attend, answer — object comes directly.



- We *entered* the sample flat at 4. (NOT entered into)
- They *reached* Haridwar by noon. (NOT reached at/to)
- Let's *discuss* the payment plan today. (NOT discuss about)
- She *married* a bank officer. (NOT married with/to... though 'is married TO him' as a state is correct)
- He *attended* the AGM but didn't answer my question. (NOT attended in / answer to)

**PATH WORDS: EACH ONE DRAWS A DIFFERENT LINE**

Same ball, same landmark idea — only the line it traces changes.

THE NO-PREPOSITION CLUB

The verb already holds the direction — add NOTHING

enter = go into

✗ ~~enter into the room~~

✓ He entered the room.

reach = arrive at

✗ ~~reach at home~~

✓ We reached home.

discuss = talk about

✗ ~~discuss about the price~~

✓ Let's discuss the price.

marry = get married to

✗ ~~marry with a banker~~

✓ She married a banker.

resemble = look like

✗ ~~resemble to his father~~

✓ He resembles his father.

attend = be present at

✗ ~~attend in the AGM~~

✓ He attended the AGM.

answer = reply to

✗ ~~answer to my question~~

✓ Answer my question.

LEGAL EXCEPTION

enter **into** an agreement
(a fixed legal idiom)

Hindi adds से/ में/ पर/ के बारे में here; English adds nothing.

3 Hindi Concept Note

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अ HINDI CONCEPT NOTE हिंदी में समझिए

हिंदी का 'में गया' दिमाग में 'went in' डालता है — English में घुसने की हरकत के लिए INTO: वह कमरे में गया
→ He went INTO the room. (कमरे में था → he was IN the room — हरकत बनाम स्थिति!)

सतह पर चढ़ना/गिरना → onto: छत पर चढ़ा → climbed ONTO the roof।

रास्ते के शब्द: सड़क के पार → across the road; सुरंग/गली के अंदर से होकर → through the tunnel;
दीवार के साथ-साथ → along the wall; किसी चीज़ के पास से गुज़रते हुए → past the petrol pump।

अब सबसे बड़ा सुधार — जिन verbs में हिंदी 'में/पर/के बारे में' जोड़ती है, English में कुछ नहीं लगता:

कमरे में घुसा → entered the room ('entered into' नहीं!)। घर पहुँचा → reached home ('reached at' नहीं!)।
दाम के बारे में बात करें → discuss the price ('discuss about' नहीं!)।

एक legal छूट याद रखो: agreement/contract में enter INTO सही है — We entered into an agreement
— यह कानूनी मुहावरा है।

4 Common Mistakes Hindi Speakers Make

!

✗ WRONG	✓ RIGHT	💡 WHY
✗ The manager entered into the cabin angrily.	✓ The manager entered the cabin angrily.	Enter takes its object directly. (Into survives only in 'enter into an agreement'.)
✗ We reached at the site before the JCB.	✓ We reached the site before the JCB.	Reach takes no preposition — ever.

✗ WRONG	✓ RIGHT	💡 WHY
✗ Let's discuss about the landing price first.	✓ Let's discuss the landing price first.	Discuss already means 'talk about' — adding about is a double.
✗ She went in the kitchen to make tea. (movement)	✓ She went into the kitchen to make tea.	Crossing the boundary → into. (In = already inside.)
✗ He jumped on the moving tempo. (landed on it)	✓ He jumped onto the moving tempo.	Landing on a surface → onto.
✗ They returned back from Dehradun yesterday.	✓ They returned from Dehradun yesterday.	Return already means 'come back' — 'returned back' is a double. Same family: 'repeat again', 'enter into'.

5 Signal Words



Direction triggers:

- Destination → to (but home/here/there/abroad take nothing)
- Boundary being crossed → into; surface being landed on → onto
- Exits → out of (spaces), off (surfaces)
- Paths → across (side to side), through (inside, end to end), along (following), past (going by), towards (direction only)
- No-preposition club: enter, reach, discuss, marry, resemble, attend, answer

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 He walked _____ the conference room and put the file _____ the table. (two blanks: entry, then landing)
- 2 We drove _____ the toll plaza and took the first cut _____ the site. (two blanks: going by, then destination)
- 3 The dog squeezed _____ the gap in the boundary wall. (end to end)
- 4 She stepped _____ the auto and rushed _____ the registrar's office. (two blanks: exit, then destination)

SET A Fill in the blanks

10 QUESTIONS

- 5 Walk _____ this lane till the end, then go _____ the footbridge. (two blanks: following, then side to side)
- 6 The monkey jumped _____ the water tank from the neem tree.
- 7 They _____ (reach) Rishikesh _____ 11. (verb + one blank: fill correctly)
- 8 The pipeline passes _____ three villages before the plant.
- 9 He turned and walked _____ the exit without a word. (direction)
- 10 Take these boxes _____ the tempo and carry them _____ the store room. (two blanks: off the surface, then into)

SET B Correct the mistake

8 QUESTIONS

- 11 The CEO entered into the boardroom at sharp ten.
- 12 We reached at Hapur before sunset.
- 13 Please discuss about this with your partner first.
- 14 She married with a doctor from Moradabad.
- 15 He came in the office shouting. (movement)
- 16 The cat jumped on the almirah from the fridge. (landed on top)
- 17 They returned back from the exhibition at 9.
- 18 We entered an agreement with Bidhuri Constructions last month. (legal context — fix it)

SET C Translate into English

7 QUESTIONS

- 19 वह कमरे में गया और कुर्सी पर बैठ गया।
- 20 हम शाम तक Delhi पहुँच गए।
- 21 इस बारे में हम कल बात करेंगे... मतलब, कल discuss करेंगे।
- 22 बिल्ली छत पर कूद गई।
- 23 सड़क के पार एक ATM है... मतलब, ATM जाने के लिए सड़क पार करो।
- 24 गाड़ी mandir के पास से गुज़री।
- 25 वह auto से उतरा और bank की तरफ़ चल दिया।

7 Answer Key



ANSWERS · SET A

- | | | |
|----------------------|--------------------|-----------|
| 1 into ... onto (on) | 2 past ... to | 3 through |
| 4 out of ... to | 5 along ... across | 6 onto |
| 7 reached ... by | 8 through | 9 towards |
| 10 off ... into | | |

ANSWERS · SET B

- 11 The CEO entered the boardroom at sharp ten. (Enter + object directly.)
- 12 We reached Hapur before sunset. (Reach takes no preposition.)
- 13 Please discuss this with your partner first. (Discuss = talk about.)
- 14 She married a doctor from Moradabad. (Marry + object directly.)
- 15 He came into the office shouting. (Movement across the boundary → into.)
- 16 The cat jumped onto the almirah from the fridge. (Landing → onto.)
- 17 They returned from the exhibition at 9. (Return already means back.)
- 18 We entered into an agreement with Bidhuri Constructions last month. (The one legal exception — enter INTO an agreement.)

ANSWERS · SET C

- | | |
|---|---|
| 19 He went into the room and sat on the chair. | 20 We reached Delhi by evening. |
| 21 We will discuss this tomorrow. | 22 The cat jumped onto the roof. |
| 23 Cross the road to reach the ATM. / There's an ATM across the road. | 24 The car went past the temple. / The car passed the temple. |
| 25 He got out of the auto and walked towards the bank. | |

NEXT UP

Prepositions of Location — the at/in/on system for WHERE you are: at work, in class, on the bus... and why you're IN a car but ON a train.



MODULE 5 — ARTICLES & PREPOSITIONS

06

Prepositions of Location

Level: Intermediate

Estimated study time: 45 minutes



1 Quick Look



Chapter 4 placed OBJECTS; this chapter places PEOPLE — at work, in class, on the bus. The same in/on/at trio returns with new jobs: AT for stations and events, IN for enclosed spaces and cities, ON for public transport. And the strangest rule in English gets settled here: you sit IN a car, but ON a bus.

AT — POSTS & EVENTS

at work, at home, at school, at the airport, at a wedding, at the meeting

IN — ENCLOSED & INSIDE

in the office (inside the room), in class, in bed, in hospital, in Ghaziabad, in the queue

ON — PUBLIC TRANSPORT

on the bus, on the train, on the metro, on a flight, on a bike — BUT in a car, in an auto, in a taxi



The golden rule of transport: if you can STAND and WALK inside it — bus, train, metro, plane, ship — you are ON it. If you must sit bent inside it — car, auto, taxi — you are IN it. Two-wheelers you sit on top of — bike, scooter, horse — are ON. The walk-test never fails.



THE WALK-TEST: IN A CAR, ON A BUS



Can you **STAND UP** and **WALK** around inside it?

ON

YES · STAND AND WALK



I'm **on** the bus.

मैं bus में हूँ

bus · train · metro · plane · ship

IN

NO · SIT, BENT INSIDE



She came **in** the car.

वह car में आई

car · auto · taxi

ON

NO · SIT ON TOP



He came **on** his bike.

वह bike पर आया

bike · scooter · horse

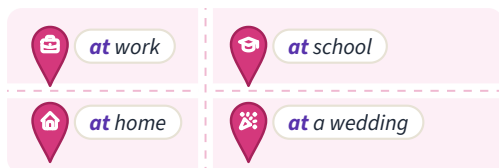
Hindi uses the same little word for the bus and the car — English has to choose: ON the bus, IN the car.

2 When to Use It



USE 1 AT — the station where you're posted

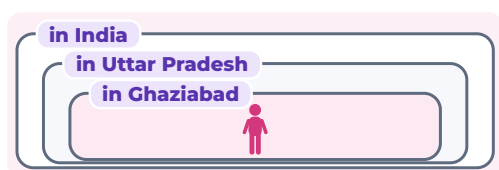
Your role-place, or a specific point/address.



- *Papa is at work; the kids are at school; Dadi is at home.*
- *I'm at the registrar's office — the queue is long.*
- *We met at Sharma ji's wedding.*
- *The showroom is at 14, Ambedkar Road. (exact address → at)*

USE 2 IN — inside spaces, areas, and cities

Rooms, buildings (when insideness matters), queues, and all cities/states/countries.

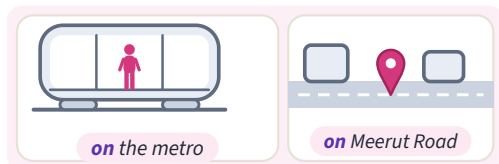


- *Sir is in a meeting; please wait in the lounge.*
- *She's in class till 1 — call after that.*
- *He was in hospital for a week after the fall. (as a patient — Module 5 Ch 3's rule)*
- *Our head office is in Ghaziabad, in Uttar Pradesh, in India. (city → state → country: all in)*

USE 3

ON — transport you can walk in, and streets

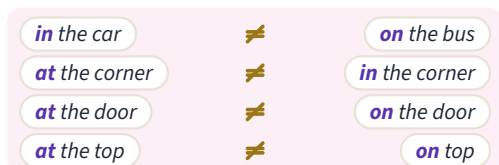
Public transport, two-wheelers, and roads as lines.



- *I'm on the metro — network keeps dropping.*
- *She's on a flight to Mumbai till 4.*
- *He came on his bike despite the rain.*
- *The property is on Meerut Road. / They live on the same street.*

USE 4 The classic pairs — hold them side by side

Small word, big difference.



- *in the car / on the bus — the walk-test*
- *at the corner (of the street) / in the corner (of the room)*
- *at the door (waiting there) / on the door (a notice pasted on it)*
- *at the top of the list / on top of the almirah*

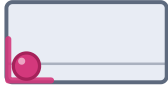
USE 5 ARRIVE — at or in, never 'to'

Arrive at a point (building, station, event); arrive in a city/country.



- *We arrived at the site before the surveyor.*
- *They arrived in Dehradun late at night.*
- *The courier arrived at the office while I was out. (NEVER 'arrived to')*

CLASSIC PAIRS — HOLD THEM SIDE BY SIDE

	at the corner of the street	≠		in the corner of the room
	at the door waiting there	≠		on the door a notice pasted on it
	at the top of the list the first item	≠		on top of the almirah resting on its roof

Same noun, different small word: the preposition tells you which place you mean.

3 Hindi Concept Note

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अ HINDI CONCEPT NOTE हिंदी में समझिए

अब लोग कहाँ हैं: AT = ठिकाना/duty की जगह (at work, at home); IN = अंदर (in the office, in class, in bed); ON = public transport (on the bus)।

Transport का असली नियम walk-test है: जिसमें खड़े होकर चल सको — bus, train, metro, plane — उस पर ON। जिसमें झुककर बैठना पड़े — car, auto, taxi — उसमें IN। जिस पर ऊपर बैठी — bike, scooter — ON।

हिंदी में सब 'में' है — 'bus में, car में' — इसीलिए 'in the bus' की ग़लती होती है। English: ON the bus, IN the car।

शहर-राज्य-देश हमेशा in: Ghaziabad में → in Ghaziabad; UP में → in UP; India में → in India।

'घर पर हूँ' → I am AT home ('in home' कभी नहीं)। और arrive के साथ to कभी नहीं: station पहुँचे → arrived AT the station; Delhi पहुँचे → arrived IN Delhi।

4 Common Mistakes Hindi Speakers Make

⚠

✗ WRONG	✓ RIGHT	💡 WHY
✗ I am in the bus, will call you later.	✓ I am on the bus — will call you later.	Walk-test: you can stand in a bus → on.
✗ She came on the car with her father.	✓ She came in the car with her father.	You sit enclosed in a car → in.
✗ He is in home today; visit him.	✓ He is at home today; visit him.	Home takes at — fixed.
✗ We arrived to the airport at 5.	✓ We arrived at the airport at 5.	Arrive + at (point) / in (city). 'Arrive to' does not exist.

✗ WRONG	✓ RIGHT	💡 WHY
✗ The kids are at the class right now.	✓ The kids are in class right now.	In class (attending, purpose) — no article, no at.
✗ Their shop is in Ambedkar Road.	✓ Their shop is on Ambedkar Road.	Roads and streets take on. (At + full numbered address: at 14, Ambedkar Road.)

5 Signal Words



🔔 Location triggers:

> Duty-place / event / exact address → at (at work, at a wedding, at 14 MG Road)

Inside a space; any city

state

country → in

> Walkable transport + two-wheelers + streets → on

> arrive at (point) / arrive in (city) — never 'arrive to'

> The pairs: in the car vs. on the bus; at the corner (street) vs. in the corner (room)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- He's _____ a site visit; he'll be back _____ the office by 3. (two blanks)
- I met their CA _____ the housewarming party.
- She's _____ the metro right now; the network is patchy.
- The client is waiting _____ the reception; his lawyer is _____ the car outside. (two blanks)
- We arrived _____ Haridwar at dawn and reached _____ the ashram gate by 6. (two blanks)
- Their godown is _____ GT Road, just before the flyover.
- Dada ji is _____ hospital again — routine check-up as a patient.
- The notice is pasted _____ the main door; read it when you're _____ the gate. (two blanks)
- He lives _____ Indirapuram, _____ Ghaziabad. (two blanks)
- Put the trophy _____ top of the almirah, and keep the files _____ the corner of the room. (two blanks)

SET B Correct the mistake

8 QUESTIONS

- | | |
|--|--|
| 11 I was in the flight when you called. | 12 She is on the taxi, five minutes away. |
| 13 We arrived to the venue before the baraat. | 14 He is in home because of the fever. |
| 15 Their office is in the third floor at Meerut Road. (two errors) | 16 The children are at the bed already. (sleeping) |
| 17 I'll wait for you in the bus stop. | 18 He reached at the station on time. (careful — Module 5 Ch 5 rule) |

SET C Translate into English

7 QUESTIONS

19 मैं bus में हूँ, बाद में बात करता हूँ।

20 वह अभी office में एक meeting में है।

21 पिताजी घर पर हैं।

22 हम शाम को Dehradun पहुँचे।

23 बच्चे school में हैं और माँ काम पर है।

24 उनकी दुकान main road पर है।

25 वह अपनी bike पर आया।

7 Answer Key



ANSWERS · SET A

1 on ... at (in)

2 at

3 on

4 at (in) ... in

5 in ... at

6 on

7 in

8 on ... at

9 in ... in

10 on ... in

ANSWERS · SET B

11 I was on the flight when you called. (Walkable → on.)

12 She is in the taxi, five minutes away. (Enclosed → in.)

13 We arrived at the venue before the baraat. (Arrive at a point.)

14 He is at home because of the fever. (At home — fixed.)

15 Their office is on the third floor on Meerut Road. (Floors → on; roads → on.)

16 The children are in bed already. (In bed — purpose, no article.)

17 I'll wait for you at the bus stop. (A point → at.)

18 He reached the station on time. (Reach takes NO preposition — Chapter 5's club.)

ANSWERS · SET C

19 I'm on the bus — I'll talk to you later.

20 He is in a meeting at the office right now.

21 Father is at home.

22 We arrived in Dehradun in the evening. / We reached Dehradun by evening.

23 The children are at school and their mother is at work.

24 Their shop is on the main road.

25 He came on his bike.

NEXT UP

Prepositions of Time — the same trio, one last job: AT 5 o'clock, ON Monday, IN October — the time pyramid that ends 'in Monday' forever.



MODULE 5 — ARTICLES & PREPOSITIONS

07

Prepositions of Time

Level: Intermediate

Estimated study time: 50 minutes



1 Quick Look



The in/on/at trio's final assignment: TIME. The system is a pyramid — AT for exact points (5 o'clock, noon), ON for days and dates (Monday, 15th August), IN for anything bigger (months, years, seasons). Then the working pairs every professional needs: by vs. until, for vs. since, during vs. for — the difference between 'payment by Friday' and 'payment until Friday' has cost people real money.

THE PYRAMID

AT + clock points (at 5, at noon, at midnight, at lunchtime) → ON + days & dates (on Monday, on 15th August) → IN + bigger (in July, in 2026, in winter, in the morning)

THE ZERO CLUB

today, tomorrow, yesterday, and last/next/this/every + time

NO preposition (see you next Monday)

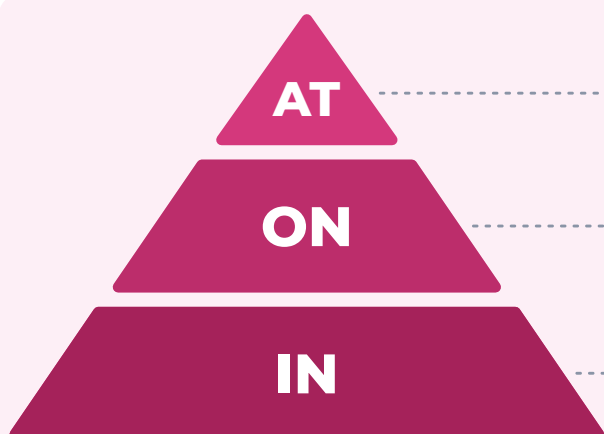
DEADLINE VS. DURATION

BY Friday = at or before Friday (deadline) | UNTIL Friday = continuously up to Friday (duration)



The golden rule of deadlines: BY = latest moment something must HAPPEN; UNTIL = how long a state CONTINUES. 'Pay by the 10th' = deadline. 'The offer is open until the 10th' = it stays open, then closes. Writing 'until' where you mean 'by' in a payment clause turns a deadline into a window — check every agreement for this.

△ THE TIME PYRAMID: AT → ON → IN

🕒 EXACT POINTS *clock times*

at 11:30 **at** noon **at** midnight **at** lunchtime

also: **at** the moment · **at** present · **at** Diwali

📅 DAYS & DATES *circle it on a calendar*

on Monday **on** 15th August **on** Republic Day

day + part of day: **on** Monday morning — the day wins

📅 BIGGER UNITS *months · years · seasons*

in July **in** 2026 **in** winter **in** the morning

the lone exception: **at** night

Points take AT, days take ON, anything bigger takes IN — so never "in Monday".

2 When to Use It



USE 1

AT — points on the clock (and fixed point-phrases)

Exact times and the frozen expressions.



at 11:30

at night

at noon

at midnight

at sunset

at lunchtime

- The registry slot is at 11:30.
- We start at noon and wind up at sunset.
- at night, at midnight, at lunchtime, at the moment, at present
- Festivals as seasons: at Diwali, at Holi (the festive period)

USE 2 ON — days and dates

Anything you can circle on a calendar. Day + part of day also takes on.



on Sunday

on 3rd March

on Republic Day

on Monday morning

- The possession ceremony is on Sunday.
- The token was paid on 3rd March.
- We're closed on Republic Day.
- on Monday morning, on Friday evening (day named → on wins)

USE 3

IN — months, years, seasons, and parts of the day

The big containers of time; also in = 'after this much time'.



in September



in 2027



in the monsoon



in the morning

- Bookings open in September; possession is due in 2027.
- Construction slows in the monsoon.
- Site visits happen in the morning; paperwork in the evening. (no day named → in)
- The lawyer will revert in two days. (= after two days)

USE 4 The zero club — no preposition at all

today, tomorrow, yesterday + anything led by last, next, this, every.



THE ZERO CLUB

today tomorrow yesterday
last week next Monday
this month every Saturday

KEEP OUT

at
on
in

- The meeting is tomorrow. (NOT on tomorrow)
- We met last week and will meet again next Monday.
- He visits the site every Saturday.
- This month has been our best quarter-opener.

USE 5

The working pairs — by/until, for/since, during/for, from...to

Where contracts live or die.

by deadline

until duration

for + length

since + start point

during + event name

from ... to a range

- Submit the file by Friday. / The counter stays open until 2. (deadline vs. duration)
- We've held this inventory for eight months — since November. (for + length, since + start: Module 1's rule)
- It rained during the ceremony — for two full hours. (during + event name, for + measured length)
- The camp runs from 10 to 4, Monday to Saturday.

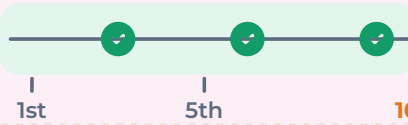
BY OR UNTIL? DEADLINE VS. DURATION

BY DEADLINE

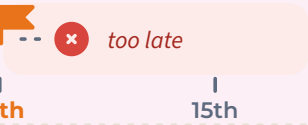
Pay **by** the 10th.

10 तारीख तक payment कर दो

AT OR BEFORE THE 10TH



AFTER THE 10TH

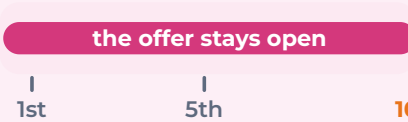


UNTIL DURATION

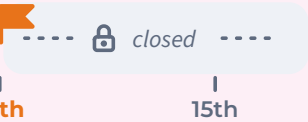
The offer is open **until** the 10th.

offer 10 तारीख तक खुला है

OPEN UP TO THE 10TH



CLOSED



Hindi uses one word for both. English must choose: BY marks a deadline, UNTIL marks a duration.

3 Hindi Concept Note

अ

अ HINDI CONCEPT NOTE हिंदी में समझिए

Time का pyramid: सबसे छोटा बिंदु → AT (at 5 baje, at noon); दिन/तारीख → ON (on Monday, on 15 August); उससे बड़ा सब → IN (in July, in 2026, in winter)।

‘सुबह में’ → in the morning, पर दिन का नाम आते ही on जीतता है: सोमवार सुबह → ON Monday morning।

रात का अपवाद रट लो: at night (‘in the night’ आम बोलचाल में सुनोगे, पर standard है at night)।

Zero club: आज/कल/परसों और last/next/this/every वाले शब्दों के आगे कुछ नहीं — कल मिलते हैं → See you tomorrow (‘on tomorrow’ नहीं!); अगले हफ्ते → next week (‘in next week’ नहीं!)।

पैसों वाला फ़र्क — BY बनाम UNTIL: 10 तारीख तक payment कर दो (deadline) → Pay BY the 10th। Offer 10 तारीख तक खुला है (तब तक चलता रहेगा) → open UNTIL the 10th। Agreement में until लिख दिया जहाँ by चाहिए था — deadline खिड़की बन जाती है।

और ‘दो घंटे से’ → for two hours (‘since two hours’ कभी नहीं — since के साथ सिर्फ़ starting point: since Monday)।

4 Common Mistakes Hindi Speakers Make

⚠

✗ WRONG	✓ RIGHT	💡 WHY
✗ The meeting is in Monday.	✓ The meeting is on Monday.	Days → on. The pyramid’s most common slip.
✗ He goes for a walk at the morning.	✓ He goes for a walk in the morning.	Parts of the day → in. (At night is the lone exception.)
✗ I will call you on tomorrow.	✓ I will call you tomorrow.	The zero club: tomorrow travels bare.
✗ We shifted here on last year.	✓ We shifted here last year.	Last/next/this/every + time → no preposition.

✗ WRONG	✓ RIGHT	💡 WHY
✗ I have been waiting since two hours.	✓ I have been waiting for two hours.	For + length; since + starting point. The Module 1 rule, still claiming victims.
✗ The shop is open by 9 p.m. every day. (meaning: stays open till 9)	✓ The shop is open until 9 p.m. every day.	Continuing state → until. By is only for deadlines.

5 Signal Words



🔔 Time triggers:

- > Clock point / noon / night / midnight / Diwali-period → at
- > Day or date on the calendar (even with morning/evening attached) → on
- > Month, year, season, century, morning/evening (no day named), 'after X time' → in
- > today / tomorrow / yesterday / last / next / this / every → nothing
- > Deadline → by; continuing state → until; length → for; start point → since; named event → during

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- The site office opens _____ 9 and closes _____ sunset. (two blanks)
- The registry is scheduled _____ 14th March, _____ the morning slot. (two blanks: date, then part of day with no day named... careful!)
- We launched the project _____ 2023, _____ Diwali. (two blanks)
- He works late _____ night but never _____ Sundays. (two blanks)
- Submit the KYC _____ Friday; the offer price holds _____ month-end. (two blanks: deadline, then continuing)
- They have been our channel partners _____ 2021 — _____ four years now. (two blanks)
- The power went off twice _____ the ceremony.
- I'll see you _____ next Tuesday. (careful)
- The mason will finish the boundary wall _____ two weeks. (= after)
- The camp runs _____ 10 a.m. _____ 4 p.m., Monday _____ Saturday. (three blanks)

SET B Correct the mistake

8 QUESTIONS

- The AGM is in 5th January at the morning. (two errors)
- She joined us on last month.
- I will confirm the slot in tomorrow morning.
- He has been in this business since twenty years.
- The counter is open by 2 p.m. only, then closes. (stays open till 2)
- We visit the farmhouse at every winter.
- The payment must reach until Friday, or the penalty applies. (a deadline)
- The meeting is at Monday evening.

SET C Translate into English

7 QUESTIONS

- | | |
|---|--|
| 19 Meeting सोमवार को है। | 20 मैं तुम्हें कल फ़ोन करूँगा। |
| 21 वह सुबह योग करता है और रात को टहलता है। (एक वाक्य) | 22 हम 2020 से इस colony में रह रहे हैं। |
| 23 शुक्रवार तक file जमा कर दो। (deadline) | 24 दुकान रात नौ बजे तक खुली रहती है। (तब तक चलती है) |
| 25 शादी के दौरान दो बार बिजली गई। | |

7 Answer Key



ANSWERS · SET A

- | | | |
|-----------------------|--------------------------|-----------------|
| 1 at ... at | 2 on ... in | 3 in ... at |
| 4 at ... on | 5 by ... until | 6 since ... for |
| 7 during | 8 (nothing) next Tuesday | 9 in |
| 10 from ... to ... to | | |

ANSWERS · SET B

- 11 The AGM is on 5th January in the morning. (Date → on; part of day → in.)
- 12 She joined us last month. (Zero club.)
- 13 I will confirm the slot tomorrow morning. (Zero club.)
- 14 He has been in this business for twenty years. (Length → for.)
- 15 The counter is open until 2 p.m. only, then closes. (Continuing → until.)
- 16 We visit the farmhouse every winter. (Zero club.)
- 17 The payment must reach by Friday, or the penalty applies. (Deadline → by.)
- 18 The meeting is on Monday evening. (Day named → on.)

ANSWERS · SET C

- | | |
|---|--|
| 19 The meeting is on Monday. | 20 I will call you tomorrow. |
| 21 He does yoga in the morning and takes a walk at night. | 22 We have been living in this colony since 2020. |
| 23 Submit the file by Friday. | 24 The shop stays open until 9 p.m. / The shop remains open till 9 at night. |
| 25 The electricity went off twice during the wedding. | |

NEXT UP

Verb + Preposition Combinations — the fixed marriages: depend ON, listen TO, wait FOR — with the full reference dictionary.



MODULE 5 — ARTICLES & PREPOSITIONS

08

Verb + Preposition
Combinations

Level: Intermediate–Advanced

Estimated study time: 50 minutes

1 Quick Look



Some verbs are married to their prepositions — depend ON, listen TO, wait FOR — and the marriages are fixed by convention, not logic. Hindi interferes constantly here: ‘usse shaadi ki’ pushes ‘married WITH her’, ‘mujh par bharosa’ pushes ‘trust ON me’. This chapter gives you the 40 fixed pairs that cover 95% of real usage, plus the pairs where changing the preposition changes the meaning.

FIXED MARRIAGES

depend ON, listen TO, wait FOR, believe IN, belong TO, suffer FROM —
memorise as single words

MEANING-SWITCH
PAIRS

agree WITH a person / agree TO a proposal • look AT (see) / look FOR (search)
/ look AFTER (care)

THE DIRECT CLUB
(RECAP)

discuss, enter, reach, marry, resemble, attend, answer

NO preposition at all



The golden rule: learn each pair as ONE word — ‘dependon’, ‘listento’, ‘waitfor’. Hindi’s case- endings (से, पर, का) are false friends here: शादी WITH नहीं — married TO; भरोसा ON नहीं — rely ON is right but trust takes nothing (‘trust me’); डरना FROM नहीं — afraid OF. When Hindi whispers a preposition, verify against the table before writing.

VERB + PREPOSITION AT A GLANCE

FIXED MARRIAGES *learn each pair as ONE word*

depend ON

listen TO

wait FOR

believe IN

belong TO

suffer FROM

consist OF

deal WITH

FALSE FRIENDS **से · पर · का**

doctor से शादी → ~~married with~~
✓ married TO

अँधेरे से डर → ~~afraid from~~
✓ afraid OF

मुझसे नाराज़ → ~~angry on~~
✓ angry WITH

THE DIRECT CLUB *no partner at all*

discuss

enter

reach

marry

resemble

attend

answer

Hindi's little case-endings are false friends here — check every pair against the table before you write it.

2 When to Use It

USE 1 The everyday ten

The pairs you'll use daily — non-negotiable.

- Everything depends on the bank's valuation.
- Listen to the recording before replying.
- We're waiting for the NOC — third week now.
- This shop belongs to my father-in-law.
- I don't believe in shortcuts with documentation.
- She's suffering from viral fever since Monday...
rather, she has been suffering from it since Monday.

depend ON

belong TO

listen TO

believe IN

wait FOR

suffer FROM

USE 2

People vs. things — the switch pairs

Same verb, different preposition, different target.

- I agree with you, but I can't agree to these terms.
(person → with; proposal → to)
- He apologised to the client for the delay. (person → to; fault → for)
- She complained to the RWA about the seepage.
(person → to; problem → about)
- We borrowed from the NBFC and lent to the contractor. (source → from; receiver → to)

agree
 WITH a person
 agree *with* you
 TO a proposal
 agree *to* these terms

look

at	see
for	search
after	take care
into	investigate
forward to	anticipate

USE 3 The LOOK family

One verb, five directions.

- *Look at this crack in the beam. (direct your eyes)*
- *I'm looking for a 2BHK under 60. (searching)*
- *Who looks after the property when you're abroad? (takes care)*
- *The auditor is looking into the cash entries. (investigating)*
- *We look forward to closing this quickly. (anticipate — the Module 4 TO-trap!)*

USE 4**Blame, praise, and consequences**

The accountability set.

blame	someone	FOR	something
accuse	someone	OF	something
congratulate	someone	ON	something
prevent	someone	FROM	-ing
spend	ON	pay	FOR

- *They blamed the contractor for the delay.*
- *He was accused of forging the signature.*
- *The RWA congratulated him on his election.*
- *Nothing prevents you from selling your share.*
- *He spends too much on interiors and never pays for parking on time.*

USE 5**The feelings set — adjective + preposition (quick recap + additions)**

Afraid OF, angry WITH (person) / angry AT (thing), proud OF, jealous OF, famous FOR, responsible FOR.

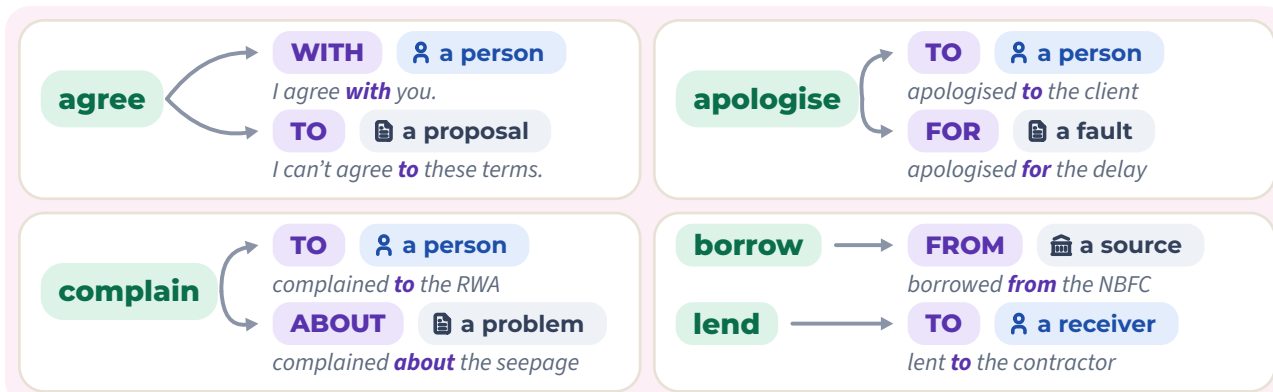
afraid	OF	famous	FOR
proud	OF	responsible	FOR
angry	WITH	a person	<i>the peon</i>
	AT	a thing	<i>the system</i>

- *He's afraid of heights but proud of his tower project.*
- *Don't be angry with the peon; be angry at the system.*
- *Khurja is famous for its pottery.*
- *You are responsible for the keys till possession.*

3 The Fixed-Pair Dictionary (40 combinations)

VERB + PREPOSITION	VERB + PREPOSITION	VERB + PREPOSITION	VERB + PREPOSITION
depend on	listen to	wait for	believe in
belong to	suffer from	consist of	deal with

🔄 SAME VERB, DIFFERENT PREPOSITION, DIFFERENT TARGET



The verb stays the same; the preposition follows what comes next — a person, a proposal, a fault or a problem.

VERB + PREPOSITION	VERB + PREPOSITION	VERB + PREPOSITION	VERB + PREPOSITION
agree with (person)	agree to (proposal)	apologise to (person)	apologise for (fault)
complain to (person)	complain about (thing)	borrow from	lend to
search for	laugh at	worry about	care about
congratulate on	blame for	accuse of	prevent from
differ from	invest in	spend on	pay for
look at	look for	look after	look into
rely on	insist on	succeed in	object to
afraid of	angry with (person)	proud of	responsible for

The direct club takes **NOTHING**: discuss, enter, reach, marry, resemble, attend, answer, request, contact. And two states with fixed partners: married **TO** (not with), die **OF** a disease.

4 Hindi Concept Note

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अ HINDI CONCEPT NOTE हिंदी में समझिए

यहाँ हिंदी के 'से/पर/का' सबसे बड़े दुश्मन हैं — English के जोड़े रटने ही पड़ते हैं:

उसकी शादी एक doctor से हुई है → She is married **TO** a doctor ('married with' नहीं!)।

मुझे अँधेरे से डर लगता है → I am afraid **OF** the dark ('afraid from' नहीं!)।

वह मुझसे नाराज़ है → He is angry **WITH** me ('angry on me' — India की सबसे आम गलती!)।

अ HINDI CONCEPT NOTE हिंदी में समझिए

मैं तुम पर निर्भर हूँ → I depend ON you। गाना सुनो → Listen TO the song ('listen music' अधूरा है)।
और switch-pairs का खेल: आदमी से सहमत → agree WITH him; शर्तों पर राज़ी → agree TO the terms। शिकायत RWA से (आदमी) → complain TO the RWA; शिकायत seepage की (चीज़) → complain ABOUT the seepage।

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ She is married with a bank manager.	✓ She is married to a bank manager.	Married TO — Hindi's 'se' is the false friend here.
✗ Why are you angry on me?	✓ Why are you angry with me?	Angry WITH a person. (Angry AT a thing/situation.)
✗ I am afraid from street dogs.	✓ I am afraid of street dogs.	Afraid OF — always.
✗ He is listening music in his cabin.	✓ He is listening to music in his cabin.	Listen never travels alone — listen TO.
✗ We are waiting the electrician since noon.	✓ We have been waiting for the electrician since noon.	Wait FOR — and 'since' pulls the Perfect Continuous (Module 1).
✗ The old man died from cancer.	✓ The old man died of cancer.	Die OF a disease. (Die FROM survives only for external causes — injuries, overwork.)

6 Signal Words



Working method:

- > Learn pairs as single words: dependon, listento, waitfor, belongto
- > Person vs. thing switches: agree with/to, apologise to/for, complain to/about
- > The LOOK family: at (see), for (search), after (care), into (investigate), forward to (anticipate)
- > When Hindi suggests a preposition — verify. 'Se/par/ka' mislead more than they help
- > Direct club (no preposition): discuss, enter, reach, marry, resemble, attend, answer

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 The final decision depends _____ the co-owners' consent.
- 2 We've been waiting _____ the completion certificate _____ August. (two blanks)
- 3 He apologised _____ the tenant _____ the water problem. (two blanks)
- 4 I agree _____ your lawyer, but I can't agree _____ this penalty clause. (two blanks)
- 5 She complained _____ the builder _____ the lift breakdowns. (two blanks)
- 6 The society blamed the guard _____ the theft, but he was accused _____ nothing formally. (two blanks)
- 7 Congratulations _____ your new showroom!
- 8 Who will look _____ the farmhouse while you're in Dubai? (care)
- 9 The auditor is looking _____ last quarter's cash entries. (investigate)
- 10 He borrowed _____ his brother and invested everything _____ the Khurja land. (two blanks)

SET B Correct the mistake

8 QUESTIONS

- | | |
|--|--|
| 11 She got married with her college classmate. | 12 The boss is angry on the whole team today. |
| 13 I'm afraid from lizards, honestly. | 14 Please listen the client's full requirement first. |
| 15 We waited the surveyor for two hours. | 16 He died from dengue last monsoon. |
| 17 The child resembles to his grandfather. | 18 They discussed about the landing price for an hour. |

SET C Translate into English

7 QUESTIONS

- | | |
|--|--|
| 19 सब कुछ बारिश पर निर्भर करता है। | 20 मैं तुम्हारा इंतज़ार कर रहा हूँ। |
| 21 वह मुझसे नाराज़ है। | 22 उसकी शादी एक teacher से हुई है। |
| 23 मुझे ऊँचाई से डर लगता है। | 24 उसने देरी के लिए client से माफ़ी माँगी। |
| 25 बीमार माँ की देखभाल कौन करता है? (look का परिवार) | |

8 Answer Key



ANSWERS · SET A

- | | | |
|----------------|-----------------|--------------|
| 1 on | 2 for ... since | 3 to ... for |
| 4 with ... to | 5 to ... about | 6 for ... of |
| 7 on | 8 after | 9 into |
| 10 from ... in | | |

ANSWERS · SET B

- 11 She got married to her college classmate. (Married TO.)
- 12 The boss is angry with the whole team today. (Angry WITH people.)
- 13 I'm afraid of lizards, honestly. (Afraid OF.)
- 14 Please listen to the client's full requirement first. (Listen TO.)
- 15 We waited for the surveyor for two hours. (Wait FOR.)
- 16 He died of dengue last monsoon. (Die OF a disease.)
- 17 The child resembles his grandfather. (Resemble — direct club, no preposition.)
- 18 They discussed the landing price for an hour. (Discuss — direct club.)

ANSWERS · SET C

- | | |
|--|---|
| 19 Everything depends on the rain. | 20 I am waiting for you. |
| 21 He is angry with me. / She is upset with me. | 22 She is married to a teacher. |
| 23 I am afraid of heights. | 24 He apologised to the client for the delay. |
| 25 Who looks after the sick mother? / Who takes care of her ailing mother? | |

NEXT UP

Final content chapter: Phrasal Verbs — verb + particle = brand-new meaning. The Top 100 that native speakers actually use, organised so you can learn them.



MODULE 5 — ARTICLES & PREPOSITIONS

09

Phrasal Verbs — Introduction & Top 100



📊 Level: Intermediate–Advanced

🕒 Estimated study time: 60 minutes (plus ongoing revision)

1 Quick Look



A phrasal verb is a verb + small word (up, off, out, on...) whose combined meaning is NEW — ‘give up’ has nothing to do with giving or upward. Native English runs on these: spoken English uses ‘find out’ where written English uses ‘discover’. This chapter teaches the two grammar rules that govern all of them, then hands you the Top 100 as a themed reference bank — your revision asset for months.

WHAT THEY ARE

verb + particle = new meaning

💬 give up (quit), find out (discover), put off (postpone), break down (stop working)

SEPARABLE

the object can split the pair — turn off the light = turn the light off. BUT a pronoun MUST go inside: turn it off (never ‘turn off it’).

INSEPARABLE

some never split: look after her, get over it, run into an old friend, come across a file



The golden rule: with separable phrasal verbs, a PRONOUN is forced inside — pick it up, call her back, put it off, turn it down. ‘Pick up it’ and ‘call back her’ are impossible. With nouns you have a choice (pick up the file / pick the file up); with pronouns you have none.

🧩 VERB + PARTICLE = A BRAND-NEW MEANING

verb

+

particle

=

a NEW meaning

give + up

give up

=

quit

छोड़ देना

find + out

find out

=

discover

पता लगाना

put + off

put off

=

postpone

टालना

break + down

break down

=

stop working

खराब हो जाना

Learn each phrasal verb as one unit: the meaning is not the sum of its parts.

2 When to Use It



AGREEMENT

postpone
cancel
discover



WHATSAPP

put off
call off
find out

USE 1 Why they matter — the register gap

Formal verb vs. phrasal twin: both correct, different rooms.

- *postpone* → *put off* | *cancel* → *call off* | *discover* → *find out*
- *tolerate* → *put up with* | *continue* → *carry on* | *investigate* → *look into*
- In agreements, write 'postpone'; on WhatsApp, say 'put off'. Knowing both is the skill.

fill in the form

NOUN ✓

fill the form in

NOUN ✓

fill it in

PRONOUN ✓

USE 2 Separable in action

Noun: both positions. Pronoun: inside only.

- *Fill in the form.* = *Fill the form in.* → *Fill it in.*
- *She turned down the offer.* = *She turned the offer down.* → *She turned it down.*
- *Drop off the keys at the office.* → *Drop them off.*

look after it



get over it



run into Sharma ji



put up with it



USE 3 Inseparable in action

The pair stays glued — object always after.

- *Who will look after the site during Holi?* → *look after it.*
- *He finally got over the Kanpur loss.* → *got over it.*
- *I ran into Sharma ji at the registrar's office.*
- Three-part verbs are always inseparable: *put up with*, *look forward to*, *run out of*, *get along with*, *cut down on*.

USE 4 The business twenty — learn these first

The phrasal verbs your work actually needs.

- *set up* (start a company), *take over* (acquire), *call off* (cancel), *put off* (postpone), *draw up* (draft a document)
- *hand over* (transfer possession!), *back out* (withdraw from a deal), *follow up*, *sort out*, *work out* (find a solution)
- *pay off* (clear a loan), *put down* (pay a token/deposit), *bring down* (reduce a price), *take out* (a loan), *fall through* (deal collapses)
- *The buyer backed out, so the deal fell through — now we must sort it out and draw up a fresh agreement.*

1 back out



2 fall through

3 sort out



4 draw up

3 The Top 100 — Themed Reference Bank



Theme A — Daily life & home (20)

PHRASAL VERB	MEANING	PHRASAL VERB	MEANING
wake up	stop sleeping	get up	leave the bed
turn on	start (a device)	turn off	stop (a device)
put on	wear	take off	remove (clothes); (plane) depart

WHERE CAN THE OBJECT GO?



SEPARABLE

a noun may split the pair

turn the light off ✓

turn off the light ✓

turn it off ✓

turn off it ✗

THE OBJECT
IS A ...

NOUN
inside

NOUN
after

PRONOUN
inside

PRONOUN
after



INSEPARABLE

the pair never splits

look the site after ✗

look after the site ✓

look it after ✗

look after it ✓



THREE-PART VERBS

always inseparable

put up with + it ✓

look forward to · run out of
get along with · cut down on

A noun can sometimes split the pair; a pronoun must go inside a separable verb and after an inseparable one.

PHRASAL VERB	MEANING	PHRASAL VERB	MEANING
pick up	lift; collect someone	drop off	deliver / leave someone
throw away	discard	clean up	make tidy
run out of	have none left	look for	search
plug in	connect to power	hang up	end a call
sit down	take a seat	stand up	rise
lie down	rest flat	get in / get out of	enter / exit (a car)
get on / get off	board / leave (bus, train)	wash up	clean dishes/hands

Theme B — Work & business (20)

PHRASAL VERB	MEANING	PHRASAL VERB	MEANING
set up	establish, start	shut down	close permanently
take over	acquire control	take on	hire; accept (work)
call off	cancel	put off	postpone
carry out	perform, execute	carry on	continue
fill in / fill out	complete (a form)	hand in	submit
hand over	transfer possession	draw up	draft (a document)
back out	withdraw (from a deal)	fall through	(deal) collapse
follow up	chase, check progress	sort out	resolve
come up with	produce (an idea)	go through	review, examine
point out	highlight	work out	solve; turn out well

Theme C — Money & deals (20)

PHRASAL VERB	MEANING	PHRASAL VERB	MEANING
pay off	clear (a loan) fully	pay back	return borrowed money
put down	pay (a deposit/token)	take out	obtain (a loan)
save up	accumulate money	shell out	pay (unwillingly)
cut down on	reduce (spending)	run up	accumulate (bills, debt)
bring down	reduce (a price)	go up / come down	(prices) rise / fall
sell off	sell quickly/cheaply	buy out	purchase someone's share
mark up	increase the price	write off	cancel (a debt); declare a loss
rip off	cheat, overcharge	chip in	contribute money
put aside	reserve (money)	break even	make neither profit nor loss
cash in on	profit from	settle up	pay what is owed

Theme D — People & communication (20)

PHRASAL VERB	MEANING	PHRASAL VERB	MEANING
call back	return a call	call up	phone
get along with	have a good relationship	fall out (with)	quarrel
make up	reconcile; invent	break up	end a relationship
let down	disappoint	stand by	support
show up / turn up	arrive, appear	turn down	reject
look up to	respect	look down on	consider inferior
bring up	raise (a child / a topic)	grow up	become an adult
count on	rely on	catch up (with)	reach the same level; update
speak up	talk louder; voice opinion	calm down	become calm
cheer up	become/make happier	tell off	scold

Theme E — Movement & change (20)

PHRASAL VERB	MEANING	PHRASAL VERB	MEANING
set off / set out	begin a journey	take off	(flight) leave the ground
check in	register (hotel/flight)	check out	leave (hotel); examine
pull over	stop at the roadside	speed up / slow down	go faster / slower
move in	start living somewhere	move out	leave a residence
come back / go back	return	turn around	reverse direction

PHRASAL VERB	MEANING	PHRASAL VERB	MEANING
break down	(machine) stop working	pass away	die (politely)
give up	quit	put up with	tolerate
look into	investigate	come across	find by chance
run into	meet by chance	get over	recover from
end up	finally be/become	watch out	be careful

Revision method: one theme a week, five verbs a day, and one self-written sentence per verb. Passive reading builds recognition; writing builds ownership.

4 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Phrasal verb = verb + छोटा शब्द (up/off/out/on), और मतलब बिल्कुल नया: give up = हार मानना/छोड़ देना (देने या ऊपर से कोई रिश्ता नहीं!)।

बोलचाल की English इन्हीं पर चलती है: पता लगाना → find out; टालना → put off; खराब हो जाना → break down; बर्दाश्त करना → put up with।

दो नियम राज करते हैं: 1) Separable में noun दोनों जगह जा सकता है (turn off the light = turn the light off), पर pronoun हमेशा बीच में: turn IT off ('turn off it' कभी नहीं!)।

2) Inseparable कभी नहीं टूटते: look after her (माँ की देखभाल), get over it (उबर जाना)। तीन शब्द वाले हमेशा inseparable: put up with, look forward to, run out of।

Business के लिए सोने के बीस पहले रटो: hand over (क्रबज़ा देना), back out (सौदे से मुकरना), fall through (सौदा गिर जाना), put down (token देना), draw up (agreement बनाना), pay off (loan चुकाना)।

5 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ Please turn off it — the meter is running.	✓ Please turn it off — the meter is running.	Pronouns go INSIDE separable phrasal verbs, always.
✗ She is looking after very well her old parents.	✓ She is looking after her old parents very well.	Inseparable — the pair never splits, and the object follows immediately.
✗ The deal fell down at the last minute.	✓ The deal fell through at the last minute.	Collapse of a plan/deal = fall through. (Fall down = physically topple.)
✗ He gave up to smoke last Diwali.	✓ He gave up smoking last Diwali.	Phrasal verbs ending in a particle take the gerund — Module 4's preposition law.
✗ We are looking forward to meet you.	✓ We are looking forward to meeting you.	The three-part TO-trap, one last time — this to is a preposition.
✗ Pick up me at the metro station at 6.	✓ Pick me up at the metro station at 6.	Pronoun inside: pick ME up.

6 Signal Words



Working rules:

- > New combined meaning? It's a phrasal verb — learn it as one unit
- > Separable + pronoun → pronoun inside (turn it off, call her back, drop them off)
- > Three-part verbs → always inseparable (put up with, look forward to, run out of, get along with)
- > Particle at the end + another verb follows → that verb wears -ing (gave up smoking)
- > Formal document → prefer the Latin twin (postpone, cancel, discover); speech → the phrasal twin

7 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 The buyer _____ (back out) at the registry table, and the whole deal _____ (fall through). (two blanks, past)
- 2 Can you _____ (drop/I) _____ at the tehsil office on your way? (pronoun placement)
- 3 We've _____ (run out) _____ letterheads — order a new box. (complete the three-part verb)
- 4 The lawyer will _____ (draw up) the fresh agreement by Monday.
- 5 _____ (fill) this form _____ and _____ (hand) it _____ at counter 3. (two phrasal verbs, object placement free)
- 6 He finally _____ (pay off) the Ghaziabad shop loan last month.
- 7 The generator _____ (break down) twice during the event.
- 8 I _____ (run into) an old school friend at the property expo yesterday.
- 9 Don't _____ (put off) the fire-NOC renewal again.
- 10 She _____ (turn down) their first offer — it was 15% below market. (past)

SET B Correct the mistake

8 QUESTIONS

- 11 Please pick up her from the airport at 9.
- 12 He gave up to drink cold water during fever. (habit meaning)
- 13 The society decided to call the event off it. (fix the object)
- 14 I look forward to meet your senior partner.
- 15 The tempo broke off on the highway near Dadri. (machine stopped working)
- 16 We must put up this nonsense no longer. (tolerate — fix the verb)
- 17 Turn on it — the inverter light is blinking.
- 18 They handed the possession over to the buyer... acceptable, but now replace the noun with a pronoun correctly.

SET C Translate into English

7 QUESTIONS

- | | |
|--|--|
| <p>19 बत्ती बुझा दो... मतलब, उसे बंद कर दो। (pronoun के साथ)</p> <p>21 उसने सिगरेट छोड़ दी। (phrasal verb से)</p> <p>23 हम आपके जवाब का इंतज़ार कर रहे हैं... मतलब, उत्सुक हैं। (3-part verb)</p> <p>25 form भरकर counter पर जमा कर दो। (दो phrasal verbs)</p> | <p>20 सौदा आखिरी वक़्त पर गिर गया।</p> <p>22 मुझे station से उठा लेना। (pronoun के साथ)</p> <p>24 गाड़ी रास्ते में खराब हो गई।</p> |
|--|--|

8 Answer Key



ANSWERS • SET A

- | | |
|---|---|
| <p>1 backed out ... fell through</p> <p>3 run out of</p> <p>5 Fill this form in (Fill in this form) ... hand it in</p> <p>7 broke down</p> <p>9 put off</p> | <p>2 drop me off</p> <p>4 draw up</p> <p>6 paid off</p> <p>8 ran into</p> <p>10 turned down</p> |
|---|---|

ANSWERS • SET B

- 11 Please pick her up from the airport at 9. (Pronoun inside.)
- 12 He gave up drinking cold water during fever. (Particle + gerund.)
- 13 The society decided to call it off. / ...to call the event off. (One object, pronoun inside.)
- 14 I look forward to meeting your senior partner. (TO-trap → -ing.)
- 15 The tempo broke down on the highway near Dadri. (Machine failure = break down.)
- 16 We must not put up with this nonsense any longer. (Three-part verb, complete.)
- 17 Turn it on — the inverter light is blinking. (Pronoun inside.)
- 18 They handed it over to the buyer. (Pronoun inside: handed IT over.)

ANSWERS • SET C

- | | |
|---|---|
| <p>19 Turn it off. / Switch it off.</p> <p>21 He gave up smoking.</p> <p>23 We look forward to hearing from you.</p> <p>25 Fill in the form and hand it in at the counter. / Fill the form in and hand it in.</p> | <p>20 The deal fell through at the last moment.</p> <p>22 Pick me up from the station.</p> <p>24 The car broke down on the way.</p> |
|---|---|

NEXT UP

Final chapter of Module 5: the Grand Review — the complete article decision tree, the preposition master tables, and two mixed practice tests.



MODULE 5 — ARTICLES & PREPOSITIONS

10

Grand Review & Practice Tests



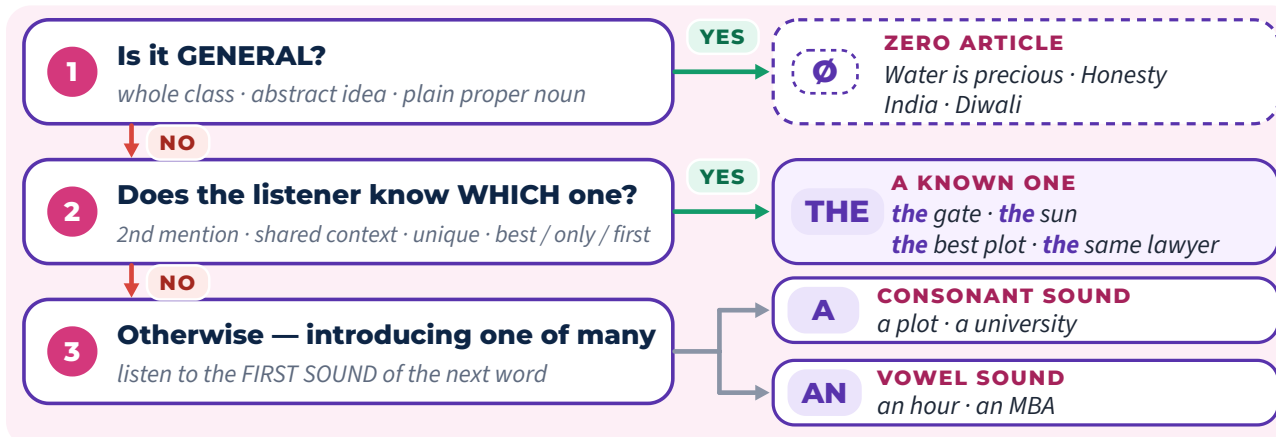
Level: All

Estimated time: 75 minutes (maps revision + 2 tests)

1 The Article Decision Tree — Three Questions

QUESTION	ANSWER	ARTICLE
Q1: Is it general — a whole class, an abstract idea, a plain proper noun?	Yes (Water is precious / Honesty / India / Diwali)	ZERO
Q2: Does the listener know WHICH one? (second mention, shared context, unique, superlative, only/first/same)	Yes (the gate, the sun, the best plot, the same lawyer)	THE
Q3: Otherwise — introducing one of many?	First sound is a consonant sound	A
	First sound is a vowel sound (an hour, an MBA)	AN

THE ARTICLE DECISION TREE — THREE QUESTIONS



Always ask in this order: general? known? — otherwise it is a / an, chosen by the first SOUND.

2 The Preposition Master Table

JOB	AT	ON	IN
Position (Ch 4)	a point: at the gate, at the corner	a surface: on the wall, on the 3rd floor	a container: in the drawer, in the photo
Location (Ch 6)	post/event/address: at work, at a wedding	walkable transport, streets: on the bus, on GT Road	enclosed + cities: in the car, in Ghaziabad
Time (Ch 7)	clock points: at 5, at noon, at night	days & dates: on Monday, on 15th August	bigger units: in July, in 2026, in the morning

Five rules that solve most article–preposition confusion:

- 1 Articles: general → zero; known-which-one → the; introducing → a/an by SOUND, not spelling.
- 2 The walk-test: stand-and-walk transport → on; bent-sitting transport → in. Home takes at (and no 'to' with go/come/reach).
- 3 The zero-time club: today, tomorrow, yesterday, last/next/this/every + time → no preposition.
- 4 BY = deadline; UNTIL = continuing state. For + length; since + starting point.
- 5 The direct club takes nothing: discuss, enter, reach, marry, resemble, attend, answer. Pronouns go INSIDE separable phrasal verbs: turn it off.

THE PREPOSITION MASTER POSTER

	AT EXACT POINT	ON SURFACE OR LINE	IN INSIDE OR BIGGER
POSITION Ch 4	 a point at the gate at the corner	 a surface on the wall on the 3rd floor	 a container in the drawer in the photo
LOCATION Ch 6	 post · event · address at work at a wedding	 transport · streets on the bus on GT Road	 enclosed · cities in the car in Ghaziabad
TIME Ch 7	 clock points at 5 · at noon at night	 days & dates on Monday on 15th August	 bigger units in July · in 2026 in the morning

One logic, three jobs: AT = a point, ON = a surface or line, IN = a container or bigger unit.

3 Practice Test 1 — Articles & Prepositions Mixed (20 questions)

Fill each blank with *a*, *an*, *the*, a preposition, or nothing (—).

- 1 He is _____ honest broker with _____ MBA from _____ Delhi. (three blanks)
- 2 _____ sun was setting when we reached _____ the site. (two blanks — careful with the second)
- 3 The meeting is _____ Monday _____ 11 a.m. (two blanks)
- 4 She is _____ the metro; she'll be _____ home by 8. (two blanks)
- 5 _____ water is precious; don't waste _____ water in the tanker. (two blanks: general, then specific)
- 6 The originals are _____ the locker _____ the third floor. (two blanks)
- 7 We have been waiting _____ the NOC _____ August. (two blanks)
- 8 He walked _____ the cabin and put the file _____ the table. (two blanks)
- 9 Submit the papers _____ Friday; the counter stays open _____ 4 p.m. (two blanks)
- 10 She played _____ tabla at _____ Diwali function. (two blanks)
- 11 They arrived _____ Dehradun and checked in _____ a hotel near the clock tower. (two blanks)
- 12 He goes to _____ office _____ every morning by metro. (two blanks — careful)
- 13 This is _____ best unit _____ the whole tower. (two blanks)
- 14 I'll call you _____ tomorrow _____ the evening. (two blanks — careful)

Fill each blank with *a, an, the, a preposition, or nothing (—)*.

- 15 The plot lies _____ the school and the temple, _____ Meerut Road. (two blanks)
- 16 He has been _____ hospital _____ Tuesday. (two blanks: as a patient, then start point)
- 17 _____ rich are investing _____ land again. (two blanks)
- 18 It rained _____ the ceremony _____ two full hours. (two blanks)
- 19 We crossed _____ Yamuna and drove _____ Haridwar. (two blanks: river, then destination)
- 20 The guard has been _____ the gate _____ 6 a.m. (two blanks)

4 Practice Test 2 — Fix It & Translate It (18 questions)



SET A Each sentence has one or two errors. Rewrite it correctly. (10)

10 QUESTIONS

- 1 He is studying in an university and doing a MBA side by side.
- 2 I am in the bus; I will reach at home in a hour.
- 3 The meeting is in Monday at the morning.
- 4 She got married with a doctor and shifted to the Canada.
- 5 We discussed about the price and entered into the cabin to sign. (one error only — find it)
- 6 Please turn off it and pick up me at 6.
- 7 The documents are on the drawer, among the two files.
- 8 I have been waiting for you since two hours on the bus stop.
- 9 He gave up to smoke and cut down at sweets.
- 10 The Ganga flows through the India towards Bay of Bengal. (two errors)

SET B Translate into English. (8)

8 QUESTIONS

- 11 वह एक ईमानदार आदमी है और एक university में पढ़ाता है।
- 12 चाबियाँ दराज़ में हैं और नक्शा दीवार पर है।
- 13 meeting सोमवार सुबह ग्यारह बजे है।
- 14 मैं bus में हूँ... मतलब, bus से आ रहा हूँ; घर पहुँचकर फ़ोन करता हूँ।
- 15 शुक्रवार तक payment कर दो, offer महीने के अंत तक खुला है।
- 16 वह मुझसे नाराज़ है क्योंकि मैंने उसका इंतज़ार नहीं किया।
- 17 बत्ती बंद कर दो और form भरकर जमा कर दो। (pronoun + दो phrasal verbs)
- 18 सौदा गिर गया क्योंकि खरीदार आखिरी वक़्त पर मुकर गया।

5 Answer Keys



ANSWERS · TEST 1

- 1 an ... an ... — (zero)
- 2 The ... — (reached the site: reach takes nothing)
- 3 on ... at
- 4 on ... at
- 5 — Water ... the
- 6 in ... on
- 7 for ... since
- 8 into ... on (onto)

ANSWERS · TEST 1

- | | |
|-------------------------|--|
| 9 by ... until | 10 the ... the |
| 11 in ... at | 12 — (the) office ... — (every morning: zero club) |
| 13 the ... in | 14 — tomorrow ... in |
| 15 between ... on | 16 in ... since |
| 17 The ... in | 18 during ... for |
| 19 the ... to (towards) | 20 at ... since |

ANSWERS · TEST 2 **Part A**

- 1 He is studying at a university and doing an MBA side by side. ('Yoo' → a; 'em' → an.)
- 2 I am on the bus; I will reach home in an hour. (Walk-test → on; reach takes nothing; silent h → an.)
- 3 The meeting is on Monday in the morning. (Day → on; part of day → in.)
- 4 She got married to a doctor and shifted to Canada. (Married TO; plain country → zero.)
- 5 We discussed the price and entered the cabin to sign. (Discuss — direct club. 'Entered the cabin' is also direct — but the original's only REQUIRED fix is 'discussed about' → 'discussed'; 'entered into the cabin' is the second error. Both corrected here.)
- 6 Please turn it off and pick me up at 6. (Pronouns inside.)
- 7 The documents are in the drawer, between the two files. (Container → in; two → between.)
- 8 I have been waiting for you for two hours at the bus stop. (Length → for; point → at.)
- 9 He gave up smoking and cut down on sweets. (Particle → gerund; cut down ON.)
- 10 The Ganga flows through India towards the Bay of Bengal. (Plain country → zero; seas/bays → the.)

ANSWERS · TEST 2 **Part B**

- 11 He is an honest man and teaches at a university.
- 12 The keys are in the drawer and the map is on the wall.
- 13 The meeting is on Monday morning at eleven. / The meeting is at 11 a.m. on Monday.
- 14 I'm on the bus; I'll call you when I reach home.
- 15 Pay by Friday; the offer is open until the end of the month.
- 16 He is angry with me because I didn't wait for him.
- 17 Turn it off, and fill in the form and hand it in. / Switch it off; fill the form in and submit it at the counter.
- 18 The deal fell through because the buyer backed out at the last moment.

NEXT UP

Module 5 complete. The two smallest word-families in English are now under your control. One module remains: Module 6 — Mini Grammar Essentials — fourteen precision chapters from the subjunctive to the 200-verb irregular master list.



MODULE

6



Mini Grammar Essentials

14 CHAPTERS

2 PRACTICE TESTS

fourteen finishing tools · 200 verbs

IN THIS MODULE

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MODULE 6 — MINI GRAMMAR ESSENTIALS

01

Countable vs. Uncountable Nouns



Level: Intermediate

Estimated study time: 40 minutes

1 Quick Look



English divides all nouns into two tribes: countable (one plot, two plots) and uncountable — nouns that refuse plurals and refuse ‘a/an’. The trap: English’s uncountable list ignores Hindi logic. ADVICE, INFORMATION, FURNITURE, LUGGAGE, NEWS, WORK are all uncountable — which is why ‘advices’ and ‘informations’ are the two most famous Indian-English words that don’t exist.

COUNTABLE

a file, three files, many files, few files

UNCOUNTABLE

advice, information, furniture, luggage, news, work, money, water — no plural, no a/an

THE COUNTERS

countable → many / few / a number of | uncountable → much / little / a lot of



The golden rule: to count an uncountable, borrow a container — a piece of advice, two pieces of information, an item of furniture, a glass of water, a sum of money. The noun stays singular forever; the container does the counting. And uncountable subjects take singular verbs: The news IS good. This information WAS useful.



TWO TRIBES OF NOUNS

COUNTABLE

one file, two files

a file
three filesa flat
many flatsa buyer
few buyers

COUNT IT WITH

many

few

a number of

UNCOUNTABLE

no plural, no a/an



water



advice



furniture



luggage



news



money

COUNT IT WITH

much

little

a lot of



WORK WITH BOTH TRIBES

some

any

a lot of

2 When to Use It

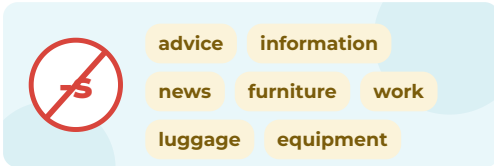


USE 1

The uncountable hall of fame — memorise these

The ones that betray Hindi speakers daily.

- *advice, information, news, work, homework, furniture, luggage, baggage, equipment*
- *money, cash, jewellery, traffic, weather, knowledge, evidence, progress, hair, bread, rice*
- *He gave me some useful advice. / The furniture has arrived. / My hair is turning grey.*



USE 2 Choosing the counter words

many/few pair with countables; much/little with uncountables; some/any/a lot of work with both.

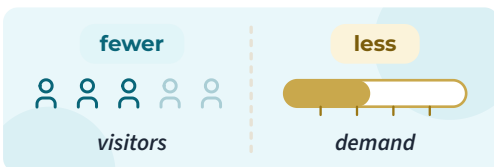
- *How many units are left? / How much inventory is left?*
- *Few buyers came, and there was little interest in the top floor.*
- *We have some time and a lot of paperwork.*



USE 3 FEWER vs. LESS

Fewer counts; less measures.

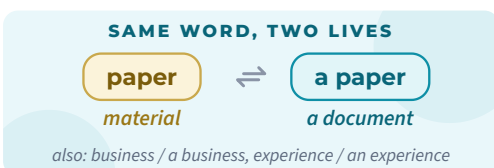
- *Fewer visitors came this Sunday. (you can count visitors)*
- *There is less demand this quarter. (you can't count demand)*
- *Less than 40 lakhs won't work. (amounts of money/time/distance take less, even with numbers)*



USE 4 Double-life nouns

Some nouns switch tribes with meaning.

- *I need paper for the printer. (material) / I need a paper from the tehsil. (a document)*
- *Business is slow. (activity) / He started a business. (a company)*
- *Experience matters. (in general) / That deal was a bad experience. (one event)*



3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

English के हिसाब से कुछ चीज़ें गिनी नहीं जा सकतीं — चाहे हिंदी में गिनती हो। सलाह, जानकारी, सामान, खबर — सब uncountable।

TO COUNT AN UNCOUNTABLE, BORROW A CONTAINER

a piece of

+

advice

✗ advices

two pieces of

+

information

✗ informations

an item of

+

furniture

✗ furnitures

a glass of

+

water

✓ three glasses of water

a sum of

+

money

✗ moneys



The noun stays singular; the container does the counting. The news **is** good.

अ

HINDI CONCEPT NOTE हिंदी में समझिए

इसीलिए 'advices' और 'informations' English में शब्द ही नहीं हैं: दो सलाहें → two pieces of advice; कई जानकारियाँ → a lot of information।

गिनना हो तो बर्तन उधार लो: a piece of advice, an item of furniture, a glass of water।

गिनती वालों के साथ many/few; बिना गिनती वालों के साथ much/little: कितने plots? → How MANY plots? कितना पैसा? → How MUCH money?

और verb हमेशा singular: खबर अच्छी है → The news **IS** good ('news are' कभी नहीं!)।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ He gave me two advices about the deal.	✓ He gave me two pieces of advice about the deal.	Advice has no plural — borrow a container.
✗ I need some informations about the auction.	✓ I need some information about the auction.	Information never takes -s. Ever.
✗ We bought new furnitures for the office.	✓ We bought new furniture for the office.	Furniture is a mass — the items inside it are countable (chairs, tables), the word isn't.
✗ How much flats are available?	✓ How many flats are available?	Flats are countable → many.
✗ There were less people at the launch this time.	✓ There were fewer people at the launch this time.	People can be counted → fewer.
✗ The news are not good from the site.	✓ The news is not good from the site.	News looks plural, acts singular — always.



5 Signal Words

Quick sorting:

- > Can you say 'one _____, two _____s' naturally? Yes → countable; no → uncountable
- > Uncountable VIPs: advice, information, news, furniture, luggage, work, money, traffic, evidence
- > many/few/fewer → countable; much/little/less → uncountable
- > Counting containers: a piece of, an item of, a glass of, a sum of
- > Uncountable subject → singular verb (The luggage **IS** heavy)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 How _____ (much/many) information do we have on the seller?
- 2 There are _____ (few/little) buyers for top-floor units in summer.
- 3 He gave me a valuable _____ (advice → fix the phrasing) about registry timing.
- 4 The _____ (furniture) in the sample flat _____ (be) imported. (fix the verb too)
- 5 _____ (fewer/less) than ten days remain for the offer.
- 6 We need _____ (much/many) more evidence before accusing anyone.
- 7 Her _____ (luggage) _____ (be) still at the airport. (verb!)
- 8 There's very _____ (few/little) traffic on this route before 8.
- 9 How _____ (much/many) money did they put down as token?
- 10 _____ (fewer/less) complaints came in after we changed the guard agency.

SET B Correct the mistake

8 QUESTIONS

- | | |
|---|--|
| 11 The teacher gave us three homeworks this week. | 12 All my moneys are stuck in that project. |
| 13 These news are very encouraging. | 14 We received many informations from the broker. |
| 15 There is less flats available than last month. | 16 My hairs have become white because of this tension. |
| 17 The equipments have arrived at the site. | 18 He has much friends in the tehsil office. |

SET C Translate into English

7 QUESTIONS

- | | |
|------------------------|-----------------------------------|
| 19 मुझे एक सलाह चाहिए। | 20 यह जानकारी बहुत काम की है। |
| 21 खबर अच्छी नहीं है। | 22 इस बार कम लोग आए। (गिनती वाले) |

SET C Translate into English

7 QUESTIONS

23 मेरे पास ज़्यादा समय नहीं है।

24 सामान गाड़ी में रख दो। (luggage)

25 उसके पास बहुत पैसा है पर बहुत कम दोस्त हैं। (एक वाक्य)

7 Answer Key



ANSWERS · SET A

1 much

2 few

3 a valuable piece of advice

4 furniture ... is

5 Fewer (Less than ten days also accepted for time amounts — but 'fewer' if counting the days as units; best: Fewer)

6 much

7 luggage ... is

8 little

9 much

10 Fewer

ANSWERS · SET B

11 The teacher gave us three homework assignments this week. / ...a lot of homework.

12 All my money is stuck in that project.

13 This news is very encouraging.

14 We received a lot of information from the broker.

15 There are fewer flats available than last month.

16 My hair has become white because of this tension.

17 The equipment has arrived at the site.

18 He has many friends in the tehsil office.

ANSWERS · SET C

19 I need a piece of advice. / I need some advice.

20 This information is very useful.

21 The news is not good.

22 Fewer people came this time.

23 I don't have much time.

24 Put the luggage in the car.

25 He has a lot of money but very few friends.

NEXT UP

Adjectives vs. Adverbs — good vs. well, hard vs. hardly, and why 'I feel badly' means something you didn't intend.



MODULE 6 — MINI GRAMMAR ESSENTIALS

02

Adjectives vs. Adverbs

Level: Intermediate

Estimated study time: 40 minutes



1 Quick Look



Adjectives describe THINGS (a quick reply); adverbs describe ACTIONS (she replied quickly). Most adverbs just add -ly — but the exceptions are where fluent speakers are separated from the rest: GOOD vs. WELL, HARD vs. HARDLY (opposite meanings!), and the sense verbs (look, taste, feel) that take adjectives when everyone expects adverbs.

ADJECTIVE →
THING

a fast decision, a careful lawyer, the report is good

ADVERB →
ACTION

decide fast, read carefully, she negotiates well

THE KILLER PAIR

hard = with effort (works hard) | hardly = almost not (hardly works) — OPPOSITES



The golden rule of sense verbs: look, sound, taste, smell, feel, seem describe the SUBJECT, not an action — so they take ADJECTIVES. The chai tastes sweet (not sweetly). You look tired (not tiredly). And ‘I feel bad’ is correct — ‘I feel badly’ would mean your fingers have lost the sense of touch.



WHO IS BEING DESCRIBED?

ADJECTIVE

describes a THING

describes

He is a **careful** **driver**.

ADJECTIVE

NOUN

ADVERB

describes an ACTION

describes

He **drives** **carefully**.

VERB

ADVERB

MAKE AN ADVERB

careful + -ly = carefully

THE NO-LY CLUB

same word, both jobs

fast

hard

late

early

high

2 When to Use It



USE 1 The basic split

Ask what's being described: the noun or the verb?

- *He is a careful driver.* (describes driver → adjective)
- *He drives carefully.* (describes the driving → adverb)
- *The offer was serious, and they negotiated seriously.*



USE 2 GOOD vs. WELL

Good = adjective; well = adverb (and 'in good health').

- *Her presentation was good.* / *She presented well.*
- *He speaks English well.* (NOT: speaks English good)
- *How are you? — I'm well, thanks.* (health)

good ADJ *Her presentation was **good***

well ADV *She presented **well***

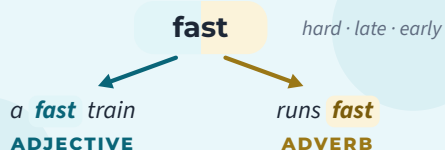
well HEALTH *I'm **well**, thanks.*

USE 3

The shape-shifters: fast, hard, late, early

Same word works as both adjective and adverb — no -ly needed.

- *a fast train* → *the train runs fast* (NOT *fastly* — the word doesn't exist)
- *a hard negotiation* → *he negotiates hard*
- *a late payment* → *they paid late*



USE 4

The trap twins: hard/hardly, late/lately

Adding -ly creates a NEW word with a different meaning.

- *He works hard.* (great effort) / *He hardly works.* (almost never — an insult!)
- *She came late.* (after time) / *She hasn't come lately.* (recently)
- *The site is high on the ridge.* / *The buyer is highly interested.* (highly = very)



3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Adjective चीज़ को बताता है, adverb काम को: तेज़ गाड़ी → a fast car; तेज़ चलाता है → drives fast।

SENSE VERBS TAKE ADJECTIVES

SENSE VERBS

describe the subject

look

sound

taste

smell

feel

seem

The chai tastes sweet.

describes the SUBJECT

✗ *sweetly*

You look tired.

describes the SUBJECT

✗ *tiredly*

I feel bad.

describes the SUBJECT

✗ *badly*

अ

HINDI CONCEPT NOTE हिंदी में समझिए

ज़्यादातर adverbs में -ly जुड़ता है: careful → carefully। पर fast, hard, late, early जैसे ही रहते हैं — ‘fastly’ शब्द ही नहीं है!

GOOD बनाम WELL रट लो: काम अच्छा है → The work is good; अच्छा काम करता है → He works WELL (‘works good’ नहीं)।

जानलेवा जोड़ी: hard = मेहनत से (works hard = खूब काम करता है); hardly = मुश्किल से/न के बराबर (hardly works = काम ही नहीं करता!) — एक -ly ने तारीफ़ को बेइज़्ज़ती बना दिया।

और sense verbs (look, taste, feel, smell) के बाद adjective: चाय मीठी लग रही है → The tea tastes sweet (‘sweetly’ नहीं); तुम थके लग रहे हो → You look tired।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ She sings very good.	✓ She sings very well.	Singing is an action → adverb well.
✗ He drives very fastly on the expressway.	✓ He drives very fast on the expressway.	‘Fastly’ does not exist — fast is its own adverb.
✗ He hardly worked to build this company. (you meant: with great effort)	✓ He worked hard to build this company.	Hard = effort; hardly = almost not. The -ly reverses your compliment.
✗ This biryani smells deliciously.	✓ This biryani smells delicious.	Sense verb → adjective.

✗ WRONG	✓ RIGHT	💡 WHY
✗ I feel badly about the cancelled deal.	✓ I feel bad about the cancelled deal.	Feel (emotion) → adjective. 'Feel badly' = damaged sense of touch.
✗ She speaks English very fluent.	✓ She speaks English very fluently.	Speaking is the action → adverb.

5 Signal Words



Quick tests:

- > Describing a noun → adjective; describing a verb → adverb (-ly usually)
- > No-ly club: fast, hard, late, early, high (work both ways)
- > good (adj) / well (adv); 'I'm well' = healthy
- > hard ≠ hardly; late ≠ lately; high ≠ highly
- > look/sound/taste/smell/feel/seem → adjective after them

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- He negotiates _____ (aggressive) but always closes _____ (polite). (two blanks)
- The new intern works very _____ (hard/hardly).
- Your plan sounds _____ (perfect/perfectly) for this market.
- She speaks Haryanvi _____ (good/well) for a Mumbai girl.
- The train arrived _____ (late/lately), as usual.
- Have you seen Sharma ji _____ (late/lately)?
- The samples look _____ (beautiful/beautifully) under the new lights.
- He answered every question _____ (confident).
- This road gets _____ (terrible) jammed after 6. (adverb of degree)
- The deal seemed _____ (genuine/genuinely), so we proceeded.

SET B Correct the mistake

8 QUESTIONS

- She dances very good.
- He runs fastly in the morning.
- I feel terribly about the delay. (your emotion)
- The mangoes taste sweetly this season.
- He hardly tried his best in the exam. (you meant: tried with effort)
- The presentation went smooth.
- She is a very careful and drives careful too. (fix the second half)
- The watchman works very hardly at night.

SET C Translate into English

7 QUESTIONS

- | | |
|-------------------------------------|-------------------------------------|
| 19 वह अच्छा गाती है। | 20 गाड़ी धीरे चलाओ। |
| 21 चाय ठंडी लग रही है। | 22 वह बहुत मेहनत करता है। |
| 23 वह मुश्किल से ही office आता है। | 24 आजकल बारिश नहीं हुई है। (lately) |
| 25 मुझे इस बारे में बुरा लग रहा है। | |

7 Answer Key



ANSWERS · SET A

- | | | |
|-----------------------------|---------------|------------|
| 1 aggressively ... politely | 2 hard | 3 perfect |
| 4 well | 5 late | 6 lately |
| 7 beautiful | 8 confidently | 9 terribly |
| 10 genuine | | |

ANSWERS · SET B

- | | |
|---|--|
| 11 She dances very well. | 12 He runs fast in the morning. |
| 13 I feel terrible about the delay. (Sense verb → adjective.) | 14 The mangoes taste sweet this season. |
| 15 He tried hard in the exam. / He tried his best in the exam. (Hard = effort.) | 16 The presentation went smoothly. (Went = happened → adverb.) |
| 17 She is very careful and drives carefully too. | 18 The watchman works very hard at night. |

ANSWERS · SET C

- | | |
|---|--|
| 19 She sings well. | 20 Drive slowly. / Drive slow. (both accepted; slowly is the safer written form) |
| 21 The tea feels cold. / The tea tastes cold. | 22 He works very hard. |
| 23 He hardly comes to the office. | 24 It hasn't rained lately. |
| 25 I feel bad about this. | |

NEXT UP

Also, Too & Either — three words for 'bhi', each with its own seat in the sentence.



MODULE 6 — MINI GRAMMAR ESSENTIALS

03

Also / Too / Either

Level: Intermediate

Estimated study time: 35 minutes



1 Quick Look



Hindi has one 'भी'; English splits it into three seats. ALSO sits mid-sentence, TOO sits at the end of positive sentences, and EITHER replaces too at the end of NEGATIVE sentences — the switch nobody teaches. Plus the reply pair: Me too (agreeing with a positive) and Me neither (agreeing with a negative).

ALSO — MID-SENTENCE

before the main verb, after be/modals

He also owns a shop in Khurja. / She is also a director.

TOO — END, POSITIVE

He owns a shop in Khurja too. / I liked the corner unit too.

EITHER — END, NEGATIVE

He doesn't own a shop, and I don't either. (NOT: I don't too)



The golden rule: in a NEGATIVE sentence, TOO is banned from the end — EITHER takes its seat. 'I don't like it too' is the classic error; 'I don't like it either' is the fix. And the replies follow: positive agreement → Me too; negative agreement → Me neither.



ONE 'BHI', THREE SEATS

ALSO

mid-sentence

Subject

(be / modal)

ALSO

main verb

He **also** owns a shop in Khurja. She is **also** a director.

TOO



end of a positive

positive sentence

TOO

I liked the corner unit **too**.

EITHER



end of a negative

negative sentence

EITHER

He doesn't own a shop, and I don't **either**.~~I don't like it too~~

2 When to Use It



USE 1 ALSO — the mid-sentence ‘bhi’

Before the main verb; after am/is/are/was/were and modals.

We **also** deal in leasing
before the main verb

She **is also** handling...
after be / modals

- We also deal in commercial leasing.
- She is also handling the Meerut project.
- You can also pay in two instalments.

USE 2 TOO — the friendly ending

Positive sentences only; a comma before it is optional.

+ POSITIVE

The location works, and
the price works **too**.

Me too.

▲ END SEAT

- The location works, and the price works too.
- I invited his partner too.
- ‘I loved the terrace garden.’ — ‘Me too.’

USE 3 EITHER — the negative ending

Where too cannot go.

- NEGATIVE

The lift doesn’t work, and
the intercom doesn’t **either**.

Me neither.

▲ END SEAT

- The lift doesn’t work, and the intercom doesn’t either.
- He didn’t attend the AGM, and his brother didn’t either.
- ‘I don’t trust that agent.’ — ‘Me neither.’

USE 4 AS WELL and the formal cousins

As well = too (end position, slightly formal). So do I / Neither do I = polished replies.

THE FORMAL COUSINS

too	=	as well
Me too.	=	So do I.
Me neither.	=	Neither do I.

- We’ll need the society NOC as well.
- ‘I have invested in Sector 10.’ — ‘So have I.’
- ‘I haven’t seen the new circle rates.’ — ‘Neither have I.’

THE REPLY PAIR: ME TOO · ME NEITHER

+ AGREE WITH A POSITIVE

I loved the terrace garden.

Me too.

I have invested in Sector 10.

So have I.

- AGREE WITH A NEGATIVE

I don’t trust that agent.

Me neither.

I haven’t seen the new circle rates.

Neither have I.

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

हिंदी का एक 'भी', English की तीन कुर्सियाँ:

ALSO बीच में बैठता है: वह दुकान भी चलाता है → He ALSO runs a shop. (main verb से पहले; is/can के बाद: She is ALSO a partner)।

TOO आखिर में, positive वाक्य में: मुझे भी पसंद आया → I liked it TOO.

Negative में too की जगह EITHER: मुझे भी पसंद नहीं आया → I didn't like it EITHER ('didn't like it too' — India की classic गलती!)।

जवाबों की जोड़ी: 'मुझे भी (हाँ वाला)' → Me too; 'मुझे भी नहीं' → Me neither। और polish चाहिए तो: So do I / Neither do I।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I don't like this layout too.	✓ I don't like this layout either.	Negative sentence → either at the end. The chapter's whole reason to exist.
✗ He also is coming to the site visit.	✓ He is also coming to the site visit.	Also sits AFTER be/modals, before the main verb.
✗ 'I can't come on Sunday.' — 'Me too.'	✓ 'I can't come on Sunday.' — 'Me neither.'	Agreeing with a negative → me neither.
✗ Also I want to see the ground-floor unit.	✓ I also want to see the ground-floor unit. / I want to see the ground-floor unit too.	Sentence-initial 'Also,' works only as a connector between sentences — inside one thought, keep it mid-position.
✗ She didn't sign, and her husband didn't sign also.	✓ She didn't sign, and her husband didn't (sign) either.	Negative tag-along → either, not also.
✗ 'I have never been to Dubai.' — 'So have I.'	✓ 'I have never been to Dubai.' — 'Neither have I.'	Never = negative → Neither have I.

5 Signal Words



Seat map:

› Mid-sentence 'bhi' → also (before main verb; after be/modal)

› End of positive sentence → too / as well

End of negative sentence → either

› Replies: positive → Me too / So do I; negative → Me neither / Neither do I

6 Practice



SET A Fill in the blanks

10 QUESTIONS

1 We _____ (also) provide loan assistance.
(place it)

3 He doesn't take cash, and we don't _____.
(too/either).

5 'I loved the club house.' — '_____ (Me too /
Me neither).'

7 You can _____ (also) book online. (place it)

9 We'll need two witnesses _____ (as
well/either).

2 The parking is covered, and the terrace is
private _____ (too/either).

4 She is _____ (also) a RERA-registered
agent. (place it)

6 'I haven't received the invoice.' — '_____
(Me too / Me neither).'

8 The buyer didn't turn up, and his broker didn't
_____.

10 'I can speak Bhojpuri.' — 'So _____ I.'
(complete)

SET B Correct the mistake

8 QUESTIONS

11 I don't like the east-facing unit too.

13 'I never eat outside food.' — 'So do I.'

15 Also he owns two godowns in Sahibabad.
(one thought)

17 'I can't wait for the possession!' — 'Me either.'
(make it standard)

12 He also can arrange the valuation report.

14 She didn't call back, and I didn't call back
also.

16 The lift is not working, and the generator is
not working too.

18 We too don't have the original chain papers.
(make it natural)

SET C Translate into English

7 QUESTIONS

19 मैं भी आ रहा हूँ।

21 वह हिंदी भी पढ़ा सकती है।

20 मुझे भी यह design पसंद नहीं है।

22 'मुझे चाय पसंद है।' — 'मुझे भी।'

SET C Translate into English

7 QUESTIONS

23 'मैंने वह film नहीं देखी।' — 'मैंने भी नहीं।'

24 हमें NOC भी चाहिए होगी।

25 वह नहीं आया, और उसका भाई भी नहीं आया।

7 Answer Key



ANSWERS · SET A

1 We also provide

2 too

3 either

4 She is also

5 Me too

6 Me neither

7 You can also book

8 either

9 as well

10 can

ANSWERS · SET B

11 I don't like the east-facing unit either.

12 He can also arrange the valuation report.

13 'I never eat outside food.' — 'Neither do I.'

14 She didn't call back, and I didn't (call back) either.

15 He also owns two godowns in Sahibabad.

16 The lift is not working, and the generator is not working either.

17 'Me neither.' (Standard form; 'me either' is casual American speech.)

18 We don't have the original chain papers either.

ANSWERS · SET C

19 I am also coming. / I am coming too.

20 I don't like this design either.

21 She can also teach Hindi.

22 'I like tea.' — 'Me too.'

23 'I haven't seen that film.' — 'Me neither.'

24 We will also need the NOC. / We'll need the NOC as well.

25 He didn't come, and his brother didn't (come) either.

NEXT UP

So vs. Such — 'itna' in two shapes: so beautiful, but such a beautiful house.



MODULE 6 — MINI GRAMMAR ESSENTIALS

04

So vs. Such

Level: Intermediate

Estimated study time: 35 minutes



1 Quick Look



Both mean 'itna/aisa' — the difference is what follows. SO grabs an adjective or adverb alone (so beautiful, so quickly). SUCH grabs a NOUN, with or without an adjective (such a beautiful house, such nonsense). One question decides everything: is there a noun at the end of the phrase?

SO + ADJECTIVE/
ADVERB

The location is so good. / He replied so quickly.

SUCH (+ A/AN) +
ADJ + NOUN

It is such a good location. / They are such reliable partners. / such bad traffic

THE RESULT
PATTERN

so/such + ... + THAT: The demand was so high that we closed bookings early.



The golden rule: find the noun. No noun → SO (so expensive). Noun present → SUCH (such an expensive flat). And the a/an rule inside such: singular countable noun → such A/AN (such a mess); plural or uncountable → no article (such delays, such patience). Bonus seat: so many/so much/so few/so little — quantities always take SO.

FIND THE NOUN

Is there a **noun** at the end of the phrase?

✗ NO

✓ YES

SO

no noun after it

so + adjective / adverb

The location is **so** good.

He replied **so** quickly.

SUCH

a noun follows

such + a / an + adjective + NOUN

It is **such** a good location

They are **such** reliable partners

THE RESULT PATTERN

so / such ... + that + result

The demand was **so** high **that** we closed bookings early.

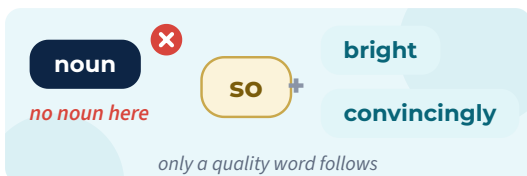
2 When to Use It



USE 1 SO — adjective or adverb alone

Nothing but the quality word after it.

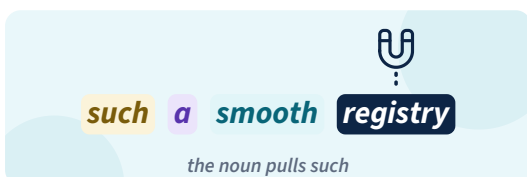
- The corner unit is so bright in the mornings.
- Why is the registrar's office so crowded today?
- He speaks so convincingly that buyers relax immediately.



USE 2 SUCH — the noun magnet

With singular countables, such a/an; with plurals and uncountables, bare such.

- It was such a smooth registry — done in ninety minutes.
- They are such difficult negotiators.
- We faced such bad weather during the slab work.

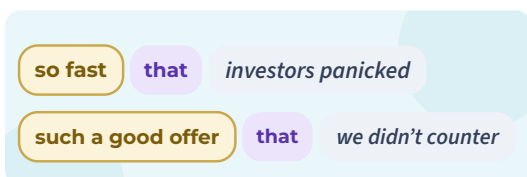


USE 3

SO...THAT / SUCH...THAT — cause and result

The consequence clause both love.

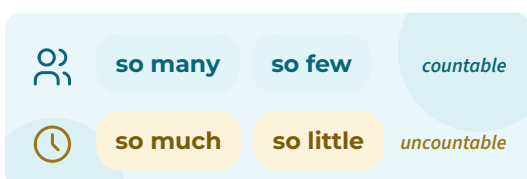
- The rates rose so fast that investors panicked.
- It was such a good offer that we didn't counter.
- There was so much confusion that the meeting was postponed.



USE 4 The quantity seats — SO only

so many/few + countable; so much/little + uncountable (Chapter 1's tribes return).

- So many brokers, so few genuine buyers.
- We wasted so much time on that fake NRI lead.
- There's so little parking in the old market.



3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

दोनों 'इतना/ऐसा' हैं — फ़ैसला noun करता है:

सिर्फ़ ख़ूबी बतानी है (noun नहीं) → SO: इतना महँगा → so expensive। इतनी जल्दी → so quickly।

INSIDE SUCH • AND THE QUANTITY SEATS

THE A / AN RULE INSIDE SUCH

singular countable a / an **such a** mess

plural countable no article **such** delays

uncountable no article **such** patience

QUANTITIES TAKE SO ONLY

so many **so few**

so many brokers, so few buyers

so much **so little**

so much time, so little parking

अ HINDI CONCEPT NOTE हिंदी में समझिए

खूबी + चीज़ (noun है) → SUCH: इतना महँगा flat → such AN expensive flat। इतने अच्छे लोग → such good people।

such के अंदर a/an का नियम: अकेली गिनती वाली चीज़ → such A (such a mess); बहुवचन या बिना गिनती → कुछ नहीं (such delays, such patience)।

मात्रा हमेशा SO के साथ: इतने सारे → so many; इतना सारा → so much। और नतीजा जोड़ना हो तो that: इतनी गर्मी थी कि AC फेल हो गया → It was SO hot THAT the AC gave up।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ It is a so beautiful house.	✓ It is such a beautiful house.	Noun present (house) → such. And such swallows the article: such a, never 'a so'.
✗ The traffic was such heavy that we missed the slot.	✓ The traffic was so heavy that we missed the slot.	No noun after the phrase — heavy stands alone → so.
✗ He is such intelligent.	✓ He is so intelligent. / He is such an intelligent man.	Such demands a noun — give it one or switch to so.
✗ They gave us so a good discount.	✓ They gave us such a good discount.	'So a' does not exist — the noun pulls such.
✗ There were so much people at the launch.	✓ There were so many people at the launch.	People are countable → so many (Chapter 1's tribes).
✗ It was such a terrible news.	✓ It was such terrible news.	News is uncountable → no a/an inside such.

5 Signal Words



The one-question test:

No noun → so (so costly, so fast)

- > Noun present → such (+ a/an if singular countable)
- > Quantities → so many/much/few/little

Result → so/such ... that

- > Uncountables inside such → no article (such news, such advice)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 The view from the terrace is _____ (so/such) stunning.
- 2 It was _____ (so/such) profitable quarter that we hired two more people. (careful — article too)
- 3 Why does he talk _____ (so/such) loudly on calls?
- 4 They are _____ (so/such) honest people — rare in this line.
- 5 There was _____ (so much/so many) paperwork that we hired a runner.
- 6 He made _____ (so/such) an attractive offer that the seller signed the same evening.
- 7 _____ (So/Such) few units are left that we've stopped advertising.
- 8 It was _____ (so/such) bad advice that it nearly killed the deal. (careful — countable?)
- 9 The queue moved _____ (so/such) slowly that people left.
- 10 I've never seen _____ (so/such) confusion over one khasra number.

SET B Correct the mistake

8 QUESTIONS

- | | |
|---|--|
| 11 It was a so hot day that the tar melted. | 12 She is such kind that everyone troubles her. |
| 13 We had so wonderful time at the farmhouse. | 14 There were so much objections from the RWA. |
| 15 He drives so a big car for these narrow lanes. | 16 It was such an useful information. (two errors) |
| 17 The market is such slow these days. | 18 They asked so many money for that small shop. |

SET C Translate into English

7 QUESTIONS

- | | |
|---|--|
| 19 यह इतना सुंदर घर है! | 20 वह इतनी तेज़ बोलती है कि समझ नहीं आता। |
| 21 इतने सारे लोग आए थे! | 22 वह इतना अच्छा offer था कि हमने तुरंत हाँ कर दी। |
| 23 इतनी गर्मी है! | 24 उसने इतनी बुरी खबर दी। (careful) |
| 25 बाज़ार में इतनी कम गाड़ियाँ पहले कभी नहीं देखीं। | |

7 Answer Key



ANSWERS • SET A

- | | | |
|---------|-----------|--------|
| 1 so | 2 such a | 3 so |
| 4 such | 5 so much | 6 such |
| 7 So | 8 such | 9 so |
| 10 such | | |

ANSWERS • SET B

- | | |
|---|---|
| 11 It was such a hot day that the tar melted. | 12 She is so kind that everyone troubles her. |
| 13 We had such a wonderful time at the farmhouse. | 14 There were so many objections from the RWA. |
| 15 He drives such a big car for these narrow lanes. | 16 It was such useful information. (Such + no article; information is uncountable.) |
| 17 The market is so slow these days. | 18 They asked so much money for that small shop. |

ANSWERS • SET C

- | | |
|--|---|
| 19 This is such a beautiful house! / What a beautiful house this is! | 20 She speaks so fast that I can't understand. |
| 21 So many people had come! | 22 It was such a good offer that we said yes immediately. |
| 23 It is so hot! | 24 He gave such bad news. (No article — news is uncountable.) |
| 25 I have never seen so few cars in the market. | |

NEXT UP

Even, Even Though & Even If — the surprise word, and the two connectors everyone mixes up.



MODULE 6 — MINI GRAMMAR ESSENTIALS

05

Even / Even Though / Even If

Level: Intermediate–Advanced

Estimated study time: 40 minutes



1 Quick Look



Three tools from one root. EVEN is the surprise particle — it highlights the unexpected item ('Even the guard knew the price'). EVEN THOUGH connects to a FACT ('even though it rained' — it really rained). EVEN IF connects to a HYPOTHESIS ('even if it rains' — maybe it will, maybe not). Fact vs. maybe — that's the whole chapter.

EVEN — SURPRISE SPOTLIGHT

Even Sharma ji was impressed. / He didn't even open the file.

EVEN THOUGH + FACT

We closed the deal even though the market was down. (it WAS down — real)

EVEN IF + HYPOTHESIS

We won't sell below 90, even if the buyer walks away. (he may or may not)



The golden rule: EVEN never works alone as a connector. 'Even he is rich, he is unhappy' is broken English — a naked even cannot join two clauses. Choose its full form: even though (for real facts) or even if (for possibilities). Standalone even only spotlights a single word or phrase.

FACT OR MAYBE?

SPOTLIGHT ON ONE WORD

EVEN

Even **the guard** knew the price.

He didn't **even** open the file.

before the surprising word,
or before the main verb

CONNECTOR: A REAL FACT

EVEN THOUGH

We closed the deal

even though the market was down.



the market was down

it WAS down: real

CONNECTOR: A POSSIBILITY

EVEN IF

We won't sell below 90,

even if the buyer walks away.



the buyer walks away

he may or may not: imagined

A NAKED EVEN CANNOT JOIN TWO CLAUSES



Even he is rich, he is unhappy



Even though he is rich, he is unhappy

2 When to Use It



USE 1 EVEN — spotlighting the surprise

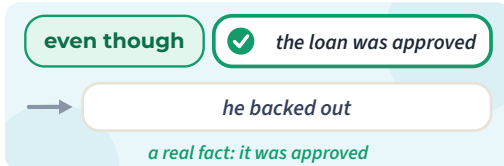
Place it directly before the surprising element; with verbs, before the main verb.



- *Even the watchman has invested in that scheme. (surprising person)*
- *He works even on Diwali. (surprising time)*
- *She didn't even ask the price. (surprising missing action)*
- *The rate is high — even for this sector.*

USE 2 EVEN THOUGH — despite a real fact

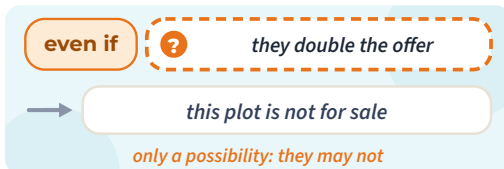
A stronger 'although'. The clause after it actually happened / is true.



- *Even though the loan was approved, he backed out.*
- *They bought the flat even though the possession was two years away.*
- *Even though I warned him twice, he paid the advance in cash.*

USE 3 EVEN IF — despite a possibility

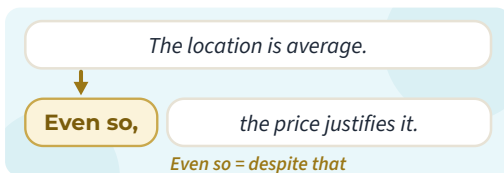
The condition is imaginary or uncertain — the result stands regardless.



- *Even if they double the offer, this plot is not for sale.*
- *We'll start on Monday even if the architect isn't back.*
- *Even if it rains, the bhoomi puja will happen — we've booked a canopy.*

USE 4 EVEN SO — the sentence-starter cousin

= 'despite that', linking back to the previous sentence.



- *The location is average. Even so, the price justifies it.*
- *He has defaulted before. Even so, the committee gave him one more chance.*

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

EVEN = 'भी/तक' वाला ताज्जुब — हैरानी वाली चीज़ के ठीक पहले बैठता है: चौकीदार तक जानता था → EVEN the guard knew। उसने पूछा तक नहीं → He didn't EVEN ask।

अ HINDI CONCEPT NOTE हिंदी में समझिए

EVEN THOUGH = 'हालाँकि' (जो सच में हुआ):
हालाँकि बारिश हुई, हम गए

→ **EVEN THOUGH it rained, we went.** (बारिश सच में हुई!)

EVEN IF = 'चाहे... भी' (जो शायद हो): चाहे बारिश हो भी जाए, हम जाएँगे

→ **EVEN IF it rains, we will go.** (अभी हुई नहीं — imagination)

हिंदी की trap: 'चाहे वह अमीर भी है...' सोचकर लोग अकेला even जोड़ देते हैं — 'Even he is rich, he is unhappy' ग़लत! दो वाक्य जोड़ने के लिए पूरा शब्द चाहिए: **EVEN THOUGH** he is rich, he is unhappy.

सच बनाम शायद — बस यही पूछो: बात हो चुकी/सच है → even though; अभी सिर्फ़ possibility है → even if

4 Common Mistakes Hindi Speakers Make


✗ WRONG	✓ RIGHT	💡 WHY
✗ Even he is the owner, he never visits the site.	✓ Even though he is the owner, he never visits the site.	Naked even can't join clauses — the fact needs even though.
✗ Even though it rains tomorrow, the event will happen. (tomorrow = not yet real)	✓ Even if it rains tomorrow, the event will happen.	A future possibility → even if. Even though claims it already rained.
✗ He didn't respond even. (spotlight on the verb)	✓ He didn't even respond.	Even sits before the main verb, not at the end.
✗ Even if he apologised yesterday, she is still upset. (he really did apologise)	✓ Even though he apologised yesterday, she is still upset.	A completed fact → even though.
✗ Even I offered him double salary, he refused. (you really offered)	✓ Even though I offered him double salary, he refused.	Same disease: the naked even. Real past offer → even though.
✗ We will not reduce the price, even the buyer threatens to walk out.	✓ We will not reduce the price, even if the buyer threatens to walk out.	Hypothetical threat → even if.

5 Signal Words



The fact-vs-maybe test:

- > Spotlighting one surprising word → bare even (before that word / before the main verb)
- > The clause already happened or is true → even though
- > The clause is a possibility (often future) → even if
- > Starting a new sentence with 'despite that' → Even so
- > Rule of thumb: even alone NEVER joins two clauses

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 _____ (Even though/Even if) the file was complete, the clerk raised an objection. (it really was complete)
- 2 We'll honour the token, _____ (even though/even if) the rates jump next week.
- 3 He didn't _____ (even) look at the brochure. (place it)
- 4 _____ (Even though/Even if) I explained the payment plan twice, he's still confused.
- 5 _____ (Even) the peon knows the file is stuck. (place it)
- 6 She'll top the exam _____ (even though/even if) she studies only half the syllabus. (possibility)
- 7 The lift breaks down weekly. _____ (Even so/Even if), buyers love the tower.
- 8 _____ (Even though/Even if) we lose this client, we won't work on credit.
- 9 He attends every society meeting, _____ (even) the boring budget ones. (place it)
- 10 _____ (Even though/Even if) the market crashed in 2020, that project sold out. (it really crashed)

SET B Correct the mistake

8 QUESTIONS

- 11 Even she is his sister, she paid full brokerage. (a fact)
- 12 Even though it will rain tomorrow, the shoot will continue. (a possibility)
- 13 He even didn't say thank you.
- 14 Even if he signed the MoU last week, the terms can't change now. (he really signed)
- 15 I will not sell, even they offer me two crores. (hypothetical)
- 16 Even the deal fails, we have learnt a lot. (hypothetical)
- 17 She came to office even in her fever... make it natural. (spotlight the fever)
- 18 Even so that he apologised, the committee fined him. (fix the connector)

SET C Translate into English

7 QUESTIONS

- | | |
|---|---|
| 19 चौकीदार तक क़ीमत जानता था। | 20 हालाँकि बारिश हो रही थी, काम चलता रहा। |
| 21 चाहे वे दुगना दाम दें, मैं नहीं बेचूँगा। | 22 उसने धन्यवाद तक नहीं कहा। |
| 23 हालाँकि वह मालिक का बेटा है, वह लाइन में लगता है। | 24 चाहे कुछ भी हो जाए, registry शुक्रवार को होगी। |
| 25 जगह औसत है। फिर भी, दाम के हिसाब से ठीक है।
(Even so) | |

7 Answer Key



ANSWERS · SET A

- | | | |
|----------------|-----------------|-------------------------------|
| 1 Even though | 2 even if | 3 didn't even look |
| 4 Even though | 5 Even the peon | 6 even if |
| 7 Even so | 8 Even if | 9 even the boring budget ones |
| 10 Even though | | |

ANSWERS · SET B

- | | |
|--|---|
| 11 Even though she is his sister, she paid full brokerage. | 12 Even if it rains tomorrow, the shoot will continue. |
| 13 He didn't even say thank you. | 14 Even though he signed the MoU last week, the terms can't change now. |
| 15 I will not sell, even if they offer me two crores. | 16 Even if the deal fails, we have learnt a lot. |
| 17 She came to the office even with a fever. / She even came to office during her fever. | 18 Even though he apologised, the committee fined him. |

ANSWERS · SET C

- | |
|--|
| 19 Even the watchman knew the price. |
| 20 Even though it was raining, the work continued. |
| 21 Even if they offer double the price, I will not sell. |
| 22 He didn't even say thank you. |
| 23 Even though he is the owner's son, he stands in the queue. |
| 24 No matter what happens, the registry will take place on Friday. / Even if anything happens, the registry will happen on Friday. |
| 25 The location is average. Even so, it's fine for the price. |

NEXT UP

Who, Whom & Whose — the he/him test that settles the whom question in two seconds.



MODULE 6 — MINI GRAMMAR ESSENTIALS

06

Who / Whom / Whose



📖 Level: Intermediate–Advanced

🕒 Estimated study time: 40 minutes

1 Quick Look



Three question words, one two-second test. WHO does the action (like HE); WHOM receives it (like HIM); WHOSE owns something (like HIS). Answer the question in your head with he or him — if HE fits, use who; if HIM fits, use whom. And a spelling landmine on the side: WHOSE (possession) vs. WHO'S (who is).

WHO = HE

Who signed the deed?

💬 HE signed it. (subject)

WHOM = HIM

Whom did you meet?

💬 I met HIM. (object) • To whom should I address the letter?

WHOSE = HIS

Whose file is this?

💬 It is HIS file. (possession)



The golden rule — the he/him test: answer the question mentally. HE works → who. HIM works → whom. 'Who/Whom called you?' → HE called you → who. 'Who/Whom did you call?' → you called HIM → whom. After a preposition, it's always whom: to whom, with whom, for whom — the preposition forces the him-form.



THE HE / HIM / HIS TEST

SUBJECT • THE DOER

WHO = he

किसने?



Who signed the deed?

→ HE signed it.

OBJECT • THE RECEIVER

WHOM = him

किसे • किससे?



Whom did you meet?

→ I met HIM.

POSSESSION • THE OWNER

WHOSE = his

किसका?



Whose file is this?

→ It is HIS file.

AFTER A PREPOSITION: WHOM

to

whom

with

whom

for

whom

2 When to Use It



Who = **he**

USE 1 WHO — the doer

Subject of the verb, in questions and relative clauses.

- *Who negotiated this price? (HE negotiated it)*
- *The broker who brought this buyer deserves the full cut.*
- *Who is handling the Bidhuri file now?*



Whom = **him**

USE 2 WHOM — the receiver

Object of a verb or preposition. Formal writing loves it; speech often swaps in who.

- *Whom did the committee select? (they selected HIM)*
- *To whom it may concern: ... (the letter opener — fixed)*
- *The consultant whom we hired last year has shifted to Pune.*
- *With whom did you visit the site?*



Whose = **his**

USE 3 WHOSE — the owner

Possession, for people and (in relative clauses) even things.

- *Whose signature is missing on page 4?*
- *The client whose loan was rejected wants a refund of the token.*
- *It's a project whose approvals are all in place. (things too!)*



Who should I send the location to?

CHAT



...the party **to whom** the notice is addressed...

LEGAL

USE 4 The register note — modern reality

In conversation, 'Who did you call?' is normal English today. But formal writing, legal drafting, and exams still expect whom — know both, deploy by register.

- *WhatsApp: Who should I send the location to?*
- *Legal notice: The party to whom the notice is addressed shall respond within 15 days.*
- *Same idea, two registers — your choice is about the room, not just the rule.*

3 Hindi Concept Note



अ

HINDI CONCEPT NOTE हिंदी में समझिए

दो सेकंड का test: सवाल का जवाब मन में he या him से दो।

जवाब में HE आए → who: किसने sign किया? → उसने (HE) sign किया → WHO signed?

जवाब में HIM आए → whom: तुम किससे मिले? → मैं उससे (HIM) मिला → WHOM did you meet?

Preposition के बाद हमेशा whom: किसको भेजूँ → to WHOM; किसके साथ → with WHOM।

WHOSE OR WHO'S?

Expand the apostrophe: if **'who is'** fits, write **who's**. If not, write **whose**.

Who's calling? → Who is calling? → **WHO'S**

Who's car is blocking the gate? → Who is car is blocking the gate? → **WHOSE**

अ HINDI CONCEPT NOTE हिंदी में समझिए

WHOSE = किसका (मालिकाना): यह किसकी file है? → **WHOSE** file is this?

Spelling की बारूदी सुरंग: whose = किसका; who's = who is (वह कौन है जो...) — 'Who's calling?' = कौन बोल रहा है; 'Whose phone?' = किसका phone।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ Whom is calling at this hour?	✓ Who is calling at this hour?	HE is calling → subject → who.
✗ Who did you give the original papers? (formal letter)	✓ To whom did you give the original papers?	You gave them to HIM → whom; and the preposition leads in formal style.
✗ The engineer who we consulted charges by the visit. (formal report)	✓ The engineer whom we consulted charges by the visit.	We consulted HIM → whom in formal writing. (Speech tolerates who.)
✗ Who's car is blocking the gate?	✓ Whose car is blocking the gate?	Possession → whose. Who's = who is.
✗ Whose is coming to the inspection?	✓ Who is coming to the inspection? / Who's coming to the inspection?	The doer → who. Whose only asks about ownership.
✗ The buyer who's cheque bounced is calling again.	✓ The buyer whose cheque bounced is calling again.	The cheque belongs to him → whose.

5 Signal Words



The two-second toolkit:

- > Answer with HE → who; answer with HIM → whom; answer with HIS → whose
- > Any preposition before the blank → whom (to/with/for/by whom)
- > whose = ownership; who's = who is — expand the apostrophe to check
- > Formal writing/legal → keep whom; casual speech → who is accepted
- > Relative clauses run on the same test: the man who called / the man whom I called

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 _____ (Who/Whom) approved this layout change?
- 2 _____ (Who/Whom) should I mark in CC — the CA or the lawyer?
- 3 To _____ (who/whom) does this Scorpio belong?
- 4 _____ (Whose/Who's) initials are these on the margin?
- 5 The vendor _____ (who/whom) we blacklisted has reapplied. (formal)
- 6 _____ (Whose/Who's) attending the RERA hearing tomorrow?
- 7 The lady _____ (who/whose) plot adjoins ours has agreed to the joint boundary wall.
- 8 _____ (Who/Whom) did the panel interview first? (formal)
- 9 With _____ (who/whom) did you inspect the basement?
- 10 _____ (Who/Whom) is responsible _____ (for/of) the keys till possession? (two blanks)

SET B Correct the mistake

8 QUESTIONS

- 11 Whom is the new site supervisor?
- 12 Who did you address the legal notice to? (make it formal)
- 13 Who's laptop is lying in the conference room?
- 14 The client who we met at the expo has confirmed the booking. (formal)
- 15 Whose going to collect the demand drafts?
- 16 The contractor who's bills are pending has stopped work.
- 17 To who should I hand over the duplicate keys?
- 18 Whom, according to you, deserves the incentive this quarter? (careful — test it)

SET C Translate into English

7 QUESTIONS

- 19 यह file किसने बनाई?
- 20 तुम किससे मिलने गए थे? (formal)
- 21 यह किसका briefcase है?
- 22 वह आदमी कौन है जो gate पर खड़ा है?
- 23 जिस client का loan reject हुआ, वह आया है।
- 24 मैं यह चिट्ठी किसको भेजूँ? (formal)
- 25 कौन आ रहा है meeting में? (short form में)

7 Answer Key



ANSWERS · SET A

- | | | |
|----------------|---------------------------------|---------|
| 1 Who | 2 Whom (Who accepted in speech) | 3 whom |
| 4 Whose | 5 whom | 6 Who's |
| 7 whose | 8 Whom | 9 whom |
| 10 Who ... for | | |

ANSWERS · SET B

- 11 Who is the new site supervisor? (HE is → who.)
- 12 To whom did you address the legal notice?
- 13 Whose laptop is lying in the conference room?
- 14 The client whom we met at the expo has confirmed the booking.
- 15 Who's going to collect the demand drafts? (= who is)
- 16 The contractor whose bills are pending has stopped work.
- 17 To whom should I hand over the duplicate keys?
- 18 Who, according to you, deserves the incentive this quarter? (HE deserves → who — the inserted phrase doesn't change the test.)

ANSWERS · SET C

- | | |
|--|---|
| 19 Who made this file? / Who prepared this file? | 20 Whom did you go to meet? |
| 21 Whose briefcase is this? | 22 Who is the man standing at the gate? |
| 23 The client whose loan was rejected has come. | 24 To whom should I send this letter? |
| 25 Who's coming to the meeting? | |

NEXT UP

the Subjunctive — the hidden grammar of demands and suggestions: 'I suggest that he BE informed' — yes, BE, not IS.



MODULE 6 — MINI GRAMMAR ESSENTIALS

07

The Subjunctive

Level: Advanced

Estimated study time: 40 minutes



1 Quick Look



The subjunctive is English's hidden formal gear — the grammar of demands, proposals, and official requirements. After SUGGEST, DEMAND, INSIST, RECOMMEND, REQUEST + THAT, the verb goes to its BARE form for every subject: 'I suggest that he SUBMIT the file' (not submits), 'The board demanded that she BE present' (not is). It looks like an error; it's the highest register in the language.

THE PATTERN

verb of demand/suggestion + THAT + subject + BASE VERB

We recommend that he apply before March.

BE STAYS BE

The committee insisted that every member BE consulted. (not is/was)

NEGATIVE

that + subject + NOT + base verb

The lawyer advised that we not sign the annexure yet.



The golden rule: inside the that-clause, the verb is frozen at its bare form — no -s for he/she/it, no past shift, and 'be' never becomes is/am/are/was. 'I suggested that he goes' feels right to the ear and is wrong on paper: I suggested that he GO. The trigger verbs to memorise: suggest, recommend, demand, insist, request, require, propose, ask, urge.



THE FROZEN VERB

trigger verb

+

that

+

subject

+

BASE verb ❄️

NO -S FOR HE / SHE / IT

❌ submits → submit ❄️

I suggest that he submit
the file.

BE STAYS BE

❌ is / was → be ❄️

The board demanded that
she be present.

NEGATIVE: NOT + BASE VERB

that we not sign ❄️

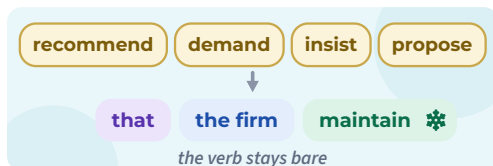
The lawyer advised that we
not sign the annexure yet.

2 When to Use It



USE 1 After the trigger verbs

suggest, recommend, demand, insist, request, require, propose, urge + that + base verb.



- The auditor recommended that the firm maintain separate escrow accounts.
- We insist that the token BE routed through RTGS only.
- The RWA demanded that the builder repair the approach road first.
- The lawyer proposed that both parties sign in the presence of a notary.

USE 2

After 'It is important/essential/vital/necessary that...'

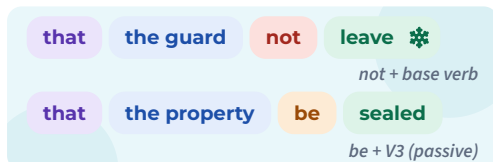
The adjective triggers pull the same bare verb.



- It is essential that every co-owner BE present at the registry.
- It is important that the buyer verify the chain himself.
- It is vital that the cheque clear before the handover.

USE 3 The negative and passive shapes

Not slots before the bare verb; passive = be + V3.

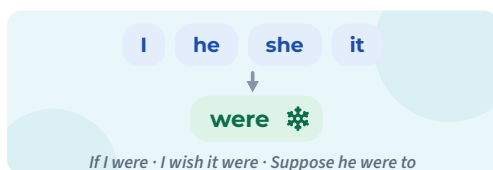


- The committee ruled that the guard not leave the gate unmanned.
- We requested that the meeting not be postponed again.
- The court ordered that the property BE SEALED till the verdict.

USE 4

The IF I WERE family — the other subjunctive

The unreal 'were' from Module 2 is the same beast: If I were you, as it were, I wish it were.



- If I were the seller, I would take this offer today.
- I wish the office were closer to the metro.
- Suppose he were to back out — clause 7 protects us. (Module 2's were-to returns)

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Subjunctive = माँग/सुझाव/आदेश की formal grammar। Trigger verbs के बाद that-clause में verb की पहली (bare) form — हर subject के लिए:

THREE DOORS INTO THE SUBJUNCTIVE

TRIGGER VERBS + THAT

suggest recommend demand
insist request require
propose urge ask

We recommend that he **apply** before March.

IT IS + ADJECTIVE + THAT

important essential
vital necessary

It is vital that the cheque **clear** before the handover.

THE UNREAL WERE

I he she it

were ❄️

If I were the seller,
I wish it were closer.
Suppose he were to...

अ HINDI CONCEPT NOTE हिंदी में समझिए

मैं सुझाव देता हूँ कि वह file जमा करे

→ I suggest that he **SUBMIT** the file. ('submits' नहीं — यही पूरा खेल है!)

Board ने माँग की कि वह मौजूद रहे

→ The board demanded that she **BE** present. ('is' नहीं, 'be'!)

Trigger याद करो: suggest, recommend, demand, insist, request, require, propose, urge — और 'It is important/essential that...'

Negative: not सीधे bare verb से पहले — वकील ने सलाह दी कि हम अभी sign न करें

→ The lawyer advised that we **NOT SIGN** yet.

और पुराना दोस्त: If I **WERE** you (Module 2) भी इसी subjunctive परिवार का है — was नहीं, were!

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I suggest that he goes to the SDM directly.	✓ I suggest that he go to the SDM directly.	Trigger verb + that → bare verb. No -s survives.
✗ The committee insisted that she is present at the AGM.	✓ The committee insisted that she be present at the AGM.	Be stays be — never is/was inside the subjunctive clause.
✗ It is essential that every partner signs the deed.	✓ It is essential that every partner sign the deed.	'It is essential that' is a trigger too — bare verb.
✗ We requested that the hearing is not postponed.	✓ We requested that the hearing not be postponed.	Negative shape: not + be + V3.

✗ WRONG	✓ RIGHT	💡 WHY
✗ The court ordered that the property is sealed.	✓ The court ordered that the property be sealed.	Order + that → passive subjunctive: be sealed.
✗ If I was you, I would insist on an exit clause.	✓ If I were you, I would insist on an exit clause.	The were-subjunctive — Module 2's oldest rule, still the most broken.

5 Signal Words



🔔 Trigger checklist:

- > suggest / recommend / demand / insist / request / require / propose / urge + that → bare verb
- > It is important / essential / vital / necessary that → bare verb
- > be never becomes is/was inside the clause; passive = be + V3
- > negative = that + subject + not + bare verb
- > unreal be = were (if I were, I wish it were, suppose he were to...)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- The lawyer suggested that the buyer _____ (verify) the mutation himself.
- We demand that the security deposit _____ (be) refunded within 30 days.
- It is essential that every page _____ (carry) both signatures.
- The RWA insisted that the contractor _____ (not/work) after 10 p.m.
- The bank requires that the property _____ (be) insured before disbursement.
- I propose that the meeting _____ (be) shifted to Saturday.
- It is important that he _____ (understand) the penalty clause fully.
- The court ordered that the documents _____ (be) produced in original.
- Her father urged that she _____ (not/sell) the ancestral share.
- If I _____ (be) in your place, I would insist that the builder _____ (pay) the delay penalty. (two blanks)

SET B Correct the mistake

8 QUESTIONS

- The board recommended that he resigns from the post.
- It is necessary that she comes with the original ID.
- We insisted that the payment is made by cheque only.
- The judge ordered that the tenant vacates by month-end.

SET B Correct the mistake

8 QUESTIONS

- 15 They requested that the function is not cancelled.
- 16 It is vital that every investor reads the fine print.
- 17 The committee proposed that the fee be increase from April. (fix the verb form)
- 18 If I was the chairman, I would demand that the audit starts immediately. (two errors)

SET C Translate into English

7 QUESTIONS

- 19 मैं सुझाव देता हूँ कि वह पहले वकील से मिले।
- 20 समिति ने माँग की कि हिसाब पेश किया जाए।
- 21 ज़रूरी है कि हर सदस्य मौजूद रहे।
- 22 बैंक की शर्त है कि property का बीमा हो।
- 23 उसने आग्रह किया कि meeting टाली न जाए।
- 24 अगर मैं तुम्हारी जगह होता, तो हाँ कर देता।
- 25 अदालत ने आदेश दिया कि दुकान seal की जाए।

7 Answer Key



ANSWERS • SET A

- | | | |
|-----------------|------|------------|
| 1 verify | 2 be | 3 carry |
| 4 not work | 5 be | 6 be |
| 7 understand | 8 be | 9 not sell |
| 10 were ... pay | | |

ANSWERS • SET B

- | | |
|--|---|
| 11 The board recommended that he resign from the post. | 12 It is necessary that she come with the original ID. |
| 13 We insisted that the payment be made by cheque only. | 14 The judge ordered that the tenant vacate by month-end. |
| 15 They requested that the function not be cancelled. | 16 It is vital that every investor read the fine print. |
| 17 The committee proposed that the fee be increased from April. (be + V3.) | 18 If I were the chairman, I would demand that the audit start immediately. |

ANSWERS • SET C

- | | |
|--|--|
| 19 I suggest that he meet the lawyer first. / I suggest that she see a lawyer first. | 20 The committee demanded that the accounts be presented. |
| 21 It is essential that every member be present. | 22 The bank requires that the property be insured. |
| 23 He urged that the meeting not be postponed. | 24 If I were in your place, I would say yes. / If I were you, I would agree. |
| 25 The court ordered that the shop be sealed. | |

NEXT UP

Causative Verbs — let, make, have, get: the grammar of getting things done by others — every manager's grammar.



MODULE 6 — MINI GRAMMAR ESSENTIALS

08

Causative Verbs — Let, Make, Have, Get



Level: Advanced

Estimated study time: 50 minutes

1 Quick Look



The manager's grammar. Causatives describe work you cause to happen through others: LET (permit), MAKE (force), HAVE (assign), GET (persuade / get done). One structure here is worth the whole chapter: HAVE/GET + thing + V3 — 'I had the car serviced', 'She got the walls painted' — the professional way to say the work was done FOR you, not BY you.

LET / MAKE +
PERSON + BARE
VERB

Let me explain. / The guard made everyone sign.

HAVE + PERSON +
BARE VERB + GET
+ PERSON + TO
VERB

I had the plumber check the tank. / I got him to agree.

HAVE/GET +
THING + V3

We had the documents notarised. / He got his hair cut. (done by someone else)



The golden rule: 'I cut my hair' means YOU held the scissors. 'I HAD my hair cut' / 'I GOT my hair cut' means the barber did. Whenever a professional does the work — service, repair, notarise, paint, print — English demands have/get + thing + V3. Saying 'I serviced my car' when you mean the mechanic did is the classic self-promotion error.



FOUR LEVERS: WHO DOES THE WORK?

BOSS	LEVER	DOER	TO ?	ACTION
Her father	let 🔒 permission	her	to	join the family firm
The officer	made ⚡ force	us	to	wait for two hours
I	had 📅 assign	the plumber	to	check the tank
We	got 🗨️ persuade	the seller	to	agree on 92

Let, make and have take the bare verb; only get keeps 'to'.



2 When to Use It

PERMISSION

active **let** her ~~to~~ join

passive **was allowed** to join



USE 1 LET — permission (bare verb, always)

Allow someone to act. No 'to', no exceptions. Passive uses be allowed to.

- *Let the buyer inspect everything — we have nothing to hide.*
- *Her father let her join the family firm at 22.*
- *They weren't allowed to park inside. (passive of let)*

FORCE

active **made** us ~~to~~ wait

passive **were made** to wait

'to' comes back!

USE 2

MAKE — force or cause (bare verb; passive brings 'to' back)

Compel someone. Watch the passive trap: was made TO wait.

- *The officer made us wait for two hours.*
- *His speech made everyone laugh.*
- *We were made to sign three undertakings. (passive → to returns!)*

ASSIGN

 →  you arrange it, they do it

had the surveyor **re-measure**

USE 3

HAVE + person + bare verb — assigning tasks

Neutral delegation — you arranged it; they did it.

- *I'll have the office boy drop the file at your desk.*
- *She had the surveyor re-measure the frontage.*
- *Have the electrician check the earthing before possession.*

PERSUADE

 92?  effort and convincing

got the seller **to** agree

USE 4 GET + person + TO + verb — persuading

Some effort or convincing involved. The only causative that keeps 'to' with a person.

- *We finally got the seller to agree on 92.*
- *Can you get your CA to call me today?*
- *I got the tenant to clear both pending months.*

SERVICE DONE

had the car **served**

the thing receives the action



USE 5

HAVE/GET + thing + V3 — the professional-services structure

The star pattern. The thing receives the action; the doer often goes unmentioned.

- *We're having the sale deed drafted by Tuesday.*
- *Get the brochure printed before the expo.*
- *He had the farmhouse whitewashed for the wedding.*
- *I need to get my PAN details updated.*

✂ WHO HOLDS THE SCISSORS?

YOU DO THE WORK

मैंने बाल काटे

I

cut

my hair



you hold the scissors

A PROFESSIONAL DOES IT

मैंने बाल कटवाए

I

had

my hair

cut



you sit back



the barber does

HAVE / GET + THING + V3 four jobs, one structure



I had the car serviced.



We had the documents notarised.



She got the walls painted.



I need to get my PAN details updated.

When a professional does the work, English uses have / get + thing + V3.

3 Hindi Concept Note



अ

HINDI CONCEPT NOTE हिंदी में समझिए

यह 'करवाना' की grammar है — काम आपने नहीं, आपके कहने पर किसी और ने किया:

LET = करने देना (bare verb): मुझे बोलने दो → Let me speak!

MAKE = करवा ही देना / मजबूर करना (bare verb): उसने हमें इंतज़ार करवाया → He made us wait! Passive में तो लौट आता है: हमसे sign करवाया गया → We were made TO sign!

HAVE + आदमी + bare verb = काम सौंपना: मैंने plumber से tank check करवाया → I had the plumber check the tank!

GET + आदमी + TO + verb = मना कर करवाना: हमने seller को 92 पर मना लिया → We got the seller to agree on 92!

और सोने का ढाँचा — HAVE/GET + चीज़ + V3 = 'करवाया' (किसी और से): बाल कटवाए → got my hair cut; deed बनवाई → had the deed drafted; गाड़ी service करवाई → got the car serviced। 'I serviced my car' का मतलब है आपने खुद पाना पकड़ा!

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ Please let me to complete the point.	✓ Please let me complete the point.	Let + bare verb — no 'to', ever.
✗ The manager made him to redo the file.	✓ The manager made him redo the file.	Make + bare verb in the active voice.
✗ We were made sign an undertaking.	✓ We were made to sign an undertaking.	The passive of make brings 'to' back — the trap inside the trap.
✗ I got the plumber fix the leak.	✓ I got the plumber to fix the leak. / I had the plumber fix the leak.	Get + person needs 'to'; have + person takes the bare verb. Two verbs, two rules.

✗ WRONG	✓ RIGHT	💡 WHY
✗ I serviced my car yesterday. (the mechanic did it)	✓ I got/had my car serviced yesterday.	Work done by a professional → have/get + thing + V3.
✗ She had her documents attest from the notary.	✓ She had her documents attested by the notary.	The thing receives the action → V3 (attested).

5 Signal Words



The four levers:

Permission → let + person + V1

> Force → make + person + V1 (passive: made TO)

Assign → have + person + V1

Persuade → get + person + TO + V1

> Service done → have/get + thing + V3 (the karvana structure)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- _____ (let) me _____ (show) you the roof rights clause first.
- The society made every vendor _____ (submit) police verification.
- I'll have the driver _____ (pick) you up from the metro.
- We finally got the co-owner _____ (sign) the consent letter.
- She's getting the interiors _____ (do) by a Delhi firm.
- He had his eyes _____ (test) last week — new glasses coming.
- Don't _____ (make) the client _____ (wait) in the sun; open the site office.
- We were made _____ (deposit) the keys with the RWA. (passive!)
- Get the agreement _____ (vet) before Friday.
- They wouldn't let us _____ (take) photographs of the basement.

SET B Correct the mistake

8 QUESTIONS

- The teacher let the students to leave early.
- His jokes made everyone to laugh in the middle of the meeting.
- I had the electrician to replace the MCB.
- We got the painter finish both floors in a week.
- I cut my hair at the new salon yesterday. (the barber cut it)
- She had the invitation cards print from Naveen Press.
- The guard was made stand outside for hours. (passive)
- Let's get the water tank cleaning before Holi. (the karvana structure)

SET C Translate into English

7 QUESTIONS

- | | |
|--|--|
| 19 मुझे जाने दो। | 20 उसने बच्चों को हँसा दिया। |
| 21 मैंने plumber से नल ठीक करवाया। (have + person) | 22 हमने उसे किसी तरह मना लिया... मतलब, sign करने के लिए राज़ी कर लिया। |
| 23 मैंने बाल कटवाए। | 24 deed का draft बनवा लो। (get + thing) |
| 25 हमसे तीन जगह sign करवाए गए। (passive) | |

7 Answer Key



ANSWERS · SET A

- | | | |
|-----------------|--------------|----------|
| 1 Let ... show | 2 submit | 3 pick |
| 4 to sign | 5 done | 6 tested |
| 7 make ... wait | 8 to deposit | 9 vetted |
| 10 take | | |

ANSWERS · SET B

- 11 The teacher let the students leave early. (Let + bare verb.)
- 12 His jokes made everyone laugh in the middle of the meeting.
- 13 I had the electrician replace the MCB. (Have + person + bare verb.)
- 14 We got the painter to finish both floors in a week. (Get + person + to.)
- 15 I got/had my hair cut at the new salon yesterday.
- 16 She had the invitation cards printed by Naveen Press. (Thing + V3.)
- 17 The guard was made to stand outside for hours. (Passive of make → to.)
- 18 Let's get the water tank cleaned before Holi. (Get + thing + V3.)

ANSWERS · SET C

- | | |
|--|---|
| 19 Let me go. | 20 He made the children laugh. / His words made everyone laugh. |
| 21 I had the plumber fix the tap. | 22 We somehow got him to agree. / We finally got him to sign. |
| 23 I got my hair cut. / I had my hair cut. | 24 Get the deed drafted. / Have the draft of the deed prepared. |
| 25 We were made to sign in three places. | |

NEXT UP

Active vs. Passive Voice — when to hide the doer, the full tense conversion table, and the verbs that refuse the passive entirely.



MODULE 6 — MINI GRAMMAR ESSENTIALS

09

Active vs. Passive Voice

Level: Intermediate–Advanced

Estimated study time: 55 minutes



1 Quick Look



Active voice follows the doer: ‘The builder delayed the possession.’ Passive voice follows the receiver: ‘The possession was delayed (by the builder).’ The passive machine is one formula — BE + V3 — dressed in every tense. The skill is knowing WHEN to switch: when the doer is unknown, obvious, unimportant... or better left unnamed.

THE FORMULA

form of BE + V3

The tower was completed in 2024. / The files are being verified.

THE BY-PHRASE IS OPTIONAL

The cheque was dishonoured. (by the bank — say it only if it matters)

WHEN PASSIVE WINS

doer unknown (My bike was stolen), obvious (He was arrested), unimportant (Rice is grown here), or diplomatically hidden (Mistakes were made)



The golden rule: only verbs with an OBJECT can go passive. Intransitive verbs — happen, occur, arrive, die, exist, appear — have no receiver, so they have no passive: ‘The accident happened’ (never ‘was happened’), ‘He died in 2019’ (never ‘was died’). If nothing receives the action, nothing can become the subject.

⇌ THE SWAP: ACTIVE ⇌ PASSIVE

ACTIVE VOICE

DOER

The builder

VERB

delayed

RECEIVER

the possession

PASSIVE VOICE

The possession

RECEIVER = NEW SUBJECT

+

was

delayed

BE + V3

by the builder

DOER (OPTIONAL)

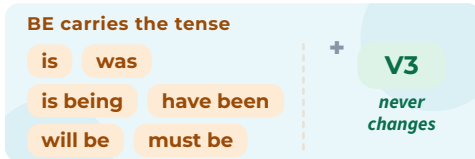
Receiver to the front, BE + V3 for the verb, doer to a by-phrase — or dropped.

2 When to Use It



USE 1 The tense conversion table

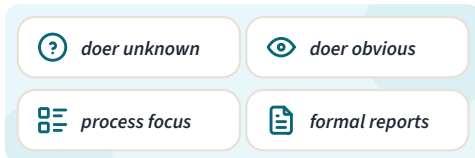
BE carries the tense; V3 never changes.



- Simple Present: *The rent is collected on the 5th.*
- Simple Past: *The deed was registered yesterday.*
- Present Continuous: *The lobby is being renovated.*
- Present Perfect: *The dues have been cleared.*
- Future: *The keys will be handed over on Friday.*
- Modals: *The clause must be amended. / The map should be approved by June.*

USE 2 When the passive is the RIGHT choice

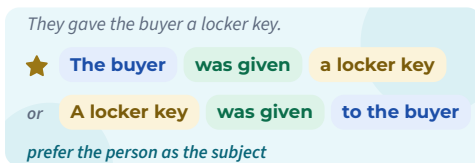
Not weak English — professional English, used deliberately.



- Doer unknown: *The lock was broken during the night.*
- Doer obvious: *The encroachment was removed. (by the authority — who else?)*
- Process focus: *The stamp duty is calculated on the circle rate.*
- Formal reports: *It was decided that bookings be paused. (with Chapter 7's subjunctive!)*

USE 3 Two objects, two passives

Give/send/offer/show verbs let either object lead.



- Active: *They gave the buyer a locker key.*
- Passive 1: *The buyer was given a locker key.*
- Passive 2: *A locker key was given to the buyer.*
- English usually prefers the PERSON as subject: *He was offered a partnership.*

USE 4 The GET-passive and the born-rule

Get + V3 = casual passive for events; and 'born' is passive by birth.



- He got promoted to Sales Head. / *The parcel got damaged in transit.*
- She was born in Meerut in 1985. (NEVER 'borned' — born is already the V3)
- Careful: get-passive suits events, not states — 'is known', not 'gets known'.

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

Active में करने वाला आगे: builder ने देरी की → The builder delayed the possession। Passive में काम सहने वाला आगे: possession में देरी हुई → The possession was delayed।

NO RECEIVER, NO PASSIVE

THE ACTION LANDS ON A RECEIVER

acts on
The builder delayed the possession.

✓ The possession was delayed.

THESE VERBS TAKE AN OBJECT

build steal register
verify complete

THE ACTION LANDS ON NOTHING

acts on nothing
The accident happened. ?

✗ The accident was happened.

THESE VERBS HAVE NO PASSIVE

happen occur arrive
die exist appear

Only a verb that acts on an object can be turned around.

अ HINDI CONCEPT NOTE हिंदी में समझिए

Formula एक ही है: BE + V3 — tense सारा 'be' उठाता है, V3 कभी नहीं बदलता: is collected, was registered, has been cleared, will be handed over, must be amended।

Passive कब? जब करने वाला पता नहीं (ताला टूटा मिला → The lock was broken), ज़ाहिर है (उसे गिरफ़्तार किया गया → He was arrested), या बताना ज़रूरी नहीं (यहाँ चावल उगाया जाता है → Rice is grown here)।

हिंदी की 'से' वाली आदत सँभालो: 'उससे काम पूरा किया गया' सोचकर 'by' हर जगह मत ढूँँसो — by-phrase सिर्फ़ तब जब करने वाले का नाम ज़रूरी हो।

और लोहे का नियम: जिस verb का कोई object नहीं, उसका passive नहीं — accident हुआ → The accident HAPPENED ('was happened' कभी नहीं!); वह पैदा हुई → She WAS BORN ('borned' शब्द ही नहीं है)।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ The accident was happened near the toll.	✓ The accident happened near the toll.	Happen has no object → no passive exists.
✗ He was borned in 1990.	✓ He was born in 1990.	Born IS the V3 — 'borned' doesn't exist.
✗ The work is complete by the contractor now. (you mean: finished by him)	✓ The work has been completed by the contractor.	Passive needs BE + V3 (completed), and finished-by-now → Present Perfect.
✗ English is speaking all over the world.	✓ English is spoken all over the world.	The language receives the action → is spoken. 'Is speaking' would mean English has a mouth.

✗ WRONG	✓ RIGHT	💡 WHY
✗ The letters were send yesterday.	✓ The letters were sent yesterday.	V3 (sent), never V1/V2, after be.
✗ Someone has stolen my scooter. → My scooter has been stolen by someone.	✓ My scooter has been stolen.	Not an error of grammar but of style — drop the empty by-phrase; 'by someone' adds nothing.

5 Signal Words



Conversion checklist:

- > Object exists? No object → no passive (happen, die, arrive, occur)
- > Move the object to the front; be takes the tense; verb becomes V3
- by + doer only if the doer matters
- > Person + thing verbs (give, offer, send): prefer the person as subject
- > born = always was/were born; casual events → get + V3 (got promoted)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- The token amount _____ (refund) within seven days if the deal fails. (Simple Present passive)
- The boundary wall _____ (build) in 2019. (Simple Past)
- The sample flat _____ (renovate) right now — visit next week. (Present Continuous)
- All dues _____ (clear) — here's the NOC. (Present Perfect)
- The possession letters _____ (issue) next Monday. (Future)
- The annexure must _____ (sign) by both witnesses.
- He _____ (give) a corner seat and a company SIM on day one. (person as subject, Simple Past)
- She _____ (bear → ?) in Hapur but raised in Ghaziabad. (fix the verb)
- The consignment _____ (get/damage) in transit — file the claim. (get-passive, Simple Past)
- It _____ (decide) in the AGM that the maintenance _____ (raise) from April. (two passives — the second is Chapter 7's subjunctive: that it BE...)

SET B Correct the mistake

8 QUESTIONS

- The meeting was happened at the site office.
- My purse has stolen in the metro.
- The invitation cards are printing at Naveen Press. (they're being printed)
- Hindi is speaking in most of North India.

SET B Correct the mistake

8 QUESTIONS

- 15 The agreement was sign by both parties on Friday.
- 16 He was died before the case was decided. (one error)
- 17 A gift was given him at the farewell. (fix the structure)
- 18 The road will completed before the elections.

SET C Translate into English

7 QUESTIONS

- 19 यह मंदिर 1902 में बनाया गया था।
- 20 चोरी रात में हुई। (careful!)
- 21 चाबियाँ शुक्रवार को सौंप दी जाएँगी।
- 22 hall की सफ़ाई हो रही है।
- 23 उसे promote कर दिया गया। (casual)
- 24 मेरा जन्म Meerut में हुआ था।
- 25 सारे documents verify किए जा चुके हैं।

7 Answer Key**ANSWERS · SET A**

- | | | |
|------------------------------|------------------|----------------------|
| 1 is refunded | 2 was built | 3 is being renovated |
| 4 have been cleared | 5 will be issued | 6 be signed |
| 7 was given | 8 was born | 9 got damaged |
| 10 was decided ... be raised | | |

ANSWERS · SET B

- 11 The meeting happened / was held at the site office. (Happen has no passive; or switch the verb to hold.)
- 12 My purse has been stolen in the metro. (Been is compulsory.)
- 13 The invitation cards are being printed at Naveen Press.
- 14 Hindi is spoken in most of North India.
- 15 The agreement was signed by both parties on Friday.
- 16 He died before the case was decided. (Die — no passive.)
- 17 He was given a gift at the farewell. / A gift was given to him at the farewell.
- 18 The road will be completed before the elections.

ANSWERS · SET C

- | | |
|--|--|
| 19 This temple was built in 1902. | 20 The theft happened at night. / The theft took place at night. |
| 21 The keys will be handed over on Friday. | 22 The hall is being cleaned. |
| 23 He got promoted. / She got promoted. | 24 I was born in Meerut. |
| 25 All the documents have been verified. | |

NEXT UP*Tag Questions — the grammar of 'na?' — and why 'isn't it?' cannot follow every sentence.*

MODULE 6 — MINI GRAMMAR ESSENTIALS

10

Tag Questions

Level: Intermediate

Estimated study time: 45 minutes



1 Quick Look



The grammar of 'na?'. A tag question is the mini-question hooked to a statement: 'You've seen the site, HAVEN'T YOU?' The machine has three gears: flip the polarity (positive → negative tag), copy the auxiliary, copy the pronoun. And the single biggest Indian-English habit dies in this chapter: 'isn't it?' does NOT fit every sentence.

THE THREE GEARS

flip polarity + copy auxiliary + copy pronoun

She has paid, hasn't she? / They won't come, will they?

NO AUXILIARY? BORROW DO

You know the owner, don't you? / He called yesterday, didn't he?

THE INDIAN ERROR

'You are coming, isn't it?' ❌

'You are coming, aren't you?' ✓ — the tag must match YOUR verb and YOUR subject.



The golden rule: the tag is a mirror, not a sticker. It must reflect the sentence's own auxiliary and subject — are you, hasn't she, didn't he — never a universal 'isn't it'. 'Isn't it' is correct only when the sentence itself runs on 'it is': 'It is hot today, isn't it?'

2 When to Use It



FLIP THE SIGN

+ The file is complete, → - isn't it
 - The file isn't complete, → + is it

USE 1 The basic mirror

Positive statement → negative tag; negative statement → positive tag.

- The file is complete, isn't it?
- The file isn't complete, is it?
- You'll bring the originals, won't you?
- They haven't paid the token, have they?

THE TAG IS A MIRROR

STATEMENT		TAG = हिंदी का 'ना?'
She has paid	+ -	has n't she ?
They will n't come	- +	will they ?
You know the owner	+ -	do n't you ? <i>borrowed DO</i>
1 flip the sign 2 copy the auxiliary 3 copy the pronoun		

Flip the sign, copy the auxiliary, copy the pronoun — and borrow DO when there is no auxiliary.

BORROW DO

no visible auxiliary

owns	→	doesn't	he ?
met	→	didn't	you ?
pay	→	don't	they ?

USE 2 Borrowing DO for plain verbs

No visible auxiliary → do/does/did steps in.

- He owns the corner shop, doesn't he?
- You met the tehsildar, didn't you?
- The tenants pay on the 1st, don't they?

USE 3

The special tags — memorise these five

Fixed forms that follow their own law.

- I am on the list, AREN'T I? (not 'amn't I')
- Let's start the measurements, SHALL WE?
- Sign here, WILL YOU? / Don't be late, WILL YOU? (imperatives)
- Have some tea, WON'T YOU? (polite invitation)
- Nobody objected, DID THEY? (nobody/nothing/everyone → they)

I am...

aren't I?

Let's...

shall we?

Sign here...

will you?

Have some tea...

won't you?

Nobody...

did they?

memorise these five

never hardly rarely seldom no one

= negative sentence

He never returns calls,

+ does he ?

USE 4 Hidden negatives flip the tag

never, hardly, rarely, seldom, no one make the sentence negative — tag turns positive.

- He never returns calls, does he? (NOT doesn't he)
- There's hardly any parking left, is there?
- Nothing was stolen, was it?

A STICKER OR A MIRROR?

THE SENTENCE

ONE STICKER FOR ALL

THE MIRROR

You are joining us for lunch,

isn't it?



aren't

you



He can arrange the NOC,

isn't it?



can't

he



She has paid,

isn't it?



hasn't

she



It is hot today,

isn't it?



isn't

it



'Isn't it?' is correct only when the sentence itself runs on 'it is'.

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

हिंदी का एक 'ना?' English में हर वाक्य के हिसाब से बदलता है — यही पूरा chapter है।

तीन gear: 1) उलटो (positive वाक्य → negative tag), 2) वही auxiliary उठाओ, 3) वही subject का pronoun लगाओ।

तुम आ रहे हो ना?



You are coming, AREN'T YOU? ('isn't it' नहीं — यही India की सबसे मशहूर ग़लती है!)

'isn't it' सिर्फ़ तब जब वाक्य खुद 'it is' पर चल रहा हो: आज गर्मी है ना?



It is hot today, isn't it?

Auxiliary न दिखे तो do उधार लो: वह उसे जानता है ना? → He knows him, DOESN'T HE? काल के हिसाब से did/does।

पाँच special रट लो: I am... , aren't I? • Let's..., shall we? • (आदेश), will you? • nobody/nothing → they/it वाला tag positive: कोई नहीं आया ना? → Nobody came, DID THEY?

4 Common Mistakes Hindi Speakers Make



✗ WRONG

✓ RIGHT

💡 WHY

✗ You are joining us for lunch, isn't it?

✓ You are joining us for lunch, aren't you?

Mirror the sentence: are you → aren't you. The universal 'isn't it' is the chapter's target.

✗ He can arrange the NOC, isn't it?

✓ He can arrange the NOC, can't he?

Copy the modal: can → can't he.

✗ She didn't call back, didn't she?

✓ She didn't call back, did she?

Negative statement → positive tag. Flip, don't repeat.

✗ WRONG	✓ RIGHT	💡 WHY
✗ I am also a witness, amn't I?	✓ I am also a witness, aren't I?	The fixed exception: am → aren't I.
✗ He never pays on time, doesn't he?	✓ He never pays on time, does he?	Never = hidden negative → positive tag.
✗ Let's finalise the corner unit, will we?	✓ Let's finalise the corner unit, shall we?	Let's → shall we, always.

5 Signal Words



Tag machine settings:

› Flip polarity; copy auxiliary; copy pronoun

No auxiliary → do/does/did

› I am → aren't I; Let's → shall we; imperative → will you

› never/hardly/rarely/nobody/nothing → treat as negative → positive tag

› nobody/everyone → they; nothing/everything → it

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- | | |
|--|---|
| 1 The registry is on Friday, _____? | 2 You've verified the chain of title, _____? |
| 3 He won't back out now, _____? | 4 She works at the Noida branch, _____? |
| 5 They didn't share the soft copy, _____? | 6 I am next in the queue, _____? |
| 7 Let's call the surveyor, _____? | 8 Keep the originals safely, _____? |
| 9 Nobody claimed the unclaimed parking, _____? | 10 There's hardly any water pressure on the top floor, _____? |

SET B Correct the mistake

8 QUESTIONS

- 11 You will attend the AGM, isn't it?
- 12 The lift works fine, doesn't it? — wait, the sentence is fine; now fix this one: The lift doesn't work, doesn't it?
- 13 He has cleared all dues, isn't he?
- 14 Let us begin the puja, will we?
- 15 I am eligible for the rebate, amn't I?

SET B Correct the mistake

8 QUESTIONS

- 16 She never misses a follow-up, doesn't she?
- 17 Nothing was damaged in shifting, wasn't it?
- 18 Don't forget the witnesses, do you?

SET C Translate into English

7 QUESTIONS

- | | |
|------------------------------|----------------------------|
| 19 तुम कल आओगे ना? | 20 आज गर्मी है ना? |
| 21 उसने payment कर दी है ना? | 22 वह हिंदी नहीं बोलता ना? |
| 23 चलो शुरू करें, ठीक? | 24 कोई नहीं आया ना? |
| 25 मैं list में हूँ ना? | |

7 Answer Key**ANSWERS • SET A**

- | | | |
|---------------|------------------------|------------|
| 1 isn't it | 2 haven't you | 3 will he |
| 4 doesn't she | 5 did they | 6 aren't I |
| 7 shall we | 8 won't you (will you) | 9 did they |
| 10 is there | | |

ANSWERS • SET B

- | | |
|---|--|
| 11 You will attend the AGM, won't you? | 12 The lift doesn't work, does it? |
| 13 He has cleared all dues, hasn't he? | 14 Let us begin the puja, shall we? |
| 15 I am eligible for the rebate, aren't I? | 16 She never misses a follow-up, does she? |
| 17 Nothing was damaged in shifting, was it? | 18 Don't forget the witnesses, will you? |

ANSWERS • SET C

- | | |
|--|-------------------------------------|
| 19 You will come tomorrow, won't you? | 20 It is hot today, isn't it? |
| 21 She has made the payment, hasn't she? / He has paid, hasn't he? | 22 He doesn't speak Hindi, does he? |
| 23 Let's begin, shall we? | 24 Nobody came, did they? |
| 25 I am on the list, aren't I? | |

NEXT UP

Used To vs. Be Used To vs. Get Used To — three lookalikes, three completely different meanings.



MODULE 6 — MINI GRAMMAR ESSENTIALS

11

Used To vs. Be Used To vs. Get Used To



📖 Level: Intermediate–Advanced

🕒 Estimated study time: 40 minutes

1 Quick Look



Three phrases, one ‘used’, three unrelated meanings. USED TO + verb = a past habit that stopped (Module 1’s old friend). BE USED TO + -ing/NOUN = accustomed NOW. GET USED TO + -ing = the PROCESS of becoming accustomed. The form gives it away: bare verb after used to; -ing after be/get used to — because that ‘to’ is Module 4’s preposition trap.

USED TO + V1
(PAST HABIT)

I used to cycle to school. (I don’t anymore)

BE USED TO + -
ING/NOUN
(CURRENT STATE)

I am used to waking up at 5. (normal for me now)

GET USED TO + -
ING/NOUN (THE
PROCESS)

I’m getting used to the new CRM. (adjusting, in progress)



The golden rule: look at the word before ‘used’. Nothing before it → past habit → bare verb (used to cycle). Am/is/are/was before it → accustomed → -ing (am used to cycling). Get/getting before it → adjusting → -ing (getting used to cycling). One glance, three sorted.



LOOK AT THE WORD BEFORE ‘USED’

(nothing)



used to

V1

I **used to cycle** to school.

PAST HABIT — NOW STOPPED

मैं cycle से स्कूल जाता था

am / is / are / was



used

to

-ing / noun

I am **used to waking** up at 5.

preposition

ACCUSTOMED NOW

मुझे 5 बजे उठने की आदत है

get / getting / got



used

to

-ing / noun

I’m **getting used to** the new CRM.

preposition

BECOMING ACCUSTOMED

नई CRM की आदत पड़ रही है

to

= a preposition after be / get used, so:

the noise

or

waking up

Nothing before it: past habit + bare verb. Be / get before it: -ing.

2 When to Use It



USE 1 USED TO — the discontinued past

Habits and states that were true, and aren't now.

Negative/question: didn't use to / Did you use to (the 'd' drops).

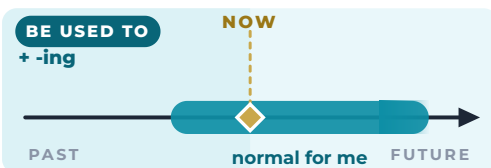
- This whole sector used to be mustard fields.
- We used to close deals on a handshake; now everything needs paper.
- He didn't use to charge for site visits.
- Did you use to work with DLF?



USE 2 BE USED TO — the settled present

Something once strange is now normal. Object can be a noun or -ing.

- She is used to handling angry allottees.
- We're used to the NH-9 traffic by now.
- I wasn't used to so much paperwork when I started.

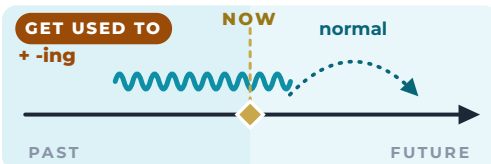


USE 3

GET USED TO — the adjustment in progress

Becoming accustomed — works in every tense.

- You'll get used to the new registration portal in a week.
- He's slowly getting used to living alone in Pune.
- It took me months to get used to EV charging stops.



USE 4 The three side by side — one story

Same person, three phases.

- I used to drive a petrol car. (past habit, over)
- Then I bought an EV and had to get used to planning charging halts. (adjustment)
- Now I am used to it — range anxiety is gone. (settled state)



3 Hindi Concept Note



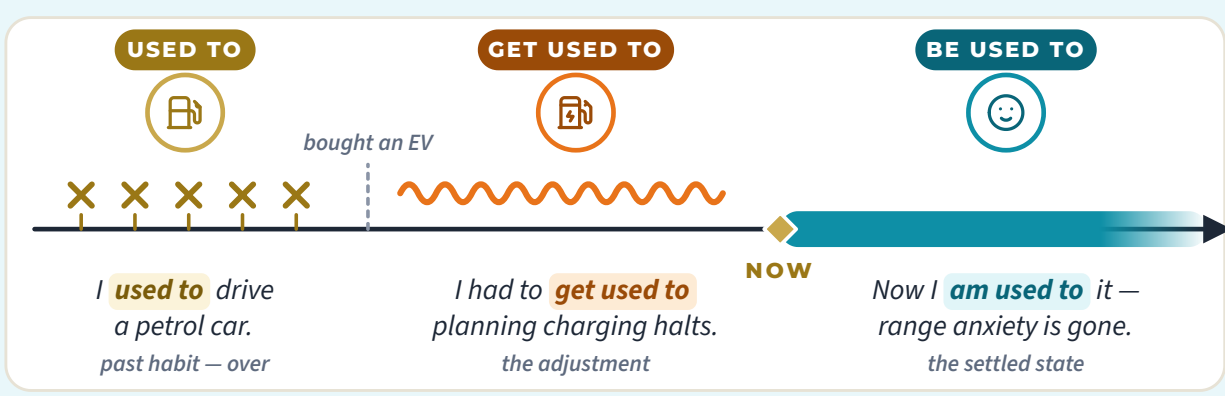
अ HINDI CONCEPT NOTE हिंदी में समझिए

एक 'used', तीन मतलब — पहचान 'used' से पहले वाले शब्द से:

कुछ नहीं पहले → past की छूटी हुई आदत → USED TO + पहली form: मैं cycle से जाता था → I used to cycle। (अब नहीं जाता!)

am/is/are पहले → अब आदत पड़ चुकी है → BE USED TO + -ing: मुझे 5 बजे उठने की आदत है → I am used to waking up at 5।

ONE STORY, THREE PHASES



Get = the journey; be = the destination; used to = the road you left behind.

अ HINDI CONCEPT NOTE हिंदी में समझिए

get पहले → आदत पड़ रही है (process) → GET USED TO + -ing: नई CRM की आदत पड़ रही है → I'm getting used to the new CRM।

Form का logic: used to के बाद bare verb; पर be/get used to का 'to' Module 4 वाला preposition है → उसके बाद -ing! 'I am used to wake up' इसीलिए गलत है।

Negative में 'd' गिर जाता है: वह पहले fees नहीं लेता था → He DIDN'T USE TO charge ('didn't used to' लिखना गलत)।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I am used to wake up before sunrise.	✓ I am used to waking up before sunrise.	Be used to → preposition to → -ing. The chapter's central trap.
✗ I used to waking up at 5 when I was in the call centre.	✓ I used to wake up at 5 when I was in the call centre.	Past habit → used to + bare verb. The mirror error.
✗ He didn't used to smoke.	✓ He didn't use to smoke.	After didn't, the 'd' drops: use to.
✗ She can't get used to live without house help.	✓ She can't get used to living without house help.	Get used to → -ing as well.
✗ We use to visit the Shukratal farm every summer. (past)	✓ We used to visit the Shukratal farm every summer.	In positive past statements the 'd' stays: used to.
✗ I am used to the noise now, so I got used to it quickly means the same thing.	✓ I got used to it quickly (process), and now I am used to it (state).	Not interchangeable: get = the journey; be = the destination.



5 Signal Words

One-glance sorting:

- > (nothing) used to + V1 → past habit, now stopped
- > am/is/are/was used to + -ing/noun → accustomed now
- > get/getting/got used to + -ing/noun → adjusting
- > didn't use to / Did you use to → the 'd' drops
- > That second 'to' is a preposition → -ing follows (Module 4's noun test works here too)

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 There _____ (used to/be) a nursery where the tower stands now.
- 2 I _____ (be used to/negotiate) in Hindi — English clients were the challenge initially.
- 3 Give it a month; you _____ (get used to/the site's dust and noise). (future)
- 4 He _____ (not/use to) drink tea, but the site visits changed that.
- 5 _____ you _____ (use to/play) cricket for the society team?
- 6 She still _____ (not/be used to/drive) on the wrong side in London. (present)
- 7 We slowly _____ (get used to/file) everything online after 2020. (past)
- 8 My father _____ (used to/walk) 5 km daily till his knee surgery.
- 9 I'm _____ (get used to) the new accountant's style — his formats are different. (present continuous)
- 10 Farmers here _____ (be used to/deal) with acquisition notices — it's routine now.

SET B Correct the mistake

8 QUESTIONS

- 11 I am used to work late on Thursdays.
- 12 He used to living in Mumbai before 2015. (past habit intended)
- 13 She didn't used to like brokered deals.
- 14 You will get used to wake up early once the gym starts.
- 15 We use to own three shops in that market. (past)
- 16 I can't get used to eat dinner at 7.
- 17 Did he used to teach at the coaching centre?
- 18 They are getting used to the new portal... correct! Now fix: They are used to the new portal getting. (word order)

SET C Translate into English

7 QUESTIONS

- | | |
|---|--|
| 19 मैं पहले रोज़ अखबार पढ़ता था। (अब नहीं) | 20 मुझे अब जल्दी उठने की आदत है। |
| 21 धीरे-धीरे उसे मेट्रो से आने की आदत पड़ रही है। | 22 वह पहले चाय नहीं पीता था। |
| 23 क्या तुम पहले यहीं रहते थे? | 24 नए software की आदत पड़ने में समय लगेगा। |
| 25 हमें अब गर्मी की आदत हो गई है। (हो चुकी — state) | |

7 Answer Key



ANSWERS • SET A

- 1 used to be
- 2 wasn't used to negotiating (am used to negotiating also fits with 'initially' framing — best: wasn't used to negotiating)
- 3 will get used to the site's dust and noise
- 4 didn't use to
- 5 Did you use to play
- 6 isn't used to driving
- 7 got used to filing
- 8 used to walk
- 9 getting used to
- 10 are used to dealing

ANSWERS • SET B

- | | |
|--|--|
| 11 I am used to working late on Thursdays. | 12 He used to live in Mumbai before 2015. |
| 13 She didn't use to like brokered deals. | 14 You will get used to waking up early once the gym starts. |
| 15 We used to own three shops in that market. | 16 I can't get used to eating dinner at 7. |
| 17 Did he use to teach at the coaching centre? | 18 They are getting used to the new portal. |

ANSWERS • SET C

- | | |
|--|---|
| 19 I used to read the newspaper daily. (I don't anymore) | 20 I am used to getting up early now. |
| 21 He is slowly getting used to coming by metro. | 22 He didn't use to drink tea. |
| 23 Did you use to live here? | 24 It will take time to get used to the new software. |
| 25 We are used to the heat now. | |

NEXT UP

For vs. Since — the two-word pair that controls every Perfect tense, settled permanently.



MODULE 6 — MINI GRAMMAR ESSENTIALS

12

For vs. Since



Level: Intermediate

Estimated study time: 35 minutes

1 Quick Look



The pair that has haunted every Perfect tense since Module 1 gets its own final chapter. FOR + a LENGTH of time (for three years, for two hours). SINCE + a STARTING POINT (since 2021, since Monday, since the lockdown). One measures the rope; the other marks where the rope is tied.

FOR + LENGTH

for ten minutes, for three days, for six months, for twenty years, for ages

SINCE + STARTING POINT

since 9 a.m., since Tuesday, since March, since 2019, since Diwali, since we moved

THE PARTNER TENSE

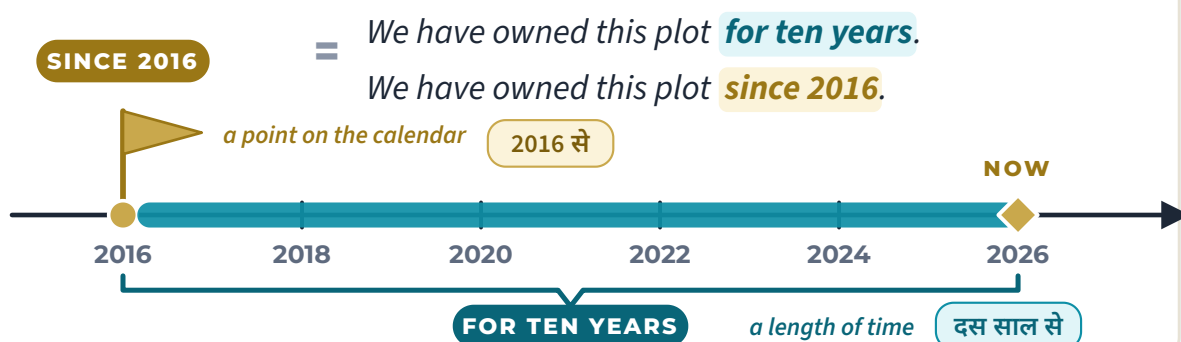
Both usually ride with Perfect tenses: He has been here since noon. / We've held this plot for a decade.



The golden rule — the HOW LONG test: if the phrase answers 'how long?' with an amount (two hours, five years), use FOR. If it answers 'starting when?' with a point on the calendar or clock (Monday, 2015, childhood), use SINCE. 'Since two hours' fails the test — two hours is a length, not a point.

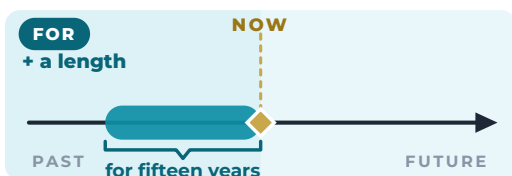


THE ROPE AND THE KNOT



FOR measures the rope; SINCE marks where it is tied. Same stretch of time, two ways to say it.

2 When to Use It



USE 1 FOR — measuring the duration

Works with Perfect tenses AND ordinary past/future.

- *We have known the Bidhuri family for fifteen years.*
- *The file sat with the clerk for three weeks. (Simple Past — also fine)*
- *I'll be in Lucknow for two days next week.*
- *They've been waiting for over an hour.*



USE 2 SINCE — marking the start

Locks onto Perfect tenses; the start can even be a clause.

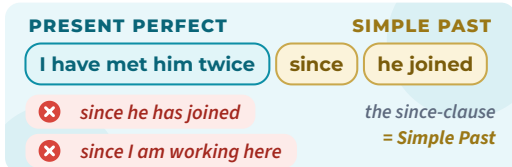
- *Rates have doubled since the expressway announcement.*
- *He has been off cash deals since the 2019 raid.*
- *Since we shifted to the new office, walk-ins have tripled. (since + clause)*
- *She's been in this trade since college.*



USE 3 The AGO triangle

Ago looks back from NOW with a Simple Past — and often replaces broken 'before/since' phrasing.

- *We bought this plot ten years ago. (NOT 'before ten years')*
- *Compare: We bought it ten years ago. = We have owned it for ten years. = We have owned it since 2016.*
- *One fact, three correct costumes.*



USE 4 The tense handshake

Since + a Perfect main clause; the clause after since takes Simple Past.

- *I have met him twice since he joined. (have met + joined)*
- *It's been raining since the procession started.*
- *NOT: since he has joined / since I am working here*

3 Hindi Concept Note



अ HINDI CONCEPT NOTE हिंदी में समझिए

हिंदी का एक 'से', English के दो शब्द — यही सारी उलझन है:

⇒ ONE FACT, THREE COSTUMES

RIGHT		WRONG
AGO Simple Past	✓ We bought this plot ten years ago .	✗ before ten years
FOR Present Perfect	✓ We have owned it for ten years .	✗ since ten years
SINCE Present Perfect	✓ We have owned it since 2016 .	✗ for 2016

Looking back from now: ago, for and since all say the same thing — never mix their partners.

अ HINDI CONCEPT NOTE हिंदी में समझिए

कितनी देर/कितने समय से (मात्रा) → FOR: दो घंटे से → FOR two hours; तीन साल से → FOR three years।

कब से (शुरुआती बिंदु) → SINCE: सोमवार से → SINCE Monday; 2019 से → SINCE 2019; बचपन से → SINCE childhood।

Test एक ही है: जवाब में मात्रा आए → for; calendar/घड़ी का point आए → since। 'since two hours' इसीलिए गलत है — दो घंटे मात्रा है, point नहीं।

'पहले' वाली गलती भी यहीं मरती है: दस साल पहले → ten years AGO ('before ten years' नहीं!)।

और since + clause में past: जब से वह आया है → since he CAME / since he JOINED ('since he has joined' नहीं) — मुख्य वाक्य perfect, since वाला हिस्सा simple past।

4 Common Mistakes Hindi Speakers Make



✗ WRONG	✓ RIGHT	💡 WHY
✗ I have been waiting since two hours.	✓ I have been waiting for two hours.	Two hours = a length → for. The most common for/since error in India.
✗ He has worked here for 2018.	✓ He has worked here since 2018.	2018 = a starting point → since.
✗ We shifted to this colony before five years.	✓ We shifted to this colony five years ago.	Looking back from now → ago, after the length.
✗ Since I am working here, I have closed forty deals.	✓ Since I started working here, I have closed forty deals.	The since-clause takes Simple Past (started), not present.

✗ WRONG	✓ RIGHT	💡 WHY
✗ She is living in Dubai since 2022.	✓ She has been living in Dubai since 2022.	Since pulls the Perfect — Module 1's oldest handshake.
✗ It has been raining from morning.	✓ It has been raining since morning.	With Perfect tenses, the starting point takes since, not from. (From...to pairs for schedules: from 10 to 4.)

5 Signal Words



The two-second sort:

- > Amount of time (minutes, days, years, ages) → for
- > Point in time (clock, day, date, year, event, clause) → since
- > Looking back from now → length + ago
- > since + clause → clause in Simple Past; main clause in Perfect
- > Both usually signal a Perfect tense in the main clause

6 Practice



SET A Fill in the blanks

10 QUESTIONS

- 1 The site has been sealed _____ last Tuesday.
- 2 We've been chasing that refund _____ four months.
- 3 He has been the pradhan _____ 2020.
- 4 They lived in Kavi Nagar _____ twelve years before shifting.
- 5 _____ the metro opened, rentals here have jumped 30%.
- 6 I haven't had a proper holiday _____ ages.
- 7 She joined us three years _____. (careful)
- 8 The generator has been running _____ 6 a.m.
- 9 _____ how long have you known the seller?
- 10 The market has been slow _____ the new circle rates came in.

SET B Correct the mistake

8 QUESTIONS

- 11 We have been partners since twenty years.
- 12 He is absent from Monday. (he's still absent)
- 13 I know him since childhood.
- 14 The offer expired before two days.
- 15 Since she has joined, sales have improved. (fix the clause)
- 16 They are waiting for the surveyor since noon.
- 17 I have been in this business for 2005.
- 18 It is raining since morning.

SET C Translate into English

7 QUESTIONS

- | | |
|--|---|
| 19 मैं दो घंटे से इंतज़ार कर रहा हूँ। | 20 वह 2019 से यहाँ काम कर रहा है। |
| 21 हमने यह दुकान दस साल पहले खरीदी थी। | 22 जब से वह आया है, काम तेज़ हो गया है। |
| 23 मैंने उसे बरसों से नहीं देखा। | 24 सुबह से बिजली नहीं है। |
| 25 तुम कब से इस line में हो? | |

7 Answer Key



ANSWERS · SET A

- | | | |
|----------|---------|---------|
| 1 since | 2 for | 3 since |
| 4 for | 5 Since | 6 for |
| 7 ago | 8 since | 9 For |
| 10 since | | |

ANSWERS · SET B

- | | |
|---|--|
| 11 We have been partners for twenty years. | 12 He has been absent since Monday. |
| 13 I have known him since childhood. | 14 The offer expired two days ago. |
| 15 Since she joined, sales have improved. | 16 They have been waiting for the surveyor since noon. |
| 17 I have been in this business since 2005. | 18 It has been raining since morning. |

ANSWERS · SET C

- | |
|---|
| 19 I have been waiting for two hours. |
| 20 He has been working here since 2019. |
| 21 We bought this shop ten years ago. |
| 22 Since he came/joined, the work has speeded up. / Work has moved faster since he arrived. |
| 23 I haven't seen him for years. / I haven't seen her in ages. |
| 24 There has been no electricity since morning. / The power has been out since morning. |
| 25 How long have you been in this line? / Since when have you been in this business? |

NEXT UP

the Irregular Verbs Master List — 200 verbs, organised by sound pattern so they actually stick.



MODULE 6 — MINI GRAMMAR ESSENTIALS

13

Irregular Verbs — The Master List
(200 Verbs)1 =
2 =

Level: All

Use: permanent reference + weekly revision

FOUR PATTERN FAMILIES — 200 VERBS

1 THE FROZEN ONES

24 verbs · all three identical

A A A

V1

cut

V2

cut

V3

cut

2 THE BOOMERANGS

3 verbs: come, run, become

A B A

V1

come

V2

came

V3

come

3 THE TWINS

78 verbs · V2 = V3 · the biggest

A B B

V1

buy

V2

bought

V3

bought

4 THE FULL JOURNEY

95 verbs · all three different

A B C

V1

sing

V2

sang

V3

sung

THE 200 VERBS, FAMILY BY FAMILY

24 verbs

78 verbs

95 verbs

1

2

3

4

Same colour = same form. Learn the pattern first; the verbs follow.

1 How to Learn 200 Verbs Without Dying of Boredom



Regular verbs add -ed and go home (work–worked–worked). Irregular verbs break the rules — but they break them in PATTERNS. This list is organised by pattern, not alphabet, because the brain stores sounds in families: sing–sang–sung pulls ring–rang–rung along for free. Learn one family a day, chant the three forms aloud, and write one sentence with any V3 (the form your Perfect tenses and passives from Modules 1 and 6 run on).

V1 = base (go), V2 = past (went), V3 = past participle (gone) — the form after have/has/had and after be in the passive.

2 Family 1 — The Frozen Ones: all three forms identical (24 verbs)



The easiest family. One warning: READ keeps its spelling but changes its sound — ‘red’ in V2/V3.

V1	V2	V3	MEANING	V1	V2	V3	MEANING
cut	cut	cut	काटना	put	put	put	रखना
cost	cost	cost	क्रीमत होना	hit	hit	hit	मारना

V1	V2	V3	MEANING	V1	V2	V3	MEANING
hurt	hurt	hurt	चोट पहुँचाना	let	let	let	अनुमति देना
set	set	set	स्थापित करना	shut	shut	shut	बंद करना
spread	spread	spread	फैलाना	bet	bet	bet	शर्त लगाना
burst	burst	burst	फटना	cast	cast	cast	डालना/ फेंकना
quit	quit	quit	छोड़ना	split	split	split	बाँटना/चीरना
spit	spit	spit	थूकना	shed	shed	shed	गिराना/बहाना
bid	bid	bid	बोली लगाना	burst	burst	burst	फटना
thrust	thrust	thrust	धकेलना	broadcast	broadcast	broadcast	प्रसारित करना
upset	upset	upset	परेशान करना	forecast	forecast	forecast	पूर्वानुमान लगाना
read	read (red)	read (red)	पढ़ना	rid	rid	rid	मुक्त करना

3 Family 2 — The Boomerangs: V1 and V3 same, V2 different (3 verbs)



V1	V2	V3	MEANING	V1	V2	V3	MEANING
come	came	come	आना	become	became	become	बनना
run	ran	run	दौड़ना				

4 Family 3 — The Twins: V2 = V3 (the biggest family, 78 verbs)



Learn the sound sub-groups: the -OUGHT/-AUGHT six, the -T enders, the -D enders, and the vowel-swappers.

◆ 3A. The -ought/-aught six:

V1	V2	V3	MEANING	V1	V2	V3	MEANING
bring	brought	brought	लाना	buy	bought	bought	खरीदना
think	thought	thought	सोचना	fight	fought	fought	लड़ना
catch	caught	caught	पकड़ना	teach	taught	taught	पढ़ाना
seek	sought	sought	खोजना				

◆ 3B. The -t enders:

V1	V2	V3	MEANING	V1	V2	V3	MEANING
bend	bent	bent	मोड़ना	build	built	built	निर्माण करना
lend	lent	lent	उधार देना	send	sent	sent	भेजना

V1	V2	V3	MEANING	V1	V2	V3	MEANING
spend	spent	spent	खर्च करना	feel	felt	felt	महसूस करना
keep	kept	kept	रखना	sleep	slept	slept	सोना
sweep	swept	swept	झाड़ू लगाना	weep	wept	wept	रोना
creep	crept	crept	रेंगना	leave	left	left	छोड़ना/जाना
lose	lost	lost	खोना	mean	meant	meant	मतलब होना
meet	met	met	मिलना	deal	dealt	dealt	निपटना
dream	dreamt/ dreamed	dreamt/ dreamed	सपना देखना	burn	burnt/ burned	burnt/ burned	जलना/ जलाना
learn	learnt/ learned	learnt/ learned	सीखना	smell	smelt/ smelled	smelt/ smelled	सूँघना
spell	spelt/spelled	spelt/spelled	हिज्जे करना	spoil	spoilt/ spoiled	spoilt/ spoiled	बिगाड़ना
lean	leant/leaned	leant/leaned	झुकना	bereave	bereft	bereft	वंचित करना

◆ 3C. The -d enders and vowel-swappers:

V1	V2	V3	MEANING	V1	V2	V3	MEANING
pay	paid	paid	भुगतान करना	say	said	said	कहना
lay	laid	laid	रखना/ बिछाना	sell	sold	sold	बेचना
tell	told	told	बताना	find	found	found	पाना/ढूँढना
bind	bound	bound	बाँधना	grind	ground	ground	पीसना
wind	wound	wound	लपेटना	have	had	had	पास होना/ रखना
hear	heard	heard	सुनना	hold	held	held	थामना/ पकड़ना
make	made	made	बनाना	stand	stood	stood	खड़ा होना
understand	understood	understood	समझना	win	won	won	जीतना
shine	shone	shone	चमकना	sit	sat	sat	बैठना
shoot	shot	shot	गोली चलाना/ शूट करना	get	got	got	पाना/मिलना
light	lit	lit	जलाना	dig	dug	dug	खोदना
hang	hung	hung	टाँगना	stick	stuck	stuck	चिपकाना
strike	struck	struck	मारना/ हड़ताल	swing	swung	swung	झूलना
spin	spun	spun	घुमाना	sting	stung	stung	डंक मारना

V1	V2	V3	MEANING	V1	V2	V3	MEANING
string	strung	strung	पिरोना	hang	hung	hung	लटकाना
sneak	snuck/ sneaked	snuck/ sneaked	चुपके से जाना	slide	slid	slid	फिसलना
feed	fed	fed	खिलाना	flee	fled	fled	भागना
bleed	bled	bled	खून बहना	breed	bred	bred	पालना
lead	led	led	नेतृत्व करना	speed	sped	sped	तेज़ी से जाना
sting	stung	stung	डंक	stink	stank/stunk	stunk	बदबू आना
cling	clung	clung	चिपकना	fling	flung	flung	झटके से फेंकना
wring	wrung	wrung	निचोड़ना	slink	slunk	slunk	चुपके से खिसकना

5 Family 4 — The Full Journey: all three forms different (95 verbs) —

◆ 4A. The i-a-u singers (chant them — they rhyme):

V1	V2	V3	MEANING	V1	V2	V3	MEANING
begin	began	begun	शुरू करना	drink	drank	drunk	पीना
ring	rang	rung	बजाना	sing	sang	sung	गाना
sink	sank	sunk	डूबना	swim	swam	swum	तैरना
spring	sprang	sprung	उछलना	shrink	shrank	shrunk	सिकुड़ना

◆ 4B. The -ew/-own flyers:

V1	V2	V3	MEANING	V1	V2	V3	MEANING
blow	blew	blown	बहना/फूँकना	grow	grew	grown	बढ़ना/उगना
know	knew	known	जानना	throw	threw	thrown	फेंकना
fly	flew	flown	उड़ना	draw	drew	drawn	खींचना/चित्र बनाना
withdraw	withdrew	withdrawn	वापस लेना	overthrow	overthrew	overthrown	तख्ता पलटना

◆ 4C. The -oke/-osen changers:

V1	V2	V3	MEANING	V1	V2	V3	MEANING
break	broke	broken	तोड़ना	choose	chose	chosen	चुनना
freeze	froze	frozen	जमना	speak	spoke	spoken	बोलना
steal	stole	stolen	चुराना	wake	woke	woken	जागना
weave	wove	woven	बुनना	awake	awoke	awoken	जाग उठना

◆ 4D. The -ove/-iven drivers:

V1	V2	V3	MEANING	V1	V2	V3	MEANING
drive	drove	driven	चलाना	ride	rode	ridden	सवारी करना
rise	rose	risen	उठना/उगना	write	wrote	written	लिखना
arise	arose	arisen	उत्पन्न होना	strive	strove	striven	कड़ी कोशिश करना

◆ 4E. The -en army:

V1	V2	V3	MEANING	V1	V2	V3	MEANING
eat	ate	eaten	खाना	fall	fell	fallen	गिरना
forbid	forbade	forbidden	मना करना	forgive	forgave	forgiven	माफ़ करना
give	gave	given	देना	hide	hid	hidden	छिपाना
take	took	taken	लेना	shake	shook	shaken	हिलाना
mistake	mistook	mistaken	ग़लती करना	bite	bit	bitten	दाँत से काटना
forget	forgot	forgotten	भूलना	beat	beat	beaten	हराना/पीटना
hide	hid	hidden	छिपना	undertake	undertook	undertaken	ज़िम्मा लेना
overtake	overtook	overtaken	आगे निकलना	partake	partook	partaken	हिस्सा लेना

◆ 4F. The one-of-a-kind VIPs (no family will have them):

V1	V2	V3	MEANING	V1	V2	V3	MEANING
be (is/am/are)	was/were	been	होना	do	did	done	करना
go	went	gone	जाना	see	saw	seen	देखना
lie	lay	lain	लेटना	lay	laid	laid	रखना
wear	wore	worn	पहनना	bear	bore	borne/born	सहना/उठाना
swear	swore	sworn	क्रसम खाना	tear	tore	torn	फाड़ना
show	showed	shown	दिखाना	sew	sewed	sewn	सिलना
sow	sowed	sown	बोना	prove	proved	proven/ proved	साबित करना
swell	swelled	swollen	सूजना	shave	shaved	shaven/ shaved	दाढ़ी बनाना

6 The Danger Zone — 10 Pairs India Mixes Up Daily



- 1 LIE (लेटना: lie-lay-lain) vs. LAY (रखना: lay-laid-laid) — 'I lay down at 2' (past of lie) vs. 'I laid the file on the desk'.

- 2 HANG (ढाँगना: hung–hung) vs. HANG (फाँसी: hanged–hanged) — pictures are hung; convicts were hanged.
- 3 RISE (खुद उठना: rose–risen — no object) vs. RAISE (उठाना: raised–raised — needs an object). Prices rise; the government raises duty.
- 4 FIND (पाना: found) vs. FOUND (स्थापित करना: founded–founded) — ‘He founded the company in 1999.’
- 5 FALL (गिरना: fell–fallen) vs. FELL (काट गिराना: felled–felled) — trees are felled.
- 6 BORN vs. BORNE — She was born in 1985; the costs were borne by the seller.
- 7 BEAT–BEAT–BEATEN — the V2 doesn’t change: ‘We beat them last year’ (not ‘beated’).
- 8 READ–READ–READ — spelling frozen, sound changes: present ‘reed’, past ‘red’.
- 9 GOT vs. GONE — He has GOT a flat (possession) vs. He has GONE to the flat (departure). And ‘gotten’ is American; ‘got’ is standard Indian/British V3.
- 10 HIT/PUT/CUT never become ‘hitted/putted/cutted’ — Family 1 is frozen forever.

7 The Revision System



Week 1: Families 1–2 (27 verbs). Week 2: Family 3 in its three sound-groups. Weeks 3–4: Family 4, one sub-group per day. Daily drill: pick 5 verbs, say V1–V2–V3 aloud three times, then write one Present Perfect sentence (has/have + V3) and one passive sentence (be + V3) — the two structures from Modules 1 and 6 that live or die on the V3 form.



THE REVISION PLAN

WEEK 1

Families 1–2

frozen + boomerangs

27 so far



WEEK 2

Family 3

three sound groups

105 so far



WEEKS 3–4

Family 4

one sub-group a day

200 so far



EVERY DAY · THE 5-VERB DRILL



1 pick five verbs

2 say V1–V2–V3 aloud, three times

3 write one sentence in each: **Present Perfect** has / have + V3 **passive** be + V3

One family a week, then five verbs a day: say them, then use them in a Perfect and a passive.

NEXT UP

One chapter remains: the Grand Review of Module 6 — and with it, the complete English Grammar Mastery Series.



MODULE 6 — MINI GRAMMAR ESSENTIALS

14

Grand Review & Practice Tests



Level: All

Estimated time: 75 minutes (map revision + 2 tests)

MODULE 6 MASTER MAP — THIRTEEN TOOLS ON ONE PAGE

NAME & DESCRIBE

LITTLE WORDS

JOIN & LINK

VERB MOVES

TIME & FORMS

1 **Countable / Uncountable**
no plural, no a/an · a piece of advice

2 **Adjective vs. Adverb**
thing → adjective · action → adverb

3 **Also · Too · Either**
also mid-sentence · too / either at the end

4 **So vs. Such**
no noun → so · noun → such (a / an)

5 **Even though / Even if**
real fact → though · possibility → if

6 **Who · Whom · Whose**
he → who · him → whom · his → whose

7 **The Subjunctive**
suggest / insist that + bare verb

8 **Causative verbs**
let/make/have + V1 · get + to · thing + V3

9 **Active vs. Passive**
be + V3 · no object, no passive

10 **Tag questions**
flip the sign · copy auxiliary + pronoun

11 **Used to trio**
used to + V1 · be / get used to + -ing

12 **For vs. Since**
length → for · start → since · back → ago

13 **Irregular verbs**
learn by sound family: sing–sang–sung

Now test yourself
Test 1: mixed (20) · Test 2: fix it (18)

Five colour families, one line each. Cover a line, say the rule aloud, then check.

1 The Module 6 Master Map — Thirteen Tools on One Page



TOOL	THE RULE IN ONE LINE	EXAMPLE
Countable/Uncountable	advice, information, news, furniture: no plural, no a/an; count with 'a piece of'	two pieces of advice
Adjective vs. Adverb	thing → adjective; action → adverb; sense verbs take adjectives	She sings well. / The tea tastes sweet.
Also / Too / Either	also mid; too ends positives; either ends negatives	I don't like it either.
So vs. Such	no noun → so; noun → such (+a/an if singular countable)	so costly / such a costly flat

TOOL	THE RULE IN ONE LINE	EXAMPLE
Even though / Even if	real fact → even though; possibility → even if; naked even never joins clauses	Even if it rains, we'll go.
Who / Whom / Whose	he → who; him → whom; his → whose; preposition → whom	To whom should I send it?
Subjunctive	suggest/demand/insist + that + BARE verb; be stays be	I suggest that he be informed.
Causatives	let/make/have + V1; get + person + to; have/get + thing + V3	I got my car serviced.
Passive	be + V3; no object → no passive (happen, die)	The deed was registered.
Tag questions	flip polarity, copy auxiliary, copy pronoun — never universal 'isn't it'	You're coming, aren't you?
Used to trio	used to + V1 (past habit); be/get used to + -ing (state/process)	I'm used to waking early.
For vs. Since	length → for; starting point → since; looking back → ago	for two hours / since Monday
Irregular verbs	learn by sound family; V3 runs your Perfects and passives	sing–sang–sung

2 Practice Test 1 — Mixed Essentials (20 questions)



Fill each blank or choose the correct form.

- He gave me two very useful _____ (advice → fix the phrasing) about the tender.
- She handled the angry allottee very _____ (calm/calmly).
- I don't have the original map, and the architect doesn't _____ (too/either).
- It was _____ (so/such) profitable a quarter... rewrite naturally with such.
- _____ (Even though/Even if) the loan gets rejected, we'll fund it ourselves. (possibility)
- _____ (Who/Whom) did the committee blame for the delay?
- The lawyer insisted that the token _____ (be/is) routed through RTGS.
- We finally got the seller _____ (sign/to sign) the consent.
- I _____ (had/made) my documents _____ (attest/attested) by the notary. (two blanks)
- The accident _____ (happened/was happened) near the toll plaza.
- You've met the tehsildar before, _____? (tag)
- Nobody objected to the layout change, _____? (tag)

Fill each blank or choose the correct form.

- 13 I _____ (used to/am used to) commuting on NH-9 now — it doesn't bother me.
- 14 There _____ (used to be/was used to) a mango orchard here.
- 15 We have been chasing the refund _____ (for/since) four months.
- 16 Rates have doubled _____ (for/since) the expressway announcement.
- 17 The cheque was _____ (send/sent) yesterday, and the parcel got _____ (damage/damaged) in transit. (two blanks)
- 18 He never returns the files on time, _____? (tag)
- 19 It is essential that every co-owner _____ (be/is) present at the registry.
- 20 sing-_____ - _____; break-_____ - _____; put-_____ - _____ (complete the forms)

3 Practice Test 2 — Fix It & Translate It (18 questions)



SET A Each sentence has one or two errors. Rewrite it correctly. (10)

10 QUESTIONS

- 1 He gave me many informations, and all his advices were useful.
- 2 She speaks English very good, isn't it?
- 3 I don't like the new layout too, and my partner doesn't like it too.
- 4 It was a so hot day that even the labourers were made leave early.
- 5 Even he is the owner's son, he was made to wait — correct sentence? Fix only what's wrong.
- 6 Whom is handling the Bidhuri file, and who did you give the keys? (fix both halves; formal)
- 7 The committee demanded that he submits the accounts, isn't it?
- 8 I am used to wake up at 5 because I used to working in a call centre.
- 9 My purse was stolen in the metro before two days, and the thief was never caught.
- 10 Let me to explain: we got the deed drafted, had it register, and the possession was happened on Friday. (three errors)

SET B Translate into English. (8)

8 QUESTIONS

- | | |
|--|---|
| 11 मुझे एक सलाह चाहिए — यह जानकारी कितनी पक्की है? | 12 वह बहुत अच्छा बोलती है, है ना? |
| 13 मैंने बाल कटवाए और गाड़ी service करवाई। (एक वाक्य) | 14 यह मंदिर 1902 में बनाया गया था। |
| 15 मैं सुझाव देता हूँ कि वह पहले वकील से मिले। | 16 चाहे वे दुगना दाम दें, मैं नहीं बेचूँगा। |
| 17 मुझे अब जल्दी उठने की आदत हो गई है, पर पहले मैं 9 बजे उठता था। (एक वाक्य) | 18 जब से metro आई है, दाम दुगने हो गए हैं। |

4 Answer Keys



ANSWERS · TEST 1

- | | | |
|------------------------------------|--|--------------------|
| 1 two very useful pieces of advice | 2 calmly | 3 either |
| 4 It was such a profitable quarter | 5 Even if | 6 Whom |
| 7 be | 8 to sign | 9 had ... attested |
| 10 happened | 11 haven't you | 12 did they |
| 13 am used to | 14 used to be | 15 for |
| 16 since | 17 sent ... damaged | 18 does he |
| 19 be | 20 sang, sung; broke, broken; put, put | |

ANSWERS · TEST 2 Part A

- 1 He gave me a lot of information, and all his advice was useful.
- 2 She speaks English very well, doesn't she?
- 3 I don't like the new layout either, and my partner doesn't like it either.
- 4 It was such a hot day that even the labourers were made to leave early. (Such + noun; passive of make → to.)
- 5 Even though he is the owner's son, he was made to wait. (Naked even → even though; the rest was correct.)
- 6 Who is handling the Bidhuri file, and to whom did you give the keys?
- 7 The committee demanded that he submit the accounts, didn't it? (Subjunctive bare verb; tag mirrors 'the committee demanded'.)
- 8 I am used to waking up at 5 because I used to work in a call centre.
- 9 My purse was stolen in the metro two days ago, and the thief was never caught.
- 10 Let me explain: we got the deed drafted, had it registered, and the possession happened on Friday. (Let + bare verb; thing + V3; happen has no passive.)

ANSWERS · TEST 2 Part B

- | | |
|--|--|
| 11 I need a piece of advice — how reliable is this information? | 12 She speaks very well, doesn't she? |
| 13 I got my hair cut and had the car serviced. | 14 This temple was built in 1902. |
| 15 I suggest that he meet the lawyer first. | 16 Even if they offer double the price, I will not sell. |
| 17 I am used to getting up early now, but I used to get up at 9. | 18 Since the metro came, prices have doubled. |



CONGRATULATIONS

The Series Is Complete

Six modules. Sixty-eight chapters. Every tense, every conditional, every modal, every -ing and to, every article and preposition, and the fourteen precision tools of this final module — all built for one reader: the Hindi speaker who thinks in हिंदी and wants to operate in English.

What you now hold

 Verb Tenses the 13-tense engine room	1	 Conditionals every real and unreal world, plus wish	2
 Modal Verbs permission, obligation, deduction, and the politeness ladder	3	 Gerunds & Infinitives the complete -ing vs. to system	4
 Articles & Prepositions a/an/the, in/on/at, and 100 phrasal verbs	5	 Mini Grammar Essentials the fourteen finishing tools, and the 200-verb master list	6

The method never changed: one rule, one Hindi bridge, the mistakes named honestly, and practice with explained answers. Grammar is not learnt by reading — it is learnt by the twenty-five questions at the end of every chapter. Revisit the review chapters monthly; the master maps were built to be your permanent single-page revision.

शुभकामनाएँ — *your English is now a system, not a struggle.*

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