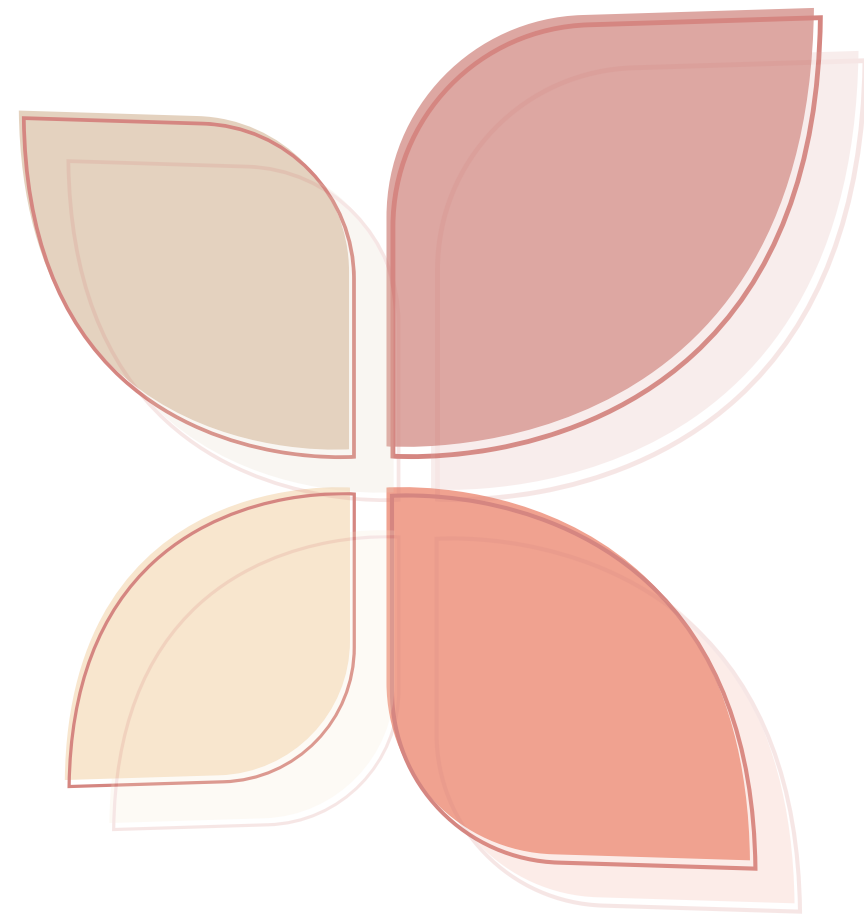




FLUENCY KEY : MASTERING ENGLISH ONE DAY AT A TIME

A STRUCTURED JOURNEY
TO
ENGLISH FLUENCY

Complete English Learning Collection

Unlock the secrets to fluent English with this day-by-day guide designed for quick mastery. Whether you're a student, professional, or traveler, this book provides structured lessons and essential vocabulary to boost your confidence and communication skills.

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English Basics

01. English Basics

How the sentence formation begins?

Actions in
Present

Actions in
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Types of
Expressions

English Basics

This home study course will make you stand apart. All you need is the devotion to put in hours and practice. Let's Begin. All actions can be summarized in set of 8 actions. Before speaking, think for a moment what action falls in which category and what should be the form of verb.

Lesson 1 : Actions in Present and what verbs they take.

Action 1

Desire to act

Verbs Used

Going to (after 'to' use first form of the Verb)

Examples

: I am going to read the book.
: She is going to start her project tomorrow.
: You are going to invest time wisely.
: They are going to watch the movie.

Explanation: 'Going to' refers to one's intention to do something.

Action 2

Continuous Action
without Mention of
Time

Verbs Used

Is/Am/Are and 'ing' with first form of the Verb

Examples

: He is listening.
: I am learning.
: You are watching.
: They are singing.

Explanation: The action is going on at the time of speaking or to express a continuous activity.

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English Basics

Lesson 1 : Actions in **Present** and what verbs they take.

Action 3

Continuous Action
with Mention of
Time

Verbs Used

Have Been/Has Been with
the first form of the verb
and 'for'

Use 'For': Period of Time

Use 'Since': Pointing Time

Examples

: It has been raining for 2 hours.

: I have been walking for 45 minutes.

: You have been waiting since morning.

: She has been working since 9 a.m

Explanation: Activity which
began in the past, still continues
and where time is indicated.

Action 4

Action just finished

Verbs Used

Have/has with 3rd form of
the verb

Use has for She/He/It

Use have for
I/We/You/They

Examples

: They have completed the test.

: I have eaten the meal.

: She has finished her work.

: He has learnt his lesson.

Explanation: The action which is
completed some moments back
or finished earlier but feeling of
present is there.

English Basics

Lesson 1 : Actions in **Present** and what verbs they take.

<u>Action 5</u> Forced action or Pre-planned action	<u>Verbs Used</u> Have to/ Has to Use First form of verb after 'to'	<u>Examples</u> : You have to listen to me. : He has to ring him up. : I have to pay back the amount. : He has to apply for visa.	 Explanation: Activity which expresses obligation by commitment/authority/situation. Also, used to stress for action which is pre-planned and is to be done.
<u>Action 6</u> Routine Action	<u>Verbs Used</u> Do/Does with 1st form of Verb Used for Actions repeated at regular intervals. Also, to express general habits.	<u>Examples</u> : She does her work daily. : I do exercise twice a week. : My brother goes to shop everyday. : This bus always drives to the mall.	 Explanation: Action happening frequently and can be generally defined categorically, eg everyday, weekly/once a day. twice/hardly/occasionally/rarely etc.

English Basics

Lesson 1 : Actions in **Present** and what verbs they take.

Action 7

All Time Action

Verbs Used

Do/Does with the first form of verb
s/es must be added to the main verbs

Examples

: The earth revolves around the sun.
: Whenever I teach, students listen.
: Stars shine at night.
: Whenever it rains, diseases spread.

Explanation: Action that happens round the clock; all the time.

Also, to express general facts.

Action 8

Simple Action

Verbs Used

Do/Does with the first form of verb
s/es must be added to the main verbs

Examples

: I do study now.
: She does write beautifully.
: There, he goes again.
: He listens carefully.

Note: When using 'does' for emphasis, do not use 's' or 'es' again as Does already has an 'es'.

Also, Do/Does are not commonly spoken.

English Basics

Explanatory Example (PresentTense): How all actions can be summarized in our day to day life.

<u>Action</u>	<u>Verbs Used</u>	<u>Examples</u>
Desired to Act	Going to (after 'to' use first form of the Verb)	: I am going to watch a movie.
Continuous Action without Mention of Time	Is/Am/Are and 'ing' with first form of the Verb	: I am watching movie.
Continuous Action with Mention of Time	Have Been/Has Been with the first form of the verb and 'for'	: I have been watching this movie for 30 minutes
Action just finished	Have/has with 3rd form of the verb	: I have watched the movie.
Forced action or Pre=planned action	Have to/ Has to	: I have to watch till the end.

English Basics

Lesson 2 : Actions in Past and what verbs they take.

<u>Action1</u> Desire to act	<u>Verbs Used</u> Was/were going to (after 'to' use first form of the Verb)	<u>Examples</u> : I was going to dance in rain. : They were going to attend the audition. : She was going to complete assignment. : They were going to play tonight.	Explanation: To express speaker's intention in the past to perform an act.
<u>Action2</u> Continuous Action without Mention of Time	<u>Verbs Used</u> Was/were and 'ing' with first form of the Verb	<u>Examples</u> : It was raining in the morning. : We were paying attention. : You were eating dinner. : They were clearing the sale merchandise.	Explanation: The activity was going on in the past in continuity.

English Basics

Lesson 2 : Actions in Past and what verbs they take.

<u>Action 3</u> Continuous Action <u>with</u> Mention of Time	<u>Verbs Used</u> Had been and 'ing' with first form of the Verb (When time is mentioned don't use was/were. Use had been instead to stress the time spent)	<u>Examples</u> : I had been waiting since morning. : They had been arguing for two hours. : She had been swimming for one hour. : It had been a welcoming experience since last year.	Explanation: Action which began in the past and continued for considerable time. Where Time is indicated, use 'for' or 'since'; like 'for two hours', 'since 1970', 'for 10 years'
<u>Action 4</u> Action just finished	<u>Verbs Used</u> Had with 3rd form of the Verb	<u>Examples</u> : When I got to the kitchen, mom had already cooked dinner. : As soon as they stepped outside, the rain had stopped : They had updated the examination score. : By the time I reached the station, the train had already left.	Explanation: To express past action which happened before specific action or moment.

English Basics

Lesson 2 : Actions in **Past** and what verbs they take.

Action 5

Forced or Past
preplanned action

Verbs Used

'Had to'

After 'to' always use 1st Form

Examples

: Since i borrowed this book, I had to return.

: He had to cancel the trip because of an emergency.

: They had to apologize for being rude.

: We had to wake up early to catch our flight.

Explanation: 'Had to' is used to express obligation imposed by some external authority.

Action 6

Past Routine Action

Verbs Used

'Used to'

(after "to" always use 1st form)

Examples

: This website used to deliver instant results.

: They used to be approachable at all times.

: You used to workout daily.

: She used to crave this food.

Explanation: Action done repeatedly in the past.

English Basics

Lesson 2 : Actions in Past and what verbs they take.

<u>Action 7</u> Simple Past	<u>Verbs Used</u> Use only 2 nd Form of Verb No helping verb	<u>Examples</u> : I came to visit you. : She studied at Columbia University. : They finished the match on time. : We rehearsed our steps thoroughly.	Explanation: Action completely finished.
<u>Action 8</u> All Time Action	<u>Verbs Used</u> 'Used to' (after "to" always use 1 st form)	<u>Examples</u> : They used to live in Paris before moving to London. : You used to visit our grandparents every summer. : They used to eat out a lot. : He used to be very shy as a child.	Explanation: Action that always occurred in a particular situation in the past.

English Basics

Explanatory Example (Past Tense): How all actions can be summarized in our day to day life.

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<u>Action</u>	<u>Verbs Used</u>	<u>Examples</u>
Desired to Act	Was/Were Going to (after ‘to’ use first form of the Verb)	: She was going to enquire about next session.
Continuous Action <u>without</u> Mention of Time	Was/ Were and ‘ing’ with first form of the Verb	: I was preparing for the audition.
Continuous Action <u>with</u> Mention of Time	Had Been/Has Been with the first form of the verb and ‘for’	: I had been rehearsing the script for 30 minutes
Action just finished	Did with 1 st form of the verb/ Had with 3 rd form of the verb	: I did read the script. : I had prepared for the audition.
Forced action or Pre=planned action	Had to	: I had to rehearse the script.

English Basics

Lesson 3 : Actions in **Future** and what verbs they take.

Action1

Desire to Act

Verbs Used

Will + 1st Form

Will be + 1st form “ing”

Examples

: I will cook today.

: He will be attending the class.

: They will be watching the game.

: We will study today.

Explanation: To express speaker's intention in the future to perform an act.

Note : The sentence construction ‘will be going to’ is not used in correct grammatical structures.

Action2

Continuous Action without Mention of Time

Verbs Used

Will be

(Use ‘ing’ with the 1st form of verb after ‘will be’)

Examples

: They will be looking forward to your visit.

: The program will be running continuously.

: I will be waiting for his return.

: She will be making notes.

Explanation: To express an activity that will begin at particular time & will continue for some period.

English Basics

Lesson 3 : Actions in **Future** and what verbs they take.

Action 3

Continuous Action
with Mention of
Time

Verbs Used

Will have been

‘Since’ is not used in the
future, only ‘for’ is used to
express time)

Examples

: By next year, I will have been working at
this company for a decade.

: She will have been studying medicine
for six years by the time she graduates.

: He will have been living in New York for
five years by the end of this month

: By 8 p.m., they will have been waiting at
the station for over two hours.

Explanation: To indicate
duration of an activity & will
continue in future.

Action 4

Action supposed to
be finished at a
particular time in
future.

Verbs Used

Will have

(After ‘will have’ always use
3rd form of verb.)

Never use ‘has’ in future.

Add only ‘have’ to ‘will’ even
with ‘he’. ‘she’ and ‘it’)

Examples

: They will have completed the project
before the deadline next week.

: We will have reached the airport by
the time you wake up.

: He will have written the entire report
by tomorrow evening.

: By this time next year, I will have saved
enough money for a new car.

Explanation: To express an
activity that is supposed to be
finished at a particular time in
future.

English Basics

Lesson 3 : Actions in Future and what verbs they take.

Action 5

Forced Action or action to be compulsorily done in the future.

Verbs Used

Will have to
Use 1st form of verb after 'to'

Examples

: She will have to wake up early tomorrow.
for her job interview.
: They will have to make a decision
before the meeting ends.
: We will have to leave by 6 a.m. to catch
the first train.
: You will have to carry your ID card to
enter the examination hall.

Explanation: 'Will have to' is used to express actions arising out of the self planning/commitment.

Action 6

Routine Action

Verbs Used

Will be
(Use 'ing' with the 1st form of verb)

Examples

: I will be joining you in evening.
: They will be studying together.
: You will be getting shortlisted.
: He will be running late.

Explanation: To express actions to be done regularly.

English Basics

Lesson 3 : Actions in **Future** and what verbs they take.

Action 7

All time Action

Verbs Used

Will be

Examples

- : The teacher will be available for consultation tomorrow afternoon.
- : The train will be at the station by 9:30 a.m. sharp.
- : Our team will be meeting the client on Monday.
- : The store will be open during the holiday weekend.

Explanation: To express events, actions to take place in future.

Action 8

Simple Action

Verbs Used

Will
(Use 1st form of verb)

Examples

- : I will start the class in five minutes.
- : We will go together.
- : You will pay for the tickets.
- : He will clear the project.

English Basics

Explanatory Example (FutureTense):How all actions can be summarized in our day to day life.

<u>Action</u>	<u>Verbs Used</u>	<u>Examples</u>
Desired to Act	Will/Will be (Use first form of the Verb)	: He will write a book next week. / He will be writing a book next week.
Continuous Action without Mention of Time	Will be and ‘ing’ with first form of the Verb	: I will be writing a book.
Continuous Action with Mention of Time	Will have been (ing with the first form of the verb and ‘for’)	: He will have been living in New York for five years by the end of this month.
Action just finished	Will have (always use 3 rd form of the verb)	: He will have completed his building by next November.
Forced action or Pre=planned action	Will have to	: I will have to reschedule your session.

English Basics

Active and Passive sentences: Two different ways of structuring a sentence, depending on whether the subject performs or receives the action.

Active Voice: The subject does the action & the sentence formation goes like: Subject + Verb + Object.

For example:

1. The chef + cooked + the meal.
- 2. She + wrote + a letter.
- 3. They + built + a new house.

Passive Voice: The subject receives the action & the sentence formation goes like : Object + (form of "to be") + Past Participle + (Optional: Preposition + subject).

For example:

1. The meal + was cooked + by the chef.
- 2. A letter + was written + by her.
- 3. A new house + was built + by them.

English Basics

Active and Passive sentences:

In the simple present, if there is no helping verb, introduce one according to the tense.

For example: I do the work. (Active)	– The work is done by me. (Passive)
I grow wild roses. (Active)	– Wild roses are grown by me. (Passive)

In the simple past, in the Active there is only 2nd form used. And in the Passive formation, helping verb (was/were) is a must.

For example: I sipped the tea. (Active)	– The tea was sipped by me.
I served you. (Active)	– You were served by me. (Passive)

In the present continuous, if ‘ing’ is used with 1st form of verb, then take ‘be’ + ‘ing’ , it becomes being.

For example: I am teaching you. (Active)	– You are being taught by me. (Passive)
She is cleaning the floor. (Active)	– The floor is being cleaned by her. (Passive)

Even in the past continuous, use was/were as the helping verb in the passive.

For example: I was observing her. (Active)	– She was being observed by me.
Tom was polishing the mirror. (Active)	– The mirror was being polished by Tom. (Passive)

English Basics

Types of Expressions:

Apart from actions, we also express our moods. Modal verbs and semi-modals are used to express different functions such as ability, possibility, permission, and obligation. They help us understand the speaker's attitude or the necessity of an action. For example:

- Ability – what someone can do (e.g., can, could)
- Possibility – what might happen (e.g., may, might, could, would)
- Permission – what is allowed (e.g., can, may, could)
- Obligation/Necessity – what must or should be done (e.g., must, have to, should, ought to, need to, had to)

These verbs make our language more precise and meaningful when talking about actions and decisions.

1. Can

Function: Ability or permission (present/future).

- Ability: Shows what someone is able to do.
- Permission: Asking or giving permission.

Examples:

- She can swim very well. (ability)
- Can I go outside now? (permission)

English Basics

Types of Expressions:

2. Could

Function: Past ability, polite requests, or possibility.

- Past ability: What someone was able to do before.
- Polite request: More formal than "can".
- Possibility: Something might happen.

Examples:

- I could read when I was four. (past ability)
- Could you help me with this? (polite request)

3. May

Function: Permission or possibility (present/future).

- Permission: More formal than "can".
- Possibility: Something might happen.

Examples:

- May I come in? (permission)
- It may rain today. (possibility)

English Basics

Types of Expressions:

4. Might

Function: Possibility (less certain than "may").

- Use when you're not sure at all.

Examples:

- We might go to the beach. (possibility)
- She might be at home now. (possibility)

5. Must

Function: Obligation or strong certainty.

Obligation: You are required to do it.

Strong certainty: You are almost sure.

Examples:

- You must wear a seatbelt. (obligation)
- He must be tired after that trip. (certainty)

English Basics

Types of Expressions:

6. Had to

Function: Past obligation.

- Use "had to" when you were required to do something in the past.

Examples:

- I had to study all night. (past obligation)
- She had to catch the early train. (past obligation)

7. Have to

Function: Obligation or necessity (present/future).

- Similar to "must" but used more in everyday speech.

Examples:

- I have to finish my homework. (necessity)
- You have to be quiet in the library. (rule/obligation)

English Basics

Types of Expressions:

8. Ought to

Function: Advice or moral duty.

- Softer version of "should", more formal.

Examples:

- You ought to apologize to her. (advice)
- We ought to help the poor. (moral duty)

9. Need (to)

Function: Necessity or requirement.

- Sometimes used like a modal (especially in questions and negatives).

Examples:

- You need to drink more water. (necessity)
- Need we bring our own food? (question)

English Basics

Types of Expressions:

10. Should

Function: Advice or recommendation.

- Used when giving suggestions or talking about the right thing to do.

Examples:

- You should see a doctor. (advice)
- He should be here by now. (expectation)

11. Would

Function: Polite offers, habits in the past, or imagined situations.

- Polite offer: Being nice or formal.
- Habit in the past: Something done often in the past.
- Imagined situations: Hypothetical actions.

Examples:

- Would you like some tea? (polite offer)
- When we were kids, we would play outside for hours. (past habit)

Verbs

02 Verbs

How will we communicate?

Three
forms of
Verbs

Preposition /
Preposition
Phrases

Verbs

Base Verb	Present (V1)	Past (V2)	Past Participle (V3)	Future (will + base)
accept	accept(s)	accepted	accepted	will accept
achieve	achieve(s)	achieved	achieved	will achieve
act	act(s)	acted	acted	will act
add	add(s)	added	added	will add
admire	admire(s)	admired	admired	will admire
advise	advise(s)	advised	advised	will advise
agree	agree(s)	agreed	agreed	will agree
allow	allow(s)	allowed	allowed	will allow
answer	answer(s)	answered	answered	will answer
appear	appear(s)	appeared	appeared	will appear
argue	argue(s)	argued	argued	will argue
arrive	arrive(s)	arrived	arrived	will arrive
ask	ask(s)	asked	asked	will ask
attack	attack(s)	attacked	attacked	will attack
bake	bake(s)	baked	baked	will bake
beg	beg(s)	begged	begged	will beg
begin	begin(s)	began	begun	will begin
believe	believe(s)	believed	believed	will believe
borrow	borrow(s)	borrowed	borrowed	will borrow
break	break(s)	broke	broken	will break
bring	bring(s)	brought	brought	will bring
build	build(s)	built	built	will build
buy	buy(s)	bought	bought	will buy
call	call(s)	called	called	will call
carry	carry(ies)	carried	carried	will carry
catch	catch(es)	caught	caught	will catch
change	change(s)	changed	changed	will change

Verbs

choose	choose(s)	chose	chosen	will choose
clean	clean(s)	cleaned	cleaned	will clean
climb	climb(s)	climbed	climbed	will climb
close	close(s)	closed	closed	will close
come	come(s)	came	come	will come
cook	cook(s)	cooked	cooked	will cook
cost	cost(s)	cost	cost	will cost
cry	cry(ies)	cried	cried	will cry
cut	cut(s)	cut	cut	will cut
dance	dance(s)	danced	danced	will dance
decide	decide(s)	decided	decided	will decide
deliver	deliver(s)	delivered	delivered	will deliver
describe	describe(s)	described	described	will describe
destroy	destroy(s)	destroyed	destroyed	will destroy
die	die(s)	died	died	will die
draw	draw(s)	drew	drawn	will draw
dream	dream(s)	dreamed/dreamt	dreamed/dreamt	will dream
drink	drink(s)	drank	drunk	will drink
drive	drive(s)	drove	driven	will drive
eat	eat(s)	ate	eaten	will eat
enter	enter(s)	entered	entered	will enter
explain	explain(s)	explained	explained	will explain
fall	fall(s)	fell	fallen	will fall
feed	feed(s)	fed	fed	will feed
feel	feel(s)	felt	felt	will feel
fight	fight(s)	fought	fought	will fight
find	find(s)	found	found	will find
fly	fly(ies)	flew	flown	will fly
forget	forget(s)	forgot	forgotten	will forget

Verbs

fling	fling(s)	flung	flung	will fling
forbid	forbid(s)	forbade	forbidden	will forbid
forecast	forecast(s)	forecast	forecast	will forecast
grind	grind(s)	ground	ground	will grind
kneel	kneel(s)	knelt	knelt	will kneel
knit	knit(s)	knit	knit	will knit
leap	leap(s)	leaped/leapt	leaped/leapt	will leap
light	light(s)	lit	lit	will light
melt	melt(s)	melted	melted/molten	will melt
mislead	mislead(s)	misled	misled	will mislead
overcome	overcome(s)	overcame	overcome	will overcome
overtake	overtake(s)	overtook	overtaken	will overtake
plead	plead(s)	pleaded/pled	pleaded/pled	will plead
prove	prove(s)	proved	proven/proved	will prove
repay	repay(s)	repaid	repaid	will repay
rid	rid(s)	rid	rid	will rid
saw	saw(s)	sawed	sawn/sawed	will saw
seek	seek(s)	sought	sought	will seek
sew	sew(s)	sewed	sewn/sewed	will sew
shed	shed(s)	shed	shed	will shed
shrink	shrink(s)	shrank	shrunk	will shrink
sink	sink(s)	sank	sunk	will sink
slide	slide(s)	slid	slid	will slide
slit	slit(s)	slit	slit	will slit
smite	smite(s)	smote	smitten	will smite
sow	sow(s)	sowed	sown/sowed	will sow
speed	speed(s)	sped	sped	will speed
spin	spin(s)	spun	spun	will spin
spit	spit(s)	spit/spat	spit/spat	will spit

Verbs

read	read(s)	read	read	will read
ride	ride(s)	rode	ridden	will ride
ring	ring(s)	rang	rung	will ring
rise	rise(s)	rose	risen	will rise
run	run(s)	ran	run	will run
say	say(s)	said	said	will say
see	see(s)	saw	seen	will see
sell	sell(s)	sold	sold	will sell
send	send(s)	sent	sent	will send
set	set(s)	set	set	will set
shake	shake(s)	shook	shaken	will shake
shine	shine(s)	shone	shone	will shine
shoot	shoot(s)	shot	shot	will shoot
show	show(s)	showed	shown	will show
shut	shut(s)	shut	shut	will shut
sing	sing(s)	sang	sung	will sing
sit	sit(s)	sat	sat	will sit
sleep	sleep(s)	slept	slept	will sleep
speak	speak(s)	spoke	spoken	will speak
spend	spend(s)	spent	spent	will spend
stand	stand(s)	stood	stood	will stand
steal	steal(s)	stole	stolen	will steal
stick	stick(s)	stuck	stuck	will stick
swim	swim(s)	swam	swum	will swim
take	take(s)	took	taken	will take
teach	teach(es)	taught	taught	will teach
tear	tear(s)	tore	torn	will tear
tell	tell(s)	told	told	will tell
think	think(s)	thought	thought	will think

Verbs

throw	throw(s)	threw	thrown	will throw
understand	understand(s)	understood	understood	will understand
wake	wake(s)	woke	woken	will wake
wear	wear(s)	wore	worn	will wear
win	win(s)	won	won	will win
write	write(s)	wrote	written	will write
arise	arise(s)	arose	arisen	will arise
awake	awake(s)	awoke	awoken	will awake
bear	bear(s)	bore	borne	will bear
beat	beat(s)	beat	beaten	will beat
become	become(s)	became	become	will become
bend	bend(s)	bent	bent	will bend
bet	bet(s)	bet	bet	will bet
bind	bind(s)	bound	bound	will bind
bite	bite(s)	bit	bitten	will bite
bleed	bleed(s)	bled	bled	will bleed
blow	blow(s)	blew	blown	will blow
breed	breed(s)	bred	bred	will breed
burn	burn(s)	burned/burnt	burned/burnt	will burn
burst	burst(s)	burst	burst	will burst
cast	cast(s)	cast	cast	will cast
cling	cling(s)	clung	clung	will cling
creep	creep(s)	crept	crept	will creep
deal	deal(s)	dealt	dealt	will deal
dig	dig(s)	dug	dug	will dig
dive	dive(s)	dove/dived	dived	will dive
drag	drag(s)	dragged	dragged	will drag
drown	drown(s)	drowned	drowned	will drown
flee	flee(s)	fled	fled	will flee

Verbs

forgive	forgive(s)	forgave	forgiven	will forgive
freeze	freeze(s)	froze	frozen	will freeze
get	get(s)	got	gotten	will get
give	give(s)	gave	given	will give
go	go(es)	went	gone	will go
grow	grow(s)	grew	grown	will grow
hang	hang(s)	hung	hung	will hang
have	have/has	had	had	will have
hear	hear(s)	heard	heard	will hear
hide	hide(s)	hid	hidden	will hide
hit	hit(s)	hit	hit	will hit
hold	hold(s)	held	held	will hold
hurt	hurt(s)	hurt	hurt	will hurt
keep	keep(s)	kept	kept	will keep
know	know(s)	knew	known	will know
lay	lay(s)	laid	laid	will lay
lead	lead(s)	led	led	will lead
learn	learn(s)	learned/learnt	learned/learnt	will learn
leave	leave(s)	left	left	will leave
lend	lend(s)	lent	lent	will lend
let	let(s)	let	let	will let
lie	lie(s)	lay	lain	will lie
lose	lose(s)	lost	lost	will lose
make	make(s)	made	made	will make
mean	mean(s)	meant	meant	will mean
meet	meet(s)	met	met	will meet
pay	pay(s)	paid	paid	will pay
put	put(s)	put	put	will put
quit	quit(s)	quit	quit	will quit

Verbs

split	split(s)	split	split	will split
spoil	spoil(s)	spoiled/spoilt	spoiled/spoilt	will spoil
spread	spread(s)	spread	spread	will spread
spring	spring(s)	sprang	sprung	will spring
stab	stab(s)	stabbed	stabbed	will stab
sting	sting(s)	stung	stung	will sting
stink	stink(s)	stank	stunk	will stink
strike	strike(s)	struck	struck/stricken	will strike
strive	strive(s)	strove	striven	will strive
swear	swear(s)	swore	sworn	will swear
sweep	sweep(s)	swept	swept	will sweep
swell	swell(s)	swelled	swollen/swelled	will swell
thrust	thrust(s)	thrust	thrust	will thrust
undergo	undergo(es)	underwent	undergone	will undergo
upset	upset(s)	upset	upset	will upset
weep	weep(s)	wept	wept	will weep
wet	wet(s)	wet/wetted	wet/wetted	will wet
wind	wind(s)	wound	wound	will wind
withdraw	withdraw(s)	withdrew	withdrawn	will withdraw
wring	wring(s)	wrung	wrung	will wring
abide	abide(s)	abode	abided	will abide
behold	behold(s)	beheld	beheld	will behold
forsake	forsake(s)	forsook	forsaken	will forsake

English Basics

Preposition

A preposition is a word that shows the relationship between a noun/pronoun and other words in a sentence. It often indicates location, time, direction, or purpose. Comparative study of key prepositions along with their uses and examples:

1. About

Use: - Relating to a topic or approximation.
Examples: - We talked about the weather.
It costs about \$10.

2. Above

Use: - Higher than something.
Examples: - The plane flew above the clouds.
Her score is above average.

3. Across

Use: - From one side to another.
Examples: - She walked across the bridge.
The store is across the street.

English Basics

Preposition

4. After

Use: - Later in time or sequence.
Examples: - We ate after the movie.
She's named after her grandmother.

5. Against

Use : - Opposition or physical contact.
Examples: - He leaned against the wall.
They voted against the law.

6. Along

Use : - Moving in a line next to something.
Examples: - We walked along the river.
Trees grew along the path.

7. Among

Use : - Being part of a group.
Examples: - She shared the sweets among the children.
It's hidden among the books.

English Basics

Preposition

8. Around

Use :- Surrounding or approximately.

Examples: - They sat around the fire.
It's around 3 PM.

9. At

Use: - Specific time or place.

Examples: - Meet me at the park.
The party starts at 8 PM.

10. Before

Use: - Earlier in time or position.

Examples: - Wash hands before eating.
Your name comes before mine.

11. Behind

Use: - At the back of something.

Examples: = The keys are behind the vase.
He hid behind the tree.

English Basics

Preposition

12. Below

Use :- Lower than something.

Examples: - Temperatures dropped below freezing.
Sign your name below the line.

13. Beneath

Use :- Underneath (formal).

Examples: - The cat slept beneath the table.
It's buried beneath the sand.

14. Beside

Use :- Next to.

Examples: - Sit beside me.-
The lamp is beside the bed.

15. Between

Use :- In the middle of two things.

Examples: - Choose between tea and coffee.
The secret is between us.

English Basics

Preposition

16 Beyond

Use: - Outside a limit.

Examples: = The mountain is beyond the forest.
It's beyond my understanding. .

17. By

Use:- Near, agent in passive voice, or deadline.

Examples: - The book was written by her.
Finish the work by Friday.

18. Concerning

Use: - About a topic.

Examples: - We spoke concerning the project.
A memo concerning safety rules.

19. Down

Use: - Movement to a lower position.

Examples: - She ran down the stairs.
Tears rolled down her cheeks.

English Basics

Preposition

20. During

Use: - Throughout a time period.
Examples: - He slept during the lecture.
It rained during the night.

21. Except

Use: - Excluding.
Examples: - Everyone except John came.
I like all fruits except mangoes.

22. For

Use: - Purpose, duration, or benefit.
Examples: - This gift is for you.
She waited for an hour.

23. From

Use:- Origin or source.
Examples: - I received a letter from my friend.
The juice is made from apples.

English Basics

Preposition

24. In

Use: - Inside a place, time, or condition.

Examples: - The cat is in the box.
We'll meet in July.

25. Inside

Use: - Within something.

Examples: - The keys are inside the drawer.
Stay inside the house.

26. Into

Use: - Movement toward the inside.

Examples: - He jumped into the pool.
She turned into a leader.

27. Like

Use: - Comparison or similarity.

Examples: - She sings like a professional.
He looks like his father.

English Basics

Preposition

28. Near

Use: - Close to.

Examples: - The school is near the park.
Sit near me.

29. Of

Use: - Possession, origin, or material.

Examples: - The lid of the jar.
A cup of coffee.

30. Off

Use : - Away from a surface.

Examples: - Take your shoes off.
- A cup of coffee.

31. On

Use: - Surface, day, or active state.

Examples: - The book is on the table.
- We meet on Monday.

English Basics

Preposition

32. Out

Use: - Moving from inside to outside.

Examples: - She went out the door.

- Take the trash out.

33. Over

Use: - Above, covering, or completion.

Examples: - The plane flew over the city.

The meeting is over.

34. Through

Use: - Movement from one side to another.

Examples: - We walked through the tunnel.

He scrolled through the list.

35. With

Use: - Accompaniment or means.

Examples: - She went with her friend.

Cut it with a knife.

Vocabulary.

03 Vocabulary Daily Use

Human
Behaviour

Building,
Offices

Personalities

Antonyms

Words Related of Human Behaviour

Positive Behavior

Negative Behavior

Polished

Unpolished

Honest

Dishonest

Kind

Unkind

Generous

Selfish

Respectful

Disrespectful

Confident

Insecure

Loyal

Disloyal

Patient

Impatient

Responsible

Irresponsible

Optimistic

Pessimistic

Humble

Arrogant

Compassionate

Insensitive

Diligent

Lazy

Positive Behavior

Negative Behavior

Disciplined

Undisciplined

Friendly

Unfriendly

Reliable

Unreliable

Courteous

Rude

Sincere

Insincere

Tolerant

Intolerant

Empathetic

Apathetic

Considerate

Inconsiderate

Trustworthy

Untrustworth

Forgiving

Resentful

Cooperative

Uncooperative

Persevering

Quitting

Gracious

Ungrateful

Words Related of Human Behaviour 2

Positive Behavior

Negative Behavior

Enthusiastic

Indifferent / Unenthusiastic

Fair

Unfair

Harmonious

Discordant

Supportive

Unsupportive

Genuine

Deceptive

Courageous

Cowardly

Modest

Boastful

Prudent

Reckless

Decisive

Indecisive

Selfless

Self-centered

Tactful

Tactless

Wise

Foolish

Adaptable

Rigid

Positive Behavior

Negative Behavior

Warmhearted

Coldhearted

Generous

Greedy

Hardworking

Sluggish

Open-minded

Close-minded

Respectable

Shameful

Observant

Unobservant

Sensitive

Insensitive

Resilient

Fragile

Upright

Corrupt

Altruistic

Egotistical

Sociable

Withdrawn

Dependable

Undependable

Courteous

Disrespectful

Daily Use Words About Physical Appearance

Complexion of People	→	Fair, Light, Peaches and cream, Rosy, Olive, Golden, Tanned, Honey, Caramel, Bronze, Deep brown, Ebony, Pale, Milky, Ruddy, Sallow, Freckled, Sun-kissed, Glowing, Dry, Oily, Weather-beaten
Health or Stature of a Person	→	Tall, Tiny, Puny, dwarf, Imposing, Overweight, Underweight, Short legged. Stooping, Dizzy-height, Abnormal, Lanky, Slim, Brawny, Muscular.
Physical Build	→	Chubby, Robust, Broad Framed, Well Built, Broad Shouldered, Small Framed, Small Built, Delicately Boned, Plump, Strong, Healthy, Fat, Stout, Frail, Delicate, Weak, Thin, Skinny, Lean, Enormous, Bulky, Shapely, Bony, Big Bellied, Able Bodied, Feeble, Balanced, Well Maintained, Hefty.
Facial Features	→	Slanting Eyes, Sharp features, Classical Features, flat or blunt features, Mongoloid features, Roman features, Snub nose, Hollow Cheeks, Flat nose, Double chin, Clean-cut face, Glowing face, Protruding eyes, Thick neck, Broad face, Fluttering eyelashes, Broad Forehead, Aquiline nose, Bushy eyebrows, High Cheeked.

Words Related of Buildings & Offices

Positive

Well-lit

Spacious

Elegant

Cozy

Modern

Burglar Proof

Luxurious

Wall to Wall Carpeted

Appealing

Well Maintained

Hygenic

Blessed

Inviting

Negative

Pitch Dark / Dim

Cramped

Inelegant / Tacky

Dreary

Outdated

Unsafe / Theft Prone

Modest

Uncarpeted

Unappealing

Worn Out, Messy

Unhygenic

Spooky / Haunted

Uninviting

Positive

Newly Constructed

Fitted with Modern Amenities

Neat and Tidy

Pleasant Atmosphere

Splendid

Decorated

Fitted with Wooden Fixtures

Ventilated

Airy

Well Kept

Sprawling Lawns

Air conditioned

Suitable

Negative

Dilapidated / Worn out

Unequipped

Untidy, Shabby

Unpleasant Atmosphere

Inelegant

Undecorated

Undecorated

Suffocating

Clammy

Neglected

Terrace Garden

Non Air conditioned

Unsuitable

Daily Use Words About Physical Appearance

Looks



Entrapping, coquettish, beautiful, handsome, stunning, gorgeous, elegant, radiant, striking, alluring, captivating, charming, dashing, pretty, lovely, graceful, statuesque, magnetic, angelic, bewitching, enchanting, glamorous

Facial Expressions



Eloquent face, puzzled, dumb with terror, puckered with distaste, beaming, scowling, wide-eyed, blank, smirking, grimacing, radiant, tearful, contorted, startled, menacing, serene, brooding, sullen, crestfallen, forlorn, quizzical, gleeful

Impressions of Personality



Lovable, sympathetic, irresponsible, fastidious, charismatic, compassionate, dependable, cynical, aloof, eccentric, meticulous, charming, affable, resilient, manipulative, arrogant, impulsive, gregarious, introverted, stoic, whimsical, tenacious

Bearing



Graceful, urbane, gracious, inelegant, regal, poised, dignified, stately, commanding, unassuming, brash, refined, sophisticated, awkward, courtly, majestic, unpolished, aristocratic, imperious, demure, genteel, decorous

Antonyms

Used in Business & Services

Word | Antonyms

Revenue | Expense
Growth | Decline
Success | Failure
Gain | Loss
Surplus | Deficit
Asset | Liability
Credit | Debit
Invest | Divest
Expand | Contract
Hire | Fire
Promote | Demote
Encourage | Discourage
Motivate | Deter
Reward | Penalize
Lead | Follow
Buy | Sell
Supply | Demand
Export | Import
Acquire | Divest
Efficient | Inefficient
Productive | Unproductive
Effective | Ineffective

Word | Antonyms

Reliable | Unreliable
Flexible | Inflexible
Stable | Unstable
Transparent | Opaque
Ethical | Unethical
Legal | Illegal
Compliant | Noncompliant
Secure | Vulnerable
Private | Public
Open | Closed
Inclusive | Exclusive
Diverse | Homogeneous
Innovative | Outdated
Modern | Obsolete
Advanced | Basic
Complex | Simple
Fast | Slow
Satisfy | Dissatisfy
Loyal | Disloyal
Attract | Repel
Retain | Lose
Engage | Ignore

Word | Antonyms

Respond | Neglect
Boost | Reduce
Maximize | Minimize
Optimize | Worsen
Streamline | Complicate
Automate | Manual
Centralize | Decentralize
Standardize | Customize
Diversify | Specialize
Scale | Downsize
Outsource | In-house
Upgrade | Downgrade
Maintain | Deteriorate
Deliver | Withhold
Fulfill | Default
Process | Stagnate
Accelerate | Decelerate
Facilitate | Hinder
Enable | Disable
Empower | Restrict
Allocate | Withhold
Budget | Overrun

Word | Antonyms

Trust | Distrust
Approve | Reject
Accept | Decline
Honor | Revoke
Support | Oppose
Collaborate | Compete
Partner | Rival
Merge | Separate
Network | Isolate
Negotiate | Impose
Agree | Disagree
Compromise | Stalemate
Resolve | Provoke
Mediate | Litigate
Launch | Withdraw
Promote | Demote
Advertise | Conceal
Brand | Generic
Differentiate | Conform
Target | Ignore
Convert | Deter
Engage | Disengage

Antonyms

Used in Workplace Conduct

Word | Antonyms

Synergize | Sabotage
Cooperate | Obstruct
Associate | Dissociate
Align | Misalign
Unify | Fragment
Harmonize | Disrupt
Reciprocate | Exploit
Befriend | Alienate
Bond | Sever
Congregate | Disperse
Converge | Diverge
Solidarity | Division
Fellowship | Estrangement
Coalition | Opposition
Partnership | Rivalry
Consensus | Discord
Affiliate | Disaffiliate
Interact | Withdraw

Genuine | Fake
Listen | Ignore
Acknowledge | Disregard
Validate | Invalidate

Word | Antonyms

Reconcile | Estrange
Mediate | Provoke
Negotiate | Dictate
Compromise | Intransigence
Diplomacy | Hostility
Courtesy | Incivility
Politeness | Rudeness
Gracious | Ungracious
Tactful | Tactless
Approachable | Unapproachable
Amicable | Antagonistic
Collegial | Adversarial
Constructive | Destructive
Positive | Negative
Supportive | Unsupportive
Encouraging | Discouraging
Uplift | Demean
Inspire | Demotivate
Mentorship | Abandonment
Guide | Mislead
Advocate | Oppose
Sponsor | Obstruct

Word | Antonyms

Nurture | Neglect
Develop | Stunt
Cultivate | Destroy
Foster | Hinder
Elevate | Degrade
Empower | Disempower
Enable | Disable
Facilitate | Complicate
Streamline | Obstruct
Optimize | Degrade
Innovate | Stagnate
Progress | Regress
Advance | Retreat
Evolve | Devolve
Improve | Worsen
Refine | Corrupt
Ethical | Unprincipled
Moral | Immoral
Just | Unjust
Fair | Unfair
Equitable | Inequitable
Impartial | Biased

Word | Antonyms

Objective | Subjective
Neutral | Partial
Principled | Unprincipled
Virtuous | Vicious
Righteous | Wicked
Noble | Ignoble
Honorable | Dishonorable
Respectful | Disrespectful
Dignified | Undignified
Professional | Unprofessional
Competent | Incompetent
Diligent | Negligent
Conscientious | Careless
Punctual | Tardy
Reliable | Unreliable
Dependable | Undependable
Accountable | Unaccountable
Transparent | Secretive
Truthful | Deceptive
Candid | Evasive
Sincere | Insincere
Communicate | Miscommunicate

Course Contents

O4 Summarization Practice Material

Grammar
Essentials

Additional
Basic
Vocabulary

Grammar Essentials

Subject-Verb Agreement: Subject-verb agreement ensures the verb matches the subject in number (singular/plural)

Basic Rule:- Singular subject → Singular verb

Example: She writes emails.

Plural subject → Plural verb

Example: They write emails.

Tricky Cases: Collective Nouns (team, family, audience)

Use singular verbs if acting as a unit:

Example: The team is winning.

Use plural verbs if members act individually

Example: The team are arguing.

Grammar Essentials

Types of Sentences: Sentences are categorized by purpose and structure.

By Purpose

Type	Function	Example
Declarative	States a fact/opinion	She works in an office.
Interrogative	Asks a question	Are you coming tomorrow?
Imperative	Gives a command/request	Close the door.
Exclamatory	Expresses strong emotion	What a beautiful day!

By Structure

Type	Function	Example
Simple	One independent clause	I drink coffee.
Compound	Two clauses joined by opinion	I like tea, but she prefers coffee.
Complex	Independent + dependent clause	When it rains, I stay home.

Grammar Essentials

Conditional Sentences : Conditionals express hypothetical situations & their consequences.

Types & Structures

Type	Usage	Structure	Example
Zero	General truths	If+present, present	If you heat ice, it melts. If it rains,
First	Real future possibilities	If+present, will+base verb	we will cancel. If I won the lottery,
Second	Unreal present/future	If+past, would+base verb	I would travel.
Third	Unreal past	If+past perfect, would have + past participle	If she had studied, she would have passed.
Mixed	Combines time frames	If+past perfect, would + base verb	If you had warned me, I wouldn't be late.

Some Additional Words of Grammar

Usage of Ever, Seldom, Usually, Never, Often

Ever (Used in questions and negative statements to mean "at any time")

Examples: Have you ever visited Paris.
She hardly ever eats fast food.

Seldom (Means "rarely" or "not often")

Examples: He seldom watches TV; he prefers reading books
They seldom go out on weekdays because of work.

Usually (Means "most of the time" or "normally")

Examples: I usually drink coffee in the morning
She usually takes the bus to work.

Some Additional Words of Grammar

Usage of Ever, Seldom, Usually, Never, Often

Often (Means "frequently" or "many times")

Examples: He often go hiking on weekends.
She often listens to music while studying

Never (Means "not at any time" or "not ever")

Examples: I have never been to Japan.
He never forgets to call his mother on Sundays.

Some Additional Words of Grammar

Usage of A Few, Few, Little, A Little

A Few (Used with countable nouns to mean "some, but not many" – positive meaning)

Examples: She has a few close friends. (She has some friends, not many but enough.)

I need a few minutes to finish this task. (A small but sufficient amount of time.)

Few (Used with countable nouns to mean "almost none" – negative meaning)

Examples: Few people attended the meeting. (Almost no one came, emphasizing disappointment.)

He has few job opportunities in this small town. (Very limited chances, negative tone.)

"Few" & "Little" → Focus on not having enough (almost none).

Some Additional Words of Grammar

Usage of A Few, Few, Little, A Little

A Little (Used with uncountable nouns to mean "some, but not much" – positive meaning)

Examples: Can you add a little sugar to my tea? (A small but sufficient amount.)
She speaks a little French. (Some knowledge, though not fluent.)

Little (Used with uncountable nouns to mean "almost none" – negative meaning)

Examples: There is little hope of finding the lost ring. (Almost no hope, pessimistic tone.)
He has little patience for rude customers. (Very little tolerance, emphasizing frustration.)

"Few" & "Little" → Focus on not having enough (almost none).

Some Additional Words of Grammar

Usage of Unless, Until and Till

Unless (Except if / Only if...not)

Examples: You won't pass unless you study. (Passing is only possible if you study.)
Unless he apologizes, I won't forgive him. (Forgiveness depends on an apology.)

Until (Up to a certain time)

Examples: She waited until the rain stopped. (She waited up to the moment the rain ended.)
Don't leave until I call you. (Stay up to the point when I call.)

Till (Informal version of "until")

Examples: Wait here till I return. (Stay up to the time I come back.)
The shop is open till 9 PM. (It remains open up to 9 PM.)

Until/Till → Time-bound.

Unless → Negative condition ("if not").

Some Additional Words of Grammar

Usage of Whenever, Wherever and Whatever

Wherever (In any place / No matter where)

Examples: Wherever you go, I'll follow. (No matter the location, I'll follow).
She takes her laptop wherever she travels. (In any place she visits.)

Whatever (Anything / No matter what)

Examples: Whatever you decide, I'll support you. (No matter your decision.)
Eat whatever you like from the menu. (Anything you prefer.)

Whenever (At any time / Every time)

Examples: Whenever I see her, she smiles. (Every time we meet.)
Call me whenever you need help. (At any time you require assistance.)

Key Note: These words emphasize flexibility (time/place/choice).

Some Additional Words of Grammar

Usage of Someone, Somebody, Anyone, Anybody and Everybody

Someone (Refers to an unknown or unspecified person – used in positive statements)

Examples Someone is knocking at the door. (A specific but unknown person is knocking.)
She needs someone to help her with the project. (An unspecified person for assistance.)

Somebody (Same as "someone" – more informal)

Examples Somebody left their bag in the classroom. (An unknown person forgot their bag.)
Can somebody answer the phone? (Asking for any available person to respond.)

Anyone Refers to any person – (used in questions and negatives)

Examples Did anyone call me while I was out? (Asking if any person called.)
There isn't anyone at home right now. (No person is present.)

Some Additional Words of Grammar

Usage of Someone, Somebody, Anyone, Anybody and Everybody

Anybody (Same as "anyone" – more informal)

Examples Does anybody know the answer? (Asking if any person knows.)

I didn't see anybody at the park. (No person was seen.)

Everybody (Refers to all people in a group – synonym of "everyone")

Examples Everybody clapped after the performance.

Everybody needs to submit the report by Friday.

Additional Basic Vocabulary

Virtues

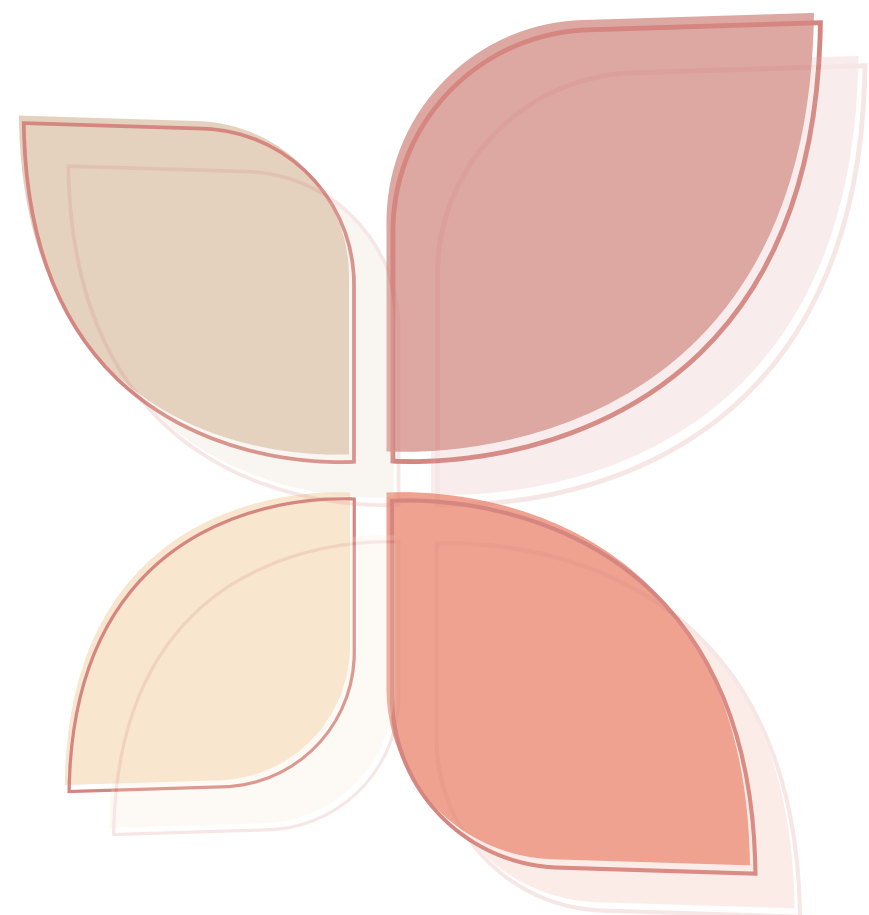
Honest
Truthful
Faithful
Obedient
Diligent
Wise
Sensitive
Kind
Modest

Graceful
Friendly
Generous
Brave
Optimistic
Happy
Polite
Considerate
Beautiful

Vices

Rude
Coward
Impolite
Stingy/Miser
Unkind
Inconsiderate
Hateful
Careless
Pessimistic

Dishonest
Liar
Unfaithful
Helpless
Disobedient
Inactive/Lazy
Foolish/Senseless
Proud/Boastful
Disrespectful



Thank You!

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