



SolaTeach

Breaking Barriers Through Online Learning

Grammar Book

Learn
Practice
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Education
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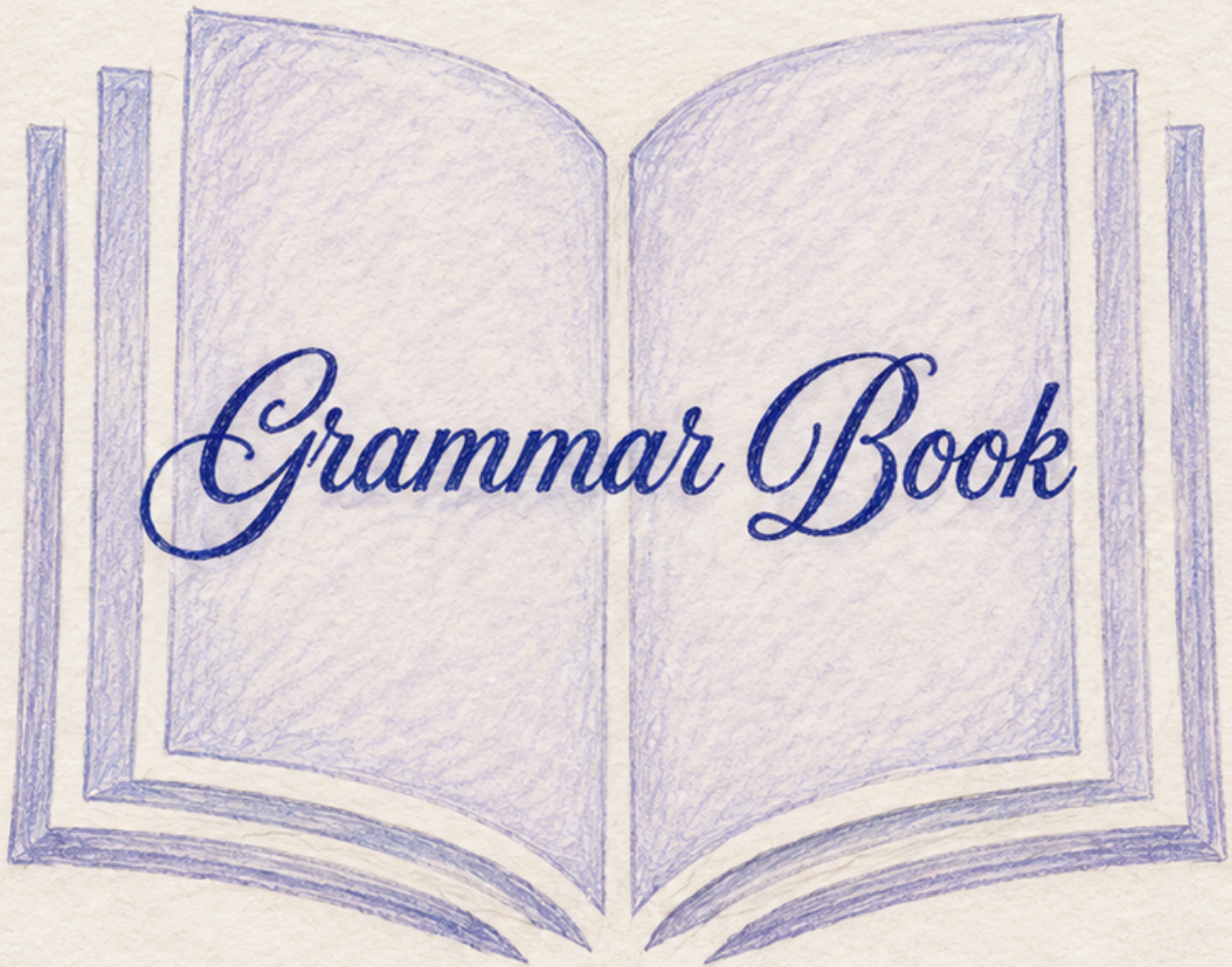


A practical guide to English grammar
for real-life communication



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Breaking Barriers Through Online Learning

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Acknowledgment

We would like to express our sincere appreciation and deepest gratitude to the entire SolaTeach team for their invaluable contribution to the development and completion of this book. Their unwavering dedication, professional guidance, and continuous support played a fundamental role in shaping this work into a structured and effective learning resource.

We are also profoundly thankful to the teachers, students, and collaborators who contributed their insightful feedback, constructive suggestions, and encouragement throughout this process. Their input has significantly enhanced the quality and clarity of this material.

SolaTeach remains committed to simplifying and standardizing education, and we are honored to be part of this meaningful mission. It is our hope that this book will serve as a practical and beneficial guide for learners, supporting their academic growth and helping them achieve their educational goals.

Introduction

This book has been developed specifically for our students to facilitate their English learning in a structured, clear, and practical manner. Its primary objective is to guide learners through grammar concepts in a systematic, step-by-step approach, enabling them to accurately comprehend and effectively apply these concepts in real-life communication.

The material is carefully aligned with the learners' proficiency level to ensure accessibility and ease of understanding. Each unit is presented with well-organized explanations, supported by relevant examples that reinforce both conceptual clarity and practical application.

This book is intended for both classroom instruction and independent study. It is suitable for learners seeking to enhance their grammatical competence, strengthen their speaking and writing abilities, and establish a solid foundation in English.

We trust that this resource will serve as a valuable tool for learners and make a meaningful contribution to their overall language development.

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What is Grammar?

Grammar is the collection of regulations which is used for better reading, writing and speaking.

This book focuses on the essential components of English grammar that are necessary for effective speaking and writing. These include:

- **Parts of Speech**
- **Tenses**
- **Active & Passive Voices**
- **Direct & Indirect speech**

Unit Two

Tenses



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PARTS OF SPEECH

Definition:

Parts of Speech are the grammatical categories that classify words based on their function, usage, and role in a sentence. Each word performs a specific job such as naming, describing, showing action, or connecting ideas. There are 9 parts of Speech in English:

- **Noun**
- **Pronoun**
- **Verb**
- **Adjective**
- **Adverb**
- **Preposition**
- **Conjunction**
- **Interjection**
- **Determiner**

NOUN

Definition: A word that names a person, place, thing, or idea.

Examples:

Place: Kabul

Person: Ahmad

Thing: book

Idea: kindness

Types Of Noun:

1. Proper Noun: Kabul, Ali
2. Common Noun: city, boy
3. Abstract Noun: love, honesty
4. Concrete Noun: table, apple

Proper Noun

Definition: A proper noun is the name of a proper person, place, or thing. It always starts with a capital letter.

Examples: Kabul, Ali, London

Sentence examples:

1. I visited London last year.
2. Ali is my friend.

Common Noun

Definition: A common noun is a general name for a person, place, or thing. It is not specific.

Examples: city, boy, book

Sentence examples:

1. This city is very busy.
2. The boy is playing.

Abstract Noun

Definition: An abstract noun refers to ideas, feelings, qualities, or states that cannot be seen or touched.

Examples: love, honesty, happiness

Sentence examples:

1. Love is important in life.
2. Honesty is the best policy.

Concrete Noun

Definition: A concrete noun refers to things that can be seen, touched, heard, smelled, or tasted.

Examples: table, apple, car

Sentence examples:

1. The table is made of wood.
2. I ate an apple.

Pronoun

Definition: A word used in place of a noun and avoid it's repetition in the sentences.

Examples:

he, she, it, they

I, we, you

Example sentence:

1. Ali is a student. **He** is smart

Personal pronouns

Definition: Refer to specific people or things, personal pronouns are divided into two types:

- **Subject Pronouns**
- **Object Pronouns**

Some subjects you should know before subject & object Pronouns:

- **Sentence:** Sentence is a group of words which gives a complete meaning, a sentence has three important parts: **Subject, Object, Verb**

Definition: Subject is the doer of an action or the person/thing that the sentence is about.

Examples:

1. **Ali** plays football.
2. **The cat** is sleeping.

Definition: Object is the person or thing that receives the action of the verb.

Examples:

1. Ali plays **football**.
2. She reads a **book**.

Definition: Verb is a word that shows an action or a state of being.

Examples:

1. She **writes** a letter.
2. He **is** happy.

Subject Pronouns

Definition: Subject Pronouns are used instead of subject I'm the sentences.

- | | |
|---------|------------------------------|
| 1. I | • I am a student. |
| 2. We | • We are learning English. |
| 3. you | • You are my friend. |
| 4. They | • They are playing football. |
| 5. He | • He is a doctor. |
| 6. she | • She is reading a book. |
| 7. It | • It is a cat. |

Object Pronouns

Definition: Object is the person or thing that receives the action of the verb.

- | | |
|---------|---------------------------|
| 1. Me | 1. She called me. |
| 2. Us | 2. The teacher helped us. |
| 3. You | 3. I saw you yesterday. |
| 4. them | 4. We invited them. |
| 5. Him | 5. I met him at school. |
| 6. Her | 6. They visited her. |
| 7. it | 7. The dog followed it. |

Verb

Definition: A word that expresses action or state of being.

In general we have two kinds of verbs : Main Verbs & Auxiliary verbs

Main Verb: The main verb shows the real action or meaning in a sentence it can stand alone in a sentence.

Examples:

1. She writes a letter.
2. They play football.

Main Verbs according to object are divided into two types:

- **Transitive verbs & Intransitive verbs**

A transitive verb requires an object to complete its meaning. The action is directed toward something or someone.

Structure:

Subject + Verb + Object

Examples:

1. She reads a book. (book = object)

An intransitive verb does not require an object. The sentence is complete without it.

Structure:

Subject + Verb

Examples:

1. He sleeps.

Auxiliary verb: An auxiliary verb helps the main verb to form tense, question, negative, or passive sentences.

Common auxiliary verbs:

- To be v (is, am, are, was, were)
- To do v (do, does, did)
- To have v (have, has, had)

Examples:

1. She is writing a letter.
2. They have finished their work.

Form Of Verbs

- | | |
|-----------|--------------------------|
| Present → | • base form (go) |
| Past → | • past form (went) |
| Future → | • past participle (gone) |

Regular Verbs

Definition: Regular verbs are verbs that form their past and past participle by adding -ed (or -d) to the base form.

Examples:

- go → went → gone
- eat → ate → eaten
- see → saw → seen

Irregular Verbs

Definition: Irregular verbs do not follow a fixed rule. Their past and past participle forms change in different ways.

Examples:

- work → worked → worked
- play → played → played
- clean → cleaned → cleaned

Irregular Verbs

V1	V2	V3
find	→ found	→ found
fly	→ flew	→ flown
freeze	→ froze	→ frozen
give	→ gave	→ given
go	→ went	→ gone
grow	→ grew	→ grown
hang	→ hung	→ hung
keep	→ kept	→ kept
know	→ knew	→ known
lend	→ lent	→ lent
lie	→ lay	→ lain
lose	→ lost	→ lost
make	→ made	→ made
ride	→ rode	→ ridden
ring	→ rang	→ rung
rise	→ rose	→ risen
run	→ ran	→ run
say	→ said	→ said
see	→ saw	→ seen
sell	→ sold	→ sold
sink	→ sank	→ sunk
sit	→ sat	→ sat
sleep	→ slept	→ slept

V1	V2	V3
speak	→ spoke	→ spoken
spend	→ spent	→ spent
stand	→ stood	→ stood
swim	→ swam	→ swum
take	→ took	→ taken
teach	→ taught	→ taught
be	→ was, were	→ been
beat	→ beat	→ beaten
begin	→ began	→ begun
come	→ came	→ come
cost	→ cost	→ cost
cut	→ cut	→ cut
dig	→ dug	→ dug
do	→ did	→ done
draw	→ drew	→ drawn
drive	→ drove	→ driven
drink	→ drank	→ drunk
eat	→ ate	→ eaten
fall	→ fell	→ fallen
feel	→ felt	→ felt
fight	→ fought	→ fought
lay	→ laid	→ laid
lead	→ led	→ led

Adjective

Definition: An adjective is a word that describes or gives more information about a noun or pronoun.

Examples:

- A **big** house
- A **beautiful** girl
- An **easy** lesson

Degrees of Adjective

Adjectives have three degrees:

1_Positive Degree

- This is the basic form of the adjective (no comparison).

Examples:

- Ali is tall.
- This book is easy.

2_Comparative Degree

Comparative Degree used to compare two things and people.

Structure:

Adjective + -er or more

Examples:

- Ali is taller than Ahmad.
- This book is easier than that one.
- She is more beautiful than her sister

3_Superlative Degree

Used to compare one thing/ person with more than two things or people (the highest degree).

Structure:

Adjective + -est or most

Examples:

- Ali is the tallest in the class.
- This is the easiest lesson.
- She is the most beautiful girl.

Adverb

Definition: word that modifies a verb, adjective, or another adverb.

1_Modifies a verb:

- Ahmad plays **well**.
- She sings **nicely**. (Note: many adverbs end in -ly)
- My father came home **early**.

2_Modifies an adjective:

1. Ahmad is a **very** tall boy.
2. He is **quite** smart.

3_Modifies another adverb:

- I came to the class very early.
- He speaks too loudly.

An adverb describes a verb an adjective or another adverb.

It tells us how, where, when, how much and with what frequency.

HOW?	WHERE?	WHEN?	HOW MUCH?	HOW OFTEN?
quietly peacefully carefully slowly badly closely easily well fast quickly cheerfully efficiently painfully secretly	above abroad far away back here outside backwards behind below down indoors downstairs inside nearby there towards	now yesterday soon later tomorrow yet already tonight today then last month last year	quite fairly too enormously entirely very extremely rather almost absolutely just barely completely enough deeply enormously fully	always sometimes often frequently normally generally usually occasionally seldom rarely hardly ever never

Preposition

Definition: A preposition is a word that comes before a noun or pronoun and shows its relationship to another word in the sentence (such as place, time, direction, or cause).

Types of Prepositions:

1. Preposition of Place: in, on, under, between
2. Preposition of Time: at, on, in, during
3. Preposition of Direction: to, into, onto, from
4. Preposition of Manner: by, with
5. Preposition of Cause/Reason: because of, due to

Examples:

1_Preposition of Place:

- The book is on the table.
- She is in the room.

2_Preposition of Time:

- The class starts at 8:00.
- We study in the morning.

3_Preposition of Direction:

- He goes to school.
- She walked into the room.

4_Preposition of Manner:

- He wrote with a pen.
- She travels by bus.

5_Preposition of Cause/Reason:

- He stayed home because of rain.
- The match was canceled due to snow.

In, At, On – Simple Use with Examples:

1. In (inside / long periods)

She is in the room.

I was born in 2005.

2. At (exact point / specific time or place)

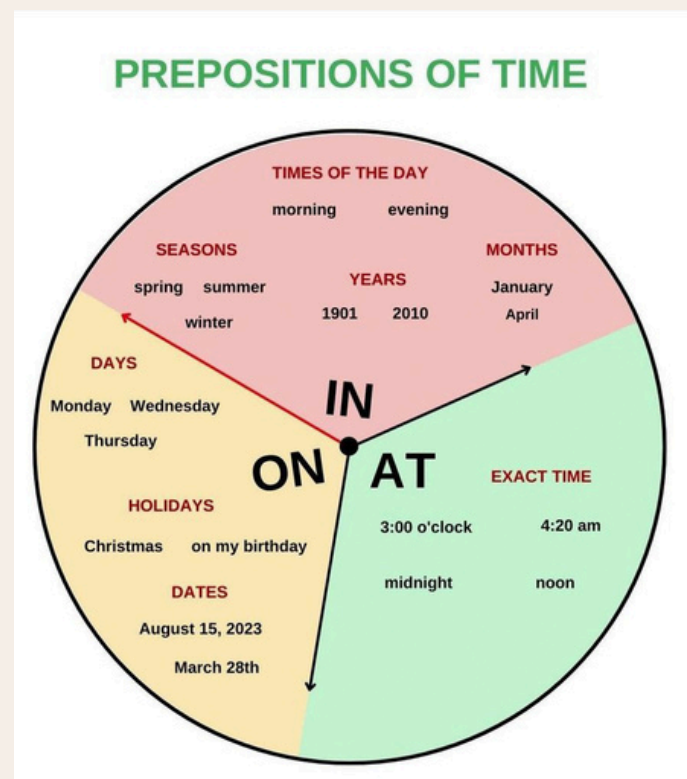
The class starts at 8:00.

She is at the door.

3. On (on a surface / specific days)

The book is on the table.

I have a test on Monday.



Conjunction

Definition: A conjunction is a word that connects words, phrases, or clauses in a sentence.

Types of Conjunctions:

1_Coordinating Conjunctions (join equal parts):

and, but, or, so

- I like tea and coffee.
- He was tired, but he worked.
-

2_Subordinating Conjunctions (join dependent clause to main clause):

because, although, if, when

- I stayed home because it was raining.
- Although he is young, he is wise.
-

3_Correlative Conjunctions (used in pairs):

either...or, neither...nor, both...and

- Either you come or you stay.
- Both Ali and Ahmad are here.

Rules:

1. Comma usage with coordinating Conjunctions:

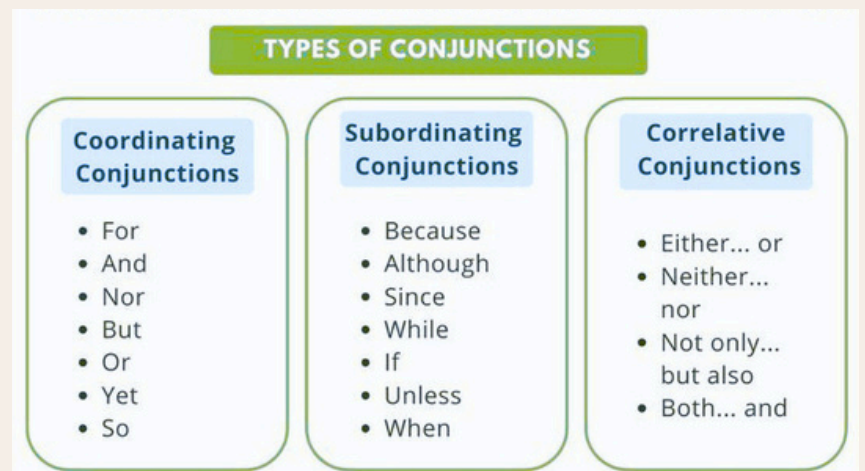
- I wanted to stay, but I have to leave.

2. No Comma for short clauses:

- I run and I won.

3. avoid Comma splices:

- it's raining ,so I'll stay home.



Interjection

Definition: An interjection is a word or short expression that shows sudden emotion or feeling.

Examples:

- Wow! That is amazing.
- Oh! I forgot my book.

Common Interjections:

wow, oh, alas, hey, ouch, hurrah

Determiner

Definition: determiner is a word that comes before a noun and gives more information about it (such as quantity, possession, or specificity).

Article: An article is a type of determiner used to define a noun as general or specific.

Types of Articles:

1. Indefinite Articles: a, an

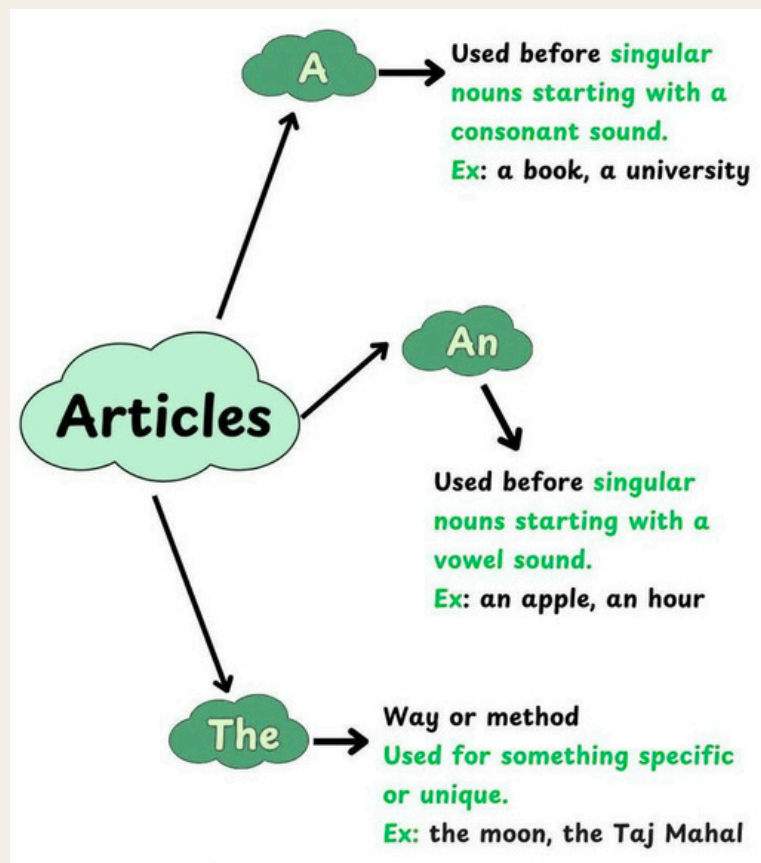
- I saw a dog.
- She ate an apple.

2. Definite Article: the

- The moon is bright.

3. Zero Article: ∅

- car is a machine.





Unit Two

Tenses



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TENSES

There are three main tenses in English: past, present, future.
Each has three parts so in total it becomes 12 tenses.

Past

1. Simple
2. Continuous
3. Perfect
4. Perfect Continuous

Present

1. Simple
2. Continuous
3. Perfect
4. Perfect Continuous

Future

1. Simple
 2. Continuous
 3. Perfect
 4. Perfect Continuous
-

A. Present Tense

1. Present Simple

- **Helping Verbs:** Do/Does
- **Main Verb:** first form of the verb

Definition: Simple Present Tense is used to describe daily routines, habits, and general facts that are always true.

For he / she / it, always add -s / -es

go → goes

eat → eats

play → plays

1. It talks about daily routine, such as: I wake up at 7 AM. She goes to school every day.
2. It describes habits, such as: He drinks tea. They play cricket.
3. It explains general facts (always true), such as: The sun rises in the east. Water boils at 100°C.

Helping Verbs (Do/Does)

- I / You / They / We → do / don't
- He / She / It → does / doesn't

1. I cook dinner.
2. Do I cook dinner?
3. I don't cook dinner.
4. Do I not cook dinner?

1. She cooks dinner.
2. Does she cook dinner?
3. she does not cook dinner.
4. Does she not cook dinner?

2. Present Continuous

Definition: Shows an action which is continuous at the moment of speaking, and also shows a future event/action.

Helping Verbs : is, am ,are

Main Verb: present participle (v-ing)

1_ I → am

- I am studying.

2_ He / She / It → is

- He is playing.
- She is reading.

3_ You / We / They → are

- You are working.
- We are learning.
- They are watching TV.

Example:

- She is studying English.
- Is she studying English?
- she's not studying English.
- Is she not studying English?

3. Present Perfect

Definition: tense used to describe an action that happened in the past but has a result or importance in the present.

Or is used to show an action which has just finished.

1. Helping Verb: Has/Have

2. Main Verb: 3rd Form.

Have: I, WE, YOU, THEY, Plural (+) nouns.

Has: HE, SHE, IT, Singular (-) noun.

Examples:

1. I have completed my assignment.
 2. Have I completed my assignment?
 3. I have not completed my assignment.
 4. Have I not completed my assignment?
-
1. She has just arrived.
 2. Has she just arrived?
 3. She has not just arrived.
 4. Has she not just arrived?

Affirmative	Negative	Interrogative
I have finished	I haven't finished	Have I finished?
You have finished	You haven't finished	Have you finished?
He/she/it has finished	He/she/it hasn't finished	Has he/she/it finished?
We have finished	We haven't finished	Have we finished?
You have finished	You haven't finished	Have you finished?
They have finished	They haven't finished	Have they finished?

4. Present Perfect Continuous

Definition: Shows an action that has started in the past and is still continued in the present which may or may not continue in the future.

1. Helping Verb:

Has been/Have been.

2. Main Verb: Verb (ing)

Eating, Going.

SINCE/FOR

When the time is known/exact, we use **Since**.

When the time is unknown, we use .

Examples:

- | | |
|---|---|
| 1. She has been teaching since 2:00 pm. | 1. She has been teaching for two hours. |
| 2. She has not been teaching since 2:00 pm. | 2. She has not been teaching for two hours. |
| 3. Has she been teaching since 2:00 pm? | 3. Has she been teaching for two hours? |
| 4. Has she not been teaching since 2:00 pm? | 4. Has she not been teaching for two hours? |

FOR vs SINCE

FOR

Durante, por



SINCE

Desde

FOR + period of time
FOR + number + time word

Examples:

- For 5 minutes
- For 2 weeks
- For 6 days
- For 7 months
- For 10 years
- For 2 centuries
- For a half-hour
- For a while
- For a long-time
- Forever

SINCE + starting point
SINCE + a time or a date

Examples:

- Since 6 o'clock
- Since 2nd June
- Since Thursday
- Since March
- Since 1995
- Since 1991
- Since I was young
- Since the beginning of time

B. Past Tense

1. Past Simple

Definition: The Past Simple tense is used to describe actions or events that started and finished in the past at a specific time.

Helping Verbs: Did

Main Verb: V2

Examples:

1. I studied last night.
2. I did not study last night.
3. Did I study last night?
4. Did I not study last night?

2. Past Continuous

Definition: The Past Continuous tense is used to describe actions that were in progress at a specific time in the past.

Helping Verbs: Was/Were

Main Verb: v-ing

was → used with I / He / She / It

were → used with You / We / They

Examples:

1. I was reading a book.
 2. Was I reading a book?
 3. I was not reading a book.
 4. Was I not reading a book?
-
1. She was cooking dinner.
 2. Was she cooking dinner?
 3. she was not cooking dinner.
 4. Was she not cooking dinner?

3.Past Perfect Tense

Definition: Past Perfect Tense is used to show that one action happened before another action in the past.

Helping Verb: Had

Main Verb: V3

Examples:

- They had attended the seminar.
- They had not attended the seminar
- Had they attended the seminar?
- Had not they attended the seminar?

4. Past Perfect Continuous

Definition: Past Perfect Continuous Tense is used to describe an action that was continuing in the past before another action happened.

Helping Verbs: had been

Main Verb: V-ing

Examples:

- I had been watching TV since 3:00 pm.
- I had not been watching TV since 3:00 pm.
- Had I been watching TV since 3:00 pm?
- Had I not been watching TV since 3:00 pm.

Past Perfect Continuous Uses

USE 1 Duration Before Something in the Past



C. Future Tense

1. Future Simple

Definition: Is used to show an action which will happen in the future

Helping Verbs: will & shall

Main Verb : base form

We use will with all seven subjects and shall with I and we

- I shall study.
- We shall go there tomorrow.
- She will go to school.
- They will play football.

2. Future Continuous

Definition: The Future Continuous Tense is used to describe an action that will be continuing at a specific time in the future

Helping Verbs: will be & shall be

Main Verb: v-ing

- I will be staying math at 8: 00 pm.
- I will not be staying math at 8: 00 pm.
- will I be studying math at 8: 00 pm?
- Will I not be studying math at 8: 00 pm?

3. Future Perfect

Definition: Future Perfect Tense is used to describe an action that will be completed before a specific time in the future.

Helping Verb: will have

Main Verb : V3

- 1. By 3:00pm tomorrow I will have completed my assignment.
- 2. By 3:00pm tomorrow I will not have completed my assignment.
- 3. Will I have completed my assignment by 3:00 pm tomorrow?
- 4. When you arrive at my home, I will have finished my shopping.

4. Future Perfect Continuous

Definition: used to describe an action that will have been continuing for a period of time before a specific point in the future.

Helping Verbs: will have been

Main Verb: V-ing

Examples:

By next week, I will have been in this class since July 1st 2023.

By next week, I will have been completing one month in the class.

By next week, I will not have been taking this class since July 1st 2023.

By next week, will I have been taking this class for a month?

By next year, girls' schools will have been closed for 3 years.



Unit Three

Active & Passive Voices



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Active & Passive Voices

Active Voice: The subject does the action.

Passive Voice: The subject receives the action.

Examples:

Active: Ali writes a letter.

Passive: A letter is written by Ali.

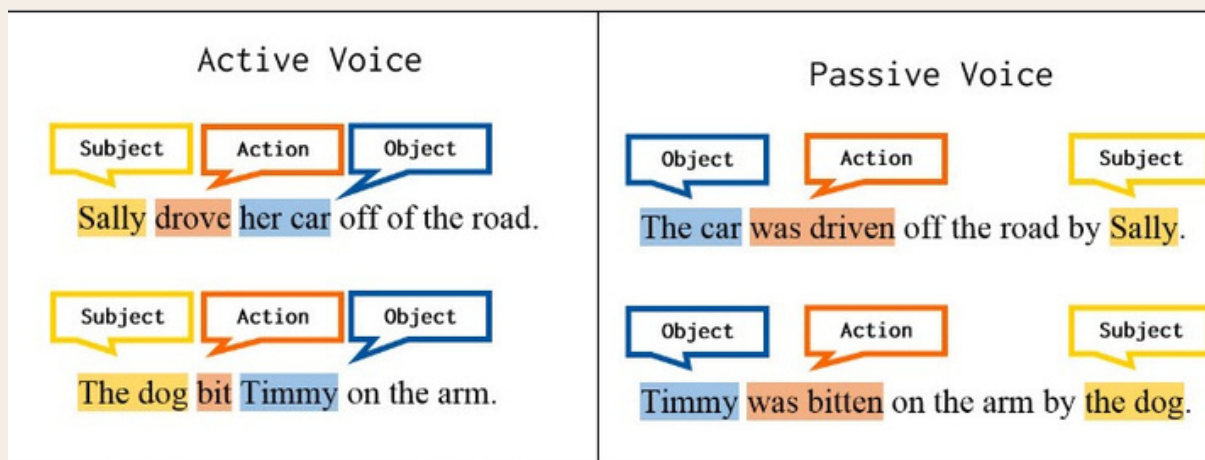
1. Object of active → becomes subject of passive
2. Use correct form of be (am, is, are, was, were, been, being)
3. Use past participle (V3)
4. Subject of active → comes after by (optional)
5. Only Transitive verbs can be changed into Passive voice.

We use passive voice of sentences when the subject or the doer of the action is unknown or when it's not important.

General Structure:

Active: Subject + Verb + Object

Passive: Object + be + V3 + (by + subject)



1. Simple Present Tense

Helping verbs:

- I → am
- He / She / It → is
- You / We / They → are

Examples:

1. Active:

She writes letters.

Passive:

Letters are written by her.

2. Active:

He plays football.

Passive:

Football is played by him.

2. Present Continuous

Helping Verb: is being/are being/am being

Main Verb: Verb 3rd form.

A/V 1. She is talking to her friend. **P/V**

Her friend is being talked to by her.

Her friend is not being talked to by her.

Is her friend being talked to by her?

2. She is watching TV.

TV is being watched by her.

TV is not being watched by her.

Is TV being watched by her?

Active voice: He (object) + is + throwing (Verb + -ing) + the ball (Object).

Passive voice: The ball + (Object) is being + thrown (Past participle) (by him).

Positive Sentences

Object	Pronouns + being	Main Verb	By	Subject
Object	Am/is/are + being	Past participle of the verb (V3)	By	I
Object	Am/is/are + being	Past participle of the verb (V3)	By	You
Object	Am/is/are + being	Past participle of the verb (V3)	By	We
Object	Am/is/are + being	Past participle of the verb (V3)	By	They
Object	Am/is/are + being	Past participle of the verb (V3)	By	He
Object	Am/is/are + being	Past participle of the verb (V3)	By	She
Object	Am/is/are + being	Past participle of the verb (V3)	By	It

3. Present Perfect

Helping Verbs: Have been & Has been

A/V: I have planned a party.

P/V: A party has been planned by me.

A/V: I have received your email.

P/V: Your email has been received by me.

4. Present Perfect Continuous

Helping Verb: Has/have been being

A/V: I have been learning English in this class for 2 months.

P/V: English has been **being** learned by me in this class for 2 months.

B. Future Tense

1. Future Simple

Helping Verb: Will be.

A/V: I will talk to him.

P/V: He **will be** talked to by me.

The students **will be** taught.

The students **will not** be taught.

Will the students be taught?

2. Future Continuous

Helping Verb: will be being

A/V: I will be calling you tomorrow at 2:00 o'clock.

P/V: You will be being called by me tomorrow at 2:00 o'clock.

You will be being called tomorrow at 2:00 o'clock.

You will not be being called by me.

Will you be being called by me?

I will be eating rice tomorrow.

Rice will be being eaten by me.

Rice will not be being eaten by me.

Will rice be being eaten by me?

4. Future Perfect Continuous

Helping Verb: will have been being

Active: She will have completed the work.

Passive: The work will have been completed by her.

Active: They will have built a house.

Passive: A house will have been built by them.

Active: He will have finished the task.

Passive: The task will have been finished by him.

C. Past Simple Tense

1. Past Simple

Helping Verbs: Was/Were

A/V: I bought some fruits.

P/V: Some fruits were bought by me.

A/V: She did my assignment.

My assignment was done by her.

Active Voice	Passive Voice
We use	We use
Second form of Verb	Was/Were + Third form of Verb
Example	Example
1. Girl clicked Selfie	1. Selfie was clicked by girl
2. Girls clicked Selfie	2. Selfie was clicked by girls
3. Girls clicked Selfies	3. Selfies were clicked by girls

2. Past Continuous

A/V: The bird was feeding the chicks.

P/V: The chicks were being fed by the bird. (Feed/fed/fed)

A/V: My sister was breaking my phone.

P/V: My phone was being broken by my sister. (break/broke/broken)

A/V: She was listening to the music.

P/V: The music was being listened to by here.

A/V: She was painting cartoons.

P/V: Cartoons were being painted by her.

A/V: He was finishing his homework.

P/V: His homework was being finished by him.

Active Voice & Passive Voice

Past Continuous Tense

Active Voice	Passive Voice
Subject + was/were + Verb(present participle) + C	Object + was/were + being+ Verb(past participle) + C
He was writing a letter	A letter was being written by him
She was making a cake	A cake was being made by her
They were building houses	Houses were being built by them
They were conducting lectures in English	Lectures were being conducted in English
They were always blaming me	I was always being blamed

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3. Past Perfect

Helping Verb: Had been

A/V: He had bought all the vegetables from the market.

P/V: All the vegetables had been bought from the market by him.

A/V: He had visited his friends.

P/V: His friends had been visited by him.

A/V: He had attended the class.

P/V: The class had been attended by him.

A/V: I had read the newspaper.

P/V: The newspaper had been read by me.

A/V: I had saved my document before the computer crashed.

P/V: My document had been saved by me before the computer crashed.

4. Past Perfect Continuous

Helping Verb: Had been being

A/P: I had been helping Ali.

P/V: Ali had been being helped by me.

A/P: I had been writing a story since 3:00 pm.

P/V: A story had been being written by me since 3:00 pm.

A/P: She had been asking you questions for 1 hour.

P/V: You had been being asked questions by her for 1 hour.

A/P: He had been starting the meeting.

P/V: The meeting had been being started by him.

A/V: He had been calling me before I came here.

P/V: I had been being called by him before I came here.

Unit Four

Direct & Indirect Speeches



Breaking Barriers Through Online Learning

Direct vs Indirect

Direct Speech: Reporting the message of the speaker in the exact words as spoken by him.

For example: **Maya said** "I am busy now". **Ahmad said** "I want to talk to them".

1. Reporting Speech/Clause. Maya Said. Ahmad said.

2. Reported Speech/Clause. I am busy now. I wanted to talk to them.

Indirect speech: Reporting the message of the speaker in our own words For example: **Maya said** that she was busy then. **Ahmad said** that he wanted to talk to them.

Rule 1 – Direct To Indirect Speech Conversion – Reporting Verb

1. When the reporting verb of direct speech is in past tense then all the present tenses are changed to the corresponding past tense in indirect speech.

Direct to indirect speech example:

Direct: She **said**, "I am happy".

Indirect: She **said** (that) she **was** happy.

2. In indirect speech, tenses **do not change** if the words used within the quotes (") talk of a **habitual action** or **universal truth**.

Direct to indirect speech example:

Direct: He **said**, "We cannot live without air".

Indirect: He **said** that we **cannot live** without air.

3. The **tenses of direct speech do not change** if the reporting verb is in the **future tense** or **present tense**.

Direct to indirect speech example:

Direct: She **says** / **will say**, "I am going".

Indirect: She **says** / **will say** that she is going.

Direct: My parents will say, “our kid was ill”.

Indirect: My parents will say that their kid was ill.

D : Maryam said, “I go to the office everyday”.

Ind: Maryam said that she goes to the office everyday.

D: Sara said, “I read books every night.”

Ind: Sara said that she reads books every night.

D: She said, “I am playing football”.

Ind: She said that she was playing football.

D: Ahmad said, “I do my work”.

Ind: Ahmad said that he did his work.

D: She said, “I do not know”.

Ind: She said that she did not know.

D: He said, “I am not feeling well”.

Ind: He said that he was not feeling well.

D: She said, “ I am cooking”.

Ind: She said that she was cooking

D: She said, “I pray five times a day”.

Ind: She said that she prays five times a day.

D: She said, “I eat three times a day”.

Ind: She said that she eats three times a day.

D: She said, “I watch tv everyday”.

Ind: She said that she watches tv everyday.

D: She said, "I walk in the park everyday".

Ind: She said that she walks in the park everyday.

Rule 2 – Direct Speech to Indirect Speech conversion – Present Tense

Present Tense

- **Simple Present Changes to Simple Past**

Direct to indirect speech example:

Direct: She said, "I am unwell".

Indirect: She said that she was unwell.

D: She said, "I go to the park".

She said that she went to the park.

She said that she did not go to the park.

D: He said, "I am in the class at 12pm".

He said that he was in the class at 12pm.

He said that he was not in the class at 12pm.

D: She said, "I will cook lunch".

She said that she cooked lunch.

She said that she did not cook lunch.

D: She said, "I teach at school".

She said that she taught at school.

She said that she did not teach at school.

D: She said, "I ask you".

She said that she asked you.

She said that she did not ask you.

● Present Continuous Changes to Past Continuous

Direct to indirect speech example:

Direct: "I am playing the guitar", she explained.

Indirect: She explained that she was playing the guitar.

She asked if she was playing the guitar.

Did she ask if she was playing the guitar?

D: He told me, "I am feeling cold".

He told me that he was feeling cold.

He told me that was not feeling cold.

He asked me if he was feeling cold.

Did he ask me if he was feeling cold?

D: He told me "Did Afghanistan win the match".

He asked me if Afghanistan had won the match.

D: He told me, "I am eating my lunch".

He told me that he was eating his lunch.

He told me that he was not eating his lunch.

Did he tell me if he was eating his lunch?

He asked me if he was eating his lunch.

D: She said, "I am listening to the news".

She said that was listening to the news.

She said that she was not listening to the news.

Did she say if she was listening to the news?

She asked me if she was listening to the news.

D: She told me, "I am going to the university".

She said that she was going to the university.

She said that she was not going to the university.

Did she say if she was going to the university?

She asked me if she was going to the university.

● Present Perfect Changes to Past Perfect

Direct to indirect speech example:

Direct: He said, "She has finished her homework".

Indirect: He said that she had finished her homework.

Direct to indirect speech example:

Direct: "I have been to Kabul", she told me.

Indirect: She told me that she had been to Kabul.

Many students should be encouraged to do an internship.

Rule 3 – Direct Speech to Indirect Speech conversion – Past Tense & Future Tense

● Simple Past Changes to Past Perfect

Direct to indirect speech example:

Direct: She said, "Ahmad arrived on Sunday."

Indirect: She said that Ahmad had arrived on Sunday.

● Past Continuous Changes to Past Perfect Continuous

Direct to indirect speech example

Direct: "We were playing basketball", they told me.

Indirect: They told me that they had been playing basketball.

- **Future Changes to Present Conditional**

Direct to indirect speech example

Direct: She said, "I will be in Scotland tomorrow."

Indirect: She said that she would be in Scotland the next day.

Tomorrow

The next day

Yesterday Now

The previous day

Then The next

Then

day The previous

Now

day

The following day

The day before

- **Future Continuous Changes to Continuous Conditional**

Direct to indirect speech example

Direct: He said, "I will be disposing of the old computer next Tuesday."

Indirect: He said that he would be disposing of the old computer the following Tuesday.

Rule 4 – Direct Speech to Indirect Speech Conversion – Question Sentences

- **No Who/How/What/Where questions are used**, if a sentence in direct speech begins with a question (what/where/when) as the "question-word" itself acts as a joining clause.

Direct to indirect speech example

Direct: "Where do you live?" asked the boy.

Indirect: The boy **asked/enquired where** I lived.

- If a direct speech sentence begins with an auxiliary verb/helping verb, the joining clause should be **if or whether**.

Direct to indirect speech example

Direct: She said, 'Will you come for the party'?

Indirect: She asked **whether/if we would** come for the party.

- Reporting verbs such as 'said/ said to' changes to enquired, asked, or demanded.

Direct to indirect speech example

Direct: He **said to** me, 'What are you wearing'?

Indirect: He **asked** me what I was wearing.

Rule 5 – Direct Speech to Indirect Speech Conversion – Changes in Modals

While changing direct speech to indirect speech, the modals used in the sentences change like:

1. Can becomes could
2. May becomes might
3. Must becomes had to /would have to

Can

Could

May

Might

Will

Would

Must

Would have to/Should have/Had to

Examples:

Direct: She said, 'She **can** dance'.

Indirect: She said that she **could** dance.

- **Direct:** She said, 'I **may** buy a dress'.
- **Indirect:** She said that she **might** buy a dress.
- **Direct:** Rama said, 'I **must/have to** complete the assignment'.
- **Indirect:** Rama said that he **had to** complete the assignment.

There are modals that **do not change** – Could, Would, Should, Might

- **Direct:** She said, 'I should clean the house'
- **Indirect:** She said that she should clean the house.

Rule 6 – Direct Speech to Indirect Speech Conversion – Request, Command, Wish, Exclamation.

- Indirect Speech is supported by some verbs like **requested, ordered, suggested** and **advised**.
Forbid-forbade is used for negative sentences. Therefore, **the imperative mood in the direct speech changes into the Infinitive in indirect speech.**

Direct: She said to her, "Please complete it".

Indirect: She requested her to complete it.

Direct: Hamid said to Ahmad, "Sit down".

Indirect: Hamid ordered Ahmad to sit down.

1. **In Exclamatory** sentences that express grief, sorrow, happiness, applaud, Interjections are removed and the sentence is changed to an assertive sentence.

Direct: She said, 'Alas! I am broken'.

Indirect: She exclaimed sadly that she was broken.

Conclusion

This book, developed by SolaTeach, presents the fundamental principles of English grammar in a clear, systematic, and pedagogically sound manner. It is carefully structured to facilitate learners' comprehension of core grammatical concepts while progressively building their ability to apply these principles accurately and confidently in both written and spoken communication.

The primary objective of this material is not only to introduce grammatical rules but also to promote practical usage through meaningful engagement. Each section is designed with a learner-centered approach, ensuring clarity, coherence, and accessibility for students at different levels of proficiency. Furthermore, this book serves as a comprehensive guide rather than a standalone solution.

Learners are strongly encouraged to engage in consistent practice, critical thinking, and real-life application to reinforce their understanding and achieve fluency. Regular revision and active use of the language are essential components of effective language acquisition.

At SolaTeach, our mission is to provide high-quality, simple, and practical educational resources that address learners' needs and support their academic and personal growth. Through this material, we aim to empower students with the knowledge, confidence, and skills necessary to achieve their educational goals and communicate effectively in English.



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