We use the **simple past tense** to talk about two quickly finished actions in the past.

The present continuous tense can be used to talk about future events if the arrangement already exists.

We use the simple present to talk about facts and general truths.

We use the present perfect here because there is no reference to time.

Eg. She has written a novel

We use the present perfect continuous tense to talk about actions and situations that started in the past and have continued up to the present

#### Eg. I have been teaching English for twelve years.

We use the present continuous to talk about actions and situations that are going on at the moment of speaking.

#### Eg. The students are rehearsing their dialogues

When a compound subject contains both a singular and a plural noun or pronoun joined by **or** or **nor**, the verb should agree with the part of the subject that is nearer the verb.

**The boy** or **his friends** **run** every day.

**His friends** or **the boy** **runs** every day.

**Imperative Statements**

* Forbade
* Suggested that
* Will is never used with the first person in the interrogative
* Should is used to express purpose after lest (in expression of fear)

Work hard, lest you should fail.

* **Can** never indicates past time. In the sense of ability, the past and the future tense forms are **was/were able to** and **shall/will be able to**

Two or more singular subjects connected by **and** usually take a verb in the plural

If two singular nouns refer to the same person or thing,

the verb must be singular

If two subjects together express one idea, the verb is in

the singular. Eg. Bread and butter **is** essential for one’s

life.

Two or more singular subjects connected by or, nor,

either ... or, neither ... nor take a verb in the singular

When the subjects joined by or or nor are of different

numbers, the verb must be plural and the plural subject

must be placed next to the verb