

# English Nurses

*As per the syllabus of Kerala University of Health Sciences for BSc Nursing Students*



## Special Features

- Special unit on Fundamentals of English Grammar
- **200+** Solved and Practice Exercises with Answer Keys
- **30+** Letters Covering all formats
- Exclusive chapter on Building Vocabulary



Based on **KUHS Syllabus**



# English Nurses

*As per the syllabus of Kerala University of Health Sciences for BSc Nursing Students*



**Dr Liza Sharma** MA (Eng), BEd, PhD, MBA  
Former Associate Professor  
Gian Sagar Group of Institutions  
Banur, Rajpura, Punjab

Nursing Knowledge Tree  
An Initiative by CBS Nursing Division



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# Preface

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**T**he stage of transition from senior secondary school to professional and vocational education is a very crucial stage. English has a very vital role to play at this stage. The aim of writing this book is to make it accessible to the students pursuing their degree course in nursing. It will provide ample guidance and practice in grammar, various forms of composition, listening, comprehension and other allied areas. Apparently, initiation and repetition of correct expressions are far more efficacious in forming correct habits than grammatical knowledge. Hence, the emphasis is on the repetition of correct sentence patterns as we learn by doing things and we learn then better by doing correctly.

Maximum exercises have been provided with solutions. Sincere efforts have been made to cover the entire syllabus of BSc Nursing for KUHS and also to develop students' communication skills. This book has been designed in such a way that it can improve language skills of nursing students aspiring to go abroad and also build confidence in speaking or writing English.

No work is entirely free from errors and flaws, so valuable suggestions from our patrons for improvement of this book are invited. I assure you that efforts will continue to be made to further improve this book with every new edition.

**Dr Liza Sharma**



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# Syllabus

## ENGLISH (THEORY)

**Placement :** *First Year*

**Time (Theory) :** *30 hours*

**Course description:** The Course is designed to enable students to enhance ability to comprehend spoken and written English for effective communication in their professional work.

Unit	Time (hrs)	Learning objectives	Content	Teaching learning activities	Assessment
I	8	<ul style="list-style-type: none"> <li>Speak and write grammatically correct English</li> </ul>	<b>Introduction</b> <ul style="list-style-type: none"> <li>Review of Grammar</li> <li>Building vocabulary</li> <li>Phonetics</li> <li>Public speaking</li> </ul>	<ul style="list-style-type: none"> <li>Exercise on use of Grammar</li> <li>Practice in Public Speaking</li> </ul>	<ul style="list-style-type: none"> <li>Objective type test</li> <li>Fill in the blanks</li> <li>Paraphrasing</li> </ul>
II	4	<ul style="list-style-type: none"> <li>Develop ability to read and understand the prescribed text</li> </ul>	<b>Reading</b> <ul style="list-style-type: none"> <li>Read and comprehend prescribed course books</li> </ul>	<b>Exercise on:</b> <ul style="list-style-type: none"> <li>Reading</li> <li>Summarizing</li> <li>Comprehension</li> </ul>	<ul style="list-style-type: none"> <li>Short answers</li> <li>Essay type test</li> </ul>
III	8	<ul style="list-style-type: none"> <li>Develop writing skills</li> </ul>	<b>Various forms of composition</b> <ul style="list-style-type: none"> <li>Letter writing</li> <li>Note taking</li> <li>Precise writing</li> <li>Nurses notes</li> <li>Anecdotal records</li> <li>Diary writing</li> <li>Reports on client's health status</li> <li>Preparation of resume/CV</li> </ul>	<b>Exercise on writing:</b> <ul style="list-style-type: none"> <li>Letter writing</li> <li>Nurses notes</li> <li>Precise</li> <li>Diary</li> <li>Anecdote</li> <li>Story writing</li> <li>Resume/CV</li> <li>Essay writing</li> <li>Discussion on written reports/documents</li> </ul>	<ul style="list-style-type: none"> <li>Prepare letters, diary, resume</li> </ul>
IV	6	<ul style="list-style-type: none"> <li>Develop skill in spoken English</li> </ul>	<b>Spoken english</b> <ul style="list-style-type: none"> <li>Oral report</li> <li>Discussion</li> <li>Debate</li> <li>Telephonic conversation</li> </ul>	<b>Exercise on:</b> <ul style="list-style-type: none"> <li>Debating</li> <li>Participating in seminar</li> <li>Panel, symposium</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of the various skills</li> </ul>

Contd...

Unit	Time (hrs)	Learning objectives	Content	Teaching learning activities	Assessment
V	4	<ul style="list-style-type: none"> <li>Develop skill in listening comprehension</li> </ul>	<b>Listening comprehension</b> <ul style="list-style-type: none"> <li>Media, audio, video, speeches, etc.</li> </ul>	<b>Exercise on:</b> <ul style="list-style-type: none"> <li>Listening to audio, video, tapes and identify the key points</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of the various skills</li> </ul>



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# Chapter 12

## Tenses

### INTRODUCTION



The word 'tense' means full of tension, i.e., stretched. So in English Grammar, the tense means the degree to which a verb can be stretched in terms of:

- ❑ Time of its action.
- ❑ Continuance of its action.
- ❑ Degree of completeness of its action.

The tense of a verb indicates the time reference of the action stated in the sentence present, past or future. The principal tense forms are—simple, continuous, perfect and perfect continuous. Thus, there are total of twelve tense forms. The tense of the verb brings about some changes in the verb form. The functions of these forms may be distinct or overlapping, i.e., in some cases more than one tense form may be used.

Read the following sentences:

1. I write this essay to help you.
2. I wrote this essay in his very presence.
3. I shall write another essay tomorrow.

**In sentence 1:** The verb *write* refers to present time.

**In sentences 2:** The verb *wrote* refers to past time.

**In sentence 3:** The verb *shall write* refers to future time.

Thus a verb may refer:

- ❑ To present time
- ❑ To past time
- ❑ To future time

Let us see the three forms of verb 'Sing':



## PRESENT TENSE



	Singular number	Plural number
1st person	I sing	We sing
2nd person	You sing	You sing
3rd person	He sings	They sing

## PAST TENSE



	Singular number	Plural number
1st person	I sang	We sang
2nd person	You sang	You sang
3rd person	He sang	They sang

## FUTURE TENSE



	Singular number	Plural number
1st person	We shall/will sing	We shall/will sing
2nd person	You will sing	You will sing
3rd person	They will sing	They will sing

## PRESENT TENSE



The Present Tense shows the forms of a verb which indicate that the action is done in the present time. But when the continuance and completeness of the action are taken into account, we see that there can be four forms of the Present Tense.

Observe the following sentences:

1. The baby cries for milk.
2. The baby is crying for milk.
3. The baby has cried for milk.
4. The baby has been crying for milk.

In these sentences:

- Sentence 1 shows an action which is done in the present time, but its exact time is not definitely known. This time is indefinite. So, this form of the present is called the **Present Indefinite Tense**.
- Sentence 2 shows an action in the present time. It is going on just at this time, i.e., continues to be done. So, this form of tense is called **Present Continuous Tense**.
- Sentence 3 indicates an action which was going on for some time in the past but has been perfected just in the present tense. So, this form of tense is called **Present Perfect Tense**.



- Sentence 4 indicates an action which was going on in the past and after a partial completeness, is going on in the present time too. So, this form of tense is called the **Present Perfect Continuous Tense**.

*Thus there are four forms of the Present Tense:*

1. Present Indefinite Tense
2. Present Continuous Tense
3. Present Perfect Tense
4. Present Perfect Continuous Tense

## PAST TENSE



The Past Tense shows the forms of a verb which indicates that the action is done in the time gone by. But when the continuance and completeness of the action are taken into account we see that there can be four forms of the Past Tense just as can be of the Present Tense.

*Observe the following sentences:*

1. The baby cried for milk.
2. The baby was crying for milk.
3. The baby had cried for milk.
4. The baby had been crying for milk.

*In these sentences:*

- Sentence 1 shows the action of crying in the past. But the time of this action is Indefinite. So this form of the verb is called **Past Indefinite Tense**.
- Sentence 2 indicates the action of crying in the past. It continued in the past. Nothing has been said about its completeness. So this form of the verb is called **Past Continuous Tense**.
- Sentence 3 shows the action of crying not only done in the past but perfected in the past too. So this form of the verb is called **Past Perfect Tense**.
- Sentence 4 shows the action of crying in the past. It was perfected but only partially and continued to be done in the past. So this form of the verb is called **Past Perfect Continuous Tense**.

*Thus there are four forms of the Past Tense:*

1. Past Indefinite Tense
2. Past Continuous Tense
3. Past Perfect Tense
4. Past Perfect Continuous Tense



## THE FUTURE TENSE



The future tense shows the forms of a verb which indicates that the action is done in the time to come. But when the continuance and completeness of the action are into account we see that there can be four forms of the Future Tense just as can be of the present and past tenses.

Observe the following sentences:

1. The baby will cry for milk.
2. The baby will be crying for milk.
3. The baby will have cried for milk.
4. The baby will have been crying for milk.

In these sentences:

- Sentence 1 shows the action of crying in the Future Tense. But the time of the action is indefinite. So, this form of verb is called **Future Indefinite Tense**.
- Sentence 2 shows the action of crying in the Future Tense. It will continue in future. Nothing has been said about its completeness. So, this form of the tense is called **Future Continuous Tense**.
- Sentence 3 shows the action of crying in the Future Tense. It will be perfected in the future too. So, this form of the verb is in **Future Perfect Tense**.
- Sentence 4 shows the action of crying in the Future Tense. It will be partially complete or perfect but will still continue in future. So, this form of the verb is called **Future Perfect Continuous Tense**.

Thus there are four forms of the Future Tense:

1. Future Indefinite Tense
2. Future Continuous Tense
3. Future Perfect Tense
4. Future Perfect Continuous Tense

## SIMPLE PRESENT/PRESENT INDEFINITE



This has the same form as the root form (infinitive without 'to') of the verb 's' or 'es' is added for the third person singular he, she, it. The negative is formed with 'do not' + first form; 'does not' + first form of the verb for the third person singular. The interrogative is formed with do/does subject + first form of the verb.

Affirmative	Negative	Interrogative	Negative Interrogative
I play.	I do not play.	Do I play?	Do I not play?
We play.	We do not play.	Do we play?	Do we not play?
You play.	You do not play.	Do you play?	Do you not play?
He/she/it play.	He/she/it does not play.	Does he/she/it play?	Does he/she/it not play?
They play.	They do not play.	Do they play?	Do they not play?
Ravi plays.	Ravi does not play.	Does Ravi play?	Does Ravi not play?
Boys play.	Boys do not play.	Do boys play?	Do boys not play?



The simple present tense is used:

- To express habitual action
  - He smokes.
  - I always take my tea without sugar.
- To express general or universal truth
  - The sun rises in the east.
  - Water boils at 100°C.
  - Man is mortal.
- To express a fact or something which is true at present
  - All trains stop at this station.
  - She teaches English in a school.
- To express future action planned in advance, especially concerning a journey or programme
  - The train leaves at six in the morning.
  - Schools close in May for summer vacation and reopen in June.
- To introduce quotation with the verb 'say'
  - The notice says, "No parking".
  - Keats says, "A thing of beauty is a joy forever."
- To express a past event in a dramatic manner
  - Alexander raises his hand and salutes Porus.
- In exclamatory sentences beginning with 'here' and 'there'
  - There goes the bill !
  - Here comes the rain !

## PRESENT CONTINUOUS TENSE

This Present Continuous Tense is formed with is/are/am + (first form + ing). The negative is formed by putting 'not' after is/are/am. The interrogative is formed by placing is/are/am before the subject.

Affirmative	Negative
I am playing.	I am not playing.
We are playing.	We are not playing.
You are playing.	You are not playing.
He/she/it is playing.	He/she/it are not playing.
Ravi is playing.	Ravi is not playing.
They are playing.	They are not playing.
Boys are playing.	Boys are not playing.

Interrogative	Negative
Am I playing?	Am I not playing?
Are we playing?	Are we not playing?
Are you playing?	Are you not playing?
He/she/it is playing?	He/she/it is not playing?
Is Ravi playing?	Is Ravi not playing?
Are they playing?	Are they not playing?
Are boys playing?	Are boys not playing?



## Usage

### **Present Continuous is used:**

- To express an action happening now at the time of speaking.
  - I am writing a letter.
  - She is reading a book.
- To express an action in progress. But not necessarily at the time of speaking.
  - He is teaching English at the High School.
  - They are building a new house.
- To express a definite arrangement in the near future.
  - I am going to London next week.
  - I am meeting her tonight.

The time of action must be mentioned in this case.
- To express an action which begins before a given time and continues after it.
  - At 8 a.m. I am having my breakfast.
- To express some undeniable habit.
  - He is always wasting his time in gossips.

## PRESENT PERFECT TENSE



### Forms

The Present Perfect Tense is formed with have (has) + Past Participle. The negative is formed by putting 'not' after have (has) the interrogative is formed by placing have (has) before the subject.

Affirmative	Negative	Interrogative	Negative Interrogative
I have played.	I have not played.	Have I played?	Have I not played?
We have played.	We have not played.	Have we played?	Have we not played?
You have played.	You have not played.	Have you played?	Have you not played?
He/she/it has played.	He/she/it has not played.	Has he/she/it played?	Has he/she/it not played?
They have played.	They have not played.	Have they played?	Have they not played?
Ravi has played.	Ravi has not played.	Has Ravi played?	Has Ravi not played?
Boys have played.	Boys have not played.	Have boys played?	Have boys not played?

### **The Present Perfect Tense is used:**

- To express a recently completed action
  - I have just finished my work.
  - He has gone to school.
- To express past action when the time is not given and not definite
  - I have read the poem but I do not understand it.
  - Have you had your lunch? No, I have not had it yet.



- To express past action or events the results of which are still present
  - He has had a bad accident (Perhaps he is in hospital).
  - The prisoners have escaped from the jail (They are still at large).
- To express an action that began in the past and continues up to the present moment
  - I have lived here for ten years (I am still here).
  - We have waited all day (We are still waiting).
  - He has always helped us (He still helps us).

## PRESENT PERFECT CONTINUOUS

Affirmative	Negative	Interrogative
I (we, you, they) have been playing.	I (we, you, they) have not been playing.	Have I (we, you they) been playing?
He (she/it) has been playing.	He (she/it) has not been playing.	Has he (she, it) been playing?
Mohan has been playing.	Mohan has not been playing.	Has Mohan been playing?

### Usage

- To express an action which began in the past and is still continuing
  - It has been raining since 6 a.m.
  - They have been playing for two hours.
  - I have been waiting for him for an hour and he still has not come.
- To express an action which is already finished, but whose effect or result persists
  - He is shivering because he has been bathing for an hour.
  - The boys have been running round the town all day and are now resting.

## SIMPLE PAST TENSE



### Form

The Simple Past Tense is formed with the past tense second form of the verb. The negative is formed with did not + first form of the verb. The interrogative is formed with did + subject + first form of the verb.

Affirmative	Negative	Interrogative	Negative Interrogative
I played.	I did not play.	Did I play?	Did I not play?
We played.	We did not play.	Did we play?	Did we not play?
You played.	You did not play.	Did you play?	Did you not play?
He/she/it played.	He/she/it did not play.	Did he/she/it play?	Did he/she/it not play?
They played.	They did not play.	Did they play?	Did they not play?
Ravi played.	Ravi did not play.	Did Ravi play?	Did Ravi not play?
Boys played.	Boys did not play.	Did boys play?	Did boys not play?





## Usage

The Simple Past Tense is used:

- To express a past event or past action. The action is complete till the present
  - It is therefore, used when the time is given.
  - I met him yesterday.
  - She died in 1987.
- When the time is not given, but it is implied and definite
  - The train was half an hour late.
  - I bought this pen in Mumbai.
- When the time is asked for
  - When did you meet him?
  - When did you come here?
- To express a past habit or regular action in the past
  - Every day he read a chapter of the Gita.
  - He never smoked.
- To express an action which lasted for a period of time in the past
  - He worked in that office for four years.
  - She lived in Delhi for a long-time.

‘For’ in the Simple Past Tense expresses the duration of the past action.

## PAST CONTINUOUS TENSE



### Form

The Past Continuous Tense is formed by was/were + (first form + ing). Negative is formed by putting ‘not’ after was/were. The interrogative is formed by putting was/were before the subject.

Affirmative	Negative	Interrogative	Negative interrogative
I was playing.	I was not playing.	Was I playing?	Was I not playing?
We were playing.	We were not playing.	Were we playing?	Were we not playing?
You were playing.	You were not playing.	Were you playing?	Were you not playing?
He/she/it was playing.	He/she/it was not playing.	Was he/she/it playing?	Was he/she/it not playing?
They were playing.	They were not playing.	Were they playing?	Were they not playing?
Ravi was playing.	Ravi was not playing.	Was Ravi playing?	Was Ravi not playing?
Boys were playing.	Boys were not playing.	Were boys playing?	Were boys not playing?

## Usage

**The Past Continuous Tense is used:**

- To express an action that was in progress at some time in the past
  - I was taking my bath at 8 o'clock.
  - I was playing in the garden when he came.





- To express two or more actions in progress at the same time
  - While I was doing my homework, my brother was playing outside.
  - The students were talking when the teacher was writing on the black-board.
- To express an often repeated (undesirable) past action
  - She was always taunting him.
  - He was always coming at odd hours.

## PAST PERFECT TENSE



### Form

This Past Perfect Tense is formed with had + Past Participle (second form of the verb). The negative is formed by putting 'not' after had. The interrogative is formed by putting had before the subject.

Interrogative	Negative Interrogative	Interrogative	Negative Interrogative
I had played.	I had not played.	Had I played?	Had I not played?
We had played.	We had not played.	Had We played?	Had we not played?
You had played.	You had not played.	Had I Played?	Had I not played?
He/she had played.	He/she had not played.	Had you played?	Had you not played?
They had played.	They had not played.	Had he/she/it played?	Had he/she/it not played?
Ravi had played.	Ravi had not played.	Had they played?	Had they not played?
Boys had played.	Boys had not played.	Had Ravi played?	Had Ravi not played?
		Had boys played?	Had boys not played?

### Usage

**The Past Perfect Tense is used:**

- To express an action completed before a certain moment in the past
  - At 7 p.m. all the shops had closed.
  - At 16 years she had passed her BA examination.
- To express action in the past which was completed before another action also in the past
  - We had locked all the rooms before we left the house.
  - I had already known the result when they rang me up.
- To express unfulfilled desires of the past
  - I wish I had listened to my father's advice (But I did not listen).
  - If only he had not wasted his time (But he wasted).
  - To express impossible (unfulfilled) conditions of the past.
  - If you had worked hard, you would have passed.
  - If he had left earlier, he would have reached in time.



## PAST PERFECT CONTINUOUS TENSE



### Form

The Past Perfect Continuous Tense is formed with had been + (first form + ing). The negative is formed by putting 'not' after had. The interrogative is formed by putting had before the subject.

Affirmative	Negative	Interrogative	Negative Interrogative
I had been playing.	I had not been playing.	Had I been playing?	Had I not been playing?
We had been playing.	We had not been playing.	Had we been playing?	Had we not been playing?
You had been playing.	You had not been playing.	Had you been playing?	Had you not been playing?
He/she/it had been playing.	He/she/it had not been playing.	Had he/she/it been playing?	Had he/she/it not been playing?
They had been playing.	They had not been playing.	Had they been playing?	Had they not been playing?
Ravi had been playing.	Ravi had not been playing.	Had Ravi been playing?	Had Ravi not been playing?
Boys had been playing.	Boys had not been playing.	Had boys been playing?	Had boys not been playing?

### Usage

**The Past Perfect Continuous Tense is used:**

- To express an action that began before a certain time in the past and continued up to that time or stopped just before it
  - The baby had been crying for ten minutes when the nurse attended to her.
  - Until he reached VIII class, Ravi had been studying in a village school.
- To express a repeated action in the past perfect on a continuous action
  - He had tried many times to phone her.
  - He had been trying to phone her.

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## SIMPLE FUTURE TENSE



### Form

The form of the verb in the Simple Future Tense is shall/will + base form of the verb. To express the Future Tense, shall is used with pronouns of the first person (I, will) with all other subjects.

Affirmative	Negative	Interrogative	Negative Interrogative
I shall go.	I shall not go.	Shall I go?	Shall I not go?
We shall go.	We shall not go.	Shall we go?	Shall we not go?
You will go.	You will not go.	Will you go?	Will you not go?
He will go.	He will not go.	Will he go?	Will he not go?
They will go.	They will not go.	Will they go?	Will they not go?



On speech **shall** and **will** are usually contracted to **'ll** in affirmative sentence.

I shall play.	I'll play.
He will play.	He'll play.

In the negative **shall not** become **shan't** and **will not** become **won't**:

I shall not go.	I shan't go.
He will not go.	He won't go.

Simple Future Tense is used:

- To express an action that will take place in the future
  - I shall visit Amritsar next week.
  - Our team will play a match tomorrow.
- To denote the main clause when the other clause is of condition or time
  - If you work hard, you will succeed.
  - When it rains, we shall stop work.

## FUTURE CONTINUOUS TENSE



The form of the verb in the Future Continuous Tense is: **shall/will + be + verb + ing.**

Affirmative	Negative
I shall be waiting.	I shall not (or shan't) be waiting.

Interrogative	Negative Interrogative
Will he be waiting?	Will he not (won't he) be waiting?

The negative is formed by putting not after shall/will. The interrogative is formed by inverting the subject shall/will.

Future Continuous Tense is used:

- To express an action that will be going on at a given point of time in the future
  - We shall be having a party tomorrow night.
  - When I reach Shimla, it will be snowing.



## FUTURE PERFECT TENSE



The form of the verb in the Future Perfect Tense is: shall/will + have + past participle. The negative is formed by putting not after shall/will. The interrogative is formed by inverting the subject and shall/will.

Affirmative	Negative	Interrogative	Negative Interrogative
They will have left.	They will not have left.	Will they have left?	Will they not have left?

Future Perfect Tense is used:

- To express an action that will be completed at some point of time in the future
  - The film will have started before we reach the cinema hall.
  - By this time next year he will have become a graduate.

## FUTURE PERFECT CONTINUOUS TENSE

The form of the verb in the Future Perfect Continuous Tense is: shall/will + have been + verb + ing.

Affirmative	Negative	Interrogative	Negative Interrogative
He will have been sleeping.	He will not have been sleeping.	Shall we have been sleeping?	Shall we not have been sleeping?

The negative is formed by putting not after shall/will. The interrogative is formed by inverting the subject and shall/will. Future Perfect Continuous Tense is used to express action continuing beyond some given time in the future.

- By next month I shall have been reaching in this college for 30 years.
- They will have been waiting for an hour when we reach there.

## Errors in the use of Tenses

### Incorrect Sentences

- The rain has ceased yesterday.
- Babar founded the Mughal Empire.
- I has been to Paris.
- I have gone there in 1987.
- I have passed my examination.
- I have passed it two years ago.
- I learn that my friend has failed.
- I have finished my letter last evening.
- The parrot has died of cold last night.
- The judge declared that he is guilty.
- I said that it was easier to talk than to act.
- If you had played the piano, I would sing.

### Correct Sentences

- The rain ceased yesterday.
- Babar found the Mughal Empire.
- I have been to Paris.
- I went there in 1987.
- I passed my examination.
- I passed it two years ago.
- I learnt that my friend has failed.
- I finished my letter last evening.
- The parrot died of cold last night.
- The judge declared that he was guilty.
- I said that it is easier to talk than to act.
- If you had played the piano, I would have sung.

Contd...



- ❑ If you played the piano, I will sing.
- ❑ The patient died before the doctor came.
- ❑ Look! The smoke comes out of the window.
- ❑ I saw her as I passed by her house yesterday.
- ❑ He came into my room while I wrote.
- ❑ If you will play the piano, I will sing.
- ❑ I solved all the questions before the time was over.
- ❑ He was ill for two days when the doctor was sent for.
- ❑ The boat was sunk by a storm which suddenly sprang up.
- ❑ You will be hearing this news already, so I need not to repeat it.
- ❑ If you had played the piano, I would sing.
- ❑ The patient had died before the doctor came.
- ❑ Look! The smoke is coming out of the window.
- ❑ I saw her as I was passing by her house yesterday.
- ❑ He came into my room while I was writing.
- ❑ If you play the piano. I will sing.
- ❑ I had solved all the questions before the time was over.
- ❑ He had been ill for two days when the doctor was sent for.
- ❑ The boat was sunk by a storm which had suddenly sprung up.
- ❑ You will have heard this news already, so I need not repeat it.



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## Solved Exercises

### I. Complete each sentence with a suitable tense of the verb in brackets:

- Peter \_\_\_\_\_ (not go) to the cinema last night.
- Sorry, I \_\_\_\_\_ (forget) to do my homework yesterday.
- What \_\_\_\_\_ (you see) on TV last night?
- Sonia \_\_\_\_\_ (leave) Italy and travelled to France last month.
- \_\_\_\_\_ (they enjoy) their holiday in Greece last year?
- While I \_\_\_\_\_ (eat) my dinner, the phone \_\_\_\_\_ (ring)
- Richard \_\_\_\_\_ (always, get up) before 7 am.
- Hurry up; the bus \_\_\_\_\_ (wait) for us.
- Where \_\_\_\_\_ (we, go) \_\_\_\_\_? This is the wrong road.
- My friends \_\_\_\_\_ (not believe) my story.
- Please be quiet; I \_\_\_\_\_ (read) a very interesting book.
- Marie \_\_\_\_\_ (usually, sit) at the front of the class.
- Carol cannot talk to you at the moment. He \_\_\_\_\_ (have) a shower.
- Please wait for a moment, Alka. I \_\_\_\_\_ (talk) to Swati.
- This car \_\_\_\_\_ (cost) a lot of money.

### II. Complete the sentences with the past form of the verb in brackets:

- The last lesson \_\_\_\_\_ (begin) at 2.30.
- Johnny \_\_\_\_\_ (feel) ill after lunch.
- Suddenly a bird \_\_\_\_\_ (fly) in the window.
- I think you \_\_\_\_\_ (do) the wrong thing.
- Babita \_\_\_\_\_ (get) ready very quickly.
- We \_\_\_\_\_ (know) the answer.
- The students \_\_\_\_\_ (stand) up when the teacher arrived.
- It was cold, but I \_\_\_\_\_ (wear) two pullovers.
- Anudeep \_\_\_\_\_ (eat) two plates of noodles.
- Richa \_\_\_\_\_ (tell) us the time.

### III. Complete the sentences with the perfect form of the verbs in brackets:

- Harish \_\_\_\_\_ (do) the housework.
- Kitty and Bimla \_\_\_\_\_ (find) a new flat.
- Neeru \_\_\_\_\_ (send) an email.
- I \_\_\_\_\_ (decide) to learn Spanish.
- Sarla and Diana \_\_\_\_\_ (eat) all the sandwiches.
- Francis \_\_\_\_\_ (buy) a dog.



7. Meera and Radha \_\_\_\_\_ (start) at a new school.
8. Farida \_\_\_\_\_ (break) her cup.
9. I \_\_\_\_\_ (Lose) my umbrella.
10. Manish \_\_\_\_\_ (take) the dog for a walk.

**IV. Complete the sentences with the past simple or present perfect form of the verbs in brackets:**

1. Where \_\_\_\_\_ (you go) for your holidays last year?
2. I cannot play anymore. I \_\_\_\_\_ (just hurt) my foot.
3. Jennifer is a famous writer, and \_\_\_\_\_ (write) over fifty books.
4. Sorry, I \_\_\_\_\_ (not finish) my letters yet.
5. We had a great party last week. Who \_\_\_\_\_ (you invite)?
6. Where \_\_\_\_\_ (you, meet) Sonia? Was it at the sports centre?
7. Pradeep \_\_\_\_\_ (not play) basketball for a month.

**V. Complete each sentence with the past simple or the present perfect form of the verbs in brackets:**

1. Tina is not here. She \_\_\_\_\_ (just go) to school.
2. What time \_\_\_\_\_ (you get up) this morning?
3. Parveen \_\_\_\_\_ (have) a bad car accident three years ago.
4. I (live) in the same house since 2015.
5. What \_\_\_\_\_ (you do) last night?
6. Betty \_\_\_\_\_ (not finish) his work yet.
7. Tina \_\_\_\_\_ (arrive) here in 2018.
8. \_\_\_\_\_ (you see) my watch? I cannot find it.

**VI. Complete each sentence using the present continuous form of the verb in brackets:**

1. What \_\_\_\_\_ (you do) this evening?
2. I \_\_\_\_\_ (not come) to school tomorrow.
3. Tiny \_\_\_\_\_ (go) to Italy next week.
4. \_\_\_\_\_ (you have) a party this week.
5. We \_\_\_\_\_ (not go) home on the bus after school.
6. Mrs Mangat \_\_\_\_\_ (teach) us this afternoon.
7. Ora and Gulu \_\_\_\_\_ (not come) to the meeting.
8. \_\_\_\_\_ (Jack go) to the football match tomorrow?
9. Annie \_\_\_\_\_ (not work) on Friday.
10. \_\_\_\_\_ (you leave) this afternoon.

**VII. Put each verb in brackets into either the past simple or past continuous:**

1. When Harry \_\_\_\_\_ (wake up), we \_\_\_\_\_ (tell) him the news.
2. Everyone \_\_\_\_\_ (wait) for the concert to begin when a message \_\_\_\_\_ (arrive).
3. Charlie \_\_\_\_\_ (want) a relaxing holiday, so she \_\_\_\_\_ (choose) to stay on a small island.
4. When Romy \_\_\_\_\_ (study) in America, his parents \_\_\_\_\_ (phone) him every week.





5. I \_\_\_\_\_ (find) my pen while I \_\_\_\_\_ (look for) my bag.
6. Anil \_\_\_\_\_ (watch) a film on television when Jane \_\_\_\_\_ (arrive).
7. When the lights \_\_\_\_\_ (go out), I \_\_\_\_\_ (lie) in bed reading.
8. When you \_\_\_\_\_ (go) to the new restaurant, what \_\_\_\_\_ (you eat)?

**VIII. Put each verb in brackets into either the present perfect, past simple or present simple:**

1. Last week I \_\_\_\_\_ (lose) my scarf, and now I \_\_\_\_\_ (lose) my gloves.
2. I \_\_\_\_\_ (work) for BLC Bank now but I \_\_\_\_\_ (decide) to change job.
3. We \_\_\_\_\_ (be) here for hours. Are you sure we \_\_\_\_\_ (come) to the right place?
4. \_\_\_\_\_ (you see) my mobile? I am sure I \_\_\_\_\_ (leave) it here earlier.
5. We \_\_\_\_\_ (have) some coffee and then \_\_\_\_\_ (catch) the bus home.
6. I \_\_\_\_\_ (never eat) Octopus, but once on holiday I \_\_\_\_\_ (eat) some squid.
7. I \_\_\_\_\_ (hope) you are not a vegetarian. I \_\_\_\_\_ (cook) you some lamb chops.
8. Recently a lot of young people \_\_\_\_\_ (take up) charity work.
9. When we \_\_\_\_\_ (reach) the cinema, there \_\_\_\_\_ (not be) any tickets left.
10. Please come quickly; Nick \_\_\_\_\_ (have) an accident, and he \_\_\_\_\_ (go) to hospital.

**IX. Put each verb in brackets into the present simple or continuous, or the past simple or continuous:**

1. What \_\_\_\_\_ (you do)? I am an engineer.
2. The door was open so the dog \_\_\_\_\_ (run) into the living room.
3. When we arrived home, John \_\_\_\_\_ (sit) outside the door.
4. Can you help me? I \_\_\_\_\_ (did) not understand Spanish.
5. At the beginning of the film I \_\_\_\_\_ (realize) I'd seen it before.
6. I am sorry, I cannot talk long. I \_\_\_\_\_ (study) for an examination.
7. At the moment of the earthquake Pintoo \_\_\_\_\_ (read) in bed.
8. I will phone you as soon as I \_\_\_\_\_ (know) the results.
9. I \_\_\_\_\_ (stay) at the hotel Taj. Why do not you call me?
10. What \_\_\_\_\_ (you do) when you saw the snake?

**X. Complete each sentence with a suitable form of the verb in brackets:**

1. I am soaked to the skin; if only I \_\_\_\_\_ (bring) an umbrella.
2. This pullover was really cheap. I wish I \_\_\_\_\_ (buy) two of them.
3. I like your school. I wish I \_\_\_\_\_ (go) there too.
4. I must get in touch with Sophia. If only I \_\_\_\_\_ (know) her phone number.
5. This bus is really slow; I wish we \_\_\_\_\_ (take) the train.
6. I am disappointed with this camera. I wish I \_\_\_\_\_ (not buy) it.
7. I answered three questions well. If only I \_\_\_\_\_ (finish) the whole test.
8. I cannot understand Maria; I wish I \_\_\_\_\_ (speak) Spanish.



## ANSWERS

- I. Didn't go, forgot, did you see, left, did they enjoy, was eating, rang, always gets up, is waiting, are we going, don't believe, am reading, usually sits, is having, am talking, costs.
- II. Began, felt, flew, did, got, knew, stood, wore, ate, told.
- III. Has done, have found, has sent, have decided, have eaten, has brought, have started, has broken, have lost, has taken.
- IV. Did you go, have just hurt, has written, haven't finished, did you invite, did you meet, hasn't played.
- V. Has just gone, did you get up, had, have lived, did you go, hasn't finished, arrived, have you seen.
- VI. Are you doing, am not coming, is going, are you having, are not going, is Mrs Mangat teaching, are not coming, Is Jack going, is not working, are you leaving.
- VII. Woke up, told; was waiting, arrived; wanted, chose; was studying, phoned; found, was looking for; was watching, arrived; went out, was lying; went, did you eat.
- VIII. Lost, have just lost; work, have decided; have been, have come; have you seen, left; had, caught; have never eaten, ate; hope, have cooked; have taken up; reached, weren't; has had, has gone.
- IX. Do you do, ran, was sitting, do, realised, am studying, was reading, know, am staying, did you do.
- X. Had brought, had bought, went, knew, had taken, hadn't bought, had finished, spoke/could speak.

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## Practice Exercises

### I. Fill in the blanks with the simple present tense of the verbs given in brackets:

1. He who \_\_\_\_\_ (stand) first will get the prize.
2. As soon as the referee \_\_\_\_\_ (whistle) the match will start.
3. Do in Rome as the Romans \_\_\_\_\_ (do).
4. If it \_\_\_\_\_ (rain) hard, she will cancel her tour.
5. When they are here, they often \_\_\_\_\_ (visit) me.
6. Please tell him what you \_\_\_\_\_ (want).
7. There is a saying that nothing \_\_\_\_\_ (Succeed) like success.
8. If she \_\_\_\_\_ (try) she can win the race.

### II. Put the verbs in brackets into the present continuous tense:

1. The train \_\_\_\_\_ (arrive).
2. She \_\_\_\_\_ (stand) by the fire.
3. They cannot come because they \_\_\_\_\_ (suffer) from fever.
4. What you \_\_\_\_\_ (do) here?
5. You cannot see her now; she \_\_\_\_\_ (have) a bath.
6. I am \_\_\_\_\_ (write) a letter at the moment.
7. He \_\_\_\_\_ (wear) a warm coat today because it is very cold.
8. Please take an umbrella with you. It \_\_\_\_\_ (rain).

### III. Fill in the blanks with the present perfect tense of the verbs given in brackets:

1. You \_\_\_\_\_ enough food. (eat)
2. Khursheed Ahmed \_\_\_\_\_ the examination. (pass)
3. I \_\_\_\_\_ here for four years. (live)
4. How long \_\_\_\_\_ you \_\_\_\_\_ her? (know)
5. He \_\_\_\_\_ me to lunch twice. (ask)
6. We \_\_\_\_\_ a new house. Come and look at it. (buy)
7. She \_\_\_\_\_ just \_\_\_\_\_ her father's letter. (receive)
8. They \_\_\_\_\_ not \_\_\_\_\_ the electricity bill yet. (pay)

### IV. Fill in the blanks, using the present perfect continuous tense of the verb in brackets:

1. He \_\_\_\_\_ from fever since Friday. (suffer)
2. I \_\_\_\_\_ this house since Christmas. (build)
3. How long \_\_\_\_\_ you \_\_\_\_\_ English? (learn)
4. It \_\_\_\_\_ for two days now. (snow)
5. We \_\_\_\_\_ strange noises since evening. (hear)
6. I \_\_\_\_\_ for five years. (drive)
7. They \_\_\_\_\_ only milk for the last two days. (take)
8. \_\_\_\_\_ You \_\_\_\_\_ for a long time? (wait)



**V. Fill in the blanks with the simple past tense of the verbs given below:**

1. I \_\_\_\_\_ the play very much. (like)
2. They \_\_\_\_\_ their mistake at last. (realize)
3. He was taking tea when I \_\_\_\_\_ him. (visit)
4. He was very careless. He \_\_\_\_\_ his time. (waste)
5. I \_\_\_\_\_ him for his bad ways. (hate)
6. As he was getting into the car, it \_\_\_\_\_ suddenly. (start)
7. He always \_\_\_\_\_ this identity card with him. (carry)
8. My servant \_\_\_\_\_ the fire. (light)

**VI. Put the verbs in brackets in the continuous form of the past tense:**

1. She \_\_\_\_\_ (sing) when someone knocked at her door.
2. He \_\_\_\_\_ (clean) his gun when it accidentally went off.
3. He found his broken toy as he \_\_\_\_\_ (dig) in the garden.
4. While he \_\_\_\_\_ (make) his speech he forgot it.
5. When I last saw her she \_\_\_\_\_ (wear) an attractive dress.
6. When I \_\_\_\_\_ (look) the other way someone picked my pocket.
7. We could not go out as a strong wind \_\_\_\_\_ (blow).
8. He \_\_\_\_\_ (talk) to a close friend when the servant entered the room.

**VII. Put the verbs in brackets in the past perfect tense:**

1. Santa Singh \_\_\_\_\_ (live) in Kolkata for five years when we met.
2. I \_\_\_\_\_ (see) him only once before he left for Europe.
3. She \_\_\_\_\_ (never see) such a huge building before.
4. If I \_\_\_\_\_ (know) your address, I would have written to you.
5. When he \_\_\_\_\_ (finish) his speech, he sat down.
6. If I \_\_\_\_\_ (take) care of my health, I would not have fallen ill.

**VIII. Put the verbs in brackets in the past perfect continuous tense:**

1. She \_\_\_\_\_ (write) a novel for two months when she came across a good publisher.
2. I \_\_\_\_\_ (read) in that school for three years when it had a new principal.
3. The school bell \_\_\_\_\_ (ring) for some time before I heard it.

**IX. Add 'will' or 'shall' to these sentences:**

1. The match \_\_\_\_\_ begin at 5 pm.
2. Nobody \_\_\_\_\_ go without permission.
3. It \_\_\_\_\_ rain today.
4. \_\_\_\_\_ We have a house of our own? We have enough money.
5. Tomorrow \_\_\_\_\_ be a holiday.
6. Some friends \_\_\_\_\_ visit me next week.
7. Tea \_\_\_\_\_ be ready soon.
8. You \_\_\_\_\_ not steal again.



**X. Answer the following questions, using the future continuous tense:**

1. What will you be doing when he comes here?  
\_\_\_\_\_
2. Where will he be living next year?  
\_\_\_\_\_
3. When will they be arriving here?  
\_\_\_\_\_
4. How will you be helping him?  
\_\_\_\_\_
5. What will Rajan be learning in London?  
\_\_\_\_\_

**XI. Put the verbs in brackets in the future perfect tense:**

1. He \_\_\_\_\_ (reach) the railway station when the train arrives.
2. I \_\_\_\_\_ (take) tea when he comes.
3. The guests \_\_\_\_\_ (leave) before 8 p.m.
4. They \_\_\_\_\_ (catch) the thief before the arrival of the police.
5. He \_\_\_\_\_ (make) many attempts before he succeeds.

**XII. Put the verbs in brackets in the future perfect continuous tense:**

1. You \_\_\_\_\_ (talk) for a long time before the teacher warns you.
2. They \_\_\_\_\_ (build) the house for a year when they get a loan.
3. He \_\_\_\_\_ (use) the scooter for a few years when he buys a new one.
4. The post \_\_\_\_\_ (lie) vacant for three months before they appoint a new man.
5. The tap \_\_\_\_\_ (run) for some time before that careless boy turns it off.

**XIII.** Fifty years from now we will \_\_\_\_\_ (live) in multi-storied buildings. That will happen because there \_\_\_\_\_ (be) no land left to build houses on. We \_\_\_\_\_ probably \_\_\_\_\_ (move) around in vehicles all the time because it \_\_\_\_\_ (be) quite impossible to walk along roads. No plants or trees \_\_\_\_\_ (grow) anywhere because there \_\_\_\_\_ (be) no soil for them to grow on. We \_\_\_\_\_ (eat) not natural but synthetic food, and our children \_\_\_\_\_ (drink) not cow's but artificial milk.

**XIV.** It was not until she \_\_\_\_\_ (arrive) at her relative's house in Panchkula that Meenu \_\_\_\_\_ (realize) she \_\_\_\_\_ (lose) her purse, containing some money, jewellery and important documents. Desperate to get it back, she even \_\_\_\_\_ (race) up to Kalka to see if she \_\_\_\_\_ (leave) it behind on the train she \_\_\_\_\_ (travel) by. But in vain next morning as she was about to leave the house, she \_\_\_\_\_ (see) a boy coming up to the door with her purse in his hand. His name \_\_\_\_\_ (be) Aman and he \_\_\_\_\_ (live) next door. He \_\_\_\_\_ (spot) the purse lying on a pile of garbage near the house.

**XV.** The storm didn't break, but in the evening a strong wind \_\_\_\_\_ (start) blowing. The ship \_\_\_\_\_ (rock) to and fro, rocking and rolling to the music of the wind \_\_\_\_\_ waves \_\_\_\_\_ (dash) against it. Even though there \_\_\_\_\_ (be) slippery, I \_\_\_\_\_ (run) around. That's when



I \_\_\_\_\_ (notice) uncle leaving over the railings. I \_\_\_\_\_ (run) up to him, thinking he too, \_\_\_\_\_ (enjoy) the experience, "good morning, uncle, \_\_\_\_\_ (be not) it lovely?". I \_\_\_\_\_ (ask) him.

**XVI.** It \_\_\_\_\_ (be) however, not easy to convince others. People \_\_\_\_\_ (hold) on to their old beliefs and \_\_\_\_\_ (not like) to change them. Base \_\_\_\_\_ (suggest) that the animal, vegetable and mineral kingdoms \_\_\_\_\_ (be) one and have a good deal in common. He \_\_\_\_\_ (say) that plants and metals \_\_\_\_\_ (have) a life of their own and \_\_\_\_\_ (can) become tired depressed or happy. People \_\_\_\_\_ (laugh) at him. They \_\_\_\_\_ (not take) him seriously.

**XVII.** All of a sudden there was a noise. A man in Kurta pyjama (a) \_\_\_\_\_ (stand) in the middle of the playfield. His Turkish cap (b) \_\_\_\_\_ (be) on the ground upside down. The gulli (c) \_\_\_\_\_ (seem) to have hit the cap on its way to me. The Wonder of it all (d) \_\_\_\_\_ (be) that the gulli (e) \_\_\_\_\_ (land) inside the cap. The man (f) \_\_\_\_\_ (be) furious. "You naughty boys I see what you (g) \_\_\_\_\_ (do). I (h) \_\_\_\_\_ (teach) you a lesson," he (i) \_\_\_\_\_ (shout).

**XVIII.** Suddenly I heard Safdar's cry, Ajay! Lokesh! Run, run! The watchman (a) \_\_\_\_\_ (come). Perched on top of a branch, I (b) \_\_\_\_\_ (see) the tall sinister looking figure of the watchman approaching. He (c) \_\_\_\_\_ (wave) a staff in his hand. Safdar & Ajay (d) \_\_\_\_\_ (be) already on the ground, and (e) \_\_\_\_\_ (start) running. The watchman (f) \_\_\_\_\_ (wave) his staff and ran after them, shouting. "Thieves! Thieves! See they (g) \_\_\_\_\_ (not escape). I (h) \_\_\_\_\_ (lose) no time. I (i) \_\_\_\_\_ (jump) down from the tree and (j) \_\_\_\_\_ (take) to my heels. Safdar and Ajay (k) \_\_\_\_\_ (be) far ahead and I (l) \_\_\_\_\_ (run) faster. As I (m) \_\_\_\_\_ (leap) over ditches and boulders in the orchard, the guavas (n) \_\_\_\_\_ (begin) to fall out of my pockets.

**XIX.** When I got home my dog (a) \_\_\_\_\_ (sit) at the door, waiting for me. I (b) \_\_\_\_\_ (feel) very bad, for I (c) \_\_\_\_\_ (delay) by the traffic jam. He (d) \_\_\_\_\_ (wag) his tail and I knew that he was annoyed. In order to please him, I (e) \_\_\_\_\_ (pat) him on the back and then (f) \_\_\_\_\_ (give) him a dog biscuit, thus removing his annoyance.

**XX.** Name the "Tense of the Verb" in each sentence:

1. The school shall remain closed tomorrow.
2. It is raining cats and dogs outside.
3. Ram has stood first in the test.
4. She will have finished her home-work by 4 p.m.
5. We shall have Diwali in early November.
6. Your mother has been looking for you since morning.
7. She is going to join this school on Monday.
8. The cook lights a match-stick.
9. She has cut her little finger while mending her pencil.



10. Ravana abducted Sita to his kingdom.
11. The earth revolves round the sun.
12. I have helped him for a long time.
13. Did you ever smoke in your life?
14. Does she run this primary school?
15. The cowherd had run a thorn into his foot.
16. Will you be bringing my book tomorrow?
17. Shall we not have completed this job by dusk?
18. Meena has been ill with fever since Monday.
19. The church bells had not been ringing since dawn.
20. She cut her finger in the kitchen.

**XXI. Fill each blank with the correct form of the Verb given in brackets:**

1. Prices \_\_\_\_\_ up very high. (go)
2. We \_\_\_\_\_ Agra a day before the earthquake. (leave)
3. The scissors \_\_\_\_\_ blunt, not sharp. (be)
4. To fear men \_\_\_\_\_ the biggest sin. (be)
5. How many eggs has your hen \_\_\_\_\_ today? (lay)
6. The train \_\_\_\_\_ when I reached the station. (arrive)
7. Your message \_\_\_\_\_ me yesterday. (reach)
8. Your message \_\_\_\_\_ me today morning. (reach)
9. Your message \_\_\_\_\_ me by then. (reach)
10. The match \_\_\_\_\_ on for an hour. (go)

**XXII. Choose the correct alternative out of those given in brackets:**

1. The principal \_\_\_\_\_ to see you. (wants, is wanting)
2. I \_\_\_\_\_ a new bike yesterday. (bought, have bought)
3. She \_\_\_\_\_ a lot of work today. (did, has done)
4. I \_\_\_\_\_ here since 1980. (am working, have been working)
5. We \_\_\_\_\_ our lunch at 1 pm. (had, had had)
6. The train \_\_\_\_\_ before we reach. (has left, will have left)
7. I \_\_\_\_\_ him with a single hit. (fell, felled)
8. I \_\_\_\_\_ ill for two weeks. (am, have been)
9. He \_\_\_\_\_ his lesson when you return. (will learn, will be learning)

**XXIII. Correct the following sentences:**

1. He left for the school before I reached his house.

\_\_\_\_\_

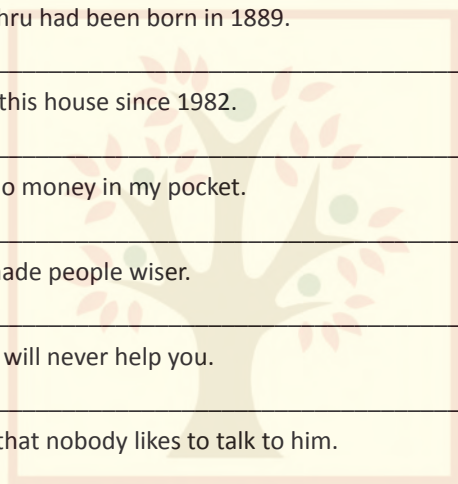
2. I have been for Agra yesterday.

\_\_\_\_\_





3. You look sad for some days.  
\_\_\_\_\_
4. The sheep ran away before the wolf came.  
\_\_\_\_\_
5. I had sent him his books in the morning.  
\_\_\_\_\_
6. Children are playing in the park since morning.  
\_\_\_\_\_
7. I am in Delhi for more than a week.  
\_\_\_\_\_
8. Pt. Jawaharlal Nehru had been born in 1889.  
\_\_\_\_\_
9. They are living in this house since 1982.  
\_\_\_\_\_
10. I told you I have no money in my pocket.  
\_\_\_\_\_
11. Reading always made people wiser.  
\_\_\_\_\_
12. He never has and will never help you.  
\_\_\_\_\_
13. He was so proud that nobody likes to talk to him.  
\_\_\_\_\_
14. An idle man will not work in my office.  
\_\_\_\_\_
15. I had bought this hat at a fair.  
\_\_\_\_\_
16. I am reading the Bible every day since 1987.  
\_\_\_\_\_
17. Did you not go to the bank as yet?  
\_\_\_\_\_
18. The sun rose in the east every day.  
\_\_\_\_\_



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## ANSWERS

- I. Stands, whistles, do, rains, visit, want, succeeds, tries.
- II. Is arriving, is standing, are suffering, are doing, is having, writing, is wearing, is raining.
- III. Have eaten, has passed, have lived, have-known, has asked, have bought, has-received, have-paid.
- IV. Has been suffering, have been building, have-been learning, has been snowing, have been hearing, have been driving, have been taking, Have-been waiting.
- V. Liked, realized, visited, wasted, hated, started, carried, lighted.
- VI. Was singing, was cleaning, was digging, was making, was wearing, was looking, was blowing, was talking.
- VII. Had lived, had seen, had never seen, had known, had finished, had taken.
- VIII. Had been writing, had been reading, had been ringing.
- IX. Will, shall, shall, Will, will, shall, will, will.
- X. I will be studying when he comes here, He will be living in Delhi next year, They will be arriving here in the evening, I will be helping him with money, Rajan will be learning.
- XI. Will have reached, will have taken, will have left, will have caught, will have made.
- XII. Will have been talking, will have been building, will have been using, will have been lying, will have been running.
- XIII. Be living, will be, will, be moving, will be, will be grown, will be, will eat, will be drinking.
- XIV. Arrived, realized, had lost, raced, had left, travelled, saw, was, lived, spotted.
- XV. Started, rocked, with, dashing, was, ran, noticed, ran, enjoyed, is not, asked.
- XVI. Is, hold, do not like, suggests, are, says, have, can, laugh, do not take.
- XVII. Stood, was, seemed, was, landed, was, have done, will teach, shouted.
- XVIII. Is coming, saw, waved, were, started, waved, should not escape, lost, jumped, took, were, ran, leapt, began.
- XIX. Was sitting, felt, was delayed, wagged, patted, gave.
- XX. Future indefinite, present continuous, present perfect, future perfect, future perfect, present perfect continuous, present continuous, present indefinite, present perfect continuous, present indefinite, present indefinite, present perfect, past indefinite, present indefinite, past indefinite, future continuous, future perfect, past perfect continuous, past continuous, past indefinite.
- XXI. Have gone, left, are, is, laid, had arrived, reached, will reach, had reached, went.
- XXII. Is wanting, bought, did, have been working, had, will have left, fell, have been, will be learning.
- XXIII. He had left for the school before I reached his house, I have been to Agra yesterday, You look sad from some days, The sheep had run away before the wolf came, I sent him his books in the morning, Children have been playing in the park since morning, I am in Delhi from more than a week, Pt. Jawahar Lal was born in 1889, They have been living in this house since 1982, I told you that I have no money in my pocket, Reading always makes people wiser, He has never and will never help you, He is so proud that nobody likes to talk to him, An idle man cannot work in my office, I had bought this hat at a fair, I have been reading the Bible everyday since 1987, Have you not gone to the bank yet?, The sun rises in the east every day.



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## About the Author

**Liza Sharma**, MA (Eng), BEd, PhD, MBA has worked with Gian Sagar Group of Institutions, Banur (Punjab), as Associate Professor in English for about 12 years. She has been in teaching profession from last 35 years. She has been teaching nursing students for about last 12 years. She has postgraduate degree in English and Business Management with BEd and has obtained her doctorate degree from Punjabi University, Patiala. She has contributed to several Sample Papers for CBSE and has written English Course book for Nursing Students.



The author was honored with the Best Teacher Award by the Management of JB Charitable Trust, Chandigarh. Besides, she was also honored by Gian Sagar Group of Institutions for her excellent services in teaching of English.



## CBS Publishers & Distributors Pvt. Ltd.

4819/XI, Prahlad Street, 24 Ansari Road, Daryaganj, New Delhi 110 002, India

E-mail: [feedback@cbspd.com](mailto:feedback@cbspd.com), Website: [www.cbspd.com](http://www.cbspd.com)

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