

# Tenses

# Basics

# What is Verb Tense?

- **Verb Tense** indicates the time of the action taking place.
  -
- *I eat a banana every day.*
  - Simple Present Tense
- *I ate a banana every day.*
  - Simple Past Tense
- Being thorough with tenses is important as on the GMAT, more than one action is often incorporated in a single sentence.

# What is Verb Mood?

- **Verb Mood** indicates what is believed about or desired to be done with the action.

- **Indicative**

- To express facts/opinions and to ask questions.
  - Hence, most sentences (including this one) are in indicative mood.

- **Imperative**

- To express commands.
    - Example: *Jack must eat.*

- **Subjunctive**

- To express possibilities.
    - Example: *Jack wishes he were a king.*

# What is Verb Voice?

- **Verb Voice** indicates who or what is performing the action.
  - **Active Voice**
    - In this voice, the action is performed by the subject of the sentence.
  - **Passive Voice**
    - In this voice, the action is performed on the subject of the sentence by someone or something.
      - Hence, grammatically, the subject becomes the object and vice versa.
  - *Jack submitted the thesis.* – Active voice.
  - *The thesis was submitted by Jack.* –Passive voice.
- Active voice is a direct, concise form of expression and thus, a **preferred** choice on the GMAT.
  - Please understand that this does not mean that choices in passive voice are always incorrect.
    - Don't discard answer choices in passive voice straightaway.
      - Use this concept while eliminating among the final 2-3 answer choices.

# Simple Tenses – Present and Past

- **Simple Present:** This is mainly used when expressing permanent states (of something) and frequently occurring events.
  - *It rains very heavily in Washington.*
    - The sentence means that as a general rule, it rains very heavily in Washington.
- **Simple Past:** This is used when discussing an action completed in the past.
  - *Last week, it rained very heavily in Washington.*
    - The sentence indicates an action completed (“rained”) at a point in the past (“Last week”).

# Simple Tenses – Future

- **Simple Future:** This is mainly used to predict a future event, to express a spontaneous decision, or to express willingness or unwillingness.
- *According to the weather forecast, it will rain very heavily in Washington this coming week.*
  - This statement predicts a future event.

# The Thumb Rule

- Simple tenses are the preferred, default tenses.

Simple present tense | Simple past tense | Simple future tense

- The continuous (or progressive) tenses as well as the perfect tenses are used **only** for peculiar cases.
  - An understanding of these cases helps a lot, not only on the GMAT, but also in everyday spoken and written English usage.

Present continuous tense | Past continuous tense | Future continuous tense

Present perfect tense | Past perfect tense | Future perfect tense

Present perfect continuous tense | Past perfect continuous tense | Future perfect continuous tense



# Continuous Tenses

- The continuous (or progressive) tenses are used to indicate the ongoing nature of an action.
- These tenses take:  
[form of the verb 'to be' + present participle]

# Continuous Tenses – Present + Past

- **Present Continuous:** This expresses an action that is in progress at the present moment. Regardless of whether the sentence contains words such as 'right now', the sentence means that the action is happening right now.
  - *Miranda is teaching her children.*
    - Means that Miranda is presently teaching her children.
- **Past Continuous:** This indicates an action that was in progress at some point in the past.
  - *Miranda was teaching her children last evening.*
    - Past continuous tense is also used to indicate that one action took place (simple past) while another was in progress (past continuous).
  - *Nancy cooked the meal while Miranda was teaching her children.*

# Continuous Tenses – Future

- **Future Continuous:** This tense indicates an action that will be in progress at some point in the future.
- *Miranda will be teaching her children tomorrow morning.*

# Continuous Tenses – Some Rules

- Present Continuous should not be used for general definitions (simple present tense is to be used for such purposes).

Correct the following:

- *When two continental tectonic plates are colliding, mountains or even whole mountain ranges are forming at the point of collision.*
  - The sentence describes what happens when two continental tectonic plates collide. It does not intend to talk about anything 'happening right now'. So we need simple present tense.
- *When two continental tectonic plates collide, mountains or even whole mountain ranges form at the point of collision.*

# Continuous Tenses – Some Rules

- On the GMAT, the everyday-kind of use of the Present Continuous to indicate future actions is not accepted (Simple Future is to be used for such purposes).

Correct the following:

- *Jane is presenting a paper at the international conference that is to be held on the coming Monday.*
  - “is presenting” and “on the coming Monday” are inconsistent. We must use simple future tense.
- *Jane will present a paper at the international conference that is to be held on the coming Monday.*

# Continuous Tenses – Some Rules

- Verbs that indicate general states- for example, the words 'know', 'signify', 'understand'- do not usually take progressive forms.

Correct the following:

- *The task is accomplished more quickly when the doer is knowing the best approach for it.*
  - Either one knows or doesn't know. There is no “is knowing” state. Hence, simple tense must be used.
- *The task is accomplished more quickly when the doer knows the best approach for it.*

# Same Tenses for Actions in Same Time Frame

- When all actions indicated in a sentence are taking place in the same time frame, all the tenses in that sentence will be the same.
- Correct the following:
  - *At the party, Maria plays the piano and will sing a song.*
    - Since both actions are intended to take place in the same time frame, the same tenses should be used. “will” applies to both verbs – “play” and “sing” (concept of parallelism).
  - *At the party, Maria will play the piano and sing a song.*

# Different Tenses for Actions in Different Time Frames

- When the different actions indicated in a sentence are taking place at different points in time, suitable tenses should be used to reflect the intended meaning of that sentence.
- Fill in the blanks:
  - *Tom \_\_\_\_\_(remain) happier these days as he \_\_\_\_\_(achieved) his long-desired target last month.*
    - Clearly, he “achieved” before he “remains” happier.
  - *Tom remains happier these days as he achieved his long-desired target last month.*



# Importance of Actions

- When two actions are equally important, they will have the same tense.

Observe the difference in meaning:

- *Philip took out his books when his tutor arrived.*
  - Philip took out his books *after* his tutor's arrival. Both actions are equally important.
- *Philip was taking out his books when his tutor arrived.*
  - We have two actions here – “was taking out his books” and “tutor arrived”. “was taking out his books” is happening in the background when “tutor arrived” happens in the foreground. In such cases, the foreground action takes the simple past and the background one takes the past continuous.

# Present Perfect Tense

- Present perfect tense is used when expressing an action that started at a moment in the past, but continues into or has some applicability in the present.
- It takes the form:  
[has/have + Past Participle]
- The past participles of regular verbs are formed by adding *-ed* at the end - for example, 'saved', 'talked'. The past participles of irregular verbs are unique - for example, 'done', 'slept', 'known'.

# Using Present Perfect Tense

- If the effect of the completed action were to cease to be relevant to the present moment, the simple past tense should be used.
  - *The displaced have lived in the camp.*
    - Incorrect.
  - *The displaced lived in the camp.*
    - Simple past; suggests that the displaced earlier lived in the camp, they no longer do so.
- Or
- *The displaced live in the camp.*
  - Simple present; suggests that the displaced live in the camp at present.
- *The displaced lived in the camp since January.*
  - Here, the intended meaning of the sentence is that “the displaced” started living in the camp in January and are continuing to do so (mark the importance of “since” in this construction). The time phrase “since January” indicates how long the action has been taking place. So, use of present perfect tense is needed here.
- *The displaced have lived in the camp since January.*

# Using Present Perfect Tense

- The present perfect tense is also used when though the action is completed, its effect is continuing in the present moment.
- *The cook \_\_\_\_\_ pancakes for the party this evening. (bake)*
  - The process of baking is completed but the pancakes have not been consumed yet (will be consumed during the party). The 'effect' of baking (i.e., the pancakes) still exists.
- *The cook has baked pancakes for the party this evening.*

# Using Present Perfect Tense

- The present perfect tense is also used to denote actions that just got completed (and thus, their effect still applies).

Note the difference in the meaning:

- *The cook baked pancakes, which the children have eaten with relish.*
  - In this sentence, the effect of “children have eaten” is still on if we are talking about a time when the children have just eaten.
- *The cook baked pancakes, which the children ate with relish.*
  - This suggests actions in past, with no effect on present.

**Note:** Grammatically, both the sentences are correct; they lead to slightly different meanings.

# Using Present Perfect Tense

- Terms such as 'since', 'within the past...', 'in the last...' indicate the effect of an action in past into present, and are often the triggers for present perfect tense.
- *Since the election of the current President, the party saw many victories.*
  - Because “Since” indicates relevance to current time, we need present perfect tense.
- *Since the election of the current President, the party has seen many victories.*

# Using Present Perfect Tense

- Present perfect can be used when there is no reference to a specific time.
  - *Jack has won the title three times.*
  - *Jack has been the champion three times.*
    - “been” suggests present perfect continuous tense.

Both the sentences are correct.

- *Jack has won the title in 2010, 2012, and 2016.*
  - Incorrect. The time frames have been specified and thus, simple past tense must be used.
- *Jack won the title in 2010, 2012, and 2016.*
  - Correct.

# Using Present Perfect Tense

- If there is an ambiguity in the expression of time in *-ing* forms, infinitives, or subordinate clauses, the present perfect tense can be used to remove the ambiguity.
- For example, 'when' can mean 'at the same time' or 'after'.
  - *When you do the work, give Rose a call.*
    - The sentence can either mean that the call is to be made during the work or after it.
  - *When you have done the work, give Rose a call.*
    - Without a trace of ambiguity, it means that the call is to be made after the work.



# Past Perfect Tense

- If, in a sentence, two actions that occurred at different points in the past are indicated, the past perfect tense is used for the earlier action and the simple past tense is used for the later action.
- The past perfect tense takes the form: [had + past participle]

Example:

- *Although the professor had left, the students stayed in the class.*
  - “the students stayed” (simple past) suggests an action in the past.
  - “professor had left” (past perfect) suggests an action further back in the past.

# Past Perfect Tense

- Fill in the blanks:

- *The ceremony \_\_\_\_ (begin) when Stephen \_\_\_\_ (arrive) with his family.*

- *The ceremony had begun when Stephen arrived with his family.*

- Means that the ceremony began earlier, Stephen reached later.

- *The ceremony began when Stephen arrived with his family.*

- Means that the ceremony began on the arrival of Stephen.

# Using Past Perfect Tense

- Remember that the past perfect should not be used when there is no reference to a later moment, also in the past. If a single event of the past is referred to, simple past tense is the correct usage.
  - *Jack had gone to London in May.*
    - Incorrect.
      - Only one action in past, simple past tense must be used.
  - *Jack went to London in May.*
    - Correct.
      - Apt use of simple past tense.
  - *Jack went to London in May and found that the summer had begun.*
    - Correct.
      - “went” and ‘found’ suggest simple past tense.
      - “summer had begun” suggests past perfect tense, as the event happened further in the past.

# Using Past Perfect Tense

- Often, when the sequence of the past events is obvious, the past perfect form may not be used and the simple past can be used for each event.
  - *Summer had started in London before Jack arrived.*
  - *Jack's arrival in London happened after summer had started.*
  - *In London, summer had started in April and Jack arrived in the city in May.*
    - Each sentence is incorrect.
    - “before” in the first sentence, “after” in the second sentence, and “May” & “April” in the third sentence make it clear which action happened first. Hence, simple past tense, and not past perfect tense, must be used.
  - *Summer started in London before Jack arrived.*
  - *Jack's arrival in London happened after summer started.*
  - *In London, summer started in April and Jack arrived in the city in May.*
    - Each sentence is correct.

# Using Past Perfect Tense

- The past perfect form is not required when there is a single subject performing a number of actions in a sequence. In such cases, all the actions should be expressed in the simple past tense.
- Fill in the blanks:
  - *The Bishop \_\_\_\_\_ (climb) the pulpit and \_\_\_\_\_ (deliver) a sermon.*
  - *The Bishop had climbed the pulpit and delivered a sermon.*
    - Incorrect.
  - *The Bishop climbed the pulpit and delivered a sermon.*
    - Correct.

# Using Past Perfect Tense

- The past perfect tense is not required when two clauses are linked by 'and' or 'but' and therefore, emphasizing the order of events may not be a necessity.
- Fill in the blanks:
  - *His father \_\_\_\_\_(grant) permission but Tim's mother \_\_\_\_\_ (refuse) to do so.*
  - *His father had granted permission but Tim's mother refused to do so.*
    - Incorrect.
  - *His father granted permission but Tim's mother refused to do so.*
    - Correct.

# Using Past Perfect Tense

- When the earlier action is not directly connected to the later action, the need to clarify the sequence of time does not arise and so the past perfect must be avoided.
  - *The historian told us that Asoka had used Buddhism as a political strategy.*
    - Incorrect. The first action is not directly connected to the later action so the past perfect form should not be used.
  - *The historian told us that Asoka used Buddhism as a political strategy.*

# Future Perfect Tense

- Future perfect tense is used to convey a meaning that a certain action will complete by a specific point in time in future.
- It is marked by the usage 'will have'.

Example:

- *Jack will have graduated with a master degree in law by 2022.*
- Owing to its peculiar usage, it is one of the lesser used tenses in English language.



# Tense Sequence

- When a speech that mentions a number of actions in different tenses is reported by using a verb in the past tense (such as 'announced', 'declared', 'asserted'), each action is moved one step back in time. For example:
  - Simple Present changes to Simple Past
  - Simple Past changes to Past Perfect
  - Simple Future changes to Conditional Tense (which uses 'would' + base form of the verb)
- *Rita: The project took over two years of hard work but if it turns out as well as is expected, it will help the firm grow by 200%.*
- *Rita asserted that the project **had taken** over two years of hard work but if it turned out as well as was expected, it **would help** the firm grow by 200%.*

# Using 'Would'

- 'Would' expresses future from the point of view of the past. Thus, the Past Tense and the Conditional Tense can be used together. But the use of the Past Tense with the Future Tense should be avoided.
- *Dorian convinced Lucy that her performance will be a success.*
  - “will” and “convinced” won't be consistent.
- *Dorian convinced Lucy that her performance would be a success.*

# Using Present Tense and Future Tense Together

- The Present Tense and the Future Tense can be used together. But the Present Tense and the Conditional Tense should not be used together.

Fill in the blank:

- *The young actor hopes that his first film \_\_\_\_\_ (will/would) be appreciated by the masses as well as the film critics.*
- *The young actor hopes that his first film will be appreciated by the masses as well as the film critics.*
  - Correct.
- *The young actor hopes that his first film would be appreciated by the masses as well as the film critics.*
  - Incorrect.

# The Subjunctive Mood

- In English, the Subjunctive Mood has two forms:
  - **The Hypothetical Subjunctive:** This is used to indicate unlikely or unreal conditions. Usually, it occurs after 'if', 'as if', 'as though', etc.
  - **The Command Subjunctive:** This is used to talk about proposals, desires, and requests which are formed using suitable verbs and the word 'that'.

# The Hypothetical Subjunctive

- The Hypothetical Subjunctive's basic form is equivalent to the Simple Past form of any given verb, with only one exception. For the verb 'to be', while the Simple Past forms are 'was' and 'were', the Hypothetical Subjunctive always uses 'were'.
- Owing to its similarity in form to the Simple Past, it is sometimes referred to as the 'Past Subjunctive'.
  - *Rose loved her sister's son as though he \_\_\_\_ her own. (was/were)*
    - He was not actually her son. His being her son is, then, an unreal condition. Therefore, the Hypothetical Subjunctive will be used. So, 'were' is the correct choice.
  - *She loved her sister's son as though he were her own.*

# 'If...Then' Constructions

- Remember that the Hypothetical Subjunctive is not used each time the word 'if' is used.
- A sentence that contains an 'if' clause plus a 'then' clause can make use of any tense or mood.
- The word 'then' is often not used, only understood.
- It is not essential to use the 'if' clause first.

*If you eat right, [then] you will stay healthy.*

- 'then' is not written, it is implied.
- *You will stay healthy if you eat right.*
  - Here, 'if' clause does not appear first; this usage is different from 'if...then' usage.

# 'If...Then' Construction Patterns

- General Rule when there is no uncertainty:

***If <Present>, then <Present>.***

- This provides the same sense as will the use of 'whenever' in place of 'if...then'.
- *If Rita travels by air, then she feels dizzy.*
  - Equivalent to saying: *Whenever Rita travels by air, she feels dizzy.*

- General Rule when there is some measure of uncertainty:

***If <Present>, then <'Can' or 'May'>.***

- The helping verbs 'can' or 'may' allow for the uncertainty involved.
- *If Rita travels by air, then she may feel dizzy.*

# 'If...Then' Construction Patterns

- Particular Case (in the future) in which there is no uncertainty:

***If <Present>, then <Future>.***

- *If Rita travels by air tonight, (then) she will feel dizzy.*

- Particular Case (in the present) in which there is no uncertainty:

***If <Present Perfect>, then <Future>.***

- *If Rita has travelled by air, (then) she will feel dizzy.*



# 'If...Then' Construction Patterns

- Case That Never Happened (in the past):

***If <Past Perfect>, then <Conditional Perfect>.***

- *If Rita had travelled by air last night, (then) she would have felt dizzy.*

- **Note:** On the GMAT, 'would' and 'should' must not be used in the 'if' clause.

- *If Rita would travel by air, she will feel dizzy.*

- Incorrect.

- *If Rita travels by air, she will feel dizzy.*

- Correct.

# The Command Subjunctive

- This is used with certain verbs that tell people to perform specified actions.
  - Bossy verb + “that” + base form of verb
- *The Committee required that the offender give a written apology.*
- *I propose that the offender apologize.*
  - “required” and “propose” are the bossy verbs.
  - “give” and “apologize” are in the Command Subjunctive mood.
    - Hence, the base forms ‘give’ and ‘apologize’ have been used.

# The Command Subjunctive

- The form that is used to give a command directly is the form that the Command Subjunctive takes.
  - *The Committee required that the offender **give a written apology**.*
    - The base form of the verb 'give' has been correctly used for the Command Subjunctive.
- There are two exceptions, however.
  - For the third person singular, the verb will not have –s at the end.
  - For verb 'to be' , only one form of the verb - 'be' – is used.
- *The teacher directed that he apply for the elective course.*
- *The strict system required that the students be ready for classes at 6 AM.*

# The Command Subjunctive Construction

- Pick the best option:

- *To win the trophy, his team requires that Jack performs better than usual.*
- *To win the trophy, his team requires that Jack performed better than usual.*
- *To win the trophy, his team requires that Jack perform better than usual.*
- *To win the trophy, his team requires that Jack will perform better than usual.*
- *To win the trophy, his team requires Jack to perform better than usual.*

- Option C

- Please note that option E is also grammatically correct but C is a better choice as the meaning is better conveyed through subjunctive mood.

# The Command Subjunctive

- Remember that while in British English 'should' with the base form of verb is often used instead of the Command Subjunctive, this is considered incorrect on the GMAT.
- Correct the following sentence:
  - *We propose that the clientele should vote for or against this decision.*
  - *We propose that the clientele vote for or against this decision.*

# Using Subjunctive Mood

- There is no rule to determine whether a verb will take a subjunctive or an infinitive construction.
  - Hence, meaning is important.
- Commonly used verbs that generally take the Command Subjunctive are:
  - 'demand', 'dictate', 'insist', 'mandate', 'propose', 'recommend', 'request', 'stipulate', 'suggest'.

# Using Subjunctive Mood

- Commonly used verbs that take only the Infinitive: 'advise', 'allow', 'forbid', 'persuade', 'want'.
  - *We advise you to be on time.*
- Commonly used verbs that take either the Command Subjunctive or the Infinitive: 'ask', 'beg', 'intend', 'order', 'prefer', 'urge', 'require'.
  - *We require that you be on time.*
  - *We require you to be on time.*

# Using Subjunctive Mood

- A few of these verbs that take subjunctive form also take some different constructions.
  - *The guides prohibited the tourists from entering the edifice.*
- Certain nouns that are derived from verbs that are used for subjunctive –such as 'a demand', 'a request'-take the Command Subjunctive.
  - *Her demand that she be compensated for her loss was duly met.*



# Using Subjunctive Mood

- In the construction 'It is X...', where 'X' is an adjective expressing urgency, the Command Subjunctive may be used. An infinitive may also be used in such a construction.
  - *It is necessary that the Chief fulfill all their demands.*
  - Or
  - *It is necessary for the Chief to fulfill all their demands.*
- Some other examples of adjectives that express urgency:
  - 'essential', 'advisable', 'crucial', 'desirable', 'fitting', 'imperative', 'important', 'mandatory', 'preferable', 'urgent', 'vital'.

# Using Subjunctive Mood

- The use of the Command Subjunctive after 'whether' is old-fashioned and must be avoided.
- Correct the following sentence:
  - *Every person must serve one's country, whether one be Christian, Hindu, Muslim, or the follower of any other religion.*
  - *Every person must serve one's country, whether one is Christian, Hindu, Muslim, or the follower of any other religion.*

# Using Subjunctive Mood

- A few verbs used for subjunctive can be used in other ways too. Therefore, grasping the intended meaning is imperative.
- *Her countenance suggests that she is satisfied with the way things have transpired.*
  - Here, the meaning of “suggests” is “probably means”. There is no subjunctive mood here.

# Active and Passive Voice

- Verbs use either the Active or the Passive Voice.
- In the **Active Voice**, the subject of the sentence performs the action.
  - *The renowned dancer taught the eager students.*
- In the **Passive Voice**, the subject of the sentence has an action performed on it by a person or thing.
  - *The eager students were taught by the renowned dancer.*

# The Passive Voice Form

- The passive voice has the form:  
[form of the verb 'to be' + past participle of the main verb]
- Verbs other than 'to be' should not be used to form the passive voice.
  - *All the milk got consumed by the cat.*
  - *All the milk was consumed by the cat.*
  - *The cake must get baked today.*
  - *The cake must be baked today.*

# The 'By' in Passive Voice

- In Passive Voice, the actual doer of the action may follow the verb indicating this action in a phrase beginning with the preposition 'by'. If there is no actual doer, 'through' or 'because of' must be used to describe any instrument or means.
- *The secret was revealed **by a slip of the tongue**.*
  - The subject (“a slip of the tongue”) is not an actual doer and therefore, the sentence is incorrect.
- *Through a slip of the tongue, the secret was revealed.*
  - Correct.

# The 'By' in Passive Voice

- If a prepositional phrase starting with 'by' is part of non-underlined part of a GMAT sentence, the passive voice must be used.
- *The announcement regarding the imposed fine has been made in the morning by the Principal of the school.*
  - The full verb is lacking in the given sentence. The Principal who is making the announcement is mentioned in the 'by'-phrase; hence, the passive voice must be used.
- *The announcement regarding the imposed fine was made in the morning by the Principal of the school.*

# Intransitive Verbs in Passive Voice

- Remember that intransitive verbs (verbs that do not take direct objects) cannot be written in the Passive Voice. Only transitive verbs can be written in the Passive Voice.
  - *Most of the guests arrived on time for the party.*
    - The verb 'arrive' is intransitive and hence, the sentence can be written in active voice only.
      - The given sentence is correct.
  - Correct the following sentence:
    - *These jewels were belonged to Isabella's great-grandmother.*
      - 'Belong' is an intransitive verb. So only Active Voice is possible with the verb 'belong' in a sentence.
    - *These jewels belonged to Isabella's great-grandmother.*



# Deciding Whether Passive Voice is the Right Answer

- At times, a sentence in the Passive Voice may be longer or even awkward-sounding but that does not mean that it is grammatically incorrect. One must choose, among the five choices, a choice that best conveys the intended meaning.
- Change into Passive Voice:
  - *Alfred has promised to put in all efforts towards making the endeavor a success.*
  - *It has been promised by Alfred that he will put in all efforts towards making the endeavor a success.*

# Deciding Whether Passive Voice is the Right Answer

- Remember that on the GMAT, an awkward-sounding passive option may be correct while an active option that sounds better may contain a bigger error. Therefore, you must look properly at each option and must never work with assumptions. Except in cases wherein the use of a particular voice can be incorrect, voice must not be used to eliminate options.
- Choose the correct option:
  - *The singer has decided the following year to get married.*
  - *It has been decided by the singer that he will get married the following year.*
- The second sentence is correct. The first sentence incorrectly places a Present Perfect verb (“has decided”) with a future time phrase (“the following year”), leading to an incorrect meaning.

# Deciding Whether Passive Voice is the Right Answer

- At times, the Passive Voice may stylistically be the better choice. For instance, in cases where the doer of the action is not as important as the action itself.
  - *The statue was erected to serve as a symbol of the conqueror's might.*
    - Here, those who erected the statue (not mentioned) are not that important for the intended meaning of the sentence.

# Active Voice - Passive Voice Parallelism

- It is not necessary to make active or passive voice parallel throughout a sentence.
- Fill in the blanks with appropriate past forms of the verbs in the brackets.
  - *The student \_\_\_\_\_ (play) pranks on his teacher and \_\_\_\_\_ (punish) for the same.*
  - *The student played pranks on his teacher and was punished for the same.*
    - “played” and “was punished” are not parallel per se, but the sentence is correct.

# Special Cases

# Helping Verbs

- Helping verbs extend the meaning of the main verb.
- Here are the most commonly used helping verbs:
  - Am, is, are
  - Was, were
  - Has, have, had, (will) have
  - Do, does, did
  - Been
  - Be

# Helping Verbs

- A note on some of the most important ones:
- 'Have' (and its variants: 'has' / 'had' / 'will have') generally trigger the perfect tenses.
  - Have, has + verb: present perfect tense
  - Had: past perfect tense
  - Will have: future perfect tense
- 'Been' triggers continuous tenses.
- 'Do' (or does) is used with Simple Present or Simple Past tense to emphasize verbs, negate verbs (...do/does not...) or ask questions.
- 'Be' generally generates the passive voice or the subjunctive mood.
  - *The law requires that helmets be worn by individuals driving motorcycles.*

# Helping Verbs

- Helping verbs can stand for longer verbs or verb phrases.
  - *Mike's parents possess great skill at the vernacular, but Mike does not.*
    - The helping verb “does” refers to “possess great skill at the vernacular”.



# Helping Verbs

- The tense of the helping verb that stands for longer verbs or verb phrases should usually match the tense of the first instance of the verb. In order to use different tenses in such cases, you must repeat the whole verb in the required tense.
- Correct the following sentence:
  - *William has never gone to a summer camp, but last year his sister did.*
  - *William has never gone to a summer camp, but last year his sister went to one.*
    - “has never gone” cannot be referred to by “did” because of the difference in tenses.
  - *William has never been to a summer camp, but his sister has.*
    - “has” can refer to the verb phrase “has been to a summer camp”.
    - The sentence is correct.

# Helping Verbs

- When a helping verb is used to stand for a longer verb or verb phrase, ensure that the sentence is grammatically sound.
- Correct the following sentence:
  - *This program was meant to encourage children to explore their creativity, and it is.*
    - The helping verb “is” doesn’t appropriately replace “meant to encourage children to explore their creativity”. The helping verb “does” would be more appropriate.
  - *This program was meant to encourage children to explore their creativity, and it does.*

# Helping Verbs

- Even if the complete verb phrase that appears in the sentence is negative, the helping verbs 'be', 'do', and 'have' will stand for the positive form of that phrase.

- *Some people do not enjoy reading, but others do.*

Or

- *Some people do not enjoy reading as others do.*

- Although the verb phrase in the preceding part of the sentence is “do not enjoy reading”, “do” in the proceeding part refers to “enjoy reading”.

# Modal Helping Verbs

- Besides primary helping verbs, there are modal helping verbs.
- These do not change form for different subjects.

Example:

- *Jack/Rose/I/You/She/He/They/We must follow law.*
  - The modal helping verb “must” agrees with all the subject options in this sentence.
- The most common modal helping verbs are:
  - *can, could*
  - *may, might, must, ought to*
  - *shall, should*
  - *will, would*

# Modal Helping Verbs

- In order to indicate obligation or future time, the form 'to be' is used in sentences sometimes. The GMAT avoids such use as this form is ambiguous. Depending on the intended meaning, 'will' or 'should' must be used.
  - Correct the following sentence:
    - *You are to become the next COO of the company.*
    - *You will become the next COO of the company.*
- Or
- *You should become the next COO of the company.*

# Modal Helping Verbs

- On the GMAT, do not invert the subject and add a modal verb such as 'should' to express a condition. Instead, use the word 'if'.
- Correct the following sentence:
  - *Should you follow the guidance well, you will surely succeed.*
  - *If you follow the guidance well, you will surely succeed.*
  - *Should he achieve this target, he will be ecstatic.*
  - *If he achieves this target, he will be ecstatic.*

# Verbals

- Verbals are verb forms that function as adjectives, adverbs, or nouns.
- There are three types of verbals:
  - **Infinitives:**
    - 'to' + base form of the verb
  - **Gerunds:**
    - *-ing* form of verbs (used as nouns)
  - **Participles:**
    - Present Participles: *-ing* forms of verbs
      - Used as adjectives/adverbs
    - Past Participles: verb + *-ed/-en/-n/-t*
      - Used as adjectives

# Infinitives

- Infinitives can function as nouns, adjectives, or adverbs.
- Identify the functions performed by the infinitives:
  - A. *I love to sing along with my teacher.*
  - B. *The target to achieve by this month-end is set.*
  - C. *She baked to earn extra money.*
- In A, “to sing” is the object of the verb “love” and so functions as a noun.
- In B, “to achieve” modifies the noun “target” and so functions as an adjective.
- In C, “to earn” modifies the verb “baked” and so functions as an adverb.



# Infinitives

- With infinitives of purpose (that express 'why' or 'for what end' an action was performed), 'in order to' can be used rather than just 'to' (part of infinitive). This is not considered wordy.
  - *Anne bakes during weekends in order to earn extra money.*
- You should be careful while using infinitives of purpose. The sentence should be correct in terms of grammar and meaning.

# Infinitives

- Correct the following sentence:

- *The treasury was guarded to avoid getting looted.*

- The noun “treasury” is the subject of the main verb “was guarded” and the implied subject of the infinitive “to avoid”. But the treasury cannot avoid something. So, the sentence does not make sense.

- *The treasury was guarded to keep it from getting looted.*

- If the sentence is changed thus, “it” will refer to “treasury”. It is correct to make “treasury” the object of the infinitive.

# Infinitives

- In the previous example, it is not mentioned who wanted to guard the treasury. The person(s) wanting to guard can be added.
  - *The soldiers guarded the treasury to keep it from getting looted.*
- The noun “soldiers” is the subject of the main verb “guarded” and the implied subject of the infinitive “to keep”. The object “it” refers to “the treasury”.

# Infinitives

- Though infinitives can function as nouns, their structure is different from that of the usual nouns. While it is possible to use infinitives as subjects of verbs, it is better to postpone such a subject using a Placeholder 'It'.
- Correct the following sentence:
  - *To exercise is healthy.*
  - *It is healthy to exercise.*

# Infinitives

- Unlike the usual nouns, infinitives cannot be used as objects of prepositions. But infinitives can be used as objects of verbs.
- Unlike the usual nouns, infinitives cannot be modified using adjectives or articles. Adverbs are used instead to modify infinitives.
- For instance, instead of 'careful to observe', you should say 'to observe carefully'.

# Gerunds

- Gerunds are more noun-like than infinitives in the sense that they can be used not only as objects of verbs, but also as subjects of verbs and objects of prepositions.
- Identify how gerunds have been used:
  - A. *Sculpting is a wonderful form of art.*
  - B. *George loves sculpting.*
  - C. *I want to learn the art of sculpting.*
- In A, “Sculpting” is the subject of the verb “is”.  
In B, “sculpting” is the object of the verb “loves”.  
In C, “sculpting” is the object of the preposition “of”.

# Gerunds

- Gerund phrases can be classified as Simple or Complex, depending on how they are internally treated- whether as a verb or as a noun.
- A Simple Gerund functions more like a verb.
  - *Storing data digitally.*
- A Complex Gerund functions more like a noun.
  - *The digital storing of data.*

# Gerunds

- A simple gerund and a complex gerund should not be made parallel to each other.
- A complex gerund is not needed if an action noun that can be used in the context exists.
  - For example, instead of 'the constructing of the building', you must use 'the construction of the building'.



# Gerunds

- If the noun preceding a gerund is the doer of the action indicated by the gerund, the noun must be in the possessive case.
- Correct the following sentence:
  - *Stella painting is the gift of professional training and years of practice.*
  - *Stella's painting is the gift of professional training and years of practice.*

# Gerunds

- Before making the noun possessive in the aforementioned case, ensure that the *-ing* form is functioning as a noun, not as a noun modifier.
- In '*I love Stella painting.*', the suggestion *could* be that 'I' love her *when* she is painting. But '*I love Stella's painting.*' clearly suggests that her painting is loved.
- In some cases, both constructions are possible- the *-ing* form functioning as a noun and functioning as a noun modifier.
  - *Nina dancing is a sight that mesmerizes. (Nina mesmerizes.)*
  - *Nina's dancing is a sight that mesmerizes. (The dancing mesmerizes.)*

# Gerunds

- Usually, it is a better idea to not possess (use the possessive form for) a gerund. It is much better to possess an existing action noun. But if there is a need to possess a gerund, a personal pronoun such as 'its', 'their', 'his', or 'her' should be used.

# Participles

- Present participles and past participles can be used as modifiers.
- Present participles are *–ing* forms that can be used to modify nouns, verbs, or entire clauses.
- So the *–ing* form has four major uses: it is used as a verb (continuous tense); a noun (gerund); an adjective (present participle); and an adverb (present participle).
- Examples:
  - *Katy is writing a research paper.* (continuous tense)
  - *Writing a research paper is a mentally exhausting task.* (gerund)
  - *The woman writing the research paper is a former student of Mr. Richardson.* (present participle, adjective)
  - *Katy stayed awake all night, writing the research paper.* (present participle, adverb)

# Participles

- The major uses of the past participle form are two: it is used as a verb in perfect tense or as an adjective.
- Examples:
  - *They have honored the minister.* (perfect tense verb)
  - *The honored minister will address the audience.* (adjective)
- It is also possible to combine an *-ing* form and a past participle.

Fill in the blanks:

- *Having \_\_\_\_\_(crack) the exam, she has been \_\_\_\_\_(party) all day.*
- *Having cracked the exam, she has been partying all day.*

# Present Participle Vs Infinitive

- One should be alert to the differences between using a present participle and using an infinitive at the end of a sentence.
- The present participle tells the result. It does not express intention.
- The infinitive, in contrast, tells about the intention. It does not express result.

Example:

- *Mark Antony stressed on the undeservedness of Caesar's assassination, inciting anger in the mob against the conspirators.* (present participle)
  - Incorrect
- *Mark Antony stressed on the undeservedness of Caesar's assassination to incite anger in the mob against the conspirators.* (infinitive)
  - Correct
- *To incite anger in the mob against the conspirators, Mark Antony stressed on the undeservedness of Caesar's assassination.* (infinitive)
  - Better

# Present Participle Vs Infinitive

- Generally, if there is no deliberate intention (for example, if an inanimate object is the subject of the sentence), the present participle should be preferred over the infinitive.
- *The youth helped the underprivileged kids learn, making the nation proud.*
  - The present participle is better here, for “making the nation proud” is not the intention – the intention rather is to be of service.
- Sometimes, the infinitive form is used even when no intention is expressed.
  - *Lava cools and solidifies to form igneous rocks.*

# Present Participle Vs Infinitive

- In modifying a noun, a present participle (or a relative clause) and an infinitive are used differently.
- In many cases, the noun modified by an infinitive is not the implied subject of that infinitive.
  - *There is an issue to resolve.*
    - The modified noun “issue” is not the implied subject but the intended object of the infinitive. The issue will not resolve; a subject is needed for resolving.



# Present Participle Vs Infinitive

- Correct the following sentence:
  - *A strategy winning the game was discussed by the leader.*
- The strategy itself is not winning the game. So, the infinitive should be used.
  - *A strategy to win the game was discussed by the leader.*

# Use of 'Has/Have Had' and 'Had Had'

- It is possible for a correct sentence to have 'has/have had' or 'had had'.
  - *Livia told her supervisor that she had had an iPhone.*
    - One "had" is for possession, other for past perfect tense.
    - The sentence means that Livia had the iPhone prior to the conversation.
  - *Livia told her supervisor that she had an iPhone.*
    - "had" is for possession.
    - The sentence means that Livia had the iPhone at the time of the conversation.
  - *Livia told her supervisor that she has an iPhone.*
    - "has" is for possession.
    - The sentence means that Livia still has an iPhone.
  - *Livia told her supervisor that she has had an iPhone.*
    - "has" is for present perfect tense, suggesting an indefinite time frame; "had" is for possession.
    - The sentence means that Livia had the iPhone during an indefinite time frame.

thank you



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