

Right form of verb যে তিনটি বিষয় এর প্রতি খেয়াল রাখতে হয়

1. Number and person of the subject.

Subject singular = verb singular

Subject plural = verb plural

Ex,

Book (give) **gives** us knowledge.

Books (give) **give** us knowledge.

NOTE: subject verb agreement

2. Tense

1	Present indefinite tense	Present form I go home
2	Past indefinite tense	Past form I went home
3	Continuous tense	Verb+ing I am going home
4	Perfect tense	V.P.P I have gone home
5	Present ind and 3rd person singular number subject	Verb+ s,es He goes home
6	After modal auxiliary verb (can, could, shall, should , will, would, may ,might, must, have to, has to , had to, need)	Present form He can eat rice He could eat rice
7	Passive voice	V.P.P Rice is eaten by him

Voice

Active- If the subject works.

Ex. He writes a poem.

I drink water.

Passive –If the subject does not work.

Ex. He was called.

Our college was established in 2016.

করি- Present form(Active)

করেছিলাম- past form (Active)

করা হয়- am, is ,are +v.p.p (passive)

করা হয়েছিল- was, were + v.p.p (passive)

1. Always , sometimes, regularly, daily, everyday, often, usually, normally, generally etc থাকলে verb এর

present indefinite tense হয় . এছাড়াও মনে রাখতে হবে যে,

আমরা যা করি তাই present indefinite tense ।

I always (go) there to enjoy the beauty.

I always **go** there to enjoy the beauty.

He often (come) to me to help me.

He often **comes** to me to help me.

3. Present indefinite tense এ Subject Third Person singular number হলে verb-এর সঙ্গে s/es যুক্ত হয়।

Example.

He (drink) water everyday.

He **drinks** water everyday.

4. অতীতে কোন কাজ সম্পন্ন হয়েছিল এরূপ বোঝালে Past indefinite tense হয়। অতীত নির্দেশক শব্দ once, once upon a time, ago, long long ago, yesterday, day before yesterday etc থাকলে সর্বদা Past indefinite tense হয়।

He (come) here yesterday.

He **came** here yesterday.

5. একই বাক্যে এক এর অধিক verb থাকলে সাধারণত ব্যাকটের verb এর সাথে ing/to অথবা past participle form বসে।

I saw him (go) ... There.

I saw him **going** There.

Note : দ্বিতীয় verbটি যদি উদ্দেশ্য বোঝাতে ব্যবহৃত হয় তবে দ্বিতীয় verb-এর আগে to বসে।

যেমন:

He came here (meet)..... me.

He came here **to meet** me.

I went to the library (read) newspaper.

Ans.: I went to the library **to read** newspaper.

He repaired the boat (sell) it.

Ans.: He repaired the boat **to sell** it.

6. Preposition এর পর verb+ ing **হয়**

Preposition : After, before, for, with, without, about, in, on, of ,at, by

He bathes after (play) football.

He bathes after **playing** football.

I know nothing about (write) poem.

I know nothing about **writing** poem.

Note. Exception: We have to use present form after the preposition **to**

Ex. He goes to river to (catch) fish.

He goes to river to **catch** fish.

He works hard to (prosper) In life.

He works hard to **prosper** In life.

7. Exception: After **With a view to, Look forward to, with an eye to, habituated to , (get , got , am is, are,was, were) used to etc,** we have to use Verb +ing.

Ex. He walks in the morning with a view to (keep) his body fit.

He walks in the morning with a view to **keeping** his body fit.

He is used to (get) ... up early in the morning.

He is used to **getting** up early in the morning.

8. Before দ্বারা দুটি Past tense যুক্ত থাকলে before-এর পূর্বের অংশে Past perfect tense এবং পরের অংশ Past indefinite tense হয়। যেমন:

We (reach) our school before the bell rang.
Ans: We had reached our school before the bell rang.
The patient had died before the doctor (come).
Ans: The patient had died before the doctor came.

9. After দ্বারা দুটি Past tense যুক্ত থাকলে এর আগের অংশ Past indefinite tense এবং পরের অংশ Past perfect tense হয়। যেমন:

They arrived the station after the train (leave).
Ans.: They arrived the station after the train had left.
The patient (die) after the doctor had come.
Ans.: The patient died after the doctor had come.

10. No sooner had than,
Scarcely had when,
Hardly had when—প্রথম অংশ Past perfect tense অনুযায়ী হয়, অর্থাৎ verb-এর Past participle form হবে।
দ্বিতীয় অংশ Past indefinite tense অনুযায়ী হয়, অর্থাৎ verb-এর Past form হয়। যেমন:

No sooner had the bell (ring) than the teacher (enter) the classroom.
Ans.: No sooner had the bell rung than the teacher entered the classroom.
Scarcely had he (arrive) at the bus stand when the bus (leave).
Ans.: Scarcely had he arrived at the bus stand when the bus left.

11. সাধারণত since দ্বারা দুটি clause যুক্ত থাকলে এবং since-এর আগের অংশ Present indefinite/Present perfect tense হলে পরের অংশ Past indefinite tense হয়।

যেমন:
It is many years since he (give) up smoking.
Ans.: It is many years since he gave up smoking.
Five years have passed since he (leave) the house.
Ans.: Five years have passed since he left the house.

12. আবার since দ্বারা clause যুক্ত থাকলে এবং since-এর আগে clause বা বাক্যের অংশ Past indefinite tense হলে পরের অংশ verb -এর Past perfect tense হয়। যেমন:
Many years passed since I (meet) him last.
Ans: Many years passed since I had met him last.
It was many years since I (visit) there.
Ans: It was many years since I had visited there.

13. Passive voice-এ সর্বদা verb-এর past participle form হয়।

যেমন: This work was (do) by him.
Ans.: This work was done by him.
The problem has been (solve) by him.
Ans.: The problem has been solved by him.
The school was (close) for sine die.
Ans.: The school was closed for sine die.

14. Simple sentence-এ দুটি verb থাকলে দ্বিতীয় verb-এর সঙ্গে ing যোগ হয় অথবা দ্বিতীয় verbটির আগে to বসে।
যেমন: He saw the boy (play) in the field.
Ans.: He saw the boy playing in the field.
I heard him (speak).

15. Modal auxiliary verb যেমন : can, could, may, might, should, would, ought to, used to, must ইত্যাদি থাকলে মূল verb-এর present form হয়।
যেমন: He can (do) it easily. Ans.: He can do it easily.
Everybody should (respect) his parents.
Ans.: Everybody should respect his parents.
It may (rain) today. Ans.: It may rain today.

16. সাধারণত sentence যদি ভবিষ্যৎ নির্দেশক শব্দ বা phrase যেমন: tomorrow, the day after tomorrow, in future, next ইত্যাদি থাকলে future indefinite tense হবে এবং verb-এর present form বসে।
যেমন: I (go) to Dhaka tomorrow.
Ans.: I shall go to Dhaka tomorrow.
He (join) there the next day.
Ans.: He will join there the next day.

17. Sentence-এর subject singular number হলে verb singular হয় এবং subject plural হলে verb plural number হয়।
যেমন: The taste of the mangoes (to be) sour.
Ans.: The taste of the mangoes is sour.
The flowers of the garden (to be) beautiful.
Ans.: The flowers of the garden are beautiful.
These papers (to be) printed.
Ans.: These papers are printed.

18. মূল verb-এর আগে to be বা having থাকলে verb-এর past participle form হয়।
যেমন: A community centre is going to be (establish).
Ans.: A community centre is going to be established.
I do not mind (have) a cup of coffee.
Ans.: I do not mind having a cup of coffee.
He went home (have) his salary.
Ans.: He went home having his salary.

20. সাধারণত It is time, it is high time, wish ইত্যাদির পরে subject ও bracket-এ মূল verb থাকলে verb-এর past form হয়।

যেমন: It is time you (finish) a course on English language.

Ans.: It is time you finished a course on English language.

I wish I (sing). Ans.: I wish I sang.

আবার, It is time, it is high time-এর পর যদি bracket-এ মূল verb থাকে, তবে ওই verb-এর আগে to বসবে এবং ওই verb অপরিবর্তিত থাকবে।

যেমন: It is time (play). Ans.: It is time to play.

It is high time (stand) by the flood-affected people.

Ans.: It is high time to stand by the flood-affected people.

18. As if, as though, wish ইত্যাদি থাকলে subject-এর পরে be verb-এর পরিবর্তে were বসে।

যেমন: He behaves as if he (be) a leader.

Ans.: He behaves as if he were a leader.

I wish I (be) a millionaire.

Ans.: I wish I were a millionaire.

19. As if, as though দ্বারা দুটি clause যুক্ত থাকলে প্রথম clauseটি Present tense হলে পরবর্তী clauseটি Past indefinite হয়। প্রথম clauseটি Past tense হলে পরের clauseটি Past perfect tense হয়।

যেমন: He behaves as if he (buy) the car.

Ans.: He behaves as if he bought the car.

He spoke as though he (do) a great task.

Ans.: He spoke as though he had done a great task.

20. While যুক্ত sentence-এ while-এর পরে verb থাকলে verb-এর সঙ্গে ing যোগ হয়। আবার while-এর পরে subject থাকলে Past continuous tense হয়।

যেমন: While (take) dinner, he received the phone.

Ans.: While taking dinner, he received the phone.

While I (play) in the field, I saw him coming.

Ans.: While I was playing in the field, I saw him coming.

21. Lest দ্বারা দুটি clause যুক্ত থাকলে lest-এর পরবর্তী subject-এর সঙ্গে auxiliary verb 'should'/'might' বসে।

যেমন: Read attentively lest you (fail) in the examination.

Ans.: Read attentively lest you should fail in the examination.

Walk fast lest you (be) late in your class.

Ans.: Walk fast lest you might be late in your class.

22. Would that দ্বারা sentence শুরু হলে subject-এর পরে could বসে এবং মূল verb-এর Present form হয়।

যেমন: Would that I (be) a bird! Ans.: Would that I could be a bird!

Would that I (visit) Cox's Bazar .

Ans.: Would that I could visit Cox's Bazar.

23. সাধারণত each, one of, every, either, neither ইত্যাদি দ্বারা কোনো subject গঠিত হলে সেটি third person singular number হয়। তাই এদের পরের verbটিও singular number হয়।

যেমন: Each boy (come) here. Ans.: Each boy comes here.

Everybody (wish) to be happy. Ans.: Everybody wishes to be happy.

21. Adjective-এর আগে the বসলে subjectটি plural হয় এবং তদনুযায়ী verb বসে।

যেমন: The virtuous (to be) blessed.

Ans.: The virtuous are blessed.

The poor (live) from hand to mouth.

Ans.: The poor live from hand to mouth.

22. Titles, names, phrase of measurement দেখতে plural হলেও singular verb হয়।

যেমন: Thirty miles (to be) a long way.

Ans.: Thirty miles is a long way.

Star Wars (to be) an excellent movie.

Ans.: Star Wars is an excellent movie.

Eight hours (to be) a long time to work.

Ans.: Eight hours is a long time to work.

23. কোনো sentence 'It' দ্বারা শুরু হলে পরবর্তী verb singular হয়।

যেমন: It (to be) difficult to do.

Ans.: It is difficult to do.

It (to be) you who have done this.

Ans.: It is you who have done this.

24. কোনো sentence যদি introductory there দ্বারা শুরু হয় এবং তারপর singular number থাকে, there-এর singular verb হয়। আর যদি there-এর পরে plural number থাকে তবে plural verb হয়।

যেমন: There (to be) a big river beside our village.

Ans.: There was a big river beside our village.

There (to be) a lot of work left for us.

Ans.: There were a lot of work left for us.

25. Make, help, Let, had better, had rather, would better, would rather ইত্যাদি থাকলে present form বসে।

যেমন: I would rather die than (beg) .

Ans.: I would rather die than beg.

Would you let me (go) there?

Ans.: Would you let me go there?

26. If যুক্ত clause-এর প্রথম অংশ Present indefinite tense হলে পরের অংশ Future indefinite হয়, অর্থাৎ structureটি হয় 'If + Present + Future'

যেমন: If you work hard, you (prosper) in life.
Ans.: If you work hard, you will prosper in life.

27 If-যুক্ত clause-এর প্রথম অংশ Indefinite tense হলে পরের অংশে subject-এর পরে would/could/might বসে এবং verb-এর Present form হয়। অর্থাৎ, structureটি হয় 'If + Past indefinite' (Subject + would/could/might + verb-এর Present form)।

যেমন: If he agreed, I (give) the money.
Ans.: If he agreed, I would give the money.
If you studied, you (get) a good result.
Ans.: If you studied, you would get a good result.
If they tried, they (succeed).
Ans.: If they tried, they would succeed.

28.If-যুক্ত clause-এর প্রথম অংশ Past perfect tense হলে পরের অংশে subject-এর পরে would have/could have/might have বসে এবং verb-এর Past participle form হয়।

যেমন: If you had finished it sincerely, you (get) a profit.
Ans.: If you had finished it sincerely, you would have got a profit.
If I had possessed vast wealth, I (help) the poor people.
Ans.: If I had possessed vast wealth, I would have helped the poor people.

29. To ব্যাতিত preposition-এর পরের verb-এর সঙ্গে ing যুক্ত হয়।
যেমন: He is now engaged in (read).
Ans.: He is now engaged in reading.
One can gather knowledge by (travel).
Ans.: One can gather knowledge by traveling.

30. Can not help, could not help, look forward to, with a view to, get used to, mind ইত্যাদির পরে verb-এর সঙ্গে ing যুক্ত হয়।
যেমন: He came to Dhaka with a view to (find) a job.
Ans.: He came to Dhaka with a view to finding a job.
I cannot help (laugh).
Ans.: I cannot help laughing.

31. কোনো sentence-এর শুরুতে subject-এর স্থানে verb থাকলে verb-এর সঙ্গে ing যোগ হয়।
যেমন: (To swim) is a good exercise.
Ans.: Swimming is a good exercise.
(To speak) is an art.
Ans.: Speaking is an art.

32. If-যুক্ত clause-এর প্রথমটিতে subject-এর পর were থাকলে দ্বিতীয় অংশে subject-এর পরে would/could/ might বসে এবং verb-এর Present form বসে। আবার, would

have/could have/would have-ও বসতে পারে। সে ক্ষেত্রে verb-এর Past participle form বসে।

যেমন: If I were an artist, I (draw) a nice picture.
Ans.: If I were a artist, I would draw a nice picture.
If I were a billionaire, I (establish) a hospital for the poor.
Ans.: If I were a billionaire, I would establish a hospital for the poor.

33Had-এর পরে subject এবং verb-এর Past participle থাকলে পরবর্তী clause-এর subject-এর পরে would have/could have/might have + verb-এর Past participle form বসে।

যেমন: Had I been a teacher, I (talk) the real story to my students.
Ans.: Had I been a teacher, I would have talked the real story to my students.

34. Verb 'to be'-বিহীন sentence-কে negative বা interrogative করতে হলে tense ও subject-এর number ও person অনুসারে do, does, did ব্যবহার করতে হবে।
যেমন: We not (play) cricket.
Ans.: We do not play cricket.
She not (play) football.
Ans.: She does not play football.

35. Interrogative sentence যদি who, what, why, which, when, where, whose, how ইত্যাদি question word দ্বারা শুরু হয়, তাহলে subject-এর আগে tense ও person অনুযায়ী auxiliary verb ব্যবহার করতে হবে।
Why he (look) so happy?
Ans.: Why does he look so happy?
When father (come)?
Ans.: When will father come?