



HUM 120

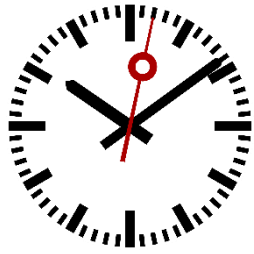
EXPOSITORY WRITING

Lecture 30

Previous Lecture

- Punctuation Marks
- Run-On Sentences
- Determiners

Tenses

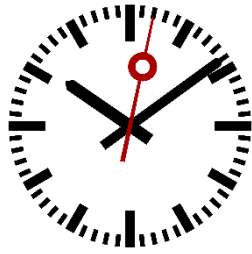


✓ Verb Tenses

- Verb: Indicates action, occurrence, and state of being
- Tense: Placement of a verb in time
- Three major types of verb tenses categorized according to time frame each extended further into sub-categories:
 - Present Tense
 - Past Tense
 - Future Tense



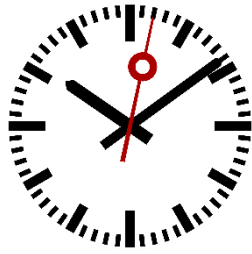
Tenses



✓ Present: Simple/Indefinite Tense [1/2]

- To describe action, event, or condition occurring in present/at the moment
 - Sadan **waits** patiently while Talal books the tickets
- To express general truths such as scientific facts
 - Rectangles **have** four sides.
- To indicate a habitual action, event, or condition
 - Shahkar **goes** to The Mall every Thursday evening

Tenses



Present: Simple/Indefinite Tense [2/2]

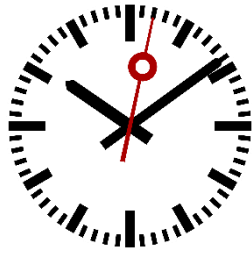


- Used when writing about works of art
 - Lear **rages** against the silence of Cordelia and only belatedly **realizes** that she, not her more vocal sisters, **loves** him.



- To refer to a future event when used in conjunction with an adverb/ adverbial phrase
 - The doors **open** in 10 minutes.
 - Classes **end** next week.
 - The lunar eclipse **begins** in exactly 43 minutes.

Tenses



Present: Progressive/Continuous Tense



- To emphasize the continuing nature of act, event, or condition
 - Ahmad is **looking** for his keys.
 - Uzma is **working** on an assignment.





- Occasionally used to refer to a future event when used in conjunction with an adverb/ adverbial phrase
 - The doors are **opening** in 10 minutes.
 - Classes are **ending** next week.

Tenses



Present: Perfect Tense

-  • To describe an action that began in past and continues or **has just completed at the moment** of utterance
-  • Used to suggest that past action still has an effect on something happening in present
 - They **have not delivered** the documents we need.
 - The health department **has decided** that all high school students should be immunized against meningitis.
 - Bilawal **has dreamt** about frogs sitting in trees every night this week.

Tenses





Present: Perfect Progressive/Continuous Tense

- To describe an action, event or condition that began in past and continues into the present
- Stress is on the on-going nature of action, event, condition
 - They **have been publishing** this comic book for ten years.
 - That dog **has been barking** for three hours.

Tenses







Past: Simple/Indefinite Tense

-  • To describe an action, event or condition that occurred in past
-  • Before the moment of speaking or writing
 - I **ate** an apple.
 - He **worked** in a factory.
 - They **met** a friend in the market.

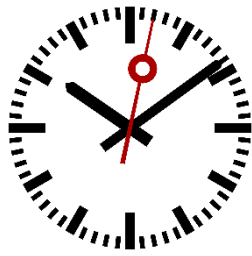
Tenses



Past: Progressive/Continuous Tense

-  • To describe actions ongoing in past
-  • Actions take place in a specific time frame
-  • No immediate or obvious connection to the present
-  • Continuous event or action completed before the time of speaking/
writing
 - The cat **was walking** along the tree branch.
 - The archivists **were** eagerly **waiting** for the delivery of the former prime minister's private papers.

Tenses



Past: Perfect Tense



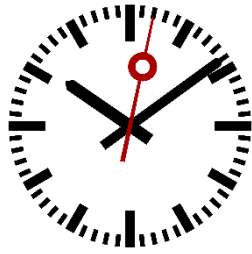
- Actions that took place and were completed in past



- Used to emphasize that one action, event or condition ended before another action, event, condition began

- Miriam arrived at 5:00 p.m. but Mr. Whitaker **had closed** the store.
- We ate supper after we located the restaurant that Mehmood **had recommended**.
- The elephant **had eaten** all the hay so we fed it oats for a week.
- The heat wave **had lasted** three weeks.

Tenses

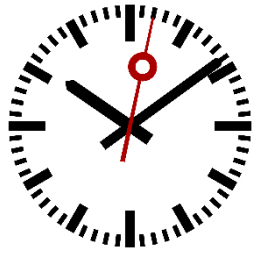


✓ Past: Perfect Progressive/Continuous Tense



- To indicate that a continuing action in the past began before another past action began or interrupted the first action
 - The toddlers **had been running** around the school yard for ten minutes before the teachers shooed them back inside.
 - We **had been talking** about repainting the front room for three years and last night we finally bought the paint.
 - A construction crew **had been digging** one pit after another in the middle of my street for three days before they found the water main.
 - The chef's assistant **had been chopping** vegetables for several minutes before he realized that he had minced his apron strings.

Tenses



Future: Simple/Indefinite Tense



- Used to refer to actions, events, or conditions which would occur after the act of speaking/ writing
 - They **will meet** us at the newest café in the market.
 - Babar **will call** you tomorrow with details about the agenda.
 - At the feast, we **will eat** heartily.

Tenses



Future: Progressive/Continuous Tense



- To describe actions ongoing in the future.



- To refer to continuing action that will occur in the future.
 - Zeeshan **will be working** on the computer system for the next two weeks.
 - The selection committee **will be meeting** every Wednesday morning.

Tenses

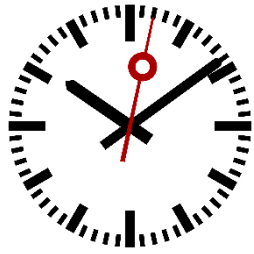


Future: Perfect Tense





- To refer to an action that will be completed sometime in the future before another action takes place
 - The surgeon **will have operated** on 6 patients before she attends a luncheon meeting.
 - By the time you get back from the corner store, we **will have finished** writing the thank you letters.

Tenses



Future: Perfect Progressive/Continuous Tense

-  • Used rarely
-  • To indicate a continuing action that will be completed at some specified time in the future
 - I **will have been studying** Greek for three years by the end of this term.
 - By the time the meeting is over, the committee **will have been arguing** about which candidate to interview for three hours.

Subject Verb Agreement



✓ Rules and Guidelines

- **Basic Rule**

- Singular subject takes a singular verb
- Plural subject takes a plural verb

- **Rule 1**

- Two singular subjects connected by **or** or **nor** require a singular verb
- My **aunt** **or** my **uncle** **is** arriving by train today.

- **Rule 2**

- Two singular subjects connected by **either/or** or **neither/nor** require a singular verb as in Rule 1
- **Neither** **Juan** **nor** **Carmen** **is** available.
- **Either** **Kiana** **or** **Casey** **is** helping today with stage decorations.

Subject Verb Agreement



Rules and Guidelines

- Rule 3

- When **I** is one of the two subjects connected by **either/or** or **neither/nor**, put it second and follow it with the singular verb **am**
- **Neither** she **nor** I **am** going to the festival.

- Rule 4

- When a **singular subject** is connected by **or** or **nor** to a **plural subject**, put the **plural subject last** and use a **plural verb**
- The **serving bowl** **or** the **plates** **go** on that shelf.

Subject Verb Agreement



✓ Rules and Guidelines

- Rule 5

- When a **singular** and **plural subject** are connected by **either/or** or **neither/nor**, put the **plural subject last** and use a **plural verb**
- **Neither Jenny nor the others are** available.

- Rule 6

- Use a **plural verb** with **two or more subjects** when they are connected by **and**
- A **car and a bike are** my means of transportation.

Subject Verb Agreement



Rules and Guidelines

- Rule 7

- Sometimes the subject is separated from the verb by words such as **along with, as well as, besides, or not**
- Ignore these expressions
- Focus on the subject which precedes these expressions
- The **politician, along with the newsmen, is** expected shortly.
- **Excitement, as well as nervousness, is** the cause of her shaking.

Subject Verb Agreement



Rules and Guidelines

- Rule 8

- Pronouns **each, everyone, every one, everybody, anyone, anybody, someone, and somebody** are singular and require **singular verbs**.

- **Every one** of the cakes **is** gone.

- **Each** of the girls **sings** well.

- **Note:** Everyone is one word when it means everybody. Every one is two words when the meaning is each one.

Subject Verb Agreement



✓ Rules and Guidelines

- Rule 9

- In case of words indicating portions (**percent, fraction, part, majority, some, all, none, remainder, and so forth**), use the verb in accordance with the noun being used in the **of phrase**
- Focus on the object of preposition ‘of’
- **Fifty percent** of the **pie** **has** disappeared.
- **Fifty percent** of the **pies** **have** disappeared.
- **One-third** of the **city** **is** unemployed.
- **One-third** of the **people** **are** unemployed.
- **None** of the **garbage** **was** picked up.
- **None** of the **sentences** **were** punctuated correctly.

Subject Verb Agreement



Rules and Guidelines

- Rule 10

- The expression, **The number**, is followed by a singular verb
- The expression, **A number**, is followed by a plural verb
- **The number** of people we need to hire **is** thirteen.
- **A number** of people **have** written in about this subject.

- Rule 11

- **Either** and **Neither** as subjects take a singular verb
- **Neither** of them **is** available to speak right now.
- **Either** of us **is** capable of doing the job.

Subject Verb Agreement



Rules and Guidelines

- **Rule 12**

- In sentences beginning with **here** or **there**, the subject follows the verb
- There **are** four **hurdles** to jump.
- There **is** a high **hurdle** to jump.

- **Rule 13**

- Singular verb with **sums of money** or **periods of time**
- **Ten dollars** **is** a high price to pay.
- **Five years** **is** the maximum sentence for that offense.

Subject Verb Agreement



Rules and Guidelines

- **Rule 14**

- With pronouns such as **who**, **that** or **which**, use the verb according to the noun directly in front of these pronouns
- Salma is the **scientist** **who** **writes** the reports.
- He is one of the **men** **who** **do** the work.

- **Rule 15**

- Collective nouns such as **team** and **staff** may be either **singular** or **plural** depending on their **use** in a sentence
- The **staff** **is** in a meeting.
- The **staff** **are** in disagreement about the findings (staff members).

Word Order Rules



✓ Rules and Guidelines

- **Subject** + **Verb(s)** + **Object**
 - I speak English
- In case of using indirect objects, direct objects, place and time expressions
 - **Subject** + **Verb** + **Indirect Object** + **Direct Object** + **Place** + **Time**
 - I will tell you the story at school tomorrow

Word Order Rules



☑ Rules and Guidelines

- In case of subordinate clauses
 - **Conjunction** + **Subject** + **Verb** + Indirect Object + **Direct Object** +
Place + **Time**
 - **Because** I don't have **time** now.
- If the emphasis is not on time, it can be placed at the beginning of a sentence
 - **Tomorrow** I will tell you the story.

Word Order Rules



✓ Rules and Guidelines

- In case of adverbs of frequency (**always, never, usually**), place these adverbs before the main verb (except for **be** as main verb)
 - Subject + **Auxiliary/ be** + **Adverb** + **Main Verb** + **Object, place or time**
 - I **often** go swimming in the evenings.
 - He **doesn't always** play tennis.
 - We **are usually** here in summer.
 - I **have never** been abroad.

Word Order Rules



☑ Rules and Guidelines

- Adverb of manner (slowly, carefully, awfully) is placed after the direct object
- Placed after the main verb in case there is no direct object
 - Subject + Verb(s) + Direct Object + Adverb
 - He drove the car carefully.
 - He drove carefully.
- Same word order for adverb of place (here, there, behind, above) and adverb of time (tomorrow, yesterday)

Word Order Rules

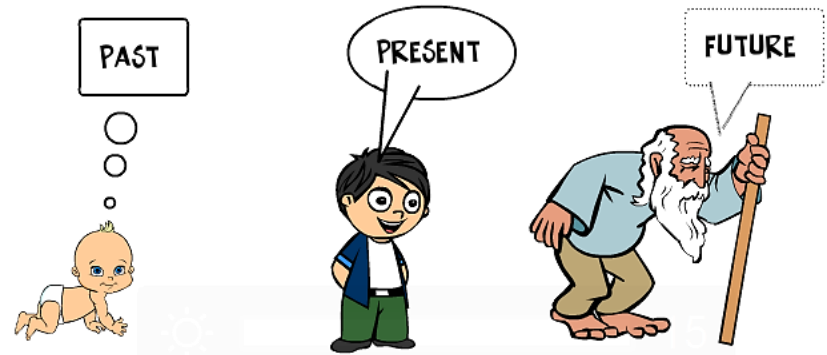


☑ Rules and Guidelines

- **Word Order in Questions**
- Interrogatives (W/H Expressions) are placed first.
- Auxiliary verb (or the main verb 'be') comes before the subject.
 - **Interrogative** + **Auxiliary Verb** + **Subject** + **Other Verb(s)** + **Indirect Object** + **Direct Object** + Place + Time
 - **What would you like to tell me?**
 - **Did you have a party** in your flat yesterday?
 - **When were you** here?


Conclusions

- Tenses
- Subject Verb Agreement
- Word Order



subject	verb	object
○	→	○
I	eat	bread


Subject-Verb Agreement



subject verb

Two dogs **are**

sitting on the grass.



subject verb

One dog **is**

sitting on the grass.