1 ACTIVE AND PASSIVE VOICE

2 WHAT IS VERB ?

Voice is that form of verb which shows whether subject works something or work (action) is done upon the subject.

For example, Rachna eats an apple.

An apple is eaten by Rachna.

In the first sentence, subject (Rachna) works or acts. In second sentence, action is done upon subject (Rachna) or subject is the receiver of action.

3 HOW TO CHANGE SUBJECT IN OBJECT OR VICE – VERSA

I changes into me

We changes into us

You changes into you

He changes into Him

She changes into Her

They changes into Them

It changes into It

4 Structure (active voice): S + VI +s/es + O Structure (passive voice)

SIMPLE PRESENT TENSE

Structure (active voice): S + VI +s/es + O

Structure (passive voice) S + is/am/are + VIII + by + O

5 **For example,** Rohit takes tea.

In passive voice, Tea is taken by Rohit
For example, Rohit takes tea. In passive voice, Tea is taken by Rohit. Rohit changes into Object. Tea becomes Subject.

6 **PRESENT CONTINUOUS TENSE**

STRUCTURE(Active voice) S + is/am/are + VI +ing + O

In passive voice, S + is/am/are + being + VIII + by + O

For example, I am writing a letter.

A letter is being written by me.

7 PRESENT PERFECT TENSE

Structure (active voice): S + has/have + VIII + O

In passive voice: S + has/have + been + VIII + by + O

For example, We have washed our clothes. (A.V.)

Our clothes have been washed by us. (P.V.)

8 PAST PERFECT TENSE

Structure (active voice): S + had + VIII + O

In passive voice: S + had + been + VIII + by + O

For example, We had washed our clothes. (A.V.)

Our clothes had been washed by us. (P.V.)

9 PAST CONTINUOUS TENSE

Structure (active voice): S + was/were + VI+ing + O

In passive voice: S + was/were + being + VIII + by + O

For example, We were playing football. (A.V.)

Football was being played by us. (P.V.)

10 FUTURE PERFECT TENSE

Structure (active voice): S + will/shall + have + VIII + O

In passive voice: S + will/shall + have +been + VIII + by + O

For example, Maddie will have reached the station. (A.V.)

The station will have been reached by Maddie. (P.V.)

11 SIMPLE PATS

Structure (active voice): S + has/have + VIII + O

In passive voice: S + has/have + been + VIII + by + O

For example, We have washed our clothes. (A.V.)

Our clothes have been washed by us. (P.V.)

12 SIMPLE FUTURE

Structure (active voice): S + will/shall + VI + O

In passive voice: S + will/shall + be + VIII + by + O

For example, I will take tea. (A.V.)

Tea will be taken by me. (P.V.)

13 FUTURE PERFECT TENSE

Structure (active voice): S + will/shall + have + VIII + O

In passive voice: S + will/shall + have +been + VIII + by + O

For example, Maddie will have reached the station. (A.V.)

The station will have been reached by Maddie. (P.V.)

14 IMPERATIVE SENTENCE

Structure (active voice): VI + O

In passive voice: Let + O + be + VIII

For example, Shut the door. (A.V.)

Let the door be shut. (P.V.)

Open the window. (A.V.)

Let the window be opened. (P.V.)

15 FUTURE PERFECT TENSE

Structure (active voice): S + will/shall + have + VIII + O

In passive voice: S + will/shall + have +been + VIII + by + O

For example, Maddie will have reached the station. (A.V.)

The station will have been reached by Maddie. (P.V.)

16 INTERROGATIVE SENTENCES

While changing interrogative active sentences into passive forms, we use helping verb in the starting.

For example,

Does he like coffee?

Is coffee liked by him?

Are you playing football?

Is football being played by you?

Have we washed clothes?

Have clothes been washed by us?

Did I know him? Was he known to me?

17 FUTURE PERFECT TENSE

Structure (active voice): S + will/shall + have + VIII + O

In passive voice: S + will/shall + have +been + VIII + by + O

For example, Maddie will have reached the station. (A.V.)

The station will have been reached by Maddie. (P.V.)

18 Sentences starting from Wh word and how

What have you done?

What have been done by you? (a.v.)

What does he like? What is liked by him?

What are you doing?

What is being done by you?

How did you prepare tea?

How was tea prepared by you?

What game did you like in childhood?

What game was liked by you in childhood?

Types of Writing

Whether you write essays, business materials, fiction, articles, letters, or even just notes in your journal, your writing will be at its best if you stay focused on your purpose. While there are many reasons why you might be putting pen to paper or tapping away on the keyboard, there are really only four main **types of writing**: **expository, descriptive, persuasive,** and **narrative**.

Each of these four writing genres has a distinct aim, and they all require different **types of writing skills**. You may also have heard them referred to in an academic setting as *modes of discourse* or *rhetorical modes*. Institutions of higher learning teach nine traditional rhetorical modes, but the majority of pieces we are called upon to write will have one of these four main purposes.

1. Expository Writing

The word *expository* contains the word *expose*, so the reason *expository* is an apt descriptor for this type of writing is that it exposes, or sets forth, facts. It is probably the most common writing genre you will come across throughout your day. In an expository piece, a topic will be introduced and

laid out in a logical order without reference to the author's personal opinions.

Expository writing can be found in:

Textbooks Journalism (except for opinion and editorial articles) Business writing Technical writing Essays Instructions

All of these kinds of writing are expository because they aim to explain and inform.

The municipal government of Happyville unanimously approved the construction of sixty-two miles of bike trails in 2017. Made possible by a new tax levy, the bike trails are expected to help the city reach its sustainability and clean air goals while reducing traffic and congestion. Eighteen trailheads with restrooms and picnic areas have been planned at a variety of access points. The city expects construction to be complete in April 2021.

Because this paragraph supplies the reader with facts and figures about its topic, the new bike trails, without offering the author's opinion on it, it is expository.

Key Points:

- Usually explains something in a process.
- Is often equipped with facts and figures.
- Is usually in a logical order and sequence.

When You Would Use Expository Writing:

- Textbook writing.
- How-to articles.
- Recipes.
- News stories (not including opinion or editorial pieces).
- Business, technical, or scientific writing.

Example:

Many people associate the taste of pumpkins with fall. In October, companies from Starbucks to McDonalds roll out their pumpkin-flavored lattes and desserts. Here is how to make an easy pumpkin pie using only five ingredients. First, make sure you have all of the ingredients.

This writing is expository because it is *explaining*. In this case, you can already tell that the piece will be about how to make a pumpkin pie.

Non-example:

Everyone knows that the best part about fall is all of the pumpkin-flavored desserts. Pumpkin pie is the best fall treat because it is not only delicious but also nutritious. Pumpkin is filled with vitamin A, which is essential for a healthy immune system and good vision.

2. Descriptive Writing

The aim of descriptive writing is to help the reader visualize, in detail, a character, event, place, or all of these things at once. The author might describe the scene in terms of all five senses. Descriptive writing allows the writer a great deal more artistic freedom than expository writing does.

Descriptive writing can be found in:

Fiction Poetry Advertising Journal and diary writing

The children pedaled leisurely down the Happyville Bike Trail, their giggles and whoops reverberating through the warm spring air. Sweet-scented wildflowers brought an array of color to the gently undulating landscape, tempting the children to dismount now and then so they could lay down in the springy, soft grass.

Through description, this passage paints a vivid picture of a scene on the new bike trail.

Key Points:

- It is often poetic in nature
- It describes places, people, events, situations, or locations in a highly-detailed manner.
- The author visualizes what he or she sees, hears, tastes, smells, and feels.

When You Would Use Descriptive Writing:

- Poetry
- Journal or diary writing
- Nature writing
- Descriptive passages in fiction

Example:

The iPhone 6 is unexpectedly light. While size of its screen is bigger than those of the iPhones that came before, it is thinner, and its smooth, rounded body is made of aluminum, stainless steel, and glass. The casing comes in a whitish silver, gold, or a color the company calls “space gray,” the color of the lead of a pencil, with darker gray accents.

This is an example because it describes aspects of the phone. It includes details such as the size, weight, and material.

Non-example:

So you just brought home a shiny new smartphone with a smooth glass screen the size of your palm. The first thing you will want to do when purchasing a new cell is buy a case. Cracking your screen is an awful feeling, and protection is inexpensive when you compare it to the costs of a new phone.

3. Persuasive Writing

The aim of persuasive writing, or argumentation, is to influence the reader to assume the author’s point of view. The author will express personal opinions in the piece and arm him- or herself with evidence so that the reader will agree with him or her.

Persuasive writing can be found in:

Advertising Opinion and editorial pieces Reviews Job applications

The bike trail is the glittering gem of Happyville’s new infrastructure. It winds through sixty-two miles of lush landscape, dotted by clean and convenient facilities. If you haven’t experienced the Happyville Bike Trail yet, ditch your car and head outside! Could life in Happyville get any more idyllic?

A number of statements in this paragraph are opinion rather than fact: that the bike trail is a glittering gem, that the facilities are clean and convenient, and that life in Happyville is idyllic. Clearly, the author’s aim here is to use these depictions to persuade readers to use the bike trail.

Key Points:

- Persuasive writing is equipped with reasons, arguments, and justifications.
- In persuasive writing, the author takes a stand and asks you to agree with his or her point of view.

- It often asks for readers to do something about the situation (this is called a call-to-action).

When You Would Use Persuasive Writing:

- Opinion and editorial newspaper pieces.
- Advertisements.
- Reviews (of books, music, movie, restaurants, etc.).
- Letter of recommendation.
- Letter of complaint.
- Cover letters

Example:

Following the 2012 Olympic Games hosted in London, the UK Trade and Investment department reported a £9.9 billion boost to the economy. Although it is expensive to host the Olympics, if done right, they can provide real jobs and economic growth. This city should consider placing a bid to host the Olympics.

This is persuasive writing because the author has a belief—that "this city should consider placing a bid to host the Olympics"—and is trying to convince others to agree.

Non-example:

According to legend, the Olympics were founded by Hercules. Now almost 100 countries participate in the Games, with over two million people attending. So cities from Boston to Hamburg begin considering their bid to be a host city more than 10 years in advance.

4. Narrative Writing

The purpose of narrative writing is to tell a story, whether that story is real or imaginary. Pieces in a narrative style will have characters, and through the narrative, the reader learns what happens to them. Narrative writing can also include dialogue.

Narrative writing can be found in:

All types of fiction (e.g., novels, short stories, novellas) Poetry Biographies Human interest stories Anecdotes

As I cycled down the trail, I heard children giggling and whooping just around the bend. I crested a small hill and coasted down the curving path until I found the source of the noise. Three little girls sat in the grass by a big oak tree. They were startled to see me, and I smiled kindly to put them at ease.

“Whatcha doing?” I asked.

“Nothing,” they chirped in unison.

In this passage, the author sets the scene on the bike trail from his or her own point of view (which is referred to as *narrating in the first person*). Using both description and dialogue, the story that takes place is laid out in chronological order.

Key Points:

- A person tells a story or event.
- Has characters and dialogue.
- Has definite and logical beginnings, intervals, and endings.
- Often has situations like actions, motivational events, and disputes or conflicts with their eventual solutions.

Examples of When You Would Use Persuasive Writing:

- Novels
- Short stories
- Novellas
- Poetry
- Autobiographies or biographies
- Anecdotes
- Oral histories

Example:

“I don’t think that’s a good idea,” said Jaelyn.

“You never used to be such a girl!” retorted Orin, pushing open the door.

Reluctantly, Jaelyn followed.

This is a narrative because it’s telling a story. There are different characters conversing, and a plot is unravelling.

Non-example:

Cutting Edge Haunted House holds the Guinness World Record for the largest haunted house on earth. It’s located in a district in Fort Worth, Texas known as "Hell's Half Acre" in a century-old abandoned meat-packing plant. The haunted house takes an hour to complete, winding through horrific scenes incorporating the factory's original meat-packing equipment.

Understanding Your Purpose Empowers Your Writing

Simply puzzling out which of these four types of writing best suits your purpose and adhering to it can help you write more efficiently and effectively.

To summarize:

- **Expository writing** sets forth facts. You can find it in textbooks, journalism (except opinion or editorial articles), business writing, technical writing, essays, and instructions.
- **Descriptive writing** evokes images through rich description. You can find it in fiction, poetry, journal writing, and advertising.
- **Persuasive writing** aims to sway the reader toward the author’s point of view. It is used heavily in advertising, and can also be found in opinion and editorial pieces, reviews, and job applications.
- **Narrative writing** tells a story. It can be found in fiction, poetry, biographies, human interest stories, and anecdotes.

Direct and Reported Speech

Tense Changes When Using Reported Speech

Normally, the tense in reported speech is one tense back in time from the tense in direct speech:
*She said, "I **am** tired." = She said that she **was** tired.*

Phrase in Direct Speech	Equivalent in Reported Speech
Simple present "I always **drink** coffee", she said	**Simple past** She said that she always **drank** coffee.
Present continuous "I **am reading** a book", he explained.	**Past continuous** He explained that he **was reading** a book
Simple past "Bill **arrived** on Saturday", he said.	**Past perfect** He said that Bill **had arrived** on Saturday.
Present perfect "I **have been** to Spain", he told me.	**Past perfect** He told me that he **had been** to Spain.
Past perfect "I **had just turned out** the light," he explained.	**Past perfect** He explained that he **had just turned out** the light.
Present perfect continuous They complained, "We **have been waiting** for hours".	**Past perfect continuous** They complained that they **had been waiting** for hours.
Past continuous "We **were living** in Paris", they told me.	**Past perfect continuous** They told me that they **had been living** in Paris.
Future "I **will be** in Geneva on Monday", he said.	**Present conditional** He said that he **would be** in Geneva on Monday.
Future continuous She said, "**I'll be using** the car next Friday".	**Conditional continuous** She said that she **would be using** the car next Friday.

You do not need to change the tense if the reporting verb is in the present, or if the original statement was about something that is still true, e.g.

- He says **he has missed** the train but **he'll catch** the next one.
- We explained that **it is** very difficult to find our house.

These modal verbs do not change in reported speech: *might, could, would, should, ought to*:

- We explained, "It **could** be difficult to find our house." = We explained that it **could** be difficult to find our house.
- She said, "I **might** bring a friend to the party." = She said that she **might** bring a friend to the party.

Direct Speech	Reported Speech
Present Simple	**Past Simple**
_ "He **is** American," she said.	_ She said he **was** American.
_"**I'm** happy to see you," Mary said.	_ Mary said that she **was** happy to see me.
_" He asked, "**Are** you busy *tonight*?"	_ He asked me if I **was** busy *that night*.
Present Continuous	**Past Continuous**
_ "Dan **is living** in San Francisco," she said.	_ She said Dan **was living** in San Francisco.
_ He said, "**I'm making** dinner."	_ He told me that he **was making** dinner.
_ "Why **are** you **working** so hard?" they asked.	_ They asked me why I **was working** so hard.
Past Simple	**Past Perfect Simple**
_ "We **went** to the movies *last night*," he said.	_ He told me they **had gone** to the movies *the night before*.
_ Greg said, "I **didn't go** to work *yesterday*."	_ Greg said that he **hadn't gone** to work *the day before*.
_ "**Did** you **buy** a new car?" she asked.	_ She asked me if I **had bought** a new car.
Past Continuous	**Past Perfect Continuous**
_ "I **was working** late *last night*," Vicki said.	_ Vicki told me **she'd been working** late *the night before*.
_ They said, "we **weren't waiting** long."	_ They said that they **hadn't been waiting** long.
_ He asked, "**were** you **sleeping** when I called?"	_ He asked if **I'd been sleeping** when he called.
Present Perfect Simple	**Past Perfect Simple**
_ Heather said, "**I've** already **eaten**."	_ Heather told me that **she'd** already **eaten**.
_ "We **haven't been** to China," they said.	_ They said they **hadn't been** to China.
_ "**Have** you **worked** here before?" I asked.	_ I asked her whether **she'd worked** there before.
Present Perfect Continuous	**Past Perfect Continuous**
_ "**I've been studying** English for two years," he said.	_ He said **he'd been studying** English for two years.

_ Steve said, “**we’ve been dating** for over a year now.” _ “**Have** you **been waiting** long?” they asked.	_ Steve told me that **they’d been dating** for over a year. _ They asked whether **I’d been waiting** long.
Past Perfect Simple _ “**I’d been** to Chicago before for work,” he said.	**Past Perfect Simple (NO CHANGE)** _ He said that **he’d been** to Chicago before for work.
Past Perfect Continuous	**Past Perfect Continuous (NO CHANGE)**
_ She said, “**I’d been dancing** for years before the accident.”	_ She said **she’d been dancing** for years before the accident.

Note: When we speak of something that has not changed (that is still true) or of something in the future, we don’t need to change the verb tense.

Examples:

“**I’m** 30 years old,” she said. → She said she **is** 30 years old.
Dave said, “Kelly **is** sick.” → Dave said Kelly **is** sick.
“We **are going** to Tokyo next week,” they said. → They said they **are going** to Tokyo next week.
“**I’ll cut** my hair tomorrow,” Nina said. → Nina said she **is cutting** her hair tomorrow.

Modal Verbs

The verb tense also changes in indirect or reported speech with some of the modal verbs.

Note: With “**would**”, “**could**”, “**should**”, “**might**” y “**ought to**”, the verb tense does not change.

Direct Speech	Indirect Speech
Will _ “**I’ll go** to the movies *tomorrow*,” John said. _ “**Will** you **help** me move?” she asked.	**Would** _ John said he **would go** to the movies *the next day*. _ She asked me if I **would help** her move.
Can _ Debra said, “Allen **can work** *tomorrow*.” _ “**Can** you **open** the window, please?”, he asked.	**Could** _ Debra said Allen **could work** *the next day*. _ He asked me if I **could open** the window.

Must _ “You **must wear** your seat belt,” mom said. _ " She said, “You **must work** *tomorrow*.”	**Had to** _ My mom said I **had to wear** my seat belt. _ She said I **had to work** *the next day*.
Shall _ “**Shall** we go* to the beach *today*?”, Tom asked. _ “What **shall** we **do** *tonight*?” she asked.	**Should** _ Tom asked if we **should go** to the beach *that day*. _ She asked me what we **should do** *that night*.
May _" Jane said, “I **may not be** in class *tomorrow*.” _ “**May** I **use** the bathroom, please?”, the boy asked.	**Might/Could** _ Jane said she **might not be** in class *the next day*. _ The boy asked if he **could use** the bathroom.

Note: Below is a table with an explication of how expressions of time change in indirect or reported speech.

Direct Speech	Indirect Speech
today	that day
tonight	that night
this week/month/year	**that** week/month/year
tomorrow	the next day
next week/month/year	**the following** week/month/year
yesterday	the day before or the previous day
last week/month/year	the week/month year **before** or **the previous** week/month/year
now	then/at that moment
Other changes	
here	there

Conditional

Conditional tenses are used to speculate about what could happen, what might have happened, and what we wish would happen. In English, most sentences using the conditional contain the word *if*. Many conditional forms in English are used in sentences that include verbs in one of the past tenses. This usage is referred to as "the unreal past" because we use a past tense but we are not actually referring to something that happened in the past. There are five main ways of constructing conditional sentences in English. In all cases, these sentences are made up of an *if* clause and a main clause. In many negative conditional sentences, there is an equivalent sentence construction using "unless" instead of "if".

Conditional sentence type	Usage	If clause verb tense	Main clause verb tense
Zero	General truths	Simple present	Simple present
Type 1	A possible condition and its probable result	Simple present	Simple future
Type 2	A hypothetical condition and its probable result	Simple past	Present conditional or Present continuous conditional
Type 3	An unreal past condition and its probable result in the past	Past perfect	Perfect conditional
Mixed type	An unreal past condition and its probable result in the present	Past perfect	Present contditional

The zero conditional

The zero conditional is used for when the time being referred to is **now or always** and the situation is **real and possible**. The zero conditional is often used to refer to general truths. The tense in both parts of the sentence is the simple present. In zero conditional sentences, the word "if" can usually be replaced by the word "when" without changing the meaning.

If clause	Main clause
If + simple present	**simple present**
If this thing happens	that thing happens.
If you heat ice	it melts.
If it rains	the grass gets wet.

Type 1 conditional

The type 1 conditional is used to refer to the **present or future** where the **situation is real**. The type 1 conditional refers to a possible condition and its probable result. In these sentences the if clause is in the simple present, and the main clause is in the simple future.

If clause	Main clause
If + simple present	**simple future**
If this thing happens	that thing will happen.
If you don't hurry	you will miss the train.
If it rains today	you will get wet.

Type 2 conditional

The type 2 conditional is used to refer to a time that is **now or any time**, and a situation that is **unreal**. These sentences are not based on fact. The type 2 conditional is used to refer to a hypothetical condition and its probable result. In type 2 conditional sentences, the if clause uses the simple past, and the main clause uses the present conditional.

If clause	Main clause
If + simple past	**present conditional or present continuous conditional**
If this thing happened	that thing would happen. (but I'm not sure this thing will happen) OR that thing would be happening.
If you went to bed earlier	you would not be so tired.
If it rained	you would get wet.
If I spoke Italian	I would be working in Italy.

Type 3 conditional

The type 3 conditional is used to refer to a time that is **in the past**, and a situation that is **contrary to reality**. The facts they are based on are the opposite of what is expressed. The type 3 conditional is used to refer to an unreal past condition and its probable past result. In type 3 conditional sentences, the if clause uses the past perfect, and the main clause uses the perfect conditional.

If clause	Main clause
If + past perfect	**perfect conditional or perfect continuous conditional**
If this thing had	that thing would have happened. (but neither of those

If clause	Main clause
happened	things really happened) OR that thing would have been happening.
If you had studied harder	you would have passed the exam.
If it had rained	you would have gotten wet.
If I had accepted that promotion	I would have been working in Milan.

Mixed type conditional

The mixed type conditional is used to refer to a time that is **in the past**, and a situation that is **ongoing into the present**. The facts they are based on are the opposite of what is expressed. The mixed type conditional is used to refer to an unreal past condition and its probable result in the present. In mixed type conditional sentences, the if clause uses the past perfect, and the main clause uses the present conditional.

If clause	Main clause
If + past perfect or simple past	**present conditional or perfect conditional**
If this thing had happened	that thing would happen. (but this thing didn't happen so that thing isn't happening)
If I had worked harder at school	I would have a better job now.
If we had looked at the map	we wouldn't be lost.
If you weren't afraid of spiders	you would have picked it up and put it outside.

TENSES

tense	Affirmative/Negative/ Question	Use	Signal Words
Simple Present	A: He speaks. N: He does not speak. Q: Does he speak?	• action in the present taking place	always, every …, never,

		regularly, never or several times • facts • actions taking place one after another • action set by a timetable or schedule	normally, often, seldom, sometimes, usually if sentences type I (If I talk, …)
Present Progressive	A: He is speaking. N: He is not speaking. Q: Is he speaking?	• action taking place in the moment of speaking • action taking place only for a limited period of time • action arranged for the future	at the moment, just, just now, Listen!, Look!, now, right now
Simple Past	A: He spoke. N: He did not speak. Q: Did he speak?	• action in the past taking place once, never or several times • actions taking place one after another • action taking place in the middle of another action	yesterday, 2 minutes ago, in 1990, the other day, last Friday if sentence type II (If I talked, …)
Past Progressive	A: He was speaking. N: He was not speaking. Q: Was he speaking?	• action going on at a certain time in the past • actions	while, as long as

		taking place at the same time • action in the past that is interrupted by another action	
Present Perfect Simple	A: He has spoken. N: He has not spoken. Q: Has he spoken?	• putting emphasis on the result • action that is still going on • action that stopped recently • finished action that has an influence on the present • action that has taken place once, never or several times before the moment of speaking	already, ever, just, never, not yet, so far, till now, up to now
Present Perfect Progressive	A: He has been speaking. N: He has not been speaking. Q: Has he been speaking?	• putting emphasis on the course or duration (not the result) • action that recently stopped or is still going on • finished action that influenced the present	all day, for 4 years, since 1993, how long?, the whole week

Past Perfect Simple	A: He had spoken. N: He had not spoken. Q: Had he spoken?	• action taking place before a certain time in the past • sometimes interchangeable with past perfect progressive putting emphasis only on the fact (not the duration)	
		•	already, just, never, not yet, once, until that day if sentence type III (If I had talked, ...)
Past Perfect Progressive	A: He had been speaking. N: He had not been speaking. Q: Had he been speaking?	• action taking place before a certain time in the past • sometimes interchangeable with past perfect simple • putting emphasis on the duration or course of an action	for, since, the whole day, all day
Future I Simple	A: He will speak. N: He will not speak. Q: Will he speak?	• action in the future that cannot be influenced • spontaneous decision	in a year, next ..., tomorrow If-Satz Typ I (If you ask her,

		• assumption with regard to the future	she will help you.) assumption : I think, probably, perhaps
Future I Simple (going to)	A: He is going to speak. N: He is not going to speak. Q: Is he going to speak?	• decision made for the future • conclusion with regard to the future	in one year, next week, tomorrow
Future I Progressive	A: He will be speaking. N: He will not be speaking. Q: Will he be speaking?	• action that is going on at a certain time in the future • action that is sure to happen in the near future	in one year, next week, tomorrow
Future II Simple	A: He will have spoken. N: He will not have spoken. Q: Will he have spoken?	• action that will be finished at a certain time in the future	by Monday, in a week
Future II Progressive	A: He will have been speaking. N: He will not have been speaking. Q: Will he have been speaking?	• action taking place before a certain time in the future • putting emphasis on the course of an action	for …, the last couple of hours, all day long
Conditional I Simple	A: He would speak. N: He would not speak. Q: Would he speak?	• action that might take place	if sentences type II (If I were you, I would go

			home.)
Conditional I Progressive	A: He would be speaking. N: He would not be speaking. Q: Would he be speaking?	• action that might take place • putting emphasis on the course / duration of the action	
Conditional II Simple	A: He would have spoken. N: He would not have spoken. Q: Would he have spoken?	• action that might have taken place in the past	if sentences type III (If I had seen that, I would have helped.)
Conditional II Progressive	A: He would have been speaking. N: He would not have been speaking. Q: Would he have been speaking?	• action that might have taken place in the past • puts emphasis on the course / duration of the action	