

SidLearn — SSC English Grammar Cheat Sheet

Quick-reference rules for English 2nd Paper (SSC 2026 syllabus)

1. Tense Quick Chart

Tense	Structure	Example
Present Simple	Subject + V1 (+s/es)	She writes a letter every day.
Present Continuous	am/is/are + V-ing	She is writing a letter now.
Present Perfect	have/has + V3	She has written the letter.
Past Simple	Subject + V2	She wrote a letter yesterday.
Past Continuous	was/were + V-ing	She was writing when I called.
Past Perfect	had + V3	She had written the letter before I arrived.
Future Simple	will/shall + V1	She will write a letter tomorrow.
Future Continuous	will be + V-ing	She will be writing at 5 pm.
Future Perfect	will have + V3	She will have written it by tomorrow.

2. Voice Change (Active → Passive)

Tense	Active → Passive Formula	Example
Present Simple	am/is/are + V3	He writes a letter. → A letter is written by him.
Present Continuous	am/is/are + being + V3	He is writing a letter. → A letter is being written by him.
Past Simple	was/were + V3	He wrote a letter. → A letter was written by him.
Present Perfect	have/has + been + V3	He has written a letter. → A letter has been written by him.
Future Simple	will be + V3	He will write a letter. → A letter will be written by him.
Modal (can/should etc.)	modal + be + V3	He can write a letter. → A letter can be written by him.

3. Narration (Direct → Indirect Speech)

Direct Speech	Rule	Indirect Speech
He said, "I am happy."	Present → Past; pronoun changes to match subject	He said that he was happy.
She said, "I will go."	will → would	She said that she would go.

Direct Speech	Rule	Indirect Speech
He said, "I can swim."	can → could	He said that he could swim.
She said, "Do it now." (imperative)	Reporting verb → told/ordered + to-infinitive	She told him to do it then.
He asked, "Are you well?" (question)	Reporting verb → asked + if/whether	He asked if I was well.

4. Right Form of Verbs — Common Rules

Rule	Example
Subject + V1 (+s/es) in present simple, 3rd person singular	He (go) → He goes to school.
After 'to', use base form (V1)	He wants (to go) → He wants to go.
After a modal (can, could, may, might, will, would, shall, should, must), use V1	She (can/sing) → She can sing.
After a preposition, use V-ing (gerund)	He is fond (of/read) → He is fond of reading.
If-clause (condition), Type 1: If + present, will + V1	If it (rain), we will stay home. → If it rains...
Since / for + duration → Present Perfect	He (live) here since 2015. → He has lived here since 2015.

5. Punctuation & Capitalization Basics

Rule	Example
Capitalize the first word of a sentence and proper nouns	Bangladesh is a beautiful country.
Use a comma to separate items in a list	He bought pens, books, and pencils.
Use a question mark after a direct question	Where do you live?
Use quotation marks for direct speech	She said, "I am ready."
Use an apostrophe for possession or contraction	It's Rahim's book.