

RK PEMA'S ENGLISH GRAMMAR CHEAT SHEET

A Quick Reference Guide for English Learners

PARTS OF SPEECH | TENSES | SENTENCES | PRACTICE

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1 | The Eight Parts of Speech

Part of speech	Purpose and example
Noun	Names a person, place, thing or idea. teacher, Jaipur, honesty
Pronoun	Replaces a noun. she, they, it
Verb	Shows action or state. write, is, have
Adjective	Describes a noun or pronoun. bright, three
Adverb	Modifies a verb, adjective or adverb. quickly, very
Preposition	Shows a relationship. in, on, between
Conjunction	Connects words or clauses. and, but, because
Interjection	Expresses sudden feeling. Wow! Oh!

2 | Basic Sentence Structures

S + V: Birds fly. S + V + O: Riya reads books.

S + V + C: He is happy. S + V + IO + DO: She gave me a pen.

Remember: A complete independent clause normally contains a subject and a finite verb. Commands may have an understood subject: "Sit down."

3 | Articles at a Glance

a before a consonant sound: a university; an before a vowel sound: an hour. Use the when the reference is identifiable to the reader or listener. Articles depend on meaning and sound, not spelling alone.

4 | The Twelve Common Tense-Aspect Forms

English teaching materials commonly organize verb forms into the following 12 patterns. V1 = base form; V2 = past form; V3 = past participle.

Form	Pattern (affirmative)	Example
Present simple	S + V1(s/es)	She writes.
Present continuous	S + am/is/are + V-ing	She is writing.
Present perfect	S + has/have + V3	She has written.
Present perfect continuous	S + has/have been + V-ing	She has been writing.
Past simple	S + V2	She wrote.
Past continuous	S + was/were + V-ing	She was writing.
Past perfect	S + had + V3	She had written.
Past perfect continuous	S + had been + V-ing	She had been writing.
Future simple	S + will + V1	She will write.
Future continuous	S + will be + V-ing	She will be writing.
Future perfect	S + will have + V3	She will have written.
Future perfect continuous	S + will have been + V-ing	She will have been writing.

Tip: These are useful classroom labels. In linguistic analysis, English expresses future time using constructions such as will + verb, rather than a separate future inflection.

5 | Subject-Verb Agreement

Singular present subject: He plays. Plural present subject: They play.

Be: I am; she is; we are. Have: He has; they have.

Watch the real subject: The list of books is long. (Not “are”.)

6 | Useful Prepositions

Use	Examples
Time	at 6 o'clock; on Monday; in October
Place	at school; on the table; in the room
Movement	to the market; into the room; across the road

7 | Five Common Grammar Corrections

Incorrect	Correct
He go to school.	He goes to school.
She is knowing the answer.	She knows the answer.
I have seen him yesterday.	I saw him yesterday.
An university is nearby.	A university is nearby.
Each student have a book.	Each student has a book.

8 | A 10-Minute Daily Grammar Routine

2 min: Read one rule. 3 min: Write three examples. 3 min: Correct two errors. 2 min: Speak your examples aloud.

9 | Mini Practice Quiz

Choose or write the correct answer before checking the key.

1. She ___ (go/goes) to school every day.
2. Identify the adjective: "The clever student smiled."
3. Complete: They ___ (have/has) finished the work.
4. Choose the article: ___ honest person.
5. Correct: "The boys is playing."

Answer Key

1. goes 2. clever 3. have 4. an 5. The boys are playing.

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Note: This free educational handout is a concise reference, not a complete grammar textbook. Examples use standard classroom English.

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