

COMPLETING SENTENCES

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CONDITIONAL SENTENCES

Key Words: if, unless

Zero Conditional

Structure: Subordinate Clause (If + Present Tense) + Main Clause (Present Tense)

Examples:

- **If** you heat water to 100 degrees Celsius, it boils.
- **If** you heat ice, it melts.

First Conditional

Structure: Subordinate Clause (If+ Present Tense) + Main Clause (Future Tense)

Examples:

- **If** you make the best use of time, you will be successful.
- **If** you maintain honesty, you will be rewarded.
- We can turn our enemies into friends **if** we offer the flowers.
- **If** we lose the morning hours of life, we cannot reach the goal of life.
- We will reap good harvest **if** we sow the good seeds with proper nursing.
- **If** you remain lazy, you will suffer in the long run.
- **If** we take a balanced diet, you will be physically well.
- **Unless** you are united, you cannot be successful.
- **If** we do not give up smoking, we will suffer a lot.
- **If** we cut trees at random, one day our country will turn into a desert.
- **If** the bank gives them loan on easy terms, they can be self-reliant.
- You will not be successful **unless** you work hard.
- You cannot handle students **if** you do not have experience in teaching.
- **If** you do not work hard in student life, you will not do well in future.

Second Conditional

Structure: Subordinate Clause (If + Past Indefinite) + Main Clause (Sub + would/ could/ might + Base form of the Main Verb)

Examples:

- **If** I reached late, I would miss an important meeting.
- I would be present there, **if** he told me.
- **If** I had much money, I would help the poor.

Third Conditional

Structure: Subordinate Clause (If + Past Perfect Tense) + Main Clause (Sub + would/ could/ might + have + Past Participle of Verb).

Examples:

- **If** she had informed me, I would have done something for her.
- Had he been careful, he would have been safe.
- Had I seen him before, I would have helped him.

REASON

Key Words: so that, in order that, as, because, since, so.....that, too.....to, etc.

So that/ in order that

Structures:

- I. **Main Clause (Present Tense) + so that/ in order that + Subordinate Clause (Sub + can/may + Base form of the Main Verb +.....)**
- II. **Main Clause (Past Tense) + so that/ in order that + Subordinate Clause (Sub + could/ might + Base form of the Main Verb +)**

Examples:

- We must work hard **in order that** we can succeed in life.
- We should keep our environment free from pollution **so that** we can lead a healthy life.
- I studied regularly **so that** I could do well in the exam.
- We should plant more trees **so that** we can live happily.
- Would you mind giving me your phone **so that** I can talk to my mother?
- She studied medicine **so that** she could be a medicine specialist.

Provided/provided that/providing that

Examples:

- We will play **provided that** the weather is good.
- I will go to school **providing that** you come.

In case

Examples:

- I will help you **in case** you are in danger.
- He will come **in case** the weather is fine.

As/ because/since

Examples:

- Many students do not read newspaper **because** they are busy with their studies.
- Books are our best friends **because** they give us knowledge.
- The idle cannot reach their target **because** they waste their valuable time.
- He cannot do well **because** he is not attentive to study.
- **As** they live in an inhuman condition, they suffer from various diseases.
- Yesterday I did not get up early from bed **because** I was ill.
- At present peaceful atmosphere is absent from educational institutions **because** the students are engaged in creating chaotic situations.
- **As** flower is a symbol of love, beauty and purity, everybody loves flowers.
- **As** our elders love us, we should obey them.
- Many people cultivate flowers **because** it is their earning source.
- 21st February is a red letter day for our country **because** some students sacrificed their lives for our mother language on this day in 1952.
- I feel sleepy **because** last night I watched TV till 2 am.
- **As** I could not hire a rickshaw, I began to walk fast.
- Acid rain is harmful **because** it contains pollutants.
- People cannot give up smoking easily **because** they are addicted to it.
- Many people cut trees **as** they do not know the importance of trees.
- **Since** trees help us in many ways, we should plant trees more and more.
- **Since** there was no more question to discuss, we ended our meeting.

so.....that

Structures:

- I. **Sub + Present form of the Main Verb + so + Adjective+ that + Sub + can/ may/cannot /may not + Base form of the Main Verb +.....**
- II. **Sub + Past form of the Main Verb + so + Adjective + that + Sub + could/ might/could not /might not + Base form of the Main Verb +.....**

Examples:

- Slum dwellers are **so** poor **that** they cannot eat good foods.
- Time is **so** valuable **that** we can never regain it.
- The wind was **so** strong **that** it could blow off my hat.
- He was **so** lazy **that** he could not finish the job in time.
- In youth the mind is **so** soft **that** we can shape it according to our way.
- He is **so** weak in mathematics **that** he cannot pass in the exam.
- It was **so** hot **that** we could not stay there.
- He ran **so** fast **that** others could not catch him.

too.....to

Structure: Sub + Verb + too + adjective/adverb+... ..+ to + base form of verb

Examples:

- It was **too** difficult for us **to** understand.
- The box was **too** heavy for me **to** carry.
- He is **too** young **to** cope with any complex situation.

Infinitive (to + verb)

Examples:

- Help the poor and then they will be able to lead a modest life.
- We are trying to upgrade the standard.
- Attempts must be taken by him to give up smoking.
- We should inspire the students to read books.
- He should appoint an active person to run his business well.
- The bee flies from flower to flower to collect honey.
- My father wanted me to be a lawyer.
- It will take five hours to reach there.
- She wants to be a medicine specialist.
- Are you strong enough to carry the load?

PERSON

Key Words: Who, Whom, Whose

We use **who, whom & whose** in relative clauses to refer to people, and sometimes to pet animals.

Examples:

- The children, **who** had been as good as gold, then suddenly started misbehaving.
- Nicola phoned the fire brigade, **who** alerted the police and social workers.
- This is the boy **whom** I wanted.
- The people **to whom** the funds were supposedly directed benefited little from them.
- There is hardly anyone **who** hates flowers.

TIME

Key Words: when, while

We use **when**, **while**, **since**, **after** and **before** as subordinating conjunctions to introduce adverbial clauses of time.

Examples:

- They were frightened **when** they experienced earthquake.
- He asked me **when** I would go.
- The boy was playing **when** I was in the field.
- **When** anyone falls in danger, others come forward to help him.
- Five years have passed **since** we met last.
- I become happy **when** I get good news.
- 1971 is the year **when** Bangladesh became independent.
- He came to my home **while** I was sleeping.
- We saw a snake **while** we were walking.
- It is many years **since** I met you.
- It was five years **since** we had met last.
- Lenny had slept most of the way **since** leaving Texas.
- I had practiced a lot **before** I took part in the competition.
- The patient died **after** the doctor had come.

THAT, WHICH, WHAT, WHATEVER

- ✓ We use **that** to introduce defining relative clauses. We can use **that** instead of **who**, **whom** or **which** to refer to people, animals and things. **That** is more informal than **who** or **which**.
- ✓ We use **which** in relative clauses to refer to animals and things. We also use **which** to introduce a relative clause when it refers to a whole clause or sentence.

Examples:

- It is hard labor **that** helps a man to reach his goal.
- It is a matter of sorrow **that** you do not utilize your time.
- The answer **that** he gave me is wrong.
- We should know **that** time and tide wait for none
- We hope **that** he will do well.
- There goes a proverb **that** time and tide wait for none.
- It is said **that** honesty is the best policy.
- The story of the old man and his sons teaches us **that** unity is strength.
- His silence proves **that** he is innocent.
- He confessed **that** he was guilty.
- It is a good sign **that** at present parents are sending their children to school.
- Cricket is a game **which** is full of excitement.
- Smoking is a habit **which** is harmful to health.
- Trees cause rainfall **which** is essential for our agriculture.
- This is Bangladesh **which** is our motherland.
- She seemed more talkative than usual, **which** was because she was nervous.
- It is health **which** is wealth.
- Trees give us oxygen without **which** we cannot live a single moment.

- The birds **which** come to our country in winter are called migratory birds
- We can learn moral values **which** help us build up our character.
- Trees supply oxygen **which** we take in.
- No man can do **whatever** he likes.
- **Whatever** he speaks in English, he makes mistakes.

PLACE

Key Words: Where, Which

We can use **where** and **which** for any information about place

Examples:

- An educational institution should be a peaceful place **where** the learners can carry on their studies without any violence.
- Do you know **where** he lives?
- A graveyard is a place **where** dead bodies are buried.
- A village market is a public place **where** people gather to buy their necessary things.

CONTRAST

Key Words: although, though, but, in spite of, despite, etc.

Although, though, but, in spite of, despite, etc. are all used to show a contrast but there are differences in the structures used with them.

Examples:

- **Although** they work hard from dawn to dusk, they cannot earn much.
- **Though** Bangladesh is full of natural resources, we cannot utilize them properly.
- **In spite of** being a costly game, everybody likes cricket game.
- **Though** lost wealth can be regained by hard work, lost time can never be regained.
- Many people go on smoking **though** they know its adverse effect.
- Bangladesh is a test playing country **but** our team cannot play well.
- He succeeded **though** he did not work hard.
- I tried to write to you **but** he did not help me.
- Mobile phone is a wonder of modern science **but** it has demerits also.
- Forming a bad habit is easy to do **but** difficult to give up.
- The people of Bangladesh are friendly **though** they are not rich.

APPREHENSION

Key Word: Lest

Lest is used to prevent any possibility that something will happen.

Examples:

- Come forward to help the poor **lest** they might/should suffer a lot.
- He has to study regularly **lest** he might fail in the exam.
- I walked fast **lest** I should miss an important class.
- People read newspaper **lest** they should miss the latest news.
- Take your umbrella **lest** you should stay at home.
- Walk fast **lest** you should miss the train.

As if/ As though

We use **as if** and **as though** to talk about an imaginary situation or a situation that may not be true but that is likely or possible.

- She always acts **as if** she were smarter than others.
- We love and help one another **as if** we were brothers.
- He pretends **as though** he were mad.
- The lady spoke **as if** she had known everything.
- Messi looked **as if** he had been disappointed.

As soon as

You use **as soon as** to say that something will happen immediately after something else has happened.

Examples:

- **As soon as** I got up from bed, my mother told me to take breakfast.
- **As soon as** mother heard the news of losing her son, she cried.
- **As soon as** I see my father coming, my heart fills up with joy.

It is high time/ it is time

It's (**high**) **time** + past subjunctive expresses that something should be done and that it is already a bit late.

Example:

- It is high time we changed our life style.

Scarcely had/ Hardly had..... when

Scarcely had /hardly had.....when is used to emphasize that one event quickly followed another.

Examples:

- **Hardly had** he started for school **when** the rain started.
- **Scarcely had** the assembly begun **when** an unknown person came.
- **Hardly had** he seen his friend **when** he greeted him.

No sooner had.....than

No sooner is used to show that one thing happens immediately after another thing. It is often used with the past perfect, and usually followed by **than**.

Examples:

- **No sooner had** I heard the news of my mother's illness **than** I went to hospital.
- **No sooner had** they seen the teacher **than** they entered the classroom.
- **No sooner had** I reached the station **than** it started raining.

With a view to, look forward to, be used to, get used to, etc.

With a view to/ look forward to/ be used to/ get used to + present participle (verb + ing)

Examples:

- We should come forward **with a view to** overcoming our problems.
- All of us work hard **with a view to** developing our country.
- She came to me **with a view to** getting help from me.

Wish

We use **past tense forms** to talk about wishes.

- ❖ We use past tense modals **would** and **could** to talk about wishes for the **future**:

Examples:

- I don't like my work. **I wish I could** get a better job.
- That's a dreadful noise. **I wish it would** stop.
- I always have to get home early. **I wish my parents would** let me stay out later.

- ❖ We use **past tense** forms to talk about wishes for the **present**:

Examples:

- I don't like this place. **I wish I lived** somewhere more interesting.
- These seats are very uncomfortable. **I wish we were travelling** first class.
- **Everyone wishes they had** more free time.
- **John wishes he wasn't** so busy.
- **I wish it wasn't** so cold.
- **I wish** I were a child.

Had better

We use **had better** to refer to the present or the future, to talk about actions we think people should do or which are desirable in a specific situation.

Examples:

- Rina **had better** buy a new dress as her dress looks very dirty.
- You **had better** not go out today because a riot has broken out in our locality.

Have to

We often use **have to** to say that something is obligatory.

Examples:

- We **have to** take immediate steps against deforestation.
- You **have to** seek advice from a doctor as you are seriously ill.

Others

Example:

- We all are always blessed with Allah's kindness.
- Boys and girls of our country are very fond of cricket.
- By reading books, we can learn many things.
- Do you know this wise saying?
- The sooner it can be controlled, the better it will be for the students.
- To walk in the morning is good for health.
- To smoke is not good.
- Many people earn their living by selling newspapers.
- I saw my mother cooking.
- Finishing the work, I went there.
- The sooner you get up, the better you feel well.
- Working in the sun gives no pleasure.
- Without following the rules of hygiene, we cannot maintain good health.

Exercise

Complete the following sentences:

1. If you heat water to 100 degrees Celsius, _____.
2. If you heat ice, _____.
3. If you make the best use of time, _____.
4. If you maintain honesty, _____.
5. We can turn our enemies into friends if _____.
6. If we lose the morning hours of life, _____.
7. We will reap good harvest if _____.
8. If you remain lazy, _____.
9. If we take a balanced diet, _____.
10. Unless you are united, _____.
11. If _____, we will suffer a lot.
12. If we cut trees at random, _____.
13. If the bank gives them loan on easy terms, _____.
14. _____ unless you work hard.
15. You cannot handle students if _____.
16. If _____, you will not do well in future.
17. If I reached late, _____.
18. _____, if he told me.
19. If I had much money, _____.
20. If she had informed me, _____.
21. Had he been careful, _____.
22. Had I seen him before, _____.
23. We must work hard in order that _____.
24. We should keep our environment free from pollution so that _____.
25. I studied regularly so that _____.
26. We should plant more trees so that _____.
27. Would you mind giving me your phone so that _____.
28. She studied medicine so that _____.
29. Many students do not read newspaper because _____.
30. Books are our best friends because _____.
31. The idle cannot reach their target because _____.
32. He cannot do well because _____.
33. As they live in an inhuman condition, _____.
34. Yesterday I did not get up early from bed because _____.
35. At present peaceful atmosphere is absent from educational institutions because _____.
36. As flower is a symbol of love, beauty and purity, _____.
37. As our elders love us, _____.
38. Many people cultivate flowers because _____.

39. 21st February is a red letter day for our country because _____.
40. I feel sleepy because _____.
41. As I could not hire a rickshaw, _____.
42. Acid rain is harmful because _____.
43. People cannot give up smoking easily because _____.
44. Many people cut trees as _____.
45. Since trees help us in many ways, _____.
46. Since there was no more question to discuss, _____.
47. We all are always _____.
48. Boys and girls of our country _____.
49. By reading books, _____.
50. Do you know _____?
51. The sooner it can be controlled, the better _____.
52. To walk in the morning is _____.
53. To smoke _____.
54. Many people earn their living by _____.
55. I saw my mother _____.
56. Finishing the work, _____.
57. The sooner you get up, the better _____.
58. _____ gives no pleasure.
59. Without following the rules of hygiene, _____.
60. We should come forward with a view to _____.
61. All of us work hard with a view to _____.
62. She came to me with a view to _____.
63. No sooner had I heard the news of my mother's illness than _____.
64. No sooner had they seen the teacher than _____.
65. No sooner had I reached the station than _____.
66. Hardly had he started for school when _____.
67. Scarcely had the assembly begun when _____.
68. Hardly had he seen his friend when _____.
69. Slum dwellers are so poor that _____.
70. Time is so valuable that _____.
71. The wind was so strong that _____.
72. He was so lazy that _____.
73. In youth the mind is so soft that _____.
74. He is so weak in mathematics that _____.
75. It was so hot that _____.
76. He ran so fast that _____.
77. It was too difficult for us to _____.
78. Help the poor and then they will be able to _____.
79. We are trying to _____.

80. Attempts must be taken by him _____.
81. We should inspire the students _____.
82. He should appoint an active person _____.
83. The bee flies flower to flower _____.
84. My father wanted me _____.
85. It will take five hours _____.
86. She wants _____.
87. Are you strong enough _____ ?
88. The box was too heavy for me to _____.
89. He is too young to _____.
90. The children, **who** _____, then suddenly started misbehaving.
91. Nicola phoned the fire brigade, who _____.
92. This is the boy whom _____.
93. The people to **whom** _____ benefited little from them.
94. There is hardly anyone who _____.
95. They were frightened when _____.
96. He asked me when _____.
97. The boy was playing when _____.
98. When anyone falls in danger, _____.
99. Five years have passed since _____.
100. I become happy when _____.
101. 1971 is the year when _____.
102. He came to my home while _____.
103. We saw a snake while _____.
104. It is many years since _____.
105. It was five years since _____.
106. Lenny had slept most of the way since _____.
107. I had practiced a lot before _____.
108. It is hard labor that _____.
109. It is a matter of sorrow that _____.
110. The answer that he _____.
111. We should know that _____.
112. We hope that _____.
113. There goes a proverb that _____.
114. It is said that _____.
115. The story of the old man and his sons teaches us that _____.
116. His silence proves that _____.
117. He confessed that _____.
118. It is a good sign that _____.
119. Cricket is a game which _____.

120. Smoking is a habit which _____.
121. Trees cause rainfall which _____.
122. This is Bangladesh which _____.
123. She seemed more talkative than usual, which _____.
124. It is health which _____.
125. Trees give us oxygen without which _____.
126. The birds which _____ are called migratory birds.
127. We can learn moral values which _____.
128. Trees supply oxygen which _____.
129. No man can do whatever _____.
130. An educational institution should be a peaceful place where _____.
131. Do you know where _____ ?
132. A graveyard is a place where _____.
133. A village market is a public place where _____.
134. Although they work hard from dawn to dusk, _____.
135. Though Bangladesh is full of natural resources, _____.
136. In spite of being a costly game, _____.
137. Though lost wealth can be regained by hard work, _____.
138. Many people go on smoking though _____.
139. Bangladesh is a test playing country but _____.
140. He succeeded though _____.
141. I tried to write to you but _____.
142. Mobile phone is a wonder of modern science but _____.
143. Forming a bad habit is easy to do but _____.
144. The people of Bangladesh are friendly though _____.
145. Come forward to help the poor lest _____.
146. He has to study regularly lest _____.
147. I walked fast lest _____.
148. People read newspaper lest _____.
149. Take your umbrella lest _____.
150. Walk fast lest _____.
151. Walk slowly lest _____.
152. She always acts as if _____.
153. We love and help one another as if _____.
154. He pretends as though _____.
155. The lady speaks as if _____.
156. Messi looked as if _____.
157. As soon as I got up from bed, _____.
158. As soon as mother heard the news of losing her son, _____.
159. As soon as I see my father coming, _____.
160. It is high time _____.