

A Program Furnishing for Combined Senior Officer, 2026 based

Subject:	English (Lecture-02)
Content:	Grammar: Tense, Conditional Sentences, Parallelism and Redundancy.

Teacher Work

Tense

Rule-1: সাধারণত কোন sentence এ Always, often, occasionally, Usually, regularly ইত্যাদি word থাকলে ঐ বাক্যটি Present Indefinite Tense এ হয়।

01. She usually _____ up early in the morning.
[Southeast Bank PLC (TAO), Date: 11.10.2025]

- A. wake B. waking
C. wakes D. woken

Rule-2: বর্তমানে কোন কাজ চলছে বা চলমান আছে বুঝালে বাক্যটি Present continuous tense হয়। আর এই চলমান কাজের সাথে যদি সময় উল্লেখ থাকে তবে তা Present Perfect continuous tense হয়।

Present continuous:

Sub. + am/is/are + V_{ing} + Extension

Present Perfect continuous:

Sub. + have been/ has been + V_{ing} + since/for + time

02. I cannot hear what you _____ because everybody is talking so loudly.

[Combined Off. (General-2022 Based), Date: 04.07.2025]

- A. said B. saying
C. will be saying D. are saying

03. I _____ for you for the last three months.

[Combined (SO-2022 based), Date-16.05.2025]

- A. am worked B. have been working
C. will work D. will have worked

04. Dr. Aminul _____ at the university since 1998 and has presented multiple papers at conferences.

[Combined Officer (General), Date: 31.01.2026]

- A. teaches B. has taught
C. taught D. has been teaching

05. Choose the correct one:

- (a) I have been lived here since seven years
(b) I am living here for seven years
(c) I have been living here since seven years
(d) I have lived here for seven years
(e) I have been living here for seven years

Rule-3: কোন Sentence এ Just, already, just now, lately, recently, yet, ever before, for a long time, in the last few days ইত্যাদি word থাকলে ঐ বাক্যটি Present Perfect Tense এ হয়।

Present Perfect: Sub. + have / has + V₃ + Extension

06. Choose the correct form of the verb: He

_____ already _____ the book.

[Southeast Bank PLC

(TAO), Date: 11.10.2025]

- a. has/read b. had/read
c. have/read d. has/reading

07. You have been working since morning. ----- your lunch yet?

(Combined Bank (Off-General), Date-16.05.26)

- a. Do you have b. Have you
c. Have you had d. Did you have

08. these days transport ----- expensive ever before.

Standard Bank PLC (TAO), Date: 15.03.2025]

- a) becomes b) would become
c) is becoming d) has become

Rule-4: অতীতের কোন কাজ সম্পন্ন হয়েছিল এরূপ ইঙ্গিত প্রকাশ করলে Verb-এর Past Indefinite Tense হয়।

➤ **Structure:** Subject + V₂ + Object.

➤ কোন Sentence এ yesterday, last + time, ago, it is time, it is high time ইত্যাদি word থাকলে ঐ বাক্যটি Past Indefinite Tense হয়।

09. The $\frac{\text{most}}{\text{of}}$ important skill I $\frac{\text{had}}{\text{learned}}$ in my two years $\frac{\text{senior}}{\text{high school}}$ was $\frac{\text{to}}{\text{direct}}$ the course of my own studies. $\frac{\text{No error}}{\text{e}}$.

10. Three passengers _____ in an accident last night.

(Combined Bank (Off-General), Date-16.05.26)

- A. Injured B. have been injured
C. were injured D. had injured

11. Choose the correct sentence:

[Combined Off. (General-2022 Based), Date: 04.07.2025]

- A. Where have you been born ?
B. Where had you been born ?
C. Where were you born?
D. Where was your birth?

12. Which of the following is correct?

[Combined Bank (OC), Date-02.06.2023]

- a. It is many years since I came to Dhaka
b. It is many years since I had come to Dhaka
c. It is many years since I come to Dhaka
d. It is many years since I shall come to Dhaka

Rule-5: Past Perfect হতে হলে অতীতকালে দুটি কাজ শেষ হবে। এ দুটি কাজের মধ্যে একটি আগে হবে এবং অন্যটি পরে হবে। যে কাজটি আগে হবে সেটি past perfect আর যে কাজটি পরে হবে সেটি past indefinite.

➤ **Structure:** Subject + had+ V₃ + Object.

13. She _____ the results correctly, but the professor disagreed with her interpretation.

[Combined Officer (General), Date: 31.01.2026]

- A. interpreted B. has interpreted
C. is interpreting D. had interpreted

14. Are you sure that you _____ the killer before?
[Combined Officer (IT), Date: 03.01.2026]
A. will have seen B. must have seen
C. would have seen D. had seen

15. _____, the students celebrated their success.
[Janata Bank (RC-2022 Based), Date-18.07.2025]
A. Completion of the final exam
B. After they had completed the final exam
C. Being completed the final exam
D. Though the exam was completed

16. He said that he _____ abroad last month.
[Combined Off. (General-2022 Based), Date: 04.07.2025]
A. had been to B. had been in
C. went to D. would have gone

17. Pick the appropriate option and complete the sentence: We asked him why he _____ telephoned earlier?
[Combined Officer (cash-2021 Based), Date: 24.05.2024]
A. did not B. has not
C. had not D. would

Rule-5: ভবিষ্যতে কোন কাজ শেষ হবে বুঝাতে Future Indefinite Tense হয়। আর ভবিষ্যতের এ কাজটি যদি নির্দিষ্ট সময়ের মধ্যে শেষ হবে বুঝায় সেক্ষেত্রে এটি Future perfect Tense হবে।

Future Indefinite: Sub. + shall/will + V₁ + Extension.

Future perfect: Sub. + shall have/will have + V₃ + Extension.

18. By the end of the twenty-first century, the computer _____ a necessity in every home.
a. became b. becoming
c. has become d. will have become
e. have become

Sequence of Tense

Principal clause	Subordinate clause
Present tense বা Future tense	Any Tense (Present, Past, Future)
Past tense	Past tense

Practice:

My father complained that the standard of English is lowering day by day.

1. While gasoline prices continued to rise people complain that the oil companies were creating a fictitious gas shortage.
A B C D

2. At the rate the clerks were processing the application; Harry figured that it will take four hours to review.
A B C D E

Some Important Rules

Rule:01

By the time + Present tense + (,) + Future Perfect tense
By the time + Past tense + (,) + Past Perfect tense

3. Rahim _____ his work by the time his friends arrived.
a. will finish b. had finished
c. has finished d. having finished

4. By the time you get back, Rahim _____.
[Islami Bank BD (TFA) Date: 07.02.2026]
a. will leave b. will have left
c. will be leaving d. left

Rule:02

01	Present Indefinite / Present Perfect +	since	+ Past Indefinite
02	Past Indefinite +	since	+ Past Perfect

5. Which one is correct?

- (a) 10 years passed since his father died.
(b) 10 years have passed since his father died.
(c) 10 years had passed since his father died.
(d) 10 years has passed since his father died.

6. Which of the following is correct?

[Combined Bank Cash Officer, Date: 02.06.2023]

- (a) It is many years since I came to Dhaka
(b) It is many years since I had come to Dhaka
(c) It is many years since I come to Dhaka
(d) It is many years since I shall come to Dhaka

Rule:03

Present Indefinite +	As if / as though	+ Past Indefinite
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7. Choose the correct sentence:

- (a) The hawker on the pavement talks about his product as though it solved all kinds of problems.
(b) The hawker on the pavement talks about his product as though it solves all kinds of problems.
(c) The hawker on the pavement talks about his product as though it can solve all kinds of problems.
(d) The hawker on the pavement talks about his product as if though it solved all kinds of problems.

Conditional Sentences

Rule:

If	Present Indefinite tense (sub.+V ₁)	,	Subject + shall/will + V ₁
If	Past Indefinite tense (sub.+V ₂)	,	Subject + would /could/might + V ₁
If	Past Perfect tense (sub.+had+ V ₃)	,	Subject + would have/ could have/ might have + V ₃
Had	+Sub.+ V ₃	,	

1. If the streets would have been clearly marked it would not have taken us so long to find his house.
a b c d

[Combined Bank (SO), Date-10.11.2023]

2. Don't worry ... late tonight.

(Combined Bank (SO), Date-15.05.26)

- a. if I am b. when I am
c. when I'll be d. if i'll be

3. It would be pleasant if we ... where to go.

(Combined Bank (SO), Date-15.05.26)

- a. known b. know
c. knew d. had known

4. If the bank _____ the customer earlier, the cheque wouldn't have bounced.

(Combined Bank (Off-General), Date-16.05.26)

- A. would notify B. had notified
C. Notifies D. will have notified

5. I would have asked you for dinner if I had known
that you are staying.

[NRBC Bank (PO-TAO-TJO), Date: 16.06.2023]

6. Choose the correct sentence:

- (a) If I found a bag in the street, I will take it to the police
(b) If I found a bag in the street, I took it to the police
(c) If I found a bag in the street, I'd take it to the police
(d) If I found a bag in the street, I'll be taking it to the police

7. Choose the correct sentence:

- (a) Had I known the fact before, I would had taken appropriate measures.
(b) Had I known the fact before, I would have taken appropriate measures?
(c) If I had I known the fact before, I would take appropriate measures.
(d) Had I known the fact before, I would take appropriate measures.
(e) None of these

8. If I would have realized the nature of the job earlier, I would not have accepted it.

- a) If I would b) no improvement
c) In case I would have d) Had I

9. I would have purchased that piece of land if I — enough money.

- a) had b) has
c) have had d) will have
e) None of these

10. Complete the sentence 'Had I known in advance, I _____ enough preparation. [BB, AD, 2022]

- (a) would take (b) would have taken
(c) took (d) will take

11. If I was in position then, I would have told the truth.

- a. When I was in the position then
b. If I am in position then
c. If I had been in your position then
d. When I had been in your position then
e. None of them

12. If he had time, he us next Friday.

- (a) visited (b) would have visited
(c) would visit (d) will have visited

13. If I _____ a millionaire, I _____ helped every worthy cause. Fill in the blank with correct right form of verbs. [খাদ্য অধিদপ্তর, উপ-খাদ্য পরিদর্শক, ২৬.০৯.২০২৫]

- (a) were, would (b) were, would have
(c) had been, would have (d) have been, would have

14. We wish today was Friday so that we could spend the entire day in the suburbs. Choose the underlined word or phrase that is incorrect —

[Combined Officer (General), Date: 31.01.2026]

- A. was B. so that
C. could spend D. in the suburbs

15. I wish I _____ all the questions correctly.

[Combined Off. (General-2022 Based), Date: 04.07.2025]

- A. answer B. answered
C. will answer D. have answered

16. Choose the correct answer.

- (a) I wish I could do the job letter.
(b) I wish do the job better.
(c) I wish I have done the job letter.
(d) I wish I does the job better.

Parallelism

Rule # 1 কোন sentence এ যদি একাধিক similar idea প্রকাশ করা হয়, তবে তাদের Grammatical structure ও similar হবে। এটাই হলো parallel structure.

01. Writing a beautiful sonnet is as much an achievement as to finish a 400 pages novel.

- a. it is to finish b. finishing
c. to finish d. to have finished

02. The little boy does whatever his mother _____

[Combined (SO-2022 based), Date-16.05.2025] [Combined Bank (OC), Date-02.06.2023]

- A. have done B. were doing
C. does D. done

03. The director of this organization must know - _____.

- a. money management, selling, and able to satisfy the stockholders.
b. How to manage money, selling his product, and be able to satisfy stockholders.
c. how to manage money, sell his product, and satisfy the stockholder.
d. money management, selling, the idea of being able to satisfy the stockholders.

04. Diligence and honesty, as well as being intelligent

, are qualities, which I'am looking for. No error

05. The tiger's cunning, strength, and agile have earned it a legendary reputation. No error

06. The archivist had not only a deep interest but also a clear understanding of the historical documents in the museum.

07. According to the study, as the body ages, the chance that medications will cause harmful side effects are on the increase.

- a. Are on the increase b. Increases
c. Has increased d. Increase

Rule # 2 Correlative Conjunction (not only..... but also, both ... and, either ... or, neither nor, whether or) sentence- এ ব্যবহৃত হলে এদের পূর্বে এবং পরে একই Grammatical

structure maintain করতে হয়। অর্থাৎ এদের প্রথমটির পর যে Parts of speech হবে দ্বিতীয়টির পরেও একই Parts of speech হবে।

Example:

Incorrect: He has not only violated the law, but also he has escaped punishment.

Correct: He has not only violated the law, but also escaped punishment.

08. Either you transfer the data which was demanded or file a report explaining why you did not submit the overall annual figures.

- Either you transfer the data which was demanded
- You either transfer the data, which was demanded.
- You either transfer the data which were demanded.
- Either you transfer the data, which was demanded.
- Either you transfer the data which were demanded.

09. The business executives planning to attend the conference in Khulna, could not decide whether to travel or remaining at the hotel was the better choice. No error

A B C D E

10. Where the distance is not too much I prefer walking than waiting for a bus.

- than wait for the
- than no waiting for
- to waiting for a
- rather than waiting for a

Redundancy

Redundancy-এর অর্থ হচ্ছে বাহুল্য দোষ। আমরা মাঝে মাঝে একই অর্থযুক্ত দুইটি word কে পাশাপাশি ব্যবহার করি। যা শুনতে ভালো মনে হলেও ব্যাকরণগত ভাবে ভুল হয়। নিম্নে redundancy সংক্রান্ত কতিপয় উদাহরণ তুলে ধরা হলো :

01. Advance ... forward	07. Co-operate ... together
02. proceed ... forward	08. New ... innovations
03. Reason ... because	09. Join ... together
04. Return ... back	10. Repeat ... again
05. Revert ... back	11. The time ... when
06. Sufficient ... enough	12. The place ... where

উপরে বর্ণিত সব জোড়া শব্দই একই অর্থে ব্যবহৃত হয়। তাই এদেরকে একসাথে ব্যবহার করা যাবে না, যেকোন একটি ব্যবহার করতে হবে।

01. Choose the correct sentence.

- He has the entire monopoly of the trade
- He has a monopoly of the trade
- He has a total monopoly of the trade
- He has wide monopoly of the trade.

02. The reason I came late to office today is because my car broke down.

- I came late to office today is because
- Why I came late to office today is because
- I was late to office today is because
- I came late to office today is that

03. Identify the error from the following underlined parts of the sentence:

[Bangladesh Bank (AD), Date-20.10.2023]

As road traffic increases, elevated highways are built to help solve the problem of traffic jam.

a b c d

04. Which of the following sentence is correct?

[Bangladesh Bank (AD), Date-20.10.2023]

- The mobile set is almost same like mine
- The mobile set is almost the same like me
- The mobile set is almost the same as mine
- The mobile set is almost same like myself

05. In order to save petrol motorists must have to be Very cautious while driving on the highways.

a b c d

[NRBC Bank (PO-TAO-TJO), Date: 16.06.2023]

নিচের শব্দগুলো transitive verb, বিধায় এদের পরে কোন preposition বসে না। তাই এদের পরে কোন preposition ব্যবহার করলে তা শব্দ বাহুল্য দোষে দুষ্ট হবে।

Answer, Discurs, emphasize, resemble, resign, investigate, enter.

06. Select the correct sentence.

- He resembles to his father
- He resembles as his father
- He resemble like his father
- He resembles his father

07. Choose the correct sentence.

- We shall discuss about the matter
- He has resigned his post.
- He at last came to a final conclusion
- This is a true fact.

Practice Work

1. _____ you hear the President's speech ?
[Pubali Bank (SO), Date: 30.09.2023]

- Have
- Has
- Had
- Did

2. I _____ to the movies some friends last night.
[Pubali Bank (SO), Date: 30.09.2023]

- have gone
- went
- am gone
- am going

3. The orator had been left the auditorium before the audience stood up.

- had been left
- was left
- had left
- No improvement

4. When Shakib Khan's movie came to town, all the tickets had sold out far in advance.

- had sold out far
- sold out far
- were sold out far
- had been sold out far
- have sold out far

5. Please give him medicines if his temperature will rise.
a. if his temperature will arise.
b. if his temperature would rise
c. if his temperature rises
d. unless his temperature rises
6. If you are ^{sure that}_a you are in the ^{right}_b, you ^{would not}_c mind an independent ^{examination of}_d the case. ^{No error}_e.
7. If he — his first draft, he would have received a better grade.
a. would have revised b. had revised
c. revised d. has revised
8. I might have provided a happier ending if I was the author of that novel.
a. ending if I was the author of that novel.
b. ending, if I were the author of that novel.
c. ending, If I were the author of that novel.
d. ending if I had been the author of that novel.
e. ending, if I had to be the author of that novel.
9. The examination ^{will test}_A your ability to understand ^{spoken}_B English, to read non technical language, and ^{writing correctly}_C ^{No error}_D ^{No error}_E.
10. The sounds of ^{speaking}_A language ^{do}_B not ^{always}_C match up with ^{the symbols of}_D written language.
11. Katz claimed that reading classic novels ^{is}_a more ^{illuminating}_b than ^{to read}_c autobiographies ^{written by}_d their authors.
12. We had not only helped them with money but also with new machinery and raw material.
a. not only helped them by
b. helped them not only with
c. helped not only them with
d. not only been helped them by
13. A ^{flashing}_A yellow traffic signal means one must slow down and ^{proceed forward}_B with caution, ^{watching}_C for pedestrians, vehicles or ^{other}_D hazards. ^{No error}_E
14. If the air is sufficiently ^{unstable enough}_B, the upward currents will draw in warm, ^{moist}_C air causes water vapor ^{to condense}_D into raindrops
15. How much longer _____ this book?
[Pubali Bank (SO), Date: 30.09.2023]
a. you are needing b. will you be needing
c. will you have needed d. have you needed
16. My uncle arrived while I _____ the dinner.
a. would cook b. had cooked
c. cook d. was cooking
17. Since 1986, there is no earthquakes here.
(a) have been (b) are
(c) were being (d) no improvement
18. When the police arrived, the criminal have already escaped.
(a) the criminal has already
(b) the criminal were already
(c) the criminal had already
(d) the criminal already
(e) the criminal was already
19. Men have been known how important the sun is to them.
(a) Men have been knowing
(b) Men have to been know long
(c) Men had long knows
(d) Men have to know long
20. When I met her last year, _____.
(a) she had married since five years
(b) she had been married for five years
(c) she was married five years ago
(d) she had been married since five years
21. I _____ to the hospital last Saturday.
(a) had go (b) had to go
(c) have to go (d) have being
22. While you _____ in the garden, someone arrived at home.
(a) were working (b) had worked
(c) work (d) will work
(e) will be working
23. By this time next year, Arif _____ at the University of Manchester.
(a) will begin classes (b) has began classes
(c) should begin classes
(d) will have begun classes
(e) should have begun classes
24. By the time I had reached the bottom of the mountain, I _____ extremely tired.
(a) feel (b) have felt
(c) was feeling (d) am feeling
(e) felt

Practice Work Answer

01	D	02	B	03	C	04	D	05	C	06	C	07	B	08	D	09	C	10	A
11	C	12	B	13	B	14	B	15	B	16	D	17	A	18	C	19	A	20	B
21	B	22	A	23	D	24	E												