

# **Business English at Work**

**Second Edition**

## **Chapter 9**

### **Verb Types and Parts**



## Objectives

- Use action, linking, and helping verbs correctly.
- Recognize the difference between transitive and intransitive verbs.
- Recognize the parts of verbs—present, past, past participle, and present participle.
- Identify regular and irregular verb forms.

**continued**



## Objectives

continued

- Recognize spelling changes in parts of regular verb formations.
- Use verb forms for ***lie*** and ***lay***, ***raise*** and ***rise***, and ***set*** and ***sit*** correctly.

## Identification of Verbs

- Verbs express action or state of being.
- Three types of verbs include:
  1. action
  2. linking
  3. helping (auxiliary)

## Action Verb

- Tells what someone or something (the subject) does
- May be physical or mental

*We **developed** the agenda for the meeting.*

*Jessica **suggested** three possible solutions.*

*Consider the consequences of your actions.*

## Linking Verbs

Linking verbs connect the subject of the sentence with a complement (predicate noun, predicate pronoun) or with a predicate adjective.

- Do not show action but express a state of being.

am is are was

be been being were

*Mrs. Hernandez **is** the presiding officer.*

*Their arguments **were** persuasive.*

*The person responsible for placing orders **is** he.*

## Linking Verbs - Other

- Linking verbs associated with the senses:

*feel look smell sound taste*

- Additional linking verbs:

*appear become grow remain*  
*stay seem*

continued

## Linking Verbs - Other

Examples

*They **remained** calm during the crisis.*

*He **seemed** eager to find a solution.*

*The solution **appeared** easy to implement.*

*We **looked** to our supervisor for guidance.*



## Helping Verbs

Helping (auxiliary) verbs with a main verb form a verb phrase. The main verb in a verb phrase is always the last word in the phrase.

*I may decide to apply for that position.*

*We must make the decision this week.*

Some helping verbs can function as main verbs and are used alone in such cases.

*I have friends that I must call this week.*

continued

## Helping Verbs

am

was

be

have

can

do

is

were

being

has

could

does

are

been

had

did

continued

## Helping Verbs

may

shall

will

might

should

being

must

would

continued

## Helping Verbs

### Examples

*Reaching goals may depend upon prioritizing tasks.*

*He was unprepared for the decision-making requirements of his job.*

*She has several meetings that she must attend by tomorrow.*

## Parts of Verbs - Definitions

- Present – Refers to now or the present tense.  
*We **require** attendance at all meetings.*
- Past – Indicates that the action already took place.  
*We **attended** the meeting yesterday.*
- Past Participle – Requires a helping verb and indicates that the action was completed.  
*We **have attended** all the meetings this year.*
- Present Participle – Uses the present form of a verb plus **ing**, requires a helping verb, and indicates that there is continuing action involved.  
*We **are considering** several alternatives to the problem.*

## Regular Verbs

Most verbs are regular verbs.

- Add ***d*** or ***ed*** to the present tense of a verb to form the past or past participle forms.
- Add ***ing*** to the present tense to form the present participle.

continued

## Regular Verbs

Present Tense	Past Tense	Past Participle	Present Participle
solve	solved	solved	solving
consider	considered	considered	considering
assess	assessed	assessed	assessing
support	supported	supported	supporting
fail	failed	failed	failing

## Regular Verbs – y endings

- Change the **y** to **i** and add **ed** to form the past tense or past participle of verbs ending in **y** preceded by a consonant.

*Jim **clarified** the recommendations of the committee.*

*We **identified** the problems quickly.*



continued

## Regular Verbs – y endings

**Present  
Tense****Past  
Tense****Past  
Participle****Present  
Participle**

carry

carried

carried

carrying

clarify

clarified

clarified

clarifying

identify

identified

identified

identifying

lobby

lobbied

lobbied

lobbying

## Regular Verbs – One Syllable

- Double the last consonant of a one-syllable verb that ends in one consonant preceded by **one** vowel before adding **ed** to form the past and past participle or **ing** to form the present participle.

continued

## Regular Verbs – One Syllable

Present Tense	Past Tense	Past Participle	Present Participle
ban	banned	banned	banning
jot	jotted	jotted	jotting
plan	planned	planned	planning
stop	stopped	stopped	stopping

## Regular Verbs – Accented Syllables

- Double the final consonant of a two-syllable verb accented on the ***last*** syllable that ends in a ***single*** consonant preceded by a ***single*** vowel when you add the suffix ***ed or ing***.

continued

## Regular Verbs – Accented Syllables

**Present  
Tense**

excel'

occur'

prefer'

**Past  
Tense**

excelled

occurred

preferred

**Past  
Participle**

excelled

occurred

preferred

**Present  
Participle**

excelling

occurring

preferring

## Irregular Verbs

- Irregular verbs do not form their past parts or past participles by adding ***d*** or ***ed***.
- The spellings and forms of irregular verbs do not follow a consistent pattern.

continued

## Irregular Verbs

Present Tense	Past Tense	Past Participle	Present Participle
be (am, is, are)	was, were	been	being
become	became	become	becoming
begin	began	begun	beginning
blow	blew	blown	blowing
break	broke	broken	breaking

## *Lay and Lie*

- To lay – to put or place an item somewhere (needs an object)
- To lie – to recline; to be located in a spot (does not need an object)
- *Lay* and *lie* are irregular verbs.

**Present  
Tense**

lay

lie

**Past  
Tense**

laid

lay

**Past  
Participle**

laid

lain

**Present  
Participle**

laying

lying



continued

## *Lay and Lie*

- *Lay* is a transitive verb.

*We saw him **lay** the file folder on your desk.*

*He **laid** his keys next to the copy machine.*

- *Lie* is an intransitive verb.

*I **lie** down for a few minutes before my afternoon appointments.*

*Because she had a headache, Pam **lay** quietly on the couch.*

## *Raise and Rise*

- To raise – to lift up or bring something up (needs an object)
- To rise – to get up (does not need an object)
- *Raise* and *rise* are irregular verbs.

**Present  
Tense**

raise

rise

**Past  
Tense**

raised

rose

**Past  
Participle**

raised

risen

**Present  
Participle**

raising

rising

continued

## *Raise and Rise*

- *Raise* is a transitive verb.

*Paper manufacturers usually **raise** prices twice a year.*

*Sandra **raised** her hand to vote on the slate of officers.*

- *Rise* is an intransitive verb.

*Rick **rises** early to plan his daily activities.*

*The stock index **rose** steadily throughout the day.*

## ***Set and Sit***

- To set – to put or place something (needs an object)
- To sit – to be seated (does not need an object)
- *Set* and *sit* are irregular verbs.

**Present  
Tense**

set

sit

**Past  
Tense**

set

sat

**Past  
Participle**

set

sat

**Present  
Participle**

setting

sitting

continued

## **Set and Sit**

- *Set* is a transitive verb.

***Set** the timelines and let me know your progress.*

*We **set** our differences aside about the software purchase.*

- *Sit* is an intransitive verb.

*Please **sit** in the first two rows of chairs.*

*Mrs. Samuels **sat** beside the president at the board meeting.*

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**End of**

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