

English Grammar in Use

Grammar Reference

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For Further Practice:

English Grammar in Use Supplementary Exercises

Louise Hashemi with Raymond Murphy

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Present perfect (I have done)



Tom is looking for his key. He can't find it.
He **has lost** his key.

'He has lost his key' = He lost it and he still hasn't got it.

Have/has lost is the *present perfect simple*:

| | | | |
|---------------|------|--------------|---------------------------------------|
| I/we/they/you | have | (=I've etc.) | finished lost done been etc. |
| he/she/it | has | (=he's etc.) | |

The present perfect simple is **have/has + past participle**. The past participle often ends in -ed (finished/decided etc.), but many important verbs are *irregular* (lost/done/been/written etc.). For a list of irregular verbs, see p.12.

Present perfect and past (I have done and I did)



Now Tom **has found** his key. He has it now.

Has he lost his key? (*present perfect*)

No, he **hasn't**. He **has found** it.

Did he lose his key? (*past simple*)

Yes, he **did**.

He **lost** his key (*past simple*)

but now he **has found** it. (*present perfect*)

The *present perfect* is a *present* tense. It always tells us something about *now*. 'Tom **has lost** his key' = he doesn't have his key *now*.

The *past simple* tells us only about the *past*. If somebody says 'Tom **lost** his key', we don't know whether he has it now or not. We only know that he lost it at some time in the past.

Do not use the present perfect (**I have done**) when you talk about a *finished* time (for example, *yesterday* / *ten minutes ago* / *in 1985* / *when I was a child*). Use a *past* tense:

- The weather **was** nice yesterday. (*not* 'has been nice')
- They arrived **ten minutes ago**. (*not* 'have arrived')

I will and I'm going to

Sue is talking to Helen:

Let's have a party.

That's a great idea.
We'll invite lots of people.

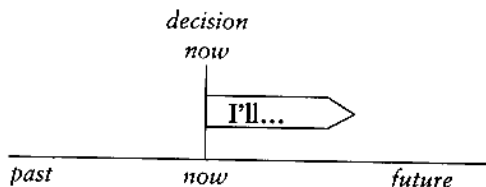


SUE



HELEN

will ('ll): We use **will** when we decide to do something at the time of speaking. The speaker has not decided before. The party is a new idea.



Later that day, Helen meets Dave:

Sue and I have decided to have a party.
We're going to invite lots of people.

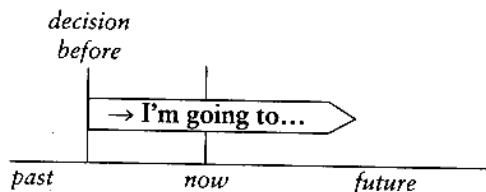


HELEN



DAVE

going to: We use **(be) going to** when we have *already decided* to do something. Helen had already decided to invite lots of people *before* she spoke to Dave.



Compare:

- 'George phoned while you were out.' 'OK. I'll **phone** him back.'
- but* • 'George phoned while you were out.' 'Yes, I know. I'm **going to phone** him back.'
- 'Ann is in hospital.' 'Oh really? I didn't know. I'll go and visit her.'
- but* • 'Ann is in hospital.' 'Yes, I know. I'm **going to visit** her tomorrow.'

When we say that 'something' is **going to happen**, the situation *now* makes us believe this. The man is walking towards the hole *now*, so he is **going to fall** into it.

He is **going to fall** into the hole.

situation *now*

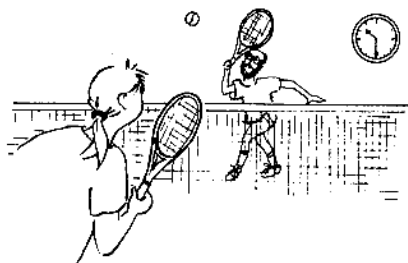


going to

future *happening*



Past continuous (I was doing)



Yesterday Karen and Jim played tennis. They began at 10 o'clock and finished at 11.30.

So, at 10.30 they **were playing** tennis.

They **were playing** = 'they were in the middle of playing'. They had not finished playing.

Was/were -ing is the *past continuous*:

| | |
|----------------------------|-------------|
| I/he/she/it we/you/they | was were |
|----------------------------|-------------|

| |
|----------------------------------|
| playing doing working etc. |
|----------------------------------|

When we use it:

We use the past continuous to say that somebody was in the middle of doing something at a certain time. The action or situation had already started before this time but had not finished:

I started doing



past

I was doing



I finished doing



past

now

- This time last year I **was living** in Brazil.
- What **were you doing** at 10 o'clock last night?
- I waved at her but she **wasn't looking**.

Past continuous (I was doing) and past simple (I did)

Past continuous (in the middle of an action)


- I **was walking** home when I met Dave.
(= in the middle of walking home)
- Ann **was watching** television when the phone rang.

Past simple (complete action)

- I **walked** home after the party last night.
(= all the way, completely)
- Ann **watched** television a lot when she was ill last year.


Past perfect (I had done)

At 10.30



PAUL

Half an hour later



SARAH

Sarah went to a party last week. Paul went to the party too but they didn't see each other. Paul went home at 10.30 and Sarah arrived at 11 o'clock. So:

When Sarah arrived at the party, Paul wasn't there. He **had gone** home.

Had gone is the *past perfect (simple)*:

| | | | |
|----------------------------|-----|-------------------------------|-------------------------------|
| I/we/they/you he/she/it | had | (= I'd etc.) (= he'd etc.) | gone seen finished etc. |
|----------------------------|-----|-------------------------------|-------------------------------|

The past perfect simple is **had + past participle** (gone/seen/finished etc.). For a list of irregular verbs, see p.12.

Sometimes we talk about something that happened in the past:

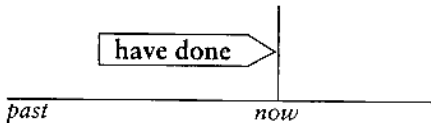
- Sarah **arrived** at the party.

This is the *starting point* of the story. Then, if we want to talk about things that happened *before* this time, we use the past perfect (**had...**):

- When Sarah arrived at the party, Paul **had** already gone home.


Compare **have done** (present perfect) and **had done** (past perfect):

present perfect




- Who is that woman? I've never **seen** her before.
- We aren't hungry. We've just **had** lunch.
- The house is dirty. They **haven't cleaned** it for weeks.

past perfect



- I didn't know who she was. I'd never **seen** her before. (= before that time)
- We weren't hungry. We'd just **had** lunch.
- The house was dirty. They **hadn't cleaned** it for weeks.

Reported speech (He said that...)



You want to tell somebody else what Tom said.
There are two ways of doing this:
You can repeat Tom's words (*direct speech*):
Tom said 'I'm feeling ill.'
Or you can use *reported speech*:
Tom said that he was feeling ill.

Compare:

| | | | |
|------------------|---------------|---------------------|---|
| <i>direct:</i> | Tom said | 'I am feeling ill.' | <i>In writing we use these to show direct speech.</i> |
| <i>reported:</i> | Tom said that | he was feeling ill. | |

When we use reported speech, the main verb of the sentence is usually past (Tom said that... / I told her that... etc.) The rest of the sentence is usually past too:

- Tom said that he was feeling ill.
- I told her that I didn't have any money.

In general, the *present* form in direct speech changes to the *past* form in reported speech:

| | | |
|--|----------------|--------------|
| am/is → was | do/does → did | will → would |
| are → were | have/has → had | can → could |
| want/like/know/go etc. → wanted/liked/knew/went etc. | | |

Say and tell

If you say *who* you are talking to, use tell:

- Sonia told me that you were ill. (*not* 'Sonia said me')
- What did you tell the police? (*not* 'say the police')

TELL SOMEBODY

Otherwise use say:

- Sonia said that you were ill. (*not* 'Sonia told that...')
- What did you say?

~~SAY SOMEBODY~~

But you can 'say something to somebody':

- Ann said goodbye to me and left. (*not* 'Ann said me goodbye')
- What did you say to the police?

If I do... and If I did...

Compare:

(1) Sue has lost her watch. She thinks it may be at Ann's house.

SUE: I think I left my watch at your house. Have you seen it?

ANN: No, but I'll have a look when I get home. **If I find it**, I'll tell you.

In this example, Ann feels there is a real possibility that she will find the watch. So she says:

If I find..., I'll...

(2) Ann says: **If I found** a wallet in the street, I'd take it to the police.

This is a different type of situation. Here, Ann is not thinking about a real possibility; she is *imagining* the situation and doesn't expect to find a wallet in the street. So she says:

If I found..., I'd (= I would)... (not 'If I find..., I'll...').

When you imagine something like this, you use **if + past**

(**if I found / if you were / if we didn't** etc.). But the

meaning is *not* past:

- Sarah has decided not to apply for the job. She isn't really qualified for it, so she probably wouldn't get it if she **applied**.

If I had known...

Study this example situation:

Last month Gary was in hospital for an operation. Liz didn't know this, so she didn't go to visit him. They met a few days ago. Liz said:

If I had known you were in hospital, I **would have gone** to visit you.

Liz said: **If I had known** you were in hospital... The *real* situation was that she *didn't* know he was in hospital.

When you are talking about the past, you use **if + had ('d)...** (**if I had known/been/done** etc.):

- I didn't see you when you passed me in the street. **If I'd seen** you, of course I would have said hello. (but I didn't see you)
- The view was wonderful. **If I'd had** a camera, I would have taken some photographs. (but I didn't have a camera)

Must and can't

Present

| | | |
|-----------------|-----------------------|--|
| I/you/he (etc.) | must can't | be (tired / hungry / at work etc.) be (doing / coming / joking etc.) do / go / know / have etc.) |
|-----------------|-----------------------|--|

We use **must** to say that we feel sure something is true:

- You've been travelling all day. You **must** be tired. (Travelling is tiring and you've been travelling all day, so you **must** be tired.)

We use **can't** to say that we feel sure something is not possible:

- You've just had lunch. You **can't** be hungry already. (People are not normally hungry just after eating a meal. You've just eaten, so you **can't** be hungry.)

Past

| | | | |
|-----------------|-----------------------|-------------|---|
| I/you/he (etc.) | must can't | have | been (asleep / at work etc.) been (doing / working etc.) done / gone / known / had etc. |
|-----------------|-----------------------|-------------|---|

- The phone rang but I didn't hear it. I **must have been** asleep.
- Tom walked straight into a wall. He **can't have been** looking where he was going.

May and might

Present

| | | | |
|-----------------|----------------------|-------|--|
| I/you/he (etc.) | may might | (not) | be (true / in his office etc.) be (doing / working / having etc.) do / know / have / want etc. |
|-----------------|----------------------|-------|--|

We use **may** or **might** to say that something is a possibility. Usually you can use **may** or **might** so you can say:

- It **may** be true, or It **might** be true. (= perhaps it is true)
- She **might** know, or She **may** know.

Past

| | | | |
|-----------------|----------------------|------------|--|
| I/you/he (etc.) | may might | (not) have | been asleep / at work etc.) been (doing / waiting etc.) done / known / had / seen etc. |
|-----------------|----------------------|------------|--|

- A: I wonder why Kay didn't answer the phone.
B: She **may have been** asleep. (= perhaps she was asleep)
- A: I was surprised that Sarah wasn't at the meeting.
B: She **might not have known** about it. (= perhaps she didn't know)

Passive (is done / was done)

The passive is **be (is/was/have been etc.) + the past participle (done/cleaned/seen etc.)**:

(be) done (be) cleaned (be) seen (be) damaged (be) built etc.

For irregular past participles (**done/known/seen** etc.), see

Present simple

active: clean(s)/sees(s) etc.

Somebody cleans this room every day.

passive: am/is/are cleaned/seen etc.

This room is cleaned every day.

- Many accidents **are** caused by careless driving.
- I'm **not** often invited to parties.
- How is this word **pronounced**?

Past simple

active: cleaned/saw etc.

Somebody cleaned this room yesterday.

passive: was/were cleaned/seen etc.

This room **was cleaned** yesterday.

- We **were woken** up by a loud noise during the night.
- ‘Did you go to the party?’ No, I **wasn’t invited**.’
- How much money **was stolen**?

Verbs with two objects

Some verbs can have two objects. For example, give:

- * We gave the police the information. (= We gave the information to the police.)
 object 1 *object 2*

So it is possible to make two passive sentences:

- **The police** were given the information. *or* The **information** was given to the police.

Other verbs which can have two objects are: ask offer pay show teach tell

When we use these verbs in the passive, most often we begin with the *person*:

- I was offered the job but refused it. (= they offered me the job)
- You will be given plenty of time to decide. (= we will give you plenty of time)
- Have you been shown the new machine? (= has anybody shown you...?)
- The men were paid £200 to do the work. (= somebody paid the men £200)

Verb + -ing

Here are some verbs that are followed by **-ing**:

| | | | | | | |
|--------|----------|---------|----------|-------|------|----------|
| stop | delay | fancy | consider | admit | miss | involve |
| finish | postpone | imagine | avoid | deny | risk | practise |

- Suddenly everybody **stopped** talking. There was silence.
- I'll do the shopping when I've **finished** cleaning the flat.

Verb + to...

If these verbs are followed by another verb, the structure is usually *verb + to...(infinitive)*:

| | | | | | |
|--------|---------|-------|---------|---------|----------|
| offer | decide | hope | deserve | attempt | promise |
| agree | plan | aim | afford | manage | threaten |
| refuse | arrange | learn | forget | fail | |

- It was late, so we **decided to take** a taxi home.
- Simon was in a difficult situation, so I **agreed to lend** him some money.

Preposition (in/for/about etc.) + -ing

If a preposition (*in/for/about* etc.) is followed by a verb, the verb ends in **-ing**. For example:

| | <i>preposition</i> | <i>verb (-ing)</i> | |
|-------------------------|--------------------|--------------------|------------------|
| Are you interested | in | working | for us? |
| I'm not very good | at | learning | languages. |
| She must be fed up | with | studying. | |
| What are the advantages | of | having | a car? |
| This knife is only | for | cutting | bread. |
| How | about | playing | tennis tomorrow? |
| I bought a new bicycle | instead of | going | away on holiday. |
| Carol went to work | in spite of | feeling | ill. |

Spelling rules

Nouns, verbs and adjectives can have the following endings:

| | | | |
|--|----------|----------|-----------|
| noun + <i>s/es</i> (<i>plural</i>) | books | ideas | matches |
| verb + <i>s/-es</i> (after <i>he/she/it</i>) | works | enjoys | washes |
| verb + <i>-ing</i> | working | enjoying | washing |
| verb + <i>-ed</i> | worked | enjoyed | washed |
| adjective + <i>-er</i> (<i>comparative</i>) | cheaper | quicker | brighter |
| adjective + <i>-est</i> (<i>superlative</i>) | cheapest | quickest | brightest |
| adjective + <i>-ly</i> (<i>adverb</i>) | cheaply | quickly | brightly |

Words ending in *-y* (baby, carry, easy etc.)

If a word ends in a *consonant* * + *y* (*-by/-ry/-sy* insert / oblique *-vy* etc.):

y changes to *ie* before the ending *-s*:

| | | | |
|---------------|---------------|-------------------|-----------------------|
| baby/babies | lorry/lorries | country/countries | secretary/secretaries |
| hurry/hurries | study/studies | apply/applies | try/tries |

y changes to *i* before the ending *-ed*:

| | | | |
|---------------|---------------|---------------|-----------|
| hurry/hurried | study/studied | apply/applied | try/tried |
|---------------|---------------|---------------|-----------|

y changes to *i* before the endings *-er* and *-est*:

| | | |
|---------------------|------------------------|------------------------|
| easy/easier/easiest | heavy/heavier/heaviest | lucky/luckier/luckiest |
|---------------------|------------------------|------------------------|

y changes to *i* before the ending *-ly*:

| | | |
|-------------|---------------|-----------------------|
| easy/easily | heavy/heavily | temporary/temporarily |
|-------------|---------------|-----------------------|

Doubling consonants (*stop/stopping/stopped*, *wet/wetter/wettest* etc.)

Sometimes a word ends in *vowel* + *consonant*. For example:

stop plan wet thin slip prefer regret

Before the endings *-ing/-ed/-er/-est*, we double the consonant at the end. So *p* → *pp*, *n* → *nn* etc. For example:

| | | | | | |
|------|---|---|----|----------|----------|
| stop | p | → | pp | stopping | stopped |
| plan | n | → | nn | planning | planned |
| rub | b | → | bb | rubbing | rubbed |
| big | g | → | gg | bigger | biggest |
| wet | t | → | tt | wetter | wettest |
| thin | n | → | nn | thinner | thinnest |

List of irregular verbs

| <i>infinitive</i> | <i>past simple</i> | <i>past participle</i> |
|-------------------|--------------------|------------------------|
| be | was/were | been |
| beat | beat | beaten |
| become | became | become |
| begin | began | begun |
| bend | bent | bent |
| bet | bet | bet |
| bite | bit | bitten |
| blow | blew | blown |
| break | broke | broken |
| bring | brought | brought |
| broadcast | broadcast | broadcast |
| build | built | built |
| burst | burst | burst |
| buy | bought | bought |
| catch | caught | caught |
| choose | chose | chosen |
| come | came | come |
| cost | cost | cost |
| creep | crept | crept |
| cut | cut | cut |
| deal | dealt | dealt |
| dig | dug | dug |
| do | did | done |
| draw | drew | drawn |
| drink | drank | drunk |
| drive | drove | driven |
| eat | ate | eaten |
| fall | fell | fallen |
| feed | fed | fed |
| feel | felt | felt |
| fight | fought | fought |
| find | found | found |
| flee | fled | fled |
| fly | flew | flown |
| forbid | forbade | forbidden |
| forget | forgot | forgotten |
| forgive | forgave | forgiven |
| freeze | froze | frozen |
| get | got | got |
| give | gave | given |
| go | went | gone |
| grow | grew | grown |
| hang | hung | hung |
| have | had | had |
| hear | heard | heard |
| hide | hid | hidden |
| hit | hit | hit |
| hold | held | held |
| hurt | hurt | hurt |
| keep | kept | kept |
| kneel | knelt | knelt |
| know | knew | known |
| lay | laid | laid |
| lead | led | led |
| leave | left | left |
| lend | lent | lent |
| let | let | let |
| lie | lay | lain |

| <i>infinitive</i> | <i>past simple</i> | <i>past participle</i> |
|-------------------|--------------------|------------------------|
| light | lit | lit |
| lose | lost | lost |
| make | made | made |
| mean | meant | meant |
| meet | met | met |
| pay | paid | paid |
| put | put | put |
| read | read [red]* | read [red]* |
| ride | rode | ridden |
| ring | rang | rung |
| rise | rose | risen |
| run | ran | run |
| say | said | said |
| see | saw | seen |
| seek | sought | sought |
| sell | sold | sold |
| send | sent | sent |
| set | set | set |
| sew | sewed | sewn/sewed |
| shake | shook | shaken |
| shine | shone | shone |
| shoot | shot | shot |
| show | showed | shown/showed |
| shrink | shrank | shrunk |
| shut | shut | shut |
| sing | sang | sung |
| sink | sank | sunk |
| sit | sat | sat |
| sleep | slept | slept |
| slide | slid | slid |
| speak | spoke | spoken |
| spend | spent | spent |
| spit | spat | spat |
| split | split | split |
| spread | spread | spread |
| spring | sprang | sprung |
| stand | stood | stood |
| steal | stole | stolen |
| stick | stuck | stuck |
| sting | stung | stung |
| stink | stank | stunk |
| strike | struck | struck |
| swear | swore | sworn |
| sweep | swept | swept |
| swim | swam | swum |
| swing | swung | swung |
| take | took | taken |
| teach | taught | taught |
| tear | tore | torn |
| tell | told | told |
| think | thought | thought |
| throw | threw | thrown |
| understand | understood | understood |
| wake | woke | woken |
| wear | wore | worn |
| weep | wept | wept |
| win | won | won |
| write | wrote | written |