

# Grammar Appendix

## Present Simple and Continuous

FORM	USE	EXAMPLES
<b>PRESENT SIMPLE</b> bare infinitive (-s / -es) (-) do / does + not + bare infinitive (?) Do / Does + subject + bare infinitive	a. a habitual action or a fact b. a general truth c. stative verbs ( <i>see, hear, etc.</i> ) d. future (timetable / schedule) e. narrative, commentary about a sporting event, joke, etc.	I <b>watch</b> sport at the weekends. The earth <b>revolves</b> around the sun. I <b>don't remember</b> the address. University <b>starts</b> next Monday. My train <b>leaves</b> in two hours. I <b>arrive</b> at the hotel and I <b>find</b> ... He <b>aims</b> for the basket ... oh, he <b>misses</b> !
<b>PRESENT CONTINUOUS</b> am / is / are + verb-ing (-) am / is / are + not + verb-ing (?) Am / Is / Are + subject + verb-ing	a. an action in progress at the time of speaking b. an incomplete action still in progress, usually temporary c. an arrangement or plan in the near future d. With <i>always, forever, constantly, etc.</i> , for an action that happens very often (usually a criticism or a complaint)	We're <b>watching</b> the news now. I'm <b>taking</b> a judo course. We <b>are meeting</b> Sue at the cinema tonight. Paul <b>is always losing</b> things. She <b>is forever arranging</b> little surprises for us.

### Passive

They grow oranges here. → Oranges **are grown** here.

The teacher is marking our tests now. → Our tests **are being marked** by the teacher now.

### Time Expressions

- **Present Simple:** always, often, usually, occasionally, sometimes, rarely, hardly ever, scarcely, never, every week, once / twice a year, on Monday
- **Present Continuous:** now, right now, at the moment, today, tonight  
With a future meaning: this week, next week, tomorrow, soon, on Tuesday

### Stative Verbs

1. **Stative verbs refer to the state of things rather than an action and are not usually used in the continuous form. These verbs express:**

- **senses:** feel, hear, smell, sound, see, taste, notice, recognise
- **mental activities:** appear, believe, consider, depend, doubt, expect, feel, forget, forgive, guess, hope, imagine, know, mean, mind, prefer, realise, remember, seem, suppose, think, understand
- **possession:** belong to, have, own, owe, possess
- **emotion:** adore, desire, dislike, fear, hate, like, love, need, want, wish
- **measurements:** cost, equal, measure, weigh

2. **Some of these verbs can be used in the continuous form when the meaning changes from a state to an activity in progress.**

I **have** a new bicycle. (possess)

I'm **having** supper at home. (eating)

I **think** it's a good idea. (opinion)

I'm **thinking of** travelling abroad. (considering)

Mum **feels** that I've made a good choice. (opinion)

**Are you feeling** better? (physical feeling)

**Do you see** what I mean? (understand)

Jane **is seeing** her boyfriend tonight. (meeting)

## The Future: Future Simple and Continuous, *be going to*, Future Perfect, Present Simple and Continuous

FORM	USE	EXAMPLES
<b>FUTURE SIMPLE</b> <b>will + bare infinitive</b> <b>(-) will not + bare infinitive</b> <b>(?) Will + subject + bare infinitive</b>	a. information about the future b. a spontaneous decision c. a suggestion / offer / request d. a prediction or warning e. willingness or refusal to do something f. opinion or speculation about the future (often after verbs like: <i>think, know, expect, suppose, be sure</i> )	We'll <b>visit</b> you tomorrow. I'll <b>do</b> the shopping. Will you <b>play</b> the piano for us, please? You'll <b>catch cold</b> if you don't wear a hat. I'll <b>make</b> the salad, but I <b>won't clean</b> the chicken. I know she <b>will like</b> this CD. I'm sure he'll <b>arrive</b> soon.
<b>FUTURE CONTINUOUS</b> <b>will be + verb-ing</b> <b>(-) will not be + verb-ing</b> <b>(?) Will + subject + be + verb-ing</b>	a. when we know an action will be in progress at a certain time in the future b. a future action that has been pre-arranged	I'll <b>be writing</b> a test between 3.00 and 5.00 this afternoon. Kylie Minogue <b>will be appearing</b> here next month.
<b>be going to + bare infinitive</b>	a. a plan or intention b. a prediction based on present evidence	I <b>am going to visit</b> them in May. The wind is strong. There's <b>going to be</b> a storm soon.
<b>FUTURE PERFECT SIMPLE</b> <b>will have + past participle</b>	an activity that will be completed by a certain time in the future	By tomorrow, the <b>cleaners will have finished</b> all the office carpets.
<b>FUTURE PERFECT CONTINUOUS</b> <b>will have been + verb-ing</b>	to emphasise how long an activity has been going on by a specific time in the future	By June, I <b>will have been living</b> in this house for three years.
<b>PRESENT SIMPLE</b>	a planned future action or series of actions connected with a timetable, a programme or a journey	My dentist appointment <b>is</b> tomorrow, so I can't come to the cinema with you. Her plane <b>arrives</b> at 2.00 a.m.
<b>PRESENT CONTINUOUS</b>	personal arrangements and fixed plans	I <b>am getting</b> my bicycle back this afternoon.

### Passive

The newspaper will publish your article. → Your article **will be published** by the newspaper.

The police are going to question the suspect. → The suspect **is going to be questioned** by the police.

By tomorrow, the cleaner will have washed the windows. → By tomorrow, the windows **will have been washed**.

The Future Continuous and the Future Perfect Continuous have no passive form.

### Notes

1. **Be about to + bare infinitive** can be used to express the future. It refers to something that will happen very soon.  
I **am about to leave** for Paris.
2. Some words, such as time expressions (temporals) and conditionals, are followed by the present tense although they have a future meaning.  
Phone me **if you need** help tomorrow. (conditional)  
Call me **when Tom arrives**. (temporal)  
Take an umbrella **in case it rains** later.

## Past Simple and Continuous, Past Perfect Simple and Continuous, used to / would

FORM	USE	EXAMPLES
<b>PAST SIMPLE</b> <b>verb-ed (except irregular verbs)</b> <b>(-) did not + bare infinitive</b> <b>(?) Did + subject + bare infinitive</b>	a. a completed action that took place at a definite time in the past b. several actions that happened in the past one after another c. the main events in a narrative	We <b>bought</b> the house a year ago. I <b>didn't understand</b> the instructions. She <b>got up</b> , <b>took</b> her bag and <b>left</b> . The speeding car <b>hit</b> a dog and <b>did not stop</b> .
<b>PAST CONTINUOUS</b> <b>was / were + verb-ing</b> <b>(-) was / were not + verb-ing</b> <b>(?) Was / Were + subject + verb-ing</b>	a. an action in progress at a specific time in the past b. two incomplete actions taking place at the same time in the past c. an action in progress (Past Continuous) interrupted by another action (Past Simple) d. background to a narrative	At 9.00 pm last night, we <b>were visiting</b> friends. I <b>was playing</b> the guitar while Cindy <b>was singing</b> . We <b>were walking</b> home when the storm <b>broke</b> . We looked outside. It <b>was raining</b> hard and the wind <b>was howling</b> .
<b>PAST PERFECT SIMPLE</b> <b>had + past participle</b> <b>(-) had not + past participle</b> <b>(?) Had + subject + past participle</b>	an activity that happened before another activity or time in the past	He did well in his exam; he <b>had studied</b> really hard. By the time we found the hall, the meeting <b>had started</b> . No sooner <b>had we heard</b> the thunder than the lights went out.
<b>PAST PERFECT CONTINUOUS</b> <b>had been + verb-ing</b> <b>(-) had not been + verb-ing</b> <b>(?) Had + subject + been + verb-ing</b>	a. an action which started before a particular time in the past and was still in progress at that time b. an action that had just finished at a particular time in the past but was still relevant at that time c. to say how long something had been happening before something else happened	She realised that she <b>had been reading</b> the same page for half an hour. I was tired when I got home because I'd <b>been working</b> hard all day. Ann <b>had been waiting</b> for 20 minutes when she realised she was in the wrong office.

### Passive

We bought the house a year ago. → The house **was bought** a year ago.

The students were discussing the exam. → The exam **was being discussed** by the students.

By 10 pm, we had collected £5,000. → By 10 pm, £5,000 **had been collected**.

The Past Perfect Continuous has no passive form.

### Time Expressions

- **Past Simple:** a month / year ago, yesterday, last week / month, in 1963 / November, when, the other day
- **Past Continuous:** yesterday, at 9 o'clock, as, while
- **Past Perfect Simple:** by the time, after, before, when, as soon as, already, for, no sooner ... than
- **Past Perfect Continuous:** for, since, all night / week

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**used to / be used to / get used to / would**

FORM	USE	EXAMPLES
<b>used to + bare infinitive</b> (-) <b>did not use to / never used to + bare infinitive</b> (?) <b>Did + subject + use to + bare infinitive</b>	a. an action that happened regularly in the past but no longer happens  b. a past habit, state or situation	<b>I used to / would play</b> with imaginary friends when I was younger. <b>I didn't use to go</b> to the gym. (but now I do) <b>Did you use to go</b> to parties when you were my age? <b>I used to own</b> a bicycle, but I sold it.
<b>be used to + noun / gerund</b>	be accustomed to something which is no longer new or strange (can be expressed in all tenses)	<b>I am used to sleeping</b> late at the weekend. <b>He's not used to his new home</b> yet. <b>I was used to dancing</b> every day and didn't want to give it up.
<b>get used to + noun / gerund</b>	the process of becoming accustomed to something (can be expressed in all tenses)	<b>David is getting used to</b> his new school. <b>We quickly got used to life</b> in the country. <b>I can't get used to studying</b> all day.

**Note:** *Used to* can be replaced by *would* for actions that happened regularly. We use it in positive sentences.

I **would** often **play** with imaginary friends when I was younger.

**Present Perfect Simple and Continuous**

FORM	USES	EXAMPLES
<b>PRESENT PERFECT SIMPLE</b> <b>have / has + past participle</b> (-) <b>have / has not + past participle</b> (?) <b>Have / Has + subject + past participle</b>	a. an action that took place at an unstated time in the past but has present relevance b. an action that began in the past and continues up to the present (usually with stative verbs and <i>for</i> and <i>since</i> ) c. for unfinished time periods d. an action that happened several times or repeatedly in the past e. after superlatives and expressions like <i>it / this is the first / second time</i>	<b>I have seen</b> the doctor and everything is OK. <b>We have just finished</b> the test. <b>We have studied</b> here <b>for</b> five years. <b>I have known</b> the twins <b>since</b> they were babies. <b>I haven't read</b> the paper <b>today</b> . <b>I have met</b> her <b>twice</b> .  This is <b>the worst film</b> I've ever <b>seen</b> .
<b>PRESENT PERFECT CONTINUOUS</b> <b>have / has been + verb-ing</b> (-) <b>have / has not been + verb-ing</b> (?) <b>Have / Has + subject + been + verb-ing</b>	a. an action that began in the past and continues up to the present b. to say how long something has been happening (usually with <i>for</i> and <i>since</i> ) c. an action that has just finished and still influences the present	<b>She has been talking</b> on the phone <b>for</b> half an hour. <b>I have been sleeping</b> <b>all afternoon</b> .  The dog is wet because he <b>has been running</b> in the rain.

**Passive**

Someone **has found** my book. → My book **has been found**.      Have they invited you? → **Have you been invited**?

The Present Perfect Continuous has no passive form.

**Time Expressions**

- Present Perfect Simple:** just, yet, already, ever, never, lately, recently, so far, always, for, since, how long
- Present Perfect Continuous:** for, since, all day / morning, how long

## Gerunds and Infinitives

### 1. Verbs and expressions followed by a gerund (verb-ing)

admit	deny	finish	it's worth	postpone	risk
appreciate	discuss	forget	keep	practise	spend (time)
avoid	dislike	go	look forward to	recall	stop
can't help	end up	have trouble	mention	recommend	suggest
can't stand	enjoy	imagine	mind	resent	tolerate
consider	fancy	involve	miss	resist	understand
delay	feel like	it's no use / good			

I **appreciate hearing** from you. She **doesn't mind helping** you. He **spends** a lot of time **reading**.

### 2. Verbs and expressions followed by an infinitive (to + verb)

afford	be ready	deserve	it's easy	prepare	tend
agree	be willing	expect	learn	pretend	threaten
appear	beg	fail	manage	promise	volunteer
arrange	care	forget	mean	refuse	wait
ask	claim	have a chance	need	seem	want
attempt	consent	hesitate	offer	struggle	wish
be afraid	decide	hope	plan	swear	would like
be pleased	demand	it's difficult			

He **deserved to win** the competition. Will you **have a chance to speak** to her? I'm **afraid to tell** Bill the truth.

### 3. Verbs followed by a noun / pronoun + infinitive

advise	challenge	expect	instruct	persuade	urge
allow	convince	forbid	invite	remind	want
ask	dare	force	need	require	warn
beg	enable	help	order	teach	
cause	encourage	hire	permit	tell	

I **expected John to phone** me. Our teacher **encourages us to read**. They **urged us to come** early.

### 4. Verbs followed either by a gerund or an infinitive without a change in meaning

begin	continue	intend	prefer
can't bear	hate	love	start

I **can't bear to hear** the shouting. I **intend to travel** in the future. She **continued to work**.  
I **can't bear hearing** the shouting. I **intend travelling** in the future. She **continued working**.

### 5. Verbs followed by a gerund or an infinitive with a change in meaning

forget	regret	remember	stop	try
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I won't **forget visiting** Gran in hospital. (forget what happened)

I won't **forget to visit** Gran. (forget what to do)

I **regret shouting** at her. (be sorry about what happened)

I **regret to tell** you that you **failed the exam**. (be sorry about what you must do)

I **remember phoning** Aunt Mary. (remember what happened)

**Remember to phone** Aunt Mary! (remember what to do)

I **stopped eating** chocolate. (I no longer eat chocolate.)

I **stopped to eat** chocolate. (I stopped what I was doing in order to eat chocolate.)

I **tried to get** the chair through the door but it was too big. (attempt)

I **tried taking** some aspirin but my headache didn't go away. (experiment)

### 6. Other uses of gerunds

- as the subject **Sunbathing** is unhealthy.
- after prepositions He's tired **of studying** every day.

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## Review of the Passive: *be* + past participle

The passive is formed with the verb **to be** + **past participle**.

FORM	ACTIVE	PASSIVE
PRESENT SIMPLE	We <b>grow</b> oranges here.	Oranges <b>are grown</b> here.
PRESENT CONTINUOUS	They <b>are washing</b> the dishes.	The dishes <b>are being washed</b> .
PRESENT PERFECT SIMPLE	They <b>have painted</b> our house.	Our house <b>has been painted</b> .
PAST SIMPLE	He <b>opened</b> the window.	The window <b>was opened</b> .
PAST CONTINUOUS	We <b>were washing</b> the dishes.	The dishes <b>were being washed</b> .
PAST PERFECT SIMPLE	She <b>had done</b> the shopping.	The shopping <b>had been done</b> .
FUTURE SIMPLE	We <b>will make</b> the beds.	The beds <b>will be made</b> .
FUTURE PERFECT SIMPLE	She <b>will have cleaned</b> her room.	Her room <b>will have been cleaned</b> .
BE GOING TO	They <b>are going to print</b> the article.	The article <b>is going to be printed</b> .
MODAL	He <b>can prepare</b> the report.	The report <b>can be prepared</b> .
SEMI-MODAL	She <b>has to hand in</b> the form today.	The form <b>has to be handed in</b> today.
MODAL PERFECT	She <b>should have taken</b> the test.	The test <b>should have been taken</b> .

### Notes

- The following tenses do not have a passive form: Present Perfect Continuous, Past Perfect Continuous, Future Continuous and Future Perfect Continuous.
- The agent is not mentioned when it is obvious, unimportant or unknown.  
Her baby **was born** last month.      Potatoes **are grown** here.
- By** + **agent** is used when it is important to know who does the action.  
These stamps **were collected by my grandfather**.
- When the active sentence has both a direct and indirect object, we usually begin the passive sentence with the indirect object (the person).  
We **gave** Jim a CD. → Jim **was given** a CD. (less common: A CD **was given** to Jim.)
- Don't forget the particle with phrasal verbs in the passive.  
She **turned down** the offer. → The offer **was turned down**.
- Some verbs (*believe, consider, expect, know, say, think, suppose*) are followed by the infinitive when used in the passive.  
He **is considered to be** an excellent doctor.  
John **was expected to be** ready at noon. (We can also say: John **was expected to have been** ready at noon.)

## Modals and Semi-Modals

MODAL	USE	EXAMPLES
<b>can</b>	a. a general ability in the present or future b. a request c. permission	I <b>can play</b> the piano. I <b>can come</b> over later. <b>Can</b> I <b>ride</b> your bicycle? You <b>can have</b> some cake.
<b>can't</b>	an impossibility or something hard to believe	Jim <b>can't be</b> away; he's just called me.
<b>could</b>	a. a general ability in the past (past form of <i>can</i> ) b. possibility (not certain) c. a polite request / asking permission d. an impossibility or inability in the past e. a suggestion	He <b>could read</b> when he was four. He <b>could</b> either <b>be</b> at home or at school. <b>Could</b> I <b>use</b> your computer? I <b>couldn't find</b> my book. You <b>could try</b> talking to her.
<b>may</b>	a. a future possibility b. a polite request (formal) c. permission (formal)	I <b>may go</b> on a picnic. <b>May</b> I <b>close</b> the window? You <b>may borrow</b> my pen.
<b>might</b>	a. a future possibility b. past form of <i>may</i>	It <b>might stop</b> raining later today. She said that she <b>might phone</b> us tonight.
<b>will</b>	a. a certainty or prediction b. willingness / a spontaneous decision c. a polite request	She <b>will leave</b> tomorrow evening. I'll <b>get</b> some bread. <b>Will</b> you <b>pour</b> me some tea, please?
<b>would</b>	a. a polite request b. repeated past action c. past form of <i>will</i> d. refusal or impossibility (negative)	<b>Would</b> you <b>phone</b> John for me? When I was ill, I <b>would spend</b> hours watching TV. I hoped she <b>would write</b> to us. We tried to tell her but she <b>wouldn't</b> listen.
<b>should / ought to</b>	a. an obligation b. advice c. a polite suggestion when unsure of the answer d. logical probability	I <b>should go</b> home soon. You <b>should stay</b> in bed today. <b>Should</b> I <b>leave</b> the book here? She <b>ought to get</b> the results today. She <b>should get back</b> any day now.
<b>must</b>	a. a strong necessity b. a strong obligation c. almost certainty d. a strong recommendation	You <b>must follow</b> the doctor's instructions. You <b>must stop</b> at a red traffic light. She studied all day. She <b>must be</b> tired. You <b>must taste</b> this coffee.
<b>mustn't</b>	prohibition	You <b>mustn't walk</b> on the grass.
<b>shall</b>	a. a polite suggestion or offer of help (with <i>I</i> or <i>we</i> ) b. future (with pronouns <i>I</i> or <i>we</i> as subject – formal)	<b>Shall</b> I <b>lock</b> the windows? We <b>shall send</b> a reply to the invitation.
<b>needn't</b>	lack of necessity (= <i>don't have to</i> )	You <b>needn't pay</b> me until next month.

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SEMI-MODAL	USE	EXAMPLES
<b>be able to</b>	a. general ability (= <i>can</i> ) (can be expressed in all tenses) b. a specific past ability / managing to do something despite difficulty	The child <b>is able to dress</b> himself. You <b>will be able to come</b> home soon. We <b>were able to rescue</b> the dog from the fire. (not: <i>We could rescue</i> ✗)
<b>have / has to</b>	an obligation or necessity (can be expressed in all tenses)	I <b>have to wear</b> a seat belt. I <b>don't have to get up</b> early today. She <b>had to study</b> for a test yesterday. We <b>will have to do</b> the shopping tomorrow.

MODAL PERFECT	USE	EXAMPLES
<b>must have + past participle</b>	when we are quite sure about a past action	John's car wasn't there. He <b>must have</b> left early.
<b>can't have + past participle</b>	when we are sure that something did not happen	They <b>can't have heard</b> the news. We kept it a secret.
<b>may / might / could have + past participle</b>	when we do not know what happened in the past (we are guessing)	Ann hasn't phoned yet. She <b>may have overslept</b> .
<b>could have + past participle</b>	when we had the ability to do something in the past but did not do it	I <b>could have baked</b> a cake, but I ordered one instead.
<b>should / ought to have + past participle</b>	a. when expectations were not fulfilled b. when sensible advice was not followed	They <b>should have contacted</b> us by now, but they haven't. You <b>should have apologised</b> to Tim.
<b>would have + past participle</b>	willingness to do something, but didn't do it	I <b>would have visited</b> Gran, but I was ill.
<b>needn't have + past participle</b>	it wasn't necessary to do something (but it was done anyway)	You <b>needn't have worked</b> so hard. I could have helped you.
<b>will have + past participle (Future Perfect)</b>	an action that will be completed by some point in the future	By this time next year, I <b>will have learned</b> to drive.

### Passive

They may sell their house. → Their house **may be sold**.

You have to clean your room. → Your room **has to be cleaned**.

They should have contacted us → We **should have been contacted**.



## Relative Clauses

A **relative clause** gives information about a noun. It immediately follows the noun it describes and often begins with a relative pronoun.

A **defining relative clause** identifies the noun it refers to. A **non-defining relative clause** gives additional information about something that is already clearly identified. Non-defining relative clauses are separated by commas from the rest of the sentence.

RELATIVE PRONOUN	USE	EXAMPLES
<b>who</b>	for people	The children <b>who live here</b> are very friendly. (defining) She is the one <b>who I voted for</b> . (defining) Jane, <b>who lives next door</b> , is a nurse. (non-defining)
<b>which</b>	for things and animals	The play <b>which we saw</b> was excellent. (defining) This flat, <b>which is in the centre of the city</b> , is suitable for us. (non-defining)
<b>that</b>	can replace <i>who</i> or <i>which</i> in defining relative clauses only a. often used after words like <i>all</i> , <i>none</i> , <i>little</i> , <i>few</i> , <i>anything</i> , <i>nothing</i> b. after superlatives (often with the Present Perfect)	Here's the child <b>that sang so well</b> . Did you buy the shoes <b>that you wanted</b> ? There is <b>little that we can do</b> .  <i>Casablanca</i> was the <b>best</b> film <b>that I have ever seen</b> .
<b>whom</b>	for people – used in formal English a. as the object b. after prepositions	This is the teacher <b>whom I described</b> . (defining) She is the candidate <b>for whom I voted</b> . (defining) The Bartons, <b>to whom we have just spoken</b> , are coming to visit us soon. (non-defining)
<b>whose</b>	to show possession	The girl <b>whose bicycle was damaged</b> is upset. (defining) Tim Smith, <b>whose teaching methods are really good</b> , is a teacher at our school. (non-defining)
<b>where</b>	for places	The house <b>where I grew up</b> looks the same. (defining) Here is the <i>Lifestyle Club</i> , <b>where I do aerobics</b> . (non-defining)
<b>when</b>	for time	I remember the day <b>when (that) we first met</b> . (defining) I met her in March, <b>when I was taking a computer course</b> . (non-defining)

### Note

*Who*, *whom*, *which* or *that* may be omitted from a defining relative clause when it is the object of the verb in the relative clause. (This is more common in spoken English.)

The play (that / which) **we saw** was excellent.

This is the teacher (whom) **I described to you**.

Did you buy the shoes (that / which) **you wanted**?

She is the one (that) **I voted for**.

## Reported Speech (Indirect Speech)

When we report what someone has said, if the reporting verb is in the past, we move the verb of the sentence back one tense. The chart below reviews these tense changes from direct to indirect speech.

DIRECT	INDIRECT
<b>PRESENT SIMPLE</b> He said, "I <b>go</b> to school by bus."	<b>PAST SIMPLE</b> He said (that) he <b>went</b> to school by bus.
<b>PRESENT CONTINUOUS</b> She said, "I <b>am learning</b> French."	<b>PAST CONTINUOUS</b> She said (that) she <b>was learning</b> French.
<b>PRESENT PERFECT SIMPLE</b> He said, "I <b>have written</b> a reply."	<b>PAST PERFECT SIMPLE</b> He said (that) he <b>had written</b> a reply.
<b>PRESENT PERFECT CONTINUOUS</b> She said, "I <b>have been doing</b> exercises."	<b>PAST PERFECT CONTINUOUS</b> She said (that) she <b>had been doing</b> exercises.
<b>PAST SIMPLE</b> She said, "I <b>practised</b> the piano."	<b>PAST PERFECT SIMPLE</b> She said (that) she <b>had practised</b> the piano.
<b>PAST CONTINUOUS</b> He said, "I <b>was playing</b> a computer game."	<b>PAST PERFECT CONTINUOUS</b> He said (that) he <b>had been playing</b> a computer game.
<b>FUTURE</b> He said, "I <b>will book</b> the tickets." She said, "I <b>will be marking</b> tests."	<b>FUTURE PAST</b> He said (that) he <b>would book</b> the tickets. She said (that) she <b>would be marking</b> tests.
<b>IMPERATIVE</b> He said, " <b>Stop</b> talking!" She said, " <b>Don't waste</b> paper."	<b>TO + BARE INFINITIVE</b> He told me <b>to stop</b> talking. She asked us <b>not to waste</b> paper.
<b>MODAL/ SEMI MODAL</b> He said, "I <b>can write</b> clearly." He asked, " <b>Shall I hang up</b> the washing?" He said, "I <b>may play</b> tennis on Saturday." He said, "I <b>have to hand in</b> my composition."	<b>MODAL</b> He said that he <b>could write</b> clearly. He asked <b>if</b> he <b>should hang up</b> the washing. He said that he <b>might play</b> tennis on Saturday. He said that he <b>had to hand in</b> his composition.
<b>TIME EXPRESSIONS</b> now today yesterday tomorrow next week / month last week / month a week ago here this these	<b>TIME EXPRESSIONS</b> then that day the day before, the previous day the next / following day, the day after the next / following week / month the previous week / month, the week / month before the week before there that those

### Notes

- The Past Perfect Simple and Past Perfect Continuous do not change in indirect speech.  
She said, "I **had expected** a reply." → She said she **had expected** a reply.  
He said, "I **had been working** there for a while when we met." → He said he **had been working** there for a while when they met.
- The modals *should*, *could*, *would*, *might* and *ought to* do not change in indirect speech.

► continued

3. If the **reporting** verb is in the Present Simple, Present Perfect or Future Simple, the tense of the verb in the main clause does not change.  
He says, "I **can come** next week." → He **says** that he **can come** next week."
4. When we report something which is a fact, we do not need to change the tense of the verb.  
She said, "PETA **is** an international organisation." → She explained that PETA **is** (was) an international organisation.
5. a. In indirect speech, the first conditional is often reported as the second conditional.  
"If I **hear** any news, I **will tell** you," she said. → She said that if she **heard** any news, she **would tell** me.  
b. The second and third conditionals require no change in indirect speech.  
John said, "If I **won** a trip, I'd **go** to Thailand." → John said that if he **won** a trip, he'd **go** to Thailand.
6. When we report questions, we change the word order to that of a regular sentence. (This is the same rule as for indirect questions.)  
a. **Wh- Questions**  
"Why **are you crying**?" he asked. → He asked **why I was crying**.  
b. **Yes / No Questions**  
"Do you **play** basketball?" "No, I **don't**." → She asked **whether / if I played** basketball, and I replied that I **didn't**.
7. Different reporting verbs are followed by different structures.  
a. **Statements**  
**say + (that) + sentence**  
He said, "I **found** my key." → He **said (that) he had found** his key.  
**tell + object + (that) + sentence**  
I said to John, "We're **watching** a film." → I **told John (that) we were watching** a film.  
**explain that + sentence**  
She said, "You **misunderstood** the question." → She **explained that I had misunderstood** the question.  
b. **Questions**  
**ask, wonder, inquire, want to know, would like to know + whether / if + sentence**  
Mum asked, "Will you **be** home for lunch?" → Mum **asked whether I would be** home for lunch.  
c. **Commands**  
**tell, order, instruct, ask, beg, invite, warn, command + object + (not) + infinitive**  
The officer ordered his soldiers, "**Stop** here!" → The officer **ordered his soldiers to stop** there.
8. We can also report what someone said with certain verbs + gerunds without giving the exact words the speaker used.  
**suggest, accuse, apologise, deny + gerund**  
I said, "Let's go to the beach." → I **suggested going** to the beach.  
He said, "You stole my money." → He **accused them of stealing** his money.  
"I'm sorry I'm late," she said. → She **apologised for being** late.  
"I didn't break the window," he said. → He **denied breaking** the window.

## Conditionals

	FORM		USE	EXAMPLES
	Conditional Clause	Main Clause (Result)		
<b>ZERO CONDITIONAL</b>	If + present	Present Simple	to talk about things that are generally true	If babies <b>are</b> hungry, they <b>cry</b> .
<b>FIRST CONDITIONAL</b>	If + present	Future	a. future possibility	If I <b>finish</b> my project, I <b>will hand it in</b> tomorrow. You' <b>ll be</b> tired tomorrow <b>unless</b> you <b>go</b> to bed now.
	If + present	Modal		If you <b>apologise</b> , she <b>may forgive</b> you.
	If + present	Imperative	b. command	If you <b>have to leave</b> , <b>go</b> now.
<b>SECOND CONDITIONAL (unreal)</b>	If + Past Simple	would / could / might + bare infinitive	a hypothetical or imaginary situation in the present or future; also used to express advice, hope or ambition	If I <b>won</b> the lottery, I' <b>d travel</b> abroad. If I <b>were</b> you, I <b>would buy</b> a computer. If I <b>had</b> my own piano, I <b>could play</b> every day.
<b>THIRD CONDITIONAL (past)</b>	If + Past Perfect	would / could / might + have + past participle	an unfulfilled condition in the past; may be used to express regret about the past	If I <b>had heard</b> earlier, I <b>would have come over</b> . (but I didn't hear)

### Notes

- unless* = *if not*
- In formal English, we use *were* for all subjects in the second conditional.  
If she **were** here, she **would help** us.
- Other words can be used instead of *if*.
  - Suppose / Supposing** – used to ask *What if ...?* These words are followed by a question.  
**Suppose / Supposing** you had her phone number, **would you phone** her?
  - Provided / Providing (that), on condition that, as long as** = *if and only if ...*  
She'll go on holiday **provided (that)** she saves enough money.  
I'll listen **on condition that** you tell me the whole story.  
You can walk where you like **as long as** you keep off the grass.
  - In case** refers to things we do in order to get ready for something.  
We'll buy some more food **in case** Sue and Jack come over.  
Compare: *in case of* + noun  
**In case of** emergency, phone this number. (= *If there is an emergency*)
  - Otherwise** can replace an *if* clause.  
Wash these strawberries in lots of water. **Otherwise**, we won't be able to eat them. (= *If you don't wash them*)
- Other words that are not followed by *will* and *would* when referring to the future include: *after, when, until / till, once, as soon as, as long as, before, the moment that, whenever, by the time, while*  
**When** she **gets** to London, she **will phone** us.  
We will wait here **until** the rain **stops**.  
We decided that we would go out **as soon as** the rain **stopped**.

## Wish Clauses

There are three forms of **wish** sentences.

FORM	USE	EXAMPLES
<b>wish + would / could + bare infinitive</b>	a. usually refers to the future b. a complaint about the present or a desire for change	I <b>wish</b> she <b>would phone</b> me. I <b>wish</b> it <b>would stop</b> raining.
<b>wish + Past Simple</b>	dissatisfaction with a present situation	I <b>wish</b> I <b>lived</b> near my cousins. I <b>wish</b> they <b>were</b> here now.
<b>wish + Past Perfect</b>	regret about a past situation	I <b>wish</b> I <b>had refused</b> the invitation. I <b>wish</b> you <b>hadn't shouted</b> at Bob.

### Notes

- Wish + would* can only be used with different subjects.  
I **wish** **he would stop shouting**. (not: *I wish I would run faster.* ✗)
- If only* can replace *wish* and is often used to stress the wish or express deep regret.  
**If only** she **would phone** me.      **If only** they **were** here now.      **If only** I **had refused** the invitation.
- We use *were* as the form of the verb *to be* in wishes about the present (as in the second conditional).  
I **wish** Mary **were** in our class.

## The Causative

### Have / Get

The verbs *have* and *get* can be used to express the idea that we cause or arrange for someone else to do something for us. The causative can be expressed in different tenses.

do it yourself	have / get something done (by someone else)	have someone do something / get someone to do something
I painted my nails.	I had / got my nails painted (by the beautician).	I had the beautician paint my nails. I got the cleaner to wash the windows.
I am polishing my floors.	I am having / getting my floors polished (by the cleaner).	I am having the cleaner polish my floors. I got the cleaner to polish my floors.

### Make / Let somebody do something (*Make / Let* + object + bare infinitive)

- Make* expresses the idea that someone is forced to do something.  
My parents **made me do** my homework.      **Do they make you study** at the weekend?  
**Note:** When we use *made* in the passive, we add *to* + bare infinitive.  
The children **were made to clean up** after the party.
- let* = *allow*  
My sister **let me borrow** her jacket.      **Do you let your dog sleep** in your room?

## Special Structures

FORM	EXAMPLES
so + adjective / adverb so + adjective / adverb + that	The film was <b>so exciting</b> ! How did you get here <b>so quickly</b> ? The cake was <b>so tasty that</b> I ate three slices.
such + noun such + adjective + noun such + adjective + noun + that	The news was <b>such a shock</b> ! Our neighbours are <b>such nice people</b> . It was <b>such a tasty cake that</b> I ate three slices.
enough + noun adjective / adverb + enough adjective / adverb + enough + to + bare infinitive	She doesn't have <b>enough money</b> . He tried to reach the shelf, but he wasn't <b>tall enough</b> . He plays <b>well enough to be</b> in the team.
too + adjective / adverb too + adjective / adverb + to + bare infinitive	These jeans are <b>too big</b> for me. He talks <b>too quickly</b> . He is <b>too young to drive</b> .
despite / in spite of + noun / verb-ing	We went on a picnic <b>despite / in spite of the cold weather</b> . <b>In spite of having / Despite having</b> a driving licence, he is unwilling to drive.
although / even though / though + subject + verb	<b>Although he has</b> a driving licence, he is unwilling to drive.
what + noun phrase	He knew <b>what a difficult job</b> it was.
how + adjective / adverb	He knew <b>how difficult</b> the job was.
it's time + to + bare infinitive it's (high / about) time + subject + Past Simple	<b>It's time to leave</b> . <b>It's time</b> for us <b>to leave</b> . <b>It's time he stopped</b> behaving so rudely.
had better (+ not) + bare infinitive	You'd <b>better walk</b> carefully. <b>Hadn't</b> you <b>better ask</b> your parents' permission? He'd <b>better not touch</b> my books.
would rather + bare infinitive (+ than + bare infinitive) would rather + subject + Past Simple	He <b>would rather</b> leave now. She'd <b>rather see</b> a film <b>than go</b> to a play. <b>The doctor would rather I stayed</b> in bed. <b>Mum would rather we didn't eat</b> sweets.
prefer + noun / gerund + to + noun / gerund	I <b>prefer tea to coffee</b> . He <b>prefers jogging to running</b> .
prefer (+ not) + to + bare infinitive	We <b>prefer to live</b> in a flat rather than a house. She <b>prefers not to talk</b> about it.
I insist on + gerund I insist (that) + subject + (should) bare infinitive I recommend + gerund I recommend / suggest (that) + subject + (should) + bare infinitive	I <b>insist on leaving</b> now. We <b>insist that</b> she <b>stay</b> with us. I <b>recommend having</b> lunch at the new fish restaurant. I <b>recommend that he (should) send</b> in the form today.