

GRAMMAR ITEMS

Done By

ASMA ALENAZI

GRAMMAR ITEM

Simple present with BE/HAVE (affirmative, negative, question)

Simple present statements with regular verbs (affirmative negative, question)

Simple past with regular and irregular verbs (affirmative, negative, question)

Should/shouldn't

It's + adjective + infinitive

Suffixes- ful and ing (wonderful, exciting, etc.)

Be going to (affirmative, negative, question)

Simple present for informal narratives

Gerunds as subjects and objects

Word forms: nouns and verbs

Verbs + infinitives (like, want and need)

Word roots: lone, fac, migra, nat, pop

Writing compound sentences with but and so

Nouns modifying nouns (e.g. classroom time, work experience, etc.)

Sentences with because

Parts of speech: noun, verb, adjective, adverb

Sentences with when

The prefix un-

Prepositions of location: in, an, on

Word forms (noun, verbs, adjectives, etc.)

Simple Present / Simple Present Statements with Regular Verbs / Simple Present Statements with Be / Simple Present Statements with Have

Grammar Part 1 Simple present

- Use the simple present to talk about facts or general truths.
Gradberry **helps** people find jobs. I **enjoy** working with people.

Simple present statements with regular verbs

Affirmative	Negative
I / You like working on a team.	I / You do not like this job.
He / She / It wants to change careers.	He / She / It does not want to be a manager.
We / You / They sell computers.	We / You / They do not sell advertising.

- Use the simple present to describe habits and routines.
We **take** the train to the office. I **do not work** on Fridays.

Simple present statements with *be*

Affirmative	Negative
I am friendly.	I am not a server.
You are organized.	You are not organized.
He / She / It is on time.	He / She / It is not on time.
We / You / They are college students.	We / You / They are not employees.

- Use the simple present to describe states and feelings.
You **are** very friendly. I **want** a career as a Web designer.

Simple present statements with *have*

Affirmative	Negative
I / You have a college degree.	I / You do not have a résumé.
He / She / It has a few questions.	He / She / It does not have the application.
We / You / They have 600 employees.	We / You / They do not have an office in Jeddah.

<https://quizlet.com/349134381/present-simple-regular-verbs-flash-cards/>
<https://quizlet.com/403448897/simple-present-with-the-verb-to-be-flash-cards/>
<https://quizlet.com/423889847/have-simple-present-vocabulary-flash-cards/>

Simple Past

Grammar Part 2 Simple past

Use the **simple past** to talk about actions that happened in the past.

Regular verbs

- To form the simple past, add **-ed** to the base form of the verb.

[I **worked** at a clothing store last summer. I **helped** customers.

- For verbs ending in *e*, add **-d**.

[I **served** dinner at a busy restaurant. I also **prepared** takeout orders.

- For verbs ending in *y*, drop the *y* and add **-ied**.

[Thamer **applied** for a position as a Web designer. He **studied** Web design in college.

Irregular verbs

The verb *be* is irregular in the simple past. It has two forms: **was** and **were**.

[My internship **was** a good experience. The people I worked with **were** great.

Here are some other verbs with irregular simple past forms.

say	said	have	had	come	came
make	made	know	knew	see	saw
go	went	take	took	get	got
do	did				

Negative statements

- To form a negative statement, use **didn't** + the base form of the verb.

[I **didn't graduate** from high school last year. It was two years ago.

A. Complete each sentence with the simple past form of the verb.

Mark: Well, let's get started. Please sit down, Tom. . . . OK. Can you tell me a little about yourself?

Tom: Sure. I _____
1. (come) to New York a few months ago from Chicago. I _____
2. (go) to Chicago School of Design.

Mark: Yes, I _____
3. (see) that on your résumé. Yes, here it is. You _____
4. (graduate) last May. What did you study there?

Tom: I'm sorry. I didn't catch that. Could you say that again, please?

Mark: Sure. What _____
5. (be) your major in college?

Tom: Well, I _____
6. (get) my degree in design. I _____
7. (take) a lot of computer classes, too. I _____
8. (want) to use my design and computer skills. That's why I want a career in Web design.

GRAMMAR

PART 2

Activity A, p. 17

1. came
2. went
3. saw
4. graduated
5. was
6. got
7. took
8. wanted

Pronunciation

Simple past -ed

The simple past of a regular verb ends in -ed. The pronunciation of this final sound depends on the sound at the end of the base verb. There are three possible sounds.

- The **-ed** = /d/ when the sound is **voiced** (with sound). This includes all vowel sounds, and the consonants /b/, /g/, /dʒ/ (judged), /l/, /m/, /n/, /r/, /v/, and /z/.
- The **-ed** = /t/ when the sound is **unvoiced** (without sound), including /f/, /k/, /p/, /s/, /ʃ/ (wish), and /tʃ/ (watch).
- The **-ed** = /əd/ when the final sound is either the voiced sound /d/ or the unvoiced sound /t/.



Read and listen to the examples in the chart.

If the verb ends in ...	Base verb	Simple past
• a voiced sound, pronounce the past with /d/.	enjoy study learn	enjoyed studied learned
• an unvoiced sound, pronounce the past with /t/.	laugh work help wash	laughed worked helped washed
• a /t/ or /d/, pronounce the past with /əd/.	graduate end	graduated ended

<https://create.kahoot.it/details/past-simple/060d9593-b6c8-45ef-806a-660a1a40e573>

Should and Shouldn't

Grammar

Part 1 Should and shouldn't

To form a sentence, use a **subject** + **should/shouldn't** + **the base form of a verb**.

- I
- You
- He / She **should** learn customs of other countries.
- We **shouldn't** make too many cultural mistakes.
- You
- They

Note: *Shouldn't* is the contraction of *should* + *not*.

Use *should* to say that it is good to do something.

- ☐ In Japan, you **should** take a business card with two hands.

When something is **not** good to do, we use *shouldn't*.

- ☐ You **shouldn't** give six or eight flowers in Russia.

<https://quizlet.com/de/367323032/should-or-shouldnt-flash-cards/>

It's + Adjective + Infinitive

Grammar Part 2 It's + adjective + infinitive

You can make statements with **it's** + (**not**) **adjective** + **infinitive** to talk about behavior and customs. The infinitive is **to** + the base form of a verb.

- It's **polite to say** "thank you."
- It's **rude to show** the bottom of your feet.
- It's **common to wear** a white wedding dress.
- It's **not common to wear** a green wedding dress.
- It's **OK to use** your first name.
- It's **not OK to use** your short name.

Note: *It's* is the contraction of *it* + *is*.

<https://quizlet.com/ec/379128493/adjective-infinitive-flash-cards/>

Suffixes: -ful and -ing

Vocabulary Skill Suffixes -ful and -ing

Suffixes are letters or groups of letters at the end of a word. Suffixes can change the tense (*-ed*, *-ing*), the number (*-s*, *-es*), or the part of speech of a word. Learning different suffixes is a good way to build your vocabulary.

- The suffix **-ful** changes a noun to an adjective.

beauty → **beautiful** The Burj Al Arab is a **beautiful** building.
wonder → **wonderful** The restaurants in Dubai are **wonderful**.

- The suffix **-ing** can change a verb to an adjective.

excite → **exciting** Tokyo is an **exciting** place. There are many fun things to do.
interest → **interesting** Our visit to Machu Picchu was very **interesting**.

<https://quizlet.com/367002550/suffixes-ful-and-ing-flash-cards/>

A. Read the sentences. Write the adjective form of each word in parentheses.

1. If you go to Peru, you should visit Machu Picchu. The old stone buildings are _____ (amaze).
2. Until about 1920, the Galapagos Islands were very _____ (peace). Only animals lived there, no people.
3. Sometimes tourists can be _____ (help) to the place they visit. They create jobs for local people.
4. We visited Venice, Italy during our last vacation. It is a very _____ (charm) city.
5. I don't want to just go to the beach for my vacation. I want to do something _____ (meaning), like volunteer work.
6. The Great Wall of China is in danger because of the _____ (rise) number of tourists.
7. Did you enjoy your volunteer tour? I want to take one next year. I heard it's a very _____ (interest) experience.
8. Many areas of the Great Wall of China are now closed to visitors. It's very fragile, so you have to be _____ (care).

VOCABULARY SKILL

Activity A, p. 55

1. amazing
2. peaceful
3. helpful
4. charming
5. meaningful
6. rising
7. interesting
8. careful

Be Going To / Be Going to Statements / Be Going to Questions

Grammar *Be going to*

Be going to statements

We use ***be going to*** + the **base form of a verb** to talk about the future, usually about our future plans.

- [Tomorrow we're **going to visit** Petra.
- [I'm **going to take** a volunteer tour this summer.

- To form the future with *be going to*, use *am*, *is*, or *are* + *going to* + the base form of the verb.

- [She **is going to study** Spanish for two weeks.
- [They **are going to repair** a school in Peru.

- To make a negative statement, use *not* before *going to*.

- [I **am not going to stay** in a hotel.
- [We **are not going to go** shopping today.

- In speaking and informal writing, we often use contractions.

- [John's **going to fly** to the Galapagos Islands in the morning.
- [The museum **isn't going to be** open tomorrow.

Be going to questions

- Form *yes/no* questions by changing the order of the subject and *be*.

- [**They are going to** volunteer in Peru.
- [**Are they going to** volunteer in Peru?

- Form information questions by adding the *wh-* word and changing the order of the subject and *be*.

- [**Where are they going to** volunteer?

A. Read the email about a tree-planting tour in Nepal. Complete the sentences with the correct form of *be going to* and the verbs in parentheses. Use contractions.

To:

From:

Subject:

Hi Ken,

I'm writing to tell you about my exciting summer plans. I'm going to join a
1. (join)
 volunteer tour to Nepal! Here are some of the things we do.
2. (do)


On the first day we take a bus to Gorkha, the old capital of
3. (take)
 Nepal. It is a long trip—five hours! I hope it doesn't rain.
4. (be)

The tour website says that on a clear day, you can see Mount Everest from
 the bus window! We spend three days hiking and camping in
5. (spend)
 the Himalayas. Our guide teaches us about the mountain plants
6. (teach)
 and animals. Then our group stops in a small town and help
7. (stop)
 the local people plant trees. I think that is the most
8. (be)
 enjoyable part of the trip. Well, I have to go.

I write a blog, so you can
9. (write)
 read all about the trip!

Take care,

Jon



GRAMMAR

Activity A, p. 58

1. I'm going to join
2. 're going to do
3. 're going to take
4. 's going to be
5. 're going to spend
6. 's going to teach
7. 's going to stop
8. 's going to be
9. 'm going to write

<https://quizlet.com/279211629/be-going-to-flash-cards/>
<https://quizlet.com/ru/353143117/be-going-flash-cards/>

Simple Present for Informal Narratives

Grammar Simple present for informal narratives

When you tell a short, informal narrative, like a story or a joke, you can use the simple present even if the story happened in the past.


A man **walks** into a shop and **sees** a little rabbit. He **asks** the shopkeeper, "Does your rabbit bite?"

The shopkeeper **says**, "No, my rabbit doesn't bite."

The man **touches** the rabbit, and the rabbit **bites** him.

"Ouch!" he **says**. "You said your rabbit doesn't bite!"

The shopkeeper **replies**, "That isn't my rabbit!"

-  **A. Complete these jokes with the simple present form of the verbs in the box. Then listen and check your answers.**

1.

bring	go	order	reply	say
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A man and a woman _____¹ to a restaurant for lunch. The woman _____² a bowl of soup. A few minutes later, the waiter _____³ the soup to the table. The man _____⁴, "Excuse me. Your finger is in my wife's soup." The waiter _____⁵, "Oh, that's OK. It isn't too hot."

GRAMMAR

Activity A, pp. 78–79

1. 1 go
2 orders
3 brings
4 says
5 replies

<https://quizlet.com/ca/237447970/simple-present-information-questions-flash-cards/>

Gerunds as Subjects and Objects

Grammar

Gerunds as subjects or objects

A **gerund** is an *-ing* form of a verb that can take the place of a noun or pronoun. Because gerunds end in *-ing*, they may look like verbs, but they are not verbs. A gerund acts as a noun.

- Gerunds are often the **subject** of a sentence. Several verbs that express actions or states are commonly gerunds.

[**Joining** a sports team is a good way to make friends.
Being part of a team can teach us important skills.

- Gerunds can also be the **object** (a noun or noun phrase that follows a verb) of a sentence. Many common verbs are followed by gerunds, such as *avoid*, *discuss*, *dislike*, *enjoy*, *hate*, *like*, *love*, and *prefer*.

[I like **playing** soccer with my friends.
My sister enjoys **swimming** in the summer.
Do you prefer **exercising** in a gym?
I hate **running** long distances.

<https://quizlet.com/243174654/gerunds-as-subjects-and-objects-flash-cards/>

Word Forms: Nouns and Verbs

Vocabulary Skill Word forms

Some words are both **nouns** and **verbs**. They look the same, but they work differently in a sentence. A noun refers to a person, place, object, or idea. A verb refers to an action. Learning to use the same word in different forms helps build your vocabulary.

These words from Reading 1 and Reading 2 can be nouns or verbs.

Word	Noun	Verb
match	This job is a match for you.	My skills and interests match my career.
pay	I like my job, but the pay isn't very good.	They pay you every month.
plan	His plan is to go on vacation next month.	I plan activities for people in my office.
result	The result of his hard work is a good website.	Hard work results in success.
travel	I enjoy travel .	I travel a lot for my job.
work	There are many different kinds of work .	I work in a large hospital in the city.

<https://quizlet.com/316581237/form-words-verbs-and-nouns-flash-cards/>

Verbs + Infinitives (Like, Want, Need) / Noun Phrases + Infinitives

Grammar Verbs + infinitives (*like, want, and need*)

Like, want, and need are common verbs. A noun or noun phrase or an infinitive form of a verb (*to* + the base form of the verb) often follows *like*, *want*, or *need*.

Noun Phrase	Infinitive
I like my career .	I like to help people.
I want a career .	I want to be a doctor.
I need a good job .	I need to work .

A. Underline the noun phrases and circle the infinitives after the verbs *like, want, and need*.

1. I want to be a chef in a restaurant. I like to work with people. I like good food. I am creative.
2. I want to be an accountant. I like to solve problems in math. I like to work with details. I need good pay.
3. I want to be a truck driver. I like big trucks. I like to work alone. I want to see the country. I need to move around.
4. I want to be an office worker. I like regular hours. I like people. I need a job in an office.

B. Complete each sentence with your own ideas about jobs. Use a noun or a noun phrase and/or an infinitive with each verb.

1. I like _____.
2. I like _____.
3. I don't like _____.
4. I don't like _____.
5. I want _____.
6. I don't want _____.
7. I need _____.
8. I don't need _____.

GRAMMAR

Activity A, p. 18

1. Underline: good food
Circle: to be, to work
2. Underline: good pay
Circle: to be, to solve, to work
3. Underline: big trucks
Circle: to be, to work, to see, to move
4. Underline: regular hours, people, a job
Circle: to be

Activity B, p. 18

Answers will vary. Possible answers:

1. I like to work on sunny days.
2. I like to see hard-working people.
3. I don't like to work for mean bosses.
4. I don't like to work for little money.
5. I want a better job.
6. I don't want to visit my boss's big house.
7. I need more hours at work.
8. I don't need to help my hard-working boss much.

Word Roots: Lone, Fac, Migra, Nat, Pop

Vocabulary Skill

Word roots

The **root** of a word is the part of a word with the basic meaning.

☐ **lone** **alone** **lonely** **loneliness**

The root is *lone*, which means “without another person.” The meaning of each of the words relates to this basic meaning. Learning roots can increase your vocabulary and help you guess the meaning of a new word in a text.

A. These words from the unit have word roots (in bold). Match each word root with its definition.

factory **immigrate** **international** **population**

	Word Roots	Definitions
___ 1.	nat	a. people
___ 2.	pop	b. to do or make
___ 3.	fac	c. to be born or come from
___ 4.	migra	d. to move

B. Here are more words with the same roots. Match each word with its definition.

	Words	Definitions
___ 1.	emigrate	a. belonging to a place from birth
___ 2.	native	b. to fill an area with people
___ 3.	populate	c. to make things using machines
___ 4.	manufacture	d. to leave your country for another country

VOCABULARY SKILL

Activity A, p. 33

1. c
2. a
3. b
4. d

Activity B, p. 33

1. d
2. a
3. b
4. c

Writing Compound Sentences with *but* and *so*

Writing Skill

Writing compound sentences with *but* and *so*

You can connect two simple sentences with *but* to give opposite or different information. Use a comma before *but*.

She is happy, but she misses home.

She likes the English language, but she doesn't like English weather.

You can connect two simple sentences with *so* when the second sentence is a result of the first sentence. Use a comma before *so*.

There were no jobs in his country, so he immigrated to the United States.

He doesn't speak English well, so he goes to English classes.

<https://quizlet.com/324967847/compound-sentences-with-and-but-or-and-so-flash-cards/>

Modifying Nouns

Vocabulary Skill Modifying nouns

We often put two nouns together to form a **modifying noun**. The first noun describes the second noun. It acts like an adjective.

- classroom time = time in a classroom
- family needs = needs of a family
- summer vacation = vacation during the summer

Knowing how to use modifying nouns correctly increases your vocabulary and helps you sound more natural.

When a noun acts like an adjective, it cannot be plural.

- ✓ classroom time
- ✗ classrooms time
- ✓ family needs
- ✗ families needs

A. Change each phrase into a modifying noun.

1. experiences in life = life experiences
2. experience in work = _____
3. time for relaxation = _____
4. time for work = _____
5. stress in a job = _____
6. stress in families = _____
7. vacation in the summer = _____
8. policy for vacations = _____
9. year of school = _____
10. schedule for work = _____
11. president of a company = _____
12. email from work = _____

VOCABULARY SKILL

Activity A, p. 55

1. life experiences
2. work experience
3. relaxation time
4. work time
5. job stress
6. family stress
7. summer vacation
8. vacation policy
9. school year
10. work schedule
11. company president
12. work email

B. Order the words and phrases. Write a question.

1. your / How long / year / is / school

How long is your school year?

2. do you / vacation / How many / get / days of

_____?

3. your / What / vacation / do you / on / summer / do

_____?

4. your / What are / vacation / this year / plans

_____?

5. How often / from home / your / do you / check / email / work

_____?

6. What / vacation / your / is / policy / employer's

_____?

7. your / What time / you / do / take / break / lunch

_____?

8. favorite / your / is / spot / What / vacation

_____?

Activity B, p. 56

1. How long is your school year?
2. How many days of vacation do you get?
3. What do you do on your summer vacation?
4. What are your vacation plans this year?
5. How often do you check your work email from home?
6. What is your employer's vacation policy?
7. What time do you take your lunch break?
8. What is your favorite vacation spot?

Sentences with Because

Grammar Sentences with *because*

You can combine two sentences with *because*. *Because* introduces the reason for a situation or state.

[Bob is a doctor. (reason) → He cannot take long vacations. (situation)
Bob cannot take long vacations **because** he is a doctor.
Because Bob is a doctor, he cannot take long vacations.

[I worked many hours yesterday. (reason) → I am tired. (state)
I am tired **because** I worked many hours yesterday.
Because I worked many hours yesterday, I am tired.

- There is no comma when *because* is in the middle of the sentence. There is a comma when the sentence begins with *because*.
- When the subject in both parts of the sentence is the same, use a pronoun in the second part of the sentence.

[✓ **Lucy** is tired because **she** worked many hours yesterday.
✗ **Lucy** is tired because **Lucy** worked many hours yesterday.

<https://quizlet.com/246552064/complex-sentences-with-because-and-since-flash-cards/>

Parts Of Speech: Noun, Verb, Adjective, Adverb

Vocabulary Skill Parts of speech

When you see a word you don't know in a text, it helps to **identify the part of speech** of the word. Nouns, verbs, adjectives, and adverbs are examples of parts of speech. Knowing the part of speech helps you better understand the meaning and use of the word. If you aren't sure, you can find the part of speech for the vocabulary words in this book on the last page of each unit (in *Track Your Success*). You can also find the part of speech in a dictionary.

[noun (*n.*) a person, place, object, or idea *Ali tells funny jokes at dinner.*
verb (*v.*) an action *Ali tells funny jokes at dinner.*
adjective (*adj.*) describes a noun *Ali tells funny jokes at dinner.*
adverb (*adv.*) describes an action *We all laugh loudly at his jokes.*

When you know the part of speech, you can use the word correctly in a sentence.

[✓ *She laughs at my jokes.*
✗ *She laughter at my jokes.*

<https://quizlet.com/238237658/parts-of-speech-noun-verb-adverb-adjective-flash-cards/>

Sentences With When

Grammar Sentences with *when*

You can combine two sentences with *when*.

- There is a comma if the sentence begins with *when*. There is no comma if *when* is in the middle of the sentence.
- When the subject in both sentences is the same, use a pronoun in the second part of the sentence.

They are nervous. → They laugh.	Khalid laughs. → He feels less stress.
When they are nervous, they laugh.	When Khalid laughs, he feels less stress.
They laugh when they are nervous.	Khalid feels less stress when he laughs.

The Prefix Un-

Vocabulary Skill The prefix *un-*

A **prefix** is a letter or group of letters at the beginning of a word. A prefix changes the meaning of a word. You can build your vocabulary by using prefixes.

The prefix *un-* means “not.” It gives an adjective the opposite meaning.

☐ familiar → **un**familiar (not familiar)

Only some adjectives can use the prefix *un-*.

✓ unlucky
✗ unfast

If you are unsure, check a dictionary before adding *un-* to an adjective.

A. Only some of these words can use *un-*. Look in the dictionary and find the words that use *un-*. Write the word with its prefix on the line. Write *not* + word for the other words.

- | | |
|-------------------------------|-------------------------|
| 1. bored <u>not bored</u> | 6. natural _____ |
| 2. friendly <u>unfriendly</u> | 7. quiet _____ |
| 3. happy _____ | 8. popular _____ |
| 4. important _____ | 9. similar _____ |
| 5. exciting _____ | 10. familiar _____ |

VOCABULARY SKILL

Activity A, p. 98

1. not bored
2. unfriendly
3. unhappy
4. unimportant
5. unexciting
6. unnatural
7. not quiet
8. unpopular
9. not similar
10. unfamiliar

<https://quizlet.com/290954658/prefix-un-flash-cards/>

Prepositions Of Location: In, At, On

Grammar

Prepositions of location

The prepositions *on*, *in*, and *at* are **prepositions of location**. They describe where something or someone is.

- Use *in* with large areas such as continents and countries.

☐ **in** Europe **in** China **in** Australia

- Use *in* with the meaning of “inside.”

☐ **in** a store **in** a box **in** a car

- Use *at* with these places.

☐ **at** work **at** home **at** school

- Use *at* when talking about activities at places or businesses with names.

☐ We went to a game **at** the new stadium.
☐ Let's play tennis **at** the Royal Racket Club.

- Use *on* with roads.

☐ **on** the street **on** the highway **on** Main Street

- Use *on* with most large forms of transportation.

☐ **on** a plane **on** a ship **on** a train **on** a bus

A. Complete each sentence with the preposition *in*, *at*, or *on*.

1. Most people don't listen to live sports while they're _____ work.
2. He plays soccer with his friends at the park _____ Rose Street.
3. Many children play sports _____ school during their break time.
4. A lot of people play soccer _____ the street.
5. Jeff is taking a two-week vacation _____ Dubai.
6. Coming home from work, my father listens to soccer _____ the car.
7. I watch sports on TV all the time _____ home.
8. We went to a soccer match _____ the King Abdullah International Stadium.

GRAMMAR

Activity A, p. 104

1. at
2. on
3. at
4. on
5. in
6. in
7. at
8. at

<https://quizlet.com/367772691/prepositions-of-location-at-in-on-aboard-flash-cards/>