

Adverb

Adjective

A Very Simple Grammar of English

Noun

Preposition

Celia Blissett

Katherine Hallgarten



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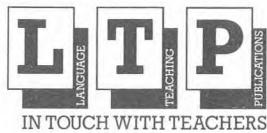
A Very Simple Grammar of English

Celia Blissett

Katherine Hallgarten

with additional notes by Michael Lewis

Language Teaching Publications



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ISBN 0 906717 43 4

© Celia Blissett, Katherine Hallgarten
Language Teaching Publications 1985
35 Church Road. Hove BN3 2BE England

Acknowledgements

We are grateful to Denise Chamberlain for her careful typing of a complicated manuscript.

Cover design by CDA Creative Services

Typeset in 10pt ITC Garamond.

Printed in England by Commercial Colour Press, London E7.

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Map of this book

We live in Grange Road but we're looking for a new flat.

He rang while I was watching the News.

I've been trying to ring her but now I've written to her.

the future, p27

I'm going to write tomorrow.
I'll write tomorrow.
We leave at six tomorrow morning.
We're having lunch in Oxford.

Ask her if she needs any help

passive, p31

What happened then?
Who told you?
Where does she live?

What **can** we do about it?
p37

I **may** come – I'm not sure yet.
p39

I'll be there but I **won't** be staying long.
p41 p41

Shall I get a ticket for you?
p43

I really **must** be going now.
p36

Do you **have to** book in advance?
(have) to, p46

I've **got to** get to the bank this afternoon.
(have) got to, p48

I'm **not used to** such hot weather.
(be) used to, p50

I **used to** live in Oxford.
used to, p51

I **could** come tomorrow.
p38

Take an umbrella – it **might** rain.
p40

Would you like a cup of tea?
p42

They **should** be ready by Thursday.
p44

You **ought to** see the doctor.
p45

We'll **have to** get some milk.
'll have to, p47

They've **got** three children now.
(have) got, p49

Have you **got used to** your glasses yet?
(get) used to, p50

It's a lovely day, **isn't it.**
tags, p52

Map of this book

She's not **an** architect, she's **a** doctor.

We've got **some** milk but we haven't **any** sugar.

I drive my **new** car much more **carefully**!

My sister is **taller** than **yours**.

They cut taxes last year.

Which dress do you prefer – this **one** or the blue **one**?

The doctor **who** saw me was very helpful.
The place **that** I usually go to is open until **7** o'clock.

p78 p90 p78
It's difficult to do anything **because it's** so late.

p90
He isn't French **although** he has a French car.

p92
If you worked harder, you could pass!
If I see her I'll tell her.

p80
Is **there** a post office near here please?

p86 prepositions of time, p84
The chemist's **in** New Street is open **from** 8am **to** 10pm.

suffixes, p97 prefixes, p97
You need to **brighten** this room – why not **re-paint** it?

p100 p100
That's not his **parents'** car – that's **Jim's** own!

The forms of the verb

In this book these terms are used:

	First Form (Infinitive)	Second Form (Past Simple)	Third Form (Past Participle)
Regular verb	ask	asked	asked
Irregular verb	give	gave	given

FIRST FORM	ask give	Infinitive Imperative Present Simple	I'd like to ask him to the party. Ask! Somebody might know. Children ask a lot of questions.
SECOND FORM	asked gave	Past Simple	I asked a policeman where it was.
THIRD FORM	asked given	Present Perfect Past Perfect Passive	I've asked John to bring his car. Somebody had already asked her. I've been asked to help on Saturday.
THE -S FORM	asks gives	Present Simple with <i>he, she, it</i>	Maria is at the age when she asks a lot of questions.
THE -ING FORM	asking giving	Verbal noun Continuous forms	Asking too many questions annoys people. Who are you asking to the party?

We'd like everyone to **give** something.
Give her some flowers – she'll like that.
Most people **give** presents at Christmas.

My parents **gave** it to him.

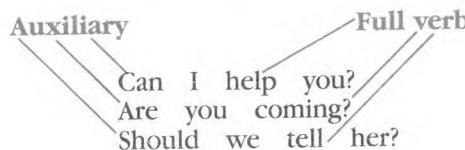
Have you **given** your name to the Secretary?
They asked us but we'd already **given** something.
I've **been given** a free ticket.

He **gives** a lot of time to other people.

Giving is better than taking.
What **are** you **giving** her for her birthday?

Full verbs and auxiliaries

English has two kinds of verbs: **full verbs** and **auxiliaries**:



Full verbs

- tell you ‘what happened’ or ‘what the situation is’
- usually have four forms: **walk walks walked walking**
- an irregular verb can have five: **go goes went gone going**

Most verbs are full verbs; sometimes they are called ‘ordinary verbs’, or ‘main’ verbs.
The patterns for main verbs are on pages 16 to 31.

Auxiliaries

There are only a few auxiliaries.

Modals: **can could may might will would shall should must ought to**
The modals add extra meaning. They are on pages 36 to 45.

Auxiliaries used to make structures

(be)	am	is	are	was	were	been	being	•
(have)	has	have	had	having				
(do)	do	does	did	done	doing			

(be) always behaves like an auxiliary. Its patterns are on page 34.

(have) is sometimes an auxiliary and sometimes a main verb. The main verb patterns are on pages 32, 33.

(be) present continuous, page 17

past continuous, page 19

passive, page 31

+ *going to*, page 27

They're **looking** for a new flat.

He's **taking** his driving test tomorrow.

Was he **watching** us?

Who **were** they **waiting** for?

They **are** **made** of pure silk.

It **was** **built** in 1937.

I think it's **going to** rain.

Were you **going to** tell him?

(have) present perfect, page 24

past perfect, page 25

(have) got, page 49

He's **lost** his glasses.

I've never **eaten** passion fruit before.

We **hadn't taken** a map, so we got lost.

Have you **got** tickets?

I **hadn't got** my passport with me.

(do) negative of a full verb

- present
- past

I **don't understand**.

We **didn't bring** the car after all.

questions with a full verb – present
– past

Do you **eat** meat?

Did they **come** by plane?

emphasis with a full verb – present
– past

I **do like** your hair.

We **did enjoy** ourselves.

instead of repeating a full verb

I like my coffee strong.

▷ So **do** I.

Jayne went but Joyce **didn't**.

Auxiliaries

These words, called the modal auxiliaries, are used *only* as auxiliaries:

can	I can't tell you – it's a secret.
could	Nobody could tell me your phone number.
may	It may rain later.
might	We might go to Spain for our holidays this year.
will	When will we get to London?
would	What would you like for your birthday?
shall	Shall I put the light on?
should	I think we should buy her a small present.
must	I must be going soon.

Important structures using auxiliaries:

1. Making negatives:

Add **n't** at the end of the first auxiliary; if there is no auxiliary use (**do**).

He **could** drive.

He **couldn't** drive.

He **drives**.

He **doesn't** drive.

2. Making questions:

Change the order of the subject and the first auxiliary; if there is no auxiliary use (**do**).

We **should** try to ring her.

Should we **try** to ring her?

He **drives**.

Does he **drive**?

3. Making a tag:

Use the first auxiliary; if there is no auxiliary use (**do**).

It's a lovely day.

It's a lovely day, **isn't** it.

He **drives**.

He **drives**, **doesn't** he?

4. Making a short answer:

Use the first auxiliary; if there is no auxiliary use (**do**).

- | | | |
|---------------------------|-------------------------|-------------------------|
| Have you heard from Paul? | ▷ Yes I have . | ▷ No I haven't . |
| Will Jill be there? | ▷ Yes she will . | ▷ No she won't . |
| Do you know where it is? | ▷ Yes I do . | ▷ No I don't . |

5. Making an interested response:

Use the first auxiliary in the answer; if there is no 'auxiliary use (**do**)'.

- | | |
|----------------------------|------------------------|
| I've been there before. | ▷ Oh, have you? |
| He was looking for you. | ▷ Oh, was he? |
| She drives an old Fiat. | ▷ Oh, does she? |
| We caught the early train. | ▷ Oh, did you? |

6. Emphasis, to show special emotion:

Stress the first auxiliary; if there is no auxiliary use (**do**).

- | | |
|--|--|
| I've been waiting 10 minutes. | I can come tomorrow. |
| → I have been waiting 10 minutes. | → I can come tomorrow. |
| I know the way. | I waited more than an hour. |
| → I do know the way. | → I did wait more than an hour. |

A general rule of spoken English:

Certain patterns are **always** used exactly the same way. If a pattern uses an auxiliary, and a sentence does not have an auxiliary: use part of (**do**) – *do, does, did* – and follow the same pattern. Some books call (**do**) the "dummy auxiliary".

Short and full forms

Short forms

Normal speech (*I'm sorry*)

Informal writing (letters to friends)

The verb (be)

I'm

you're

he's

I'm not

you're not/

he isn't

you aren't

Full forms

Stress in speech (*I am sorry*)

At the end of a sentence. (*Yes, I am.*)

In questions. (*Are you going?*)

Most writing.

I am

I am not

you are

you are not

he is

he is not

The verb (have)

we've

she's

they'd

we haven't

he hadn't

she hasn't

we have

we have not

she has

he had not

they had

she has not

The verb (do)

she doesn't

they don't

we didn't

she does not

they do not

we did not

Will

I'll

I won't

I will

I will not

Would

they'd

they wouldn't

they would

they would not

The short forms:

's can be **is** or **has** It's raining.
He's remembered.

She's waiting.
Jack's taken it.

'd can be **had** or **would** He'd already gone.
I'd like to go.

Who'd you told?
They'd never believe you.

In normal speech the short, unstressed, forms are used.

The stressed form adds *extra* meaning.

I'm sorry.

Normal

I **am** sorry.

Stronger, more serious apology

I've been waiting an hour.

Fact

I **have** been waiting an hour.

Slightly annoyed

She's left.

Fact

She **has** left.

Correcting what the other person says or thinks

That was nice.

Fact, a bit cool

That **was** nice.

Enthusiastic*

Present simple

I come from Jamaica.

I you we they	walk don't walk
he she it	walks doesn't walk

Question				Short Answer		
Do	I you we they	walk	Yes No	I you we they	don't. doesn't.	
Does	he she it			he she it	doesn't.	

I usually **get up** about seven.

Regular actions or events

Does Tony **drive** to work?

▷ No, he **cycles**.

The football season usually **starts** in August.

I **like** tea but I **don't like** milk in it! Facts

What **does** this **mean** please?

The River Danube **flows** through Vienna.

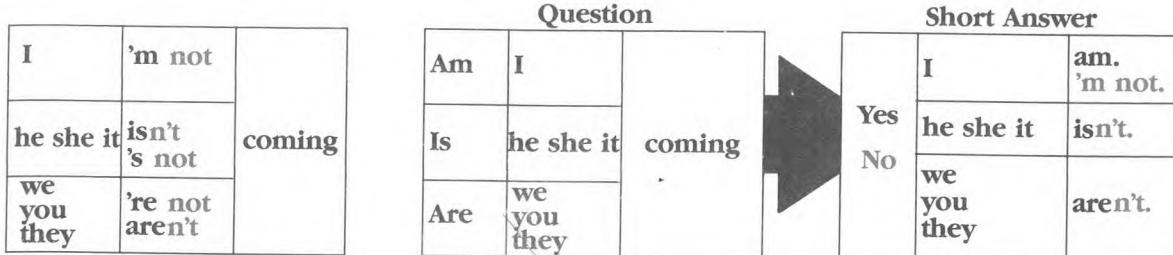
Next Monday **is** a national holiday. Facts known about the future

Classes **begin** next week.

I **don't want** to go out this evening. Thoughts and feelings at

I'm sorry I **don't understand**. the time of speaking

I **feel** sick.



're not is used more than aren't.

Look, Mary's **getting** into that car.

At the time of speaking

I'm **not looking forward** to the interview.

Excuse me, is anyone **sitting** here, please?

Who's Katy **talking** to?

They're **building** a block of flats over there.

True at the moment, but not always

We're **looking for** a new house.

Is your baby **sleeping** all night yet?

▷ No she **isn't**, not yet.

Karim's **working** on night shift next week.

Present plans for the future

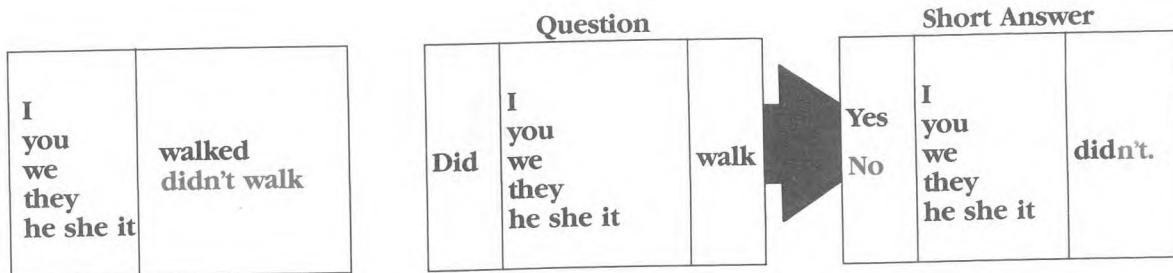
When **are** they **flying** to India?

Are you **coming** to the party on Saturday?

▷ No, I'm **not** as a matter of fact.

Past simple

I thought you liked spaghetti.



For important verbs with different forms in the past simple – see p20 to 23.

Stefan **wanted** to catch the early train but he **missed** it. Single actions, thoughts or feelings I **told** you it **started** at 7 o'clock. I **knew** it did.

finished before the time of speaking

Where **did** you **go** last night?
▷ We **went** to the pub for a drink.

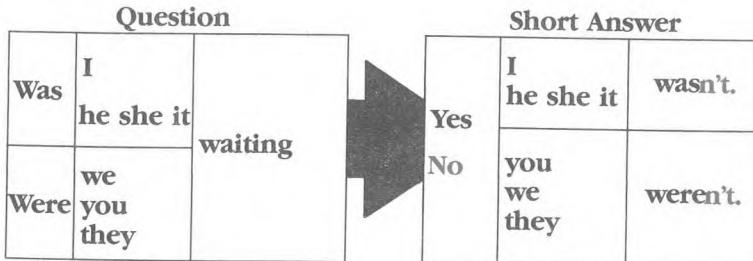
Did you **lock** the door?
▷ Yes, I **did**, don't worry.

They **told** me I **needed** to wear glasses.

Why **didn't** you **tell** him?
▷ He **said** he **knew** about it already.

Reporting what someone said (after verbs like *said, told, asked*)

I he she it	wasn't	waiting
you we they	weren't	



I **was watching** the News when you rang.

What **were you doing** when you heard the crash?
 ▷ I **was getting** dressed.

I **was just thinking** of ringing him when he walked in. Often the *longer* of two actions is in the past continuous and the *shorter* in the past simple.
 We got married while we **were living** in York.

Were they **waiting** when you got there?
 ▷ No, they **weren't**.

An event, finished before the moment of speaking, which went on for a period.

Irregular verbs

There are about 180 irregular verbs. Some are very unusual. Here are the most useful.

First form	Second form	Third form	First form	Second form	Third form
be	was, were	been	find	found	found
beat	beat	beaten	fly	flew	flown
become	became	become	forget	forgot	forgotten
begin	began	begun	forgive	forgave	forgiven
bend	bent	bent	freeze	froze	frozen
bite	bit	bitten			
blow	blew	blown	get	got	got
break	broke	broken	give	gave	given
bring	brought	brought	go	went	gone
build	built	built	grow	grew	grown
buy	bought	bought			
			have	had	had
			hear	heard	heard
catch	caught	caught	hide	hid	hidden
choose	chose	chosen	hit	hit	hit
come	came	come	hold	held	held
cost	cost	cost	hurt	hurt	hurt
cut	cut	cut			
			keep	kept	kept
do	did	done	know	knew	known
draw	drew	drawn			
drink	drank	drunk	lend	lent	lent
drive	drove	driven	leave	left	left
			let	let	let
eat	ate	eaten	light	lit	lit
			lose	lost	lost
fall	fell	fallen			
feed	fed	fed	make	made	made
feel	felt	felt	mean	meant	meant
fight	fought	fought	meet	met	met

First form	Second form	Third form	First form	Second form	Third form
pay	paid	paid	steal	stole	stolen
put	put	put	stick	stuck	stuck
ride	rode	ridden	take	took	taken
read	read	read	teach	taught	taught
ring	rang	rung	tear	tore	torn
run	ran	run	tell	told	told
say	said	said	think	thought	thought
see	saw	seen	throw	threw	thrown
sell	sold	sold	understand	understood	understood
send	sent	sent	wake	woke	woken
set	set	set	wear	wore	worn
shake	shook	shaken	win	won	won
shine	shone	shone	write	wrote	written
shoot	shot	shot			
show	Showed	shown			
shrink	shrank	shrunk			
shut	shut	shut			
sing	sang	sung			
sit	sat	sat			
sleep	slept	slept			
speak	spoke	spoken			
spend	spent	spent			
split	split	split			
spoil	spoilt	spoilt			
stand	stood	stood			
			burn	smell	learn
			dream	spell	spill

Some verbs have two spellings:

burnt or **burned**
smelt or **smelled**

The verbs are

Irregular verbs

Here the same verbs are in groups to make them easy to learn.

First form	Second form	Third form	First form	Second form	Third form
All forms the same					
cost	cost	cost	blow	blew	blown
cut	cut	cut	fly	flew	flown
hit	hit	hit	know	knew	known
hurt	hurt	hurt	throw	threw	thrown
let	let	let	grow	grew	grown
put	put	put	draw	drew	drawn
set	set	set			
shut	shut	shut	begin	began	begun
split	split	split	drink	drank	drunk
Similar sound groups					
beat	beat	beaten	ring	rang	rung
bite	bit	bitten	sing	sang	sung
eat	ate	eaten	shrink	shrank	shrunk
fall	fell	fallen			
forget	forgot	forgotten	freeze	froze	frozen
forgive	forgave	forgiven	speak	spoke	spoken
give	gave	given	steal	stole	stolen
hide	hid	hidden	break	broke	broken
shake	shook	shaken	wake	woke	woken
take	took	taken	choose	chose	chosen
tear	tore	torn	drive	drove	driven
wear	wore	worn	write	wrote	written
			ride	rode	ridden

First form	Second form	Third form	First form	Second form	Third form
Second and third forms the same					
bend	bent	bent	feed	fed	fed
build	built	built	find	found	found
feel	felt	felt	have	had	had
keep	kept	kept	hear	heard	heard
leave	left	left	hold	held	held
light	lit	lit	make	made	made
lend	lent	lent	pay	paid	paid
mean	meant	meant	read	read	read
meet	met	met	say	said	said
send	sent	sent	sell	sold	sold
shoot	shot	shot	stand	stood	stood
sleep	slept	slept	understand	understood	understood
spend	spent	spent	tell	told	told
spoil	spoilt	spoilt	stick	stuck	stuck
get	got	got	win	won	won
lose	lost	lost	shine	shone	shone
sit	sat	sat			

All forms different

bring	brought	brought	be	was/were	been
buy	bought	bought	become	became	become
fight	fought	fought	come	came	come
think	thought	thought	do	did	done
catch	caught	caught	go	went	gone
teach	taught	taught	run	rān	run
			see	saw	seen
			show	showed	shown

Present perfect

What have you done to your hair!

I you we they	(have) 've haven't	gone
he she it	(has) 's hasn't	

Question

Have	I you we they	gone
Has	he she it	

Short Answer

Yes	I you we they	haven't.
No	he she it	hasn't.

We **haven't seen** Tom for a long time.

The speaker is looking back from the present to the past.

Has Paula **taken** her driving test yet?
▷ No, she **hasn't**.

Have you ever **been** to the Tower of London?
▷ Yes, but I **haven't been** there for twenty years!

I've never **heard** that before.

I you we they	haven't	been waiting
he she it	hasn't	

Question

Have	I you we they	been waiting
Has	he she it	



Short Answer

Yes	I you we they	haven't.
No	he she it	hasn't.

Have you **been waiting** long?

How long **have you been learning** English?

I've **been thinking** of changing my job.

Carmen **hasn't been feeling** too well recently.

Why are you crying?

▷ I've **been chopping** onions.

You don't look surprised.

▷ I'm not. I've **been expecting** this to happen.

The speaker is looking back from the present to a period in the past. The period is continuing at the moment of speaking or has stopped.

Past perfect

John had already left when we arrived.

I you we they he she it	'd hadn't	given
-------------------------------------	--------------	-------

Question		
Had	I you we they he she it	given

Short Answer		
Yes No	I you we they he she it	hadn't.

I **hadn't met** him until the meeting last week.
He got the job because he'd **learned** to type.
I'd never **seen** snow until I came to England.
We'd **finished** by twelve o'clock.

The speaker is looking back from the past on the earlier past.

There is no special verb form to talk about the future in English.

We	're going to leave 'll leave 're leaving leave	at seven o'clock tomorrow morning.
----	---	------------------------------------

All these are correct. They give the same facts. The choice depends on the *reason* the speaker sees for the future event.

(be) going to

I	'm not	going to come
you	're not	
we	aren't	
they		
he she it	's not isn't	

Question

Am	I	going to come
Are	you	
	we	
	they	
Is	he she it	

I'm going to give up smoking.

Short Answer

Yes	I	am. 'm not.
No	you	aren't.
	we	
	they	
	he she it	isn't.

Oh dear, I'm going to sneeze.

Look at those clouds – it's going to rain.

She's going to change her job.

What are you going to do this evening?

▷ I'm going to watch the film on TV.

There is evidence (*a tickle, clouds*) now for the future event.

There is a long-term *decision* about the future.

The Future

'll

I won't be a moment, I'll just get my jacket.

I you we they he she it	'll won't	say
-------------------------------------	--------------	-----

Question

Will	I you we they he she it	say
------	-------------------------------------	-----

Short Answer

Yes	I you we they he she it	will.
No	I you we they he she it	won't.



On the fast train they'll arrive at 8 o'clock.

It looks as if it'll be a nice weekend.

There won't be a Christmas party this year.

I'm tired. I think I'll go to bed.

Will Maria be back soon?

▷ No, she won't be back today, but she'll be here all day tomorrow.

What will you do?

When will you get your results?

▷ I won't know before the end of August.

Something the speaker thinks is certain to happen.

The speaker's opinion, or decision or feeling formed at the moment of speaking.

Present continuous

What time **are** you **leaving** tomorrow?

▷ **We're getting** the 6.50 train.

I'm **working** late every evening next week.

They're **going** out this evening.

I'm playing tennis on Saturday.

The speaker *knows* because of something which has already happened, usually an arrangement with another person.

Present simple

My birthday **is** on a Wednesday this year.

Christmas Day **falls** on a Sunday this year.

Ramadan **ends** in two weeks time.

The Cup Final **is** on May 17th this year.

Events fixed by the calendar or an official timetable. A fact you can look up.

Imperative

Come in! Don't wait outside.

There is no special form of the verb for the imperative in English.

Mix the flour and the sugar.

Instructions

Take two tablets every four hours.

Take the second turning on the left.

Come in, make yourselves at home.

Invitations

Please **start, don't wait** for me.

Open your books, **turn** to page 5 and
look at the first picture.

Telling someone what to do
(instructions or orders)

Hurry up! It's twenty past seven.

Don't forget to post that letter!

Don't be late!

Push.

Signs and notices

Insert 2 × 50p.

Keep off the grass.

Note

To suggest doing something together use ~~'tis~~ **Let's**. **Let's** go now or we'll be late.
Let's take the car.

Two negatives are possible:

Let's not tell Jenny, she'll only worry.
Don't let's tell Jenny, she'll only worry.

It was built in 1937.

Passive

Present

I	'm not	asked
he she it	's isn't	
we you they	're aren't	

Past

I he she it	wasn't	asked
we you they	weren't	

Perfect

I you we they	haven't	been asked
he she it	hasn't	

Question

Am	I	asked
Is	he she it	
Are	we you they	

Question

Was	I he she it	asked
Were	we you they	

Question

Have	I you we they	been asked
Has	he she it	

The Short Answers are made in the usual way:

Were they made in India?

▷ Yes, they were.

Have you been offered the job?

▷ No, I haven't

The passive is usual if *who* did the action is not known, or is not as important as *what* happened. It is also used if "a general group" of people did the action.

These shoes **were made** in Brazil.

Football **is played** all over the world.

Have you **been invited** to the wedding?

Has Jill **been told** yet?

It **was opened** by the Queen last year.

The packet **was sent** more than a week ago.

Has it **been damaged**?

The verb (have)

have, has, had, having

Present

I you we they	've haven't
he she it	's hasn't

Question

Do	I you we they	have
Does	he she it	

Short Answer

Yes	I you we they	haven't.
No	he she it	hasn't.

Past

I you we they he she it	hadn't
-------------------------------------	--------

Question

Did	I you we they he she it	have
-----	-------------------------------------	------

Short Answer

Yes	I you we they he she it	hadn't.
-----	-------------------------------------	---------

(have) – full verb

When (have) is used as a full verb it makes questions and negatives like all other full verbs.

Did you **have** a good weekend? Pass time, experience

Have a good trip!

Are you **having** trouble with that?

What **do** you usually **have** for breakfast? Meals, food, drink

Do you **have** lunch at work?

What shall we **have** for dinner?

Have you **had** something to drink?

I'm going to **have** a shower. With *bath, shower*

(have) – auxiliary

When (have) is used as an auxiliary, use the patterns on pages 12 and 13.

Have you **brought** your bike with you? To make perfect verb forms, see p24, 25, 26.

What a surprise! I **hadn't expected** that!

Note

(have) is not normally used for possession, **have got** is usually used.

(have) to see page 46

(have) got to see page 48

(have) got see page 49

The verb (be)

am, is, are, was, were, been, being

Present

I	'm not
you we they	're not aren't
he she it	's isn't

Question

Am	I
Are	you we they
Is	he she it

Short Answer

Yes	I	am. 'm not.
	you we they	aren't.
	he she it	isn't.

Past

I he she it	wasn't
you we they	weren't

Question

Was	I he she it
Were	you we they

Short Answer

Yes	I he she it	wasn't.
	you we they	weren't.

John **is** four now.

Omar **was** a builder in Iran.

Are you **coming** with us?

He **was doing** 75 when the police stopped him.

Have you **been waiting** long?

The bridge **was opened** by the Queen last year.

My car **has been stolen**.

(be) as a full verb

(be) as an auxiliary to make continuous verb forms (see p17, 19, 25, 108/9)

(be) as an auxiliary to make passive verb forms (see p31)

Present

I you we they	don't	do
he she it	doesn't	

Question

Do	I you we they	do
Does	he she it	

Short Answer

Yes	I you we they	don't.
No	he she it	doesn't.

Past

I you we they he she it	didn't	do

Question

Did	I you we they he she it	do

Short Answer

Yes	I you we they he she it	didn't.
No		

(do) is used both as an auxiliary and as a full verb.
The full verb uses are marked in these examples.

Do you **do** your own cooking?

Who is going to **do** the washing?

Paul **did** his homework but Ann didn't **do** hers.

Did you **do** anything exciting at the weekend?

Did you **do** those letters?

▷ I'm afraid I haven't **done** them yet.

What do you **do**?

▷ I'm a nurse.

The most common use of (do) is as the 'dummy auxiliary' in English. It is used like the other auxiliaries to make questions, negatives, tags and other structures. See p12/13.

Modal auxiliaries

1. Modals are never about facts.
2. They are about the speaker's or listener's opinion *at the moment of speaking*.

David has long hair is about David. It is a fact.

David must get his hair cut is about David. It is also about the *speaker's opinion*.

Questions with a modal are about the *listener's opinion*:

What should I do? (= What do you think is the best thing to do?)

3. They can refer to past time or future time.

I **could ride** a bike when I was five. Past time

I **could come** tomorrow. Future time

You **must speak** French. (I know you took lessons). Past time

If you're going to live in France you **must speak** French. Future time
(You'll have to learn).

must

I **must** remember to post this letter.

The speaker's view of what is necessary

You **must** read this book – it's really good.

She **mustn't** go out until she's better.

When **must** we be there?

Asking for the listener's view
of what is necessary

Must you **make** so much noise?

I don't know her age but she **must** be over 60. Deduction, logically necessary

You **must** be tired after such a long journey.

This **must** be the right road.

Can always refers to different kinds of possibility.

Can you **come** round on Friday evening? Possibility
▷ I'm afraid I **can't** manage Friday.

Can you **tell** me the way to the Post Office, please?
▷ I'm sorry I **can't**. I'm a stranger here.

Can you **drive**?
▷ Yes, I **can**.

You **can't** park on a double yellow line.

Possibility decided by law or rules

Can I leave work early today please?

Can we bring the children with us?

Requests (*Is it possible for you to . . . ?*)

Can you pass the salt please?

Can you give me a hand with this please?

Offers (*Is it possible for me to . . . for you?*)

Can I get a ticket for you?

Can we give you a lift?

Deduction – logical possibility. Always with **can't** (negative)

You **can't** be hungry. You've just had a big lunch.

Anna **can't** have gone home. Her bag's still here.

could

Could, like *can*, is about possibility. *Could* is more *remote* than *can*; remote relationships (polite requests), remote in time, or more remote logical possibility.

Could I speak to Hilary, please?

Polite requests

Could I have six of those oranges, please?

Gerda **could** read when she was four.

Possibility in the past

Could you get a seat on the train?

▷ I'm afraid we **couldn't**. It was very crowded.

We **couldn't** find anywhere to park.

You **couldn't** change money without your passport.

Is that Carol over there?

▷ I'm not sure – it **could** be.

Do you think Paul **could** have gone home already?

You **could** have left it on the bus.

I'm sure you **couldn't** have left it on the bus.

Take a sweater. It **could** turn cold later.

In these examples *could* is similar in meaning to *might*. Logical possibility; something *might* be true.

You **may** have dropped it in the supermarket.

Likely, but not certain. (1)

I'd take a coat – it **may** turn cold later.

I **may** not have time to phone you this evening.

Do you think it was John we saw earlier?

▷ It **may** have been, I'm not sure.

May I borrow your dictionary for a moment, please? Asking for permission. (2)

May we have a few days to think about it?

Note

Mayn't is very unusual: *may not* is usually used.

might

I don't feel very well.

▷ It **might** be something you've eaten.

Where are you going for your holidays?

▷ I'm not sure; we **might** go to Scotland.

I'm surprised Chris isn't here yet. Do you think he **might** have forgotten?

I'm leaving early tomorrow so I **might** not see you.

Is this a 24 bus coming?

▷ It **might** be. I can't see the number yet.

Likely, but not certain.

Similar to *may* in (1) on p39.

Note

Mightn't is unusual.

will + n't = won't

Will you sign the form, please?

Will you phone me when you arrive?

I **will** if I have time.

I'll give you a hand with that.

We'll do the washing-up.

She **won't** tell me where she's going tonight.

I **won't** work on that machine. It's dangerous.

Molly's car **won't** start.

The baby **won't** stop crying.

We **won't** see you next week. We'll be on holiday.

I'll be back in a few minutes.

Wait a minute! I'll just get a sweater.

That's the doorbell – It'll be John.

I'll have pizza and salad, please.

You'll catch the train if you leave now.

You **won't** be happy if you don't buy it!

Asking someone to do something (*Will you . . . ?*)

Agreeing

Offering to do something for someone

Refusing

Facts about the future

Immediate decisions at the moment of speaking

Likely conditions, see page 92

Note

Will not is very strong. In speech the normal form is *won't*.

would

Would you drop me at the station please?

Requests

Would you mind closing the window please?

Would you mind if I came a few minutes late?

Would you like a cup of tea?

Offers and invitations

Would you like to come with us?

▷ That's very kind of you. I'd love to.

Would you like some more cake?

▷ No thank you, I'm fine but it's very nice.

What **would** be the best thing to do?

Advice

What **would** you do?

▷ If I were you I'd see the doctor.

They **wouldn't** stop the noise even when I asked.

Refusing

My car **wouldn't** start this morning.

I don't know what was wrong with the baby, but
she **wouldn't** stop crying.

You **wouldn't** enjoy the film, I don't think.

Talking about a hypothetical situation

Shall I bring my sleeping bag?

▷ That **would** help.

shall we pick you up at the station?

Offering to do something

Shall I get a ticket for you?

Shall we go for a walk after lunch?

Suggestions

Who **shall** we ask to the party?

What **shall** we do about it?

Note

Shall is unusual in modern English except in questions with *Shall I...?* and *Shall we...?*

should

You **should** tell the police about it.

The *speaker's* view of the correct situation, or thing to do.

I think you **should** go to the doctor.
▷ Perhaps I **should**.

If you don't feel better you **should** go to bed.

The train **should** be there by four o'clock.

Excuse me, I think it **should** be £2, not £3.

You **should** have told me that you don't eat meat.

Kurt **shouldn't** have left without paying.

Do you think I **should** tell Peter?

Asking the listener's view of the correct thing to do.

What do you think I **should** do?

Note

Questions with *Should I/we . . . ?* are unusual; *Do you think I/we should . . . ?* is the usual form.

I you we they he she it	ought not to	take
-------------------------------------	--------------	------

Question forms are very unusual (see below).

I **ought to** ring my mother.

Obligation (usually moral)

You **ought to** phone your parents.

What do you think we **ought to** do about it?

People **ought not to** park here – it's dangerous.

Note

Oughtn't is unusual; the usual form is *ought not*.

Questions like *Ought we to . . . ?* are very unusual; the usual form is *Do you think we ought to . . . ?*

(have) to

When do you have to leave?

Present

I you we they	don't have to	ask
he she it	has to doesn't have to	

Question

Do	I you we they	have to ask	
Does	he she it		

Short Answer

Yes	I you we they	don't.
No	he she it	doesn't.

Past

I you we they he she it	had to didn't have to	ask	
---	--------------------------	-----	--

Question

Did	I you we they he she it	have to	ask	
-----	---	---------	-----	--

Short Answer

Yes	I you we they he she it	didn't.
-----	---	---------

Children over 14 **have to** pay full price.
 The doctor says he **has to** stay in bed.
 Did you **have to** wait long?
 You **have to** be at the airport very early because they **have to** search all the bags.

Necessity based on:

- a rule
- an authority
- circumstances

Note

(have) to is used for *objective necessity*; *must for what the speaker thinks is necessary.

We *have to* be there by four o'clock.
 We *must* be there by four o'clock.

Suggests: *They close the doors at four.*
 Suggests: *I think all the seats will be taken by four.*

I'll have to get some more coffee.

'll have to

We'll have to paint the house before we sell it.
We'll have to go or we'll miss the last bus.

It's broken – you'll have to buy a new one.
I'm afraid she'll have to go into hospital.

The speaker's idea of something necessary

Negatives

don't have to = it is *not necessary* that ...

You **don't have to** buy a ticket.
We **didn't have to** wait at all.

mustn't = it is *necessary not* to ...

I **mustn't** forget to post this letter.
You **mustn't** take more than two of these pills at a time.

Note

Don't have to and *Don't need to* are very similar in meaning:

I'm sure we *don't need to* ask. = I'm sure we *don't have to* ask.

You *don't have to* be here before 9. = You *don't need to* be here before 9.

(have) got to

When have you got to leave?

Present

I you we they	've haven't	got to take
he she it	's hasn't	

Question

Have	I you we they	got to take
Has	he she it	

Short Answer

Yes	I you we they	haven't.
No	he she it	hasn't.

He's got to stay in bed for a few days.

You've got to put two 10 pence coins in to make it work.

I haven't got to get up early in the morning.

Sorry I can't stop – I've got to get to the bank before half past three.

Have we got to show our passports?

Note

(have) to and (have) got to are used with the same meaning.
had got to is unusual in the past; *had to* is normally used.

They've got two children.

(have) got

(*have*) is not normally used to talk about possession; (*have*) *got* is normally used.

(*have*) *got* makes questions and negatives using (*have*) as auxiliary.

had got is unusual in the past; *had* is normally used.

Present

I you we they	've haven't	got
he she it	's hasn't	

Question

Have	I we you they	got	Yes No	I you we they	haven't.
Has	he she it			he she it	hasn't.

Short Answer

Past

I you we they he she it	'd hadn't	got
-------------------------------------	--------------	-----

Had	I you we they he she it	got	Yes No	I you we they he she it	hadn't.

Possession

We **haven't got** a phone.

Anna's **got** dark hair and blue eyes.

Have you **got** change for a pound please?

▷ I'm afraid I **haven't**.

They **hadn't got** any apples so I bought some pears instead.

Certain expressions of time

Have you **got** a free evening next week?
Excuse me, **have** you **got** a minute please?
Have you **got** an appointment?

(be) used to, (get) used to

I'm used to getting up early.

To talk about what is normal

He's not used to driving on the left.

We aren't used to very hot weather in England.

How's your new job?

► Oh I'm getting used to it, thank you.

Have you got used to our winters yet?

▷ I'm getting used to them, slowly!

I was just getting used to my old job
when they moved me.

I don't like this new medicine.

► Don't worry. I'm sure you'll soon get used to it.

Note

(be) used to and (get) used to use these patterns:

He	isn't hasn't got	used to	his new job yet. it. living in London.	(noun) (pronoun) (... ing form)
----	-----------------------------	----------------	--	---------------------------------------

used to + first form, *I used to live in London*, has a different meaning; see page 51.

I you we they he she it	used to didn't use to	live
-------------------------------------	--------------------------	------

Question forms are unusual.

I **used to** smoke.

Something which was true for a period in the past but was not true later

He **used to** play squash until his accident.

Do you work full time?

▷ Not now, but I **used to** before I had the children.

It's funny. I really enjoy cricket now but I **didn't use to**.

Note

Did you use to . . . ? is unusual; we usually say *You used to . . . , didn't you?*

Tags are very important in spoken English. They are not used in written English.

Say	Mean
It's a lovely day, isn't it.	Say something about the weather.
That was a super film, wasn't it.	Say something about the film.
That's a good idea, isn't it.	Give me your opinion about it.
Things were different then, weren't they.	Talk about your memory of the situation.

Tags are not questions. They usually invite the other person to make a comment.

How to make tags

Use the first auxiliary to make the tag. If there is no auxiliary use *do*, *does* or *did*.

Positive sentence	Negative tag	Negative sentence	Positive tag
It's a beautiful day,	isn't it.	It isn't a very nice morning,	is it.
You've been to London,	haven't you.	You haven't been to London,	have you.
It must have been David,	mustn't it.	It couldn't have been David,	could it.
You know Mary,	don't you.	They don't eat pork,	do they.
She drives to work,	doesn't she.	Your mother doesn't speak English,	does she.
They played well,	didn't they.	You didn't leave the window open,	did you.

How to use tags

Most tags ask the other person to *comment*. If you say them like questions they ask the other person to *confirm* what you think:

Say

You don't smoke, do you?
Sheila isn't married, is she?

Mean

I don't think you do – is that right?
I don't think she is – is that right?

The sentence *you* use shows what *you* think:

Paul's been to London, hasn't he?
Paul hasn't been to London, has he?

The speaker thinks Paul *has*.
The speaker thinks Paul *hasn't*.

You don't just *answer* invitation tags, you add some extra information:

You can speak German, can't you.
There's a car park near the theatre, isn't there.
We haven't got time for a cup of tea, have we.

- ▷ Yes, a bit. I learned at school.
- ▷ Yes, in Gifford Street.
- ▷ No, the train goes at ten to.

Notice these:

There's a post office in Churchill Road, isn't there.

There in the tag too.

You will remember to post that letter, won't you.

The tag for *will* is *won't*.

Let's have a cup of tea, shall we?

The tag for *let's* is *shall we*.

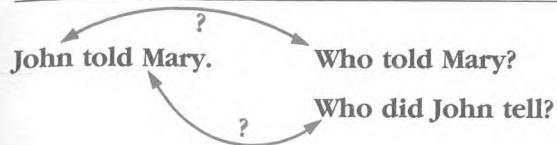
Asking questions – the basic pattern

Statement	Question		
	Auxiliary	Subject	Verb
Sentences with one auxiliary			
It was raining. He's seen the doctor. You can read my writing.	Was Has Can	it he you	raining? seen the doctor? read my writing?
Sentences with more than one auxiliary – use the first			
She's been waiting a long time. They're going to buy a new car.	Has Are	she they	been waiting a long time? going to buy a new car?
Sentences with no auxiliary – present simple and past simple – use (do)			
The bus stops in Salisbury Road. She caught the plane.	Does Did	the bus she	stop in Salisbury Road? catch the plane?

Note

For (be) see page 34; for (have) see page 32.

Question word questions



1. The question is about the *subject* of the sentence.
2. The question is about the *object* of the sentence.
The question is made in the usual way. (See 2. below)

1. Here are some more examples with *who* or *what* as the subject:

Who paid?	Who knows about it?
Who told you?	What happened?
Who lives next door?	What caused the accident?
Who brought Amin to work?	

2. Most question word questions are made in this way:

Question word	auxiliary	subject	verb
How many	did	you	buy?
How often	have	you	been there?
How	can	I	get in touch with you?
Which	did	you	choose?
When	will	she	know the results?
Where	were	they	going?
What	are	we	going to do about it?
Who	could	we	ask to help?
Why	would	you	like to go?
Which floor	do	you	live on?
Which night	are	they	going to the cinema?
Whose car	were	you	driving yesterday?
Whose book	did	you	borrow?

the . . . ing form (verbal noun)

Your driving makes me nervous.

As subject or object

Travelling makes you tired.
Listening to music helps me to relax.
Mike's hobby is painting.

After:

(do) the

Have you done the ironing?
They usually go shopping on Saturday.

go

I hate getting up early.

hate

I love driving.

love

Do you enjoy playing tennis?

enjoy

I'll just finish writing this letter.

finish

Jack's stopped smoking at last.

stop (see below)

Peter suggested going to Ibiza.

suggest

My hair needs washing.

need

I can't help wishing I hadn't told you.

can't help

Note

He stopped smoking. = He smoked but now he doesn't.

He stopped to smoke. = He was doing something but stopped so he could have a cigarette.

After:

go on

He **went on complaining** all evening.

miss

Do you **miss living** in London?

Would you mind . . .

Would you mind lending me your pen, please?

(be) used to

I'm **not used to driving** in town.

afraid of

I'm **afraid of flying**.

without

You can't get in **without paying**.

It's worth

It's worth applying for a grant.

It's no use . . .

It's no use arguing.

It's no good. . .

It's no good complaining

instead of

We'll drive **instead of catching** the train.

What about . . .

What about having a picnic?

interested in

I'm **not interested in spending** more than £3.

Phrasal Verbs

Many verbs in English are made of two, or sometimes three, words. Even if you know the meaning of each word, you cannot guess the meaning of the words together.

drop = fall or let fall

drop in = visit

Here is a list of the most common.

Phrasal verb	Example	Meaning
beat up	The car broke down at the weekend.	stop functioning
break off	Children are brought up differently in other countries.	educate in the family
break up *	Could you call back tomorrow please?	telephone again
bring down *	I'll call for you at 7 o'clock.	collect
bring round	They've called off the strike.	cancel
call off	Are you going to carry on studying German?	continue
carry on	You set off – I'll catch you up .	hurry after and join
catch up	The factory closed down last year.	close permanently
close down	He comes from Bangladesh.	was born in
come round *	Why not drop in on your way home from work?	visit casually
drop in	It's nice to eat out for a change.	eat in a restaurant
drop out	Liz and Jack have fallen out again.	quarrel
fall out	I'm afraid our holiday plans have fallen through .	collapse (plan, arrangement)
fall through	Would you fill in your name and address please?	complete (a form)
fill in	I hope nobody finds out .	discover the truth
find out		

Phrasal verb	Example	Meaning
get back	We got back from France last night.	return
get off <i>get off with</i>	You get off at the end of East Street.	leave the bus
get on	How are the children getting on at school?	succeed
get on with	I get on very well with him.	agree, work well together
get out of	I can't get out of it.	avoid
get over	I had an operation but I'm getting over it now.	recover
get round to	I haven't got round to writing to him yet.	find time to do
get through	Did you get through ?	make a successful phone call
get up	I got up at 7 this morning.	rise from bed
give up	I know it's difficult, but don't give up!	stop trying
go off	I think the milk's gone off .	become bad (of food)
grow up	Children grow up more quickly nowadays.	mature
hang up	She hung up on me!	finish a phone call
have on	You're having me on !	tease
hold on / <i>hang on</i>	Can you hold on a moment please?	wait, particularly on the phone
keep up <i>keep up / out</i>	How long do you think they can keep that up?	maintain, continue
knock down <i>knock up</i>	She was knocked down in First Avenue.	be in a traffic accident
laugh at <i>Knock off</i>	Are you laughing at me?	be amused by
let down <i>let up</i>	You won't let me down , will you?	disappoint
lie in	I'm going to lie in in the morning.	stay in bed
look after	Who's looking after the children?	take care of

* Make do Make up **to Look down on**
* Make out **to Look up to.**

Phrasal verb	Example	Meaning
look at	What are you looking at?	examine carefully
look for	They're looking for 20 new staff.	seek
look forward to	I'm really looking forward to my holiday.	anticipate with pleasure
look out for	I'll look out for you at the station.	try to meet
look up	You can look it up in the dictionary.	seek information in a book
pack up	It's time to pack up and go home.	stop
pay back	If you lend me it I'll pay you back tomorrow.	return a debt
pay off	He was paid off at the end of June.	make redundant
pick up	Can I pick you up at the station?	collect (by car)
put off	Shall we put it off until next week?	delay
put off	I hope I'm not putting you off.	distract
put on	Don't forget to put your coat on.	wear
put through	Could you put me through to Mr Wilson please?	connect, on the telephone
put up <small>(u) Noramale</small>	Can I put you up for the weekend?	accommodate
put up with	I'm afraid you'll just have to put up with it.	tolerate
ring back	Can you ring back please?	re-telephone
run out of	We've run out of sugar.	(there's no . . . left)
save up	I'm saving up for my holiday.	put aside money
see off <small>(u)</small>	Can we see you off at the airport?	go with to station, airport etc.
set off	What time shall we set off?	start a journey
settle down	My mother thinks I should settle down.	establish a regular home

set up,

Phrasal verb	Example	Meaning
show off <i>Show up</i>	Stop showing off!	boast, look for compliments
sleep in	Sorry I'm late – I slept in .	wake up late
sort out <i>Sort up</i>	These files need sorting out .	arrange systematically
stand up for <i>Stand up for</i>	You have to stand up for what you believe.	defend
take after <i>Take after</i>	Carol takes after her father.	resemble
take off <i>Take out</i>	Would you like to take your coat off ?	remove (clothes)
tell off	What time do we take off ?	(for a plane)
think about	I told the children off .	reprimand
think of	What are you thinking about ?	consider
think over	You should have thought of that earlier.	pay attention to
try on	I'd like to think it over for a while.	consider carefully
turn down	Could I try it on please?	check clothes (for size etc)
turn off	His application has been turned down .	refuse, reject
turn on	Would you turn the tap off please?	stop
turn up	Would you turn the television on please?	switch on
wake up	I can't hear it. Can you turn it up please?	make louder (radio, TV)
walk out	What time did you wake up ?	wake from sleep
wash up <i>Wash in, wash down</i>	The whole work force walked out .	go on strike
wear out	Who's going to wash up ?	wash dishes
wrap up	These shoes have worn out very quickly.	become old and unuseable
	Would you like me to wrap it up for you?	put in paper

a, an

an in front of a vowel sound
in front of **a e i o u**

an	apple	orange
	egg	
	island	uncle

in front of *h* when it is not sounded

an	hour	honour
-----------	------	--------

a in front of all other letters

a	bag	girl
	child	
	face	house

in front of **u** and **eu** when it sounds like *you*

a	university	European
----------	------------	----------

She's **a** dentist.

With a singular (countable) noun

We had **an** argument.

A pound of tomatoes please.

a hundred, **a** thousand, **a** million

With certain numbers

a dozen, **a** couple of, **a** pair of, **a** lot, **a** few, **a** little

With certain quantities

We spent **a** couple of weeks in Spain.

There were **a** lot of people at the game.

30 pence **a** pound

Costs

sixty miles **an** hour

Measurements

Note

a/an is normal, *one* is used for emphasis:

A: A coke and two lemonades, please.

B: Two lemonades and two cokes.

A: No, two lemonades and **one** Coke, please.

Only one spelling: **The** dress, girl, police, children

Two pronunciations: in front of a consonant sound /ðə/ **the** side
 in front of a vowel sound /ði:/ **the** apple, **the** engine, **the** ice-cream,
 the other one, **the** umbrella

I left **the** car in George Street.
 (= *my* or *our* car)

Which dress did you buy?
 ▷ **The** blue one.

Can you close **the** door please?

He bought the house next to **the** Post Office.

the China Sea, **the** Ganges, **the** Alps
 Lake Ontario, Windermere

the Taj Mahal, **the** White House
the Eiffel Tower

He plays **the** guitar and **the** piano.

the is usually used with:

a person or thing already
 identified or known

names of seas, rivers*, mountain ranges
 (but *not* lakes)

important buildings

musical instruments

Note

1. Most street names do **not** have *the* in front of them: George Street, Queens Road, but *the* High Street.
2. *The* is not used with **at work**, **at home**, **at school**, **go to work**, **go home**, **go to school**:
He goes to school at eight o'clock. What time does he go home?
3. *The* is not used with nouns used with a general meaning: *Milk is good for you. I don't like coffee.*

Countable and uncountable nouns

English nouns are divided into two groups:

Countable nouns (*Countable*)
Are seen by the speaker in *units*

a glass



a glass of water

a cup



a cup of tea

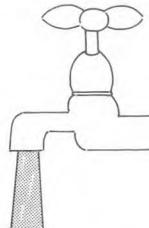
Much

Liquids, Spices
powder etc
(Most
Intangible
things)

Uncountable nouns

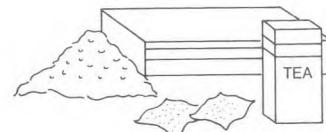
Are not seen by the speaker in *units*

water

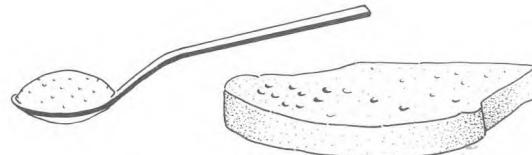


water

tea

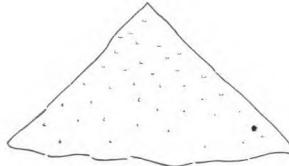


tea



a spoonful of sugar

a slice of bread



sugar



bread

Countable nouns

- have singular and plural forms
- take singular and plural verbs

That **boy** is French.

Those **boys** are French.

The **timetable changes** tomorrow.

The **timetables** all **change** tomorrow.

- can have **a/an** and numbers in front of them

an apple	a good idea
four apples	three good ideas

- have **not many** in front of them

He **hasn't many** friends.

There **weren't many** people there.

- have **a few** in front of them

Will you have **a few** more cherries?

Uncountable nouns

- only have one form
- always take a singular verb

Music helps me to relax.

Their **furniture is** very modern.

Too much **coffee isn't** good for you.

The **weather was** beautiful all week.

- never have **a/an** or a number *directly* in front

weather	information	advice
furniture	leather	

- have **not much** in front of them

He **hasn't much** money.

We **haven't had much** information yet.

- have **a little** in front of them

Will you have **a little** more ice-cream?

Note

Much and **many** are used in *negatives* and *questions*; in positive remarks *a lot of* is normally used:

There were **a lot of** people in town today.

We had **a lot of** trouble getting here.

To make countable quantities with uncountable nouns use *a . . . of . . .*

a	piece pound pint jar glass tin	of	information tomatoes milk jam water soup	a	packet bit slice litre plate tube	of	cigarettes luck toast oil spaghetti toothpaste
---	---	----	---	---	--	----	---

Some words which are countable in some other languages are uncountable in English:

advice information news luggage knowledge furniture health

Some words can be used in two different ways, one countable, one uncountable:

There's *a hair* on your coat.

What *a lovely colour!*

Have some more *potatoes*.

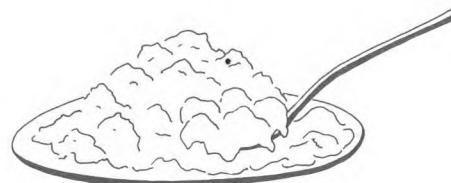
▷ Just *a few* please.

Her *hair* is beautiful.

Television is very dull without *colour*.

Have some more *potato*.

▷ Just *a little* please.



Most nouns make their plural by adding **-s**.
There are three different pronunciations:

packet	packets	add /s/	after a voiceless sound (see p98)
hand	hands	add /z/	after a voiced sound (see p98)
face	faces	add /iz/	after these sounds /s/ /z/ / ʃ / /tʃ / /dʒ /

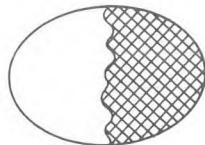
Some common plurals are different:

woman	women	wife	wives
man	men	knife	knives
child	children	foot	feet
person	people	tooth	teeth
potato	potatoes	baby	babies
bus	buses	lady	ladies
glass	glasses	city	cities
match	matches	sheep	sheep

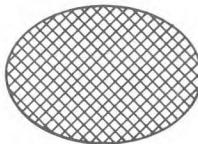
some, any

I bought some fruit. Anybody upstairs can help you.

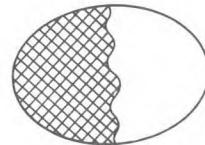
some is about *part*, or *not all*; any is about *all* or *none*.



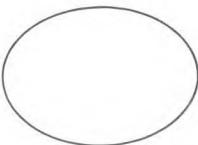
I like **some** fruit.



I like **any** fruit.



I don't like **some** fruit.



I don't like **any** fruit.

any

She doesn't drink **any** alcohol, not even beer.

None

There aren't **any** shops near our flat.

You can take **any** bus from the station.

All

When can you come round?

▷ **Any** day next week.

I like **any** kind of cheese.

Did you take **any** photographs?

"Open" questions

Have you **any** small change, please?

some

Some of the trains stop here but some don't.

Not all

Some people thought it was too expensive.

I like **some** pop music, but not all.

I've bought **some** tea but we need **some** sugar.

General quantity

Would you like us to bring **some** sandwiches with us?

I'd like **some** information about flights to Paris please.

These words are used in the same way:

somebody **someone** **something**
anybody **anyone** **anything**

somewhere
anywhere

There's **somebody** outside to see you.

We can go **anywhere** with this ticket.

There's **something** wrong with my arm.

I don't think there's **anything** we can do about it.

Let's go **somewhere** warm this year!

I've never been **anywhere** in Scotland except Glasgow.

These two questions are similar in meaning:

Can I get you **something** to eat?

Can I get you **anything** to eat?

any suggests an **open** question: *I don't know if you would like a sandwich or not.*

some suggests a **restricted** question: *You must be hungry. I suppose you are ready to eat.*

Adjectives

I'd like a strong black coffee, please.

My wallet is **black**.

Adjectives give more information about a noun.

I've lost a **black** wallet.

I've lost a **black leather** wallet.

The boy was **late**.

Singular and plural are the same.

The girls were **late**, too.

She's a **really nice** person.

Use *very* or *really* to make an adjective stronger.

It's **very cheap**.

Comparative Superlative

Short adjectives

one syllable

cheap
early

two syllables ending in -y

the cheapest
the earliest

Long adjectives

two syllables

careful
difficult

more syllables

the most careful
the most difficult

Irregular adjectives

good
bad

better
worse

the best
the worst

Gabi is taller than Ahmed.

Ahmed is **older** than Razi.

The book is **better** than the film.

This baker is **more expensive** than the one round the corner.

Have you any **smaller** oranges?

Have you anything a bit **cheaper**?

I think yours is **better**.

Maria is **as old as** Marco.

Gas isn't **as expensive as** electricity.

Was he **as angry as** he looked?

Comparison of Adjectives

Comparative + than

as + adjective + as

the + superlative

Superlatives

Razi is **the tallest** in the class.

Gabi is **the most careful** driver I know.

How much is **the cheapest** flight to Athens?

The **most expensive** isn't always **the best**.

Where's **the nearest** toilet, please?

Adverbs

He looked quickly through the papers.

Regular

Adjective

slow
easy

careful
sensible

Adverb

slowly
easily

carefully
sensibly

He's a slow reader.
It's easy to make it yourself.

He reads slowly.
You can easily make it yourself.

+ -ly
-y → -ily

Irregular

Adjective and adverb the same:

hard
fast
harder

late
straight
earlier

early
faster

Adjective

He has long **straight** hair.
Let's catch the **late** train.
She's a **hard** worker.
Is there an **earlier** train?
The train is **faster**, but more expensive.

Adverb

Go **straight** along Cromwell Road . . .
The train arrived 10 minutes **late**.
She works **hard**.
Can you come to me **earlier** than 10, please?
I wish I could read **faster**.

	Adjective	Adverb
They're a good team.	good	well
These are a better buy.	better	better

They played well last Saturday.
Do you feel better now?

These words look like adverbs formed in the usual way but have special meanings:

nearly	= almost
hardly (any)	= almost none
lately	= in the near past
shortly	= in the near future
directly	= immediately

Be careful! You **nearly** spilt your tea.
There's **hardly** any butter left.
I haven't seen her **lately**.
I'll have to be going home **shortly**.
I'll let you know **directly** I hear myself.

Making adverbs stronger

carefully more carefully much more carefully as carefully as possible

You must do your homework **carefully**. → You'll have to do it again **much more carefully**.
Please tell him **soon**. → Please tell him **as soon as possible**.

Comparing adjectives or adverbs

The same structures are used for comparing adjectives or adverbs:

Comparative + than

Ahmed is **older than** Razi.
This restaurant is **more expensive than** that one.
She speaks English **more confidently than** her brother.
Liverpool played **better than** they did last week.

Not as . . . as

Razi **isn't as old as** Ahmed.
Chinese food **isn't as interesting as** Indian.
He **doesn't speak English as confidently as** his sister.
Liverpool **didn't play as well as** they did last week.

Position of adverbs

The rules are very complicated. Here are some useful tips:

1. If you are unsure, put the adverb *at the end* of the sentence.
2. These adverbs of time usually come after (**be**) or after the first auxiliary.

**always, often,
usually, sometimes,
never, already**

Peter is **never** late.
You must **always** lock the door.
We've **sometimes** had lunch at work.

3. These adverbs make an adjective or adverb stronger or weaker.
They come *in front* of the adjective or adverb.

**very, too, so,
rather, really, quite,
extremely, slightly**

Richard can swim **very well**.
It's **too far** to walk.
It was **quite cold** in the water.
This is a bad line – it's **extremely difficult** to hear you.

4. **ever** mainly in questions
 5. **enough** *after* an adjective
or adverb
in front of a noun
- Have you **ever** been to Manchester?
- He isn't **strong enough**.
He didn't work **hard enough**.
I haven't **enough money**.

He went with me to meet them.

Personal pronouns

Subject pronoun	Object pronoun	Possessive adjective	Possessive pronoun	Reflexive pronoun
I	me	my	mine	myself
you	you	your	yours	yourself
we	us	our	ours	ourselves
they	them	their	theirs	themselves
he	him	his	his	himself
she	her	her	hers	herself
it	it	its	its	itself

Use a pronoun instead of a noun when it is clear *who* or *what* you are talking about.

Object pronouns

Would you like to come with **us**?

after a preposition

Do you live near **them**?

Could you send them direct to **me**, please?

Who broke that window?

▷ It wasn't **me**.

after (**be**) instead of a subject pronoun

Can Eva send them to **me**, please?

After *to* and *for* with *make, give, send, lend, pass, take, show*

Tony made it for **her**.

Note

Yourself is for one person; *yourselves* is for more than one person.

Possessives

Adjective

Tells you who owns something

My feet hurt!

Is this your sweater?

I don't think this is **his** car, is it?

Sheila's left **her** bag somewhere in here.

Our children like **their** school.

What's **your** phone number?

Pronoun

Instead of a possessive adjective and a noun

▷ So do **mine!** = *So do my feet*

▷ Yes, where's **yours?**

▷ No, **his** is over there.

▷ I think this is **hers**, isn't it?

▷ Yes, **ours** like **theirs**, too.

▷ 7726981. What's **yours?**

Reflexive pronouns

He's cut **himself**.

The subject and the object are the same.

Oh dear! Have you hurt **yourself**?

Did you do the decorations **yourself**?

Used for emphasis

▷ I did the painting **myself**, but that's all.

Can I give you a hand?

...

▷ No, it's all right thanks. I can do it **myself**.

Some special expressions

Help

Enjoy

Behave

yourself!
yourselves!

I live **by myself**.

He lives **by himself**.

They live **by themselves**.

= I live *on my own*.

= He lives *on his own*.

= They live *on their own*.

They is used to talk about:

1. more than one person: *The children are excited – they're going on a trip tomorrow.*
2. a general group of people:

They are repairing the road.

they = the Town Council

They want to increase income tax.

they = the Government

They say it's a marvellous film.

they = a lot of people

They tell me you are changing your job.

they = somebody or some people

They and **their** are also used to talk about *one* person with:

some-		-body
any-		-one
no-		
every-		

Someone has left **their** pen on the desk.

Somebody told you, didn't **they**!

Anybody knows that, don't **they**!

Everyone has to bring **their** own food.

If **anyone** rings while I'm out, please ask **them** to ring back.

it

it is used as a pronoun in the usual way: *There is a car park but it's full at the moment.*

it is also used for:

Weather	It's raining. It's rather cold.	It was snowing. It was a very warm evening.
Time	It's three o'clock. It's getting late. It's a long time ago.	It's the fifth today, isn't it. It's time to go. It's Saturday tomorrow.
Distance	It's about two miles. How far is it to Oxford?	It's not far. It's rather a long way.

It is also used as a dummy subject when *is* ('s) is followed by certain adjectives:

It's essential to be there by 7 o'clock.
It's possible to get a bus.
It's lovely to have a day off.
It's best to get a taxi.

It's difficult to believe that.
It's interesting to see new places.
It's not true that he's changing his job.
It's better to phone her.

Note

It's no use asking Peter – he wasn't there.

It's worth asking him – he might know.

Do you prefer the blue one or the red one?

one, ones

That train is too early. What time is the next (~~train~~) **one**.

The French apples are 50p, but the English (~~apples~~) **ones** are only 45p.

Use *one* or *ones* instead of repeating the same noun.

the	one
this/that	one?

the	ones
these/those	ones?

I'm going to make a cup of coffee. Would you like **one**?

▷ Mm yes, I'd love **one**, thank you.

Which is your bike?

▷ **The blue one, the one** next to the car.

Shall I use these tea-bags?

▷ No, use **the ones** on the shelf, please.

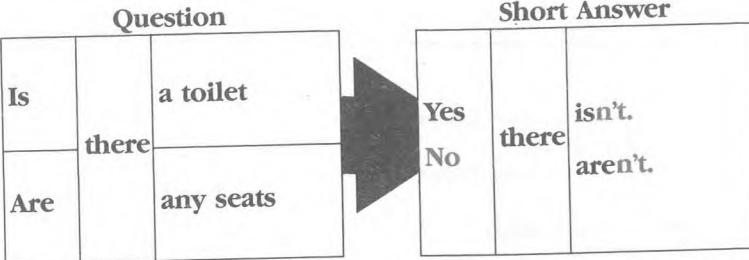
Which one do you prefer?

▷ **That one's** lovely, but I think **this one** will suit me better.

there + (be)

There's too much traffic.

There	's isn't	a problem
	aren't	six



There's a cinema in the centre.

Is there a telephone box in the station?

There are some people waiting outside.

Are there 2 m's in 'recommend'?

There's nothing we can do about it.

There's somebody waiting for you outside.

Is there anywhere to eat near here?

There must be a mistake.

There might be a strike.

There can be a lot of rain at this time of year.

There should be a bus in five minutes.

There'll be trouble when he finds out!

There isn't enough room, **is there?**

▷ Oh yes, I think **there is**.

When you talk about something for the first time

With an auxiliary and *be*

There is repeated in the tag and in the short answer.

this, that, these, those

this	→○	these	→○○○
that	→○	those	→○○○

Use:

1. in front of a noun
2. alone when it is clear what you are talking about

Does **this** bus go to Victoria, please?
Does **this** go to Victoria please?

These strawberries are delicious.
These are delicious.

This is the life!

These science fiction films are a waste of money.

How much is **that** dress please?
How much is **that** please?

A pound of **those** tomatoes please.
A pound of **those** please.

That was lucky! I didn't expect **that**.
That kind of person really annoys me.
Is **that** all?

Things that are physically near.

Things which are “psychologically near”; the speaker feels they are near at the moment of speaking.

Things which are physically remote.

Things which are “psychologically remote” from the speaker at the moment of speaking.

that, who, which

The car that was parked outside has gone.

that, who and **which** introduce more information about a person, thing, or idea.

The woman **that** lives next door is very friendly.

Could I speak to the doctor **that** I saw yesterday, please?

The essay **that** won the prize was written by a German student.

The person **who** told me had been there himself.

It was the blue car **which** caused the accident.

The thing **that** really surprised me was the price.

The thing **that** I really enjoyed was the music.

That is usual in spoken English.

In written English use: *who* with people *which* with things.

that, who, which are usually left out if they are the object of the verb that follows.

The man **who** I saw yesterday told me to come at ten o'clock.

→ **The man I saw yesterday told me to come at ten o'clock.**

Can I collect the coat **that** I brought in last week, please?

→ **Can I collect the coat I brought in last week, please?**

Tells us *which woman*.

Tells us *which doctor*.

Tells us *which essay*.

Often used with *the thing that* . . .

Prepositions – General

about	the subject of a conversation idea, book, etc.	Tell me about your family. What are you thinking about ?
at	certain special expressions	At home, at school, at work, at university, at the cinema, at the end of . . .
by	the person or thing that did something	It was written by William Golding.
	transport	I was shocked by what she told me. We went by train.
for	purpose + noun or . . . <i>ing</i> form	Let's go for a cup of coffee. This machine's for peeling potatoes.
	a general period of time	We were there for three weeks. I haven't seen you for ages.
from	place of origin	Where is he from ? They come from Sri Lanka.
with	in company what you use to do something	Would you like to come with us? He cut himself with his pen-knife.

Prepositions – Time

On
Friday
Wednesday morning
Wednesday night
the sixteenth of March
Christmas Day

Day
Day + *morning, afternoon,
evening, night*
Date
Special Day

At

two o'clock
Christmas
lunchtime
the weekend
night

Time
Festival
Mealtimes

In
Spring
1947
August
the morning
the evening

Season
Year
Month

Sometimes *during* and *in* have the same meaning: *in the night* is very unusual; *during the night* is normal.

Periods

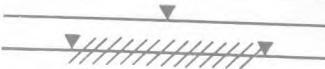
For three weeks
In three weeks
Three weeks ago

General period
Period starting from now
Period ending now

Note

ago goes *after* the period.

Sometimes we talk about a *point*
a *period* between two points



at 2 o'clock



We arrived **at** 2 o'clock.

before 2 o'clock



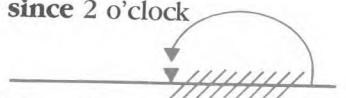
The doctor can't see you **before** 2 o'clock.

until 2 o'clock = not before 2



I won't be there **until** 2 o'clock.

since 2 o'clock



I haven't seen her **since** 2 o'clock.
(looking back to a point in the past,
with a perfect form of the verb.)

about 2 o'clock



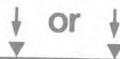
We'll be there **about** 2 o'clock.

after 2 o'clock



I'll be in my office **after** 2 o'clock.

by 2 o'clock = *any point before or at* 2



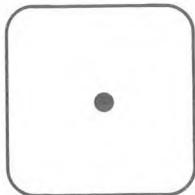
Will we be there **by** 2 o'clock?

from 2 o'clock

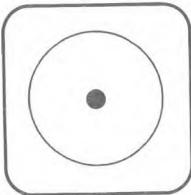


They are **open** **from** 2 o'clock.

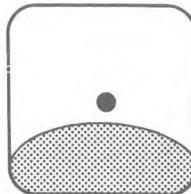
Prepositions – Where?



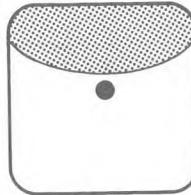
at



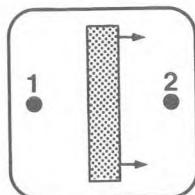
in



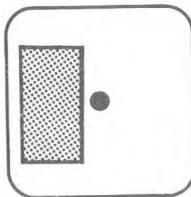
on



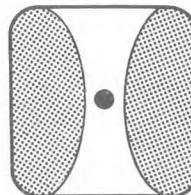
under



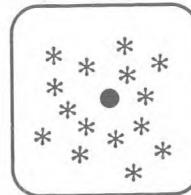
- (1) behind
(2) in front of



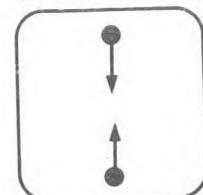
- beside
next to



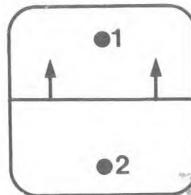
between



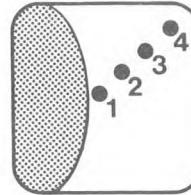
- among
in the middle of



opposite



- (1) above
(2) below



- (1) by
(2) near
(3) not far from
(4) a long way from

Note

To talk about a building: *David's inside. He's gone inside.*

at

He lives **at** number five.
Turn left **at** the top of the stairs.
I'll meet you **at** the station.

at an exact place

in

We live **in** England.
Kyoko works **in** Birmingham.
He lives **in** Baker Street.
Were you **in** the pub last night?
Throw it **in** the wastepaper bin!

a country
a town
a street
a building or area
a container

on

I'll meet you **on** the platform.
There's some coffee **on** the shelf.

under

in front of

behind

next to

beside

between

in the middle of

among

opposite

above

below

by

near

not far from

a long way from

She hid the letter **under** her book.
I'll see you **in front of** the Town Hall.
Grace Road is **behind** the bus station.
We live **next to** the post office.
Can I sit **beside** you?
We live **between** Queen's Road and the sea.
The bus station is **in the middle of** town.
I found this scarf **among** some old clothes.
There's a bus stop directly **opposite** the entrance.
Our flat is **above** the bakers.
The bakers is **below** our flat.
I'll be standing **by** the ticket office.
Is there a bank **near** the station?
I walk to college because it's **not far from** home.
We live **a long way from** the shops.

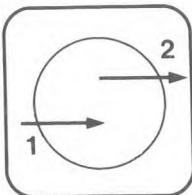
Prepositions – Where to?



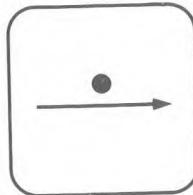
up



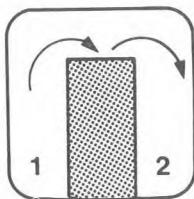
down



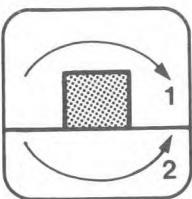
(1) into
(2) out of



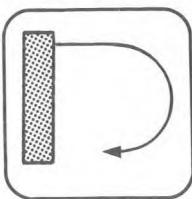
past



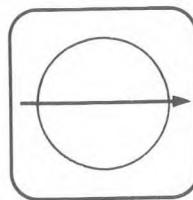
(1) onto
(2) off



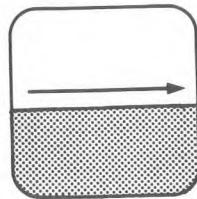
(1) over
(2) under



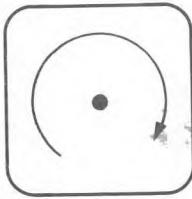
back to



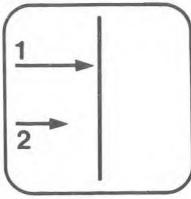
through



along



round
around



(1) to
(2) towards



across
along

up
down
into
out of
past
onto
off
round
back to
through
along
over
under
to
across

Go **up** this road then turn left.
Karen fell **down** the stairs.
I saw him getting **into** a taxi.
Can you get the eggs **out of** the fridge, please.
He walked straight **past** me without speaking.
The cat jumped **onto** her knee.
It fell **off** the table and broke.
I'm tired – I've walked **round** town today.
Can we go **back to** the theatre please – I've forgotten my coat.
I hate driving **through** the town at this time of day.
They walked **along** the beach.
I tripped **over** a stone on the pavement.
The cat ran **under** the car.
They rushed **to** the door.
He ran **across** the road.

Conjunctions

A conjunction joins two ideas:

A: Tea **or** coffee?

or joins alternatives

B: Tea, please.

A: Sugar **and** milk?

and joins two *similar* ideas

B: Milk **but** no sugar, thank you.

but joins two *different* or *opposite* ideas

- or, and, but**
1. come between the ideas they join.
 2. can join two sentences.

You can change it.

→ You can change it **or** you can have your money back.

You can have your money back.

The surgery opens at 9.00

→ The surgery opens at 9.00 **and** closes at 12.00

The surgery closes at 12.00

I'd love to come.

→ I'd love to come **but** I'm busy on Saturday.

I'm busy on Saturday.

so gives the *result* of the first part of the sentence. It is the second part of the sentence.

The class was boring, **so** I left.

The rent is too high, **so** we are moving.

so that gives the *purpose* for something. It is usually the second part of the sentence.

I need a nursery place **so that** I can go to work.

You'd better write it down **so that** you don't forget.

With these words the two parts of the sentence can come in either order with the same meaning:

Because we were late, we took a taxi. **If** she comes, I'll tell her.
We took a taxi **because** we were late. I'll tell her, **if** she comes.

if gives the *condition* for the other part of the sentence to be true.

I'll do it **if** you'll help me.

She's going to change her job **if** she can.

If anyone rings, can you ask them to call back, please?

although *contrasts* two ideas.

Although he's got good qualifications, he can't get a job.

I'm going to get one, **although** they are very expensive.

because gives the *reason* for something; answers the question *Why*?

Because we were late, we took a taxi.

I didn't come **because** it was raining.

These words show the *connection in time*; answer the question *When*?

as The lorry hit us **as** we were turning the corner.

when I'll tell her **when** I see her.

while They arrived **while** we were trying to phone them!

since Where have you been living **since** you came to England?

till/until Could you keep an eye on things **until** I get back, please?

before I hope he gets here **before** the train leaves.

after I'll see you here **after** I've been to the bank.

as soon as Phone us **as soon as** your plane gets in.

If

If can be used with many different structures. Here are the most common.
It is usually possible to have the *if* part of the sentence as the first or the second half of the sentence:

If Sara's late, she never apologises.
Sara never apologises **if** she's late.

If she worked harder, she'd pass.
She'd pass **if** she worked harder.

General conditions

Present simple

Sara never apologises
He gets angry
How long does milk keep

Present simple

if | she is late.
| you argue with him.
| you haven't got a fridge?

Likely conditions: things which are very likely to happen.

'll (will)

The doctor'll see you
I'll ask Ali
We'll miss the bus
They won't come

Present simple

if | you come at nine.
| I see him.
| we don't hurry.
| the weather's bad.

Unlikely conditions: things which might happen, but probably not.

'd (would)

She'd pass
He wouldn't be happy

Past simple

if | she worked harder.
| he lived on his own.

Impossible conditions

'd have + third form

I'd have told you

We'd have been there on time

Past perfect (had + third form)

| if | I had known myself.
we'd caught the earlier bus.

Instructions, advice

Imperative

Stay in bed tomorrow

Get the early train

Present simple

| if | you don't feel better.
you want to get there in time.

If can also join sentences with a modal auxiliary. Here are some examples:

What should I do if the baby cries?

Can I see the manager if I come back later?

May I leave if I finish the job before five o'clock?

You ought to go to the doctor if it doesn't get better soon.

Note

The use of the sentence with *if* is the same as the sentence without *if*. The part of the sentence which begins with *if* gives details of the *special situation* the speaker is talking about.

Numbers

1	one	first	30	thirty	thirtieth
2	two	second	40	forty	fortieth
3	three	third	50	fifty	fiftieth
4	four	fourth	60	sixty	sixtieth
5	five	fifth	70	seventy	seventieth
6	six	sixth	80	eighty	eightieth
7	seven	seventh	90	ninety	ninetieth
8	eight	eighth	100	a hundred	hundreth
9	nine	ninth	200	two hundred	two hundredth
10	ten	tenth	1000	a thousand	thousandth
11	eleven	eleventh	1,000,000	a million	millionth
12	twelve	twelfth			
13	thirteen	thirteenth			
14	fourteen	fourteenth			
15	fifteen	fifteenth			
16	sixteen	sixteenth			
17	seventeen	seventeenth			
18	eighteen	eighteenth			
19	nineteen	nineteenth			
20	twenty	twentieth			
21	twenty-one	twenty-first			
22	twenty-two	twenty-second			

Write

$\frac{1}{2}$

Say

a half



Write

.5

Say

point five

$\frac{1}{4}$

a quarter



.25

$\frac{1}{6}$

three quarters
one and a half
one sixth

point seven five .75

three point two 3.2

Have you the time, please?

What time is it, please?

▷ It's twenty-five to seven.

It's **exactly** | just about nearly | three o'clock.

What time does it start?

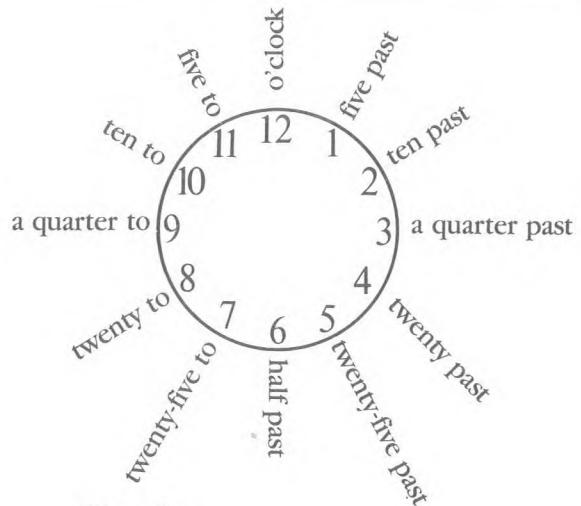
What time does the York train leave, please?

The train leaves at six forty-seven.

There's a train at fifteen forty.

I'll see you about sixish.

-ish gives an approximate time.



Days

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Seasons

Spring
Summer
Autumn
Winter

Months

January	July
February	August
March	September
April	October
May	November
June	December

Write:

15th July
21.4.54

Say:

the fifteenth of July
the twenty-first of April, nineteen fifty-four.

Some Expressions of Time

Past

A long time ago
Six or seven years ago
A few years ago
A couple of years ago
Eighteen months ago
Last year
A few months/weeks ago
Recently
The other week
Last week
A few days ago
The other day
The day before yesterday
Yesterday
Yesterday evening
Last night
Now

Now

In the morning
Tomorrow morning
Tomorrow
The day after tomorrow
In a day or two
In a couple of days
Next Saturday
Next Sunday evening
In a few days time
Soon
Next week
A week on Thursday
Next month
In a few weeks time
Next year
In a couple of years
Future

Prefixes and Suffixes

At the beginning of a word

un-	the opposite of	<i>unmarried</i>
non-	not	<i>non-smoker</i>
anti-	against	<i>anti-American</i>
pro-	in favour of	<i>pro-American</i>
pre-	before	<i>pre-war</i>
post-	after	<i>post-1960</i>
ex-	former	<i>ex-President</i>
re-	do again	<i>re-start</i>
mis-	wrongly	<i>mis-understand</i>
over-	too much	<i>over-confident</i>

~~under~~ / sub - below

sub-zero.

~~under~~ - not enough,

under-fed.

de - various - be careful.

in - im - ir - opposites.

At the end of a word

-ness	adjective → noun	<i>darkness</i>
-able	verb → adjective	<i>washable</i>
-en	adjective → verb	<i>brighten</i>
-less	without	<i>homeless</i>
-ful	a quantity	<i>cupful</i>
-ish	approximately	<i>youngish</i>

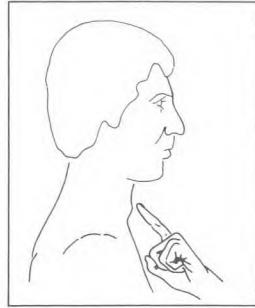
Some pronunciation rules

There are two kinds of consonant sound in English:



Voiced

You can feel vibration



Voiceless

You can feel no vibration

All vowel sounds are voiced.

These are pairs:

Voiced sounds:	/b/ bin	/v/ view	/ð/ with	/d/ said	/z/ zoo	/ʒ/ television	/dʒ/ bridge	/g/ go
Voiceless sounds:	/p/ pin	/f/ few	/θ/ think	/t/ set	/s/ say	/ʃ/ fish	/tʃ/ church	/k/ come

These are voiced:	/m/ men	/n/ now	/ŋ/ sing	/l/ long	/r/ red
--------------------------	---------	---------	----------	----------	---------

There are three other sounds: /h/, house; /j/ yellow; /w/ wear, but these never come at the end of words.

Past simple (second form)

The past simple is usually made by adding **-ed**.
There are three pronunciations:

- /t/ after a voiceless sound: *walked*
- /d/ after a voiced sound: *opened*
- /ɪd/ after a /t/ or /d/ sound: *waited*

Third person -s

The third person present simple is made by adding **-s**.
There are three pronunciations:

- 1. /s/ after a voiceless sound (except those in 3) *waits*
- 2. /z/ after a voiced sound (except those in 3) *opens*
- 3. /iz/ after these sounds /s/, /z/, /ʃ/, /tʃ/, /dʒ/ *passes, loses, washes, watches, judges*

Plurals

Plurals are usually made by adding **-s**.

Use the same pronunciation rules as for third person-s.

- 1. voiceless: /s/ *books, cups*
- 2. voiced: /z/ *games, boys*
- 3. special sounds: /iz/ *buses, houses, wishes, watches, wages*

Some writing rules

Possession ('s or s')

's singular

Ravi's car is a Ford.

Whose bag is that?

▷ It's Jean's.

's irregular plural nouns

The children's room is on the left.

s' regular plural nouns

The boys' room is at the top of the stairs.

The students' work wasn't very good.

Spelling

-ch -x -s -o	add e	before -s	watch box tomato	→ watches → boxes → tomatoes
-e	☒	before -ed -es -est	like bake late	→ liked → bakes → latest
-y	y→ie y→i	before -s before -ed -er -est -ly	fly try easy lazy happy	→ flies → tried → easier → laziest → happily
Short vowel + consonant	double letter	before -er -est -ing -ed	begin big stop permit	→ beginner → biggest → stopping → permitted

Advising

I'd complain if I were you.
You **ought** to take a couple of days off.

ought to suggests a stronger, more objective opinion.

Agreeing

I'm looking forward to the weekend.
▷ **So am I.**

Repeat the same auxiliary in the answer

I love chocolate.
▷ **So do I.**

No auxiliary, use (**do**) in the answer

I don't like football on television.
▷ **Neither do I.**

Use *neither* to agree with a negative remark

Apologising

I'm sorry.
▷ **I'm sorry.**

Not really anyone's fault
– *both* say the same

I AM sorry.
▷ That's quite all right.

Stress on **am** – a real apology

Excuse me, could you change a pound please?

Excuse me before you disturb a stranger

Excuse me, please.

You want to pass someone

Have you got the tickets yet?

Use *I'm afraid* to 'soften' a negative or unhelpful answer

▷ **I'm afraid not.**

Could I speak to John please?

▷ **I'm afraid** he's out at the moment.

Basic Functions

Asking for something

A pound of apples, **please**.
Could you pass the salt, **please**.

These sound unfriendly without *please*

Asking someone to do something

Could you spell it, **please**.
Will you ask him to ring me, **please**.
Would you mind opening the door, **please**.

Always *please* at the end

Would you mind . . . ing for people you don't know

Asking for permission

May I borrow your pen?
Do you mind if I smoke?
▷ I'd rather you didn't.
Is it all right if I park here?
▷ No, I'm afraid parking isn't allowed.

Personal

More objective

Complaining

I **HAVE** been waiting twenty minutes.
It **WAS** only yesterday I bought it.
You **DID** promise to help me.

Stress the auxiliary to show you are annoyed

Correcting

I **think you've made a mistake**.
I **think it should be £2.80**, not £3.80.
I **think it was 1982, wasn't it?**
I **think** the train goes at ten past, **doesn't it**.

Usually with *I think*

Often with a tag (see page 52)

Inviting

Would you like to have lunch with us?

▷ Oh thank you. I'd love to.

That's very kind of you, but I'm afraid I can't.

Offering

Would you like a cake?

▷ Thank you. I'd love one.

Let me carry that for you.

We'll do the washing up.

Shall we pick you up at the station?

Can I give you a hand?

▷ Thank you. That's very kind of you.
It's all right thank you. I can manage.

Have a cake!

Help yourself.

Offering something

Offering help

General offer to help

Use the first form of the verb

Refusing to do something

I **won't** work on that machine. It's dangerous.

He **won't** tell me.

Suggesting

Why don't you get a taxi?

You could send it air mail.

Let's go now or we'll be late.

Let's go on Saturday evening.

Why don't we buy her a pen?

To the other person

Doing something *together*

Basic Functions

Sympathising

Oh dear. What a nuisance

Oh dear. I AM sorry to hear that.

Something not very important

More serious. Stress **am**.

Thanking

Thank you.

Thanks very much.

Not important

Thank you. That **IS** kind of you.

Thank you. That makes things **MUCH** easier.

Thank you. That **WILL** be a help.

When you are grateful stress one word strongly

Warning

Be careful!

Look out!

General

Mind the floor, it's slippery.

Don't forget to take a coat.

Checking English

Could you say that again, please?
What does this mean, please?
I don't understand this.
How do you spell . . . ?
How do you pronounce this, please?
Is this correct, please?

Directions in the street

Excuse me, could you tell me where . . . is, please?
Excuse me, is there a . . . near here, please?
Turn left/right.
Take the (second) turning on the left/right.
It's on the left/right.
It's straight ahead.
Go straight along/down/up here.
It's on the corner of Brook Street and Park Lane.

Asking the time

Have you the time please?
What time do you make it, please?

When someone is going away

Have a good holiday.
Have a good trip.
Have a safe journey.

Introducing yourself

I don't think we've met before. I'm (*David Jones*).

On the phone

May I speak to . . . please?
▷ Speaking.
Just a moment, please.
Can I take a message?
I'll ask him/her to ring you.
Sorry. I've got the wrong number.

Sending a greeting to someone

Give my regards to . . .
Remember me to . . .

On someone's birthday

Many happy returns.
Happy birthday.

On (or just after) January 1st.

Happy New Year.
▷ Thank you. The same to you.

Someone has passed an exam, got a job, won something

Congratulations!

When someone gets engaged

Congratulations. I hope you'll be very happy.

Time and verb forms

Time



Verbs change their form: I *know* her; I *knew* her.

Some changes are connected with time:

Present Tense	I <i>know</i> her.	I'm <i>waiting</i> for Jack.	Present time.
Past Tense	I <i>knew</i> her.	I <i>was waiting</i> for Jack.	Past time.

English verb forms do **not** always correspond directly to time.

Present Tense	I'm <i>playing</i> tennis on Saturday.	Future time.
Past Tense	If he <i>came</i> , I'd be surprised.	Future time.
Present Tense	Wood <i>floats</i> on water	All times - always true.

The difference between verb forms is only *partly* decided by time.

Sometimes other reasons are important too.

The verb form is sometimes decided by the speaker's viewpoint or attitude.

The most important divisions in English are:

1. Is the event or action *immediate* or *remote* for the speaker?

- a. If it is immediate the speaker uses a *present* form.
- b. If it is remote the speaker uses a *past* form.

The "remoteness" may be of different kinds:

Remote <i>in time</i>	I <i>went</i> to school in Leeds.
Remote <i>relationship</i>	What name <i>was</i> it, please?
Remote <i>possibility</i>	If I <i>saw</i> him, I'd tell him.

2. Does the speaker wish to emphasise the event as a *period*, existing between *two points in time*?

- a. If the speaker does not want to emphasise an event as a period, a **simple** form is used.
- b. If the speaker wants to emphasise the event as a period, a **continuous** form is used.

This is not a matter of *fact*. It depends on how the speaker sees the situation.

All of the following are possible:

- Jane *was reading* while Peter *watched* television.
- Jane *read* while Peter *watched* television.
- Jane *was reading* while Peter *was watching* television.
- Jane *read* while Peter *was watching* television.

3. In English the speaker can look *back* in time or *forward* in time.

- Looking *back* in time He'd *left* before we arrived. (have) + third form
- Looking *forward* in time It's *going to rain*. (be) going to

Present simple and Present continuous

The present continuous always refers to an action which the speaker sees as:

- a. a *period*
- b. a *limited period*

I usually *drive* to work, but I'm *walking* while the weather is so nice.

The present simple refers to an action which the speaker does **not** see as a limited period. It can be:

- a. a *point*
- b. an *unlimited* period.
- c. something *always* true.
- d. a general statement.

I *promise* I won't tell anyone.
Where do you *come* from?
Water *boils* at 100°C.
The journey *takes* about three hours.

Sometimes both are possible with different meanings:

I *work* in a hospital
I'm *working* in a hospital

I do not plan to move soon – it is my *permanent* job.
I expect to move soon – it is a *temporary* job.

Where *do* you *live*?
Where *are* you *living*?

About your *permanent* home.
To a visitor, about his or her *temporary* home.

Where *do* you *go* for your holidays?
Where *are* you *going* for your holidays?

Usually; general
This year; specific

Sometimes the objective difference is very small:

I'm *not feeling* very well.
I *don't feel* very well.

Continuous forms (be) + . . . ing

All main verbs can occur in the simple or the continuous forms.

All continuous forms are made with (be) + . . . ing.

The continuous form *always* means that the speaker, at the moment of use, draws particular attention to the fact that the action concerns a *limited period*.

	Simple	Continuous
Present	Where do you live?	Where are you living?
Past	What did you do?	What were you doing?
Present passive	It is printed in Birmingham.	It is being printed in Birmingham.
Present perfect	I've waited for three months.	I've been waiting for three months.
'll future	I'll see him tomorrow.	I'll be seeing him tomorrow.
going to	I'm going to look at it tomorrow.	I'm going to be looking at it tomorrow.

It is not a matter of *objective* fact. The continuous form shows the speaker's *subjective* interpretation of the facts.

Present perfect and past simple

There are two different ways in English to talk about an event in the past:

The past simple suggests “then” or “at that time”.

The present perfect suggests “up to now” or “before now”.

I first **met** John three years ago.

I've **known** John for three years.

The speaker looks *at* the past event from the past, in a “flash back”.

The speaker looks *back* at the past event *from the present*, the moment of speaking.

The facts described are the same. The speaker can use either verb form. The choice depends on the speaker's *subjective* view of the event.

The present perfect means that the past event is connected to the moment of speaking *in the speaker's mind*.

I *haven't seen* David this morning. (but it is still morning, so I might see him)

I *didn't see* David this morning. (the morning is over, remote)

I *haven't seen* David yet. (yet = up to now, so *I didn't see David yet* is impossible)

Sometimes the difference is small:

Yes, I *lived* there when I was a child. (It is now remote from me)

Yes, I've *lived* there actually. (You remind me NOW of something in the past)

The perfect is *not* about the action being complete or not.

It is not always about the recent past.

The only general rule is the one given above.

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