

# ENTERPRISE

*Student's Book*

# GRAMMAR



Virginia Evans-Jenny Dooley



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## Personal Pronouns

Subject personal pronouns		Object personal pronouns	
Singular	Plural	Singular	Plural
I	we	me	us
you	you	you	you
he		him	
she		her	
it	they	it	them

- We use **subject personal pronouns** before a **verb** instead of the name of a person or a noun, as subjects.  
*She is slim.*
- We use **object personal pronouns** after a **verb** or a **preposition**, as objects.  
*He loves her.*

## The verb "to be"

Affirmative		Interrogative	Negative	
Long form	Short form		Long form	Short form
I am he/she/it is we/you/they are	I'm he/she/it's we/you/they're	Am I? Is he/she/it? Are we/you/they?	I am not he/she/it is not we/you/they are not	I'm not he/she/it isn't we/you/they aren't

### Short answers

Are you from Tokyo? < Yes, I am./Yes, we are.  
No, I'm not./No, we aren't.

Are they Japanese? < Yes, they are.  
No, they aren't.

Is he/she/it from Japan? < Yes, he/she/it is.  
No, he/she/it isn't.

## The verb "have got"

Affirmative		Interrogative	Negative	
Long form	Short form		Long form	Short form
I have (got) he/she/it has (got) we/you/they have (got)	I've (got) he/she/it's (got) we/you/they've (got)	Have I (got)? Has he/she/it (got)? Have we/you/they (got)?	I have not (got) he/she/it has not (got) we/you/they have not (got)	I haven't (got) he/she/it hasn't (got) we/you/they haven't (got)

### Use

- We use the verb **have (got)** to show that something belongs to somebody.  
*I've got a computer. He's got a guitar.*
- We also use the verb **have (got)** to describe people, animals or things.  
*She's got blonde hair. My cat's got a very long tail.*

**Short answers**

Have you/they got a dog? < Yes, I/we/they have.  
No, I/we/they haven't.

Has he/she/it got brown eyes? < Yes, he/she/it has.  
No, he/she/it hasn't.

**The verb "can"**

Affirmative	Interrogative	Negative	
		Long form	Short form
I can dance. He/She/It can dance. We/You/They can dance.	Can I dance? Can he/she/it dance? Can we/you/they dance?	I cannot dance. He/She/It cannot dance. We/You/They cannot dance.	I can't dance. He/She/It can't dance. We/You/They can't dance.

**Use**

- We use **can** to show ability.  
*She can swim.*
- We also use **can** for polite requests.  
*Can I come with you, please?*

**Short answers**

Can I/you/he etc ... speak Spanish? < Yes, I/you/he etc can.  
No, I/you/he etc can't.

**Present Simple**

Affirmative	Interrogative	Negative	
		Long form	Short form
I work you work he works she works it works we work you work they work	Do I work? Do you work? Does he work? Does she work? Does it work? Do we work? Do you work? Do they work?	I do not work you do not work he does not work she does not work it does not work we do not work you do not work they do not work	I don't work you don't work he doesn't work she doesn't work it doesn't work we don't work you don't work they don't work

**Form**

- We form the present simple with the **subject** (noun or personal pronoun) and the **verb**.

**Affirmative**

The third person singular takes **-s** or **-es** in the affirmative.

*I play - he plays, I go - he goes*

**Negative**

We use **subject + don't + base form of the verb** in all persons except the third person singular. We use **subject + doesn't + base form of the verb** in the third person singular.

*I don't play, he doesn't play, we don't play*

**Interrogative**

We use **do + subject + base form of the verb** in all persons except for the third person singular. We use **does + subject + base form of the verb** in the third person singular.

*Do you live in Brighton? Does he work with you?*



### Spelling: 3rd person singular, affirmative

- Most verbs take **-s** in the third person singular.  
*I sit - he sits*
- Verbs ending in **-ss, -sh, -ch, -x or -o** take **-es**.  
*I kiss - he kisses, I wish - he wishes, I go - he goes*
- Verbs ending in a **consonant + y** drop **-y** and take **-ies**.  
*I fly - he flies*
- Verbs ending in a **vowel + y** take **-s**.  
*I say - he says*

### Use

We use the **present simple** for:

- daily routines, habits or repeated actions.  
*We start work at 9 o'clock every morning. (daily routine)*  
*I play football in my free time. (habit)*
- permanent states.  
*He lives in Madrid.*

### Pronunciation

- s** or **-es** in the third person singular is pronounced:
- /s/ with verbs ending in /f/, /k/, /p/ or /t/ sounds.  
*he sits*
  - /z/ with verbs ending in /s/, /ʃ/, /tʃ/, /dʒ/ or /z/ sounds.  
*he watches*
  - /z/ with verbs ending in **all other sounds**.  
*he runs*

### Time expressions we use with the present simple:

every hour/day/week/month/summer/year etc,  
usually, always, every morning/evening/afternoon/  
night, in the morning/evening/night, at night, etc.

### Present Continuous (to be + verb -ing)

Affirmative	Interrogative	Negative
I'm working	Am I working?	I'm not working
you're working	Are you working?	you aren't working
he's working	Is he working?	he isn't working
she's working	Is she working?	she isn't working
it's working	Is it working?	it isn't working
we're working	Are we working?	we aren't working
you're working	Are you working?	you aren't working
they're working	Are they working?	they aren't working

### Form

- We form the present continuous with the verb "**to be**" and add **-ing** to the base form of the main verb.

### Use

We use the **present continuous** for:

- actions happening now, at the moment of speaking.  
*I'm reading a magazine now.*
- actions happening around the time of speaking.  
*She's studying for the final exams.*
- fixed arrangements in the near future.  
*They're flying to Tokyo next week.*

### Time expressions we use with the present continuous:

now, at the moment, these days, at present, tonight etc..

### Short answers

Are you/      < Yes, I am./Yes, we/they are.  
they ...?      No, I'm not./No, we/they aren't.

Is he/she/      < Yes, he/she/it is.  
it ...?      No, he/she/it isn't.

- In short answers we use "Yes" or "No", the subject pronoun and the verb "to be" in the correct form. We do not repeat the main verb with the -ing.

### Present Continuous vs. Present Simple

We use the **present continuous** for:

- actions happening now.  
*Tom is cooking dinner at the moment.*
- actions happening around the time of speaking.  
*She's studying hard these days.*

We use the **present simple** for:

- daily routines or habits.  
*Mary goes to work by train.*
- permanent states.  
*Mrs Morris works as a secretary.*



## Adverbs of Frequency

Adverbs of frequency (always, usually, often, sometimes, occasionally, rarely, never) usually come **before** the **main verb** but **after** the **auxiliary verb** (do, does, etc) and the verb **to be**. Adverbs of frequency tell us how often something happens.

*I never work on Saturdays.*

*She rarely takes the train.*

*He sometimes goes to the cinema.*

*Do you often watch TV in the evening?*

*Tom is usually late for school.*

## Past Simple: regular verbs

Affirmative	Interrogative	Negative
I worked	Did I work?	I didn't work
you worked	Did you work?	you didn't work
he worked	Did he work?	he didn't work
she worked	Did she work?	she didn't work
it worked	Did it work?	it didn't work
we worked	Did we work?	we didn't work
you worked	Did you work?	you didn't work
they worked	Did they work?	they didn't work

### Short answers

Did I/you/he, etc  
work ...?

< Yes, I/you/he, etc did.  
No, I/you/he, etc didn't.

### Form

- We form the affirmative of most regular verbs by adding **-ed** to the verb.  
*I work - I worked*
- Other verbs have irregular affirmative forms.  
*I sing - I sang*  
(see list of irregular verbs at the back of the book)
- We form the interrogative of the past simple with **did + subject pronoun + base form of the verb**.  
*Did he play football yesterday?*  
*Did he go swimming last week?*
- We form the negative of the past simple with **didn't + base form of the verb**.  
*I didn't play football yesterday.*  
*I didn't go swimming last week.*
- We form positive short answers with **did** and negative short answers with **didn't**.  
*"Did you get up early?" "Yes, I did."*  
*"Did he watch TV?" "No, he didn't."*

### Spelling

- We add **-d** to verbs ending in **-e**.  
*I live - I lived*
- Verbs ending in a **consonant + y** drop the **-y** and add **-ied**.  
*I try - I tried*
- Verbs ending in one **stressed vowel** between two consonants double the last consonant and add **-ed**.  
*I stop - I stopped*

### Use

We use the **past simple** for:

- actions which happened or finished at a definite time in the past.  
*Lisa bought a house last year. (When? Last year.)*
- actions which happened repeatedly in the past but don't happen anymore. In this case we can use adverbs of frequency (always, often, usually etc).  
*He usually played football in his free time. (but he doesn't play football anymore.)*

### Time expressions we use with the past simple:

yesterday, last night/week/year/month, etc, a month/two years/three years, etc ago, in 1964, etc.  
*Fleming discovered penicillin in 1928.*

### Used to

**Used to** is used to talk about past habits or things that do not happen anymore. It has the same form in all persons, singular and plural and it is followed by infinitive.

*Sarah used to drink a lot of coffee. (Sarah doesn't drink a lot of coffee anymore.)*

We form questions and negations with the auxiliary verb **did/did not (didn't)**, the **subject** and the verb "use" without **-d**.

*Did Sarah use to drink a lot of coffee?*

*Sarah didn't use to drink a lot of coffee.*

To talk about past habits that do not happen anymore we can use the past simple instead of "used to" with no difference in meaning.

*He used to live in a flat.*

*ALSO: He lived in a flat.*



## Agreeing - Disagreeing - So - Neither/Nor

- We use **so + auxiliary verb + subject personal pronoun or noun** to agree with a positive sentence.  
A: Jim lives in Warsaw.  
B: **So do I.**
- We use **neither/nor + auxiliary verb + subject personal pronoun or noun** to agree with a negative sentence.  
A: Eve doesn't like going to the cinema.  
B: **Neither/Nor does Ann.**

- We use **subject personal pronoun + auxiliary verb** to disagree with what someone says.  
A: I never walk to school.  
B: Oh really? **I do.**  
A: I often go swimming at weekends.  
B: **I don't.**

## Adverbs of Frequency

- 1 Use the adverbs of frequency from the key to write sentences, as in the example.

### Key

always	often	sometimes	rarely	never
****	***	**	*	0

- 1 Jim/play tennis/after school. (0)  
**Jim never plays tennis after school.**

- 2 Mary/meet/her friends/at a café. (\*\*\*)

- 3 I/be/late for school. (0)

- 4 They/make/their beds in the morning. (\*\*)

- 5 He/go/to the cinema on Friday nights. (\*\*\*)

- 6 I/brush/my teeth/before going to bed. (\*\*\*\*)

- 7 Carla/cook/dinner/on Sundays. (\*)

- 8 I/leave/for work/before 8 o'clock. (0)

- 2 Write five true sentences about yourself or your family using adverbs of frequency.

- 1 **I always watch TV** in the evenings.

- 2 ..... on Saturdays.

- 3 ..... in the summer.

- 4 ..... after school.

- 5 ..... in the morning.

### 3 Put the words into the correct order.

1 never/early/Paul/wakes up

.....

2 we/go/on picnics/sometimes/in the summer

.....

3 you/practise/do/the violin/every day?

.....

4 Bob/does/the dog/every night/take/for a walk?

.....

5 rarely/read/comic books/I

.....

6 they/to the seashore/drive/often/during the weekend

.....

## Past Simple

- 4 Write the past simple of the verbs below in the correct box.

welcome, try, go, have, watch, admire, make, live, be, tidy, enjoy, sit, close, take, study, snow, cry, receive, carry, send

-d	{
-ed	
-ied	
irregular	{



## Adjectives

- Adjectives describe nouns. They have the same form in the singular and plural.  
*a red car - (two) red cars*
- Adjectives go before nouns.  
*a large box*  
They can also be used alone after the verb **to be** and after verbs such as **look, smell, sound, feel, taste** etc.  
*Mary is tall. You look sad. It smells horrible.*
- There are two kinds of adjectives: **opinion adjectives** (e.g. beautiful, lovely, great, expensive, etc) which show what a person thinks of somebody or something, and **fact adjectives** (e.g. short, square, yellow, cotton, etc) which give us factual information about somebody or something (e.g. size, weight, colour, etc).

## Order of Adjectives

- Opinion adjectives go before fact adjectives.  
*a **beautiful** silk scarf*
- When there are two or more fact adjectives in a sentence, they usually go in the following order:

	Fact Adjectives
<b>size:</b>	small, big, short, long, etc
<b>weight:</b>	heavy, light, etc
<b>shape:</b>	triangular, round, rectangular, square, etc
<b>colour:</b>	dark/light blue, yellow, pink, cream, red, purple, etc
<b>material:</b>	cotton, leather, silk, plastic, woollen, nylon, metal, gold, silver, velvet, wooden, canvas, china, etc

- We do not usually have a long list of adjectives before a single noun.  
*an **expensive, red, leather** suitcase*

## Comparisons

	adjective	comparative	superlative
<b>one - syllable adjectives</b>	cheap large big	cheaper larger bigger	<b>the cheapest</b> <b>the largest</b> <b>the biggest</b>
<b>-y adjectives</b>	easy	easier	<b>the easiest</b>
<b>adjectives with two or more syllables</b>	intelligent	more intelligent	<b>the most intelligent</b>
<b>irregular adjectives</b>	good bad much many little far >	better worse more less further/farther	<b>the best</b> <b>the worst</b> <b>the most</b> <b>the least</b> <b>the furthest/the farthest</b>

## Form

- One-syllable adjectives add -(e)r/-(e)st to form their comparative and superlative forms.  
*large - larger (than) - the largest (of/in),  
cheap - cheaper (than) - the cheapest (of/in)*
- One-syllable adjectives ending in one stressed vowel between two consonants, double the last consonant and add -er/-est.  
*big - bigger (than) - the biggest (of/in)*
- Two-syllable adjectives ending in a consonant + -y, drop -y and add -ier/-iest.  
*heavy - heavier (than) - the heaviest (of/in)*
- Adjectives of two or more syllables take more/most.  
*careful - more careful (than) - the most careful (of/in)*
- Irregular adjectives have their own individual comparative and superlative forms.

## Note

- We often make comparisons using **than**.
- We use **the** before the superlative form.

## Use

- We use the **comparative form** to compare two people, things, places, etc. We usually use **than** with comparative adjectives.  
*Sue's skirt is longer than Mary's.*

- We use the **superlative form** to compare a person, thing or place with the whole group they belong to. We use **the ... of/in** with superlative adjectives.  
*Pluto is **the coldest** planet in our solar system.*
- We use **(not) as + adjective + as** to say that two people, things or places are/are not similar.  
*Tom is **as tall as** Peter.*
- We use **less + adjective + than** for two persons, things or places.  
*The green jacket is **less expensive than** the yellow jacket.*
- We use **much + comparative form + than** for two persons, things or places.  
*This tie is **much longer than** that one.*

## Expressing Certainty

### Must - Can't

- We use **must + infinitive without to** to say that something is logically true.  
*They look the same. They **must** be twins.*
- We use **can't + infinitive without to** to say that something is logically untrue.  
*This book **can't be** his. He doesn't like detective stories.*

## Will (predictions)

- We use **will + infinitive without to** to make predictions based on what we believe or think. We usually use **will** with the verbs **think**, and **expect**, and the adverb **probably**, etc.  
*I **think** he **will** help me.*

## Comparisons

- 1 Fill in the gaps with the correct form of the adjectives in brackets, as in the example.

- My house is **bigger (big)** than yours.
- Peter is not as ..... **(tall)** as Sally.
- Los Angeles is ..... **(polluted)** than Vancouver.
- That was the ..... **(bad)** meal I've ever eaten.
- Our house is less ..... **(modern)** than yours.
- Celine Dion is very ..... **(famous)**.

- They are as ..... **(rich)** as the Browns.
- The Danube is the ..... **(beautiful)** river in Europe.
- This sleeping bag is ..... **(comfortable)** than that one.
- Mary's dress is ..... **(expensive)** than Diana's.
- The red hat is much ..... **(cheap)** than the blue one.
- Asia is the ..... **(large)** continent in the world.

# 4

## Adjectives - Adverbs - Past Continuous

### Adjectives - Adverbs

- Adjectives describe nouns.  
*We live in a **small** village.*
- Adjectives ending in **-ing** (e.g. interesting, amazing, etc) are used to describe what somebody or something is like.  
*The film was **boring**. She is a very **interesting** person.*
- Adjectives ending in **-ed** (e.g. amazed, surprised, puzzled, etc) are used to describe how somebody feels.  
*The children were **terrified** when they heard the thunder.*
- Adverbs describe verbs, other adverbs or adjectives.  
*He **works hard**. He **runs very fast**. She is **extremely polite**.*
- Adverbs usually go after verbs. They can also go before verbs (adverbs of frequency).  
*She **spoke softly**.  
He **always drives carefully**.*

#### Form

- We usually form an adverb by adding **-ly** to the adjective.  
*dangerous - **dangerously***
- When the adjective ends in **-le** we drop the **-e** and add **-y**.  
*gentle - **gently***
- When the adjective ends in a **consonant + y** we drop the **-y** and add **-ily**.  
*easy - **easily***
- When the adjective ends in **-l** we add **-ly**.  
*wonderful - **wonderfully***

- Some adverbs have either a totally different form or the same form as the adjective. Study the table.

Adjective		Adverb
good	→	well
fast	→	fast
hard	→	hard
early	→	early
late	→	late

#### Note:

The following words end in **-ly** but they are adjectives: friendly, lively, lonely, lovely, silly, ugly.  
*He's a **friendly** person.*

### Past Continuous

Affirmative	Interrogative	Negative	
		Long form	Short form
I was eating he/she/it was eating we/you/they were eating	Was I eating? Was he/she/it eating? Were we/you/they eating?	I was not eating he/she/it was not eating we/you/they were not eating	I wasn't eating he/she/it wasn't eating we/you/they weren't eating

#### Short answers

Was he/she/it ...?

< Yes, he/she/it, etc was.  
No, he/she/it, etc wasn't.

Were we/you/they ...? < Yes, we/I, etc were.  
No, we/I, etc weren't.

**Form**

- We form the past continuous with **was/were** (past simple of the verb to be) and the main verb with the **-ing**.

*I was working. They were working.*

We form **questions** by putting was/were before the subject.

We form **negations** by putting the word **not** after was/were.

*Was he working? They were not/weren't working.*

**Use**

We use the past continuous:

- for an action which was in progress at a stated time in the past. We do not know when the action started or finished.

*At five o'clock yesterday I was cooking dinner.*

- for a past action which was in progress when another action interrupted it. We use the **past**

**continuous** for the action in progress (longer action) and the **past simple** for the action which interrupted it (shorter action).

*She was having breakfast when the phone rang.*

- for two or more actions which were happening at the same time in the past (simultaneous actions).

*Tina was doing the washing-up while the children were playing in the garden.*

- to give background information in a story.

*The sun was shining brightly as Tom was driving his brand new car through the city centre.*

**Time expressions we use with the past continuous:**

while, when, as, etc.

Note: when/while/as + past continuous (longer action)  
when + past simple (shorter action)

**Adjectives - Adverbs**

- 1 Turn the adjectives in brackets into adverbs to complete the dialogues.

- 1 A: Why are you talking so .....  
**(loud)?**

B: I'm talking to my friend in Australia. She can't hear me.

- 2 A: I hear you passed your exams.  
B: Yes. I worked very .....  
**(hard)** all year.

- 3 A: What's the weather like outside?  
B: It's snowing .....  
**(heavy)** today.

- 4 A: Make sure you drive .....  
**(careful)** today.  
B: Don't worry I'm always careful when the weather is bad.

- 5 A: What's that terrible noise?  
B: The trees are shaking .....  
**(violent)** in the wind.

- 6 A: Why don't you get up .....  
**(early)?**  
B: Because I go to bed very late at night.

- 7 A: What's this nice smell?  
B: It's .....  
**(fresh)** ground coffee.

**2 Underline the correct item.**

- Today is a **perfect/perfectly** day to go on a picnic.
- The little boy smiled **sweet/sweetly** at his mother.
- Marie always dresses **smart/smartly** for work.
- Michael got into his car and drove **quick/quickly** down the street.
- She was carrying a **beautiful/beautifully** bouquet of flowers on her wedding day.
- Final/Finally**, he brushed his teeth and went to bed.
- Vanessa was wearing a **pretty/prettyly** dress at Tom's party.
- Sam is a **generous/generously** man who often gives money to charities.
- Lisa had a **terrible/terribly** dream last night. She woke up screaming.
- Thanks so much for inviting us to the party. We had a **great/greatly** time.
- They were talking **quiet/quietly** so I couldn't hear what they were saying.
- This is a very busy street so you should always cross it **careful/carefully**.
- Yoko is **fluent/fluently** in English.
- Harry is a very **polite/politely** young man with good manners.
- Was your history test **easy/easily**?

# 5

## Future Simple - Be going to - Present Continuous - Conditionals Type 1 - When/If

### Future Simple

Affirmative		Interrogative	Negative	
Long form	Short form		Long form	Short form
I will go he/she/it will go we/you/they will go	I'll go he/she/it'll go we/you/they'll go	Will I go? Will he/she/it go? Will we/you/they go?	I will not go he/she/it will not go we/you/they will not go	I won't go he/she/it won't go we/you/they won't go

#### Form

- We form the future simple with **will + the base form of the verb**.  
*She will visit us. They will have a party.*
- We form the interrogative by putting **will** before the subject pronoun.  
**Will she visit us? Will they have a party?**
- We form the negative by putting **not** after **will**.  
*She will not/won't visit us. They will not/won't have a party.*

#### Use

We use the future simple:

- for predictions based on what we believe or think.  
*Robots will do most of the work in the future.*

- for on-the-spot decisions or promises.  
*A: It's cold in here. B: I'll close the window. Your father will help you with your homework.*
- we use **Will you ...?** to ask someone to do something for us (request)  
**Will you post this letter for me, please?**

#### Short answers

**Yes**, I/you/he, etc **will**.  
**No**, I/you/he, etc **won't**.

#### Time expressions we use with the future simple:

tomorrow, the day after tomorrow, next week/month/year, tonight, soon, in a week/month/year, etc.

### Be going to

Affirmative		Interrogative	Negative	
Long form	Short form		Long form	Short form
I am going to travel. He/She/It is going to travel. We/You/They are going to travel.	I'm going to travel. He/She/It's going to travel. We/You/They're going to travel.	Am I going to travel? Is he/she/it going to travel? Are we/you/they going to travel?	I am not going to travel. He/She/It is not going to travel. We/You/They are not going to travel.	I'm not going to travel. He/She/It isn't going to travel. We/You/They aren't going to travel.

#### Form

- We form the affirmative with the verb **to be** (am, is, are) **going to + the base form of the verb**.  
*He is going to have a snack.*
- We form the interrogative by putting the verb **to be** before the subject pronoun.  
**Is he going to have a snack?**
- We form the negative by putting **not** after the verb **to be**.  
*He is not/isn't going to have a snack.*

#### Short answers

**Yes**, I am/you are/he is, etc.  
**No**, I'm not/you aren't/he isn't, etc.

#### Use

- We use **be going to**:
- for plans and intentions we have for the near future. *Susan is going to move house.*

- for predictions based on what we see or know.  
*Look at him. He's going to jump out of the train.*

## Future Simple - Be going to - Present Continuous

### Compare the examples.

*She'll sell her bicycle. (she may or may not sell it.)  
He's going to study medicine next year. (intention)  
They're leaving for Cairo tomorrow. (fixed arrangement in the near future.)*

### Conditionals

- There are four types of **conditionals**. Each type consists of two parts: the **if - clause** (hypothesis), which begins with the word if, and the **main clause**, which shows the result of the hypothesis.

<b>if - clause</b> (hypothesis)	<b>main clause</b> (result)
------------------------------------	--------------------------------

*If he wakes up late, he will miss the bus.*

### Type 1 Conditionals

Type 1 conditionals express a real or very probable situation in the present or future. They are formed as follows:

if + present simple	→ future simple
<b>If Tom studies hard</b>	→ <b>he will pass the exam.</b>

### When - if

- We use **when** in conditionals to show that we are sure that something will happen.  
*I'll see you **when** I come to Paris.  
(I'm certain I'll come to Paris.)*
- We use **if** in conditionals to show that we are not sure whether something will or will not happen.  
*I'll see you **if** I come to Paris.  
(Perhaps I'll come to Paris, perhaps I won't.)*

## Future Simple - Be going to

### 1 Fill in the gaps with *will/ll* and *won't*.

- A: I want to go camping next weekend at Blue Bird Lake.  
B: Who ..... drive you there?  
A: Tom's mother.  
B: Alright. But you ..... be careful, ..... you?
- A: I need to go shopping.  
B: OK, I ..... give you a lift.  
A: That would be great. It ..... take me long, so afterwards we ..... have time to go for lunch.  
B: That sounds wonderful!
- A: There's something wrong with Rocky.  
B: Oh, poor thing. I ..... take him to the vet.  
A: I ..... go with you. He ..... bark if I'm not there.  
B: I hope he ..... bite the vet!
- A: I think I ..... have a barbecue at the weekend.  
B: That's a good idea. Who ..... you invite?  
A: I don't know yet. ..... you help me make a list?  
B: Of course.

### 2 Use the prompts and make sentences using *will* or *be going to*, as in the example.

- A: Look at the little boy!  
B: he/fall/swimming pool  
*He's going to fall into the swimming pool.*
- A: It's cold in here.  
B: I/turn on/heat  
.....
- A: Mum, I'm hungry.  
B: I/make/you/sandwich  
.....
- A: What are Maggie's plans for the summer?  
B: she/travel/Italy  
.....
- A: Jimmy didn't study hard for his history exam.  
B: he/not pass/it  
.....
- A: I have a headache.  
B: I/turn off/CD player  
.....
- A: Dad, I don't feel well.  
B: I/take/you/doctor  
.....
- A: Are you coming to Maria's party?  
B: yes/I/take/Jim/with me  
.....

## Some - Any

- We use **some** in the affirmative with countable nouns in the plural and uncountable nouns.  
*I want some strawberries and some ice cream.*
- We also use **some** for offers or requests.  
*Would you like some orange juice? (offer)*  
*Can I have some milk, please? (request)*
- We use **any** in the negative and interrogative form with countable nouns in the plural and uncountable nouns.  
*There isn't any salt left.*  
**Have you got any biscuits?**

## Much - Many

- We use **much** and **many** in questions and negations.  
Much is followed by uncountable nouns and many is followed by plural countable nouns.  
*Is there much sugar in the bag?*  
*There isn't much milk in the carton.*  
**Have you got many records?**  
**She hasn't got many friends.**

## A Few / A Little

- We use **a few** (= not many, some) with plural countable nouns.  
**We've got a few eggs.**
- We use **a little** (= not much, some) with uncountable nouns.  
**I want a little orange juice.**

## Phrases of Quantity

- We use countable and uncountable nouns after phrases of quantity such as: a jar/bottle/piece/loaf/cup/bar/glass/kilo/carton/bowl, etc.

## Some - Any / Much - Many / A Few - A Little

### 1 Fill in the gaps with **some** or **any**.

- A: Would you like ..... tomato sauce on your spaghetti?  
B: Yes, please.
- A: Are there ..... apricots in the fridge?  
B: No, I'm afraid there aren't .....

## Giving Advice - Should / Shouldn't

- We use **should** to say what the right/best thing to do is.  
*You **should** eat plenty of fruit and vegetables.*  
(= It's a good idea)
- We use **shouldn't** to say what isn't the right/best thing to do.  
*You **shouldn't** eat junk food.* (= It isn't a good idea)

## Conditionals Type 0

- Type 0 conditionals are used to express something which is always true. They are also used to talk about something which always happens as a result of something else. They are formed as follows:

<b>If clause</b>	<b>main clause</b>
If + present simple	→ present simple

*If the temperature **falls** below 0 °C, water **turns** into ice.*

- In type 0 conditionals we can use **when** (= whenever) instead of if.  
**If/When the sun shines, snow melts.**

## Time Words

- We do not use the future simple after the time words **before**, **after**, **while**, **until**, **as soon as**, and **when**. We use the present simple instead.  
*I'll wait for you **until** you **finish**.*  
(NOT: I'll wait for you until you'll finish.)
- When** can be followed by future simple if it is used as a **question word**.  
**When will he arrive?** (when = question word)  
*I can't tell you **when** it **will** be ready.*  
(when = question word)  
**Please give me a call **when** you **finish** work.**  
(when = time word)

- A: Can I have ..... cake, please?  
B: Of course you can.
- A: We don't have ..... apple juice.  
B: I'll go to the supermarket and buy .....
- A: Would you like ..... milk in your tea?  
B: No, thank you.
- A: There isn't ..... ice cream in the freezer.  
B: Are you sure? I thought we had .....
- A: Can I have ..... bread?  
B: Here you go.



## Present Perfect

### A) Regular Verb

Affirmative		Interrogative	Negative	
Long form	Short form		Long form	Short form
I have worked you have worked he has worked she has worked it has worked we have worked you have worked they have worked	I've worked you've worked he's worked she's worked it's worked we've worked you've worked they've worked	Have I worked? Have you worked? Has he worked? Has she worked? Has it worked? Have we worked? Have you worked? Have they worked?	I have not worked you have not worked he has not worked she has not worked it has not worked we have not worked you have not worked they have not worked	I haven't worked you haven't worked he hasn't worked she hasn't worked it hasn't worked we haven't worked you haven't worked they haven't worked

### B) Irregular Verb

Affirmative		Interrogative	Negative	
Long form	Short form		Long form	Short form
I have bought you have bought he has bought she has bought it has bought we have bought you have bought they have bought	I've bought you've bought he's bought she's bought it's bought we've bought you've bought they've bought	Have I bought? Have you bought? Has he bought? Has she bought? Has it bought? Have we bought? Have you bought? Have they bought?	I have not bought you have not bought he has not bought she has not bought it has not bought we have not bought you have not bought they have not bought	I haven't bought you haven't bought he hasn't bought she hasn't bought it hasn't bought we haven't bought you haven't bought they haven't bought

#### Form

- We form the present perfect simple with the auxiliary verb **have/has** and the past participle. We form the past participle of regular verbs by adding **-ed** to the verb. *play - played, work - worked*  
We form the past participle of irregular verbs differently. *buy - bought, see - seen*
- We form **questions** by putting **have/has** before the subject. *Has he bought a new car?*
- We form **negations** by putting **not** between have/has and the past participle.  
*He has not/hasn't bought a new car.*

#### Use

We use the present perfect simple:

- for actions which happened at an unstated time in the past. The exact time is not mentioned because the action is more important. *Tom has broken his arm.*
- for actions which started in the past and are still continuing in the present. *Kim has been a chef since 1985.*
- for actions which have recently finished and their results are visible in the present.  
*"I have painted the kitchen. Doesn't it look nice?"*
- to talk about an experience. *They have travelled through Europe.*

Time expressions used with the present perfect simple:

for, since, just, already, yet, lately, recently, so far, ever, etc.



- We use **for** to express duration. *I have known Sue for ten years.*
- We use **since** to state a starting point. *She hasn't been to New York since 1992.*
- We use **just** and **already** in affirmative sentences. *She's already booked a table for two. I've just bought a new dress.*
- We use **yet** in questions and negations. *Has Jim fixed the car yet? They haven't cooked dinner yet.*

### Have gone (to) - Have been (to)

There are two ways to form the present perfect of the verb **go**: **have gone** and **have been**, but there is a difference in meaning. Study the examples below:

*Thomas and Anne have gone to Lisbon. (They went to Lisbon some time ago and they are still there.) I have been to Lisbon. (I have visited Lisbon and have come back. I am not there now.)*

### Past Simple vs Present Perfect Simple

- We use the **past simple** for an action which happened at a stated time in the past or for an action which started and finished in the past. *Fred graduated from university in 1997. Pauline went to the dentist three days ago.*
- We use the **present perfect simple** for an action which happened at an unstated time in the past or for an action which started in the past and is still continuing in the present. *Carol has joined the tennis club. He has been a teacher for twenty years.*

### Present Perfect Continuous

Affirmative		Interrogative	Negative	
Long form	Short form		Long form	Short form
I have been doing you have been doing he has been doing she has been doing it has been doing we have been doing you have been doing they have been doing	I've been doing you've been doing he's been doing she's been doing it's been doing we've been doing you've been doing they've been doing	Have I been doing? Have you been doing? Has he been doing? Has she been doing? Has it been doing? Have we been doing? Have you been doing? Have they been doing?	I have not been doing you have not been doing he has not been doing she has not been doing it has not been doing we have not been doing you have not been doing they have not been doing	I haven't been doing you haven't been doing he hasn't been doing she hasn't been doing it hasn't been doing we haven't been doing you haven't been doing they haven't been doing

#### Form

- We form the present perfect continuous with the auxiliary verb **have/has**, the past participle of the verb to be (been) and the main verb with the -ing. *I have been working. She has been sleeping.*
- We form **questions** by putting have/has before the subject. *Have they been playing?*
- We form **negations** by putting **not** between have/has and been. *She has not/hasn't been reading.*

#### Use

- We use the present perfect continuous for:
- an action which started in the past and continues up to the present.  
*She has been typing letters for three hours.*
  - an action which has recently finished and its result is evident now.  
*They are tired. They have been working for nine hours.*

#### Time Expressions used with the present perfect continuous:

for, since, all morning/afternoon/week/day, etc.

# 8

## Past Perfect Simple - Past Continuous vs Past Perfect Simple

### Past Perfect Simple

Affirmative		Interrogative	Negative	
Long form	Short form		Long form	Short form
I had bought you had bought he had bought she had bought it had bought we had bought you had bought they had bought	I'd bought you'd bought he'd bought she'd bought it'd bought we'd bought you'd bought they'd bought	Had I bought? Had you bought? Had he bought? Had she bought? Had it bought? Had we bought? Had you bought? Had they bought?	I had not bought you had not bought he had not bought she had not bought it had not bought we had not bought you had not bought they had not bought	I hadn't bought you hadn't bought he hadn't bought she hadn't bought it hadn't bought we hadn't bought you hadn't bought they hadn't bought

#### Short answers

Had you/he/she/it bought ...? < Yes, I/he/she/it had.  
No, I/he/she/it hadn't.

Had we/they bought ...? < Yes, we/they had.  
No, we/they hadn't.

#### Form

- We form the past perfect simple with **had** and the past participle of the main verb.  
*I had cleaned my room.*
- We form **questions** by putting **had** before the subject. **Had he arrived?**, **Had they bought a car?**
- We form **negations** by putting **not** after **had**. **He had not/hadn't watered the plants.**  
**They had not/hadn't won a prize.**

#### Use

We use the past perfect simple:

- for an action which happened in the past before another past action. The action which happened **earlier** in the past is in the **past perfect simple**, and the action which happened **later** is in the **past simple**.
- as the past equivalent of the present perfect simple. That is, we use the **past perfect simple** for an action which started and finished in the **past**, but we use the **present perfect simple** for an action which started in the **past** and finished in the **present**. **Greg wasn't at home.** He **had gone out.** (**Greg was out then.**)  
**Greg isn't at home.** He **has gone out.** (**Greg is out now.**)

#### Time expressions used with the past perfect simple:

already, by the time, never, as soon as, just, after, when, before, etc.

### Past Continuous vs Past Perfect Simple

- We use the past continuous for a past action which was in progress when it was interrupted by another action. **He was watching TV when the phone rang.**
- We use the past perfect simple for a past action which happened before another past action. **They had booked a room before they went on holiday.**



## The Passive: to be + past participle

### Form

- We form the passive with the verb **to be** and the past participle of the main verb.

	Active	Passive
<b>present simple:</b>	<i>He feeds the dog twice a day.</i>	<i>The dog is fed twice a day.</i>
<b>past simple:</b>	<i>He fed the dog yesterday.</i>	<i>The dog was fed yesterday.</i>
<b>present perfect simple:</b>	<i>He has fed the dog.</i>	<i>The dog has been fed.</i>
<b>future simple:</b>	<i>He will feed the dog.</i>	<i>The dog will be fed.</i>
<b>modal:</b>	<i>He should feed the dog.</i>	<i>The dog should be fed.</i>

- We form questions by putting the verb **to be** before the subject. *Is this car made in Japan?*
- We form negations with the word **not**. *His bicycle was not/wasn't stolen last night.*

### Turning from Active into Passive

- To turn a sentence from the active into the passive:
  - The object of the active sentence becomes the subject in the passive sentence.
  - The active verb changes into a passive form.
  - The subject of the active sentence becomes the agent.

ACTIVE	subject	verb	object
	Susan	made	a cake.

PASSIVE	subject	verb	agent
	A cake	was made	by Susan.

- Only the verbs that take an object can be turned into the passive.

*Tom watered the plants.* → *The plants were watered by Tom.* **But:** *It is raining today.* (This sentence cannot be turned into the passive because the verb does not take an object.)

- When the subject of the active sentence is one of the following words: people, one, someone/somebody, they, he, etc., the agent is often omitted in the passive sentence.

*Someone will feed the dog.* → *The dog will be fed.*

- Object pronouns (me, you, him, etc) become subject pronouns (I, you, he, etc) in the passive. *She gave me some money.* → *I was given some money.*

- When the verb of the active sentence is followed by a preposition, the preposition is kept in the passive sentence as well.

*Someone broke into our house last night.* → *Our house was broken into last night.*

### Use

- We use the passive when we want to show that the action of the verb is more important than the agent (i.e. the person or thing doing or causing the action). The agent is introduced with the preposition **by** and is mentioned only when it is important or needs to be stated. *Oliver Twist was written by Charles Dickens.*

- The agent is not mentioned when:
  - it is unknown. *His car was stolen last night.* (*We don't know who stole his car.*)
  - it is unimportant. *Breakfast will be served at 7.30.* (*the agent is unimportant.*)
  - it is obvious from the context. *He has been arrested.* (*it is obvious who arrested him - the police*)



## Too - Enough

- **Too goes before adjectives and adverbs.** It has a negative meaning and shows that something is more than enough, more than necessary or more than wanted.

**too + adjective/adverb + to -infinitive**

*Bob is too short to become a basketball player. She talks too softly for me to hear her.*

- **Enough goes before nouns but after adjectives or adverbs.** It has a positive meaning and shows that there is as much of something as is wanted or needed.

**adjective/adverb + enough } + to -infinitive  
enough + noun }**

*The dog is gentle enough to play with.*

*We've got enough eggs to make an omelette.*

## The Passive

- 1 Rewrite the sentences below in the passive, as in the example.

1 Someone will meet you at the airport.

...*You will be met at the airport*....

2 He hasn't watered the plants.

.....

3 George and Sarah arranged a fantastic party.

.....

4 The mechanic hasn't repaired the car.

.....

5 They feed the animals twice a day.

.....

6 Sam will fix the roof.

.....

7 Cherry Lane launched the new menswear line.

.....

8 Claire designed the red dress.

.....

9 The clown will entertain the children.

.....

10 He has mended the puncture.

.....

- 2 Fill in the gaps with the correct passive tense of the verbs in brackets.

1 A: Have they delivered your new sofa yet?

B: Not yet. It .....  
**(deliver)** at the end of the day.

2 A: Is your house old?

B: Yes, it's quite old. It .....  
**(build)** in 1920.

- 3 A: That's a beautiful watch.  
B: Thank you. It .....  
**(give)** to me for Christmas.
- 4 A: When will I get my money?  
B: It .....  
**(put)** in the bank tomorrow morning.
- 5 A: Are the *Musical Notes* a good band?  
B: Yes, they are. They .....  
**(award)** best song of the year in 1997.
- 6 A: Did Shakespeare write *Wuthering Heights*?  
B: No, of course not. *Wuthering Heights* .....  
**(write)** by Emily Brönte.
- 7 A: What will happen to the old town library?  
B: It .....  
**(tear down)** at the end of the month.
- 8 A: Do you do the housework?  
B: No, I don't. The housework .....  
**(do)** once a week by a cleaning lady.

- 3 Fill in the gaps with **is, was, has or will**, as in the example.

- 1 He ...**was**... asked to open the window.
- 2 The metro ..... be finished early next year.
- 3 The shopping ..... done every Friday.
- 4 The telephone ..... been repaired.
- 5 The office ..... redecorated last week.
- 6 She ..... been asked to leave.
- 7 The new shop ..... be opened tomorrow.
- 8 When I was in high school the history class ....  
..... taught by Mr Allen.
- 9 The building ..... destroyed in the flood.
- 10 The thief ..... been caught by the police.

## The Imperative

- The imperative is formed with the verb without a subject.  
**Open the door!**
- The negative imperative is formed with **do not/don't** and the verb.  
**Don't touch that!**
- The imperative refers to the second person singular and plural.
- We use the imperative to:
  - give orders: **Write** your name here.
  - give instructions: **Take** a deep breath.
  - offer something: **Have** some tea.
  - make a request: **Be** quiet, please.

Note: We usually add the word **please** at the beginning or at the end of the sentence.

## Reflexive Pronouns

### Subject pronouns

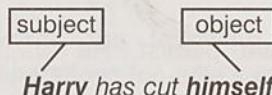
I  
you  
he  
she  
it  
we  
you  
they

### Reflexive pronouns

myself  
yourself  
himself  
herself  
itself  
ourselves  
yourselves  
themselves

We use reflexive pronouns:

- with verbs such as **behave, burn, cut, enjoy, hurt, introduce, kill, look at, teach**, etc when the subject and the object of the verb refer to the same person.



## Might/Could

We use **might/could** to express possibility.

"Where's Sarah?" "She **might/could** be at the beach." (Perhaps she's at the beach.)

## Must - Have to

- We use **must** and **have to** to express obligation and necessity.  
*You **must** stay in bed.*  
*I **have to** go to the post office.*
- Must** can only be used in the present tense. We use **have to** to form all the other tenses.  
*I'll **have to** work on Saturday.*  
*She **had to** stay in bed.*
- We use **must/mustn't** to give strong advice.  
*You **must** see a doctor right away.*  
*You **mustn't** eat too many sweets.*
- We also use **mustn't** to express prohibition.  
*You **mustn't** park here. (= You aren't allowed to park here; it's against the rules.)*
- We use **don't/doesn't have to** to express lack of necessity.  
*You **don't have to buy** any oranges. We've got plenty.*
- The past forms of **have to** and **don't have to** are **had to** and **didn't have to**.  
*When I was your age I **had to** walk to school!*  
*We **didn't have to** learn a foreign language when we were students.*

## Can - Be allowed to

- We use **can** to ask for or give permission and **can't** to refuse permission.  
*"Can I watch TV?" "Of course, you **can**."*  
*I'm afraid you **can't** take pictures.*
- We use **be allowed to** to ask for, give or refuse permission. The permission, however, does not depend on the speaker.  
*Am I **allowed to** park my motorcycle here?*  
*(What is the law?)*  
*You **aren't allowed to** take photographs in the museum.*

## Could - Couldn't

- Could** and **couldn't** are the past forms of **can** and **can't**.  
*I **could** go to bed late when I was 17 but I **couldn't** drink wine.*

## Conditionals Type 2

- Conditionals Type 2 express an **imaginary** or **improbable situation** which is unlikely to happen in the **present** or **future**. They are formed as follows:

<b>if - clause</b>	<b>main clause</b>
If + past simple	→ would/could/might + bare infinitive

*If I had more free time, I would take up basketball. (I don't have much free time now, so it is unlikely that I will take up basketball. - improbable situation)*

- We can use **were** instead of **was** for all persons.  
*If I were rich, I would travel around the world.*
- We use **if I were you ...** when we want to give advice.  
*If I were you, I would stop eating junk food.*

## Conditionals Type 2

- 1 Put the verbs in brackets into the correct tense, as in the example.

- 1 If someone ...played... (**play**) loud music late at night, I would complain.
- 2 If Tom won the lottery, he ..... (**buy**) a house in the country.
- 3 If she ..... (**study**) harder, she would do better in her exams.
- 4 If I ..... (**buy**) this jacket for you, would you wear it?
- 5 If the team ..... (**try**) harder, they would win the championship.
- 6 If Bill drove to work, he ..... (**get**) there faster.
- 7 If I ..... (**be**) you, I would buy her a scarf.
- 8 If we moved house, I ..... (**miss**) my friends.
- 9 If Julie ..... (**have**) time, she would learn how to type.
- 10 If they didn't like Chinese food, they ..... (**not/order**) from the Chinese restaurant all the time.
- 11 If Tom ..... (**be**) taller, he would become a basketball player.
- 12 If my father was a baker, we ..... (**eat**) fresh croissants every day.

- 2 Look at the prompts below and use them to make sentences, as in the example.

- 1 repair my bicycle → ride it  
...*If I repaired my bicycle, I could ride it....*
- 2 exercise more often → be fit  
.....
- 3 get lost → ask for help  
.....
- 4 find somewhere better to live → move house  
.....
- 5 buy a camera → take pictures  
.....
- 6 travel to New York → visit the Statue of Liberty  
.....
- 7 go camping → take my sleeping bag  
.....
- 8 need money → ask my parents  
.....
- 9 won £1,000,000 → stop working  
.....
- 10 it be cold → wear my coat  
.....
- 11 break arm → go to hospital  
.....
- 12 have a dog → name it Irma  
.....
- 13 have a big garden → have barbecues every weekend  
.....
- 14 know how to drive → buy a car  
.....

## Describing Location

- To describe the location of a place we can use the following phrases: ... is situated/located **in** the east/west/south-east, etc **of**; **on** the north/south/south-west coast **of**, etc; **in** the heart/centre of ...  
*Vancouver is situated on the west coast of Canada.*  
*The art gallery is located in the heart of the city.*

- We can use **no** instead of **not any** in negations.  
*They haven't got any money.*  
*They've got no money.*

	Affirmative	Interrogative	Negative
Countable/ Uncountable	some	any	not any/no

## Relative Pronouns

- Relative pronouns (**who**, **which**, etc) introduce relative clauses. We use relative clauses to identify the noun in the main clause.  
*I met a woman. She's from France.*  
*I met a woman who is from France.*
- We use **who** to refer to people.  
*A porter is someone who carries luggage.*
- We use **which** to refer to objects or animals.  
*A clock is something which shows the time.*

↓  
relative clause

(The relative clause identifies which woman we are talking about.)

## Someone/Something/Somewhere

- Someone/Somebody** (a person), **something** (a thing) and **somewhere** (in/to/at a place) are used in **positive statements**.  
*There is someone in the kitchen.*
- Anyone/anybody**, **anything** and **anywhere** are used in **questions** and **negations**.  
*Is there anything in the box?*  
*There isn't anybody in the room.*
- No one/nobody**, **nothing** and **nowhere** can be used in **negations** instead of **not anyone/anybody**, **not anything** and **not anywhere**.  
*There isn't anybody in the garden.*  
*There is nobody in the garden.*

## Relative Adverbs

- We use **where** to refer to place.  
*This is the hotel where we spent our holidays.*

## Some - Any - No

- We use **some**, **any**, and **no** with uncountable nouns (*cheese, coffee, etc*) and plural countable nouns (*houses, eggs, etc*)  
*some cheese, some houses*
- Some** means **a little** or **a few**. We normally use **some** in **positive statements**.  
*She's got some bread. (= a little)*  
*She's got some pencils. (= a few)*
- We can also use **some** in questions to make offers, requests, or when we expect a positive answer.  
*Would you like some more orange juice? (offer)*
- We use **any** in **questions** and **not any** in **negations**.  
*Have you got any milk?*  
*No, I haven't got any sugar.*

	Affirmative	Interrogative	Negative
People	someone somebody	anyone anybody	not anyone/ no one not anybody/ nobody
Things	something	anything	not anything/ nothing
Places	somewhere	anywhere	not anywhere/ nowhere

**Who?** someone/anyone/no one  
 somebody/anybody/nobody

**What?** something/anything/nothing

**Where?** somewhere/anywhere/nowhere

## The Infinitive

The **infinitive** is the base form of the verb. There are two kinds of infinitive: a) the **to-infinitive** (*to go, to play*) and b) the **infinitive without to** (*go, play.*)

We use the **to-infinitive**:

- after verbs such as **decide, want, agree, begin** etc. *He wanted to buy some sugar.*
- after the expressions **would love, would like.**  
*I would like a sandwich.*

We use the **infinitive without to**:

- after the verb **make**
  - The clown made the children laugh.*  
(= cause somebody/something to do something)
  - My mother made me clean my room.*  
(= force somebody to do something)
- after the verb **let**  
*My father lets me use his computer.*
- after modal verbs (**can, could, will, would**, etc)  
*He can play tennis well.*

## The -ing form

The -ing form is the base form of the verb + -ing.  
*fishing, watching*

We use the **-ing form**:

- usually after the verbs **love, like, hate, enjoy** etc.  
*Tom likes playing basketball in his free time.*
- after the expressions **don't mind, couldn't help, can't stand, look forward to.**  
*I don't mind going shopping.*

- We can use the to-infinitive or the -ing form after the verbs **stop, remember** and **forget** but there is a difference in meaning. Study the examples that follow.

### STOP

- stop + to-infinitive = stop briefly to do something else  
*I stopped to have a cup of coffee.*
- stop + -ing form = finish, give up  
*We stopped reading when the bell rang.*

### REMEMBER

- remember + to-infinitive = not forget  
*Please remember to buy some milk.*
- remember + -ing form = bring to your mind  
*I remember giving you the key before I left.*

### FORGET

- forget + to-infinitive = not remember  
*She forgot to pay the phone bill.*
- forget + -ing form = always remember  
*I'll never forget learning how to ride a bicycle.*

to-infinitive	infinitive without to	-ing form
decide	make	love
want	let	like
would like	can	hate
would love	could	enjoy
begin	will	stop
stop	would	remember
remember	may	forget
forget	must	don't mind
refuse		couldn't help
agree		can't stand
expect sb		look forward to

## Reported Speech

**Direct speech** is the exact words someone said. We use quotation marks (" ") in direct speech.  
*"I want to help," Mary said.*

**Reported speech** is the exact meaning of what someone said, but not the exact words. We do not use quotation marks in reported speech. We can either use the word **that** after the introductory verb or we can omit it.  
*Mary said (that) she wanted to help.*

- When the introductory verb is in the **present tense** or when the sentence expresses **something which is always true** (general truth), there are no changes in the verb tenses in reported speech.

**Direct speech:** *She says "I love animals."*

**Reported speech:** *She says (that) she loves animals.*

**Direct speech:** *"Rhinos live in eastern and southern Africa," said the teacher.*

**Reported speech:** *The teacher said (that) rhinos live in eastern and southern Africa.*

## Reported Statements

When we report statements (i.e. a positive or negative sentence), we use the verbs "**say**" or "**tell**" to introduce the statement. Pronouns (I, you, he etc, me, you, him etc , mine, yours, etc) and possessive adjectives (my, your, his etc) change according to the meaning.

**Direct speech:** *Ed said, "I live in Belfast."*

**Reported speech:** *Ed said (that) he lived in Belfast.*

- When the introductory verb is in the **past tense**, the verb tenses change as follows:

Direct speech	Reported speech
<b>Present Simple</b> <i>"I want to go out," he said.</i>	<b>Past Simple</b> <i>He said (that) he wanted to go out.</i>
<b>Present Continuous</b> <i>"She is playing in the garden," he said.</i>	<b>Past Continuous</b> <i>He said (that) she was playing in the garden.</i>
<b>Present Perfect</b> <i>"They have bought a new house," he said.</i>	<b>Past Perfect</b> <i>He said (that) they had bought a new house.</i>
<b>Past Simple</b> <i>"He sent me flowers," she said.</i>	<b>Past Perfect</b> <i>She said (that) he had sent her flowers.</i>
<b>Future Simple</b> <i>"I'll order a new fridge," he said.</i>	<b>Conditional (would)</b> <i>He said (that) he would order a new fridge.</i>

Certain words and time expressions change as follows:

Direct speech	Reported speech
<ul style="list-style-type: none"> <li>tonight, today, this week/month etc.</li> <li>now</li> <li>yesterday, last night/week etc.</li> <li>tomorrow, next week/month etc.</li> <li>two days/months etc. ago</li> <li>this, these</li> </ul>	<ul style="list-style-type: none"> <li>→ that night, that day, that week/month etc.</li> <li>→ then, at the time</li> <li>→ the day before, the previous night/week etc.</li> <li>→ the following/next day, the next/following week/month etc.</li> <li>→ two days/months etc. before</li> <li>→ that, those</li> </ul>

## Say - Tell

We use **say** in **direct and reported speech** with or without a personal pronoun.

*Tom said, "I need some help."*

*Tom said (that) he needed some help.*

*Tom said to me, "I need some help."*

*Tom said to me (that) he needed some help. (less common)*

We use **tell** with a personal pronoun. We never use **to** with tell.

*"Tom told me (that) he needed some help." (NOT: Tom ~~told~~ to me ...)*

## Reported Questions

- We introduce reported questions with **ask** or **want to know**.  
In reported questions, the verb is in the affirmative and the question mark is omitted. Verb tenses, pronouns and possessive adjectives change as in statements.
- When the direct question begins with a **question word** (**who, where, when, why, what** etc), the reported question begins with the same word.  
**Direct speech:** "Where do you live?" she asked me.  
**Reported speech:** She asked me **where** I lived.
- When the direct question is a yes/no question and begins with an auxiliary verb (do, be etc) or a modal verb (can, will etc), then the reported question begins with **if** or **whether**.  
**Direct speech:** "Have you got a pet?" he asked me.  
**Reported speech:** He asked me **if/whether** I had a pet.

## Reported Statements

- 1 Fill in the gaps with the correct **pronouns** or **possessive adjectives**, as in the example.

- 1 • Kevin said, "I have lost my favourite sweater."  
• Kevin said that ...*he*... had lost ...*his*... favourite sweater.

- 2 • Lars said, "My brother is going to drive me to the station."  
• Lars said that ..... brother was going to drive ..... to the station.

- 3 • Aunt Mary said, "I want you to have dinner with me tomorrow night."  
• Aunt Mary said that ..... wanted ..... to have dinner with ..... the following night.

- 4 • Heidi said, "I'll buy a new sofa for my living-room."  
• Heidi said that ..... would buy a new sofa for ..... living-room.

- 5 • Sue and Frank said, "We are going to have a barbecue at our cottage next weekend."  
• Sue and Frank said that ..... were going to have a barbecue at ..... cottage, the next weekend.

- 2 Turn the following direct sentences into **reported speech**, as in the example.

- 1 "I'll go to the dentist," she said.

*She said (that) she would go to the dentist.*

- 2 "I have lived in Montreal for ten years," she said.

.....

- 3 "We are leaving in June," Dad said.

.....

- 4 "I forgot to take the dog for a walk," said Annie.

.....

- 5 "We have done the washing-up," they said.

.....

- 6 "I always wake up early on Mondays," he said.

.....

- 7 "The Browns are looking for a new house," she said.

.....

- 8 "We bought a flat two months ago," he said to Carol.

.....

- 9 "I'll paint the garage next week," he said to Sam.

.....

- 10 "I've brought you some flowers," he said to Julie.

## Reported Instructions/Commands

- To report instructions or commands we use the verbs **ask**, **tell** or **order** + **direct object** + **(not)** + **to-infinitive**

**Direct speech:** "Be polite with the customers," he said.

**Reported speech:** He **told me to be** polite with the customers.

**Direct speech:** "Don't talk so much, please," he said to me.

**Reported speech:** He **asked me not to talk** so much.

## Exclamations

Exclamations are words or sentences used to express admiration, surprise etc. To form exclamatory sentences we can use **what** (a/an), **how** etc.

- What + a/an (+ adjective) + singular countable noun  
**What a beautiful day!**  
**What an experience!**
- What (+ adjective) + uncountable/plural nouns  
**What interesting news!**  
**What terrible mistakes!**
- how + adjective/adverb  
**How pretty she is!**  
**How fast he runs!**

## Question Tags

- Question tags are short questions at the end of statements. We use them in speech when we want to confirm something or when we want to find out if something is true or not.  
**Dogs swim, don't they?**  
**Your father is a farmer, isn't he?**

### Form

- We form a question tag with the auxiliary or modal verb of the main sentence and the appropriate subject pronoun.  
**Mary is cooking, isn't she?**  
**Tom can't play the violin, can he?**

- When the verb of the main sentence is in the **present simple**, we form the question tag with the auxiliary verb **do/does** and the subject pronoun. When the verb is in the **past simple**, we form the question tag with the auxiliary **did** and the subject pronoun.

*Carol likes football, doesn't she?*

*He found his book, didn't he?*

- When the sentence is positive, the question tag is negative.

*He works for a large computer firm, doesn't he?*

- When the sentence is negative, the question tag is positive.

*She didn't do her homework, did she?*

- Some verbs/expressions form question tags differently. Study the following examples:

- I am → aren't I?  
*I am quick, aren't I?*
- Don't → will you?  
*Don't talk, will you?*
- Imperative → will/won't you?  
*Stop shouting, will/won't you?*
- Let's → shall we?  
*Let's go out for dinner, shall we?*
- I have (got) → haven't I? (=I possess)  
*He has got a large house, hasn't he?*
- I have → don't I? (other meanings)  
*She has dinner at 6 o'clock, doesn't she?*
- There is/are → isn't/aren't there?  
*There is a cushion on the sofa, isn't there?*
- This/That is → isn't it?  
*That's Bob's bicycle, isn't it?*

### Intonation

- When we are sure of the answer and expect agreement, the voice goes down in the question tag.

*She's your daughter, isn't she?*



- When we aren't sure of the answer and we want to check information, the voice goes up in the question tag.

*He can't drive a car, can he?*



# Irregular Verbs

Infinitive	Past	Past Participle	Infinitive	Past	Past Participle
be	was	been	let	let	let
bear	bore	born(e)	lie	lay	lain
beat	beat	beaten	light	lit	lit
become	became	become	lose	lost	lost
begin	began	begun	make	made	made
bite	bit	bitten	mean	meant	meant
blow	blew	blown	meet	met	met
break	broke	broken	pay	paid	paid
bring	brought	brought	put	put	put
build	built	built	read	read	read
burn	burnt (burned)	burnt (burned)	ride	rode	ridden
burst	burst	burst	ring	rang	rung
buy	bought	bought	rise	rose	risen
can	could	(been able to)	run	ran	run
catch	caught	caught	say	said	said
choose	chose	chosen	see	saw	seen
come	came	come	seek	sought	sought
cost	cost	cost	sell	sold	sold
cut	cut	cut	send	sent	sent
deal	dealt	dealt	set	set	set
dig	dug	dug	sew	sewed	sewn
do	did	done	shake	shook	shaken
draw	drew	drawn	shine	shone	shone
dream	dreamt (dreamed)	dreamt (dreamed)	shoot	shot	shot
drink	drank	drunk	show	showed	shown
drive	drove	driven	shut	shut	shut
eat	ate	eaten	sing	sang	sung
fall	fell	fallen	sit	sat	sat
feed	fed	fed	sleep	slept	slept
feel	felt	felt	smell	smelt (smelled)	smelt (smelled)
fight	fought	fought	speak	spoke	spoken
find	found	found	spell	spelt (spelled)	spelt (spelled)
fly	flew	flown	spend	spent	spent
forbid	forbade	forbidden	spill	spilt	spilt
forget	forgot	forgotten	split	split	split
forgive	forgave	forgiven	spoil	spoilt (spoiled)	spoilt (spoiled)
freeze	froze	frozen	spread	spread	spread
get	got	got	spring	sprang	sprung
give	gave	given	stand	stood	stood
go	went	gone	steal	stole	stolen
grow	grew	grown	stick	stuck	stuck
hang	hung (hanged)	hung (hanged)	sting	stung	stung
have	had	had	strike	struck	struck
hear	heard	heard	swear	swore	sworn
hide	hid	hidden	sweep	swept	swept
hit	hit	hit	swim	swam	swum
hold	held	held	take	took	taken
hurt	hurt	hurt	teach	taught	taught
keep	kept	kept	tear	tore	torn
know	knew	known	tell	told	told
lay	laid	laid	think	thought	thought
lead	led	led	throw	threw	thrown
learn	learnt (learned)	learnt (learned)	understand	understood	understood
leave	left	left	wake	woke	woken
lend	lent	lent	wear	wore	worn
			win	won	won
			write	wrote	written