**Days of the week**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**Months of the year**

Jenuary

February

March

April

May

June

July

August

September

October

November

December

**Cardinal number**

1 one

2 two

3 three

4 four

5 five

6 six

7 seven

8 eight

9 nine

10 ten

11 eleven

12 twelve

13 thirteen

14 fourteen

15 fifteen

16 sixteen

17 seventeen

18 eighteen

19 nineteen

20 twenty

21 twenty-one

30 thirty

35 thirty-five

40 forty

50 fifty

60 sixty

70 seventy

80 eighty

90 ninety

100 a\one hundred

101 a\one hundred and one

200 two hundred

220 two hundred and twenty

1000 a\one thousand

1001 a\one thousand and one

1221 a\one thousand, two hundred and twenty-one

1000000 a\one million

1003030 a\one million, three thousand and thirty

**Ordinal numbers**

1st first

2nd second

3rd third

4th fourth

5th fifth

6th sixth

7th seventh

8th eighth

9th ninth

10th tenth

11th eleventh

12th twelfth

13th thirteenth

14th fourteenth

15th fifteenth

16th sixteenth

17th seventeenth

18th eighteenth

19th nineteenth

20th twentieth

21st twenty-first

22nd twenty-second

23rd twenty-third

30th thirtieth

35th thirty-fifth

40th fortieth

50th fiftieth

60th sixthieth

70th seventieth

80th eightieth

90th ninetieth

100th a\one hundredth

101st a\one hundred and first

200th two hundredth

220th two hundred and twentieth

1000th a\one thousandth

1001st a\one thousandth and first

1221st a\one thousandth, two hundred and twenty-first

1000000th a\one millionth

1003030th a\one million, three thousand and thirtieth

**Mathematical operation**

16+7=23 sixteen plus seven equals\is equal to twenty-three

18-5=13 eighteen minus five equals\is equal to thirteen

4\*9=36 four times\multiplied by nine is equal to \ equals thirty-six

27/3= twenty-seven divided by three equals\is equal to nine

**Fractions**

½ a\one half

1/3 a\one third

¾ three quarters

5/8 five eights

1 ½ one and a half

**False friends (words which don’t mean what they seem to mean)**

To devise= to create/to invent

To design= to plan/to make a project

By the year 2010= not later than

The rate = the speed

To provide= to give/ to furnish/ to supply

Actual= true/real

Several= a few/some

The make= the name of the company which produces an article

Advances= progress

Substance= material

Silicon= a natural substance (silicone = a man-made substance)

Up to= as far as (and no further than) a maximum limit

Larger= bigger

To project= to transfer an image by means of light beams

A design= a model/a pattern

To take (time)= to require a certain period of time

Eventually= in the end

As well as= also/too

**Subject pronouns**

I

You

He

She

It

We

You

They

**Object pronouns**

Me

You

Him

Her

It

Us

You

Them

**Possessive adjectives**

My

Your

His

Her

Its

Our

Your

Their

**Possessive pronouns**

Mine

Yours

His

Hers

Its

Ours

Yours

Theirs

**Reflexive pronouns**

Myself

Yourself

Himself

Herself

Itself

Ourselves

Yourselves

Themselves

**The definite article**

The definite article “the” is used for:

1. Countable nouns – singular and plural. Ex. The boy, the boys
2. Nouns that are unique because only one exists. Ex. The sun, the moon
3. Rivers, canals, seas, oceans. Ex. The Pacific ocean, the Adriatic sea, the Panama canal
4. Theatres, cinemas, hotels, museums, galleries. Ex. The British museum
5. Expressions whit “of”. Ex. The house of commons, the house of lords
6. Before a class of people. Ex. The old, the young
7. Before the superlatives. Ex. The best, the most important

“the” is not used for

1. Individual persons. Ex. Mrs. Smith, Mary
2. Continents. Ex. Africa, America
3. Nations. Ex. England
4. Lakes and mountains. Ex. Mount Everest, lake Como
5. Cities and towns. Ex. New York
6. Streets, parks, bridges. Ex. Oxford street
7. Buildings referred to as institutions. Ex. School, prison, hospital
8. Uncountable nouns when generalizing. Ex. Meat, history, information
9. Time expressions. Ex. In 1978, in winter, since January
10. Holidays, Days. Ex. At Easter, at Christmas, on Tuesday
11. Certain parts of the day. Ex. At night, at midday
12. Meals. Ex. Breakfast, dinner
13. Whit work. Ex. I’m going to work
14. Whit home and bed. Ex. I’m going home, I’m at home, I’m going to bed
15. Before names of games. Ex. He plays golf

**SIMPLE TENSES**

**SIMPLE PRESENT (PRESENTE)**

Affirmative interrogative negative

I work Do I work? I don’t work

You work Do you work? You don’t work

He/she/it works Does he/she/it work? He/she/it doesn’t work

We work Do we work? We don’t work

You work Do you work? You don’t work

They work Do they work? They don’t work

The simple present tense is one of several forms of present tense in English. It is used to describe habits, unchanging situations, general truths, and fixed arrangements. The simple present tense is simple to form. Just use the base form of the verb: (I take, you take, we take, they take) The 3rd person singular takes an -s at the end. (he takes, she takes). The simple present is used to:

* To express habits, general truths, repeated actions or unchanging situations, emotions and wishes:  
  I smoke (habit); I work in London (unchanging situation); London is a large city (general truth)
* To give instructions or directions:  
  You walk for two hundred meters, then you turn left.
* To express fixed arrangements, present or future:  
  Your exam starts at 09.00
* To express future time, after some conjunctions: after, when, before, as soon as, until:  
  He'll give it to you when you come next Saturday.

Be careful! The simple present is not used to express actions happening now.

**SIMPLE PAST (PASSATO PROSSIMO/PASSATO REMOTE/IMPERFETTO)**

I worked Did I work? I didn’t work

You worked Did you work? You didn’t work

He/she/it worked Did he/she/it work? He/she/it didn’t work

We worked Did we work? We didn’t work

You worked Did you work? We didn’t work

They worked Did they work? They didn’t work

The simple past tense, sometimes called the preterite, is used to talk about a completed action in a time before now. The simple past is the basic form of past tense in English. The time of the action can be in the recent past or the distant past and action duration is not important.

You always use the simple past when you say when something happened, so it is associated with certain past time expressions

* frequency: often, sometimes, always  
  I sometimes walked home at lunchtime.  
  I often brought my lunch to school.
* a definite point in time: last week, when I was a child, yesterday, six weeks ago  
  We saw a good film last week.  
  Yesterday, I arrived in Geneva.  
  She finished her work atseven o'clock  
  I went to the theatre last night
* an indefinite point in time: the other day, ages ago, a long time ago   
  People lived in caves a long time ago.  
  She played the piano when she was a child.

Note: the word ago is a useful way of expressing the distance into the past. It is placed after the period of time: a week ago, three years ago, a minute ago.

Be Careful: The simple past in English may look like a tense in your own language, but the meaning may be different.

**SIMPLE FUTURE (FUTURE)**

I will work Will I work? I will not (won’t) work

You will work Will you work? You will not (won’t) work

He/she/it will work Will he/she/it work? He/she/it will not (won’t) work

We will work Will we work? We will not (won’t) work

You will work Will you work? You will not (won’t) work

They will work Will they work? They will not (won’t) work

N.B “shall” may be found to indicate the first person singular or plural in more formal use, but in common everyday use “will” is adopted for all persons

The simple future refers to a time later than now, and expresses facts or certainty. In this case there is no 'attitude'.

The simple future is used:

* To predict a future event:  
  It will rain tomorrow.
* With I or We, to express a spontaneous decision:  
  I'll pay for the tickets by credit card.
* To express willingness:   
  I'll do the washing-up.  
  He'll carry your bag for you.
* In the negative form, to express unwillingness:  
  The baby won't eat his soup.  
  I won't leave until I've seen the manager!
* With I in the interrogative form using "shall", to make an offer:  
  Shall I open the window?
* With we in the interrogative form using "shall", to make a suggestion:  
  Shall we go to the cinema tonight?
* With I in the interrogative form using "shall", to ask for advice or instructions:  
  What shall I tell the boss about this money?
* With you, to give orders:  
  You will do exactly as I say.
* With you in the interrogative form, to give an invitation:  
  Will you come to the dance with me?  
  Will you marry me?

The simple future tense is composed of two parts: *will / shall* + the infinitive without *to*

**COMPOUND TENSES**

**PRESENT PERFECT (PASSATO PROSSIMO)**

I have worked Have I worked? I have not worked

You have worked Have you worked? You have not worked

He/she/it has worked Has he/she/it worked? He/she/it have not worked

We have worked Have we worked? We have not worked

You have worked Have you worked? You have not worked

They have worked Have they worked? They have not worked

The present perfect is used to indicate a link between the present and the past. The time of the action is before now but not specified, and we are often more interested in the result than in the action itself.

BE CAREFUL! There may be a verb tense in your language with a similar form, but the meaning is probably NOT the same.

###### The present perfect is used to describe

* An action or situation that started in the past and continues in the present. I have lived in Bristol since 1984 (= and I still do.)
* An action performed during a period that has not yet finished. She has been to the cinema twice this week (= and the week isn't over yet.)
* A repeated action in an unspecified period between the past and now. We have visited Portugal several times.
* An action that was completed in the very recent past, expressed by 'just'. I have just finished my work.
* An action when the time is not important. He has read 'War and Peace'. (= the result of his reading is important)

Note: When we want to give or ask details about when, where, who, we use the simple past. Read more about [choosing between the present perfect and the simple past tenses](https://www.ef.com/english-resources/english-grammar/present-perfect-vs-simple-past/).

The present perfect of any verb is composed of two elements : the appropriate form of the auxiliary verb to have (present tense), plus the past participle of the main verb. The past participle of a regular verb is base+ed, e.g. played, arrived, looked. For irregular verbs, see the Table of irregular verbs in the section called 'Verbs'.

**PAST PERFECT (TRAPASSATO PROSSIMO)**

I had worked Had I worked? I had not worked

You had worked Had you worked? You had not worked

He/she/it had worked Had he/she/it worked? He/she/it had not worked

We had worked Had we worked? We had not worked

You had worked Had you worked? You had not worked

They had worked Had they worked? They had not worked

The past perfect refers to a time earlier than before now. It is used to make it clear that one event happened before another in the past. It does not matter which event is mentioned first - the tense makes it clear which one happened first. The Past Perfect tense in English is composed of two parts: the past tense of the verb to have (had) + the past participle of the main verb.

PAST PERFECT + JUST

'Just' is used with the past perfect to refer to an event that was only a short time earlier than before now, e.g.

* The train had just left when I arrived at the station.
* She had just left the room when the police arrived.
* I had just put the washing out when it started to rain.

**FUTURE PERFECT (FUTURO ANTERIORE)**

I will have worked Will I have worked? I will not have worked

You will have worked Will you have worked? You will not have worked

He/she/it will have worked Will he/she/it has worked? He/she/it will not have worked

We will have worked Will we have worked? We will not have worked

You will have worked Will you have worked? You will not have worked

They will have worked Will they have worked? They will not have worked

The future perfect is composed of two elements  
the simple future of the verb "to have" (will have) + the past participle of the main verb

The future perfect tense refers to a completed action in the future. When we use this tense we are projecting ourselves forward into the future and looking back at an action that will be completed some time later than now. It is most often used with a time expression.

**PROGRESSIVE TENSES**

**PRESENT PROGRESSIVE (PRESENTE PROGRESSIVO)**

I am working Am I working? I am not working

You are working Are you working? You are not working

He/she/it is working Is he/she/it working? He/she/it is not working

We are working Are we working? We are not working

You are working Are you working? You are not working

They are working Are they working? They are not working

### As with all tenses in English, the speaker's attitude is as important as the time of the action or event. When someone uses the present continuous, they are thinking about something that is unfinished or incomplete

##### THE PRESENT CONTINUOUS IS USED:

* to describe an action that is going on at this moment: You are using the Internet. You are studying English grammar.
* to describe an action that is going on during this period of time or a trend: Are you still working for the same company? More and more people are becoming vegetarian.
* to describe an action or event in the future, which has already been planned or prepared: We're going on holiday tomorrow. I'm meeting my boyfriend tonight. Are they visiting you next winter?
* to describe a temporary event or situation: He usually plays the drums, but he's playing bass guitar tonight. The weather forecast was good, but it's raining at the moment.
* with "always, forever, constantly", to describe and emphasise a continuing series of repeated actions: Harry and Sally are always arguing! You're constantly complaining about your mother-in-law!

BE CAREFUL! Some verbs are not usually used in the continuous form

### VERBS THAT ARE NOT USUALLY USED IN THE CONTINUOUS FORM

The verbs in the list below are normally used in the simple form because they refer to states, rather than actions or processes.

###### SENSES / PERCEPTION

* to feel\*
* to hear
* to see\*
* to smell
* to taste

###### OPINION

* to assume
* to believe
* to consider
* to doubt
* to feel (= to think)
* to find (= to consider)
* to suppose
* to think\*

###### MENTAL STATES

* to forget
* to imagine
* to know
* to mean
* to notice
* to recognise
* to remember
* to understand

###### EMOTIONS / DESIRES

* to envy
* to fear
* to dislike
* to hate
* to hope
* to like
* to love
* to mind
* to prefer
* to regret
* to want
* to wish

###### MEASUREMENT

* to contain
* to cost
* to hold
* to measure
* to weigh

###### OTHERS

* to look (=resemble)
* to seem
* to be (in most cases)
* to have(when it means "to possess")\*

##### EXCEPTIONS

Perception verbs (see, hear, feel, taste, smell) are often used with can: : I can see... These verbs may be used in the continuous form but with a different meaning

* This coat feels nice and warm. (your perception of the coat's qualities)
* John's feeling much better now (his health is improving)
* She has three dogs and a cat. (possession)
* She's having supper. (She's eating)
* I can see Anthony in the garden (perception)
* I'm seeing Anthony later (We are planning to meet)

**Past progressive (PASSATO PROGRESSIVO)**

I was working Was I working? I was not working

You were working Were you working? You were not working

He/she/it was working Was he/she/it working? He/she/it was not working

We were working Were we working? We were not working

You were working Were you working? You were not working

They were working Were they working? They were not working

The past continuous describes actions or events in a time before now, which began in the past and is still going on at the time of speaking. In other words, it expresses an unfinished or incomplete action in the past.

It is used:

* Often, to describe the background in a story written in the past tense, e.g. "The sun was shining and the birds were singing as the elephant came out of the jungle. The other animals were relaxing in the shade of the trees, but the elephant moved very quickly. She was looking for her baby, and she didn't notice the hunter who was watching her through his binoculars. When the shot rang out, she was running towards the river..."
* to describe an unfinished action that was interrupted by another event or action, e.g. "I was having a beautiful dream when the alarm clock rang."
* to express a change of mind: e.g. "I was going to spend the day at the beach but I've decided to get my homework done instead."
* with 'wonder', to make a very polite request: e.g. "I was wondering if you could baby-sit for me tonight."

**FUTURE PROGRESSIVE (FUTURE PROGRESSIVO)**

I will be working Will I be working? I will not be working

You will be working Will you be working? You will not be working

He/she/it will be working Will he/she/it be working? He/she/it will not be working

We will be working Will we be working? We will not be working

You will be working Will you be working? You will not be working

They will be working Will they be working? They will not be working

The future continuous is made up of two elements:  
**the simple future of the verb 'to be' + the present participle (base+ing)**

The future continuous refers to an unfinished action or event that will be in progress at a time later than now. The future continuous is used for quite a few different purposes. The future continuous can be used to project ourselves into the future. The future continuous can be used for predicting or guessing about future events. In the interrogative form, the future continuous can be used to ask politely for information about the future. The future continuous can be used to refer to continuous events that we expect to happen in the future. When combined with *still*, the future continuous refers to events that are already happening now and that we expect to continue some time into the future.

**PRESENT PERFECT PROGRESSIVE (PASSATO PROSSIMO PROGRESSIVO)**

I have been working Have I been working? I have not been working

You have been working Have you been working? You have not been working

He/she/it has been working Has he/she/it been working? He/she/it have not been working

We have been working Have we been working? We have not been working

You have been working Have you been working? You have not been working

They have been working Have they been working? They have not been working

The present perfect continuous is used to refer to an unspecified time between 'before now' and 'now'. The speaker is thinking about something that started but perhaps did not finish in that period of time. He/she is interested in the process as well as the result, and this process may still be going on, or may have just finished.

VERBS WITHOUT CONTINUOUS FORMS

With verbs not normally used in the continuous form, use the simple present perfect instead (verbs such as: know, hate, hear, understand, want).  
I've wanted to visit China for years.  
She's known Robert since she was a child.  
I've hated that music since I first heard it.  
I've heard a lot about you recently.  
We've understood everything.

**PAST PERFECT PROGRESSIVE (TRAPASSATO PROSSIMO PROGRESSIVO)**

I had been working Had I been working? I had not been working

You had been working Had you been working? You had not been working

He/she/it had been working Had he/she/it been working? He/she/it had not been working

We had been working Had we been working? We had not been working

You had been working Had you been working? You had not been working

They had been working Had they been working? They had not been working

The past perfect continuous corresponds to the present perfect continuous, but with reference to a time earlier than 'before now'. As with the present perfect continuous, we are more interested in the process.

This form is also used in reported speech. It is the equivalent of the past continuous and the present perfect continuous in direct speech:

* Jane said, "I have been gardening all afternoon." = Jane said she had been gardening all afternoon.
* When the police questioned him, John said, "I was working late in the office that night." = When the police questioned him, John told them he had been working late in the office that night.

The past perfect continuous is composed of two elements - the past perfect of the verb to be (=had been) + the present participle (base+ing).

**FUTURE PERFECT PROGRESSIVE (FUTURE ANTERIORE PROGRESSIVO)**

I will have been working Will I have been working? I will not have been working

You will have been working Will you have been working? You will have not been working

He/she/it will have been working Will he/she/it have been working? He/she/it will not have been working

We will have been working Will we have been working? We will not have been working

You will have been working Will you have been working? You will not have been working

They will have been working Will they have been working? They will not have been working

The future perfect continuous is composed of two elements  
the future perfect of the verb "to be" (will have been) + the present participle of the main verb (base + ing)

Like the future perfect simple, this form is used to project ourselves forward in time and to look back. It refers to events or actions that are currently unfinished but will be finished at some future time. It is most often used with a time expression.

**Irregular verbs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Infinitive | Past tense | Past participle | Traduzione | Tipo del gerundio |
| To be | Was\were | Been | Essere | 1 |
| To beat | Beat | Beaten | Battere | 1 |
| To become | Became | Become | Diventare | 4 |
| To begin | Began | Begun | Iniziare | 1 |
| To bend | Bent | Bent | Piegare |  |
| To bet | Bet | Bet | Scommettere |  |
| To bite | Bit | Bitten | Mordere | 1 |
| To blow | Blew | Blown | Soffiare |  |
| To break | Broke | Broken | Rompere | 1 |
| To bring | Brought | Brought | Portare | 2 |
| To build | Built | Built | Costruire | 2 |
| To burst | Burst | Burst | Scoppiare |  |
| To burn | Burnt | Burnt | Bruciare | 2 |
| To buy | Bought | Bought | Comprare | 2 |
| To catch | Caught | Caught | Catturare | 2 |
| To choose | Chose | Chosen | Scegliere |  |
| To come | Came | Come | Venire |  |
| To cost | Cost | Cost | Costare |  |
| To cut | Cut | Cut | Tagliare |  |
| To deal | Dealt | Dealt | Gestire |  |
| To dig | Dug | Dug | Scavare |  |
| To do | Did | Done | Fare |  |
| To draw | Drew | Drawn | Disegnare |  |
| To dream | Dreamt | Dreamt | Sognare |  |
| To drink | Drank | Drunk | Bere |  |
| To drive | Drove | Driven | Guidare |  |
| To eat | Ate | Eaten | Mangiare |  |
| To fall | Fell | Fallen | Cadere |  |
| To feed | Fed | Fed | Dar da mangiare |  |
| To feel | Felt | Felt | Provare |  |
| To fight | Fought | Fought | Combattere |  |
| To find | Found | Found | Trovare |  |
| To fly | Flew | Flown | Volare |  |
| To forbid | Forbade | Forbidden | Proibire |  |
| To forget | Forgot | Forgotten | Dimenticare |  |
| To forgive | Forgave | Forgiven | Perdonare |  |
| To freeze | Froze | Frozen | Congelare |  |
| To get | Got | Got | Prendere |  |
| To give | Gave | Given | Dare |  |
| To go | Went | Gone | Andare |  |
| To grow | Grew | Grown | Crescere |  |
| To hang | Hung | Hung | Apprendere |  |
| To have | Had | Had | Avere |  |
| To hear | Heard | Heard | Udire |  |
| To hide | Hid | Hidden | Nascondere |  |
| To hit | Hit | Hit | Colpire |  |
| To hold | Held | Held | Temere |  |
| To hurt | Hurt | Hurt | Ferire |  |
| To keep | Kept | Kept | Conservare |  |
| To know | Knew | Known | Sapere |  |
| To lay | Laid | Laid | Stendere |  |
| To lead | Led | Led | Condurre |  |
| To learn | Learnt | Learnt | Imparare |  |
| To leave | Left | Left | Lasciare |  |
| To lend | Lent | Lent | Prestare |  |
| To let | Let | Let | Consentire |  |
| To lie | Lay | Lain | Mentire |  |
| To light | Lit | Lit | Illuminare |  |
| To lose | Lost | Lost | Perdere |  |
| To make | Made | Made | Fare |  |
| To mean | meant | Meant | Significare |  |
| To meet | Met | Met | Incontrare |  |
| To pay | Paid | Paid | Pagare |  |
| To put | Put | Put | Mettere |  |
| To read | Read | Read | Leggere |  |
| To ride | Rode | Ridden | Andare in bici |  |
| To ring | Rang | Rung | Suonare |  |
| To rise | Rose | Risen | Salire |  |
| To run | Ran | Run | Correre |  |
| To say | Said | Said | Dire |  |
| To see | Saw | Seen | Vedere |  |
| To seek | Sought | Sought | Cercare |  |
| To sell | Sold | Sold | Vendere |  |
| To send | Sent | Sent | Inviare |  |
| To set | Set | Set | Regolare |  |
| To sew | Sewed | Sewn/sewed | Cucire |  |
| To shake | Shook | Shaken | Agitare |  |
| To shine | Shone | Shone | Splendere |  |
| To shoot | Shot | Shot | Sparare |  |
| To show | Showed | Shown | Mostrare |  |
| To shrink | Shrank | Shrunk | Restringere |  |
| To shut | Shut | Shut | Chiudere |  |
| To sing | Sang | Sung | Cantare |  |
| To sink | Sank | Sunk | Affondare |  |
| To sit | Sat | Sat | Sedere |  |
| To sleep | Slept | Slept | Dormire |  |
| To smell | Smelt | Smelt | Odorare |  |
| To speak | Spoke | Spoken | Parlare |  |
| To spell | Spelt | Spelt | Sillabare |  |
| To spend | Spent | Spent | Spendere |  |
| To split | Split | Split | Dividere |  |
| To spread | Spread | Spread | Spalmare |  |
| To spring | Sprang | Sprung | Saltare |  |
| To stand | Stood | Stood | Alzare |  |
| To steal | Stole | Stolen | Rubare |  |
| To stick | Stuck | Stuck | Bloccarsi |  |
| To sting | Stung | Stung | Pungere |  |
| To stink | Stank | Stunk | Puzzare |  |
| To strike | Struck | Struck | Colpire |  |
| To swear | Swore | Sworn | Giurare |  |
| To sweep | Swept | Swept | Spazzare |  |
| To swim | Swam | Swum | Nuotare |  |
| To swing | Swung | Swung | Dondolare |  |
| To take | Took | Taken | Prendere |  |
| To teach | Taught | Taught | Insegnare |  |
| To tear | Tore | Torn | Strappare |  |
| To tell | Told | Told | Dire |  |
| To think | Thought | Thought | Pensare |  |
| To throw | Threw | thrown | Lanciare |  |
| To understand | Understood | Understood | Non capire |  |
| To wake | Woke | woken | Svegliare |  |
| To wear | Wore | Worn | Vestire |  |
| To win | Won | Won | Vincere |  |
| To write | Wrote | Written | Scrivere |  |