

THE ALPHABET

There are twenty-six letters in the English alphabet:

A B C D E F G H I
J K L M N O P Q R
S T U V W X Y Z

CARDINAL NUMBERS

0- zero
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
22- twenty-two
23- twenty-three
30- thirty
31- thirty-one
32- thirty-two
40- forty
41- forty-one
42- forty-two
50- fifty
51- fifty-one
60- sixty
70- seventy
80- eighty
90- ninety
100- one hundred
200- two hundred
1000- one thousand
10,000- ten thousand
1,000,000 - 1 million
1,000,000,000 - 1 billion

ORDINALS

1st first
2nd second
3rd third
4th fourth
5th fifth
6th sixth
7th seventh
8th eighth
9th ninth
10th tenth
100th one hundredth
124th one hundred and twenty-fourth

MEASURES

Distance

1 inch = 2.54 centimeters

1 foot = 12 inches = 0.3048 meter

1 yard = 3 feet

1 mile = 5,280 feet

3 miles = 4.83 kilometers

1 acre = 43,560 square feet

Weight

1 ounce = 1/16 of a pound

1 pound = 16 ounces

Liquid

1 pint = 0.5505 liter

1 quart = 2 pints

1 gallon = 4 quarts

DAYS OF THE WEEK

- "What day is it?"
- "Today is January 1st, 2001, a new century!"

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

the weekend = Saturday, Sunday

MONTHS OF THE YEAR

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

THE SEASONS

spring summer fall winter

A FEW GREETINGS

Hello

Good morning

Good evening

Good night

GREETINGS

"How are you?"

"What's your name?"

"Thank-you."

"Let me introduce you to Mary."

"Speak slowly, please."

"Goodbye."

COMMON RESPONSES

"I am fine, thank-you, and you?"

"My name is Peter."

"You are welcome."

"Hello Mary, delighted to meet you."

"I am sorry."

"Goodbye, it was nice meeting you."

HOW ARE YOU?

WEATHER

GOODBYE

COLORS



NOUNS

Nouns are names for:

People: boy, woman, Mary
Places: New York, Paris, home, store
Animals: dog, horse, worm
Things: car, book, computer
Ideas: honesty, beauty

There are:

Common Nouns: building, planet, boy
Proper Nouns: White House, Earth, George

There are two types of nouns:

Count Noun	Noncount Noun
a book, a store	water, honesty
Count [singular & plural]	Noncount [no plural]
two books	some water
some books	some water
a lot of books	a lot of water
many books	much water
a few books	a little water

-In grammar, **noncount** nouns cannot be counted.

-The verb following a noncount noun is always **singular**.

A lot of water **passes** under the bridge.

-A **noncount** noun never takes the indefinite article **a/an**.

-Here are a few common noncount noun categories and examples:

Whole groups **Abstract nouns** **Small items**

mail	beauty	hair
food	luck	salt
traffic	music	sugar
Big masses	Languages	Other
ice	French	weather
smoke	Arabic	heat
paper	Spanish	soccer

Expressions of quantity come before a noun:

-Some are used with only count nouns.

-Some are used with only noncount nouns.

-Some are used with both.

Expression of quantity:

Count noun:

one	book
each/every	book
two/both/a couple of	books
three, etc.	books
a few/several	books
many/a number of	books

Noncount nouns:

a little	water
much	water
a great deal of	water

For both count and noncount nouns:

not any/no	book/water
some	books/water
a lot of/lots of/plenty of	books/water
most	books/water
all	books/water

PLURALS OF NOUNS

-For most **regular plurals**, add an **-s** to the word: (coins, apples)

Other Noun Plurals

-When the singular ends in **s, sh, ch, x, z**; add **-es** (classes)

-When the singular ends in **o**, add **-s** exceptions: tomatoes, potatoes, echoes, heroes

-When the singular ends in **y** (preceded by a vowel), only **-s** is added (toys)

-When the singular ends in **y** (preceded by a consonant) **-ies** is added (babies)

Nouns that end in **-f** or **-fe** change to **-ves** endings:

calf, calves	life, lives	shelf, shelves
half, halves	loaf, loaves	thief, thieves
knife, knives	self, selves	wolf, wolves
leaf, leaves	scarf, scarves	

Exceptions: beliefs, chiefs, cliffs, roofs

-Following are some **irregular plurals**:

child, children	mouse, mice
foot, feet	ox, oxen
louse, lice	tooth, teeth
man, men	woman, women

-Some nouns in English come from other languages and have **foreign plurals**:

analysis, analyses	hypothesis, hypotheses
appendix, appendices,	index, indices, indexes
	medium, media
bacterium, bacteria	memorandum, memoranda
basis, bases	oasis, oases
cactus, cacti, cactuses	parenthesis, parentheses
crisis, crises	phenomenon, phenomena
criterion, criteria	stimulus, stimuli
curriculum, curricula	syllabus, syllabi, syllabuses
datum, data	thesis, theses
formula, formulae,	vertebra, vertebrae
	formulas

PRONOUNS

Pronouns take the place of a noun; they are **noun substitutes**:

boy = he

book = it

Mary = she

PERSONAL PRONOUNS

Subject pronouns: (refer to the subject)

I (I speak English)

we

you

you

he, she, it

they

Object pronouns: (refer to the object of the verb)

me (Jan called me.)

us

you

you

him, her, it

them

Possessive Pronouns: (indicate ownership)

mine (This book is mine.)

ours

yours

yours

his, hers, its

theirs

Reflexive pronouns: (refer to the subject, sometimes used for emphasis)

myself (I like to drive myself.)

ourselves

yourself

yourselves

himself, herself, itself

themselves

-The expression **by + a reflexive pronoun** usually means "**alone**" (He lives by himself.)

Indefinite pronouns (non-specific):

everyone (Everyone has his or her idea.)

everybody

everything

someone

somebody

something (Did I leave something on the table?)

anyone

anybody (Anybody is welcome.)

anything

no one (No one attended the meeting.)

nobody

nothing

IMPERSONAL PRONOUNS

One means "any person, people in general."

(One should always be on time.)

You means "any person, people in general."

(I am lost; how do you get to the train station from here?)

ADJECTIVES

ADJECTIVES

Adjectives give more **information** about **nouns**:

-The following are called **descriptive adjectives**; they describe the noun.

good student, bad student, intelligent student, hot day,

hot food, cold day, cold food.

-The following **endings** are often found on adjectives:

-y (milky), -ous (joyous), -ful (hopeful),

-able (workable), -less (helpless)

Example: He is a joyous child.

COMPARISONS

Two nouns with adjectives can be compared:

-In most cases, add **-er** to an adjective to make a comparison.

Earth is big.

Uranus is bigger (than earth).

Sugar is sweet.

Honey is sweeter (than sugar).

-In adjectives with more than two syllables, use **more** to compare.

John is handsome. Peter is more handsome.

Algebra is difficult. Calculus is more difficult.

When comparing more than two nouns with adjectives, use the superlative:

-Add **the** and **-est** to adjectives which use **-er**. Use **the most** with adjectives with more than two syllables.

-Earth is big. Uranus is bigger. Jupiter is the **biggest** of all planets.

-Algebra is difficult. Calculus is more difficult.

Nuclear physics is **the most difficult** of all subjects.

POSSESSIVE ADJECTIVES

-Describe ownership:

my (My car is blue.)

our

your

your

his

their

her

their

its

their

Plural count nouns

Plural count nouns and noncount nouns do **not** need **definite articles** when they are referring to ALL of the items.

Plural count nouns:

I love apples. (apples, in general)

The apples in this box are bad. (specific apples)

Books are expensive. (books, in general)

The books in that store are cheap. (specific books)

That store has computers. (computers, in general)

The computers they have are old. (specific computers)

Noncount nouns:

I love coffee. (coffee, in general)

The coffee in this cup is cold. (specific coffee)

Japanese enjoy rice. (rice, in general)

The rice I ate last night was good. (specific rice)

Water is necessary. (water, in general)

The water here isn't good to drink. (specific water)

REMEMBER:

A singular count noun CANNOT

appear alone.

It must have:

-an article: a book, the car, an uncle

-a demonstrative: this TV, that radio, this newspaper

OR

-a possessive: my pen, her key, Mary's room

ADVERB CLAUSES

-Adverb clauses are used like adverbs.

-They answer questions like **when?**, **why?**, **how long?**?

-Adverb clauses show relationships between two sentences:

-**Time**

I've been here since I was young.

They came after we had eaten dinner.

The student stood when the teacher entered.

-**Future Time Clauses**

-When talking about the future:

-The verb in the TIME CLAUSE is always present tense.

-The main verb is **future tense**:

When I get home, I will call you.

Mary will be here when she finishes her work.

When you press this button, the police will come.

-Cause & Effect

We can't go swimming because it's raining.

It's raining so we can't go swimming.

-Opposition

Although it's cold, I'm going swimming.

She got a good grade even though she didn't study.

-Condition

If it rains, we will cancel the picnic.

I would have gone if I had known about the party.

-Purpose

She came early so that she could get a good seat.

MAKING SENTENCES NEGATIVE

-You can make a sentence negative by putting the word **not** with the auxiliary form of the verb.

Verb Tense Auxiliary Negative Contractions

simple present do/does do not/does not don't/doesn't

present continuous am/are/is am not/are not am not/aren't/isn't

simple past did did not didn't

past continuous was/were was not/were not wasn't/weren't

simple future will will not won't

future continuous will be will not be won't be

past continuous was/were was not/were not wasn't/weren't

simple future will will not won't

future continuous will be will not be won't be

Question with auxiliary

They speak English.

He smokes.

I am doing well.

She is listening.

We are leaving now.

She cooked dinner.

They arrived late.

It was raining.

They were working.

He will understand.

He will be leaving soon.

He has been sick.

They have eaten.

You have been eating well.

It has been snowing a lot.

They had come early.

She had been eating.

You will have been living here

WILL you have been living here
one year tomorrow?

2. "WH" Questions (To ask for specific information.)

“WH” questions follow the same pattern as yes/no questions, except the first word in a Wh-question is the WH-word, not the auxiliary.

2. "WH" Questions

When

Where

Why

Whose

[noun]

Which hotel

[noun]

How

X

Who*

are

has

she

go

is going

marrying

?

me?

TAG QUESTIONS

Tag questions are added to the end of a sentence to make sure the information is correct or to seek agreement:

Mary can go, can't she?

Robert can't come, can he?

Affirmative sentence + negative tag = affirmative answer

you like coffee, don't you? = yes, I do

Negative sentence + affirmative tag = negative answer

you don't like coffee, do you? = no I don't

NEGATIVE QUESTIONS

-When asking a negative question, use **not** with the auxiliary and follow the same procedure for asking either “yes/no” or “WH” questions.

Questions

Didn't you go last night?

Why weren't you in class?

Hasn't the mail come?

Who didn't come yesterday? [subject] John & I didn't.

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Answers

No, I didn't.

I was sick.

Yes, it has.

John & I didn't.

Example Answers

***Who** in this sentence is asking a question about the SUBJECT of the sentence. When you are asking any kind of **WH-question** about the SUBJECT of the sentence, do **not** use an auxiliary in your question.

Three children have been injured. [subject]
HOW MANY CHILDREN have been injured?

[no auxiliary]
She has **three children**. [object]

HOW MANY CHILDREN does she have?
[auxiliary needed]
The **blue car** has more power. [subject]

WHICH CAR has more power? [no auxiliary]
We prefer the **blue car**. [object]

WHICH CAR do you prefer? [auxiliary needed]
***Whom* is used when asking a question about the OBJECT of a sentence.

-It is often very FORMAL.
-Today, many people do not use the form **whom**; instead, they use “**who**.”
-There is one exception:

Whom are you talking to?
To whom are you talking?
-When a preposition comes **before who**, you must use **WHOM**, such as, for **whom**, by **whom**, with **whom**, against **whom**, etc.

present perfect	have/has	have not/has not	haven't/hasn't
presperf continuous	have/has been	have not/has not been	haven't/hasn't been
past perfect	had	had not	hadn't
pastperf continuous	had been	had not been	hadn't been
future perfect	will have	will not have	won't have
futperf continuous	will have been	will not have been	won't have been
-Do not use DOUBLE NEGATIVES, they are always incorrect.			
Correct: Don't touch anything. Incorrect: Don't touch nothing.			

ASKING QUESTIONS

There are two kinds of questions:

1. Yes/No Questions (Require either a “yes” or “no” answer.)
Auxiliary Subject Verb[base form] ?
[tense+sing/plur]

Do	they	live	here?
Are	you and I	going	tomorrow?
Did	he	do	his work?
Will	she	come	next week?
Has	Mary	eaten	yet?

-Remember that the auxiliary carries tense information and sometimes “number” information about the subject.

PRONOUNS

Pronouns replace nouns or phrases.

PERSONAL PRONOUNS AND ADJECTIVES

Personal pronouns substitute for specific people, things, or ideas. They agree in gender and number with the noun they replace.

- Jack Smith → **he** the actress → **she** my room → **it** crocodiles → **they**
- Subject pronouns** replace nouns that perform the action of the verb.
My wife and I live in Boston.
- Object pronouns** replace nouns that receive the action of the verb.
We live in Boston.

- The teacher gave **John** a puppy. ▶ The teacher gave **him** a puppy.
They also replace nouns in prepositional phrases (see below): This story is about **us**.
 - Reflexive pronouns** refer back to the subject of the verb.
She washes her hands by **herself**.
 - Possessive adjectives** come before a noun and show ownership.
This is **your** book.
 - Possessive pronouns** stand alone and show ownership.
That is my chair. ▶ That chair is **mine**.

SENTENCES

A sentence expresses a thought. Sentences make a statement or ask a question.

PARTS OF A SENTENCE

Subject

A noun or a pronoun; the person or thing doing the action of the verb.

Mary plays.

The **man** in the black suit is singing.
The black **cat** likes fish and pretzels.

- Sometimes the subject is idiomatic, and does not stand for any person or thing.
It is windy. ▶ It is four o'clock.

Verb

The action of the sentence.

Mary plays.

The man in the black suit is **singing**.
The black cat **likes** fish and pretzels.

- Verbs can be **simple** or **compound**.
- Simple verbs consist of one word:
swim, does, am, was
 - A compound verb has two or more pieces:
will have gone, is flying, would be boiling
Compound verbs start with one or more **auxiliary verbs**. In "will have gone," will and have are auxiliary.

For more, see **Verbs on the other side**.

Direct Object

The person or thing that receives the action of the verb. It usually follows the verb.

He loves **his mother** very much.

I gave a gift to my teacher.

Indirect Object

The person or thing to whom or for whom the action was performed.

I told the **children** my favorite story.

I will send **Marie** a letter.

Lucy made **her mother** a bracelet.

In these examples, "my favorite story," "a letter," and "a bracelet" are all **direct objects**.

Negating forms of the verb to be

Insert **not** after the verb.

She is happy. ▶ She is **not** happy.

He **was** a firefighter in the 80s. ▶ He **was not** a firefighter in the 80s.

Negating a sentence with no auxiliary verb

- Change the sentence to an equivalent emphatic form by changing the conjugated verb to a two-word verb: the same tense of to do + **base form** of the verb.

likes ▶ **does like**

swam ▶ **did swim**

They see stars. ▶ They **do see** stars.

- Insert **not** after **do**, **does**, or **did**:

does like ▶ **does not like**

did swim ▶ **did not swim**

They **do see** stars. ▶ They **do not see** stars.

- Example

She **went** to Florida last month. ▶ She **did go** to Florida last month. ▶ She **did not go** to Florida last month.

YES/NO QUESTIONS

Statements can be converted into questions.

You will learn. ▶ Will you learn?

Fish swim. ▶ Do fish swim?

If the sentence has an auxiliary verb

Move the first auxiliary verb to the beginning of the sentence.

I **can** scream loudly. ▶ **Can** I scream loudly?

I **have** been running. ▶ **Have** I been running?

If the main verb is a form of to be

Move the verb to the beginning of the sentence.

I **am** a frog. ▶ **Am** I a frog?

Mark **is** very boring to talk to. ▶ Is Mark very boring to talk to?

If the sentence has no auxiliary verb

- Convert the sentence to the equivalent emphatic form by replacing the verb by **do**, **does**, or **did** + **base form**, as above.

- Move **do**, **does**, or **did** to the beginning.

He **ate** a cheese sandwich. ▶ He **did eat** a cheese sandwich. ▶ Did he **eat** a cheese sandwich?

Marina **smokes** like a chimney. ▶ Marina **does smoke** like a chimney. ▶ Does Marina **smoke** like a chimney?

INDEFINITE PRONOUNS

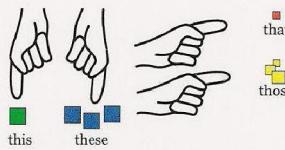
Indefinite pronouns refer to unspecified people, things, or places.

Referring to People	Referring to Things	Referring to Places	Example
someone somebody	something	somewhere	Someone is waiting for you outside.
anyone anybody	anything	anywhere	I don't have anywhere to go.
everyone everybody	everything	everywhere	He always loses everything .
no one nobody	nothing	nowhere	Nobody believes your silly story.

DEMONSTRATIVES

Demonstrative adjectives and pronouns point out which object the speaker means. They agree in number with the object(s) being identified, and vary depending on distance from the speaker.

- This, These** (adj): Point out objects close to the speaker.
This square is green. **These** squares are blue.
- That, Those** (adj): Point out objects far from the speaker.
That square is red. **Those** squares are yellow.
- This, That, These, Those** (pron): Demonstrative pronouns that replace the objects.
These squares are darker than **those**.



PREPOSITIONS and CONJUNCTIONS

Prepositions relate nouns to other words. Conjunctions connect words or phrases.

PREPOSITIONS

A **preposition** + **noun** or **preposition** + **object pronoun** makes a **prepositional phrase** that acts as an adjective or an adverb to modify another part of the sentence.

Prepositional phrases indicate . . .

- Location or direction:** on the table, across the street, **through** the woods

I am going **to** the museum.

- Time:** **before** the party, **for** half an hour, **during** the summer, **since** 6 P.M., **on** Monday

- Other relationships:** She plays **with** dolls.

They left the restaurant **without** me.

I brought this present **for** you.

On weekends she works **as** a waitress.

That book is **from** the library.

Everyone was happy **except** him.

He came **instead** of his wife.

CONJUNCTIONS

Coordinating conjunctions

Join two parallel-structured pieces.

and similarity You **and** I are friends.

or choice I want candy **or** juice.

but opposition She is tired **but** can't sleep.

so result She was hungry, **so** she ate.

Subordinating conjunctions

Indicates the relationship of a dependent piece to the rest of the sentence.

- Time:** before, after, when, while, until

They got married **after** she broke her leg.

- Cause:** because, since, as

I want a cookie **because** they taste good.

- Conditionality:** if, unless, whether

I won't go **unless** you come with me.

- Unexpectedness:** although, even though

Although he was tired, he cooked dinner.

NEGATING SENTENCES

Statements can be negated:

I am swimming. ▶ I am **not** swimming.

I like to swim. ▶ I do **not** like to swim.

Negating a sentence with an auxiliary verb

Insert **not** after the first auxiliary verb.

are coming ▶ **are not** coming

will have slept ▶ **will not** have slept

They have been washing dishes. ▶ They **have not** been washing dishes.

WHO? WHAT? WHERE? WHEN? WHY? HOW?: ASKING FOR INFORMATION

To ask for information, begin with a **question word**. The rest of the sentence has the same structure as a yes/no question: **Who** is your friend? **Whom** does he love?

- When asking for additional information about a noun, place the noun after the question word. The rest of the sentence is like a yes/no question: **How many shoes** do you own?

Question Word	Asking for...	Example
Who	a person, subject of the verb	Who is that boy?
Whom	a person, object of the verb	Whom did she see?
Whose	a person, the owner of the subject of the verb	Whose money is on the table?
What	a person, subject of the verb	What is on sale today?
Which	a person or thing, one of a few choices for the subject	Which movie do you want to see?
What	a person or thing, to refine the subject of the verb	What color is your backpack?
What kind of	an adjective, to describe the subject of the verb	What kind of food do you want?
Where	a place	Where did you go?
When	a time	When will he finally get married?
Why	a reason	Why did they leave so soon?
How	a way or manner of doing something	How did you lose your hat?
How many	a number	How many friends do you have?

VERBS

Verbs show actions, feelings, or states of being.

- Actions: I swim in the sea. She ate seven apples. You have been driving for an hour.
- Feelings: Rosie likes music. The rabbit wanted more food. He has hated onions all his life.
- States of being: The teacher is sick. Dan became a dancer.

TYPES OF VERB TENSES

Simple Tenses

One-word tenses. English has only two simple tenses: present and past. I saw a movie yesterday.

Compound Tenses

Multiple-word tenses. English has ten compound tenses. (See Verb Tenses, right.) The verbs to be and to have and to do act as auxiliary verbs. Will you see a movie tonight?

Perfect Tenses

- have seen; had been swimming; will have spoken

Tenses that involve have, has, or had + a past participle. English has six perfect tenses. An action in a perfect tense exerts an influence on a later state or action. I have seen that movie already, so I don't want to see it tonight.

Continuous Tenses (also known as Progressive Tenses)

- are watching; had been swimming; will be flying

Tenses that end with a conjugated form of to be + -ing form of the verb. English has six continuous tenses. Continuous tenses describe actions in progress. I have been seeing too many movies lately.

AUXILIARY VERBS

Auxiliary verbs, also known as helping verbs, stand before the main verb and change the tense of the action, or the speaker's perspective toward the action. The presence of auxiliary verbs in a sentence changes the way we form questions and negate the sentence. (See also Sentences, on the other side.) There are two types of auxiliary verbs.

- Forms of to be (be, am, are, is, was, were, been, being), to have (have, has, had, having), and to do (do, does, did, done, doing)
- So-called modal verbs: will, would, can, could, must, may, might, shall, should.

REGULAR VERB FORMS

Most verbs have five forms: (1) base form, (2) infinitive, (3) simple past, (4) past participle, and (5) present participle, which is commonly known as the -ing form.

Base form

The dictionary form

The base form of the verb "to talk" is talk. to be ▶ be.

Infinitive: to + base form: to be, to see, to read

Simple past: Add -ed or -d to base form.

talk ▶ talked move ▶ moved invent ▶ invented

- Change final -y to -ied: try ▶ tried. Keep the -y if it is preceded by a vowel: play ▶ played
- Double the last letter of short verbs that end in a single vowel and consonant: shop ▶ shopped, occur ▶ occurred

Past participle: Same as simple past for regular verbs.

Present participle: Add -ing to base form: play ▶ playing

- Drop final -e: dance ▶ dancing. But keep -e if the verb ends in -ee: see ▶ seeing
- Change final -ie to -ying: die ▶ dying, lie ▶ lying
- Double the last consonant as above: ship ▶ shipping

IRREGULAR VERBS: to BE, to HAVE, to DO, to GO

TO BE

	Present	Contractions	Simple Past
1st	I am	I'm	I was
2nd	you are	you're	you were
he is	he's	he was	
she is	she's	she was	
it is	it's	it was	
1st	we are	we're	we were
2nd	you are	you're	you were
3rd	they are	they're	they were

past participle: been present participle: being

I have been to China. You are being difficult.

	TO HAVE	TO DO	TO GO
	Present	Present	Present
I	have	I do	I go
you	have	you do	you go
he	has	he does	he goes
she	has	she does	she goes
it	has	it does	it goes
we	have	we do	we go
you	have	you do	you go
they	have	they do	they go

past tense: had

past participle: had

present participle: having

past tense: did

past participle: done

present participle: doing

past tense: went

past participle: gone

present participle: going

VERB TENSES

PRESENT TIME

Use A finite action happening in the present: I buy milk. Then I drive home.
A habitual action: He likes shopping. I walk to work on Tuesdays.
A fact or an abstract action: What happens when you die?

Form With I, you, we, they: use base form
With he, she, it: use base form + s

I	eat	we	eat
you	eat	you	eat
he	eats	they	eat
she	eats		

Verb Forms	Negative	Question	Negative Question
I eat.	I do not eat. I don't eat.	Do I eat? —Yes, I do.	Do I not eat? (rare) Don't I eat?
You eat.	You do not eat. You don't eat.	Do you eat? —No, you don't.	Do you not eat? (rare) Don't you eat?
He eats.	He does not eat. He doesn't eat.	Does he eat? —Yes, he does.	Does he not eat? (rare) Doesn't he eat?

Use An action in progress right now: Emma is petting the dog.
An action in progress in the general present: I am reading that book.
An action planned for the near future: He is flying to Paris tomorrow.

Form present tense of to be + -ing form of verb

Verb Forms	Negative	Question	Negative Question
I am eating. I'm eating.	I am not eating. I'm not eating.	Am I eating? —No, I'm not.	Am I not eating? Aren't I eating?
You are eating. You're eating.	You are not eating. You aren't eating. You're not eating.	Are you eating? —Yes, you are.	Are you not eating? Aren't you eating?
He is eating. He's eating.	He is not eating. He isn't eating. He's not eating.	Is he eating? —No, he's not.	Is he not eating? Isn't he eating?

PAST TIME

Use A completed past action: Matt broke his leg.

A past habitual action or state of being: I played chess when I was young.

Form past tense (usually base form + ed)

Verb Forms	Negative	Question	Negative Question
I ate.	I did not eat. I didn't eat.	Did I eat? —Yes, I did.	Did I not eat? (rare) Didn't I eat?
You ate.	You did not eat. You didn't eat.	Did you eat? —No, you didn't.	Did you not eat? (rare) Didn't you eat?
He ate.	He did not eat. He didn't eat.	Did he eat? —Yes, he did.	Did he not eat? (rare) Didn't he eat?

Use An interrupted past action or state: I was sleeping when you called.

Form present tense of to be + -ing form of verb

Verb Forms	Negative	Question	Negative Question
I was eating.	I was not eating. I wasn't eating.	Was I eating? —No, I wasn't.	Was I not eating? Wasn't I eating?
You were eating.	You were not eating. You weren't eating.	Were you eating? —Yes, you were.	Were you not eating? Weren't you eating?
He was eating.	He was not eating. He wasn't eating.	Was he eating? —No, he wasn't.	Was he not eating? Wasn't he eating?

Use Experiences at an unspecified time in the past: I have been to Casablanca twice.

An action that started in the past and is still in progress now: John has lived here for five years.

Form have or has + past participle of verb

Verb Forms	Negative	Question	Negative Question
I have eaten. I've eaten.	I have not eaten. I haven't eaten.	Have I eaten? —Yes, I have.	Have I not eaten? (rare) Haven't I eaten?
You have eaten. You've eaten.	You have not eaten. You haven't eaten.	Have you eaten? —No, you haven't.	Have you not eaten? (rare) Haven't you eaten?
He has eaten. He's eaten.	He has not eaten. He hasn't eaten.	Has he eaten? —Yes, he has.	Has he not eaten? (rare) Hasn't he eaten?

VERBS (CONTINUED)

PAST TIME (CONTINUED)

Post Perfect

Use A past action completed before another past event: *She had never been to Mexico before last year.*

Form **had + past participle** of verb

Verb Forms	Negative	Question	Negative Question
You had eaten. You'd eaten.	You had not eaten. You hadn't eaten.	Had you eaten? —Yes, you had.	Had you not eaten? Hadn't you eaten?

Present Perfect Continuous

Use An action continuing in the past until now: *I have been knitting that sweater for three months.*

Form **have been or has been + -ing form** of verb

Verb Forms	Negative	Question	Negative Question
I have been eating. I've been eating.	I have not been eating. I haven't been eating.	Have I been eating? —No, I haven't.	Have I not been eating? Haven't I been eating?

Past Perfect Continuous

Use A past action interrupted by another past event: *Eliza had been sleeping for two hours when Sarah came in.*

Form **had been + -ing form** of verb

Verb Forms	Negative	Question	Negative Question
He had been eating.	He had not been eating.	Had he been eating?	Hadn't he been eating?

FUTURE TIME

Simple Future

Use A promised future action: *I will see you tomorrow.*

Form **will + base form** of verb

Verb Forms	Negative	Question	Negative Question
I will eat. I'll eat.	I will not eat. I won't eat.	Will I eat? —Yes, I will.	Will I not eat? (rare) Won't I eat?
You will eat. You'll eat.	You will not eat. You won't eat.	Will you eat? —No, you won't.	Will you not eat? (rare) Won't you eat?
He will eat. He'll eat.	He will not eat. He won't eat.	Will he eat? —Yes, he will.	Will he not eat? (rare) Won't he eat?

Future Continuous

Use An (interrupted) future action: *He will be painting the house when you come tonight.*

Form **will be + -ing form** of verb

Verb Forms	Negative	Question	Negative Question
I will be eating. I'll be eating.	I will not be eating. I won't be eating.	Will I be eating? —No, I won't.	Will I not be eating? Won't I be eating?

Future Perfect

Use An action that will be finished before some time in the future.

rare *The children will have eaten all the candy before the party tomorrow.*

Form **will have + past participle** of verb

Verb Forms	Negative	Question	Negative Question
We will have eaten.	We will not have eaten.	Will we have eaten?	Won't we have eaten?

Future Perfect Continuous

Use An action that will already be in progress at a future time.

rare *By June, I will have been traveling for six weeks.*

Form **will have been + -ing form** of verb

Verb Forms	Negative	Question	Negative Question
I will have been eating.	I will not have been eating.	Will I have been eating?	Won't I have been eating?

IRREGULAR VERB FORMS

Base Form	Past	Past Participle
beat	beat	beaten, beat
become	became	become
begin	began	begun
bend	bent	bent
break	broke	broken
bring	brought	brought
build	built	built
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
do	did	done
draw	drew	drawn
eat	ate	eaten
fall	fell	fallen
feel	felt	felt
find	found	found
fly	flew	flown
forget	forgot	forgotten
get	got	gotten, got
grow	grew	grown
go	went	gone
hang	hung	hung
have	had	had
hear	heard	heard
know	knew	known
lead	led	led
leave	left	left
lose	lost	lost
make	made	made
meet	met	met
pay	paid	paid
put	put	put
read [reed]	read [red]	read [red]
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
sell	sold	sold
send	sent	sent
set	set	set
show	showed	shown
sing	sang	sung
sit	sat	sat
sleep	slept	slept
speak	spoke	spoken
spend	spent	spent
stand	stood	stood
swim	swam	swum
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
understand	understood	understood
wear	wore	worn
write	wrote	written

IF . . . THEN: CONDITIONAL SENTENCES

"If . . . then" sentences are used to talk about events that have not happened.

Cause and Effect: Expresses what will happen if something else happens.

If	subject	verb phrase present	then	subject	verb phrase future
If	my mother	sends me money	then	I	will visit her in June.

- The main clause (the "then" piece) may also be in the present tense:
If you want to be thinner, then why do you eat so much fatty food?

Probability and Improbability: Talks about the outcome of a possible event.

If	subject	verb phrase past	then	subject	would	verb phrase base form
If	my mother	sent me money	then	I	would	visit her every month.

- If the verb **to be** is in the "if" clause, use **were** instead of **was** to suggest that the situation is impossible or extremely unlikely:
If I were rich, I would buy twenty cars. (But I am not rich, so I won't buy twenty cars.)

Contrary-to-Fact Past Event: Talks about the hypothetical outcome of an event that *did not happen*.

If	subject	verb phrase past perfect	then	subject	would have	verb phrase past participle
If	my mother	had sent me money	then	I	would have	visited her last spring.

NOUNS

Nouns identify people, places, animals, things, or ideas.

- **People:** teacher, Englishman, Sarah
- **Places:** library, park, Europe
- **Animals:** cat, snake, Fido
- **Things:** cup, milk, the National Monument
- **Ideas:** education, truth, anger

A noun is either **singular** (one book) or plural (many books).

COMMON NOUNS AND PROPER NOUNS

- **Common nouns** refer to general people, places, or things:
table, father, food
- **Proper nouns** name specific people, places, and things. They start with a capital letter:
Maria, Europe, New York City, Harvard University, the Johnsons (a family)

COUNT NOUNS AND NONCOUNT NOUNS

- **Count nouns** name things that can be counted. They have both singular and plural forms:
one book, many books, two tomatoes, my mother, all his lies
- **Noncount nouns** cannot be counted. They only have singular forms:
milk, rice, anger, intelligence.

Noncount nouns may be

1. **languages:** French, Hindi
2. **large, inseparable masses:** water, cotton
3. **masses of small discrete items:** sugar
4. **abstract ideas:** health, love, stupidity
5. **other concepts:** time, chess, politics

PLURAL FORMS

Add -s to most nouns to make plural forms:
table → tables, mother → mothers. Only count nouns have plural forms.

Special cases

- Nouns ending in -s, -sh, -ch, -x, -z: add -es.
bus → buses, glass → glasses, dish → dishes, beach → beaches, box → boxes
- Nouns ending in consonant + y: change to -ies.
baby → babies, fly → flies
- Nouns ending in vowel + y: add -s.
boy → boys
- Nouns ending in -f or -fe: change to -ves.
leaf → leaves, life → lives

Irregular plurals

- Some nouns have irregular plurals:
man → men, child → children, person → people, woman [WU-men] → women [WI-men], tooth → teeth, foot → feet, mouse → mice

DETERMINERS WITH COUNT NOUNS AND NONCOUNT NOUNS

Some determiners may be used with both count and noncount nouns.
Others can be used only with count nouns, or only with noncount nouns.

Only with count nouns

few, a few	We have few plates. Tell me a few stories.
many, too many	Many games exhaust children.
each, every	I think about you every day.
all	All students take calculus.

Only with noncount nouns

little	We have too little food.
a little	Show me a little love.
much, too much	Too much fun is bad for children.

With both count and noncount nouns

Count nouns	Noncount nouns
no	No song is that lovely.
some	some coins
any	Have you found any clues?
a lot of, lots of	a lot of people
all the	all the hours of my life

ARTICLES

An article introduces a noun and indicates how specific the noun is.

English has two articles: the **definite article** the and the **indefinite article** a (or an).

INDEFINITE ARTICLE (A, AN)

Use **a** (or **an**) only before **singular count nouns**.

- A (or an) means, approximately, "one." "I saw a cat" and "I saw one cat" describe the same event, but "I saw one cat" emphasizes that there was only one cat, not two.

Use the indefinite article to introduce . . .

1. **Nonspecific, unknown nouns:**

He entered a brown building.
There is an apple on the tree.

2. **One of a general group:**

A computer can do many things.

A or An?

- Use **a** before words that begin with consonant sounds:

a tree a year
a hotel a university
a large elephant

- Use **an** before words that begin with vowel sounds:

an apple an hour
an umbrella an old man

DEFINITE ARTICLE (THE)

The indicates that the noun that follows has already been defined in some way.

The introduces . . .

1. **Specific, known nouns:**
the woman next to me, the plants in her yard, the day after tomorrow, the beauty of the world

2. **One-of-a-kind nouns:**

The sun is shining.
I want to buy the biggest house in Paris.

3. **Nouns representing a general class of things:** I play the piano.
Every day, I go to the office.

The computer is an amazing invention!

NO ARTICLE

Omit articles . . .

1. **Before nonspecific plural count nouns:**
There are apples on the tree.
Computers can do many things.

2. **Before nonspecific noncount nouns:**
Honesty is very important to me.
I love milk!

3. **Before some expressions:** "I went to school" means that I went to my school to study, whereas "I went to the school" means that I went to some particular school building.

ADJECTIVES and ADVERBS

Adjectives describe nouns and pronouns.

Adverbs answer the questions **where? when? how? how often?**

ADJECTIVES

In English, adjectives come before the words they modify. They do not change, regardless of gender or number.

Common adjective endings

-able	capable	-ible	responsible
-ous	dangerous	-al	national
-ful	careful	-less	careless
-ive	attractive	-y	tasty

Nouns and verbs used as adjectives

- Nouns can describe other nouns.
cherry pie a pie made with cherries
grocery store a store that sells groceries

- Verbs can also act as adjectives.

1. The present participle (-ing forms) describes the subject of the verb.

2. The past participle (-ed forms) describes the object of the verb.
If a bear frightens Mary, then the bear is frightening, and Mary is frightened.

ADVERBS

Adverbs explain . . .

- **Location or direction of action:** here, there, everywhere, nearby, indoors, up

- **Time of action:** now, then, later, early, tomorrow, next year, already, not yet, still

- **Frequency of action:** never, once, every week, sometimes, often, usually, always

- **Manner of action:** slowly, carefully
These are often formed by adding -ly to an adjective: soft → softly, happy → happily.

- **Intensity:** very intelligent, fairly slowly, rather boring, quite annoying

COMPARATIVES

To strengthen short adjectives and adverbs

- Add -er (or -r): short → shorter, nice → nicer
He runs fast, but I run faster.
For one-syllable adjectives that end in vowel + consonant, double the last letter:
big → bigger hot → hotter
- Use than to make a comparison:
Bill is tall. Mike is taller than Bill.

To strengthen longer adjectives and adverbs

- use more . . . than: sadly → more sadly
interesting → more interesting
Jenny plays chess more often than Berta.

To weaken adjectives and adverbs

- use not as . . . as or less . . . than:
The lake is not as lovely as the river.
She drives less carefully than her sister.

For equal comparison, use as . . . as.

This book is as boring as that newspaper.

SUPERLATIVES

Superlative forms are used when comparing at least three things to one other.

- Change -er of the comparative form to -st.
fast → faster → the fastest
wet → wetter → the wettest
My essay is short. Bob's essay is shorter than mine. Sue's essay is the shortest.
- Put **most** and **least** before longer adjectives and adverbs.
the most insane the least interesting
Is the Statue of Liberty the most frequently visited monument in New York?

IRREGULAR COMPARATIVE AND SUPERLATIVE FORMS

Some comparative and superlative forms are irregular.

Adjective and Adverb	Comparative	Superlative	Example
good adj well adv	better	the best	You are the best singer in the show.
bad adj badly adv	worse	the worst	Today is worse than yesterday.
little adj, adv	less	the least	Give me less sugar.
many adj many adv	more	the most	I want more coffee.
far adj, adv physical distance	farther	the farthest	Alaska is the farthest away from home that I have ever been.
far adj, adv abstract distance	further	the furthest	Let's discuss this problem further tomorrow.