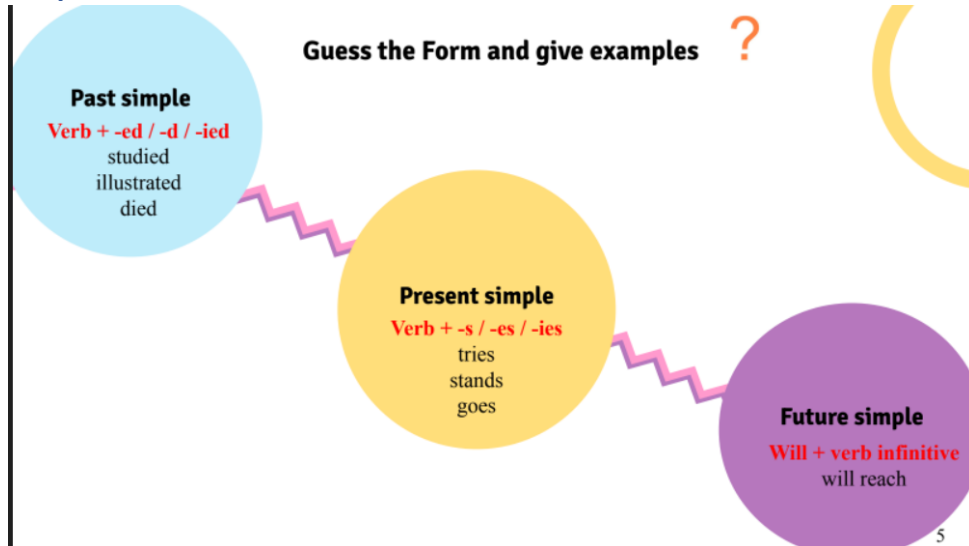


English Review

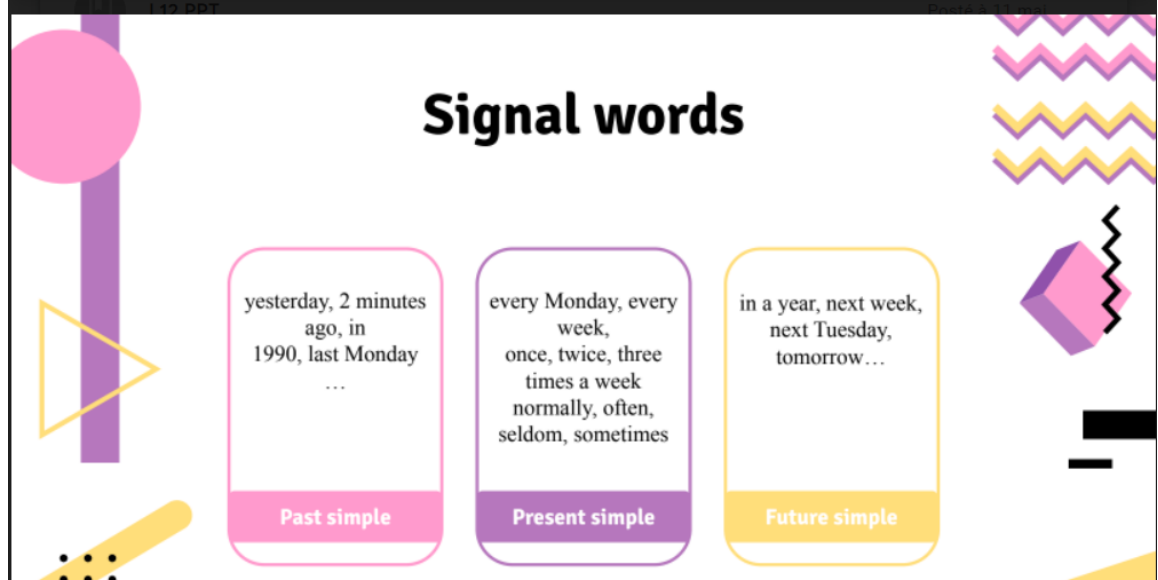
1. Tenses to describe charts/trends:

We use simple and perfect tenses to describe charts and trends.

- Simple Tenses:



<p>We use the simple past to talk about ... ?</p> <p>a movement or trend which happened in the past and is now finished.</p>	<p>We use the simple present to describe ... ?</p> <p>current actions / trends or situations.</p>	<p>We use the simple future to talk about ... ?</p> <p>an action that will begin and end in the future.</p>
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- Perfect Tenses:

Guess the Form and give examples ?

Past Perfect

had + verb past participle
had increased
had risen

Present Perfect

Have/has + verb past participle
have sold
has given

Future Perfect

Will have + past participle
will have done
will have stopped

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Signal words

always, never, for, since, before, after, by + past date

Past Perfect

since (since August), for (for five years), this month/year or expressions with over (over the past six months)

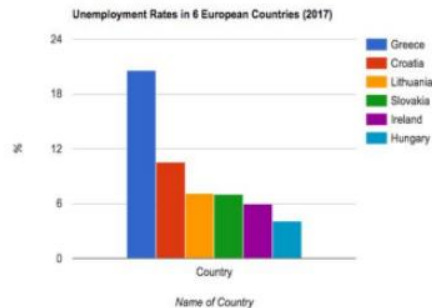
Present Perfect

until, before or by the end of the day/week/month, by + future date.

Future Perfect

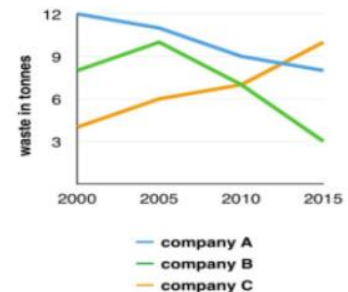
There are two forms of charts

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Static chart
One point in time
Simple tenses

The graph below shows the amounts of waste produced by three companies over a period of 15 years.



Dynamic chart
A change over time
Simple and Perfect tenses

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A trend shows development over a period of time.

We can describe trends in English in different ways.

1-Verbs of change

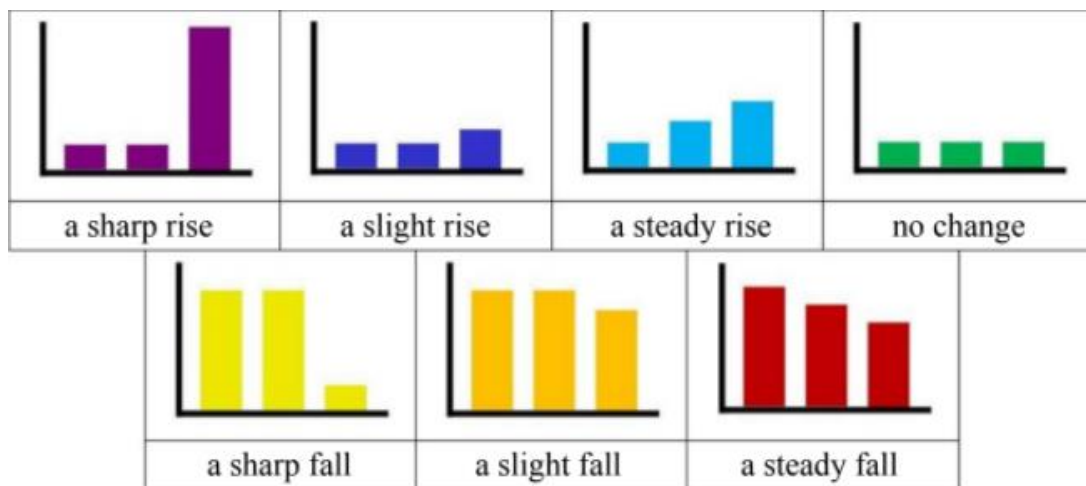
Demand for Blackberries **has soared** in recent years.

2-Prepositions

Sales **rose by** 20% over the holiday period.

3- Adjectives

4- Adverbs



2. Passive/Active Voice:

The passive is often used in notices, announcements and describing processes.

- We use the passive when we are not interested in who performs an action or it is not necessary to know. (**Information about the takeover had been leaked to the press.**)
- We often use it to describe processes and procedures because we are more interested in the process itself than who carries it out. (**The bottles are filled before the labels are put on.**)
- ❖ We use the passive to write in a formal style as it is less personal than the active. It is often used in reports, minutes and business correspondence. (**Your application has been forwarded to the Human Resources Department.**)

Form:

Passive : object + to be + past participle





The tree is cut down

Active : subject + verb

The arborist cuts down the tree.

Describing a process needs the present simple passive and active.

3. Conditionals:

			
If + simple present + simple present	If + simple present + simple future ..	If + simple past + would + base form	If + past perfect ... + would + have + past ... participle
To express things that are always true like a scientific fact.	To express a possible condition in the future.	To express that the outcome is less certain or is imaginary.	To express that a condition is unreal in the past.

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Mixed Conditional:

When do we use it ? The mixed conditional is used when we imagine a past change with a result in the present or a present change with a result in the past.

If I had **met** the new client, I **would** invite him to try our product.

hypothetical past

Present result

If her husband **earned** enough money, he **would have bought** her a car.

Imaginary present

Past result

4. Future Perfect Tense:

USE: We use the future perfect to talk about the completion of an action at a specific time in the future.

FORM: Will have + past participle

Time expressions

By the end of the day/week/month..
By this time next month/year..
By three o'clock,
By then,
By July,
In four months,

All these expression mean at the end of a period of time in the future

5. Direct VS Indirect Questions:

Direct Questions VS Indirect Questions

Direct questions are the “**normal**” questions that we can ask friends, family members, and people who we know well.

Example of a direct question:
“Where is the bathroom?”



Indirect questions are a little more **formal** and **polite**. We use them when talking to a person we don't know very well, or in professional situations, and their form is a little different.

Example of an indirect question:
“Could you tell me where the bathroom is?”

6. Relative Clause:

A relative clause is used:

- ☐ to avoid repetition and combine sentences.
- ☐ to give extra information about the nouns in the main clause, without starting a new sentence.

Relative clauses are divided into two types:

Defining RC		Non-defining RC
<ul style="list-style-type: none">✓ Identify or classify nouns.✓ Tell us which person/thing is meant		<ul style="list-style-type: none">✓ Describe the person/thing identified and provides extra information
E.g. Are you the one who sent me the email?		E.g. The award was given to Sara, whose short story impressed the judges.

The relative pronouns are:

1. **WHO/ THAT** subject pronoun for **People**
2. **WHICH/ THAT** subject or object pronoun for **People/Things**
3. **WHOM (or WHO)** object pronoun for **People**
4. **WHERE** refers to **Place**
5. **WHEN** refers to **Time**
6. **WHOSE** refers to **Possession** for Humans and non Humans (animals and things)


7. Idioms:

An idiom is a phrase, saying or a group of words that has a metaphorical (not literal) meaning. You may know the meaning of individual words, but not the overall meaning when they are put together in a particular way.

Examples:

- People heard about the book by **word of mouth**, so the publisher didn't have to spend much on marketing. (The best possible marketing tool is word of mouth, but a product has to be extremely good to earn it.)
- After James **made a killing on** the stock exchange, he celebrated in a nightclub. (Lots of people made a killing when property values went so high back in the nineties.)
- **To be on the crest of a wave**: to be at the top level of achievements.
- **Sail through something**: Being successful in doing something without difficulty.
- **To eat one's hat**: to be sure something will happen.
- **Riding high**: to be very happy & excited.
- **Do not count your chickens before they hatch**: do not make plans that depend on something good happening before you know that it has actually happened.
- **Go the extra mile**: you are willing to make a special effort to achieve something.
- **To keep your eye on the ball**: to pay close attention to what you are doing.

Argumentative Essay:

	<p>The writer outlines the topic, provides background information necessary to understand the arguments, outlines the evidence that will be presented and states the thesis.</p> <p>It is a concise, one-sentence summary of your main point and claim.</p> <p>Body paragraphs are where you back up your claims with examples, research, statistics, studies and text citations. Each body paragraph should cover a different idea or piece of evidence and contain a topic sentence that clearly and concisely explains why the reader should agree with your position. Address opposing points of view and disprove them or explain why you disagree with them.</p> <p>It restates your thesis & summarizes all of the arguments made in your body paragraphs.</p>
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