

Grammar Reference 1

Nouns – Plurals

1. If the noun is regular, we add **-s**.
e.g. book - books, table - tables, car - cars, chair - chairs
2. If the noun ends in **-s, -sh, -ch, -x, -z, -o**, we add **-es**
e.g. kiss - kisses, cargo - cargoes, mosquito - mosquitoes, quiz - quizzes, watch - watches, match - matches, box - boxes, mesh - meshes, dish - dishes, wish - wishes.
3. Some words that end in **-o** take the regular **-s** not **-es**. These words are usually shortened words or foreign words.
e.g. piano - pianos, kangaroo - kangaroos .
4. If a noun ends in **-f** or **-fe**, we often drop the **-f, -fe** and add **-ves**.
e.g. calf - calves, loaf - loaves, self - selves, leaf - leaves, half - halves, wolf - wolves
5. Some words that end in **-f** or **-fe**, take the regular **-s**.
e.g. cliff - cliffs, roof - roofs, handkerchief - handkerchiefs, belief - beliefs, safe - safes
6. Some words that end in **-f** or **-fe**, take **-s** and **-ves**.
e.g. hoof - hoofs/hooves, scarf - scarfs/scarves, dwarf - dwarfs/dwarves
7. If a noun ends in a vowel (**a, e, I, o, u**)+**y**, the spelling is regular.
e.g. key - keys, joy - joys,
8. If a noun ends in a consonant + **y**, we drop the **-y** and add **-ies**.
e.g. baby - babies, family - families, country - countries

Grammar Reference 2

Present States and Actions

Present simple

Question

Where	do	I We You They	live?
Where	does	He She It	live?

Positive and Negative

I You They	work don't work	hard
He She It	works doesn't work	hard

The present simple is one of the most common tenses in English. It can refer to the present (**now**), but it can also refer to *all time* and *regular time* (permanent situations and habits).

e.g. I **want** a cup of tea = now

The **sun** rises in the east. = all time

I **play** football on Sundays morning. = regular time

The present simple is used:

1. To express an action that happens again, that is a habit.

e.g. I **go** to work by bus.

Margaret **smokes** ten cigarettes a day.

I **wash** my hair twice a week.

2. To express a fact this is always true.

e.g. Andre **comes** from Kenya.

Some birds **fly** south in the winter.

Alice **has** brown eyes.

3. To express a fact which stays at same for a long time (a state)

e.g. Paul **works** in a bank.

Abdala lives in a flat near the centre of town.

I **prefer** coffee to tea.

Grammar Reference 3

Conditionals

USE

- We use *if* to show that one action depends on a condition or another action.
e.g. If it rains, we get wet.
- We can join two simple sentences with *if*. Then we have two clauses. The *if* clause and the main clause.
e.g. I will tell you if I see him.
- We can put the *if* clause first or second. If it comes first, there is comma after it.
e.g. you can go now if you want to → If you want to, you can go now.
- To make a question by using the question form of the verb in the main clause.
e.g. If it is hot, will they go swimming?
Would you buy a house if you were rich?

General Truth conditionals

Form

We use the present simple or progressive in both the *if* clause and the main clause.

<i>If</i>	+	<i>present</i>	+	<i>present</i>
If		you heat ice		it melts.

Use

1. For things that are generally true. Example: natural laws and scientific facts.
e.g. you feel cold if the sun does not shine.
If it rains in the desert, it often floods.
2. For actions or states that happen often, regularly. In sentences like this, *if* really means *every time* or *whenever*.
e.g. if you do not study hard, you do not pass the class.

Future conditionals (Type 1)

We usually use the present simple or progressive (continuous) or the present perfect in the *if* clause and the future with *will* in the main clause.

e.g. if you leave money here, somebody will steal it.
If it rain now, we will get wet.

This type of conditional is used to talk about something that may happen in the future, it is possible or very probable.

(Type 2)

Form

We use the past simple or progressive in the *if* clause and *would* + the verb infinitive in the main clause.

<i>If</i>	+	<i>past</i>		<i>would</i>	+	<i>verb infinitive</i>
If		you climbed that mountain		you would		be very tired.

We can also use modal verbs in the conditional clauses
e.g. We could buy that motorbike if we had enough money.

This type of conditional is used for situations we imagine in the present or future, and for the result we imagine, for situations which are possible, to give or ask for advice, or say what someone should do. We can also use *were* or *was* in these sentences.

Examples

- ❖ I would go on holiday, if I had time.
- ❖ If they sang well they would be famous.
- ❖ If my dog had six legs, it would run fast.
- ❖ If I were you, I would buy that suit.
- ❖ Would you do that if you were me?
- ❖ If Sofia was more friendly, she would have many friends

(Type 3)

Form

We use the past perfect simple or progressive in the *if* clause and the perfect conditional *would have* + past participle in the main clause.

<i>If</i>	+	<i>past perfect</i>		+	<i>would have</i>	+	<i>verb infinitive</i>
If	+	you had met George,		you would have			liked him

This type of conditional is used for actions that have never happened. This means that we express what the results would have been if the action had happened.
e.g. If I had listened to my mother, I would not have made this mistake.

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State Verbs

1. There are certain groups of verbs that are usually used in the Present Simple. This is because their meanings are related to states or conditions which are facts and *not* activities. This is a feature of the use of the Present Simple. The group of verbs are:

believe, think, understand, suppose, expect, agree, doubt, know, remember, forget, mean, imagine, realize, deserve, prefer.

e.g. I *believe* you.

Do you **understand**?

I **know** her face, but I **forget** her name.

Verbs of emotions and feelings

like, love, hate, care, hope, wish, want, admit

e.g. I **like** black coffee.

Do you **want** to go out?

I **don't** care.

Verbs of having and being

belong, own, have, possess, contain, cost, seem, appear, need, depend on, weigh, come from, resemble.

e.g. This book **belongs** to Eduardo Boaventura.

How much **does** it **cost**?

He **has** a lot of money.

Verbs of the senses

look, hear, taste, smell, feel

e.g. The food **smells** good.

When the subject is a person, we often use **can**.

e.g. **Can** you **see** that bird.

Can you **smell** something burning?

I **can** **hear** someone singing.

2. Some of these verbs can be used in the Present Continuous, but with a change of meaning. In the Continuous, the verb expresses an activity, not a state.

e.g. I **think** you're right. (=opinion)

We're thinking of going to the cinema. (=mental activity)

He **has** a lot of money. (=possession)

Ancha **is having** a bath. (=activity)

I **see** what you mean. (=understand)

Are you seeing João tomorrow? (=activity)

The soup **tastes** awful. (=state)

I'm tasting the soup to see if it needs salt. (=activity)

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Phrasal Verbs

A phrasal verb is a verb used with one or two particles or prepositions, such as up, down, in, on, out, off, etc.

e.g. Antonio *put down* the book .
I am *looking forward* to seeing you again

Some phrasal verbs do not take an object.

e.g. my mother stood up and said hello to my brother.
Come on, we are going to be late for the meeting.
Look out! There is a car coming.

Some phrasal verbs which take an object can separate: if the object is a noun, we can put it before or after the particle.

e.g. Please bring back the books or
Please bring the books back.

Some phrasal verbs take an object but cannot separate the verb from the particle.

e.g. The twins look after my dog.

We use phrasal verbs a great deal when we speak, instead of more formal/sounding words with the same meaning. We also use them in informal writing, like letters to friends.

e.g.

Phrasal verb	Meaning
Bring back	return something
Bring up	raise a child
Clear up	tidy
Cross out	draw a line through
Cut up	cut into small pieces
Fill in	complete a form
Get back	recover something
Give back	return something borrowed
Put on	start wearing
Put out	make a fire stop burning
Take off	get undressed

Grammar Reference 6

Past Tenses

The Past Simple

Positive

I		
You	finished	yesterday
He/She/It	arrived	
We	left	three weeks
They		ago

Negative

I		
You	didn't	finish
He/She/It		arrive
We		yesterday
They		leave

Question

	I	
	You	finish?
Did	He/She/It	
	We	enjoy the meal?
	You	
	They	

The Past Simple is used:

1. To express a finished action in the past.
e.g. We **met** in 1987.
I **went** to Nampula last week.
Manuel **left** two hours ago.
2. To express actions which follow each other in a story.
e.g. Mary **walked** into the room and **stopped**. She **listened** carefully. She **heard** a noise coming from behind the curtain. She **threw** the curtain open, and then she **saw**...
3. To express a past habit.
e.g. When I **was** a child, we **lived** in a small house by the sea. Every day I **walked** for metres on the beach with my dog.

This use is often expressed with *used to*.

e.g. We **used to live** in a small house... I used **to walk** metres...

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Past Continuous

We often use the past continuous in sentences together with the Past simple. When this happens, the Past Continuous refers to longer, 'background' activities, whilst the Past Simple refers to shorter actions that happened in the middle of the longer ones.

Positive and Negative

I He She it	was wasn't	working
We You They	were weren't	

Question

What	was	I He She It	doing?
	were	We You They	

The Past continuous is used:

1. To express an activity in progress before, and probably after, a particular time in the past.
e.g. I walked past your house last night. There was an awful lot of noise.
What **were** you **doing**?
At 6.30 this morning, I **was having** breakfast.
2. To describe a situation or activity during a period in the past.
e.g. Ancha looked lovely. She **was wearing** a green cotton dress. Her eyes **were shining** in the light of candles that **were burning** nearby.
3. To express an interrupted past action.
e.g. When the phone rang, I **was having** a bath.

We **were playing** volleyball when it started to rain.

4. To express an incomplete activity in the past in order to contrast with the Past Simple which expresses a completed activity.

e.g. I **was reading** a book during the flight. (I didn't finish it)

I **watched** a film during the flight. (The whole film)

5. The Past Simple is usually used to express a repeated past habit or situation.

e.g. I **went out** with Mario for years.

But the Past Continuous can be used if the repeated habit becomes a longer 'setting' for something.

e.g. I **was going out** with Mario when I first met Andre.

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Past Perfect

Perfect means ‘complete before’, so Past Perfect refers to an action in the past which was completed before another action in the past.

e.g. I didn’t want to go to the cinema with the others because I’d **seen** the film before.

Positive and Negative

I		
You	had	seen him before
We	hadn’t	finished work at 6.00.
(etc)		

Question

	you	
	he	
Where had	they	been before?
	(etc)	

The Past Perfect is used to look back to a time in the past and refers to an action that happened *before* then.

Examples

- When I got to the party, Peter *had gone* home.
- Mike *had not gone* to the cinema with us last night.
- Anna *had not been* happy since she got a puppy for Christmas.
- We both *had liked* the book we read last week.
- Look at this new watch! I *had got* it last Sunday.
- As soon as he had finished his ice/cream, he left.
- I had seen that film before.

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Future Forms

There is no future tense in English as there are in many other languages. However, English has several forms that can refer to the future. Three of these are *will*, *going to* and the Present Continuous.

e.g. I'll see you later.

We're going to see a film tonight. Do you want to come?

I'm seeing the doctor tomorrow evening.

The difference between them is *not* near or distant future, or about certainty. The speaker chooses a future form depending on when the decision was taken, and how the speaker sees the future event.

Positive and Negative

I He They	'll won't	help you.
I'm/I'm not She's/She isn't We're/We are	going to	watch the football tonight.
I'm/I am not He's/He isn't You're/You aren't	catching	the 10.00 train.

Question

What time	will you are you going to	arrive?
	are you meeting	the manager?

Note: We avoid saying *going to come* or *going to go*

e.g. We are coming tomorrow.

When are you going home?

1. Prediction (*will* and *going to*)

will

The most common use of *will* is an auxiliary verb to show future time. It expresses a future fact or prediction. It is called the pure future or the Future Simple.

e.g. We'll **be** away for two weeks.
Our love **will last** forever.

going to

going to can also express a prediction, especially, when it is based on a present fact.
There is evidence now that something is certain to happen.

e.g. Maria **is going to have** a baby. (We can see she's pregnant.)
Ferroviário de Nampula **are going to win** the match. (It's four nil, and there's only five minutes left.)

Sometimes there is no difference between *will* and *going to*.

This government	will ruin	the country with its economy policies.
	is going to ruin	

2. Decision and intension (*will* and *going to*)

Will is also used as a modal auxiliary verb to express a decision, intention or offer made at the moment of speaking.

e.g. I'll **have** the steak, please.
I'll **see** you tomorrow. Bye!
Give me a ring some time. We'll **go** out for a drink.

Grammar Reference 10

Reported Speech

There are two ways to say what someone has said: direct and reported speech.

Direct Speech

- I am one of your best friend, Josefina said.
- They want you to be their godfather and godmother, Ricardo said.

Reported speech

- Jopsefina said she was one of my best friends.
- Ricardo said they wanted us to be their godfather and godmother.

Form

Reported speech reports what someone has said. Usually, this was in the past, so the reporting verb (say) and the reported verb (be) are in the past.

Examples

My mother is going away, said Oscar.



- Oscar said that his mother was going away.
- The students told us that their teacher did not come.
- John told Mary that it was cold in there.
- My friends said they would come for the party.

Tenses

If the reporting verb is in the past (and this is very common), this affects most of the reported verbs and time phrases.

Tenses change as follow

Direct speech	reported speech
Present simple	past simple
Present progressive	past progressive
Past simple	past perfect
Past progressive	past perfect progressive
Present perfect	past perfect
Present perfect progressive	past perfect progressive

Future perfect	conditional perfect
Future with will	conditional
Am going to	was going to

Modals

Can	could
Must	had to
May	might
Shall	should

Time words and phrases

Direct speech

Reported speech

Ago	before
At the moment	at that moment
Last Sunday	the Sunday before/the previous Sunday
Last time	the time before
Next Sunday	the following Sunday
Last year	the year before
Next year	the following year
Now	then/at that moment
The day after tomorrow	in two days
The day before yesterday	two days before
This afternoon	that afternoon
Today	that day
Tomorrow	the following day
Tonight	that night
Yesterday	the day before/the previous day

Grammar Reference 11

Prepositions

Of time

at, on, in, since, until/till, by, from, to, before, after...

Examples

- The program starts *at* 6 o'clock.
- We have a holiday *at* New Year.
- Will I see you *at* the weekend?
- We usually go to my grandmother's house *on* Sunday.
- Bill was born in Lichinga *on* 6th October
- Where are you going *on* Christmas Eve?
- It is always hot *in* December.
- My sister was born *in* 1992.
- I have not seen Joana *since* last night.
- I will be finished *by* next Monday.
- The shops in here normally open *from* 8.30 *to* 6.30 p.m.
- I knew Frederico *before* I came to Germany.
- They left Africa and moved to Lisbon *after* the Second World War.

Of place

- ❖ I sat *in* the front of the car.
- ❖ Write your name *on* the front of the book.
- ❖ They will meet you *at* school.
- ❖ There is a policeman *behind* the door.
- ❖ The bakery is *opposite* the chemistry.
- ❖ My house is *near* the green shop.

Of movement

- Angela walked towards the man.

- We walk home *from* school each and everyday.
- The little boys are running *round* the tree.
- The frog jumped *into* the water from the tree.