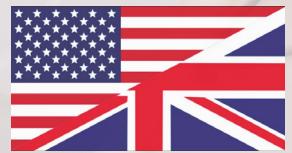




KEYS TO SUCCESS IN ENGLISH

Basic-intermediate level



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1 Lesson

Verb “To be”

Grammar explanation:

We usually use the verb “to be” to show the status or characteristics of something or someone.

- How to structure a positive and negative sentence:

I	Am / Am not	Complement
You They We	Are / Are not	
She He It	Is / Is not	

Examples:

- | | |
|--------------------------------|-------------------------------------|
| 1. I am an Engineer. | 4. It is a beautiful place. |
| 2. She is my sister. | 5. We are good friends. |
| 3. They are my friends. | 6. You are the best teacher. |

- How to structure a question with this verb:

Am / Am not	I	Complement?
Are / Are not	You They We	
Is / Is not	She He It	

Examples:

1. Is your mother with you?
2. Are you the teacher?
3. Are not they at home?
4. Is not he your brother?
5. Is it your pet?
6. Are not we relatives?

- Look at the conversation between Mary and Luis:

- **Mary:** Hi Luis, how are you?

- **Luis:** Hi Mary, I'm great, and you?

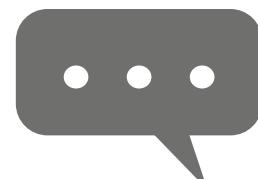
- **Mary:** Very well, why are you here today?

- **Luis:** I'm with my family

- **Mary:** Is it your dog?

- **Luis:** Yes, it is my dog

- **Mary:** It is beautiful, say hello to your family. Bye



Lesson 2 Present Simple

Grammar explanation:

We use “**present simple**” when we talk about a habit or things that we see as permanent. There are many things that we need to consider to third person singular, these are some of them:

A. There are verbs which have “es” at the end in positive sentences, they are verbs that end in the infinitive with (**o, ch, sh, ss, x, or z**).

Examples:

1. He **watches** this movie every Friday.
2. My aunt **misses** her son.
3. She **pushes** the door.
4. My dad **teaches** English.

B. There are verbs that end with “y”, in these cases we must change the “y” and add “ies” in positive sentences, however if the verb ends with a vowel plus “y”, we just add “s”.

Examples:

1. She **studies** with her cousin.
2. He **tries** to do his best.
3. His baby **cries** every night.
4. My brother **plays** the guitar.

C. There are verbs which have “s” at the end to third person singular in positive sentences.

Examples:

- 1.** She works**s** with my boss.
- 2.** My son talks**s** to me every morning.
- 3.** It looks**s** delicious.
- 4.** He eats**s** bread all the time.

- How to structure a question in present simple:

Do / Do not	I You We They	Verb (infinitive)	Complement?
Does / Does not	She He It		

Examples:

- 1.** Do not you live with your mom?
- 2.** Does she study with you?
- 3.** Does he play soccer?
- 4.** Don't you like the cake?
- 5.** Doesn't it look delicious?



- How to structure a negative sentence:

I You We They	Do not		
She He It	Does not	Verb (infinitive)	Complement

Examples:

1. He doesn't like to study with us.
2. She doesn't want to eat.
3. I don't enjoy playing soccer.
4. We don't need these books.
5. They don't come with me.

- **Look at the conversation between Isa and Andrea:**

- **Isa:** Andrea, do you like going to the gym?
- **Andrea:** To be honest, I prefer playing soccer, and you?
- **Isa:** I like both of them, however, I prefer going to the gym
- **Andrea:** Do you want to play with me today?
- **Isa:** That is a good idea. Does your sister come with us?
- **Andrea:** Yes, of course. See you later.

Lesson 3 Use of prepositions

Grammar explanation:

There is a long list of prepositions that can be classified into different categories. Here are some of them.

- At: We use “**at**” to talk about time (hours) and location (address, specific location).
- In: We use “**In**” to talk about time (Decades, years, months, and weeks) and location (country, city and neighborhood), we also use it when we talk about transport such as (car, truck, helicopter, limousine and taxi).
- On: We use “**On**” to talk about time (Days, weekend) and to talk about special days. We also use it when we talk about transport such as (bus, plane, train, ship and subway).
- By: We use “**By**” to talk about transports or to talk about time.
- For: We use “**For**” to talk about specific time, or activities.

AT	IN	ON	BY	FOR
Home	The morning	Monday	Train	Walk
School	The evening	Birthday	Sea	Two weeks
University	The street (temporary)	A bus	Air	Two Hours
Night	2020	Weekend	Land	Two days
Midnight	January	January 3rd	Tomorrow	Breakfast
Work	The summer	On 5th street	Plane	Lunch
3 pm	A car	Your forehead	Him	Dinner

Examples:

- 1.** I have a dinner with my partners **on** Saturday.
- 2.** My uncle is **at** work.
- 3.** My dad comes **by** car.
- 4.** I want to go to the beach **for** three days.
- 5.** Her birthday is **in** October.
- 6.** He was born **on** October 12th, 1994.
- 7.** The children are **in** the street.
- 8.** I think that you have something **on** your forehead.
- 9.** My mom is already **on** the plane.
- 10.** My dad is already **in** the car.



Lesson

4 Questions with prepositions at the end

Grammar explanation:

- We must use a preposition at the end of the question when it doesn't have its complement in this question.

Examples:

1. Who are you angry **with**?

2. Who do you talk **to**?

3. What is she afraid **of**?

4. Who do you work **for**?

5. What are you interested **in**?

6. What does he work **for**?

- When the preposition has its complement it must not be at the end. Remember that the verb followed by a preposition must be with the form “ing”.

Examples:

1. Is he afraid **of bears**?

2. Are you interested **in buying** this?

3. Are they angry **with you**?

4. Are you **from Venezuela**?

5. Does he work **for your father**?

6. Do they talk **to you**?

Lesson 5 Countable and uncountable

Grammar explanation:

- Countable nouns:

In positive sentences we use **a/an** for singular nouns or **some** for plurals.

In negative sentences we use **a/an** for singular and **any** for plurals.

Examples:

1. I have **some** books at home.
2. She wants to buy **a** car.
3. I don't have **a** cat.
4. He doesn't want **any** of these jeans.

- To ask a question we use **how many** or **a, an** and **any**

Examples:

1. Is there **a** pencil?
2. **How many** sunglasses are there?
3. Is there **an** apple on the table?

- Uncountable nouns:

In positive sentences we use “**some**”, in negative sentences we use “any”. We can use “**any**” in positive sentences but it takes another meaning.

Here are some examples of these nouns (money, bread, rice, information, advice, coffee, milk, chocolate, and luggage).

Examples:

1. There is **some** coffee on the table.
2. They don't have **any** information.
3. You can pick **any** of these books.

- To ask a question we use **how much** or **any**

Examples:

1. **How much** money do you need?
2. Is there **any** cheese in the fridge?

- Use of “**a lot of/lots of**”.

Both of them can be used with countable and uncountable nouns

Examples:

1. I have **a lot of** things to do today.
2. Luis needs **lots of** information in order to improve his English.

- Use of “**a few, a bit of, or a little**”.

We use “**a few**” with plural nouns and countable nouns, and a bit of or a little with uncountable nouns.

Examples:

1. I buy a little coffee
2. We need to bring a few books

Lesson 6 Use of the articles

Grammar explanation:

How to use the articles “a, an, and the”

- We use “**a** or **an**” when we talk about someone’s profession. We use “**a**” when it is followed by a consonant sound, and “**an**” when it is followed by a vowel.

Examples:

1. I work as **an** engineer.
2. My sister is **a** doctor.
3. My mother is **an** architect.

- We use “a or an” to talk about something for the first time, we also use these to talk about an article.

Examples:

1. Do you want to have **a** dog?
2. My mother buys **a** new flat.
3. It is **a** great movie.

- We use “the” to talk about something that the person already knows.

Examples:

1. Do you know where **the** dog is?
2. Take **the** cat with you.
3. The supermarket is close. I want to go there.

- We don't usually use “**the**” to talk about work or home.

Examples:

1. Mary goes to work with me.
2. I go home at 9 o'clock.
3. They finish work late.
4. We are at home every Saturday.

- We don't usually use “**the**” to talk about countries, lakes, cities, universities, mountains, continents or towns. However, there are some different countries which are exceptions because their name have “the”.

Examples:

1. The United Kingdom.
2. The United States of America.
3. The Bahamas.
4. The Gambia.

- When we talk about oceans and river we have to use “ the”

Examples:

1. The Atlantic
2. The Pacific
3. The Amazon
4. The Nile

7 Lesson

Adjectives and prepositions

Grammar explanation:

There are not grammatical rules to know which preposition is used with each adjective. However here are some examples that can help you. Remember that the verb followed by a preposition must be with ing form.

- Adjectives and prepositions:

About	Of	To	For	At	With
Worried	Proud	Married	Appreciated	Good	Bored
Excited	Afraid	Similar	Eager	Bad	Blessed
Angry	Scared	Addicted	Famous	Brilliant	Disappointed
Stressed	Frightened	Sensitive	Responsible	Clever	Fed up
Annoyed	Fond	Kind	Punished	Mad	Furious
Certain	Capable	Indifferent	Respectful	Terrible	Angry
Crazy	Aware	Grateful	Thankful	Lucky	Pleased
Curious	Ashamed	Allergic	Sorry	Excellent	Satisfied
Furious	Sick	Accustomed	Eligible	Slow	Ok

Examples:

- Use of “About”

We usually use “about” when we talk about feelings like (excited, stressed, angry, worried)

Examples:

1. I'm worried **about** my son's feelings.
2. She is angry **about** her problem with her mother.
3. My teacher is excited **about** my work.
4. They are stressed **about** their mother's birthday.

- Use of “**Of**”

There are other adjectives that we use “of” to express feelings like (Afraid, scared, proud and frightened).

Examples:

1. I’m scared **of** going to the doctor
2. He is afraid **of** talking to his father
3. They are proud **of** their son
4. I’m frightened **of** studying with my father.

- Use of “**To**”

We usually use “to” when we want to show the connection between two things.

Examples:

1. He is addicted **to** the gym.
2. Your job is similar **to** mine.
3. I’m married **to** this guy.

- Use of “**for**”

We use “for” to talk about skills.

Examples:

1. Eating healthy is **good for** you.
2. Being stressed all the time is **bad for** us.
3. She is **famous for** her books.
4. You are **responsible for** the results.

- Use of “at”

Examples:

1. You are good **at** learning languages.
2. She is bad **at** playing instruments.
3. I am mad **at** you.
4. My sister is excellent **at** doing that.



8 Lesson

How to use everyone, everybody, everything and everywhere

Grammar explanation:

We use them to refer to a total number of things, people and places. We use them with singular verbs.

Examples:

1. Everybody knows what to do in this situation.
2. I think that everyone needs to know the truth.
3. Everything is ok; you have to stop thinking about bad things.
4. My mother considers that everywhere is so crowded; perhaps it is better to stay at home.

Everyone and everybody mean the same, however everyone is more formal than everybody and everyone is used more in writing.

Examples:

1. I would like to know everybody in my next class.
2. My boss asks everyone to a meeting tomorrow morning.

How to use “every day and everyday”

Grammar explanation:

- Everyday: it means “daily” and it is an adjective.

Examples:

1. Reading is part of my everyday routine.
2. These are my everyday shoes, I feel great with them.

- Every day: it means “each day” and it is an adverb of frequency.

Examples:

1. I enjoy watching videos every day.
2. My mom comes here every day.

How to use “Especially and specially”

Grammar explanation:

Both of them are adverbs, however especially is used to specify that something applies more to one thing than another. Specially is used to talk about the specific purpose of something.

Examples:

1. I usually feel tired after work especially on Fridays.
2. This book is great, it was written specially for young people.

How to use another, other and others

Grammar explanation:

- Another: we use “another” to talk about “one more” or an additional. We use “**another + singular noun**”. We can use another + number/quantifier + plural.

Examples:

1. Do you have to buy another umbrella?
2. I would like to travel for another couple of months

- Other: more in addition to the one(s) already mentioned. We use “**other + plural noun**”.

Examples:

1. We must buy other books before starting the classes.
2. I would like to check other dresses.

- Others: “Others” is not followed by a noun.

Examples:

1. I enjoy eating fruits like apple, pear, pineapple and others.
2. Do you have any others?

How to use “in time” and “on time”

Grammar explanation:

- In time: at the last moment before it is too late, early enough.

Examples:

1. You have to arrive in time if you want to buy some food.

2. I like being in time at the airport.

- On time: At the correct or agreed time, punctually.

Examples:

1. You have to arrive on time because my mom is angry.

2. I need you to arrive on time; we have a lot of things to do.

How to use “every and each”

Grammar explanation:

- Each:

We use each when we think of things separately, one by one. It's more usual for a small number.

Examples:

1. There are three glasses on the table; each glass is a different color.

- Every:

We use every when we think of things as a group. The meaning is similar to all. It's more usual for a large number.

Example:

1. I really enjoy reading; I have read every book in the library.

How to use between and among

Grammar explanation:

- Between: we use it when we name the things.

Example:

Between Mexico, France and Italy, which do you prefer?

- Among: we use it when we don't name the things.

Example:

Among all of those countries, which do you prefer?

9 Lesson

Adjectives ending in “ed and ing”

Grammar explanation:

- Adjectives ending in “ed”

We use these adjectives to describe emotions

Examples:

1. She doesn't like to come here, she feels **bored** all the time.
2. They are **surprised** by the news.
3. I am **tired**, I just want to sleep.
4. She is **confused**, she needs to study hard.

- Adjectives ending in “ ing”

We use them to describe the thing that causes the emotions.

Examples:

1. This movie is really **interesting**. I want to watch it.
2. This class is **boring**, I don't like it.
3. This noise is **annoying** and we have to study.
4. It is **exciting**; we have to come back another day.

10 Lesson Verbs

Difference between Do and Make

Grammar explanation:

Here are some examples for both of them:

- How to use “Do”:

We use “**Do**” to talk about:

Jobs, tasks, work

- Do a good job
- Do the homework
- Do your housework
- Do your chores

Specific activities

- Do something
- Do anything
- Do everything
- Do nothing

Replace verbs

- Do your hair
- Do the dishes
- Do the exam
- Do the laundry

Examples:

1. My partner does the homework every morning.
2. You need to do something to help me.
3. I go to the mall to do my hair with my mother.

- How to use “ Make”

We use “**Make**” to talk about:

Speaking and sounds

- Make a noise
- Make a comment
- Make a speech
- Make a suggestion

Plans and decisions

- Make a choice
- Make a decision
- Make a plan
- Make arrangements

Drink, food, and meals

- Make lunch
- Make biscuits
- Make coffee
- Make dinner

Reaction

- Make you smile
- Make you happy
- Make you strong
- Make your eyes water

Examples:

1. My sister makes coffee for breakfast.
2. I enjoy having a niece because she makes me smile.
3. You need to make the best decision for your business.
4. My neighbors make noise every night.

How to use the verb “ Go”

Grammar explanation:

We use “go” with:

Go	Go to	Go on	Go to the	Go to a	Go for
Home	Work	Holiday	Park	Party	A walk
Abroad	University	A trip	Cinema	Concert	A jog
Running	Jail	A bus	Museum	Gig	A hike
Shopping	Dinner	Fighting	Airport	Meeting	A nap
Swimming	College	Record	Zoo	Show	A rest
Crazy	Prison	The train	Lake	Shop	A coffee

Examples:

1. I need to go home to study; I have an important exam tomorrow.
2. My mother goes to work at 8 o'clock every day.
3. We need to go to the museum today.
4. I go for a walk, I feel stressed.
5. My brother goes to a meeting with his boss.

Difference between “say and tell”

Grammar explanation:

- Tell:

- We use it when we talk about: the time, the difference between two things, the truth, a story, a secret, a joke, how to do something.

Examples:

1. She wants me to tell her the truth but I don't feel ready.
2. Can you tell me how to do the homework?
3. I need to tell you a secret.
4. Do I have to tell them my name?

- Say:

- We use it when we say: thank you, happy birthday, hello, good luck, happy New Year, sorry, good morning, and a word.

Examples:

1. Please say hello to your parents, I hope to visit them soon.
2. She doesn't want to say a word, I don't know what happened.
3. Say thank you to your grandmother, I loved the gift.
4. I need to say sorry to her, I feel bad.

How to use “see, watch and look”

Grammar explanation:

- We use “see” when you see naturally, without thinking about it. To perceive with the eyes.

Example: I always see her at the park.

- We use “look” when you focus and concentrate on something. An act of directing one’s gaze in order to see someone or something.

Example: Don’t look at me, I feel nervous.

- We use “watch” when you look something in action or moving. Look at or observe attentively over a period of time.

Example: I usually watch the news before sleeping.

How to use “ win, gain and earn”

Grammar explanation:

- Win: it means to finish first, often getting a reward or when you win money by luck.

Examples:

1. She wants to win the competition.
2. He always wins the lottery, he is so lucky.

- Gain: it means to get something as a result of one’s efforts, besides it also means to increase the amount of something and we also use it to gain experience.

Example:

1. I don’t want to gain weight; I need to go to the gym again.
2. I like working here because I gain experience.

- Earn: it means to deserve or receive in return for one's service.

Example:

1. We need to earn more money this month.
2. How much money do you earn?

How to use “miss and lose”

Grammar explanation:

- Miss, we use it with
 - Transportation such as: flights, trains, buses.

Examples:

1. I can miss the flight; I need to arrive in time.
2. My brothers always miss the bus; they wake up late every day.

- Events and opportunities:

Examples:

1. You have to watch the movie with us, you cannot miss it.
2. I always miss the best classes.

- When to talk about feelings:

Examples:

1. I miss my sister; I really want to see her soon.
2. I miss my old classes, I want to start again.

- Lose, we use it with:

- Objects:

Example:

1. I lost my sunglasses yesterday.
2. My mom always loses her phone.

- Sport games:

Examples:

1. My favorite team lost.
2. That soccer team can lose today.

- Someone is gone from your life

Examples:

1. I lost my grandmother five years ago.
2. She lost her boyfriend, they had a big fight.

How to use “remember and remind”

Grammar explanation:

- Remember:

We use “remember” when the subject acts on himself to bring the object to mind.

Example:

1. I remember my first birthday in this country, it was great.
2. Do you remember your party at university?

- Remind:

We use “remind” to cause someone to bring to mind.

Examples:

1. Remind me to buy bread.
2. Can you remind me to lock the door please.

How to use “know and meet”

Grammar explanation:

- We use “know”:
 - Be familiar with something, a place or with a person.
 - Have the skill or be able to do something.

Examples:

1. We know this restaurant; we usually come here every other week.
2. Even though she is my neighbor I don't know her so much.
 - Have the skill or be able to do something.

Examples:

1. She knows French pretty well, now she wants to learn another language.
2. They want to study with me because I know how to do the homework.

- We use “Meet”:

- Be introduced to someone or see someone for the first time.

Examples:

1. I met great people at university.
2. My sister met a girl at the restaurant.

- Arrange to be at a particular place at a specific time.

Examples:

1. I'm meeting my boyfriend at 5 pm at home.
 2. We are meeting my partners at school.
- See someone you know by chance

Examples:

1. She met one of her friends at the restaurant.
2. I met my neighbor when I was at the supermarket.

How to use recommend, suggest and propose

Grammar explanation:

There are some rules that we need to consider with these verbs.

- We don't use the object pronoun such as (her, you, me, him, and them) with these verbs.

Examples:

1. A friend of mine recommended **me** this bar. **X**

2. A friend of mine recommended this bar.

3. I recommend that you go there.

- These verbs are followed by verb with ing.

Examples:

1. I would suggest to take some days to rest. **X**

2. I would suggest taking some days to rest.

- The base verb is used regardless of the subject, even with him, her or it.

Examples:

1. I suggest that he changes his car. **X**

2. I suggest that he change his car.

3. They had suggested he be punished.

- We can use the object pronoun if this is the direct pronoun, it means that the person is the one who is recommended, suggested or proposed.

Examples:

1. Can you recommend me? I really need the job.

2. I would like to recommend him, he is a great engineer.

11 Lesson

Comparative adjectives

Grammar explanation:

They are used to make a comparison between two nouns. There are many types of comparative adjectives.

A. Irregular adjectives:

Good	Better
Bad	Worse
Far	Further/ Farther
Little	Less
Much	More

Examples:

1. Your work is **better than** his.
2. This movie is **worse than** the last one.

B. Regular adjectives:

Short adjectives: There are many rules that we need to know, some of them are:

- If an adjective has a syllable, add the suffix “**er**”

Example:

1. She is **shorter** than my daughter.
2. He is **taller** than you.

- If an adjective ends in the sequence (consonant, vowel, consonant), we must double the last consonant before applying the rule.

Example:

1. Your jean is wetter than mine.

2. This dog is fatter than yours.

- If an adjective ends with “e”, we add at the end “r”

Examples:

1. It is larger than the others.

2. Your job is simpler than mine.

- If an adjective has two syllables and it ends with “y”, we change “y” to “i” and add suffix “er” at the end.

Examples:

1. Her pet is tinier than this.

2. Your sister looks happier than you.

C. Long adjectives: Some comparatives adjectives form the comparative by placing the word “more” before the original adjective.

Examples

Attractive	More attractive
Exited	More excited
Beautiful	More beautiful
Wonderful	More wonderful
Fantastic	More fantastic

Examples:

- 1.** I consider that your work is **more beautiful** than his.
- 2.** Your mother is **more excited** than you.
- 3.** His car is **more attractive** than mine.

Superlatives

Grammar explanation:

We use them when we want to emphasize that something or someone is at the upper or lower end.

Irregular adjectives:

Good	Best
Bad	Worst
Far	Farthest
Little	Least
Much	Most

Examples:

- 1.** Your sister is **the best** doctor.
- 2.** This is **the worst** movie.

- When the adjective has one syllable we must add “est”. If an adjective ends in the sequence (consonant, vowel, consonant), we must double the last consonant before applying the rule.

Examples:

1. She is the tallest girl here.

2. Your dog is the fattest.

- If the adjective has three or more syllables we must add “most”.

Examples:

1. She is the most beautiful girl.

2. It's the most important thing for me.

- If the adjective ends with “y” we must change “y” to “i” and then we add “est”

Examples:

1. I feel the happiest person.

2. You are the busiest person.



12 Lesson

Present Continuous

Grammar explanation:

We use “**present continuous**”:

- To talk about something that is happening at the moment.
- To describe an event planned in the future.
- To describe an action that is taking place now but not at the exact moment of speech.
- To describe a temporary situation.
- To emphasize the frequency of an action.

- How to structure a sentence in present continuous

Subject	Verb (to be)	Verb(ing)	Complement.
---------	--------------	-----------	-------------

Examples:

1. We are eating pizza with my family.
2. He is studying at the same school as me.
3. My sister is coming tomorrow to eat with me.
4. She is always shouting for no reason.

- How to structure a negative sentence in present continuous:

Subject	Verb (to be + not)	Verb(ing)	Complement.
---------	--------------------	-----------	-------------

Examples:

1. She is not studying with me.
2. They are not coming tomorrow.
3. I'm not taking violin lessons anymore.

4. He is not sleeping all the time that I come here.

- How to structure a question in present continues:

Verb (to be)	Subject	Verb (ing)	Complement?
--------------	---------	------------	-------------

Examples:

Look at the conversation between Pedro and Luis

- **Pedro:** Hi Luis, Are you studying?
- **Luis:** Hi, I am doing the laundry, why?
- **Pedro:** My neighbors are playing soccer; do you want to come with your brother?
- **Luis:** I am not sure; my brother is doing his homework
- **Pedro:** Don't worry, it is ok, we can play another day.
- **Luis:** Thanks for inviting us. Bye



13 Lesson

How to use “who, whom and whose”

Grammar explanation:

- Use of “Who”

We use “**who**” for people, it is a subject pronoun (I, you, she, he). We use it to ask which person does an action or which person is certain way.

Examples:

1. Who is going to come to the meeting?
2. Who wants more water?

- Use of “Whom”

We use “**whom**” to ask a person receives an action, it is also an object pronoun (him, her). It must be used to refer to the object of a verb or preposition.

Example:

He is my boyfriend, whom you met some weeks ago.

- Use of “whose”

We use “**whose**” as a pronoun. It is used to ask who owns something. It is a possessive pronoun (her, his, and our).

Example:

Whose books were stolen?

14 Lesson

How to use “as” and “like”

Grammar explanation:

Both of them are used for comparisons; however there are many differences between them. Let's see some ways that they can be used.

- To make a comparison:

As + adjective + as or as much as

We usually use this structure when we refer that something “**has or doesn't have**” the same amount as something else.

Examples:

1. They enjoy being here **as much as** I do.
2. She isn't **as tall as** her sister.
3. This ice-cream is **as cheap as** the cake.
4. Your brother is **as smart as** his father.

- Like + noun

We use “**Like + noun**” when we want to say that two things are similar.

Examples:

1. This experience is **like** a dream to me.
2. He is acting **like** your father.
3. There is a pencil **like** mine.
4. This car is **like** my mother's car.

- As + noun

We use this expression to talk about a function or a job

Examples:

1. She uses that cloth **as** a scarf.

2. I work **as** an engineer.

- As if and as though + clause

We use these expressions when we want to compare something real with an imaginary situation.

Examples:

1. I feel **as if** I was a little girl again.

2. You are acting **as though** we are not going to come back again.

3. They talk **as though** they are not humans.

15 Lesson

Verbs followed by “ing” or by “to” + infinitive

Grammar explanation:

When a verb is followed with another verb, the second one needs to change with “ing” or “to” + infinitive. The correct form to use depends on what the first verb is.

- Verbs followed by “ing” form

Here are some verbs which must be followed with this form: Feel like, give up, suggest, admit, mind, can't help, consider, avoid, dislike, practice and enjoy.

Examples:

1. They dislike eating this kind of food.
2. She considers coming tomorrow.
3. I don't mind going to the doctor with you.
4. He admitted arriving late to the class.

- Verbs followed with “to”+ infinitive form.

Here are some verbs which must be followed with this form: Want, prepare, cook, ask, learn, play, expect, speak and choose.

Examples:

1. Your sister wants to visit the museum tomorrow.
2. My mother hopes to travel tomorrow.
3. I am learning how to play the violin.

It's important to consider that there are some verbs that we can use with “ing” or “to”, some of them are: like, prefer, start bother, continue and begin.

Summary:

Verbs with “ing”	Verbs with “to”
Feel like	Want
Give up	Prepare
Suggest	Cook
Recommend	Ask
Propose	Learn
Enjoy	Play
Admit	Speak
Mind	Choose
Can't help	Agree
Consider	Forget

16 Lesson

Past simple

Grammar explanation:

We use “**past simple**”:

- To talk about completed actions.
- Repeated action in the past.
- Duration in the past.
- Past facts.

There are two types of verbs, the regular verbs which have “ed” at the end, some of them are (helped, walked, happened, finished, and called) and irregular verbs which have a different form, some of them are (write- wrote, eat-ate, feel-felt, sleep-slept).

Examples:

- How to structure an affirmation.

Subject	Verb(past)	Complement
---------	------------	------------

1. My sister walked with me yesterday.
2. They went to the beach every day.
3. We studied all day.
4. When I was a child I enjoyed playing with my cousins.

- How to structure a question in past simple:

Did / Did not	subject	Verb(present)	Complement
---------------	---------	---------------	------------

- How to structure a negative sentence in past simple:

Subject	did not	Verb(present)	Complement
---------	---------	---------------	------------

Examples:

Let's see a conversation between Mary and Jorge

- **Mary:** Hi Jorge, Did you study for the test?
- **Jorge:** Hi Mary, Yes, I studied with my father and you?
- **Mary:** Yes, I did it, however I was confused this morning
- **Jorge:** Why? Didn't you understand something?
- **Mary:** There are many things that I didn't have on my notebook
- **Jorge:** I can help you if you need it
- **Mary:** Ok thanks Jorge.



17 Lesson

Past continuous

Grammar explanation:

We use “past continuous” to talk about an action that was happening at a certain time in the past.

Examples:

1. I was taking a shower when you called me.
2. She was painting her bedroom while we were studying.
3. They were sleeping when the power went out.
4. We were having a great day until she had the accident.

- How to structure a negative sentence in past continuous:

You We They	Were not		
I She He It	Was not	Verb (ing)	Complement

Examples:

1. They were not eating when you called me.
2. I was not studying at 5 o'clock.
3. She was not paying attention during the explanation.
4. We were not training on Saturday.

- How to structure a question in past continuous

Were	You We They		
Was	She He It	Verb (ing)	Complement?

Examples:

Let's see a conversation between Stefanie and Sofia

- **Stefanie:** Sofia, were you running yesterday morning?
- **Sofia:** No, I was cooking with my mother. Why?
- **Stefanie:** I was walking with my son and I thought that I saw you.
- **Sofia:** Perhaps you saw my twin, she runs every morning.
- **Stefanie:** Yes, probably.



18 Lesson

Modal Verbs

Grammar explanation:

- Use of “may, might and could”

We use these verbs to say that something is possible; however, it's not certain. We also use “may” to ask permission and “could” for past ability and suggestion. In this case there aren't rules to third person singular and we don't use auxiliary with this verbs.

- How to structure a positive and negative sentence

Subject	May Might Could / + not Can Should Must	Verb (we don't have to use the preposition “to” after these verbs)	Complement
----------------	--	---	-------------------

- How to structure a question

May Might Could / + not Can Should Must	Subject	Verb (we don't have to use the preposition “to” after these verbs)	Complement?
--	----------------	---	--------------------

Examples:

- 1.** She may come back by train.
- 2.** My friends might visit me tomorrow.
- 3.** I could get a good score.
- 4.** May I borrow the pencil?
- 5.** Could you do the homework?

• Use of “can”

We use “can and can’t” to talk about an ability or request

Examples:

- 1.** I can speak three languages.
- 2.** She cannot dance for hours.
- 3.** Can I have water please?
- 4.** They cannot come by car.

• Use of “must”

We use “must” to say that something is a necessity or an obligation

Examples:

- 1.** You must study in order to get a high score.
- 2.** She must take the train, my car won’t start.
- 3.** I must take my medicine to feel better.
- 4.** Must we arrive at 4 o’clock?

- Use of “should”

We use “should” to give some advice or prediction

Examples:

1. You should wear that dress, you look beautiful in it.
2. They should eat healthier.
3. I should go to the gym if I want to be fit to summer.

- Use of “Ought to”

We also use “ought to” to give some advice or prediction, this modal verb is more polite.

1. I ought to rest today.
2. You ought not to waste your time.
3. She ought to study this weekend.

- Use of “had better”

We use “had better” to give some advice, however this verb is stronger.

Examples:

1. You'd better be careful.
2. She'd better arrive early.
3. You'd better go home.

Modal verbs in past and future

Grammar explanation:

Modal verbs only can be used in present; however there is another way to use the verb “can” in past, present and future.

- Be able to”

We can use the verb “be able to” instead of “can”, besides we can use it in past and future.

Examples:

- In present:

1. She is able to come here tomorrow.
2. She can come tomorrow.

- In past:

1. I was not able to study yesterday, I didn't feel well.
2. I couldn't study yesterday, I didn't feel well.

- In the future:

1. I will be able to buy a new car next year.

19 Lesson

Adverbs of Frequency

Grammar explanation:

These types of adverbs give us information about how often something takes place. There are many rules that we need to follow:

- Generally, when we use adverbs, we place them directly before the verb (there are exceptions).

Examples:

1. They never eat in this restaurant.
2. He sometimes comes to visit his friends.
3. I always forget my glasses at home.

- Adverbs of frequency must be used after the following forms of “be” (am, is, are)

Examples:

1. She is usually taking care of her dog.
2. They were always happy when we visited them.
3. You are never happy with the score that you get.

- When there is a helping verb, the adverb comes after the first part of the verb.

Examples:

1. She must **never** come alone.
2. You should **always** drink two bottles of water per day.
3. He doesn't **usually** clean his bedroom.

- There are cases when the adverbs of frequency are used at the beginning of sentences or at the end.

Examples:

1. Occasionally we go to my grandmother's house.
2. Always help your son with his homework.
3. I fight with my father sometimes.
4. We try to study English regularly.



20 Lesson

How to use “used to, be used to and get used to”

Grammar explanation:

- Use of “used to”

We use “used to” + infinitive when we talk about something that happened in the past. It tells us that this action was repeated in the past but it has changed.

Examples:

1. I used to come here when I was a child.
2. My parents used to travel when they were not married.
3. He used to study French when he was at university.
4. My sister in law used to work in that restaurant.

- Use of “be used to and get used to”

We use “be used to and get used to” to talk about past, present or future. When they are followed by a verb, it must be with the form (ing). We use both of them to talk about the process of becoming familiar with something.

Examples:

1. I am used to sleeping alone.
2. She is getting used to living here.
3. They were used to going clubbing every weekend.
4. I am getting used to making my breakfast before going to work.

21 Lesson

Difference between “To” and “For”

Grammar explanation:

- We use “to” when we talk about:

- Destination:

Example: She goes to the park with me.

- Compare:

Example: I prefer drinking coffee to tea.

- Distance:

Example: It is around 5 km to the sea from here.

- Giving:

Example: Can you pass that book to me please?

- Reason with verb:

Example: I came here to talk to you.

- We use “for” when we talk about:

- Period of time

Example: I studied engineering for 6 years.

- Benefit

Example: You should start doing exercise; it is good for your health.

- Help

Example: Can you do this for my sister?

- Reason with noun

Examples: I'm learning different languages for better opportunities.

- Schedule

Example: You have arranged a meeting for tomorrow morning.

Linking words

Grammar explanation:

We use “linking words” to link ideas; they connect one idea to the next in a logical and cohesive way. There are three main types of them:

- Conjunctions

We use “conjunctions” to join two parts of a sentence. We usually place them in the middle of a sentence.

Example: I enjoy staying at home and watch movies.

- Sentence connectors

We use “sentence connectors” to link ideas from one sentence to the next and to give paragraphs coherence. We place them at the beginning of a sentence.

Example: There is a beautiful sunset at the beach. Besides, there is a pier and great people to meet.

- Subordinators

We use “subordinators” to join clauses together. We use them in the middle or at the beginning of a sentence.

Example: Although she didn't want to go out with us for dinner. I tried to convince her to go for a while.



Lesson 22 How to use “Enough”

Grammar explanation:

It means “as much as necessary”. It can be used with an advert, an adjective, a verb and a noun.

- With verbs

We use “enough” after verbs.

Examples:

1. I consider that I ate enough vegetables this week.
2. You studied enough; I think that you will get a high score.
3. She needs to read enough before buying that new car.

- With nouns

We use “enough” before nouns

Examples:

1. We think that it is not enough coffee for us.
2. They don't have enough free time to come for dinner tonight.
3. It is enough money to buy my new phone.

- With an adjective and a noun

When we use “enough” with an adjective and a noun there are two positions possible and the meanings change. When “enough” is after the adjective, it describes the adjective, and when “enough” is before the adjective it describes the noun phrase.

Examples:

1. We don't have clean enough pillows.

2. We don't have enough clean pillows.

- Enough of

We use “enough of” when it is followed by a determiner or a pronoun.

Examples:

1. You bought enough of that pasta for both.

2. There isn't enough of that cake for everyone.



Lesson

23 How to use “in spite of”, “despite”, “although”, “even though” and “though”.

Grammar explanation:

All of them are used to link two contrasting ideas. They can be used at the beginning or in the middle of the sentences.

- In spite of/ despite

We use a noun, a verb(ing form) or a pronoun after “in spite of/despite”

Examples:

1. He never gets a high score, despite studying a lot.
2. In spite of the pain, she decided not to go to the doctor.
3. Despite having a bad weather, we enjoyed the day together.

- Although/ even though

We use a subject and a verb after “although or even though”.

Examples:

1. We had a great weekend, although we didn't plan anything.
2. Even though he hasn't taken a course before, he understood what they were talking about.
3. She passed the exam, although she didn't study so much.

- Though

We use “though” in the same way as “although”

Examples:

I don't understand my math's classes. My teacher is friendly, though.

Lesson 24 Present Perfect

Grammar explanation:

We use “present perfect” when we talk about actions that have happened in the past and they continue, as well as to express experiences without determining the time. There are some rules that we need to follow in present perfect.

- We must use have/has+ verb (past participle), it is important to consider whether the verb is regular or irregular. When we talk about regular verb we must add “ed” at the end to the infinitive of the verb in order to make its participle. In the case of irregular verbs the participle change and we need to learn all of them.

Examples:

- Irregular verbs:

Verb	Past	Participle
To go	Went	Gone
To make	Made	Made
To eat	ate	Eaten

- Regular verbs:

Verb	Participle
To talk	Talked
To use	Used
To visit	Visited

- How to structure an affirmation

I	Have	Verb (Participle)
You	Have	Verb (Participle)
They	Have	Verb (Participle)
We	Have	Verb (Participle)

Examples:

1. I have eaten pizza here with my friends.
2. We have visited the museums many times.
3. They have enjoyed their vacation.
4. You have learned a lot these months.

To talk about third singular person we use:

She	Has	Verb (Participle)
He	Has	Verb (Participle)
It	Has	Verb (Participle)

Examples:

1. She has traveled this year two times.
2. He has asked for help because he doesn't know what to do.
3. It has changed since I came here.

- How to structure a negative sentence

I	Have not	Participle
She	Have not	Participle
You	Have not	Participle
We	Have not	Participle

Examples:

1. She has not studied enough for her test.
2. You have not visited us this week.
3. He has not bought a new car.
4. I have not made this salad before.

- How to structure a question

Have / Have not	I You We They	Verb (participle)	Complement?
Has/ Has not	She He It		

Examples:

1. Have you cleaned this room this week?
2. Has not he told you what happened?
3. Have you tried to learn something new this summer?
4. Have not they swum before?

Lesson 25 How to use “yet, just, still and already”

Grammar explanation:

We use “yet, just, still and already” with the present perfect, they are related to the present moment.

- Use of “just”

When we use “just” with present perfect, it means that it was a short time before.

Examples:

1. I have **just** finished my homework.
2. They have **just** bought a new car.
3. We have **just** eaten pizza with our teacher.

- Use of “yet”

We use “yet” with present perfect, when we expect that something happens soon.

Examples:

1. She hasn't made the dinner **yet**.
2. I haven't taken a shower **yet**.
3. Haven't they drunk their coffee **yet?**

- Use of “still”

We use “still” with present perfect when something hasn’t happened but we expect that happens soon.

Examples:

1. My teacher **still** hasn’t replied my email.
2. I’m **still** waiting for my doctor.
3. She **still** hasn’t come here.

- Use of “already”

We use “already” in present perfect when something happened before something else or earlier than expected.

Examples:

1. I think that everything is ready; I have **already** made my lunch.
2. My father has **already** left, he should be at home.
3. She has **already** studied for the test; I think that she will do it great.

Lesson 26 How to use “so and such”

Grammar explanation:

We use “so and such” to intensify adverbs, adjectives and nouns.

- Use of “so”

We use “so” with adjective and adverb to make them stronger.

Examples:

1. She is **so** smart, she has learned many things.
2. I consider that the weather today is **so** hot; I would like to be at the beach.
3. He was walking **so** slowly and we arrived late.

- Use of “such”

We use “such” when we have a noun or adjective + noun.

Examples:

1. It was **such** a beautiful work, you should continue with that.
2. You are **such** an angel.

Lesson 27 Past Perfect

Grammar explanation:

We use “past perfect” to talk about an action or event in the past that happened before another thing in the past.

How to form the past perfect

- Affirmation:

Subject	Had	Verb(past participle)	Complement
---------	-----	-----------------------	------------

Examples:

1. I had eaten here before coming with you.
2. By the time she arrived at the station, the train had left.

- Negative answer:

Subject	Had not	Verb(past participle)	Complement
---------	---------	-----------------------	------------

Examples:

1. She had not fallen asleep when I arrived.
2. I had not met her before that party.

- Question

Had	Subject	Verb(past participle)	Complement
-----	---------	-----------------------	------------

Examples:

1. Had he woken up when you called him?
2. Had not they studied before coming to the class?

Lesson 28 Future Simple

Grammar explanation:

We use “future simple” when we want to talk about an action that hasn’t happened yet, in other words it will happen in the future. There are two ways to do it.

- Auxiliary “**will**”, it is used to talk about spontaneous decisions or events that could happen in the future besides we use it to talk about promises and threats.
Future simple with “will”:

- Affirmation

Subject	Will	Verb (infinitive)	Complement
---------	------	-------------------	------------

Examples:

1. I will choose another dress, I don't like this one.
2. She will build her own house, she is a civil engineer.
3. I will pay you next months.

- Negative sentences

Subject	Will not / won't	Verb (infinitive)	Complement
---------	------------------	-------------------	------------

Examples:

1. He will not come tomorrow; he has a lot of things to do at work.
2. She won't travel with us because her mother is coming on weekend.
3. We won't go out next week; we need to study a lot.

- Question

Will / will not	Subject	Verb (infinitive)	Complement
-----------------	---------	-------------------	------------

Examples:

- 1.** Will you wear these shoes tomorrow?
- 2.** Won't she visit her parents on vacation?
- 3.** Will he drink coffee with us?

- Future with “**going to**”, it is used to talk about plans or intentions and premeditated decisions to be made in the future.

Future simple with “**going to**”:

- How to structure a positive sentence:

Subject	Verb “to be”	Going to	Verb(infinitive)	Complement
---------	--------------	----------	------------------	------------

Examples:

- 1.** She is going to come with me this night.
- 2.** I'm going to call my mother when I finish this.
- 3.** They are going to buy food.
- 4.** I'm going to buy a car tomorrow.

- How to structure a negative sentence:

Subject	Verb “to be not”	Going to	Verb(infinitive)	Complement
---------	------------------	----------	------------------	------------

Examples:

1. She is not going to visit us tomorrow.

2. We are not going to eat outside.

3. They are not going to study with us.

4. I'm not going to cook today.

- How to structure a question with “going to”:

Verb “to be”	Subject	Going to	Verb(infinitive)	Complement
--------------	---------	----------	------------------	------------

Examples:

1. Are you going to come tomorrow morning?

2. Is she going to buy the phone?

3. Are they going to open the bakery today?

4. Are you going to start working with me?

Lesson 29 Future Continuous

Grammar explanation:

We use “future continuous” to talk about actions that will happen in the future and they will have short or long duration. It is also used to express that two actions can be happening in parallel or one is consequence of the other.

- How structure the future continuous:

- Affirmation

Subject	Will	Be	Verb(ing)	Complement
---------	------	----	-----------	------------

Examples:

1. I will be studying there next year.
2. Tomorrow, when you arrive, I will be traveling to Canada.

- Negative sentences

Subject	Will not	Be	Verb(ing)	Complement
---------	----------	----	-----------	------------

Examples:

1. They won't be resting this weekend, they will travel to Mexico.
2. We won't be cleaning the flat this Saturday as usually, we have to study.

- Question:

Will/will not	Subject	be	Verb(ing)	Complement
---------------	---------	----	-----------	------------

Examples:

1. Will you be singing in the concert? You do it very well.
2. Will she be waiting for us at the airport? We need help.
3. Will they be swimming tomorrow? The weather has been great.



Lesson 30 Future Perfect

Grammar explanation:

We use “future perfect” to talk about actions that will begin or will occur at a specific time in the future.

- Affirmation:

Subject	Will	Have	Verb(past participle)	Complement
---------	------	------	-----------------------	------------

Examples:

1. When you arrive at home, we will have finished the lunch.
2. I will have solved this problem by the time you ask your father for help.
3. The movie will have begun when we arrive there.

- Negative sentences

Subject	Will not	Have	Verb(past participle)	Complement
---------	----------	------	-----------------------	------------

Examples:

1. Mary will not have started classes by the time we travel there to visit them.
2. When my uncle calls me, I will have cooked everything for lunch.

- Question

Will/will not	Subject	Have	Verb(past participle)	Complement?
---------------	---------	------	-----------------------	-------------

Examples:

1. Will we have prepared the food by the time your mother finish working?
2. Will she have studied everything? She had a lot of homework.

31 Lesson

Future Perfect Continuous

Grammar explanation:

We use “future perfect continuous” to indicate an event that may have started in the past and it will continue until a moment in the future. This time has to be specified for the sentence to make sense.

- Affirmation:

Subject	will	have	been	Verb(ing)	Complement?
---------	------	------	------	-----------	-------------

Examples:

1. When I retire, I will have been working for 40 years.
2. I will have been working for my sister.

- Negative sentence

Subject	will not	have	been	Verb(ing)	Complement?
---------	----------	------	------	-----------	-------------

Examples:

1. You will not have been sleeping.
2. He will not have been cooking.

- Question

Will/will not	subject	have	been	Verb(ing)	Complement?
---------------	---------	------	------	-----------	-------------

Examples

1. Will we have been eating?
2. Will she have been reading?

Lesson

32 Perfect Conditional

Grammar explanation:

We use “perfect conditional” to describe situations that would have happened but for some reason it didn’t do it.

- Affirmation

Subject	Would	Have	Verb(past participle)	Complement
---------	-------	------	-----------------------	------------

Examples:

1. I would have helped you if I had known that you needed it.
2. She would have passed the exam if she had studied harder.

- Negative sentence

Subject	Would	Have	Verb(past participle)	Complement
---------	-------	------	-----------------------	------------

Examples:

1. We wouldn’t have finished the homework without your help.
2. They wouldn’t have taken these beautiful pictures yesterday.

- Question

Would	Subject	Have	Verb(past participle)	Complement
-------	---------	------	-----------------------	------------

Examples:

1. Would you have come here if you had known that he was here?
2. Would your sister have broken up with her boyfriend if she had made the decision not to move out?
3. Would you have painted the flat if you had had more free time?

Lesson 33 How to use “wish” and “if only”

Grammar explanation:

We use “wish and if only” to talk about things that we would like to be different; it could be in the past or present.

- In the present

We can use “wish and if only” + past form to talk about a present situation that we would like to be different.

Examples:

1. I wish I had a new car; it's too small.
2. If only you didn't have to work next week, we would go to the beach.
3. They wish they knew what to do in this kind of situation.
4. If only you didn't live so far away, we would go by bicycle.

- In the past

We can use “wish and if only” + a past perfect form to talk about something we would like to change about the past.

Examples:

1. He wishes he had studied harder for the test; he would have got a better score.
2. They wish they hadn't bought this new house, their neighbors are so noisy.
3. If only I had thought before making this decision.
4. If only you had cooked earlier, everything would be ready.

- Expressing annoyance

We can use “wish+ would (n’t) to show that we are annoyed about something.

Examples:

1. I wish it wouldn’t rain; I want to go out for a walk.
2. She wishes you wouldn’t make that decision.



34 Lesson

Conditional 1

Grammar explanation:

Conditionals describe the result of a certain condition. The “if clause” tells you the condition and the “main clause” tells you the result.

Examples:

1. If you buy this car, you will arrive early every morning.
2. You will work here if you have a great interview.

- Zero conditional

We use “zero conditional” to talk about things that are generally true. The structure is “if/when+ present simple- present simple”

Examples:

1. If you drink too much coffee, you can't sleep.
2. When you don't eat during the day, you feel bad.

- First conditional

We use “first conditional” to talk about future situations that we believe are possible. The structure is “if/when present simple - will infinitive”

Examples:

1. If you start working early, you will finish everything today.
2. When you arrive at home, I will be there.
3. If you don't pay attention, you will forget it.
4. When you take a shower, I will go for a walk.

- Second conditional

We use “second conditional” to imagine situations in the present or future that are unlikely to happen. The structure is “if past simple – would infinitive”.

Examples:

1. If you didn't have a lot of things to do, we would go for a drink.
2. If she didn't live far away, I would visit her every day.
3. If I won the lottery, I would help my family and friends.



35 Lesson

Conditional 2

Grammar explanation:

- Third conditional

We use “third conditional” to imagine a different past and another result in the present. We use “if + past perfect – would have+ past”.

Examples:

1. If you had studied hard, you would have gotten a better score.
2. If she had come yesterday, everything would have been easier.
3. We would have lost, if you hadn't been with us.

- Mixed conditionals

We use “mixed conditionals” to imagine a past change with a result in the present or a present change with result in the past.

- Past/present

We use “if + past perfect – would + infinitive.”

Examples:

1. If he had bought enough food, we wouldn't be cooking.
2. They would be here, if you hadn't fought with your friend.
3. If your mother hadn't come, we would be so stressed.

- Present/past

We use “if + past simple – would have + past participle”

Examples:

1. If you weren't important for me, I wouldn't have asked you to come here.
2. You would have called her, if she wasn't angry with you.
3. If I didn't have so much work, I would have gone with you yesterday.

36 Lesson

Modals – deductions about the past

Grammar explanation:

We can use “modals” for deductions, guessing if something is true. The modal shows how certain we are about the possibility.

- Must have

We use “must have + past participle” to talk about something that we are sure what happened.

Examples:

1. The person who robbed the house must have been known by the family.
2. My father must have bought bread because we didn't have yesterday.
3. My neighbors must have travelled abroad; I haven't seen them for many weeks.

- Might have/ may have

We use “might have/may have + past participle” when we think that it is possible that happened.

Examples

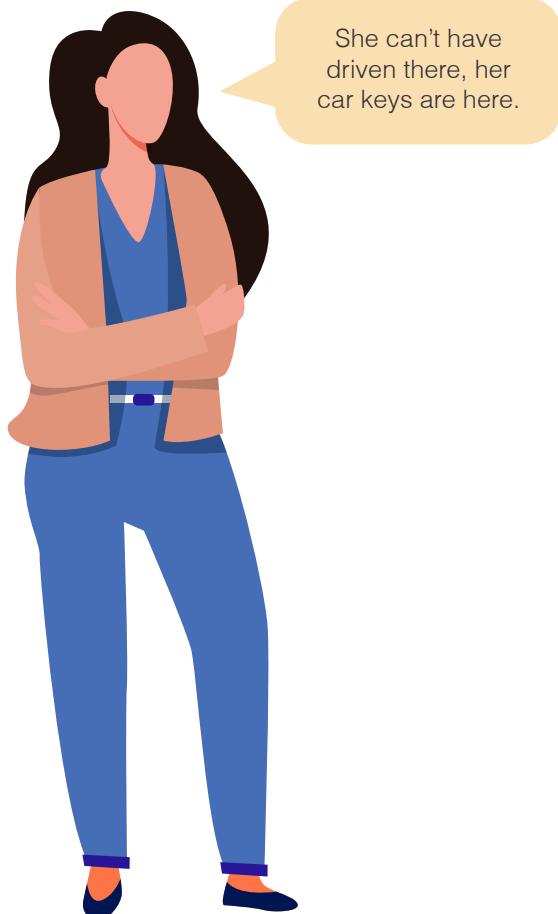
1. I think I might have forgotten my keys at home, I don't find them.
2. My parents think that my brother may have been busy because she didn't call for many days.
3. Police think that the thief must have left the country.

- Can't have/couldn't have

We use “can’t have/couldn’t have + past participle” when we consider that something is not possible that happened.

Examples:

1. She couldn't have been here yesterday because she is in Canada right now.
2. Your uncle couldn't have bought the dinner, he forgot his wallet.
3. She can't have driven there, her car keys are here.



37 Lesson

Participle Clauses

Grammar explanation:

We use “participle clauses” to say something in a more economical way. We use present participles (going, walking, writing), past participle (read, wrote, walked), and perfect participle (having read, having gone, having walked).

- Present participle clauses

Examples:

- 1.** Starting the classes, the principal bans to use mobile phones during the classes.
- 2.** Going to the supermarket, I realized that I forgot my wallet.
- 3.** Knowing they don't like vegetables, their mother preferred to cook something different.
- 4.** The car exploded, leaving many injured.

- Past participle clauses

Examples:

- 1.** Worried by her son, she decided to stay at home with him.
- 2.** Used this correctly, this umbrella will last a long time.
- 3.** Filled of anger, he called her boss.

- Perfect participles clauses

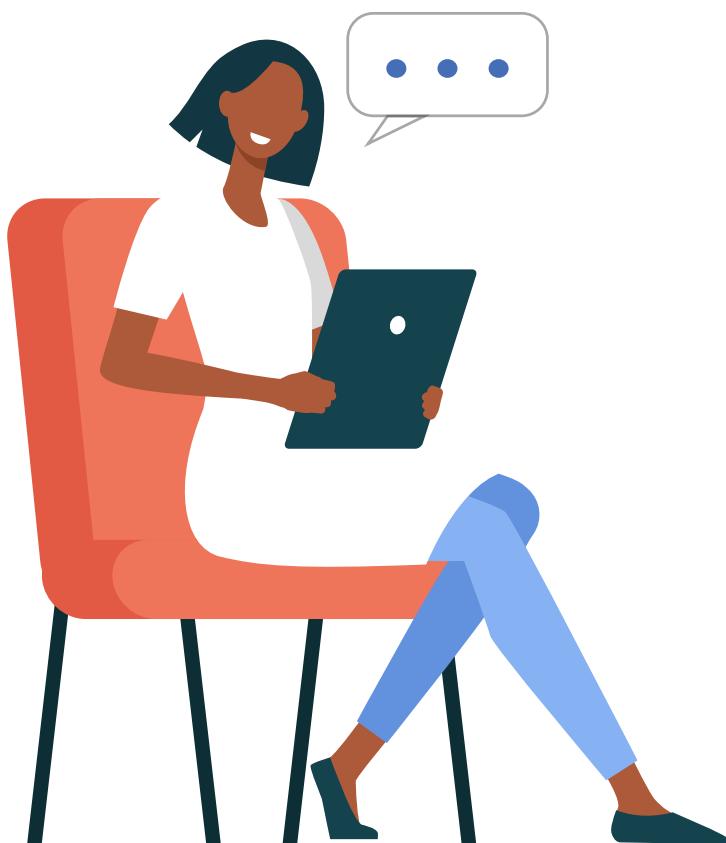
Examples:

- 1.** Having understood the article, they will have to talk about that.
- 2.** Having been hired, she started working.

- Participles clauses after conjunctions and prepositions

Examples:

1. Before coming, he should call me.
2. Instead of buying food, you should prepare something at home.
3. While studying for the test, she realized that she didn't have all the material.
4. In spite of doing his best, he didn't get the job.



38 Lesson Passives

Grammar explanation:

We usually use “passives” to change the focus of a sentence. In other words we use it when we don’t want to mention who or what does the action, besides it’s used in more formal or scientific articles.

- How to structure the passive

We use “to be + verb (past participle) + complement. We only change the form of “be” to make the tense.

Examples:

- Present simple: is/are + past participle

The cake **is prepared** with many ingredients.

- Present continuous: is/are being + past participle

The car is **being fixed** by my father at home.

- Past simple: was/were + past participle

The article **was written** by the professor last year.

- Past continuous: was/were being + past participle.

The signs were **being put up** last months.

- Present perfect: have been + past participle.

Carrots have **been grown** here for many years.

- Past perfect: had been + past participle.

The laptop had **been stolen** by the time we arrived there.

- Future simple: will be + past participle.

The class will **be finished** at 3 pm.

Past habits

Grammar explanation:

- Use of “used to + infinitive”

We use “used to” to talk about something in the past that is not true anymore.

Examples:

1. I used to study there when I was a child.
2. My best friend didn’t use to visit me as much as she does now.
3. My niece used to live with me many years ago.

- Use of “would”

We use “would” to talk about repeated past actions that don’t happen in the present. However “would” can not be used with stative verbs such as: be; have, like, live, love, mean and own. We don’t usually use the negative or question form of “would” for past habits.

Examples:

1. When I was younger, I would go on holidays to the beach with my family and friends.
2. When I lived there, my grandmother would cook cake every Saturday.
3. Every Sunday morning, she would come to visit us.

- Past simple:

We can also use “past simple” as an alternative to “would or used to” to talk about habits. However the past simple doesn’t specific if the action is no longer true.

Examples:

1. Every Christmas I went to my grandmother’s house.
2. I read a book every summer when I lived with my mom.
3. Every Saturday she ate outside with all her partners.

39 Lesson

Questions Tags

Grammar explanation:

We use “questions tags” when we expect that the listener agrees with what we are saying. When the statement is positive we use a negative question tag, if the statement negative we use a positive question tag.

- If there is an auxiliary verb, we use it to form the question tag

Examples:

1. We don't have to study everything today, **do we?**

2. They didn't buy enough food, **did they?**

3. The car doesn't work, **does it?**

- If there is not an auxiliary in the statement but the verb is in present simple or past simple positive, we use don't, doesn't, didn't.

Examples:

1. He read all these books last summer, **didn't he?**

2. You play the guitar every day, **don't you?**

3. She enjoys spending time with her family on weekends, **doesn't she?**

- If the verb in the statement is to be in the present simple or past simple we use “to be” to the question tag.

Examples:

1. You weren't at home yesterday morning, **were you?**

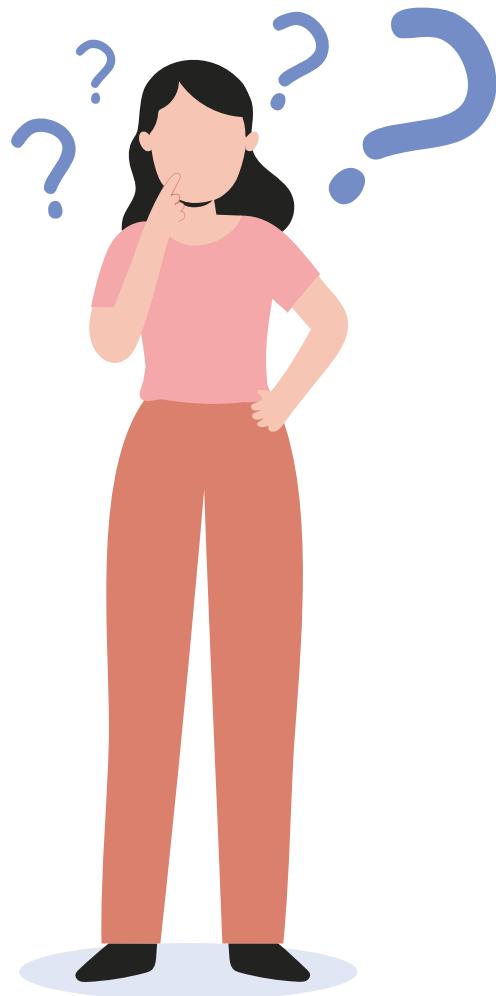
2. He isn't the youngest, **is he?**

3. She is my little cousin, **isn't she?**

- If the verb is a modal verb, we use it to make the question tag

Examples:

1. They could come tomorrow, **couldn't they?**
2. She will travel next year with her boyfriend, **won't she?**
3. I couldn't arrive late, **could I?**



Lesson 40 Relatives Clauses

Grammar explanation:

We use “relative clauses” to give information about the person or the thing mentioned. We usually use a relative pronoun or adverb like: where, who, which, when, that.

- Who/that: We use “who/that” when we talk about people.

Examples

1. He is the person **who** helps me to study on weekends.

2. She is the girl **that** I met some months ago at the beach.

3. She is the coworker **who** recommended the restaurant.

- Which/that: We use “which/that” to talk about things.

Examples:

1. These are the books **which** I bought last summer.

2. This is the computer **that** I'd like to give my Dad.

3. I have a lot of work **that** I need to finish today.

- Where: we use “where” when we talk about places.

Examples:

1. That's the beach **where** I want to be on Christmas.

2. The school **where** I studied is not working anymore.

3. The mall **where** I usually go is closed for the next few days.

- When: we use “when” to talk about time.

Examples:

1. That was the day **when** I made the decision to move out.
2. On my birthday is the day **when** I share with all my family.
3. On Saturday is **when** I go for a walk with my dog.



41 Lesson

Report Speech 1

Grammar explanation:

We use “report speech” to tell another person what someone said. There are two ways to do it with direct speech or indirect speech.

Examples:

- 1.** I studies for several weeks, said Mary. (Direct speech).
- 2.** Mary said that she studied for several weeks. (Indirect speech).
- 3.** I enjoy playing the piano every day during one hour, said my student. (Direct speech).
- 4.** She said that she enjoyed playing the piano every day during one hour. (Indirect speech).

Present simple	I travel every year with my mom.	She said that she travelled every year with her mom.
Present continuous	I'm having a great time here.	He said that he was having a great time there.
Present perfect	I have bought a new flat.	She said that she had bought new flat.
Past simple	I moved out twice last year.	She said that she had moved out twice last year.
Past continuous	I was doing exercises when you called me.	She said that she had been doing exercises when I called her.
Past perfect	I had tried everything to fix it.	He said that he had tried everything to fix it.

Lesson 42 Verbs and Prepositions

Grammar explanation:

There are not grammatical rules to know which preposition is used with each verb; however, here are some common verbs that can help you.

Verb + prepositions						
Of	With	About	To	On	From	In
Complain	Agree with	Talk about	Add to	Concentrate on	Protect from	Believe in
Cure of	Begin with	Dream about	Admit to	Spend on	Save from	Participate in
Accuse of	Cope with	Concert about	Adjust to	Rely on	Suffer from	Succeed in
Dream of	Argue with	Feel about	Belong to	Agree on	Escape from	Involve in
Hear of	Fight with	Forget about	Compare to	Congratulate on	Recover from	Result in
Get tired of	Complain with	Laugh about	Contribute to	Insist on	Come from	Specialize in
Approve of	Confuse with	Complain about	Listen to	Decide on	Borrow from	Confide in
Bilk out of	Charge with	Care about	Refer to	Comment on	Desist from	Implicate in
Consist of	Face with	Boast about	Reply to	Declare on	Derive from	Absorbed in

Examples:

- Verbs with “for”

1. My teacher was **waiting for** us.
2. My brother wants to **apply for** a new job in New Zealand.
3. I **apologize for** my behavior yesterday.
4. She has been **preparing for** the final test.
5. They need to **ask for** food, they are starving.

- Verbs with “from”

1. This vaccine will **protect** us **from** the illness.
2. He has to **recover from** the accident.
3. You have **saved** me **from** that relationship.
4. My mother **suffers from** asthma, it's a very difficult.

- Verbs with “in”

1. I don't **believe in** that article, I read something different last week.
2. She is studying to **specialize in** dermatology.
3. They have to do their best if they want to **succeed in** this new job.

- Verbs with “of”

1. The house **smells of** pizza. We have to open the windows.
2. His grandfather **died of** a weird illness.
3. They **approve of** opening a new foundation to help children.

• Verbs with “on”

1. The work is **based on** your experience during the last years.
2. She didn't **agree on** what you said, but she had to accept it.
3. It is important to **concentrate on** your classes in order to understand.
4. It **depends on** you, I support every decision that you make.

• Verbs with “to”

1. You have to **introduce** your boyfriend **to** everybody.
2. They enjoy **listening to** music while they are doing exercises.
3. If you would like to know more information, **refer to** our website.
4. She has **apologized to** you many times; think about it before making a choice.

• Verbs with “with”

1. I have to **deal with** it every day, that's the reason why I'm thinking of looking for a new place.
2. I can **provide** you **with** all the information if you are interested.
3. They **agree with** us, we have to do it quickly.

43 Lesson

Synonyms

Synonyms: Instead of using “very”	
Very lazy	Indolent
Very fat	Obese
Very afraid	Terrified
Very crowded	Bustling
Very simple	Basic
Very tall	Towering
Very lively	Animated
Very eager	Keen
Very detailed	Meticulous
Very confused	Perplexed
Very angry	Furious
Very beautiful	Exquisite
Very fast	Quick
Very risky	Perilous
Very short	Brief
Very worried	Distressed
Very good	Excellent
Very accurate	Exact
Very clean	Spotless
Very dear	Cherished
Very bright	Dazzling
Very Dirty	Squalid
Very noisy	Deafening

Very open	Transparent
Very painful	Excruciating
Very poor	Destitute
Very funny	Hilarious
Very quick	Rapid
Very sad	Sorrowful
Very rude	Vulgar
Very shiny	Gleaming
Very shy	Timid
Very short	Brief
Very angry	Furious
Very thin	Gaunt
Very boring	Dull
Very colorful	Vibrant
Very cheap	Stingy
Very dry	Arid
Very huge	Colossal
Very ugly	Hideous
Very rich	Wealthy
Very busy	Swamped
Very careful	Cautious
Very upset	Distraught
Very rainy	Pouring
Very perfect	Flawless
Very slow	Sluggish
Very loose	Slack

44 Lesson

Personality Adjectives

1. Brave: Someone who is not afraid of danger.

Example:

I would like to be as brave as my mom.

2. Chatty: Someone who talks a lot.

Example:

You are a very chatty person; you are always on the phone.

3. Clever: a smart person

Example:

I think that my niece is so clever and she loves learning new things.

4. Easy going: someone who is easy to get along with.

Example:

My sister is very easy going; I enjoy spending time with her.

5. Grumpy: bad – tempered.

Example:

Your boss is very grumpy; I don't know how you spend every day with him.

6. Hard working: a person who works very hard.

Example:

I am a very hard working person; I try to work as much as possible.

7. Loud: someone who talks really loud.

Example:

My friend is really loud, you always notice when she is at home.

8. Mean: someone who doesn't like spending money.

Example:

I don't like going out with him, he is very mean.

9. Moody: someone who behaves differently every time you meet them.

Example:

I don't understand her behavior, sometimes she is kind to me and other days she just ignores me. She is a moody person.

10. Nasty: unpleasant person.

Example:

I always try to avoid nasty people.

11. Neat: a person who is tidy.

Example:

My mom is very neat, the flat is always tidy.

12. Quiet: someone who doesn't talk very much.

Example:

She is a quiet person; she prefers staying at home on weekends.

13. Selfish: someone who only thinks about themselves.

Example:

I don't get along with her, she is selfish.

14. Shy: quiet a little bit nervous around other people.

Example:

He is very shy, he avoids talking to the other guys.

15. Untidy: someone who is very messy.

Example:

My partner is very untidy; we have a lot of problems.

16. Vain: someone who is too fond of their looks.

Example:

She is always looking in the mirror, she is very vain.

17. Wise: someone with a lot of common sense and knowledge.

Example:

My father is a very wise man, I love studying with him.

18. Polite: someone who has good manners.

Example:

I really like visiting this place, people are polite.

19. Bossy: someone who tries to control other people.

Example:

My neighbor is a bit bossy; she is always telling other people what to do.

20. Devious: someone who cheats other people to get what they want.

Example:

She can be devious, I don't like being with her.

45 Lesson

Phrasal Verbs

Grammar explanation:

Phrasal verbs have two parts, the main verb and an adverb particle such as: away, in, out, down, over, off and others. In most cases the phrasal verbs have meanings which we cannot easily guess from their individual parts.

Many phrasal verbs take an object, in these cases we need to consider:

- If the object is a personal pronoun such as: me, you, her, him, them, we must put the pronoun before the particle.

Examples:

1. Can you let her in please?
2. When do I need to pay you back?

- If the object isn't a personal pronoun, the particle may come before or after the object.

Examples:

1. Do we have to take off our shoes?
2. Do we have to take our shoes off?

Phrasal verbs with common verbs:

Get	Get back	To return to where someone came from.
	Get in	To enter a place
	Get on with (someone)	To have a good relationship
	Get rid of	To throw away something
	Get after	To chase
	Get ahead	To progress

Go	Go against	To violate, to oppose
	Go on	To continue or preserve
	Go off	To leave
	Go about	To deal with something, to do something that you usually do.
	Go for	To attempt to reach
	Go around	To visit a person or a place

Look	Look after	To take care of someone
	Look ahead	To think about and plan the future
	Look for	To search for something or someone
	Look out	To be careful
	Look up	To search for information
	Look up to	To respect or admire someone

Let	Let off	To allow somebody to leave
	Let up	To stop or to diminish
	Let yourself go	To relax and enjoy yourself
	Let down	To disappoint
	Let out	To release
	Let in on	To allow somebody to know something.

Cut	Cut up	To cut into pieces
	Cut out	To stop working
	Cut across	To make a shorter route
	Cut in	To interrupt
	Cut back	To reduce
	Cut into	To make something smaller

Take	Take something back	To return something to its first place.
	Take off	To start flying.
	Take on	To accept.
	Take down	To remove something from a high position.
	Take apart	To separate something into parts.
	Take away	To remove something or someone from.

Make	Make off	To hurry away, to escape
	Make out	To deal with
	Make out to be	To pretend
	Make into	To convert one thing into another
	Make of	To understand, to find a reason
	Make up	To invent a story

Break	Break down	To become very upset
	Break into	To enter by force
	Break out of	To escape from somewhere
	Break through	To pass through a barrier
	Break up	To finish a romantic relationship
	Break down	Stop working

46 Lesson

Irregular plural

Irregular plurals	
Singular	Plural
Person	People
Foot	Feet
Tooth	Teeth
Child	Children
Mouse	Mice
Sheep	Sheep
Fish	Fish
Leaf	Leaves
Goose	Geese
Larva	Larvae
Alumni	Alumnae
Cactus	Cacti
Man	Men
Bureau	Bureaux
Woman	Women
Crisis	Crises
Knife	Knives
Curriculum	Curricula
Swine	Swine
Louse	Lice
Axis	Axes
Half	Halves

Series	Series
Species	Species
Thesis	Theses
Wife	Wives
Wolf	Wolves
Stimulus	Stimuli
Parenthesis	Parentheses
Moose	Moose

47 Lesson

Expressions

1. Weather the storm: to survive a difficult situation.

Example:

I will stay and weather the storm.

2. Go all out: to try hard to do or get something.

Example:

England went all out for victory in first test match against India.

3. Beats me: I don't know or understand.

Example:

A: Any idea who made this beautiful castle?

B: Beats me

4. Out of the blue: suddenly and unexpectedly.

Example:

My teacher called me out of the blue.

5. Under the weather: slightly ill.

Example:

I'm feeling a bit under the weather.

6. On the ball: quick to understand and react to things.

Example:

I'm really on the ball today because I've studied this topic.

7. Hit the books: to study in a serious and determined way.

Example:

I have two exams next week, so I have to hit the books this weekend.

8. Out and about: active, doing the things that you usually do.

Example:

I'm glad to be out and about again after being bedridden for so long.

9. On the fence: not able to decide something.

Example:

I'm on the fence about choosing college.

10. Snowed under: having too much to do.

Example:

I'm totally snowed under at school.

11. Be all for: to be strongly in favor of.

Example:

I'm all for new education system.

12. On cloud nine: extremely happy and excited.

Example:

I was on cloud nine on my wedding day.

13. Hit the road: to leave a place or begin a journey.

Example:

I think that it's right time to hit the road.

14. A cold fish: someone who is not friendly.

Example:

She thinks that I'm a bit of a cold fish.

15. A heart of gold: a kind and generous character.

Example:

My father has a heart of gold.

16. Ring a bell: to sound familiar.

Example:

Her name rings a bell.

17. Grin from ear to ear: to look extremely happy.

Example:

He was grinning from ear to ear so we knew he had good news to tell us.

18. Hit the sack: to go to bed in order to sleep.

Example:

I decided to hit the sack and have an early night.

19. Ditcher: to be unable to make a decision about doing something.

Example:

Stop ditching and choose which one you want.

20. Jettison: to get rid of something or someone that is not wanted or needed.

Example:

The station has jettisoned educational broadcasts.

21. Leery: not trusting someone or something and usually avoiding him, her or it if possible.

Example:

I have always been a little leery of authority figures.

22. Dally: to waste time or do something slowly.

Example:

She dallied over her morning coffee.

23. Bilk: to get money from someone dishonestly.

Example:

He bilked clients out of ten of millions of dollars.

24. Damp: slightly wet, especially in a way that is not pleasant or comfortable.

Example:

The grass is still damp.

25. Kill the mood: when someone ruins the moment.

Example:

I enjoy spending time with you but when you start talking about money it kills the mood.

26. Chucking it down: to rain heavily.

Example:

I don't want to go out, it's chucking it down outside.

27. Bite the bullet: to be brave in a difficult situation.

Example:

I hate going to the dentist, but I'll just have to bite the bullet.

28. To be long in the tooth: to be old, often too old to do something.

Example:

I'm a bit long in the tooth to be looking for a job.

29. Slip your mind: when you forget something.

Example:

Her birthday completely slipped my mind.

30. To butt in: to interrupt.

Example:

Please stop butting in, it's my turn to talk.

31. Brush off: to remove something (insect, dust, etc) with your hand.

Example:

He brushed the spider off his shoulder without a flinch.

32. To beat around the bush: to avoid talking about what is important because it is uncomfortable.

Example:

Stop beating around the bush and tell us what you really want to say.

33. To swap out: to exchange, usually old for new.

Example:

We need to swap out our old phones for new ones every couple of years.

34. Chomping at the bit: to be keen to do something.

Example:

I'm chomping at the bit to get started with this new project.

35. Hit someone up: to text someone.

Example:

Hit me up when you finish it.

Common mistakes

1. She arrives at Mexico at 3 pm. X
She arrives in Mexico at 3pm. ✓

2. We are five in my team. X
There are five of us in my team. ✓

3. How do we call it? X
What do we call it? ✓

4. I cut my hair every month. X
I have my hair cut every month. ✓

5. It's a high pay job. X
It's a high paying job. ✓

6. I cook salad every day. X
I make salad every day. ✓

7. Actually, I work at university. X
Currently, I work at university. ✓

8. I have a five years old son. X
I have a five year old son. ✓

9. Can you explain me this? X
Can you explain this to me? ✓

10. My hobby is to play the piano. X
My hobby is playing the piano. ✓

11. I like using this jacket. X
I like wearing this jacket. ✓

12. I feel bad, I have headache. X
I don't feel well. I have headache. ✓

13. I'm in the hospital, my friend
doesn't feel well. X
I'm at the hospital, my friend doesn't
feel well. ✓

14. She sings very good. X
She sings very well. ✓

15. I lose my time when I come here. X
I waste my time when I come here. ✓

16. I get my salary twice a month. X
I get paid twice a month. ✓

17. How does it look like? X
What does it look like? ✓

18. Open your book on page 12. X
Open your book to page 12. ✓

19. He is a student of Oxford
University. X
He is a student at Oxford
University. ✓

20. I prefer coffee than tea. X
I prefer coffee to tea. ✓

21. I work in a bank. X
I work for a bank. ✓

22. You are good in English. X
You are good at English. ✓

23. He is a great cooker. X
He is a great cook. ✓

24. My mom and me like cooking together. X
My mom and I like cooking together. ✓

25. Can you give me the salt? X
Can you pass me the salt? ✓

26. Pay attention in the example. X
Pay attention to the example. ✓

27. Who is in the phone? X
Who is on the phone? ✓

28. I want that you come. X
I want you to come. ✓

29. Do you want to take a coffee? X
Do you want to have a coffee? ✓

30. There are a huge amount of people. X
There are a huge number of people. ✓

31. This course helps me too much. X
This course helps me so much. ✓

32. He is our common friend. X
He is our mutual friend. ✓

33. I need some advices, I am in trouble. X
I need some advice, I am in trouble. ✓

34. Count with me, I can help you. X
Count on me, I can help you. ✓

35. Get out of the bus. X
Get off the bus. ✓

36. I would rather to buy another umbrella. X
I would rather buy another umbrella. ✓

37. It's important that she finishes the homework. X
It's important that she finish the homework. ✓

38. Different from me, my wife is good at languages. X
Unlike me, my wife is good at languages. ✓

39. It's about ten now, hurry up. X
It's nearly (almost) ten now.
Hurry up. ✓

40. We have a lot of difficulty to find their house. X
We have a lot of difficulty in finding their house. ✓

41. She got married old. X
She got married late in life. ✓

42. He is no more a student. **X**

He is no longer a student. **✓**

43. It's no use to worry about it. **X**

It's no use worrying about it. **✓**

44. There is a limit in my patience. **X**

There is a limit to my patience. **✓**

45. I have the key of my room. **X**

I have the key to my room. **✓**

46. This is the key to be a good student. **X**

This is the key to being a good student. **✓**

47. Your house is near to here. **X**

You house is near here. **✓**

48. I want to take a beer. **X**

I want to drink/have a beer. **✓**

49. I always read the news in the breakfast. **X**

I always read the news at breakfast. **✓**

50. The result depends of you. **X**

The result depends on you. **✓**