

# Appendix 1

## Passive verb forms

If an agent is mentioned, it goes in a prepositional phrase with *by* after the verb (see also Unit 24).

<i>Present simple</i>		
Active:	tell(s)	John tells me that you're thinking of leaving.
Passive:	am/is/are told	I'm told (by John) that you're thinking of leaving.
<i>Past simple</i>		
Active:	told	John told me that you were leaving.
Passive:	was/were told	I was told (by John) that you were leaving.
<i>Present perfect</i>		
Active:	have/has told	John has told me that you are leaving.
Passive:	have/has been told	I have been told (by John) that you are leaving.
<i>Past perfect</i>		
Active:	had told	John had already told me that you were leaving.
Passive:	had been told	I had already been told (by John) that you were leaving.
<i>Present continuous</i>		
Active:	am/is/are telling	John is always telling me that you are leaving.
Passive:	am/is/are being told	I am always being told (by John) that you are leaving.
<i>Past continuous</i>		
Active:	was/were telling	John was always telling me that you were leaving.
Passive:	was/were being told	I was always being told (by John) that you were leaving.
<i>Future simple</i>		
Active:	will tell	I will tell John that you are leaving.
Passive:	will be told	John will be told (by me) that you are leaving.
<i>Future perfect</i>		
Active:	will have told	By tomorrow I will have told John that you are leaving.
Passive:	will have been told	By tomorrow John will have been told (by me) that you are leaving.
<i>Present perfect continuous (rare in the passive)</i>		
Active:	has/have been telling	John has been telling me for ages that you are leaving.
Passive:	has/have been being told	I have been being told (by John) for ages that you are leaving.

Other passive verb forms are very rare.

### Modal verbs with passives

Active:	should/could/might/ought to (etc.) tell	You should tell John.
Passive:	should/could/might/ought to (etc.) be told	John should be told.
Active:	should/could/might/ought to (etc.) have told	You should have told John.
Passive:	should/could/might/ought to (etc.) have been told	John should have been told.
Active:	should/could/might/ought to (etc.) have been telling	You should have been telling John while I was outside.
Passive:	should/could/might/ought to (etc.) have been being told	John should have been being told while I was outside.

Other passive verb forms with modal verbs are very rare.

## Appendix 2

# Basic question forms

- 1 If a verb phrase includes an auxiliary verb, the auxiliary verb comes before the subject:
  - ☐ Are they leaving soon?
  - ☐ Where will you stay?
- 2 If a verb phrase includes more than one auxiliary verb, only the first comes before the subject:
  - ☐ Has she *been* doing her homework?
  - ☐ What should we *have* told Jack?
- 3 In present and past simple tenses of verbs (apart from be), we use do or did:
  - ☐ Does he *enjoy* school?
  - ☐ Where did you go on holiday?
- 4 If be is used in a verb phrase without another verb, the verb comes before the subject:
  - ☐ Are you happy at work?
  - ☐ Where was Jack today?
- 5 If we use what, which, who or whose as the subject, we use the same word order as in a statement with the subject before the verb phrase:
  - ☐ What made that noise?
  - ☐ Who can tell me the answer to question 5?

## Appendix 3 Quoting what people think or what they have said

- A You put single ('...') or double ("...") quotation marks at the beginning and end of a report of someone's exact spoken or written words. This is often referred to as *direct speech*:

- ☐ 'It's a pity you can't come this weekend.'
- ☐ "I'm really hungry. I fancy a cheese sandwich."

- B If there is a *reporting clause* (e.g. *she said, exclaimed Tom*) *after* the quotation, you put a comma before the second quotation mark:

- ☐ "I think we should go to India while we have the opportunity," argued Richard.

If you are quoting a question or exclamation, you use a question mark or exclamation mark instead of a comma:

- ☐ "Can I make an appointment to see the doctor?" asked Bill.
- ☐ "You must be mad!" yelled her brother.

If the reporting clause comes *within* the quotation, you put a comma before the second quotation mark of the first part of the quotation, a comma at the end of the reporting clause, and you start the second part of the quotation with a lower case (not a capital) letter:

- ☐ "It tastes horrible," said Susan, "but it's supposed to be very good for you."

If the second part of the quotation is a new sentence, you put a full stop at the end of the reporting clause, and start the second part of the quotation with a capital letter:

- ☐ "You should go home," Sandra advised. "You're looking really ill."

If the reporting clause comes *before* the quotation, you put a comma at the end of the reporting clause, and a full stop (or question or exclamation mark) at the end of the quotation:

- ☐ John said, "Put them all on the top shelf."

A colon is sometimes used at the end of the reporting clause instead of a comma:

- ☐ She stood up and shouted to the children: "It's time to go home!"

- C When you quote what a person *thinks*, you can either use the conventions described in A and B, or separate the quotation from the reporting clause with a comma (or colon) and leave out quotation marks:

- ☐ "Why did she look at me like that?" wondered Mary.
- ☐ Perhaps the door is open, thought Chris.
- ☐ Suddenly she thought: Could they be trying to trick me?

# Appendix 4

## Irregular verbs

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle (-ed form)</i>
arise	arose	arisen
awake	awoke	awoken
be	was/were	been
bear	bore	borne
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burn <sup>1</sup>	burnt	burnt
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
dive	dived	dived
do	did	done
draw	drew	drawn
dream <sup>1</sup>	dreamt	dreamt
drink	drank	drunk
drive	drove	driven
dwell <sup>1</sup>	dwelt	dwelt
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fit <sup>1</sup>	fit	fit
flee	fled	fled
fling	flung	flung
fly	flew	flown
forbid	forbade <sup>2</sup>	forbidden
forecast <sup>1</sup>	forecast	forecast
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone
grow	grew	grown

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle (-ed form)</i>
hang <sup>1</sup>	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel <sup>1</sup>	knelt	knelt
knit <sup>1</sup>	knit	knit
know	knew	known
lay	laid	laid
lead	led	led
lean <sup>1</sup>	leant	leant
leap <sup>1</sup>	leapt	leapt
learn <sup>1</sup>	learnt	learnt
leave	left	left
lend	lent	lent
let	let	let
lie <sup>4</sup>	lay	lain
light <sup>1</sup>	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
mow <sup>3</sup>	mowed	mown
pay	paid	paid
prove <sup>3</sup>	proved	proven
put	put	put
quit	quit	quit
read	read <sup>5</sup>	read <sup>5</sup>
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
saw <sup>3</sup>	sawed	sawn
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew <sup>3</sup>	sewed	sewn
shake	shook	shaken
shear <sup>3</sup>	sheared	shorn
shed	shed	shed
shine	shone	shone
shoot	shot	shot
show	showed	shown
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle</i> (-ed form)
sling	slung	slung
smell <sup>1</sup>	smelt	smelt
sow <sup>3</sup>	sowed	sown
speak	spoke	spoken
speed <sup>1</sup>	sped	sped
spell <sup>1</sup>	spelt	spelt
spend	spent	spent
spill <sup>1</sup>	spilt	spilt
spin	spun	spun/span
spit	spat	spat
split	split	split
spoil <sup>1</sup>	spoilt	spoilt
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
strike	struck	struck
strive	strove	striven
swear	swore	sworn

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle</i> (-ed form)
sweep	swept	swept
swell <sup>3</sup>	swelled	swollen
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
thrust	thrust	thrust
tread	trod	trodden
understand	understood	understood
wake <sup>1</sup>	woke	woken
wear	wore	worn
weave <sup>1</sup>	wove	woven
weep	wept	wept
wet <sup>1</sup>	wet	wet
win	won	won
wind	wound	wound
wring	wrung	wrung
write	wrote	written

<sup>1</sup> These verbs have two past simple and two past participle forms, both the ones given and regular forms (eg burn; burnt/burned; burnt/burned).

<sup>2</sup> 'forbad' is also sometimes used, but is old fashioned.

<sup>3</sup> These verbs have two past participle forms, the one given and a regular form (eg mow; mowed; mown/ mowed).

<sup>4</sup> When *lie* means 'deliberately to say something untrue' it is regular ('lie/lie/lie').

<sup>5</sup> Pronounced /red/.