

## Vocabulary

### Morning activities

Wake up / Get up	Have breakfast / coffee	Get dressed Brush my hair	Take a shower	Go to work by car / bus / Subway
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### Afternoon activities

Start work	Finish work	Make phone calls	Cook / Have lunch	Answer emails
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### Evening activities

Go / Get home	Cook / Have dinner	Feed the dog	Watch TV	Go to bed Fall asleep
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### Verbs for companies

Import	Sell	Order	Build	Deliver
Export	Buy	Make	Design	Visit

### Action verbs:

Action verbs say what the subject does. They express physical or mental actions.

Chop	Sing	Make	Look	Fall
Cook	Play	Check	Listen to	Laugh
Live	Go	Wear	Dance	Get
Study	Want	Hear	Talk	Stay
Do	Have	Come	Sit	Leave
Do	Send	See	Watch	Drink

### Phrasal verbs:

Phrasal verbs are very common. They are made up of a verb and one or more prepositions. The preposition changes the meaning of the verb.

I **called** Carla to start the meeting. (**call = to telephone**) // I **called off** the meeting with Carla. (**call off = to cancel**)

Call off	Call back	Hang up	Turn on	Turn off
Hand in	Fill out	Put off	Get up	Wake up

## Grammar

## SIMPLE PRESENT: I / YOU / WE / THEY

We use "SIMPLE PRESENT" to talk about habits, daily routines, repeated actions and general facts.

## AFFIRMATIVE STATEMENTS

SUBJECT	VERB	COMPLEMENT
I / You / We / They	Action verbs	(optional)*

I **get** up at six o'clock in the morning.  
 You **go** to work by car.  
 We **start** work at eight o'clock in the morning.  
 They **finish** work at six o'clock in the afternoon.

We do not use the auxiliary DO next to other verbs in affirmative sentences. This tense has specific rules for third person singular (HE / SHE / IT).

## NEGATIVE STATEMENT

SUBJECT	AUXILIARY (NEG)	VERB	COMPLEMENT
I / You / We / They	Do not / Don't	Action verbs	(optional)*

I **don't** make phone calls.  
 You **don't** send emails.  
 We **don't** fill out forms.  
 They **don't start** work at seven o'clock.

In negative, we use the auxiliary DO NOT or DON'T before the verb.

## YES/NO QUESTION

WH-QUESTION	AUXILIARY	SUBJECT	VERB	COMPLEMENT	?
What / When Where / Who Why / Which How	Do	I / You / We / They	Action verbs	(optional)*	

**Do** you **start** work at seven o'clock?  
**Do** they **answer** emails?

In questions, we use the auxiliary DO before the subject.

## WH-QUESTION:

WH-QUESTION	AUXILIARY	SUBJECT	VERB	COMPLEMENT	?
What / When Where / Who Why / Which How	Do	I / You / We / They	Action verbs	(optional)*	

What time **do** we start **work** on Mondays?  
 Where **do** they **work**?

## SIMPLE PRESENT THIRD PERSON: HE / SHE / IT

We use "SIMPLE PRESENT" to talk about habits, daily routines, repeated actions and general facts.

AFFIRMATIVE STATEMENTS	<table><tr><td>SUBJECT He / She / It</td><td>VERB + S Action verbs + S</td><td>COMPLEMENT (optional)*</td></tr></table>			SUBJECT He / She / It	VERB + S Action verbs + S	COMPLEMENT (optional)*	We do not use the auxiliary DOES next to other verbs in affirmative sentences. We add -s to the end of verbs in ONLY affirmative sentences.					
	SUBJECT He / She / It	VERB + S Action verbs + S	COMPLEMENT (optional)*									
She <b>starts</b> work at seven o'clock in the morning. He <b>goes</b> to work by car. It <b>plays</b> all day.												
NEGATIVE STATEMENT	<table><tr><td>SUBJECT He / She / It</td><td>AUXILIARY (NEG) Does not / Doesn't</td><td>VERB Action verbs</td><td>COMPLEMENT (optional)*</td></tr></table>			SUBJECT He / She / It	AUXILIARY (NEG) Does not / Doesn't	VERB Action verbs	COMPLEMENT (optional)*	In negative sentences, we use the auxiliary DOES in negative: DOESN'T. We don't add the -s to the end of the verb.				
	SUBJECT He / She / It	AUXILIARY (NEG) Does not / Doesn't	VERB Action verbs	COMPLEMENT (optional)*								
He <b>doesn't start</b> work at seven o'clock.. She <b>doesn't study</b> in the morning. The fax machine <b>doesn't work</b> .												
YES/NO QUESTION	<table><tr><td>AUXILIARY Does</td><td>SUBJECT He / She / It</td><td>VERB Action verbs</td><td>COMPLEMENT (optional)*</td><td>?</td></tr></table>					AUXILIARY Does	SUBJECT He / She / It	VERB Action verbs	COMPLEMENT (optional)*	?	In questions, we use the auxiliary DOES. We don't add the -s to the end of the verb.	
	AUXILIARY Does	SUBJECT He / She / It	VERB Action verbs	COMPLEMENT (optional)*	?							
<b>Does</b> the office <b>open</b> at seven o'clock? <b>Does</b> she <b>work</b> on Saturdays?												
WH-QUESTION:	<table><tr><td>WH-QUESTION What / When Where / Who Why / Which How</td><td>AUXILIARY Does</td><td>SUBJECT He / She / It</td><td>VERB Action verbs</td><td>COMPLEMENT (optional)*</td><td>?</td></tr></table>					WH-QUESTION What / When Where / Who Why / Which How	AUXILIARY Does	SUBJECT He / She / It	VERB Action verbs	COMPLEMENT (optional)*	?	
	WH-QUESTION What / When Where / Who Why / Which How	AUXILIARY Does	SUBJECT He / She / It	VERB Action verbs	COMPLEMENT (optional)*	?						
What time <b>does</b> the office <b>open</b> on Mondays? Where <b>does</b> he <b>work</b> ?												
SPELLING RULES:	There are some special cases where we don't add just S. Here are the spelling rules:											

Silent e	Vowel + y	Consonant + y	Verbs ending in o	Verbs ending in s, z, sh, tch, ch
close = closes note = notes	play = plays say = says	study = studies marry = marries	go = goes do = does	miss = misses buzz = buzzes watch = watches finish = finishes teach = teaches

## PRESENT CONTINUOUS

We use "PRESENT CONTINUOUS" to talk about actions that are happening at the moment.

We **ALWAYS** use the verb **TO BE** conjugated according to the subject. That is to say:

I **am**, She / He / It **is**, You / We / They **are**.

The verb **ALWAYS** ends with -ing in this tense.

She is working. (**CORRECT**)

She is work. (**INCORRECT**)

### AFFIRMATIVE STATEMENTS

SUBJECT	VERB TO BE	VERB WITH -ING	COMPLEMENT
I / You / We / They He / She / It	Am / Is / Are	Gerund	(optional)*

I am working now.  
You are listening to music.  
We are taking notes.  
They are paying attention to the teacher.

He is making dinner.  
She is studying..  
It is playing outside right now.

In affirmative sentences, we use the verb to be in affirmative and the verb in GERUND, which means it always includes ING.

### NEGATIVE STATEMENT

SUBJECT	VERB TO BE	VERB WITH -ING	COMPLEMENT
I / You / We / They He / She / It	Am not Is not = isn't Are not = aren't	Gerund	(optional)*

I am not working now.  
You aren't having dinner.  
We aren't cleaning now.  
They aren't answering emails at the moment.

He isn't playing soccer.  
She isn't eating pizza.  
It isn't working.

In negative sentences, we use the verb to be in negative (am not, is not, are not) and the verb in GERUND, which means it always includes ING.

YES/NO QUESTION	<table><tr><td>VERB TO BE Am / Is / Are</td><td>SUBJECT I / You / We / They He / She / It</td><td>VERB WITH -ING Gerund</td><td>COMPLEMENT (optional)*</td><td>?</td></tr></table>					VERB TO BE Am / Is / Are	SUBJECT I / You / We / They He / She / It	VERB WITH -ING Gerund	COMPLEMENT (optional)*	?	In questions, we use the verb to be and the verb in GERUND, which means it always includes ING.  The verb to be and the subject get inverted, so in questions the verb to be will always be BEFORE the subject.
	VERB TO BE Am / Is / Are	SUBJECT I / You / We / They He / She / It	VERB WITH -ING Gerund	COMPLEMENT (optional)*	?						
Are you working now? Is she taking notes right now?											
WH-QUESTION:	<table><tr><td>WH-QUESTION What / When Where / Who Why / Which / How</td><td>VERB TO BE Am / Is / Are</td><td>SUBJECT I / You / We / They He / She / It</td><td>VERB WITH -ING Gerund</td><td>COMPLEMENT (optional)*</td><td>?</td></tr></table>					WH-QUESTION What / When Where / Who Why / Which / How	VERB TO BE Am / Is / Are	SUBJECT I / You / We / They He / She / It	VERB WITH -ING Gerund	COMPLEMENT (optional)*	
	WH-QUESTION What / When Where / Who Why / Which / How	VERB TO BE Am / Is / Are	SUBJECT I / You / We / They He / She / It	VERB WITH -ING Gerund	COMPLEMENT (optional)*	?					
What are they doing right now? When is he working with us?											

	Simple Present		Present Continuous		
<b>FUNCTION</b>	We use <b>"SIMPLE PRESENT"</b> for habits, routines, repeated actions and general facts		We use <b>"PRESENT CONTINUOUS"</b> for things that are happening at the moment.		
<b>AUXILIARY</b>	<b>I / YOU / WE / THEY</b> DO or DON'T	<b>HE / SHE / IT</b> DOES or DOESN'T	<b>I</b> AM	<b>YOU / WE / THEY</b> ARE	<b>HE / SHE / IT</b> IS
<b>STRUCTURE</b>	<b>AFFIRMATIVE:</b> Subject + Verb + Complement (C) <i>I get up at 7 o'clock.</i> <b>NEGATIVE:</b> Subject + Auxiliary (+NOT) + Verb + C <i>We don't go to the gym in the morning.</i> <b>QUESTIONS:</b> Auxiliary + Subject + Verb + C <i>Do you go to work by car?</i>		<b>AFFIRMATIVE:</b> Subject + BE + Verb(+ING) + C <i>I am working.</i> <b>NEGATIVE:</b> Subject + BE(+NOT) + Verb(+ING) <i>She isn't dancing.</i> <b>QUESTIONS:</b> Auxiliary + BE + Verb(+ING) + C <i>Are you watching a video?</i>		
<b>TIME EXPRESSION</b>	<b>ADVERBS frequency</b> Always Often Sometimes Never	<b>REPETITION frequency</b> every day, week, month, once / twice / three times a day / week	<b>TIME:</b> in the morning, on Monday, at 7:00.	<b>TIME:</b> now, right now, at the moment. today, tonight.	