

- paper** (countable and uncountable) 70A
- participle clauses** (-ing and -ed clauses) 68, 97
- passive** 42–44
 passive and active 42A
 by after the passive 42B
 simple tenses 42C
 to be done/cleaned etc. (infinitive) 43A–B
 perfect tenses 43C
 continuous tenses 43D
 being (done) 44B
 get 44D
 it is said that 45A
- past** (see also **past continuous**, **past perfect** and **past simple**)
 past after *if* and *wish* 38–40
 past after *I'd rather* 59D
 past after *it's time* 35C
 past after *as if* 118D
 present and past tenses Appendix 2
- past continuous** (*I was doing*) 6
 past continuous and past simple 6C–D
 past continuous and *used to* 18E
 past continuous passive 43D
- past perfect** (simple) (*I had done*) 15
 past perfect and present perfect 15B
 past perfect and past simple 15C
 past perfect after *if* 40
 past perfect passive 43C
- past perfect continuous** (*I had been doing*) 16
- past simple** (*I did*) 5
 past simple and past continuous 6C–D
 past simple and present perfect 12–14
 past simple and past perfect 15C
 past simple passive 42C
- pay**
 pay in passive sentences 44A
 pay (somebody) for something 135B
 pay back 145C
- people** 79D
- perfect** see **present perfect**, **past perfect**
 perfect infinitive (*to have done*) 43B (passive), 54C, 58C
- persuade** (+ to ...) 55B
- phone**
 on the phone 127B
 phone somebody (no preposition) 132B
 phone back 145C
- photograph**
 in a photograph 124A
 a photograph of someone 129B
- phrasal verbs** (*break down* / *get on* etc.) 137–145
 phrasal verbs: General points 137
 phrasal verbs + preposition (*run away from* etc.) 137B
 position of object (*turn the light on* / *turn it on* etc.) 137C
 verb + *in/out* 138–139
 verb + *on/off* 140–141
 verb + *up/down* 142–144
 verb + *away/back* 145
- plan** (+ to ...) 54A, 56A
- pleased**
 pleased + to ... 65C
 pleased with 130B
- plenty** (of) 87A
- plural** and singular 69, 71, 79
 they/them/their used for somebody/nobody etc. 85E, 86C, 90C
 spelling of plural nouns Appendix 6
- point**
 there's no point in + -ing 63A
 point (something) at 132C
 point out 139C
- police** (plural) 79C
- polite**
 polite of someone to do something / be polite to someone 130A
- postpone** (+ -ing) 53, 56A
- prefer** 59
 would prefer 55A, 58B–C, 59B
 prefer (one thing) to (another) 59A, 60C, 136D
- prepositions** 121–136
 for and since 12A
 in questions 49C
 prepositions + -ing 60, 66
 verbs + prepositions + -ing 62, 66D
 prepositions in relative clauses 93C, 96A
 in/of after a superlative 108D
 like and as 117
 for and during 119
 by 120, 128
 by and until 120B
 at/on/in (time) 121–122
 on time and in time 122A
 at the end and in the end 122B
 at/on/in (position) 123–125
 to/at/in/into 126
 in/at/on (other uses) 127
 by car / by bus etc. 128B
 noun + preposition 129
 adjectives + preposition 130–31
 verbs + preposition 132–136
 phrasal verb + preposition 137B
- present** see **present continuous**, **present simple**, **present perfect**
 present tenses for the future 19, Appendix 3
 present and past tenses Appendix 2
- present continuous** (*I am doing*) 1
 present continuous and present simple 3–4
 am/is/are being 4E
 present continuous for the future 19, 20B, Appendix 3
 present continuous passive 43D
- present perfect** (simple) (*I have done*) 7–8
 present perfect with *this morning*, *today* etc. 8C, 14B
 present perfect simple and continuous 10–11
 present perfect with *how long*, *for* and *since* 11–12
 present perfect and past simple 12–14
 present perfect and past perfect 15B
 present perfect after *when* 25B
 present perfect passive 43C
 present perfect after a superlative 108E
 American English Appendix 7
- present perfect continuous** (*I have been doing*) 9–10
 present perfect continuous and present continuous 9C
 present perfect continuous and simple 10–11
 present perfect continuous and past perfect continuous 16C
- present simple** (*I do*)
 present simple and present continuous 3–4
 present simple for the future 19B
 present simple after *when* and *if* 25, Appendix 3
 present simple passive 42C
- pretend** (+ to ...) 54C
- pretty** (*pretty good*, *pretty often* etc.) 104
- prevent** (from) 62B, 66D
- prison** (*prison* / *the prison*) 74B, 125A
- probably**
 probably + will 22B
 position of *probably* 110
- problem** (*have a problem* + -ing) 63C
- progress** (uncountable noun) 70B
- progressive** tenses see **continuous**
- promise**
 promise (+ will/would) 36B
 promise + to ... 54A, 56A
- protect** (from) 135C
- proud** (of) 131A
- provide** (with) 136C
- provided/providing** 115B
- purpose**
 to ... for purpose 64
 on purpose 127B
- put**
 put out 139A
 put off 53B, 140, 141C
 put on 140
 put up/down 142A
 put up with 144D
 put away 145B