Manmohan Joshi

Learn English

Ahead with Grammar

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MANMOHAN JOSHI

LEARN ENGLISH: AHEAD WITH GRAMMAR

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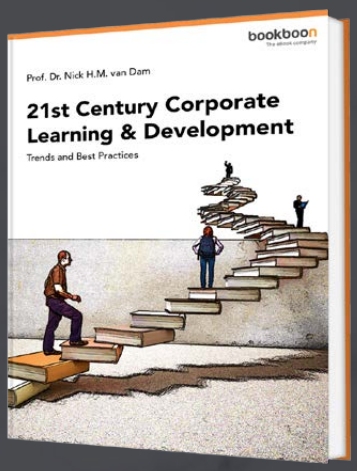

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ABOUT THE AUTHOR

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He is also the recipient of the Best Teacher Award from the Govt. of Tamilnadu as well as the Central Board of Secondary Education, India.

He has presented papers at various national and international conferences under the auspices of UNESCO. He has also conducted various workshops for teachers, students, parents and administrators. The topics covered a wide area viz., Leadership and Team Building, Value Education, Administration Skills, Career Choice, Effective Decision Making in Administration, Effective Communication Skills, Interpersonal Relationships, Continuous Comprehensive Evaluation, Skills in Dealing with Managers, Secretarial Skills. He has also authored several books on different subjects.

Later he worked as Acting Chief Executive for a reputed Training Institute in the Sultanate of Oman.

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PREFACE

English is the most widely used language – both spoken and written – in almost all countries. Yet a lot of people – non-native speakers as well as a lot of native speakers – lack the knowledge of grammatical concepts which are absolutely essential for using the English Language in an error-free and acceptable form.

This book contains explanations as well as exercises – with Answer Key at the end – that will enable students and others alike to acquire skills necessary for the specific purpose of comprehending text and responding suitably using grammatically correct language.

I take this opportunity to express my appreciation to Karin Hamilton Jacobsen and Sophie Tergeist for encouraging me at all stages.

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Manmohan Joshi

1 THE ENGLISH ALPHABET

1.1 INTRODUCTION

This is to remind you that words are made up of letters. There are many different words in English Language. But they are all made up by using one or more of **only twenty-six (26) letters.** Together the 26 letters in the English alphabet form what is called the **'English Alphabet'.**

In case you have forgotten, here is a list of the 26 letters in the English Alphabet in both their capital and small forms:

Capital:

A B C D **E** F G H **I** J K L M N **O** P Q R S T **U** V W X Y Z

Small:

a b c d **e** f g h **i** j k l m n **o** p q r s t **u** v w x y z

The order in which the letters of the alphabet are listed: **A, B, C**, and so on, is called the **'alphabetical order'.**

1.1.1 VOWELS

In the list above five (5) letters are shown in **bold;** they are: **A, E, I, O, U,** and they are called **vowels**.

1.1.2 SYLLABLES

A **syllable** is part of a word which contains a vowel.

- A word which has only **one** vowel sound is a word of **one syllable**, for example, *small*.
- A word which has **two** vowel sounds has **two syllables**, for example, *English* (Eng – lish).
- A word which has **three** vowel sounds has **three syllables**, for example, *alphabet* (al-pha-bet).

1.1.3 CONSONANTS

The other 21 letters in the English Alphabet are called consonants. They are:

B C D F G H J K L M N P Q R S T V W X Y Z
b c d f g h j k l m n p q r s t v w x y z

1.2 MAKING WORDS FROM LETTERS AND SYLLABLES

Words are built up with letters and syllables. Some words are short, and they have only one or a few letters. Other words are long and have many letters.

1.2.1 ONE-LETTER WORDS

There are some words which have one letter only:
A or a: This short word means one only. We can have:

A (one) man or A (one) woman, a (one) dog, or a (one) table.

I: This short word is used for the person who is speaking or writing. The word is used only for people. When it is a word on its own, the letter **I** is always a capital letter. We can have:

I am learning about English words.
He asked me where I was going.

1.2.2 TWO-LETTER WORDS

There are a number of words in the English Language which have two letters only. Here are just a few of them:

am	an	as	at	be	do	go	he	if	in	is	it
me	my	no	on	or	so	to	up	us	we	of	

1.2.3 THREE-LETTER WORDS

There are a number of words in the English Language which have three letters. Here are just a few of them:

and	bed	car	dig	eat	far	got	hit	ill	joy	kin	log
men	not	off	pin	run	son	tip	use	van	win	you	zip

1.2.4 LONGER WORDS

There are a very large number of words in the English Language which have four or more letters. Here are some of them:

adverb	book	course	desk	eating	flower	green	house
idle	jump	long	manual	name	onion	paper	study
queen	replied	school	table	under	valley	words	yellow

1.2.5 FORMING WORDS

By placing letters of the alphabet in different orders we can make or form different words. As an example, think about the three letters **a, r,** and **t.** By arranging these three letters in different orders we can form the words **art, rat** and **tar**.

Not only are they three different words, but each of the words has a different meaning:

art: this can mean a practical skill or talent, or something of beauty created.

rat: this is an animal, a rodent.

tar: this is a sticky, black substance, which is often used on roads.

The order in which letters are arranged to make words is called **'spelling'.** The wrong spelling of a word changes the meaning of what you mean to write. For example, if you mean to write *"good writing is an art",* but by mistake you write *"good writing is a rat"* your readers will be confused!

So, it is important for you to be able to **spell words correctly**.

2 SOUNDS OF ENGLISH

2.1 VOWELS AND SOUNDS

In speaking the sounds of vowels (a, e, i, o, u) are made with mouth open.
In English, when a word has more than just one syllable, one of the syllables will – when speaking – be **stressed** or sounded more strongly, or **accented**. A dictionary might show you the syllable in a word which must be accented, by printing the symbol (') **after** it or by printing it (') **before** it.

IPA (International Phonetic Alphabet) Symbols for the common sounds of English

Vowels

IPA Symbol	Example
iː	thr**ee**
ɪ	b**i**n
æ	f**a**t
ɑː	f**ar**
ɔː	s**or**t
ʊ	p**u**t
uː	b**oo**t
ʌ	**u**p
ɜː	h**er**
ə	**u**ntil
e	b**e**d
ɒ	r**o**ck

Diphthongs

IPA Symbol	Example
eɪ	st**ay**
aɪ	tr**y**
ɔɪ	t**oy**
ɪə	f**ea**r
eə	th**ere**
ʊə	s**ure**
aʊ	m**ou**th
əʊ	n**o**se

2.2 CONSONANTS

In speaking, their sounds are made by the meeting and parting of parts of the mouth.

IPA (International Phonetic Alphabet) Symbols for the common sounds of English

Consonants

IPA Symbol	Example
p	**p**lan
b	**b**oy
t	**t**est
d	**d**esk
k	**k**iss
g	**g**o
tʃ	**ch**est
dʒ	**J**oke
f	**f**ind
v	**v**isitor
θ	**th**ick
ð	**th**is
s	**s**ad
z	**z**oo
ʃ	**sh**oe
ʒ	televi**s**ion
h	**h**eavy
m	**m**any

n	**no**
ŋ	ri**ng**
l	**l**ove
r	**r**un
j	**y**esterday
w	**w**et

Consonant letters and their sounds

A consonant letter usually represents one consonant sound. However, some consonant letters, for example, c, g, s, can represent two different consonant sounds.

Letters	Sounds	Examples
c	(s)	**c**entre, **c**ellar, **c**igarette, **c**inema, agen**c**y, noti**c**e
	(k)	**c**ake, **c**ome, **c**lean, **c**ry, a**c**t, pani**c**
g	(g)	**g**ame, **g**et, **g**o, **g**lobal, **g**uide
	(j)	**g**iant, **g**iraffe, **g**eneral, hu**g**e
	(zh)	mira**g**e, gara**g**e, bei**g**e, rou**g**e
h	(h)	**h**istory, **h**ard, **h**ome, **h**ouse, in**h**erit
	(-)	(h)our, (h)onour, (h)honest, ve(h)icle
q	(kw)	**q**uality, **q**ualification, **q**uote, e**q**ual
	(k)	uni**q**ue, techni**q**ue, grotes**q**ue
s	(s)	**s**imple, **s**ale, **s**ystem, **s**treet, **s**ong
	(z)	cau**s**e, pre**s**ent, rea**s**on, wa**s**, alway**s**
x	(ks)	e**x**ercise, e**x**change, e**x**pect, a**x**is
	(gz)	e**x**amination, e**x**act, e**x**it, e**x**ert
	(z)	**x**erox, **x**enophobia, **x**ylophone
z	(z)	**z**oo, pu**zz**le, cra**z**y, ja**zz**, **z**ero
	(ts)	pi**zz**a, walt**z**, Na**z**i

The letter Y

The letter **Y** can function as a vowel or as a consonant.

As a vowel, **Y** has the vowel sounds: **[i], [ai]**

As a consonant **Y** has the consonant sound: (Y) (i.e. a semi-vowel sound, usually at the beginning of a word and only in the syllable before a vowel.

Examples

[i] baby, hurry, curry

[ai] by, try, cry, type

[y] yacht, year, yes, yet, you, young

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The letter W

The letter **W** represents the vowel sound **[u:]** in the diphthongs **[au] and [oʊ].**

Examples

now, how, cow, owl, brown, low

The –s / es ending of nouns and verbs

After a voiceless consonant: **[s]**

After the voiced consonant or vowel: **[z]**

After the letters: s, z, ch, tch, ge, dge, sh: [iz]

[s]	[z]	[iz]
tapes (teips)	ribs (ribz)	pieces ('pi: siz)
streets (stri:ts)	legs (legz)	roses ('rouziz)
chiefs (chi: fs)	cows (kauz)	coaches ('kouchiz)
writes (raits)	reads (ri:dz)	boxes ('boksiz)
myths (miΘs)	goes (gouz)	bridges ('brijiz)
parks (pa: rks)	saves (seivz)	washes ('wa: shiz)

The –ed ending of words

After a voiceless consonant: **[t]**

After a voiced consonant or vowel: **[d]**

After the letters: **t, d:** **[id]**

[t]	[d]	[id]
stopped [stopt]	saved [seivd]	wanted ['wontid]
liked [laikt]	called [co: ld]	counted ['kauntid]
washed [wosht]	seized [si: zd]	needed [ni: did]

Consonant combinations

Letters	Sounds	Examples
cc	[ks]	a**cc**ent, a**cc**ess, a**cc**ident
	[k]	a**cc**ommodate, a**cc**ount, o**cc**ur
ch/tch	[ch]	**ch**ain, **ch**eck, mu**ch**, **ch**ur**ch**, ki**tch**en
	[k]	**ch**aracter, **ch**emical, me**ch**anic
gh	[g]	**g**uest, **g**uard, **g**uitar
	[f]	cou**gh**, rou**gh**, enou**gh**
	[-]	thou**gh**, wei**gh**, dau**gh**ter
ph	[f]	**ph**one, **ph**rase, biogra**ph**y
sc	[s]	**sc**ience, **sc**issors, **sc**ene
	[sk]	**sc**andal, **sc**an, **sc**ore
sch	[sk]	**sch**ool, **sch**eme, **sch**edule
	[sh]	**sch**edule
th	[Θ]	**th**ank, **th**ink, au**th**or
	ð	**th**is, fa**th**er, brea**th**e
wh	[w]	**wh**at, **wh**y, **wh**ere
	[h]	**wh**o, **wh**ole
xh	[ks]	e**xh**ibition
	[ks] + [h]	e**xh**ale, e**xh**ume
	[g] + [z]	e**xh**ort, e**xh**ale

With silent letters	Sounds	Examples
by, pt	[t]	dou**bt**, de**bt**, recei**pt**
kn, gn, pn	[n]	**kn**ow, **kn**ife, si**gn**, forei**gn**, **pn**eumonia
mb, lm	[m]	la**mb**, co**mb**, ca**lm**, sa**lm**on
ps	[s]	**ps**ychology
rh	[r]	**rh**yme, **rh**ythm
wr	[r]	**wr**estle, **wr**ist, **wr**ong

Letters in the suffix	Sounds	Example
ti, ci, si, su	[sh]	na**ti**on, spe**ci**al, pen**si**on, sen**su**al

Do you like cars? Would you like to be a part of a successful brand?
We will appreciate and reward both your enthusiasm and talent.
Send us your CV. You will be surprised where it can take you.

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3 NOUNS

3.1 SINGULAR AND PLURAL NOUNS

Singular: One – *tree, camel, horse, book*

Plural: More than one – *trees. Camels, horses, books*

Exercise-1: Find the singular nouns and plural nouns in these sentences. Write 'S' above singular and 'P' above plural

1. The cat has frightened the pigeons.
2. The girl gave her cousin two apples.
3. There aren't many nails on this door.
4. The cars are crossing the bridge.
5. How many letters did the postman bring?
6. The boys went up the stairs to their room.

Look at this table

- When the noun ends in: **-s, -ss, -sh, -ch, o,** and **-x**: we add **-es**
- When the noun ends in: **consonant + y**: we remove **'y'** and add **-ies**
- When the noun ends in: **vowel + y**: we just add **-s**
- When the noun ends in: **-f** or **-fe**: we remove **'f'** or **'fe'**, and add **-ves**
- These things are always in plural:

  scissors glasses trousers shorts

- Some plurals do not end in **-s**: There is internal change when changing to plural:

  man > men tooth > teeth

- Some nouns have singular and plural alike:

  a sheep > sheep a fish > fish a deer > deer an aircraft>aircraft

Exercise-2: Write the plurals

mouse _____	foot _____	tooth _____	man _____
woman _____	child _____	half _____	knife _____
leaf _____	thief _____	wife _____	sheep _____
way _____	bus _____	dish _____	furniture _____
watch _____	baby _____	box _____	day _____
shelf _____	potato _____	tomato _____	boy _____

Exercise-3: Correct these sentences. There is one mistake in each sentence

1. Huda is a very interesting people._____
2. My sister has three childs. _____
3. There are a lot of sheeps in that field. _____
4. These scissor are very sharp. _____
5. You should brush your tooths twice a day, _____
6. This job is for womans only. _____
7. Please take your foots off the chair. _____

4 ARTICLES

4.1 RULES

Study the grammar box

Rules for using a, an, the

- We use ***a***, or ***an***……
  1. With singular, countable nouns: *a house, an apple, a bag of sugar*
  2. We use ***an*** before singular nouns that begin with **vowel sounds.** We use ***a*** with all others.
  3. Before a job or occupation in the singular: *a photographer, an architect, a nurse*
  4. In expressions with numbers, when it means 'every': *once a day, five times a week, twice a year*

- We use ***the***……
  1. When there is only one: *the earth, the capital of England, the King of Jordan*
  2. With the names of……
     *deserts – *the Sahara Desert*
     *rivers – *the River Nile, the Thames*
     *oceans and seas – *the Indian Ocean, the Pacific Ocean*
     *museums and libraries – *the Egyptian Museum, the University Library*
     *hotels – *the London Hilton, the Leela Palace Hotel*

  3. We don't usually use ***the*** with the names of….
     *towns and cities – *Colombo, London, Tokyo, New York, Nairobi*
     *countries and continents – *Britain, Egypt, Asia, South Africa*
     (but *the USA, the UAE, the United Kingdom* – i.e. name is a group of words)
     *streets – *Oxford Street, Bond Street*
     *mountains – *Mount Everest, Mount Kilimanjaro*
     *airports – *Heathrow Airport, Denver International Airport*

  4. Sometimes we use ***the*** with the names of important buildings…….
     the White House, the Taj Mahal, the Pyramids, the Red Fort
     …….and sometimes we *don't……*
     Buckingham Palace, Big Ben, Abu Simbel

Exercise-1: Put a or the in the gaps, where necessary. Put (X) when nothing is needed

Examples: She is __ **a** __ doctor. I don't __ **X** __ meat.

He watches television in __ **the** __ evenings.

1. Julia doesn't like _____ coffee.
2. Can I have _____ cup of tea, please?
3. Manuela and Laura are _____ teachers.
4. I like playing tennis in _____ mornings.
5. Phillips is _____ secretary.
6. Helmut works in _____ bookshop.
7. Cathy like listening to _____ music.
8. When do you go to _____ supermarket?
9. I don't eat in _____ restaurants.
10. Which is bigger, _____ Atlantic Ocean or _____ Pacific Ocean?

Exercise-2: Complete these sentences with a, an or the

1. This morning I bought (1) _____ newspaper and (2) _____ magazine. (3) _____ newspaper is in my bag but I don't know where I put (4) _____ magazine.
2. My brother is (5) _____ engineer. He lives in (6) _____ old house in (7) _____ small village. He has (7) _____ beautiful garden behind (8) _____ house.
3. I saw (9) _____ accident this morning. (10) _____ car crashed into (11) _____ tree. The driver of (12) _____ car wasn't hurt but (13) _____ car was damaged.

Exercise-3: Fill in the gaps with a, an or the

Once there were four good friends, (1) _____ little goat, (2) _____ elephant, (3) _____ rat and (4) _____ crow. One morning (5) _____ others were worried because (6) _____ goat did not meet them at (7) _____ riverside as usual. (8) _____ crow flew up into (9) _____ air, and immediately came down with (10) _____ news that their friend was caught in (11) _____ hunter's net. (12) _____ elephant was very angry but did not know what to do. (13) _____ rat ran quickly to (14) _____ net and began to cut it with its teeth. (15) _____ little goat was now freed from (16) _____hunter's net.

5 PRONOUNS

A pronoun is a word used in place of a noun.

The words ***I, you, he, she, it, we*** and ***they*** are pronouns.

- ***He*** is used for: *man, boy.*
- ***She*** is used for: *woman, girl.*
- ***It*** is used for: an animal or a plant or for a non-living thing: *table, feeling,*

There are many other types of pronouns. Some pronouns are used for asking questions or for pointing to something: examples: ***who, whom, which, what, this, that, these*** and ***those***.

Here are some examples; the pronouns are in **bold**:

1. Tom is **my** brother and **he** is as tall as **I** am.
2. Mary's brother gives **her** many clothes.
3. There is the lady **who** wants to speak to **you**.
4. Of all the books **I** like **that**. (pointing to the chosen book)

5. **This** book is **mine**. **That** one (book) is **yours**. (possession)
6. **These** are some good books. **That** is mine. (pointing)
7. **Who** is **your** best friend? (asking a question)

5.1 FORMS OF PERSONAL PRONOUNS AND POSSESSIVE ADJECTIVES

As a subject	As an object	Possessive Pronoun	Possessive Adjective	Reflexive Pronoun
I	me	mine	my	myself
We	us	ours	our	ourselves
You	you	yours	your	yourself/yourselves
He	him	his	his	himself
She	her	hers	her	herself
They	them	theirs	their	themselves
It	it	its	its	itself

Exercise-1: Use the correct pronoun in the sentences

1. Sarah was playing cricket. _____ was with Mary.
2. The travellers went to the beach. _____ enjoyed there.
3. Jeremy lost his bicycle. _____ had kept _____ behind the house.
4. _____ name is Ayesha. I have a new book.
5. The boy ran down the road. _____ was late for school.
6. This is my father. We have been looking for _____.
7. John, Vera and I are going to town. _____ hope to see a film.
8. We are going for a walk, Ali. Would _____ like to come with _____ ?
9. The people on the platform are going to Leicester. _____ have been waiting a long time for _____ train.
10. We are working hard. Will you help _____ ?
11. Your cousins are in the park. Let's go and meet _____ .
12. One of my shoes is missing. Perhaps _____ is in the bedroom.

Exercise-2: Put *his*, *her*, *your*, or *their* into the gaps

1. "What's _____ name"? "My name is Sheila".
2. Celia is a travel agent. _____ job is interesting.
3. Richard and Jeremy have a dog. _____dog's name is Fido.
4. John is a teacher. _____ school is in the centre of the city.
5. Albert has a daughter. _____name is Elena.
6. "What are _____names"? "Our names are Robin and Samantha".
7. This is my coach. _____name is Chris Gayle.
8. This is my sister. _____name is Emma.

Exercise-3: Read the text and use the correct pronoun to fill in the gaps

Mahmoud was a trader. (1) _____ always rode a large, white donkey. (2) _____ and the donkey both slept in the same tent at night. (3) _____ were never far from each other in the daytime. Bader was a young boy. (4) _____ used to travel with him sometimes. One morning (5) _____ started for Baghdad with Mahmoud. Bader had 80 coins of gold in a leather bag. The next morning, the gold coins were lost. (6) _____ rushed to Mahmoud and said, (7) "_____ had kept 80 gold coins with me. (8) _____ kept the bag of gold near me at night but now (9) _____ is missing. Can (10) _____ please find it"? Mahmoud asked him a few questions. Then (11) _____ said, "Before sunset (12) _____ will find your gold. Now be quiet".

5.2 RELATVE PRONOUNS AND CLAUSES

Clauses

A sentence can contain:

- A main clause, and
- One or more subordinate clauses.

A subordinate clause

- is a group of words,
- has a subject and a verb
- forms part of a sentence.

Examples: We knew ***that the bridge was unsafe. This is the painting that I bought in Rome.***

The relative pronouns are: **who**, **which**, **that** and **what**.

We use relative pronouns to join sentences. We use **who** or **that** for people and other living beings, and **which** or **that** for **things**.

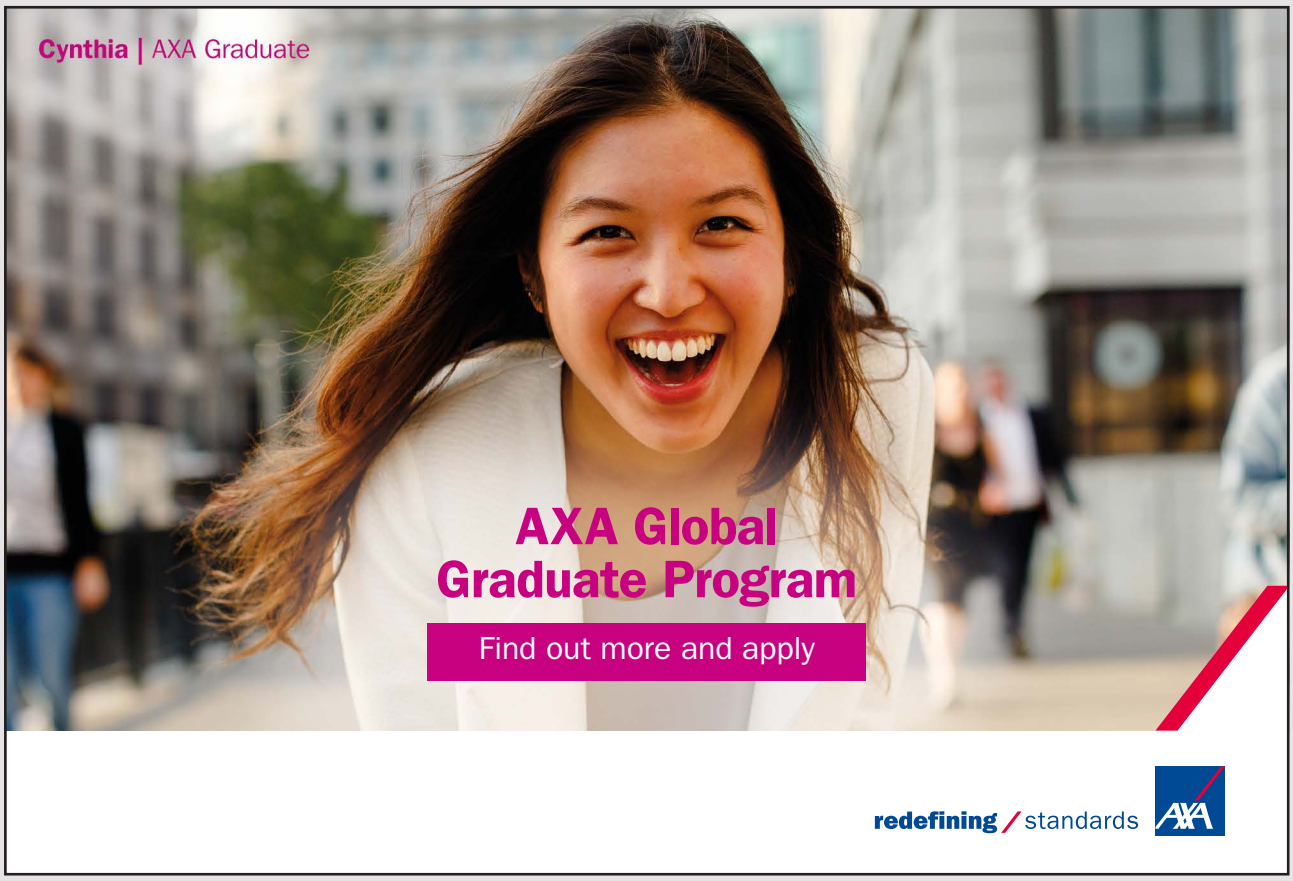
Examples

The girl was a student. She won the first prize for painting.

*The girl **who/that** won the first prize for painting was a student.*

The pen is for my brother. You saw it.

*The pen **which/that** you saw is for my brother.*



Exercise-4: Circle the correct answer

1. This is the girl **who broke/she broke** the window pane.
2. Do you know the people **who live/they** live next door?
3. Did you like the mobile **which I presented/presented it** to you on your birthday?
4. The bike **which is outside/it is outside** belongs to my brother Ahmed.
5. This is the new kind of machine **which grinds/it grinds** coffee beans.

Exercise-5: Look at the sentences below and write in who or which

1. I've got the DVDs _____ you wanted.
2. The lady _____ lives next door is a scientist.
3. I know the teacher _____ teaches your son in school.
4. I've lost the ring _____ my father bought last month.
5. Do you know any of the boys _____ are standing outside the gate?
6. The bakery _____ sells fresh bread opens at 6.00 am.

Exercise-6: Use *who*, or *where* to complete the sentences

1. That smart man _____ I met at a party is a famous author.
2. Steve _____ got 99% marks in Mathematics is my childhood friend.
3. I don't know _____ he lives.
4. Mount Everest, the highest mountain in the world and _____ many mountaineers go, is very difficult to get to.
5. People _____ know my friend say that he is a very smart person.

Exercise-7: Join the following sentences by changing the words *he, she, it, they* etc. to *who* or *which*. One has been done as an example

1. Most of the people speak Mandarin. They live in China.
   Most of the people who live in China speak Mandarin.
2. The bus isn't running today. It goes to Trafalgar Square.
   _____
3. My friend is not well. She hasn't come to work today.
   _____
4. The eggs are bad. I bought them last week.
   _____
5. I'd like to talk to the student. She designed this machine.
   _____

Relative pronoun: that

We can use **that** instead of **who** or **which**.

Examples

The man lives at number 15. He is getting married next month.

*The man **that** lives at number 15 is getting married next month.*

The oranges are bad. I bought them yesterday.

*The oranges **that** I bought yesterday are bad.*

Using *this* (with singular and near) and *that* (with singular and far)

Exercise-8: Use *this* or *that* to complete the sentences

1. Please call _____ boy standing under the tree.
2. Tom, _____ is my brother Sam.
3. Can you solve _____ puzzle?
4. The boat looks quite far. Can you see _____ ?
5. _____ is an interesting book. Would you like to read it?
6. Look at _____ deer running away. How fast he runs!

Using *these* (with plural and near) and *those* (with plural and far)

Exercise-9: Use *these* or *those* to complete the sentences

We use **this** and **these** to talk about things or living beings that are here, near to us.

We use **that** and **those** to talk about things or living beings that are there, not near.

1. What are _____ insects? Let me look at them.
2. Who are _____ people across the river?
3. Some of _____ trees in the distance seem to be very tall.
4. Where are you taking _____ chairs? We need them here.
5. Don't worry. _____ bees are quite far.
6. Why have _____ people gathered here?

Exercise-10: Put in *this / that / these / those*

1. Why are you living in _____ country if you are not happy?
2. Please get me _____ instrument from the lab.
3. _____ shoes are hurting my feet.
4. Come here and look at _____ photos.
5. Could you pass me _____ bottle?

6 VERBS

A verb tells us about an *action* or *being* or *possession*.

Selena ***plays*** tennis. (action)

They ***are*** clever. (being)

The horse ***has*** four legs. (possession)

The main parts of a verb are

1. The present tense (first form)
2. The past tense (second form)
3. The past participle (third form)

Regular and Irregular verbs

Regular verbs change their forms to make the past or past participle form by adding ***-d*** or ***-ed***.

Irregular verbs change their forms to make the past or past participle form by changing the internal structure.

Examples of Regular verbs

Base form	Past Simple	Past Participle
play	played	played
work	worked	worked
smile	smiled	smiled
talk	talked	talked
walk	walked	walked
roll	rolled	rolled
stay	stayed	stayed
like	liked	liked
design	designed	designed
cook	cooked	cooked
pray	prayed	prayed
use	used	used
open	opened	opened
start	started	started

Examples of Irregular verbs

Base form	Past Simple	Past Participle
be	was/were	been
become	became	become
begin	began	begun
break	broke	broken
bring	brought	brought
build	built	built
buy	bought	bought
can	could	could
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feel	felt	felt
fight	fought	fought
find	found	found
fly	flew	flown
forget	forgot	forgotten
get	got	gotten
give	gave	given
go	went	gone
grow	grew	grown
have	had	had
hear	heard	heard
hit	hit	hit
keep	kept	kept
know	knew	known

Base form	Past Simple	Past Participle
learn	learned	learned
leave	left	left
lose	lost	lost
make	made	made
meet	met	met
play	paid	paid
put	put	put
read	read	read
ride	rode	ridden
run	ran	run
say	said	said
see	saw	seen
sell	sold	sold
send	sent	sent
shut	shut	shut
sing	sang	sung
sit	sat	sat
sleep	slept	slept
speak	spoke	spoken
spend	spent	spent
stand	stood	stood
steal	stole	stolen
swim	swam	swum
take	took	taken
teach	taught	taught
tell	told	told
think	thought	thought
understand	understood	understood
wake	woke	woken
wear	wore	worn
win	won	won
write	wrote	written

6.1 THE SIMPLE PRESENT TENSE

Using the verb '*to be*' (being)

The **Simple Present tense** of a verb refers to an **action** that happens in **present time** or **regularly**. The verb **to be** is the most commonly used verb in English. It helps other verbs with their tenses and it can be used on its own,

My name is John. I **am** English. This **is** my friend Anwar. He **is** Egyptian and he and I **are** in a football match today.

Use

he, she, it, and singular noun = is

you, we, they, and plural noun = are

I = am

Exercise-1: Complete the sentences with: *is, are, am*

1. Bob _____ my close friend.
2. In our classroom there _____ two fans.
3. She _____ always on time with her assignment.
4. Some of the boys _____ late with their work.
5. I _____ lucky to have you as my friend.
6. Hi, Ben. How _____ you?
7. I _____ fine.
8. I am Peter. What _____ your name?
9. What _____ this in French?
10. It _____ a beautiful painting.

Exercise-2: Complete the sentences with *is, are, am*

1. A: How _____ you today?
   B: I _____ very well, thanks.
2. A: Where _____ you from?
   B: I _____ from Philippines.
3. A: Where _____ Jack and Maria on holiday?
   B: They _____ in Florida.
4. A: _____ the weather good?
5. B: Yes, it _____ fantastic.

Using action verbs: Look at these sentences

Positive/Affirmative	***Negative***	***Interrogative***
I/We/You/They play	They do not (don't) play.	Do they play?
He/She/It plays	He does not (doesn't) play.	Does he play?

1. With ***he, she, it*** and ***singular*** subjects we have to add ***s*** or ***es*** to the verb.
2. Short forms are: do not = don't does not = doesn't
3. Negative interrogative forms are:
   Do you not play? Don't you play?
   Does he not play? Doesn't he play?
4. In sentences with a question word the pattern is:
   Question word + do/does + subject + verb + ……...
   When do you play? When does he play?

Exercise-3: Complete the verbs

1. I get > He gets
2. You go > She goes
3. We have > He _____
4. I leave > She _____
5. We do > He _____
6. You watch > She _____
7. They live > He _____
8. I work > She _____

Exercise-4: Complete the sentences with the present tense form of the verbs given in brackets

1. I _____ his address. (know)
2. Elena _____ her work on time. (do)
3. They _____ in the morning. (pray)
4. Smith _____ very interesting stories. (write)
5. It _____ heavily in our country. (rain)

Exercise-5: Complete the following, using the verbs in the brackets in Simple Present tense

I (1) _____ (live) in Thailand with my husband, Dang. I (2) _____ (be) a teacher, and Dang (3) _____ (be) a journalist. We (4) _____ (live) in a flat near the centre of Bangkok. It (5) _____ (be) very expensive. Paul (6) _____ (works) at home. He (7) _____ (read) and (8) _____ (write) a lot. He (8) _____ (use) a computer. I (9) _____ (work) in a language school in Bangkok. We (10) _____ (have) a car, but I don't (11) _____ (drive) to work. I (12) _____ (walk). At the weekends, Paul (13) _____ (play) football, and I (14) _____ (go) swimming. On Saturday evenings, we (15) _____ (go) to the cinema, or sometimes we (16) _____ (cook) dinner for our friends.

Exercise-6: Put do, don't, does, or doesn't into the gaps

1. _____ you like red roses? Yes, I _____ .
2. _____ he work for Land Rover? Yes, he _____,
3. _____ she go to the supermarket on Fridays? No, she _____.
4. _____ they drive to work? Yes, they _____.
5. _____ he have a CD player? No, he _____.

Exercise-7: Put do or does, go or goes into the gaps

1. When _____ he _____to work?
2. He _____ to work at nine o'clock.
3. _____ she _____ to London every day?
4. _____ you _____ to school?
5. _____ they _____ to the beach?
6. When _____ Harry arrive at work?
7. _____ you like orange juice?
8. When _____ you have dinner?
9. _____ she play tennis?
10. Where _____ they live?

Exercise-8: Make the sentences negative

Examples: I work in London. *I don't work in London.*

We are teachers. *We aren't teachers.*

1. We go to work on Sundays. _____
2. We are policemen. _____
3. I have an expensive car. _____
4. They like listening to music in the evenings. _____
5. She likes playing tennis. _____

Exercise-9: Make these sentences positive/affirmative

Examples: We don't like dancing. We like dancing.

We aren't doctors. We are doctors.

1. I don't drink milk. _____
2. We aren't married. _____
3. We don't work on Fridays._____
4. They don't have a new television. _____
5. We don't like swimming. _____
6. She doesn't like going out in the evenings. _____

Spelling of verbs in Present Simple with: he/she/it/singular subjects

Most verbs: **add -s**	listens, leaves, walks
Verbs ending in: -s, -ss, -sh, -ch: **add -es**	watches, washes, glasses
go, have, and do are irregular	goes, has, does

6.2 PRESENT CONTINUOUS TENSE

The **present continuous tense** is about an action that is happening **now, at the present time.**

Look at these sentences

1. I ***am going*** to Denmark.
2. She ***is reading*** a new chapter.
3. Ronaldo ***is playing*** football.
4. Claudia ***is writing*** a letter.
5. Jane and Mboko ***are learning*** French.

Form: Affirmative/Positive: subject + verb **to be** + verb + ing + ……..

I	+ am		+ reading.
He / She / It	+ is	+ running.	
They/You/We		+ are	+ watching TV.

Short form: I'm, You're, He's, She's, They're, We're
Form: Negative: Subject + verb to be + verb + ing + ……..

I	+am (I'm)	+ not	+ reading.
He/She/It	+ is	+ not	+ running
They/We/You	+ are	+not	+ watching TV.

Exercise-10: Study the spelling rules and examples in the box. Then write the -ing form of the verbs below

Verb + ing

*If a word ends in **one vowel + consonant**, we double the consonant:*

s**it** s**itt**ing

beg**in** beg**inn**ing

st**op** st**opp**ing

*If a verb ends in a **consonant + -e**, the **-e** disappears:*

sco**re** sco**ring**

ta**ke** ta**king**

lea**ve** lea**ving**

*For all other verbs, we just add **-ing***

wait wait**ing**

go go**ing**

help help**ing**

look look**ing**

1. come _____ 2. play _____ 3. learn _____
4. do _____ 5. have _____ 6. get _____
7. hit _____ 8. pass _____ 9.plan _____
10. use _____ 11. swim _____ 12. make _____
13. win _____ 14. think _____ 15. eat _____

Exercise-11: Complete the sentences. Use these words, as suitable

build cook go have stand stay swim work

1. Please be quiet. I'm working.
2. "Where is Sam"? "He's in the kitchen. He _____

3. "You _____ on my foot". "Oh, I'm sorry".
4. Look! Somebody _____ in the river.
5. We're here on holiday. We _____ at the Hilton hotel.
6. "Where's Ann"? "She _____ a shower.
7. They _____ a new theatre in the city centre at the moment.
8. I _____ now. Goodbye.

Exercise-12: Complete the sentences in the Present Continuous form using the verbs given in brackets.

1. They (come) _____ home.
2. I (ride) _____ my bicycle.
3. He (sing) _____ a happy song.
4. We (have) _____ our breakfast.
5. Jennifer (bake) _____ a cake.
6. The cat (sit) _____ in the tree.

Exercise-13: Choose the best verb form – Present Simple or Present Continuous

Right now, I (1) _____ (go) for a jog in the park, that's why I (2) _____(wear) shorts. I (3) _____ (not wear) shorts usually. I (4) _____ (not like) shorts.

It's fantastic! It's only July and it is really, really very hot. The sun (5) _____ (shine) and people (6) _____ (wear) t-shirts! I (7) _____ (have) tea outside; it's glorious!

Normally in this city it (8) _____ (rain) all the time in July, but today it's beautiful!

6.3 PRESENT CONTINUOUS WITH FUTURE MEANING

We use *going to* form or simply *-ing* form to suggest people's intention to do something in the future.

Examples

*The teacher is **going to** give us a test today.*

*Are you **going to** invite everybody?*

*We are **going to** shift to a new house tomorrow.*

*I **am meeting** my friend this evening.*

*She **is playing** a badminton match this afternoon.*

Exercise-14: Put the verbs in these sentences in the *going to* form or simply *-ing* form, whichever appropriate

1. She _____ married next week. (get)
2. We _____ an interview to select our cricket team. (hold)
3. They _____ a flyover at this site. (build)
4. He _____ a doctor when he grows up. (be)
5. When _____ this exercise? (you / do)
6. When _____ your doctor? (you / see)

6.4 SIMPLE PAST TENSE

The **Simple Past** tense is used for an **action** or **state** which happened at some time in the **past**. For example, ***yesterday, last night, three weeks ago***. However, it is not always necessary to say when it was.

Look at these sentences

*I **left** for school.*

*She **invited** all her friends to tea.*

*My mother **baked** a cake for the party.*

*My friends **brought** presents for me.*

*We **did not go** to the beach.*

FORM

In positive sentences, we use the simple past tense form of the verb with all subjects.

In negative sentences the pattern is: subject + did not + verb + ……...

In interrogative sentences the pattern is: did + subject + verb + ……...

(In case of using question word in interrogative): Question word + did + subject + verb + ……...

Short forms: I didn't play. Didn't you play?

Exercise-15: Write the *Past Simple* forms

1. I live in London. I lived in London.
2. He lives in Toronto. _____
3. Do you live in Nairobi? _____
4. Does she live in Dubai? _____
5. I don't live in Hongkong. _____
6. He doesn't live in Manila. _____

Exercise-16: Complete the sentences. Use one of these verbs in the Past Simple

clean die enjoy finish happen open rain start stay want

1. I __ *cleaned* _____ my teeth three times yesterday.
2. It was hot in the room, so I _____ the window.
3. The concert _____ at 7.30 and _____ at 10 o'clock.
4. When I was a child, I _____ to be a doctor.
5. The accident _____ last Sunday afternoon.
6. It's a nice day today but yesterday it _____ all day.
7. We _____ our holiday last year. We _____ at a very nice place.
8. Susan's grandfather _____ when he was 90 years old.

Exercise-17: Write the Past Simple forms of these verbs

1.get _____	2. pay _____	3. go _____
4. see _____	5. visit _____	6. think _____
7. put _____	8. know _____	9. speak _____
10. play _____	11. buy _____	12. copy _____

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Exercise-18: Write sentences about the past (*yesterday* / *last week*, etc.)

1. Jim always goes to work by car. Yesterday ____ he went to work by car _____.
2. Rachel often loses her keys. She _____ last week.
3. Kate meets her friends every evening. She _____ yesterday evening.
4. I usually buy two newspapers every day, Yesterday I _____
5. We usually go to the cinema on Sundays. Last Sunday we _____
6. I eat an orange every day. Yesterday I _____
7. Brian always has a shower in the morning. This morning he _____
8. Our friends come to see us every Friday. They _____ last Friday.

Exercise-19: Fill in the gaps with the correct *Past tense* of the verbs given in the brackets

There (1) _____ (be) once a prince who (2) _____ (want) to get married. He (3) _____ (request) his mother and father to find him a bride. When he was fifteen years old, the queen (4) _____ (say), "OK. Go and find your own princess and get married". So, the prince (5) _____ (sit) on his horse and (6) _____(go) in search of a bride. Soon he (7) _____ (find) a beautiful princess. He (8) _____ (fix) a date for his wedding. But nobody (9) _____ (come). So, he (10) _____ (rush) to the palace and (11) _____ (ask) his parents, "Why didn't you come for my wedding"? The queen (12) _____ (shout) back, "but where is the invitation"? The prince (13) _____ (answer), "but I don't know how to spell 'invitation'". The queen (14) _____ (change) the wedding date to his 25th birthday. So, the prince (15) _____ (marry) the princess on his 25th birthday and (16) _____ (live) happily ever after.

Exercise-20: Change the sentences to negative and interrogative forms

1. They drove their cars very fast.
   (Negative) _____
   (Interrogative) _____
2. She spoke English very well.
   (Negative) _____
   (Interrogative) _____
3. The ship sank in the ocean.
   (Negative) _____
   (Interrogative) _____

4. You met her last Sunday.
   (Negative) _____
   (Interrogative) _____
5. It cost us much.
   (Negative) _____
   (Interrogative) _____
6. He posted the letters yesterday.
   (Negative) _____
   (Interrogative) _____

6.5 PRESENT PERFECT TENSE

This tense is used to express an action that has been recently completed.

He has just left.

We have just received this information.

She has finished the painting.

Mariam has taken the car.

FORM

Positive: subject + has / have + past participle + ……...

Negative: subject + hasn't / haven't + past participle + ……...

Interrogative: has / have + subject + past participle + ……...

Question word + has / have + subject + past participle + ……...

Past perfect: had in place of has / have

Exercise-21: Use *has* or *have* with the suitable *Past Participle* of the verb to make the sentences in present perfect tense.

1. He _____ just _____ (write) a book.
2. She _____ _____ (drive) all night.
3. The teacher _____ just _____ (make) a mistake.
4. He _____ _____ (finish) the painting at last.
5. They _____ not yet _____ (pay) the bill.
6. We _____ never _____ (travel) abroad.

Exercise-22: Study the grammar box. Then complete the questions and answers with the correct form of *have*

Present Perfect

Question: *Have you ever visited Kenya?* (= in your life)

Answer: *Yes, I have. / No, I haven't.*

Examples:

Has Salman ever flown in a plane?	*Yes, he has. / No, he hasn't.*
Have they ever used a computer?	*Yes, they have. / No, they haven't.*

Example: ***Has*** he ever eaten Chinese food? Yes, he ***has***. / No, he ***hasn't.***

1. _____ you ever had a serious accident? No, I _____.
2. _____ we ever met before? Yes, we _____.
3. _____ I ever seen your house? No, you _____.
4. _____ Oman ever won the FIFA World Cup? No, it _____.
5. _____ your sister ever played football? Yes, she _____.

Exercise-23: Study this grammar box. Then write the time phrases under the correct headings.

Present Perfect or Past Simple?

- **Use the Past Simple for finished time.**
  - *I went to Britain last year.*
  - *I didn't see Fahad yesterday.*
  - *I had breakfast an hour ago.*
- **Use the Present Perfect for unfinished time,**
  - *I have been to Britain. (in my life)*

yesterday today two hours ago this week last Friday

5.30 this morning this month this year

Finished time	*Unfinished time*
_____	_____
_____	_____
_____	_____
_____	_____

6.6 PRESENT PERFECT CONTINUOUS TENSE

The **Present Perfect Continuous** tense refers to an action which began in the past and is still continuing (in the present).

Look at these sentences

*She has been working here **since** April.*

*He has been reading that book **for** the last two hours.*

FORM

Positive: subject + has been / have been + verb + ing + ……...

Negative: subject + has not been / have not been + verb + ing + ……...

Interrogative: has / have + subject + been + verb + ing + ……...

Question word + has / have + subject + been + verb + ing + ……...

Past Perfect Continuous: had in place of has / have

Exercise-24: Study the grammar box. Then complete the time phrases with *for* or *since*

Present Perfect tense with since and for

- **Since:** for specific time, date or event in the past
  - *Most countries have developed industries **since** the Industrial Revolution.*
  - *Space science has developed a lot **since** 1960.*
  - *I have not seen my cousin **since** he got married.*

- **For:** for a period of time
  - *We have lived here **for** 25 years.*
  - *She has been ill **for** three days.*
  - *I haven't seen you **for** a long time.*

1. _____ January 2. _____ a long time 3. _____ 10 minutes

4. _____ yesterday 5. _____ two months 6. _____ I was 13 years old

7. _____ 17 years 8. _____ many centuries 9. _____ the 16th century

10. _____ my sister's wedding 11. _____ about five minutes

12. _____ 1st of October 1997

Exercise-25: Complete the sentences with *for* or *since*

1. My uncle has worked in Dubai _____ twenty years.
2. India has been an independent country_____ 1947.
3. We've had the same Maths teacher _____ the past two years.
4. I've been much happier _____ I met you.
5. I haven't visited my cousin _____ last Christmas.
6. Ophelia has been in hospital _____ two months.

Exercise-26: Complete these sentences with appropriate time phrases

1. I have known my best friend for _____.
2. I've been a student in this school since _____
3. My father has had the same job for _____.
4. My parents have been married since _____.
5. He has been stammering since _____.
6. Kuwait has been an oil-producing country for _____.

Exercise-27: Tina wants to introduce herself to a new friend. Given below are some of her personal details. Fill in the gaps using the *Present Perfect* form of the verbs given in brackets

Dear Helga,

Let me introduce myself. I am Tina. I (1) _____ (live) in Seattle all my life. I (2) _____ (be) a student of West Seattle High School from the beginning. I (3) _____ always (4) _____ (be) interested in making new friends.

My hobbies are music, reading and playing tennis. I (5) _____ (learn) music for five years. I (6) _____ (give) performances in different cities. I also love reading story books. I (7) _____ often (8) _____ (try) to write short stories and poems but no one wants to read them.

I (9) _____ also (10) _____ (be) a tennis champion all these years in school. I (11) _____ (have) to miss school sometimes because of matches. So far, I (12) _____ (play) at the junior level but I would like to join the senior group soon.

I (13) _____ (tell) you a lot of things about myself. Do write to me about yourself and your interests.

Bye,

Tina

6.7 SIMPLE FUTURE TENSE

The **Simple Future** tense is just one of the ways in which we can refer to something that will happen in the **future**. That means **after** the **present time**.

Look at these sentences

*We **will go** to Spain next month.*

*He **will wait** for us in the classroom.*

FORM

Positive: subject + will + verb + ……...

Negative: subject + will not (won't) + verb + ……...

Interrogative: will + subject + verb + ……...

Question word + will + subject + verb + ……...

Short forms: I'll, You'll, They'll, She'll, We'll, He'll

Exercise-28: Change these sentences into the *Simple Future* tense

1. Michael misses the train. _____
2. The bird flies away. _____
3. The children are tired after the game. _____
4. The two boys and Sarah have their tea._____
5. The weather is fine. _____

6.8 AUXILIARIES AND MODALS

The verbs ***'be' (am, is, are, was, were), have and do***, when used with ordinary verbs to make tenses, passive forms, questions and negatives, are called ***auxiliary verbs*** or ***auxiliaries***.

The verbs that are called **modal verbs** or **modals** are: **can, could, may, might, will, would, shall, should, must** and **ought**. They are used before ordinary verbs and express meanings such as permission, possibility, certainty and necessity. Need and dare can sometimes be used like modal verbs.

Exercise-29: Fill in the blanks with modal auxiliaries from the words in the box.

can	will	must	should	could

1. He _____ never deceive me.
2. We _____ obey the laws.
3. I _____ hear a dog bark.
4. He _____ easily have done it.
5. Joseph _____ help his brother.
6. They _____ turn you out of job.

Exercise-30: Fill in the blanks with modal auxiliaries from the words in the box

would	should	may	needs	can	must	used

1. Ahmed _____ play the guitar.
2. I _____ go to Greenland next year.
3. Juanita _____ to come home often.
4. You _____ obey your parents.
5. We _____ help the poor.
6. Peter _____ see the doctor.
7. _____ I know where I can buy medicines?
8. The students _____ be present at 9.30 am without fail.
9. We _____ pay the tax on time.
10. She said that she _____ return the books tomorrow.

Exercise-31: Fill in the blanks with suitable modal auxiliaries

1. _____ you come to the canteen with me?
2. I _____ like to know what my duty is.
3. She _____ play tennis very well.
4. The bank officer _____ agree to grant the loan.
5. It _____ rain today.
6. We _____ obey elders.
7. Students _____ always be punctual.
8. _____ I borrow your pen?
9. _____ I come in?
10. I _____ finish my work by Sunday.
11. _____ his soul rest in peace!
12. _____ you lift this heavy suitcase?
13. You _____ pay all the dues before filling in the examination form.
14. You _____ go now.
15. He _____ not answer the question.

Exercise-32: Choose the correct alternative

1. I don't think I _____ be able to go. *(shall/should/can)*
2. He _____ not pay unless he is compelled. *(shall/will/dare)*
3. I wish you _____ tell me earlier. *(should/would/must)*
4. _____ you please help me with this? *(Shall/Should/Would)*
5. *He* _____ *not ask for a rise, for fear of losing his job.* (need/dare/would)
6. You _____ light a match; the room is full of gas. *(needn't/mustn't/won't)*
7. He _____ to play cricket before his marriage. *(used/is used/was used)*
8. _____ I carry the box into the house for you? *(Shall/Will/Would)*

7 PREPOSITIONS

A preposition is a word which shows the relation or connection between other words. Prepositions are words that go before nouns and pronouns. (The word '**preposition**' means ***place before***.) They usually join with the nouns or pronouns to become part of a phrase.

Look at these phrases

under the table	**behind** your chair	**at** the match
in the morning	**after** lunch	**of** the city
on the table	**through** the window	**in** the pocket
over the mountain	**in front** of you	**out of** the window
beside the table	**across** the river	**near** the house
from the market	**about** the weather	

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Exercise-1: Complete the sentences with a preposition from the box

for	at	in	to	with	of

1. I'm waiting _____ the postman to arrive.
2. Look _____ the picture! Isn't it beautiful!
3. I'm looking _____ George. Is he here?
4. If you have a problem, ask _____ help.
5. Are you interested _____ history?
6. Did you know that Helen is getting married _____ James?
7. Can I speak _____ you for a minute?
8. My children are afraid _____ the dogs.
9. Are you good _____ tennis?
10. This book is full _____ useful information.

Exercise-2: Complete the sentences with suitable prepositions

1. My grandfather is always complaining _____ the pain in his back.
2. The pilot blamed his colleague _____ losing their way.
3. An infant depends _____ its mother for food.
4. He is worried _____ his bad results.
5. They are very fond _____ football.
6. They were absent _____ the class yesterday.
7. I was angry _____ my brother for breaking my tape recorder.

Exercise-3: Fill in the correct prepositions from the box

across	at	during	for	in	into	on	to	of

1. Halloween is celebrated _____ the United States _____ October 31.
2. "Are you going away for the weekend"? "I don't know. It depends _____ the weather".
3. Don't kiss the prince. He might turn _____ a frog.
4. He felt bad _____ no reason at all.

5. I have been living here _____ ten years.
6. "Have you been _____ the cinema recently"? "Yes, I was there a few days ago".
7. I happened to meet an old friend _____ town.
8. Have you read the article? It was _____ yesterday's paper.
9. He always drives _____ a great speed because he's always _____ a hurry.
10. He is very fond _____ good food.
11. He married _____ the age of 28.
12. I bought many things _____ my stay in New York.
13. According _____ the guide there are three hotels _____ the town,
14. I saw her standing _____ the queue but I don't know if she got _____ the bus.
15. John has a very strange taste _____ clothes.
16. I'm interested _____ basketball but I'm not good _____ playing it.
17. I'm returning _____ Spain _____ the end of the month.
18. My parents met _____ the war in 1943.
19. It was embarrassing. I didn't have enough money _____ pay for the meal.
20. It was _____ the TV yesterday morning.

8 ADJECTIVES

An *adjective* is a word which can be used to *describe* or to *modify* the meaning of a *noun* or of a *pronoun*.

Examples

*The tall **man** in the **brown** coat is my father.*

*The **east** wind is **cold** and **strong**.*

Exercise-1: Underline the adjectives in this story

An old woman had her handbag stolen. She told a friendly policeman that a small boy had taken it. As well as the boys in the narrow street there was a short man with a hairy dog and also a young girl with her mother.

Exercise-2: Complete the sentences with adjectives from the box

bad	happy	heavy	beautiful	twelve	much
many	good	safe	quiet	fast	careless

1. The postman has brought us a _____ parcel.
2. Robert is a _____ man today. He has finished writing his book.
3. Vanessa ate too many chocolates and now she has _____ teeth.
4. What a _____ flower this is!
5. There are _____ months in a year.
6. There is not _____ sugar in my tea.
7. There were not _____ people on the bus.
8. Steffi is a _____ driver. She drives well.
9. Julie and Sonia are _____ netball players.
10. Vivian is a _____ reader.
11. Mandy is a _____ driver. She keeps talking on mobile.
12. Andy is a _____ worker. He doesn't talk much.

8.1 QUANTIFIERS: ADJECTIVES USED FOR QUANTITY

How much / How many

John is at the supermarket. He is speaking to his wife, Anne, on his mobile. Read their conversation.

John: It just says 'milk' here. How **much** do we need?

Anne: Two litres.

John: And eggs? How **many** eggs?

Anne: Six.

John: And what about tomatoes? How **many** tomatoes?

Anne: A kilo's enough.

We use **much** with uncountable nouns (singular) and **many** with countable nouns (plural).

We use **much** or **many** in negative or interrogative sentences.

Examples

*How **many** friends do you have?* *I don't have **many** friends.*

*How **much** water is there in the bottle?* *There isn't **much** water in the bottle.*

some / any

Some means a certain (not large) number or amount of.

Some is used mostly in affirmative (positive) sentences.

We use **any** in negative sentences, and in most questions.

Examples

*I'd like **some** water.* *Here are **some** flowers for you.*

*I haven't got **any** money.* *There aren't **any** trains today.*

*Have you got **any** sugar?* *Do you speak **any** other language?*

a lot of / lots of

These are used to talk about a large number or amount of. They can be used both for countable and uncountable nouns.

Examples

*Please buy **lots of** crisps from the supermarket.*

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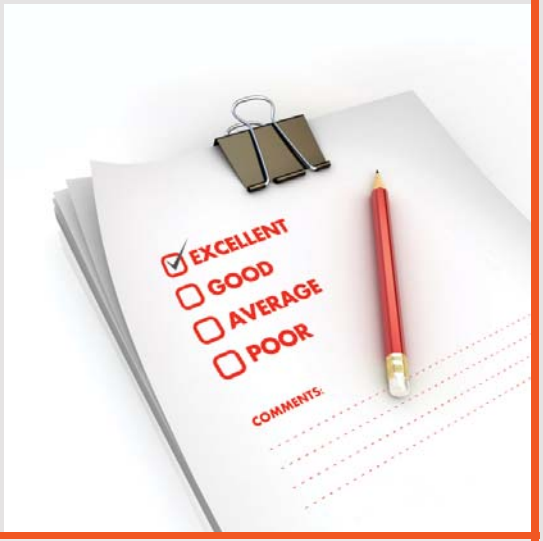

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*He has **a lot of** friends.*

a little / a few

We use **a little** with uncountable nouns.

We use **a few** with countable nouns.

Examples

*There is **a little** water in the glass.*

*Can you give me **a little** help?*

*There are **a few** biscuits on the table.*

*There are **a few** people in the hall.*

Study this table

We use…	*with CNs	*with UNs	*in positive sentences	*in questions	*in negative sentences
some	√	√	√	√ (sometimes)	X
any	√	√	X	√	√
much	X	√	X	√	√
many	√	X	X	√	√
a lot/lots of	√	√	√	√	√
a few	√	X	√	√	√
a little	X	√	√	√	√

CNs = countable nouns UNs = uncountable nouns

Exercise-3: Complete the sentences with *much* or *many*

1. She doesn't speak _____ English.
2. She doesn't buy _____ clothes.
3. I haven't got _____ time.
4. Do you play _____ football?
5. Are there _____ Africans in your company?
6. We don't have _____ rain in summer.
7. How _____ people are there in the room?
8. How _____ money do you have in your pocket?
9. How _____ petrol is there in the car?
10. How _____ apples do you want?
11. How _____ meat do you eat in a week?
12. How _____ fruit do you eat?
13. How _____ hours do you sleep at night?
14. How _____ dresses do you have?

Exercise-4: Put in *some* or *any*

1. I'd like _____ help.
2. There aren't _____ letters for you.
3. Have you got _____ brothers or sisters?
4. We need _____ more milk.
5. Are there _____ restaurants near here?
6. I'm having _____ problems with my car.
7. I didn't have _____ breakfast today.
8. He hasn't done _____ work for ten years.
9. I haven't got _____ paper.
10. I'll buy _____ paper when I go to the shop.
11. Is there _____ petrol in the car?
12. I bought _____ fruit, but they didn't have _____ vegetables.
13. Do you have _____ change? I need 50p.
14. I saw _____ change on the table a minute ago.
15. I need _____ help with my homework. Are you free?
16. I don't have _____ free time today. Sorry.
17. Did you have _____ problems with this exercise?

Exercise-5: Complete the following sentences with either *a few* or *a little*

1. Today there are only _____ students in the class.
2. There is _____ cake remaining in the fridge; most of it was eaten yesterday.
3. I gave the dog _____ water as it looked very thirsty.
4. There were only _____ boys at the beach although it was quite late in the afternoon.
5. I've got only _____ friends in the city whereas in my village I have a lot.
6. I only have _____ money in the bank, so I am not buying the computer.
7. He spoke _____ Chinese, so it was difficult to make him understand.
8. He is worried. He has _____ problems.
9. I have _____ friends here and we meet weekly.
10. We have _____ time left so we can go to the shoe shop.
11. The city of Cairo has _____ old buildings.
12. Can I have _____ milk for my coffee?
13. Do you mind if I ask you _____ questions?
14. There was _____ traffic on the road today.

9 ADVERBS

An **adverb** is a word which can be used to **describe** or **modify the meaning** of a verb, an adjective or another adverb.

9.1 KINDS OF ADVERBS

Manner: *bravely, fast, happily, hard, quickly, well*

Place: *by, down, here, near, there, up*

Time: *now, soon, still, then, today, yet, already*

Frequency: *always, never, occasionally, often, twice, sometimes, rarely*

Degree: *fairly, hardly, rather, too, very, quite*

Interrogative: *When? Where? Why?*

Relative: *when, where, why*

The words ***heavily, beautifully, very, quickly, certainly, definitely, luckily, surely*** are all adverbs, and there are many more in the English Language.

Here are some examples

1. James walks **quickly**. (describing the verb ***walks***)
2. I study **very** many books. (describing the adjective ***many***)
3. Tom plays football **very** well. (describing the adverb ***well***)
4. He hasn't finished his breakfast **yet**. (he hasn't done so ***up to the time of speaking***)
5. These dresses are expensive, **yet** people buy them. (they ***don't care for the cost***)
6. He has **already** spoken to his father. (***action completed***)

We use adverbs to **compare** conditions or actions or feelings or states. We use the adverb **more** to compare only two, and we use the adverb **most** to compare more than two. These types of adverbs are placed **after** the verbs.

Here are some examples

1. Jeremy runs **quickly**. (*no comparison with others*)
2. Albert runs **more quickly** than Tom. (*two people are compared*)
3. Henry runs **most quickly**. (*more than two people are compared*)

9.2 ADVERBS OF FREQUENCY

We usually put the adverb before the verb.	**We put the adverb after the verb 'be'.**
*My children **sometimes** watch a video on Sunday.*	*English people are **usually** very friendly.*
*Nicolas **never** goes to school on Saturday.*	*The winters are **sometimes** very harsh.*
*I don't **often** visit my brother's family.*	*The weather isn't **always** good.*
*I don't **usually** like burgers.*	*I am not **often** home in the evenings.*

Exercise-1: Complete the sentences with an adverb from the box

mainly	possibly	happily	badly	well	really
nearly	seriously		exactly	straight	

1. Our team lost the match because they played so _____ .
2. I did _____ in the exam. I got 90%.
3. A: Are you going out?
   B: _____ . I don't know yet.
4. My daughter is _____ ten. It's her birthday next week.
5. The exam was _____ difficult. I couldn't do any of it.
6. I travel a lot in my job, _____ to Europe.
7. There was an accident, but no one was _____ injured.
8. I thought Nick and Sara were _____ married, but they just got divorced.
9. A: How do I get to the station?
   B: Go _____ on, and turn left at the traffic lights.
10. I have _____ £ 2.60 in my pocket. Not much, is it?

Exercise-2: Circle the best words to complete the sentences

1. My teacher was very ***angry / angrily*** because I did my work ***careless / carelessly***.
2. The party was very ***good / well*** but the music was very ***loud / loudly***.
3. My sister is a ***bad / badly*** cook but she can sew ***beautiful / beautifully***.
4. Please be ***quiet / quietly***. I want to sleep.
5. Rebecca didn't do ***good / well*** in the exam because she didn't read the questions ***careful / carefully.***
6. My mother shouted ***loud / loudly*** because my brother drove ***dangerous / dangerously***.

Exercise-3: Complete the sentences with *yet* or *already*

1. He hasn't _____ applied for the job we told him about.
2. She has _____ applied for this job.
3. The boys haven't _____ done their homework.
4. I have _____ written all the answers.
5. He was late for class, _____ the teacher allowed him in.
6. Mother had _____ cooked meal when I reached home.

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Exercise-4: Correct the sentences

1. He often comes very lately to the class. _____
2. He came here before two months. _____
3. He comes often to our house. _____
4. Though he worked very hardly, he failed. _____
5. I have wanted to meet him always. _____

Correct use of some adverbs

Only: The adverb **'only'** should be placed immediately before the word which it modifies. The meaning of a sentence changes according to the change in the position of 'only'.

Exercise-5: Find the difference in meanings

1. **Only** John helped me to buy the house. _____
2. John **only** helped me to buy the house. _____
3. John helped **only** me to buy the house. _____
4. John helped me **only** to buy the house. _____
5. John helped me to buy **only** the house. _____

Use of the same word as Adjective and Adverb

Exercise-6: Write whether it is *adjective* or *adverb*.

1.He is an early riser. _____

2. I got up early today. _____

3. He drives fast. _____

4. He is a fast bowler. _____

5. It is very hard work. _____

6. He works very hard. _____

7. Always aim high. _____

8. I have a high opinion of him. _____

9. It is a long way. _____

10. She waited long. _____

10 CONJUNCTIONS

A **conjunction** is a word (or a group of words) which **joins** or **links** words, or **joins** or **links** sentences.

There is a great variety of conjunctions in the English Language. Some common ones are:

and, but, because, before, after, if, whether, yet, therefore

Here are some example sentences; the conjunctions are in bold:

1. Dan **and** Bob go to school.
2. Tom works quickly **but** carefully.
3. I think Sam **or** John will win the race.
4. Men **and** women work together in our office.
5. Sam is a fast runner. He will beat John.
   Sam is a fast runner **and** he will beat John
   Sam is a fast runner **therefore** he will beat John.
6. John works well. Sam works better.
   John works well **but** Sam works better.
7. Today the girls can study. Today the girls can play.
   Today the girls can study **or** they can play.

Exercise-1: Join these sentences with *so*. Choose the correct pairs of sentences. The first one has been done for you

Fareed was very thirsty.	I phoned for an ambulance.
The front tyre was flat.	The diver of the car braked.
A lorry came out of a side road.	She started to look for him.
The driver was injured.	Fareed checked the engine.
Sarah was worried about Fareed.	I changed the wheel.
The car suddenly stopped.	He decided to stop for a drink.

1. Fareed was thirsty, so he decided to stop for a drink.
2. _____
3. _____
4. _____
5. _____
6. _____

Exercise-2: Use *or* to join these sentences. Match the pairs of sentences first. The first one has been done for you

I may decide to become the manager of a football team. Perhaps I'll study at a college.

I think I'll phone Fatima this evening.	Perhaps I'll become a coach.
I'll probably go to university this year.	I may decide to join a bank.
I may go to Tunis next year.	Perhaps I'll wait until I see her.
I may become a teacher.	I may decide to stay at home.

1. I may decide to become the manager of a football team, or perhaps I'll become a coach.
2. _____
3. _____
4. _____
5. _____

Exercise-3: Choose *and, or, so, but* to join these sentences

1. I'd like to visit Algeria. I don't have enough money. _____
2. I want to help other people. I'm going to be a nurse. _____
3. I'm planning to study physics. I hope to be a teacher. _____
4. I may join the army. I may become a pilot in the air force. _____

Some coordinating conjunctions get paired together in a sentence. This means they are used together in a sentence. Read the following sentences of the paired coordinating conjunctions.

1. You ***either*** iron your clothes ***or*** you wash your father's car.
2. He ***neither*** cleaned his room ***nor*** washed his clothes.
3. Anne did ***not only*** help her mother in the kitchen ***but she also*** helped her younger sister with her homework.

Exercise-4: Use the paired coordinating conjunctions in the box, and make sentences

either…….or	neither……. nor	not only…….but also

1. _____
2. _____
3. _____

Exercise-5: Join the pairs of sentences by using the following pairs of conjunctions

either……or	both……..and	not only……but also

1. Celina passed her examinations. She got the best grades for her school.
   _____
2. Elena and Yana went to Dubai for their holidays. They did a lot of shopping.
   _____
3. The farmer looked after the farm. He kept the chicken house clean.
   _____
4. David is very strong. He is very tall.
   _____
5. Ahmed bin Majid was a great sailor. He was a great fighter.
   _____
6. He could spend the money on an expensive car. He could start building his house.
   _____

Exercise-6: Select a suitable conjunction for each sentence; then write it in blank spaces

unless	otherwise	although	while	whereas
however	moreover	because		

1. My grades in English are good _____I hadn't studied much.
2. You cannot get well _____ you take the medicine every day.
3. He completed his work. _____, he made some mistakes.
4. She did not go to office _____she was sick.
5. You had better run _____ you will miss the train.
6. We saw our friends at the mall _____ we were shopping there.
7. She wanted to visit England to meet her friend. _____, she wanted to see some interesting places.
8. Sam went on a school trip _____ Clyde stayed at home.

Exercise-7: Circle the best conjunction

1. I'll call you ***although / so / when*** I arrive at the hotel.
2. The play at the theatre was very boring ***so / because / after*** I decided to go home.
3. I'll see you all again ***when / while / after*** we come back to school.
4. I enjoyed my month in Italy ***but / because / and*** I learned a lot of Italian.
5. She speaks English well ***but / after / because*** she has a heavy Arabic accent.
6. She told him that she was leaving ***while / because / if*** they were having lunch.
7. The teacher told Abraham that he would like to talk to him ***before / and / although*** he went home.
8. Olivia will stay at her uncle's house ***while / but / if*** her parents are on holiday.
9. I am going to work in the petrol and gas industry ***if / but / when*** I leave school.
10. We went to the restaurant to eat ***but / because / so*** there was no food at home.

11 SYNONYMS AND ANTONYMS

11.1 SYNONYMS

Words that have **similar** meaning are called **synonyms**.

Exercise-1: Replace the word '*said*' in the sentences with the best synonym from the box

exclaimed	boasted	announced	ordered	suggested
repeated	asked	shouted		

1. "Does this bus go to the city centre"? she said. _____
2. "I'm a very good reader", she said. _____
3. "The new teacher has arrived", she said. _____
4. "Ouch! You are hurting me", she said. _____
5. "No, I don't want it", she said. _____
6. "I think you need to see a doctor", she said. _____
7. "Here I come, here I come", she said. _____
8. "Go back"! she said. _____

Exercise-2: Match the words in A with their synonyms in B

A		B
1. pardon		a. reply
2. solitary		b. lovely
3. tender		c. mercy, excuse
4. independence		d. wonder, amaze, astonishment
5. pretty		e. freedom
6. answer		f. beautiful
7. surprise		g. delicate
8. beautiful		h. lonely, only

11.2 ANTONYMS

Words that have **opposite** meaning are called **antonyms**.

Exercise-3: Match the words in list A with their antonyms in list B

A		B
1. big		a. dependence
2. master	.	b. complex, difficult
3. independence		c. public
4. rough		d. illegal, unlawful
5. pure		e. small
6. coward		f. national, familiar
7. private		h. former
9. latter		h. misfortune
9. simple		i. smooth
10.foreign		j. impure
11.fortune		k. brave
12.legal		l. amateur, subordinate

Exercise-4: Match the words in list A with their antonyms in list B

A		B
1. high		a. softly
2. good		b. slow
3. careful		c. incorrect, wrong
4. correct		d. careless
5. safe		e. bad
6. loudly		f. dangerous
7. fast		g. low

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12 SUFFIX AND PREFIX

Exercise-1: Read the explanation on what is a *suffix*, then choose suitable suffixes and add them to the words to make new words. Note: you may have to change the spelling of some of the words

ly	ry	less	ache	full	ness	able	ous

A suffix is a group of letters added to the end of the word to give a new word.

1.care _____ 2. manage _____ 3. happy _____

4. tooth _____ 5. disaster _____ 6. joy _____

7. pain _____ 8. kind _____ 9. brave _____

10. success _____ 11.beauty _____ 12. use _____

Exercise-2: Complete the following words with the *suffixes* to make names of jobs

Suffixes: *er, or, ist, ian*

teach _____ paint _____ dent _____ music _____ journal _____

act _____ translate _____ art _____ research_____ fight _____

train _____ invent _____ sing _____ farm _____ record _____

Exercise-3: Look at the words in the box. Complete the sentences below by using the words and adding *suffixes*. Spellings of some words will change

danger	improve	hot	educate	care	populate

1. You must be very _____ when you cross the road.
2. A good _____ gets you a better job.
3. This is a very _____ road.
4. My examination results show _____.
5. It was the _____ day of the year.
6. The _____ of some countries is increasing.

Exercise-4: Add a *suffix* to the words in the box and complete the sentences

art	music	direct	translate	manage	teach	act	journal

1. A bank _____manages a bank.
2. A _____plays music.
3. A _____writes about the news.
4. A film _____ directs films.
5. An _____acts in films and plays.
6. A _____translates languages.
7. An _____ paints and draws.
8. A _____teaches students.

Exercise-5: Read the explanation on what is a *prefix*. Choose from the list of prefixes, and add them to the words

in	un	dis	im	ir

A prefix is a letter or group of letters placed before a word. Sometimes prefixes are used to give the opposite meaning of the word.

1. _____ correct 2. _____capable 3. _____ perfect

4. _____ tie 5. _____agree 6. _____ happy 7.___regular

Exercise-6: Many people use the word *nice* to describe almost anything. For example, they say a *nice advertisement, a nice flier, a nice exhibit, nice food,* and *nice music*. Read the words in the box that can replace nice. Use the words to complete the blanks

nice						
delicious	enjoyable	interesting	fine	wonderful	beautiful	pretty
comfortable	restful	glorious	thoughtful	lovely	handsome	attractive

1. I had a _____meal at the new restaurant yesterday. The company was _____.
2. What a _____day! The weather is just _____.
3. The _____ girl got married to a _____ young man.
4. I read an _____ story sitting in a _____ sofa.
5. My friend wore a _____ dress and had in her hand an _____ handbag.
6. The yoga session was _____ as well as _____>
   "How _____, you've brought your old mum some flowers! What a _____ young man you are"!

13 EXPRESSIONS WITH 'DO' AND 'MAKE'

A. ***Do*** is a general word for actions:

- *What are you **doing** this evening?*
- *"Shall I open the window"? "No, it's OK. I'll **do** it".*
- *"What do you **do**"? "I work in a bank".*

B. ***Make*** = produce / create. For example:

- *She's **making** coffee.*
- *He has **made** a cake.*
- *They **make** umbrellas.*
- *It was **made** in France.*

C. Expressions with *do*:

do
an exam/a test
a course
homework
(somebody) a favour
exercises

- I'm **doing** my driving test next week.
- John has just **done** a training course.
- Have the children **done** their homework?
- Anne, could you **do** me a favour?
- I go for a run and **do** exercises every morning.
- I hate **doing** housework, especially cleaning,

D. Expressions with make:

make
an exam/a test
a course
homework
(somebody) a favour
exercises

- I'm sorry, I **made** a mistake.
- I must **make** an appointment to see the doctor.
- Excuse me, I have to **make** a phone call.
- It's late. We mustn't **make** a noise.
- I forgot to **make** my bed this morning.
- Have you **made** a shopping list?

Exercise-1: Put in *make* / *making* / *made* / or *do* / *doing* / *did* / *done*

1. *"Shall I draw the blinds"? "No, it's OK. I'll do it".*
2. What did you _____ at the weekend? Did you go anywhere?
3. Do you know how to _____ bread?
4. Paper is _____ from wood.
5. Richard didn't help me. He sat in an armchair and _____ nothing.
6. "What do you _____"? "I'm a doctor".
7. I asked you to clean the bathroom. Have you _____ it?
8. "What do they _____ in the factory"? "Shoes".
9. I'm _____ coffee. Would you like some?
10. Why are you angry with me? I didn't _____ anything wrong.

Exercise-2: Put in *make* or *do* in the correct form

1. *I hate doing housework, especially cleaning.*
2. Why do you always _____ the same mistake?
3. "Can you _____ me a favour"? "It depends on what it is".
4. "Have you _____ your homework"? "Not yet".
5. I need to see the dentist but I haven't _____ an appointment.
6. I'm _____ a course in photography.
7. The last time I _____ an exam was ten years ago.
8. There's something wrong with the car. The engine is _____ a strange noise.
9. It was a bad mistake. It was the worst mistake I've ever _____ .
10. Let's _____ a list of all the things we have to _____ today.

14 IDIOMATIC EXPRESSIONS

Quite often we use certain groups of words to express ourselves in a certain way. These groups of words have a different, figurative meaning than that of individual words they make it up. They are known as *idiomatic expressions*, and embellish the language.

Some examples are given below

all and sundry: I don't want all and sundry knowing about our problems.

alpha and omega: He could not speak as he did not know alpha and omega of the subject.

apple of discord: The property dispute was the apple of discord between the brothers.

as a matter of fact: As a matter of fact, I've only lived here for the last three years.

at sixes and sevens: We've been at sixes and sevens in the office this week.

at one's finger tips: He has all the latest statistics at his fingertips.

bone of contention: money is a common bone of contention in many partnerships.

be a party to: I cannot be a party to a fraudulent scheme.

bear a grudge against: Ever since I got promoted, my colleague has borne a grudge against me.

beat about the bush: Don't beat about the bush; get to the point.

blow hot and cold: He's been blowing hot and cold about the trip to Brazil.

blow one's own trumpet: She always blows her own trumpet about her achievements.

bring to book: Two students were brought to book by the Principal for their unruly behaviour.

bring them around: She tried to bring them around to accepting a settlement.

bring to a standstill: The striking workers brought the construction work to a standstill.

burn one's fingers: She'd invested extensively in stocks and got her fingers burned when the market collapsed.

burn the midnight oil: During examinations many students burn the midnight oil.

build castles in the air: He started building castles in the air as soon as he heard that he had won a lottery.

by leaps and bounds: The company is growing by leaps and bounds this year.

catch red handed: The thief was caught red handed while stealing in a house.

every now and then: We still get together for lunch every now and then.

fair and square: We won the match fair and square.

far and wide: People come from far and wide to see the house.

fight tooth and nail. We fought tooth and nail to get the route of the new road changed.

get off scot free: The accused got off scot free because of the lawyer's arguments.

get rid of: The horses swished their tails to get rid of the flies hovering around them.

give one's word: He gave his word that he would marry her and she had no cause to doubt him.

go astray: The letter must have gone astray in the post.

hand in hand: I saw them walking hand in hand through town the other day.

hand in glove: It was rumoured at the time that some of the gangs were working hand in glove with the police.

hang in the balance: The game hung in the balance until the last minute.

heart and soul: They love those children heart and soul.

in a nut shell: Well, to put in a nutshell, we're lost.

in black and white: I had to believe it because it was there in black and white.

in full swing: Their practice sessions are going on in full swing before the match.

in the midst of: The country is in the midst of an economic crisis.

in the twinkling of an eye: Microprocessors do the calculations in the twinkling of an eye.

keep aloof from: The new boy keeps aloof from others and does not mix with them.

keep in the dark: My friend kept me in the dark about his plan.

keep one's promise: One must keep one's promise without fail.

leave no stone unturned: He left no stone unturned in search of his natural mother.

make a mountain of a mole hill: You're making a mountain of a molehill simply because you could not answer just one question.

make both ends meet: He earns enough money to make both ends meet.

move heaven and earth: He'll move heaven and earth to get it done on time.

nip in the bud: Many serious illnesses can be nipped in the bud if they are detected early enough.

null and void: The change in the law made the previous agreement null and void.

nook and corner: Every nook and corner of the house was stuffed with souvenirs of their trips abroad.

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of one's own accord: She came of her own accord even though no one had asked her to.

on the verge of: Her husband's violent and abusive behaviour drove her to the verge of despair.

on the pretext of: I called her on the pretext of needing more information.

over and over again: I read the article over and over again till it made sense.

part and parcel: Being recognised in the street is part and parcel of being a celebrity.

put on paper: All agreements must be put on paper.

rain cats and dogs: Don't forget to take your umbrella as it's raining cats and dogs out there.

stand in one's way: You know I won't stand in your way if you want to apply for a job abroad.

swim with the tide: I thought I'd just swim with the tide and leave when everyone does.

take a bird's eye view: Climb to the top of the Eiffel Tower if you want a bird's eye view of Paris.

take up arms: The rebels took up arms against the enemy's army.

to the best of one's ability: Just do the job to the best of your ability.

to the letter: I followed the instructions to the letter and it still went wrong.

to the point: Her comments on my work were very apt and to the point.

to turn a deaf ear: They've always tended to turn a deaf ear to unreasonable requests.

turn a new leaf: Apparently, he's turned over a new leaf and he's not smoking any more.

under lock and key: Her jewellery is kept securely under lock and key at the bank.

yeoman's service: Some social workers provide yeoman's service during the times of natural disasters.

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15 PHONETIC ALPHABET

The Military Alphabet, officially the Radiotelephony Spelling Alphabet, consists of 26 code words. None of the 26 code words sound alike, so there is no doubt what is said when spelling this while engaged in telephonic communication. It also used in aviation communication.

These are given below, along with their pronunciation.

Letter	Code word	Pronunciation
A	Alpha	**AL** FAH
B	Bravo	**BRAH** VOH
C	Charlie	**CHAR** LEE (or) **SHAR** LEE
D	Delta	**DELL** TAH
E	Echo	**ECK** OH
F	Foxtrot	**FOKS** TROT
G	Golf	GOLF
H	Hotel	HOH **TELL**
I	India	**IN** DEE AH
J	Juliet	**JEW** LEE ETT
K	Kilo	**KEY** LOW
L	Lima	LEE MAH
M	Mike	MIKE

Letter	Code word	Pronunciation
N	November	NO **VEM** BER
O	Oscar	**OSS** CAH
P	Papa	PA **PAH**
Q	Quebec	KEH BECK
R	Romeo	**ROW** ME OH
S	Sierra	SEE **AIR** RAH
T	Tango	**TANG** GO
U	Uniform	**YOU** NEE FORM (or) **OO** NEE FORM
V	Victor	**VIK** TAH
W	Whiskey	**WISS** KEY
X	X-ray	**ECKS** RAY
Y	Yankee	**YANG** KEY
Z	Zulu	**ZOO** LOO

ANSWER KEY

Chapter – 3

Ex.-1

1.cat (s); pigeons (p) 2. girl (s); apples (p) 3. nails (p); door (s) 4. cars (p); bridge (s)

5.letters (p); postman (s) 6. boys (p); stairs (p); room (s)

Ex.-2

mice – feet – teeth – men – women – children – halves – knives – leaves – thieves – wives – sheep – ways – buses – dishes – furniture – watches – babies – boxes – days – shelves – potatoes – tomatoes – boys

Ex.-3

1.people > person 2.childs > children 3.sheeps > sheep 4.scissor > scissors

5.tooths > teeth 6.womans > women 7.foots > feet

Chapter – 4

Ex.-1

1. x 2. a 3. x 4. the 5. a 6. a 7. x 8. the 9. x 10. the; the

Ex.-2

1. a 2. a 3. The 4. the 5. an 6. an 7. a

8. the 9. an 10. A 11. a 12. the 13. the

Ex.-3

1. an 2. an 3. a 4. a 5. the 6. the

7. the 8. The 9. the 10. the 11. a 12. The

13. The 14. the 15. The 16. the

Chapter – 5

Ex.-1

1. She 2. They 3. He; it 4. My 5. He 6.him

7. we 8. you; us 9. We; our 10. us 11. them 12. it

Ex.-2

1. your 2. Her 3. Their 4. His 5. Her 6. your

7. His 8. Her

Ex.-3

1. He 2. He 3. They 4. He 5. he 6. He

7. I 8. I 9. it 10. you 11. he 12. I

Ex.-4

1. who broke 2. who live 3. which I presented 4.which is outside

5. which grinds

Ex.-5

1. which 2.who 3.who 4.which 5.who 6.which

Ex.-6

1. who 2. who 3. where 4. where 5. who

Ex.-7

2. The bus which goes to Trafalgar Square isn't running today.

3. My friend who hasn't come to work today is not well.

4. The eggs which I bought last week are bad.

5. I'd like to talk to the student who designed this machine.

Ex.-8

1. that 2. this 3. this 4. that 5. This 6. that

Ex.-9

1. these 2. those 3. those 4. these 5. Those 6. these

Ex.-10

1. this 2. that 3. These 4. these 5. that

Chapter – 6

Ex.-1

1. is 2. are 3. is 4. are 5. am 6. are

7. am 8. is 9. is 10. is

Ex.-2

1. are; am 2. are; am 3. are; are 4. is; is

Ex.-3

3. has 4. leaves 5. does 6. watches 7. lives 8. works

Ex.-4

1. know 2. does 3. pray 4. writes 5. rains

Ex.-5

1. live 2. am 3. is 4. live 5. is 6. works

7. reads 8. writes 9. work 10. have 11. drive 12. walk

13. plays 14. go 15. go 16. cook

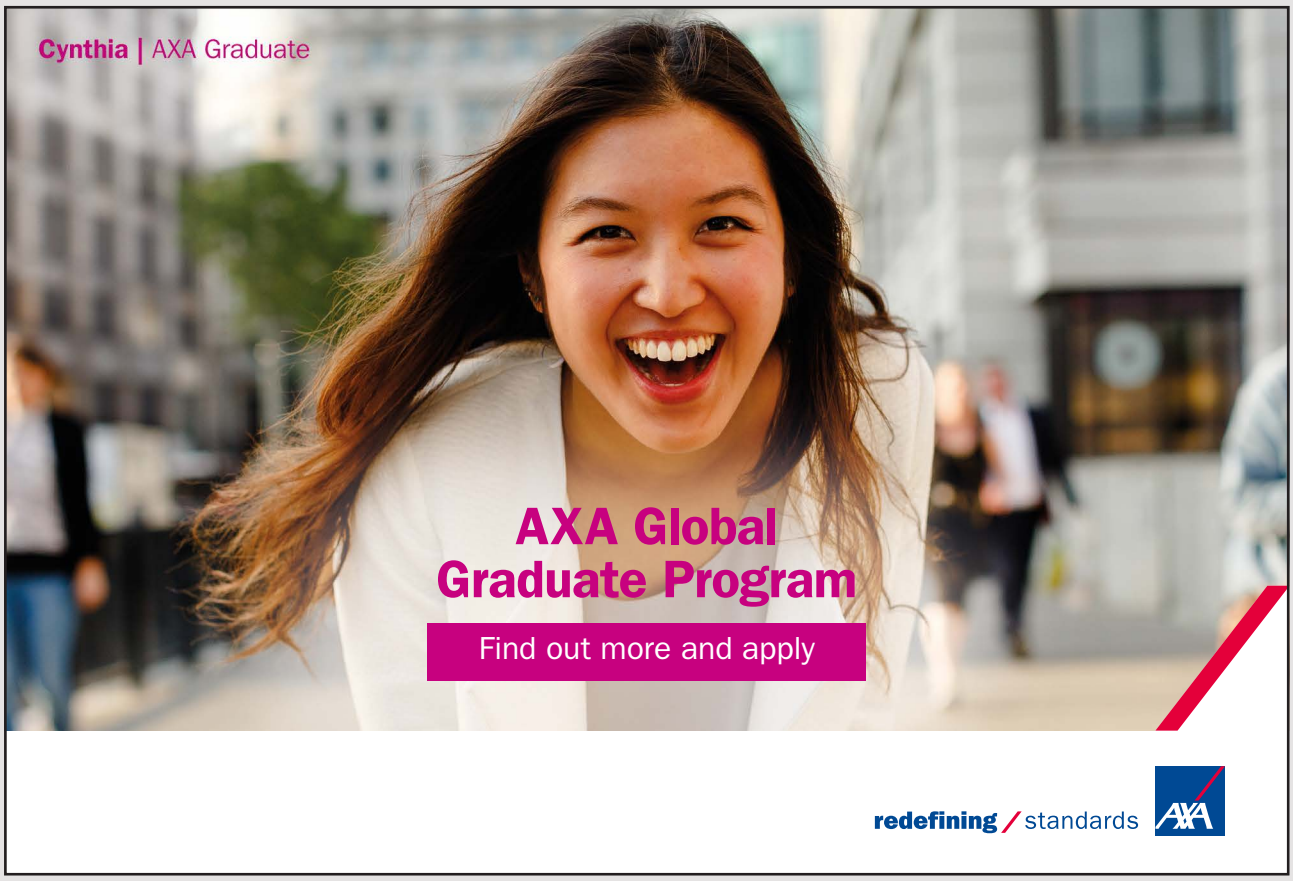
Ex.-6

1. Do; do 2. Does; does 3. Does; doesn't 4. Do; do 5. Does; doesn't

Ex.-7

1. does; go 2. goes 3. Does; go 4. Do; go 5. Do; go 6. does

7. Do 8. do 9. Does 10. do



Ex.-8

1. We don't go to work on Sundays. 2. We aren't policemen.

3. I don't have an expensive car. 4. They don't like listening to music in the evenings.

5. She doesn't like playing tennis.

Ex.-9

1. I drink milk. 2. We are worried. 3. We work on Fridays.

4. They have a new television. 5. We like swimming.

6. She likes going out in the evenings.

Ex.-10

1. coming	2. playing	3. learning	4. doing	5. having
6. getting	7. hitting	8. passing	9. planning	10. using
11. swimming	12. making	13. winning	14. thinking	15. eating

Ex.-11

2. is cooking	3. are standing	4. is swimming	5. are staying
6. is having	7. are building	8. am going	

Ex.-12

1. are coming	2. am riding	3. is singing	4. are having
5. is baking	6. is sitting		

Ex.-13

1. am going 2. am wearing 3. don't wear 4. don't like

5. is shining 6. are wearing 7. am having 8. rains

Ex.-14

1. is getting married 2. are going to hold 3. are going to build

4. is going to be 5. are you doing 6. are you seeing

Ex.-15

2. He lived in Toronto. 3. Did you live in Nairobi? 4. Did she live in Dubai?

5. I didn't live in Hongkong. 6. He didn't live in Manila.

Ex.-16

2. opened 3. started; finished 4. wanted 5. happened

6. rained 7. enjoyed; stayed 8. died

Ex.-17

1. got 2. paid 3. went 4. saw 5. visited 6. thought

7. put 8. know 9. spoke 10. played 11. boought 12. copied

Ex.-18

2. lost her car keys 3. met her friends 4. bought two newspapers

5. went to the cinema 6. ate an orange 7. had a shower in the morning

8. came to see us

Ex.-19

1. was 2. wanted 3. requested 4. said 5. sat 6. went

7. found 8. fixed 9. came 10. rushed 11. asked

12. shouted 13. answered 14. changed 15. married 16. lived

Ex.-20

1. They did not (didn't) drive their cars very fast. / Did they drive their cars very fast?
2. She did not (didn't) speak English very well. / Did she speak English very well?
3. The ship did not (didn't) sink in the ocean. / Did the ship sink in the ocean?
4. You did not (didn't) meet her last Sunday. / Did you meet her last Sunday?
5. It did not (didn't) cost us much. / Did it cost us much?
6. He did not (didn't) post the letters yesterday. / Did he post the letters yesterday?

Ex.-21

1 .has; written	2. has; driven	3. has; made	4. has; finished
5. have; paid	6. have; travelled		

Ex.-22

1. Have; haven't	2. Have; have	3. Have; haven't	4. Has; hasn't
5. Has; has			

Ex.-23

Finished time	**Unfinished time**
yesterday	today
two hours ago	this week
last Friday	this month
5.30 this morning	this year

Ex.-24

1. since 2. for 3. for 4. since 5. for 6. since

7. for 8. for 9. since 10. since 11. for 12. since

Ex.-25

1. for 2. since 3. for 4. since 5. since 6. for

Ex.-26

(Note: could choose like this – any figures)

1. ten years 2. 2016 3. many (10) years 4. 1990

5. childhood 6. several (40) years

Ex.-27

1. have lived 2. have been 3. have 4. been 5. have learned

6. have given 7. have 8. tried 9. have 10. been

11. have had 12. have played 13. have told

Ex.-28

1. Michael will miss the train. 2. The bird will fly away.

3. The children will be tired after the game. 4. The two boys and Sarah will have their tea.

5. The weather will be fine.

Ex.-29

1. will 2. must 3. can 4. could 5. should 6. could

Ex.-30

1. can 2. may 3. needs 4. must 5. should 6. should

7. may 8. must 9. must 10. would

Ex.-31

1. will 2. would 3. can 4. may 5. may 6. must

7. must 8. May 9. May 10. will 11. May 12. can

13. must 14. can 15. could

Ex.-32

1. shall 2. will 3. would 4. would 5. dare 6. mustn't

7. used 8. shall

Chapter – 7

Ex.-1

1. for 2. at 3. for 4. for 5. in 6. to

7. to 8. of 9. at 10. of

Ex.-2

1. of 2. for 3. on 4. about 5. of 6. from

7. with

Ex.-3

1. in/across; on 2. on 3. into 4. for 5. for 6. to

7. in 8. in 9. at; in 10. of 11. at 12. during

13. to 14. in; on 15. in 16. in; at 17. to; at

18. during 19. to 20. on

Chapter – 8

Ex.-1

old - friendly - small - narrow - short - hairy - young

Ex.-2

1. heavy 2. happy 3. bad 4. beautiful 5. twelve

6. much 7. many 8. safe 9. good 10. fast 11. careless

12. quiet

Ex.-3

1. much 2. many 3. much 4. much 5. many 6. much

7. many 8. much 9. much 10. many 11. much 12. much

13. many 14. many

Ex.-4

1. some 2. any 3. any 4. some 5. any 6. some

7. any 8. any 9. any 10. some 11. any 12. some; any

13. any 14. some 15. some 16. any 17. any

Ex.-5

1. a few 2. a little 3. a little 4. a few 5. a few 6. a little

7. a little 8. a few 9. a few 10. a little 11. a few 12. a little

13. a few 14. a little

Chapter – 9

Ex.-1

1. badly 2. well 3. Possibly 4. nearly 5. really 6. mainly

7. seriously 8. happily 9. straight 10. exactly

Ex.-2

1. angry; carelessly 2. good; loud 3. bad; beautifully 4. quiet

5. well; carefully 6. loudly; dangerously

Ex.-3

1. yet 2. already 3. yet 4. already 5. yet 6. already

Ex. -4

1. He often comes late to the class.
2. He came here two months ago.
3. He often comes to our house.
4. Though he worked very hard, he failed.
5. I have always wanted to meet him.

Ex.-5

1. Only John helped, nobody else.
2. John helped only and did nothing else.
3. John helped me only, nobody else.
4. John helped only to buy the house, no other help.
5. John helped to buy the house, nothing else.

Ex.-6

1. adjective	2. adverb	3. adverb	4. adjective	5. adjective
6. adverb	7. adverb	8. adjective	9. adjective	10. adverb

Chapter – 10

Ex.-1

2. The front tyre was flat, so I changed the wheel.

3. The lorry came out of a side road, so the driver of the car braked.

4. The driver was injured, so I phoned for an ambulance.

5. Sarah was worried about Fareed, so she started to look for him.

6. The car suddenly stopped, so Fareed checked the engine.

Ex.-2

2 .I think I'll phone Fatima this evening, or perhaps I'll wait until I see her.

3. I'll probably go to university this year, or perhaps I'll study at a college.

4. I may go to Tunis next year, or I may decide to stay at home.

5. I may become a teacher, or I may decide to join a bank.

Ex.-3

1. but 2. so 3. and 4. or

Ex.-4

(Make your own sentences.)

Ex.-5

1. Celina not only passed her examinations but she also got the best grades for her school.
2. Elena and Yana not only went to Dubai for their holidays but they also did a lot of shopping.
3. The farmer not only looked after the farm but he also kept the chicken house clean.
4. David is both strong and tall.
5. Ahmed bin Majid was not only a great sailor but he was also a great fighter.

OR

Ahmed bin Majid was both a great sailor and a great fighter.

6. He could spend the money either on an expensive car or he could start building his house.

Ex.-6

1. although 2. unless 3. However 4. because 5. otherwise

6. while 7. Moreover 8. whereas

Ex.-7

1. when 2. so 3. when 4. and 5. but 6. while

7. before 8. while 9. when 10. because

Chapter – 11

Ex.-1

1. asked 2. boasted 3. announced 4. exclaimed

5. shouted 6. suggested 7. repeated 8. ordered

Ex.-2

1. c 2. h 3. g 4. e 5. f 6. a

7. d 8. b

Ex.-3

1. e 2. l 3. a 4. i 5. j 6. k

7. c 8. g 9. b 10. f 11. h 12. d

Ex.-4

1. g 2. e 3. d 4. c 5. f 6. a 7. b

Chapter – 12

Ex.-1

1. careless/careful 2. manageable 3. happiness/happily

4. toothache 5. disastrous 6. joyous/joyful 7. painless/painful

8. kindness 9. bravery 10. successful 11. beautiful

12. useful/useless

Ex.-2

teacher - painter - dentist - musician - journalist - actor - translator - artist - researcher - fighter - trainer - inventor - singer - farmer - recorder

Ex.-3

1. careful
2. education
3. dangerous
4. improvement
5. hottest
6. population

Ex.-4

1. manager
2. musician
3. journalist
4. director
5. actor
6. translator
7. artist
8. teacher

Ex.-5

1. incorrect
2. incapable
3. imperfect
4. untie
5. disagree
6. unhappy
7. irregular

Ex.-6

1. delicious; enjoyable / interesting
2. beautiful/glorious/lovely; glorious/lovely/wonderful
3. pretty/beautiful; handsome
4. interesting; comfortable
5. pretty/lovely; attractive
6. enjoyable/restful; interesting/restful
7. wonderful/lovely; thoughtful

Chapter – 13

Ex.-1

2. do 3. make 4. made 5. did 6. do 7. done

8. make 9. making 10. do

Ex.-2

2. do 3. do 4. done 5. made 6. doing 7. did

8. making 9. made 10. make; do