

ESOL Level 3B Advanced

Grammar Reference Sheets

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Parts of Speech Types

Type	Function	Examples		Example Sentences
Nouns & Pronouns	<ul style="list-style-type: none"> Nouns are people, places, or things. Pronouns are words that can take a noun's place. <p>Nouns and pronouns can be subjects (S) or objects (O) of a sentence.</p> <p>Subjects come <u>before</u> the verb (V) and objects come <u>after</u> the verb.</p>	Nouns <ul style="list-style-type: none"> woman student doctor cat house city beach book table phone 	Pronouns <ul style="list-style-type: none"> I you she he we they him us my your 	<ul style="list-style-type: none"> People like him. S V O The girl ate an apple. S V O She went to Hawaii. S V O
Verbs	<ul style="list-style-type: none"> Verbs are <u>actions</u>. <p>Verbs typically come <u>after</u> the subject in a sentence.</p> <p>Imperative verbs can begin a sentence or be on their own.</p>	<ul style="list-style-type: none"> run walk sing study buy 	<ul style="list-style-type: none"> talk swim laugh be have 	<ul style="list-style-type: none"> Most birds fly. He buys milk. Jane is a teacher. Call me later! STOP!
Articles	<ul style="list-style-type: none"> Articles give information about nouns (how many, general or specific, etc.). Articles come <u>before</u> a noun. 	<ul style="list-style-type: none"> a an the 		<ul style="list-style-type: none"> I have a <u>puppy</u>. She is eating <u>an orange</u>. The <u>books</u> are over there.
Adjectives	<ul style="list-style-type: none"> Adjectives describe nouns (size, color, feeling, etc.). Adjectives come before a noun or after the Be verb. 	<ul style="list-style-type: none"> big warm soft tall 	<ul style="list-style-type: none"> green tired happy exciting 	<ul style="list-style-type: none"> I see a yellow <u>flower</u> The <u>flower</u> is yellow.
Adverbs	<ul style="list-style-type: none"> Adverbs describe verbs (how, how often, etc.). Many adverbs end in -ly. "How" adverbs come after the verb. "How often" adverbs come before the verb. 	"How" <ul style="list-style-type: none"> quickly carefully loudly sadly well 	"How Often" <ul style="list-style-type: none"> always never usually constantly sometimes 	"How" <ul style="list-style-type: none"> She <u>runs</u> quickly. He <u>speaks</u> softly. "How Often" <ul style="list-style-type: none"> They always <u>sing</u>. My brother never <u>cooks</u>.
Prepositions	<ul style="list-style-type: none"> Prepositions give information about nouns (direction, time, etc.) Prepositions come before a noun 	<ul style="list-style-type: none"> in around to 	<ul style="list-style-type: none"> at between under 	<ul style="list-style-type: none"> He is walking to <u>school</u>. My birthday is in <u>July</u>. I work at <u>home</u>.
Conjunctions	<ul style="list-style-type: none"> Conjunctions join 2 sentences or 2 similar parts of speech. Conjunctions come between 2 nouns, 2 verbs, 2 adjectives, 2 adverbs, 2 phrases, or 2 sentences 	<ul style="list-style-type: none"> for and nor but 	<ul style="list-style-type: none"> or yet so "FANBOYS" 	<ul style="list-style-type: none"> You can <u>call</u> or text <u>me</u>. Our cat is <u>cute</u> and <u>lazy</u>. She <u>brushes her teeth</u> and <u>washes her face</u> before bed. I <u>try hard</u>, but <u>keep failing</u>.

Adjectives vs Adverbs

	Adjectives	Adverbs
Modifies	<ul style="list-style-type: none"> • <u>Nouns</u> <ul style="list-style-type: none"> ○ The red <u>car</u> sped down the highway. • <u>Pronouns</u> <ul style="list-style-type: none"> ○ <u>You</u> look amazing in that outfit. 	<ul style="list-style-type: none"> • <u>Verbs</u> <ul style="list-style-type: none"> ○ He ran quickly to catch the bus. • <u>Adjectives</u> <ul style="list-style-type: none"> ○ The movie was incredibly exciting. • <u>Other Adverbs</u> <ul style="list-style-type: none"> ○ She finished the test very quickly. • <u>Whole Sentences</u> <ul style="list-style-type: none"> ○ Unfortunately, we missed the last train.
Answers the Question	<ul style="list-style-type: none"> • <i>What kind?</i> <ul style="list-style-type: none"> ○ The blue bag is mine. • <i>How many?/ How much?</i> <ul style="list-style-type: none"> ○ She has three cats. • <i>Which one?</i> <ul style="list-style-type: none"> ○ This is the best option. 	<ul style="list-style-type: none"> • <i>How?</i> <ul style="list-style-type: none"> ○ She spoke softly during the meeting. • <i>When?</i> <ul style="list-style-type: none"> ○ They will arrive shortly. • <i>Where?</i> <ul style="list-style-type: none"> ○ The kids are playing outside. • <i>To what extent? (Degree/Intensity)</i> <ul style="list-style-type: none"> ○ He is extremely tired after the workout.

Adverbs of Frequency

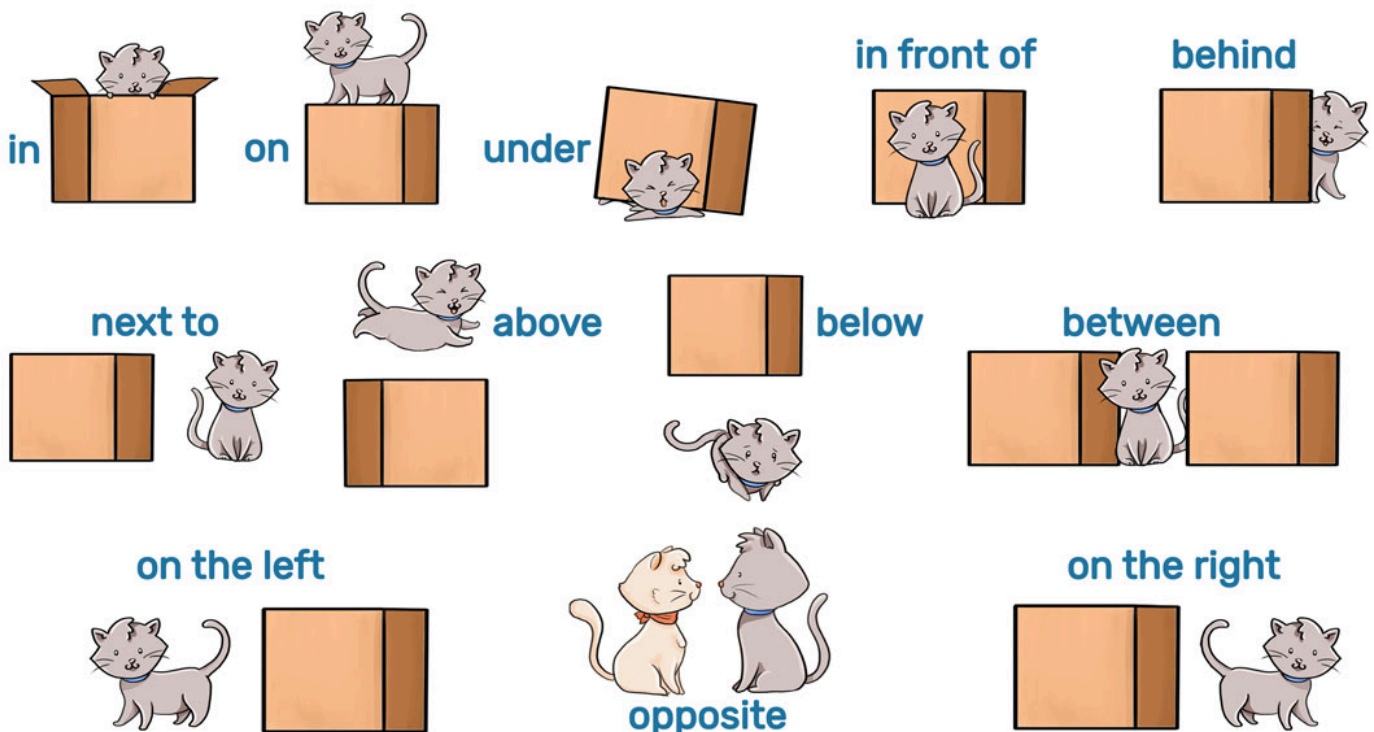
100% - Always	I always drink coffee in the morning.
90% - Usually	I usually drive to work.
80% - Normally	Normally , Kate doesn't go out late at night.
65% - Often	Mike often misses soccer practice.
50% - Sometimes	Sometimes I allow myself to eat junk food.
35% - Occasionally	Occasionally I go to New York to see my aunt.
20% - Seldom	Sam seldom meets with friends.
15% - Rarely	Barbara rarely watches TV.
5% - Hardly ever	My cat hardly ever likes strangers.
0% - Never	Jennifer never drinks alcohol.

Prepositions

Prepositions of Time

At	In	On
Time of Day <ul style="list-style-type: none"> at 4 o'clock at 10:30pm at noon at midnight Mealtimes <ul style="list-style-type: none"> at breakfast at dinnertime Expressions <ul style="list-style-type: none"> at present at the moment at night 	Months/Seasons <ul style="list-style-type: none"> in April in the summer in the spring Years/Decades/Centuries <ul style="list-style-type: none"> in 2000 in the 90s in the 20th century Long Periods <ul style="list-style-type: none"> in the ice age in the present in the past Parts of the Day <ul style="list-style-type: none"> in the morning in the afternoon in the evening ✗ at night (exception) 	Days <ul style="list-style-type: none"> on Tuesday on Saturday on my birthday on Christmas day on Halloween Dates <ul style="list-style-type: none"> on 15th June on test day on our anniversary on the weekend on summer break Parts of Specific Day <ul style="list-style-type: none"> on Monday morning on Friday evening on Saturday night on Sunday afternoon

Prepositions of Space



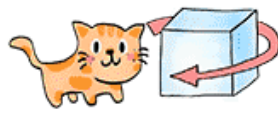
Prepositions of Movement



into the box



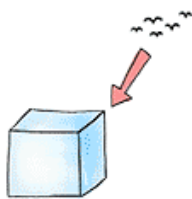
out of the box



around the box



away from the box



toward the box



past the box



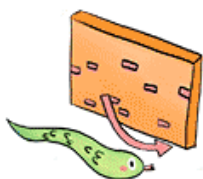
on to the box



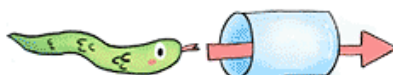
off the box



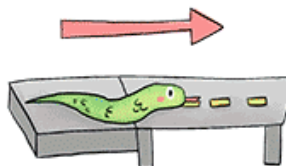
over the box



under the wall



through the pipe



across the bridge



up the stairs



down the stairs

Verb Tenses Formulas

Base Form (V1)	Present Simple 3rd person Form (V1-3rd)	Continuous Form (V1-ing)	Past Simple Form (V2)	Past Participle Form (V3)
verb	verb(-s)	verb-ing	past verb	past participle

	Affirmative	Negative	Question
Present Simple	subject + V1 or V1-3rd	subject + do(es) + not + V1	Do(es) + subject + V1?
Past Simple	subject + V2	subject + did + not + V1	Did + subject + V1?
Future Simple	subject + will + V1	subject + will + not + V1	Will + subject + V1?
Present Continuous	subject + am/is/are + V1-ing	subject + am/is/are + not + V1-ing	Am/Is/Are + subject + V1-ing?
Past Continuous	subject + was/were + V1-ing	subject + was/were+ not + V1-ing	Was/Were + subject + V1-ing?
Future Continuous	subject + will be + V1-ing	subject + will not be + V1-ing	Will + subject + be + V1-ing?
Present Perfect	subject + have/has + V3	subject + have/has + not + V3	Have/Has + subject + V3
Past Perfect	subject + had + V3	subject + had + not + V3	Had + subject + V3
Future Perfect	subject + will + have + V3	subject + will + not + have + V3	Will + subject + have + V3
Present Perfect Continuous	subject + have/has + been + V1-ing	subject + have/has + not + been + V1-ing	Have/has + subject + been + V1-ing?
Past Perfect Continuous	subject + had + been + V1-ing	subject + had + not + been + V1-ing	Had + subject + been + V1-ing?
Future Perfect Continuous	subject + will have been + V1-ing	subject + won't have been + V1-ing	Will + subject + have been + V1-ing?

Verb Tense Chart Example

Noun: he

Verb: to walks

Base Form (V1)	Present Simple 3rd person Form (V1-3rd)	Continuous Form (V1-ing)	Past Simple Form (V2)	Past Participle Form (V3)
walk	walks	walking	walked	walked

	Affirmative	Negative	Question
Present Simple	he walks	he doesn't walk	Does he walk?
Past Simple	he walked	he didn't walk	Did he walk?
Future Simple	he will walk	he won't walk	Will he walk?
Present Continuous	he is walking	he isn't walking	Is he walking?
Past Continuous	he was walking	he wasn't walking	Was he walking?
Future Continuous	he will be walking	he won't be walking	Will he be walking?
Present Perfect	he has walked	he hasn't walked	Has he walked?
Past Perfect	he had walked	he hadn't walked	Had he walked?
Future Perfect	he will have walked	he won't have walked	Will he have walked?
Present Perfect Continuous	he has been walking	he hasn't been walking	Has he been walking?
Past Perfect Continuous	he had been walking	he hadn't been walking	Had he been walking?
Future Perfect Continuous	he will have been walking	he won't have been walking	Will he have been walking?

Verb Tenses Explanations

Simple Tense

Simple Tenses

Simple tenses are used whenever we are talking about a *point in time*.

A horizontal timeline with three dots. The first dot is labeled 'PAST', the middle dot is labeled 'NOW' with a vertical line passing through it, and the third dot is labeled 'FUTURE'.

Past Simple

I **ate** breakfast this morning.

Present Simple

I **eat** breakfast every day.

Future Simple

I **will eat** breakfast later.

	Description	Affirmative	Negative	Question
Present Simple	General facts and routines.	I eat	I don't eat	Do I eat?
Past Simple	Completed actions in the past.	I ate	I didn't eat	Did I eat?
Future Simple	Predictions, plans, and promises.	I will eat	I won't eat	Will I eat?

Continuous Tense

Continuous Tenses

Continuous tenses are used whenever we are talking about a *length of time*.

A horizontal timeline with three segments. The first segment is labeled 'PAST' and contains a double-headed arrow labeled 'eating' with a dot below it labeled 'brother arrives'. The middle segment is labeled 'NOW' and contains a double-headed arrow. The third segment is labeled 'FUTURE' and contains a double-headed arrow with '9:00' and '9:30' marked below it.

Past Continuous

I **was eating** breakfast when my brother arrived.

Present Continuous

Right now, I **am eating** breakfast.

Future Continuous

I **will be eating** breakfast from 9:00 to 9:30.

	Description	Affirmative	Negative	Question
Present Continuous	Actions happening now or near future.	I am eating	I'm not eating	Am I eating?
Past Continuous	Ongoing actions in the past.	I was eating	I wasn't eating	Was I eating?
Future Continuous	Ongoing actions in the future.	I will be eating	I won't be eating	Will I be eating?

Perfect Tense

Perfect Tenses

Perfect tenses are used whenever we are talking about a *point in time before another point in time*.



Past Perfect

I **had** already **eaten** breakfast when my brother arrived.

Present Perfect

I **have** already **eaten** breakfast.

Future Perfect

I **will have** already **eaten** breakfast by the time my brothers arrives.

	Description	Affirmative	Negative	Question
Present Perfect	Actions completed with a connection to now.	I have eaten	I haven't eaten	Have I eaten?
Past Perfect	Actions completed before another past event.	I had eaten	I hadn't eaten	Had I eaten?
Future Perfect	Actions that will be finished in the future.	I will have eaten	I won't have eaten	Will I have eaten?

Perfect Continuous Tense

Perfect Continuous Tenses

Perfect continuous tenses are used whenever we are talking about a *length of time up to a point in time*.



Past Perfect Continuous

I **had been eating** breakfast for 30 minutes when my brother arrived.

Present Perfect Continuous

I **have been eating** my breakfast for 30 minutes.

Future Perfect Continuous

I **will have been eating** my breakfast for 30 minutes by the time you arrive.

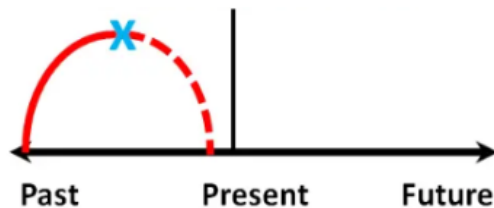
	Description	Affirmative	Negative	Question
Present Perfect Continuous	Actions that started in the past, continue into the present, and may continue into the future.	I have been eating	I haven't been eating	Have I been eating?
Past Perfect Continuous	Actions that were ongoing in the past until another point in the past.	I had been eating	I hadn't been eating	Had I been eating?
Future Perfect Continuous	Actions that will have been ongoing up to a certain point in the future.	I will have been eating	I won't have been eating	Will I have been eating?

Sentences with Two Verbs

Tense	Main Clause Tense	Interruption Tense
Past Continuous	Past Continuous	Past Simple
Past Perfect	Past Perfect	Past Simple
Future Perfect	Future Perfect	Present Simple
Past Perfect Continuous	Past Perfect Cont.	Past Simple
Future Perfect Continuous	Future Perfect Cont.	Present Simple

Rule of thumb: If the main clause is in the **past** tense → interruption is in **past** too
 If the main clause is in the **future** tense → interruption is in **present**

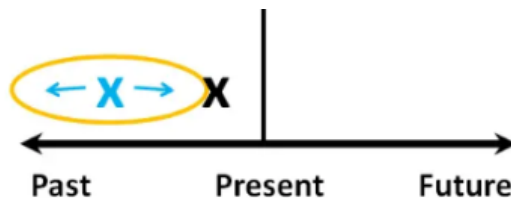
Past Continuous:



While I **was studying** last night, the power **went** out.

When it **started** to rain, they **were waiting** for the bus.

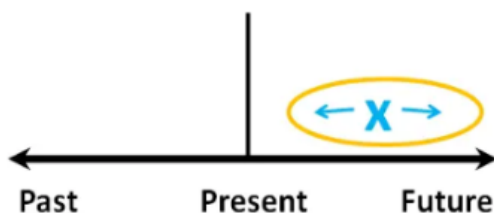
Past Perfect:



She **had cleaned** for two hours when her husband finally **arrived** home.

She **had never seen** such a beautiful sunset before she **traveled** to Hawaii.

Future Perfect:



By the time the guests **arrive**, we **will have prepared** a delicious feast.

He **will have run** twenty miles per week by the time he **runs** the marathon next month.

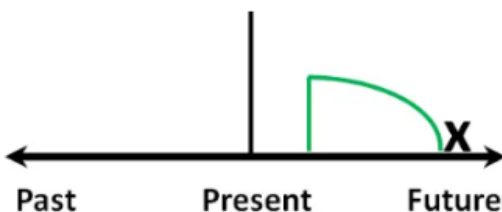
Past Perfect Continuous:



They had been living in cold weather for ten years before they **moved** to a warmer climate.

By the time the repairman **arrived**, the machine **had not been working** for days.

Future Continuous Perfect:



They **will have been traveling** for three weeks when they **meet** up with their friends.

When his mom **visits** this summer, he **will have been living** in Boston for five years.

Contractions

Full Form	Contraction	Full Form	Contraction
I am	I'm	He would / He had	He'd
You are	You're	She would / She had	She'd
He is	He's	It would / It had	It'd
She is	She's	We would / We had	We'd
It is	It's	They would / They had	They'd
We are	We're	Is not	Isn't
They are	They're	Are not	Aren't
I have	I've	Was not	Wasn't
You have	You've	Were not	Weren't
We have	We've	Have not	Haven't
They have	They've	Has not	Hasn't
I will	I'll	Had not	Hadn't
You will	You'll	Do not	Don't
He will	He'll	Does not	Doesn't
She will	She'll	Did not	Didn't
It will	It'll	Will not	Won't
We will	We'll	Would not	Wouldn't
They will	They'll	Cannot	Can't
I would / I had	I'd	Could not	Couldn't
You would / You had	You'd	Should not	Shouldn't

Modals

Modal	Uses	Present / Future	Past
be supposed to	expectation	We are supposed to meet them here.	We were supposed to meet here.
can / could	Can - ability, permission, polite request; impossibility (negative only) Could - past ability, polite request	Can I learn modal verbs? You can use my car.	I could jump high but can't now. That can't be true!
have to	necessity; lack of necessity (negative)	I have to go to class. I don't have to go.	I had to go to class. I didn't have to go.
had better	strong advice	You had better be on time.	(past form uncommon)
may	polite request; permission; <50% certainty	May I borrow your book? He may be there.	He may have been there.
might	<50% certainty	He might be at school.	He might have been there.
must	strong necessity; prohibition; 95% certainty	I must go to class. You must not open that.	Mary must have been sick.
ought to	advisability; 80% certainty	I ought to study.	I ought to have studied.
shall	ask opinion (with "I" or "we"); suggestions, formal offers	Shall we dance? Shall we go to dinner?	
should	advisability; 80% certainty	I should study.	You should have paid bills.
will	promises, decisions, future predictions	I will call you tomorrow. It will rain soon.	
would	polite request; future in the past; habitual past	Would you pass the salt? I would go to Mexico with you.	I would have gone if I could.

Gerunds and Infinitives

Gerunds	Infinitives
Subject = Gerund <u>Swimming</u> is fun!	Adjective + Infinitive It's nice <u>to meet</u> you.
Preposition + Gerund She thought about <u>calling</u> him later	Noun + Infinitive You asked me <u>to call</u> you.
Verb + Gerund He enjoys <u>learning</u> English.	Verb + Infinitive We want <u>to visit</u> Mexico this year.

Verbs Commonly Following ...

Gerunds (-ing) Ex. He enjoys <u>eating</u> ice cream.	Infinitives (to + verb) Ex. We ask <u>to switch</u> seats.	Either Ex. I love <u>to sing</u> . I love <u>singing</u> .
<ul style="list-style-type: none"> • admit • advise • appreciate • avoid • complete • consider • deny • discuss • dislike • enjoy • finish • imagine • keep • mention • mind • miss • practice • quit • recommend • suggest 	<ul style="list-style-type: none"> • afford • agree • appear • ask • decide • expect • hope • intend • learn • mean • need • offer • plan • prepare • promise • refuse • seem • volunteer • wait • want 	<ul style="list-style-type: none"> • begin • continue • hate • like • love • prefer • start

Conditionals

Sentences that describe cause and effect situations, usually involving a condition and a result.

Conditional Type	Usage	If Clause Formula	Main Clause Formula	Example
Zero	General truths/scientific facts	If + Present Simple	Present Simple	If you heat water to 100°C, it boils . The sidewalk gets wet if it rains .
First	Real/possible future situations	If + Present Simple	Future Simple	If it rains tomorrow, I will stay home. You will succeed in school if you work hard.
Second	Unreal/hypothetical present/future	If + Past Simple	would + Base Verb	If I won the lottery, I would travel the world. She would cook more if she had the time.
Third	Unreal past situations	If + Past Perfect	would + Present Perfect	If I had known about the party, I would have gone . They would have arrived earlier if they had taken the train.

Comparatives & Superlatives

When do we use them?

- To compare two or more people, places, or things.
- To show differences in quality, quantity, or degree.

Comparatives (two things)

Formula:

Shorter

Longer

Examples:

- My house is **bigger than** yours.
- This book is **more interesting than** that one.
- Today is **less cold than** yesterday.

Irregular Comparatives:

- good → better
- bad → worse
- far → farther / further

Superlatives (three or more)

Formula:

Shorter

Longer

Examples:

- She is the **tallest** in the class.
- This is the **most expensive** restaurant in town.
- That was the **least helpful** answer.

Irregular Superlatives:

- good → the best
- bad → the worst
- far → the farthest / the furthest

Adjective Type	Comparative	Superlative
One-syllable (tall)	taller	the tallest
Two-syllable ending in -y (happy)	happier	the happiest
Longer adjectives (expensive)	more expensive	the most expensive
Irregular (good)	better	the best

Used to / Get Used to / Be Used to

Quick Comparison

Expression	Meaning	Structure	Example
used to	Past habits or states (not now)	used to + base verb	I used to smoke.
get used to	Becoming comfortable over time	get + used to + noun/gerund	He got used to his new job.
be used to	Comfortable/accustomed to something	be + used to + noun/gerund	She is used to eating rice.

0%
USED TO
(past habit)

1-99%
GET USED TO
(adapting)

100%
BE USED TO
(comfortable)

0%
(not anymore)

1-99%
(in progress)

100%
(completely comfortable)

I **used to** smoke.

I'm **getting used to** exercising every day.

I **am used to** eating vegetables
with every meal.

	Affirmative	Negative	Question
Used to	Subject + used to + V1 I used to play soccer.	Subject + didn't use to + V1 She didn't use to drink coffee.	Did + subject + use to + V1? Did he use to run every day?
Get Used to	Subject + get/got + used to + noun/gerund She got used to driving in the city.	Subject + don't/didn't + get + used to + noun/gerund He didn't get used to night shifts.	Do/Did + subject + get + used to + noun/gerund? Did you get used to your new schedule?
Be Used to	Subject + be + used to + noun/gerund I am used to studying at night.	Subject + be + not + used to + noun/gerund We aren't used to the cold.	Be + subject + used to + noun/gerund? Are you used to living in Boston?

Passive Voice

In a passive sentence, the subject does not do the action. The subject receives the action. Passive voice is used when the **person or thing doing the action is unknown, unimportant, or obvious** — or when the focus is on the **result or the object** of the action.

Examples:

- **Passive:** The book **was read** by Maria. → (*The book receives the action.*)
- **Active:** Maria **read** the book. → (*Maria does the action.*)

Tense	Formula	Passive Voice	Active Voice
Present Simple	am / is / are + V3	The homework is checked by the teacher.	The teacher checks the homework.
Past Simple	was / were + V3	The window was broken by the ball.	The ball broke the window.
Present Continuous	am / is / are + being + V3	A pizza is being delivered now.	Someone is delivering a pizza now.
Past Continuous	was / were + being + V3	The chairs were being moved .	Workers were moving the chairs.
Present Perfect	have / has + been + V3	The test has been finished .	The students have finished the test.
Past Perfect	had + been + V3	The keys had been found .	She had found the keys.
Future Simple	will + be + V3	The project will be completed by Friday.	They will complete the project by Friday.
Modal Verbs	modal + be + V3	The room should be cleaned .	You should clean the room.

✓ Common Reasons to Use Passive Voice:

1. **We don't know who did the action**
→ *The window was broken.* (We don't know who broke it.)
2. **The person who did it isn't important**
→ *The homework was collected.* (We care more about the homework than who collected it.)
3. **The focus is on the result, not the doer**
→ *The vaccine was developed in record time.* (The vaccine is the focus.)
4. **It sounds more formal or polite**
→ *A mistake was made.* (Instead of "You made a mistake.")
5. **The doer is obvious**
→ *He was arrested.* (By the police — obvious)

Reported Speech

Reported speech (indirect speech) is used to tell someone what another person said without using their exact words. This will be essential for your life story interview project!

Verb Tense Changes

Direct Speech	Reported Speech	Example
Present Simple "I work as a teacher."	Past Simple He said (that) he worked as a teacher.	Grandma: "I live in Chicago." Report: Grandma said she lived in Chicago.
Present Continuous "I am studying medicine."	Past Continuous She told me she was studying medicine.	Uncle: "I am looking for a new job." Report: Uncle said he was looking for a new job.
Past Simple "I graduated in 1975."	Past Perfect He said he had graduated in 1975.	Grandpa: "I moved here in 1960." Report: Grandpa told me he had moved there in 1960.
Present Perfect "I have lived here for 20 years."	Past Perfect She said she had lived there for 20 years.	Aunt: "I have worked at this company for 30 years." Report: My aunt mentioned she had worked at that company for 30 years.
Future "I will visit next year."	Would He said he would visit the next year.	Dad: "I will teach you to cook someday." Report: Dad promised he would teach me to cook someday.

Time & Place Expression Changes

Direct Speech	Reported Speech	Example
today	that day	"I feel sick today ." → She said she felt sick that day .
yesterday	the day before	"I visited my cousin yesterday ." → He said he had visited his cousin the day before .
tomorrow	the next day	"I will call you tomorrow ." → She promised she would call me the next day .
this week	that week	"I'm very busy this week ." → He explained he was very busy that week .
last month	the month before	"We moved here last month ." → They told me they had moved there the month before .
next year	the following year	"I'll graduate next year ." → She said she would graduate the following year .
here	there	"I grew up here ." → She mentioned she had grown up there .
this	that	"I love this neighborhood." → He said he loved that neighborhood.
these	those	" These photos are from my childhood." → She explained that those photos were from her childhood.

Reporting Questions

Yes/No Questions: Use "if" or "whether"

- *Direct:* "Do you remember your first job?"
- *Reported:* I asked him **if he remembered** his first job.

Wh-Questions: Keep the question word

- *Direct:* "Where did you grow up?"
- *Reported:* I asked her **where she had grown up**.

Useful Reporting Verbs

admitted: acknowledged something reluctantly
claimed: stated something that might be doubted
denied: said something wasn't true
explained: gave details or reasons
insisted: said something firmly
mentioned: referred to briefly
suggested: proposed an idea
advised: recommended something
complained: expressed dissatisfaction
promised: gave one's word