

TOEIC VOCABULARY LISTS

Works/Jobs/Occupations

a briefcase	<i>serviette, mallette</i>
a binder	<i>un classeur</i>
a folder	<i>une chemise</i>
a file	<i>un dossier</i>
a file/filing cabinet	<i>placard de rangement</i>
a drawer	<i> tiroir</i>
office supplies	<i>fournitures de bureau</i>
a supply of (diskettes)	<i>une réserve de</i>
a laptop computer	<i>portable</i>
data entry	<i>saisie de données</i>
to process data	<i>traiter des données</i>
word processing	<i>traitement de texte</i>
software/programs	<i>logiciels</i>
a (memory) upgrade	<i>augmentation</i>
to update (equipment)	<i>moderniser, mettre à jour</i>
chips	<i>puces</i>
to download	<i>télécharger</i>
in the workplace	<i>au travail</i>
the workload	<i>charge de travail</i>
assignment	<i>tâche, attribution, un travail</i>
a deadline	<i>(dernier) délai</i>
accounting/accounts/bookkeeping	<i>comptabilité</i>
an accountant/bookkeeper	<i>comptable</i>
an invoice	<i>facture</i>
a bill e.g. gas bill	<i>facture d'électricité</i>
bill/check (in a restaurant)	<i>addition</i>
(to work in) payroll	<i>services de traitements</i>
payroll costs	<i>coûts salariaux</i>
wages	<i>salaire</i>
income	<i>revenue</i>
overheads	<i>frais généraux</i>
labor costs	<i>coûts de la main d'œuvre</i>
to oversee	<i>superviser</i>
to resign / to quit a job / to leave/to give up	<i>démissionner</i>
to hand in one's resignation	<i>remettre sa démission</i>
to lay off, to let go, to dismiss, to fire	<i>licencier</i>
to be relocated	<i>être muté</i>
to demote	<i>rétrograder</i>
to promote	<i>promouvoir</i>
union workers	<i>syndiqués</i>
a picket line	<i>piquet de grève</i>
a strike/ walk-out	<i>grève</i>
(employee) benefits	<i>allocations/avantages en nature</i>
to qualify for /to be eligible for	<i>avoir le droit à</i>
time off/vacations	<i>congés</i>
on sick leave / on maternity leave	<i>en congé maladie / maternité</i>
luncheon vouchers	<i>tickets restaurants</i>
day care	<i>garderie (d'enfants)</i>
a pension scheme	<i>fonds de pension</i>
retirement	<i>retraite</i>
retirees	<i>retraités</i>
to reimburse expenses	<i>rembourser des frais</i>
a claim form	<i>une demande (de remboursement de frais)</i>
to seek (sought, sought), to look for a job	<i>chercher un travail</i>
to apply for a job	<i>candidate</i>
applicant	<i>candidat</i>
a résumé (us) / CV (uk)	<i>CV</i>
a cover / covering letter	<i>lettre de motivation</i>
a skill	<i>compétence</i>
training	<i>formation</i>
to have a background in	<i>avoir une formation en</i>
a fixed-term contract	<i>contrat à durée déterminée</i>
a position	<i>un poste</i>

openings	<i>débouchés</i>
vacancies	<i>postes vacants</i>
support staff / secretarial staff	<i>personnel</i>
a clerk	<i>employé de bureau</i>
understaffed	<i>à court de personnel</i>
unskilled labor	<i>main d'œuvre non qualifiée</i>
to attend a conference	<i>assister à un congrès</i>
attendees	<i>participants</i>
attendance	<i>assiduité</i>
a lecture	<i>une conférence/cours magistral</i>
to give a presentation	<i>faire une communication</i>
course fees	<i>droits d'inscription</i>
tuition fees	<i>frais de scolarité</i>
to enrol / to sign up for	<i>s'inscrire</i>
high school / secondary school	<i>lycée</i>
college	<i>université</i>
to keep up-to-date on / to keep up with	<i>se tenir informé</i>
to praise	<i>louer (louange)</i>
an award	<i>récompense, palme, distinction</i>
a prize	<i>prix (the Nobel Prize)</i>
a bonus	<i>prime</i>
to call a meeting/to schedule an appointment	<i>fixer une réunion</i>
to be suitable / to suit	<i>convenir</i>
to call off/cancel a meeting/an appointment	<i>annuler une réunion / un rendez-vous</i>
to re-schedule	<i>déplacer</i>
to hold a meeting	<i>tenir</i>
the agenda of a meeting	<i>l'ordre du jour</i>
to submit agenda items	<i>proposer des points à l'ordre du jour</i>
a busy schedule	<i>emploi du temps chargé</i>
to be tied up / not free/ not available	<i>être pris</i>
to work overtime	<i>faire des heures supplémentaires</i>
to run out of / to be out of (e.g. paper)	<i>manquer de</i>
trash / rubbish / waste / garbage	<i>déchets</i>
a move/measure	<i>mesure</i>
effective	<i>efficace</i>

Nature/The Weather/Agriculture

to endure anything	<i>subir des tempêtes</i>
to flood / to inundate	<i>inonder</i>
the riverbank	<i>la berge</i>
the water's edge	<i>le bord de l'eau</i>
to forecast / to predict	<i>prédire</i>
weather forecast	<i>prévisions météo</i>
to harvest (crops)	<i>récolter</i>
crops	<i>cultures</i>
to plough up the soil	<i>labourer la terre</i>
dirt	<i>la terre</i>
the yield	<i>rendement</i>
a fertilizer	<i>engrais</i>
to raise cattle	<i>élever du bétail</i>
a lawn	<i>Une pelouse / parterre de gazon</i>
to rake leaves	<i>ratissier des feuilles</i>

TOEIC VOCABULARY LISTS

Finance / Business

stocks / shares	<i>actions</i>
bonds / securities	<i>titres</i>
the stock exchange / market	<i>la bourse</i>
a shareholder	<i>actionnaire</i>
Dow Jones average	<i>CAC 40</i>
a stockbroker	<i>actionnaire</i>
real estate	<i>l'immobilier</i>
to develop (an area)	<i>construire</i>
assets	<i>biens</i>
an asset	<i>un atout</i>
balance sheet	<i>le bilan</i>
assets and liabilities	<i>actif et passif</i>
to meet one's liabilities	<i>faire face à ses engagements</i>
a bid	<i>offre</i>
a takeover bid	<i>OPA</i>
to take over (from)	<i>repandre</i>
to buy out (a firm)	<i>racheter</i>
a kickback	<i>commission occulte</i>
a bribe	<i>pot-de -vin</i>
foreign trade	<i>commerce extérieur</i>
a customs official	<i>douanier</i>
an estimate	<i>devis</i>
to be worth	<i>valoir</i>
fees	<i>honoraires, frais</i>
equity	<i>capital</i>
cash flow	<i>liquidités</i>
funding	<i>financement</i>
funds	<i>fonds</i>
to fund	<i>financer</i>
insolvent	<i>insolvable</i>
the turnover	<i>chiffre d'affaires</i>
expenditure	<i>dépenses</i>
expenses	<i>frais</i>
to make/turn a profit	<i>faire des bénéfices</i>
profitable	<i>rentable</i>
to thrive	<i>prosperer</i>
growth	<i>croissance</i>
competition	<i>concurrence</i>
to compete with	<i>concurrencer</i>
a supplier	<i>fournisseur</i>
certified	<i>agréé</i>
to get a good deal	<i>obtenir un bon prix</i>
a dealer	<i>marchand, négociant, concessionnaire</i>
to contract out (to another firm)	<i>sous-traiter</i>
to meet (high) standards of quality	<i>respecter les normes de qualité</i>
a responsive firm	<i>entreprise réactive</i>
to meet the needs of	<i>satisfaire les besoins</i>
to phase out	<i>supprimer progressivement</i>
to set up	<i>(s) 'installer</i>
to place a tariff on (imported product)	<i>mettre un droit de douane/taxe d'importation</i>
retaliation	<i>représailles</i>
to retaliate	<i>riposter</i>
incentives	<i>incitations (fiscales, ou autres primes, ...)</i>
to grant a subsidy	<i>subvention</i>
to subsidize	<i>subventionner</i>
to go/be out of business/bankrupt	<i>faire / être en faillite</i>
red tape	<i>paperasse, bureaucratie</i>
to sue/to prosecute/to take to court	<i>poursuivre en justice</i>
a bill	<i>projet de loi</i>

corporate headquarters / head office	<i>le siège de la société</i>
corporate brochure	<i>plaque de la société</i>
the Board of Directors	<i>le conseil d'administration</i>
boardroom	<i>salle de conseil</i>
C.E.O (Chief Executive Officer)	<i>le PDG</i>
the facilities	<i>les installations (a facility = a building)</i>
plant / factory	<i>usine</i>
workshop	<i>atelier</i>
warehouse	<i>entrepôt, dépôt</i>
fence	<i>clôture</i>
lobby/entrance hall	<i>l'entrée</i>
branch (bank)	<i>agence</i>
nationwide	<i>à l'échelle nationale</i>
overseas / abroad	<i>à l'étranger</i>
executives	<i>les dirigeants</i>
corporations firms / companies	<i>entreprises</i>
the chairman	<i>président</i>
management	<i>la gestion, ou les cadres de l'entreprise</i>

Banking / Finance

to withdraw money	<i>retirer</i>
an overdraft	<i>un découvert</i>
to grant a loan	<i>accorder un prêt</i>
a loan	<i>un prêt / un emprunt</i>
to lend	<i>prêter</i>
interest rates	<i>taux d'intérêt</i>
prime rate	<i>taux de base</i>
foreign exchange	<i>devises étrangères</i>
(a) currency	<i>devise</i>
savings account	<i>compte d'épargne</i>
bank statement	<i>relevé de compte</i>
(previous) balance	<i>solde antérieur</i>
to break a bill	<i>changer un billet de banque</i>
coin	<i>pièce de monnaie</i>
a cheque (uk) / a check (us)	<i>un cheque</i>
a crossed check	<i>barré</i>
a dud cheque	<i>un chèque en bois</i>
a bearer cheque	<i>au porteur</i>
a blank cheque	<i>un chèque blanc</i>
a purse (female)	<i>porte-monnaie / sac</i>
a wallet (male)	<i>portefeuille</i>
insurance premiums	<i>primes, cotisations</i>
to submit,/file a claim	<i>faire une déclaration (sinistre)</i>
an insurance policy	<i>une police d'assurance</i>
policy holders	<i>souscripteurs</i>
a mortgage	<i>prêt immobilier, hypothèque</i>

Companies

TOEIC VOCABULARY LISTS

Machinery/Industry

a fuse - fusible	<i>fusible</i>
to plug in	<i>brancher</i>
to unplug	<i>débrancher</i>
socket	<i>la prise</i>
cord	<i>cordon</i>
the wiring	<i>câblage</i>
the dials	<i>cadrans</i>
the features	<i>caractéristique</i>
defective	<i>défectueux</i>
to be stuck	<i>être bloqué</i>
a warranty / guarantee	<i>garantie</i>
a power outage/cut/failure	<i>une panne</i>
to service	<i>réviser</i>
a service call	<i>révision</i>
to fix/in repair/to mend	<i>réparer</i>
tools	<i>outils</i>
spare (parts)	<i>pièces de rechange</i>
reliability	<i>fiabilité</i>
to load	<i>charger</i>
to stack/pile (boxes/crates)	<i>empiler</i>
to store	<i>stocker</i>
storage	<i>stockage</i>
shipping	<i>le transport (de marchandises)</i>
delivery	<i>livraison</i>
a fleet of trucks	<i>flotte de camions</i>
to drop off (boxes)	<i>déposer</i>
to handle	<i>manipuler (des parquets), traiter des demandes)</i>
to sort	<i>trier</i>
to lay (laid, laid) pipes	<i>poser des conduites</i>
to curtail/to cut back production	<i>réduire</i>
cutting-edge technology	<i>technologie de pointe</i>
state-of-the-art/the ultimate (equipment)	<i>nec plus ultra</i>
crafted	<i>fait main</i>
craftsman	<i>artisan</i>
a patent	<i>brevet</i>
patented	<i>breveté</i>
a scheme	<i>projet</i>

Accommodation/Hotels/Food/Restaurants

(to sign) a lease	<i>bail</i>
3 months' notice	<i>préavis de 3 mois</i>
a tenant	<i>locataire</i>
flatmate	<i>colocataire</i>
a mate	<i>pote, copain, partenaire</i>
landlord / landlady	<i>propriétaire</i>
condominiums (blocks of flats)	<i>residences</i>
cosy	<i>douillet ('confortable')</i>
no vacancies	<i>complet / rein à louer</i>
to overlook	<i>donner sur (d'un appartement)</i>
moving expenses	<i>frais de déménagement</i>
downtown	<i>en centre ville</i>
a block	<i>pâté de maisons</i>
to check out (of a hotel)	<i>quitter</i>
full board	<i>pension complet</i>
a maid	<i>femme de chambre, bonne</i>
sink	<i>évier ou lavabo</i>
fireplace	<i>cheminée (d'intérieur)</i>
a chimney	<i>cheminée (d'extérieur)</i>
to leave a tip	<i>laisser un pourboire</i>
a tip	<i>un conseil</i>
to book a table	<i>réserver</i>
a table cloth	<i>une nappe</i>
to pour	<i>verser</i>

to spill (tea, coffee, a drink)	<i>renverser</i>
It's no use crying over spilt milk!	<i>ce qui est fait est fait.</i>
dairy products	<i>produits laitiers</i>
to bake	<i>faire des gâteaux, du pain</i>
a stove	<i>poêle, réchaud</i>
to season	<i>assaisonner</i>
to sample (wine...)	<i>goûter</i>
a sample	<i>échantillon</i>
to treat oneself to sth	<i>s'offrir, se payer</i>
to cater to s.o.	<i>fournir qqn</i>
patrons/patronage	<i>clients</i>
laundry	<i>linge à laver</i>

Travelling

gasoline (us) / petrol (uk)	<i>essence</i>
oil / petroleum	<i>pétrole</i>
the rate	<i>tarif (d'un billet, d'un chambre)</i>
the fare	<i>prix du billet</i>
a token	<i>jeton, ticket</i>
booking(s)	<i>réservation(s)</i>
a deposit	<i>caution</i>
check in	<i>enregistrements</i>
to board a plane	<i>embarquer</i>
an aisle seat	<i>place près de l'allée</i>
the crew	<i>équipage, équipe</i>
to reroute	<i>détourner</i>
to hijack	<i>détourner illégalement</i>
to delay	<i>retarder</i>
a cab	<i>taxi</i>
a commuter train	<i>train de banlieue</i>
a commuter	<i>s.o. who travels to and from work</i>
a long commute	<i>a long train ride/drive to work</i>
a ride	<i>un manège</i>
a conductor (on a train)	<i>contrôleur</i>
a shuttle	<i>navette</i>
a tow a car	<i>remorquer</i>
crossroads/intersection	<i>carrefour</i>
to yield	<i>céder</i>
parking-lot (us) / car-park (uk)	<i>un parking</i>
car rental	<i>location de voiture</i>
rear seats	<i>sièges-arrières (de voiture)</i>
speeding	<i>excès de vitesse</i>
a fine	<i>amende</i>
a craft	<i>embarcation</i>
aircraft	<i>avion</i>
to disembark	<i>embarquer</i>
a cruise	<i>croisière</i>
off (an offshore account)	<i>au large de (e.g. an island off the coast of...)</i>
to get away (from it all)	<i>couper (du travail/de tout)</i>
to unwind/to relax	<i>se détendre</i>

TOEIC VOCABULARY LISTS

Purchasing/Sales

sales assistant/associate	<i>vendeur, commercial</i>
date of purchase	<i>date d'achat</i>
the purchasing power	<i>pouvoir d'achat</i>
clearance sales	<i>liquidation de stock</i>
the sales	<i>les soldes</i>
a department store	<i>grand magasin (par exemple Galeries Lafayette)</i>
to run a store	<i>gérer</i>
a store manager	<i>gérant</i>
grocery store	<i>épicerie</i>
a shopping mall	<i>centre commercial</i>
the counter	<i>le comptoir</i>
aisle 3	<i>allée 3 (dans un magasin/supermarché)</i>
a display	<i>un étal</i>
on display	<i>exposé</i>
a shelf (shelves)	<i>étagère</i>
available	<i>disponible</i>
the store inventory	<i>le stock</i>
a cash register	<i>une caisse</i>
items	<i>articles</i>
to wrap	<i>emballer, faire un emballage</i>
a show (e.g. a car show)	<i>salon</i>
the trade show	<i>foire (commercial)</i>
to exhibit	<i>exposer</i>
the market trends are shifting	<i>les tendances changent</i>
to order	<i>commander</i>
retail price	<i>prix de détail</i>
wholesale price	<i>prix de gros</i>
overpriced/ too expensive	<i>trop cher</i>
to undercut	<i>vendre moins cher</i>
a discount	<i>remise</i>
at no extra cost	<i>sans supplément</i>
to raise the price/ to increase	<i>augmenter</i>
amount	<i>montant ou quantité</i>
theft/shoplifting	<i>vol/vol à l'étal</i>
a receipt	<i>reçu</i>
a sales slip	<i>ticket de caisse</i>
to refund	<i>rembourser</i>
a brand	<i>marque de produit</i>
a slump (e.g. a sales slump)	<i>chute, déclin, dépression</i>
a survey	<i>étude</i>
market survey	<i>étude du marché</i>
to achieve (goals)	<i>réussir, atteindre</i>

Miscellaneous

to apologize for	<i>s'excuser</i>
to start from scratch	<i>partir de zéro/de rien</i>
to figure out / to understand	<i>comprendre</i>
figures	<i>chiffres</i>
to work out / to calculate	<i>évaluer / calculer</i>
accurate	<i>exact</i>
to clear up	<i>ranger</i>
an issue	<i>une question, problème (d'ordre social, politique)</i>
to issue (a visa)	<i>délivrer</i>
the issue (of a magazine)	<i>le numéro</i>
a hazard	<i>danger</i>
fatalities / deaths	<i>victimes, morts</i>
tough	<i>dur, résistant, difficile, rude</i>
rough	<i>brut, dur, rugueux</i>
gruelling	<i>épuisant</i>
tremendous	<i>énorme</i>
remote	<i>reculé, lointain, à l'écart</i>

current	<i>actuel</i>
sluggish	<i>lent, peu actif</i>
a slug	<i>limace</i>
prone to (e.g. prone to disease)	<i>enclin à, sujet à</i>
ahead (of) – to do work ahead of time	<i>devant, en avance sur</i>
to go ahead	<i>avancer (un projet), continuer</i>
prior to / before	<i>avant</i>
behind (to fall behind in your work)	<i>derrière, en retard sur (prendre du retard...)</i>
upcoming	<i>prochain, à paraître</i>
apart (e.g. to fall apart)	<i>tomber en morceaux, s'écrouler</i>
overdue (e.g. overdue library books)	<i>en retard</i>
above	<i>au-dessus</i>
in the long run	<i>à long terme</i>
close to / near	<i>proche</i>
in the meantime	<i>cependant, dans l'intervalle</i>
thus	<i>ainsi, donc</i>
hence	<i>d'où</i>
slightly / a little	<i>légèrement</i>
thoroughly / very carefully	<i>minutieusement</i>
eventually	<i>en fin de compte</i>
to give a hand with	<i>donner un coup de main</i>
to lean (out of the window)	<i>de pencher</i>
to lean against	<i>s'appuyer contre</i>
fireworks	<i>feux d'artifice</i>
to drop by	<i>passer (chez quelqu'un)</i>
to urge	<i>pousser (qqn. à faire q. chose), conseiller vivement</i>
a request	<i>une demande</i>
on request	<i>sur demande</i>
to claim	<i>réclamer, prétendre</i>
to get along with	<i>s'entendre avec</i>
to pick up , to pick so up	<i>ramasser, passer prendre qn</i>
a concern	<i>préoccupation</i>
to drown	<i>(se) noyer</i>
to fool / to con	<i>tromper</i>
to mix up	<i>confondre</i>
to outnumber	<i>dépasser (en taille)</i>
to hamper/to hinder	<i>gêner, entraver</i>
to harden/get or make harder	<i>durcir</i>
to liken / compare	<i>comparer</i>
to sharpen/get or make sharp	<i>affûter</i>
to loosen	<i>débloquer, relâcher, détacher</i>
to shorten	<i>raccourcir</i>
to lengthen	<i>allonger</i>
to widen	<i>élargir</i>
to heighten/to raise	<i>monter</i>
to lower	<i>baisser</i>
to improve	<i>améliorer</i>

Communication/The Arts/Leisure/Health

to dial	<i>composer un numéro</i>
could you put me through to / connect me to ...	<i>pourriez-vous me passer...</i>
(i couldn't) get through to	<i>passer, joindre</i>
to be in touch (again)	<i>(re)prendre contact</i>
per (our telephone conversation)	<i>suite à</i>
to hang up	<i>raccrocher</i>
to look forward to	<i>se réjouir de (letter/telephone)</i>
a memo (pl. memorandum)	<i>circulaire, note de service</i>

TOEIC VOCABULARY LISTS

a notice	<i>information, affiche</i>
to post	<i>afficher</i>
inconvenience	<i>désagrément</i>
to draw up	<i>rédiger (the draft of a report)</i>
to mail/post a letter	<i>poster une lettre</i>
zip code / post code	<i>code postal</i>
upon receipt	<i>à réception</i>
(to send) a reminder	<i>un rappel</i>
novels	<i>romans</i>
the setting	<i>le cadre ou le décor</i>
to rehearse a show	<i>répéter un spectacle</i>
a conductor	<i>chef d'orchestre</i>
to conduct a band	<i>diriger un groupe</i>
intermission (in a show)	<i>entr'acte</i>
headlines	<i>les grands titres</i>

downhill skiing	<i>ski de piste</i>
a ski lift	<i>remonte pente</i>
diving	<i>plongée</i>
to dive	<i>plonger</i>
a diver	<i>plongeur</i>
sightseeing	<i>visites touristiques</i>
a bathing suit	<i>maillot de bain</i>
a health and fitness program	<i>un programme de remise en forme</i>
a heart condition	<i>trouble, problème cardiaque</i>
to be fit/in good shape	<i>être en forme</i>
prescription	<i>ordonnance</i>
to undergo (an operation)	<i>subir</i>
healthcare	<i>soins médicaux</i>

Phrasal Verbs

come across	trouver par hasard	take off	décoller / enlever (vêtement)
look after	s'occuper de	turn off	éteindre
go ahead	continuer	write off	passer par pertes et profits
get along (with)	s'entendre avec quelqu'un	call on	rendre visite
put aside	mettre de côté	carry on	continuer
throw away	jeter	hold on	attendre (téléphone)
cut back	réduire	keep on	continuer
pay back	rembourser	try on	essayer (vêtement)
take back	reprendre	turn on	allumer
fall behind	prendre du retard	carry out	exécuter / effectuer
break down	analyser / tomber en panne	find out	découvrir
close down	fermer définitivement	hand out	distribuer
turn down	refuser / mettre moins fort (appareil)	move out	déménager
account for	expliquer / justifier	point out	souligner / insister
call for	exiger / requérir	run out	manquer de
look for	chercher	sort out	trier
put forward	proposer (idée, plan)	turn out	produire / s'avérer
call in	passer, rendre visite	work out	trouver / arranger
check in	se présenter à la réception (hôtel) ou à l'embarquement (aéroport)	be over	être fini
fill in	remplir (formulaire, etc.)	take over	prendre le contrôle / racheter
hand in	remettre (un objet)	attend to	s'occuper/ veiller à
move in	emménager	see to	prendre des dispositions pour
look into	étudier	stick to	s'en tenir à
talk into	persuader	catch up	rattraper
turn into	(se) transformer	fill up	remplir
lay off	licencier	give up	abandonner, / renoncer
put off	reporter	look up	chercher (dictionnaire, etc)
sell off	brader	make up	composer
		make up for	compenser
		mix up	confondre / mélanger
		pick up	ramasser / passer prendre
		put up with	soutenir
		set up	établir / s'établir
		sum up	résumer
		turn up	mettre plus fort (appareil)
		wind up	liquider / terminer

Verbs

Simple Forms, Gerunds, Infinitives, Statives, Causatives, Present and Past Participles

Simple Forms

- The simple form follows all modal auxiliaries:
might be can stay should hurry must know could take may sell
- The simple form is used in **that clauses** after certain verbs and adjectives. (This verb form is sometimes called the present subjunctive.)

Verbs:

ask	insist	request
advise	propose	suggest
demand	recommend	urge

Adjectives:

better	important	urgent
essential	mandatory	vital
imperative	necessary	

I insist that bill accompany us.

It's essential that everyone work overtime this week.

- The passive form is be + past participle:
I recommended that Judith be promoted.
- Simple forms sometimes called the "bare infinitive" are used after certain verbs:
The office manager let Bill move to another desk.

Verbs followed by Simple Forms

have	help	let	make	would rather
------	------	-----	------	--------------

Gerunds

- Gerunds are verbal nouns. They may be the subjects of verbs, the objects of prepositions, or the objects of certain verbs:
Swimming is good exercise. (gerund as subject)
John gets his exercise by jogging . (gerund as object of preposition)
I enjoy playing tennis. (gerund as object of verb)
- The **-ing** form is used after a form of **be** in the *progressive forms* of the verb:
is sleeping has been writing should have been wearing
was studying had been drawing will be waiting

Verbs followed by Gerunds

admit	delay	go	practice
anticipate	deny	justify	quit
appreciate	discuss	keep	risk
avoid	dislike	mind	stop
can't help	enjoy	miss	suggest
consider	finish	postpone	understand

Verbs

Simple Forms, Gerunds, Infinitives, Statives, Causatives, Present and Past Participles

Infinitives

- Infinitives can also be used as verbal nouns. Infinitives can be the subjects of verbs or the objects of certain verbs. Infinitive cannot be used as objects of prepositions:

To fly a small plane must be exciting. (infinitive as subject)

My brother wants to get a pilot's license. (infinitive as object of verb)

- After certain verbs, a noun or pronoun object must be used before the infinitive.

My father advised me to wait.

- Certain auxiliary verbs require the infinitive:

ought to go used to play have to hurry

Infinitives have quite a few other uses:

- To show purpose (why something happens)

She went to the bank to deposit the day's receipts.

He took lessons to learn how to sing.

- After certain adjectives (including: able, *anxious*, *easy*, *god*, *important*, *common*, *nice*, *ready*, *difficult*, *strange*, *hard* and others)

I'm anxious to learn.

It's nice to see you again.

- After nouns:

The next person to walk through that door will win a prize.

That's not a common sight to see.

Verbs followed by the Infinitive

afford	demand	need	stop
agree	deserve	offer	try
aim	fail	plan	vote
arrange ask	hesitate	prepare	want
choose	hope	learn (how)	would like
claim	intend	refuse	
decide	know (how)	seem	

Verbs followed by Objects + Infinitives

allow	get	persuade	teach (how)
ask	help	prepare	tell
cause	instruct	need	use
choose	invite	remind	warn
convince	permit	require	

Present and Past Participles

- Participles are verb forms that are used like adjectives. Participles describe nouns. There are two kinds:

Present Participles	Past Participles
<ul style="list-style-type: none">end in -ingused to describe a noun when the noun causes the action: <i>That is an exciting announcement.</i>	<ul style="list-style-type: none">can end in -ed, -en, -d, -t or -n.used to describe a noun when the noun is affected by the action: <i>The excited workers had heard the announcement.</i>

- The **past participle** is used after a form of **have** in all **perfect forms** of the verb:

has said had called should have gone have run will have read

- The **past participle** is used after a form of **be** in all **passive forms** of the verb:

is worn had been promise is being considered will have been missed

Verbs

Simple Forms, Gerunds, Infinitives, Statives, Causatives, Present and Past Participles

Stative Verbs

- Stative verbs are verbs of “state” of being: a state of sensory perception, of mental perception, of emotion, of measurement, or of relationship. Stative verbs are rarely used in the in progressive:

appreciate	believe	belong	care	dislike
doubt	forget	hate	imagine	know
like	love	mean	mind	need
own	prefer	possess	realize	recognize
remember	seem	suppose	understand	want

Causative Verbs

- We use the causative when we do not carry out an action ourselves, but are responsible for the action being performed:

She had her car serviced last week .

(She didn't service the car herself, but the car was serviced because of her; she took it to a garage and asked them to do it.)

Common Causative Verbs that Require the Vinf:

	Noun phrase	Causative Verb	Noun (person)	Vinf	Noun phrase
make have let	The manager	made will have could have let	Mr.Smith	demonstrate	the product.

Common Causative Verbs that are Followed by the Infinitive:

	Noun phrase	Causative verb	Noun (person)	TO + Verb	Noun phrase
allow get permit order want	The manager	should have allowed got will permit can order wants	Mr. Cox	to demonstrate	the product.

Common Causative Verbs that are Followed by the Past Participle:

	Pronoun	Causative Verb	Noun phrase	Verb (p.p.)	Prep. Phrase
got had	I	will get had	the documents	prepared	in two languages.

*When the causative verb shows that one person makes something happen, the causative verb is followed by the past participle form.

Spelling

Nouns, verbs and adjectives can have the following endings:

- noun + -s/-es (plural) books / ideas / matches
- verb + -s/-es (after he/she/it) works / enjoys / washes
- verb + -ing working / enjoying / washing
- verb + -ed worked / enjoyed / washed
- adjective + -er (comparative) cheaper / quicker / brighter
- adjective + -est (superlative) cheapest / quickest / brightest
- adjective + -ly (adverb) cheaply / quickly / brightly

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

Nouns and verbs + -s/-es

- The ending is -es when the word ends in -s/-ss/-sh/-ch/-x:

bus/buses	miss/misses	wash/washes
match/matches	search/searches	box/boxes

Note also:

potato/potatoes	tomato/tomatoes	do/does go/goes
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Words ending in -y (baby, carry, easy etc.)

- If a word ends in a consonant +y (-by/-ry/-sy/-vy etc.) y changes to ie before the ending -s:
baby/babies story/stories country/countries secretary/secretaries
hurry/hurries study/studies apply/applies try/tries
- y changes to i before the ending -ed:
hurry/hurried study/studied apply/applied try/tried
- y changes to i before the endings -er and -est:
easy/easier/easiest heavy/heavier/heaviest lucky/luckier/luckiest
- y changes to i before the ending -iy:
easy/easily heavy/heavily temporary/temporarily
- y does not change before -ing:
hurrying studying applying trying
- y does not change if the word ends in a vowel + y (-ay/-ey/-oy/-uy):
play/plays/played monkey/monkeys enjoy/enjoys/enjoyed buy/buys
- An exception is:
day/daily

Note also: pay/paid lay/laid say/said

Verbs ending in -ie (die, lie, tie)

- If a verb ends in -ie, ie changes to y before the ending -ing:
die/dying lie/lying tie/tying

Words ending in -e (hope, dance, wide etc.)

Verbs

- If a verb ends in -e we leave out e before the ending -ing:
hope/hoping smile/smiling dance/dancing confuse/confusing
- Exceptions are be/being
- and verbs ending in -ee:
see/seeing agree/agreeing
- If a verb ends in -c. we add -d for the past (of regular verbs):
hope/hoped smile/smiled dance/danced confuse/confused

Adjectives and adverbs

- If an adjective ends in -e, we add -r and -st for the comparative and superlative:
wide/wider/widest late/later/latest large/larger/largest
- If an adjective ends in -e, we keep e before -ly in the adverb:
polite/politely extreme/extremely absolute/absolutely
- If an adjective ends in -le (simple, terrible etc.), the adverb ending is -ply, -bly etc.:
simple/simply terrible/terribly reasonable/reasonably

Doubling consonants (stop/stopping/stopped, wet/wetter/wettest etc.)

- Sometimes a word ends in vowel + consonant. For example:

stop	plan	rub	big	wet	thin	prefer	regret
------	------	-----	-----	-----	------	--------	--------
- Before the endings -ing/-ed/-er/-est, we double the consonant at the end. So p→pp, n→nn, etc. For example:

stop	p → pp	stopping	stopped
rim	n → nn	planning	planned
rub	b → bb	rubbing	rubbed
big	g → gg	bigger	biggest
wet	t → tt	wetter	wettest
thin	n → nn	thinner	thinnest
- If the word has more than one syllable (prefer, begin etc.), we double the consonant at the end only if the final syllable is stressed:

preFER / preferring / preferred	perMIT / permitting / permitted
reGRET / regretting / regretted	beGIN / beginning
- If the final syllable is not stressed, we do not double the final consonant:

VISit / visiting / visited	deVELOp / developing / developed
HAPpen / happening / happened	reMEMber / remembering / remembered
- In British English, verbs ending in -l have -ll- before -ing and -ed whether the final syllable is stressed or not:

travel / travelling / travelled	cancel / cancelling / cancelled
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Note that

- we do not double the final consonant if the word ends in two consonants (-rt, -lp, -ng etc.):

start / starting / started	help / helping / helped	long / longer / longest
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- we do not double the final consonant if there are two vowel letters before it (-oil, -red etc.):

boil / boiling / boiled	need / needing / needed	explain / explaining / explained
cheap / cheaper / cheapest	loud / louder / loudest	quiet / quieter / quietest
- we do not double y or w at the end of words. (At the end of words y and w are not consonants.)

stay / staying / stayed	grow / growing	new / newer / newest
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American Spelling

- The verbs like burn, **spell** etc are normally regular in American English **burned, spelled**, etc.
- get** = get got gotten
- accommodation** can be countable = accommodations
- or/-our:** Most words ending in unstressed *-our* in the United Kingdom (e.g., [colour](#), [flavour](#), [honour](#), [armour](#), [rumour](#)) end in *-or* in the United States (e.g., [color](#), [flavor](#), [honor](#), [armor](#), [rumor](#)).
Note where the vowel is [unreduced](#), this does not occur: *contour*, *paramour*, *troubadour*, are spelled thus everywhere.
- er/-re:** In British usage, some words of French, Latin, or Greek origin end with a consonant followed by *-re*, with the *-re* unstressed and pronounced [/ər/](#). Most of these words have the ending *-er* in the US. The difference is most common for words ending *-bre* or *-tre*: British spellings [theatre](#), [litre](#), [centre](#), [calibre](#), [fibre](#), [sabre](#), and *sombre* all have *-er* in American spelling.
- ce, -se:** Nouns ending in *-ce* with *-se* verb forms: American English and British English both retain the noun/verb distinction in *advice / advise* and *device / devise*, but American English has abandoned the distinction with *licence / license* and *practice / practise* (where the two words in each pair are homophones) that British spelling retains. American English uses *practice* and *license* for both meanings. Also, American English has kept the Anglo-French spelling for *defense* and *offense*, which are usually *defence* and *offence* in British English; similarly there are the American *pretense* and British *pretence*; but derivatives such as *defensive*, *offensive*, and *pretension* are always thus spelled in both systems.
- Compounds and hyphens:** British English often prefers hyphenated compounds, such as [counter-attack](#), whereas American English discourages the use of hyphens in compounds where there is no compelling reason, so [counterattack](#) is much more common. Many dictionaries do not point out such differences.

Link Words

ACTUALLY

→ effectivement, en vérité. *What actually happened was that the measurement was false.*

AFTER ALL

→ après tout. *After all, he knew he didn't need to win.*

ALL THE SAME

→ malgré tout, quand même, tout de même, au demeurant. *He has to work at night to pay for his studies; all the same, he is one of our best students. I'll do it all the same.*

ALSO

→ de plus, également. *He also had to carry out a second experiment. This item is also available in dark blue.*

ALTERNATIVELY

→ ou bien. *We can arrange for a car to be delivered, or alternatively you may book one through our Paris office.*

ALTHOUGH (= THOUGH)

→ bien que (concession). *Although he was an adopted child, he looked very much like his mother.*

AS

1. comme (cause). 2. comme (comparaison). 3. comme, alors que, au moment où (temps). 4. bien que, si ... que (concession).

1. *As I was unable to choose between the two, I bought both.* 2. *Do as you are told!*

3. *As I was working in my room, I heard a crash in the kitchen.*

4. *Much as she wanted a computer, she never could buy herself one. Attractive as she may have been, I didn't like her.*

AS A CONSEQUENCE

→ de ce fait, en conséquence (de quoi). *As a consequence, we had to boot the system again.*

AS A MATTER OF FACT

→ en fait. *As a matter of fact, I must confess I didn't like it much.*

AS A RESULT

→ de ce fait, en conséquence (de quoi). *As a result, we couldn't come as planned on Friday night.*

AS FOLLOWS

→ comme suit. *Our method is as follows.*

AS (SO) LONG AS

→ pourvu que (condition). *I don't object to your music as (so) long as you don't play it too loud.*

AS SOON AS

→ dès que (temps). *As soon as he appeared on the stage, the fans started screaming.*

AS THOUGH

→ comme si (comparaison). *He behaved as though she had a clear conscience.*

AT ANY RATE

→ en tout cas, de toute façon. *At any rate we couldn't have finished it today.*

BECAUSE

→ parce que (cause). *He called me because he was depressed.*

BECAUSE OF

→ à cause de (cause). *People are less keen on going to the cinema; it's all because of television.*

BESIDES

1. en outre, d'ailleurs (addition). 2. en plus de (addition).

1. *It's too late; besides I'm tired.* 2. *I've got two other cars besides this one.*

BY THE WAY

→ à propos, soit dit en passant. *By the way, I wanted to ask you about*

CLEARLY (OBVIOUSLY)

→ manifestement (insistance). *Clearly, the result could not be explained that way.*

CONSEQUENTLY

→ par conséquent (conséquence). *You have done all you could to save her, consequently, no one can put the blame on you.*

CONSIDERING

→ étant donné. *This is a good result considering testing conditions.*

DEPENDING ON (= ACCORDING TO)

→ selon. *Cost can vary depending on the transmitter range.*

DESPITE (= IN SPITE OF, mais plus rare)

→ malgré, en dépit de, nonobstant (concession, restriction).

Despite his having a lot of money, he didn't show off.

DUE TO

→ du fait de (cause). *The sensitivity of the signal to interferences is due to the poor quality of cable links.*

EVEN SO

→ mais cependant, quand même, malgré cela. *Even so, there's no real cause for concern.*

EVEN THOUGH

1 = THOUGH: bien que (concession). 2. = EVEN IF: même si (condition). 1. *Even though she is my sister, we are not very close.* 2. *Even though I tried, our relationship did not get any better.*

EXCEPT FOR

→ à l'exception de (restriction). *Except for emergencies, this place is closed on Sundays.*

FOR

1. car, en effet. 2. depuis, pendant (temps). 3. FOR ... TO : pour (but).

1. *Don't blame him for he is still very young. He was punished for having cheated.*

2. *He has been a professional actor for two years. We sat there for hours, just looking at each other.*

3. *I have bought some magazines for you to read on the train.*

FOR INSTANCE = FOR EXAMPLE

→ par exemple. *For instance, let's explain it this way.*

FOR THIS PURPOSE

→ à cet effet, dans ce but. *For this purpose we have to do further research in this field.*

FURTHERMORE (= MOREOVER, WHAT IS MORE)

→ en outre, de plus, du reste, d'autre part, par ailleurs, qui plus est (addition). *He had a very serious accident in which his car was totally wrecked. Furthermore, it cost him his driving licence.*

HENCE

→ d'où, de là. *Computers are cheaper and hence more easily available to a greater number of people.*

HOWEVER

→ cependant, toutefois, pourtant, du reste. *However, the results I got weren't satisfactory.*

GIVEN

→ étant donné (implication). *Given the conditions in which this experiment has been carried out, we should be careful in showing our results.*

i.e. (id est) (= THAT IS)

→ c'est à dire, à savoir.

IF

→ si (condition). *If I were rich, I'd go to the cinema every night.*

IF NOT

→ sinon.

IN ADDITION

→ en outre, en plus, de plus, de surcroît (addition). *In addition to all his misfortunes, he has just been fired from his job. In addition, he will have to move out before June.*

IN CASE

→ au cas où (hypothèse). *I have bought a map of the town in case we should need one.*

IN ANY CASE

→ en tout cas, de toute façon. *In any case I want you to come right now.*

IN FACT

→ en fait. *In fact I wanted to tell you about it.*

IN ORDER (NOT) TO

→ pour (ne pas), afin de (ne pas) (but). *He took an intensive course in order to be better prepared for his trip to Africa. He wanted to learn the language in order not to go there as a mere tourist.*

IN SPITE OF (= DESPITE, mais plus courant)

→ malgré, bien que (concession). *In spite of there being a big fireplace, we were terribly cold.*

INSTEAD

→ au lieu de cela. *Instead she looked out of the window.*

INSTEAD OF

→ au lieu de (modification). *If you want me to come at seven instead of six, just tell me!*

IN THE MEANTIME

→ pendant ce temps (temps).

The shop assistant was busy; in the meantime, the boy managed to steal something from the counter.

IN VIEW OF (= ON ACCOUNT OF, OWING TO)

→ en raison de (cause). *In view of the low sensitiveness of the meter, the measurements should not be referred to as accurate.*

IT FOLLOWS THAT

→ s'ensuivre, résulter (implication). *It follows that B is larger than A*

LET

→ soit. *Let B be a subgroup of A*

LET ALONE

→ sans parler de..., sans compter ..., à plus forte raison... *No one was sure what had happened, let alone why it happened.*

LIKEWISE

→ également, pareillement. *Likewise, you can't manage to do it right the first time.*

MEANWHILE

→ pendant ce temps (temps). *Meanwhile, we could have something to eat.*

MOREOVER (= WHAT IS MORE, FURTHERMORE)

→ en plus, de plus, du reste, d'autre part, par ailleurs, qui plus est (addition). *I can assure you she is both hard-working and good tempered. Moreover, she is very reliable.*

NAMELY (= THAT IS TO SAY)

→ à savoir, c'est à dire. *He couldn't deliver more than what he had promised, namely end the war.*

NEVERTHELESS

→ néanmoins, toutefois, toujours est-il que. *He has been out of work for months; nevertheless, he lives very comfortably.*

Link Words

NONETHELESS

→ néanmoins, toutefois (plus formel que nevertheless). *But is is nonetheless a science oriented curriculum.*

NO MATTER WHAT, WHERE, WHO, etc. (= WHATEVER, WHEREVER, etc.)

→ quoi que ce soit, où que ce soit, etc. (concession). *No matter what you do, or how rich you become, you shouldn't forget your origins.*

NONETHELESS (= NEVERTHELESS, mais plus rare)

→ pourtant, néanmoins (concession). *He is nonetheless very generous.*

NOT THAT

→ d'ailleurs, non pas que (restriction). *He won't be there. Not that it matters.*

NOT TO MENTION

→ sans parler de, outre. *Not to mention the high cost of a college education in the USA.*

NOTWITHSTANDING

→ néanmoins (formel). *IT will remain a growth area notwithstanding the economic situation.*

ONCE

→ une fois (temps). *Once you have said "no" to him, he won't bother you again. Once on the spot, you will find it easily.*

ON CONDITION THAT (= PROVIDED THAT)

→ à condition que (condition). *I will help you, on condition that you trust me.*

ON THE ONE HAND ... ON THE OTHER HAND

→ d'une part /d'un côté ... d'autre part/de l'autre ...

ON THE OTHER HAND (seul)

→ d'autre part, en revanche. *John had great difficulties operating the equipment. On the other hand, he was able to improve it a great deal.*

ON TOP OF THAT

→ qui plus est, en plus de cela. *On top of that, he asked me if he could borrow my car.*

OR ELSE

→ sinon (condition négative). *You should wash it in lukewarm water. or else it will shrink.*

OTHERWISE 1. = OR ELSE : Sinon (condition négative).

2. par ailleurs, au demeurant, autrement (contraste).

1. *Wash it in lukewarm water, otherwise it will shrink.*

2. *This car is too old. but otherwise it's comfortable. You may see things otherwise tomorrow.*

OWING TO

→ en raison de, à cause de (cause). *Owing to disastrous weather conditions. the expedition had to be postponed.*

PROVIDED, PROVIDING (THAT) (= ON CONDITION THAT)

→ à condition que, pourvu que (condition). *We will go away for the week-end, provided/providing (that) we can rent a car.*

RATHER THAN

→ plutôt que. *We will use familiar English names rather than scientific Latin ones.*

SAY (let us say)

→ disons, mettons, par exemple. *Say we leave tomorrow morning.*

SINCE

1. puisque (cause). 2. depuis (temps). 1. *Since you get on so well, why don't you try to live together?* 2. *She has been working harder since the beginning of the term.*

SO

→ donc (conséquence).

I didnt expect anything, so I wasn't disappointed.

SO AS (NOT) TO

de façon à (ne pas) (but). *He locked himself up so as not to be disturbed.*

SO LONG AS (= AS LONG AS)

→ pourvu que (condition). *I don't object to your music, so long as you don't play it too loud*

SO THAT

1. pour que, de façon que (but). 2. si bien que, de sorte que (conséquence). 1. *Would you mind moving to your left so that I can get some sunshine too?* 2. *New facts have emerged so that we'll have to reconsider our position.*

STILL

→ 1. encore 2. pourtant, cependant, quoi qu'il en soit.

2. *I often forget to water that plant; still, it keeps growing.*

SUPPOSE

→ supposons que (hypothèse). *Suppose he hadn't spoken so well, would you have noticed him?*

SUPPOSING

→ supposons que, en supposant que (hypothèse). *Supposing you had more free time, you would not know what to do with it.*

THAT IS TO SAY, THAT IS

→ 1. c'est à dire. 2. du moins. *That is, the only visible part of the plant.*

THAT IS WHY

→ c'est pourquoi (cause). *He had no accent, that's why I didn't guess he was a foreigner.*

THEN

→ en ce cas, alors, donc. *Then we really have to go and see her.*

THEREBY

→ de ce fait, par là. *The president had lied and thereby obstructed justice.*

THEREFORE

→ par conséquent (conséquence). *I never get any consideration; therefore, I don't see why I should make any more effort.*

THOUGH

1. = **ALTHOUGH** : bien que (concession). 2. cependant, pourtant, malgré tout. 1. *Though he had a weak heart he never spared his efforts. Depressing though he may be, I like him.* 2. *It's pretty, though, isn't it?*

THUS

→ ainsi (au sens de par conséquent). *Thus the future of the championship is still undecided.*

TILL (= UNTIL)

→ jusqu'à (ce que) (temps).

They danced till three. They danced till they were exhausted.

TO THIS END

→ à cet effet. *To this end we had to modify the initial projet.*

UNLESS

→ à moins que (condition négative). *We are sure to be on time unless we get caught in a traffic jam.*

UNLIKE

→ à l'inverse de, contrairement à, à la différence de (contraste, opposition). *Unlike her husband, she drives an automatic car.*

UNTIL (= TILL)

→ jusqu'à (ce que) (temps). *The cat will mew until we open the door.*

WHAT IS MORE (= MOREOVER, FURTHERMORE)

→ en outre, de plus, du reste, d'autre part, par ailleurs, qui plus est (addition). *That man is a total failure with his wife and kids. What is more, he is never sober.*

WHEN

1. quand (temps). 2. une fois (temps). 1. *I'll call you when I have made up my mind.* 2. *When in London, we'll do some shopping.*

WHEREAS

→ alors que (contraste). *She behaved as though she had a clear conscience whereas I knew she had not.*

WHETHER (... OR)

→ si (supposition). *I wonder whether it is worthwhile. I can't decide whether I'll start looking for a flat in town or for a house in the country.*

WHICH IS WHY

→ et c'est pourquoi, ce qui explique pourquoi.

WHILE

1. pendant que (temps). 2. tant que, aussi longtemps que (temps). 1. *There was a terrible storm while you were asleep.* 2. *There will be a watershortage while this heatwave is going on.*

WITH RESPECT TO (= IN RESPECT OF)

→ en ce qui concerne. *It's going to raise a lot of problems in respect of atmosphere pollution.*

WITH REFERENCE TO (= IN REFERENCE TO)

→ 1. en référence à, par rapport à. 2. faire mention de. 1. *With reference to your letter dated ...* 2. *This is a lecture on information technology, with particular reference to satellite telecommunications.*

WHOEVER, WHATEVER

→ qui / quoi que ce soit, etc. (concession). *However hard she worked, and whatever she did, she never got any compliments*

YET

→ 1. déjà (temps). 2. encore (= STILL). 3. cependant, néanmoins (concession). 1. *Has she arrived yet? I wonder whether she has arrived yet.* 2. *I have written down the things yet to be done. I haven't seen that film yet.* 3. *He can play the piano beautifully, and yet he has never been taught.*

Function Words

Some answer choices do not look alike but have related definitions. Usually, all four choices have similar definitions, but sometimes choices have opposite meanings. Sometimes the words involved are function words (words used primarily to show grammatical relationships).

Sample Item: Function Words with Similar Meanings

We did not have _____ questions for the lecturer.

- a) none
- b) **any**
- c) some
- d) no

Choices (A) and (D) are negative words and cannot correctly be used with the negative auxiliary did not. Choice (C), some, can be used in affirmative statements and questions.

Certain function words are closely related and often appear in the same items. Following is a list of some of these expressions with sentences that illustrate their use and explanatory notes.

<p>enough I don't have enough money to buy that sweater now. Besides, I don't think it's big enough for me.</p> <p>too It's too expensive to buy right now.</p> <p>so The suitcase was so heavy that I could barely lift it.</p> <p>such It was such a heavy suitcase that I could barely lift it.</p>	<p>Enough is used to indicate that there is the correct amount of something needed to accomplish a certain goal.</p> <p>Too is used to indicate that there is more than the correct amount.</p> <p>So is used before an adjective (<i>so heavy</i>).</p> <p>Such is used before an adjective and a noun (<i>such a heavy suitcase</i>).</p> <p>Both enough and too are generally used with infinitives; so and such are generally used with <i>that</i> clauses.</p>
<p>most Most people enjoy music.</p> <p>most of the Most of the people at the concert seemed to enjoy it.</p> <p>almost Almost all the parking spaces were taken.</p> <p>the most This is the most exciting book I have read in a long time.</p>	<p>Most means "the majority." It is used to speak of a large, generalized group (<i>most people</i>).</p> <p>Most of the is used to speak of a specific group (<i>most of the people at the concert</i>).</p> <p>Almost means "nearly." <i>Almost all the parking spaces</i> means nearly all of them.</p> <p>The most is used with the superlative form of some adjectives (<i>the most exciting</i>).</p>

Function Words

<p>yet Has Henrik arrived yet?</p> <p>still No, he is still not here.</p> <p>anymore Trisha does not live in that apartment complex anymore.</p> <p>already She has already found another place to live.</p>	<p>Yet and still both mean "up to now."</p> <p>Yet is used chiefly in questions and negative statements, and usually comes at the end of a clause.</p> <p>Still is used in all types of sentences: questions, statements, and negative statements.</p> <p>Anymore is used to indicate that something is not happening now. It occurs in questions and negative statements, and usually comes at the end of a clause.</p> <p>Already is used to indicate that something has happened before now. It is used in statements and questions.</p>
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<p>any Do you have any change? No, I don't believe I have any.</p> <p>some Can I have some soup? Sure, there's some in the pot.</p>	<p>Any is used in questions and negative statements.</p> <p>Some is used in questions and affirmative statements.</p>
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<p>ever Have you ever gone skydiving? No, and I do not ever plan to go.</p> <p>never I have never been skydiving either, but I would like to go.</p>	<p>Ever is used in questions and negative statements.</p> <p>Never is used in affirmative statements.</p>
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<p>no There was no coffee in the pot.</p> <p>none There was none left.</p> <p>not This is not coffee — it's tea. I do not want any tea.</p>	<p>No is used before nouns (<i>no coffee</i>) and certain comparative words (<i>no sooner, no longer</i>).</p> <p>None means "not any" or "not one."</p> <p>Not is a function word that makes almost any word or words negative.</p>
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<p>after We will go to dinner after the theater. We will go to dinner after the play is over.</p> <p>afterwards We will go to the theater first and to dinner afterwards.</p>	<p>After is used as a preposition before nouns (<i>after the theater</i>) or as an adverb-clause marker before a clause (<i>after the play is over</i>).</p> <p>Afterwards is an adverb and is usually used at the end of a clause.</p>
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Function Words

<p>much Will the trip take much time?</p> <p>many Yes, it will be many hours before we arrive.</p> <p>little There is a little money in the wallet.</p> <p>few There are a few dollars.</p> <p>amount There is a large amount of work that has not been done.</p> <p>number There are a number of jobs that must be done.</p>	<p>The terms much, little, and amount are used with noncount nouns (<i>time, money, and work</i>).</p> <p>The terms many, few, and number are used with countable nouns (<i>hours, dollars, and jobs</i>).</p>
<p>alike Field hockey and soccer are alike in many respects.</p> <p>like Like soccer, field hockey is a fast-paced game. Field hockey, like soccer, is a fast-paced game. Field hockey is like soccer in that both are fast-paced.</p> <p>similar (to) Your leather coat and mine are similar. Your leather coat is similar to mine.</p> <p>the same (as) Your leather coat and mine are nearly the same. Your leather coat is the same size as mine.</p>	<p>Alike is used in the pattern "A and B are alike."</p> <p>Like is used in these patterns: "Like B, A . . .," "A, like B, . . .," and "A is like B. ..."</p> <p>Similar is used in the patterns "A and B are similar" and "A is similar to B." I</p> <p>The same is used in the patterns "A and B are the same" and "A is the same as B."</p>
<p>between Relations between the two countries are cordial.</p> <p>among The man divided his estate among his four children.</p>	<p>Between is used to refer to two entities.</p> <p>Among is used to refer to more than two.</p>

Using Prepositions

Preposition Lists

AT

<p>Time at + time of day (at 9 :20 ; at midnight) at night</p> <p>Place at + address (at 634 Sutter Street) at + building (at the Prado Museum) at home</p> <p>Note: both <i>in</i> and <i>at</i> can be used with buildings. <i>in</i> emphasises that someone or something is <u>inside</u> the building.</p>	<p>Other (not) at all at a disadvantage at a good price at a high price/low price at a profit/loss at an advantage at any rate at cost price at first/last at most/least at once (= immediately) at present at risk at short notice at the latest at the moment at times (= sometimes) at your convenience</p>
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BY

<ul style="list-style-type: none"> By is used before a point of time to indicate the latest possible time. By, in this case, means “no later than”: <i>I will be home by noon.</i> By can mean “next to”: <i>She’s standing by her friend.</i> By is used after passive verbs to identify the agent (the “door”) of the action: <i>This report was written by Paco.</i> By is used with means of transportation and communication: <i>by car/bus/plane/taxi</i> <i>by email/airmail/snail mail/fax/text</i> <p>Note: both by and in/on are used before means of transportation or communication. By is used only before singular nouns without articles or other determiners. If the noun is plural, or if it is preceded by a determiner, in or on is used. <i>I sent the report by <u>email</u>.</i> <i>I sent the report in <u>an email</u>.</i></p>	<p>Other by accident by all means by and by by chance by cheque/credit card by far by hand by heart by law by means (of) by mistake by name by no means by now by post by return by sight by the time by the way by then</p>
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DURING

<p>During is used with periods of time: <i>It snows a lot in Montreal during the winter.</i> <i>His company grew rapidly during the 1980s.</i></p>	<p>Note: during is not used with dates or days of the week:</p>
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Using Prepositions

Preposition Lists

FOR

<ul style="list-style-type: none">• For is used with a period of time to show the duration of an action: <i>Smythe has been living abroad for six months.</i>• Note: since is used with points of time to show a similar relationship: <i>Smythe has been living abroad since January.</i>• For is used to show purpose: <i>He went to the store for milk and bread.</i>• For can mean “in place of” or “on behalf of”: <i>I asked Sally to work for me on Saturday.</i>	Other for a change for a while for ages for better or worse for example for free for good (= permanently) for instance for lunch for now for rent for sale (= on the market) for the moment
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FROM/TO and BETWEEN/AND

These phrases are used with starting points and ending points: <i>From 1990 to 1993, Mr. Nolan was in charge of the sales division.</i> <i>Between 1990 and 1993, Mr. Nolan was in charge of the sales division.</i> <i>Interstate Highway 90 runs from Boston to Seattle.</i> <i>Interstate Highway 90 runs between Boston and Seattle.</i>	Other from bad to worse from my point of view from now on from personal experience from then on from what I understand
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OUT OF

out of date	out of order	out of stock	out of control	out of hand
out of breath	out of luck	out of reach	out of control	out of order
out of sight	out of date	out of practice	out of tune	out of doors
out of the question	out of work			

TO

to my mind	to what extent	to whom it may concern
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UNTIL

Until is used with points of time to indicate that an action continues up to that point:

Helen practiced the piano until noon.
They won't arrive until tomorrow.

UNDER

under age	under consideration	under control
under discussion	under guarantee	under his thumb
under no obligation	under obligation	under pressure
under suspicion	under the impression	under the influence of

WITH/WITHOUT

<p>With is used to express the idea of accompaniment or ownership: <i>I went to the restaurant with Andrea.</i> <i>The man with the briefcase is the vice-president.</i></p> <p>With is also used to indicate the tool or instrument used to accomplish something: <i>He opened the door with his key.</i> <i>He paid for the bill with a credit card.</i></p>	<p>Other with reference to without exception without fail without notice without someone's consent without success without warning</p>
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ON

<p>Time on + date (on March 23) on + day (on Friday)</p>	<p>Place on the earth/the planet/the globe on + street (on wall street) on + coast (on the east coast) on + floor (on the 42nd floor) on a farm on a map</p>
<p>Other on + musical instrument (on the guitar) on a trip on a vehicle (on the bus; on a train; on a plane) on application on business on fire on foot on guard on your own on his mind on hold on holiday on loan on my mind</p>	<p>on order on purpose (= intentionally) on sale (= for sale at a reduced price) on schedule on strike on television/radio on the cover (of) on the increase on the market (= for sale) on the other hand on the phone on the radio on the whole on time (for)</p>

Using Prepositions

Preposition Lists

IN

Time

in + century (in the twenty-first century)
in + decade (in the 1940s; in the nineties)
in + year (in 1987)
in + season (in the spring)
in + month (in October)
in + parts of the day (in the morning; in the afternoon; in the evening)
in (or within) is also used with amounts of time:
I'll be home in(within) half an hour.

Place

in the world
in + continent (in Africa)
in + body of water (in the Caribbean)
in + country (in Thailand)
in + state/province (in Massachusetts; in Ontario)
in + city (in Munich)
in + building (in the empire state building)
in + room (in the kitchen)

Other

in + clothing (in a gray suit)
in + language (in Japanese)
in + book (in *The Complete Guide to the TOEIC Test*)
in + newspaper (in the *International Herald Times*)
in + magazine (in Asia week)
in + department (in the legal department)
in + field (in computer science; in architecture)
in + a person's opinion (in my opinion)

in a car/taxi
in a hurry
in a moment
in advance
in back of
in bulk
in charge of
in common
in danger (of)
in debt
in exchange for
in fact
in front of
in general
in ink
in line
in love
in mind
in my opinion
in order to
in pain
in part (=partially)
in person
in piece
in public
in silence
in spite of this
in stock
in tears
in the end
in the market (for) = (= trying to buy something)
in the middle of
in the past
in the past/future
in the process (of)
in the rear
in time
in trouble
in very bad shape
in very good condition
in writing

Using Prepositions

Noun + Preposition List

A

access to
advantage of
admiration for
alternative to
attack on
attitude to /towards
authority on
association smt with smt

C

commend on
comparison between
connection between
contrast with
credit for
cruelty towards
characteristic of
cure for

D

decrease in
delay in
desire for
difference between/of
difficulty in/with
disadvantage of

E

effect on
exception to
expert on/at/in
experience in

H

hope for

I
increase in
influence on
information about
intention of

K

knowledge of

L

lack of
link with

M

matter with

N

need for
notice of

O

opinion of/about

P

pleasure in
preference for
protection from

R

reaction to
reason for
recipe for
reduction in
relationship with
report on
responsibility for
result of
respect for
rise in
room for

S

solution to
smell of
sympathy for

T

tax on
taste of
threat to
trouble with

U

use of

V

victims of

Using Prepositions

Adjective + Preposition List

A

accustomed	to
accused	of
acquainted	with
addicted	to
annoyed	about/with/at
allergic	to
amazed	at/by
anxious	about
appreciated	for
ashamed	of
associated	with
astonished	at/by
aware	of
angry	with
afraid	of
attached	to

B

bad	at
based	on
beneficial	to
bored	with
brilliant	at
busy	with

C

capable	of
careful	with/about/of
certain	about
characteristic	of
clever	at
connected	with
conscious	of
content	with
crazy	about
crowded	with
curious	about

D

dissatisfied	with
doubtful	about
delighted	at/about
derived	from
different	from
disappointed	with

E

eager	for
eligible	for
enthusiastic	about
excellent	in/at
excited	about
experienced	in
exposed	to
envious	of

F

faithful	to
familiar	with
famous	for
fed up	with
free	of/from
frightened	of
friendly	with
fond	of
furious	about
furnished	with
full	of

G

generous	with/about
guilty	of/about
gentle	with
good	at
grateful	to

H

happy	about
hopeful	of/about

I

identical	with/to
immune	to
impressed	with
inferior	to
indifferent	to
innocent	of
interested	in
involved	with
incapable	of

J

jealous	of
---------	----

K

kind	to
keen	on

L

late	for
limited	to
lucky	at

N

nervous	of/about
notorious	for

O

opposed	to
---------	----

P

patient	with
pessimistic	about

pleased	with
polite	to
popular	with
presented	with
proud	of
punished	for
puzzled	by/about

Q

qualified	for
-----------	-----

R

ready	for
related	to
relevant	to
respectful	for
responsible	for
rid	of

S

sad	about
safe	from
satisfied	with
scared	of
sensitive	to
serious	about
sick	of
similar	to
shocked	by
skilful	at
slow	at
sorry	for/about
successful	in
suitable	for
sure	of/about
superior	to
surprised	at
suspicious	of
sympathetic	with

T

terrible	at
terrified	of
tired	of
thankful	to/for
trilled	with
troubled	with
typical	of

U

unaware	of
upset	about
used	to

W

wrong	with/about
worried	about

Using Prepositions

Verb + Preposition List

A

absorb in
account for
add to
adjust to
admit to
agree with
apply for
appeal to
argue with
argue about
arrange for
arrive in / at
apologize for
approve of
ask for
accuse smb of smt
arrest smb for smt

B

base on
beg for
begin with
benefit from
believe in
belong to
boast about
borrow from
blame smb for smt/ smt on smb

C

care for / about
cater for
choose between
comment on
collide with
communicate with
compare with / to
compete with
complain about
compose of
concern about / with
concentrate on
confess to
confuse with
congratulate on
consist of
contribute to
cope with
correspond with
count on
cover with
crash into
charge smb with/for smt
convict smb of smt
convince smb of smt
cure smb of smt

D

decide on / against
dedicate to
depend on
despair of
deter from
differ from
disagree with
disapprove of
discuss with
devote to
dream of / about
dress in
drink to
demand smt from smb
derive smt from smt
discourage smb from smt
distinguish smb/smt
from/between smb/smt
distract smb from smt

E

elaborate on
emerge from
escape from
experiment on
excuse smb for smt
exchange smt for smt
exclude smt from smt
expel smb from smt
explain smt to smb

F

face with
feel like
feel about
fight against/with/for
forget about
forgive smb for smt

G

guess at
get married to
get rid of
get tired of
grumble about

H

hear of / about
hide from
hope of / for
help smb with smt
hinder smb/smt from smt

I

insure against
interfere with/in
invest in
involve smb/smt in smb/smt

J

joke about

K

know about

L

laugh at/about
listen to
long for
lend smt to smb

M

meet with
mistake for
get married to

O

object to
operate on

P

participate in
pay for
persist in
pray for
prepare for
prohibit from
praise smb for smt
present smb with smt
prevent smb from smt
provide smb with smt
provide smt for smb
punish smb for smt

Q

quarrel about smt
quarrel with smb

Using Prepositions

Verb + Preposition List

R

react against / to
recon on
recover from
refer to
rely on
reply to
resign from
respond to
result in
retire from
room for
remind smb of smt
rob smb of smt

S

search for
see to
shout at
smile at
specialise in
speak to
stand for
stare at
stem from
subscribe to
substitute for
succeed in
suffer from
save smb from smt
sentence smb to smt
share smt with smb
subject smb to smt
suspect smb of smt

T

talk to
talk about
think of/about
turn to
tell smb about smt
thank smb for smt
translate smt into smt
trust smb with smt

U

use for

V

vote for

W

wait for
wonder at
work on
worry about
write to / about
warn smb about/against smb/smt