

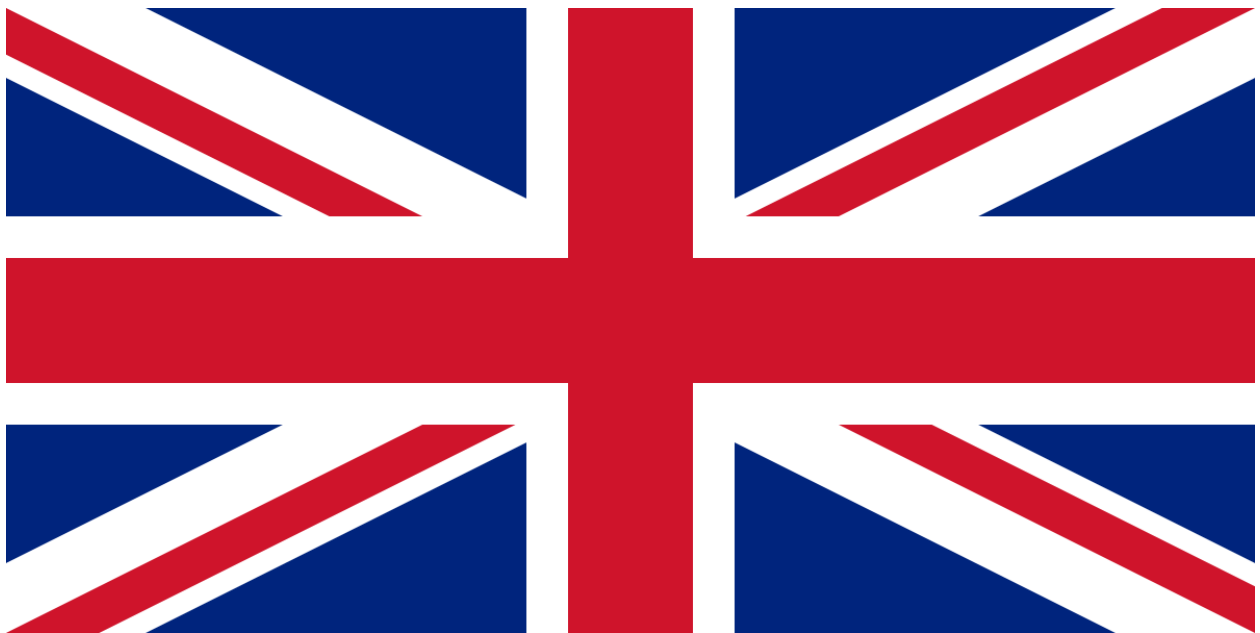
# ENGLISH GRAMMAR FOR GRAMMAR SCHOOLS

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## Basic Grammatical Terms

### 1. Parts of speech:

- Nouns: a house, a book ...
- Verbs: to help, to cook ...
- Adjectives: nice, ugly ...
- Adverbs: at noon, yesterday, carefully ...
- Pronouns: I, me, myself, who, which ...
- Articles: a, an, the
- Conjunctions = linking words: and, but, although ...

### 2. Sentence elements:

- a) She (subject) read (verb/predicator) a book (object) yesterday (adverb).
- b) She gave him (indirect (posredni) object) a book (direct (neposredni) object).

### 3. Auxiliary verbs: be, do, have ...

**Do** you play tennis?

### 4. Modal verbs: can, could, must, should, may, might ...

## Word Order In English Sentences

- a) There is always a subject in a sentence and the verb comes after the subject.

**SUBJECT + VERB**

~~Yesterday happened five accidents.~~

Yesterday five accidents happened.

Five accidents happened yesterday.

Many things are important for this.

- b) If there is no subject, we use the so-called INTRODUCTORY SUBJECT.

~~In our class are 21 students.~~

In our class, there are 21 students.

~~In this restaurant is very hot.~~

In this restaurant, it is very hot.

- c) Typical word order: SUBJECT + VERB + OBJECT + ADVERB(S)

I ate a hot dog **yesterday**. (ADVERBS OF TIME)

She sings very **beautifully**. (ADVERBS OF MANNER)

- d) TOO / ENOUGH

He is too **old** to start running.

He is old **enough** to go to school.

## Making Questions

- a) YES / NO Questions

Do you like Asian Cuisine? – No, I don't.

Did you do your homework? – Yes, I did.

Were you at the party yesterday? – No, I wasn't.

Can I take your book? – Yes, you can.

Must I wash the dishes? – No, you don't have to.

- b) Wh – questions: when, where, why, what, which, who, whose, how, how much, how many.  
(Which – limited choice of answers. How much? – uncountable nouns)

When did you get up?

When does he play football?

QUESTION WORD + AUXILIARY VERB + SUBJECT + VERB (infinitive) + OBJECT?

Whose car is this?

- c) Subject object questions

Sentence	Asking (for) <b>subject</b> about	Asking (for) <b>object</b> about
<b>Susan</b> loves <b>Tom</b> .	Who loves Tom?	Who does Susan love?
<b>They</b> help <b>poor children</b> .	Who helps poor children?	Who do they help?
<b>They</b> are helping <b>poor children</b> .	Who is helping poor children?	Who are they helping?
<b>They</b> helped <b>poor children</b> .	Who helped poor children?	Who did they help?
<b>Peter</b> saw <b>Ann</b> .	Who saw Ann?	Who did Peter see?
<b>An accident</b> happened yesterday.	What happened yesterday?	/
<b>Susan</b> danced with <b>Tom</b> .	Who danced with Tom?	Who did she dance with? <sup>1</sup>
<b>They</b> were talking about <b>her brother</b> .	Who was talking about your brother?	Who were they talking about?

<sup>1</sup> The preposition usually comes at the end of the sentence.

# Present Simple Tense

## 1. Use:

- a) Is used to express a repeated action / a present habit / routine (the action is repeated regularly).

He **always** studies for the exam, because he wants **to get** a good mark.  
Do they **often** visit their parents?

- b) Is used to express a present state / fact / general truth.

They live in Ljubljana.  
This lake freezes in winter.  
The sun rises in the east.

- c) Is used to express a future action according to the timetable (schedule, calendar ...).

The plane takes off at 10.  
When does the film start?

## 2. Spelling:

- a) 3<sup>rd</sup> person singular, we add -s or -es

He: helps, works,  
Verbs which end in -tch, -sh, -ss, -x, -o  
She: watches, washes, dresses, fixes, goes

- b) Consonant + y

Cry => he cries  
Fly => she flies

- c) Vowel + y

He plays

## 3. Time expressions:

Often, usually, always, sometimes, frequently, regularly, **occasionally**, **rarely**, seldom, never, ever, hardly ever, once a week, twice a month, every year,

# Present Continuous

## 1. Form: BE + VERB-ING

## 2. Use:

- a) Is used to express an activity, which is going on at the moment of speaking.

Listen! Someone is playing the piano.

- b) Is used to express an activity, happening for a limited period of time at the present or near present.

We **usually** have dinner at six, but **this week** we are having dinner at eight.

What is your brother doing these days?

He is studying for the exam.

- c) Is used to express annoyance.

He is leaving his slippers everywhere. (It irritates me.)

- d) Is used to express a future activity (ARRANGEMENT).

They are getting married next week. (Everything has been arranged.)

I am seeing my grandmother on Friday.

- e) Is used to express a temporary characteristic.

He is usually very kind, but today he **is being** really rude.

- f) Is used to express changing situations.

It is getting colder and colder.

My English is improving.

## 3. Spelling:

- We add -ing: playing, working
- Verbs which end in -e, lose the -e: make => making, have => having
- Verbs which end in -ee, keep the -ee: see => he is seeing
- Vowel + consonant: run => running, plan => planning, stop => stopping, travel => travelling / traveling
- Exceptions: dying, lying

#### 4. Time expressions:

Now, at the moment, at present, currently, these days, **nowadays**, today, this week.

### **Stative / State Verbs**

Are used to describe a permanent state rather than an action. They are normally not used in the continuous form.

- Verbs of the senses: feel, hear, see, smell, taste:

This cake tastes delicious.

This smells awful.

I cannot see anything.

Do you see what I mean?

- Verbs of feeling, emotions: like, dislike, love, adore, worship, hate, prefer, want:

He prefers swimming **to** skiing.

He hates being shouted at.

- Verbs of opinion: think, believe, expect, assume, agree, disagree, suppose, understand:

What do you think of his new book?

He disagrees with everyone.

I do not expect him to come to the party.

- Other verbs denoting states or conditions: appear, seem, belong, contain, consist of, include, have (possess), own, fit, suit, match, wish:

How many liters does this bottle contain?

Is accommodation included in the price?

These shoes fit me.

This dress suits you.

Some verbs can be used in the continuous form, but with a difference in meaning.

**THINK:**

What are you thinking about?  
What do you think of his book?

**HAVE:**

He has two cars. (He possess)  
He is having a party next week.  
He is having a bath.  
They are having a row.

**SMELL:**

This smells awful.  
She is smelling the perfumes because she cannot decide, which one to buy. (Voluntary action – doing something on purpose)

**SEE:**

I cannot see anything.  
Do you see what I mean?  
I am seeing my uncle next week.

**WEIGH:**

He weighs 50 kilos.  
The nurse is weighing a baby.

## **The Order Of Adjectives**

It is a nice small old square white Italian wooden table.  
OPINION > SIZE > AGE > SHAPE > COLOUR > ORIGIN > MATERIAL (OSASCOM)

# **Present Perfect Simple**

Links the present with the past.

**1. Form: HAVE / HAS + PAST PARTICIPLE (3<sup>RD</sup> FORM) / VERB-ED**

**2. Use:**

- a) Expresses an action, which happened at an indefinite time in the past (the action is more important).

He has broken his leg. (Oh, really? How did that happen?)

- b) Expresses an action, which started in the past and continues up to the present.

We have known each other for 10 years.

How long have you had this car?

She has been a doctor for 20 years.

- c) Expresses an action (a recent event) in the past with a visible result.

She is happy because she has passed the exam.

- d) Expresses personal / experiences / changes (what have you done so far / until now?).

He has had three operations since he was 10.

He has been to America three times so far.

It's the first (third) time I have eaten a snake.

**3. Time expressions:**

Already, yet, since (1990), for (2 days), recently, just, still, ever, never, once, twice, thrice, four times, it is the first time, so far, until now, in the past 10 years, lately, always (He has always wanted to become a pilot).



# Present Perfect Continuous

## 1. Form: HAVE / HAS + BEEN + VERB-ING

## 2. Use:

- a) Is used when we want to emphasize the duration of an action, which started in the past and still continues.

He has been playing basketball for 10 years.

She has been doing her homework all morning.

- b) Is used to express an action which lasted for some time in the past, it may still be continuing or it has just stopped and has a visible result in the present finished.

He has a headache because he has been studying all night.

It has been raining for two hours. However, it has just stopped.

## 3. Time expressions:

All (morning, night), since (he was 5), for (10 years), how long (have you been playing the piano?).

## Overview

Present Perfect Simple	Present Perfect Continuous
Expresses a completed action (we are interested in what someone has done so far). a) He has painted the living room. b) He has smoked 5 cigarettes in one hour.	Expresses unfinished past. a) He has been painting the living room for 2 days. (the stress is put on the duration of the action) b) He has been smoking for 20 years.

Past Simple	Present Perfect Simple
Expresses an action, which happened at a DEFINITE time in the past (yesterday, two weeks ago, last week, in 1990, when he was 10) a) He broke his leg, while he was skiing in Austria. b) When did you buy a new car? A completed action. a) He worked in this firm for 10 years. (He doesn't work there any more) b) He had a dog when he was a child.	Express an action, which happened at an INDEFINITE time in the past (the action is more important than the time when it happened) a) He has broken his leg b) Have you bought a new car yet? Unfinished past (action). a) He has worked in this firm for 10 years. (He still works there) b) He has had a dog for 5 years.

## Past Simple

1. Form: **INFINITIVE (WORK) + -ED**

**2<sup>ND</sup> FORM (GO => WENT, TAKE => TOOK)**

2. Use:

- a) Is used to narrate past events in chronological order (events, which happened **immediately** after the others).

She got up at six, then she had breakfast. At eight, she went to work.

- b) Is used to express a completed action, which happened at a DEFINITE time in the past (last year in 1990).

They moved to Kranj in 1990.  
When did you graduate?

- c) Is used to express PAST HABITS.

We drank tea every day when we were in England.  
We used to **drink** tea, but now we prefer coffee.

- d) You are not used to doing something. (NISI NAVAJEN)

I am not used to **getting** up early.

## Past Continuous

1. Form: **WAS / WERE + -ING**

2. Use:

- a) Is used to express an action in progress – an action was going on at a certain time in the past.

At eight o' clock, he was having breakfast.  
What were you doing at ten o' clock yesterday?

- b) It expresses an action in progress, which was interrupted by.

When I was doing the dishes, the lights went out.

- c) Two or more actions were happening at the same time. Simultaneous actions.

While she was cooking dinner, her husband was watching TV.

- d) Background to the stories.

The sun was shining. The birds were singing.

**3. Time expressions:**

While, when, as, all day, during (the flight).

## **Past Perfect Simple**

**1. Form: HAD + -ED / PAST PARTICIPLE (3<sup>RD</sup> FORM)**

**2. Use:**

- a) Is used to express an action, which finished before another past action or before definite time.

When I came home, she had already cooked dinner.

He didn't want to go to the cinema since he had already seen the film.

He was in a bad mood because he hadn't passed the exam.

- b) Is used for reporting speeches and thoughts.

He told me that he had never been to Paris.

- c) Past Perfect is a past equivalent of Present Perfect Tense.

He is happy since he has passed the exam.

He was happy since he had passed the exam.

**3. Time expressions:**

Before, after, for, since, just, till, until, by, by the time.

## **Past Perfect Continuous**

**1. Form: HAD + BEEN + -ING**

**2. Use:**

- a) Is used to express an action, which had been going on for some time, until another past action happened.

He had been working in the firm for 10 years, before he decided to go abroad.

Everybody knew that he had been stealing from his employer for years.

b) Past Perfect Continuous is a past equivalent of Present Perfect Continuous.

He is tired. He has been working in the garden.

He was tired. He had been working in the garden.

## Future In The Past

Is used to refer to the future, from the perspective of some point in the past.

Example: He **told** me that he **was looking** forward to celebrating her birthday.

## The Passive Voice

Only transitive verbs (verbs that take an object) can be put into the passive voice.

No object => no passive     It goes to school every day. (No object)

They built this house in 1990.   =>   This house was built in 1990 by them.

### 1. Form:    **TO BE + PAST PARTICIPLE (3<sup>RD</sup> FORM / -ED)**

#### a. Present Simple:

They clean the room every day.

The room is cleaned every day.

#### b. Present Continuous:

They are cleaning the room now.

The room is **BEING** cleaned now.

#### c. Past Simple:

They cleaned the room yesterday.

The room was cleaned yesterday.

#### d. Past Continuous:

They were cleaning the room when we arrived.

The room was **being** cleaned when we arrived.

#### e. Present Perfect Simple:

They have already cleaned the room.

The room has already **been** cleaned.

**f. Past Perfect Simple:**

They had cleaned the room before we arrived.

The room had **been** cleaned before we arrived.

**g. Future Simple:**

They will clean the room tomorrow.

The room will **be** cleaned tomorrow.

**h. Modal Verbs:**

They should clean the room.

The room should **be** cleaned.

**2. Use:**

- a) When the person / the people doing the action (the doer of the action) is / are either unknown / unimportant or obvious from the context.

They were arrested yesterday.

His book will be published next week.

- b) When the action is more important than people doing it (newspaper articles, headlines, instructions ...).

The film will be shown at ten.

- c) To stress / to emphasize the agent (the doer of the action).

This play was written by William Shakespeare.

- d) Some verbs can take two objects: bring, tell, send, show, sell, offer, give ...

He gave her a book.

She was given a book. (More common)

A book was given to her.

- e) The verbs hear, see, help, make are followed by the bare infinitive in the active and by to-infinitive in the passive.

They made him tell the truth. (Active)

He was made, to tell the truth. (Passive)

They helped him fix the car. (Active)

He was helped to fix the car. (Passive)

- f) Making questions in the passive (Mind the word order):

- Who bought this car? => Who was this car bought by?
- Who gave you this book? => Who were you given this book by?
- Do they always pay workers on time? => Are workers always paid on time?

- Who has killed the bear? => Who has the bear **been killed**<sup>2</sup> by?
- Who will make the cake? => Who will the cake be made by?
- Who is going to save him? => Who is he going to be saved by?
- Will Dave handout free T-Shirt at the concert? => Will free T-Shirts be handed out at the concert?
- What did he tell you to do? => What were you told to do?
- Does the school provide accommodation for all the new teachers? => Is the accommodation provided for all the new teachers?

g) The verbs like: hope, say, think, report, assume, claim can be used in personal and in impersonal construction.

- People say that he is very rich.  
It is said **that** he is very rich. (Impersonal)  
He is said **to be** very rich. (Personal)
- Doctors claim that smoking causes cancer.  
It is claimed **that** smoking causes cancer.  
Smoking is claimed **to** cause cancer.
- They report that she is dating a famous actor.  
It is reported **that** she is dating a famous actor.  
She is reported **to be dating** a famous actor.
- People hope that he will win the race.  
It is hoped **that** he will win the race.  
He is hoped **to** win the race.
- People think that he stole a lot of money.  
It is thought **that** he stole a lot of money.  
He is thought **to have stolen** a lot of money.
- People think that he has stolen a lot of money.  
It is thought **that** he has stolen a lot of money.  
He is thought **to have stolen** a lot of money
- People thought that he had stolen a lot of money.  
It was thought **that** he had stolen a lot of money.  
He was thought **to have stolen** a lot of money
- People know that he has been cheating on his wife for some time.  
It is known **that** he has been cheating on his wife for some time.  
He is known **to have been cheating** on his wife for some time.

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<sup>2</sup> Always together.

## Causative Have

You have something done for you.

1. **Form:** SUBJECT + HAVE + OBJECT + PAST PARTICIPLE (-ED, 3<sup>RD</sup> FORM)

2. **Examples:**

- a) I have my car repaired every year.
- b) I am having my car repaired now.
- c) I had my car repaired yesterday.
- d) I have had my car repaired.
- e) I will have my car repaired tomorrow.

<b>Article's Headline</b>
No article
No be – verb
In present simple

<b>Remember</b>
In front of <i>that</i> , there is no comma.
In front of <i>which</i> there is a comma.

## Conditional Clauses (If – clauses)

1. **Zero conditional**

Conditions are always true => automatic result

Plant die if you don't water them.

If I have a headache, I take an aspirin.

<b>Remember</b>
If clause: Present Simple
The main clause: Present Simple

2. **First conditional**

Real conditions => a probable result

Something is likely to happen.

We will go on a trip tomorrow if the weather is fine.

He won't pass the exam if she doesn't help him.

He won't pass the exam unless (if not) she helps him.

<b>Remember</b>
If clause: Present Tense
The main clause: will + bare infinitive

3. **Second conditional**

Unreal conditional

Situations, which are unlikely to happen.

Situations, which are contrary to the facts at present.

<b>Remember</b>
If clause: Past Tense
The main clause: would + bare infinitive

I don't have time. I can't help you. => If I had time, I could help you.

What would you do if you ran out of money?

If I were you, I wouldn't go there.

<b>Remember</b>
Never use will or would in if- clause!!! Exception: If you will wait for a moment, please (willingness)

#### 4. Third conditional

Refers to the past.

Hypothetical conditions in the past and their result in the past.  
Expressing regrets.

I didn't know that you were in the hospital. I didn't visit you. => If I had known that you were in a hospital, I would have visited you.

He wasn't careful, that is why he had an accident. => If he had been more careful, he wouldn't have had an accident.

<b>Remember</b>
<b>If clause: Past Perfect</b>
<b>The main clause: would + have + -ed / past participle</b>

#### 5. Mixed conditional

2<sup>nd</sup> and 3<sup>rd</sup> Conditional.

I don't know anything about first aid. That is why I didn't help him. => If I knew something about first aid, I would have helped him.

He isn't very accurate. That is why he made a big mistake. => If he was more accurate, he wouldn't have made such a big mistake

I didn't listen to my parents that is why I am in such trouble now. => If I had listened to my parents, I wouldn't be in such trouble now.

## Expressing Wishes

#### 1. About the present (past tense is used in wish clause)

- a) I don't have a car. => I wish I had a car.
- b) They live in a city: => They wish they didn't live in a city. They wish they lived in the countryside.
- c) I have a lot of work to do. => If only I didn't have so much work to do.

<b>Remember</b>
<b>If there is the same subject, you cannot use <i>would</i></b>
<b>The wrong example:</b> I wish I <del>wouldn't</del> (didn't) have so much work to do.

#### 2. About future events

I wish he could / would come to my party next week.  
I wish I didn't have to get up early tomorrow.

#### 3. About annoying habits

He keeps asking me for money.  
I wish he stopped asking me for money.  
I wish he would stop asking me for money.



#### 4. About the past (past perfect is used in wish clause)

I didn't go to the party. => I wish I had gone to the party.  
He didn't accept the job. => He wishes he had accepted the job.  
It is high time (*skrajni čas*) = It is about time  
He hasn't got a job, It's high time he found a job. (Unreal past)  
It is high time the children went to bed. (Unreal past)

##### Exception:

It is time **for you** to go to bed.  
Can I bring my dog with me?  
I would rather you didn't.

## Will Future

Is used to express an action, which will definitely happen in the future. **Future events don't depend on the subject.**

Example: He will be 30 next Friday.

## Going To Future

Is used to talk about a plan / an intention. **Future events depend on the subject.**  
Why are you wearing an apron? I am going to make a cake (I intend to make a cake).

## Overview

	Will future	Going to
Prediction	Based on what we think, believe, expect, imagine ... a) I don't think he will pass the exam. b) I expect he will win the race. c) I doubt ... d) I am certain ...	Based on evidence a) Watch out you are going to hit the wall.
Decision	Made at the moment of speaking. a) I don't know how to do my homework. I will help you.	Made before the moment of speaking. a) It is Tom's birthday. Yes, I know. I am going to buy him a CD.

## Future Continuous

1. Form: **WILL + BE + -ING**

2. Use:

- a) Is used to express an action, which will be going on at a certain time of the future.

Don't call him at eight. He will be having dinner.

This time next week he will be skiing in Krvavec.

- b) Express an action, which will definitely happen as a result of certain routine.

You don't have to send him a message. I will be seeing him this afternoon. (We play tennis together.)

What are you doing this weekend? - I will be watching TV as usually.

- c) Is used to express a polite request.

Will you be using your car tomorrow?

## Future Perfect Simple

1. Form: **WILL + HAVE + PAST PARTICIPLE (3<sup>RD</sup> FORM / -ED)**

2. Use:

- a) Is used to express an action, which will have been completed by a certain time in the future.

He will have written 2 novels by the end of this year.

What will you have done by the year 2030?

## Future Perfect Continuous (DURATION)

1. Form: **WILL + HAVE + BEEN + -ING**

2. Example: *To leto bo 10 let od kar on dela v tem podjetju.* = He will have been working for 10 years in this firm this year.

They will have been married for 10 years this year.

## Infinitive

- a) He agreed to sign the contract. (Present Infinitive)
- b) He seems to be working hard these days. (Present Continuous Infinitive)
- c) He claims to have worked as a teacher. (Perfect Infinitive)
- d) He is claimed to have been cheating.

### **BARE INFINITIVE**

- a) Make, let, help

He made me tell the truth. (ACT)

I was made, to tell the truth. (PAS)

Let me go home. (ACT)

I was allowed to go to the cinema. (PAS)

- b) See, hear, feel, watch

I saw him steal a car.

- c) Modal verbs (can, could, must, have to, should ...)

He can speak two languages.

You shouldn't swear.

- d) I would rather. I had better

I would rather not go out tonight

I would better stay at home.

### **USE**

- a) It can be used as the subject of a sentence.

It is easy to drive a car.

- b) After verbs:

Agree, appear, afford, attempt, ask, decide, intend, go, come (verbs of purpose), hope, manage, plan, promise, expect, hesitate, wish, seem, care, watch, learn, refuse, expect, fail, swear ...

c) After verbs followed by an object.

He advised **me** to buy a new car.

Some of those verbs: allow, force, invite, encourage, order, persuade, convince, remind, tell, warn ...

<b>Remember</b>
<b>It is very kind of you to + verb</b>

d) After adjectives, which express feelings: sad, delighted, pleased, happy

e) In reported speech, after these verbs: order, urge, ask, tell

f) After particles: too, enough

g) After ordinals: the first, the last, the only

h) To express the purpose (WHY?)

Why did he go to London? (In order) to improve his English

## Gerund

The Gerund is formed by adding –ing to the verb's stem (*koren*)

### Use:

a) Is used as a subject or the object of a sentence.

Skiing is his favourite sport.

I am fond of skiing.

b) After prepositions: at, after, before, by, without

He left without saying a word

He passed the exam by cheating

c) After certain verbs:

Admit, avoid, deny, enjoy, keep, mind, suggest, risk, postpone, defend, discuss, urge, advise, report, fancy, insist, forgive, understand, miss, resist, save ...

d) After certain verbs followed by a preposition:

To look forward to

To be / get used to = to get accustomed to

To object to

Succeed in

To apologize for

To accuse sb of doing sth

To insist on

To confess to

Warned about

Reputation for  
 Remembered for  
 Worried about  
 To handle sth = to tackle a

e) After some expressions:

It is no good  
 It is no use / it is useless  
 There is no point in doing sth  
 To have difficulty in doing sth  
 It is worth (seeing)  
 I don't mind + ing  
 I can't help + ing  
 I can't resist / imagine / stand + ing

f) Emotions: love, adore, like, dislike,

## Overview

	GERUND	INFINITIVE
remember	recall past event	remember to do something
stop	finish	pause temporarily
regret	second thought about sth already done	to be sorry to do sth
forget	forget a past event	forget to do something
mean	involve	intend to
go on	continue	finish doing something and start doing sth else
try	Do something as an experiment	do one's best, attempt
want	something needs to be done	wish
be sorry	Apologies for an earlier action	regret
hate	feel sorry for what one is doing	feel sorry that you have to ask, interrupt
be afraid	The subject is afraid that what is described by the -ing form may happen (afraid of)	the subject feels anxious about something
	prefer – in general	would prefer = specific preference

## Reported Speech

When we report something said by another person or by ourself on some previous occasion, we may do it in **two ways**:

- a) Either by giving the exact words in **DIRECT SPEECH**:

"I will come home tomorrow," Tom said to me.  
She said: "I love children"

- b) Alternatively, by reporting something in our own words (what somebody had said) **INDIRECT SPEECH**:

Tom told (reporting verb) me that he **would come** home the next day (the following day).  
She said that she **loved** children.

We go back to the time of our conversation and we refer to the context of the meeting. When the reporting verb is in the past (glagol poročanja) the following tenses are used: past simple, past continuous, past perfect, past perfect continuous, would future (will change into would).

The following tenses are not used in the reported speech: present simple / continuous, present perfect simple / continuous, will future.

### **Exception:**

He explained to his son that birds fly. (GENERAL TRUTHS, SCIENTIFIC FACTS)

### **The rules:**

1. The sequence of tenses (the one tense back rule)

*Present Simple => Past Simple: He plays football => She told me that he played football.*

*Present Continuous => Past Continuous: I am going to the cinema. => He told me that he was going to the cinema.*

*Present Perfect / Past Simple => Past Perfect: I have just sold my car. => He said that he had just sold his car. / I sold my car yesterday. => He told me that he had sold his car the previous day (the day before).*

*Past Continuous => Past Perfect Continuous: I was watching a good film. => She told me that she had been watching a good film.*

***If the reporting verb is in the present or in future, you do not change it.***

*Will Future =>*

*I will buy a new car. => He said that he would buy a new car.*

*If-clauses:*

a) *I will help you if I have time.*

*1<sup>st</sup> conditional => 2<sup>nd</sup> conditional: She told me that she would help me if she had time.*

b) *I would help you if I had time.*

*2<sup>nd</sup> conditional = 2<sup>nd</sup> conditional*

*3<sup>rd</sup> conditional = 3<sup>rd</sup> conditional*

*Modal verbs:*

*Can = could*

*I can't do it. He said that he couldn't do it.*

*I have to go now. He told me that he had to go then.*

*She may come to the party. He said that she might come to the party.*

## 2. The change of adverbial expressions

Now => then

Yesterday => the previous day / the day before

Tomorrow => the next day / the following day

Here => there

This => that

These => those

Ago => before

## 3. Change of pronouns

**I** will lend **you my** bike.

**He** said that he would lend **me his** bike.

<b>Remember</b>
<b>No auxiliary verbs</b>
<b>in reported speech</b>

## 4. The question turns into a positive sentence (mind the word order: QUESTION WORD / IF / **WHETHER** + SUBJECT + VERB

a) Where does he work? => She asked me **where he worked**.

b) Where have you been? => He wanted to know where I had been.

c) I have just seen a ghost. => He told me that he had just seen a ghost

Direct questions:

1. Where did you see it?
2. How did you feel?
3. Were you scared?

Indirect questions: (no change of tenses)

1. I would like to know where you saw it.
2. I wonder how you felt.
3. Could you tell me if you were scared?

Reported questions (the change of tenses)

1. They wanted to know where you had seen it.
2. They wondered how you had felt.
3. They asked me if you had been scared.

**Reported statement:**

I have no idea where he is.

She said that she had no idea where he was.

I was such a fool.

He said that he had been such a fool.

I will visit you if I have time.

She told me that she would visit me if she had time. (*1<sup>st</sup> conditional* => *2<sup>nd</sup> conditional*)

**Reported commands:**

"Be careful!" she warned him

She told him to be careful.

"Don't come home late!" she said to Tom.

She told Tom not to come home too late.

Could you help me?

He asked me to help him. / He asked me if I could have helped him.



## **Adverbial Clauses Of Time**

### **Conjunctions:**

When, while, as, as long as, as soon as, till, until, before, after, since, by the time.

### **Examples:**

I will explain when you are older.

We will wait until he comes back.

**NEVER USE WILL IN TIME CLAUSE!**

We go out after he finishes his homework.

She had cleaned the house before he came.

She will have cleaned the house before he gets home (by the time he comes home).

## **Adverbial Clauses Of Concession (CONTRAST)**

### **Conjunctions:**

Although, though, despite (the fact), in spite of, but, however (always comma), nevertheless, yet, while, whereas, on the other hand.

### **Examples:**

It is a well-known fact that smoking causes cancer. Millions of people continue to smoke.

Despite smoking causing cancer, millions of people continue to smoke.

It is a well-known fact that smoking causes cancer, however, millions of people continue to smoke.

He is very rich. He never donates any money.

Despite him being very rich, he never donates any money.

She is ill. She went to work.

Despite her illness, she went to work.

Despite her being ill, she went to work.

He spent hours preparing dinner. Dinner was a disaster.

Despite him preparing dinner for hours, the dinner was a disaster.

Despite music being too loud, he enjoyed the party.

ON THE OTHER HAND = COMPARISON

ON THE CONTRARY = IT OPPOSE THE FORMER SENTENCE

He studied very hard. He failed, though.

Despite studying very hard, he failed.

## **Adverbial Clauses Of Purpose**

Why? She went to London to improve / in order to improve her English.

She went to London so that she would improve.

In order not to be late.

Set the alarm so that you won't miss the train.

I got up early so as not to be late.

## **Adverbial Clauses Of Cause And Result**

**Conjunctions:** Because, since, as, due to, the cause of, the reason for, therefore, as a result, so, consequently.

**Examples:**

As it was raining, we stayed at home.

Since she wasn't at home, I left a message.

The accident happened due to poor visibility.

He failed the exam, therefore, he had to retake it.

I went to bed late last night, as a result, I overslept this morning.

Such + a + countable noun + that

It was such a bad performance that we left before the end.

Such + uncountable noun + that

It was such bad weather that we stayed at home.

So + adjective + that

I felt so tired that I went straight to bed.

## Modal Verbs

### 1. Expressing obligation (you are obliged to do something)

**Formation:** **Must, have to**, should, ought to + INFINITIVE (bare –without to)

- a) You must go now. I want you to go
- b) You have to go or you will miss the bus (external circumstances)
- c) I must go on a diet. I want.
- d) I have to go on a diet. My doctor told me or I will die (external circumstances)
- e) You really must see this film. It is worth seeing it.
- f) Children have to wear uniforms in England. (rules, regulations)
- g) We don't have to / need to wear uniforms in Slovenia.

**Past:**

I had to go to the dentist yesterday.

I didn't have to (need to) go to school yesterday. (absence of necessity).

**Future:**

I will have to work overtime tomorrow.

**Exception:**

Must I wash the dishes? No, you don't have to / need to.

You mustn't do that. (You are not allowed to do that)

**Should and ought to** are used to express mild obligations (make suggestions, give advice)

I think you should stop smoking.

If I were you, I would stop smoking.

I don't think you should go to the party. = Mislim, da ne bi smel iti na zabavo

We ought to respect elderly people.

**Past:**

Why did you tell him, you shouldn't have done that.

<b>Remember</b>
<b>In English, you always negate the first part of the sentence.</b>

## 2. Expressing ability

### **Can, be able to, could.**

He can speak 3 languages.

He is able to speak 3 languages.

He was able to swim when he was 6.

He could swim, when he was 6.

### **Exception:**

He was able to escape before the car exploded. (he could escape <- we refer to a specific event)

### **Managed to Succeeded in**

## 3. Expressing certainty (I am sure / certain)

Logical assumption = you assume something, there is no doubt

a) I think he is very rich. He **must** be very rich.

b) He didn't come to work. He **must** be ill.

c) She is 22. She **can't** have 4 children.

Present continuous: There is music coming from my neighbour's house. He must be having a party.

I bet he is cheating on his wife.

He must be cheating on his wife.

He can't be cheating on his wife.

Past: He passed the exam. He must have studied a lot / must have been studying a lot.

I saw Tom in town today. You couldn't / can't have seen him because he is in London.

## 4. Expressing possibility (It is possible, perhaps, I am not sure, I doubt, I am not convinced ...)

### **May, might, could.**

She may come to the party.

She might come to the party but I doubt. (she doesn't like parties) less possible

Where is Tom? I am not sure. He could be in the garden.

Where is Tanja? She may/might/could be sleeping in her room.

I can't find my wallet. You might have left it at the office.

She didn't pass the exam. He might not have studied hard.

I didn't need to call the police. -> *Ni mi bilo treba.*

I needn't have called the police, but I did.

Why have you called a taxi? You needn't have done that since I would have driven you to the station.

I didn't need to translate the text since it had been translated by someone else.

## Participle clauses

The participle is a non-finite form with adverbial adjectival and verbal character.

The verbal characteristics of the participle:

### 1. The Present Participle (-ING):

- Is normally active, expresses an action rather than a state.

Opening the letter, she began crying. = When she opened the letter, she began to cry.  
He left the house whistling.

- Two actions happening at the same time, simultaneously.

Driving to work, he saw an accident.

- One action CLOASLY follows another action.

He worked over Europe, finally settling in Italy.

- **Different subjects:**

The weather being wet, he took an umbrella.

### 2. The Past Participle (3<sup>rd</sup> form / -ed):

- Expresses a state rather than an action. It is used to shorten passive clauses that have the same subject.

Given an apple, the boy stopped crying.  
Encouraged by her success, she made even more effort.  
Blinded by the light, she covered her eyes.

### 3. The Perfect Participle (Having + -ed / 3<sup>rd</sup> form):

- One action is completed before another action starts.

Having graduated he went to the USA. = After he graduated, he went to the USA.

Having finished his work, he went home.

**Not** having received the answer, she wrote again.

- One action has been going on for a period of time, when another action starts.

Having lived there for 10 years, she didn't want to leave the town.

- **Different subjects:**

The rain having stopped, we continued our way to the pick of the mountain.

### 4. Real life examples:

- She was admitted to hospital, **suffering** (suffer) from inflammation.
- **Determined** (determine) not to be eaten, she made even more effort.
- The men who modernized Japan at the end of the 19<sup>th</sup> century, **turning** (turn) it into an industrial and military power, imported Western ideas as fast as they could.
- It stood in the glass cabinet, **ignored** (ignore) by the family.
- A crowd gathered around a middle-aged man (who was) **being given** (give) emergency treatment while his frantic wife looked at him helplessly.
- He bought meat, (which was) intended (intend) for Chinese restaurants.

## Expressing quantity

### 1. INTRODUCTION:

- Same – normally used in positive / affirmative sentences.
  - Any – normally used in negative and question sentences.
  - BUT:
    - Would you like some tea?
    - Do we have some guests today? (You see the proof e.g. shoes)
    - You can pick any dress you like.
    - You can buy anything you want.
    - I don't like any of this books.
    - I don't like some of this books, but some I do.
- Used before countable and uncountable nouns
- (HOW) MUCH – UNCOUNTABLE NOUNS
  - (HOW) MANY – COUNTABLE NOUNS

- A few (countable) and a little (uncountable) – positive meaning
- Few (countable) and little (uncountable) – negative meaning
- Fewer and fewer people live in city.
- Few – fewer – the fewest
- **Little – less – the least**
- The least = *najmanj*
- The latter = *slednji*
- The latest book
- A lot of
- Lots (informal)
- A large / great number of people (countable)
- A great amount / deal of (uncountable)
- A large number of people suffer from allergies

} FORMAL

- The number of victims **is** high.

- The few who survived the plane crash were badly injured.

## 2. Uncountable nouns:

- Mass nouns: water, iron, jewelry, coffee, oxygen, dust, juice, meat, sugar ...
- Subject of study: physics, economics, history statistics (science) **is**; statistics (figures) **are**
- Abstract nouns: advice, information, progress, homework, headway, news, knowledge, accommodation, health, illness, peace **is**; **an item of news**; **five miles is**
- Plural uncountable nouns: scissors, pliers, glasses, pajamas, trousers, looks, pants, earnings, savings, surrounding (*okolica*), police, scales **are**; **a pair of scissors**
- Group nouns: army, audience, class, club, committee, company, council, crew, crowd, headquarters, family, jury, government, press, public, staff, team, etc.
  - When we refer to a group of people as a whole, we use singular form:

The team was the best in country.

My family doesn't share your opinion.

- When we refer to each individual in a group, we use plural form:

The team were all given medals.

My family are all early risers.

The audience are requested to turn off mobile phones.

3. Countable nouns (several, both):

- Irregular plurals:
  - ❖ Wolf – wolves
  - ❖ Child – children
  - ❖ Woman – women
  - ❖ Man – men
  - ❖ Mouse – mice
  - ❖ Fish – fish
  - ❖ Sheep – sheep
  - ❖ Deer – deer
  - ❖ Shelf – shelves
  - ❖ Thief – thieves
  - ❖ Foot – feet
  - ❖ Tooth – teeth
  - ❖ Ox – oxen
  - ❖ Wife – wives
  - ❖ Father-in-law – fathers-in-law; in-laws
  - ❖ Species – species
  - ❖ Radio – radios
  - ❖ Train robbery – train robberies
  - ❖ Video – videos
  - ❖ Passer-by – passers-by
  - ❖ Bay – bays
  - ❖ Potato – potatoes
  - ❖ Aircraft – aircraft
  - ❖ Means – means
  - ❖ Goose – geese
  - ❖ Trout – trout
  - ❖ Salmon – salmon
- Nouns of Greek and Latin origin:
  - ❖ Basis – bases
  - ❖ Crisis – crises
  - ❖ Bacterium – bacteria
  - ❖ Criterion – criteria
  - ❖ Millennium – millennia
  - ❖ Datum – data
  - ❖ Medium – media
  - ❖ A phenomenon – phenomena
  - ❖ A stimulus – stimuli
  - ❖ A terminus – termini



- Nouns in –s in singular and plural:
  - ❖ A species – several species
  - ❖ A means – several means (*sredstvo/a*)
  - ❖ A series – several series
  
- Nouns that have different meaning in the plural:
  - ❖ Spirit – spirits (*žgane pijače*)
  - ❖ Minute – take the minutes (*zapisnik*)
  - ❖ Scale – scales (remove the scales; to weigh oneself on the scales)
  - ❖ People – peoples (*narodi*)
  - ❖ Work – works of art (*umetniška dela*)

## Articles

### 1. INDEFINITE ARTICLE (A/AN – one out of many) – it is used with singular countable nouns

- ❖ To talk about indefinite things (either we don't know which one or it doesn't matter)

I can't find a taxi.

She is reading an interesting book about animals.

**BUT:** The book she is reading is interesting.

She is a teacher.

She has a beautiful house.

### 2. DEFINITE ARTICLE (THE)

- ❖ It is used with singular and plural nouns to talk about something specific or when the noun is used the second time.

Would you mind opening the window, please!

The book which I bought in England is shocking.

The man who is dancing with my mother is my teacher.

My neighbor, John, is friendly.

- ❖ The use:
  - Before nouns which are unique: The Sun, The Moon, The Earth, The Pyramids ...
  - Before the names of rivers, oceans, canals, mountain ranges, seas; The Danube, The Pacific Ocean, The Suez canal, the Alps, The **Mediterranean**; **BUT:** lake and mountain peak: Lake Titicaca, Mount Everest;
  - Used with the titles: the Pope, the Queen; **BUT:** Queen Elisabeth (proper name);

- Two word nouns whose first part is not the name of the person or place: The White House, The Black Swan; Buckingham Palace, Kennedy Airport, Trafalgar's Square ...
- Of-phrase: The Tower of London, The Queen of England, The wedding of my brother, The Prince of Wales, I will always remember the year of 2010.
- Before musical instruments: I play the guitar.
- With family names and nationalities: The Atkinsons, The Dutch
- With the name of some countries: the UK, the US, the Netherlands, the Vatican City ...
- Historical references: the French revolution, the Middle Ages, The First / Second World War; **BUT (NO ARTICLE): WORLD WAR II**
- Plural nouns (adjectives): the death, the rich, the poor, the blind ...
- The words: school, court, prison, hospital, take *the* when we refer to a building itself.

I went to the prison to visit my friend.

**BUT:** when we refer to the purpose of these building, we don't use the.

He was sent to prison, since he had stolen some money.

I went to the University to speak to the Dean.

He studies at a University.

- With the superlative degree:

The happiest

## Relative clauses

1. Used to define / identify the person / the thing / the place in the main clause.
2. Are introduced by relative pronouns (who, whose, whom, which, that) and relative adverbs (where, when, why).
3. Two types:

- a) Defining relative clause – gives an essential piece of information, not separated by the commas.

The woman who is dancing with my father is my teacher.

A student who speaks at least three languages can work as a tourist guide.

The book which / that I bought in London is interesting.

- b) Non-defining relative clause – gives a piece of additional information, is separated by commas.

This woman, who is dancing with my father, is my teacher.  
John, who is my neighbor<sup>3</sup>, bought a new car.  
This book, which / ~~that~~<sup>4</sup> I bought in London, is interesting

4. The use of commas can change the meaning of the sentence.

Hunters who kill animals illegally should be punished  
He has two daughters, who live in the USA.  
He has two daughters who live in the USA<sup>5</sup> (he has one daughter in the UK).

5. Who / which / that can be omitted (left out) if they function as the object of a sentence.

The women (who / that)<sup>6</sup> we met yesterday is my ex-wife.

6. A preposition usually come at the end of the relative clause.

This is the knife, which he was stabbed with.  
This is the knife with which he was stabbed.  
The women to whom I talked yesterday is his mother-in-law.

Which is used to refer to the whole preceding clause:

Additional information  
↙  
He never tidies his desk, which / ~~what~~ annoys me a lot.  
She passed the exam, which was surprising.

7. Whom / which / whose can be used with the expressions of quantity.

He has four friends. Two of them are married.  
He has four friends, two of whom are married.  
He has two cars, two of which are very old.

<sup>3</sup> If you can put it in brackets (so without that piece of information, the sentence makes sense), you did it correctly ;).

<sup>4</sup> That doesn't fit here, because of the comma.

<sup>5</sup> Essential piece of information.

<sup>6</sup> INFORMAL.

## Irregular English Verbs (Most Common Ones)

Verb	Past simple	Past participle	Pomen
be	was / were	been	biti
bear	bore	born(e)	roditi
beat	beat	beaten	udarjati
become	became	become	postati
begin	began	begun	začeti
bite	bit	bitten	gristi
blow	blew	blown	pihati
break	broke	broken	zlomiti
bring	brought	brought	prinesti
build	built	built	graditi
burn	burnt (burned)	burnt (burned)	goreti
burst	burst	burst	razpočiti se
buy	bought	bought	kupiti
can	could	(been able to)	moči, znati
catch	caught	caught	ujeti
choose	chose	chosen	izbrati
come	came	come	priti
cost	cost	cost	stati (imeti ceno)
cut	cut	cut	rezati
deal	dealt	dealt	deliti, poslovati
dig	dug	dug	kopati
do	did	done	delati
draw	drew	drawn	risati, vleči
dream	dreamt (dreamed)	dreamt (dreamed)	sanjati
drink	drank	drunk	piti
drive	drove	driven	voziti
eat	ate	eaten	jesti
fall	fell	fallen	pasti
feed	fed	fed	nahraniti
feel	felt	felt	čutiti
fight	fought	fought	boriti se, prepirati se
find	found	found	najti
flee	fled	fled	bežati
fly	flew	flown	leteti
forbid	forbade	forbidden	prepovedati
forget	forgot	forgotten	pozabiti
forgive	forgave	forgiven	oprostiti
freeze	froze	frozen	zmrzniti
get	got	got	dobiti
give	gave	given	dati
go	went	gone	iti
grow	grew	grown	rasti, gojiti

have	had	had	imeti
hear	heard	heard	slišati
hide	hid	hidden	skriti
hit	hit	hit	udariti
hang	hung (hanged)	hung (hanged)	visenje, obešati
hold	held	held	držati
hurt	hurt	hurt	poškodovati, boleti
keep	kept	kept	držati, hraniti
know	knew	known	vedeti
lay	laid	laid	položiti
lead	led	led	voditi
learn	learnt (learned)	learnt (learned)	učiti se
leave	left	left	zapustiti
lend	lent	lent	posojati
let	let	let	pustiti
lie	lay	lain	ležati, lagati
light	lit	lit	goreti, sijati
lose	lost	lost	izgubiti
make	made	made	narediti
mean	meant	meant	pomeniti, nameravati
meet	met	met	srečati
mow	mowed	mown	kositi
pay	paid	paid	plačati
put	put	put	postaviti, položiti
quit	quit	quit	zapustiti
read	read	read	brati
ride	rode	ridden	jahati, peljati se
ring	rang	rung	zvoniti
rise	rose	risen	vstati
run	ran	run	teči
say	said	said	reči
see	saw	seen	videti
sell	sold	sold	prodati
send	sent	sent	poslati
set	set	set	postaviti
sew	sewed	sewn (sewed)	šivati
shake	shook	shaken	tresti
shine	shone	shone	sijati
shoot	shot	shot	streljati
show	showed	shown	pokazati
shrug	shrugged	shrugged	skomigati
shut	shut	shut	zapreti
sing	sang	sung	peti
sink	sank	sunk	potoniti
sit	sat	sat	sedeti
sleep	slept	slept	spati

smell	smelt (smelled)	smelt (smelled)	vohati, dišati
speak	spoke	spoken	govoriti
spell	spelt (spelled)	spelt (spelled)	črkovati
spend	spent	spent	potrošiti, preživeti
spin	spun	spun	vrteti se
spoil	spoilt	spoilt	pokvariti
spread	spread	spread	razprostrti
stand	stood	stood	stati
steal	stole	stolen	krasti
stick	stuck	stuck	nalepiti, zabosti
strike	struck	struck	udarjati, treščiti
sting	stung	stung	pičiti
swear	swore	sworn	priseči, preklinjati
sweep	swept	swept	pometati
swim	swam	swum	plavati
swing	swung	swung	nihati
take	took	taken	vzeti
teach	taught	taught	učiti
tear	tore	torn	raztrgati
tell	told	told	povedati
think	thought	thought	misliti
throw	threw	thrown	vreči
understand	understood	understood	razumeti
wake	woke	woken	zbuditi
wear	wore	worn	nositi (biti oblečen)
win	won	won	zmagati
write	wrote	written	pisati

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