

ADJECTIVES

What are they?

Adjectives describe nouns and have no plural form. They come before nouns or after the verb "to be".

- to be **hot**
- a **heavy** bag

Word order

When adjectives come before a noun, they usually have to go in a particular order, like this:

opinion	size/age/shape	colour	nationality	material	noun
(a) nice	old straight	black	Egyptian	cotton	scarf
(an) ugly					man
lovely					

Comparatives

Comparatives compare two things or people.

One-syllable adjectives

- B is older than A but not as old as C.

Two-syllable adjectives, ending in y

- A is happier than b but not as happy as C.

Two-, three- or more syllable adjectives

- C is more intelligent than A and B.
- A and B are less intelligent than C.

The same as/different from

- A's hair is the same colour as B's but a different colour from C's.

Superlatives

Superlatives compare more than two things or people.

Regular

Adjective	Comparative	Superlative
cheap	cheaper than	the cheapest
hot	hotter than	the hottest
friendly	friendlier than	the friendliest
beautiful	more beautiful than	the most/ least beautiful

Irregular

Adjective	Comparative	Superlative
good	better than	the best
bad	worse than	the worst

Ending in -ed and -ing

We feel ...-ed because something is ...-ing

Note the construction:

- it makes **me** feel **tired**
- it makes **us** sad.

bored	boring
interested	interesting
shocked	shocking
frightened	frightening
tired	tiring

With too and enough

Too + adjective expresses a problem.

- I can't drink this coffee. It's **too** hot.

Adjective + **enough** expresses as much as is necessary.

- Now it's cool **enough** to drink.

So/such and that

So/such gives extra emphasis to an idea.

So is used before adjectives (without nouns).

- She is **so** kind.

Such is used before nouns (with or without adjectives).

- She is **such** a kind person.

They can be followed by a clause of result or consequence with **that**. Sometimes **that** is omitted.

- It was **so** hot (**that**) I went swimming.
- It was **such** a hot day (**that**) I went swimming.

ADVERBS

Adverbs of manner

Meaning

Adverbs of manner are used with verbs. They give extra information about the way in which something happens or is done. Adverbs of manner can be used in different places in a sentence:

at the start	Slowly he opened the door.
in the middle	He slowly opened the door.
at the end	He opened the door slowly .

However, adverbs of manner cannot be placed between verb and object:

- ~~He opened **slowly** the door.~~

Adverbs of manner are most often placed at the end of the sentence.

- She answered the question **quietly**.
- He listened to the instructions **carefully**.
- She sings and dances **beautifully**.

Form

Most adverbs of manner are formed by adding **-ly** to the adjective form. For example:

- sad – **sadly**
- patient – **patiently**
- slow – **slowly**
- proud – **proudly**

However, some adverbs are spelt differently.

With adjectives ending in **-le**, the **-le** is replaced by **-ly**
gentle – **gently**

With adjectives ending in -y, the -y is replaced by -ily.
angry – **angrily**

But one syllable adjectives ending in -y simply add -ly.
Shy – **shyly**

With adjectives ending in -ic, -ally is added.
Automatic – **automatically**

Adverbs of degree can describe adjectives or other adverbs.

- she's **really** intelligent
- she works **very** hard

+	++	+++	++++	+++++	++++++
a bit	quite		very	really	extremely
shy	shy(ly)	shy(ly)	shy(ly)	shy(ly)	shy(ly)

Frequency

100%	always
	usually
	often
	sometimes
	occasionally
0%	never

In sentences, **always** and **never** go before the verb.

- She **always** reads before she goes to sleep.
- She **never** reads before she goes to sleep.

The other adverbs go before the verb or at the beginning/end.

- She **occasionally** goes to the theatre.
- **Occasionally** she goes to the theatre.
- She goes to the theatre **occasionally**.

Sequencers

Sequencers are used to join ideas together. They can come at the beginning, middle or the end of a sentence.

beginning	First,	we went to the supermarket.
middle	then, after that, next,	we went to the clothes shop.
end	finally,	we went for a cup of coffee.

Next, after that, and then can be used in any order.

COHESION

Substitution using so

Use **so** to substitute for a whole clause.

Do you think TV is a waste of time?

Yes, I think

No, I don't think **so**.

CONJUNCTIONS

Because and so

Because introduces a reason. **So** introduces a result.

- She bought the dress **because** she liked it.
- She liked the dress **so** she bought it.

If, when and unless

If/when/unless + present simple expresses future time.

If = perhaps it will happen.

When = it is definitely expected to happen.

Unless = **if...not** (it will happen **except if**).

- The dog won't bite **if** you are gentle.
- The dog won't bite **when** it is asleep.
- The dog won't bite **unless** you frighten it (= **if** you do **not** frighten it).

But/ however; although/even though; in spite of/despite

These words link opposing ideas but the forms following them and punctuation are different.

- He is intelligent **but** he can't get a job.
- He is intelligent. **However** he can't get a job.

Clause 1*	Clause 2*
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Although Even though	he is intelligent,	he can't get a job
In spite of Despite	his intelligence, being intelligent,	

*Clause 1 and 2 can change position.

- He can't get a job **although** he is intelligent.

DETERMINERS

A / an / the (articles)

A is the indefinite article. It is used with single countable nouns.

- He is **a** doctor.
- Is there **a** post office near here?

Use **a** before consonant sounds. Use **an** before vowel sounds.

- **a** book
- **a** holiday
- **a** university
- **an** ice-cream
- **an** hour
- **an** umbrella

The is the definite article. It is used when there is only one of something.

- **the** moon

This includes superlative adjectives.

- It's **the** best sound in the world.

It is used when it is clear in a particular situation which one the speaker means.

- Where's **the** bathroom?

It is used when something has already been identified.

- I had an egg and a sausage. **The** egg was bad.

Using **the** with geographical features

We use **the** to refer to certain geographical features by name.

- **deserts:** **the** Sahara Desert **the** Kalahari Desert
- **rivers:** **the** Nile **the** Amazon
- **seas:** **the** Mediterranean Sea **the** Black Sea
- **oceans:** **the** Atlantic Ocean **the** Pacific Ocean

We use **the** to refer to some geographical features in the **plural** only.

	singular	plural
mountains	Mount Everest	the Alps
islands	Pitcairn Island	the Philippines

We use **the** with valleys only when valley is the **first** word.

	singular	plural
valley	Death Valley	the Valley of Flowers

Some / any

Use **some/any** with uncountable and plural countable nouns.

	some - restricted quantity	any - unrestricted quantity
Questions	expecting the answer yes • Can I have some sugar?	asking about existence • Have you got any sugar?
Positive	expressing existence • We've got some sugar	meaning the exact person/ thing isn't important • Any sugar's better than no sugar!
Negative		sentences with negative meaning • We never have any sugar.

A few / a little of / a lot of / much / many

	Uncountable noun	Plural countable noun
+	<ul style="list-style-type: none"> • a little coffee • a lot of coffee 	<ul style="list-style-type: none"> • a few apples
-	<ul style="list-style-type: none"> • (not) much coffee • (not) a lot of coffee 	<ul style="list-style-type: none"> • (not) many apples • (not) a lot of apples
?	<ul style="list-style-type: none"> • much coffee? • a lot of coffee? 	<ul style="list-style-type: none"> • many apples? • a lot of apples?

- She hasn't got **much** money but she's got **a lot of** friends.
- Have you got **a lot of** flour? We've got a **little** flour.

MODAL VERBS

Review of modal verbs

Positive

I You He She We They	can could may might should will would must	visit
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Negative

I You He She We They	can't couldn't mightn't may not shouldn't won't wouldn't mustn't	visit
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Question

Can Could May Might Should Will Would Must	I you h e s h e w e t h e y	visit?
---	--	--------

Modal verbs can be used:

- to talk about possibility and to speculate, e.g. about the future
- to express ability, obligation, permission, advice etc.

Possibility

- You **could** be experiencing the first symptoms of RSI.
- He **might** be in the kitchen.
- Using a mouse **can** cause problems.

- That **may** be John at the door.

Certainty

- The train **must** be late.
- You **must** be joking!

Ability

- She's only five but she **can** ride a bike.
- **Can** you touch your toes?

Requests

- **Can** you help me to do my homework?
- **Could** you open the window, please?

Advice

- You **should** eat lots of fruit and vegetables.
- You **shouldn't** go to bed so late.

Future

- Study hard or you'**ll** fail your exams.
- Take an umbrella – it **might** rain.

Form

Modal verbs are followed by the base form of a verb.

- You **can** see the coast from here.
- They **might** be late for the meal.

NOT: ~~You can to see the coast from here.~~

· do not add an **-s** in the third person singular.

- He **should** go to the dentist.

NOT: He ~~shoulds~~ go to the dentist.

· do not need auxiliary **do** in the negative and question forms.

- You **mightn't** arrive in time to see me.
- He **wouldn't** buy an expensive car
- **Can** you take me to school today?
- **Should** I take notes?

NOT: ~~Do you can take me to school today?~~

Possibility

Can, could, might all express possibility. Could and might are similar in meaning. Both are used to say that something is possible.

- I **might** see you tomorrow.
- I **could** be late for the meeting.

However, in the negative only **might** is used.

- They **mightn't** go to the concert.

NOT: ~~They **couldn't** go to the concert.~~

Can is also used to express possibility but it has a slightly different meaning.

- Going on holiday **can** be expensive.
- Using a keyboard **can** cause RSI.

Can is used here to suggest that an action or situation is possible sometimes, but not always.

Compare:

- It's cold in the Arctic in winter.

Here the present simple is used for a situation that is always true.

- It **can** be cold in England in the summer.

Here **can** is used to suggest that a situation is possible sometimes but isn't always true.

Deduction and speculation

- It **must** be the postman. (= it's very certain to be the postman)
- It **might** be the postman. (= it's possibly the postman)
- It **can't** be the postman. (= it's very certain not to be the postman)

Use **must/might/can't + have + past participle** to speculate about the past.

How sure?		
yes - 100%	She was She must have been She might have been She can't have been She wasn't	unhappy.
50%		
no - 100%		

We use **would/could/might + main verb** when we imagine (often improbable) present/future situations.

I/you/we/they	'd (would)	go and live abroad.
She/he/it	could('nt)	

Futurity

Will, may and **might** can be used to talk about the possibility of something happening in the future.

Will is used to say that something is almost certain to happen. In positive sentences it is often contracted. The negative is '**won't**'.

- Study hard or **you'll** fail your exam.
- We've got to leave now or we **won't** arrive in time.

May and **might** are used to say that it is possible that something happens in the future.

- I **might** see you there later.
- It **may** rain tomorrow.
- They **might not** go to the party – it depends on the children.

Ability

Can, could, be able to, capable of, know how to all express ability.

Can and **be able to** are similar in meaning. **Be able to** suggests that effort is required.

- Chimpanzees **can** count to ten.
- Not many people **are able to** run a marathon.

Can has only present and past forms.

- **Can** you play the guitar?
- I **could** swim faster when I was young.

Be able to is used for other aspects.

- Will you **be able to** play on Saturday?
- He's never **been able to** finish a novel.
- If you hadn't helped me, I wouldn't have **been able to** pass the exam.

Be capable of is often used for things that are difficult or unusual.

- Kevin **is capable of** memorizing hundreds of phone numbers.
- I can't believe a child would **be capable of** murder.

Know how to means to be able to do something practical because you have learned it

- Do you **know how to** play chess?

Could sometimes means **knew how to**. It refers to a permanent or general ability.

- She **could** read and write by the time she was three.

Was/were able to often combines the idea of ability and achievement.

- The car broke down but we **were able to** fix it.

Note that **could** is not possible in this context: "the car broke down but we **could** fix it."

Managed to is similar in meaning to **was/were able to**. It suggests that effort was rewarded by success.

- Fortunately, we **managed to** find a hotel with a room.

Requests

Requests, from the most to the least direct.

- Open the door, **will you?**
- **Can/could/will/would** you open the door?
- **Do you think you could** open the door?
- **Would you mind opening** the door?

Advice

- She **should** rest at the weekend. (= it's a good idea)
- You **shouldn't** smoke. (= it's not a good idea)

Prohibition/Permission/Obligation

The modal verbs **can/should/must/have to/need to/ be supposed to/ be allowed to** and their negative forms can be used to express these functions.

Prohibition	Obligation	No obligation	Permission
not supposed to	supposed to		
shouldn't	should		
	need to	don't need to	
	have to	don't have to	
can't			can
mustn't	must		
not allowed to			allowed to

Criticising past actions

Use **should have/shouldn't have** + past participle to criticise past actions.

- She **should have** saved the money (but she didn't).

- She **shouldn't have** spent it all (but she did).

Offers, promises

- I'll **help** you.
- I **won't** be late

Have to vs must

Have to and **must** can be used to talk about obligation/necessity.

- You **have to** wear a suit.
- I **must** phone my aunt.

The negative **don't have to** means it's not necessary. The negative **mustn't** means it's prohibited.

- I **don't have to** work tomorrow. (= it isn't necessary)
- You **mustn't** be late. (= it's prohibited)

Will vs going to

Both **will** and **going to** can be used to talk about future plans and intentions.

- I'm **going** to learn Chinese.
- **We'll** bring some wine to the party.

Note that **going to** is often used for decisions made before speaking.

Will is often used for decisions made at the time of speaking.

- A: I'm **going to** get some milk. Do we need anything else?
- B: Well, we haven't got any bread.
- A: OK, I'll get some bread too.

Going to and **will** can both be used to make general predictions.

If they win the election,	they'll increase taxation.
	they're going to increase taxation.

Only **going to** is generally used when there is present evidence.

- Look at the clouds. It's **going to** rain.

Will can also be used to express:

a request

- **Will** you open the window, please?

an order

- **Will** you be quiet.

an invitation

- **Will** you dance?

a refusal

- I **won't** phone you.

an offer

- I **ll** carry your bags.

a promise

- I **won't** tell anyone your secret.

a threat

- I **ll** hit you !

Used to

+	I/you/we/they/she/he/it	used	to smoke(?)
-	I/you/we/they/she/he/it	didn't used	
?	Did I/you/we/they/she/he/it	use	

Used to is used to talk about finished past states or habits.

- I **used to** live here when I was a child. (state)
- They **used to** fight a lot, but now they don't. (habit)

To be/get used to

Use these forms to talk about things you are/aren't familiar with.

am/are/is was/were will be get/gets got will get	used to	something doing something
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be used to = be accustomed to something already
get used to = become accustomed over time

Hypothetical possibility: *would*

Would is used to speculate and hypothesise about an unreal or improbable present or future situation.

- I **would** buy a new car but I haven't got any money.
- I **wouldn't** go on a trip to the Moon – it's too dangerous.
- Tell me, what **would** you do?

In positive sentences **would** is often contracted to 'd in spoken English.

- I'd come with you but I'm busy.
- She'd do it for you, you know

NOUN PHRASES

Giving more information about nouns

We often want to give more information about nouns. One way to do this is to use an adjective:

- a fat **dog**
- a rich **tourist**
- a beautiful **house**
- an American **car**

We can also give more information after the noun. We can do this by using a prepositional phrase:

noun prepositional phrase

- **tourists** from America
- **people** with lots of money
- **the children** in the school

We can also give more information about nouns by using a participle clause:

noun participle clause

- **people** living in the country
- **the man** sitting in the park
- **magazines** lying on the floor

These noun phrases can be used as the subject or object of a sentence in the same way as single word nouns:

subject verb phrase

- **John** went to the beach.
- **Tourists from America** love visiting old European cities.
- **The man sitting in the park** asked me the time.
- **Children arriving at school for the first time** are often very nervous

PREPOSITIONS

What are they?

Prepositions are used to express a relationship between one person or thing and another.

Prepositions of time

At, **on** and **in** are all used with time expressions.

At is used for points of time.

- I'll see you **at** 7.00 am.
- The train arrives **at** midnight.
- We went to Liverpool **at** the weekend.

On is used for days and dates.

- They only work **on** Mondays.
- My birthday is **on** March 30th.

In is used for other periods of time.

- We went to Canada **in** the summer.
- I wrote the letters **in** the morning.
- John arrived **in** April.

No preposition is used with **last** or **next** or **yesterday**, **today** and **tomorrow**.

- I'll see you again **next** Wednesday.
- Sue came to see me **last** week.
- What did you do **yesterday**?
- They're going to the airport **tomorrow**

Like

Like is used when asking for a description.

- What is she **like**?

It is also used to mean "similar to".

- She looks **like** her mother.

It also means "for example".

- I do things **like** cooking and washing up.

For and since

We use **for** and **since** to say how long.

For refers to a period of time.

- I've worked in this office **for** three years.

now

1996 **for three years** **1999**

Since refers to a point in time.

- I've worked in this office **since** 1996.

now

since 1996 **1999**

For and **since** are often used with the present perfect to talk about actions that began in the past and continue now.

- I've lived in this flat **for** three years.
- He hasn't seen his parents **since** the summer.

not

- ~~Lived there **since** 1996.~~
- ~~Live there **for** three years~~

In questions

Prepositions are often put at the end of questions, especially in spoken language.

- What can I write this letter **with**?
- Where do you come **from**?
- What is it used **for**?

PRONOUNS

Subject, object pronouns and possessive adjectives.

Pronouns are words that can be used in place of nouns. Possessive adjectives indicate who something belongs to.

subject pronoun	object pronoun	possessive adjective
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I	me	my
you	you	your
he	him	his
she	her	her
it	it	its
we	us	our
they	them	their

- John lives in Tokyo. This is a photo of **him** and this is **his** house.
- Look at the children! **They**'ve got **their** clothes all dirty!
- Can **you** let **me** use **your** car at the weekend?

PUNCTUATION

Capital letters

Capital letters are used:

at the beginning of a sentence

- **A** man sat down at the next table.
- **They** decided to go to the cinema.

with proper nouns

- **Rome** is my favourite city.
- **Harry** was waiting for the bus.
- **The White House** is one of the most important buildings in the world.
- **May** is my favourite month.
- They work in office on **Mondays** and **Wednesdays**.

with the word I

- **I** ordered a cup of coffee.
- They had already started when **I** arrived.

with countries, nationalities and languages

- They come from **Sweden** – they're **Swedish**.
- I speak **German** and **Spanish**

SYNTAX

Indirect Objects

Example 1

Give	+ a person (indirect object)	+ a thing (direct object)
I gave	my friend	the money.

Example 2

Give	+ a thing (direct object)	+ a thing (direct object)	+ a person (indirect object)
I gave	the money	to	my friend.
	it		her.

We generally use Example 1 when we use two nouns.

Use Example 2 when the direct object is a pronoun.

Subject and object questions

Who/what can be the subject or the object of a question.

Subject	Object
<ul style="list-style-type: none">• Zoe likes Carlos.• Who likes Carlos?	<ul style="list-style-type: none">• Zoe likes Carlos• Who does Zoe like?
<p>Who is the subject. Carlos is the object</p>	<p>Who is the object. Zoe is the subject.</p>

Question tags

Use question tags (with a falling intonation) to check facts. They are made with auxiliary verbs. Use a negative tag with a positive sentence and a positive tag with a negative sentence.

Be

- I am **aren't** I?
- She isn't ... **is** she?
- You were ... **weren't** you?
- He wasn't ... **was** he?

Can

- We can ... **can't** we?
- She couldn't ... **could** she?

Do

- I do ... **don't** I?
- She swims ... **doesn't** she?
- We ate ... **didn't** we?
- They didn't see ... **did** they?

Have

- You haven't got ... **have** you?
- She has eaten ... **hasn't** she?

When have is a full verb use auxiliary **do**.

- They have dinner ... **don't** they?

Want (someone) to do something

want	(+ person)	+ to	+ verb
I want I would like I need	(you)	to	help.

The Passive (1)

Form

	Active	Passive
Present simple	They make Toyota cars in Japan.	Toyota cars are made in Japan.
Past simple	Columbus discovered America.	America was discovered by Columbus.

Meaning

The passive allows the object of an active sentence to be used as the subject of a sentence.

- They make Toyota cars in Japan
- Toyota cars **are made** in Japan.

Use

The passive is used when:

- the agent (person or thing which does an action) is not known or isn't important

- Thirty thousand cars **were produced** last year.
- Help! My wallet **has been stolen**.

the speaker is more interested in the object of the active sentence

- Water **has been discovered** on the moon.
- Computers **are designed** to switch themselves off at night.
- A famous Van Gogh painting **was stolen** last night.

Passive (2) – Sentence topic passive

The passive can be used to continue talking about the same topic in a new sentence. Look at this sentence:

- David Livingstone lived in Africa for many years.

If Livingstone is the **subject** of the second sentence we can use the active to continue talking about him:

- David Livingstone lived in Africa for many years. **He discovered** many new places.

But if Livingstone is the **object** of the second sentence, the passive is used to continue talking about Livingstone:

- David Livingstone lived in Africa for many years. **He was taken** back to England and buried in London.

NOT David Livingstone lived in Africa for many years. ~~They took him back to England and buried him in London.~~

See [Passive\(1\)](#) for general information about the passive.

To have something done

Use **have + object + past participle** when the subject of the sentence doesn't do the action her/himself but gets someone else to do it.

- I/you/we/they **have** the car washed.
- She/he/it **has** the car washed.

Reported statements

In reported statements verbs generally move one tense back.

Direct speech

- "I am hungry"
- "I can't go shopping"
- "We don't know."
- "The doctor will

Reported speech

- She told me (that) she was hungry.
- She told me (that) she couldn't go shopping.
- They told me (that) they didn't know.
- He told me (that) the doctor would

phone".

- "I saw her there".
- "I've been to the shops

phone.

- He told me (that) he had seen her there.
- She told me (that) she had been to the shops.

Reported commands

Requests, instructions and commands are reported with verbs like:

- tell
- ask
- warn
- remind
- invite
- persuade
- encourage

The sentence pattern is usually like this:

subject	+ reporting verb	+ indirect object	(+ not)	+ infinitive
I	told asked warned reminded persuaded invited encouraged	him	(not)	to go.

Reported questions

In reported questions the word order of the question changes. If there is no question word (e.g. **who**, **when**, **how**, etc) use **if** instead.

Direct question

"Where are you going?"

"Are you English?"

Reported question

- She asked **him** where he was going.

- I asked **if** you were English.

Say and tell

present

say

tell

past

said

told

Immediately after **tell** we say **who** is spoken to.

- He **told her** that it was time to go.
- **Tell them** what time to be at the party.

After **say** we **don't** have to put **who** is spoken to.

- Did you **say** something?
- Remember to **say** goodbye when you leave.

After **say**, if we do put who is spoken to, we put **to** before the person or thing.

- She **said to John** that she would do it.

After both **say** and **tell** we can put **that** or we can leave it out.

- He **told her that** it was time to go.
- He **told her** it was time to go.
- She **said that** she would do it.
- She **said** she would do it.

Verbs of liking and preferring

The verbs **like**, **prefer**, **want**, **love** and **hate** can all follow the pattern:

subject	verb	object	infinitive	adjective/noun
Teenagers	like	their clothes	to look	unusual
	prefer			comfortable
	want			trendy
	love			trendy
	hate			trendy

Verbs of future expectation: *expect* and *hope*

Expect refers to things in the future which will **probably** happen.

- We **expect** him to pass the exam because he has studied so hard.
- She **expects** to get a big present for her birthday this year, because she didn't get a present last year.

Hope refers to things in the future which we **personally** would like to happen.

- I **hope** to receive an answer from him soon.
- Mike **hopes** to go to the beach tomorrow if the weather is good.

Hope and **expect** can be followed by the infinitive. **Expect** can take an object.

expect (+ object) + to infinitive

- We **expect him** to pass the exam.

- They expect to arrive on Saturday.

hope + to infinitive

- I **hope** to receive an answer from him soon.

Verbs of planning and organising

The following verbs are all used to talk about organising and planning things.

- | | |
|------------------|----------------------|
| • prepare | • consider |
| • decide | • organise |
| • arrange | • intend |
| • plan | • investigate |

Verbs that take **to infinitive** or **a noun**

- | | |
|----------------|--|
| prepare | <ul style="list-style-type: none"> • He is preparing to leave for the airport. • We are preparing a party for Saturday night. |
| decide | <ul style="list-style-type: none"> • She decided to leave at the weekend. • He decided on a white pair of trainers. |
| arrange | <ul style="list-style-type: none"> • I arranged to phone at the weekend. • They arranged a meeting for Monday morning. |
| plan | <ul style="list-style-type: none"> • The Hilton plans to build a hotel on the moon. • They are also planning a free trip for journalists |

Verb + **noun**

- | | |
|--------------------|--|
| investigate | <ul style="list-style-type: none"> • They investigated the possibility of beginning in the New Year. |
| consider | <ul style="list-style-type: none"> • The manager is considering the suggestions. |
| organise | <ul style="list-style-type: none"> • He organised a trip to the country. |

Verb + **to infinitive**

- | | |
|---------------|---|
| intend | <ul style="list-style-type: none"> • We intend to write a letter explaining the problem |
|---------------|---|

Verbs - Giving advice and warning

The following structure is used to give advice and warn someone about the consequences of not doing something:

- **will**

- Imperative **or... something won't happen**

- **might**

- **Take** an aspirin or your headache **might** get worse.
- **Go** to bed early tonight or you'll feel tired in the morning.
- **Leave** now or you **won't** get there in time.

Will is used in its contracted form ('ll) with this structure.

See [Modal Verbs](#) for more information about **will**, **won't** and **might** and to look at other ways of giving advice.

Defining relative clauses

These give extra information about a noun.

Who, **whose** and **that** define people.

- This is the person **who/that** wrote to me and **whose** brother lives next door.

Which and **that** define things and places.

- This is the house **which/that** Jack built.

Where means "in which" and defines places.

- This is the house **where** I was born

Word order: Adverbs

Adverbs and adverbial phrases can go in different positions in the sentence: at the beginning, in the middle, and at the end:

- **Yesterday** I was late for work.
- David **usually** gets here at 8.00.
- The car came round the corner **quickly**.

1. At the beginning (initial position)

Adverbs which connect sentences usually go here:

- It was late. **Therefore** we took a taxi.

Time expressions commonly go in initial position:

- **Yesterday** I was late for work.

2. Mid-position

Adverbs of certainty and probability, plus adverbs of frequency, commonly go here:

- It will **probably** rain tomorrow.
- David **usually** gets here at 8.00.

Adverbs of degree also commonly go in mid-position:

- I **really** like rock and roll.
- I **very much** enjoy skiing.

3. Verb + object

We do not put adverbs between the verb and its object:

- I **really** like rock and roll.
- She **often** drinks coffee.

Not:

- ~~I like really rock and roll.~~
- ~~She drinks often coffee.~~

4. Final position

Adverbs of manner, place and time often go in end position.

- The car came round the corner **quickly**.
- The children ran **outside**.
- I was late for work **yesterday**.

Some adverbs of degree (but not **really**) can also go in end position.

- I enjoy skiing **very much**.
- I don't like football **much**.
- I don't like football **at all**.
- ~~I like rock and roll really.~~

VERBS

Infinitive (without to)

Use the infinitive after **let's.. / why don't we...** to make suggestions.

Let's	go to the beach
Why don't we Shall we	phone Rita?

Infinitive (with to)

Some verbs are usually followed by the infinitive (with **to**). The action of the verb in the infinitive is usually later in time than the first verb. These include

- **decided**
 - **hope**
 - **learn**
 - **plan**
 - **refuse**
 - **want**
- **He planned to go to China but decided **to** learn Chinese first.**

Infinitive of purpose/so that

To say why a person does something, use **to** + verb.

- **A: Why did you go to the shops?**
- **B: **To** get some food.**

You can also use **so that** + subject + modal verb.

- **I went to the shops **so (that)** I **could** get some food**

Infinitive of purpose

The infinitive of purpose (**to** + verb) – is used to explain why somebody does something.

- **A: Why did you write that letter?**
 - **B: Because I wanted **to explain** the situation clearly.**
- **People go to Cairo **to visit** the Pyramids of Giza.**
- **David-Néel and Yongden took some leather with them **to repair** their boots.**

Present Simple

We use the present simple to talk about:

- personal information
- habits and routines
- likes and dislikes

Be

Affirmative and negative

I/you/we/they **are** very interested in clothes.

aren't

He / she **is** a fashion designer.

isn't

Question

Are teenagers interested in clothes?

Is he / she a fashion designer?

Like

Affirmative and negative

I/you/we/they **like** big T-shirts.

don't like wearing baggy jeans.

He / she **likes**

doesn't like

Question

Do I/you/we/they **like** big T-shirts?

wearing baggy jeans?

Stative verbs

Stative verbs aren't generally used in the continuous form. These include

- be, have, own
- think, know, understand, believe, mean
- hear, see, smell, taste
- love, like, hate, prefer, loathe

-ing form

Use the -ing form after these verbs to express likes/dislikes

- like, love, prefer, enjoy, hate
- **I love singing**
- **I prefer going to the cinema to watching videos.**

Use the -ing form after these verbs also

- admit, deny, keep, (don't) mind, start, stop

- She admits **stealing** the bag but denies **taking** the money.

The **-ing** form is used after all prepositions. Certain verbs and adjectives take certain prepositions.

Verb + preposition + ing

to **agree with**, **believe in**
insist on, **think of**
 to be **arrested for**, **accused of**

Adjective + preposition + -ing

to be **good/bad at**, **interested in**
proud/ashamed/afraid of
bored/fed up with

Use the **-ing** form after **how about/what about/do you fancy...?** to make suggestions.

What about
 How about **going** out?
 Do you fancy

Have got

Have got is used for possession. It means the same as **have**.

- I **have got** a new car = I **have** a new car

Affirmative and negative

I/you/we/they	have got	money for clothes.
	haven't got	
He / she	has got	
	hasn't got	

Question

Have	teenagers	got money for clothes?
Has	he / she	

Present Continous

- +** I **am**
- He **is** not **eating**(?)
- ?** **Are** you

Present continuous is used to talk about actions in progress at the time of speaking.

- **Is** she **eating** her soup?

It is used for actions happening around the time of speaking (often of a temporary nature).

- **I'm studying** Chinese these days.

It is used for events arranged in the future.

- **We're meeting** Ivan tonight.

NB: The Present Continuous future is used for arrangements made with another person. The going to future is used for decisions and plans.

- Betty and I **are getting married**.
- I'm going to get married one day.

Present simple versus present continuous

The **present simple** is used to talk about habits and facts - things that are often **permanent**.

- I **speak** a little Japanese
- Jill's sister **lives** in Italy

The **present continuous** is used to talk about changing situations and developments - things that are often **temporary**.

- **I'm studying** Japanese at night school
- Everyone **is learning** English these days

Affirmative and negative

I **am**
You/we/they **are** (not) **studying** Japanese at night school.
He/she/it **is**

Question

Am	I	studying	Japanese at night school?
Are	you/we/they		
Is	he/she/it		

Present perfect

Positive/negative

I/you/we/they	have (not)	seen the film.
he/she/i	has (not)	seen the film

Question

Have	I/you/we/they	seen the film?
Has	he/she/it	seen the film?

The present perfect is used to talk about:

- situations which started in the past and continue now

- **I have lived** in Japan for thirteen years.
- **She has worked** as a teacher for two months.

- experiences at an indefinite time in the past

- **I've been** to Rome but **I've never been** to Venice.
- **Have you seen** the new Woody Allen film?

Present Perfect Continuous

+ I **been**

- She **hasn't been working**.(?)

? **Have** you

The Present Perfect Continuous is used to talk about situations which started in the past and continue in the present.

- **I've been living** here for three years

Present Perfect Simple vs. Present Perfect Continuous

Present Perfect Simple emphasises the result (a completed action).

- **How many times have you read** that book? I've **read** it three times.

Present Perfect Continuous emphasises the activity itself (possibly unfinished).

- **What have you been doing** this morning? I've **been reading**.

Future for will

Positive and negative

I/you/he/we etc.	will won't (will not)	raise money for charity.
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Question

Will Won't	I/you/he/we etc	raise money for charity?
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We often use **will** to write formally about the future.

- Anne and Paula **will** take a month to walk across the Kalahari Desert.
- Any money you donate **will** help us start co-operative work projects.

Be + going to + infinitive

Positive and negative

I You/we/they He/she/it	am are is	going to not going to	have a swim tonight.
-------------------------------	--------------------------------------	--	----------------------

Question

Am Are Is	I you/we/they he/she/it	going to	have a swim tonight?
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We often use **be + going to + infinitive** to talk informally about a future plan.

- **I'm going to** start doing a lot of exercise.
- **Are you going to** take any special equipment with you?
- **We're going to** take lots of water on our trek.

Present simple

We often use the present simple to talk about timetables or fixed itineraries.

- When exactly **do** you **start** your trek?
- We **leave** on the 1st of June.

First conditional

The first conditional is used to talk about a possible future condition and its result.

If (condition)	+ Present Simple	+ will (result)	+ verb
If	it snows	we'll	go skiing.
	it doesn't snow	we won't	

Second conditional

The second conditional is used to talk about an improbable or impossible condition and its result.

If (improbable condition)	+ Past Simple	+ would (result)	+ verb
If	I lived in Rome	I'd	learn Italian quickly.
	I didn't live in London		

Past simple

Positive/Negative

I/You/He/She/We/They	arrived didn't arrive	yesterday
----------------------	--------------------------	-----------

Question

Did	I/you/he/she/we/they	arrive	yesterday
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We use the **past simple** to talk about:

finished actions in the past, often with definite time.

- I **went** to the beach on Saturday afternoon.
- They **got married** in 1976.

a series of finished actions in the past

- She **came** home, **made** a cup of tea, and **read** the newspaper.
- We **arrived** at seven. A woman **showed** us to our room and we **sat** down.

Past continuous

Positive/Negative

You/We/They	were (not	watching
I/He/She	was (not	

Question

Were	you/we/the	watching?
Was	I/he/she	

We use the **past continuous** to talk about actions in progress at a moment in the past.

- I **was working** in the garden yesterday morning.
- They **were living** in Spain when I saw them.

It is often used in narratives to describe scenes in the past.

- The birds **were singing** and the sun **was shining**.
- The market was busy. People **were buying** vegetables and children **were playing**.

or to describe an action or situation which was in progress when another event interrupted it.

- The Brahman **was walking** in the forest when he saw the tiger.
- She **was watching** T.V. when the telephone rang.

Past perfect

Positive/negative

I/you/he/she/it/we/they	had (not)	visited the town before.
-------------------------	-----------	--------------------------

Question

Had	I/you/he/she/it/we/they	visited the town before?
-----	-------------------------	--------------------------

The past perfect is used to talk about events and states that happen before a moment in the past.

- Gloria discovered that her sister **had moved** house.
- We **had finished** all the preparations by the time they arrived

WORD FORMATION

Affixation

Suffixes used to make nouns

Suffixes are added to the end of words to make new words. The suffixes **-ment**, **-ence**, and **-y** can be used with a number of verbs to make nouns.

Sometimes the spelling of the verb changes slightly when a suffix is used.

	the suffix -y		the suffix -ment		the suffix -ence
recover	recovery	improve	improvement	prefer	preference
discover	discovery	postpone	postponement	exist	existence

injure	injury	arrange	arrangement	defend	defence
deliver	delivery	entertain	entertainment	refer	reference
apologise	apology	develop	development	differ	difference