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# Intercambio Idiomas Online

ENGLISH: GRAMMAR  
GUIDE

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The basis of the English language is in understanding its verbs and how we can form sentences.

We can form to be with the full form **I am** or the contraction **I'm**

<b>SUBJECT</b>	<b>TO BE</b>	<b>CONTRACTION</b>
I	AM	I'M
YOU	ARE	YOU'RE
HE/SHE/IT	IS	HE'S
WE	ARE	YOU'RE
YOU (ALL)	ARE	YOU'RE
THEY	ARE	YOU'RE

To form the negative:

<b>SUBJECT</b>	<b>TO BE</b>	<b>CONTRACTION</b>
I	AM NOT	I'M NOT
YOU	ARE NOT	YOU AREN'T
HE/SHE/IT	IS NOT	HE ISN'T
WE	ARE NOT	YOU AREN'T
YOU (ALL)	ARE NOT	YOU AREN'T
THEY	ARE NOT	YOU AREN'T

To form the interrogative:

<b>TO BE</b>	<b>SUBJECT</b>	<b>COMPLEMENT + ?</b>
AM	I	HAPPY?
ARE	YOU	ANGRY?
IS	HE/SHE/IT	SAD?
ARE	WE	UPSET?
ARE	YOU (ALL)	ANNOYED?
ARE	THEY	EXCITED?

The past tense is also irregular:

<b>SUBJECT</b>	<b>TO BE</b>
I	WAS
YOU	WERE
HE/SHE/IT	WAS
WE	WERE
YOU (ALL)	WERE
THEY	WERE

## Articles:

### THE (Definite article)

We use the definite article to speak about specific things:

1. Singular: e.g. *Can you pass me the pen, please? (the pen we were talking about)*
2. Plural: e.g. *I have got the apples that you asked for.*

### A/AN (Indefinite articles)

We use the indefinite articles to speak about non specific things:

1. Singular: e.g. *I would like a sandwich please. (any sandwich will be fine)*

### --- (Zero article)

We use the zero article to speak about general things:

1. Singular (uncountable) e.g. *People in this country are rude.*
2. Plural: e.g. *Cheetahs are the fastest land animal on the planet.*

**TIME** - We DO NOT use 'the' when referring to times of the day, particular days, years, seasons or months: *dawn, dusk, daybreak, midday, 9.30pm, 5.45am, Monday, Wednesday, January, October, 1487, 2014*

**PLACES** – We DO NOT use 'the' when referring to certain places

*College/university, school, hospital, town, church, class, court, bed, prison, home*

## Countable and uncountable nouns:

Nouns in English can be either countable or uncountable. When you learn them, you need to know if the noun is countable or uncountable as it influences the grammar we use.

**Countable nouns:** they can be counted 1, 2, 3

(Examples: people, jobs, cars, computers, days, hours, sweets, bottles, glasses)

In the affirmative, they use an article a, an or a determiner some.

1. This is a language course
2. These is an orange pen
3. I have some friends in Japan

In the negative we use a, an or any

1. It isn't a huge house
2. It isn't an interesting lesson
3. There aren't any chairs to sit on

In the interrogative we also use a, an or any

1. Is it a good project?
2. Is she an awful teacher?
3. Are there any ice creams left?

**Uncountable nouns:** these nouns cannot be counted and are normally used with a quantifier. (Examples: time, money, water, beer, wine, flour, cheese, butter, bread)

In the affirmative we use some. **You cannot use a or an as there is no singular.**

1. I would like to drink some water

In the negative we use any. **You cannot use a or an as there is no singular.**

1. I don't have any time to waste

In the interrogative we use any. **You cannot use a or an as there is no singular.**

1. Do you have money that you could lend me?

To make an uncountable noun countable, we usually use a quantifier.

(Examples: a piece of, a slice of, a glass of, a bottle of, a pile of)

1. I want a slice of bread and cheese, and a bottle of beer for lunch

## Pronouns:

Pronouns are words that substitute a noun. They can be tricky for language learners, but they are an essential part of both written and spoken English. There are various types of pronoun that you must get the grasp of:

**SUBJECT** = what does the action (cause). *I am going shopping later*

**OBJECT** = what receives the action. *You never ask me questions*

**REFLEXIVE** = when the subject and object are the same. *I talk to myself a lot*

**POSSESSIVE** = instead of a noun. *This car is mine*

**POSSESSIVE DETERMINERS** = PD + noun. *That one on the corner is my house*

SUBJECT	OBJECT	REFLEXIVE	POSSESSIVE	DETERMINER
I	ME	MYSELF	MINE	MY
YOU	YOU	YOURSELF	YOURS	YOUR
HE	HIM	HIMSELF	HIS	HIS
SHE	HER	HERSELF	HERS	HER
IT	IT	ITSELF	ITS	ITS
THEY	THEM	THEMSELVES	THEIRS	THEIR
WE	US	OURSELVES	OURS	OUR

## Comparative adjectives:

1. We use comparatives to talk about the similarities and differences between different things.

Comparing two things: *She is taller than me. You are better looking than your dad.*

(NORMAL) tall = taller, short = shorter

(IRREGULAR) good = better, bad = worse

(DOUBLE) big = bigger, fat = fatter

(...IER) Happy = happier, funny = funnier

(LONG) expensive = more expensive

Comparing a group of things: *It is the tallest building. They are the most expensive glasses in the shop.*

(NORMAL) tall = the tallest, short = the shortest

(IRREGULAR) good = the best, bad = the worst

(DOUBLE) big = the biggest, fat = the fattest

(...IER) happy = the happiest, funny = the funniest

(LONG) expensive = the most expensive

Similarities: *I am as funny as my brother. It is the same as yours.*

Enough:

(adjective + enough) *My car is fast enough*

(Enough + noun) *I don't have enough money*

Too:

*It was too expensive and I couldn't afford it*

*I have too much furniture in my house*

So: so + adjective

*He is so cool that I want to be just like him. He is my idol.*

Such: such + adjective + noun

*That was such an awful meal that I won't go back.*

**Check out our grammar point on adjectives and remember:** ...ing adjectives make you feel ...ed

For instance: I think the film was **boring**. I felt **bored** when I watched the film. As it was such a **boring** film, I was **bored** the whole time.

... ed = temporary feeling

...ing is permanent = cause of a feeling

## Present simple: Subject + verb

1. We use the present simple to talk about habitual actions  
*I always brush my teeth at 7am*
2. We use the present simple to talk about routines  
*I start work at 8am every day*
3. We use the present simple to talk about permanent situations  
*I work in a language school in Spain*
4. We use the present simple to talk about truths  
*Water boils at 100°C*

The negative uses the auxiliary do not/don't or does not/doesn't

SUBJECT	AUXILIARY	VERB
I	DO NOT/DON'T	STUDY
YOU	DO NOT/DON'T	STUDY
HE/SHE/IT	DOES NOT/DOESN'T	STUDY
WE	DO NOT/DON'T	STUDY
YOU (ALL)	DO NOT/DON'T	STUDY
THEY	DO NOT/DON'T	STUDY

The interrogative is formed using do or does:

AUXILIARY	SUBJECT	VERB + ?
DO	I	STUDY?
DO	YOU	STUDY?
DOES	HE/SHE/IT	STUDY?
DO	WE	STUDY?
DO	YOU (ALL)	STUDY?
DO	THEY	STUDY?

## Adverbs of frequency:

Adverbs of frequency are used to talk about the frequency with which we do certain actions. They are essential for talking about daily routines and the present day.

\*Be careful with word order. Between the subject and verb

<p><b>BE:</b> I am <b>always</b> tired when I finish work. He isn't <b>usually</b> late for school.</p>	<p><b>VERBS:</b> You <b>never</b> get up at 5:00 am. We <b>almost never</b> make dinner for our parents.</p>
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Adverbs	Percent %	Example Sentences
Always	100%	<i>I <b>always</b> get on well with my workmates</i>
Normally Usually Frequently	80%	<i>I <b>normally</b> arrive at work on time I <b>usually</b> have breakfast at 7 o'clock I <b>frequently</b> make mistakes in class</i>
Often	70%	<i>I <b>often</b> hang out with friends on weekends</i>
Sometimes	50%	<i>I <b>sometimes</b> miss class when I am sick</i>
Not often	30%	<i>I <b>don't often</b> call my mum to speak about my exams</i>
Almost never Rarely Hardly ever Seldom	20%	<i>I <b>almost never</b> make it to my German class I <b>rarely</b> meet new people I <b>hardly ever</b> practice my French I <b>seldom</b> take time off work</i>
Never	0%	<i>I <b>never</b> tell off my children for speaking loudly</i>

**Present continuous:** Subject + be + gerund

1. We use the present continuous to talk about actions in progress now  
*I am writing a new article for the Guardian right now*
2. We use the present continuous to talk about temporary situations  
*I am currently doing a German course at upverb*
3. We use the present continuous to talk about annoying situations  
*You are always arriving late to work*
4. We use the situations to talk about amusing situations  
*You are always telling the funniest stories*

We do not usually use the present continuous for stative verbs:

AGREE	APPEAR	BELIEVE	BELONG	CONCERN
CONSIST	CONTAIN	DEPEND	DESERVE	DISAGREE
DISLIKE	DOUBT	FEEL	FIT	HATE
HEAR	IMAGINE	IMPRESS	INCLUDE	INVOLVE
KNOW	LIKE	MATTER	MEAN	MIND
NEED	PREFER	SEEM	UNDERSTAND	WANT

**Present perfect simple: Subject + have + past participle**

1. We use the present perfect simple to talk about actions that happened in the past but no time is mentioned or if we are still inside the time period (today, this week, this month, this year, recently). *I have worked a lot recently because I have a deadline*
2. We also use the present perfect to talk about experiences when the time is not important (in my life). *I have been to Japan twice to visit my brother who lives there*
3. We use the present perfect to talk about states that started in the past but continue. *I have had my car for over 3 years*

ALREADY (ya) – <i>I have already finished my homework.</i>
YET (ya) – <i>Have you seen that movie yet?</i>
YET (aún) – <i>I haven't had breakfast yet this morning.</i>
STILL (aún) – <i>I still haven't set off for work.</i>
JUST (acabar de) – <i>I have just arrived home from work.</i>
EVER (alguna vez) – <i>Have you ever been to Japan?</i>
FOR (durante) – <i>I have studied English for 4 years.</i>
SINCE (desde) – <i>I have lived in Spain since 7 years ago/2010.</i>

**Present perfect continuous: Subject + have + been + gerund**

We use the present perfect continuous to talk about actions that started in the past but continue. *I have been learning Spanish for over ten years whereas I have been learning German for about a year.*

**Past simple:** Subject + past verb

(+) I ate out in a restaurant last night

(-) I didn't go clubbing last night

(?) Did you drink a beer?

1. We use the past simple for complete/finished past actions

*I woke up at 6am this morning*

2. We use the past simple for important events in the past.

*The man knocked at the door and then realised that he made a big mistake*

3. We use the past simple with words like yesterday/last.../ago

*I was born in Rugby just over 33 years ago*

**Past continuous:** Subject + was/were + gerund

1. We use the past continuous to talk about a past action that is in progress.

*I was running as fast as I could when suddenly I fell on the floor*

2. We use the past continuous to talk about non-important information in the past.

*It was raining when you called me last night*

3. We use the past continuous with words such as while/whilst/as.

*While I was watching the movie, you were answering your emails*

4. We use the past continuous to talk about past actions in progress at a specific time.

*At 5am I was still sleeping soundly in my bed*

**Past perfect simple:** Subject + had + participle

1. We use the past perfect to talk about the first of two completed past actions.

*I had already arrived at 8 o'clock when you called me at 8:30*

**Past perfect continuous:** Subject + had + been + gerund

1. We use the past perfect continuous to talk about an action that started in the past and continued until another time in the past

*I had been travelling all day and I just wanted to relax, so I stopped at a bar about two hours ago*

IRREGULAR VERB LIST:

INFINITIVE	PAST	PARTICIPLE
BE	WAS/WERE	BEEN
BECOME	BECAME	BECOME
BEGIN	BEGAN	BEGUN
BET	BET	BET
BITE	BIT	BITTEN
BLEED	BLED	BLED
BLOW	BLEW	BLOWN
BREAK	BROKE	BROKEN
BRING	BROUGHT	BROUGHT
BUILD	BUILT	BUILT
BURN	BURNT	BURNT
BUY	BOUGHT	BOUGHT
CATCH	CAUGHT	CAUGHT
CHOOSE	CHOSE	CHOSEN
COME	CAME	COME
COST	COST	COST
CUT	CUT	CUT
DEAL	DEALT	DEALT
DIG	DUG	DUG
DO	DID	DONE

INFINITIVE	PAST	PARTICIPLE
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DRAW	DREW	DRAWN
DREAM	DREAMT/DREAMED	DREAMT/DREAMED
DRINK	DRANK	DRUNK
DRIVE	DROVE	DRIVEN
EAT	ATE	EATEN
FALL	FELL	FALLEN
FEED	FED	FED
FEEL	FELT	FELT
FIGHT	FOUGHT	FOUGHT
FIND	FOUND	FOUND
FLY	FLEW	FLOWN
FORGET	FORGOT	FORGOTTEN
FORGIVE	FORGAVE	FORGIVEN
FREEZE	FROZE	FROZEN
GET	GOT	GOT/GOTTEN
GIVE	GAVE	GIVEN
GO	WENT	GONE
GROW	GREW	GROWN
HANG	HUNG	HUNG
HAVE	HAD	HAD

<b>INFINITIVE</b>	<b>PAST</b>	<b>PARTICIPLE</b>
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HEAR	HEARD	HEARD
HIDE	HID	HIDDEN
HIT	HIT	HIT
HOLD	HELD	HELD
HURT	HURT	HURT
KEEP	KEPT	KEPT
KNOW	KNEW	KNOWN
LEAVE	LEFT	LEFT
LEAD	LED	LED
LEARN	LEARNT/LEARNED	LEARNT/LEARNED
LEND	LENT	LENT
LET	LET	LET
LIGHT	LIT	LIT
LOSE	LOST	LOST
MAKE	MADE	MADE
MEAN	MEANT	MEANT
MEET	MET	MET
PAY	PAID	PAID
PUT	PUT	PUT
READ	READ /RED/	READ /RED/

<b>INFINITIVE</b>	<b>PAST</b>	<b>PARTICIPLE</b>
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RIDE	RODE	RIDDEN
RING	RANG	RUNG
RISE	ROSE	RISEN
RUN	RAN	RUN
SAY	SAID	SAID
SEE	SAW	SEEN
SELL	SOLD	SOLD
SEND	SENT	SENT
SET	SET	SET
SEW	SEWED	SEWN
SHAKE	SHOOK	SHAKEN
SHINE	SHONE	SHONE
SHOOT	SHOT	SHOT
SHOW	SHOWED	SHOWN
SHUT	SHUT	SHUT
SING	SANG	SUNG
SINK	SANK	SUNK
SIT	SAT	SAT
SLEEP	SLEPT	SLEPT
SPEAK	SPOKE	SPOKEN

INFINITIVE	PAST	PARTICIPLE
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SPELL	SPELT	SPELT
SPEND	SPENT	SPENT
SPOIL	SPOILT/SPOILED	SPOILT/SPOILED
STAND	STOOD	STOOD
STEAL	STOLE	STOLEN
STICK	STUCK	STUCK
SWEAR	SWORE	SWORN
SWEEP	SWEPT	SWEPT
SWIM	SWAM	SWUM
TAKE	TOOK	TAKEN
TEACH	TAUGHT	TAUGHT
TEAR	TORE	TORN
TELL	TOLD	TOLD
THINK	THOUGHT	THOUGHT
THROW	THREW	THROWN
UNDERSTAND	UNDERSTOOD	UNDERSTOOD
WAKE	WOKE	WOKEN
WEAR	WORE	WORN
WIN	WON	WON
WRITE	WROTE	WRITTEN

**Used to: Subject + used to + verb**

1. We use used to to talk about past habits or routines that are no longer true.

*The conjugation of used to is simple as it does not change in the affirmative, but be careful with the negative and interrogative as the USED loses the D = USE TO*

- I/YOU/HE/SHE/IT/THEY/WE used to + verb

*I used to play rugby in my free time (, but now I don't)*

- I/YOU/HE/SHE/IT/THEY/WE didn't use to + verb

*I didn't use to get upset about problems at work (, but now I do)*

- Did + I/YOU/HE/SHE/IT/THEY/WE use to + verb?

*Did you use to learn foreign languages in your free time?*

\*A SYNONYM OF USED TO IS WOULD. But would is a little more formal and **only used for actions**.

Study this example:

*I used to have a blue Ford Escort.*

*I would have a blue Ford Escort. (Because it is a state and not an action)*

*I used to do more exercise than I do now.*

*I would do more exercise than I do now.*

### **Will/won't:**

1. We use will for predictions about the future (without evidence, proof or justification). *I will win the lottery one day*
2. We use will for decisions made at the time of speaking (in that moment/just then). *I don't know what to order... I'll have a beer then*
3. We use will for offers, requests and promises. *I promise that I will always look after our children*

### **Going to:**

1. We use going to for predictions (with evidence). *I am going to pass the exam because I found it very easy.* \*If it is justified with because/as/since
2. We use going to for plans and intentions (no fixed time or plan). *I am going to the cinema sometime next week.*

### **Present continuous:**

1. We use the present continuous for arrangements in the future (fixed plans. \*Specific time. Plans have been made). *I am meeting my girlfriend in the shopping mall at 11:30.*

### **Future continuous:**

1. We use the future continuous to say what will be in progress at a specific time in the future. *I will be doing the exam at 3 o'clock on Monday*

### **Future perfect:**

1. We use the future perfect to talk about an action that will be completed in the future. *I will have passed my driving test by the 12th of December*

## Gerund or infinitive:

1. To understand the gerund and infinitive, you need to remember 3 rules:

### Gerund

1. Subject of the sentence eg. swimming is good for your health.
2. After a preposition eg. I am keen on running to get fit.
3. After certain/some verbs eg. I fancy having a beer with my meal.

### Infinitive

1. Purpose of another action eg. I do the shopping once a week to buy food.
2. After an adjective eg. It is easy to pass the exam with this course.
3. After certain/some verbs eg. He managed to get a 10 on the exam.

BE CAREFUL! At C1 level, there are exceptions to the rules. For instance, the infinitive can be used as the subject of a sentence. Study this example:

*In Britain to arrive late to a meeting is very bad manners.*

### Bare infinitive

1. After most modal verbs eg. I should do more exercise
2. Objectives/to do list eg. 1. Do the washing up 2. Go shopping 3. Wash the car

Similar expressions with the full and the bare infinitive:

Permit/allow/let

*Verb + Object + Verb*

*I allow my children to watch TV every day.*

*I permit them to watch TV each day.*

*I let them watch TV daily.*

Obligate/oblige/force/make

*Verb + Object + Verb*

*I obligate my children to tidy their room*

*I force them to tidy their room*

*I make them tidy their room*

Change in meaning between gerund and infinitive:

Like (no change)

I like swimming

I like to swim

Remember (change)

I didn't remember doing it

I didn't remember to do it

Try (change)

I tried calling you.

I tried to call you, but I couldn't.

*Gerund form normally means that the action was completed, the infinitive not completed.*

Gerund vs Infinitive verb list:

GERUND (use the gerund after these verbs)
Admit, Advise, Appreciate, Avoid, Can't help, Can't stand, Complete, Consider, Delay, Deny, Detest, Discuss, Despise, Enjoy, Escape, Excuse, Fancy, Feel like, Finish, Forbid, Imagine, Involve, Keep, Mention, Mind, Miss, Permit, Postpone, Practice, Quit, Recall, Recommend, Report, Resist, Resume, Risk, Spend (time), Suggest, Tolerate, Understand, Use, Waste (time)

INFINITIVE (use the infinitive after these words)
Able, Afford, Agree, Aim, Allow, Appear, Arrange, Ask, Attempt, Beg, Claim, Choose, Consent, Dare, Decide, Demand, Deserve, Encourage, Expect, Fail, Get, Happen, Help, Hesitate, Hope, Hurry, Learn, Long, Manage, Need, Offer, Plan, Pleased, Prepare, Pretend, Promise, Propose, Refuse, Seem, Strive, Swear, Take (time), Tend, Threaten, Use, Wait, Want, Wish, Would like

<b>NO CHANGE IN MEANING:</b> EITHER (use either the gerund or infinitive)
Begin, Continue, Dislike, Like, love, Start, Intend, prefer

<b>CHANGE IN MEANING:</b> EITHER (use either the gerund or the infinitive)
Consider, Forget, Imagine, Mean, Remember, Remind, Regret, Try, Stop, Teach, Try

## First (1st) conditional:

We use the first conditional to speak about likely/probable events

e.g. *If I go shopping, I will buy some new trainers.*

Word order change

e.g. *If I go shopping, I will buy some new trainers.*

*I will buy some new trainers if I go shopping.* NO COMMA

Change will (won't, may, can)

e.g. *If I go shopping, I will buy some new trainers.*

*If I go shopping, I can buy some new trainers.*

\*When = instead of if

e.g. *When you finish work, you can call me.*

\*Unless

e.g. *I can't call you unless you finish work.*

## Second (2nd) conditional:

We use the second conditional to speak about unlikely, improbable or impossible events

e.g. *If I had \$100,000, I would buy a new car.*

Word order change

e.g. *If I had \$100,000, I would buy a new car.*

*I would buy a new car if I had \$100,000*

NO COMMA

Change would (wouldn't, might, could)

e.g. *If I had \$100,000, I would buy a new car.*

*If I had \$100,000, I could buy a new car.*

### **Third (3RD) conditional:**

We use the 3rd conditional for a hypothetical past.

e.g. *If I had saved more money last year, I would have gone to Bali on holiday.*

Word order change:

*If I had saved more money last year, I would have gone to Bali on holiday.*

*I would have gone to Bali on holiday if I had saved more money last year.*

NO COMMA

Change would for (could, might):

e.g. *If I had saved more money last year, I would have gone to Bali on holiday.*

e.g. *If I had saved more money last year, I could have gone to Bali on holiday.*

## Mixed conditionals:

All conditionals have a condition “If I have time,...” and a result “... I will do some exercise”. But these conditions can be both present or past. What a mixed conditional does is mix the 2nd and 3rd conditional to express this.

Study these examples:

*If I had a mobile phone, I would have called you last week. The meaning of this sentence is simple. I didn't call you last week because I don't have a mobile phone at the moment.*

The condition: “If i had a mobile phone” is in the present so we use the 2nd conditional whereas the the result “I would have called you” is in the past so we use the 3rd conditional.

*If I had studied more at university, I would earn more money now. The meaning of this sentence is that I was a bad student and I didn't study in the past and now I earn little money.*

The Condition Is in the past “If I had studied more” so we use the 3rd conditional but the result “I would earn more money” is in the present so we use the 2nd conditional.

**Wish/ if only:**

We use wish or if only for something that we would like to change.

*e.g. I wish I had more free time to spend with my children.*

*e.g. If only I had more free time to spend with my children.*

(Past simple) change the present

*I wish I had more free time to spend with my children.*

(Past perfect) change the past

*I wish I had taken more free time to spend with my children.*

(Would) annoyance/dislike

*I wish I would have more free time to spend with my children.*

## **Modal verbs:**

We use modal verbs for:

1. Permission.
2. Ability
3. Obligation
4. Prohibition
5. Advice
6. Possibility/probability
7. Conditionals

There are two types of modal verb:

1. BARE INFINITIVE. We normally use the bare infinitive (verb without to) after the modal. For instance: I should study more. I can play the flute.
2. FULL INFINITIVE. We sometimes use the full infinitive. For example: I ought to go. I have to learn more vocabulary to become fluent.

It is important to understand that there are similar expressions that are synonyms or have a very similar meaning to some modal verbs.

Can (ability) = be able to, be capable of, know how to

May (permission) = be permitted, be allowed, let, be ok, might, could, be able to

Must (obligation) = be required, be essential, have to, be obliged, be obligatory

CAN'T (prohibition) = mustn't, be forbidden, be prohibited, be against the rules / not be able to etc.

Should (advice) = be advisable, be recommended, be a good idea, ought to. had better

NEEDN'T (lack of necessity) = not have to, not need to, not be necessary

<b>Modal</b>	<b>Meaning</b>	<b>Example</b>
can	to express ability	I can speak a little English.
can	to request permission	Can I have a drink of water, please?
may	to express possibility	I may miss the train.
May	to request permission	May I wash my hands, please?
May	To express probability	He may win the race at this rate.
must	to express obligation	I must study more.
must	to express strong belief	She must be very wealthy.
should	to give advice	You should do more exercise.
would	to request or offer	Would you like a cup of tea?
would	in if-sentences	If I were you, I would take a break.
could	To express past ability	I could swim when I was 6 years old.
could	To express possibility	It could be a good idea.
Might	To express possibility	It might help you find a job.

**Modal perfect:** MODAL VERB + HAVE + PARTICIPLE

1. We use the modal perfect when we are talking about an unreal past

*I should have learnt English as a child* = I didn't learn English as a child

*You might have told me that you were going to be late* = You didn't tell me

*He could have listened to the instructions* = He didn't listen to the instructions

## Reported speech:

1. We use reported speech to report what somebody else has said or to repeat something that has already been said.

You need to focus of these points:

- Tense change
- **Do not change the tense if the reporting verb is in the present** (say, tell, ask, claim, remark, report, comment, mention) or if the information is **still true**,
- Also, **do not change the tense in certain tenses** including: past perfect, modal verbs (would, should, might or could)
- Change in time or place words

## DIRECT SPEECH

## REPORTED SPEECH

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Present simple:

Past simple:

“I am keen on running” said Marc.

Marc said that he was keen on running.

---

Present continuous:

Past continuous:

“I am writing a course” said Marc.

Marc said that he was writing a course

---

Present perfect:

Past perfect:

“I have already seen this movie” Marc told Alex.

Marc told Alex that he had already seen that movie.

---

Past simple:

Past perfect:

“I went jogging yesterday” said Marc.

Marc said that he had been jogging the day before.

---

Going to:

Was/were going to:

“I am going to watch a movie tonight” said Marc.

Marc said that he was going to watch a movie that night.

---

---

Can:

Could:

“I can come to the party tomorrow” Marc told Alex that he could go to the party the next day.  
told Alex.

---

Will:

Would:

“I will help you move house” Marc claimed that he would help me move house.  
Marc

---

**If the verb is a general opinion, belief or continues, do not change the tense.**

*“I am keen on doing sport” said Marc.*

*Marc said that he is keen on doing sport.*

*“They don’t believe in God” they claimed.*

*They claimed that they don’t believe in God*

Focus on:

1. The change in subject pronoun (I, you, he, she, it, they, we) or object pronoun (me, you, him, her, them, it, them, us) or possessive determiner (my, your, his, her, their, our)
2. The change in time and place

**TIME**

**PLACE**

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*Now – then/at that moment*

*Here – there*

*Yesterday – the day before*

*This place – that place*

*Last week – the week before*

*Ago – before*

*Tonight – that night*

*Tomorrow – the next day*

*Next week – the following week*

**Reporting verbs: (Irregular)**

Verb + ING

Suggest, recommend, advise against, insist on, accuse of, consider, regret, deny,

E.g. *"Let's go to the cinema" suggested Marc.*

*Marc suggested going to the cinema.*

Verb + INFINITIVE

Refuse, offer, demand, decide, threaten, forget, promise, agree, disagree

E.g. *"I won't do my homework until you kiss me" said Marc*

*Marc refused to do his homework until she kissed him.*

## Reported Questions: IF/WHETHER OR THE QUESTION WORD

As if it were the affirmative +

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The principle is the same as reported speech. You need to change the tense in the same ways. There are two types of questions that you need to look at.

### Auxiliary verbs:

CLOSED QUESTIONS                      IF/WHETHER

*“Did you go out last night?” asked Marc.*

*Marc asked if you had gone out the night before.*

*“Are you fond of watching TV?” asked Marc.*

*Marc asked if/whether you are fond of watching TV.*

### Question words:

OPEN QUESTIONS                      QUESTION WORD (when, where, why)

*“When did you see this movie?” asked Marc.*

*Marc asked when you had seen that movie.*

*"Where do you live?" asked Marc*

*Marc asked where you live.*

### **Inversions:**

1. Inversions are used to make sentences more formal, they are not so much used in spoken English as written but they do appear in the use of English and writing parts of the exam.
2. Inversions are usually formed with negative adverbs: Never, seldom, rarely, hardly, Not until, at no time, under no circumstances, at no point, little, not only

***Never have I been*** so angry with a person like I am with you right now.

The meaning of this: ***I have never been*** .....

***Not only should you*** study grammar, you should also do listening practice.

The meaning of this: *You should not only study...*

3. Conditionals: all conditional sentences can be manipulated and you can change their word order. In formal usage, you can also use inversions.

***Were the teachers at the school better trained,*** problems like these wouldn't occur.

The meaning of this: ***If the teachers were trained better*** .....

**Passives:** we use the passive voice in 3 situations:

1. When the subject is not known. *e.g. Someone killed the president or The president was killed (by someone)*
2. When the subject is obvious. *e.g. The cleaner has cleaned the office. The office has been cleaned (by the cleaner)*
3. When the subject is not important. *e.g. Alex Huckle eats all of the pies. All of the pies are eaten by Alex Huckle*

The best way to form the passive is with this simple 5 step rule:

Active =      The man swept the floor last Friday.

Passive =     The floor was swept by the man last Friday.

\*you can omit by the man because it is irrelevant

1. Object – singular or plural
2. Tense – conjugate the verb to be in this tense
3. Verb – past participle
4. Subject – can it be omitted? (unknown, obvious, irrelevant)
5. Complements – extra information

An important part of the passive is knowing how to conjugate the verb **to be**.

Present simple = **is/are**

Present continuous = **is/are being**

Present perfect = **has/have been**

Past perfect = **had been**

Past simple = **was/were**

Going to = **is/are going to be**

Would = **would be**

Can = **can be**

Will = **will be**

Must = **must be**

Could = **could be**

Might = **might be**

Should = **should be**

Modal perfect = **would/could/might/should have been**

### **Impersonal passive:**

1. We use the impersonal passive to express general opinions or what is generally believed.

It is said that = everyone says that

It is believed that = most people believe that

It is widely known that = All people know that

it is rumoured that = everybody says that

### **Causative passive: NOUN + HAVE/GET + NOUN + PAST PARTICIPLE (+ BY/WITH + NOUN/SUBJECT)**

1. The causative is used when we pay, make or delegate someone else to do something for us. *I get my hair cut by the barber on Main Street.* The barber on Main Street cuts my hair. *I have my shopping delivered to my house.* The shopping is delivered to my house. I am going to have the house painted. I will pay someone to paint my house. I had my car fixed at the garage. The mechanic fixed my car at the garage.
2. It can also be when someone does something that we don't want them to do. *When I was on holiday I had my backpack stolen at the beach.* Someone stole my backpack

\*Using get is more informal than have but has exactly the same meaning and is more common in spoken English.

## **Cleft sentences:**

1. A cleft sentence is used to put emphasis on a part of the sentence by making it the subject. We use cleft sentences, especially in speaking, to connect what is already understood to what is new to the listener. In cleft sentences we usually use an IT CLAUSE and WHAT + CLAUSE. The information that follows it is what is most important for the listener.

IT + CLAUSE examples:

*It is my class that has all of the challenging students in.*

*It was the teacher that was late, even after her specifically mentioning the importance of being on time.*

We also use WHAT + CLAUSE regularly:

*What made the evening so eventful was that our boss got drunk and made a fool out of himself.*

Cleft sentences are case sensitive, focus on the verb to be:

*What my dad needs is a long break from work. = my dad is tired now and he needs a HOLIDAY*

*What my dad needed was a long break from work = my dad was tired before his holiday, but now he's OK*

**Determiners** are used before nouns or phrases to express its reference in a context; they include articles (a, an, the), demonstratives (this, these, that, those), possessives (my, your etc.) or quantifiers (all, many etc.)

The general determiners are: **a; an; any; another; other; what**

When we are talking about things in general we are not specifying exactly what we are talking about. This is because it is a general term or maybe it is not important what exactly we are referring to.

Remember we can use an **uncountable noun** or a **plural noun with no determiner**: (GENERAL) I am really keen on horses. They are my favourite animals.

The specific determiners are:

1. the definite article: **the**
2. possessives: **my, your, his, her, its, our, their, whose**
3. demonstratives: **this, that, these, those**
4. interrogatives: **which**
5. intensifiers: **so, such**

Specific determiners are used when we want to specify or make clear exactly what we are referring to. This is to help understanding and be specific about certain things.

**No or Not:**

No + noun = I have no time, I would go but I have no money, He has no friends to go on holiday with

Not + adjective = I am not happy about the situation. Why are you not worried about your exam marks?

Auxiliary + Not (verb) = I do not seem to be improving very much.

Be careful with the difference between **So and Such** (intensifiers):

so + adjective (+ that) = He is so talented that I am sure that he will make it.

such + (adj) + noun (+ that) = He is such a talented musician that I am sure he will make it.

### **This or that:**

We use both this and that with singular or uncountable nouns. This is something that is in close proximity to us (time or place). Whereas that is distant (time or place):

This is my car. (It is next to me)

That is my car. (It is a distance away)

This has happened to me, too. (It occurred a short time ago)

That happened to me, too. (It occurred a long time ago)

**These and Those** are used with plural nouns:

The principal is the same. These, is used something that is in close proximity to us (time or place). Whereas those is for something distant (time or place):

Are you going to use these chairs? (They are right here)

Are you going to work with those children (They are a distance away or not present)

**Quantifiers** are words which show how many things or how much of something we are talking about. They are much, many, (a) little, (a) few, a lot (of), some, any, no, none, both, all, either, neither, each, every, (the) other(s), another.

QUANTIFIER	GRAMMAR	EXAMPLE
SOME	+/? SENTENCES	I have some sweets in my backpack.
ANY	-/? SENTENCES	Do you have any sweets?
MUCH	-/? SENTENCES	UNCOUNTABLE I don't like chocolate much.
MANY	-/? SENTENCES	COUNTABLE How many friends do you have?
SEVERAL	SYNONYM OF VARIOUS	I have several pets at home.
A FEW	+/? SENTENCES	COUNTABLE I would like a few chips with my meal.
A LOT (OF)	+/? SENTENCES	I have a lot of free time.
PLENTY OF	+ SENTENCES	He has plenty of money.

\*be careful with the quantifiers in use. Some can only be used in spoken English in the +/-/?

QUANTIFIERS (food): *Generally used with uncountable nouns*

A bottle of	I would like a bottle of water
A glass of	Can I have a glass of wine?
A bar of	I am eating a bar of chocolate
A jar of	I bought a jar of jam
A tin of	I need a tin of pineapple
A bag of	I want a bag of crisps
A slice of	I have a slice of cheese for supper
A rasher of	I would like a rasher of bacon
A bowl of	For breakfast I eat a bowl of cereal
A mug of	I would like a mug of tea
A pint of	I always drink a pint of beer after work
A spoonful of	Put in a spoonful of sugar
A carton of	Buy a carton of milk please
A piece of	Can I have a piece of bread please?
A tube of	I put a tube of tomato puree in the sauce

A can of                                      Can I drink a can of fanta?  
A loaf of                                      Could you buy a loaf of bread?  
A packet of                                    I am going to buy a packet of biscuits

**Connectors and cohesive devices:**

The use of connectors is essential in the organisation of our speech and writing. It is important to understand a couple of things before we take a closer look at individual differences between cohesive devices.

1. the difference between **connectives** and **conjunctions**. Many cohesive devices can be used as both a connective or conjunction, depending on how they are used.
  - Connective = joins two separate sentences
  - Conjunction = joins two clauses in a single sentence

**ADDING INFORMATION**

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And, also, as well, in addition, besides, above all

**GIVING EXAMPLES**

---

Such as, for example, like, for instance, as follows:

**REINFORCEMENT**

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Also, furthermore, moreover, above all, not only... but also

**DEDUCTION**

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Otherwise, in other words, then, in that case

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## **SEQUENCE**

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Firstly, secondly, thirdly, lastly, next, after, to start with, to finish,

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## **CONTRAST**

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However, but, although, whereas, despite, in spite of, even though, though

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## **SIMILARITY**

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Similarly, equally, likewise, in the same way

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## **RESULT**

---

So, therefore, as a result, because of this, consequently, thus, hence, in that case

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## **SUMMARY**

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In conclusion, to sum up, in brief, therefore, to summarise, to finish off, on balance, in a nutshell, all in all, in the end

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## **STATING THE OBVIOUS**

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Obviously, clearly, naturally, of course, surely, after all

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## Relative clauses:

1. Relative clauses are used to give us more information about people or things:

There are two types of relative clause:

1. Defining clause. This is necessary information that is needed to understand meaning. *This is the book that I bought from the second hand bookshop on the high street.*
2. Non-defining clause. This is to add unnecessary information. *This is the house, where I called you from yesterday, where I will celebrate my birthday.*

Relative pronouns and their differences:

Who/that (people) – I can see a man who is jogging in the park.

Whom (preposition + person) – This is my friend with whom I usually work out [formal]

Whose (possession) – These are my students whose coursework is exceptional.

Where (place) – This is the bar where I normally have breakfast

When (time/date) – That was the day when we celebrated our wedding.

Which/that (thing) – These are the books which were ordered by mistake.

**DO NOT USE THAT WITH (COMMAS)** – *This is the pen, that was expensive, we bought from Harrods.*

**USE WHICH INSTEAD** – *This is the pen, which was expensive, we bought from Harrods.*