

4.2. Grammar reference

Present progressive

Functions	Examples
1. Something is happening at the time of speaking.	I'm studying now.
2. Something is happening around the time of speaking.	Have you heard about Tom? He is building his house.
3. When we talk about a period around the present. e.g. today, this season etc.	You're working hard today
4. When we talk about changing situation.	It's getting cold.
5. When we talk about temporary situation.	I'm living with my brother until I find a new flat.
6. When we talk about what you have already arranged to do.	He is going to the cinema on Tuesday.
7. Something is happening more often than usual.	He's always losing his keys.

This is the Present progressive (continuous) tense:

AM
 SUBJECT + IS + VERB + ING
 ARE

How to build sentences in the Present progressive

The type of sentence	Example
affirmative:	He is writing a letter now. (I'm, she's, you're, we're, they're)
negative:	He isn't writing it now.
general question:	Is he writing a letter now?
special question:	What is he writing now?
direct question:	Who is writing now?
alternative question:	Is he writing a letter or reading a book?
tail question:	He's writing a letter, isn't he? He isn't writing a letter, is he?
passive:	The letter is being written now.
embedded question:	I don't know, what he is writing.

List of the **verbs** which are not normally used in **continuous tenses**

want	realize	taste	owe	weigh	have (when the meaning is "possess")
need	believe		measure	prefer	
suppose	wish	look like	like	mean	
sound	appear	love	understand	own	think (when the meaning is "believe")
depend on	hate	remember	deserve	consist of	
belong	forget	matter	cost	see	
seem	fit	lack	hear	know	

These **adverbs** are typically used with the **present progressive**:

at the moment now today	just now right now	this morning this season	presently at present for the moment
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EXERCISE: Put the verb into the correct form.

- John **(eat)** dinner now. (present time)
- We **(leave)** for the theatre at seven o'clock. (future time)
- These days food **(get)** more and more expensive. (changing sit)
- Tom **(not play)** football this season. (period around the present)
- We **(fly)** to the USA next month. (future time)
- Hello, what **(do)** today? (period around the present)
- That machine **(not work)**. It broke down this morning. (temporary)
- The number of jobless **(increase)**. (changing situation)
- She **(stay)** with her sister until she finds somewhere to live.
(temporary situation)
- What **(think)** about? (what is in your mind?)

Present simple

Regular or habitual actions

Functions	Examples
1. When we talk about things in general, when something is true.	The Earth goes round the Sun.
2. When something happens all the time or repeatedly.	I work at the bank.
3. When we make suggestions.	Why don't you drink coffee?
4. When we're talking about timetables, programs etc.	The train leaves at 7.30.

How to build sentences in the Present simple

The type of sentence	Example
affirmative:	He speaks English fluently. (she, it)
negative:	He doesn't speak French. (I / we / they don't)
general question:	Does he speak French? (Do they / we / you)
special question:	How does he speak French?
direct question:	Who speaks?
passive:	He is told one and the same things.
alternative question:	Does he speak English fluently or slowly?
tail question:	He speaks French, doesn't he? He doesn't speak French, does he?
embedded question:	It's interesting, how he speaks French.

This is the Present simple tense:

I / WE / YOU / THEY + VERB

HE / SHE / IT + VERB + S

This **adverbs** are typically used with the **Present simple**:

always	Usually	once a week every	from time to time	seldom
generally	once a while	year	sometimes	on a regular basis
occasionally	normally regularly	every two weeks	twice a year	every other month
never	rarely	often		frequently

EXERCISE: Put the verb into the correct form.

1. John **(walk)** to school every day. (regular action)
2. He always **(swim)** in the evening. (habitual action)
3. Your cough **(sound)** bad. (stative verb)
4. Mice **(not catch)** cats. (true in general)
5. Why **(not / you / go)** to bed early? (suggestion)
6. The river Danube **(flow)** into the Black Sea. (true in general)
7. We **(want)** to leave now. (stative verb)
8. I **(work)** in a bank. She **(work)** in a shop. (general thing)
9. Tom **(play)** tennis every Sunday. (regular action)
10. Water **(boil)** at 100 degrees Celsius. (true in general)

Present perfect

Functions	Examples
1. When there is a connection with the present.	I've lost my key. (he has)
2. When we give a new information or announce a recent happening.	Do you know about Jim? He's gone to France.
3. We use it with just, already, yet.	I've just had lunch. I've already posted the letter. She hasn't done it yet.
4. Difference between gone to and been to	She has gone to the USA. (She is there now or she is on her way there) She has been to the USA. (She was there but now she has come back)
5. We use it with ever and never.	Have you ever read M. Twain? We had never had a cottage.
6. We use it after a superlative.	It's the most interesting book I've ever read.
7. We use it with the expressions: This is the first time. It's the second time	It's the first time I've seen such an interesting film.
8. We use it to say that you have never done something or that you haven't done something during a period of time which continues up to the present	I've never smoked. I haven't smoked for 3 years. I haven't smoked since May. He hasn't smoked for nearly a month. We haven't had any problems so far. (in the last few days, in the past few years, recently)

9. We use it with this morning / this evening / today / this week (when these periods are not finished)	I've translated two texts today. I haven't seen him this week. He hasn't studied very much this term.
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This is the present perfect tense:

HAVE
 SUBJECT + + ALREADY + VERB IN THE PAST PARTICIPLE
 HAS

How to build sentences in Present perfect

The type of sentence	Example
affirmative:	I've written the report. (he has, you have)
negative:	He hasn't done his lessons yet.
general question:	Have you translated this article?
special question:	Where has he been?
direct question:	Who has come?
passive:	I've been told.
alternative question:	Has he been to Italy or the USA?
tail question:	He has done this job, hasn't he? He hasn't done this job, has he?
embedded question:	Do you know what he has done?

EXERCISE: Put the verbs into the correct form.

- We (**already / write**) our report.
- We (**not / write**) our report yet.
- He (**be**) to Italy.
- I (**lose**) my key. Can you help me?
- Gabriel (**already / read**) the entire book.
- The president (**not / decide**) what to do yet.
- Sam (**already / record**) the results of the experiment.
- Maria (**not / call**) her parents yet.
- John (**not / learn**) the material yet.

Present perfect progressive

Function	Examples
1. We use this tense when we talk about an action (quite a long action) which began in the past and has recently stopped or just stopped.	You're out of breath. Have you been running?
2. We also use this tense to ask or say how long something has been happening.	He has been working in Washington for three years.
3. We can also use this tense with HOW LONG, FOR SINCE, RECENTLY, TODAY for actions repeated over a period of time.	She has been playing tennis since she was eight. How long have you been smoking?

This is the Present perfect progressive tense

I / we / they / you + HAVE +
 BEEN DOING
 He / she / it + HAS +

How to build sentences in the Present perfect progressive tense

The type of sentence	Example
affirmative:	He has been studying for three hours.
negative:	He hasn't been doing this task.
general question:	Have you been playing tennis since you were eight?
special question:	How long has he been living in High Street?
direct question:	Your eyes are red. Have you been crying?
alternative question:	Have you been watching TV or sleeping since 2 o'clock?
embedded question:	I don't know what they have been writing for over an hour.

EXERCISE: Put the verbs into the correct form.

- I **(drive)** my car for 5 years.
- She **(study)** at the Nursery Courses since 1998.
- He **(learn)** Spanish for several years.
- We **(watch)** this film since dinner.
- I **(live)** here for several years so I can show you the city.
- I **(write)** this report all morning.
- Paul **(suffer)** from earache since the weekend.
- He **(deal)** with the customers all morning.
- My mother **(cook)** the birthday cake since morning.
- She **(work)** in Australia for the past years.

Past simple

Function	Examples
1. We use when we talk about actions or situations in the past.	It rained all day yesterday.
2. A succession of the past actions.	He threw down his spade and entered the house.
3. Related actions in the past.	He made an entry in his diary every evening.

This is the Past simple tense

noun + Past Participle

How to build sentences in the Past simple tense

The type of sentence	Example
affirmative:	I enjoyed the party very much.
negative:	He didn't enjoy the film. She wasn't at home two days ago. They weren't hungry.
general question:	Did you go out last night? Was she at home yesterday? Were you angry with him?
special question:	Why were you so angry? Where were you yesterday? What did you do at the week - end?
direct question:	Who visited London last year? Who was late yesterday?
passive:	The report was prepared two days ago. The exercises were written last week.
alternative question:	Did he read the text or translate the article? Was he in New York or Paris? Were you angry or simply upset?
tail question:	He visited Berlin last month, didn't he? He didn't do this task, did he?
embedded question:	Do you know what he did two days ago?

EXERCISE: Put the verbs into the correct form.

1. Yesterday morning he **(wake up)** early.
2. Tom's father **(teach)** him how to drive when he was 15.
3. We needed some money so we **(sell)** our car.
4. Yesterday she **(buy)** a dress which **(cost)** \$ 200.
5. Tom **(not / shave)** because he **(not / have)** time.
6. We **(not / eat)** anything because we **(not / be)** hungry.
7. Jim **(throw)** the ball to Mary who **(catch)** it.
8. Jack **(fall)** from the ladder yesterday and **(hurt)** his leg.
9. Last night he **(sleep)** very well.
10. Yesterday he **(have)** a sandwich for lunch.

Past progressive

Functions	Examples
1. We use it to say that someone was in the middle of doing something at a certain time.	This time last year I was living in the USA.
2. We often use the past continuous tense and the past simple together when one action was interrupted by another.	When Mark came home Martha was watching television.
3. We also use the past continuous tense when two actions were occurring in the past.	While John was reading a book, Martha was watching television.
4. To denote a certain state or quality peculiar to the person at a given moment.	He knew he was being scientific and restrained.
5. It is used with the expressions: the whole day, all day long	They were working all day long.

This is the Past progressive tense

I, he, she, it + was
+ verb +ing

You, they, we + were

How to build sentences in the Past progressive tense

EXERCISE: Put the verb into the correct form.

1. Gene (eat) dinner when his friend (call).
2. While Maria (clean) the flat, her husband (sleep).
3. At three o'clock this morning, Eleanor (study).
4. When Mark (arrive) the Johnsons (have) dinner, but they (stop) in order to talk to him.
5. When Mary (come) home, her husband (cook) dinner.
6. When the teacher (enter) the room, the students (talk).
7. While John (write) the report, Henry (look for) more information.
8. Mark (drive) on Main Street when his car (break down).
9. George (watch) television when his brother (call).
10. Jim (write) a letter to his family when his pencil (break).

Past perfect

Functions	Examples
1. We use the past perfect to say that one action happened before another action in the past.	John had gone to the store before he went home. When I arrived at the party, Tom had already gone home.
2. The past perfect tense is usually used with the adverbs BEFORE, AFTER.	John had read the book before he went to bed. After John had read the book he went to bed.

This is the Past perfect tense

Subject + HAD + verb in the past participle

How to build sentences in the Past perfect tense

The type of sentence	Example
affirmative:	He had done this work by 7
negative:	She hadn't translated the text by the lesson
general question:	Had you learnt this topic by the exam?
special question:	What had you done before I came?
direct question:	Who had been late by the first lesson?
passive:	The text had been translated by 10 o'clock.
alternative question:	Had he translated the text or only read it by the beginning of the first lesson?
tail question:	They had left us by 5 o'clock, hadn't they? They hadn't left us by 5, had they?
embedded question:	I didn't understand why you had done this?

EXERCISE: Put the verb into the correct form.

- The policeman **(read)** the suspect his rights after he **(arrest)** him.
- After John **(wash)** his clothes, he began to study.
- Maria **(enter)** the university after she **(graduate)** from the college.
- John **(wash)** the pipettes after he **(complete)** the experiment.
- Jane **(send)** the letter at her university after she **(receive)** her scholarship check.
- After the stewardesses **(serve)** lunch to the passengers, they **(sit)** down.
- The car **(flip)** ten times before it **(land)** on its roof.
- We **(correct)** our papers after we **(take)** the quiz.

Past perfect continuous

Function	Example
We use this tense to say how long something had been happening before something else happened.	He was feeling very tired. He had been studying hard all day. George had been smoking for 25 years when he finally gave it up.

This the Past perfect continuous tense

I / he / she (etc.) + HAD + BEEN DOING

How to build sentences in the Past perfect continuous tense

The type of sentence	Example
affirmative:	We had been playing for an hour when there was a terrible storm.
negative:	They hadn't been doing anything before I came
general question:	Had he been smoking for 25 years before he decided to give it up?
special question:	How long had you been waiting when the bus finally came?
embedded question:	I didn't know how long he had been working there.

EXERCISE: Put the verb into the correct form.

1. Tom was leaning against the wall, out of breath. He **(run)** very fast.
2. We **(walk)** along the road for about 20 minutes when a car stopped and the driver offered us a lift.
3. She was rather annoyed with me because I was late and she **(wait)** for a very long time.
4. When I looked out of the window the sun was shining but the ground was very wet. It **(rain)**.
5. The orchestra **(play)** for about ten minutes when the audience began shouting.
6. Tom was watching television. He was very tired. He **(work)** hard all day.
7. I walked into the room. There was a smell of cigarettes. Somebody **(smoke)** in the room.
8. When Ann came back from the beach, she looked very red from the sun. She **(lie)** in the sun too long.
9. The two boys came into the house. They were both tired. They **(play)** football.
10. Sue woke up in the middle of the night. She was frightened and she didn't know where she was. She **(dream)**.

Future indefinite

Functions	Examples
1. We use this tense when we decide to do something at the time of speaking.	I feel a bit hungry. I'll eat something.
2. When we offer to do smth.	The bag looks heavy. I'll help you with it.
3. When you agree or refuse to do smth.	Can I have my book back? Of course. I'll bring it.
4. When you promise to do smth.	Thank you for the money. I'll pay you back on Friday
5. When you ask someone to do smth.	Will you shut the door, please?
6. We use it with the words and expressions: <u>probably</u> <u>I'm sure</u> <u>I expect</u> <u>I think</u> <u>I wonder</u>	I'll probably be late. I'm sure you'll like her. I expect he'll come soon. I think we'll win the match. I wonder what will happen.
7. We use <u>shall I...?</u> in the questions (<u>not will</u>).	Shall I open the window?

This is the Future continuous tense

I, we + shall be
+ verb+ing
You, they, he, she, it + will be

How to build sentences in the Future continuous tense.

The type of sentence	Example
affirmative:	I'll be watching the match at 8.30.
negative:	He won't be playing tennis at 4 o'clock.
general question:	Will you be using the typewriter tomorrow evening?
special question:	What will you be translating in the evening?
direct question:	Who will be translating the article in the evening?
embedded question:	I don't know where he will be working in the afternoon.

EXERCISE: Put the verb into the correct form.

1. Don't come to me. I **(watch)** TV in the evening.
2. You'll recognize her. She **(wear)** a long black coat.
3. Jim is going to get a good mark. So he **(study)** at 10 o'clock in the evening.
4. This time next week I'll be on holiday. I **(have)** a good rest there.
5. At 8 o'clock tomorrow morning we **(clean)** our flat.
6. Will you **(read)** him this message this afternoon?
7. I **(not / use)** the typewriter tomorrow morning.
8. At 10 o'clock tomorrow morning he **(work)**.
9. They **(not / walk)** in the street tomorrow evening.
10. Will you **(translate)** this article tomorrow at 8 o'clock.

Future perfect

Function	Example
We use this tense to say that something will already have happened before a certain time in the future.	By the time we get to the cinema the film will have already started. He will have spent all his money before the end of his holiday. They will have been able to do this job by the time we come. She will have had breakfast by 9 o'clock.

This is the Future perfect

I, we + shall have
+ Past Participle
You, they, he, she, it + will have

How to build sentences in The Future indefinite tense

The type of sentence	Example
affirmative:	He will have been here by Monday.
negative:	He won't have arrived by 12.
general question:	Will you have had breakfast by the time he comes?
special question:	Why will they have been late by the beginning of the performance?
direct question:	Who will have been in Britain by the end of this week?
passive:	The work will have been done by the time she comes.
embedded question:	I don't know by what time she will have had her breakfast?

EXERCISE: Put the verb into the correct form.

1. What **(do)** by 7 o'clock tomorrow morning?
2. The house **(sell)** by the time we come.
3. He **(can)** translate this text by the beginning of the lesson.
4. She **(to be late)** by the train's departure.
5. Will he **(to have)** dinner by 2 o'clock.
6. I don't know if they **(can)** to come by the beginning of the show.
7. Tom **(to be)** in Britain by the end of this week.
8. My dog **(to be hungry)** by the afternoon.
9. They **(to be ready)** by the first examination.
10. I **(to give)** your books by the end of the month.

SEQUENCE OF TENSES

1. Present Indefinite and Present Indefinite
Everybody knows where he works and how much money he earns.
2. Present Indefinite and Present Continuous
I don't think (that) he is sleeping now.
3. Present Indefinite and Present Perfect
I am sure (that) he has already arrived.
4. Present Indefinite and Present Perfect Continuous
I know that this company has been producing these products since 1986.
5. Present Indefinite and Past Indefinite
We don't know what he wrote in his letter yesterday.
6. Present Indefinite and Future Indefinite
I don't know what I will do and where I will be tomorrow.
7. Present Indefinite and Future Continuous
I think he will be sleeping at that time.
8. Present Indefinite and Future Perfect
I think they will have done this task by the time the teacher comes.
9. Past Indefinite and Past Indefinite
Everybody knew where he worked and how much money he earned.
10. Past Continuous and Past Continuous
I was talking to the director while they were writing the test.
11. Past Indefinite and Past Continuous
When I entered the room I saw that my father was watching TV.
12. Past Indefinite and Past Perfect
When she entered the room she saw that her father had already gone.
13. Past Indefinite and Past Perfect Continuous
They knew that he had been playing tennis since his childhood.
14. Past Indefinite and Future Indefinite (Future-in-the-Past)
We thought they would play tennis tomorrow.
15. Past Indefinite and Future Continuous
I thought they would be sleeping at that time.
16. Past Indefinite and Future Perfect
We thought that we would have been able to translate the article by 5 p.m.

Conditional Sentences

Real

Don't use the future indefinite after the following words:

while, if, when, after, before, until / till, as soon as.

e.g. Will you be lonely while I am away?

If you don't hurry you will be late.

I'll phone you when I get home after work.

You will feel better after you have something to eat.

I'll see Margaret before she leaves.

We won't start dinner until Jack arrives.

We'll tell you as soon as we make our decision.

Unreal

I

Unreal conditional sentences referring to the present or to the future.

e.g. If he came here now, we should ask him to help us.

If he came here tomorrow, we should ask him to help us.

If he had time next Sunday, he would help us.

If I were here now, I should help you.

If I were here tomorrow, I should help you.

II

Unreal conditional sentences referring to the past.

e.g. If he had come there yesterday, we should have asked him about it.

If he had had free time yesterday, he would have helped us.

III

Combination of the I-st and the II-nd type.

e.g. If we had sent a letter yesterday, they would receive it tomorrow. (**II + I**)

If the book were more interesting, I should have finished it long ago. (**I + II**)

Modal verbs

CAN – something is possible, or someone has the ability to do something.

e.g. I can see the lake from my window.

Can you speak any foreign language?

Mind that **CAN** has no present perfect, so you have to use **BE ABLE TO**

e.g. I've just been able to see him.

He hasn't been able to sleep recently.

COULD – to say that someone had the ability to do something.

e.g. When he was young he could run very quickly.

My grandfather could speak five languages.

WAS / WERE ABLE TO – when someone managed to do something in one particular situation.

e.g. The boy fell into the river but we were able to save him.

The policeman chased the thief but he was able to escape.

Mind that the negative **COULDN'T** is possible in all situations.

e.g. The policeman chased the thief and he couldn't escape.

COULD – to talk about possible future actions, especially when we make suggestions.

e.g. – What shall we do this evening? – We could go to the cinema.

- When you go to London you could stay with Linda.

COULD – when we talk about future happenings or events.

e.g. There could be another rise in the price of petrol soon.

COULD HAVE DONE – to say that we had the ability or the opportunity to do something but didn't do it.

e.g. We didn't go out last night. We could have gone to the cinema but we decided to stay at home.

CAN OR COULD – when we ask someone to do something.

e.g. Can you wait a moment, please?

Ann, can you do me a favour?

CAN I HAVE

COULD I HAVE – when you ask for something.

MAY I HAVE

e.g. Can I have this book, please?

Could I have the salt, please?

CAN, COULD, MAY – when we ask permission to do something

e.g. Hello, can I speak to Jane, please?

Could I use your telephone? Yes, of course.

CAN, MAY – when we give permission.

e.g. You can (may) smoke if you like.

CAN – when we offer to do things.

e.g. Can I help you, madam?

WOULD YOU LIKE? – for offering or inviting.

e.g. Would you like a cup of coffee? (not do you like)

I'D LIKE – a polite way of saying what you want, or what you want to do.

e.g. I'd like some information about hotels, please.

MUST – to say we are sure that something is true.

e.g. You've been traveling all day. You must be tired.

MUST HAVE DONE – when we talk about past.

e.g. The phone rang but I didn't hear it. I must have been asleep.

MUST (DO) and **HAVE TO** – to say that it is necessary to do something.

Often it doesn't matter what to use.

e.g. I must go = I have to go.

MUST – we give our own feelings, saying what we think is necessary.

e.g. I must write to Ann. I haven't written to her for ages.

HAVE TO – we are not giving our feelings. We are giving facts.

e.g. Ann's eyes are not very good. She has to wear glasses for reading.

DO / DOES / DID with **HAVE TO** – you should use if you want to make a question or a negative sentence

e.g. What do I have to do to get this information?

Why did you have to go to the hospital?

Tom doesn't have to work on Saturdays.

MUSTN'T and **DON'T HAVE TO** are completely different.

e.g. You mustn't tell anyone what I said. (It is necessary not to tell anyone)

You don't have to wear a suit to work. (you don't need to do it).

NEEDN'T – means that it is not necessary to do something.

e.g. – You've got plenty of time. You needn't hurry.

NEEDN'T HAVE (DONE) – when we talk about past.

e.g. Tom needn't have hurried because the train was late.

SHOULD – when we give an opinion about something. Often we use I THINK / I DON'T THINK / DO YOU THINK?

e.g. I think the government should do something about the economy.

I don't think you should work so hard.

Do you think I should apply for this job?

SHOULD – to say something is not right.

e.g. Those children shouldn't be playing football. They should be at school.

SHOULD HAVE (DONE) – when we talk about past.

e.g. The party last night was great. You should have come.

You shouldn't have been listening to our conversation. It was private.

SHOULD – to say that something will probably happen.

e.g. – Do you think you'll be late home tonight?

I don't think so. I should be home at the usual time.

SHOULD after IF – when the speaker is less certain.

e.g. If it should rain, can you bring the linen from the balcony?

If you should see Tom this evening can you tell him to phone me? (Should you see)

SHOULD after these verbs:

suggest – What do you suggest we should do?

propose – I propose we should go to the market.

recommend – They recommend we should pay for our flat.

insist – They insisted that we should have dinner with them.

demand – She demanded that we should return this book.

SHOULD after these adjectives:

important strange	funny natural	surprised essential	odd typical	interesting surprising
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e.g. It's strange that he should be late. He's usually on time.

I was surprised that he should say such a thing.

Reported speech

1. When we use reported speech, we are usually talking about the past.

So verbs usually change to the past in the reported speech.

am / is – was	have / has – had	can – could	want – wanted
are – were	will – would	do – did	know – knew

Direct speech	Reported speech
Tom said: "My parents are very ill".	Tom said his parents were very ill
Tom said: "I'm going to give up my job."	Tom said he was going to give up his job.
Tom said: "Ann has bought a new car."	Tom said Ann had bought a new car.
Tom said: "I can't come to the party."	Tom said he couldn't come to the party.
Tom said: "I want to go on holiday but I don't know where to go."	Tom said he wanted to go on holiday, but he didn't know where to go.
Tom said: "I'll phone you soon."	Tom said he would phone me soon.

2. It is not necessary to change the verb when you feel that it is still true. In this case do not change the tense of the verb.

DIRECT Ann said: "New York is bigger than London."

REPORTED Ann said New York is bigger than London.

3. We also use the **INFINITIVE** (to do / to stay) in reported speech, especially with **TELL** and **ASK**.

DIRECT "Stay in bed for a few days", the doctor said to me.

REPORTED The doctor told me to stay in bed for a few days.

DIRECT "Don't shout", I said to Jim

REPORTED I told Jim not to shout.

DIRECT "Please don't tell anyone what happened", Ann said to me.

REPORTED Ann asked me not to tell anyone what (had) happened.

Gerund

In the following verbs the structure is usually V E R B + I N

stop	fancy	involve
finish	imagine	practice
delay	regret	miss
enjoy	admit	postpone
mind	avoid	risk
suggest	deny	consider

e.g. Stop talking!

When I finish cleaning the flat I'll go shopping.

I can't imagine Jim riding a motor-bike.

When I'm on holiday I enjoy not having to get up early.

The following expressions also take -I N G-:

give up	carry on
go on	keep or keep on
put off	

e.g. I'm going to give up smoking.

She kept on interrupting me while I was speaking.

When you talk about finished actions, you can also say HAVING DONE.

e.g. They now regret getting (having got) married.

With some verbs (admit, deny, regret, suggest) you can also use THAT

e.g. He denied that he had stolen the money. (denied stealing)

VERB + INFINITIVE

In the following verbs the structure is usually VERB + TO + INFINITIVE

agree	fail	attempt	arrange
refuse	decide	manage	seem
promise	plan	tend	pretend
threaten	hope	learn (how)	afford
offer	appear	dare	forget

e.g. As it was late we decided to take taxi home.

I like Jim but I think he tends to talk too much.

How old were you when you learnt to drive (learnt how to drive)

After DARE you can use the infinitive with or without TO:

e.g. I wouldn't dare to ask him. (dare ask him)

PREPOSITION + ING

If a verb comes after a preposition (in / at / with / about etc.), the verb ends with -ING-

e.g. Are you **interested in collecting** stamps?

I'm not very **good at learning** German.

I'm **fed up with studying**.

They are **excited about going** on holiday.

What are the **advantages of having** a private house?

This knife is **only for cutting** cheese.

John went to work **in spite of feeling**.

I bought this book **instead of going** to the library.

VERB + PREPOSITION + ING

If the object is another verb, it ends with -ING-

e.g. He **succeeded in finding** a job.

I don't **feel like going out** tonight.

Are you thinking of / about buying a house?

I've always **dreamed of being** rich.

She doesn't **approve of gambling**.

I'm looking forward to meeting her.

He **insisted on buying** me a drink.

We **decided against moving** to New York.

He **apologized for keeping** me waiting.

These sentences have the structure **VERB + OBJECT + PREPOSITION + ING**

e.g. They **accused me of telling** lies.

Did they **suspect a man of being** a spy?

I **congratulated Ann on passing** the exam.

What **prevented him from coming** to the party?

We **stopped everyone from leaving** the house.

I **thanked her for being** so helpful.

Please **forgive me for not writing** to you.

They **warned us against** buying the car.

Wish sentences

Present

We use the past tense for a present situation after WISH. We use WISH to say that we regret something, that something is not as we would like it to be.

- e.g. I wish I knew her telephone number.
 I wish it didn't rain so much in England.
 I wish there weren't so many people there.
 I wish I didn't have to work.
 He wishes his room were larger.
 I wish she could write this work.

Past

You have to use the PAST PERFECT after WISH when you say that you regret something that happened or didn't happen in the past.

- e.g. I wish I had known that Ann was ill.
 I feel sick. I wish I hadn't eaten so much.
 I wish I had brought my camera.
 I wish I hadn't come there yesterday.

EXERCISE: Write sentences after I WISH.

1. I can't give up smoking, but I'd like to. I wish.....
2. I haven't any cigarettes and I need one. I wish.....
3. George isn't here but I need him. I wish George.....
4. It's cold and I hate cold weather. I wish.....
5. I live in London and I hate London. I wish.....
6. Tina can't come to the party, but she is my best friend. I wish.....
7. I have to work tomorrow. But I'd like to stay at home. I wish.....
8. I don't know anything about cars and my car has just broken down. I wish.
9. I'm not lying on a beautiful sunny beach and that's a pity. I wish.....
10. I don't know her phone number, but I have to call. I wish.....
11. I wish I.....that Tom was ill.
12. The weather was awful. I wish it.....warmer.
13. I've just painted my door red. But it doesn't look nice. I wish.painted it red.
14. This view is so beautiful but I didn't bring my camera. I wish.....my camera.
15. My friend visited me but unfortunately I was away and didn't see him. I wish.....him.

Articles

1. Use A / AN before singular countable nouns:

e.g. That's a good proposition.

Do you need an umbrella?

I'm looking for a job.

I've got a headache.

Would you like a cigarette?

2. Use A / AN + NOUN when we say what something / someone is, or what something / someone like:

e.g. A dog is an animal.

This is a really beautiful house.

What a lovely weather!

She is a very pretty girl.

Jack has got a big car.

3. Use A / AN for jobs:

e.g. Her mother is a teacher.

I'd like to be an economist.

4. Use A / AN when we first speak about things:

e.g. There was a man talking to a woman outside my house.

I saw a film about a soldier and a beautiful girl.

Jack is looking for a job.

5. Use THE when it is clear which thing we mean:

e.g. He sat down on the chair nearest the door.

Jack got the job he applied for.

6. Use THE when it is clear in the situation which thing or person we mean.

e.g. Can you turn off the light, please. (the light in this room)

Where is the kitchen? (the kitchen in this house)

The postman was late this morning. (our usual postman)

I took a taxi to the station. (the station in that town)

7. We also say: **the police, the army, the bank, the fire-brigade, the post-office, the doctor, the dentist.**

e.g. I must go to the bank to change some money.

I'm going to the post-office to buy some stamps.

John isn't very well. He has gone to the doctor.

8. We use THE when there is only one of something:

e.g. What is the highest mountain in the world?

We went to the most expensive restaurant in town.

The only TV program he watches is football.

The Earth goes round the Sun. (the moon, the world, the universe)

But we don't use THE with planets or constellations:

e.g. Venus, Mars, Orion.

9. We also say: the sea, the sky, the ground, the countryside, the country.

e.g. Do you like living in a town or in the country?

Don't sit on the ground! It's wet.

We saw a beautiful star in the sky.

We don't use THE with the expression **be at sea** when the meaning is **go / be on a voyage**.

e.g. He is a sailor. He spends most of his life at sea.

10. We say: the cinema, the theater, the radio, but we say: television.

e.g. We went to the cinema last night.

Do you often listen to the radio?

I watched news on television.

11. Don't use THE with the names of meals:

e.g. What time is lunch?

We had dinner in a restaurant.

She invited me for dinner.

But we say a meal:

e.g. We had a meal in a restaurant.

We use A when there is an adjective before lunch / breakfast etc.

e.g. Thank you. That was a very nice lunch.

12. We use THE when we talk about a type of machine or invention:

e.g. The bicycle is an excellent means of transport.

When was the telephone invented?

We also use THE with musical instruments:

e.g. Can you play the guitar?

The piano is my favourite instrument.

13. We use THE with some adjectives (without a noun). The meaning is always plural.

the rich	the poor	the old	the young
the blind	the deaf	the sick	the dead
the disabled	the unemployed	the injured	

e.g. The man over there is collecting money for the blind.

Many people were killed in the plane crash. The bodies of the dead were taken away. The injured were taken to hospital.

Robin Hood robbed the rich and gave money to the poor.

MIND: you have to say **a blind man, an unemployed woman**.

14. We use THE with some nationality adjectives:

the British	the Chinese	the English	the Dutch	the Welsh
the Irish	the Japanese	the French	the Swiss	the Spanish

But we have to use a plural noun ending -s- in:

the Russians	the Scots	the Italians	the Turks	the Arabs
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15. We don't use THE when we mean something in general:

e.g. I love flowers.

I'm afraid of dogs.

Doctors are paid more than teachers.

Crime is a problem in most big cities.

I prefer classical music to pop music.

Do you like English food / French cheese / Swiss chocolate?

I like football / athletics / skiing / chess.

16. We use THE when we mean something in particular:

e.g. I like your garden. The flowers are beautiful.

We took the children to the Zoo.

Can you pass me the salt, please?

The film wasn't very good but I liked the music.

The difference between **“something in general”** and **“something in particular”** is not always very clear.

e.g. I like working with people.

I like working with the people who are kind to me.

Do you like coffee?

Do you like the coffee we had with our meal yesterday?

17. We use THE with oceans, rivers, seas, gulfs, plural lakes:

e.g. the Red Sea, the Atlantic Ocean, the Persian Gulf, the Great Lakes.

But we don't use THE with singular lakes: Lake Geneva, Lake Erie.

18. We use THE with mountains: the Rocky Mountains, the Andes.

But we don't use THE with singular mounts: Mount Vesuvius, Mount McKinley.

19. We use THE with schools, colleges, universities when the phrase begins with school, etc.

e.g. The University of Florida.

The College of Arts and Sciences.

But we don't use THE when the phrase begins with a proper noun:

e.g. Stetson University,

Santa Fe Community College.

- 20.** We use THE with ordinal numbers before nouns:
 e.g. The First World War, the Second World War, the third chapter.
 But we don't use THE with cardinal numbers after nouns:
 e.g. World War One, chapter three.
- 21.** We use THE with countries with more than one word (except Great Britain) and countries with plural names:
 e.g. the United States, the Central African Republic, the United Kingdom the Republic of Ireland, the Netherlands, the Philippines, the Vatican
 But we don't use THE with countries with one word:
 e.g. Japan, China, Ukraine, France.
- 22.** We don't use THE with continents, states, sports, abstract nouns, subjects and holidays:
 e.g. Europe, Africa, South America, Florida, Ohio, California, baseball, football, freedom, happiness, mathematics, English, Christmas, Thanksgiving, Easter.
- 23.** We don't normally use THE with streets, roads, squares.
 e.g. Regent Street, Fifth Avenue, Broadway, Piccadilly Circus, Independence Square.
- 24.** We usually use THE before the names of these places:
hotels – the Hilton, the Station Hotel
restaurants / pubs – the Bombay Restaurant, the Red Lion (pub)
theatres – the Palace Theatre, the National Theatre
cinemas – the ABC, the Odeon, the Classic
museums / galleries – the British Museum, the Tate Gallery
- 25.** Many shops, hotels, banks are named after the people who started them. These names end in -s- or 's. Do not use THE with these names:
shops – Selfridges, Harrods
restaurants – Maxim's, Macdonald's, Luigi's Italian Restaurant
hotels – Claridge's
banks – Barclays Bank, Lloyds Bank
Churches are named after saints (St = saint):
 e.g. St. John's Church, St. Paul's Cathedral.
- 26.** We use THE before the names of places, buildings with OF:
 e.g. the Bank of England, the Houses of Parliament, the Tower of London, the Great Wall of China, the Museum of Modern Art.
- 27.** We use THE with the names of newspapers:
 e.g. the Times, the Washington Post, the Evening Standard.

Prepositions**Time**

AT	at 6 o'clock at this time	BY	by 7 o'clock by the end of October
ON	on Sunday on the 5th of May on the day off on a sunny winter day	SINCE	since 5 o'clock since 1960 since December since Monday
IN	in August in 1987 in summer in the morning (evening etc)	FROM...TO (TILL)	from 1936 to (till) 1950 from May to (till) July
IN	in an hour in two weeks	UP TO	up to the end of May up to the end of March

Place

ON	Your book is on the table. There is a picture on the wall.
OVER	The lamp is over the table. The picture is over the piano.
UNDER	The box is under the table. The dog is under the chair.
IN	My book is in my bag. The children are in the yard.
AT	He was standing at the window
BY	There was an armchair by the fireplace.
NEAR	Borispol is near Kiev.
BESIDE	There is a vase beside the sofa.
IN FRONT OF	He is sitting in front of me.
BEHIND	There is a small garden behind the house.
AT	Yesterday I was at the theatre. He wasn't at the lesson.
THROUGH	He went through the forest. I've got this job through his kindness.

Direction and movement

TO	I go to the institute every day.
INTO	Put your pen into your bag.
FROM	Take the book from the shelf. I took the album from John.
OFF	Take your things off the table, please.
OUT OF	Go out of the room!

Noun + preposition

a cheque FOR	They sent me a cheque for \$ 500.
a demand FOR	There wasn't much demand for this product.
a reason FOR	Noone knew the reason for delay.
a decrease / increase IN	There has been an increase in accidents.
a cause OF	Nobody knows the cause of the explosion.
a picture OF	I always keep a picture of my wife.
an invitation TO	I've just got an invitation to the party.
a solution TO	What is the solution to this problem?
an attitude TO / TOWARDS	His attitude to his job is negative.

Preposition + noun

to pay BY cheque	Will you pay by cheque or in cash?
to do smth. BY mistake	We did it by mistake / chance.
a play BY Shakespeare	Have you read any books by Darwin?
to be IN love WITH	I'm in love with Jane.
IN my opinion	In my opinion the film wasn't good.
to be ON fire	Look! That building is on fire.
ON the telephone	She was speaking on the telephone.
ON television / the radio	I didn't watch this match on television.
to be / go ON strike	The teachers are on strike.
to be / go ON holiday/ business	He's on holiday in Canada.
FOR a walk / a swim / a drink	I always go for a walk with my dog.
to have smth. FOR lunch	What do you want to have for lunch?

Adjective + preposition

Nice / kind / stupid OF	It was very nice of you to help me.
angry WITH	Don't be angry with me.
pleased / disappointed WITH	I was pleased with the present.
surprised / shocked AT / BY	He was shocked at / by the news.
excited / worried ABOUT	He was upset about this case.
afraid OF	She was afraid of dogs.
proud / ashamed OF	I'm quite proud of it.
aware OF.	No, I wasn't aware of that.
good / bad / hopeless AT	He isn't very good at repairing things.
married / engaged TO	She is married to an American.
sorry ABOUT smth	I'm sorry about the noise last night.
sorry FOR doing smth	I'm sorry for shouting at you.
impressed BY / WITH	I was impressed by / with the film.
famous FOR	This museum is famous for its pictures.
different FROM / TO	It's different from / to what I expected.
interested IN	I'm interested in architecture.
fond OF	We're very fond of music.
similar TO	Your writing is very similar to mine.
crowded WITH.	The city is crowded with people.

Verb + Preposition

apply FOR	Why don't you apply for this job?
believe IN	Do you believe in God?
belong TO	This book belongs to me.
care ABOUT	He doesn't care about people.
take care OF	Take care of yourself!
consist OF	The meal consists of seven courses.
complain TO someone ABOUT smth.	Don't complain to me about him!
concentrate ON	Concentrate on your work!
depend ON	Everything depends on you!
happen TO	Strange thing happened to me.
laugh / smile AT	Everyone will laugh at you.
listen TO	I spent the evening listening to music
look AT	Why are you looking at me like that?
look FOR	Can you help me look for my keys?
look AFTER	She needs someone to look after her.
rely ON	I can rely on him.
shout AT	He started shouting at me.
speak / talk TO	Hello, can I speak to Jane, please?
wait FOR	I'm waiting for the rain to stop.
write TO	I haven't written to him for ages.

Some and any

1. We use **SOME** in positive and **ANY** in negative sentences:

e.g. She has bought some new shoes.

I've got something in my eye.

They haven't got any children.

She refused to say anything.

2. We often use **ANY** / **ANYONE** / **ANYTHING** after **IF**:

e.g. If any letters arrive for me, can you send them to this address.

If you need anything just ask.

If anyone has any questions, I'll be pleased to answer them.

We also use these words in the sentences without **IF**, but they have the idea of **IF**.

e.g. Anyone who wants to pass the exam must give their names.

3. In questions we use **ANY**:

e.g. Have you got any money?

Has anybody seen Jack?

But we use **SOME** in questions when we expect the answer "yes":

e.g. – What's wrong with your eye? Have you got something in it?

We use **SOME** in questions when we offer or ask for things:

e.g. Would you like some coffee?

Can I have some of these cakes?

4. ANY also has another meaning. **ANY / ANYONE / ANYBODY / ANYTHING / ANYWHERE** which can mean **IT DOESN'T MATTER WHICH / WHO / WHAT / WHERE**:

e.g. You can catch any of these buses.

Come and see me any time you want.

You can have anything you want for your birthday present.

We left the door unlocked. Anybody could have come in.

I'd rather go anywhere than stay at home during my holiday.

5. SOMEONE / SOMEBODY / ANYONE / ANYBODY are singular words:

e.g. Someone wants to see you.

Is anybody there?

But we use **THEY / THEM / THEIR** after these words:

e.g. If anyone wants to answer, they can.

Somebody has split their tea on the carpet.

Using of BOTH, EITHER, NEITHER

1. We use **BOTH / EITHER / NEITHER** when we are talking about two things:

e.g. Both restaurants are very good.

Neither restaurant is expensive.

We can go to either restaurant. – I don't mind.

2. We can use these words with **OF**, but in this case we always need **THE / THESE / THOSE / MY / YOUR / HIS**.

e.g. Both of these restaurants are very good.

Neither of the restaurants we went to was (were) expensive.

When we use **BOTH** you can leave **OF**:

e.g. Both my parents live in Kyiv. = Both of my parents live in Kyiv.

3. After **BOTH OF / NEITHER OF / EITHER OF** we can also use **US / YOU / THEM**

e.g. Can either of you speak German?

Both of us were very tired.

4. After **NEITHER OF** you can use a singular or a plural verb:

e.g. Neither of the children wants (want) to go to bed.

Neither of us are (is) married.

5. We can use **BOTH / EITHER / NEITHER** alone:

e.g. – Is he British or American? – Neither. He's Australian.

- Do you want tea or coffee? – Either. I don't mind.

- I couldn't decide which one to choose. I liked both.

WHICH? OR WHAT?

We ask WHICH? when there is a limited choice of something. We ask WHAT? when there is a wide choice of something.	Which size do you want small, medium or large? What is your shoe size?
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Sometimes both are possible. WHICH / WHAT day next week can you come and see us?

Before OF and ONE, we can use WHICH but not WHAT	WHICH OF the countries have you visited? Look at those stars. WHICH ONE is the nearest?
--	--

Which? or What?

1. We've got red wine and white -.....will you have?
2.books did you read for last year's English class?
3.of the books on the list have you already read?
4.French queen said, "Let them eat cake?"
5.'s your name?
6.hand do you write with?
7.kind of car have you got?
8.one is yours?
9.party do you think will win the election?
10.subject do you prefer, chemistry or physics?
11.was your favourite subject at primary school?