

1 Present simple and past simple

- We use the **present simple** to talk about general truths, and unchanging or regular events or actions:

✓ Water freezes at 0° Celsius.	✗ Water is freezing at 0° Celsius.
✓ In the UK children start school at age five.	✗ In the UK children are starting school at age five.
✓ I always have sugar in my coffee.	✗ I am always having sugar in my coffee.
✓ I never watch scary movies.	✗ I am never watching scary movies.
✓ When do you usually get up ?	✗ When are you usually getting up?
- We often use these **adverbs** with the **present simple**:
always usually often generally normally never hardly ever sometimes

✓ Our football team generally loses.	✗ Our football team loses generally.
✓ We hardly ever win.	✗ We win hardly ever.
- We use the **past simple** to talk about events that happened at a particular time in the past:

✓ He flew to Spain last Sunday.	✗ He has flown to Spain last Sunday.
✓ She started school when she was four years old.	✗ She has started school when she was four years old.
✓ I didn't know she was married until she told me.	✗ I haven't known she was married until she told me.
- We often use these **adverbs** and **adverbial phrases** with the **past simple**:
after that in 1999 last Sunday last week last year next then
 I went to London **last year**.
- We use the **past simple** after *When ... ?* or *What time ... ?* when referring to the past:

✓ When did you hear the news?	✗ When have you heard the news?
✓ What time did you get up today?	✗ What time have you got up today?

6 Regular verbs

present	He enjoys parties.	He doesn't enjoy parties.	Does he enjoy parties?
past	She enjoyed the party.	She didn't enjoy the party.	Did she enjoy the party?
present perfect	We've enjoyed the party.	We haven't enjoyed the party.	Have you enjoyed the party?
passive	The party was enjoyed by everyone.	The party wasn't enjoyed by everyone.	Was the party enjoyed by everyone?

Pronunciation of regular verbs:

-s may be pronounced /s/ or /z/ or /ɪz/:	likes /laɪks/ enjoys /ɪn'dʒɔɪz/ watches /wɒtʃɪz/
-ed may be pronounced /t/ or /d/ or /ɪd/:	liked /laɪkt/ enjoyed /ɪn'dʒɔɪd/ started /stɑ:tɪd/

7 Irregular verbs

present	He eats cakes.	He doesn't eat cakes.	Does he eat cakes?
past	She ate the cakes.	She didn't eat the cakes.	Did she eat the cakes?
present perfect	We've eaten the cakes.	We haven't eaten the cakes.	Have you eaten the cakes?
passive	The cakes were eaten .	The cakes weren't eaten .	Were the cakes eaten ?

2a Prepositions – 1

- Prepositions of **place**:
in on at behind in front of beside between among under underneath on top of inside outside near to a long way from on the right of etc.
 The missing wallet was **underneath** a pile of books **behind** the desk **in** my bedroom.
- Prepositions of **motion** and **direction**:
into on to past through over under down from etc.
 They ran **through** the field and jumped **over** the fence.
 Are you going **past** the post office when you come back **from** the bank?
- Prepositions of **time**:
at in on before after during past etc.
 It happened **on** Tuesday **at** ten **past** eight **in** the morning, **after** breakfast.

- 4 Some prepositions are part of **fixed phrases**:
in fact at the moment in search of for the first time at the bottom of in general etc.
- 5 *by* is used with the **passive**:
Macbeth was written *by* Shakespeare.

2b Punctuation

- 1 We use an **apostrophe** to write contractions:
it's it isn't I haven't he's arrived
 and to make the possessive form of nouns:
the cat's basket John's book his two sisters' rooms
- 2 We use a **comma** to separate parts of a sentence that don't identify the subject:
My mother, who is 82, doesn't eat sweets.
 but not when one part does identify the other:
The lady who owns the shop is 82.
- We also use **commas** to separate items in a list:
a tall, dark, handsome man we need eggs, fish, milk and butter
 and before question-tags and forms of address:
It's nice, isn't it? Thanks, John. Good morning, sir.
- We often use **commas** to separate an adverbial clause from a main clause:
If it's fine tomorrow, we can go out.
 but not usually when the main clause comes first:
We can go out if it's fine tomorrow.
- 3 We use single or double **inverted commas** to quote speech, and in titles:
"That's right," he said. He said, "That's right."
"Lord Of The Rings" was very exciting.
- 4 We use **capital letters** at the beginning of sentences, and at the beginning of days of the week, months, public festivals, nationalities, languages, names of people and their titles:
Monday July Christmas British English Leo Jones Uncle John
 We also use **CAPITALS** in some abbreviations:
BBC HQ UK USA
 but not in others:
e.g. etc. i.e. approx. max. min.
- 5 Here are more common punctuation marks:
 full stop. question mark? exclamation mark! colon: hyphen - dash - (brackets)

3 and 16 Articles and quantifiers

- 1 Some nouns are '**countable**':
banana bottle car child/children fact hour job person/people piece slice etc.
 How **many** cars can you see? That is **an** interesting fact.
Some cars are faster than others. I love bananas.

Other nouns are '**uncountable**':

beer bread fruit information traffic time work etc.
 Would you like **some** fruit? How **much** traffic is there on the road?
 I have **some** interesting information. There was so **much** work to do.
 Can you give me **some** information?

- 2 We often use **a** or the plural when referring to things in **general** and **the** when referring to things in **particular**:
- I wish I had **a** banana. = there are many bananas and I wish I had one of them
 I've got **a** car. = there are many cars and I've got one
The banana I had was nasty but **the** orange was nice.
 = the particular banana and orange that I ate
- I need to take **the** car to the garage. = my car in particular
 I love bananas and oranges. = in general
 New cars are better than old ones. = in general
- 3 We use **a** or **an** before names of **professions**, but not before **subjects** studied:
 I want to be **a** doctor. That's why I'm studying medicine.
- 4 We leave out **the** or **a** in some prepositional phrases:
 You should go to bed. He's at work.
 but not in other prepositional phrases:
 He sat down in **the** middle of **the** road. She was in **a** terrible muddle.
- 5 Most **place names** do not have **the** at the beginning:
 Britain Cambridge Cairo Oxford Street etc.
 BUT some do:
the USA **the** Netherlands **the** UK **the** Atlantic **the** Alps etc.

4 Past simple and present perfect

- 1 We use the **past simple** to talk about what happened at a particular time in the past:
 The Second World War **started** in 1939.
 My sister **got** married last year.
 I **saw** a film about animals on TV last Wednesday evening.
 In 2002 I **spent** my summer holidays in America.
 When **did** you **go** to New York?
- 2 We use the **present perfect** to talk about what happened in the past:
- a When no definite time in the past is given or known:
Have you ever **visited** Paris? I **have been** to Greece several times.
 He **has seen** that film before.
- b When the activity began in the past and has not yet finished, or is still relevant:
 I **have** (already) **read** 100 pages of the book. No food for me, thanks – I've already **eaten**.
- c When the activity finished recently:
 I **have** (just) **been** to the dentist's. I **have finished** my work at last.
- 3 The **present perfect** is often used with these adverbs:
just already before never yet so far ever
Have you **done** your homework **yet**? I **have never seen** a lion in the wild.
 She **hasn't visited** the UK **before**. **Have** you **ever driven** a BMW?
- 4 The **present perfect** is *not* used to talk about a **definite time** in the past and is *not* used in questions that begin: *When ... ?*
 And we always use the **past simple** with phrases like these:
last month in July on Wednesday yesterday a few minutes ago
 ✓ I **saw** that film last week. ✗ I **have seen** that film last week.
 ✓ We **did** this exercise on **Monday**. ✗ We **have done** this exercise on Monday.
 ✓ **When did** you **go** there? ✗ **When have** you gone there?

5 Modal verbs – 1

see also 21: Modal verbs – 2

- Can** is used to talk about **ability**:
Alex **can't** swim. Tony **can** speak Spanish very well.
I **can't** find my pen anywhere. **Can** you drive a car?
- Could** and **will** are used to make **requests**:
Could you open the door, please? Please **will** you open the door?
- May**, **can** and **could** are used to ask for and give **permission**:
May I open the door, please? **Could** I open the door, please?
Can I leave early today? You **can** open the window if you like.
- Can**, **can't** and **mustn't** are used to talk about what is **permitted** and not permitted (forbidden):
You **can** borrow books from a library.
You **can't** borrow books from a bookshop.
You **mustn't/can't** write in a library book. = You aren't **allowed** to write in a library book.
- Must**, **need to** and **have to** are used to talk about **obligation** and lack of obligation:
You **must** use a pen to fill in this form. = You **have to** use a pen to fill in this form.
You **don't have to** write in capitals. = You **needn't** write in capitals.
Need to is used in positive statements, but **need not (no to)** is used in negative statements:
You **need to** get up now.
You **needn't** do your homework until tomorrow.
- Should** is used when giving or asking for **advice**:
You **should** write clearly. = I advise you to write clearly.
You **shouldn't** forget to read the instructions. = Don't forget to read them.
Should I write to him or phone him? = Do you advise me to write or phone?
- May** and **might** are used when talking about **possibility**:
It **might** rain tomorrow. = It is possible that it will rain.
The sun **may** come out soon. = It is possible that the sun will come out.

6 The future

- We use **will** to make **predictions** and **general statements** about the future:
I expect it **will be** sunny tomorrow. This time tomorrow I'll **be** on the plane to London.
I'll **be thinking** about you while you're on the plane.
This time next year we'll **be** in our new flat – if everything goes according to plan.
 - We don't normally use **will** or **'ll** in a clause following a **time conjunction**:
when if until before after while by the time
If you **are** free tomorrow, will you be able to help me?
I'll finish preparing the meal **before** our guests **arrive**.
 - We normally only use the short form **'ll** after **pronouns**:
I'll see you tomorrow. It'll be sunny tomorrow.
but in writing, or for emphasis, we often use the full form **will** (sometimes underlined):
I will see you tomorrow – definitely! It **will** be sunny tomorrow.
- We use the **present continuous** (or **going to**) for **arrangements**:
I'm **meeting** them at 7.30. We're **visiting** Spain next year.
I'm **going to meet** them at 7.30. I'm **seeing** the dentist this afternoon.
- We use the **present simple** to talk about **fixed events** on a timetable or calendar:
The exam **takes place** on June 13th and 14th. (= it's in the calendar)
Our flight **takes off** at 17:30. (= it's in the timetable)
- We use **going to** for **inevitable** future events that are sure to happen:
His wife's **going to have** a baby. Quick! The train **is going to leave** any minute!

We use *going to* to talk about **intentions**:

I'm **going to catch** the 9 o'clock train.

I'm **not going to do** my homework until I have more time.

We're **going to visit** my grandparents this weekend.

- 4 We use *will* to make **promises, suggestions** and **offers**:

I'll help you if you like.

I **won't** help you unless you ask me.

I'll do the cooking if you do the washing-up later.

I **won't** forget to phone her.

Shall is used when making a suggestion:

✓ **Shall** we meet for a coffee this evening?

✗ Will we meet for a coffee this evening?

7 Wh- questions

- 1 **Yes/No questions** usually end with a **rising tone**:

Does he live in London? ↗

Are you **feeling** all right? ↗

Have you ever **visited** the United States? ↗

Did you **remember** to phone home last night? ↗

Is Toronto the capital of Canada? ↗

— Yes, he does.

— Yes, thanks.

— No, I haven't.

— Oh no, I didn't.

— I don't think so.

- 2 **Wh- questions** ask for specific information, and can't be answered with *Yes* or *No*:

What What... for When Where Which Who Why

How How many How much

What did you see yesterday?

What did you do that for?

Where did you put my keys?

Which drink will you choose?

Who did you give that book to?

Why have you brought an umbrella?

How did you manage to solve the problem?

How many cakes have you eaten?

Wh questions usually end with a **falling tone**:

Who are you writing to? ↘

Where does she live? ↘

When did you see her last? ↘

Why don't you see her more often? ↘

— I'm writing to my aunt.

— In Canada, in Ottawa in fact.

— A long time ago – I was about ten I think.

— It's a long way to Canada.

- 3 *Who...*, *What...* or *Which...* can also be the subject of the sentence:

What surprised you most about the film?

Which town sounded more interesting?

— The ending.

— The first one.

✓ Who wrote to you?

✗ Who did write to you?

- 4 It is sometimes more polite to use an **indirect question** rather than a direct question:

How old are you?

Where's the toilet?

What did you do last night?

Where do you live?

→ May I ask how old you are?

→ Do you know where the toilet is?

→ Can you tell me what you did last night?

→ ✓ Could you tell me where you live?

→ ✗ Could you tell me where do you live?

8 Reported speech

see also 13: Reported questions

- 1 In reported speech the tense usually changes 'one step back' to the **past** or to the **past perfect**:

'I haven't been to Poland.'

'I don't often read the newspaper.'

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

'Why are you looking so surprised?'

→ He said that he **hadn't been** to Poland.

→ She said that she **didn't** often read the newspaper.

→ He said that he **would** phone me when he **got** home.

→ She asked me why I **was** looking so surprised.

But if the information is still **relevant** or **true**, the tense needn't be changed:

My boss refused to let me know whether I'm going to get a pay rise next year.

We were told that Jupiter is the largest planet.

- 2 Reported **statements** are introduced by verbs like these, followed by *that*:
add admit announce answer complain explain find out inform someone let someone know reply report say shout suggest tell someone whisper etc.
- 'I'm afraid I made a mistake.' → She **admitted** that she had made a mistake.
 'Oh, and I'm sorry.' → She **added** that she was sorry.
 'Listen everyone: we're getting married!' → They **announced** that they were getting married.
- 3 Statements made **recently** are normally reported with **present tense** verbs:
- 'I'm feeling sick.' → He says that he's feeling sick.
 'It's too difficult.' → He thinks that it's too difficult.
- 4 Reported **orders, promises, offers, requests** and **advice** are introduced by verbs like these, followed by *to ...*:
advise ask encourage invite offer order persuade promise recommend remind tell threaten want warn
- 'You'd better be careful.' → She **advised** me to be careful.
 'Will you help me, please?' → He **asked** me to help him.
 'Don't drop it.' → She **warned** me not to drop it.

9 and 23 **-ing** and **to ...**

- 1 **-ing** is used as the **subject** of a sentence:
 Preparing a meal every day is hard work. Eating out every day is expensive.
 Living abroad is interesting. Washing up after a meal isn't much fun.
- 2 **-ing** is used after **prepositions**:
 Is anyone interested **in** joining me for a drink? I'm looking forward **to** going away on holiday.
 I can't get used **to** drinking tea without sugar. I was very tired **after** running to catch the bus.
- 3 Most **adjectives** are followed by *to ...* (the infinitive):
pleased glad surprised disappointed relieved shocked interesting kind hard difficult easy etc.
 I was **pleased to receive** your invitation. It was **kind of you to invite** me.
 We were **surprised to get** a bill for £45. It was **easier to do** than I had expected.
 We were **sorry to hear** your bad news. He was **afraid to open** the door.
- BUT some adjectives are followed by a **preposition** + **-ing** (see 2 above). For example:
afraid of interested in sorry about good at capable of famous for fond of etc.
 She's **afraid of flying**. He's **fond of collecting** butterflies.
 We're **sorry about interrupting**. They're very **good at ski-ing**.
- 4 **to ...** is also used in the structures: *too ... to ...* and *... enough to ...*:
 We arrived early **enough to get** a seat. This coffee is **too hot to drink**.
 The tray was **too heavy for me to carry**. Boiled eggs are **easy enough to cook**.
- 5 Some **verbs** are usually followed by **-ing**:
avoid can't help delay dislike don't mind enjoy finish give up practise etc.
 I've **finished preparing** the salad. I'm trying to **give up smoking**.
 I **avoid staying** in expensive hotels. I **dislike doing** the washing-up after a meal.
 I **couldn't help laughing** when he fell over. I always **enjoy trying** new dishes.
- 6 Some **verbs** are usually followed by **to ...**:
afford agree choose decide expect forget hope learn manage mean need offer pretend promise refuse try want would like allow someone encourage someone force someone help someone persuade someone teach someone etc.
 I'd like you to **help me to do** the washing-up. She **persuaded me to help** her.
 They **promised to invite** me to lunch. He **didn't mean to spill** the soup.
 I can't **afford to stay** at the Ritz. We **decided to have** a drink in the pub.
 We **managed to get** a table by the window. He **tried to open** the jar.
- 7 Some **verbs** are followed by **-ing** or by **to ...** with **no** difference in meaning:
begin continue intend hate like love prefer propose start etc.
 She **began to eat/eating** her meal. I **love to eat/eating** Chinese food.
 I don't like **eating/to eat** alone in restaurants. Which dessert do you **intend to order/ordering**?
 After the meal we **continued chatting/to chat** for a long time.

10 Comparing

- 1 If an adjective has one syllable the comparative ends in *-er*, and single consonants are doubled:

fresh • fresher simple • simpler big • bigger fat • fatter

If an adjective ends in *-y* the comparative ends in *-ier*:

tasty • tastier easy • easier healthy • healthier

If it has two or more syllables, the comparative form normally uses *more*:

more important more expensive more difficult

Remember these irregular comparatives:

good/well • better bad/badly • worse

- 2 We can use *like* or *the same as* to talk about similarities:

Mineral water often tastes *like* tap water.

Mineral water often tastes *the same as* tap water.

- 3 We use *as . . . as* to talk about differences as well as similarities:

An apple is just *as* tasty *as* a banana.

Fruit is not *as* sweet *as* chocolate.

- 4 We can compare things by using *more . . . than* or *-er than*:

Champagne is *more* expensive *than* wine.

Wine is *cheaper* *than* champagne.

Or we can use *not as . . . as* or *less . . . than*:

Champagne is *not as* fizzy *as* Coke.

Champagne is *less* fizzy *than* Coke.

Or we can use *as much . . . as* or *as many . . . as*:

There is not *as much* fat in margarine *as* in butter.

There are not *as many* calories in low-fat milk *as* in full-fat milk.

- 5 We can use *enough . . . to* to mean 'as much as necessary':

We don't have *enough* time *to* cook a meal tonight.

Do you have *enough* cash *to* pay the bill?

We can use *too . . . to* to mean 'more than we like or want':

This ice cream is *too* cold for me *to* eat yet.

There are *too* many dishes on the menu *to* choose from/*to* know what to order!

11 The passive

- 1 The passive is used when the person responsible for an action is **not known** or **not important**:

Glass **is made** from sand.

I **was given** a watch for my birthday.

Scissors **are used** for cutting paper.

The results **will be published** on Monday.

Or when we want to **avoid** mentioning the person responsible for an action:

You **were asked** to arrive at 8 a.m. (less 'personal' than: 'I asked you to arrive')

This composition must **be handed in** by next Monday.

- 2 *By* is often used with the passive to emphasize **who** was responsible for an action:

Penicillin was discovered **by** Alexander Fleming.

The first CDs were marketed in 1982 **by** Philips and Sony.

The research is being done **by** a team of European scientists.

- 3 Often there's no great difference in meaning between a passive and an active sentence. The passive can be used to give variety to the **style** of a passage, as in these examples:

Only 17 muscles **are used** when you smile but 43 **are used** when you frown.

You only **use** 17 muscles when you smile but you **use** 43 when you frown.

Light bulbs **were invented** in 1879 by Joseph Swan.

Joseph Swan **invented** the light bulb in 1879.