

Grammar Reference

UNIT 1

1.1 Tenses

Unit 1 aims to review what you know. It has examples of the Present Simple and Continuous, the Past Simple and Continuous, and the Present Perfect. There are also examples of the passive voice.

All these forms are covered again in later units.

Present tenses	Unit 2
Past tenses	Unit 3
Present Perfect	Unit 7
Passive	Units 2, 3, 7

1.2 Verbs

1 There are three classes of verbs in English.

Auxiliary verbs *do, be, and have*

These are used to form tenses, and to show forms such as questions and negatives.

Modal auxiliary verbs

Must, can, should, might, will, and would are examples of modal auxiliary verbs. They 'help' other verbs, but unlike *do, be, and have*, they have their own meanings. For example, *must* expresses obligation; *can* expresses ability. (See Units 4, 5, 9, 11.)

Full verbs

These are **all** the other verbs in the language, for example, *play, run, help, think, want, go, see, eat, enjoy, live, die, swim*, etc.

2 *Do, be, and have* can also be used as full verbs with their own meanings.

do

I do my washing on Saturdays.

She does a lot of business in Eastern Europe.

be

We are in class at the moment.

They were at home yesterday.

have

He has a lot of problems.

They have three children.

3 There are two forms of *have* in the present.

have as a full verb

I have a job.

Do you have a flat?

He doesn't have a car.

have + got

I've got a job.

Have you got a flat?

She hasn't got a car.

1.3 Auxiliary verbs and tenses

1 ***be* and the continuous forms**

Be + verb + -ing is used to make continuous verb forms which describe activities in progress and temporary activities.

He's washing his hair. (Present Continuous)

They were going to work. (Past Continuous)

I've been learning English for two years. (Present Perfect Continuous)

I'd like to be lying on the beach right now. (Continuous infinitive)

2 ***be* and the passive voice**

Be + past participle is used to form the passive.

Paper is made from wood. (Present Simple passive)

My car was stolen yesterday. (Past Simple passive)

The house has been redecorated. (Present Perfect passive)

This homework needs to be done tonight. (Passive infinitive)

There is an introduction to the passive on p135.

3 ***have* and the perfect forms**

Have + past participle is used to make perfect verb forms.

He has worked in seven different countries. (Present Perfect)

She was crying because she had had some bad news. (Past Perfect)

I'd like to have met Napoleon. (Perfect infinitive)

Perfect means 'completed before', so Present Perfect means 'completed before now'. Past Perfect means 'completed before a time in the past'.

1.4 Auxiliary verbs and negatives

1 To make a negative, add *-n't* to the auxiliary verb. If there is no auxiliary verb, use *don't/doesn't/didn't*.

Positive

He's working.

I was thinking.

We've seen the play.

She works in a bank.

They like skiing.

He went on holiday.

Negative

He isn't working.

I wasn't thinking.

We haven't seen the play.

She doesn't work in a bank.

They don't like skiing.

He didn't go on holiday.

2 It is possible to contract the auxiliaries *be* and *have* and use the uncontracted *not*.

He's not playing today. (= He isn't playing today.)

We're not going to Italy after all. (= We aren't going to Italy ...)

I've not read that book yet. (= I haven't read that book yet.)

BUT *I'm not working.* NOT ~~*I amn't working.*~~

1.5 Auxiliary verbs and questions

1 To make a question, invert the subject and the auxiliary verb. If there is no auxiliary verb, use *do/does/did*.

Question

She's wearing jeans.

You were born in Paris.

Peter's been to China.

I know you.

He wants ice-cream.

They didn't go out.

What is she wearing?

Where were you born?

Has Peter been to China?

Do I know you?

What does he want?

Why didn't they go out?

2 There is usually no *do/does/did* in subject questions.

Who wants ice-cream?

What happened to your eye?

Who broke the window?

What flavour ice-cream do you want?

What did you do to your eye?

How did you break the window?

1.6 Auxiliary verbs and short answers

Short answers are very common in spoken English. If you just say *Yes* or *No*, it can sound rude. To make a short answer, repeat the auxiliary verb. In the Present and Past Simple, use *do/does/did*.

Short answer

Are you coming with us?

Have you had breakfast?

Does she like walking?

Did Mary phone?

Yes, I am.

No, I haven't.

No, she doesn't.

Yes, she did.

UNIT 2

2.1 Present Simple

Form

The form is the same for *I/we/you/they*.

I work from 9–5 p.m.

They don't work full time.

Where do you work?

He/She/It: add *-s* or *-es*, and use *does/doesn't* in questions and short answers.

He doesn't work at weekends.

Where does she live?

Short answer

Do you live in Bristol?

Yes, we do.

Does he have a car?

No, he doesn't.

Use

The Present Simple is used to express:

- 1 an action that happens again and again (a habit).

I go to work by car.

She drinks ten cups of coffee a day.

- 2 a fact that is always true.

Ronaldo comes from Brazil.

My daughter has brown eyes.

- 3 a fact that is true for a long time (a state).

He works in a bank.

I live in a flat near the centre of town.

Spelling of *he/she/it* forms

- 1 Most verbs add *-s* to the base form of the verb.

wants eats helps drives

- 2 Add *-es* to verbs that end in *-ss*, *-sh*, *-ch*, *-x*, and *-o*.

kisses washes watches fixes goes

- 3 Verbs that end in a consonant + *-y* change the *-y* to *-ies*.

carries flies worries tries

But verbs that end in a vowel + *-y* only add *-s*.

buys says plays enjoys

2.2 Adverbs of frequency

- 1 We often use adverbs of frequency with the Present Simple.

0% ————— 50% ————— 100%
never rarely hardly ever not often sometimes often usually always

- 2 They go before the main verb, but after the verb *to be*.

I usually start at 9.00.

They're usually here by now.

I rarely see Peter these days.

We're rarely at home at weekends.

- 3 *Sometimes* and *usually* can also go at the beginning or the end.

Sometimes we play cards.

We play cards sometimes.

Usually I go shopping with friends.

I go shopping with friends usually.

2.3 Present Continuous

Form

am/is/are + verb + -ing

I'm playing tennis.

He's cooking lunch.

I'm not enjoying my new job.

They aren't working today.

What's he doing?

Where are you living?

Short answer

Are you going by train?

Yes, I am./No, I'm not.

Use

The Present Continuous is used to express:

- 1 an activity that is happening now.

Don't turn the TV off. I'm watching it.

You can't speak to Lisa. She's having a bath.

- 2 an activity that is not necessarily happening at the moment of speaking but is happening around now.

Don't take that book. Jane's reading it.

I'm doing a French evening class this year.

- 3 a temporary activity.

Peter is a student, but he's working as a waiter during the holidays.

I'm living with friends until I find a place of my own.

- 4 a planned future arrangement.

I'm having lunch with Glenda tomorrow.

We're meeting at 1.00 outside the restaurant.

Spelling of verb + *-ing*

- 1 Most verbs add *-ing* to the base form of the verb.

going wearing visiting eating

- 2 Verbs that end in one *-e* lose the *-e*.

smoking coming hoping writing

BUT *lie* → *lying*

Verbs that end in *-ee* don't drop an *-e*.

agreeing seeing

- 3 Verbs of one syllable, with one vowel and one consonant, double the consonant.

stopping getting running planning jogging

If the final consonant is *-y* or *-w*, it is not doubled.

playing showing

2.4 State verbs

- 1 There are certain groups of verbs that are usually only used in the Present Simple. Their meanings are related to states or conditions that are facts, not activities.

Verbs of thinking and opinions

believe	think	understand	suppose	expect	agree
doubt	know	remember	forget	promise	mean
imagine	realize	deserve	guess		

I believe you.

Do you understand what I mean?

I know his face, but I forget his name.

Verbs of emotions and feelings

like	love	hate	care	hope
wish	want	prefer	adore	dislike

I like black coffee.

Do you want to go out?

I don't care.

Verbs of having and being

belong	own	have	possess	contain	cost	seem
matter	need	depend	weigh	resemble	fit	involve

This book belongs to Jane.

How much does it cost?

He has a lot of money.

Verbs of the senses

look hear taste smell feel sound

The food **smells** good.

My hair **feels** soft.

We often use *can* when the subject is a person.

I **can** hear someone crying.

Can you smell something burning?

- 2 Some of these verbs can be used in the Present Continuous, but with a change of meaning. In the continuous, the verb expresses an activity, not a state. Compare:

I **think** you're right. (opinion) We're **thinking** of going to the cinema. (mental activity)

He **has** a lot of money. (possession) She's **having** a bad day. (activity)

I **see** what you mean. (= understand) Are you **seeing** Nigel tomorrow? (activity)

The soup **tastes** awful. (state) I'm **tasting** the soup to see if it needs salt. (activity)

2.5 THE PASSIVE

Form

to be + past participle

The tense of the verb *to be* changes to give different tenses in the passive.

Are you **being served**? (Present Continuous)

My car **is insured** with ASM. (Present Simple)

Were you **taken** to visit the cathedral? (Past Simple)

I've **been invited** to a wedding. (Present Perfect)

I'd love **to be introduced** to a film star. (Passive infinitive)

Use

- 1 Passive sentences move the focus from the subject to the object of active sentences.

Shakespeare **wrote** Hamlet in 1601 while he was living in London.

Hamlet, the most famous play in English literature, **was written** by William Shakespeare.

The passive is not another way of expressing the same sentence in the active. We choose the active or the passive depending on what we are more interested in.

- 2 *By* and the agent are often omitted in passive sentences if ...

... the agent is not known:

I **was burgled** last night.

... the agent is not important:

This bridge **was built** in 1886.

... the agent is obvious:

I **was fined** £100 for speeding.

- 3 The passive is associated with an impersonal, formal style. It is often used in notices and announcements.

Customers **are requested** to refrain from smoking.

It **has been noticed** that reference books **have been removed** from the library.

- 4 In informal language, we often use *you*, *we*, and *they* to refer to people in general or to no person in particular. In this way, we can avoid using the passive.

You can buy stamps in lots of shops, not just post offices.

They're building a new department store in the city centre.

We speak English in this shop.

- ❗ Many past participles are used as adjectives.

I'm very **interested** in modern art.

We were extremely **worried** about you.

I'm **exhausted**! I've been working hard all day.

2.6 Present Simple and Present Continuous passive

Form

Present Simple Passive (am/is/are + past participle)

Most workers **are paid** monthly.

Is service **included** in the bill?

Present Continuous Passive (am/is/are being + past participle)

This road **is being widened**.

Are you **being served**?

Use

The uses are the same in the passive as in the active.

My car **is serviced** every six months. (habit)

Computers **are used** everywhere. (fact that is always true)

The house **is being redecorated** at the moment. (activity happening now)

UNIT 3

3.1 PAST TENSES

We use different past tenses to describe moments and periods of time in the past.

Look at the diagram. Read the sentences.

When Andrea arrived at work at 9.00 ...



... her secretary **had opened** the post.

... her secretary **was opening** the post.

... her secretary **opened** the post.

3.2 Past Simple

Form

The form of the Past Simple is the same for all persons.

He **left** at three o'clock.

They **arrived** three weeks ago.

She **didn't finish** on time yesterday.

I **didn't visit** my parents last weekend.

When **did** he **finish** the report?

What time **did** his train **leave**?

Short answer

Did you enjoy the meal?

Yes, we **did**./No, we **didn't**.

Use

The Past Simple is used to express:

- 1 a finished action in the past.

We **met** in 2000.

I **went** to Manchester last week.

John **left** two minutes ago.

- 2 actions that follow each other in a story.

Mary **walked** into the room and **stopped**. She **listened** carefully. She **heard** a noise coming from behind the curtain. She **threw** the curtain open, and then she **saw** ...

- 3 a past situation or habit.

When I **was** a child, we lived in a small house by the sea. Every day I **walked** for miles on the beach with my dog.

This use is often expressed with *used to*. See 3.5 on p136.

We **used to** live in a small house ... I **used to** walk for miles ...