

# Grammar Reference

## PRESENT SIMPLE

### Form

The Present simple normally has the same form as the infinitive. Negatives and questions are formed using *do* or *does*.

#### Affirmative

I / You / We / You / They	work.
He / She / It	works.

#### Negative

I / You / We / You / They	don't work.
He / She / It	doesn't work.

#### Question

Do	I / you / we / you / they	work?
Does	he / she / it	work?

#### Common errors

Remember the *s* ending for the third person (*he*, *she*, and *it*).

Wrong: He ~~work~~ with me.

Right: He **works** with me.

### Use

The Present simple is used:

- a** To talk about actions and activities that happen all the time.  
*Quantas **is** one of the world's leading airlines. It **operates** a domestic and international fleet of 149 aircraft and **flies** to 29 different countries.*
- b** To talk about routines.  
*I **commute** to London every day. I usually **take** the 6.40 from Oxford, and I **get** in at about 7.45.*
- c** To talk about regular timetables.  
*The plane **leaves** at 3.30 and **arrives** at 9.15.*
- d** To talk about scientific facts.  
*Sound **travels** at about 600 miles an hour.*

## PRESENT CONTINUOUS

### Form

The Present continuous is formed by using the verb *to be* and the *-ing* form of the main verb.

#### Affirmative

I	am ('m)	working.
He / She / It	is ('s)	working.
You / We / You / They	are ('re)	working.

#### Negative

I	am not ('m not)	working.
He / She / It	is not (isn't)	working.
You / We / You / They	are not (aren't)	working.

#### Question

Am	I	working?
Is	he / she / it	working?
Are	you / we / you / they	working?

With some verbs, the final *e* is omitted:

*make – making, drive – driving.*

With some verbs, we double the final consonant:

*get – getting, run – running.*

### Use

The Present continuous is used:

- a** To talk about something that is happening at the moment of speaking.  
*I'm afraid Mr Jones **is busy**. He's **talking** to a client on the phone.*
- b** To talk about current projects and activities that are seen as temporary.  
*My sister **works** for Citicorp, but at the moment she's **doing** an MBA at INSEAD.*
- c** To talk about long-term changes and trends.  
*People **are becoming** more and more health-conscious, so the market for specialized health foods **is expanding** steadily.*
- d** To talk about appointments and future arrangements we have made.  
*Leave that report with me. I **am seeing** Mr Law this afternoon, and I can give it to him then.*

## ADVERBS OF FREQUENCY AND TIME EXPRESSIONS

Words like *always, sometimes, often, never, rarely, and usually* come before the verb, except if it is the verb *to be*.

*I **never** get to work late.*

*I am **never** late.*

Longer time phrases like *once in a while, from time to time, now and then, and every three or four weeks* come at the beginning or the end of the sentence.

***Now and then** I have to attend conferences abroad.*

*I travel abroad for work **every three or four weeks**.*

## SIMPLE PAST

### Form

The Simple past of regular verbs is formed by adding *-ed* to the infinitive. Negatives and questions are formed using *did* and the infinitive.

#### AFFIRMATIVE

I / He / She / It / You / We / You / They **worked**.

#### NEGATIVE

I / He / She / It / You / We / You / They **didn't** work.

#### QUESTION

**Did** I / he / she / it / you / we / you / they work?

Many common verbs have irregular forms in the Simple past. See the list on page 59.

### Use

The Simple past is used to talk about completed actions or events in the past.

*Alasdair **joined** the company in 1983. He **worked** in the Finance Department and in 1996, he **became** a director.*

## TIME EXPRESSIONS

The Simple past is often used with specific time expressions. Note the use of the prepositions below:

<b>in</b>	in 1960, in 1995, in May, in June, in July, in the summer, in the winter
<b>on</b>	on June 18th, on Monday, on the first of the month, on New Year's Day
<b>at</b>	at 5.30, at 6.15, at midnight
(no preposition)	yesterday, last week, five days ago, last year

## PRESENT PERFECT

### Form

The Present perfect is formed by using the auxiliary verb *to have* and the past participle of the main verb.

#### AFFIRMATIVE

I / You / We / You / They have ('ve) worked.  
He / She / It has ('s) worked.

#### NEGATIVE

I / You / We / You / They haven't worked.  
He / She / It hasn't worked.

#### QUESTION

Have I / you / we / you / they worked?  
Has he / she / it worked?

### Use

The Present perfect is used:

- To talk about periods of time that have not finished. It is often used with *this week, today, so far, this week, this month, etc.*  
*I **haven't eaten** today but I can get something at home.*
- To talk about progress. It is often used with *already* and *yet*.  
***Have** you **finished** that letter **yet**?  
Yes, I **have already sent** it off.*

- c To talk about experience. It is often used with *ever* and *never*.  
**Have** you **ever been** to the USA?  
No, I **have never been** there, but I would love to go.
- d To talk about very recently completed actions. It is often used with *just*.  
I'm sorry, Mr Tirard isn't here. He **has just left**.
- e To talk about a recent event that explains a situation in the present.  
We **aren't** at that address any more. We **have moved**.

### COMMON ERRORS

We do not use the Present perfect when we use a specific time word or expression like *yesterday*, *last week*, *at 5.30*, *in July*, *in 1998*, *six days ago*, etc.

Wrong: ~~I have seen Hans yesterday.~~

Right: I **saw** Hans yesterday.

## FUTURE WITH WILL

### Form

#### AFFIRMATIVE

I / He / She / It / You / We / You / They will ('ll) work.

#### NEGATIVE

I / He / She / It / You / We / You / They will not (won't) work.

#### QUESTION

Will I / he / she / it / you / we / you / they work?

### Use

*Will* is used:

- a To make predictions about the future.  
We expect that the company **will** make a profit of \$20 million next year.
- b To express decisions we make at the time of speaking.  
A Ms Alvarenga wants to talk to you.  
B Does she? OK, I'll see her now.

- c To make requests and offers.  
A **Will** you give me a hand with these boxes? They're a bit heavy.  
B Yes, of course. I'll take these ones.

## OTHER WAYS OF TALKING ABOUT THE FUTURE

- a If we are talking about appointments and arrangements, we use the Present continuous.  
I **am seeing** Ms Alvarenga at 3.30 tomorrow afternoon.  
When **are** you **leaving** for the States?
- b If we are talking about a definite plan or intention rather than an appointment, we normally use *going to*.  
BMW is **going to** build the new model in their Birmingham plant.

## MODAL VERBS: MAKING DEDUCTIONS

### Talking about the present

The modal verbs *may*, *might*, *can't*, and *must* can be used to make deductions about the present. They are followed by the infinitive.

He **must know** the answer. = I'm sure he knows the answer.

He **may/might know** the answer. = Perhaps he knows the answer.

He **can't know** the answer. = I'm sure he doesn't know the answer.

*May* and *might* followed by the infinitive can also refer to the future:

He **may/might come** tomorrow. = Perhaps he will come tomorrow.

### Talking about the past

The modal verbs *may*, *might*, *can't*, and *must* can be used to make deductions about the past. They are followed by *have* and the past participle.

He **must have seen** you. = I'm sure he saw you.

He **may/might have seen** you. = Perhaps he saw you.

He **can't have seen** you. = I'm sure he didn't see you.

## IF- SENTENCES

### Form

If + Present simple      will + infinitive  
*If I leave now, I'll catch the early train.*

### Use

To talk about things that might happen in the future and their results.

We do not use *will* in the *if* part of the sentence.  
*If we raise our prices, sales will fall.*

We can use other modal verbs or the imperative instead of *will*.

*If Jill comes in today, she **may** want to see you.*

*If Jill comes in today, she **can** finish the report.*

*If Jill comes in today, **ask** her to give me a ring.*

We can also use *when* to talk about events in the future that are more predictable.

***When** I see her, I'll give her the message.*

We use *unless* to mean *if ... not*.

***Unless** I leave now, I'll miss the train.*

(= *If I don't leave now ...*)

## PASSIVE

### Form

The passive is formed by using the verb *to be* and the past participle.

Present simple passive:

#### AFFIRMATIVE

I	am ('m)	employed.
You	are ('re)	employed.
He / She / It	is ('s)	employed.
We	are ('re)	employed.
They	are ('re)	employed.

#### NEGATIVE

I	am ('m) not	employed.
You	aren't	employed.
He / She / It	isn't	employed.
We	aren't	employed.
They	aren't	employed.

## QUESTION

Am	I	employed?
Are	you	employed?
Is	he / she / it	employed?
Are	we	employed?
Are	they	employed?

### Use

The passive is used:

- a To focus on what happens to someone or something, rather than on the person who is performing the action.  
*English **is spoken** all over the world.*
- b To talk about processes.  
*The newspapers **are printed** in London every evening, and at midnight they **are sent** by road and rail to our main distribution centres. Then they **are collected** by local agents and **are delivered** to newsagents and shops.*

## MAKE AND DO

There are a number of common phrases with *make* and *do*. We often use *do* with specific tasks (e.g. *do the filing*), but there are no simple rules and it is best to learn the phrases individually.

The following words and phrases are used with *do*:

business with someone	military service
a course	someone a favour
damage	a subject at college or university
an exercise	the filing, the accounts
your homework	wrong
a job	

The following words and phrases are used with *make*:

an apology	a mistake
an appointment	money
an arrangement	an offer
a choice	a phone call
a decision	progress
an effort	sure
excuses	a speech
friends with someone	a suggestion
a loss/a profit	

## INFINITIVE AND *-ING* FORMS

Some verbs and expressions are followed by a verb in the infinitive (i.e. *to do*). Other verbs and expressions are followed by the *-ing* form (i.e. *doing*).

*We wanted **to increase** awareness of our new product.*

*We considered **advertising** on TV.*

Verbs and expressions that are followed by the infinitive form include:

afford	fail	prepare
agree	guarantee	pretend
arrange	hope	promise
decide	learn (how)	refuse
demand	manage	seem
deserve	offer	want
expect	plan	would like

Expressions with an adjective are also often followed by the infinitive.

*It's easy **to make** a mistake like that.*

Verbs and expressions followed by the *-ing* form include:

avoid	enjoy	look forward to
carry on	finish	mind
consider	involve	miss
deny	justify	practise
dislike	like	suggest

The following expressions are also followed by the *-ing* form:

*There's no point ...*

*It's not worth ...*

*It's a waste of time ...*

## RELATIVE PRONOUNS

Relative pronouns can be used to join two sentences together and to identify what or who we are talking about.

When we refer to people, we can use *who* or *that*.

*The man **who** interviewed me was not very friendly.*

*The man **that** interviewed me was not very friendly.*

When we refer to things, we use *which* or *that*.

*The invoice **which** they sent us was incorrect.*

*The invoice **that** they sent us was incorrect.*

The pronoun *where* refers to place.

*The hotel **where** I stayed was very noisy.*

But notice that we could also say:

*The hotel **that** I stayed **in** was very noisy.*

The pronoun *when* refers to time.

*Christmas is the time **when** we traditionally sell most of our goods.*

The pronoun *whose* refers to possession.

*I have spent the day with the woman **whose** job I am taking over. (i.e. I am taking over her job)*

It is common (particularly in spoken English) to leave out *who*, *which*, or *that* when the noun it refers to is the object of the sentence. So we can say:

*Isn't Mr Jenkins the man you fired?*

*The letter you sent me arrived today.*

## COMMON IRREGULAR VERBS

<b>Infinitive</b>	<b>Past tense</b>	<b>Past participle</b>	<b>Infinitive</b>	<b>Past tense</b>	<b>Past participle</b>
be	was/were	been	leave	left	left
beat	beat	beaten	lend	lent	lent
become	became	become	let	let	let
begin	began	begun	light	lit	lit
blow	blew	blown	lose	lost	lost
break	broke	broken	make	made	made
bring	brought	brought	mean	meant	meant
build	built	built	meet	met	met
buy	bought	bought	pay	paid	paid
catch	caught	caught	put	put	put
choose	chose	chosen	read	read	read
come	came	come	ride	rode	ridden
cost	cost	cost	ring	rang	rung
cut	cut	cut	rise	rose	risen
deal	dealt	dealt	say	said	said
do	did	done	see	saw	seen
draw	drew	drawn	sell	sold	sold
drink	drank	drunk	set	set	set
drive	drove	driven	shake	shook	shaken
eat	ate	eaten	show	showed	shown
fall	fell	fallen	shut	shut	shut
feel	felt	felt	sing	sang	sung
fight	fought	fought	sit	sat	sat
find	found	found	sleep	slept	slept
fly	flew	flown	speak	spoke	spoken
forbid	forbade	forbidden	spend	spent	spent
forget	forgot	forgotten	stand	stood	stood
freeze	froze	frozen	steal	stole	stolen
get	got	got	swim	swam	swum
give	gave	given	take	took	taken
go	went	gone	teach	taught	taught
grow	grew	grown	tear	tore	torn
have	had	had	tell	told	told
hear	heard	heard	think	thought	thought
hide	hid	hidden	throw	threw	thrown
hit	hit	hit	understand	understood	understood
hold	held	held	wake	woke	woken
keep	kept	kept	wear	wore	worn
know	knew	known	win	won	won
lead	led	led	write	wrote	written