

Inglés II

El presente trabajo es una recopilación de las estructuras gramaticales de Inglés II y así mismo de sus referencias las cuales serán de gran apoyo tanto al maestro como a los alumnos.

- Estructuras Gramaticales
- Referencias Gramaticales

Grammar: to be

1.-

Affirmative				
I			'm (am)	from New York.
He/She/It			's (is)	
We/You/They			're (are)	
Negative				
I			'm not (am not)	Australian.
He/She/It			isn't (is not)	
We/You/They			aren't (are not)	
Yes/No Questions			Short Answers	
Am	I		Yes, I am.	No, I'm not.
Is	he/she/it	Irish?	Yes, he/she/it is.	No, he/she/it isn't.
Are	we/you/they		Yes, we/you they are.	No, we/you they aren't.
Wh- Questions				
What is your name? (What's your name?)				
Where are you from?				
What nationality is she?				

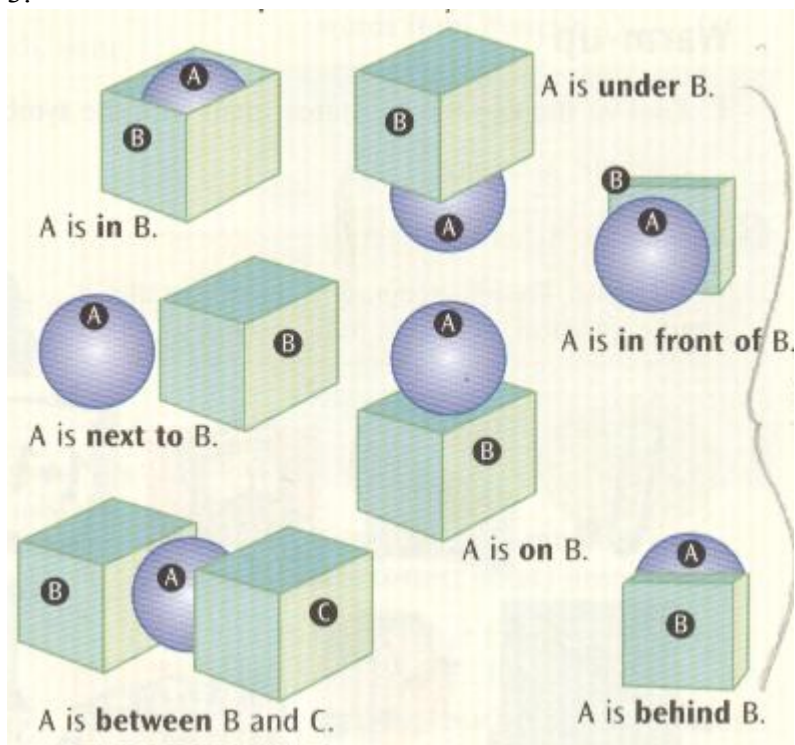
Grammar: Subject pronouns/ possessive adjectives

2.-

Subject pronouns	Possessive adjectives
I am thirty-seven.	My husband is thirty-nine.
You are fifteen.	Your name is Mark.
He is thirty-nine.	His sister is Kathy.
She is thirteen.	Her dog is great.
It is about ten.	Its name is Sam.
We are cousins.	Our grandmother is sixty-two.
They are thirty-seven.	Their children are Anna and Mark.

Grammar: Prepositions of place

3.-



Grammar: Object pronouns

4.-

Subject pronouns	Object pronouns
I	<i>me</i>
you	<i>you</i>
he	<i>him</i>
she	<i>her</i>
it	<i>it</i>
we	<i>us</i>
they	<i>them</i>

Grammar: Articles

5.-

a, an, the

My boyfriend is **a** basketball player.

He is **the** captain of **the** basketball team.

My dog is **an** Alsatian.

It is **the** big dog in **the** photo.

ADVERBS OF FREQUENCY

Adverbs of frequency (**always, often, never, rarely, sometimes, usually**) tell us how often something happens. They come **before** the main verb, but **after** auxiliary verbs (do, does etc) and the verb **to be**.

always (100%)	sometimes (25%)
usually (75%)	rarely (10%)
often (50%)	never (0%)

He **often** cycles to work.

He **is rarely** late for school.

PREPOSITIONS OF TIME

Use

We use **prepositions of time** to say **when** something happens.

AT	time:	at 6 o'clock
	holidays:	at Easter
	expressions:	at noon, at daybreak, at the moment, at the weekend etc
IN	months:	in June, in August etc
	seasons:	in the summer/autumn etc
	years:	in 2001, in 1969 etc
	expressions:	in the afternoon/evening etc
ON	days:	on Monday, on New Year's Day
	dates:	on 26th May etc

Personal Pronouns

Subject Personal Pronouns Object Personal Pronouns

Singular	Plural	Singular	Plural
I	we	me	us
you	you	you	you
he		him	
she	they	her	them
it		it	

- We use **subject personal pronouns** in front of verbs instead of a name or noun as subjects.
She is beautiful.
- We use **object personal pronouns** after verbs or prepositions as objects. *John loves her. Listen to them.*

UNIT 3

PRESENT PERFECT

Regular verbs

Affirmative		Interrogative
Long form	Short form	
I have played	I've played	Have I played?
you have played	you've played	Have you played?
he has played	he's played	Has he played?
she has played	she's played	Has she played?
it has played	it's played	Has it played?
we have played	we've played	Have we played?
you have played	you've played	Have you played?
they have played	they've played	Have they played?

Negative	
Long form	Short form
I have not played	I haven't played
you have not played	you haven't played
he has not played	he hasn't played
she has not played	she hasn't played
it has not played	it hasn't played
we have not played	we haven't played
you have not played	you haven't played
they have not played	they haven't played

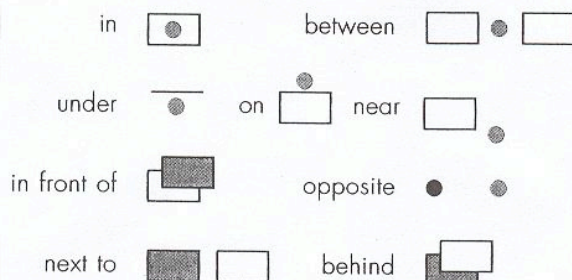
Irregular verbs

Affirmative		Interrogative
Long form	Short form	
I have caught	I've caught	Have I caught?
you have caught	you've caught	Have you caught?
he has caught	he's caught	Has he caught?
she has caught	she's caught	Has she caught?
it has caught	it's caught	Has it caught?
we have caught	we've caught	Have we caught?
you have caught	you've caught	Have you caught?
they have caught	they've caught	Have they caught?

Negative	
Long form	Short form
I have not caught	I haven't caught
you have not caught	you haven't caught
he has not caught	he hasn't caught
she has not caught	she hasn't caught
it has not caught	it hasn't caught
we have not caught	we haven't caught
you have not caught	you haven't caught
they have not caught	they haven't caught

PREPOSITIONS OF PLACE

- We use **prepositions of place** to say where somebody or something is.



Form

- We form the **present perfect** with the auxiliary verb **have/has** and the **past participle** of the main verb.

- We usually form the past participle of regular verbs by adding **-ed** to the verb. *look - looked*
Other verbs have irregular forms. *catch - caught*
- We form questions by putting **have/has** before the subject.
Has she checked her tickets?
Have you washed the dishes?
- We form negations by putting **not** between **have/has** and the past participle.
She has not/hasn't checked her tickets.
You have not/haven't washed the dishes.

Use

We use the **present perfect** to:

- talk about an action which **started in the past** and **continues up to the present**.
I have worked here for the last four months. (=I still work here.)
- talk about a past action which has a **visible result in the present**.
Look at her. She is sad. She has failed the exam.
- refer to an **experience**.
Have you ever been to Prague?
- refer to an action which **happened at an unstated time in the past**. The action is more important than the time.
I've been to England twice. (When? We don't know.)

Time expressions used with the present perfect: *just, already, yet, for, since, ever, never, etc.*

EVER/NEVER

- We use **ever** in questions and statements with the present perfect.
*Have you **ever** visited Budapest? Budapest is the best city I've **ever** visited.*
- We use **never** in statements with the present perfect.
*I've **never** visited Hungary. (I haven't visited Hungary.)*

ALREADY/YET

- We use **already** in positive statements and questions.
*"Have you cleaned the kitchen **already**?"*
*"Yes, I have. I've **already** cleaned it."*

- We use **yet** in questions and negations.
*"Have you done your homework **yet**?"*
*"No, I haven't. I haven't done my homework **yet**."*

JUST

- We use **just** in statements to show that an action finished only a few minutes earlier.
*"Have you finished your lunch **yet**?"*
*"Yes, I've **just** finished it."*

FOR/SINCE

- We use **for** to express duration.
*He has lived here **for** five years.*
- We use **since** to state a starting point.
*She has lived here **since** 1992.*

PRESENT PERFECT vs PAST SIMPLE

- We use the **present perfect** for an action which started in the past and continues to the present.
*He **has been** in Lisbon for ten years. (He went to Lisbon ten years ago and he is still there.)*
- We use the **past simple** for an action which started and finished in the past.
*She **was** in Lisbon for ten years. (She went to Lisbon ten years ago but she left. She isn't in Lisbon any more.)*

PAST CONTINUOUS

Form

- We form the **past continuous** with **was/were** (past tense of the verb "to be") and add **-ing** to the base form of the main verb.

Affirmative:	I was standing, you were standing, he was standing etc
Negative:	I wasn't standing, you weren't standing, he wasn't standing etc
Interrogative:	Was I standing?, Were you standing?, Was he standing? etc
Short answers:	Yes, I/he/she/it was . Yes, you/we/they were . No, I/he/she/it wasn't . No, you/we/they weren't .

Use

We use the **past continuous** for:

- two or more actions happening at the same time in the past. *I **was reading** a book while John **was watching** television.*
- an action which was in progress when another action interrupted it. We use the past continuous for the action in progress (longer action) and the past simple for the action that interrupted it. (shorter action) *She **was leaving** the house when the telephone **rang**.*
- an action in progress at a stated time in the past. *Jane **was watching** television at 8 o'clock last night.*
- background information in a story. *It **was snowing** heavily when Tom left home yesterday morning.*

Time expressions used with the past continuous: *while, when, as, all day/night/morning, all day, yesterday, etc*

CONDITIONAL - TYPE 0/TYPE 1

Form

if clause	main clause	
If + present simple	→ present simple	Type 0
<i>If you heat water to 100°C, it boils.</i>		

if clause	main clause	
If + present simple	→ will/can/must/etc + bare infinitive or imperative	Type 1
<i>If you study hard, you'll pass the exam.</i>		
<i>If you don't like it, don't eat it.</i>		

Use

- We use the **conditional Type 0** to say something which is always true (law of nature), or to talk about something that always happens as a result of something else.

We can use **when** instead of **if**.

*If/When the temperature **drops** below 0°C, water **becomes** ice. (law of nature)*

*If/When I have a big lunch, I always **feel** sleepy.*

- We use the **conditional Type 1** to talk about a real or very probable situation in the present or future.
- We can use **unless** instead of **if ... not** in the **-if clause**. The verb is always in the affirmative after **unless**.

*If you **don't hurry** up, we'll be late.*

***Unless** you hurry up, we'll be late.*

When the **if-clause** comes before the **main clause**, we separate them with a comma. When the **main clause** comes before the **if-clause** then we do not separate them with a comma.

HAVE BEEN/HAVE GONE

- The present perfect of the verb **go** has two forms: **have gone** and **have been**.
- We use **have gone** to express the fact that a person went somewhere and is **still there**.
*Martha **has gone** to Paris. (She is still there.)*
- We use **have been** to express the fact that a person went somewhere, but is **not there now**.
*Bill **has been** to Paris. (He went to Paris, but now he has left; he isn't there any more.)*

THE PASSIVE

Form

- We form the passive with the verb **to be** and the past participle of the main verb.

Active	Passive
They make cars in Japan.	Cars are made in Japan.
They made a speech.	A speech was made .

- We form negations with the word **not**.
*The door **wasn't locked** this morning.*
- We form questions by putting the verb **to be** before the subject.
***Is this cheese** made in Holland?*

Use

- We use the passive when we want to show that the action of the verb is more important than the person who carries out the action (the agent).
*The lost dog **was found** yesterday.*
- The agent is introduced with **by** and is mentioned only when it is important.
*E.T. **was directed by** Steven Spielberg.*
We do not mention the agent when:
 - it is unknown. *The picture **was stolen** last night.*
 - it is unimportant. *Dinner **is served** at 5pm.*
 - it is obvious. *He **was arrested**. (obviously by the police)*

Changing from Active into Passive

- The object of the active sentence becomes the subject in the passive sentence.
- The active verb changes into a passive form.
- The subject of the active sentence becomes the

	Subject	Verb	Object
Active	Tim	broke	the vase.
	Subject	Verb	Agent
Passive	The vase	was broken	by Tim.

THE DEFINITE ARTICLE

We use **the** with:

- nouns that are mentioned for a second time or are already known.
*I bought a jumper yesterday. **The** jumper is black.*
- nouns which are unique.
***the** Eiffel Tower, **the** Earth, **the** sky, etc*
- the names of rivers, seas, oceans, mountain ranges, deserts, groups of islands and countries that include the words 'state', 'kingdom' etc. ***the** Seine, **the** Atlantic, **the** Sahara, **the** United Kingdom, etc*
- the names of musical instruments.
***the** piano, **the** trumpet, etc*
- the names of hotels, theatres, cinemas, ships, organisations, newspapers and museums.
***the** Ritz, **the** Titanic, **the** Times, etc*
- nationality words and family names.
***the** Dutch, **the** Browns, etc*
- titles when the person's name is not mentioned.
***the** Queen, **the** President, etc*
- the words *morning*, *afternoon* and *evening*.
*I get up at 6 o'clock in **the** morning every day.*

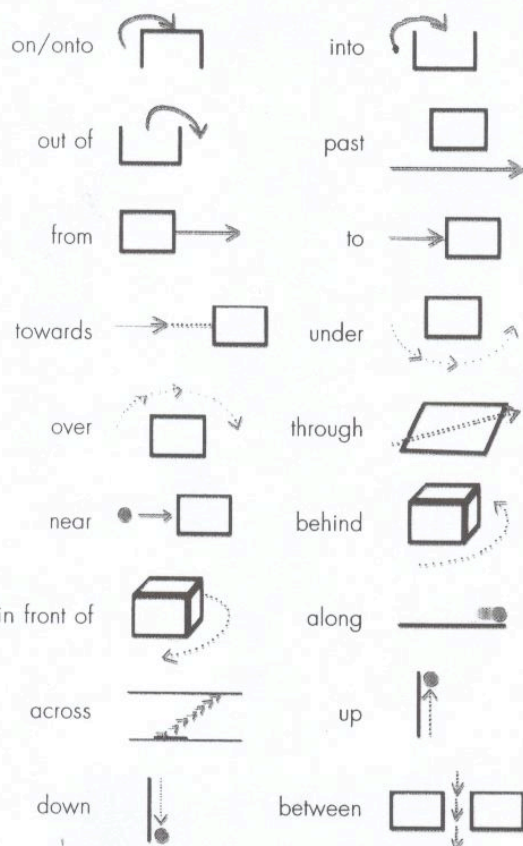
We don't use **the** with:

- proper nouns (names of people, places, organisations, etc). *This is John. He's from London.* [Note: common nouns are nouns such as book, tree, etc which are not the names of particular people or things.]
- plural nouns when talking in general.
Leopards live in the wild.
- names of countries, cities, streets, parks, mountains, islands, lakes and continents.
Spain, Moss Road, Everest, Lake Superior, etc
- names of meals and games or sports.
breakfast, football, etc
- the words *this/that/these/those*. *This is my mum.*
- possessive adjectives or the possessive case.
- titles when the person's name is mentioned.
Queen Elizabeth, President Bush, etc
- the words *school, church, bed, hospital, prison, home*, when talking about their purpose.
Jane is in hospital. (She is a patient.) Paul went to the hospital to visit Jane. (He isn't a patient.)

PREPOSITIONS OF MOVEMENT

Use

- We use prepositions of movement to show the direction in which somebody or something is moving.



Note: When we talk about a means of transport, we use the preposition *by* e.g. *by plane, car, bus, train, boat*, **BUT** *on foot*.

When there is an article (*a, an, the*), a possessive adjective (*my, your, etc.*) or the possessive case before the means of transport, we do not use the preposition *by*.

e.g. *on the plane* (**Not:** *by the plane*),
in my car (**Not:** *by my car*)
on the 4 o' clock bus/**in** *a taxi*/
on the plane/**in** *Jane's car*

TIME WORDS

- We express **time** with the words: **when, while, before, after, until**, etc. We do not use future tenses with these words.
*I'll wash the dishes **before** I go to bed.*
(Not: ... **before** I ~~will go~~ to bed)

- When the time word comes at the beginning of a sentence, we use a comma.
***Before** you go to bed, please lock the door.*
- When the time word comes in the middle of a sentence, we don't use a comma.
*Please lock the door **before** you go to bed.*

LINKERS

- We use **linkers** to show the relationship between sentences or parts of a sentence.
- We use **and, as well as, In addition, also**, etc to join sentences, parts of sentences or ideas that **express similar qualities**. *John is kind **and** patient.*
*John is kind **as well as** (being) patient.*
***In addition to** being kind, John is **also** patient.*
- We use **but, However, Although**, etc to join sentences, parts of sentences or ideas that **express opposing qualities**.
*John is quiet, **but** he has a good sense of humour.*
*John is quiet. **However**, he has a good sense of humour.*
***Although** John is quiet, he has a good sense of humour.*

QUESTION TAGS

- **Question tags** are short questions at the end of **statements**. We form them with the auxiliary verb from the main sentence and the appropriate subject pronoun. *She is clever, **isn't she**?*
- When the verb of the sentence is in the present simple we use **do/does** in the question tag.
*You live in England, **don't you**?*
- When the verb of the sentence is in the past simple we use **did** in the question tag.
*They waited, **didn't they**?*
- A **positive** statement takes a **negative** question tag. *He is French, **isn't he**?*
- A **negative** statement takes a **positive** question tag. *You **haven't** got any money, **have you**?*

Intonation

- When we are sure of the answer, the voice goes down in the question tag. (↘)
*They've **just** moved house, **haven't** (↘) they?*
- When we are not sure of the answer, the voice goes up in the question tag. (↗)
*You've got two brothers, **haven't** (↗) you?*

INDIRECT QUESTIONS

- We use **indirect questions** to ask for information in a **polite way**. We use indirect questions after expressions such as: *Do you know ...*, *Could you tell me ...*, *I wonder ...*, etc.
- When the indirect question is part of a question we use a question mark.
*Could you tell me **what the time is**?*
- When the indirect question is part of a statement we use a full stop. *I wonder **what the time is**.*

PRESENT CONTINUOUS

Form

Affirmative:	I'm talking, you're talking, he's talking, she's talking, etc
Negative:	I'm not talking, you're not talking, he's not talking, she's not talking, etc
Interrogative:	Am I talking?, Are you talking?, Is he talking?, Is she talking? etc
Short answers:	Are you talking? < Yes, I am./Yes, we are. No, I'm not./No, we aren't.
	Is he/she/it talking? < Yes, he/she/it is. No, he/she/it isn't.
	Are they talking? < Yes, they are. No, they aren't.

Use

The **present continuous** is used:

- for actions taking place now, at the moment of speaking, or for temporary actions – that is, actions that are going on around now, but not at the actual moment of speaking.
Tom is working hard these days. Right now he's watching a film. (He's not working at the moment of speaking.)
- with **always**, when we want to express irritation, for actions which happen too often.
You're always watching TV.
- for actions that we have already arranged to do in the near future, especially when the time and place have been decided.
Ross is flying to Oslo at 8:00 in the evening. (The destination and departure have been arranged.)
- for changing or developing situations.
The Earth's climate is changing rapidly.

Time expressions used with the present continuous: *now, at the moment, these days, at present, tonight, tomorrow, next week/month etc, still, at present etc.*

USED TO

- We use **used to** + infinitive to refer to past habits or states. In such cases, *used to* can be replaced by the past simple with no difference in meaning.
She used to go/went to work by bus. (She doesn't anymore.)
- We use the past simple, and not *used to*, for actions which happened at a definite time in the past.
He went to a rock concert last week. (NOT: He used-to-go to a rock concert last week.)

TOO - ENOUGH

- too** goes before adjectives or adverbs. It has a negative meaning and shows that something is more than enough, more than necessary or more than wanted.
too + adjective/adverb + to -infinitive
Sam is too young to drive. (He mustn't drive.)
John speaks too quickly for me to understand.
- too... + to -infinitive** (negative meaning)
She's too irresponsible to keep a pet.
- too... for somebody/something + to -infinitive** (negative meaning)
It's too late for Sue to be awake.
- enough** goes before nouns but after adjectives or adverbs. It has a positive meaning and shows that there is as much of something as is wanted or needed.
Kevin is tall enough to reach the top shelf.
We've got enough money to buy a new car.
- ... enough... + to -infinitive** (positive meaning)
She's clever enough to go to university.
- not ... enough... + to -infinitive** (negative meaning)
We don't have enough flour to make a cake.

THE IMPERATIVE

- We use the imperative to give orders/instructions, make suggestions, etc. We form the imperative from the **bare infinitive without a subject**, the negative imperative is **don't + bare infinitive without a subject**.

Orders: *Come here! Don't touch that!*

Instructions: *Chop the onions and fry them in hot oil.*

Suggestions: *Don't go to school if you feel unwell. Stay in bed.*

Warnings: *Look out! Be careful!*

Invitations: *Come to the cinema with us tomorrow.*

Requests: *Open the window, please.*

REPORTED QUESTIONS

- Reported questions are usually introduced with the verbs **ask**, **inquire**, **wonder** or the expression **want to know**.
- When the direct question begins with a **question word** (who, where, how, when, what, etc), the reported question is introduced with the same question word.
What is the time, please? (direct question)
She asked me what the time was. (reported question)
- When the direct question begins with an **auxiliary** (be, do, have), or a **modal verb** (can, may, etc), then the reported question is introduced with **if** or **whether**.
Are there any apples left? (direct question)
He asked me if/whether there were any apples left. (reported question)
- In reported questions, the verb is in the affirmative. The question mark and words/expressions such as *please, well, oh*, etc are omitted. The verb tenses, pronouns and time expressions change as in statements.
Can you tell me when the next train to London is, please? (direct question)
She asked me when the next train to London was. (reported question)

RELATIVES

Relative Pronouns

Relative pronouns (*who, whom, which, whose, that*) introduce

The man who is wearing a grey coat is Joe's father.

relative clause

The relative identifies which man the speaker is talking about.

- We use **who/that** to refer to people.
- We use **which/that** to refer to objects or animals.
- Who/Which/That **cannot be omitted** if it is the **subject** of the relative clause; that is, when there is not a noun or subject pronoun between the relative pronoun and the verb.

a) I know a girl. She is from India.

I know a girl **who/that** is from India.

(The relative pronoun is the subject.)

b) The dog - it - has got grey fur - is mine.

The dog **which/that** has got grey fur is mine.

(The relative pronoun is the subject.)

- Who/Which/That **can be omitted** when it is the **object** of the relative clause; that is, when there is a noun or subject pronoun between the relative pronoun and the verb. We can use **whom** instead of **who** when it is the object of the relative clause. *Whom* is not often used in everyday English.

a) I saw a woman. I had met her last summer.

I saw a woman (**whom/who/that**) I had met last summer.

(The relative pronoun is the object.)

b) That's the movie. I saw it last night.

That's the movie (**which/that**) I saw last night.

(The relative pronoun is the object.)

- We use **whose** instead of possessive adjectives (*my, your, his, etc*) with people, objects and animals in order to show possession.

a) That's the man - his car got stolen last night.

That's the man **whose** car got stolen last night.

b) That's the car - its window is broken.

That's the car **whose** window is broken.

- We usually avoid using prepositions before relative pronouns.

a) The helicopter **in which** the patient was carried was struck by lightning (formal English - unusual structure).

b) The room **which/that** we keep our tools **in** is in the back yard (usual structure).

c) The room we keep our tools **in** is in the back yard (everyday English).

- We can use **which** to refer back to a whole clause.

My brother lent me some money. This was very kind of him.

My brother lent me some money, **which** was very kind of him.
(**which** refers to the fact that he lent the speaker some money. That

- A relative-pronoun is not used with another pronoun (*I, you, me, him, etc*).

a) I know a doctor **who** works in this hospital.

(NOT: I know a doctor who she works in this hospital.)

b) The people we met are from Brazil.

(NOT: The people we met them are from Brazil.)

Note: **who's** = *who is* or *who has*

whose = possessive

Who's (*who is*) your favourite rock star?

Who's (*who has*) got a new car?

Richard is the teacher **whose** father is from Spain.

The Relative Adverb "where"

- **Where** is a relative adverb that introduces relative clauses. It is used to refer to **place**, usually after nouns like *place, house, street, town* and *country*.

It can be replaced by **which/that + preposition** and, in this case, **which/that** can be omitted.

The restaurant **where** we used to eat caught fire.

The restaurant (**which/that**) we used to eat **in** caught fire.

DEFINING/NON DEFINING CLAUSES

There are two types of relative clause: defining relative clauses and non-defining relative clauses.

- A **defining relative clause** gives necessary information and is essential to the meaning of the main sentence. The relative pronouns can be omitted when they are the object of the relative clause. The relative clause is not put in commas.
The jeans are too tight. (Which jeans? We don't know. The meaning of the sentence is not clear.)
*The jeans (**which/that**) I bought yesterday are too tight. (Which jeans? The ones I bought yesterday.)*
- A **non-defining relative clause** gives extra information and is not essential to the meaning of the main sentence. In non-defining relative clauses, the relative pronouns cannot be omitted and cannot be replaced by *that*. The relative clause is put in commas.
My dog is very friendly. (The meaning of the sentence is clear.)
*My dog, **whose name is Blacky**, is very friendly. (The relative clause gives extra information.)*

REPORTED STATEMENTS

- In reported speech, personal/possessive pronouns and possessive adjectives change according to the meaning of the sentence.

Ben said, "I'm having my car repaired."

Ben said (that) he was having his car repaired.

- We can report someone's words either a long time after they were said (out-of-date reporting) or a short time after they were said (up-to-date reporting).

Up-to-date reporting

The tenses can either change or remain the same in reported speech.

Direct speech: Ben said, "I still haven't seen this film."

Reported speech: Ben said (that) he still hasn't/hadn't seen this film.

Out-of-date reporting

The introductory verb is in the past simple and the tenses change as follows:

Direct Speech	Reported Speech
Present Simple He said, "I try to be a good student."	Past Simple He said (that) he tried to be a good student.
Present Continuous He said, "She's talking on the phone."	Past Continuous He said (that) she was talking on the phone.
Present Perfect He said, "They have moved house."	Past Perfect He said (that) they had moved house.
Past Simple He said, "I had lunch earlier."	Past Perfect He said (that) he had had lunch earlier.
Past Continuous He said "I was thinking of travelling abroad."	Past Perf. Cont. He said (that) he had been thinking of travelling abroad.
Future (will) He said, "She will be back soon."	Conditional (would) He said (that) she would be back soon.

- Certain words and time expressions change according to the meaning as follows:

now	→	then, immediately
today	→	that day
yesterday	→	the day before, the previous day
tomorrow	→	the next/following day
this week	→	that week
last week	→	the week before, the previous week
next week	→	the week after, the following week
ago	→	before
here	→	there
come	→	go
bring	→	take

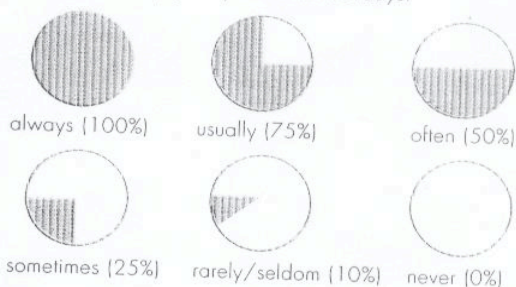
- The verb tenses remain the same in reported speech when the introductory verb is in the present, future or present perfect.
Mum has said, "Dinner is ready."
Mum has said (that) dinner is ready.
- The verb tenses can either change or remain the same in reported speech when reporting a general truth or law of nature.
The teacher said "Iceland is an island."
The teacher said (that) Iceland is/was an island.

ADVERBS OF FREQUENCY

- Adverbs of frequency (always, usually, often, sometimes, rarely/seldom, never) tell us how often something happens. They answer the question **How often ...?**

How often do you visit your grandparents?

I usually visit my grandparents on Sundays.



- Adverbs of frequency come before the main verb (walk, fly etc), but after the verb **to be** and auxiliary or modal verbs such as **do, can, must** etc. The adverbs *rarely, seldom* and *never* have a negative meaning and are never used with the word **not**.

Emma **always** walks to school.

You **should always** wear your seat belt when you drive.

Do you **often** go out with your friends?

- Adverbs of frequency go before the auxiliary verb in short answers.

Do you read newspapers? Yes, I **sometimes** do.

Grammar Reference

(REVISION) WORD ORDER IN SENTENCES

- The normal word order in **simple sentences** is:

Subject	Modal/ Auxiliary	Verb	Object	Complement/ Object 2*
Jack		is		13 years old.
He		likes	Jill.	
Jack	is	having	a party	next week.
He	has	sent	her	an invitation.*

or: "There" Verb Subject Complement
There is a mouse under my bed.

- Negative sentences

Subject	Modal/ Auxiliary	Verb	Object
Jill	doesn't	like	Jack.
She	hasn't	answered	his invitation.

- Yes/No Questions

Modal/ Auxiliary	Subject	Verb	Object
Does	Jack	like	Jill?
Does	Jill	like	Jack?
Has	she	answered	his invitation?

- Wh- Questions

Wh	Modal/ Auxiliary	Subject	Verb	Object
When	is	Jack	having	a party?
What	has	he	sent	Jill?

- Compound sentences join simple sentences with conjunctions (*and, but, so, because* etc)

Jack likes Jill, but she doesn't like him.

S V O S M/A V O

Although Jack likes Jill, she doesn't like him.

PRESENT SIMPLE

Form

Affirmative:	I like, you like, he likes, she likes etc
Negative:	I don't like, you don't like, he doesn't like etc
Interrogative:	Do I like...?, Do you like...?, Does he like?, Does she like...?etc
	Do I/you/we ...? < Yes, I/you/we do. < No, I/you/we don't.
Short answers:	Does he/She/it ...? < Yes, he/she/it does. < No, he/she/it doesn't.
	Do they ...? < Yes, they do. < No, they don't.

Use

The **present simple** is used:

- for permanent states, repeated actions and daily routines.
They live in London. (permanent state)
He gets up at 8:00 am every day. (repeated action, daily routine)
- for general truths and laws of nature.
Summers are usually hot.
- for timetables (buses, trains, etc) and programmes.
The train to York leaves at 5:30 pm.
- for sports commentaries, reviews and narration.
Beckham passes the ball to Briggs. (sports commentary)
Tom Hanks acts wonderfully in the film. (review)
There is a girl called Cinderella. (narration)

Time expressions used with the present simple: *always, usually, etc, every day/week/month/year etc, on Mondays/Tuesdays etc, in the morning/afternoon/evening, at night/the weekend, etc.*

TIME WORDS

- We express **time** with the words: **when, while, before, after, until**, etc. We do not use future tenses with these words.
*I'll have breakfast **before** I go to school.*
(NOT: ...before I **will** go to school.)
- When the time word comes at the beginning of a sentence, we use a comma.
***Before** you leave, please call me.*
- When the time word comes in the middle of a sentence, we don't use a comma.
*Please call me **before** you leave.*

PAST PERFECT CONTINUOUS

Form

We form the past perfect continuous with the past tense of the auxiliary verb **have**, the past participle of the verb **to be** and the main verb + **ing**.

Affirmative	Interrogative	Negative
I had been looking	Had I been looking?	I hadn't been looking
you had been looking	Had you been looking?	you hadn't been looking
he had been looking	Had he been looking?	he hadn't been looking
she had been looking	Had she been looking?	she hadn't been looking
it had been looking	Had it been looking?	it hadn't been looking
we had been looking	Had we been looking?	we hadn't been looking
you had been looking	Had you been looking?	you hadn't been looking
they had been looking	Had they been looking?	they hadn't been looking

Short Answers:	Had I/you/he etc been looking?	Yes, I/you/he etc had No, I/you/he etc hadn't.
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Use

We use the **past perfect**:

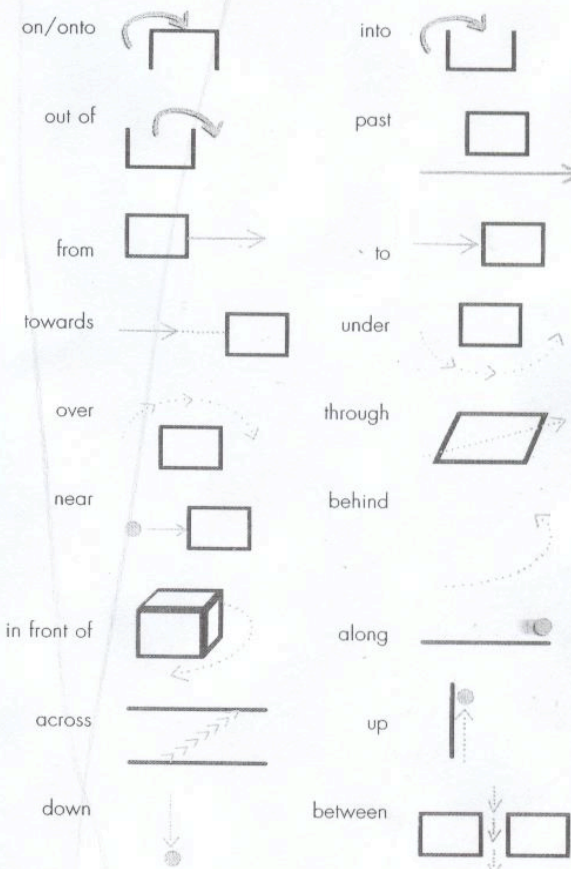
- to put emphasis on the duration of an action which started and finished in the past before another past action or a stated time in the past, usually with **since** or **for**.
*He **had been studying** for five years **before** he got his degree.*
 - The past perfect continuous is the past equivalent of the present perfect continuous.
- a) *She **had been waiting** for the bus for an hour **before** it arrived. (She isn't waiting for the bus now.)*
b) *She **has been waiting** for the bus for an hour. (She is still waiting for the bus.)*

Time expressions used with the past perfect continuous: *for, since, how long, before, until* etc.

PREPOSITIONS OF MOVEMENT

Use

- We use prepositions of movement to show the direction in which somebody or something is moving.



Note: When we talk about a means of transport, we use the preposition **by** - e.g. *by plane, car, bus, train, boat*, **BUT** *on foot*. When there is an article (**a, an, the**), the possessive adjective (**my, your, etc**) or the possessive case before the means of transport, we do not use the preposition **by**.
on the plane (Not: by the plane)
in my car (Not: by-my-car)
on the 4 o'clock bus/in a taxi/on the plane/in Jane's car

USED TO

- We use **used to** or the **past simple** to talk about past habits or things that do not happen/exist any more. It has the same form in all persons and it is followed by the infinitive.

*I **used to play/played** the guitar in a band. (I don't play the guitar in a band any more.)*

- We form the interrogative and negative with the auxiliary verb **did/did not (didn't)**, the subject and the verb use without -d.

*Did you **use to go** to the cinema very often?*

*Robert **didn't use to** eat junk food.*

- We use the **past simple** for an action which happened at a specific time in the past.

*He **went** to Paris last month. (NOT: He ~~used to~~ go to Paris last month.*

AT - ON - IN

We use **at**:

- in the expressions:
at school, at college, at work, at home etc.
- in addresses when we mention the house number.
at 36, Pine Road** BUT **in Pine Road

We use **on**:

- in the expressions:
on the right, on the left, on the ground/first etc " floor, **on** a chair BUT **in** an armchair

We use **in**:

- in the expressions:
in bed, in hospital, in prison, in a newspaper/ magazine/book, in a street, in the world
- with the names of cities, countries and continents.
in London, in France, in Asia