



Grammar Script

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he is not/he's not/he isn't working

they are not/they're not/they aren't working

To form the **interrogative** of the **present continuous tense**, the **auxiliary** verb is placed **before** the subject of the sentence:

Are you working?

isn't he working? is he not working?

Present Tenses - Uses

The Simple Present Tense

The main use of the simple present tense is to express present habitual action, i.e., something which happens either regularly or permanently:

He takes the bus to work.

Monkeys eat bananas.

The **simple present tense** is often used with adverbs/adverb phrases like: always, usually, on Fridays, every fortnight, sometimes, occasionally, once a year, never etc:

He takes the bus to work every day.

Monkeys usually eat bananas.

The **simple present tense** does not tell us that the action is being carried out at the time of speaking; in order to express this, we would have to add a verb in the present continuous tense:

He's watching Newsnight. He always watches Newsnight.

N.B. The adverb always can sometimes be used with the continuous, especially to indicate the speaker's disapproval:

You're always leaving your shoes in the middle of the floor.

The Present Continuous Tense

The **present continuous tense** is used for an action which is happening at the moment of speaking:

It's raining

Why are you hiding behind the door?

The **present continuous tense** is also used for actions which are happening around the moment of speaking, even if they are not necessarily happening at the moment of speaking:

I'm reading Shakespeare's Macbeth.

He is learning Spanish.

Compare:

They usually drink coffee.

Today they're drinking tea.

He's baking bread at the moment.

He always bakes his own bread

Are you writing a letter?

Yes, I write to my brother every week.

Verbs Not Normally Used In The Continuous Tense

- **Verbs of the senses** when they refer to **involuntary actions**, e.g. hear, see, smell, taste. Feel followed by an adjective to indicate an emotional, physical or mental

condition is normally used in the simple present but can also be used in the continuous.

- Verbs which express **feelings and emotions**, e.g. adore, appreciate, like, hate, wish, want
- Verbs of **mental activity**, e.g. think, understand, agree, believe, forget, know
- Verbs of **possession** e.g. belong, owe, own, possess
- **The auxiliary verbs.**

Simple Past and Past Continuous Tenses

Forming The Simple Past Tense

The **simple past tense** of regular verbs is formed by adding **-ed** to the infinitive:

<i>I worked</i>	<i>we worked</i>
<i>you worked</i>	<i>you worked</i>
<i>he/she/it worked</i>	<i>they worked</i>

Exceptions are:

- When the infinitive of the verb ends in **e**, only **d** is added.
- When the infinitive ends in a **consonant + y**, the **y** is changed to **i** before adding **ed**.

The **simple past tense** forms of **irregular verbs** vary considerably. Therefore, the simple past form of each irregular verb has to be learnt:

<i>to eat</i>	<i>ate</i>	<i>to say</i>	<i>said</i>
<i>to see</i>	<i>saw</i>	<i>to think</i>	<i>thought</i>

The **negative** of regular and irregular verbs is formed by **did not (didn't) + infinitive**:

<i>he did not/didn't see the president</i>	<i>we did not/didn't go to Paris</i>
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The **interrogative** (question) form of regular and irregular verbs is formed with **did + subject + infinitive**:

<i>Did I leave my bag here?</i>	<i>Did they go to Paris?</i>
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Forming The Past Continuous Tense

This is formed using the **past tense** of the verb **to be** + **the present participle**:

<i>I was working</i>	<i>we were working</i>
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you were working

you were working

he/she/it was working

they were working

The **negative** of the **past continuous tense** is formed by the **past tense** of the verb **to be** + **not** + the **present participle**:

I was not/wasn't watching telly

We were not/weren't talking about that

You were not/weren't working

They were not/weren't sleeping

The **interrogative** (question) form of the **past continuous tense** is formed by the **past tense** of the verb **to be** + **subject** + the **present participle**:

Was he eating his lunch?

Were you not/Weren't you working?

Simple Past and Past Continuous - Uses

The Simple Past Tense

The **simple past** is used:

for **actions completed in the past at a definite time**:

I. a **past action** where a **time is given**: *I saw him yesterday*

II. a **past action** when the **time is asked about**: *When did you see him?*

III. when the action **clearly took place at a definite time** in the past even though the time is not mentioned:

I bought this car in Hamburg.

The train was late.

for **actions whose time is not given, but which**:

I. **occupied a period of time in the past, now terminated**: He worked in that bank for four years (but does not now!)

II. **occurred at a moment in a period of time now terminated**: My grandmother once saw Queen Victoria

III. compare with **present perfect**: I have seen Prince Charles! -implies both parties are still alive, and the incident could be repeated.

for **past habits**:

They never drank wine.

They never used to drink wine.

for **repeated actions in the past**: *Every time I left the cinema, I saw the old man.*

The Past Continuous Tense

The past **continuous tense** is used:

- I. for **past actions** which **continued for some time**, but whose **exact limits** are **not known and not important**: *We were watching television.*
- II. with a **point in time**, to express an action which **began before that time** and **probably continued after it**: *At eight he was having breakfast.* (= he was in the middle of it – compare: *At eight he had breakfast* = he started eating at eight)
- III. with a **verb in the simple past replacing the time expression**: *When I arrived he was having breakfast.*
- IV. **without time expressions** to indicate **gradual development**: *It was getting darker*
- V. in **descriptions**: *A wood fire was burning and a cat was sleeping .*
- VI. as an **alternative to the simple past**: This indicates a **more casual, less deliberate action**: *I was talking to Tom the other day.* -this gives the impression that this was **not unusual or remarkable**. It is also not clear who started the conversation and it doesn't matter. *I talked to Tom* indicates that *I* took the initiative.

Also: *From four to six , Tom was washing the car* indicates that the action was casual, and **possibly routine**.

From four to six, Tom washed the car indicates that it was a **deliberate action**.

BUT: The **continuous tense** here is used only for apparently **continuous, uninterrupted actions**. If we **divide it up**, or say **how many times it happened**, the simple past must be used: *Tom washed both cars.*

The Present Perfect Tense

Forming the Present Perfect Simple Tense

The **present perfect simple tense** is formed with the present tense of **have + the past participle**. In regular verbs the past participle has exactly the same form as the simple past tense:

I have worked

we have stopped working

You have moved

you have travelled a lot

He/she/it has tried

they have weakened their currency

The **past participles** of **irregular verbs** vary considerably. Therefore, the past participle of each irregular verb has to be learned:

I have eaten already

she has been to Indonesia

they have sat there all day

The **negative** of regular and irregular verbs is formed by the **present tense of the verb to have + not + the past participle**:

I haven't/have not seen him today

he hasn't finished that work yet

The **interrogative** (question) form of the **present perfect simple** is formed by **inverting the present tense of have and the subject**:

Have you been to Poland?

Hasn't she read the letter?

Forming the Present Perfect Continuous Tense

The **present perfect continuous** is formed with the **present perfect of the verb to be + the present participle**:

I have been waiting here for half an hour.

He has been learning Czech for three years.

The **negative** of the present perfect continuous is formed by **inserting not between the two parts of the present perfect of be (have + not + been + present participle)**:

He hasn't/has not been travelling all day

We've been/we have been writing letters since 11:00.

The interrogative (question) form of the present perfect continuous is formed by inverting the auxiliary (have) and the subject:

Have you been sitting here all morning?

Has it been raining for long?

Haven't you/Have you not been working all evening?

Haven't they/Have they not been washing the car?

Remember that some verbs are not normally used in the continuous form.

Present Perfect Tense - Uses

The present perfect tense always indicates a **strong link between the past and the present**, and tells us something about the present as well as the past. Although the action happened in the past, its present result or effect is often more interesting for us:

I've fixed your bike.

= you can use it now

She's been to Japan.

= she has some experience of the country

They've had their dinner already.

= They are no longer hungry.

The **present perfect simple** is used:

- for an **action which began in the past and has continued until now**:

I have lived in Bayreuth for two years

She has worked hard all her life

- for **recent actions which have an effect on the present**:

The president has been assassinated.

We've missed the bus.

- with **just** for a **recently completed action**

She has just passed her driving test.

They have just gone out.

- for **past actions whose time is not definite**

Have you had breakfast?

Ian Banks has written several novels.

- for **actions happening in an incomplete period**

I have seen Joanne twice this afternoon. *Profits have been higher this year.*

- with **for** or **since**

Since he was fired he has been unemployed *He has been unemployed for six months.*

The **present perfect simple** is often used with **always, often, several times, occasionally, ever, never.**

Compare:

Present Perfect

I have lived in Bayreuth for two years.

Have you seen The Full Monty?

The president has been assassinated.

I haven't seen John this morning.

Lloyd Weber has written a lot of musicals.

Simple Past

I lived in Bayreuth for two years

Yes I saw it last night.

The president was assassinated on Friday.

I didn't see John this morning.

Verdi wrote a lot of operas.

Present Perfect Continuous

The present perfect continuous is used:

- for an **action which began in the past and is still continuing:**

I have been learning French for ten years. *He's been waiting for an hour already*

- for an **action which began in the past and has only just finished:**

We have been taking photographs. *They have been sleeping.*

An action which began in the past and is still continuing, or finished only recently, can sometimes be expressed by either the present perfect simple or the present perfect continuous.

The Past Perfect Tense

Forming the Past Perfect Tense

The **past perfect simple** is formed with **had** and **the past participle**. It is therefore the same for all persons:

I had walked for hours.

He had worked all day.

The **negative** of the past perfect simple is formed by inserting **not** between **had** and **the past participle**:

I had not/hadn't worked for a fortnight.

He had not/hadn't read the letter.

The **interrogative** of this tense is formed by **inverting had** and **the subject**:

Had she seen me?

Had they not/hadn't they worked until ten?

Use of the Past Perfect Simple

The **past perfect simple** is used:

- When already talking about the past in order to talk about an earlier past.

His face was familiar.

I had met him somewhere before.

- where there are **at least two actions in the past** to show **which one happened first**:

*When the police arrived, the murderer
had left the house.*

*When she had given her speech she sat
down.*

If the order of events is clear anyway, it is not necessary to use the past perfect.

Forming the Past Perfect Continuous Tense

The **past perfect continuous** is formed with **had been + the present participle**. It is therefore the same for all persons:

I had been working all day.

He had been walking for hours.

The **negative** of the past perfect continuous is formed by inserting **not** between **had** and **been**:

I had not been working for long.

She had not been walking much.

The *interrogative* is formed by **inverting had** and **the subject**:

Had they been working for long?

*Had you not/hadn't you been walking all
day?*

Use of the Past Perfect Continuous

The past perfect continuous is used:

- when the **first action continued for some time**:

I had been dreaming before I woke up.

They had been considering moving.

- when the **first action was unfinished/interrupted**:

*I could tell they'd/they had been talking
about me.*

He had been painting the door.

The Future

There are several ways of expressing the future in English:

Present Continuous

The **present continuous** is used to refer to **future actions and events which have already been arranged**:

I'm spending the summer with my uncle in France.

Are you going anywhere at the weekend?

Going to + infinitive

This is used to refer to **future actions and events which have been planned**. Very often

either form can be used. **Going to**, however, tends to express a **more personal intention or determination**:

What are you going to do when you get your degree ?

I'm going to save up some money and go to Australia.

The **going to** form is also used to talk about **predictions** which are **based on present evidence or knowledge**:

Look at these clouds! It's going to rain any minute now.

She works too hard. She's going to make herself ill.

Will

Will + infinitive (future simple) is used to refer to:

- **future facts:**

The sun will set at 9 p.m. tomorrow.

He will be 65 tomorrow.

- **predictions or expectations:**

He'll be a millionaire some day.

They'll be late. They always are.

- **opinion about the future** (especially after verbs like think, expect, assume)

I think you'll have time to visit her.

I assume they'll wait for us.

- **strong intentions:**

I'll apply for her job when she leaves.

- **instant decisions about the immediate future:**

Is there no jam left? I'll go and get some.

I'll answer the phone.

Compare:

I'm taking Nicola home.

I'll take Nicola home.

- **Will/shall** are also used to express **offers, suggestions, promises and threats**:

Shall I carry that for you?

Shall we go to Scotland this summer?

I won't laugh at you again.

Don't invite them or I'll not come.

Note: Shall/should must be used instead of **will** to **start questions, suggestions and offers**.

Will + be + present participle (future continuous) is used to refer to:

- **events or actions that will be in progress at a particular time in the future:**

This time tomorrow, we will be sitting in the aeroplane.

This time next week, I'll be sunbathing in Portugal.

Will + have + past participle (future perfect simple) is used to express:

- **actions or events that will already be completed by a certain time in the future:**

I'll have lived here for a year in autumn

I'll have left university by then.

Will + have + been + present participle (future perfect continuous) is used to express:

- the continuous nature of actions and events in the future:

In May I'll have been working here for a year .

Present Simple

The **present simple** is used to talk about **timetabled, scheduled or fixed events**:

Next year is a leap year.

The train leaves at 12.10.

Other Ways of Talking about the Future

To be about to + infinitive and **to be on the point of + gerund** are used to express **actions or events which are expected to occur in the immediate future**:

I'm in a hurry - the concert is about to start.

They are on the point of leaving - if you hurry you'll still catch them.

The Conditional

Conditional sentences have two parts: the **if clause** and the **main clause**:

If the fog gets thicker, the flight will be delayed.

The flight will be delayed if the fog gets thicker.

There are three types of conditional sentences and each type is formed using a different pair of tenses:

Type 1: *If you work hard, you will pass the test.*

Probable

Type 2: *If you worked hard, you would pass the test.*

Unreal/improbable

Type 3: *If you had worked hard, you would have passed the test.*

Speculation about what could have happened in the past (but didn't)

Conditional 1: (if + present tense) + (will + infinitive)

The verb in the **if clause** is in the **present tense** and the verb in the **main clause** is in the **future simple**:

If you work hard you will pass the test.

If you don't work hard you won't pass the test.

This type of sentence implies that **the action** in the **if clause** is quite **likely**. The present tense in the if clause refers to a possible future action. First conditional sentences are often used to express threats and promises. Note that **if + will can only be used with certain meanings**:

NOT: ~~If you will work hard, you will pass the test.~~

Variations of Conditional 1

Instead of **(if + present tense) + (will + infinitive)** we can have:

- (if + present) + (may/might + infinitive)

If the weather gets worse the plane may be delayed. (possibility)

- (if + present) + (may/can + infinitive)

If you feel ill you can go home. (permission)

- (if + present) + (must/should + infinitive)

If you want to pass the test, you should work hard

Conditional 2: (if + past tense) + (would + infinitive)

The verb in the **if clause** is in the **past tense** and the verb in the **main clause** is in the **conditional tense**:

You'd/You would feel healthier if you did more exercise. If I lived nearer the university I'd be in time for lectures.

This type of conditional implies that the **conditions in the if clause** will probably **not be met**.

There is **no difference in time** between the first and second types of conditional sentences - the **past tense** is only used to indicate **improbability** or **unreality**.

In **Conditional 2**, **if I were** can be used instead of **if I was**:

If I were/was you I would learn Spanish instead If I were/was English I wouldn't need to do this course.

Note that if + would can only be used with certain meanings:

NOT: ~~If you would work harder, you would pass the test.~~

Variations of Conditional 2:

Instead of **(if + past tense) + (would + infinitive)** we can have:

- **(if + past tense) + (could/might + infinitive):**

If you tried again you might succeed. (possible result)

If I knew her number I could phone her. (ability)

Conditional 3: (if + past perfect tense) + (would have + past participle)

The verb in the **if clause** is in the **past perfect tense** and the verb in the **main clause** is the **perfect conditional**:

If you had taken my advice, you would have saved a lot of time.

If he had worked hard he would have done well.

This type of conditional **looks back at the past** and speculates about things **which may have but didn't happen**. The time is past and the condition in the if clause cannot be fulfilled because **the action did not happen**.

Note that if + would have cannot be used:

NOT: ~~If you would have worked hard, you would have passed the test.~~

Variations of Conditional 3:

Instead of **(if + past perfect tense) + (would have + past participle)** we can have:

- **(if + past perfect tense) + (could/might have + past participle)**

If I had listened to you, I might have saved a lot of time. (possibility)

If I had known earlier, I could have helped you. (ability)

- **(if + past perfect tense) + (would + infinitive)**. This is a mixture of type 2 and type 3 and we can use it **if we are talking about the present**:

If I had worked harder at school I would have a really good job now.

If he had planned this properly, we wouldn't have these problems now.

Expressing wishes and regrets

I wish... If only...

When referring to the **present or future**, these expressions are followed by a **past tense** to show that they refer to something which is **unreal**:

I wish I had a house with a swimming pool.

If only I didn't have so much homework!

I wish you didn't have to leave.

If only I had loads of money.

Note: the correct form of the verb **to be** after these expressions is **were**:

If only I were rich

I wish she weren't so boring.

However, **was** is also possible and is often used in conversation.

When referring to the **past**, **I wish** and **if only** are followed by a **past perfect tense**:

If only I hadn't spent so much money!

I wish I had passed the exam.

Question Forms

We usually form questions by **changing the word order**, by putting **the auxiliary verb before the subject**.

Subject

Auxiliary Verb

Tom

will

be here tomorrow

Auxiliary Verb

Subject

Will

Tom

be here tomorrow

In *present simple* questions, we use **do/does**:

What time does the film begin?

Does John live near here?

Do you know what time it is?

In *past simple* questions, we use **did**:

Did you see John when he was home ?

Did you know that Mary was a doctor?

But we do not use **do/does/did** in questions if **who/what/which** is the subject of the sentence.

Who - object

Emma telephoned somebody.

Who did Emma telephone?

Who - subject

Somebody phoned Emma.

Who telephoned Emma?

Negative questions (isn't it... , didn't it...)

We use negative questions to show surprise.

Didn't you hear the bell?

or when we expect the listener to agree with us

Isn't it a beautiful day?

Haven't we met somewhere before? Yes. I think we have.

Wh- questions

<i>Who saw the match?</i>	person
<i>Whose bike is it?</i>	possession
<i>What did you buy?</i>	things, events
<i>Which bus do you take?</i>	people or things
<i>When did you phone ?</i>	ask about time, period of time
<i>Where is Robert?</i>	place, direction
<i>Why can't you come?</i>	cause, reason
<i>How tall are you?</i>	way it is, size, extent

What/which

What is used when talking about unlimited amounts of things.

What are your favourite colours?

Which is used when talking about a limited amount of things.

Which colours would you like?

But **what** and **which** are mostly interchangeable

What/which bus are you going to take?

Reported questions

Q- *When did you arrive?*

A- *I arrived on Monday*

RQ- *He asked me when I had arrived*

In reported questions:

1. The word order is different from the original question
2. The verb follows the subject as in an ordinary statement
3. The auxiliary verb **do** is not used
4. There is no question mark

Question tags

The weather has been pretty bad, hasn't it?

It was marked green on the map, wasn't it?

Question tags consist of an auxiliary verb and a personal pronoun. There are a few basic rules.

1. If there is an auxiliary (be, have) or modal auxiliary in the main clause, this is repeated in the question tag.

*He **hasn't** arrived yet, **has** he ?*

*You **should** be in bed, **shouldn't** you?*

2. If there is an ordinary verb in the main clause, then **do** is used in the question tag.

*You know how to swim, **don't** you? (Present)*

*They went to Russia last year, **didn't** they? (Past)*

3. Normally an affirmative statement has a negative question tag and vice versa.

Statement Question tag

affirmative negative *You **are coming**, **aren't** you?*

negative affirmative *He **doesn't** like jazz, **does** he ?*

4. *I am* is followed by the question tag **aren't I?**

I'm lucky, aren't I?

5. After imperatives, *will you*, or *would you* are the most common forms

*Pay attention, **will** you?*

*Shut the door, **would** you?*

6. Negative expressions - *no*, *nothing*, *nowhere*, *nobody* in the main clause are followed by affirmative question tags

*He takes **no** interest in his work, does he?*

7. *Somebody*, *someone*, *everybody/one*, *nobody/one* are all followed by **they** in the question tag

*Nobody phoned me, did **they**?*

*Everybody was very pleased, weren't **they**?*

8. *Nothing*, *anything* in the main clause is followed by **it** in the question tag.

Nothing could be better, could it?

Anything could happen now, couldn't it?

Infinitive

Form

The **full-infinitive (to-infinitive)** consists of two words, **to + verb**, but after certain verbs and expressions we use the form without **to**, i.e. **bare infinitive**

1. to-infinitive *I want to write to my mother*
2. bare infinitive *I must write in German*

Uses of the Infinitive

The **to-infinitive** is used:

1. to express **purpose**

I know she did it to make a point.

2. after **adjectives**

He's unlikely to get the job

You 're free to leave whenever you want

It's difficult to explain this fact

It's possible to walk there

others include: *angry, glad, fortunate, likely, lucky, happy, sorry*

3. with **too + adjective/adverb**, and **adjective + enough**

- a) **too + adjective + infinitive**

The subject of the main verb can be the subject of the infinitive.

You are too young to understand

The girl is too old to play with dolls

The subject of the main verb can also be the object of the infinitive.

He is too heavy (for me) to lift (him)

too + adverb+ infinitive

It is too soon to say whether he will pass his exams or not

He works too slowly to be of any use to me

- b) **Adjective + enough + infinitive**

As with the **too** construction, **enough** can refer to **the subject of the verb**:

She is strong enough to lift that by yourself

He was tall enough to reach the top shelf

or it can refer to the **object of the verb**:

The coffee was cool enough for us to drink

The box is light enough for us to carry

4. **after certain verbs**

<i>appear</i>	<i>decide</i>	<i>learn (how)</i>	<i>seem</i>	<i>aim</i>	
<i>afford</i>	<i>expect</i>	<i>manage</i>	<i>refuse</i>	<i>bother</i>	
<i>agree</i>	<i>fail</i>	<i>offer</i>	<i>threaten</i>	<i>care</i>	
<i>arrange</i>	<i>prefer</i>	<i>tend</i>	<i>condescend</i>	<i>attempt</i>	<i>happen</i>
<i>prepare</i>	<i>pretend</i>	<i>consent</i>	<i>ask</i>	<i>help</i>	<i>promise</i>
<i>intend</i>	<i>decline</i>	<i>begin</i>	<i>choose</i>	<i>plan</i>	<i>need</i>
<i>neglect</i>	<i>mean</i>	<i>dare</i>	<i>can afford</i>	<i>want</i>	<i>demand</i>
<i>would like</i>	<i>would love</i>	<i>hope</i>	<i>trouble</i>	<i>swear</i>	<i>determine</i>
<i>endeavour</i>	<i>guarantee</i>	<i>hesitate</i>	<i>undertake</i>	<i>proceed</i>	<i>promise</i>
<i>prove</i>	<i>resolve</i>	<i>volunteer</i>	<i>vow</i>		

5. **after certain phrases**

<i>be about</i>	<i>it + occur + to + object</i>
<i>be able + afford</i>	<i>(negative or interrogative)</i>
<i>do one's best</i>	<i>set out</i>
<i>do what one can</i>	<i>take the trouble</i>
<i>make an/every effort</i>	<i>turn out (prove to be)</i>
<i>make up one's mind</i>	

6. **after certain verbs followed by an object**

<u>subject</u>	<u>verb</u>	<u>object</u>	<u>to-infinitive</u>
<i>Mr Hill</i>	<i>asked</i>	<i>Kevin</i>	<i>to be quiet</i>
<i>He</i>	<i>advised</i>	<i>me</i>	<i>to listen carefully</i>

other verbs include:

<i>allow</i>	<i>teach</i>	<i>expect</i>	<i>order</i>	<i>advise</i>	<i>want</i>
<i>persuade</i>	<i>ask</i>	<i>would like/love</i>	<i>encourage</i>	<i>tell</i>	
<i>remind</i>	<i>cause</i>	<i>force</i>	<i>warn</i>	<i>invite</i>	

7. **after certain verbs which sometimes take an object and sometimes don't**

<u>subject</u>	<u>verb</u>	<u>to-infinitive</u>	
<i>I</i>	<i>want</i>	<i>to find out the answer</i>	
<u>subject</u>	<u>verb</u>	<u>object</u>	<u>to-infinitive</u>

I want you to find out the answer
I'd like to help you
I'd like you to help me

8. **verb + how/what/when/where/which/why + infinitive**

The verbs most frequently used in this way are:

ask *consider* *decide* *know* *wonder* *remember*
forget *explain* *understand* *find out*

We asked how to get to the station

Have you decided where to go for the summer holidays

9. The **infinitive** after certain nouns

A number of nouns can be followed directly by the infinitive. Some of the most usual are:

ability *demand* *failure* *request*
ambition *desire* *offer* *scheme*
anxiety *determination* *plan* *willingness*
attempt *eagerness* *promise* *wish*
decision *effort* *refusal*

His ability to get on with people amazes me

He had no ambition to become a pop star

Failure to obey the regulations could lead to prosecution

The bare infinitive is used:

1. after **modal verbs**

Simon must be home at 11: 30 sharp

John cannot come to the party this weekend

other verbs include: will/would, shall/should, can/could, may/might, must, need.

2. after **make and let**

	<u>verb</u>	<u>object</u>	<u>infinitive</u>	
<i>You can't</i>	<i>make</i>	<i>me</i>	<i>do</i>	<i>anything</i>
<i>You don't</i>	<i>let</i>	<i>him</i>	<i>play</i>	<i>on his own, do you?</i>

3. after **would rather, had rather, let's** and **why (not) ...?**

I would rather take a train than fly

You'd better stay in bed

Why not come with us?

Let's meet at 2 o'clock

4. **but** and **except** take the infinitive when they follow **do + anything/nothing/something**

He does nothing but complain

My dog does everything but speak

I don't have anything to do except study

Can you do anything except laugh?

Continuous infinitive

Form

to be + present participle: He seems to be following us.

Use:

The continuous infinitive can be used:

1. after the **auxiliary verbs:**

They'll be wondering where you are?

You shouldn't be reading such rubbish

2. after **appear, happen, pretend, seem:**

He appears to be living in the area

He happens to be writing a novel

He pretends to be looking for a book

He seems to be waiting for something

Perfect Infinitive

Form

to have + past participle: *to have worked; to have broken*

Use:

The perfect infinitive can be used:

1. with **auxiliary verbs:**

I should have helped her

He might have told me!

He can't have moved the piano himself

You needn't have hurried

2. after certain verbs

with **seem, appear, pretend**

Note the difference between present and perfect infinitives here:

Present infinitive

He seems to be a great athlete = It seems that he is

He seemed to be a great athlete = It seemed that he was

Perfect infinitive

He seems to have been = It seems that he was

He seemed to have been ... = It seemed that he had been

i.e. the action of the perfect infinitive is an earlier action; it happens before the time of the main verb.

Gerund

Form

The **gerund** or **-ing form** is a verbal noun and can:

1. stand on its own as a noun: *Camping's fine for a couple of weeks*
2. follow certain verbs: *I enjoy camping very much*
3. follow prepositions: *I like the idea of camping*
4. be used in noun compounds: *a diving board*

Use

1. after certain verbs

<i>admit</i>	<i>enjoy</i>	<i>mention</i>	<i>risk</i>	<i>loath</i>	
<i>appreciate</i>	<i>finish</i>	<i>mind</i>	<i>can't stand</i>	<i>pardon</i>	
<i>avoid</i>	<i>give up</i>	<i>miss</i>	<i>suggest</i>	<i>prevent</i>	
<i>consider</i>	<i>can't help</i>	<i>postpone</i>	<i>propose</i>	<i>delay</i>	<i>imagine</i>
<i>practise</i>	<i>regret</i>	<i>resent</i>	<i>put off</i>	<i>involve</i>	<i>resist</i>
<i>go on</i>	<i>carry on</i>	<i>deny</i>	<i>dislike</i>	<i>keep</i>	<i>understand</i>
<i>give up</i>	<i>keep</i>	<i>keep on</i>	<i>save</i>	<i>detest</i>	<i>anticipate</i>
<i>defer</i>	<i>deny</i>	<i>dread</i>	<i>escape</i>	<i>excuse</i>	<i>fancy</i>
<i>suggest</i>	<i>cease</i>				

2. When a **verb** is placed **immediately after a preposition** the gerund form must be used:

After leaving school, I went to university

Is anybody here good at swimming

He is good at diving

In spite of starting late, he achieved quite a lot

3. after certain **idiomatic expressions**

It's no use crying

It's no good complaining to me

The exam isn't worth worrying about

There's no point in waiting for me

4. after certain expressions which are **followed by the preposition to**

I'm looking forward to visiting you in the summer

He can't get used to driving in London

5. **Verbs + possessive adjective/pronoun object + gerund**

If the verb or verb + preposition is followed directly by the gerund, the gerund refers to the subject of the verb:

John insisted on reading the letter (John read it)

But if we put a possessive adjective or pronoun before the gerund, the gerund refers to the person denoted by the possessive adjective/pronoun.

He insisted on me/my reading it (I read it)

Verbs and expressions which can take **either construction** are:

<i>dislike</i>	<i>propose</i>	<i>understand</i>	<i>dread</i>	<i>recollect</i>
<i>approve of</i>	<i>disapprove of</i>	<i>fancy</i>	<i>remember</i>	<i>insist on</i>
<i>involve</i>	<i>it's no good/use</i>	<i>resent</i>	<i>like</i>	<i>save</i>
<i>object to</i>	<i>mean</i>	<i>stop</i>	<i>suggest</i>	<i>mind</i>
<i>what's the point of</i>				

Gerund or Infinitive

1. **Some verbs** can be followed by **either gerund or infinitive** with no difference, or only a small difference, in meaning.

love, hate, prefer, begin, start, continue, cease

Do you watch TV?

Well, I like

*watching the breakfast show
to watch*

I began working/ I began to work

She never ceased complaining/to complain about the music

But:

I am beginning to understand why he acted as he did. (only infinitive after continuous)

2. **Some verbs** can be followed by **either the gerund or infinitive** but with a difference in meaning

(a) *remember/forget*

PAST

action *remember* *I don't remember seeing you at the party. Were you there?*

event *forget* *I'll never forget flying over the Alps*

FUTURE

action *remember* *I'll remember to water your plants while you are on holiday.*

event *forget* *Don't forget to feed the cat, will you?*

(b) *stop*

I stopped smoking last year

He stopped to smoke a cigarette

(c) *try*

It's hot in here. I'll try opening a window.

It's hot in here. I'll try to open the window, but it's very difficult.

3. after some expressions you can only have the **infinitive**

would hate/would love/would like

I would hate to have to start again from the beginning

I would love to go to see my aunt again

Relative Clauses

A **clause** is a part of a sentence. A **relative clause** tells us which person or thing (or what kind of person or thing) the speaker is talking about.

There are two kinds of relative clauses: Defining relative clauses and non-defining relative clauses.

1. Defining relative clauses

- The relative clause is essential to the meaning of the sentence.

- There is no comma between the noun and the defining relative clause
- **that** is often used instead of **who** or **which** especially in speech

The man who/that told me this refused to give me his name

- If the relative pronoun is the object of the verb, it can be omitted

That's the bus which goes to the station

(here the pronoun cannot be omitted)

The bus (which) I caught didn't go to the station

(here the pronoun can be omitted)

The forms are as follows:

	Subject	Object	Possessive
For persons	who	whom/who	whose
	that	that	
For things	which	which	whose/of whose
	that	that	

Who/that

When we are talking about people we use **who**.

The man who lives next door is a doctor (who lives next door tells us which man)

It is also possible to use **that** instead of **who**.

The man that lives next door is very friendly

Whom

Whom is possible instead of **who** (for people) when it is the object of the verb in the relative clause.

The man whom I wanted to see was on vacation

But we do not often use **whom**. In spoken English we normally prefer **who** or **that**.

Whose

We use **whose** in relative clauses instead of **his/her/their**

We saw some people. Their car had broken down

We saw some people whose car had broken down

We use **whose** mostly for people

That is the girl whose husband is in hospital

That/which

When we are talking about things, we use **that** (not **who**) in a relative clause. We use **that** instead of **it/they**:

Where is the book that was on the desk?

You can also use **which** for things (but not for people)

That is more usual than **which**, but after prepositions you must use **which**

The room in which I am sitting is my office.

Who/that/which as objects

Sometimes **who** and **which** are objects of the verbs.

The man who I wanted to see was away on vacation

Have you found the keys that you lost ?

When **who/that/which** are objects of the verb in the relative clause, you can leave them out

The man I wanted to see was away on vacation

Have you found the keys you lost?

Where

You can use **where** in a relative clause to talk about places

The hotel where we stayed wasn't very clean

2. Non-defining relative clauses

The relative clause is **not essential to the meaning of the sentence**. The relative clause gives us some extra information.

Ron Smith works at Siemens, which exports all over the world.

-commas are usually used to separate the relative clause from the rest of the sentence

My neighbour, who is very crazy, broke my window

-**that** cannot be used instead of **who** or **which**

Peter, who had been driving all day, suggested stopping at the next town

The 8: 15 train, which is very punctual, is late today

-**who** or **which** cannot be omitted

Ashdown Forest, which we will be driving through, isn't a forest any longer.

Malcolm, who Jane married in August, is an awfully nice chap.

Modals

Permission

May used for permission: forms

may for all persons in the present and future

might in the conditional

Negative: *may not, might not/mightn't*

Interrogative: *may I?/might I?*

may is followed by the **bare infinitive**

Can used for permission: forms

can for all persons in the present and future

could for past and conditional

Negative: *cannot/can't, could not/couldn't*

Interrogative: *can I?/Could I?*

can is followed by the **bare infinitive**

may and **can** used for permission in the present or future:

I can take a day off whenever I like

I may leave the office as soon as I have finished (may, meaning 'I have permission to', is not a very common construction and it would be much more usual to say:

I can/am allowed to leave the office as soon as I have finished)

You may park here (I give you permission to park here) = giving permission

You can park here (I allow it/the police allow it/You have the right to park here), also having permission.

could or **was/were allowed to** for permission in the past

could can express general permission in the past:

On Sundays we could (were allowed to) *stay up late*

When a particular action was permitted and performed we use **was/were allowed to** instead of **could**:

I had a visa so I was allowed to cross the border

Possibility

May/might for possibility: forms

may/might for present and future

might in the conditional

may/might + present infinitive can express possibility in the present or future:

He may/might tell his wife

He may/might emigrate

Anne may/might know John's address

Normally either can be used. **Might** slightly increases the doubt.

Tom may lend you the money (this is not very likely)

Tom might lend you the money (I don't think that this is at all likely , very unlikely)

The **interrogative** is normally expressed by **do you think?** or a construction with **be + likely**:

Do you think he's alone?

Is it likely that the plane will take off at two?

Could as an alternative to **may/might be**:

I wonder where Tom is... He may/might/could be in the library

can used to express possibility

Subject + can can mean 'it is possible', i.e. circumstances permit (this is quite different from the kind of possibility expressed by **may**):

You can ski on the hills (there is enough snow)

We cannot bathe here on account of the snakes (It is not safe)

Ability

Can and 'be able to' for ability:

Can is used here in conjunction with **be + the adjective able**, which supplies the missing parts of can and provides an alternative form for the present and past tense. We have therefore the following forms:

	Affirmative	Negative	Interrogative
Future	<i>will/shall be able to</i>	<i>will/shall not be able to</i>	<i>shall/will I be able to? will he be able to? etc.</i>
Present	<i>can or am able to</i>	<i>cannot or am not able to</i>	<i>can I? or am I able to?, etc.</i>
Past	<i>could or was able to</i>	<i>could not or was not able to</i>	<i>could I? or was I able to? etc.</i>

There is only one future form - **shall/will be able**:

Our baby will be able to walk in a few weeks

In the conditional, however, we have two forms: **could** and **would be able**

can is followed by the bare infinitive

be able is followed by the full infinitive

Either **can** or **am able** may be used in the present; **can** is the more usual:

Can you/Are you able to type?

Can you wait till tomorrow?

Could can be used with a present meaning when there is an idea of condition:

Could you run the business by yourself (if this were necessary)

Could he get another job? (if he left this one)

Could you? is a very good way of introducing a request. It is an alternative to **would you?** and a little more polite:

Could you show me the way to the bank?

Could you please send me an application form?

Could and was able used for past ability .

For ability in general, either can be used:

When I was young, I could/was able to climb any tree in the forest

For ability + particular action, use **was able**:

Although the pilot was badly hurt, he was able to explain what had happened (he could and did explain)

*The boat capsized quite near the bank so the children were able to swim to safety
(They could and did swim)*

Obligation -Ought, should, must, have to, need

Ought: forms

Ought is a modal verb

The same form can be used for present and future and for the past when preceded by a verb in a past tense or followed by a perfect infinitive

I ought to write to him

I knew I ought to write to him

She said I ought to write to him

I knew I ought to have written

Ought takes the full infinitive, and is sometimes referred to as **ought to**.

Should: forms

Should is also a modal verb

The same form can be used for present and future and for the past when preceded by a verb in a past tense. **Should** could replace **ought to** in the examples above

Should is followed by the **bare infinitive**.

Should and **ought to** used for obligation, normally have the same meaning, but **should** is the more usual one.

In conversation **should** and **ought to** can be used alone, the infinitive being understood but not mentioned:

I ought to /should paint that door. -Yes, you ought to, should

Ought to and **should** compared to **must** and **have to**:

1. Ought to/should is used to express the subject's obligation or duty:

You should send in accurate data

or to indicate a correct or sensible action:

They shouldn't allow parking here. The street is too narrow.

Here there is neither the speaker's authority, as with **must**, or the external authority, as with **have to**.

2. We also have the impression with **must** and **have to** that the obligation is being or will be fulfilled:

I ought to/should go slowly here (implies he isn't going to go slowly)

I must/have to go slowly here (he intends to go slowly)

Should (but not **ought to**) can be used in formal notices and on information sheets etc.

Candidates should be prepared to answer all questions ...

Must could be used here without change of meaning, but **should** expresses the obligation more gently.

Ought to and **should** can express advice:

You ought to/should read this. It's very good

Had better is stronger than **ought to/should**. It usually expresses a threat or warning, and is used about a particular future action (not in general).

You'd better see a doctor with your cold.

Must and have to: forms

Must is a modal verb. It is used in the present or future.

Must takes the **bare infinitive**. It can express obligation or emphatic advice:

You must get up earlier in the morning (obligation)

You must take more exercise (advice)

Have to

	Obligation		No obligation
	Speaker's authority	External authority	
Future	must	shall/will have to	shan't/won't have to
Present	must	have to have (got) to	doesn't/don't have to haven't (got) to
Past	had to	had to	didn't have to hadn't (got) to

Affirmative obligations in the past: had to

Here the distinction between the speaker's authority and external authority cannot be expressed and there is only one form, **had to**:

I ran out of money and had to borrow from Tom.

There were no buses so he had to walk

Need not and must not in the present and future

Need not can be used for present and future. It has the same form for all persons.

Need not expresses absence of obligation. The speaker gives permission for an action not to be performed or sometimes merely states that an action is not necessary:

You needn't make two copies. One will do.

Must not expresses a negative obligation imposed by the speaker or very emphatic advice:

You mustn't repeat this to anyone.

Staff must not smoke when serving customers

Need: forms

As Auxiliary:

Affirmative + interrogative + to + infinitive

Do you need to go to the shop?

I need to go to the shop.

Negative:

You don't need to see the teacher.

OR *You needn't see the teacher.*

to need as an ordinary verb meaning 'require'

to need can be used with an **infinitive** or with a **noun/pronoun object**:

I need to know the exact size

How much money do you need? I need \$5. -

Deduction and Assumption

Must used for deduction: forms:

Present

must and **present infinitive**: *He must live here*

must and **continuous infinitive**: *He must be living here*

Past

must and perfect infinitive: *He must have lived here*

must and continuous perfect infinitive: *He must have been living here*

Must (deduction) compared to may/might:

This may/might be the key (perhaps it is the key)

This must be the key (No other choice remains)

Can't and couldn't used for negative deduction

Negative deductions about a present event can be expressed by **can't/couldn't** with the **present infinitive** of the verb **be** or with the **continuous infinitive** of the verb:

Can I have some sweets? I'm hungry

You can 't/couldn't be hungry. You've just had dinner.

Will and should for assumptions

Will used for assumptions about present or past actions:

Ring his home. He 'll be at home now

Will Bill be at the club now, do you think?

Should used for assumptions about present or past activities:

The plane should be landing now (I expect it to be landing)

The letter should have arrived by now (I expect it has arrived)

Assumptions with **should** are less confident than assumptions with **will**:

Tom should know the address (I expect he knows it)

Tom will know the address (I'm sure he will know it)

Should is not used for assumptions which displease the speaker:

Let's not go shopping now. The shops will be very crowded (**should** would not be used)

But for the opposite (agreeable) assumption, either word could be used:

Let's go shopping now. The shops should be/will be fairly empty.

Countable and Uncountable nouns

Countable

Countable nouns are things you can count. We can also make them plural:

dog *two dogs*

Before singular countable nouns you can use **a/an**:

Do you have a dog?

Give me an explanation

Use of indefinite article

1. We often use **a/an + noun** when we say what something/someone is, or what something/someone is like:

*A dog is **an animal** .*

What **a nice dress!**

2. For jobs and professions:

*Tom is **a doctor***

*Mary is **an English teacher***

3. In certain numerical expressions:

*fifty pence **a pound***

*sixty miles **an hour***

4. when we mention a singular countable noun for the first time:

*I bought **a car** and **a house** last year*

*Have you got **a cat** or **a dog***

USED WITH PLURAL COUNTABLE NOUNS

many *number of* *a few* *fewer* *few* *none* *some*

any *a lot of* *several* *one, two, three ...*

Uncountable nouns

Uncountable nouns are things we cannot count. They have no plural. You cannot use **a/an** before them:

music *gold* *blood* *excitement*

Use

1. Before uncountable nouns you can say **the/some/any/much/this/his** etc:

*I eat **some** rice every day*

*I love **my** music*

2. Although you cannot use **a/an**, you can often use **a ...of**:

a drop of water

a piece of music

a game of tennis

3. Many nouns can be used as countable or uncountable nouns. Usually there is a difference in meaning

paper *I bought a **paper*** (countable -newspaper)

*I bought **some paper*** (uncountable -material for writing)

hair *I have a **hair** in my soup* (countable -one single hair)

*Jane has blond **hair*** (uncountable -head of hair)

4. Remember that **news** is not plural

*The news **is** totally bad*

Some/any

1. In general we use **some** in positive sentences and **any** in negative sentences:

*Anna has bought **some** new shoes.*

*They don't have **any** children*

2. If we use **any**, the meaning is usually negative as in:

*He left home **without any** money*

*She **refused** to say **anything***

3. We often use **any/anybody/anything**, etc ...after **if**:

***If any** letters arrive for me, leave them on my desk*

***If anybody** has any questions, do not hesitate to ask*

4. In questions we usually use **any** (not **some**)

*Do you have **any** money?*

*Has **anybody** seen Tom?*

But we often use **some** in questions where we expect the answer 'yes':

*Have you got **something** in your eye!* (*expect answer yes*)

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

*Would you like **some** wine ?*

*Can I have **some** of those apples?*

5. You do not use **some/any** if you are talking about things in general

*I love **bananas/music** etc.*

6. Sometimes you can use **some** or leave it out:

There is (**some**) salad in the fridge if you are hungry

7. **Any** also has another meaning. **Any/anyone/anybody/anything/anywhere** can mean it doesn't matter which/who/what/where:

*Come and see me **any time** you want*

*I'd rather go **anywhere** rather than stay in tonight*

Somebody/someone/anybody/anyone are singular words:

***Somebody** wants you on the phone*

*Is **anybody** there?*

Much/many/few/little

1. We use **much** and **little** with uncountable nouns:

much time little energy little money much luck

2. We use **many** and **few** with countable nouns:

many dogs many people few cars few countries

3. We use **many** and **much** mainly in negative sentences and questions:

*We didn't spend **much** money*

*Do you have **many** friends?*

Definite Article - The

We say **the** when:

1. The object or group of objects are considered to be unique or are unique:

*What is **the** highest mountain in the world?*

*Paris is **the** capital of France.*

***The** earth goes round the sun.*

2. Before a noun which has become definite as a result of being mentioned a second time:

*John's car struck a tree. You can still see the mark on **the** tree.*

3. Before a noun which by reason of locality can represent only one particular thing:

Anna is in the garden (the garden of the house)

Please pass the wine (the wine on the table)

4. **the + singular noun** can represent a class of animals or things:

The whale is in danger of becoming extinct

The washing-machine had made life easier for housewives

5. **the + adjective** represents a class of people:

***the old** = old people in general*

*Do you think **the poor** need more social welfare payments?*

some other expressions include

the rich

the old/young

the blind/deaf

the sick/dead

the injured

the homeless

the unemployed

the disabled

6. We also use **the + a singular countable noun** when we talk about a type of machine, an invention, etc:

*When was **the car** invented?*

***The bicycle** is a very good means of transportation*

7. **The + nationality words:**

You can use **the** with nationality words when you say the 'people of that country'

***The Irish** are famous for drinking Guinness.*

***The English** are known for being polite.*

8. Movies, theatre, radio, television

We say **the** movies/**the** theatre/**the** radio:

*We went to **the movies/the theatre** last week.*

*I listen to **the radio**.*

But we usually say television (without **the**)

*We often watch **television**.*

9. **The** is used before certain names of seas, rivers, groups of islands, chains of mountains, plural names of countries, deserts, regions:

The Atlantic, The Netherlands, The Sahara

before certain other names:

the City, the Mall, the Strand, the Sudan

Zero Article

1. We do not say **the** with the names of continents:

Europe Asia Africa South America

2. We do not usually say **the** with the names of countries and states

France Japan Korea South Carolina

3. But we say **the** with words that include words like **republic, kingdom, states**:

The United Kingdom The Republic of Ireland The United States

4. We do not use **the** with names of cities/towns/villages/lakes:

Cairo New York Tokyo Dublin Paris (exception: The Hague)

5. Before abstract nouns except when they are used in a particular sense:

Men fear death, but:

The death of the Prime Minister left the country without a leader

6. Before names of meals:

What are we having for lunch?

The Scots have porridge for breakfast

7. Before parts of the body and articles of clothing, because they normally prefer a possessive adjective:

He took off his coat

Raise your right arm

Comparisons

Regular comparison

We use regular comparison for short words (one-syllable adjectives and adverbs):

fast faster fastest

We can also use **-er**, **-est** for two-syllable words that end in **-y** (-y → **-ier**):

<i>easy</i>	<i>easier</i>	<i>easiest</i>
<i>lucky</i>	<i>luckier</i>	<i>luckiest</i>
<i>pretty</i>	<i>prettier</i>	<i>prettiest</i>

We use **more/most** for longer words (two syllables or more):

<i>serious</i>	<i>more serious</i>	<i>most serious</i>
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We use **more/most** for **adverbs** that end in **-ly**:

<i>slowly</i>	<i>more slowly</i>	<i>most slowly</i>
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We can use **-er** or **more** with some two-syllable adjectives, especially:

<i>quiet</i>	<i>clever</i>	<i>narrow</i>	<i>shallow</i>	<i>simple</i>
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Irregular comparison

Positive	Comparative	Superlative
<i>well</i>	<i>better</i>	<i>best</i>
<i>badly/bad</i>	<i>worse</i>	<i>worst</i>
<i>far</i>	<i>farther/further</i>	<i>farthest/furthest</i>
<i>much/many</i>	<i>more</i>	<i>most</i>
<i>(a) little</i>	<i>less</i>	<i>least</i>

Comparative

1. Before the comparative of adjectives and adverbs you can use:

a (little) bit **a little** **much** **a lot** **far (= a lot)**

*Let's go by car. It's **much/a lot** cheaper*

*Don't go by train. It's **much/a lot** more expensive*

*Could you speak **a (little) bit (or a little)** more slowly?*

2. Sometimes you can use two comparatives together. For example **harder and harder**, **more and more**. We use this construction to say that something is changing continuously:

*It's becoming **harder and harder** to find a job*

*These days **more and more** people are learning English*

3. Note the structure **the + comparative the better**.

*When shall we leave? **-The sooner the better.***

What size poster do you want? -The bigger the better.

4. **Older and elder**

The comparative of old is older:

Tom looks older than he really is.

We use **elder** when we are talking about members of a family. We say (my) elder brother/sister/son/daughter (**older** is also possible)

We use **elder** only before a noun.

The superlative of old is **oldest**

The house is the oldest building in town (not the eldest)

We use **eldest** when we are talking about the members of a family(**oldest** is also possible)

My eldest (or oldest) son is 13 years old

5. Comparative **not as ...as**:

Jenny didn't do as well in the exam as she had hoped

Today is not as cold as it was yesterday

You can say **not so ...as** (instead of '**not as ...as**')

6. You can also use **as ...as** (but not **so ...as**) with the positive form of the adjective in positive sentences and in questions:

I'm sorry I'm late, I got here as fast as I could.

7. With the comparative form we use **than**:

The new blocks of flats are much higher than the other buildings.

He makes fewer mistakes than you (do).

8. Gradual increase or decrease is expressed by two comparatives joined by **and**:

The weather was getting worse and worse.

She became less and less interested.

9. Parallel increase is expressed by **the + comparative ...the + comparative**:

-Do you want a big box?

-Yes, the bigger /the better.

-But the smaller it is, the easier it will be to carry.

11. We also say **twice as ...as, three times as ...as**, etc

Petrol is twice as expensive as it was two years ago

12. We say **the same as** (not **the same like**):

David's car is the same as mine

Melanie is the same age as John

I'll have the same as last time

The Passive Voice

Forming the Passive Voice

In the **active voice** the normal order is **Subject -Verb -Object**. To make a sentence passive, the **object** becomes the **New Subject** and this must be followed by a **Passive Form**:

Active *Someone has stolen my purse*

Passive *My purse has been stolen*

The **passive** is formed with the various tenses of the verb **to be** followed by a **past participle**.

Here are the basic structures used in the passive:

Tense	Active	Passive
simple present	<i>They often do it.</i>	<i>It is often done.</i>
present continuous	<i>They are often doing it.</i>	<i>It is often being done.</i>
simple past	<i>They did it yesterday.</i>	<i>It was done yesterday.</i>
past continuous	<i>They were doing it yesterday.</i>	<i>It was being done yesterday.</i>
present perfect	<i>They have already done it.</i>	<i>It has already been done.</i>
past perfect	<i>They had done it earlier.</i>	<i>It had been done earlier.</i>
simple future	<i>They will soon do it.</i>	<i>It will soon be done.</i>
future perfect	<i>They will soon have done it.</i>	<i>It will soon have been done.</i>
Modals	<i>They have to do it at once.</i>	<i>It has to be done at once.</i>
	<i>They may not have done it yet.</i>	<i>It may not have been done yet.</i>

Use of the Passive Voice

The main uses of the **passive voice** are:

- when the **person responsible** for an action is not known or not important:

My car has been stolen

Beer is often sold in bottles.

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

You were asked to meet me at 10 am. They were told to go home.

- to **emphasise** the **action or event** rather than the **agent**:

Bottles are taken back to the shop, transported back to the company and then refilled.

- to avoid using **you** or **one** when making an impersonal statement:

Diving from the side is forbidden. Children are not allowed in the bar.

By is very often used with the **passive** to **show who was responsible for an action**:

Penicillin was discovered by Alexander Fleming.

Often there is no great difference in meaning between an active and a passive form:

Alexander Fleming discovered Penicillin. Penicillin was discovered by Alexander Fleming

Indirect/Reported Speech

Reporting Statements

To report what somebody has stated, you can use either quotation marks (direct speech) or a **that-clause** (indirect speech):

She said "I need more money". (direct speech)

She said (that) she needed more money. (indirect speech)

Indirect speech is normally introduced by a **verb** in the **past tense**. Verbs in **direct speech** have then to be changed into a **corresponding past tense**. The changes are shown in the following table:

Direct Speech	Indirect Speech
Simple present <i>"I never eat meat, " he claimed.</i>	Simple past <i>He claimed that he never ate meat.</i>
Present continuous <i>"I'm waiting for him, " said Jane.</i>	Past continuous <i>Jane said she was waiting for him.</i>
Present perfect <i>"I have found some money, " she said.</i>	Past perfect <i>She said she had found some money.</i>

Present perfect continuous

"I've been waiting for ages, " she said.

Simple past

" I took the dog home with me, " she said.

Future

He said, " I will be in Paris on Monday. "

Future Continuous

He said, " I will be lying on a beach on the 1st of July. "

BUT

Conditional

He said, "I would like to see it."

Past perfect continuous

She said she had been waiting for ages.

Past perfect

She said she had taken the dog home with her.

Conditional

He said he would be in Paris on Monday.

Conditional Continuous

He said he would be lying on a beach on the 1st of July.

Conditional

He said (that) he would like to see it.

Exceptions

1. In theory the simple past tense changes to the past perfect, but in spoken English especially, it is often left unchanged, if this does not cause confusion about the relative times of the actions:

He said, " I loved her" must become He said he had loved her, as otherwise there would be a change in meaning.

He said, "Judith arrived on Monday " could be reported He said Judith arrived/had arrived on Monday.

2. The past continuous tense in theory changes to the past perfect continuous, but in practice usually remains unchanged unless it is describing a completed action:

She said, " We were thinking of selling the house but decided not to" becomes: She said they had been thinking of selling the house, but decided/had decided not to.

He said "When I saw them they were watching TV becomes: He said (that) when he saw them they were watching TV

Other changes which must be made when transforming sentences from direct to indirect speech:

1. **This** and **these**:

This used in time expressions usually becomes **that**:

He said; "She is coming this week" becomes: He said she was coming that week.

This, that, these and **those** used as adjectives usually change to **the**:

*He said, " I bought **these** flowers for my mother" becomes: He said he had bought **the** flowers for his mother*

This and **these** used as pronouns can become **it, they** or **them**:

*He showed me two stones, " I found **these** in the garden, " he said becomes: He showed me two stones and told me he had found **them** in the garden.*

2. Expressions of time or place

These change as follows:

Direct	Indirect
today	that day
yesterday	the day before
the day before yesterday	two days before
tomorrow	the next/following day
the day after tomorrow	in two days' time
next week/year	the following week/year
last week/year	the previous week/year
a year ago	a year before/the previous year