

Grammar Reference

Module 1 - Unit 1

★ Present Simple

Present Simple

I work	He sleeps
Do you work?	Does she sleep?
They don't work	It doesn't sleep

The **Present Simple** is used:

- to describe permanent situations.
Tina lives in London.
- to describe repeated/habitual actions.
He wakes up at 7:30 every morning.
- to talk about general truths.
Water boils at 100°C.
- to talk about future actions related to timetables and programmes.
Our plane leaves at 10:00 tomorrow.
- to refer to the plot of a book, etc.
The wolf lives deep in the forest.
- in sport commentaries.
Jefferson shoots and he scores!
- in exclamatory sentences with *Here...* and *There...*
Here comes Uncle Harry!

TIME EXPRESSIONS

- Adverbs of frequency: always / usually / often / sometimes / occasionally / rarely / seldom / hardly ever / never / constantly.
They are usually positioned:
 - before the main verb.
Richard never comes to work late.
 - after the verb *be*.
He is often away at the weekends.
- every day/week, etc.
- in the morning/spring, etc.
- at the weekend
- once/twice/three times, etc. a week/day, etc.
- on Mondays/Monday morning, etc.

★ Present Progressive

Present Progressive

I'm working	He's sleeping
Are you working?	Is she sleeping?
They aren't working	It isn't sleeping

The **Present Progressive** is used:

- to describe actions happening now.
Robert is talking to his boss right now.
- to describe temporary situations.
I'm staying with my aunt at the moment.
- to talk about annoying actions which happen repeatedly (with the adverbs of frequency *always, constantly, continually*).
You're always interrupting me!
- to describe situations which are changing or developing around the present time.
Air pollution is increasing in our city.
- to talk about future arrangements.
I'm visiting some friends at the weekend.

TIME EXPRESSIONS

now, at present, at the moment, today, these days
this week / year, etc.
next week / year, etc.
tonight, tomorrow, etc.

★ Stative verbs

The following verbs are not normally used in progressive tenses:

- **Verbs of the senses:** feel, hear, smell, taste, notice, see, etc.
- **Verbs of emotions:** like, love, hate, dislike, want, need, prefer, fear, wish, admire, mind, etc.
- **Verbs of perception and opinion:** know, agree, think (= believe), believe, understand, remember, forget, hope, expect, mean, imagine, etc.
- **verbs of ownership:** have, possess, belong, own, etc.
- **other verbs which describe permanent states:** be, cost, seem, appear, weigh, consist, etc.

Certain stative verbs can be used in progressive tenses when they express actions rather than states but with a difference in meaning:

- think (= consider)
I'm thinking of buying a car.
- see (= meet, visit)
She's seeing her sister tonight.
- have (= drink, eat, take)
Glenn is having lunch at the cafeteria at the moment.
- taste (= try food)
I'm just tasting the food to see if it's ready.
- feel (= touch)
John is feeling the packet in order to find out what's inside.

★ Nouns

Countable nouns

Countable nouns can be counted and have singular and plural forms. We can use **a/an, one** in the singular and **some, any, (a) few**, etc. in the plural.

The following nouns are always in the plural.

people, clothes, goods, police

His clothes are always clean.

Nouns that consist of two parts: **glasses, trousers, jeans, sunglasses, scissors**, etc. We use the expression **a pair of** to express quantity with these words.

Angie wears glasses.

George has bought two new pairs of jeans.

Words such as **family, team, group, audience, class, government, crew** are **collective nouns** and may take either a singular or a plural verb.

Tina's family is rich. Tina's family are on holiday.

Uncountable nouns

Uncountable nouns are used only with a singular form verb and we can't use **a/an** or **numbers** with them. To express quantity we use **some, any, much, little, a lot of**, etc.

• Uncountable nouns:

food	meat, sugar, cheese, butter, chicken, chocolate, etc.
liquids	milk, water, coffee, etc.
materials	wool, gold, paper, glass, iron, leather, etc.
abstract nouns	love, help, freedom, time, information, news, advice, health, communication, work, experience, traffic, business, etc.
natural phenomena	weather, light, rain, snow, etc.
some concrete nouns	baggage, furniture, money, luggage, etc.

- With uncountable nouns which state **food** or **liquid**, we can use the following expressions to show quantity: **bottle, cup, glass, can, slice, piece, loaf, carton, box, packet, kilo, litre, bar, bowl**, etc. + **of**
a loaf of bread four cartons of milk
- Certain words like **hair, light, glass, wood, experience, time, chicken, iron** can also be used as countable nouns with a difference in meaning.

Steve's hair is dark.	There are cat hairs on the sofa.
My room doesn't get much light .	The lights are on, but there's nobody home.
This isn't a diamond, it's just glass .	Have you seen my glasses anywhere?
This table is made of wood .	Would you like to go for a walk in the woods ?
Have you got any previous job experience ?	We had some fascinating experiences when we visited China.
Hurry! We haven't got much time .	Lucy has been to the library three times this week.
There's some chicken on your plate. Are you going to eat it?	My mum bought a chicken from the supermarket. It was 30% off.
The gate is made of iron .	We need a new iron . This one doesn't work.

★ Quantifiers

some/any/no

- **some + uncountable / plural countable nouns**
is used in affirmative sentences and in questions when we offer something or ask for something politely.
There is some orange juice in the fridge.
Would you like some chips?
Could I have some coffee?
- **any + uncountable / plural countable nouns**
is used in questions and negative sentences.
Is there any orange juice in the fridge?
There aren't any chips on the table.
- **no (= not any) + uncountable / plural countable nouns**
is used in affirmative sentences to give a negative meaning.
There is no cheese in the fridge. = There isn't any cheese in the fridge.

many/much/a lot (of)/lots (of)/plenty (of)

- **many + plural countable nouns**
is used mainly in questions and in negative sentences.
How many people were at the meeting yesterday?
I didn't see many people from work there.
- **much + uncountable nouns**
is used mainly in questions and in negative sentences.
How much sugar do you need?
I didn't manage to learn much information from him.

- **a lot / lots / plenty** are always used with **of** when they are followed by a noun.

They are used with:

- plural nouns and a plural verb.
There were a lot of people at the lecture.
- uncountable nouns and a singular verb.
Have some more food. There's lots left.
Have you got enough money? Yes, plenty.

NOTE

- **Many** and **much** are used in affirmative sentences with **too, so, how, as**.
There's too much sugar in my coffee.
- **Much** is used with **very** as an adverb (or on its own in negative sentences).
I miss my family very much.
She didn't like the food (very) much.
- **A lot (of)/Lots (of)/Plenty (of)** are quite informal, so in formal writing it is better to use *many* or *a number of* with countable nouns and *much* or *a great deal of* with uncountable nouns.
Many/A number of people believe that recent technological developments have improved our lives.
A great deal of stress is often experienced by people who work in offices.
- **A lot (of)/Lots (of)/Plenty (of)** are not used with measurements of time or distance.
I was ill for many weeks.

a few/a little/few/little

- **a few** (=not many but enough) is used with plural nouns and a plural verb.
I need a few more things from the supermarket.
There are a few coins on the table.
- **a little** (=not much but enough) is used with uncountable nouns and a singular verb.
There's still a little cake left in the fridge.
- **few** (=not many and not enough) is used with plural nouns and a plural verb.
Very few people disagreed with him.
- **little** (=not much and not enough) is used with uncountable nouns and a singular verb.
There was little evidence to support his claim.

hardly any

- **hardly any** is used with plural countable nouns and uncountable nouns and means *very few* and *very little* respectively.
There's hardly any coffee left.

NOTE

- For emphasis we can use:
- **very, so, too + little / few**
There's very little milk in my coffee.
- **only + a little / a few**
He's got only a few friends.
- **Some, any, much, many, a little, a few, a lot, lots, plenty** can also be used without nouns, as pronouns.
Have you got any money? No, I haven't got any.

Module 1 - Unit 2

★ Present Perfect Simple

Present Perfect Simple

I have worked	He has slept
Have you worked?	Has she slept?
They haven't worked	It hasn't slept

The **Present Perfect Simple** is used:

- for actions which happened in the past, but the exact time is not mentioned.
I've already done that.

- for actions which started in the past and continue up to the present (emphasis on the action).
Tony has had his car since September.
- for actions that happened in the past and finished, but the results are obvious in the present.
Tim has washed his car. (it's clean)
- for recently completed actions.
We have just finished dinner.
- with adjectives in the superlative form and expressions like *the only/ first/ second...* etc.
It's the first time I've received an e-mail from Jake.

TIME EXPRESSIONS

just, yet, already, ever, never, before, always, how long, for, since, recently, lately, once, twice, so far, etc.

NOTE

- We use the **Past Simple** for actions that were completed in the past and the exact time is mentioned.
Present Perfect Simple: *I have tasted Mexican food.*
Past Simple: *I tasted Mexican food last night.*
- We use **for** and **since** for actions that started in the past and continue up to the present.
for + a period of time
I've had this car for 5 years.
since + a point in time
I've had this car since 2004.
Present Perfect Simple + since + Past Simple
Ted has changed jobs three times since he came to Luton.
- **have been to** = have visited and come back
have gone to = have not returned yet
I've been to the supermarket twice this week.
John isn't here; he's gone to the supermarket.

★ Present Perfect Progressive

Present Perfect Progressive

I have been working	He has been sleeping
Have you been working?	Has she been sleeping?
They haven't been working	It hasn't been sleeping

The **Present Perfect Progressive** is used:

- to emphasise the duration of a state or action which started in the past and continues up to the present.
I've been learning English for 6 years.
- for actions which happened over a period of time in the past and may have finished, but the results are obvious in the present.
We've been walking around all day. That's why we're so tired.
- to show annoyance resulting from a recent action.
Who has been wearing my jacket?

TIME EXPRESSIONS

for, since, how long, all day/week, etc.

NOTE

- We use the **Present Perfect Simple** to emphasise the result of an action. We use the **Present Perfect Progressive** to emphasise the duration of an action.
I've called him three times this morning.
I've been calling him since 9 o'clock.

★ Articles

The **indefinite article** *a/an* is used before singular countable nouns.

a/an is used:

- before nouns when we refer to them in their general sense.
A pilot flies an aeroplane.
- when we mention something for the first time.
I got a letter yesterday.
- when talking about someone's job.
My wife is a nurse.

The **definite article** *the* is used before countable and uncountable nouns.

the is used:

- before something specific or already mentioned.
I have to go to the dentist.
I bought two T-shirts and a dress. The dress is white.
- for things that are unique.
The sun heats the earth.
- for things that are defined.
The house which is next to ours is 300 years old.
- with the superlative of adjectives/adverbs.
Joan is the best student of all.
- before names of **seas, oceans, rivers, deserts, groups of islands, mountain ranges** and **countries in the plural**.
the Black Sea, the Indian Ocean, the Thames, the Kalahari Desert, the Azores, the Alps, the USA
- before nationalities when we refer to the whole nation.
The Chinese invented paper thousands of years ago.
- before people's surnames when we refer to the whole family.
The Simpsons came to see us last night.
- with: **hotels, restaurants, museums**.
the Hilton, the Pasta House, the British Museum
- with **newspapers, services** and **organisations**.
the Guardian, the police, the United Nations
- with adjectives referring to classes of people.
the old, the blind, the poor

the is not used:

- before countable and uncountable nouns which refer to something general or not mentioned before.
He loves chocolate.
Whales are mammals.
- before names of **people, streets, cities, countries, continents, islands** and **mountains**.
Maggie Smith, Oxford Street, Rome, Italy, Europe, Corsica, Mount Everest
- before the **days of the week** and **months**.
on Monday, in June
- before names of **squares, parks** and **lakes**.
Trafalgar Square, Central Park, Lake Winnipeg
- before the names of **magazines, sports, games, colours, school subjects** and **languages** (when they are not followed by the word *language*).
Newsweek, tennis, Monopoly, white, Maths, Spanish
- with meals (**breakfast, lunch, dinner**).
What did you have for breakfast?
But: When we talk about a specific meal, we use **the**.
I didn't enjoy the dinner on the plane.
- before the words **bed, court, church, home, hospital, prison, school, university, work** when they are used for the purpose for which they exist.
Thomas went to university to study engineering.
But: *Peter went to the university to visit his professor.*
- before names of **airlines** or **companies**.
Air France, BMW

Module 2 - Unit 3

★ Past Simple

Past Simple

I worked	He slept
Did you work?	Did she sleep?
They didn't work	It didn't sleep

The **Past Simple** is used:

- to describe a completed action in the past (the time is usually mentioned or implied).
I bought a mobile phone yesterday.
- to describe completed actions that happened one after the other in the past.
I walked up to the till, paid and then left the shop.
- to describe past habits or repeated actions in the past (often used with adverbs of frequency).
When I was younger, I often went jogging in the park.
- to describe permanent situations in the past.
Jake lived with his grandparents when he was young.
- to describe an action in the past that interrupted a 'longer' action in progress.
I was sleeping when the phone rang.

TIME EXPRESSIONS

ago, yesterday, in 1998, last week/month/night, etc.

★ Past Progressive

Past Progressive

I was working	He was sleeping
Were you working?	Was she sleeping?
They weren't working	It wasn't sleeping

The **Past Progressive** is used:

- to describe an action in progress at a certain time in the past.
'What were you doing at 10 o'clock last night?'
'I was having a shower.'
- to describe actions that were happening at the same time in the past (usually with *while* or *as*).
While Susan was cooking, her daughter was sleeping.
- to describe background scenes to a story.
There were a lot of people at the station. Some were talking on their mobiles, others were sleeping and a few were walking up and down.
- to describe temporary past states or actions.
My grandfather was writing a book in those days.
- to describe repetitive or annoying actions (with the adverbs of frequency *always*, *continually*, etc.).
My brother was always taking my toys when we were young.
- to describe an action in progress in the past that was interrupted by another action.
While I was driving, I saw a cat in the street.

Time Clauses (when, while, as, as soon as)

- We use the **Past Progressive** and the **Past Simple** in the same sentence when one action interrupted another in the past. We use the **Past Progressive** for the longer action and the **Past Simple** for the shorter action. In this case, we usually use **while**, **when** or **as**.
As/While/When they were walking in the forest, they saw a bear.
I was having a bath when the lights went out.

NOTE

- We commonly use **as soon as** with the **Past Simple**.
As soon as we arrived on the island, we ran to the beach.
- used to + base form** expresses permanent states, past habits or repeated actions in the past.
My grandfather used to be a librarian.
He used to smoke heavily when he was younger.
- would + base form** expresses past habits or describes someone's typical behaviour in the past.
Every evening he would do his homework, watch TV and go to bed quite early.

★ Comparisons

The comparative form

- of one-syllable adjectives and adverbs and of two-syllable adjectives ending in *-y* is formed by adding *-er*. (In adjectives ending in *-y*, the *-y* changes to *-i*, while those ending in *-e* take only *-r*.)
tall-taller, near-nearer, happy-happier, late-later
- of most adjectives and adverbs with two or more syllables is formed with *more*.
beautiful - more beautiful, slowly - more slowly
- of adjectives or adverbs is followed by *than* when we compare two people, animals, things, ideas or situations.
Peter is taller than James.
Living with your family can be easier than living on your own.

The superlative form

- of one-syllable adjectives and adverbs and of two-syllable adjectives ending in *-y* is formed by adding *-est*. (In adjectives ending in *-y*, the *-y* changes to *-i*, while those ending in *-e* take only *-st*.)
tall-tallest, near-nearest, happy-happiest, late-latest
- of most adjectives and adverbs with two or more syllables is formed with *most*.
beautiful - most beautiful, slowly - most slowly
- of adjectives or adverbs is used with *the... (of/in)* when we compare one person, animal, thing, idea or situation with several of the same kind.
That's the most ridiculous idea I've ever heard.
Peter is the tallest boy in his class.

Irregular forms

Positive	Comparative	Superlative
good/well	better	best
bad/badly	worse	worst
much/many	more	most
little	less	least
far	farther/further	farthest/furthest

NOTE

- Some two-syllable adjectives form comparative and superlative forms in both ways.
clever - cleverer / more clever - cleverest / most clever
common - commoner / more common - commonest / most common
narrow - narrower / more narrow - narrowest / most narrow
simple - simpler / more simple - simplest / most simple
- Comparatives can be graded by using the words *far, much, rather, a lot, a little, a bit, slightly*.
This car is much more expensive than the one I bought.
The house we live in now is slightly bigger than the one we lived in before.

★ Other forms of comparison

- **as + adjective/adverb + as** (to show similarity)
She's as tall as her sister.
- **not so/as + adjective/adverb + as** (to show difference)
It isn't so/as far as we thought.
- **less/least** (to show inferiority)
The book I read was less interesting than the one I read last month.
- **the + comparative, the + comparative** (to describe two actions or situations, the second of which comes as a result of the first)
The more you study, the better you'll do in the test.
- **comparative + and + comparative** (to indicate continual increase or decrease)
The car was going faster and faster.

Module 2 - Unit 4

★ Past Perfect Simple

Past Perfect Simple	
I had worked	He had slept
Had you worked?	Had she slept?
They hadn't worked	It hadn't slept

The **Past Perfect Simple** is used:

- to describe an action which was completed before a specific point of time in the past.
My mum had done the washing-up by midnight.
- to describe an action that was completed before another action in the past. The second action is in the Past Simple.
The lecture had already started when we got to the university.

TIME EXPRESSIONS

already, ever, never, just, when, by the time, after, by, before, etc.

★ Past Perfect Progressive

Past Perfect Progressive	
I had been working	He had been sleeping
Had you been working?	Had she been sleeping?
They hadn't been working	It hadn't been sleeping

The **Past Perfect Progressive** is used:

- to emphasise the duration of an action that was in progress before another action or a specific point of time in the past.
He had been living in London for 15 years when he moved to Glasgow.
- to refer to an action whose duration caused visible results at a later point of time in the past.
They were tired because they had been cleaning the house all day.

TIME EXPRESSIONS

already, by the time, for, since, after, before, when, how long, etc.

★ Would - was/were going to...

- **would + base form** is used when referring to the past for things that we expected to happen at a later time.
I knew he would pass the examination.
- **was/were going to + base form** is used to talk about actions somebody intended to do in the past (but probably didn't).
I was going to visit my cousins over the weekend, but they came to visit me instead.

★ Questions and question words

Subject Questions - Object Questions

- **Subject Questions:** When we use the question words **who**, **which** and **what** to ask about the subject of the verb, we form the question without auxiliary verbs (**who / which / what + verb** in the **affirmative form**).
Who saw the accident? Tom (saw the accident).
What happened outside? An accident (happened).
- **Object Questions:** When we use the question words **who**, **which** and **what** to ask about the object of the verb, we form the question with auxiliary verbs (**who / which / what + verb** in the **question form**).
Who did you see at the restaurant? (I saw) Tom and Gadi.
What are you eating? (I'm eating) Chinese food.

Who - Which - What...?

Question word	We ask about	Examples
Who	people (subject or object)	<i>Who is your best friend?</i> <i>Who are you talking to?</i>
Which	people or things (limited choice)	<i>Which students will participate in the survey?</i> <i>Which of these sweaters do you like best?</i>
What	things (unlimited choice), actions and activities, general descriptions, specific information	<i>What did you buy?</i> <i>What happened?</i> <i>What is your brother like?</i> <i>What sort of cars do you like driving?</i>

Verbs with two objects

Certain verbs (**give**, **offer**, **send**, **show**, **buy**, etc.) take two objects. The direct object usually indicates a thing and the indirect object usually indicates a person (who we do the action to or for).

indirect object direct object

Adam sent Lee an e-mail.
Tina bought Jane a watch.

When asking about the indirect object, we must put *to* or *for* at the end of the question.

Who did Adam send an e-mail to?
Who did Tina buy a watch for?

Module 3 - Unit 5

★ Future forms

Future will

I'll work	He'll sleep
Will you work?	Will she sleep?
They won't work	It won't sleep

The **Future will** is used:

- to make predictions about the future, usually with **perhaps** or after the verbs **believe**, **think**, **hope**, **expect**, **be sure**, etc.
She'll probably be here tomorrow.
- to talk about spontaneous decisions.
We've run out of milk; I'll go and buy some.
- for promises.
I'll be on time, don't worry!

- for offers and requests.
I'll do the washing-up after dinner.
Will you help me clean my room?
- for threats and warnings.
I won't speak to you again!

Future going to

I'm going to work	He's going to leave
Are you going to work?	Is she going to leave?
They aren't going to work	It isn't going to leave

The **Future going to** is used:

- to talk about future plans.
My brother is going to study Biology.
- to make predictions based on evidence.
Look out! You're going to trip over that chair.

TIME EXPRESSIONS

tomorrow, tonight, next month/year/week/Tuesday, etc.
this month/year/week/Tuesday, etc.
in an hour/year, etc.
soon

NOTE

- We use the **Present Simple** for future actions related to official timetables and programmes.
The plane arrives at seven.
- We use the **Present Progressive** for planned future actions related to personal arrangements.
I'm travelling to London tomorrow.
- We use the expression **be (just) about to + base form** for actions that will happen very soon.
The ship is about to set sail. Wave goodbye!

Future Progressive

I'll be working	He'll be sleeping
Will you be working?	Will she be sleeping?
They won't be working	It won't be sleeping

The **Future Progressive** is used:

- to talk about actions that will be in progress at a specific time in the future.
At 9 o'clock tomorrow, he'll be flying to Egypt.

Future Perfect Simple

I'll have worked	He'll have slept
Will you have worked?	Will she have slept?
They won't have worked	It won't have slept

The **Future Perfect Simple** is used:

- to talk about actions that will be completed before a specific time or another action in the future. The action which follows the first one is in the **Present Simple**.
She'll have returned by the time you leave.

Future Perfect Progressive

I'll have been working	He'll have been sleeping
Will you have been working?	Will she have been sleeping?
They won't have been working	It won't have been sleeping

The **Future Perfect Progressive** is used:

- to show the duration of an action up to a certain point of time in the future. The action may continue further.
By midnight we will have been flying for seven hours.

TIME EXPRESSIONS

by + a point in time, by the time, by then, before, etc.

★ Time Clauses

Time clauses are introduced with **as soon as**, **when**, **after**, **before**, **until**, **by the time**, **as** and **while**. We never use future forms in time clauses.

When I see George, I'll tell him that you've been looking for him.

★ Modal Verbs I

Ability		
Modal verbs	Use	Examples
can	Ability in the present or future	<i>Can you swim?</i>
be able to		<i>Mike will be able to play tennis after he has had some lessons.</i>
could	Could expresses general ability in the past. Was/were able to express ability in a particular situation in the past.	<i>George could swim,</i>
was/ were able to		<i>so he was able to save the boy from drowning.</i>

Permission		
Modal Verbs	Use	Examples
Can I (possibly)...?	Informal ↓ Formal	<i>Mum, can I go out with my friends?</i>
Could I...?		<i>Could I borrow your car tonight?</i>
May I...?		<i>May I sit here?</i>
Might I...?		<i>Might I use your phone?</i>

Requests		
Modal Verbs	Use	Examples
can will	Informal	<i>Can you help me with the ironing?</i> <i>Will you please put out your cigarette?</i>
could may would	Polite/ Formal	<i>Could/May I have some coffee, please?</i> <i>Would you pass me the salt, please?</i>

Advice/ Opinion		
Modal Verbs	Use	Examples
should ought to	to ask for and give advice. to say what is generally right or wrong	<i>I think you ought to see a doctor.</i> <i>You shouldn't be watching TV now; you should be studying.</i>
had better	To give strong advice; it often expresses a threat or warning and is stronger than <i>should/ought to</i> .	<i>You'd better not argue with him.</i> <i>He'd better study harder if he wants to pass the exam.</i>

Obligation/ Necessity		
Modal verbs	Use	Examples
must	Internal obligation: the speaker feels that he or someone else is obliged to do something.	<i>I must repair the roof before winter comes.</i> <i>You must get up early tomorrow.</i>
have to	External obligation: it comes from external factors, not from the speaker's opinion or feelings.	<i>Policemen have to wear a uniform. (regulation)</i> <i>I have to see my dentist tomorrow. (I have an appointment.)</i>
need	Necessity	<i>She needs a new pair of gloves.</i> <i>This room needs painting.</i> <i>Do I need to take an umbrella?</i> <i>Need I take an umbrella?</i>
had to	Obligation in the past	<i>When I was at school, I had to wake up at 7 o'clock every morning.</i>

Prohibition		
Modal verbs	Use	Examples
mustn't can't	Prohibition	<i>You mustn't enter this room.</i> <i>We can't use this equipment.</i>

Absence of obligation		
Modal verbs	Use	Examples
needn't don't have to don't need to	It is not necessary to do something.	<i>You needn't take your jacket. It isn't cold.</i> <i>I don't have/need to cook dinner tonight; we are going to a restaurant.</i>

Module 3 - Unit 6

★ Conditional Sentences

Zero Conditional

if-clause	Main clause
If/When + Present Simple	Present Simple

The **Zero Conditional** is used to talk about general truths.
If/When you press the button, the machine starts.

Conditional Sentences Type 1

We use **Conditional Sentences Type 1** for something which is possible to happen in the present or future.

if-clause	Main clause
If + Present Simple	Future <i>will</i>
	Modal Verbs (can, may, might, must, should) + base form
	Imperative

If I see James, I'll give him his book back.

If you want a parrot, you must promise to take care of it.

If you go to the supermarket, buy some milk.

Conditional Sentences Type 2

We use **Conditional Sentences Type 2** for unreal or imaginary situations which are unlikely to happen in the present or the future.

if-clause	Main clause
If + Past Simple	would/could + base form

If I had money, I would buy a farm in the country.

You could lose some weight if you went on a diet.

NOTE	<ul style="list-style-type: none"> In Conditional Sentences Type 2 were is often used instead of was in the if-clause. <i>If I were rich, I would live in a luxurious house.</i> We use If I were you to express an opinion or to give advice. <i>If I were you, I wouldn't buy it.</i> Unless can be used instead of if... not... in all conditional sentences. <i>I won't buy this car unless you agree (= if you don't agree).</i> Instead of if, we can use as long as, provided/providing (that), suppose/supposing and on condition (that). <i>You can borrow my camera as long as you promise to handle it with care.</i>

★ Modal Verbs II

Certainty		
Modal verbs	Use	Examples
will	when we are absolutely sure about something	<i>Call him at home. He will be there.</i>

Possibility		
Modal verbs	Use	Examples
can could may might	Possibility in the present or future • Can is used when something is only sometimes possible. • Might is used to express slighter possibility than may .	<i>Tina may/could/might (not) be at home now.</i> <i>George could be working late tonight.</i> <i>My brother can be very rude sometimes.</i>

Deduction		
Modal verbs	Use	Examples
must	Positive deduction about the present or future (We are fairly sure that something is true.)	<i>John must be at the dentist's; he was complaining about a toothache.</i>
can't	Negative deduction about the present or future (We are almost certain that something is not true.)	<i>The 6:30 train to Liverpool can't be leaving yet; it's only 6:10.</i>

Module 4 - Unit 7

★ Relative Clauses

Relative clauses are introduced by relative pronouns (**who**, **whom**, **which**, **that**, **whose**) and relative adverbs (**where**, **when**).

Pronouns	
PEOPLE	who/ whom/that
THINGS / ANIMALS / IDEAS	which/that
POSSESSION	whose

Adverbs	
PLACE	where
TIME	when

Relative Pronouns/ Adverbs	Use	Examples
who / that	When they refer to the subject of the verb, they cannot be omitted.	<i>She's the girl who/that lives next door.</i>
which / that		<i>He has written a book which/that is about the history of education.</i>
who / whom / that	When they refer to the object of the verb, they can be omitted.	<i>I'd like to talk to the professor (who/whom/that) I met at the university last week.</i>
which / that		<i>The book (which/that) you bought is on the desk.</i>
whose	It cannot be omitted.	<i>I have an uncle whose name is Archibald.</i>
where	It cannot be omitted.	<i>The village where I grew up is very small.</i>

Defining and non-defining relative clauses

- **Defining relative clauses** provide information which is essential to the meaning of the sentence. No commas are used.
Students who cheat should be punished.
- **Non-defining relative clauses** provide additional information (not essential to the meaning of the sentence). They are put between commas. The relative pronouns cannot be omitted; neither can we use *that* in their place.
Dr Miller, who is the Head of the Department, will attend the reception.

NOTE

- Prepositions usually appear at the end of defining relative clauses. When this happens, the relative pronoun (*who*, *which*, *that*) can be omitted.
The man (who/that) I was talking to five minutes ago is my uncle.
- In non-defining clauses and sometimes in defining clauses, prepositions appear at the beginning of the relative clause. In this case, only *whom* or *which* can be used after the preposition.
That tall man, to whom I was talking five minutes ago, is my uncle.
- **Which** may also refer to a whole sentence and cannot be omitted.
He offered to give me a lift, which was very kind of him.

★ Participle Clauses

The **present participle** (base form + -ing) is used:

- to replace a time clause (when, while, after, etc. + subject + verb).
Looking through the things in my drawer, I came across some old photographs (= While I was looking...)

- to replace a clause of reason (because, as, since + subject + verb).
Feeling extremely tired, I decided to rest under a tree. (= Because I felt...)
- to replace a relative clause in the Active Voice.
The boy talking to Jim is my brother. (=...who is talking...)

The **past participle** is used:

- instead of a subject + verb in the Passive Voice.
Shocked by the tragedy, they didn't know what to say. (= They were shocked by the tragedy and didn't know...)
- to replace a relative clause in the Passive Voice.
Clothes made in France and Italy are very elegant. (= Clothes which are made...)
- to replace a conditional sentence containing Passive Voice.
Stored in the fridge, the pudding will keep for up to one week. (= If it is stored in the fridge...)

NOTE

- To form the negative of participles, we add **not** before the participles.
Not wanting to miss the bus, they ran to the bus stop.
Not scared by the storm, we continued walking up the mountain.
- If a participle is at the beginning of a sentence, its subject is the same as that of the main verb.
Crossing the road, I was nearly knocked down by a car.
But: ~~*Pushing the button, the lift moved up to the third floor.*~~ (This would mean that the lift pushed the button.)
- If the subject of the participle is different from the subject of the verb, it goes at the beginning of the sentence.
Weather permitting, we may drive to the beach.

Module 4 - Unit 8

★ Infinitives

The **full infinitive** is used:

- to express purpose.
I went to the post office to post some letters.
- after *it* + *be* + adjective (*it's nice*, *it was stupid*, etc.).
It was great to see you after such a long time.
- after the first/second/last/best, etc.
Neil Armstrong was the first man to walk on the moon.
- after certain adjectives: *afraid*, *surprised*, *free*, *happy*, *ready*, *sorry*, etc.
At last he was free to do what he wanted.
- after *too* and *enough*.
Ahmed is too tired to go jogging today.
It isn't warm enough to go to the sea yet.
- after certain verbs (*afford*, *agree*, *appear*, *decide*, *forget*, *hope*, *learn*, *manage*, *need*, *offer*, *plan*, *promise*, *refuse*, *seem*, *tend*, *want*, *would like*, etc.).
I hope to see you again soon.
- after the objects of certain verbs (*advise*, *allow*, *encourage*, *invite*, *order*, *persuade*, *teach*, *tell*, etc.).
It was Glen who persuaded me to apply for this job.
- after question words (*how*, *what*, *when*, *where*, etc.).
I don't know what to do.
- after certain nouns (*pleasure*, *shock*, *chance*, etc.).
It was a great pleasure to meet you.

- after *some, any, no* and their compounds.
I'll make you something to eat.
He doesn't have anywhere to stay.

The **bare infinitive** is used:

- after modal verbs (can, may, must, should, etc.).
You should start thinking about your future.
- after the verbs *let* and *make* in the Active Voice.
My parents let me stay up later at weekends.
Our teacher made us retake the test.
- after *would rather* and *had better*.
I'd rather go bowling tonight.
You'd better tell me everything you know about this.

NOTE

Help + object pronoun can take either a full or bare infinitive.

Can you help me (to) pack?

★ -ing forms

The **-ing form** is used:

- as a noun (subject or object of a verb).
Exercising is a good way of keeping fit.
- after the verb *go*, indicating physical activities.
We often go fishing in the summer.
- after certain verbs (avoid, enjoy, finish, like, love, hate, imagine, keep, risk, spend (time), suggest, consider, etc.).
Martin suggested going to a Lebanese restaurant on Friday.
- after certain expressions (be interested in, can't stand, don't mind, how about, it's no use, it's no good, it's worth, there's no point (in), be used to, etc.).
It's no use trying to do everything yourself. Ask Ethan for help.
- after prepositions (for, about, without, etc.).
I'm so excited about going to university next year.

★ Verbs followed by full infinitive and -ing form

- Some verbs such as *start, begin, continue, intend*, etc. can be followed by either the full infinitive or the **-ing form** with no difference in meaning.
It started to rain / raining a minute ago.
- Some verbs can be followed by either the full infinitive or the **-ing form**, but with a difference in meaning
try + -ing form = do something to see what effect it will have
If you have a sore throat, try drinking some hot tea.
try + full infinitive = make an effort
I'll try to come tonight, but I can't promise anything.
remember + -ing form = remember something that has already happened
Do you remember meeting Brian at the Bookers' last week?
remember + full infinitive = remember something before doing it
Did you remember to lock the door before you left?
forget + -ing form = forget something that has already happened
I'll never forget visiting the White House.
forget + full infinitive = forget something you are supposed to do
Chris forgot to tell you that he was going away for the weekend.
regret + -ing form = regret something that has already happened
Chelsea regretted talking to her sister like that.
regret + full infinitive = be sorry to do something
We regret to inform you that there are no more tickets for tonight's match.
stop + -ing form = terminate an action and no longer do it after that time
Stop making excuses all the time.

stop + full infinitive = pause temporarily in order to do something else

I was writing a letter but I stopped to answer the phone.

go on + -ing form = continue an activity without stopping
He was so fascinated by the book that he went on reading it for hours.

go on + full infinitive = do something after completing something else

When he finished school, he went on to study Medicine.

★ Modal Verbs + have + Past Participle

Possibility in the past		
Modal verbs	Use	Examples
may might	+ have + past participle	Perhaps something happened but we are not sure. <i>Mary can't find her umbrella. She may have left it in the classroom.</i> <i>I'm surprised to hear that Jim was not at the meeting.</i> <i>He might not have known about it.</i>
could + have + past participle	To express unfulfilled possibility (it was possible for something to happen, but it eventually didn't).	<i>Be careful!</i> <i>You could have crashed into that tree!</i>

Deduction		
Modal verbs	Use	Examples
must + have + past participle	Positive deduction about the past. (We are almost sure that something happened.)	<i>I can't find my glasses; I must have left them at the office.</i>
can't couldn't	+ have + past participle	Negative deduction about the past. (We are almost sure that something didn't happen.) <i>He can't/ couldn't have been working yesterday; it was Friday.</i>

Regret and Criticism		
Modal verbs	Use	Examples
should ought to	+ have + past participle	To express regret or criticism about an action or somebody's behaviour in the past. <i>You shouldn't have lied to your parents.</i> <i>They ought to have informed us earlier.</i>

Absence of necessity in the past		
Modal verbs	Use	Examples
needn't + have + past participle	Something was not necessary but it was done.	<i>You needn't have bought any magazines; I've got plenty.</i>