

Grammar... extra!

LINKERS

What are linkers?

Linkers are words that relate one idea or sentence of the text with another. They are sometimes called 'cohesive devices' because **they create textual cohesion**. They connect the ideas logically. They are also used to guide the reader through his thoughts. Meaning is the first and the most important criterion in choosing a linker; the second is the logical relation that needs to be made distinctly clear. For example, linkers like *because*, *so* and *therefore* express logical relations which are different from those expressed by *although*, *but* and *nevertheless*.

It is important to use linkers while describing a person, place or thing. They help us in listing facts chronologically, linking events across time, comparing and contrasting sketches, explaining graphic images and illustrating the main idea.

Linker	Example
although	<i>Although he's very famous he is still nice.</i>
and	<i>I like tea and coffee.</i>
as	<i>As I came she was leaving.</i> <i>As you couldn't see the film, we'll tell you something about it.</i>
because	<i>She goes to the tennis club because she likes to play tennis.</i>
but	<i>He reads magazines but he doesn't like to read books.</i>
either	<i>I'm sorry, Peter is ill and I can't come either.</i> <i>We can either go to the cinema or to the café.</i>
even	<i>She likes swimming, even in winter.</i>
even if	<i>Don't drink any alcohol even if you drive carefully.</i>
even so	<i>This book is very popular; even so, I don't like it.</i>
how	<i>Do you know how to ride a snowboard?</i>
however	<i>However we've lost the match.</i> <i>They worked hard for the test, however they failed.</i>
if	<i>If they were older, they could go to the party.</i>
in case	<i>Take your mobile with you in case you miss the bus.</i>
in spite of	<i>He looks very fit in spite of his age.</i>
Neither (...nor)	<i>They didn't go to the party, and neither did I.</i> <i>Neither drinks nor food are allowed in this room.</i>
or	<i>Do you like tea or coffee?</i>
otherwise	<i>Look at the map, please. Otherwise you'll get lost.</i>
since	<i>Since he's lost his money, he couldn't go to the restaurant.</i>
unless	<i>Her baby cannot fall asleep unless she stays in the room.</i>
what	<i>I don't know what to say.</i>
when	<i>When you're in London, write an e-mail to me.</i>
whether	<i>I'm going home whether you like it or not.</i>

COHESIVE DEVICES

Addition		
again also and and then besides	equally further (more) in addition (to...) indeed next	in fact moreover too what is more finally
Comparison		
compared with in comparison with in the same way/manner	similarly likewise	again also
Contrast		
besides however in contrast instead despite while whereas	it is true that different from certainly still	naturally nevertheless of course on the contrary on the other hand but although
Enumeration		
first(ly) secondly etc. finally in the (first) place	last to (begin) with more important	on top of (that) next then
Concession		
although it is true that it may appear regardless	granted that naturally it is true that	of course it may be the case that I admit that
Exemplification		
as (evidence of...) for example for instance	such as illustrate thus	to to show what (I mean) specifically let us (take the case of...)
Inference		
if not, ... in (that) case	otherwise that implies	then
Conclusion		
in all in brief to summarize in summary	in short in conclusion therefore in a nutshell	on the whole to sum up basically
Time and sequence		
after (a while) afterwards at first at last at (the same time) while first , second, third... thereafter concurrently soon as soon as	before (that time) finally in the end meanwhile next immediately firstly , secondly, thirdly... in the future subsequently	since (then) so far then (up to) (then) later somewhat earlier shortly over the next (2 days) as long as last at that time

Result		
accordingly as a result consequently since as a consequence of ... accordingly	for that reason hence /thus if... then... ...result(s) in ... contribute to in consequence	then therefore the (consequence) of that is... ... is due to ... brought about by/because... lead to...
Reformulation		
in other words rather briefly	that is (to say) to put it more (simply) basically	
Replacement		
again alternatively	(better) still on the other hand	the alternative is ...
Transition		
as far as ... is concerned as for ... incidentally	now to turn to... with (reference) to	with regard to ... concerning ...

What are gap fillers?

When you speak continuously, you may hesitate in the middle and search for words to be used. At that time (... and at this exam level!) you should not show any weakness: you have to **use some words or expressions called 'gap fillers', giving yourself time to think.**

Well, ...

Hum, ...

So, ...

... , ehm, ...

You know, ...

... , you see, ...

I mean, ...

You know what I mean, ...

What I mean is ...

Do you see what I mean?

... if you see what I mean ...

Well, what I'm trying to say is ...

How can I say this, ...

I've got it on the tip on my tongue, ...

Now, to get back to what I was saying ...

Let's see, ...

Let me think, ... / Ehm, let me see ...

Give me a second, ...

... just a moment ...

How shall I put it?

..., now, what's the word ...?

Anyway, the point is ...

Mind you, I'd also like to say ...

Tell me something about ...

Don't tell me, ...

If you say so ...

Oh! Sure ...

By the way ...

Believe me, ...

Come on, ...

Grammar... at a glance!

Lesson 1: PAST TENSES and PRESENT PERFECT

What are past tenses?

The past tense is a verb tense expressing an **activity**, an **action**, a **state** or **being in the past**.

*He **worked** at McDonald's. He **had worked** there since July.*

*He **was working** at McDonald's. He **had been working** since July.*

There are **two main groups** of past tense, **simple past** and the **present tense**:

- the *simple past* group includes: **past simple**, **past continuous**, *used to*, **past perfect** and **past perfect continuous**;
- the *present tense* group includes: **present perfect** and **present perfect continuous**.

*I **have just eaten** my breakfast.*

*Lane **has never seen** a car like that before.*

The past tense is also used to:

- **talk** about the **present** or **future** in conditions;
*He **could** get a new job if he really **tried**.*
- **talk** about **hypotheses** or **imagined things**, and **wishes**;
*I wish it **wasn't** so cold.*
- **talk** about the **present** in a **few polite** and **more "formal"** expressions.
*Excuse me, I **was wondering** if this **was** the train for York.*

SIMPLE PAST

The simple past tense is used to indicate actions or events:

- that **happened at a specific time in the past** (a);
 - which **began** in the pastime **and also got over in the past time** (b);
 - **happening in the past one after another** (c);
 - **describing a habit that stopped in the past/past facts or generalizations that are no longer true** (d).
- a.** By using the simple past you will express the idea that an **action started and finished** at a specific time **in the past**. Sometimes, the speaker may not actually mention the specific time, but they do have one specific time in mind.
- John **cut** his finger last week.*
*I **didn't see** a play yesterday.*
*Last year, I **traveled** to Japan.*
***Did** you **have** dinner last night?*
- b.** The simple past can be used with a **duration** (i.e. *for two years, for five minutes, all day, all year* etc.) **that starts and stops in the past**.
- I **lived** in New York for 10 years (I don't live there anymore).*
*Jack **worked** in Brazil for two years. (He doesn't work there anymore).*
*Shauna **studied** Japanese for five years. (She doesn't study it anymore).*
*They **sat** at the beach all day. (They are no longer sitting there).*
- c.** The past simple can also be used with a **few actions in the past happening one after another**.
- He **entered** a room, **lit** a cigarette and **smiled** at the guests.*

*I finished work, walked to the beach and found a nice place to swim.
He arrived from the airport at 11:00, checked into the hotel at 13:00 and met the others at 17:00.
Did you add flour, pour in the milk, and then mix the eggs?*

- d. The simple past can also be used to describe a **habit which stopped in the past** (i.e. *when I was a child, when I was younger* etc.) or to describe **past facts or generalizations which are no longer true**. It can have the same meaning as *used to*.

I studied French when I was a child.

Did you play a musical instrument when you were a kid?

They never went to school, they always skipped class.

He didn't like tomatoes before.

People paid much more to make cell phone calls in the past.

The following **verbs** are usually **only used** in the **simple past** (not in the *-ing* form):

- **state:** *be, cost, fit, mean, suit* etc.

We were on holiday.

- **possession:** *belong, have* etc.

Sam had a cat.

- **senses:** *feel, hear, see, smell, taste, touch* etc.

He felt the cold.

- **feelings:** *hate, hope, like, love, prefer, regret, want, wish* etc.

Jane loved pizza.

- **brain work:** *believe, know, think, understand* etc.

I did not understand him.

- **direct speech to tell someone what another person said:** *answer, ask, reply, say* etc.

"I am watching TV", he said.

Common time expressions used in the simple past are: *yesterday, the other day, the day before yesterday, last week/month/year, two days/weeks/months/years ago* etc.

PAST CONTINUOUS

- a. The past continuous tense is most often used for **actions happening at some time in the past, over a period of time in the past**.

At this time last week I was lying on the beach in Florida.

My mother was working in the garden so she didn't hear the telephone when I called her yesterday.

I had my car fixed because it wasn't working properly.

Why were you talking to John when I saw you in the cafeteria yesterday?

They were eating dinner, discussing their plans, and having a good time.

- b. The past continuous is also very often used **with the past simple** to say that something happened in the middle of something else, **in order to indicate that a longer action in the past was interrupted**.

When I got home yesterday, a cat was sitting on the roof.

It started to rain just as we were getting ready to have our picnic.

When I went to bed last night the sun was already beginning to rise.

It was lucky we weren't sitting under that tree when the lightning hit.

Were you watching me when I showed you how to do it?

How fast was she driving when she had the accident?

While we were having the picnic, it started to rain.

What were you doing when the earthquake started.

- A series of **parallel actions** are used **to describe the atmosphere at a particular time in the past**.

When I walked into the office, several people were busily typing, some were talking on the phones, the boss was yelling directions, and customers were waiting to be helped. One customer was shouting at a secretary and waving his hands. Others were complaining about the bad service.

- The past continuous **with words** such as *always* or *constantly* expresses the idea that something irritating or shocking often **happened** in the past **or to show** that your attitude is of **pleasure or admiration**.

She was always coming to class late.

He was constantly talking. He annoyed everyone.

I didn't like them because they were always complaining.

Even when he's hurt he's always trying harder than any other player on the field.

Grammar Focus: SIMPLE PAST vs PAST CONTINUOUS

- You may use the **simple past** to express that the **action(s)** in the past happened **one after another**:

She came home, switched on the computer and checked her e-mails.

and the **past continuous** to express that the **action(s)** in the past happened **at the same time**:

Simon was playing on the computer while his brother was watching TV.

- If you want to express that a **new action** happened **in the middle of another action**, you need **both tenses**:

simple past is to be used referring to the **new action**:

My mobile rang (→ when I was sitting in a meeting.)

and **past continuous** for the **action already in progress**:

While I was sitting in a meeting, (→ my mobile suddenly rang.)

- If you just want to **mention** that an **action** took place in the past use the **simple past**:

Colin played football yesterday.

while if you want to **put emphasis on the progress** (i.e. an action was taking place at a certain time) use the **past continuous**:

Yesterday, at six o'clock, Colin was playing football.

USED TO

- Used to* expresses the idea that something was a **past habit**. It indicates that something was often repeated in the past, but it is **not usually done now**.

She used to live in London. (but she doesn't now)

He used to go on holiday to Scotland every year. (but he doesn't now)

Jerry used to study English. (but he doesn't now)

Sam and Mary used to go to Mexico in the summer. (but they don't now)

I used to start work at 9 o'clock. (but I don't now)

Christine used to eat meat, but now she is a vegetarian.

To talk about **past habits** in English, you can also use **would + infinitive without to**:

We would go to Scotland every year when I was a child.

They would travel there by car overnight.

- Used to* can also be used to talk about **past facts** or **generalizations** which are **no longer true**.

I used to live in Paris.

Sarah used to be fat, but now she has a great figure.

George used to be the best student in class, now Lena is the best.

Oranges used to cost very little in Florida, but the long growing season have made navel oranges very popular.

- The expression *to be used to + -ing* form is used, instead, to say that **something** is **normal, not unusual** for somebody.

I'm used to living alone. (= it's normal for me to live alone)

Don't worry, John is used to driving for long hours. He has worked as a professional driver for 20 years.

- The expression *to get used + -ing* form shows that **something** is in the process of **becoming normal**.
*He doesn't like that small town, but he'll **get used to** it.*
*She found the heels too high, but she **got used to** them.*
*Since the divorce, she has become very sad. But I think **she'll get used to** her new life.*
*I **got used to** living in Africa in spite of the hot weather.*

PAST PERFECT

The past perfect tense refers to a **time earlier than before now**. It is used to make it clear that **one event happened before another in the past**. It does not matter which event is mentioned first: the tense makes it clear which one happened first.

- John **had gone** out when I arrived in the office.*
*I **had saved** my document before the computer crashed.*
*When they arrived we **had** already **started** cooking.*
*He was very tired because he **hadn't slept** well.*
*The train **had** just **left** when I arrived at the station.*
*I **had** just **put** the washing out when it started to rain.*
*Tony knew Istanbul so well because he **had visited** the city several times.*
***Had** Susan ever **studied** Thai before she moved to Thailand?*
*She only understood the movie because she **had read** the book.*
*We were not able to get a hotel room because we **had not booked** in advance.*
*A: "**Had** you ever **visited** the U.S. before your trip in 2006?"*
*B: "Yes, I **had been** to the U.S. once before."*
*By the time Alex finished his studies, he **had been** in London for over eight years.*
*They felt bad about selling the house because they **had owned** it for more than forty years.*

PAST PERFECT CONTINUOUS

The past perfect continuous is used to:

- talk about **actions** or situations **that were in progress before some other actions** or situations (i.e. *for 5 minutes, for 2 weeks* etc.).
*The boys **had been quarreling** for half an hour when we arrived home.*
*I **had been dating** Angelina for 3 years before we got married.*
*If it **hadn't been raining**, we would have gone to the park.*
*She told me that she **had been working** as a teacher for over 40 years.*

*You **had been waiting** there for more than two hours when she finally arrived.*
***Had you been waiting** there for more than two hours when she finally arrived?*
*You **had not been waiting** there for more than two hours when she finally arrived.*
- show that **something started in the past and continued up** until another time in the past:
*They **had been talking** for over an hour before Tony arrived.*
*She **had been working** at that company for three years when it went out of business.*
*How long **had you been waiting** to get on the bus?*
*Mike wanted to sit down because he **had been standing** all day at work.*
*James **had been teaching** at the university for more than a year before he left for Asia.*
*A: «How long **had you been studying** Turkish before you moved to Ankara?»*
*B: «I **had not been studying** Turkish very long.»*
- show **cause and effect** of something (i.e. an action):
*Jason was tired because he **had been jogging**.*
*Sam gained weight because he **had been overeating**.*

Betty failed the final test because she **had not been attending** class.

John was in a detention because he **had been misbehaving**.

The road was wet because it **had been raining**.

I had to go on a diet because I **had been eating** too much sugar.

Jessica got sunburnt because she **had been lying** in the sun too long.

d. in reported speech:

Jane said **she had been gardening** all afternoon. (Jane said, «**I have been gardening** all afternoon».)

They complained that they **had been waiting** for hours. (They complained, «**We have been waiting** for hours».)

He explained that **it had been raining** hard for several hours and the streets were very wet. (He explained: «**It has been raining** hard for several hours and the streets are very wet».)

Her friends told Susan they **had been thinking** of calling the police when she walked in. (They said: «Susan, we **have been thinking** of calling the police»)

When the police questioned him, John told them he **had been working** late in the office that night. (When the police questioned him, John said, «**I was working** late in the office that night.»)

Grammar Focus: PAST CONTINUOUS vs PAST PERFECT CONTINUOUS

• **Past continuous** emphasizes **interrupted actions**:

She **had been studying** for 45 minutes before I interrupted her. (= the action of studying began one time earlier)

• while **past perfect continuous** emphasizes a **duration of time before something in the past**:

He was tired because he **had been exercising** so hard. (= He was tired because he *had been exercising over a period of time*.)

Note that in this case it is possible that he was still exercising at that moment or that he had just finished).

PRESENT PERFECT

This tense indicates either that an **action** was completed, **finished** or “**perfected**” (at some point) **in the past** or that the **action extends to the present**.

The present perfect is used to:

a. show that **something started in the past** and has **continued up until now**.

*I **have had** a cold for two weeks.*

***She has been** in England for six months.*

*Mary **has loved** chocolate since she was a little girl.*

***I have been** to France three times.*

***I have never been** to France.*

***I think I have seen** that movie before.*

*He **has never traveled** by train.*

*Joan **has studied** two foreign languages.*

*You **have grown** since the last time I saw you.*

*The government **has become** more interested in arts education.*

*My English **has** really **improved** since I moved to Australia.*

b. talk about **unfinished actions** that **started in the past and continue to the present**. Usually we use it to say “**how long**” an action or state has continued with *since* and *for*: this use is known, in English, as **duration form**. You can use **unspecific time expressions** such as: *ever, never, once, many times, several times, before, so far, already, yet, recently, in the last week, in the last year, this week, this month, so far, up to now* etc.

***I've known** Karen since 1994.*

*She's **lived** in London for three years.*

***I have seen** that movie twenty times.*

***I think I have met** him once before.*

*There **have been** many earthquakes in California.*

Have you read the book yet?

Nobody **has** ever **climbed** that mountain.

A: «**Has** there ever **been** a war in the United States?»

B: «Yes, there **has been** a war in the United States.»

- We use **since** with a **fixed time in the past** (i.e. *since* + 2014, April 23rd, last year, two hours ago, *since* I was at school, *since* I arrived etc.).
I've known Sam since 1992.
I've liked chocolate since I was a child.
She's been here since 2 pm.
- We use **for** with a **period of time** (i.e. *for* + two hours, three years, six months etc.).
I've known Julie for ten years.
I've been hungry for hours.
She's had a cold for a week.
- We use **ever** in **interrogative sentences**.
Have you ever been to the United States?
Have you ever traveled by train?
Have you ever skipped a class?
- We use **never** in **affirmative sentences, with a negative meaning**.
I have never cheated in an exam.
My son has never been to Moscow.
My brother have never gone to London.
- We use **just** to express a **recently completed action**.
The cat has just caught a bird.
The guests have just arrived.
I have just finished my homework.
- We use **already** to express that **something has happened sooner than expected**.
«Don't forget to bring your book!» «Oh, I have **already** brought it.»
«The boys are going to pack, aren't they?» «They have **already** packed.»
«Is Adam going to buy a new car?» «No, he isn't. He has **already** bought it.»
- We use **yet** in **interrogative and negative sentences** and it suggests a **time later than expected**.
«Have you done your homework yet?» «No, I haven't done it **yet**.»
«Has your father seen your report yet?» «No, he hasn't seen it **yet**.»
«Have the visitors arrived yet?» «No, they haven't arrived **yet**.»

Grammar Focus: BEEN and GONE

- We use **been**, often when we talk about **life experience**, to mean that the person being talked about has **visited the place and come back**.
I've been to Paris (in my life, but now I'm in London, where I live).
She has been to school today (but now she's back at home).
They have never been to California.
- We use **gone**, often when we are talking about an action with a result in the present, to mean that the person is **at the place now**.

«Where's John?» «He's **gone** to the shops.» (he's at the shops now).
 They've **gone** to Japan for three weeks (now they're in Japan).

PRESENT PERFECT CONTINUOUS

Present perfect continuous is used to:

- a.** talk about an **event that started in the past and is still happening now**;
I've been waiting for over an hour. (I'm still waiting now)
It's been snowing since 8 am. (It's still snowing now)
How long have you been learning English? (You started learning in the past and are still learning now)
- b.** talk about an **activity that has recently finished and has a result or consequence now**;
She has been cooking since last night (= the food on the table looks delicious).
It's been raining (= the streets are still wet).
Someone's been eating my chips (= my chips bag is only half-full).
- c.** focus on the **action and not** on the “**completion**” of the action. *How long* is often used in questions.
She's been writing a book. (focus on the action)
They've been negotiating the contract. (focus on the action, it's not important if it's finished or not)
I've been reading that book you lent me. (focus on the action, I've got another 50 pages to read)

Some **verbs are not usually used with present perfect continuous** (as they are **not** action verbs), for example: *believe, belong, depend, hate, know, like, love, mean, need, prefer, realise, suppose, want, understand* etc.

I've known him for ten years. (→ instead of: *I've been knowing him for ten years.*)
I've belonged to the tennis club for 25 years. (→ instead of: *I've been belonging to the tennis club for 25 years.*)

The present perfect continuous is used:

- a.** to **show that something started in the past and has continued up until now**.
They have been talking for the last hour.
She has been working at that company for three years.
What have you been doing for the last 30 minutes?
James has been teaching at the university since June.
We have been waiting here for over two hours!
Why has Nancy not been taking her medicine for the last three days?
- b.** to **give a more general meaning** of *lately* or *recently*.
Recently, I have been feeling really tired.
She has been watching too much television lately.
Have you been exercising lately?
Mary has been feeling a little depressed.
Lisa has not been practicing her English.
What have you been doing?

Grammar Focus: PRESENT PERFECT SIMPLE vs PRESENT PERFECT CONTINUOUS

When the action/event is **more temporary** we often use **present perfect continuous**.

I've been living here for a month. → **temporary action**

When it is **more permanent** we often use **present perfect simple**.

They've lived in Italy for many years. → **permanent action**

Past Tense	Form	Refers to...	Examples
Simple past	subject + verb in the past form (-ed or irregular verbs)	<p>finished events in the past with no connection to the present</p> <p><i>or</i></p> <p>a finished time word (i.e. <i>yesterday, last week, at 2 o'clock, in 2003</i>)</p> <p><i>or</i></p> <p>stories/lists of events</p> <p><i>or</i></p> <p>details of news</p>	<p>Tom repaired the car.</p> <p>Leonardo painted the Mona Lisa.</p> <p>The Vikings invaded Britain.</p> <p>I went to the cinema yesterday.</p> <p>We visited Japan in 2007.</p> <p>He went to a café, sat down and lit a cigarette.</p> <p>Yesterday I went to the library, met a friend for lunch, and played tennis.</p> <p>I've hurt my leg. I fell off a ladder when I was painting my bedroom.</p> <p>I've been on holiday: I went to Spain and Portugal.</p>
Past continuous	was/were + -ing form	<p>a continuous action in the past which is interrupted by another action or a time</p> <p><i>or</i></p> <p>background information, to give atmosphere to a story</p> <p><i>or</i></p> <p>an annoying and repeated action in the past, usually with words such as <i>always</i></p> <p><i>or</i></p> <p>two actions which happened at the same time in the past</p>	<p>You were studying when she called.</p> <p>Were you studying when she called?</p> <p>You were not studying when she called.</p> <p>I was taking a bath when the telephone rang.</p> <p>At three o'clock, I was working.</p> <p>It was a beautiful day: the birds were singing, the sun was shining and in the cafes people were laughing and chatting.</p> <p>He was always leaving the tap running.</p> <p>(Note: in the same way as the Present Continuous)</p> <p>I was watching TV and he was reading.</p>
Used to	used to + infinitive	<p>habit(s) in the past</p> <p><i>or</i></p> <p>past facts and generalizations</p>	<p>I used to go to the beach every day.</p>
Past perfect	past tense of the verb to have (<i>had</i>) + the past participle of the main verb	<p>action that was completed (finished or "perfected") at some point in the past before something else happened</p>	<p>I had walked two miles by lunchtime.</p> <p>I had run three other marathons before entering the Boston Marathon.</p>
Past perfect continuous	subject + <i>had</i> + <i>been</i> + -ing form	<p>actions or situations that were in progress before some other actions or situations</p> <p><i>or</i></p> <p>cause of an action or situation in the past</p>	<p>I had been running for an hour before I twisted my angle.</p> <p>It was wet outside: it had been raining.</p> <p>If I had known it, I wouldn't have bought it.</p> <p>Mary said she had never been swimming so much in one day.</p>

Present perfect	<i>has/have + past participle</i>	<p>something that started in the past and continues in the past</p> <p style="text-align: center;">or</p> <p>something we have done several times in the past and continue to do</p> <p style="text-align: center;">or</p> <p>our experience up to the present</p> <p style="text-align: center;">or</p> <p>something that happened in the past but is important at the time of speaking</p>	<p><i>They've been married</i> for nearly fifty years. <i>She has lived</i> in Liverpool all her life <i>They've been staying</i> with us since last week. <i>My last birthday was the worst day I have ever had.</i> A: «Have you ever met George?» B: «Yes, but I've never met his wife.» <i>I can't get in the house. I've lost</i> my keys. <i>Teresa isn't at home. I think she has gone</i> shopping. <i>I'm tired out. I've been working</i> all day. A: «Where have you been?» B: «I've just been out to the supermarket.» A: «Have you ever been to San Francisco?» B: «No, but I've been to Los Angeles.» A: «Where is Maria? I haven't seen her for weeks.» B: «She's gone to Paris for a while. She'll be back tomorrow.»</p>
Present perfect continuous	<i>has/have + been + -ing form</i>	<p>something started in the past that continues in the present</p> <p style="text-align: center;">or</p> <p>actions that began in the past and have recently stopped</p>	<p><i>He has been painting</i> the house for 5 hours. He's still painting it. <i>I have been working</i> as a fireman since 1973. I still work as a fireman. <i>I have been waiting</i> for you for half an hour! I'm not waiting anymore because you have come. <i>Look at her eyes! I'm sure she has been crying.</i> She stopped crying when she saw them.</p>

Remember!

1. Simple past

Note that “**when-clauses**” **always happen first**: they are important because they always happen first **when both clauses are in the simple past**.

A ‘when’ construction is regarded as one encoding a temporal relation between two events, such that there is a temporal overlap between the two. The exact extent of the overlap is unspecified and subject to variation.

When I paid her one dollar, she answered my question. (→ instead of: *She answered my question when I paid her one dollar.*)

2. Past continuous

- *When vs while*

If you talk about **things in the past**, *when* is most often **followed by the simple past**, whereas *while* is usually **followed by past continuous** to express the idea of “**during that time**”.

I was studying when she called.

While I was studying, she called.

- Non-continuous verbs and mixed verbs

Non-continuous verbs refer to things you cannot see somebody doing.

(**Abstract verbs**: *to be, to want, to cost, to seem, to need, to care, to contain, to owe, to exist*;

Possession verbs: *to possess, to own, to belong*;

Emotion verbs: *to like, to love, to hate, to dislike, to fear, to envy, to mind*)

Note that **non-continuous verbs cannot be used in any continuous tenses**.

Incorrect: *Jane was being at my house when you arrived.*

→ **Correct**: *Jane was at my house when you arrived.*

Incorrect: *He is needing help now.*

→ **Correct**: *He needs help now.*

Incorrect: *He is wanting a drink now.*

→ **Correct**: *He wants a drink now.*

Mixed verbs have more than one meaning and each meaning is a unique verb (*to appear, to feel, to have, to hear, to look, to see, to weigh*).

- *Liz **appears** confused.* Non-continuous verb (Liz seems confused)
- *My favorite singer **is appearing** at the jazz club tonight.* Normal verb
My favorite singer is giving a performance at the jazz club tonight
- *She **hears** the music.* Non-continuous verb
She hears the music with her ears.
- *She **is hearing** voices.* Normal verb
She hears something others cannot hear. She is hearing voices in her mind.
- *John **misses** Sally.* Non-continuous verb
He is sad because she is not there.
- *Debbie **is missing** her favorite TV program.* Normal verb
She is not there to see her favorite program.
- *He **thinks** the test is easy.* Non-continuous verb
He considers the test to be easy.
- *She **is thinking** about the question.* Normal verb
She is pondering the question, going over it in her mind.
- *Used to vs simple past*
Both simple past and *used to* can be used to **describe past habits**, past **facts** and past **generalizations**: however, ***used to*** is preferred when **emphasizing** these forms of past **repetition in positive sentences**; on the other hand, **simple past** is preferred when **asking questions** or **making negative sentences**.
*You **used to** play the piano.*
*You **did not** play the piano when you were young.*

3. Past perfect

If the past perfect action did occur **at a specific time**, the simple past can be used instead of the past perfect when ***before*** or ***after*** is used in the sentence. The words *before* and *after* actually tell you what happens first, so the past perfect is optional. For this reason, both sentences below are correct.

*She **had visited** her Japanese relatives once in 1993 **before** she moved in with them in 1996.*

*She **visited** her Japanese relatives once in 1993 **before** she moved in with them in 1996.*

When you refer to a **lack of experience** rather than an action **at a specific time**, simple past cannot be used and you **must use past perfect**.

*She **had** never **seen** a bear before she moved to Alaska.* (→ instead of: *She never saw a bear before she moved to Alaska.*)

4. Present perfect

Keep in mind that:

- ***last year*** means the year before now, it is a **specific time which requires simple past**;
*I **went** to Mexico **last year**.* (→ *I went to Mexico in the calendar year before this one.*)
- ***in the last year*** means from 365 days ago until now. It is **not a specific time**, so it **requires present perfect**.
*I **have been** to Mexico **in the last year**.* (→ *I have been to Mexico at least once at some point between 365 days ago and now.*)

5. Present perfect continuous

Keep in mind that the **present perfect continuous conveys the idea of “lately” or “recently”**. If you use the *present perfect continuous* in a question such as:

*Have you **been feeling** alright?* it can suggest that the person looks sick or unhealthy.

A question such as:

*Have you **been smoking**?* can suggest that you smell the smoke on the person.

Using this tense in a question **suggests you can see, smell, hear or feel the results of the action**. It is possible to insult someone by using this tense incorrectly: pay attention!

Lesson 2: FUTURE FORMS

What are future forms?

The *future* is a verb tense indicating **action** that has **not yet begun**. There are several different ways in English that you can talk about the future, even though, there are **four main future forms** that are used most commonly in the English language:

- simple future with *will*
- future with *to be going to*
- future with the present continuous
- future with simple present

SIMPLE FUTURE with WILL

The simple future with *will* + infinitive is used to:

- a.** express **future intentions** that are **decided at the time of speaking** (i.e. spontaneous offers, promises, decisions etc.); it is also used to talk about certainty, something inevitable, simple statements of facts;
- I promise I'll be back by 11 o'clock.* (talking about a promise)
If you are in need of a pencil ask me: I'll lend you mine. (spontaneous offer)
I'm sure you will have a lovely time in Italy. (talking about certainty)
Sandra will be 25 in September. (talking about something inevitable)
In the year 2050 all students will have their own computers in school. (simple statement of facts)
 «Oh, sorry, Ben. I've spilt all the milk on the table.» «Don't worry. I'll clean it up.» (decision)
- b.** make **predictions** that are **based on personal judgement, opinion or intuition**.
- I know my parents won't let me go to the party.* (prediction based on an opinion)
I know she's sick, but will she be back in school tomorrow? (prediction based on an opinion)
I am positive that you will have an amazing time in Toronto. (prediction based on an opinion)
My mother will be back soon. (prediction based on an intuition)
We won't (= will not) be ready for 5 pm. (prediction based on an intuition)
I predict that Congress will pass an anti-piracy law soon. (prediction based on a personal judgement)

FUTURE with TO BE GOING TO

The future with *to be going to* + infinitive is used to:

- a.** express **future intentions** that have already been **decided before the time of speaking**;
- I haven't bought the tickets yet. I'm going to buy them tomorrow.* (future intention that has already been decided, but that is not fully planned)
I can't make it on Saturday. I'm going to help my parents around the house. (referring to a decision that the speaker has already made in the past)
I'm going to work in a bank when I leave school. (talking about intentions)
- b.** make **predictions** that are **based on present evidence**. The predicted event is either **very near** (and can be seen) or **seems sure to happen**;
- I'm going to faint.* (prediction made based on present evidence: I feel dizzy)
Look at the clouds; it's going to rain. (prediction made based on present evidence: I see black clouds)
My sister is going to have a baby. (present evidence: we can now see that she is pregnant)
Germany have just scored. England are going to lose again. (present evidence: England is losing against Germany)

- c. **future intentions** that have been **decided** but have **not** been **fully planned**.

He's not going to go to the dance. He's got too much work. (talking about intentions)

I'm not going to watch TV until my science project is finished. (talking about intentions)

He was going to call you, but he couldn't find his mobile phone. (talking about an unfulfilled intention)

My grandmother was going to visit us, but she fell and broke her arm. (talking about an unfulfilled intention)

FUTURE with the PRESENT CONTINUOUS

The future with the present continuous (-ing form) tense refers to **fixed future events** and **emphasises** that **plans** or **arrangements** have already **been made**.

We are getting married next month. (the wedding has already been arranged)

I'm meeting my mother at the airport tomorrow. (the meeting has already been arranged)

Our grandparents are visiting us this Christmas. (the grandparents' visit has already been arranged)

Do you know if he is going to the dance with Maiko next week? (the person might already know/not know the answer)

FUTURE with the SIMPLE PRESENT

The future with the simple present tense refers to **future events related to timetables** (i.e. shows, films, trains, planes, lessons etc.)

Hurry up! The train departs in 10 minutes. (fixed time)

I leave Frankfurt at 5 o'clock in the morning and arrive in New York at midnight the next day.

She has an appointment with the headmaster after school today.

There's no need to hurry. The train doesn't leave for another 30 minutes.

When does the meeting begin?

The English lesson starts at 9.30.

MORE FUTURE FORMS

The continuous tenses convey the idea of an **event** or **state going on for a period of time**.

FUTURE CONTINUOUS

The future continuous conveys a **sense of ongoing action** at a particular future time or during a span of time in the future and is used to talk about:

- an **action that will be in progress at a certain time in the future**: this action has begun before the certain time;
- something** happens because it normally happens.

At this time next week I will be sitting in the plane on the way to New York.

Don't call me after 10 o'clock. I'll be sleeping.

If you want to see Miho tomorrow, you will have to go to the school. She will be taking a test all afternoon.

I won't be working on my car this weekend. My mother-in-law will be here.

FUTURE PERFECT

The future perfect expresses **action completed by a specified time in the future** and is used to talk about **something will already have happened before a certain time in the future**.

I hope my mother will have finished cooking dinner by the time I get home.

You can come at 6 o'clock. I will have done my homework by then.

There's no point calling her at home. She will have left for work already.

On June 25 2020 they will have been married for 60 years.

FUTURE PERFECT CONTINUOUS

The future perfect continuous points to an **ongoing future activity that occurs before another** activity and it is used to show that **something will continue up until a particular event or time in the future**.

By the time I retire I **will have been working** here for 45 years!

If she reaches her 60th birthday, she **will have been smoking** for half a century!

You **will have been waiting** for more than two hours when her plane finally arrives.

Future with...	Form	Refers to...	Examples
Will	will + infinitive	predictions about the future (you think that sth. will happen) or you decide to do sth. spontaneously at the time of speaking	Don't phone her now, she 'll be busy . This bag is heavy! I 'll help you carrying it.
To be going to	to be (am/are/is) + going to + infinitive	when you have already decided to do sth. in the future or what you think what will happen	I 'm going to watch TV in a minute, because my favourite programme is on. She 's going to start a tennis course.
Present continuous	be (am/are/is) + -ing	arranged future events	The company is giving everyone a bonus for Christmas.
Present simple	verb + -s/-es in the third person singular (do/does)	future events related to timetables (i.e. shows, films, trains, planes, lessons etc.)	The sun rises a minute earlier tomorrow. What time does the train leave? It leaves at 10.30.

Future continuous	will + be + -ing	an action will be in progress at a certain time in the future or this action has begun before the certain time or something happens because it normally happens	Just think that next Monday you will be working in your new job. You 'll be missing the sunshine once you're back in England. Unfortunately, sea levels will still be rising in 20 years.
Future perfect	will + have + past participle	something will already have happened before a certain time in the future	I will have been here for six months on June 23 rd .
Future perfect continuous	will + have + been + -ing	sth. will already have happened before a certain time in the future or emphasis on length of time of an action	James will have been teaching at the university for more than a year by the time he leaves for Asia. You are not going to have been waiting for more than two hours when her plane finally arrives.

Remember!

1. If the action is **decided at the moment of speaking**, we mostly use **will**.

A: «The phone is ringing.»

B: «Ok – I **will** answer it.»

→ instead of: B: «Ok – I **am going to** answer it.»

2. When we say **what we think or expect**, we use *will*, instead of *to be going to*.
*I'm sure he **will** help you.* → instead of: *I'm sure he ~~is going to~~ help you.*
3. The adverbs *definitely* and *probably* come **before** *won't*, but **after** *will*.
*I'll **probably** be there.* → instead of: *I ~~probably~~ will be there.*
*I **probably** won't be there.* → instead of: *I ~~won't~~ probably be there.*
4. After *promise* we usually use *will*, instead of the *going to* future form.
*I promise I'll **help**.* → instead of: *I promise I'm ~~going to~~ help.*
5. When we refer to the future in **adverbial clauses**, we normally use the **simple present** (after *when*, *as soon as* and *until*).
*I'll call you when I **get** to my office.* → instead of: *I'll call you when I'll ~~get~~ to my office.*
6. When we refer to the future in **conditional clauses**, we usually use the **simple present** in the dependent clause.
*If you **give** me your address, I'll send you a postcard.* → instead of: *If you ~~will~~ give me your address, I'll send you a postcard.*
7. For **decisions made in the past** and for **things we have arranged**, we use the **present continuous** or the *going to* future form.
*I can't see you next week – I **am returning** / **am going to return** to Paris.* → instead of: *I can't see you next week – I ~~will~~ return to Paris.*
8. Do not:
- forget *am/is/are* when using the *going to* future form.
Incorrect: *I going to visit them tomorrow.* → **Correct:** *I **am** going to visit them tomorrow.*
 - forget *to* when using the *going to* future form.
Incorrect: *She is going take that test again.* → **Correct:** *She **is** going to take the test again.*
 - use the *-ing* form of the verb instead of the base form with *going to* or *will*.
Incorrect: *He will winning the match.*
Incorrect: *He is going to winning the match.* → **Correct:** *He **will** win the match.*
 - add *to* when using *will*.
Incorrect: *They will to be sorry.* → **Correct:** *They will be sorry.*

Lesson 3: CONDITIONAL FORMS

What are conditionals?

Conditional tenses are used to **speculate about what could happen, what might have happened and what we wish would happen.**

In English, most sentences using the conditional contain the word *if*. Many conditional forms are used in sentences that **include verbs in one of the past tenses.** This usage is referred to as “*the unreal past*” because we use a past tense but we are **not actually referring to something that happened in the past.**

Conditional sentences in English are made up of an “*if* clause” and a “*main* clause”:

<i>If I have enough money,</i> conditional clause	<i>I will go to Japan.</i> main clause
<i>I will go to Japan,</i> main clause	<i>if I have enough money.</i> conditional clause

There are **four main conditionals** that are used most commonly in the English language:

0 conditional, 1st conditional, 2nd conditional and 3rd conditional.

ZERO CONDITIONAL

The zero conditional deals with **issues that are always true.** They can often be thought of as **stating a scientific fact.**

If you don't ever water your plants, they die.

If the sum of the digits of a number is divisible by three, the number is divisible by three. (pres. tense)

If it gets below freezing, water turns into ice.

If you see Mr Fox tonight, tell him I am ill. (imperative)

I can work from home if my Internet connection gets fixed.

If we win this match, we are qualified for the semi-finals.

FIRST CONDITIONAL

The first conditional deals with **issues that have a real possibility of occurring.**

If he is late, we will have to go without him.

If I can get the time off of work, then I will come visit you in Baton Rouge.

If we burn the dinner, we may have to order pizza.

If it rains tomorrow, I shall go to the movies.

If it is nice weather tomorrow, we'll (we will) go and have lunch in the park.

SECOND CONDITIONAL

The second conditional deals with **events that are not real possibilities.** In many cases, the events could happen; they are not physical impossibilities.

If I knew her name, I would tell you.

If I were you, I would tell my father.

If I became president, I would change the social security system. (improbable)

If I won a million pounds, I would stop teaching. (improbable)

If I had enough money, I would go to Japan.

THIRD CONDITIONAL

The third conditional talks about **events in the past** and ponders the **effects of those events not happening.**

If Bobby Kennedy hadn't been assassinated, he would have made a great president.
If I would have married her when I had the chance, I would have been happy.
If I had known that you were coming, I would have met you at the station.
If I had had enough money, I would have gone to Japan.
If my aunt had been a man, she'd have been my uncle.
If you had warned me, I would not have told your father about that party. (But you didn't, and I have).

Conditional	Form	Refers to...	Examples
Zero	<i>If</i> + present, + present/imperative	all times	<i>If the weather is bad, they stay in.</i>
First	<i>If</i> + present, + <i>will</i> + infinitive	present or future; real and possible	<i>If the weather is bad, they will stay in.</i>
Second	<i>If</i> + past, + <i>would</i> + infinitive	present or future; unlikely or imaginary situation	<i>If the weather were bad, they would stay in.</i>
Third	<i>If</i> + past perfect, + <i>would</i> + <i>have</i> + past participle	possible situation in the past which didn't happen	<i>If the weather had been bad, they would have stayed in.</i>

Remember!

1. *If* can be **replaced** by words or expressions with a **similar meaning**, for example:

- as long as
- assuming (that)
- on condition (that)
- provided (that)
- supposing (that)
- unless
- with the condition (that)

2. *If* can be **omitted** with all the **personal pronouns**:

Had I known ... → instead of: *If I had known, ...*
Were you my son, ... → instead of: *If you were my son, ...*
Should you need my advice, ... → instead of: *If you should need my advice, ...*

3. *If* and *when* are **interchangeable** when the statement of the conditional clause is a fact or a general issue (also known as 'zero conditional').

If you heat ice, it melts. → *When you heat ice, it melts.*

Both *if* and *when* are used in the future real conditional, but the use is different from other real conditional forms.

In this kind of future, *if* suggests that you do not know if something will happen or not; *when* suggests that something will definitely happen at some point, we are simply waiting for it to occur.

- *When you call me, I will give you the address.*
You are going to call me later, and at that time, I will give you the address.
- *If you call me, I will give you the address.*
If you want the address, you can call me.

4. *In case of* can be used to shorten an *if* clause. While *if* expresses a condition, *in case* expresses a possibility.

If there is a fire, leave the room. → *In case of fire, leave the room.*
I need painkillers if I'm in severe pain. → *I need painkillers in case I'm in severe pain.*

5. The expression **just in case** is used pretty much in the same way.
*I got you a pizza **just in case** you were hungry.* (I don't know whether you are hungry)
6. If **will** or **would** express **willingness**, as in **requests**, they **can be used in if clauses**.
*If you **will** come this way, the manager **will** see you now.* (please, come this way)
*I **would** be grateful if you **would** give me a little help.* (please, give me a little help)
7. For the second conditional, **were** replaces **was** with the **personal pronoun I**, to express a **condition** which is **contrary to the fact**:
*If I **were** a rich man...* (I'm not rich)
8. After **if**, we can either use **some/someone/somewhere** or **any/anyone/anywhere**.
*If I have **some** spare time next weekend, I'll come to the cinema with you.*
or
*If I have **any** spare time, I'll come to the cinema with you.*
9. Instead of **if not**, we can use **unless**.
*I'll be back tomorrow **if there isn't** a plane strike.*
or
*I'll be back tomorrow **unless there is** a plane strike.*
10. There is a **mixed type** as well, for the **present results of an unreal condition in the past**:
If + past perfect / would + inf.
*If you **had warned** me [then], I **would not be** in prison [now].*

Lesson 4: MODALS and SEMI-MODALS

What are modals and semi-modals?

A **modal verb** is, in English language, a type of **auxiliary** (or helping) **verb** that is **used to express ability, possibility, permission or obligation**. Modals verbs are:

- *can/could/be able to*
- *may/might*
- *shall/should/ought to*
- *must/have to/need to*
- *will/would*

All modal verbs have some special characteristics you should remember:

1. they **do not take an -s in the third person singular**: you cannot say *he cans* or *she wills*;
2. they are **followed by an infinitive without to** in most cases, except *ought to*;
*You **ought to** study more if you want to pass the exam.*
3. in most cases they **function like auxiliaries for questions and negatives**;
***Can** you speak louder, please?*
*You **can't** spend your life terrified to leave the house alone.*
4. in most cases they **do not have a past form**, so we need different forms like:
 - **be able to**: *I **will be able to** speak French in two months.*
 - **be allowed to**: *You **will be allowed to** go out at night as soon as you are eighteen.*
5. sometimes modal verbs can also be **followed by a perfect infinitive to talk about the past**:
*It **must have been** raining.*
Modal phrases (or **semi-modals**) are used to express the same things as modals, but are a **combination of auxiliary verbs and the preposition to**.

EXPRESSING ABILITY

Can, could and **be able to** are used to **express ability** or lack of ability.

CAN is used in the **present and future tense**.

- I **can** play tennis very well.*
- I **can't** see anything without my glasses.*
- We **can't** enter this street because it's blocked.*

COULD is used in the **past tense**.

- I **couldn't** swim very fast when I smoked.*
- They **could** play tennis quite well.*
- I read it but I **couldn't** understand it.*

TO BE ABLE TO means 'having the power, skill' or means 'to do something'; it is used in **other tenses** or the **infinitive**.

- The secretary wasn't in the office but I **was able to** contact her at home.*
- It was a really difficult examination but I **was able to** answer all the questions.*
- I **will probably be able to** get there by 9.*

MAKING SUGGESTIONS

- *Shall, should, could* and *might* are used to **express suggestions**.

SHALL is used to **make suggestions**.

Shall we meet at the new pub tonight?
Shall we throw a party sometime next week?
Shall I help you?

SHOULD is used to **make suggestions**.

Shouldn't we have a pizza instead?
You should try to practise English.
You shouldn't translate too much.

MIGHT is used with *want* or *like* to **add politeness**.

You might consider taking up meditation.
I thought you might want/like to read this.

MAY/MIGHT + AS WELL are used in everyday conversation to **suggest something when you can't think of anything better to do**.

We may as well call it off.
You might just as well order it on the internet.

- You can also use **WHY DON'T (...)?** and **LET** to **make suggestions and proposals**.

Why don't you buy a new car?
Why don't you take a holiday?
Why don't you reconsider the question?

Let's (let us) study in the afternoon so that we can go out tonight.
 «Let's go for a walk, shall we?» «Ok, let's go.»
It's midday. Let's stop now and have some lunch, shall we?

GIVING COMMANDS

We often use an **imperative** in **commands**, and we also use *shall, will, must* and *to be to*.

IMPERATIVE is used to **give a direct order**.

Don't talk like that!
Be quiet, Susan!
Take that chewing gum out of your mouth!

SHALL is used to **talk about irrevocable decisions**.

The murderer shall be sent to prison.
You shall do what you are told.
The bank security shall be irrevocable until the legal proceedings have been concluded.

WILL is used to **make commands in a more polite way**.

Will you start doing your homework?
Will you bring us the files on the Hanley case please, Maria?
Will you close the window, please?

MUST is used to **express a command or an order.**

*You **must** finish this work by the beginning of September.*

*You **must** do the washing up today, I did it yesterday.*

*You **must** wear a coat. It's raining!*

TO BE TO is used to **express a peremptory command.**

*You **are to be** here not later than 8.30 p.m.*

*Medicines **are not to be taken** without a doctor's prescription.*

*Dogs **are to be taken** on a lead in public places.*

MAKING INVITATIONS

Will and **would** + **infinitive** are used to **make invitations.**

WILL is used to **make an invitation.**

***Will** you come to our dinner party tonight?*

***Will** you have some more tea?*

***Will** you come jogging with us?*

WOULD is used to **invite someone in a more polite way.**

***Would** you like to have dinner with us today?*

***Would** you like to come for coffee tomorrow afternoon?*

***Would** you join us in this toast?*

EXPRESSING DEDUCTION

Must, can't and **couldn't** + **infinitive** are used to **express deductions about present events.**

*That child is really talented. His parents **must be** proud of him.*

*It's only 10 o'clock. He **can't/couldn't be** at home.*

Must, can't and **couldn't** + **perfect infinitive** are used to **express deductions about past events.**

*That dress looks expensive. It **must have cost** a fortune.*

*It **can't/couldn't have been** Carla you saw this morning. She is away on holiday.*

MUST is used to express that we feel sure **something is true.**

*They **must be** very rich – look at their big house!*

*There's an ambulance in the street. There **must have been** an accident.*

CAN'T is used when we are sure that **something is impossible.**

*She **can't be** at home yet. She's still at work.*

*They **can't sell** all their dolls collection. They were very proud of it.*

*He **can't decide** to give up smoking only to make you happy.*

*She **can't be** so ill – I saw her playing handball yesterday.*

COULDN'T is used to express that **something is possible.**

*She **couldn't have been** at home yesterday. She's just arrived from New York.*

*Tom **couldn't have been** hungry as we had just had lunch.*

*She **couldn't study** with the children chasing around the house.*

*The banks had closed so I **couldn't get** any money out.*

MAY and **MIGHT** are used to express a **possible deduction**, but **not the only one**.

*I wonder why Jim hasn't arrived yet. He **may be** ill.*

*It's late and Susan hasn't arrived yet. She **may have missed** the bus or she **may be** ill.*

*They **may be** arriving tomorrow.*

*I wonder why Jim hasn't arrived yet. He **might be** ill.*

*Two children are running into a school. It's five past nine. They **might have missed** the bus.*

*He **might be** away on holiday at the moment.*

EXPRESSING ASSUMPTION

Will and **should** + infinitive are used to **express assumptions with reference to present and future time**. Assumptions with **will** are **more probable**.

WILL is used to **talk about hypothesis** (i.e. "I'm sure about it").

*She'll **be** in Rome now if she left at six.*

*That **will be** our manager coming for the meeting.*

*Some of you **will have met** me before.*

SHOULD and **OUGHT TO** are used to **talk about hypothesis** (i.e. "I expect it").

*She **should be** at work, it's 11.30.*

*George **should get back** at this time.*

*A: «We're going to the Swiss Alps next week.» B: «That **should be nice**.»*

*Anne **ought to be** at home by now.*

TALKING ABOUT HABITS

Will and **would** + infinitive are used to **talk about habits**.

WILL is used to **express stubborn insistence**.

*If you **will eat** so many sweets it is no wonder you are never hungry at lunch-time.*

*He **will listen** to music for ages if he has time.*

*I **will do** it as you say.*

WOULD is used to **talk about an annoying habit**.

*When she lived with us, she **would get up** early every day.*

*Bill asked me if I **would give** him a lift. He would always ask someone to give him a lift.*

*Tom **would do** something like that, wouldn't he? It's so typical of him!*

EXPRESSING OBLIGATIONS

We can use **have to** + infinitive, **must** + infinitive, **need not** + infinitive and **should** + infinitive to express obligation (in other words, something you have to do).

TO HAVE TO is used to **express strong obligation possibly from outside**.

*You **have to wear** uniform in this college.*

*I **had to get up** early yesterday.*

*We **have to go** to school from Monday to Friday.*

DON'T HAVE TO is used to **express no obligation**.

*I **don't have to wear** a suit to work but I usually do.*

*She stayed in bed this morning because she **didn't have to** work.*

*You **don't have to** eat anything you don't like.*

MUST is used to **express strong obligation, possibly based on the speaker's opinion.**

*You **must** do what you are asked as long as you live here.*

*I **must** study hard to get better marks.*

*I **must** say, I don't think you were very nice to him.*

MUSTN'T is used to **express negative obligation.**

*You **mustn't** tell anyone what I said (= don't tell anyone)*

*The baby is asleep. You **mustn't** shout.*

*You **mustn't** touch that plate, it's too hot.*

SHOULD (= OUGHT TO) is used to **express obligation in a more polite way.**

*You **should/ought to** send a copy of the invoice back by fax.*

*You **shouldn't/oughtn't to** smoke when there are children.*

*You **shouldn't** have taken that job, it was a bad idea.*

NEED NOT is used to **indicate that there is no obligation or necessity to do something.**

*We **needn't** go yet; the show doesn't start for an hour.*

*You've got plenty of time. You **needn't** hurry.*

*You **needn't** spend a lot of money on presents.*

EXPRESSING PERMISSION

The modal verbs *can, could, may, might, shall, should, will* and *would* are used to do things like asking permission.

CAN is used to **give or refuse someone permission to do something.**

***Can** I go out tonight, mum?*

*You **can't** drive as you don't have the driving licence.*

*You **can** bring a friend to the party if you want.*

COULD is used to **say that something was permitted (or not) in the past.**

*You **could** use my car if you needed it only for an hour.*

*You **couldn't** bring your cats into the restaurant.*

*Many years ago you **could** smoke in cinemas, but now it's banned.*

MAY is used to **ask or give permission.**

***May** I borrow your monitor?*

*You **may** borrow my mobile phone.*

*Passengers **may** take one small bag on board the plane.*

MIGHT is used for **asking or giving permission in a more polite way.**

***Might** I ask you to smoke outside, please?*

***Might** we go home now?*

***Might** he come and visit your father?*

Allow, permit, let, enable are modal verbs that all have a similar meaning: **give permission or make it possible for somebody to do (or have) something.** It is useful to remember that:

- *permit* and *enable* are **more formal** than *allow*;
- *allow* is **more formal** than *let*.

ALLOW is used for **asking or giving permission**.

*We had to wear a tie at school, but we were **allowed** to take it off in hot weather.*

*The teacher **allowed** the student to take the exam at home.*

*We're not **allowed** to put posters on the walls.*

PERMIT is often used for **official public notices**.

*The director **permitted** the secretary to stay at home when she was ill.*

*Photography is **permitted** for non-commercial use only.*

*He has not decided yet whether his leg injury will **permit** him to play this weekend.*

LET is used to **give permission when talking to friends**.

*Will you **let** me pay for the meal?*

***Let** me show you how to open it. It's a bit tricky.*

*She doesn't **let** us go out at night.*

ENABLE means 'make it possible' or 'authorize'.

*The good weather **enabled** the farmer to cut the grass. (makes it possible)*

*The site **enables** you to access students' work online. (makes it possible)*

*This badge will **enable** you to pass through all the gates. (authorize)*

EXPRESSING POSSIBILITY

Modal verbs like **may**, **might**, **can**, **could** and **must** show **possibility**. All of these are different ways to say *maybe*.

MAY is used to **express present or future possibility with a higher degree of certainty**.

*She **may** not come if her father doesn't want her to.*

*You should ask him. He **may** know Susan's telephone number. (perhaps he knows her number)*

*I **may** see you later. (perhaps I will see you later)*

MIGHT is used to **express present or future possibility with a lower degree of certainty**.

*He **might** have his holidays next week if the manager allows him to.*

*She **might** have gone home.*

*You should introduce yourself; he **might** not remember you. (perhaps he doesn't/won't remember you)*

CAN is used to **express a general possibility**.

*I **can** give you a lift if you like.*

*Tom hopes he **can** go to New York next year.*

*Winters in Russia **can** be really cold.*

COULD can be used instead of *may* and *might* with the verb *to be* to **talk about a possibility in the past**.

*She **could** get here this morning if she came by plane.*

*If he saw you he **could** invite you to the party.*

*They **could** still be waiting for us.*

May, **might** and **could** + **perfect infinitive** express **uncertainty with reference to past actions**:

*We haven't heard from him for ten years. He **may/might/could have died**. (perhaps he has died, but we don't know)*

When we want to say that something was possible but did not happen, we use **might** or **could**:

*He was very careless when crossing the road. He **might/could have died**. (he didn't die)*

*I **could have caught** the bus if I had hurried. (I didn't hurry, so I didn't catch the bus)*

Couldn't + perfect infinitive is often used with **comparative adjectives**:

*It was a great year, and I **couldn't have been** happier. (I was very happy)*

May/might not + perfect infinitive is used for **uncertainty**, but **could not + perfect infinitive** (except for the case above) expresses **deduction**:

*I had better call Anne. She **may/might not have read** my e-mail. (uncertainty)*

*It **couldn't have been** John you saw this morning. He is away on holiday. (deduction)*

Must is sometimes used to **express inference** or possibility or certainty.

*There is somebody at the door. That **must be** the postman.*

*She **must be** about forty years old.*

MAKING REQUESTS

Modal verbs are used in English to **make polite requests**.

MAY is used to **make requests in a polite way**.

May I borrow your computer?

May I have some more sugar, please?

May I smoke here?

MIGHT is used to **make requests in a more polite way**.

Might I ask you to smoke outside, please?

Might I have the boss's telephone number?

*Don't you think you **might** be a little old for him?*

CAN is used to **express requests**.

Can I go out tonight, mum?

Can you call me back tonight?

Can you turn off the air conditioner?

COULD is used to **express requests in a more polite way**.

Could you repeat that for me, please?

Could you tell me where the nearest underground station is, please?

Could you bring your book tomorrow?

WILL is used to **request that someone do something**.

Will you start doing your homework?

Will you please answer the phone?

Will you smoke outside?

WOULD is used to **request in a more polite way that someone do something**.

Would you please call me back as soon as possible?

Would you please help them?

Would you please smoke outside?

TO WANT is used to **show availability**.

*Do you **want** to go to the theatre tonight?*

*Do you **want** me to give you a lift to the airport?*

*Do you **want** my mother to teach you how to make an apple pie?*

WOULD LIKE is used to **request in a more polite way that someone do something.**

Would you like to have a sandwich?

Would you like to invite your sister to our party?

Would you like another Coke?

WOULD YOU MIND is used to **make a polite request.**

Would you mind helping me?

Would you mind lending me £5 till tomorrow morning?

Would you mind turning down the radio?

I WONDER IF YOU COULD is used to **make a polite request.**

I wonder if you could help me.

I wonder if you could watch the game with me tomorrow.

I wonder if you could lend me your car.

I WONDER IF YOU WOULD is used to **make a polite request.**

I wonder if you would help me.

I wonder if you would like to come for dinner.

I wonder if you would be available tomorrow.

WOULD YOU BE SO KIND is used to **make a polite request.**

Would you be so kind as to help me?

Would you be so kind as to smoke outside?

Would you be so kind to tell me what the time is?

COULD YOU POSSIBLY is used to **make a polite request.**

Could you possibly help me?

Could you possibly give me a lift to the airport?

Could you possibly tell me the exactly difference between have to and must?

DO YOU THINK YOU COULD is used to **make a polite request.**

Do you think you could help me?

Do you think that you could check this exercise for me?

Do you think you could pass me my bag?

GIVING ADVICE

Modal verbs like **must, ought to, should, had better, may/might as well, would** are used to **give advice.**

MUST and **OUGHT TO** are used to **give a strong advice.**

*You **must** study harder if you want to improve your English.*

*You **must** see that film. It is a very interesting one.*

*You **ought to** eat less if you want to lose weight.*

*You **ought to** have more faith in yourself.*

SHOULD is used to **give advice.**

*It's very late. You **should** go back home.*

*You **should** see the dentist once a year.*

*You **shouldn't** go to bed so late, you need more sleep.*

HAD BETTER is used to express that it would be better doing something.

*If you are going to England you **had better** take some pounds with you.*

*You **had better** go by plane. It will take much longer by car.*

*You **had better** come to my house and ask my father.*

MAY/MIGHT AS WELL is used to give a soft advice.

*There is nothing to do so you **may/might as well** go to bed.*

*You **may/might as well** ask your teacher.*

*She **may/might as well** decide to change her life.*

WOULD is used to give advice. The speaker is giving hypothetical advice as if he/she were the listener.

*If I were you, I **would** return the book.*

*If I were you, I **would** not wear that jacket.*

*If I were in your shoes, I **would** accept the job.*

WHY DON'T YOU, IT IS TIME YOU, HOW ABOUT are other expressions used to give an advice.

***Why don't you** take a holiday?*

*I know it's difficult to find, but **why don't you** look on the Internet?*

***It is time you** changed your behaviour.*

*I think **it's high time you** went home, it's too late.*

*You look bored. **How about** going for a walk?*

***How about** you stay here and I go and look for help?*

Verb	Form	Refers to...	Examples
Can	can / can't + base form of the verb	ability, lack of ability, possibility, impossibility, asking for permission, giving permission	Tom can write poetry very well. He can't see you right now. He's in surgery. Can you lend me ten dollars?
Could	could / couldn't + base form of the verb	ability, lack of ability, possibility, impossibility, making a suggestion	When I was a child I could climb trees. I could fly via Amsterdam if I leave the day before. You could take the tour of the castle tomorrow.
Be able to	am / is / are / will be able to + base form of the verb	ability, lack of ability	The support team will be able to help you in about ten minutes. He hasn't been able to get in touch with the client yet.
May, might	may / may not + base form of the verb	formal permission, formal prohibition or polite request or possibility, negative possibility or making a suggestion or polite suggestion	You may not wear sandals to work. May I help you? We may go out for dinner tonight. Do you want to join us? Adam and Sue may/might not buy that house. It's very expensive. We might as well take Friday off. There's no work to be done anyway. You might like to try the salmon fillet. It's our special today.

Shall	<i>shall</i> + subject + base form of the verb	offer of assistance, making polite suggestions, volunteering, promising, inevitability, making offers, ask for advice	<p>Shall I help you? Shall we begin dinner? Shall we move into the living room? Shall we go for a walk? I shall take care of everything for you. I shall make the travel arrangements. There's no need to worry. Man shall explore the distant regions of the universe. We shall overcome oppression. What time shall we meet? Shall we vote on it now? What dress shall I wear? Shall I open the window?</p>
Should	<i>should</i> + subject + base form of the verb	offer of assistance or polite suggestion or a prediction or expectation that something will happen or give advice (about something you think wrong or unacceptable)	<p>Should I call a doctor? I shouldn't be late. The train usually arrives on time. You should check that document before you send it out. James shouldn't teach him words like those.</p>
Ought to	<i>ought to</i> + base form of the verb	strong advice	You ought to have your car serviced before the winter.
Must	Present <i>must</i> + base form of the verb	necessity or requirement or almost 100% certainty or persuasion	<p>You must have a passport to cross the border. Thomas has lived in Paris for years. His French must be very good. You must try this wine. It's excellent.</p>
Mustn't	<i>must not / mustn't</i> + base form of the verb	something prohibited or forbidden	<p>You must not drive over the speed limit. You mustn't leave medicines where children can get to them.</p>
Have to	Present <i>have to</i> + base form of the verb Past <i>had to</i> + base form of the verb	necessity or requirement or persuasion	<p>Elizabeth has to apply for her visa by March 10th. I had to work late last night. You have to visit us while you're in town.</p>
Need to	Present <i>need to</i> + base form of the verb Past <i>needed to</i> + base form of the verb	necessity or requirement	<p>I need to drop by his room to pick up a book. I needed to drink a few cups of coffee in order to stay awake.</p>
Don't have to	<i>don't / doesn't / didn't</i> + <i>have to</i> + base form of the verb	lack of necessity	<p>You don't have to park the car. The hotel valet will do it for you. Tim doesn't have to go to school today. It's a holiday. You didn't have to shout. Everyone could hear you.</p>
Needn't	<i>needn't</i> + base form of the verb	lack of necessity	You needn't worry about me. I'll be fine.

Will	<i>will / won't + base form of the verb</i>	a polite request or statement	<i>John will pick you up at 7:00am. Beth won't be happy with the results of the exam. Will you please take the trash out?</i>
Would	<i>would/wouldn't + base form of the verb</i>	a polite request or statement or habitual past action(s)	<i>Would you mind if I sat here? I'd (I would) like to sign up for your workshop. When I was a child, I would spend hours playing with my train set. Peter wouldn't eat broccoli when he was a kid. He loves it now.</i>
Let	<i>let + an object and an infinitive without to</i>	suggestions, offers or imperatives	<i>Let me move these books out of your way. We must forgive, but let us not forget, what happened on that day ten years ago. Let's not argue about money. We can share the costs.</i>
Permit	<i>permit (someone) + to do something</i>	permission	<i>He has not decided yet whether his leg injury will permit him to play this weekend.</i>
Allow	<i>allow (someone) + to do something</i>	permission	<i>I would not allow a child to have a TV or a computer in their room.</i>
Enable	<i>enable + object</i>	permission	<i>This document will enable him to pass through the enemy lines unmolested.</i>
You'd better	<i>you'd better (not) + bare infinitive</i>	giving advice	<i>You'd better not call her now, she must be too angry with you.</i>
How about	<i>how about + ing form (or you + base form or infinitive)</i>	giving advice	<i>You look bored. How about going for a walk?</i>

Remember!

1. **Must** and **have to** both express obligation. However, they are used differently depending on who imposes the obligation.

- **Must** is used when **the speaker thinks something is necessary.**

*I **must buy** roses for my mother.*

(→ It's her birthday and I decide to do that.)

*«You **must take** more exercise» says the doctor.*

(→ The doctor thinks it is necessary.)

*I **must ask** my secretary to book a hotel for me.*

(→ It is important for me not to forget.)

*Dogs **must be kept** on a lead.*

(→ Written on a sign in the park; a rule which must be obeyed.)

- **Have to** is used when **someone else thinks something is necessary.**

*I **have to buy** flowers for aunt.*

(→ It is not my decision; my mother asked me to do it.)

*I **have to take** more exercise.*

(→ The doctor says it is necessary.)

*I **have to call** the travel agency.*

(→ My boss asked me to book a flight.)

*I **have to keep** my dog on a lead.*

(→ That's what the sign tells me to do.)

2. Be careful about the **difference** between **mustn't** and **don't have to!**

- **Mustn't** means **it's not allowed or it's a bad idea.**

*You **mustn't eat** so much chocolate, you'll be sick.*

*You **mustn't tell** George.*

(→ It is important not to tell George; don't tell George.)

- **Don't have to** means **you don't need to do something, but it's fine if you want to do it.**

*I **don't have to get up** early at the weekend.*

(→ Of course, if I want to get up early, that's fine, but I can stay in bed if I want.)

*You **don't have to tell** George.*

(→ You can tell George if you like, but it isn't necessary. It's your decision.)

Lesson 5: expressing WISHES, HOPES, REGRETS and PREFERENCES

What are wishes, hopes and regrets?

A **wish** is a hope or **desire for something**.

A **hope** is the feeling that **what is wanted can be** or that events will turn out for the best.

A **regret** is a negative conscious and emotional reaction to personal past acts and behaviours. It means that you feel **sorry for something which happened** (or didn't happen) in the past.

WISH and HOPE

Wish and *hope* in English are similar, but not exactly the same.

Wish is usually used in the **past tense**, though it can be used in present tense. It often talks about **regrets** or **wants**.

Hope works more for **future tense**, though it can also be used for the present tense. It often focuses on **aspirations**.

a. You may use *wish* + **past simple** to **express that we want a situation in the present (or future) to be different**.

I wish I spoke Italian. (→ meaning: I don't speak Italian.)

I wish I had a big car. (→ meaning: I don't have a big car.)

I wish I was on a beach. (→ meaning: I'm in the office.)

I wish it was the weekend. (→ meaning: It's only Wednesday.)

b. You may use *wish* + **past continuous** to **express that we want to be doing a different action in the present (or future)**.

I wish I was lying on a beach now. (→ meaning: I'm sitting in the office.)

I wish it wasn't raining. (→ meaning: It is raining.)

I wish you weren't leaving tomorrow. (→ meaning: You are leaving tomorrow.)

c. You may use *wish* + **past perfect** to **express a regret**, or that **we want a situation in the past to be different**.

I wish I hadn't eaten so much. (→ meaning: I ate a lot.)

I wish they'd come on holiday with us. (→ meaning: They didn't come on holiday.)

I wish I had studied harder at school. (→ meaning: I was lazy at school.)

d. You may use *wish* + **would** + **bare infinitive** to **express impatience, annoyance or dissatisfaction with a present action**.

I wish it would stop raining. (→ meaning: I'm impatient as it is raining and I want to go outside.)

I wish you would stop smoking. (→ meaning: You are smoking at the moment and it is annoying me.)

I wish you wouldn't arrive so late all the time (→ meaning: I'm annoyed because you always come late and I want you to arrive on time)

e. You may use *wish* + **infinitive** or *wish* + **object** + **infinitive** meaning 'want' in a **formal situation**.

I wish to leave now.

I wish to speak to your supervisor, please.

I do not wish his name to appear on the list. (→ + object + infinitive)

f. *I/we wish you...* is **used in fixed expressions**.

I wish you a happy birthday.

I wish you good luck in your new job.

g. You may use **hope** instead of *wish* to **express that you want something to happen in the future** (not wanting a situation to be different, and not implying impatience or annoyance).

<i>I hope it's sunny tomorrow.</i>	instead of	I wish it was sunny tomorrow.
<i>I hope she passes her exam next week.</i>	instead of	I wish she were passing her exam next week.
<i>I hope the plane doesn't crash tomorrow.</i>	instead of	I wish the plane wouldn't crash tomorrow.

The DIFFERENCE between WISH and HOPE

- *Wish* is most commonly used in hypothetical (or imagined/unreal) situations or in greeting and expressions of goodwill.
I wish (that) you were here. (→ meaning: Unfortunately, you're not, and I miss you.)
- *Hope* can be used in expressions of goodwill or to specify a desired outcome. For **future hopes**, the possibilities remain open, but for **past hopes**, the outcome has usually been determined already.
I hope (that) you have a Merry Christmas. (→ meaning: some time in the future.)
I hope (that) you had a nice birthday. (→ meaning: some time in the past.)
I hope you can come to the party on Saturday. (→ meaning: it's a future possibility.)
I was hoping that you would come to the party. (→ meaning: but you didn't.)

IF ONLY

- You may use **If only + simple past** to express a wish in the present or in the future. The simple past here is an **unreal past**.
If only I knew how to use a computer... (→ meaning: I don't know how to use a computer and I would like to learn how to use it.)
- You may use **If only + past perfect** to express a regret. The action is **past**.
If only I had woken up early... (→ meaning: I didn't wake up early and I missed my bus.)
- You may use **If only + would + verb** to express a complain about a behavior that you disapprove, expressing impatience, annoyance or dissatisfaction with a present action.
If only you wouldn't arrive so late all the time... (→ meaning: I'm annoyed because you always come late and I want you to arrive on time.)

Form	Use	Example
<i>Wish</i> + past simple	express that we want a situation in the present (or future) to be different	<i>I wish I knew his address.</i>
<i>Wish</i> + past continuous	express that we want to be doing a different action in the present (or future)	<i>I wish it wasn't raining.</i>
<i>Wish</i> + past perfect	express a regret, or that we want a situation in the past to be different	<i>I wish something had happened.</i>
<i>Wish</i> + <i>would</i> + bare infinitive	express impatience, annoyance or dissatisfaction with a present action	<i>I wish that we would go to the party tonight.</i>
<i>Hope</i>	express that you want sth to happen in the future	<i>We hope she passes her driving test next week.</i>
<i>If only</i> + simple past	talk about a wish for the present	<i>If only I had more money, I could go to the movies too.</i>
<i>If only</i> + past perfect	talk about a wish to change sth that has already happened	<i>If only he had listened to what his friends had been telling him.</i>
<i>If only</i> + <i>would</i> + verb	talk about a wish for the future or to show a contrast between how things are and how we would like them to be.	<i>If only they would talk to each other.</i>

Remember!

1. You use **hope for something you believe in**, for which there is at least some likelihood it will happen.
I hope it stops raining soon.
I hope I will pass my test.
2. You can use **hope to express a regret**.
I had hoped it would stop raining.
3. When you really **don't think there's much chance of something happening**, you can use **wish**.
I wish it would stop raining.
4. You can use **wish to express a regret**.
I wish it had stopped raining.
I wish I had paid attention to my English teacher at school.

EXPRESSING PREFERENCES

What is a preference?

A preference is the **fact that you like something or someone more than another thing or person**.

- a. We tend to use **prefer to talk generally about likes, dislikes** and what we want.
I prefer living in a city. (→ *prefer* is followed by the gerund: the **-ing** ending)
- b. You can use words like *would rather*, *would prefer* and *prefer* to **talk or ask about preferences**.
Would you rather go shopping with me?
Would you prefer to see a movie or go to a club?
I prefer living on my own.

We tend to use the expressions *would prefer* and *would rather* to **be a little more specific**.

I would prefer to be told the truth. (→ **would prefer** is followed by the **infinitive**)

- *Would prefer* goes **with the preposition to**.
I would (I'd) prefer being alone to being with the wrong person.
 - *Would rather* goes **with than**.
I would (I'd) rather talk to him in person than call him on the phone.
 - *Would rather* is **followed by the base form of the verb without to**.
Would you rather stay at a hotel?
I would rather go home now.
- c. *Prefer* goes **with the preposition to**.
I'd prefer living in a city to living in the country.
I prefer coffee to milk.
They prefer swimming to running.
He prefers living in village to town.

Form...	Use	Example
Prefer... to	general likes, dislikes, what we want	She prefers English lesson to mathematics.
Would prefer + infinitive	specific likes, dislikes, what we want	I would prefer to see him in person.
Would rather + base form... than	specific likes, dislikes, what we want	I'd rather drink coffee than milk.

Remember!

We use a **past tense** after *would rather* when we **speak about the actions of other people**, even though that action may be in the present or future.

***I'd rather you took** a taxi (instead of walking) – it's not safe on the streets at night.*

*The film is quite violent. **I'd rather our children didn't watch** it.*

***I'd rather you went** accompanied than alone.*

*My friend has gone to Spain I **would rather he had stayed** here.*

Lesson 6: the *-ing* form

What is the *-ing* form?

The *-ing* ending for English verbs is used in several different situations:

- a. to show the progressive aspect (progressive/continuous verb tenses), that means an **action in progress at a particular time or during a particular period of time**;

He's studying.

They were going home when I saw them.

You've been working too hard!

We'd been talking about you before you called.

At 1:00 AM, I'll be sleeping.

John might be working but I'm not sure.

The operation is being performed right now.

The letters were being typed when I left.

- b. for **gerunds** (verbs which are **used as nouns**). Gerunds can be used as nouns for **subjects** and **subject complements**; gerunds can also be used as nouns for **objects of verbs** and **prepositions**;

Learning a language isn't easy.

Talking to Bill was a lot of fun.

Communicating by e-mail has become very common.

His hobby is collecting stamps.

They dislike studying.

For exercise, he recommends swimming.

He doesn't care about being on time.

They're tired of listening to you.

Did he succeed in solving the problem?

- c. in **participles**, commonly **used as adjectives** that modify nouns. Participles are also used in phrases which **modify parts of sentences or entire sentences**;

The movie was boring.

That was an exciting game.

His explanation was confusing.

He entered the room, whistling happily, and began to work.

Holding his hands in the air, he surrendered.

He surrendered reluctantly, knowing that he had no other choice.

- d. after the verb *to go* in many expressions, showing **leisure-time activities**.

To go bowling, go dancing, go diving,

to go drinking, go fishing, go hiking,

to go horseback riding, go jogging, go skating,

to go swimming, go shopping, go skiing

Remember!

1. After "to", **base forms** are generally used, but when "to" is part of a **phrasal verb** and when "to" is used as a **preposition**, it is **followed by an *-ing* form**.

I want to see you.

Are you able to do it by yourself?

He used to smoke.

→ *I look forward to seeing you.*

→ *Are you up to doing it by yourself?*

→ *He's used to smoking.*

2. If phrases with **participles** are at the **beginning of a sentence**, they should modify the **first noun or pronoun** in the sentence.

Whistling happily, he began to work. → (*Whistling happily* modifies *he*.)

Holding his hands in the air, he surrendered. → (*Holding his hands in the air* modifies *he*.)

3. **Present participles** (-ing forms) and **past participles** can be used as **adjectives**, but they have different meanings.

The movie bored me. → *The movie was boring./I was bored.*

That game excited me. → *That was an exciting game. /I was excited by that game.*

His explanation confused me. → *His explanation was confusing./I was confused by his explanation.*

4. The combination “go + -ing form” is **not** used for **all leisure-time activities**.

I go watching TV on weekends. (**Incorrect**)

I go playing tennis on weekends. (**Incorrect**)

I go sleeping late on weekends. (**Incorrect**)

I go relaxing with my friends on weekends. (**Incorrect**)

5. Some **verbs which combine with other words** are followed by an **-ing form** (gerund), and **not by “to + base form”**.

I regret saying that.

He admitted stealing the money.

I recommend seeing a doctor.

He considered taking a vacation.

They proposed taking a break.

Did she suggest cheating?

Lesson 7: the INFINITIVE FORM

What are infinitives?

An *infinitive* is a **verb form that acts as other parts of speech in a sentence**. It is formed with “**to + base form**” of the verb, i.e. *to buy*, *to work*. Infinitives are sometimes referred to as **verb complements**. They may **function as subjects or objects** in a sentence.

Infinitive can be used as:

a. an object following the verb;

*Jim always forgets **to eat**.*

b. a subject at the beginning of a sentence;

***To travel** around the world requires a lot of time and money.*

c. an adverb modifying a verb;

*You promised **to buy** me a diamond ring.*

d. an adjective modifying a noun.

*Tara has the ability **to succeed**.*

It is also of great importance to keep always in mind that:

- some verbs are **directly followed by an infinitive**;

*Do you want **to call** your family now?*

- some verbs are **directly followed by a noun or pronoun and then by an infinitive**;

*I convinced Kelly **to become** vegetarian.*

*He advised me **to sell** all my shares of stock.*

- some verbs **can be followed by an infinitive or a gerund without causing a change in meaning**;

*Will you continue **to work** after you give birth?*

or

*Will you continue **working** after you give birth?*

- some verbs **can be followed by an infinitive or a gerund but with a change in meaning**;

*He stopped **drinking** coffee. (→ He never drank coffee again.)*

*He stopped **to drink** coffee. (→ He stopped what he was doing, and drank some coffee.)*

- the verbs *to like* and *to hate* **express (dis)liking if they are followed by a gerund**.

*I **like getting up** early in summer. (→ I enjoy getting up early in summer.)*

*I **hate dancing**, so don't ask me to. (→ I don't like dancing.)*

Even though, if these verbs are **followed by a “to-infinitive”**, they express **habitual preference**, something that we do not necessarily like or enjoy but consider as useful, right or wise:

*I **like to be** punctual. (→ It's important to be punctual and I am.)*

*I **hate to lie**, but sometimes I do. (→ It's not right to lie, but sometimes I do.)*

If the verb *to like* is in the negative, a gerund refers to an action that **we do but don't enjoy doing**, while a "to-infinitive" means that **we don't do something because we don't think it right to do**:

*I could tell that Sandra **didn't like being photographed** though she didn't say a word.*

(→ *Sandra was photographed, which she didn't like.*)

*Sandra **didn't like to be photographed**, so she turned her back to the camera.*

(→ *Sandra didn't want to be photographed, and she wasn't.*)

- *To prefer* and *can't bear* can also take a gerund or a "to-infinitive":

*I **prefer walking** to taking the bus.* (→ *I like walking better than taking the bus.*)

*If you **prefer to walk**, it will take you 30 minutes to school.* (→ *If you want to walk, it will take you 30 minutes to school.*)

*I **can't bear seeing** people being humiliated.* (→ *I don't like it when I see people being humiliated.*)

*I **couldn't bear to see** those animals suffer, so I looked away.* (→ *I didn't want to see them suffer, so I looked away.*)

Common verbs that are usually followed by an infinitive	
Verb	Example
afford	They can't afford to buy a new car.
agree	They agreed to give him a try.
aim	This advertising campaign aims to attract a wide audience.
appear	His health appeared to be better.
arrange	Naomi arranged to stay with her cousin in Miami.
ask	She asked to leave .
attempt	He attempted to access the information.
be able	I'm not able to connect the printer to the computer.
beg	You may think that poor people bring their problems on themselves, but I beg to differ .
begin	He began to work in electronics.
care	He doesn't care to participate in the activity.
choose	We chose to ignore it.
claim	She claimed to be a princess.
consent	Ryan consented to take a lie detector test.
continue	The weather will continue to be pleasant throughout the rest of the week.
dare	I wouldn't dare to enter his office without knocking.
decide	Mary and Jennifer decided to purchase an old house to fix up.
demand	The client demanded to speak with his lawyer before making a statement.
deserve	He deserves to go to jail.
expect	The students expect to receive their grades before the end of the day.
fail	He failed to get enough money to pay for the new project.
forget	I forgot to lock the door when I left.
get (to be allowed to)	Debbie gets to go to the concert next week! Why can't I?
happen	She happened to be at the bank when it was robbed.
hate	He hates to clean dishes.
hesitate	She hesitated to tell me the problem.
hope	He had hoped to have more success before he lost the election.
know how	He knows how to run a business.
intend	We intend to visit you next spring.
learn	I learned to speak Japanese when I was a kid.
like	Samantha likes to read .
love	We love to scuba dive .

manage	He managed to open the door without the key.
need	They needed to fill out a number of forms in order to purchase the house.
neglect	She neglected to tell me the date of the meeting.
offer	Frank offered to drive us to the supermarket.
plan	We plan to go to Europe this summer.
prefer	He prefers to eat at 7 PM.
prepare	The politicians prepared to debate the issues on television.
pretend	I think he is pretending to be interested in the subject.
promise	She promised to stop smoking.
propose	Drew proposed to pay for the trip.
refuse	The guard refused to let them enter the building.
regret	I regret to inform you that your application was rejected.
remember	Did you remember to lock the door when you left?
seem	Nancy seemed to be disappointed.
start	Marge started to talk really fast.
struggle	The boys struggled to understand the concepts presented in the lesson.
swear	Do you swear to tell the truth, the whole truth, and nothing but the truth?
tend	He tends to be a little shy.
threaten	The owner of the house will threaten to kick you out if you don't stop making noise.
try	Mary tried to lift the table, but it was too heavy.
volunteer	I'd like to volunteer to judge the competition.
vow	He vowed to get revenge.
wait	She waited to buy a movie ticket.
want	The principal wanted to put on a teacher workshop.
wish	I wish to stay .
would like	We would like to start now.
yearn	Melanie yearns to travel somewhere exotic.

Common verbs that are directly followed by a noun or pronoun, and then by an infinitive	
Verb	Example
advise	Peter advised Tom to take some extra time to complete his assignment.
allow	I'll allow you to stay home today, but make sure you do your homework.
ask	Jack asked his teacher to give him an extra day to complete the task.
beg	Maria often begs her mother to have extra spending money.
cause	This change in schedule will cause many people to miss their connection.
challenge	The politician challenged his followers to raise an extra twenty thousand dollars.
convince	Have you convinced him to take some time off from work?
dare	I dare everyone in this room to change the way you think.
encourage	Mr. Dwight encouraged his employees to take their holidays during August.
expect	How can you expect me to succeed if I have no idea about this topic?
forbid	The police forbade the protestors to cross over into the park.
force	The truth is that you can't force someone to do something against their will.
hire	The company hired our firm to consult on their marketing plans.
instruct	I think we should instruct them to take public transport if possible.
invite	We're going to invite attendees to participate in discussions.
need	I need everyone here to hurry up and get to work!

order	The policeman ordered the young man to remove his hands from the steering wheel.
permit	The teacher permitted the girl to leave class early.
persuade	I think you should persuade anyone who will listen to sign your petition to repeal the law.
remind	The officials reminded the participants to avoid speaking to anyone during the competition.
require	The government requires citizens to carry ID at all times.
teach	Henry taught the children to pronounce the word "onomatopoeia."
tell	She told him to hurry up and finish the report.
urge	The lying politician urged voters to choose him as their representative.
want	She wants you to focus on your homework.
warn	Could you please warn them not to make so much noise?

Remember!

1. An infinitive can be a "**to-infinitive**" or a **bare infinitive** (without *to*). There is **no difference in meaning between them**; some structures require a "*to*-infinitive", while others call for a bare infinitive.
*I ought **to call** them.* (*to*-infinitive)
*I had better **call** them.* (bare infinitive)
2. In the **negative**, **not** usually comes before the infinitive.
*I ought **not to call** them.*
*I had better **not call** them.*
3. In some cases, the **verb in the main clause is negative, not the infinitive**.
*I **don't want** to call them.*
4. As the **infinitive** has no tense, it does not in itself indicate the time of the action that it refers to. However, it can have **aspect**, which shows the **temporal relationship between the action expressed by the infinitive and the time of the preceding verb**. There are **four types of infinitive**, each of which has an **active** and **passive** form:

	Active	Passive
Simple infinitive	<i>(to) write</i>	<i>(to) be written</i>
Continuous infinitive	<i>(to) be writing</i>	<i>(to) be being written</i>
Perfect infinitive	<i>(to) have written</i>	<i>(to) have been written</i>
Perfect continuous infinitive	<i>(to) have been writing</i>	<i>(to) have been being written</i>

- The **simple infinitive** refers to the **same time as that of the preceding verb**.
*I was glad **to see** her.*
*He must **be** very happy.*
*I ll **arrange** a meeting with the manager.*
*My son's football coach is said **to be** very strict.*
- The **continuous infinitive** refers to the **same time as that of the preceding verb** and expresses an **action in progress** or **happening over a period of time**.
*I m glad **to be sitting** here.*
*You must **be joking**.*
*This time next week, I ll **be lying** on the beach in Croatia.*
*Vincent was reported **to be staying** in Paris at that time.*
- The **perfect infinitive** refers to a **time before that of the preceding verb**.
*I m glad **to have studied** at that school.*
*They must **have forgotten** about the deadline.*

By next week, they'll **have finished** painting the rooms.

Lucy was **assumed to have left** the day before.

- The **perfect continuous infinitive** refers to a **time before that of the preceding verb** and expresses an **action in progress or happening over a period of time.**

I'm glad **to have been living** in Barcelona for the last ten years.

He **must have been waiting** for ages.

Soon, he'll **have been running** for four hours.

The organisers **were thought to have been preparing** for days.

5. **Passive forms** are also possible.

Your composition **has to be typed**. (passive simple infinitive)

The spy's phone **was believed to be being tapped**. (passive continuous infinitive, rarely used)

This sonnet **must have been written** by Shakespeare. (passive perfect infinitive)

The picture **is believed to have been being painted** for years. (passive perfect continuous infinitive, rarely used)

Lesson 8: VERBS FOLLOWED BY THE INFINITIVE and/or the “-ing FORM”

What are verbs followed by the infinitives and/or the “-ing form”?

Some verbs can be followed by an “-ing form” or a “to-infinitive” with a **change in meaning**.

The “-ing form” **functions as a noun that names an activity rather than a person or thing** and it’s used with **any action verbs**.

The “to-infinitive” often **describes an intention or a future event**.

Some verbs can be followed by **either** an “-ing form” or a “to-infinitive” with **no change in meaning**.

<i>She began singing.</i>	or	<i>She began to sing.</i>
<i>Mason started talking really fast.</i>	or	<i>Mason started to talk really fast.</i>
<i>We prefer travelling by train.</i>	or	<i>We prefer to travel by train.</i>
<i>The baby started crying.</i>	or	<i>The baby started to cry.</i>

- a. When you use the verb *like*, **there is a difference in meaning** between “*like* + -ing” and “*like* + to-infinitive”.

I like swimming. (→ meaning: This is something I enjoy doing.)

I like to finish all the boring jobs first and then focus on more creative work. (→ meaning: I don’t necessarily like the boring jobs but I prefer to do them first.)

- b. The verbs *make* and *let* are **followed by an object and the infinitive** (i.e. *to go*, *to work*, *to see* etc.).

You may use *make* to **talk about something we have to do but don’t want to do**.

*She wanted to go home, but her boss **made** her **stay** until the work was finished.*

You may use *let* when we **talk about being given permission for something**.

*My boss **let** me **have** the afternoon off to go to my sister’s wedding.*

- c. The **verbs of perception** (i.e. *to see*, *watch*, *notice*, *hear*, *listen*, *feel*) are **followed by infinitive or** by the -ing form.

We usually use **infinitive** when we want to say that we heard or saw the **whole action from beginning to end**.

*I saw him **sign** the cheque.*

We usually use the “-ing form” when we want to say that only saw or heard **part of the action**.

*I saw the consultant **waiting** in reception.* (→ meaning: I saw the consultant. He was waiting in reception.)

- d. When the verb *like* means “enjoy” it’s **followed by the “-ing form”**, but the expression *would like* (*want to*) is **followed by the infinitive**.

*I like **going** abroad on marketing trips.* (→ meaning: I enjoy this.)

*I would like to **go** more often.* (→ meaning: I want to go more often.)

- e. The “-ing form” can be **used as nouns for subjects and subject complements**.

***Learning** a language isn’t easy.*

***Talking** to Bill was a lot of fun.*

***Communicating** by e-mail has become very common.*

*His hobby is **collecting** stamps.*

*They **dislike** **studying**.*

*For exercise, he recommends **swimming**.*

He doesn't care about being on time.
They're tired of listening to you.
Did he succeed in solving the problem?

f. The “-ing form” can be used as adjectives which modify nouns.

The movie was boring.
That was an exciting game.
His explanation was confusing.
Whistling happily, he began to work.
He entered the room, whistling happily, and began to work.
Holding his hands in the air, he surrendered.
He surrendered reluctantly, knowing that he had no other choice.

g. The “-ing form” can be used after **go** in many expressions, showing leisure-time activities.

go bowling, go dancing, go diving,
go drinking, go fishing, go hiking,
go horseback riding, go jogging, go skating,
go swimming, go shopping, go skiing

h. The “-ing form” is used after prepositions.

After having a shower, I waited for Steven.
The tablet must not be taken before getting up in the morning.
He told the joke without laughing.
I manage it by working much longer than 40-hour weeks.
In spite of studying a lot he didn't pass the exams.
What was her reaction on hearing the news?

i. The “-ing form” is also used after adjective + preposition.

afraid of	<i>They are afraid of losing the match.</i>
angry about/at	<i>Pat is angry about walking in the rain.</i>
bad at/good at	<i>John is good at working in the garden.</i>
clever at	<i>He is clever at skateboarding.</i>
crazy about	<i>The girl is crazy about playing tennis.</i>
disappointed about/at	<i>He is disappointed about seeing such a bad report.</i>
excited about	<i>We are excited about making our own film.</i>
famous for	<i>Sandy is famous for singing songs.</i>
fed up with	<i>I'm fed up with being treated as a child.</i>
fond of	<i>Hannah is fond of going to parties.</i>
glad about	<i>She is glad about getting married again.</i>
happy about/at	<i>The children are not happy about seeing a doctor.</i>
interested in	<i>Are you interested in writing poems?</i>
keen on	<i>Joe is keen on drawing.</i>
proud of	<i>She is proud of riding a snowboard.</i>
sick of	<i>We're sick of sitting around like this.</i>
sorry about/for	<i>He's sorry for eating in the lesson.</i>
tired of	<i>I'm tired of waiting for you.</i>
used to	<i>She is used to smoking.</i>
worried about	<i>I'm worried about making mistakes.</i>

j. The “-ing form” is also used after noun + preposition.

advantage of	<i>What is the advantage of farming over hunting?</i>
chance of	<i>There's a chance of catching a cold these days.</i>
choice between	<i>There's a choice between flying to Bari or Brindisi.</i>
danger of	<i>Peggy is in danger of making a mistake.</i>
difficulty in	<i>He has difficulty in texting.</i>
doubt about	<i>He is in doubt about buying the correct software.</i>
hope of	<i>There's little hope of catching the new Corvette.</i>
idea of	<i>I like the idea of setting up a new email account.</i>
interest in	<i>There's no interest in writing letters.</i>
method of	<i>This is a simple method of finding solutions.</i>
opportunity of	<i>There's some opportunity of bringing her parents together again.</i>
possibility of	<i>These wheels offer the possibility of riding tubeless.</i>
problem of	<i>He has the problem of swimming too slow.</i>
reason for	<i>There's a real reason for winning the contest.</i>
risk of	<i>There's a risk of digging too deep.</i>
trouble for	<i>He was in trouble for stealing.</i>
way of	<i>This is a new way of building a wall.</i>

k. The “-ing form” is also used after verb + preposition.

accuse of	<i>They were accused of breaking into a shop.</i>
agree with	<i>I agree with playing darts.</i>
apologize for	<i>They apologize for being late.</i>
believe in	<i>She doesn't believe in getting lost in the wood.</i>
blame for	<i>The reporter is blamed for writing bad stories.</i>
complain about	<i>She complains about bullying.</i>
concentrate on	<i>Do you concentrate on reading or writing?</i>
congratulate sb. on	<i>I wanted to congratulate you on making such a good speech.</i>
cope with	<i>He is not sure how to cope with getting older.</i>
decide against	<i>They decided against stealing the car.</i>
depend on	<i>Success may depend on becoming more patient.</i>
dream about/of	<i>Sue dreams of being a pop star.</i>
feel like	<i>They feel like going to bed.</i>
get used to	<i>You must get used to working long hours.</i>
insist on	<i>The girls insisted on going out with Mark.</i>
look forward to	<i>I'm looking forward to seeing you soon.</i>
prevent sb. from sth.	<i>How can I prevent Kate from working in this shop?</i>
rely on	<i>He doesn't rely on winning in the casino.</i>
succeed in	<i>How then can I succeed in studying chemistry?</i>
specialized in	<i>The firm specialized in designing websites.</i>
stop from	<i>I stopped Andrew from smoking.</i>
talk about	<i>They often talk about travelling to New Zealand.</i>
think of	<i>Frank thinks of playing chess.</i>
warn against	<i>We warned them against using this computer.</i>
worry about	<i>The patient worries about having the check-up.</i>

l. Expressions like: *It's a waste of time/money... - There's no point (in) ... - It's (not) worth ... - object to - an objection to - be used to - react to - a reaction to - in addition to - respond to - a respond to* etc. are followed by the “-ing form”.

*It's not worth **repairing** the camera. It would be cheaper to buy a new one.*
*There is nothing wrong with the photocopier. It just **needs servicing**.*

Common verbs and phrases that are followed by a gerund	
Verb	Example
acknowledge	You should always acknowledge needing help and then go find it.
admit	Luke doesn't admit knowing anything about the situation.
advise	Our counselor advised applying for colleges well ahead of the February deadline.
anticipate	We don't anticipate waiting times of more than twenty minutes.
appreciate	Tom appreciated being alone for the weekend.
avoid	I'd recommend you avoid spending too much time on a computer.
can't help	James can't help making so many complaints. It's in his nature.
can't stand	Julian can't stand taking the rubbish out every evening.
complete	Jack completes posting his messages by 12 noon every day.
consider	I'm considering buying a house in the countryside.
defer	The client deferred paying his bills for a few months and was fined.
delay	It's not a good idea to delay having a child for too long.
deny	Cathy denied lying about the situation to her boss.
discuss	We shortly discussed purchasing a new car, but decided against it.
dislike	I dislike getting into arguments with people I don't know well.
end up	The problem ended up being more complicated.
enjoy	She enjoys playing tennis and riding horses in her free time.
entail	The job entails getting to work by five in the morning.
feel like	I don't feel like going out tonight.
finish	Have finished writing that report yet?
forget	Have you ever forgotten doing something terrible?
give up	I gave up trying to get them to believe me.
have difficulty	I had difficulty in finding a new job.
have problems	I'm having problems finding the right documents.
have trouble	I had no trouble using the dictionary yesterday.
imagine	She imagined herself sitting in her favourite chair back home.
involve	Getting a degree involved studying late into the night on many occasions.
it's no use	There's nothing you can do about the situation, so it's no use worrying about it.
justify	The CEO justified wasting so much money because he felt entitled.
keep	Tom keeps putting his foot in his mouth when he speaks.
mention	She mentioned having problems in her chemistry class.
mind	Jason doesn't mind working overtime on Wednesdays.
miss	They are going to miss playing golf every day when they get back to work.
postpone	The students postponed doing their homework until the last possible moment.
practice	I usually practice playing the piano for an hour every day.
quit	Have you ever quit doing something that was healthy, but boring?
recall	Henry recalls travelling throughout Europe when he was a young boy.
recollect	Peter recollects having a good time in Jamaica a few years ago.
recommend	I highly recommend reading Hemingway to improve your English.
regret	She regrets having spent so little time with her daughter.
resent	Do you resent working for such an incompetent boss?
resist	I'd resist investing in the stock market these days.
risk	Jack risked making a mistake by working so quickly.
sanction	The government sanctioned living in private quarters for the soldiers on tour.

stop	Have you ever stopped doing something that wasn't good for you?
suggest	She suggested looking for a new job.
tolerate	The teachers didn't tolerate making noise during class.
understand	She understands working with computers.

Common verbs that can be followed by either a gerund or an infinitive <i>without</i> changing meaning	
Verb	Example
begin	She began singing . She began to sing .
can't bear	He can't bear being alone. He can't bear to be alone.
continue	She continued talking . She continued to talk .
hate	He hates cleaning dishes. He hates to clean dishes.
like	Samantha likes reading . Samantha likes to read .
prefer	He prefers eating at 7 PM. He prefers to eat at 7 PM.
start	When shall I start working ? When shall I start to work ?

Common verbs that can be followed by a gerund or infinitive <i>with</i> a change in meaning	
to forget Don't forget to meet Mr. Johnston at 9 o'clock this morning. (→ meaning: You should meet Mr Johnston at 9 o'clock this morning.)	I'll never forget meeting her for the first time. (→ meaning: I'll never forget when I met her for the first time")
to remember Did you remember to buy tea? (→ meaning: Did you remember that you should buy tea?)	I don't remember ever visiting this museum. (→ meaning: I don't remember that I have ever visited this museum.)
to regret We regret to inform you that your application has been rejected. (→ meaning: We are sorry we have to inform you that your application has been rejected.)	I regret spending so much money last night. (→ meaning: I am sorry that I spent so much money last night.)
to go on Whichever page you're on, go on to read the next chapter. (→ meaning: Continue with the next chapter.)	Go on reading the article. (→ meaning: Continue reading the article.)
to stop We stopped to drink a cup of coffee. (→ meaning: We stopped in order to drink a cup of coffee.)	I stopped smoking years ago. (→ meaning: I gave up smoking years ago.)
to try I tried to reach her at work, but the line was busy. (→ meaning: I made an attempt to reach her at work.)	Why didn't you try calling her on her mobile? (→ meaning: Why didn't you call her on her mobile to see if you could reach her?)

Remember!

- If you can **put a noun after to** and the sentence makes sense, then you should use a *gerund* (verb + *-ing* form).

This is because a verb + *-ing* form is used as a noun. In this case, the word *to* is a preposition.

Mother Teresa devoted her life to the poor (noun).

Mother Teresa devoted her life to helping the poor.

Consider the following sentence:

Mother Teresa decided to

We **can't put a noun** in the blank after *to* and say, for example:

*Mother Teresa decided to **service**,*

so we must put an **infinitive**.

*Mother Teresa **decided to help** the poor.*

2. After *to*, base forms are generally used, but when ***to* is part of a phrasal verb** and when ***to* is used as a preposition**, it is **followed by an “-ing form”**.

*I want to **see** you.*

→ *I **look forward to seeing** you.*

*Are you able to **do** it by yourself?*

→ *Are you up **to doing** it by yourself?*

*He used to **smoke**.*

→ *He's used **to smoking**.*

Lesson 9: the PASSIVE. REWRITING SENTENCES in the PASSIVE

What is the passive voice?

The passive voice is used when we want to **emphasize the action** (the verb) **and the object of a sentence rather than subject**: this means that the subject is either less important than the action itself or that we don't know who or what the subject is. The passive is often used to **report something** or to state a fact.

Have a look, now, at the following sentence:

*Somebody **stole** my car.* (active)

*My car **was stolen**.* (passive)

Note that:

1. the **object of the active sentence** (*my car*) becomes the **subject of the passive sentence**;
2. the **verb** indicating the action **in the active sentence** (*stole*) **changes its tense in the passive one** (*was stolen*).

Other examples of sentences in the passive are:

Active: *Many people **know** France for its excellent wines.*

Passive: *France **is known** for its excellent wines.*

Active: *Someone **killed** twenty people in the bomb explosion.*

Passive: *Twenty people **were killed** in the bomb explosion.*

THE PASSIVE AGENT

When we know who the **subject** is, we **put it at the end of the passive sentence with the preposition *by***, which is the **agent**.

Active: *Leonardo Da Vinci **Painted** the Mona Lisa.*

Passive: *The Mona Lisa **was painted** **by Leonardo Da Vinci**.* (The agent is Leonardo Da Vinci)

Tense	Active form	Passive form
Simple present	Once a week, Tom cleans the house.	Once a week, the house is cleaned by Tom.
Present continuous	Right now, Sarah is writing the letter.	Right now, the letter is being written by Sarah.
Simple past	Sam repaired the car.	The car was repaired by Sam.
Past continuous	The salesman was helping the customer when the thief came into the store.	The customer was being helped by the salesman when the thief came into the store.
Present perfect	Many tourists have visited that castle.	That castle has been visited by many tourists.
Present perfect continuous	Recently, John has been doing the work.	Recently, the work has been being done by John.
Past perfect	George had repaired many cars before he received his mechanic's license.	Many cars had been repaired by George before he received his mechanic's license.
Past perfect continuous	Chef Jones had been preparing the restaurant's fantastic dinners for two years before he moved to Paris.	The restaurant's fantastic dinners had been being prepared by Chef Jones for two years before he moved to Paris.
Simple future will	Someone will finish the work by 5:00 pm.	The work will be finished by 5:00 pm.
Simple future be going to	Sally is going to make a beautiful dinner tonight.	A beautiful dinner is going to be made by Sally tonight.

Future continuous will	At 8:00 pm tonight, John will be washing the dishes.	At 8:00 pm tonight, the dishes will be being washed by John.
Future continuous be going to	At 8:00 pm tonight, John is going to be washing the dishes.	At 8:00 pm tonight, the dishes are going to be being washed by John.
Future perfect will	They will have completed the project before the deadline.	The project will have been completed before the deadline.
Future perfect be going to	They are going to have completed the project before the deadline.	The project is going to have been completed before the deadline.
Future perfect continuous will	The famous artist will have been painting the mural for over six months by the time it is finished.	The mural will have been being painted by the famous artist for over six months by the time it is finished.
Future perfect continuous be going to	The famous artist is going to have been painting the mural for over six months by the time it is finished.	The mural is going to have been being painted by the famous artist for over six months by the time it is finished.
Used to	Jerry used to pay the bills.	The bills used to be paid by Jerry.
Would always	My mother would always make the pies.	The pies would always be made by my mother.
Future in the past would	I knew John would finish the work by 5:00 pm.	I knew the work would be finished by 5:00 pm.
Future in the past was going to	I thought Sally was going to make a beautiful dinner tonight.	I thought a beautiful dinner was going to be made by Sally tonight.

Each tense has its own passive voice, created by using a form of the auxiliary verb *to be* + past participle.

Verb	Form	Example
Present simple	<i>am, is, are</i> + past participle	Wine is made from grapes. Many cars are built in Japan.
Present continuous	<i>am, is, are</i> + <i>being</i> + past participle	My house is being kept tidy. I am being sent to work in the New York office.
Past simple	<i>was, were</i> + past participle	Steve Jobs was invited to speak at the conference. Mary's schedule was kept meticulously.
Past continuous	<i>was, were</i> + <i>being</i> + past participle	A seat was being kept for you at the theatre. Their cars were being washed while they were in the mall shopping.
Present perfect	<i>has, have</i> + <i>been</i> + past participle	All your old letters have been kept . The rights to his book have been sold for \$250,000.
Present perfect continuous	<i>has, have</i> + <i>been</i> + <i>being</i> + past participle	Recently, the work has been being done by John. This building has been being constructed for four months and has still not been completed yet.
Past perfect	<i>had</i> + <i>been</i> + past participle	The new manager had been hired before John left the company. Five banks had been robbed by those prisoners.
Past perfect continuous	<i>had</i> + <i>been</i> + <i>being</i> + past participle	I had been being waiting for you for two hours! An award had been being accepted by him.
Future (will)	<i>will be</i> + past participle	Our country will not be betrayed by us. The documents will all be signed by next week.
Future (going to)	<i>am, is, are</i> + <i>going to be</i> + past participle	A bridge is going to be built within the next two years. New houses are going to be erected in our neighbourhood.

Future perfect	<i>will + have been + past participle</i>	<i>The car will have been delivered by the time he gets home. The crates will have been loaded by then</i>
Future perfect continuous	<i>am, is, are + going to + have been + being + past participle</i>	<i>The project is going to have been being completed before the deadline. I'll have to rent a car to meet you at the airport next Monday, because my car is going to have been being fixed at the time you arrive.</i>
Modals: can/could	<i>can, could + be + past participle</i>	<i>A passport can only be issued at the embassy. He said the documents could be prepared within the week.</i>
Modal: have to	<i>have to, has to, had to + be + past participle</i>	<i>A babysitter has to be arranged for this evening. Joan's travel plans have to be established by December.</i>
Modal: must	<i>must + be + past participle</i>	<i>Criminals must be stopped before they commit crimes. Test-taking strategies must be learnt by you.</i>
Used to	<i>was, were + used to + be + past participle</i>	<i>Languages were used to be taught at school. Ladies were used to be courted a lot before marriage.</i>
Would always	<i>would always + be + past participle</i>	<i>The house would always be cleaned if they had visitors. Computers would always be controlled by men.</i>

Remember!

Note: all of the rules for passive negatives and questions are the same as for the active voice; verbs with no object (that means nobody to “receive” the action) **cannot be put into the passive**, i.e. *to arrive, come, die, exist, go, happen, have, live, occur, sleep* etc.

Sentences can be active or passive.

Active form

In active sentences, the **subject doing the action is the subject of the sentence** and the thing receiving the action is the object. Most sentences are active.

[subject doing action]	+	[verb]	+	[thing receiving action]
<i>The professor</i>		<i>teaches</i>		<i>the students.</i>
<i>Peter</i>		<i>washes</i>		<i>the dishes.</i>

Passive form

In passive sentences, the **thing receiving the action is the subject of the sentence** and the thing doing the action is optionally included near the end of the sentence. You can use the passive form if you think that the thing receiving the action is more important than the thing doing it or should be emphasized. You can also use the passive form if you do not know who is doing the action or if you do not want to mention who is doing the action.

[thing receiving action]	+	[be]	+	[past participle of verb]	+	[by]	+	[subject doing action]
<i>The students</i>		<i>are</i>		<i>taught</i>		<i>by</i>		<i>the professor.</i>
<i>The dishes</i>		<i>are</i>		<i>washed</i>		<i>by</i>		<i>Peter.</i>

Lesson 10: DIRECT and REPORTED SPEECH

What is reported speech?

You use reported or indirect speech when you are **saying what other people say, think or believe**, usually with a **reporting verb** like *to say* or *to tell*. We use reporting verbs like *say*, *tell*, *ask* etc. and we may use the word *that* to **introduce the reported words**. While direct speech repeats, or quotes, the exact words spoken, **reported speech is usually used to talk about the past**, so we normally change the tense of the words spoken. We may be reporting something that's being said now (i.e. a telephone conversation), or telling someone later about a previous conversation.

Yesterday you said you didn't like it, but now you do!

We thought he was in New Zealand.

I believe he loves her.

She told me he had asked her to marry him.

BACKSHIFTING (TENSE CHANGE)

- a. When you are reporting things in the **present, future or present perfect** you don't change the tense.

He thinks he loves her.

I'll tell her you are coming.

He has said he'll do it.

- b. When you tell people what someone has said in the **past**, you must make the tense **'more in the past'**.

You look very nice.

→ *I told him he looked very nice.*

He's working in Siberia now.

→ *She told me he was working in Siberia now.*

Polly has bought a new car.

→ *She said Polly had bought a new car.*

Jo can't come for the weekend.

→ *She said Jo couldn't come for the weekend.*

Paul called and left a message.

→ *He told me Paul had called and had left me a message.*

I'll give you a hand.

→ *He said he would give me a hand.*

- c. When you are reporting something that was said in the **past** but is **still true**, you are **not obliged to make the tense 'more in the past'**. The choice is up to the speaker.

The bus doesn't stop there.

→ *He said the bus doesn't stop there.*

He said the bus didn't stop there.

- d. When you are reporting what was said, you sometimes have to **change other words in the sentence**.

You have to change the pronoun if we are reporting what **someone else said**.

I don't want to go.

→ *I said I didn't want to go.*

Lane said he didn't want to go.

- e. You have to **change words referring to 'here and now' or 'here and there'**, if you are reporting what was said in a **different place or time**.

I'll be there at ten tomorrow.

→ *He said he would be there tomorrow at ten. (we are in a different place)*

He said he would be here at ten tomorrow. (we are in the place he is coming to)

- f. When you are reporting **questions**, you only have to **take do or does away from the question and change the verb to the past simple**.

Direct speech	Reported speech
Where do you live?	She asked me where I lived .
Where is Eliza?	She asked me where Eliza was .

Where is the Post Office, please?	She asked me where the Post Office was .
Who was that elegant man?	She asked me who that elegant man was .
Who did you see?	She asked me who I'd seen.
Where did you go to school?	He asked me where I'd gone to school.
Why are you crying?	She asked him why he was crying.

g. When you are reporting what **someone asks you to do politely**, you may use **'ask me + to + infinitive'**.

Direct speech	Reported speech
Please help me.	She asked me to help her.
Please don't smoke.	She asked me not to smoke .
Could you bring my notes tonight?	She asked me to bring her notes that night.
Would you mind coming early tomorrow?	She asked me to come early the next day.

h. When you are reporting what **someone tells you directly to do**, use **tell** instead of *ask*.

Direct speech	Reported speech
Go to bed!	She told her child to go to bed.
Be on time!	My teacher told me to be on time.
Don't worry!	He told her not to worry .
Don't run in the corridors!	The headmaster told us not to run in the corridors.

CHANGING TIME EXPRESSIONS with REPORTED SPEECH

When you **change direct speech into reported speech** you sometimes have to **change time expressions** too.

now	<i>then, at that time etc.</i>
today	<i>yesterday, that day, Tuesday, the 7th of June etc.</i>
yesterday	<i>the day before yesterday, the day before, Wednesday, the 25th of December etc.</i>
last night	<i>the night before, Thursday night etc.</i>
last week	<i>the week before, the previous week etc.</i>
tomorrow	<i>today, the next day, the following day, Friday etc.</i>

It's Monday, Jacopo says...	→ <i>I'm leaving to Amsterdam today.</i>
If I tell someone on Monday, I say...	→ <i>Jacopo said he was leaving to Amsterdam today.</i>
If I tell someone on Tuesday, I say...	→ <i>Jacopo said he was leaving to Amsterdam yesterday.</i>
If I tell someone on Wednesday, I say...	→ <i>Jacopo said he was leaving to Amsterdam on Monday.</i>
If I tell someone a month later, I say...	→ <i>Jacopo said he was leaving to Amsterdam that day.</i>

Tense	Example of direct speech	Example of reported speech (tense change: backshifting)
Present simple	<i>I like English.</i>	<i>Mary said (that) she liked English.</i>
Present continuous	<i>I am living in Japan.</i>	<i>She said (that) she was living in Japan.</i>
Past simple	<i>I bought a computer.</i>	<i>He said (that) he had bought a computer.</i>
Past continuous	<i>I was walking along the sea.</i>	<i>Luke said (that) he had been walking along the sea.</i>
Present perfect	<i>I haven't seen Megan.</i>	<i>She said (that) she hadn't seen Megan.</i>

Past perfect	<i>I had taken piano lessons before.</i>	Laura said (that) she had taken piano lessons before.
Future with will	<i>I'll see you later.</i>	The boss said (that) she would see me later.
Would	<i>I would help, but...</i>	She said (that) she would help but...
Can	<i>I can speak perfect Chinese.</i>	He said (that) she could speak perfect Chinese.
Could	<i>I could skate when I was five.</i>	She said (that) she could skate when she was five.
Shall	<i>I shall come later.</i>	My mother said (that) she would come later.
Should	<i>I should call my mother.</i>	Her teacher said (that) she should call her mother.
Might	<i>We might be late.</i>	They said (that) they might be late.
Must	<i>I must study at the weekend.</i>	She said (that) she must study at the weekend.

Remember!

1. Please note that reported speech can also include **thoughts or words that are a summary of what was said**.

I wonder if she can come to my party.

I don't know why he shouted at me.

Do you think that she likes me?

She begged me not to tell the teacher.

She apologized for being late.

John realized that he had left his violin on the bus.

2. Sometimes you **won't change the tense** if what is said has **not happened yet**, and you **believe the speaker**.

Direct speech: *I don't feel very well.*

Reported speech: *She said she doesn't feel very well.*

(→ At the time of reporting this fact – shortly after hearing it – the speaker knows that it is still true.)

Direct speech: *I'm returning to Atlanta in July.*

Reported speech: *He said he's returning to Atlanta in July.*

(→ The speaker is reporting this fact in April and he has no reason to disbelieve him.)

3. Sometimes what was said is **no longer true**, or the reporter does **not trust the speaker**, or the reporter does not want to **show any opinion about truth**.

Direct speech: *I don't feel very well.*

Reported speech: *She said she didn't feel very well.*

(→ She told me this last week and I know she is better now.)

Direct speech: *I'm returning to Atlanta in July.*

Reported speech: *He said he was returning to Atlanta in July.*

(→ The speaker is reporting this fact in April, but he doesn't trust him as he has already told him three times he was leaving, and each time it turned out to be incorrect.)