

Grammar Reference

UNIT 1

Introduction to auxiliary verbs

There are three classes of verbs in English.

- 1 The auxiliary verbs *do*, *be*, and *have*
These are used to form tenses, and to show forms such as questions and negatives.
- 2 Modal auxiliary verbs
Must, *can*, *should*, *might*, *will*, and *would* are examples of modal auxiliary verbs. They 'help' other verbs, but unlike *do*, *be*, and *have*, they have their own meanings. For example, *must* expresses obligation and *can* expresses ability. (See Units 4, 5, 8, and 9.)
- 3 Full verbs
These are all the other verbs in the language, for example, *play*, *run*, *help*, *think*, *want*, *go*, etc.
Do, *be*, and *have* can also be used as full verbs with their own meanings.

do

I do my washing on Saturdays.

She does a lot of business in Eastern Europe.

What do you do? = What's your job? (The first *do* is an auxiliary; the second is a full verb.)

be

We are in class at the moment.

They were at home yesterday.

I want to be a teacher.

have

He has a lot of problems.

They have three children.

A note on *have* and *have got*

There are two forms of the verb *have*: *have* as a full verb with *do/does/did* for questions, negatives, and short answers and *have got* where *have* is an auxiliary.

▶▶ **Workbook p8** More information on *have/have got*

1.1 Tenses and auxiliary verbs

When *do*, *be*, and *have* are used as auxiliary verbs, they make different verb forms.

do

In the Present Simple and the Past Simple there is no auxiliary verb, so *do*, *does*, and *did* are used to make questions and negatives (except with *be* / *have got*).

Where do you work?

She doesn't like her job.

What did you buy?

We didn't buy anything.

be

- 1 *Be* + verb + *-ing* is used to make continuous verb forms. Continuous verb forms describe activities in progress and temporary activities.
He's washing his hair. (Present Continuous)
They were going to work. (Past Continuous)
I've been learning English for two years. (Present Perfect Continuous)
I'd like to be lying on the beach right now. (Continuous infinitive)
- 2 *Be* + past participle is used to form the passive.
Paper is made from wood. (Present Simple passive)
My car was stolen yesterday. (Past Simple passive)
The house has been redecorated. (Present Perfect passive)
This homework needs to be done tonight. (Passive infinitive)
There is an introduction to the passive on p137.

have

Have + past participle is used to make perfect verb forms.

He has worked in seven different countries. (Present Perfect)

She was crying because she had had some bad news. (Past Perfect)

I'd like to have met Napoleon. (Perfect infinitive)

Perfect means 'before,' so Present Perfect means 'before now.' (See Units 7 and 10.) Past Perfect means 'before a time in the past.' (See Unit 3.)

1.2 Negatives and auxiliary verbs

To make a negative, add *-n't* to the auxiliary verb. If there is no auxiliary verb, use *don't/doesn't/didn't*.

Positive

He's working.

I was thinking.

We've seen the play.

She works in a bank.

They like skiing.

He went on holiday.

Negative

He isn't working.

I wasn't thinking.

We haven't seen the play.

She doesn't work in a bank.

They don't like skiing.

He didn't go on holiday.

It is possible to contract the auxiliaries *be* and *have* and use the uncontracted *not*.

He's not playing today. (= *He isn't playing today.*)

We're not going to Italy after all. (= *We aren't going to Italy ...*)

I've not read that book yet. (= *I haven't read the book yet.*)

But

I'm not working. NOT ~~*I amn't working.*~~

UNIT 2

1.3 Questions and auxiliary verbs

- 1 To make a question, invert the subject and the auxiliary verb. If there is no auxiliary verb, use *do/does/did*.

*She's wearing jeans.
You aren't working.
You were born in Paris.
Peter's been to China.
We have been studying.
I know you.
He wants ice-cream.
They didn't go out.*

Question

*What **is she** wearing?
Why **aren't you** working?
Where **were you** born?
Has Peter been to China?
Have you been studying?
Do I know you?
What **does he** want?
Why **didn't they** go out?*

- 2 There is usually no *do/does/did* in subject questions. Compare:

*Who wants ice-cream? What flavour ice-cream **do** you want?
What happened to your eye? What **did** you do to your eye?
Who broke the window? How **did** you break the window?*

1.4 Short answers and auxiliary verbs

Short answers are very common in spoken English. If you just say *Yes* or *No*, it can sound rude. We use short answers after *Yes / No* questions. To make a short answer, repeat the auxiliary verb. In the Present and Past Simple, use *do/does/did*.

*Are you coming with us?
Have you had breakfast?
Kate likes walking.
Mary didn't phone.
Don't forget to write.*

Short answer

*Yes, **I am**.
No, **I haven't**.
No, **she doesn't**. She hates it.
Yes, **she did**. You were out.
No, **I won't**.*

2.1 Present Simple

Form

Positive and negative

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

Question

Where	do	I we you they	live?
	does	he she it	

*Do you live in Bristol?
Does he have a car?*

Short answer

*Yes, **we do**.
No, **he doesn't**.*

Use

The Present Simple is used to express:

- an action that happens again and again (a habit).
*I **go** to work by car.
She **drinks** ten cups of coffee a day.
I **wash** my hair twice a week.*
- a fact that is always true.
*Ronaldo **comes** from Brazil.
Some birds **fly** south in winter.
My daughter **has** brown eyes.*
- a fact that is true for a long time (a state).
*He **works** in a bank.
I **live** in a flat near the centre of town.
I **prefer** coffee to tea.*

Spelling of verb + -s

- Most verbs add *-s* to the base form of the verb.
wants eats helps drives
- Add *-es* to verbs that end in *-ss, -sh, -ch, -x, and -o*.
kisses washes watches fixes goes
- Verbs that end in a consonant + *-y* change the *-y* to *-ies*.
carries flies worries tries
But verbs that end in a vowel + *-y* only add *-s*.
buys says plays enjoys

▶▶ Workbook p14 Pronunciation of -s at the end of a word

Adverbs of frequency

- 1 We often use adverbs of frequency with the Present Simple.

0% ————— 50% ————— 100%
never rarely not often sometimes often usually always

- 2 They go before the main verb, but after the verb *be*. Compare:
*I **usually** start school at 9.00. They're **usually** in a hurry in the morning.
I **don't often** go to bed late. I'm **not often** late for school.
She **never** eats meat. He's **never** late.
I **rarely** see Peter these days. We're **rarely** at home at the weekends.*

- 3 Sometimes and usually can also go at the beginning or the end.
Sometimes we play cards. We play cards **sometimes**.
Usually I go shopping with friends. I go shopping with friends **usually**.

Never, always, rarely, and seldom cannot move in this way.

NOT Never I go to the movies.
 Always I have tea in the morning.

- 4 Every day, etc., goes at the end.
 He phones me **every night**.

2.2 Present Continuous

Form

Positive and negative

I	'm 'm not	eating.
He/She/It	's isn't	
We/You/They	're aren't	

Question

What	am is are	I he/she/it we/you/they	doing?
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Short answer

Are you going by train?	Yes, I am. No, I'm not.
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Use

The Present Continuous is used to express:

- an activity that is happening now.
Don't turn the TV off. I'm watching it.
You can't speak to Lisa. She's having a bath.
- an activity or situation that is true now, but is not necessarily happening at the moment of speaking.
Don't take that book. Jane's reading it.
I'm doing a French evening class this year.
- a temporary activity.
Peter is a student, but he's working as a waiter during the holidays.
I'm living with friends until I find a place of my own.
- a planned future arrangement.
I'm having lunch with Glenda tomorrow.
We're meeting at 1.00 outside the restaurant.

Spelling of verb + -ing

- Most verbs add -ing to the base form of the verb.
going wearing visiting eating
- Verbs that end in one -e lose the -e.
smoking coming hoping writing
 Verbs that end in -ee don't drop an -e.
agreeing seeing

lie lying

- 3 Verbs of one syllable, with one vowel and one consonant, double the consonant.

stopping getting running planning jogging

If the final consonant is -y or -w, it is not doubled.

playing showing

2.3 State verbs

- 1 There are certain groups of verbs that are usually only used in the Present Simple. This is because their meanings are related to states or conditions that are facts and not activities. This is a feature of the use of the Present Simple. The groups of verbs are:

Verbs of thinking and opinions

believe	think	understand	suppose	expect
agree	doubt	know	remember	forget
mean	imagine	realize	deserve	prefer

I believe you.

Do you understand?

I know his face, but I forget his name.

Verbs of emotions and feelings

like love hate care hope wish want admit

I like black coffee.

Do you want to go out?

I don't care.

Verbs of having and being

belong own have possess contain cost seem appear
need depend on weigh come from resemble

This book belongs to Jane.

How much does it cost?

He has a lot of money.

Verbs of the senses

look hear taste smell feel

The food smells good.

We often use *can* when the subject is a person.

Can you smell something burning?

I can hear someone crying.

- 2 Some of these verbs can be used in the Present Continuous, but with a change of meaning. In the continuous, the verb expresses an activity, not a state. Compare:

I think you're right. (opinion) *We're thinking of going to the cinema.* (mental activity)

He has a lot of money. (possession) *She's having a bad day.* (activity)

I see what you mean. (understand) *Are you seeing Nigel tomorrow?* (activity)

The soup tastes awful. (state) *I'm tasting the soup to see if it needs salt.* (activity)

Introduction to the passive

The passive is dealt with in Units 2, 3, and 7.

Form

to be + past participle

The tense of the verb to be changes to give different tenses in the passive. Compare:

A party **is being held** by the Patels next week. (Present Continuous passive)

My neighbour **is invited** to their party every year. (Present Simple passive)

He **was invited** last year, I wasn't. (Present Perfect passive)

I'd love to **be invited** to their party. (Passive infinitive)

Use

1 Passive sentences move the focus from the subject to the object of active sentences.

Alfred Hitchcock **directed** Psycho in 1960.

Psycho, one of the classic thrillers of all time, **was directed** by Alfred Hitchcock.

The passive is not just another way of expressing the same sentence in the active.

We choose the active or the passive depending on what we are more interested in.

In the first sentence, we are more interested in Alfred Hitchcock; in the

second sentence, Psycho has moved to the beginning of the sentence because we

are more interested in the film.

2 By and the agent are often omitted in passive sentences if the agent:

– is not known.

My apartment **was robbed** last night.

– is not important.

This bridge **was built** in 1886.

– is obvious.

I **was fined** £100 for speeding.

3 The passive is associated with an impersonal, formal style. It is often used in notices and announcements.

Customers **are requested** to refrain from smoking.

It **has been noticed** that reference books **have been removed** from the library.

4 In informal language, we often use you, we, and they to refer to people in general or to no person in particular. In this way, we can avoid using the passive.

You **can buy** stamps in lots of shops, not just the post offices.

They're **building** a new department store in the city centre.

We **speak** English in this shop.

⚠ Be careful! Many past participles are used as adjectives.

I'm very **interested** in modern art.

We were extremely **worried** about you.

I'm **exhausted!** I've been working hard all day.

2.4 Present Simple and Present Continuous passive

Form

Present Simple Passive am/is/are + past participle

Present Continuous Passive am/is/are being + past participle

It	is is being	mended.
They	are are being	

Use

The uses are the same in the passive as in the active.

My car **is serviced** every six months. (habit)

Computers **are used** in all areas of life and work. (fact that is always true)

Sorry about the mess. The house **is being redecorated** at the moment. (activity happening now)

Introduction to past tenses

We use different past tenses to focus on different moments and periods of time in the past.

Look at the diagram. Read the sentences.

When Andrea arrived at work at 9.00 a.m. ...

8.30 9.00 9.30 10.00



Her secretary **opened** the post.

Her secretary **was opening** the post.

Her secretary **had opened** the post.

3.1 Past Simple

Form

The form of the Past Simple is the same for all persons.

Positive

I	finished left arrived	yesterday, at 3 o'clock, three weeks ago.
He/She/It		
We		
You		
They		

Negative

I	didn't	finish leave	yesterday, at 3 o'clock.
She			
They			
(etc.)			

Question

When	did	you he they (etc.)	finish the report? get married?
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Short answer

Did you enjoy the meal?	Yes, we did. No, we didn't.
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Use

The Past Simple is used to express:

1 a finished action in the past.

We **met** in 2000.

I **went** to Manchester last week.

John **left** two minutes ago.

2 actions that follow each other in a story.

Mary **walked** into the room and **stopped**. She **listened** carefully. She **heard** a noise coming from behind the curtain. She **threw** the curtain open, and then she **saw** ...

3 a past situation or habit.

When I **was** a child, we **lived** in a small house by the sea. Every day I **walked** for miles on the beach with my dog.

This use is often expressed with *used to*.

We **used to** live in a small house ... I **used to** walk for miles ...

Spelling of verb + -ed

1 Most verbs add -ed to the base form of the verb.

worked wanted helped washed

2 When the verb ends in -e, add -d.

liked used hated cared

3 If the verb has only one syllable, with one vowel + one consonant, double the consonant before adding -ed.

stopped planned robbed

But we write *cooked, seated, and moaned* because there are two vowels.

4 The consonant is not doubled if it is -y or -w.

played showed

5 In most two-syllable verbs, the end consonant is doubled if the stress is on the second syllable.

pre'ferred ad'mitted

But we write *'entered* and *'visited* because the stress is on the first syllable.

6 Verbs that end in a consonant + -y change the -y to -ied.

carried hurried buried

But we write *enjoyed*, because it ends in a vowel + -y.

There are many common irregular verbs.

▶▶ Irregular verbs p157

Past Simple and time expressions

Look at the time expressions that are common with the Past Simple.

I met her	last night.
	two days ago.
	yesterday morning.
	in 2001.
	in summer.
	when I was young.

▶ 3.2 Past Continuous

Form

Positive and negative

I	was wasn't	working.
He		
She		
It	were weren't	
We		
You		
They		

Question

What	was	I she he it	doing?
	were	we you they	

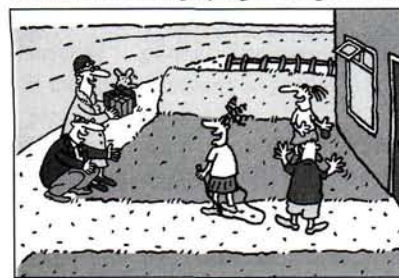
Short answer

Yes, I **was**./No I **wasn't**.
Yes, they **were**./No, they **weren't**.

Use

We often use the Past Continuous in sentences with the Past Simple. The Past Continuous refers to longer, background activities, while the Past Simple refers to shorter, completed actions.

The children were playing in the garden ...



... when their grandparents arrived.

The Past Continuous is used:

- to express activities in progress before, and probably after, a particular time in the past.
*At 7 o'clock this morning I **was having** my breakfast.
I **walked past** your house last night. There was an awful lot of noise.
What **were you doing**?*
- for descriptions.
*Jan **looked beautiful**. She **was wearing** a green cotton dress. Her eyes **were shining** in the light of the candles that **were burning** nearby.*
- to express an interrupted past activity.
*When the phone rang, I **was having** a shower.
While we **were playing** tennis, it started to rain.*
- to express an incomplete activity in the past in order to contrast with the Past Simple that expresses a completed activity.
*I **was reading** a book during the flight. (I didn't finish it.)
I **watched** a film during the flight. (the whole film)*

Note

The Past Simple is usually used to express a repeated past habit or situation. But the Past Continuous can be used if the repeated habit becomes a longer setting for something. Compare:

*I **went out with** Jack for ten years.
I **first met** Harry while I **was going out with** Jack.*

▶▶ **Workbook p20** More information on *while, during, and for*

▶ 3.3 Past Simple or Past Continuous?

- Sometimes we can use the Past Simple or the Past Continuous. The Past Simple focuses on past actions as simple facts. The Past Continuous focuses on the duration of past situations and activities. Compare:
A *I **didn't see** you at the party last night.*
B *No, I **stayed** at home and **watched** football.*
A *I **didn't see** you at the party last night.*
B *No, I **was watching** football at home.*
- Questions in the Past Simple and Past Continuous refer to different time periods: the Past Continuous asks about activities before; the Past Simple asks about what happened after.
*When the war broke out, Peter **was studying** medicine at medical school. He **decided** that it was safer to go home to his parents and postpone his studies.
What **was** Peter **doing** when the war broke out? He **was studying**.
What **did** Peter **do** when the war broke out? He **went** home to his parents.*

3.4 Past Perfect

Perfect means 'before,' so Past Perfect refers to an action in the past that was completed before another action in the past.

Form

The form of the Past Perfect is the same for all persons.

Positive and negative

I	'd (had)	seen him before.
You	hadn't	finished work at 6 o'clock.
We		
(etc.)		

Question

Where had	you she they (etc.)	been before?
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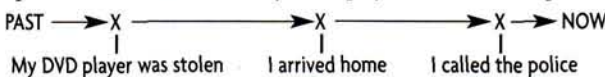
Short answer

Had he already left?	Yes, he had. No, he hadn't.
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Use

- The Past Perfect is used to make clear that one action in the past happened *before* another action in the past.

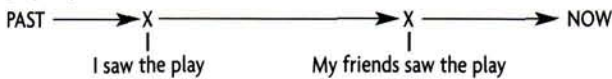
*When I got home, I found that someone **had broken** into my apartment and **had stolen** my DVD player, so I called the police.*



Action 1: Someone broke into my apartment and stole my DVD player.

Action 2: I got home and called the police.

*I didn't want to go to the theatre with my friends because I'd **seen** the play before.*



Action 1: I saw the play.

Action 2: My friends went to the theatre to see the play.

- Notice the difference between the following sentences:

*When I got to the party, Peter **went** home.*

(= First I arrived, then Peter left.)

*When I got to the party, Peter **had gone** home.*

(= First Peter left, then I arrived.)

3.5 Past tenses in the passive

Form

Past Simple Passive	was/were + past participle
Past Continuous Passive	was/were being + past participle
Past Perfect Passive	had been + past participle

Use

The uses are the same in the passive as in the active.

*The bridge **was built** in 1876. (finished action in the past)*

*The bomb **was being defused** when it exploded. (interrupted past activity)*

*The letter **didn't arrive** because it **had been sent** to my old address. (one action before another action in the past)*

Introduction to modal verbs

The modal verbs are *can, could, may, might, must, will, would, should, ought to*. They are known as modal auxiliary verbs because they 'help' another verb. (See also Units 1, 5, 8, and 9.)

*I **can** swim.*

*Do you think I **should** go?*

Form

- There is no -s in the third person singular.
*She **can** ski. He **must** be tired. It **might** rain.*
- There is no *do/does/don't/doesn't* in the question or negative.
*What **should** I do? **Can** I help you? You **mustn't** steal!*
*He **can't** dance. I **won't** be a minute.*
- Modal auxiliary verbs are followed by the infinitive without *to*. The exception is *ought to*.
*You **must** go. I'll **help** you. You **ought to** see a doctor.*
- They have no infinitives and no -ing forms. Other expressions are used instead.
*I'd love to **be able to** ski.*
*I hate **having to** get up on cold, winter mornings.*
- They don't usually have past forms. Instead, we can use them with perfect infinitives:
*You **should have told** me that you **can't** swim. You **might have drowned!***
or we use other expressions:
*I **had to** work hard in school.*

Note

Could is used with a past meaning to talk about a general ability.
*I **could** swim when I was six. (= general ability)*

To talk about ability on one specific occasion, we use *was able to/managed to*.

*The prisoner **was able to/managed to** escape by climbing on to the roof of the prison. NOT **could** escape*

Use

- Modal verbs express our attitudes, opinions, and judgements of events. Compare:
'Who's that knocking on the door?'
'It's John.' (This is a fact.)
'Who's that knocking on the door?'
*'It **could/may/might/must/should/can't/ll** be John.'* (These all express our attitude or opinion.)
- Each modal verb has at least two meanings. One use of all of them is to express possibility or probability. (See Unit 9 p147.)
*I **must** post this letter!* (= obligation)
*You **must** be tired!* (= deduction, probability)
***Could** you help me?* (= request)
*We **could** go to Spain for our holiday.* (= possibility)
*You **may** go home now.* (= permission)
*'Where's Anna?' 'I'm not sure. She **may** be at work.'* (= possibility)