

Communicate what you mean: Summery

Coordination

- To combine two or more complete sentences to produce a longer sentence.
- To express two or more ideas in the same sentence
- To show the relationship between related ideas
- What is a sentence? It is formed of one or more clauses
- What is a clause? A group of words that has a subject and a verb, and they are of two types
- An independent clause has a subject and a verb and makes sense by itself (main)
- A dependent clause has a subject and a verb, but it does not make sense by itself(subordinate)
- I saw Kayoko yesterday. (with period)
- When I saw Kayoko yesterday (with no period)
- Coordinating conjunctions are words that connect structures that are the same (parallel structure)
- And: men and women are the same (nouns)
- And: I have to write and (to) type this paper tonight (infinitives)
- But: my parents were poor but happy (adjectives)
- For: they stayed there, for they didn't have enough money to move (complete sentences)
- Nor: Ben didn't have a good job, nor did Jim (complete sentences)
- Or: you can lie down on the bed or on the sofa (prepositional phrase)
- So: he proposed, so they got married (complete sentences)
- Yet: this was in the book yet not in the exam (prepositional phrase)
- Coordinating conjunctions cannot connect different structures:

- She told her children that they should stay in the house and not to open the door (incorrect)
- She told her children that they should stay in the house and that they should not open the door (correct)
- She told her children to stay in the house and not to open the door (correct)
- When connecting two independent clauses, a comma precedes the coordinating conjunction. (like examples above)
- For, nor, and so can only connect independent clauses
- Relationship between ideas:
 - Addition: and: the phone rang, and someone knocked on the door.
 - Addition: nor: you do not have to study, nor do you have to stay home (the subject and the verb must be inverted after nor like the structure of a question and the two parts of the long sentence are negative)
 - Alternative: or: you can stay home, or you can go out.
 - Condition: or (else): I have to study, or(else) I will fail the course.
 - Contrast: but: Dr. Jones was sick, but he taught the class.
 - Contrast: yet: his voice was very weak, yet the students understood him
 - Cause: for: he could not lecture for the entire hour, for he had a sore throat. (in informal speech because is more common.
 - Result: so: I have been working hard all year, so I am going to take a vacation.
- Each part of the long sentence must have a subject and a verb
- Ideas relationship must be logical:
 - The grammar test was very long, but it took a long time to finish (logically incorrect) (correct: it did not take...)
- How to connect more than two sentences:

- My parents want me to have the experience of studying in a foreign country.
- My parents want me to have the experience of learning another language
- My parents do not want me to remain in a foreign country too long.
- My parents do not want me to change my cultural beliefs.
- My parents want me to have the experience of studying in a foreign country and learning another language, but they do not want me to remain in a foreign country too long, nor do they want me to change my cultural beliefs.
- Note that:
- The sentence combines similar structures
- Complete sentences
- Uses pronouns to avoid repeating the same nouns.

Correlative conjunctions: either..... or (indicates alternatives in affirmative forms) (connect similar structures):

- Verb phrases: you must either tell the truth or go to jail.
- Adjectives: a person is either honest or dishonest.
- Prepositional phrases: I will see you either at home or in jail.
- Noun objects: I can call either your father or your mother.
- Either always follow the first auxiliary or the first main verb: you have either been sleeping or watching TVI can call either your father or your mother.
- If one subject is a singular and the other is plural, the verb agrees with the subject after or (the closest to the verb): either my parents or my sister is going to visit me..... either my sister or my parents are going to visit me.

- It is incorrect to connect similar structures with different subjects: you will either tell the truth or report you to the police.

Correlative conjunctions: either or (to connect complete sentences)

- The long sentence starts with either
- Either you must tell the truth, or you must go to jail. (can also be applied on the above sentences.)
- A comma follows the first sentence. (not needed with similar structure)
- It is possible to connect two complete sentences even if the subjects are different: either you will tell the truth, or I will report you to the police.

Neither nor (connecting similar structures)

- Means not one or the other, and connect two negative ideas
- Noun objects: I do not want fortune. I don't want fame.
- I want neither fame nor fortune.
- Noun subjects: neither money nor success is important to me.
- Adjectives: this coffee is neither good nor hot.
- Adverbs: your sun is neither outside nor inside.
- Verbs: sue has neither arrived nor called.
- When connecting two verbs or verb phrases with auxiliaries, neither follows the auxiliary. The auxiliary is not repeated after nor: sue is neither coming nor planning to call.
- When there are two auxiliaries, neither follows the first:
- I have neither been sleeping nor watching TV.
- When connecting similar structure, neither is placed as close as possible to the structure it identifies:
Incorrect: I neither am happy nor sad.
Correct: I am neither happy nor sad.
- The verb agrees with the subject after nor, the one closest to the verb: neither the teachers nor the director wants an extra classes.
- Neither... nor rarely connect complete sentences.

Not only but also (connecting similar structures)

- Noun objects: Tom has not only a car but also a motorcycle.
- Adjectives + nouns: he is not only a fast driver but also a good one.

- Verbs: he not only repairs motorcycles but also teaches motorcycle repair.
- Not only but also are placed as close as possible to the identified structures: it not only a big apartment but also an expensive one.
- The verb agrees with the subject closest to it: not only the teachers but also the director wants a vacation.

Not only but also (connecting similar structures)

- Not only does Tom have a car, but also he has a motorcycle. (note that with complete sentences, the subject and auxiliary must be inverted)
- This can be applied on the above sentences.
- But also can be separated: not only is our stove old, but it is also ugly.
- A comma follows the first sentence. (not needed with similar structure)
As in the example above.

Correlative conjunctions: both And

- Noun objects: both our grammar teacher and reading teacher are sick today.
- Verbs: Mike both jogs and does push-up every morning.
- Prepositional phrases: there is more food both on the table and in the refrigerator.
- Subjects are always take a plural verb: both my sisters and my brother are coming.
- Both and are usually used to connect similar structures and rarely to connect complete sentences.

Conjunctive adverbs of contrast

- Studies show that smoking is dangerous to one's health; (nevertheless/ however/ still), millions of people continue to smoke. (express unexpected result)

- Our last exam was not difficult; on the contrary, it was easy. (connects sentences that express clearly opposite ideas).
- They join complete sentences.

Conjunctive adverbs of addition (to give additional info)

- My professor encouraged me to study abroad; (moreover/ furthermore/ in addition), he nominated me for a scholarship.
- I majored in biology because I was fascinated by the subject; besides, I knew it would help me get a good job in the future. (besides adds another reason for an action).
- I passed all the exams; in fact, I graduated with honors. (adds emphasis)

Conjunctive adverbs of cause and result

- I cannot speak French very well; (therefore/ consequently/ as a result), I did not enjoy my trip to France. (to state the result of the idea in the first clause. (hence) has the same function as the above and is used in formal situations)
- Air fares are going down; thus, more people are able to afford air travel. (to state a logical conclusion)

Conjunctive adverbs of condition

- We must find solutions to the problem of pollution; otherwise, we may all be wearing gas masks one day. (the first sentence is affirmative: otherwise means if one does not)
- Do not be absent from the class; otherwise, you will miss the review. (the first sentence is negative: otherwise means if one does)

Conjunctive adverbs of time sequence

- The protestors gathered on the main street. Then they marched toward city hall. (no comma after then).
- The protestors gathered on the main street; then they marched toward city hall. (another punctuation for then / afterward/ later on)
- The police asked the marchers to stop. Afterward the police began to arrest some of the demonstrators. (no comma after Afterward).
- At first, I was going to join the demonstration; later I changed my mind.(no comma after later).
- Another way to position and punctuate conjunctive adverbs is to put it at the beginning of the second sentence after a period at the end of the first one and a comma follows the conjunctive adverb: I am studying English in Denver. However, my best friend is in Houston.
- Or it can be within the second sentence preceding the main verb or auxiliary: I am studying English in Denver. My best friend, however, is in Houston.
- Or it can appear at the end: My best friend is in Houston, however.
- Afterward, later, and then can only appear between the two sentences or at the beginning of the second one.

Indirect speech

- In direct speech, a comma follows the introductory verbs, and the person's words are placed between quotation marks
- We are reporting exactly what the speaker said: he said, "It's late, so I am going to bed."
- When the introductory verb is in the past, the tense of the verbs in the direct statement usually changes, but they may indicate past, present, or future time.

- The verb does not change when we report a general truth: she said that the best coffee comes from South America.
- The verb does not change when the introductory verb is present: Amy says, 'Mark is leaving today'
- The word 'that' is optional after the introductory verb.
- Do not change the infinitive after the verb: Mike said (that) 'I want to see you after class'he said he wanted to see me after class.
- Change all the verbs in a statement: Mike said (that) 'I want to see you after class, I am going to tell you the truth'he said he wanted to see me after class, he was going to tell me the truth.
- Pronouns and possessives change to the second or third person except when the speaker is reporting his own words: Mike said 'I like my new car' Mike said that he liked his new car.
- The demonstrative pronouns (this, that, these, those) change to 'the': he said, 'I bought this diamond ring for my wife' He said he had bought the diamond ring for his wife.
- Modal verbs in direct speech change into their past form in indirect speech, and the verb after them does not change: he said, 'I may have time later' He said he might have time later.
- 'must', which means 'necessity', remains the same or changes into 'had to'.
- Other introductory verbs: announce, declare, remark, reply, predict, deny, complain, state, mention, answer, promise, explain.
- Only 'promise' can be followed by an indirect object: she promised that she would come ... or.... she promised me that she would come.

- Yes/no questions are reported with ‘if’ or ‘whether’ (or not): the president asked, ‘Did you vote for me?’ ... he asked if I voted for him ... he asked whether I voted for him. ... he asked whether I had voted for him or not ... the president wanted to know if I had voted for him.
- The yes/no questions and answers are expressed in indirect speech by subject and appropriate auxiliary; “yes” and “no” do not appear in the indirect answer: he asked, “can you swim?” and I said, “no”.....he asked me if I could swim, and I said (that) I could not.
- Information questions: the word order in reporting info questions is:
Question word + subject + verb + complement
Where I lived in Ohio\
- Reporting commands:
(Tell/ order/ command/warn/ direct) + indirect object + (not) + infinitive
I told you not to do that.
- Reporting requests:
Aske + indirect object + (not) + infinitive
My roommate asked me not to make so much noise.
- Reporting exclamations:
Exclamation becomes a statement in indirect speech: he said, “What a beautiful car!” ...he said I had a beautiful car.
- Exclamations such as “oh”, “no!”, and “ugh” are expressed by a sentence that explains feelings: “oh no! I have a flat tire” ... she exclaimed with disgust that she had a flat tire.

Subordination

- Subordination is to join an independent clause with a dependent clause:
although I had a wonderful vacation, it was too short.

- It allows the speaker a larger variety of relationships between ideas.

- Allows for showing these relationships more clearly and specifically:

I opened the medicine cabinet, and a bottle fell out.

When I opened the medicine cabinet, a bottle fell out.

The coordinating conjunction ‘and’ simply adds one fact to another. By changing the dependent clause to a dependent adverb clause of time, the relationship between the two facts is revealed.

- Adverb clause modifies a verb:

Yousef bought a new car recently (single-word adverb)

Yousef bought a new car last week (adverbial expression)

Yousef bought a new car after he had wrecked his jeep (adverb clause)

- All these sentences answer the question “where”
- The last one is an adverb clause; it has a subject and a verb, but it does not make sense by itself.

2. The following words introduce adverb clauses. These words are called **subordinating conjunctions**.

| Time | Place | Manner | Condition |
|-------------|----------------|---------------------------|------------------|
| after | where | as | as long as |
| as | wherever | as if | if |
| as long as | | as though | in case |
| as soon as | Reason | | provided that |
| before | because | Contrast | unless |
| since | since | although | whether or not |
| until | | though | |
| when | Purpose | even though | Result |
| whenever | so that | while | so . . . that |
| while | in order that | in spite of the fact that | such . . . that |

Punctuation

- The adverb clause precedes an independent clause: when I was a child, I loved Dracula movies.
- The adverb clause within an independent clause: once, after I had seen a Dracula movie, I had a nightmare.
- The adverb clause follows an independent clause: my mother would not let me watch any more Dracula movies because they gave me nightmares. (no comma)

Subordinating conjunctions of time

1. **When:** indicates a specific point in time: when I met my roommate, I liked her immediately.
2. **Just:** used before “as” and “when”:

He arrived just as we were getting ready to leave.

He arrived just when we were getting ready to leave.

3. **While:** indicates a period of time in which another action takes place:

While we were waiting inside, our friend was waiting outside.

4. Whenever: means any time:

Whenever I see her, I feel a sense of nervousness.

5. Until: indicates from an unknown point in the past up to the time that something happens: she stayed with her parents until she got married.

- When the independent clause is in the future tense, the verb in the time clause is in the present tense: I will finish before you return home.
- when the adverb clause starts with since, its verb is in the simple past if the verb refers to an action started and finished in the past. The present perfect, present perfect continuous, or past perfect is used in the independent clause:
My roommate has been in the cafeteria since it opened this morning.
He has been eating since the servers put out the food.
- When the adverb clause starts with since, its verb is in the present perfect if the verb refers to an action that started in the past and continues to the present:
My roommate has not missed breakfast since he has lived in the dorm.

Subordinating conjunctions of place

1. Where: means a definite place: I prefer to live where the sun shines all year.
2. Wherever: means any place: wherever it is sunny and warm, I am happy.

Subordinating conjunctions of reason and purpose

1. Because/ since: introduce the reason for the situation expressed in the independent clause: my brother is studying in California because he does not like snow.
Since it is so beautiful there, I am going to move with him. (since can mean time as mentioned above)

2. So that/ in order that: to show the purpose for the action:

I am going to move to California so that I can be closer to my brother.

I moved to California so that I could be closer to my brother.

(“so that” usually followed by a modal. Use the base form when the verb in the independent clause is in the present, present perfect, or future tense.):

A lawyer has advised me about selling my business in order that I might avoid legal problems. (Note that “in order that” has the same meaning as “so that”, but it is more formal and followed by may or might.

- “so” can be used alone in informal English, and no comma precedes it.

Subordinating conjunctions of manner

1. As: means the way: you did not do the report as I had shown you to.

2. Subordinating conjunctions of reason and purpose

3. s: means time: they arrived as I was leaving.

4. As if/ as though: means how something appears, not who it is: my brother swims as if he were a fish. (The idea is untrue, so the past tense is used for a present meaning, and “were” is used for all persons.

You look as though you know each other.

- The choice of the verb tense is similar to the choice of the tense in conditional sentences (see lesson 13).

Subordinating conjunctions of condition

1. As long as: means that the situation in the dependent clause must be true for the situation in the independent clause to be true: as long as we get your check on time, you won't have to pay a fine.

2. If/ unless: are the same:

If you do not hurry, we are going to miss the movie.

Unless you hurry, we are going to miss the movie

3. In case: someone does something in order to deal with an event that might happen: we will eat inside in case it rains.
4. Provided that: it has the same function as if, but is used when the idea of restriction is very strong: I will lend you 50 dollars provided that you repay me as soon as possible.
5. whether... or not: means neither this situation nor that situation matters:

They are going to get married whether or not their parents approve.

They are going to get married whether their parents approve or not.

- whether or not may also mean that there is a choice between two alternatives:
I am not sure whether or not to go.

Subordinating conjunctions of result

- so ... that/ such ... that: a result is introduced after that:

California is so beautiful that I cannot imagine staying anywhere else.

California is such a beautiful state that I cannot imagine staying anywhere else.

2. *So . . . that* can be used in the following patterns.

so + adjective + that

so + adverb + that

so + many + plural noun + that

so + few + plural noun + that

so + much + uncountable noun + that

so + little + uncountable noun + that

It was so hot that we couldn't sleep.

The air conditioner was humming so loudly that I couldn't sleep.

There were so many students in the small room that I couldn't breathe.

There were so few windows that the air circulation was poor.

There was so much noise that I couldn't hear the professor.

There was so little time to finish the exam that I gave up.

3. *Such (a/an) . . . that* can be used in the following patterns.

such + a (or an) + adjective + noun + that

such + adjective + uncountable noun + that

such + adjective + plural noun + that

He had such a low grade that he hid his exam paper.

This is such an interesting book that I can't stop reading it.

She makes such good coffee that I always have more than one cup.

She wears such beautiful dresses that everyone always compliments her.

Subordinating conjunctions of contrast

1. (although/ though/ even though / in spite of the fact that) Boston is a beautiful city, I just do not like cold weather.
2. While I will never miss the cold weather, I will miss my friends in Boston.
(“while” that means contrast, usually placed at the beginning of the sentence)

Sequence of tenses

- Subordinate clause = dependent clause.
- The simple present in the independent clause can be followed by any tense in the independent clause:

I feel calm, although I am waiting for the dentist.

I feel calm whenever I go to the dentist.

I feel calm because I had a good night's sleep.

I feel calm even though I was shaking earlier.

- When the verb in the independent clause is in the past, the verb in the subordinate clause must be in the past:

I ate Chinese food every night because I liked it.

Past simple + past simple

Past simple + past continuous

Past continuous + past continuous

I was eating Chinese food every night because I was working in a Chinese restaurant.

Reduction of an adverb clause

- An adverb clause can be reduced to an adverb phrase if the clause begins with (after/ before/ since/ when/ while)
- Omit the subject (and “be” if there is one) and keep the verb in the adverb clause with “ing”:

After I had taken the class, I understood more about human nature.

After taking the class, I understood more about human nature.

- An adverb clause cannot be changed to a phrase if the subjects are different:

While I was taking the exam, the student beside me was looking at his notes.

Since I came here, I have been very happy.

Since coming here, I have been very happy.

- If the adverb clause begins with (when/ while/ because) , it is sometimes possible to omit the subordinating conjunction and the subject and change the verb into “ing” if the two subjects are the same:

Because I wanted to be brave, I simply smiled

Wanting to be brave, I simply smiled.

Because I put on a brave face, my mother felt better.

Adjective clauses:

- They are subordinate (dependent) clause that has the same function as single-word adjectives. They describe and modify nouns:
- Relative pronouns introduce adjective clauses: (who/ which/ whose/ whom/ that)
- The following subordinators also introduce adjective clauses: (when/ where/ why)

1. Who: refers to people: the man is a police officer. He lives next door.

The man who lives next door is a police officer.

2. Whom: the objective form of who and refers to people:

He is a police officer. I respect him very much.

He is a police officer whom I respect very much. (who is used in informal English)

3. Which: refers to animals, things, and groups of people (the audience, crowd, class):

someone hits Danny's dog. The dog was only a puppy.

someone hits Danny's dog, which was only a puppy.

4. That: refers to animals, things, and groups of people:

He was very happy with the new puppy. I gave him the puppy last night

He was very happy with the new puppy that I gave him the puppy last night

5. Whose: indicates possession and is used for animals, things, people, and groups of people:

He is a little boy. His love for animals is very strong.

He is a little boy whose love for animals is very strong.

- A "with phrase" can be used as an alternative for "whose" in some cases:

The old house with the old roof needs a lot of repair work.

The old house, whose roof is old, needs a lot of repair work.

6. The subordinator when: to describe nouns referring to time:

This is the time of year when there are good sales.

7. The subordinator where: to describe location:

This is the toy store where my friend works.

8. The subordinator why: to modify words of reason and explanation:

He did not tell me the reason why he quit his job.

- When and where introduce an adjectival clause and an adverb clause are different, do not confuse them:

adjectival clause: I eat at the restaurant where I work.

adverb clause: I eat where I work

- It is important to place the adjective clause immediately after or as close as possible to the noun it describes:

Correct: The senator who is from Arizona hopes to run for president.

Incorrect: The senator hopes to run for president who is from Arizona .

- However, in case a prepositional phrase occurs next to the noun, it is best to keep it:

Correct: the book about Olympic skiers, which you will enjoy reading, is great.

incorrect: The book which you will enjoy reading about Olympic skiers is great.

- When the sentence includes “be” between two nouns, they refer to the same entity, and the first is the subject while the second is the complement.

Adjective clauses should follow the subject:

Correct: My brother, who lives in Ohio, is a doctor.

Incorrect: My brother is a doctor who lives in Ohio.

- An unnecessary adjective clause is separated by a comma from the rest of the sentence and can be deleted:

My brother who lives in Chicago got married yesterday. (I have more than one brother)

My brother, who lives in Chicago, got married yesterday. (I have one brother)

- (who/ which/ that) can be the subject of an adjective clause (they replace the subject of the main clause):

I have a friend **who** has many classic cars.

I enjoy the symphony **which** is by Beethoven.

Here is a new dish **that** was made by our chef.

- (whom/ which/ that) can be the object of an adjective clause (they replace the subject of the main clause):

She is the friend (**whom/ that**) I visited last week. (the pronoun can be omitted)

You will like the new dish **which** our chef prepared. (the pronoun can be omitted)

- Sometimes, a relative pronoun can be the object of a preposition (with which/ for which/ to whom, ...). It is part of the adjective clause and is determined by the verb and meaning:

The man (to/ with/ for) whom we spoke had just arrived.

The country in which Bernard was born is Germany.

The country which Bernard was born in is Germany. (preposition at the end of the adjective clause)

- When “that” is used as an object of a preposition, it can never be placed after the preposition:

Correct: The concert that I told you about was last night.

Incorrect: The concert about that I told you was last night.

- If the adjective clause is long, keep the preposition and the relative pronoun together:

Correct: He is the math teacher with whom I studied in Denver two years ago.

Incorrect: He is the math teacher whom I studied in Denver two years ago with. \

- When the sentence is short and the preposition is at the end, the relative pronoun can be omitted:

This is the book (that) I am interested in.

- A comma must be included in case when the adjective clause modifies a whole sentence, not a single word:

Correct: Jim tried to sing at the party, which made everyone laugh.

Incorrect: Jim tried to sing at the party which made everyone laugh (the party did not make everyone laugh).

Reduction of an adjective clause

- An adjective clause can be reduced to an adjective phrase, if the clause begins with (who/ which/ that) as the subject:

The man who is wearing a gray suit is my uncle. (“be” is omitted)

The man wearing a gray suit is my uncle.

Anyone has a library card may check out books.

Anyone having a library card may check out books. (the verb changes into “ing” form)

You can go to the Kennedy building, which is located near the station.

You can go to the Kennedy building, located near the station. (comma still there)

- Appositive phrase can be used to reduce an adjective clause. It is between commas and adds extra info, so it can be omitted:

History, which is my favorite subject, has always fascinated me.

History, my favorite subject, has always fascinated me.

Noun clauses

- A noun phrase has the same function as a single-word noun.
- The most common functions are:

1. Subject: Whenever we start will be fine with me.

- **The phrases often used to complete sentences with noun clause as a subject:**

| | |
|-------------------------------|--------------------------|
| ... does not concern [me] | ... is up to [them] |
| ... is none of [our] business | ... is a private matter |
| ... depends on several things | ... has not worried [me] |

2. Object: Did you know that they were not going to help us?

To introduce the noun clause as object of the sentence, these expressions are often used.

| | |
|-----------------------------|--------------------------------|
| [I] don't know . . . | I have no idea [why] . . . |
| [He] didn't say . . . | I can't tell you [if] . . . |
| [I] didn't ask [her] . . . | [She] didn't tell me . . . |
| [They] didn't explain . . . | [We] haven't told anyone . . . |

- If the main verb of the completed sentence is in the simple past, the tense of the verb in the noun clause is changed:

A: When will they arrive?

B: Nobody told me when they would arrive.

3. Object of the preparation: Aren't you concerned about how long it will take?

4. Complement of the adjective: I am sure that he will succeed.

(noun clause here completes the meaning of the adjective, and “that” can be omitted)

- Subordinators that introduce noun clauses are:

| | | | |
|----------|-----------|------------------|-----------|
| who | which | how | how much |
| whoever | whichever | however | how many |
| whom | where | whose | how long |
| whomever | wherever | why | how often |
| what | when | whether (or not) | how soon |
| whatever | whenever | that | |

- Noun clauses follow verbs or indicate objects; adjective clauses follow nouns:

Noun clause: I heard that you passed the exam.

Adjective clause: Are you the one that passed the exam?

- Some long sentences contain more than one noun clause in different functions:

A: Why was Jerry in the director's office all day?

B: he did not tell me why he had been there all day; besides, why he was is a private matter.

- The tense of the verb in the noun clause must show a logical relationship to the main verb of the completed sentence:

When Sue is going to get married is a secret.

When Sue got married is a secret.

Subjunctive form of the verb in noun clauses

- The following verbs have a noun clause as direct object:

| | | | | |
|----------------|---------------|------------------|----------------|-------------|
| <i>advise</i> | <i>desire</i> | <i>prefer</i> | <i>request</i> | <i>urge</i> |
| <i>command</i> | <i>insist</i> | <i>propose</i> | <i>require</i> | |
| <i>demand</i> | <i>order</i> | <i>recommend</i> | <i>suggest</i> | |

- The noun clause includes the base form of the verb (the infinitive without to), regardless of the tense of the sentence:

She recommends that he be at the store at 6.

She recommended that he be at the store at 6.

- The negative is formed by putting “not” before the verb in the noun clause:

The doctor advised that she not remain in the hospital.

- Noun clauses as adjective complements also have the base form of the verb after the expressions (it is important that/ it is necessary that/ it is essential that/ it is vital that):

It was important that your mother sign these papers.

Passive voice

The dog disappeared. (can we change this sentence into passive voice?)

The sentence cannot be written in the passive voice because the verbs are intransitive.

- The term "voice" refers to the relationship between the verb and the subject of a sentence.
- In a passive voice sentence, we want to emphasize the action.
- In the passive voice sentence, the subject (doer) is placed after the verb or is omitted entirely.

Active voice The mechanic discovered the problem.

Passive voice: The problem was discovered by the mechanic.

- The passive voice is frequently used in:
written English, textbooks, in scientific, business, technical and government reports, and in newspapers.
- The object takes the position of the subject followed by (be) and the past participle form.

Simple Present

Active: Many older citizens use the library.

Passive: The library is used by many older citizens.

Active: Do many older citizens use the library?

Passive: Is the library used by many older citizens?

Simple Past

Active: Many children used the library last summer.

Passive: The library was used by many children last summer.

Active: Did many children use the library last summer?

Passive: Was the library used by many children last summer?

Present Continuous

Active: Workmen are painting the third floor.

Passive: The third floor is being painted.

Active: Are workmen painting the third floor?

Passive: Is the third floor being painted?

Past Continuous

Active: Last week, they were painting the children's room.

Passive: Last week, the children's room was being painted.

Active: Were they painting the children's room last week?

Passive: Was the children's room being painted last week?

Future with will

Active: The library will offer programs next year.

Passive: Programs will be offered next year.

Active: Will the library offer programs next year?

Passive: Will programs be offered next year?

Future with be going to

Active: The manager is going to organize a meeting.

Passive: A meeting is going to be organized by The manager.

Active: Is the manager going to organize a meeting?

Passive: Is a meeting going to be organized?

Present Perfect

Active: The director has ordered a lot of new equipment.

Passive: A lot of new equipment has been ordered.

Active: Has the director ordered a lot of new equipment?

Passive: Has a lot of new equipment been ordered?

Past Perfect

Active: He had already installed the computer when I was there last week.

Passive: The computer had already been installed when I was there last week.

Active: Had he already installed the computer when you were there last week?

Passive: Had the computer already been installed when you were there last week?

Future Perfect

Active: The library will have started the summer program by the end of next month.

Passive: the summer program will have been started by the end of next month.

Active: Will the library have started the summer program by the end of next month?

Passive: Will the summer program have been started by the end of next month?

Present Infinitive

Active: I have to renew my library card.

Passive: My library card has to be renewed.

Active: Do you have to renew your library card?

Passive: Does your library card have to be renewed?

Modals

Active: You should return the book before June 1st.

Passive: The book should be returned before June 1st.

Active: Should I return the book before June 1st?

Passive: Should the book be returned before June 1st?

Active: You should have returned the book last week.

Passive: The book should have been returned last week.

Active: Should I have returned the book last week?

Passive: Should the book have been returned last week?

- The present perfect continuous, past perfect continuous, future continuous, and future perfect continuous tenses are not used in the passive voice.
- To make a verb in the passive voice negative, not is placed after the first auxiliary:

The second floor is not being painted.

- Some sentences contain both a direct and an indirect object. Either the indirect or the direct object can become the subject of the passive sentence:
Someone gave him a lot of money.
- He was given a lot of money, (indirect object as subject)
- A lot of money was given to him. (direct object as subject)

Verbals

Verbals are the verb forms that function in sentences as other parts of speech. Infinitives and gerunds are types of verbals.

To exercise is good for your health. (infinitive: noun: subject)

Exercising is good for your health. (gerund: noun: subject)

Some people really like to exercise. (infinitive: noun: object)

Some people really enjoy exercising. (gerund: noun: object)

- The infinitive may also be used as an adjective or an adverb.

- **Simple Infinitives**

Most people want to work. (only to + the simple form of a verb)

- **Infinitive Phrase**

People like to live in peace.

- In a negative infinitive, not immediately precedes the infinitive. Compare:

Natalie agreed to help me.

Natalie agreed not to help me.

- **Subject of the Sentence**

To study takes a lot of time.

It takes a lot of time to study. ('it' is used as the "false" subject of the sentence and place the "true" subject after the verb.

- **Subject Complement**

My goal is to get good grades.

- **The object of the verb. (verbs on p.250)**

She refused to tell me what happened.

- These verbs (P.253) must be followed first by an object, then by the infinitive.

The doctor advised me to take a long vacation.

Infinitive functioning as adjective and adjective complement

- **Adjective:**

I have a lot of work to do.

Dr. Soto gave us five problems to solve. (it modifies the noun before it)

- An infinitive functions as an adverb when it modifies a verb or an entire sentence:
- When an infinitive or infinitive phrase is used as an adverbial to modify a verb, it is usually a substitution for a prepositional phrase beginning with in order:
He's going to Spain to study. (He's going to Spain in order to study.)
She stopped to talk to me. (She stopped in order to talk to me.)
- It may modify an entire sentence:
To be honest, I hate the cold weather.
To tell the truth, I miss the beautiful weather in my country.
To be frank, snow has never excited me.

Reduction with infinitive phrases

Adverb Clauses » Infinitive Phrases

We arrived at the ticket office early so that we could be sure to get tickets.

We arrived at the ticket office early to be sure to get tickets.

Basketball fans must often stand in line for long hours if they want to get good seats.

Basketball fans must often stand in line for long hours to get good seats.

I took my camera to the game because I wanted to take pictures of my favorite players.

I took my camera to the game to take pictures of my favorite players.

- An adverb clause cannot be changed to an infinitive phrase if the subjects of the dependent and independent clauses are different.

Noun Clauses » Infinitive Phrases

Noun Clauses



Infinitive Phrases

Sue asked me which store she should shop in for inexpensive but good clothes.

She was thinking about how much she ought to spend on a new coat.

I finally decided where I would take him.

In the store, a friendly clerk explained where we should look for certain clothing items.

Sue asked me which store to shop in for inexpensive but good clothes.

She was thinking about how much to spend on a new coat.

I finally decided where to take him.

In the store, a friendly clerk explained where to look for certain clothing items.

Adjective Clauses



Infinitive Phrases

I have a lot of dirty clothes that I must wash.

Carla is the person whom you can trust.

Can you lend me a good book which I can read on the plane?

I have a lot of dirty clothes to wash.

Carla is the person to trust.

Can you lend me a good book to read on the plane?

Gerunds

- A gerund is a noun that has been formed from a verb. Any verb can be turned into a gerund by adding -ing to the simple form of the verb.

Gerund: Swimming is good for you.

Present participle: I am swimming.

- It takes different noun functions in a sentence:
Jogging is good exercise, (subject of the sentence)
My favorite form of exercise is jogging, (subject complement)
I have always enjoyed jogging, (direct object)
My roommate is against jogging, (object of a preposition,)
His favorite form of exercise, jogging, is more enjoyable, (appositive)
- To make a gerund negative, not is placed immediately before the gerund
Compare: (meaning is not the same)
Betty regretted not seeing that movie.
Betty did not regret seeing that movie.

Subject of the Sentence

Traveling is enjoyable.

Subject Complement

My mother's hobby is gardening.

Gerund Functioning as Direct Object (verbs p. 277)

- These verbs (verbs p. 277) are usually followed by gerunds:
Do you understand her wanting to live alone?
George keeps doing that even though I've told him to stop.
I don't mind going there alone.

Gerund as Direct Object Vs. Infinitive as Direct Object (Appendix 4 on page 305.)

Why haven't you finished cleaning?

I resent his talking to me like that.

Richard cannot risk losing his job.

Gerund/Gerund Phrase Functioning as Object of a Preposition

- Verbs (p.288) are followed by a preposition and a gerund:

The children insisted on going to the zoo.

I'm looking forward to going on vacation.

We don't object to our son's living alone

- The verb + preposition combinations in the box can be used in these patterns.

Pattern 1: subject + verb + preposition + gerund phrase

She apologized for being late.

Pattern 2: subject + verb + preposition + possessive + gerund phrase

Bruce worries about his daughter's living alone.

Pattern 3: subject + verb + object + preposition + gerund phrase

The police officer accused me of speeding on the freeway.

- The adjective + preposition combinations listed in the box above are among the most commonly used ones. (verbs p. 290)

My aunt was concerned about leaving too early.

However, she was not interested in staying all day.

- The noun + preposition combinations in the box above are among the most commonly used ones. (verbs p. 291)

We're not sure of her reason for leaving.

