“Increase your opportunities to Get a job in a call center.”

GRAMMAR BOOK.

For all people aspiring to work in a bilingual job.
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To give you a brief idea we will cover.

- **Advanced English** so you communicate with confidence.
- **Accent reduction**, so your spoken English sounds nice and very easily understood by anyone.
- **Customer service and sales skills** so you know how to be a professional agent.
- **American culture and geography**, you will learn most used expressions, cities, states, and how to efficiently understand information such as names, credit cards, emails and addresses.
- **Self confidence** ....why? ..because I firmly believe that you need to be with a yes-can-do attitude if you want to make your dreams come true.
- **Job interview practice.**, we will practice, practice, practice for that job interview until you get pretty accustomed to what is a real one.
Here is a list of powerful statements that will train our brain to be CHAMPIONS IN ENGLISH AND EVERYTHING.

- I AM SUPER GOOD AT ENGLISH
- I AM NOT AFRAID OF MAKING MISTAKES
- I HELP OTHERS WHENEVER I CAN
- I AM CHAMPION IN ENGLISH
- I SPEAK LIKE A CHAMPION.
- I BELIEVE IN MYSELF.
- I CAN DO IT.
- MISTAKES ARE MY FRIENDS.
- NOTHING WILL STOP ME.
- I JUST DO IT.
- THIS JOB IS MINE.
- I AM WORKING IN A CALL CENTER
- CALL CENTERS WANT ME DESPERATELY.
Here is the **home diet** you **must** follow if you want to be successful.

**super powerful** English home Diet

<table>
<thead>
<tr>
<th>Activity</th>
<th>quantity</th>
<th>where and how?</th>
</tr>
</thead>
<tbody>
<tr>
<td>learn vocabulary in phrases everyday including weekends.</td>
<td>15</td>
<td>on your notebook, I will check them everyday.</td>
</tr>
<tr>
<td>prepare an exposition every 2 days</td>
<td>5 minutes.</td>
<td>in front of the class about the topic given.</td>
</tr>
<tr>
<td>Read aloud in English everyday</td>
<td>30 minutes</td>
<td>at your home</td>
</tr>
<tr>
<td>listen, listen to English series, movies or tv shows everyday.</td>
<td>1 hour minimum</td>
<td>at your home</td>
</tr>
</tbody>
</table>

And you will REVISE, REVISE, REVISE vocabulary learned the next day so you remember it easily.
To Simple Future

Simple Future has two different forms in English: "will" and "be going to." Although the two forms can sometimes be used interchangeably, they often express two very different meanings. These different meanings might seem too abstract at first, but with time and practice, the differences will become clear. Both "will" and "be going to" refer to a specific time in the future.

FORM Will

[will + verb]

Examples:

- You will help him later.
- Will you help him later?
- You will not help him later.

FORM Be Going To

[am/is/are + going to + verb]

Examples:

- You are going to meet Jane tonight.
- Are you going to meet Jane tonight?
- You are not going to meet Jane tonight.

Complete List of Simple Future Forms

USE 1 "Will" to Express a Voluntary Action

"Will" often suggests that a speaker will do something voluntarily. A voluntary action is one the speaker offers to do for someone else. Often, we use "will" to respond to someone else's complaint or request for help. We also use "will" when we request that someone help us or volunteer to do something for us. Similarly, we use "will not" or "won't" when we refuse to voluntarily do something.

Examples:
• I will send you the information when I get it.
• I will translate the email, so Mr. Smith can read it.
• Will you help me move this heavy table?
• Will you make dinner?
• I will not do your homework for you.
• I won't do all the housework myself!
• A: I'm really hungry.
   B: I'll make some sandwiches.
• A: I'm so tired. I'm about to fall asleep.
   B: I'll get you some coffee.
• A: The phone is ringing.
   B: I'll get it.

USE 2 "Will" to Express a Promise

"Will" is usually used in promises.

Examples:

• I will call you when I arrive.
• If I am elected President of the United States, I will make sure everyone has access to inexpensive health insurance.
• I promise I will not tell him about the surprise party.
• Don't worry, I'll be careful.
• I won't tell anyone your secret.

USE 3 "Be going to" to Express a Plan

"Be going to" expresses that something is a plan. It expresses the idea that a person intends to do something in the future. It does not matter whether the plan is realistic or not.

Examples:

• He is going to spend his vacation in Hawaii.
• She is not going to spend her vacation in Hawaii.
• A: When are we going to meet each other tonight? 
   B: We are going to meet at 6 PM.
• I'm going to be an actor when I grow up.
• Michelle is going to begin medical school next year.
• They are going to drive all the way to Alaska.
• Who are you going to invite to the party?
USE 4 "Will" or "Be Going to" to Express a Prediction

Both "will" and "be going to" can express the idea of a general prediction about the future. Predictions are guesses about what might happen in the future. In "prediction" sentences, the subject usually has little control over the future and therefore USES 1-3 do not apply. In the following examples, there is no difference in meaning.

Examples:

- The year 2222 will be a very interesting year.
- The year 2222 is going to be a very interesting year.
- John Smith will be the next President.
- John Smith is going to be the next President.
- The movie "Zenith" will win several Academy Awards.
- The movie "Zenith" is going to win several Academy Awards.

IMPORTANT

In the Simple Future, it is not always clear which USE the speaker has in mind. Often, there is more than one way to interpret a sentence's meaning.

No Future in TimeClauses

Like all future forms, the Simple Future cannot be used in clauses beginning with time expressions such as: when, while, before, after, by the time, as soon as, if, unless, etc. Instead of Simple Future, Simple Present is used.

Examples:

- When you will arrive tonight, we will go out for dinner. Not Correct
- When you arrive tonight, we will go out for dinner. Correct

ADVERB PLACEMENT

The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

Examples:

- You will never help him.
- Will you ever help him?
You are never going to meet Jane.
Are you ever going to meet Jane?

ACTIVE / PASSIVE

Examples:
- John will finish the work by 5:00 PM. ACTIVE
- The work will be finished by 5:00 PM. PASSIVE
- Sally is going to make a beautiful dinner tonight. ACTIVE
- A beautiful dinner is going to be made by Sally tonight. PASSIVE
Verb Tense Exercise 18

Will / Be Going To

Using the words in parentheses, complete the text below with the appropriate tenses,

1. A: Why are you holding a piece of paper?

B: I (write) __________ a letter to my friends back home in Texas.

2. A: I'm about to fall asleep. I need to wake up!

B: I (get) __________ you a cup of coffee. That will wake you up.

3. A: I can't hear the television!

B: I (turn) __________ it up so you can hear it.

4. We are so excited about our trip next month to France. We (visit) __________ Paris, Nice and Grenoble.

5. Sarah (come) __________ to the party. Oliver (be) __________ there as well.

6. Ted: It is so hot in here!

Sarah: I (turn) __________ the air-conditioning on.

7. I think he (be) __________ the next President of the United States.

8. After I graduate, I (attend) __________ medical school and become a doctor. I have
wanted to be a doctor all my life.

9. A: Excuse me, I need to talk to someone about our hotel room. I am afraid it is simply too small for four people.

B: That man at the service counter (help) you.

10. As soon as the weather clears up, we (walk) down to the beach and go swimming
Simple Present

FORM

[VERB] + s/es in third person

Auxiliaries: Do (I, you, we, they or plural objects)
Does(He, she, it or singular objects)

Examples:

- You speak English.
- Do you speak English?
- You do not speak English.

USE 1 Repeated Actions

Use the Simple Present to express the idea that an action is repeated or usual. The action can be a habit, a hobby, a daily event, a scheduled event or something that often happens. It can also be something a person often forgets or usually does not do.

Examples:

- I play tennis.
- She does not play tennis.
- Does he play tennis?
- The train leaves every morning at 8 AM.
- The train does not leave at 9 AM.
- When does the train usually leave?
- She always forgets her purse.
- He never forgets his wallet.
- Every twelve months, the Earth circles the Sun.
- Does the Sun circle the Earth?
USE 2 Facts or Generalizations

The Simple Present can also indicate the speaker believes that a fact was true before, is true now, and will be true in the future. It is not important if the speaker is correct about the fact. It is also used to make generalizations about people or things.

Examples:

- Cats like milk.
- Birds do not like milk.
- Do pigs like milk?
- California is in America.
- California is not in the United Kingdom.
- Windows are made of glass.
- Windows are not made of wood.
- New York is a small city. *It is not important that this fact is untrue.*

USE 3 Scheduled Events in the Near Future

Speakers occasionally use Simple Present to talk about scheduled events in the near future. This is most commonly done when talking about public transportation, but it can be used with other scheduled events as well.

Examples:

- The train leaves tonight at 6 PM.
- The bus does not arrive at 11 AM, it arrives at 11 PM.
- When do we board the plane?
- The party starts at 8 o'clock.
- When does class begin tomorrow?

USE 4 Now (Non-Continuous Verbs)
Speakers sometimes use the Simple Present to express the idea that an action is happening or is not happening now. This can only be done with **Non-Continuous Verbs** and certain **Mixed Verbs**.

Examples:

- I am here now.
- She is not here now.
- He needs help right now.
- He does not need help now.
- He has his passport in his hand.
- Do you have your passport with you?

**ADVERB PLACEMENT**

The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

Examples:

- You only speak English.
- Do you only speak English?

**ACTIVE / PASSIVE**

Examples:

- Once a week, Tom cleans the car. *Active*
- Once a week, the car is cleaned by Tom. *Passive*
Present Continuous

FORM

[am/is/are + present participle]

Examples:

- You **are watching** TV.
- **Are** you **watching** TV?
- You **are not watching** TV.

USE 1 Now

Use the Present Continuous with Normal Verbs to express the idea that something is happening now, at this very moment. It can also be used to show that something is not happening now.

Examples:

- You **are learning** English now.
- You **are not swimming** now.
- **Are** you **sleeping**?
- I **am sitting**.
- I **am not standing**.
- **Is he sitting or standing**?
- They **are reading** their books.
- They **are not watching** television.
- **What are you doing**?
- Why **aren't you doing** your homework?

USE 2 Longer Actions in Progress Now

In English, "now" can mean: this second, today, this month, this year, this century, and so on. Sometimes, we use the Present Continuous to say that we are in the
process of doing a longer action which is in progress; however, we might not be doing it at this exact second.

Examples: (All of these sentences can be said while eating dinner in a restaurant.)

- I am studying to become a doctor.
- I am not studying to become a dentist.
- I am reading the book *Tom Sawyer*.
- I am not reading any books right now.
- Are you working on any special projects at work?
- Aren't you teaching at the university now?

**USE 3 Near Future**

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<tr>
<th>Past</th>
<th>Present</th>
<th>Future</th>
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Sometimes, speakers use the Present Continuous to indicate that something will or will not happen in the near future.

Examples:

- I am meeting some friends after work.
- I am not going to the party tonight.
- Is he visiting his parents next weekend?
- Isn't he coming with us tonight?

**USE 4 Repetition and Irritation with "Always"**

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The Present Continuous with words such as "always" or "constantly" expresses the idea that something irritating or shocking often happens. Notice that the meaning is like Simple Present, but with negative emotion. Remember to put the words "always" or "constantly" between "be" and "verb+ing."

Examples:

- She is always coming to class late.
- He is constantly talking. I wish he would shut up.
- I don't like them because they are always complaining.
REMEMBER Non-Continuous Verbs/ Mixed Verbs

It is important to remember that Non-Continuous Verbs cannot be used in any continuous tenses. Also, certain non-continuous meanings for Mixed Verbs cannot be used in continuous tenses. Instead of using Present Continuous with these verbs, you must use Simple Present.

Examples:

- She is loving this chocolate ice cream. *Not Correct*
- She loves this chocolate ice cream. *Correct*

ADVERB PLACEMENT

The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

Examples:

- You are still watching TV.
- Are you still watching TV?

ACTIVE / PASSIVE

Examples:

- Right now, Tom is writing the letter. *ACTIVE*
- Right now, the letter is being written by Tom. *PASSIVE*
Verb Tense Exercise 1

Simple Present / Present Continuous

1. Every Monday, Sally (drive) her kids to football practice.

2. Usually, I (work) as a secretary at ABT, but this summer I (study) French at a language school in Paris. That is why I am in Paris.


4. Don't forget to take your umbrella. It (rain).

5. I hate living in Seattle because it (rain, always).

6. I'm sorry I can't hear what you (say) because everybody (talk) so loudly.

7. Justin (write, currently) a book about his adventures in Tibet. I hope he can find a good publisher when he is finished.

8. Jim: Do you want to come over for dinner tonight?
   Denise: Oh, I'm sorry, I can't. I (go) to a movie tonight with some friends.

9. The business cards (be, normally) printed by a company in New York. Their prices (be) inexpensive, yet the quality of their work is quite good.

10. This delicious chocolate (be) made by a small chocolatier in Zurich, Switzerland.
Verb Tense Exercise 2

Simple Present / Present Continuous

Using the words in parentheses, complete the text below with the appropriate tenses,

A Trekking Journal

November 12, 1997

Today (be) the second day of my trek around Mount Annapurna. I am exhausted and my legs (shake); I just hope I am able to complete the trek. My feet (kill, really) me and my toes (bleed), but I (want, still) to continue.

Nepal is a fascinating country, but I have a great deal to learn. Everything (be) so different, and I (try) to adapt to the new way of life here. I (learn) a little bit of the language to make communication easier; unfortunately, I (learn, not) foreign languages quickly. Although I (understand, not) much yet, I believe that I (improve, gradually).

I (travel, currently) with Liam, a student from Leeds University in England. He (be) a nice guy, but impatient. He (walk, always)
ahead of me and (complain) that I am too slow. I (do) my best to keep up with him, but he is younger and stronger than I am. Maybe, I am just feeling sorry for myself because I am getting old.

Right now, Liam (sit) with the owner of the inn. They (discuss) the differences between life in England and life in Nepal. I (know, not) the real name of the owner, but everybody (call, just) him Tam. Tam (speak) English very well and he (try) to teach Liam some words in Nepali. Every time Tam (say) a new word, Liam (try) to repeat it. Unfortunately, Liam (seem, also) to have difficulty learning foreign languages. I just hope we don't get lost and have to ask for directions.
Simple Past

**FORM**

[VERB+ed] or irregular verbs

**Examples:**

- You **called** Debbie.
- **Did** you **call** Debbie?
- You **did not call** Debbie.

**USE 1 Completed Action in the Past**

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<th>Past</th>
<th>Present</th>
<th>Future</th>
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</table>

Use the Simple Past to 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.

**Examples:**

- I **saw** a movie yesterday.
- I **didn’t see** a play yesterday.
- Last year, I **traveled** to Japan.
- Last year, I **didn't travel** to Korea.
- **Did** you **have** dinner last night?
- She **washed** her car.
- He **didn’t wash** his car.

**USE 2 A Series of Completed Actions**

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<tr>
<th>1</th>
<th>2</th>
<th>3</th>
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</table>

We use the Simple Past to list a series of completed actions in the past. These actions happen 1st, 2nd, 3rd, 4th, and so on.

**Examples:**

- I **finished** work, **walked** to the beach, and **found** a nice place to swim.

USE 3 Duration in Past

The Simple Past can be used with a duration which starts and stops in the past. A duration is a longer action often indicated by expressions such as: for two years, for five minutes, all day, all year, etc.

Examples:

- I lived in Brazil for two years.
- Shauna studied Japanese for five years.
- They sat at the beach all day.
- They did not stay at the party the entire time.
- We talked on the phone for thirty minutes.
- A: How long did you wait for them?
  B: We waited for one hour.

USE 4 Habits in the Past

The Simple Past can also be used to describe a habit which stopped in the past. It can have the same meaning as "used to." To make it clear that we are talking about a habit, we often add expressions such as: always, often, usually, never, when I was a child, when I was younger, etc.

Examples:

- I studied French when I was a child.
- He played the violin.
- He didn't play the piano.
- Did you play a musical instrument when you were a kid?
- She worked at the movie theater after school.
- They never went to school, they always skipped class.

USE 5 Past Facts or Generalizations

He arrived from the airport at 8:00, checked into the hotel at 9:00, and met the others at 10:00.

Did you add flour, pour in the milk, and then add the eggs?
The Simple Past can also be used to describe past facts or generalizations which are no longer true. As in USE 4 above, this use of the Simple Past is quite similar to the expression "used to."

Examples:

- She **was** shy as a child, but now she is very outgoing.
- He **didn’t like** tomatoes before.
- **Did you live** in Texas when you **were** a kid?
- People **paid** much more to make cell phone calls in the past.

**IMPORTANT When-Clauses Happen First**

Clauses are groups of words which have meaning but are often not complete sentences. Some clauses begin with the word "when" such as "when I dropped my pen..." or "when class began..." These clauses are called when-clauses, and they are very important. The examples below contain when-clauses.

Examples:

- **When I paid her one dollar**, she answered my question.
- She answered my question **when I paid her one dollar**.

When-clauses are important because they always happen first when both clauses are in the Simple Past. Both of the examples above mean the same thing: first, I paid her one dollar, and then, she answered my question. It is not important whether "when I paid her one dollar" is at the beginning of the sentence or at the end of the sentence. However, the example below has a different meaning. First, she answered my question, and then, I paid her one dollar.

Example:

- I paid her one dollar **when she answered my question**.

**ADVERB PLACEMENT**

The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

Examples:

- You **just** called Debbie.
Did you just call Debbie?

**ACTIVE / PASSIVE**

Examples:

- Tom **repaired** the car. *ACTIVE*
- The car **was repaired** by Tom. *PASSIVE*
Past Continuous

**FORM**

[were/was + present participle]

Examples:

- You **were studying** when she called.
- **Were** you studying when she called?
- You **were not studying** when she called.

**USE 1 Interrupted Action in the Past**

Use the Past Continuous to indicate that a longer action in the past was interrupted. The interruption is usually a shorter action in the Simple Past. Remember this can be a real interruption or just an interruption in time.

Examples:

- I **was watching** TV when she called.
- When the phone rang, she **was writing** a letter.
- While we **were having** the picnic, it started to rain.
- What **were you doing** when the earthquake started?
- I **was listening** to my iPod, so I didn't hear the fire alarm.
- You **were not listening** to me when I told you to turn the oven off.
- While John **was sleeping** last night, someone stole his car.
- Sammy **was waiting** for us when we got off the plane.
- While I **was writing** the email, the computer suddenly went off.
- A: What **were you doing** when you broke your leg?  
  B: I **was snowboarding**.

**USE 2 Specific Time as an Interruption**

...
In USE 1, described above, the Past Continuous is interrupted by a shorter action in the Simple Past. However, you can also use a specific time as an interruption.

Examples:

- Last night at 6 PM, I was eating dinner.
- At midnight, we were still driving through the desert.
- Yesterday at this time, I was sitting at my desk at work.

**IMPORTANT**

In the Simple Past, a specific time is used to show when an action began or finished. In the Past Continuous, a specific time only interrupts the action.

Examples:

- Last night at 6 PM, I ate dinner.  
  I STARTED EATING AT 6 PM.
- Last night at 6 PM, I was eating dinner.  
  I STARTED EARLIER; AND AT 6 PM, I WAS IN THE PROCESS OF EATING DINNER.

**USE 3 Parallel Actions**

When you use the Past Continuous with two actions in the same sentence, it expresses the idea that both actions were happening at the same time. The actions are parallel.

Examples:

- I was studying while he was making dinner.
- While Ellen was reading, Tim was watching television.
- Were you listening while he was talking?
- I wasn't paying attention while I was writing the letter, so I made several mistakes.
- What were you doing while you were waiting?
- Thomas wasn't working, and I wasn't working either.
- They were eating dinner, discussing their plans, and having a good time.

**USE 4 Atmosphere**

In English, we often use a series of parallel actions to describe the atmosphere at a particular time in the past.

Example:

- 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 yelling at a secretary and waving his hands. Others were complaining to each other about the bad service.

**USE 5 Repetition and Irritation with "Always"**

<table>
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<th>Present</th>
<th>Future</th>
</tr>
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</table>

The Past Continuous with words such as "always" or "constantly" expresses the idea that something irritating or shocking often happened in the past. The concept is very similar to the expression "used to" but with negative emotion. Remember to put the words "always" or "constantly" between "be" and "verb+ing."

Examples:

- She was always coming to class late.
- He was constantly talking. He annoyed everyone.
- I didn't like them because they were always complaining.

**While vs. When**

Clauses are groups of words which have meaning, but are often not complete sentences. Some clauses begin with the word "when" such as "when she called" or "when it bit me." Other clauses begin with "while" such as "while she was sleeping" and "while he was surfing." When you talk about things in the past, "when" is most often followed by the verb tense **Simple Past**, whereas "while" is usually followed by Past Continuous. "While" expresses the idea of "during that time." Study the examples below. They have similar meanings, but they emphasize different parts of the sentence.

Examples:

- I was studying when she called.
- While I was studying, she called.

**REMEMBER Non-Continuous Verbs / Mixed Verbs**

It is important to remember that **Non-Continuous Verbs** cannot be used in any continuous tenses. Also, certain non-continuous meanings for **Mixed Verbs** cannot be used in continuous tenses. Instead of using Past Continuous with these verbs, you must use **Simple Past**.
Examples:

- Jane **was being** at my house when you arrived. *Not Correct*
- Jane **was** at my house when you arrived. *Correct*

**ADVERB PLACEMENT**

The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

Examples:

- You were **just** studying when she called.
- Were you **just** studying when she called?

**ACTIVE / PASSIVE**

Examples:

- The salesman **was helping** the customer when the thief came into the store. *ACTIVE*
- The customer **was being helped** by the salesman when the thief came into the store. *PASSIVE*
Verb Tense Exercise 3

Simple Past / Past Continuous

Using the words in parentheses, complete the text below with the appropriate tenses, then click the “Check” button to check your answers.

1. A: What (you, do) _______ when the accident occurred?
   B: I (try) _______ to change a light bulb that had burnt out.

2. After I (find) _______ the wallet full of money, I (go, immediately) _______ to the police and (turn) _______ it in.

3. The doctor (say) _______ that Tom (be) _______ too sick to go to work and that he (need) _______ to stay at home for a couple of days.

4. Sebastian (arrive) _______ at Susan’s house a little before 9:00 PM, but she (be, not) _______ there. She (study, at the library) _______ for her final examination in French.

5. Sandy is in the living room watching television. At this time yesterday, she (watch, also) _______ television. That's all she ever does!

6. A: I (call) _______ you last night after dinner, but you (be, not) _______ there.
   Where were you?
B: I work out at the fitness center.

7. When I walk into the busy office, the secretary talks on the phone with a customer, several clerks (work, busily) at their desks, and two managers (discuss, quietly) methods to improve customer service.

8. I watch a mystery movie on TV when the electricity went out. Now I am never going to find out how the movie ends.

9. Sharon (be) in the room when John told me what happened, but she didn't hear anything because she (listen, not).

10. It's strange that you (call) because I (think, just) about you.

11. The Titanic (cross) the Atlantic when it (strike) an iceberg.

12. When I entered the bazaar, a couple of merchants (bargain, busily) and (try) to sell their goods to naive tourists who (hunt) for souvenirs. Some young boys (lead) their donkeys through the narrow streets on their way home. A couple of men (argue) over the price of a leather belt.
13. The firemen (rescue) the old woman who (be) trapped on the third floor of the burning building.

14. She was so annoying! She (leave, always) her dirty dishes in the sink. I think she (expect, actually) me to do them for her.

15. Samantha (live) in Berlin for more than two years. In fact, she (live) there when the Berlin Wall came down.
Present Perfect

FORM

[has/have + past participle]

Examples:

- You have seen that movie many times.
- Have you seen that movie many times?
- You have not seen that movie many times.

USE 1 Unspecified Time Before Now

We use the Present Perfect to say that an action happened at an unspecified time before now. The exact time is not important. You CANNOT use the Present Perfect with specific time expressions such as: yesterday, one year ago, last week, when I was a child, when I lived in Japan, at that moment, that day, one day, etc. We CAN use the Present Perfect with unspecific expressions such as: ever, never, once, many times, several times, before, so far, already, yet, etc.

Examples:

- I have seen that movie twenty times.
- I think I have met him once before.
- There have been many earthquakes in California.
- People have traveled to the Moon.
- People have not traveled to Mars.
- 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.

How Do You Actually Use the Present Perfect?

The concept of "unspecified time" can be very confusing to English learners. It is best to associate Present Perfect with the following topics:
TOPIC 1 Experience

You can use the Present Perfect to describe your experience. It is like saying, "I have the experience of..." You can also use this tense to say that you have never had a certain experience. The Present Perfect is NOT used to describe a specific event.

Examples:

- I have been to France.
  *This sentence means that you have had the experience of being in France.*
  *Maybe you have been there once, or several times.*

- I have been to France three times.
  *You can add the number of times at the end of the sentence.*

- I have never been to France.
  *This sentence means that you have not had the experience of going to France.*

- I think I have seen that movie before.

- He has never traveled by train.

- Joan has studied two foreign languages.

- A: Have you ever met him?
  B: No, I have not met him.

TOPIC 2 Change Over Time

We often use the Present Perfect to talk about change that has happened over a period of time.

Examples:

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

- The government has become more interested in arts education.

- Japanese has become one of the most popular courses at the university since the Asian studies program was established.

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

TOPIC 3 Accomplishments

We often use the Present Perfect to list the accomplishments of individuals and humanity. You cannot mention a specific time.

Examples:

- Man has walked on the Moon.

- Our son has learned how to read.

- Doctors have cured many deadly diseases.
TOPIC 4 An Uncompleted Action You Are Expecting

We often use the Present Perfect to say that an action which we expected has not happened. Using the Present Perfect suggests that we are still waiting for the action to happen.

Examples:

- James has not finished his homework yet.
- Susan hasn't mastered Japanese, but she can communicate.
- Bill has still not arrived.
- The rain hasn't stopped.

TOPIC 5 Multiple Actions at Different Times

We also use the Present Perfect to talk about several different actions which have occurred in the past at different times. Present Perfect suggests the process is not complete and more actions are possible.

Examples:

- The army has attacked that city five times.
- I have had four quizzes and five tests so far this semester.
- We have had many major problems while working on this project.
- She has talked to several specialists about her problem, but nobody knows why she is sick.

Time Expressions with Present Perfect

When we use the Present Perfect it means that something has happened at some point in our lives before now. Remember, the exact time the action happened is not important.

Sometimes, we want to limit the time we are looking in for an experience. We can do this with expressions such as: in the last week, in the last year, this week, this month, so far, up to now, etc.
Examples:

- Have you **been** to Mexico **in the last year**?
- I have **seen** that movie six times **in the last month**.
- They **have had** three tests **in the last week**.
- She graduated from university less than three years ago. She **has worked** for three different companies **so far**.
- My car **has broken down** three times **this week**.

**NOTICE**

"Last year" and "in the last year" are very different in meaning. "Last year" means the year before now, and it is considered a specific time which requires **Simple Past**. "In the last year" means from 365 days ago until now. It is not considered a specific time, so it requires Present Perfect.

Examples:

- I **went** to Mexico **last year**.
  \(I \ WENT \ TO \ MEXICO \ \text{IN THE CALENDAR YEAR BEFORE THIS ONE.}\)
- I **have been** to Mexico **in the last year**.
  \(I \ HAVE \ BEEN \ TO \ MEXICO \ \text{AT LEAST ONCE AT SOME POINT BETWEEN 365 DAYS AGO AND NOW.}\)

**USE 2 Duration From the Past Until Now (Non-Continuous Verbs)**

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<thead>
<tr>
<th>Past</th>
<th>Present</th>
<th>Future</th>
</tr>
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</table>

With **Non-Continuous Verbs** and non-continuous uses of **Mixed Verbs**, we use the Present Perfect to show that something started in the past and has continued up until now. "For five minutes," "for two weeks," and "since Tuesday" are all durations which can be used with the Present Perfect.

Examples:

- 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.

Although the above use of Present Perfect is normally limited to Non-Continuous Verbs and non-continuous uses of Mixed Verbs, the words "live," "work," "teach," and "study" are sometimes used in this way even though they are NOT Non-Continuous Verbs.
ADVERB PLACEMENT

The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

Examples:

- You have only seen that movie one time.
- Have you only seen that movie one time?

ACTIVE / PASSIVE

Examples:

- Many tourists have visited that castle. ACTIVE
- That castle has been visited by many tourists. PASSIVE
Verb Tense Exercise 5

Simple Past / Present Perfect

Using the words in parentheses, complete the text below with the appropriate tenses, then click the "Check" button to check your answers.

1. A: Did you like the movie "Star Wars?"
   B: I don't know. I (see, never) that movie.

2. Sam (arrive) in San Diego a week ago.

3. My best friend and I (know) each other for over fifteen years. We still get together once a week.

4. Stinson is a fantastic writer. He (write) ten very creative short stories in the last year. One day, he'll be as famous as Hemingway.

5. I (have, not) this much fun since I (be) a kid.

6. Things (change) a great deal at Coltech, Inc. When we first (start) working here three years ago, the company (have, only) six employees. Since then, we (expand) to include more than 2000 full-time workers.
7. I (tell) him to stay on the path while he was hiking, but he (wander) off into the forest and (be) bitten by a snake.

8. Listen Donna, I don't care if you (miss) the bus this morning. You (be) late to work too many times. You are fired!

9. Sam is from Colorado, which is hundreds of miles from the coast, so he (see, never) the ocean. He should come with us to Miami.

10. How sad! George (dream) of going to California before he died, but he didn't make it. He (see, never) the ocean.

11. In the last hundred years, traveling (become) much easier and very comfortable. In the 19th century, it (take) two or three months to cross North America by covered wagon. The trip (be) very rough and often dangerous. Things (change) a great deal in the last hundred and fifty years. Now you can fly from New York to Los Angeles in a matter of hours.

12. Jonny, I can't believe how much you (change) since the last time I (see) you. You (grow) at least a foot!
13. This tree (be) planted by the settlers who (found) our city over four hundred years ago.

14. This mountain (be, never) climbed by anyone. Several mountaineers (try) to reach the top, but nobody (succeed, ever) . The climb is extremely difficult and many people (die) trying to reach the summit.

15. I (visit, never) Africa, but I (travel) to South America several times. The last time I (go) to South America, I (visit) Brazil and Peru. I (spend) two weeks in the Amazon, (hike) for a week near Machu Picchu, and (fly) over the Nazca Lines.
Present perfect continuous

FORM

[has/have + been + present participle]

Examples:

- You have been waiting here for two hours.
- Have you been waiting here for two hours?
- You have not been waiting here for two hours.

Complete List of Present Perfect Continuous Forms

USE 1 Duration from the Past Until Now

We use the Present Perfect Continuous to show that something started in the past and has continued up until now. "For five minutes," "for two weeks," and "since Tuesday" are all durations which can be used with the Present Perfect Continuous.

Examples:

- 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?

USE 2 Recently, Lately
You can also use the Present Perfect Continuous WITHOUT a duration such as "for two weeks." Without the duration, the tense has a more general meaning of "lately." We often use the words "lately" or "recently" to emphasize this meaning.

Examples:

- 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?

IMPORTANT

Remember that the Present Perfect Continuous has the meaning 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.

REMEMBER Non-Continuous Verbs/ Mixed Verbs

It is important to remember that Non-Continuous Verbs cannot be used in any continuous tenses. Also, certain non-continuous meanings for Mixed Verbs cannot be used in continuous tenses. Instead of using Present Perfect Continuous with these verbs, you must use Present Perfect.

Examples:

- Sam has been having his car for two years. Not Correct
- Sam has had his car for two years. Correct

ADVERB PLACEMENT

The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

Examples:

- You have only been waiting here for one hour.
- Have you only been waiting here for one hour?
ACTIVE / PASSIVE

Examples:

- Recently, John has been doing the work. ACTIVE
- Recently, the work has been being done by John. PASSIVE

NOTE: Present Perfect Continuous is less commonly used in its passive form.

Verb Tense Exercise

Present Perfect / Present Perfect Continuous

Using the words in parentheses, complete the text below with the appropriate tenses, then click the "Check" button to check your answers.

Robin: I think the waiter (forget) us. We (wait) here for over half an hour and nobody (take) our order yet.

Michele: I think you’re right. He (walk) by us at least twenty times. He probably thinks we (order, already).

Robin: Look at that couple over there, they (be, only) here for five or ten minutes and they already have their food.

Michele: He must realize we (order, not) yet! We (sit) here for over half an hour staring at him.

Robin: I don’t know if he (notice, even) us. He (run) from
Past Perfect

FORM

[had + past participle]

Examples:

- You **had studied** English before you moved to New York.
- **Had** you **studied** English before you moved to New York?
- You **had not studied** English before you moved to New York.

Complete List of Past Perfect Forms

USE 1 Completed Action Before Something in the Past

The Past Perfect expresses the idea that something occurred before another action in the past. It can also show that something happened before a specific time in the past.

Examples:

- I **had never seen** such a beautiful beach before I went to Kauai.
- I did not have any money because I **had lost** my wallet.
- 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.
- Kristine **had never been** to an opera before last night.
- 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.

USE 2 Duration Before Something in the Past (Non-Continuous Verbs)
With Non-Continuous Verbs and some non-continuous uses of Mixed Verbs, we use the Past Perfect to show that something started in the past and continued up until another action in the past.

Examples:

- We had had that car for ten years before it broke down.
- 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.

Although the above use of Past Perfect is normally limited to Non-Continuous Verbs and non-continuous uses of Mixed Verbs, the words "live," "work," "teach," and "study" are sometimes used in this way even though they are NOT Non-Continuous Verbs.

IMPORTANT Specific Times with the Past Perfect

 Unlike with the Present Perfect, it is possible to use specific time words or phrases with the Past Perfect. Although this is possible, it is usually not necessary.

Example:

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

MOREOVER

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.

Examples:

- 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.

HOWEVER

“Practice makes perfect”

If the Past Perfect is not referring to an action at a specific time, Past Perfect is not optional. Compare the examples below. Here Past Perfect is referring to a lack of experience rather than an action at a specific time. For this reason, Simple Past cannot be used.

Examples:

- She never saw a bear before she moved to Alaska. *Not Correct*
- She had never seen a bear before she moved to Alaska. *Correct*

**ADVERB PLACEMENT**

The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

Examples:

- You had previously studied English before you moved to New York.
- Had you previously studied English before you moved to New York?

**ACTIVE / PASSIVE**

Examples:

- George had repaired many cars before he received his mechanic's license. *Active*
- Many cars had been repaired by George before he received his mechanic's license. *Passive*
Past Perfect Continuous

FORM

[had been + present participle]

Examples:

- 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.

Complete List of Past Perfect Continuous Forms

USE 1 Duration Before Something in the Past

We use the Past Perfect Continuous to show that something started in the past and continued up until another time in the past. "For five minutes" and "for two weeks" are both durations which can be used with the Past Perfect Continuous. Notice that this is related to the Present Perfect Continuous; however, the duration does not continue until now, it stops before something else in the past.

Examples:

- 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.

USE 2 Cause of Something in the Past
Using the Past Perfect Continuous before another action in the past is a good way to show cause and effect.

Examples:

- 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.

**Past Continuous vs. Past Perfect Continuous**

If you do not include a duration such as "for five minutes," "for two weeks" or "since Friday," many English speakers choose to use the Past Continuous rather than the Past Perfect Continuous. Be careful because this can change the meaning of the sentence. Past Continuous emphasizes interrupted actions, whereas Past Perfect Continuous emphasizes a duration of time before something in the past. Study the examples below to understand the difference.

Examples:

- He was tired because he was exercising so hard.  
  *This sentence emphasizes that he was tired because he was exercising at that exact moment.*
- He was tired because he had been exercising so hard.  
  *This sentence emphasizes that he was tired because he had been exercising over a period of time. It is possible that he was still exercising at that moment or that he had just finished.*

**REMEMBER Non-Continuous Verbs / Mixed Verbs**

It is important to remember that Non-Continuous Verbs cannot be used in any continuous tenses. Also, certain non-continuous meanings for Mixed Verbs cannot be used in continuous tenses. Instead of using Past Perfect Continuous with these verbs, you must use Past Perfect.

Examples:

- The motorcycle had been belonging to George for years before Tina bought it.  
  *Not Correct*
- The motorcycle had belonged to George for years before Tina bought it.  
  *Correct*

**ADVERB PLACEMENT**
The examples below show the placement for grammar adverbs such as: always, only, never, ever, still, just, etc.

Examples:

- You had **only** been waiting there for a few minutes when she arrived.
- Had you **only** been waiting there for a few minutes when she arrived?

**ACTIVE / PASSIVE**

Examples:

- Chef Jones **had been preparing** the restaurant's fantastic dinners for two years before he moved to Paris. *ACTIVE*
- The restaurant's fantastic dinners **had been being prepared** by Chef Jones for two years before he moved to Paris. *PASSIVE*

NOTE: Passive forms of the Past Perfect Continuous are not common.
Verb Tense Exercise 13

Past Perfect / Past Perfect Continuous

Using the words in parentheses, complete the text below with the appropriate tenses, then click the "Check" button to check your answers.

I'm sorry I left without you last night, but I told you to meet me early because the show started at 8:00. I (try) to get tickets for that play for months, and I didn't want to miss it. By the time I finally left the coffee shop where we were supposed to meet, I (have) five cups of coffee and I (wait) over an hour. I had to leave because I (arrange) to meet Kathy in front of the theater.

When I arrived at the theater, Kathy (pick, already) up the tickets and she was waiting for us near the entrance. She was really angry because she (wait) for more than half an hour. She said she (give, almost) up and (go) into the theater without us.

Kathy told me you (be) late several times in the past and that she would not make plans with you again in the future. She mentioned that she (miss) several movies because of your late arrivals. I think you owe her an apology. And in the future, I suggest you be on time!
Used To in past and Used to + be

[used to + VERB]

Example:

- I used to go to the beach every day.

It is better not to use "used to" in questions or negative forms; however, this is sometimes done in informal spoken English. It is better to ask questions and create negative sentences using Simple Past.

USE 1 Habit in the Past

"Used to" expresses the idea that something was an old habit that stopped in the past. It indicates that something was often repeated in the past, but it is not usually done now.

Examples:

- Jerry used to study English.
- Sam and Mary used to go to Mexico in the summer.
- I used to start work at 9 o’clock.
- Christine used to eat meat, but now she is a vegetarian.

USE 2 Past Facts and Generalizations

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

Examples:
• I used to live in Paris.
• Sarah used to be fat, but now she is thin.
• George used to be the best student in class, but now Lena is the best.
• Oranges used to cost very little in Florida, but now they are quite expensive.

"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, when asking questions or making negative sentences, Simple Past is preferred.

Examples:

• You used to play the piano.
• Did you play the piano when you were young?
• You did not play the piano when you were young.

ACTIVE / PASSIVE

Examples:

• Jerry used to pay the bills. Active
• The bills used to be paid by Jerry. Passive
[would always + VERB]

Examples:

- You would always take your surfboard with you when you went to the beach.
- Would you always take your surfboard with you when you went to the beach?
- You would not always take your surfboard with you when you went to the beach.

USE 1 Habit in the Past

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<th>Present</th>
<th>Future</th>
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</thead>
</table>

Like "used to" and Simple Past, "would always" expresses the idea that something was an old habit which stopped in the past. It says that an action was often repeated in the past, but it is not usually done now. Unlike "used to" and Simple Past, "would always" suggests that someone willingly acted that way and sometimes expresses annoyance or amusement at the habit. It also often suggests the habit was extreme. To express the opposite idea, we can say "would never" to indicate that someone never did something in the past, but now they do.

Examples:

- She would always send me strange birthday gifts.
- Sam and Mary would always choose the most exotic vacation destinations.
- Sally would not always arrive early to class. She came late once or twice.
- Ned would always show up at our house without calling first.
- Mindy would not always walk to school. Sometimes, she took the bus.
- Christine would always come late to the meetings.
- Jeff would never pay for drinks when we went out together with our friends.

Refusing to do something or normally not doing something is also a form of habit.

REMEMBER "Would Always" is Different

"Would always" is not exactly the same as "used to" or the Simple Past. "Would always" cannot be used to talk about past facts or generalizations. It can only be used for repeated actions.

Examples:

- Sarah was shy, but now she is very outgoing. Correct
- Sarah used to be shy, but now she is very outgoing. Correct
- Sarah would always be shy, but now she is very outgoing. Not Correct
Forms Related to "Would Always"

In addition to "would always," English speakers often use "would constantly," "would often," "would forever" or simply "would." Although the last form "would" is correct, it is not suggested because it can easily be confused with other verb forms such as the Conditional or Future in the Past. Similarly, speakers can use "would rarely," "would occasionally" and "would seldom" to express the idea that an action was not often repeated.

Examples:

- Jerry would come to the parties every weekend.
- Jerry would constantly bring his girlfriend to the parties.
- Jerry would often bring his best friend to the parties.
- Jerry would occasionally bring his older brother to the parties.
- Jerry would seldom bring his sister to the parties.
- Jerry would never bring his younger brother to the parties.

ACTIVE / PASSIVE

Examples:

- My mother would always make the pies. \textit{Active}
- The pies would always be made by my mother. \textit{Passive}
Conditionals

Conditional Overview with Examples

<table>
<thead>
<tr>
<th>Present Real Conditional</th>
<th>Present Unreal Conditional</th>
</tr>
</thead>
</table>
| If I **have** time, I **study** English.  
  *SOMETIMES I HAVE TIME.* | If I **had** time, I **would study** English.  
  *I DON'T HAVE TIME.* |

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</table>
| If I **had** time, I **studied** English.  
  *SOMETIMES I HAD TIME.* | If I **had had** time, I **would have studied** English.  
  *I DIDN'T HAVE TIME.* |

<table>
<thead>
<tr>
<th>Future Real Conditional</th>
<th>Future Unreal Conditional</th>
</tr>
</thead>
</table>
| If I **have** time, I **will study** English.  
  If I **have** time, I **am going to study** English.  
  *I DON'T KNOW IF I WILL HAVE TIME OR NOT.* | If I **had** time, I **would study** English.  
  *I WON'T HAVE TIME.* |
Modals

CAN

"Can" is one of the most commonly used modal verbs in English. It can be used to express ability or opportunity, to request or offer permission, and to show possibility or impossibility.

Examples:

- I **can** ride a horse. **ABILITY**
- We **can** stay with my brother when we are in Paris. **OPPORTUNITY**
- She **cannot** stay out after 10 PM. **PERMISSION**
- **Can** you hand me the stapler? **REQUEST**
- Any child **can** grow up to be president. **POSSIBILITY**

Could

"Could" is used to express possibility or past ability as well as to make suggestions and requests. "Could" is also commonly used in **conditional** sentences as the conditional form of "can."

Examples:

- Extreme rain **could** cause the river to flood the city. **POSSIBILITY**
- Nancy **could** ski like a pro by the age of 11. **PAST ABILITY**
- You **could** see a movie or go out to dinner. **SUGGESTION**
- **Could** I use your computer to email my boss? **REQUEST**
- We **could** go on the trip if I didn't have to work this weekend. **CONDITIONAL**

**REMEMBER: "Could not" vs. "Might not"**

"Could not" suggests that it is impossible for something to happen. "Might not" suggests you do not know if something happens.

Examples:
Had Better

"Had better" is most commonly used to make recommendations. It can also be used to express desperate hope as well as warn people.

Examples:

- You had better take your umbrella with you today. \textit{RECOMMENDATION}
- That bus had better get here soon! \textit{DESPERATE HOPE}
- You had better watch the way you talk to me in the future! \textit{WARNING}

Have to

"Have to" is used to express certainty, necessity, and obligation.

Examples:

- This answer has to be correct. \textit{CERTAINTY}
- The soup has to be stirred continuously to prevent burning. \textit{NECESSITY}
- They have to leave early. \textit{OBLIGATION}

\textbf{REMEMBER: } "Do not have to" vs. "Must not"

"Do not have to" suggests that someone is not required to do something. "Must not" suggests that you are prohibited from doing something.

Examples:

- You must not eat that. \textit{IT IS FORBIDDEN, IT IS NOT ALLOWED.}
- You don't have to eat that. \textit{YOU CAN IF YOU WANT TO, BUT IT IS NOT NECESSARY.}
May

"May" is most commonly used to express possibility. It can also be used to give or request permission, although this usage is becoming less common.

Examples:

- Cheryl may be at home, or perhaps at work. **POSSIBILITY**
- Johnny, you may leave the table when you have finished your dinner. **GIVE PERMISSION**
- May I use your bathroom? **REQUEST PERMISSION**

Might

"Might" is most commonly used to express possibility. It is also often used in **conditional** sentences. English speakers can also use "might" to make suggestions or requests, although this is less common in American English.

Examples:

- Your purse **might** be in the living room. **POSSIBILITY**
- If I didn’t have to work, I **might** go with you. **CONDITIONAL**
- You **might** visit the botanical gardens during your visit. **SUGGESTION**
- **Might** I borrow your pen? **REQUEST**
**Must**

"Must" is most commonly used to express certainty. It can also be used to express necessity or strong recommendation, although native speakers prefer the more flexible form "have to." "Must not" can be used to prohibit actions, but this sounds very severe; speakers prefer to use softer modal verbs such as "should not" or "ought not" to dissuade rather than prohibit.

Examples:

- This **must** be the right address! **CERTAINTY**
- Students **must** pass an entrance examination to study at this school. **NECESSITY**
- You **must** take some medicine for that cough. **STRONG RECOMMENDATION**
- Jenny, you **must not** play in the street! **PROHIBITION**

**Ought To**

"Ought to" is used to advise or make recommendations. "Ought to" also expresses assumption or expectation as well as strong probability, often with the idea that something is deserved. "Ought not" (without "to") is used to advise against doing something, although Americans prefer the less formal forms "should not" or "had better not."

Examples:

- You **ought to** stop smoking. **RECOMMENDATION**
- Jim **ought to** get the promotion. **IT IS EXPECTED BECAUSE HE DESERVES IT.**
- This stock **ought to** increase in value. **PROBABILITY**
- Mark **ought not** drink so much. **ADVICE AGAINST SOMETHING (NOTICE THERE IS NO "TO")**

Shall

"Shall" is used to indicate future action. It is most commonly used in sentences with "I" or "we," and is often found in suggestions, such as "Shall we go?" "Shall" is also frequently used in promises or voluntary actions. In formal English, the use of "shall" to describe future events often expresses inevitability or predestination. "Shall" is much more commonly heard in British English than in American English; Americans prefer to use other forms, although they do sometimes use "shall" in suggestions or formalized language.

Examples:

- **Shall** I help you? *SUGGESTION*
- I **shall** never forget where I came from. *PROMISE*
- He **shall** become our next king. *PREDESTINATION*
- I'm afraid Mr. Smith **shall** become our new director. *INEVITABILITY*

Should

"Should" is most commonly used to make recommendations or give advice. It can also be used to express obligation as well as expectation.

Examples:

- When you go to Berlin, you **should** visit the palaces in Potsdam. *RECOMMENDATION*
- You **should** focus more on your family and less on work. *ADVICE*
- I really **should** be in the office by 7:00 AM. *OBLIGATION*
- By now, they **should** already be in Dubai. *EXPECTATION*
Gerunds and Infinitives

14. Some verbs can be followed by a gerund or an infinitive with little difference in meaning.

Examples:

- She likes swimming.
- She likes to swim.

Although the difference in meaning is small with these particular verbs, and gerunds and infinitives can often be used interchangeably, there is still a meaning difference. Using a gerund suggests that you are referring to real activities or experiences. Using an infinitive suggests that you are talking about potential or possible activities or experiences. Because of this small difference in meaning, gerunds and infinitives cannot always be used interchangeably, such as in the examples below.

Examples:

- The British reporter likes living in New York. HE LIVES IN NEW YORK AND HE LIKES WHAT HE EXPERIENCES THERE.
- The British reporter likes to live in New York whenever he works in the United States. HE LIKES THE OPTION OR POSSIBILITY OF LIVING IN NEW YORK WHEN HE WORKS IN THE UNITED STATES.
- I like speaking French because it's such a beautiful language. I LIKE THE EXPERIENCE OF SPEAKING FRENCH, AND THE WAY IT MAKES ME FEEL WHEN I SPEAK THE LANGUAGE.
- I like to speak French when I'm in France. I PREFER THE OPTION OF SPEAKING FRENCH WHEN I AM IN FRANCE.

15. There are many "be + adjective" combinations that are commonly followed by infinitives. List of Be + Adjective Combinations Followed by Infinitives

Examples:

- They were anxious to begin.
- She was delighted to receive such good feedback.
- He is lucky to have such good friends.

16. There are also many nouns that are commonly followed by infinitives. List of Nouns Followed by Infinitives

Examples:
17. Sometimes infinitives are used to express the idea of "in order to do something."

Examples:

- He bought the English dictionary to look up difficult words. *IN ORDER TO LOOK UP*
- Janine sold her car to get the money that she needed. *IN ORDER TO GET*
- Juan uses Englishpage.com to learn English. *IN ORDER TO LEARN*

This idea of "in order to do something" is found in many English patterns.

**too + adjective/adverb + infinitive**

Examples:

- The box is too heavy to carry.
- The television is too expensive to buy.
- Fiona ran too slowly to win the race.
- We arrived too late to see the beginning of the movie.

**adjective/adverb + enough + infinitive**

Examples:

- She is tall enough to reach the book on the shelf.
- Brian was smart enough to enter college at the age of 12.
- Linda runs quickly enough to win the race.

**enough + noun(s) + infinitive**

Examples:

- He has enough money to buy his own car.
- Cheryl owns enough books to start her own library!
- Diane needs enough time to finish writing her book.

18. Certain expressions are followed by "ING" forms. List of Expressions followed by Verb+ing Forms

Examples:
19. Verbs which indicate location can often be followed by "ING" forms. This pattern is VERB OF LOCATION + LOCATION + VERB+ING. List of Verbs of Location

Examples:

- Sarah stood at the corner waiting for Tom.
- Melissa lay in bed thinking about her future.
- Don clung to the side of the cliff looking down.

20. In addition to simple gerund and infinitive forms, there are progressive gerund and infinitive forms, passive gerund and infinitive forms and perfect gerund and infinitive forms as well as combinations of these forms. Progressive forms are used to emphasize that an action is taking place now. Passive forms are used to emphasize that the subject of the sentence is being acted upon. Perfect gerund and infinitive forms are used to emphasize completion in both the past and the future. Study the examples below to help understand these concepts. To learn more about progressiveness, the passive voice and the perfect aspect, complete the

<table>
<thead>
<tr>
<th>GERUND FORMS</th>
<th>INFINITIVE FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIMPLE</td>
<td></td>
</tr>
<tr>
<td>The teacher enjoys <strong>teaching</strong>.</td>
<td>The teacher wants <strong>to teach</strong>.</td>
</tr>
<tr>
<td>PROGRESSIVE</td>
<td></td>
</tr>
<tr>
<td>Mr. Smith is really enjoying <strong>teaching</strong> his class.</td>
<td>Mr. Smith would like <strong>to be teaching</strong> his class.</td>
</tr>
<tr>
<td>PASSIVE</td>
<td></td>
</tr>
<tr>
<td>The students enjoy <strong>being taught</strong>.</td>
<td>The students want <strong>to be taught</strong>.</td>
</tr>
<tr>
<td>PERFECT</td>
<td></td>
</tr>
<tr>
<td>The retired teacher recalled <strong>having taught</strong>.</td>
<td>The teacher was expecting <strong>to have taught</strong> that already.</td>
</tr>
</tbody>
</table>
| PASSIVE + PROGRESSIVE | The students are enjoying **being taught** by such an exciting new teacher.  
*LOOKS THE SAME AS THE PASSIVE FORM ABOVE.* | The students would like to be being taught by Mr Smith. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSIVE + PERFECT</td>
<td>The older students recalled <strong>having been taught</strong> that already.</td>
<td>The students were expecting <strong>to have been taught</strong> that by now.</td>
</tr>
</tbody>
</table>
Prepositions of time

Prepositions are short words (on, in, to) that usually stand in front of nouns (sometimes also in front of gerund verbs).

<table>
<thead>
<tr>
<th>English</th>
<th>Usage</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>• on</td>
<td>days of the week</td>
<td>on Monday</td>
</tr>
<tr>
<td>• in</td>
<td>months / seasons, time of day, year, after a certain period of time <em>(when?)</em></td>
<td>in August / in winter, in the morning, in 2006, in an hour</td>
</tr>
<tr>
<td>• at</td>
<td>for <em>night</em> for <em>weekend</em> a certain point of time <em>(when?)</em></td>
<td>at night, at the weekend, at half past nine</td>
</tr>
<tr>
<td>• since</td>
<td>from a certain point of time (past till now)</td>
<td>since 1980</td>
</tr>
<tr>
<td>• for</td>
<td>over a certain period of time (past till now)</td>
<td>for 2 years</td>
</tr>
<tr>
<td>• ago</td>
<td>a certain time in the past</td>
<td>2 years ago</td>
</tr>
<tr>
<td>• before</td>
<td>earlier than a certain point of time</td>
<td>before 2004</td>
</tr>
<tr>
<td>• to</td>
<td>telling the time</td>
<td>ten to six (5:50)</td>
</tr>
<tr>
<td>• past</td>
<td>telling the time</td>
<td>ten past six (6:10)</td>
</tr>
<tr>
<td>• to / till / until</td>
<td>marking the beginning and end of a period of time</td>
<td>from Monday to/till Friday</td>
</tr>
<tr>
<td>• till / until</td>
<td>in the sense of <em>how long something is going to last</em></td>
<td>He is on holiday until Friday.</td>
</tr>
<tr>
<td>• By</td>
<td>in the sense of <em>at the latest</em> up to a certain time</td>
<td>I will be back by 6 o’clock. By 11 o’clock, I had read five pages.</td>
</tr>
</tbody>
</table>

(front of gerund verbs).
<table>
<thead>
<tr>
<th>English</th>
<th>Usage</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In</strong></td>
<td>room, building, street, town, country</td>
<td>in the kitchen, in London in the book in the car, in a taxi in the picture, in the world</td>
</tr>
<tr>
<td></td>
<td>book, paper etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>car, taxi</td>
<td></td>
</tr>
<tr>
<td></td>
<td>picture, world</td>
<td></td>
</tr>
<tr>
<td><strong>at</strong></td>
<td>meaning <em>next to, by an object</em></td>
<td>at the door, at the station at the table at a concert, at the party at the cinema, at school, at work</td>
</tr>
<tr>
<td></td>
<td>for table</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for events</td>
<td></td>
</tr>
<tr>
<td></td>
<td>place where you are to do something typical (watch a film, study, work)</td>
<td></td>
</tr>
<tr>
<td><strong>on</strong></td>
<td>attached</td>
<td>the picture on the wall London lies on the Thames. on the table on the left on the first floor on the bus, on a plane on TV, on the radio</td>
</tr>
<tr>
<td></td>
<td>for a place with a river</td>
<td></td>
</tr>
<tr>
<td></td>
<td>being on a surface</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for a certain side (left, right)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for a floor in a house</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for public transport</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for <em>television, radio, on youtube, on facebook, on the internet</em></td>
<td></td>
</tr>
<tr>
<td><strong>by, next to, beside</strong></td>
<td>left or right of somebody or something</td>
<td>Jane is standing by / next to / beside the car.</td>
</tr>
<tr>
<td><strong>Under</strong></td>
<td>on the ground, lower than (or covered by) something else</td>
<td>the bag is under the table</td>
</tr>
<tr>
<td><strong>below</strong></td>
<td>lower than something else but above ground</td>
<td>the fish are below the surface</td>
</tr>
<tr>
<td><strong>over</strong></td>
<td>covered by something else</td>
<td>put a jacket over your shirt over 16 years of age walk over the bridge climb over the wall</td>
</tr>
<tr>
<td></td>
<td>meaning <em>more than</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>getting to the other side (also <em>across</em>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>overcoming an obstacle</td>
<td></td>
</tr>
<tr>
<td><strong>above</strong></td>
<td>higher than something else, but not directly over it</td>
<td>a path above the lake</td>
</tr>
<tr>
<td><strong>across</strong></td>
<td>getting to the other side (also <em>over</em>)</td>
<td>walk across the bridge swim across the lake</td>
</tr>
</tbody>
</table>
### English Usage

<table>
<thead>
<tr>
<th>Preposition</th>
<th>Usage</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>through</td>
<td>something with limits on top, bottom and the sides</td>
<td>drive through the tunnel</td>
</tr>
<tr>
<td>to</td>
<td>movement to person or building</td>
<td>go to the cinema</td>
</tr>
<tr>
<td></td>
<td>movement to a place or country</td>
<td>go to London / Ireland</td>
</tr>
<tr>
<td></td>
<td>for bed</td>
<td>go to bed</td>
</tr>
<tr>
<td>into</td>
<td>enter a room / a building</td>
<td>go into the kitchen / the house</td>
</tr>
<tr>
<td>towards</td>
<td>movement in the direction of something (but not directly to it)</td>
<td>go 5 steps towards the house</td>
</tr>
<tr>
<td>onto</td>
<td>movement to the top of something</td>
<td>jump onto the table</td>
</tr>
<tr>
<td>from</td>
<td>in the sense of <em>where from</em></td>
<td>a flower from the garden</td>
</tr>
</tbody>
</table>

### Other important Prepositions

<table>
<thead>
<tr>
<th>Preposition</th>
<th>Usage</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>from</td>
<td>who gave it</td>
<td>a present from Jane</td>
</tr>
<tr>
<td>of</td>
<td>who/what does it belong to</td>
<td>a page of the book</td>
</tr>
<tr>
<td></td>
<td>what does it show</td>
<td>the picture of a palace</td>
</tr>
<tr>
<td>by</td>
<td>who made it</td>
<td>a book by Mark Twain</td>
</tr>
<tr>
<td>on</td>
<td>walking or riding on horseback</td>
<td>on foot, on horseback</td>
</tr>
<tr>
<td></td>
<td>entering a public transport vehicle</td>
<td>get on the bus</td>
</tr>
<tr>
<td>in</td>
<td>entering a car / Taxi</td>
<td>get in the car</td>
</tr>
<tr>
<td>off</td>
<td>leaving a public transport vehicle</td>
<td>get off the train</td>
</tr>
<tr>
<td>out of</td>
<td>leaving a car / Taxi</td>
<td>get out of the taxi</td>
</tr>
<tr>
<td>by</td>
<td>rise or fall of something</td>
<td>prices have risen by 10 percent</td>
</tr>
<tr>
<td></td>
<td>travelling (other than walking or horseriding)</td>
<td>by car, by bus</td>
</tr>
<tr>
<td>at</td>
<td>for age</td>
<td>she learned Russian at 45</td>
</tr>
<tr>
<td>about</td>
<td>for topics, meaning <em>what about</em></td>
<td>we were talking about you</td>
</tr>
</tbody>
</table>
Form and Comparison of Adverbs

Adverbs are used to express how something is done (adjectives express how someone or something is).

Example: The dog sleeps *quietly*. The dog is *absolutely* quiet.

**Form**

In general: adjective + -*ly*

<table>
<thead>
<tr>
<th>adjective</th>
<th>adverb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slow</td>
<td>slowly</td>
</tr>
</tbody>
</table>

*Exceptions in spelling*

<table>
<thead>
<tr>
<th>Exception</th>
<th>example</th>
</tr>
</thead>
<tbody>
<tr>
<td>silent <em>e</em> is dropped in <em>true, due, whole</em></td>
<td><em>true → truly</em></td>
</tr>
<tr>
<td><em>y</em> becomes <em>i</em></td>
<td><em>happy → happily</em></td>
</tr>
<tr>
<td><em>le</em> after a consonant is dropped</td>
<td><em>sensible → sensibly</em></td>
</tr>
<tr>
<td>after <em>ll</em> only add <em>y</em></td>
<td><em>full → fully</em></td>
</tr>
</tbody>
</table>

*Adjectives ending in -ic: adjective + -ally (exception: public-publicly)*
### Adjectives ending in -ly: use ‘in a … way / manner’ or another adverb with similar meaning

<table>
<thead>
<tr>
<th>Adjective</th>
<th>Adverb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendly</td>
<td>in a friendly way / manner</td>
</tr>
<tr>
<td>Likely</td>
<td>probably</td>
</tr>
</tbody>
</table>

### Exceptions

<table>
<thead>
<tr>
<th>Adjective</th>
<th>Adverb (meaning)</th>
<th>Adverb (meaning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>Well</td>
<td></td>
</tr>
<tr>
<td>Difficult</td>
<td>with difficulty</td>
<td></td>
</tr>
<tr>
<td>Public</td>
<td>Publicly</td>
<td></td>
</tr>
<tr>
<td>Deep</td>
<td>deep (place)</td>
<td>deeply (feeling)</td>
</tr>
<tr>
<td>Direct</td>
<td>Direct</td>
<td>directly (=soon)</td>
</tr>
<tr>
<td>Hard</td>
<td>Hard</td>
<td>hardly (=seldom)</td>
</tr>
<tr>
<td>High</td>
<td>high (place)</td>
<td>highly (figurative)</td>
</tr>
<tr>
<td>Late</td>
<td>Late</td>
<td>lately (=recently)</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td>------------------</td>
</tr>
<tr>
<td>Most</td>
<td>Most</td>
<td>mostly (=usually)</td>
</tr>
<tr>
<td>Near</td>
<td>Near</td>
<td>nearly (=almost)</td>
</tr>
<tr>
<td>Pretty</td>
<td>pretty (=rather)</td>
<td>prettily</td>
</tr>
<tr>
<td>Short</td>
<td>Short</td>
<td>shortly (=soon)</td>
</tr>
</tbody>
</table>

*The following adjectives are also used as adverbs (without modification):* daily, enough, early, far, fast, hourly, little, long, low, monthly, much, straight, weekly, yearly, …
Comparison of Adjectives

Exercise on Positive Form and Comparison of Adjectives

Positive Form

Use the positive form of the adjective if the comparison contains one of the following expressions:

as ... as

Example: Jane is as tall as John.

not as ... as / not so ... as

Example: John is not as tall as Arnie.

Comparative Form and Superlative Form (-er/-est)

- one-syllable adjectives (clean, new, cheap)
- two-syllable adjectives ending in -y or -er (easy, happy, pretty, dirty, clever)

<table>
<thead>
<tr>
<th>positive form</th>
<th>comparative form</th>
<th>superlative form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean</td>
<td>Cleaner</td>
<td>(the) cleanest</td>
</tr>
</tbody>
</table>

Exceptions in spelling when adding -er / -est

- silent ‘e’ is dropped
  
  Example: late-later-latest

- final ‘y’ after a consonant becomes i
  
  Example: easy-easier-easiest

- final consonant after short, stressed vowel is doubled
  
  Example: hot-hotter-hottest

Comparative Form and Superlative Form (more/most)

- adjectives of three or more syllables (and two-syllable adjectives not ending in -y/-er)
### Comparative Form and Superlative Form (irregular comparisons)

<table>
<thead>
<tr>
<th>positive form</th>
<th>comparative form</th>
<th>superlative form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difficult</td>
<td>more difficult</td>
<td>most difficult</td>
</tr>
<tr>
<td>Good</td>
<td>better</td>
<td>best</td>
</tr>
<tr>
<td>bad / ill</td>
<td>worse</td>
<td>worst</td>
</tr>
<tr>
<td>little (amount)</td>
<td>less</td>
<td>least</td>
</tr>
<tr>
<td>little (size)</td>
<td>smaller</td>
<td>smallest</td>
</tr>
<tr>
<td>much / many</td>
<td>more</td>
<td>most</td>
</tr>
<tr>
<td>far (place + time)</td>
<td>further</td>
<td>furthest</td>
</tr>
<tr>
<td>far (place)</td>
<td>farther</td>
<td>farthest</td>
</tr>
<tr>
<td>late (time)</td>
<td>later</td>
<td>latest</td>
</tr>
<tr>
<td>late (order)</td>
<td>latter</td>
<td>Last</td>
</tr>
<tr>
<td>near (place)</td>
<td>nearer</td>
<td>nearest</td>
</tr>
<tr>
<td>near (order)</td>
<td>-</td>
<td>next</td>
</tr>
</tbody>
</table>
Important things to keep in mind when using nouns are which article to use and how to form the plural and how to form the possessive case.

**Article**

**Direct article - the**

Example: the house

**Indirect article a / an**

*a* - if the first letter of the following word is pronounced like a consonant

Example: a car, a university

*an* - if the first letter of the following word is pronounced like a vowel

Example: an apple, an hour

Exercise on indirect articles

Exercise on direct articles

**Plural**

General rule: singular form + *s*

Example: a car - two cars

After *s, ch, x, z* the plural is formed by adding *es*

Example: a box - two boxes

*y* after a consonant is changed to *ie* before the plural *s*

Example: a city - two cities

**But:** *y* after a vowel is not changed

Example: a boy - two boys
After the plural is usually formed by adding *es* (this is not the case, however, with words used for electric gadgets and music: radio, video, disco).

example: a tomato - two tomatoes

**Exercise - singular or plural?**

**Possessive Case of Nouns**

<table>
<thead>
<tr>
<th>adding 's</th>
<th>of phrase</th>
</tr>
</thead>
<tbody>
<tr>
<td>usually used for people</td>
<td>usually used for things</td>
</tr>
<tr>
<td>Ronny's brother</td>
<td>the name of the school</td>
</tr>
</tbody>
</table>

If there is a relation to people when using the possessive case with unanimated things, often the *s* is added instead of using an *of phrase*.

example: Germany's economy or the economy of Germany

When using the possessive case with a time, *s* is added.

example: a three weeks' holiday
### MAIN VERBS

#### REGULAR VERBS

- accept
- add
- admire
- admit
- advise
- afford
- agree
- alert
- allow
- amuse
- analyse
- announce
- annoy
- answer
- apologise
- appear
- applaud
- appreciate
- approve
- argue
- arrange
- arrest
- arrive
- ask
- attach
- attack
- attempt
- attend
- attract
- avoid
- beg
- behave
- belong
- bleach
- bless
- blind
- blink
- blot
- blush
- boast
- boil
- bolt
- bomb
- book
- bore
- borrow
- bounce
- bow
- box
- brake
- branch
- breathe
- bruise
- brush
- bubble
- bump
- burn
- bury
- buzz
- calculate
- call
- camp
- care
- carry
- carve
- cause
- challenge
- change
- charge
- chase
- choke
- chop
- claim
- clap
- clean
- clear
- clip
- close
- coach
- coil
- collect
- compare
- compete
- complain
- complete
- concentrate
- concern
- confess
- confuse
- connect
- consider
- consist
- cough
- count
- cover
- crack
- crash
- crawl
- cross
- crush
- cry
- cure
- curl
“Practice makes perfect”

- cheat
- check
- cheer
- chew
- colour
- comb
- command
- communicate
- contain
- continue
- copy
- correct
- curve
- cycle
- dam
- damage
- dance
- dare
- decay
- deceive
- decide
- decorate
- delay
- delight
- deliver
- depend
- describe
- desert
- deserve
- destroy
- detect
- develop
- disagree
- disappear
- disagree
- disapprove
- disapprove
- disarm
- discover
- dislike
- divide
- double
- doubt
- drag
- drain
- dream
- dress
- drip
- drop
- drown
- drum
- dry
- dust
- earn
- educate
- embarrass
- employ
- empty
- encourage
- end
- enjoy
- enter
- entertain
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- examine
- expect
- excite
- excuse
- exercise
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- expand
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- explain
- explode
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- fail
- fancy
- fasten
- fax
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- fence
- fetch
- file
- fill
- film
- fire
- fit
- fix
- flap
- flash
- float
- flood
- flow
- flower
- fold
- follow
- fool
- force
- form
- found
- frame
- frighten
- fry
- gather
- grab
- grate
- grease
- grin
- grip
- groan
- guard
- guess

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mate  mess up  mourn
nail  need  nod  notice
name  nest  note  number
obey  obtain  offer  overflow
object  occur  open  owe
observe  offend  order  own
pack  permit  pop  prevent
paddle  phone  possess  prick
paint  pick  post  print
park  pinch  pour  produce
part  pine  practise  program
pass  place  pray  promise
paste  plan  preach  protect
pat  plant  prefer  provide
pause  play  prepare  pull
peck  please  present  pump
pedal  plug  pretext  punch
peel  point  press  puncture
peep  poke  pretend  punish
perform  polish  pull
question  queue
race  refuse  remove  rhyme
radiate  regret  repair  rinse
rain  reign  repeat  risk
raise  reject  replace  rob
reach  rejoice  reply  rock
realise  relax  report  roll
receive  release  reproduce  rot
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<td>Shut</td>
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<td>Sing</td>
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<td>Sit</td>
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<td>Sleep</td>
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<td>Speak</td>
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<td>Spend</td>
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<td>Stand</td>
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<td>Swim</td>
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<td>Take</td>
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<tr>
<td>Verb</td>
<td>Past Tense</td>
<td>Past Participle</td>
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<td>Throw</td>
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<td>Understand</td>
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<td>Wake</td>
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<td>Wear</td>
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<td>Win</td>
<td>won</td>
<td>won</td>
</tr>
<tr>
<td>Write</td>
<td>wrote</td>
<td>written</td>
</tr>
</tbody>
</table>
A Idioms

about to (do something)
- to be on the point of doing something

I was about to leave when the phone rang.

according to (someone or something)
- as said or told by someone, in agreement with something, in the order of something, in proportion to something

According to our teacher, there will be no class next week.  
We did everything according to the terms of our agreement.
We will dress for the hike, according to the weather.

account for (something)
- to provide an explanation or an answer for something

The bad weather accounts for the fact that few people came to the meeting.

after all
- considering the fact that something happened or happens, something that is usually assumed

"You don't need to phone him. After all, he never phones you."

all of a sudden
- suddenly, without advance warning

All of a sudden, it became cloudy and began to rain.
“Practice makes perfect”

as a matter of fact
- actually

"As a matter of fact, we have been to the sports stadium many times."

as far as
- to the extent or degree of something

As far as I know, the movie will start in a few minutes.

as for
- with regard to, concerning

"As for myself, I think that I will return home now."

as if
- in the same way that something would be, that

The drink tastes as if it were made with orange juice.
It seemed as if the whole school came to the concert.

as long as
- provided that, on condition that

"As long as you promise to be careful, you can borrow my car."

as soon as
- just after something, when

I phoned my friend as soon as I finished dinner.
as to
- with regard to, according to

"As to your question, I will answer it tomorrow."
The players were put into groups as to their ability.

as well
- in addition, also, too

I plan to take swimming lessons this summer. I plan to take a computer course as well.

as well as (someone or something)
- in addition to someone or something

"Please bring your swimming suit as well as your towel."

B Idioms

back and forth
- backwards and forwards, first one way and then the other way

The argument with the lawyer went back and forth before the judge made a decision.

better off
- to be in a better situation than before

My friend would be better off if he sold his old car and bought a new one.

break down (something) or break (something) down
- to divide something into parts, to separate something into simpler substances

We tried to break down the problem for further study.
The sugar began to break down soon after it was swallowed.

break up or break up (something) or break (something) up
- to separate, to divide into groups or pieces, to put an end to something

I hope that my favorite band does not break up.
The students did not want to break up their groups.
The coach decided to break the team up into small groups.

by the way
- incidentally

"By the way, could you please bring your laptop computer tomorrow."

C Idioms

carry out (something) or carry (something) out
- to put something into action, to accomplish something, to do something

The scientist wanted to carry out more experiments before discussing the new medicine.

come on!
- please, hurry, go faster

"Come on, I only have a few minutes before I must go." "Come on, stop doing that."
come up
- to happen unexpectedly

I will not be able to go to the party if something else comes up.

come up with (something)
- to produce or find a thought or idea or answer

I tried to come up with a name for the new magazine.

D Idioms
deal with (something)
- to be concerned with something, to take action about something

We will deal with the boxes tomorrow.

E Idioms
end up (doing something or going somewhere)
- to do something that one had not planned to do, to go somewhere one had not planned to go

We ended up watching a movie last night.
We ended up going to a restaurant after the movie last night.

F Idioms
figure out (someone or something) or figure(someone or something) out
- to try to understand someone or something, to solve something

I finally figured out how to use the new computer software.

fill in (something) or fill (something) in
- to write words in blank spaces

"Please fill in this form and give it to the receptionist."
I filled the form in and gave it to the receptionist.

**find out (something)**

- to learn or discover something

My mother is angry with me because she found out that I had quit my French class.

**first of all**

- the very first thing

First of all, we prepared the garden and then we planted the seeds.

**for good**

- permanently

The city plans to close the public swimming pool for good.

**for sure**

- without doubt, certainly, surely

"I will go to the movie with you for sure next week."

*G Idioms*
get back to (something)
- to return to something

I was happy to get back to my work after my holiday.

get into (something)
- to become interested or involved in something

I do not want to get into an argument with my friend.
We will get into the details of the plan tomorrow.

get into (somewhere)
- to enter somewhere

My friend wants to get into a good university.
I bumped my head as I was getting into the car.

get out of (somewhere)
- to leave somewhere, to escape from somewhere

I have an appointment and I want to get out of my house quickly.

get rid of (something)
- to give or throw something away, to sell or destroy something, to make a cold or fever disappear

I bought a new television so I want to get rid of my old one.

get through (something)
- to complete something, to finish something
My friend is having trouble getting through her final exams.
I have much reading that I must get through before tomorrow.

**go ahead**
- to begin to do something

"Let`s go ahead and start now. We can`t wait any longer."

**go on**
- to continue

The game will probably go on for an hour after we leave.

**go over (something)**
- to examine or review something

The accountant will go over our books tomorrow.
We plan to go over that question tomorrow.

**go through (something)**
- to discuss something, to look at something, to do something

The teacher decided to go through the exercise before the test.

**go with (something)**
- to choose one thing rather than another

We decided to go with the small rental car rather than the large one.
H Idioms

hang out (somewhere or with someone)
- to spend one`s time with no great purpose, to spend leisure time with friends

Recently, my friend has been hanging out with a bad group of people.

have (something) to do with (something)
- to be about something, to be on the subject of something, to be related to something

"The book has something to do with cooking but I am not sure if you will like it."
That problem has nothing to do with me.

hold on
- to wait a minute, to stop, to wait and not hang up the phone

"Please hold on for a minute while I lock the door."
"Hold on, don't say anything, I can't hear the speaker."

I Idioms

in a way
- to a certain extent, a little, somewhat

In a way, I want to go to the new restaurant, but in a way I do not really care.

in case
- if, if something should happen

I will take my umbrella in case it rains.
in common
- shared together or equally, in use or ownership by all

I had nothing in common with the other members of the class.

in detail
- giving all the details, item by item

The saleswoman explained the new product in detail.

in effect
- for practical purposes, basically

The man's silence was in effect a way of disagreeing with the other people in the meeting.

in fact
- actually, the truth is

The man has been to China before. In fact, he has been there three times.

in favor of (someone or something)
- to approve or support someone or something

Everybody is in favor of the new police chief.
My company is not in favor of changing our holiday schedule.

in general
- in most situations or circumstances
In general, most of the people are happy with the new manager.

**in order to**
- for the purpose of

They have decided to close down the school for the summer in order to do some major repairs.

**in other words**
- in a different (usually more direct) way

"In other words, if you do not finish the assignment by Wednesday, you will not pass the course."

**in place**
- in the proper place or location

Everything in the room was in place when we arrived for the meeting.

**in some ways**
- in some unspecified way or manner, by some unspecified means

In some ways, I know what my friend wants to say but in other ways, I do not.

**in terms of (something)**
- with regard to something

In terms of our agreement with the other company, we are not allowed to sell the products online.
in time
- with enough time to do something, within a certain time, before a time limit expires

I did not arrive home in time to meet my cousin.
The girl is working hard to finish her homework in time to go to a movie.

**K Idioms**

keep (someone or something) in mind
- to remember and think about someone or something

I told my friend to keep the time that I must leave for work in mind.
If I need someone to help fix my computer, I usually keep my friend in mind.

kind of
- somewhat, more or less, moderately

I was kind of tired when I arrived home last night.

**L Idioms**

look for (something)
- to try to find something, to hunt or search for something

My friend has been looking for her credit card all morning but she cannot find it.

look up (something) or look (something) up
- to search for something in a dictionary or other book
I will look up my friend's name in the telephone book.
I looked the word up in the dictionary.

**M Idioms**

**make a difference**
- to cause a change in a situation, to change the nature of something

It does not make a difference whether our boss comes to the meeting or not.
If I study hard this weekend, it should make a difference in my test results next week.

**make sense**
- to seem reasonable

The manager's new proposal makes sense.

**make sure**
- to make certain, to establish something without a doubt

I want to make sure that my friend will meet me tomorrow.

**more or less**
- somewhat, to some extent

I more or less have decided to study business next year.

**N Idiom**

**no matter**
No matter how hard that I try, my music teacher is never satisfied.

**not at all**
- certainly not, absolutely not

I am not at all happy with my new computer.

**O Idioms**

**of course**
- certainly, definitely, naturally

"Of course you can use my car if you want to."

**on the other hand**
- however, in contrast, looking at the opposite side of a matter

He is very intelligent but on the other hand he is lazy and always gets low marks at school.

**on time**
- at the scheduled time, exactly at the correct time, punctually

Our train arrived exactly on time.

**once again**
- again, one more time, once more

I tried once again to phone my boss at his home.
open to (something)
- to be agreeable to learn or hear about new ideas or suggestions

Most members of the class were open to the teacher's ideas. Our boss is always open to new ideas.

P Idioms

pick up (something) or pick (something) up
- to get or receive something

I will pick up my dry cleaning tomorrow.
I picked up a copy of the newspaper at the station.

point out (someone or something) or point (someone or something) out
- to explain or call attention to someone or something

My teacher was very kind when she pointed out the mistakes that I had made.

put out (something) or put (something) out
- to produce or make something (a product or brochure or report or CD or movie or paper)

The company puts out a newsletter every month for the employees.

R Idioms

regardless of (something)
- without considering or thinking about something, without regard to something, in spite of something

Regardless of the weather, we are going to go fishing tomorrow morning.

right away
"I forgot my book at home but I will go and get it right away."

**rule out (someone or something) or rule (someone or something) out**
- to decide against or eliminate someone or something

The police ruled out the man as a possible bank robber.
We decided to rule Monday out as the day to have our meeting.

**run into (something - a fact or trouble or problems or difficulty)**
- to experience something, to encounter something

The mechanic ran into trouble when he was fixing my car.
I ran into some interesting facts while I was researching my essay.

**S Idioms**

**set up (something) or set (something) up**
- to establish something, to provide the money for something

The newspaper company provided the money to set up the new travel magazine.
The company set up a unique system to test the new product.

**show up**
- to appear, to arrive, to be present

"What time did your friend show up for the party?"

**so far**
- until now
So far, no one has entered the speech contest at the television station.

**so to speak**

- as one might or could say, this is one way to say something

We had a good time at the restaurant, so to speak, although the service was not very good.

**sort of (something)**

- to be almost something, to be similar to something, to be not quite something

"Did you finish cleaning the kitchen?"
"Sort of, but not really."

**stick with (something)**

- to continue doing something, to not quit something

The boy has been able to stick with his music lessons since he was a child.

**T Idioms**

**take advantage of (someone or something)**

- to use someone or something for one's own benefit

We took advantage of the beautiful weather and went to the beach.

**take care of (someone or something)**

- to look after or give attention to someone or something

It is good to take care of your health or you will become sick.
take out (something) or take (something) out
- to remove something from somewhere

The teacher told us to take out our books.
I took out some onions from the refrigerator.

take over (something) or take (something) over
- to take control of something, to take command of something

The large company wants to take over the small company in our town.

take place
- to happen, to occur

The soccer game took place on the coldest day of the year.

to the extent that
- to the degree that, in so far as

I plan to provide information about the new company policy, to the extent that I am familiar with it.

turn in (something) or turn (something) in
- to give something to someone, to hand something to someone

I arrived at school early so that I could turn in my essay.

turn out
- to be found or known, to prove to be true

It turned out that more people came to the meeting than we had expected.
**U Idioms**

**up to**
- until, as far as a certain point, approaching a certain point

Up to last week, I had never been inside a bowling alley. There were probably up to thirty people at the meeting.

**up to (someone) to decide (something) or do (something)**
- to be responsible to choose or decide something

It is up to the company president to decide when the meeting will start.

**used to (something)**
- accustomed to something

My friend is not used to living in such a big city.

**W Idioms**

**with respect to (something)**
- referring to something, concerning something

I do not know what the company will do with respect to the old computer system.

**work out**
- to end successfully
<table>
<thead>
<tr>
<th>Verb</th>
<th>Infinitive</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>blow up</td>
<td>explode</td>
<td>The terrorists tried to blow up the railroad station.</td>
</tr>
<tr>
<td>bring up</td>
<td>mention a topic</td>
<td>My mother brought up that little matter of my prison record again.</td>
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<tr>
<td>bring up</td>
<td>raise children</td>
<td>It isn't easy to bring up children nowadays.</td>
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<tr>
<td>call off</td>
<td>cancel</td>
<td>They called off this afternoon's meeting.</td>
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<tr>
<td>do over</td>
<td>repeat a job</td>
<td>Do this homework over.</td>
</tr>
<tr>
<td>fill out</td>
<td>complete a form</td>
<td>Fill out this application form and mail it in.</td>
</tr>
<tr>
<td>fill up</td>
<td>fill to capacity</td>
<td>She filled up the grocery cart with free food.</td>
</tr>
<tr>
<td>find out</td>
<td>discover</td>
<td>My sister found out that her husband had been planning a surprise party for her.</td>
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<tr>
<td>give away</td>
<td>give something to someone else for free</td>
<td>The filling station was giving away free gas.</td>
</tr>
<tr>
<td>give back</td>
<td>return an object</td>
<td>My brother borrowed my car. I have a feeling he's not about to give it back.</td>
</tr>
<tr>
<td>hand in</td>
<td>submit something (assignment)</td>
<td>The students handed in their papers and left the room.</td>
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<tr>
<td>hang up</td>
<td>put something on hook or receiver</td>
<td>She hung up the phone before she hung up her clothes.</td>
</tr>
<tr>
<td>hold up</td>
<td>delay</td>
<td>I hate to hold up the meeting, but I have to go to the bathroom.</td>
</tr>
<tr>
<td>hold up (2)</td>
<td>rob</td>
<td>Three masked gunmen held up the Security Bank this afternoon.</td>
</tr>
<tr>
<td>leave out</td>
<td>omit</td>
<td>You left out the part about the police chase down Asylum Avenue.</td>
</tr>
<tr>
<td>look</td>
<td>examine, check</td>
<td>The lawyers looked over the papers carefully before questioning the</td>
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<tr>
<td>over</td>
<td>witness. (They <strong>looked</strong> them over carefully.)</td>
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</tr>
<tr>
<td>look up</td>
<td>search in a list</td>
<td>You've misspelled this word again. You'd better <strong>look</strong> it <strong>up</strong>.</td>
</tr>
<tr>
<td>make up</td>
<td>invent a story or lie</td>
<td>She knew she was in trouble, so she <strong>made up</strong> a story about going to the movies with her friends.</td>
</tr>
<tr>
<td>make out</td>
<td>hear, understand</td>
<td>He was so far away, we really couldn't <strong>make out</strong> what he was saying.</td>
</tr>
<tr>
<td>pick out</td>
<td>choose</td>
<td>There were three men in the line-up. She <strong>picked out</strong> the guy she thought had stolen her purse.</td>
</tr>
<tr>
<td>pick up</td>
<td>lift something off something else</td>
<td>The crane <strong>picked up</strong> the entire house. (Watch them <strong>pick it up</strong>.)</td>
</tr>
<tr>
<td>point out</td>
<td>call attention to</td>
<td>As we drove through Paris, Francoise <strong>pointed out</strong> the major historical sites.</td>
</tr>
<tr>
<td>put away</td>
<td>save or store</td>
<td>We <strong>put away</strong> money for our retirement. She <strong>put away</strong> the cereal boxes.</td>
</tr>
<tr>
<td>put off</td>
<td>postpone</td>
<td>We asked the boss to <strong>put off</strong> the meeting until tomorrow. (Please <strong>put it off</strong> for another day.)</td>
</tr>
<tr>
<td>put on</td>
<td>put clothing on the body</td>
<td>I <strong>put on</strong> a sweater and a jacket. (I <strong>put them on</strong> quickly.)</td>
</tr>
<tr>
<td>put out</td>
<td>extinguish</td>
<td>The firefighters <strong>put out</strong> the house fire before it could spread. (They <strong>put it out</strong> quickly.)</td>
</tr>
<tr>
<td>read over</td>
<td>peruse</td>
<td>I <strong>read over</strong> the homework, but couldn't make any sense of it.</td>
</tr>
<tr>
<td>set up</td>
<td>to arrange, begin</td>
<td>My wife <strong>set up</strong> the living room exactly the way she wanted it. She <strong>set it up</strong>.</td>
</tr>
<tr>
<td>take down</td>
<td>make a written note</td>
<td>These are your instructions. <strong>Write them down</strong> before you forget.</td>
</tr>
<tr>
<td>take off</td>
<td>remove clothing</td>
<td>It was so hot that I had to <strong>take off</strong> my shirt.</td>
</tr>
<tr>
<td>talk over</td>
<td>discuss</td>
<td>We have serious problems here. Let's <strong>talk them over</strong> like adults.</td>
</tr>
<tr>
<td>throw</td>
<td>discard</td>
<td>That's a lot of money! Don't just <strong>throw it away</strong>.</td>
</tr>
</tbody>
</table>
### Inseparable Phrasal Verbs (Transitive)

With the following phrasal verbs, the lexical part of the verb (the part of the phrasal verb that carries the "verb-meaning") cannot be separated from the prepositions (or other parts) that accompany it: "Who will look after my estate when I'm gone?"

<table>
<thead>
<tr>
<th>Verb</th>
<th>Meaning</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>call on</td>
<td>ask to recite in class</td>
<td>The teacher called on students in the back row.</td>
</tr>
<tr>
<td>call on (2)</td>
<td>visit</td>
<td>The old minister continued to call on his sick parishioners.</td>
</tr>
<tr>
<td>get over</td>
<td>recover from sickness or disappointment</td>
<td>I got over the flu, but I don't know if I'll ever get over my broken heart.</td>
</tr>
<tr>
<td>go over</td>
<td>review</td>
<td>The students went over the material before the exam. They should have gone over it twice.</td>
</tr>
<tr>
<td><strong>go through</strong></td>
<td><strong>use up; consume</strong></td>
<td>They country went through most of its coal reserves in one year. Did he go through all his money already?</td>
</tr>
<tr>
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<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>look after</strong></td>
<td><strong>take care of</strong></td>
<td>My mother promised to look after my dog while I was gone.</td>
</tr>
<tr>
<td><strong>look into</strong></td>
<td><strong>investigate</strong></td>
<td>The police will look into the possibilities of embezzlement.</td>
</tr>
<tr>
<td><strong>run across</strong></td>
<td><strong>find by chance</strong></td>
<td>I ran across my old roommate at the college reunion.</td>
</tr>
<tr>
<td><strong>run into</strong></td>
<td><strong>meet</strong></td>
<td>Carlos ran into his English professor in the hallway.</td>
</tr>
<tr>
<td><strong>take after</strong></td>
<td><strong>resemble</strong></td>
<td>My second son seems to take after his mother.</td>
</tr>
<tr>
<td><strong>wait on</strong></td>
<td><strong>serve</strong></td>
<td>It seemed strange to see my old boss wait on tables.</td>
</tr>
</tbody>
</table>

### Three-Word Phrasal Verbs (Transitive)

With the following phrasal verbs, you will find three parts: "My brother dropped out of school before he could graduate."

<table>
<thead>
<tr>
<th><strong>Verb</strong></th>
<th><strong>Meaning</strong></th>
<th><strong>Example</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>break in on</td>
<td>interrupt (a conversation)</td>
<td>I was talking to Mom on the phone when the operator broke in on our call.</td>
</tr>
<tr>
<td>catch up with</td>
<td>keep abreast</td>
<td>After our month-long trip, it was time to catch up with the neighbors and the news around town.</td>
</tr>
<tr>
<td>check up on</td>
<td>examine, investigate</td>
<td>The boys promised to check up on the condition of the summer house from time to time.</td>
</tr>
<tr>
<td>come up with</td>
<td>to contribute (suggestion, money)</td>
<td>After years of giving nothing, the old parishioner was able to come up with a thousand-dollar donation.</td>
</tr>
<tr>
<td>cut down on</td>
<td>curtail (expenses)</td>
<td>We tried to cut down on the money we were spending on entertainment.</td>
</tr>
<tr>
<td>drop out of</td>
<td>leave school</td>
<td>I hope none of my students drop out of school this semester.</td>
</tr>
<tr>
<td>get along with</td>
<td>have a good relationship with</td>
<td>I found it very hard to get along with my brother when we were young.</td>
</tr>
<tr>
<td>get away with</td>
<td>escape blame</td>
<td>Janik cheated on the exam and then tried to get away with it.</td>
</tr>
<tr>
<td>get rid of</td>
<td>eliminate</td>
<td>The citizens tried to get rid of their corrupt mayor in the recent election.</td>
</tr>
<tr>
<td>get through with</td>
<td>finish</td>
<td>When will you ever get through with that program?</td>
</tr>
<tr>
<td>keep up with</td>
<td>maintain pace with</td>
<td>It's hard to keep up with the Joneses when you lose your job!</td>
</tr>
<tr>
<td>look forward to</td>
<td>anticipate with pleasure</td>
<td>I always look forward to the beginning of a new semester.</td>
</tr>
<tr>
<td>look down on</td>
<td>despise</td>
<td>It's typical of a jingoistic country that the citizens look down on their geographical neighbors.</td>
</tr>
<tr>
<td>look in on</td>
<td>visit (somebody)</td>
<td>We were going to look in on my brother-in-law, but he wasn't home.</td>
</tr>
<tr>
<td>look out for</td>
<td>be careful, anticipate</td>
<td>Good instructors will look out for early signs of failure in their students</td>
</tr>
<tr>
<td>look up to</td>
<td>respect</td>
<td>First-graders really look up to their teachers.</td>
</tr>
<tr>
<td>make sure of</td>
<td>verify</td>
<td>Make sure of the student's identity before you let him into the classroom.</td>
</tr>
<tr>
<td>put up with</td>
<td>tolerate</td>
<td>The teacher had to put up with a great deal of nonsense from the new students.</td>
</tr>
<tr>
<td>run out of</td>
<td>exhaust supply</td>
<td>The runners ran out of energy before the end of the race.</td>
</tr>
<tr>
<td>take care of</td>
<td>be responsible for</td>
<td>My oldest sister took care of us younger children after Mom died.</td>
</tr>
<tr>
<td>talk back to</td>
<td>answer impulsively</td>
<td>The star player talked back to the coach and was thrown off the team.</td>
</tr>
<tr>
<td>think back on</td>
<td>recall</td>
<td>I often think back on my childhood with great pleasure.</td>
</tr>
<tr>
<td>walk out on</td>
<td>abandon</td>
<td>Her husband walked out on her and their three</td>
</tr>
</tbody>
</table>
# Intransitive Phrasal Verbs

The following phrasal verbs are not followed by an object: "Once you leave home, you can never really go back again."

<table>
<thead>
<tr>
<th>Verb</th>
<th>Meaning</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>break down</td>
<td>stop functioning</td>
<td>That old Jeep had a tendency to break down just when I needed it the most.</td>
</tr>
<tr>
<td>catch on</td>
<td>become popular</td>
<td>Popular songs seem to catch on in California first and then spread eastward.</td>
</tr>
<tr>
<td>come back</td>
<td>return to a place</td>
<td>Father promised that we would never come back to this horrible place.</td>
</tr>
<tr>
<td>come in</td>
<td>enter</td>
<td>They tried to come in through the back door, but it was locked.</td>
</tr>
<tr>
<td>come to</td>
<td>regain consciousness</td>
<td>He was hit on the head very hard, but after several minutes, he started to come to again.</td>
</tr>
<tr>
<td>come over</td>
<td>to visit</td>
<td>The children promised to come over, but they never do.</td>
</tr>
<tr>
<td>drop by</td>
<td>visit without appointment</td>
<td>We used to just drop by, but they were never home, so we stopped doing that.</td>
</tr>
<tr>
<td>eat out</td>
<td>dine in a restaurant</td>
<td>When we visited Paris, we loved eating out in the sidewalk cafes.</td>
</tr>
<tr>
<td>get by</td>
<td>survive</td>
<td>Uncle Heine didn't have much money, but he always seemed to get by without borrowing money from relatives.</td>
</tr>
<tr>
<td>get up</td>
<td>arise</td>
<td>Grandmother tried to get up, but the couch was too low, and she couldn't make it on her own.</td>
</tr>
<tr>
<td>go back</td>
<td>return to a place</td>
<td>It's hard to imagine that we will ever go back to Lithuania.</td>
</tr>
<tr>
<td>go on</td>
<td>continue</td>
<td>He would finish one Dickens novel and then just go on to the next.</td>
</tr>
<tr>
<td>go on (2)</td>
<td>happen</td>
<td>The cops heard all the noise and stopped to see what was going on.</td>
</tr>
<tr>
<td>grow up</td>
<td>get older</td>
<td>Charles grew up to be a lot like his father.</td>
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<tr>
<td>---------</td>
<td>----------</td>
<td>--------------------------------------------</td>
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<tr>
<td>keep away</td>
<td>remain at a distance</td>
<td>The judge warned the stalker to keep away from his victim's home.</td>
</tr>
<tr>
<td>keep on (with gerund)</td>
<td>continue with the same</td>
<td>He tried to keep on singing long after his voice was ruined.</td>
</tr>
<tr>
<td>pass out</td>
<td>lose consciousness, faint</td>
<td>He had drunk too much; he passed out on the sidewalk outside the bar.</td>
</tr>
<tr>
<td>show off</td>
<td>demonstrate haughtily</td>
<td>Whenever he sat down at the piano, we knew he was going to show off.</td>
</tr>
<tr>
<td>show up</td>
<td>arrive</td>
<td>Day after day, Efrain showed up for class twenty minutes late.</td>
</tr>
<tr>
<td>wake up</td>
<td>arouse from sleep</td>
<td>I woke up when the rooster crowed.</td>
</tr>
</tbody>
</table>

Thank you, we wish you success at your new job.!!