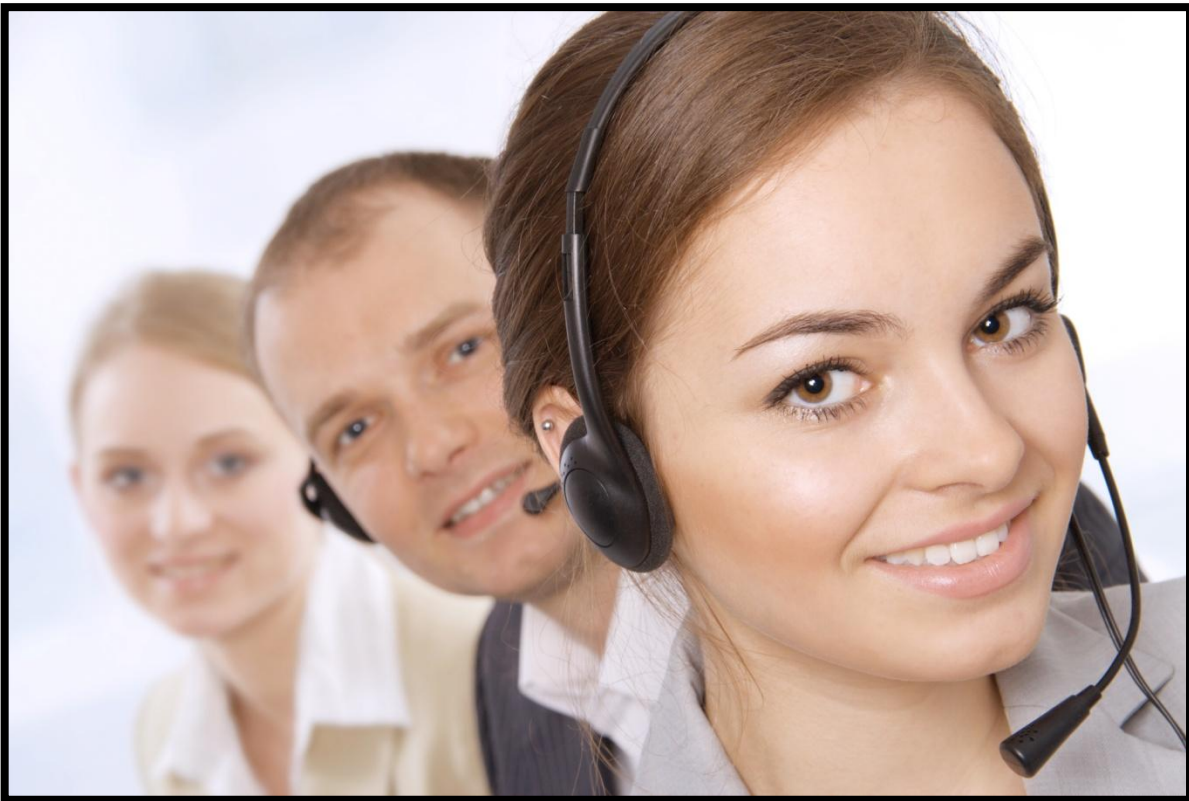


*“Increase your opportunities to **Get a job in a call center**”.*

GRAMMAR BOOK.

For all people aspiring to work in a bilingual job.



Index

Brief introduction.....	3	- 2 -
Powerful statements.....	4	
Home diet.....	5	
Simple future.....	6-11	
Simple present.....	12-14	
Present continuous.....	15-20	
Simple past.....	21-24	
Past continuous.....	25-31	
Present Perfect.....	32-39	
Present perfect continuous.....	40-45	
Past perfect continuous.....	46-49	
Used to and would always.....	50-53	
Conditionals.....	54	
Modals.....	55-59	
Infinitives and gerunds.....	60-63	
Prepositions.....	64-66	
Comparatives.....	67-71	
Possessive nouns.....	72-73	
List of the most common regular verbs.....	74-80	
List of the most common irregular verbs.....	81-84	
Phrasal verbs and Idioms.....	85-110	

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 confidencewhy?** ..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

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

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?

- A: Who **is going to make** John's birthday cake?
B: Sue **is going to make** John's birthday cake.

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 Time Clauses

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

- 10 -

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.

- 11 -

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

- 12 -

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

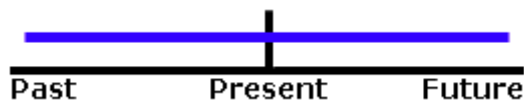


Use the Simple Present to express the idea that an action is repeated or usual. The action can be a habit, a hobby, a daily event, a scheduled event or something that often happens. It can also be something a person often forgets or usually does not do.

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

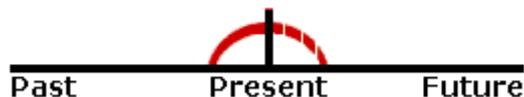


Speakers occasionally use Simple Present to talk about scheduled events in the near future. This is most commonly done when talking about public transportation, but it can be used with other scheduled events as well.

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.

- 14 -

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

- 15 -

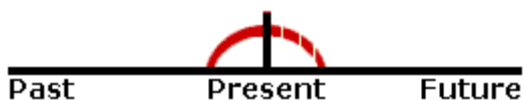
FORM

[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



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"



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

- 17 -

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.

3. Shhhhh! Be quiet! John (sleep) .

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.

- 20 -

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

- 21 -

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



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



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.

- 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?

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

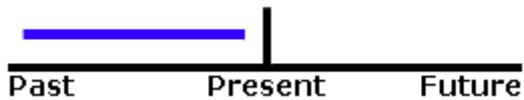


The Simple Past can also be used to describe a habit which stopped in the past. It can have the same meaning as "used to." To make it clear that we are talking about a habit, we often add expressions such as: always, often, usually, never, when I was a child, when I was younger, etc.

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



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?

- 24 -

ACTIVE / PASSIVE

Examples:

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

Past Continuous

FORM

[was/were + 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.

- 26 -

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:

- 27 -

- 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"



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**

- 28 -

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.

- 30 -

7. When I (walk) into the busy office, the secretary (talk) 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. I

(walk) over to a man who (sell) fruit and (buy) a
banana.

- 31 -

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

- 33 -

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.

- Scientists **have split** the atom.

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

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



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

- 36 -

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.

- 39 -

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

- 40 -

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.

- 41 -

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

- 42 -

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



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.

- 45 -

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.

- 48 -

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.

- 51 -

"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]

- 52 -

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



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"

- 53 -

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. *ACTIVE*
 - The pies **would always be made** by my mother. *PASSIVE*
-

Conditional Overview with Examples

Present Real Conditional	Present Unreal Conditional
<p>If I <u>have</u> time, I <u>study</u> English. <i>SOMETIMES I HAVE TIME.</i></p>	<p>If I <u>had</u> time, I <u>would study</u> English. <i>I DON'T HAVE TIME.</i></p>
Past Real Conditional	Past Unreal Conditional
<p>If I <u>had</u> time, I <u>studied</u> English. <i>SOMETIMES I HAD TIME.</i></p>	<p>If I <u>had had</u> time, I <u>would have studied</u> English. <i>I DIDN'T HAVE TIME.</i></p>
Future Real Conditional	Future Unreal Conditional
<p>If I <u>have</u> time, I <u>will study</u> English. If I <u>have</u> time, I <u>am going to study</u> English. <i>I DON'T KNOW IF I WILL HAVE TIME OR NOT.</i></p>	<p>If I <u>had</u> time, I <u>would study</u> English. <i>I WON'T HAVE TIME.</i></p>

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:

- Jack **might not** have the key. *MAYBE HE DOES NOT HAVE THE KEY.*
- Jack **could not** have the key. *IT IS IMPOSSIBLE THAT HE HAS THE KEY.*

56 -

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. *RECOMMENDATION*
- That bus **had better** get here soon! *DESPERATE HOPE*
- You **had better** watch the way you talk to me in the future! *WARNING*

Have to

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

Examples:

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

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. *IT IS FORBIDDEN, IT IS NOT ALLOWED.*
- You **don't have to** eat that. *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

- 58 -

"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

- 59 -

"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:

- It was a good **decision to move** to San Francisco.
- His **wish to become** an actor was well known.
- Laura's **desire to improve** impressed me.

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:

- He **had fun fishing**.
- They **had difficulty finding** a parking place.
- She **spent her time practicing** the piano.

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

	GERUND FORMS	INFINITIVE FORMS
SIMPLE	The teacher enjoys teaching .	The teacher wants to teach .
PROGRESSIVE	Mr. Smith is really enjoying teaching his class. <i>LOOKS THE SAME AS SIMPLE FORM ABOVE.</i>	Mr. Smith would like to be teaching his class.
PASSIVE	The students enjoy being taught .	The students want to be taught .
PERFECT	The retired teacher recalled having taught .	The teacher was expecting to have taught that already.

PASSIVE + PROGRESSIVE	The students are enjoying being taught by such an exciting new teacher. <i>LOOKS THE SAME AS THE PASSIVE FORM ABOVE.</i>	The students would like to be being taught by Mr Smith.	63 -
PASSIVE + PERFECT	The older students recalled having been taught that already.	The students were expecting to have been taught that by now.	

Prepositions of time

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

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

front of gerund verbs).

Prepositions –

Prepositions – Place (Position and Direction)

English	Usage	Example
<ul style="list-style-type: none"> In 	<ul style="list-style-type: none"> room, building, street, town, country book, paper etc. car, taxi picture, world 	<ul style="list-style-type: none"> in the kitchen, in London in the book in the car, in a taxi in the picture, in the world
<ul style="list-style-type: none"> at 	<ul style="list-style-type: none"> meaning <i>next to, by an object</i> for <i>table</i> for events place where you are to do something typical (watch a film, study, work) 	<ul style="list-style-type: none"> at the door, at the station at the table at a concert, at the party at the cinema, at school, at work
<ul style="list-style-type: none"> on 	<ul style="list-style-type: none"> attached for a place with a river being on a surface for a certain side (left, right) for a floor in a house for public transport for <i>television, radio, on youtube, on facebook, on the internet</i> 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> by, next to, beside 	<ul style="list-style-type: none"> left or right of somebody or something 	<ul style="list-style-type: none"> Jane is standing by / next to / beside the car.
<ul style="list-style-type: none"> Under 	<ul style="list-style-type: none"> on the ground, lower than (or covered by) something else 	<ul style="list-style-type: none"> the bag is under the table
<ul style="list-style-type: none"> below 	<ul style="list-style-type: none"> lower than something else but above ground 	<ul style="list-style-type: none"> the fish are below the surface
<ul style="list-style-type: none"> over 	<ul style="list-style-type: none"> covered by something else meaning <i>more than</i> getting to the other side (also <i>across</i>) overcoming an obstacle 	<ul style="list-style-type: none"> put a jacket over your shirt over 16 years of age walk over the bridge climb over the wall
<ul style="list-style-type: none"> above 	<ul style="list-style-type: none"> higher than something else, but not directly over it 	<ul style="list-style-type: none"> a path above the lake
<ul style="list-style-type: none"> across 	<ul style="list-style-type: none"> getting to the other side (also <i>over</i>) getting to the other side 	<ul style="list-style-type: none"> walk across the bridge swim across the lake

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

Other important Prepositions

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

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*

adjective	adverb
Slow	slowly

Exceptions in spelling

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

Adjectives ending in *-ic*: adjective + *-ally* (exception: public-publicly)

adjective	adverb
Fantastic	fantastically

Adjectives ending in -ly: use ‘in a ... way / manner’ or another adverb with similar meaning

Adjective	adverb
Friendly	in a friendly way in a friendly manner
Likely	probably

Exceptions

Adjective	adverb (meaning)	adverb (meaning)
Good	Well	
Difficult	with difficulty	
Public	Publicly	
Deep	deep (place)	deeply (feeling)
Direct	Direct	directly (=soon)
Hard	Hard	hardly (=seldom)
High	high (place)	highly (figurative)

Late	Late	lately (=recently)
Most	Most	mostly (=usually)
Near	Near	nearly (=almost)
Pretty	pretty (=rather)	prettily
Short	Short	shortly (=soon)
<i>The following adjectives are also used as adverbs (without modification):</i>	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)

positive form	comparative form	superlative form
Clean	Cleaner	(the) cleanest

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)

positive form	comparative form	superlative form
Difficult	more difficult	most difficult

Comparative Form and Superlative Form (irregular comparisons)

positive form	comparative form	superlative form
Good	better	best
bad / ill	worse	worst
little (amount)	less	least
little (size)	smaller	smallest
much / many	more	most
far (place + time)	further	furthest
far (place)	farther	farthest
late (time)	later	latest
late (order)	latter	Last
near (place)	nearer	nearest
near (order)	-	next

old (people and things)	older	oldest
old (people)	elder	eldest

Nouns - Articles, Plural and Possessive Case

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 o 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)

- 73 -

example: a tomato - two tomatoes

Exercise - singular or plural?

Possessive Case of Nouns

adding 's	of phrase
usually used for people	usually used for things
Ronny's brother	the name of the school

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
- back
- bake
- balance
- ban
- bang
- bare
- bat
- bathe
- battle
- beam
- 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

- cheat
- check
- cheer
- chew
- colour
- comb
- command
- communicate
- contain
- continue
- copy
- correct
- curve
- cycle

- 75 -

- dam
- damage
- dance
- dare
- decay
- deceive
- decide
- decorate
- delay
- delight
- deliver
- depend
- describe
- desert
- deserve
- destroy
- detect
- develop
- disagree
- disappear
- 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
- escape
- examine
- excite
- excuse
- exercise
- exist
- expand
- expect
- explain
- explode
- extend

- face
- fade
- fail
- fancy
- fasten
- fax
- fear
- fence
- fetch
- file
- fill
- film
- fire
- fit
- fix
- flap
- flash
- float
- flood
- flow
- flower
- fold
- follow
- fool
- force
- form
- found
- frame
- frighten
- fry

- gather
- gaze
- glow
- grab
- grate
- grease
- grin
- grip
- groan
- guard
- guess

-
- glue • greet • guarantee • guide
- hammer • harm • heat • hug
• hand • hate • help • hum
• handle • haunt • hook • hunt
• hang • head • hop • hurry
• happen • heal • hope
• harass • heap • hover
- identify • increase • intend • invite
• ignore • influence • interest • irritate
• imagine • inform • interfere • itch
• impress • inject • interrupt
• improve • injure • introduce
• include • instruct • invent
- jail • jog • joke • juggle
• jam • join • judge • jump
- kick • kiss • knit • knot
• kill • kneel • knock
- label • learn • lighten • load
• land • level • like • lock
• last • license • list • long
• laugh • lick • listen • look
• launch • lie • live • love
- man • matter • milk • move
• manage • measure • mine • muddle
• march • meddle • miss • mug
• mark • melt • mix • multiply
• marry • memorise • moan

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- 77 -
-
- match
 - mate
 - mend
 - mess up
 - moor
 - mourn
 - murder
- nail
 - name
 - need
 - nest
 - nod
 - note
 - notice
 - number
- obey
 - object
 - observe
 - obtain
 - occur
 - offend
 - offer
 - open
 - order
 - overflow
 - owe
 - own
- pack
 - paddle
 - paint
 - park
 - part
 - pass
 - paste
 - pat
 - pause
 - peck
 - pedal
 - peel
 - peep
 - perform
 - permit
 - phone
 - pick
 - pinch
 - pine
 - place
 - plan
 - plant
 - play
 - please
 - plug
 - point
 - poke
 - polish
 - pop
 - possess
 - post
 - pour
 - practise
 - pray
 - preach
 - precede
 - prefer
 - prepare
 - present
 - preserve
 - press
 - pretend
 - prevent
 - prick
 - print
 - produce
 - program
 - promise
 - protect
 - provide
 - pull
 - pump
 - punch
 - puncture
 - punish
 - push
- question
 - queue
- race
 - radiate
 - rain
 - raise
 - reach
 - realise
 - receive
 - refuse
 - regret
 - reign
 - reject
 - rejoice
 - relax
 - release
 - remove
 - repair
 - repeat
 - replace
 - reply
 - report
 - reproduce
 - rhyme
 - rinse
 - risk
 - rob
 - rock
 - roll
 - rot

-
- recognise
 - record
 - reduce
 - reflect
 - rely
 - remain
 - remember
 - remind
 - request
 - rescue
 - retire
 - return
 - rub
 - ruin
 - rule
 - rush
-

- sack
- sail
- satisfy
- save
- saw
- scare
- scatter
- scold
- scorch
- scrape
- scratch
- scream
- screw
- scribble
- scrub
- seal
- search
- separate
- serve
- settle
- shade
- share
- shave
- shelter
- shiver
- shock
- shop
- shrug
- sigh
- sign
- signal
- sin
- sip
- ski
- skip
- slap
- slip
- slow
- smash
- smell
- smile
- smoke
- snatch
- sneeze
- sniff
- snore
- snow
- soak
- soothe
- sound
- spare
- spark
- sparkle
- spell
- spill
- spoil
- spot
- spray
- sprout
- squash
- squeak
- squeal
- squeeze
- stain
- stamp
- stare
- start
- stay
- steer
- step
- stir
- stitch
- stop
- store
- strap
- strengthen
- stretch
- strip
- stroke
- stuff
- subtract
- succeed
- suck
- suffer
- suggest
- suit
- supply
- support
- suppose
- surprise
- surround
- suspect
- suspend
- switch

- talk
- tame
- tap
- taste
- tease
- telephone
- tempt
- thaw
- tick
- tickle
- tie
- time
- tip
- tire
- trace
- trade
- train
- transport
- trap
- travel
- treat
- trot
- trouble
- trust
- try
- tug
- tumble
- turn

- terrify
- test
- thank
- touch
- tour
- tow
- tremble
- trick
- trip
- twist
- type
- undress
- unfasten
- unite
- unlock
- unpack
- untidy
- use
- vanish
- visit
- wail
- wait
- walk
- wander
- want
- warm
- warn
- wash
- waste
- watch
- water
- wave
- weigh
- welcome
- whine
- whip
- whirl
- whisper
- whistle
- wink
- wipe
- wish
- wobble
- wonder
- work
- worry
- wrap
- wreck
- wrestle
- wriggle
- x-ray
- yawn
- yell
- zip
- zoom

LIST OF MOST COMMON IRREGULAR VERBS

1 Base Form	V2 Past Simple	V3 Past Participle
Awake	awoke	awoken
Be	was, were	been
Beat	beat	beaten
Become	became	become
Begin	began	begun
Bend	bent	bent
Bet	bet	bet
Bid	bid	bid
Bite	bit	bitten
Blow	blew	blown
Break	broke	broken
Bring	brought	brought
Broadcast	broadcast	broadcast
Build	built	built
Burn	burned/burnt	burned/burnt
Buy	bought	bought
Catch	caught	caught
Choose	chose	chosen
Come	came	come

Cost	cost	cost
Cut	cut	cut
Dig	dug	dug
Do	did	done
Draw	drew	drawn
Dream	dreamed/dreamt	dreamed/dreamt
Drive	drove	driven
Drink	drank	drunk
Eat	ate	eaten
Fall	fell	fallen
Feel	felt	felt
Fight	fought	fought
Find	found	found
Fly	flew	flown
Forget	forgot	forgotten
Forgive	forgave	forgiven
Freeze	froze	frozen
Get	got	got (<i>sometimes</i> gotten)
Give	gave	given
Go	went	gone
Grow	grew	grown
Hang	hung	hung

Have	had	had
Hear	heard	Heard
Hide	hid	Hidden
Hit	hit	Hit
Hold	held	Held
Hurt	hurt	Hurt
Keep	kept	Kept
Know	knew	Known
Lay	laid	Laid
Lead	led	Led
Learn	learned/learnt	learned/learnt
Leave	left	Left
Lend	lent	Lent
Let	let	Let
Lie	lay	Lain
Lose	lost	Lost
Make	made	Made
Mean	meant	Meant
Meet	met	Met
Pay	paid	Paid
Put	put	Put
Read	read	Read

Ride	rode	Ridden
Ring	rang	Rung
Rise	rose	Risen
Run	ran	Run
Say	said	Said
See	saw	Seen
Sell	sold	Sold
Send	sent	sent
Show	showed	showed/shown
Shut	shut	shut
Sing	sang	sung
Sit	sat	sat
Sleep	slept	slept
Speak	spoke	spoken
Spend	spent	spent
Stand	stood	stood
Swim	swam	swum
Take	took	taken
Teach	taught	taught
Tear	tore	torn
Tell	told	told
Think	thought	thought

Throw	threw	thrown
Understand	understood	understood
Wake	woke	woken
Wear	wore	worn
Win	won	won
Write	wrote	written

A Idioms

- 85 -

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.

as a matter of fact

- actually

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

- 86 -

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.

- 87 -

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

- 88 -

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.

- 89 -

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

- 90 -

"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.

- 91 -

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.

- 92 -

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

- 93 -

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

- 94 -

- 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.

- 95 -

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

- 96 -

- 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.

- 97 -

***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

- regardless

- 98 -

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)

- 99 -

- 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

- immediately

- 100 -

"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.

- 101 -

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.

- 102 -

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

- 103 -

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

PHRASAL VERBS

blow up	explode	The terrorists tried to <u>blow up</u> the railroad station.
bring up	mention a topic	My mother <u>brought up</u> that little matter of my prison record again.
bring up	raise children	It isn't easy to <u>bring up</u> children nowadays.
call off	cancel	They <u>called off</u> this afternoon's meeting
do over	repeat a job	<u>Do</u> this homework <u>over</u> .
fill out	complete a form	<u>Fill out</u> this application form and mail it in.
fill up	fill to capacity	She <u>filled up</u> the grocery cart with free food.
find out	discover	My sister <u>found out</u> that her husband had been planning a surprise party for her.
give away	give something to someone else for free	The filling station was <u>giving away</u> free gas.
give back	return an object	My brother borrowed my car. I have a feeling he's not about to <u>give it back</u> .
hand in	submit something (assignment)	The students <u>handed in</u> their papers and left the room.
hang up	put something on hook or receiver	She <u>hung up</u> the phone before she hung up her clothes.
hold up	delay	I hate to <u>hold up</u> the meeting, but I have to go to the bathroom.
hold up (2)	rob	Three masked gunmen <u>held up</u> the Security Bank this afternoon.
leave out	omit	You <u>left out</u> the part about the police chase down Asylum Avenue.
look	examine, check	The lawyers <u>looked over</u> the papers carefully before questioning the

over		witness. (They <u>looked</u> them <u>over</u> carefully.)
look up	search in a list	You've misspelled this word again. You'd better <u>look</u> it <u>up</u> .
make up	invent a story or lie	She knew she was in trouble, so she <u>made up</u> a story about going to the movies with her friends.
make out	hear, understand	He was so far away, we really couldn't <u>make out</u> what he was saying.
pick out	choose	There were three men in the line-up. She <u>picked out</u> the guy she thought had stolen her purse.
pick up	lift something off something else	The crane <u>picked up</u> the entire house. (Watch them <u>pick it up</u> .)
point out	call attention to	As we drove through Paris, Francoise <u>pointed out</u> the major historical sites.
put away	save or store	We <u>put away</u> money for our retirement. She <u>put away</u> the cereal boxes.
put off	postpone	We asked the boss to <u>put off</u> the meeting until tomorrow. (Please <u>put it off</u> for another day.)
put on	put clothing on the body	I <u>put on</u> a sweater and a jacket. (I <u>put</u> them <u>on</u> quickly.)
put out	extinguish	The firefighters <u>put out</u> the house fire before it could spread. (They <u>put it out</u> quickly.)
read over	peruse	I <u>read over</u> the homework, but couldn't make any sense of it.
set up	to arrange, begin	My wife <u>set up</u> the living room exactly the way she wanted it. She <u>set it up</u> .
take down	make a written note	These are your instructions. <u>Write</u> them <u>down</u> before you forget.
take off	remove clothing	It was so hot that I had to <u>take off</u> my shirt.
talk over	discuss	We have serious problems here. Let's <u>talk</u> them <u>over</u> like adults.
throw	discard	That's a lot of money! Don't just <u>throw it away</u> .

away		
try on	put clothing on to see if it fits	She <u>tried on</u> fifteen dresses before she found one she liked.
try out	test	I <u>tried out</u> four cars before I could find one that pleased me.
turn down	lower volume	Your radio is driving me crazy! Please <u>turn it down</u> .
turn down (2)	reject	He applied for a promotion twice this year, but he was <u>turned down</u> both times.
turn up	raise the volume	Grandpa couldn't hear, so he <u>turned up</u> his hearing aid.
turn off	switch off electricity	We <u>turned off</u> the lights before anyone could see us.
turn off (2)	repulse	It was a disgusting movie. It really <u>turned me off</u> .
turn on	switch on the electricity	<u>Turn on</u> the CD player so we can dance.
use up	exhaust, use completely	The gang members <u>used up</u> all the money and went out to rob some more banks.

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?"

Verb	Meaning	Example
call on	ask to recite in class	The teacher <u>called on</u> students in the back row.
call on (2)	visit	The old minister continued to <u>call on</u> his sick parishioners.
get over	recover from sickness or disappointment	I <u>got over</u> the flu, but I don't know if I'll ever <u>get over</u> my broken heart.
go over	review	The students <u>went over</u> the material before the exam. They should have <i>gone over</i> it twice.

go through	use up; consume	They country <u>went through</u> most of its coal reserves in one year. Did he <u>go through</u> all his money already?
look after	take care of	My mother promised to <u>look after</u> my dog while I was gone.
look into	investigate	The police will <u>look into</u> the possibilities of embezzlement.
run across	find by chance	I <u>ran across</u> my old roommate at the college reunion.
run into	meet	Carlos <u>ran into</u> his English professor in the hallway.
take after	resemble	My second son seems to <u>take after</u> his mother.
wait on	serve	It seemed strange to see my old boss <u>wait on</u> tables.

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."

Verb	Meaning	Example
break in on	interrupt (a conversation)	I was talking to Mom on the phone when the operator <u>broke in on</u> our call.
catch up with	keep abreast	After our month-long trip, it was time to <u>catch up with</u> the neighbors and the news around town.
check up on	examine, investigate	The boys promised to <u>check up on</u> the condition of the summer house from time to time.
come up with	to contribute (suggestion, money)	After years of giving nothing, the old parishioner was able to <u>come up with</u> a thousand-dollar donation.
cut down on	curtail (expenses)	We tried to <u>cut down on</u> the money we were spending on entertainment.
drop out of	leave school	I hope none of my students <u>drop out of</u> school this semester.

get along with	have a good relationship with	I found it very hard to <u>get along with</u> my brother when we were young.
get away with	escape blame	Janik cheated on the exam and then tried to <u>get away with</u> it.
get rid of	eliminate	The citizens tried to <u>get rid of</u> their corrupt mayor in the recent election.
get through with	finish	When will you ever <u>get through with</u> that program?
keep up with	maintain pace with	It's hard to <u>keep up with</u> the Joneses when you lose your job!
look forward to	anticipate with pleasure	I always <u>look forward to</u> the beginning of a new semester.
look down on	despise	It's typical of a jingoistic country that the citizens <u>look down on</u> their geographical neighbors.
look in on	visit (somebody)	We were going <u>to look in</u> on my brother-in-law, but he wasn't home.
look out for	be careful, anticipate	Good instructors will <u>look out for</u> early signs of failure in their students
look up to	respect	First-graders really <u>look up to</u> their teachers.
make sure of	verify	<u>Make sure of</u> the student's identity before you let him into the classroom.
put up with	tolerate	The teacher had to <u>put up with</u> a great deal of nonsense from the new students.
run out of	exhaust supply	The runners <u>ran out of</u> energy before the end of the race.
take care of	be responsible for	My oldest sister <u>took care of</u> us younger children after Mom died.
talk back to	answer impolitely	The star player <u>talked back to</u> the coach and was thrown off the team.
think back on	recall	I often <u>think back on</u> my childhood with great pleasure.
walk out on	abandon	Her husband <u>walked out on</u> her and their three

		children.
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Intransitive Phrasal Verbs

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

Verb	Meaning	Example
break down	stop functioning	That old Jeep had a tendency to <u>break down</u> just when I needed it the most.
catch on	become popular	Popular songs seem to <u>catch on</u> in California first and then spread eastward.
come back	return to a place	Father promised that we would never <u>come back</u> to this horrible place.
come in	enter	They tried to <u>come in</u> through the back door, but it was locked.
come to	regain consciousness	He was hit on the head very hard, but after several minutes, he started to <u>come to</u> again.
come over	to visit	The children promised to <u>come over</u> , but they never do.
drop by	visit without appointment	We used to just <u>drop by</u> , but they were never home, so we stopped doing that.
eat out	dine in a restaurant	When we visited Paris, we loved <u>eating out</u> in the sidewalk cafes.
get by	survive	Uncle Heine didn't have much money, but he always seemed to <u>get by</u> without borrowing money from relatives.
get up	arise	Grandmother tried to <u>get up</u> , but the couch was too low, and she couldn't make it on her own.
go back	return to a place	It's hard to imagine that we will ever <u>go back</u> to Lithuania.
go on	continue	He would finish one Dickens novel and then just <u>go on</u> to the next.
go on (2)	happen	The cops heard all the noise and stopped to see what <u>was going on</u> .

grow up	get older	Charles <u>grew up</u> to be a lot like his father.
keep away	remain at a distance	The judge warned the stalker to <u>keep away</u> from his victim's home.
keep on (with gerund)	continue with the same	He tried to <u>keep on singing</u> long after his voice was ruined.
pass out	lose consciousness, faint	He had drunk too much; he <u>passed out</u> on the sidewalk outside the bar.
show off	demonstrate haughtily	Whenever he sat down at the piano, we knew he was going to <u>show off</u> .
show up	arrive	Day after day, Efrain <u>showed up</u> for class twenty minutes late.
wake up	arouse from sleep	I <u>woke up</u> when the rooster crowed.

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