

## PAST TENSES

### PAST SIMPLE

completed actions in the past

*-ed or irregular*

### PAST CONTINUOUS

actions in progress in the past or temporary situations in the past. It can be used as a background or context to another event in the past simple. Also, in contrast with past simple.

*was/were + -ing form*

when – before past simple: I was eating when you called.

while – before past continuous: You called while I was eating.

### PAST PERFECT

to talk about an event in the past that happened before another event or a specific time in the past.

*had + past participle*

ex. He went to the cinema when he had finished his homework.

### PRESENT PERFECT

to talk about an unspecific time in the past; about experiences up to the present; about finished actions that are relevant now (ex. I've forgotten her name).

*have/has + past participle*

### PRESENT PERFECT CONTINUOUS

to describe an action that started in the past and continues now, and to emphasise how long it has happened for.

*have/has been + -ing form*

ex. I've been learning English for four years / It's been raining all day  
we can't use it with the verbs: be, have (possession), know...

\***For** + period of time – Alice has been married for 15 years.

**Since** + precise moment in time – Alice has been married since March 2<sup>nd</sup>.

### Past Perfect and Past Simple

- Verbs in the p. simple tell a story in chronological order.
- Verbs in the p. perfect can tell a story in a different order.

### Time clauses:

1. We can use time conjunctions to talk about two actions that happen one after the other. Usually p. perfect isn't necessary.
2. P. perfect can help to make the first action seem separate from the second or completed before the second action started.
3. Two verbs in p. simple can suggest that the first action led into the other, or that one caused the other to happen.
4. P. perfect is more common with WHEN because it is ambiguous.

Present Perfect Simple and Continuous have three main uses:

1. Unfinished Past: the verb action began in the past and continues to the present. It possibly goes on into the future as well.

- we've lived in this house for 20 years
- I've been working at the same school all that time

2. Present Perfect: the verb action happened at an unspecified time in the past. The actual time isn't important. We're focusing on the experience at some time in our life.

- have you ever taken any illegal drugs?
- have you ever been flying in a plane when it's hit and air pocket?

## FUTURE FORMS

### PRESENT CONTINUOUS

*simple present to be + -ing form*

When a plan is more fixed (arrangements). The event is usually in the near future. It is often used with verbs of movement and activity (come, play..)

### WILL

To talk about plans which are made spontaneously, at the time of speaking. As an auxiliary verb, it expresses a future fact or prediction (intention, decision, willingness..)

### BE GOING TO

*be going to + infinitive*

When a prediction is based on strong evidence, made before the moment of speaking. For example, when we can see that something will happen (she's going to have a baby)

### FUTURE PERFECT

*will have + past participle*

To talk about an action that will be completed between now and some point in the future.

ex. I'll have done all my work by this evening.

### PRESENT SIMPLE

Refers to a future event that is seen as unalterable because is based on a timetable or calendar.

ex. My flight leaves at 12.00 / What time does the film start?

## FUTURE CONTINUOUS

*will be + -ing form*

Express an activity that will be in progress before and after a time in the future. It is used to refer to a future event that will happen in the natural course of events.

ex. Don't worry about our guests. They'll be arriving any minute now.

\***Shall** – is found mainly in questions and it is used with I and We  
what shall we do tonight? Where shall I put your tea?

## CONDITIONALS

### ZERO CONDITIONAL

To talk about things that always happen in certain conditions.

*If/When + present simple – I/you... + present simple or imperative*

### FIRST CONDITIONAL

To talk about a possible future situation.

*If + present simple – I/you... will/can/should/might (not) + verb or imperative*

### SECOND CONDITIONAL

To talk about an unreal future situation, almost impossible.

*If + past simple – I/you... would/might/could (not) + infinitive*

### THIRD CONDITIONAL

To talk about unreal situations in the past.

ex. I wouldn't have married her if I hadn't loved her

*If + past perfect – I/you... would/may/might/could (not) have + past participle*

The difference between first and second conditional sentences is not about time; both can refer to the present and the future. By using past tense forms in the second conditional, the speaker suggests the situation is less probable, impossible or imaginary.

-If you come to my country, you'll have a good time (POSSIBLE)

-If you came from my country, you'd understand us better (UNLIKELY)

\*We can use **were** instead of was, especially in a formal style.

If the situation were the opposite, would you feel obliged to help?

## PASSIVE VOICE

|                           |   |  |
|---------------------------|---|--|
| <b>PRESENT SIMPLE</b>     | → | Take – are taken                       |
| <b>PAST SIMPLE</b>        | → | Took – was/were taken                  |
| <b>PRESENT PERFECT</b>    | → | Have/has taken – have/has been taken   |
| <b>PAST PERFECT</b>       | → | Had taken – had been taken             |
| <b>PRESENT CONTINUOUS</b> | → | To be + taking – to be + being taken   |
| <b>PAST CONTINUOUS</b>    | → | Was/were taking – was/were being taken |
| <b>FUTURE</b>             | → | Will take – will be taken              |

Use the passive voice to focus on the action. The object of the active verb becomes the subject of the passive verb.

ex. This photo was taken in Germany **by** my mother.

to say who did the action

**\*HAVE SOMETHING DONE** – is used to talk about services that you ask someone else to do.  
(have + object + past participle)

- I'm going to have my hair cut
- I've had my bicycle repaired

Simple present passive – used for things always true, that happen *all the time, often, repeatedly, sometimes, never..*

ex. I am paid every two weeks

Future passive – to talk about what we're thinking or guessing, or to make questions.

ex. One day all the work will be done by machines / will you be woken?

Simple past passive – to talk about completed actions.

ex. This table was made by my grandfather.

Present continuous passive – to talk about events that are happening now or planned.

ex. A new hotel is being built in our street.

Present perfect passive – to talk about events and actions that are still relevant in the present.

ex. The house on the corner has been sold.

## PHRASAL VERBS

### TYPE 1 – Verb + Adverb

There is no object. Both literal and idiomatic.

- she stood up and walked out (literal)
- the bomb went off (idiomatic)

### TYPE 2 – have an Object and a Particle

The particle can move position (a particle always comes after pronouns).

- Take off your coat
- Take your coat off
- Take it off (NOT take off it)

### TYPE 3 – have an Object and a Particle that cannot move

- Look after your sister (NOT look your sister after; look her after)

### TYPE 4 – Verb + Adverb + Preposition

The preposition has an object; the word order cannot change

- We've run out of it (NOT we've run out it of)
- Do you get on with them? (NOT do you get on them with?)

Sometimes a phrasal verb can be type 4 or 1

- The marriage broke up last year – 1
- She's sad because she's just broken up with her boyfriend – 4

## RELATIVE CLAUSES

1 – Defining Relative (DR) clauses qualify a noun and tell us exactly which person or thing is being referred to.

She likes people *who are good to be fine with*.

- DR clauses are more common in the spoken language.
- We can leave out the relative pronoun if it is the object of the relative clause:

did you like the present ( ) I gave you?

- We cannot leave out the pronoun if it is the subject of the clause:

I'll lend you the book **THAT** changed my life.

Possible pronouns –

|         | PERSON     | THING        |
|---------|------------|--------------|
| SUBJECT | Who (that) | That (Which) |
| OBJECT  | ( ) (that) | ( ) (that)   |

\***That** is preferred to which after superlatives, and words such as *all, every, some, any* and *only*.

- Prepositions usually come at the end of the relative clause.

2 – Non-defining Relative (NDR) clauses add secondary information to a sentence, almost as an afterthought.

My friend Andrew, *who is Scottish*, plays the bagpipes.

- NDR clauses are more common in the written language. With these ones there are commas before and after, and pauses when we speak.

- Relative pronouns cannot be left out of NDR clauses:

Paul Jennings, *who has written several books*, addressed the meeting (rel. pro. as a subject)

His last book, *which I couldn't understand at all*, has been a great success (rel. pro. as an object)

Possible pronouns –

|         | PERSON             | THING         |
|---------|--------------------|---------------|
| SUBJECT | ...,who...,        | ...,which..., |
| OBJECT  | ...,who (whom)..., | ...,which..., |

- Prepositions can come at the end of the clause, but in a more formal written style, they come before the pronoun.

**WHICH** – can be used in NDR clauses to refer to the whole of the sentence before:

she arrived on time, *which* amazed everybody

**WHOSE** – can be used in both DR and NDR clauses.

**WHAT** – is used in DR clauses to mean “the thing that”:

what I need to know is where we're meeting

**WHY** – can be used in DR clauses to mean “the reason why”:

I don't know *why* we're arguing

**WHEN** and **WHERE** – can be used in DR and NDR clauses.

## PARTICIPLES

- When Present Participles are used like adjectives or adverbs, they are active in meaning:  
Modern art is interesting
- When Past Participles are used like adjectives or adverbs, they are passive in meaning:  
I'm interested in modern art
- Participles after a noun define and identify in the same way as relative clauses:  
I met a woman riding a horse (who was running)
- Participles can be used as adverbs. They can describe
  - two actions happening at the same time – she sat by the fire reading a book
  - two actions that happen one after another – opening his case, he took out a gun / having had a shower, she got dressed (first action completed before the second begins)
  - two actions that happen one because of another – not knowing what to do, I waited
- Many verbs are followed by -ing forms  
I spent the holiday reading  
Let's go swimming

## QUESTION FORMS

- Subject questions with no auxiliary verb  
Who broke the window? What happens now?
- Questions with prepositions at the end  
What are you talking about? Who is your email from?
- Question words + noun/adjective/adverb  
What sort of music do you like? How big is their new house?
- Other ways of asking why?  
What did you do that for? **How come\*** you got here before us? (expresses surprise)
- What and Which are used with nouns to make questions  
What/which channel is the match on? (no difference)  
There's a blue one and a red one. Which do you want? (limited number)  
What car do you drive? (unlimited number)
- Question tags – the short questions that we put on the end of sentences.

If the main part of the sentence is positive, the question tag is negative

He's a doctor, isn't he?

If the main part of the sentence is negative, the question tag is positive

She isn't coming, is she?

In question tags the intonation either falls ↓ or rises ↗

- falling intonation means that the sentence is more like a statement: I'm sure I'm right. Can you just confirm this for me?
- rising intonation means that the sentence is more like a real question: I'm not sure if I'm right about this. Correct me if I'm wrong.

- I don't think (also seem, expect, want..) + affirmative verb

I don't think I know you

She doesn't seem to be very happy

I don't expect to get the job

## GET and BE

1 – **Get used to** – a change of state

**Be used to** – describes a state

You'll soon get used to working such long hours

I'm used to working long hours

2 – **Get + adjective** – become

The sea's getting rough. Let's go back!

3 – **Get + past participle** – describes things we do to ourselves, that happen to us

I got lost on the mountain

4 – **Get + infinitive** – "have the opportunity to do something"; can describe a gradual change too

She'll be furious if she gets to hear about this

As I got to know Paris, I started to like it more and more

## SAME WORD – DIFFERENT STRESS

1 – From NOUN to VERB, same general meaning.

| N        | V        |
|----------|----------|
| ADDict   | addICT   |
| CONflict | conFLICT |
| DEcrease | deCREASE |
| PERfect  | perFECT  |
| REcord   | reCORD   |

2 – From NOUN to VERB, or NOUN to ADJECTIVE, different meanings.

| N       | V/ADJ         |
|---------|---------------|
| ADdress | adDRESS       |
| CONsole | conSOLE       |
| CONtent | content (adj) |

INvalid  
OBject

invalid (adj)  
object (complain)

