

# Grammar Reference

## Unit 1

### 1.1 Tenses

This unit has examples of the Present Simple and Present Continuous, the Past Simple, and two future forms: *going to* and the Present Continuous for the future.

All these tenses are covered again in later units.

Present tenses Unit 2

Past tenses Unit 3

Future forms Units 5 and 9

The aim in this unit is to revise what you know.

#### Present tenses

He **lives** with his parents.

She **speaks** three languages.

I'm **enjoying** the course.

They're **studying** at university.

#### Past tense

He **went** to America last year.

She **came** to England three years ago.

#### Future forms

I'm **going to work** as an interpreter.

What **are you doing** tonight?

### 1.2 Questions

#### Questions with question words

1 Questions can begin with a question word.

what	where	which	how
who	when	why	whose

**Where's** the station?

**Why** are you laughing?

**Whose** is this coat?

**How** does she go to work?

2 *What, which, and whose* can be followed by a noun.

**What size** do you take?

**What sort** of music do you like?

**Which coat** is yours?

**Whose book** is this?

3 *Which* is generally used when there is a limited choice.

**Which** is your husband? The blond one or the dark one?

This rule is not always true.

**What**

**Which**

newspaper do you read?

4 *How* can be followed by an adjective or an adverb.

**How big** is his new car?

**How fast** does it go?

*How* can also be followed by *much* or *many*.

**How much** is this sandwich?

**How many** brothers and sisters have you got?

#### Questions with no question word

The answer to these questions is *Yes* or *No*.

Are you hot? Yes, I am./No, I'm not.

Is she working? Yes, she is./No, she isn't.

Does he smoke? Yes, he does./No, he doesn't.

Can you swim? Yes, I can./No, I can't.

### Form

#### Verb forms with an auxiliary verb

Positive	Question
She is reading.	Is she reading?
They are watching a film.	What are they watching?
She can drive.	Can she drive?

#### Verb forms with no auxiliary verb

In the Present Simple and the Past Simple there is no auxiliary verb in the positive.

They **live** in London.

He **arrived** yesterday.

*Do/does/did* is used in the question.

**Do** they live in London?

**Where does Bill come from?**

**When did he arrive?**

## Unit 2

### 2.1 Present Simple

#### Form

##### Positive and negative

I We You They	live don't live	near here.
He She It	lives doesn't live	

#### Question

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

#### Short answer

Do you like Peter?	Yes, I do.
Does she speak French?	No, she doesn't.

#### Use

The Present Simple is used to express:

- 1 a habit.  
I **get up** at 7.30.  
Cinda **smokes** too much.
- 2 a fact which is always true.  
Vegetarians **don't eat** meat.  
We **come** from Spain.
- 3 a fact which is true for a long time.  
I **live** in Oxford.  
She **works** in a bank.

### 2.2 Present Continuous

#### Form

am/is/are + -ing (present participle)

##### Positive and negative

I	'm (am) 'm not	working.
He She It	's (is) isn't	
We You They	're (are) aren't	

#### Question

What	am	I	wearing?
	is	he she it	
	are	we you they	

#### Short answer

Are you going?	Yes, I am./No, I'm not.	NOT Yes, I'm.
Is Anna working?	Yes, she is./No, she isn't.	Yes, she's.

#### Use

The Present Continuous is used to express:

- 1 an activity happening now.  
They're **playing** football in the garden.  
She can't answer the phone because she's **washing** her hair.
- 2 an activity happening around now, but perhaps not at the moment of speaking.  
She's **studying** maths at university.  
I'm **reading** a good book by Henry James.
- 3 a planned future arrangement.  
I'm **meeting** Miss Boyd at ten o'clock tomorrow.  
What are you **doing** this evening?

### 2.3 Present Simple and Present Continuous

- 1 Look at the wrong sentences, and compare them with the correct sentences.

X	Hans is coming from Germany.
✓	Hans comes from Germany.
X	This is a great party. Everyone has a good time.
✓	This is a great party. Everyone is having a good time.
X	I read a good book at the moment.
✓	I'm reading a good book at the moment.

- 2 There are some verbs that are usually used in the Present Simple only. They express a state, not an activity.

✓	I like Coke.
X	I'm liking Coke.

Other verbs like this are *think, agree, understand, love*.



## 2.4 have/have got

### Form

#### Positive

I	have	two sisters.
We	've got	
You They		
He	has	
She	's got	

#### Negative

I	don't have	any money.
We	haven't got	
You They		
He	doesn't have	
She	hasn't got	

#### Question

Do	I we you they	have a car?	Have	I we you they	got a car?
Does	he she		Has	he she	

#### Short answer

Do you have a camera?	Yes, I do./No, I don't.
Have you got a camera?	Yes, I have./No, I haven't.

We can use contractions ('ve and 's) with *have got*, but not with *have*.

I've got a sister.

I have a sister. NOT I've a sister.

#### Use

- 1 *Have* and *have got* mean the same. *Have got* is informal. We use it a lot when we speak, but not when we write.

**Have you got a light?**

The Prime Minister **has** a meeting with the President today.

In American English, *have + do/does* is much more common.

- 2 *Have* and *have got* express possession.

I have	a new car. three children. blond hair.
I've got	
She has She's got	
He has He's got	

- 3 When *have + noun* expresses an activity or a habit, *have* and the *do/does/don't/doesn't* forms are used. *Have got* is not used. Compare these sentences.

✗	I've got a shower in the morning.
✓	I have a shower in the morning.
✗	What time have you got lunch?
✓	What time do you have lunch?
✗	He has never got milk in his coffee.
✓	He never has milk in his coffee.

- 4 In the past tense, the *got* forms are unusual. *Had* with *did* and *didn't* is much more common.

I **had** a bicycle when I was young.

My parents **had** a lot of books in the house.

**Did** you **have** a nice weekend?

I **didn't have** any money when I was a student.

## Unit 3

### 3.1 Past Simple

#### Spelling

- 1 The normal rule is to add *-ed*.  
worked started  
If the verb ends in *-e*, add *-d*.  
lived loved
  - 2 If the verb has only one syllable + one vowel + one consonant, double the consonant.  
stopped planned
  - 3 If the verb ends in a consonant + *-y*, change the *-y* to *-ied*.  
studied carried
- There are many common irregular verbs. See the list on p143.

#### Form

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

#### Positive

I	finished	yesterday.
He/She/It	arrived	
We	went	
You They		

#### Negative

The negative of the Past Simple is formed with *didn't*.

He walked.

He **didn't** walk.

I	didn't (did not)	arrive yesterday.
He/She/It		
We		
You They		

#### Question

The question in the Past Simple is formed with *did*.

She finished.

When **did** she finish?

When did	she you they etc.	arrive?
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#### Short answer

Did you go to work yesterday?	Yes, I did.
Did it rain last night?	No, it didn't.

## Use

- The Past Simple expresses a past action that is now finished.

We **played** tennis last Sunday.

I **worked** in London from 1994 to 1999.

John **left** two minutes ago.

- Notice the time expressions that are used with the Past Simple.

I did it	last year.
	last month.
	five years ago.
	yesterday morning.
	in 1985.

## 3.2 Past Continuous

### Form

was/were + -ing  
(present participle)

### Positive and negative

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

### Question

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

### Short answer

Were you working yesterday?	Yes, I was.
Was she studying when you arrived?	No, she wasn't.

## Use

- The Past Continuous expresses a past activity that has duration.

I met her while I **was living** in Paris.

You **were making** a lot of noise last night.

What **were you doing**?

- The activity began *before* the action expressed by the Past Simple.

She **was making** coffee when we arrived.

When I phoned Simon he **was having** dinner.

- The Past Continuous expresses an activity in progress before, and probably after, a time in the past.

When I woke up this morning, the sun **was shining**.

What **were you doing** at 8.00 last night?

## 3.3 Past Simple and Past Continuous

- The Past Simple expresses past actions as simple facts.

I **did** my homework last night.

'What **did** you **do** yesterday evening?' 'I **watched** TV.'

- The Past Continuous gives past activities time and duration. The activity can be interrupted.

'What **were you doing** at 8.00?' 'I **was watching** TV.'

I **was doing** my homework when Jane arrived.

- In stories, the Past Continuous can describe the scene. The Past Simple tells the action.

It **was a beautiful day**. The sun **was shining** and the birds **were singing**, so we **decided** to go for a picnic. We **put** everything in the car ...

- The questions below refer to different time periods. The Past Continuous asks about activities before, and the Past Simple asks about what happened after.

What were you doing	when it started to rain?	We were playing tennis.
What did you do		We went home.

## 3.4 Prepositions in time expressions

at	in	no preposition
at six o'clock	in the morning/afternoon/evening	today
at midnight	in December	yesterday
at Christmas	in summer	tomorrow
at the weekend	in 1995	the day after tomorrow
on	in two weeks' time	the day before yesterday
on Saturday		last night
on Monday morning		last week
on Christmas Day		two weeks ago
on January 18		next month
		yesterday evening
		tomorrow evening
		this evening
		tonight



## Unit 4

### 4.1 Expressions of quantity

#### Count and uncount nouns

- 1 It is important to understand the difference between count and uncount nouns.

Count nouns	Uncount nouns
a cup	water
a girl	sugar
an apple	milk
an egg	music
a pound	money

We can say *three cups*, *two girls*, *ten pounds*. We can count them. We cannot say *two waters*, *three musics*, *one money*. We cannot count them.

- 2 Count nouns can be singular or plural.  
This **cup** is full.  
These **cups** are empty.  
Uncount nouns can only be singular.  
The **water** is cold.  
The **weather** was terrible.

#### much and many

- 1 We use *much* with uncount nouns in questions and negatives.  
How **much money** have you got?  
There isn't **much milk** left.  
2 We use *many* with count nouns in questions and negatives.  
How **many people** were at the party?  
I didn't take **many photos** on holiday.

#### some and any

- 1 *Some* is used in positive sentences.  
I'd like **some** sugar.  
2 *Any* is used in questions and negatives.  
Is there **any** sugar in this tea?  
Have you got **any** brothers and sisters?  
We don't have **any** washing-up liquid.  
I didn't buy **any** apples.  
3 We use *some* in questions that are requests or offers.  
Can I have **some** cake?  
Would you like **some** tea?  
4 The rules are the same for the compounds *someone*, *anything*, *anybody*, *somewhere*, etc.  
I've got **something** for you.  
Hello? Is **anybody** here?  
There isn't **anywhere** to go in my town.

#### a few and a little

- 1 We use *a few* with count nouns.  
There are **a few cigarettes** left, but not many.  
2 We use *a little* with uncount nouns.  
Can you give me **a little help**?

#### a lot/lots of

- 1 We use *a lot/lots of* with both count and uncount nouns.  
There's **a lot of butter**.  
I've got **lots of friends**.  
2 *A lot/lots of* can be used in questions and negatives.  
Are there **lots of tourists** in your country?  
There isn't **a lot of butter**, but there's enough.

### 4.2 Articles – a and the

- 1 The indefinite article *a* or *an* is used with singular, countable nouns to refer to a thing or an idea for the first time.  
We have **a cat** and **a dog**.  
There's **a supermarket** in Adam Street.  
2 The definite article *the* is used with singular and plural, countable and uncountable nouns when both the speaker and the listener know the thing or idea already.  
We have a cat and a dog. **The cat** is old, but **the dog** is just a puppy.  
I'm going to **the supermarket**. Do you want anything? (We both know which supermarket.)

#### Indefinite article

The indefinite article is used:

- 1 with professions.  
I'm **a teacher**.  
She's **an architect**.  
2 with some expressions of quantity.  
**a pair of a little a couple of a few**  
3 in exclamations with *what* + a count noun.  
**What a lovely day!**  
**What a pity!**

#### Definite article

The definite article is used:

- 1 before seas, rivers, hotels, pubs, theatres, museums, and newspapers.  
**the Atlantic the British Museum**  
**The Times the Ritz**  
2 if there is only one of something.  
**the sun the Queen the Government**  
3 with superlative adjectives.  
He's **the richest man** in the world.  
Jane's **the oldest** in the class.

#### No article

There is no article:

- 1 before plural and uncountable nouns when talking about things in general.  
I like potatoes.  
Milk is good for you.  
2 before countries, towns, streets, languages, magazines, meals, airports, stations, and mountains.  
I had lunch with John.  
I bought *Cosmopolitan* at Paddington Station.  
3 before some places and with some forms of transport.

at home in/to bed at/to work at/to school/university  
by bus by plane by car by train on foot

- She goes to work by bus.  
I was at home yesterday evening.  
4 in exclamations with *what* + an uncount noun.  
**What beautiful weather!**  
**What loud music!**

#### Note

In the phrase *go home*, there is no article and no preposition.  
I went home early. NOT ~~I went to home~~.

## Unit 5

### 5.1 Verb patterns 1

Here are four verb patterns. There is a list of verb patterns on p143.

- Verb + *to* + infinitive  
They **want to buy** a new car.  
I'd **like to go** abroad.
- Verb + *-ing*  
Everyone **loves going** to parties.  
He **finished reading** his book.
- Verb + *-ing* or + *to* + infinitive with no change in meaning  
It **began to rain/raining**.  
I **continued to work/working** in the library.
- Verb + preposition + *-ing*  
We're **thinking of moving** house.  
I'm **looking forward to having** more free time.

### 5.2 like doing and would like to do

- Like doing* and *love doing* express a general enjoyment.  
I **like working** as a teacher. = I am a teacher and I enjoy it.  
I **love dancing**. = This is one of my hobbies.
- Would like to do* and *would love to do* express a preference now or at a specific time.  
I'd **like to be** a teacher. = When I grow up, I want to be a teacher.  
Thank you. I'd **love to dance**. = We're at a disco. I'm pleased that you asked me.

#### Question

#### Short answer

Would you like to dance?	Yes, I would./Yes, I'd love to.
Would you like to come for a walk?	Yes, I would./No, thank you.

#### Note

No, I *wouldn't* is not common because it is impolite.

### 5.3 will

#### Form

*will* + infinitive without *to*

*Will* is a modal auxiliary verb. There is an introduction to modal auxiliary verbs on p137 of the Grammar Reference. The forms of *will* are the same for all persons.

#### Positive and negative

I	'll (will)	come.
He/She/It	won't	help you.
We/You/They		invite Tom.

#### Question

When will	he	help me?
	you	
	they	

#### Short answer

Will you help me?	Yes, I will.
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#### Note

No, I *won't* is not common because it is impolite. It means 'I don't want to help you.'

A polite way of saying 'no' here is 'I'm afraid I can't.'

#### Use

*Will* is used:

- to express a future decision or intention made *at the moment of speaking*.  
'It's Jane's birthday.' 'Is it? I'll **buy** her some flowers.'  
I'll **give** you my phone number.  
'Which do you want? The blue or the red?'  
I'll **take** the red, thank you.
- to express an offer.  
I'll **carry** your suitcase.  
We'll **do** the washing-up.

Other uses of *will* are covered in Unit 9.

#### going to

#### Form

*am/is/are* + *going to* + infinitive

#### Positive and negative

I	'm (am)	
	'm not	
He	's (is)	going to work.
She	isn't	
It		
We	're (are)	
You	aren't	
They		

#### Question

When	am	I	going to arrive?
	is	he she it	
	are	we you they	

#### Short answer

Are they going to get married?	Yes, they are./No, they aren't.
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#### Use

*Going to* is used:

- to express a future decision, intention, or plan made *before* the moment of speaking.  
How long **are they going to stay** in Rome?  
She **isn't going to have** a birthday party.

#### Note

The Present Continuous can be used in a similar way for a plan or arrangement, particularly with the verbs *go* and *come*.

She's **coming** on Friday.

I'm **going** home early tonight.

- when we can see or feel now that something is certain to happen in the future.

Look at these clouds! It's **going to rain**.

Watch out! That box is **going to fall**.

#### will or going to?

Look at the use of *will* and *going to* in these sentences.

I'm **going to make** a chicken casserole for dinner.

(I decided this morning and bought everything for it.)

What shall I cook for dinner? Er ... I know! I'll **make** chicken casserole! That's a good idea!

(I decided at the moment of speaking.)



## Unit 6

### 6.1 What ... like?

#### Form

what + to be + subject + like?

What	's (is) your teacher are his parents was your holiday were the beaches	like?	She's very patient. They're very kind. Wonderful. We swam a lot. OK, but some were dirty.
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#### Note

We don't use *like* in the answer.

She's patient. NOT ~~She's like patient.~~

#### Use

What ... like? means 'Describe somebody or something. Tell me about them. I don't know anything about them.'

*Like* in this question is a preposition, not a verb:

'What's Jim like?' 'He's intelligent and kind, and he's got lovely blue eyes.'

In the following sentences *like* is a verb:

'What does Jim like?' 'He **likes** motorbikes and playing tennis.'

#### Note

*How's your mother?* asks about health. It doesn't ask for a description.

'How's your mother?' 'She's very well, thank you.'

### 6.2 Comparative and superlative adjectives

#### Form

- Look at the chart.

		Comparative	Superlative
Short adjectives	cheap small *big	cheaper smaller bigger	cheapest smallest biggest
Adjectives that end in -y	funny early heavy	funnier earlier heavier	funniest earliest heaviest
Adjectives with two syllables or more	careful boring expensive interesting	more careful more boring more expensive more interesting	most careful most boring most expensive most interesting
Irregular adjectives	far good bad	further better worse	furthest best worst

\* Short adjectives with one vowel + one consonant double the consonant:  
*hot/hotter/hottest, fat/fatter/fattest.*

- Than* is often used after a comparative adjective.

I'm **younger than** Barbara.

Barbara's **more intelligent than** Sarah.

*Much* can come before the comparative to give emphasis.

She's **much nicer than** her sister.

Is Tokyo **much more modern than** London?

- The* is used before superlative adjectives.

He's **the funniest** boy in the class.

Which is **the tallest** building in the world?

#### Use

- We use comparatives to compare one thing, person, or action with another.

She's **taller than** me.

London's **more expensive than** Rome.

- We use superlatives to compare somebody or something with the whole group.

She's the **tallest** in the class.

It's the **most expensive** hotel in the world.

- As ... as* shows that something is the same or equal.

Jim's **as tall as** Peter.

I'm **as worried as** you are.

- Not as/so ... as* shows that something isn't the same or equal.

She **isn't as tall as** her mother.

My car **wasn't so expensive as** yours.

# Unit 7

## 7.1 Present Perfect

### Form

have/has + -ed (past participle)

The past participle of regular verbs ends in -ed. There are many common irregular verbs. See the list on p143.

### Positive and negative

I	've (have)	worked in a factory.
We/You/They	haven't	
He/She/It	's (has) hasn't	

### Question

Have	I we/you/they	been to the United States?
Has	he/she/it	

### Short answer

Have you been to Egypt?	Yes, I have./No, I haven't.
Has she ever written poetry?	Yes, she has./No, she hasn't.

### Note

We cannot use *I've*, *they've*, *he's*, etc. in short answers.

Yes, I **have**. NOT ~~Yes, I've~~.  
Yes, we **have**. NOT ~~Yes, we've~~.

### Use

- The Present Perfect looks back from the present into the past, and expresses what has happened before now. The action happened at an indefinite time in the past.

I've **met** a lot of famous people. (before now)  
She **has won** awards. (in her life)  
She's **written** twenty books. (up to now)

The action can continue to the present, and probably into the future.

She's **lived** here for twenty years. (she still lives here)

- The Present Perfect expresses an experience as part of someone's life.

I've **travelled** a lot in Africa.  
They've **lived** all over the world.  
*Ever* and *never* are common with this use.  
Have you **ever** been in a car crash?  
My mother has **never** flown in a plane.

- The Present Perfect expresses an action or state which began in the past and continues to the present.

I've **known** Alice for six years.  
How long **have** you **worked** as a teacher?

Note that the time expressions *for* and *since* are common with this use. We use *for* with a period of time, and *since* with a point in time.

We've lived here **for** two years. (a period of time)  
I've had a beard **since** I left the army. (a point in time)

### Note

In many languages, this use is expressed by a present tense. But in English, we say:

Peter **has been** a teacher for ten years.

NOT ~~Peter is a teacher for ten years.~~

- The Present Perfect expresses a past action with results in the present. It is often a recent past action.

I've **lost** my wallet. (I haven't got it now.)  
The taxi's **arrived**. (It's outside the door now.)

**Has** the postman **been**? (Are there any letters for me?)

The adverbs *just*, *already*, and *yet* are common with this use. *Yet* is used in questions and negatives.

She's **just** had some good news.

I've **already** had breakfast.

Has the postman **been yet**?

It's 11.00 and she **hasn't** got up **yet**.

## 7.2 Present Perfect and Past Simple

- Compare the Past Simple and Present Perfect.

### Past Simple

- The Past Simple refers to an action that happened at a definite time in the past.

He **died** in 1882.  
She **got married** when she was 22.  
The action is finished.

I **lived** in Paris for a year (but not now).

- Time expressions + the Past Simple

I did it	<b>in</b> 1999. <b>last</b> week. <b>two months ago</b> . <b>on</b> March 22. <b>for</b> two years.
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### Present Perfect

- The Present Perfect refers to an action that happened at an indefinite time in the past.

She **has won** awards.  
She's **written** twenty books.  
The action can continue to the present.  
She's **lived** there for twenty years (and she still does.)

- Time expressions + the Present Perfect

I've worked here	<b>for</b> twenty years. <b>since</b> 1995. <b>since</b> I left school.
We've <b>never</b> been to America.	

- Compare these sentences.

✗	I've broken my leg last year.
✓	I broke my leg last year.
✗	He works as a musician all his life.
✓	He has worked as a musician all his life.
✗	When have you been to Greece?
✓	When did you go to Greece?
✗	How long do you have your car?
✓	How long have you had your car?