

A.A.J

**English Grammar Guide**  
**The easy way to understand English Grammar**  
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it all STARTS  
with YOU!



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### Subject Pronouns

I, you, he, she, it, we, you, they

1. We use "he" for a man or a boy.
2. We use "she" for a woman or a girl.
3. We use "it" for an animal or a thing.
4. We use "you" in the singular and plural.
5. We use "they" for people, animals or things.

Note: We always write "I" with a capital letter.

### The Verb "to be"

<i>Positive</i>		<i>Negative</i>		<i>Question</i>
<i>Long</i>	<i>Short</i>	<i>Long</i>	<i>Short</i>	
I am	I'm	I am not	I'm not	Am I ... ?
You are	You're	You are not	You aren't	Are you ... ?
She is	She's	She is not	She isn't	Is she ... ?
He is	He's	He is not	He isn't	Is he ... ?
It is	It's	It is not	It isn't	Is it ... ?
We are	We're	We are not	We aren't	Are we ... ?
They are	They're	They are not	They aren't	Are they ... ?

Note: We use short forms in spoken English or in informal written English.

Short answers

- Are they students?  
Yes, they are.                      No, they aren't.
- Are you a doctor?  
Yes, I am.                              No, I'm not.
- Is "he/ she/ it" from China?  
Yes, "he/ she/ it" is.                      No, "he/ she/ it" isn't.
- Are you from Austria?  
Yes, we are.                              No, we aren't.
- We use *the long form* of the verb **to be** in positive short answers.  
Are you from Jordan? Yes, I am. (Not: Yes, I'm)
- We use *the short form* of the verb **to be** in negative short answers.  
Are you from Spain? No, I'm not. (Not: No, I am not)



### The Verb "can"

Affirmative	Negative		Question
	Long Form	Short Form	
I can walk	I cannot walk	I can't walk	Can I walk?
He can walk	He cannot walk	He can't walk	Can he walk?
She can walk	She cannot walk	She can't walk	Can she walk?
It can walk	It cannot walk	It can't walk	Can it walk?
We can walk	We cannot walk	We can't walk	Can we walk?
You can walk	You cannot walk	You can't walk	Can you walk?
They can walk	They cannot walk	They can't walk	Can they walk?

The verb "can" is the same in all persons in the singular and plural.

- I can sing well.
- He can sing well.
- They can sing well.

We use **can** to show ability.

E.g.: He **can** dance.

We also use **can** to express polite requests. E.g.: Can you close the window, please?

Short answers:

<p><b>Can "I/you/he, etc..." play the piano?</b></p>		<p><b>Yes, "I/you/he, etc..." can.</b></p> <p><b>No, "I/you/he, etc..." can't.</b></p>
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### Plurals

- Most nouns take -s in the plural.  
a table - two tables
- Nouns ending in "-ss, -s, -sh, -ch, -x" take "-es" in the plural.  
a dress - two dresses,                      a bus - two buses.  
a brush - two brushes,                      a torch - two torches  
a box - two boxes
- Some nouns ending in "-f" or "-fe" drop the "-f" or "-fe" and take "-ves" to form their plural.  
loaf - loaves      but      cliff - cliffs  
knife - knives      but      roof - roofs
- Nouns ending in a consonant "y", drop the "-y" and take "-ies".  
cherry - cherries.  
lady - ladies
- Nouns ending in a vowel "y", take "-s".  
boy - boys  
toy - toys
- Some nouns ending in "-o" take "-es".  
tomato - tomatoes      but      radio - radios  
potato - potatoes      but      photo - photos

### Irregular Plurals

- Some nouns have irregular plural forms. These are:
 

man – men	child – children	mouse - mice
deer – deer	fish – fish	woman – women
person – people	goose – geese	ox – oxen
sheep – sheep	tooth – teeth	foot – feet

### Prepositions of Time: at, in, on

**AT** : We use "at" with "time", "the weekend", "night" and "noon".

- The match starts at three o'clock.
- We often visit our grandparents at the weekend.

**IN** : We use "in" with "months", "seasons", "years" and with "the morning/the evening/ the afternoon".

- They go on holiday in August.
- School starts in the autumn.
- He was born in 1959.
- He always watches TV in the evening.

**ON** : We use "on" with "days of the week", "parts of a particular day" and "dates".

- Is the show on Saturday?
- Mum always makes us a special breakfast on Sunday mornings.
- She was born on Friday the 2nd of August in 1991.

\* Note: We write "months and days of the week" with a capital letter.

### Relative Pronouns

(who, which, that, whose, where)

A relative clause gives us information about which particular person or thing the speaker is referring to.

- We use "who/that" to refer to people.  
The lady who lives next door is honest.
- We use "which/that" to refer to things/objects or animals.  
I saw a film which was interesting.
- We use "whose" to show possession.  
This is Mrs Thomas, whose daughter is a doctor.
- We use "where" to refer to place usually after like house, hotel, street, country, etc.  
The hotel where we stayed was fantastic.

Note:

**who's:** who is or who has

- Who's she? (= who is)
- That's the lady who's got an Alsatian dog. (= who has)

**whose:** possessive

- He's the man whose dog bit me.

**Exercises**

**A) Fill in the blanks using "He, She, It, We, They":**

cat and horse.....	Mary.....	Tom .....
Jack and I .....	books .....	sister .....
You and Dave .....	plane .....	sunshine .....
cheese .....	cactus .....	parents .....
Pamela .....	news .....	scissors .....
geese .....	flowers .....	piano .....
school .....	daughter .....	milk .....
children .....	sugar .....	feet .....
bicycle .....	Ann and Kate .....	tennis .....
son .....	mice .....	sky .....
shop .....	buses .....	papers .....
Mr. Green .....	brother-in-law .....	picture .....
friendship .....	dolphin .....	The Riggs family .....

**B) Fill in the blanks using "am, is, are, am not, is not, are not".**

1. Germany, England, and Spain ..... cities.
2. A lemon ..... sweet. It ..... sour.
3. Copper ..... cheap. Diamonds ..... expensive.
4. Airplanes ..... slow. They ..... fast.
5. Ice cream and candy ..... sweet.
6. Today ..... cloudy. It ..... bright.
7. My brother ..... married. He ..... single.
8. I ..... from Turkey. I ..... from Canada.
9. Math ..... hard. It ..... easy.
10. Mariah ... a beautiful girl. She ..... ugly.

**C) Choose the best answer:**

1. Maggie and Carol ..... good friends.  
 d) isn't                      c) is                      b) are                      a) am
2. Sue ..... a science teacher.  
 d) am                      c) are                      b) is                      a) are not
3. Mark Steven ..... a student at Kennedy High School. It ..... an old school.  
 d) is / is                      c) is / am                      b) are / is                      a) am / is
4. Margarita ..... from Spain. I ..... from Turkey.  
 d) is / are                      c) am / is                      b) are / is                      a) is / am
5. You and I ..... at the same age.  
 d) is                      c) are                      isn't                      a) am

**Exercises**

**A) Use a preposition ( ON, IN, AT, BY ) in each blank:**

- a. Jane goes to work ..... bus.
- b. My birthday is ..... March.
- c. We are going to meet ..... 4:00 p.m.
- d. Students must go to school ..... weekdays.
- e. Do you do play tennis ..... the weekend?
- f. His birthday is ..... November 5<sup>th</sup> .
- g. We have art lesson ..... Mondays.

**B) Choose the correct definite or indefinite article: "the", "a", "an" or "x" (zero article).**

1. I bought ..... pair of shoes.
2. I saw ..... movie last night.
3. They are staying at ..... hotel.
4. I think .....man over there is very unfriendly.
5. I do not like ..... basketball.
6. That is ..... problem I told you about.
7. .... night is quiet. Let's take a walk!
8. .... price of gas keeps rising.
9. John traveled to ..... Mexico.
10. Juan is ..... Spanish.
11. I read ..... amazing story yesterday.
12. My brother does not eat ..... chicken.
13. .... love is such a beautiful thing.
14. I live in ..... apartment. .... apartment is new.
15. I would like ..... piece of cake.
16. I was in ..... Japanese restaurant. ....restaurant served good food.
17. Sara can play ..... guitar.

**C) Put in the relative "who, which or whose" where necessary.**

1. This is the boy..... had an accident.
2. Yesterday I saw a car ..... was really old.
3. I haven't seen Frank, ..... brother is five, for a long time now.
4. This is the man..... house is on fire.
5. Can I talk to the girl..... is sitting on the bench?
6. She likes hamburgers ..... are hot.
7. Bill Clinton,..... was President of the USA, has only one daughter.

## Present Simple

Affirmative	Negative		Question
	Long Form	Short Form	
I work he works she works it works we work you work they work	I <b>do not</b> work he <b>does not</b> work she <b>does not</b> work it <b>does not</b> work we <b>do not</b> work you <b>do not</b> work they <b>do not</b> work	I don't work he doesn't work she doesn't work it doesn't work we don't work you don't work they don't work	Do I work? Does he work? Does she work? Does it work? Do we work? Do you work? Do they work?

### Use

- We use the present simple for:
  1. **daily routines or habits.**
    - I get up at seven every day. (daily routine)
    - I often watch TV in the evenings. (habit)
  2. **permanent states.**
    - I live in a big house.

### Form

#### *Affirmative:*

**(he, she, it)** take "-s" or "-es". Verbs ending in **(-ss, -sh, -ch, -x, -o)** take **-es**.

E.g.: He plays. She goes.

**(I, we, they, you) + Verb (infinitive form)**

E.g.: I play. They go.

#### *Negative:*

We use **subject + don't + verb (infinitive form)** with **(I, we, you, they)**.

E.g.: I don't play.

We use **subject + doesn't + verb (infinitive form)** with **(he, she, it)**.

E.g.: He doesn't play.

#### *Question:*

We use **do + subject + verb (infinitive form)?** with **(I, we, you, they)**.

E.g.: Do you like football?

We use **does + subject + verb (infinitive form)?** with **(he, she, it)**.

E.g.: Does he like tennis?

**Time Expressions**, we use with the present simple:

**Every:** hour/day/week/month/summer/year etc...

**Every:** morning/evening/afternoon/night.

**Usually, always, in the morning/afternoon/evening/night, at night, etc.**



**Present Continuous (to be + verb +ing)**

Affirmative	Negative	Question
I am playing	I'm not playing	Am I playing?
He is playing	he is not playing	Is he playing?
She is playing	she is not playing	Is she playing?
It is playing	it is not playing	Is it playing?
We are playing	we are not playing	Are we playing?
You are playing	you are not playing	Are you playing?
They are playing	they are not playing	Are they playing?

**Use**

- We use the present continuous for actions happening now, at the moment of speaking.
  1. I'm playing tennis now.
  2. We're looking for a flat at the moment.

**Form**

- We form the present continuous with the verb "**to be**" and add "**-ing**" to the verb.
- Verbs ending in **-e** drop the -e and take **-ing**.  
take - taking

**Short answers**

- Is he eating now?
  1. Yes, he is.
  2. No, he is not.
- Are you working now?
  1. Yes, I am.
  2. No, I'm not.
- Are they reading now?
  1. Yes, they are.
  2. No, they are not.

**Time expressions**

Used with the present continuous: now, at the moment, at present.

**Present Continuous vs. Present Simple**

Present continuous	Present simple
*We use the present continuous for <b><u>actions happening now</u></b> . E.g.: I'm studying now.	*We use the present simple for <b><u>habits or daily routines</u></b> . E.g.: I go to work every day.
*We use the present continuous for <b><u>actions happening around the time of speaking</u></b> . E.g.: He is working late these days.	*We use the present simple for <b><u>permanent states</u></b> . E.g.: He lives in Manchester.

### Exercises

**A) Fill in the blanks with PRESENT CONTINUOUS or SIMPLE PRESENT:**

1. The children ..... (play) outside now.
2. She usually ..... (read) the newspaper in the morning.
3. I ..... (do) my homework now.
4. I ..... (eat) my dinner now.
5. .... (you / want) a pizza?
6. They ..... (watch) TV now.
7. I ..... (not / like) spaghetti.
8. The baby ..... (sleep) now.
9. My mother usually ..... (cook) dinner in the evening.
10. He ..... (write) a letter to his pen-friend every month.
11. She ..... (not / like) football.
12. Mary ..... (listen) to music now.
13. Tom usually ..... (drink) coffee, but he ..... (drink) tea now.
14. We ..... (go) to the disco tonight.
15. .... (he / go) to work by bus everyday.

**B) Write "don't, doesn't, isn't, aren't, am not" in the blank:**

- a. We ..... watching a television program now.
- b. We ..... watch television every day.
- c. They ..... study their lessons after class.
- d. They ..... studying their lessons right now.
- e. It ..... raining very hard right at the moment.
- f. It ..... rain very much during the summer.
- g. Mr. Johnson ..... eating his lunch now.
- h. Mr. Johnson ..... always eat at that place.
- i. I ..... see any students in that room.
- j. I ..... hear anyone in the hall now.

**C) Complete the sentences with SIMPLE PRESENT or PRESENT CONTINUOUS:**

1. Susan usually ..... (go) to school by bus, but now she ..... (go) to school by train.
2. Mary often ..... (read) in bed, but today she is very tired and she ..... (not / read).
3. The boys usually ..... (ride) their bikes to school. They ..... (like / ride) their bikes. They ..... (be) very naughty boys. They always ..... (go) to school late. Today their teacher ..... (be) very angry, because they ..... (be) late again.
4. Mary ..... (like / eat) sweets. Every morning she ..... (have) coffee with a lot of sweets and chocolate. For lunch she and her friends often ..... (eat) sweets or ice-cream. She ..... (not / like / eat) fruit or vegetables.



### Present Perfect

Affirmative		Negative		Question
Long Form	Short Form	Long Form	Short Form	
I <b>have</b> worked	I've worked	I <b>have not</b> worked	I haven't worked	<b>Have</b> I worked?
he <b>has</b> worked	he's worked	he <b>has not</b> worked	he hasn't worked	<b>Has</b> he worked?
she <b>has</b> worked	she's worked	she <b>has not</b> worked	she hasn't worked	<b>Has</b> she worked?
it <b>has</b> worked	it's worked	it <b>has not</b> worked	it hasn't worked	<b>Has</b> it worked?
we <b>have</b> worked	we've worked	we <b>have not</b> worked	we haven't worked	<b>Have</b> we worked?
you <b>have</b> worked	you've worked	you <b>have not</b> worked	you haven't worked	<b>Have</b> you worked?
they <b>have</b> worked	I they've worked	they <b>have not</b> worked	they haven't worked	<b>Have</b> they worked?

#### Use

- We use the present perfect for actions which started in the past and are still continuing in the present. The exact time is not important.  
E.g.: I have known Tom for 5 years.  
E.g.: James has not finished his homework yet.

#### Form

He She It		has + verb (past participle V <sub>3</sub> )
I We You They		have + verb (past participle V <sub>3</sub> )

E.g.: I have bought a new dress.

E.g.: She has already gone with her mother.

- We form the negative by putting "**not**" after "**have/has**".  
E.g.: He has not washed the car for 3 weeks.  
E.g.: They have not travelled by plane yet.
- We form the question by putting "**have/has**" before "**the subject**".  
E.g.: Has he washed the car? (Yes, he has.) or (No, he hasn't.)  
E.g.: Have they travelled by plane? (Yes, they have.) or (No, they haven't.)
- Time adverbs** used with the present perfect: *since, for, just, already, yet, ever.*

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| <ul style="list-style-type: none"> <li>We use "<b>ever</b>" in questions and statements.<br/>E.g.: Have you ever visited Prague?<br/>E.g.: Madrid is the best city I've ever visited.</li> <li>We use "<b>just</b>" in statements to show that an action finished only a few minutes earlier.<br/>E.g.: Have you finished your homework?<br/>E.g.: Yes, I've just finished it.</li> <li>We use "<b>already</b>" in statements and questions.<br/>E.g.: Have you done the washing up already?<br/>E.g.: Yes, I have. I've already done it.</li> <li>We use "<b>yet</b>" in questions and negatives.<br/>E.g.: Have you done the ironing yet?<br/>E.g.: No, I haven't. I haven't done the ironing yet.</li> <li>We use "<b>for</b>" to express duration.<br/>E.g.: I've worked here for seven years.</li> <li>We use "<b>since</b>" to state a starting point.<br/>E.g.: I've worked here since 1992.</li> </ul> |
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### Exercises

**A) Put in the correct verb forms into the gaps. Use the Present Perfect.**

1. .... you ever ..... a ghost? (**see**)
2. The girls .....their lunch yet. (**not/eat**)
3. We .....in Canada since 1986. (**live**)
4. We .....never ..... another country before. (**visit**)
5. The earth ..... here for billions of years. (**be**)
6. Cuba ..... a socialist country since 1959. (**be**)
7. I ..... my car for three years. (**have**)
8. A big earthquake ..... San Francisco since 1906. (**not/ hit**)
9. I'm still waiting for an answer. They .....up their minds yet. (**not/make**)
10. Nobody ..... ever ..... that mountain. (**climb**)
11. You ..... since the last time I saw you. (**grow**)
12. The cat ..... just ..... mouse. (**catch**)
13. We ..... already .....the worksheets. (**download**)
14. .... Lee ..... his parents yet? (**ask**)
15. .... you ever ..... for your friends? (**cook**)

**B) Underline the correct word.**

1. He has been a teacher **for/since** thirty years.
2. A: Have you talked to Helen? B: Yes, I have **ever/just** called her.
3. Have you **never/ever** been to a football match?
4. I haven't finished my homework **yet/already**.
5. She has lived in Rio **for/since** 1984.
6. They have **already/yet** bought a computer.
7. Cairo is the best place I've **never/ever** visited.
8. I have been at university **already/for** three years.
9. The boat to Malta hasn't left **yet/already**.
10. Gary hasn't been abroad **for/since** last summer.
11. A: Have you packed your bag? B: Yes, I have **just/since** packed it.

**C) Fill in since or for, as in the example.**

1. .... nine years
2. ....Monday
3. ....1971
4. .... a day
5. ....last month
6. ....six weeks
7. ....a weekend
8. ....December
9. ....five days
10. ....yesterday
11. ....last night
12. ....a week

### Past Simple

Affirmative	Negative	Question
I worked	I didn't work	Did I work?
He worked	He didn't work	Did he work?
She worked	She didn't work	Did she work?
It worked	It didn't work	Did it work?
We worked	We didn't work	Did we work?
You worked	You didn't work	Did you work?
They worked	They didn't work	Did they work?

#### Use

- We use the past simple for actions which happened or finished in the past.  
E.g.: He graduated in 1998. (When did he graduate? In 1998.)

#### Form

##### Affirmative

Subject + verb (in past tense)

E.g.: I **played** football yesterday. (Regular verbs by adding **-ed** to the verb)

E.g.: She **saw** the circus last week. (Irregular verbs)

##### Negative

Subject + didn't + verb (infinitive form)

E.g.: I **didn't see** Tom yesterday.

##### Question

Did + subject + verb (infinitive form)?

E.g.: **Did** he **work** yesterday? (Yes, he did.) or (No, he didn't.)

**Time Expressions:** we use with the past simple: **yesterday, last night, last week, last year, last Monday, a month ago, two years ago, in 1964, etc....**

#### Past simple of the verb "to be" (Was/Were)

Affirmative	Negative	Question
I was	I wasn't	Was I?
He was	He wasn't	Was he?
She was	She wasn't	Was she?
It was	It wasn't	Was it?
We were	We weren't	Were we?
You were	You weren't	Were you?
They were	They weren't	Were they?

E.g.: I was in the garden yesterday.

E.g.: He wasn't at the party last night.

E.g.: Were they at work? (Yes, they were.) or (No, they weren't.)

**Exercises**

**A) Fill in the blanks. Use WAS / WERE:**

1. Mary and Susan ..... **were** ..... ill yesterday.
2. The weather ..... very hot last Saturday.
3. The students ..... at the theater last night.
4. Betty ..... in Germany last summer.
5. My brother and I ..... at the football stadium on Saturday.
6. .... it cold yesterday?

**B) Fill in the blanks with the SIMPLE PAST of the verbs in brackets:**

Last Saturday my father .... **took**.... (**take**) my friends and me to the circus. We .....(**see**) lots of things. My father ..... (**buy**) us some popcorn and orange juice. We ..... (**eat**) the popcorn and ..... (**drink**) the orange juice. We ..... (**laugh**) at the funny clowns. There ..... (**be**) a lion-tamer. The lions ..... (**do**) tricks; they ..... (**jump**) through hoops. A girl ..... (**ride**) an elephant around the ring. We all ..... (**have**) a wonderful time.

**C) Fill in the blanks with the SIMPLE PAST**

1. I ..... (**work**) in a bank for ten years.
2. Where ..... (**you/live**) when you were young?
3. She ..... (**not/study**) French at university.
4. He ..... (**travel**) through the middle east last year.
5. ....(**they/visit**) the Louvre in Paris?
6. She ..... (**not/watch**) TV yesterday.
7. We ..... (**buy**) a new car last weekend.
8. Where ..... (**you/teach**) before you came here?
9. He ..... (**not/think**) that he was right.
10. I ..... (**cook**) steak last night.
11. ....(**Lucy/read**) 'War and Peace' at school?
12. She ..... (**not/write**) to her grandmother.
13. We ..... (**have**) a computer when I was a child.
14. Where ..... (**you/go**) on holiday?
15. I ..... (**love**) ice cream when I was a child.
16. They ..... (**not/meet**) yesterday.
17. .... (**she/swim**) in the sea in Greece?
18. We ..... (**not/play**) tennis yesterday because it was raining.
19. He ..... (**try**) to lift the box but he couldn't.
20. What ..... (**you/eat**) for lunch?

### Past continuous

Affirmative	Negative		Question
	Long Form	Short Form	
I <b>was</b> eating he/she/it <b>was</b> eating we/you/they <b>were</b> eating	I <b>was not</b> eating he/she/it <b>was not</b> eating we/you/they <b>were not</b> eating	I <b>wasn't</b> eating he/she/it <b>wasn't</b> eating we/you/they <b>weren't</b> eating	<b>Was</b> I eating? <b>Was</b> he/she/it eating? <b>Were</b> we/you/they eating?

#### Use

- We use the past continuous for an action which was in progress at a stated time in the past. (We do not know when the action started or finished.)  
E.g.: At five o'clock yesterday I **was cooking** dinner.
- We use the past continuous for a past action which was in progress when another action interrupted it. We use the past continuous for the action in progress (longer action) and the past simple for the action which interrupted it (shorter action).  
E.g.: She **was having** breakfast when the phone **rang**.  
E.g.: While mom **was doing** the washing-up, the children **played** in the garden.

#### Form

- We form the past continuous with **subject + was/were + verb-ing.**  
E.g.: I **was working**.
- We form negations **subject + was/were not + verb-ing.**  
E.g.: They **were not working**.
- We form questions by putting **was/were + subject + verb-ing?**  
E.g.: Was he working? (Yes, he was.) or (No, he wasn't)

Time expressions we use with the past continuous: **while, when.**

### Past continuous vs. Past Simple

<p><i>Past continuous</i> (in the middle of an action)</p> <ul style="list-style-type: none"> <li>• I <b>was walking</b> home when I met Dave. (in the middle of walking home)</li> <li>• Ann <b>was watching</b> television when the phone rang.</li> </ul>	<p><i>Past simple</i> (complete action)</p> <ul style="list-style-type: none"> <li>• I <b>walked</b> home after the party last night. (complete)</li> <li>• Ann <b>watched</b> television a lot when she was ill last year.</li> </ul>
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**Exercises**

***Choose the right answer.***

1. When you called me I..... TV.  
A. watch                      B. was watching                      C. watched
2. Mark..... on the phone when his father came in.  
A. was talking                      B. is talking                      C. talked
3. She was crossing the road when the car ..... her.  
A. was hitting                      B. ate                      C. hit
4. When they ..... out, it was raining.  
A. were going                      B. went                      C. gone
5. I didn't help him because I ..... for my History exam.  
A. study                      B. was studying                      C. studied
6. When I ..... Peter, he was shopping.  
A. see                      B. saw                      C. was seeing
7. Luckily no one ..... seriously injured.  
A. was                      B. were                      C. was being
8. After ten minutes the police ....., and they .....the road.  
A. came, cleared                      B. were coming, were clearing                      C. came, were clearing
9. While I .....home yesterday, I .....an accident.  
A. drove, saw                      B. was driving, was seeing                      C. was driving, saw
10. Jack ..... his homework when Susie rang.  
A. were doing                      B. was doing                      C. did
11. He .....tennis from 3 till 4 yesterday afternoon.  
A. is playing                      B. was playing                      C. were playing
12. We .....the countryside when we spotted something was wrong.  
A. were enjoying                      B. are enjoying                      C. was enjoying
13. What .....you .....last night at seven?  
A. was you doing                      B. are you doing                      C. were you doing
14. My friend .....the door when someone came in.  
A. was painting                      B. is painting                      C. were painting



### Past Perfect Simple

Affirmative		Negative		Question
Long Form	Short Form	Long Form	Short Form	
I had bought	I'd bought	I had not bought	I hadn't bought	Had I bought?
He had bought	He'd bought	He had not bought	He hadn't bought	Had he bought?
She had bought	She'd bought	She had not bought	She hadn't bought	Had she bought?
It had bought	It'd bought	It had not bought	It hadn't bought	Had it bought?
We had bought	We'd bought	We had not bought	We hadn't bought	Had we bought?
You had bought	You'd bought	You had not bought	You hadn't bought	Had you bought?
They had bought	They'd bought	They had not bought	They hadn't bought	Had they bought?

#### Use

- We use the past perfect simple to show that something happened before another action in the past.  
E.g.: She **had never seen** a bear **before** she **moved** to Alaska.

#### Form

- We form the past perfect simple: **subject + had + verb (past participle V3)**.  
E.g.: He **had watered** the plants.
- We form negations: **subject + had not + verb (past participle V3)**.  
E.g.: They **had not won** a prize.
- We form questions: **Had + subject + verb (past participle V3)?**  
E.g.: **Had** he arrived? (Yes, he had.) or (No, he hadn't.)

**Time expressions** used with the past perfect simple: **already, by the time, never, as soon as, just, after, when, before, etc...** .

#### Past Perfect Simple vs. Past Continuous

- We use **the past continuous** for a past action which was in progress when it was interrupted by another action.  
E.g.: He **was watching** TV **when** the phone rang.
- We use **the past perfect simple** for a past action which happened before another past action.  
E.g.: They **had booked** a room **before** they went on holiday.

**Exercises**

**A) Fill in the blanks with the Present Perfect Tense**

1. I thought I knew her. I thought I ..... (see) her before.
2. He ..... (drive) only twice in his life before the accident.
3. Bonny no longer had her car. She ..... (sell) it.
4. I saw Annabel last week. She ..... (change) a lot.
5. Terry wasn't at home He ..... (just go) out.
6. He didn't need to borrow the car because he .....(have) his bike repaired.
7. Jenny ..... (just/ get) home when the phone rang.
8. The new restaurant wasn't open any longer. It..... (close) down.
9. He fed the cat because no-one ..... (feed) it for days.
10. The storm destroyed the sandcastle that we..... (build).
11. He..... (not / be) to Cape Town before 1997.
12. When she went out to play, she..... (do / already) her homework.
13. My brother ate all of the cake that our mum ..... (make).
14. The doctor took off the plaster that he .....(put on) six weeks before.
15. The waiter brought a drink that I..... (not / order).
16. I could not remember the poem we..... (learn) the week before.
17. The children collected the chestnuts that .....(fall) from the tree.
18. ....(he / phone) Angie before he went to see her in London?
19. She..... (not / ride) a horse before that day.

**B) Choose the right answer.**

1. I was sure that I ..... her before.  
A. had saw                      B. seen                      C. had seen
2. I needed to know what .....to my dog.  
A. has happened              B. had happened              C. happened
3. The film .....by the time we got to the cinema.  
A. had start                      B. had started                      C. has started
4. Julia left the restaurant after she ..... eating.  
A. had finished              B. has finished                      C. finished
5. I went to bed after I .....off the television.  
A. switched                      B. has switched                      C. had switched

### Future Simple

Affirmative		Negative		Question
Long Form	Short Form	Long Form	Short Form	
I will leave	I'll leave	I will not leave	I won't leave	Will I leave?
He will leave	He'll leave	He will not leave	He won't leave	Will he leave?
She will leave	She'll leave	She will not leave	She won't leave	Will she leave?
It will leave	It'll leave	It will not leave	It won't leave	Will it leave?
We will leave	We'll leave	We will not leave	We won't leave	Will we leave?
You will leave	You'll leave	You will not leave	You won't leave	Will you leave?
They will leave	They'll leave	They will not leave	They won't leave	Will they leave?

#### Use

- We use the future simple for decisions at the moment of speaking.  
E.g.: A: It is cold in here. B: I will close the window.
- We use the future simple for predictions based on opinion (without evidence).  
E.g.: I think Tom will win tomorrow.
- We use the future simple for promises / requests / refusals / offers.  
E.g.: Will you post this letter for me, please? (request)  
E.g.: I'll help you tomorrow, if you like. (offer)

#### Form

- We form the future simple: **subject + will + verb (infinitive form)**.  
E.g.: He **will go** to the park.
- We form the negative: **subject + won't + verb (infinitive form)**.  
E.g.: They **will not/ won't buy** a new house.
- We form the question: **Will + subject + verb (infinitive form)?**  
E.g.: **Will** you help him later? (Yes, I will.) or (No, I won't.)

**Time Expressions** we use with the future simple: **tomorrow, soon, next week/month/etc., the day after tomorrow, etc.**

#### It will be / There will be

- **It will be + adjective:**  
E.g.: It **will be foggy** tomorrow.
- **There will be + noun:**  
E.g.: There **will be fog** tomorrow.

### Be Going To

Affirmative	Negative	Question
I am going to travel. He is going to travel. She is going to travel. It is going to travel. We are going to travel. You are going to travel. They are going to travel.	I am not going to travel. He is not going to travel. She is not going to travel. It is not going to travel. We are not going to travel. You are not going to travel. They are not going to travel.	Am I going to travel? Is he going to travel? Is she going to travel? Is it going to travel? Are we going to travel? Are you going to travel? Are they going to travel?

#### Use

- We use "be going to" to talk about our future plans or purpose.  
E.g.: I am going to start a computer course.
- We use "be going to" for predictions based on what we see or know. (with evidence)  
E.g.: Look at him. He's going to jump out of the train.

#### Form

- We form the affirmative:

**I + am going to + verb (infinitive form).**

**He/She/It + is going to + verb (infinitive form).**

**We/You/They + are going to + verb (infinitive form).**

- We form the negative:

**I + am not going to + verb (infinitive form).**

**He/She/It + is not going to + verb (infinitive form).**

**We/You/They + are not going to + verb (infinitive form).**

- We form the question:

**Am + I + going to + verb (infinitive form)?**

**Is + he/she/it + going to + verb (infinitive form)?**

**Are + we/you/they + going to + verb (infinitive form)?**

#### Be Going To vs. Will

Be Going To	Will
<p><b>18. For predictions (with evidence)</b> E.g.: Be careful! You're <u>going to</u> spill your coffee.</p> <p><b>19. For future plans</b> E.g.: Sara, I need Jenny's number. <u>I'm going to</u> call her about the meeting.</p>	<p><b>1. For predictions (without evidence)</b> E.g.: I think we'll win the match.</p> <p><b>2. For promises / requests / refusals / offers</b> E.g.: <u>Will</u> you make dinner?</p>

**Exercises**

**A) Choose the best answer:**

1. I feel dreadful; I .....be sick.  
A. am going to            B. will            C. both
2. Tonight, I ..... stay in- I've rented a video.  
A. am going to            B. will            C. both
3. If you have any problems, don't worry; I ..... help you.  
A. am going to            B. will            C. both
4. I completely forgot about it. Give me a moment; I ..... do it now.  
A. am going to            B. will            C. both
5. Look at those clouds- it ..... rain any minute now.  
A. am going to            B. will            C. both
6. The weather forecast says it ..... snow tomorrow.  
A. am going to            B. will            C. both
7. That's the phone- I ..... answer it.  
A. am going to            B. will            C. both
8. Thanks for the offer, but I'm OK; Shane ..... help me.  
A. am going to            B. will            C. both
9. Where are you going?  
A. I am going to see a friend.            B. I'll see a friend.
10. Tea or coffee?  
A. I'm going to have tea, please.            B. I'll have tea, please.

**B) Fill in the blanks with "will or going to":**

1. Look at the clouds! It ..... rain soon.
2. If I meet him, I ..... tell him the good news.
3. I am so tired. I need some rest. I think I .....take a week off.
4. What ..... happen to her children if she doesn't find a job?
5. In 2020 people ..... buy more hybrid cars.
6. It's getting cold. I .....take my coat!
7. I've already decided. I ..... buy a new car
8. I think ..... have the beef.
9. I ..... be rich and famous.
10. I..... help you tomorrow, if you like.

### Comparative and Superlative

	adjective	comparative	superlative
one - syllable adjectives	cheap large big	cheaper (than) larger (than) bigger (than)	<u>the</u> cheapest <u>the</u> largest <u>the</u> biggest
-y adjectives	noisy easy	noisier (than) easier	<u>the</u> noisiest <u>the</u> easiest
adjectives with two or more syllables	expensive intelligent	<u>more</u> expensive (than) <u>more</u> intelligent (than)	<u>the most</u> expensive <u>the most</u> intelligent
irregular adjectives	good bad much many little far	better (than) worse (than) more (than) more (than) less (than) further/farther (than)	<u>the</u> best <u>the</u> worst <u>the</u> most <u>the</u> most <u>the</u> least <u>the</u> furthest/the farthest

#### Use

- We use **the comparative** form to compare two people, things, places, etc.  
E.g.: The city **is noisier than** the country.
- We use **the superlative** form to compare a person or thing with the whole group they belong to.  
E.g.: The giraffe **is the tallest** animal **of** all.

#### Form

- Comparative: **subject + the verb "to be" + adjective (-er) + than + noun**  
E.g.: My brother is **taller than** my father.
  - 1- *One-syllable adjectives add (-er) to form the comparison.*  
E.g.: large - **larger**    cheap - **cheaper**
  - 2- *adjectives ending in "-y", drop -y and add -ier.*  
E.g.: heavy - **heavier**
  - 3- *Adjectives of two or more syllables take more.*  
E.g.: careful - **more** careful
- Superlative: **subject + the verb "to be" + the adjective (-est) + (of/in) + noun**  
E.g.: My brother is **the tallest** one **in** the class.
  - 1- *One-syllable adjectives add (-est) to form the comparison.*  
E.g.: large - **the largest**    cheap - **the cheapest**
  - 2- *adjectives ending in "-y", drop -y and add -iest.*  
E.g.: heavy - **the heaviest**
  - 3- *Adjectives of two or more syllables take the most.*  
E.g.: careful - **the most** careful

#### Note

- We often make comparisons using **"than"**.
- We use **"the"** before the superlative form.

**Exercises**

**A) Fill in the gaps with the comparative form of the adjectives given.**

20. A rock is ..... than a leaf. (heavy)
21. Our house is ..... than yours. (big)
22. The princess is ..... than the witch. (beautiful)
23. Tom is ..... than Mary. (good)
24. Bicycles are ..... than motorbikes. (safe)
25. July is ..... than January. (hot)
26. A lion is ..... than a cat. (dangerous)
27. Helen is ..... than Mary. (happy)
28. Computers are ..... than telephones. (expensive)
29. I think golf is ..... than football. (boring)

**B) Fill in the gaps with the superlative form of the adjectives given.**

1. It is the ..... shop in town. (large)
2. Monday is the ..... day of the week. (bad)
3. Ben was the ..... person in his family. (noisy)
4. Sam is the ..... in the class. (popular)
5. Which is the ..... subject at school? (difficult)
6. Jim is the ..... player in the football team. (good)
7. Elephants are the ..... animals. (heavy)
8. Let's pick the ..... apple of the tree. (big)
9. Mary is the ..... girl in the class. (thin)
10. That is the ..... sofa in our house. (comfortable)

**C) Choose the best answer:**

1. There are 10 houses on our street. Our house is the ..... one.  
A. biggest                      B. bigger
2. My brother sings better than I do, but I play guitar ..... than he does.  
A. the best                      B. better
3. This is ..... song I have ever heard!  
A. better                      B. the best
4. Tom is ..... than I am.  
A. stronger                      B. the strongest
5. Out of all the students in our class, I am .....  
A. the shortest                      B. shorter
6. Everyone says that my sister is ..... than I am.  
A. the best looking                      B. better looking
7. She is ..... girl in our school.  
A. the best looking                      B. better looking
8. This is boring. Let's do something .....  
A. the most interesting                      B. more interesting

## Conditionals

- There are four types of conditionals. Each type consists of two parts:

<b>If - clause</b>	<b>main clause</b>
(hypothesis)	(result)
If he wakes up late, he will miss the bus.	

### Conditional Type "Zero"

**Type Zero Conditionals** are used to say something which is always true. They are also used to talk about something which always happens as a result of something else.

E.g.: **If** plants **don't get** enough water, they **die**.

#### Form

(If clause)	(main clause)
If + present simple, present simple.	

E.g.: **If** the sun **shines**, snow **melts**.

### Conditional Type "1"

**Type 1 conditionals** are used to talk about something that is possible or very probable to happen in the present or future.

E.g.: **If** I **have** enough time, I **will watch** the football match.

#### Form

(If clause)	(main clause)
If + present simple, future simple.	

E.g.: **If** Tom **studies** hard, he **will pass** the exam.

### Conditional Type "2"- unreal present

**Type 2 Conditionals** are used to talk about an imaginary or improbable situation which is unlikely to happen in the present or future.

E.g.: **If** it **rained**, you **would get** wet.

#### Form

(If clause)	(main clause)
If + past simple, subject + would/could/might + verb (infinitive).	

E.g.: **If** I **had** more free time, I **would take up** basketball.

#### Note

- We can use **"were"** instead of **"was"** for all persons.  
E.g.: If I **were** rich, I **would travel** around the world.
- We use if **"I were you"** when we want to give advice.  
E.g.: If **I were you**, I **would stop** eating junk food.



## Conditionals

### Conditional Type "3"- unreal past

**Type 3 Conditionals** are used to talk about an imaginary or improbable situation which never happened in the past.

E.g.: **If** you **had worked** harder, you **would have passed** the exam.

#### Form

(If clause)	(main clause)
If + past perfect, subject + would/could/might + have + verb (past participle V3)	

E.g.: If we had arrived at the theatre earlier, we would have found a seat.

### Wishes

- The main use of "**wish**" is to say that we would like things to be different from what they are, that we have regrets about the present situation.

E.g.: I **wish** I was rich. (But I am not.)

E.g.: He **wishes** he lived in Paris.

#### Form

Subject + wish + simple past sentence.
--

E.g.: I **wish** *it wasn't so cold.*

- We use **the past perfect** to talk about wishes for the past.

Subject + wish + past perfect sentence.
---

E.g.: I **wish** *I hadn't lied to him.* (I'm sorry (that) I lied to him.)

### When vs. If

- We use **when** in conditionals to show that we are sure that something will happen.  
E.g.: I will see you **when** I come to Paris. (I'm certain I'll come to Paris.)

- We use **if** in conditionals to show that we are not sure whether something will or will not happen.

E.g.: I will see you **if** I come to Paris. (Perhaps I will come to Paris, perhaps I won't)

### Exercises

**A) Use the correct tense:**

1. The teacher will be very angry if you ..... (**not do**) your homework.
2. If you don't water the flowers, they ..... (**die**).
3. If you didn't water the flowers, they ..... (**die**).
4. I ..... (**come**) if I had time.
5. If you don't hurry, you ..... (**miss**) the bus.
6. If I ..... (**be**) you, I wouldn't buy that car.
7. He will play tennis if the weather ..... (**be**) good.
8. I would be very happy if she ..... (**be**) my sister.
9. If he ..... (**go**) to bed early, he will get up early.
10. You will get wet if it ..... (**rain**).
11. If I knew, I ..... (**come**) earlier.
12. I wouldn't say it if I ..... (**be**) you.
13. What will you do if you ..... (**get**) a bad mark?
14. If she ..... (**wear**) a necklace, her dress will look better.
15. If you go near the dog, it ..... (**bite**) you.
16. He will be ill if he ..... (**eat**) so much.
17. If she ..... (**read**) the book carefully, she will understand it.
18. If the dinner isn't ready, I ..... (**go**) out.
19. We would die if the plane ..... (**crash**).
20. If Tom had asked her teacher, he ..... (**answer**) her questions.

**B) Choose the best answer:**

1. I ..... very unhappy if my friends didn't come to my party.  
a) would have been      b) will be      c) would      d) would be
2. If the old man ..... some money, he would hire a taxi.  
a) have      b) had      c) would have      d) had had
3. If you had come in time, you ..... the lesson.  
a) wouldn't miss      b) would miss      c) would have missed      d) wouldn't have missed
4. I could have heard the telephone if I ..... so deeply.  
a) didn't sleep      b) hadn't been sleeping      c) wouldn't sleep      d) wouldn't have slept
5. If he doesn't pay the bill, he ..... into trouble.  
a) won't get      b) will get      c) would get      d) would have got
6. If the weather ..... good, we would go swimming.  
a) was      b) would be      c) were      d) is
7. Your brother wouldn't have found such a nice job if he ..... a university diploma.  
a) didn't have      b) doesn't have      c) hadn't had      d) hadn't

## The Passive

Tense/ Verb	Active	Passive
Present Simple	They <b>develop</b> films here.	Films <b>are developed</b> here.
Present Continuous	They <b>are developing</b> a film now.	A film <b>is being developed</b> now.
Present Perfect	They <b>have already developed</b> ten films.	Ten films <b>have already been developed</b> .
Past Simple	They <b>developed</b> this film yesterday.	This film <b>was developed</b> yesterday.
Past Continuous	They <b>were developing</b> a film when I arrived.	A film <b>was being developed</b> when I arrived.
Past Perfect	They <b>had developed</b> fifty films by two o'clock.	Fifty films <b>had been developed</b> by two o'clock.
Future Simple	They <b>will develop</b> the film tomorrow.	The film <b>will be developed</b> tomorrow.
Conditionals	They <b>would develop</b> the film if they had time.	The film <b>would be developed</b> if they had time.
Modals	They <b>must develop</b> the film by noon.	The film <b>must be developed</b> by noon.

### Form

- We form the passive: **to be + past participle (pp)**  
E.g.: The dog is fed twice a day.
- We form negations with the word "**not**".  
E.g.: His bicycle **was not stolen** last night.
- We form questions by putting **the verb to be before the subject**.  
E.g.: **Is** this car **made** in Japan?

### Use

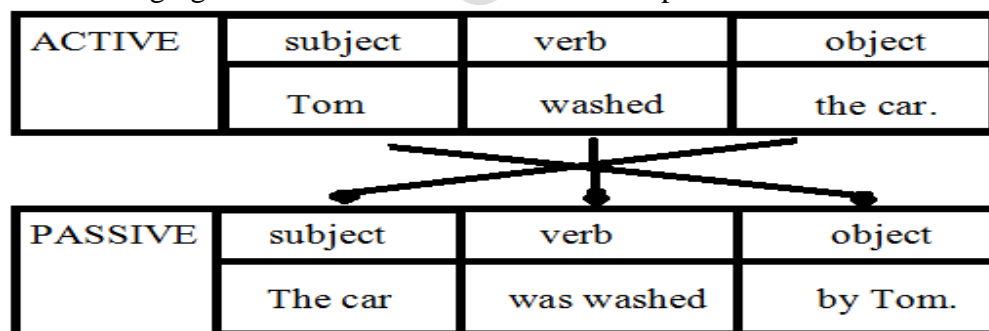
We use the passive when the person who does the action is unknown or unimportant.

E.g.: The plants **are watered** every evening. . (The person is unimportant)

E.g.: My car **was stolen** last night. (The person is unknown)

### Changing from Active to Passive

When changing a sentence from the active into the passive:



1. The object of the active sentence becomes the subject in the passive sentence.
2. The active verb changes into a passive form (**to be + past participle**).
3. We use "**by**" to introduce the passive object.
4. Object pronouns (**me, you, him, etc**) become subject pronouns (**I, you, he, etc**) in the passive. E.g.: She gave **me** some money. **I** was given some money.

### Questions in the Passive

1. We follow the same rules as for statements. The verb is in the question form.  
E.g.: **Has** Anne walked the dog? → **Has** the dog **been walked** (by Anne)?
2. When the question begins with who/what, we cannot forget "**by**".  
E.g.: **Who** painted the fence? → **Who was** the fence painted **by**?

**Exercises**

**A) Turn from ACTIVE into PASSIVE:**

1. Someone is helping her with the homework.  
.....
2. A pickpocket robbed me.  
.....
3. The mail-order company sent Mrs. Green a parcel.  
.....
4. A dog is chasing the child.  
.....
5. My friend sent me an invitation.  
.....
6. The farmer is building a new barn.  
.....
7. The secretary has given Mrs. Jones some letters.  
.....
8. The traffic officer had already given him a ticket for illegal parking.  
.....
9. Someone had broken our door down.  
.....
10. They chose him as the best actor of the year.  
.....

**B) Choose the best answer:**

1. They were interviewing her for the job. She ..... for the job.  
A. was being interviewed    B. was interviewed    C. has been interviewed
2. Tom is writing the letter. The letter ..... by Tom.  
A. was written    B. is being written    C. has been written
3. Everyone understands English. English ..... by everyone.  
A. is understood    B. has been understood    C. was understood
4. The employees brought up this issue during the meeting.  
This issue ..... by the employees during the meeting.  
A. has been brought up    B. is brought up    C. was brought up
5. The professor told him not to talk in class.  
He ..... by the professor not to talk in class.  
A. has been told    B. was told    C. was being told
6. They say that women are smarter than men.  
Women ..... to be smarter than men.  
A. were being said    B. were said    C. are said
7. The fire has destroyed the house. The house ..... by the fire.  
A. has been destroyed    B. was being destroyed    C. is destroyed

عبدالرحمن جودة