

# ANGOL NYELVTANI SEGÉDLET

## ENGLISH GRAMMAR

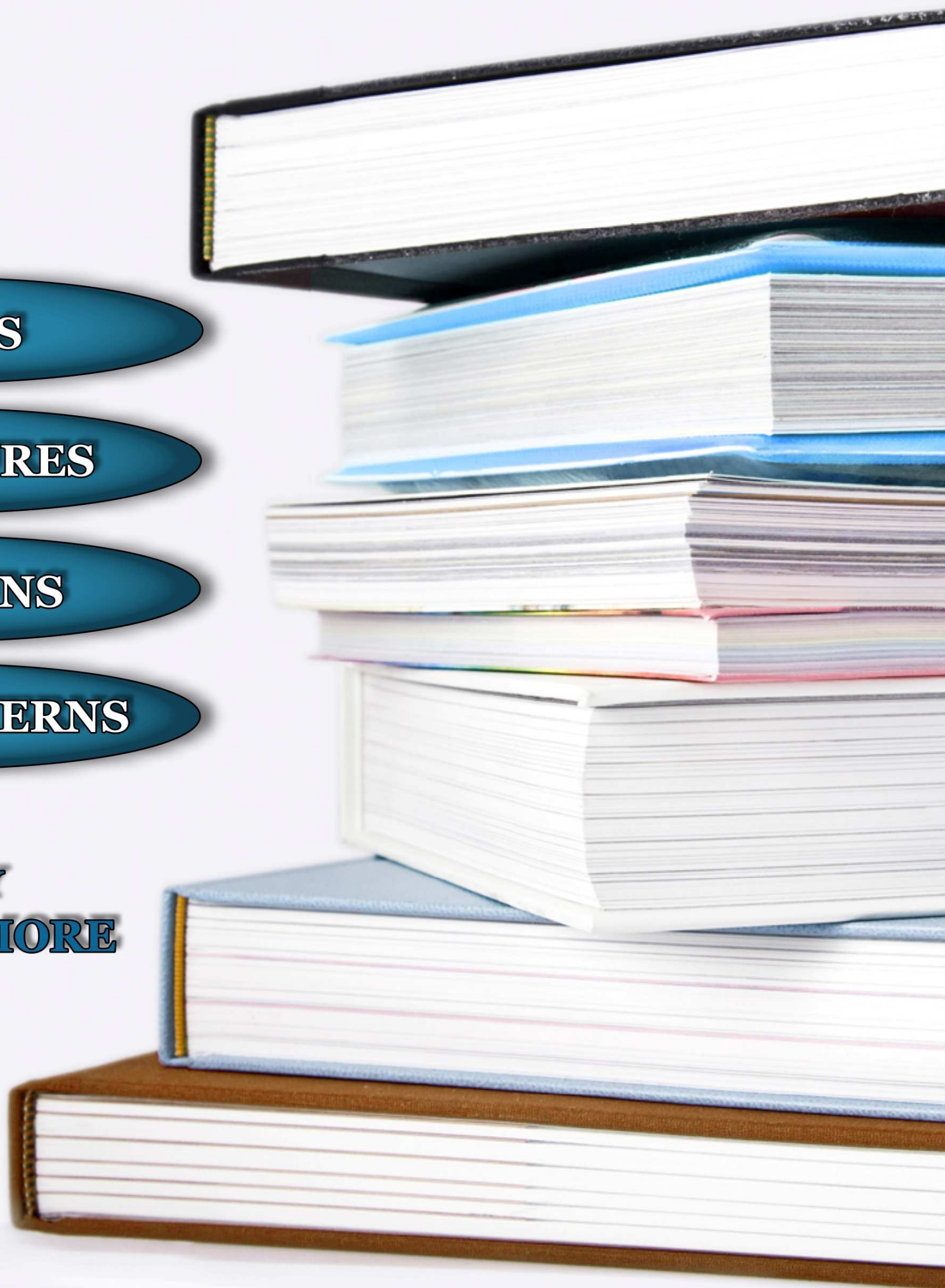
TENSES

STRUCTURES

PRONOUNS

VERB PATTERNS

... AND  
MANY  
MORE



## Articles

Definite Article: **the** Pronunciation(!): the chair, the apple

Indefinite Article: **a, an** a chair, an apple

Some special rules of using articles:

1. Names of streets, squares, etc. do not have articles: **Oxford Street, Trafalgar Square, Sunset Boulevard...**
2. Lakes: **Lake Victoria** or **the Victoria**, **Lake Balaton** or **the Balaton...**
3. Rivers: **The Thames** or **the River Thames**, **the Danube** or **the River Danube...**
4. Mountains: **The Alps**, **the Rockies...**
5. Mounts: **Mount Everest**, **Kilimanjaro...**
6. Countries usually do not have articles: **France, Hungary, Japan, China...**  
But: **the United States, the United Kingdom, the Netherlands...**
7. Hotels: **the Ritz Hotel, the Hilton Hotel...**
8. Places (school, hospital, prison, church, market, bed...) usually don't have articles: e.g.: He goes to **church** every Sunday. (Regular)  
But: On his holiday he visited **the church**. (Special)
9. Superlatives have definite articles: **the happiest, the most beautiful...**
10. No articles when talking about things in general: **Cats** can't swim. **Milk** is healthy.
11. No articles with meals: I have **breakfast** at 8 o'clock.
12. Indefinite article with professions: He's **a teacher**.
13. Indefinite article with **have** as possession: I **have a cat**.

**Can****Ability****Positive**

I **can** swim  
 You **can** swim  
 He/She/It **can** swim  
 We **can** swim  
 You **can** swim  
 They **can** swim

**Question**

**Can** I swim?  
**Can** you swim?  
**Can** he/she/it swim?  
**Can** we swim?  
**Can** you swim?  
**Can** they swim?

**Negative**

I **can't** swim  
 You **can't** swim  
 He/She/It **can't** swim  
 We **can't** swim  
 You **can't** swim  
 They **can't** swim

**Short Answers:**

Can't = cannot

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

**Ability in the Past: Could****Positive**

I **could** swim  
 You **could** swim  
 He/She/It **could** swim  
 We **could** swim  
 You **could** swim  
 They **could** swim

**Question**

**Could** I swim?  
**Could** you swim?  
**Could** he/she/it swim?  
**Could** we swim?  
**Could** you swim?  
**Could** they swim?

**Negative**

I **couldn't** swim  
 You **couldn't** swim  
 He/She/It **couldn't** swim  
 We **couldn't** swim  
 You **couldn't** swim  
 They **couldn't** swim

**Short Answers:**

Couldn't = could not

**Could** you **swim** when you were  
 a child?  
**Yes, I could.** / **No, I couldn't.**

## Causative Structures

1. **Make** somebody **do** something  
We'll **make** our neighbour **paint** our fence.
2. **Have** something **done**  
We'll **have** our fence **painted**.
3. **Get** something **done**  
We'll **get** our fence **painted**.

### Passive:

1. Our neighbour **will be made to paint** our fence.

## Comparisons

### 1. Short adjectives

- with one syllable: old, older, the oldest
- with two syllables ending -y: happy, happier, the happiest

### 2. Longer adjectives: comfortable, more comfortable, the most comfortable

#### Some adjectives do not follow the above rules:

- clever, cleverer, the cleverest
- narrow, narrower, the narrowest
- Adverbs with two syllables ending -ly: slowly, more slowly, the most slowly

#### Some adjectives have exceptional forms:

- good, better, the best
- bad, worse, the worst
- little, less, the least
- many/much, more, the most
- far, farther/further, the farthest/furthest

Use: Pepsi is **as sweet as** Coca-Cola.  
Pepsi is **as popular as** Coca-Cola.

Pepsi is **sweeter than** Coca-Cola.  
Pepsi is **more popular than** Coca-Cola.

Pepsi is **less sweet than** Coca-Cola.  
Pepsi is **less popular than** Coca-Cola.

Pepsi is **much/a lot/far sweeter than** Coca Cola.  
Pepsi is **much/a lot/far more popular than** Coca-Cola.

Pepsi is **the sweetest of** the soft drinks.  
Pepsi is **the most popular of** the soft drinks.

Pepsi is **the least sweet of** the soft drinks.  
Pepsi is **the least popular of** the soft drinks.

Pepsi is **like** Coca-Cola

## Conditionals

**Zero Conditional:** General facts or things that are always true.

If + Present Tense

Main Clause: Present Tense

**If the wind blows, I go** sailing. (Generally)

**First Conditional:** Future events that are reasonably likely.

If + Present Tense

Main Clause: will

**If the wind blows, I will go** sailing. (In this actual situation.)

**Second Conditional:** Imaginary situations.

If + Past Tense

Main Clause: would

**If the wind blew, I would go** sailing. (Potential)

**Third Conditional:**

Unreal situation: imagining a different past action and a different result.

If + Past Perfect (had + Past Participle)

Main Clause: would have + Past Participle

**If the wind had blown, I would have gone** sailing. (But it didn't blow.)

## Future Continuous Tense

**Use:** Continuous action in the future

E.g.: Don't call him this evening because **he will be working** in his surgery.

The normal way of things in the future to reassure people

E.g.: Pilot: The flight attendants **will be serving** dinner and drinks.

**Form:** will be + -ing

Positive

I **will be** travelling  
You **will be** travelling  
He/She/It **will be** travelling  
We **will be** travelling  
You **will be** travelling  
They **will be** travelling

Question

**Will I be** travelling?  
**Will you be** travelling?  
**Will he / she / it be** travelling?  
**Will we be** travelling?  
**Will you be** travelling?  
**Will they be** travelling?

Negative

I **won't be** travelling  
You **won't be** travelling  
He/She/It **won't be** travelling  
We **won't be** travelling  
You **won't be** travelling  
They **won't be** travelling

Short Answers:

**Will he be travelling** at 8 o'clock?  
**Yes, he will. / No, he won't.**

**won't = will not**

## Future forms

1. Present Continuous Tense  
Arrangements, programmes in the future. There should be a time expression in the context.  
- Next week **I'm travelling** to Texas. **I'm visiting** my uncle.
  
2. Immediate Future Tense (to be going to)  
Actions in the future with intention.  
- **I'm going to travel** to Texas to visit my uncle. **I'm going to meet** his American wife.  
  
Actions in the future which are evident, can be foreseen to happen.  
- There are dark clouds, **it's going to rain**.
  
3. Future Simple Tense (will)  
To predict things.  
- I hope **we will pass** our exams.  
  
Spontaneous decisions  
- The doorbell is ringing, **I will open** the door.
  
4. Future Continuous Tense (will be + -ing)  
Actions in progress at a certain time of the future  
- Don't call us this evening. **We will be preparing** for the exam.  
  
To reassure people that everything is going in the right way of things.  
- **We will be landing** on time.
  
5. Future Perfect Simple (will have + Past Participle)  
Action finished with a result by a certain time of the future.  
- By the time I'm 40 **I will have made** a lot of money.
  
6. Future Perfect Continuous (will have been + -ing)  
Action in progress for a while by a certain time of the future.  
- At Christmas **I will have been working** for IBM for three years.
  
7. Present Simple Tense  
Timetables with future reference  
- Now it's 3 o'clock. The train **leaves** at 5.
  
8. Future-in-the-Past  
He **was going to** visit his uncle in Texas. Or: He **said** he **would** visit his clients in London.

## **Future Perfect Continuous Tense**

**Use:** Action in process for a while by a certain time of the future.

**Form:** will have been + -ing

Positive

I will **have been** writing  
You will **have been** writing  
He/She/It will **have been** writing  
We will **have been** writing  
You will **have been** writing  
They will **have been** writing

Question

**Will I have been** writing?  
**Will you have been** writing?  
**Will he /she /it have been** writing?  
**Will we have been** writing?  
**Will you have been** writing?  
**Will they have been** writing?

Negative

I **won't have been** writing  
You **won't have been** writing  
He/She/It **won't have been** writing  
We **won't have been** writing  
You **won't have been** writing  
They **won't have been** writing

**Short Answers:**

**Will you have been** writing your  
autobiography for two years at  
Christmas?  
**Yes, I will. / No, I won't.**

**won't = will not**

## Future Perfect Tense

**Use:** Action completed by a certain time of the future.

E.g.: By this time next year **he will have written** his book.

**Form:** will have + Past Participle

Positive

I will **have written**  
You will **have written**  
He/She/It will **have written**  
We will **have written**  
You will **have written**  
They will **have written**

Question

**Will I have written?**  
**Will you have written?**  
**Will he /she /it have written?**  
**Will we have written?**  
**Will you have written?**  
**Will they have written?**

Negative

I **won't have written**  
You **won't have written**  
He/She/It **won't have written**  
We **won't have written**  
You **won't have written**  
They **won't have written**

**Short Answers:**

**Will you have written** your homework  
by the time the film starts?  
**Yes, I will. / No, I won't.**

**won't = will not**

## Future Simple Tense

**Use:** Spontaneous decisions

E.g.: Roads are slippery, so **I will travel** by train.

Predictions

E.g.: The cards say **you will travel** a lot in your life.

Positive

I **will** travel  
You **will** travel  
He/She/It **will** travel  
We **will** travel  
You **will** travel  
They **will** travel

Question

**Will** I travel?  
**Will** you travel?  
**Will** he / she / it travel?  
**Will** we travel?  
**Will** you travel?  
**Will** they travel?

Negative

I **won't** travel  
You **won't** travel  
He/She/It **won't** travel  
We **won't** travel  
You **won't** travel  
They **won't** travel

**Short answers:**

**Will I travel** a lot?  
**Yes, you will. / No, you won't.**

**won't = will not**

## Habits

In the present:

1. Present Simple Tense: He **gets up** at 7 o'clock every day. (Routine)
2. Will: He **will be** late. (It's typical of him.)

In the Past:

1. Used to: He **used to** smoke. (Now he doesn't!)  
**Did** he **use to** smoke? Yes, he did. / No, he didn't.  
He **didn't use to** smoke. (Now he does!)
2. Would: He **would be** late. (It was typical of him.)

## Had better

Infinitive without TO:

You had better **put** on your coat.

## How / What

They make the words more dramatic.

1. How + Adjective: **how nice, how comfortable...**  
But: **how many books, how much time**
2. What a/an + Singular count noun: **what a day, what an animal...**
3. What a/an + Singular count noun with adjective: **what a nice day, what a big animal**
4. What + Plural count noun: **what days, what animals...**
5. What + Plural count noun with adjective: **what nice days, what big animals...**
6. What + Uncount noun: **what weather, what information**
7. What + Uncount noun with adjective: **what nice weather, what surprising information...**

## Immediate Future Tense

**Use:** Action in the future with intention

E.g.: I want to see my uncle, so **I'm going to travel** to Scotland next week.

Evident, foreseen action in the future

E.g.: There are dark clouds in the sky, **it's going to rain**.

**Form:** to be going to + verb

Positive

**I am going to** travel  
**You are going to** travel  
**He/She/It is going to** travel  
**We are going to** travel  
**You are going to** travel  
**They are going to** travel

Going to = gonna

Question

**Am I going to** travel?  
**Are you going to** travel?  
**Is he/she/it going to** travel?  
**Are we going to** travel?  
**Are you going to** travel?  
**Are they going to** travel?

Short Answers

**Are you going to travel** to Italy on holiday?  
**Yes, I am. / No, I'm not.**

Negative

**I'm not going to** travel  
**You aren't going to** travel  
**He/She/It isn't going to** travel  
**We aren't going to** travel  
**You aren't going to** travel  
**They aren't going to** travel

**Indefinite Pronouns**

Explanation of marks: (+) = positive sentences  
 (?) = questions  
 (-) = negative sentences

Somebody (+)  
 Anybody (?) (-)  
 Nobody  
 Everybody

Someone (+)  
 Anyone (?) (-)  
 No one  
 Everyone

Something (+)  
 Anything (?) (-)  
 Nothing  
 Everything

Somewhere (+)  
 Anywhere (?) (-)  
 Nowhere  
 Everywhere

The Indefinite Pronouns are singular:  
 e.g.: There **is** somebody in the kitchen.  
 Everybody **is** in the kitchen.

No double negative forms!  
 e.g.: I **don't** know anybody. Or: I know **nobody**.  
 (I don't know nobody. – **Incorrect!!!**)

## Inversion

To give extra emotions or emphasis:

If I were you ... (neutral) > **Were I** you... (more emotional)

If I had seen it... > **Had I seen** it...

He was seen rarely. > Rarely **was he** seen. (emphasis on the word 'rarely')

## Like

### 1. As a verb:

What **does** your girlfriend **like**? She **likes** ice-cream.

What **does** your girlfriend **like doing**? She **likes sailing**.

What **would** your girlfriend **like**? She'd **like** an orange juice.

What **would** your girlfriend **like to do**? She'd **like to watch** TV.

### 2. As a preposition:

What's your girlfriend **like**? She's beautiful and very ambitious. She's **like** a fairy queen.

What **does** your girlfriend **look like**? She's tall and slim. She **looks like** a filmstar.

## Modal Verbs of Probability

When we are not speaking about facts, but want to express our personal opinion about the probability of events, actions, we use modal verbs of probability.

He lives in London. – It's a **FACT**.

But when we don't know or don't want to speak about facts, just tell our personal opinion about the probability of actions, we say:

He **will** live in London. (I'm personally **100%** sure that he lives in London. Others can have different opinions.)

He **must** live in London. (about **90%**)

He **should** live in London. (about **80%**)

He **can** live in London. (about **50%**)

He **may** live in London. (about **40%**)

He **could** live in London. (about **30%**)

He **might** live in London. (about **20%** or **less**, but there's some chance)

He **won't** live in London. (**0%** in my opinion!)

The percentages are just to illustrate the degrees of probability!

### Probability in the Past:

#### Modal verb + have + Past Participle

e.g. He **will have gone** London. (I'm personally **100%** sure that he went to London. Others can have different opinions.)

He **might have gone** to London. (about **1-20%**)

## Obligations

I. Strong Obligation1. External Obligation: have to

You **have to** pay the bills.

Or:

You **'ve got to** pay the bills.

(Often used as **gotta**.)

In questions:

**Do I have to** pay the bills? **Yes**, you **do**. / **No**, you **don't**.

Or:

**Have I got to** pay the bills? **Yes**, you **have**. / **No**, you **haven't**.

Negative:

You **don't have to** pay the bills.

You **haven't got to** pay the bills.

Past: **had to** / **did you have to** / **didn't have to**

II. Mild Obligation1. Advice: should

You **should** give up smoking.

In questions:

**Should** I give up smoking?

Negative:

You **shouldn't** eat so much chocolate.

Past: **should have** + Past Participle

He **should have** gone to the dentist earlier.

2. Internal Obligation: must

I **must** learn English.

In questions we usually don't use

**must**, except in cases when we inquire about „home rules”, which are accepted by everyone showing that we also accept the rules:

What time **must** I leave the hotel?

Negative (the meaning is different:

prohibited, forbidden):

You **mustn't** park your car here.

Past: **had to** / **did you have to** / **didn't have to**

3. Necessity: need (to)

You **need to** take this medicine.

In questions:

**Do I need to** take this medicine? **Yes**, you **do**. / **No**, you **don't**.

Or:

**Need** I take this medicine? **Yes**, you **need**. / **No**, you **needn't**.

Negative:

You **don't need to** take this medicine.

Or:

You **needn't** take this medicine.

Past: **needed to** / **did you need to** / **didn't need to**

2. Common courtesy, morals: ought to

You **ought to** wear an evening dress at the party..

In questions:

**Ought** I to wear an evening dress?

Negative:

You **oughtn't to** wear jeans at the party.

Past: **ought to have** + Past Participle

You **ought to have** worn an evening dress.

## Passive Voice

Form: **to be + Past Participle**

We don't want or can't name the subject of the sentence.

If we say 'They stole my camera yesterday.' It means we know them, we know who they are. If we don't know who they are, we should say: 'My camera **was stolen** yesterday.'

Focus is not on the subject of sentence. The focus is on actions, systems and processes:  
e.g. Coca-Cola **is sold** all over the world. The recipe **has been kept** secret since its invention.

## Past Conditional Tense

Form: would have + Past Participle

Positive

I **would have spoken**  
You **would have spoken**  
He/She/It **would have spoken**  
We **would have spoken**  
You **would have spoken**  
They **would have spoken**

Short Forms:

Would've = would have  
Wouldn't have = would not have

Question

**Would I have spoken?**  
**Would you have spoken?**  
**Would he/she/it have spoken?**  
**Would we have spoken?**  
**Would you have spoken?**  
**Would they have spoken?**

Short Answers:

**Would you have spoken him?**  
**Yes, I would. / No, I wouldn't.**

Negative

I **wouldn't have spoken**  
You **wouldn't have spoken**  
He/She/It **wouldn't have spoken**  
We **wouldn't have spoken**  
You **wouldn't have spoken**  
They **wouldn't have spoken**

## Past Continuous Tense

**Use:** Continuous action at a certain moment of the past  
E.g.: When he arrived, **I was walking** in the garden.

Form: was/were + -ing

Positive

**I was walking**  
You **were walking**  
He/She/It **was walking**  
We **were walking**  
You **were walking**  
They **were walking**

Question

**Was I walking?**  
**Were you walking?**  
**Was he/she/it walking?**  
**Were we walking?**  
**Were you walking?**  
**Were they walking?**

Negative

**I wasn't walking**  
You **weren't walking**  
He/She/It **wasn't walking**  
We **weren't walking**  
You **weren't walking**  
They **weren't walking**

Short Answers:

**Were you walking** in Oxford Street  
yesterday afternoon?  
**Yes, I was. / No, I wasn't.**

**Were they walking** on Waterloo  
Bridge in the evening?  
**Yes, they were. / No, they weren't.**

**wasn't = was not**  
**weren't = were not**

## Past of To Be

### Positive

I was  
You were  
He / She / It was  
We were  
You were  
They were

### Short forms:

Was not = wasn't  
Were not = weren't

### Question

Was I?  
Were you?  
Was he / she / it?  
Were we?  
Were you?  
Were they?

### Short answers:

Were you at home yesterday?  
Yes, I was. / No, I wasn't.

Were they in Rome last year?  
Yes, they were. / No, they weren't

### Negative

I was not  
You were not  
He / She / It was not  
We were not  
You were not  
They were not

## Past Perfect Continuous Tense

**Use:** Action happened before the past. The procession is important.  
E.g.: When I arrived, **he had been writing** for two hours.

**Form:** had been + -ing

Positive

I **had been writing**  
You **had been writing**  
He/She/It **had been writing**  
We **had been writing**  
You **had been writing**  
They **had been writing**

**Short Form:**

I'd been writing = I had been writing

Question

Had I **been writing**?  
Had you **been writing**?  
Had he /she /it **been writing**?  
Had we **been writing**?  
Had you **been writing**?  
Had they **been writing**?

**Short Answers:**

**Had you been writing** your homework when your parents arrived?  
**Yes, I had. / No, I hadn't.**

Negative

I **hadn't been writing**  
You **hadn't been writing**  
He/She/It **hadn't been writing**  
We **hadn't been writing**  
You **hadn't been writing**  
They **hadn't been writing**

**Short Form:**

I hadn't been writing = I had not been writing

## Past Perfect Tense

### Use:

1. Action happened before the past.  
E.g.: When I arrived **he had written** the letter.
2. Conditionals type 3: If-clause  
E.g.: If **he had written** a book, he would have become a famous writer.
3. Reported Speech: In One-Tense-Back instead of Present Perfect and Past Tense  
He said **he had written** the letter.

### Form: had + Past Participle

#### Positive

I **had written**  
 You **had written**  
 He/She/It **had written**  
 We **had written**  
 You **had written**  
 They **had written**

#### Short Form:

I'd written = I had written

#### Question

**Had I written?**  
**Had you written?**  
**Had he /she /it written?**  
**Had we written?**  
**Had you written?**  
**Had they written?**

#### Short Answers:

**Had you written** your homework when your parents arrived?  
**Yes, I had. / No, I hadn't.**

#### Negative

I **hadn't written**  
 You **hadn't written**  
 He/She/It **hadn't written**  
 We **hadn't written**  
 You **hadn't written**  
 They **hadn't written**

#### Short Form:

I hadn't written = I had not written

## Past Simple Tense

Use: Chronological order of events in the past.  
Time expressions referring to the past.

### Regular Verbs: -ed/-d

Positive

I travelled  
You travelled  
He / She / It travelled  
We travelled  
You travelled  
They travelled

Question

**Did** I travel?  
**Did** you travel?  
**Did** he / she / it travel?  
**Did** we travel?  
**Did** you travel?  
**Did** they travel?

Negative

I **didn't** travel  
You **didn't** travel  
He / She / It **didn't** travel  
We **didn't** travel  
You **didn't** travel  
They **didn't** travel

### **Short Answers:**

Did you travel a lot when you were a child?  
Yes, I did. / No, I didn't.

### Irregular Verbs

Positive

I **went**  
You **went**  
He / She / It **went**  
We **went**  
You **went**  
They **went**

Question

Did I go?  
Did you go?  
Did he / she / it go?  
Did we go?  
Did you go?  
Did they go?

Negative

I didn't go  
You didn't go  
He / She / It didn't go  
We didn't go  
You didn't go  
They didn't go

### **Short Answers:**

Did they go to the cinema yesterday?  
Yes, they did. / No, they didn't.

**didn't = did not**

## Phrasal Verbs

Verb + preposition(s)

e.g.: look at, turn on, listen to, take off, go out with, etc.

### Meaning

1. Literal:  
**Take off** your shoes before entering.  
**Put out** the cat.  
**Look up!** What nice clouds!
2. Idiomatic:  
Our business has **taken off** recently.  
**Put out** the fire.  
**Look up** this word in your dictionary.

### Form

1. Separable: **turn** something **on**  
**Turn on** the television. Or: **Turn** the television **on**.  
**Turn it on**. (Turn on it. – Incorrect!)
2. Inseparable: **look at** something  
**Look at** the picture. (Look the picture at. – Incorrect!)  
**Look at** it. (Look it at. – Incorrect!)

## Possessive Adjectives

**My** name  
**Your** name  
**His / Her / Its** name  
**Our** name  
**Your** name  
**Their** name

What's your name?

My name's Carol

**Possessive Pronouns**

Mine, yours, his, hers, its, ours, yours, theirs

Whose is this car?  
It's mine.**Present Conditional  
Tense**

Positive

I **would** travel  
You **would** travel  
He/She/It **would** travel  
We **would** travel  
You **would** travel  
They **would** travel**Short Form:**

I'd travel = I would travel

Question

**Would** I travel?  
**Would** you travel?  
**Would** he / she / it travel?  
**Would** we travel?  
**Would** you travel?  
**Would** they travel?**Short Answers:**Would you travel on holiday with  
filmstars?  
Yes, I would. / No, I wouldn't.

Negative

I **wouldn't** travel  
You **wouldn't** travel  
He/She/It **wouldn't** travel  
We **wouldn't** travel  
You **wouldn't** travel  
They **wouldn't** travel**wouldn't = would not**

## Present Continuous Tense

**Use:** Action at the moment of speaking

**Form:** to be + -ing

Positive

I **am** walking  
 You **are** walking  
 He/She/It **is** walking  
 We **are** walking  
 You **are** walking  
 They **are** walking

Question

**Am** I walking?  
**Are** you walking?  
**Is** he/she/it walking?  
**Are** we walking?  
**Are** you walking?  
**Are** they walking?

Negative

**I'm not** walking  
 You **aren't** walking  
 He/She/It **isn't** walking  
 We **aren't** walking  
 You **aren't** walking  
 They **aren't** walking

Short Answers:

**Are you walking** in Oxford Street?  
**Yes, I am. / No, I'm not.**

**Is she walking** with her dog?  
**Yes, she is. / No, she isn't.**

Spelling of verb + -ing:

1. Double consonant if 1 vowel + 1 consonant at the end: swim > swiming, run > runing, etc.
2. Silent -e disappears: live > **living**, take > **taking**, etc.

## Present Perfect Continuous Tense

**Use:** Action started in the past, is happening or has a result in the present.  
The procession is important, how the result was reached.

**Form:** have/has been + -ing

Positive

I **have been writing**  
You **have been writing**  
He/She/It **has been writing**  
We **have been writing**  
You **have been writing**  
They **have been writing**

Question

**Have I been writing?**  
**Have you been writing?**  
**Has he /she /it been writing?**  
**Have we been writing?**  
**Have you been writing?**  
**Have they been writing?**

Negative

I **haven't been writing**  
You **haven't been writing**  
He/She/It **hasn't been writing**  
We **haven't been writing**  
You **haven't been writing**  
They **haven't been writing**

### Short Forms:

I've been writing = I have been writing  
He's been writing = He has been writing  
I haven't been writing = I have not been writing  
He hasn't been writing = He has not been writing

### Short Answers:

**Have you been writing** your homework?  
**Yes, I have. / No, I haven't.**

In some cases Present Perfect Simple and Continuous mean the same:  
I **have lived** in London for two years. = I **have been living** in London for two years.

But: (Difference!)

What **have you done?** I **have cut** my finger.

What **have you been doing?** I **have been cutting** carrots.

**Present Perfect Tense**

**Use:** Action happened in the past, is happening or has a result in the present, and can happen in the future.

**Form:** have/has + Past Participle

Positive

I **have written**  
 You **have written**  
 He/She/It **has written**  
 We **have written**  
 You **have written**  
 They **have written**

**Short Forms:**

I've written = I have written  
 He's written = He has written

Question

**Have I written?**  
**Have you written?**  
**Has he /she /it written?**  
**Have we written?**  
**Have you written?**  
**Have they written?**

**Short Answers:**

**Have you written** your homework?  
**Yes, I have. / No, I haven't.**

**Has he written** twenty novels?  
**Yes, he has. / No, he hasn't.**

Negative

I **haven't written**  
 You **haven't written**  
 He/She/It **hasn't written**  
 We **haven't written**  
 You **haven't written**  
 They **haven't written**

**Short Forms:**

I haven't written = I have not written  
 He hasn't written = He has not written

**11 Magic Words with Present Perfect:**

1. Have you **ever** eaten Indian food?
2. I have **never** ridden a horse.
3. She has **just** arrived from Africa.
4. We have **already** sung five songs.
5. Have they found their camera **yet**? (?)  
 They **haven't** found their camera **yet**. (-)
6. He has lived in the US **for** two years.
7. He has lived in the US **since** 2006.
8. We have moved to our new house **recently**.
9. We have moved to our new house **lately**.
10. He has slept in a tent **up to now**.
11. They have driven their old car **so far**.

**Present Simple Tense**

Routine, habits

**Positive**

I travel  
 You travel  
 He / She / It travels  
 We travel  
 You travel  
 They travel

**Question**

Do I travel?  
 Do you travel?  
 Does he / she / it travel?  
 Do we travel?  
 Do you travel?  
 Do they travel?

**Negative**

I don't travel  
 You don't travel  
 He / She / It doesn't travel  
 We don't travel  
 You don't travel  
 They don't travel

**Short Answers:**

Do you travel a lot?  
 Yes, I do. / No, I don't.

Does he travel a lot?  
 Yes, he does. / No, he doesn't.

**don't = do not**  
**doesn't = does not**

**Purpose Clauses**

1. The subject of the clauses is the same: Infinitive with TO  
 He drove to the petrol station **to buy** some petrol. (He drove and he bought petrol.)  
 He drove to the petrol station **in order to buy** some petrol.  
 He drove to the petrol station **so as to buy** some petrol. (He drove and he bought petrol.)
2. The subjects of the clauses are different: that-clause  
 He drove to the petrol station **in order that** his children can buy some sweets.  
 He drove to the petrol station **so that** his children can buy some sweets.  
 (He drove to the petrol station and his children bought some sweets.)

**Question Tag**

It's a nice day, **isn't it**?

(+) (-)

It isn't a nice day, **is it**?

(-) (+)

You're American, **aren't you**?

(+) (-)

You aren't American, **are you**?

(-) (+)

They come from Ireland, **don't they**?

They don't come from Ireland, **do they**?

She has moved, **hasn't she**?

She hasn't moved, **has she**?

Etc.

**Except:**

I'm the boss, **aren't I**?

Open the window, **will you**?

Let's go to the cinema, **shall we**?

The intonation is **falling** if we wait for just confirmation, and **rising** if it is a real question.

## Relative Clauses

Defining Clauses

We define one of several things or people:

The balcony **that/which looks onto the sea** is ours.

(It suggests: there are several balconies, but only ours looks onto the sea.)

There are no commas between the clauses, no pause in speaking!

My brother **that/who lives in the USA** got married yesterday.

(It suggests: I have two or more brothers.)

No commas, no pause!

Both defining sentences would lose their informative value if we omitted the defining clauses.

The question would be: Which balcony/brother?

The relative pronouns (that, which, who) can be omitted if they refer to the object of the sentence: The film **I saw yesterday** was good.

Non-Defining Clauses

We give extra information about something or somebody:

The balcony, **which looks onto the sea**, is ours.

(It suggests: there is only one balcony, looking onto the sea is just extra information.)

There are commas between the clauses, and pause in speaking!

**Don't use** 'that' in non-defining sentences.

My brother, **who lives in the USA**, got married yesterday.

(It suggests: I have only one brother. Extra information: he lives in the USA.)

Commas, pause!

**Don't use** 'that' instead of 'who'.

In both non-defining sentences we can omit the non-defining clause, and the sentence remains informative:

The balcony is ours.

My brother got married yesterday.

'**What**' as a relative pronoun can be used in defining clauses, when we don't know or don't want to name the thing(s) the clause is referring to.

I don't understand **what** you're saying.

**What** he said was true.

We can use all the question words as **relative pronouns**: e.g. I don't know **where** they opened their bank account.

## Reported (Indirect) Speech

**Use:** When we report what somebody says or said.

If the main clause is in present tense, there is no change of tenses.

e.g. He **says** the flight **will arrive** on time.

If the main clause is in the past, the tense changes one-tense-back!

e.g. He **said** the flight **would arrive** on time.

### One-Tense-Back Rule:

Present > Past

Present Perfect > Past Perfect

Past > Past Perfect

Future (will, is going to...) > Future-in-the-Past (would, was/were going to...)

### Reported (Indirect) Questions

**Use:** There is no inversion (question form).

e.g. They ask **what time the flight arrived**.

Don't forget the one-tense-back rule!

e.g. The client asked **what time the flight had arrived**.

When the reported question is **without a question word** (yes/no questions)

we use the words **if** or **whether**.

e.g. They asked **if** the flight had arrived.

### Reported (Indirect) Commands

There is a pattern for reported commands:

to **TELL** somebody **TO DO** something

e.g. He **told** his friend **to visit** him in London.

Notice that there is no need for one-tense-back!

Instead of the verb TELL we can use a lot of other verbs (e.g. **ask, want, urge, warn, expect, remind**, etc... with the above pattern.)

## So / Such

They make the words more dramatic.

1. So + Adjective: **so nice, so comfortable...**  
But: **so many books, so much time**
2. Such a/an + Singular count noun: **such a day, such an animal...**
3. Such a/an + Singular count noun with adjective: **such a nice day, such a big animal**
4. Such + Plural count noun: **such days, such animals...**
5. Such + Plural count noun with adjective: **such nice days, such big animals...**
6. Such + Uncount noun: **such weather, such information**
7. Such + Uncount noun with adjective: **such nice weather, such surprising information...**

## Some / Any

Positive sentences: **some**

Questions and negative sentences: **any**

There are **some** books on the table.

Are there **any** books on the table?

Yes, there are **some**. / No, there aren't **any**.

There aren't **any** books on the table.

Count nouns: Plural

**Some/any** books, cars, boys, children, people...

Uncount nouns: Singular

**Some/any** milk, bread, furniture, information...

**There is / There are**

**There is** a book on the table.  
**Is there** a book on the table?  
**Yes, there is. / No, there isn't.**  
**There isn't** a book next to the television.

**There are** two books on the table.  
**Are there** two books on the table?  
**Yes, there are. / No, there aren't.**  
**There aren't** three books on the table.

There are **some** books on the table.  
 Are there **any** books on the table?  
 Yes, there are **some**. / No, there aren't **any**.  
 There aren't **any** books on the table.

**Time Clauses**

When time clauses refer to the future, they use **present tenses** (Present Simple, Present Continuous or Present Perfect). Future forms are used only in the main clauses!

Time Clause: **When I am** 60...  
 Main Clause: ...I will travel round the world.

The clauses may be changed: I will travel round the world **when I am** 60.

Time Clauses introduced with: **when, after, before, as soon as, while, until, unless**

**When I get** my payrise, I will buy a new television.  
**After she has written** her homework, she is going to call her boyfriend.  
 I will buy a flat **before I get** married.  
**As soon as she arrives** in London, she will go shopping.  
**While I'm waiting** for him, I will read a book. (While + Continuous action verb!)  
 I won't talk to him **until he says** sorry. (Until + positive!)  
 I won't take the dog for a walk **unless it stops** raining. (Unless + positive!)

**To Be****Positive**

I am  
You are  
He / She / It is  
We are  
You are  
They are

**Short Forms:**

I'm  
You're  
He's / She's / It's  
We're  
You're  
They're

**Question**

Am I?  
Are you?  
Is he / she / it?  
Are we?  
Are you?  
Are they?

**Short Answers:**

Are you Peter Hill?  
Yes, I am. / No, I'm not.  
  
Is he Adam?  
Yes, he is. / No, he isn't.  
  
Are they English?  
Yes, they are. / No, they aren't.

**Negative**

I am not  
You are not  
He / She / It is not  
We are not  
You are not  
They are not

**Short Forms:**

I'm not  
You aren't  
He / She / It isn't  
We aren't  
You aren't  
They aren't

**To Have**

**Positive**

I have  
You have  
He / She / It has  
We have  
You have  
They have

**Short Forms:**

I've got  
You've got  
He's got/She's got/It's got  
We've got  
You've got  
They've got

**Question**

Do I have?  
Do you have?  
Does he / she / it have?  
Do we have?  
Do you have?  
Do they have?

Have I got?  
Have you got?  
Has he/she/it got?  
Have we got?  
Have you got?  
Have they got?

**Short Answers:**

Do you have a brother?  
Yes, I do. / No, I don't.

Does he have a brother?  
Yes, he does. / No, he doesn't.

Have you got a brother?  
Yes, I have. / No, I haven't.

Has he got a brother?  
Yes, He has. / No, he hasn't.

**Negative**

I don't have  
You don't have  
He / She / It doesn't have  
We don't have  
You don't have  
They don't have

I haven't got  
You haven't got  
He/she/it hasn't got  
We haven't got  
You haven't got  
They haven't got

## Verb Patterns

1. Gerund (verb+-ing as a noun)

1. Subject of sentences  
**Swimming** is his hobby.
2. After prepositions  
Before **watching** TV, he had dinner.
3. After certain verbs (you can find information in dictionaries)  
For example: admit, appreciate, avoid, consider, enjoy, finish, hate, imagine, involve, like, love, postpone, risk, stop, suggest, etc.  
e.g. He enjoys **walking**.

2. Infinitive with TO

1. After certain verbs (dictionaries!)  
For example: afford, agree, choose, decide, forget, help, hope, manage, need, offer, plan, promise, refuse, seem, tend, try, want, would like, would love, etc.  
e.g. He promised **to visit** me in London.
2. After certain auxiliaries:  
**have to, ought to, used to**
3. Question word + Infinitive with TO:  
He didn't know **what to do**.
4. Adjective + Infinitive with TO:  
It's **easy to learn**.
5. Indefinite pronoun + TO-Infinitive  
I need **something to eat**.
6. Ordinal number + Infinitive with TO:  
She was **the first to arrive**.
7. Purpose Clause:  
We went **to see** the film.

3. Infinitive without TO

1. make + somebody + **do**  
e.g. She **makes** her father **pay** her bills.
2. let + somebody + **do**  
e.g. **Let** me **introduce** Mr. Smith.
3. After certain auxiliaries: can, could, may, might, must, shall, should, will, would
4. Would rather + Infinitive without TO: I **would rather swim**.
5. Had better + Infinitive without TO: You had better put on your coat.

Some verbs can be followed by either a gerund or an infinitive

- with the same meaning:  
e.g. It started **raining** ./It started **to rain**.
- with different meanings:  
e.g.:  
She remembered **seeing** the advertisement. (She remembered the past action.)  
She remembered **to see** the advertisement. (She didn't forget to see it.)

He has stopped **smoking**. ( He has given it up.)  
He stopped **to smoke**. (He lit a cigarette.)

He tried watching TV. (He wanted to relax and forget his problems.)  
He tried to watch TV. (He switched on the TV to find a good programme.)

| VERB TENSES         |                         |                             |
|---------------------|-------------------------|-----------------------------|
| ACTIVE              |                         |                             |
| TENSES              | SIMPLE                  | CONTINUOUS                  |
| Present             | She sings               | She is singing              |
| Past                | She sang                | She was singing             |
| Future              | She will sing           | She will be singing         |
| Present Perfect     | She has sung            | She has been singing        |
| Past Perfect        | She had sung            | She had been singing        |
| Future Perfect      | She will have sung      | She will have been singing  |
| Present Conditional | She would sing          | she would be singing        |
| Past Conditional    | She would have sung     | She would have been singing |
| Immediate Future    | She is going to sing    |                             |
| PASSIVE             |                         |                             |
| TENSES              | SIMPLE                  | CONTINUOUS                  |
| Present             | It is sung              | It is being sung            |
| Past                | It was sung             | It was being sung           |
| Future              | It will be sung         |                             |
| Present Perfect     | It has been sung        |                             |
| Past Perfect        | It had been sung        |                             |
| Future Perfect      | It will have been sung  |                             |
| Present Conditional | It would be sung        |                             |
| Past Conditional    | It would have been sung |                             |
| Immediate Future    | It is going to be sung  |                             |

## Verbs of Sensation

### 1. Present Participle:

I **heard** him **singing** in the bath.

I **saw** her **parking** her car.

### 2. Infinitive without TO:

I **heard** him **sing** in the bath.

I **saw** her **park** her car.

### Passive(!):

1. He **was heard** **to be singing** in the bath.

She **was seen** **to be parking** her car.

2. He **was heard** **to sing** in the bath.

She **was seen** **to park** her car.

## Would rather

1. The subject of the clauses is the same: Infinitive without TO

I would rather **swim**.

2. The subjects are different: Past Tense

I would rather you **swam**.