

## Present simple and present continuous

- we use the present simple for habits and regular activities *She **uses** chopsticks to eat her food.*
- we use the present continuous for an action that is happening at the moment of speaking *I'm **checking** my email right now.*

## Time expressions

- with the present simple and the present continuous, time expressions (e.g. *every day, now*) usually go at the end of the phrase, but they can go at the beginning *He plays football **at the weekend**.*  
*Today I'm working in the library.*

## Comparative and superlative adjectives

	Adjective	Comparative	Superlative
single syllable adjectives	big old large	bigger than older than larger than	the biggest the oldest the largest
two syllables ending -y	lovely	lovelier than	the loveliest
two or more syllables	famous	more famous than	the most famous
irregular	good bad far	better than worse than further than	the best the worst the furthest

- we use comparative adjectives to compare two things, people or places  
*Mexico City is **bigger** than Cancun.*
- we use superlative adjectives to compare three or more things, people or places  
*My friend Gina is **the loveliest** person in the world.*

## was/were

- we use *was* with *I/he/she/it* and *were* with *you/we/they*
- we form the negative with *was not (wasn't)* or *were not (weren't)*  
*He **was not (wasn't)** happy about the decision.*
- we put *was/were* before the subject in questions and in short answers we use *was/wasn't* or *were/weren't*  
***Were** your parents at the theatre yesterday?  
Yes, they **were**. No, they **weren't**.*

## Quantifiers: a/an, some/any, much/many, a few, a lot of

- we use *a lot of* with plural nouns to talk about a large quantity *They eat **a lot of** pasta and rice.*
- we use *some* in affirmative sentences with uncountable and plural countable nouns to talk about a medium quantity  
*The students need to bring **some** money with them.*
- we use *a few* in affirmative sentences with plural countable nouns to talk about a small quantity  
*They each have **a few** sweets for the journey.*
- we use *many* in negative sentences with plural countable nouns to talk about a small quantity  
*He doesn't have **many** friends to talk to.*
- we use *much* in negative sentences with uncountable nouns to talk about a small quantity  
*They don't have **much** time to relax.*
- we use *any* in negative sentences with uncountable and plural countable nouns to talk about zero quantity  
*Students don't need to bring **any** snacks.*

## too, too much/many, (not) enough

- we use *too* before an adjective to say that something is more than we need or want  
*This book is **too long**, I don't think I can finish it.*
- we use *too much* before an uncountable noun to say that there is more than we need or want  
*There was **too much** traffic, so it took a long time to get home.*
- we use *too many* before a countable noun to say that there is more than we need or want  
*There are **too many** dishes on the menu – I can't decide what I want to eat.*
- we use adjective + *enough* to say that something is sufficient  
*The car was **big enough** for us all.*
- we use *not* + adjective + *enough* to say that something is insufficient  
*The holiday **wasn't exciting enough** for me.*

## Past simple

- we use the past simple to talk about completed actions in the past  
*I **lived** in London for a year when I was fifteen.  
They **didn't study** French until they were ten years old.*

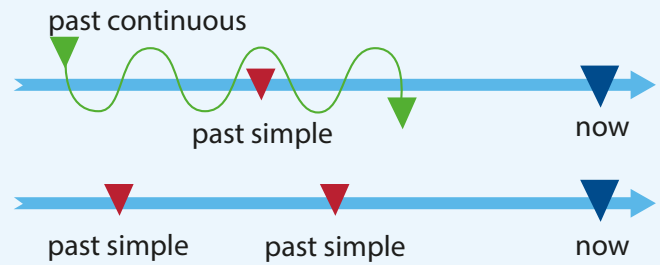
## used to

- we use *used to* to talk about past habits and states  
*She **didn't use to enjoy** swimming in the sea.  
A: **Did** he **use to live** in London? B: Yes, he **did**.*

## Past simple, past continuous and used to

Past simple	
Affirmative	
I/You lived. He/She/It lived. We/You/They lived.	
Negative	
I/You didn't (did not) live. He/She/It didn't (did not) live. We/You/They didn't (did not) live.	
Questions	Short answers
Did I/you live?	Yes, I/you did. No, I/you didn't.
Did he/she/it live?	Yes, he/she/it did. No, he/she/it didn't.
Did we/you/they live?	Yes, we/you/they did. No, we/you/they didn't.

Past continuous	
Affirmative	
I was living You were living He/She/It was living We/You/They were living	
Negative	
I wasn't living You weren't living He/She/It wasn't living We/You/They weren't living	
Questions	Short answers
Was I living?	Yes, I was. No, I wasn't.
Were you living?	Yes, you were. No, you weren't.
Was he/she/it living?	Yes, he/she/it was. No, he/she/it wasn't.
Were we/you/they living?	Yes, we/you/they were. No, we/you/they weren't.



- we use the past simple for finished actions in the past  
*Last night I **had** dinner, **watched** a film and **went** to bed.*
- we use the past continuous for an action that was in progress in the past  
*We **were watching** TV at eight o'clock last night.*
- the past simple form of *be* is *was/were* and the past simple of *can* is *could*  
*He **was** ten years old when he did his first photoshoot. They **couldn't** remember what the homework was.*
- we use *used to/didn't use to* to talk about past habits and states  
*I **didn't use to** drink coffee but now I love it. She **used to** be shy but now she's very confident in front of the camera.*

## when and while

when and while
He was cycling away <b>when</b> he <b>saw</b> the bird.
<b>While</b> he was cycling away, he <b>saw</b> the bird.

- we can use the past simple and past continuous in the same sentence; we use the past continuous for actions in progress in the past and the past simple for events which interrupt the action in progress  
*Will **was doing** his homework **when** Lucy **arrived**.*
- we use the past simple after *when*
- we use the past continuous after *while*

## Subject and object questions

- question words can be either the subject or the object of the verb
- if the question word is the subject of the question, we do not use an auxiliary verb  
***Who saw** you in the library? Tom saw me in the library.*
- if the question word is the object of the question, we use an auxiliary verb (*do, does* or *did*)  
***Who did** you **see** in the library? I saw Tina and Jill.*

## Present perfect

- we use the present perfect to talk about experiences or actions in the past when we don't mention (or we don't know) the exact time

*He **has bought** a lottery ticket.*

Affirmative	Negative
I/You've (have) seen	I/You haven't (have not) gone
He/She/It's (has) seen	He/She/It hasn't (has not) gone
We/You/They've seen	We/You/They haven't (have not) gone

- we form the affirmative of the present perfect with *have/has* + the past participle of the verb  
*My brother **has built** a robot.*
- we form the negative of the present perfect with *haven't/hasn't* + the past participle of the verb  
*We **haven't collected** any money for charity this year.*

Questions	Short answers
Have I/you (ever) been ...?	Yes, I/you <b>have</b> . No, I/you <b>haven't</b> .
Has he/she/it (ever) been ...?	Yes, he/she/it <b>has</b> . No, he/she/it <b>hasn't</b> .
Have we/you/they (ever) been ...?	Yes, we/you/they <b>have</b> . No, we/you/they <b>haven't</b> .

- we form questions with *have/has* + subject + past participle  
*Where **have you been**?*
- we often use *ever* with the present perfect to ask questions about experiences in the past  
*Have you **ever** built a robot?*
- for regular verbs, the past participle is the same as the past simple
- for past participles of irregular verbs, see the irregular verb list on p80

## for, since and How long ...?

- we use *How long* with present perfect questions to ask about the duration of an activity or situation  
***How long** has she been an engineer?*
- we use *for* with durations of time  
*She's been an engineer **for** more than three years.*
- we use *since* with starting points in time (when the activity commenced)  
*She's been an engineer **since** August 2016.*

## just, yet and already

- we use *just* with the present perfect to describe something that happened very recently  
*I've **just** finished cooking dinner.*
- we use *already* with the present perfect to describe something that happened sooner than expected  
*He's **already** learnt to drive.*
- we use *yet* with the present perfect to say or ask whether something has happened or not  
*We **haven't** written our essays **yet**.*  
*Have you phoned him **yet**?*

## Present perfect and past simple

- we use the present perfect to talk about continuing situations when the time period is not finished  
*He's **had** that laptop for six months.*
- we also use the present perfect for things that have happened once or a number of times in a certain time period  
*I've **had** German class twice this week.*
- we never use the present perfect for something that happened at a specific time in the past; we use the past simple in this case  
*We **went** to the shopping centre last Saturday.*
- we use past simple questions to ask for more information about an experience  
*When **did you go** to the Philippines?*

## Modal verbs: possibility

Present	Past
<b>Affirmative</b>	
I/You/He/She/It/We/You/They <b>can</b> run.	I/You/He/She/It/We/You/They <b>could</b> run.
	I <b>was able to</b> run.
	You <b>were able to</b> run.
	He/She/It <b>was able to</b> run.
	We/You/They <b>were able to</b> run.
<b>Negative</b>	
I/You/He/She/It/We/You/They <b>can't</b> run.	I/You/He/She/It/We/You/They <b>couldn't</b> run.
	I <b>wasn't able to</b> run.
	You <b>weren't able to</b> run.
	He/She/It <b>wasn't able to</b> run.
	We/You/They <b>weren't able to</b> run.

- we use *can/can't* to talk about the possibility of something happening in the present or future  
*We **can** cook pizza tonight.*  
*I **can't** speak Chinese.*
- we use *could* or *be able to* to talk about general possibilities in the past  
*I **was able to** learn songs easily when I was younger.*
- we use *(not) be able to* and *couldn't* to talk about a specific situation in the past; we don't use *could* to talk about a specific situation  
*I **couldn't** eat it – it was too hot.*

## Modal verbs: obligation

Present	Past
<b>Affirmative</b>	
I/You/He/She/It/We/You/They <b>must</b> go.	
I/You <b>have to</b> go.	I/You <b>had to</b> go.
He/She/It <b>has to</b> go.	He/She/It <b>had to</b> go.
We/You/They <b>have to</b> go.	We/You/They <b>had to</b> go.
<b>Negative</b>	
I/You <b>don't (do not) have to</b> go.	I/You <b>didn't have to (did not) have to</b> go.
He/She/It <b>doesn't (does not) have to</b> go.	He/She/It <b>didn't (did not) have to</b> go.
We/You/They <b>don't (do not) have to</b> go.	We/You/They <b>didn't (did not) have to</b> go.

- we use *must* and *have to* to show obligation  
*We **must** be quiet in the library.*
- we only use *have to* in questions about obligation  
*Do I **have to** do the exam today?*
- we use *had to* to talk about obligation in the past  
*She **had to** tidy her bedroom before she went out.*
- we use *don't have to* to show that there is no obligation or that something isn't necessary  
*She **doesn't have to** go to work tomorrow.*

## Modal verbs: prohibition

- we use *mustn't* to show prohibition. It does not mean the same as *don't have to*  
*You **mustn't** eat in the classroom.*

## Gerund and infinitive

- some verbs are followed by the gerund, some by the infinitive and some verbs can be followed by both

Verb + gerund	Verb + infinitive	Verb + gerund or infinitive
admit, deny, enjoy, finish, hate, miss, practise, recommend, (can't) stand, suggest	agree, choose, decide, hope, learn, need, offer, plan, promise, want	continue, like, prefer, remember, stop, try
He <b>denied finishing</b> the cake.	We <b>need to study</b> harder.	She <b>continues to study</b> French. They <b>continued playing</b> that horrible music.

- we can use the gerund as the subject of a sentence  
***Eating** too much chocolate can be bad for your health.*
- we use the gerund after certain prepositions  
*She is very good **at playing** the piano.*  
*We are interested **in studying** Chinese history.*  
*My dad keeps fit **by cycling** to work every day.*
- we use the infinitive to talk about purpose  
*Add salt and pepper **to improve** the flavour.*
- we use the infinitive after certain adjectives  
*It's **difficult to concentrate** with all that noise next door.*  
*It's **good to know** that you like your new school.*  
*I think it's **important to consider** all your options before you decide.*

## Past perfect

- we always use the past perfect with the past simple. We use the past perfect for the action that started first and the past simple for the action closer to the present



They **had finished** dinner when I arrived.

- we form the past perfect with subject + *had* + past participle
- to form the negative, we add *not* after *had*

Affirmative	Negative
I/You'd (had) gone.	I/You hadn't (had not) gone.
He/She/It'd (had) gone.	He/She/It hadn't (had not) gone.
We/You/They'd (had) gone.	We/You/They hadn't (had not) gone.

- to form questions, we use *had* + subject + past participle

Questions	Short answers
Had I gone?	Yes, I had. No, I hadn't.
Had you gone?	Yes, you had. No, you hadn't.
Had he/she/it gone?	Yes, he/she/it had. No, he/she/it hadn't.
Had we/you/they gone?	Yes, we/you/they had. No, we/you/they hadn't.

- we often use the words *after*, *before*, *when* and *by* with the past perfect

*After I'd **done** my homework, I watched a film.*

## Relative pronouns

People	Possession	Things	Times	Places
who	whose	which	when	where
that	-	that	-	-

- we use relative pronouns to give essential information about people, things, times and places. They are used to link two sentences.  
*There's the boy. He lives on my street.*  
*There's the boy **who** lives on my street.*
- we use *who* for people, *which* for things, *when* for times and *where* for places  
*That's the classroom **which** doesn't have a whiteboard.*  
*I'll never forget the day **when** my little brother was born.*  
*She'd love to live in a country **where** it's always hot.*
- we can use *that* instead of *who* or *which*  
*There's the boy **that** lives on my street.*
- we use *whose* to talk about possession  
*There's the man **whose** dog barks a lot.*

## Defining relative clauses

- we use defining relative clauses to provide necessary information about someone or something  
*This is the restaurant **where** John works.*
- the clause usually comes immediately after the noun it refers to  
*I know a boy **who** plays in a band.*

## The passive: present

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

- the present simple passive is formed with the present simple of *be* + the past participle of the verb  
*English is spoken all over the world.*
- for past participles of irregular verbs, see the irregular verb list on p80
- we use *by* in passive sentences if we want to talk about who or what does the action  
*This song is sung by Taylor Swift.*

## The passive: past

Affirmative	Negative
I was invited.	I wasn't (was not) invited.
You were invited.	You weren't (were not) invited.
He/She/It was invited.	He/She/It wasn't (was not) invited.
We/You/They were invited.	We/You/They weren't (were not) invited.

- the past simple passive is formed with the past simple of *be* + the past participle of the verb  
*The film was directed by Spike Lee.*

## Active and passive

- active sentences start with the subject; the subject is the person or thing that does the action  
*Ed Sheeran wrote the song.*
- we use the passive when the action of the sentence is important, not the person who did it  
**active:** *They make chopsticks from wood.*  
**passive:** *Chopsticks are made from wood.*
- we also use the passive when we do not know who does the action  
**active:** *Somebody designed the app in 2019.*  
**passive:** *The app was designed in 2019.*
- we use the passive in writing more than in speaking
- we often use the passive in writing to describe a process  
*Then the app was released.*

## The passive: questions and answers

Present passive	
Am I paid?	Yes, I am. No, I'm not.
Are you paid?	Yes, you are. No, you aren't.
Is he/she/it paid?	Yes, he/she/it is. No, he/she/it isn't.
Are we/you/they paid?	Yes, we/you/they are. No, we/you/they aren't.

Past passive	
Was I invited?	Yes, I was. No, I wasn't.
Were you invited?	Yes, you were. No, you weren't.
Was he/she/it invited?	Yes, he/she/it was. No, he/she/it wasn't.
Were we/you/they invited?	Yes, we/you/they were. No, we/you/they weren't.

- passive questions are formed with (question word) + the present/past simple of *be* + subject + the past participle of the verb  
*When was the Eiffel Tower built?*
- we put prepositions and other words at the end of the question  
*Who was the photo taken by?*  
*What is the statue made of?*

## Future tenses: *will*

### Affirmative

I/You'll (will) win.

He/She/It'll (will) win.

We/You/They'll (will) win.

### Negative

I/You won't (will not) lose.

He/She/It won't (will not) lose.

We/You/They won't (will not) lose.

Questions	Short answers
Will I/you win?	Yes, I/you <b>will</b> . No, I/you <b>won't</b> .
Will he/she/it win?	Yes, he/she/it <b>will</b> . No, he/she/it <b>won't</b> .
Will we/you/they win?	Yes, we/you/they <b>will</b> . No, we/you/they <b>won't</b> .

- we use *will/won't* + the infinitive without *to* to make predictions for the future  
*I think that TV series **will become** very popular.*
- we can use *definitely* when we are certain about something in the future and *probably* when we think something is likely; they are used after affirmative auxiliaries and before negative auxiliaries  
*That athlete **will probably** win the next race.*  
*That actor **definitely** won't win any awards.*
- we also use *will/won't* + the infinitive without *to* for spontaneous decisions  
*I'm very tired – I think **I'll** go to bed.*

## Future tenses: *be going to*

### Affirmative

I'm (am) going to run.

You're (are) going to run.

He/She/It's (is) going to run.

We/You/They're (are) going to run.

### Negative

I'm not (am not) going to leave.

You aren't (are not) going to leave.

He/She/It isn't (is not) going to leave.

We/You/They aren't (are not) going to leave.

Questions	Short answers
Am I going to speak?	Yes, you <b>are</b> . No, you <b>aren't</b> .
Are you going to speak?	Yes, I <b>am</b> . No, I'm <b>not</b> .

Is he/she/it going to speak?	Yes, he/she/it <b>is</b> . No, he/she/it <b>isn't</b> .
Are we/you/they going to speak?	Yes, we/you/they <b>are</b> . No, we/you/they <b>aren't</b> .

- we use *be* + (*not*) + *going to* + infinitive without *to* to talk about future intentions  
*They **aren't going to see** their friends.*
- we also use *be going to* when there is evidence in the present that something is likely to happen  
*It looks like it's **going to rain** later.*

## Future tenses: *might*

- we use *might/might not* + the infinitive without *to* to talk about future possibility  
*I think I **might** go swimming tomorrow. I'm not sure.*

## Present tenses with future meaning

- we use the present simple to talk about events that are part of a timetable or schedule in the future  
*Our train **leaves** at eight o'clock.*
- we use the present continuous to talk about fixed plans and arrangements in the future  
*I'm **meeting** my friends in the park later.*
- See p82 for how to form the present simple and present continuous

## Future continuous

### Affirmative

I/You'll (will) **be finishing** soon.

He/She/It'll (will) **be finishing** soon.

We/You/They'll (will) **be finishing** soon.

### Negative

I/You **won't (will not) be finishing** soon.

He/She/It **won't (will not) be finishing** soon.

We/You/They **won't (will not) be finishing** soon.

Questions	Short answers
Will I/you <b>be finishing</b> soon?	Yes, I/you <b>will</b> . No, I/you <b>won't</b> .
Will he/she/it <b>be finishing</b> soon?	Yes, he/she/it <b>will</b> . No, he/she/it <b>won't</b> .
Will we/you/they <b>be finishing</b> soon?	Yes, we/you/they <b>will</b> . No, we/you/they <b>won't</b> .

- we form the future continuous with action verbs using *will* + (*not*) + *be* + gerund
- we use the future continuous for activities in progress in the future with a time reference

## First conditional

Action/situation	Result
If I don't see you,	I'll call you.
Result	Action/situation
We won't get wet	if we take an umbrella.

- we use the first conditional to talk about the results of possible situations
- to form first conditional sentences, we use *if* + subject + present simple (for the situation), subject + *will/won't* + infinitive without *to* (for the result)
- if the situation comes first, we need a comma  
*If I have time, I'll go to the supermarket.*
- we don't put a comma if the result comes first  
*She'll get cold if she doesn't wear a coat.*

## Second conditional

Action/situation	Result
If I bought her a dog,	she would be very excited.
Result	Action/situation
She would eat some cake	if you made one.

- we use the second conditional to talk about events in the present and future that are unlikely to happen
- to form second conditional sentences, we use *if* + subject + past simple (for the action), subject + *would/wouldn't* + infinitive without *to* (for the result)
- when the action comes first, we use a comma  
*If I won the lottery, I'd buy a big house.*
- we don't use a comma if the result comes first  
*Grandma would be lonely if I didn't visit her.*
- we form questions with (question word) + *would* + subject + infinitive without *to* + *if* + subject + past simple  
*What would you do if you lost a lot of money?*
- we can use *if I were* instead of *if I was* in second conditional sentences  
*If I were you, I would study hard for the exam.*
- in both first and second conditional sentences we can use *unless* instead of *if*, and it gives the meaning *if... not*  
*We'll miss the bus if we don't hurry.*  
*We'll miss the bus unless we hurry.*

## Third conditional

Action/situation	Result
If I had received the invitation,	I would have gone to the party.
Result	Action/situation
She would have passed the exam	if she had studied harder.

- we use the third conditional to talk about events in the past that did not happen  
*If you had called, I would have answered the phone. (You did not call so I did not answer the phone.)*
- to form third conditional sentences, we use *if* + subject + past perfect (for the situation), subject + *would/wouldn't have* + past participle (for the result)  
*She wouldn't have eaten that cake if she had known it contained nuts.*
- in third conditional sentences both *would* and *had* can be contracted to *'d*  
*They'd have gone with you if you'd asked them.*

## should/shouldn't have

- we use *should/shouldn't have* + past participle to express regret about something someone has or hasn't done  
*I feel sick. I shouldn't have eaten that chocolate cake. He's very upset. You should have invited him to the party.*

## Indefinite pronouns

People	Places	Things
everyone/everybody	everywhere	everything
someone/somebody	somewhere	something
anyone/anybody	anywhere	anything
no one/nobody	nowhere	nothing

- we use indefinite pronouns to refer to one or more unspecified people, places or things  
*Nobody knew the answer to the teacher's question. I've looked everywhere for my phone but I can't find it. I went shopping yesterday but I didn't buy anything.*
- indefinite pronouns are always in the singular and take a singular verb  
*Does anyone know what the new teacher is called?*



## Reported speech

- we use reported speech to report what someone said
- direct speech is usually turned into reported speech by changing the verb tense

*'I'm talking to the teacher.'* → *He said that he **was talking** to the teacher.*

Direct speech	Reported speech
present simple 'I <b>love</b> chocolate cake.'	past simple She said that she <b>loved</b> chocolate cake.
present continuous 'We're <b>shopping</b> in the mall.'	past continuous They said that they <b>were shopping</b> in the mall.
past simple 'I <b>ordered</b> it yesterday.'	past perfect He said that he <b>had ordered</b> it yesterday.
present perfect 'She <b>hasn't studied</b> French before.'	past perfect He said that she <b>hadn't studied</b> French before.
future with <i>will</i> 'I'll <b>see</b> you on Friday'	<i>would</i> She said that she <b>would see</b> me on Friday.
<i>can</i> 'We <b>can go</b> tomorrow.'	<i>could</i> They said that they <b>could go</b> the next day.

- when we use reported speech we change subject and object pronouns  
*'I'll send **you** an email,' said Tariq.*  
*Tariq said that **he** would send **me** an email.*
- we change possessive adjectives  
*'This is **my** laptop,' said Tina.*  
*Tina said that it was **her** laptop.*
- we change time expressions  
*'I'll collect it **tomorrow**,' said Lena.*  
*Lena said that she would collect it **the following day**.*

Direct speech	Reported speech
today	that day
tonight	that night
tomorrow	the following/next day
last week	the week before
next week	the following week
yesterday	the day before
now	then

- we also change adverbs of place  
*Mum and Dad said, 'We have some **here** in the kitchen.'*  
*They said that they had some **there** in the kitchen.*

## Reported offers, requests, suggestions and commands

### Offers

*offer + (not) + infinitive*

*'I'll give you a lift to the station,' he said.*

He **offered to give** me a lift to the station.

### Requests

*ask/tell + object + (not) to + infinitive*

*'Please give us your opinion,' she said.*

She **asked them to give** her their opinion.

### Suggestions

*Suggest + to/that*

*'You should visit this museum,' he said.*

He **suggested that** we visit that museum.

### Commands

*ask/tell + object + (not) to + infinitive*

*'Take a warm coat with you,' she said.*

She **told me to take** a warm coat.

- we still need to change personal pronouns and possessive adjectives in reported offers, requests, suggestions and commands

## Modals of deduction

- we use *must*, *can't* and *might* to make deductions about the present
- we use *must* when we are sure that something is true  
*It **must be** four o'clock. We've been here for over an hour.*
- we use *can't* when we are sure that something isn't true  
*That **can't be** Jared's sister – his sister has got brown hair.*
- we use *might* when we are not sure if something is true or not  
*Have a look in your bag, Your phone **might be** in there.*
- we can use modals of deductions in the past; we use modal + *have* + past participle  
*He **must have gone** home. I can't find him anywhere.*  
*It **can't have been** my dad's car that you saw. His car is at the garage.*