



# English for IT

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## STUDENTS' GRAMMAR HANDBOOK

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# GRAMMAR TOPICS AND LEARNING OUTCOMES

## Learning Outcome 2

In the first half of the course, we will focus on simple grammar. To complete this Learning outcome, you are expected to be able to use simple grammatical structures in given exercises and everyday communication.

Simple grammatical structures covered in L02 are **Grammar Topics 1-6:**

*Present Simple, Present Continuous, Modal verbs, Future forms, Gerunds and Infinitives, Past Simple., Past Continuous and Relative Clauses.*

## Learning Outcome 5

In the second half of the course, we will focus on more complex grammar. To complete this Learning outcome, you are expected to be able to use complex grammatical structures in given exercises and everyday communication.

Complex grammatical structures covered in L05 are **Grammar Topics 7-11:**

*Present Perfect Simple, Present Perfect Continuous, Past Perfect Simple, Past Perfect Continuous, Conditional sentences, Passives and Reported Speech.*

# TOPIC 1: PRESENT SIMPLE AND CONTINUOUS

## Present simple use

### *Habits or situations that happen regularly*

We use the present simple to talk about actions that we do (or we don't do) regularly:

- I **wash** my hair every day.
- I never **go** to the library.
- I sometimes **go** to the library.

### *Permanent situations or things that are usually or often true*

- I **don't drink** coffee.
- She's very tall.
- I **have** two brothers.
- Water **boils** at 100 degrees.
- I **like** soup.

### *Adverbs of frequency*

We often use the present simple with **adverbs of frequency** (*always, sometimes, etc.*) and **expressions of frequency** (*once every three months, twice a week, every other day, etc.*).

**Adverbs of frequency** go in mid position (before the main verb or after **be**).

- She doesn't **often** eat hamburgers.
- He **usually** gets up very early.
- I am **never** late.

**Expressions of frequency** go at the end of the sentence

- We go to the cinema **once a month**.
- I buy clothes **twice a year**.

### *Future events that are timetabled*

We use the present simple to talk about future events that are scheduled or timetabled.

- The train **leaves** at 4.
- Shops **close** at 6.
- My yoga class **is** tomorrow at 10.

## Present continuous use

### *Actions in progress*

We use the present continuous to talk about things that are happening now or 'around now' (a time around this moment, such as these days, weeks or months)

- *I can't talk now. I'm **brushing** my teeth.*
- *I finished the Lord of the Rings and now I'm **reading** a new book.*

### *Temporary actions*

The present continuous is used to talk about temporary actions:

- *I'm **going** to work by bus this week because my car is at the garage.*
- *I'm **living** with my cousins until I find a flat.*

### *With expressions meaning 'now' or 'around now'.*

The present continuous often appears next to expressions such as **now**, **these days**, **this week/month**, or **at the moment**.

- *He's **studying** a lot this week.*
- *I'm **not feeling** very well these days.*

### *Situations that are changing or developing*

- *The climate **is changing** very quickly.*
- *More and more people **are trying** to eat more healthily nowadays.*
- *Your English **is improving**.*

### *Future arrangements*

We use the present continuous to talk or ask about future actions that are already planned or decided.

- *I'm **meeting** John this evening. Do you want to come?*
- *We **are leaving** tomorrow at 7.*

## Stative verbs

**Non-action verbs** (or **stative verbs**) cannot be used in present continuous. They must be used in present simple. The most frequent are the verbs of the **senses** (hear, see, smell, look, seem, sound), verbs of **opinion** (believe, consider, like, love, hate, prefer, think, etc.) verbs of **possession** (have, own, belong, etc.). Other common non-action verbs are: **agree, be, depend, need, mean, remember, realise, recognise, seem, want, etc.**

- *Please, give me my money; I **need** it now.*
- *Look at her; she **seems** sad.*

Some verbs have an **action** and a **non-action** meaning; for example, *have* or *think*:

- *I **have** a car (=possession) / I'**m having** a siesta (=action)*
- *I **think** he is great (=opinion) / What **are** you **thinking**? (=action)*

The verb **see** also has a dynamic and a stative meaning.

- *I'**m seeing** the doctor tomorrow at 9. (see= 'have an appointment')*
- *What **do** you **see** in this picture? (see= 'see with your eyes')*

## Online exercises

<https://test-english.com/grammar-points/b1/present-simple-present-continuous/>

## TOPIC 2: MODAL VERBS

### Modal verbs of deduction - Grammar chart

## MODAL VERBS OF DEDUCTION

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MUST	CAN'T	MAY/MIGHT (NOT)
<div style="background-color: #f08080; padding: 5px; text-align: center; font-weight: bold;">90-100% (sure it's TRUE)</div> <ul style="list-style-type: none"><li>➔ She <b>must be</b> in the garden. (=I'm sure she is in the garden)</li><li>➔ They <b>must know</b> each other.</li></ul>	<div style="background-color: #66b3ff; padding: 5px; text-align: center; font-weight: bold;">90-100% (sure NOT true)</div> <ul style="list-style-type: none"><li>➔ She <b>can't be</b> his mother. She's too young. (=I'm sure she is NOT his mother)</li><li>➔ He's just left. He <b>can't be</b> too far.</li></ul>	<div style="background-color: #9933cc; padding: 5px; text-align: center; font-weight: bold;">30-50% (maybe it's TRUE)</div> <ul style="list-style-type: none"><li>➔ He <b>may/might be</b> dead.</li></ul> <div style="background-color: #9933cc; padding: 5px; text-align: center; font-weight: bold;">30-50% (maybe NOT true)</div> <ul style="list-style-type: none"><li>➔ He <b>may/might not remember</b> who you are. (=Maybe he does NOT remember)</li></ul>
<div style="background-color: #ffe0b2; padding: 5px;"><p> Use <b>can't</b> (NOT <b>mustn't</b>)</p><ul style="list-style-type: none"><li>✗ He's just left. He <b>mustn't be</b> too far.</li><li>✓ He's just left. He <b>can't be</b> too far.</li></ul><p>Use <b>may/might</b> (NOT <b>can</b>)</p><ul style="list-style-type: none"><li>✗ He isn't here. He <b>can be</b> at home.</li><li>✓ He isn't here. He <b>might be</b> at home</li></ul></div>	<div style="background-color: #fff9c4; padding: 5px;"><p style="text-align: right;"> + be + -ing verb</p><p style="text-align: center; color: orange;">to speculate about actions in progress</p><ul style="list-style-type: none"><li>➔ They are in Iniza. They <b>must be having</b> a great time.</li><li>➔ You're always hungry. I think that you <b>might not be eating</b> enough protein.</li><li>➔ New study suggests that air pollution <b>may be making</b> people unhappy.</li></ul></div>	

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### May, might

We use **may** and **might** to talk about things that are possibly true, but we don't know for sure.

- He's more than 2 meters tall. He **might be** a basketball player. (=perhaps he is)
- He says Betty is his friend, but I think she **may be** his girlfriend.

We use **may not** or **might not** to talk about things that are possibly not true, but we don't know for sure.

- You should call her. She **might not know** where you are. (=perhaps she doesn't know)

We don't use **can** as a modal of deduction.

- He **might/may be** at home now. (NOT *He can be at home now*)

### **Must, can't**

We use **must** when we are sure, or quite sure, that something is true.

- You **must be** tired after the long journey. (=I'm sure you are tired)
- I'm sure I had the keys when I left. They **must be** in the car.

**But** we use **can't** (NOT **mustn't**) when we are sure, or quite sure, that something is not true.

- We've been walking for hours. It **can't be** far from here. (NOT *It mustn't be far*)
- They've lived here only for a couple of months. They **can't know** many people.

### **+be -ing**

After **may, might, must** or **can't** we can use **be + -ing**, when we are talking about actions in progress.

- They've gone to Ibiza, and right now they **must be having** a great time.
- Call him. He **might be waiting** for us.

## **Online exercises**

<https://test-english.com/grammar-points/b1/modal-verbs-of-deduction/>

# Modal verbs of obligation, prohibition, necessity, advice

## Must / mustn't, have to / don't have to – Form

MUST VS HAVE TO – FORM	
<p><b>MUST</b></p> <p><b>+</b> We <b>must</b> call early.</p> <p><b>-</b> We <b>mustn't</b> call early.</p> <p><b>?</b> <b>Must</b> we call early?</p> <p><b>A</b> Yes, we <b>must</b>. No, we <b>mustn't</b>.</p>	<p><b>HAVE TO</b></p> <p><b>+</b> He <b>has to</b> wear a uniform.</p> <p><b>-</b> He <b>doesn't have to</b> wear a uniform.</p> <p><b>?</b> <b>Does</b> he <b>have to</b> wear a uniform?</p> <p><b>A</b> Yes, he <b>does</b>. No, he <b>doesn't</b>.</p>
<p>MUST is an auxiliary verb. Use MUST/MUSTN'T in negatives/questions.</p>	<p>HAVE TO is not an auxiliary verb. Use DO/DID in negatives and questions.</p>
<p><b>X</b> We <del>don't must</del> arrive early. <b>✓</b> We <b>mustn't</b> arrive early.</p>	<p><b>X</b> He <del>hadn't to</del> wear a uniform. <b>✓</b> He <b>didn't have to</b> wear a uniform.</p>
<p>MUST has no past or future forms. Use HAD TO and WILL HAVE TO.</p>	<p>Use HAD TO to talk about the past and WILL HAVE TO to talk about the future.</p>
<p><b>X</b> Yesterday I <del>must go</del> to the dentist. <b>X</b> I <del>will must</del> speak to her tomorrow.</p>	<p><b>✓</b> Yesterday I <b>had to</b> go to the dentist. <b>✓</b> I <b>will have to</b> speak to her tomorrow.</p>
<p>NOT very common in questions.</p>	<p>More common in questions.</p>
<p><i>Must</i> we call early? (Not very common.)</p>	<p><i>Do</i> we <i>have to</i> call early? (More common.)</p>

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## Have to

Have to is NOT a modal verb. We need **do/does/did** to make negatives and questions in present and past.

- **Do** you **have to** get up early tomorrow? (NOT Have you to get up early?)
- **Did** you **have to** change the sound card?
- We **don't have to** stay until the end.

We can use **have to** in all the verb forms (present, past and perfect tenses, gerund, to infinitive, etc.)

- *I don't like **having to** get up early.*
- *She's **had to** work at weekends since she started working.*
- *I **had to** cancel the meeting.*

It is used to describe an **obligation**, a rule, something that is necessary.

- *You **have to drive** on the left in England.*
- *I'll **have to get up** early tomorrow. The exam is at 8.*

## Have got to

In spoken informal English, you can often use 've **got to** instead of **have to**.

- *I can't stay; I've **got to go** to the supermarket.*

## Must

**Must** is a modal verb and it has a present form, which can be used to talk about the present or the future. The negative form is **must not** or **mustn't** and the question is **must I**, **must you**, etc.

- *I **must go** to the doctor.*
- *I **must get up** early tomorrow.*
- *You **mustn't call** me before 8.*

It is used to describe something that the speaker thinks is necessary to do.

- *You **must eat** less candy.*
- *I **must try** to do more exercise.*

We can also use **must** to express strong advice.

- *You **must see** the new film; it's amazing!*

## Must / mustn't, have to / don't have to – Use

### MUST VS. HAVE TO – MEANING

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**DOCTOR**

You **must** rest for two weeks.



**PATIENT**

I **have to** rest for two weeks.

MUST	HAVE TO
<p><b>Obligation that comes from the speaker. The speaker thinks it's necessary.</b></p> <p>MANAGER: You <b>must</b> be here at 7.                      SMOKER*: I <b>must</b> stop smoking.                      *The obligation comes from the smoker. The smoker thinks it's necessary.</p>	<p><b>External obligation. Another person thinks it's necessary.</b></p> <p>WORKER: I <b>have to</b> be there at 7.                      SMOKER*: I <b>have to</b> stop smoking.                      *The obligation comes from the doctor. The doctor thinks it's necessary.</p>
MUSTN'T	DON'T HAVE TO
<p><b>Prohibition. You can't do something. It's necessary that you don't do it.</b></p> <p>You <b>mustn't</b> wait here.                      You can't wait here. It's not allowed.                      He <b>mustn't</b> call her at work.                      He can't call her at work. It's necessary that he doesn't call her at work.</p>	<p><b>No obligation. You can do something but you don't need to do it. Not necessary.</b></p> <p>You <b>don't have to</b> wait here.                      You don't need to wait here. Not necessary.                      He <b>doesn't have to</b> call her at work.                      He doesn't need to call her if he doesn't want to do it. It's not necessary.</p>

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## Must or Have to?

**Must** only has a present form, so for all other verb forms (past, future, perfect forms, infinitive, etc.) we need to use **have to**.

- You **will have to come** with me.
- We **had to drive** very fast.

We normally use **have to** for **questions**. Questions with **must** are not common.

- **Do** we **have to sit** here?

Regarding the meaning, sometimes there is little difference between **have to** and **must**.

- I **must go** to the hospital.
- I **have to go** to the hospital.

But we normally use **have to** when there's an **external obligation**, and **must** when the obligation comes from the **opinion of the speaker**.

- We **have to get up** early tomorrow. The meeting is at nine. (external obligation)
- We **must get up** early tomorrow if we want to finish painting. (it's the speaker's opinion)
- You **have to wear** a suit at the meeting. (it's a rule in the company)
- You **must buy** a new suit for the meeting. (it's my opinion)

## Mustn't or Don't have to?

**Don't have to** and **mustn't** have opposite meanings. We use **don't have to** when we don't need to do something, when there's **no obligation**; and we use **mustn't** to talk about **prohibition**, when there is obligation not to do something.

- You **mustn't wait** here. (=it's not allowed)
- You **don't have to wait** here. (=you can do it, but it's not necessary)

If you don't have to do something, it means that you can do it if you want, but you don't need to do it.

## Can't/be not allowed to = mustn't

We can use **can't** or **be not allowed to** instead of **mustn't**.

- You **mustn't smoke** in this area. = You **are not allowed to/can't smoke** in this area.
- Children **mustn't eat** chewing gum. = Children **can't/are not allowed to eat** chewing gum.

## Should, shouldn't

**Should** is used to give **advice** or an **opinion** about what we think is right or wrong.

- You **should go** to a therapist.
- I think schools **shouldn't offer** soft drinks to their students.

**Should** is not as strong as **must** or **have to**.

- You **should be** patient with me. (=advice)
- You **must be** patient with me. (=strong advice)

## Ought to/ought not to = should/shouldn't

**Ought to** has the same meaning as **should**, although it is more formal and not as common.

- You **ought to go** to a therapist.
- You **ought not to be** so strict with your daughter

## Online exercises

<https://test-english.com/grammar-points/b1/have-to-must-should/>

# TOPIC 3: FUTURE FORMS

## Grammar chart

### FUTURE FORMS

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<h4 style="text-align: center; color: red;">will</h4> <div style="background-color: #f8d7da; padding: 5px; margin-bottom: 5px;"><b>predictions (we think something will happen)</b></div> <ul style="list-style-type: none"><li>➔ He <b>will be</b> a good doctor.</li><li>➔ I believe they <b>will win</b> this match.</li></ul> <div style="background-color: #f8d7da; padding: 5px; margin-bottom: 5px;"><b>instant decisions (taken while speaking)</b></div> <ul style="list-style-type: none"><li>➔ A: "We don't have sugar" B: "I'll <b>buy</b> some then."</li></ul> <div style="background-color: #f8d7da; padding: 5px; margin-bottom: 5px;"><b>promises and refusals</b></div> <ul style="list-style-type: none"><li>➔ I <b>will help</b> you but I <b>won't lend</b> you any money.</li></ul> <div style="background-color: #f8d7da; padding: 5px; margin-bottom: 5px;"><b>offers</b></div> <ul style="list-style-type: none"><li>➔ I'll carry your bag. / <b>Shall I carry</b> your bag?</li></ul> <div style="background-color: #f8d7da; padding: 5px; margin-bottom: 5px;"><b>suggestions</b></div> <ul style="list-style-type: none"><li>➔ <b>Shall we eat out</b> today?</li></ul> <div style="background-color: #f8d7da; padding: 5px; margin-bottom: 5px;"><b>requests</b></div> <ul style="list-style-type: none"><li>➔ <b>Will you open</b> the door please?</li></ul>	<h4 style="text-align: center; color: blue;">be going to</h4> <div style="background-color: #d1ecf1; padding: 5px; margin-bottom: 5px;"><b>predictions (we see - present evidence)</b></div> <ul style="list-style-type: none"><li>➔ Slow down! We're <b>going to have</b> an accident!</li><li>➔ Look at the clouds. It's <b>going to rain</b>.</li></ul> <div style="background-color: #d1ecf1; padding: 5px; margin-bottom: 5px;"><b>decisions (taken before now - intentions/plans)</b></div> <ul style="list-style-type: none"><li>➔ <b>Are you going to watch</b> the game tonight?</li></ul> <h4 style="text-align: center; color: purple;">present continuous</h4> <div style="background-color: #d1ecf1; padding: 5px; margin-bottom: 5px;"><b>plans (arrangements have been made)</b></div> <ul style="list-style-type: none"><li>➔ I'm <b>flying</b> to New York tomorrow morning.</li><li>➔ I'm <b>seeing</b> the dentist at 6.</li><li>➔ We <b>are getting</b> married next week.</li></ul>	<h4 style="text-align: center; color: orange;">present simple</h4> <div style="background-color: #fff3cd; padding: 5px; margin-bottom: 5px;"><b>timetabled events</b></div> <ul style="list-style-type: none"><li>➔ The train <b>leaves</b> at 4 o'clock.</li><li>➔ The exams <b>start</b> next week.</li></ul> <div style="background-color: #fff3cd; padding: 5px; margin-bottom: 5px;"><b>future time clauses (when/ as soon as/until, etc.)</b></div> <ul style="list-style-type: none"><li>➔ I'll retire when I <b>am</b> 70. (NOT <del>when I'll be 70</del>).</li><li>➔ Call me as soon as you <b>arrive</b>.</li></ul> <div style="background-color: #fff3cd; padding: 5px; margin-bottom: 5px;"><b>may / might</b></div> <p>Use <b>may</b> or <b>might</b> to talk about future possibility</p> <ul style="list-style-type: none"><li>➔ I <b>might go</b> to the party tomorrow; I'm not sure.</li><li>➔ Temperatures <b>might go up</b> next week</li></ul>
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## Predictions

We use **will** to talk about something we **think** that will happen:

- I think he'll **win** the election.
- He **will be** a good doctor.

We use **be going to** to talk about something that is very near to happen or that we **see** is going to happen (there is present evidence)

- Don't drive like a crazy man. We're **going to have** an accident!
- The doctor said I'm **going to have** a girl.

## Decisions

We use **will** for decisions that we take at the moment of speaking (**instant decisions**).

- 'Oh, we don't have sugar.' 'Don't worry, I'll **buy** some.'

We use **be going to** for decisions that we have already taken at the moment of speaking (**intentions or plans**).

- 'Why are you undressing?' 'Because I'm **going** to go to the swimming pool.'

## Future arrangements

### *Present continuous*

We often use the **present continuous** to talk about future events that are already planned and decided, when a date and/or a place have been chosen.

- I'm **seeing** the dentist at 6.
- We **are getting** married next week.
- I'm **flying** to New York tomorrow morning.

### *Be going to*

We can also use **be going to** for future arrangements.

- I'm **going to** play tennis with Elisabeth today.

### *Present continuous vs be going to*

We can normally use both present continuous and going to to talk about future plans, but the **present continuous** emphasises the fact that we have already decided a place and/or time, whereas **be going to** emphasises our intention to do something.

- I'm **going to have** a drink after work. (=it's my intention)
- I'm **having a drink** with some colleagues after work. (=it has been arranged)

### *Future continuous*

We can also use the **future continuous** instead of the **present continuous** for **future events** that have already been **planned** or **decided**.

- *We'll **be coming** next weekend.*
- *We'll **be leaving** at 8 a.m. tomorrow.*

We often use the future continuous to ask politely about future arrangements.

- ***Will you be going** home this summer?*

And of course, we use the **future continuous** to talk about situations or actions that will be in **progress** at a certain time in the future.

- *This time next week, we'll **be travelling** to Paris.*
- *Tomorrow at 10, you'll **be doing** your exam.*

## **Present simple**

We use the present simple for future events that are scheduled or timetabled.

- *The train **leaves** at 4.*
- *Shops **close** at 6.*
- *I **have** my yoga class tomorrow at 10.*

## **Future perfect**

### **Future perfect simple**

We use the **future perfect simple** for actions that will be finished before a certain time in the future.

- *By 2050, researchers **will have found** a cure for cancer.*
- *By this time next year, I'll **have graduated**.*

We can also use the **future perfect simple** to talk about the duration of a situation until a certain time in the future (with stative verbs).

- *By the time I leave, I **will have been** in England for 6 months.*
- *In 2 years, **we will have been** married for 20 years.*

### **Future perfect continuous**

We use the **future perfect continuous** with dynamic verbs to talk about the duration of a situation until a certain time in the future.

- By the end of the year, she **will have been working** on the publication for over ten years.
- When he steps into the boxing ring on Saturday he **will have been training** for about 18 months.

## Other uses of “will”

### *Instant decisions*

We use **will** for decisions that we make at the moment of speaking (instant decisions).

- ‘Oh, we don't have sugar.’ ‘Don't worry, I'll **buy** some.’

### *Promises and refusals*

- I **will help** you whenever you need me.
- I **won't lend** him my car.

### *Future facts*

- The president **will visit** the Vatican next November.

### *Offers*

When we offer to do something for somebody, we use **I will** in statements or **shall I** in questions.

- I'll **carry** that bag for you.
- **Shall I organise** the meeting?

### *Suggestions*

We use **shall we** to make suggestions.

- **Shall we eat** out today?

### *Requests*

- **Will you open** the door, please?

## „May“ or „might“ as a future form

We use **may** or **might** for possible actions in the future (when ‘we are not sure’). Compare:

- *I'll be late for dinner today. (=I am sure.)*
- *I might be late for dinner today. (=It's possible, but I am not sure.)*
- *I'm going to Denmark next September. (=Sure.)*
- *I might go to Denmark next September. (=Not sure.)*

We use **may** or **might** for things that will possibly happen in the future, but we are not too sure. It's like a prediction about something that we think perhaps will happen.

- *The economy might suffer a global recession next year.*
- *Temperatures may go up next week.*

We use **may** or **might not** for actions or things that will possibly not happen.

- *She looks very tired. She might not come with us.*
- *We may not have enough time to finish the report for tomorrow.*

## Online exercises

<https://test-english.com/grammar-points/b1/future-forms/>

<https://test-english.com/grammar-points/b2/future-forms-expressing-future-time/>

# TOPIC 4: GERUNDS AND INFINITIVES

## Grammar chart

### USE TO + INFINITIVE

To express purpose

- I'll call her **to tell** her what happened.
- We're going to the market **to buy** some food.

After *too/enough* with an adjective

- He is **too young to be** here.
- He isn't **old enough to vote**.

After *would + like/love/hate/prefer*

- I'd **like to go** to the cinema.
- I'd **hate to see** that.

After most verbs + person

- He **told me to wait**.
- I **want you to study** more.

After *what, where, when, why, etc.*

- I don't know **what to do**.
- Can you tell us **how to find** the place?

After certain verbs

⇒ SEE VERB LIST BELOW

- We **wanted to stay** a bit longer.
- He **offered to help** us.

⇒ VERBS + TO INFINITIVE

afford, agree, appear, be able, choose, decide, deserve, expect, happen, help, hesitate, hope, learn, make, manage, offer, plan, pretend, promise, refuse, seem, teach, tend, want.

Negative form: **NOT + TO + infinitive**

- He pretended **not to see** me.
- I promise **not to do** it again.

### USE INFINITIVE WITHOUT TO

After modal verbs: *will, can, must, should, etc.*

- I **can't lend** you any money, sorry.
- You **must call** her immediately.

After *make/let* + person

- He **made us wait** for a long time.
- They won't **let me express** myself.

### USE -ING VERB

As the subject of a sentence

- **Cheating** is not allowed.
- **Eating** candy is bad for your teeth.

After a preposition

- I'm **tired of waiting** for you.
- He's very **good at painting**.

After *spend/waste + time/money/etc.*

- He **spends a lot of time playing** with his kids.
- Don't **waste your money buying** in that store.

After *like/love/hate/prefer/don't mind*

- I **love cycling**.
- I **hate getting up** early.

After certain verbs

⇒ SEE VERB LIST BELOW

- He **suggested going** to the museum.
- He **denied stealing** the money.

⇒ VERBS + ING

admit, avoid, deny, enjoy, fancy, feel like, finish, keep, imagine, involve, mind, miss, practise, recommend, regret, spend, suggest

Negative form: **NOT + verb-ING**

- I love **not having** to go to work.
- Can you imagine **not needing** money to live?

## Verb + object + to + infinitive

### After certain verbs

We can use the following verbs + object + **to** + infinitive: **advise, allow, ask, beg, cause, convince, enable, encourage, expect, force, get** (see [get uses](#)), **help, intend, invite, mean, order, persuade, recommend, remind, take** (time), **teach, tell, warn**. (See table with examples below)

### Want, need, would like, would hate, would prefer

We can also use **want, need, would like, would hate, would prefer** + object + **to** + infinitive.

- *I **need you to do** something for me.*
- *She **wants me to go** to the doctor with her.*
- *They **would like me to be** available at all times.*
- *I **would hate you to think** I didn't appreciate what you did for me.*
- *I **would prefer you** to be quiet*

### Verbs also used in other ways

#### Advise, persuade, remind, teach, tell, warn

We can also use **advise, persuade, remind, teach, tell, warn** + object + **(that)** clause.

- *Our mentor has **advised us that** we should start working on the project as soon as possible.*
- *The president **persuaded them that** the situation was critical.*
- *I called him to **remind him** he had to take all the necessary equipment.*
- *They **taught me** things aren't always as they seem.*
- *Danny **told me that** he is going to be appointed director of overseas operations.*
- *He **warned us that** temperatures would drop dramatically the following week.*

#### Recommend

We can also use **recommend** + **that** clause (without object).

- *I **recommended him to stay**.*
- *I **recommended (that) he stay** .(more formal)*
- *I **recommended (that he stays** .(less formal)*

### Advise, allow, recommend

We can use **advise, allow, recommend** + object + **to** + infinitive. But if they are followed by the verb (without the object), this verb must take the **-ing** form.

- *He advised **me to go**, but He advised **going**.*
- *They don't allow **us to drink** anything, but They don't allow **drinking**.*
- *He recommended **me to take** the course, but He recommended **taking** the course.*

## Verb + for someone + to + infinitive

### Arrange, ask, plan, wait

We say **arrange, ask, plan** or **wait** + **for someone** + **to** + infinitive.

- *I will **arrange for you to have** a meeting with him next week.*
- *I asked **for somebody to repair** my air conditioner.*
- *They **are planning for him** to turn his ideas into action.*
- *We **waited for them** to arrive.*

### Adjectives

We can use certain adjectives + **for someone** + **to** + infinitive.

- *It's **essential for us to be** ready when we are needed.*
- *It would be **nice for you to be** there on the day of the rehearsal.*
- *It's **difficult for Sarah to make** ends meet now that she's working part time.*

### Nouns

We can use certain nouns such as **advantage, disadvantage, demand, disaster, idea, mistake, etc.** + **for someone** + **to** + infinitive.

- *It was a **mistake for you to lend** him the money.*
- *It would be a **disaster for the company to reduce** the number of staff.*
- *I think it's a good **idea for him to go** to the interview.*
- *An extra room is an **advantage for families to use** it as a play area.*

### Too/enough

We can also use **too** or **enough** + **for someone** + **to** + infinitive.

- *The book was **too great for me to forget**.*

- It was *warm enough for us to sit* in the open.

### Infinitive of purpose

We can also use the same structure after an infinitive of purpose.

- *The purpose of this activity is for the students to practice* their listening skills.
- *The goal is for the dog to relax* when wearing a leash.

## Verb + object + infinitive without to

### Let, make, help

We can use the verbs **let**, **make**, and **help** followed by object + infinitive without **to**.

- *She drives me to work and never lets me pay* for the petrol.
- *The teacher made us write* a very long essay.
- *Can I help you fix* the fence? (But **help somebody to do** is also correct)

### Be made to do

We say **make** + someone + infinitive (without **to**), but we say someone + **be made** + **to** + infinitive.

- *They made the staff wear* their uniform every day.
- *The staff were made to wear* their uniform every day.

### Hear, listen, notice, see

We can use **hear**, **listen**, **notice**, **see** + object + infinitive without **to** to talk about a short or complete action (see [B1+ verb patterns](#)):

- *I saw them kiss* (I saw the action from start to end. It was probably a short kiss.)
- *I heard someone shout* your name. (I heard the shouting from start to end.)

**But** we use **hear**, **listen**, **notice**, **see**, **watch** + object + **-ing** to talk about an action in progress; an action that is longer and incomplete.

- *I saw them kissing* in the park. (The action was in progress. I didn't see it finish.)

## Verb + object + gerund

In this kind of construction, the object of the main verb is the subject of the verb in the gerund form. The following verbs can be used before object + gerund: **dislike, hate, imagine, involve, keep, mind, prevent, not like, remember, resent, risk, stop** (See table with examples below)

## Tables with example sentences

verb + object + infinitive			
Verb	Example sentences	Verb	Example sentences
advise	He advised me not to take the job.	intend	I think she intended me to hear what she said.
allow	My parents didn't allow me to go to the concert.	invite	They invited us to stay the whole weekend.
ask	She asked me to help her with her homework.	mean	Sorry, I didn't mean you to get involved in this.
beg	I beg you to stay, please.	order	The judge ordered him to stop talking.
cause	The decision caused them to lose money.	persuade	They persuaded him to tell the truth.
convince	They convinced her to take the entry exam.	recommend	He recommended me not to take the job.
enable	This app will enable us to be more productive.	remind	Can you remind me to leave her a note?
encourage	She encouraged me to enter the competition.	take (time)	It took us three hours to reach the top.
expect	I don't expect you to understand me.	teach	In school they taught me to be always honest.
force	They forced us to wear a ridiculous uniform.	tell	I told him to put the volume down.
get	We got him to be more reasonable.	warn	He warned us to be very careful.
help	He helped us to get ready for the match.		

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verb + object + gerund			
Verb	Example sentences	Verb	Example sentences
dislike	He dislikes me working so late.	prevent	His disability prevents him (from) doing exercise.
hate	I hate him telling me what to do.	not like	I don't like them talking to you like that.
imagine	I can't imagine her not being there for you.	remember	I remember him telling me we could use his car.
involve	The show involved him doing lots of boring stuff.	resent	He resented me getting the promotion.
keep	They kept me waiting for more than one hour.	risk	Be cool or you can risk them losing interest.
mind	I don't mind you going out with your friends.	stop	How can I stop her (from) being so rude to me?

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## Verbs that take gerund or infinitive with a change of meaning

### Forget

**Forget to do something:** Used to talk about things that we need to do, and we forget to do them.

- *I think we **forgot to lock** the door when we left.*
- *Don't **forget to call** me when you finish.*

**Forget doing something:** It's normally used in negative sentences. Used to talk about memories; normally about things that we did in the past and that we will not forget.

- *I'll never **forget walking** on that amazing beach for the first time.*

### Remember

**Remember to do something:** Used to talk about things we need to do.

- *He didn't **remember to turn off** the heating after class.*
- *Please, will you **remember to close** the windows if you leave?*

**Remember doing something:** Used to talk about memories. We remember things from the past.

- *I **remember eating** on this same chair the day I graduated.*
- *I **remember mentioning** the issue to Elisabeth last week.*

### Try

**Try to do something:** When we try to do something, we make an effort to achieve something that we maybe will or will not accomplish.

- *Could you please **try to be** a bit less rude?*
- *I'll **try to convince him**, but I'm not sure that's going to change anything.*

**Try doing something:** Used when we have an objective and we try something as an experiment to see if it helps us achieve that objective. We try something in order to achieve an objective.

- *A: "I need to sleep but I can't." B: "Why don't you **try drinking** a glass of hot milk?"*
- *I can't contact Jane. I've **tried calling** her home number and also on her mobile, but nothing.*

## Stop

**Stop to do something:** Used when we stop doing an activity so as to start doing a different one.

- *We had been driving for hours, so we had **to stop to eat** something and go to the toilet. (=We stopped driving in order to eat.)*

**Stop doing something:** It means to finish doing something that we are doing.

- *Could you **stop biting** your nails?*
- *I need to **stop smoking** once and for ever.*

## Need

**Need to do something:** It's necessary to do something

- *I **need to see** you immediately.*

**Something needs doing:** It has a passive meaning. It means that something needs to be done.

- *Your car **needs cleaning**. (=Your car needs to be cleaned.)*

## Online exercises

<https://test-english.com/grammar-points/b1/gerund-or-infinitive-do-to-do-doing/>

<https://test-english.com/grammar-points/b1-b2/gerund-or-infinitive/>

<https://test-english.com/grammar-points/b2/verb-object-infinitive-gerund/>

## TOPIC 5: NARRATIVE TENSES IN THE PAST

### Past simple, past continuous, past perfect - grammar chart

**NARRATIVE TENSES**  
PAST SIMPLE, CONTINUOUS & PERFECT  
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**past simple**

Past completed actions

We **went** to the zoo last week.  
Sorry, what **did** you say?  
⇒ We normally say, or both the speaker and the listener know, when these actions happened.

Past habits or states

We often **went** to the pub after work.  
He really **liked** sport, and **was** very fit.

Situations that started and finished in the past (duration)

I **played** football for 20 years.  
How long **did** you **live** in Brussels?  
I **loved** her since the day we met.

NARRATIVE USE: events of the story in chronological order

She **opened** the door, **looked** at us and **went** to her room.

**past continuous**

Actions in progress at a certain time in the past/ a certain point in a story

Yesterday at 10 p.m. I **was sleeping**.  
When Natasha opened the door, we **were talking** about her.

NARRATIVE USE: used to set the scene at the beginning of a story

It **was getting** dark, and I **was walking** to the pub when...

**past perfect**

events - happened earlier in the past

When I met her, I **had** never **been** in a serious relationship.  
He noticed that I **had cleaned** the car. It was clean and shiny.

duration from earlier in the past

When she died, they **had been** married for 48 years.

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### Past simple

We use the past simple to talk about **completed actions in the past**.

- We **ate out** yesterday. (the action is finished)

In a story, we use the past simple to talk about **past events in chronological order**; i.e. the main events of a story.

- When she **opened** the door, she **pretended** that we weren't there and she **went** to her room.
- He **called** me and **told** me to go, but when I **arrived** he wasn't there.

We also use the past simple to talk about **past habits or past states**.

- We often **went** to the bar for a drink before dinner.
- He really **liked** sport, and **was** very fit.

## Past continuous

We use the past continuous to **set the scene** in a story.

- Last night I **was walking** home and **listening** to my ipod when ...
- The sun **was shining** and lots of tourists **were lying** on the beach. Suddenly ...

We use the past continuous for **actions in progress** in the past or longer actions interrupted by shorter actions in past simple.

- After dinner I went into the living room and saw that she **was crying**.
- When she opened the door, we **were talking** about her.

## Past perfect

We use the past perfect simple to talk about an earlier past: events which happened before the main event.

### Earlier single events

We use the past perfect simple to talk about earlier events and experiences, or single actions completed earlier in the past.

- When she opened the door, he **had already left**.
- I realised that I **had been** there before.
- When I met her, I **had never been** in a serious relationship.
- He noticed I **had cleaned** the car. It was smooth and shiny.

We use the past perfect simple to say **how much or how many** we had done of something earlier in the past.

- We **had driven** 500 miles and we needed some rest.
- How many hours **had he slept** when you woke him up?

### Duration from earlier in the past (stative verbs)

We use the past perfect simple with stative verbs to talk about states or situations that had started earlier in the past. We often use **how long, for or since, always, etc.**

- The day Anne died, they **had been** married for 48 years.

- The day I left, I **had been** in England for exactly 4 years.
- She told me she **had** always **hated** her sister.

In the picture below, you can see an example of a narrative with the past tenses explained.

## NARRATIVE TENSES EXAMPLE

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Last night, I **was walking**<sup>1</sup> home when I **saw** a car running very fast towards a red light. I **looked** at the driver and I could see that he **was talking**<sup>2</sup> on his phone. He **didn't stop** at the traffic light, and another car **crashed** into him. When the police **arrived**, they **asked** me what **had happened** and I **told** them that the driver **hadn't seen** the traffic light because he **was using**<sup>2</sup> his phone.

**NARRATIVE TENSES**

Use **PAST SIMPLE** to describe the main events of a story in chronological order.

Use **PAST CONTINUOUS** to <sup>1</sup>set the scene and to <sup>2</sup>describe actions or situations that were in progress (not finished) at a certain point in the story.

Use **PAST PERFECT** to describe events that happened earlier in the past.

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## Online exercises

<https://test-english.com/grammar-points/b1/past-simple-past-continuous-past-perfect/>

## TOPIC 6: Relative clauses

### Defining vs non-defining - Grammar chart

## DEFINING VS NON-DEFINING RELATIVE CLAUSES

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DEFINING	NON-DEFINING
<p style="text-align: center; border: 1px solid red; border-radius: 5px; background-color: #e91e63; color: white; margin: 0;">NO COMMAS</p> <p>NECESSARY INFORMATION. Essential to distinguish which thing or person we are talking about.</p> <p><i>I called my brother <b>who lives in Ontario</b>.</i></p> <p>(=I have more than one brother and I called the one that lives in Ontario)</p>	<p style="text-align: center; border: 1px solid #2196f3; border-radius: 5px; background-color: #2196f3; color: white; margin: 0;">BETWEEN COMMAS</p> <p>EXTRA INFORMATION. Not necessary to distinguish which thing or person we are talking about.</p> <p><i>My brother, <b>who lives in Ontario</b>, is older.</i></p> <p>(=I have only one brother and I'm just mentioning that he lives in Ontario)</p>
<p style="text-align: center; border: 1px solid red; border-radius: 5px; background-color: #e91e63; color: white; margin: 0;">WE CAN USE THAT</p> <p>We CAN use THAT instead of WHO/WHICH.</p> <p><i>That's the mug <b>WHICH/THAT</b> I bought in Paris.</i> <i>I didn't know the man <b>WHO/THAT</b> was there.</i></p>	<p style="text-align: center; border: 1px solid #2196f3; border-radius: 5px; background-color: #2196f3; color: white; margin: 0;">WE CANNOT USE THAT</p> <p>We CANNOT use THAT instead of WHO/WHICH.</p> <p><i>These bikes, <b>WHICH</b> cost a fortune, are made in Japan. (NOT <del>that cost a fortune</del>)</i></p>
<p style="text-align: center; border: 1px solid red; border-radius: 5px; background-color: #e91e63; color: white; margin: 0;">RELATIVE PRONOUNS CAN BE OMITTED</p> <p>We CAN omit WHO/WHICH/THAT when they are followed by SUBJECT + VERB</p> <p><i>Do you like the song (<b>WHICH/THAT</b>) I wrote?</i> <i>That's the man (<b>WHO/THAT</b>) I like.</i></p>	<p style="text-align: center; border: 1px solid #2196f3; border-radius: 5px; background-color: #2196f3; color: white; margin: 0;">RELATIVE PRONOUNS CANNOT BE OMITTED</p> <p>We CANNOT omit WHO/WHICH</p> <p><i>They introduced me to John, <b>who</b> I liked immediately. (NOT <del>John, I liked immediately</del>)</i></p>

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### Defining relative clauses

Defining relative clauses carry **essential information** because they **identify which** thing or person we are talking about, and they are used **without commas**.

- *This is the music **which was used at the show**.*
- *Have they found the prisoner **who escaped last week**?*

### We can use that

In defining relative clauses we can use **that** instead of **which** or **who**.

- *This is the music **that** was used at the show.*
- *Have they found the prisoner **that** escaped last week?*

## When can we omit who/which/that?

Who/which/that, can be **omitted** if they are followed by **subject + verb**

- *Can you pass me the box (**which/that**) I keep in the top drawer?*
- *You are not the man (**who/that**) I thought you were.*

## Non-defining relative clauses

Non-defining relative clauses are used **between commas**, and they add **extra information** which is **not necessary** to know who or what we are talking about.

- *This music, **which I really like**, was used at the show.*
- *My sister, **who I truly admire**, is coming for Thanksgiving.*

## We cannot use ~~that~~, and we cannot omit who/which

In non-defining relative clauses (between commas) we cannot use **that**, and we cannot omit **who/which**.

- ~~*This music, **that I really like**, was used at the show.*~~
- ~~*My sister, **I truly admire**, is coming for Thanksgiving.*~~

## Defining vs non-defining relative clauses

In a defining relative clause the information is essential to identify who or what we are talking about, whereas in non-defining relative clauses, we just add extra information, which is not necessary. Compare:

- *My brother **who lives in Cardiff** is much older than me.* (=I have more than one brother and the relative clause helps identify which brother I am talking about)
- *My brother, **who lives in Cardiff**, is much older than me.* (=I have only one brother, so we don't need the relative clause to know who I am talking about)

## Relative pronouns

Relative pronouns are the words that introduce relative clauses. They can act as the subject or the object of the relative clause.

# RELATIVE PRONOUNS

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	<b>SUBJECT</b> BEFORE <b>VERB</b> . CANNOT BE OMITTED	<b>OBJECT</b> BEFORE <b>SUBJECT + VERB</b> . CAN BE OMITTED	<b>POSSESSION</b> AFTER <b>POSSESSOR/OWNER</b> . CANNOT BE OMITTED
<b>PEOPLE</b>	<b>WHO/THAT</b> That's the man <b>who/that</b> stole the money.	<b>WHO/WHOM*/THAT</b> We need to find people <b>(who/whom*/that)</b> we can trust. <small>*RARELY USED. VERY FORMAL</small>	<b>WHOSE</b> This is the story of a man <b>whose</b> ideas saved lots of lives.
<b>THINGS ANIMALS</b>	<b>WHICH/THAT</b> That is the dog <b>which/that</b> attacked me the other night.	<b>WHICH/THAT</b> I'll wear the trousers <b>(which/that)</b> I bought in Paris.	<b>WHOSE/OF WHICH</b> The film, <b>whose</b> title (=the title of which) is unknown, will be set in the '60s.

**Note** that **that** can be used in informal English instead of **who/whom/which** but it is never used after commas, i.e. in non-defining relative clauses, or after prepositions.

- That's the man **who/that** offered me the job.
- My mother's older brother, **who/that** lives in New York, is coming to visit.
- That's the house in **which/that** they lived all their lives.

## Which/that vs what

We use **which/that** as relative pronouns. They refer back to a noun or sentence.

- I gave her the letter **which/that** I had been keeping since the war. (which/that= the letter)
- He offered to help us, **which** was a nice gesture. (which= offering to help us)

We don't use **what** as a relative pronoun. It cannot be used to refer back to a sentence or noun.

- ~~I gave her the letter **what** I had been keeping since the war.~~
- ~~He offered to help us, **what** was a nice gesture.~~

We use **what** independently to mean 'the thing/s that'.

- I didn't like **what** he did.= I didn't like **the thing/s that** he did.
- **What** I don't understand is why we are here. (what= the thing that)

## Prepositions in relative clauses

When the relative pronoun is the complement of a preposition, we can use the preposition before the relative pronoun or at the end of the relative clause.

### Preposition + relative pronoun

It's not very common to use prepositions before relative pronouns, we just do it in formal language.

- He wrecked the car **for which** he had paid a fortune.
- He was a man **for whom** everybody had great respect.

**Note** that after a preposition we can only use the pronouns **whom** or **which**. We cannot use **who** or **that** after a preposition.

We can also use **whose** after a preposition.

- The team signed then the young Maradona, **in whose** skills everybody had their hopes.

### Preposition at the end of the relative clause

The most common position of the preposition is at the end of the relative clause.

- He wrecked the car **for which** he had paid a fortune. (formal; not common)
- He wrecked the car (**which/that**) he had paid a fortune **for**. (more usual)

## Relative adverbs

Relative adverbs introduce relative clauses, just like relative pronouns, but in this case, they are used to introduce information about time (**when**), place (**where**), or reason (**why**).

### RELATIVE ADVERBS

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WHEN

WHERE

WHY

	WHEN	AT/IN/ON WHICH	(THAT)
TIME 	<p style="background-color: #fff9c4; font-size: small;">RELATIVE ADVERB</p> <p>1978 was the year <b>when</b> he joined the army.</p>	<p style="background-color: #fff9c4; font-size: small;">MEANING</p> <p>1978 was the year <b>in which</b> he joined the army.</p>	<p style="background-color: #fff9c4; font-size: small;">INFORMAL USE</p> <p>1978 was the year <b>(that)</b> he joined the army.</p>
PLACE 	<p style="background-color: #ffe0b2; font-size: small;">WHERE</p> <p style="background-color: #ffe0b2; font-size: small;">RELATIVE ADVERB</p> <p>That's the restaurant <b>where</b> we ate last Friday.</p>	<p style="background-color: #ffe0b2; font-size: small;">AT/IN/ON WHICH</p> <p style="background-color: #ffe0b2; font-size: small;">MEANING</p> <p>That's the restaurant <b>in which</b> we ate last Friday.</p>	<p style="background-color: #ffe0b2; font-size: small;">(THAT)... AT/IN/ON</p> <p style="background-color: #ffe0b2; font-size: small;">INFORMAL USE</p> <p>That's the restaurant <b>(that)</b> we ate <b>in</b> last Friday.</p>
REASON 	<p style="background-color: #bbdefb; font-size: small;">WHY</p> <p style="background-color: #bbdefb; font-size: small;">RELATIVE ADVERB</p> <p>He didn't explain the reason <b>why</b> he did that.</p>	<p style="background-color: #bbdefb; font-size: small;">FOR WHICH</p> <p style="background-color: #bbdefb; font-size: small;">MEANING</p> <p>He didn't explain the reason <b>for which</b> he did that.</p>	<p style="background-color: #bbdefb; font-size: small;">(THAT)</p> <p style="background-color: #bbdefb; font-size: small;">INFORMAL USE</p> <p>He didn't explain the reason <b>(that)</b> he did that.</p>

t e s t - e n g l i s h . c o m

**Note** that we can use a **preposition + which** instead of a relative adverb, although this structure is more formal and not as common.

- The coach changed the time **when** the players had to get up.
- =The coach changed the time **at which** the players had to get up.
- The bench **where** they were sitting was dirty.
- =The bench **on which** they were sitting was dirty.

### Quantifier + of which / whom

In non-defining relative clauses (=between commas), we can use of **which/whom** after a quantifier such as **some, any, none, all, both, several, enough, many** and **few**.

- Their daughters, **both of whom** are in university, don't visit them very often.
- The students, **none of whom** had failed the exam, were thrilled.
- Their house was full of cats, **most of which** had been found in the street.
- The two rooms, **neither of which** had windows, were small and dirty.

We can also use a quantifier + **of whose**.

- I belong to a reading club, **most of whose members** are retired teachers.
- The parents, **some of whose children** were already grown-ups, marched down the street.

## Common mistakes

### Two subjects

When **who**, **which** or **that** is the subject of a relative clause, we don't use another pronoun or noun after it, because we can only have one subject (**who**, **which** or **that**).

- I saw a man **who was** very tall. (NOT: ~~I saw a man who he was very tall.~~)
- That is the painting **that was** stolen from the gallery. (NOT: ~~That is the painting that it was stolen from the gallery.~~)

### That between commas

We cannot use the relative pronoun **that** in a non-defining relative clause (between commas)

- The victim, **who** suffered a concussion, said he didn't remember the accident. (NOT, ~~The victim, that suffered a concussion, said he didn't remember the accident.~~)

## Online exercises

<https://test-english.com/grammar-points/b1/defining-and-non-defining-relative-clauses/>

<https://test-english.com/grammar-points/b2/relative-clauses/>

# TOPIC 7: PRESENT PERFECT SIMPLE AND CONTINUOUS

## Uses of the present perfect simple

### PRESENT PERFECT – MEANING

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**PAST RECENT EVENTS**  
 We don't say when. Or with time expressions including now.

<b>JUST, ALREADY, YET</b>	"Have you finished yet?" "Yes, I've already finished."
<b>RECENTLY</b>	Have you <i>seen</i> any good films recently?
<b>TODAY, THIS WEEK, THIS MONTH, ETC</b>	I haven't <i>seen</i> Ted today. Maybe he isn't feeling well.

**PAST EXPERIENCES**  
 We don't say when these events happened.

<b>NEVER, EVER, BEFORE</b>	"Have you ever <i>read</i> it?" "I <i>have</i> never <i>read</i> it."
<b>Superlative + EVER</b>	This is the best food I've <i>ever</i> <i>tried</i> .
<b>Number of times until now</b>	I've <i>seen</i> this film three times.

**UNFINISHED SITUATIONS**  
 Situations that started in the past and have not finished.

<b>HOW LONG, FOR, SINCE</b>	We <i>have been</i> married for 20 years.
<b>ALL + time expression</b>	I've <i>lived</i> in this house all my life.
<b>LATELY</b>	We <i>have been</i> very busy lately.

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### Recent past actions (*just, already, yet*)

To talk about past finished actions when we don't know or say when the action happened. There's often a present result.

- John *has broken* his leg and he is in hospital.
- Sue *has left*. (=She is not here any more.)

We use **just** for actions that happened a very short time ago.

- *Mike's **just called**. He said that he'd call you back.*
- *Sue **has just left**. She was here a minute ago.*

We also use the present perfect simple with the words **already** and **yet**.

- ***Have** you **already finished** your homework?*
- *She **hasn't called** me **yet**.*

### *Experiences (never, ever, before)*

To talk about past experiences when we don't say when something happened.

- *He **has been** to the moon. He's an astronaut.*
- *I **haven't been** to India.*

We often use the words **never**, **ever**, or **before** to talk about experiences.

- *I **have never read** this book.*
- ***Have** you **ever seen** a John Wayne film.*
- *I **haven't experienced** anything like this **before**.*

### *How much we have done of something of how many times we have done something*

To talk about how much of something we have done or how many times we have done something (none, one, two, three, etc.) up to now.

- *He's **drunk a lot of** coffee and now he is very nervous.*
- *I've **seen** this film **three times**.*
- *This shop **has been robbed four times**.*
- *You've **eaten too much**.*

### *The best thing I've ever done*

We can use the present perfect simple with the superlative and **ever**.

- *This is the **best** meal I've **ever had**.*
- *It's the **most amazing** place we've **ever travelled** to.*

### *Actions from the past till now (how long, for, since, lately, all day/morning, etc.)*

With stative verbs (**be, know, etc.**) for situations that started in the past and still continue. We normally use expressions like **how long, for, since, lately, all day, etc.**

- *We've known each other since we were kids.*
- *I haven't seen Kate for years.*
- *I've been very busy all weekend.*

## Uses of the present perfect continuous

### PRESENT PERFECT CONTINUOUS MEANING

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**DURATION FROM PAST TILL NOW**  
(With action verbs) Situations that have not finished or have just finished

PAST    NOW    FUTURE

Have you been crying?  
I have been painting the bedroom.

OFTEN WITH PRESENT RESULTS

RED EYES

DIRTY

---

**REPEATED ACTIONS FROM PAST UNTIL NOW**

PAST    NOW    FUTURE

She has been calling you for days.  
(She has repeated this action several times over the last few days.)

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

---

OFTEN USED WITH TIME EXPRESSIONS SUCH AS: FOR, SINCE, HOW LONG, ALL..., LATELY, ETC.

FOR, SINCE, HOW LONG	We have been studying since you left this morning.
ALL + time expression	I've been trying to talk to you all evening.
LATELY	She hasn't been sleeping very well lately.

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*Actions from the past till now (how long, for, since, lately, all day/morning, etc.)*

With dynamic verbs for situations that started in the past and still continue or have just finished, and often have present results.

- *Have you **been crying**?*
- *Sorry I am so dirty, but I've **been painting**.*

To express duration, we often use words like **how long, for, since, lately, all day, etc.**

- *I **haven't been feeling** well **lately**.*
- *He's **been annoying** us **all** evening.*
- *She's **been studying** very hard **for** weeks.*
- ***How long have you been playing** golf?*

We can use the present perfect continuous for either continuous or repeated actions from the past till now.

- *She's **been studying** a lot lately.*
- *She's **been calling** you for days.*

## Present perfect simple or continuous?

### *Situations that started in the past and still continue*

We can use either the present perfect simple or continuous for situations that started in the past and still continue. But we must use the present perfect simple with stative verbs, and we normally use the present perfect continuous with dynamic verbs (although the present perfect simple is also possible.)

- *We've **had** this car for years.*
- *I **haven't been sleeping** well lately.*

We use the present perfect continuous with dynamic verbs for situations that started in the past and still continue when we want to emphasise how long the situation has lasted.

- *I **have been waiting for hours!** (=I want to emphasise that I've been waiting for a long time).*
- *I **couldn't do the dishes. I've been working all day.***

### *Finished and unfinished situations*

We use the present perfect simple for finished actions in the past, and the present perfect continuous for situations (happening from the past till now) that may or may not have finished.

- Who **has eaten** my cookies? (=We would say this if there are no cookies left)
- Who **has been eating** my cookies? (=We would say this if there are some cookies left)
- **I've been watching** the series you recommended. I'll tell you about it when I finish watching it.
- **I've watched** the series you recommended. I watched the last episode yesterday.

### **Actions with present results**

We can use **both** present perfect **simple** or **continuous** for recent actions with a **present result**, but we use the present perfect simple when the present results come from having finished the action, and we use the present perfect continuous when the present results come from the process of performing the action (which may or may not have finished).

- Look how nice my car looks. **I've washed** it.
- Sorry I'm so sweaty. **I've been washing** my car.
- Something is different in this house. **Have you painted** it?
- How come you are so dirty? **Have you been painting**?

### **Online exercises**

<https://test-english.com/grammar-points/b1-b2/present-perfect-simple-continuous/>

<https://test-english.com/grammar-points/b1/present-perfect-simple-present-perfect-continuous/>

## TOPIC 8: PAST PERFECT SIMPLE AND CONTINUOUS

### Past perfect simple

We use the past perfect simple to talk about an earlier past: events which happened before the main event.

#### *Earlier single events*

We use the past perfect simple to talk about earlier events and experiences, or single actions completed earlier in the past.

- *When she opened the door, he **had** already **left**.*
- *I realised that I **had been** there before.*
- *When I met her, I **had** never **been** in a serious relationship.*
- *He noticed I **had cleaned** the car. It was smooth and shiny.*

We use the past perfect simple (and not continuous) to say **how much** or **how many** we had done of something earlier in the past.

- *We **had driven** 500 miles and we needed some rest.*
- *How many hours **had** he **slept** when you woke him up?*

#### *Duration from earlier in the past (stative verbs)*

We use the past perfect simple with stative verbs to talk about states or situations that had started earlier in the past. We often use **how long**, **for** or **since**, **always**, etc.

- *The day Anne died, they **had been** married for 48 years.*
- *The day I left, I **had been** in England for exactly 4 years.*
- *She told me she **had** always **hated** her sister.*

### Past perfect continuous

#### *Duration from earlier in the past (dynamic verbs)*

We use the past perfect continuous with dynamic verbs to talk about **longer continuous actions that started earlier in the past** than the main events of the story.

- *I was furious. I **had been waiting** for him in the cold, and he didn't call to say he'd be late.*

- We **had been driving** for less than an hour when the car broke down.

### Repeated actions from earlier in the past (dynamic verbs)

We use the past perfect continuous with dynamic verbs to talk about repeated actions from earlier in the past.

- I couldn't believe it. She **had been writing** a letter every day for over a year.

## Reminder: Past Simple and Past Continuous

### Past simple

We use the past simple to talk about **past events in chronological order**; i.e. for the story's main events.

- When she **opened** the door, she **pretended** we weren't there and **went** to her room.
- He **called** me and **told** me to go, but he wasn't there when I **arrived**.

We also use the past simple to talk about **past habits** or **past states**.

- We often **went** to the bar for a drink before dinner.
- He really **liked** sport and **was** very fit.

### Past continuous

We use the past continuous to **set the scene** in a story.

- Last night I **was walking** home and **listening** to my iPod when ...
- The sun was shining and lots of tourists were lying on the beach. Suddenly ...

We use the past continuous for **actions in progress** in the past or longer actions interrupted by shorter actions in past simple.

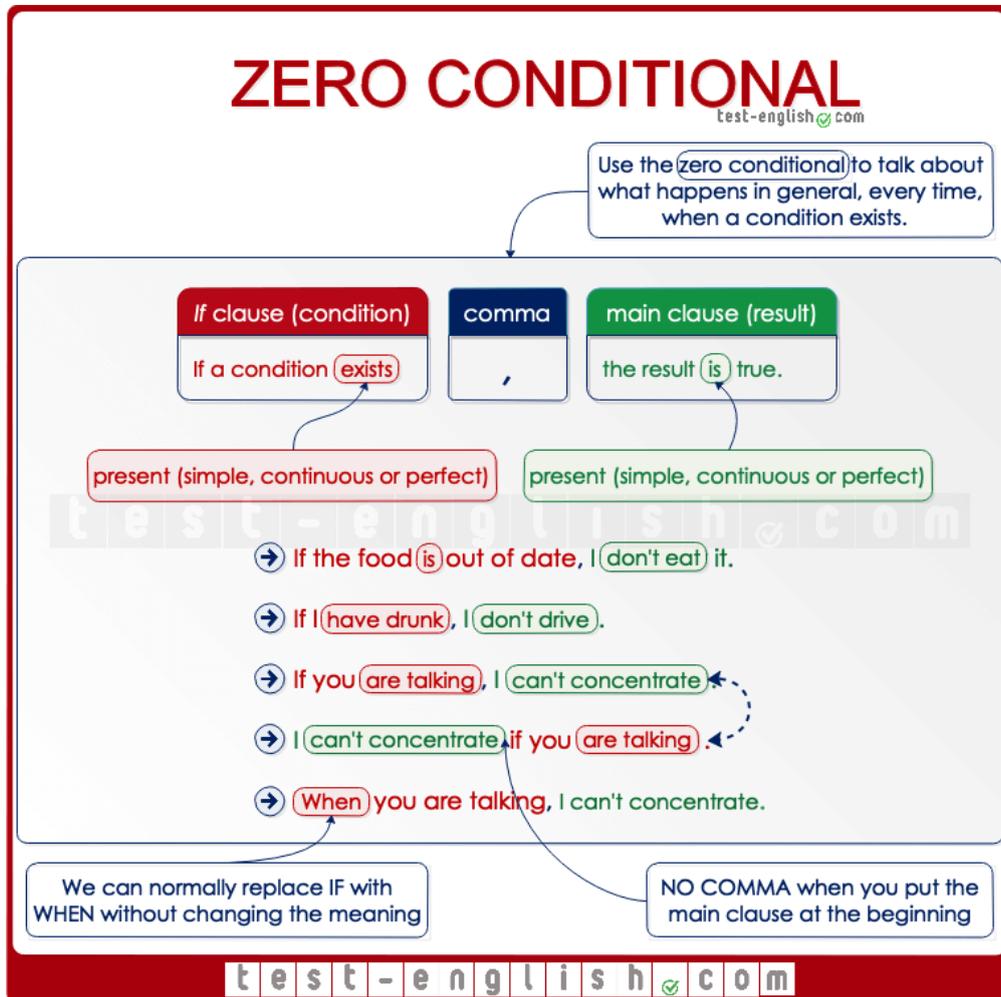
- After dinner, I went into the living room and saw that she **was crying**.
- When she opened the door, we **were talking** about her.

## Online exercises

<https://test-english.com/grammar-points/b1-b2/narrative-tenses/>

# TOPIC 9: CONDITIONAL SENTENCES

## Zero conditional



We use the zero conditional to talk about **general truths** or results that **always happen** if a condition is present. We are talking in general, not about one particular situation.

- *If milk **smells** bad, I **don't drink** it.*
- *If water **reaches** 100 degrees, it **boils**.*
- *If I've **drunk**, I **never drive**.*
- *If people **are talking** all the time, I **can't concentrate**.*

We can put the main clause at the beginning. Then we don't use a comma between the two clauses.

- *I **never go** to bed late **if I have** to get up early.*

We can usually replace the **if** in this conditional with **when** without changing the meaning.

- *Dogs can attack you **when** you are scared.*
- ***When** the weather is bad, people don't go shopping.*

## First conditional

# FIRST CONDITIONAL

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Use the (first conditional) to talk about something that might happen in the future if a condition exists.

<b>If clause (condition)</b> If a condition <b>exists</b>	<b>comma</b> ,	<b>main clause (result)</b> the result <b>will be</b> true.
present (simple, continuous or perfect)		future (any type), imperative, modal

→ If you **study**, you **will pass** the exam.

→ If he **doesn't call**, you **should tell** me immediately.

→ If you **have come** to class, the exam **is going to be** easy.

→ If we **win**, we **will be celebrating** soon.

→ We **will be celebrating** soon if we **win**.

NO COMMA when you put the main clause at the beginning

Do NOT use (will) in the IF clause: *I'll help you if you need me* (NOT *if you will need me*)

t e s t - e n g l i s h . c o m

The first conditional is used to talk about things that might happen in the future if a condition is present. We don't know if those things will happen or not, but they are a real possibility.

- *If you **study**, you'll **pass**.*
- *If he **doesn't call** you, **tell me** immediately.*
- *If you've **come** to class, the exam **is going to be** easy.*
- *If you **help** me, I'll **have finished** by the end of the month.*

We don't use **will** in the if clause.

- *I'll help you if you **need** me* (NOT *if you will need me*)

## Unless = if (not)

We can also use **unless** in conditional sentences to mean **if ... (not)**

- *I won't go on holiday **unless** I save some money.* =
- *= I won't go on holiday **if I don't** save some money.*

## First vs zero conditional

We use the first conditional to talk about a **particular situation**, whereas we use the zero conditional to talk about **what happens in general**.

- *If you don't use oil, it **tastes** awful.* (=I'm talking about what happens every time.)
- *If you don't use oil, it **will taste** awful.* (=I'm talking about this particular occasion.)

## Second conditional

# SECOND CONDITIONAL

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Use the (second conditional) to talk about PRESENT or FUTURE hypothetical or unreal situations.

<b>If clause (condition)</b> If a condition <b>existed</b>	<b>comma</b> ,	<b>main clause (result)</b> the result <b>would be</b> true.
---	-------------------	---

past simple or past continuous

would/could/might + infinitive/be -ing

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- ➔ If I **won** the lottery, I **would buy** a yacht.
- ➔ If you **weren't working** here, you **'d be** in prison.
- ➔ If I **were** you, I **might wait** before making a decision.
- ➔ If it **weren't** for his help, I **might not be talking** to you now.
- ➔ I **might not be talking** to you now if it **weren't** for his help.

You can use **I/he/she/it was** (informal) or **I/he/she/it were**  
**Except in: (if I were you) (NOT was)**

NO COMMA when you put the main clause at the beginning

t e s t - e n g l i s h . c o m

We use the second conditional to talk about hypothetical or imaginary situations in the present or the future. We can use past simple or past continuous in the *if*-clause and we can use **would**, **could** or **might** + simple infinitive (do) or continuous infinitive (be doing) in the main clause.

- *If there **was** a fire, it **would be** impossible to escape.*
- *If you **weren't making** so much noise, I **could concentrate**.*
- *I **wouldn't have** a car if I **lived** in the city.*
- *If it **weren't** for him, I **might not be talking** to you right now.*

When we use the verb **be** in the *if*-clause, we can use either **was** (more formal) or **were** (spoken English) after **I**, **he**, **she** or **it**. But when we are giving advice, we always use **if I were you** (NOT **was**).

- ***If he was/were** rich, he **wouldn't be living** in this house.*
- ***If I were you**, I'd call him as soon as possible. (NOT **was**)*

As with all conditional types, we use a comma after the *if*-clause when it goes at the beginning of the sentence, but we don't use a comma when the *if*-clause goes at the end.

- *If you **weren't making** so much noise, I **could concentrate**.*
- *I **could concentrate** if you **weren't making** so much noise.*

## First conditional vs second conditional

We use the [first conditional](#) and the [second conditional](#) to talk about present or future situations.

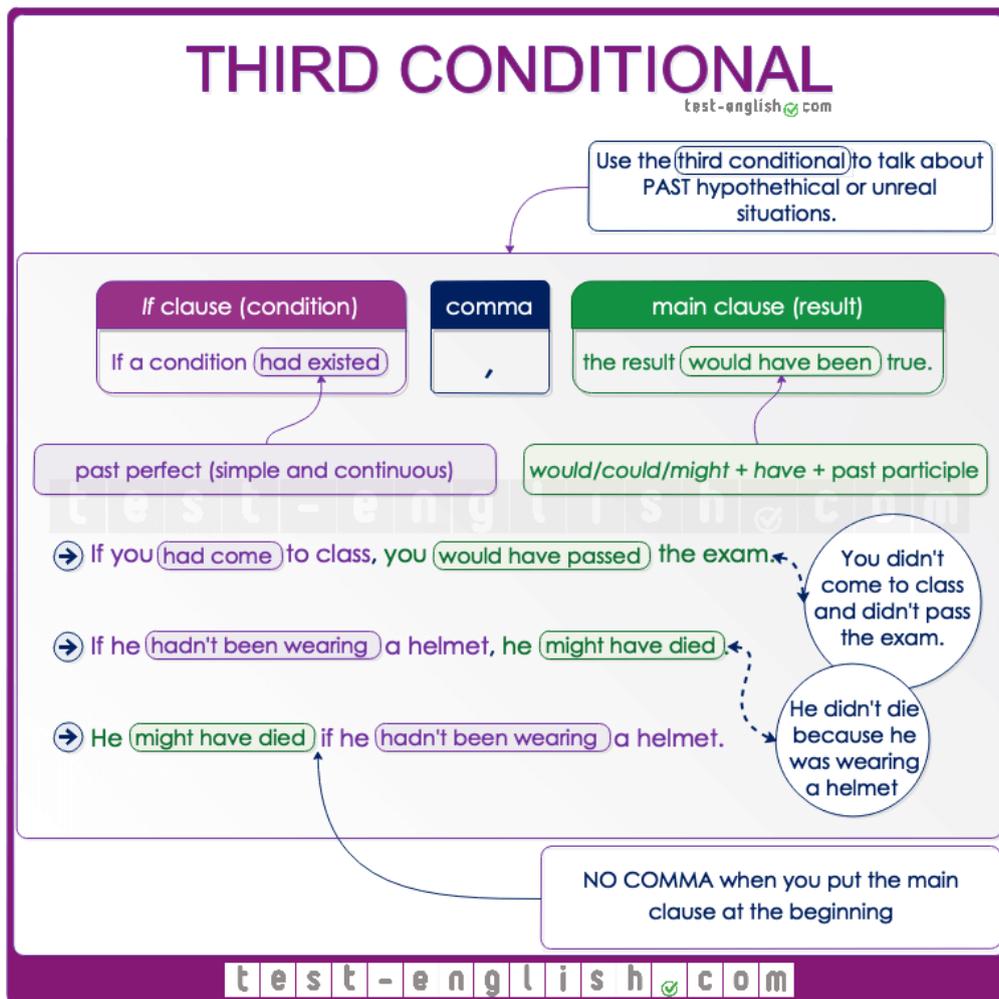
We use the first conditional to talk about possible situations, things that may easily happen. We use the second conditional to talk about unrealistic situations.

- *If I **see** Sara, I'll **tell** her to call you. (=possible)*
- *If I **won** the lottery, I'd **buy** a new house. (=unrealistic)*

We use the **first conditional** to talk about **possible** future situations and we use the **second conditional** to talk about **hypothetical** or **imaginary** future situations.

- *If I **don't have** a meeting tomorrow morning, I'll **have** lunch with you. (It's possible. Maybe I don't have a meeting.)*
- *If I **didn't have** a meeting tomorrow morning, I'd **have** lunch with you. (It's hypothetical. I have a meeting tomorrow, so I won't be able to have lunch with you.)*

## Third conditional



We use the third conditional to talk about hypothetical or imaginary situations in the past. We can use the past perfect simple or past perfect continuous in the *if*-clause and we can use **would**, **could** or **might** + the perfect infinitive in the main clause.

- If you **had come** to class more often, you **would have passed** the test.
- I **wouldn't have been** late if I **hadn't overslept**.
- He **could have died** if he **hadn't been wearing** a helmet.
- If the jacket **had been** a bit cheaper, I **might have bought** it.

## Online exercises

<https://test-english.com/grammar-points/b1-b2/zero-first-conditional-future-time-clauses/>

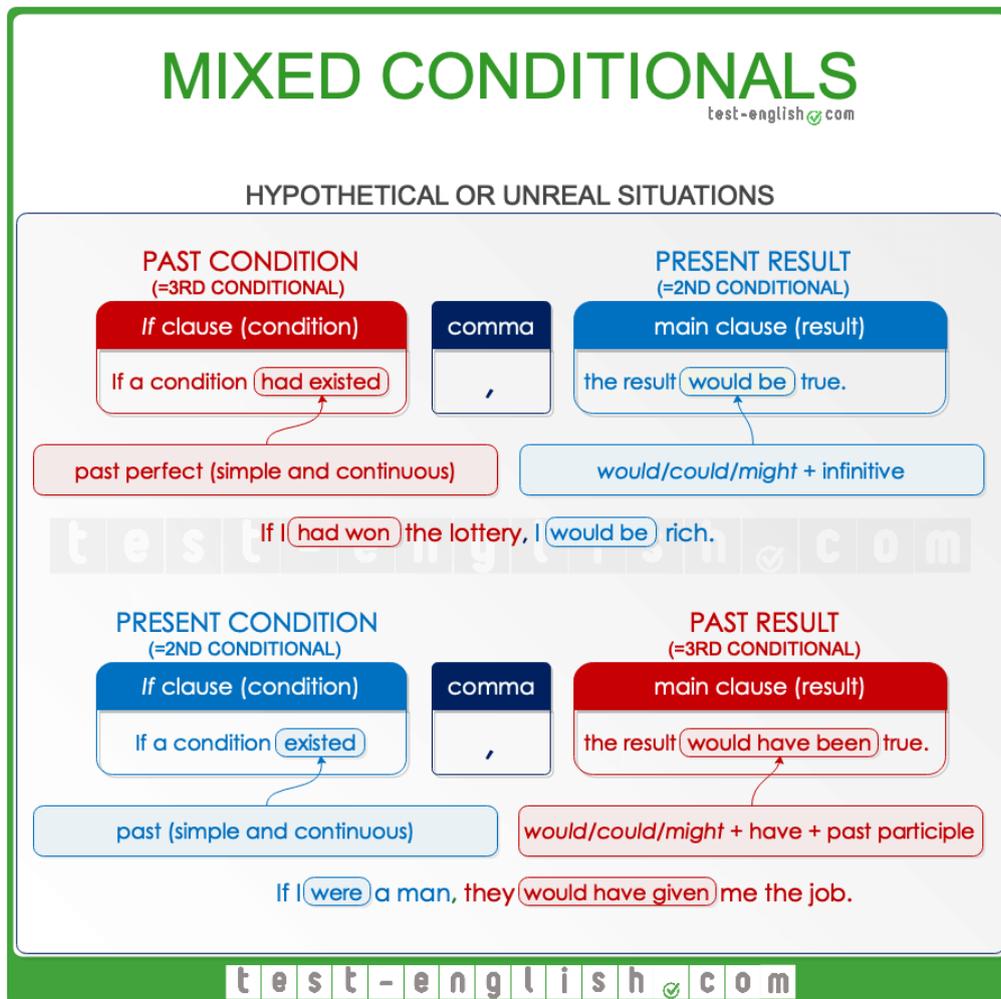
<https://test-english.com/grammar-points/b1/first-and-second-conditionals/>

<https://test-english.com/grammar-points/b1/third-conditional-past-unreal-situations/>

<https://test-english.com/grammar-points/b1-b2/second-third-conditionals/>

## Mixed conditionals

Mixed conditionals are a combination of two types of conditional patterns, usually **second and third conditionals**. We can have a third conditional in the if clause and a second conditional in the main clause or a second conditional in the if clause and a third conditional in the main clause.



### Second and third conditionals

In a second conditional we use past in the **if** clause and **would/might/could + infinitive** in the main clause. It is used to talk about hypothetical situations happening in the **present or future**.

- If I **were** rich, I'd **buy** that house.

In a third conditional we use past perfect in the **if** clause and **would/might/could + have + past participle** in the main clause. It is used to talk about hypothetical situations happening in the **past**.

- If you **had studied** more, you **would have passed** the exam.

A mixed conditional is a combination of second and third conditionals.

### **Mixed third/second conditional**

We use this combination to talk about a hypothetical condition happening in the past (third conditional) with a present result (second conditional). We use past perfect in the if clause and **would/could/might + infinitive** in the main clause.

- If I **had been elected**, I **would be** the president now.
- If I **had won** the lottery, I **would be** rich.
- I **might have** a better job now if I **hadn't dropped** out of school.

### **Mixed second/third conditional**

We use this combination to talk about a hypothetical condition happening in the present (second conditional) with a past result (third conditional). We use past in the if clause and **would/could/might + have + past participle** in the main clause.

- If I **were** a man, they **would have given** me the job.
- If I **didn't have** so much work, I **would have gone** to the party last night.
- I **would have understood** them if I **spoke** German.

**Note** that in this type of combination, the present condition also existed in the past, when the result in the main clause took place. Let's take a look, for example, at the first sentence:

- If I **were** a man, they **would have given** me the job.

If I were a man now would mean that I would also have been a man in the past, when I was not given the job. As I'm not a man now (which implies that I wasn't a man when I applied for the job either), I didn't get the job.

# Zero, first, second, third and mixed conditionals

All conditional types – table

	use	if clause (condition)	,	main clause (result)
Type 0	to talk about things that are always true or that normally happen	<p><u>present (simple, continuous, perfect)</u></p> <p>If something happens ...</p> <ol style="list-style-type: none"> <li>1 If the food <i>is</i> out of date ...</li> <li>2 If I've drunk ...</li> <li>3 If you <i>are</i> talking ...</li> </ol>	,	<p><u>present (simple, continuous, perfect)</u></p> <p>... the result is true.</p> <ol style="list-style-type: none"> <li>1 ... I <i>don't</i> eat it.</li> <li>2 ... I <i>don't</i> drive.</li> <li>3 ... I <i>can't</i> concentrate.</li> </ol>
Type 1	to talk about a probable event happening in the future	<p><u>present (simple, continuous, perfect)</u></p> <p>If something happens ...</p> <ol style="list-style-type: none"> <li>1 If you <i>study</i> ...</li> <li>2 If he <i>doesn't</i> call you ...</li> <li>3 If you've <i>come</i> to class ...</li> <li>4 If we <i>win</i> ...</li> </ol>	,	<p><u>future, imperative, can, must, might, may</u></p> <p>... the result will be true.</p> <ol style="list-style-type: none"> <li>1 ... you <i>will</i> pass the exam.</li> <li>2 ... <i>tell</i> me immediately.</li> <li>3 ... the exam <i>is going to be</i> easy.</li> <li>4 ... we'll <i>be celebrating</i> soon.</li> </ol>
Type 2	to talk about present or future hypothetical or unreal situations	<p><u>past (simple, continuous)</u></p> <p>If something happened ...</p> <ol style="list-style-type: none"> <li>1 If I <i>won</i> the lottery ...</li> <li>2 If you <i>weren't</i> talking ...</li> <li>3 If I <i>were</i> you ...</li> </ol>	,	<p><u>would/could/might + infinitive</u></p> <p>... the result would be true.</p> <ol style="list-style-type: none"> <li>1 ... I <i>would</i> buy a yacht.</li> <li>2 ... I <i>could</i> concentrate.</li> <li>3 ... I <i>might</i> wait before taking a decision.</li> </ol>
Type 3	to talk about past hypothetical or unreal situations	<p><u>past perfect (simple, continuous)</u></p> <p>If something had happened ...</p> <ol style="list-style-type: none"> <li>1 If you <i>had</i> come to class ...</li> <li>2 If he <i>hadn't been</i> wearing a helmet...</li> </ol>	,	<p><u>would/could/might + have + past participle</u></p> <p>... the result would have been true.</p> <ol style="list-style-type: none"> <li>1 ... you <i>would have</i> passed the exam.</li> <li>2 ... he <i>could have</i> died.</li> </ol>
Mixed conditionals	to talk about a past hypothetical or unreal situation with a present result	<p><u>past perfect (simple, continuous)</u></p> <p>If something had happened ...</p> <ol style="list-style-type: none"> <li>1 If I <i>had</i> won the lottery ...</li> <li>2 If I <i>hadn't been</i> wearing a helmet...</li> </ol>	,	<p><u>would/could/might + infinitive</u></p> <p>... the result would be true.</p> <ol style="list-style-type: none"> <li>1 ... now I <i>would be</i> rich.</li> <li>2 ... I <i>might be</i> dead now.</li> </ol>
	to talk about a present hypothetical or unreal situation with a past result	<p><u>past (simple, continuous)</u></p> <p>If something happened ...</p> <ol style="list-style-type: none"> <li>1 If I <i>spoke</i> German more fluently ...</li> <li>2 If I <i>wasn't</i> a woman ...</li> </ol>	,	<p><u>would/could/might + have + past participle</u></p> <p>... the result would have been true.</p> <ol style="list-style-type: none"> <li>1 ... I <i>might not have had</i> such problems.</li> <li>2 ... They <i>would have given</i> me the job.</li> </ol>

## Alternatives to if in conditional sentences

*As long as / provided (that) / providing (that) / on condition (that) / only if*

We can use the expressions **as long as**, **provided/providing (that)**, **on condition (that)**, or **only if** instead of **if** when we want to emphasize the condition that needs to be present so that something can happen or be done.

- *I'll tell you what really happened **as long as** you keep the secret.*
- *I'll lend you the money **provided (that)** you pay me back next month.*
- *They will speak to the press **on condition (that)** they remain anonymous sources.*
- *We will invest the money, but **only if** you can prove that it's a safe investment.*

### *Whether or not*

We use **whether or not** when there are two alternatives and we want to say that something will happen or will be true in any of those two alternatives. Compare:

- *I'll help him **if** he needs me. (=I will help him only if he needs me.)*
- *I'll help him **whether or not** he needs me. (I will help him if he needs me, and I will help him if he doesn't need me, too.)*

### *Even if*

We also use **even if** with a similar meaning to 'whether or not'. It is used to emphasize that something will still be true or will happen if another thing happens.

- ***Even if** you apologise, he'll never forgive you. (=Whether or not you apologise, he'll never forgive you.)*

### *Suppose/supposing*

We normally use **suppose** or **supposing** at the beginning of a sentence to make someone imagine a situation. It means 'what would happen if', or simply 'if' (imagining a situation).

- ***Supposing** I got a job, I wouldn't be able to travel with you next summer.*
- ***Suppose** she doesn't believe you, what would you do then?*

## Inversion in conditional sentences

### *Should you find*

In **first conditional** sentences it's possible to use **should** at the beginning of the sentence instead of **if**. This form is formal and it's quite common with an imperative form in the main clause.

- **Should you find the answer**, please let me know as soon as possible. (=If you find the answer)
- **Should you change your mind**, you know where to contact us. (=If you change your mind)

### *Had we arrived*

In **third conditional** sentences, we can invert the auxiliary verb **had** and leave **if** out. *Had we arrived* = If we had arrived.

- **Had we arrived** earlier, we could have prevented the incident.
- **Had they looked** further into the data, they might have realised there was a mistake.

### *Were we to announce*

We can also find cases of inversion with this structure: **were** + subject + **to** + infinitive. It is used to talk about **future improbable events** (like the **second conditional**).

- **Were we to announce** the truth, we would receive a lot of criticism. (=If we announced ...)
- **Were they to buy** a new house, they would need to sell the old one first. (=If they bought ...)

### *Negative forms: should I not, had we not, were we not*

When **should**, **had** or **were** are negative, contracted forms are not possible, and **not** is used after the subject.

- **Should you not wish** to retake the test, you must let us know before the end of June. (NOT ~~Shouldn't you wish~~)
- **Had you not refused** my invitation, we would have had the most incredible time in our lives. (NOT ~~Hadn't you refused~~)
- **Were you not** my brother, I would call the police. (NOT ~~Weren't you~~)

## Online exercises

<https://test-english.com/grammar-points/b2/mixed-conditionals/>

<https://test-english.com/grammar-points/b2/all-conditionals-mixed-conditionals-alternatives-if-inversion/>

## TOPIC 10: PASSIVES

### The passive voice with the different tenses

In a passive sentence, the object of an active sentence becomes the subject. Then we have to use the verb **be** in the tense we need and add the past participle of the main verb after it. In a passive voice sentence, the subject is the receiver of the action, not the doer of the action.

- They **take** the photos in Africa. (active)
- The photos **are taken** in Africa. (passive)

#### *Passive voice in the different verb tenses*

To make a passive verb form, we have to use **be** in a particular verb tense and add the **past participle** of the main verb after it. You can see how to use the passive voice with different tenses below.

You can see how to use the passive voice with different tenses below.

## PASSIVE VOICE – ALL TENSES

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ACTIVE	PASSIVE
They <b>take</b> the photos	The photos <b>are taken</b>
They <b>are taking</b> the photos	The photos <b>are being taken</b>
They <b>have taken</b> the photos	The photos <b>have been taken</b>
They <b>took</b> the photos	The photos <b>were taken</b>
They <b>were taking</b> the photos	The photos <b>were being taken</b>
They <b>had taken</b> the photos	The photos <b>had been taken</b>
They <b>will take</b> the photos	The photos <b>will be taken</b>
They <b>are going to take</b> the photos	The photos <b>are going to be taken</b>
They <b>will have taken</b> the photos	The photos <b>will have been taken</b>
<b>to take</b>	<b>to be taken</b>
<b>to have taken</b>	<b>to have been taken</b>
<b>taking</b>	<b>being taken</b>

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## Active sentences vs passive sentences

When **A does B**, we have two possible ways of talking about it: **active** or **passive**. In active sentences **A is the subject** (before the verb). In passive sentences **B is the subject**. Check the following examples:

- *Somebody cleaned **the classroom** yesterday.* (Active)
- ***The classroom** was cleaned every day.* (Passive)

As you can see, the object of an active sentence is the subject of a passive sentence.

## When do we use the passive?

The passive is more formal than the active and it is more common in written language. We often use the passive when we don't know, when it is

obvious, or when we don't want to say who or what is responsible for the action.

- A bank **was robbed** yesterday. (We don't know who robbed the bank.)
- The robber **was arrested** last night. (It's obvious that the police arrested the robber.)
- I **was told** that you insulted my brother. (I don't want to say who told me.)
- Jurassic Park **was filmed** by Spielberg in 1993. (I'm talking about Jurassic Park and not about Spielberg.)

The passive voice is very common in the news and in formal writing.

- Arsenal **have been defeated** 3--0 and they are now 4th in the table.
- The British embassy in Israel **has been destroyed** by an earthquake.
- The Catalan election **will be held** next September.

## Passive voice + by

We can use **by** to say who or what is responsible for the action.

- The painting was bought **by a very rich American**.
- Penicillin was invented **by Alexander Fleming**.

If the subject of the action is not important (for example, indefinite or personal pronoun), we do not use **by**:

Someone cleaned the classroom. - The classroom was cleaned ~~(by someone)~~.

They clean the classroom every day. - The classroom is cleaned every day ~~(by them)~~.

## Online exercises

<https://test-english.com/grammar-points/b1-b2/passive-voice-all-tenses/>

<https://test-english.com/grammar-points/b1/passive-verb-forms/>

<https://test-english.com/grammar-points/b1/active-passive-voice/>

## TOPIC 11: REPORTED SPEECH

### What is reported speech or indirect speech?

When we tell people **what another person said or thought**, we often use **reported speech** or indirect speech. To do that, we need to change verb tenses (present, past, etc.) and pronouns (**I, you, my, your, etc.**) if the time and speaker are different.

- Sally: '**I don't have** time.' ⇒ Sally said that **she didn't have** time.
- Peter: '**I am tired**.' ⇒ He said that **he was** tired.

### Omission of *that*

We often leave out **that** after reporting verbs like **say, think, etc.**

- She **said she** was late. (=She said that she was late.)
- I **thought I** would get the job.

### Say or tell?

The most common verbs we use in reported speech are **say** and **tell**. We must pay attention here. We say **tell somebody something**, and **say something (to somebody)**.

- They **told me** (that) they would help me. (NOT ~~They said me they would help me.~~)
- He **said** (that) he didn't have a car. (NOT ~~He told that he didn't have a car.~~)

### Tense changes in indirect speech

When a person said something **in the past** and **now** we tell somebody what that person said, the time is different, and for this reason, the verb

tenses change. Look at a summary of these changes.

**Reported speech – verb forms**

Verb tense	Direct speech	Verb tense	Indirect speech
present simple	'I <b>am</b> exhausted.'	past simple	He said (that) he <b>was</b> exhausted.
present continuous	'I <b>m</b> studying.'	past continuous	She told me (that) she <b>was studying</b> .
past simple	'I <b>loved</b> the concert.'	past perfect	He told me (that) he <b>had loved</b> the concert.
present perfect	'I <b>have</b> never <b>been</b> to Rome.'	past perfect	She said (that) she' <b>d</b> never <b>been</b> to Rome.
will	'I <b>will help</b> you.'	would	He said (that) he <b>would help</b> me.
must	'You <b>must pay</b> attention.'	had to	She told me (that) I <b>had to pay</b> attention.
can	'You <b>can</b> stay with me.'	could	She said (that) I <b>could</b> stay with her.
may	'I <b>may</b> arrive late.'	might	He told me (that) he <b>might arrive</b> late.
could, might, should	'I <b>should</b> help Tom.'	could, might, should	She said (that) she <b>should</b> help Tom.

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## Changes in expressions

There are adverbs or expressions of time and place that change when we report what someone said. Here you have a list.

**Reported speech – expressions**

Direct speech	Examples	Indirect speech	Examples
now	'I will do it <b>now</b> .'	then at that moment	He said (that) he would do it <b>then</b> .
today	'I have to do it today.'	that day	She told me (that) she had to do it <b>that day</b> .
tonight	'You should call <b>tonight</b> .'	that night	He told me (that) I should call <b>that night</b> .
last night	'I saw her <b>last night</b> .'	the previous night the night before	She said (that) she'd seen her <b>the night before</b> .
tomorrow	'Call me <b>tomorrow</b> .'	the next day the following day	He told me to call him <b>the next day</b> .
yesterday	'I arrived <b>yesterday</b> .'	the previous day the day before	She told me (that) she'd arrived <b>the day before</b> .
this week	'We can do it <b>this week</b> .'	that week	She said (that) we could do it <b>that week</b> .
next week	'We can do it <b>next week</b> .'	the next week the following week	He told me (that) we could do it <b>the next week</b> .
here	'Tom is <b>here</b> .'	there	She said (that) Tom was <b>there</b> .

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## Questions in indirect speech

We use the normal order of words in reported questions, i.e. the subject comes before the verb, and it is not necessary to use **do** or **did**.

Reported speech – questions			
Questions	Direct speech	asked me ...	Indirect speech
question word	' <b>When</b> did they arrive?'	question word + subject + verb	He asked me <b>when</b> they had arrived.
yes/no question	'Did they call?'	if/whether ...	He asked me <b>if/whether</b> they had called.

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## Imperatives in indirect speech

When we report an order or instruction, we use the form **ask** or **tell** someone to do something.

Reported speech – imperatives	
Direct speech (imperative)	Indirect speech (asked me/told me + to infinitive)
'Give me the money.'	He <b>told me to give</b> him the money.
'Don't answer the door while I'm away.'	He <b>asked me not to answer</b> the door while he was away.

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## Pronoun changes in indirect speech

In reported or indirect speech we must also pay attention to the use of pronouns. When a person tells us something, he or she uses the first person (**I, me, my, we, us, our**) to talk about himself or herself and the second person (**you, your**) to talk about us, the person listening. But when we tell someone else what that person said, we are going to use the third person (**he, she, his, her, etc.**) to talk about the speaker and the first person (**I, me, my**) to talk about ourselves, the listener.

- 'I will help **you**.' ⇒ **He** said that he **would** help me.
- 'That's **my** pen.' ⇒ **She** said that it was **her** pen.
- 'I need **your** help.' ⇒ **She** said that **she** needed **my** help.

## Online exercises

<https://test-english.com/grammar-points/b1/reported-speech-indirect-speech/>

## Reporting verbs

Reporting verbs are used to report what somebody said, like **promise, say, ask, admit, etc.** And we normally classify these verbs into different groups depending on the structure they can be found in. In the grammar chart below you can see the most common reporting verbs and how they are used.

REPORTING VERBS – PATTERNS			
+ TO + INFINITIVE	+ PERSON + TO + INFINITIVE	+ (PREPOSITION) + -ING	+ THAT + CLAUSE
<ul style="list-style-type: none"> <li>*AGREE</li> <li>*CLAIM</li> <li>OFFER</li> <li>*PROMISE</li> <li>REFUSE</li> <li>SWEAR</li> <li>THREATEN</li> </ul>	<ul style="list-style-type: none"> <li>ADVISE</li> <li>ASK</li> <li>BEG</li> <li>CONVINCE</li> <li>ENCOURAGE</li> <li>FORBID</li> <li>INVITE</li> <li>ORDER</li> <li>PERSUADE</li> <li>*RECOMMEND</li> <li>REMIND</li> <li>TELL</li> <li>WARN</li> </ul>	<ul style="list-style-type: none"> <li>ACCUSE SOMEBODY OF</li> <li>*ADMIT</li> <li>APOLOGISE (TO SB) FOR</li> <li>BLAME (SB) FOR</li> <li>*COMPLAIN ABOUT</li> <li>*CONFESS TO</li> <li>*DENY</li> <li>*INSIST ON</li> <li>*RECOMMEND</li> <li>*REGRET</li> <li>*SUGGEST</li> </ul>	<ul style="list-style-type: none"> <li>*ADMIT</li> <li>*AGREE</li> <li>ANSWER</li> <li>*CLAIM</li> <li>*COMPLAIN</li> <li>*CONFESS</li> <li>*DENY</li> <li>EXPLAIN</li> <li>*INSIST</li> <li>*PROMISE</li> <li>*REGRET</li> <li>SAY</li> <li>*SUGGEST</li> </ul>
EXAMPLES			
She <b>claims to be</b> innocent. She <b>claims that</b> she is innocent. He <b>promised to call</b> every day. He <b>promised that</b> he would call every day.		He <b>admitted stealing</b> the money. He <b>admitted that</b> he had stolen the money. She <b>insisted on seeing</b> her lawyer. She <b>insisted that</b> she needed her lawyer.	

# REPORTING VERBS – EXAMPLES

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## + TO + INFINITIVE

\*AGREE: They **agreed to lend** him the money.  
 \*CLAIM: They **claim to be** the best in the market.  
 OFFER: She **offered to help**.  
 \*PROMISE: You **promised to come** with us.  
 REFUSE: He **refused to answer** any questions.  
 SWEAR: She **swore to serve** her country.  
 THREATEN: They **threatened to kill** me.

## + THAT + CLAUSE

\*ADMIT: He **admitted (that)** it was his fault.  
 \*AGREE: I **agree (that)** it's going to be difficult.  
 ANSWER: She **answered (that)** she was OK.  
 \*CLAIM: They **claim (that)** they are innocent.  
 \*COMPLAIN: He **complains (that)** he has too much work.  
 \*CONFESS: He **confessed (that)** he was scared.  
 \*DENY: They **deny (that)** they had any involvement.  
 EXPLAIN: She **explained (that)** new facts had emerged.  
 \*INSIST: I **insisted (that)** we needed a break.  
 \*PROMISE: You **promised (that)** you'd be there.  
 \*REGRET: I **regret (that)** I didn't help him.  
 SAY: John **said (that)** he wouldn't do it again.  
 \*SUGGEST: She **suggested (that)** I should stay until May.

## + PERSON + TO + INFINITIVE

ADVISE: He **advised me to change** my diet.  
 ASK: They **asked him to resign**.  
 BEG: He **begged me to forgive** him.  
 CONVINCED: He **convinced me to take** the job.  
 ENCOURAGE: We **encouraged her to continue**.  
 FORBID: They **forbade me to go out**.  
 INVITE: She **invited us to be** at the meeting.  
 ORDER: The judge **ordered him to sit down**.  
 PERSUADE: She **persuaded me to sign up**.  
 RECOMMEND: I **recommend you to go**.  
 REMIND: Can you **remind me to lock** the door?  
 TELL: Nobody **told me to be** quiet.  
 WARN: He **warned us not to drink** the water.

## + (PREPOSITION) + -ING

ACCUSE SB OF: They **accused me of cheating**.  
 \*ADMIT: She **admitted making** a mistake.  
 APOLOGISE (TO SB) FOR: He **apologised (to her) for not calling**.  
 BLAME: I don't **blame you for getting** angry.  
 \*COMPLAIN ABOUT: He **complained about being** insulted.  
 \*CONFESS TO: I **confessed to murdering** him.  
 \*DENY: They **denied doing** anything wrong.  
 \*INSIST ON: She **insisted on calling** a taxi.  
 \*RECOMMEND: She **recommended taking** a taxi.  
 \*REGRET: I **regret not paying** more attention.  
 \*SUGGEST: I **suggest doing** some research first.

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## The perfect gerund - regret doing vs regret having done

We use the perfect gerund to indicate that the action expressed by the verb was completed in the past.

- I regret **being** married. (=now)
- I regret **having been** married (=in the past)

However, it's often obvious whether the action in the gerund happened in the past or not. In those cases, we can use the simple gerund or the perfect gerund with little difference in meaning. With the perfect gerund, we emphasise that the action was completed in the past.

- He admitted **stealing** the money.
- He admitted **having stolen** the money.

## Online exercises

<https://test-english.com/grammar-points/b1-b2/reporting-verbs/>