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APPUNTI DI GRAMMATICA RAGIONATA



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PLURALS

1. The plural of a noun is usually made by adding "s" to the singular:

		dog	dogs		house	house	es							
2.	Nou	ns endir	ng in o or	ch, sh,	ss or	x form t	heir plur	al by add	ing "es"					
		tomato	tomat	oes	church	churc	hes	brush	brushes	box	boxes			
	But v	vords of	foreign o	rigin or a	bbrevia	ted wor	ds endin	g in o add	"s" only					
		kimono	kimono	os	piano	pianos	photo	photos	soprano	sopr	anos			
3.	Nou	ns endir	ng in y foll	lowing a	consona	ant form	their plu	ral by dro	opping the	y and	d adding "	ʻies"		
		baby	babies	country	coun	tries								
	Nour	ns endin	ng in y fol	lowing a	vowel f	orm thei	r plural b	y adding	"s"					
		boy	boys		day	days		guy	guys					
4.	Nou	ns endir	ng in f or f	e drop t	he f or f	e and ad	ld "ves"							
		leaf	leaves		wife	wives		knife	knives		shelf	shelves	;	
5.	Nam	nes of ce	rtain crea	ntures do	not cha	inge in tl	ne plural							
		fish		sheep		deer								
6.	Cert	ain word	ds are alw	ays plura	al and ta	ike a plu	ral verb							
		clothes	police											
	garm	ents cor	nsisting of	f two par	ts:									
		pyjama	s trousers	s breeche	es	pants								
	tools	and inst	truments	consistin	g of two	o parts:								
		binocul	lars	scissors	specta	cles	pliers							
7.	Com	pound r	nouns. No	ormally tl	he last v	vord is n	nade plui	ral:						
		boy-frie	ends	travel a	gents									
	but v	where m	nan and w	oman is	prefixed	d both pa	arts are n	nade plur	al:					
		men dr	rivers		wome	n drivers								
8.			ord is mad + noun :	le plural	with co	mpound	ls forme	d of a ve	rb + er an	d witl	n compou	ınds comp	osed of no	oun +
		lookers	s-on		sisters	-in-law		ladies-	in-waiting					

AUXILIARY VERBS

The simple present tense

to be		to have		to do		
1	am	1	have	1		do
You	are	You	have	You		do
He/She/it	is	He/She/it	has	He/S	She/it	does
We	are	We	have	We		do
you	are	you	have	You		do
They	are	They	have	They	У	do

The simple present tense

In the affirmative the simple present has the same form as the infinitive but adds an "s" for the third person singular.

I work
you work
He/she/it works
We work
You work
They work

Note that the negative and interrogative of the verb to have can be formed in two ways.

Affirm	native	Negative	Interrog	ative	Negative interroga	tive
I don't	work work	I do not work	Do I work? Don't I v		not work?	I
She	works	She does not work She doesn't work	Does she work?		work? sn't she work?	
I	am	I am not	Am I?		Am I not?	
I	have	I have not I haven' t	Have I?	Have I not?	en't I?	
		I don't have	Do I have?	Don	't I have?	

PRESENT TENSES

Form of the present continuous tense

The present continuous tense is formed with the present tense of the auxiliary verb to be + the present participle:

Affirmative	Negative	Interrogative
I am working	I am not working	Am I working?
You are working	You are not working	Are you working?
He/she/it is working	He/she/it is not working	Is he/she/it working?
We are working?	We are not working	Are we working?
You are working	You are not working	Are you working?
They are working	They are not working	Are they working?

1	When a	verh er	nds in a	single e	this 👝	is dropped	hefore	inσ
Ι.	vviien a	verb er	ius III a	Siligie e .	. uiis e	is alloubed	i belole	IIIE.

argue = arguing hate = hating

love = loving

EXCEPT when verbs end in **ee**

agree = agreeing

see = seeing

2. When a verb of one syllable has one vowel and ends in a single consonant, this consonant is doubled before ing:

hit = hitting

run = running

stop = stopping

3. **Ing** can be added to a verb ending in **y** without affecting the spelling of the verb:

carry = carrying enjoy = enjoying hurry = hurrying

Use of the simple present tense

1. The main use of the simple present tense is to express habitual actions:

He smokes

Dogs bark

2. The simple present tense is often used with adverbs or adverb phrases such as: always, never, occasionally, often, sometimes, usually, every week, on Mondays, etc.

I often wash my hair

I go to church on Sundays

It rains in winter

3. It is used with the verb **say**, when we are asking about or quoting from books, notices or very recently received letters:

What does that notice say? It says, "No parking".

What does the book say? It says, "Cook very slowly".

Shakespeare says, "To be or not to be"

I see you have got a letter from Ann. What does she say?

Uses of the present continuous tense

1. The present continuous tense is used for an action happening now:

It is raining What is the baby doing? He is playing.

2. It is also used for an action happening about this time, but not necessarily at the moment of speaking:

I am reading a play by Shakespeare (meaning now in a more general sense!) He is teaching French and learning German.

3. It is used for a definite arrangement in the near future, to express one's immediate plans:

I am meeting Peter tonight.

Are you doing anything tomorrow afternoon? Yes, I am playing tennis with Ann.

4. It is used with **always**, for a frequently repeated action, usually when the frequency annoys the speaker or seems unreasonable to him:

He is always reading (implying that he spends too much time reading!)

Tom is always going away for weekends (implying that he goes away too often in the speaker's opinion)

Verbs not normally used in the continuous tenses

- 1. Verbs of the senses (involuntary actions): to feel, to hear, to see, to smell, to look, to taste.
- 2. Verbs expressing feelings and emotions: to admire (= respect), to adore, to appreciate (= value), to desire, to detest, to fear, to loathe, to love, to like, to want, to wish, etc.
- 3. Verbs of mental activity: to agree, to assume, to believe, to forget, to know, to mean, to recall, to see (= to understand), to remember, to think, to trust, to suppose, etc.
- 4. Verbs of possession: to belong, to own, to possess, to owe.

Warning!!!!

a) The verb to feel can be used in the continuous when it means "to touch" (and not "to sense")

The doctor was feeling her pulse.

Don't you feel the house shaking?

b) Similarly, the verb to feel for meaning "try to find something by touching"

He was feeling for the keyhole in the dark.

c)The verb to smell is used in the continuous when it means "to sniff at" (and not "to perceive an odour)

Why are you smelling the milk

I smell gas

d) The verb to taste can be used in the continuous when it means "to test the flavour of" (and not "to have a taste") She was tasting the pudding to see if it was sweet enough *This coffee tastes bitter.*

e) The verb to see can be used in the continuous when it means "to meet by appointment"

I am seeing my dentist tomorrow

or when it means "to visit" as a tourist

Tom is seeing the town.

or in the following combinations:

to see out = to escort a person to the door to see home = to escort a person home

to see off = to say goodbye to a departing person (at the station, the airport...)

 $\label{eq:formula} \textbf{f)} \quad \text{The verb } \textbf{to think} \ \, \text{can be used in the continuous when no opinion is given or asked for:}$

What are you thinking of? I am thinking about the play we saw last night. Tom is thinking of emigrating.

POSSESSIVES

Possessive adjectives	Possessive pronouns
my	mine
your	yours
his/her/its	his/hers
our	ours
your	yours
their	theirs

1. The possessive adjective remains the same whether the thing possessed is singular or plural:

my dog my dogs

2. Possessive adjectives are used with clothes, parts of the body and family ties:

I change my shoes

He injures his leg.

Fathers love their daughters

PERSONAL PRONOUNS

Subject	Object
1	me
you	you
you he/she/it	him/her/it
we	us
you	you
you they	them

1. The object forms are used as direct objects of a verb:

I see her

2. as indirect objects:

He find me a job

3. as objects of a preposition:

He comes with us

I do this for her

COMPARATIVE and **SUPERLATIVE**

1. One-syllable adjectives form their comparative and superlative by adding er and est to the positive form:

bright brighter brightest

2. Adjectives ending in **e** add **r** and **st**:

brave braver bravest

3. Adjectives of three or more syllables form their comparative and superlative by putting **more** and **most** before the positive form:

interested more interested than the most interested

4. Adjectives ending in er, y or ly usually add er, est:

clever cleverer cleverest
pretty prettier prettiest
silly sillier silliest

5. There are some irregular comparisons:

bad worse worst

far farther/further farthest/ furthest1

good better best little less least

old elder eldest ² (of people only)

older oldest (of people and things)

6. When the same verb is required before and after **than/as** the auxiliary is used for the second verb.

I work less than he does.

¹ Both terms can be used of distances (i.e. York is farther/further than London).

Further can also be used with abstract nouns, to mean "additional/extra" i.e. Further supplies are needed ² **Elder / Eldest** imply seniority rather than age. They are chiefly used for comparisons within a family: my elder brother, her eldest boy. **But** elder is **never** used with **than**, so: He is older than I am.

Constructions with comparisons

2. 3. 4.	I am older than you are I am more intelligent than you are. I work more than you do. I have more friends than you do. I am having more fun than you are.	(adjectives) (ver (nouns)	(maggioranza) bs)
2. 3. 4.	I am as old as you are I am as intelligent as you are I work as much as you do I have as many friends as you do. I am having as much fun as you are.		(uguaglianza)
2. 3. 4.	I am less old than you are. I am less intelligent than you are. I work less than you do. I have less friends than you do. I am having less fun than you are.		(minoranza)
1.	Parallel increase is expressed by the - the smaller it is, the less it costs		•
2.	Gradual increase or decrease is express The weather is getting colder and He is becoming less and less inte He is becoming more and more is	d colder. (il tempo diverseted. (diventa sen	oined by and enta sempre più freddo) npre meno interessato) npre più interessato)

INTERROGATIVES

How do you start the engine?

1.	Who, whose, which, what when used verb:	I as subjects are normally followed by an affirmative, not an interrogative
	Who pays the bills? Whose horse is winning? What is happening?	[Chi?] [Di chi?] [Cosa?]
2.	Who is used as subject:	
	Who keeps the keys?	
	Whom is used as object:	
	Whom do you see?	
3.	Whose may be used as both subject and	d object:
	Whose books are these? Whose books are you reading?	
4.	What is a general interrogative used for	r things:
	What bird is that?	What makes that noise?
5.	Which generally implies a choice:	
	Which of them is the eldest?	[Quale?]
6.	In formal English prepositions are used	before the interrogatives:
	To which address do you usually so On what do you base your theory	
	In informal English, prepositions are mov	ved to the end of the sentence:
	Which address do you usually send What do you base your theory on ?	
7.	Why means "for what reason?". The ar	nswer is always because :
	Why is he late? Because he has m	nissed the bus. [Perché?]
8.	When means "at what time?":	[Quando?]
	When do you get up? At 5 a. m.	
9.	Where means "in what place?":	[Dove?]
	Where do you live? In London.	
10). How means "in what way?":	[Come?]

It can also be used with adjectives:

How important is this letter?

With **much** or **many**:

How much money do you want? [*Quanto?*] **How many** friends do you have?

With adverbs:

How fast does he drive? How often do you go abroad? How soon can you come?

DEMONSTRATIVE ADJECTIVES & PRONOUNS

	singular		plural
this	(questo/ questa)	these	(questi/queste)
that	(quello/ quella)	those	(quelli/quelle)

1. Used as adjectives, they agree with their nouns in number. They are the only adjectives to do so.

This beach is beautiful.

These people come from England.

That exhibition closes next week.

Those birds are singing.

2. Used as pronouns they can be followed by **one/ones**:

This chair is too low. I sit on that (one). I like this (one) best.

THE SIMPLE PAST TENSE

1. The simple past tense in regular verbs is formed by adding **ed** to the infinitive:

infinitive: to work simple past: worked

2. Verbs ending in **e** add **d** only:

infinitive: to love simple past: loved

3. Verbs ending in **y** following a consonant change the **y** into **i** before adding **ed**:

infinitive: to carry simple past: carried

4. The same form is used for all persons:

I worked You worked He worked

5. The negative of regular and irregular verbs is formed with **did not** (**didn't**) and the infinitive:

I **did not** work

6. The interrogative of regular and irregular verbs is formed with **did** + subject + infinitive:

Did you work?

Affirmative	Negative	Interrogative
I worked	I did not work	Did I work?
You worked	You did not work	Did you work?
He/she/it worked	He/she/it did not work	Did he/she/it work?
We worked	We did not work	Did we work?
You worked	You did not work	Did you work?
They worked	They did not work	Did they work?

THE PAST CONTINUOUS TENSE

The past continuous tense is formed by the past tense of the verb ${f to}$ ${f be}$ + the present participle

Affirmative	Negative	Interrogative
I was working	I was not working	Was I working?
You were working	You were not working	Were you working?
He/she/it was working	He/she/it was not working	Was he/she/it working?
We were working	We were not working	Were we working?
You were working	You were not working	Were you working?
They were working	They were not working	Were they working?

USE OF THE SIMPLE PAST

1. The simple past is used for actions completed in the past at a definite time. Therefore, it is used for a past action when the time is given:
I met him yesterday Pasteur died in 1895
2. Or when the time is asked about:
When did you meet him?
3. Or for an action whose time is not given but which occupied a period of time now terminated:
(time of speaking in the present)
He worked in the bank for 4 years. (but he does not work there now)
4. Or for an action occurred at a moment (§) in a period of time now terminated:
§
My grandmother once saw the Queen
5. Or for a past habit:
They never drank wine.
USE OF THE PAST CONTINUOUS
1. The past continuous is used without a time expression to indicate a gradual development:
It was getting darker.
2. Or in descriptions:
A fire was burning and a cat was sleeping. A girl was playing the piano and singing. Suddenly there was a knock on the door: The girl stopped playing. The cat woke up
3. Or to express a definite future arrangement:
He was busy packing, because he was leaving that night. (the decision to leave had been made some time previously)
5. Or to indicate a more casual, less deliberate action. The past continuous gives the impression that the action was in no way unusual or remarkable:
I was talking to Tom the other day. [I talked to Tom] (indicates that I took the initiative)

SOME IRREGULAR VERBS

to drink drank

to go gone (andare) went to come came (venire) come to become became become (diventare) to bring brought brought (portare) to buy bought bought (comprare) to think thought thought (pensare) to meet met met (incontrare) to find found found (trovare) to tell told told (dire) to say said said (dire) to be (essere) was been to have had had (avere) to hear heard heard (udire) to feel felt felt (sentire) to learn learnt learnt (imparare) to drive drove driven (guidare) (parlare) to speak spoke spoken to fall fell fallen (cadere) to choose chose chosen (scegliere) (vedere) to see saw seen to know knew (sapere/conoscere) known

drunk

(bere)

THE PRESENT PERFECT TENSE

1. The present perfect tense is formed with the present tense of **have** + the past participle:

Affirmative	Negative	Interrogative
I have worked	I have not worked	Have I worked?
You have worked	You have not worked	Have you worked?
He/she/it has worked	He/she/it has not worked	Has he/she/it worked?
We have worked	We have not worked	Have we worked?
You have worked	You have not worked	Have you worked?
They have worked	They have not worked	Have They worked?

You nave workea	You nave not workea	Have you workea?
He/she/it has worked	He/she/it has not worked	Has he/she/it worked?
We have worked	We have not worked	Have we worked?
You have worked	You have not worked	Have you worked?
They have worked	They have not worked	Have They worked?
 2. The present perfect is used with jus He has just gone out 3. It is used for recent actions when the 		
Have you had breakfast?		
4. It is used for recent actions which has	ave results in the present:	
I	TS	
Tom has had a bad car crash [and the has been in the army [He is		
5. Sometimes, however, the action finishes at the time of speaking:		
TS		
I haven't seen you for ages [bu	t I see you now]	
6. Actions expressed by the present per	fect + yet usually have results in the pre	esent:
He hasn't come yet [so we are	still waiting for him]	
7. It is also used for actions which occur present is still maintained:	r far back in the past, provided the conn	ection with the
I have seen wolves in that fore	st [implies that it is still possible to see t	hem]
8. It is used for actions occurring in an	incomplete period:	
§	§TS [§ represen	ts an action

TS stands for "time of speaking"]

An incomplete period may be indicated by today or this morning/afternoon/evening/week/month/year/century, etc.

Note that the present perfect can be used with **this morning** only up to **one o'clock**, because after that "this morning" becomes a completed period and actions occurring in it must be put in the simple past:

(at 11 a.m.) Tom has rung up three times this morning already

BUT

(at 2 p.m.) Tom rang up three times this morning

9. It is used with lately and recently to indicate an incomplete period of time:

There have been some changes lately

10. It is used with ever, never, always, occasionally, often, several times and since + a point in time, since + clause, since:

Have you ever fallen off a horse?

[But if riding days are over, we say: "Did you ever fall off a horse?"]

I have fallen quite often.

[But if riding days are over, we say: "I did quite often"]

I have **never** been late for work.

They have always answered my letters.

I haven't seen him since November.

Has he written since he left home?

We had a letter last week. We haven't heard since.

11. The present perfect is often used in letters:

I am sorry I haven't written before but I have been very busy lately

L'uso dei tempi

1. Il passato remoto (simple past) si usa quando <u>il periodo di tempo in cui si è svolta l'azione</u> è <u>completamente</u> <u>trascorso</u> e non ha più relazione con il presente [la settimana scorsa, un anno fa, un'ora fa, questa mattina se la mattina è già trascorsa, ecc.] e **con l'avverbio "WHEN"** (quando)

E' tornato ieri He came back yesterday

Quando lo hai fatto? When **did you do** that?

2. Il simple past traduce <u>un'azione abituale o</u> di <u>tempo indeterminato</u> che in italiano si esprime con l'imperfetto.

Quand'ero in Cina mangiavo molto riso When I was in China I ate a lot of rice.

Lo conoscevo bene I **knew** him well.

3. Il passato prossimo (*present perfect*) si usa quando <u>il periodo di tempo continua **ancora**</u> e l'azione <u>ha ancora</u> relazione con il presente

L'ho visto questa mattina I have seen him this morning (detto in mattinata)

Nella mia vita ho visto molte cose In my life I have seen many things.

4. Il present perfect si usa anche con lately (ultimamente); recently (recentemente); just (appena); occasionally (occasionalmente); often (spesso); ecc.

Non I'ho visto di recente I haven't seen him recently

L'ho visto proprio ora I **have** just **seen** him

5. Il complemento che risponde alla domanda da quanto tempo? Richiede l'uso del present perfect

Lo conosco da un anno I have known him (for) a year.

THE FUTURE

1. The simple present can be used with a time expression for a definite future arrangement

The boys start school on Monday [I ragazzi cominceranno la scuola lunedi]

I leave tonight [Parto stasera]

instead of the present continuous tense:

The boys are starting school on Monday I am leaving tonight

The difference between the two is the following:

- a) The *simple present* is *more impersonal* than the continuous. *I am leaving tonight* would probably imply that I have decided to leave, but *I leave tonight* could mean that *this is part of a plan not necessarily made by me*.
- b) The *simple present* can also *sound more formal* than the continuous. [e.g. A big store planning to open a new branch is more likely to say: *Our new branch opens next week*]
- C) The *simple present* is sometimes used *when speaking of a series of proposed future actions* like plans for a journey: We leave at six, arrive in Dublin at ten, take the plane on ...
- 2. Will + infinitive is used to express unpremeditated intentions, that is intention at the moment of decision:

[Alan receives a telegram saying his father is ill] I will go home tonight

[The phone is ringing] I will answer it

The *future simple* is also *used for future habitual actions* which we assume will take place

Birds will build nests [Gli uccelli costruiranno nidi]

The future simple is used to express the speaker's opinions, assumptions, speculations about the future. It can be introduced by verbs such as: assume; be afraid, be/feel sure, believe, doubt, expect, hope, know, suppose, think, wonder, etc. or accompanied by adverbs such as: perhaps, possibly, probably, surely, etc.

I am sure he <u>will come</u> back [Sono certo che tornerà]

I suppose they will sell the house [Suppongo che venderanno la casa]

Perhaps we <u>will find</u> him at the hotel [Forse lo troveremo in albergo]

3. The present continuous is used to express a definite arrangement in the near future. Note that the time must be mentioned:

I <u>am taking</u> an exam in October [Sosterrò l'esame a ottobre] [implies that I have entered for it]

The **present continuous** is **used** more widely **with verbs of movement** [e.g. arrive, come, drive, fly, go, leave, start, travel], **verbs indicating position** [e.g. stay, remain] and **the verbs "do" and "have" (food or drink)**

The neighbours <u>are coming</u> to watch television [I vicini verranno a guardare la TV]

I am not doing anything. I am staying at home [Non farò niente. Resterò a casa]

4. The **be going + the full infinitive** is **used to express the subject's intention** to perform a certain future action. This **intention** is always **premeditated** and there is also the idea that some preparation for the action has already been made.

What <u>are you going to do</u> when you get your degree? [Cosa intendi fare una volta che ti sarai laureato?]

It can be **used without a time expression**:

He is going to lend me his bicycle [Mi presterà la sua bici]

Are you going to leave without paying? [Hai intenzione di andartene senza pagare?]

The **be going + the full infinitive** is also **used for prediction**. It expresses the speaker's feeling of certainty. The time is **usually not mentioned**, but the action is expected to happen in the near or immediate future.

Look at those clouds! It is going to rain. [Guarda che nuvole! Pioverà di sicuro]

Be going to implies that there are signs that something will happen

The lift <u>is going to break down</u> [L'ascensore sta per rompersi] [It implies that it is making strange noises]

whereas

The lift will break down [L'ascensore si romperà] [It implies that it will happen some time in the future because it is always overloaded for instance]

6. First person will and shall. Formerly will was used for intention

I will wait for you [Ti aspetterò] [I intend to wait for you]

Shall is used in suggestions

<u>Shall we take</u> the taxi? [*Prendiamo il taxi?*]

in requests for orders and instructions

What shall I do with your mail? [Cosa ne faccio della tua posta?]

to express determination and promise

We <u>shall fight</u> and we <u>shall win</u> [Combatteremo e vinceremo] [The speaker is promising victory]

The *future simple* form

Affirmative	Negative	Interrogative
I will / I'll work	I will not / I won't work	
I shall work	I shall not / shan't work	Shall I work?
You will work	You will not work	Will you work?
He will work	He will not work	Will he work?
We will work	We will not work	Will we work?
You will work	You will not work	Will you work?
They will work	They will not work	Will they work?

The **be going to** form

	Affirmative	Negative	Interrogative
	I am going to work You are going to work He is going to work We are going to work	I am not going to work You are not going to work He is not going to work We are not going to work	Am I going to work? Are you going to work? Is he going to work? Are we going to work?
work	You are going to work They are not going to wo		Are you going to work? They are going to work?

THE CONDITIONAL

1. The **present conditional tense** is formed with **would / should** + infinitive for the first person and **would** + infinitive for the other persons.

Affirmative	Negative	Interrogative
I would work	I would not / wouldn't work	Would I work?
I should work	I should not work	Should I work?
You would work	You would not work	Would you work?

Conditional sentences

1. Conditional sentences have 2 parts: the **if**- clause and the main clause. There are three kinds of conditional sentences. Each kind contains a different pair of tenses.

Type 1: probable

1. The verb in the if-clause is in the present tense; the verb in the main clause is in the future simple. It doesn't matter which comes first.

If he runs he will get there in time

The cat will scratch you **if** you **pull** its tail.

This type of sentence implies that the action in the if-clause is quite probable.

- 2. Instead of **if** + present tense, we can have:
 - (a) if + present continuous, to indicate a present action or a future arrangement

If you are waiting for a bus [present action] you'd better join the queue.

If you are staying for another night [future arrangement] I will ask the manager to give you a better room.

(b) **if** + present perfect

If he has written the letter I will post it

If they haven't seen the museum we'd better go there today.

3. **If + should** is used to indicate that the action, though possible, is not very likely.

If you should have any difficulty in getting spare parts ring this number.

Type 2: unreal / improbable

- 1. The verb in the **if**-clause is in the past tense; the verb in the main clause is in the conditional tense:
 - * If I had a map I would lend it to you [But I haven't a map. The meaning here is present]
 - ** If someone tried to blackmail me I would tell the police
 [But I don't expect that anyone will try to blackmail me. The meaning here is future]

The past tense in the above sentences is not a true past but a <u>subjunctive</u>, which indicates unreality (*) or improbability (**)

2. Type 2 is also used when the supposition is contrary to known facts:

If I lived near my office I would be in time for work [But I don't live near my office]

If I were you I would plant some trees around the house [But I am not you]

3. When we don't expect the action in the if-clause to take place

If I dyed my hair blue everyone would laugh at me [But I don't intend to dye it]

4. Sometimes, rather confusingly, type 2 can be used as an alternative to type one for perfectly possible plans and suggestions:

Will Mary be in time if she gets the ten o' clock bus?

- 5. Instead of if- + simple past we can have:
 - (a) if + past continuous

If my car was working I would drive you to the station.

(b) if + past perfect

If he had taken my advice he would be a rich man now.

Type 3

1. The verb in the if-clause is in the past perfect tense; the verb in the main clause is in the perfect conditional. The time is past and the condition cannot be fulfilled because the action in the if-clause didn't happen.

If I had known that you were coming I would have met you at the airport. [But I didn't know, so I didn't come]

2. Had can be placed first and the if omitted

Had you obeyed orders this disaster wouldn't have happened.

If you had obeyed orders this disaster wouldn't have happened.

Special uses of will/would and should in if-clauses

1. If you will /would is often used in polite requests, but would is the more polite form.

```
If you will / would wait a moment I'll see if Mr Jones is free. [Please wait]
```

I would be very grateful if you would make the arrangements for me.

2. **If you would** + infinitive is often used alone when the request is one which would normally be made in the circumstances.

```
[In a hotel] If you'd just sign the register.
[In a shop] If you'd put your address on the back of the cheque.
```

3. **If + will / would** can be used with all persons to indicate willingness:

```
If he'll listen to me I'll be able to help him. [If he is willing to listen....]
```

If Tom would tell me what he wants for dinner I would cook it for him. [The speaker implies that Tom is unwilling to tell her]

IF + were

1. If + were is used instead of If I was in formal English

If Tom was/were here he would know what to do.

2. Were is more usual than was in the advice form

If I were you I would wait a bit.

3. **Were** is also more usual in the infinitive construction:

If Peter were to apply for the post he would get it.

4. **Were** is used when the auxiliary is placed first:

Were I Tom I would refuse.

If only

1. **If only** + present tense / will expressed hope

```
If only he comes in time [I hope he will come in time]

If only he will listen to her [We hope he will be willing to listen to her]
```

2. **If only** + past/ present perfect expresses <u>regret</u>

```
If only he didn't smoke! [We wish he didn't smoke / We are sorry he smokes]

If only you hadn't said it!
```

If only + **would** can express <u>regret</u> about a present action as an alternative to if only + past tense.

If only he would drive more slowly!

Or a not very hopeful wish concerning the future:

If only the rain would stop! [We don't really expect it to stop.]

MAY and CAN for permission, possibility, ability

1. May is used for permission. The form is the same for all persons in the present and future.

May you open the door?

2. **May** in the second person is chiefly used when the speaker is giving permission:

You may park here [I give you permission to park]

In the 3rd person it can be used to give permission

He may take my car [I give him permission to take it]

Or in impersonal statements concerning authority and permission

In certain circumstances, a police officer may [has the right to] *ask a driver to take a breath test.*

3. May and Might [conditional] are used to express possibility in the present or future:

He may /might tell his wife [Perhaps he tells / will tell his wife]

4. The interrogative is normally expressed by do you think?

Do you think he is alone?

5. **May / might** can be used in conditional sentences instead of will /would to indicate a possible instead of a certain result:

If he sees you he will stop. [certain]

If he sees you he may stop. [possible]

1. **Can** is also used to express <u>possibility</u>. It is used in this way in the present or past tense only and chiefly in the affirmative.

You can ski on the hills [There is enough snow]

You cannot /can't bathe here. There are sharks. [It is not safe]

Can you get to the top of the mountain in one day? (Is it possible?)

2. Can also expresses occasional possibility:

Measles can be quite dangerous [Sometimes they are dangerous]

Could is used in the past:

He could be very unreasonable [Sometimes he was unreasonable]

3. Can/could and be able are used to express ability

Can you /Are you able to type?

When I was young I could / was able to clim any tree in the forest

4. In the future, **shall / will be able** is the only form:

Our baby will be able to walk in a few weeks.

OUGHT TO, SHOULD, MUST HAVE TO, NEED for OBLIGATION

1. The form **ought to** can be used for present and future and for the past when preceded by a verb in a past tense.

I ought to write to him today.

I knew I ought to write to him

2. **Ought / should** is used to express the subject's obligation or duty:

You should send in accurate income tax returns.

Or to indicate a correct or sensible action:

They shouldn't allow parking here. The street is too narrow. [No authority is involved. It is just a matter of conscience or good sense]

3. Ought / should can express advice:

You ought to /should read this. It is very good.

4. **Must /have to** is used in the present or future to express <u>obligation</u> and <u>emphatic advice</u>.

You must get up earlier in the morning (obligation)

You must take more exercise. Join a squash team (advice)

5. **Must** expresses obligation imposed by the speaker

Mother: You must wipe your feet when you come in.

6. Have to expresses external obligation

Small boy: I have to wipe my feet every time I come in

7. **Have to** is better for habits:

I have to take 2 pills a day.

8. **Need not** can be used for the present and future. It has the same form for all persons. It expresses <u>absence of</u> obligation

You need not to change your clothes. Just come as you are.

9. Must not expresses a negative obligation imposed by the speaker or very emphatic advice:

You mustn't repeat this to anyone.

MUST, HAVE, WILL, SHOULD for deduction and assumption

1. Must can be used to express deduction

He has a house in London and another in Paris. So he must be rich.

2. Will is used for assumptions about present or past actions

Ring his home number. He will be at home now [I am sure he is at home]

3. **Should** can be used for assumptions about present or past action:

The letter should have arrived by now [I expect it has arrived]

Though, assumptions with should are less confident than assumptions with will

Tom should know the address [I expect Tom knows it]

Tom will know the address [I am sure Tom knows it]

4. Will and should can also express assumptions about the future:

He should/will have plenty of time to get to the station

THE PASSIVE VOICE

1. The passive of an active tense is formed by putting the verb **to be** into the same tense as the active verb and adding the past participle of the active verb. The subject of the active verb becomes the "agent" of the passive verb. The agent is very often not mentioned. When it is mentioned it is preceded by "**by**" and placed at the end of the clause.

This tree was planted by my grandfather.

This bridge is being repaired [They are repairing the bridge]

These doors must /should be shut [You must/should shut these doors]

Tense/Verb form	Active voice	Passive voice
Simple present	Keeps	is kept
Present continuous	is keeping	is being kept
Simple past	kept	was kept
Past continuous	was keeping	was being kept
Present perfect	has kept	has been kept
Past perfect	had kept	had been kept
Future	will keep	will be kept
Conditional	would keep	would be kept
Perfect conditional	would have kept	would have been kept
Present infinitive	to keep	to be kept
Perfect infinitive	to have kept	to have been kept
Present participle/gerund	keeping	having been kept
Perfect participle	having kept	having been kept

2. The passive is used when it is not necessary to mention the doer of the action, as it is obvious who he is/was/will be:

The rubbish hasn't been collected

Your hand will be X-rayed.

3. It is used when we don't know, or don't know exactly, or have forgotten who did the action.

The minister was murdered

My car has been moved!

4. It is used when the subject of the active verb would be "people"

He is suspected of receiving stolen goods [People suspect him of ...]

5. It is used when we are more interested in the action than the person who does it:

The house next door has been bought (by Mr. Jones).

6. The passive is sometimes preferred for psychological reasons. A speaker may use it to disclaim responsibility for disagreeable announcements:

Employer: "Overtime rates are being reduced / will have to be reduced.

Or when the speaker knows who performed the action but prefers to avoid giving the name.

[Tom, who suspects Bill of opening his letters, may say tactfully:]

This letter has been opened! Instead of You've opened this letter!

The definite article (THE)

1. **The** is the same for singular and plural and for all genders

The boy the boys

The girl The girls

The day the days

2. It is used when the object or group of objects is unique or considered to be unique:

the earth

the sea

3. Before a noun which has become definite as a result of being mentioned a second time

His car struck a tree. You can still see the mark on the tree.

4. Before a noun made definite by the addition of a phrase or clause:

the woman in red

the boy whom I met

5. Before a noun which by reason of locality can represent only one particular thing

Ann is in the garden [the garden of this house]

6. Before superlatives, first, second ... used as adjectives, or pronouns, and only

the first (week) the best day

the only way

7. **THE** + singular noun can represent a class of animals or things:

The whale is in danger of becoming extinct.

8. THE + adjective represents a class of persons:

the old [old people in general]

9. Before certain names of seas, rivers, groups of islands, chains of mountains, plural names of countries, deserts, regions:

the Atlantic

the Netherlands

the Alps

the Riviera

the Thames

the Sahara

10. Before names consisting of noun + of + noun

The Gulf of Mexico

11. Before other proper names consisting of adjective + noun or noun + of + noun

The National Gallery

The Tower of London

11. It is used with names of people. The + plural surname can be used to mean "the family"

the Smiths [Mr and Mrs Smith (and children)]

Omission of the

1. Before abstract nouns

Men fear death [but: the death of the Prime Minister...]

2. Before names of meals:

We have breakfast at 8.

3. Before names of games:

He plays golf

4. Before parts of the body and articles of clothing, as these normally prefer a possessive adjective

Raise your right hand

He took off his coat

5. Before indefinite plural nouns.

Women are expected to love babies [women in general]

6. Nature, where it means the spirit creating and motivating the world of plants and animals.

If you interfere with nature you will suffer for it.

7. THE is not used before the following nouns: **bed, church, court, hospital, church, prison, school, college, university** when these places are visited or used for their primary purpose

I went to church [to pray] Bed [to sleep]

BUT when these places are visited or used for other reasons the is necessary

I went to **the** church to see the stained glass

8. **THE** can be omitted when speaking of the subject's or speaker's own town

We were in town last Monday