



Singular and Plural Nouns

A noun is a name of a person, place, thing, or idea.

For the plural form of most nouns, add **s**.

bottle – bottles

cup – cups

pencil – pencils

desk – desks

sticker – stickers

window – windows

For nouns that end in (ch, x, s, or s sounds, add **es**)

box – boxes

watch – watches

moss – mosses

bus – buses

For nouns ending in (f or fe, change f to **v** and add **es**)

wolf – wolves

wife – wives

leaf – leaves

life – lives

Some nouns have different plural forms.

child – children

woman – women

man – men

mouse – mice

goose – geese

A few nouns have the same singular and plural forms.



sheep – sheep
deer – deer
series – series
species – species

Quiz

Choose the correct form of the noun in each sentence.

- 1) I have three (child, children).
- 2) There are five (man, men) and one (woman, women).
- 3) (Baby, Babies) play with bottles as toys.
- 4) I put two big (potato, potatoes) in the lunch box.
- 5) A few men wear (watch, watches).
- 6) I put a (memo, memos) on the desk.
- 7) I saw a (mouse, mice) running by.
- 8) There are few (bus, buses) on the road today.

Count Nouns vs. Non-Count Nouns

Count nouns (Nouns that can be counted as one or more)

pen, computer, bottle, spoon, desk, cup, television, chair, shoe, finger, flower, camera, stick, balloon, book, table, comb, etc.

- Take an (s) to form the plural.

pens, computers, bottles, spoons, desks, cups, televisions, chairs, shoes, fingers, flowers, cameras, sticks, balloons, books, tables, combs, etc.

- Work with expressions such as (a few, few, many, some, every, each, these, and the number of).

a few pens, a few computers, many bottles, some spoons, every desk, each cup, these televisions, the number of chairs, a few shoes, a few fingers, many flowers,



some cameras, every stick, each balloon, these books, the number of tables, many combs, etc.

- Work with appropriate articles (a, an, or the).

a pen, the computer, a bottle, the spoon, a desk, the cup, a television, the chair, a shoe, the finger, a flower, the camera, a stick, the balloon, a book, the table, a comb, etc.

Do NOT work with *much* (for example, you would never say *much pens* or *much computers*).

Non-count nouns (Cannot be counted. They usually express a group or a type)

water, wood, ice, air, oxygen, English, Spanish, traffic, furniture, milk, wine, sugar, rice, meat, flour, soccer, sunshine, etc.

Generally cannot be pluralized.

- Work both with and without an article (*a, an, or the*), depending on the context of the sentence.

Sugar is sweet.

The sunshine is beautiful.

I drink milk.

He eats rice.

We watch soccer together.

The wood is burning.

- Work with expressions such as (some, any, enough, this, that, and much).

We ate some rice and milk.

I hope to see some sunshine today.

This meat is good.

She does not speak much Spanish.

Do you see any traffic on the road?

That wine is very old.

Do NOT work with expressions such as (these, those, every, each, either, or neither).



[Quiz]

Choose all of the non-count nouns in the following list:

wine, student, pen, water, wind, milk, computer, furniture, cup, rice, box, watch, potato, wood

Possessive Nouns

Possessive nouns are used to indicate ownership.

Possessive nouns usually are formed by adding an apostrophe (') and s.

John's book

Kerry's car

Grandma's mirror

When a noun is plural and ends in s, just add an apostrophe (').

The kids' toys

My parents' house

The teachers' lounge

If two people own one thing, add the apostrophe and s to the second person only.

John and Mary's new house

David and Sue's wedding

Tom and Doug's car

If two people own separate things, add the apostrophe and s for each person.

Susan's and Beth's books

Jean's and Dan's pants

Ben's and Jim's offices

[Quiz]

Which of the following is not correct?



- 1) Dr. Hunts has a new computer.
- 2) Dr. Hunts's new computer is working well.
- 3) Dr. Hunts' computer is new.

Personal Pronouns

Personal pronouns refer to a person:

- I go to school.
- You are a student.
- They are Koreans.
- He works here.
- We gave her food.

The word 'it' refers to an object:

- I drank it.
- It is big.
- They cut it into halves.

Memorize the personal pronouns:

		Singular Subject	Singular Object	Singular Reflexive	Plural Subject	Plural Object	Plural Reflexive
First		I	me	myself	we	us	ourselves
Second		you	you	yourself	you	you	yourselves
Third	Male	he	him	himself	they	them	themselves
Third	Female	she	her	herself	they	them	themselves



Third	Neutral	it	it	itself	they	them	themselves
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[Quiz]

Write the correct pronoun in each blank.

- 1) I ate an apple.was delicious.
- 2) You look tired..... should rest.
- 3) She is a teacher. I gave..... a book.
- 4) They are my friends. I like..... very much.
- 5) He saw the movie..... was fun.

Adjectives

Adjectives describe or modify nouns.

Adjectives generally appear immediately before the noun.

- A pretty girl
- Red flowers
- A long stick
- Heavy boxes
- Warm weather

Commonly, adjectives of opposite meaning are formed by adding a prefix such as *un*, *in*, or *dis*.

- clear – unclear, important – unimportant, predictable – unpredictable, believable – unbelievable, common – uncommon, aware – unaware, ambiguous – unambiguous, conventional – unconventional, certain – uncertain
- definite – indefinite, correct – incorrect, comparable – incomparable, complete – incomplete, evitable – inevitable, expensive – inexpensive
- able – disable, assemble – disassemble, content – discontent, similar – dissimilar

When using a string of adjectives, they should appear in a set order: size/shape + age + color + origin + material.

A big brown house



A small old English desk

A beautiful black Italian leather purse

Delicious Chinese food

The + adjective describes a class or group of people and acts as a noun.

The old, the young, the poor, the rich, the oppressed, the homeless, etc.

This popular TV show is loved by **the old**.

[Quiz]

Write opposite adjectives using the appropriate prefix.

- 1) Clear –
- 2) Definite –
- 3) Correct –
- 4) Expensive –
- 5) Complete –

[Quiz]

Underline all adjectives in the following sentences.

In the spring, red roses blossom in my cute small garden. The beautiful birds also sing in the big oak tree.

Comparative and Superlative Adjectives

Comparative adjectives compare two things. Superlative adjectives compare more than two things

Commonly, adjectives that contain only one syllable or end in 'y' use 'er' to form comparatives and 'est' to form superlatives. For adjectives ending in y, change the 'y' to 'i' before adding the 'er' or 'est'.

old – older – oldest

young – younger – youngest

pretty – prettier – prettiest

long – longer – longest



short – shorter – shortest
close – closer – closest
happy – happier – happiest

Adjectives with two or more syllables do not change but instead add *more* to form comparatives and *most* to form superlatives.

respectable – *more* respectable – *most* respectable
beautiful – *more* beautiful – *most* beautiful
preferable – *more* preferable – *most* preferable
hardworking – *more* hardworking – *most* hardworking

Some adjectives have different forms of comparatives and superlatives.

good – better – best
bad – worse – worst
little – less – least
much (many) – more – most
far – further – furthest

The word *than* typically appears in comparative sentences.

Amy is smarter *than* Betty.
Chad is stronger *than* Dan.
Greg is more diligent *than* his brother.
I have more apples *than* he.
She likes him more *than* me.

Superlatives are typically accompanied by the word *the*.

Tom is *the* oldest man in town.
Paul is *the* tallest boy in the neighborhood.
That shade of blue is *the* most beautiful color.
This is *the* longest song that I have ever heard.

[Quiz]



Write the appropriate comparative or superlative form of the word cold in each blank.

Yesterday was a cold day. Today isthan yesterday. Tomorrow will be the..... day yet.

[Quiz]

Which of the following sentences is incorrect?

- 1) Mary is shorter than Jane.
- 2) The moon is more closer to the earth than the sun.
- 3) I have the best score on the exam.

[Quiz]

Fill in the blanks.

- 1) My friend has a pretty purse, but I have a one.
- 2) Theweather is yet to come!
- 3) Today's sunshine is..... beautiful than yesterday's.

Irregular Verbs

Regular verbs form their past and past participle by adding *ed* (d).

Base Verb	Past	Past Participle
learn	learned	learned
study	studied	studied
cook	cooked	cooked
solve	solved	solved



ask	asked	asked
watch	watched	watched
listen	listened	listened

Irregular verbs do not have definite rules, but there are a few patterns.

Base Verb	Past	Past Participle
grow	grew	grown
know	knew	known
begin	began	begun
draw	drew	drawn
drive	drove	driven
fly	flew	flown
give	gave	given
speak	spoke	spoken
swim	swam	swum
go	went	gone
take	took	taken
find	found	found
spend	spent	spent



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teach	taught	taught
pay	paid	paid
feel	felt	felt
buy	bought	bought
meet	met	met
have	had	had
feed	fed	fed
keep	kept	kept
cut	cut	cut
hit	hit	hit
set	set	set
shut	shut	shut
fit	fit	fit

[Quiz]

Find the past and past participle forms of the following verbs using your dictionary:

bring
drink
think
tell



eat
make
beat

Verb Tense

Verb tense tells you when the action happens. There are three main verb tenses: present, past, and future.

	Simple	Progressive	Perfect	Perfect Progressive
Present	finish	am/is/are finishing	have/has finished	have/has been finishing
Past	finished	was/were finishing	had finished	had been finishing
Future	will finish	will be finishing	will have finished	will have been finishing

Present Tense:

Simple Present

1. Repeated Actions



Use the Simple Present to express the idea that an action is repeated or usual. The action can be a habit, a hobby, a daily event, a scheduled event or something that often happens. It can also be something a person often forgets or usually does not do.

Examples:

- I **play** tennis.
- She **does not play** tennis.
- **Does** he **play** tennis?
- The train **leaves** every morning at 8 AM.
- The train **does not leave** at 9 AM.
- When **does** the train usually **leave**?
- She always **forgets** her purse.
- He never **forgets** his wallet.
- Every twelve months, the Earth **circles** the Sun.
- **Does** the Sun **circle** the Earth?

2. Facts or Generalizations

The Simple Present can also indicate the speaker believes that a fact was true before, is true now, and will be true in the future. It is not important if the speaker is correct about the fact. It is also used to make generalizations about people or things.

Examples:

- Cats **like** milk.
- Birds **do not like** milk.
- **Do** pigs **like** milk?
- California **is** in America.
- California **is not** in the United Kingdom.
- Windows **are** made of glass.
- Windows **are not** made of wood.
- New York **is** a small city. *IT IS NOT IMPORTANT THAT THIS FACT IS UNTRUE.*

3. Scheduled Events in the Near Future

Speakers occasionally use Simple Present to talk about scheduled events in the near future. This is most commonly done when talking about public transportation, but it can be used with other scheduled events as well.



Examples:

- The train **leaves** tonight at 6 PM.
- The bus **does not arrive** at 11 AM, it **arrives** at 11 PM.
- When **do** we **board** the plane?
- The party **starts** at 8 o'clock.
- When **does** class **begin** tomorrow?

4. Now (Non-Continuous Verbs)

Speakers sometimes use the Simple Present to express the idea that an action is happening or is not happening now. This can only be done with **Non-Continuous Verbs** and certain **Mixed Verbs**.

Examples:

- I **am** here now.
- She **is not** here now.
- He **needs** help right now.
- He **does not need** help now.
- He **has** his passport in his hand.
- **Do** you **have** your passport with you?

Present Continuous

1. Now



Use the Present Continuous with **Normal Verbs** to express the idea that something is happening now, at this very moment. It can also be used to show that something is not happening now.

Examples:

- You **are learning** English now.
- You **are not swimming** now.
- **Are you sleeping?**
- I **am sitting**.
- I **am not standing**.
- **Is he sitting or standing?**
- They **are reading** their books.
- They **are not watching** television.
- What **are you doing?**
- Why **aren't you doing** your homework?

2. Longer Actions in Progress Now

In English, "now" can mean: this second, today, this month, this year, this century, and so on. Sometimes, we use the Present Continuous to say that we are in the process of doing a longer action which is in progress; however, we might not be doing it at this exact second.

Examples: (All of these sentences can be said while eating dinner in a restaurant.)

- I **am studying** to become a doctor.
- I **am not studying** to become a dentist.
- I **am reading** the book *Tom Sawyer*.
- I **am not reading** any books right now.
- **Are you working** on any special projects at work?
- **Aren't you teaching** at the university now?



3. Near Future

Sometimes, speakers use the Present Continuous to indicate that something will or will not happen in the near future.

Examples:

- I **am meeting** some friends after work.
- I **am not going** to the party tonight.
- **Is** he **visiting** his parents next weekend?
- **Isn't** he **coming** with us tonight?

4. Repetition and Irritation with "Always"

The Present Continuous with words such as "always" or "constantly" expresses the idea that something irritating or shocking often happens. Notice that the meaning is like [Simple Present](#), but with negative emotion. Remember to put the words "always" or "constantly" between "be" and "verb+ing."

Examples:

- She **is always coming** to class late.
- He **is constantly talking**. I wish he would shut up.
- I don't like them because they **are always complaining**.

REMEMBER Non-Continuous Verbs/ Mixed Verbs

It is important to remember that [Non-Continuous Verbs](#) cannot be used in any continuous tenses. Also, certain non-continuous meanings for [Mixed Verbs](#) cannot be used in continuous tenses. Instead of using Present Continuous with these verbs, you must use [Simple Present](#).

Examples:

- She **is loving** this chocolate ice cream. **Not Correct**
- She **loves** this chocolate ice cream. **Correct**



Present Perfect

[has/have + past participle]

We use the Present Perfect to say that an action happened at an unspecified time before now. The exact time is not important. You **CANNOT** use the Present Perfect with specific time expressions such as: yesterday, one year ago, last week, when I was a child, when I lived in Japan, at that moment, that day, one day, etc. We **CAN** use the Present Perfect with unspecific expressions such as: ever, never, once, many times, several times, before, so far, already, yet, etc.

Examples:

- I **have seen** that movie twenty times.
- I think I **have met** him once before.
- There **have been** many earthquakes in California.
- People **have traveled** to the Moon.
- People **have not traveled** to Mars.
- **Have** you **read** the book yet?
- Nobody **has** ever **climbed** that mountain.
- A: **Has** there ever **been** a war in the United States?
B: Yes, there **has been** a war in the United States.

How Do You Actually Use the Present Perfect?

The concept of "unspecified time" can be very confusing to **English** learners. It is best to associate Present Perfect with the following topics:

TOPIC 1: Experience

You can use the Present Perfect to describe your experience. It is like saying, "I have the experience of..." You can also use this tense to say that you have never had a certain experience. The Present Perfect is **NOT** used to describe a specific event.

Examples:



- I **have been** to France.
THIS SENTENCE MEANS THAT YOU HAVE HAD THE EXPERIENCE OF BEING IN FRANCE. MAYBE YOU HAVE BEEN THERE ONCE, OR SEVERAL TIMES.
- I **have been** to France three times.
YOU CAN ADD THE NUMBER OF TIMES AT THE END OF THE SENTENCE.
- I **have never been** to France.
THIS SENTENCE MEANS THAT YOU HAVE NOT HAD THE EXPERIENCE OF GOING TO FRANCE.
- I think I **have seen** that movie before.
- He **has** never **traveled** by train.
- Joan **has studied** two foreign languages.
- A: **Have** you ever **met** him?
B: No, I **have not met** him.

TOPIC 2: Change Over Time

We often use the Present Perfect to talk about change that has happened over a period of time.

Examples:

- You **have grown** since the last time I saw you.
- The government **has become** more interested in arts education.
- Japanese **has become** one of the most popular **courses** at the university since the Asian studies program was established.
- My English **has** really **improved** since I moved to Australia.

TOPIC 3: Accomplishments

We often use the Present Perfect to list the accomplishments of individuals and humanity. You cannot mention a specific time.

Examples:

- Man **has walked** on the Moon.
- Our son **has learned** how to read.
- Doctors **have cured** many deadly diseases.
- Scientists **have split** the atom.



TOPIC 4: An Uncompleted Action You Are Expecting

We often use the Present Perfect to say that an action which we expected has not happened. Using the Present Perfect suggests that we are still waiting for the action to happen.

Examples:

- James **has not finished** his homework yet.
- Susan **hasn't mastered** Japanese, but she can communicate.
- Bill **has still not arrived**.
- The rain **hasn't stopped**.

TOPIC 5: Multiple Actions at Different Times

We also use the Present Perfect to talk about several different actions which have occurred in the past at different times. Present Perfect suggests the process is not complete and more actions are possible.

Examples:

- The army **has attacked** that city five times.
- I **have had** four quizzes and five tests so far this semester.
- We **have had** many major problems while working on this project.
- She **has talked** to several specialists about her problem, but nobody knows why she is sick



Present Perfect Continuous

[has/have + been + present participle]

1. Duration from the Past Until Now

We use the Present Perfect Continuous to show that something started in the past and has continued up until now. "For five minutes," "for two weeks," and "since Tuesday" are all durations which can be used with the Present Perfect Continuous.

Examples:

- They **have been talking** for the last hour.
- She **has been working** at that company for three years.
- What **have you been doing** for the last 30 minutes?
- James **has been teaching** at the university since June.
- We **have been waiting** here for over two hours!
- Why **has Nancy not been taking** her medicine for the last three days?

2. Recently, Lately

You can also use the Present Perfect Continuous WITHOUT a duration such as "for two weeks." Without the duration, the tense has a more general meaning of "lately." We often use the words "lately" or "recently" to emphasize this meaning.

Examples:

- **Recently**, I **have been feeling** really tired.
- She **has been watching** too much television lately.
- **Have you been exercising** lately?
- Mary **has been feeling** a little depressed.



- Lisa **has not been practicing** her **English**.
- What **have** you **been doing**?

IMPORTANT

Remember that the Present Perfect Continuous has the meaning of "lately" or "recently." If you use the Present Perfect Continuous in a question such as "Have you been feeling alright?" it can suggest that the person looks sick or unhealthy. A question such as "Have you been smoking?" can suggest that you smell the smoke on the person. Using this tense in a question suggests you can see, smell, hear or feel the results of the action. It is possible to insult someone by using this tense incorrectly.

REMEMBER Non-Continuous Verbs/ Mixed Verbs

It is important to remember that **Non-Continuous Verbs** cannot be used in any continuous tenses. Also, certain non-continuous meanings for **Mixed Verbs** cannot be used in continuous tenses. Instead of using Present Perfect Continuous with these verbs, you must use **Present Perfect**.

Examples:

- Sam **has been having** his car for two years. **Not Correct**
- Sam **has had** his car for two years. **Correct**



Simple Past

1. Completed Action in the Past

Use the Simple Past to express the idea that an action started and finished at a specific time in the past. Sometimes, the speaker may not actually mention the specific time, but they do have one specific time in mind.

Examples:

- I **saw** a movie yesterday.
- I **didn't see** a play yesterday.
- Last year, I **traveled** to Japan.
- Last year, I **didn't travel** to Korea.
- **Did** you **have** dinner last night?
- She **washed** her car.
- He **didn't wash** his car.

2. A Series of Completed Actions

We use the Simple Past to list a series of completed actions in the past. These actions happen 1st, 2nd, 3rd, 4th, and so on.

Examples:

- I **finished** work, **walked** to the beach, and **found** a nice place to swim.
- He **arrived** from the airport at 8:00, **checked** into the hotel at 9:00, and **met** the others at 10:00.
- **Did** you **add** flour, **pour** in the milk, and then **add** the eggs?



3. Duration in Past

The Simple Past can be used with a duration which starts and stops in the past. A duration is a longer action often indicated by expressions such as: for two years, for five minutes, all day, all year, etc.

Examples:

- I **lived** in Brazil for two years.
- Shauna **studied** Japanese for five years.
- They **sat** at the beach all day.
- They **did not stay** at the party the entire time.
- We **talked** on the phone for thirty minutes.
- A: How long **did** you **wait** for them?
B: We **waited** for one hour.

4. Habits in the Past

The Simple Past can also be used to describe a habit which stopped in the past. It can have the same meaning as "used to." To make it clear that we are talking about a habit, we often add expressions such as: always, often, usually, never, when I was a child, when I was younger, etc.

Examples:

- I **studied** French when I was a child.
- He **played** the violin.
- He **didn't play** the piano.
- **Did** you **play** a musical instrument when you were a kid?
- She **worked** at the movie theater after school.
- They never **went** to school, they always **skipped** class.



5. Past Facts or Generalizations

The Simple Past can also be used to describe past facts or generalizations which are no longer true. As in USE 4 above, this use of the Simple Past is quite similar to the expression "used to."

Examples:

- She **was** shy as a child, but now she is very outgoing.
- He **didn't like** tomatoes before.
- **Did** you **live** in Texas when you **were** a kid?
- People **paid** much more to make cell phone calls in the past.

Past Continuous

[was/were + present participle]

1. Interrupted Action in the Past

Use the Past Continuous to indicate that a longer action in the past was interrupted. The interruption is usually a shorter action in the Simple Past. Remember this can be a real interruption or just an interruption in time.

Examples:

- I **was watching** TV when she called.
- When the phone rang, she **was writing** a letter.
- While we **were having** the picnic, it started to rain.
- What **were** you **doing** when the earthquake started?
- I **was listening** to my iPod, so I didn't hear the fire alarm.
- You **were not listening** to me when I told you to turn the oven off.
- While John **was sleeping** last night, someone stole his car.
- Sammy **was waiting** for us when we got off the plane.
- While I **was writing** the email, the computer suddenly went off.



- A: What **were** you **doing** when you broke your leg?
B: I **was snowboarding**.

2. Specific Time as an Interruption

As , described above, the Past Continuous is interrupted by a shorter action in the Simple Past. However, you can also use a specific time as an interruption.

Examples:

- Last night at 6 PM, I **was eating** dinner.
- At midnight, we **were** still **driving** through the desert.
- Yesterday at this time, I **was sitting** at my desk at work.

IMPORTANT

In the Simple Past, a specific time is used to show when an action began or finished. In the Past Continuous, a specific time only interrupts the action.

Examples:

- Last night at 6 PM, I **ate** dinner.
I STARTED EATING AT 6 PM.
- Last night at 6 PM, I **was eating** dinner.
I STARTED EARLIER; AND AT 6 PM, I WAS IN THE PROCESS OF EATING DINNER.

3. Parallel Actions

When you use the Past Continuous with two actions in the same sentence, it expresses the **idea** that both actions were happening at the same time. The actions are parallel.

Examples:

- I **was studying** while he **was making** dinner.
- While Ellen **was reading**, Tim **was watching** television.



- **Were you listening** while he **was talking**?
- I **wasn't paying** attention while I **was writing** the letter, so I made several mistakes.
- What **were you doing** while you **were waiting**?
- Thomas **wasn't working**, and I **wasn't working** either.
- They **were eating** dinner, **discussing** their plans, and **having** a good time.

4. Atmosphere

In English, we often use a series of parallel actions to describe the atmosphere at a particular time in the past.

Example:

- When I walked into the office, several people **were** busily **typing**, some **were talking** on the phones, the boss **was yelling** directions, and customers **were waiting** to be helped. One customer **was yelling** at a secretary and **waving** his hands. Others **were complaining** to each other about the bad service.

5. Repetition and Irritation with "Always"

The Past Continuous with words such as "always" or "constantly" expresses the idea that something irritating or shocking often happened in the past. The concept is very similar to the expression "**used to**" but with negative emotion. Remember to put the words "always" or "constantly" between "be" and "verb+ing."

Examples:

- She **was always coming** to class late.
- He **was constantly talking**. He annoyed everyone.
- I didn't like them because they **were always complaining**.



While vs. When

Clauses are groups of words which have meaning, but are often not complete sentences. Some clauses begin with the word "when" such as "when she called" or "when it bit me." Other clauses begin with "while" such as "while she was sleeping" and "while he was surfing." When you talk about things in the past, "when" is most often followed by the verb tense **Simple Past**, whereas "while" is usually followed by Past Continuous. "While" expresses the idea of "during that time." Study the examples below. They have similar meanings, but they emphasize different parts of the sentence.

Examples:

- I was studying **when she called**.
- **While I was studying**, she called.

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Examples:

- Jane **was being** at my house when you arrived. **Not Correct**
- Jane **was** at my house when you arrived. **Correct**

Past Perfect

[had + past participle]

1. Completed Action Before Something in the Past

The Past Perfect expresses the idea that something occurred before another action in the past. It can also show that something happened before a specific time in the past.

Examples:



- I **had** never **seen** such a beautiful beach before I went to Kauai.
- I did not have any money because I **had lost** my wallet.
- Tony knew Istanbul so well because he **had visited** the city several times.
- **Had** Susan ever **studied** Thai before she moved to Thailand?
- She only understood the movie because she **had read** the book.
- Kristine **had** never **been** to an opera before last night.
- We were not able to get a **hotel** room because we **had not booked** in advance.
- A: **Had** you ever **visited** the U.S. before your trip in 2006?
B: Yes, I **had been** to the U.S. once before.

2. Duration Before Something in the Past (Non-Continuous Verbs)

With **Non-Continuous Verbs** and some non-continuous uses of **Mixed Verbs**, we use the Past Perfect to show that something started in the past and continued up until another action in the past.

Examples:

- We **had had** that car for ten years before it broke down.
- By the time Alex finished his studies, he **had been** in London for over eight years.
- They felt bad about selling the house because they **had owned** it for more than forty years.

Although the above use of Past Perfect is normally limited to Non-Continuous Verbs and non-continuous uses of Mixed Verbs, the words "live," "work," "teach," and "study" are sometimes used in this way even though they are NOT Non-Continuous Verbs.

Past Perfect Continuous

[had been + present participle]

1. Duration Before Something in the Past

We use the Past Perfect Continuous to show that something started in the past and continued up until another time in the past. "For five minutes" and



"for two weeks" are both durations which can be used with the Past Perfect Continuous. Notice that this is related to the **Present Perfect Continuous**; however, the duration does not continue until now, it stops before something else in the past.

Examples:

- They **had been talking** for over an hour before Tony arrived.
- She **had been working** at that company for three years when it went out of business.
- How long **had you been waiting** to get on the bus?
- Mike wanted to sit down because he **had been standing** all day at work.
- James **had been teaching** at the university for more than a year before he left for Asia.
- A: How long **had you been studying** Turkish before you moved to Ankara?
B: I **had not been studying** Turkish very long.

2. Cause of Something in the Past

Using the Past Perfect Continuous before another action in the past is a good way to show cause and effect.

Examples:

- Jason was tired because he **had been jogging**.
- Sam gained weight because he **had been overeating**.
- Betty failed the final test because she **had not been attending** class.

Past Continuous vs. Past Perfect Continuous

If you do not include a duration such as "for five minutes," "for two weeks" or "since Friday," many English speakers choose to use the Past Continuous rather than the Past Perfect Continuous. Be careful because this can change the meaning of the sentence. Past Continuous emphasizes interrupted actions, whereas Past Perfect Continuous emphasizes a duration of time before something in the past. Study the examples below to **understand** the difference.

Examples:



- He was tired because he **was exercising** so hard.
THIS SENTENCE EMPHASIZES THAT HE WAS TIRED BECAUSE HE WAS EXERCISING AT THAT EXACT MOMENT.
- He was tired because he **had been exercising** so hard.
THIS SENTENCE EMPHASIZES THAT HE WAS TIRED BECAUSE HE HAD BEEN EXERCISING OVER A PERIOD OF TIME. IT IS POSSIBLE THAT HE WAS STILL EXERCISING AT THAT MOMENT OR THAT HE HAD JUST FINISHED.

REMEMBER Non-Continuous Verbs / Mixed Verbs

It is important to remember that **Non-Continuous Verbs** cannot be used in any continuous tenses. Also, certain non-continuous meanings for **Mixed Verbs** cannot be used in continuous tenses. Instead of using Past Perfect Continuous with these verbs, you must use **Past Perfect**.

Examples:

- The motorcycle **had been belonging** to George for years before Tina bought it.
Not Correct
- The motorcycle **had belonged** to George for years before Tina bought it.
Correct

Simple Future

Simple Future has two different forms in English: "will" and "be going to." Although the two forms can sometimes be used interchangeably, they often express two very different meanings. These different meanings might seem too abstract at first, but with



time and practice, the differences will become clear. Both "will" and "be going to" refer to a specific time in the future.

Examples:

- You **will help** him later.
- **Will** you **help** him later?
- You **will not help** him later.

1. "Will" to Express a Voluntary Action

"Will" often suggests that a speaker will do something voluntarily. A voluntary action is one the speaker offers to do for someone else. Often, we use "will" to respond to someone else's complaint or request for help. We also use "will" when we request that someone help us or volunteer to do something for us. Similarly, we use "will not" or "won't" when we refuse to voluntarily do something.

Examples:

- I **will send** you the information when I get it.
- I **will translate** the email, so Mr. Smith can read it.
- **Will** you **help** me move this heavy table?
- **Will** you **make** dinner?
- I **will not do** your homework for you.
- I **won't do** all the housework myself!
- A: I'm really hungry.
B: I'**ll make** some sandwiches.
- A: I'm so tired. I'm about to fall asleep.
B: I'**ll get** you some coffee.
- A: The phone is ringing.
B: I'**ll get** it.

2. "Will" to Express a Promise

"Will" is usually used in promises.

Examples:

- I **will call** you when I arrive.



- If I am elected President of the United States, I **will make** sure everyone has access to inexpensive health insurance.
- I promise I **will not tell** him about the surprise party.
- Don't worry, I'll **be** careful.
- I **won't tell** anyone your secret.

3. "Be going to" to Express a Plan

"Be going to" expresses that something is a plan. It expresses the idea that a person intends to do something in the future. It does not matter whether the plan is realistic or not.

Examples:

- He **is going to spend** his vacation in Hawaii.
- She **is not going to spend** her vacation in Hawaii.
- A: When **are we going to meet** each other tonight?
B: We **are going to meet** at 6 PM.
- I'm **going to be** an actor when I grow up.
- Michelle **is going to begin** medical school next year.
- They **are going to drive** all the way to Alaska.
- Who **are you going to invite** to the party?
- A: Who **is going to make** John's birthday cake?
B: Sue **is going to make** John's birthday cake.

4. "Will" or "Be Going to" to Express a Prediction

Both "will" and "be going to" can express the idea of a general prediction about the future. Predictions are guesses about what might happen in the future. In "prediction" sentences, the subject usually has little control over the future and therefore USES 1-3 do not **apply**. In the following examples, there is no difference in meaning.

Examples:

- The year 2222 **will be** a very interesting year.
- The year 2222 **is going to be** a very interesting year.



- John Smith **will be** the next President.
- John Smith **is going to be** the next President.
- The movie "Zenith" **will win** several Academy Awards.
- The movie "Zenith" **is going to win** several Academy Awards.

IMPORTANT

In the Simple Future, it is not always clear which USE the speaker has in mind. Often, there is more than one way to interpret a sentence's meaning.

No Future in Time Clauses

Like all future forms, the Simple Future cannot be used in clauses beginning with time expressions such as: when, while, before, after, by the time, as soon as, if, unless, etc. Instead of Simple Future, **Simple Present** is used.

Examples:

- When you **will arrive** tonight, we will go out for dinner. **Not Correct**
- When you **arrive** tonight, we will go out for dinner. **Correct**

Future Continuous



Future Continuous has two different forms: "will be doing " and "be going to be doing." Unlike [Simple Future](#) forms, Future Continuous forms are usually interchangeable.

Future Continuous with "Will"

[will be + present participle]

Examples:

- You **will be waiting** for her when her plane arrives tonight.
- **Will you be waiting** for her when her plane arrives tonight?
- You **will not be waiting** for her when her plane arrives tonight.

Future Continuous with "Be Going To "

[am/is/are + going to be + present participle]

Examples:

- You **are going to be waiting** for her when her plane arrives tonight.
- **Are you going to be waiting** for her when her plane arrives tonight?
- You **are not going to be waiting** for her when her plane arrives tonight.

REMEMBER: It is possible to use either "will" or "be going to" to create the Future Continuous with little difference in meaning

1. Interrupted Action in the Future

Use the Future Continuous to indicate that a longer action in the future will be interrupted by a shorter action in the future. Remember this can be a real interruption or just an interruption in time.

Examples:

- I **will be watching** TV when she *arrives* tonight.
- I **will be waiting** for you when your bus *arrives*.
- I **am going to be staying** at the Madison [Hotel](#), if anything *happens* and you *need* to contact me.
- He **will be studying** at the library tonight, so he will not see Jennifer when she *arrives*.



Notice in the examples above that the interruptions (*marked in italics*) are in **Simple Present** rather than **Simple Future**. This is because the interruptions are in **time clauses**, and you cannot use future tenses in time clauses.

2. Specific Time as an Interruption in the Future

In USE 1, described above, the Future Continuous is interrupted by a short action in the future. In addition to using short actions as interruptions, you can also use a specific time as an interruption.

Examples:

- Tonight at 6 PM, I **am going to be eating** dinner.
I WILL BE IN THE PROCESS OF EATING DINNER.
- At midnight tonight, we **will still be driving** through the desert.
WE WILL BE IN THE PROCESS OF DRIVING THROUGH THE DESERT.

REMEMBER

In the Simple Future, a specific time is used to show the time an action will begin or end. In the Future Continuous, a specific time interrupts the action.

Examples:

- Tonight at 6 PM, I **am going to eat** dinner.
I AM GOING TO START EATING AT 6 PM.
- Tonight at 6 PM, I **am going to be eating** dinner.
I AM GOING TO START EARLIER AND I WILL BE IN THE PROCESS OF EATING DINNER AT 6 PM.

3. Parallel Actions in the Future

When you use the Future Continuous with two actions in the same sentence, it expresses the idea that both actions will be happening at the same time. The actions are **parallel**.

Examples:

- I **am going to be studying** and he **is going to be making** dinner.



- Tonight, they **will be eating** dinner, **discussing** their plans, and **having** a good time.
- While Ellen *is reading*, Tim **will be watching** television.
NOTICE "IS READING" BECAUSE OF THE TIME CLAUSE CONTAINING "WHILE." (SEE EXPLANATION BELOW)

4. Atmosphere in the Future

In [English](#), we often use a series of Parallel Actions to describe atmosphere at a specific point in the future.

Example:

- When I arrive at the party, everybody **is going to be celebrating**. Some **will be dancing**. Others **are going to be talking**. A few people **will be eating** pizza, and several people **are going to be drinking** beer. They always do the same thing.

REMEMBER No Future in Time Clauses

Like all future tenses, the Future Continuous cannot be used in clauses beginning with time expressions such as: when, while, before, after, by the time, as soon as, if, unless, etc. Instead of Future Continuous, [Present Continuous](#) is used.

Examples:

- While I **am going to be finishing** my homework, she is going to make dinner. **Not Correct**
- While I **am finishing** my homework, she is going to make dinner. **Correct**

AND REMEMBER Non-Continuous Verbs / Mixed Verbs

It is important to remember that [Non-Continuous Verbs](#) cannot be used in any continuous tenses. Also, certain non-continuous meanings for [Mixed Verbs](#) cannot be used in continuous tenses. Instead of using Future Continuous with these verbs, you must use [Simple Future](#).

Examples:



- Jane **will be being** at my house when you arrive. **Not Correct**
- Jane **will be** at my house when you arrive. **Correct**

Future Perfect

Future Perfect has two different forms: "will have done" and "be going to have done." Unlike [Simple Future](#) forms, Future Perfect forms are usually interchangeable.

Future Perfect with "Will"

[will have + past participle]

Examples:

- You **will have perfected** your English by the time you come back from the U.S.
- **Will** you **have perfected** your English by the time you come back from the U.S.?
- You **will not have perfected** your English by the time you come back from the U.S.

Future Perfect with "Be Going To"

[am/is/are + going to have + past participle]

Examples:

- You **are going to have perfected** your English by the time you come back from the U.S.
- **Are** you **going to have perfected** your English by the time you come back from the U.S.?
- You **are not going to have perfected** your English by the time you come back from the U.S.

NOTE: It is possible to use either "will" or "be going to" to create the Future Perfect with little or no difference in meaning.

1. Completed Action Before Something in the Future



The Future Perfect expresses the idea that something will occur before another action in the future. It can also show that something will happen before a specific time in the future.

Examples:

- By next November, I **will have received** my promotion.
- By the time he *gets home*, she **is going to have cleaned** the entire house.
- I **am not going to have finished** this test by 3 o'clock.
- **Will she have learned** enough Chinese to communicate before she *moves* to Beijing?
- Sam **is** probably **going to have completed** the proposal by the time he *leaves* this afternoon.
- By the time I *finish* this course, I **will have taken** ten tests.
- How many countries **are you going to have visited** by the time you *turn* 50?

Notice in the examples above that the reference points (*marked in italics*) are in **Simple Present** rather than **Simple Future**. This is because the interruptions are in **time clauses**, and you cannot use future tenses in time clauses.

2. Duration Before Something in the Future (Non-Continuous Verbs)

With **Non-Continuous Verbs** and some non-continuous uses of **Mixed Verbs**, we use the Future Perfect to show that something will continue up until another action in the future.

Examples:

- I **will have been** in London for six months by the time I leave.
- By Monday, Susan **is going to have had** my book for a week.

Although the above use of Future Perfect is normally limited to Non-Continuous Verbs and non-continuous uses of Mixed Verbs, the words "live," "work," "teach," and "study" are sometimes used in this way even though they are NOT Non-Continuous Verbs.



REMEMBER No Future in Time Clauses

Like all future forms, the Future Perfect cannot be used in clauses beginning with time expressions such as: when, while, before, after, by the time, as soon as, if, unless, etc. Instead of Future Perfect, **Present Perfect** is used.

Examples:

- I am going to see a movie when I **will have finished** my homework. **Not Correct**
- I am going to see a movie when I **have finished** my homework. **Correct**

Future Perfect Continuous

Future Perfect Continuous has two different forms: "will have been doing " and "be going to have been doing." Unlike **Simple Future** forms, Future Perfect Continuous forms are usually interchangeable

Future Perfect Continuous with "Will"

[will have been + present participle]

Examples:

- You **will have been waiting** for more than two hours when her plane finally arrives.
- **Will you have been waiting** for more than two hours when her plane finally arrives?
- You **will not have been waiting** for more than two hours when her plane finally arrives

Future Perfect Continuous with "Be Going To"

[am/is/are + going to have been + present participle]

Examples:



- You **are going to have been waiting** for more than two hours when her plane finally arrives.
- **Are you going to have been waiting** for more than two hours when her plane finally arrives?
- You **are not going to have been waiting** for more than two hours when her plane finally arrives.

NOTE: It is possible to use either "will" or "be going to" to create the Future Perfect Continuous with little or no difference in meaning.

1. Duration Before Something in the Future

We use the Future Perfect Continuous to show that something will continue up until a particular event or time in the future. "For five minutes," "for two weeks," and "since Friday" are all durations which can be **used** with the Future Perfect Continuous. Notice that this is related to the **Present Perfect Continuous** and the **Past Perfect Continuous**; however, with Future Perfect Continuous, the duration stops at or before a reference point in the future.

Examples:

- They **will have been talking** for over an hour by the time Thomas *arrives*.
- She **is going to have been working** at that company for three years when it finally *closes*.
- James **will have been teaching** at the university for more than a year by the time he *leaves* for Asia.
- How long **will you have been studying** when you *graduate*?
- We **are going to have been driving** for over three days straight when we *get to Anchorage*.
- A: When you *finish* your English course, **will you have been living** in New Zealand for over a year?
B: No, I **will not have been living** here that long.

Notice in the examples above that the reference points (*marked in italics*) are in **Simple Present** rather than **Simple Future**. This is because these future events are in **time clauses**, and you cannot use future tenses in time clauses.



2. Cause of Something in the Future

Using the Future Perfect Continuous before another action in the future is a good way to show cause and effect.

Examples:

- Jason will be tired when he gets home because he **will have been jogging** for over an hour.
- Claudia's English will be perfect when she returns to Germany because she **is going to have been studying** English in the United States for over two years.

Future Continuous vs. Future Perfect Continuous

If you do not include a duration such as "for five minutes," "for two weeks" or "since Friday," many English speakers choose to use the Future Continuous rather than the Future Perfect Continuous. Be careful because this can change the meaning of the sentence. Future Continuous emphasizes interrupted actions, whereas Future Perfect Continuous emphasizes a duration of time before something in the future. Study the examples below to understand the difference.

Examples:

- He will be tired because he **will be exercising** so hard.
THIS SENTENCE EMPHASIZES THAT HE WILL BE TIRED BECAUSE HE WILL BE EXERCISING AT THAT EXACT MOMENT IN THE FUTURE.
- He will be tired because he **will have been exercising** so hard.
THIS SENTENCE EMPHASIZES THAT HE WILL BE TIRED BECAUSE HE WILL HAVE BEEN EXERCISING FOR A PERIOD OF TIME. IT IS POSSIBLE THAT HE WILL STILL BE EXERCISING AT THAT MOMENT OR THAT HE WILL JUST HAVE FINISHED.

REMEMBER No Future in Time Clauses

Like all future forms, the Future Perfect Continuous cannot be used in clauses beginning with time expressions such as: when, while, before, after, by the time, as soon as, if, unless, etc. Instead of Future Perfect Continuous, **Present Perfect Continuous** is used.



Examples:

- You won't get a promotion until you **will have been working** here as long as Tim. **Not Correct**
- You won't get a promotion until you **have been working** here as long as Tim. **Correct**

Active Voice and Passive Voice

Verbs are either active or passive in voice. In the active voice, the subject and verb relationship is straightforward: the subject is a do-er.

In the passive voice, the subject of the sentence is not a do-er. It is shown with by + do-er or is not shown in the sentence.

Passive voice is used when the action is the focus, not the subject. It is not important (or not known) who does the action.

Examples:



The window **is broken**. (It is not known who broke the window, or it is not important to know who broke the window.)

The class **has been canceled**. (The focus is on the class being canceled. It is not important to know who canceled it.)

Passive voice should be avoided when you want more clarity in writing. However, in some cases, you need to use passive voice to stress the action, not the actor. Also, passive voice can be considered more polite, as it sounds less aggressive or dramatic.

Formation of passive voice:

Tense	Subject	Auxiliary		Past Participle
		Singular	Plural	
Present	The car/cars	is	are	designed.
Present perfect	The car/cars	has been	have been	designed.
Past	The car/cars	was	were	designed.
Past perfect	The car/cars	had been	had been	designed.
Future	The car/cars	will be	will be	designed.
Future perfect	The car/cars	will have been	will have been	designed.
Present progressive	The car/cars	is being	are being	designed.
Past progressive	The car/cars	was being	were being	designed.

Examples:

That building **was built** in 1990.

The car **was invented** about a hundred years ago.

I **was told** that Mary moved to a different country.

Your business **is appreciated**.

She **was elected** to city council.

It **was rumored** that the company would lay off a few people soon.



It **is recommended** that the billing process be shortened.

You can easily rewrite an active sentence to a passive sentence. The object in the active sentence becomes a subject in the passive sentence. The verb is changed to a “be” verb + past participle. The subject of the active sentence follows by or is omitted.

Sam wrote a letter to Jamie.

A letter was written to Jamie by Sam.

The government built a new bridge.

A new bridge was built by the government.

I recommend that you apply for this position.

It is recommended that you apply for this position.

[Quiz]

Choose the sentences written incorrectly in the passive voice.

- 1) I was eaten an ice cream.
- 2) The song was sung by a singer.
- 3) I was deceived by the TV program.
- 4) The concert was finished at 12 p.m.
- 5) He was written a novel.
- 6) The tennis match was aired on TV.
- 7) He was treated kindly.
- 8) I have been managed a company since 2004.

If Clauses (Conditional Sentences)

If Clause Type 1

[if + Simple Present, will-Future]



Type 1 indicates what will happen, provided that a certain situation is given.

Examples:

If you **send** your order by fax, we **will deliver** the goods immediately.

If you **invite** me for lunch, I **will help** you with your presentation.

If Clause Type 2

[if + Simple Past, would + infinitive]

Type 2 indicates what could happen if a present situation were different.

Examples:

If we **had** more employees, we **would work** more efficiently.

If we **delivered** poor quality, we **would not be** the leading company in our business.

If Clause Type 3

[if + Past Perfect, would + have + past participle]

Type 3 indicates what could have happened in the past if a situation had been different then.

Examples:

If you **had read** the paper, you **would have seen** the advertisement.

If I **had taken** the bus, I **would have been** late.

[Quiz]

Complete the sentences.



1. If your conditions are competitive, we (place)an order.
2. If I had more time, I (do)a course in business English.
3. If we had known more about their culture, negotiating (be)easier.
4. If you (customize)your CV, your chances of getting a job will be better.
5. We (cancel)our order if you don't deliver the goods by Friday.
6. If Brittany (speak)better English, she would apply for a job abroad.
7. If you (tell)me about the problem, I would have helped you.
8. I (let)you know if I weren't satisfied.
9. If you execute the order carelessly, they (place / not)another order with you in the future.
10. If I were you, I (worry / not)about the presentation.

I Wish I Had - Present Wishes



The phrase **I wish I had ...** is used to imagine a present situation. Here are some common phrases with **I wish I had ...**

Examples

I wish I had more money.
I wish I had more free time.
I wish I had more friends.
I wish I had a better car.

Wishes about the present and future

1. We use **wish + past simple** to express that we want a situation in the present (or future) to be different.
 - I **wish I spoke** Italian. (I don't speak Italian.)
 - I **wish I had** a big car. (I don't have a big car.)
 - I **wish I was** on a beach. (I'm in the office.)Future: I **wish it was** the weekend tomorrow. (It's only Thursday tomorrow.)
2. We use **wish + past continuous** to express that we want to be doing a different action in the present (or future).
 - I **wish I was lying** on a beach now. (I'm sitting in the office.)
 - I **wish it wasn't raining**. (It is raining.)
 - I **wish you weren't leaving** tomorrow. (You are leaving tomorrow.)

Wishes about the past

1. We use **wish + past perfect** to express a regret, or that we want a situation in the past to be different.
 - I **wish I hadn't eaten** so much. (I ate a lot.)
 - I **wish they'd come** on holiday with us. (They didn't come on holiday with us.)
 - I **wish I had studied** harder at school. (I was lazy at school.)



Question Tags

We use question tags in two situations.

- You are not sure if something is true, so you want to check. In this case, your voice should rise when you say the question tag.

↑ *You're not going now, are you?*

- You know something is true. You want to include/involve another person in the conversation. In this case, your voice should fall when you say the tag. It does not sound like a question.

↓ *He doesn't live here now, does he?*

Form:

Question tags are either:

- 1) Positive statements with short, negative questions at the end.
These tags check something that you believe is true.
It's Monday today, isn't it?
- 2) Negative statements with short, positive questions at the end.
These tags check something that you believe is false.
It's not raining, is it?

Make question tags this way:

- 1) If there is an **auxiliary verb** or a **modal verb**, write it in the **opposite** form (positive or negative) at the end of the sentence. Then write the subject pronoun of the sentence.

Examples:

- Ian's nice, **isn't he?**
- Laura **hasn't** arrived yet, **has he?**
- I **can't** do anything to help, **can I?**



- We **won't** be late, **will we**?

Caution:

CAUTION: Use **aren't** with **I'm** in questions tags.

I'm a bit careless, aren't I? NOT I'm a bit careless, am not I?

2) In present and past simple sentences, use **do**, **does** or **did** in the question tag.

Examples:

- Brian and Cathy **don't** eat meat, **do** they?
- Your dad **lives** abroad, **doesn't** he?
- Your friends **enjoyed** themselves, **didn't** they?

Use a **positive** question tag after **never**.

Miles **never** goes out, **does** he?