

ARTICLES

A / AN

- an example of a thing
an interesting question
- jobs
Frank's a doctor.
- singular countable nouns for things in general
I've got a really bad memory.

THE

- a specific thing
the next question
- a unique thing
the moon, the sky
- plural names of people and places
the Smiths
- rivers, oceans, seas, deserts, mountain groups
the Sahara
- a group of people or type
the English
- superlatives
the biggest

NO ARTICLE

- plural and uncountable nouns (general reference)
Children have wonderful imaginations.
- abstract ideas
love, privacy
- singular place names, streets and parks
Trafalgar Square
- institutions
She was taken to hospital.

OTHER DETERMINERS

BEFORE PLURAL AND UNCOUNTABLE NOUNS

- all, most, some, no ...*
- *Most students knew the answer to the question.*

BEFORE SINGULAR COUNTABLE NOUNS

- no, either, neither, each, every ...*
- *Every student in the class will receive a letter to take home.*
 - *Neither dictionary is expensive.*

BEFORE PLURAL NOUNS

- both, many, a few, few ...*
- *Both rivers are long.*
 - *Many cars are made in Japan.*
 - *Few people passed the test.*
(= a very small number)
 - *I had a few problems.*

PRESENT TENSES REVIEW

PRESENT SIMPLE

- habits, routines and general facts or truths:

*I **check** my emails when I **get** home from school.*

- with adverbs of frequency: **usually, always, hardly ever**
*She **usually** **chats** online in the evenings.*
- with expressions of frequency: **every day, from time to time, once a week ...**
*I **play** football **once a week**.*

PRESENT CONTINUOUS

- things in progress + time expressions: **now, right now, at the moment, these days ...**
*People **are evacuating** **right now**.*
- temporary or changing situations:
*The temperature's **rising**.*
- to criticise habits + **always**:
*My sister's **always borrowing** my clothes.*

PRESENT PERFECT SIMPLE

- past actions with no exact time + **ever / never**:
*Have you **ever been** at sea during a storm?*
- recently completed actions: **just, already, so far, (not) yet**:
*The authorities **have just ordered** everyone to evacuate.*
- situations and actions that started in the past and continue up to now + **for / since**:
*The current hurricane naming system **has been** in use **since** 1953.*

PRESENT PERFECT CONTINUOUS

- actions in progress recently with time expressions:
*I've **been watching** the waves from my window **all morning**.*
- actions in progress from a time in the past until now (duration) with **for / since**:
*People **have been leaving** **since** this morning.*

PAST PERFECT SIMPLE

- a finished action before another action or time in the past

AFFIRMATIVE

subject + **had** + **past participle**

NEGATIVE

subject + **had not** / **hadn't** + **past participle**

QUESTIONS

Had + subject + **past participle**?

SHORT ANSWERS

Yes, I / you, etc. **had**.

No, I / you, etc. **hadn't**.

With:

- **before, after, just, yet and already**
*After two days he **had given up**.*
- verbs like **thought** and **realised**
*They **thought** that he **had** already **died**.*
- **because**
*The children stopped throwing stones at the turtle **because** Taro **had offered** them money.*
- **for and since**
*He **had lived** in that small place **for** six days.*

In:

- reported speech to report a past simple or present perfect form:
Tally said, 'I've only seen Paris once.'
Tally said that she **had** only **seen** Paris once.
- third conditional sentences after **if**:
***If** the Titanic **hadn't hit** an iceberg, it **wouldn't have sunk**.*

PAST PERFECT CONTINUOUS

- an action in progress up to a time in the past

- with **for** and **since** to emphasise duration:
*She **had been hiding** in Central Park **for** several days.*

AFFIRMATIVE

subject + **had been** + verb + **-ing**

NEGATIVE

subject + **had not** / **hadn't been** + verb + **-ing**

QUESTIONS

Had + subject + **been** + verb + **-ing**?

SHORT ANSWERS

Yes, I / you, etc. **had**.

No, I / you, etc. **hadn't**.

NARRATIVE TENSES REVIEW

PAST SIMPLE

- completed actions in the past
*Taro **saw** a group of children shouting.*

PAST CONTINUOUS

- actions in progress at a particular time in the past (often interrupted by events in the past simple)
*... while he **was walking** along the seashore, Taro **saw** a group of children shouting ...*

PAST PERFECT SIMPLE

- a finished action before another action or time in the past
*He **had lived** in that small place **for** six days.*

PAST PERFECT CONTINUOUS

- an action in progress up to a time in the past
*She **had been hiding** in Central Park **for** several days.*

TIP

Use:

while before the past continuous.

... **while** he was walking ...

when before the past simple.

... **when** suddenly a big turtle appeared ...



USED TO

- habits and situations in the past

AFFIRMATIVE

subject + **used to** + base form
*Good handwriting **used to be** considered a measure of intelligence.*

NEGATIVE

subject + **didn't use to** + base form
*People **didn't use to** write down folk tales.*

QUESTIONS

Did + subject + **use to** + base form
***Did** you **use to** keep a diary?*

SHORT ANSWERS

Yes, I / you, etc. **did**.
No, I / you, etc. **didn't**.

WOULD

- habits (not situations) in the past

subject + **would / wouldn't** + infinitive (without to)
*When I was younger I **would go** and stay at my grandmother's house.*

TIP

Don't use **would** when talking about past situations.

*We **used to** have a pet cat, but we don't anymore. (NOT: ~~We would have a pet cat ...~~)*



MAKE, LET AND ALLOW

(**not**) **make** + object +
infinitive (without to)

obligation that comes from another
person:
*Nobody **makes** us **do** it.*

(**not**) **let** + object +
infinitive (without to)

giving or not giving permission:
*Our school **lets** students **do** work
experience.*

(**not**) **allow** + object +
infinitive with **to**

giving or not giving permission
(more formal):
*The school **allows** us **to choose** the
type of job we'd like to do.*

(**not**) **be allowed** +
infinitive with **to**

you have or haven't got permission:
*We **aren't allowed** to use our
phones.*

RELATIVE CLAUSES

DEFINING

who / that
which / that
where
whose

People
Things
Places
Possession

NON-DEFINING

who
which
where
whose

- To tell exactly what person, place or thing we are talking about.
- The sentence does not make sense without the defining relative clause.
- The relative clause is not separated from the main part of the sentence by commas.
*The dialogue coach is the person **who** helps the actors with accents and pronunciation.*

When **who**, **which**, **that** and **where** are the object of the verb, they can be left out.
*The film (**that**) I saw last night was terrible!*

TIP

where = preposition + **which**
*Hollywood is an area in Los Angeles **in which** many film studios are based.*



- To give extra information about people, things and places.
- A sentence still makes sense without the non-defining relative clause.
*'Skyfall', **which was directed by Sam Mendes**, was the most successful Bond film ever.*
- Have a comma at the start and a comma or full stop at the end.
The film, which stars Daniel Craig, was released in 2012.

You can't leave out the relative pronoun.
*The casting director, **who** I met yesterday, told me everything about his job.*

PREPOSITIONS IN RELATIVE CLAUSES

TIP

With a verb + preposition, the preposition usually goes at the end.
*Is this the DVD (which / that) you **were looking for**?*



-ING FORMS (1): GERUNDS

as a noun

- subject of the sentence:
Going to art galleries is very inspiring.
- object of the sentence:
*I enjoy **painting** still life pictures of everyday objects.*
- after prepositions:
*... graffiti art is simply **about** spray **painting** ...*

-ING FORMS (2): PRESENT PARTICIPLES

as a verb to connect
two clauses in a
sentence

- connect two clauses that happen at the same time. The main clause and participle have the same subject:
*Artists **create** pictures **using** chalk and paint.*
- are similar in meaning to relative clauses:
*In the foreground there's a woman **standing** on the right. (= there's a woman who is standing ...)*
- are common after adverbs has **when**, **while**, **before**, **after** ...
*He collects his materials **while** walking in the mountains near his home.*

-ING FORMS SPELLING RULES

Verb	Rule	Example
most verbs	+ -ing	work → working
verbs ending in -e	take away -e and add -ing	dance → dancing
verbs ending in -ie	change -ie to -y and add -ing	lie → lying
verbs ending in 1 vowel + 1 consonant	double the final consonant and add -ing*	stop → stopping

TIP

*Don't double the consonant if the last part of the verb is unstressed:
open → **opening**



QUESTION TAGS

At the end of sentences
to make questions

—

negative sentence

+

positive question tag

*There **aren't** a lot of after-school clubs, **are there?***

+

positive sentence

—

negative question tag

*They'll let us know if it's on next week, **won't they?***

- sentence with auxiliary verb (can, have, is, will ...)?

→ auxiliary verb in the question tag

*Your dad **is** showing some of his paintings at the exhibition, **isn't** he?*

- no auxiliary verb?

→ **do** / **does** (present simple)

did (past simple) in the question tag

*He **sold** a few of his paintings at last year's exhibition, **didn't** he?*

TIP

Question tag for I am / I'm = **aren't I?**

*I'm late, **aren't I?***

Question tag after let's = **shall we?**

*Let's go to the photo exhibition, **shall** we?*



MODALS OF OBLIGATION, PROHIBITION AND ADVICE

Modal + infinitive (without to) except where indicated (*).

	PRESENT	PAST
Obligation = necessary, important or strongly recommended	must have to	had to
No obligation	don't have to needn't	didn't have to needn't have*
Prohibition, no permission	mustn't can't	wasn't allowed to couldn't
Advice	should(n't) ought (not) to had / 'd better (not)	should(n't) have* ought (not) to have* -

* past participle

99% certain it happened	<i>must</i>	+ <i>have</i> + past participle	
	<i>could</i>		
	<i>may</i>		
	<i>might</i>		
	<i>can't</i>		
99% certain it didn't happen			

REPORTED SPEECH REVIEW

To report what people said in direct speech.

TENSE CHANGES

Tenses 'move back' one tense in reported speech.
Esempio Ahmed: 'I'm sorry.' → Ahmed said that he **was** sorry.

DIRECT SPEECH	REPORTED SPEECH
present simple	past simple
present continuous	past continuous
present perfect	past perfect
past simple	past perfect
future with be going to	was / were going to
future with will	would
can	could
may	might

OTHER CHANGES

Subject pronouns	Matt: 'I'm going to invite Katie to the cinema.' → Matt said he was going to invite Katie to the cinema.
Object pronouns	Ahmed: 'Luke told me .' → Ahmed said that Luke had told him .
Possessive adjectives	Xavier: 'I love my job.' → Xavier says he loves his job.
Possessive pronouns	Susan: 'It's mine .' → Susan said it was hers .

EXPRESSIONS OF TIME, ADVERBS OF PLACE, AND DETERMINERS

DIRECT SPEECH	REPORTED SPEECH
now	then
today	that day
tonight	that night
yesterday	the day before / the previous day
tomorrow	the next / following day
last week	the week before / the previous week
next week	the following week
here	there
this / that / the / it	these / those / the / they

REPORTED STATEMENTS

- use **said** or **told** with or without **that**:
*He **said** (**that**) he was sorry.*
- use **told** + object pronoun if we say who the person is talking to:
*He **told** me that **he** was sorry.*

REPORTED QUESTIONS

- to report what people ask in direct speech.
- the word order is the same as in statements (the verb comes after the subject):
Matt to Ahmed: 'What are you talking about?'
*Matt asked Ahmed what **he was talking** about.*

TIP

The verb comes after the subject.



REPORTED REQUESTS

- to report what people ask us to do
Please phone me tonight.
*I **asked her to phone** me that night.*

REPORTED COMMANDS

- to report what people tell us to do
Ahmed to Matt: 'Tell me the truth.'
*Ahmed **told Matt to tell** him the truth.*

REVIEW OF PASSIVE TENSES

Use a passive form:

- when the agent is unknown, irrelevant or obvious
- with formal texts
- when we need to mention the agent, we use an expression with **by**.

TENSE	EXAMPLE
present simple	Tea is grown in China and India.
present continuous	Dinner is being served .
past simple	Leftovers were collected and reused.
past continuous	The problem of obesity was being discussed .
present perfect	The students have been given advice on healthy eating.
past perfect	Too much sugar had been added to the drink.
<i>going to</i> future	Healthy food is going to be made available.
modal passive (present or future)	Diabetes can be caused by obesity.
modal passive (past)	Junk food should have been banned .

MODAL PASSIVES

- when the action is more important than the person / thing that does the action.

PRESENT AND FUTURE MODAL PASSIVES

modal verb + **be** + **past participle**

They **should** label all food properly. (active)

All food **should be labelled** properly. (passive)

PAST MODAL PASSIVES

They **could have added** a lot of salt. (active)

A lot of salt **could have been added**. (passive)

The information **would've confused** me. (active)

I **would have been confused** by the information. (passive)

HAVE / GET SOMETHING DONE

- for things you pay or ask someone to do for you.

have / get + object + **past participle**

I've just cut my hair. (= I cut it.)

I've just had my hair cut. (= A hairdresser cut it.)

FUTURES REVIEW

PRESENT CONTINUOUS

- future arrangements
*We're **going** on holiday tomorrow.*

PRESENT SIMPLE

- events on a timetable
*Our flight **leaves** at 12.*

BE GOING TO + VERB

- future plans and intentions
*I'm **going to read** my book by the hotel pool.*
- predictions (when we can see evidence now, or have reliable information, e.g. statistics / research / reports)
*According to the weather forecast, it's **going to be** hot and sunny.*

WILL / WON'T + VERB

- predictions based on opinions
*I think we **will have** a fantastic holiday! We won't want to come home.*
- promises and instant decisions (made at the time of speaking)
*I'll **send** you an email when I get there.*
- future events that cannot be influenced
*My grandfather **will be** 95 next year.*
- future ability
*You **won't be able to** get any reception on your mobile phone in the mountains.*

FUTURE CONTINUOUS

will + be + verb + -ing

- for actions in progress at a time in the future
*I'll **be doing** my homework at 8pm.*

FUTURE PERFECT

will + have + past participle

- for actions completed before a time in the future
*I **will have finished** my homework by 9pm.*

CONDITIONALS REVIEW

FIRST CONDITIONAL

- for possible future situations and their results

if

+

present

+

will (not)

+

base form

IF-CLAUSE (POSSIBLE ACTION)

*If you **come** to the concert tonight,*

RESULT CLAUSE

*you'll **have** a great time.*

SECOND CONDITIONAL

- for unlikely or imaginary situations in the present or future and their results

if

+

past

+

would(n't)

+

base form

IF-CLAUSE (UNLIKELY ACTION)

*If we **banned** cars,*

RESULT CLAUSE

*we'd **reduce** pollution levels.*

THIRD CONDITIONAL

- for imaginary situations in the past and their results

if

+

past
perfect

+

would(n't)
have

+

base form

IF-CLAUSE (IMPOSSIBLE ACTION)

*If they **hadn't cut down** so many trees,*

RESULT CLAUSE

*they **wouldn't have destroyed** their
main food source.*