

# **Grammar-Vocabulary WORKBOOK**

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# The sentence





#### **Forward**

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### The sentence

# Affirmative/negative sentences, word order

### The negative form

•	A negative sentence is formed by adding not (or n't in the shortened form):  to an auxiliary (have, be, do, must, can).  to 'be' and 'have' when they are used as main verbs.	<ul> <li>Example:</li> <li>I am at work.</li> <li>I am not (I'm not) at work.</li> <li>You are my best friend.</li> <li>You aren't (or you're not) my best friend.</li> </ul>
•	When the <b>positive sentence does not</b> have an <b>auxiliary</b> , the auxiliary <b>do</b> is used in the <b>negative form</b> .	<ul> <li>Example:</li> <li>We like mountains.</li> <li>We do not (don't) like mountains.</li> <li>You live in France.</li> <li>You do not (don't) live in France.</li> </ul>

#### The negative form - Exercise - Grammar practice

Conjugate as in the example:

He (to be / not)	He is not
I (to be / not)	
You (to be / not)	
She (to be / not)	
It (to be / not)	
We (to be / not)	
They (to be / not)	

#### The negative form – Exercise – The right word

It \_\_\_\_\_hard to believe that you are young.

may not - ain't - shan't - isn't - can't





# 'There is' - 'There are'

•	The expression 'there is' (singular) becomes 'there are' in the plural.  In the interrogative form, 'there' is put after	<ul> <li>Example:</li> <li>There is a hole in your pocket.</li> <li>There are many nice flowers in that garden.</li> </ul> Example:
	the verb.	<ul><li>Is there a problem?</li><li>Are there lots of children at the playground?</li></ul>
•	In the <b>negative form</b> , <b>'there is'</b> becomes <b>'there isn't'</b> (there is not) and <b>'there are'</b> becomes <b>'there aren't'</b> (there are not).	<ul> <li>Example:</li> <li>There isn't any milk left.</li> <li>There aren't many mistakes in your paper.</li> </ul>
•	To talk about something that will exist or happen in the <b>future</b> , you can use the expression <b>'there'll be'</b> (there will be).	<ul> <li>Example:</li> <li>There will be elections next year.</li> </ul>
•	In the interrogative form, 'there' is placed after 'will'.	<ul><li>Example:</li><li>Will there be more meetings about this project?</li></ul>
•	In the <b>negative form</b> , the expression becomes ' <b>there won't be</b> ' (there will not be).	<ul> <li>Example:</li> <li>There will not be enough time to meet this afternoon.</li> <li>There won't be anyone in the office at that hour.</li> </ul>

### 'There is' - 'There are' – Exercise – Grammar practice

#### Make the following phrases plural:

There is a pie	There are pies
There is a book	
There is a movie	
There is a shirt	
There is a beach	
There is a child	
There is a woman	





### Negation of the indefinite article

The **negative form** of the **indefinite article** is expressed using:

'not a' in front of singular countable nouns.	<ul> <li>Example:</li> <li>I haven't got a pen.</li> <li>He hasn't got a permanent address yet.</li> </ul>
→ 'not any' in front of plural countable	Example:
nouns and all uncountable nouns.	There aren't any buses here.
	It doesn't require any equipment.
<b>Note</b> : 'Not any' can be replaced by 'no,' in	
which case a verb in the affirmative is used.	Example:
	I have <b>no</b> idea.
	You have <b>no</b> means of breaking the contract
	during the first two years.

### Negation of the indefinite article – Exercise – Word order

pencil has - a - use - lead, - if - no - the - pencil - sharpener





# **Emphatic 'do'**

Simple affirmative clauses may include the **modal auxiliary 'do'** to express **emphasis**. '**Do'** may serve any of the following purposes:

•	Insistence on the speaker's or writer's point of view; confirmation of what precedes	<ul> <li>Example:</li> <li>She does look pretty.</li> <li>He said it would rain and it did rain.</li> <li>You did get the contract I sent you, didn't you?</li> <li>Note: The main verb is sometimes omitted.</li> <li>Example:</li> <li>I was sure I would fail and I did.</li> </ul>
•	Contradiction	<ul> <li>Example:</li> <li>He didn't come to the party yesterday.</li> <li>He did come but he didn't stay long.</li> </ul>
•	Persuasion using the imperative	<ul> <li>Example:</li> <li>I can't do it! It's too difficult!</li> <li>Do try again.</li> <li>Note. In speech, the auxiliary 'do' is stressed.</li> </ul>

# Emphatic 'do' – Exercise – The right word

If you want to try skydiving, just	it!

don't - dude - doe - did - do - does





# **Questions**

# **Questions without interrogative words**

Questions without an **interrogative** word are constructed as follows:

▶ Be + subject	<ul><li>Example:</li><li>Are you married?</li><li>Is John a policeman?</li></ul>
Do + subject + verb	<ul> <li>Example:</li> <li>Do they have a television?</li> <li>Did she understand what I said?</li> </ul>
▶ Can/Could + subject + verb The modals can or could are generally used to ask questions in a polite manner.	<ul> <li>Example:</li> <li>Can/Could we have breakfast, please?</li> <li>Can/Could you give me my notebook, please?</li> </ul>
Note: Could is slightly more polite than can. Could is generally only used to ask for something politely, and not to make a polite offer.	<ul> <li>Example:</li> <li>Could you re-read my presentation?         <ul> <li>(request)</li> </ul> </li> <li>Can I get you some tea or coffee? (offer)</li> </ul>
Modal, future, or conditional auxiliary + subject + verb	<ul> <li>Example:</li> <li>Should we buy some bread?</li> <li>Will he buy a ticket?</li> <li>Would we go by bus?</li> </ul>

### Questions without interrogative words – Exercise – Grammar practice

Rewrite as in the example:

You (to be)	Are you?
They (to be)	
He (to be)	
We (to be)	
I (to be)	
She (to be)	
It (to be)	





# 'How long'

→ 'How long' is used with all tenses to ask questions about duration.	<ul> <li>Example:</li> <li>How long are you staying?</li> <li>How long does it have to cook?</li> <li>How long have we been skiing?</li> </ul>
Similar questions may be asked using 'how long' + the expression 'it takes (someone)'in all tenses, or using 'how long' + 'it' +conjugated 'be'.	<ul> <li>Example:</li> <li>How long did it take you to do this?</li> <li>How long will it take before I get the money?</li> <li>How long will it be before we get there?</li> <li>How long has it been since he left</li> </ul>

### 'How long' – Exercise – Grammar practice

Answer the question as in the example:

How long a week lasts	Seven days
How long a year lasts	
How long February is during leap year	
How long from midnight to noon	
How long a decade lasts	
How long a century lasts	
How long a minute is	

### 'How long' – Exercise – The right word

How \_\_\_\_\_is the flight?

long - can - will





### **Past interrogatives**

A question, whether closed or open (i.e., preceded by an interrogative pronoun), is formed by **placing the verb before the subject** as is illustrated by the following cases.

<ul><li>→ 'Was / were' + subject (+ predicate)</li><li>→ 'Was / were' + subject + '-ing' verb</li></ul>	<ul> <li>Example:</li> <li>Were you insured?</li> <li>You're back from Japan. How was it?</li> </ul> Example:
	<ul><li>Were you talking to those girls?</li><li>What were you doing in the yard?</li></ul>
A modal or the auxiliary 'would' + subject + 'have' + past participle	<ul><li>Example:</li><li>What could we have done?</li><li>Would you have invited her?</li></ul>
→ 'Did' + subject + verb	<ul> <li>Example:</li> <li>Did you drive back in the snow?</li> <li>What did your mother say?</li> </ul>
→ 'Have' + subject + past participle	<ul> <li>Example:</li> <li>What have you done?</li> <li>How long have we been skiing?</li> <li>Have you seen this person before?</li> </ul>
Note: When the subject is an interrogative pronoun, the verb immediately follows the pronoun.	Example: Who came to your party? What went wrong?

#### **Past interrogatives – Exercise – Sentence practice**

#### Rewrite as in the example:

Is it sunny?	Was it sunny?
Are you home?	
Do they rent?	
Is it on the beach?	





# **Direct and indirect questions**

#### **Direct question:**

•	In a direct question, the auxiliary (or the stative verb 'to be') precedes the subject.	<ul> <li>Example:</li> <li>Are you listening to me?</li> <li>Are you really that tired?</li> <li>Will you go home at noon?</li> <li>But what can I do?</li> </ul>
•	When <b>no auxiliary</b> is present, ' <b>do</b> ' is used.	<ul> <li>Example:</li> <li>Do you have that passport?</li> <li>Does it change the weather?</li> </ul>

An **indirect question** contains the following:

•	A main clause with a verb like 'to ask', 'to wonder' or 'to discuss'.	
•	A dependent clause introduced by an interrogative ('where', 'when', 'why', 'how', 'who', 'which', 'what' or 'whose') or by a subordinating conjunction ('if' or 'whether').  In the dependent clause, the verb follows the subject as it would in a non-interrogative clause.	<ul> <li>Example:</li> <li>The waiter asks you what you would like to drink.</li> <li>You call to find out if the weather is going to be all right.</li> </ul>

### Direct and indirect questions – Exercises – The right word

•	Do you know	_we will launch the product?
wh	nen - whose - we - who	
•	Do you know	_idea that was?
who - how - where – whose		
•	you think it will be a success?	

Do - How - Have - When





### **Confirmation requests**

Some question forms may be used to **ask for confirmation**. You can usually recognize these by certain words tagged on to the beginning or end of a question.

Rather than following the typical structure of a question (auxiliary/verb + subject + [verb]), confirmation questions often have the structure of a statement (subject + verb).

•	You can add <b>so</b> to the beginning of a sentence to stress a request for confirmation. A <b>comma</b> is sometimes placed directly after it.	<ul> <li>Example:</li> <li>So the meeting has been rescheduled for next week?</li> <li>So, we shouldn't have any trouble finishing on time?</li> </ul>
•	<b>Then</b> can be added to the end of a sentence, and a <b>comma</b> must be placed before it.	<ul> <li>Example:</li> <li>You're going to the conference, then?</li> <li>The project's starting soon, then?</li> </ul>
•	<b>Right</b> is placed at the end of a sentence, and must be preceded by a <b>comma</b> . You may use this form to express a higher degree of <b>uncertainty</b> .	<ul> <li>Example:</li> <li>We're still going ahead with the plans, right?</li> <li>The repairs will be done next week, right?</li> </ul>
•	(Do) you mean is also used to ask for confirmation, but you can also use it to express a slight tone of surprise or even displeasure.	<ul> <li>Example:</li> <li>Do you mean we're going to have to wait a month?</li> <li>You mean the report isn't finished yet?</li> <li>The Boston office, you mean?</li> <li>Do you mean the red filing cabinet?</li> </ul>
tha que Als	te: Since this form is often used in questions at refer back to a previous statement, the estions are not always complete sentences. o note that you must place a comma before u mean when it falls at the end of a sentence.	
•	Are you saying and are you talking about are similar to (do) you mean. They are placed at the beginning of a sentence. You're saying and you're talking about are also common.	<ul> <li>Example:</li> <li>Are you saying/You're saying they've exceeded the budget?</li> <li>Are you talking about/You're talking about the network?</li> </ul>

### **Confirmation requests – Exercise – Word order**

the project - We'll begin - right - , - Christmas - before - ?





### **Short answers**

#### **Tags - Short answers**

•	A <b>tag</b> is a <b>short answer</b> made up of a personal <b>pronoun</b> and an <b>auxiliary</b> . <b>Tags</b> usually begin with ' <b>yes</b> ' or ' <b>no</b> .'	<ul> <li>Example:</li> <li>Does it have a dishwasher? Yes, it does.</li> <li>Are you French? Yes, I am.</li> </ul>
•	Besides answering 'yes' or 'no' to a question, a tag also contains a repetition of an auxiliary or a form of 'to be' found in the question.	
•	Tags may also express contradictions.	<ul> <li>Example:</li> <li>I'm lazy You're not (aren't).</li> <li>She's smiling He isn't (is not).</li> </ul>
II '	<u>te</u> : When ' <b>to have</b> ' or ' <b>to do</b> ' is the <b>main</b> ' <b>b</b> , the auxiliary ' <b>do</b> ' is used.	<ul> <li>Example:</li> <li>Do you have long hair? - No, I don't.</li> <li>Do you do your homework regularly? Yes, I do.</li> </ul>

#### Tags - Short answers - Exercise - The right word

Can you come on	January the 8th in	the afternoon? No.	
Lan vou come on	January the oth in	the afternoon? No.	

can - come not - can't

### Tags - Short answers - Exercise - Sentence practice

Answer the question as in the example:

Is the coffee hot? (yes)	Yes, it is.
Does the pen write? (yes)	
Is it a blue one? (no)	
Do you have a ruler? (no)	





# Uses of 'so'

→ 'So' + adjective or adverb is used to express an exclamation.	<ul> <li>Example:</li> <li>Why is this taking so long?</li> <li>Don't be so sensitive!</li> <li>Note: 'So' may introduce 'that' clauses in which 'that' may be understood.</li> <li>Example:</li> <li>He was driving so fast that he went through a red light.</li> </ul>
→ 'So' may be used to introduce a clause.	<ul> <li>Example:</li> <li>So you found a job?</li> <li>It's 100% coverage, so it is particularly attractive.</li> </ul>
→ 'So' may replace a clause in an elliptical sentence or in tags.	<ul> <li>Example:</li> <li>We thank you for flying with us and hope you'll do so again.</li> <li>He's late, and so am I.</li> <li>I don't think so.</li> <li>Note: Use of 'so' is impossible in certain negative elliptical clauses. In such cases, 'not' is used and goes after the verb.</li> <li>Example:</li> <li>Do you think he's going to come?</li> <li>I hope not.</li> </ul>

#### Uses of 'so' – Exercise- Word order

say - good - morning, - longer - it's - so - no - evening





# **Exclamatory Sentences**

#### **Exclamations with 'what a'**

In an exclamatory clause, 'what a / an' precedes a singular countable noun which may or may not be preceded by an adjective.

#### Example:

- What a beautiful fortress!
- What an old house!
- What a question!

Note: Before plural countable nouns and before uncountable nouns, 'what' is used without 'a / an'.

#### Example:

- What colorful flowers!
- What nice weather!

#### Exclamations with 'what a' - Exercise - Sentence practice

Make the following sentences plural:

What a tall man!	What tall men!
What a fast truck!	
What an old car!	
What a small horse!	



# **Comparisons**

# **Comparing equals**

	The expression 'asas' is used to compare two (or two groups of) persons or things according to some common trait.  This expression is formed as follows:  'as' + an adjective or adverb + 'as'	<ul> <li>Example:</li> <li>My brother is as tall as my dad.</li> <li>I'm as old as you are.</li> <li>You speak French as well as I do.</li> </ul>
	One way of comparing expected or predicted results with actual results is to combine the construction 'asas' with certain past participle verbs. The most common verbs used in comparisons with past participles are expected, anticipated, and predicted.	<ul> <li>Example:</li> <li>Results haven't been as good as expected.</li> <li>Feedback on the new product was as positive as anticipated.</li> <li>The partnership has been just as successful as predicted.</li> </ul>
•	To create an <b>indirect</b> rather than a <b>direct comparison</b> , you may drop the first ' <b>as</b> ' and the <b>modifier</b> in the ' <b>asas</b> ' structure.  The construction then becomes <b>as</b> + <b>past participle verb</b> . It may fall at the beginning or end of a sentence.	<ul> <li>Example:         <ul> <li>As anticipated, we will begin recruiting next month.</li> <li>Expenses have climbed over the past two years, as predicted.</li> <li>As expected, our new procedures have improved the flow of communication.</li> </ul> </li> </ul>
do r	<u>e</u> : You may notice that these constructions not specify an actor (a person who performs action).	<ul> <li>Example:         <ul> <li>As predicted, the group's performance has improved significantly. (Compare to: Just as we had predicted, the group's performance has improved significantly.)</li> </ul> </li> </ul>



#### **Comparing equals – Exercise – Sentence practice**

Modify to express comparative equality:

George and Al are rich.	George is as rich as Al.
Marie-Jo and Marion are fast.	
Mark and Sammy are strong.	
Orel and Tony are smart.	

### **Comparing equals – Exercise – Word order**

as - you - as - old - I'm - are





### 'The same . . . as'

'The same  $\dots$  as' expresses comparison and commonly takes the following forms:

•	'the same' + noun or noun phrase + 'as' + noun or noun phrase	<ul><li>Example:</li><li>His shirt is the same color as my dress.</li></ul>
•	'the same' + noun or noun phrase + 'as' + dependent clause	<ul><li>Example:</li><li>That is the same lamp as the one I bought.</li></ul>

With **personal pronouns**, **'the same . . . as'** is used as follows:

in everyday language:  'the same' + noun or noun phrase + 'as' +  object pronoun	Example:  I live in the same house as her.
less often (usually in very formal language):  'the same' + noun or noun phrase + 'as' +  subject pronoun	Example:  I live in the same house as she.
Note: 'The same (as)' is another common form.	<ul> <li>Example:</li> <li>Friday is going to be the same as today.</li> <li>It's always the same.</li> <li>It's the same in America.</li> </ul>

'The same . . . as' – Exercise – Word order

carpet - ours, - the - same - as - isn't - This is - it?





### **Regular comparatives**

**Comparative superiority** is expressed in two ways:

<ol> <li>Adjective + '-er than' is used with short adjectives (i.e., those containing one or — when they end with '-er,' '-ow,' '-le' and '-y' — two syllables). In such cases '-y' becomes '-i.'</li> </ol>	<ul> <li>Example:</li> <li>John's taller than Peter.</li> <li>Is it easier than downhill skiing?</li> </ul>	
Note:		
'-r' is added to adjectives ending in '-e.'	Example: He's nicer than you.  New York is larger than life!	
Final consonants of adjectives that end in <b>one vowel + one consonant</b> are <b>doubled</b> in the comparative.	<ul><li>Example:</li><li>Their house is bigger than ours.</li></ul>	
' <b>Than</b> ' + noun or noun phrase (or clause) is at times omitted.	Example:  When will it get warmer?	
2. 'More' + adjective (+ 'than') is used with	Example:	
long adjectives.	<ul> <li>My sister is more intelligent than my brother.</li> <li>You know it is more beneficial on a long-term basis.</li> </ul>	

Comparative inferiority is expressed by 'less' + adjective (+ 'than').

#### Example:

• This model is **less expensive than** the later one.

#### Note:

**Comparative adverbs** are formed like **comparative** adjectives. All adverbs ending in '-y' are preceded by 'more.'





#### Example:

- She runs **faster** than you.
- He drives more slowly nowadays.
- → 'More' and 'less' can precede nouns and noun phrases.

#### Example:

- I would like more details.
- A bank guarantee affords less protection.
- To make a statement more specific, **quantifiers** or **numbers** sometimes come before the **more/less** + **noun** form.

#### Example:

- We need at least **two more hours** to finish the job.
- We hope to have many more success stories in the future.
- They've had much less financial difficulty this year.
- 5,000 less jobs were created this quarter than they were last quarter.

**Note**: In a sentence referring back to a **noun** that appeared previously, the **noun** may be dropped.

#### Example:

- We don't have enough skilled employees.
- We need four more (skilled employees).

### Regular comparatives – Exercises – Word order

\_

is - grocery - store - smaller - A - a - than - supermarket.

2.

I need - more - to finish - days - three - the project.





### **Irregular comparatives**

Some adjectives and adverbs have irregular comparative forms. The most common examples follow:

Adjective or adverb	Irregular comparative	
good	better	
bad	worse	
far	farther/further	
much/many	more	
little	less	

### Irregular comparatives – Exercise – Word order

than - in - books - general, - better - their - are - films.





#### **Regular superlatives**

The **superlative of superiority** takes the following forms:

With short adjectives, 'the' or a possessive + adjective + '-est' is used. (Short adjectives are those having one or — if the adjective ends in '-er,' '-ow,' '-le,' or '-y' — two syllables. Final '-y' is replaced by '-i' before '-est.')

#### Example:

- She would choose **the cheapest** possible car.
- I was the lousiest golfer on the course.

#### **Note**

'-st' is the ending for adjectives ending in '-e.'

Example:

We have the latest camping equipment.

When an adjective ends in **one vowel + one consonant**, the consonant is **doubled**.

Example:

• This is **the biggest** skyscraper in the world.

With long adjectives, 'the most' + adjective is used.

#### Example:

- These guys are the most intelligent I've ever met.
- It will soon be July 4th, the most popular American holiday.

#### The superlative of inferiority:

The superlative of inferiority is formed using 'the least' + adjective.

#### Example:

- She's **the least outgoing** of my friends.
- This restaurant is **the least expensive** in town.

#### Note:

**Superlatives** are followed by 'in' before singular nouns describing places, and by 'of' or 'in' in other cases.

#### Example:

- It's **the highest** mountain **in the world**.
- He's the kindest of my friends.
- She's the oldest member of the family.
- She's the richest woman in the family.

#### Example:

- This painting is the prettier of the two.
- She is **the more intelligent** of the two sisters.

'The' + a comparative is the superlative form when only two elements are compared.





# Regular superlatives – Exercises – Fill in the blanks

Do you work	3		
I'm the	!		
Is your coffee cup	?		
Yes, of course it's		_! Is the weather _	?
empty - fast - true - fastest -	good		

### Regular superlatives – Exercise – Word order

be - hundred - woman - lived - to - oldest - world's - and - the - one - twenty-one





# **Irregular superlatives**

Some  ${\it adjectives}$  and  ${\it adverbs}$  have  ${\it irregular superlative}$  forms. The most common examples follow:

Adjective or adverb	Irregular superlative	
Good	The best	
Bad	The worst	
Far	the farthest/the furthest	
Much/many	The most	
Little	The least	





### **Degrees of qualification**

To **emphasize** something in a **positive** way, you can use **adverbs** to modify **adjectives** or **past participles**. These structures express degrees of qualification.

• 'very'	<ul> <li>You've been very helpful.</li> <li>The children are very excited tonight.</li> </ul>	
→ 'most' or 'so'	<ul> <li>Example:</li> <li>The setting under the dome is most effective.</li> <li>Your parents are so nice to me.</li> </ul>	

You can also use the superlative form '-est' + 'of'.

#### Example:

- They were the oldest of friends.
- To emphasize something in a negative way, use 'not very', 'far from', or 'less than'.

#### Example:

- I can see you're not very happy today.
- Her joke was far from funny.
- The noise is less than reassuring.

#### **Degrees of qualification – Exercise – Fill in the blanks**

we go! The begin	ning of our vacation!		
Watch! The brooms are going to fall out! Is this a gas cooke			
The cooking burners aren't	clean!		
We're not going to do	with just two pans!		
Let's go and get sandwiches and e	eat them	_the beach.	
Oh yes, let's forget	_all this.		
on - about - much - there - very -	out		





### **Direct indirect speech**

#### The sequence of tenses

The **sequence of tenses** is constructed as follows:

In **indirect speech**: when the verb of the **main clause** is a verb expressing opinion or a declaration (to think, to say, to tell...). In the **simple present** or in the **preterite**, the verb of the dependent clause is conjugated as follows:

Main	dependent	
Present	present <i>or</i> future <i>or</i>	
	present perfect	
Preterite	preterite or conditional	
	or past perfect	

#### Example:

Main	Dependent	Dependent - clause tense
He says	it <b>doesn't</b> matter	Present
He <b>said</b>	it <b>didn't</b> matter	Preterite
think	it <b>will</b> be fun	Future
We thought	it <b>would</b> rain	Conditional
l know	you <b>'ve tried</b>	past perfect
l knew	you <b>had tried</b>	past perfect

▶ With **dependent clauses** introduced by **that** or a **relative pronoun**: when the **main clause** is in the **preterite**, the verb of the dependent clause is conjugated normally in the **preterite**.

#### Example:

- We were the ones who did it.
- It was on Saturday that it happened to him.

<u>Note</u>: When **that** is used in **indirect speech**, the dependent verb **follows the rule** of **agreement** of indirect speech (it doesn't necessarily have to be in the preterite).





### The sequence of tenses – Exercise – Sentence practice

#### Conjugate using the appropriate tenses:

Did you think it (go) well?	Did you think it went well?
Did they think it (be) too expensive?	
Did you say you (like) the project?	
Did you know whose idea it (be)?	





#### **Infinitive clauses**

#### Verb + infinitive clause

- The infinitive clause, which may follow any verb that expresses its subject's command, wish, interdiction, preference, is formed using verb + object noun or pronoun + infinitive.
- The following verbs are normally **active** when they introduce **infinitive clauses**: 'to want', 'to like', 'to love', 'to wish', 'to get', and 'to cause'.

#### Example:

- He wants John to rent a replacement vehicle.
- When would you like your car to be ready?
- The following verbs may be **active** or **passive** when they introduce **infinitive clauses**: 'to intend', 'to mean', 'to force', 'to compel', 'to order', 'to forbid', and 'to expect'.

#### Example:

- He ordered the prisoners to be freed.
- He was ordered to pay at once.

Note: 'Not' precedes the infinitive.

#### Example:

He expects you not to say anything.

#### **Verb + infinitive clause – Exercise – Grammar practice**

Rewrite as in the example:

I (must / to want) to cancel	I want to cancel
You (must / to want) to help	
He (must / to want) confirm	
She (must / to want) to be late	
It (must / to want) to come	
We (must / to want) to cancel	
They (must / to want) come	





#### **Infinitive clauses**

A **verb** taking as its **object** an **infinitive clause** must convey a **close relation** between its subject and that of the **infinitive clause** itself.

'To ask', 'to expect' and 'to want' are examples of verbs that may introduce **infinitive clauses**. When an **infinitive clause**'s **subject** is a **pronoun**, the **pronoun** itself is an **object** of the sentence's main **verb**.

▶ 'For' introduces some infinitive clauses.	<ul> <li>Example:</li> <li>I'll ask my secretary to fax you.</li> <li>Do you expect him to pay more?</li> <li>She'd like for me to go with you.</li> </ul>
Note: In an infinitive clause, any expression of negation precedes the infinitive.	Example:  He advised me not to wait.
'For' precedes infinitive clauses expressing goals.	<ul><li>Example:</li><li>I brought this book for you to read.</li></ul>
→ 'For' may also precede objective infinitive clauses that do not express goals.	<ul><li>Example:</li><li>I'm waiting for the rain to stop.</li></ul>
<u>Note</u> : 'For' + gerund ('-ing' verb) introduces clauses expressing cause. However, this form is not considered an infinitive clause.	<ul><li>Example:</li><li>He was punished for forgetting to do his homework.</li></ul>



Question words followed by the infinitive can be used to ask for information in a direct or indirect way.	<ul> <li>Example:</li> <li>I'm not sure how to find the offices from here.</li> <li>Could you let me know when to start my presentation?</li> <li>Have we decided how much to spend on advertising?</li> <li>I don't know what to do about the problem.</li> <li>No one was told where to go.</li> </ul>
Note: The question words what, which, how many, and how much are sometimes followed by a noun.	<ul> <li>Example:</li> <li>Can you tell me which train to take?</li> <li>We don't know what tasks to do first.</li> <li>She didn't say how much time to spend on the report.</li> </ul>
The infinitive can also be preceded by whether.	<ul> <li>Example:         <ul> <li>Geena hasn't decided whether to come or not.</li> </ul> </li> </ul>
Also note that the <b>question word why</b> cannot be followed by the infinitive.	

### Infinitive clauses – Exercise – Word order

to - shopping - sit - have - up - carts - space - for - child - a - front.





# **Goal and consequence**

To express a goal in English, several constructions are possible.

#### I. Infinitive Clauses

Many common expressions relating to **goals** are formed with an **infinitive clause**:

To + infinitive	Example:
	To increase efficiency, we've installed new computers.
	We have to work hard <b>to meet</b> the deadline.
▶ In order to + infinitive	Example:
	<ul> <li>They left early in order to arrive at the meeting on time.</li> <li>I'm taking a class in order to improve my presentation skills.</li> </ul>
So as to + infinitive is more formal than to	Example:
or <b>in order to</b> .	We've rewritten the report so as to make it
	clearer.
	• I called customer service <b>so as to repair</b> the printer.
Note:	Example:
The expressions above are always paired with a	She's taken notes so as not to forget the
clause showing consequence. As in the above	instructions.
examples, the clause of consequence may be in	We worked late in order not to delay the
the <b>past</b> , <b>present</b> or <b>perfect</b> form.	project any further.
The <b>negative form</b> is constructed by placing <b>not</b> before the <b>infinitive</b> .	



#### **II. Dependent Clauses**

Expressions describing a **goal** can also be formed with **dependant clauses**. These expressions are often followed by a **modal verb** such as **may** or **can**.

So that is informal. It is usually placed after a clause showing consequence or necessity.	<ul> <li>Example:</li> <li>We've adjusted the budget so that we can move ahead with the project.</li> <li>We should hurry up so that we don't fall behind schedule.</li> </ul>
In order that is quite formal and is generally restricted to written communication.  Note:	<ul> <li>Example:         <ul> <li>In order that we may better understand your needs, please answer the following questions.</li> </ul> </li> <li>In order that your application be considered, please provide two letters of recommendation.</li> </ul>
<b>In order that</b> can be followed by the <b>subjunctive</b> , though this construction is less common.	





Several expressions may be used to **express a consequence**.

•	<b>So</b> is a <b>conjunction</b> placed <b>before</b> a <b>secondary clause</b> . It is informal and common in everyday communication. It introduces a <b>clause of consequence</b> .	<ul> <li>Example:</li> <li>The printer isn't working, so we need to have it repaired.</li> <li>He isn't at his desk, so I sent him a message.</li> </ul>
•	That's (the reason) why and this is (the reason) why are informal expressions that explain or justify an action or consequence. They are constructed as part of a secondary clause, and can be preceded by a semicolon where appropriate.	<ul> <li>Example:         <ul> <li>We need more space; that's (the reason) why we've decided to move our offices.</li> </ul> </li> <li>The network is down, and this is why we have to postpone the teleconference.</li> </ul>
•	Therefore and consequently are formal adverbs used mostly in written communication and formal speech. They establish a consequence as logical.	<ul> <li>Example:         <ul> <li>Performance last quarter was strong;</li> <li>therefore/consequently, we can hire new staff.</li> </ul> </li> <li>Demand for our products has gone up.         <ul> <li>Therefore/consequently, we must increase production.</li> </ul> </li> </ul>
two	As a result and as a consequence are less formal adverbial expressions.  te: When these adverbial expressions link o independent clauses, they must be exceded by either a semicolon or a period.	<ul> <li>Example:         <ul> <li>The director's flight was delayed; as a result, the meeting was canceled.</li> <li>The economic situation improved considerably. As a consequence, new jobs were created.</li> </ul> </li> </ul>
in o	Other expressions of purpose include: order to the sake of (+ noun or + -ing) the purpose of (+ noun or + -ing)	<ul> <li>Example:         <ul> <li>He gave us the promotional pay in order to encourage us. (The purpose of the promotional pay was to encourage us.)</li> <li>They changed to a new system for the sake of efficiency. (The purpose of changing was efficiency.)</li> </ul> </li> <li>They changed to a new system for the purpose of being efficient. (The purpose of changing was being efficient.)</li> </ul>

#### **Goal and consequence – Exercise – The right word**

We'll give you a call \_\_\_\_\_let you know when your badge is ready.

to - in order - for - so that





# **Dependent clauses**

### Use of 'so' to express a goal

**So** can introduce a clause indicating a **goal**.

#### Example:

- I'm saving a lot of money **so** I can travel in the summer.
- She gave him time **so** he could work properly.

**<u>Note</u>**: If **so** is preceded by a comma, the dependent clause expresses a consequence.

#### Example:

• I'm saving a lot of money, **so** I can travel next summer.





# 'That' and dependent clauses

<ul> <li>Verbs of knowledge, perception, opinion, agreement, affirmation, assumption, remembrance, forgetting, hope, surprise, and fear may precede dependent clauses introduced by 'that.' 'That' is often omitted.</li> <li>Note: Such dependent clauses can be elliptical.</li> </ul>	<ul> <li>Example:</li> <li>Do you think (that) Japan can outmatch the United States?</li> <li>They're saying (that) the sea's going to be very rough for three days.</li> <li>Example:</li> <li>I don't like dogs.</li> <li>I know you don't.</li> </ul>
Main verbs expressing assumptions, suggestions, and requests necessitate use of the subjunctive mood in the explanatory dependent clauses (introduced by 'that') that follow them.	Example:  • He insists that she come.
Following a verb like 'to tell,' 'to remind, 'or 'to inform,' a 'that' clause can be preceded by the object of the main verb.	Example:  • He told me that she was ill.
<u>Note</u> : When the verb in such a case is 'to explain, 'to' precedes the indirect <b>object</b> .	<ul><li>Example:</li><li>I explained to them that it would be a good idea to go to Spain.</li></ul>

# 'That' and dependent clauses – Exercise – Sentence practice

#### Rewrite as in the example:

Was it useful? (think)	Do you think that it was useful?
Was it a good idea? (think)	
Will we launch the product soon? (think)	
Will you sell the product in Europe? (think)	





### The sentence - Solutions

# Affirmative/negative sentences, word order - Solutions

The negative form – Solution(s)

#### The negative form – Exercise – Grammar practice

Conjugate as in the example:

he (to be / not)	he is not
I (to be / not)	I am not
	I'm not
You (to be / not)	You are not
	You're not
	You aren't
She (to be / not)	She is not
	She's not
	She isn't
It (to be / not)	It is not it's not it isn't
We (to be / not)	We are not
	We're not
	We aren't
They (to be / not)	They are not
	They're not
	They aren't

#### The negative form – Exercise – The right word

It **isn't** hard to believe that you are young.





'There is' - 'There are' - Solution(s)

'There is' - 'There are' – Exercise – Grammar practice

Make the following phrases plural:

There is a pie	There are pies
There is a book	There are books
There is a movie	There are movies
There is a shirt	There are shirts
There is a beach	There are beaches
There is a child	There are children
There is a woman	There are women

Negation of the indefinite article – Solution(s)
Negation of the indefinite article – Exercise – Word order
If the pencil has no lead, use a pencil sharpener.
<mark> </mark>
Emphatic 'do' – Solution(s)
Emphatic 'do' – Exercise – The right word
If you want to try skydiving, just <b>do</b> it!



### **Questions - Solutions**

#### Questions without interrogative words – Solution(s)

#### **Questions without interrogative words – Exercise – Grammar practice**

Rewrite as in the example:

You (to be)	Are you?
They (to be)	Are they?
He (to be)	Is he?
We (to be)	Are we?
I (to be)	Am I?
She (to be)	Is she?
It (to be)	Is it?

#### 'How long' - Solution(s)

#### 'How long' - Exercise - Grammar practice

Answer the question as in the example:

How long a week lasts	Seven days
How long a year lasts	three hundred sixty-five days
	365 days twelve months
	12 months
	three hundred and sixty-five days
How long February is during leap year	twenty-nine days
	29 days
How long from midnight to noon	12 hours
	twelve hours
How long a decade lasts	ten years
	10 years
How long a century lasts	one hundred years
, , , , , , , , , , , , , , , , , , , ,	a hundred years
	100 years
How long a minute is	sixty seconds
	60 seconds

#### 'How long' – Exercise – The right word

How long is the flight?





#### Past interrogatives – Solution(s)

#### Past interrogatives – Exercise – Sentence practice

Rewrite as in the example:

Is it sunny?	Was it sunny?
Are you home?	Were you home?
Do they rent?	Did they rent?
Is it on the beach?	Was it on the beach?

#### Direct and indirect questions - Solution(s)

#### Direct and indirect questions – Exercises – The right word

- 1. Do you know when we will launch the product?
- 2. Do you know whose idea that was?
- 3. **Do** you think it will be a success?

### Confirmation requests – Solution(s)

Confirmation requests - Exercise - Word order

We'll begin the project before Christmas, right?

### **Short answers - Solutions**

Tags - Short answers - Solution(s)

Tags - Short answers – Exercise – The right word

Can you come on January the 8th in the afternoon? No, I can't.





#### **Tags - Short answers – Exercise – Sentence practice**

Answer the question as in the example:

Is the coffee hot? (yes)	Yes, it is.
Does the pen write? (yes)	Yes, it does.
	Yes it does.
Is it a blue one? (no)	No, it isn't.
	No it isn't.
	No, it is not.
	No it is not.
Do you have a ruler? (no)	No, I don't.
	No I don't.
	No, I do not.
	No, we don't.
	No we don't.
	No, we do not.
	No I do not.
	No we do not.

Uses of 'so' - Solution(s)

Uses of 'so' - Exercise- Word order

It's no longer morning, so say good evening

**Exclamatory Sentences - Solutions** 

Exclamations with 'what a' - Solution(s)

Exclamations with 'what a' - Exercise - Sentence practice

Make the following sentences plural:

What a tall man!	What tall men!
What a fast truck!	What fast trucks!
What an old car!	What old cars!
What a small horse!	What small horses!





# **Comparisons - Solutions**

### **Comparing equals – Solution(s)**

#### **Comparing equals – Exercise – Sentence practice**

Modify to express comparative equality:

George and Al are rich.	George is as rich as Al.
Marie-Jo and Marion are fast.	Marie-Jo is as fast as Marion.
	Marion is as fast as Marie-Jo.
	Marie-Jo's as fast as Marion.
	Marion's as fast as Marie-Jo.
	Marie-Jo is as fast as Marion is.
	Marion is as fast as Marie-Jo is.
	Marie-Jo's as fast as Marion is.
	Marion's as fast as Marie-Jo is.
Mark and Sammy are strong.	Mark is as strong as Sammy.
	Sammy is as strong as Mark.
	Mark's as strong as Sammy.
	Sammy's as strong as Mark.
	Mark is as strong as Sammy is.
	Sammy is as strong as Mark is.
	Mark's as strong as Sammy is.
	Sammy's as strong as Mark is.
Orel and Tony are smart.	Orel is as smart as Tony.
	Tony is as smart as Orel.
	Orel's as smart as Tony.
	Tony's as smart as Orel.
	Orel is as smart as Tony is.
	Tony is as smart as Orel is.
	Orel's as smart as Tony is.
	Tony's as smart as Orel is.

### **Comparing equals – Exercise – Word order**

I'm as old as you are.	
'The same as' – Solution(s)	
'The same as' – Exercise – Word order	
This is the same carpet as ours, isn't it?	





Regular comparatives – Solution(s)
Regular comparatives – Exercises – Word order
<ol> <li>A grocery store is smaller than a supermarket.</li> <li>I need three more days to finish the project.</li> </ol>
Irregular comparatives – Solution(s)
Irregular comparatives – Exercise – Word order
In general, books are better than their films.
Regular superlatives – Solution(s)
Regular superlatives – Exercises – Fill in the blanks
Do you work fast? I'm the fastest! Is your coffee cup empty? Yes, of course it's true! Is the weather good?
Regular superlatives – Exercise – Word order
The world's oldest woman lived to be one hundred and twenty-one.
Degrees of qualification – Solution(s)
Degrees of qualification – Exercise – Fill in the blanks
begrees of quantication - Exercise - Fin in the blanks
There we go! The beginning of our vacation! Watch out! The brooms are going to fall out! Is this a gas cooker? The cooking burners aren't very clean! We're not going to do much with just two pans! Let's go and get sandwiches and eat them on the beach. Oh yes, let's forget about all this.





# **Direct indirect speech – Solution(s)**

#### The sequence of tenses – Solution(s)

#### The sequence of tenses – Exercise – Sentence practice

Conjugate using the appropriate tenses:

Did you think it (go) well?	Did you think it went well?
Did they think it (be) too expensive?	Did they think it was too expensive?
	Did they think that it was too expensive?
	Did they think it would be too expensive?
	Did they think that it would be too expensive?
Did you say you (like) the project?	Did you say you liked the project?
	Did you say that you liked the project?
Did you know whose idea it (be)?	Did you know whose idea it was?
, , ,	Did you know whose idea it had been?

# Infinitive clauses – Solution(s)

**Verb** + infinitive clause – Solution(s)

**Verb + infinitive clause – Exercise – Grammar practice** 

Rewrite as in the example:

I (must / to want) to cancel	I want to cancel
You (must / to want) to help	You want to help
He (must / to want) confirm	He must confirm
She (must / to want) to be late	She wants to be late
It (must / to want) to come	It wants to come
We (must / to want) to cancel	We want to cancel
They (must / to want) come	They must come





# Infinitive clauses – Solution(s) Infinitive clauses – Exercise – Word order

Shopping carts have space for a child to sit up front.

#### Goal and consequence – Solution(s)

Goal and consequence – Exercise – The right word

We'll give you a call **to** let you know when your badge is ready.

### **Dependent clauses – Solution(s)**

'That' and dependent clauses – Solution(s)

'That' and dependent clauses – Exercise – Sentence practice

Rewrite as in the example:

Was it useful? (think)	Do you think that it was useful?
Was it a good idea? (think)	Do you think that it was a good idea?
	Do you think it was a good idea?
Will we launch the product soon? (think)	Do you think that we will launch the product
	soon?
	Do you think that we'll launch the product soon?
	Do you think we will launch the product soon?
	Do you think we'll launch the product soon?
Will you sell the product in Europe? (think)	Do you think that you will sell the product in
	Europe?
	Do you think that you'll sell the product in
	Europe?
	Do you think you will sell the product in Europe?
	Do you think you'll sell the product in Europe?









