

Grammar-Vocabulary WORKBOOK

A complementary resource to your online TELL ME MORE Training Learning Language: English

The verbal group A1





Forward

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- Mood, voice and auxiliaries
- The sentence
- The verbal group
- Linking words
- Vocabulary



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TELL ME MORE® Grammar/Vocabulary workbooks:

Language: English
Level: A1 (Beginner)

Topics covered: The verbal group

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TELL ME MORE is currently being used by more than 7 million learners worldwide in more than 10,000 organizations and training centers. Based in Paris, Auralog also has offices in the China, U.S., Italy, Germany, Spain, and Mexico.

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The verbal group

Types of verbs

'Need to'

Need to is a **state verb** that expresses **necessity** or **obligation**. This common expression may be used informal and informal contexts, and is followed by the **infinitive**.

Necessity	 Example: A written request should be submitted when an employee needs to take a leave of absence. They needed to think about the offer before making a final decision.
▶ Obligation	 Example: You need to finish the report by next month. The company needs to restructure in order to improve productivity.

Note:

Need to expresses **obligation** in an **implicit** fashion. Used in this context, it has a similar meaning to the **modal verb must**.

Also note that **need to** may be combined with a **pronoun** by placing the pronoun between the **base form** and the **preposition to**.

Example:

If you need me to clarify one of my points, feel free to ask.

'Need to' – Exercise – Sentence practice

Rewrite the following sentences as in the example:

I'm very sorry, but I must cancel our appointment tomorrow.	I'm very sorry, but I need to cancel our appointment.
Ms. Jones and I must reschedule the meeting.	
Unfortunately, I must postpone the presentation until next week.	
Sorry, but I must move the meeting forward to Wednesday.	





Transitive and intransitive verbs

Verbs may also be classified as **transitive** or **intransitive**.

Transitive verbs:	Example:
Transitive verbs take objects.	She's reading an article.
	Give me some toast, please.
	I love spring and summer.
Intransitive verbs:	Example:
	We are walking.
Intransitive verbs do not take objects. Common intransitive verbs include 'to smile,' 'to walk,' 'to come,' 'to fall,' 'to go,' and 'to happen.'	He always smiles.
Note: Intransitive verbs may be modified by prepositional phrases that clarify their context or meaning.	Example:We are walking down the street.
Some verbs may be used both transitively and intransitively.	Example:The door opened.Open the window.

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	Idibilive	allul	IIII alisiuve	VEIDS	LACILISE		11211L V	wulu

love	along the beach on a beautiful day.	
valking	- walken - walked - to walking — walk	

Transitive and intransitive verbs – Exercise – Fill in the blanks

Can you	Thursday?
The clock _	eight thirty!
I	spring and summer.
You	in the bathroom?



work - spell - says - love



Impersonal verbs

► Impersonal verbs, whose subject must always be 'it,' are usually used to describe the weather. Some examples are 'to rain,' 'to snow,' 'to hail,' and 'to drizzle.'

Example:

- It rained all weekend.
- Sometimes it snows in April.

<u>Note</u>: Some **personal verbs** can be used as **impersonal verbs**. Such use changes the meanings of these verbs.

Example:

- I'm getting colder.
- It's getting colder.

Impersonal verbs – Exercise – Fill in the blanks

I have to go to my	_class.	
I prefer winter and	Don't take	!
When is your?		
gym - birthday - snow - hours		





Semi-auxiliaries

'Can': ability and likelihood

The auxiliary 'can' is used not only to express perception and the notion of knowledge, but also:

→ Ability 'Can' may also be replaced with to be able to.	 Example: As he has big muscles, he can carry heavy bags. (As he has big muscles, he is able to carry heavy bags.)
Likelihood	Example:It can become really humid during the summer in the Amazon.

'Can': ability and likelihood – Exercise – Grammar practice

Conjugate as in the example:

I (to be al	ole to)	l can
You (to be able to)		
He (to be able to)		
She (to be able to)		
It (to be able to)		
We (to be able to)		
They (to be able to)		

	'Can': ability	y and likelihood	Exercise –	The right	word
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Ρi	igs	fly!

can't - aren't - cant - may not - shouldn't





'Can': perception and knowledge

A - Construction

The modal auxiliary 'can' is conjugated in the same way for all persons. It doesn't take an -s in the 3rd person singular. 'Can' is followed by the infinitive without 'to'.

Example:

• He can see me.

B - Use

The auxiliary 'can' has several meanings. It expresses:

•	Involuntary perceptions and operations of the mind. It is sometimes used before the verbs: to hear, to see, to feel, to understand	 Example: Don't speak so loud. She can hear you. I cannot (can't) understand why you're nervous.
•	Intellectual ability and knowledge . 'Can' may thus be replaced by to know how to .	Example: I can swim. = I know how to swim.

'Can': perception and knowledge – Exercise – Fill in the blanks

	there	are four o	f us, we ca	ın get a	bigger ro	oom
	you s	ee the oce	ean from h	iere?		
We	leav	e until eve	eryone is r	eady.		
Will we l	oe	to pay t	he rent?			

can't - able - since - can

'Can': perception and knowledge – Exercise – Sentence practice

Answer the question as in the example:

Do you speak Japanese?	No, I don't speak Japanese.
Can you count?	
Are you at home?	
Is he with you?	





'Should' and 'ought to': advice

To give advice, the auxiliary 'should' or 'ought to' + an infinitive is used. 'Ought to'	Example:You should go to the butcher's first.
suggests an external or moral constraint.	You ought to apologize to her!
Note: 'Shouldn't' is the usual form in negations.	Example: You shouldn't drive too fast!
'Should' or 'ought to' + 'have' + a past participle is used to express a regret or reproach.	 Example: We should have gone to the mountains. They ought to have invited her.
▶ Should can be used to express obligation. This usage is common in legal texts and official rules.	 Example: Payments should be made on time and in full. Employees should provide valid justification for absences.
Note: In the above examples, should conveys rules and commands rather than suggestions or advice.	You should complete the report as soon as possible.

Also note that the negative form of **should** is **should not** or **shouldn't**.

'Should' and 'ought to': advice – Exercise – Grammar practice

Conjugate as in the example:

I should (to increase)	I should increase
you should (to include)	
he should (to design)	
we should (to contact)	
I should (to think)	
they should (to create)	
she should (to give)	



'Should' and 'ought to': advice – Exercise – The right word

You	brush your teeth twice every day.
shudder - migh	at - would - should - ought - should vo

'Should' and 'ought to': advice – Exercise – Sentence practice

Rewrite the following sentences as in the example:

Come to the market.	You should come to the market.		
Buy some leeks.			
Eat your carrots.			
Taste this sponge cake.			





'Can' - 'Could' - 'To be able to'

•	The auxiliary can, in the infinitive form, is to be able to.	Example:It's great to be able to speak many languages.
•	The future of the auxiliary can is will be able to .	Example: Don't worry. I'll (will) be able to pick you up.
•	The preterite of the auxiliary can is could	 Example: He could be very kind sometimes. I couldn't hear anything because of the music.

'Can' - 'Could' - 'To be able to' - Exercise - Sentence practice

Rewrite as in the example:

Is it sunny?	Was it sunny?
Is there a washing machine?	
Are the beds big enough?	
Can you see the ocean?	



'May' - 'Might'

The helping auxiliaries may and might are used to express a possibility.

In the interrogative form, to be likely to, is

instead of might and may.

there a possibility and do you think are used

A - Form

• wh	e uses: may/might + infinitive without to en talking about the present or the cure.	
	may/might + be + -ing en talking about the present or the cure.	
• wh	may/might + have + past participle en talking about the past.	
→ The •	e negative is formed as follows: may + not might + not	 Example: That may not be true. They might not know about this.

Example:

Are they likely to be back soon?

Is there a possibility he'll go?

B - Use

•	May expresses a possibility more certain than might.	 Example: Strong possibility She may be late because she has a lot to do. Be quiet! He may be sleeping. Large uncertainty I might come tonight, but I'm not sure. I haven't got a towel. John might have taken several.
	May is used as well when asking for (and giving) permission with politeness.	Example: • May I borrow your pen?



 Note: Might is used often in the place of may: in everyday speech (except that might expresses a doubt greater than may). in indirect style when the sentence is in the past (to keep with the sequence of the tenses). 	Example: ■ He said he might come tomorrow.
Might is used as well for criticisms or suggestions.	 Example: You might (as well) take your coat. It's cold outside. You might have asked the technician. He knows a lot.

'May' - 'Might' - Exercise – Exercise – Sentence practice

Rewrite as in the example:

Can I fax you the contact information?	May I fax you the contact information?
Can I have Customer Service?	
Can I order your products by phone?	
Can I email you the registration form?	



'Must' - 'Have to'

The auxiliaries must and have to express a need or an obligation.

Construction of must

The auxiliary **must** is conjugated in the same way for all persons: it **does not** take an **-s** in the 3rd person singular.

Must is followed by the infinitive without to.

Must is only used in the simple present.

Example: You must wash your hands before eating.

Note: With must, questions and negations are formed without 'do.'

Example:

- Must we bring sleeping bags?
- You **mustn't open** the door to anyone.

'Must' - 'Have to' – Exercise – Grammar practice

Rewrite as in the example:

I (must / to need) cancel	I must cancel
You (must / to need) to reschedule	
He (must / to need) come	
She (must / to need) be early	
It (must / to need) to be early	
We (must / to need) be free	
They (must / to need) to cancel	

'Must' - 'Have to' - Exercise - The right word

Unfortunately, I	cancel my meeting with your CEO

must - need - have





'Had better' - 'Would rather'

'Had better' and 'would rather' precede infinitives without 'to' and may refer to the present or the future.

A - 'Had better' → 'Had better' ('-'d better,' contracted) expresses a firm suggestion or an order.	 Example: You had better tell her the bad news. You'd better accept it for your career's sake.
The negative of 'had better' is as follows: had better + not + infinitive	Example:You'd better not forget my birthday.
Note: 'Had' (or '-'d') is often omitted, particularly in speech.	Example: You better not shout.

B - <u>'Would rather'</u> → 'Would rather' conveys preference.	 Example: Would you rather stay inside or go for a walk? I'd rather go for a swim.
Its negative is 'would rather not.'	Example: I'd rather not go.

'Had better' - 'Would rather' - Exercise - Fill in the blanks'

Sitthen!	
You'd	_start this dialogue all over again. See you!
I forgot what's	Saturday!
tomorrow - down	- before - better





The verbal group - Solutions

Types of verbs – Solution(s)

'Need to' - Solution(s)

'Need to' - Exercise - Sentence practice

Rewrite the following sentences as in the example:

I'm very sorry, but I must cancel our appointment tomorrow.	I'm very sorry, but I need to cancel our appointment.
Ms. Jones and I must reschedule the meeting.	Ms Jones and I need to reschedule the meeting.
	Ms. Jones and I need to reschedule the meeting.
Unfortunately, I must postpone the presentation until next week.	Unfortunately, I need to postpone the presentation until next week.
	Unfortunately I need to postpone the presentation until next week.
Sorry, but I must move the meeting forward to Wednesday.	Sorry, but I need to move the meeting forward to Wednesday.

Transitive and intransitive verbs – Solution(s)

Transitive and intransitive verbs – Exercise – The right word

I love walking along the beach on a beautiful day.

Transitive and intransitive verbs – Exercise – Fill in the blanks

Can you **spell** Thursday? The clock says eight thirty!

I **love** spring and summer. You **work** in the bathroom?





Impersonal verbs – Solution(s)

Impersonal verbs – Exercise – Fill in the blanks

I have to go to my gym class. I prefer winter and snow. Don't take hours! When is your birthday?

Semi-auxiliaries – Solution(s)

'Can': ability and likelihood – Solution(s)

'Can': ability and likelihood - Exercise - Grammar practice

Conjugate as in the example:

I (to be able to)	l can
You (to be able to)	You can
He (to be able to)	He can
She (to be able to)	She can
It (to be able to)	It can
We (to be able to)	We can
They (to be able to)	They can

'Can': a	bility and like	lihood –	Exercise - T	he right	word
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Pigs can't fly!

'Can': perception and knowledge – Solution(s)

'Can': perception and knowledge - Exercise - Fill in the blanks

Since there are four of us, we can get a bigger room.

Can you see the ocean from here?

We can't leave until everyone is ready. Will we be able to pay the rent?





'Can': perception and knowledge – Exercise – Sentence practice

Answer the question as in the example:

Do you speak Japanese?	No, I don't speak Japanese.
Can you count?	No, I can't count.
	No, I cannot count.
	No, we can't count.
	No, we cannot count.
Are you at home?	No, I'm not at home.
	No, I am not at home.
	No, we're not at home.
	No, we aren't at home.
	No, we are not at home.
Is he with you?	No, he isn't with me.
	No, he's not with me.
	No, he isn't with us.
	No, he's not with us.
	No, he is not with me.
	No, he is not with us.

'Should' and 'ought to': advice - Solution(s)

'Should' and 'ought to': advice – Exercise – Grammar practice

Conjugate as in the example:

I should (to increase)	I should increase
You should (to include)	You should include
He should (to design)	He should design
We should (to contact)	We should contact
I should (to think)	I should think
They should (to create)	They should create
She should (to give)	She should give

'Should' and 'ought to': advice - Exercise - The right word

You **should** brush your teeth twice every day.





'Should' and 'ought to': advice - Exercise - Sentence practice

Rewrite the following sentences as in the example:

Come to the market.	You should come to the market.
Buy some leeks.	You should buy some leeks.
Eat your carrots.	You should eat your carrots.
Taste this sponge cake.	You should taste this sponge cake.

'Can' - 'Could' - 'To be able to' - Solution(s)

'Can' - 'Could' - 'To be able to' - Exercise - Sentence practice

Rewrite as in the example:

Is it sunny?	Was it sunny?								
Is there a washing machine?	Was there a washing machine?								
Are the beds big enough?	Were the beds big enough?								
Can you see the ocean?	Could you see the ocean?								
	Were you able to see the ocean?								

'May' - 'Might' - Solution(s)

'May' - 'Might' - Exercise - Exercise - Sentence practice

Rewrite as in the example:

Can I fax you the contact information?	May I fax you the contact information?
Can I have Customer Service?	May I have Customer Service?
Can I order your products by phone?	May I order your products by phone?
Can I email you the registration form?	May I email you the registration form?





'Must' - 'Have to' - Solution(s)

'Must' - 'Have to' - Exercise - Grammar practice

Rewrite as in the example:

I (must / to need) cancel	I must cancel								
You (must / to need) to reschedule	You need to reschedule								
He (must / to need) come	He must come								
She (must / to need) be early	She must be early								
It (must / to need) to be early	It needs to be early								
We (must / to need) be free	We must be free								
They (must / to need) to cancel	They need to cancel								

'Must' - 'Have to' - Exercise - The right word

Unfortunately, I n	nust cancel	my meeting	with your	CFO
official affaitery, i ii	lust carreer	my meeting	with your	CLO.

•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

'Had better' - 'Would rather' - Solution(s)

'Had better' - 'Would rather' - Exercise - Fill in the blanks

Sit down then!

You'd better start this dialogue all over again.

See you tomorrow!

I forgot what's **before** Saturday!









