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# Grammar-Vocabulary WORKBOOK

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

## Mood, voice and auxiliaries

### A2

## Forward

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Language: **English**

Level: **A2 (Intermediate)**

Topics covered: Mood, voices and auxiliaries

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## Mood, voice and auxiliaries

### Mood and tenses

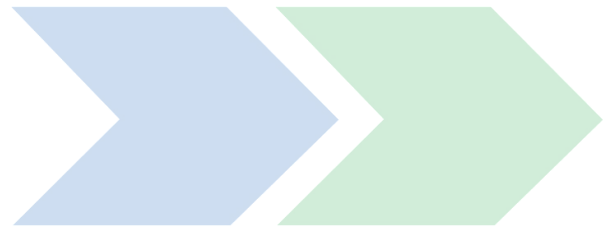
#### The simple present

##### A - Construction

The verb to be conjugated in the **simple present** always takes an **-s** in the **third person singular**. For all other persons it is **identical to the infinitive**.

**Example:**

<u>To work</u>	I work you work he / she / it works we work you work they work
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##### B - Use

The **simple present** is used:

<p>➤ Especially to talk of <b>events</b> more or less <b>permanent</b> and for <b>regular actions</b>.</p>	<p><b>Example:</b> We often <b>play</b> tennis.</p>
<p>➤ For <b>narrations</b> in the simple present, to describe an <b>instantaneous and precise action</b> (for example, in reports).</p>	<p><b>Example:</b> A policeman <b>knocks</b> at a door and <b>tells</b> a woman...</p>

**Note:**

In the **third person singular**:

➤ **-es** is added after **-s, -ss, -sh, -ch, o** and **-x**.

**Example:**

- She **passes**, he **catches**...

➤ Verbs ending in **-y** take **-ies** (except when the 'y' is preceded by a vowel).

- **Example:**

to try = he **tries**

**but** to play = he **plays**

The simple present – Exercise – Word order

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suitcase - travels - when she - with a - my sister - goes - small - on vacation.



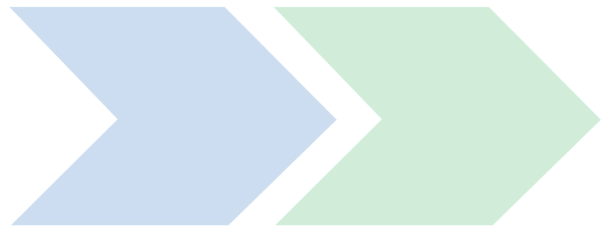
## The verb 'to be'

➔ **To be** is at the same time:

- a **stative verb**
- an **auxiliary**

➔ In the present indicative it is conjugated as follows:

<b>To be</b>	I <b>am</b> you <b>are</b> he / she / it <b>is</b> we <b>are</b> you <b>are</b> they <b>are</b>
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### The verb 'to be' – Exercise – The right word

\_\_\_\_\_ Athena a multinational company?

How - Is - Do - Are - What

### The verb 'to be' – Exercise – Sentence practice

*Rewrite the following sentences as in the example:*

Tomorrow is Friday. (Thursday)	Tomorrow is Thursday, isn't it?
Your canoe is red. (blue)	
Low pressure means bad weather. (good weather)	
They hate canoeing. (hiking)	

## Contraction of 'to be'

### A - Construction

In the **present indicative**, the verb '**to be**' can be conjugated in two ways:

Non-contracted form	Contracted form
I am	I'm
you are	you're
he / she / it is	he's / she's / it's
we are	we're
you are	you're
they are	they're

### B – Use

<p>▶ The <b>non-contracted form</b> is commonly used to emphasize '<b>to be</b>' and to ask questions.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Yes, I <b>am</b> old.</li> <li>• My hair <b>is</b> very dark brown.</li> <li>• <b>Are</b> these your glasses?</li> <li>• Yes, they <b>are</b>.</li> <li>• I'm as old as you <b>are</b>.</li> </ul>
<p>▶ The <b>contracted form</b> is used when '<b>to be</b>' is not emphasized, and is more common with pronouns than with nouns.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Of course, I'<b>m</b> a man!</li> <li>• She'<b>s</b> with our son and daughter.</li> <li>• You'<b>re</b> not old, are you?</li> </ul>

**Note:** '**To be**' has no contracted form in the preterite.



## Contraction of 'to be' – Exercise – Fill in the blanks

I don't understand \_\_\_\_\_ we need so much.

\_\_\_\_\_ are the children's sandals?

\_\_\_\_\_ the matter?

\_\_\_\_\_ a wasp!

My sister travels with a small suitcase \_\_\_\_\_ she goes on vacation.

what's - there's - why - when - where

## Contraction of 'to be' – Exercise – Sentence practice

*Answer the question as in the example:*

Is Herbert going to call? (this evening)	He's calling this evening.
Are you going to organize the trip? (tomorrow)	
Is the forecast going to come on? (at 6:00)	
Are they going to rent a house? (next week)	



## The present continuous

### A – Construction

<p>➔ In the <b>affirmative</b> form, the present continuous is formed as follows:</p> <p style="text-align: center;"><b>BE + verb in '-ing' form</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>I'm (I am) washing my hair.</li> </ul>
<p>➔ The <b>negative</b> form is:</p> <p style="text-align: center;"><b>BE + not + verb in '-ing' form</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>I know you <b>aren't</b> (are not) working.</li> </ul>
<p>➔ In the <b>interrogative</b> form, the auxiliary goes before the subject.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>What <b>are</b> you doing?</li> </ul>

### B – Use

<p>➔ The <b>present continuous</b> is used to describe an action that is <b>currently taking place</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>I think he's <b>sleeping</b> in his bedroom.</li> <li>I don't want to go out. It's <b>raining</b>.</li> <li>She's <b>not crying</b>, she's laughing.</li> </ul>
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## The present continuous – Exercise – Sentence practice

Answer the question as in the example:

Why is he going to the beach? (he can surf)	He's going to the beach so he can surf.
Why are you bringing the kids? (I can teach them to swim)	
Why is she taking the train? (she can work en route)	
Why are you putting lotion on him? (he will not get sunburned)	

## The present continuous – Exercise – Word order

house - We're - a - we - staying - summer - in - rented.

## The future

### A - Construction

<p>➔ <b>Will</b> ('ll in the shortened form) is followed by a verb in the <b>infinitive</b>. It is <b>invariable</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Tomorrow he <b>will</b> (he'll) play.</li> </ul>
<p>➔ In the <b>negative form</b>, <b>will not</b> is shortened to <b>won't</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• It's too cold outside, they <b>won't</b> go out.</li> </ul>
<p>➔ The <b>interrogative form</b> is formed as with the other auxiliaries: <b>will</b> is placed before the subject.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Will</b> you help me, please?</li> </ul>

### B - Use

- ➔ The future is expressed with the auxiliary '**will**'.
- ➔ '**Will**' also expresses the **tendency** of an event to take place on a repeated basis. In that case, repetitive **temporal adverbs** are used (often, sometimes, always... ) with '**will**'.

**Example:** I **will often** have to take the train.

### C - Polite Suggestions

- ➔ You can also use '**will**' to make polite offers or suggestions. When used to make polite offers, '**I'll**' is similar to the **more formal** expression '**allow me to**'.

**Example:**

- **We'll** be happy to take care of your reservations for you.
- Good morning, Ma'am. **I'll** take your coat.
- Hello, Mr. Littel. **Allow me to** get the door for you.

## The future– Exercise – Fill in the blanks

You \_\_\_\_\_ working for the American subsidiary of your firm in Los Angeles.

It \_\_\_\_\_ soon \_\_\_\_\_ July 4th, the most popular

American holiday, and somebody \_\_\_\_\_ you what \_\_\_\_\_ planning to \_\_\_\_\_.

be - do - are - you're - will - asks

**The future– Exercise – Text transformation**

*Rewrite the text using the appropriate tense and mood:*

Edward Charlesworthy (to found) the company in 1962. Sales (to increase by) 6% the following year. In 1995, the company (to open an office) in Europe. Next year, we (to branch out) into different industries. After that, we (to hire) new personnel all over Europe.

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## Verbs with a reflexive or reciprocal meaning

- ➔ Certain **verbs** used **alone** (without a reflexive or reciprocal pronoun) have a **reflexive** meaning ('to wash,' 'to dress,' 'to hide') or a **reciprocal** meaning ('to meet,' 'to fight,' 'to unite').

**Example:**

- I have to **wash** and **dress** quickly this morning.
- I couldn't find you. Did you **hide** behind the door?
- Where shall we **meet**?

## Verbs with a reflexive or reciprocal meaning – Exercise – Word order

Ripper - in the - hide - to - liked - Jack - the - thick - fog



## The affirmative imperative

<p>➔ In the <b>second</b> persons of the singular and the plural, the <b>affirmative imperative</b> has the same form as the <b>infinitive without 'to.'</b></p>	<p><b>Example:</b>  <b>Take</b> a seat.  <b>Follow</b> me, please.</p>
<p>➔ In the <b>first</b> persons of the singular and the plural, as well as in the <b>third</b> persons of the singular and the plural, the <b>affirmative imperative</b> is formed as follows:</p> <p><b>let + personal pronoun complement + infinitive without 'to'</b></p> <p><b>let + noun phrase + infinitive without 'to'</b></p>	<p><b>Example:</b>  <b>Let me check</b> in the dictionary.  <b>Let Mark sit</b> here.  <b>Let's (let us) go</b> to the beach.  <b>Let them do</b> what they want!</p>

## The affirmative imperative – Exercise – Grammar practice

Conjugate as in the example:

(to give) me	give me
(to tell) him	
(to take) it	
(to enjoy) yourself	
(to let) her	
(to get) them	
(to help) us	

## The affirmative imperative – Exercise – Sentence practice

Conjugate as in the example:

(To tell) me your company's name, please.	Tell me your company's name, please.
(To send) them back to our warehouse.	
(To replace) the defective lamps for free.	
(To ship) them back to us.	

## The negative imperative

<p>➔ In the <b>second persons</b> of the <b>singular</b> and the <b>plural</b>, the <b>negative imperative</b> is constructed as follows:</p> <p><b>do not</b> (or don't) + <b>infinitive without 'to'</b></p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• <b>Don't</b> touch that.</li> <li>• <b>Don't</b> be silly!</li> </ul>
<p>➔ In <b>polite speech</b>, in the <b>first person</b> of the <b>plural</b>, the <b>negative imperative</b> is formed as follows:</p> <p><b>let + us + not + infinitive without 'to'</b></p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• <b>Let's</b> (let us) <b>not</b> argue.</li> </ul>
<p>➔ In <b>everyday speech</b>, in the <b>first and third persons</b>, the <b>negative imperative</b> is formed as follows:</p> <p><b>do not</b> (or don't) + <b>let + object pronoun + infinitive without 'to'</b></p> <p><b>do not</b> (don't) + <b>let + noun phrase + infinitive without 'to'</b></p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• <b>Don't let</b> me fall asleep.</li> <li>• <b>Don't let</b> the children do what they want!</li> </ul>

### The negative imperative – Exercise – The right word

\_\_\_\_\_ worry, we'll give you a refund.

Don't - Can't - Isn't - To do - Aren't

### The negative imperative – Exercise – Sentence practice

*Make the following sentences negative:*

Worry about the shipping.	Don't worry about the shipping.
Send them back to the warehouse.	
Pay for the order.	
Place an order.	

## Verbs: reactions and preferences

Some **verbs** express **thought reactions** and **preferences**. They are followed **only** by the **gerund (-ing)**. **Other** verbs, according to the meaning of the sentence, are followed by the **gerund** or the **infinitive**.

<p>➔ A few verbs are followed only by the <b>gerund</b>: <b>to enjoy, to mind, to resent, to object to, to miss, and cannot stand</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• They <b>enjoy</b> dancing very much.</li> <li>• Would you <b>mind</b> holding my jacket for a second?</li> </ul>
<p>➔ Some verbs are followed by the <b>gerund</b> or the <b>infinitive</b>: <b>to like, to love, to dislike, to hate, to loathe, to prefer, and cannot bear</b>.</p> <p>➔ They are followed by the <b>gerund (-ing)</b> when they express <b>usual</b> reactions or <b>unchanging</b> tastes.</p> <p>➔ They are followed by the <b>infinitive</b> when they express reactions to <b>precise actions</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I <b>love</b> traveling.</li> <li>• She <b>dislikes</b> watching television.</li> </ul> <p><b>Example:</b> I prefer to stay and leave tomorrow.</p>

## Verbs: reactions and preferences – Exercise – Sentence practice

*Rewrite the following sentences as in the example:*

Tomorrow is Friday. (Thursday)	Tomorrow is Thursday, isn't it?
Your canoe is red. (blue)	
Low pressure means bad weather. (good weather)	
They hate canoeing. (hiking)	



## 'Will' - 'To be going to'

Will	
<p>➔ <b>Will</b> expresses an idea in the future but also a <b>willingness</b> (or <b>refusal</b> in the negative form) and the likelihood of an <b>event</b> happening <b>repeatedly</b>.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• <b>Will</b> you help me, please?</li> <li>• I <b>will often</b> have to take the train.</li> </ul>
<p>➔ One uses <b>will</b> rather than <b>to be going to</b> with verbs that describe a thought process such as <b>to think, to know, to remember...</b></p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• This is too hard. I <b>won't</b> remember it.</li> </ul>

To be going to	
<p>➔ <b>To be going to</b>, followed by the infinitive, expresses a notion of <b>foreseeable future</b>, an <b>intention</b>, or a <b>conviction</b>.</p> <p>➔ The notions of <b>intention</b> and <b>immediate future</b> are expressed more clearly by <b>to be going to</b> than by <b>will</b>.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• I'm at the station. <b>Are you going to</b> pick me up?</li> <li>• <b>Will</b> you pick me up at the station next Tuesday?</li> </ul>
<p>➔ <b>To be going to</b> is used to express a <b>conviction</b> while <b>will</b> only expresses a <b>prediction</b>, a fact.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• There are lots of clouds.</li> <li>• <b>I'm afraid it's going to</b> rain today. (Speaker's conviction)</li> <li>• <b>On Sunday it will</b> rain on the south coast. (Weather forecast)</li> </ul>

## 'Will' - 'To be going to' – Exercise – The right word

We \_\_\_\_\_ begin the concert soon.

haven't to - have gone to - went to - are going to - is gone - are in the process of going to

**'Will' - 'To be going to' – Exercise – Fill in the blanks**

If it doesn't rain we \_\_\_\_\_ canoeing.

Unfortunately, it's \_\_\_\_\_ rain. Who \_\_\_\_\_ bring the tent?

I \_\_\_\_\_, if nobody else can.

\_\_\_\_\_ you? Thanks!

will - is going to - will go - going to – would

**'Will' - 'To be going to' – Exercise – Word order**

going - the weather - What's - to be - like - this - weekend?



## The near future: BE + ING

<p>▶ The <b>present continuous (BE + ING)</b> may express a planned or expected event in the <b>near future</b>.</p> <p><b>Note:</b> In such a case, the date is often explicit.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"><li>• We're <b>having</b> friends over for dinner.</li><li>• Where <b>are you going</b>?</li><li>• We're <b>staying</b> in a summer house we rented.</li></ul> <p><b>Example:</b></p> <ul style="list-style-type: none"><li>• They're <b>coming</b> tonight.</li></ul>
<p>▶ This form can also imply a strongly felt intention or desire. <b>Not</b> may be stressed in <b>negative</b> sentences of this type.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"><li>• I'm <b>not seeing</b> anybody today.</li></ul>

## The near future: BE + ING – Exercise – Fill in the blanks

We're \_\_\_\_\_ in a summer house we \_\_\_\_\_.  
I don't \_\_\_\_\_ why we \_\_\_\_\_ so much. Where will you \_\_\_\_\_ this surfboard?  
We'll \_\_\_\_\_ the train next time!

know - put - rented - staying - need - take

## The near future: BE + ING – Exercise – Word order

to - I'm - planning - not - buy

## Irregular verbs

➔ **Reminder:** A **regular verb's simple preterite** and **past participle** are formed by adding '-ed' or '-d' to the verb's infinitive. If the verb ends with a consonant + '-y,' its **past participle** will end in '-ied'. When it ends in a vowel + consonant and the last syllable is stressed, the consonant is often doubled before adding '-ed.'

**Example:**

- To look => looked
- To love => loved
- To try => tried
- To stop => stopped

➔ However, there are also **irregular verbs** whose formations follow no such rules. Irregular verbs' various forms must be memorized.

Infinitive	Preterite	Past participle
To arise	Arose	Arisen
To be	Was/were	Been
To bear	Bore	Borne
To beat	Beat	beaten
To become	Became	Become
To begin	Began	begun
To bend	Bent	Bent
To bet	Bet/betted	Bet/betted
To bind	Bound	Bound
To bite	Bit	Bitten
To bleed	Bled	Bled
To blow	Blew	Blown
To break	Broke	Broken
To breed	Bred	Bred
To bring	Brought	Brought
To build	Built	Built
To burst	Burst	Burst
To buy	Bought	Bought
To cast	Cast	Cast
To catch	Caught	Caught

## Moods, voice and auxiliaries – A2 level

Infinitive	Preterite	Past participle
To choose	Chose	Chosen
To cling	Clung	Clung
To come	Came	Come
To cost	Cost	Cost
<b>To have a price of – not to be confused with 'to cost' ('costed'/'costed'), to establish the price of</b>		
To creep	Crept	Crept
To cut	Cut	Cut
TO deal	Dealt	Dealt
To dig	Dug	Dug
To dive	Dove/dived	Dived
To do	Did	Done
To draw	Drew	Drawn
To drink	Drank	Drunk
To drive	Drove	Driven
To eat	Ate	Eaten
To fall	Fell	Fallen
To feed	Fed	Fed
To feel	Felt	Felt
To overcome	Overcame	Overcome
To overtake	overtook	overtaken
To pay	Paid	Paid
To plead	Pled/pleaded	Pled/pleaded
To prove	Proved	Proven/proved
To put	Put	Put
To quit	Quit/quitted	Quit/quitted
To read	Read	Read
To ride	Rode	Ridden
To ring	Rang	rung
<b>to (cause to) sound out — not to be confused with 'to ring' ('/ringed'/'ringed'), to encircle</b>		

## Moods, voice and auxiliaries – A2 level

Infinitive	Preterite	Past participle
To rise	Rose	Rosen
To run	Ran	Run
To say	Said	Said
To see	Saw	Seen
To seek	Sought	Sought
To sell	Sold	Sold
To send	Sent	Sent
To set	Set	Set
To sew	Sewed	Sewn/sewed
To shake	Shook	Shaken
To shine	Shone/shined	Shone/shined
to shine shone/shined shone/shined to give off or reflect light — not to be confused with 'to shine' ('shined'/'shined'), to polish		
To withdraw	Withdrew	Withdrawn
To write	Wrote	written

### **Note:**

The past participle of '**to get**' is '**gotten**' in various idioms and whenever '**to get**' expresses obtainment or transformation.

### **Example:**

- Have you **gotten** my e-mail?
- She's **gotten** fat.
- At last you've **gotten over** the first hurdle.
- He's **gotten used to** it.

## Irregular verbs – Exercise – Sentence practice

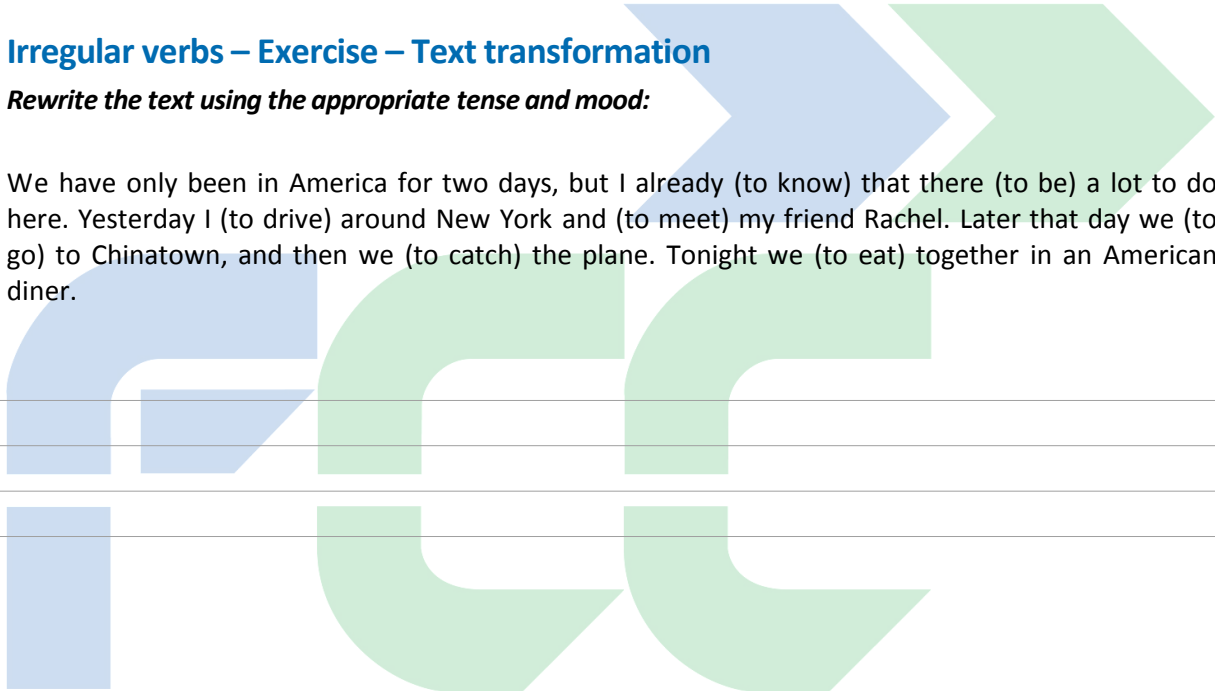
*Conjugate as in the example:*

Athena (to grow) by 30% last year.	Athena grew by 30% last year.
The history of Athena Cell Phones (to begin) in 1990.	
We (to make) digital cameras as well as cell phones for several years.	
Athena (to choose) Asia because it is a big market.	

## Irregular verbs – Exercise – Text transformation

*Rewrite the text using the appropriate tense and mood:*

We have only been in America for two days, but I already (to know) that there (to be) a lot to do here. Yesterday I (to drive) around New York and (to meet) my friend Rachel. Later that day we (to go) to Chinatown, and then we (to catch) the plane. Tonight we (to eat) together in an American diner.



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## Construction of the preterite

<ul style="list-style-type: none"> <li>➔ The <b>preterite</b> of <b>regular verbs</b> is constructed by adding <b>-ed</b> or <b>-d</b> to the verb in the infinitive.</li> <li>➔ The verbs that end with <b>-y</b> have a preterite ending of <b>-ied</b>.</li> </ul>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Yesterday I <b>watched</b> a movie.</li> <li>• The baby <b>cried</b> a lot last night.</li> </ul>
<ul style="list-style-type: none"> <li>➔ The construction of <b>irregular verbs</b> in the <b>preterite does not have a precise rule</b>. They must therefore be learned by heart.</li> </ul>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• When <b>did</b> (t do) you first meet him?</li> <li>• I first <b>met</b> (to meet) him yesterday.</li> <li>• I <b>went</b> (to go) to Spain 15 years ago.</li> </ul>

## Construction of the preterite – Exercise – Grammar practice

Give the preterite of the following verbs:

To have	Had
to begin	
to make	
to grow	
to choose	
to sell	
to hire	

## Construction of the preterite – Exercise – Text transformation

Put the following text into the simple preterite:

We are very lucky to be invited to go on a canoeing trip with friends. We call to see what the weather is like. It will get chilly and turn showery. We have to go canoeing over the weekend. However, on Saturday the temperature will soar. There will then be a high pressure front.

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## Use of the preterite

The **preterite** is used when:

▶ Talking about <b>actions</b> or <b>completely finished events</b> that have no link to the present.	<b>Example:</b> <ul style="list-style-type: none"><li>• We <b>spent three years</b> in Switzerland.</li></ul>
▶ Talking about a <b>specific action in the past</b> . With <b>expressions</b> describing moments in the <b>past</b> such as yesterday, last month, ago..., the <b>preterite</b> is necessary.	<b>Example:</b> <ul style="list-style-type: none"><li>• They <b>married</b> two years <b>ago</b>.</li><li>• He <b>died in 1964</b>.</li></ul>
▶ Talking about <b>past habits</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>• My grandfather <b>worked</b> on a farm.</li></ul>

## Use of the preterite – Exercise – The right word

Our company \_\_\_\_\_ in 1990.

chooses - open - starts - began - to begin

## Use of the preterite – Exercise – Word order

our - to - for - invited - friends - us - their - place - cocktails.

## Construction of the present perfect

➔ The **present perfect** is formed as follows:

**have** (conjugated) + **past participle**

### Example:

- As I've **seen** this play before,
- I don't want to see it again.
- He's always **been** very kind.

### Construction of the present perfect – Exercise - The right word

The Space Shuttle Endeavor \_\_\_\_\_ after so much time in space!

has land - owns land - had land - have land - has landed - had landed

### Construction of the present perfect – Exercise – Fill in the blanks

You have been \_\_\_\_\_ a trip across the USA for a long time.

The big day has \_\_\_\_\_.

Your plane has just \_\_\_\_\_ in New York and your American dream is finally \_\_\_\_\_ true.

You \_\_\_\_\_ up to Immigration still in a daze at what is \_\_\_\_\_.

'Passport, please!'

landed - arrived - go - coming - planning - happening

## Use of the present perfect

The **present perfect** always expresses a **link** between the **past** and the **present**.

One uses the **present perfect** to express:

<p>➔ A <b>life experience</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I <b>have been</b> to China before.</li> <li>• I've never <b>smoked</b>.</li> </ul> <p><b>Note:</b> The present perfect is often used with expressions such as 'already', 'yet', 'before' and 'never'.</p>
<p>➔ A <b>consequence</b> in the <b>present</b> of a <b>state</b> or an <b>action</b> in the <b>past</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I've <b>tried</b> to learn Chinese but I <b>haven't succeeded</b>.</li> </ul>
<p>➔ A state or an action that <b>has begun</b> in the <b>past</b> and <b>continues</b> until the <b>present</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• He's always <b>won</b> until now.</li> </ul>
<p>➔ A state or an action, of a definite beginning and end, that <b>has begun</b> in the <b>past</b> and that <b>continues into</b> the <b>present</b>. In that case, 'since,' 'for,' 'how long' or 'since when' are used.</p> <p><b>Note:</b> When <b>since</b> (sense of time) is followed by a clause, the verb of the clause is in the <b>preterite</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I <b>haven't slept since</b> Tuesday!</li> </ul>
<p>➔ A state or an action that <b>has just been accomplished</b>.</p> <p><b>Note:</b> The <b>present perfect</b> is <b>never</b> used with expressions such as 'ago' or 'yesterday' which describe a specific moment in the past. With such terms, the <b>preterite</b> is used instead.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I've just <b>finished</b> an excellent book.</li> </ul>

## Moods, voice and auxiliaries – A2 level

The **present perfect** can be used to express that an action in the **future** takes place before another one. It is frequently used when **describing a process**, and is often introduced by words such as **once, the minute, as soon as, after, before, and when**.

### Example:

- **As soon as we've received** the brochures, we proofread them for accuracy.
- **When you've found out** what the customer needs, we'll meet to discuss deadlines.
- **Once we've measured** the space, we can start designing the lab.
- We can't plan our campaign **before we've agreed on** a budget.

### Use of the present perfect – Exercise - The right word

\_\_\_\_\_ over the flu yet?

Have you already gotten - When did you get - Have you gotten - Didn't you get any - Could you get

### Use of the present perfect – Exercise – Sentence practice

*Answer the question as in the example:*

We went to Boston last year. (this year)	Have you gone to Boston this year?
We went to Washington last year. (this year)	
I went on vacation last summer. (this summer)	
I ate lunch in Chinatown last week. (this week)	

## Construction of the present perfect continuous

The **present perfect continuous** is formed as follows:

**have (conjugated) + been + -ing**

### Example:

- She's (has) **been** reading a book for two hours.
- I've (have) **been** living in Canada for five years.

## Construction of the present perfect continuous – Exercise – Sentence practice

*Conjugate as in the example:*

You (to make) backups of everything since November.	You've been making backups of everything since November.
She (to install) a memory upgrade since this morning.	
It (to recharge) all night.	
We (to use) the same laptops for five years.	

## Construction of the present perfect continuous – Exercise – Word order

across - you - trip - been - planning - have - a - the USA

## Use of the present perfect continuous

The **present perfect continuous** is used especially when talking about events or actions:

<p>▶ That <b>begin</b> in the <b>past</b> and <b>continue</b> in the <b>present</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• They've <b>been living</b> together <b>for</b> a long time.</li> <li>• I've <b>been working</b> in this company <b>for</b> three months and I find it interesting.</li> </ul>
<p>▶ That have <b>just finished</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We are very tired because we've <b>been working for</b> hours.</li> </ul>

## Use of the present perfect continuous – Exercise – The right word

I've \_\_\_\_\_ trying to restart the laptop since it crashed.

been - do - is - have – was

## Use of the present perfect continuous – Exercise – Sentence practice

*Answer the question as in the example:*

Do they use a travel agent? (for five years)	They've been using a travel agent for five years
Does Mariette vacation in Mexico? (for three years)	
Does Dave work at the airport? (for six months)	
Does Clara go south for the winter? (for four years)	

## Use of the preterite with 'just,' 'yet' and 'already'

- One often uses the **preterite** instead of the **present perfect**, particularly with **just**, **yet** and **already**.

***Example:***

- I **just finished** my paper.
- **Did** she **meet** him **yet**?
- She **already saw** the video.
- It's 11 o'clock and you **slept** in.

## Use of the preterite with 'just,' 'yet' and 'already' – Exercise - Fill in the blanks

Can you stay \_\_\_\_\_ longer?

One month at \_\_\_\_\_.

What is your budget? No \_\_\_\_\_ than \$800. What are you looking for \_\_\_\_\_?

I \_\_\_\_\_ took a peek.

most - much - more - already - exactly

**'Would like': expressing wishes**

<ul style="list-style-type: none"> <li>▶ The <b>conditional</b> 'would like' may express a <b>wish</b> or <b>desire</b>.</li> <li>▶ 'Would like' is contracted <b>'-d like'</b>.</li> <li>▶ 'Would like' precedes an infinitive or a noun or noun phrase.</li> </ul>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'd like to go to the movies.</li> <li>• I would like more details.</li> </ul>
<ul style="list-style-type: none"> <li>▶ Used as an <b>interrogative</b>, 'would like' is a more polite synonym of '(do) want'.</li> </ul>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• What kind of gas <b>would you like?</b></li> <li>• <b>Would you like to have</b> a drink?</li> <li>• <b>Would you like to see</b> the backyard?</li> </ul>

**'Would like': expressing wishes – Exercise – The right word**

What \_\_\_\_\_ to do tonight?

like you - may you want - would you like - have you liked - could you want - want you

**'Would like': expressing wishes – Exercise – Fill in the blanks**

You can come with us to the lake if you \_\_\_\_\_.

I know you're busier than you'd \_\_\_\_\_ be.

You could bring some work along if you \_\_\_\_\_.

If you want Dominic to give you a ride, I'll ask him \_\_\_\_\_.

We sure don't get away as often as we \_\_\_\_\_, anyway.

want to - like to - needed to - to - used to



## 'To go' and 'to come' + infinitive

- ➡ When the verbs **to go** and **to come** are followed by the **infinitive**, they are not preceded by **to** and the coordinating conjunction **and** can be omitted.

**Example:**

- **Go** (and) **get** the mail.
- **Come** (and) **eat** with us.

## 'To go' and 'to come' + infinitive – Exercise – The right word

I'll \_\_\_\_\_ my banker tomorrow.

saw - to go see - gone see to - gone see - go see

## 'To go' and 'to come' + infinitive – Exercise – Fill in the blanks

Have you \_\_\_\_\_ the new movie theater yet?

Do you want to \_\_\_\_\_ see a movie with us?

You could \_\_\_\_\_ have dinner at my place afterwards.

Just \_\_\_\_\_ the theater at seven; we'll meet you in front.

come to - gone to - come - go and

## Anaphoric 'to'

In order to avoid repetition, an **infinitive** can be replaced by the particle **'to'** (in such cases called an **anaphoric 'to'**) in one of the following forms.

<p>➔ auxiliary 'used to,' 'ought to' or 'have to'</p>	<p><b>Example:</b>                  You don't eat as much as you <b>used to</b>.                  You don't behave as you <b>ought to</b>.                  I don't want to go.                  You'll <b>have to</b>.</p>
<p>➔ an ordinary <b>verb</b> + an <b>infinitive</b></p>	<p><b>Example:</b>                  I hope he'll get through his exam; he <b>deserves to</b>.</p>
<p>➔ an <b>infinitive clause</b></p>	<p><b>Example:</b>                  Would you like him to call you back?                  Yes, I'd <b>like him to</b>.</p>

**Note:** When serving as a **passive auxiliary**, 'to be' cannot be replaced by 'to'.

**Example:**

- You'll be punished as you **deserve to be**.

### Anaphoric 'to' – Exercise – The right word

Why did I do this? You told me \_\_\_\_\_!

too it - too do - too - to - to it - to do

### Anaphoric 'to' – Exercise – Fill in the blanks

- You can come with us to the lake if you \_\_\_\_\_.
- I know you're busier than you'd \_\_\_\_\_ be.
- You could bring some work along if you \_\_\_\_\_.
- If you want Dominic to give you a ride, I'll ask him \_\_\_\_\_.
- We sure don't get away as often as we \_\_\_\_\_, anyway.

like to - needed to - to - want to - used to

## Construction of the present conditional

<p>➔ The <b>present conditional</b> is formed with:</p> <p style="text-align: center;"><b>would + infinitive without to</b></p> <p>➔ <b>Would</b> is invariable. It is shortened to <b>'d</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• It <b>would be</b> more difficult if you explained it this way.</li> <li>• I'd <b>like</b> to go on holiday.</li> </ul>
<p>➔ In the <b>negative form</b>, <b>would</b> and <b>not</b> are usually shortened to <b>wouldn't</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We <b>wouldn't go</b> sailing in such weather conditions.</li> </ul>
<p>➔ The <b>present conditional</b> is used to talk about <b>theoretical situations</b> or <b>actions</b>. You may use this form when you wish to talk about what <b>could be</b> or <b>could happen</b>. Compare the <b>theoretical</b> and <b>real</b> situations in the <b>examples</b> below.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• It <b>would be</b> a mistake to cut the budget. (<b>theoretical action</b>)</li> <li>• It's a mistake to cut the budget. (<b>real present action</b>)</li> <li>• We <b>would</b> improve our company's performance. (<b>theoretical situation</b>)</li> <li>• We are improving our company's performance. (<b>real present situation</b>)</li> </ul>

### Construction of the present conditional – Exercise – Text transformation

**Put the following text into the present conditional:**

Every day, I read the newspaper ads to find a new place to live. I visit different apartments and I meet lots of landlords. It's interesting to visit nice apartments in big buildings. I spend my life moving from one apartment building to the next.

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## Use of the present conditional

The **present conditional** is used:

➡ In a <b>principal clause</b> of which the <b>dependent</b> (often understood) is introduced by <b>if + preterite</b> and expresses a <b>condition</b> or an <b>assumption</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>• If I <b>had</b> time, I'd (<b>would</b>) do many things.</li></ul>
➡ To express the idea of <b>future</b> in the <b>past</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>• I <b>thought</b> she <b>wouldn't</b> come.</li></ul>
➡ To offer, ask for or state something with <b>politeness</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>• <b>Would</b> you like a drink?</li><li>• I'd (<b>would</b>) like to go swimming.</li><li>• We <b>should</b> say he <b>didn't</b> fit the job.</li></ul>

## Use of the present conditional – Exercise – Text transformation

*Put the following text into the present conditional:*

I like to go fishing with friends. I go trout fishing in the fall. I always sail to the middle of the lake. I play bridge every evening and always win. I get back late on Sunday evenings. The weekends are very relaxing.

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## The present subjunctive

### A - Construction

➡ The form of the **present subjunctive** corresponds to the **infinitive** form **without to**.

**Example:**

- I suggest that you **try** this beer.
- He ordered I **be** there at ten o'clock.

### B - Use

- ➡ The **present subjunctive** is used in formal speech to express:
- An **order** (after 'to order', 'to command', 'the order'...)
  - A **suggestion** (after 'to suggest', 'to insist', 'to ask', 'the suggestion'...)
  - A **necessity** (after 'it is necessary that', 'it is imperative that', 'it is important that'...) and sometimes after 'on the condition (that)').

**Example:**

- The judge gave the **order** he not **be** penalized.
- The lawyer **asks** the session **be** closed.
- **It is imperative that** you **participate** in this project.

## The present subjunctive – Exercise – The right word

The manufacturer suggests that you \_\_\_\_\_ the broken machine to them.

takes - taken - to take - took – take

## The present subjunctive – Exercise – Sentence practice

*Rewrite as in the example:*

We will have a picnic. (he asked)	He asked that we have a picnic.
Earl will stay in bed. (the doctor ordered)	
The doctor is coming to the house. (Earl asked)	
He will go back to work Thursday. (it is necessary)	

## 'Shall'

<p>➔ The auxiliary '<b>shall</b>' is rarer in American than in British English; its meaning is most often conveyed, in speech as well as in writing, by the future auxiliary '<b>will</b>.' Nevertheless, many speakers use '<b>shall</b>' in first-person questions that ask opinions or imply suggestions.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Shall we</b> go?</li> <li>• What <b>shall we</b> do about them?</li> <li>• <b>Shall we</b> say Wednesday?</li> <li>• <b>Shall I</b> help you?</li> </ul>
<p>➔ <b>Shall</b> can express <b>obligation</b>. This usage is common in legal texts and official rules.</p> <p><b>Note:</b> In the above examples, <b>shall</b> is a <b>modal of obligation</b> similar to <b>must</b> or <b>have to</b>. However, <b>shall</b> is generally considered to be stronger and more <b>formal</b> than other <b>modals of obligation</b>. Also note that <b>shall not</b> is used in negative constructions.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• The insurance holder <b>shall</b> pay back the full loan amount within three years.</li> <li>• Students <b>shall not</b> play loud music after ten p.m.</li> </ul>
<p>➔ <b>Imperative sentences</b> with <b>let's (let us)</b> can seem overly forceful in business contexts. To <b>achieve a softer tone</b>, you can use <b>shall we</b> as a <b>question tag</b>.</p> <p><b>Note:</b> In <b>affirmative sentences</b> with <b>I'll (I will)</b>, <b>shall I</b> may be used as a <b>question tag</b>. However, this construction is <b>primarily British</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Let's work on the project this afternoon, <b>shall we</b>?</li> <li>• Let's finish this today, <b>shall we</b>?</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'll give them a call, <b>shall I</b>?</li> <li>• I'll stop by your office at 10:00, <b>shall I</b>?</li> </ul>

## 'Shall' – Exercise – The right word

\_\_\_\_\_ we negotiate the distribution rights in North America?

Let's - What - Why - Shall - How

## Perfect conditional using 'should'

The 'should' form of the **perfect conditional** ('should have' + past participle) may convey either of the following ideas:

<p>➔ A <b>regret</b> or <b>reproach</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"><li>• I <b>should have gotten</b> up earlier.</li><li>• I wouldn't be late now.</li><li>• They <b>should have let</b> us know.</li><li>• What are we going to do now?</li></ul>
<p>➔ An (unfulfilled) <b>expectation</b> or <b>assumption</b> regarding the past</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"><li>• You <b>should have received</b> my e-mail. I sent it a half hour ago.</li></ul>

## Perfect conditional using 'should' – Exercise – Word order

to - should - have - gone - We - the - mountains

## Verbs expressing stages of an action

Some **verbs** express the notions of **beginning**, **continuation** and **end** of an **action** and are only **followed** by the **gerund** (formed by adding **-ing**).

The main ones are:

<p>➔ <b>To stop, to finish, to go on, to keep (on)...</b></p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• <b>Stop</b> shouting!</li> <li>• She's <b>finished</b> eating.</li> <li>• They <b>kept on</b> spending money.</li> </ul>
<p>➔ <b>To begin, to start, to continue and to cease</b> are <b>followed</b> either by a <b>gerund (-ing)</b> or an <b>infinitive</b>.</p> <p>➔ <b>To begin</b> and <b>to start</b> are followed by the <b>infinitive</b> to emphasize an <b>action</b>, and by the <b>gerund (-ing)</b> to emphasize the notion of the <b>beginning</b> or <b>continuation</b> of an action</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• I <b>continued to play</b> golf until late at night.</li> <li>• I <b>continued playing</b> golf until late at night.</li> </ul> <p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• She <b>starts to work</b> tomorrow. The holiday is over.</li> <li>• She <b>starts working</b> at 7 o'clock, which is early.</li> </ul>

## Verbs expressing stages of an action – Exercise – Sentence practice

*Answer the question as in the example:*

<p><b>Why is he going to the beach? (he can surf)</b></p>	<p><b>He's going to the beach so he can surf.</b></p>
<p>Why are you buying ice cream? (Mateen will stop complaining)</p>	
<p>Why is Tom staying out of the water? (Vince will stop splashing him)</p>	
<p>Why are you getting your shovel? (Tom can build a sandcastle)</p>	



## Verbs without a continuous form

Some verbs are **often** used in the **simple form**.

These include:

- The **verbs of involuntary perception: to feel, to hear, to see.**
- The verbs expressing **appearances, preferences, beliefs...** For example: **to be, to believe, to know, to like, to love, to mean, to prefer, to think, to understand, to want.**
- **To have and have to.**

### Example:

- She **wants** chocolate.
- I **think** you're right about that.

**Note:** Some of these verbs may be used in the continuous form but their meaning changes.

## Verbs without a continuous form – Exercise – Word order

won't - any - sunny - there - You mean - even be - spells?

## Verbs without a continuous form: exceptions

Some **verbs** that **normally** take the **simple form** can be used in the **continuous form** in certain cases.

<p>➔ When the verb <b>to think</b> is used in the continuous form, it has a <b>different meaning</b> with respect to the simple form.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'm <b>thinking of</b> my friend who's taking an exam.</li> <li>• We're <b>thinking of</b> going to the cinema tonight. (continuous form)</li> <li>• What do you <b>think of</b> this movie? (simple form)</li> </ul>
<p>➔ <b>Verbs of perception</b> can be used in the continuous form when they express a <b>voluntary action</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• To see if he has a fever, the mother <b>is feeling</b> the child's head.</li> </ul>
<p>➔ The verb <b>to want</b> is often used in the <b>continuous form</b> in the <b>present perfect</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I've <b>been wanting</b> to take dance lessons for ages.</li> </ul>
<p>➔ The verb <b>to like</b> is used in the <b>continuous form</b> in everyday language: <b>How are you liking... ?</b> with the meaning: 'Are you enjoying... ?'</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• How <b>are you liking</b> your stay?</li> </ul>
<p>➔ The verb <b>to have</b> can be used in the <b>continuous form</b> in the expression <b>to have something done</b> (in the passive), and in expressions such as <b>to have dinner</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• They're <b>having</b> a chimney built.</li> <li>• My friend's <b>having</b> dinner in a nice restaurant tonight.</li> </ul>
<p>➔ The verb <b>to be</b> can be used in the <b>continuous form</b> either as an auxiliary in the <b>passive voice</b> or followed by an adjective to insist on the fact that it refers to the <b>present moment</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• The building <b>is being</b> renovated.</li> <li>• Usually you're quite serious, but right now you're <b>being</b> crazy!</li> </ul>

## Verbs without a continuous form - exception – Exercises – Sentence practice

*Rewrite as in the example:*

Our car is being repaired.	We're having our car repaired.
Our windshield is being replaced.	
Your tires are being rotated.	
His part is being delivered.	

## Verbs without a continuous form - exceptions – Exercise – Word order

you're - how - me - feeling - tell - !



## 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**.

- |                 |  |
|-----------------|--|
| <b>Example:</b> | <ul style="list-style-type: none"><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**.

- |                 |  |
|-----------------|--|
| <b>Example:</b> | <ul style="list-style-type: none"><li>• He advised me not to wait.</li></ul> |
|-----------------|--|

➔ 'For' precedes **infinitive clauses** expressing **goals**.

**Example:** I brought this book for you to read.

➔ 'For' may also precede **objective infinitive clauses** that do not express goals.

- |                 |   |
|-----------------|---|
| <b>Example:</b> | <ul style="list-style-type: none"><li>• I'm waiting for the rain to stop.</li></ul> |
|-----------------|---|

**Note:** 'For' + **gerund** ('-ing' verb) introduces **clauses** expressing **cause**. However, this form is **not** considered an **infinitive clause**.

- |                 |  |
|-----------------|--|
| <b>Example:</b> | <ul style="list-style-type: none"><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.

- |                 |   |
|-----------------|---|
| <b>Example:</b> | <ul style="list-style-type: none"><li>• I'm not sure <b>how to find</b> the offices from here.</li><li>• Could you let me know <b>when to start</b> my presentation?</li><li>• Have we decided <b>how much to spend</b> on advertising?</li><li>• I don't know <b>what to do</b> about the problem.</li><li>• No one was told <b>where to go</b>.</li></ul> |
|-----------------|---|

**Note:** The **question words what, which, how many, and how much** are sometimes followed by a **noun**.

**Example:**

- Can you tell me **which train to take**?
- We don't know **what tasks to do** first.
- She didn't say **how much time to spend** on the report.

➔ The **infinitive** can also be preceded by **whether**.

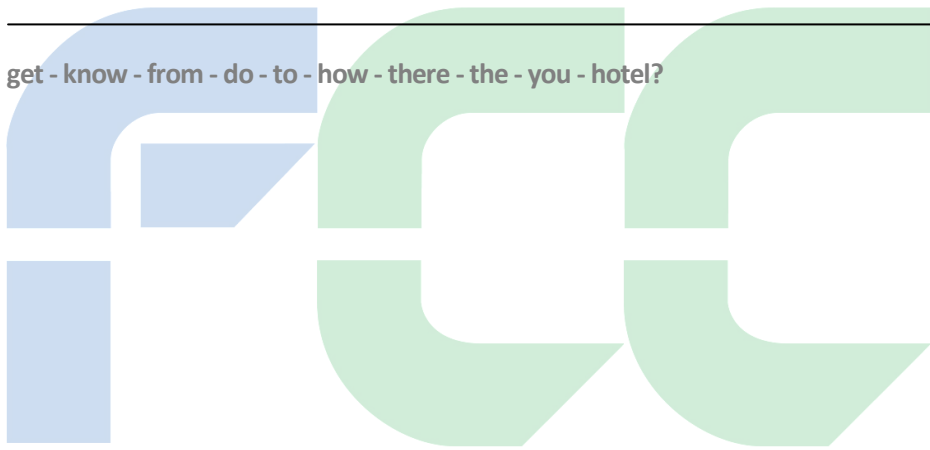
**Example:**

- Geena hasn't decided **whether to come** or not.

➔ Also note that the **question word why** cannot be followed by the infinitive.

## Infinitive clauses – Exercise – Word order

get - know - from - do - to - how - there - the - you - hotel?



## 'To be' and 'to have': preterite

➔ In the **preterite**, 'to be' is conjugated as follows:

I <b>was</b>	we <b>were</b>
you <b>were</b>	you <b>were</b>
he / she / it <b>was</b>	they <b>were</b>

**Example:**

- It **was** probably a forum on environmental issues.
- We **were** lucky to get these seats.

➔ In the **preterite**, 'to have' is conjugated as follows:

I <b>had</b>	we <b>had</b>
you <b>had</b>	you <b>had</b>
he / she / it <b>had</b>	they <b>had</b>

**Example:**

- We **had** a very good meal.
- The American pension funds **had** a major effect on prices.

## 'To be' and 'to have': preterite – Exercise – Grammar practice

*Give the preterite of the following verbs:*

our sales rise	our sales rose
Their competitors teach	
The market leader is	
A Dutch company buys	
The company builds	
The employees become	
The local distributors make	

## 'To look forward to'

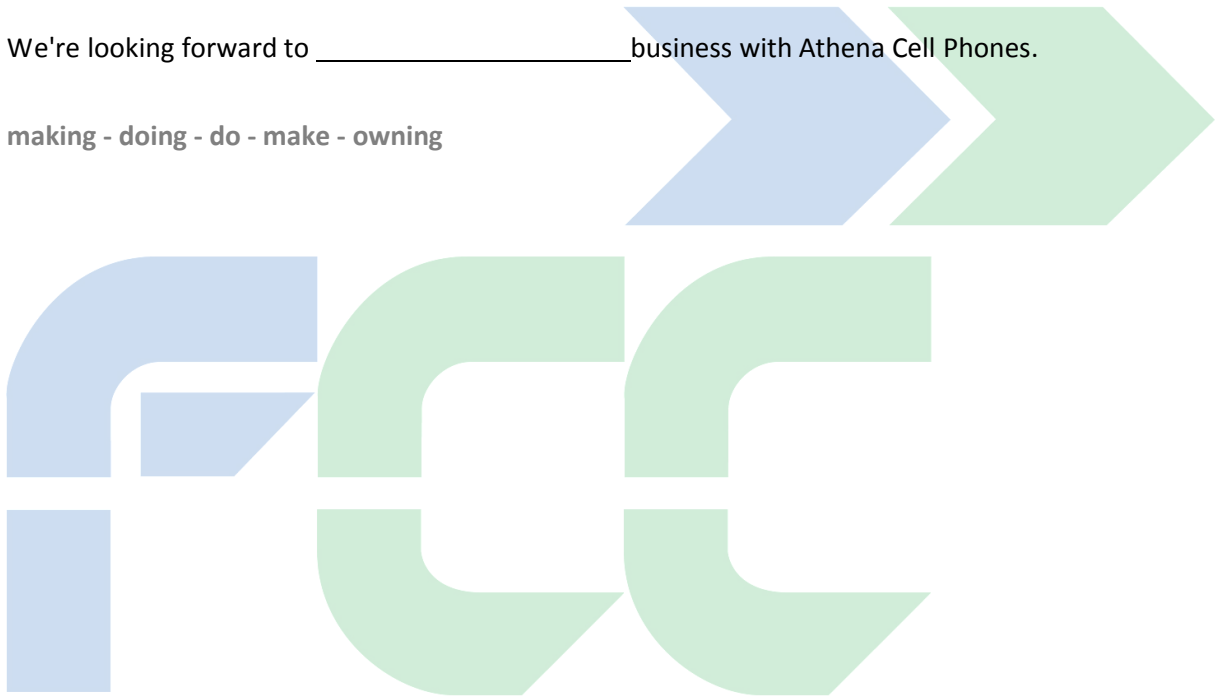
'To look forward to' can be used with:

▶ A noun	<b>Example:</b> I'm looking forward to the vacation.
▶ A gerund (verb ending in '-ing')	<b>Example:</b> We're looking forward to seeing you.

### 'To look forward to' – Exercise – The right word

We're looking forward to \_\_\_\_\_ business with Athena Cell Phones.

making - doing - do - make - owning



## Past perfect

### A – Formation

The **past perfect** is formed using 'had' + **past participle**.

**Example:**

- She met someone she **had** already **seen** before.
- When we opened the door, we realized a thief **had** **stolen** the TV.

### B – Use

The **past perfect** may express:

<p>➔ An action completed <b>before</b> a given time in the <b>past</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>When they arrived</b>, we <b>had</b> already <b>finished</b> eating.</li> <li>• She <b>told</b> me she <b>had</b> <b>tried</b> to reach me.</li> <li>• I <b>had</b> never <b>seen</b> this movie <b>before then</b>.</li> </ul>
<p>➔ A state or action <b>beginning</b> in the <b>past</b> and <b>continuing</b> until some <b>later</b> time in the <b>past</b></p> <p><b>Note:</b> In such cases, actions are expressed using the <b>continuous past perfect</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• They <b>had been</b> friends for ten years <b>when he left</b>.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• How long <b>had</b> you <b>been waiting</b> for me <b>when I called you yesterday?</b></li> </ul>
<p>➔ A <b>recent</b> action or state, in which case 'just' is used with the <b>simple past perfect</b></p> <p><b>Note:</b> The <b>continuous</b> form may also express a recent action.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I <b>had just finished</b> writing a letter when you knocked at the door.</li> </ul> <p><b>Example:</b> You could tell he <b>had been sleeping</b>.</p>
<p>➔ In order to respect the <b>sequence of tenses</b> in <b>indirect discourse</b>, a state or action that was originally (in <b>direct discourse</b>) expressed in the <b>preterite</b> or <b>present perfect</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• She <b>told</b> me she <b>had won</b>. (Direct discourse: I <b>won</b>.)</li> <li>• They <b>said</b> they <b>had been walking</b> all day long. (Direct discourse: We <b>have been walking</b> all day long.)</li> </ul>



## Expressions with the present perfect

- ➔ To refer to a **period** of time that is **not yet over** ('today', 'this week', 'this year', etc.) or **ends at present**, ('already', 'lately', 'in the last two months', 'all my life', 'so far', etc.), a verb in the **present perfect** is used.

**Example:**

- He's **been** in a bad mood **all day**.
- **This is the first time I've met** Jenny.
- I **haven't heard** about it **so far**.

**Note:** 'So far' is at times omitted in questions like: **How many times have you met?**



## Verbs expressing a wish to act

Certain **verbs** expressing the **will to act** may be followed by **infinitives** and **gerunds**:

<p>▶ <b>'To intend'</b> and <b>'to propose'</b> may be used with both <b>infinitives</b> and <b>gerunds</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• He <b>intends to settle</b> in New York.</li> <li>• What did he <b>propose to do</b>?</li> </ul>
<p>▶ <b>'To try'</b> is followed by an <b>infinitive</b> when it describes an <b>effort</b> and by a <b>gerund</b> when it describes an <b>experiment</b>, a trying out.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'm <b>trying to do</b> this exercise.</li> <li>• I wouldn't <b>try gliding</b> or <b>rafting</b>.</li> </ul>
<p>▶ <b>'To consent'</b> and <b>'to agree'</b> take <b>infinitives</b> in sentences where both verbs have the <b>same subject</b>, and <b>'to' + gerund</b> where the <b>subjects are different</b>.</p> <p><b>Note:</b> <b>'To consent'</b> and <b>'to agree'</b> may be followed by <b>'to' + noun</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• She <b>agreed to see</b> the manager.</li> <li>• He <b>consented to her coming</b> with us.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Do you <b>agree to our conditions</b>?</li> <li>• I <b>consent to the terms</b> of the contract.</li> </ul>

## Verbs expressing a wish to act – Exercise – Fill in the blanks

What do you first \_\_\_\_\_ when you \_\_\_\_\_ at a car?

How much are you prepared to \_\_\_\_\_ for this car?

What do you \_\_\_\_\_ to \_\_\_\_\_ with your car?

I will \_\_\_\_\_ to work and go \_\_\_\_\_ with my wife.

intend - shopping - consider - commute - look - pay - do

## Voice

### Construction of the passive

The passive exists in every tense. The **passive voice** is formed as follows:

<p><b>Be (conjugated) + past participle</b></p> <p>➔ 'By' is used to introduce the person or the object that <b>does the action</b>.</p>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"><li>• A worm <b>is being eaten by</b> the bird. (Active sentence: The bird <b>is eating</b> a worm.)</li><li>• The church <b>was built</b> in 1654. (Active sentence: People built the church in 1654.)</li><li>• My brother <b>is punished by</b> the teacher. (Active sentence: The teacher <b>punishes</b> my brother.)</li></ul>
<p><b>Get + past participle</b></p> <p>➔ 'Get' is used to express:</p> <ul style="list-style-type: none"><li>• The <b>passage</b> from one state of being to another.</li><li>• An idea of some <b>effort</b> being undertaken.</li></ul>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"><li>• They'll <b>get married</b> in two months.</li></ul> <p><b><u>Example:</u></b></p> <ul style="list-style-type: none"><li>• We'll try to <b>get ourselves invited</b>.</li></ul>



## Active and passive voice

The **active voice** describes what the subject does; the **passive voice** describes what is done to the subject. The passive exists in all tenses. The **passive voice** is formed in the following ways:

<p><b>'Be' + past participle</b></p>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"> <li>You're only <b>allowed</b> one piece of luggage.</li> <li>You <b>are being asked</b> for your passport.</li> <li>The stables <b>were burned down</b> by prisoners.</li> <li>The deadlines <b>haven't been met</b>.</li> </ul>
<p><b>'Get' + past participle</b></p> <p>➡ <b>'Get'</b> may express:</p> <ul style="list-style-type: none"> <li><b>change of state;</b></li> <li><b>effort.</b></li> </ul>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"> <li>I hope I won't <b>get sunburned</b>.</li> <li>I <b>got caught</b> in traffic and just missed my flight.</li> </ul> <p><b><u>Example:</u></b></p> <ul style="list-style-type: none"> <li>She <b>got herself invited</b> to the party.</li> </ul>

'By,' which is at times omitted but understood, introduces an **agent**, i.e., the person or thing carrying out an action. Some passive verbs—e.g., '**to be left**' when its meaning is 'to remain'—**never** have agents.

## Auxiliaries

### Auxiliaries

#### 1- 'Be', 'have', 'do', and 'let'

Some tenses are formed using the auxiliaries 'be', 'have', 'do', and 'let'.

Conjugation of 'be', 'have', and 'do' follows that of 'to be', 'to have' and 'to do' (see **conjugation tables in TELL ME MORE**).

<p>➔ The auxiliary 'be,' followed by a <b>present participle</b>, is used for conjugating <b>continuous tenses</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I <b>am</b> eating.</li> <li>• She's <b>been</b> driving nonstop.</li> </ul>
<p>➔ The auxiliary 'have,' followed by a <b>past participle</b>, is used for conjugating <b>past compound tenses</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I <b>have</b> been waiting for two hours.</li> <li>• It <b>hasn't</b> arrived yet.</li> </ul>
<p>➔ The auxiliary 'do' is used in <b>interrogative</b> and <b>negative</b> sentences, in <b>tags</b>, and for <b>emphasis</b> in affirmative sentences.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• How long <b>does</b> it take?</li> <li>• I <b>don't</b> have any change.</li> <li>• <b>Do</b> you have honey? - Yes, we <b>do</b>.</li> </ul>
<p>➔ The auxiliary 'let,' which is <b>invariable</b>, is used in the <b>imperative</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Let me</b> see.</li> <li>• <b>Let's</b> go and get sandwiches.</li> <li>• <b>Let them</b> wait a little.</li> </ul>

#### 2- 'Will'

➔ 'Will,' which is contracted as '-ll,' is the **future** auxiliary. The contracted form of 'will not' is 'won't.'

**Example:**

- She'll stay till eight.
- I **won't** need the duvets.

**Note:** Although rare, 'shall' may replace 'will' in the first persons singular and plural.

**Example:** We **shall** come with you.

## 3- 'Would'

➡ 'Would,' whose contracted form is '-d,' is the **conditional** auxiliary. 'Would not' is contracted to 'wouldn't.'

### Example:

- I'd like to believe you!
- **Would** you sign here, please?
- If I were you, I **wouldn't** do it.

## Auxiliaries – Exercise – Text transformation

*Put the following text into the present conditional:*

Every day, I read the newspaper ads to find a new place to live. I visit different apartments and I meet lots of landlords. It's interesting to visit nice apartments in big buildings. I spend my life moving from one apartment building to the next.



Decorative graphic consisting of two large arrows pointing right, one blue and one green, positioned above a set of horizontal lines. Below the lines are large, stylized letters 'f' and 'cc' in blue and green respectively.

## Modal auxiliaries

Some tenses are formed using **modal auxiliaries**. With the exception of 'ought,' these are followed by **infinitives without 'to.'**

**Modal auxiliaries** are invariable, i.e., they take no '-s' in the third person singular.

**Modal auxiliaries** may precede continuous tenses ('be' + '-ing' verb).

'Can'	
<p>➔ The auxiliary 'can' expresses <b>ability, permission, or likelihood.</b></p> <p>➔ Its past is 'could' and its future is generally 'will be able to'. The negative of 'can' is 'cannot' or 'can't'.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• Can you count?</li> <li>• They <b>can't</b> make it tonight.</li> <li>• I <b>can't</b> hear you.</li> </ul>
'Could'	
<p>➔ The auxiliary 'could', not to be confused with the identical preterite of 'can', is used for forming the <b>preterite modal</b>. 'Could' may express a conditional or hypothetical present, a dubious <b>possibility</b>, or a <b>politely-phrased request</b>.</p> <p>➔ 'Could have' + <b>past participle</b> may express the theoretical likelihood of events that have not taken place, or the likelihood of past events whose status is unknown. 'Could not' is contracted to 'couldn't'.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• Well, we <b>could</b> have two desserts.</li> <li>• I wish I <b>could</b> play the piano.</li> <li>• It <b>could have</b> been worse.</li> </ul>
'May'	
<p>➔ The auxiliary 'may' expresses uncertainty or <b>possibility</b> in both the present and future.</p> <p>➔ Its past is 'may have' + <b>past participle</b>. For referring to eventualities in <b>questions</b>, various turns of phrase are used to replace 'may' (e.g. 'Do you think . . .').</p> <p>➔ 'May' is also a somewhat <b>formal</b> way of expressing <b>permission</b>, an idea expressed in the past and future by 'to be allowed to' or 'to be permitted to.'</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• That <b>may</b> be true.</li> <li>• It <b>may have</b> happened.</li> <li>• <b>May</b> I have your room number?                         <ul style="list-style-type: none"> <li>- No, you <b>may not</b>.</li> </ul> </li> </ul>

## Moods, voice and auxiliaries – A2 level

'Might'	
<p>➔ The auxiliary '<b>might</b>', which is identical to the preterite of '<b>may</b>' (used to respect the sequence of tenses), commonly replaces '<b>may</b>' in all tenses.</p> <p>➔ In the past, '<b>might have</b>' + <b>past participle</b> is used.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• There <b>might</b> be a few showers.</li> <li>• I thought I <b>might</b> come back by car.</li> <li>• The flight <b>might have</b> been delayed.</li> </ul>
'Will'	
<p>➔ '<b>Will</b>' is both a <b>future</b> and a <b>modal auxiliary</b>.</p> <p>➔ The modal auxiliary '<b>will</b>' may express a wish or (in the negative) refusal or, alternatively, repetition or continuity.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Listen, <b>will</b> you?</li> <li>• This envelope <b>won't</b> close!</li> </ul>
'Shall'	
<p>➔ '<b>Shall</b>' is usually used in <b>first-person questions</b> that express offers or ask opinions.</p> <p><b>Note:</b> '<b>Should</b>' is more common in such cases.</p>	<p><b>Example:</b></p> <p><b>Shall</b> I help you? <b>Shall</b> we take my car?</p> <p><b>Example:</b> How <b>should</b> we proceed?</p>
'Must'	
<p>➔ The auxiliary '<b>must</b>' expresses an <b>obligation</b> determined by the speaker or writer. In this sense, '<b>must</b>' exists only in the present, and '<b>have to</b>' and '<b>be to</b>' are used in the past and future. '<b>Must not</b>' (or '<b>mustn't</b>') expresses a <b>prohibition</b>; '<b>shouldn't</b>', however, is more common.</p> <p>➔ '<b>Must</b>' may also express <b>near-certainty</b>. When it expresses near-certainty, '<b>must</b>' may be followed by a continuous form.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We <b>must</b> find a solution.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I <b>must</b> have put the wrong address.</li> <li>• You <b>must</b> be kidding.</li> </ul>



'Should'	
<p>➔ The auxiliary <b>'should'</b> may express a <b>suggestion</b> or piece of <b>advice</b> or, alternatively, a desirable <b>probability</b>. <b>'Should'</b> + <b>infinitive</b> refers to the present; in the past, <b>'should have'</b> + <b>past participle</b> expresses a regret, a reproach, or the likelihood of a past event having taken place. <b>'Should not'</b> is contracted as <b>'shouldn't'</b>.</p> <p>➔ Like <b>'shall'</b>, <b>'should'</b> may also be used to make offers or ask opinions in first-person questions.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>You <b>should</b> always have an umbrella with you.</li> <li>I <b>shouldn't</b> eat so much.</li> <li>We <b>should</b> be landing at 12:25.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li><b>Should</b> I call his family?</li> </ul>
'Ought to'	
<p>➔ <b>'Ought to'</b>, a less common synonym of <b>'should'</b>, often expresses a strong <b>probability</b>, one whose failure to take place would be surprising. The rare negative <b>'ought not to'</b> can be used before short, very common verbs.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>You ought to try some of the discussion groups.</li> <li>She ought to be back now.</li> <li>You ought not to do that.</li> </ul>

## Modal auxiliaries – Exercise – Sentence practice

*Rewrite as in the example:*

Maybe I'll take out a loan.	I might take out a loan.
Maybe the payments will be high.	
Maybe I'll spend my savings.	
Maybe I'll need to commute.	

## Mood, voice and auxiliaries - Solutions

### Mood and tenses – Solution(s)

#### The simple present – Solution(s)

#### The simple present – Exercise – Word order

My sister travels with a small suitcase when she goes on vacation.

.....

### The verb 'to be' – Solution(s)

#### The verb 'to be' – Exercise – The right word

Is Athena a multinational company?

#### The verb 'to be' – Exercise – Sentence practice

*Rewrite the following sentences as in the example:*

Tomorrow is Friday. (Thursday)	Tomorrow is Thursday, isn't it?
Your canoe is red. (blue)	Your canoe is blue, isn't it?
Low pressure means bad weather. (good weather)	Low pressure means good weather, doesn't it?
They hate canoeing. (hiking)	They hate hiking, don't they?

.....

### Contraction of 'to be' – Solution(s)

#### Contraction of 'to be' – Exercise – Fill in the blanks

I don't understand **why** we need so much.

**Where** are the children's sandals?

**What's** the matter?

**There's** a wasp!

My sister travels with a small suitcase **when** she goes on vacation.

## Contraction of 'to be' – Exercise – Sentence practice

Answer the question as in the example:

Is Herbert going to call? (this evening)	He's calling this evening.
Are you going to organize the trip? (tomorrow)	I'm organizing the trip tomorrow. We're organizing the trip tomorrow. I am organizing the trip tomorrow. We are organizing the trip tomorrow. I'm organizing it tomorrow. I am organizing it tomorrow. We're organizing it tomorrow. We are organizing it tomorrow.
Is the forecast going to come on? (at 6:00)	It's coming on at 6:00. It is coming on at 6:00. It's coming on at six. It is coming on at six. It's coming on at six o'clock. It is coming on at six o'clock. The forecast is coming on at 6:00. The forecast's coming on at 6:00. The forecast's coming on at six. The forecast is coming on at six. The forecast's coming on at six o'clock. The forecast is coming on at six o'clock.
Are they going to rent a house? (next week)	They're renting a house next week. They are renting a house next week. They're renting one next week. They are renting one next week.

.....

**The present continuous – Solution(s)**

**The present continuous – Exercise– Sentence practice**

*Answer the question as in the example:*

Why is he going to the beach? (he can surf)	He's going to the beach so he can surf.
Why are you bringing the kids? (I can teach them to swim)	I'm bringing the kids so I can teach them to swim. I am bringing the kids so I can teach them to swim.
Why is she taking the train? (she can work en route)	She's taking the train so she can work en route. She is taking the train so she can work en route.
Why are you putting lotion on him? (he will not get sunburned)	I'm putting lotion on him so he won't get sunburned. I am putting lotion on him so he won't get sunburned. I'm putting lotion on him so he will not get sunburned. I am putting lotion on him so he will not get sunburned.

**The present continuous – Exercise – Word order**

We're staying in a summer house we rented.

.....

**The future – Solution(s)**

**The future– Exercise – Fill in the blanks**

You **are** working for the American subsidiary of your firm in Los Angeles.  
It **will** soon **be** July 4th, the most popular American holiday,  
and somebody **asks** you what **you're** planning to **do** .

## The future– Exercise – Text transformation

**Rewrite the text using the appropriate tense and mood:**

Edward Charlesworthy (to found) the company in 1962. Sales (to increase by) 6% the following year. In 1995, the company (to open an office) in Europe. Next year, we (to branch out) into different industries. After that, we (to hire) new personnel all over Europe.

Edward Charlesworthy founded the company in 1962. Sales increased by 6% the following year. In 1995, the company opened an office in Europe. Next year, we will branch out into different industries. After that, we will hire new personnel all over Europe.

## Verbs with a reflexive or reciprocal meaning – Solution(s)

### Verbs with a reflexive or reciprocal meaning – Exercise – Word order

Jack the Ripper liked to hide in the thick fog.

## The affirmative imperative – Solution(s)

### The affirmative imperative – Exercise – Grammar practice

**Conjugate as in the example:**

(to give) me	give me
(to tell) him	tell him
(to take) it	take it
(to enjoy) yourself	enjoy yourself
(to let) her	let her
(to get) them	get them
(to help) us	help us

## The affirmative imperative – Exercise – Sentence practice

Conjugate as in the example:

(To tell) me your company's name, please.	Tell me your company's name, please.
(To send) them back to our warehouse.	Send them back to our warehouse.
(To replace) the defective lamps for free.	Replace the defective lamps for free.
(To ship) them back to us.	Ship them back to us.

## The negative imperative – Solution(s)

### The negative imperative – Exercise – Fill in the blanks

Don't worry, we'll give you a refund.

## The negative imperative – Exercise(s) – Sentence practice

Make the following sentences negative:

Worry about the shipping.	Don't worry about the shipping.
Send them back to the warehouse.	Don't send them back to the warehouse.
Pay for the order.	Don't pay for the order.
Place an order.	Don't place an order.

## Verbs: reactions and preferences – Solution(s)

### Verbs: reactions and preferences – Exercise – Sentence practice

Rewrite the following sentences as in the example:

Tomorrow is Friday. (Thursday)	Tomorrow is Thursday, isn't it?
Your canoe is red. (blue)	Your canoe is blue, isn't it?
Low pressure means bad weather. (good weather)	Low pressure means good weather, doesn't it?
They hate canoeing. (hiking)	They hate hiking, don't they?

'Will' - 'To be going to' – Solution(s)

'Will' - 'To be going to' – Exercise – The right word

We **are going to** begin the concert soon.

'Will' - 'To be going to' – Exercise – Fill in the blanks

If it doesn't rain we **will go** canoeing.

Unfortunately, it's **going to** rain.

Who **is going to** bring the tent? I **will**, if nobody else can. **Would** you? Thanks!

'Will' - 'To be going to' – Exercise – Word order

What's the weather going to be like this weekend?

.....

The near future: BE + ING – Solution(s)

The near future: BE + ING – Exercise – Fill in the blanks

We're **staying** in a summer house we **rented**.

I don't **know** why we **need** so much.

Where will you **put** this surfboard? We'll **take** the train next time!

The near future: BE + ING – Exercise – Word order

I'm not planning to buy.

.....

**Irregular verbs – Solution(s)**

**Irregular verbs – Exercise – Sentence practice**

*Conjugate as in the example:*

Athena (to grow) by 30% last year.	Athena grew by 30% last year.
The history of Athena Cell Phones (to begin) in 1990.	The history of Athena Cell Phones began in 1990.
We (to make) digital cameras as well as cell phones for several years.	We made digital cameras as well as cell phones for several years.
Athena (to choose) Asia because it is a big market.	Athena chose Asia because it is a big market.

**Irregular verbs – Exercise – Text transformation**

*Rewrite the text using the appropriate tense and mood:*

We have only been in America for two days, but I already (to know) that there (to be) a lot to do here. Yesterday I (to drive) around New York and (to meet) my friend Rachel. Later that day we (to go) to Chinatown, and then we (to catch) the plane. Tonight we (to eat) together in an American diner.

We have only been in America for two days, but I already know that there's a lot to do here. Yesterday I drove around New York and met my friend Rachel. Later that day we went to Chinatown, and then we caught the plane. Tonight we ate together in an American diner.

.....

**Construction of the preterite – Solution(s)**

**Construction of the preterite – Exercises – Grammar practice**

*Give the preterite of the following verbs:*

To have	Had
To begin	Began
To make	Made
To grow	Grew
To choose	Chose
To sell	Sold
To hire	Hired



Construction of the preterite – Exercise – Text transformation

Put the following text into the simple preterite:

We are very lucky to be invited to go on a canoeing trip with friends. We call to see what the weather is like. It will get chilly and turn showery. We have to go canoeing over the weekend. However, on Saturday the temperature will soar. There will then be a high pressure front.

We were very lucky to be invited to go on a canoeing trip with friends. We called to see what the weather was like. It got chilly and turned showery. We had to go canoeing over the weekend. However, on Saturday the temperature soared. There was then a high pressure front.

.....

Use of the preterite – Solution(s)

Use of the preterite – Exercise – The right word

Our company **began** in 1990.

Use of the preterite – Exercise – Word order

Our friends invited us to their place for cocktails.

.....

Construction of the present perfect – Solution(s)

Construction of the present perfect – Exercise- The right word

The Space Shuttle Endeavor **has landed** after so much time in space!

Construction of the present perfect – Exercise – Fill in the blanks

You have been **planning** a trip across the USA for a long time.

The big day has **arrived**.

Your plane has just **landed** in New York and your American dream is finally **coming** true. You **go** up to Immigration still in a daze at what is **happening**.

'Passport, please!'

.....

## Use of the present perfect – Solution(s)

### Use of the present perfect – Exercise - The right word

Have you **gotten** over the flu yet?

## Use of the present perfect – Exercise – Sentence practice

Answer the question as in the example:

We went to Boston last year. (this year)	Have you gone to Boston this year?
We went to Washington last year. (this year)	Have you gone to Washington this year? Have you gone there this year? Have you been to Washington this year? Have you been there this year?
I went on vacation last summer. (this summer)	Have you gone on vacation this summer? Have you been on vacation this summer?
I ate lunch in Chinatown last week. (this week)	Have you eaten lunch in Chinatown this week? Have you eaten lunch there this week?

## Construction of the present perfect continuous – Solution(s)

### Construction of the present perfect continuous – Exercise – Sentence practice

Conjugate as in the example:

You (to make) backups of everything since November.	You've been making backups of everything since November.
She (to install) a memory upgrade since this morning.	She's been installing a memory upgrade since this morning. She has been installing a memory upgrade since this morning.
It (to recharge) all night.	It's been recharging all night. It has been recharging all night.
We (to use) the same laptops for five years.	We've been using the same laptops for five years. We have been using the same laptops for five years. We've been using the same laptops for 5 years. We have been using the same laptops for 5 years.

Construction of the present perfect continuous – Exercise – Word order

You have been planning a trip across the USA.

.....

Use of the present perfect continuous – Solution(s)

Use of the present perfect continuous – Exercise – The right word

I've **been** trying to restart the laptop since it crashed.

Use of the present perfect continuous – Exercises – Sentence practice

Answer the question as in the example:

Do they use a travel agent? (for five years)	They've been using a travel agent for five years
Does Mariette vacation in Mexico? (for three years)	Mariette's been vacationing in Mexico for three years. Mariette has been vacationing in Mexico for three years. She's been vacationing in Mexico for three years. She has been vacationing in Mexico for three years.
Does Dave work at the airport? (for six months)	Dave's been working at the airport for six months. Dave has been working at the airport for six months. He's been working at the airport for six months. He has been working at the airport for six months.
Does Clara go south for the winter? (for four years)	Clara's been going south for the winter for four years. Clara has been going south for the winter for four years. She's been going south for the winter for four years. She has been going south for the winter for four years.

Use of the preterite with 'just,' 'yet' and 'already' – Solution(s)

Use of the preterite with 'just,' 'yet' and 'already'– Exercise - Fill in the blanks

Can you stay **much** longer?

One month at **most**.

What is your budget? No **more** than \$800. What are you looking for **exactly**?

I **already** took a peek.

.....

### 'Would like': expressing wishes – Solution(s)

What **would you like** to do tonight?

### 'Would like': expressing wishes – Exercise – Fill in the blanks

You can come with us to the lake if you **want to**.  
I know you're busier than you'd **like to** be.  
You could bring some work along if you **needed to**.  
If you want Dominic to give you a ride, I'll ask him **to**.  
We sure don't get away as often as we **used to**, anyway.

.....

### 'To go' and 'to come' + infinitive – Solution(s)

I'll **go see** my banker tomorrow.

### 'To go' and 'to come' + infinitive – Exercise – Fill in the blanks

Have you **gone to** the new movie theater yet?  
Do you want to **go and** see a movie with us?  
You could **come** have dinner at my place afterwards.  
Just **come to** the theater at seven; we'll meet you in front.

### Anaphoric 'to' – Solutions

### Anaphoric 'to' – Exercise – The right word

Why did I do this? You told me **to**!

### Anaphoric 'to' – Exercise – Fill in the blanks

You can come with us to the lake if you **want to**.  
I know you're busier than you'd **like to** be.  
You could bring some work along if you **needed to**.  
If you want Dominic to give you a ride, I'll ask him **to**.  
We sure don't get away as often as we **used to**, anyway.

.....

**Construction of the present conditional – Solution(s)**

**Construction of the present conditional – Exercise – Text transformation**

*Put the following text into the present conditional:*

Every day, I read the newspaper ads to find a new place to live. I visit different apartments and I meet lots of landlords. It's interesting to visit nice apartments in big buildings. I spend my life moving from one apartment building to the next.

Every day, I would read the newspaper ads to find a new place to live. I'd visit different apartments and I'd meet lots of landlords. It would be interesting to visit nice apartments in big buildings. I'd spend my life moving from one apartment building to the next.

.....

**Use of the present conditional – Solution(s)**

**Use of the present conditional – Exercise – Text transformation**

*Put the following text into the present conditional:*

I like to go fishing with friends. I go trout fishing in the fall. I always sail to the middle of the lake. I play bridge every evening and always win. I get back late on Sunday evenings. The weekends are very relaxing.

I'd like to go fishing with friends. I would go trout fishing in the fall. I would always sail to the middle of the lake. I would play bridge every evening and would always win. I would get back late on Sunday evenings. The weekends would be very relaxing.

.....

**The present subjunctive – Solution(s)**

**The present subjunctive – Exercise – The right word**

The manufacturer suggests that you **take** the broken machine to them.

## The present subjunctive – Exercise – Sentence practice

*Rewrite as in the example:*

We will have a picnic. (he asked)	He asked that we have a picnic.
Earl will stay in bed. (the doctor ordered)	The doctor ordered that Earl stay in bed.
The doctor is coming to the house. (Earl asked)	Earl asked that the doctor come to the house.
He will go back to work Thursday. (it is necessary)	It is necessary that he go back to work Thursday.

## 'Shall' – Solution(s)

### 'Shall' – Exercise – The right word

Shall we negotiate the distribution rights in North America?

## Perfect conditional using 'should' – Solution(s)

### Perfect conditional using 'should' – Exercise – Word order

We should have gone to the mountains.

## Verbs expressing stages of an action – Solutions

### Verbs expressing stages of an action – Exercise – Sentence practice

*Answer the question as in the example:*

Why is he going to the beach? (he can surf)	He's going to the beach so he can surf.
Why are you buying ice cream? (Mateen will stop complaining)	I am buying ice cream so Mateen will stop complaining. We are buying ice cream so he will stop complaining.
Why is Tom staying out of the water? (Vince will stop splashing him)	Tom is staying out of the water so Vince will stop splashing him. He is staying out of the water so Vince will stop splashing him.
Why are you getting your shovel? (Tom can build a sandcastle)	I am getting my shovel so Tom can build a sandcastle.

Verbs without a continuous form – Solution(s)

Verbs without a continuous form – Exercise – Word order

You mean there won't even be any sunny spells?

Verbs without a continuous form: exceptions – Solution(s)

Verbs without a continuous form - exceptions – Exercise – Sentence practice

Rewrite as in the example:

Our car is being repaired.	We're having our car repaired.
Our windshield is being replaced.	We're having our windshield replaced. We are having our windshield replaced.
Your tires are being rotated.	You're having your tires rotated. You are having your tires rotated.
His part is being delivered.	He's having his part delivered. He is having his part delivered.

Verbs without a continuous form - exceptions – Exercise – Word order

Tell me how you're feeling!

Infinitive clauses – Solution(s)

Infinitive clauses – Exercises – Word order

Do you know how to get there from the hotel?

**'To be' and 'to have': preterite – Solution(s)**

**'To be' and 'to have': preterite – Exercise – Grammar practice**

*Give the preterite of the following verbs:*

our sales rise	our sales rose
Their competitors teach	Their competitors taught
The market leader is	The market leader was
A Dutch company buys	A Dutch company bought
The company builds	The company built
The employees become	The employees became
The local distributors make	The local distributors made

**'To look forward to' – Solution(s)**

**'To look forward to' – Exercise – The right word**

We're looking forward to **doing** business with Athena Cell Phones.

**Verbs expressing a wish to act – Solution(s)**

**Verbs expressing a wish to act – Exercise – Fill in the blanks**

What do you first **consider** when you **look** at a car?  
 How much are you prepared to **pay** for this car?  
 What do you **intend** to **do** with your car?  
 I will **commute** to work and go **shopping** with my wife.



**Auxiliaries - Solution(s)**

**Auxiliaries – Solution(s)**

**Auxiliaries – Exercise – Text transformation**

*Put the following text into the present conditional:*

Every day, I read the newspaper ads to find a new place to live. I visit different apartments and I meet lots of landlords. It's interesting to visit nice apartments in big buildings. I spend my life moving from one apartment building to the next.

Every day, I would read the newspaper ads to find a new place to live. I'd visit different apartments and I'd meet lots of landlords. It would be interesting to visit nice apartments in big buildings. I'd spend my life moving from one apartment building to the next.

**Modal auxiliaries – Solution(s)**

**Modal auxiliaries – Exercise – Sentence practice**

*Rewrite as in the example:*

Maybe I'll take out a loan.	I might take out a loan.
Maybe the payments will be high.	The payments might be high. The payments may be high.
Maybe I'll spend my savings.	I might spend my savings. I may spend my savings.
Maybe I'll need to commute.	I might need to commute. I may need to commute.

.....

ENGLISH

SPANISH

FRENCH

GERMAN

ITALIAN

DUTCH

