

UNIVERSITY OF RIJEKA  
FACULTY OF HEALTH STUDIES  
DEPARTMENT OF PUBLIC HEALTH

## ENGLISH GRAMMAR 1

LEARNING MATERIALS FOR THE COURSE  
ENGLISH LANGUAGE

Tajana Tomak  
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## Introduction

English Grammar 1 includes learning materials for the English language course. The grammar book is an outline of English grammar intended for the students of the professional studies at the Faculty of Health Studies, University of Rijeka. It is useful for learners of English at an intermediate level.

The grammar book comprises 12 units that provide a range of basic grammatical rules and explanations of the tenses in English language as well as of the conditional clauses, reported speech and the passive voice. Each grammatical explanation is followed by many examples of English grammar patterns in use.

English Grammar 1 is composed with an intention to provide assistance to students while revising grammar units that are acquired during the regular English course attendance.

Author

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# THE SIMPLE PRESENT TENSE

## FORM

In the affirmative the Simple Present has the same form as the infinitive but adds an -s/-es for the third person singular:

**VERB + s/es in the third person singular (he / she / it)**

Affirmative	Questions	Negative form
<b>Singular</b>		
I walk	Do I walk?	I do not walk = I don't walk
You walk	Do you walk?	You do not walk
He walks She walks It walks	<b>Does he walk?</b> <b>Does she walk?</b> <b>Does it walk?</b>	He <b>does not walk</b> She <b>does not walk</b> It <b>does not walk</b>
<b>Plural</b>		
We walk	Do we walk?	We do not walk
You walk	Do you walk?	You do not walk
They walk	Do they walk?	They do not walk

Spelling notes:

Verbs ending in **-ss, -sh, -ch, -x** and **-o** add **-es** to form the third person singular

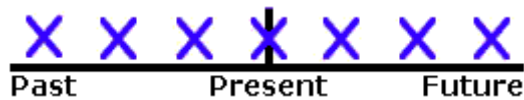
I kiss, he **kisses**

I go, he **goes**

Examples:

- They **speak** Spanish in Colombia.
- **Do** they **speak** Spanish in Colombia?
- They **do not speak** Spanish in Colombia.
- She / he / it **leaves** at 10 AM.
- **Does** she / he / it **leave** at 10 AM?
- She / he / it **does not leave** at 10 AM.

## USE 1 Repeated (habitual) Actions



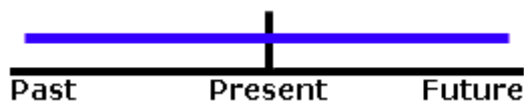
We use the Simple Present to express the idea that an action is repeated or usual. The action can be a habit, a hobby, a daily event, a scheduled event, etc.

The Simple Present Tense is often used with adverbs or adverbs phrases such as: *always, never, occasionally, often, sometimes, usually, every week, on Mondays, twice a year, etc.*

Examples:

- Lea **plays** volleyball.
- The train **leaves** the station every evening at 10 PM.
- The train **does not leave** at 11 AM.
- He always **forgets** his cell phone at home.
- The doctor **has** rounds every day at 8:30 AM.
- She always **smiles**.

## USE 2 Permanent Facts and General Truths



The Simple Present can also indicate the speaker believes that a fact was true in general. It is not important if the speaker is correct about the fact. It is also used to make generalizations about people or things.

Examples:

- Cats **drink** milk.
- Berlin **is** in Germany.
- Water **boils** at 100 degrees Celsius.
- Paris **is not** in the United Kingdom.
- Windows **are** made of glass.
- Nurses **look** after patients in hospitals.

## USE 3 Planned Events in the Near Future

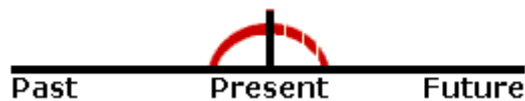


Speakers occasionally use the Simple Present to talk about planned future action or series of actions. This is most commonly done when talking about public transportation, but it can be used with other scheduled events as well.

Examples:

- The train **leaves** the station tonight at 8 AM.
- The bus **does not arrive** at 4 PM, it **arrives** at 8 PM.
- The party **starts** at 10 o'clock.
- When **does** meeting **begin** tomorrow?

## USE 4 Now (Non-Continuous Verbs)



Speakers sometimes use the Simple Present to express the idea that an action is happening or is not happening at the moment of speaking. This can only be done with **Non-Continuous Verbs** and certain uses of **Mixed Verbs** (feel; see; want; know; like; love; seem ...)

Examples:

- I **am** thirsty. I **want** something to drink.
- She **is not** here now.
- Tom **needs** some help right now.
- Sarah **doesn't seem** very happy at the moment.
- He **has** his passport in his hand. (meaning 'possess')
- **Do** you **see** that man over there?

# THE PRESENT CONTINUOUS TENSE

## FORM

This tense is formed with the present tense of the auxiliary verb be + the present participle:

**am/is/are + present participle**

Affirmative	Questions	Negative form
<b>Singular</b>		
I am reading	Am I reading?	I am not reading = I'm not reading
You are reading	Are you reading?	You are not reading = You're not reading
He is reading She is reading It is reading	Is he reading? Is she reading? Is it reading?	He is not reading She is not reading It is not reading
<b>Plural</b>		
We are reading	Are we reading?	We are not reading
You are reading	Are you reading?	You are not reading
They are reading	Are they reading?	They are not reading

Spelling notes:

Verbs ending in a single **-e**, drop this **-e** before **-ing**: hate – **hating**; love – **loving**

Verbs containing vowel followed by a single consonant double this consonant:

**run – running**; **begin – beginning**; **travel – travelling**

A final **-l** after a **single vowel** is doubled: travel – **travelling** (in British English)

**-y** does not change before **-ing**: enjoy – **enjoying**; hurry – **hurrying**

Examples:

- I am listening to some music at the moment.
- Are you listening to some music at the moment?
- You are listening to some music at the moment.

## USE 1 NOW



We use the Present Continuous to express the idea that something is happening now, at this very moment.

Examples:

- Look. It **is raining**.
- I **am not wearing** a coat as it isn't cold.
- Tom, **are you sleeping**?

## USE 2 Longer Actions in Progress Now



We also use it for an action happening about this time but not necessarily at the moment of speaking. In English, "now" can mean: this second, today, this month, this year, this century, and so on.

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

- I **am studying** to become a nurse.
- I **am reading** an interesting book.
- **Are you working** on any special projects at work?
- Some friends of mine **are building** their own house?

## USE 3 Near Future



Sometimes, speakers use the Present Continuous for a definite arrangement in the near future (to express one's immediate plans).



Examples:

- I **am meeting** new teacher next week.
- I **am not going** to the party tonight.
- **Is** he **visiting** his friends next weekend?

## REMEMBER: Non-Continuous Verbs/ Mixed Verbs

The continuous tenses are chiefly used for deliberate actions. Some verbs are, therefore, not normally used in the continuous and have only one present tense, the Simple Present.

These verbs are grouped as follows:

1. Verbs of senses (involuntary actions)

feel, hear, see, smell, feel, look, taste

2. Verbs expressing feelings and emotions

admire, adore, care for, desire, detest, dislike, fear, hate, like, love, respect, want, wish

3. Verbs of mental activity

agree, appreciate, believe, know, mean, realize, recognize, remember, see

4. Verbs of possession

belong, owe, own, possess

Examples:

- Ann is hungry. She **is wanting** something to eat. **Not Correct**
- Ann is hungry. She **wants** something to eat. **Correct**

# THE SIMPLE PAST TENSE

## FORM

The Simple Past Tense in regular verbs: is formed by adding **-ed** to the infinitive.  
[verbs ending in **-e** add **-d** only (love – loved)]

Irregular verbs: the Simple Past Form of each irregular verb must be memorised.

Affirmative		Questions		Negative form	
Regular	Irregular	Regular	Irregular	Regular	Irregular
ask	go	ask	go	ask	go
<b>Singular</b>					
I <b>asked</b>	<b>went</b>	<b>Did I ask?</b>	<b>Did I go?</b>	<b>I did not ask =</b> <b>I didn't ask</b>	<b>I did not go =</b> <b>I didn't go</b>
You <b>asked</b>	<b>went</b>	Did you ask?	Did you go?	You didn't ask	You didn't go
He <b>asked</b> She <b>asked</b> It <b>asked</b>	<b>went</b>	Did he/she/it ask?	Did he/she/it go?	He/she/it didn't ask	He/she/it didn't go
<b>Plural</b>					
We <b>asked</b>	<b>went</b>	Did we ask?	Did we go?	We didn't ask	We didn't go
You <b>asked</b>	<b>went</b>	Did you ask?	Did you go?	You didn't ask	You didn't go
They <b>asked</b>	<b>went</b>	Did they ask?	Did they go?	They didn't ask	They didn't go

Examples:

- She **called** Sarah last night.
- **Did** she **call** Sarah last night?
- She **did not call** Sarah last night.
- He **went** to school.
- **Did** he **go** to school? / Where **did** he **go**?
- He **did not go** to school.

## USE 1 Completed Action in the Past at a Definite Time



We use the Simple Past Tense for an action completed in the past at a definite time. Sometimes the speaker may not actually mention the specific time, but when the time of the action is mentioned, following expressions are used: *yesterday*, *three weeks ago*, *last year*, *when I was young*, etc.

Examples:

- I **saw** a good movie yesterday.
- Last year, I **travelled** to Milan.
- Yesterday I **was** at my yearly check-up.
- **Did** you **have** dinner last night?
- Over a year ago I **got** a new family doctor.

## USE 2 A Series of Completed Actions

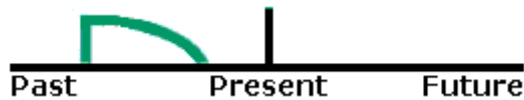


We use the Simple Past to list a series of completed actions in the past. These actions happened one after another. If we change the order of the verbs, this changes the meaning.

Examples:

- 1
  - 2
  - 3
- I **finished** work, **walked** to the beach, and **found** a nice place to swim.
  - He **arrived** from the airport at 8:00, **checked** into the hotel at 9:00, and **met** the others at 10:00.
  - She **ran out**, **phoned** her brother, **took** my bike and **left**.

## USE 3 Duration in Past



The Simple Past can be used for an action which occupied a period of time now terminated. Duration is a longer action often indicated by expressions such as: *for two years, for five minutes, all day, all year, etc.*

Examples:

- I **lived** in Germany for two years. (but I do not live there now)
- Sherry **studied** Spanish for five years.
- They **did not stay** at our party the entire time.
- They **talked** on the phone for twenty minutes.
- A: How long **did** you **wait** for them?  
B: We **waited** for one hour.

## USE 4 Habits in the Past



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

Examples:

- I **studied** French when I was a child.
- They never **drank** wine.
- **Did** you **play** a musical instrument when you were a kid?
- They never **went** to school, they always **skipped** classes.

## THE PAST CONTINUOUS TENSE

### FORM

The Past Continuous Tense is formed by the past tense of the verb to be and the present participle:

**was/were + present participle**

Affirmative	Questions	Negative form
<b>Singular</b>		
I <b>was</b> reading	<b>Was</b> I reading?	I <b>was</b> not reading = I <b>wasn't</b> reading
You <b>were</b> reading	<b>Were</b> you reading?	You <b>were</b> not reading = You <b>weren't</b> reading
He <b>was</b> reading She <b>was</b> reading It <b>was</b> reading	<b>Was</b> he reading? <b>Was</b> she reading? <b>Was</b> it reading?	He <b>was</b> not reading She <b>was</b> not reading It <b>was</b> not reading
<b>Plural</b>		
We <b>were</b> reading	<b>Were</b> we reading?	We <b>were</b> not reading
You <b>were</b> reading	<b>Were</b> you reading?	You <b>were</b> not reading
They <b>were</b> reading	<b>Were</b> they reading?	They <b>were</b> not reading

Examples:

- The nurse **was preparing** the patient when the doctor entered the room.
- **Was** she **preparing** the patient when the doctor entered? / When **was** she **preparing** the patient?
- She **was not preparing** the patient when the doctor entered the room.

## USE 1 Interrupted Action in the Past



We use the **Past Continuous** to indicate that a longer action in the past was interrupted. The interruption is usually a shorter action in the **Simple Past**. Remember this can be a real interruption or just an interruption in time. However, you can also use a **specific time** as an interruption.

Examples:

- I **was watching** TV when she **called**.
- When the phone **rang**, she **was writing** a letter.
- While we **were having** the picnic, it **started** to rain.
- I **was listening** to my iPod, so I **didn't hear** the fire alarm.
- Last night at 8 PM, I **was eating** dinner.
- Yesterday at this time, I **was working** in the hospital.

## USE 2 Parallel Actions



When we use the Past Continuous with two actions in the same sentence, it expresses the idea that both actions were happening around a particular time in the past. The actions are parallel.

Examples:

- I **was taking** a patient's medical history while the doctor **was examining** him.
- While Ella **was cooking** dinner, Bob **was reading** a book.
- **Were you listening** while he **was singing**?
- I **wasn't paying** attention while I **was writing** the letter, so I made several mistakes.

## USE 3 Descriptions

We use the continuous tense in descriptions.

Example:

When I walked into a hospital, several nurses **were** busily **typing**, some **were talking** on the phones, the doctor **was yelling** directions, and patients **were waiting** to be helped.

# THE PRESENT PERFECT SIMPLE TENSE

## FORM

The Present Perfect Simple Tense is formed with:

**the present tense of has/have + past participle (regular and irregular verbs)**

Affirmative	Questions	Negative form
<b>Singular</b>		
I have worked	Have I worked?	I have not worked = I haven't worked
You have worked	Have you worked?	You have not worked
He <b>has</b> worked She <b>has</b> worked It <b>has</b> worked	<b>Has</b> he worked? <b>Has</b> she worked? <b>Has</b> it worked?	He <b>has not</b> worked She <b>has not</b> worked It <b>has not</b> worked
<b>Plural</b>		
We have worked	Have we worked?	We have not worked
You have worked	Have you worked?	You have not worked
They have worked	Have they worked?	They have not worked

Examples:

- I **have seen** *Casablanca* many times.
- **Have** you **seen** *Casablanca* many times? / What **have** you **seen**?
- You **have not seen** *Casablanca* yet.



## USE 1 Unspecified Time before Now



We use the Present Perfect Simple to say that an action happened at an unspecified time before now. The exact time is not important. And the action has a connection with the present, or it has a result *now*.

We **CAN** use the Present Perfect Simple with unspecific expressions such as: *ever, never, once, many times, several times, before, so far, already, yet, just*, etc.

Examples:

- She **has broken** her arm in two places.
- We **haven't met** before, have we?
- There **have been** many earthquakes in Italy.
- People **have travelled** to the Moon.

## A Experience

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

Examples:

- **I have been to Germany.**  
THIS SENTENCE MEANS THAT YOU HAVE HAD THE EXPERIENCE OF BEING IN GERMANY. MAYBE YOU HAVE BEEN THERE ONCE OR SEVERAL TIMES.
- **I have been to Germany three times.**  
YOU CAN ADD THE NUMBER OF TIMES AT THE END OF THE SENTENCE.
- **I have never been to Spain.**  
THIS SENTENCE MEANS THAT YOU HAVE NOT HAD THE EXPERIENCE OF GOING TO SPAIN.

## B An Uncompleted Action You Are Expecting

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

Examples:

- James **has not finished** his homework yet.
- Susan **hasn't mastered** Japanese, but she can communicate.
- The doctor **has still not arrived** on the ward.

## USE 2 Duration from the Past until Now (Non-Continuous Verbs)



With **Non-Continuous Verbs** and non-continuous uses of **Mixed Verbs**, we use the Present Perfect Simple to show that something started in the past and has continued up until now. Or the action in the past has a result *now*. "*For five minutes*", "*for two weeks*", and "*since Tuesday*" are all durations which can be used with the Present Perfect Simple.

Examples:

- I **have had** a cold for two weeks.
- They **haven't known** each other for very long.
- Bob **has loved** chocolate since he was a little boy.

# THE PRESENT PERFECT CONTINUOUS TENSE

## FORM

This tense is formed with the present perfect of the auxiliary verb be + the present participle:

**has/have + been + present participle**

Affirmative	Questions	Negative form
<b>Singular</b>		
I have been reading	Have I been reading?	I have not been reading = I haven't been reading
You have been reading	Have you been reading?	You have not been reading = You haven't been reading
He <b>has been reading</b> She <b>has been reading</b> It <b>has been reading</b>	<b>Has</b> he <b>been reading</b> ? <b>Has</b> she <b>been reading</b> ? <b>Has</b> it <b>been reading</b> ?	He <b>has not been reading</b> She <b>has not been reading</b> It <b>has not been reading</b>
<b>Plural</b>		
We have been reading	Have we been reading?	We have not been reading
You have been reading	Have you been reading?	You have not been reading
They have been reading	Have they been reading?	They have not been reading

Examples:

- It **has been raining** for three hours.
- **Has it been raining** for three hours?
- It **has not been raining** for three hours.

## USE 1 Duration from the Past until Now



This tense is used for an action which began in the past and is still continuing, or the result can be seen in the present:

"For five minutes", "for two weeks", and "since Tuesday" are all durations which can be used with the Present Perfect Continuous.

Examples:

- I **have been waiting** more than an hour for a doctor and he still hasn't turned up.
- She **has been working** at that hospital for five years.
- What **have you been doing** for the last 15 minutes?

### Comparison of the Present Perfect Simple and Continuous

The Present Perfect Continuous	The Present Perfect Simple
We are interested in the ongoing <b>activity</b> .	We are interested in the <b>result</b> of the activity:
I <b>have been writing</b> the essay.	I <b>have written</b> the essay.
My hands are very dirty. I've <b>been repairing</b> the car.	The car is OK again now. I've <b>repaired</b> it.
How long <b>have you been reading</b> that book?	Where's the book I gave you? What <b>have you done</b> with it?
They <b>have been examining</b> the patient since 2 o'clock.	They <b>have examined</b> the patient three times this week.

### REMEMBER: Non-Continuous Verbs/ Mixed Verbs

Some verbs are not used very often in the continuous form. Also, certain non-continuous meanings for Mixed Verbs cannot be used in continuous tenses. Instead of using the Present Perfect Continuous with these verbs, you must use the **Present Perfect Simple**.

Examples:

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

# THE PAST PERFECT SIMPLE TENSE

## FORM

This tense is formed with the past form of the auxiliary verb have and the past participle:

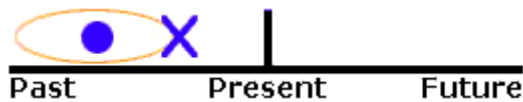
**had + past participle (gone/ seen/ finished)**

Affirmative	Questions	Negative form
<b>Singular</b>		
I had worked	Had I worked?	I had not worked = I hadn't worked
You had worked	Had you worked?	You had not worked
He had worked She had worked It had worked	Had he worked? Had she worked? Had it worked?	He had not worked She had not worked It had not worked
<b>Plural</b>		
We had worked	Had we worked?	We had not worked
You had worked	Had you worked?	You had not worked
They had worked	Had they worked?	They had not worked

Examples:

- You **had studied** medicine before you moved to New York.
- **Had** you **studied** medicine before you moved to New York?
- You **had** not **studied** medicine before you moved to New York.

## USE 1 Completed Action before Something in the Past



We use the Past Perfect Simple Tense when we want to talk about things that happened *before* another action in the past. It can also show that something happened *before* a specific time in the past.

Examples:

- I **did not have** any money because I **had lost** my wallet.
- Paul **knew** London so well because he **had visited** the city several times.
- She only **understood** the movie because she **had read** the book.
- Sarah **had** never **been** to hospital before last night.
- When we **got** home last night, we **found** that somebody **had broken** into the flat.
- A: **Had** you ever **visited** the U.S. before your trip in 2016?  
B: Yes, I **had been** to the U.S. once before.

## USE 2 Duration before Something in the Past (Non-Continuous Verbs)



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

Examples:

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

## Comparison of the Present Perfect Simple and the Past Perfect Simple

The Past Perfect Simple is the past equivalent of the Present Perfect Simple.

The Present Perfect Simple	The Past Perfect Simple
Who is that woman? I've never <b>seen</b> her before.	I didn't know who she was. I'd never <b>seen</b> her before. (= before that time)
Ann <b>has</b> just <b>left</b> the hospital. If you hurry you'll catch her.	When I arrived at the hospital Ann <b>had</b> just <b>left</b> .
We aren't hungry. We've just <b>had</b> lunch.	We weren't hungry. We'd just <b>had</b> lunch.
The house is dirty. They <b>haven't cleaned</b> it for weeks.	The house was dirty. They <b>hadn't cleaned</b> it for weeks.

# THE PAST PERFECT CONTINUOUS TENSE

## FORM

This tense is formed with the past form of the auxiliary verb have + been + the present participle:

**had been+ present participle (going/ raining/ working)**

Affirmative	Questions	Negative form
<b>Singular</b>		
I had been working	Had I been working?	I had not been working= I hadn't been working
You had been working	Had you been working?	You had not been working
He had been working She had been working It had been working	Had he been working? Had she been working? Had it been working?	He had not been working She had not been working It had not been working
<b>Plural</b>		
We had been working	Had we been working?	We had not been working
You had been working	Had you been working?	You had not been working
They had been working	Had they been working?	They had not been working

Examples:

- You **had been waiting** there for more than three hours when the doctor finally arrived.
- **Had you been waiting** there for more than three hours when the doctor finally arrived?
- You **had not been waiting** there for more than three hours when the doctor finally arrived.



## USE 1 Duration before Something in the Past



The Past Perfect Continuous bears the same relation to the Past Perfect Simple as the Present Perfect Continuous bears to the Present Perfect Simple. We use the Past Perfect Continuous to show that something started in the past and continued up until another time in the past. However, the duration does not continue until now, it stops before something else in the past.

Examples:

- Sony **gave up** smoking three years ago. He'd **been smoking** for 30 years.
- He **had been working** at that company for five years when it **went out of** business.
- Susan **wanted** to sit down because she **had been standing** all day at work.
- Patrick **had been teaching** at the university for more than a year before he **left** for America.
- A: How long **had** you **been studying** German before you **moved** to Berlin?  
B: I **had not been studying** German very long.

## Comparison of the Present Perfect Continuous and the Past Perfect Continuous

The Present Perfect Continuous	The Past Perfect Continuous
I <b>have been -ing</b>	I <b>had been -ing</b>
I hope the ambulance comes soon. I've <b>been waiting</b> for 20 minutes.	At last the ambulance came. I'd <b>been waiting</b> for 20 minutes.
She's out of breath. She <b>has been running</b> .	She was out of breath. He <b>had been running</b> .

## Comparison of the Past Continuous and the Past Perfect Continuous

The Past Continuous	The Past Perfect Continuous
I was <b>-ing</b>	I had been <b>-ing</b>
It <b>wasn't raining</b> when we went out. The sun <b>was shining</b> . But it <b>had been raining</b> , so the ground was wet.	
Sarah <b>was sitting</b> at the reception reading medical records. She was tired because she <b>had been working</b> very hard.	

### REMEMBER: Non-Continuous Verbs / Mixed Verbs

Examples:

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

# EXPRESSING THE FUTURE

There are several ways of expressing the future in English:

- 1 The Simple Present
- 2 The Present Continuous
- 3 The **-be going to** form
- 4 The Future Simple **will + infinitive**
- 5 The Future Continuous
- 6 The Future Perfect Simple
- 7 The Future Perfect Continuous



## USE 1 The Simple Present Used for the Future

We use the Present Simple for a definite future arrangement when we talk about **timetables, programmes** etc. (for example, for public transport, cinemas etc.)

Examples:

- A: What time **does** the film **begin**?  
B: The film **starts** at 8.15 this evening.
- The train **leaves** London at 12.30 and **arrives** in Paris at 18.30.

## USE 2 The Present Continuous Used for the Future

We use the Present Continuous to express a **definite personal arrangement** in the near future.

Examples:

- I'm **taking** an exam in October.
- A: What **are** you **doing** on Saturday evening?  
B: I'm **going** to the theatre.

### USE 3 The "Be going to" Form

We use the *be going to* form to express **subject's intention** to perform a certain future action.

I am going to do something = I have already decided to do it.

Examples:

- He **is going to spend** his vacation in Hawaii.
- I **am going to meet** Bill at the station at six.
- A: Have you made the coffee yet?  
B: I'm just **going to** make it.

### USE 4 The Future Simple (will/shall + bare infinitive)

We use *will/shall + bare infinitive* to express the **speaker's opinions, assumptions, and speculations** about the future. We also use it to suggest that a speaker will do something **voluntarily**. We often use *will* with: *probably, expect, sure, think, wonder, etc.*

Examples:

- (I'm sure) the doctor **will come** back.
- Nurse Jane **will probably wait** for you. And she **will help** you to prepare for your medical procedures.
- I **will translate** the email, so Dr. White can read it.

**Comparison of *be going to* (used for prediction) with *will + infinitive* (used for probable future)**

<b><i>be going to</i></b>	<b><i>will + infinitive</i></b>
- implies that there are signs that something will happen	- implies that the speaker believes that it will happen
- is normally used about the immediate future  e.g. The patient <b>is going to be</b> examined in a minute. The doctor is on his way.	- does not imply any particular time and could refer to the remote future  e.g. Prior to the operation the patient <b>will be</b> examined by the anaesthetist.

## USE 5 The Future Continuous Tense



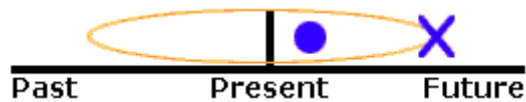
**FORM:** **will be** + present participle (**-ing** form of the main verb)

We use it to express an activity or event going on at a particular time or over a particular period in the future. We also use it to express that a longer action in the future will be interrupted by a shorter action in the future.

Examples:

- Don't phone me between 7 and 8. **We'll be having** patient rounds then. (We will be in the middle of patient rounds.)
- This time tomorrow morning I **will be attending** the conference.
- I **will be waiting** for John when his plane arrives.

## USE 6 The Future Perfect



**FORM:** **will/shall have** + past participle (**worked; gone**)

We use it to express an action which at a given future time will be in the past, or will just have finished.

It is normally used with a time expression beginning with **by**: *by then, by tomorrow, by that time, etc.*

Examples:

- Do you think she'**ll have seen** the doctor by four o'clock?
- By the end of next month Tony **will have been** here for five years.
- Next year Ted and Sarah **will have been** married for 10 years.

Compare:

- Ted and Sarah **have been married** for 14 years. (Present Perfect)
- Next year Ted and Sarah **will have been** married for 15 years. (Future Perfect)
- When their first child was born, they **had been married** for three years. (Past Perfect)

## USE 6 The Future Perfect Continuous



**FORM: will/shall have been + present participle (-ing form of the verb)**

We use it when we are looking back to the past from a point in the future and we want to emphasise the duration of an activity.

Examples:

- By the end of next month we **will have been studying** here for five years.
- In September, she **will have been working** in the hospital for a year.
- By the end of this course I **will have been studying** English for five years.

# IF – CLAUSES

## (CONDITIONAL CLAUSES)

We use them when we want to express a “hypothetical” meaning in English. Conditional sentences have two parts: the **if-clause** and the **main clause**.

There are three kinds:

**TYPE 1** – condition possible to fulfil – PROBABLE CONDITION

IF – CLAUSE	MAIN CLAUSE
1. Simple Present	Simple Future
2. Simple Present	Simple Present (general truths, scientific facts)
3. Simple Present	can / may / might / should + infinitive (without to)

Examples:

- If he **runs**, he'll **get** there in time.
- If you **heat** water, it **boils**.
- If Mary **jogs** regularly, she **might lose** weight.

**TYPE 2** – condition in theory possible to fulfil (unreal; unlikely – IMPROBABLE CONDITION)

The verb in the if-clause is in the Past Simple Tense, the verb in the main clause is in the Present Conditional, but the sentence refers to unreal situation in the present or future.

IF – CLAUSE	MAIN CLAUSE
1. Past Simple	would + infinitive (without to)
2. Past Simple	could / might / should + infinitive (without to)

Examples:

- I'm not hungry. If I **was** hungry, I **would eat** something. (now)
- If we **had** a calculator, we **could work** this out. (Since we do not have the calculator, we cannot work this out.)

### **TYPE 3** – condition not possible to fulfil (too late) – UNFULFILLED CONDITION

The verb in the if-clause is in the Past Perfect Tense, the verb in the main clause is in the Past Conditional. The time is past and the condition cannot be fulfilled because the action in the **if-clause** did not happen.

#### **IF – CLAUSE**

1. Past Perfect
2. Past Perfect

#### **MAIN CLAUSE**

- would have + Past Participle  
could / might / should have + Past Participle

Examples:

- The view was wonderful. **If I'd had** a camera, I **would have taken** some photographs. (but I didn't have a camera)
- If I **had had** my mobile phone yesterday, I **could have contacted** you.
- If we **had found** him earlier we **might have saved** his life.



# INDIRECT SPEECH

When we report someone's words we can do it in two ways. We can use direct speech with quotation marks („ “), or we can use reported speech. With indirect or reported speech we give the meaning of what was said rather than exact words.

## DIRECT SPEECH

Ann says: „I'm tired. “

Ann **said**: „I'm tired. “

## INDIRECT (REPORTED SPEECH)

Ann says that **she is** tired. (no backshift)

Ann **said** that **she was** tired. (backshift)

## Changes in Reported Speech

Pronouns, possessive adjectives, adverbs and adverbial phrases of time change as follows:

Person: I -----> he / she  
my -----> his / her

Place: here -----> there

Time: now -----> then, at the time  
today -----> that day, on Monday  
yesterday -----> the day before, the previous day  
tomorrow -----> the next / following day  
this week -----> that week  
last week -----> the week before / the previous week  
next week -----> the following week  
an hour ago -----> an hour before / earlier

## 1) Tense Change

After a past-tense verb there is often a tense change, the tenses 'shift' or 'move back' in time.

DIRECT SPEECH	INDIRECT SPEECH
<b>Present Simple</b>	<b>Past Simple</b>
The couple said: „We <b>like</b> the flat.“	The couple said they <b>liked</b> the flat.
<b>Present Continuous</b>	<b>Past Continuous</b>
Jessica said: „I <b>am waiting</b> for Ann.“	Jessica said that she <b>was waiting</b> for Ann.
<b>Present Perfect</b>	<b>Past Perfect</b>
Trevor said: „I <b>have fixed</b> the shelves.“	Trevor said he <b>had fixed</b> the shelves.
<b>Present Perfect Continuous</b>	<b>Past Perfect Continuous</b>
„I <b>have been waiting</b> for ages“, she said.	She said she <b>had been waiting</b> for ages.
<b>Past Simple</b>	<b>Past Perfect</b>
Peter said: „I <b>worked</b> in the garden.“	Peter said he <b>had worked</b> in the garden.
<b>Past Continuous</b>	<b>Past Perfect Continuous</b>
Peter said: „I <b>was working</b> in the garden.“	Peter said he <b>had been working</b> in the garden.
<b>Future (will)</b>	<b>Future-in-the-past (would)</b>
Tom said: „I <b>will help</b> .“	Tom said he <b>would help</b> .
<b>Conditional</b>	<b>Conditional</b>
Tony said: „I <b>would like to see</b> it.“	Tony said he <b>would like to see</b> it.

## 2) Modal Verbs in Indirect Speech

**Ought to, might, should, would, used to** in indirect statements remain unchanged.

**Can** and **may** change into **could** and **might**.

### DIRECT SPEECH

The nurse said: „You **can sit** over there. “

Sue said: „ I **may go** to Java again. “

### INDIRECT SPEECH

The nurse said we **could sit** here.

Sue said she **might go** to Java again.

## 3) Questions in Indirect Speech

We can report questions with verbs like *ask, wonder or want to know*.

**Wh-questions** have a *wh*-word like **when, what, which, why, where, who** or **how** both in direct and in indirect speech.

**Yes / no questions** have **if** or **whether** in indirect speech.

The interrogative form of the verb changes to the affirmative form. The question mark (?) is therefore omitted in indirect questions.

### DIRECT SPEECH

Tom: „ **When did** you **start** acting, Jill? “

He asked: „**What do** you **want**? “

The teacher asked: „**How do** you **want** to do the activity? “

Not: The teacher asked them how **did they want to** do the activity.

Daniel: „ **Is** there a cafe nearby? “

She asked: „ **Are** you Scottish? “

### INDIRECT SPEECH

Tom **asked** Jill **when** she **had started** acting.

He asked me **what** I **wanted**.

The teacher asked them how they **wanted** to do the activity.

Daniel **asked if / whether** there **was** a cafe nearby.

She asked **if I was** Scottish.  
(subject-verb order)

#### 4) Requests, Orders and Offers in Indirect Speech

With **orders and requests** we use the structure *tell / ask someone to do something*.

With **offers and suggestions** we use *ask, agree, beg, command, order, offer, promise, refuse, advise and threaten* with a *to-infinitive*.

##### DIRECT SPEECH

A policeman: „Please **move** this car. “

Inspector: „**Can I see** your ticket, please? “

We: „**We'll pay** for the damage. “

Nurse: „Please **do not bring** any valuables  
with you to the hospital. “

##### INDIRECT SPEECH

A policeman **asked me to move**  
the car.

The inspector **asked to see** the ticket.

We **offered to pay** for the damage.

The nurse **advised me not to bring**  
any valuables with me to the hospital.

# THE PASSIVE VOICE

The passive of an active tense is formed by putting the verb **to be** into the same tense as the active verb and adding **the past participle** of the active verb.

## FORM

- form of the verb “**to be**” + **past participle** of the main verb

e.g. is baked, was worn, etc.

The object of the active sentence becomes the subject of the passive sentence.

The subject of the active sentence becomes **the agent** of the passive sentence.

**The agent** is very often not mentioned. When mentioned, it is preceded by **-by** and placed at the end of the sentence.

ACTIVE	PASSIVE
S	O – <i>the agent</i>
Alexander Bell invented <u>the telephone</u> .	<u>The telephone</u> was invented <u>by Alexander Bell</u> .

TENSE	ACTIVE VOICE	PASSIVE VOICE
<b>Present Simple</b>	We <b>bake</b> <u>the bread</u> here.	<u>The bread</u> <b>is baked</b> here.
<b>Present Continuous</b>	We <b>are baking</b> the bread.	The bread <b>is being baked</b> .
<b>Past Simple</b>	We <b>baked</b> the bread yesterday.	The bread <b>was baked</b> yesterday.
<b>Past Continuous</b>	We <b>were baking</b> the bread.	The bread <b>was being baked</b> .
<b>Present Perfect</b>	We <b>have baked</b> the bread.	The bread <b>has been baked</b> .
<b>Past Perfect</b>	We <b>had baked</b> the bread.	The bread <b>had been baked</b> .
<b>Simple Future</b>	We <b>will bake</b> the bread next week.	The bread <b>will be baked</b> next week.
<b>going to Future</b>	They <b>are going to bake</b> the bread.	The bread <b>is going to be baked</b> .



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