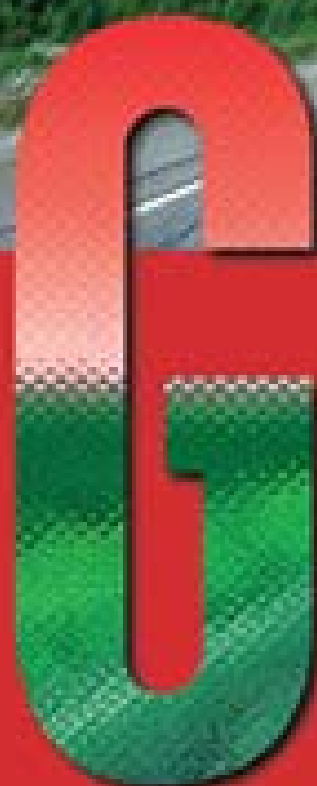


3

ENGLISH GRAMMAR BOOK



rammarway

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with answers



Express Publishing

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For teachers' inspection ONLY

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UNIT 1

Present Forms

For teachers' inspection ONLY

Present Simple

FORM

I / You **work**. — He / She / It **works**.
 Do you **work**? — Does he **work**? Yes, I **do**./No, he **doesn't**.
 I **do not (don't) work**. — He **does not (doesn't) work**.

Use

The **present simple** is used:

- for permanent states, repeated actions and daily routines.

He **works** at a hotel.
 (permanent state)
 He **lays** the tables and **serves** dinner every day.
 (daily routine/repeated actions)



- for general truths and laws of nature.

It **rarely rains** in the desert.



- for timetables (trains, planes, etc.) and programmes.

The plane to London **takes off** at 6:50 am.



- for sports commentaries, reviews and narration.

- Hill **kicks** the ball and **passes** it to Dawson.
 (sports commentary)
- Laura Hunt **acts** superbly in the film.
 (review)
- So, the prince **tells** her ...
 (narration)



The **present simple** is used with the following **time expressions**: always, usually, etc., every day/week/month/year, etc., on Mondays/Tuesdays, etc., in the morning/afternoon/evening, at night/the weekend, etc.

Present Continuous

FORM

I **am ('m)** / You **are ('re)** / He **is ('s)** **working**.
 Are you / Is he **working**? Yes, I **am**./No, he **isn't**.
 I **am ('m) not** / He **is not (isn't)** / They **are not (aren't)** **working**.

The **present continuous** is used:

- for actions taking place now, at the moment of speaking, or for temporary actions; that is actions that are going on around now, but not at the actual moment of speaking.

Helen **is working** hard these days. Right now she's **reading** a newspaper. (She is not working at the moment of speaking.)



- with **always** when we want to express our irritation at actions which happen too often.

You're **always forgetting** to pay the bills.



- for actions that we have already arranged to do in the near future, especially when the time and place have been decided.

Melanie **is getting** married at 3 this afternoon.
 (The time and the place for the wedding ceremony have been decided.)



- for changing or developing situations.

More and more forests **are disappearing** because of fires.



The **present continuous** is used with the following **time expressions**: now, at the moment, these days, at present, tonight, nowadays, still, etc.

1 Look at Appendix 1 and put the following verbs into the correct box in the 3rd person singular.

scratch, say, try, set, play, do, stop, miss, stay, fry, drive, fix, cry, freeze, teach, pray, crash, fly, type

+s	sets
ss, sh, ch, x, o, + es	scratches
vowel + y + s	says
consonant + x → ies	tries

2 Look at Appendix 1, add -ing to the following verbs and put them into the correct box.

draw, lie, dive, put, drink, run, tie, write, type, throw, die, apply, cancel, sit

+ ing	drawing
ie → y + ing	lying
ie → ing	diving
double consonant + ing	putting

3 Expand the following into sentences in order to make true statements with doesn't or don't where necessary.

- water / boil / at 100°C
Water boils at 100°C.
- rice / grow / on trees
Rice doesn't grow on trees.
- chicks / hatch / from eggs
- kangaroos / live / in Spain
- plants / need / water to grow
- rain / fall / from clouds
- astronauts / travel / in submarines
- cows / lay / eggs
- pandas / live / in Italy
- elephants / eat / meat
- fish / walk / on land
- the sun / set / in the east
- bees / give milk
- caterpillars / turn / into butterflies
- wool / come / from sheep

4 How is our world changing? Look at the pictures and the prompts and make sentences using the present continuous.

e.g. *More people are recycling rubbish nowadays.*

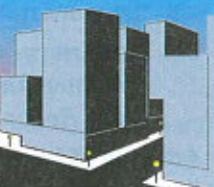
1 
more people / recycle / rubbish nowadays

2 
the climate / get / warmer every year

3 
more young people / buy / cars nowadays

4 
more wild animals / become / extinct these days

5 
computers / become / faster every year

6 
cities / grow / bigger every year

5 Read the following extracts and put the verbs in brackets into the present simple or the present continuous. Then, say what use of these tenses each extract shows.

A These days, it seems everything 1) *is changing*... (change). Cities 2) (become) bigger and busier every year, technology 3) (develop) faster than ever before, and scientists 4) (learn) more about the way things work.

B Water 1) (boil) at 100°C and 2) (freeze) when the temperature 3) (drop) below 0°C. Salt water 4) (be) different, however.

C This film 1) (be) great! It 2) (have) an all-star cast and the script 3) (be) very funny. The action 4) (begin) when two young men 5) (try) to rob a bank....

D ... Rogers 1) (kick) the ball and 2) (pass) it to Jones. Jones 3) (run) down the pitch. He 4) (pass) the ball to Smith who 5) (shoot) and 6) (score)!

Adverbs of Frequency

- ◆ The present simple is often used with adverbs of frequency (always, usually, often, sometimes, seldom/rarely, never, etc.) to show how often something happens. The adverbs of frequency answer the question **How often...?**

e.g. How often do you go to bed early?
I **always/usually** go to bed early.

100%	75%	50%	25%	10%	0%
always	usually	often	sometimes	rarely/ seldom	never

- ◆ Adverbs of frequency come before the main verb (listen, watch, etc.), but after the verb to be and auxiliary or modal verbs, such as do, can, must, etc. The adverbs **rarely**, **seldom** and **never** have a negative meaning and are never used with the word **not**.

e.g. Emily **never** watches horror films.
You **must always** behave yourself at school.
Does Roger **often** call you during the week?

Adverbs of frequency always go before the auxiliary verb in short answers.

e.g. Do you buy expensive clothes? No, I **never** do.

6

In pairs, ask and answer questions using the prompts below, as in the example.

SA: Do you often go to the cinema?

SB: Yes, I do. I usually go to the cinema at the weekend.

- | | |
|--------------------|-----------------------|
| 1 go to the cinema | 4 listen to the radio |
| 2 buy magazines | 5 phone your friends |
| 3 watch quiz shows | 6 play computer games |

7

Put the adverbs of frequency in the correct position.

- A: Do you often go to parties, Keith?
B: Yes, I go to parties at the weekend. (often)
Yes, I often go to parties at the weekend.
- A: Do you wear sports clothes at work?
B: No, I do. (never)
- A: Jack is late again!
B: I know. He arrives on time. (never)
- A: When do you go shopping?
B: I do my shopping on Fridays. (usually)
- A: Does your boss often ask you to work overtime?
B: No, he does. (seldom)
- A: You should listen to your parents' advice. (always)
B: That's exactly what I do.

8

Read about Celine's daily routine and make sentences, as in the example. Then, talk about your daily routine using adverbs of frequency.

S1: Celine usually wakes up at 7 in the morning.

S2: She always drives to work in the morning.



morning

- usually wake up at 7
- always drive to work
- normally get to work by 9

evening

- usually have dinner at 6
- often watch TV
- never go to bed before 11

S1: I always wake up at 7:30 in the morning.

S2: I usually go to school on foot in the morning.

9

Michael McIntosh is a politician. Read the text and put the verbs in brackets into the present simple or the present continuous.

Michael McIntosh 1) *is* (be) a very busy man. Every morning, he 2) (leave) home at 8 o'clock, and 3) (go) to his office. He 4) (usually/have) meetings until lunchtime, and in the afternoon, he 5) (often/visit) the people of Madewell. He really 6) (enjoy) talking to people. At the moment, he and his team 7) (organise) his election campaign. There are elections in June and he 8) (hope) to persuade lots of people to vote for him. Next month, he 9) (go) to London to meet the Prime Minister. They 10) (have) a meeting to discuss future plans for Madewell.

10

Read the information about the people and make sentences, as in the example.

S1: Alex is a photographer. S2: He works from 9 to 5.



- Alex, photographer
- work from 9 to 5
- have lunch at studio
- work outdoors at the moment
- fly to Milan on Saturday



- Philip, teacher
- work from 9 to 6
- have lunch at school
- practise a new play with students at the moment
- get married next month

State Verbs

State verbs are verbs which do not normally have continuous tenses because they describe a state rather than an action. These include:

- ◆ **verbs which express likes and dislikes:** *like, love, hate, dislike, enjoy, prefer, etc.*
e.g. Cathy **likes** romantic films.
- ◆ **verbs of perception:** *believe, know, notice, remember, forget, recognise, understand, realise, seem, think, etc.* e.g. I **don't believe** a word he's saying.
- ◆ **verbs of the senses:** *see, hear, feel, taste, look, smell, sound.* We often use **can** or **could** with these verbs when we refer to what we see, hear, etc. at the moment of speaking.
e.g. The soup **tastes** delicious.
John **must be** in the attic. I **can hear** his footsteps.
- ◆ **some other verbs:** *be, contain, fit, include, matter, need, belong, cost, owe, mean, own, appear, want, have (=possess), etc.*
e.g. This book **is** mine. It **belongs** to me.

Some state verbs have continuous tenses, but there is a difference in meaning. Study the following examples:

- 1) I **think** she's Italian. (=believe)
I'm **thinking about** my holiday.
(=am considering)
- 2) The soup **tastes** awful. (=has an awful flavour)
She's **tasting** the soup. (=is testing the flavour of)
- 3) I **can see** an aeroplane in the sky. (=perceive with my eyes)
I'm **seeing** Jill tonight. (=am meeting)
- 4) Susan **looks** tired. (=appears)
Susan **is looking** at some photos. (=is studying)
- 5) The room **smells** of perfume. (=has the smell)
The cat **is smelling** its food. (=is sniffing)
- 6) This towel **feels** soft. (=has a soft texture)
Jill **is feeling** her son's forehead. (=is touching)
- 7) He **is** selfish. (character – permanent state)
He **is being** selfish. (behaviour – temporary situation)
- 8) He **has** a sports car. (=possesses)
He's **having lunch** now. (=is eating – idiom)

Some idioms with **have** include:

- | | |
|------|--|
| have | breakfast / lunch / dinner, etc. |
| | a bath / shower / swim / party, etc. |
| | a(n) accident / experience / dream, etc. |
| | a baby |
| | difficulty / fun / trouble, etc. |

11

Put the verbs in brackets into the present simple or the present continuous.

- 1 A: ...*Do you know*... (you/know) that man over there?
B: Actually, I do. He's Muriel's husband.
- 2 A: Are you doing anything tomorrow evening?
B: Yes. I (see) Jack at nine o'clock.
- 3 A: I (see) you're feeling better.
B: Yes, I am, thank you.
- 4 A: What's that noise?
B: The people next door (have) a party.
- 5 A: Graham (have) a new computer.
B: I know. I've already seen it.
- 6 A: This dress (not/fit) me any more.
B: Why don't you buy a new one?
- 7 A: Your perfume (smell) nice. What is it?
B: It's a new perfume called Sunshine.
- 8 A: What is Jane doing?
B: She (smell) the flowers in the garden.
- 9 A: What (you/look) at?
B: Some photos I took during my holidays. They aren't very good, though.
- 10 A: You (look) very pretty today.
B: Thank you. I've just had my hair cut.
- 11 A: I (think) we're being followed.
B: Don't be silly! It's just your imagination.
- 12 A: Is anything wrong?
B: No. I (just/think) about the party tonight.
- 13 A: This fabric (feel) like silk.
B: It's silk, and it was very expensive.
- 14 A: What are you doing?
B: I (feel) the radiator to see if it's getting warm.
- 15 A: She (be) generous, isn't she?
B: Yes, she has never been a mean person.
- 16 A: He (be) very quiet today, isn't he?
B: Yes, I think he has some problems.
- 17 A: Would you like some cherries?
B: Yes, please. I (love) cherries. They're my favourite fruit.
- 18 A: I'm sorry, but I (not understand) what you mean.
B: Shall I explain it again?
- 19 A: The children are making lots of noise today.
B: I know, but they (have) fun.
- 20 A: This cake (taste) awful.
B: I think I forgot to put the sugar in it!

Present Perfect

FORM

I/You **have** ('ve) left/arrived.
 He/She/It **has** ('s) left/arrived.
Have you left/arrived? Yes, I have./No, I haven't.
 You **have not** (haven't) left/arrived.
 He/She/It **has not** (hasn't) left/arrived.

Present Perfect Continuous

FORM

I/You **have** ('ve) **been** reading.
 He/She/It **has** ('s) **been** reading.
Have you **been** reading? Yes, I have./No, I haven't.
 Has he/she **been** reading?
 You **have not** (haven't) **been** reading.
 He/She/It **has not** (hasn't) **been** reading.

Use

The present perfect and the present perfect continuous connect the past and the present. That is, they describe actions which started in the past and continue up to the present or actions which were completed in the past but whose results affect the present.

- ◆ The **present perfect** is used to describe an action which started in the past and continues up to the present, especially with **state verbs** such as *have, like, know, be*, etc. In this case, we often use *for* and *since*.

*They **have been** friends **for** twenty years. (They met each other twenty years ago and they are still friends.)*



- ◆ The **present perfect** is also used for an action which has recently finished and whose result is visible in the present.

*She **has picked** a lot of apples. (The apples are in the basket, so the action has finished.)*



- ◆ The **present perfect continuous** is used to put emphasis on the duration of an action which started in the past and continues up to the present, especially with time expressions such as *for, since, all morning/day/week, etc.*

*Sarah **has been picking** vegetables **for** two hours. (She started picking vegetables two hours ago and she is still picking them now.)*



- ◆ The **present perfect continuous** is also used for an action which started and finished in the past and lasted for some time. The result of the action is visible in the present.

*He is dirty. He **has been playing** football. (He is no longer playing football, but the fact that his clothes are dirty is visible now.)*



Note: With the verbs *feel* (have a particular emotion), *live, work* and *teach* we can use the present perfect or present perfect continuous with no difference in meaning.

e.g. *He **has felt**/has **been feeling** unwell all morning.*

- ◆ The **present perfect** is used for an action which happened at an unstated time in the past. The exact time is not important, so it is not mentioned. The emphasis is placed on the action.

- a) He **has broken** his arm. (The exact time is not mentioned. What is important is the fact that his arm is broken.)
 b) Peter **has been** to Paris four times. (The exact time of each of his visits is not mentioned. What is important is the fact that he has visited Paris four times.)



- ◆ The **present perfect** is also used for an action which has happened within a specific time period, which is not over at the moment of speaking, such as *today, this morning/afternoon/week/month/year, etc.*

She **has received** three faxes **this morning**. (The action has been repeated three times up to now and may happen again because the time period - this morning - is not over yet.)
 She **received** three faxes **this morning**. (The time period - this morning - is over. It is now afternoon or evening.)



- ◆ The **present perfect continuous** is used to express anger, annoyance or irritation.

Who **has been reading** my business papers? (The speaker is irritated.)



Both the present perfect and the present perfect continuous are used with the following **time expressions**:

- **how long**
 e.g. **How long have you known** Jack?
How long have you been learning English?
- **for** (duration)
 e.g. **I have known** Jack **for** five years.
I have not seen Emily **for** a long time.
She has been working here **for** twenty years.
- **since** (starting point)
 e.g. They **have been married** **since** last April.
We have been living here **since** 1980.
I have not talked to Ann **since** last Sunday.
- **lately/recently**
 e.g. **Have you seen** any good films **lately/recently**?
She has been going out a lot **lately/recently**.

The present perfect is usually used with the following **time expressions**:

- **already**
 e.g. We **have already seen** this film.
Have you finished already?
- **yet**
 e.g. **Has Roger left yet?** Simon **has not finished yet**.
- **just** e.g. **I have just phoned** Jill.
- **always**
 e.g. She **has always loved** animals.
- **ever**
 e.g. **Have you ever been** abroad?
- **never**
 e.g. She **has never been** to France.
- **so far**
 e.g. **I have sent** twenty invitations **so far**.
What have you done so far?

12

Fill in for or since.

- 1 I have lived in this village**since**..... I was born.
- 2 It has been raining hours. I wish it would stop.
- 3 My father has been the manager of this firm ten years.

- 4 I moved to York, I have been much happier.
- 5 Have you been waiting a long time?
- 6 I have been waiting for you four o'clock.
- 7 She hasn't bought a new coat three years.
- 8 Karen has been on the phone ages!
- 9 I have known Neil 1994.
- 10 Jane has been my best friend many years.