

ENGLISH GRAMMAR BOOK

2



rammarway

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UNIT 1

Present Continuous - Present Simple

Present Continuous



Bob and Claire **aren't working** today. They're on holiday. They're **having** a nice time. What **is Bob doing** now? He **is taking** a picture of Claire.

We form the present continuous with the auxiliary verb **to be** and the main verb with the **-ing** suffix. The main verb with the **-ing** suffix is the same in all persons.

Affirmative			
	Long form	Short form	
I	am	'm	} reading.
He/She/It	is	's	
You/We/They	are	're	
Interrogative			
Am	I	} reading?	
Is	he/she/it		
Are	you/we/they		
Negative			
	Long form	Short form	
I	am not	'm not	} reading.
He/She/It	is not	isn't	
You/We/They	are not	aren't	

Spelling Rules

- Verbs ending in **-e**, drop the **-e** and take the **-ing** suffix.
dance - dancing but see - seeing
- Verbs ending in **one stressed vowel** between **two consonants**, double the last consonant and take the **-ing** suffix.
run - running get - getting
but open - opening
- Verbs ending in **-l**, double the **-l** and take the **-ing** suffix.
travel - travelling
- Verbs ending in **-ie**, drop the **-ie** and take **-y + -ing**.
lie - lying die - dying

1 Add -ing to the verbs and put them in the correct boxes.

talk, dive, swim, shop, lie, study, mend, write, try, take, cook, stop, sleep, die, sit

+ ing	-ie → y + ing
talking	
-l → ing	double consonant + ing

2 Fill in the gaps with the present continuous.

- We*are're tidying*..... (tidy) the garden.
- I (not/do) my homework.
- (Dad/paint) the living-room?
- He (run).
- The girls (play) with their dolls.
- John (study) at university.
- Helen and I (make) dinner.
- (you/listen) to the radio?

Use

We use the present continuous:

- ◆ for actions happening now, at the moment of speaking.

He **is reading** a book right now.



- ◆ for temporary actions happening around now, but not at the actual moment of speaking.

She **is practising** for a concert these days. (She's not practising right now; she's resting.)



- ◆ with 'always' for actions happening too often and about which we wish to express our annoyance or criticism.

'You're **always interrupting** me!' (annoyance)



- ◆ for fixed arrangements in the near future.

He **is flying** to Milan in an hour. (It's been arranged.)



Time Expressions

Time expressions used with the present continuous include: **now, at the moment, these days, at present, always, tonight, still, etc.**

3

Look at the picture and put the verbs in brackets into the present continuous.



Four people 1) **...are sitting...** (sit) at a table. They are in a restaurant. They 2) (have) dinner. They 3) (wear) smart clothes. The man 4) (wear) a suit. The parents 5) (smile) at each other and they 6) (talk). The children 7) (listen). The girl 8) (drink) some wine. The boy 9) (eat) some bread. They 10) (enjoy) their meal.

Short Answers

In short answers we use only **Yes** or **No**, the subject pronoun and the auxiliary verb **is/Isn't** or **are/aren't**. We do not repeat the whole question.

Are you leaving?	Yes, I am/we are.	No, I'm not/we aren't.
Is he/she/it ...?	Yes, he/she/it is.	No, he/she/it isn't.
Are they ...?	Yes, they are.	No, they aren't.

4

Look at the picture in ex. 3 again. In pairs, ask and answer questions, as in the example.

- the parents / wear / sports clothes?
SA: *Are the parents wearing sports clothes?*
SB: *No, they aren't. They're wearing smart clothes.*
- the four people / have / dinner?
- the children / talk?
- the girl / drink / some juice?
- the boy / eat / some ice-cream?

Present Simple



Richard Taylor and Sarah Perkins **work** in the same office.

What time **do they start** work?

Sarah **arrives** at work at 9 o'clock but Richard **doesn't get** to the office until 10 o'clock.

We form the present simple with the **subject** (i.e. the subject pronoun or noun) and the **main verb**. We usually add an **-s** to the **third person singular** in the affirmative. In the interrogative and negative forms, we use the auxiliary verb **do/don't** with I, you, we, they and **does/doesn't** with he, she and it. We do not add an **-s** to the main verb when it appears with does/doesn't.

Affirmative

I/You/We/They	read.
He/She/It	reads.

Interrogative

Do I/you/we/they	} read?
Does he/she/it	

Negative

	Long form	Short form	} read.
I/You/We/They	do not	don't	
He/She/It	does not	doesn't	

Spelling Rules

- ◆ Most verbs take **-s** in the third person singular.
I read - he reads
- ◆ Verbs ending in **-ss, -sh, -ch, -x** and **-o**, take **-es**.
I kiss - he kisses, I brush - he brushes,
I teach - he teaches, I fix - he fixes, I go - he goes
- ◆ Verbs ending in a **consonant + y**, drop the **-y** and take **-ies**.
I try - he tries, I fly - he flies
- ◆ Verbs ending in a **vowel + y**, simply take **-s**.
I buy - he buys

5

Write the third person singular of the verbs in the list in the correct box.

dance, finish, study, open, mix, pray, put, miss, like, dry, do, catch, wash, say, cry, copy, watch, play, pass, begin

-s	-es	-ies
<i>dances</i>	<i>finishes</i>	<i>studies</i>
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		

6

Fill in the gaps with the present simple.

- 1 A: Where *is* (be) Jack?
B: At school.
- 2 A: (you/come) here very often?
B: Yes, every evening.
- 3 A: I (play) tennis in the summer.
B: Really? So do I!
- 4 A: We (leave) the house
at 6:30 every morning.
B: That's very early.
- 5 A: Sam (not/know)
anything about the party.
B: I know. It's a surprise.

Pronunciation

In the present simple the suffix of the third person singular is pronounced:

- ◆ / s / when the verb ends in a / f /, / k /, / p / or / t / sound.
laughs, drinks, sleeps, hates
- ◆ / ɪz / when the verb ends in a / s /, / ʃ /, / tʃ /, / dʒ / or / z / sound.
misses, wishes, matches, arranges, rises
- ◆ / z / when the verb ends in any other sound.
dreams, stays, begins, stands, saves

Use

The present simple is used for:

- ◆ permanent states.
- ◆ repeated actions or daily routines (often with adverbs of frequency such as: always, never, usually, etc.).



Mr Gibson **is** a businessman. He **lives** in New York. (permanent state)

He **usually starts** work at 9 am. (daily routine)

He **often stays** at the office until late in the evening. (daily routine)

- ◆ general truths or laws of nature.

The moon **moves** round the earth.



- ◆ programmes or timetables (trains, buses, etc.).

The bus **leaves** in ten minutes.



7

Write the third person singular of the verbs in the correct box, then read them aloud.

laugh, kiss, read, look, speak, kick, put, catch, drive, brush, ride, walk, open, jump, play, know, cough, see, dance, close, help, listen, watch, wash, travel, write, lose, eat, rain, change

/ s / *laughs,*

/ ɪz / *kisses,*

/ z / *reads,*



Time Expressions

Time expressions used with the present simple include: *usually, always* (adverbs of frequency), etc., *every day/week/month/year, etc., on Mondays/Tuesdays, etc., in the morning/afternoon/evening, at night/the weekend, etc.*

8

Put the verbs in brackets into the correct form of the present continuous or the present simple.

- 1 A: Where's James?
B: He *isn't playing*... (play) football in the garden right now.
- 2 A: Bill (dance) very well.
B: Yes, he's a good singer, too.
- 3 A: Lucy is very busy.
B: Yes. She (work) very hard these days.
- 4 A: What (you/do) on Saturdays?
B: I clean the house and go shopping.
- 5 A: Why (you/pack) your suitcase?
B: Because I (fly) to Paris tomorrow morning.
- 6 A: Fred (not/know) how to swim.
B: That's because he's only three.
- 7 A: Max looks very fit.
B: Yes. He (take) a lot of exercise these days.

UNIT 1

Present Continuous - Present Simple

Adverbs of Frequency

- ◆ We often use adverbs of frequency with the present simple. They show us how often something happens. They answer the question **How often...?**

e.g. How often do you visit your aunt? I **always** usually/sometimes visit her on Sundays.

Adverbs of Frequency

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

- ◆ Adverbs of frequency go before the main verbs (visit, drink, etc.), but after the verb to be and after auxiliary verbs such as can, do, must, etc.

e.g. Peter **often** visits his grandparents at the weekend.

Sharon **never** drinks coffee.

Jim **is always** on time for work.

Bob **can never** wake up early in the morning.

Do you often go to the cinema at the weekend?

Paul **doesn't usually** eat out on Sundays.

- ◆ The adverbs **rarely**, **seldom** and **never** have a negative meaning and they are never used with the word **not**.

e.g. He **rarely** goes to the cinema.

I **never** take sugar in my coffee.

10

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

Charlie Foster 1) ...**works**... (work) at a bakery. He 2) (always/get up) very early because he 3) (start) work at four o'clock every morning. Charlie 4) (not/be) at work this morning. At the moment he 5) (pack) a suitcase because he 6) (go) on holiday today. Charlie 7) (sing) to himself. He's very happy. Right now he 8) (look for) his aeroplane tickets. Where are they? He can't find them. There they are; under his bed! Charlie 9) (call) a taxi now. His plane 10) (leave) in an hour. Where 11) (Charlie/go)? To Hawaii!

Short Answers

Do you get up early?	Yes, I/we do.	No, I/we don't.
Does he/she/it ...?	Yes, he/she/it does.	No, he/she/it doesn't.
Do they ...?	Yes, they do.	No, they don't.

Note: In short answers, adverbs of frequency always go before the auxiliary verb.

e.g. Do you watch horror films on TV?
Yes, I **often** do. / No, I **never** do.

9

Rewrite the sentences putting the adverb in brackets in the correct place.

- You must brush your teeth twice a day. (always)
You must always brush your teeth twice a day.
- Is he on time for work? (always)
.....
- Karen has cereal for breakfast. (sometimes)
.....
- Paul doesn't listen to music in the evening. (usually)
.....
- The children help with the housework. (rarely)
.....
- Must you play your music so loud? (always)
.....
- Sheila can park her car properly. (never)
.....

11

Look at the text in ex. 10 again, then, in pairs, ask and answer questions about Charlie Foster, as in the examples.

- Charlie / work / at a bank?
SA: *Does Charlie work at a bank?*
SB: *No, he doesn't. He works at a bakery.*
- Charlie / pack / a suitcase / at the moment?
SA: *Is Charlie packing a suitcase at the moment?*
SB: *Yes, he is.*
- Charlie / start work / at 4 o'clock every morning?
- Charlie / go on holiday / next week?
- Charlie / sing to himself?
- Charlie / look for his tickets / right now?
- the plane / leave / in an hour?
- Charlie / go / Tahiti?