

TOEIC Grammar

Grammaire conçue par le Groupe ESC Chambéry / La Cité des Langues

Nouns

Tip Check whether the noun is countable or uncountable!

Countable or uncountable nouns: definitions

Countable nouns (people, animals, objects, plants, units of measurement) can be **counted**, used with the **indefinite article** and be **plural**.

- *two men; a dog; cars*

Uncountable nouns (substances, materials, abstract ideas, languages) cannot be counted, used with the indefinite article and are **singular**.

- *water; money*
-

Uncountable nouns

The following nouns are always **uncountable** :

| | |
|-------------------------|-----------------|
| advice | leisure |
| baggage, luggage | money |
| damage | news |
| equipment | progress |
| fun | traffic |
| furniture | weather |
| information | work |
| knowledge | |

- *The information you gave me is incomplete.*
 - *She is making good progress with her German.*
-

A piece of

Uncountable nouns can be made **countable** by combining them with:

- expressions like **a piece of ...**, **a can of ...**, **a slice of...**
a piece of information, a can of soda, a slice of bread
 - other **nouns**
leisure activities, homework assignments
-

Both countable and uncountable

Many nouns can be used as **countable and uncountable** nouns, usually with a difference in meaning :

| Uncountable | Countable |
|--------------------------------------|------------------------|
| paper (material) | a (news)paper |
| business (all business transactions) | a business (a company) |
| space (the universe) | a space (a blank) |
| work (employment) | a work (of art) |
| time (hours, days...) | a time (an occasion) |

- *They have some work to do on the acoustics.*
 - *If the global economy continues to flourish, people will continue buying works of art.*
-

Ce sujet continue page suivante

Nouns, Suite

Tip Check whether it is the right plural!

Singular and plural

Note the **singular** and **plural** forms of the following nouns.

| Singular | Plural |
|---|---|
| irregular | |
| -f(e) : half, life, self... child foot, tooth mouse alumnus, syllabus ... analysis, crisis ... criterion, phenomenon man, woman | -ves : halves, lives, selves... children feet, teeth mice alumni, syllabi ... analyses, crises ... criteria, phenomena men, women |
| always singular news the United States of America, nouns in -ics : athletics, mathematics, economics... | always plural belongings, clothes, contents, earnings, goods, people, customs, media one thing, two parts : pants, shorts, jeans, glasses, binoculars, scissors... |
| same as singular | |
| means, series, species, crossroads, headquarters, fish, sheep, data, aircraft | |

Example :

- *The news is disturbing.*
- *Tracking bank transactions as a means of pursuing potential terrorists has been central to US intelligence.*

Hundred, thousand...

When **dozen, hundred, thousand, million, billion** are used to convey the idea of:

- a **definite number**, the pattern is:
number/several + hundred, thousand, million...+ plural noun
twenty thousand dollars
Economists were alarmed by the deficit, which was several billion worse than they had expected.
- an **indefinite number**, the pattern is :
Ø + hundreds, thousands, millions...+ of + plural noun
I've told you hundreds of times.

Ce sujet continue page suivante

Nouns, Suite

Forms of address

| | |
|-------------------|------------------------------|
| Mr Smith | a man |
| Mrs Smith | a married woman |
| Miss Smith | an unmarried woman |
| Ms Smith | a married or unmarried woman |

These forms of address have to be followed by a family name.

Abbreviations

| Abbreviation | Expression/word in full | Abbreviation | Expression/word in full |
|------------------|-----------------------------------|----------------|-----------------------------------|
| ASAP | as soon as possible | VAT | Value Added Tax |
| RSVP | Répondez SVP | Bros | Brothers /s/ |
| attn | to the attention of | Co | Company |
| p.p. | per proxy; per pro.(on behalf of) | Corp | Corporation |
| i.e. | id est (that is) | Inc | Incorporated |
| p.a. | per annum | Ltd | Limited |
| e.g. | exempli gratia (for example) | PLC | Public Limited Company |
| PTO | Please Turn Over | ATM | Automatic Teller Machine |
| AM | ante meridiem | CEO | Chief Executive Officer |
| PM | post meridiem | IT | Information Technology |
| # or No | number | MBA | Master of Business Administration |
| POB | post office box | R&D | Research and Development |
| @ | at | PR | Public Relations |
| misc | miscellaneous | HR | Human Resources |
| lb or lbs | pound(s) | PC | Personal Computer |
| oz | ounce(s) | | |
| GMT | Greenwich Mean Time | | |
| id | the same | | |
| mph | miles per hour | | |
| NB | nota bene (take note) | | |

Determiners

Definition

A **determiner** is a word that is normally used at the beginning of a noun-phrase. Determiners include :

- articles. There are two types of articles:
 - the **definite** article: **the**
 - the **indefinite** article: **a/an**
- possessive adjectives
- demonstrative adjectives

Tip

Never leave a singular countable noun standing alone. You must use a determiner.

Articles + nouns

The rules for the use of **articles with countable and uncountable nouns** are the following :

| Nouns | a / an | the | no article |
|---------------------------|--------|-----------|------------|
| singular countable | a car | the car | |
| plural countable | | the cars | cars |
| uncountable | | the money | money |

- When we want to talk about **things in general** we usually use a plural or uncountable noun with **no article**. It has the same meaning as **all**.
Jobs are scarce. (All jobs are scarce)
Our everyday life has changed thanks to technical progress. (thanks to all technical progress)
- **The** can be used before an uncountable noun when the latter is used with a qualifying phrase or has been qualified previously.
The music you can hear is country music
I asked to see the manager.

The + place-names

The **definite article** is used with **place-names** as follows:

| The | Ø |
|---|--|
| <ul style="list-style-type: none">• seas, oceans, rivers: The Mediterranean, The Atlantic, The Rhine• plural countries: The Netherlands• countries with common nouns: The United Kingdom• mountain chains, island groups: The Rockies, The West Indies• areas: The Far East | <ul style="list-style-type: none">• singular countries, states: France, Texas• continents: Asia• lakes: Lake Geneva• islands: Greenland• towns: Sidney |

Ce sujet continue page suivante

Determiners, Suite

Idiomatic uses of articles

Some **nouns** can be used either with an **definite article or not** as follows:

| Ø | article |
|--|---|
| go to prison/jail; be in prison/jail | |
| go to school; be in/at school go to/be in class go to, be in/at college on campus, off campus be at/go to university | |
| be in/go to hospital (GB) | be in/go to the hospital (US) |
| go to/be at church | |
| be in bed, go to bed, stay in bed | make the bed |
| be/stay (at) home, go home, come/get/arrive home, leave home | in the home |
| at sea, go to sea | on the sea, by the sea |
| in town, to go into town, to leave town | |
| be at work, go to work, start/finish/leave work | |
| eat breakfast/have lunch/after dinner | eat a big breakfast/have a quick lunch/after a delicious dinner |

The indefinite article: pronunciation

The **indefinite article** is

- **a** + words beginning with a **consonant** sound
- **an** + words beginning with a **vowel** sound

but:

a unanimous decision *a European country*
a uniform *a UFO is an Unidentified Flying Object*
half an hour *an honest man*
An MBA is a Master in Business Administration.

The indefinite article: some uses

The indefinite article **a/an** is used

- before the names of **professions**:
Mr Bates is a lawyer.
Ms Atkinson, a renowned novelist, will attend the presentation.
- in expressions of **measurement / price / speed / ratio** (= **per** in writing):
How much is it a kilo? The rent is \$500 per week. Four times a day. 60 miles an hour.

This, that...

... are used as follows:

| Number | Near (in time or space): here | Further away (in time or space): there |
|----------|-------------------------------|--|
| singular | This man | That day |
| plural | These men | Those days |

Ce sujet continue page suivante

Determiners, Suite

Some, any **Some** and **any** are followed by **plural countable** nouns and **uncountable** nouns and are used as follows:

| | |
|-------------------|------------------|
| some cars | any cars |
| some money | any money |

Some **Some** is used:

- in **affirmative** sentences: *He's got some books from the library.*
- in **offers** and **requests**: *Could I have some books, please? Why don't you take some books home with you?*
- in questions where the answer yes is expected : *Did he give you some tea? (= I'm sure he did.)*

Any **Any**:

- in **negatives** (not any = **no**; hardly any; never any): *There isn't any reason to complain.*
- in **questions**: *Have they got any children?*
- in **if-sentences**: *If there are any problems with his work, tell me.*
- in affirmative sentences where any = '**no matter which**', '**no matter who**', '**no matter what**': *You can borrow any of my books.*

Some, any: their compounds Their **compounds**, which are always **singular**, are:

- **someone/somebody, something, somewhere**. *I have something to say.*
- **anyone/anybody, anything, anywhere**. *Does anybody have the time? You may invite anybody to dinner, I don't mind.*
- **no one/nobody, nothing, nowhere**. *Homeless people have nowhere to go at night.*
- **(everyone/everybody, everything, everywhere)**.

They can be followed by **else**. *There's nothing else to do.*

Expressions of quantity The chart below shows which **expressions of quantity** are used with:

| Uncountable nouns (singular) | Plural countable nouns |
|------------------------------|------------------------|
| much | many |
| an amount of | a number of |
| little | few |
| a little | a few |
| less | fewer |
| | several |
| | both |
| | a couple of |

- *How much money do you have?*
 - *Both students have passed their exams.*
-

Ce sujet continue page suivante

Determiners, Suite

Little/ a little

Little/few :

- mean “not a lot, hardly any”: *Few tourists visited the area because of the oil spill.*
- have a **negative** meaning: *The project failed because too little money was spent on it.*

A little/a few

- mean “some”: *I need only a little help to finish this work.*
 - are more **positive**: *For a few dollars more, you can walk up to the top.*
 - can be used with **only**: *Only a little progress has been made.*
-

Most

Most can be followed by:

- a **noun** : *Most trainees haven't done much work.*
 - **of + determiner + noun** : *Most of my friends will come to the party.*
 - **+ object pronoun** : *Most of them have work to do.*
-

Each/every

Each and **every** are similar in meaning and are both followed by a **singular** noun.

| Each | Every |
|---|--|
| <ul style="list-style-type: none"> • separates (one by one) <i>Each child received a present.</i> • is used for a small number (two or more) • can be a pronoun <i>Each of the children received a present.</i> | <ul style="list-style-type: none"> • generalizes (all) <i>Every child in the world deserves affection.</i> • is used for a large number (three or more) • also means how often something happens and is therefore followed by a plural noun <i>He had a break every two hours.</i> |

All/whole

All and **whole** are similar in meaning:

| All | Whole |
|---|---|
| <ul style="list-style-type: none"> • + uncountable noun means complete, entire <i>all my life, all the money, all cheese</i> • + plural countable noun generalises <i>All families suffered during the war.</i> | <ul style="list-style-type: none"> • comes after determiner + singular countable noun and means complete, entire <i>my whole life</i> • + plural countable noun = complete, entire <i>Whole families were deported.</i> |

All day/evening... = the **whole** day/evening... = the complete day/evening... from beginning to end

Every day/evening/three weeks... says how often something happens

All the time = always

Every time = each time, on every occasion

The **whole** time = from beginning to end

Pronouns

Definition A **pronoun** is a word that is used instead of a more precise noun or noun-phrase.

Tip Check who or what it refers to!

Personal pronouns Personal pronouns can be classified as follows:

| Subject | Object | Reflexive | Possessive Adjectives | Possessive Pronouns |
|---------|--------|--------------------|-----------------------|---------------------|
| I | me | myself | my | mine |
| you | you | yourself/yourselfs | your | yours |
| he | him | himself | his | his |
| she | her | herself | her | hers |
| it | it | itself | its | its |
| we | us | ourselves | our | ours |
| they | them | themselves | their | theirs |

- A **subject pronoun** must be used in complement position **after** the verb **to be**: *It was he who told us.*
- **Only subject pronouns** can be used **in a subject position**: *My brother and I are going to join the same fraternity.*

Relative pronouns Relative pronouns are both :
 – **subjects** or **objects** of verbs
 – like conjunctions, joining clauses together

| Function | Person | Thing |
|-------------------|--|---|
| subject | who <i>I'm sure I know the person who served us.</i> | which <i>New York, which attracts many tourists, is often crowded.</i> |
| object | (who/whom) <i>The woman (who/whom) you met at the party is an engineer.</i> | which, (that) <i>Have you seen his film, which was excellent by the way?</i> <i>Have you seen the film (that) he was telling us about?</i> |
| possessive | whose <i>My friend, whose flat is being redecorated, is staying at home.</i> | whose <i>The computer, whose keyboard is broken, has been sent to the after-sales service.</i> |

Ce sujet continue page suivante

Pronouns, Suite

What / which

When a **relative clause** :

- refers to the whole sentence before it, we use **which**

Luke pushed his colleague into the swimming pool at the staff party, which seemed to amuse everyone.

- has no antecedent and means ‘ the thing(s) that’, we use **what**

What I want to do is make a fresh start.

That-clause

A **that-clause** can be the **subject of a sentence**:

(The fact) That + subject + verb + verb ...

subject

That she wanted to resign didn't surprise me.

Adjectives and adverbs

Tip Check that the **adjective** is placed **before the noun**
Remember that adjectives are always **singular**

Tip Check that the **adverb** is often placed :
– **before or after a verb**
– before **an adjective**
– before **another adverb**

Remember that most adverbs are formed as follows: **adjective + ly**
slow slowly final finally

Adjectives or
adverbs

| Adjectives only | |
|--------------------------------------|--|
| costly, friendly, likely, lively ... | |

| Both adjectives and adverbs | |
|--|--|
| daily, weekly, monthly, yearly, early, quarterly, hourly, nightly, fast, straight, well | |

| Adjectives | Adverbs |
|---------------|--|
| free | <ul style="list-style-type: none"> • free (without payment) <i>You can come in free.</i> • freely (without limit) <i>He could speak freely about it.</i> |
| hard | <ul style="list-style-type: none"> • hard <i>He works hard.</i> • hardly (= almost not) <i>He hardly knows her.</i> |
| high | <ul style="list-style-type: none"> • high <i>Planes fly high.</i> • highly (=very much) <i>a highly paid job</i> |
| late | <ul style="list-style-type: none"> • late <i>He left work late.</i> • lately (=recently) <i>What have you been doing lately?</i> |
| pretty | <ul style="list-style-type: none"> • prettily <i>She danced prettily.</i> • pretty (= rather) <i>Temperatures are pretty high.</i> |
| wide | <ul style="list-style-type: none"> • wide <i>Open the door wide.</i> • widely (in many different places) <i>He has traveled widely.</i> |

Verbs +
adjective

The following **(state) verbs** can only be followed by **adjectives** not adverbs:
be, seem, become, appear, prove,
look, sound, taste, feel, smell (verbs of senses)

It sounds good to me.

Chances of survival seem hopeless.

Note :

The adjectives **alike, alive, alone, afraid, asleep** can only appear after the above verbs and never directly in front of the nouns they describe.

Ads all look alike.

Ce sujet continue page suivante

Adjectives and adverbs, Suite

Adjectives: -ed or -ing

Be careful when using the following adjectives:

| A story can be | You can feel |
|----------------|--------------|
| interesting | interested |
| amusing | amused |
| annoying | annoyed |
| boring | bored |
| confusing | confused |
| disappointing | disappointed |
| exciting | excited |
| tiring | tired |

Hyphenated adjectives

When expressions of **measurement**, **amount** and **quantity** are used as **hyphenated adjectives**, they are:

- **singular**
- formed as follows:
article + **cardinal number - singular noun** + noun

Example :

- *It is a three-hour drive to Chicago.*
 - *He had no change for a fifty-dollar bill.*
 - *They will invest in a new ten-ton truck.*
-

Such/so

Such is used before **nouns**, with or without adjectives, to emphasize.
It may not be such a bad idea.

So is used before **adjectives**, without nouns, to emphasize.
It's no longer so economical to live in the country.

Expressions with such and so can be followed by **that-clauses**; then they express **cause and result**.
His business became so successful (that) he moved to larger headquarters.

Enough

Enough is used as follows:

enough + noun

adjective/ adverb + enough

and is followed by the **infinitive**

Example :

- *Did you have enough time to finish the report?*
 - *He wasn't experienced enough for the job.*
-

Ce sujet continue page suivante

Adjectives and adverbs, Suite

Tip If you have “than”, you need to find the comparative!

Comparative and superlative The **comparative** is used to compare two things and it is followed by **than**.
The conference was more interesting than people thought.
Costs have risen faster than incomes.

The **superlative** is used to compare more than two things and is used with the definite article **the**.

You should choose the most appropriate solution that is offered.
You are among the earliest to discover the new fares.

Comparative and superlative adjectives are formed as follows :

| Adjective | Comparative | Superlative |
|--|---|--|
| one-syllable hard | -er harder | -est hardest |
| two-syllable ending in -y early | -er earlier | -est earliest |
| other two-syllable and long tiring intelligent | more more tiring more intelligent | most most tiring most intelligent |
| some two-syllable quiet clever simple | more or -er more quiet cleverer simpler | most or -est quietest most clever most simple |

Irregular comparatives/superlatives

Some adjectives have **irregular comparatives and superlatives** as shown in the following table :

| Adjective | Comparative | Superlative |
|-----------|-----------------|-------------------|
| good | better | best |
| bad | worse | worst |
| far | further/farther | furthest/farthest |
| little | less | least |
| much | more | most |

Example :

- *The situation should get better soon.*
- *How much further is it?*
- *The new model uses less gas.*

Ce sujet continue page suivante

Adjectives and adverbs, Suite

A lot, much...
with
comparatives

Before the **comparatives** of adjectives you can use :
much, a lot, a little, a bit, far, any, no, rather, slightly, significantly

If we leave any later than 5.00 we'll get caught in rush hour.

As... as

We use **as... as...** to say that people or things are **equal** in some way.
Copies are almost as expensive as originals.

Note:

- **as much... as..., as many... as...**
I didn't get as much money as I had hoped.
- **twice/ three times... as... as...**
A US worker is 10 times as expensive as a worker in Mexico.
- **the same... as...**
The look is the same as it would have been back in the 60s.

Double
comparatives

We can use **double comparatives**

- **...er and ...er :**
Our nation gets fatter and fatter every year.
 - **more and more + adjective :**
The problem gets more and more difficult to solve the further you go.
- to say that something is **increasing** all the time.

The... the...

We can use **comparatives** with the definite article **the**
The more you say, the worse the situation will be.
The more, the merrier.
to say that **two changes happen together**.

One, some,
another, other

One, some, another, other can be adjectives and pronouns and are used as follows:

| Adjective | | Pronoun |
|-----------------------------|-----------------|-----------------------------|
| one another the other | + singular noun | one another the other |
| some other the other | + plural noun | (the) others |

- *Have you met Frank's associates?*
I've met one. I didn't know he had another (associate).
He has three others (three other associates).
- *It is essential to complete this form before filling out the other (form).*

Ce sujet continue page suivante

Adjectives and adverbs, Suite

Adjectives + preposition

Some **prepositions** combine with adjectives :

| Adjective | Preposition |
|--|---------------------------------------|
| amazed, surprised good, excellent bad, terrible | at |
| delighted, (dis)pleased, (dis)satisfied, disappointed bored, fed up crowded | with |
| keen, short | on |
| known, famous responsible | for |
| interested | in |
| equal, similar superior, inferior committed, dedicated married, engaged, related used, accustomed | to |
| kind, nice, (im)polite, generous, good rude, mean | to sb of sb to do sth |
| different | from (GB)/than (US) |
| excited worried, upset | about |
| sorry angry, furious annoyed | about sth with sb for doing sth |
| jealous, envious, suspicious aware, conscious afraid, frightened, scared, terrified fond full capable, incapable proud, ashamed tired typical short | of |

The + adjectives

The is used with **adjectives** to represent a class of persons; the meaning is plural.

Example:

- *The French eat frog legs.*
- *The young are worried about the future.*

Ce sujet continue page suivante

Adjectives and adverbs, Suite

Tip Check that the adverb does not separate the verb and its object.
He speaks English fluently.

Adverbs in mid-position Adverbs that go in **mid-position** express:

- **frequency**: never, rarely, always...
- **certainty**: probably, certainly, obviously...
- **degree**: nearly, almost, quite...

The **word order** for adverbs in mid-position is as follows :

| Tense | Subject | Auxiliary verb | Adverb | Verb | Complement |
|--------------------------------|---------|----------------|------------------|-----------------|----------------|
| To be in simple tenses | I | am | usually | | right |
| Perfect tenses | He | has | already | seen | this film |
| Modal auxiliary verbs | We | can | sometimes | play | tennis |
| Simple tenses | She | | hardly | cooks | dinner |
| Passive with 2 auxiliary verbs | He | has | never | been remembered | for his novels |

Only / even **Only** and **even** go just before the words they emphasize.
It will only take (only) five minutes.
They have even forgotten (even) his name.

Sometimes / sometime **Sometimes** :

- means occasionally
- answers the question **How often?**
Law may be sometimes hard for the individual.

Sometime

- means **at one moment** in the future
- answers the question **When?**
Let's have dinner together sometime.

Verbs and tenses

Tip Always make sure that :

- there is a verb in the sentence
- that this verb is conjugated.

Auxiliary verbs **Auxiliary verbs** are used:

- to make different **tenses**
 - **be + -ing** : continuous tenses *He is working.*
 - **be + -ed (past participle)** : passive *He was contacted.*
 - **have + -ed (past participle)**: perfect tenses *We have phoned them.*
 - **do** (questions and negatives in simple tenses) *He didn't say anything.*
- to express meanings such as possibility, advisability, and necessity (**modal auxiliary verbs**)

can, could
will, would
shall, should **+** **verb (base form)** *They will come.*
may, might
must, ought to

English tenses There are 12 tenses in English.

| Simple tenses | | Continuous tenses | |
|-----------------------------------|---|-----------------------------------|---|
| Simple present | I listen I don't listen Does he listen? | Present continuous | I am listening You aren't listening Is she listening? |
| Simple past (preterite) | I listened She didn't listen Did they listen? | Past continuous | I was listening She wasn't listening Were that listening? |
| Simple future | I will listen They won't listen Will you listen? | Future continuous | I will be listening |
| Perfect tenses | | Perfect continuous tenses | |
| Present perfect | I have listened He hasn't listened Have you listened? | Present perfect continuous | I have been listening |
| Past perfect | I had listened | Past perfect continuous | I had been listening |
| Future perfect | I will have listened | Future perfect continuous | I will have been listening |

Ce sujet continue page suivante

Verbs and tenses, Suite

State and action verbs

Action verbs can be **continuous**. **State verbs** **cannot** usually be **continuous**:

believe, belong, consist of, depend on, deserve, exist, know, like, mean, own, need, prefer, remember, seem, understand, want...

But some of them can be used either for a state or for an action:

| State verbs (simple tenses) | Action verbs (simple or continuous) |
|---|--|
| I think he'll come (believe) | I'm thinking about it (ponder, consider) |
| I have a dog (own) | I'm having a hot dog. |
| I see what you mean (understand) | I'm seeing the doctor (meet) |
| You look nice | I'm looking at a picture |

Time markers referring to the present

The following **time markers** very often imply the use of:

| Present simple | Present continuous |
|---|--|
| <ul style="list-style-type: none"> • always, usually, often, sometimes, hardly ever, rarely, never • every day/week... • once/twice a week... • on Sundays... <p>to express habitual actions <i>They make reservations only on Mondays.</i></p> | <ul style="list-style-type: none"> • still, currently, right now, at the moment, presently • today, this morning... <p>to express an action at or around the time of speaking <i>Prices are currently hovering around \$400.</i></p> <ul style="list-style-type: none"> • tomorrow, tonight, in two days... <p>to express the immediate future <i>He is leaving tomorrow for Texas.</i></p> |

Time markers referring to the past

The following **time markers** very often imply the use of:

| Present perfect | Past |
|---|--|
| <ul style="list-style-type: none"> • ever, never, yet, already, before, almost, nearly, just meaning at any time up to now, by now • so far, recently, lately, all my life... referring to a period up to now • since + a point in time (It is when the action started) • How long?, for + a period of time up to now <p><i>How long have you been a teacher?</i></p> | <ul style="list-style-type: none"> • a date • yesterday (morning...), last night/weekend..., at that time, once, at one time, formerly, previously, in those days, then, after, before • for used to say how long something lasted • duration + ago <p><i>The manager called before the meeting.</i></p> |

Ce sujet continue page suivante

Verbs and tenses, Suite

Sequence of tenses

Note:

| Main clause | Since-clause |
|-----------------------|--------------|
| Present perfect tense | Past tense |

Since Ms Sutton was hired, competition among employees has increased.

Verbs often confused

Some verbs are often confused :

| Infinitive | Past tense | Past participle |
|------------|------------|-----------------|
| beat | beat | beaten |
| bite | bit | bitten |
| feel | felt | felt |
| fall | fell | fallen |
| fill | filled | filled |
| file | filed | filed |
| lay | laid | laid |
| lie | lay | lain |
| lie | lied | lied |
| raise | raised | raised |
| rise | rose | risen |
| strike | struck | struck |
| stroke | stroked | stroked |

English ≠ American

Some verbs are regular in one language and irregular in the other :

| Infinitive | English | American |
|--|--|---------------------|
| burn, dream, lean, learn, smell, spell, spill, spoil | burnt – burnt, dreamt – dreamt, leant – leant... | regular |
| wake | woke - woken | regular / irregular |
| fit | regular | fit - fit |
| quit | regular | quit - quit |
| wet | regular | wet – wet |
| prove | regular | proved - proven |
| dive | regular | dove - dived |
| get | got - got | got – gotten |

Tip

When the verb is in the past, check whether it is the right form of the past (regular or irregular).

When the verb is in a perfect tense, check whether it is the right form of the past participle (regular or irregular).

Ce sujet continue page suivante

Verbs and tenses, Suite

Irregular verbs

| Infinitive | Past tense | Past participle |
|------------------|------------------|-------------------|
| arise /ai/ | arose | arisen /i/ |
| ride /ai/ | rode | ridden /i/ |
| rise /ai/ | rose | risen /i/ |
| drive /ai/ | drove | driven /i/ |
| write /ai/ | wrote | written /i/ |
| take | took | taken |
| mistake | mistook | mistaken |
| undertake | undertook | undertaken |
| shake | shook | shaken |
| bear /e/ | bore | borne/born |
| swear /e/ | swore | sworn |
| tear /e/ | tore | torn |
| wear /e/ | wore | worn |
| become | became | become |
| come | came | come |
| run | ran | run |
| begin | began | begun |
| drink | drank | drunk |
| ring | rang | rung |
| sing | sang | sung |
| sink | sank | sunk |
| spring | sprang/sprung | sprung |
| swim | swam | swum |
| bend | bent | bent |
| lend | lent | lent |
| send | sent | sent |
| spend | spent | spent |
| smell | smelt | smelt |
| build | built | built |
| lose | lost | lost |
| bet | bet | bet |
| bid | bid | bid |
| burst | burst | burst |
| cast | cast | cast |
| cost | cost | cost |
| cut | cut | cut |
| hit | hit | hit |
| hurt | hurt | hurt |
| let | let | let |
| put | put | put |
| set | set | set |
| shut | shut | shut |
| spread | spread | spread |
| upset | upset | upset |

Ce sujet continue page suivante

Verbs and tenses, Suite

| Infinitive | Past tense | Past participle |
|------------------|------------------|----------------------|
| blow | blew /u/ | blown |
| grow | grew /u/ | grown |
| throw | threw /u/ | thrown |
| know | knew /u/ | known |
| fly | flew /u/ | flown |
| draw | drew /u/ | drawn |
| withdraw | withdrew /u/ | withd ra wn |
| break | broke | broken |
| choose | chose | chosen |
| freeze | froze | frozen |
| speak | spoke | spoken |
| forget | forgot | forgo tt en |
| steal | stole | stolen |
| weave | wove | woven |
| bring | brought /ot/ | brought /ot/ |
| buy | bought /ot/ | bought /ot/ |
| fight | fought /ot/ | fought /ot/ |
| seek | sought /ot/ | sought /ot/ |
| think | thought /ot/ | thought /ot/ |
| catch | caught /ot/ | caught /ot/ |
| teach | taught /ot/ | taught /ot/ |
| deal /i:/ | dealt /e/ | dealt /e/ |
| mean /i:/ | meant /e/ | meant /e/ |
| burn | burnt | burnt |
| learn | learnt | learnt |
| cling | clung | clung |
| dig | dug | dug |
| fling | flung | flung |
| shrink | shrank/shrunk | shrunk |
| spin | spun | spun |
| swing | swung | swung |
| stick | stuck | stuck |
| sting | stung | stung |
| strike | struck | struck |
| hang | hung | hung |
| eat | ate | eaten |
| give | gave | given |
| forgive | forgave | forgiven |
| forbid | forbade | forb id den |
| hide /ai/ | hid /i/ | hidden /i/ |
| bite /ai/ | bit /i/ | bitten /i/ |
| beat /i:/ | beat /i:/ | bea t en /i:/ |
| fall | fell | fallen |

Ce sujet continue page suivante

Verbs and tenses, Suite

| Infinitive | Past tense | Past participle |
|-------------------|-----------------|-----------------|
| feed /i:/ | fed /e/ | fed /e/ |
| lead /i:/ | led /e/ | led /e/ |
| meet /i:/ | met /e/ | met /e/ |
| read /i:/ | <u>read</u> /e/ | <u>read</u> /e/ |
| shoot | shot | shot |
| hear | heard | heard |
| flee | fled | fled |
| find | found | found |
| wind /ai/ | wound | wound |
| stand | stood | stood |
| understand | understood | understood |
| lay /ai/ | laid /e/ | laid /e/ |
| say /ai/ | said /e/ | said /e/ |
| pay /ai/ | paid /e/ | paid /e/ |
| creep | crept | crept |
| feel | felt | felt |
| keep | kept | kept |
| kneel | knelt | knelt |
| sleep | slept | slept |
| sweep | swept | swept |
| weep | wept | wept |
| show | showed | shown |
| sow | sowed | sown |
| mow | mowed | mown |
| get | got | got |
| shine | shone | shone |
| win | won | won |
| sit | sat | sat |
| hold | held | held |
| sell | sold | sold |
| tell | told | told |
| have | had | had |
| make | made | made |
| leave | left | left |
| slide /ai/ | slid /i/ | slid /i/ |
| be | was/were | been |
| go | went | gone |
| lie | lay | lain |
| see | saw | seen |

Ce sujet continue page suivante

Verbs and tenses, Suite

Future perfect, function

- The **future perfect** refers to a **completed action in the future**. It is used:
- to express an action that will have happened before a specific time in the future
I'll have been here for six months on June 23rd.
 - with a time expression using **by + a point in future time**.
You will have finished your work by next week.

Tip

Always check the sequence of tenses when you have two verbs in the same sentence.

Sequence of tenses with time conjunctions

Conjunctions of time are not usually followed by *will* or *would*; we use a **present** (simple, continuous or perfect) or **past** tense instead.

| | | | | |
|-------------|------------|------------|----------|------------|
| as | as long as | as soon as | before | the moment |
| by the time | now that | once | since | |
| so long as | until | when | whenever | while |

Example :

- *They haven't decided what they will do when their contracts expire.*
- *By the time we got to the headquarters, the meeting had already started.*

Sequence of tenses in conditional sentences

| If clause | Main clause |
|--|---|
| present tense <i>If water freezes,</i> <i>If you feel sick,</i> | present tense/imperative <i>it becomes solid.</i> <i>just leave.</i> |
| present tense <i>If you are from another country,</i> | future tense <i>you will probably have to pay income tax.</i> |
| past tense* <i>If I had a lot of money,</i> | conditional tense <i>I would travel around the world.</i> |
| past perfect tense <i>If I had known the truth,</i> | conditional perfect tense <i>I would have trusted him.</i> |

* When the verb **to be** is used, the form **were** is used for all persons.
*If I **were** you, I **wouldn't** follow his advice.*

Conditional conjunctions

Other conjunctions can introduce **conditional clauses** like:

| | |
|------------------------|--------------------|
| even if | even though |
| provided (that) | as long as |
| unless | |

*You could stay longer **provided** he paid rent.*

***Unless** you receive a fax by Tuesday, carry on with your transaction*

Ce sujet continue page suivante

Verbs and tenses, Suite

Tip Check that the last word in the passive construction is a past participle.

Passive tenses The passive of an active tense is formed as follows :

to be + past participle (of active verb)

To be is in the same tense as the active verb.

The trainee broke the new photocopier

→ *The new photocopier was broken by the trainee.*
agent

| Tense | Active | Passive |
|---------------------|-------------------|------------------------|
| present simple | breaks | is broken |
| present continuous | is breaking | is being broken |
| past simple | broke | was broken |
| past continuous | was breaking | was being broken |
| present perfect | has broken | has been broken |
| past perfect | had broken | had been broken |
| future | will break | will be broken |
| future perfect | will have broken | will have been broken |
| conditional | would break | would be broken |
| perfect conditional | would have broken | would have been broken |
| modals | can break | can be broken |

Tip If you see the agent **by + noun** (except time expressions), check that the verb is in the passive.

The gerund The gerund is formed as follows: **verb (base form) + ing**
 and can be

- **subject** *Complaining is a national pastime.*
- **subject complement** *What I prefer is negotiating on my own terms.*
- **direct object** *They should quit complaining.*
- **object of a preposition** *He's good at managing sales teams.*

Verbs + gerund
 (as direct object)

| | | |
|-------------|------------|----------|
| admit | deny | consider |
| contemplate | imagine | finish |
| mind | resent | dislike |
| appreciate | enjoy | mention |
| postpone | discuss | suggest |
| avoid | risk | involve |
| keep | miss | practice |
| can't stand | can't help | |

Ce sujet continue page suivante

Verbs and tenses, Suite

Verbs +
preposition +
gerund

accuse sb of
apologize (to sb) for
argue about
comment on
congratulate sb on
decide against
feel like
insist on
pay sb for
stop sb from
talk about
worry about

adjust to
approve of
believe in
complain about
consist in
depend on
forget about
look forward to
plan on
see about
thank sb for

agree with
disapprove of
blame sb for
concentrate on
deal with
devote oneself to
forgive sb for
object to
prevent sb from
suspect sb of
think about/of

Verb +
adjective +
preposition +
gerund

The following (state) verbs:

be seem, look, sound, feel (verbs of senses)

become get appear prove

can only be followed by **adjectives** or **adjective + preposition combinations**:

accustomed to
ashamed of
concerned about
excited about
grateful to sb for
proud of
sure of/about
worried about

afraid of
capable of
content with
famous for
interested in
responsible for
surprised at

angry at
incapable of
delighted at
good at
lazy about
sorry about
tired of

Possessive
adjective/noun
+ gerund

In formal English **possessive adjectives** and **genitives** can be used with the **-ing form** as follows: **verb + possessive adjective/genitive + -ing form**

Do you mind my smoking? (Informal: Do you mind me smoking?)

I don't approve of Mike's driving. (I don't approve of Mike driving.)

Special
expressions +
gerund

It's no use

It's (not) worth

There's no point (in)

To have fun

To have a good/hard time

To spend time/money

To waste time/money

To have difficulty/trouble/a problem

To go hiking/jogging...(sports)

To go shopping/sightseeing...(recreational activities)

They had a hard time negotiating a settlement.

Ce sujet continue page suivante

Verbs and tenses, Suite

Infinitive of purpose

The **infinitive** is used to talk about **people's purposes**, the reasons why they do things.

The same idea can be expressed by using **in order to** or **so as to**.

Example :

- *She went to university (**in order**) **to** obtain a degree.*
 - *They have lowered prices (**so as**) **to** boost consumption.*
-

Verbs + infinitive

The verbs below are followed by the **infinitive** :

- **afford, deserve**
- **agree, consent, care ≠ refuse**
- **appear, happen, seem, pretend**
- **arrange, prepare, plan**
- **ask, beg, claim, demand**
- **decide, volunteer, choose ≠ hesitate**
- **expect, hope, wait**
- **fail, neglect**
- **learn**
- **manage, struggle**
- **mean**
- **need, want, wish**
- **offer, promise, swear**
- **tend**
- **threaten**

The European Union threatened to file a lawsuit against this software company.

Verbs + object + infinitive

The verbs below are followed by an **object** + the **infinitive**:

- **advise, encourage, motivate, instruct, persuade, convince, teach...(how), tell...(how), recommend, warn, caution**
- **allow, entitle, permit, enable**
- **appoint, hire**
- **invite, request, require, challenge**
- **compel, command, direct, force, oblige, order, urge, press, cause**
- **forbid**
- **remind**
- **show...how**
- **tempt**

The human resources manager encouraged them to take courses in computers.

Ce sujet continue page suivante

Verbs and tenses, Suite

Too/enough + infinitive

Expressions with **too** or **enough** are followed by the **infinitive**.

Example :

- *People are working too hard to care about their egos.*
 - *Junior managers should hire secretaries competent enough to cover their blunders. (adjective + enough)*
 - *They all have enough money to foot the bill. (enough + noun)*
-

Verb + question word + infinitive

The structure **verb + (object) + question word** is followed by the **infinitive**.

Example :

The tourist asked us where to stay.

Verbs + gerund or infinitive

Either the **gerund** or the **infinitive** can follow some verbs, with little difference in meaning.

- **attempt, intend, propose** (the infinitive is more common after them)
- **begin, start** (when used in the continuous, the verbs that follow are in the infinitive) (*understand/realize/see* are always in the infinitive after them)
- **can't bear, can't stand**
- **cease ≠ continue**
- **hate ≠ love, prefer** (the infinitive is more common when we refer to one particular occasion)
- **try**
- **remember, forget, stop, go on, regret** (the gerund refers to something that happened earlier, the infinitive to something that will happen)

Example :

- *Children reaching the pre-teen ages - 11 plus - start to prefer spending to saving.*
 - *I don't remember saying that.*
-

Verbs + verb base

The verbs below are followed by the **infinitive without "to"** (verb base):

| | | | |
|-------------|-------------------|---------------------|---------------------|
| will | would | shall | should |
| can | could | may | might |
| must | had better | would sooner | would rather |

Note:

would rather that + past tense

They would rather that the statistics were guaranteed by an independent body.

Such liberalization may produce instability but not growth.

Ce sujet continue page suivante

Verbs and tenses, Suite

Verbs + **that** + verb base

The verbs and phrases below are followed by **that + verb base** (= **subjunctive**):

- **ask, demand, request**
- **command, order, require**
- **propose, recommend, suggest...**
- **It is important / vital / essential / necessary / imperative / desirable...**

The **nouns derived from the above verbs** are also followed by the verb base:

demand, request, requirement, proposal, recommendation, suggestion...

Example :

We ask that our representatives be on time when they have appointments.

It is essential that we listen to the whole lecture.

He accepted the suggestion that he work less.

Verbs + **object** + verb base

The verbs below are followed by an **object + verb base**:

- **help (US), let, make**
- **see, watch, feel, notice, hear** to say that all of an action was witnessed (+ **object + gerund** to say that part of an action was witnessed)

Example :

• *Let us help you change the way you work. Let us help you to change the way you work.(GB)*

• *We watched the team play several times. I heard him complaining about his working conditions.*

Have

To **have** (which has less force and authority than **get**) is followed by

- an **object + past participle** when it means to cause something to be done
- an **object + verb base** when it means to cause something or somebody to do something

Example :

Could I have my car serviced by tomorrow?

Could you have your mechanic repair my car as soon as possible?

Get

To **get** is followed by

- an **object + past participle** when it means to cause something to be done
- an **object + infinitive** when it means to cause something or somebody to do something

Example :

Find a reputable travel agent and get him to do the dealing for you.

You should be able to get the work done by another firm at no extra cost.

Ce sujet continue page suivante

Verbs and tenses, Suite

Tell/say

Tell and **say** are similar but there are differences, which are the following:

- **tell**
 - somebody **that**
 - somebody **to do**
 - **a lie, the truth, a story, the time**
- **say**
 - **that**
 - **to** somebody **that**
 - : ‘.....’
 - **to** somebody: ‘.....’

Example :

- *I told my boss that I wanted a day off.*
 - *Could you tell me the time, please?*
 - *She said that she was to leave for two weeks.*
-

Leave/let

Let and **leave** are often confused.

- **let** = allow
 - **leave** = depart, go
- They let him leave the office at 9.00.*
-

Make or do

You do :

- the dishes, the washing up
- your homework, a paper, an assignment
- some research
- your work, your duty
- good ≠ harm
- business
- your best
- (somebody) a favor
- your hair
- 100 mph
- the shopping, the ironing, the laundry
- something, anything, nothing
- the accounts
- a statement

You make:

- progress, headway
 - an agreement, a decision
 - an offer, a promise
 - a discovery
 - an attempt, an effort
 - an excuse, an exception
 - a suggestion
 - inquiries
 - a phone call, a photocopy, an announcement
 - a mistake, a fuss
 - a noise
 - arrangements
 - a journey
 - money, a profit, a fortune
 - love
 - a bed, a fire, a cake
 - war ≠ peace
 - an appointment
-

Subject-verb agreement

Subjects

Various structures may be used for **subjects**:

- **Noun**: *Prices are rising at their fastest pace in six years.*
- **Pronoun**: *They can be used anywhere.*
- **Clause**:
 - **Wh- structures**: *What they found surprised me.*
 - **Yes/no structures**: *Whether it rains or not doesn't matter.*
 - **“The fact that” structures (the fact is often omitted)**:
(The fact) that the contract was signed was a relief.
- **Gerund (or gerund phrase)**: *Swimming is good exercise.*
Working 10 years in industry was enough.
- **Infinitive (or infinitive phrase)**: *To sleep in is a luxury.*
To be able to speak Arabic is very important.

Tip

Always make sure that the **verb agrees with its subject in person and number**.

The **basic principle** is **singular subjects** need **singular verbs** and **plural subjects** need **plural verbs**.

Subject + singular verb

| Subject | Example |
|---|--|
| every | <i>Every student has to register.</i> |
| each | <i>Each of the participants is responsible.</i> |
| what | <i>What is needed is some good advice.</i> |
| one | <i>One of our cars has broken down.</i> |
| a/the (large) amount of | <i>The amount of work I got through in July was double the amount that I did in June.</i> |
| whoever whatever | <i>Whoever is responsible should be present.</i> <i>Whatever suits you?</i> |
| amount of money distance weight length of time sums and products of mathematical processes | <i>Three million dollars is a huge sum of money.</i> <i>30 miles is not that far.</i> <i>2.2 pounds is one kilo.</i> <i>Two weeks is enough time to finish the contract.</i> <i>Two and two is four.</i> |
| more than one | <i>More than one trainee has tried this.</i> |
| along with as well as together with | <i>A phone book along with other books was piled on his desk.</i> <i>The manager as well as his associates is going to prison.</i> <i>Jim, together with Tom, is going sailing.</i> |
| either, neither | <i>Neither of the two traffic lights is working.</i> <i>Which color do you prefer? Either is fine with me.</i> |

Ce sujet continue page suivante

Subject-verb agreement, Suite

Everybody,
nothing... is

The **indefinite pronouns** *anyone, everyone, something, nothing, nobody...* are always **singular** and, therefore, require **singular verbs**.

Everyone has done his or her homework. Nothing was left.

Note: After words with **one** or **body**, we use **he, she, him, her** and **his**.

Somebody has left her purse.

Anyone is welcome, as long as he or she behaves appropriately.

Subject +plural
verb

| Subject | Example |
|---|---|
| and both...and... | <i>The manager and his associates are going to jail. If both the father and the mother work, who will care for the kids?</i> |
| several, many, both, few used as pronouns | <i>Several in the building have complained about the fumes. Many were unhappy with having to stand. Are both of us invited, or just you?</i> |
| adjectives representing a class of people | <i>The Irish are about 20 years behind America when it comes to crime-prevention consciousness. In Nepal the disabled are deprived of their basic human rights.</i> |
| a group of a couple of | <i>A group of us are going to the theater tonight. A couple of men are waiting outside.</i> |

Verb agrees
with the noun

Some words like indefinite pronouns are **singular or plural depending on what they are referring to**. (Is the thing referred to countable or not?) Be careful choosing a verb to accompany such words.

| Subject | Example |
|---|---|
| a lot of | <i>There is a lot of work. There are a lot of tasks.</i> |
| half of, a part of, a percentage of, a majority of, the rest | <i>The majority of British citizens in Lebanon have dual nationality. The majority of the population is Hispanic.</i> |
| all, any, some, more, most (of) | <i>Some of the work has been done. Some of the returns have been filed.</i> |
| which | <i>Which is to be posted? (which one) Which are to be posted? (which ones)</i> |
| none of | <i>None of the engines are working. None of the food is fresh.</i> |

Note:

- **A large number of** = several / many, the verb is **plural**
A large number of tourists get lost because of that sign.
- **The number of** refers to the group, the verb is **singular**
The number of lost tourists has increased recently.

Ce sujet continue page suivante

Subject-verb agreement, Suite

Verb agrees with positive subject

If your sentence has a **positive** and a **negative subject** and one is plural, the other singular, the **verb should agree with the positive subject**.

*The directors but not the president **have decided** not to work on Valentine's Day.*

*It is not the directors but the president who **decides** this issue.*

Verb agrees with the closer noun

When **nor** or **or** is used **the subject closer to the verb determines the number of the verb**.

| Subject | Example |
|---|---|
| either...or..., neither...nor... | <i>Either the manager or the artists have the right to terminate the agreement.</i> |
| Not only...but also... | <i>Not only our own departments, but also the whole organization has been affected.</i> |

There/here is

There and **here** are followed by the verb **to be** and the **subject**.

The **verb agrees with the subject** that follows.

Here is the vicar. There are children in the park.

There can be used with **all tenses of to be**.

Was there an answer to that question?

Tip

Beware of modifiers that get between a subject and its verb, they must not confuse the agreement between the subject and its verb.

The Bank of England, which was originally founded in 1694 by a group of private bankers to raise money for the crown and was given independent power to set interest rates in 1997 by the chancellor, Gordon Brown, is the UK's central bank.

Prepositions

Definition A **preposition** is a word like *in, out, off...* normally followed by a noun or a pronoun.

Multiple word prepositions Here is a list of the most common **multiple word prepositions** :

- **according to, in accordance with**
- **as regards, as to, in connection with = regarding, about**
- **ahead of**
- **as a consequence of, as a result of, because of, on account of, due to, owing to, thanks to**
- **apart from, except for, with the exception of**
- **by means of, by way of = using**
- **contrary to**
- **in addition to, on top of**
- **in comparison with, compared with**
- **in contrast to/with**
- **in favor of, to the benefit of, all for, on the side of**
- **in front of**
- **instead of, rather than**
- **in the event of, in case of, for fear of**
- **on behalf of**
- **prior to, previous to**
- **regardless of**
- **together with, along with, as well as**

Between/among They have the same meaning but the difference is the following:

between + two nouns
among three or more nouns/ plural noun

Example :

- *She was sitting between the local representative and his boss.*
 - *The profits were equally divided among the stockholders.*
-

Beside/besides The difference is the following:

beside = by the side of, next to, near
besides = in addition to

Example :

- *The woman standing beside the lecturer is the new accounts manager.*
 - *He holds numerous non-executive directorships besides his £400,000 job at Man PLC.*
-

Ce sujet continue page suivante

Prepositions, Suite

In/on/at

| | Preposition | Time | Space |
|--|-------------|---|---|
| | AT | + time: <i>at 12.00</i> <i>at lunchtime</i> at night at Christmas at Easter at the moment at present at the same time at breakfast | at home at work at an address at the office at school + a certain point: <i>at the crossroads/bus-stop</i> at the top at the bottom at the end |
| | ON | + days and dates: <i>on Saturday</i> <i>on 13 May 1984</i> on Friday afternoon on time = punctual, not late | on a street on a street corner on a coast on a river + a means of public transportation: <i>on the train/bus/ship/plane</i> |
| | IN | + longer periods: month, year, season... <i>in March</i> <i>in 1997</i> <i>in winter</i> <i>in the 1990s</i> + parts of the day: <i>in the morning(s)</i> + time in the future: <i>in a week</i> <i>in a moment</i> in time = soon enough <> too late | in a room in a building in a corner of a room in a car in a taxi in a boat in a country in a state in a province in a county in a city |

Despite = in spite of

Despite and **in spite of** have the same meaning.

Example :

Breakfast cereals still contain high levels of fat, salt and sugar, in spite of / despite manufacturers' claims to have improved the healthiness of their products.

Ce sujet continue page suivante

Prepositions, Suite

During / for / while

- **During** is a preposition used to say **when something happened**
- **For** is a preposition used to say **how long it took**
- **While** is a **conjunction** (+ subject + verb) used to introduce a **background situation**

Example :

- *It rained for five days during our holiday.*
 - *We didn't get much sunshine while we were on holiday.*
-

Like or as

- **Like** is a preposition
 - used **to compare things**
 - synonymous with: similar to, the same as, for example
He is a broker like most of his friends.
- **As** is either a preposition
 - used **to talk about the jobs, roles and functions of people and things**
 - synonymous with: in the position of, in the form of
*They see the soaring oil prices as a threat to the world economy.*or a **conjunction** (+ subject + verb; + prepositional phrase)
 - used to **compare things**
You should have replied as I told you.
On Monday, as on Tuesday, we start at 9.00.

Note :

- the preposition **unlike** (= not like) to show contrast
Unlike traditional newspapers, free newspapers offer advertisers unlimited space.
 - the adjective **alike** to show similarity but used only after state verbs
We are not related despite the fact that we look alike.
-

By / until / till / from...to

- **By** shows a time limit
The River Road bridge over Interstate 495 is on schedule for completion by October.
 - **Until** (usually used at the beginning of a sentence) or **till** shows an action or situation that continues up to a certain time
The sale of the franchise doesn't close until October.
 - **From ... to/until** shows the beginning and end of a period of time.
He conducted at least 25 fraudulent refund transactions from October to January.
-

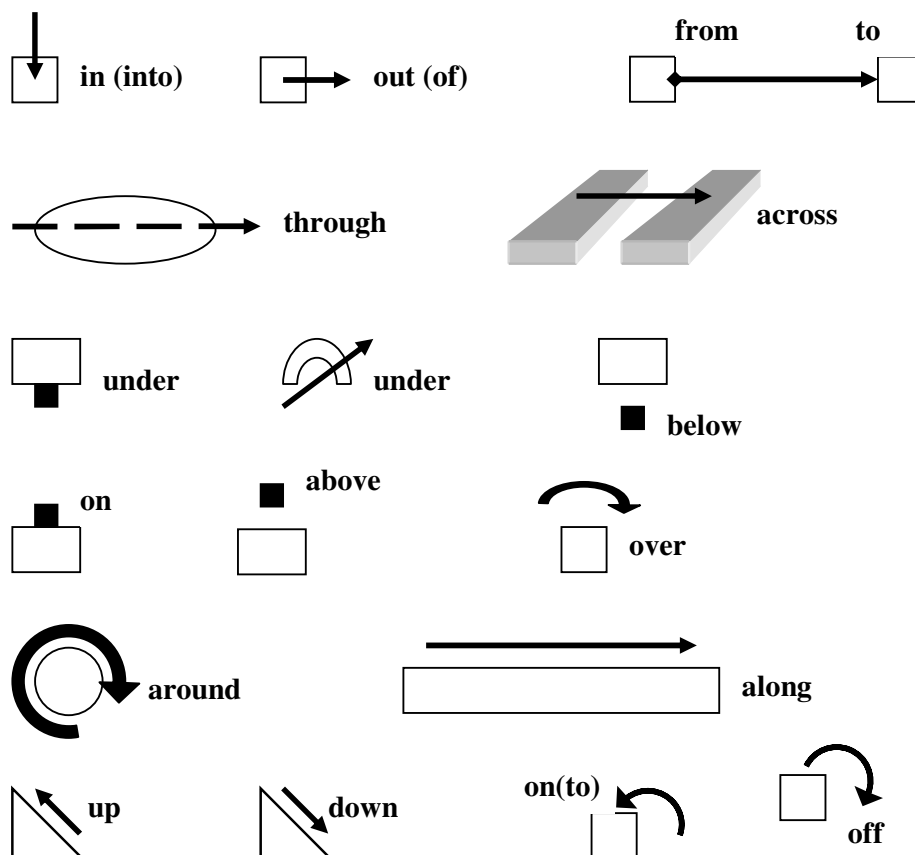
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Prepositions, Continued

Preposition +
noun

on purpose; by mistake/chance/accident
in my opinion; from my point of view
on holiday; on business; on a journey/trip/tour
for sale; on the market
in advance; up to date; out of date
on the whole; in general
on television; on the radio/the phone/the Internet
in writing; in pen/biro/felt-tip/ink/pencil
in cash; by check/credit card
on the way (during the journey); in the way (blocking the way)
in the end (finally, after a long time); at the end (when something stops)
by car, train, air... ; on foot

Prepositions of
space



Sentence structure

Word order The **word order** in a sentence is usually as follows :

| (time) | subject | verb | object | manner | place | time |
|--------------|--------------|-----------|------------|------------|------------------------|------------|
| (Last night) | The chairman | delivered | his speech | vehemently | at the conference hall | last night |

Tip Parallel structures express ideas of equal importance and are used in a series.
Check that in those parallel structures the same grammatical structures are used.
A secretary's duties include writing, typing, organizing and filing.

Parallel structures with correlative conjunctions

Parallel structures should be used after **correlative conjunctions**:

| | |
|-------------------------------|--------------------------------------|
| both... and... | both... and... as well as ... |
| not only...but also... | not... but... |
| either... or... | neither... nor... |
| but | and |

The training course consists of both theory and practical instruction.

Parallel structures with comparisons

Parallel structures should be used with comparisons:

- **comparative... than**
- **as...as**
- **the same... as**
- **similar... to**

Renting those apartments costs about the same as leasing them.

Note :

After comparative structures, **that (of)** and **those (of)** are used instead of repeating a noun.

The team's overall performance is better than that of any individual could possibly be.

Cardinal numbers

Cardinal numbers (one, two, three...) are used as follows:

Ø + noun + cardinal number

Proceed to gate four. Wait for me on platform 2.

Note :

Ordinal numbers come **before cardinal numbers** as follows:

the + ordinal number + cardinal number + noun

He had trouble adjusting for the first two weeks.

Ce sujet continue page suivante

Sentence structure, Suite

Ordinal numbers

Ordinal numbers are formed as follows:

| | | | | |
|---------------|----------------|---------------------|-------------------------|-------------------|
| first | sixth | eleventh | twentieth | thirtieth |
| second | seventh | twelfth | twenty-first | fortieth |
| third | eighth | thirteenth | twenty-second | fiftieth |
| fourth | ninth | fourteenth | twenty-third | hundredth |
| fifth | tenth | fifteenth... | twenty-fourth... | thousandth |

They are used as follows: **the + ordinal number + noun**

Take the third street on the left.

Note :

The order for **dates** is as follows:

the + ordinal number + of + month (GB)

My birthday is the twenty-second of August.

month + (the) + ordinal number

Independence Day in the US is July (the) fourth.

Question tags

A **question tag** is used:

- at the end of the sentence
- to encourage agreement or to verify a statement

| Main clause | Question tag |
|--|--|
| Subject + positive verb <i>The salesmen performed really well,</i> | negative auxiliary verb + subject pronoun? <i>didn't they?</i> |
| Subject + negative verb <i>The manager won't succeed,</i> | positive auxiliary verb + subject pronoun? <i>will he?</i> |

Tip

In the question tag, check that the pronoun refers to the subject of the main clause.

Questions

The word order in a question is as follows :

(Question word) + auxiliary verb + subject + verb ...?

Where will they be living?

Do you speak Spanish ?

What and **Who** can be the subject of the verb. In that case, the verb is conjugated as in a **positive statement**.

What may happen?

Who is coming to the seminar?

Ce sujet continue page suivante

Sentence structure, Suite

Inversion **Inversion** is used in the following cases:

| Case | Inversion |
|---|---|
| Omission of if | auxiliary verb (were/had/should) + subject + verb <i>Were she my daughter (if she were...), I would tell her.</i> <i>Had I known (if I had known...), I wouldn't have come.</i> <i>Should you change your mind (if you change...), let me know.</i> |
| Neither, nor, so | neither/nor/so + auxiliary verb + subject <i>I don't like aggressive ads. - Nor/neither do I. (= I don't either)</i> <i>I really like jazz music. - So do I. (= I do also/too)</i> |
| After negative adverbial expressions | negative adverbial expression + auxiliary verb + subject <i>Under no circumstances can we leave the room.</i> <i>Never had I felt like this.</i> |

Tip **Make sure there is no inversion in indirect questions.**
The pattern should be: main clause + question word + subject + verb
I don't remember what her name is.

Conjunctions **Conjunctions** are :

- used to **join clauses** together
- used to show the **relationship between the ideas** in the clauses
- followed by a **subject** and a **verb**

| Cause/effect | Place | Condition | Contrast | Manner |
|---|-------------------|---|---|-------------------------------------|
| as because in order now that that since so that | where wherever | even if / though if in case once provided (that) providing unless whether (or not) | although even though though whereas while | as as if as though in that |

Tip **When you have two verbs in a sentence, it implies there are two clauses.**
Then check there is either a semi-colon, a relative pronoun or a conjunction that links those two clauses.

Ce sujet continue page suivante

Sentence structure, Suite

No longer / no more

- **No longer/not any longer** are used with time
- **No more/not any more** are used with time, quantity or degree
- The **no** structures are used before the verb or after the verb “to be”
- The **not any** structures are used at the end of the sentence

Example :

- *Mr. Jones doesn't work here any more/longer*
 - *He no longer fitted the job.*
 - *There's no more paper in the photocopier.*
-

Discourse markers

- **Linking** regarding, as regards, as for
 - **Contrasting** on the one hand ≠ on the other hand, however, nevertheless, (and) yet, in comparison with, compared with, conversely
 - **Contradicting** on the contrary, contrary to
 - **Adding** moreover, in addition, furthermore, what's more
 - **Talking about purpose** in order to, so as to
 - **Providing reasons** owing to, due to, on account of, because of, thanks to,
 - **Explaining results** consequently, as a result, therefore, so, then, thus, hence
 - **Generalizing** on the whole, in general, broadly speaking, generally speaking, by and large, to some extent
 - **Giving more exact information** namely, that is to say, that is, in other words
 - **Summing up** to sum up, in a word, in short, briefly, in conclusion, finally, lastly, all in all, to conclude, accordingly
-

How

The word order is:

- in **questions**:
How (+ adjective/adverb) + auxiliary verb + subject + verb?
How could I meet him?
How far can people go in the name of research?
 - in **exclamations**:
How + adjective/adverb + subject + verb!
I know how nice he really is.
He will receive a percentage based on how well they sell.
-

English or American: differences

Grammar differences

Here are the main differences in grammar:

| British English | American English |
|--|---|
| He has just seen his former colleague. | He just saw his former colleague. |
| Have you got a problem? | Do you have a problem? |
| It fitted the mood of the moment. | It fit the mood of the moment |
| It's important that he should come . | It's important that he come . |
| Mortgages have got more costly for some homeowners. | Mortgages have gotten more costly for some homeowners. |

Spelling differences

Notice the differences:

| English words | American words |
|---|---|
| • -our colour, honour, humour... | • -or color, honor, humor... |
| • -tre centre, theatre, metre... | • -ter center, theater, meter... |
| • -ogue catalogue, analogue, dialogue... | • -og catalog, analog, dialog... |
| • -ise nationalise, organise... | • -ize nationalize, organize... |
| • -isation specialisation, standardisation... | • -ization specialization, standardization... |
| • -ence licence, defence... | • -ense license, defense... |
| • anaesthesia, gynaecology... | • anesthesia, gynecology... |
| • aluminium | • aluminum |
| • to practise | • to practice |
| • programme | • program |
| • grey | • gray |
| • jewellery | • jewelry |
| • pyjamas | • pajamas |
| • speciality | • specialty |
| • storey | • story |
| • tyre | • tire |
| • doughnut | • donut |
| • draught | • draft |
| • cheque | • check |
| • aeroplane | • airplane |

Ce sujet continue page suivante

English or American: differences, Suite

Vocabulary

| English | American |
|-----------------------|------------------|
| chips | french fries |
| spirits | liquor |
| tin | can |
| ground floor | first floor |
| flat | apartment |
| public toilet | rest room |
| lift | elevator |
| cupboard | closet |
| rubbish | garbage, trash |
| cashpoint | ATM |
| banknote | bankbill |
| engaged tone | busy tone |
| mobile phone | cell phone |
| managing director, MD | CEO |
| rise (in salary) | raise |
| CV | resume |
| surname | last name |
| post | mail |
| postcode | zip code |
| town centre | downtown |
| driving licence | driver's license |
| petrol | gas |
| railway | railroad |
| pavement | sidewalk |
| underground | subway |
| lorry | truck |
| taxi | cab |
| to hire | to rent |
| return | round trip |
| single | one-way |
| motorway | highway, freeway |
| autumn | fall |
| holiday | vacation |
| rubber | eraser |
| trousers | pants |
| handbag | purse |
| shop | store |
| queue | stand in line |
| pharmacy, chemist | drugstore |
| shopping centre | mall |
| film | movie |
| bill (restaurant) | check |
| estate agent | realtor |