

# **CBS**

## **Colegio Bautista Shalom**



### **English Course 6**

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**NOTE:** As you progress in learning each of the topics developed you will find exercises to solve with the help of your teacher, or your teacher gives you the exercise that you should resolver.

## BASIC ENGLISH GRAMMAR RULES

Some of the most basic and important English grammar rules relate directly to sentence structure. Some of these rules specify that:

- ✓ A singular subject needs a singular predicate.
- ✓ A sentence needs to express a complete thought.

Another term for a sentence is an independent clause.

- ✓ Clauses, like any sentence, have a subject and predicate too. If a group of words does not have a subject and predicate, it is a phrase.
- ✓ If they can stand alone and make a complete thought, then they are independent and called sentences.
- ✓ If they do not express a complete thought, they are called "dependent clauses." An example of a dependent clause, which is not a sentence, is "when i finish my work".

So, what are the other basic rules for sentence structure?

### SUBJECT AND PREDICATES

Basic to any language is the sentence, which expresses a complete thought and consists of a subject and a predicate.

- ✓ The subject is the star of the sentence; the person, animal, or thing that is the focus of it.
- ✓ The predicate will tell the action that the subject is taking or tell something about the subject.

### BASIC PARTS OF SPEECH

Once you have a general idea of the basic grammar rules for sentence structures, it is also helpful to learn about the parts of speech:

- ✓ A noun names a person, animal, place, thing, quality, idea, activity, or feeling. A noun can be singular, plural, or show possession.
- ✓ A pronoun is a word that takes the place of a noun, like: "I", "you", or "they."
- ✓ A verb shows action and can be a main verb or a helping verb, like: "were" or "has." Verbs also indicate tense and sometimes change their form to show past, present, or future tense. Linking verbs link the subject to the rest of the sentence and examples are: "appear" and "seem."
- ✓ An adjective modifies a noun or a pronoun. It adds meaning by telling how much, which one, what kind, or describing it in other ways.
- ✓ An adverb will modify a verb and tell more about it, like how much, when, where, why, or how.
- ✓ A preposition shows a relationship between nouns or pronouns. It is often used with a noun to show location, like: "beside", "in", or "on". It can also show time, direction, motion, manner, reason, or possession.
- ✓ Conjunctions connect two words, phrases, or clauses, and common ones are: "and", "but", and "or."

Mention needs to be made about other types of words that are considered by some, but not all, to be parts of speech.

- ✓ One of them is the interjection. It shows emotion and examples are: "yea", "hurray", "uh-oh", and "alas."
- ✓ Articles are very useful little words that are also sometimes considered to be parts of speech. The articles are: "a", "an", and "the". Indefinite articles are "a" and "an" and "the" is a definite article.

### PUNCTUATION

To fully understand basic grammar rules, you also need to look at punctuation rules.

- ✓ All sentences must start with a capital, or upper case, letter.
- ✓ Titles of people, books, magazines, movies, specific places, etc. are capitalized.
- ✓ Organizations and compass points are capitalized.
- ✓ Every sentence needs a punctuation mark at the end of it. These would include a period, exclamation mark, or question mark.

- ✓ Colons are used to separate a sentence from a list of items, between two sentences when the second one explains the first, and to introduce a long direct quote.
- ✓ Semicolons are used to take the place of a conjunction and are placed before introductory words like "therefore" or "however." They are also used to separate a list of things if there are commas within each unit.
- ✓ There are a lot of rules for commas. The basic ones are commas separate things in a series and go wherever there is a pause in the sentence. They surround the name of a person being addressed, separate the day of the month from the year in a date, and separate a town from the state.
- ✓ Parentheses enclose things that clarify and enclose numbers and letters that are part of a list. Apostrophes are used in contractions to take the place of one or more letters and to show possession. An apostrophe and "s" is added if the noun is singular and an apostrophe alone is added if the noun is plural.

So, now you know some basic grammar rules and you'll be well on your way to becoming a grammar expert.

## KEY RULES

**1. Use Active Voice.** Every human language starts an active sentence with the subject, or the "doer." In English, the verb (what's being done) follows the subject. If there is an object (the receiver of the action), it comes after the verb. The formula looks like this:

$$S + V + O$$

This rule is the foundation of the English language.

Here are some examples:

- ✓ Mary walked the dog.
- ✓ The dog liked Mary.
- ✓ I did not like the dog.

**2. Link Ideas with a Conjunction.** Sometimes you want to link two ideas with a second S+V+O combination. When you do, you need a coordinating conjunction. The new formula looks like this:

$$S + V + O, \text{ COORDINATING CONJUNCTION} + S + V + O$$

Coordinating conjunctions are easy to remember with an acronymic mnemonic device:

### Fanboys:

- |       |       |
|-------|-------|
| ✓ For | ✓ Or  |
| ✓ And | ✓ Yet |
| ✓ Nor | ✓ So  |
| ✓ But |       |

**3. Use a Comma to Connect Two Ideas as One.** Fanboys are used when connecting two ideas as one in a single sentence, but don't forget the comma.

For example:

- ✓ I do not walk Mary's dog, nor do I wash him.
- ✓ Mary fed her dog, and I drank tea.
- ✓ Mary feeds and walks her dog every day, but the dog is still hyperactive.

**4. Use a Serial Comma in a List.** The serial, or Oxford, comma is a controversial rule of grammar. Some want to eliminate it altogether while others just don't know how to use it. The serial comma is the last comma in a list, usually appearing before "and." The serial comma comes after "dog" in this sentence:

Pets R Us has lizards, dogs, and birds.

Commas separate units in a list. In the above case, each unit only has one part, so it's easy. Where people get confused is when the units are bigger, but the rule still applies:

Pets R Us has lizards and frogs, dogs and cats, and parakeets and macaws.

Notice that the serial comma comes before "and" but not the last "and" in the sentence. The "and" that follows the comma is only there because it sounds better. Grammatically, "and" is irrelevant. Only units' matter.

**5. Use the Semicolon to Join Two Ideas.** A list of grammar rules has to include the scariest of punctuation marks. It might look funny, but don't be afraid of the semicolon; it's the easiest thing in the world to use! Say you want to join two ideas but can't figure out or can't be bothered to use a coordinating conjunction. The two ideas can be separate sentences, but you think that they are so closely connected; they really should be one. Use a semicolon.

- ✓ Mary's dog is hyperactive; it won't stop barking or sit still.
- ✓ My heart is like a cup of Lapsang Souchong tea; it's bitter and smoky.
- ✓ Mary has to walk her dog every day; it is the most hyperactive dog anyone has ever seen.

**6. Use the Simple Present Tense for Habitual Actions.** The simple present is the tense you use for any habitual action. The things you always do or do every Tuesday are described with the simple present, which just means you pick the first form of any verb.

- ✓ Mary likes dogs.
- ✓ I don't walk Mary's dog.
- ✓ Mary and I drink tea every Tuesday together.

**7. Use the Present Progressive Tense for Current Action.** The present progressive tense is for anything that is happening right now. All of the progressive tenses are easy to spot because their verbs always end with "-ing" and get a helping verb. A helping verb is just so we know who and when we're talking about. In the present progressive, the helping verbs are the present tense conjugations of "to be."

- ✓ I am drinking Lapsang Souchong tea.
- ✓ The barking dogs outside are driving me crazy.
- ✓ Mary is playing with her hyperactive dog.

**8. Add "ed" to verbs for the Past Tense.** When we talk about the past, we have to add an "-ed" to regular verbs to make the second form. Irregular verbs are tricky and have their own sets of rules. Drink, for example, turns to "drank." Most of the time, though, "-ed" will do.

- ✓ I drank a lot of Lapsang Souchong tea yesterday, but Mary didn't.
- ✓ The dogs stopped barking two seconds ago, and I am feeling better.
- ✓ Mary played fetch with her hyperactive dog.

**9 - 11. Use Perfect Tenses.** Practice makes perfect with the perfect tenses. Here are three rules to finish the 11 rules of grammar. If you remember these, you'll be well on your way to perfection.

**9. Use Present Perfect for the Unfinished Past.** The present perfect can be confusing for some, but it is one of the most important rules of grammar. When people talk about things that have already happened but consider the time in which they occurred to be unfinished, they use the third form of the verb with a helping verb. The helping verb for the present perfect is the present tense conjugation of "to have."

- ✓ I have drunk three cups of Lapsang Souchong tea today.
- ✓ Mary's hyperactive cur dog has bitten me three times so far.
- ✓ Mary has walked her hyperactive poodle 100 times this week.

Unfortunately, the only way to know the third forms of verbs is to remember them.

**10. Use Present Perfect Progressive for Unfinished Action and Past.** When the action as well as the time is considered unfinished, the verb loads up on third form helping verbs ("to be" and "to have") and changes to the progressive form.

- ✓ Western countries have been waging wars in the Middle East for thousands of years.
- ✓ I have been drinking tea all day.
- ✓ Mary's dog has been barking like crazy since it was born.

**11. Use Past Perfect for the First of Two Past Actions.** When two things happen in the past, we have to mark which one happened first. The one that happened first changes to third form and gets the helping verb, "had."

- ✓ By the time, I drank one cup of Lapsang Souchong, Mary's dog had barked a million times.
- ✓ I had not yet eaten breakfast when Mary walked her dog.
- ✓ He could not pay for lunch because he had lost his wallet.

## PARTS OF SPEECH

### ENGLISH GRAMMAR

The **parts of speech** explain how a word is used in a sentence.

There are eight main parts of speech (also know as word classes): **nouns, pronouns, adjectives, verbs, adverbs, prepositions, conjunctions** and **interjections**.

Most **parts of speech** can be divided into sub-classes. Prepositions can be divided into prepositions of time, prepositions of place etc. Nouns can be divided into proper nouns, common nouns, concrete nouns etc.

It is important to know that a word can sometimes be in more than one part of speech. For example: with the word *increase*.

*Increase* can be a verb e.g. Prices *increased* and *increase* can also be a noun e.g. there was an *increase* in the number of followers.

### THE EIGHT MAIN PARTS OF SPEECH

There are eight parts of speech in the English language: noun, pronoun, verb, adjective, adverb, preposition, conjunction, and interjection. The part of speech indicates how the word functions in meaning as well as grammatically within the sentence. An individual word can function as more than one part of speech when used in different circumstances. Understanding parts of speech is essential for determining the correct definition of a word when using the dictionary.

#### 1. NOUN

**A noun is the name of a person, place, thing, or idea.**

*man... Butte College... house... happiness*

A noun is a word for a person, place, thing, or idea. Nouns are often used with an article (*the, a, an*), but not always. Proper nouns always start with a capital letter; common nouns do not. Nouns can be singular or plural, concrete or abstract. Nouns show possession by adding 's. Nouns can function in different roles within a sentence; for example, a noun can be a subject, direct object, indirect object, subject complement, or object of a preposition. *The young **girl** brought me a very long **letter** from the **teacher**, and then she quickly disappeared.*

#### 2. PRONOUN

**A pronoun is a word used in place of a noun.**

*She... we... they... it*

A pronoun is a word used in place of a noun. A pronoun is usually substituted for a specific noun, which is called its antecedent. In the sentence above, the antecedent for the pronoun *she* is the girl. Pronouns are further defined by type: personal pronouns refer to specific persons or things; possessive pronouns indicate ownership; reflexive pronouns are used to emphasize another noun or pronoun; relative pronouns introduce a subordinate clause; and demonstrative pronouns identify, point to, or refer to nouns.

*The young girl brought **me** a very long letter from the teacher, and then **she** quickly disappeared.*

### 3. VERB

**A verb expresses action or being.**

*jump... is... write... become*

The verb in a sentence expresses action or being. There is a main verb and sometimes one or more helping verbs. ("She can sing." Sing is the main verb; can is the helping verb.) A verb must agree with its subject in number (both are singular or both are plural). Verbs also take different forms to express tense.

The young girl **brought** me a very long letter from the teacher, and then she quickly **disappeared**.

### 4. ADJECTIVE

**An adjective modifies or describes a noun or pronoun.**

*pretty... old... blue... Smart*

An adjective is a word used to modify or describe a noun or a pronoun. It usually answers the question of which one, what kind, or how many. (Articles [a, an, the] are usually classified as adjectives.)

The **young** girl brought me a very **long** letter from the teacher, and then she quickly disappeared.

### 5. ADVERB

**An adverb modifies or describes a verb, an adjective, or another adverb.**

*gently... extremely... carefully... well*

An adverb describes or modifies a verb, an adjective, or another adverb, but never a noun. It usually answers the questions of when, where, how, why, under what conditions, or to what degree. Adverbs often end in -ly.

The young girl brought me a **very** long letter from the teacher, and **then** she **quickly** disappeared.

### 6. PREPOSITION

**A preposition is a word placed before a noun or pronoun to form a phrase modifying another word in the sentence.**

*by... with.... about... until*

(by the tree, with our friends, about the book, until tomorrow)

A preposition is a word placed before a noun or pronoun to form a phrase modifying another word in the sentence. Therefore a preposition is always part of a prepositional phrase. The prepositional phrase almost always functions as an adjective or as an adverb. The following list includes the most common prepositions:

The young girl brought me a very long letter **from the teacher**, and then she quickly disappeared.

### 7. CONJUNCTION

**A conjunction joins words, phrases, or clauses.**

*and... but... or... while... because*

A conjunction joins words, phrases, or clauses, and indicates the relationship between the elements joined. Coordinating conjunctions connect grammatically equal elements: and, but, or, nor, for, so, yet. Subordinating conjunctions connect clauses that are not equal: because, although, while, since, etc. There are other types of conjunctions as well.

The young girl brought me a very long letter from the teacher, **and** then she quickly disappeared.

## 8. INTERJECTION

**An interjection is a word used to express emotion.**

*Oh!... Wow!... Oops!*

An interjection is a word used to express emotion. It is often followed by an exclamation point.  
*The young girl brought me a very long letter from the teacher, and then she quickly disappeared.*

## NOUNS

A **noun** is a word that names a person, a place or a thing.

Examples: Sarah, lady, cat, New York, Canada, room, school, football, reading.

Example sentences:

**People** like to go to the **beach**.

**Emma** passed the **test**.

My **parents** are traveling to **Japan** next **month**.

The word "noun" comes from the Latin word *nomen*, which means "name," and nouns are indeed how we name people, places and things.

### ABSTRACT NOUNS

An abstract noun is a noun that names an idea, not a physical thing.

Examples: Hope, interest, love, peace, ability, success, knowledge, trouble.

### CONCRETE NOUNS

A concrete noun is a noun that names a physical thing.

Examples: Boy, table, floor, coffee, beach, king, rain, children, professor.

### COMMON NOUNS

A common noun is a noun that names a general thing, not a specific thing.

Examples: Boy, girl, city, country, company, planet, location, war.

### PROPER NOUNS

A proper noun is a noun that indicates the specific name of a thing. It begins with a capital letter.

Examples: Robin, Alice, London, Sweden, Google, Earth, Eiffel Tower, Civil War.  
(Compare these examples to ones in the "Common nouns" section to see the difference.)

### COUNTABLE NOUNS

A countable noun is a noun that indicates something you could actually count.

For example, you could **count pigs**: one pig, two pigs, three pigs...

However, you couldn't **count water**: one water, two water – no, it doesn't work...

A countable noun has both a singular and a plural form, and it can be used with the indefinite articles (a/an).

Examples: Window, teacher, tree, lion, eye, cloud, pencil, heart, movie.



## UNCOUNTABLE NOUNS

An uncountable noun is a noun that indicates something you cannot count.

For example, you could **count pigs**: one pig, two pigs, three pigs...  
However, you couldn't **count water**: one water, two water – no, it doesn't work...

An uncountable noun has only one form (no plural), and it cannot be used with the indefinite articles (a/an).

Examples: Furniture, advice, mail, news, equipment, luggage, work, coffee, information.

## PRONOUN

A **pronoun** is a word that is used instead of a noun. For example, you could say, "Lisa is a nice girl."  
Then you could replace the noun "Lisa" with the word "She" and get the following sentence: "She is a nice girl."

"She" is a **pronoun**.

Examples: I, he, it, we, them, us, mine, itself.

Example sentences:

**He** doesn't want go with **them**.  
Would **they** help **us**?  
**His** house is bigger than **ours**.  
**Who** is **she**?

The word "pronoun" comes from "pro" (in the meaning of "substitute") + "noun."

## PERSONAL PRONOUNS

Personal pronouns represent people or things. The personal pronouns are: I, you, he, she, it, we, they, me, him, her, us, and them.

## DEMONSTRATIVE PRONOUNS

"Demonstrative" means "showing, making something clear."

Demonstrative pronouns point to things. The demonstrative pronouns are: this, that, these, those.

Use "this" and "these" to talk about things that are near in space or in time.

Use "that" and "those" to talk about things that are farther away in space or time.

Example sentences:

**This** cannot go on.

**That** was beautiful!

He wanted **those**, but decided to compromise on **these**.

## INTERROGATIVE PRONOUNS

"Interrogative" means "used in questions."

Interrogative pronouns are used to ask questions.

The interrogative pronouns are: who, whom, which, what, whoever, whatever, etc.

Use "who" and "whom" to talk about people.

Use "which" and "what" to talk about animals and things.

Example sentences:

**Who** is your father?  
**Whom** did you speak to?  
**Which** bag did you buy?  
**What** are my choices?

## POSSESSIVE PRONOUNS

"Possessive" means "showing ownership."

Possessive pronouns indicate that something belongs to somebody/something. The possessive pronouns are: my, your, his, her, its, our, their, mine, yours, his, hers, ours, and theirs.

Example sentences:

I've lost **my** wallet.  
He married **his** girlfriend.  
This place is **theirs**.  
Is that cat **yours**?  
My car is slow. **Hers** is much faster.

## RELATIVE PRONOUNS

"Relative" means "connected with something."

Relative pronouns are pronouns that link different parts of a sentence.

The relative pronouns are: who, whom, which, that, whoever, etc.

Examples sentences:

The girl **who** called yesterday came to see you.  
The teacher **whom** you wrote has answered your questions.  
She lives in Kiev, **which** is the capital city of Ukraine.  
I really liked the book **that** you gave me.

## REFLEXIVE PRONOUNS

"Reflexive" means "going back to itself."

Reflexive pronouns show that the action affects the person who performs the action. Reflexive pronouns end in "-self" (singular) or "-selves" (plural). The reflexive pronouns are: myself, yourself, himself, herself, itself, ourselves, themselves.

Example sentences:

He cut **himself** while shaving.  
I sent **myself** to bed.  
He could hurt **himself**!  
We must help **ourselves**.  
She trusts **herself**.

## INTENSIVE PRONOUNS

"Intensive" means "giving force or emphasis."

An intensive pronoun is a pronoun used for emphasis. In other words, intensive pronouns emphasize the subject of the sentence. They are written exactly the same way as the reflexive pronouns, but their function is different.

I **myself** baked the cake.  
 The queen **herself** recommended this restaurant.  
 Have you **yourself** been there?  
 The project **itself** wasn't difficult.  
 We will do it **ourselves**.

## RECIPROCAL PRONOUNS

*Reciprocal* means that two people or groups do the same thing to each other. They treat each other in the same way.

For example, Joe loves Kate, and Kate loves Joe. So we can say, "Kate and Joe love each other."

Another example: Mike helps Lucy, and Lucy helps Mike. So we can say, "Mike and Lucy help each other."

There are two reciprocal pronouns in English:

### Each other and one another

the cat and the dog like **each other**.  
 The two politicians hate **each other**.  
 We must stop fighting **one another**.  
 They gave **each other** Christmas presents.  
 They can't hear **one another**.

## INDEFINITE PRONOUNS

"Indefinite" means "not exact, not limited"

Indefinite pronouns are pronouns that do not refer to any specific person or thing.

Examples: Anything, everybody, another, each, few, many, none, some.

Example sentences:

**Many** have died during the war.  
 Can **anyone** call her?  
**Everybody** wants to see you.  
**Something** can be done to help.

## ADJECTIVES

An adjective is a word that describes a person or thing.

Examples: Big, pretty, expensive, green, round, French, loud, quick, fat.

Example sentences:

He has **big blue** eyes.  
 The **new** car broke down.  
 The **old** lady was talking in a **quiet** voice.

The word "adjective" comes from the Latin word *jacere*, which means "to throw."

## DIFFERENT TYPES OF ADJECTIVES

Adjectives can be divided into several types:

**Opinion:** Nice, pretty, stupid, original, expensive, etc.  
**Size:** Big, small, large, tiny, enormous, little, etc.

**Age:** Young, old, new, ancient, antique, etc.  
**Shape:** Round, square, flat, straight, etc.  
**Color:** Blue, red, white, black, dark, bright, yellowish, etc.  
**Origin:** Italian, British, Mexican, western, southern, etc.  
**Material:** Metal, wooden, plastic, golden, etc.

## DETERMINERS

A determiner is a word that comes before a noun to show which person or thing you are talking about.

Examples: A, an, the, my, your, some, any, several, enough, any.

Example sentences:

I have **a** red hat.  
 Please give me **my** bag.  
**Some** people decided to leave.  
 She doesn't want **any** money.  
 They watched **several** movies.

Some people consider **determiners** to be a type of **adjective**. What's special about determiners is that you usually can use only one determiner at a time.

**Incorrect:** He has the my ticket.  
**Correct:** He has my ticket / He has the ticket.

Nouns that act like adjectives

Sometimes nouns function as adjectives. In other words, they come before another noun and describe it.

Examples:

**Sports** car  
**Orange** juice  
**Television** station  
**Coffee** shop  
**Book** cover

## THE ORDER OF ADJECTIVES

A noun can have several adjectives describing it.

Examples:

"She bought a new red Italian table."  
 "He is a great, successful father."  
 There are certain rules on the correct order of those adjectives.

This is the order you should generally follow:

Determiner -> opinion -> size -> age -> shape -> color -> origin -> material -> a word describing purpose/function

Examples:

A nice little coffee shop  
 (Determiner -> opinion -> size -> purpose/function word)

My huge new swimming pool  
 (Determiner -> size -> age -> purpose/function word)

Several Chinese plastic cups  
 (Determiner -> origin -> material)

The round yellow ball  
(Determiner -> shape -> color)

### ADJECTIVES OF THE SAME TYPE

When you have several adjectives of the same type, you should separate them with commas or a conjunction (and, but).

Examples:

A cheap, good meal  
A happy, smart man  
The beautiful, original painting  
My nice and sweet cat  
An expensive but important trip  
Comparative adjectives

"Comparative" means "comparing something to something else."

Comparative adjective show us which thing is better, worse, stronger, weaker, and so forth.

Examples: Better, worse, bigger, smaller, nicer, fatter, thinner, more dangerous.

Example sentences:

She is a **better** student than her brothers.  
The test was **worse** than I'd expected.  
You are **stronger** than me.  
He seems **healthier**.  
You are **more beautiful** than her.

### SUPERLATIVE ADJECTIVES

"Superlative" means "of the highest degree."

Superlative adjectives show us which thing is the best, the strongest, and so forth.

Examples: Best, worst, strongest, smallest, cheapest, most expensive.

Example sentences:

You are my **best** friend.  
This is the **worst** day of my life.  
Even the **smallest** donation helps.  
This is the **most expensive** restaurant I've ever heard of.

### VERBS

A verb is a word or group of words that express an action or a state.

Examples: Go, jump, sleep, eat, think, be, change, become, drive, complete.

Example sentences:

We **had** a nice lunch.  
I **think** that he is right.  
He **drove** for hours.

The word "verb" comes for the Latin word *verbum*, which means "word."

Auxiliary Verbs (also called "helping verbs")

Auxiliary verbs are verbs that are used together with the main verb of the sentence to express the action or state.

Main verb + auxiliary verb = complete idea

## AUXILIARY VERBS

The main auxiliary verbs are: be, am, is, are, was, were, do, did, have, has, had.

Example sentences (the auxiliary verb is in bold, and the main verb is underlined):

They **are** jogging.

She **was** sitting.

We **were** waiting for hours.

**Is** she sleeping?

He **didn't** know the answer.

We **have** gone a long way.

**Has** she received any of my letters?

**Do** you smoke?

**Will** she help?

## COMPOUND VERBS

**A compound verb** = auxiliary verb + main verb.

Examples: was playing, has eaten, doesn't want.

They **were discussing** their future.

He **didn't tell** us the truth.

I **have finished** my homework.

She **will meet** us there.

Stative verbs are verbs that express a state rather than an action.

Examples: be, seem, love, own, want, sound, have, know, understand.

Examples sentences:

She **is** a great wife.

He **seems** rather strange.

He **wanted** to see you.

That **sounds** awesome!

We **have** enough things to do.

Stative verbs are usually not used in the progressive tenses.

Examples:

**Incorrect:** He is wanting to see you.

**Correct:** He wants to see you.

**Incorrect:** I am knowing what to do.

**Correct:** I know what to do.

**Incorrect:** They are seeming nice.

**Correct:** They seem nice.

However, if the same verb is used to describe an actual action (not a state), then it can be used in the progressive tenses.

Example: When the verb "have" means "own" – it is a state. So we do not use it in the progressive tenses.

**Incorrect:** I am having a laptop.

**Correct:** I have a laptop.

When the verb "have" means "eat" – it is an actual action. So we can use it in the progressive tenses.

**Correct:** I am having lunch with Kate.

**Correct:** I have lunch with Kate.

### DYNAMIC VERBS

Dynamic verbs are the opposite of stative verbs. They express a real action.

Examples: Jump, swim, catch, write, call, sleep, hit, open, speak.

Example sentences:

They **swam** to the other side.

She **hit** me on the head!

**Open** the window, please.

The dynamic verbs can be used in the progressive tenses.

**Correct:** He is drinking water.

**Correct:** He drinks water.

### REGULAR VERBS

Regular verbs are verbs that follow this rule:

Past form of the verb = present form of the verb + ed / d.

Examples:

Past form of "check" = check + ed = checked.

Past form of "open" = open + ed = opened.

Past form of "bake" = bake + d = baked.

There are certain rules to adding "d" or "ed" to a verb.

### IRREGULAR VERBS

Irregular verbs are verbs that do not follow the above rule, and there are quite a lot of them!

Examples:

Past form of "drink" = drank.

Past form of "sleep" = slept.

Past form of "bring" = brought.

### PHRASAL VERBS

A phrasal verb is a verb that is combined with an adverb or a preposition. The combination creates a new meaning.

Examples:

Run = to move very quickly with your legs. ("She can run fast!")

Into = in the direction of something. ("He looked into my eyes.")

Run into = to meet someone by accident. ("I ran into Joe yesterday.")

Make = to create or do something. ("He made a lot of noise.")

Up = to a higher point. ("Look up!")

Make up = invent (a story, an excuse). ("It never happened. He made the whole thing up!")

Put = to place something somewhere. ("Could you put this upstairs?")

Up = to a higher point. ("Look up!")

With = concerning ("She is happy with her workplace.")

Put up with = to tolerate. ("I cannot put up with his behavior any more!")

## ADVERBS

Adverbs usually answer the following questions:

Where? **Home**. ("I went home.")

When? **Yesterday**. ("We met yesterday.")

How? **Slowly**. ("The turtle moves slowly.")

How often? **Sometimes**. ("Sometimes it stops responding.")

How long? **Temporarily**. ("She is staying with us temporarily.")

How likely? **Surely**. ("Our team will surely win!")

To what degree? **Very**. ("She was very pleased.")

**An adverb can describe a verb:** She runs quickly.

**An adverb can describe an adjective:** She is **so** beautiful.

**An adverb can describe another adverb:** She smokes **very** rarely.

**An adverb can describe an entire sentence:** **Naturally**, you don't have to come.

The word "adverb" comes for the Latin *ad-* (in addition) and *verbum* (word).

In many cases (but not always!) adverbs have the following form:

### Adjective + "-ly"

Examples:

Quick + ly = **quickly**

Strange + ly = **strangely**

Dead + ly = **deadly**

Sudden + ly = **suddenly**

Clever + ly = **cleverly**

Brave + ly = **bravely**

Real + ly = **really**

**When an adjective ends with "y" replace the "y" with an "i":**

Heavy + ly = heavi + ly = heavily

Happy + ly = happi + ly = happily

**When the adjective ends with an "e" drop the "e":**

True + ly = tru + ly = truly

**However, there are many adverbs that do not end in "-ly":**

Fast, very, hard, home, just, too, well, never, sometimes, and so forth.

We can divide English adverbs into several categories:

Adverbs of degree, adverbs of manner, adverbs of place,  
adverbs of time, adverbs of frequency, adverbs of duration,  
adverbs of probability, comparative adverbs and superlative adverbs.



**ADVERBS OF DEGREE**

Adverbs of degree show us the strength or degree of the action or state. They answer the following questions: How much?, To what degree?

Examples: Very, highly, totally, perfectly, partially, almost.

Example sentences:

He is **very** concerned with you.

You are **totally** right.

We **almost** made it to the train.

**ADVERBS OF MANNER**

Adverbs of manner show us the way the action is done. They answer the following question: How?

Examples: Well, badly, nicely, slowly, loudly, quietly, happily, sadly, secretly, weakly.

Example sentences:

He handled the situation **well**.

She listened **secretly** to their conversation.

The children ran **happily** to their father.

**ADVERBS OF PLACE**

Adverbs of place show us the location of the action or state. They answer the following question: Where?

Examples: Home, here, there, outside, inside, away, around, anywhere, abroad, up, down, out.

Example sentences:

We are **here**.

He went **home**.

We found him **outside**.

She looked **up**.

**ADVERBS OF TIME**

Adverbs of time show us the time of the action or state. They answer the following question: When?

Examples: Now, soon, later, yesterday, tomorrow, early, before, lately, recently.

Example sentences:

Let's talk **now**.

I will do it **later**.

He promised to write back **soon**.

What are you doing **tomorrow**?

We haven't met **before**.

**ADVERBS OF FREQUENCY**

Adverbs of frequency show us the frequency of the action or state. They answer the following question: How often?

Examples: Always, never, sometimes, often, rarely, usually, occasionally.

Example sentences:

I **always** brush my teeth after a meal.

We **often** meet and chat.  
He is **usually** here on time.

### ADVERBS OF DURATION

Adverbs of duration show us the length of the action or state.  
They answer the following question:  
For how long?

Examples: Forever, constantly, temporarily, briefly.

Example sentences:

He is working there **temporarily**.  
We spoke **briefly**.  
I will be **forever** grateful.

Adverbs of probability show us the chances for the action or state to happen. They answer the following question:  
How likely?

Examples: Certainly, maybe, probably, possibly, surely.

Example sentences:

She will **certainly** forget about it.  
**Maybe** we'll come after all.  
It will **probably** not work.  
**Surely** you are not serious!

### COMPARATIVE ADVERBS

"Comparative" means "comparing something to something else."

Comparative adverbs show us which action or state is better, worse, stronger, weaker, and so forth.

Examples: more, less, better, worse, faster, slower, farther, closer.

Example sentences:

Maggie works out **more** seriously than Donna.  
She eats **less** than her friends.  
You are **better** than this.  
We couldn't go **slower** even if we wanted to.  
Let's get **closer**.

### SUPERLATIVE ADVERBS

"Superlative" means "of the highest degree."

Superlative adverbs show us which action or state is the best, the strongest, and so forth.

Examples: Best, most, least, worst, strongest, fastest, slowest.

Example sentences:

He knows **best**.  
It was the **most** boring experience.  
He shouted the **loudest** so he won.  
He ran the **slowest** so he lost.

## PREPOSITIONS

A preposition is a word that is used before a noun or a pronoun to connect it to another word in the sentence. It is usually used to show location, direction, time, and so forth.

Examples: On, in, at, by, under, above, beside, to, out, from, for.

Example sentences:

I sat **on** the floor.  
 Let's go **into** the house.  
 We will meet **at** four o'clock.  
 Have a look **under** the couch.  
 He went **to** school.  
 This letter is **for** you.

The word "preposition" comes from the Latin word *praeponere* (put before). So prepositions usually come **before** the noun/pronoun.

## CONJUNCTIONS

A conjunction is a word that joins parts of a sentence together.

Examples: And, but, or, because, so.

Example sentences:

I want to come, **but** I can't.  
 She is smart **and** beautiful.  
 Would you like a cat **or** a dog?  
 He didn't pass the test **because** he didn't understand the subject.  
 We were hungry, **so** we ordered pizza.

The word "conjunction" comes from the Latin word *conjungere* (join together).

## INTERJECTIONS

An interjection is a short sound, word or phrase used to express the speaker's emotion.

Examples: Oh! Look out! Ow! Hey! Wow! Ah! Um...

Example sentences:

**Wow**, that's amazing!  
**Ah**, that was a good meal.  
**Um...** I'm not sure what to say.  
**Oh dear!** What happened?  
**Hello!** How are you doing?  
**Well**, that's an option too.

The word "interjection" comes from the Latin word *interjicere* (throw between).

Part of Speech	Explanation	Examples
Nouns	A word that names a person, a place or a thing	Boy, Sam, cat, Paris
Pronouns	A word that is used instead of a noun	He, my, yourself
Adjectives	A word that describes a person or thing	pretty, easy, fat

<b>Verbs</b>	A word or group of words that express an action or a state	go, jump, be, think
<b>Adverbs</b>	A word that describes or gives more information about a verb, an adjective, another adverb, or even the entire sentence	quickly, tomorrow, outside
<b>Prepositions</b>	A word that is used before a noun or a pronoun to connect it to another word in the sentence. It is usually used to show location, direction, time, and so forth.	on, in, to, from, of
<b>Conjunctions</b>	A word that joins parts of a sentence together	and, or, but
<b>Interjections</b>	A short sound, word or phrase used to express the speaker's emotion.	Wow, hmm, well, oh dear

## SENTENCE STRUCTURE

### SIMPLE SENTENCES

A **simple sentence** has only **one clause**:

The children were laughing.  
John wanted a new bicycle.  
All the girls are learning English.

### COMPOUND SENTENCES

A compound sentence has **two or more clauses**:

(We stayed behind) and (finished the job)  
(We stayed behind) and (finished the job), then (we went home)

The clauses in a compound sentence are joined by **co-ordinating conjunctions**:

John shouted **and** everybody waved.  
We looked everywhere **but** we couldn't find him.  
They are coming by car **so** they should be here soon.

The common coordinating conjunctions are: **and – but – or – nor – so – then – yet**

### COMPLEX SENTENCES

A complex sentence has a **main clause** and **one or more adverbial clauses**. Adverbial clauses usually come **after** the main clause:

Her father died when she was very young  
>>>

**Her father died** (main clause)  
**when** (subordinating conjunction)  
**she was very young** (adverbial clause)

She had a difficult childhood because her father died when she was very young.  
>>>

**She had a difficult childhood** (main clause)  
**because** (subordinating conjunction)  
**her father died** (adverbial clause)  
**when** (subordinating conjunction)  
**she was very young** (adverbial clause).

Some subordinate clauses can come **in front of** the main clause:

Although a few snakes are dangerous most of them are quite harmless

>>>

**Although** (subordinating conjunction)  
**some snakes are dangerous** (adverbial clause)  
**most of them are harmless** (main clause).

A sentence can contain **both** subordinate and coordinate clauses:

Although she has always lived in France, she speaks fluent English because her mother was American and her father was Nigerian

>>>

**Although** (subordinating conjunction)  
**she has always lived in France** (adverbial clause),  
**she speaks fluent English** (main clause)  
**because** (subordinating conjunction)  
**her mother was American** (adverbial clause)  
**and** (coordinating conjunction)  
**her father was Nigerian** (adverbial clause).

There are seven types of adverbial clauses:

Common conjunctions	
Contrast clauses	although; though; even though; while;
Reason clauses	because; since; as
Place clauses	where; wherever; everywhere
Purpose clauses	so that; so; because + want
Result clauses	so that; so ... that; such ... that
Time clauses	when; before; after; since; while; as; as soon as; by the time; until
Conditional clauses	if; unless; provided (that); as long as

## STUDY PRACTICE

Complete the sentences by dragging the conjunctions from the top into the gaps.

- ✓ Since
- ✓ provided
- ✓ the way
- ✓ Wherever
- ✓ While
- ✓ that
- ✓ By the time
- ✓ so that
- ✓ so

- 1.** I'll go \_\_\_\_\_ I can sit in the front. **2.** I like \_\_\_\_\_ she sings. **3.** \_\_\_\_\_ I am, I always think of you. **4.** She never leaves home without a crossword \_\_\_\_\_ she doesn't get bored. **5.** \_\_\_\_\_ I get to New York, he'll be gone. **6.** \_\_\_\_\_. I have nothing to say, I shall remain silent. **7.** It rained \_\_\_\_\_ much \_\_\_\_\_. the streets were soon flooded. **8.** \_\_\_\_\_ they may look cute, they don't make very good pets.

**CONJUNCTIONS AND FUNCTIONS**

Match the conjunctions to their functions.

- ✓ reason
- ✓ time
- ✓ condition
- ✓ purpose
- ✓ manner
- ✓ contrast
- ✓ result
- ✓ place

I'll go (provided) I can sit in the front.

I like (the way) she sings.

(Wherever) I am, I always think of you.

She never leaves home without a crossword (so that) she doesn't get bored.

(By the time) I get to New York, he'll be gone.

(Since) I have nothing to say, I shall remain silent.

It rained (so) much (that) the streets were soon flooded.

(While) they may look cute, they don't make very good pets.