

PRESENT SIMPLE

The **Present Simple** is used to talk about:

- a) actions done regularly or frequently, ofte with adverbs like **never, seldom, occasionally, sometimes, often, usually** and **always**:

David usually plays football on Saturday.

What do you do in the evenings.

- b) facts that are always true:

Elephants don't eat meat.

She comes from Cairo.

PRESENT CONTINUOUS

is used to talk about things that are happening now, at the moment of speaking (**now, at the moment, at present, today, this week**):

Elena is writing a letter at the moment.

She's writing to Maria.

The following verbs **do not** normally **take the continuous form**: *belive, belong, contain, dislike, doubt, hate, impress, know, like, love, mean, need, owe, own, prefer, resemble, seem, suppose, surprise, understand, want, wish.*

This verbs **can be used** in the **Simple or Continuous** form but with **different meanings**: *appear, feel, see, smell, taste, think.*

PAST SIMPLE

is used to talk about **completed actions** at a particular point **in the past**, often with **dates or times** and words like **yesterday, last** and **ago**:

Kurt went to Canada in 1992.

I didn't see you yesterday. Where were you?

PRESENT PERFECT SIMPLE

- a) recent actions or events when **no fixed time is given** (often with words **just, recently, lately**):

A volcano has recently erupted in Japan.

I've just seen your mother on the street.

- b) actions which have a **result in present**:

What's wrong? Have you lost your keys?

- c) actions in a period of time which **is not yet finished**, and experiences in someone's life so far, often with **yet, so far, ever, for** and **since**:

I haven't recieved any letters this week.

She has visited New York five times.

Have you ever been to Morocco?

PRESENT PERFECT CONTINUOUS

is used to talk about **actions** which **started in the past** and **are still happening**, or which **have recently stopped but have a result in the present**:

I've been waiting here for ten minutes.

Your eyes are red. You haven't been crying, have you?

PAST CONTINUOUS

is used to talk about **continuous actions** which **are interrupted by a Past Simple action**:

I was having my breakfast when the police arrived.

It's also used for **descriptions** and **to set the scene when telling a story**:

It was raining hard as I walked down the road.

PAST PERFECT SIMPLE

is used to show that a **completed action happened before something else in the past**:

I telephoned Jane at 8.00, but she had already left home.

But if **two past actions are close in time, or closely connected**, the Past Perfect is **not** usually **used**:

When he arrived at the hotel, he asked for a room.

PAST PERFECT CONTINUOUS

is used to show that there had been a **continuous or repeated action before sth else in the past**:

I was very angry when the bus finally came, because I had been waiting a long time for it.

FUTURE

Will and **shall** are used to express:

a) **predictions**: *I think he'll get a job (I think).*

b) **instant decisions**: *The phone is ringing. I'll answer it.*

c) **offers of help**: *I'll help you with that, shall I?*

d) **promises**: *I'll write to you every day.*

e) **invitations and polite requests:** *Will you come to my party?*

The short forms **I'll** and **we'll** are usually used in spoken English. **Shall** is usually **used only with I or we**, and its main use is in offers of help or suggestions:

Shall I make you a cup of tea?

Shall we book the tickets now?

The Present Continuous is used for **planned future arrangements** (100% - somebody decides and **does** something):

He's flying to Paris tomorrow.

I can't see you tonight. I'm visiting my aunt.

Going to is used to talk about:

a) **things you intend to do:** *I'm going to buy a new car.*

b) **predictions based on something in the present:**

Look! He's going to win the race. I'm going to be sick.

It's going to rain tomorrow. – the scientists say this

The Present Simple is used to talk about timetables, programmes of events and people's schedules:

The train leaves at 10.00.

What time do we arrive in New York.

The Future Continuous (will + be + -ing) is used for a future activity at specific time in the future:

At 3.20 we'll be having our break.

The Future Perfect (will + have + past participle) is used when you are looking forward to a finished action at a specific time in the future:

By 3.30 we'll have finished our break.

Future Possibility (may/might) – 50% sure

Do not use: **!!!maybe I will!!!**

CONDITIONALS

The Zero Conditional is used for **a situation which is always true**:

If water is colder than 0°C, it freezes.

The First Conditional is used **for a possible future action which depends on another action**:

If he works hard, he will pass the exam.

We'll get on time if we leave now.

The Second Conditional is used for **an imaginary situation, where the meaning is in present**:

If I had more money, I would buy a new car.

(I haven't got enough money at the moment.)

It can be **also** used **for a remote possibility in the future**:

If I won the competition, I'd go on a world cruise.

It's **also** used for **giving advices**:

If I were you, I'd stay at home.

The Third Conditional is used for **an imaginary situation referring to a past action**:

If he hadn't stolen the money, he wouldn't have gone to prison.

(But he stole the money, so he went to prison.)

Notice this **"mixed" Conditional** sentence:

If he hadn't stolen the money, he wouldn't be in prison.

(But he stole the money, so he is in prison now.)

!!!Remember!!! Unless means If not !!!

Do NOT use will after if !!!

When can be used **instead of if**, but only if it is certain that something will happen:

When he arrives, I'll thank him. (I know he is going to arrive.)

Do NOT use will after **when, after, before, as soon as, until, till** and **while**. When they are used to refer to a real future action, they take the same structure as the First Conditional. The Present Perfect can sometimes be used after them:

I'll wait here until the doctor arrives/has arrived.

Ø	TENSE IN THE "IF" CLAUSE	TENSE IN THE MAIN CLAUSE
ZERO CONDITIONAL	Present Simple	Present Simple
FIRST CONDITIONAL	Present Simple	Future (will)
SECOND CONDITIONAL	Past Simple	Would + Infinitive without to
THIRD CONDITIONAL	Past Perfect	Would + Have + Past Participle

PASSIVES

The **passive** is **used to describe an action** when **is not so important who or what did the action, or when we do not know**:

Mike's car was damaged in an accident.

(Act: Someone damaged Mike's car in an accident.)

It is often **used to describe scientific processes**:

The water is filtered before it is mixed with the chemicals.

The object of a active sentence becomes the subject of a passive one; the **verb be is used in the same tense of the verb in active**, with the **past participle of the relevant verb**. By is only used if a name, or a noun givin necessary information, is included:

Act.: The guide showed him round.

Pass.: He was shown round by the guide.

Note the very common passive: *She was born in Zurich.*

REPORTED SPEECH

Reported Speech is used to report to a third person what someone else said. To change sentences from Direct Speech to Reported Speech, the pronoun, tense and time phrase may be all changed:

"I'm working tonight," Daniel said. (Direct)

Daniel said (that) he was working that night. (Reported)

In Reported Speech using **2nd and 3rd Conditional** sentences, the **tenses are not changed**:

"If you went to bed earlier, you wouldn't feel so tired in the morning," said his mother.

His mother told him that if he went to bed earlier, he wouldn't feel so bad in the morning.

Verbs that report what sb said are used with the infinitive (to do) or the gerund (doing).

INFINITIVE	GERUND+preposition
Ask	Accuse of
Warn	Apologise for
Persuade	Regret ø
Threaten	Insist on
Seem	Introduce to
Tell	Discourage from
Advise	Protect from
Beg	Remind of
Need	Congratulate on
	Blame for
	Thank for
	Mistake for
	Prevent from

She suggested we should all go...

GERUND or INFINITIVE?

I. always GERUND:

1. after prepositions:

I'm good at... We are thinking of... I'm interested in... After...
I'm looking forward to... I can't get used to...

2. after certain verbs:

enjoy, deny, avoid, admit, finish, can't stand, don't mind,
adore, give up, keep on, can't stop, can't help

II. always INFINITIVE:

1. after certain verbs:

can't afford, hope, didn't mean, agree, attempt, choose, learn, manage, need, dare, offer,
decide, promise, expect, refuse, help, seem, want, long,...

2. X someone to do something:

X: advise, invite, allow, remind, encourage, teach, order, tell, persuade, force, want, 'd like
('d love, 'd prefer, 'd hate), ask, beg, expect, help, need

I advised him not to go out.

3. after make let and allow:

4. after certain adjectives:

difficult, impossible, pleased, surprised, lucky, easy, good, nice

5. to express purpose:

I came here to meet you.

III. GERUND or INFINITIVE?

1. Continue, start, begin:

Both forms are possible: the **infinitive** is more common.
If the verb is in a continuous tense we prefer the infinitive.

He began working/to work when he was twenty.
She continued ironing/to iron.

It's starting to rain.

Be careful – some verbs do not take the continuous form (the list is on page I)

2. Like, love, hate, prefer:

Use the **infinitive**, except when f.ex. like has a very general meaning.

I like to read a book before going to sleep. – specified when

I like cooking. – very general meaning

3. Remember, forget, regret:

The **gerund** refers to an action happened **before** the act of remembering, forgetting or regretting.

I remember eating in this restaurant.

I'll never forget meeting you.

I regret lying to her.

The **infinitive** refers to an action that takes place **after** the act of remembering, etc...

I must remember to buy some flowers.

Don't forget to lock the doors.

I regret to tell you that you have failed.

4. Stop:

The **gerund** refers to an action which was happening **before** the act of stopping.

We stopped playing tennis because it got too dark.

The **infinitive** tells us **why** the action stopped, and **what** happened **next**.

We stopped to have a break.

5. Try:

The **infinitive** refers to the **aim** we want to achieve.

I tried to learn Chinese, but it was too difficult.

The **gerund** refers to the **methods** we used to achieve the goal.

I even tried to go on evening classes.

I WISH AND IF ONLY

I wish and **If only** are both used when the speaker would like a situation to be different. For a wish about the future, use **would** or **could**:

I wish I could go to the party tomorrow. (I want to go, but I can't.)

If only it would stop raining!

Would is often used when the speaker is **complaining** about something:

I wish she wouldn't use my phone so much.

I wish you would be quiet.

DO NOT use **I would** or **We would** after **I wish/we wish** or **If only I/we!!!**

For a **wish about the present**, use a **past tense** after **I wish** and **If only**:

I wish he didn't smoke so much. (He smokes a lot.)

If only I had a car. (But I haven't got one.)

Were instead of **was** is often used after **wish** and **If only**:

I wish he were here with me now.

For a **wish about the past**, use the **Past Perfect** after **wish** and **If only** to express regret:

She wishes she had married him. (But she didn't marry him.)

If only I hadn't been so nervous. (But I was nervous.)

DO NOT use **would have** after **wish** and **If only!!!!**

DIFFICULT VERBS

Make someone do something means to oblige or force them:

My parents made me study hard when I was young. (active)

I was made to study hard when I was young. (passive)

Let and **allow** mean to give permission for something to happen:

He let me drive his car.

He allowed me to drive his car. (act.)

I was allowed to drive his car. (pass.)

Notice that there is **no to before the infinitive** in the **active construction** with **make or let**.

There is **no passive construction** for **let**.

Generally speaking, **do** is used with nouns expressing work, a duty or an obligation:

•do your homework

•do the washing-up

When **make** is used with nouns, it often means to **produce or create** something new, which **did not exist before**:

•make a cake

•make a plan

•make a mistake

Used to do expresses a **habit in the past** which is **finished now**. In this expression, **used to** is a verb in the Past Simple:

We used to wear uniform at school.

I didn't use to like curry.

Be/get used to means be/get accustomed to doing sth, or to acquire a habit over a long time.

In these expressions, used is like an adjective:

*Antonetta has got used to eating dinner late in Spain.
(This was rather strange for her when she first arrived.)*

Be/get used to can be also followed by a noun:

It took her a long time to get used to the food.

Lie(lying), lied, lied – not to tell the truth: *He's always lying to the people.*

Lie(lying), lay, lain – to be horizontal: *She lay there in the sun for hours.*

Lay(laying), laid, laid – to put sth down: *He laid the child gently on the ground.*

Rise(rising), rose, risen – takes no object: *Prices rose last year.*

Raise(raising), raised, raised – takes an object: *He raised his hand.*

PREPOSITIONS

The prepositions **at, in** and **on** are used in **expressions of time**:

• *at 4.30, at Christmas, at night, at the weekend, on Monday, on 4th June, on my birthday, in the morning/afternoon/evening, in April, in 1967, in (the) spring/autumn/summer/winter*

They are also used in expressions of place:

• *(stay) at home, at 318 Oxford Street, in Birmingham, in Africa, on the beach*

Note that you can **arrive at or in** somewhere, but **not to!!!!!!!**

Some important **adjectives and nouns with their prepositions** are:

• *attitude towards, aware of, capable of, confident of, crowded with, difficulty in, envious/jelous of, fed up with, guilty of, intention of, interested in, keen on, key to, point in, possibility of, pride in, proud of, reason for, result of, solution to, surprised at, suspicious of, typical of*

Some **common verbs with their prepositions** are:

• *accuse someone of, apologize for, blame someone for, concentrate on, congratulate someone on, depend on, forgive someone for, insist on, object to, prevent someone/sth from, succeed in*

The **-ing form** normally used **after** an **adjective, noun or verb plus preposition**:

We forgave him for lying to us.

Note that there is no preposition after these verbs:

• *ring, phone, discuss, divorce, marry, lack, tell*

The **same preposition** is often used after **adjectives or verbs with a similar or opposite meaning**:

• *care, worry, be anxious about (the child)*
• *married, engaged, related to (that girl)*
• *approve, disapprove of (his friends)*
• *apply, send, ask for (information)*
• *agree, disagree with (them)*

• *ready, prepared for (school)*
• *good, bad at (swimming)*
• *angry, annoyed, irritated, furious with (him)*
• *frightened, afraid, scared of (the dog)*

CONJUNCTIONS

The linking words or conjunctions **although, however, but, despite, in spite of, even though** and **though** are used with different structures:

Although it was raining, he went for a walk.

It was raining. However, he went for a walk.

It was raining, but he went for a walk.

Despite the rain/In spite of the rain he went for a walk.

In spite of/Despite the fact it was raining, he went for a walk.

Even though it was raining, he went for a walk. (a stronger form of although)

It was raining. He went for a walk, though. (more common in spoken English)

Note that **despite** and **in spite of** can only be followed by a noun or a gerund. The gerund can only be used if the subject of both parts of the sentence is the same:

Despite winning the scholarship, he could not afford to go to university.

Other useful conjunctions are **to, in order to** (expressing purpose), **and** (which links clauses of equal importance), **because, as, since** (used to give reasons), **when, as, since** (referring to time), **if, unless** (used in Conditionals) and **so/such.....that** (expressing result):

As it was my turn, I paid the drinks.

He's been ill since she arrived.

In case does not mean if. It refers to the possibility of something happening. Use either a Present or Past tense after it. Do not use will:

Take a key in case the door is locked. (It's possible that it is locked.)

I didn't offer to help in case I offended him. (I might have offended him.)

It's time is used to say that something should be done because the time to do it has come. It is not used with future tenses. There are two ways of using it, with the same meaning:

•*It's time for us to go home*

•*It's time we went home.*

MODAL VERBS

Will, would, shall, should, can, could, may, might, must and **ought to** are called modal verbs. They do not have other forms and do not use do/did to make a question or a negative. Note the short forms: will not = won't, shall not = shan't, cannot = can't.

All these verbs except **ought to** take the **infinitive without to**:

You must stay.

They can't come.

We won't see him.

Instead of **can**, you can use **be able to** in all tenses:

I'll be able to get my visa later.

He was able to marry her after all.

Instead of **must**, you can use **have to** in all tenses:

He had to be punished.

It's all right, you won't have to say anything.

ANGLEŠČINA - slovnica

You **mustn't** is a negative imperative, similar to **don't**:
You mustn't play football in the road. It's dangerous.

You **needn't** means the same as **you don't have to, it isn't necessary**.

Modal verbs are often used when we suppose that something is or isn't true, taking into account all facts available.

Must is used when we assume **something is true**:
You haven't eaten all the day. You must be hungry.

Can't is used when we suppose **something is impossible**:
Those results can't be right. You must have made a mistake.

May/might are used when sth is possible, but **we are not sure** about it:
Janice may be here. I'm not sure. He might be able to help, but I can't promise.

Note what happens if we are referring to something in the past:
He must have got the job.
You can't have lost your passport.
They might have signed the form already.

Could is used to express possibility in a similar way to **may/might**:
This could be the house we are looking for.

Could is also used express general **ability in the past**:
She could swim when she was five.

Was able to/managed to/succeeded in are used for a particular achievement in the past:
They all managed to pass the entry test.

Couldn't can be used for both general and particular situations.