

# LANGUAGE REFERENCE

## 1) Present simple

To be	+	-	?
I	am ('m)	am not	Am I...?
You / We / They	are ('re)	are not / aren't	Are you...?
He / She / It	is ('s)	is not / isn't	Is he...?

To have (aux)	+	-	?
I / You / We / They	have	have not / haven't	Have I...?
He / She / It	has	has not / hasn't	Has he...?

Other verbs	+	-	?
I / You / We / They	work	Do not / don't work	Do I work...?
He / She / It	works	Does not / doesn't work	Does he work...?

### Use:

- A permanent state or situation: *I live in the town where I was born.*
- A fact or something which is always true: *The Earth goes around the Sun.*
- An activity which happens regularly or occasionally: *He gets up at six o'clock every day.*

## 2) Present continuous

	+	-	?
I	am working	am not working	Am I working...?
You / We / They	are working	aren't working	Are you working...?
He / She / It	is working	isn't working	Is he working...?

### Use:

- A temporary situation: *I'm living with my uncle while they are painting our house.*
- An activity happening at the present moment: *She's having a shower.*
- An activity in progress, but not exactly at the present moment: *I'm studying three foreign languages.*
- A situation which is developing or changing: *Lots of people are coming to live here.*
- Things the speaker finds strange or annoying with always: *You're **always** using the phone!*
- Something which happens frequently with always: *My boyfriend **is always** cooking me special meals!*

## 3) State verbs

Verbs which describe states, not actions, aren't usually used in the continuous form.

- To be
- Thoughts: believe, know, remember, forget, think, feel, guess, suppose, understand...
- Feelings: love, like, hate, want, prefer, need...
- Senses: smell, taste, hear, see, touch
- Possession: have, belong, own, contain, include...
- Existence: exist, remain, consist, seem, mean, matter...

If they describe actions, is possible to use them in the continuous:

- Think > Plan: *I'm thinking about what to do today.*
- Feel > Experience: *I'm feeling tired so I won't go to the party.*
- See > Watch: *I'm seeing a movie in my house.*

#### 4) Past simple

To be	+	-	?
I / He / She / It	was	was not / wasn't	Was I...?
You / We / They	were	were not / weren't	Were you (...) ...?

To have	+	-	?
I / You / We / They	had	had not / hadn't	Had I...?
He / She / It			

Other verbs	+	-	?
I / You / We / They	worked	did not / didn't work	Did I (...) work...?
He / She / It			

Use:

- Actions or events in the past: *I lived here when I was young.*
- Actions or events which happened one after another: *I saw... and then I went... and later I tried...*

Used to	+	-	?
I / You / We / They	used to	did not / didn't use to	Did I (...) use to...?
He / She / It			

Use:

- Describe things that happened regularly in the past but don't happen now: *I used to sing when I was 15.*
- Only in the past. In the present: Present simple + usually / everyday...

#### 5) Past continuous

	+	-	?
I / He / She / It	was working	was not / wasn't working	Was I working...?
You / We / They	were working	were not / weren't working	Were you (...) working ...?

Use:

- Activities that were already happening at a moment in the past: *While I was walking to school...*
- Activities in which we aren't interested in when they started or if this is finished or not: *The Sun was shining and I was feeling happy.*

## 6) Present perfect simple and continuous

PP Simple	+	-	?
I / You / We / They	have ('ve) worked	have not / haven't worked	Have I worked...?
He / She / It	has ('s) worked	has not / hasn't worked	Has he worked ...?

PP Continuous	+	-	?
I / You / We / They	have ('ve) been working	haven't been working	Have I been working...?
He / She / It	has ('s) been working	hasn't been working	Has he been working ...?

### Use:

- Both connect the past with the present:
  - Something started in the past and has a result in the present:
    - PPS: *He's twisted his ankle, so he can't play with us this afternoon.*
    - PPC: *I've been partying all weekend, so I'm feeling tired now.*
  - Something started in the past and continues now:
    - PPS: *I've worked here since 2010.*
    - PPC: *We've been building an extension to our house. (we haven't finished yet)*

Often, they are interchangeable. However:

- PPS:** Emphasizes the result: *I've phoned all my friends and they're coming to the party.*
- PPC:** Emphasizes the action: *I've been phoning my friends and that's why I haven't done my homework.*
- PPS:** Says how much of an activity is complete: *I've written two essays.*
- PPC:** Says how long the activity has been in progress: *I've been studying all afternoon.*
- PPS:** May give the idea that something is permanent: *I've always lived here.*
- PPC:** May give the idea that something is temporary: *I've been working here for the last two months.*
- PPS:** When we want to say how many times the action has been repeated: *I've invited her four times.*
- PPC:** Emphasizes the process of change over a period: *My English has been improving since last year.*

## 7) Present perfect or past simple?

**PP:** Think about the past and the present. *I've broken my arm so I can't do the exam.*

**PS:** Think about the past but not the present. *I broke my arm when I was riding my bike.*

**PP:** Not interested in when but in the result now. *I've lost my keys so I can't open the front door.*

**PS:** Interested in when. *I lost my keys yesterday.*

**PP:** Experiences in the past and continuing in the present. *I've never been to Japan.*

**PS:** Experiences happened over a time in the past. *When I was in Asia, I didn't go to Japan.*

**PP:** To give news. *Rafa Nadal has won again...*

**PS:** To add details to this news. *...He beat Federer.*

**PP:** How long...? > Time period – Since... / For...

**PS:** When...? > Particular date - ... ago / last year...

## 8) Past perfect simple and continuous

Past P. Simple	+	-	?
I / You / We / They He / She / It	had ('d) worked	had not / hadn't worked	Had I worked...?

### Use:

- To show that we are talking about something which happened before something that is described in the past simple: *When he got to the station, the train had already left.*
- Time expressions: when, as soon as, after, before, already, just, never: *The thieves had already scaped when the police arrived.*

Past P. Continuous	+	-	?
I / You / We / They He / She / It	had ('d) been working	had not / hadn't been working	Had I been working...?

### Use:

- To show that we are talking about something which happened before something that is described in the past simple BUT it:
  - Focuses on the length of time: *Mandy needed a walk because she'd been sitting down all day.*
  - Says how long something happened: *He'd been playing for Arsenal for only two games when he scored his first goal.*

## 9) Future simple and other futures

	+	-	?
I / You / We / They He / She / It	Will ('ll)	will not / won't	Will I...?

### Use:

- With things which aren't certain (I think, I expect, probably, maybe...): *I think it ll be warmer next week.*
- Predictions for the future: *Sea level will rise by several centimetres.*
- Make request (petitions): *Will you help me with my homework?*
- Make promises: *I won't forget to give her a present.*
- Make offers: *I ll buy you a sandwich.*
- Express a decision made at the moment of speaking: *(The phone is ringing) I ll get it!*

### Going to:

- Prediction based on present evidence: *Look at the clouds. I think it's going to snow.*
- Plans and intentions: *I'm going to study biology at university. He's going to phone you later.*

### Present continuous:

- Arrangements for the future: *I'm seeing the dentist tomorrow. I phoned yesterday.*

### Present simple:

- Events fixed on a timetable: *Our train leaves at 15:30.*

### Other possibilities:

- An agreed arrangement may be almost the same as a plan:
  - I'm seeing Paul tonight.*
  - I'm going to see Paul tonight.*

- When it isn't clear whether a prediction is based on fact or opinion:
  - *Amy is going to pass the exam. (teacher)*
  - *Amy will pass the exam. (friend, family)*

## 10) Conditionals

We use conditional sentences to talk about a possible situation or action and the possible results.

- If + possible situation + , + possible result
- Possible result + if + possible situation

### Zero conditional:

- If + Present simple + , + Present simple.
- The result is always true: *If we win the match, my coach is happy.*
- Scientific facts: *If water boils, it evaporates.*

### First conditional:

- If + Present simple/continuous + , + Future.
- The result is very probable: *If we win the match, we'll play the championship.*

### Second conditional:

- If + Past simple/continuous + , + Would + Infinitive.
- The result isn't probable. The speaker is imagining a situation that...
  - Will probably not happen: *If we won the match, we would be the World Champions.*
  - Are contrary to the facts: *We'd win more matches if we trained harder.*
  - Are imaginary: *If I were as rich as Bill Gates, I wouldn't work.*

### Third conditional:

- If + Past perfect + , + Would + Present perfect.
- To talk about something that didn't happen in the past and its results, which are imaginary: *If I had studied harder, I would have been a doctor.*

### Mixed conditional:

- When we want to use a conditional sentence to talk about both the past and the present, we can use 2<sup>o</sup> C in one part of the sentence and 3<sup>o</sup> C in the other.
- You cannot use Z<sup>o</sup>C or 1<sup>o</sup> C in mixed conditionals.
- Present + Past: *If tickets weren't so expensive, I'd have gone to the cinema last night.*
- Past + Present: *If Mar hadn't fallen off her bike, she'd be champion now.*

### When:

- We can change "if" for "when" for things we are sure will happen.
  - *I'll call you when I get home.*
  - *When I finish my exams, I'll write again.*

### Unless:

- We can change "if... not" for "unless" and means "except if".
  - *I'll call you tonight unless I get home too late.*
  - *We'll miss the bus unless we run.*

### Could / Might:

- We can change "could" or "might" for "would".
  - *If our team had played harder, they could have won. (they had the ability)*
  - *If our team had played harder, they would have won. (they were sure)*
  - *If the weather had been better, we might have gone swimming. (it was a possibility)*
  - *If the weather had been better, we would have gone swimming. (it was a certainty)*

### Other uses of conditionals:

- Give advice: **If I were you, I would + infinitive:** *If I were you, I'd take that laptop as hand luggage.*
- Make criticism: **If you would + infinitive – would + infinitive:** *If you'd stop making so much noise, perhaps we'd all be able to enjoy the programme.*
- Make polite formal request: **I would + appreciate it/be grateful + if you would/could:** *I'd appreciate it if you could hand in the report by Thursday.*

## 11) Linking ideas

### Relative clauses

A clause is part of a sentence. Relative clauses start with these relative pronouns:

- Which / That (for things)
- Who / That / Whom \* (for people)
- When (for time)
- Where / In which / At which / To which (for places)
- Whose (for possessions)
- Why (for reasons)

\* Note: "Whom" is formal and is used mainly with prepositions (to whom, from whom...)

A relative clause can be at the end of a sentence or it can be embedded in another clause.

- *Madrid is the city where I grew up.*
- *The city where I grew up is Madrid.*

Who / That / Which can be the subject or the object of the relative clause.

- Subject: *The people who know me best are my friends.*
- Object: *The people who I know best are my friends.*

Where/ When / Why are always the object of the relative clause.

- *We're going back to the hotel where we stayed last summer.*

### Defining relative clauses

- Tell about which person or thing the speaker is talking.
- Give essential information.
- Don't have commas.
- Use all the relative pronouns.
- Who / Which / That can be omitted when they are the object of the clause.
  - *The people (who) I know best are my close friends.*
  - *The DVD (that) you gave me for my birthday is fantastic.*
- When / Why can also be omitted.
  - *2009 was the year (when) she left university.*
  - *That's the reason (why) I'm so disappointed.*
- Whose can't be omitted.

### Non-defining relative clauses

- Give information that isn't essential.
  - *The hotel, which has a hundred bedrooms, is on the outskirts.*
  - *It had been raining nonstop for 24 hours, which is why I didn't go out.*
- Use commas.
  - *My car, which is seven years old, has already done 200.000 kilometres.*
- Can't use That.
- The relative pronoun can't be omitted.

## Participle clauses ("Reduced relative clauses")

In all these cases, the subject of the participle clause is the same as the subject of the main clause.

### **Present participle**

- Describe something happening at the same time that as the main action or immediately after it.
  - Concentrating on my work, I didn't realise how late it was.
  - Opening the door, I saw a parcel on the doorstep.
- Can also be used with some prepositions and conjunctions. In this case, they can follow the main clause.
  - After watching that film, I was too scared to go to bed.
  - She became interested in art while travelling in Italy.
  - You can take the train instead of catching the bus.
- Can be used instead of relative clause when the meaning is active.
  - There are three pictures hanging on the wall (which are hanging)
  - I noticed a man wearing a suit (who was wearing)

### **Perfect participle**

- Describe something that happened before the main action. It may provide a reason for that action.
  - Having finished his speech, he left the room.
  - Having left our map at home, we got lost.

### **Past participle**

- Use it when the meaning is passive.
  - Seen from a distance, the Pyramids look quite small.
  - Eaten in small quantities, chocolate is good for you.
  - Built in 1889, the Eiffel Tower is now a symbol of Paris.
- Can be used instead of relative clause when the meaning is active.
  - Anyone caught shoplifting will be prosecuted (who is caught)
  - I've brought you a jar of plum jam, made by my mother (which was made)

## Apposition

When we use two noun phrases next to each other in a clause, and they refer to the same or thing, we call this apposition.

- The living room, the biggest room in the house, looks out on to a beautiful garden.
- Timothy, their youngest child, is very musical.
- Edinburgh, Scotland's capital city, has a big population.

Sometimes, the second noun phrase contains information which specifies which person or thing we're referring to from a number of people or things. In this case, we don't use commas.

- Non-defining apposition: My brother, Philip, works at the local museum (only one brother)
- Defining apposition: My brother Philip works at the local museum (two or more brothers)

## **12) Modals**

Modal verbs are always followed by the infinitive without to. The exceptions are "have to" and "ought to".

Modal verbs always have the same form (without "-s" in the 3<sup>rd</sup> person singular / "-ed" in the past) except for have to, which changes in the same way as have.

## **ABILITY**

### **Ability (present time): Can / Can't, Be able to**

- Francesca can speak five languages, but she can't speak Russian.
- Can you swim?
- The doctor is able to see you now.

### **Ability (past time): Could / Couldn't, Be able to**

- **Could > Speaking in general:**
  - As a child, she could play the piano.
- **Was/Were able to > Particular occasion:**
  - Dad didn't have enough money on him, but he was able to use his credit card to pay the bill.
- **Couldn't, Wasn't/Weren't able to > In general and particular occasion:**
  - Pascual wasn't able to / couldn't do all the questions in the maths exam.
  - Olga couldn't / wasn't able to ride a bike till she was 18.

### **Ability (perfect tenses and future): Be able to**

- Present perfect: I've been very busy so I haven't been able to finish reading the novel.
- Future: When you finish the course, you'll be able to speak English really well.

### **Ability (other rules):**

- **After an infinitive > be able to:** She hopes to be able to study medicine when she goes to university
- **After other modal verbs > be able to:** If I'm free this weekend, I might be able to help you.
- **With senses (hear, see, smell, feel, taste) > can / could:** I can hear a strange noise coming from upstairs.

### **Ability. Succeed in doing something quite difficult to do: Manage to / Succeed in -ing.**

- I know you've been busy, but did you manage to phone my mum?
- He managed to pass the exam, although he was feeling ill when he did it.

## **POSSIBILITY**

### **Possibility (+): May, Might, Can, Could**

- Examples:
  - I may come and visit you next summer.
  - We might go to the cinema this afternoon if we finish all our work in time.
  - It could rain later.
- Strong possibility: may/might/could + well/easily.
  - The weather may well improve by the weekend
- Remote possibility: may/might/could + possibly/conceivably.
  - My boss could conceivably change her mind and decide to give me a pay increase.
- Remote possibility: just + might.
  - I just might have time to finish that report this week.
- Can is used to say that something is a general possibility but not with reference to any particular occasion or event.
  - It can rain heavily in this region in autumn.
  - Children can be very irritating.

### **Possibility (+): Other words and phrases**

- It's + just/quite/very/entirely + possible that + clause
- There's + a/some/a slight/every/a good/strong/real + possibility/chance that + clause
- There's + a/some/a slight/every/a good/strong/real + possibility/chance of + verb -ing

### **Possibility (-): May not, Might not**

- Frank is looking very pale: he may not be very well.
- Don't cook any dinner for me because I might not be back in time.



### **Possibility (past): May/May not/Might/Might not/Could + have + past participle/been –ing**

- *It's unlikely Sally to be late. She may have overslept, or she might not have remembered the appointment.*
- *I don't know where she went. I suppose she could have gone to the supermarket.*
- *Ulrike wasn't in when I called. She may have been doing the shopping.*

### **CERTAINTY**

#### **Certainty (present): Must, Can't/Couldn't, Be bound + to infinitive**

- *She's been in over 15 films, so she must be very well known.*
- *You can't be tired. You've just got out of bed!*
- *Mark couldn't have been at the party. He has been working since yesterday.*
- *This machine is very badly designed. It's bound to break down before long.*

#### **Certainty (past): Must/Can't/Couldn't + have + past participle**

- *You have a very big part in the play. It must have taken you ages to learn all the lines.*
- *She can't have left her glasses at home. I saw her wearing them on the bus.*
- *She couldn't have stolen the money because she's far too honest!*

### **PROBABILITY**

#### **Probability: Should, Shouldn't**

- *You're extremely well qualified. You should have no difficulty landing the job.*

#### **Probability: Other words and phrases**

- To be + (quite/very/highly) + likely/unlikely + infinitive.
  - *He's unlikely to make the same mistake again.*
- It's + (quite/very/highly) + likely that + clause.
  - *It's quite likely that they'll be on the 8:30 train.*
- There's + little/some/every/a strong + likelihood that + clause
  - *There's little likelihood that we'll manage to meet our deadline.*
- There's + little/some/every/a strong + likelihood of -ing
  - *There's a strong likelihood of him getting a first class degree.*

### **ADVICE**

#### **To give advice: Should / Shouldn't, ought to (less often)**

- *You should get a new pair of shoes.*
- *You shouldn't work so hard.*
- *Should we go now?*
- *You ought to have a rest now.*

#### **To give a strong advice: Must**

- *You must be careful if you stay out late at night.*

#### **To talk about the right thing to do, but which is different from what really happens: Should**

- *I should do the housework instead of watching TV.*
- *He should write his own answers instead of copying them from the Internet.*

## **OBLIGATION**

### **Obligation with Must**

- In general. Present tense: You must hand in your homework on Monday.
- For a goal/obligation we give ourselves: I must go to the supermarket later.
- For rules and laws. Formal context. Meat packaging must comply with the new regulation.

### **Obligation with Have to**

- For other tenses (not present):
  - I'd like to go camping, but I'll have to ask my parents.
  - In order to get the holiday job I had to fill in an application form.
- In questions (more common): Do we have to answer all the questions?
- The obligation comes from someone else: My teacher has given me a lot of homework I have to do.

### **Obligation with Be supposed to**

- To talk about an obligation which is different from what really happens:
  - We're supposed to do five writing tasks each term but most of people only do two or three.
  - Aren't you supposed to be in class right now?

## **PERMISSION AND PROHIBITION**

### **Permission: Can, Could, Let, Be allowed to, may (formal)**

- You can only use your phone during the break, not in class.
- Are we allowed to use calculators in the maths exam?
- She let him borrow her bike to get to the station.
- When you have answered all the questions, you may leave the room.

### **Prohibition (present): Can't, Mustn't, Not let, Be not allowed to, Don't allow (somebody) to**

- You can't go in there.
- You mustn't speak during the exam.
- My sister won't let me listen to her CDs.
- I'm not allowed to use the kitchen in my host family house.
- My parents didn't allow me to play computer games when I was small.

### **Prohibition (past): Couldn't, Didn't let, Wasn't/Weren't not allowed to, didn't allow (somebody) to**

- I couldn't leave the room until the end of the meeting.
- She wasn't allowed to invite her boyfriend to the party.
- We weren't allowed to use our dictionary in the exam last week.

## **NECESSITY**

### **Necessity: Need to / Have to**

- To get to the airport in time, we'll need to catch the 4:30 train.

### **To say that something is not necessary (present): Don't have to, Don't need to, Needn't**

- This is a good exercise but you don't have to do it if you don't want to.
- You needn't learn all the vocabulary on this page.

### **To say that something is not necessary and somebody didn't do it (past): Didn't need to**

- I didn't need to buy a newspaper. I heard it on the radio.

### **To say that something is not necessary but somebody did it (past): Needn't**

- You needn't have bought me so many roses!

### 13) The passive

The passive is formed by: **Be + Past Participle** (+ **"by + noun"** if it's important to say who/what did something).

- All the food was eaten very quickly.
- The car has been sold.
- It's nice when I'm invited to dinner.
- On a clear day, Ibiza can be seen from the mainland.
- This picture was painted by my aunt.

The passive cannot be used with:

- Intransitive verbs (verbs with no object): *appear, come, go...*
- Present perfect continuous / Past perfect continuous: ~~The goods have/had been being imported~~
- Future continuous: ~~The goods will be being imported~~

It is used when:

- The speaker doesn't know who or what does/did something: *My bike was stolen last night.*
- The speaker doesn't need to say it because it's obvious: *The murderer was arrested (by the police).*
- What happens is more important than who does it: *The post is delivered at 9:30.*
- Writing in a formal style: *Your documents were signed yesterday.*
- Describing technical or scientific processes: *Water was added and the mixture was heated to 85°C.*
- Avoiding the awkwardness of a very long subject: *The player who has won "footballer of the year" most times addresses the club management > The club management was addressed by the player who has won "footballer of the year" most times.*

Specific structures:

- **Passive (know, believe, think, consider, expect, report...) + infinitive**
  - Bill Gates is known to be one of the world's richest people.
  - Twenty people are reported to have been injured in the fire.
- **It + passive + that + clause**
  - It is believed that the accident was caused by a gas leak.
  - It has been estimated that average house prices will fall by 5% this year.

### 14) Reported speech

To report what people say:

- **Tell** > If we mention who we are talking to: *He told me he was from Casablanca.*
- **Say** > If we don't mention it: *She said (that) she would help me.*

Tense changes:

- **Present simple > Past simple:** *I live in Berlin.* > *She said she lived in Berlin.*
- **Present continuous > Past continuous:** *I'm watching TV.* > *She said she was watching TV.*
- **Present perfect > Past perfect:** *I have seen the film already.* > *She said she had seen the film already.*
- **Past simple > Past perfect:** *I missed the concert.* > *She told me he had missed the concert.*
- **Past perfect > Don't change:** *I had never spoken to her.* > *She said she had never spoken to her.*
- **Will > Would:** *I'll phone you soon.* > *She said she would phone me soon.*
- **Can > Could:** *I can run fast.* > *She said she could run fast.*
- **May > Might:** *I may give the book to John.* > *Sam suggested he might give the book to John.*
- **Must > Had to:** *I must cook dinner.* > *Tanya said she had to cook dinner.*
- **Command (+) > to:** *Stand up!* > *The teacher told them to stand up.*
- **Command (-) > not to:** *Don't worry* > *Her friend told her not to worry.*
- **Could, Would, Should, Might, Used to, Mustn't, Must (deduction) > Don't change.**

\*Note: The tense of the reported speech does not need to change if...

- The reporting verb is in the present: *I'm looking forward to my holidays* > *She says she is looking forward to her holidays.*
- What the speaker said is still true or relevant: *I love black coffee* > *He said he loves black coffee.*

#### Other changes:

- **I/You > He/She/They:** *I spoke to you earlier* > *He said he had spoken to her earlier.*
- **We > They:** *We've finished!* > *They said they had finished.*
- **My > His/Her:** *I can't find my keys.* > *He said that he couldn't find his keys.*
- **This/That (pronoun) > It:** *You should give this to Joan.* > *She told him he should give it to Joan.*
- **Today > That day:** *I'll go shopping today* > *She said she would go shopping that day.*
- **Tomorrow > The next day:** *I'm playing tennis tomorrow* > *She said she was playing tennis the next day.*
- **Yesterday > The day before:** *I cleaned yesterday.* > *He said he had cleaned the day before.*
- **Here > There:** *I've lived here all my life.* > *He said he had lived there all his life.*

#### Reported questions:

- **Use:** ask, wonder, want to know, enquire...
- We change "?" > "."
- The **word order** is the same as a normal sentence:
  - *Where can I buy a dictionary?* > *He asked me where he could buy a dictionary.*
  - *Where do you live?* > *He wanted to know where I lived.*
- If there is no question word (what, where, when...) and the answer is yes/no, we use **if** or **whether**.
  - *Are you going on holiday?* > *He asked me if I was going on holiday.*
  - *Can I come to your party?* > *Ana wanted to know whether she could come to our party.*
- Do not use Do/Does/Did as an auxiliary verb:
  - *Do you like strawberries?* > *He asked me if I liked strawberries.*

#### Reporting verbs:

Apart from say and tell, there are many verbs which can use to introduce reported speech. Most of them can be followed by more than one grammatical pattern.

- **Verb + to infinitive**
  - **Agree:** *They agreed to broadcast the programme.*
  - **Offer:** *He offered to buy me lunch.*
  - **Promise:** *The mayor has promised to give us an interview.*
- **Verb + object + to infinitive**
  - **Advise:** *The newspaper advises people to be careful about using social media.*
  - **Ask:** *She asked the reporter to repeat his question.*
  - **Invite:** *They've invited us to attend the show.*
  - **Order:** *The teacher ordered the children to wait outside.*
  - **Persuade:** *I persuaded the magazine to print my story.*
  - **Remind:** *Can you remind me to upgrade my blog?*
  - **Warn:** *She warned him not to be late for the interview.*
- **Verb + preposition + noun / verb-ing**
  - **Complain about:** *The actress has complained about the paparazzi outside her house.*
  - **Apologise for:** *The organisation has apologised for publishing misleading information.*
  - **Accuse (somebody) of:** *The president accused the press of distorting the truth.*
- **Verb + noun / verb-ing**
  - **Admit:** *He admitted inventing some details in his report.*
  - **Deny:** *The minister has denied the accusation.*
  - **Recommend:** *She recommended doing more research.*
  - **Suggest:** *The directors have suggested paying for online content with advertising.*

- **Verb + that + clause**
  - **Admit:** *He admitted that he had invented some details in his report.*
  - **Agree:** *They agreed that they would accept the programme.*
  - **Complain:**
  - **Deny:** *The minister has denied that the accusation was true.*
  - **Promise:** *The mayor has promised that he will give us an interview.*
  - **Recommend:**
  - **Suggest:** *She suggested that they should interview local people.*
- **Verb + object + that + clause**
  - **Persuade:**
  - **Promise:**
  - **Remind:**
  - **Tell:**
  - **Warn:** *We warned our audience that they might find some of the photos distressing.*

## 15) Commands or Imperatives

The commands are formed by: **(Don't) + Infinitive (without to).**

- *Stand up!*
- *Be quiet, everybody!*
- *Have a good weekend!*
- *Enjoy your holiday!*
- *Don't worry so much.*
- *Don't forget to phone me.*

## 16) Indirect questions

When we ask for information, we use indirect questions to sound more polite. Expressions used to introduce indirect questions include:

- *I was wondering...*
- *I'd like to know...*
- *I can't remember...*
- *Could you tell me...?*

Changes are similar as the reported questions. However, unlike them:

- The tense stays the same: *Will he leave soon?* > *I was wondering if he'll leave soon.*
- We use "?" when the introductory expression is a question: *Could you tell me where the bank is?*

## 17) Causative have and get

We use **have/get + something + past participle + by someone** when we ask someone else to do something for us.

- Have is more formal than get.
  - *My dad has just got some new furniture delivered.*
- It's not usually necessary to say who did it for us.
- This structure can be used in any tense or form.
  - *I'm going to get my suit dry-cleaned for the wedding.*
  - *Tim had his wallet stolen while he was waiting for the bus.*

## 18) Infinitive VS -ing

### Infinitive

We use the infinitive:

- To say why we do something: *He's taken up tennis to make friends.*
- To say why something exists: *There's an example to help you.*
- After too and enough: *It's too cold to go swimming today / He isn't good enough to enter there.*
- After some verbs which are modal in meaning: *I have to go to work tomorrow / You don't need to worry.*
- After modal verbs (without to): *We must hurry or we'll be late / You needn't worry.*
- After certain verbs (+ object): *advise, afford, agree, allow, appear, arrange, ask, attempt, bother, choose, convince, decide, demand, enable, encourage, expect, fail, forbid, force, get, hope, instruct, invite, learn, manage, offer, order, permit, persuade, plan, pretend, promise, recommend, refuse, remind, require, seem, be supposed, teach, tell, threaten, train, want, warn, wish.*
- After help, "to" can be omitted: *She helped me (to) revise for my exam.*

### -ing

We use the -ing:

- After prepositions: *He made lots of friends by joining the club. We watched a movie about climbing.*
- After "to" when it is a preposition: *She's used to studying in English. I'm looking forward to going there.*
- As a subject of a sentence: *Climbing is safer than it looks.*
- As an object of a sentence: *He decided to take up running.*
- After certain verbs (+ object): *admit, appreciate, avoid, celebrate, consider, delay, deny, dislike, enjoy, finish, imagine, involve, keep, loathe, mind, miss, postpone, practice, prevent, recommend, regret, report, resist, risk, suggest.*
- After certain expressions: *it's no good, it's not worth, it's no use, it's a waste of time, can't stand, can't bear, can't help, don't mind*

### Verbs followed by either an infinitive or -ing with almost the same meaning

*Love, begin, continue, hate, prefer, like, start, cease, commence, continue, intend, propose*

- *I love playing tennis. I love to play tennis.*
- *It continued raining all day. It continued to rain all day.*

Note: When these verbs are used with **would**, they are always followed by the infinitive.

- *I wouldn't like to do an adventure race.*
- *I'd prefer to watch it on television.*

### Verbs followed by either an infinitive or -ing with different meaning

Verbs expressing perception (*see...*)

- *I saw the plane land* (The whole action)
- *I saw the plane landing* (Part of the action)

*Forget*

- *I forgot to phone my brother* (Did not do it)
- *I'll never forget phoning my sister that night* (Did it and remember it)

*Remember*

- *Tom remembered to close the window* (Did it because it was an obligation)
- *Tom remembered closing the window* (Memory. Recall doing it)

*Go on*

- *She went on to break the world record* (Did it later)

- *He went on walking even though he was exhausted* (Did not stop)

#### Mean

- *I'm sorry, I didn't mean to be rude* (Intention)
- *If we want to catch the first train, it'll mean getting up at 5 am* (Involve)

#### Regret

- *I regret to inform you that you haven't passed* (Feel sorry about something bad that must be said)
- *He regrets taking the day off work* (Wish did not do something)

#### Stop

- *We'd better stop to look at the map* (Stop but continue after doing something else)
- *There's nothing you can do about it, so stop worrying* (Full stop)

#### Try

- *I've been trying to repair my computer all morning* (Attempt something difficult)
- *Have you tried kicking it?* (Do something which might solve a problem)

## 19) Time clauses

### Referring to the future: Future clause + Time expression + Future clause in present tense

- Present simple: *I'll call you when I leave work.*
- Present continuous: *I'll call you when I'm leaving work.* (at the same time)
- Present perfect: *I'll call you when I've left work.* (First: leave work; Second: To call)

### Referring to the past: Past clause + Time expression + Past clause in past tense

- Past simple: *I called him when my train got to the station.*
- Past continuous: *I called him when my train was getting to the station.* (at the same time)
- Past perfect: *I called him when my train had left the station.* (First: train left; Second: To call)

### Time expressions

- **When**
  - More common with past simple.
  - "At the time that..."
  - When is used to show one action happening immediately after another and often as a result.
    - *When I get some money, I'll buy a new jacket.*
    - *The snow melted when the sun came out.*
    - *Our dog always barks when visitors come.*
  - When is used to show an action interrupting the course of another longer action.
    - *He was playing tennis when he injured his wrist.*
- **While**
  - More common with past continuous.
  - "During the time that..."
  - While is used to show one action happening at the same time as another.
    - *She kept a blog while she was travelling in Asia.*
    - *While dad heated the soup, I made some toast.*
    - *The postman delivered the parcel while I was washing the car.*
- **During**
  - During is followed by a noun or noun phrase.
  - During is used to describe an action lasting for the whole of a time period or event.
    - *Bears hibernate during the winter.*
    - *The town was lit up during the festival.*
  - During is used to describe an action happening at some point within a time period or event.
    - *I'll be spending a week in Prague during the summer.*
    - *Three players were given a red card during the match.*

- **Meanwhile (mientras tanto)**

- Adverb which comes at the beginning of a sentence.
- Meanwhile is used to introduce an action happening while another event, mentioned in the previous sentence, takes or took place.
  - *Paz spent two hours in the Internet. Meanwhile, the rest of the family went for a walk.*
- Meanwhile is used to introduce an action happening between two times.
  - *I'll be home in half an hour. Meanwhile, could you prepare the vegetables?*