

## ***EASY ENGLISH GRAMMAR***

### **Easy Way To Learn English Tenses**

#### **Tenses >> Present simple**

<b>Structure of present simple</b>		
I work in a bank.	I don't (do not) work in a bank.	Do you work in a bank?
He works in a bank.	He doesn't (does not) work in a bank.	Does he work in a bank?

<b>Present simple - common mistakes</b>		
<b>Common mistakes</b>	<b>Correct version</b>	<b>Why?</b>

I working in London.	I <u>work</u> in London.	The gerund <i>ing</i> form is not used in the present simple.
He work in London.	He <u>works</u> in London.	The third person <i>he, she, it</i> adds the letter <i>s</i> .
He work in London?	<u>Does</u> he work in London?	Questions - third person: does + subject + infinitive.
Work he in London?	<u>Does</u> he work in London?	All other persons: do + subject + infinitive.
He not work in London.	He <u>doesn't</u> work in London.	Negatives - third person: subject + doesn't +

		infinitive. All other persons: subject + don't + infinitive.
--	--	---

[www.allonlinefree.com](http://www.allonlinefree.com)

## Tenses >> Past simple

Structure of past simple		
I saw him yesterday.	I didn't (did not) see him yesterday.	Did you see him?

Past simple - common mistakes		
Common mistakes	Correct version	Why?
I was work in London.	I <u>worked</u> in London.	In positive sentences, a helping verb such as 'was' or 'did' is not used.
He worked in London?	<u>Did</u> he work in London?	The helping verb 'did' is used in past

		simple questions.
Worked he in London?	<u>Did</u> he work in London?	The helping verb 'did' is used in past simple questions.
Did he wrote a letter?	<u>Did</u> he write a letter?	The main verb is used in the infinitive form in questions and negatives.
He didn't wrote a letter.	He didn't <u>write</u> a letter.	The main verb is used in the infinitive form in questions and negatives.

## Tenses >> Present perfect tense

<b>Structure of present perfect</b>		
I've (I have) seen him.	I haven't (have not) seen him.	Have you seen him?
He's (he has) gone.	He hasn't (has not) gone.	Has he gone?

<b>Present perfect simple - common mistakes</b>		
<b>Common mistakes</b>	<b>Correct version</b>	<b>Why?</b>
Steven has wrote a new book.	Steven has <u>written</u> a new book.	The past participle of the verb

		must be used - <i>wrote</i> is past simple, <i>written</i> is the past participle.
Did you have seen him before?	<u>Have you</u> <u>seen him</u> before?	The helping verb 'have' is used in the present perfect- it is inverted with the person ( <i>you have</i> becomes <i>have you</i> ).
I didn't have seen him before.	I <u>haven't</u> <u>seen him</u> before.	The helping verb 'have' is used in the present perfect- to make it negative we

		simply add <i>not (n't)</i> .
I am here since last week.	<u>I have been</u> here since last week.	The present perfect is used to show an action which continues to the present (an unfinished action).
I've been knowing him for 5 years.	<u>I've known</u> him for 5 years.	Verbs such as <i>know, want, like</i> , etc. (stative verbs) suggest permanent states, not actions, so are used in the simple



		form, NOT the -ing form.
--	--	-----------------------------

[www.allonlinefree.com](http://www.allonlinefree.com)

## Tenses >> Past perfect tense

Structure of past perfect		
I'd (I had) seen him.	You hadn't (had not) seen him.	Had you seen him?

Past perfect - common mistakes		
Common mistakes	Correct version	Why?
I didn't been to London.	I <u>hadn't</u> been to London.	The helping verb <i>had</i> / <i>hadn't</i> is used in the past perfect.
When I saw him, I	When I saw him I noticed	The action (haircut)

<p>noticed that he had a haircut.</p>	<p>that he <u>had</u> <u>had</u> a haircut.</p>	<p>which happened before another past action must be put into the past perfect to make the time order clear to the listener.</p>
<p>He told me has been to London.</p>	<p>He told me he <u>had</u> been to London.</p>	<p>His original words were: "I have been to London." However, in reported speech we move the tense back - present perfect (<i>have been</i>)</p>

		becomes past perfect ( <i>had been</i> ).
--	--	---

[www.allonlinefree.com](http://www.allonlinefree.com)

## Tenses >> Future simple tense

Structure of future simple		
I'll (I will) be there tomorrow.	I won't (will not) be there tomorrow.	Will you be there tomorrow?

Future simple - common mistakes		
Common mistakes	Correct version	Why?
<ul style="list-style-type: none"><li>- The phone's ringing.</li><li>- OK, I'm going to answer it.</li></ul>	Ok - <u>I'll</u> answer it.	If the action is decided at the moment of speaking, we use <b>will / will not (won't)</b> .

<p>I'm sure he is going to help you.</p>	<p>I'm sure he <u>will help</u> you.</p>	<p>When we say what we think or expect, we use <b>will (won't)</b>.</p>
<p>I promise I'm going to help.</p>	<p>I promise <u>I'll</u> help.</p>	<p>After <i>promise</i> we usually use <b>will</b>.</p>
<p>I'll call you when I'll come to my office.</p>	<p>I'll call you <u>when I come</u> to my office.</p>	<p>When we refer to the future in adverbial clauses, we normally use present simple (after <i>when, as soon as, until</i>).</p>
<p>If you will give me your address, I'll</p>	<p><u>If you give</u> me your address, I'll</p>	<p>When we refer to the future in</p>

<p>send you a postcard.</p>	<p>send you a postcard.</p>	<p>conditional clauses, we normally use the present simple.</p>
<p>I can't see you next week. I will return to Paris.</p>	<p>I can't see you next week. I <u>am returning/am going to return</u> to Paris.</p>	<p>To show that the decision was made in the past, we use the present continuous or the 'going to' future.</p>

## Tenses >> 'Going to' future tense

Structure of 'going to' future		
I'm (I am) going to take my holidays in August.	I'm (I am) not going to take a holiday this year.	Are you going to take a holiday?
He's (he is) going to watch TV this evening.	He isn't (is not) going to watch TV this evening.	Is he going to watch TV this evening?

'going to' for future- common mistakes		
Common mistakes	Correct version	Why?
You know that I'll buy a	You know that I <u>am</u>	We use <b>going to</b> for a



<p>new car, don't you?</p>	<p><u>going to buy</u> a new car, don't you?</p>	<p>future action that has been decided before the time of speaking.</p>
<p>Look! You will drop your books.</p>	<p>Look! You <u>are going to</u> <u>drop your</u> books.</p>	<p>We use <b>going to</b> if we see (and are sure) that the action will happen.</p>

## Tenses >> Future perfect simple tense

### Structure of future perfect simple

<p>The film will have started by the time we get there.</p>	<p>The film will not (won't) have started by the time we get there.</p>	<p><i>Will the film have started by the time we get there?</i></p>
---	---	--

[www.allonlinefree.com](http://www.allonlinefree.com)

## Tenses >> Present continuous

<b>Structure of present continuous</b>		
I'm (I am) reading a book.	I'm (I am) not reading.	Are you reading?
He's (he is) reading a book.	He is not (he's not/he isn't) reading a book.	Is he reading a book?

<b>Present continuous - common mistakes</b>		
<b>Common mistakes</b>	<b>Correct version</b>	<b>Why?</b>
They still waiting for	They are still waiting for	to form a continuous

you.	you.	tense we use <b>be + -ing.</b>
They are still waiting for you?	<u>Are they</u> still waiting for you?	In questions the subject ( <i>they</i> ) and the auxiliary verb ( <i>be</i> ) change places.
Do they still waiting for you?	<u>Are they</u> still waiting for you?	
Where they are waiting for you?	<u>Where are</u> they waiting for you?	
She doesn't watching TV.	She <u>isn't</u> watching TV.	To form the negative we put <i>not</i> after the verb <b>be</b> (am not, is not = isn't, are not = aren't).
I'm believing	I <u>believe</u> you.	Some verbs

<p>you.</p>		<p>are not used in continuous tenses - these are called stative verbs (e.g. <i>believe, come from, cost, depend, exist, feel, hate, like</i>).</p>
-------------	--	--

[www.allonlinefree.com](http://www.allonlinefree.com)

## Tenses >> Past continuous

Structure of past continuous		
I was reading a book.	I wasn't (was not) reading.	Was I reading?
You were reading a book.	You weren't (were not) reading a book.	Were you reading a book?

Past continuous - common mistakes		
Common mistakes	Correct version	Why?
I waiting for him almost two hours.	I <u>was waiting</u> for him almost two	To form the past continuous

	hours.	
What did he doing when you saw him?	What <u>was he doing</u> when you saw him?	we use <b>was/were + ing.</b>
We were playing tennis every morning.	We <u>played</u> tennis every morning.	We use the past simple for repeated actions in the past.
They watched TV when I came.	They <u>were watching</u> TV when I came.	We use the past continuous when we want to say what was happening (what was in progress) at a particular time in the past.

## Tenses >> Present perfect continuous tense (present perfect progressive)

Structure of present perfect continuous		
They've (They have) been living in this flat for more than five years.	Have they been living here for a long time?	They haven't (have not) been living in this flat for very long.

Present perfect continuous - common mistakes		
Common mistakes	Correct version	Why?
It has been rain heavily	It <u>has been</u> <u>raining</u>	The structure of present



<p>all day.</p>	<p>heavily all day.</p>	<p>perfect continuous is <b>have/has been -ing.</b></p>
<p>I have sat here for two hours.</p>	<p>I have <u>been sitting</u> here for two hours.</p>	<p>Verbs such as <i>sit, wait, speak, etc.</i> (non-stative verbs) suggest continuity and so are mostly used in the continuous (-ing) form.</p>
<p>Which? I have worked here for five years. I have been working here for 5 years.</p>		<p>When BOTH the simple and continuous form are possible, native</p>

	<p>speakers prefer to use the continuous.</p>
--	---

[www.allonlinefree.com](http://www.allonlinefree.com)

## Tenses >> Past perfect continuous tense

### Structure of past perfect continuous

I'd (I had) been working hard.	I hadn't (had not) been working hard.	Had you been working hard?
--------------------------------	---------------------------------------	----------------------------

### Past perfect continuous - common mistakes

Common mistakes	Correct version	Why?
I had working hard, so I felt very tired.	I <u>had been working</u> hard, so I felt very tired.	The form of the past perfect continuous is <b>had + been + verb-ing.</b>
I had been worked hard,		

<p>so I felt very tired.</p>		
<p>I had been hearing the song many times before.</p>	<p>I had <u>heard</u> the song many times before.</p>	<p>Some verbs are not normally used in the continuous form, e.g. stative verbs such as <i>know, like, understand, believe, hear, etc.</i></p>

## Tenses >> Future simple continuous (progressive) tense

### Structure of future simple continuous

I'll (I will) be waiting there at five o'clock.	I won't (will not) be waiting there at five o'clock.	Will you be waiting there at five o'clock?
---	--	--

## Tenses >> Present tenses used for the future

### Present tenses used for the future

We use <b>the present simple</b> when we talk about timetables and programmes.	<i>The train leaves at 12.00.</i> <i>What time does the film begin?</i>
We use <b>the present</b>	<i>I'm going to the</i>

<b>continuous</b> when we talk about things we have already arranged to do.	<i>cinema this evening. I'm not working tomorrow.</i>
---	---

## Tenses >> Future perfect continuous (progressive) tense

Structure of future perfect continuous		
Next year I'll (I will) have been working in the company for 10 years	Next year I won't (will not) have been working in the company for 10 years	Will you have been working in the company for 10 years next year?

## Conditionals >> Zero conditional sentences

Structure of zero conditional		
If/when you heat water to 100 degrees, it boils.	If/when you don't heat water to 100 degrees, it doesn't boil.	What happens if/when you heat water to 100 degrees?

Zero conditional - common mistakes		
Common mistakes	Correct version	Why?
If/when you eat too much, you will get fat. Water boils when it will	If/when you eat too much, you <u>get</u> fat. Water boils when it	We use the present simple in both clauses and it means that the

<p>reach 100°C.</p>	<p><u>reaches</u> 100°C.</p>	<p>condition can be true at any time (it is a fact). <i>If</i> means the same as <i>when</i> in a zero conditional sentence.</p>
---------------------	----------------------------------	--



## Conditionals >> First conditional

### Structure of first conditional

If I see him, I'll (I will) tell him.	If you don't hurry, you'll miss the bus.	What will you do if there is a problem?
---------------------------------------	--	---

### First conditional - common mistakes

Common mistakes	Correct version	Why?
If you will go to England, you will improve your English.	If you <u>go</u> to England, you will improve your English.	We use present simple in the if-clause.
If I find his address, I	If I find his address, I	The main clause has

send him the letter.	<u>will</u> send him the letter.	<i>will</i> , which expresses certainty in the future.
I'll tell him as soon as I will see him.	I'll tell him as soon as <u>I see</u> him.	We use present simple in the if-clause.

[www.allonlinefree.com](http://www.allonlinefree.com)

## Conditionals >> Second conditional

Structure of second conditional		
If I had more time, I'd (I would) travel more.	I wouldn't (would not) refuse if you offered me \$10,000.	What would you say if you met Queen Elizabeth?

Second conditional - common mistakes		
Common mistakes	Correct version	Why?
If I would have enough money, I would buy a new computer.	If I <u>had</u> enough money, I would buy a new computer.	We use the past simple ( <i>I had</i> ) in the if-clause when we are talking about

		something which is unlikely to happen or an imaginary situation.
If you didn't hurry so much, you will feel more relaxed.	If you didn't hurry so much, you <u>would feel</u> more relaxed.	The main clause has <b>would + infinitive.</b>

## Conditionals >> Third conditional

Structure of third conditional		
If I'd (I had) known you were coming, I would've (would have) waited for you.	If she hadn't been ill, she would have gone to the cinema.	Would you have done it if you'd (you had) known earlier?

Third conditional - common mistakes		
Common mistakes	Correct version	Why?
If I would have asked him, he would have helped me.	If I <u>had</u> asked him, he would have helped me.	In the if-clause we use the past perfect ( <b>had</b> + <b>past</b> )

		<b>participle).</b>
If you had spoken to my mother, she would tell you where I was.	If you had spoken to my mother, she <u>would have told</u> you where I was.	The main clause has <b>would + have + past participle.</b>

[www.allonlinefree.com](http://www.allonlinefree.com)

## Verb structures >> Verb + bare infinitive

Verb + bare infinitive	
<p><b>The bare infinitive</b> (infinitive without 'to') is used after certain verbs which are followed by an object: <i>let, make, see, hear, feel.</i></p>	<p><i>My parents didn't <b>let</b> me <b>watch</b> TV at night.</i></p> <p><i>Did you <b>see</b> anyone <b>enter</b> the building.</i></p> <p><i>He <b>made</b> me <b>laugh</b>.</i></p>
<p><b>The bare infinitive</b> is used after modal verbs <i>can, should, could, might, may, etc.</i></p>	<p><i>He can't <b>sing</b>.</i></p> <p><i>It might <b>be</b> a good idea.</i></p>

## Verb structures >> Verb + -ing (gerund)

Verb + -ing	
<p><b>The gerund form</b> (-ing) is used after certain verbs: <i>avoid, admit, can't stand, deny, dislike, enjoy, hate, like, love, mind, practise.</i></p>	<p><i>I <b>enjoy going</b> to the cinema.</i> <i>I don't <b>like living</b> in a city.</i></p>
<p><b>The gerund form</b> (-ing) is used after <b>verb + preposition</b>: <i>insist on, look forward to, etc.</i></p>	<p><i>I'm looking forward <b>to seeing</b> you.</i> <i>He insisted <b>on seeing</b> the shop manager.</i></p>

## Verb structures >> Verb + to + infinitive

Verb + to infinitive	
<p><b>'To' infinitive</b> is used after such</p>	<p><i>I have <b>decided to lend</b> him the car.</i></p>



verbs as: <i>agree, arrange, decide, offer, seem, plan, want, need, promise, hope, refuse, start, stop</i>	<i>He <b>offered</b> <u>to help</u> me.</i> <i>He <b>promised not say</b> anything.</i>
' <b>To</b> ' infinitive is used after certain verbs which are followed by an object: <i>ask, tell, want, need</i>	<i>He <b>asked me</b> <u>to go</u> there with him.</i> <i>She <b>told me</b> <u>to help</u> her.</i>

## Verb structures >> Verb + object + to-infinitive structure

Verb + object + to-infinitive structure	
After some verbs we need to include an object before <b>to-infinitive</b> .	<i>They <b>considered</b> <b>him to be</b> the best person for the position.</i>

Some of these verbs are: <i>advise, ask, allow, expect, encourage, force, help, invite, order, persuade, teach, tell.</i>	<i>She asked <b>me to give</b> her some advice.</i>
	<i>I told <b>my assistant to send</b> the letter.</i>

## Modal verbs

### Modal verbs >> Modal verbs and their negatives

Modal verbs and their negatives	
positive	negative
<b>must</b> (used for a personal opinion) <i>He must be crazy.</i>	<b>can't</b> <i>He can't be crazy.</i>
<b>must / have to / has to</b> (used for obligation) <i>You must arrive by</i>	<b>don't have to / needn't</b> = something is not necessary

<p><i>8 o'clock. You have to arrive by 8 o'clock.</i></p>	<p><i>You don't have to arrive by 8 o'clock. You needn't arrive by 8 o'clock.</i></p>
<p><b>can</b> (used for ability) <i>I can play the guitar.</i></p>	<p><b>can't / cannot</b> <i>I can't play the guitar.</i></p>
<p><b>can</b> (used for possibility) <i>You can smoke here.</i></p>	<p><b>can't / cannot / mustn't</b> <i>You can't smoke here. You mustn't smoke here.</i></p>

## Modal verbs >> Modal verbs in the past

Modal verbs in the past	
present	past
should be	should have been
could be	could have been
will be	would be
may be	may have been
might be	might have been
would be	would have been

## Modal verbs >> Should (to express obligation)

**Should - to express obligation**

Structure: should + infinitive

We use **should** for the present and the future.

We use **should** to give advice to someone and to say that something is a good idea.

**Should** is weaker than **have to** or **must**.

*You **should tell** them the truth.*

*You **shouldn't smoke**, it's bad for you.*

*I don't think you **should do** it.*

## Modal verbs >> Should have (to express past obligation)

Should have - to express unfulfilled past obligation	
<p>Structure: should + have + past participle</p> <p>We use <b>should have</b> for the past.</p> <p>We use <b>should have</b> to say that someone didn't do something, but it would have been better to do it.</p>	<p><i>You <b>should have told</b> them the truth.</i></p> <p><i>You <b>shouldn't have gone</b> there - it was a mistake.</i></p> <p><i>I don't think you <b>should have done</b> it.</i></p>

## Modal verbs >> Must / have to

Must / have to
----------------

present	past
I must go. / I have to go. (when we want to express obligation)	<i>I had to go.</i>
He must be here. It must be great. (when we want to express a personal opinion)	<i>He must have been here. It must have been great.</i>

## Modal verbs >> Present probability - must / can't / may / might / could

### Must / can't - to express probability

Structure: modal + infinitive without *to*  
must be, must have, can't go, etc.

We use **must** to express that we feel sure that something is true.

*They are really good, they **must** win.*

*They **must** be very rich. Look at the house.*

We use **can't** to say we are sure that something is impossible.

*She **can't** be ill. I've just seen her in the shop and she looked fine.*

*It **can't** be true. I don't believe it.*



## May / might / could - to express probability

Structure: modal + infinitive without *to*  
may be, might do, could go, etc.

We use **may** or **could** or **might** to say that it is possible that something will happen or is happening.

*They **may** be arriving tomorrow.*  
*He **might** be away on holiday.*  
*He **could** be away on holiday.*  
*He **might** be offered the job.*

The negative of **may** is **may not**.  
The negative of **might** is **might not**.

They both mean that it is possible that something will not happen or is not happening.

*He **might not** be offered the job.*  
***I may not** pass the exam.*  
***I might not** go to the match tomorrow.*

We DO NOT use  
**could not** to  
express probability.

[www.allonlinefree.com](http://www.allonlinefree.com)

## Modal verbs >> Past probability - must have / can't have / might have / may have

### Must / can't / couldn't have - to express probability in the past

Structure: modal + have + past participle  
must have been, can't have gone, etc.

We use **must have** to express that we feel sure that something was true.

*They **must have left** early.  
He **must have** already gone.*

We use **can't have / couldn't have** to say that we believe something was impossible.

*He **can't have escaped** through this window. It is too small.  
She **can't have said** that.  
She **couldn't have said** that.*

## May / might / could have - to express probability in the past

Structure: modal + have + past participle  
may have been, could have gone, might have lost, etc.

We use **may / could / might have** to say that it was possible that something happened in the past (but we are not 100% sure).

*He **may have missed** the bus.  
The road **might have been** blocked.*

The negatives are **may not have** and **might not have**.

*He **may not have left** yet.  
The assistant **might not have received** his message*

## Prepositions

### Prepositions >> Prepositions of place

Prepositions of place		
IN	ON	AT
inside an area or space <i>in the city, in the sky, in bed</i>	in contact with a surface <i>on the wall, on the table</i>	close to <i>at the table, at the bus stop</i>
	on a line <i>on the river, on the equator</i>	before nouns referring to a place or position <i>at the top, at the front, at the end</i> but <i>in the middle</i>

arrive in a city <i>arrive in London, in Amsterdam</i>		arrive at a small place <i>arrive at the station, at the meeting</i>
		when expressing 'towards' <i>point at something, smile at someone</i>

[www.allonlinefree.com](http://www.allonlinefree.com)

## Prepositions >> Prepositions of time

Prepositions of time		
IN	ON	AT
years ( <i>in 1998</i> )	days of the week ( <i>on Thursday</i> )	hours of the clock ( <i>at 7.30</i> )
months ( <i>in January</i> )	dates ( <i>on 5 August</i> )	religious festivals ( <i>at Easter</i> )
seasons ( <i>in summer</i> )	<i>on Monday morning</i>	points in time ( <i>at the end of the week</i> )
parts of the day ( <i>in the afternoon, in the morning</i> BUT <u>at</u> <i>night</i> )		

## Prepositions of time (*during, for, over, or, by, until*)

We use **during** to talk about something that happens within a particular period of time, to say when something takes place.

***During** my time in London I visited a lot of interesting places.*

We use **during** to talk about something that happens within the same time as another event.

*He came to work **during** the morning meeting.*

We use **over** or **in** to talk about something that has been happening continuously up until

*We've had a lot of problems **over / in** the last few months.  
We expect a rise in sales **over / in** the*



<p>the present, or will happen continuously</p>	<p><i>next few months.</i></p>
<p>We use <b>for</b> to say how long something continues.</p>	<p><i>I can only come <b>for</b> a few minutes.</i> <i>I was waiting for him <b>for</b> two hours.</i></p>
<p>We use <b>by</b> to say that something will happen or be achieved before a particular time.</p>	<p><i>It has to be finished <b>by</b> two o'clock.</i> <i>He should return <b>by</b> the end of March.</i></p>
<p>We use <b>until</b> to say that something will continue up to a particular time.</p>	<p><i>We have to stay here <b>until</b> he comes.</i> <i>The concert went on <b>until</b> eleven o'clock.</i></p>

## Prepositions >> Examples of some prepositional verbs

Prepositional verbs	
to agree to something	to accept <i>I don't think he will ever agree to such a plan.</i>
to apologise for something	to say you are sorry for something <i>I apologize for not replying to your letter sooner.</i>
to apply for something	to formally ask someone for something such as a job or permission to do something <i>Why didn't you apply for a bank loan?</i>

<p>to complain to somebody about something/somebody</p>	<p>to say you are annoyed about something <i>If the service is not satisfactory, you should complain to the customer service about it.</i></p>
<p>to conform to something</p>	<p>to be in accordance with something <i>This signal system doesn't conform to the official safety standards.</i></p>
<p>to consist of something</p>	<p>to mention all of the things that something contains <i>The delegation consists of over 200 people, including interpreters and journalists.</i></p>

<p>to hear from somebody</p>	<p>when someone, especially someone you know well, writes to you or telephones you <i>When was the last time you heard from him?</i></p>
<p>to insist on something</p>	<p>to say that something must happen or somebody must do something <i>I insist on speaking to the head of the office.</i></p>
<p>to refer to something</p>	<p>to talk about somebody or something in a conversation, speech or a piece of writing <i>Everyone knows</i></p>

*who she was  
referring to in her  
speech*

[www.allonlinefree.com](http://www.allonlinefree.com)

## Prepositions >> Prepositions after adjectives (1)

Prepositions after adjectives	
afraid <b>of</b> something afraid <b>of</b> doing something	<i>She is afraid of driving on motorways. Are you afraid of the dark?</i>
angry <b>about</b> something angry <b>with</b> somebody	<i>I am really angry about what she did. Why did she do it? I am really angry with her.</i>
concerned <b>about</b> something	<i>I'm concerned about his exam results.</i>
pleased <b>with</b> someone / something	<i>I was very pleased with his performance.</i>
sorry <b>about</b>	<i>Was she sorry about</i>

something sorry <b>for</b> doing something	<i>the mistake? I'm sorry for being late.</i>
good <b>at</b> something	<i>He is good at languages.</i>

## Prepositions >> Prepositions after adjectives (2)

Prepositions after adjectives	
(un)aware <b>of</b> something	<i>Is he aware of the problem?</i>
dependent <b>on</b> something	<i>She is still dependent on her parents.</i>
famous <b>for</b> something	<i>He is famous for his sporting achievements.</i>

impressed <b>by/with</b> something	<i>I was very impressed by his performance.</i>
similar <b>to</b> something	<i>His interests are similar to those of his brother.</i>
upset <b>about</b> something	<i>I was really upset about it</i>



## Adjectives / adverbs

### Adjectives / adverbs >> Use of adjectives

Adjectives	
We use an adjective to describe the qualities of people, things, places, etc.	<i>Can you see the <b>young</b> woman at the end of the street?</i>
We use an adjective (not an adverb) after 'linking' verbs such as <i>be, become, feel, seem, smell, sound, look</i> , etc.	<i>It looks <b>interesting</b>. His ideas are <b>interesting</b>.</i>
We use an adjective to describe the object.	<i>His answer made his boss <b>angry</b>.</i>

<b>Adjectives - common mistakes</b>		
<b>Common mistakes</b>	<b>Correct version</b>	<b>Why?</b>
She was too frighten to say a word.	She was too <u>frightened</u> to say a word.	Many adjectives are participle forms of verbs. The <b>-ed</b> form describes how someone feels (bored). The <b>-ing</b> form describes the person or thing that causes the feeling (boring).
I am very interesting in this problem.	I am very <u>interested</u> in this problem.	
It was a bored film.	It was a <u>boring</u> film.	
The camera works	The camera works	We use adverbs to

<p>perfect.</p>	<p><u>perfectly.</u></p>	<p>say how we do something.</p>
<p>She married a German, young, tall lawyer.</p>	<p>She married a <u>tall, young, German</u> lawyer.</p>	<p>Adjectives normally go in the following sequence: <b>size-age-shape-colour-origin-material-purpose.</b></p>

## Adjectives / adverbs >> Use of adverbs

Adverbs	
We use an adverb to say how an action is performed.	<i>He speaks English <b>fluently</b>.</i> <i>She answered <b>correctly</b>.</i>
We use an adverb to add information about the time/place/manner.	<i>How long have you lived <b>here</b>?</i>
We can use an adverb to add information to an adjective.	<i>She was <b>extremely</b> happy to see him again.</i> <i>I <b>really</b> hate travelling by train.</i>

## Forms of adverbs

The majority of adverbs are formed by adding **ly** to an adjective.  
There are some exceptions - irregular adverbs.

*nicely, quickly, beautifully, happily, economically*

If the adjective ends in **ic** we add **ally**.

*basic - basically, dramatic - dramatically*

Some adverbs have the same form as adjectives.

*fast, daily, late, early, hard*

<b>Adverbs - common mistakes</b>		
<b>Common mistakes</b>	<b>Correct version</b>	<b>Why?</b>
The camera works perfect.	The camera works <u>perfectly</u> .	We use an adverb ( <i>perfect</i> - adjective, <i>perfectly</i> - adverb) when we want to say how we do something.
Did you work hardly today?	Did you work <u>hard</u> today?	See the list of irregular adverbs.
She behaved rather silly.	Her behaviour was <u>silly</u> .	Some words ending in -ly are adjectives

	She behaved rather <u>stupidly</u> .	(friendly, likely, lonely, ugly) and cannot be used as adverbs.
His answer sounded correctly. He looks happily,	His answer sounded <u>correct</u> . He looks <u>happy</u> .	After 'linking' verbs we use adjectives not adverbs.

## Adjectives / adverbs >> Adverbs of frequency

Word order - adverbs of frequency	
An adverb of frequency can go: before the main verb	He <b>always</b> goes to work by bus. They <b>never</b> go on holiday in winter.
after the verb <i>be</i>	John is <b>often</b> absent

	<p><i>from lessons.</i> They were <b>usually</b> <i>on time.</i></p>
<p>after modal verbs, <i>should, can, could,</i> etc.</p>	<p>You should <b>always</b> <i>turn the electricity</i> <i>off.</i> My boss can <b>never</b> <i>remember my</i> <i>name.</i></p>
<p><i>Sometimes</i> and <i>occasionally</i> can go in the front, middle or end position in the sentence.</p>	<p><b>Sometimes</b> <i>she is</i> <i>late.</i> <i>She is</i> <b>sometimes</b> <i>late.</i> <i>She is late</i> <b>sometimes</b></p>



## Adjectives / adverbs >> Comparatives and superlatives of adjectives

Comparative and superlative of adjectives			
	Adjective	Comparative	Superlative
One-syllable adjectives	old long	older longer	<b>the oldest</b> <b>the longest</b>
Adjectives ending in one vowel and one consonant	big hot	bigger hotter	<b>the biggest</b> <b>the hottest</b>
Adjectives ending in -y	ugly noisy	uglier noisier	<b>the ugliest</b> <b>the noisiest</b>
Adjectives with two	expensive beautiful	<b>more</b> expensive	<b>the most</b> expensive

or more syllables		<b>more</b> beautiful	<b>the most</b> beautiful
-------------------	--	--------------------------	------------------------------

<b>Exceptions</b>		
good	better	the best
bad	worse	the worst
far	farther/further	the farthest/furthest

## Adjectives / adverbs >> Irregular adverbs

Irregular adverbs	
Most adverbs are formed by adding <b>-ly</b> to an adjective (e.g. slow - slowly). However, there are some irregular adverbs.	
adjective	adverb
good	well
fast	fast
hard	hard
late	late
early	early
daily	daily

## Reported speech

### Reported speech >> Structure of reported speech

Structures of reported speech	
direct speech reported speech	<i>She said, "It <b>is</b> better to wait."</i> <i>She said (that) it <b>was</b> better to wait.</i>
direct speech reported speech	<i>He said, "I <b>have never been</b> to Spain."</i> <i>He said (that) he <b>had never been</b> to Spain.</i>

## Reported speech >> Structure of reported questions

Structures of reported questions	
direct speech reported question	<i>She asked, "Is it better to wait?"</i> <i>She asked <b>if it was</b> better to wait.</i>
direct speech reported question	<i>He asked, "Have you been to Spain?"</i> <i>He asked <b>if I had been</b> to Spain.</i>

Reported questions - common mistakes		
Common mistakes	Correct version	Why?
She asked	She asked	The word

me why did I work so much.	me why <u>I worked</u> so much.	order in reported questions is: SUBJECT + VERB.
She asked me it was raining.	She asked me <u>if</u> it was raining.	Yes/no questions (closed questions) begin with <b>if</b> when they become reported questions.
She asked me if I have been to Bristol?	She asked me if I <u>had been</u> to Bristol.	If the reporting verb (in this case <i>ask</i> ) is in the past tense, the tenses used in the original sentence
She asked me what I do for a living.	She asked me what I <u>did</u> for a living.	

		have to be changed: <i>I am</i> becomes <i>I</i> <i>was</i> <i>I can</i>
--	--	---

[www.allonlinefree.com](http://www.allonlinefree.com)

## Questions

### Questions >> Forming questions

Structures of questions	
<p>If there is an auxiliary (helping) verb (<i>be, have, can, will, etc.</i>) we put it <b>before the subject</b> (<i>he, she, I, etc.</i>)</p>	<p><i><b>Is anybody</b> in the office?</i></p> <p><i><b>Have you</b> ever visited London?</i></p> <p><i>What time <b>Will they</b> be here?</i></p>
<p>If there is no auxiliary (helping) verb, we put <i>do, does</i> or <i>did</i> <b>before the subject.</b></p>	<p><i><b>Do you</b> know my older brother?</i></p> <p><i><b>Did he</b> come in time?</i></p>
<p>We put wh- words (<i>when, where, why, who, how, etc.</i>) at the beginning of the question.</p>	<p><i>How long have you been waiting for me?</i></p> <p><i>Where is their office?</i></p> <p><i>Which colour do you like best?</i></p>



We don't use *do*,  
*does* or *did* when we  
use *what*, *which*,  
*who* or *whose* as the  
subject.

*What happened to  
you?  
Who told you about  
it?*

[www.allonlinefree.com](http://www.allonlinefree.com)

Questions - common mistakes		
Common mistakes	Correct version	Why?
What meant you by saying that?	What <u>did you mean</u> by saying that?	If there is no auxiliary (helping) verb, we put <i>do, does</i> or <i>did</i> <b>before the subject.</b>
You like this film?	<u>Do you like</u> this film?	
Where you are going this afternoon?	Where <u>are you going</u> this afternoon?	We put an auxiliary verb before the subject.
You did read the letter?	<u>Did you read</u> the letter?	
Who did give you the	Who <u>gave</u> you the	We don't use <i>do, does</i> or

information?	information?	<i>did</i> when we use <i>what, which, who</i> or <i>whose</i> as the subject.
Does he knows your sister?	Does he <u>know</u> your sister?	When there is an auxiliary verb, the main verb is in the infinitive form.
Where will she studies?	Where will she <u>study</u> ?	
Can you tell me where can I buy a good camera?	Can you tell me where <u>I can</u> buy a good camera?	Word order in indirect question is the same as in a normal sentence: SUBJECT + VERB +...

## Questions >> Forming indirect questions

<b>Structures of indirect questions</b>	
Word order in indirect question is the same as in a normal sentence: SUBJECT + VERB + ...	
<b>Direct question</b>	<b>Indirect question</b>
Where <b>can I buy</b> ink for the printer?	Can you tell me where <b>I can buy</b> ink for the printer?
<b>Why do you want</b> to work for our company?	He asked me why <b>I wanted</b> to work for their company.
What <b>is the number</b> of the last invoice?	I am calling to ask you what <b>the number</b> of the last invoice <b>is</b> .
How much <b>did it</b>	Do you know how

<b>cost?</b>	much <b>it cost?</b>
How <b>did it happen?</b>	Did she tell you how <b>it happened?</b>

[www.allonlinefree.com](http://www.allonlinefree.com)

## Various grammar rules >> All, the whole

All	
<b>All (of)</b> we use to express total number or amount of something	all (of) my friends, all (of) the time <i>All (of) my friends visited me in the hospital.</i>
<b>All (of)</b> we usually use with uncountable nouns	all (of) the money, all (of) the oil <i>She has spent all (of) the money on cosmetics.</i>
<b>All of</b> we usually use with personal pronouns <i>it, them,</i> etc.	all of them, all of it <i>Have you invited all of them?</i>
<b>All</b> is usually placed after the personal pronoun <i>we, they,</i>	we all, they all <i>We all enjoyed the concert.</i>

*them, us*

## The whole

We usually use **The whole** (of) with singular countable nouns.

*The* can be replaced by a possessive pronoun *our, my, etc.*

the whole meeting,  
my whole life  
*She lived in the same house her whole life.*

## All or the whole

**All** or **the whole** can be used with time expressions

all day / the whole day  
all morning / the whole morning

## Various grammar rules >> Already, yet

Already, yet	
We use <b>already</b> to say that something happened sooner than expected.	<i>I am sorry, she has <b>already</b> gone home. The film has <b>already</b> started.</i>
<b>Already</b> usually comes before the main verb or between an auxiliary or modal verb and the main verb.	<i>She's only four years old and she is <b>already</b> reading.</i>
We use <b>yet</b> in questions or negative statements to talk about things that we expected to happen before now.	<i>Have you finished the work yet? I haven't seen the film yet. <b>A:</b> Have you met him? <b>B:</b> Not yet.</i>



**Yet** usually comes at the end of the sentence.

We usually use the present perfect with **already** and **yet**.

**Various grammar rules >> Be used to, get used to, used to**

### Be used to

**Be used to + noun phrase or verb-ing** (in this pattern **used** is an adjective and **to** is a preposition).

If you **are used to** something, you have often done or experienced it, so it's not strange, new or difficult for you.

*I **am used to getting up** early in the morning. I don't mind it.*

*He didn't complain about the noise nextdoor - he **was used to** it.*

The opposite of **be used to** is **be not used to**.

*I am not used to the new system yet.*

[www.allonlinefree.com](http://www.allonlinefree.com)

## Get used to

**Get used to + noun phrase or verb-ing** (in this pattern **used** is an adjective and **to** is a preposition).

*I **got used to getting up** early in the morning.*

If you **get used to** something, you become accustomed to it.  
It is the process of becoming used to something.

*After a while he didn't mind the noise in the office - he **got used to it**.*

## Used to

**Used to + verb** refers to a state or habit in

*We **used to live** there when I was*

<p>the past. It is used only in the past simple.</p>	
<p>If you <b>used to do</b> something, you did it for a period of time in the past, but you don't do it any more.</p>	<p><i>a child.</i> <b><i>I used to walk</i></b> <i>to work everyday when I was younger.</i></p>
<p>The form of the question is <b>did(n't) +subject+use to be.</b> The form of the negative is <b>didn't use to be.</b></p>	<p><b><i>Did(n't) he use to work</i></b> <i>in your office?</i> <b><i>We didn't use to be</i></b> <i>vegetarians.</i></p>

**Various grammar rules >> Although, even though**

**Conjunctions - although, even though**

<p>We use <b>although</b> to make the main statement surprising or unlikely.</p>	<p><b>Although</b> <i>he is much older than the others, he won the race.</i></p>
<p><b>Even though</b> is the same as <b>despite the fact that</b>.</p>	<p><i>I enjoyed the race, <b>even though</b> my results weren't very good.</i></p>

[www.allonlinefree.com](http://www.allonlinefree.com)

## Various grammar rules >> Ever, never

Ever, never	
<b>Ever</b> = 'at any time'; it is the opposite of <i>never</i> . We generally use <b>ever</b> in questions.	<i>It was the best wine I have <b>ever</b> tested. Have you <b>ever</b> been to Paris?</i>
<b>Ever</b> goes immediately before the main verb.	
<b>Never</b> = 'at no time'	<i>He has <b>never</b> visited me. I'll <b>never</b> forget how kind he has been.</i>
<b>Never</b> goes immediately before the main verb.	
We usually use the present perfect with <b>ever</b> and <b>never</b>	

## Various grammar rules >> Just

Just	
<b>Just</b> means <i>a short time ago</i> .	<i>I have <b>just</b> seen him in the corridor.</i> <i>I had <b>just</b> finished it when he came.</i>

## Various grammar rules >> Structure of phrasal verbs

Structure of phrasal verbs		
A phrasal verb can be made up of:	a verb + adverb	<i>throw away</i>
	a verb + preposition	<i>look into</i>
	a verb + adverb + preposition	<i>put up with</i>

## Various grammar rules >> Relative clauses

Relative clauses	
<b>Defining</b> relative clauses are used to specify which person	<i>I have a friend <b>who</b> speaks five languages.</i>



<p>or thing we mean. We don't put commas between the noun and a defining relative clause.</p> <p><i>Who</i> or <i>that</i> are used for people. <i>Which</i> or <i>that</i> are used for things.</p>	<p><i>I have a friend <b>that</b> speaks five languages.</i></p>
	<p><i>She showed me the coat <b>which</b> she had bought.</i> <i>She showed me the coat <b>that</b> she had bought.</i></p>
<p><b>Non-defining</b> relative clauses (extra information clauses) are used to add extra information which is not necessary. We put commas between the noun and a non-defining relative clause.</p> <p><i>Who</i> is used for people. <i>Which</i> is used for</p>	<p><i>Mr Fry, <b>who</b> speaks five languages, works as a translator for the EU.</i></p>
	<p><i>The area, <b>which</b> has very high unemployment, is in the north of the country.</i></p>

things.

<b>Relative clauses - common mistakes</b>		
<b>Common mistakes</b>	<b>Correct version</b>	<b>Why?</b>
The man who was sitting next to me he had a brown jacket.	The man who was sitting next to me had a brown jacket.	After a relative clause we do not repeat the subject.
The book what I bought was by Edward Lear.	The book that I bought was by Edward Lear.	Only <b>that</b> or <b>which</b> are possible, not <b>what</b> .
He lent me the book, which I found	He lent me the book, which I found	A relative clause can have only

it very useful.	very useful.	one direct object.
The winner, that was 25, will receive \$12,000.	The winner, who was 25, will receive \$12,000.	<b>That</b> cannot be used in a non-defining (extra information) clause.
Our office is about two kilometres from the centre, which I share with my two colleagues.	Our office, which I share with my two colleagues, is about two kilometres from the city centre.	A relative clause follows the noun to which it refers.

## Various grammar rules >> Some, any

<b>Some</b>	
<b>Some:</b>	<i>a pen, some pens</i>

is used with the plural form of nouns, and with uncountable nouns	<i>some water (uncountable)</i>
is used in positive sentences	<i>There is some milk in the fridge. I did some exercises.</i>
is used in offers	<i>Would you like some tea?</i>
is used in requests	<i>Could you give me some tea, please?</i>

<b>Any</b>	
<b>Any:</b> is used with the plural form of nouns, and with uncountable nouns	<i>a pen, any pens any water (uncountable)</i>

is used in questions	<i>Is there any milk in the fridge?</i>
is used in negative sentences	<i>There isn't any milk in the fridge.</i>

## Various grammar rules >> Question tags / tag questions

### Tag questions

A tag question is a question which we add to the end of a statement because we would like to get an answer to our statement.

The tag contains a subject pronoun (*it, he, she, etc.*) which matches the subject of the statement, and a verb which matches the verb in the statement.

If the statement is **positive** the tag is **negative**.

If the statement is **negative** the tag is **positive**.

It's very nice weather today, <b>isn't it?</b>	It isn't a very nice weather today, <b>is it?</b>
She can speak English, <b>can't she?</b>	She can't speak English, <b>can she?</b>
You have finished the work, <b>haven't you?</b>	You haven't finished the work, <b>have you?</b>
He will arrive on time, <b>won't he?</b>	He won't arrive on time, <b>will he?</b>
You know him, <b>don't you?</b>	You don't know him, <b>do you?</b>
He earned a lot of money, <b>didn't he?</b>	He didn't earned much money, <b>did he?</b>
There is enough time, <b>isn't there?</b>	There isn't enough time, <b>is there?</b>
<b>Less usual tag questions</b>	

Imperative	Be careful, <b>won't you?</b>
	Don't be late, <b>will you?</b>
After <i>let's</i>	Let's go to the cinema, <b>shall we?</b>

## Various grammar rules >> Within

<b>Within</b>	
<b>Within</b> means: 'inside of the limit'.  <i>Within 24 hours</i> means 'in 24 hours or maybe sooner'.	<b>Within</b> a week <i>everything should be done.</i>  <i>I'll be back <b>within</b> a hour.</i>

## Various grammar rules >> Always, still

<b>Always, still</b>	
We use <b>always</b> to say that something happens all the time (or very often).	<i>I <b>always</b> go swimming on Monday evenings. She has <b>always</b> wanted to visit Finland.</i>
We use <b>always</b> to say that something happens all the time (in an annoying way).	<i>He is <b>always</b> forgetting things. He's always complaining.</i>
We use <b>always</b> to say that something exists for ever.	<i>I'll <b>always</b> remember the first time I met her.</i>
<b>Always</b> is usually before the main verb; after an auxiliary or	<i>I always have... I can always... He is always...</i>



<p>modal verb; after the verb 'to be'.</p>	
<p><b>Still</b> means 'continuing later than expected.' It expresses that something started in the past and is the same now.</p>	<p><i>She is <b>still</b> living with her parents. Why are you <b>still</b> talking about it? They <b>still</b> haven't mended my car (They haven't mended my car yet).</i></p>
<p><b>Still</b> usually comes before the main verb. <b>Still</b> usually comes after the main verb if the main verb is 'be'.</p>	<p><i>I <b>still like</b> her. Does he <b>still live</b> in Cambridge? He <b>is still</b> here. I <b>can still</b> run 100 metres in less than 12 seconds</i></p>

## Various grammar rules >> As long as

As long as	
We use <b>as long as</b> to say that something will happen only on condition that something else happens.	<i>I'll lend you the book, <b>as long as</b> you promise to give it back to me in a week.</i>

## Various grammar rules >> Despite, in spite of

Prepositions - despite, in spite of		
We use <b>despite</b> in one half of a sentence to make the	despite something despite + -ing despite the	<b><i>Despite</i></b> the heavy traffic, we got there on time. <b><i>Despite</i></b>

<p>rest of the sentence surprising.</p>	<p>fact that</p>	<p><i>being much older than the others, he won the race.</i></p>
<p><b>In spite of</b> has the same meaning as <b>despite.</b></p>	<p>in spite of something in spite of + -ing in spite of the fact that</p>	<p><b><i>In spite of</i></b> the heavy traffic, we got there on time. <b><i>In spite of</i></b> the fact that he is much older than the others, he won the race</p>

## Various grammar rules >> Each, every

Each, every	
<p><b>Each</b> is used if we mean an individual member of a group. <b>Every</b> can also be used.</p>	<p><i>We have send the invitation to <b>each</b> / <b>every</b> business partner.</i></p>
<p><b>Each of</b> is used if we mean <u>every</u> member of a group and we include a possessive pronoun <i>our, their</i>, etc. <b>Every</b> <u>cannot</u> be used in this case.</p>	<p><i>We have sent the invitation to <b>each of our</b> business partners.</i></p>
<p><b>Every</b> is used with a plural noun when it is followed by number. <b>Each</b> <u>cannot</u> be used</p>	<p><i>I visit my mother <b>every</b> two months / <b>every</b> other day / <b>every</b> second week</i></p>

in this case.

## Various grammar rules >> In case, in case of

### In case

We use **in case** to express that we are doing something in preparation for something which might happen.

*Take an umbrella in case it rains!*

*I'll buy two bottles of wine in case one is not enough.*

### In case of

We use **in case of** to say what we should do if or when something happens.

*In case of burglary, don't touch anything and call the police immediately.*

## Various grammar rules >> Little, a little, few, a few

Little / a little	
<b>A little</b> is more than <b>little</b> .	
<b>little</b> + uncountable noun <b>little</b> = nearly none, nearly nothing	<b>little</b> time, little food, little money
<b>a little</b> + uncountable noun <b>a little</b> = some but <u>not</u> much	<b>a little</b> time, a little food, a little money
<b>Little</b> is a negative idea. We can also use <b>very little</b> .	<i>I can't help you. I speak <b>little</b> English.</i>  <i>I can't help you. I speak <b>very little</b> English.</i> (My English is bad - I would like to know

	English better.)
<b>Little</b> has irregular comparative and superlative forms.	<b>little</b> - less - the least <b>a little</b> - more - the most
<b>A little</b> is a positive idea.	<i>I can help you: I speak <b>a little</b> English.</i>

<b>Few / a few</b>	
<b>A few</b> is more than <b>few</b> .	
<b>few</b> + plural countable noun <b>few</b> = nearly none	<i><b>few</b> people, few books, few letters</i>
<b>A few</b> is a positive idea.	<i>Fortunately, our finances are ok. We still have <b>a few</b> good customers.</i>

<p><b>Few</b> is a negative idea. We can also use <b>very few</b>.</p>	<p><i>I'm very sad. I have <b>few</b> good friends.</i> <i>I'm very sad. I have <b>very few</b> good friends.</i> (I don't have many good friends - I would like to have more.)</p>
<p><b>Few</b> has irregular comparative and superlative forms.</p>	<p><b>few</b> - fewer - the fewest <b>a few</b> - more - the most</p>



## Various grammar rules >> Relative pronouns

Relative pronouns	
We use <b>who</b> when we talk about people.	<i>I don't know <b>who</b> told you that.</i>
We use <b>which</b> or <b>that</b> when we talk about things. <b>Which</b> is more formal than <b>that</b> . <b>Which</b> and <b>that</b> can be left out of a defining relative clause.	<i>It's the watch <b>which</b> my husband bought me for my birthday. It's the watch <b>that</b> my husband bought me for my birthday. It's the watch my husband bought me for my birthday.</i>
We use <b>whose</b> to show possession.	<i>John, <b>whose</b> brother was also a musician, plays over 100 concerts every year.</i>

We use **where** / **when** when we talk about place or time.

*My wife and I went to the bar **where** we first met.  
It was **when** I was living in London.*

[www.allonlinefree.com](http://www.allonlinefree.com)

## Various grammar rules >> Say, tell

Say / tell	
We use: <b>tell</b> + somebody.	<i>I <b>told</b> David about it. Did you <b>tell</b> him? He told me that he was ill.</i>
We use: <b>say</b> + something.	<i>He said hello. He said he was ill.</i>
We use: <b>say</b> + something + <b>to</b> somebody.	<i>I <b>said</b> hello <b>to</b> him</i>
We use <b>tell</b> when we are giving facts or information:  tell somebody (that)... tell somebody something tell somebody about	<i>She told me (that) she was ill. She told me</i>

something  
tell somebody  
who/when/where.

*the news.  
Tell me  
about your  
new job.  
He told me  
where it was.*

[www.allonlinefree.com](http://www.allonlinefree.com)

## Various grammar rules >> Speak, talk

### Speak / talk

**Speak** and **talk** have similar meanings. They suggest that someone is using his voice, or that two or more people are having a discussion.

We can say:  
**speak to somebody**  
**talk to somebody**  
**speak to somebody about something**  
**talk to somebody about something**

*How old were you when you learned to **speak**?*

*What are you **talking** about?*

*Who were you **speaking** to on the phone?*

*Who were you **talking** to on the phone?*

*I was **speaking** to Mark about cricket.*

But we say:

**speak a language**

NOT talk a language

**talk nonsense** NOT

speak nonsense.

**Speak to** and **talk to** are used more often than **speak with** and **talk with**.

*He **speaks** four languages.*

*Stop **talking** nonsense!*

*I was **talking to** Tom yesterday.*

## Various grammar rules >> Unless

### Unless

We use **unless** to say that something will happen if something else doesn't stop it happening.

*You won't get the job unless you prepare for the interview.*

= You will only get the job if you prepare well for the interview.

	<p>Don't do it unless he tells you to. = Only do it if he tells you to do it.</p>
--	---

[www.allonlinefree.com](http://www.allonlinefree.com)

## **Writing business letters - Useful phrases: Yours faithfully or Yours sincerely?**

You already know how important it is to speak good English in an international working environment. If you work for a company which does business abroad, you probably read and write a lot of English, too. Writing, just like speaking, is communication. In our letters and emails we need to express many things: authority, gratitude, dissatisfaction, etc. Expressing ourselves well and with the correct level of formality is an important skill.

Do you have that skill? Ask yourself these questions:

**Do you present yourself in a professional manner when you write?**

**What image do you give to the people who read your letters and emails?**

In short, you want to give a professional image when you write to your customers



and business partners. To get you started, we've prepared some lists of standard phrases. Take a look at:

[Opening Lines](#)

[Closing Lines](#)

[Dear Sir and Yours Faithfully](#)

### *Opening lines*

**Why do we need an opening line in a business letter or formal email?**

- to make reference to previous correspondence
- to say how you found the recipient's name/address
- to say why you are writing to the recipient.

### **10 Good Opening Lines:**

With reference to your letter of 8 June,  
I ...

I am writing to enquire about ...

After having seen your advertisement  
in ... , I would like ...

After having received your address  
from ... , I ...

I received your address from ... and would  
like ...

We/I recently wrote to you about ...

Thank you for your letter of 8 May.

Thank you for your letter regarding ...

Thank you for your letter/e-mail about ...

In reply to your letter of 8 May, ...



### *Closing lines*

## **Why do we need a closing line in a business letter or email?**

- to make a reference to a future event**
- to repeat an apology**
- to offer help**

## **10 Good Closing Lines:**

If you require any further information, feel free to contact me.

I look forward to your reply.

I look forward to hearing from you.

I look forward to seeing you.

Please advise as necessary.

We look forward to a successful working relationship in the future.

Should you need any further information, please do not hesitate to contact me.

Once again, I apologise for any inconvenience.

We hope that we may continue to rely on your valued custom.

I would appreciate your immediate attention to this matter.

***When 'Yours faithfully' and when 'Yours sincerely' in a business letter?***

**When the recipient's name is unknown to you:**

Dear Sir ... Yours faithfully

Dear Madam ... Yours faithfully

Dear Sir or Madam ... Yours faithfully

**When you know the recipient's name:**

Dear Mr Hanson ... Yours sincerely

Dear Mrs Hanson ... Yours sincerely

Dear Miss Hanson ... Yours sincerely

Dear Ms Hanson ... Yours sincerely

**When addressing a good friend or colleague:**

Dear Jack ... Best wishes/Best regards

**Addressing whole departments:**

Dear Sirs ... Yours faithfully

[www.allonlinefree.com](http://www.allonlinefree.com)

## Telephone language and phrases in English

### How to answer and speak on the phone

#### Answering the phone

- Good morning/afternoon/evening, York Enterprises, Elizabeth Jones speaking.
- Who's calling, please?

#### Introducing yourself

- This is Paul Smith speaking.
- Hello, this is Paul Smith from Speakspeak International.

#### Asking for someone

- Could I speak to John Martin, please?
- I'd like to speak to John Martin, please.
- Could you put me

#### Problems

- I'm sorry, I don't understand. Could you repeat that, please?
- I'm sorry, I can't hear you very well. Could you speak up a little, please?
- I'm afraid you've got the wrong number.

through to John Martin,  
please?

- Could I speak to  
someone who ...

### **Explaining**

- I'm afraid Mr Martin isn't  
in at the moment.
- I'm sorry, he's in a  
meeting at the moment.
- I'm afraid he's on  
another line at the  
moment.

### **Putting someone on hold**

- Just a moment, please.
- Could you hold the line,  
please?
- Hold the line, please.

- I've tried  
to get  
through  
several  
times but  
it's always  
engaged.

- Could  
you spell  
that,  
please?

### **Putting someone through**

- One  
moment,  
please. I'll  
see if Mr  
Jones is  
available.
- I'll put  
you  
through.

- I'll connect you.
- I'm connecting you now.

### **Taking a message**

- Can I take a message?
- Would you like to leave a message?
- Can I give him/her a message?
- I'll tell Mr Jones that you called



- I'll ask him/her to call you as soon as possible.

[www.allonlinefree.com](http://www.allonlinefree.com)