

Language reference

These reference pages give you more details about the grammar focused on in the course book units. Refer to these pages when you do your workbook exercises. They are a good way to revise and make sure you understand how to use all the key language from the course.

The notes show how to form sentences using grammatical structures and how these forms change. They also give details of exceptions and tricky areas.

The notes also give clear examples of how language is used in complete sentences and exchanges. You can use and adapt these examples to develop your own sentences and conversations.



Units 1 & 2

be* with *I, you* and *we

Positive

Pronoun	Verb/Short form	Complement
I	am/'m	from Poland.
You	are/'re	a student.
We	are/'re	students.
You	are/'re	

We use the short form when we speak. We take the vowel *a* from the verb.

A complement is a word or phrase that comes at the end of the sentence.

Negative

Pronoun	Verb/Short form	Complement
I	am not/'m not	from Poland.
You	are not/'re not/aren't	a student.
We	are not/'re not/aren't	students.
You	are not/'re not/aren't	

I am has one short form. *You are* and *we are* have two short forms.

Questions

Verb	Pronoun	Complement	Short answers
Am	I	next?	Yes, you are.
			No, you aren't/you're not.
Are	you	a student?	Yes, I am.
			No, I'm not.
Are	we	in the right room?	Yes, you are.
			No, you aren't/you're not.

Short positive answers do not have short forms.

The negative answer for *I* has one short form *I'm not*.

The negative answer for *you* and *we* has two short forms *you/we aren't* and *you're/we're not*.

Wh- and how questions

Wh- and how	Verb	Pronoun	Complement	Answer
Where	am	I?		You're in Room 32.
Where	are	you	from?	I'm from Oman.
How old	are	they?		They are 25 years old.

be with *he, she, it* and *they*

Positive

Pronoun	Verb/Short form	Complement
He	is/'s	a football manager.
She	is/'s	from Colombia.
It	is/'s	a big city.
They	are/'re	students.

Negative

Pronoun	Verb/Short form	Complement
He	is not/'s not/isn't	a singer.
She	is not/'s not/isn't	an actress.
It	is not/'s not/isn't	the capital of Turkey.
They	are not/'re not/aren't	Italian.

Questions

Verb	Pronoun	Complement	Short answers
Is	he	Brazilian?	Yes, he is. No, he isn't/he's not.
Is	she	a student?	Yes, she is. No, she isn't/she's not.
Is	it	Wednesday today?	Yes, it is. No, it isn't/it's not.
Are	they	from Italy?	Yes, they are. No, they aren't/they're not.

Wh- and how questions

Wh- and how	Verb	Pronoun	Complement	Answer
Where	is	she	from?	She's from Colombia.
How old	are	they?		They are 25 years old.

The word order in a question is:

question word – *be* – pronoun – complement

Units 3 & 4

possessive adjectives, 's, have, has

Possessive adjectives

Pronoun	Possessive adjective
I	my
you	your
he	his
she	her
it	its
we	our
they	their

We put a possessive adjective before a noun.

Example Professor Laing is my teacher.

The possessive adjective is the same for singular and plural words.

Examples These are my textbooks for science.
This is my textbook for history.

Its does not have an apostrophe ('s).

's (apostrophe s)

We use 's with nouns. We do not use them with pronouns. We usually use 's with people.

Examples My sister's name is Julie.
My friends' names are Tom and Petra.

We put 's at the end of singular words, e.g., *sister/sister's*.
We put s' at the end of plural words, e.g., *friends/friends'*.

have, has

We use *have* with *I, you, we* and *they*.

We use *has* with *he, she* and *it*.

Examples Their friends have an apartment in the city.
Enzo has a red sports car.

We use possessive adjectives, 's and *have, has* in a similar way.

Examples Enzo has a red sports car.
His sports car is red.
Enzo's car is red.

Prepositions *in* and *with*

We use *in* to describe people when we want to talk about something they are wearing.

Examples The man in the black coat works in my college.
The girls in the red T-shirts play for the college team.

We use *with* to describe people when we want to talk about their physical features.

Examples The two girls with brown hair are my sisters.
That boy with big brown eyes is called Greg.

Pronouns *he, she, it, we* and *they*

We use pronouns instead of nouns. It avoids having to repeat the noun (sometimes a name or names) several times. *He, she* and *it* are singular; *we* and *they* are plural.

Examples Mr Wilson lives near us. He is a teacher at my school.
Adam and I are friends. We go swimming together every Friday.
Emily and Alice speak good English. They always do well in exams.

Units 5 & 6

Prepositions *for* and *in*

When we are talking about someone's work or job, we use *for* to talk about the company or organization.

Examples James works *for* a large company that makes bicycles.
My mother works *for* *Gibson's Bakery*.

When we talk about the building or place where a person works, we use *in*.

Examples Sam works *in* an office *in* London.
Does your sister work *in* a factory?

Present simple with *I, you, we* and *they*

Positive

Pronoun	Verb	Complement
I	live	in Abu Dhabi.
You	work	in a big office.
We	have	lunch at home.
You	have	
They	speak	English and Spanish.

We use the verb with no *s* and *have* with *I, you, we* and *they*.

Negative

Pronoun	Verb/Short form	Complement
I	do not/don't like	bananas.
You	do not/don't have	classes today.
We	do not/don't eat	breakfast.
You	do not/don't eat	
They	do not/don't work	in a factory.

Questions with *do*

Do	Pronoun	Verb	Complement
Do	I	have	time for a coffee?
Do	you	speak	Spanish?
Do	we	work	on Monday?
Do	you	work	
Do	they	study	engineering?

a* or *an

We use *a* with a word that starts with a consonant.

We use *an* with a word that starts with a vowel.

Consonants = all the letters in the alphabet, except vowels.

Vowels = *a, e, i, o, u*

Examples I live in a house.
I live in an apartment.

When the vowel has a consonant sound, we use *a*.

Example university = *yu*
There is a university in my hometown.

Present simple with *he, she* and *it*

Positive

Pronoun	Verb	Complement
He	lives	with his parents.
She	works	in a hospital.
It	has	a big red door.

We use the verb with an *-s* and *has* with *he, she* and *it*.

Negative

Pronoun	Verb/Short form	Complement
He	does not/doesn't	live here.
She	does not/doesn't	work in an office.
It	does not/doesn't	open on Saturday.

Questions with *does*

Does	Pronoun	Verb	Complement
Does	he	live	in a city?
Does	she	work	for a bank?
Does	it	start	tomorrow?

We add *-es* to *do* with *he, she* and *it* for negative sentences and questions.

Units 7 & 8

There is ..., There are ...

We use *there is* and *a* to talk about one thing (singular).

Example There is a café near my house.

We use the short form *there's* when we speak.

We use *there are* to talk about two or more things (plural).

Example There are two German students in my class.

We also use *there are* and *some*.

Example There are some shops on King Street.

We use *there is/are* to introduce new information or ask for information.

Questions and negatives using *there*

We put *is* or *are* before *there* to make a question. We use *a* with one thing and *any* with two or more things.

Examples Is there a bus stop near your house?
Are there any shops in this area?

We put *not* after *is* and *are* to make a negative sentence. We use the short form *-n't* when we speak.

Examples There isn't a library near my house.
There aren't any parks.

Countable and uncountable nouns

We put things we count, e.g., pencils, houses, cars into the 'countable noun' group.

We use numbers and *a/an* with these words.

Examples I have six cups of tea every day.
He has an apple every day for lunch.

We put other things and ideas into the 'uncountable noun' group. We do not use numbers or *a/an* with these words.

Examples She has pasta for supper.
I eat ice cream in the summer.

We can use *the* with both groups.

Examples The vegetables are really tasty.
The information is very useful.

We use *there is* with one countable thing and all uncountable words.

Examples There's a plate on the table.
There's toast for breakfast.

a lot of, many, much

We use *a lot of* with both groups. We can use *a lot of* in positive or negative sentences.

Examples There are a lot of knives in the drawer.
 There aren't a lot of knives in the drawer. (= There are some knives.)
 There's a lot of sauce in the pan.
 There isn't a lot of sauce in the pan. (= There is some sauce.)

We do not usually use *many* in positive sentences.

We use *many* in negative sentences.

Example There aren't many vegetables.

We use *how + many* to make questions about countable things or people.

Example How many people are there in the class?

We use *how + much* to make questions about uncountable things.

Example How much tea is there in the pot?

For most words, we can add a phrase to make it countable.

Examples information – a piece of information
 milk – a bottle of milk

Prepositions of place

To say where things are in a street, town, etc., we use prepositions of place such as *on*, *to* and *of* in phrases describing location.

Examples Our house is next to the river.
 The hospital is opposite the park.
 The Italian restaurant is on the right of the library, in South Street.
 The college is near the museum, on the corner of High Street.

Making questions with *how many*

We use *how many* to ask about the number of things or people.

Example How many students are in your class?

We use *how* with some adjectives to make question phrases.

Examples how long, how far, how high

Units 9 & 10

Prepositions *on*, *in* and *at*

We use *on* to talk about days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.

Example I play football on Monday.

We use *in* to talk about parts of the day: morning, afternoon, evening.

Examples She goes jogging in the morning.
He watches TV in the evening.

We use *at* with *night*, *midnight* and *the weekend*.

Example I get up late at the weekend.

Adverbs and expressions of frequency

We use these adverbs to talk about how often we do something:

Frequency	Adverb
0%	never
	not usually
	sometimes
	often
	usually
100%	always

We use other expressions to talk about the number of times we do something.

Examples I go running once a week.
I study every day.

These are some combinations:

once		day
twice		week
three times	a	month
four times		year

every morning/afternoon/evening
every day/week/month

Preposition *at* for time

When we want to talk about the time something happens, whether in the past, the present or the future, we use the preposition *at* before the time.

Examples English is at half past two today.
The shop closes at seven every day.

Capital letters and *the*

We use capital letters and *the* with some geographical features.

Examples deserts – the Kalahari Desert
rivers – the Yangtze River
oceans – the Pacific Ocean
seas – the Baltic Sea

We use capital letters, but no *the* with these geographical features.

Examples beaches – Miami Beach
islands – Malta
lakes – Lake Ontario
mountains – Mount Kilimanjaro

in and *on*

We use *in* to talk about the location of something.

Examples Athens is in Greece.
There is a lake in the middle of the park.

We use *on* to talk about the location of something located at the edge of an area.

Examples Nice is on the south coast of France.
There are lots of beaches on the east side of the island.

Punctuation and capital letters

It is important to punctuate your writing correctly. All sentences start with a capital letter for the first word, and they end in a full stop (.), a question mark (?) or an exclamation mark (!).

Examples Can you speak English?
No, but my four-year-old brother can!

We use capital letters for names of people, days and months, countries and some places, like mountains, hotels, cities, deserts, etc.

Examples My grandfather, Jack, worked in France for many years.
He was a manager at the Hilton Hotel.
Mum and Dad always celebrate their birthdays on the last
Thursday in March.

and and *but*

We use *and* to link two ideas.

Example I speak English and I speak a little Chinese.

We also use *and* at the end of a list.

Example She plays golf, tennis and badminton.

We use *but* to link two ideas that are different in some way.

Example I speak English, but I don't speak any Chinese.