

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

Using *talk*, *say*, *tell* and *speak*

These words are often confused as they have very similar meanings, but there are rules about how we use each one.

We use *talk* + *to* when we are talking to a person or an audience.

Examples Who did you talk to when you were out?
I get nervous about talking to big audiences.

We use *say* to report someone else's speech, to ask someone what they said and before a message.

Examples James said he was worried about the exam.
What did the teacher say when you were late?
Amy says she is a good runner.

We use *tell* with instructions or orders, or when we report information given by someone else, or with certain phrases.

Examples The teacher told us to sit down.
Stella told me about her family.
Will you tell me a joke?

We use *speak* with languages or adjectives.

Examples Conor speaks French and German.
You speak too fast!

Past simple

Regular verbs

We add *-ed* to the verb to make the past simple.

There are a few exceptions for regular verbs:

- When the verb ends in 'e' we do not add another 'e'.
- We change the 'y' at the end of a verb to an 'i'.

- We add a consonant to verbs that end in a stressed vowel and consonant.
- We add an 'l' to a verb that ends in a single 'l'.

Verb	Past simple
laugh	laughed
live	lived
study	studied
stop	stopped
equal	equalled

Irregular verbs

Irregular verbs have a variety of endings. Some verbs do not change. Some verbs change but do not follow a pattern.

Verb	Past simple
hit	hit
go	went
have	had
ring	rang
see	saw

Negative

We use *did not* or the short form *didn't* with the verb to make the negative form of the past. We do not change the verb ending.

Example I didn't talk to my teacher.

Questions

We use *did* with the verb to make questions. We do not change the verb ending.

Example A Did you go to town yesterday?

B Yes, I did./No, I didn't.

The verb *be*

The verb *be* has the following forms.

Subject	Past simple
I	was
You	were
He, She, It	was
We	were
They	were

Negative

We use the past form of *be* + *not* to make negative sentences. We use *was not* or *were not* or the short forms *wasn't* or *weren't*. We do not use *didn't*.

Examples He wasn't at home last weekend.

We weren't ready for the exam.

Questions

We use the past form of *be* to make questions. We do not use *did*.

Examples **A** Was the talk interesting yesterday?

B Yes, it was./No, it wasn't.

A Were you surprised by the news?

B Yes, I was./No, I wasn't.

Present simple and present continuous

We use the present simple to talk about everyday things that are generally true.

Examples I study for about four hours every day.

My friends live in an apartment near my house.

We use the present continuous to talk about current activities.

Example We are waiting for a train. It's already ten minutes late.

Some verbs are not usually used in the present continuous.

Examples They want to buy a new car. ~~not They are wanting ...~~

I need a new watch. My old one is broken. ~~not I am needing ...~~

Positive

Subject	<i>am/are/is</i>	Verb
I	am	doing a part-time job.
You	are	walking very quickly.
She	is	trying to start her car.

Negative

Subject	<i>am/are/is</i>	Verb
I	'm not	waiting any longer.
You	aren't	walking very quickly.
She	isn't	watching TV.

Questions

<i>Am/Are/Is</i>	Subject	Verb
Am	I	being helpful?
Are	they	working at home today?
Is	he	wearing a new jacket?

Present continuous for future arrangements

As well as using the present continuous tense to talk about things that are happening now, we can also use it to talk about future plans and arrangements. We usually use the present continuous to talk about plans we have already made or agreed.

Examples Are you seeing Harry tomorrow?

I'm visiting my cousin on Friday.

The boys aren't playing football this weekend.

Units 3 & 4

Present perfect

We use the present perfect to talk about personal experiences. We form the present perfect with *has* or *have* and the past participle.

We form the past participle with *-ed* for regular verbs. There are various verb endings for irregular verbs.

Examples I've lived in five countries.
I've driven over 2,000 miles around the States.

Positive

Subject	<i>has/have</i>	Verb
I, You, We, They	have	met lots of interesting people.
He, She	has	seen all of Shakespeare's plays.

Negative

Subject	<i>hasn't/haven't</i>	Verb
I, You, We, They	haven't	been to Tibet.
He, She	hasn't	eaten raw fish before.

Questions

<i>Has/Have</i>	Subject	Verb
Has	he, she	studied French?
Have	I, you, we, they	read any books by Franz Kafka?

Verb phrases

Verb phrases are made from a verb + a preposition. There are no rules about which prepositions go with which verbs, so you need to learn the phrases and practise using them as much as possible. Here are some common verb phrases.

go for, ask about, talk about, think about, look after, look for, look into, stay at, stay in

Examples Joe asked me about my holidays.
Can you look after my cat while I'm away?
He rarely stays at home on Saturdays.
We stayed in a huge hotel near the sea.

Present perfect and past simple

We use the past simple to talk about a finished past event.

Example The population of the UK went up by 100,000 people last year.

We use time phrases like these with the past simple: *last month, five years ago, in 1960*.

We use the present perfect to talk about an event that started in the past and may continue into the future.

Example The population of Japan has dropped recently.

We use time phrases like these with the present perfect in this way: *recently, since yesterday, several times*.

We also use the present perfect with some verbs to talk about a recently completed activity.

Examples I've finished my homework.
She's just come back from holiday.

We use time phrases like these when we use the present perfect in this way: *already, just*.

We also use the negative form of the present perfect to talk about an activity that will be complete soon.

Examples I haven't eaten my lunch.
She hasn't seen *The Intern* yet.

We often use the time word *yet* in such sentences.

Units 5 & 6

Using *will* and *won't* for predictions

We use *will* and *won't* to talk about possible future events.

Example **A** Will robots become common household items?
B Yes, they will./No, they won't.

We often use *think* with *will*.

Example **A** Do you think people will stop buying books?
B Yes, I think they will.

To make negative predictions we make *think* negative.

Example Do you think it'll rain tomorrow?
No, I don't think it will.

When we are answering a question, we can use *so* in place of the *will* clause.

Example Do you think you'll get into university?
Yes, I think so./No, I don't think so.

We can also use *hope* or *expect*.

Example Will your team win this week?
I hope so./I expect so.

We often use the short form of *will* when we speak.

	Long form	Short form		Long form	Short form
Positive	I will	I'll	Negative	I will not	I won't
	you will	you'll		you will not	you won't
	he, she, it will	he'll, she'll, it'll		he, she, it will not	he, she, it won't
	we will	we'll		we will not	we won't
	they will	they'll		they will not	they won't

We do not use the short form of *will* in a question.

Examples ~~When'll you be home?~~ When will you be home?
~~What'll you have for dinner?~~ What will you have for dinner?

will for offers of help

We use *will* to talk about things we believe or predict will happen in the future.

However, we can also use *will* to make an offer of help or to ask for help.

Examples That looks heavy. I will help you carry it.
Will you help me, please?

Gerund as subject and object of a sentence

To form the gerund, we add *-ing* to the end of a verb. For example, *reading, writing, swimming, talking*, etc.

Gerunds can be used like nouns and they can be either the subject or the object of a sentence.

Examples Running makes me feel healthy.
Eating chocolate is not good for you.
Do you enjoy watching TV?

can, can't, have to, don't have to

We use *can* and *can't* to talk about permission.

Example You can wear your shoes inside a house in England.
It is OK to wear your shoes in an English house. In this case you have permission.

Example You can't wear your shoes inside a house in Japan.
It is not OK to wear your shoes in a Japanese house. In this case you do not have permission.

We use *can* to make questions.

Example A Can I wear shoes inside this temple?
B No, you can't.

We use *have to* and *don't have to* to talk about rules or the lack of rules.

Example You have to wear slippers in a Japanese house.
The rule is to wear slippers in a Japanese house.

Example You don't have to wear slippers in an English house.
There is no rule in England about wearing slippers inside the house. You have a choice to wear them or not.

We use *do* to make questions.

Example A Do I have to wear a tie for this event?
B Yes, you do. It's very formal.

Units 7 & 8

should and shouldn't for advice

We use *should* to give positive advice.

Example You should go to bed early before your exam.

We also use *should* to ask for advice.

Example A Should I drink fewer fizzy drinks?
B That's probably a good idea.

We use *shouldn't* to give negative advice.

Example You shouldn't eat a lot of fast food.

Zero conditional

We use *if* to talk about things that are true in a certain situation.

We use the present simple for both parts of the sentence.

We put *if* before the situation, and we put a comma after the situation.

Example If I have an idea, I usually write it down or record it on my smartphone.

We can put the result before the situation.

Example A project usually succeeds if people work together.

The situation may refer to scientific or mathematical situations.

Example If you add oil to water, it doesn't mix.

Units 9 & 10

be going to

We use *be going to* to talk about our future plans and intentions. We use *be going to* with the infinitive form of the main verb.

Example A What are you going to do after you graduate?

B I'm going to work for a finance company.

We form the negative with *be + not + going to + verb*.

Examples They're not going to offer him a job.

She isn't going to come to the wedding.

First conditional

We use the first conditional to talk about possible events in the future and their consequences.

We form the first conditional with an *if* clause and a future clause. We use the present simple in the *if* clause and *will* in the future clause.

Example If it rains, the game will be put off till next week.

The event in this case is 'it rains' and the consequence or result is 'the game will be put off'.

We separate the two parts of the sentence with a comma.

We can also use a negative conditional clause.

Example If I don't finish this report, my boss will get really angry.

We can also use a negative future clause.

Example If I finish this report, my boss won't get angry.

We can put the future clause first.

Example Will you go to the concert if there are any tickets left?

We do not need a comma in this case.

We can also use *going to* in the future clause.

Example I'm not going to wear a jacket if it's warm tomorrow.

We use *when* to talk about definite future events.