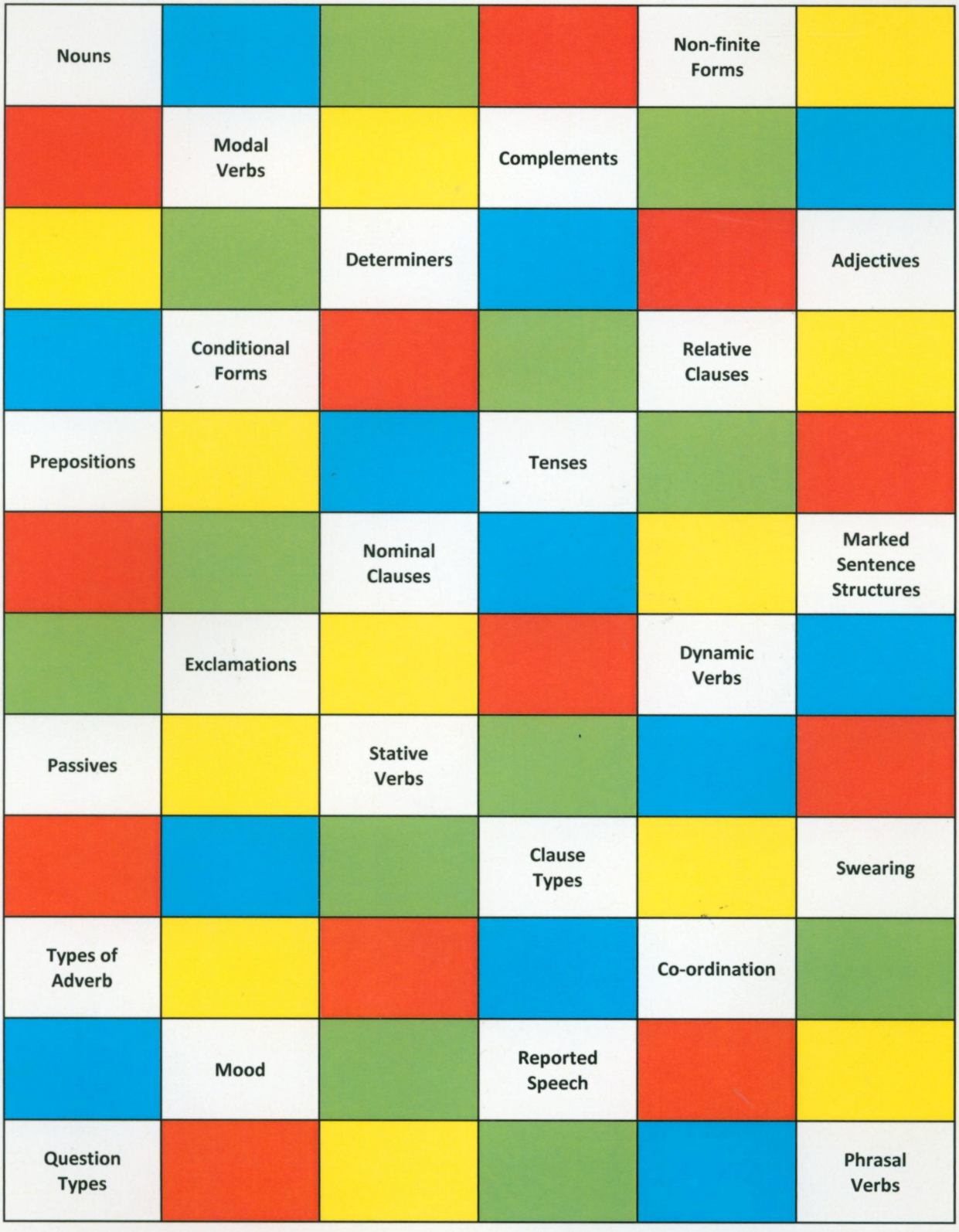
Grammar Tables

New Edition



Peter Bendall

Grammar Tables

by

Peter Bendall

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Contents

Outline of the English grammar system 1
Inflections 3
Nouns: common categories 4
Nouns: plural forms 5
Compound nouns 6
Determiners 7
Definite and zero articles: names 8
Definite article: other uses 9
Uses of the indefinite article and zero article 10
Quantifiers and partitives 11
Pronouns 12
Orientation 13
Adjectives: common categories 14
Compound adjectives 15
Comparatives 16
Superlatives 17
Prefixes 18
Suffixes: derivation 19
Dynamic verbs: common categories 21
Stative verbs 23
Irregular verb forms 24
Primary auxiliaries: *do, be* and *have* 26
Uses of modal verbs 27
Expressions with modal meanings 28
Causative verbs 29
Change of state verbs 30
Performative verbs 32
Do and *Make* 33
Phrasal and prepositional verb-types 34
Common phrasal verbs 35
Verb + non-finite forms 39
Verb groups followed by *-ing* 41
Verb groups followed by *to* infinitive 42
Uses and functions of tenses 43
Tenses with typical time expressions 45
State, process and event 46
Time sequence 47
Syntactic classification of full verbs 48
Verbs with alternative complement structures 49
Passives 50
Functional uses of passive constructions 51
Conditional forms 52
Other types of conditional clause 53
Wishes 54
Reported speech: verb changes 55
Other changes in reported speech 56
Reporting verbs 57
Concord 58
Types of adverb 59

Adverbs of degree 60
Sentence- and clause-linking adverbials 61
Prepositions and adverbs of time 62
Position 63
Motion 64
Prepositions: other uses 65
Prepositions after adjectives 67
Prepositions after nouns 68
Prepositions after verbs 69
Noun phrases 71
Binomial expressions 72
Apposition 73
Prepositional phrases 74
Verb phrases 76
Clause structures 77
Adverbial clauses 78
Non-finite adverbial clauses 79
Nominal clauses 80
Relative clauses 81
Complementation 82
Coordination 83
Types of question 84
Negation 86
Mood 88
Substitution 89
Impersonal constructions with *it* 90
Impersonal constructions with *there* 91
Emphatic sentence structures 92
Punctuation 93
Shakespeare's grammar 95
North American English grammar 99
Spoken grammar: Starting a conversation 100
Spoken grammar: Adjacency pairs 101
Spoken grammar: Headers and tails 104
Spoken grammar: Vocatives 105
Spoken grammar: Discourse markers 106
Spoken grammar: Numbers, signs and measures 108
Spoken grammar: Ellipsis 109
Spoken grammar: Contractions and weak forms 110
Spoken grammar: Non-standard forms 111
Spoken grammar: Exclamations 112
Spoken grammar: Swearing 113
Analysis of sentence types 115
Glossary 116
Bibliography 123
List of topics 124

Outline of the English grammar system

• Word classes

Noun	**Countable singular** **Countable plural** **Uncountable** **Genitive**	*table • bean • person • cow • ball • painting* *hats • children • ducks • keys • castles • toes* *butter • intelligence • blood • soup • air • disgust* ***England's** cities • **bees'** stings • **doctor's** surgery*
Pronoun	**Subject** **Object** **Possessive** **Reflexive**	*I • you • he • she • it • we • they* *me • you • him • her • it • us • them* *mine • yours • his • hers • its • ours • theirs* *myself • yourself • herself • himself • ourselves • themselves*
Determiner	**Articles** **Quantity** **Possessives** **Demonstrative**	*a • an • the • Ø* *five • many • few • some • hardly any* *my • your • her • his • its • our • their* *this • that • these • those*
Quantifier	**Numbers/quantities** **Parts/pieces**	***a lot of** money • **masses of** ice-cream • **thousands of** penguins* ***a slice of** cheesecake • **a packet of** crackers • **a bit of** cheese*
Adjective	**Before noun** **After verb** **Comparative** **Superlative**	***big** feet • a **fantastic** film • **nice** trousers* *His feet are **big** • The film was **fantastic** • Those trousers look **nice*** *taller • larger • happier • bigger • faster* *nicest • deepest • earliest • tallest • deepest*
Preposition	**Position** **Direction** **Movement** **Time**	*in • under • near • above • between* *towards • away from • in the direction of* *through • into • out of • over • round* *at • on • in • during • after • before*
Verb	**Auxiliary** **Modal** **Stative** **Dynamic**	*do • be • have* *can • will • must • may • might • could • should • would* *be • seem • like • know • look • have* *play • go • put • drop • phone • interrogate*
Adverb	**Manner** **Place** **Time** **Degree**	*slowly • carefully • fast • stupidly* *here • there • nearby • everywhere* *yesterday • now • sometimes • usually* *really • very • extremely • fairly • slightly*
Conjunction	**Coordinating** **Subordinating**	*and • but • or • yet* *when • while • although • if • until • before • that*

• Phrase types (phrase heads in **bold**)

Noun phrase		*the **cat** • her **intelligence** • much of **England** • a lot of **water** • the **cat** with pointed ears* *the **cheese** which you ate • the **dog** sitting under the table • a **book** written by Fishlock* *my filthy old **carpet** • the **cactus** in the pot in the corner • the world's **oceans***
Prepositional phrase		***in** town • **before** the news • **up** the hill • **in** the dim and distant past* ***towards** the cat with pointed ears • **after** the party • **apart from** the grandchildren*
Adjective phrase		*highly **contagious** • relatively **stable** • less **expensive** • much **better** • **red** all over* *reddish-**brown** • **fed up** with waiting • **nice** to eat • **sorry** to say*
Verb phrase	**Non-finite**	*to **play** • to have **played** • to have been **playing** • **playing** • **played*** *to be **playing** • having **played** • having been **playing***
	Finite	***play** • **plays** • am/is/are **playing** • have/has **played** • has been **playing** • **played*** *was/were **playing** • had **played** • had been **playing** • will **play** • will be **playing*** *will have **played** • will have been **playing***
Adverb phrase		*really **nastily** • extremely **frankly** • **somewhere** in South America • **nowhere** to sleep*

Outline of the English grammar system

• Word classes

Noun	**Countable singular** **Countable plural** **Uncountable** **Genitive**	*table • bean • person • cow • ball • painting* *hats • children • ducks • keys • castles • toes* *butter • intelligence • blood • soup • air • disgust* ***England's** cities • **bees'** stings • **doctor's** surgery*
Pronoun	**Subject** **Object** **Possessive** **Reflexive**	*I • you • he • she • it • we • they* *me • you • him • her • it • us • them* *mine • yours • his • hers • its • ours • theirs* *myself • yourself • herself • himself • ourselves • themselves*
Determiner	**Articles** **Quantity** **Possessives** **Demonstrative**	*a • an • the • Ø* *five • many • few • some • hardly any* *my • your • her • his • its • our • their* *this • that • these • those*
Quantifier	**Numbers/quantities** **Parts/pieces**	***a lot of** money • **masses of** ice-cream • **thousands of** penguins* ***a slice of** cheesecake • **a packet of** crackers • **a bit of** cheese*
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Adverb	**Manner** **Place** **Time** **Degree**	*slowly • carefully • fast • stupidly* *here • there • nearby • everywhere* *yesterday • now • sometimes • usually* *really • very • extremely • fairly • slightly*
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• Phrase types (phrase heads in **bold**)

Noun phrase		*the **cat** • her **intelligence** • much of **England** • a lot of **water** • the **cat** with pointed ears* *the **cheese** which you ate • the **dog** sitting under the table • a **book** written by Fishlock* *my filthy old **carpet** • the **cactus** in the pot in the corner • the world's **oceans***
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	Finite	***play** • **plays** • am/is/are **playing** • have/has **played** • has been **playing** • **played*** *was/were **playing** • had **played** • had been **playing** • will **play** • will be **playing*** *will have **played** • will have been **playing***
Adverb phrase		*really **nastily** • extremely **frankly** • **somewhere** in South America • **nowhere** to sleep*

Outline of the English grammar system (continued)

• Clause elements

Subject (= noun/pronoun/noun phrase/nominal clause/ non-finite clause)	***The cat*** *was playing* • ***My head*** *feels like a lump of lead* ***Some money*** *has been stolen* • ***Doubts*** *crept in* ***He*** *hit me* • ***Jack and Jill*** *couldn't find the hill* ***Whoever put the cake in the breadbin*** *is a complete idiot* ***Going to the dentist*** *is my favourite activity*
Verb (= verb/verb phrase)	*They* ***'ve gone*** *to London* • *I* ***didn't know*** *what to do* *He definitely* ***wouldn't have missed*** *it* *You* ***'ll be arrested*** • *I* ***have*** *never* ***seen*** *such an absurd film* *We* ***don't seem to have*** *any mustard*
Object (= noun/pronoun/noun phrase/nominal clause/ non-finite clause)	*I'm going to read* ***a book*** • *I've bought* ***some cheese*** *He hit* ***me*** • *I gave* ***Fred*** **[indirect object]** ***the book*** **[direct object]** *I love* ***going to the dentist*** • *I want* ***a cup of tea with two sugars*** *The magistrates decided* ***that he should not go to prison***
Complement (= noun phrase/ adjective phrase)	**About subject:** *She is* ***a great tennis player*** • *They seem* ***tired*** **About object:** *We consider it* ***a great success*** • *Don't make me* ***angry***
Adverb (= adverb/adverbial/ prepositional phrase)	***Frankly,*** *I think he's lying* • *He reads* ***really quickly*** • *I'll see you* ***next week*** *Let's go* ***home*** • *She ran* ***up the stairs*** • ***Financially,*** *we're in a mess* *We have decided to extend the lease* ***for as long as you need it***

• Clause types 1: Independent clauses

(One independent clause = **simple sentence;** linked independent clauses = **compound sentence**)

Simple sentence	***He got up. He turned the radio off*** ***I like cheesecake. I hate Chelsea buns*** ***You can sleep in the spare room. You can use the sofa***
Compound sentences	***He got up*** *and* ***turned the radio off*** ***I like cheesecake*** *but* ***I hate Chelsea buns*** ***You can sleep in the spare room*** *or* ***you can use the sofa***

• Clause types 2: Subordinate clauses

(Main/independent clause + subordinate clause = **complex sentence)**

Complex sentence with adverbial clause	*Can you call me* ***when you're ready?*** *I'll be here by 6.00* ***unless anything happens*** *We had the picnic* ***although it was raining***
Complex sentence with relative clause	*The person* ***who painted my house*** *lives in Leeds* **(restrictive)** *These gloves,* ***which I bought in a sale,*** *are quite warm* **(non-restrictive)**
Complex sentence with non-finite clause	***While waiting for the train,*** *I dropped my briefcase* ***Having had*** *breakfast, he put on his coat* *I saw him* ***running down the street*** *Do you really intend* ***to eat that pie?***
Complex sentence with nominal clause	*It's not your fault* ***that you failed the exam*** ***What we want*** *is more money* *She told me* ***where I could find the orange juice*** *I don't know* ***who she is***

Inflections

• Nouns

Singular to plural (regular)	*dog* → ***dogs*** • *table* → ***tables***
Singular to plural (irregular)	*foot* → ***feet*** • *dormouse* → ***dormice***
Singular to genitive	*cat* → ***cat's*** • *John* → ***John's***
Plural to genitive (regular)	*horses* → ***horses'*** • *daffodils* → ***daffodils'***
Plural to genitive (irregular)	*children* → ***children's*** • *oxen* → ***oxen's***

• Pronouns

Subject to object	*I* → ***me*** • *he* → ***him*** • *she* → ***her*** • *we* → ***us*** • *they* → ***them***
Subject to determiner	*I* → ***my*** • *you* → ***your*** • *he* → ***his*** • *she* → ***her*** • *we* → ***our*** • *they* → ***their***
Subject to possessive	*I* → ***mine*** • *you* → ***yours*** • *he* → ***his*** • *she* → ***hers*** • *we* → ***ours*** • *they* → ***theirs***
Relative: subject to object	*who* → ***whom***
Relative: subject to possessive	*who* → ***whose***

• Determiners

Indefinite article: before vowel	*a* → ***an***
Demonstrative: singular to plural	*this* → ***these*** • *that* → ***those***
Number: cardinal to ordinal	*one* → ***first*** • *two* → ***second*** • *three* → ***third*** • *four* → ***fourth***
Quantity: comparative	*much/many* → ***more*** • *few* → ***fewer*** • *little* → ***less***

• Adjectives

Comparative (regular)	*tall* → ***taller*** • *big* → ***bigger*** • *daft* → ***dafter***
Comparative (irregular)	*good* → ***better*** • *bad* → ***worse*** • *far* → ***farther/further***
Superlative (regular)	*high* → ***highest*** • *hot* → ***hottest***
Superlative (irregular)	*good* → ***best*** • *bad* → ***worst*** • *far* → ***furthest***

• Full verbs

Base form to third person /z/	*play* → ***plays*** • *sing* → ***sings*** • *slide* → ***slides***
Base form to third person /s/	*make* → ***makes*** • *sit* → ***sits*** • *clip* → ***clips***
Base form to third person /ɪz/	*sneeze* → ***sneezes*** • *wish* → ***wishes***
Base form to past (regular) /t/	*walk* → ***walked*** • *wrap* → ***wrapped***
Base form to past (regular) /d/	*groan* → ***groaned*** • *seem* → ***seemed***
Base form to past (regular) /ɪd/	*start* → ***started*** • *end* → ***ended*** • *flit* → ***flitted***
Base form to past (irregular)	*eat* → ***ate*** • *come* → ***came*** • *see* → ***saw***
Base form to *-ing*	*go* → ***going*** • *show* → ***showing*** • *run* → ***running***
Base form to past participle (reg)	*play* → ***played*** • *ask* → ***asked*** • *decide* → ***decided***
Base form to past participle (irreg)	*go* → ***gone*** • *write* → ***written*** • *make* → ***made***

• Primary Auxiliary verbs

be (present)	*I* ***am*** • *you* ***are*** • *we* ***are*** • *they* ***are*** • *it* ***is*** • *he* ***is*** • *she* ***is***
be (past)	*I* ***was*** • *he* ***was*** • *she* ***was*** • *it* ***was*** • *you* ***were*** • *we* ***were*** • *they* ***were***
have (present)	*she* ***has*** • *he* ***has*** • *it* ***has***
have (past)	***had***
do (present)	*he* ***does*** • *she* ***does*** • *it* ***does***
do (past)	***did***

• Modal verbs

'Base form' to 'past'	*will* → ***would*** • *shall* → ***should*** • *can* → ***could*** • *may* → ***might***
'Base form' to negative (contraction)	*will* → ***won't*** • *shall* → ***shan't*** • *can* → ***can't*** • *must* → ***mustn't***
'Past' to negative (contraction)	*would* → ***wouldn't*** • *should* → ***shouldn't*** • *could* → ***couldn't***

• Adverbs

Position to movement	*here* → ***hence*** • *there* → ***thence*** • *where* → ***whence***
Comparative	*fast* → ***faster*** • *quickly* → ***quicker*** • *well* → ***better***
Superlative	*soon* → ***soonest*** • *fast* → ***fastest*** • *badly* → ***worst***

Nouns: common categories

• Countables: nouns with both singular and plural forms

Containers	*bag • bowl • box • cup • suitcase • trunk • test-tube • vessel*
Contents of space	*black hole • comet • galaxy • moon • planet • star • sun*
Everyday objects	*doorstop • hatpin • ironing-board • organ • pen • soap-dish • vase*
Groups	*bunch • crew • crowd • gang • litter • pack • pride • shoal*
Hierarchies	*archbishop • bishop • priest • clause • phrase • word • order • genus • family*
Holes	*borehole • earhole • manhole • nostril • wormhole*
Inexact quantities	*bit • bite • dollop • drop • lump • pinch • touch • smidgen*
Living things	*amoeba • armadillo • cauliflower • freesia • lion • stag beetle*
Machines and tools	*atomiser • electric toothbrush • fan • fork • juicer • lawnmower*
Measures	*bushel • chain • inch • joule • kilo • metre • micron • pound*
Particles	*atom • electron • gene • grain • Higgs boson • molecule*
Parts of objects	*cover • flywheel • handle • hasp • index • knob • leg • lid*
Parts of the body	*abdomen • cuticle • earlobe • fingernail • instep • pancreas*
Shapes	*oblong • oval • rectangle • square • trapezium • triangle*
Types of people (objective)	*artist • clown • conversationalist • farmer • sister • thinker*
Types of people (subjective)	*clown • crook • fence-sitter • fool • idiot • madman • nitwit*

• Uncountables: nouns mostly used in the singular, without indefinite article or number

Abstractions	*beauty • futility • intensity • power • society • thought*
Activities	*meditation • scrubbing • skating • upholstery • wood-turning*
Aggregates	*grass • hair • paper • spaghetti*
Appearance	*beauty • elegance • smoothness • ugliness • ungainliness*
Areas of study	*chemistry • geography • hermeneutics • medicine • semiotics*
Bodily fluids	*blood • milk • saliva • snot • sweat • urine • vomit*
Bodily processes	*circulation • digestion • excretion • respiration • sleep*
Bodily structures	*bone • cartilage • collagen • muscle • skin • tissue*
Crime	*assault • fraud • larceny • murder • rape • robbery*
Disabilities	*amnesia • aphasia • dyslexia • illiteracy • innumeracy*
Diseases and ailments	*influenza • nettle-rash • plague • scarlet fever • tuberculosis*
Granular or particulate mass	*dust • flour • powder • rice • sand • sugar*
Groups of objects	*crockery • cutlery • equipment • furniture • gear*
Languages	*Basque • Chinese • Estonian • French • Hindi • Swahili*
Materials and substances	*gay-lussite • milk • oxygen • plastic • sodium • tungsten • wood*
Movements	*Communism • Protestantism • Rationalism • Romanticism*
Partible food and drink	*butter • cheese • jam • meat • schnapps • whisky • wine*
Personal characteristics	*forgetfulness • idiocy • irritability • patience • shyness*
Phases	*adolescence • adulthood • childhood • infancy • maturity • old age*
Plant mass	*cress • ivy • moss • mould • plankton • seaweed*
Properties	*ductility • flexibility • fluidity • stickiness • transparency*
States	*anger • calm • hysteria • illness • misery • pain • panic • wealth*
Stressful events	*birth • death • divorce • graduation • marriage • retirement*
The arts	*ballet • literature • music • photography • sculpture*
Waste matter	*effluent • detritus • garbage • rubbish • trash • waste*
Weather	*fog • hail • mist • rain • sleet • smog • snow • sunshine*

• Nouns generally used with definite article

Collective entities	*the bureaucracy • the government • the mafia • the public • the staff*
Environmental components	*the atmosphere • the biosphere • the sea • the sky*
Generic	*the bore • the elephant • the marsh fritillary • the orchid • the wheel*
Groups of people	*the elderly • the rich • the stupid • the unemployed • the young*
Means of communication	*the internet • the phone • the post • the press*

Nouns: plural forms

Addition of irregular ending	*child/children • ox/oxen*
Archaic plurals	*brother/brethren • cow/kine • egg/eyren* *eye/eyen • house/housen • shoe/shoon*
Centuries and decades	*the 1600s • the 1890s • the thirties • the swinging sixties*
ch, sh, ss, x* + *-es	*ash/ashes • bass/basses • box/boxes • branch/branches* *church/churches • loss/losses • tax/taxes • wish/wishes*
Change of vowel	*foot/feet • goose/geese • louse/lice • man/men* *mouse/mice • tooth/teeth • woman/women*
Compounds: plural first element	*brother-in-law/brothers-in-law • hanger-on/hangers-on* *letter patent/letters patent • passer-by/passers-by*
Consonant + *y* → *-ies*	*body/bodies • copy/copies • folly/follies • lady/ladies* *party/parties • pasty/pasties • poppy/poppies*
Countable *-s* plurals with no corresponding singular	*lashings • makings • outgoings • outskirts • soundings* *surroundings • takings • winnings*
f/fe* + *-s	*aperitifs • beliefs • chiefs • gaffes • proofs • reefs • roofs* *safes • spoofs • tiffs • toffs • waifs*
f/fe* → *-ves	*calf/calves • half/halves • knife/knives • leaf/leaves* *sheaf/sheaves • shelf/shelves • thief/thieves*
Inseparable pairs	*binoculars • briefs • gaiters • handcuffs • knickers • scissors* *secateurs • shears • tongs • trousers • tweezers*
Greek plural forms	*phenomenon/phenomena • stigma/stigmata* *criterion/criteria • basis • bases • axis/axes*
Latin plural forms	*index/indices • larva/larvae • radius/radii • stratum/strata* *terminus/termini • genus/genera*
Non-*s* plural with no singular form	*cattle • people • police • rabble*
o* + *-es	*echoes • heroes • potatoes • tomatoes • volcanoes*
o* + *-s	*armadillos • banjos • beanos • curios • fiascos* *nuncios • pianos • solos • torsos*
Plural same as singular	*boar • cod • deer • fish • salmon • sheep • swine • trout*
Regular plurals: + *-s*	*bottles • candles • flowers • heads • hopes • lambs* *machines • pickles • roots • sausages • tables*
***-s* plural form, singular uncountable entity**	*aesthetics • economics • means • news • physics* *politics • pragmatics • rabies • series • semiotics*
***-s* plurals of nouns ending in /p/,/t/,/k/,/f/,/θ/ = /s/ pronunciation**	*cats • chiefs • cliffs • hammocks • hillocks • lips • maps* *maths • megaliths • pits • sacks • shallots • staffs*
***-s* plurals of nouns ending in /b/,/d/,/g/,/v/,/ð/,/m/,/n/, /ŋ/, /l/ or vowel sound = /z/ pronunciation**	*collisions • deans • ears • halls • hands • jaws • legs • parties* *swathes • tabs • teams • tongs • waves • wills • wings*
***-es* plurals of nouns ending in /s/,/ʃ/,/tʃ/,/dʒ/ = /ɪz/ pronunciation**	*batches • branches • churches • ditches • gases • gashes* *glasses • grudges • judges • riches • rushes*
Vowel + *y* → *-s*	*bays • boys • guys • joys • monkeys • pulleys • rays • surveys • ways*

Compound nouns

Adjective + adverb	*blackout • foul-up • lowdown • warm-up • whiteout*
Adjective + converted verb	*hard drive • high jump • remote control • soft sell*
Adjective + noun	*bighead • greenhouse • hotplate • software • superman*
Adverb + adverb	*back-up • hereafter • outback • roundabout • whereabouts*
Adverb + noun	*in-crowd • off-roader • overhead • through trade*
Adverb + verb	*downpour • outbreak • overkill • underpass • upset*
Determiner + noun + *-er*	*each-wayer • no-hoper • three-yarder • two-header*
Minimal pair compounds	*clip-clop • hip-hop • ping-pong • pitter-patter • zig-zag*
Noun + adjective	*court-martial • Governor General • heir apparent*
Noun + adverb	*cockup • hoe-down • leg-up • sundown • sun-up • washout*
Noun + verb + *-ing*	*bareback riding • binge drinking • bungee-jumping • speed-dating*
Noun + noun	*backpack • bus-station • dustjacket • minefield • wineglass*
Noun + verb	*birth control • boardwalk • bus-stop • household • nosedive*
Noun + verb + *-er*	*carpet-beater • hair-drier • potato-masher • screwdriver*
Phrase compounds	*down-and-out • marshal-at-arms • son-in-law • so-and-so*
Verb + *-ing* + noun	*carving knife • sitting-room • tuning fork • washing-machine*
Verb (intransitive) + adverb	*lie-in • lookout • run-in • sit-up • sleep-over • standby*
Verb (transitive) + adverb	*fry-up • kickback • make-up • playback • pullover • take-away*
Verb + *-er* + adverb	*looker-on • passer-by • sitter-in • snapper-up*
Verb + verb + *-ing*	*breakdancing • drink-driving • kick-boxing*
Verb + negative	*do-nothing • dreadnought • have-nots*
Verb + noun	*hitman • keepsake • pickpocket • scratchpad • thinktank*
Verb + verb	*fly-drive • has-been • make-believe*

Determiners

• Type	• Function	• Singular (S)	• Plural (P)	• Uncountable (U)
Comparative: *more* (P, U), *fewer* (P), *less* (U)	Comparison		*more people* *fewer beans*	*more money* *less work*
Definite article: *the*	Particular reference	*the knife* *the orange* *the kangaroo*	*the books* *the houses* *the tiles*	*the cheese* *the wax* *the wine*
Demonstratives: *this, that* (S, U), *these, those* (P)	Particular reference	*this rabbit* *that sock*	*those carpets* *these chairs*	*this water* *that butter*
Distributive: *each, every* (S) *either, neither, both* (P=2), *all* (P=3+)	Distribution	*each chicken* *neither official* *every tortoise*	*both socks* *all children*	*all music* *all oil*
Indefinite: *any*	Indefinite reference	*any child under 16* *any pensioner*	*any doctors* *any sweets*	*any food* *any paper*
Indefinite article: *a, an* (S)	General reference	*a horn* *an umbrella* *a capybara*		
Interrogatives: *which, whose, what*	Particular reference	*Which knife?* *Whose chair?*	*What batteries?* *Which letters?*	*Whose soap?* *Which juice?*
Numbers: *no* (S, P, U), *one* (S), *2+* (P)	Exact quantity	*one dog* *a single fly* *no elephant*	*five eggs* *72 sailors* *no plates*	*no meat* *no air* *zero butter*
Possessives: *my, your, his, her, its, our, their*	Particular reference	*my car* *your hat* *his nose*	*her feet* *our pets* *their bedrooms*	*its transparency* *her cunning* *their soap*
Quantifying: *few, many, several* (P), *little, much* (U), *some* (P, U)	Inexact quantity		*few beans* *many errors* *several soldiers* *some cats*	*little news* *(not) much plastic* *some earth*
Relative: *whose*	Particular reference	*The man whose brother I know*	*The zoo whose lions escaped*	*The woman whose fame has spread*
Zero article: *Ø* (P, U)	General reference		*Ø dogs* *Ø tables* *Ø owls*	*Ø intelligence* *Ø soup* *Ø comfort*

Definite and zero articles: names

• Definite Article		• Zero Article	
Auditoria	*TheWarner Cinema* *The Adelphi Theatre*	**Nightclubs**	*Fifth Avenue* *Taboo*
Canals	*The Panama Canal* *The Grand Union*	**Lodes**	*Reach Lode* *Quy Lode*
Currents	*The Humboldt Current* *The Gulf Stream*	**Conduits and ditches**	*Hobson's Conduit* *Blake's Ditch*
Deserts	*The Sahara* *The Taklamakan*	**Moors and heaths**	*Ilkley Moor* *Egdon Heath*
Districts	*The Latin Quarter* *The Red Light District*	**Towns and cities**	*Durham, Halifax* *Conakry, Delhi*
Geographical abstractions	*The North Pole* *The Equator*	**Continents**	*Asia, Africa* *Europe, Antarctica*
Gulfs and firths	*The Gulf of Mexico* *The Firth of Forth*	**Coves and bays**	*Smuggler's Cove* *Whitby Bay*
Hotels	*The Dorchester* *The Ritz*	**Palaces**	*Buckingham Palace* *St. James's Palace*
Institutions	*The Church* *The BBC*	**Universities and colleges**	*Exeter University* *Birkbeck College*
Isles and archipelagoes	*The Isle of Skye* *The Faroe Islands*	**Single islands**	*Canvey Island* *Staten Island*
Kingdoms and republics	*The United Kingdom* *The USA, The UAE*	**Names of countries**	*India, China, Sweden* *Holland, Senegal*
Major arteries	*The M40, The A15,* *The Old Kent Road*	**Streets and roads**	*Oxford Street* *London Road*
Mountain ranges	*The Himalayas* *The Alps*	**Mountains**	*Everest, Mont Blanc* *Ben Nevis*
Nameless heavenly features	*The sun, The moon* *The stars, The sky*	**Intermittently visible heavenly bodies**	*Mars, Venus, Kohoutek* *Halley's Comet*
Nationalities	*The Indians* *The Japanese*	**Languages**	*Swahili, French* *Basque, Urdu*
Newspapers	*The Guardian* *The Evening News*	**Magazines**	*Private Eye* *History Today*
Oceans	*The Pacific* *The Indian Ocean*	**Lakes**	*Lake Titicaca* *Lake Superior*
Public buildings	*The Guildhall* *The Crown Court*	**Castles and stately homes**	*Warwick Castle* *Wimpole Hall*
Public services	*The Fire Service* *The Police, The Army*	**Shops and supermarkets**	*Harrod's, David's* *Sainsbury's*
Pubs	*The Hare and Hounds* *The Red Lion*	**Cafes and restaurants**	*Brown's* *Midsummer House*
Religious books	*The Bible, The Koran* *The Bhagavad Gita*	**Reference Books**	*Roget's Thesaurus* *Brewer's Dictionary*
Rivers	*The Thames* *The Nile*	**Waterfalls**	*Niagara Falls* *Victoria Falls*
Seas	*The Mediterranean* *The North Sea*	**Ponds and meres**	*Histon Pond* *Soham Mere*
Ships	*The Mary Rose* *The Exxon Valdez*	**Spaceships**	*Apollo 9* *Voyager 2*
State offices	*The Queen* *The Prime Minister*	**Ceremonial offices**	*Black Rod* *White Feather*
Straits	*The Molucca Straits* *The Magellan Straits*	**Marshes and fens**	*Hackney Marshes* *Grunty Fen*
The heavenly hierarchy	*The Earth, The Solar System, The Milky Way*	**Galaxies and constellations**	*Andromeda, Pegasus* *Orion, Draco*
Towers	*The Rotunda* *The Eiffel Tower*	**Squares, parks and circuses**	*Hyde Park, Oxford Circus* *Berkeley Square*

Definite article: other uses

Adjectives denoting groups of people	*__The rich__ are happy with their wealth • __The old__ are rarely treated with respect* *__The dispossessed__ have no chance in modern society*
Back reference	*Yesterday afternoon I saw an eagle hunting a rabbit. __The eagle__ was very persistent, and __the rabbit__ had no chance*
during/over/in + the next/the last	*During __the last three years__, we have made an average profit of £1m* *I'll finish it over __the next two days__ • I've had ten calls in __the last five minutes__*
Entertainment/media (except T.V.)	*What's on at __the cinema__? • There's an article on spiders in __the newspaper__* *I heard it on __the radio__ • She always wears her best dress to __the theatre__*
Features of immediate surroundings	*__The plane trees__ are lovely, aren't they, darling?* *__The sand__ is absolutely perfect • __The litter__ is a disgrace*
Industry/business/trade	*He works in __the motor trade__ • __The paper industry__ is in trouble* *She wants to go into __the confectionery business__*
Items on a menu	*I'll have __the pea soup__, please • What do you think __the venison__'s like?* *__The spotted dick__ sounds interesting • __The roast duck__'s off, I'm afraid*
Job grades	*Could I speak to __the manager__, please? • Go over to __the clerk__ at counter 2* *__The superintendent__ would like to have a word with you, sir*
Musical instruments	*She plays __the basset horn__ • He's pretty good on __the guitar__* *__The violin__ is one of the most versatile instruments*
Names of monarchs + adjective/noun	*Alexander __the Great__ • Erik __the Evergood__ • Heinrich __the Illustrious__* *Louis __the Spider__ • Håkon __the Broadshouldered__ • Chosroes __the Short__*
Noun + place adverbial	*I went to the baker's on __the way home__ • __The flight there__ was quite bumpy* *__The bread here__ is full of holes • I'm on __the road to Solihull__*
Noun + *of* + noun	*Has anyone tried to measure __the intelligence of monkeys__?* *__The death of the novel__ occurred about 80 years ago*
Nouns before a defining relative clause	*__The man__ I was talking to is a well-known botanist* *Marie Curie is __the person__ who discovered radium*
Objects/fixtures belonging to a room or house	*I've just cleaned __the carpet__ • __The lightshade__ is a bit dirty* *Who's that up on __the roof__? • __The windowsill__ is cracked*
Parts of a town/regions of a country	*They live in __the suburbs__ • I'm going into __the centre__ this afternoon* *They have moved to __the North__ • __The East__ is the flattest part*
Parts of machines	*Can you check __the gears__? • __The second hand__ isn't working* *__The element__ has blown • One of __the blades__ is displaced*
Past/present/future	*What do you think __the future__ holds? • He's just not living in __the present__* *In __the past__ people used the phone far less often*
Peoples and civilisations	*__The Ancient Greeks__ knew all about fate • __The English__ eat a lot of pies* *__The Danes__ are a peace-loving people • __The Arabs__ invented algebra*
Permanent features of a town	*I saw him in __the park__ with his children • __The streets__ are full of potholes* *When you get to __the bank__, turn left • __The new library__ is opening soon*
Plants and animals (generic)	*__The dandelion__ is native to Britain • __The water vole__ is dying out* *__The date palm__ doesn't grow in Europe • __The sloth__ knows the secret of life*
Preposition + part of the body	*He hit me on __the head__ • He's a pain in __the neck__* *Stop digging me in __the ribs__ • She wouldn't look me in __the eye__*
same	*No two spoons are exactly __the same__ • We laughed at __the same time__* *They have __the same style__ of running • We're all in __the same boat__*
Services/departments	*Did you call __the police__? • __The fire service__ has attained 93% of its targets* *Hallo, this is __the cleansing department__ • __The Treasury__ has announced ...*
Shops (+ 's) **(Super)markets (+ Ø)**	*I went to __the butcher's__ to buy some tripe • She's just gone to __the florist's__* *We get all our food at __the supermarket__ • I got these lemons from __the market__*
Start of narrative: details/identification to follow, or understood	*__The street lights__ had just gone out as __the bearded man__ climbed over __the fence__. In __the night sky the stars__ twinkled and in __the distance the dogs__ barked for their supper. In __the pub the locals__ talked about __the__ unusual __moths__*
Substitution	*We went to Chichester last week. __The town__ has a charming centre* *We went to the Hirst exhibition last week. __The artist__ was there in person*
Superlative	*These are __the best dumplings__ I have ever tasted • He's __the greatest__* *She is __the most accomplished musician__ in the class*

Uses of the indefinite article and zero article

• Indefinite article: *a/an*

Asking for or offering a single thing	*Could I have **a fork**, please? • Would you like **a strawberry tart**?* ***A pint** of bitter and **a lemonade**, please*
Description of physical features/clothes (singular)	*He has **a** long **nose**, **a** cleft **chin** and **a** high **forehead*** *She was wearing **a** red **dress**, **a** brown **jacket** and **a** green **hat***
Exclamations with *What* + singular countable noun	*What **a** nice **surprise**! • What **a** damned **nuisance**!* *What **a** fascinating **experience**! • What **a fool**!*
First mention in narrative or report	***A tree** fell across the road last night* ***A man** was arrested for swearing yesterday*
Lists of singular unidentified things	*We need **a hammer, a screwdriver** and **a soldering iron*** *There was **a cat, a rabbit** and **a hamster** all in the same room*
Measures (after their cost)	*The chintz is £3.50 **a yard** • Goose eggs are £5.00 **a dozen*** *Wensleydale is £5.85 **a kilo** • Petrol is £1.48 **a litre***
Physical symptoms	*I've got **a** really bad **cough** • That kid's got **a runny nose*** *I'm staying in bed – I've got **a** really bad **headache***
Positive or negative nouns describing character/ability	*She's **a** scientific **genius** • The goalkeeper's **a clown*** *That man you got the green pills from is **a charlatan***
Quantifiers and partitives	***A slice** of bread would be nice • That's **a load** of rubbish* *Could I have **a scoop** of vanilla ice-cream?*
Stating someone's occupation	*He's **a teacher** • She used to be **a police officer*** *I want to be **a fridge inspector** when I grow up*
Talking about the existence of something (countable)	*There's **a lamp** in the room • York has **a** famous **cathedral*** *There used to be **a** good **bike shop** in this street*

• Indefinite article: *an*

Before *a, e, i, o, u*	***an ant • an effort • an itch • an orphan • an usher***
Exceptions: semi-vowels	***a European • a one-way street • a union • a university***
Before silent *h*	***an hour • an honour • an honest mistake***

• Zero article/zero determiner

Exclamations with *What* + uncountable or plural noun	*What **nice earrings**! • What **frightful weather** we're having, Maud* *What **passion** she has when she sings! • What **delicious toast**!*
Feelings	*I feel nothing but **contempt** for him • He smashed the plate in **anger*** *It is with **great regret** that I offer my resignation*
General statements about abstractions	***Intelligence** can't be measured • What is **honour**? A word* ***Familiarity** breeds **contempt** • **Life** can be hard sometimes, Percy*
General statements about plural things	***Spiders** eat **flies** • **Pimples** come in various colours* ***Aardvarks** live in South Africa • **Liquorice drinks** are disgusting*
General statements about substances	*I hate **cauliflower cheese** • **Bottled water** is a complete rip-off* ***Vitamin B13** is good for you in small quantities*
Idiomatic or metaphorical use of countable nouns	*The title is at **stake** • I was out of **pocket** after that round of drinks* *These oven gloves were made by **hand** • She came in **disguise***
Institutions: function understood	*Where do you go to **school**? • He told me to go to **hell*** *She's in **hospital** at the moment • He's out of **prison** now*
Newspaper headlines: all nouns	***Baby** eats **nappy** • **Squirrels** attack **old people's home*** ***Millionaire** falls off **yacht** • **Council** apologises for **error***
Preposition + means of transport	*I managed to get here on **foot** • He goes everywhere by **car*** *It would be faster to go by **train** • Going by **bike** is more convenient*
Sports and games	*Do you play **croquet**, Kevin? • **Billiards** is better than **snooker*** ***Rugby** is a game for intellectuals • We can't play **bowls** here*

Quantifiers and partitives

• Quantifiers

Comparative quantities	***fewer of** these eggs • **a larger amount of** fertiliser • **less of** your sauce* ***more of** his awful drawings • **a thinner slice of** Stinking Bishop*
Distribution	***all three of** the candidates • **both of** the centipedes • **each of** the rooms* ***every single one of** the broad beans • **neither of** the druids*
Exact quantities	***10 per cent of** small children • **13.46 milligrams of** sodium* ***half of** our income • **a gallon of** cider • **three of** your meat pies*
Indefinite quantities	***a certain amount of** petrol • **a fair bit of** jostling* ***a number of** police officers • **a quantity of** cheese • **some of** my tulips*
Large quantities	***a great deal of** nonsense • **a lot of** his books • **many of** the dinosaurs* ***much of** my furniture • **a vast amount of** paper*
Majority	***the best part of** two hours • **the majority of** bachelors* ***most of** her possessions • **nearly all of** the cordial*
Nullity	***none of** the plumbers • **not a bit of** it • **not a drop of** water* ***not one of** the students • **no trace of** her presence*
Remainder	***the last bit of** the newspaper • **the remainder of** the stock* ***the residue of** his estate • **the rest of** the news*
Small quantities	***a bit of** cash • **few of** her possessions • **hardly any of** the cheese* ***little of** the paper • **a scrap of** information • **a small amount of** nutmeg*
Totality	***all of** our umbrellas • **every last one of** the chocolates* ***the totality of** the goose population • **the whole of** Australia*

• Partitives

Containers	***a bowl of** lentil soup • **a crate of** bubbly • **a cup of** mead* ***a jug of** juice • **a packet of** crackers • **a sack of** potatoes*
Detached piece	***a flake of** dandruff • **a fragment of** bone • **a shard of** pottery* ***a sliver of** glass • **a splinter of** wood*
Filled container	***a cupful of** tomato soup • **a drawerful of** old letters • **a fistful of** Euros* ***a handful of** rice • **a mouthful of** bread • **a spoonful of** turmeric*
Groups	***a bunch of** fools • **a clump of** daffodils • **a flock of** sheep* ***a gang of** labourers • **a herd of** buffalo • **a troupe of** actors*
Large piece	***a ball of** rice • this **bank and shoal of** time • **a chunk of** ice* ***a loaf of** bread • **a lump of** sticky fudge • **a slab of** meat*
Line	***a file of** soldiers • **a line of** cars • **a queue of** customers* ***a ribbon of** water • **a row of** seats • **a stand of** poplars*
Literal or metaphorical liquid flow	***a dribble of** custard • **a flood of** complaints • **a jet of** water* ***a spurt of** hot coffee • **a trickle of** applications • **a torrent of** abuse*
Mass	***an armful of** loot • **a crowd of** pensioners • **a heap of** old clothes* ***a pile of** magazines • **a sea of** troubles • **a shoal of** fish*
Meat parts	***a haunch of** venison • **a joint of** beef • **a leg of** lamb* ***(a) shank of** mutton • **(a) shin of** beef • **(a) shoulder of** pork*
Metaphor + abstract noun	***a crumb of** comfort • **a modicum of** sympathy • **an ounce of** intelligence* ***a scrap of** decency • **a sliver of** hope • **tons of** determination*
Metaphor + concrete noun	***a handful of** people • **loads of** food • **a shedload of** money* ***rivers of** blood • **piles of** money • **heaps of** grub*
Portions	***a bit of** wood • **part of** their income • **a portion of** broccoli* ***a shaving of** nutmeg • **a slice of** crusty cob • **a square of** chocolate*
Small piece or bit	***a crust of** bread • **a dash of** cream • **a drop of** whisky* ***a pinch of** snuff • **a scrap of** material • **a speck of** dust*
Surface covering	***a blanket of** mist • **a coating of** breadcrumbs • **a covering of** tar* ***a dusting of** snow • **a layer of** icing • **a lick of** paint*
Vegetable part or piece	***a blade of** grass • **a clove of** garlic • **an ear of** corn • **a grain of** rice* ***a head of** cabbage • **a sprig of** parsley • **a stick of** celery*

Pronouns

- **Subject pronouns: *I, you, he, she, it, we, they***

Before verb: statements	*I play tennis • **She** was born in London*
Between verbs: questions	*Did **you** like it? • Where do **they** go jogging?*

- **Object pronouns: *me, you, him, her, it, us, them***

After verb	*The lorry hit **him** • We didn't tell **her***
After verb then after *to*	*I gave **it** to **them** • She sent **them** to **us***
After prepositions	*It's for **me** • It was written by **her***

- **Determinative possessive pronouns: *my, your, his, her, its, our, their***

Before noun	*That's **my** pullover • Do you like **their** dog?*
Before *-ing*	***Her** writing is good • I can't stand **his** singing*

- **Independent possessive pronouns: *mine, yours, his, hers, its, ours, theirs***

Before verb	***Ours** is a Volvo • **Yours** came last*
After verb	*Who ate **mine**? • Someone stole **hers***
After preposition	*Come to **mine** • It's between **theirs** and **ours***

- **Reflexive pronouns: *myself, yourself, himself, herself, itself, ourselves, yourselves, themselves***

After verb	*She hurt **herself** • We invited **ourselves***
After preposition	*I did it by **myself** • It twists around **itself***

- **Reciprocal pronouns: *each other, one another***

After verb	*They love **each other** • We slapped **one another** on the back*
After preposition	*They circled round **one another** • We looked at **each other***

- **Demonstrative pronouns: *this, that, these, those***

Before verb	***This** needs freezing • **These** haven't been cooked*
After verb	*I want **those** • Can you clean **this**?*
After object pronoun	*Give me **that** • Who sent you **those**?*
After preposition	*Don't put it on **that**! • You mix it with **this***

- **Indefinite pronouns (1): *one, none, some, any***

Before verb	***Some** have wings • **One** lives in caves • **None** eats sugar • **Any** can sing*
After verb	*I don't want **any** • I haven't got **one** • There is **none** • I need **some***
Before preposition	***one** of us • **none** for him • **some** with hair • **any** in the garden*

- **Indefinite pronouns (2): *every/some/no/any + thing/one/body***

Before verb	***Everyone** finished their food • **Nothing** has happened*
After verb	*I didn't see **anything** • I want to find **someone***
After preposition	*Chips with **everything** • There's no reduction on **anything***

- **Interrogative pronouns: *who, whom, what, whose***

Before verb	***Who** found him? • **Whose** are these? • **What** did you find?*
After preposition	*To **whom** did you send it? • It's made from **what**?*

- **Relative pronouns: *who, whom, which, that***

After noun, before verb	*the man **who** stole it • my chair, **which** collapsed*
After noun, before subject	*Mr Fag, **who(m)** I never met • the cake **that** he ate*
After preposition, before subject	*the man with **whom** she travelled • a house in **which** he lived*

Orientation

• Time: from present viewpoint

Future	***Tomorrow**? Okay, I'll see you **then** • What's on **tonight**?* *Showers are expected **next week** • I'll be finished **in two hours***
Past	***At that time** I was in Canada • I noticed her just **then*** *The hamster died **yesterday** • He moved here **last year***
Past to present	*I have **already** cut the lettuce • She has **just** gone to bed* *We haven't seen them **since** Friday • Is it ready **yet**?*
Present	*I'm eating **right now** • I'm busy **at the moment*** *She's not here **today** • What are you up to **this week**?*

• Time: from past viewpoint

Past before past	***When** I had finished, I had a well-deserved drink* *She called him **as soon as** she had got up*
Past then past	*She watered the roses and **then** pricked the lawn* *He laid the turf on the virgin lawn. **After that** he sat in a garden chair*
Past with past	*They were chatting **when** we came in • I went to bed **when** I got home* ***While** he was phoning, burglars broke into the house*

• Time: from future viewpoint

Future before future	*I'll have gone home **by the time** you have finished* *I'll make some tea **before** I do the washing*
Future then future	*We'll get the chairs and **then** we'll see about the table* *I'll cook the onions. **After that** I'll eat them*
Future with future	*We'll be sitting in the garden **when** you come* *She'll be in Australia **while** I'm on my way to India*

• Place: relative to speaker's location

Distance	*Your bicycle is over **there** • **There**'s the postman!*
Movement	*When are you **going**? • I **came** to England seven months ago* *They say they're **bringing** a cake • Can you **take** this plate away? • **Fetch**!*
Position	***To my left** I could see the lodge • **Below** lay the boiling sea*
Proximity	*The Brands are **here** • The needle was **just here** a minute ago*

• Place: relative to listener's location

Movement	*I'll **come** as soon as I can • Can I **bring** a friend?*

• Place: indefinite location

Proximate space	*The spatula must be **somewhere** • I can't see it **anywhere***
Unbounded space	***Nowhere** on earth will you find such geraniums* *The asteroid could be **anywhere** by now*

• Interpersonal

External	*Did you see **them**? • **She** has left **me***
Group	***We** have decided to reward all of **you** • (**You**) tell **us***
Individual	***I** am the owner and **you** are the tenant • Can **you** give it to **me**?*

• Pointing/indicating

Discourse	***That**'s not what I meant • **This** is the key point* ***The former** has striped wings; **the latter** has a large thorax*
Distance: named entity	***That** man's wearing his mother's hat • **These** beans should be thrown away*
Distance: unnamed entity	*Take **that** out of here • Could I have a look at **those**?*
Proximity: named entity	***This** island's mine! • **These** bonbons are absolutely delicious.*
Proximity: unnamed entity	*Here, take a look at **this** • I'm quite interested in **these***

Adjectives: common categories

Aberration	*aberrant • abnormal • anomalous • eccentric • freakish • unusual • weird*
Age	*ancient • antique • middle-aged • new • old • young • youthful*
Animal similes	*bearlike • catty • elephantine • fishy • foxy • mousy • ratty • wolflike*
Approximation	*biggish • fullish • oldish • reddish • softish • tallish • youngish*
Attraction	*cracking • fit • gorgeous • lovely • sexy • yummy*
Build	*broad-shouldered • fat • petite • skinny • slim • squat • tall • well-built*
Character	*cunning • dastardly • intense • generous • mendacious • taciturn*
Classification	*biochemical • geographical • internal • leguminous • personal • social*
Colour	*black • blue • golden • green • maroon • ochre • purple • red • silver • yellowish*
Comfort	*bumpy • comfortable • lumpy • rough • silky • soft • spiky*
Density	*crowded • dense • empty • full • packed • solid • sparse*
Dimension	*broad • deep • elongated • high • long • narrow • tall • truncated • wide*
Emphasis	*absolute • bloody • complete • perfect • thundering • total • utter*
Energy	*energetic • frantic • half-hearted • laid-back • languid • vigorous*
Facial features	*angular • beetling • cleft • craggy • full • goofy • hooked • pointed • rosy*
Feeling	*amazed • bored • disgusted • exhausted • fascinated • interested • tired*
Frequency	*daily • frequent • hourly • occasional • rare • regular • usual*
Hair	*bushy • curly • mousy • straight • unkempt • unmanageable • wavy*
Honesty	*deceitful • dishonest • frank • honest • hypocritical • shifty • straightforward*
Impression (1)	*awful • brilliant • horrible • incredible • nasty • superb • wicked*
Impression (2): *-ing*	*entertaining • revolting • boring • fascinating • exhausting • disgusting*
Intelligence	*brainless • bright • cunning • intelligent • sharp • stupid • thick*
Intensity	*abysmal • appalling • awful • extraordinary • fantastic • incredible • terrible*
Lines	*broken • continuous • curved • dotted • parallel • thin • winding • zig-zag*
Luminosity	*bright • glowing • luminous • shiny • sparkling • transparent*
Manner	*brisk • careful • conciliatory • relaxed • sheepish • supercilious • watchful*
Mood	*angry • cheerful • depressed • hysterical • morose • reflective • upset*
Noise	*faint • high-pitched • inaudible • loud • low • noisy • piercing • thumping*
Opacity	*dark • foggy • impenetrable • murky • opaque • stygian • turbid*
Plasticity	*bendy • brittle • ductile • flexible • malleable • rigid • squashy*
Pulchritude	*beautiful • good-looking • handsome • presentable • pretty • well-formed*
Quality	*bad • beastly • crap • foul • good • great • hopeless • mediocre • middling • so-so*
Reality/unreality	*fantastic • otherworldly • real • solid • supernatural • surreal • unreal*
Regularity/irregularity	*crooked • disordered • higgledy-piggledy • irregular • regular • straight*
Sentiment	*cheesy • gushing • sentimental • sickly • sickmaking • soupy • sugary*
Shape	*hexagonal • irregular • rectangular • round • star-shaped • triangular*
Significance	*humble • important • insignificant • piddling • seminal • significant • trivial*
Size	*big • enormous • gigantic • huge • large • little • massive • microscopic • small • tiny*
Speed	*fast • plodding • quick • slow • sluggish • speedy • swift*
Surface	*angular • craggy • dull • pockmarked • rough • rutted • shiny • smooth*
Taste	*bitter • bland • pungent • salty • sour • spicy • sweet*
Temperament	*aggressive • bad-tempered • cheerful • gloomy • hysterical • miserable*
Texture	*chewy • frangible • hard • rubbery • semi-liquid • soft • solid • spongy • squishy*
Unsightliness	*ill-favoured • misshapen • plain • ugly • unlovely • unprepossessing*
Viscosity	*congealed • deliquescent • fluid • jelly-like • molten • runny • sticky • viscous*

Compound adjectives

Adjective + adjective	*bittersweet • bright-blue • metallic-grey • pale-green*
Adjective + noun + *-ed*	*big-headed • blue-eyed • flat-bottomed • kind-hearted • knock kneed* *red-haired • rosy-cheeked • sharp-witted • short-sighted*
Adjective + Past Participle	*hard-edged • remote-controlled • soft-focussed • thick-sliced*
Adjective + verb + *-ing*	*foul-smelling • friendly-seeming • good-looking • sweet-tasting*
Adverb + adverb	*badly-off • faraway • hard-up • in-between • well-off*
Adverb + Past Participle	*badly-behaved • ill-considered • much-appreciated • scantily-clad* *warmly-welcomed • well-dressed • well-known • well-spent*
Adverb + verb + *-ing*	*fast-running • hard-working • slow-moving • soundly-sleeping*
Cardinal number + measure	*five-hour • seven-metre • ten-kilo • six-litre*
Determiner + noun + *-ed*	*half-hearted • many-sided • one-handed • two-footed*
***back/front* + noun**	*backroom • backseat • front-desk • frontline*
***half* + Past Participle**	*half-baked • half-cut • half-eaten • half-finished • half-hearted*
Nationality + Past Participle	*British-born • French-made • German-based • Russian-distilled*
Noun + adjective	*paper-thin • streetwise • top-secret • user-friendly • world-famous*
Noun + adverb	*bone-in • facedown • hands-off • head-on • side-on*
Noun + *-ed* + adverb	*backed-up • boxed-in • handed-down • souped-up*
Noun + colour	*brick-red • lime-green • sky-blue • jet-black • snow-white*
Noun + *-free*	*fat-free • gluten-free • interest-free • waste-free • worry-free*
Noun + *like*	*catlike • foamlike • gentlemanlike • wraithlike*
Noun + noun + *-ed*	*fork-tongued • humpbacked • lion-hearted • velvet-coated*
Noun + *-ing*	*eye-catching • mouth-watering • ear-splitting • gut-wrenching*
Noun + Past Participle	*hand-crafted • icebound • leather-bound • machine-made* *oven-cooked • rain-soaked • sweat-drenched*
Noun + *-proof*	*bullet-proof • childproof • foolproof • waterproof*
Ordinal number + noun	*firsthand • fifth-level • second-class • third-rate*
Past Participle + adverb	*beaten-up • broken-down • built-up • cut-out • cut-up • fed-up* *laid-back • laid-out • run-down • sawn-through • strung-out*
Past Participle + noun	*cut-price • shot-silk • woven-wool • wrought-iron*
Past Participle + preposition	*hoped-for • sewn-in • unheard-of • unlooked-for*
Preposition + noun	*in-form • off-book • off-peak • off-piste • on-song • out-of-work*
Pronoun + preposition	*all-in • all-out • all-round • one-off*

Comparatives

• Forms of comparative adjectives

+ *-er*	Doubled consonant + *-er*	*-y* → *-ier*	*more* and *less* with longer adjectives	Irregular forms
hard → ***harder***	*big* → ***bigger***	*early* → ***earlier***	***less*** *absurd*	*bad* → ***worse***
short → ***shorter***	*fat* → ***fatter***	*happy* → ***happier***	***less*** *expensive*	*good* → ***better***
soft → ***softer***	*hot* → ***hotter***	*hungry* → ***hungrier***	***more*** *intelligent*	*far* → ***farther***
tall → ***taller***	*thin* → ***thinner***	*silly* → ***sillier***	***more*** *thoughtful*	*far* → ***further***

• Comparative form + *than*

Big difference	*Fred is* *Brazil is* *Dogs are* *Horses are* *Joe is*	***a lot*** ***considerably*** ***far*** ***much*** ***somewhat***	*happier* *hotter* *more intelligent* *bigger* *less ambitious*	***than***	*he used to be* *France* *cats* *dogs* *Kate*
Small difference	*Steel is* *John is* *Norwich is* *Doughnuts are*	***a bit*** ***hardly any*** ***not much*** ***slightly***	*harder* *taller* *bigger* *more expensive*	***than***	*copper* *Joanna* *Cambridge* *Danish pastries*

• *as* + adjective + *as*

Equivalence	*She's* ***as*** *slow* ***as*** *a tortoise • You're* ***as*** *daft* ***as*** *a brush • He's* ***just as*** *tall* ***as*** *his father*		
Negation	*This knife is* ***not as*** *useful* ***as*** *that one • It's* ***not as*** *cold* ***as*** *last week*		
Big difference	*Our house is* *This book is* *Frankie is*	***not nearly*** ***nothing like*** ***nowhere near***	***as*** *big* ***as*** *theirs* ***as*** *good* ***as*** *the last one I read* ***as*** *talented* ***as*** *Vicky*
Small difference	*He's* *Spain is* *Geoffrey is*	***almost*** ***nearly*** ***not quite***	***as*** *tall* ***as*** *his father* ***as*** *big* ***as*** *France* ***as*** *cunning* ***as*** *his younger brother*
Approximation	*Frogs are* *This book is* *A jaguar is*	***about*** ***approximately*** ***roughly***	***as*** *intelligent* ***as*** *mice* ***as*** *heavy* ***as*** *a loaf of bread* ***as*** *fast* ***as*** *a leopard*
Exactness	*The Cam is* *Tracy is* *Edinburgh is*	***half*** ***twice*** ***three times***	***as*** *wide* ***as*** *the Ouse* ***as*** *intelligent* ***as*** *Roger* ***as*** *far* ***as*** *Lincoln*

• *the same* + noun + *as*

This custard is roughly	***the same density***	***as*** *mercury*
Loch Ness is almost	***the same depth***	***as*** *Lake Baikal*
The Chrysler Building is not	***the same height***	***as*** *the Empire State Building*
Our patio is nowhere near	***the same length***	***as*** *theirs*
These boots are nearly	***the same size***	***as*** *John's*
Anne is about	***the same weight***	***as*** *Margaret*
This table is not nearly	***the same width***	***as*** *that one*

• *half/twice/X times the* + noun + *of*

My book is approximately	***half the thickness***	***of*** *yours*
England is more than	***six times the area***	***of*** *Wales*
This pie is nearly	***twice the price***	***of*** *that one*

• *too* + adjective + (*for*) + *to* infinitive; *not* + adjective + *enough* + *to* infinitive

Excess	*I'm* ***too old to climb*** *mountains • It's* ***too early for the children to go*** *to bed, unfortunately*
Insufficiency	*You're* ***not old enough to vote*** *• We haven't got* ***enough potatoes to make*** *cheese pie*

• *so* + adjective + *that; such* (*a*) + adjective + noun + *that*

Positive effect	*The trifle was* ***so delicious that*** *I had another helping* *It was* ***such a nice day that*** *we went for a long walk in the countryside*
Negative effect	*I was* ***so tired that*** *I fell asleep in front of the television* *It was* ***such strange cheese that*** *we decided to throw it away*

Superlatives

• Forms of superlative adjectives

+ *-est*	Double consonant + *-est*	*-y* → *-iest*	*most* and *least* with longer adjectives	Irregular forms
hard → ***the hardest***	*the* ***biggest***	*the* ***earliest***	***the least*** *absurd*	*bad* → ***the worst***
short → ***the shortest***	*the* ***fattest***	*the* ***happiest***	***the least*** *expensive*	*good* → ***the best***
soft → ***the softest***	*the* ***hottest***	*the* ***hungriest***	***the most*** *intelligent*	*far* → ***the farthest***
tall → ***the tallest***	*the* ***thinnest***	*the* ***silliest***	***the most*** *thoughtful*	*far* → ***the furthest***

• With adverbials

Big difference	*These apples are* *This car is*	***by far*** ***easily***	*the ripest* *the most expensive*
Small difference	*This wine is* *He was*	***just about*** ***only just***	*the tastiest* *the fastest*

• With prepositional phrases

Place	*He is* *Birmingham has* *Chick peas are* *Russia is*	*the fastest sprinter* *the friendliest people* *the tastiest pulses* *the biggest country*	***in the world*** ***in England*** ***in the larder*** ***on Earth***
Collective entities	*She is* *He is* *He is*	*the most accomplished player* *the worst student* *the most determined robber*	***in the team*** ***in the class*** ***in the gang***
Plural entities	*This novel is* *She was* *Bartok is*	*the best* *the least inspiring speaker* *the most original*	***of the bunch*** ***of the lot*** ***of all modern composers***
Time period	*Goya was* *Einstein was* *Confucius was*	*the most disturbing artist* *the greatest scientist* *the most influential philosopher*	***of his era*** ***of the 20th century*** ***of all time***

• With relative clauses

Present Perfect	*'Guernica' is* *This is*	*the most impressive painting* *the worst coffee*	***(that) I have seen this year*** ***(that) I have ever tasted***
Modal	*These are* *He has*	*the biggest radishes* *the bushiest eyebrows*	***(that) you will find anywhere*** ***(that) you can imagine***

• With non-finite clauses

Infinitive	*She is* *Last winter was*	*the youngest ever horse* *the coldest*	***to take part in this race*** ***to have hit us this century***
-ing	*This gadget is* *He's*	*the handiest thing* *the best striker*	***going*** ***currently playing***

Comparative and superlative adverbs

• Forms

Manner: regular	***more*** *carefully/****the most*** *carefully* • ***more*** *roughly/****the most*** *roughly*
Manner: irregular	*well* → ***better/the best*** • *badly* → ***worse/the worst*** *fast* → ***faster/the fastest*** • *hard* → ***harder/the hardest***
Distance and time: irregular	*far* → ***farther (further)/the farthest (furthest)*** • *late* → ***later/the latest*** *early* → ***earlier/the earliest*** • *soon* → ***sooner/the soonest***

• Sentences

Comparative	*Can you explain it* ***more clearly?*** • *It's raining a lot* ***harder*** *now* *She arrived much* ***earlier*** *than expected* • *He ran a bit* ***faster*** *in the last race* *She slept* ***as soundly as*** *a log* • *He didn't behave* ***as politely as*** *he should have*
Superlative	*Our car went* ***the fastest*** • *Their team performed* ***the worst*** *Eliza dresses* ***the most elegantly*** • *He always arrives* ***the most punctually*** *Samson threw* ***the farthest*** • *Sidney got up* ***the earliest*** *this morning*

Prefixes

• Types	• Before nouns	• Before adjectives	• Before verbs
Absence	*non-occurrence*	*apolitical* • *non-alcoholic*	
Across	*transfiguration*	*transnational* *transoceanic*	*transform* • *transship*
Apartness	*disunity*	*displaced*	*disentangle*
Before and after	*ante-meridian* *ex-president* • *foreshore*	*post-war* • *pre-classical*	*forewarn* • *postdate*
Between/among	*interaction* • *interplay*	*international*	*intermingle* • *interweave*
Beyond	*parapsychology*	*paranormal*	*paraglide*
Direction	*contraflow*	*anti-clockwise*	
Distance	*telepathy*	*telepathic* • *televisual*	*televise*
Division	*bifocals*	*bi-monthly* • *twice-yearly*	*bisect* • *trisect*
Excess/insufficiency	*overspill*	*overcooked*	*underestimate*
Extent	*half-light*	*mid-priced* • *part-Irish* *semi-naked*	*parboil* • *semi-retire*
Extreme quality	*superwoman* • *ultrasound*	*extra-crispy* • *hyperreal* *supercool*	*supercool* • *superheat*
Extreme quantity, size or intensity	*hypermarket* • *megaton* *microtone* • *miniskirt*	*hyperactive* • *mega-rich*	*hyperventilate*
Increase/decrease	*downgrade* • *upswing*	*downcast* • *upbeat*	*downsize* • *embitter* *enlarge* • *upgrade*
Level	*hypermarket* • *hyponym*	*above-mentioned*	*sub-contract* *superimpose*
Negation	*displacement* • *illegality* *impatience* • *insolubility* *irregularity* • *unviability*	*abnormal* • *disagreeable* *ignoble* • *illogical* *impossible* • *inexact* *irresponsible* • *unsuitable*	*disagree* *displace* *disregard*
Opposition	*anti-abortionist* *counter-revolution*	*anti-bacterial* *counter-intuitive*	*counteract*
Outer/inner layer	*overshoes* • *undercoat* *underwear*	*inlaid* • *overlaid*	*overlay*
Outside	*extraposition*	*extraterrestrial*	*extradite*
Plurality	*multi-millionaire* *tri-centenary*	*diatomic* • *pentatonic*	*multi-task*
Rank	*archbishop* • *pro-consul* *vice-principal*		
Removal/reversal	*undoing*	*unfastened*	*defrost* • *displace* • *untie*
Repetition	*triple Salchow*	*double-dotted*	*retie* • *retrace*
Self	*auto-correction* *self-denial*	*self-denying*	*self-denigrate*
Singularity	*monoplane* • *unicycle*	*uni-cellular*	
Togetherness	*co-worker*	*co-educational*	*co-operate*
Under	*infrastructure*	*infrared* • *sub-standard*	
Within	*intranet*	*intra-departmental*	*enfold*
Wrongness	*maldistribution* *malformation*	*ill-advised* • *ill-defined*	*misplace* • *mispronounce*

Suffixes: derivation

• Noun to adjective

-able	*charity → charitable • fashion → fashionable • profit → profitable • reason → reasonable*
-al	*accident → accidental • centre → central • globe → global • intention → intentional* *occasion → occasional • region → regional • tradition → traditional*
-ary	*caution → cautionary • literature → literary • revolution → revolutionary*
-ate	*affection → affectionate • extortion → extortionate • fortune → fortunate*
-ed	*conceit → conceited • floor → floored • quilt → quilted • timber → timbered*
-en	*ash → ashen • hemp → hempen • lump → lumpen • silk → silken*
-etic	*apathy → apathetic • empathy → empathetic • sympathy → sympathetic*
-ful **and** ***-less***	*care → careful/less • colour → colourful/less • faith → faithful/less • harm → harmful/less* *pain → painful/less • thought → thoughtful/less • use → useful/less*
-ful **not** ***-less***	*delight → delightful • man → manful • master → masterful • peace → peaceful* *plenty → plentiful • skill → skilful • stress → stressful • waste → wasteful*
-ial	*commerce → commercial • manager → managerial • manor → manorial* *residence → residential • secretary → secretarial • territory → territorial*
-ic	*acid → acidic • colon → colonic • hero → heroic • irony → ironic • moron → moronic*
-ical	*geography → geographical • history → historical • politics → political • stoic → stoical*
-ish	*amateur → amateurish • book → bookish • child → childish • tiger → tigerish*
-ive	*agent → agentive • aggression → aggressive • authority → authoritative* *excess → excessive • mass → massive • response → responsive • secret → secretive*
-less **not** ***-ful***	*effort → effortless • end → endless • heart → heartless • penny → penniless* *point → pointless • sleep → sleepless • speech → speechless • time → timeless*
-ly	*chill → chilly • friend → friendly • life → lively • love → lovely • time → timely*
-ous	*anxiety → anxious • danger → dangerous • envy → envious • humour → humorous* *luxury → luxurious • melody → melodious • mystery → mysterious • nerve → nervous*
-some	*bother → bothersome • burden → burdensome • tooth → toothsome • whole → wholesome*
-y	*juice → juicy • oil → oily • peach → peachy • salt → salty • sex → sexy • wind → windy*

• Noun to verb

-ate	*assassin → assassinate • captive → captivate • difference → differentiate*
-en	*fright → frighten • height → heighten • length → lengthen • strength → strengthen*
-ify	*code → codify • horror → horrify • mystery → mystify • peace → pacify • terror → terrify*
-ise	*maximum → maximise • sympathy → sympathise • terror → terrorise • vapour → vaporise*
Ø	*bottle → bottle • finger → finger • man → man • shop → shop • spoon → spoon*

• Adjective to noun

-ance	*arrogant → arrogance • distant → distance • important → importance • tolerant → tolerance*
-cy	*illiterate → illiteracy • numerate → numeracy • supreme → supremacy*
-dom	*bored → boredom • free → freedom • wise → wisdom*
-ence	*absent → absence • eloquent → eloquence • patient → patience • permanent → permanence*
-iety	*anxious → anxiety • impious → impiety • notorious → notoriety • sober → sobriety*
-ity**: no spelling change**	*complex → complexity • insipid → insipidity • normal → normality • personal → personality* *popular → popularity • real → reality • similar → similarity • stupid → stupidity*
-ity**: spelling change**	*diverse → diversity • generous → generosity • immune → immunity* *mature → maturity • objective → objectivity • prosperous → prosperity*
-ness	*blind → blindness • conscious → consciousness • conspicuous → conspicuousnesss* *eager → eagerness • happy → happiness • stiff → stiffness • thorough → thoroughness*
-tion	*alternate → alternation • considerate → consideration • desperate → desperation*
-y	*accurate → accuracy • frequent → frequency • jealous → jealousy • literate → literacy*

Suffixes (continued)

• Adjective to verb

-en	*bright → brighten • dark → darken • flat → flatten • fresh → freshen • red → redden* *sad → sadden • soft → soften • sweet → sweeten • wide → widen • worse → worsen*
-ify	*ample → amplify • clear → clarify • pure → purify • simple → simplify • solid → solidify*
-ise	*familiar → familiarise • general → generalise • immortal → immortalise* *intellectual → intellectualise • modern → modernise • special → specialise • visual → visualise*

• Verb to noun

-age	*break → breakage • cover → coverage • post → postage • wreck → wreckage*
-al	*appraise → appraisal • defer → deferral • dismiss → dismissal • refuse → refusal*
-ance/-ancy	*annoy → annoyance • appear → appearance • disturb → disturbance • endure → endurance* *expect → expectancy • perform → performance • rely → reliance • tolerate → tolerance*
-ant	*apply → applicant • assist → assistant • ruminate → ruminant • supplicate → supplicant*
-cess	*exceed → excess • proceed → process • recede → recess • succeed → success*
-ence/-ency	*defend → defence • differ → difference • emerge → emergency • obey → obedience* *offend → offence • persist → persistence • precede → precedence*
-er/-or	*act → actor • bite → biter • lead → leader • run → runner • teach → teacher*
-iour	*behave → behaviour • pave → paviour • save → saviour*
-ment	*commit → commitment • develop → development • embarrass → embarrassment* *encourage → encouragement • enjoy → enjoyment • equip → equipment* *refresh → refreshment • require → requirement • settle → settlement*
-ption	*conceive → conception • consume → consumption • deceive → deception* *inscribe → inscription • receive → reception • subscribe → subscription*
-sion	*decide → decision • elide → elision • excise → excision • expand → expansion*
-ssion	*commit → commission • emit → emission • permit → permission • submit → submission*
-tion	*adapt → adaptation • prepare → preparation • pronounce → pronunciation* *publish → publication • suggest → suggestion • substitute → substitution • vary → variation*
-ure	*close → closure • discomfit → discomfiture • please → pleasure • seize → seizure*
Ø	*attack → attack • call → call • fear → fear • hope → hope • laugh → laugh*

• Verb to adjective

-able/-ible	*admit → admissible • change → changeable • eat → eatable • excite → excitable* *irritate → irritable • pay → payable • play → playable • respond → responsible*
-ant	*expect → expectant • malign → malignant • ruminate → ruminant*
-ed	*divide → divided • interest → interested • restrict → restricted • tire → tired*
-en/-n	*break → broken • freeze → frozen • know → known • prove → proven • tear → torn*
-ent	*abhor → abhorrent • appear → apparent • confide → confident • insist → insistent*
-ful	*dread → dreadful • forget → forgetful • harm → harmful • resent → resentful*
-inct	*distinguish → distinct • extinguish → extinct*
-ing	*bore → boring • exhilarate → exhilarating • fascinate → fascinating*
-ive	*attract → attractive • compete → competitive • express → expressive* *persuade → persuasive • support → supportive*
-ous	*blaspheme → blasphemous • rebel → rebellious • ridicule → ridiculous*
-tory	*condemn → condemnatory • prepare → preparatory • supervise → supervisory*
-y	*creep → creepy • pick → picky • run → runny • sneer → sneery • weep → weepy*

• Noun to noun

-dom	*fief → fiefdom • king → kingdom • martyr → martyrdom • star → stardom*
-ful	*cup → cupful • hand → handful • mouth → mouthful • spoon → spoonful*
-hood	*brother → brotherhood • nation → nationhood • parent → parenthood*
-ian	*comedy → comedian • mathematics → mathematician • tragedy → tragedian*
-ist	*hygiene → hygienist • physics → physicist • sex → sexist • science → scientist*
-ship	*censor → censorship • court → courtship • fellow → fellowship • friend → friendship*

Dynamic verbs: common categories

Action of light	*dazzle • glare • glimmer • glow • reflect • shine*
Action of water	*drench • erode • saturate • soak • swamp*
Active perception	*feel • listen • observe • smell • taste • watch*
Agentive change of state	*empty • enlarge • fill • kill • reduce • widen*
Amusement	*giggle • grin • laugh • smile • snigger • titter*
Animal noise	*bark • bleat • cackle • grunt • low • roar squeak*
Appearance/disappearance	*appear • disappear • dissipate • melt • vanish*
Aqueous change of state	*boil • condense • evaporate • freeze*
Aqueous movement	*break • bubble • overflow • ripple • surge • swell*
Articulation	*enunciate • lisp • mumble • murmur • stammer • stutter*
Becoming	*become • fall • get • go • grow • turn*
Bodily motion	*fly • gallop • go • hobble • leap • limp • march • run • stagger*
Burning	*blaze • burn • char • scald • scorch • smoulder*
Capture	*capture • catch • grab • hook • seize • snare • trap*
Change of level	*decrease • fall • fluctuate • increase • rise*
Change of state	*break • cool • deteriorate • die • freeze • ossify*
Collection	*collect • glean • harvest • mow • pick • reap*
Commencement/Conclusion	*begin • commence • conclude • end • finish • initiate • start*
Compulsion	*coerce • compel • force • make • oblige • persuade*
Congelation	*congeal • curdle • freeze • set • solidify*
Cooking	*bake • boil • coddle • fry • poach • roast • scramble*
Creation	*build • compose • construct • cook • create • erect • form • make • mould*
Crepitation	*crackle • pop • rustle • scrunch • sizzle • snap*
Crime	*assault • burgle • defraud • mug • pilfer • rape • smuggle*
Cutting	*carve • chop • cleave • cut • dissect • slice • trim*
Destruction	*annihilate • break • crush • demolish • destroy • obliterate*
Discovery	*discover • encounter • find • locate • pinpoint • unearth*
Dissolution	*dissolve • liquefy • melt • thaw*
Distortion	*coil • contort • distort • squash • twist*
Division	*cut • divide • separate • share • split*
Emotional reaction	*cry • laugh • rage • sigh • weep*
Encapsulation	*bundle • bury • encapsulate • enclose • enfold • wrap*
Encroachment	*encroach • invade • penetrate • trespass*
Event	*happen • occur • take place • transpire*
Excretion	*bleed • defecate • lactate • sweat • urinate • vomit*
Explosion	*bang • burst • erupt • explode*
Expropriation	*appropriate • confiscate • deprive • expropriate • withdraw*
Facial expression	*frown • grimace • grin • smile • sneer • wink*
Financial dealing	*bet • cheat • gamble • invest • profit • recoup • swindle*
Fluidity	*drip • flood • gush • pour • spurt • trickle*
Frictionless movement	*float • skate • skim • slide • slip • slither*
Hurried movement	*charge • hasten • hurry • rush • scurry*
Ignition/extinguishment	*douse • extinguish • ignite • light • quench • snuff*
Ingestion	*eat • devour • drink • gobble • gulp • sip • swallow*

Dynamic verbs (continued)

Interaction	*advise • bargain • deal • interview • negotiate • request*
Internal bodily processes	*absorb • circulate • digest • ingest • permeate*
Interpersonal	*bring • give • offer • pass • promise • send • take • tell*
Interrogation	*ask • demand • inquire • interrogate • query • question*
Involuntary bodily noise	*belch • burp • click • creak • fart • rumble*
Loss	*forfeit • lose • mislay • misplace*
Machine noise	*bang • clank • rumble • tick • whirr • wheeze*
Machine/equipment verbs	*brush • cycle • parachute • phone • ski • vacuum*
Mental processes	*consider • contemplate • decide • deliberate • ponder*
Movement in relation to a point	*arrive • depart • leave • pass • reach • return*
Movement in relation to a volume	*enter • exit • leave • quit*
Movement in relation to an area	*cross • enter • leave • pass • quit • traverse*
Movement of bodies (transitive)	*drag • drop • heave • lift • pull • push*
Movement of bodies (intransitive)	*collapse • crash • crumple • heave • slam • sway • wobble*
Nasal/buccal noise	*gasp • pant • rasp • sniff • snore • snort • wheeze*
Pain/discomfort	*ache • hurt • itch • press • stab • throb*
Reaction to pain	*groan • howl • moan • scream • shriek • squeal*
Percussion	*bang • bash • hit • knock • smack • smite • thump • whack*
Performance by utterance	*declare • promise • propose • suggest • swear • warn*
Permission	*allow • endorse • let • permit • tolerate*
Perusal	*check • examine • inspect • observe • peruse*
Physical reaction	*cough • faint • shiver • shudder • sneeze • sweat • swoon*
Precipitation	*drizzle • hail • rain • sleet • snow*
Puncturation	*cut • gash • pierce • prick • puncture • slit • spear*
Random movement	*fiddle • fidget • jiggle • twiddle • twitch • wander*
Regulation	*adjust • calibrate • control • monitor • regulate • synchronise*
Reporting	*inform • impart • notify • relay • report • say • tell*
Response	*answer • react • reply • respond • retort*
Retrospection	*recall • recollect • regret • remember*
Revolution	*revolve • rotate • spin • swivel • turn • whirl*
Sadness	*cry • sigh • snivel • sob • wail • weep • whimper*
Sibilance	*hiss • rustle • swish • whisper*
Slow movement	*crawl • linger • loiter • traipse • trudge*
Social intercourse	*chat • communicate • participate • speak • say • talk • tell*
Soufflation	*blow • drift • gust • puff • waft • whirl*
Sporting actions	*bowl • cut • drive • hit • kick • pass • score • throw*
Stance	*crouch • lean • lie • sit • slouch • stand*
Surface alteration	*ruffle • score • scrape • scratch • scuff • shave*
Transaction	*barter • buy • give • purchase • receive • sell*
Transport of goods (transitive)	*carry • move • remove • ship • transport*
Transport of people (intransitive)	*cycle • drive • fly • ride • sail • travel • walk*
Understanding	*comprehend • follow • glean • understand*
Unsystematic movement	*career • flail • stagger • swat • swipe • swish*
Utterance	*burble • hum • mutter • scream • shout • sing • speak • whisper*
Victory/defeat	*beat • defeat • lose • overcome • prevail • submit • thrash • win*
Ways of killing and injuring	*crush • hang • poison • shoot • stab • strangle • suffocate*

Stative verbs

Appearance	*They **appeared** to be drunk • He **seems** quite capable*
Capacity	*This jug **contains/holds** two litres • This camera **takes** four AA batteries*
Cause	*His insecurity **stems** from his childhood • Insecurity **underlies** his ambition*
Cognition	*I **agree** • I **forget** his name • I **know** you're tired • She didn't **recognise** me*
Compliance	*He **accepts** that he was wrong • I completely **agree** with you*
Composition	*The property **comprises** two dwellings • The class **consists** of twelve students*
Connection	*This lead **connects** to the modem • The new road **links** Bedford and Luton*
Deficiency	*The book **doesn't include** an index • He **lacks** patience*
Desire	*She **longs** to see him • I **want** that dandelion • I **wish** I could swim*
Duration	*The film **lasts** for three hours • It **takes** ages to get there*
Entailment	*The work **entails** a lot of close inspection • Being a teacher **involves** marking*
Equivalence	*Nine times eight **equals** 72 • 5 plus 7 **makes** a dozen*
Existence	*Does life **exist** in outer space? • Sloths **live** in trees*
Feature	*The property **features** an unusual living room • She **has** a long chin*
Interpersonal	*He **doesn't respect** anybody's feelings • She **sympathises** with you*
Meaning	*'Pulchritude' **means** 'beauty' • What does her behaviour **signify**?*
Measure	*The land **measures** 30m x 40m • It **weighs** two tons*
Negative feeling	*I **detest** burgers • He **dreads** the rainy season • She **hates** dust • I **loathe** pilchards*
Origin	*She **comes** from Geneva • This material **originates** in Turkey*
Perception	*Did you **hear** that? • I **can't see** the board • I **smell** dumplings*
Performance	*I **declare** this meeting open • I **name** this ship 'Blue Swallow'*
Permanence	*His body **lies** in Histon churchyard • The tower **has stood** there for centuries*
Position	*A fence **divides** the two properties • A hedge **surrounds** the garden*
Positive feeling	*She **adores** her new pony • We **like** your plum tree • I **love** garlic*
Possession	*It **belongs** to me • He **has** no money • She **owns** the whole estate*
Preference	*I **favour** the red one • They **prefer** trekking*
Regulation	*The notice **says** No Entry • Rule 34b **states** that fish may not be caught*
Relation	*It **doesn't concern** you • It **depends** on Joe • It **doesn't fit** him • It **suits** you*
Sense impression	*It **feels** slimy • Her voice **sounds** distant • It **tastes** of plastic*
Superfluity	*The audience **exceeds** capacity • It **surpasses** every other contemporary building*
Survival	*Nothing **remains** of the chapel • At least her sense of humour **has survived***
Symbolism	*MP **stands for** Member of Parliament • Fish **symbolise** insouciance*

Irregular verb forms

• Verbs with a regular and irregular form

burn	burned	burned	**smell**	smelled	smelled
	burnt	burnt		smelt	smelt
dream	dreamed	dreamed	**spell**	spelled	spelled
	dreamt	dreamt		spelt	spelt
learn	learned	learned	**spill**	spilled	spilled
	learnt	learnt		spilt	spilt
leap	leaped	leaped	**light**	lighted	lighted
	leapt	leapt		lit	lit

• Change of vowel in Past Form; Past Participle same as base form

come	came	come	**become**	became	become

• Regular Past Form; *-n/-en* Past Participle

mow	mowed	mown	**shear**	sheared	shorn
sew	sewed	sown	**shave**	shaved	shaven
show	showed	shown	**swell**	swelled	swollen
sow	sowed	sown	**prove**	proved	proven

• Base form same as Past Form; *-en* Past Participle

beat	beat	beaten

• Change of vowel: same vowel in Past and Past Participle; *-en/-n/-ne* Past Participle

choose	chose	chosen	**forget**	forgot	forgotten
steal	stole	stolen	**speak**	spoke	spoken
weave	wove	woven	**break**	broke	broken
freeze	froze	frozen	**bear**	bore	borne
(a)wake	(a)woke	(a)woken	**tear**	tore	torn
bite	bit	bitten	**wear**	wore	worn
hide	hid	hidden	**swear**	swore	sworn
tread	trod	trodden	**lie**	lay	lain

• Change of vowel in Past and Past Participle; *-en/-n* Past Participle

ride	rode	ridden	**strive**	strove	striven
smite	smote	smitten	**fly**	flew	flown
write	wrote	written	**rise**	rose	risen
drive	drove	driven	**arise**	arose	arisen

• Same vowel in base form and Past Participle; change of vowel in Past; *-en/-n* Past Participle

give	gave	given	**slay**	slew	slain
forgive	forgave	forgiven	**shake**	shook	shaken
bid	bade	bidden	**take**	took	taken
forbid	forbade	forbidden	**forsake**	forsook	forsaken
fall	fell	fallen	**blow**	blew	blown
eat	ate	eaten	**grow**	grew	grown
draw	drew	drawn	**know**	knew	known
see	saw	seen	**throw**	threw	thrown

• Change of vowel; same form in Past and Past Participle

dig	dug	dug	**seek**	sought	sought
hear	heard	heard	**think**	thought	thought
hold	held	held	**fight**	fought	fought
leave	left	left	**buy**	bought	bought
shine	shone	shone	**bring**	brought	brought
slide	slid	slid	**catch**	caught	caught
strike	struck	struck	**wreak**	wrought	wrought

Irregular verb forms (continued)

• Change of vowel; same form in Past and Past Participle (continued)

speed	sped	sped	**meet**	met	met
sleep	slept	slept	**get**	got	got
keep	kept	kept	**shoot**	shot	shot
creep	crept	crept	**lose**	lost	lost
weep	wept	wept	**feel**	felt	felt
sweep	swept	swept	**kneel**	knelt	knelt
shoe	shod	shod	**bind**	bound	bound
win	won	won	**find**	found	found
cling	clung	clung	**grind**	ground	ground
sting	stung	stung	**wind**	wound	wound
sling	slung	slung	**breed**	bred	bred
swing	swung	swung	**flee**	fled	fled
fling	flung	flung	**lead**	led	led
string	strung	strung	**read**	read	read
wring	wrung	wrung	**lean**	leant	leant
hang	hung	hung	**mean**	meant	meant
sell	sold	sold	**shit**	shat	shat
tell	told	told	**sit**	sat	sat
stride	strode	strode	**spit**	spat	spat
stand	stood	stood	**stick**	stuck	stuck
understand	understood	understood	**say**	said	said
teach	taught	taught			

• Change of consonant/additional consonant; same form in Past and Past Participle

build	built	built	**bend**	bent	bent
deal	dealt	dealt	**lend**	lent	lent
make	made	made	**send**	sent	sent
pay	paid	paid	**spend**	spent	spent
lay	laid	laid	**have**	had	had

• Change of vowel; *a* in Past, *u* in Past Participle

begin	began	begun	**ring**	rang	rung
swim	swam	swum	**sing**	sang	sung
drink	drank	drunk	**spring**	sprang	sprung
sink	sank	sunk	**run**	ran	run
shrink	shrank	shrunk	**spin**	span	spun
stink	stank	stunk			

• Same three forms

fit	fit	fit	**bid**	bid	bid
hit	hit	hit	**rid**	rid	rid
quit	quit	quit	**shed**	shed	shed
slit	slit	slit	**cast**	cast	cast
split	split	split	**broadcast**	broadcast	broadcast
bet	bet	bet	**burst**	burst	burst
let	let	let	**bust**	bust	bust
set	set	set	**thrust**	thrust	thrust
cut	cut	cut	**cost**	cost	cost
put	put	put	**hurt**	hurt	hurt
shut	shut	shut	**spread**	spread	spread

• Thoroughly irregular verbs

be	was/were	been	**go**	went	gone
do	did	done	**beget**	begat	begotten

Primary auxiliaries: *do, be* and *have*

• *do* + base form: questions

Present: *I, you, we, they* + *do*	***Do** I snore? • **Do** you like tulips? • **Do** we sit here? • **Do** they eat meat?*
Present: *he, she, it* + *does*	***Does** he smoke? • **Does** she ever come on time? • What **does** it do?*
Past: all persons + *did*	***Did** I say that? • **Did** she get there on time? • **Did** we invite them?*

• *do* + base form: negatives

Present: *I, you, we, they* + *don't*	*I **don't** agree • You **don't** care • We **don't** smoke • They **don't** know*
Present: *he, she, it* + *doesn't*	*He **doesn't** drink • She **doesn't** want to know • It **doesn't** matter*
Past: all persons + *didn't*	*I **didn't** understand • You **didn't** feed it • We **didn't** get back in time*

• *do* + base form: emphatic

Present	*You **do** look nice! • She **does** dance well! • They **do** make a lot of noise*
Past	*They **did** eat a lot! • The Greeks **did** know about atoms*

• *be* + *-ing*

Present: *I* + *am*	***Am** I repeating myself? • I **am** waiting, Martin • I'**m not** playing*
Present: *you, we, they* + *are*	*You'**re** being silly • We **aren't** sinking • They'**re** batting*
Present: *he, she, it* + *is*	***Is** she working? • He's dancing • It's burning*
Past: *I, he, she, it* + *was*	*I **was** painting • She **wasn't** eating much • It **was** wagging its tail*
Past: *you, we, they* + *were*	*You **were** complaining • We **were** killing ourselves • They **were** smiling*

• *be* + Past Participle

Present: *I* + *am*	*I **am** visited by the Gruffs every Thursday • **Am** I excused?*
Present: *you, we, they* + *are*	*You **are** known to the police • We **are** not listed*
Present: *he, she, it* + *is*	*He's tired • She's not dressed • **Is** it broken?*
Past: *I, he, she, it* + *was*	*It **was** opened • She **was** distressed • He **was** slumped on the floor*
Past: *you, we, they* + *were*	*You **were** missed • We **weren't** noticed • **Were** they caught?*

• *be* + *being* + Past Participle

Present: *I* + *am*	*I **am** being taken out tonight • I **am** not being listened to*
Present: *you, we, they* + *are*	*You **are** being watched • We **are** being protected*
Past: *I, he, she, it* + *was*	*I **was** being laughed at • She **was** being taught how to drive*
Past: *you, we, they* + *were*	*You **were** being teased • We **were** being searched*

• Modal + *be* + *-ing*

All persons + modal + *be*	*She might **be** going out • They should **be** arriving • It can't **be** snowing*

• *have* + Past Participle

Present: *I, you, we, they* + *have*	*I'**ve** lost my coat • You've cut yourself • We **haven't** been here long*
Present: *he, she, it* + *has*	*She's gone away • He **has** won the lottery • It **hasn't** snowed lately*
Past: all persons + *had*	*We **had** just got up • He **had** fallen over • They **had** overpaid*

• Modal + *have* + Past Participle

All persons + modal + *have*	*We could **have** won • She might **have** apologised • I can't **have** failed*

• *have* + *been* + *-ing*

Present: *I, you, we, they* + *have*	*I've **been** sleeping badly • We **haven't been** sailing yet*
Present: *he, she, it* + *has*	*It's **been** hailing • **Has** she **been** ski-ing? • He **hasn't been** drinking*
Past: all persons + *had*	*They **had been** hiking • He **had been** building a new shed*

• Modal + *have* + *been* + *-ing*

All persons + modal + *have been*	*She'll **have been** riding • They might **have been** looking for something*

• Modal + *have* + *been* + Past Participle

All persons + modal + *have been*	*He should **have been** sent off • You must **have been** surprised*

Uses of modal verbs

• Use	• Example
Ability	*I **can** do long division • She **could** play the oboe when she was five*
Absolute obligation	*You **must** finish by 6.00 • He **has to** get there by nine*
Advice/recommendation	*He **should** see a doctor • You **might** try yoga • You **ought to** get some sleep*
Assumption	*That **will** be the plumber • I'm sure you **will** have come across this term*
Decision	*I'll have the stewed seaweed • In that case, we **will** return the goods*
Deduction (certainty)	*He **must** be rich • They **can't** have left before 3.00*
Deduction (uncertainty)	*They **might** be in the fridge • She **may** have gone by car*
Faintheartedness	*I **daren't** go up the Eiffel Tower • We **daren't** go out in the evenings*
Hypothesis	*We **would** cancel the trip under those circumstances*
Inference	*They **should** have arrived by now • It **ought to** grow to five feet*
Intention	*I'll see you on Friday • I **shan't** do that again • I'**m going to** cook some rice*
Lack of obligation	*We **needn't** have left so early • You **don't have to** wax the floorboards*
Moral obligation	*We **ought to** go • You really **should** work harder*
Necessity	*She **needs to** get some sleep • I'**ve got to** go now*
Past habit (1): no context	*We **used to** go fishing • They **didn't use to** have a telephone*
Past habit (2): context	*When they lived in Paris, they **would** often go for walks by the Seine*
Permission	***Can** we have some cake now? • You **may** kiss my hand*
Persistence	*He **will** make cutting remarks • If you **will** arrive late ...*
Possibility	*We **may** have a picnic on Sunday • She **could** have gone to India • I **might** go*
Potentiality	*The snow here **can** melt quite suddenly • He **could** be a bloody nuisance*
Prediction (1)	*Tomorrow **will** be wet and windy • They **should** make it*
Prediction (2)	*It's **going to** snow • They **aren't going to** turn up*
Preference	*I **would** rather go by boat • She **would** prefer to eat in her room*
Prohibition	*You **mustn't** talk in here • You **can't** come in now • They **shall** not pass*
Promise	*I'll do it first thing • We **shall** cut taxes and standardise bicycle lights*
Refusal	*She **won't** do anything I say • The cat **won't** drink its milk*
Reproach	*You **might** say thank you! • You **could** have told me earlier*
Request	***Could** you do the washing-up? • **Can** you stop that? • **Would** you wait here?*
Threat	*I'**ll** tell your mother • We'**ll** smash your plant pots*
Willingness	***Shall** I open the window? • I'**ll** carry your bags • **May** I be of assistance?*

• Modal	• Use
can	**Ability (present), permission, potentiality, request**
can't	**Inability, deduction (certainty), prohibition**
could	**Ability (past), deduction (uncertainty), potentiality, reproach, request**
daren't	**Faintheartedness**
going to	**Arrangement, intention, prediction**
have to	**Lack of obligation (negative), obligation**
may	**Deduction (uncertainty), permission, possibility, willingness**
might	**Advice/recommendation, deduction (uncertainty), reproach**
must	**Deduction (certainty), obligation, recommendation**
mustn't	**Prohibition, recommendation**
need	**Necessity**
needn't	**Lack of obligation, reproach**
ought to	**Advice, inference, moral obligation**
shall	**Prohibition, promise, willingness**
should	**Advice/recommendation, inference, moral obligation, prediction**
used to	**Past habit**
will/won't	**Assumption, decision, intention, persistence, prediction, promise, refusal, threat, willingness**
would	**Hypothesis, past habit, preference, request**

Expressions with modal meanings

Achievement	*She **was able to** swim to the shore • He **managed to** add the numbers in his head* *We **succeeded in** persuading the bank to lend us £50000*
Advice	***It would be a good idea to** rearrange the furniture before the party* *It's **advisable to** take out home insurance • You **would be well advised** to stay at home* *I **urge you to** remain at your post • You **had better** not be here when Nastya comes*
Appearance	*They have **apparently** decided to get divorced • He **seems to be** in a trance* ***It is evident** that you have no intention of paying the money back*
Capability	*He **is able to** balance a ball on his nose • She **is capable of** great things* *He **is incapable of** realising the effect of his behaviour on others*
Chance	***There's a good/fair/reasonable/slight chance that** our horse will win* ***The chances are that** the government will manage to survive the scandal*
Circumstantial obligation	*I **was obliged to** stand all the way • We **were forced to** wait in a queue for three hours* *We **are compelled to** take industrial action • I **have no choice but to** sell the house*
Coercion	*We **were forced to** stay in the classroom • They **made us** wait for hours*
External obligation	*You **are meant to** put the documents away after use* *You **are supposed to** be here before 9.00* *We **were required to** wear our uniforms at all times*
Imminence	*They **are about to** announce the new measures • She **is on the verge of** resigning* *I'm **on the point of** giving up • A recession **is imminent***
Impression	*I **gather** you are going to the dance tonight* *I **get the impression** he doesn't really want to be in this country* *I **understand** you are interested in the position of head chef*
Inevitability	*It's **bound to** be sunny tomorrow • They **are certain to** win the wheelbarrow race* ***It is inevitable that** sea level will rise • He **is sure to** be late*
Intention	*I **intend to** stay at home for most of the holiday* *I don't **propose to** rack my brains too much about this problem* *I **have no intention of** telling anyone your secret*
Involvement	*Being a policeman **entails** wearing a uniform • Playing rugby **means** getting dirty* *Becoming a professional musician **involves** many hours of practice*
Necessity	***It's absolutely necessary to** keep the tomato plants under cover* ***It is imperative that** you inform the authorities immediately* ***It is crucial that** an agreement is reached soon • **It is essential that** we finalise the plans*
Permission	*You **are allowed to** use the pool at any time • You **are permitted to** enter after 8.00* *Will you **let me** play with the rabbit? • Your request **is granted***
Prediction	*I **predict that** the government will lose the next election • They **are forecasting** rain*
Preference	*I **prefer** alligators **to** crocodiles • I **would rather** play football than tennis* *We **would far sooner** get a takeaway • I **favour** the frilly skirt*
Prevention	*They **stopped us from** entering • He **prevented me from** leaving*
Probability	***In all probability** unemployment will increase this month* *She **is quite likely to** give up her career soon* ***It is highly likely** that tigers will become extinct*
Prohibition	*You **are forbidden to** stroke the animals • Mobile phones **are prohibited** here* *Dogs **are not allowed** in here • You **are not permitted to** smoke*
Request/demand	*I **demand** a refund • May I **request that** you stop tapping?*
Schedule	*The new supermarket **is due to** open on the 17th* *He **is scheduled to** appear at the Odeon next week*
Subjective certainty	*I'm **sure** they have left the country • I'm **convinced** someone has tried forcing the lock* *I'm **certain** there are some figs in the larder • I **have no doubt that** Fogg will resign*
Tendency	*He **tends to** talk in a rather pompous way • He **is inclined to** be messy* *She **has a strong tendency to** be over-thorough • Owls **are apt to** hunt at night*

Causative verbs

Arrange for a process to be carried out (1): *have/get* + object + Past Participle	*I'm* ***having my hedge trimmed*** • ***Get your hair cut!*** *He* ***has his house repainted*** *every year* • *I've just* ***got my ears pierced*** *She* ***was having her legs waxed*** *when I last saw her*
Arrange for a process to be carried out (2): *get* + person + *to* infinitive	*We need to* ***get someone to fix*** *the boiler* *You'll have to* ***get a carpenter to put*** *the cupboards up* *We* ***got a solicitor to go*** *over the documents*
Be the passive victim of an action: *have/get* + object + Past Participle	*I* ***had my suitcase examined*** *at the airport* *We've* ***had our fence kicked in*** *yet again* *He's managed* ***to get his bike stolen*** *yet again*
Compulsion (1): *make* + person + base form; *be made* + *to* infinitive	*You can't* ***make me clean*** *my bedroom, you foul parent* *They* ***made us hand*** *over our valuables at knifepoint* ***She was made to stand*** *in a queue for over an hour*
Compulsion (2): *compel/force/oblige* + person + *to* infinitive	***We were compelled to take*** *shelter in an old barn* *They* ***forced us to lie*** *down with our hands on our heads* *The dire economic situation* ***obliged her to tender*** *her resignation*
Direct cause (1): *cause* + person + *to* infinitive	*A scurrying mouse* ***caused the waiter to drop*** *the tray* *The pressure of the buildings has* ***caused the city to sink*** *Too much dust always* ***causes me to cough***
Direct cause (2): *bring about/cause/provoke* + eventive noun object	*The police investigation* ***brought about his resignation*** *Eating too fast* ***causes indigestion*** *So far it is not known what* ***provoked the explosion***
Direct cause (3): *make* + object + base form *make* + object + adjective *make* + object + noun phrase	*The pepper* ***made me sneeze*** *Mozart's slow movements* ***make me sad*** *Her invention of the self-inflating balloon* ***made her a millionaire***
Permission (1): *let* + person + base form	*She never* ***lets me look*** *at her old photos* *If you* ***let me come*** *in, I can explain everything, Jocasta* *Uncle Geoff* ***lets me eat*** *salt and vinegar crisps*
Permission (2): *allow/permit* + person + *to* infinitive; *be allowed/permitted* + *to* infinitive	*Would you* ***allow me to introduce*** *Mr Tonsil, the famous surgeon?* *We* ***were never allowed to play*** *that sort of game* *We cannot* ***permit anyone to leave*** *the area at this juncture*
Persuasion: *get/persuade* someone + *to* infinitive	*Do you think we could* ***get Frank to bake*** *some currant buns?* *After a lot of argument I* ***got them to refund*** *my money* *She* ***persuaded me to lend*** *her a thousand pounds*
Provocation: *get* + Past Participle	*If you go around shouting like that, you'll* ***get arrested*** *If you go into that end of the ground, you're liable* ***to get beaten up*** *Don't be late too often, or you'll* ***get sacked***
Subject only partially in control of the situation: *get* + Past Participle	*I played a new variation of the Queen's Indian, but I still* ***got beaten*** *Do you think the Blues will* ***get promoted?*** *I'm sorry, I just* ***got sidetracked***

Change of state verbs

• Copular verbs	• Complement
become	*the best • clear • director • evident • king • manager • obvious • president*
burn	*bright • low*
come	*apart • to pieces • right • undone*
fall	*asleep • apart • flat • ill • silent • unconscious*
freeze	*hard • solid*
get	*angry • dark • desperate • hungry • ill • impatient • old • thirsty • tired*
go	*bad • crazy • green • mad • to pieces • rotten • senile • soft in the head • wrong*
grow	*cloudy • dark • impatient • late • mysterious • old*
run	*dry • free • high • low • wild*
set	*hard • solid*
spring	*open • shut*
turn	*cold • liquid • nasty • red • vicious • wet • windy*
wear	*thin*

• Transitive verbs	• Object
bleach	*bones • clothes • hair • toilet*
blunt	*attack • blade • enthusiasm • knife*
burn	*coal • newspaper • rubbish • wood*
cook	*the books • fish • liver and onions • meat • vegetables*
crush	*opponents • opposition • rocks • walnuts*
cultivate	*friendships • sense of humour • taste for modern art • tomatoes • vines*
deepen	*canal • channel • knowledge • riverbed • understanding*
enhance	*colours • cooperation • flavour • photos • understanding*
enlarge	*knowledge • photo • understanding • vocabulary*
extend	*building • finger • meeting • property • table • tripod*
falsify	*accounts • evidence • facts • testimony • statement*
flatten	*building • cricket pitch • curls • pastry • road surface*
heat/cool	*food • metal • porridge • soup • temper*
grow	*crops • flowers • hair • trees • vegetables*
heighten	*awareness • contrast • expression • suffering • value*
intensify	*colour • feelings • flavour • sound • taste*
legalise	*marijuana • reverse cycling*
lengthen/shorten	*chain • dress • lead • lunch break • trousers • tunnel • working hours*
lubricate	*axles • engines • sexual organs • wheels of power*
magnify	*crisis • errors • photos • problems • reputation*
marginalise	*ethnic minorities • small political parties*
marinate	*fish • meat • prunes*
purify	*chemicals • drugs • mind • style • water*
roast	*meat • parsnips • potatoes • undisciplined employees or students*
sharpen	*knife • outline • sword • understanding • wits*
soften	*attitude • dough • morale • resistance • soil*
split	*bill • defence • skin • winnings • wood*
squash	*fruit • hedgehogs • opposition • person • soft toy*
sweeten	*coffee • custard • pudding • sauce • tea*
widen	*horizons • knowledge • path • range of vocabulary • road*

Change of state verbs (continued)

• Transitive verbs	• Object	• Adjectival object complement
beat	*someone*	*senseless*
bore	*someone*	*rigid • senseless*
cut	*bread • vegetables*	*fine • thick*
drain	*lake • river • glass*	*dry*
drive	*someone*	*bonkers • crazy • mad*
dye	*hair • clothes*	*beige • purple • yellow*
get	*someone*	*drunk • squiffy • stoned*
grate	*cheese*	*fine*
grind	*pepper • coffee • nutmeg*	*coarse • fine*
knock	*somebody*	*flat • senseless*
knock	*something*	*crooked*
lick	*plate*	*clean*
make	*someone*	*angry • happy • sad*
paint	*wall*	*blue • green • red*
pull	*belt • laces*	*tight*
roll	*pastry*	*flat*
rub	*surface*	*smooth*
screw	*lid*	*tight*
shoot	*someone*	*dead*
strike	*someone*	*dead*
tread	*something*	*flat*
wipe	*surface*	*clean*

• Subject	• Ergative verb
cheese • people • wine • wood	***age***
blood • vegetables • volcanic lava • water • weather	***boil***
coffee • enthusiasm • molten metal • soup	***cool***
building • biscuits • civilisation • confidence • edifices • power • walls	***crumble***
animals • people • plants	***die***
clothes • hair • tomatoes	***dry***
hopes • water • white spirit	***evaporate***
clothes • colours • hopes	***fade***
feet • food • hands • lake • person • pond • river • water	***freeze***
children • confidence • flowers • hope • trees • vegetables	***grow***
attitudes • cement • glue • mud • paste • putty	***harden***
cheese • people (occasionally) *• wine*	***mature***
doors • shops • windows	***open • close***
corpses • fruit • meat • vegetables	***putrefy***
face • skin • sky • trousers	***redden***
corn • fruit • ideas • imagination • vegetables	***ripen***
carcasses • dead trees • fruit • meat • vegetables • wood	***rot • decay***
bicycle • car • machinery • metal • rails	***rust***
cement • custard • jelly • paint	***set • solidify***
clothes • confidence • image • people	***shrink***
gourds • head • peas • seeds • stomach • wet wood	***swell***
flowers • losing teams • plants	***wilt***

Performative verbs

accept	*I **accept** what you say • I **cannot accept** any alterations to the proposals*
acknowledge	*I **acknowledge** that we should have acted sooner • I **acknowledge** your concern*
adjourn	*The proceedings **are adjourned** • I hereby **adjourn** the meeting until 4.00*
admit	*I **admit** that I was foolhardy • I **admit** that I was over the limit*
advise	*I **advise** you to get a solicitor • I **advise** caution in these circumstances*
agree	*I **agree** with the main points • I **do not agree** to your demands*
apologise	*I **apologise** for breaking your eggcup • I **apologise** unreservedly for misleading the court*
approve	*I don't **approve** of your decision • We **approve** the nomination*
arrest	*I **arrest** you in the name of the law • I **arrest** you, Sir Charles Phantom*
ask	*I will now **ask** the congregation to stand • I **ask** you to take into account my youth*
assume	*I **assume** you are able to pay the fees • I **assume** there are no hidden clauses*
assure	*I **assure** you that everybody holds you in the highest regard • I **assure** you of my support*
beg	*I **beg** you, give me another chance • I **beg** you all to be vigilant*
challenge	*I **challenge** you to a game of bowls • I **challenge** you to prove that statement*
charge	*You **are charged** with shoplifting • We **charge** you with three related offences*
concede	*I **concede** the game to you • I **concede** that we could have acted more quickly*
confess	*I **must confess** I can't make head or tail of it • I **confess** that there are errors*
declare	*I **declare** this building open • I have nothing to **declare** but my genius*
dedicate	*I **dedicate** this song to my late hamster • I **dedicate** this win to my trainer*
demand	*I **demand** that you disclose the information • I **demand** a refund*
deny	*I **deny** all knowledge of the affair • I **deny** any wrongdoing*
despair	*I **despair** of ever finding true love • I **despair** of that boy*
disapprove	*I **disapprove** of your behaviour • I **disapprove** of the way he eats*
do	**A:** *Do you take this man to be your lawful wedded husband?* **B:** *I **do***
establish	*We the People of the United States ... do ordain and **establish** this Constitution ...*
forbid	*I **forbid** you to be out after 10 • You **are forbidden** to smoke in here*
give up	*I **give up** – what's the answer? • I **give up**. I've had enough of this job*
guarantee	*I **guarantee** that the letter will arrive by tomorrow • We **guarantee** the quality of this meat*
hope	*I **hope** you won't tell Teresa • I **hope** you complete the course successfully*
implore	*I **implore** you to have mercy • I **implore** you to be more careful*
inform	*I am pleased to **inform** you that your application has been successful*
predict	*I **predict** that global warming will accelerate • I **predict** a heavy defeat for Flimston Rovers*
presume	*The invisible man, I **presume** • I **presume** you will have drawn up the plans by that time*
promise	*I **promise** to be a good boy in future • We **promise** same-day delivery*
propose	*I **propose** selling the house • I **propose** we share the proceeds equally*
recommend	*I **recommend** the salted herring • I **recommend** that you visit the Pepys Library*
refuse	*I **refuse** to sign this document • I **refuse** your miserable offer!*
reject	*I utterly **reject** your perfidious accusations • Your application is **rejected***
regret	*I **regret** to say there is no wine left • I **regret** my rashness*
request	*I **request** your forbearance • I **request** a stay of execution*
resign	*I **resign** my position with immediate effect • I hereby **resign***
seek	*Soft man **seeks** hard woman • I merely **seek** your opinion*
sentence	*I hereby **sentence** you to seven years' imprisonment*
suggest	*I **suggest** you eat more fruit • I **suggest** we go to Bournemouth*
suppose	*I **suppose** I'll have to wear the purple dress • I **suppose** you're right*
swear	*I **swear** to tell the truth • I **swear** I have never spoken to that woman*
tell	*I **tell** you, he was making the strangest faces • I'**m telling** you – don't do that!*
thank	*I **thank** you all for your kind attention • I **thank** you from the bottom of my heart*
urge	*I **urge** you to be especially careful in the snow and ice • I **urge** you to resign*
warn	*I **warn** you, my patience is running out • I'**m warning** you – don't be cheeky*
wonder	*I **wonder** why he sniffs so much • I **wonder** where the children are*

Do and *Make*

• *Do*

Change of physical condition	*the bath • the car • the carpet • the floor • the garden • the lawn the potatoes • the room • the sheets • the spaghetti*
Calculation	*a calculation • long division • long multiplication • sums*
Damage	*damage • mischief*
Effect on another person	*someone: a favour • good • a good turn • harm • an injustice*
Enhancement of part of the body	*your eyelashes • your hair • your legs • your nails • your teeth*
Indefinite activities	*anything • nothing • something • whatever you like*
Mental overload	*someone's head in*
Occupation	*an afternoon class • the morning shift • a paper round*
Performance	*badly • your best • better • okay • well • worse • your worst*
Process	*some cleaning • the gardening • some painting • the shopping*
Process + result	*business • a concert • a crossword • a deal • a play • a puzzle • tricks*
Repair/renewal	*the blinds • the chain • the gears • the paintwork • the roof*
Studies	*a course • a degree • a diploma • an exam • geography • research*
Tasks	*an assignment • a duty • homework • housework • a task • work*
Wrongness	*a bad deed • evil • someone an injustice • wrong*

• *Make*

Accommodation	*room for something • space for someone • time for something*
Accumulation	*a good score • a fortune • a loss • money • a profit • gains*
Affect someone's mood	*someone: angry • desperate • furious • happy • mad • sad*
Amelioration	*an advance • an improvement • progress • a recovery • the best of it*
Arrangement	*an appointment • an arrangement • a date • a plan*
Bargaining	*a bargain • a bid • an offer*
Blame, censure, criticism	*an example of someone • someone a scapegoat • a criticism*
Career	*your way in the world • your way to the top*
Certainty	*certain • sure*
Change	*alterations • changes • improvements • modifications*
Communication	*a call • a face • a sign • a signal*
Compatibility	*a good pair • someone a good partner*
Complaint	*a fuss • a song and dance about it • a stink*
Confusion	*someone's head spin*
Contract	*a contract • a pact • a pledge • a promise • a treaty*
Correction	*amends • a correction • revisions*
Creation	*a cake • a meal • a mess • a nasty smell • a noise*
Damage	*a cut in something • a dent in something • a hole in something*
Decision	*a choice • a decision • your mind up • a selection*
Exception	*an exception • a special case*
Finish	*an end of something*
Flirtation	*a pass at someone • a tilt at someone*
Humour	*a crack • a joke • a quip*
Impact on another person	*fun of someone • a fuss of someone • a fool of someone*
Impression	*an impact on someone • an impression • a mark on something*
Inefficiency	*a complete hash of it • a meal of something • a mess of something*
Investigation	*an investigation • a survey*
Negative transformation	*a fool of yourself • a nuisance of yourself • a pig of yourself*
Noise	*a hullabaloo • a noise • a row • a sound*
Overcoming inertia	*a move • a new beginning • a start*
Performance	*an appearance • one's debut*
Position of authority	*a good captain • a hopeless boss • a reasonable manager*
Reciprocal action	*an agreement • a deal • enemies • friends • love • peace • war*
Redundancy	*someone redundant • someone unemployable • something useless*
Restore to order	*the bed*
Sacrifice	*a martyr of yourself • a sacrifice*
Success	*a hit • a success of something*
Travel	*a journey • a trip • a voyage • a trek • a pilgrimage*
Trial	*an attempt • an effort*
Utterance	*an apology • an appeal • a claim • a comment • a confession a declaration • an excuse • a plea • a point • a promise • a proposal a protest • a remark • a speech • a statement • a suggestion • a threat*
Wrongness	*a blunder • an error • a miscalculation • a mistake*

Phrasal and prepositional verb-types

• Type 1: Intransitive phrasal verbs

	Verb	Adverb
When does the plane	*take*	*off?*
Prices are continually	*going*	*up*
Don't run! You might	*fall*	*over*
I really need to	*sit*	*down*

• Type 2: Transitive phrasal verbs: separable verb and preposition

	Verb	Direct Object	Adverb
Are you going to	*get*	*the washing*	*in?*
Could you	*put*	*the rubbish*	*out?*
	Verb	**Adverb**	**Direct Object**
Are you going to	*get*	*in*	*the washing?*
Could you	*put*	*out*	*the rubbish?*
	Verb	**Direct Object**	**Adverb**
I didn't	*throw*	*it*	*out*
I'm going to	*tell*	*him*	*off*

• Type 3: Intransitive prepositional verbs: inseparable verb and preposition

	Verb	Preposition	Prepositional Object
He	*takes*	*after*	*his father*
I told him to	*get*	*off*	*the wall*
Let's	*go*	*through*	*the contract*
I really	*care*	*about*	*you*

• Type 4: Intransitive phrasal-prepositional verbs

	Verb	Adverb	Preposition	Prepositional Object
She wants to	*get*	*away*	*from*	*this place*
I simply can't	*put*	*up*	*with*	*his belching*
He	*isn't*	*down*	*for*	*the trip*
He tried to	*wriggle*	*out*	*of*	*it*

• Type 5: Transitive phrasal-prepositional verbs

	Verb	Direct Object	Adverb	Preposition	Prepositional Object
She needs to	*turn*	*it*	*over*	*in*	*her mind*
He can't	*put*	*it*	*across*	*to*	*the class*
I'm going to	*send*	*this form*	*round*	*to*	*the members*
I hope you're	*keeping*	*them*	*up*	*to*	*the mark*

Common phrasal verbs

• Be

Please stay in your seats until he match **is over** (1)	has finished
Don't drink that milk – it's **off** (1)	has gone bad
I'm **off to** Cyprus tomorrow (4)	I'm leaving for Cyprus
I think we're **in for** a cold winter (4)	We're going to have a cold winter
Are you **down for** the Oxford trip? (4)	Are you on the list?
What **are** the adults **up to**? (4)	What naughty things are they doing?
I can't tell you – I'm not **in on** the secret (4)	I haven't been told the secret

• Break

I'm sorry I'm late. My car **broke down** (1)	stopped working
The papers have gone – someone must have **broken in** (1)	entered the premises illegally
They have **broken up** (1)	ended their relationship
Flu has **broken out** in the south of England (1)	started suddenly (disease, war)
The rebels have **broken off** talks with the government (2)	ended suddenly (talks, negotiations)
The company is to be **broken up** and sold off (2)	reduced to its constituent parts
The army has **broken through** the rebel lines (3)	penetrated the defences

• Bring

The new manager aims to **bring in** major changes (2)	introduce
The final scene **brought on** a general fit of weeping (2)	provoked
He was **brought up** by his Aunt Devonia (2)	cared for/trained (socially)
The big occasion always **brings out** the best in her (2)	encourages
When are they **bringing out** your new pot-boiler? (2)	publishing
You'd better **bring** the matter **up** at the next meeting (2)	mention
We're hoping to **bring off** the deal by next Tuesday (2)	complete (business deal)
The cold weather **brought about** his hacking cough (2)	caused

• Call

The match has been **called off** due to a plague of moths (2)	cancelled
The police were **called in** to deal with the situation (2)	summoned
Can you **call off** your dogs? (2)	stop them attacking
The council are **calling on** volunteers to clear away the snow (3)	appealing to
Shall we go and **call on** Pam? (3)	visit
I **call on** everybody to make a big effort (3)	appeal to

• Come

The truth will eventually **come out** (1)	be revealed
The handle **came off** (**in** my hand) (1, 5)	was removed inadvertently
I'm having a party tonight. Why don't you **come round**? (1)	come to my house
What time does the sun **come up**? (1)	rise
Did anything of note **come up** at the meeting? (1)	arise
When **do** the results **come out**? (1)	When are they published?
I **came across** a rare first edition at the book fair (3)	found by chance
Fred **came into** a lot of money when his aunt died (3)	inherited
His work doesn't **come up to** the required standard (4)	reach/attain
She **came up with** a brilliant solution (4)	provided/produced

• Cut

Can you stop **cutting in** when I'm talking? (1)	interrupting
You'll have to **cut out** fatty foods if you want to lose weight (2)	exclude
He hasn't **cut down** his smoking at all (2)	reduced
Three villages have been **cut off** by the floods (2)	isolated
The walnut tree was **cut down** because it was dangerous (2)	felled
Cut the carrots **up** into cubes (2)	cut into pieces
Do you mind if I **cut** this picture **out of** the newspaper? (5)	remove with scissors

Common phrasal verbs (continued)

- ***Do***

*It's time you **did out** your room* **(2)**	*cleaned*
*I'm completely **done in** after that boring lecture* **(2)**	*exhausted*
*They're **doing up** the town for Christmas* **(2)**	*decorating*
***Do** your buttons **up**, Bertrand* **(2)**	*fasten*
*They are going to **do away with** council tax!* **(4)**	*abolish*

- ***Fall***

*Our holiday plans **fell through** at the last minute* **(1)**	*became incapable of realisation*
*Demand for sugar mice **fell off** dramatically last year* **(1)**	*diminished*
*Don't climb on that wall! You'll **fall off** (it)* **(1,3)**	*lose your balance and fall*
*I hope you didn't **fall for** that story of his* **(3)**	*innocently believe*
*George has **fallen for** Christine, but she's not available* **(3)**	*become romantically interested in*
*He's just **fallen out with** his best friend* **(4)**	*had a serious disagreement with*

- ***Get***

*These secrets must never **get out*** **(1)**	*be revealed*
*Don't open the window – the parrot will **get out*** **(1)**	*escape*
*What time did you **get up** this morning?* **(1)**	*arise from your bed*
*How did the burglars **get in?*** **(1)**	*enter the premises*
*I called you last night, but I couldn't **get through** (**to** you)* **(1,5)**	*get a connection*
*The train **gets in** (**to** the station) at 7.33* **(1, 5)**	*arrives*
*Mandy and Gordon don't really **get on** (**with** each other)* **(1,5)**	*have a good relationship*
*These damp, miserable days **get** me **down*** **(2)**	*depress me*
*Let's **get** this gardening **over** as soon as possible* **(2)**	*finish (unpleasant task)*
*Do you think John will **get through** the statistics exam?* **(3)**	*pass (exam, test)*
*It's only a slight cold – I'll soon **get over** it* **(3)**	*recover from (illness, bad experience)*
*The best way to **get round** him is by giving him sweets* **(3)**	*gently persuade him to do something*
*You'll never **get through** so many cream cakes, Harold* **(3)**	*finish (food, tasks)*
*What time do you **get off** work, Stephen?* **(3)**	*finish (work, school)*
*He'll call the police if you don't **get off** his land* **(3)**	*leave (an area)*
*Mr Robinson is **getting on for** eighty, I should think* **(4)**	*approaching (age, time)*
*I might **get round to** writing the letter tonight* **(4)**	*find the time or energy to do it*

- ***Give***

*Our fuel is **giving out*** **(1)**	*being used up*
*He's **given up** smoking at last* **(2)**	*stopped*
*When are you going to **give back** that book I lent you?* **(2)**	*return*
*Please **give** your homework **in** tomorrow morning* **(2)**	*submit/hand in*
*They're **giving away** free sardines at the supermarket* **(2)**	*giving for free*
*Which flowers are **giving off** that strange scent?* **(2)**	*emitting*
*The government eventually **gave in to** their demands* **(4)**	*agreed to accept*

- ***Go***

*My alarm **goes off** at 7.00 every morning* **(1)**	*rings (clock)/explodes (bomb)*
*The price of grapefruit has **gone up*** **(1)**	*increased*
*The fire has **gone out*** **(1)**	*been extinguished*
*You really can't **go around** wearing odd socks* **(1)**	*go into public areas*
*Let's **go over** the song once more, Pauline* **(3)**	*practise/rehearse*
*I've **gone** right **off** peach melba ice-cream* **(3)**	*stop liking*
*He's **going through** a difficult period at the moment* **(3)**	*experiencing*
*I don't really want to **go into** your personal problems* **(3)**	*discuss*
*The opera house has **gone up** in flames* **(3)**	*caught fire*
*How shall I **go about** telling her the news?* **(3)**	*approach/tackle*
*A man **went for** Bill with a knife, but he wasn't hurt* **(3)**	*attacked*

Common phrasal verbs (continued)

*Why don't you **go on with** your story?* **(4)**	*continue*
*Do you think the council will **go ahead with** the new by-pass?* **(4)**	*carry out their plan to build it*
*I think I'm **going down with** flu* **(4)**	*beginning to suffer from*
*Do you think I should **go in for** the competition?* **(4)**	*enter*

- ***Hold***

*Can you **hold on** a moment?* **(1)**	*wait*
*I couldn't **hold back** my laughter when he told me* **(2)**	*control*
*The traffic was **held up** for two hours this morning* **(2)**	*delayed*
*Three armed robbers **held up** a bank in Surrey today* **(2)**	*robbed by force*
*The government can't **hold down** this nation for ever* **(2)**	*oppress*
*You can **hold off** a cold by eating garlic* **(2)**	*prevent*
*The bridge is **held up** by three pairs of columns* **(2)**	*supported*
*I'll **hold on to** my beliefs until I die* **(4)**	*maintain*
*The army **held back from** taking the town* **(4)**	*refrained from*

- ***Keep***

*I wish you wouldn't **keep on** whistling* **(1)**	*continue/persist in*
*Danger! **Keep out** (**of** here)* **(1, 5)**	*Do not enter*
*Do you think you can **keep up** this level of work?* **(2)**	*maintain*
*I use this special candle to **keep** the mosquitoes **off*** **(2)**	*prevent them settling on me*
*I think we'd better **keep off** that subject for the moment* **(3)**	*avoid*
*I couldn't **keep up with** the champion* **(4)**	*run as fast as*

- ***Look***

***Look out!** There's a cow behind you* **(1)**	*pay attention*
*I can't stay long – I'm just **looking in*** **(1)**	*paying a short visit*
*I've **looked up** his name in the phone book, but I can't find it* **(2)**	*look for a citation or reference*
*Everyone **looks on** you as the leader* **(3)**	*regards*
*Who's going to **look after** the children while I'm away?* **(3)**	*take care of*
*Can you just **look through** these accounts for me?* **(3)**	*check*
***Look out for** spelling mistakes* **(4)**	*check minutely*

- ***Make***

*Valerie and Chris have **made up** again* **(1)**	*become friends*
*I can't **make out** what it says on that notice* **(2)**	*distinguish*
*That stupid story was **made up** by the press* **(2)**	*invented*
*You've **made** me **out** to be a monster* **(2)**	*misrepresented*
*Their house is being **made over** for that stupid programme* **(2)**	*renovated*

- ***Pull***

*She's in a critical condition, but I think she will **pull through*** **(1)**	*survive/recover*
*A sinister-looking purple car **pulled up** outside* **(1)**	*stopping*
*I'm going to have a tooth **pulled out*** **(2)**	*extracted*
*They're going to **pull** the old school **down*** **(2)**	*demolish*
*Do you think he will **pull off** the deal?* **(2)**	*be successful with*
*We can **pull** the situation **round** if we all work together* **(2)**	*improve/bring back to normal*
*Who has **pulled** all the petals **off** the roses?* **(2)**	*removed*
*Who **pulled up** the rhododendrons?* **(2)**	*removed from the ground*

- ***Put***

*We'll have to **put off** our holiday* **(2)**	*postpone*
*She **put over** her points very effectively* **(2)**	*communicated*
*How long will it take to **put** the shed **up**?* **(2)**	*build/construct*
***Put on** your coat – we're going for a walk* **(2)**	*wear/don*
*Could you **put** me **up** for the night?* **(2)**	*give me a bed*
*It took three days to **put out** the fire* **(2)**	*extinguish*

Common phrasal verbs (continued)

*Are you going to **put forward** your proposal?* **(2)**	*propose*
*Could you **put** me **through to** Mr Parragueno?* **(5)**	*connect (on the phone)*

- ***Run***

*A lot of hedgehogs get **run over** when crossing motorways* **(2)**	*hit by cars*
*People are always **running** Mrs Smythe **down*** **(2)**	*criticising unfairly*
*Lord Clop **ran** Lord Flop **through**, wounding him fatally* **(2)**	*pierced his body with a sword*
*Can we **run over** the instructions again?* **(3)**	*check*
*Her brakes failed and she **ran into** the car in front* **(3)**	*collided with*
*He always **runs away from** difficult situations* **(4)**	*avoids*
*The government have **run out of** ideas* **(4)**	*exhausted*

- ***See***

*Will you **see** me **off** at the airport?* **(2)**	*come and say goodbye*
*I've just got enough money to **see** me **through*** **(2)**	*to help me survive*
*Can you **see to** the guests? I need to get changed* **(3)**	*look after*
*I **saw through** his lies straight away* **(3)**	*perceive falsity*
*Let's **see about** finding somewhere to stay* **(3)**	*start trying to find*
*Say what you mean – I can't **see into** your devious mind* **(3)**	*read*
*From the chalet you can **see out over** a beautiful lake* **(4)**	*have a view of*

- ***Set***

*What time did they **set off**?* **(1)**	*leave/depart*
*The rain looks as if it has **set in** for the day* **(1)**	*become established*
*He **set out** to become the champion from an early age* **(1)**	*planned*
*One spark was all it took to **set off** the explosion* **(2)**	*make it happen*
*Could you **set out** your ideas on paper?* **(2)**	*write down*
*The company was **set up** by a convicted fraudster* **(2)**	*established/founded*
*The goods were **set out** in ten rows* **(2)**	*arranged*
*She **set up as** a jeweller two years ago* **(4)**	*established a jeweller's business*

- ***Take***

*He **took up** tennis at the age of 43* **(2)**	*started (hobby, sport)*
*His story **took** me **in** completely* **(2)**	*deceived me*
*Why don't you **take off** your coat if you're hot?* **(2)**	*remove*
*You've **taken on** an awful lot of work* **(2)**	*assumed responsibility for*
*She was completely **taken aback** by his rudeness* **(2)**	*shocked*
*We'll have to **take** it **apart** to see how it works* **(2)**	*take it to pieces*
*We have to stop them **taking over** our business* **(2)**	*assuming control of*
*Can you **take** me **round** the city centre?* **(2)**	*show me*
*Did you manage to **take down** all the information?* **(2)**	*write down*
*Do you think she **takes after** her mother?* **(3)**	*resembles (in looks or behaviour)*
*She never really **took to** her job* **(3)**	*began to like*
*I'm **taking over from** Mrs Sphinx next week* **(4)**	*assuming her position*

- ***Turn***

*I expect he'll **turn up** for dinner* **(1)**	*arrive*
*Can you stop **turning over**? I can't sleep* **(1)**	*revolving laterally (in bed)*
*This factory **turns out** 33,000 sprockets every year* **(2)**	*produces*
*My application has been **turned down*** **(2)**	*rejected*
*Can you **turn on/turn off** the light?* **(2)**	*flick the light switch on or off*
*Can you **turn** that music **down**, please?* **(2)**	*reduce the volume*
*I'll pay you £10 to **take away** my old sofa* **(2)**	*remove*
*When I challenged him, he **turned on** me* **(3)**	*attacked (verbally or physically)*
*At midnight the frog **turned into** a minor royal personage* **(3)**	*was transformed into*

Verb + non-finite forms

• Verb + *-ing*

admit, avoid,	*He **admitted** breaking the vase • Try to **avoid** making mistakes*
celebrate, delay,	*She **celebrated** passing her exams • Don't **delay** claiming your refund*
detest, dread,	*She **detests** watching soaps • I **dread** having to meet him*
fancy, finish,	*Do you **fancy** having an ice-cream? • Have you quite **finished** mocking?*
justify, like,	*Can you **justify** spending so much? • We really **like** living in Harston*
loathe, miss,	*She **loathes** baking bread • We **miss** rowing on the lake*
recall, risk,	*I don't **recall** buying it • He **risked** falling into the lake*
stand, suggest	*I can't **stand** sitting in a draught • I **suggest** lying on your side*

• Verb + *being done*

adore, hate,	*The cat **adores** being stroked • I **hate** being delayed*
mention, remember,	*He **mentioned** being contacted • I don't **remember** being hit*
resent, risk	*He **resents** being shouted at • You **risk** being arrested*

• Verb + *having done*

deny, recall,	*He **denied** having broken the vase • Do you **recall** having eaten it?*
regret, remember	*She **regrets** having met him • They don't **remember** having bought it*

• Verb + *to* infinitive

appear, arrange,	*She **appears** to have dyed her hair • We have **arranged** to go to Nepal*
attempt, choose,	*He **attempted** to stab a policeman • I didn't **choose** to stay here*
claim, consent,	*He **claims** to have won a medal • I didn't **consent** to appear in your newspaper*
decide, deserve,	*We **decided** to extend the conservatory • She **deserves** to win*
expect, fail,	*I don't **expect** to see frogs in the bath • Don't **fail** to contact me*
fight, hope,	*I **fight** to win every game • I **hope** to resume my duties soon*
intend, learn,	*I don't **intend** to resign • You will **learn** to obey my orders*
long, manage,	*She's **longing** to go to Mandalay • She **managed** to swim to safety*
neglect, offer,	*They **neglected** to water the roses • She **offered** to pay for the meal*
pay, plan,	*We **paid** to have a better service than this • Are you **planning** to resign?*
pledge, prepare,	*The government **pledged** to cut waiting times • **Prepare** to meet your doom*
pretend, survive,	*She **pretended** to eat the pudding • Jonah **survived** to live another day*
vote, vow	*I **voted** to abolish conscription • She has **vowed** to stand again*

• Verb + *to be done*

expect, hope,	*We **expect** to be informed • He **hopes** to be selected*
opt, tend	*They **opted** to be sent to the northern sector • She **tends** to be teased*

• Verb + *to have done*

claim, happen,	*She **claims** to have climbed Ben Nevis • I **happen** to have met Sir Jonathan*
prove, seem	*He **proved** to have stolen the goods • It **seems** to have broken*

• Verb + object + *-ing*

catch, feel,	*They **caught** him stealing • I **felt** a spider crawling up my leg*
find, hear,	*They **found** him lying face down • I **heard** them coming in*
keep, imagine,	*I can't **imagine** her failing • Don't **keep** them waiting*
picture, prevent,	*I can just **picture** him laughing • We couldn't **prevent** the rock falling*
send, stop	*The news **sent** us reeling • She **stopped** the baby falling in the gravy*

• Verb + object + base form

feel, hear,	*I **felt** something hit me in the neck • I **heard** you come in*
help, let,	*I **helped** her mend the fence • Don't **let** them eat the strawberries*
make, see	*The teacher **made** us wait • We **saw** him fall*

Verb + non-finite forms (continued)

• Verb + object + *to* infinitive

challenge, encourage,	*I **challenge** you to throw it • She **encouraged** me to apply*
forbid, induce,	*They **forbade** us to touch • The offer of filthy lucre **induced** him to break the law*
inspire, oblige,	*Scott **inspired** him to write • They **obliged** us to wait*
persuade, teach,	*She **persuaded** me to go to the party • She **taught** me to knit*
train, urge	*They **trained** the chimp to use sign language • I **urge** you to see it*

• Verb + object + Past Participle

find, get,	*We **found** the cottage burnt • Why don't you **get** your leg examined?*
have, need,	*He **had** his bike stolen • He **needs** his head tested*
order, want	*She **ordered** the goods sent back • We **want** the money refunded*

• Verb + preposition + *-ing*

afraid of, against,	***Are** you **afraid of** flying? • She's **against** going*
apologise for, begin by,	*She **apologised for** sneezing • He **began by** explaining the economic situation*
boast about, complain about,	*He **boasted about** jumping off the bridge • He **complained about** my smoking*
concentrate on, cope with,	*You need to **concentrate on** your driving • I can't **cope with** all this washing-up*
dream of, feel like,	*I often **dream of** becoming a jockey • What do you **feel like** eating?*
go off, go on,	*He's **gone off** hang-gliding • I wish you wouldn't **go on** shouting*
insist on, interested in,	*She **insists on** seeing the manager • I'm not **interested in** sub-letting*
involved in, keen on,	*He was **involved in** smuggling • She's **keen on** ski-ing*
look forward to, object to,	*I'm **looking forward to** retiring • I don't **object to** standing*
persist in, put off,	*He **persists in** doing everything by hand • I'll have to **put off** retiring*
react against, specialize in,	*He **reacted against** being reprimanded • She **specialises in** lace-making*
think of, worry about	*I was **thinking of** going on a picnic • I **worry about** losing my job*

• Verb + object + preposition + *-ing*/noun/pronoun

accuse of, ban from,	*They **accused him of** bribing the officials • They **banned her from** the club*
blame for, charge with,	*She **blamed me for** breaking the cobweb brush • They **charged him with** murder*
congratulate on, convince of,	*We **congratulated her on** winning the trophy • She **convinced me of** her honesty*
cure of, decide on,	*They couldn't **cure me of** rheumatism • We **decided on** catching the first train*
despair of, discourage from,	*I **despair of** ever getting published • Don't **discourage her from** applying*
dress in, exclude from,	*They **dressed him in** a toga • They **excluded me** from their discussions*
excuse from, hide from,	*The teacher **excused me from** attending • We **hid him from** the police*
mistake for, praise for,	*You **are mistaking me for** my brother • They **praised her for** her bravery*
prepare for, prevent from,	*We'll **prepare you for** the ceremony • She **prevented me from** entering*
punish for, save from,	*They **punished her for** interrupting • She **saved me from** drowning*
share with, thank for	*He **shared his sandwich with** me • We **thank you for** attending*

• Verb + *for* + object + *to* infinitive

arrange, ask,	*We **arranged** for them to visit the museum • I **asked** for the dog to be fed*
call, opt,	*They **called** for the Minister to resign • They **opted** for their pensions to be frozen*
pay, plead,	*She **paid** for him to have lessons • They **pleaded** for the hostages to be released*
vote, wait	*We **voted** for taxes to be raised • Don't **wait** for me to finish*

• Verb in passive + *to* infinitive

believe, deem,	*She **is believed** to have bought the jewels • He **was deemed** to be offside*
know, reckon,	*She **is known** to have travelled to Algeria • She **is reckoned** to be the smartest*
report, repute,	*They **are reported** missing • They **are reputed** to be the legal heirs*
require, rumour,	*You **are not required** to bow • He **is rumoured** to have lost a fortune*
say, think	*He **is said** to live in Spain • She **is thought** to have left*

Verb groups followed by *-ing*

Anticipation	*I don't **anticipate** them/their turning down the invitation* *I might **envisage** eventually working in the public sector* *I can't **imagine** performing on stage*
Avoidance	*I couldn't **avoid** hitting the bollard* *You can't **escape** doing the garden* *He **evaded** being detected for two weeks*
Beginning	*When did you **begin** collecting beetles?* *He **commenced** moaning almost as soon as we arrived at the flat* *If it **starts** raining, we'll have to give up the whole project*
Contemplation	*Would you **consider** changing your mind?* *He's **contemplating** moving to Barbados*
Continuation	*He **continued** walking along the river bank* *I wish you wouldn't **keep** whistling* *When are they going to **resume** dredging?*
Disliking	*She **detests** performing in public* *I quite **dislike** cycling in the rain* *He just **hates** sitting in front of the T.V.* *I **loathe** weeding and raking*
Ending	*They didn't **cease** squabbling all afternoon* *We only **finished** painting the kitchen this morning* *You really ought to **stop** biting your nails*
Fear	*I really **dread** going back on stage* *He never **feared** meeting the most difficult obstacles*
Involvement	*Playing a musical instrument **entails** doing a lot of practice* *Visiting Fred usually **involves** getting through a few glasses of wine* *Being a policeman once **meant** tramping the streets at all hours*
Liking	*The children **adore** going to the seaside* *We really **enjoyed** beating the carpets* *She quite **likes** playing badminton* *I **love** messing about on boats*
Memory	*I'll never **forget** eating porridge with honey* *I don't **recall** ever meeting him* *He says he doesn't **recollect** seeing anyone enter the building* *Do you **remember** going boating last summer?*
Objection	*I don't **mind** doing the washing up* *I **object to** being served cold potatoes* *She **resents** being told what to do*
Permission	*We don't **allow** listening to music while working* *Do they **permit** taking pictures in here?* *We don't **tolerate** people heckling*
Postponement	*Don't **delay** sending in your application* *We can't **postpone** having the meeting indefinitely* *She **put off** making the decision for as long as possible*
Prohibition	*When did they **ban** smoking in public places?* *The teacher **forbade** smooching in class* *The council are going to **prohibit** cycling through the park*
Recommendation	*I wouldn't **advise** using a direct flash* *They **recommend** visiting Hermitage Park when you are in Moscow* *I **suggest** taking things one step at a time*

Verb groups followed by *to* infinitive

Advice (+ person)	*What would you **advise** me to do in this situation?* *They **enjoined** me to visit the Pushkin Gallery* *We do **urge** all walkers to take extreme care*
Appearance	*They don't **appear** to be hurrying* *The rain **seems** to have eased*
Arrangement	*Have you **arranged** to see a doctor yet?* *I'm **planning** to take a tour of the Hebrides*
Attempt	*He **attempted** to climb the mountain without ropes* *Could you **endeavour** to keep up with the workload?* *I **tried** to warn her, but it was no good*
Begging (+ person)	*He **begged** her to consider his request* *She **implored** me to come to her aid*
Compulsion (+ person)	*Circumstances **compel** us to decline the invitation* *She **forced** us to dig a long trench* *We were **obliged** to stand for the whole journey* *They **require** you to send in three copies*
Entitlement	*He isn't **eligible** to vote yet* *Pensioners are **entitled** to travel free of charge*
Help (+ person)	*Can I **assist** you to carry that extremely heavy package?* *Will you **help** me (to) put up the decorations?*
Hesitation	*I would **hesitate** to make such a categorical statement* *He **paused** to take breath before continuing*
Intention	*I **hope** to find a new job soon* *She **intends** to spend a year in Brazil before going to university* *He **proposes** to set up a new rubber company*
Memory	*She **forgot** to turn off the gas* *Did you **remember** to put the dustbins out?*
Offer	*He has never **offered** to give me a lift* *She **volunteered** to send out the invitations*
Order (+ person)	*You are **commanded** to attend Her Majesty* *The divers were **instructed** to go inside the wreck* *They **ordered** the bakers to cut thicker slices* *Don't **tell** me what to do*
Permission (+ person)	*I might **allow** you to kiss my hand* *We weren't **permitted** to rest for one moment*
Persuasion (+ person)	*Her arguments **convinced** me to drop the case* *I can't **get** him to talk at all* *A small present might **induce** him to accept our offer* *You'll never **persuade** him to change his mind*
Promise	*The company **guarantees** to replace all faulty goods* *She **promised** to be on time for the interview* *We do not **undertake** to provide food or drink for the journey*
Request (+ person)	*They **asked** her to join the Board of Directors* *He was **invited** to present a paper at the conference* *You are **requested** to appear before the committee*
Stimulation (+ person)	*Their response **prompted** us to withdraw our offer* *Your moaning doesn't exactly **stimulate** me to make an effort*
Wanting	*I'm **longing** to see the fens again* *Do you **want** to come in for some coffee?* *She **yearns** to return to Indonesia*

Uses and functions of tenses

• Future Simple: *will/shall* + base form

Contingent future action	*If he doesn't come soon, **I'll leave***
Determination	*I **will go** to China • We **shall stand up** for our rights*
Insistence	*You **will go** to bed • They **will do** their homework*
last time	*This is the last time **I'll warn** you*
Offer	*I'll **do** the washing-up • **Shall I open** the window?*
Prediction	*He'll **be** here soon • Rain **will spread** southwards*
Promise	*I'll **pay** you back tomorrow • We'll **let** you know*
Scheduled event	*This shop **will re-open** on November 21st*
Second of two future actions	*I'll **feed** the ducks when I've mended the bike*
Tendency	*He **will leave** his dirty socks lying on the floor*

• Future Continuous: *will/shall + be + -ing*

Assumption	*You'll **be coming** to the party, I suppose?*
Expected event	*The plane **will be landing** shortly*
Progressive action around a punctual action	*I'll **be sleeping** when you get back*
Progressive action around a stated time	*We'll **be eating** at eight o'clock*
Scheduled event	*The procession **will be arriving** in five minutes*
Surmise about a present action	*They'll **be lounging** on the beach by now*

• Future Perfect Simple: *will + have* + Past Participle

Action completed before a stated time	*We'll **have painted** it all by this afternoon*
Assumption	*You'll **have been paid for**, I assume*
Surmise about a recent action	*She'll **have had** the operation by now*

• Future Perfect Continuous: *will + have + been + -ing*

Assumption	*You'll **have been getting** organised, I expect*
Defined duration up to a stated future time	*I'll **have been working** here for 10 years by next June*
Surmise about a recent action	*He'll **have been drinking** again*

• Present Simple: *I/you/we/they* + base form; *he/she/it* + base form + *-s*

Commentary	*Hoofer **passes** the ball to Slicer • ... and Murray **nets***
Expressing opinion	*I **agree** entirely • I **don't doubt** what you say*
Generalisations	*Middle-aged men **tend** to have paunches*
Habit	*She **eats** organic food • I always **sprinkle** it with salt*
Immutable fact	*The earth **goes** round the sun • 7x73 **equals** 511*
Instruction	*You **mix** the flour and water, and then you **add** rosemary*
Origin	*Marzipan **comes** from Italy • Peasticks **are made** in Cumbria*
Plot summary	*Polonius **makes** a noise and Hamlet **stabs** him*
Process	*The paper **is** then **separated** into batches*
Routine	*We **feed** the goldfish every morning*
Schedule	*We **visit** the pagoda at 10.00, then **have** coffee*
State	*He **knows** Diss well • They **own** several old masters*
Timetable	*The boat **leaves** at 6.40 • The concert **starts** at 5.00*

• Present Continuous: *I am, you/we/they are + -ing; he/she/it is + -ing*

Action currently in progress	*We're **drinking** daiquiris right now*
Arranged action	*We're **lunching** with the Dicks tomorrow*
Behaviour	*You're **being** rather obnoxious, Baldwin*
Change of state	*You're **getting** fat • The milk's **going** off*
Regrettable habit	*He's always **putting** his clumsy foot in it*
Temporary habit	*He's **jogging** a lot these days • I'm **working** mornings this week*
Temporary state	*I'm **staying** here for now • She's **living** at her aunt's*
Trends	*The planet **is heating** up • Share prices **are falling***

Uses and functions of tenses (continued)

• Present Perfect Simple: *I/you/we/they have; he/she/it has* + Past Participle

Action within present time phase	*She's **lost** three jobs this year • **I've drunk** two teas today*
Experiences: unstated time	*I've **climbed** Ben Nevis • **Have** you ever **eaten** flamingo?*
first time	*This is the first time I **have eaten** bread dumplings*
Long-term states: stated period or starting time	*We've **been** sober for two years • **I've lived** here since Easter*
Permanent habit	*He's always **snored** • **I've smoked** all my life*
Prior action: unstated time	*I've already **peeled** them • She's already **broken** it*
Reason for present state	*I can't come – **I've lost** my ticket • I'm gobsmacked – **it's gone!***
Recent action	*They've just **bought** a tractor • **I've** recently **had** flu*
Repeated action over a period of time	*I've **collected** beer mats for years • **I've jogged** since 1972*

• Present Perfect Continuous: *I/you/we/they have; he/she/it has + been* + Past Participle

Reason for present state	*I'm exhausted – **I've been working** all night*
Recent activity	*I've just **been clearing** out the attic • He's **been dancing***
Regular action: stated period or starting time	*I've **been playing** tennis for years • She's **been writing** since 1998*
Short-term state	*I've **been living** here for three months*
Unbroken action	*He's **been whistling** for hours • You've **been sleeping** since 9.00*

• Past Simple: past form

Contemporaneous actions	*Adam **vacuumed** while Eve **sorted out** the books*
Creation, invention: unstated time	*Faust **was written** by Goethe • Who **built** Luton?*
Durative action: stated period	*He **laughed** for half-an-hour • They **chatted** for ages*
Durative action: unstated period	*He **studied** at Lancaster • She **played** tennis for Nigeria*
Historical fact: stated time	*India **became** independent in 1947 • Alfred **reigned** from 871*
Historical fact: unstated time	*The Harappan civilization **grew up** in the Indus Valley*
Hypothesis	*If I **knew** what to do, I would do it • If you **saw** him, you'd die*
It's time	*It's (high) time they **painted** the window frames*
Narrative sequence (usually written)	*The fox **crept** into the garden and **lay** down*
Past habit	*She **went** to school at 8.30 every day • He often **hummed***
Politeness/distance	***Did** you **require** anything else, sir?*
Punctual action: stated time	*They **demolished** the hospital last year*
Punctual action: unstated time	*He **died** on a ship • She **played** in the Philharmonia*
Reason for present state	*She's crying because she **failed** • We **won**! I'm over the moon!*
Repeated action: stated period	*We **swam** all summer • The dog **barked** for ages*
would/'d rather	*I'd rather you **didn't swing** from the rafters*

• Past Continuous: *I/he/she/it was; you/we/they were + -ing*

Contemporaneous actions	*Carol **was digging** while Jack **was mowing***
Intention	*I **was thinking** of going to Germany*
Progressive action around a stated time	*I **was jogging** at 8.00 pm • She **was bathing** at 3.00 am*
Progressive action around a punctual action	*They **were cooking** when the phone rang*
Scene-setting in narrative	*It **was snowing** when Dr Bates got to the manor*
Tentativeness	*I **was wondering** if you would like to come with us*

• Past Perfect Simple: *had* + Past Participle

Abnormal order of actions	*He went through the lights before they **had changed***
Action prior to stated past action	*When I got back, she **had changed** all the locks*
Action prior to stated time	*I **had answered** all the letters by 3.00 pm*
First of two past actions	*He **had** just **lost** his job when I saw him*
Reason for past state	*She **had eaten** some bad fish and was feeling queasy*
Scene-setting in narrative	*I **had** just **been** on a long journey*
Tentativeness	*I **had thought** we might go to the Geology Museum*
Unfulfilled condition	*If they **had caught** a taxi, they would have won*

• Past Perfect Continuous: *had + been + -ing*

Reason for past state	*The room stank – someone **had been smoking***
Scene-setting in narrative	*The boys **had been building** a tree house*

Tenses with typical time expressions

Future Simple	*I'll tell him* *I'll see you* *He'll probably arrive* *I'll take an umbrella*	***when I see him • next week*** ***on Saturday • before too long*** ***at about 10.00 • soon*** ***if it rains • in case it rains***
going to	*I'm going to visit Japan* *We're going to see Father Christmas*	***next spring • soon*** ***this afternoon • later on***
Future Continuous	*I'll be having my dinner* *The plane will be landing*	***at 8.00 • when you arrive*** ***shortly • soon • before long***
Future Perfect Simple	*I'll have finished* *They'll have arrived*	***by 10.00 • by the time he calls*** ***by now***
Future Perfect Continuous	*I'll have been working here for ten years* *She'll have been sleeping*	***by next October*** ***when we get there***
Present Simple	*I eat cornflakes* *She goes swimming*	***every day • on Sundays*** ***once a week • all the time***
	He *They* — ***never • rarely • seldom*** ***sometimes • often • always***	*watches television* *eat fish with peas*
Present Continuous	*Prices are rising very quickly* *I'm feeling slightly unwell* *We're having dinner at 7.00* *She's meeting Bill*	***at the moment • right now*** ***today • these days*** ***tonight*** ***next Thursday • tomorrow***
Present Perfect Simple	*She hasn't done it* *I've written three letters* *I've been to Paris*	***yet • so far*** ***this morning • this week • Ø*** ***three times • Ø***
	Have you *He's* — ***ever*** ***just • already • recently***	*seen the Queen?* *found a new job*
Present Perfect Continuous	*She's been smoking* *I've been playing tennis* *We've been travelling*	***for five years • since 1992*** ***again*** ***recently • Ø***
Past Simple	*He arrived* *He ran away* *I went to London* *She graduated*	***yesterday • at 7.00 am*** ***when he saw the spider*** ***last week/month/year*** ***four years ago • in 2001***
used to	*He used to eat worms* *We used to have an open fire*	***when he was a child • Ø*** ***in those days • Ø***
Past Continuous	*I was having dinner* *He was having a bath* *They were chatting*	***at 8.00 last night*** ***when she arrived*** ***throughout the lesson***
Past Perfect Simple	*I had **just** got up* *We had **already** eaten the pie* *They had finished the trench*	***when the postman knocked*** ***before they arrived*** ***by the time I got there***
Past Perfect Continuous	*I had been working hard* *She had been sleeping*	***all morning • for five hours*** ***when I came in***

State, process and event

State = ▬ Process = ——— Event = ● Point of time = | Period of time = ⟶

Pr = Present • Past = Past • F = Future • S = Simple • C = Continuous • P = Perfect

Verb form	Past Present Future
FS: *You'll be hungry* (S)	
FS: *I'll see you on Saturday at 4.00* (E)	
FS: *I'll* $tell_2$ (E) *him when he* $comes_1$ (E)	
***Going to*:** *We're going to meet the vice-president* (E)	
FC: *The plane will be landing shortly* (E)	
FC: *I'll be having dinner at 9.00* (P)	
FPS: *I'll have* $cleaned_1$ (P) *the house by the time you* $come_2$ (E)	
FPC: *I'll have been working* (P) *here for 10 years by June 1st*	
PrS: *I love the Pyramids* (S)	
PrS: *And he scores!* (E)	
PrS: *She eats parsnips* (E)	
PrS: *The train leaves at 8.30* (E)	
PrC: *It's raining* (P)	
PrC: *I'm having dinner with Jane tonight* (E/P)	
PrC: *She's staying with us for two weeks* (S)	
PrPS: *I have heard the chimes at midnight* (E)	
PrPS: *She has eaten three biscuits* (E)	
PrPS: *I have just found the key* (E)	
PrPS: *He has lived here for three years* (S)	
PrPC: *We've been travelling* (P)	
PrPC: *She has been painting since 3.00* (P)	
Past S: *He stayed in Paris for two weeks* (S)	
Past S: *We went to Pakistan in 2005* (E)	
Past S: *They left at 3.00* (E)	
***Used to*:** *She used to go running every morning* (E)	
Past C: *We were having dinner at 7.00* (P)	
Past C + Past S: *He was swimming* (P) *when I saw him* (E)	
Past PS + Past S: *She* $had\ left_1$ (E) *when I* $arrived_2$ (E)	
Past S + Past S: *She* $left_2$ (E) *when I* $arrived_1$ (E)	
Past PC: *Someone* $had\ been\ cooking_1$ (P) *when I* $came_2$ *in* (E)	

Time sequence

• One event before another event, or before a time

Adverb	*The concert's at 8.00. Shall we have a meal **beforehand**?* *He lived in Boston in the 1980s. **Before that** he lived in King's Lynn* *We were in town **earlier** today • Can you come a bit **earlier** tonight?* *We will put the house on sale but **first** we need to sort out the documents* *The man was cleared of all charges. **Previously** he had been on remand*
Conjunction	*We will have left **by the time** you arrive • **By the time** it's ready it will be bedtime* *Your grandfather moved to Kent **long before** you were born*
Preposition	*She left Germany shortly **before** the war • I need a coffee **before** the lesson* *The children were all in bed **by** 8.00 • The cows were all in **by** sunset* *Crowds lined the streets **previous to** her arrival* *Our MP stood down immediately **prior to** the election*

• Two events at the same time

Adverb	*The swimming pool was enlarged and, **concurrently**, a new tennis court was built* *You put the dustbins out. **Meanwhile** I'll polish the door knobs* *The two students answered **simultaneously** • The ministers resigned **together***
Conjunction	*I'll phone **as soon as** I get there • **The moment** you see him, raise your hand* ***At the same time as** you were flying to Mexico, I was sailing to Byzantium* *It happened **when** we were asleep • She was writing a letter **while** he was having a bath*
Preposition	*It rained **all through** the afternoon • It hailed **during** the hockey match* *A man fainted **during** the concert • They were giggling **throughout** the performance*

• One event after another event, or after a time

Adverb	*I'm going to Saudi Arabia and **after that** to Qatar* *We had lunch in the Elm Tree and **afterwards** went for a stroll by the river* *She was flustered at first, but **from then on** she made no mistakes* *She didn't say anything at the time but **later on** she told me how upset she was* *First we'll measure the room. **Next** we'll calculate the height of the windows* *I was in the kitchen. **Presently** the door opened • I'll deal with the mail **shortly*** *I'll be there **soon** • We showed our boarding cards and were **soon** on the plane* *The Vikings invaded and **subsequently** overran the country* *Chop the onions and **then** fry them in butter • Move your king's pawn. **Then** check him* *The baby cried at first, but **thereafter** made no sound*
Conjunction	*I only realised I had no money **after** I had left home • **Once** I have seen it I'll tell you about it* *She's been complaining **ever since** we got on the plane*
Preposition	*We went swimming **after** lunch • **Following** the quarrel they never spoke again* *Everything went wrong **from** the start • He was a cheerful baby **from** birth* *He's been eating popcorn **since** the start of the film*

Syntactic classification of full verbs

- **Intransitive verbs: subject = agent**

Subject	Verb	Common verbs
She	*is sleeping*	*act, appear, cry, dance, decide, go, look, sit, smile, think*
The horse	*has died*	

- **Ergative verbs: subject = patient; agent unknown**

Subject	Verb	Common verbs
The door	*opened*	*boil, break, burn, close, dry, fall, fly, melt, ring, spill*
The rice	*is cooking*	

- **Copular verbs: complement = definition/description of subject**

Subject	Verb	Complement	Common verbs
Our house	*is*	*quite warm*	*appear, become, feel, get, go, look, seem, smell, taste, turn*
She	*has become*	*a bit of a pain*	

- **Affective verbs: subject = patient; direct object = affective agent**

Subject	Verb	Direct object	Common verbs
We	*loved*	*the broccoli*	*abhor, adore, detest, enjoy, hate, like, loathe, love, relish*
The dog	*hates*	*old bones*	

- **Monotransitive verbs: subject = agent; obligatory direct object = patient**

Subject	Verb	Direct object	Common verbs
You	*broke*	*the vase*	*carry, construct, destroy, do, expel, hold, infect, make*
Our neighbour	*makes*	*garden gnomes*	

- **Monotransitive verbs: optional omission of direct object**

Subject	Verb	Direct object	Common verbs
She	*has eaten*	*(her dinner)*	*clean, cook, drink, play, ride, shoot, sing, wash, write*
He	*writes*	*(poetry/novels)*	

- **Reflexive verbs: subject = agent and patient**

Subject	Verb	Reflexive pronoun	Common verbs
He	*cut*	*himself*	*admire, congratulate, cure, defend, hate, hurt, inject, kill, punish*
The Kales	*have insured*	*themselves*	

- **Reciprocal verbs: double/plural subject = agent and patient**

Subject	Verb	Reciprocal pronoun	Common verbs
The twins	*admire*	*each other*	*admire, congratulate, defend, hate, hurt, kiss, love, see*
The team members	*congratulated*	*one another*	

- **Ditransitive verbs: indirect object (recipient) before direct object (patient: obligatory)**

Subject	Verb	Indirect object	Direct object	Common verbs
Jill	*owed*	*Jack*	*some money*	*blow, bring, pass, read, send, show, take, tell, write*
They	*are giving*	*her*	*a camera*	

- **Ditransitive verbs: direct object (patient) before indirect object (recipient: optional)**

Subject	Verb	Direct object	Indirect object	Common verbs
She	*sent*	*some seahorses*	*(to her grandson)*	*blow, bring, pass, read, send, show, take, tell, write*
He	*passed*	*the ball*	*(to the wing)*	

- **Complex transitive verbs: subject = agent; direct object = patient; complement**

Subject	Verb	Direct object	Complement	Common verbs
He	*rolled*	*the pastry*	*flat*	*find, get, knock, lay, make, put, set, squash, throw, want*
I	*hung*	*the picture*	*straight*	

Verbs with alternative complement structures

• Subject + verb + X + *for* + Y	• Subject + verb + Y + X	• Common verbs
*She **made a cake for me***	*She **made me a cake***	*cut, design, fetch,*
*I **cooked a meal for Fred***	*I **cooked Fred a meal***	*find, fix, order, play,*
*He **drew a picture for his son***	*He **drew his son a picture***	*pour, prepare, save*

• Subject (X) + verb	• Subject + verb + object (X)	• Common verbs
The branch broke	*The wind **broke the branch***	*alter, awake, close,*
The meat is defrosting	***I'm defrosting the meat***	*expand, fill, heal,*
The streets have flooded	*The river **has flooded the streets***	*loosen, melt, thicken*

• Subject + verb + X + prep + Y	• Subject + verb + Y + *with* + X	• Common verbs
*We **loaded hay onto the lorry***	*We **loaded the lorry with hay***	*brush, inject, pile,*
*Jim **spread manure over the field***	*Jim **spread the field with manure***	*plant, smear, spray,*
*She **packed tea into her suitcase***	*She **packed her suitcase with tea***	*squirt, stuff, wrap*

• Subject + verb + X + prep + Y	• Subject + verb + X + *and* + Y	• Common verbs
*We **blended the cream into the sauce***	*We **blended the cream and the sauce***	*associate, combine,*
*I always **confuse Jack with Jim***	*I always **confuse Jack and Jim***	*connect, divide,*
Separate the yolk from the white	***Separate the yolk and the white***	*introduce, link, mix,*

• Subject (X) + verb + *with* + Y	• Subject (X and Y) + verb	• Common verbs
*Lara **argued with Su Jin***	***Lara and Su Jin argued***	*agree, alternate,*
*His birthday **coincides with Christmas***	***His birthday and Christmas coincide***	*chat, communicate,*
'Sock' rhymes with 'knock'	***'Sock' and 'knock' rhyme***	*fight, play, unite*

• Subject + verb + X + *to* + Y	• Subject + verb + Y + *with* + X	• Common verbs
*They **issued winter gloves to the soldiers***	*They **issued the soldiers with winter gloves***	*credit, entrust,*
*He **presented a choice to me***	*He **presented me with a choice***	*furnish, leave,*
*They **supply whiteboards to schools***	*They **supply schools with whiteboards***	*provide, serve*

• Subject + verb + X + *on/in* + Y	• Subject + verb + X (possessive) + Y	• Common verbs
*She **touched me on the shoulder***	*She **touched my shoulder***	*bash, bite, hit, kick,*
*He **punched Joe in the mouth***	*He **punched Joe's mouth***	*pound, punch, slap,*
*The stone **struck her on the arm***	*The stone **struck her arm***	*smack, tap, thump*

• Subject (X) + verb + *in* + Y	• Subject (*The* + Y + *of* + X) + verb	• Common verbs
Bread is rising in price	***The price of bread is rising***	*climb, decline,*
The pound is appreciating in value	***The value of the pound is appreciating***	*decrease, differ, fall,*
E-mails are declining in popularity	***The popularity of e-mails is declining***	*fluctuate, increase*

• Subject + verb + prep + place	• Subject + verb + place	• Common verbs
*The explorer **climbed up the hill***	*The explorer **climbed the hill***	*jog, jump, leap,*
*She **wandered through the streets***	*She **wandered the streets***	*prowl, ride, roam,*
*The soldiers **waded across the river***	*The soldiers **waded the river***	*swim, travel, walk*

• Subject + verb + X + *with* + Y	• Subject (possessive + Y) + verb + X	• Common verbs
*He **offended her with his jokes***	***His jokes offended her***	*alarm, arouse, calm,*
*He **shocked her with his violence***	***His violence shocked her***	*distract, embarrass,*
*She **bored me with her stories***	***Her stories bored me***	*irk, shock, sicken*

Passives

• Verb form	• Active voice	• Passive voice
Present Simple	*We **cut** the grass once a week* *They often **phone** me at night*	*The grass **is cut** once a week* *I **am** often **phoned** at night*
Present Continuous	*Someone **is ringing** the bell* *A cow **is staring** at me*	*The bell **is being rung*** *I **'m being stared at** by a cow*
Present Perfect Simple	*They **have closed** the road* *Someone **has smashed** the tulips*	*The road **has been** closed* *The tulips **have been smashed***
Present Perfect	*Someone **has been drinking** the wine* *We **'ve been painting** the fence*	*The wine **has been being drunk**** *The fence **has been being painted****
Past Simple	*The postman **bit** the dog* *We never **found** them*	*The dog **was bitten** by the postman* *They **were** never **found***
Used to	*They **used to cook** it like this* *The teachers **used to hit** us*	*It **used to be cooked** like this* *We **used to be hit** by the teachers*
Past Continuous	*They **were mending** the gutters* *Someone **was playing** a violin*	*The gutters **were being mended*** *A violin **was being played***
Past Perfect Simple	*Someone **had found** it in the grass* *They **had brought** it from Mexico*	*It **had been found** in the grass* *It **had been brought** from Mexico*
Past Perfect Continuous	*They **had been eating** the tulips* *We **had been washing** the spoons*	*The tulips **had been being eaten**** *The spoons **had been being washed****
Future Simple	*We **will contact** you* *No-one **will reveal** the secret*	*You **will be contacted*** *The secret **will not be revealed***
Future Continuous	*They **'ll be demolishing** the hut* *Someone **will be making** the tea*	*The hut **will be being demolished**** *The tea **will be being made****
Future Perfect Simple	*They **will have built** it by April* *I **'ll have sent** it by tomorrow*	*It **will have been built** by April* *It **will have been sent** by tomorrow*
Infinitive	*I don't want them **to tell** me* *You ought **to have washed** it*	*I don't want **to be told*** *It ought **to have been washed***
-ing form	*I don't like people **tickling** me* *I don't remember anyone **hitting** me*	*I don't like **being tickled*** *I don't remember **being hit***
***having* + Past Participle**	*I don't recall anyone **having phoned** me* *He's angry about June **having insulted** him*	*I don't recall **having been phoned*** *He's angry about **having been insulted** by June*
Modals	*You **can/could/should/must tell** him* *They **may/might/would have lost** it*	*He **can/could/should/must be told*** *It **may/might/would have been lost***
Marginal Modals	*They **are going to sue** him* *You **have to fry** it*	*He **is going to be sued*** *It **has to be fried***

***These forms are unusual**

• Agent, origin, instrument, material, recipient, ø

Assumed agent (Ø)	*He's been arrested **Ø** • Has the heating been turned off **Ø**?*
Authorship: agent	*'Romeo and Juliet' was written **by Shakespeare** • Guernica was painted **by Picasso***
Process: agent	*She was brought up **by her aunt** • The rabbit was killed **by a fox***
Production: agent	*These biscuits are made **by Crumb & Co** • This car was manufactured **by Ghost Inc***
Production: process	*It was written **in three stages** • Steel is produced **by means of the puddling process***
Production: instrument	*These shoes were made **by hand/machine** • The paper was trimmed **with scissors***
Production: origin	*Grapes are grown **in Italy** • Pencils are manufactured **in Sardinia***
Production: material	*Wine is made **from grapes** • This flute is made **of silver** • It's made **with rice flour***
Recipient (1)	*The prize has been awarded **to Shelley Smith** • The letter was handed **to your mother***
Recipient (2)	***Shelley Smith** has been awarded the prize • **Your mother** was handed the letter*

Functional uses of passive constructions

Acceptance and rejection	*Emily **has been accepted** at Hull • Jon Highbeam **has been picked** for the Olympics* *Blunthead **has been dropped** from the Rovers team • He **was expelled** for bad behaviour*
Announcements	*Dinner **will be served** in the refectory • The gates **are opened** at 10.00 am* *Tea **will be taken** in the sunken garden • Magic **will be performed** by Mr. Spilliko*
Authorship	*'The Tale of Genji' **was written** by Murasaki Shikibu • 'X' **was sculpted** by Filbury* *'Boyarina Morozova' **was painted** by Surikov • 'Ma Vlast' **was composed** by Smetana*
Defeat	*Albion **were thrashed** by Forest • The British **were defeated** in Afghanistan* *The Southern Army **was annihilated** • Our team **was** well **beaten***
Disasters	*The tower **was struck** by lightning • The town **was flooded** during the night* *Hundreds of villagers **were buried** by the mud • Roofs **were blown off** by the gales*
Discoveries and inventions	*Radium **was discovered** by Marie and Curie • The compass **was invented** in China* *The underground map **was devised** by Harry Beck*
Establishment	*The society **was established** in 1816 • The firm **is based** in Derby* *The company **was founded** by Ellie Cranford • The school **was started** by the Smalls*
Experiments	*A jar **was filled** with a solution of sulphuric acid. Two copper wires **were set** into the solution and **connected** to a 6-volt battery, causing copper sulphate **to be produced***
Fame and memory	*She **was famed** for her stubbornness • He **is celebrated** by the whole community* *She **is commemorated** by a statue • He **is remembered** for his joke about onions*
Features of buildings	*The archway **is surmounted** by the family coat of arms* *The walls **are covered** in ivy • The windows **are mullioned***
Government	*The country **is ruled** by a military dictatorship • The island **is administered** from the UK* *We **are governed** by a public school clique • The council **is** badly **run***
Interior features	*The walls **are painted** white • The room **is** sumptuously **furnished*** *The panels **are inlaid** with gold leaf • The walls **are hung** with mediocre paintings*
Instructions	***To be taken** three times a day • **Not to be inhaled** or **swallowed*** *The poultice **should be applied** twice daily • The bottle **must be closed** tightly*
Involvement	*He **is involved** in some shady dealings • She **was entangled** in a complicated affair* *Dr. Soft **has been implicated** in the scandal • He **was incriminated** by his associates*
Legal process	*The suspect **was arrested, questioned** and **charged.** He appeared before the Magistrates' Court and **was remanded** in custody. The case **is to be heard** on June 3rd*
Life events	*She **was born** in Australia but **brought up** in India. She **was educated** by private tutors* *She **was married** at the age of 17, and **divorced** two years later*
Location	*The cottage **is situated** next to a farm • The hall **is surrounded** by a large park* *The factory **is located** in an industrial estate • The folly **is perched** on a cliff*
Mental effect	*I **was shocked** by his rudeness • He **was baffled** by my cunning plan* *The children **were mesmerized** by the storyteller • I **was amazed** at her skill*
News reports	*£2 million worth of bullion **has been stolen** • The missing toddler **has been found*** *The new cake shop **is to be opened** by the Duke of Chinloss*
Physical effect	*I **was blinded** by the glare from the lake • We **were deafened** by the explosion* *She **was** badly **injured** in the accident • Two soldiers **were** lightly **wounded***
Processes	*The grape skins **are removed** and the juice **is extracted.** Yeast **may** then **be added.*** *The mould **is used** to scoop the slurry out of the vat.*
Production	*This car **was manufactured** in Japan • Wheat **is grown** in the prairie states* *Strawberry jam **is produced** in Histon • **Made** in China*
Publication/ broadcast	***Printed** in the UK • **Published** by Hanbury Inc • **Distributed** by Shorers* *This leaflet **is issued** by H.M. Government • The programme **is broadcast** on Mondays*
Repression	*The revolt **was crushed** by mercenaries • The demonstrators **were** violently **clubbed*** *The rebel leaders **were executed** • The slaves **were chained** together*
Routines	*The elephants **are fed** three times a day • The carpets **are beaten** once a week* *The post **is delivered** at 8.00 am • The children **are put to bed** at 7.30 pm*

Conditional forms

↔ = switchable clauses — = non-switchable clauses

Zero conditional: always/in general	***If* + Present Simple**	↔	**Present Simple**
	*If dogs **eat** fish,* *If there **are** any croissants,* *I **feel** fit*		*they **get** sick* *I usually **have** one or two* *if I **go** jogging in the mornings*
First conditional: future/real	***If* + Present Simple**	↔	**Future Simple**
	*If I **find** your book,* *You'll get a shock* *Unless they **find** a baby-sitter,*		*I'll **phone** you* *if you **touch** that switch* *they **won't come***
Alternative first conditional form: weak possibility	***If* + *should* + base form**	↔	**Future Simple/base form**
	*If I **should find** them,* *If there **should be** any problem,* *Please **inform** us immediately*		*I **will return** them to you* ***call** us* *if you **should arrive** early*
First conditional inversion: weak possibility	***Should* + Present Simple**	—	**Future Simple/base form**
	***Should** we **miss** the train,* ***Should** you **encounter** any snakes,* ***Should** you **mislay** this card,*		*we'll **catch** the bus* ***don't panic*** ***contact** our advisers*
Second conditional: hypothetical/unreal	***If* + Past Simple**	↔	***would* + base form**
	*I **would buy** a new dress* *If I **knew** where he **was**,* *If I **saw** any discrepancies,*		*if I **had** enough money* *I'd **get** in touch with him* *I **would correct** them*
Alternative second conditional form (1)	***If* + *could* + base form**	↔	***would/could* + base form**
	*If we **could** just **find** out where he lives,* *I **would be** very happy* *If you **could have** a new car,*		*we **could interview** him* *If I **could swim*** *what type **would** it **be**?*
Alternative second conditional form (2): remote possibility	***If* + *were* + infinitive**	↔	***would* + base form**
	*If she **were to resign**,* *If you **were to win**,* *The coast **would disappear***		*we **would vote** in a new leader* *what **would** you **do** with the money?* *if sea-level **were to rise***
Second conditional inversion	***Were* + subject + infinitive**	—	***would* + base form**
	***Were** the tree **to fall**,* ***Were** we **to be evicted**,* ***Were** he **to have** an accident,*		*it **would hit** the house* *we **would have** nowhere to go* *he **would have** no cover*
Third conditional: past/impossible	***If* + Past Perfect**	↔	***would/could/might* + *have* + Past Participle**
	*If I **had known**,* *If he **hadn't drunk** so much,* *What **would** you **have done***		*I **would have told** you immediately* *he **might have been** all right* *if she **had fainted**?*
Third conditional inversion	***Had* + subject + Past Participle**	↔	***would/could/might* + *have* + Past Participle**
	***Had** the bomb **exploded**,* *I **might have broken** my leg* ***Had** I **been** informed,*		*it **would have caused** immense damage* ***had** I **fallen*** *I **would have** acted immediately*
Mixed conditional: past to present	***If* + Past Perfect**	↔	***would* + base form**
	*If you **hadn't gone** to bed so late,* *My fingerprints **would be** on it* *If he **had caught** the bus,*		*you **wouldn't feel** so tired* *if I **had stolen** it* *he **would be** here by now*
Mixed conditional: permanent to past	***If* + Past Simple**	↔	***would/could/might* + *have* + Past Participle**
	*If I **knew** differential calculus,* *I **might have bought** that ring* *If the pigs **had** wings,*		*I **would have helped** her* *if I **earned** enough money* *they **could have flown***

Other types of conditional clause

• Sentence	• Meaning
All being well, *we should arrive by noon*	*if nothing bad happens*
Multiply 19 by 23 ***and*** *you get 437*	*if you multiply 19 by 23*
We'll reinstate him ***as long as*** *he apologises*	*if and only if he apologises*
Assuming that *they accept, where shall we take them?*	*if we can assume that they will accept*
But for *your help, we wouldn't have got here in time*	*if you hadn't helped us*
Even if *he passes his exams, he won't get the job*	*it doesn't matter if he passes his exams*
Given that *you have no experience, we can't employ you*	*as we know that you have no experience*
Cook product for 25 minutes ***if frozen***	*if it is frozen*
He'd be a good presenter ***if it wasn't for*** *his stutter*	*if he didn't stutter*
If not for *her heroism, the crew might have perished*	*if she hadn't been so heroic*
If *you clean your room* ***then*** *I'll consider it*	*only after you have cleaned your room*
I'll take some crab sandwiches ***in case*** *I get hungry*	*because I might get hungry later on*
Take alternative route ***in case of*** *flooding*	*if the road is flooded*
Make a note of it ***lest*** *you forget*	*otherwise you might forget*
We'll accept your offer ***on condition that*** *it is backdated*	*only if it is backdated*
Only if *you work hard* ***will you*** *pass the exam*	*if you don't work hard you won't pass*
Hand over the money ***or*** *I'll shoot you*	*if you don't hand over the money*
Other things being equal, *we should meet the deadline*	*if other factors don't change*
Go to bed, ***otherwise*** *you'll get no porridge in the morning*	*if you don't go to bed*
The picnic will go ahead, weather ***permitting***	*if the weather is good enough*
You should recover ***provided that*** *you take this medicine*	*if and only if you take the medicine*
Supposing *the dog gets sick – what will you do then?*	*if the dog gets sick, by any chance*
Unless *you arrive soon, you'll miss the soup course*	*if you don't arrive soon*
We'll go ahead with the dinner ***whether or not*** *he comes*	*in any case*
We might get a draw, ***with*** *a bit of luck*	*if we are lucky*
I'll sign the contract, ***with the proviso that*** *you omit clause 3*	*only if you omit clause 3*
It won't taste very good ***without*** *salt*	*if it doesn't have salt*

Wishes

• Undesirable present state	• Desired state
*Those lemons **are** really expensive*	*I wish they **weren't** so expensive*
It's really cold	*I wish it **wasn't** so cold*
*I **haven't got** any money*	*I wish I **had** some money*
*I **don't know** where she **is***	*I wish I **knew** where she **was***

• Undesirable present state	• Desired action
The bus is late	*I wish the bus **would come***
It's really cold in here	*I wish someone **would turn** the heating on*
He's been unemployed for months	*I wish he **would get** a job*
They haven't repaired the lamp	*I wish they **would repair** the lamp*

• Undesirable present action	• Desired action/lack of action
*That dog **is still barking***	*I wish that dog **would stop barking***
*You're **tapping***	*I wish you **wouldn't tap***
*She's **working** all day*	*I wish she **wasn't working***
*I'm **doing** media studies*	*I wish I **was doing** law*

• Undesirable present habit	• Desired action/lack of action
*She **arrives** late every day*	*I wish she **didn't arrive** late every day*
*He **coughs** all the time*	*I wish he **didn't cough** all the time*
*He's always **whistling***	*I wish he **didn't/wouldn't whistle***
*She never **stops fidgeting***	*I wish she **would stop fidgeting***

• Undesirable present obligation	• Desired lack of obligation
*I've **got to fill in** my tax form*	*I wish I **didn't have to fill in** my tax form*
*We're **obliged to inform** them*	*I wish we **weren't obliged to inform** them*

• Present/future/general inability	• Desired ability
*I **can't see** the screen*	*I wish I **were able to see** the screen*
*I **can't play** the violin*	*I wish I **could play** the violin*
*She **can't come** tonight*	*I wish she **could come** tonight*
*It's **not** possible **to change** it*	*I wish it **was/were** possible **to change** it*

• Regrettable past state	• Desired past state
*I **was** really angry*	*I wish I **hadn't been** so angry*
*They **weren't** very hospitable*	*I wish they **had been** more hospitable*
*I **didn't have** any money*	*I wish I **had had** some money*
*I **didn't know** he was coming*	*I wish I **had known** he was coming*

• Regrettable past obligation	• Desired past lack of obligation
*I **had to send** my passport*	*I wish I **hadn't had to send** my passport*
*We **were forced to stand***	*I wish we **hadn't been forced to stand***

• Past inability	• Desired past ability
*I **couldn't get** a ticket*	*I wish I **had been able to get** a ticket*
*We **were unable to find** them*	*I wish we **could have found** them*
*I **couldn't play***	*I wish I **could have played***
*It **wasn't** possible **to change** it*	*I wish it **had been** possible **to change** it*

• Regrettable past action/lack of action	• Desired past action/lack of action
*She **shouted** at me*	*I wish she **hadn't shouted** at me*
*I **lost** my keys*	*I wish I **hadn't lost** my keys*
*I **didn't get** any onions*	*I wish I **had got** some onions*
*We **didn't send** them a card*	*I wish we **had sent** them a card*

Reported speech: verb changes

Pr = Present • Past = Past • F = Future • S = Simple • C = Continuous • P = Perfect

PrS	*"I never **eat** cornflakes."*	**Past S**	*He said he never **ate** cornflakes*
PrC	*"**I'm having** trouble."*	**Past C**	*She said she **was having** trouble*
PrPS	*"**They've removed** the railings."*	**Past PS**	*He said they **had removed** the railings*
PrPC	*"**We've been eating** fish."*	**Past PC**	*They said they **had been eating** fish*
Past S	*"I **bought** it for £5."*	**Past PS**	*She said she **had bought** it for £5*
Past C	*"The dog **was barking**."*	**Past PC**	*He said the dog **had been barking***
Past PS	*"The streets **had emptied**."*	**No change**	*They said that the streets **had emptied***
Past PC	*"They **had been digging**."*	**No change**	*He said they **had been digging***
***will* (1): FS**	*"**I'll come** at 8.00."*	***would***	*She said she **would come** at 8.00*
***will* (2): FC**	*"**We'll be waiting** for you."*	***would***	*They said they **would be waiting** for us*
***will* (3): FPS**	*"**I'll have eaten** it by 10.30."*	***would***	*She said she **would have eaten** it by 10.30*
***will* (4): FPC**	*"**She'll have been waiting**."*	***would***	*He said she **would have been waiting***
***shall*: FS**	*"**I shall fetch** the dish."*	***would***	*He said he **would fetch** the dish*
used to	*"We **used to play** soldiers."*	**No change**	*They said they **used to play** soldiers*
be going to	*"**I'm going to sneeze**."*	***was/were***	*He said he **was going to sneeze***
can	*"**I can let** you know tomorrow."*	***could***	*She said she **could let** us know tomorrow*
could	*"**I could play** the oboe once."*	**No change**	*He said he **could play** the oboe once*
have to	*"He **has to work** really hard."*	***had to***	*She said he **had to work** really hard*
may	*"We **may start** early."*	***might***	*They said they **might start** early*
might	*"There **might be** some changes."*	**No change**	*They said there **might be** some changes*
must* (1)	*"She **must be** away this weekend."*	**No change**	*He said she **must be** away this weekend*
must* (2)	*"I really **must go** to bed."*	***had to***	*He said he really **had to go** to bed*
needn't	*"You **needn't wait**."*	**No change**	*She said I **needn't wait***
ought to	*"You **ought to stop** complaining."*	**No change**	*She told us we **ought to stop** complaining*
should	***"You should try** this juice."*	**No change**	*She said we **should try** this juice*
would	***"We would** never **let** you down."*	**No change**	*They said they **would** never **let** us down*

***must* (1) = deduction **must* (2) = obligation**

Reported questions

Question form: auxiliary + subject + main verb		**Affirmative word order: subject (+ aux) + main verb**
Yes/no	*"**Do you like** coffee creams?"*	*He asked me **if I liked** coffee creams*
What	*"**What do you do**?"*	*She asked me **what I did***
Who	*"**Who did you meet**?"*	*She asked me **who I had met***
When	*"**When are they coming**?"*	*He wanted to know **when they were coming***
Where	*"**Where have you been**?"*	*She inquired **where I had been***
Why	*"**Why doesn't he love** me?"*	*She asked me **why he didn't love** her*
How	*"**How could you do** such a thing?"*	*He asked her **how she could have done** such a thing*

Other changes in reported speech

• Time: reporting a statement made in a different time phase

*"I'm going to London **today.**"*	*He said he was going to London **that day***
*"I bought this dress **yesterday.**"*	*She said she had bought that dress **the previous day***
*"I'll tell him **tomorrow.**"*	*She said she would tell him **the following day***
*"We're moving **this week/month/year.**"*	*They said they were moving **that week/month/year***
*"I phoned him **last week/month.**"*	*She said she had phoned him **the previous week/month***
*"I'm going to China **next month/year.**"*	*He said he was going to China **the following month/year***
*"I saw them ten minutes **ago.**"*	*She said she had seen them ten minutes **before/previously***
*"He resigned **the day before yesterday.**"*	*She said he had resigned **two days previously***
*"She's coming **the day after tomorrow.**"*	*He said she was coming **two days later***
*"They're asleep **now.**"*	*She said they were asleep **then***
*"I'll send it **now.**"*	*He said he would send it **immediately/straight away***
*"He's **currently** studying in Amsterdam."*	*She said he was studying in Amsterdam **at that time***

• Time: reporting a statement made in the same time phase

*"I eat Marmite **every day.**"*	*He says he eats/He said he ate Marmite **every day***
*"I saw 'Macbeth' **yesterday.**"*	*She said she saw/had seen 'Macbeth' **yesterday***
*"I'm coming home **tonight.**"*	*He says he's/He said he was coming home **tonight***

• Place: reporting a statement made in a different place

*"I'm staying **here.**"*	*She said she was staying **there***
*"Do you like it **there?**"*	*She asked me if I liked it **here***
*"I can't stand **this place.**"*	*He said he couldn't stand **that place***

• *this, that, these, those*: change of viewpoint

*"I love **this** cake."*	*She said she loved **that** cake*
*"Where did you get **that** brooch?"*	*She asked me where I had got **this** brooch*
*"**These** trees are lovely."*	*He said **those** trees were lovely*
*"**Those** houses are ancient."*	*He said **these** houses were ancient*

• Person: relationship to speaker

*"**You** are mad," he told me.*	*He told me **I** was mad*
*"**You** can't come," he told her.*	*He told her **she** couldn't come*
"I don't feel well," she said.	*She said **she** didn't feel well*
*"**We** have finished," they said.*	*They said **they** had finished*
*"She gave it to **me**," he said.*	*He said she had given it to **him***
*"This bag is **mine**," she said.*	*She said that bag was **hers***
*"We did it by **ourselves**," they said.*	*They said they had done it by **themselves***

Reporting verbs

• Verb + *to* infinitive

agree, beg,	*She **agreed to sell** me her car • She **begged to leave***
claim, expect,	*She **claimed to be** the Duchess of Cumberland • I **expect to hear** from you*
hope, prefer,	*They **hope to go** to Mumbai • He **prefers to eat** out*
refuse, swear, threaten	*They **refused to go** to bed • I **swear to tell** the truth • He **threatened to arrest** me*

• Verb + object + *to* infinitive

advise, ask,	*They **advised us to take** walking boots • She **asked him to marry** her*
beg, command,	*He **begged his mother** to give him spinach • She **commanded us to be** quiet*
expect, forbid,	*We **expect you to write** every day • They **forbade us to chew** gum*
instruct, invite,	*He **instructed me to hold** the bow loosely • They **invited us to see** their garden*
order, persuade,	*He **ordered us to polish** our boots • He tried to **persuade her to go** the cinema*
prefer, recommend,	*She **prefers us not to shout** • She **recommended me to visit** Jakarta*
remind, request,	*They **reminded us to set** the alarm • We **requested them to send** on our luggage*
urge, warn	*She **urged Chris to go** to the Swedish film • She **warned me not to approach***

• Verb + *-ing*

admit, advise,	*She **admitted smashing** the vase • She **advised reading** it in the original*
consider, deny,	*Would you **consider selling** the house? • He **denied eating** the trifle*
propose, recall,	*They **proposed going** by taxi • She **recalled being** attacked*
recommend, suggest	*He **recommended trying** the venison • He **suggested buying** a new bicycle*

• Verb + (*that*) + subject + (*should*) + base form

demand, insist,	*They **demanded we open** our cases • She **insisted we should return** the money*
propose, recommend,	*He **proposed that we take** some wine • We **recommended they see** the tower*
request, suggest	*They **request that you attend** • She **suggested that I should eat** less*

• Verb + object + preposition + *-ing*

accuse, blame,	*She **accused me of eating** her grapes • He **blamed me for boiling** the artichokes*
congratulate, thank,	*They **congratulated us on winning** • I **thanked her for checking** the report*

• Verb + (*that*) + subject + finite verb form (* = obligatory *that*)

add, admit,	*He **added that** he had no money • He **admitted** he had spilt the wine*
agree, boast,	*I **agree that** we have to economise • He **boasted that** he knew ten languages*
claim, complain,	*She **claimed that** she had lost her bag • *We **complained that** the soup was cold*
confess, confirm,	***He confessed** he had already eaten • She **confirmed that** she would take the exam*
deny, disclose,	*He **denied** he had taken the keys • *She **disclosed that** she was divorced*
estimate, expect,	*We **estimate that** we will arrive around 8.30 • She **expects that** you will accept*
explain, hope,	*He **explained that** the shop was closed • They **hoped** the beans would grow*
mention, observe,	*He **mentioned that** the cat had died • *She **observed that** the shelves were dusty*
point out, reply,	*She **pointed out that** there was no bread • She **replied that** it was time to go*
report, say,	*He **reported that** the city was quiet • They **said** they were coming today*
state, swear	*She **stated that** the Queen had abdicated • He **swore that** he was not involved*

• Verb + object + (*that*) + subject + finite verb form (*obligatory *that*)

assure, inform,	*I **assured him that** he could come • *She **informed me that** the results were ready*
remind, tell	*He **reminded her that** the door was open • She **told me that** she was late*

• Verb + *if/whether/what/when/where/how/why/who* + finite verb form

ask, enquire,	*She **asked me where** the station was • They **enquired if** we had any vacancies*
guess, know,	*I can't **guess why** she hit me • Do you **know when** Lao Tse was born?*
remember, reveal,	*I can't **remember who** phoned • He wouldn't **reveal how** he had done it*
want to know, wonder	*She **wanted to know why** I was angry • He **wondered whether** she would come*

Concord

• Verb agreeing with subject

a hundred/a thousand + *are/were*/base form	*A hundred* **were** *killed* • *A thousand* **have** *been arrested*
a lot of + singular + *is/was/-s/-es/has*	*A lot of this cheese* **is** *bad* • *A lot of wine* **has** *disappeared*
a lot of/a number of + plural + *are*/base form	*A lot of people* **are** *sick* • *A number of snails* **have** *died*
both plural *and* plural + *are/were*/base form	*Both children and adults* **love** *sweet things*
both singular *and* singular + *are/were*/base form	*Both lettuce and cabbage* **are** *healthy, it is alleged*
Collective noun + *are/were*/base form	*Our team* **have** *lost* • *My family* **are** *all crackers* (members)
Collective noun + *is/was/-s/-es*	*This team* **is** *the best* • *My family* **is** *quite big* (group)
everyone/everything + *is/was/-s/-es/has*	*Everyone* **is** *hungry* • *Everything* **was** *soaked*
I + *am/was/have*	*I* **am** *pleased* • *I* **was** *sitting down* • *I* **have** *finished*
I, you, we, they + base form	*I* **go** • *You* **eat** • *We* **oversleep** • *They* **forget**
neither plural *nor* plural + *are/were*/base form	*Neither badgers nor hedgehogs* **eat** *fish*
neither singular *nor* singular + *is/was/-s/-es*	*Neither Wales nor Scotland* **is** *independent*
none of + singular + *is/was/-s/-es/has*	*None of the trifle* **was** *edible* • *None of the money* **is** *yours*
none/neither of + plural + *is/was/-s/-es/has*	*None of the students* **is** *here* • *Neither of the cats* **was** *alive*
no-one/nothing + *is/was/-s/-es/has*	*No-one likes boiled turnips* • *Nothing* **has** *been found*
Number + plural entity + *are/were*/base form	*Six squirrels* **were** *killed* • *Only six teams* **play** *this weekend*
Number + plural unit + *is/was/-s/-es*	*37 marks* **is** *a good score* • *Forty pounds* **goes** *a long way*
Plural noun head + *are/were*/base form	*Children in the North* **are** *less healthy than in the South*
she, he, it + base form + *-s/-es*	*She breathes* • *He lies* • *It creeps*
she, he, it + *is/was/has*	*She* **is** *out* • *He* **was** *asleep* • *It* **has** *disappeared*
Singular noun head + *is/was/-s/-es*	*The man eating chips likes chess* • *The girls' food* **was** *nice*
Singular noun with *-s* ending + *is/was*	*Politics* **is** *a dirty business* • *The billiards* **was** *exciting*
you, we, they + *are/were/have*	*You* **are** *mad* • *We* **were** *beaten* • *They* **have** *left*

• Verb agreeing with complement/object

Pseudo-cleft + *are/were* + plural	*What he lost* **were** *his shoes* • *What she saw* **were** *scorpions*
Pseudo-cleft + *is/was* + singular	*What we needed* **was** *a wrench* • *What I like* **is** *blancmange*
there + *are/were* + plural	*There* **are** *some peas in the bowl* • *There* **were** *no llamas*
there + *is/was* + singular	*There* **is** *a dog in the garden* • *There* **was** *a cloud in the sky*

• Pronoun agreeing with pronoun

anyone → *they/them*	*If anyone asks, tell* **them** *the roses were from Jermaine*
everyone → *they/them*	*Everyone was exhausted and soon* **they** *fell asleep*
someone → *they/them*	*There's someone at the door. Shall I let* **them** *in?*

• Relative pronoun agreeing with antecedent

Impersonal object → *which/that/Ø*	*The pen* **that** *I bought leaks* • *The fish* **Ø** *I ate was bad*
Impersonal subject → *which/that*	*What is the stuff* **that** *glows in the dark?*
Personal object → *who/whom/that/Ø*	*The man* **who** *I saw in the post office looked like Wittgenstein*
Personal subject → *who*	*The woman* **who** *lives there is a doctor*
Personal/impersonal genitive → *whose*	*The cup* **whose** *handle is broken has been thrown away*

Types of adverb

• Mode of action

Attitude	*They **cheerfully** dismissed the allegations • I regard the matter very **seriously***
Intent	*You kicked me **deliberately** • I **purposely** ignored his remarks*
Manner	*He runs **gracefully** • He started **hesitantly** • She cycles **carefully***
Quality	*She sang **brilliantly** • They played **dreadfully** • He cooks quite **well***

• Time

Defined time	*We planted the beans **yesterday** • I'll see you **later** • They're coming **soon***
Duration	*I won't stay **long** • He spoke **briefly** • It rained **continuously***
Frequency	*They **often** go abroad • She **never** brushes her hair • We **rarely** meet*
Relation to present	*The rabbit has **already** eaten • She hasn't got up **yet** • The doctor has **just** called*
Sequence	***Firstly**, I'd like to say ... • **Lastly**, could you put the eggcups in the dishwasher?*

• Space

Direction	*It's growing **inwards** • The demonstrators are coming **through***
Distance	*The shops are quite **close** • The stadium is too **far** to cycle to*
Position	*Stick it **here** • Mrs Greaves lives **opposite** • The pike is **downstairs***

• Extent

Amplification	*I **thoroughly** disapprove of your action • He **bitterly** regretted leaving*
Degree	*I'm feeling **slightly** irritated • You run **quite** fast! • That was **extremely** good*
Diminution	*I **almost** felt like walking out • I only **partly** believed her*
Intensification	*That's **absolutely** amazing! • She was **totally** in control*
Scope	*His works are **scarcely** known here • He is **widely** regarded as a genius*

• Relative accuracy

Approximation	*She's **about** twenty • It weighs **roughly** thirty kilos • **Approximately** 1000 came*
Exactitude	*They're hanging **exactly** level • That's **precisely** what I mean*

• Speaker's attitude

Conviction	*Mozart is **incontestably** the greatest composer • What you say is **patently** false*
Emphasis	*He **simply** never arrives on time • I was **literally** freezing*
Focus	*He eats **only** fruit • I was **especially** concerned to hear that she had resigned*
Generalisation	***Overall**, they performed well • She is **generally** on time*
Impression	***Interestingly**, he collects jugs • She was **strangely** listless*
Judgement	*He **foolishly** left the key in the lock • She **cunningly** delayed the pawn move*
Style	***Frankly**, I think he deserves it • **Confidentially**, there's going to be a takeover*

• Various

Command	***Here**, Rover! • **King's Cross**, please • **Out**!*
Concession	*He agreed. **However**, she didn't • They played well. **Nevertheless**, they lost*
Discourse marker	***Now**, let's consider the finances • **Right**, I'll get the curling tongs*
Doubt	*Are you waiting to see me, **perhaps**? • She might **conceivably** have fainted*
Probability	*They're **probably** going to Cyprus • **Maybe** Raymond will be there*
Respect	*I'm in a bad way **financially** • They've gone up in the world **socially***
Result	*I had to pay it all. **Consequently**, I'm broke • I dropped it: **hence** it smashed*
Specification	*Two countries, **namely** England and France, have been chosen*
Viewpoint	***Musically**, she is extremely talented • He is not her equal **intellectually***

Adverbs of degree

• Before gradable adjective

Excess	*He is **excessively** rich • His behaviour was just **too** ridiculous*
Extreme	*The film was **exceedingly** strange • Her work is **exceptionally** good* *He is **extraordinarily** vain • The weather was **extremely** cold* *This book is **hugely** interesting • Nijinsky was **supremely** gifted*
High	*This rhubarb crumble is **bloody** good • I'm **highly** sceptical* *He is **pretty** outspoken • They were **rather** impatient* *Your hair looks **really** nice, Medea • We are **very** happy to see you, Jack*
Low	*This ostrich meat's **a bit** tough • It's **a little** early for callisthenics* *She was **slightly** embarrassed about the jam tarts • The show was **vaguely** entertaining*
Moderate	*I'm **fairly** tired at the moment • He's **half** bonkers • It was **moderately** well-acted* *Britain is **quite** rainy in the autumn • We were **somewhat** surprised to see him*
Negative	*That was **awfully** irresponsible of you • We are **dreadfully** late • That's **grossly** unfair!* *That was a **remarkably** stupid comment • These chicken nuggets are **suspiciously** green*
Positive	*She is **amazingly** graceful • That's **awfully** kind of you* *The Prof is **incredibly** clever • It was a **profoundly** emotional experience* *Macaulay's 'History' is **remarkably** well-written • Our room is **wonderfully** light and airy*
Salience	*They were **clearly** unsuitable • He was **noticeably** nervous • The cuts are **obviously** unfair*
Understatement	*That was **a bit** silly! • 'War and Peace' is **fairly** long • It's **quite** hot in the Sahara*

• Before ungradable adjective

Absolute positive or negative quality	***Absolutely** marvellous/awful, darling! • It was **altogether** extraordinary/disastrous* *He was **completely** sober/drunk • You are **entirely** justified/mistaken* *Your efforts are **quite** admirable/pathetic, Phyllis • I was **simply** enchanted/livid* *His behaviour is **truly** heroic/scandalous • This trifle is **utterly** delicious/disgusting*
Closeness	*These apples are **almost** rotten • I'm **nearly** ready • These gloves are **practically** unusable* *Tigers are **virtually** extinct • Her performance was **well-nigh** perfect*

• Before numbers and quantifiers

Approximation	*It's **about** ten o'clock • We're **approximately** an hour late • It weighs **roughly** ten kilos*
Exactness	*It measures **exactly** 4.63 centimetres • There were **precisely** 5673 people at the match*
High level	*She's sold **quite** a few of her paintings • There's **rather** a lot of fog today*

• Before verbs

Dynamic verbs: frequency	*She **always** gets here on time • He **invariably** has a duck's egg for breakfast* *We **regularly** go for a stroll on Sundays • The baby **constantly** cries* *It **usually** snows in January • The postman **generally** delivers before 10.00* *The dog **habitually** barks at the moon • This butterfly **commonly** appears in June* *I **frequently** read shipping magazines • Bill **often** walks in his sleep* *Jennifer **sometimes** smokes • The Naysmiths **occasionally** come over at weekends* *We **rarely** see any woodlarks round here • Solitary bees **seldom** sting* *My cousin **hardly ever** smiles • You **never** find Burtons in the shops these days*
Verbs of agreement and conviction	*I don't **altogether** approve of those curtains • We **fully** endorse your point of view* *I **entirely** agree that we billionaires should pay more tax • He **fervently** supports West Ham* *I **truly** believe that he should resign • I **utterly** disagree with that statement*
Verbs of preference	*I **absolutely** adore the 'Mahabharata' • I **just** hate going by car* *I **quite** like custard creams • I **really** love playing darts • She **truly** detests alternative medicine*
Verbs of effect	*He was **badly** shaken by the accident • She was **deeply** affected by the performance* *I am **highly** impressed by her persistence • She was **terribly** disappointed by her rejection*

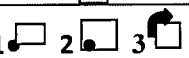
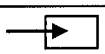
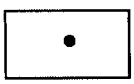
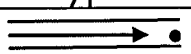
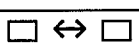
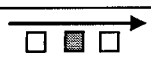
Sentence- and clause-linking adverbials

Addition	*His results are not very good.* ***Furthermore,*** *he has no experience* *They're not as fit as their opponents.* ***In addition,*** *they've got a man injured* *His marriage is on the rocks.* ***Moreover,*** *he's got a lot of debts.* *This bike's rather rusty.* ***What's more,*** *it's stolen*
Alternation	*She wanted to go to Darlington.* ***Instead,*** *she ended up in Worcester* *You say we should go to the Rockies.* ***Rather,*** *we ought to stay at home*
Amplification	*I've never been to France.* ***As a matter of fact,*** *I've never been to Europe* *I'm not too fond of lettuce.* ***To tell you the truth,*** *I can't stand it*
Automatic conclusion	*She is a bit odd, though* ***naturally*** *I wouldn't say she was mad* *I gave him your message.* ***Of course,*** *he didn't say anything*
Clarification	*She lives in a small flat or,* ***more accurately,*** *a bedsit* *She is a Piscean.* ***That is to say,*** *her element is water* *It's a type of moth, actually.* ***To be precise,*** *it's a cinnabar*
Concession	*She says she can't let me have the floral armchairs.* ***Anyway,*** *I'm not interested* *The rooms weren't up to much, but,* ***at any rate,*** *we had a good time* *We might as well unfurl the flag.* ***In any event*** *they can't arrest us for it*
Consequence/ logical conclusion	*Bill lost his passport, and* ***consequently*** *we missed the flight back* *There are too many trees in the garden.* ***For this reason*** *we can't plant sunflowers* *Their cash flow situation deteriorated and* ***hence*** *they went bankrupt* *Rats are carnivores, and carnivores eat meat.* ***Therefore*** *rats never eat vegeburgers*
Contradiction	*We didn't cry over our defeat.* ***Contrariwise,*** *we went and got blind drunk* *People say Watt invented the steam engine.* ***In actual fact*** *he improved it* *I don't support the government.* ***On the contrary,*** *I'm one of its fiercest critics*
Contrast	*We don't normally employ school leavers.* ***However,*** *we will consider your application* *Her bow lost some of its hair in the last movement.* ***In spite of this,*** *she kept going* *I know it's a nice sofa.* ***Nevertheless,*** *we can't afford to buy it* *They fought hard,* ***yet*** *they lost the game*
Enumerating reasons	*That house is quite unsuitable.* ***For one thing,*** *it's got no bathroom* *I can't go this evening.* ***In the first place,*** *I'm ill and* ***secondly*** *I haven't got any money*
Generalising	*Contemporary British fiction has its high points, but* ***generally*** *it is somewhat patchy* *Dung beetles replenish the soil.* ***In general,*** *they are good for the environment* *He put in a few good tackles, and* ***overall*** *his performance was impressive*
Qualifying	*He complains rather a lot.* ***At the same time,*** *he has his good points* *It's a beautiful house.* ***On the other hand,*** *it's rather out of the way*
Reformulating	*He was being economical with the truth.* ***In other words,*** *he was lying* *It's a kind of lake.* ***More precisely,*** *it's a periglacial lake* *She's Mexican,* ***or rather,*** *she has a Mexican passport*
Respect	*She's a bit inexperienced.* ***In other respects*** *she's a very good candidate* *I've got a cough and a sore throat.* ***Otherwise*** *I'm fine*
Similarity/ dissimilarity	*He likes staying at home and watching T.V.* ***Conversely,*** *she's very outgoing* *We really must attack but,* ***equally,*** *we mustn't lay ourselves open* *Jill eats a lot of meat. Fred,* ***likewise,*** *is a carnivore*
Specifying	*I don't like shopping.* ***In particular,*** *I don't like shopping for clothes* *We want someone who knows foreign languages.* ***Specifically,*** *we need a Greek speaker*
Strategic change of subject	*I do like your new sash windows.* ***By the way,*** *can you lend me ten pounds?* *I'm going to Stoke this afternoon.* ***Incidentally,*** *the Wessons are coming to lunch*
Summing up	*The food was good and the hotel was comfortable.* ***All in all,*** *we had a good time* *Unemployment is rising, businesses are folding.* ***Altogether,*** *the economy is in a mess* *Exploitation, chicanery, slaughter.* ***In short,*** *the British Empire was a disaster*

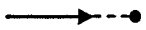
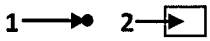
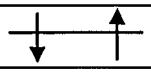
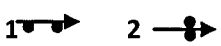
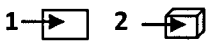
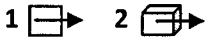
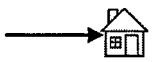
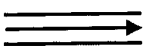
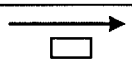
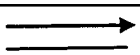
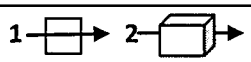
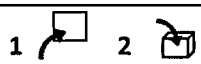
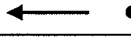
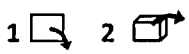
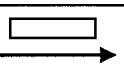
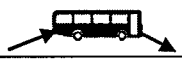
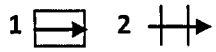
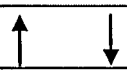
Prepositions and adverbs of time

After time or event	***after*** *6.00/midday/Christmas/the election* • ***following*** *their defeat*
Approximate time/day/year	***around/about*** *9.00/midday/the 14th/1900*
Before time or event	***before*** *Tuesday/11.00/the 23rd/Christmas/the film* ***ahead of*** *the big match* • ***prior to*** *their departure*
Between two times or dates	***between*** *10.00* ***and*** *1.00* • ***from*** *2003* ***to*** *2007*
Clock time	***at*** *midnight/noon* • ***at*** *twenty* ***to*** *nine* • ***on the stroke of*** *six o'clock*
Day or part of day in the future	***Ø*** *next Thursday/this Tuesday* • ***on*** *Monday week*
Day or part of day in the past	***Ø*** *last Wednesday/last Sunday morning* • ***Ø*** *a week ago last Monday*
Day or part of day in the past or future	***on*** *Friday/the 5th/March 17th/my birthday/Mother's Day/* *New Year's Day/Wednesday morning/Saturday afternoon*
Duration of action or state	***for*** *ten minutes/four days/50 years/a long time/ages*
Festival/special occasion	***at*** *Christmas/Easter/New Year/the Winter Solstice/Ramadan*
Frequency	***always/constantly/continually/usually/frequently/often/*** ***sometimes/occasionally/rarely/seldom/hardly ever/never***
From a point of time in the past	***since*** *10.30/January 10th/2003/last Tuesday/I was a child*
Future period	***Ø*** *next week/month/year* • ***Ø*** *tomorrow* • *the week* ***after*** *next*
Future point of time from now	***in*** *a year's time/five months' time*
Future point of time from past/future	*four hours/a week/two months* ***later/after that***
Imprecise period	***in*** *my lifetime/modern times/the last few years*
In a period of time	***within/over/in*** *the next two days/the last few hours*
Just after clock time	***just after/just gone*** *3.15/twenty past eight*
Just before clock time	***nearly/almost*** *10.00/6.30/midnight/closing time*
Latest time for completed action	***by*** *11.30/next July/yesterday morning/2050*
Month/year/decade/century	***in*** *January/1568/the 1920s/the 18th century/the last millennium*
Part of day	***in*** *the morning/the afternoon/the evening/the early hours*
Past period	***Ø last*** *week/month/year* • ***Ø yesterday*** • *the week* ***before*** *last*
Past point of time from now	*two hours/three days/15 years* ***ago***
Past point of time from past	*five minutes/three days/70 years* ***previously/before***
Temporary period	***for the time being/in the meanwhile***
This period	***this*** *week/morning/year/winter* • ***to****day/****to****night*
Time of cessation	***until/up to*** *9.00/January 15th/the end of the week*
Time taken to do something	***in*** *30 minutes/five years/a week/a split second*
Within a specified period	***during*** *the film/the morning/the 16th century* • ***over*** *the weekend*

Position

Adjacency		*The bank is **next to** the sauna • Ruth was sitting **beside** Charlie* *She lives **by** the river • X is **adjacent to** Y*
among		*We found a cat sleeping **among** the cabbages*
Compass position (internal)		*Hastings is **in the south of** England* *Morocco is **in** North Africa*
Compass position (external)		*Cambridge is **to the north of** London* *The Quantocks are **west of** here*
Corners		***1** The bus-stop is **on** the corner • **2** There's a rubber plant **in** the corner* ***3** The mini-market is just **round** the corner*
Distance		*King's Lynn is **a long way from** London* *The gym is set **apart from** the other buildings* *I live quite **far from** the lab • Diss is 24 km (**away**) **from** Norwich*
Encirclement		*The castle is **surrounded by** a moat • There's a ring road **around** the town*
External: area		*The cinema is **outside** the centre • The goalkeeper is **off** the field*
External: volume		*There's someone **outside** the kitchen • The rabbit is **out of** its cage*
Furniture		*Can I sit **on** this chair? • He was sitting **in** an armchair* *There were ten people **at** table • Herbert is still **in** bed*
Institutions		*The children are still **at** school • She's been **in** hospital for three days* *There's a party **at** the social club • He's spent some time **in** prison*
Interior position (vertical)		*The storeroom is **at the top of** the building* *My flat is **at the bottom of** the block*
Interior position (horizontal)		*The restaurant is **at the front of** the hotel* *The study is **at the back of** the house*
Internal: area		*There's a snail **in** the garden • There are five sheds **on** the premises* *There are twelve churches **within** the city boundary* *The table is **in the middle of** the room • Stay **inside** the circle* *There's a tree **in the centre of** the field • He lives **in** Glasgow*
Internal: volume		*The butter's **in** the fridge • What have you got **inside** that box?* *Anyone **within**? • The sun is **at the centre** of the solar system*
Leaning position		*The ladder was standing **against** the wall • Don't lean **on** me!*
Longitudinal position		*The bank is **at the end of** the street • The station is **up/down** the road* *The martial arts centre is just **along** the path there*
Margins		*Some ducks were sitting **on** the river bank* *A cup was balancing **on the edge of** the table*
Opposition		*His house is **opposite** the park • There's a gym **in front of** the school*
Othersidedness		*The farm is **on the other side of** the river* *The factory is **beyond** the railway line • The baker's is **across** the road*
Parallel relation		*The road is **parallel to** the railway • The ship was **alongside** the quay*
Proximity		*The gallery is **near** Trafalgar Square • There's a jam factory **nearby*** *She lives **in the vicinity of** Romsey • The gym is **close to** the station*
Relative horizontal position (1)		*The bank is **to the left of** the vet • The vet is **to the right of** the bank* *The cinema is **between** the pub and the supermarket*
Relative horizontal position (2)		*There's a red car **in front of** us • The shed is **behind** the house*
Relative linear position		*The bookshop is a bit **before/after** the chemist's* *The fire station is just **past** the swimming pool*
Relative vertical position		*There's an airship directly **above** the football pitch* *The village is **below** the hill*
Slope position		*I'm halfway **down** the hill • What are you doing **up** that ladder?*
Touching a surface		*There's a book **on** the table • A cat was sitting **upon** the wall*
Transport		*Did you get any food **on** the train/plane/bus? • He was **on** his bike* *I left my gloves **in** the car/taxi/van*
Vertical (non-touching)		*There's a lamp **over/above** the table* *She keeps her toys **under** the bed*
Vertical (touching)		*The book was **under(neath)** a newspaper* *The bowl is **on top of** the wardrobe*

Motion

Approach		*A man is coming **towards** the house • A woman came **up to** me* *She was going **in the direction of** Swanage*
Arrival		**1** *They have arrived **at** the hotel* • **2** *When did you arrive **in** England?* **2** *The train has just come **into** the station* **1/2** *We reached Ø Torquay at 7.00* • **1/2** When *did you get **to** Ely?*
Change of level		*The sun sank **below** the horizon • He raised his head **above** the wall*
Circular movement		*We went **round** London • She has just flown **around** the world*
Correlative movement		**1** *Someone's walking **behind** us* • **1** *A horse trotted **in front of** me* **2** *Don't you want to walk **beside** me?*
Departure		*They're flying **from** Berlin • The train's gone **out of** the station*
Entry		**1** *The float came **into** the square* • **2** *Burglars broke **into** the flat* **2** *The Queen entered Ø Parliament at 10.00 am*
Exit		**1** *The players have just come **off** the field* **2** *She came **out of** hospital today* **2** *When did he leave Ø the house?*
here/there/home		*What time did you arrive/get Ø here/there/home?* *She's going/driving/walking Ø there/home*
Horizontal direction		*Go **forward** • The car was going **backwards** • Move **sideways*** *The ship is heading **north** • The cold front is drifting **eastwards***
Longitudinal direction		*I saw a fox running **along** the street* *The boat drifted **down** the river • Go 100 metres **up** the road*
Overhead movement		*A helicopter flew **over** the house • The birds soared **above** the city*
Overtaking		*A red car sped **ahead of** us • The tortoise moved **in front of** the hare*
Parallel movement		*I ran **alongside** the river • The train goes **parallel to** the coast*
Passage (1)		**1** *We walked **through** the park* • **2** *The train went **through** the tunnel*
Passage (2)		*We're just going **past** King's • I passed Ø two bikes this morning*
Placement		**1** *She hung a painting **on** the wall* • **2** *He put a coin **in**(**to**) the box*
Point to point		*They flew **from** Heathrow **to** Antananarivo* *The ship sails **between** the mainland **and** Messina*
Retreat		*The boat sailed **away from** the island • She withdrew **from** his arms*
Removal		**1** *Take the plates **off** the table* • **2** *He took a gun **out of** the drawer*
Slope movement		*He marched right **up** the hill • She ran **down** the stairs*
Subterranean movement		*I can hear mice running **under** the floorboards* *You can hear the trains passing **underneath** the house*
Target destination		*We're going **to** Rome • This train is **for** Lichfield Trent Valley*
Transport (1)		*She got **on** the train/bus/bike • He got **off** the train/bus/bike*
Transport (2)		*He got **in/into** the car/taxi • She got **out of** the car/taxi*
Traversal		**1** *A dog ran **across** the square* • **2** *She went **over/across** the road*
Vertical direction		*The balloon drifted **upwards** • The trapeze swung **downwards***

Prepositions: other uses

Addition	*He took the living room suite **along with** all the books* *Quite **aside from** his lateness, he was incredibly rude* *This end-terrace house possesses charm **as well as** convenience* *We have to pay for the phone, **in addition to** fuel bills* *The lawyer sent the contract, **together with** the other documents*
Agent	*'Journey to the West' was written **by** Wu Cheng En*
Approval	*We are **all for** getting a new sun lounger* *I'm **in favour of** extending the franchise*
Approximation	*We have **about** three hundred employees on our books* *This snake grows to **roughly** three metres in length* *There were **upwards of** thirty thousand demonstrators in the park*
Comparison	*These cabbage leaves are as big **as** giants' ears* *London covers a large area **compared to** Paris* ***In comparison to/with** bears, raccoons are quite tame* *She doesn't look **like** her mother* *Her eyes are **nothing like** her son's* *Hares are quite **similar to** rabbits in appearance* *Her story of being trapped in a cupboard is stranger **than** fiction*
Compliance	*We will allow the import of kohlrabi **in accordance with** Article 4.35* ***In compliance with** the regulations, we have fitted a hood to the oven* *The experimental data are not **In** complete **conformity with** the original hypothesis* *The chairperson fell **into line with** the committee's decision*
Concession	***In spite of/despite** the dissent within the team, Britain won the lacrosse final* ***Notwithstanding** the objections, the committee went ahead with the plan*
Condition	***In case of** flood, call the emergency services on this number*
Confrontation	***In face of** great odds, the explorers managed to return to base camp* *Mike Humble is **up against** the best fighter in the world tonight*
Consequence	*He had to retire **as a result of** his injury* *He was dismissed **in consequence of** his indiscipline*
Consideration	***In the light of** our increased costs, we need to put our prices up* ***In view of** the vast size of Siberia, means of communication can be problematic*
Contact	*Have you been **in contact with** the Rottenshaws recently?* *This government is **out of touch with** reality*
Contrast	*The object is to master the practical applications, **as opposed to** the theory* ***In contrast to** the music of Beethoven, that of Bruckner is rather turgid*
Dependency	*You will be paid **according to** your age and experience* *We might let you in, **depending on** how much you are prepared to pay*
Difference	*Hungarian is a Finno-Ugric language, **as distinct from** Czech, which is Slavic* *She is completely **different from** her sister in almost every respect* *These variables are **distinct from** other variables with similar names*
Division	*The two communities are **divided by** religion* *The knives are kept **separate from** the forks, Joey*
Emptiness	*His speech sounded magnificent, but it was **void of** meaning*
Exception	*Everybody arrived on time **apart from** Dolly* ***But for** his impatience he would be a valuable colleague* *There was nothing left **except for** a dish of prunes* ***Save for** her assistance we couldn't have arranged the event*
Exchange	*They would only sell their land **in exchange for** gold* *She gave me a sack of potatoes **in return for** mending her fence*
Exclusion	*The rent is £1500 per month, **exclusive of** bills*
Exemplification	*Root vegetables **like** carrots should be stored in a cool dry place* *Animals **such as** sloths and tortoises have a slow metabolism*
Expulsion	*We need to kick racism **out of** football and all other sports*
Inclusion	***Including** the children, there will be 37 people at the meal* *The cost of the trip is £789, **inclusive of** local tours*

Prepositions: other uses (continued)

Instrument	*The buckets are raised and lowered **by means of** pulleys* *The army demolished the houses **with** a bulldozer*
Irrelevance	*I think we should go ahead with the project, **irrespective of** their objections* *I'm going to buy one of those coats **regardless of** the price*
Lack	*The city centre was completely **devoid of** life after 6.00 p.m.* *We couldn't remove the paint **for lack of** a scraper* *The children counted the dandelions, **for want of** anything else to do* *That remark was somewhat **lacking in** tact* *The co-op is completely **out of** dried apricots*
Maximum	*This car can accelerate **to a maximum of** 300 kph* *You can deposit **up to** £250 per month in this savings account*
Means	*She let herself down from the window **by means of** a rope* *She became Princess **by virtue of** her marriage to the heir to the throne* *They hope to raise £100 million **by way of** imposing a carbon tax*
Need	*These bay windows are **in** urgent **need of** repair*
Non-conformity	*Brickley's ideas are **at variance with** those of the rest of the scientific community*
Opinion	***According to** the Times of India, the rate of crime in Mumbai has recently increased*
Opposition	*Galician is a language, **as opposed to** a dialect* ***Contrary to** previous scientific belief, the universe is expanding faster and faster* *She is completely **opposed to** the plans for refurbishment*
Origin	*These paper lanterns come **from** China* *Thick yellowish-black smoke was pouring **out of** the chimney*
Possession	*The money is temporarily **in the possession of** her lawyer*
Purpose	*We are not in this solely **for** the money* *I think we should do what they want **for the sake of** peace* *He is raising money **in aid of** retired lifeboatmen*
Quest	*'Six characters **in search of** an author' is by Pirandello*
Reason	***Because of** the foul weather we couldn't do much of the digging* *Baalah's success is **due to** her hard work and application* *He had little hope of employment **on account of** his inexperience* *They rejected his manuscript **on the grounds of** style rather than content* *The project had to be abandoned, **owing to** a lack of funds* *He broke his brother's model aeroplane **out of** spite* ***Thanks to** the congestion charge, London's traffic has improved*
Reference	***Further to** your letter, I agree that we should halt the proceedings* ***With reference to** your application, I regret to inform you that you are unsuccessful*
Relation	***In relation to** sugar exports, the country is doing quite well* *There is no question of her ability **In terms of** talent* ***Regarding** his promotion, I think we should leave it until the next meeting* *The pound has fallen **relative to** the Swiss Franc* *We need to make some arrangements **vis-à-vis** the inspection* *She has a special interest **with respect to** demography*
Representation	*I would like, **on behalf of** the directors, to thank the staff for their commitment*
Responsibility	*Dr Munteanu is **in charge of** the plastic surgery clinic*
Specification	***As for** Betty Coles, we'll have to reject her application* ***As to** item 5a, I propose we should postpone consideration until the next meeting* ***With regard to** Chuluun, I think he is overworking*
Starting point	***As from** January 20th this bus will be running every two hours* *I hereby announce my resignation, **as of** now* *Increase the tempo **from** bar 116 onward*
Substitution	*We will pay you one month's salary **in lieu of** notice* *He has a stone **in place of** a heart* *Why don't you practise bar by bar, **instead of** ploughing through the whole piece?*

Prepositions after adjectives

about	*She's a bit **anxious about** her exams • She's **crazy about** bungee jumping* *I'm **curious about** your music playing • I'm rather **doubtful about** moving to Grantham* *He wasn't **enthusiastic about** going to the wedding • I felt **guilty about** letting her down* *He's **mad about** Buster Keaton films • I'm **pessimistic about** our prospects* *She's **sad about** his departure • Are you **serious about** going out with me?* *I'm so **sorry about** the cancellation • I'm **worried about** your bad hip*
at	*I was really **annoyed at** his facetiousness • I was **astonished at** his rudeness* *She is quite **clever at** deflecting criticism • He's very **good at** basketball • Victoria is **lucky at** cards*
in	*The minister is **implicated in** a corruption scandal • We are **interested in** looking at the property* *Her brother was **involved in** the robbery • This area is **rich in** wildlife*
for	*Are you **eligible for** a bus pass? • Boston is **famous for** the Stump • We are **grateful for** your help* *He is not **known for** his reliability • Oxbridge is **notorious for** its exclusivity* *Are you **ready for** action? • Who is **responsible for** this awful mess?* *Not **suitable for** children under the age of 12 • We are **thirsty for** news of the outside world*
from	*The play is **derived from** a narrative poem • Turtles are **different from** tortoises* *He is quite **divorced from** reality • The town is **safe from** attack for the time being*
of	*She isn't **afraid of** speaking her mind • He should be **ashamed of** his behaviour* *I'm not **aware of** any irregularity • They are **capable of** beating anybody* *It is **characteristic of** him to interrupt • I was **conscious of** an insect crawling up my leg* *I'm **envious of** her musical talent • She's quite **fond of** strawberry truffles* *The place is **full of** tourists in the summer • They were found **guilty of** cycling on the right* *Seth was **jealous of** Osiris' power • He's rather too **proud of** himself* *We're a bit **short of** gram flour • I'm **sick of** hearing about the Royal Family* *It was **silly of** her to take so much luggage • She's **suspicious of** his intentions* *She's getting **tired of** commuting every day • It's **typical of** her to put things off*
on	*She's **keen on** white-water rafting • He's quite **set on** applying for an engineering course*
to	*I am **accustomed to** having a biscuit with my tea • The gym is **adjacent to** the swimming pool* *He's **allergic to** right-wing politicians • You are ultimately **answerable to** the people* *He's **attached to** his pet tortoise • **Contrary to** rumour, I have never been to Lapland* *The film isn't **faithful to** the book • She was **generous** to me in my hour of need* *You should be more **grateful to** your aunt • He is not completely **immune to** criticism* *This government is **impervious to** reason • She is quite **kind to** her nieces and nephew* *Eileen is **married to** an absolute maniac • This document is not **relevant to** the case* *He was quite **rude to** the customers • His ears are **similar to** jug handles*
with	*Gretel was **annoyed with** Hansel • Be **careful with** those Persian carpets* *The bus was **crowded with** middle-aged gentlemen • She was quite **delighted with** the result* *Tom was **disappointed with** his present • We are **dissatisfied with** the service* *Are you **friendly with** the neighbours? • She is extremely **gentle with** the patients* *A new bicycle! I'm **green with** envy • Are you **happy with** your overpriced notebook?* *Be **patient with** Felicity – she's had a bad experience • She wasn't **pleased with** your offering* *Her performance was **replete with** screams and sighs • We're **thrilled with** our new grandchild*

Prepositions after nouns

about	*They had an **argument about** extra-marital sex • The **debate about** drugs has been rescheduled* *Have you made a **decision about** the rose garden? • His **tale about** ghosts was unbelievable*
against	*What's the **argument against** building a new library? • She bears a **grudge against** her aunt*
at	*He displayed his **anger at** the committee's decision • He feels a **failure at** everything*
between	*There is a strong **bond between** the sisters • What's the **difference between** moths and butterflies?* *No **link between** the two schemes has been established • There's **nothing between** us*
for	*I've got a lot of **admiration for** nurses • He has great **affection for** his sister* *He made a **bid for** a Rembrandt painting • Is there any **case for** widening the motorway?* *Is there any **cure for** repeating repeating oneself? • There is little **demand for** liquorice spiders* *She will never overcome her **hatred for** that bounder • He has a **hunger for** useless information* *She has no **love for** family life • She has a great **need for** affection* *This is an **opportunity for** you to shine, Gary Moon • What's the **reason for** their break-up?* *Cutting the NHS is a **recipe for** disaster • Where is your **respect for** your elders?* *There's always **room for** improvement, Wilfred • The **search for** the birds' nest thief goes on* *He showed no **sympathy for** her plight • Gladys Vale has a great **zest for** life*
from	*That was an **excerpt from** the 'Mahabharata' • We need **protection from** debt collectors* *England's **transition from** feudalism was violent • They're doing it in a **translation from** the French*
in	*We have every **confidence in** her competence • There has been a **decrease in** rainfall in recent years* *A **delay in** deliveries halted production • I have **difficulty in** getting to sleep at night* *There was a **fluctuation in** oil prices in January • There has been an **increase in** the price of cumin* *There's no **point in** shouting at the traffic • She takes **pride in** her poetry writing* *There had been a **rise in** repossessions • She has been a great **success in** her new job*
into	*They're carrying out an **investigation into** his affairs • She's doing **research into** the medieval fens*
of	*Take **advantage of** this opportunity! • She has an acute **awareness of** her failings* *Please take **care of** the hamsters • The **cause of** the accident has not been ascertained* *Is there any **chance of** snow tonight? • As a **consequence of** the frost, the cactus died* *We're in **danger of** running aground • He has a good **grasp of** calculus* *I'm not in the **habit of** drinking tea in the mornings • She has an abiding **hatred of** tinned pilchards* ***Love of** truffles was his downfall • Take no **notice of** his flattery* *What's your **opinion of** foreign military adventures? • I don't relish the **prospect of** old age* *It's a **question of** when, not if, the car breaks down • The **result of** the test was negative* *He made a **study of** the Large Blue • She bought a month's **supply of** broad beans*
on	*He's an **authority** on tissue regeneration • We are carrying out a **check on** his background* *She's an **expert on** old watches • The **report on** hospital funding has been postponed*
over	*He has little **authority over** his pupils • He has no **control over** his anger* *There was a **dispute over** rights of way • Gas companies have a **stranglehold over** their customers*
to	*We don't have **access to** a swimming pool here • She has an **addiction to** boiled sweets* *She made an **allusion to** Noel's affair • What is your **attitude to** gay marriage?* *Her **contribution to** the team has been outstanding • The storm did a lot of **damage to** the barn* *She shows great **devotion to** her patients • His **indifference to** wealth is unusual* *She made **reference to** the museum's origins • Your remark has no **relevance to** the matter in hand* *We have found a **solution to** the problem • Global warming is a **threat to** everyone*
with	*Sally had an **argument with** her mother • Tomorrow we have a **date with** destiny, lads* *Her **involvement with** a celebrity did not help her • What's the **matter with** the alligator?* *We had a **meeting with** the planning inspectors • Her **relationship with** her father is quite fraught* *They are in **sympathy with** each other • The **trouble with** spinach is its sliminess*

Prepositions after verbs

about	*You can't **argue about** her dedication • Some people like **boasting about** their wealth* *He doesn't **care about** making money • I'm going to **complain about** the service* *I **dreamt about** winning the lottery last night • He just **goes about** his business without fuss* *Did you **hear about** her divorce? • How we **laughed about** his cat adventure!* *Don't **preach about** tidiness to me • They're **protesting about** civil liberties* *We **quarrelled about** the shopping • I'm **reading about** Cuxi at the moment* *We'll **see about** your tyres later • He **spoke** eloquently **about** climate change* *They were **talking about** going to a nightclub • I was **thinking about** Cleopatra's nose*
after	*Can you **look after** the terrapin? • I **ran after** her but I couldn't catch her* *She **takes after** her grandmother • The police **went after** him with a helicopter*
against	*We have **insured** the house **against** subsidence • The students **protested against** higher tuition fees*
at	*The editor only **glanced at** the manuscript • It's impossible to **guess at** her intentions* *He **hinted at** his resignation • We're **looking at** ways to reduce the deficit* *We **marvelled at** her dancing • Everyone **rejoiced at** the dictator's overthrow*
for	*They can't **account for** the discrepancy • He **admired** her **for** her ingenuity* *Have you **allowed for** the extra person? • I **apologise for** breaking the jug* *Are you **applying for** that job? • We need to **arrange for** their arrival* *Did someone **ask for** me? • You can't **blame** her **for** deciding to leave* *They are **calling for** volunteers • I don't **care for** ornamental toadstools* *We won't **charge** you **for** the extra work • The critics **condemned** him **for** his mistakes* *The coursework **counts** for 40% of the marks • They have **earmarked** the funds **for** building an ice rink* *Everybody's **going for** the new model • They are **hoping for** rain* *I'm **longing for** the holidays • Who **paid for** the hotel room?* *You will **pay for** disobeying me • He was **praised for** keeping his head in a crisis* *We are **praying for** her safe arrival • We didn't **provide for** so many people* *They **punished** him **for** stealing apples • Is she **running for** president?*
from	*I **abstain from** eating chocolates on Sundays • Teenagers were **banned from** entering* *She would **benefit from** living in the countryside • A lot of English words **derive from** German* *The distance **deterred** her **from** going on the trip • She **differs from** her sister in her way of dressing* *I tried to **discourage** him **from** buying another TV • I couldn't **dissuade** him **from** proposing to her* *I can't **distinguish** one wine **from** another • She **distracted** me **from** playing the flute* *The lads were **expelled from** the bar • Illness **prevents** him **from** attending* *Could you **refrain from** coughing? • She **rescued** him **from** certain death* *The bad harvest **resulted from** the poor weather • The lifeguard **saved** her **from** drowning* *Her insecurity **stems from** her childhood • His bad temper **subtracts from** his charm* *She's **suffering from** toothache • He can't **tell** one note **from** another*
in	*This region **abounds in** butterflies • He **is** totally **absorbed in** cleaning the carpet* *No-one **believes in** the old gods now • You can **confide in** me if you like* *He sometimes **engages in** teasing people • She was completely **engrossed in** her video game* *He doesn't often **indulge in** gardening • I couldn't **interest** him **in** collecting stamps* *She is **involved in** carrying out delicate negotiations • They **specialise in** repairing clockwork mice* *She **succeeded in** jumping over the fence • He **takes pride in** keeping the fish tank clean*

Prepositions after verbs (continued)

into	*The general **drew** the enemy **into** a trap • Are you trying to **get** me **into** trouble?* *She **talked** him **into** buying a new car • He **took** me **into** his confidence*
of	*He was **accused of** stealing the jewels • She was **acquitted of** poisoning her husband* *Who **conceived of** that absurd building? • This book **consists of** nothing but tables* *He was **convicted of** robbing a petrol station • They **disapprove of** people wearing pink trousers* *I often **dream of** sailing to distant countries • I am not particularly **frightened of** spiders* *I've never **heard of** that particular remedy • They **suspect** him **of** lying about the expenses* *How could she **think of** seating those two together? • I'll be **thinking of** you*
on	*We don't **agree on** the last point • Don't **bank on** getting the last train* *I wouldn't **bet on** him coming before 10.00 • She **commented on** his haircut* *You should **concentrate on** improving your goal kicks* *I **congratulated** him **on** passing his driving test • He **counted on** winning first prize* *We eventually **decided on** the chintz curtains • Our success **depends on** your help* *We **differ on** where to stay • There's no point in **dwelling on** defeat* *Can you **enlarge on** what you just said? • The government **imposed** a curfew **on** the local population* *She **insisted on** going to the Ritz • She **lectures on** women's studies* *I can't **live on** a teacher's salary • She **prevailed on** me to help move the furniture* *He **prides** himself **on** his way of dressing • He **relies on** his mother an awful lot* *She **remarked on** the number of tourists • Who **set** the dogs **on** him?* *They **spend** a lot of money **on** horse-racing • She **spoke on** women's rights*
to	*His experience, **added to** his qualifications, make him the ideal candidate* *I can't **adjust to** these late mealtimes • He has **admitted to** the murder* *She didn't **agree to** the deal • The money we collected **amounted to** £867* *She **appealed to** his good nature • Can you **attend to** the guests?* *They have **attributed** the painting **to** de Hooch • He **committed** himself **to** working for charity* *The politician **confessed to** telling a small lie • Your work doesn't **conform to** the requirements* *She won't **consent to** your proposal • Will you **contribute to** the appeal?* *She has **dedicated** her life **to** sailing • He is **devoted to** his houseplants* *When are you going to **get down to** doing some work? • He **listens to** grunge music* *We **look forward to** meeting you • I really **object to** receiving unsolicited mail* *She **reacted** positively **to** the criticism • Please **refer to** the notes at the back* *He is **resigned to** losing his teeth • He **resorted to** subterfuge • She has **taken to** drinking vodka* *She never **took to** teaching English as a foreign language • **Talk to** me, Rodolfo* *I'm not **up to** walking all the way there • They **aren't used to** walking long distances*
with	*She doesn't **agree with** using pesticides • They rarely **agree with** each other* *We **alternate** cycling **with** weightlifting in our daily training • Don't **argue with** me!* *He **bored** me **with** his dreadful jokes • He was **charged with** parking on a flowerbed* *The bicycle **collided with** a milk float • I **confronted** him **with** the evidence* *You are **confusing** me **with** my sibling • I can't **cope with** you shouting at me all the time* *We **deal with** many Asian countries • I wouldn't **entrust** him **with** repairing the pipes* *Let's **experiment with** putting some garlic in it • I'm **fed up with** hearing about your rubber gloves* *They love **interfering with** the system • I would never **part with** my paperweight* *She **quarrels with** Tim all the time • He won't be **satisfied with** merely seeing it*

Noun phrases

• Determiners	• Pre-modifiers	• Head	• Post-modifiers	
Article/number/ possessive/ quantifier	**Adjective/noun/ adverb**	**Noun/Pronoun/Ø**	**Prepositional Phrase**	**Relative clause/ non-finite clause/ adjective**
Ø	*silly old*	***me!***		
Ø		***no-one***	*in the village*	*who I know*
Ø		***she***		*who sits in state*
Ø	*certain*	***matters***		*that have come up*
Ø	*stinking*	***ragwort***		*growing by the fence*
a		***town***	*in the Midlands*	*where we once stayed*
a	*measuring*	***cup***		*that I got in a jumble sale*
a		***request***	*for some money*	*to pay for her new car*
a	*six-day*	***wonder***		
a	*tall, athletic*	***man***	*with a beard*	*who smiled*
a	*complete*	***load***	*of rubbish*	
a cow's		***stomach***		
a piece of	*blue*	***paper***	*on the photocopier*	
all the three	*plump*	***pigeons***	*on the bough*	*that were singing merrily*
an	*awful*	***mess***	*on the floor*	
each		***slice***	*of cake*	
Elizabeth's	*old*	***skirt***		*which she never wore*
hardly any	*raspberry*	***jam***		
my	*old*	***mate***	*from university*	
no		***letters***	*on the doormat*	
six kilos of	*choice*	***tomatoes***	*on the vine*	
some		***cheese***		*made in Brittany*
some of our	*best maths*	***students***		
that		***idiot***		*who thinks he knows it all*
the		***man***	*with brown shoes*	
the	*bus*	***station***	*in the centre*	
the	*quickest*	***Ø***	*of us all*	
the		***man***	*in the moon*	
the	*up*	***stroke***		
the		***heir***		*apparent*
this	*precious*	***stone***		*set in the silver sea*
three	*rather tatty*	***paperbacks***	*on the stall*	*which nobody wanted*
two	*bald*	***men***		*eating cress sandwiches*
which		***cats?***		

Binomial expressions

Adjective + adjective	*We can prove he said it – it's here in **black and white*** *Lucinda's keen on Brian, but he blows **hot and cold*** *It's **nice and warm** in front of this blazing log fire, Oliver* *Be careful what you say to her – she's rather **prim and proper*** *This desk is a bit **rough and ready** but at least it's functional* *I'm **sick and tired** of the way the rich complain about taxes* *Any drink will do, as long as it's **warm and wet***
Adverb + adverb	*He was rocking **back and forth** with a grim expression on his face* *If I don't get a job soon, I'll be **down and out*** ***First and foremost** we must ensure that the foundations are solid* *They agreed to share the property **half and half*** *Autumn was beginning and **here and there** a tree was turning rubious* *They have an **on and off** relationship* *What are you doing **out and about** at this early hour?* *The duck swam slowly **round and round** in the weed-infested pond* ***Slowly but surely** she managed to drag herself to safety* *We've had some bad results, but **sooner or later** we'll turn the corner* *The ants crawled **to and fro** with their life-giving loads* *I don't want to go into the **whys and wherefores** right now*
Conjunction + conjunction	*No **ifs or buts** – you've got to finish the work or I won't pay you*
Determiner + determiner	*There were **one or two** revellers crawling back home at that early hour* *She's always telling me she's met **such and such** famous person* *I accumulated this collection over the years from **this or that** bookshop*
Noun + noun	*You've got your pullover on **back to front*** *It's either **death or glory** in this situation, Maximilian* *These **fish and chips** are rather tasteless without vinegar* ***Ladies and gentlemen**, welcome to Manea, heart of the Fens* *I've got a few **odds and ends** to do this weekend* *These seats are for the **old and infirm*** *Delivering packages is **part and parcel** of being a postman* *I'm looking forward to some **peace and quiet** when I retire* *The body was buried amidst great **pomp and circumstance*** *After the death of the last earl, the estate went to **rack and ruin*** *I'm exhausted – I need some **rest and recreation*** ***Rock and roll** is better than **Country and Western*** *This show is for **young and old** alike*
Preposition + preposition	*These pictures show the building **before and after** restoration* *Vera has been **in and out of** work for the last few months* *He walked **up and down** the promenade for half an hour*
Pronoun + pronoun	*I don't want just to reach the shortlist – it's **all or nothing** for me* *We mustn't give in – it's either **us or them***
Verb + verb	*Fashions in art and literature **come and go*** *It takes five hours to get there, **give or take** half an hour* *You're **huffing and puffing** somewhat, Wilfred. You need to take more exercise* *We'll have to take what we can get. We can't **pick and choose*** *Let him **rant and rave** – he'll soon get over it* *You can **scream and shout** all you like. I'm not going to change my mind* *We haven't got time to train him – he'll have to **sink or swim*** *That's my final offer – you can **take it or leave it*** *If you **wine and dine** the chief executive, you might get the contract*

Apposition

Amplifying: defining: no commas	*Jones **the postman** has been picked to play for the national team* *Peter **the Great** visited England in 1698* *William Pitt **the Younger** became Prime Minister at the age of 24*
Amplifying: non-defining: commas	*Ekaterina, **the student from Tyumen**, is staying for six months* *Harvey, **the discoverer of the blood's circulation**, was born in Folkestone* *The ossicles, **the three smallest bones in the body**, are contained in the inner ear*
Amplifying: non-defining finite nominal clause: commas	*The reason she gave, **that the delivery was late**, was not convincing* *The story he told, **that a dog stole his hat**, was laughable* *Her new theory, **that elephants see in the dark**, is full of holes*
Amplifying: non-defining non-finite nominal clause: commas	*She has pursued her favourite hobby, **excavating old ruins**, for ten years* *His ambition, **to scale the Atlas mountains**, has been put on hold* *My summer job, **picking strawberries in Lincolnshire**, finished at the end of June*
Amplifying: noun phrase: omission of article	*Ramsay Macdonald, **first ever Labour Prime Minister**, led two coalitions* *Michael Foot, **leader of the opposition**, made an impassioned speech* *Katya Korbunov, **runner number 413**, stumbled at the first hurdle*
Categorising: non-defining: commas	*The clarinet, **a reed instrument**, is related to the chalumeau* *Aerangis articulata, **a species of Madagascan orchid**, is highly fragrant* *Raclette, **a kind of Swiss cheese**, is usually served with tea*
Citation: no commas	*The word **'kettle'** is derived from Old English 'cytel'* *The expression **'going round Will's mother'** means 'taking the long way round'* *The term **'drill down'** is used in information technology*
Exemplifying: adverbial: commas	*Many British butterflies, **for example the Red Admiral**, are migrants* *Some trees, **for instance the elm**, are highly susceptible to disease* *There are two items we need to mention, **namely overtime and pensions***
Identifying: defining: no commas	*My brother **Hamsa** has gone to live in Australia* *Our pet hamster **Simplicissimus** has gone missing* *She is the well-known scientist **Professor Margaret Doyle***
Identifying: displaced noun phrase	*There was an odd-looking person at the door, **a man in a green jacket*** *A fast car came whizzing down the Road, **an Aston Martin*** *A familiar face appeared at the window, **that of Wilbert Waggins***
Identifying: non-defining: commas	*The manager, **Mr Martinet**, had only just been appointed* *Aparna's house, **number 97**, is in Tax Lane* *This book, **a medieval atlas of Scotland**, is extremely valuable*
Specifying: defining finite nominal clause	*The idea **that colonic irrigation is beneficial** has been exploded* *The conclusion **that he was the robber** is premature* *The question **whether fish can be colour-blind** has not been decided*
Time *when*/place *where*	*Last Tuesday, **when I heard about her promotion**, was a joyful day* *Stuttgart, **where I went with my brother**, is the birthplace of Hegel*
With *once, then, formerly, now, the future, the last*: non-defining, verbless relative clause	*Samantha Heighman, **once a famous footballer**, now works for an ad agency* *Lord Fluke, **formerly a used car salesman**, lives in a secluded part of Bristol* *Cambridge, **now a university town**, was once a port* *Prince Charles, **the future king**, grows tomatoes and cauliflowers*

Prepositional phrases

• as

I'm a Virgo, ***as a matter of fact***	*I go to bed at 11.30* ***as a rule***

• at

We must win ***at all costs***	*She spoke* ***at great length*** *about the regulations*
The hero dies ***at the end of*** *the film*	*The kids are* ***at a loose end***
I'd say he's 50, ***at a guess***	*I'm completely* ***at a loss*** *to understand his behaviour*
She's a really kind person ***at heart***	*I'll send it off* ***at once***
The escaped puma is still ***at large***	*They chose the volunteers* ***at random***
Here we are ***at last!***	*There is a lot* ***at stake*** *in this election*
It weighs ***at least*** *two tons*	*We are* ***at war*** *with an implacable enemy*

• behind

She's been very busy ***behind the scenes***	*This city is* ***behind the times***

• between

Reading ***between the lines,*** *I can see he's unhappy*	***Between ourselves,*** *I'm getting divorced*

• by

She broke it ***by accident***	*I called her number* ***by mistake***
They've had a bust-up, ***by all accounts***	*I know her* ***by name***
He's not royal ***by birth***	*She's very generous* ***by nature***
I found the seal ***by chance***	*He's a roofer* ***by profession***
They took the city ***by force***	*This bus stops* ***by request***
These toys are made ***by hand***	*I don't know him* ***by sight***
I'm going to learn the regulations ***by heart***	*You took me quite* ***by surprise***
You can borrow it ***by all means***	***By the way,*** *are you going to the party?*

• for

They have split up ***for good***	*The sun's shining* ***for once***
Small pedal boats are ***for hire*** *every afternoon*	*Will you do it* ***for her sake?***
She won't do it ***for nothing***	*He's called Bill* ***for short***

• from

He gave his speech ***from memory***	*I'm learning Tagalog* ***from scratch***

• in

Please pay 50% ***in advance***	*It's not such a good idea* ***in practice***
I think we are basically ***in agreement***	*I agree with the idea* ***in principle***
We are all in the ***in the same boat*** *– and it's sinking*	*The phone is useful* ***in some respects***
Who's ***in charge*** *here?*	*I've helped you. What will you do* ***in return?***
Who's ***in command*** *of this brigade?*	*She kicked his shins* ***in revenge***
The two sisters have nothing ***in common***	*You always think you're* ***in the right***
She told me about her childhood ***in confidence***	*Share prices will go up* ***in the long run***
I'm ***in the dark*** *as to her intentions*	*Artichokes are* ***in season***
The pool is 2.6 metres ***in depth***	*She acted* ***in self-defence***
Everything will be all right ***in the end***	***In short,*** *we lost the game*
Is everybody ***in favour?***	*She's nowhere* ***in sight.*** *I don't think she's coming*
The car went up ***in flames*** *on the first bend*	*An owl hooted* ***in the small hours***
The elderberries are ***in flower***	*Have you got any two-inch screws* ***in stock?***
Every part of the picture is ***in focus***	*What have you got* ***in store*** *for us, Mr Punch?*
Don't worry – you'll be ***in good hands*** *with Rita*	*The party was* ***in full swing*** *when Xi Yun arrived*
She is 1.65 metres ***in height***	*I thought her remark was* ***in bad taste***
We drank a toast ***in his honour***	*It might work* ***in theory,*** *but not in practice*
I'm ***in love*** *with these nodding dogs*	*We finished off the trifle* ***in no time***
You're ***in luck*** *– they're serving shepherd's pie*	*We didn't get there* ***in time***
I'm ***in two minds*** *about buying that tie*	*We keep* ***in touch*** *by e-mail*
I'm not ***in the mood*** *for playing tennis*	*Your instrument is not* ***in tune***
The nation is ***in mourning*** *for the great entertainer*	*He looks quite good* ***in uniform***
The royal family is ***in the news*** *again*	*The photocopier is currently* ***in use***
Do you like gardening ***in the nude?***	*I searched for the drawing-pin* ***in vain***
He put his affairs ***in order*** *before disappearing*	*This lump of gold is 4.3 kilos* ***in weight***
I don't need any pills. I'm not ***in pain***	*The table is 1.4 metres* ***in width***
The Queen is to visit us ***in person***	*Please inform us* ***in writing***

Prepositional phrases (continued)

• *of*

John Blank, **of no fixed abode**	He wants to be a man **of means**
The suspect is **of medium height**	She is a woman **of principle**
This manuscript is **of no interest** to us	These old boxes are **of no use**

• *off*

You can drink when you're **off duty**	The goalkeeper is completely **off form**
You seem to be **off your food** today, Mildred	She is completely **off her head**

• *on*

New measures are **on the agenda**	Your books are **on order**
The fraudster is out **on bail**	I don't eat veal **on principle**
Can you apologise **on my behalf**?	I heard about the match **on the radio**
He's got weddings **on the brain**	Their marriage is **on the rocks**
He's going to Singapore **on business**	The building is **on schedule**
He's gone **on a diet**	She's **on the night shift** at the moment
What time do you go **on duty**?	Her work is **on show** at the Smooth Gallery
I'm feeling **on edge** – I can't concentrate at all	I applied for the job **on spec**
This Cambridge team is really **on fire**	Pratap Patil is our reporter **on the spot**
You can't get there **on foot**	The railway workers are **on strike**
The centre forward is **on** terrific **form**	What's **on television** tonight? Same old rubbish?
She's gone **on holiday** to Tenerife	He is not **on good terms** with his cousin
There's news **on the hour** every hour	I don't think I'll come, **on second thoughts**
This round of drinks is **on the house**	If you're not **on time** you can't come in
Fat-headedness is **on the increase**	He went **on trial** for murder
My cello is out **on loan** at the moment	There are plenty of new paintings **on view**
He's got something **on his mind**	I'm just here **on a visit**

• *out of*

The news came **out of the blue**	It went **out of print** after the first edition
Slow down! I'm **out of breath**	Selling the house is **out of the question**
These maps are **out of date**	Blackberries are just **out of season**
He's **out of his depth** in this class	The rocket was **out of sight** within two seconds
The former health minister is **out of favour**	Jelly babies are **out of stock**, I'm afraid
That photo of Elena is badly **out of focus**	The Prime Minister is sadly **out of touch**
My wife's **out of a job** at the moment	He sings completely **out of tune**
That cactus looks **out of place** on the windowsill	This lift is **out of use**

• *over*

Losing his job drove him **over the edge**	She was driving **over the limit**
The differential calculus went **over her head**	I'm **over the moon** – I've won £15 in the lottery

• *to*

Nobody can explain his disappearance **to this day**	She isn't planning to come, **to my knowledge**
Your whistling drives me **to distraction**	This novel is a bit over-written, **to my mind**
I don't drink **to excess**	He controlled the ball **to perfection**
We enjoyed ourselves **to the full**, didn't we Stella?	The government is holding the workers **to ransom**

• *under*

She swore **under her breath**	The bridge is **under repair**
The measures are currently **under discussion**	He is **under suspicion** for murder
You must be **under a misapprehension**	The race is now **under way**
These luxury apartments are **under offer**	I'm feeling somewhat **under the weather** today

• *with/within/without*

She welcomed me **with open arms**	Everything went **without a hitch**
£100 a week is just **within my budget**	She paid back his rudeness **with interest**
The airport is **within earshot**, you'll be glad to know	The property is **within easy reach** of Szeged
The students responded **with enthusiasm**	It is **with great regret** that we must decline
You must water the plants **without fail**	We tried unscrewing it, but **without success**
Victory is **within our grasp**, girls	The lizards attacked **without warning**

Verb phrases

	• Active	• Passive
• **Base form**	*see*	*seen*
Negative	*not see*	*not seen*
Question		
• **Infinitive**	*(to) see*	*(to) be seen*
Negative	*not (to) see*	*not (to) be seen*
Question		
• **Present Simple**	*see/sees*	*am/is/are seen*
Negative	*don't/doesn't see*	*am/is/are not seen*
Question	*do/does X see?*	*am/is/are X seen?*
• **Past Simple**	*saw*	*was/were seen*
Negative	*didn't see*	*wasn't/weren't seen*
Question	*did X see?*	*was/were X seen?*
• **Future Simple**	*will see*	*will be seen*
Negative	*won't see*	*won't be seen*
Question	*will X see?*	*will X be seen?*
• **Perfect Infinitive**	*(to) have seen*	*(to) have been seen*
Negative	*not (to) have seen*	*not (to) have been seen*
Question		
• **Present Perfect Simple**	*have/has seen*	*have/has been seen*
Negative	*have/has not seen*	*have/has not been seen*
Question	*have/has X seen?*	*have/has X been seen?*
• **Past Perfect Simple**	*had seen*	*had been seen*
Negative	*had not seen*	*had not been seen*
Question	*had X seen?*	*had X been seen?*
• **Future Perfect Simple**	*will have seen*	*will have been seen*
Negative	*will not have seen*	*won't have been seen*
Question	*will X have seen?*	*will X have been seen?*
• ***-ing* form/gerund**	*seeing*	*being seen*
Negative	*not seeing*	*not being seen*
Question		
• **Continuous Infinitive**	*(to) be seeing*	*(to) be being seen*
Negative	*not (to) be seeing*	*not (to) be being seen*
Question		
• **Present Continuous**	*am/is/are seeing*	*am/is/are being seen*
Negative	*am/is/are not seeing*	*am/is/are not being seen*
Question	*am/is/are X seeing?*	*am/is/are X being seen?*
• **Past Continuous**	*was/were seeing*	*was/were being seen*
Negative	*was/were not seeing*	*was/were not being seen*
Question	*was/were X seeing?*	*was/were X being seen?*
• **Future Continuous**	*will be seeing*	*will be being seen*
Negative	*will not be seeing*	*won't be being seen*
Question	*will X be seeing?*	*will X be being seen?*
• **Perfect Continuous Infinitive**	*(to) have been seeing*	*(to) have been being seen*
Negative	*not (to) have been seeing*	*not (to) have been being seen*
Question		
• **Present Perfect Continuous**	*have/has been seeing*	*have/has been being seen*
Negative	*have/has not been seeing*	*have/has not been being seen*
Question	*have/has X been seeing?*	*have/has X been being seen?*
• **Past Perfect Continuous**	*had been seeing*	*had been being seen*
Negative	*had not been seeing*	*had not been being seen*
Question	*had X been seeing?*	*had X been being seen?*
• **Future Perfect Continuous**	*will have been seeing*	*will have been being seen*
Negative	*will not have been seeing*	*will not have been being seen*
Question	*will X have been seeing?*	*will X have been being seen?*

Clause structures

• Subject	• Verb
We	*laughed*
The old man	*was drinking*
Ancient cheese	*stinks*

• Subject	• Verb	• Direct object
He	*'s watching*	*television*
A spider	*has bitten*	*me*
Ø	*Don't kick*	*the chair legs*

• Subject	• Verb	• Complement
Your hair	*looks*	*nice*
It	*'s getting*	*dark*
Shakespeare	*was*	*a playwright*

• Subject	• Verb	• Adverb
The fridge	*is*	*over there*
They	*argue*	*rather loudly*
Our team	*plays*	*on Sundays*

• Subject	• Adverb	• Verb
I	*sometimes*	*oversleep*
She	*hardly ever*	*complains*
He	*completely*	*froze*

• Subject	• Verb	• Direct object	• Indirect object
I	*gave*	*the oranges*	*to Tracy*
We	*are sending*	*some jam*	*to charity*
The company	*didn't deliver*	*the goods*	*to us*

• Subject	• Verb	• Indirect object	• Direct object
She	*won't give*	*me*	*the scissors*
I	*'ll show*	*him*	*the ropes*
My lawyer	*has brought*	*me*	*the papers*

• Subject	• Verb	• Direct object	• Complement
We	*ought to paint*	*the bathroom*	*blue*
They	*want*	*him*	*alive or dead*
You	*could make*	*it*	*softer*

• Subject	• Verb	• Direct object	• Adverb
He	*stuck*	*the notice*	*on the wall*
She	*plays*	*the clarinet*	*pretty well*
The cat	*has brought*	*a bird*	*into the house*

• Subject	• Verb	• Adverb	• Adverb
She	*arrived*	*at the airport*	*at 7.15*
He	*ran*	*upstairs*	*in a great hurry*
The proofer	*went*	*through this text*	*quite thoroughly*

Adverbial clauses

Comment	***all things considered, as you know, I suppose, I reckon, to be honest***	***As you know,*** *we are unable to see any visitors* *She's going to win the prize,* ***I reckon*** *I'm feeling pretty shattered,* ***to be honest***
Comparison	***as, as if, as though, just as, like***	*You talk* ***as if you were an expert on the subject*** *It seems* ***as though we'll have to wait*** *You don't want to get conned* ***like Brian did***
Concession	***although, despite, even if, in spite of, though, whereas, while***	***Although there was little food,*** *she survived* *It's a bad film,* ***even if it is well acted*** ***While I sympathise,*** *I think you could have tried harder*
Condition	***as long as, if, provided that, unless***	*I'm happy* ***as long as you're happy*** *I'll lend it to you* ***if you babysit for me*** *I'm going to leave* ***unless she gets here soon***
Exception	***apart from (the fact that), but that, except (that), save that***	*He would have passed the exam* ***but that he fell asleep*** *I'd treat you to lunch,* ***except that I haven't got any money*** *You'd think the parrot was dead,* ***save that it sometimes winks***
Excess	***so ... that*** ***such ... that***	*She snores* ***so*** *loudly* ***that she often wakes the neighbours*** *They reacted* ***so*** *badly* ***that I decided not to mention it again*** *He fried it at* ***such*** *a high temperature* ***that it burnt***
Non-condition	***whether ... or***	***Whether you like it or not,*** *we're having broccoli* ***Whether or not it's Thursday,*** *I won't put the bins out* ***Whether you're young or old,*** *you'll enjoy the show*
Place	***everywhere, where, wherever***	***Everywhere I go,*** *I get trouble* *I'm going* ***where no-one can find me*** *I wish you luck* ***wherever you end up***
Preference	***rather than, sooner than***	***Rather than go shopping,*** *I'd spend longer on the beach* *I'd die* ***rather than listen to his awful songs*** *I'll resign* ***sooner than accept their terms***
Proportion	***as ... (so), the less ... the less, the more ... the more***	***As*** *he got hungrier,* ***(so) he grew angrier*** ***The less*** *she eats,* ***the worse she looks*** ***The more*** *I think about it,* ***the less I understand it***
Purpose	***in order to, so that, so as to, to***	*They cut back the bushes* ***so as to allow freer access*** *I stole the money* ***so that you could buy the cat you want*** *I went to the butcher's* ***(in order) to buy some meat***
Reason	***as, because, in case, since***	*I bit him* ***because he kicked me*** *We'd better wait* ***in case he turns up*** ***Since/As it was foggy,*** *I decided to stay in*
Result	***so, so that, with the result that***	*He went out with Jake,* ***so inevitably he got drunk*** *She ate a lot of sweets,* ***so that she became ill*** *I stubbed my toe,* ***with the result that the nail went black***
Simultaneity	***hardly ... when/before, no sooner ... than, scarcely ... when/before***	*She had* ***hardly*** *left school* ***when she became famous*** *I had* ***no sooner*** *got in* ***than the phone rang*** *We were* ***scarcely*** *indoors* ***before it began to hail***
Time	***after, as, before, since, until, when, while***	*A wasp came in* ***as I was shaving*** *They stayed in the pub* ***until the barman kicked them out*** *Didn't you see her* ***when she came down to dinner?***
Unlimited scope	***however, no matter, whatever, wherever, whoever***	***No matter what I do,*** *I can never get the hang of it* ***Whatever prejudices you have,*** *keep them to yourself* ***Whoever her friend is,*** *he's got a really strange voice*

Non-finite adverbial clauses

Adjective + *to* infinitive: reason	***Eager to be*** *reunited with her fiancé, she rushed to the railway station* ***Unhappy to be*** *placed at the end of the table, he stormed off* ***Desperate to win*** *the game, he resorted to cheating*
Adjective + preposition + *-ing*: reason	***Angry at receiving*** *a low mark in the test, she demanded to see the Principal* *Slightly* ***surprised at finding*** *her husband at home, she gave a nervous laugh* ***Jittery from being*** *constantly bullied, the child could scarcely hold the pencils*
Adjective + *to have* + Past Participle: reason	***Relieved to have passed*** *the exam, she put all her books at the back of the cupboard* ***Sorry to have missed*** *seeing his aunt, he sent her a text message* ***Disappointed to have received*** *a pair of socks for Christmas, he cut them up*
***having* + Past Participle: reason/sequence**	***Having woken up,*** *he stretched and rubbed his eyes* ***Having shaved,*** *he went downstairs and prepared some kippers* ***Having melted,*** *the ice-cream formed a kind of mush in the bowl*
***having* + Past Participle with adverbial: reason**	***Never having visited*** *St. Ives before, I was impressed by the old bridge* ***Having already eaten,*** *she declined the invitation to Frank's Monster Carvery* ***Having carefully arranged*** *the flowers, she put out the place mats*
***-ing* + adjective: reason**	***Feeling frustrated,*** *he went upstairs and raged at the wardrobe* ***Being anxious,*** *she found it impossible to sit still* ***Being hungry,*** *she opened the fridge*
***-ing* + noun phrase: reason**	***Being a scientist,*** *she was sceptical of the newspaper's claims* ***Knowing the city,*** *he was able to direct me to the most interesting sights* ***Having no money,*** *we walked home*
***-ing*: simultaneous actions**	***Laughing,*** *he choked on his cocktail sausage* ***Winking,*** *he surreptitiously handed me the note* ***Stifling*** *a giggle, she turned and ran out of the room*
***-ing* with adverbial: simultaneous actions**	***Happily singing,*** *the child skipped along the street* ***Running like the wind,*** *she managed to catch up with the party* ***Hiding behind a tree,*** *he watched for the stagecoach*
Passive: *being* + Past Participle: reason	***Being approached*** *by a tourist, she smiled politely* ***Being insulted*** *by his remarks, she turned away and left the room* ***Being left*** *in the open air, the milk curdled*
Passive: *having been* + Past Participle: reason/sequence	***Having been stirred,*** *the mixture should then be poured into a china bowl* ***Having been sentenced*** *to three years, the accused was taken to the cells* ***Having been found*** *out, the politician decided to resign*
Passive: *having been* with adverbial + Past Participle: reason	***Having been comprehensively defeated,*** *the ex-champion decided to retire* ***Never having been encouraged*** *by his family, he tended to lack confidence* ***Having always been placed*** *in the higher levels, he could not adjust to the C-stream*
Passive: preposition + *being* + Past Participle: entailment	***After being knighted,*** *Sir Trevor Greatoax became unbearably arrogant* ***On being lit,*** *the fire smouldered disappointingly* ***Through being shaken,*** *the mixture violently exploded*
Passive: subject + *having been* + Past Participle: change of subject: reason	***The soup having been served,*** *no sound save that of guzzling could be heard* ***The papers having been signed,*** *there was nothing to do but wait* ***The water having been cut*** *off, they found it impossible to continue living on the site*
Preposition + *-ing*: entailment	***On seeing*** *the mould on the walls, she had an anxiety attack* ***In twisting*** *the tap, he broke the washer* *They created a new view* ***by chopping*** *down a line of elm trees*
Subject + *having* + Past Participle: change of subject: reason	***Cambridge having won*** *the Boat Race, we all celebrated riotously* ***His dog having died,*** *Sir Jeffrey Outgast felt lonely and bereft* ***Her rating having fallen,*** *she received fewer invitations to perform*
Subject + *-ing*: change of subject: reason	***The weather being*** *decidedly gloomy, we gave up the idea of having a picnic* ***Her taxi arriving*** *late, she anxiously rushed down the stairs* ***His feet feeling*** *sore, he sat down on the nearest rock*

Nominal clauses

• *that* clauses

Subject	***That she can dance well*** *is beyond dispute*
Direct object	*I realised* ***that the kettle was boiling***
Subject complement	*My feeling is* ***that interest rates will rise soon***
Appositive	*His new theory,* ***that rhinos have a sense of humour,*** *is fascinating*

• *wh-* clauses

Subject	***What he earns*** *is nothing to do with me*
Direct object	*I'd like to know* ***how you plan to pay it back***
Prepositional complement	*We can't agree on* ***where to put the hat rack***
Appositive	*Your query,* ***how the grant was spent,*** *is dealt with under point 2*

• *if* clauses

Direct object	*Do you know* ***if there are any mangoes in the fridge?***

• *whether* clauses

Subject	***Whether he stays or goes*** *is nothing to do with me*
Direct object	*She can't decide* ***whether to give him the push or not***
Prepositional complement	*It all depends on* ***whether the bath's been installed***
Appositive	*Her speculation,* ***whether the company will fold,*** *might be well-founded*

• *to* infinitive clauses

Subject	***To believe that*** *is the height of stupidity*
Direct object	*I forgot* ***to feed the fish***
Subject complement	*The most sensible idea is* ***to go back to where we started***
Appositive	*Their suggestion,* ***to re-lay the floor,*** *is unacceptable*

• *-ing* clauses

Subject	***Feeling sorry for yourself*** *isn't going to help*
Direct object	*I loathe* ***defrosting the fridge***
Subject complement	*Her hobby is* ***cultivating mushrooms***
Appositive	*Her main responsibility,* ***organising the timetable,*** *is quite demanding*

• Exclamative clauses

Displaced subject	*It's extraordinary* ***how much he eats***
Direct object	*I know* ***what a good athlete he is***

• Nominal relative clauses

Subject	***Whoever built that*** *was a genius (=* ***The person who built that*** *is a genius)*
Direct object	*He eats* ***what you give him*** *(= He eats* ***the food (that) you give him****)*
Subject complement	*That's* ***when I heard it*** *(= That's* ***the time (when) I heard it****)*
Object complement	*I put it* ***where he couldn't find it*** *(= I put it* ***in a place where he couldn't find it****)*

Relative clauses

• Restrictive/defining relative clauses with relative pronouns

Non-personal: object	*The house **which/that/Ø we want** is near the green belt*
Non-personal: subject	*The egg **which/that cracked** had a reddish shell*
Personal: object	*The woman **who/whom/that/Ø I saw** didn't look a bit like Tessa*
Personal: subject	*A driver **who/that crashed into a grocery** has been remanded in custody*
Preposition + object	*The man **from whom we bought the chickens** is a local farmer*

• Restrictive/defining relative clauses with relative determiners + noun

Non-personal: object	*The author **whose books you recommend** is giving a reading tonight*
Non-personal: subject	*The country **whose exports have increased the most** is China*
Personal: object	*The doctor **whose treatment you so admire** has left the district*
Personal: subject	*A woman **whose dog attacked a jogger** has been fined £200*
Preposition + object	*The person **in whose house we are staying** is a famous writer*

• Restrictive/defining relative clauses with relative adverbs

Place	*Edinburgh is the city **where we got married***
Process	*They had an arrangement **whereby Joe saw the children every weekend***
Reason	*That's the reason **why/Ø he resigned***
Time	*The days **when children could freely play in the streets** are long gone*

• Non-restrictive/non-defining relative clause with relative pronouns

Non-personal: object	*Our house, **which we bought five years ago**, has barely appreciated*
Non-personal: subject	*This machine, **which costs £3000**, is the latest model*
Personal: object	*Mrs Greaves, **(who)/whom you met at the party**, has died*
Personal: subject	*The local M.P., **who believes in raising taxes**, is very unpopular*
Preposition + object	*These shears, **with which you are going to cut the hedge**, are the neighbour's*

• Non-restrictive/non-defining relative clause with relative determiners

Non-personal: object	*She told me I was mad, **which remark I decided to ignore***
Non-personal: subject	*Mexico, **whose biggest export is oil**, has a fast-growing economy*
Personal: object	*Wellington, **whose portrait Goya painted**, was an irascible man*
Personal: subject	*Alexei, **whose sister is a singer**, has decided to become a chef*
Preposition + object	*She arrived at 8.00, **by which time we had already left***

• Non-restrictive/non-defining relative clause with relative adverbs

Place	*She was born in York, **where Auntie Joan used to live***
Process	*He invested everything on the stock exchange, **whereby he was ruined***
Time	*I got my first spots in 1963, **when the Beatles were already famous***

Complementation

• Subject complements

Adjective	*She seems **really nice** • He's getting **a bit cocky** • It's growing **late*** *That dress looks **too short** • That perfume smells **slightly strange***
Adverbial	*It's **up the road** • She looks **as if she's been partying all night*** *The party is **on the 21st** • The inspector isn't **here** yet*
Noun phrase	*He is **a complete fool** • The crumble turned out **a success*** *She became **a successful lawyer** • He proved **a reliable defender***
Preposition + *-ing*	*He delights **in teasing** people • She wouldn't shrink **from sacking** you* *I count **on meeting** the mayor • Let's see **about arranging** a party*
Non-finite verb form	*I fancy **going** ski-ing • She wants **to have** some words with you* *He can't stand **waiting** in queues • She intends **to work** in the public sector*

• Object complements

Adjective	*We ate it **fresh** • She considers him **too thick** for the job* *We found the weather **unbearable** • Squash it **flat***
Adverbial	*They took the crumpets **out of the breadbin*** *She didn't keep her feet **on the ground***
Noun phrase	*They held her **prisoner** for six weeks • They elected him **president*** *Shall we make him **secretary**? • We rate her **the best candidate***
Preposition + *-ing*	*They accused me **of breaking** the stapler • I prevented him **from entering*** *They charged us **for parking** behind the pub • I thanked her **for coming***
Non-finite verb form	*He felt something **crawling** up his leg • I saw her **kissing** him* *They require it **to be done** immediately • She likes them **fried***

• *that*/Ø complements

After reporting verbs	*She suggested **that I should freeze the figs*** *I told her **that she was too late** • I thought **that you could swim***
After verbs of cognition	*He believed **that the enemy had retreated** • I know **Ø you are hiding there*** *I realised **that someone was trying to dazzle me***
After verbs of perception	*She noticed **that the door was unlocked** • I saw **Ø she had been crying*** *We observed **that he was nervous** • I heard **that he had been sacked***

• *wh-* complements

After verbs of cognition	*I wonder **where they are** • Can you guess **who's coming to dinner**?* *I don't know **what he wants** • I don't believe **what you just said***
After reporting verbs	*Did they say **when they were arriving**? • She told me **how to do it*** *Will you ask them **why they want it**? • Do you know **whether he's asleep**?*

• Complements after adjectives

***that*-clause**	*It's strange **that they haven't left a message*** *It's interesting **that the dog only barks at your friends***
***wh-* clause**	*I'm not certain **what I'm supposed to do*** *She's quite sure **where she wants to study***
Prepositional phrase	*He's quite knowledgeable **about mechanics*** *She's very good **with rabbits** • He's pretty bad **at dancing***
***to* infinitive**	*The guinea-pigs are really difficult **to catch*** *His strokes are lovely **to watch** • I'm so glad **to see you***
***-ing* verb**	*These milk cartons aren't worth **keeping** • It's exciting **seeing** you again* *It was nice **meeting** you • It's hopeless **waiting** for him to reply*

Coordination

• Coordination of word classes, phrases and clauses

Adjective + adjective	*She is an **unsociable yet intelligent** person*
Adverb + adverb	*She arranged the flowers **quickly but carefully***
Auxiliary + auxiliary	*She **is, or was,** living in the suburbs*
Conjunction + conjunction	*I'll chop it down **if and when** I have time*
Full verb + full verb	*He **sat and read** the paper all morning*
Modal + modal	*We **can and must** succeed*
Non-finite + non-finite	*I saw him **running, then slowing down***
Noun + noun	***Roses and tulips** are my favourite flowers*
Noun phrase + noun phrase	*He was wearing **a blue shirt and green trousers***
Predicate + predicate	*They **went into the garden and sat on a bench***
Preposition + preposition	*It was impossible to pass **over or under** the fence*
Prep phrase + prep phrase	*He was not sitting **under the table, but on it***
Pronoun + pronoun	***He and I** went to the same university*
Relative clause + relative clause	*Jean, **who is French and speaks German,** works in a bank*

• Double coordination

(Prepositional phrase + prepositional phrase) x 2	*He went **to Germany by ship and to Italy by train***
(Indirect object + direct object) x 2	*I sent **Joel a CD and Steve a dictionary***
(Object + complement) x 2	*They painted **the kitchen blue and the hall green***

• Segregatory coordination (separable elements)

Complements of the same verb	*She seems **proud but lonely***
Modals before the same full verb	*You **can and must** reach an agreement*
Objects of the same verb	*They broke **the fence and a window***
Subjects of the same verb	***Jose and Maria** were having a drink*
Verbs with the same complement	*It **looks and tastes** disgusting*
Verbs with the same object	*He **rinsed and dried** his hair*
Verbs with the same subject	*Dracula **lay down and sighed***

• Combinatory coordination (inseparable elements)

Adverbs	*I see them **now and then***
Complements	*He left the kitchen **spick and span***
Objects	*I think we should stick **the cardboard and the paper** together*
Subjects	***Ahmed and Abdullah** make a highly effective partnership*
Verbs	*Can you stop **to-ing and fro-ing**?*

• Correlatives

as ... as	*He is **as kind as he is intemperate***
both ... and	***Both kangaroos and possums** are marsupials*
either ... or	*We can **either throw it away or give it to charity***
if ... or	*I don't know **if she prefers carrots or parsnips***
neither ... nor	*I like **neither red nor yellow** plums*
not only ... but ... also	*She **not only plays chess but is also an outstanding archer***

Types of question

• Direct *yes/no* questions

Experience or completion	*Have you **ever** been to China? • Did you **ever** hear of such a thing?* *Have you visited the ruins **yet**? • Have you done the carpets **yet**?*
Indefinite entities	*Did you want to see **anyone** in particular? • Are you going **anywhere** exciting?* *Are you buying **anything** for Martha? • Are you going to tell **anyone**?*
Negative	***Don't** you want to see the ducks? • **Haven't** you done enough drumming?* ***Won't** you stay for dinner? • **Couldn't** you be a little more polite?*
Quantity: possession and existence	***Have you got any** soya sauce? • **Is there much** snow in the winter?* ***Does she have many** siblings? • **Are there any** good films on at the moment?*
Quantity: requests and offers	***Can** I have **some** cake? • **May** we take **a few** biscuits?* ***Will** you let me have **a little** milk? • **Could** you make **some** custard?*
With modals	***Can** you swim? • **Could** she see? • **Will** they come? • **Would** he do such a thing?* ***Shall** I ring? • **Should** we call her? • **Must** you do that? • **May** we go now?*
With primary auxiliary verbs	***Am** I annoying you? • **Are** you comfortable? • **Is** she in town? • **Do** you smoke?* ***Does** she like it? • **Did** they get there? • **Have** they got back yet? • **Has** he finished it?*

• Alternative questions

*Would you like broccoli **or** carrots? • Shall we go to Debrecen **or** Szeged? • Are you staying **or** going?*

• Direct *wh-* questions

Adverbial: frequency	***How often** should we wash the curtains? • **How frequently** do you shave?*
Adverbial: measure	***How long** is the lecture? • **How far** is it to the centre? • **How much** do you want?*
Adverbial: place	***Where** do you go on Friday nights? • **Whereabouts** did they find the missing girl?*
Adverbial: process	***How** does she sing? • **However** did you manage that? • **How** could we get it?*
Adverbial: reason	***Why** didn't you leave the keys? • **Whyever** would they do that? • **Why not** sell it?*
Adverbial: time	***When** do you feed the hamster? • **What time** will you eat? • **What day** is she coming?*
Direct Object	***Who(m)** did you see? • **What** have you found? • **Who** are they going to promote?*
Indirect Object	***Who** did you give it to? • **Which company** did you send it to?*
Object Complement	***What** did you call me? • **How** do you prefer it? • **What** did you make him do?*
Subject	***Who** told the police? • **What** made that awful noise?*
Subject Complement	***What colour** is it? • **What** does it taste **like**? • **Whose** papers are these?*

• Question tags

*You live [**do** live] in Glasgow*	***don't** you?*	*She **wasn't** at the concert,*	***was** she?*
*He works [**does** work] in Leeds,*	***doesn't** he?*	*We **weren't** quick enough,*	***were** we?*
*She won [**did** win] the race,*	***didn't** she?*	*You **can** drive,*	***can't** you?*
*You **haven't** started yet,*	***have** you?*	*They **might** come,*	***mightn't** they?*
*She **hadn't** even got up,*	***had** she?*	*They **could** have phoned,*	***couldn't** they?*
*He has [**does** have] to stop,*	***doesn't** he?*	*You'll let me know,*	***won't** you?*
*She had [**did** have] some trouble,*	***didn't** she?*	*She **should** take the job,*	***shouldn't** she?*
You're making fun of me,	***aren't** you?*	*He **wouldn't** leave her,*	***would** he?*
I'm the boss,	***aren't** I?*	*You **used** [**did** use] to play chess,*	***didn't** you?*

• Echo questions

A: *I'm a doctor.*	**B:** ***Are** you?*	**A:** *I ate [**did** eat] it.*	**B:** ***Did** you?*
A: *I've **never** seen the Queen.*	**B:** ***Haven't** you?*	**A:** *They **won't** do it!*	**B:** ***Won't** they?*
A: *I'd like to go to sleep.*	**B:** ***Would** you?*	**A:** *I **don't** believe him.*	**B:** ***Don't** you?*

Types of question (continued)

• Indirect questions: affirmative word order in subordinate clause

Do you know/ Have you any idea	*where the bank is? • if the trains are running? • why she resigned? • what he said? why this gadget won't work? • how I can get to the airport? • what this means?*
Do you think	*he did it? • they have any chance? • she wants to come? • the government will resign?*

• Cleft questions

Wh-	*Where is it he went on holiday? • What was it she saw? • Who is it that's coming?*
Yes/no	*Was it Mr Snaggs you wanted to see? • Is it on Saturday you're going?*

• Questions with *how*: quantity and measure

*How **big***	*are your marrows? • a town is New York?*
*How **deep***	*is Loch Ness? • is the freezer?*
*How **dense***	*a metal is mercury? • is lead?*
*How **expensive***	*was that diamond ring? • were those garden chairs?*
*How **far***	*is it from Cambridge to London? • did you run?*
*How **fast***	*is your new car? • can a cheetah run?*
*How **heavy***	*is your luggage? • is a litre of water?*
*How **high***	*is Mont Blanc? • can you throw the ball?*
*How **long***	*is the living-room? • is a football pitch?*
*How **long***	*does the film last? • are you staying here?*
*How **many***	*do you want? • have you eaten? • people were there?*
*How **much***	*does it cost? • have you invested? • milk do you want?*
*How **old***	*are your children? • is the universe? • are these carrots*
*How **rich***	*is the chairman of the company? • is your great-aunt?*
*How **strong***	*is this medicine? • is the platform?*
*How **tall***	*is your brother? • is the Gherkin?*
*How **thick***	*is the package? • is the picture frame?*
*How **wide***	*is the Amazon? • are the planks?*

• Questions with *What* + noun: category, quantity and measure

*What **age***	*did he start school? • were you when you won your first prize?*
*What **form***	*do his fits take? • is the first movement in?*
*What **fraction of***	*the population smokes? • your income goes on chocolate?*
*What **kind of***	*sweets do you like? • music do the Pickled Newts play?*
*What **make of***	*car does she drive? • screwdriver is most reliable?*
*What **percentage***	*did interest rates rise by? • of your income comes from freelance work?*
*What **pressure***	*are the tyres? • is the gauge showing?*
*What **proportion of***	*the audience is female? • nurses retire early?*
*What **shape***	*is the swimming pool? • do you prefer?*
*What **size***	*chair legs do we need? • shoes do you wear?*
*What **sort of***	*celebration are you having for your birthday? • person brings pot noodles?*
*What **speed***	*should I set it on? • are we allowed to go?*
*What **temperature***	*should the water be? • have you set the thermostat?*
*What **time***	*are they arriving? • are you thinking of inviting them?*
*What **type of***	*screws do we need to put up this shelf? • people live in Newnham?*
*What **volume***	*did you put it on? • is most suitable for this kind of music?*

Negation

• Tenses

• Affirmative	• Negative
Present Simple: *don't/doesn't* + base form	*I **eat** muffins for tea* *She **plays** racketball*	*I **don't eat** muffins for tea* *She **doesn't play** racketball*
Past Simple: *didn't* + base form	*He **went** to see the sharks* *She **found** her silver bracelet*	*He **didn't go** to see the sharks* *She **didn't find** her silver bracelet*
Present Continuous: *be + not/n't*	*I'm feeling hungry* *She's getting a new phone* *You/we/they **are** crying*	*I'm **not** feeling hungry* *She's **not/isn't** getting a new phone* *You/we/they're **not/aren't** crying*
Past Continuous: *be + not/n't*	*I/she/he **was** sending a message* *You/we/they **were** waiting*	*I/she/he **wasn't** sending a message* *You/we/they **weren't** waiting*
Present Perfect: *have* + not/*n't*	*We **have** seen the hangings* *She **has** been doing yoga*	*We **haven't** seen the hangings* *She **hasn't** been doing yoga*
Past Perfect: *had* + not/*n't*	*He **had** eaten a plum pudding*	*He **hadn't** eaten a plum pudding*

• Non-finite forms

Infinitive after *decide, tell, order, advise, ask, try: not to do*	*She decided **to tell** him* *I was told **to sing*** *They ordered him **to march***	*She decided **not to tell** him* *I was told **not to sing*** *They ordered him **not to march***
-ing **as subject:** *not + -ing*	***Sleeping** is wonderful*	***Not sleeping** is horrible*

• Modals and *have*

can: can't/cannot	*I **can** see the North Star*	*I **can't/cannot** see the North Star*
dare: daren't/doesn't dare to/didn't dare to	*He says he **dares to** climb that tree* *She **dared to** tell him the news*	*He says he **daren't** climb that tree* *She **didn't dare to** tell him the news*
have **as full verb:** *don't/doesn't/didn't have*	*I **have** sugar in my krispies* *He **had** a shower last night*	*I **don't have** sugar in my krispies* *He **didn't have** a shower last night*
have to: don't/doesn't/ didn't have to	*You **have to** go to bed* *They **had to** get a taxi*	*You **don't have to** go to bed* *They **didn't have to** get a taxi*
may/might: may/might not	*She **may/might** come*	*She **may/might not** come*
must be/must have: can't be/can't have **(deduction)**	*They **must be** in Poland* *She **must have** slipped on the ice*	*They **can't be** in Poland* *She **can't have** slipped on the ice*
must: mustn't **(prohibition)**	*You **must** put the cat out*	*You **mustn't** put the cat out*
must: needn't **(no obligation)**	*You **must** bring the rabbit in*	*You **needn't** bring the rabbit in*
need: don't/doesn't/ didn't need to	*I **need to** go to the supermarket* *She **needed to** leave the meeting*	*I **don't need to** go to the supermarket* *She **didn't need to** leave the meeting*
ought to: oughtn't to	*You **ought to** marinate them*	*You **oughtn't to** marinate them*
shall: shan't	*I **shall** help you*	*I **shan't** help you*
used to: didn't use to/used not to	*She **used to** skate*	*She **didn't use to/used not to** skate*
will/'ll: won't	*I'll finish the sprouts*	*I **won't** finish the sprouts*
would/could/should + not/n't	*They **would** know what to do*	*They **wouldn't** know what to do*

• Determiners, quantifiers and pronouns

some + noun (1): *n't any*	*I've got **some** rye bread* *There are **some** constables*	*I haven't got **any** rye bread* *There aren't **any** constables*
some + noun (2): *no*	*There's **some** dripping* *There are **some** dancers*	*There's **no** dripping* *There are **no** dancers*
some **(pronoun/quantifier):** *none*	*I've got **some*** ***Some** of the children left*	*I've got **none*** ***None** of the children left*
both are: neither is/are	***Both** of the sisters are married*	***Neither** of the sisters **is/are** married*
all are: none is/are	***All** of them **are** coming*	***None** of them **is/are** coming*
something/someone/ somewhere: not anything/anyone/anywhere nothing/no-one/nowhere	*I heard **something*** *There was **someone** at the door* *She's been **somewhere*** ***Someone** ate the tarts*	*I didn't hear **anything*** *There was **no-one** at the door* *She hasn't been **anywhere*** ***No-one** ate the tarts*
a/Ø + noun: *no* + noun	*She is **a** friend of mine* *Dogs are allowed in here*	*She is **no** friend of mine* ***No** dogs are allowed in here*

Negation (continued)

• Adverbs	• Affirmative	• Negative
already*: *not ... yet	*She has **already** arrived* *The piano is **already** here*	*She has**n't** arrived **yet*** *The piano is**n't** here **yet***
a bit*: auxiliary + *not ... at all	*He plays tennis **a bit***	*He **doesn't** play tennis **at all***
always*: *never	*She **always** phones on Sundays*	*She **never** phones on Sundays*
Degree adverb/Ø + comparative adjective: *no* + comp adj	*She is **much** kinder than before* *It seems Ø bigger than his head*	*She is **no** kinder than before* *It seems **no** bigger than his head*
different*: *no different	*This egg is **different** from that one*	*This egg is **no** different from that one*
often*: *hardly ever/rarely/seldom	*We **often** visit the Wheyls*	*We **hardly ever** visit the Wheyls*
once/twice*: *never	*I have seen the Queen **twice***	*I have **never** seen the Queen*
still*: *not ... any more/not any ... longer/no longer	*The lilies are **still** blooming* *She **still** sees Nelson*	*The lilies are**n't** blooming **any more*** *She **no longer** sees Nelson*
too*: auxiliary + *not ... either	*I like maths **too***	*I **don't** like maths **either***

• Initial negative phrase + inversion of subject and auxiliary

Never/At no time	***Never/At no time** have I revealed secrets to a foreign government*
***Not a* + minimal partitive + noun**	***Not a scrap of food** did he fail to eat • **Not a grain of salt** did he waste*
***Not a* + measure word**	***Not a second** did he waste • **Not an inch** would she give*
***Not until* + clause**	***Not until she got home** did she realise that she had lost her bag*
On no account	***On no account** should you clean your flute with Brasso*

• Negative agreement: *neither/nor* + inversion of subject and auxiliary; *not ... either*

I don't really like chocolate biscuits	***Neither do I***
I've never seen a red squirrel in the wild	***Nor have I***
I didn't think the main character was very convincing	***I don't either/Me neither***
The Daily Blur isn't much of a newspaper	***Nor are most of the tabloids***
I don't want to see you any more	***I don't want to see you, either***

• Verbs with negative meanings + *ever/any*

deny* + *ever	*He **denies ever** being present at such meetings*
doubt* + *ever	*I **doubt** if she has **ever** thought about emigrating*
doubt* + *any	*I **doubt** if there are **any** doughnuts left*
forget* + *any	*I **forgot** to plant **any** broad beans this year*
refuse* + *any	*She **refuses** to give us **any** information about the planning application*
hate* + *any	*I **hate** to see **anybody** suffering in this way*

• Verbs with *dis-* prefix meaning *don't/doesn't/didn't*

disagree	*I completely **disagree** with the government's policies*
disallow	*The referee unfairly **disallowed** my superb goal*
disapprove	*The neighbours **disapprove** of our purple brickwork*
dislike	*Mirela **dislikes** the way you tap your fingers*

• *don't think so, don't believe so, hope not*

believe so*: *don't believe so	**A:** *Is it raining?* **B:** *I **believe so***	**A:** *Is it raining?* **B:** *I **don't believe so***
hope so*: *hope not	**A:** *Will they win?* **B:** *I **hope so***	**A:** *Will they win?* **B:** *I **hope not***
think so*: *don't think so	*Am I happy? I **think so***	*Am I happy? I **don't think so***

• Idiomatic phrases

***never ever*: emphatic**	*I would **never ever** reveal a secret on purpose*
none the wiser	*She explained it to me in great detail, but I was **none the wiser***
none the worse	*It had a lot of salt in it, but it was **none the worse** for that*

Mood

• Positive declarative mood

Emphatic	*I **did** **pay** for the drinks • They **do** **drink** tea*
Factual	*The fish **are** hungry • Everybody **went** home*
Opinion	*I **agree** with you • I **hate** mackerel*
Promise	*I **shall** **make** sure you get your money*

• Negative declarative mood (*not*)

Emphatic	*I **have** **not** **given** away your lousy secrets*
Factual	*There **aren't** any peas in the freezer*
Opinion	*I **don't think** it makes any difference*
Promise	*I **won't drop** it again • **I'll come** on time*

• Nuclear negatives

No	*And **no** birds sang • I've had **no** sleep*
Nobody/no-one	***Nobody** has any information • He's speaking to **no-one***
Nothing	***Nothing** ever happens in Bland Street • I know **nothing***
Nowhere	***Nowhere** is better than Barton • They're going **nowhere***

• Interrogative mood

Adverbial	***How** did they react to her performance? • **When** do you bath?*
Alternative	***Would you** like it in bed **or** downstairs? • **Are you** tired **or** just bored?*
Objective	***What** did you buy for your mum? • **Who** did she find?*
Polar (*Yes/No*)	***Do you** want some tea? • **Can you** stop interrupting, please?*
Prepositional objective	***Where** did they get it **from**? • **What** did you mix it **with**?*
Subjective	***Who** asked for blackberry tart with custard? • **What** happened?*

• Imperative mood

Base form	***Leave**! • **Go** away! • **Fetch** the runner beans*
***Do* + base form**	***Do be** careful! • **Don't snore**! • **Do help** yourself to nibbles*
***Let* + object + base form**	***Let me get** you some dry clothes • **Let them come** in*
***You* + base form**	***You ask** • **You lay** the table • **You find** the flea powder*

• Exclamative mood (*What/How* + clause element)

Adverb	***How fast** she runs! • **How hard** he has fallen!*
Complement	***How interesting** your life is! • Lord, **what fools** these mortals be*
Object	***What a big sausage** I've eaten! • **What great tunes** you play!*
Subject	***What strange people** inhabit these parts! • **What big ships** anchor in this port!*

• Subjunctive mood

Formulaic subjunctive: base form in various word-order patterns	*Heaven **forbid** that any harm **befall** them* *We'll go on digging **come** what may* ***Suffice** it to say that the only food was pasta* ***Be** that as it may, we still need to improve security*
if* + *were	*If I **were** you I'd give him a piece of my mind*
Mandative subjunctive: subject + base form	*I propose that he **submit** his plans by the 12th* *I insist that you **attend** the next meeting* *It is imperative that we **take** precautions* *We made a decision that the tulips **be** planted in rows*
wish* + *were	*I wish I **were** in France • She wishes she **were** less critical*

Substitution

• Substitution of nouns and noun phrases

Category for name	*We went to Bicester last week. **The town** was full of shoppers* *I had some Pernod last night. **The drink** tasted absolutely awful*
Dual	**A:** *Which candle do you prefer?* **B:** *I like **both** • It doesn't matter which camera you choose **Either** will do • Should we accept Jones or Waite? **Neither** is particularly suitable*
Partial	**A:** *Do you want this doughnut?* **B:** *Can I have **half**? • I don't usually drink gin, but I'll have **a bit***
Plural: definite	*I can't use these vases. **Most** are damaged • I don't need these books. Do you want **them**?* *The children wanted to buy some sweets, so I gave a pound to **each***
Plural: indefinite	*There are a lot of lapwings around at the moment. I saw **several** at the weekend* *Ooh, chocolates! Can I have **some**? • You can't have any beans. There are **none** left* *Rhinos are beautiful animals but **few** remain • Some workers accepted, but **many** refused*
Singular: definite	*Look at those horses! Isn't **the** grey **one** beautiful? • This pen's hopeless – I can't write with **it*** *I've found one of the buttons, but I can't find **the other one***
Singular: indefinite	*Ooh, chocolates! Can I have **one**? • That was a good game. Shall we play **another**?* *Bill's **a** strange **one**, isn't he? • That handbag was expensive. I can't afford **another one***
that/those	*There are two versions of the painting: **that** in the Tate is the more well-known* *You can have any apples you like. **Those** from the corner tree are the sweetest*
the former/ the latter	*Chipmunks and squirrels both live in trees. **The former** are found in North America and Asia, while **the latter** also inhabit Africa and Europe*
the same	**A:** *Shepherd's pie, please.* **B:** *I'll have **the same** • We both want **the same**: tons of money!*
thing/things	**A:** *Do you like my new car?* **B:** *That **thing**? • I can't stand **things** with lots of legs*
Uncountable	*You want money? I haven't got **any** •* **A:** *Would you like some milk?* **B:** ***A little**, please* *We waited for news but **none** came • If you want wrapping paper, I'm afraid there isn't **much*** *He wants some of my omelette, but I've got **less** than him*

• Substitution of adjectives

so	*His playing isn't completely accomplished yet, but it could become **so*** *Do you think he's eccentric? He sometimes appears **so***
the same	*The carrots are horrible and the cauliflower tastes **the same*** *You and Jane are made for each other: she's two-faced and you're **the same***

• Substitution of adverbials

then	**A:** *Shall we meet on Wednesday?* **B:** *Sorry, I'm busy **then*** **A:** *I moved here in 1967.* **B:** *I wasn't born **then***
there	**A:** *I've just been to the National Park.* **B:** *What did you do **there**?* **A:** *What is the cauliflower doing in the fridge?* **B:** *I put it **there***

• Substitution of clauses

***do* after operator**	**A:** *Are you going to the film?* **B:** *I might **do** •* **A:** *Shall I tell Jill?* **B:** *I won't blame you if you do **do*** *I know I shouldn't **do**, but I'm going to have some more ice-cream* *You say that the burglar came in through the chimney, but he couldn't have **done***
***do* directly after subject**	*People think that animals don't calculate, but they **do*** *She said she would make a new rocking chair and she **did*** *He asked me if I wanted to join him on the trip. Actually I **don't***
do it/this/that	*Can you stop twitching? You **do it** all the time • You're leaving? Don't **do this** to me!* *Please clean your room. Can't you at least **do that** for me?*
do so	*If you won't phone her, I'll **do so** myself • Could you feed the cat, if you haven't already **done so*** **A:** *Let's meet in Astrakhan.* **B:** *I look forward to **doing so***
likewise	**A:** *My feet are killing me.* **B:** *Mine **likewise**.* **A:** *Your eyes are beautiful.* **B:** *Yours **likewise***
not	**A:** *Is it going to hail?* **B:** *I hope **not** •* **A:** *Can you lend me £20?* **B:** *I'm afraid **not***
so	*They say the economy will recover soon, but I don't think **so*** *It's going to be a hard winter, or **so** the forecasters say* **A:** *Look, there's a hare running across the field.* **B:** ***So** there is!* *Mariana thought it was a rather silly film and **so** did I*
so saying	*"I don't care any more." **So saying**, he went out and slammed the door*
the same	*She says we should sell the house, and I say **the same*** **A:** *Happy New year!* **B:** *And **the same** to you*

Impersonal constructions with *it*

Adjective + *that*-clause	***It's essential that*** *you hand in the work by Thursday* • ***It's odd that*** *she hasn't replied* ***It's quite likely that*** *Western economies will decline for the next few years*
Adjective + *to* infinitive	***It's important to understand*** *that these measures will not come into force immediately* ***It's nice to have*** *fresh tomatoes from the garden* • ***It's good to have*** *your input, George*
Adjective + *-ing*	***It's great working*** *with you* • ***It's funny seeing*** *you dressed like that*
Adjective + place	***It was nice in York*** • ***It's awful at work*** *at the moment*
Adjective + time	***It's cold in the morning*** • ***It's busy at lunchtime*** • ***It's quiet in the evenings***
Adjective + *whether*	***It's doubtful whether*** *this government can last four years*
Adjective phrase	*Can you come quickly?* ***It's quite urgent*** • *I love being here.* ***It's really exciting***
bound to/sure to/ certain to/likely to	***It's bound to*** *be congested tomorrow morning* • ***It's sure to*** *rain this afternoon* ***It's certain to*** *cost more than £50* • ***It's likely to*** *be noisy in the restaurant*
Change of state verbs	***It's getting*** *dark early these days* • ***It was growing*** *late and Mrs Green was worried* *We'd better put the heating on.* ***It's turned*** *a bit chilly this evening*
come as + *surprise/shock* + *to*	***It came as no surprise to Tim*** *to see his brother squeezing through the school fence* ***It came as a shock to Helen*** *to receive her notice after only three weeks in the job*
Day, date, time	***It's Tuesday*** • ***It's November 8th*** • ***It's three o'clock*** • ***It was Christmas day***
Effect verbs + object + *that*-clause	***It shocked her that*** *he could be so violent* • ***It annoys me that*** *he can't cook* ***It appals me that*** *he never helps her* • ***It amuses me that*** *they still argue like that*
Effect verbs + object + *to* infinitive	***It grieves me to hear*** *such news* • ***It worries me to think*** *of her living in that shack* ***It astounded him to get*** *his book published* • ***It distressed her to hear*** *the child's cries*
Extraposition of subject clause	*It doesn't matter* ***what she says*** • ***It's*** *interesting* ***how frogs procreate*** ***It's*** *no concern of mine* ***where she sleeps*** • ***It's*** *puzzling* ***why he does it***
fault/responsibility	***It's his fault*** *if he oversleeps* • ***It's not my responsibility*** *to arrange the outings*
feel/smell + adjective	***It feels cold*** *in here* • ***It smells musty*** *in this room*
give + indirect obj + direct obj + infinitive	***It gives me great pleasure to announce*** *that the winner is Mavis Crutchley* ***It gave her no satisfaction at all*** *to hear that he still missed her*
it as object	*She loves* ***it*** *here* • *I find* ***it*** *strange that you disagree* • *I loathe* ***it*** *when he smirks like that*
likely/probable/ possible + *that*-clause	***It's quite likely/probable that*** *there will be a strike on the railways next week* ***It's possible that*** *the fox got in under the wire fence*
look/feel/sound/ smell + *as if/though*	***It looks as if*** *they aren't coming* • ***It felt as if*** *there had been a ghost in this room* ***It smelt as if*** *there had been a fire* • ***It sounds as though*** *he's found a new girlfriend*
make + object + adjective + infinitive	***It makes me angry to be told*** *what to do* • ***It made her sad to hear*** *of his death* ***It made the horses nervous to be cooped up*** *in a box all morning*
Names and titles	***It's Fred!*** *What a nice surprise!* • *Stand up everybody –* ***it's the President of Mexico***
Noun phrase + *that*-clause	***It's a wonder*** *he wasn't injured* • ***It's a disgrace*** *that they are privatising education* ***It's a pity*** *they can't sort out their differences* • ***It's a nuisance*** *that the mixer's broken*
Passive reporting verbs + *that*	***It's said that*** *he's been married twice* • ***It was rumoured that*** *the magician was a thief* ***It has been widely reported that*** *the Queen is to buy a new hat*
seem/appear + *that* clause	***It seems that*** *they aren't inviting anyone for Christmas this year* ***It appears that*** *the rubbish collection has been postponed*
seem/appear + adjective + *that*	***It seems odd that*** *they haven't contacted us in the last six months* ***It appeared strange that*** *the house was full of old newspapers*
smell/pong + *of*	***It smells of*** *eau de Cologne in the bathroom* • ***It pongs of*** *mouldy cheese in here*
strike + object + *as* + *odd/weird* + *that*	***It strikes me as odd that*** *he wears long socks in bed* ***It strikes me as weird*** *that they didn't send an invoice*
take + noun phrase + infinitive	***It doesn't take much to make*** *him laugh* • ***It takes one to know*** *one* ***It takes a really special player to bring*** *off that shot*
take/cost/use up + number/quantifier + noun + infinitive	***It takes fifteen minutes to get*** *there by bike* • ***It takes four minutes to boil*** *an egg* ***It took three men to remove*** *the piano* • ***It took me two weeks to read*** *'War and Peace'* ***It cost £3000*** *to install the bathroom* • ***It used up a lot of energy*** *to heat the house*
time + infinitive	***It's time to have*** *tea* • ***It's time to forget*** *about our differences*
time + Past Simple	***It's time you started*** *to make an effort* • ***It's time we had*** *a pay rise*
Time + *when/since/ before*	***It was three o'clock in the afternoon when*** *Meredith Pettigrew sauntered into town* ***It's ages since*** *I last saw her* • ***It will be years before*** *we pay off the deficit*
Weather	***It's really windy*** *today* • ***It was quite foggy*** *last night, wasn't it?* • ***It's raining*** *again*

Impersonal constructions with *there*

***there* + *be* + noun phrase complement**	***There's*** *a speck of dirt on the windowpane* ***There were*** *no duckbill platypuses in the zoo* ***There has been*** *an outbreak of food poisoning*
***there* + modal + *be* + noun phrase complement**	***There could be*** *a problem with the planning permission* ***There might be*** *a new lifeboat at Harwich this weekend* ***There should have been*** *better security at the shawm and sackbutt concert*
***there* + (modal) + *be* + eventive noun**	***There has been*** *an* ***explosion*** *on the underground* ***There was*** *a violent* ***thunderstorm*** *during the night* ***There will be*** *a* ***parade*** *to mark the anniversary*
there* + *be* + noun phrase + *-ing	***There's*** *a cow* ***running*** *around in the garden* ***There are*** *some parsnips* ***rotting*** *away in the cupboard* ***There will be*** *all sorts of people* ***coming*** *to the ceremony*
***there* + *be* + noun phrase + Past Participle**	***There were*** *a lot of people* ***arrested*** *at the demonstration* ***There have been*** *some houses* ***burgled*** *in this street recently* ***There are*** *only a few classic wheelbarrows* ***produced*** *these days*
there* + *be* + *likely/sure/bound* + *to be	***There is likely to be*** *a massive protest against the government's proposals* ***There are sure to be*** *some errors they have overlooked* ***There is bound to be*** *an accident on this section sooner or later*
there* + *be* + *chance	***There's a fair chance*** *that the gates will be locked when we get there* ***There's a pretty good chance*** *of recovery*
there* + *be* + *no way	***There's absolutely no way*** *I'm going to lend her £1000*
there* + *seem/appear* + *to be	***There don't seem to have been*** *any letters for you recently* ***There appear to be*** *too many players on the pitch*
***there* + *be* + indefinite pronoun**	***There's nothing*** *to be ashamed of in playing a few wrong notes* ***There's everything*** *to be gained from approaching different publishers* ***There's nowt*** *as strange as folks*
there* + *tend/be liable/be apt* + *to be	***There tends to be*** *a lot of fog here in the autumn* ***There are liable to be*** *significant delays on the Diss Road tomorrow morning* ***There is apt to be*** *confusion about the instructions*
there* + adverb + *be	***There probably aren't*** *any fairies at the bottom of the garden* ***There will definitely be*** *some tickets available on the day* ***There was certainly*** *some chilli in that sauce, Dean*
there* + *be* + *no* + *-ing	***There's no denying that*** *Nottingham Forest were the superior team* ***There is no gainsaying*** *Britain's weak-kneed dependence on the U.S.* ***There's no telling*** *when the new fridge will be installed* ***There's no accounting*** *for taste*
***there* + *be* + metaphor**	***There is just a glimmer of hope*** *that the economy will start to recover soon* ***There's light at the end of the tunnel*** *– we're nearly there*
there* + *be* + Past Participle of reporting verb + *to be	***There is understood to be*** *an agreement that the banks will not be penalised* ***There is said to have been*** *a fight between two of the deputies* ***There are believed to be*** *vast gas reserves under the Arctic*
***there* + *stand/sit/lie* + noun phrase**	*Against the wall* ***there stood*** *a worm-eaten stepladder* *In each floral armchair* ***there sat*** *a grim-faced aunt* ***There lay*** *a toppled statue in front of the Parliament building*
there* + *exist/remain	***There exists,*** *at the bottom of the ocean, a most peculiar fish* ***There remains*** *nothing for me to add but my congratulations*
there* + *follow/arise/occur	*At the end of the procession* ***there followed*** *some ragged children* *From the rotting carcasses* ***there arose*** *a terrible smell* *After the town elections* ***there occurred*** *a strange event*
there* + *come/ arrive/approach	*With autumn* ***there came*** *a sinister wind from the East* *On Friday* ***there arrived*** *the first of the bulldozers* *From the far side of the field* ***there approached*** *a herd of bullocks*

Emphatic sentence structures

• Inversion: adverbial + auxiliary + subject + full verb (or *be* + subject)

Hardly (+ Past Perfect + *when*)	***had I got up*** *when the neighbour called*
In no way (+ *is it true/is it the case*)	***is it*** *true that intelligence has a genetic basis*
In/under no circumstances (+ *will/can/should*)	***will I accept*** *responsibility for his behaviour*
Little (+ Present Simple/Past Simple)	***does he realise*** *that we'll be waiting for him*
Never (+ Present Perfect/Past Perfect)	***have I seen*** *such extraordinary roses*
No sooner (+ Past Perfect + *than*)	***had I arrived*** *than the guinea-pig expired*
Not a soul (+ Present Perfect/Past Simple)	***have we encountered*** *in this miserable town*
Not until she rang (+ Past Simple)	***did we hear*** *the news*
Nowhere (*else*) (+ *will*/Present Perfect)	***will you see*** *such perfect examples of spiders' webs*
On no account (+ *must/should*)	***must you touch*** *this knob*
Only when she winked (+ Past Simple)	***did I realise*** *she was joking*
Seldom/Rarely/Hardly ever (+ Present Simple)	***do we see*** *golden eagles in this region*
So (+ adjective/adverb + *be* + noun phrase)	***bright was the sunlight*** *that we went indoors*
Such (+ *be* + noun phrase)	***was her efficiency*** *that she finished in half an hour*

• Inversion: repositioning of object/complement/adverbial; inversion of subject and verb

Really delicious	***were*** *the figs in brandy*
Sitting on the bed	***was*** *an enormous Cheshire cat*
Up	***went*** *the kite*
Worst of all	***was*** *the singing*
To Fred	***came*** *the realisation that he would never win the prize*

• Fronting: repositioning of object/complement/adverbial; no inversion

Where we're going to sleep	*I have no idea*
Since 1997	*we've had to manage on state benefit*
How he reached that conclusion	*I cannot tell*
These	*I want to keep*
Over the grey, rubbish-strewn city	*the ravenous blackbirds flew*

• Clefting: *It* + *be* + clause element + *who/whom/which/that/Ø* + clause

Focus on subject	*It was* ***John*** *who gave Barry the gun*
Focus on direct object	*It's* ***fish*** *we need for supper this evening*
Focus on indirect object	*It was* ***Jane*** *I sent the flowers to*
Focus on adverbial	*It was* ***at three o'clock*** *that the procession started*

• Pseudo-clefting (1): *What* + subject + verb + *be* + object/complement/clause

Focus on direct object	*What I hate most of all is* ***unground pepper***
Focus on nominal clause	*What I've found is* ***that these sheep never wander far***
Focus on subject complement	*What she's becoming is* ***a recluse***
Focus on non-finite clause	*What I really want to do is* (*to*) ***have a nice cool shower***

• Pseudo-clefting (2): *The time/place/reason/person,* etc. + *who/which/that/why/Ø*

Focus on subject	*The person who phoned was* ***Mrs. Overstock***
Focus on object	*The thing* (*that*) *I want is* ***mint sauce***
Focus on adverbial: method	*The way* (*in which*) *I carve it is* ***like this***
Focus on adverbial: place	*The place* (*that*) *I remember best is* ***Acapulco***
Focus on adverbial: reason	*The reason* (*why*) *he did it was* ***to make a name for himself***
Focus on adverbial: time	*The time he comes home is* ***6.30***

Punctuation

• Comma

After non-finite *-ing* clause (reason)	***Feeling tired,*** *she lay on the sofa.* ***Not having any luck with the Joneses,*** *we tried the Robinsons.*
After salutations	*Dear Ms Lipswich, • Dear Sir or Madam, • Yours sincerely,*
After sentence-linking adverbial	*He has a bad heel.* ***However,*** *he still goes for walks.* *Oil reserves are depleted.* ***Moreover,*** *gas supplies are running low.* *I lost the race.* ***Still,*** *I enjoyed the experience.*
Before quotation mark and reporting verb	*"We're so glad to see you,"* ***said Gemma.*** *"There are no oranges,"* ***said the fruiterer.***
Before *so*	*I didn't have much money,* ***so I couldn't get any flowers.*** *I won't know until tomorrow,* ***so I'll tell you then.***
Before *with* + *-ing* clauses	*Jones won the championship,* ***with the second prize going to Thorsen.*** *The two ships separated,* ***with Insania sailing off to the Scilly Isles.***
Beginning and end of non-defining appositive phrases	*Newnham,* ***the poshest part of Cambridge,*** *has no betting shop.* *Rakespeare,* ***the well-known gardener,*** *also writes poetry.*
Beginning and end of non-defining relative clauses	*Leeds,* ***which is in Yorkshire,*** *has an annual carnival.* *John,* ***whose ambition is to be a doctor,*** *is doing his A-levels.*
Between subordinate clause and main clause	***When you come into the hall,*** *turn left.* ***Unless prices go down,*** *nobody will be able to afford it.*
Change of topic after *and* and *but*	*He has gone to Australia,* ***and nobody knows when he is coming back.*** *The fence fell over,* ***but it's not our fault.***
Horizontal lists	*She won't eat* ***chicken, cheese, prawns*** *or butter.* *He* ***stroked the cat, hummed a tune, sat down*** *and opened a book.*
Separating adjectives before a noun	*a* ***colourless, odourless*** *gas* *three* ***thickset, sinister-looking*** *men*

• No comma

After subject	*The man who lives in the next house Ø is a lawyer.*	
Between main clause and non-finite *-ing* clause	*He came into the room Ø whistling a tune.* *The bird sat on a branch Ø warbling.*	
Between main clause and subordinate clause	*Turn left Ø when you come into the hall.* *Nobody will be able to afford it Ø unless prices go down.*	
Vertical lists	*Three eggs* *A plucked plover* *A sprig of parsley*	*Collect jacket* *Buy stamps* *Order new teapot*

• Variable usage

Before *and* at the end of a list	*We bought three cups, two plates,* ***and a bowl.*** *We bought three cups, two plates* ***Ø and a bowl.***
Times and dates at the beginning of a sentence	***In 1921,*** *the Russian civil war came to an end.* ***In 1921 Ø*** *the Russian civil war came to an end.*

• Colon

After names in dramatised dialogue	***Alison:*** *I refuse to accept your apologies.* ***Geoffrey:*** *Please listen to me!*
After reporting verb and before direct speech	*The glazier* ***said:*** *"That window needs replacing."* *Mr Danks* ***declared:*** *"This picnic's going to be a wild success."*
Before a list of examples	*She speaks four languages: French, Greek, Hindi and Russian.* *We could describe him in several ways: mendacious, cunning, subtle ...*
Forward reference	*This is the plan: we creep round the back, climb over the wall and ...*

• Semi-colon

Coordinating two independent clauses	*The tightrope walker wobbled; the crowd gasped.* *The plans have been finalised; now it is time to put them into practice.*
Listing of coordinated items	*The contents consist of three sets of tables and chairs; a piano and stool; four cups and saucers; and a porcelain bird in a cage.*

Punctuation (continued)

• Capital letter

Acronyms	*the **UAE** • **NATO** • **ASLEF** • the **UN** • the **BBC***
Days, months, festivals	*Tuesday • Thursday • Ramadan • Maundy Thursday • April • October*
Languages	*Hebrew • Sanskrit • Welsh • Akkadian*
Personal titles and names	*Sir Jack Stirrup • Mrs Coolson • Professor Akensop*
Place names	*Ulan Bator • Lake Superior • Red Square • Egypt • Stone Street*
Start of sentence	*The trust between our nations has been sundered at a stroke.* *Nobody would say that she has a passive personality.*
Titles of books, films, etc. (1st word + content words)	*War and Peace • Chrysanthemums • The Flight of the Bumblebee* *A Dream of Red Mansions • Poplars • Children's Games*

• Full stop

Before end quotation mark	*"There are no foxes in the vicinity."*
Separating sentences which are linked with an adverbial	*The flat was really expensive. **However**, we managed to get a loan.* *He says he's a bit tired. **In other words**, he's exhausted.*

• Question mark

After questions	*Did you see the rainbow?* *Where did they find that extraordinary wallpaper?*
After question tags	*We haven't got the wrong day, **have we?*** *She will get on the right train, **won't she?***

• Exclamation mark

After exclamations beginning *What* and *How*	***What** an extraordinary opening goal!* ***How** strange that he should suddenly appear after all this time!*
Imperatives	***Leave** the room at once! • **Stop** flicking your hair!*

• Hyphen

In some compound nouns	***washing-machine • son-in-law • dry-cleaner • baby-sitter • six-pack*** ***ex-husband • down-and-out • passer-by • make-believe***
In compound attributive adjectives and modifiers	*a **well-dressed** youth • a **highly-paid** executive • a **single-minded** careerist* *a **red-light** district • **anti-abortion** campaigners*

• No hyphen

In compound adjectives used predicatively	*He is **well dressed** • They are **badly paid** • He is **recently promoted*** *Your opinions are **clearly expressed** • I was **deeply impressed***

• Quotation marks

Direct speech	*"We are about to witness a historic event," announced the President.* *Joe said: "The fact is, we will have to walk home."*

• Dashes/brackets

Asides/incidental information	*The king – **the old one, that is** – had recently shaved off his beard.* *When you see Fred (**the one with the curly hair**), tell him to call me*

• Apostrophe

After business names + *-s*	*We bought it in **Hanbury's** • Shall we meet at **Siddle's**?*
Before contractions	***I've** won • **It's** 2.00 • **I'd** like two pieces • **They're** completely mad*
Greengrocer plurals	***tomato's • courgette's • avocado's • baby beet's***
Plural genitive (irregular)	*the **mice's** tails • the **oxen's** horns • **women's** clothes*
Plural genitive (regular)	*the **cats'** whiskers • the **ships'** masts • my **brothers'** fights*
Singular genitive	*the **dog's** food • **William's** teeth • my **friend's** holiday*

• No apostrophe

Non-greengrocer plurals	***elephants • garden sheds • marmosets • magazines***
Possessive pronouns	*These courgettes are **ours** • **Theirs** are the straggly ones • Where's **its** tail?*

• Variable usage

Numerical decades	*the **1930s** • the **1930's***

Shakespeare's grammar

• Adjectives

Adjective after noun	*With **eyes severe**, and beard of formal cut* A.Y.L.I. 2.7 *My presence like a **robe pontifical*** 1 Hen. IV 3.2
Adjective before possessive determiner	***Dear my** lord* J.C. 2.1 ***Sweet my** mother* R. and J. 3.5
Adjective used as adverb	*Which the false man does **easy*** Macb. 2.3 *Some will **dear** abide it* J.C. 3.2
Adjectives used as nouns	*A sudden **pale** ... usurps her cheek* V. and A. 610 *'Twas caviare to the **general*** Hamlet 2.2
Comparatives: adj + *-er* for *more* + adj	*That we the **horrider** may seem* Cymb. 4.2 *You are well understood to be a **perfecter** gibe* Coriol. 2.1
Compounded adjectives	*I am too **sudden-bold*** L.L.L. 2.1 *More **active-valiant** or more **valiant-young*** 1 Hen. IV 5.1
Double comparatives	*A **more larger** list of sceptres* A. and C. 3.6 *I am **more better** than Prospero* Temp. 1.2

• Adverbs

Adverbs after *be*	*That's **verily*** Temp. 2.1 *Lucius' banishment was **wrongfully*** T.A. 4.4
Adverbs used as adjectives	*The fine point of **seldom** pleasure* Sonn. 52 *Each **under** eye* Sonn. 7
Adverbs used as nouns	*In the dark **backward** and abysm of time* Temp. 1.2 *I was an **inward** of his* M. for M. 3.2
much* for *greatly	*It **much** repairs me/To talk of your good father* A.W.T.E.W. 1.2 *It would have **much** amaz'd you* Hamlet 1.2

• Determiners

and* for *but/just/only	*He that has **and** a little tiny wit* Lear 3.2 *When that I was **and** a little tiny boy* T.N. 5.1
Definite article before *-ing*	*Whose state so many had **the managing*** Hen. V Epilogue *You need not fear, lady, **the having** any of these lords* M. of V. 1.2
Definite article omitted before noun + *of*	*In **number** of our friends* J.C. 3.1 *Since **death** of my dearest mother* Cymb. 4.2
Definite article omitted between prep. and noun	*... though perform'd **at height*** Hamlet 1.4 *Ere I went **to wars*** M. Ado 1.1
Demonstrative before possessive	*But **this our** purpose now is twelve month old* 1 Hen IV 1.1 ***This your** jewel, and my gold are yours* Cym. 1.4
Determiners used as quantifiers	*At **each** his needless heavings* W.T. 2.3 ***One** the wisest prince* Hen. V 3.2
(*full*) *many a* + singular for *many* + plural	*... **many a maid**/hath been seduced by them* A.W.T.E.W. 3.5 ***Full many a lady**/I have eyed* Temp. 3.1
Indefinite article omitted before countable nouns	*In war was never **lion** rag'd so fierce* Rich. II 2.1 *Never **master** had a page so kind* Cymb. 5.5
much* for *many	*For this relief **much** thanks* Hamlet 1.1 *... too **much** odds for a Spaniard's rapier* L.L.L. 1.2
some* before *little/few	*... until **some little** time hath qualified the heat* Lear 1.2 *... that which, after **some few** hours/Were thine* 2 Hen. IV 4.5

Shakespeare's grammar (continued)

• Conjunctions

and if/an if* for *even if	*It dies* ***and if*** *it had a thousand lives* 1 Hen. V1 5.4 ***An if*** *I wist he did,—but let it rest* 1 Hen.VI 4.1
***as* after, or as suffix to, subordinating conjunction**	*I am one that was a woeful looker-on* ***When as*** *the noble duke of York was slain* 3 Hen. V1 2.1
as* for *which/that	*That gentleness* ***as*** *I was wont to have* J.C. 1.2 *Under these hard conditions* ***as*** *this time/Is like to lay upon us* J.C. 1.2
but* after *only	*He* ***only*** *lived* ***but*** *till he was a man* Macb. 5.8 *My lord, your son had* ***only but*** *the corpse* 2 Hen. IV 1.1
***but* for *than* after negatives**	*No more* ***but*** *instruments* M. for M. 5.1 *No more dreadfully* ***but*** *as a drunken sleep* M. for M. 4.2
***but* for *unless* before subjunctive**	*And,* ***but*** *thou* ***love*** *me, let them find me here* R. and J. 2.2 *And,* ***but*** *I* ***be*** *deceived, Signior Baptista may remember me* T. of Sh. 4.2.2
since* for *when	*We know the time* ***since*** *he was mild and affable* 2 Hen. V13.1 *Thou rememberest/****Since*** *once I sat upon a promontory* M.N.D. 2.1
so ... as* for *so ... that	*You shall be* ***so*** *received* ***As*** *you shall deem yourself lodged in my heart* L.L.L. 2.1
while* for *until	*We will keep ourself* *Till supper-time alone.* ***While*** *then, God be with you* Macb. 3.1

• Prepositions

***for* before infinitive**	*Than* ***for*** *to think that I would sink it here* A.W.T.E.W. 5.3 *Forbid the sea* ***for*** *to obey the moon* W.T. 1.2
for* for *because of	*Yet I must not,* ***For*** *certain friends that are both his and mine* Macb. 3.1
from* for *away from	***From*** *thence the sauce to meat is ceremony* Macb. 3.4 *I am best pleased to be* ***from*** *such a deed* K.J. 4 .1
in* for *on/at	***In*** *such a night as this* M. of V. 5.1 *Nay, we will slink away* ***in*** *supper-time* M. of V. 2.4
in* for *while	*And may ye both be suddenly surprised* *By bloody hands* ***in*** *sleeping on your beds* 1 Hen. VI 5.3
***of* after verb of removal**	*Unfurnish me* ***of*** *reason* W.T. 5.1 *Take* ***of*** *me my daughter* M. Ado 2.1
of* for *as a consequence of	*Bold* ***of*** *your worthiness* L.L.L. 2.1 *We were dead* ***of*** *sleep* Temp. 5.1
***of* for *by* before agent**	*Received* ***of*** *the most pious Edward* Macb. 3.6 *Like stars ashamed* ***of*** *day* V. and A.
of* for *during	*My custom always* ***of*** *the afternoon* Hamlet 1.5 *And not be seen to wink* ***of*** *all the day* L.L.L. 1.1
***of* for *with* after verbs of supply**	*Supplied* ***of*** *kernes and gallow-glasses* Macb. 1.2 *I am provided* ***of*** *a torch-bearer* M. of V. 2.2
on* for *of	*Enamour'd* ***on*** *his follies* 1 Hen. IV 5.2 *Or have we eaten* ***on*** *the insane root?* Macb. 1.3
to* for *as	*Now therefore would I have thee* ***to*** *my tutor* T.G. of V. 3.1 *Destiny ... that hath* ***to*** *instrument this lower world* Temp. 3.2
to* for *for	*He which hath no stomach* ***to*** *this fight* Hen. V 4.3 *Prepare yourself* ***to*** *death* W.T. 3.1
unto* for *to	*Who, in my mood, I stabb'd* ***unto*** *the heart* T.G.V. 4.1 *Submitting me* ***unto*** *the perilous night* J.C. 1.3
***upon* without object (adverbial use)**	*Nay, all of you that stand and look* ***upon*** Rich. II 4.1 *Indeed, my lord, it followed hard* ***upon*** Hamlet 1.2

Shakespeare's grammar (continued)

withal* for *with	*And this is false you burden me* ***withal*** C. of E. 5.1 *Such a fellow is not to be talk'd* ***withal*** M. for M. 5.1
without* for *outside	*What seal is that that hangs* ***without*** *thy bosom?* Rich. II 5.1 ***Without*** *the peril of the Athenian law* M.N.D. 4.1

• Pronouns

he* for *him	*I would wish me only* ***he*** Coriol. 1.1 *And yet no man like* ***he*** *doth grieve my heart* R. and J. 3.5
he/she* for *man/woman	*I'll bring mine action on the proudest* ***he*** T. of Sh. 3.2 *Lady, you are the cruellest* ***she*** *alive* T. N. 1.5
him* for *he whom	***Him*** *I accuse/By this the city ports hath enter'd* Coriol. 5.6. 6 *When* ***him*** *we serve's away* A. and C. 3.1
his* for genitive *'s	*The count* ***his*** *gallies* T. N. 3.3 *Mars* ***his*** *true moving* 1 Hen. VI 1.2
I* for *me	*Here's none but thee and* ***I*** 2 Hen. VI 1.2 *All debts are cleared between you and* ***I*** M. of V. 3.2
Lack of agreement of antecedent and verb	*With* ***sighs*** *of love that* ***costs*** *the fresh blood dear* M.N.D. 3.2 *'Tis your* ***graces*** *that* ***charms*** Cymb. 1.6
Omission of relative subject pronoun	*I have a mind Ø presages* M. of V. 1.1 *The hate of those Ø love not the king* Rich. II 2.2
Omission of *thou*	*Didst Ø not mark that?* Othello 2.1 *Wilt Ø dine with me, Apemantus?* T. of A. 1.1
Pronoun after transitive phrasal verb	*Cass: Cinna, where haste you so? Cinna: To* ***find-out you.*** J.C. 1.3 *And* ***leave-out thee*** Rich. III 1.3
Repetition of object	*God, I pray* ***him*** Rich. III 1.3 *For my voice, I have lost* ***it*** 2 Hen. IV 1.2
Repetition of subject	*The skipping king* ***he*** *ambled up and down* 1 Hen. IV 3.2 *For God* ***he*** *knows* Rich. III 3.7
Second person singular	***thou*** (subject) • ***thee*** (object) • ***thy*** (possessive determiner) ***thine*** (possessive pronoun)
she* for *her	*Yes, you have seen Cassio and* ***she*** *together* O. 4.2.3 *So saucy with the hand of* ***she*** *here--what's her name?* A. and C. 3
thee* for *thou	*Run* ***thee*** *to the parlour* M. Ado 3.1 *Haste* ***thee*** Lear 5.3
us* (*'s*) for *we	*Shall's attend you there?* W.T. 1.2 *Shall's to the Capitol?* Coriol. 4.6
what* for *why/what for	***What*** *need we any spur but our own cause?* J.C. 2.1 ***What*** *shall I need to draw my sword?* T. A. 1.1
ye* for *you	*I know* ***ye*** *well enough* W.T. 4.4 *Hark* ***ye,*** *your Romeo will be here at night* R.J. 3.2

• Verbs

2nd per. sing. present tense regular inflection *-est*	*Persever in that clear way thou* ***goest*** Per. 4.6 *... bring me word how/thou* ***findest*** *him* T.N. 4.2
3rd per. sing. present tense regular inflection *-eth*	*And lulls him whilst she* ***playeth*** *on her back* T.A. 4.1 *O, 'tis the sun that* ***maketh*** *all things shine* L.L.L. 4.3
2nd person *art* for *are*	*Thou* ***art*** *welcome, Caius* Cym. 3.1 *Thou* ***art*** *a cure fit for a king* Hen. VIII 2.2
2nd person *dost* for *do*	*How* ***dost*** *thou like the Lord Bassanio's wife?* M.V. 3.2 ***Dost*** *thou think I have no sense, thou strikest me thus?* T.C. 2.1

Shakespeare's grammar (continued)

2nd person *wert* for *were*	*... if thou* ***wert*** *a poet, I might have some hope* A.Y.L.I. 3.3 *A dream of what thou* ***wert****, a breath, a bubble* R. III 4.4
2nd person *wast* for *were*	*Thou* ***wast*** *the prettiest babe that e'er I nursed* R.J. 1.3 *Thou* ***wast*** *not made his daughter* A.C. 3.13
2nd person *hast* for *have*	*Thou* ***hast*** *mistaken his letter* L.L.L. 4.1 *Lysander, thou* ***hast*** *given her rhymes* M.N.D. 1.1
2nd person *wilt* for *will*	*But how* ***wilt*** *thou do for a father?* Macb. 4.2 ***Wilt*** *thou be fast to my hopes* Oth. 3.1
3rd person *doth* for *does*	*Doubt that the sun* ***doth*** *move* Hamlet 2.2 ***Doth*** *he lay claim to thine inheritance?* King John 1.1
3rd person *hath* for *has*	*He* ***hath*** *abandoned his physicians, madam* A.W.T.E.W. 1.1 *Marry, she* ***hath*** *received your letter* M.W.W. 2.2.
Active infinitive for passive infinitive	*... such a storm/As oft 'twixt May and April is* ***to see*** L. C *Savage, extreme, rude, cruel, not* ***to trust*** Sonn. 129
are/were best for *had better*	*Madam, you'****re best*** *consider* Cymb. 3.2 *I* ***were best*** *leave him* 1 Hen. VI 5.3
be for *is/are*	***Be*** *my horses ready?* Lear 1.5 *I think it* ***be****, sir; I deny it not* C. of E. 5.1
did as past tense marker	*And ghosts* ***did*** *shriek and squeal about the streets* J.C. 2.2 *The sheeted dead/****Did*** *squeak and gibber ...* Hamlet 1.1
do as present tense marker	*Our own precedent passions* ***do*** *instruct us* T. of A. 1.1 *My foes I* ***do*** *repute you every one* T.A. 1.1
do for *give*	***Do*** *me some charity* Lear 3.4 *This fellow* ***did*** *the third (daughter) a blessing* Lear 1.4
go + Infinitive for *go and* + infinitive	*Shall we* ***go draw*** *our numbers, and set on?* 2 Hen. IV 1.3 *Sirrah,* ***go fetch*** *the beadle hither straight* 2 Hen. VI 2.1
Imperative + object pronoun	*And* ***sit thee*** *by our side* 3 Hen. VI 3.3 *Either* ***get thee*** *from the door, or sit down at the hatch* C.E. 3.1
Impersonal verbs + object pronoun	***It yearns me*** *not* Hen. V 4.3 ***It dislikes me*** Othello 2.3
Inversion of subject and main verb in questions	*What* ***mean you****, sir?* C. of E. 2.1 *What,* ***goest thou*** *back?* A.C. 5.2
is for *are*	***Is*** *there not charms?* Othello 1.1 ***Is*** *all things well?* 2 Hen. VI 3.2
is for *has*	*His lordship* ***is walk'd*** *forth* 2 Hen. IV 1.1 *The noble Brutus* ***is ascended*** J.C. 3.2
Omission of *being* before adjective	*And (she), her attendants Ø absent, swallowed fire* J.C. 4.3 *Joy Ø absent, grief is present for that time* Rich. II 1.3
Omission of *-ed* after *-t* in Past Participle	*Let the* ***bloat*** *king tempt you* Hamlet 3.4 *He was* ***contract*** *to lady Lucy* Rich. III 3.7
Omission of *to* before infinitive	*The rest I wish thee Ø gather* 1 Hen. VI 2.5 *You were wont Ø be civil* Oth. 2.3
Pre-verb *not* as negative marker	*It* ***not*** *belongs to you* 2 Hen. IV 4.1 *I beseech you ... that you* ***not*** *delay* Coriol. 1.6
Reflexive for intransitive	*Where then, alas! may I* ***complain myself****?* Rich. II 1.2 ***Endeavour thyself*** *to sleep* T.N. 4.2
shall for *will*	*My country/****Shall*** *have more vices than it had before* Macb. 4.3 *And, if I die, no man* ***shall*** *pity me* Rich. III 5.3
shalt for *shall*	*Thou* ***shalt*** *have my best gown* Per. 2.1 *Thou* ***shalt*** *not be the worse for me: there's gold* T.N. 5.1
Subjunctive after verbs of command	*We enjoin thee that thou* ***carry*** W.T. 2.3. *Go charge my goblins that they* ***grind*** *their joints* Temp. 4.1

North American English grammar

	• North American	• British
Adverbs	*The economy's going **backward***	*The economy's going **backwards***
	*I'll be ready **momentarily***	*I'll be ready **in a moment***
	*This milkshake's **real** good*	*This milkshake's **really** good*
	*This bread is **way** too salty*	*This bread is **much/far** too salty*
Articles	*She plays **Ø** guitar*	*She plays **the** guitar*
Complex prepositions	***Aside from** everything else ...*	***Apart from** everything else ...*
	***In behalf of** the Bellwether Society ...*	***On behalf of** the Bellwether Society ...*
Denominations	*It cost **forty-five hundred** dollars*	*It cost **four thousand five hundred** dollars*
Double base form with *go*	***Go tell** it on the mountain*	***Go and tell** it on the plateau*
	*I'll **go find** him*	*I'll **go and find** him*
Echo questions	**A:** *I play in a band.* **B:** ***You do?***	**A:** *I play in a band.* **B:** ***Do you?***
either* for *neither	**A:** *I don't like baseball.* **B:** *Me **either***	**A:** *I don't like cricket.* **B:** *Me **neither***
for* after *I'd like	*I'd like **for** you to be at the party*	*I'd like **Ø** you to be at the party*
gotten = become	*It's **gotten** dark*	*It's **got** dark*
gotten = moved	*She's **gotten** out of her apartment*	*She's **got/moved** out of her flat*
gotten = obtained	*I've **gotten** a new car*	*I've **bought/received** a new car*
Past forms	*She **dove** into the lake*	*She **dived** into the lake*
	*He **pled** not guilty*	*He **pleaded** not guilty*
	*The shirt **fit** me perfectly*	*The shirt **fitted** me perfectly*
Past Simple for Present Perfect	*I just **saw** the doctor*	*I **have** just **seen** the doctor*
	*They already **closed** the store*	*They **have** already **closed** the shop*
	***Did** you **find** your bag yet?*	***Have** you **found** your bag yet?*
Prepositions of motion	*The truck was going **toward** the factory*	*The truck was going **towards** the factory*
	*She went **out** the door*	*She went **out of** the door*
Prepositions of place	*There's a shack **in back of** the house*	*There's a shed **behind** the house*
	*The hotel is **on** Main Street*	*The hotel is **in** Main Street*
Prepositions of time	*What are you doing **on** the weekend?*	*What are you doing **at** the weekend?*
	*I'm there Monday **through** Friday*	*I'm there **from** Monday **to** Friday*
	*I haven't swum **in** years*	*I haven't swum **for** years*
	*It's twenty **of** nine*	*It's twenty **to** nine*
	*It's a quarter **after** ten*	*It's a quarter **past** ten*
	*I go to the gym **Ø** Thursdays*	*I go to the gym **on** Thursdays*
Responses to (*Have*) *you got ...?*	**A:** *(Have) you got any coke?* **B:** *Yes, I **do***	**A:** *Have you got any coke?* **B:** *Yes, I **have***
	A: *Have you got a brother?* **B:** *No I **don't***	**A:** *Have you got a brother?* **B:** *No I **haven't***
***right?/huh?* as question tags**	*You went to the zoo, **right?***	*You went to the zoo, **didn't you?***
	*You're hungry, **huh?***	*You're hungry, **are you?***
River names	*The **Mississippi River***	*The **River Ouse***
Supposition	*I **guess** you're feeling tired*	*I **should think** you're feeling tired*
	*I **guess** it's the best way*	*I **suppose** it's the best way*
Years, dates and time periods	*Two thousand **Ø** twelve*	*Two thousand **and** twelve*
	*March **Ø** fifth*	*March **the** fifth*
	*I'll be there in **a half hour***	*I'll be there in **half an hour***

Spoken grammar: starting a conversation

Exclamations	*What a nice dress! • What a lot of rain we had last night! • What a funny man!* *What a shame about Andy! • What a mess they've left! • What hailstones!* *What big cucumbers they sell these days! • What strange coffee this is!*
Imperatives	*Excuse me! • Tell me about your trip • Have an almond • Please take a seat* *Don't take offence, but ... • Help yourself to tea or coffee • Look at my new bag!*
Modals: requests	*Could you do me a favour? • Can you reach that book? • Would you mind moving?* *Could you help me with this suitcase? • Can you have a look through this?*
Past Simple questions	*Did you see 'Big Sister' last night? • Did you hear about Celebrina?* *Did you find your purse? • Did they catch the hijackers? • Did you hear the wind?* *Where did you get that bracelet? • What did you do at the weekend?*
Past Simple statements	*We had strawberry trifle for dessert • The neighbours had a row at midnight* *We didn't find any pomegranates in Greece • I got up at 5.30 this morning*
Present *be*: questions	*Are you ready? • Is it the 1st? • Are you down for the trip? • Is Joseph on holiday?* *Are the shops open late? • Is something going round? • Are you okay?* *What time's the eclipse? • Who's in charge? • What is the matter, my lord?*
Present *be*: statements	*I'm shattered • This is nice shepherd's pie • That's an interesting briefcase* *There's no tea • It's time to start • Tonight's the night • The primroses are early*
Present Continuous questions	*Are you going away this year? • Are you coming to the party tonight?* *Is Miranda getting better? • Are the children settling in all right?* *What are you doing at New Year? • Are you feeling all right? • How's it going?*
Present Continuous statements	*The Quantzes are arriving today • I'm having my legs waxed this afternoon* *The Duke of Cowshorn is opening the new supermarket • It's always raining*
Present Perfect questions	*Have you seen the Coen Brothers' new film? • Have you been away?* *Where have you been? • Has Jennifer started university? • Have you moved yet?* *Have you finished 'Great Expectations'? • Have they fixed the photocopier?*
Present Perfect statements	*I've lost my watch • Someone's broken the guillotine • The books have arrived* *We've had a small win on the lottery • Shirley's gone down with the mumps*
Present Simple questions	*Do you come here often? • How do you like my new shoes? • Do you like tennis?* *When does the mail arrive? • Does this bus stop at the swimming pool?*
Present Simple statements	*I never see you these days • This train stops everywhere • You owe me £20* *That digger really gets on my nerves • Those sunglasses make you look sinister*
Question tags	*It's a nice day, isn't it? • The traffic's bad, isn't it? • Going shopping, are you?* *These are nice mittens, aren't they? • Shanks scored a good goal, didn't he?* *These chips are a bit soggy, aren't they? • They never warn us, do they?* *Disgraceful, isn't it? • Been on the sunbed, have you?*
Reported speech	*They say it's going to be foggy • Someone said the Chancellor was resigning* *The paper says that tall people are more likely to eat leeks*

Spoken grammar: adjacency pairs

Accusation	**A:** ***You broke it,*** *didn't you?* **B:** *What do you mean? I didn't touch it!* **A:** ***I saw you*** *raiding the fridge.* **B:** *No, you didn't*
Asking for information	**A:** ***Do you happen to know*** *which platform the Ely train leaves from?* **B:** *Platform 4* **A:** ***Could you*** *give me the museum opening times?* **B:** *10.00 a.m. to 5.00 p.m.*
Asking for permission	**A:** ***Can I*** *use your parking space?* **B:** *Yes, of course* **A:** ***May I*** *leave the room, please?* **B:** *You will have to wait until the end of the exam*
Advising	**A:** *I'm fed up with this country.* **B:** ***Why don't you*** *emigrate?* **A:** *I keep getting these dizzy spells.* **B:** ***I'd*** *see a doctor* ***if I were you*** **A:** ***You ought to*** *use a flash for that shot.* **B:** *Mind your own business*
Affirmation	**A:** *Do you wish to proceed with this case?* **B:** ***Indeed I do*** **A:** *Are you willing to give evidence?* **B:** ***Of course*** **A:** *Do you believe in free speech?* **B:** ***Naturally***
Agreement	**A:** *The government's making a mess of things, isn't it?* **B:** ***I couldn't agree more*** **A:** *We need to crack down on tax evasion.* **B:** ***I'm right with you there***
Annoyance	**A:** *The rabbit's escaped again.* **B:** ***What a bloody nuisance!*** **A:** *Can I change channels?* **B:** ***Don't be so irritating***
Apologising	**A:** ***Sorry about*** *the Ming vase.* **B:** *That's all right* **A:** *Did you bring the books?* **B:** ***I'm so sorry,*** *I didn't have room in my bag*
Approval	**A:** *What do you think of the buns?* **B:** ***Mmm!*** *Delicious!* **A:** *I've just replanted this part of the garden.* **B:** ***Wow!*** *Fabulous!*
Arrangements	**A:** ***Shall we*** *meet on Friday?* **B:** *Yes, that's fine. What time?* **A:** ***Can you manage*** *3.00 tomorrow?* **B:** *Can we make it 3.30?*
Commenting	**A:** *Did you see her shoes?* **B:** *Yes,* ***she must have*** *got them in a charity shop* **A:** *What did you think of that comedian last night?* **B:** ***He was a bit*** *full of himself* **A:** *He's a very acute social commentator.* **B:** ***He does*** *over-generalise a bit, though*
Confession	**A:** *Jean,* ***I have a confession to make.*** **B:** *What have you done now, Bobby?* **A:** *Did you choose those chairs?* **B:** ***I must admit*** *I did*
Complaining	**A:** ***I'd like to make a complaint.*** **B:** *Yes, sir, what is it about?* **A:** *This pie* ***seems a bit*** *undercooked.* **B:** *I'll get you another one, madam*
Complimenting	**A:** ***That's a lovely*** *dress you're wearing.* **B:** *Thanks. I made it myself* **A:** ***I do like*** *your new sofa.* **B:** *Really? I got it in a sale*
Criticising	**A:** ***She's got no*** *taste.* **B:** ***Yes, and*** *she's none too bright, either* **A:** *These peas are like bullets.* **B:** ***And*** *this fish isn't properly cooked* **A:** *What do you think of Lamis?* **B:** ***I find*** *his works rather glib and superficial*
Decisions	**A:** ***I think I might*** *go to Korea this year.* **B:** *Good idea* **A:** ***I'm going to*** *tell him just what I think.* **B:** *I think you should* **A:** ***I think I'll*** *take a turn around the block.* **B:** *Do you want some company?* **A:** ***I've decided*** *to wear green this time.* **B:** *That's an interesting colour*
Denial	**A:** *Your government stands accused of a cover-up.* **B:** ***I categorically reject*** *such allegations* **A:** *You're scared, aren't you?* **B:** ***Of course I'm not*** *bloody scared*
Different impression	**A:** *Great film, wasn't it?* **B:** *I didn't enjoy it much* ***myself*** **A:** *This milk smells a bit funny.* **B:** *Seems all right* ***to me***
Directions	**A:** ***Could you tell me the way to*** *the fish market?* **B:** *Sorry, I'm a stranger here myself* **A:** *Excuse me,* ***where can I find*** *the Great Wall of China?* **B:** *It's right in front of you*
Disagreement	**A:** *English food is getting better.* **B:** ***I'm afraid I can't agree with you there*** **A:** *Global warming isn't happening, they say.* **B:** ***Oh, what nonsense!*** **A:** *The economy is powered by greed.* **B:** ***Don't talk such utter rubbish***
Disapproval	**A:** *He swore at me.* **B:** ***That's a terrible thing to do*** **A:** *They're cutting social services everywhere.* **B:** ***I don't approve of that at all***

Spoken grammar: adjacency pairs (continued)

Disbelief	**A:** *I've just won the lottery!* **B:** ***Go on with you*** **A:** *Daphne and Ahmed are getting divorced.* **B:** ***You're joking!***
Disgust	**A:** *I had to shake his clammy paw.* **B:** ***How disgusting!*** **A:** *It's fried worms for tea.* **B:** ***Ugh!*** *I think I'm going to be sick*
Doubt	**A:** *Do you think China will win the World Cup?* **B:** ***I doubt it*** **A:** *They're offering free home insurance.* **B:** ***Are you sure?*** **A:** ***I'm highly sceptical about*** *his so-called qualifications.* **B:** *Me too*
Encouragement	**A:** *I'm a bit nervous about my driving test.* **B:** ***I'm sure you'll*** *pass with flying colours* **A:** *I'm scared of falling. What will Dad say?* **B:** ***Come on, you can do it!***
Excuses	**A:** *What's your reason for being late?* **B:** ***My alarm didn't go off*** **A:** *What's this? No money?* **B:** *The cash machine's broken.* ***And that's God's truth***
Generalising	**A:** *What's the weather like in Mumbai?* **B:** ***It tends to be*** *rather humid* **A:** ***We don't generally*** *watch soaps.* **B:** *Not even 'Yorkstreeters'?*
Giving support	**A:** ***You can always count on me,*** *you know.* **B:** *Thanks, you're a real friend* **A:** *I'm really anxious about this interview.* **B:** ***I'll be thinking of you***
Greetings	**A:** ***Hi,*** *Ji Young, how's it going?* **B:** ***Hi,*** *Mariella. Not bad. How about you?* **A:** ***Morning,*** *Fred.* **B:** ***Morning,*** *Jim. You're bright and early*
Hesitation	**A:** ***Hmm, well ...*** *I don't know how to put this ...* **B:** *Come on, spit it out* **A:** *What's the answer to number 18, Somchai?* **B:** ***Erm ...*** *I'm not quite sure ...*
Hope	**A:** *Do you think the parcel will arrive today?* **B:** ***I hope so*** **A:** *Are we having mashed potato with the lamb?* **B:** ***I sincerely hope not***
Impatience	**A:** *I'm nearly ready.* **B:** ***Get a move on.*** *We'll be late for the toasts* **A:** ***Hurry up,*** *Doris. We haven't got all day.* **B:** *I'm just putting my glad rags on*
Indifference	**A:** *The Queen has abdicated.* **B:** ***I couldn't give a monkey's*** **A:** *Melly's going out with Jason.* **B:** ***So what?***
Intentions	**A:** ***I'm going to be*** *a grammarian when I grow up.* **B:** *You'll make a fortune* **A:** *What subject have you chosen?* **B:** ***I intend to*** *study economic history*
Interest	**A:** *Did you know that bees could dance?* **B:** ***That's fascinating!*** **A:** *She makes these tie-died oven gloves.* **B:** ***How interesting!***
Introductions	**A:** *Buana,* ***this is*** *Hakika.* **B:** ***Nice to meet you,*** *Hakika* **A:** ***Let me introduce you to*** *Mrs Feldman.* **B:** ***How do you do?***
Invitations	**A:** ***Would you like to come to*** *my housewarming?* **B:** *I'd love to* **A:** ***Do you fancy*** *a cup of coffee at my place?* **B:** *Sorry, coffee upsets my system*
Leave-taking	**A:** ***See you*** *at the wine festival.* **B:** *Okay, bye for now* **A:** ***I'm off*** *to bed.* **B:** *Well, goodnight and sweet dreams*
Offers	**A:** ***Shall I*** *put the bins out?* **B:** *That's very good of you* **A:** ***I'll do*** *the dishes this time.* **B:** *Don't strain yourself* **A:** ***Would you like*** *some more wine?* **B:** *Just a drop*
Opinions	**A:** *'Genji' is,* ***in my view,*** *one of the greatest works of the Middle Ages.* **B:** *Few would argue with that* **A:** *What,* ***in your opinion,*** *should the government do about the bankers?* **B:** ***I think*** *they should prosecute some of them*
Ordering	**A:** *What would you like, madam?* **B:** ***I'll have*** *the grilled venison, please* **A:** ***I'd like to order*** *a pair of curtains for my bathroom.* **B:** *Certainly, madam*
Phoning	**A:** ***Could I speak to*** *Mr Gupta, please?* **B:** *Speaking* **A:** ***Is that you,*** *Cynthia?* **B:** *Sorry, she's out. Can I take a message?*
Proposals	**A:** ***Will you marry me?*** **B:** *I'll let you know* **A:** ***I propose that*** *we increase expense allowances.* **B:** *Excellent idea, Mr Sleaze*
Plans	**A:** ***We're planning*** *to have a new extension built.* **B:** *Can you afford it?* **A:** ***I'm looking into the possibility of*** *setting up a toyshop.* **B:** *Is that so?*
Possibility	**A:** *Are you coming to the gymkhana?* **B:** ***I might*** *be* **A:** ***We may*** *move to Seahouses.* **B:** *That's a good place to live*

Spoken grammar: adjacency pairs (continued)

Prediction	**A:** ***It's going to*** *rain, I can feel it.* **B:** *You can't always trust your feelings* **A:** ***He's bound to*** *make a mess of it.* **B:** *You've no confidence in him, have you?* **A:** ***They should*** *have reached Tunisia by now.* **B:** *Don't forget the time difference*
Preference	**A:** *Would you like a chocolate?* **B:** ***I'd rather*** *have some Turkish Delight* **A:** *How shall we go to Switzerland?* **B:** ***I prefer*** *going by train to flying*
Probability	**A:** *The Smooths* ***will probably*** *bring a bottle of mango juice.* **B:** *That's typical of them* **A:** *Do you think Meera will get into Oxford?* **B:** ***There's a pretty good chance***
Promises	**A:** ***I swear I'll*** *be faithful in future.* **B:** *How do I know I can trust you?* **A:** *Don't be late for the show tonight.* **B:** ***I promise I'll*** *be on time this time*
Purchasing	**A:** *A packet of cheese and onion crisps,* ***please.*** **B:** *There you are* **A:** ***Do you have*** *any teacups in stock?* **B:** *Which colour would you like?*
Refusal	**A:** *Will you lend me your new Lamborghini?* **B:** ***No way*** **A:** *I'd like breakfast in bed tomorrow, please.* **B:** ***I'm afraid that isn't possible, sir***
Rejection	**A:** ***I'm afraid*** *we aren't taking anyone on at the moment.* **B:** *Just my luck* **A:** *You are very sweet, but* ***I do not envisage*** *married life with you.* **B:** *So be it. I shall explore other avenues*
Relief	**A:** *Here comes the guided bus.* **B:** ***At last!*** **A:** *The cows have all returned safely.* **B:** ***What a relief!***
Reminding	**A:** ***Don't forget to*** *lock the door.* **B:** *All right* **A:** ***Have you remembered*** *your passport?* **B:** *Yes, it's right here in my pocket*
Reminiscence	**A:** ***I remember the days when*** *you could leave your front door unlocked.* **B:** *That must have been a long time ago, granddad* **A:** *That song* ***takes me back to*** *1973.* **B:** *What happened then?*
Requests	**A:** ***Would you mind*** *putting the potatoes on?* **B:** *Okay* **A:** ***Could you do me a favour?*** **B:** *It depends what it is* **A:** ***I wonder if you would be so kind as to*** *help me with this trunk.* **B:** *With the greatest pleasure*
Sarcasm	**A:** *I'm getting Bill a set of spoons for Christmas.* **B:** ***I'm sure*** *that's just what he wants* **A:** *I've just made my bed.* **B:** ***Congratulations***
Speculating	**A:** ***I wouldn't be surprised if*** *they built on this park.* **B:** *Over my dead body!* **A:** *Do you think they'll find life on other planets?* **B:** ***It's a fair bet***
Suggestion	**A:** ***Let's*** *go and see Hadrian's Wall.* **B:** *Why not?* **A:** ***Shall we*** *have some lassi?* **B:** *Good idea. I'm really hot*
Suspicion	**A:** ***What are you up to?*** **B:** *Nothing. I was just having a look* **A:** *They're offering free trips to Milton Keynes.* **B:** ***There's something fishy about that***
Surprise	**A:** *There's a chaffinch on the bird table!* **B:** ***Well I never!*** **A:** *Look! I got two for one!* **B:** ***That's amazing!***
Sympathy	**A:** *He's leaving me.* **B:** ***Oh dear.*** *Is there anything I can do?* **A:** *They even took my alarm clock.* **B:** ***What bastards!***
Thanks	**A:** *Here's your payslip.* **B:** ***Thank you very much*** **A:** *Your car is ready now.* **B:** *So soon?* ***I don't know how to thank you*** **A:** ***Thank you so much.*** **B:** *It's a pleasure*
Threats	**A:** ***Unless you*** *pay me tomorrow* ***I'll*** *contact the debt collectors.* **B:** *Right* **A:** ***If you*** *say one more word* ***I'll*** *go ballistic.* **B:** *Phenomenology – ouch!*
Warnings	**A:** *I'm just going to get some bread.* **B:** ***Mind*** *how you cross the road* **A:** *The sea looks inviting.* **B:** ***You'd better not*** *go in at high tide*
Weather	**A:** ***It's a bit*** *breezy, isn't it?* **B:** *Yes, it is, isn't it?* **A:** ***Hot, what?*** **B:** *Phew!* **A:** ***What a*** *wet day it is!* **B:** ***It's certainly*** *far from dry* **A:** *The air bites shrewdly; it is very cold.* **B:** *It is a nipping and an eager air*
Wishes	**A:** ***I wish*** *the neighbours* ***would*** *stop shouting.* **B:** *Yes, what a pain they are* **A:** *How are you getting on with Alan?* **B:** ***I wish I'd*** *never met him*

Spoken grammar: headers and tails

• Headers

Adverbial: **place/time/state/method → *there/then/that's how***	***The Greater Antilles**, have you ever been **there?*** ***April 23rd**, Shakespeare died **then*** ***Through the catflap, that's how** the rats got in*
Object complement: **noun phrase/adjective → *this/that***	***Lime green, this** is what we've decided to paint it* ***Honorary President of the bowling club, that's** what they made him* ***A self-centred so-and-so**, a lot of people I know would call him **that***
Object: **name/noun/non-finite clause → pronoun**	***Marshmallows**, you should toast **them** over an open fire* ***Having a nice relaxing bath – I love it*** ***Florence Candell**, I sent **her** a Valentine's card once*
Possessive: **name → possessive determiner**	***Roger Roach, his** car was robbed the other night* ***Histon FC, their** goalkeeper saved two penalties in the last game* ***Elizabeth I, her** courtiers all vied for her attention*
Prepositional object: **name/noun/non-finite clause → pronoun**	***Dishonesty**, you could never accuse him of **that*** ***Christmas**, is **that** what you are preparing for?* ***Felicity**, was it **her** you tried to go out with?*
Subject: **name/noun/non-finite clause → pronoun**	***Dr Morrow**, now **he** knows how to take out the stitches* ***Stickleback – that's** an interesting fish* ***Cultivating roses, it's** my favourite pastime*

• Tails

Adverbial: ***there/then/that's how* → place/time/method**	*I'd really like to go **there, to the Loire Valley*** *She hadn't been born **then, in 1965*** ***That's how** the saw is played, **with a one-string bow***
Object: **pronoun → noun phrase**	*I've never tried **one, a gipfeli** • I've met **her, Susan Tomes*** *I'd like to play **that, Mozart's second flute concerto*** *They can't trace **them, the paintings stolen in the raid***
Subject: **pronoun → nominal relative clause**	***They** didn't have much idea, **whoever designed these bicycle racks*** ***It** was really delicious, **what we had in that carvery*** ***It's** quite secluded, **where we're going on holiday***
Subject: **pronoun → pronoun**	*I'm for bed, **me** • **He's** an absolute idiot, **him*** ***It's** funny blancmange, **this** • **It's** a marsh fritillary, **that*** ***She's** got a chip on her shoulder, **her***
Subject: **pronoun → pronoun + auxiliary/modal**	*I'm going to join the army next year, **I am*** ***They** don't water their hydrangeas very often, **they don't*** ***She** can cartwheel over garden fences, **she can***
Subject: **pronoun → auxiliary/modal + noun phrase**	***He** was the best centre forward England ever had, **was Jimmy Greaves*** ***They** taste really good, **do these currant buns*** ***She** could sing like a lark, **could Kathleen Ferrier***
Subject: **pronoun → determiner + noun phrase**	***It's** the best thing I've ever heard, **that song*** ***She's** getting married in the spring, **our Betty*** ***They** don't know much about classical music, **those students***
Subject: **pronoun → noun phrase with embedded relative clause**	***It's** a bit of a dump, **the place I was brought up in*** ***She** turned me down, **the woman I proposed to*** ***They** sell every type of screw, **that ironmonger's we just passed***

Spoken grammar: vocatives

Adjectives	*Hallo,* ***handsome*** *• You'll lose if you do that,* ***stupid***
Animal names	*Don't eat all the trifle,* ***you pig*** *• Why did you do that,* ***you rotten swine****?* *You can't drink that stuff,* ***you daft cow*** *• How are you,* ***you old dog****?*
Descriptive	***The man in the green shirt****, what is your question?* ***The woman with the red handbag****, what do you have to say?*
Family names	*Stop talking,* ***Franklin*** *• Did you bring your exercise book,* ***Careless?***
Familiar appellations (shops, cafés)	*What can I get you, (****my****)* ***dear****? • That'll be £5.60,* ***darling*** *Here's your tea, (****my****)* ***duck*** *• Is that all,* ***love****?*
Family relationships	*Can I have a chocolate biscuit,* ***Mum/Mom/Mummy/Mother/Ma/Mater****?* ***Dad/Daddy/Father/Pa/Pop/Pater****! There's a parcel for you • Thanks,* ***son*** *Nice to see you,* ***sis*** *• Are you coming for a jog,* ***bro/bruv****?* *Are these your teeth,* ***Granny/Grandma/Gran/Nan****? • Not so fast,* ***Grandad*** *Do spiders sleep,* ***Uncle George****? • Thanks for the socks,* ***Aunt/Auntie Natasha***
Forenames	***Praveen****, can you pass me the salt? • Well,* ***Kimiko****, what do you think of that?*
Groups	*Let's show them,* ***girls!*** *• Right,* ***lads****, make sure you mark their strikers* *See you later,* ***folks*** *•* ***Friends! Romans! Countrymen!*** *Lend me your ears* ***Sun lovers****! Clacton is the place for you •* ***Drivers****! 10% off your car insurance!*
mate	*Excuse me,* ***mate****, where's the post office? • Are you all right,* ***mate****?*
Nominal clause	***Whoever you are****, please stop tapping •* ***Whoever threw that****, I'll catch you*
Occupations	*Can I have the bill please,* ***waiter****? • Please stop at Claridge's,* ***driver*** ***Doctor****, there's this great big boil on my back •* ***Nurse****! Can I have a drink?*
Part of body metaphor	*Get up,* ***lazybones!*** *• That's enough of your boasting,* ***bighead*** *Mind your own business,* ***nosy parker*** *• Don't drop this one,* ***butterfingers*** *Trust you to blab,* ***bigmouth*** *• Is that you,* ***twinkletoes****?*
Pets	*Don't scratch the furniture,* ***Tiddles*** *•* ***Rover****! Fetch! • Have some ants' eggs,* ***Goldie***
someone/everyone	*Help,* ***someone*** *•* ***Everyone!*** *Can I have your attention?*
Terms of endearment	*I love you,* ***darling*** *• I love you too,* ***dearest*** *• Would you like some tea,* ***my love****?*
Things	*Come on,* ***kettle!*** *• O* ***Wall****, full often hast thou heard my moans*
Titled names	*Thank you for listening,* ***Mr Shoemaker*** *• How kind of you to come,* ***Mrs Eriksson*** *What, in your view,* ***Dr Primpton****, are the causes of this illness?* *That's an interesting observation,* ***Professor Markov*** *• Welcome,* ***Lady Mereton*** *So kind of you to grace our mansion,* ***Sir Bartholomew*** *That was a truly heroic retreat,* ***General Campkin***
Titles without names	*What an honour,* ***Your Majesty*** *•* ***Your Royal Highness****, will you cut the ribbon?* *I will see to it at once,* ***Your Excellency*** *• What time is the service,* ***Reverend****?* *Would you care to try the chocolate mousse,* ***madam****? • Thank you,* ***sir*** *That was a superb performance,* ***maestro*** *• Am I in the team,* ***skipper****?* *How far is it to the town hall,* ***officer****? •* ***Father****, I have committed a mortal sin*
You	*Why did you tell the boss,* ***you creep****? • You've ruined everything,* ***you miserable toad*** ***You two-timing toerag****! • You've cracked my garden gnome,* ***you clumsy bastard*** ***Hey, you****! Where are you going? • Hurry up,* ***you lot****! • Choc ices!* ***You darling****!*

Spoken grammar: discourse markers

Being precise	***Strictly speaking**, a foot is distinct from a beat* *This note is an appoggiatura, **to be precise***
Being serious	***Listen**, I'm not joking • **Look**, you've really got to tell him he can't go on like that* ***Look here**, it's no use pretending you're sorry if you're not going to do anything*
Being vague	*She does things in the office, **you know**, this, that and the other* *Niall is **sort of** in charge of some department or other*
Checking understanding	*We have to get up at 5.00 a.m. to catch the train, **okay?*** *The owls sit in those sycamore trees over there, **right?***
Closing an argument	*Tapirs aren't aggressive and **anyway** they don't live in this part of America* *I haven't got time to make watakiri. **In any case**, we're out of capers*
Conceding	*She is a fairly good long-distance cyclist, **I suppose*** *He can play French baroque music pretty well, **I have to say***
Concurring	**A:** *So first of all we'll visit the Royal Academy.* **B:** ***Right*** **A:** *We'll use the foldable chairs this time.* **B:** ***Fine***
Contradicting	*She's not as selfish as you say she is. Quite the opposite, **actually*** *She certainly isn't the best singer in Britain. **For a start**, her voice cracks at the top*
Correcting a false impression	*My birthday is on the 21st, **actually** • **In fact** we have less money than you think* ***As a matter of fact** I did send out the data to the whole team*
Dismissing objections	*Mum thinks it's all a bit risky. **But anyway**, we're going* **A:** *You don't get paid for two weeks.* **B:** ***Never mind that**, I'm buying it*
Drawing attention to the obvious	***Obviously**, there's no point in cleaning the house until after the party* ***Clearly**, we can't go on employing someone who's always off sick*
Drawing attention to the extraordinary or ethereal	***See that?** The chick's beak is poking through the shell* ***Look**, there's Venus just to the right of the crescent moon*
Emphasising a fact to make a point	***As a matter of fact**, that tree is on your side of the fence, so you can't accuse us of blocking your light • **In fact**, there's no real difference between the two cars*
Emphasising an impression	***In fact**, it's quite extraordinary that no-one was injured* ***Actually**, she is anything but shy*
Enumerating	***One**, I didn't sleep with her, and **two**, I don't even know who she is* ***First**, he's a hard worker and **second**, he's a good team player*
Estimating	***I'd say** there were about seventy people at the gig* *He earns about £50000, **at a guess***
Excusing	***Well**, I didn't know the chain had a weak link* ***Well**, it's not my fault – it was really dark*
Explaining	***You see**, ever since I hurt my shoulder I can't lift heavy weights* ***It's like this**: he's my first cousin's son, so I'm his first cousin once removed*
Expressing near certainty	***As far as I'm aware**, none of the shops are open before 10.00 on a Sunday* *There aren't any restaurants round here, **as far as I know***
False regret	***I'm afraid** there are no more plastic windmills in stock* ***I'm sorry to say** we can't put you up at the moment*
Getting attention	***Right**, you lot, time for bed • **Okay**, stop talking and listen to me* ***Hey! You!** What do you think you're doing with my bike?*
Giving an unanticipated response	**A:** *What did you think of the clowns?* **B:** ***Well**, they were a bit corny* **A:** *But what about if it rains?* **B:** ***Well**, we'll just have to get wet*
Hedging	*She **sort of** indicated that she probably wouldn't come back* *Can you turn that music down a little bit, **maybe**?*
Indicating a disadvantage	*We can't build a new extension. **For one thing**, we haven't got the money* ***For another**, we would need planning permission*
Indicating incomplete command of the subject	*It's **kind of, you know**, something to do with the flow of capital between countries* *They're those little particles in space, **know what I mean?***

Spoken grammar: discourse markers (continued)

Indicating scepticism	***Supposedly*** *he went to a meeting with his colleagues* *Ms Wellburton transferred the money to her account,* ***allegedly***
Indicating the impossibility of giving a complete answer	**A:** *How did you get the inspiration to do these wonderful carvings?* **B:** ***Well,*** *it all goes back to my childhood ...* **A:** *Oh God, not your childhood!*
Indicating viewpoint	*We're in a bit of a sticky situation* ***moneywise*** ***From the health point of view*** *I'm not doing too badly*
Introducing a significant drawback	***The thing is,*** *Emily just doesn't have the money to buy a new car* ***The fact is,*** *Brian can't bring himself to say what he feels*
Introducing further negative points	*She sings out of tune.* ***What's more,*** *she has no sense of rhythm.* ***On top of that,*** *she's always drunk*
Introducing tangential information	*I saw Madge the other day.* ***Speaking of which,*** *did you know she's engaged?* *Jan is coming to stay at the weekend.* ***Incidentally,*** *he smokes*
Inviting collusion	*He's,* ***you know,*** *a bit on the wild side, a bit out of control* ***Between you and me,*** *he doesn't have a clue what he's talking about*
Ironic downtoning of an extreme opinion	*He's an absolute bounder,* ***to put it mildly*** ***Not to be too direct about it,*** *but this food is disgusting*
Making a logical or pseudo-logical link	*They left on Saturday,* ***so*** *they can't have been involved* *We're going to move sooner or later.* ***So*** *there's no point in rewiring the house*
Parenthesising	***By the way,*** *haven't Bob and May split up?* ***While I think of it,*** *shouldn't we put the dustbins out?*
Pseudo-directness	***To be perfectly frank,*** *I can't stand Hershey bars* ***You know what I think:*** *if you can't do the time, don't do the crime*
Qualifying	*She's got a lot of ability but,* ***there again,*** *she's unqualified* *It's in a nice location,* ***but then*** *it's a bit poky inside*
Recapping	***As I said,*** *the Watanabes are going back to Osaka on the 19th* ***As you know,*** *the land to the East of the property is to be sold*
Redundant assertion of honesty	*I thought the lad had a good shout for a penalty,* ***to be honest*** *They didn't make us feel welcome,* ***to tell you the truth***
Redundant approximation	*He's just so,* ***like,*** *over the top • I was,* ***like,*** *pretty offended* *An oxymoron is,* ***like,*** *a figure of speech*
Refining	*It's a metal instrument.* ***That's to say,*** *it's made of brass* *A porpoise is a mammal,* ***or more exactly*** *a cetacean*
Reformulating	*I'm a bit busy at the moment.* ***To put it another way,*** *could you come back later?* *You'll have to look elsewhere.* ***In other words*** *we can't take you on*
Returning to the topic	***Anyway, as I was saying,*** *the Newtons are coming on Saturday* ***Going back to*** *backgammon, it's a very popular game in Greece*
Self-correcting	*This is my sister Federica,* ***or rather*** *my step-sister Federica* *He's a manager,* ***or better,*** *a supervisor.*
Sequencing	***First*** *we break down the door* ***and then*** *we turn off the alarm.* ***After that*** *we go straight to the store-room, blow the locks off and ...*
Signalling a metaphor or simile	***In a manner of speaking,*** *the mind is a network of arbitrary impulses* *Her hair is like orange candy floss,* ***as it were***
Signalling the next step	***Now,*** *we're going to reset the dials •* ***Right,*** *it's time to let the ferrets out* ***Ready?*** *Open the hatches and away we go*
Softening	*Yarmouth is a bit run-down these days.* ***Still,*** *it has an excellent beach* *I think he's a bit of an idiot.* ***Mind you,*** *he can dance*
Specifying	*Suppose we bring some drink,* ***say*** *a bottle of red wine* *Could you lend me a bit of money,* ***say*** *two hundred quid?*
Summarising	*He loses things and gets everything mixed up.* ***In short,*** *he hasn't got a clue* ***In brief,*** */Sorrow would be a rarity most belov'd*
Summing up	*So* ***basically*** *you aren't fulfilling your part of the contract* ***When all's said and done,*** *they both have to want to save their marriage*

Spoken grammar: numbers, signs and measures

• Whole numbers

100/1,000/1000,000 + and + 1 – 99	*106*: a *hundred* ***and*** *six* • *259*: *two hundred* ***and*** *fifty-nine* *5,043*: *five thousand* ***and*** *forty-three* • *9,000007*: *nine million* ***and*** *seven*
1,000 + Ø + 100 + and + 1 – 99	*1,317*: *one thousand Ø three hundred* ***and*** *seventeen* *6,789*: *six thousand Ø seven hundred* ***and*** *eighty-nine*
1,000,000 + Ø + 1,000 + Ø + 100 + and + 1 – 99	*4,653,897*: *four million Ø six hundred* ***and*** *fifty-three thousand Ø eight hundred* ***and*** *ninety-seven*

• Fractions and decimals

Fractions	*½*: ***half/a half*** • *¼*: ***quarter/a quarter*** • *⅓*: ***a third/one third*** • *¾*: ***three quarters*** *⅕*: ***a fifth/one fifth*** • *⅚*: ***five sixths*** • *⅞*: ***seven eighths***
Decimals	*0.1*: ***nought point*** *one* •*5.89*: *five* ***point*** *eight nine* • *7.03*: *seven* ***point nought*** *three* *8.604*: *eight* ***point*** *six* ***nought*** *four* • *2.599*: *two* ***point*** *five nine nine*

• Basic signs

Addition	*7 + 10*: *seven* ***plus*** *ten* • *14 + 23*: *fourteen* ***added to*** *twenty-three*
Subtraction	*17 – 4*: *seventeen* ***minus*** *four* • *38 – 6*: *thirty-eight* ***take away*** *six*
Multiplication	*4 x 3*: *four* ***times*** *three* • *7 x 10*: *seven* ***multiplied by*** *ten*
Division	*43 ÷ 8*: *forty-three* ***divided by*** *eight* • *8x/3y*: *eight x* ***over*** *three y*
Equality/inequality	*3x + 7y = 9z*: *three x plus seven y* ***equals*** *nine z* • *n = 4*: *n* ***is equal to*** *four* *p/q ≠ 29*: *p over q* ***is not equal to*** *twenty-nine* *>1000*: ***greater than*** *a thousand* • *<2^20*: ***less than*** *two to the twenty* *≥ 6*: ***greater than or equal to*** *6* • *≤ 100*: ***less than or equal to*** *a hundred*
Powers	*8^2*: *eight* ***squared*** • *5^3*: *five* ***cubed*** • *7^4*: *seven* ***to the four/fourth***
Roots	*√9*: ***the square root of*** *nine* • *$\sqrt[3]{x}$*: ***the cube root of*** *x* • *$\sqrt[4]{2}$*: ***the fourth root of*** *two*
Percentages/ratios	*89%*: *eighty-nine* ***per cent*** • *10:7*: (***in the ratio of***) *ten* ***to*** *seven*

• Measures and times

Distance, length, depth and thickness	*8km*: *eight* ***kilometres long*** • *3m*: *three* ***metres wide*** • *5cm*: *five* ***centimetres deep*** *6mm*: *six* ***millimetres thick*** • *6µm*: *six* ***micrometres/microns***
Area and volume	*100m^2*: *a hundred* ***square metres*** • *4m x 3m*: *four metres* ***by*** *three metres* *42m^3*: *forty-two* ***cubic metres*** • *56cm x 45cm x 25cm*: *56cm* ***by*** *45cm* ***by*** *25cm*
Speed	*100 kph*: *a hundred* ***kilometres an hour*** • *200rpm*: *two hundred* ***revolutions per minute***
Weight	*20 kilos*: *twenty* ***kilos/kilograms*** • *53gm*: *fifty-three* ***grams*** • *6t*: *six* ***tons/tonnes***
Temperature	*18°C*: *eighteen* ***degrees Celsius*** • *–20°F*: ***minus*** *twenty* ***degrees Fahrenheit*** *0°C*: ***zero/freezing point*** • *100°C*: ***boiling point***
Electricity	*100W*: *a hundred* ***watts*** • *12V*: *twelve* ***volts*** • *13A*: *thirteen* ***amps***
Prices	*£53*: *fifty-three* ***pounds/quid*** • *£4.89*: *four* (***pounds***) *eighty-nine* (***pence***)
Scores	*30 – 0*: *thirty* ***love*** • *15 – 15 fifteen* ***all*** (tennis) • *5 – 0*: *five* ***nil*** • *2 – 2*: *two-****all*** (football) *34 – 0*: *thirty-four* ***for nought*** (cricket) • *29 – 18*: *twenty-nine Ø eighteen* (rugby)
Times	*4.00 am*: *four* ***o'clock in the morning*** • *5.20*: *twenty* ***past*** *five* *6.30*: *half* ***past*** *six* • *2.45*: *quarter* ***to*** *three* • *12.00*: ***midday/midnight***
Dates and years	*July 22nd*: *July* ***the*** *twenty-second/****the*** *twenty-second* ***of*** *July* *1967*: ***nineteen sixty-seven*** • *2003*: ***two thousand and three***

• Other numbers

Phone numbers	*07984556123*: ***oh/zero*** *seven nine eight four* ***double*** *five six one two three*
Reference numbers	*67-536/421*: *six seven* ***dash*** *five three six* ***stroke/slash*** *four two one*

Spoken grammar: ellipsis

Change of auxiliary/modal	*I'll come if I* ***can*** • *I would retire now if I* ***could*** • **A:** *May I smoke?* **B:** *If you* ***must*** **A:** *Has she phoned yet?* **B:** *No, but I'm sure she* ***will***
Change of subject or object with auxiliary/modal	***I*** *went on the trampoline, but* ***Jenny didn't*** *They treated* ***her*** *just as they* ***would their own child***
needn't* and *daren't	**A:** *I'll pay for the damage.* **B:** *Really, you* ***needn't*** **A:** *Are you coming up the tower?* **B:** *I* ***daren't****. I'm afraid of heights*
Omission of determiner	***Kitchen****'s filthy!* • ***Stomach****'s a bit delicate this morning* • ***Phone****'s ringing*
Omission of imperative	***Forward!*** • ***Out!*** • ***Bed!*** • ***On your marks!*** • ***Left a bit*** • ***This way. No, that way***
Omission of infinitive after *to*	**A:** *You need to do some piano practice, Barney.* **B:** *I don't want* ***to*** *She'll help if you ask her* ***to*** • *I know it's difficult, but you have* ***to***
Omission of subject	**A:** *Is it a Lamborghini?* **B:** ***Don't think*** *so* • **A:** *Are you coming tonight?* **B:** ***Can't***
Omission of subject and verb phrase	***Some kidneys****, Geoffrey?* • ***More tomato juice****, Marion?* • ***The salt****, please* ***Two packets of peanuts****, please* • ***Return to Edinburgh****, please*
Omission of subject and auxiliary	***Fancy*** *going to the races tomorrow?* • **A:** *What's the matter?* **B:** ***Got*** *a headache* **A:** *9 o'clock at Brown's, then.* **B:** ***See*** *you there* • **A:** *Where's the money?* **B:** ***Gone***
Omission of subject and *be*	***Windy****, isn't it?* • **A:** *Look at my new shoes!* **B:** ***Very nice*** • ***An avocet! Incredible!*** **A:** *How did the interview go?* **B:** ***A total disaster*** • **A:** ***Name****?* **B:** ***Kolakowski***
Repetition of auxiliary/modal	*She's working harder than Joe* ***is*** • *Maybe you can reach it – I* ***can****'t* *He's got an apple and I* ***haven****'t. It's not fair!*
Responses: repetition of full verb	**A:** *The guinea pig's dying.* **B:** ***Dying****? I don't believe it* **A:** *I need to sleep.* **B:** ***Sleep****? You've only just got up*
Responses: repetition of subject	**A:** *Whistell has reached the final.* **B:** ***Whistell****? Who's he?* **A:** *The Queen wants to see you, Baddery.* **B:** ***The Queen****? What for?*
Responses: repetition of object	**A:** *I fancy some spinach.* **B:** ***Spinach****? Ugh!* **A:** *Can you get some quark while you're in town.* **B:** ***Quark****? What's that?*
Responses: accordance: *so/neither/nor* + inversion of auxiliary and subject	**A:** *I hate orange roses.* **B:** *So* ***do*** *I* • **A:** *I can't understand grammar.* **B:** *Nor* ***can*** *I* **A:** *You should work harder.* **B:** *So* ***should*** *you* • **A:** *I'm pooped.* **B:** *So* ***am*** *I* **A:** *I've never been to Bury St. Edmunds before.* **B:** *Neither* ***have*** *I*
Responses: adverbial clause: omission of main clause	**A:** *Why are you late?* **B:** ***(Because) there was a traffic jam*** **A:** *We could ask Nadezhda.* **B:** ***Unless she's busy, of course***
Responses: difference: use of logical auxiliary	**A:** *I really enjoyed the play.* **B:** *I* ***didn't*** • **A:** *My dog can dance.* **B:** *Mine* ***can't*** **A:** *I'm not that tired, really.* **B:** *Well, I* ***am****. See you in the morning*
Responses: echo questions	**A:** *I'm the secretary of the local Orchid Society.* **B:** ***Are you****?* **A:** *The Moscow State Circus is coming to town.* **B:** ***Is it?***
Responses: quantifier: omission of noun	**A:** *Have you got any rhubarb?* **B:** *Yes,* ***a little*** **A:** *Were there any giant tortoises on the beach?* **B:** *Yes,* ***a few***
Responses: repetition of verb + object/complement	**A:** *She's eating her nappy!* **B:** ***Eating her nappy****? Well, stop her!* **A:** *Jack and Jill went up the hill.* **B:** ***Went up the hill****? What for?*
Responses: time and place: omission of preposition	**A:** *What time are we meeting?* **B:** ***2.30*** • **A:** *Where did you find it?* **B:** ***Primark*** **A:** *Which year were you born?* **B:** ***1989*** • **A:** *Where's Rosemary?* **B:** ***School***
Responses: use of adverbs	**A:** *Would you like to see my etchings?* **B:** ***Certainly not****!* **A:** *Don't you think he was rather arrogant?* **B:** ***Extremely*** **A:** *This new compensation scheme's a bit far-fetched, isn't it?* **B:** ***Absolutely***
Responses: *wh-* questions	**A:** *They're going to knock down those old buildings.* **B:** ***When?*** **A:** *Sorry, Patrice, but I'm leaving you.* **B:** ***Why?*** *You can't just do that!* **A:** *Marta Schwimmbad is on at the Odeon.* **B:** ***Who?*** *Never heard of her*
Use of *be* after auxiliary/modal	*They said he hadn't been drinking, but he must have* ***been*** **A:** *Do you think that tree is a maple?* **B:** *I'm not sure – it could* ***be***
Use of *be* as main verb	**A:** *I think it's the 20th.* **B:** *Yes, it* ***is*** • **A:** *You seem out of breath.* **B:** *Yes, I* ***am*** *a bit*
Use of dummy operator (*do*): omission of main verb	*Pamela loves rocket, but I* ***don't*** • **A:** *Did you see the fireworks?* **B:** *Yes, I* ***did*** *He says he doesn't read comics, but I think he* ***does***

Spoken grammar: contractions and weak forms

• Contractions

am/is/are	*I'**m** tired • You'**re** joking • She'**s** from Minehead • It'**s** nice • We'**re** • soaked • They'**re** late*
do/does/did not	*I don'**t** agree • He doesn'**t** want to come • She didn'**t** have a chance*
Double contractions: modal + *have*	*They'**ll've** left by now • I'**d've** got really angry • She **won't've** got ready yet* *I wouldn'**t've** accepted • You needn'**t've** broken it • She shouldn'**t've** said anything*
had	*I'**d** just got home • They'**d** prepared a whole meal • You'**d** better come in now*
had not	*He hadn'**t** told us about it • We hadn'**t** booked a hotel*
have/has	*I'**ve** lost my gloves • He'**s** resigned • They'**ve** got a new car*
have not/has not	*I haven'**t** got time just now • She hasn'**t** fed the terrapins*
have **after modal**	*She might'**ve** left • You could'**ve** told me • He must'**ve** got lost*
is not/are not	*She isn'**t** working here any more • He'**s** not stupid • We aren'**t** going to sign the contract*
Modal negatives	*I **can't** reach it • You mustn'**t** tell them • I daren'**t** go up there • I wouldn'**t** do that*
us/them	*Let'**s** see your new shoes • Let'**s** play • Give **'em** to me • Put **'em** in the cupboard*
was/were not	*He wasn'**t** in on the secret • They weren'**t** in the drawer*
will	*I'**ll** give you a call • She'**ll** get here soon • George'**ll** show you to your room*
will not	*We **won't** tell anyone • It **won't** matter if the meeting is postponed*
would	*I'**d** try the venison if I were you • I'**d** rather have the shredded duck*

• Weak forms (/ə/ and /ɪ/)

and **between stressed items**	*Fish **and/ən** chips • Beryl **and/ən** Linda **and/ən** Doris*
are **after nouns and before stressed noun/adjective/verb**	*The cats **are/ə** playing in the yard • The lights **are/ər** up* *The Rabinsons **are/ə** moving at last • The Tories **are/ə** mad*
as **in comparative constructions**	*He's **as/əz** daft **as/əz** raspberry jam • I'm **as/əz** tired **as/əz** a lettuce*
been **before stressed element**	*I've **been/bɪn** painting • She's just **been/bɪn** round the world*
but **before stressed items**	*Frieda laughed **but/bət** Katie cried • I can't swim **but/bət** I can drive*
do **in questions**	*Why **do/də** you snore so much? • What **do/də** they want?*
does **in questions**	*Where **does/dəz** she live? • When **does/dəz** he shave?*
had **before stressed element**	*We **had/həd** never eaten it before • He **had/həd** just retired*
have **before stressed element**	*Where **have/həv** you been? • She can't **have/həv** paid it off*
Infinitive marker *to*	***To/tə** be or not **to/tə** be • I don't want **to/tə** see them*
Modals before stressed verbs	*I **can/kən** see the sea • We **must/məst** go now • I **shall/ʃəl** scream!* *You **should/ʃəd** watch out • I **could/kəd** tell he was scared*
Object pronouns: *you/him/her/us/them*	*Would **you/jə** like a biscuit? • I told **him/ɪm** where to go* *I didn't see **her/hə** • Let **us/əs** know • It's time to put **them/ðəm** away*
Prepositions: *of/for/from/at/to* before noun phrase	*A packet **of/əv/ə** peas, please • There's a lot **of/əv/ə** smoke in here* *Two **for/fə** the price of one • She comes **from/frəm** the Seychelles* *Was Intikhab **at/ət** the party? • She's gone **to/tə** Scotland*
some **before stressed nouns**	*I need **some/səm** cheese • He's got **some/səm** chickens*
than **in comparative constructions**	*She's got more **than/ðən** me • Bury's nicer **than/ðən** Newmarket*
that **as conjunction**	*She told me **that/ðət** she was leaving • It's odd **that/ðət** he's so late*
there **in questions and negatives**	*Is **there/ðər** any Daddy's sauce? • **There/ðər** isn't any time left*
was/were **before stressed noun/adjective/verb**	*I **was/wəz** completely exhausted • He **was/wəz** an idiot* *We **were/wə** sleeping • They **were/wə** making a noise*

Spoken grammar: non-standard forms

Adjective for adverb	*The boy played **fantastic** • You did just **super***
ain't* for *am/are/is not	*I **ain't** doing what he says • You **ain't** in on this • She **ain't** coming tonight*
ain't got no* for *haven't/hasn't got a/any	*I **ain't got no** car to lend you • He **ain't got no** soul*
ain't no* for *am/is/are not a/any	*I **ain't no** fool • She **ain't no** saint • There **ain't no** juice in the fridge*
amn't I* for *aren't I	*I'm to stay here and guard the ancestral home, **amn't I**?*
Base form for past	*I **give** him ten pounds • I **see** her yesterday, in the supermarket* *He **come** in all out of breath • She **run** into him last week*
be like* for *say	*I **was like** "I can't believe you just did that" • She**'s like** "Oh yeah?"*
don't* for *doesn't	*He **don't** work on Saturdays • She lives in Hardwick, **don't** she?*
done* for *did	*Who **done** it? • We **done** it! • The lad Hacksmith **done** okay*
Double modal	*He **might could** change his plans • She **will can** bring the car tomorrow*
Double negative	*I haven**'t** seen **no** milkman • She didn**'t** give me **nothing***
go* for *say	*He **goes** "Don't tell me what to do. I'm the boss."*
good* for *well	**A:** *How are you?* **B:** *I'm **good** • He drove really **good**, didn't he?*
if* + *had've/'d've* for *if* + *had	***If she had've** gone by bike she'd be there by now* *He wouldn't have had any trouble **if he'd've** been a bit more careful*
***innit* as default tag**	*We've just been on holiday, **innit**? • You're from Liverpool, **innit**?*
lay* for *lie	*I'm just going to **lay** down • The cat was **laying** on the floor*
Modal + *of* for modal + *have*	**A:** *He said he'd broken his leg.* **B:** *He couldn't **of** – I saw him dancing*
never did* for *didn't do	*Why are you asking me? I **never saw** him • She **never told** me*
Noun for adjective	*What a **rubbish** film! • That speech he made was **pants***
off of* for *off	*We'll have to take the cladding **off of** the pipes • Get **off of** me!*
Past Form for Past Participle	*You've **broke** it! • He's **forgot** to bring the screwdriver again* *I've **drove** 200 miles today • I've never **swam** in the river*
Past Participle for Past Form	*He **drunk** three pints last night • I **rung** her last Tuesday*
real* for *really	*We had a **real** nice holiday in Cromer • It's a **real** long way to Cornwall*
sat/stood* for *sitting/standing	*They were **sat** on the sofa, cuddling • The ladder's **stood** against the wall* *What are you **sat** there for? • He was **stood** in the middle of the dance floor*
them* for *those	*Did you see **them** horses? • **Them** doughnuts are delicious*
there's* for *there are	***There's** some cakes in the cupboard • **There's** some cows in the garden*
these/those kind of* for *these/those kinds of	***These kind of** statements lead to all sorts of misunderstandings* *I would never dream of going to **those kind of** places*
was* for *were	*We **was** in the Golden Hind • They **was** digging the carrots up*
went* for *gone	*We should have **went** a bit earlier • She might have **went** to the butcher's*
were* for *was	*He **were** outside mending the fence • I **weren't** listening to what he said*

Spoken grammar: exclamations

Annoyance	*Drat! • Oh sugar! • Dash it all! • Curses! • Fiddlesticks! • Oh hang it!*
Approval	*Great! • Ooh! • Super! • Smashing! • I say! • Nifty! • Wow! • Wicked!*
Control	*Steady on! • Whoa! • Hang on! • Hold your horses! • Slow down!*
Criticism	*What on earth?! • What do you call that! • That's hopeless! • What rubbish!*
Disagreement	*Nonsense! • Rubbish! • Balderdash! • Stuff and nonsense!*
Disapproval	*Rubbish! • What a load of rubbish! • That's hopeless! • Don't be silly!*
Disbelief	*You're joking! • Stone me! • As if! • Get away! • You're having me on!*
Disgust	*Ugh! • Euch! • Yeugh! • Poo! • Yuk! • That's revolting!*
Dismissal	*Clear off! • Get lost! • Take a running jump! • Go and jump off a cliff!*
Encouragement	*Go for it! • Go on! • Come on, you lot! • Pull your finger out!*
Endearment	*Darling! • My dear! • My love! • Dearest! • Sweetheart!*
Excitement	*Yippee! • Wow! • Cor! • Incredible! • Go on! • Come on!*
Getting attention	*Hey! • Ahem! • Listen! • Oy! • Psst! • Listen up! • Pay attention!*
Greeting	*Whatcha! • Hello! • All right? • Hi! • Wassup? • How's it going?*
Hushing	*Quiet! • Shut up! • Shhh! • Button your lip! • Stop it! • Shut your trap! • Hush!*
Impatience	*Hurry up! • Come on! • Get a move on! • Shift yourself!*
Insult	*You fool! • You twit! • You twat! • You idiot! • You nut!*
Leave-taking	*Cheers! • Ciao! • Cheerio! • Bye! • See you! • Tata! • Take care*
Physical reaction	*Ouch! • Aargh! • Ooh! • Oof! • Christ! • Brr! • Phew!*
Pleasure	*Cor! • Ooh! • Mmm! • Yeah! • Phwoar! • Lovely! • Great!*
Reaction to accidents	*Oh my God! • Oh no! • Oh dear! • Whoops! • Oh blimey!*
Refusing requests	*No! • No way! • Get lost! • You're joking! • You can't be serious!*
Refusing orders	*No way! • You'll be lucky! • I don't think so! • Not this time!*
Relief	*Phew! • At last! • That's better! • That's more like it!*
Sarcasm	*Marvellous! • Super! • I say! • Oh yeah? • Wow! • Bless you! • Ha ha!*
Seeking clarification	*What? • Eh? • Pardon? • Say that again? • Come again?*
Surprise	*Blimey! • Gosh! • Well I never! • Well blow me down!*
Thanks/blessings	*Cheers! • Ta! • Bless you! • Bless your heart! • Thanks a million!*
Triumph	*Hurray! • Hurrah! • Yes! • Oh yeah! • Gotcha! • Ha! • We did it! • We done it!*
Understanding	*Ah • Mm • Hm • Uh-huh • Yeah • Right • Okay • I get you*

Spoken grammar: swearing

Adjective before noun	***Fucking** hell! • What a **pissing** nuisance • These **sodding** shoes don't fit* *Where's the **bleeding** tomato ketchup? • Don't be such a **bloody** fool*
Adjective after adjective	*You silly **bloody** fool • These are awful **fucking** quinces*
Adjective before names	*I couldn't live in **fucking** Blipton • **Bloody** Slicer missed a sitter*
Adjective between names	*That's Arthur **bleeding** Sidebottom, isn't it?* *He's always banging on about David **fucking** Livingstone*
Appositive	*Jim wouldn't lend me his bike, **the sod** • They've sacked me, **the bastards*** *He paid the money up front, **the silly fucker** • **That sod** Todd has resigned*
Archaic expressions: surprise	***Gadzooks! • Odd's bodikins! • Zounds! • Egad!***
Comparative: ***as ... as hell/fuck/buggery/shit***	*She was **as pissed as hell** • I'm **as hungry as fuck*** *It's **as cold as buggery** • You're **as soft as shit***
Compound nouns: people: negative appellation	*Don't be such a **fuckwit** • What an **arselicker** he is* *Only a **dickhead** would say that • I wouldn't talk to that **cocksucker*** *Who are you looking at, **shitface**? • Who's that **titface** in the red jumper?*
Compounds: types of *shit*: nonsense	*Don't talk **bullshit!** • I've never heard such **horseshit!*** *Don't give me that **dogshit! • Cowshit! • Duckshit!***
Direct imperative with intransitive phrasal verb	***Fuck off! • Bugger off! • Sod off! • Piss off!** • You can **fuck** right **off*** ***Stop fucking around • Don't fuck about** with the remote control*
Direct imperative: refusal	***Kiss my arse! • Go and fuck yourself • Go and play with yourself*** ***Bite your bum • Suck your dick! • Get stuffed***
Double adjective: extra intensification	*What a **bloody fucking** waste of time • **Bleeding pissing** fuck!* ***Fucking bloody** hell! • **Sodding bleeding** inspectors!*
Euphemisms for *fuck/fucking*	***Fiddlesticks! • Fishhooks! • Forkhandles! • Flipping heck!***
Expressions with *arse* = posterior orifice	*Kiss my **arse! • Arseholes!** • Up my **arse!** • Don't be such an **arse*** *Stop **arsing** around • Antidisestablishmentarianism my **arse!***
for fuck's/Christ's/God's sake	*Stop whistling **for fuck's sake!** • Where's the didgeridoo **for Christ's sake?*** *How are we going to get out of this mess, **for God's sake?***
***fuck/bugger/sod* + *-all*: no/nothing**	*There's **fuck-all** organic loganberry yoghurt in the fridge* *I've got **bugger-all** out of that • I'm getting **sod-all** sleep these days*
Generalised imperative + object + adverbial: surprise	***Fuck me sideways! • Fuck me backwards!*** ***Fuck me in the eyeballs! • Fuck me upside-down!***
Generalised imperative with arbitrary object: surprise	***Fuck a duck! • Fuck my boots! • Fuck the stars! • Fuck the saints!*** ***Fuck my armpits! • Fuck the devil's cloven hoofs!***
Generalised imperative with noun phrase: dismissiveness	***Fuck** William Coblefield! • **Bugger** the chairman! • **Fuck** this headache!* ***Fuck** the stalactites and stalagmites! • **Stuff** your prize marrows!*
Generalised imperative with object pronoun: anger	***Fuck it! • Fuck me! • Bugger you! • Damn them** all! • **Stuff it! • Sod that!*** ***Curse you! • Fuck that** for a lark/game of soldiers! • **Blast it! • Screw you!***
Generalised imperative without object: annoyance	***Fuck!** The chain's come off • **Bugger!** There goes the phone again* ***Piss!** The lemonade's gone flat • **Damn! • Blast! • Frig!***
***I don't give a ...* : indifference**	***I don't give a fuck** what you think • **I don't give a shit** who you see* ***I don't give a toss** about Churchill's cigars • **I don't give a monkey's arse!***
***I'm/I'll be* + Past Participle adjective: surprise**	*Well, **I'm fucked!** I've won the lottery • **I'll be buggered!** It's Jimmy!* ***I'll be damned!** We're in the middle of June and it's snowing!*
***I'm/I'll be* + Past Participle adjective + *if*: defiance**	***I'm fucked** if I'll do what he says • **I'll be buggered** if I answer his texts* ***I'll be damned** if I ever invite Donald Duffin to a party again*

Spoken grammar: swearing (continued)

Infixes	*This is in**fucking**credible • Am I pleased? Abso**fucking**lutely* *That was irre**fucking**sponsible of you, Granville • Christ al**fucking**mighty!*
Intensifying adverb before adjective	*It was **fucking** brilliant • It tastes **crapping** awful • It's **bleeding** cold in here* *I'm **frigging** fed up with our new line manager • I'm **bloody** hungry* *I'm **bleeding** exhausted • **Sodding** awful faggots, these are*
Intensifying adverb before full verb	*You're **frigging** joking! • It's **fucking** snowing again • I'll **fucking** kill him!* *You've **fucking** broken the tumble drier • What are you **bloody** doing?* *You can **bloody well** pay me back • He's **sodding** drunk all the beer*
Intensifying adverb after determiner/pre-modifier	*He's half **bloody** drunk • This is no **fucking** good* *You've completely **fucking** wrecked it • Not baked **fucking** beans again!*
***like fuck/hell* + subject + aux: emphatic negative**	**A:** *He says he'll pay you back tomorrow.* **B:** ***Like fuck** he will* **A:** *Are you happy with their response?* **B:** ***Like hell** I am*
Negative modal passive = *lack the energy/inclination*	*I **can't be fucked** to do the washing up • I **couldn't be arsed** to read it all* *I **can't be buggered** to mend the guinea-pig enclosure*
Past Participle: broken	*The electric carving knife is **fucked** • The cistern is completely **buggered*** *The plum-stoner is **bollocksed***
Phrasal noun: bad result	*He's made a **cock-up** • This is a complete **balls-up** • What a **fuck-up***
Phrasal verb + adverb of place: departure	*He's **fucked off** home • Sid is **buggering off** to Benidorm next week* *Where are you **pissing off** to? • You can **sod off** back to Pimlico*
Phrasal verb as adjective: rejection	*I got a **fuck-off** letter from the fridge company* *She sent me a **fuck-off** text • I had a **fuck-off** tirade from her aunt*
Phrasal verb as intensifying adverb	*That's a **fuck-off** expensive motor you've got • It's a **fuck-off** long film* *He lives in a **fuck-off** great mansion at the top of the hill*
Solo noun: annoyance	***Shit! • Crap! • Arseholes! • Balls! • Bollocks! • Piss! • Shite! • Fart! • Cock!***
Solo noun: disagreement	**A:** *Private enterprise is better than state intervention.* **B:** ***Crap! Balls!***
***talk/come out with* + *shit/crap/balls/piss*: nonsense**	*He's **talking shit** • Don't **talk** such utter **crap*** *You're **talking** a lot of **balls** • He **came out with** a load of **piss***
***the fuck/hell* + subject + *will/can*: emphatic affirmative**	**A:** *We'll give them a good run for their money.* **B:** ***The hell** we will* **A:** *Can you eat three of these sausages?* **B:** ***The fuck** I can*
***the fucker/the bastard* as pro-form**	*I asked a policeman the way and **the fucker/the bastard** just ignored me* *I can't find the screwdriver. What have you done with **the fucker**?*
***Tough shit/titty*: bad luck**	**A:** *I'm constipated.* **B:** ***Tough shit** • You don't like milk? **Tough titty***
Transitive phrasal verb: spoil/inconvenience/frustrate	*He's **fucked it up** again • This is really **pissing me off** • Don't **cock this up*** *They really **fucked us over** in that property deal • Don't **fuck me around*** *We'd better not **screw this one up** • Who **ballsed** this mince **up**?*
Verb + *the fuck* + particle	*Shut **the fuck** up • Get **the fuck** out • Wake **the fuck** up*
***What a pisser/fucker/crapper/bastard of a ...* : incredulity**	***What a pisser of a** day! • **What a fucker of a** three-toed sloth!* ***What a crapper of a** dumpster truck! • **What a bastard of a** meter reader!*
***What a prick/shit/sod*: loathsome person**	*He thinks we should close all the libraries. **What a prick!*** ***What a shit** that supervisor is • **What a sod** you are!*
***What/Who/Where/How/Why the ...* : emphatic question**	***What the fuck** are you talking about? • **Where the blazes** have you been?* ***How the hell** did they get in? • **Why the devil** didn't you tell us?*
***You* + noun: negative reaction to undesirable behaviour**	***You tit! • You bugger! • You fucker! • You bastard! • You prick! • You sod!*** ***You wanker! • You tosser! • You arsehole! • You shit! • You cunt! • You turd!***

Analysis of sentence types

For each sentence below, the **class** of each word is given, together with the **type** within each class, and the **form** where it is variable. Within the **phrase types**, the verb phrase may be divided by an adverb, as in sentence 3. A clause, whether independent or subordinate, may have another clause embedded within it, as in sentences 2 and 3. This is indicated by square brackets [ ]

1. *Our little dog always licks the plates clean after dinner.* (Simple sentence)
2. *Our little dog always licks the plates clean after dinner and then goes into the living-room to lie down.* (Compound sentence)
3. *Our little dog always licks the plates clean after dinner unless we're entertaining guests he's never met before.* (Complex sentence)

Sentence 1

	Our	*little*	*dog*	*always*	*licks*	*the*	*plates*	*clean*	*after*	*dinner*
Word class	determiner	adjective	noun	adverb	verb	determiner	noun	adjective	preposition	noun
Type	possessive	classifying	countable	frequency	full + transitive	article	countable	qualitative	sequence	countable
Form	1pp		singular		present 3ps	definite	plural			singular
Phrase type	Noun P			Adverb P	Verb P ('Present Simple')	Noun P		Adjective P	[Prep P [Noun P]]	
Clause element	Subject			Adverb	Verb	Direct object		Complement (obj)	Adverb	
Clause type	← Independent finite clause →									

Sentence 2, second part

	and	*then*	*goes*	*into*	*the*	*living-room*	*to lie*	*down*
Word class	conjunction	adverb	verb	preposition	determiner	noun	verb	adverb
Type	coordinating	sequence	full + intransitive	direction	article	countable	phrasal verb + intrans	
Form			present 3ps		definite	singular	infinitive	
Phrase type		Adverb P	Verb P ('Present Simple')	Prepositional P			Verb P (non-finite)	
Clause element		Adverb	Verb	Adverb			Adverb	
Clause type							Non-finite clause	
	← [Independent finite clause [non-finite clause]] →							

Sentence 3, second part

	unless	*we*	*'re (are)*	*entertaining*	*guests*	*Ø (whom)*	*he*	*'s (has)*	*never*	*met*	*before*
Word class	conjunction	pronoun	verb	verb	noun	pronoun	pronoun	verb	adverb	verb	adverb
Type	subordinating	subject	primary	full + trans	countable	relative (object)	subject	primary	frequency	full + trans	anteriority
Form		1pp	present 1pp	*-ing* form	plural	zero	3ps	present 3ps		past part. irr	
Phrase type		Noun P	Verb P (Present Progressive)		Noun P	Noun P	Noun P	Verb P (Present Perfective) + Adverb P			Adverb P
					← Noun P →						
Clause element		Subject	Verb		Object		Subject	Verb + Adverb			Adverb
Clause type						← Defining relative clause →					
	← [Subordinate adverbial clause [Defining relative clause]] →										

3ps = third person singular 1pp = first person plural Square brackets [ ] indicate embedding of a phrase or clause

Glossary

Active voice: The action or state denoted by a verb in the active voice comes from the SUBJECT: *She* [subject] *plays the piano* • *They* [subject] *laughed* • *The box* [subject] *contains some rare coins.* Compare PASSIVE VOICE.

Adjacency pair: The shortest unit of conversational exchange, consisting of statement or question plus response: **A:** *How are you?* **B:** *Fine* • **A:** *Foggy, isn't it?* **B:** *Yes, it is rather.*

Adjective: A word which typically modifies a NOUN 1) before it: *the* ***green*** *shirt* • ***dead*** *flies* [attributive] 2) after a COPULAR VERB: *The room is* ***untidy*** • *The apples look* ***rotten*** [predicative]. Most adjectives can be preceded by an ADVERB of degree: ***very*** *strange* • ***extremely*** *clever* and many have a COMPARATIVE form: ***stronger*** • ***bigger***.

Adjective phrase: A group of words with an ADJECTIVE as its HEAD and including either 1) PRE-MODIFIERS: i) another adjective: ***bright*** *blue* • ***freezing*** *cold* ii) an adverb: ***very*** *salty* • ***totally*** *untrue* 2) POST-MODIFIERS: i) a prepositional phrase: *foolish* ***in the extreme*** ii) the infinitive form of a verb: *nice* ***to eat***.

Adverb: 1) A word that modifies i) a VERB: *run* ***quickly*** [manner] ii) an ADJECTIVE: ***really*** *nice* [degree] iii) another adverb: ***rather*** *loudly* [degree] iv) a CLAUSE: ***Overall,*** *they performed well* [sentential] (v) is the second part of a phrasal verb: *get* ***up*** • *throw it* ***out*** [particle] 2) a CLAUSE ELEMENT that directly follows a VERB, OBJECT or COMPLEMENT, and that may be realized by a single adverb, an ADVERB PHRASE , or a PREPOSITIONAL PHRASE.

Adverb phrase: A group of words with an ADVERB HEAD pre-modified by one or more other adverbs: ***very carefully*** *written* • ***absolutely everywhere*** • ***really quite*** *entertaining.*

Adverbial clause: A type of SUBORDINATE CLAUSE, introduced by a subordinating CONJUNCTION such as ***if, because, although, while,*** which realises functions such as condition, contrast, addition, reason and concession: *Although it was raining ...* • *Because he wouldn't tell me ...* • *If you don't know ...*

Agent: The performer of an act or the experiencer of a state. The agent can be the SUBJECT of a verb in the ACTIVE VOICE: ***The cat*** *was sleeping*; or the OBJECT of the preposition ***by*** in the PASSIVE VOICE: *Hamlet was written by* ***Shakespeare.***

Apposition: The restating of a SUBJECT, OBJECT or COMPLEMENT in a different way in order to specify, define or amplify it: *This vase,* ***a present from my aunt,*** *...* • *I spoke to Mrs Jenkins,* ***the manager,*** *...*

Article: 1) Definite: used with i) singular COUNTABLE NOUNS: ***the*** *table* • ***the*** *book* ii) UNCOUNTABLE NOUNS: ***the*** *cheese* • ***the*** *material* iii) particularised PLURAL NOUNS: ***the*** *onions* • ***the*** *dogs* 2) Indefinite: used with singular countable nouns: ***a*** *fish* • ***an*** *elephant* 3) Zero (i.e. no article): used with i) generalised PLURAL NOUNS: ***Ø*** *elephants* • ***Ø*** *biscuits* ii) generalised uncountable nouns: ***Ø*** *intelligence* • ***Ø*** *soap.*

Aspect: In combination with a TENSE, a verb form which indicates progression (Progressive) or completion (Perfective): 1) Progressive (or Continuous): *She is sleeping* [present] • *They were playing* [past] 2) Perfective: *I have won* [present] • *He had forgotten* [past] 3) Progressive perfective: *We have been jogging* [present] • *She had been working* [past].

Base form: The form of the verb from which all other forms are derived 1) with the addition of an ending: ***arrive,*** *arrived, arriving* 2) with an internal change of form: ***drink,*** *drank, drunk*.

Binomial expression: A phrase consisting of two words of the same class linked together by means of a coordinating CONJUNCTION: *spick and span* • *death or glory* • *pomp and circumstance.*

Causative verb: A verb which 1) links the mover of an action with its result: *The police* ***made*** *the demonstrators disperse* 2) links the instigator with the mover of an action: *I* ***got*** *the plumber to look at the boiler* 3) indicates that an action was instigated without mentioning its mover: *I* ***had*** *my throw dry-cleaned.*

Change of state verb: Verbs which indicate a change of state either in the SUBJECT or the OBJECT: *The carrots* ***boiled*** • *Someone has* ***broken*** *the sandwich maker.*

Clause: A group of words typically containing a SUBJECT and a VERB, which 1) may form a complete SIMPLE SENTENCE: ***He entered the room*** 2) be one or other part of a COMPOUND SENTENCE: ***The dog barked*** *and* ***the sheep scattered*** 3) be the MAIN part of a COMPLEX SENTENCE: ***I'll come down*** *when I'm ready* or 4) be a SUBORDINATE part: ***If it rains*** *I'll cry.* There are also NON-FINITE clauses, which contain a verb without a subject: *... being late for work ...* • *... exhausted by the long hours ...* and verbless (ellipted) clauses: *Unhappy about her purchases ...*

Clause element: There are five clause elements: SUBJECT, VERB, OBJECT, COMPLEMENT, ADVERB, each of which may be realised by a single word or group of words. The ordering of their various combinations (the clause structure) is chiefly determined by the type of verb and the MOOD of the utterance.

Cleft sentence: A sentence made up of two CLAUSES deriving from a simpler one-clause sentence and beginning with the impersonal pronoun *It.* The simple sentence *Susan went to London* can be clefted to become *It was Susan* [main clause] *who*

went to London [defining relative clause]. A **pseudo-cleft** sentence begins with a NOMINAL CLAUSE (*what*-clause) operating as SUBJECT: *What Susan did* [nominal clause] *was to go to London.*

Comparative: A form of ADJECTIVE or ADVERB ending in *-er* and typically followed by *than*, used to indicate a comparison between two entities or qualities: *These shoes are **smaller** than yours • He runs **faster** than me.* Comparatives may also be marked by the PRE-MODIFIER *more*: *This wine is **more expensive** than Beaujolais • She drives **more carefully** than Uncle Stefan.*

Complement: A word or phrase which gives information about 1) the SUBJECT of a COPULAR VERB: *This soup* [subject] *tastes **rather salty*** 2) the OBJECT of a TRANSITIVE VERB: *We consider him* [object] ***the best candidate for the job*** 3) the complement of a COPULAR VERB: *This bread is nice* [complement] ***to eat*** [the complement of a complement] 4) an utterance or mental process: *He said **he was famished** • She decided **to stop the therapy.***

Complex preposition: A preposition consisting of two or more elements: *together with • on account of • in addition to.*

Complex sentence: A sentence consisting of a main CLAUSE and a SUBORDINATE or dependent clause, linked by a subordinating CONJUNCTION such as *if, when, because, although, before*: *He ate the sandwiches because he was hungry • Although he was cold, he didn't complain.*

Compound: A noun or adjective which consists of two independent parts joined together: *armchair • well-dressed.*

Compound sentence: A sentence consisting of two independent CLAUSES linked by a coordinating CONJUNCTION such as *and, but, or*: *The car turned the corner and skidded to a halt • She usually goes jogging or does some weight-training.*

Concord: The agreement between 1) subject and verb: ***He** snores • **They have** eaten* 2) verb and complement: *There **are some plums*** 3) pronoun and pronoun: ***Someone** is singing. **They** are out of tune* 4) pronoun and antecedent: *The **man who** went to Tyumen.*

Conditional clause: A SUBORDINATE CLAUSE of a complex sentence which expresses a condition: *If she comes ... • Unless it rains ... • Had I known ... • Should you see him ...*

Conditional form: A two-part sentence form linking a condition with its hypothetical entailment, typically containing the CONJUNCTION *if*: *If we get some bread, we can make some sandwiches • I would have come earlier if the car hadn't broken down.*

Conjunction: 1) Subordinating: a word which links a SUBORDINATE CLAUSE to a MAIN CLAUSE: ***If** you drink that milk* [subordinate clause] *we won't have any left* [main clause] 2) Coordinating: a word which links two independent clauses: *They met in the park* [clause 1] ***and** had a cup of tea* [clause 2].

Contraction: A shortened form of 1) an auxiliary or modal verb: *is/**'s**) • will/**'ll**) • would/**'d*** 2) the negative particle after an auxiliary or modal: *are not/aren**'t**) • cannot/can**'t**.*

Coordinate clause: One of a pair of clauses which are linked by a coordinating CONJUNCTION.

Coordination: The linking of two members of the same WORD CLASS, or two PHRASES of the same type, or two CLAUSES, with a coordinating CONJUNCTION: *Fish and chips* [noun + noun] • *over hill and down dale* [prepositional phrase + prepositional phrase] • *We'll watch TV or play cards* [clause + clause].

Correlatives: Coordinating pairs of words which have an emphasising function: ***both** John **and** Stephen • **either** green **or** red • **neither** well **nor** badly • **not (only)** on Saturdays **but (also)** on Sundays.* They can be used with the full range of CLAUSE ELEMENTS.

Copular verb: A verb which is followed by a noun or adjective COMPLEMENT that gives information about the SUBJECT: *She **seems** intelligent • He **is** a doctor • This **tastes** nice.*

Countable noun: A noun which, in its plural form, can be preceded by a number: *three **penguins** • two **people*** or, in its singular form, by the indefinite article: *a **cake** • an **elephant.***

Declarative: A form of utterance, unmarked by emphasis or INVERSION, used to indicate that the speaker is making a statement of fact or giving an opinion: *The quinces are ripe • This cauliflower cheese is disgusting.*

Demonstrative: 1) PRONOUNS: *I don't want **this/that/these/those*** 2) DETERMINERS: ***this** hat • **that** table • **these** books • **those** houses.*

Derivation: A change of form involving a change of word class: *photograph → photographic* [noun to adjective] • *playful → playfully* [adjective to adverb]. See also INFLECTION and SUFFIX.

Determiner: A word that defines the scope, quantity or reference of the NOUN or NOUN PHRASE it precedes: ***the** bird* [definite article] • ***three** raisins* [number] • ***that** fancy suit* [demonstrative] • ***her** vegetarianism* [possessive].

Discourse marker: A word or phrase, frequently adverbial, used, among other things, to introduce new information, signal the start or end of a conversation, change the topic or emphasise a point: *Strictly speaking ... • Obviously ... • Well ...*

Do and ***make***: Verbs followed by a direct object which indicate 1) production: *He **did** his homework •*

*She **made** a cupboard* 2) formulation: *He **made** a decision* • *She **did** a calculation* 3) process: *He **did** the ironing.*

Dynamic verb: A verb denoting actions, events, processes or utterances: *He **jumped** over the fence* • *She **sneezed*** • *They were **waiting*** • *He **said** he liked fish.*

Ellipsis: The omission of a word or words from a sentence, often occurring in a response, in order to avoid repetition: **A:** *Do you play tennis?* **B:** *Yes, I do (play tennis).*

Emphatic: A form of the declarative and negative MOODS, typically marked by 1) the addition of the operator *do*: *I **do** like your foxgloves* • *She **does** want to come* 2) the placing of stress on an auxiliary or modal verb: *I **can** swim* • *She **hasn't** eaten her krispies.*

Ergative verb: A verb which can be used both intransitively and transitively, where the SUBJECT of the INTRANSITIVE can be the OBJECT of the TRANSITIVE: *The door* [subject] *closed* • *Someone closed the door* [object]. See CHANGE OF STATE VERB.

Event: Any single act carried out voluntarily or involuntarily, or any single occurrence in the natural or inanimate world, which can be denoted by a DYNAMIC VERB.

Exclamation: A form of utterance, consisting of a SENTENCE or a NON-SENTENCE, which indicates that the speaker is experiencing an extreme emotion: *That's a fantastic idea!* [SENTENCE] • *What a load of rubbish!* [NON-SENTENCE].

Finite: A form of the verb which requires a SUBJECT: *He **eats** fast* • *They **have gone*** • *We **won't tell** you.* See also NON-FINITE.

Fronting: The shifting of a CLAUSE ELEMENT to the beginning of the sentence without the INVERSION of SUBJECT and VERB: ***Where he's been all this time** I've no idea* • ***Those** we'll throw away.*

Full verb: A verb with 1) a BASE FORM: *go* • *walk* 2) a THIRD PERSON FORM distinct from the base form: *goes* • *walks* 3) a PAST form: *went* • *walked* 4) a PRESENT PARTICIPLE form: *going* • *walking* 5) a PAST PARTICIPLE form: *gone* • *walked.* A full verb may denote an action, a state or an utterance.

Genitive form: 1) The singular form of a noun or name, or an irregular plural form, followed by *-'s*: *the **cat's** ears* • ***Cynthia's** hat* • *the **children's** shrieks* 2) the regular plural form of a noun followed by *-'*: ***warthogs'** habitats* • ***doctors'** surgeries*, indicating possession.

Gerund: A FULL VERB in the *-ing* form used as 1) the SUBJECT of another full verb: ***Swimming** doesn't interest me* • ***Conducting** is her hobby* 2) the OBJECT of another full verb or of a preposition: *I hate **slobbing** about* • *I'm looking forward to **seeing** you.*

Head: The nucleus of a PHRASE. In a noun phrase, the head is the noun around which all the other elements are grouped: *The old **man** with the red tie.* In a prepositional phrase, the head is the preposition at the beginning of the phrase: ***under** the bed.* In a verb phrase it is the main verb: *having **seen*** • *was **eaten**.*

Header: A group of words, typically a NOUN PHRASE, placed at the beginning of a sentence and reiterated by a PRONOUN: ***These bonbons**, they're quite stale* • ***My gloves**, you haven't seen them, have you?*

Imperative: The BASE FORM of the verb used to instruct, order, insult, terrify or dismiss: ***Turn** the dial clockwise* • ***Stand** to attention* • ***Shut** your mouth* • ***Go** away!*

Impersonal construction: A subject + verb construction, in which the subject, either *it* or *there*, has no antecedent: ***It's** raining* • ***It** seems strange that she should be so nervous* • ***There** was no kohlrabi in the shops.*

Infinitive: The form of the verb consisting of *to* + BASE FORM: *to be* • *to play* • *to arrive.*

Inflection: A change of form within a word class: *go* → *goes* [verb] • *me* → *mine* [pronoun] • *dog* → *dogs* [noun]. See also DERIVATION.

***-ing* form:** The form of a verb ending in *-ing* which may function either as PRESENT PARTICIPLE or as GERUND.

Interrogative: The order AUXILIARY + SUBJECT (+/- AUXILIARY) + MAIN VERB used to form a QUESTION: ***Did you see** them?* • ***Have they phoned** yet?* • ***Has he been arrested?***

Intransitive verb: A verb which has no direct OBJECT: *She **sighed*** • *I **resign*** • *I can't **stop.*** Many verbs can be used both transitively and intransitively.

Inversion: The reversal of the positions of SUBJECT and AUXILIARY or MODAL VERB in a clause or sentence: *Never **have I** eaten such asparagus* • *On no account **should you open** this package.*

Irregular verb: A verb which does not take the ending *-ed* in its PAST form, or its PAST PARTICIPLE form, or both: *sew, sewed, **sewn*** • *put, **put, put*** • *sing, **sang, sung**.*

Main clause: A clause which can operate independently as a complete sentence, but which may be linked to a SUBORDINATE CLAUSE or COORDINATE CLAUSE.

Marked sentence structures: A sentence structure in which the normal word order of a declarative sentence (see MOOD) has been altered in order to add special emphasis or to highlight a particular clause element, by means of FRONTING or INVERSION of subject and auxiliary verb.

Modal auxiliary verb: Verbs such as *can, must, will, may*, used before a full verb, which convey a range of meanings expressing the speaker's attitude towards an event or circumstance: *I **can** eat spiders* [ability] • *You **must** empty the bin* [obligation] • *I **might** see you on Saturday* [possibility].

Modal expression: An expression which performs a function similar to that of a modal verb: ***It's possible that** she will come* [possibility] • *I **was obliged to** make copies of my documents* [obligation].

Modifier: A word, PHRASE or CLAUSE that modifies the meaning of the NOUN, ADJECTIVE or VERB that it 1) precedes (PRE-MODIFIER): ***green** jelly* • ***really** nice* • ***never** smoke* 2) follows (POST-MODIFIER): *the pen **on the table** • the hat **she was wearing** • drive **recklessly**.*

Mood: Mood indicates the basic type of utterance being made by the speaker: DECLARATIVE, INTERROGATIVE, IMPERATIVE, EXCLAMATIVE or SUBJUNCTIVE. A mood may be indicated by word order, the form of the verb or the addition of other elements, typically negative words and auxiliary verbs.

Negative: 1) An answer indicating that the premise of a Yes/No QUESTION is false: **A:** *Did you find it?* **B:** ***No, I didn't** • **A:** Are you going to the party?* **B:** ***Not likely*** 2) A statement denying or contradicting an assumed or imputed fact or state: *Badgers **don't do** much harm • **I'm not going** anywhere • There's **no watercress**.*

Nominal clause: A clause, typically introduced by *that* or *what*, which contains a VERB PHRASE as its nucleus and which can function as 1) the SUBJECT of a verb: ***That he is very capable** is indisputable* 2) the direct OBJECT: *I know **what you want**.*

Non-finite form: A form of the VERB which does not take a SUBJECT and which does not, in itself, form a TENSE: 1) INFINITIVE: ***to fly** • **to sleep*** 2) PRESENT PARTICIPLE: *I saw you **running** • She was **eating*** 3) GERUND: *I hate **sanding** • **Whistling** is easy* 4) PAST PARTICIPLE: ***Exhausted**, she fell asleep immediately • I have never **drunk** lassi.*

Non-finite clause: A clause in which the verb is in a NON-FINITE FORM: ***While playing football**, he broke his toe • **Having been liberated by his captors**, he wandered into town.*

Non-sentence: A sequence of words which does not contain a verb but is nevertheless felt to be a complete utterance: *How nice! • No way! • Absolute nonsense!*

Non-standard form: A form of expression generally, but not exclusively, oral which does not conform to the rules of prescriptive grammar and which is often deemed, by those who do not use it, to be 'ungrammatical'.

Noun: A word that names or denotes or labels or refers to objects (*table, stone, roof*), properties (*hardness, malleability*), creatures (*owl, dragon, wolf*), types of people (*fool, inspector, child*), abstractions (*intelligence, bravery*) and the members of many other categories.

Noun phrase: A noun (the HEAD) together with one or more determining or modifying words, phrases or clauses preceding or following it: *The green pen • A woman with chestnut hair.* A noun phrase typically performs the function of SUBJECT or OBJECT.

Object: The object of a verb is either the PATIENT: *He broke **the vase*** [direct object], or the RECIPIENT: *She gave **me*** [indirect object] *the money.*

Orientation: The relationship between the speaker or writer and 1) his or her surroundings 2) present, past or future time 3) other people. Sometimes referred to as 'deixis'.

Particle: 1) A word used in the formation of a phrasal verb: *get **up** • take **away** • bring **about**.* These words are mostly identical in form to prepositions, but have an adverbial function 2) The word *to* used before the base form of the verb to form the infinitive: ***to** stop.*

Partitive: An expression which denotes a part or portion of a thing or substance: *a **head** of cabbage • a **pinch** of salt • a **grain** of sand.*

Passive form: A compound form of the verb consisting of the verb *be* in one of its forms, followed by the Past Participle of a full verb: *is played • has been seen • will be taken.*

Passive voice: The action denoted by a verb in the passive voice comes from the AGENT, which may or may not be included in the sentence. The subject is the PATIENT or the RECIPIENT: *The man* [subject, patient] *was arrested (by the police)* [agent] • *Fred* [subject, recipient] *was given a watch by his brother* [agent].

Past Form: The form of a full verb which indicates 1) a past STATE, PROCESS or EVENT: *She **hated** his arrogance • We **painted** the fence blue • He **went** to Dublin last year* 2) social distance: *I **wondered** if I **could** speak to Mrs. Swatting* 3) hypothesis: *If only we **had** more time ...* 4) preference: *I'd rather you **wore** the green pyjamas.*

Past Participle: The form of a full verb which is used after 1) the PRIMARY AUXILIARIES *have* and *be*: *She hasn't **eaten** • We were **arrested*** 2) *get*: *my bike got **stolen**.*

Patient: The object or person that is 1) affected in some way by the action: *We ate **the cheese** • **The curtain** has been mended* 2) effected: *We've made **a cake** • **'Skaters'** was painted by Brueghel.*

Performative verb: A verb whose function is performed in its utterance: *I **declare** this motorway open* [declaration] • *I **promise** to pay you* [promise].

Phrase: A group of words centred on a particular class of word (the HEAD): *lovely crunchy biscuits* [noun phrase] • *should have left* [verb phrase] • *really brilliant* [adjective phrase] • *on the whole* [prepositional phrase] • *quite brilliantly* [adverb phrase].

Phrase element: The phrase elements are 1) the HEAD 2) DETERMINERS (in the noun phrase) 3) PRE-MODIFIERS or POST-MODIFIERS.

Phrasal verb: A verb consisting of 1) two parts: i) verb + PARTICLE: ***throw away*** ii) verb + PREPOSITION: ***look through*** *the window* 2) three parts: verb + particle + preposition: ***put up with***.

Plural: The form of a noun indicating the duality or multiplicity of its referent: 1) regular (+ *-s*): *cups* • *badgers* 2) irregular: *children* • *mice*.

Possessive: A word denoting possession: 1) PRONOUNS: ***mine, hers*** 2) DETERMINERS: ***my*** *books* • ***their*** *address* 3) The GENITIVE FORM of the noun: ***John's*** *qualifications* • ***England's*** *rivers.*

Post-modifier: Any word, phrase or clause within a PHRASE which comes after the HEAD and modifies it: *The President* ***elect*** • *A rabbit* ***with a lop-sided nose*** • *It was great* ***to see you***.

Predicate: The part of the sentence that follows the SUBJECT: *Richard* ***eats prunes for breakfast***.

Prefix: A particle or adverb connected, either directly or by means of a hyphen, to a noun, verb, adjective or adverb to indicate negation, repetition, excess, reversal, etc: ***non****-resident* • ***reconsider*** • ***over****-indulgence* • ***im****politely*.

Pre-modifier: Any word or phrase within a PHRASE which comes before the HEAD and modifies it: ***interesting*** *times* • ***extremely*** *silly* • ***boil-in-the-bag*** *faggots.*

Preposition: A word occurring before a NOUN or NOUN PHRASE to indicate, among other notions, 1) position: ***in*** *the field* • ***above*** *the table* 2) direction: ***towards*** *London* • ***into*** *the house* 3) time: ***in*** *the morning* • ***at*** *Christmas* 4) purpose: *We have come* ***for*** *the keys* 5) used in non-literal phrases: ***on*** *the whole* • ***with*** *respect.*

Prepositional phrase: A group of words beginning with a preposition (the HEAD) and followed by a NOUN or NOUN PHRASE: ***at*** *the top* • ***with*** *no regret* • ***over*** *my dead body.*

Present participle: The NON-FINITE *-ing* form of a verb which 1) combines with a form of the PRIMARY AUXILIARY VERB ***be*** to form the progressive ASPECT of a tense: *She was* ***dancing*** • *He has been* ***planting*** *the tulips* 2) directly follows some subordinating conjunctions: *While* ***jogging*** *...* • *Before* ***putting*** *the cake in the oven ...* 3) follows some transitive verbs and their object: *I heard her* ***singing*** • *She got them* ***laughing***.

Primary auxiliary verb: 1) *be* and *have*. When placed before a full verb, these verbs have the function of determining ASPECT: *He* ***is*** *playing the piano* [progressive] • *She* ***has*** *arrived* [perfective] 2) *do*. This verb is used in the interrogative and negative forms of the Present and Past Simple tenses: ***Do*** *you like tea?* • *They* ***didn't*** see the sign.

Process: Any series of actions, or any single unbroken action, either conclusive or inconclusive, which may be denoted by a DYNAMIC VERB.

Pronoun: A word such as *it, she, them, ours, that, everything, who* used 1) to refer to things or persons whose identity is already established 2) to refer to something already mentioned in a text or discourse 3) to refer to something yet to be identified in a text or discourse 4) to call attention to something which is present to the senses 5) to introduce some types of RELATIVE CLAUSE.

Punctuation: The use of non-verbal symbols 1) to mark the boundaries of units of meaning: i) *a dog, a bear, a parrot* [comma] ii) *He got up. The sun was shining.* [full stop] 2) to mark possession: *John's trousers* • *elephants' tusks* [apostrophe] 3) to show contraction: *We've finished* • *The surgeon's left* [apostrophe] 4) to indicate exemplification: *I need three things: a sprocket, a chain and a gear lever* [colon] 5) to indicate moods such as the EXCLAMATIVE: *What a stupid idea!* [exclamation mark] and INTERROGATIVE: *Have you finished?* [question mark] 6) to parenthesise: *He thinks the world is flat* (*a strange idea*) [brackets].

Quantifier: An expression that indicates the set, or subset, of a more or less well-defined entity or group. It occurs before a noun or noun phrase and includes the preposition ***of***: ***a lot of*** *cheese* • ***a small number of*** *people*.

Question: 1) A conjectural utterance, introduced by an AUXILIARY or MODAL VERB, which requires the answer *Yes, No* or *I don't know*: *Do they sell carrot cake?* • *Have you spoken to her yet?* • *May I leave the room?* [yes/no question] 2) an utterance about a known, assumed or conjectured fact, state or set of circumstances, introduced by an interrogative PRONOUN or ADVERB, which requires further information to be supplied: *What have you eaten?* • *Where did he go?* • *Why don't you look it up?* [content question] 3) an utterance offering a choice: *Would you like a sausage roll or a cheese pastry?* • *Shall we go to Sleaford or to Boston?* [alternative question].

Recipient: The receiver of a thing: *She gave* ***me*** *a new bicycle* • *I sent some flowers to* ***her***. In general, the recipient is represented by the indirect OBJECT.

Reciprocal verb: A verb which denotes reciprocal action: A does X to B and B does X to A: *They* ***kissed*** (*each other*) • *They didn't* ***recognise*** *one another.* Some reciprocal verbs must be followed by a reciprocal pronoun (*each other/one another*), while others can do without.

Reflexive verb: A verb which is followed by a reflexive PRONOUN, indicating that the action is done by the SUBJECT to the SUBJECT: *He cut himself • They stuffed themselves.*

Regular verb: A verb which takes the ending *-ed* in both its Past and Past Participle forms: *talk, talked, talked • play, played, played.*

Relative clause: A clause typically beginning with a relative PRONOUN (*who, whom, which, that*) or relative adverb (*where, when*) which 1) defines or identifies or restricts the scope of the SUBJECT or OBJECT of a verb (defining/restrictive relative clause): *The man **who won the prize** lives in Manchester* 2) adds extra information about the subject or object (non-defining/non-restrictive relative clause): *Jules Verne, **who wrote 20,000 Leagues under the Sea**, died in1905.*

Reported speech: A form of words which indicates that the speaker is reporting an utterance: *She said she wouldn't do any more gardening • He asked me if I had ever won a competition.*

Reporting verb: A verb used to report an utterance: *say • tell • reply • exclaim • accuse*

Sentence: A sequence of words structured around one or more verbs and, in its written form, completed with a full-stop.

Sentence-linking adverbial: A word or group of words showing the relationship between two sentences: *She hasn't got many qualifications. **However**, she does have relevant experience* [contrast] *• He's quite lazy. **What's more**, he has no interest in the subject* [addition].

Simple sentence: A sentence which contains, minimally, one SUBJECT and one VERB, together with any of the other clause elements: *My husband snores* [subject + verb] *• Geoffrey likes small dogs* [subject + verb + object] *• They were driven to Portsmouth* [subject + verb + adverb].

State: Any permanent or impermanent condition of being, either of animate or inanimate entities, including existence, relationship, attitude, capacity and composition, which can be denoted by a STATIVE VERB or derivation thereof.

Stative verb: A verb which indicates an existential, physical, relational, mental or emotional state: *know, believe, like, feel, understand, contain, include, own.*

Subject: The part of the sentence on which the PREDICATE depends, usually occurring before the verb: ***They** couldn't stand being told what to do • **The fridge** stands next to the cooker • **This bicycle** was made in Birmingham.*

Subjunctive: 1) The plural PAST FORM of the verb *be* used in hypothetical utterances after the first and third persons: *If I **were** you, I'd buy a new one* 2) the BASE FORM of the verb used after verbs of proposal and insistence: *I suggest you **look** under the breadbin • She demands that you **reply** at once* [mandative subjunctive] 3) The BASE FORM of the verb used in formulaic expressions: ***Be** that as it may • God **save** our gerbil.*

Subordinate clause: A clause which is dependent on another clause, and which begins with 1) a subordinating CONJUNCTION: ***If** they come • **Although** he was tired • **Before** it gets dark* [ADVERBIAL CLAUSE] 2) a relative PRONOUN: *The student **who** never comes on time • The towel **which** I wanted to buy* [RELATIVE CLAUSE] 3) a relative adverb: *The town **where** I was born • The time **when** I get up* [RELATIVE CLAUSE].

Subordination: The linking of a MAIN (independent) CLAUSE with a SUBORDINATE (dependent) clause by means of a subordinating CONJUNCTION: *Whenever* [subordinating conjunction] *I smell tulips* [subordinate clause] *a shiver runs down my spine* [main clause].

Substitution: The restating of a word, phrase or clause by means of a PRONOUN or other pro-form: *I saw Joe yesterday; **he** was eating an ice-cream • United are the best? I don't think **so**.*

Suffix: A particle added to the end of a word 1) with no other change of form: *content**ment** • sad**ness*** 2) with either an internal or final change of form: *happy* [adjective] → *happ**ily*** [adverb] *• conceive* [verb] → *conc**eption*** [noun], generally resulting in a change of WORD CLASS. See also DERIVATION.

Superlative: A form of ADJECTIVE or ADVERB, typically preceded by the definite article, used to indicate that one of three or more entities is qualitatively or quantitatively superior or inferior to the others: *the **cleverest** student • the **biggest** slice • the **most interesting** film • the **least caring** party • She runs the **fastest**.*

Swearing: A means of expression referring to 1) parts of the body with a sexual, reproductive or excretory function 2) actions pertaining to those parts 3) products of those actions 4) the Christian God and his son, for the purpose of i) expressing a range of feelings, including annoyance, amazement and disappointment ii) forcefully describing the state of affairs iii) informally giving instructions iv) abusing, offending, insulting or scandalising real or imagined adversaries, including inanimate objects.

Syntactic classification of verbs: The classification of verbs according to their relationship with other CLAUSE ELEMENTS, particularly OBJECTS and COMPLEMENTS.

Tail: A word or phrase at the end of a clause which retrospectively identifies the topic: *They're delicious, **these snails** • He was a great batsman, **was Jack Hobbs** • I'm going to get rid of them, **those thistles** • I really don't want to meet her, **the Duchess of Oakbury**.*

Tense: A form of the verb situating, broadly, an action or state in 1) present time: *She **runs** every day* 2) past time: *He **went** to the doctor's yesterday.* Each of these tenses combines with the progressive or perfective ASPECT, or both together.

Third person form: The present form of a FULL VERB consisting of BASE FORM + -s/*-es*: *eat* → *eats* • *watch* → *watches* or AUXILIARY VERB (*do* → *does* • *have* → *has* • *be* → *is/was*) which follows 1) the pronouns *he, she, it*: *He **sleeps** too much* • *She **watches crime programmes*** • *She **doesn't** like it* 2) noun phrases with a singular head: *Cheese **stinks*** • *This boat **rocks*** • *Our flag **has** fallen* 3) singular names: *Joyce **plays** rugby* • *Michael **likes** cranberry sauce* • *Xue Chen **was** surfing*. See CONCORD.

Time sequence: The sequential relationship of two or more actions, typically indicated by two or more verb forms in clauses linked by a subordinating or coordinating CONJUNCTION or sentence ADVERB: *I left after I had spoken to Wazir* • *She went out and slammed the door* • *He's going to Turkey first. After that, he's off to India.*

Transitive verb: A verb which is followed by a direct object, indicating that the object is acted upon by the subject: *We* [subject] ***saw** the rainbow* [direct object] • *They **ate** all the rice.*

Uncountable noun: A noun which cannot be preceded by a number or indefinite article and does not have a plural form: ***water, intelligence, sulphuric acid***. In practice, many nouns can be either countable or uncountable, depending on the context: *I want some coffee* [uncountable] • *three coffees* [countable], *please.*

Verb: A word which denotes a state, action, process or event. See STATIVE and DYNAMIC verbs.

Verb phrase: A group of words consisting of a FULL VERB (the HEAD), preceded by one or more PRIMARY AUXILIARY or MODAL verbs: *has been **singing*** • *should have **resigned*** • *would **know***.

Verbs with alternative complement structures: Verbs which may be followed by more than one arrangement of clause and phrase elements, keeping essentially the same meaning: *He presented **a ring to her**/He presented **her with a ring*** • *She told **the children a story**/She told **a story to the children.***

Vocative: A word or group of words which names a person or persons for the purpose of attracting attention or expressing politeness, respect or humility: ***Dave!** Come here!* • *Thanks for the biscuits, **Mrs Wilson**.*

Weak form: The unstressed form of some auxiliary or modal verbs, determiners and prepositions in spoken English, typically containing the phoneme /ə/: *I **can**/**kən** **ask** **him*** • *I need some/**səm** ketchup.*

Wish: An utterance whose structure (*wish/if only + that/Ø* clause) and choice of verb form (typically past) indicates that the speaker is temporarily enveloped in an alternative reality, which may or may not be capable of realisation: *I wish I could play the piano* • *I wish I hadn't gone to Grantham.*

Word class: A category of words related to one another in terms of 1) their range of denotation 2) how they combine with words in other categories 3) how they modify the meaning of words in the same or another category 4) how they function within PHRASES 5) how they operate within CLAUSES. NOUNS i) denote physical or abstract entities ii) typically combine with DETERMINERS and ADJECTIVES iii) modify the meaning of other nouns iv) operate as the HEAD of noun phrases v) participate in the SUBJECT or OBJECT elements of clauses. See also PRONOUNS, DETERMINERS ADJECTIVES, VERBS, ADVERBS and CONJUNCTIONS.

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List of topics

Overview

Analysis of sentence types **115**
Outline of English grammar **1, 2**

Word classes

Adjectives **14 - 17**
Adverbials **61**
Adverbs **59, 60**
Articles **8 - 10**
Conjunctions **78, 83**
Determiners **7**
Nouns **4 - 6**
Partitives **11**
Prepositions **62 - 69**
Pronouns **12**
Quantifiers **11**
Verbs **21 - 42**

Word class combinations

Compound Adjectives **15**
Compound nouns **6**
Prepositions after adjectives **67**
Prepositions after nouns **68**
Prepositions after verbs **69**

Inflections and derivations

Inflections **3**
Irregular verbs **24, 25**
Prefixes **18**
Suffixes **19, 20**

Verbs: tenses, forms, structures and sequences

Complement structures **49**
Complementation **82**
Conditionals **52, 53**
Impersonal constructions **90, 91**
Inversion **92**
Marked sentence structures **92**
Mood **88**
Negation **86, 87**
Passives **50, 51**
Phrasal verbs **34 - 38**
Questions **84, 85**
Reported speech **55 - 57**
Syntactic classification **48**
Tenses **43 - 46**
Time sequence **47**
Verbs with non-finite forms **39 - 42**
Wishes **54**

Phrases

Binomial expressions **72**
Noun phrases **71**
Prepositional phrases **74, 75**
Verb phrases **76**

Clauses

Adverbial clauses **78, 79**
Clause structures **77**
Coordination **83**
Nominal clauses **80**
Relative clauses **81**

Spoken grammar

Adjacency pairs **101 - 103**
Contractions and weak forms **110**
Discourse markers **106, 107**
Ellipsis **109**
Exclamations **112**
Headers and tails **104**
Non-standard forms **111**
Numbers, signs and measures **108**
Starting a conversation **100**
Swearing **113, 114**
Vocatives **105**

Miscellaneous

Apposition **73**
Concord **58**
North American English **99**
Orientation **13**
Punctuation **93, 94**
Shakespeare's grammar **95 - 98**
Substitution **89**

This second edition of **Grammar Tables** has been revised and expanded to contain new sections on spoken grammar, including ways of starting a conversation, adjacency pairs, headers and tails, vocatives and exclamations. Further tables on prepositions and types of verb have been added, together with diagrammatic representations of verb forms. Other new sections to give the reader a more comprehensive picture of English grammar are those on exclamations, swearing and Shakespeare's grammar.

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