

PLUS ONE GRAMMAR

Tenses

Verbs come in three tenses: past, present, and future. The past is used to describe things that have already happened (e.g., earlier in the day, yesterday, last week, three years ago). The present tense is used to describe things that are happening right now, or things that are continuous. The future tense describes things that have yet to happen (e.g., later, tomorrow, next week, next year, three years from now)

The following table illustrates the proper use of verb tenses:

- **Simple Present**
- **Simple Past**
- **Simple Future**

I read nearly every day.

Last night, I read an entire novel.

I will read as much as I can this year.

- Present Continuous
- Past Continuous
- Future Continuous

I am reading Shakespeare at the moment.

I was reading Edgar Allan Poe last night.

I will be reading Nathaniel Hawthorne soon.

- Present Perfect
- Past Perfect
- Future Perfect

I have read so many books

I can't keep count.

I had read at least 100 books by the time I was twelve.

I will have read at least 500 books by the end of the year.

- Present Perfect Continuous
- Past Perfect Continuous
- Future Perfect Continuous

I have been reading since I was four years old.

I had been reading for at least a year before my sister learned to read.

I will have been reading for at least two hours before dinner tonight.

CONDITIONALS-IF CONDITIONALS 33-35

Conditional Sentences are also known as Conditional Clauses or If Clauses. They are used to express that the action in the main clause (without if) can only take place if a certain condition (in the clause with if) is fulfilled. There are three types of Conditional Sentences.

Conditional Sentence Type 1

→ It is possible and also very likely that the condition will be fulfilled.

Form: if + Simple Present, will-Future

Example: If I find her address, I'll send her an invitation.

Conditional Sentence Type 2

→ It is possible but very unlikely, that the condition will be fulfilled.

Form: if + Simple Past, Conditional I (= would + Infinitive)

Example: If I found her address, I would send her an invitation.

Conditional Sentence Type 3

→ It is impossible that the condition will be fulfilled because it refers to the past.

Form: if + Past Perfect, Conditional II (= would + have + Past Participle)

Example: If I had found her address, I would have sent her an invitation.

EITHER ... OR 48-49

Either... or... connects two choices:

I've saved some money to buy either [choice 1]a scooter or [choice 2]an a bike.

It's either black or grey. I can't remember.

You can stay either in home or in hostel

Either I drive to the airport or I get a taxi

NEITHER ... NOR 48-49

We can use neither as a conjunction with nor. It connects two or more negative alternatives. This can sound formal in speaking:

☐ Neither Brian nor his wife mentioned anything about moving house.

☐ Neither Italy nor France got to the quarter finals last year.

☐ Neither our families nor our friends know that we are getting married!

☐ We had neither umbrellas nor raincoats with us

ACTIVE TO PASSIVE AND PASSIVE TO ACTIVE-122

Passive voice is used when the focus is on the action. It is not important or not known, however, who or what is performing the action.

Example: My bike was stolen.

In the example above, the focus is on the fact that my bike was stolen. I do not know, however, who did it.

Sometimes a statement in passive is more polite than active voice, as the following example shows:

Example: A mistake was made.

In this case, I focus on the fact that a mistake was made, but I do not blame anyone (e.g. You have made a mistake.).

Form of Passive

Subject + finite form of to be + Past Participle (3rd column of irregular verbs)

Example: A letter was written.

When rewriting active sentences in passive voice, note the following:

☐ the object of the active sentence becomes the subject of the passive sentence

☐ the finite form of the verb is changed (to be + past participle)

☐ the subject of the active sentence becomes the object of the passive sentence (or is dropped)

Tense Subject Verb Object

Simple Present Active: Rita writes a letter.

Passive: A letter is written by Rita.

Simple Past Active: Rita wrote a letter.

Passive: A letter was written by Rita.

Present Perfect Active: Rita has written a letter.

Passive: A letter has been written by Rita.

Future I Active: Rita will write a letter.

Passive: A letter will be written by Rita.

can Active: Rita can write a letter.

Passive: A letter can be written by Rita.

Examples of Passive

Tense Subject Verb Object

Present continuous Active: Rita is writing a letter.

Passive: A letter is being written by Rita.

Past continuous Active: Rita was writing a letter.

Passive: A letter was being written by Rita.

Past Perfect Active: Rita had written a letter.

Passive: A letter had been written by Rita.

Future II Active: Rita will have written a letter.

Passive: A letter will have been written by Rita.

Conditional I Active: Rita would write a letter.

Passive: A letter would be written by Rita.

Conditional II Active: Rita would have written a letter.

Passive: A letter would have been written by Rita.

Passive Sentences with Two Objects

Rewriting an active sentence with two objects in passive voice means that one of the two objects becomes the subject, the other one remains an object. Which object to transform into a subject depends on what you want to put the focus on.

Subject Verb Object 1 Object 2

Active: Rita wrote a letter to me.

Passive: A letter was written to me by Rita.

Passive: I was written a letter by Rita.

REPORTING QUESTIONS-143

When we report what people say, we usually change the tense of the verbs to reflect that we are reporting – not giving direct speech. This pattern is followed when we report questions and there are also other important changes between direct questions and reported questions.

Yes/no questions

☒ Direct question: Do you like working in teams? Reported question: He asked if I like working in teams.

When we report yes/no questions we use 'if' or 'whether'.

☒ Direct question: Did you enjoy the party? Reported question: She asked me whether I'd enjoyed the party.

The tense of the verb changes as it does in reported speech but we don't use auxiliary verbs. The word order is the same as in an affirmative sentence.

Questions with a question word

☒ Direct question: What time does the train leave? Reported question: He asked what time the train left.

When there is a question word (what, where, why, who, when, how) we use that question word in the

reported question but there is no auxiliary verb and the word order is like an affirmative sentence

(‘what time the train left’ not He asked me what time did the train leave.)

Look at some more examples:

☐ Direct question: Who did you see?

☐ Reported question: She asked me who I’d seen.

☐ Direct question: Where did you go to school?

☐ Reported question: He asked me where I’d gone to school.

☐ Direct question: Why are you crying?

☐ Reported question: She asked him why he was crying.

Notice that the reported questions do not have a question mark at the end.

Changing assertive sentences into exclamatory sentence-144

.Exclamatory sentences How + adj + sub + verb !

Assertive Sentences Sub + Verb + (a) very (adj , noun)

1. It is a very nice bird.

Excl: What a nice bird it is!

2. This was the most exciting match.

Excl: What an exciting match this was!

3. They were the most wonderful examples.

Excl: How wonderful examples they were!

4. The rose is a very beautiful flower.

Excl: What a beautiful flower the rose is!

5. The rose is a very beautiful.

Excl: How beautiful the rose is!

6. He plays very nicely.

Excl: How nicely he plays!

7. The day is very hot.

Excl: How hot the day is!

8. The sun shines very hotly.

Excl: How hotly the sun shines.

9. It was a very lovely day.

Excl: What a lovely day it was!

10. We loved him very warmly.

Excl: How warmly we loved him!

CHANGING EXCLAMATORY SENTENCES INTO ASSERTIVE SENTENCE-144

.Exclamatory sentences which start with 'How' or 'What', In these sentences 'How' or 'What' are replaced by Subject and use 'very' before Adjective to interchange Exclamatory sentences into Assertive sentences.

Examples :

(a) Exclamatory : How foolish I have been !

Assertive : I have been very foolish.

(b) Exclamatory : What a dangerous thing a little knowledge is !

Assertive : A little knowledge is a very dangerous thing.

Rule 2. 'wish' is used to interchange sentences which start with O, Oh, Would, If etc.

Examples :

(a) Exclamatory : O that I were a child again !

Assertive : I wish that I were a child again.

(b) Exclamatory : Would that I had got success !

Assertive : I wish that I had got success.

Rule 3. The sentences which start with 'Alas', 'Hurrah' and 'Bravo' words are replaced with 'It is sad',

'It is a matter of joy' and 'It is a matter of praise' respectively.

Examples :

(a) Exclamatory : Alas ! We have lost the battle.

Assertive : It is sad that we have lost the battle.

(b) Exclamatory : Hurrah ! My sister has won the first prize.

Assertive : It is a matter of joy that my sister has won the first prize.

(c) Exclamatory : Bravo ! You have secured first position.

Assertive : It is a matter of praise that you have secured first position

Would rather-154-155

We use would rather or 'd rather to talk about preferring one thing to another. Would rather has two different constructions. (The subjects are underlined in the examples.)

Compare

same subject (+ base form) different subject (+ past simple clause)

I'd rather stay at home than go out tonight. I'd rather you stayed at home tonight.

I'd rather not go out tonight. I'd rather you didn't go out tonight

When the subject is the same person in both clauses, we use would rather (not) followed by the base form of the verb:

We'd rather go on Monday.

Not: We'd rather to go ... or We'd rather going ...

More than half the people questioned would rather have a shorter summer break and more holidays at other times.

I'd rather not fly. I hate planes.

When we want to refer to the past we use would rather + have + -ed form (perfect infinitive without to):

She would rather have spent the money on a holiday. (The money wasn't spent on a holiday.)

I'd rather have seen it at the cinema than on DVD. (I saw the film on DVD.)

Different subjects

When the subjects of the two clauses are different, we often use the past simple to talk about the present or future, and the past perfect to talk about the past:

I would rather they did something about it instead of just talking about it. (past simple to talk about the present or future)

Would you rather I wasn't honest with you? (past simple to talk about the present or future)

Not: Would you rather I'm not honest with you? or ... I won't be honest with you?

I'd rather you hadn't rung me at work. (past perfect to talk about the past)

I WISH I COULD..... 154

I wish I could sing better.

I wish I could settle the argument.

I wish I could sail around the world.

I wish I could remain calm during all of this.

I wish I could remember his name.

I wish I could replace my old car with a new one.

I wish I could play outside.

I wish I could go to the game with you.

I wish I could write better.

I wish I could own my own business.

Thank you
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