

# Grammar Reference

## UNIT 1

### Present perfect and past simple (page 9)

#### Present perfect

- We use the present perfect to talk about:
  - the present result of something that happened at an unspecified time in the past.  
*He's **decided** to look for a new job.* (he's looking now)  
*I'm afraid I've **forgotten** your name.* (I don't remember it now)
  - actions or situations which started in the past and continue in the present.  
*How long **have** you **worked** here?* (you work here now; when did you start?)  
*She's **been** away on business **since** last week.* (she went last week; she's away now)  
*I **haven't** seen him for several years.*
- We use the present perfect + *for* to show the duration of an action, and the present perfect + *since* to show when an action began.



*I've known her | for three months.*  
*| since July.*

- We often use the present perfect with these adverbs:

*just    ever    never    lately    so far    up to now.*

*They've **just** signed an important contract.*  
*Have you **ever** used this type of machine?*  
*I've **never** seen such a well organised office!*  
*We've had good results **lately** / **up to now** / **so far**.*

#### Past simple

- We use the past simple to talk about actions and events which happened in a finished period of time in the past.  
*Pasteur **made** important medical discoveries.* (when he was alive)  
***Did** you go to the meeting yesterday?*  
*She **worked** in Paris for five years before moving to Rome.* (eg 1994–1999, not now)

## UNIT 2

### Present simple and present continuous (page 19)

#### Present simple

- We use the present simple to talk about:
  - habitual actions.  
*She usually **stays** at the Hilton, but it was fully booked.*
  - permanent situations.  
*He **works** in the Personnel Department of a large multinational company.*
  - things which are generally true.  
*Metals **expand** when heated.*

#### Present continuous

- We use the present continuous to talk about:
  - actions happening around the time of speaking.  
*Angela's **in** London at the moment. She's **staying** at the Hotel Intercontinental.*  
*We're **expanding** our operations in the Far East.*
  - temporary situations.  
*I'm **working** in a bookshop during the summer holidays.*
- Some verbs are not normally used in a continuous form.  
*I **know** London.* (NOT *I am knowing*)  
*I **like** my job.* (NOT *I am liking*).

Common verbs of this type include:

Verbs of feeling			
like	dislike	want	appreciate
love	hate	prefer	

Verbs of thinking		
know	understand	think (= have an opinion)
believe	forget	remember
recognise	realise	mean

Verbs of senses				
see	taste	smell	hear	feel

Other verbs			
belong	own	be	have (= possess)
consist of	contain	include	exist

## Present tenses with a future meaning

(page 19)

### Present simple

- We use the present simple to talk about timetabled or programmed future events.

*The meeting **starts** at 3 o'clock.*

*Our flight **arrives** at 6 p.m.*

### Present continuous

- We use the present continuous to talk about future arrangements and plans.

*I'm **attending** a meeting tomorrow afternoon.*

*We're **flying** to Hamburg next week.*

## UNIT 3

### Make and do (page 30)

- We use *do*:

- to talk about activities without mentioning exactly what they are.

*What's she **doing**?*

*Are you **doing** anything tonight?*

- to talk about work or a task.

*Have you **done** your homework yet?*

*It was a pleasure **doing** business with you.*

- with a determiner (eg *the, some*) + *ing*, to talk about activities that are repeated or take some time.

*Could you **do** some photocopying for me please?*

*We need a temp to **do** the filing.*

- We use *make*:

- to talk about creating or constructing.

*We **made** new plans for the store based on his suggestions.*

*The company **makes** photographic equipment.*

- with nouns connected with talking about sounds.

*I'd like to **make** a complaint / an enquiry.*

*Those machines **make** too much noise.*

- with nouns connected with travel.

*The regional manager is **making** a visit next week.*

*We had to **make** a long journey to find this place.*

- There are many other expressions with *make* and *do* which do not follow these guidelines. It is best to learn these or use a dictionary if you are unsure.

#### Do

good your best harm (someone) a favour

#### Make

an appointment arrangements an attempt  
a choice money progress  
a start

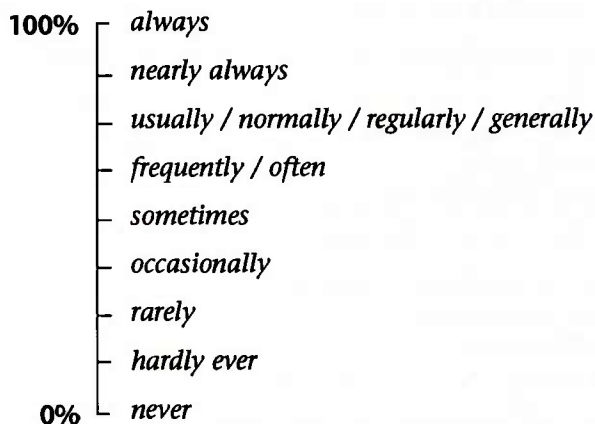
## UNIT 4

### Adverbs (page 38)

- We use adverbs to give extra information about verbs, adjectives and other adverbs.
- We usually add *-ly* to an adjective to form an adverb.  
*She was **definite** about coming.* (adj)  
*She said she was **definitely** coming.* (adv)  
*He is very **efficient**.* (adj)  
*He works **efficiently**.* (adv)
- We add *-ally* to adjectives ending in *-ic*.  
*There has been a **dramatic** drop in interest rates.* (adj)  
*Interest rates have **dropped dramatically**.* (adv)
- Some adverbs are 'irregular' and are not formed with *-ly*.  
*He is a **good** speaker of English.* (adj)  
*He speaks English **well**.* (adv)  
*She is a **fast** typist.* (adj)  
*She types **fast**.* (adv)  
*He is a **hard** worker.* (adj)  
*He works **hard**.* (adv)
- Some adverbs ending in *-ly* have a different meaning from the adjective.  
*He is a **hard** worker.* (adj. He does a lot of work.)  
*He **hardly** works.* (adv. He does not do much work.)
- Some words ending in *-ly* are adjectives and not adverbs.  
*The new manager seems very **friendly**.* (adj)  
*There is a **lovely** view from our office window.* (adj)

### Frequency (page 38)

- We can rank expressions of frequency from *always* (100% of the time) to *never* (0% of the time).



*We **always** try to meet our deadlines.*

*We are **hardly ever** late.*

*We **occasionally** have problems with our suppliers and this **sometimes** causes delays.*

- We can use more precise expressions of frequency.  
*Once / twice / three times a day / week / month / year*  
*Every hour / day / week / month / year*  
*Hourly / daily / weekly / monthly / yearly*

*We hold departmental meetings **once a month**.*  
*The individual teams meet **every week**.*  
*We update the sales figures **monthly**.*

- We can use *hourly, daily, weekly, monthly* and *yearly* as both adjectives and adverbs.  
*We hold **weekly** meetings.* (adj)  
*We hold meetings **weekly**.* (adv)

### Used to (page 39)

- We use *used to* + infinitive to talk about things that happened regularly in the past but have changed now.  
*They **used to live** in London. Now they live in Madrid.*  
*I **used to go to work** by bus. Now I take my car.*

### Be/Get used to (page 39)

- We use *be used to* to talk about things we don't mind doing because we have become familiar with them.  
*I'm **used to** office work.* (I don't mind it now, but it was strange at first)
- When *be used to* is followed by a verb it takes the *ing* form.  
*I'm **used to working** in an office.*
- We use *get used to* to talk about the process of becoming familiar with something that is new.  
*I **quickly got used to working** in an office.*

## UNIT 5

### The imperative (page 49)

- The imperative has the same form as the infinitive without *to*.
- We use the imperative to give orders, instructions and strong advice.  
***Complete** this form and **send** it by e-mail.*  
***Make sure** that you take your passport with you.*
- We use the auxiliary verb *do* to form emphatic and negative imperatives.  
***Do visit** us again.*  
***Don't be** late.*
- We can use question tags with imperatives.  
Check the records, ***would you?***  
***could you?***  
***will you?***

## Adjectives and nouns of nationality

(page 50)

- To talk about the inhabitants of a country collectively, we use a noun which is the same as the adjective of nationality.  
*Private space for **the Japanese** is virtually non-existent.*
- To talk about individual inhabitants, we may:
  - 1 use the adjective of nationality.  
*a **Japanese**, an **American**, two **Canadians***
  - 2 add *man* or *woman* to the adjective.  
*a **Frenchwoman**, three **Irishmen***
  - 3 use a different word.  
*a **Pole**, a **Spaniard**, some **Finns***
- To talk about a language, we use the same form as the adjective.  
*In Holland most people speak **Dutch, English** and **German**.*

## UNIT 6

### First and second conditional (page 62)

#### First conditional

- We use the first conditional to talk about the consequences of something which may possibly happen in the future.  
*If you **transfer** your money to a deposit account, you'll **earn** more money.*  
*I'll **give** you a five per cent discount if you **pay** cash.*
- We use a present tense in the *if* clause, and a future tense in the main clause.

#### Second conditional

- We use the second conditional to talk about something which we think is unlikely to happen, or to refer to an imaginary situation.  
*What **would** you do if you **lost** your credit card?*  
*If I **had** more money, I'd **invest** it on the Stock Exchange.*
- We use a past tense in the *if* clause and *would* + infinitive in the main clause.
- When the *if* clause contains the verb *be*, we usually use *were* not *was*, especially after *I*.  
*If I **weren't** so tired I **would** gladly help you.*
- We often use the expression *If I were you* to give advice.  
*If I **were** you, I **would** take travellers' cheques, not cash.*