

Contents

Introduction

12

Section one

The fundamentals of grammar

General review of tenses and verb forms

15

Modal auxiliary verbs

17

Introduction

17

Ability or potential: *can, could, be able to*

21

4 Ability or potential in past time: *could, could have*

22

5 *be able to*

22

Conditional *could, would be able to*

23

6 *could, could have*

24

7 *would be able, would have been able*

24

8 General characteristics: *can, could*

24

Possibility: *can, could, may, might*

25

9 Present or future possibility: *may, might, could*

26

10 Past possibility: *may have, might have, could have*
(Situations)

27

Permission: *can, could, may, might*

28

11 *can, could, may, might* in reported speech

28

Other uses of *may* and *might*

29

12 Concessive *may*

29

13 *might* in requests and suggestions

29

14 Expectation or probability: *should, ought to*

30

15 Inference and logical conclusion: *must, can't*
(Situations)

31

16 Belief and conjecture: *will, would*

32

17 Characteristic behaviour: *will, would*

32

18 Inherent capacity: *will, would* (Situations)

34

Prediction: <i>shall, will</i>	34
19 <i>shall</i> after <i>I, we</i> (reported > direct speech)	37
20 Review: various uses of <i>will</i>	38
Advice and recommendation: <i>shall, should, ought to, had better</i>	38
21 <i>should, ought to, had better</i> (Situations)	39
Other uses of <i>should</i>	40
22 <i>should</i> in noun clauses after <i>suggest, recommend</i> , etc.	40
23 <i>should</i> in adverbial clauses of purpose	41
24 <i>should</i> in noun clauses after subject + <i>to be</i> + adjective	42
Obligation and necessity: <i>must, mustn't, have (got) to</i>	42
25 <i>must, mustn't, have (got) to</i>	45
26 <i>must, mustn't, have (got) to</i> in reported speech	46
Absence of obligation or necessity: <i>needn't, not need to, not have to</i>	46
27 <i>needn't, not need to, not have to</i>	48
28 <i>needn't, not need to, not have to</i> in reported speech	49
Introduction to the verb forms of English	50
The 'simple' verb forms	51
Present simple	51
29 Present simple: states	52
30 Present simple in explanations	52
31 Present simple for daily habits	53
32 Present simple with 'frequency' adverbs (Situations)	53
33–34 Composition topics	54
35–36 Present simple in demonstrations	55
37 Present simple in headlines	56
Past simple	56
38 Stative verbs: present simple and past simple	57
39 Past simple ('narrative') for past events	57
40 Past events (Situations)	58
41–42 Composition topics	58
Future actions or events	59
43 Present simple with adverbs having future time reference	59
44 Present simple in adverbial clauses of time referring to future	60
A note on the 'future'	61

The 'progressive' verb forms	62
Present progressive	62
45–46 Present progressive	63
Past progressive	64
47 Past simple and past progressive	65
48 Present and past, simple and progressive	65
49 Present simple and progressive, simple and progressive infinitive, present participle	66
Future actions or events	67
50 Progressive forms with adverbs referring to future time (plans and arrangements)	67
Future progressive	68
51 Simple and progressive infinitive after <i>shall, will, may</i> , etc.	69
Perfect progressive	69
52 Present and past perfect progressive	70
Verbs not normally used in progressive forms	71
53 Present simple (Situations)	72
54 States and events: present simple or progressive	72
The 'perfect' verb forms	73
55–56 Perfect forms in past, present and future time	75
57 Present perfect and past perfect, simple or progressive (Situations)	76
58 Present progressive and present perfect	77
59 Present perfect (Situations)	78
for and since	78
60 Present perfect with <i>since</i>	79
61–62 <i>for and since</i>	80
Simple and progressive perfect forms	80
63 Present perfect simple or progressive	81
Present perfect in adverbial clauses of time referring to future	82
64 Present perfect in future time clauses	83
65 Reported speech	83
Past simple and past perfect: time distinctions	84
66–67 Past simple and past perfect	85
68 Past perfect: substituting finite for non-finite clauses	86
69 Past perfect in reported speech	87

Conditional sentences	88
Introduction	88
Type 0: cause and effect	89
70 Cause and effect (Situations)	89
Type 1: open conditions	90
71 Basic forms (Situations)	90
<i>Type 1: variations</i>	90
72 <i>should</i> and <i>will</i> in conditional clauses	91
73 <i>Type 1: alternative forms</i>	92
74 Review of Type 1 conditions	92
Type 2: tentative, hypothetical, and unreal conditions (present or future time reference)	93
75 Tentative suggestions and hypothetical conditions	94
76 Hypothetical conditions (Situations)	94
77 Unreal conditions (present time) <i>wish, 'd rather, It's time</i> + noun clause with past tense	94
78 Past tense after <i>wish</i>	95
79 Past tense after <i>wish, 'd rather, It's time</i>	96
<i>Type 2: variations</i>	96
80 Review of Type 2 conditions	97
Type 3: unreal conditions (past time reference)	97
81–83 Unreal conditions (past time)	98
84 Unreal conditions (past and present time)	98
85 Review of Type 3 conditions	99
86 Inversion in place of <i>If</i>	99
Conjunctions introducing conditional clauses	100
87–88 Conditionals: general review	101
89 Composition topic	102
Conditionals in reported speech	103
90 Reporting Type 1 conditions	104
91 Reporting Type 2 conditions	104
The passive voice	105
Introduction	105
92 Passive sentences without 'agents'	106
93 Passive sentences with and without 'agents'	107
94 Prepositions in passive sentences	108

Phrasal and prepositional verbs in the passive	109
95 Phrasal and prepositional verbs (Situations)	109
96 Active > Passive transforms	110
97 Passive forms of phrasal and prepositional verbs	110
Passive transforms of subject + verb + indirect object + direct object	111
98 Active > Passive transforms	111
99 Situations	111
Passive transforms of subject + verb + 'that' clause	112
100 Passive transforms using the infinitive	113
101 <i>have</i> or <i>get</i> + noun + past participle	114
Advanced exercises in conversion	115
102 Active > Passive transforms	115
103 Passive > Active transforms	115
Relative clauses	116
Defining relative clauses	116
104–105 Definitions	117
<i>that, who, which</i> in defining clauses	117
Omitting the relative pronoun in defining clauses	118
106–110 Defining clauses	119
Non-defining relative clauses	122
111–114 Non-defining clauses	123
115 <i>whose</i> in defining and non-defining clauses	125
Prepositional relative clauses	126
116 Defining clauses with prepositions	128
117 Defining clauses with end-preposition	128
118 Non-defining clauses with prepositions	129
119 Co-ordinate relative clauses	130
120 Cleft sentences	131
121 <i>where, when, why, as</i> in relative clauses	132
122–123 <i>what</i> in noun clauses	134
Collective nouns as antecedents	135

Verb patterns with -ing forms, infinitives and 'that' clauses	135
Introduction	135
Classification	137
124–126 Gerunds after prepositions, prepositional verbs, and phrasal verbs	139
<i>to + gerund or infinitive</i>	140
127 <i>to + gerund</i>	141
128 <i>to + gerund or infinitive</i>	141
<i>Group 1: verbs followed by the gerund</i>	142
129 Verb + gerund	143
Nouns and pronouns before gerunds	144
130–131 Verb + (noun or pronoun) + gerund	145
Verbs followed by the infinitive	146
<i>Group 2a: verbs followed by the infinitive without preceding noun</i>	146
132–133 Subject + verb + infinitive	147
134 Composition exercise	147
<i>Group 2b: verbs followed by a noun + infinitive</i>	148
135–137 Subject + verb + noun + infinitive	149
<i>Group 2c: verbs followed by the infinitive, with or without preceding noun</i>	150
138 Subject + verb + (noun) + infinitive	151
<i>Group 3: verbs followed by the gerund or the infinitive</i>	152
139–142 Gerund or infinitive	154
<i>Group 4: verbs followed by a noun + present participle or infinitive without <i>to</i></i>	156
143 Subject + verb + noun + participle or infinitive	158
144 <i>make</i> and <i>let</i>	158
145 <i>make</i> in the passive (Situations)	159
<i>Group 5: verbs followed by a 'that' clause</i>	159
146 Subject + verb + 'that' clause	160
147 Subject + verb + noun + <i>to be</i>	160

Participles and gerunds	
Introduction	161
148–151 Non-finite clauses using participles	163
152 Participles and gerunds in non-finite clauses	167
153–154 General review: gerunds, infinitives, and participles	167
The position of adverbs	169
155–158 Inversion of subject and verb after initial negative adverbs	169
159–160 Adverb position and meaning	172
Reported speech	173
Introduction	173
161 Tense changes in reported speech	175
162 Questions in reported speech	175
163 Composition	175
164 Consumer report	176
165–171 Various reporting verbs other than <i>say</i> and <i>tell</i>	176
172 Dialogue: reported > direct speech	178
173–174 Reporting conversations from a particular point of view	179
175–176 Converting reports into direct speech	180
Section two	
Sentence structure and synthesis	183
Adjectival clauses	183
177–178 Particles in non-finite adjectival clauses	183
179 Infinitives in non-finite adjectival clauses	185
180 Finite and non-finite adjectival clauses	185
181 Co-ordinate relative clauses	186
Adverbial clauses	187
Conjunctions used to introduce adverbial clauses	187
182–185 Adverbial clauses (finite and non-finite) <i>therefore, nevertheless, however</i>	188
186–187 Adverbial clauses of reason or concession	191
188–193 Adverbial clauses (finite or non-finite)	192

Noun clauses	193
194–195 Finite noun clauses	193
196 Infinitives in non-finite noun clauses	194
197 Noun clauses as subject	195
Appositional noun clauses	195
198–200 Noun clauses (finite and non-finite)	196
201 Non-finite clauses (adjectival, adverbial and noun)	197
202–206 Synthesis	198
207–213 Distinguishing between similar sentences	200
214–215 Ambiguous sentences	204
216 Punctuation and meaning	205
Section three	
Vocabulary work	207
217–219 The use of words	207
220–229 Words confused or misused	209
230–233 Comparisons and contrasts	212
234–238 Words and their associations	213
239–243 Substituting adverbs for adverbial phrases	215
244–248 Adjectives ending in <i>-ible</i> , <i>-able</i> , and <i>-uble</i>	218
249–250 Adjectives ending in <i>-ive</i>	220
251–254 Adjectives ending in <i>-ous</i>	222
255–258 Adjectives and verbs ending in <i>-ate</i>	225
259–260 Verbs ending in <i>-fy</i>	226
261–262 Verbs ending in <i>-ize</i> or <i>-ise</i>	227
263–271 Words with variable stress and pronunciation	228
272–280 Prefixes and suffixes	230
281–285 Compound words	231
286–294 Word formation	234
295–304 Homonyms	235
305–310 Homophones	236
311–316 Related word groups	237
Phrasal and prepositional verbs	238
317–318 Word order after phrasal and prepositional verbs	240
319–325 Replacing words with phrasal or prepositional verbs	241
326–327 Replacing phrasal or prepositional verbs with synonymous verbs	244
328–329 Opposites	245
330–332 Phrasal and prepositional verbs (Situations)	246

Compound words derived from phrasal verbs	248
333-335 Compound nouns related to phrasal verbs	249
336 Irregular plurals	251
337-340 Idioms and proverbs	251
341-342 Colloquial phrases and responses (Situations)	254
343-344 Newspaper headlines	255
345-353 General knowledge	255
354-356 Abbreviations	258

Section four **Composition work**

357-359 Preliminary composition work	259
360 Arguments 'for' and 'against'	260
361 Composition subjects (250-300 words)	261
362 Composition subjects (350-500 words)	262
363 Subjects for letters (90-120 words)	263

Appendix: Notes on clauses

264

Key to exercises

275

Inside back cover:

Construction of verb forms in English