

## 1A word order in questions

Questions with *do / does / did* in present and past simple

Question word	Auxiliary	Subject	Infinitive (= verb)
	Do	you	live with your parents?
	Does	Jenny	like Chinese food?
Where	do	you	live?
What food	does	Jenny	like?

- In the present simple use the auxiliary verb *do / does* to make questions.
- In the past simple use the auxiliary verb *did* to make questions.
- In these questions the subject goes after the auxiliary verb.
- Remember **ASI** (auxiliary, subject, infinitive) or **QUASI** (question word, auxiliary, subject, infinitive) to help you with word order in present or past simple questions.

Questions with *be*, present continuous, and *going to*

Question word	<i>be</i>	Subject	(adjective, noun, verb + <i>ing</i> , etc.)
	Is	Ana	a student?
What	are	they	doing?
	are	you	talking about?
Where	is	he	going to live?

- In questions with *be*, make questions by inverting the verb and the subject.

⚠ If a verb is followed by a preposition (*listen to, talk about*), the preposition goes at the end of the question.  
*What are you talking about?*  
 NOT *About what are you talking.*

## 1B present simple

	I / you / we / they	he / she / it
+	I usually <b>work</b> at home.	Danny <b>knows</b> me very well.
-	They <b>don't</b> live near here.	It <b>doesn't</b> often rain here.
?	<b>Do</b> you <b>smoke</b> ?	<b>Does</b> Nina <b>like</b> music?
✓ ✗	Yes, I <b>do</b> . / No, I <b>don't</b> .	Yes, she <b>does</b> . No she <b>doesn't</b> .

- Use the present simple for things you do every day, week, year, or which are always true.
- Remember the spelling rules for 3rd person singular *s*:  
 work > works    add *s*  
 study > studies    consonant + *y*: *y* and add *ies*  
 finish > finishes    *sh, s, ch, x*: add *es*  
 go > goes    do > does    have > has
- Remember the word order in questions (**ASI** and **QUASI** – see 1A above).

## adverbs and expressions of frequency

- We often use the present simple with adverbs of frequency (*always, often, sometimes, usually, hardly ever, never*).
- Adverbs of frequency go before the main verb but after *be*.  
*He often goes out.* NOT *He goes often out.*  
*She's always late.* NOT *She's late-always.*
- Expressions of frequency (*every day, once a week, etc.*) usually go at the end of a sentence.  
*I have English classes twice a week.*

## 1C present continuous: *be + verb + ing*

	I	you / we / they	he / she / it
+	I'm working	You We 're working	He She 's working
-	I'm not working	You We aren't working	He She isn't working
?	Are you working?	Yes, I am.	No, I'm not.
✓ ✗	Is he working?	Yes, he is.	No, he isn't.

- Use the present continuous for things happening now, at this moment.  
*My brother is working in Germany.*  
**A** *What are you doing?*  
**B** *I'm sending a text message to Sarah.*
- Remember the spelling rules for the *-ing* form.  
 cook > cooking    study > studying  
 live > living    run > running

⚠ Some verbs are not normally used in the present continuous, for example *like, want, have (= possess), need*.  
*I need to talk to you now.*  
 NOT *I'm needing to talk to you now.*

## 1D defining relative clauses with *who, which, where*

A cook is a person **who** works in a restaurant.  
 A clock is a thing **which** tells the time.  
 A post office is a place **where** you can buy stamps.

- Use relative clauses to explain what a place, thing, or person is or does.  
*That's the woman who won the lottery last year.*  
*This is the restaurant where we had dinner last week.*
- Use *who* for a person, *which* for a thing, and *where* for a place.

⚠ You can use *that* instead of *who* or *which*.  
*She's the girl who / that works with my brother.*  
*It's a thing which / that connects two computers.*

## 2A past simple regular and irregular

	+	-
I You He She It We They	<b>stayed</b> in a hotel. <b>went</b> on holiday.	<b>didn't stay</b> in a hotel. <b>didn't go</b> on holiday.
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> ?	<b>Did you stay</b> in a hotel? Yes I <b>did</b> . <b>Did you go</b> on holiday? No, I <b>didn't</b> .	

infinitive	past
work	worked
stay	stayed
like	liked (just add <i>d</i> if verb finishes in <i>e</i> )
study	studied ( <i>y&gt;i</i> after a consonant)
stop	stopped (if verb finishes in consonant-vowel-consonant, double the final consonant)

- Use the past simple to talk about finished actions in the past.
- The past simple is the same for all persons.
- Use the infinitive after *Did...?* and *didn't* for negatives and questions.

- To make the past simple  $\oplus$  of regular verbs add *-ed*. Remember the spelling rules.
- Many common verbs are irregular in  $\oplus$  past simple, for example *go>went*. See the **Irregular verb list** on p.155.

2B past continuous: *was / were + verb + ing*

	+	-
I He She It	<b>was working</b>	You We They <b>were working</b>
I He She It	<b>wasn't working</b>	You We They <b>weren't working</b>
? <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>Was he working?</b> Yes, he <b>was</b> . No, he <b>wasn't</b> . <b>Were they working?</b> Yes, they <b>were</b> . No, they <b>weren't</b> .	

- Use the past continuous to describe an action in progress at a specific moment in the past.  
*At six o'clock last night I was driving home.*  
*On April 1st I was staying with some friends in the country.*

## past simple or past continuous?

When I **took** the photo, they **were writing** a song.  
I **was sitting** at home when I **saw** the news on TV.

- Use the past simple for a completed action.  
*I took the photo. / I saw the news.*
- Use the past continuous for an action in progress.  
*They were writing a song. / I was sitting at home.*

## 2C questions with and without auxiliaries

## Questions with an auxiliary

Question	Auxiliary	Subject	Infinitive
What music	do	you	like?
Which CD	did	he	buy?
Who	did	you	go with?

- To make questions in the past and present simple, we normally use the auxiliary verbs *do / does / did* + the infinitive.  
*What music do you like?* NOT *What music you like?*
- The normal order for questions in the present and past is **QUASI** (See p.126 1A).

## Questions without an auxiliary

Subject	Verb	
What	happened	after the concert?
Which country	won	the Eurovision Song Contest?
Who	writes	their songs?

- When the question word (*Who? What? Which? How many?*) is the subject of the verb in the question, we do not use an auxiliary (*do, does, did*) and the verb is in the third person.  
*Who writes their songs?* NOT *Who does write their songs?*

2D *so, because, but, although**because and so*

She was driving fast **because** she was in a hurry. (reason)  
She was in a hurry **so** she was driving fast. (result)  
Hannah spoke to the DJ **because** they didn't like the music. (reason)  
They didn't like the music **so** Hannah spoke to the DJ. (result)

- Use *because* to express a reason.
- Use *so* to express a result.

*but and although*

She tried to stop **but** she hit the man.  
**Although** she tried to stop, she hit the man.  
It was late **but** she couldn't sleep.  
She couldn't sleep **although** it was late.

- Use *but* and *although* to show a contrast.
- *Although* can go at the beginning or in the middle of the sentence.



## 3A going to

+	I'm <b>going to</b> work in a restaurant. She's <b>going to</b> meet me at the airport.
-	We <b>aren't going to</b> stay very long. He <b>isn't going to</b> like the weather there.
?	Are you <b>going to</b> find a job? When is your brother <b>going to</b> visit you?

- Use (be) *going to* + infinitive to talk about future plans and predictions.

*I'm going to work in the UK for six weeks.* (plan)

*I think it's going to rain this afternoon.* (prediction)

- When you use *going to go*, you can omit *to go*.

*I'm going to go to university next year*

or *I'm going to go to university next year.*

## present continuous for future arrangements

+	I'm <b>seeing</b> some friends tonight. We're <b>having</b> dinner at their house tomorrow.
-	She <b>isn't leaving</b> until Friday. They <b>aren't coming</b> to the party.
?	What <b>are you doing</b> this evening? Is she <b>meeting</b> us at the cinema?

- You can also use the present continuous for future arrangements which we have planned for a fixed time or place.
- Don't use the present simple for this. NOT *I see some friends tonight.*
- The present continuous is especially common with the expressions *tonight, tomorrow, this weekend, etc.* and with these verbs: *go, come, meet, see, leave, and arrive.*

## 3B will, won't + infinitive (predictions)

+	-
I You He She <b>'ll be</b> late. It We They	I You He She <b>won't be</b> late. It We They
Contractions: 'll = will; won't = will not	

- Use *will / won't* + infinitive for future predictions. (You can also use *going to*. See 3A above.)
- The future of *there is / are* = *there will be*; the future of *I can* = *I'll be able to* NOT ~~I'll can~~.

?	✓	✗
I you he Will she <b>be</b> late? it we they	I you he Yes, she <b>will</b> . it we they	I you he No, she <b>won't</b> . it we they

- We often use *I think / I don't think ... + will ...* *I think he'll fail the exam. I don't think he'll pass the exam.* NOT *I think he won't pass.*

⚠ Sometimes in + sentences with *I* and *we*, people use *shall* (not *will*), but this is very formal (for example, in a business letter).  
*I shall write to you when I have studied your case.*

## 3C will (promises, offers, and decisions)

Decisions	I <b>won't have</b> the fish, I'll have the steak. We'll <b>take</b> the 6.30 train.
Offers	I'll <b>help</b> you with your homework. Shall I <b>open</b> the window?
Promises	I'll always <b>love</b> you. I <b>won't tell</b> anyone.

- Use *will / won't* + infinitive for making decisions, offering, and promising.  
*I'll help you with those bags.* NOT *I help you.*
- Use *Shall I...?* or *Shall we...?* when an offer is a question.  
*Shall I pay? Shall we call you tonight at 7.00?*

## 3D review of tenses: present, past, and future

Tense	Example	Use
present simple	I <b>live</b> in the city centre. She <b>doesn't smoke</b> .	Things that happen always or usually.
present continuous	He's <b>looking</b> for a new job. I'm <b>leaving</b> tomorrow.	Things that are happening now or in the near future.
past simple	We <b>saw</b> a good film last night. We <b>didn't do</b> anything yesterday.	Finished actions in the past.
past continuous	He <b>was working</b> in Paris. What <b>were you doing</b> at 7.00?	Actions that were in progress at a past time.
<i>going to</i> + infinitive	I'm <b>going to see</b> Tom tonight. It's <b>going to rain</b> .	Future plans and predictions.
<i>will / won't</i> + infinitive	You'll <b>love</b> New York. I'll <b>phone</b> her later. I'll <b>help</b> you. I'll <b>pay</b> you back tomorrow.	Predictions, instant decisions, offers, and promises.

## 4A present perfect (experience) + ever, never

+		-	
I've (I have) You've (You have) He's (He has) She's (She has) It's (It has) We've (We have) They've (They have)	been to London.	I haven't You haven't He hasn't She hasn't It hasn't We haven't They haven't	worked in a bank.

?	✓	✗
Have you worked in a bank?	Yes, I have.	No, I haven't.
Has he been to London?	Yes, he has.	No, he hasn't.

- Use the present perfect to talk about past experiences when you don't say exactly when they happened.  
*I've been to London.* NOT *I've been to London last year.*  
*My brother has worked abroad.*
- For regular verbs the past participle is the same as the past simple (+ed). For Irregular verbs see p.155.
- We often use the present perfect with *ever* (= in your life until now) and *never*.  
*Have you ever been to London? No, I've never been there.*

**▲** Compare the present perfect of *go* and *be*.  
*He's gone to Paris.* = He's in Paris now.  
*He's been to Paris.* = He went to Paris and came back.

### present perfect or past simple?

A Have you ever been to Mexico?	B Yes, I have.
A When did you go there?	B I went last year.

- Conversations often begin in the present perfect (with a general question) and then change to the past simple (with questions asking for specific details, *when, where, who with, etc.*)
- Use the past simple to ask / say exactly when something happened.

## 4B present perfect + yet, just, already

yet

A Have you finished your homework yet?
B No, not yet. I haven't finished yet.

- Use *yet* + the present perfect in **+** and **?** sentences to ask if something that you think is going to happen has happened.
- Put *yet* at the end of the sentence.

just

A Would you like a coffee?
B No thanks. I've just had one.
My sister's just started a new job.

- Use *just* in **+** sentences to say that something happened very recently.
- Put *just* before the main verb.

already

A Do you want to see this film?
B No, I've already seen it three times.
A Shall I buy a newspaper?
B No, I've already bought one.

- Use *already* in **+** sentences to say that something happened before now or earlier than expected.
- Put *already* before the main verb.

## 4C comparative adjectives

Adjective	Comparative	
short	shorter	one syllable: + er
big	bigger	one vowel + one consonant: double final consonant
busy	busier	consonant + y: y + ier
relaxed	more relaxed	two or more syllables: more + adjective
good bad far	better worse further	Irregular

## comparative adverbs

Adjective	Comparative	Adjective	Comparative
Regular		Irregular	
quickly	more quickly	hard	harder
slowly	less slowly	well	better
		badly	worse

- Use comparative adjectives to compare people and things.  
*My brother's taller than me.*
- Use comparative adverbs to compare actions.  
*He drives more slowly than me.*
- You can also use (not) *as* + (adjective / adverb) + *as*.  
*I'm not as tall as my brother.*  
*He doesn't drive as fast as me.*

## 4D superlatives (+ ever + present perfect)

Adjective	Comparative	Superlative
cold	colder	the coldest
hot	hotter	the hottest
pretty	prettier	the prettiest
beautiful	more beautiful	the most beautiful
good	better	the best
bad	worse	the worst
far	further	the furthest

- Use *the* + superlative adjectives to say which is the biggest, etc. in a group.  
*It's the highest mountain in Europe. She's the best in the class.*
- We often use a superlative with the present perfect.  
*Russia is the coldest place we've ever been to.*  
*It's the most beautiful church I've ever seen.*



5A uses of the infinitive (with *to*)infinitive + *to*

I want **to go** to the party.  
I need **to buy** some new clothes.  
It'll be nice **to meet** some new people.  
It's important **not to be** late.

- Use *to* + the infinitive after:
  - some verbs (*want, need, would like, etc.*) See **Verb Forms** p. 154.
  - adjectives  
*It isn't easy to find a job. Nice to meet you.*
- The negative infinitive is *not to* + verb.  
*Try not to be late tomorrow.*

## infinitive of purpose

**A** Why did you go to the party? **B** **To meet** new people.  
I went to the party **to meet** new people.

- Use *to* + the infinitive to say why you do something.  
*I came to this school to learn English.* NOT ~~for learn English.~~

5B verb + *-ing*

**Eating** outside in the summer makes me feel good.  
I love **reading** in bed.  
I'm thinking of **buying** a new car.

- Use verb + *ing*:
  - as the subject of a sentence  
*Smoking is bad for you.*
  - after some verbs, (*like, love, hate, enjoy, etc.*) See **Verb Forms** p. 154.  
*I hate getting up early.*
- after prepositions  
*He left without saying goodbye.*
- Remember the spelling rules for the *-ing* form (See p. 126 1C)

5C *have to, don't have to, must, mustn't**have to, don't have to*

+	She <b>has to</b> get up at 7.00 every day. You <b>have to</b> drive on the left in the UK.
–	We <b>don't have to</b> wear a uniform at this school. He <b>doesn't have to</b> work on Saturdays.
?	<b>Do I have to</b> buy a grammar book? <b>Does she have to</b> study tonight?

**Don't contract *have* or *has*.**  
*I have to go.* NOT ~~I've to go.~~

- Use *have to* + infinitive to talk about rules and obligations, or to say something is necessary.
- Use *don't have to* + infinitive to say there is no obligation, or something is not necessary.
- Use *do / does* to make questions and negatives.  
*Do I have to go?* NOT ~~Have I to go?~~

*must / mustn't*

+	You <b>must</b> do your homework tonight. She <b>must</b> tidy her room before she goes out.
–	You <b>mustn't</b> smoke in class. They <b>mustn't</b> leave their bags here.

**Contraction: *mustn't* = must not**

- Use *must* + infinitive to talk about rules and obligations.  
*You must turn off your mobile phones before coming into class.*
- *must / mustn't* are the same for all persons. It is not often used in questions (*have to* is more common).
- Use *mustn't* + infinitive to say something is prohibited.  
*You mustn't smoke here.*
- You can use *mustn't* or *can't* to talk about rules.  
*You mustn't park here. You can't park here.*

**▲** *Must* and *have to* are very similar, but there is a small difference. We normally use *have to* for a general obligation (a rule at work or a law). We normally use *must* when the speaker imposes the obligation (for example, a teacher to students or a parent to children). But often you can use either.

*Mustn't* and *don't have to* have completely different meanings. Compare:  
*You mustn't go* = You can't go. It's prohibited.  
*You don't have to go* = You can go if you want, but it's not obligatory/necessary.

5D expressing movement: *go, etc.* + preposition

The man **went up** the steps and **into** the church.  
I **ran over** the bridge and **across** the park.  
He **drove out of** the garage and **along** the street.

- To express movement use a verb of movement, for example, *go, come, run, walk, etc.* and a preposition of movement (*up, down, etc.*)

- Be careful with *in / into* and *out / out of*. Use *into / out of* + noun, but if there isn't a noun just use *in* or *out*.  
*Come into the living room. Come in.*  
*He went out of the house. He went out.*



### 6A *if* + present, *will* + infinitive (first conditional)

If I miss the bus, I'll get a taxi.  
She won't be angry **if** you tell her the truth.  
What will you **do if** it rains?

⚠ You can also use the imperative or *can*.  
*If you miss the bus, get a taxi.*  
*If you miss the bus, you can get a taxi.*

- Use *if* + present, *will* + infinitive to talk about a possible future situation and its consequence.
- The *if* clause can come first or second.  
*I'll come if you like.* OR *If you like, I'll come.*

### 6B *if* + past, *would* + infinitive (second conditional)

If a bear attacked me, I'd run away.  
If I didn't have children, I wouldn't live in the country.  
Would you take the manager's job **if** they offered it to you?

- The *if* phrase can come first or second.  
*If I saw a bear I'd run.* OR *I'd run if I saw a bear.*
- Remember with *can*, use *could* + infinitive, not *would-can*.  
*If I had a car, we could drive there.*

- Use *if* + past, *would* + infinitive to talk about an improbable / impossible or hypothetical future situation and its consequence.  
*If a bear attacked me, I'd run away.* = I'm imagining this situation. It's very improbable.
- *would / wouldn't* is the same for all persons.
- The contraction of *would* is 'd (*I'd, you'd, he'd, etc.*) and of *would not* is *wouldn't*.

⚠ With the verb *be* you can use *were* (instead of *was*) after *I* and *he / she / it*.  
*If he was / were here, he'd help you.*  
Use *were* (not *was*) in the expression *If I were you...*  
We often use this expression for advice.

#### First and second conditionals

Compare the first and second conditionals:

Use the **first conditional** for **possible** future situations.

*If I have time tomorrow, I'll help you.* (= maybe I will have time)

Use the **second conditional** for **improbable / impossible** or **hypothetical** situations.

*If I had time tomorrow, I'd help you.* (= I won't have time.)

### 6C *may / might* + infinitive (possibility)

We **might** have a picnic tomorrow, but it depends on the weather.  
I **might not** go to the party. I haven't decided yet.  
I **may** go to the party, but I'm not sure.  
I **may not** have time to do everything today.  
**Might not** and **may not** aren't usually contracted.

⚠ You can also use *May I... / May we...* to ask for permission.  
*May I use your phone?* (= can I use your phone).

- Use *might / may* and *might not / may not* + infinitive to talk about a future possibility.  
*It might / may rain.* = It's possible that it will rain.
- *Might / May (not)* is the same for all persons, *I might / may, he might / may, we might / may, etc.*

### 6D *should / shouldn't* (advice)

I think you **should** change your job.  
The government **should** do more for old people.

- Use *should / shouldn't* + infinitive to give somebody advice or say what you think is the right thing to do.  
*You should cut your hair.* = I think it would be a good idea.
- *should / shouldn't* + infinitive is the same for all persons.
- You can also use *ought to / ought not to* instead of *should / shouldn't*.  
*You ought to change your job.*



7A present perfect + *for* and *since*

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| A Where do you live now?          | B In Manchester.                    |
| A How long have you lived there?  | B I've lived there since 1990.      |
| A Where do you work?              | B In a primary school.              |
| A How long have you worked there? | B I've worked there for five years. |

⚠ You can't use the present simple here.  
NOT How long do you live here?  
I live in Manchester since 1980.

- Use the present perfect + *for* or *since* to talk about actions and states which started in the past and are still true now.  
*I've lived in Manchester since 1990.* = I came to live in Manchester in 1990 and I live in Manchester now.
- Use *How long?* to ask questions about the duration of an action or a state.
- Use *since* with the beginning of a period of time, for example, *since 1980*, *since last June*, etc.  
*I've been afraid of water since I was a child.*
- Use *for* + a period of time, for example, *for two weeks*, *for ten years*, etc.  
*I've had this car for three months.*

## 7B present perfect or past simple (2) ?

- |   |                                       |
|---|---------------------------------------|
| How long has Tarantino been a director? | He's been a director since the 1980s. |
| How many films has he made?             | He's made six films.                  |
| How long was Hitchcock a director?      | He was a director for 50 years.       |
| How many films did he make?             | He made 52 films.                     |

⚠ Don't use *since* with the past simple.  
NOT He was Prime Minister since 1999.  
You have to use *from...to*.  
*He was Prime Minister from 1999 to 2003.*

- Use the present perfect + *how long?*, *for*, and *since* to talk about a period of time from the past until now.  
*How long have you been married? I've been married for 10 years.* (= I'm married now.)
- Use the past simple + *how long?* and *for* to talk about a finished period of time in the past.  
*How long was he married? He was married for two years.* (= He's not married now.)

7C *used to* / *didn't use to*

+	-	?	✓	✗
I You He She It We They  <b>used to</b> wear glasses.	I You He She It We They  <b>didn't use to</b> wear glasses.	I you he she we they  <b>Did</b> use to wear glasses?	I you he she we they  <b>Yes,</b> did.	I you he she we they  <b>No,</b> didn't.

- Use *used to* / *didn't use to* + infinitive for things that happened repeatedly or over a long period of time in the past, but are usually not true now, for example for things which happened when you were a child.  
*I used to have long hair. I used to play in the street. I didn't use to have a TV.*
- You can also use the past simple here. *I had long hair when I was a child.*

⚠ *used to* only exists in the past.  
Don't use *use to* for present habits.  
Use the present simple + *usually*.  
*I usually cook in the evenings.*  
NOT I use to cook in the evenings.

7D passive: *be* + past participle

Present	+	-	?
Risotto <b>is made</b> with rice. These offices <b>are cleaned</b> every morning.	It <b>isn't made</b> with pasta. They <b>aren't cleaned</b> on Saturdays.	Is it <b>made</b> with meat? Are they <b>cleaned</b> on Sundays?	
Past	+	-	?
<i>Guernica</i> <b>was painted</b> by Picasso. The pyramids <b>were built</b> by the Egyptians.	It <b>wasn't painted</b> by Dali. They <b>weren't built</b> by the Greeks.	When was it <b>painted</b> ? Why were they <b>built</b> ?	

- You can often say things in two ways, in the active or in the passive.  
*Picasso painted Guernica.* (active) *Guernica was painted by Picasso.* (passive)
- In the active sentence, the focus is more on the person (e.g. Picasso).
- In the passive sentence the focus is more on the painting (e.g. *Guernica*).
- You can also use the passive when it's not known or not important who does or did the action.  
*My car was stolen last week.* (I don't know who stole it.)
- Make the present passive with *am / is / are* + the past participle.
- Make the past passive with *was / were* + the past participle.
- Use *by* to say who did the action.  
*The Lord of the Rings was written by Tolkien.*

## 8A something, anything, nothing, etc.

	+	? and - verb	✗ Short - answer
people	somebody someone	anybody anyone	nobody no one
things	something	anything	nothing
places	somewhere	anywhere	nowhere



- Use *somebody*, *something*, *someone*, etc. when you don't say exactly who, what, or where.  
*Somebody broke the window.*  
*I went somewhere nice at the weekend.*
- Use *anything*, *anybody*, *anywhere* in questions or with a  $-$  verb.  
*I didn't do anything last night.* NOT ~~I didn't do nothing.~~
- Use *nobody*, *nothing*, *nowhere* in short  $-$  answers or in a sentence (with a  $+$  verb).  
*Who's in the bathroom?*  
*Nobody. Nobody's in the bathroom.*  
NOT ~~Anybody is in the bathroom.~~
- Somebody*, *Nobody*, etc. are the same as *Someone*, *No one*, etc.

## 8B quantifiers

*too, too much, too many*

I'm stressed. I have **too much** work.  
My diet is unhealthy. I eat **too many** cakes and sweets.  
I don't want to go out. I'm **too** tired.

- Use *too*, *too much*, *too many* to say 'more than is good'.
- Use *too* + an adjective NOT ~~I'm too much tired.~~
- Use *too much* + uncountable nouns (e.g. coffee, time).
- Use *too many* + countable nouns (e.g. cakes, people).

*enough*

Do you eat **enough** vegetables?  
I don't drink **enough** water.  
This dress isn't big **enough**.

- Use *enough* before a noun to mean 'all that is necessary'.
- Use *enough* after an adjective.

*a little, a few*

A Do you take sugar? B Yes. Just a little.  
A Do want some chips? B Yes, but just a few.  
I eat a little meat. Can you buy a few bananas?  
I drink very little coffee. He has very few friends.

- Use *a little* / *very little* and *a few* / *very few* to talk about small quantities.
- Use *a little* / *very little* with uncountable nouns and *a few* / *very few* with countable nouns.

## 8C word order of phrasal verbs

Every morning I **get up** at 8.00.  
Then I **turn on** the radio.  
I always have to **look for** my glasses.

- A phrasal verb = verb + particle (preposition or adverb) *get up*, *turn on*, *look for*.
- 1 Some phrasal verbs don't have an object.  
*Come in and sit down.*  
*What time do you get up?*
- 2 Some phrasal verbs have an object and are separable.  
*Put on your coat.*  
*Turn off the TV.*
- With these verbs you can put the particle (*on*, *off*, etc.) before or after the object.  
*Put on your coat* OR *Put your coat on.*  
*Turn off the TV* OR *Turn the TV off.*
- When the object is a pronoun (*me*, *it*, *him*, etc.) it always goes between the verb and particle.  
*Here's your coat. Put it on.* NOT ~~Put on it.~~  
*I don't want to watch TV. Turn it off.* NOT ~~Turn off it.~~
- 3 Some phrasal verbs have an object and are inseparable.  
*I'm looking for my keys.*  
*I'm looking for them.*
- With these phrasal verbs, the verb (*look*) and the particle (*for*) are never separated.  
*I looked after my little sister.* NOT ~~I looked my little sister after.~~  
*I looked after her.* NOT ~~I looked her after.~~

## 8D so, neither + auxiliaries

A I love football.  
B So do I.  
A I went to university.  
B So did I.  
A I'm not married.  
B Neither am I.  
A I don't smoke.  
B Neither do I.

- Use *So do I* / *Neither do I*, etc. to say that you have something in common with somebody.
- Use *So* + auxiliary + *I* with positive sentences.  
A *I'm happy.* B *So am I.* NOT ~~So I am.~~
- Use *Neither* + auxiliary + *I* with negative sentences.  
A *I'm not hungry.* B *Neither am I.*  
NOT ~~Neither I am.~~
- The auxiliary you use depends on the tense.  
*I love football.* So **do** I.  
*I didn't like the film.* Neither **did** I.  
*I can swim.* So **can** I.  
*I wasn't very tired.* Neither **was** I.  
*I've been to Spain.* So **have** I.  
*I wouldn't like to go there.* Neither **would** I.



## 9A past perfect

+	-
I	I
You	You
He	He
She 'd seen the film before.	She <b>hadn't seen</b> the film before.
It	It
We	We
They	They
<b>contractions: I'd = I had    I hadn't = I had not</b>	

?	✓	✗
Had you he she we they seen it before?	Yes, you he she we they <b>had.</b>	No you he she we they <b>hadn't.</b>



Suddenly he remembered that he had seen the film before.

- Use the past perfect when you are already talking about the past, and want to talk about an earlier past action.  
*When I woke up the garden was all white. It had snowed in the night.*  
*I arrived at the coffee bar twenty minutes late and my friends had already gone.*
- Make the past perfect with *had / hadn't* + the past participle.
- The past perfect is the same for all persons.

⚠ Be careful: *I'd* can be *I had* or *I would*.

## 9B reported (or indirect) speech

### reported sentences

Direct speech	Reported speech
'I love you.'	He said (that) he loved her.
'I want to see you again.'	He told her (that) he wanted to see her again.

- Use reported speech to say what another person said.  
*I love you.* → He said (that) he **loved** her.

- Other tenses change like this:

Direct speech	Reported speech
'I can help you.'	He said (that) he <b>could</b> help me.
'I'll phone you.'	He told me (that) he <b>would</b> phone me.
'I met a girl.'	He told me (that) he <b>had met</b> a girl.
'I've broken my leg.'	He said (that) he <b>had broken</b> his leg.

- *that* is optional after *say* and *tell*.
- Pronouns also change in reported speech, for example *I* changes to *he / she*, etc.

*I'm coming.* → She told me that **she** was coming.

- ⚠ You can use *said* or *told* in reported speech but they are used differently.
- You can't use *said* with an object or pronoun  
NOT He said her he loved her
  - You must use *told* with an object,  
*He told her that he loved her* NOT he told that...

### reported questions

Direct speech	Reported speech
'Do you want to dance?'	He asked her if she wanted to dance.
'Where do you live?'	He asked her where she lived.

- In reported questions:
  - the tenses change in exactly the same way as in sentences, eg present to past, etc.
  - we don't use *do / did*.

*What do you want?* →  
*He asked me what I wanted.*

NOT He asked me what did I want.

- if the question begins with *do, can*, etc. add *if*.

*Do you like the music?* → *He asked her if she liked the music.*

*Can you sing?* → *She asked him if he could sing.*

- the word order is subject + verb.

*Are you a student?* → *He asked her if she was a student.*

*Have you seen the film?* → *She asked him if he had seen the film.*