

GRAMMAR REFERENCE AND PRACTICE

1.1 INFORMATION QUESTIONS (page 3)

Information questions		
Question words	To ask about ...	Examples
Where	places	<i>Where do you live?</i>
When	times	<i>When's your birthday?</i>
Why	reasons	<i>Why did you try to call me earlier?</i>
What	things	<i>What's your email address?</i> <i>What color do you like the best?</i>
Which	a specific group of things or people	<i>Which floor is your apartment on?</i>
Who	people	<i>Who's your boss?</i>
Whose	who things belong to	<i>Whose phone is this?</i>
How	ways to do things	<i>How do you make chocolate cake?</i>

1.2 INDIRECT QUESTIONS (page 5)

Indirect questions			
Questions within questions		Questions within statements	
Do you have any idea	where he was born?	I'd like to know	where he was born.
Can you tell me	if she plays any sports?	I want to find out	if she plays any sports.
Do you know		I wonder	

2.1 PRESENT PERFECT WITH *EVER*, *NEVER*, *FOR*, AND *SINCE* (page 13)

Present perfect with <i>ever</i> and <i>never</i> (for experience)	Present perfect with <i>for</i> and <i>since</i>
<p>Have you ever played video games?</p> <p>Yes, I have. I've played them many times.</p> <p>No, I haven't. I've never played them.</p> <p>Has he ever traveled to another country?</p> <p>Yes, he has. He's traveled to ten countries.</p> <p>No, he hasn't. He's never traveled anywhere.</p>	<p>How long has your car been outside?</p> <p>It's been outside for two years.</p> <p>How long have you had your comic books?</p> <p>I've had them since I was 12.</p> <p>Have you ridden your bikes lately?</p> <p>No. We haven't ridden them since college.</p>

2.2 PRESENT PERFECT WITH *ALREADY* AND *YET* (page 15)

Present perfect with <i>already</i> and <i>yet</i> <i>already</i>	<i>yet</i>
<p>I've already made folders.</p> <p>She's already tried the camera.</p>	<p>I haven't tried the camera yet.</p> <p>He hasn't made folders yet.</p> <p>Have you tried the camera yet?</p> <p>Yes, I have. / No, I haven't.</p> <p>Has he made folders yet?</p> <p>Yes, he has. / No, he hasn't.</p>

3.1 ARTICLES (page 23)

Articles
<p>Use a / an ...</p> <p>when something isn't definite: <i>Is there a ferry in your city?</i></p> <p>with jobs: <i>I'm studying to be an engineer.</i></p>
<p>Use the ...</p> <p>for something you've mentioned before: <i>How often does the ferry run?</i></p> <p>for something your listener knows: <i>He works in the city.</i></p> <p>with ordinals: <i>What time does the first ferry leave?</i></p> <p>with superlative adjectives: <i>Where can I find the most unusual sculptures?</i></p> <p>for only one thing: <i>Don't sit in the sun too long.</i></p>
<p>Don't use an article ...</p> <p>with noncount nouns or plural nouns: <i>Where can I play music? I like to draw monuments.</i></p> <p>when you talk about something in general: <i>Hostels are usually cheap.</i></p> <p>for the names of countries*, cities, and continents: <i>I'm from Russia. I live in Moscow.</i></p> <p>for the names of parks, streets, single mountains, and lakes: <i>Central Park is on Fifth Avenue.</i></p> <p><i>*but: the United States (the US), the United Kingdom (the UK), the Philippines</i></p>

3.2 MODALS FOR ADVICE (page 25)

Modals for advice			
Affirmative statements	Negative statements	Yes/no questions	Information questions
You should take the subway.	You shouldn't take the bus.	Should I take a bus? Yes, you should . No, you shouldn't .	Which line should I take?
You could get the train to Terminal 3.	X	Could I take a train? Yes, you could . No. That's not possible.	How should I book my ticket?
I'd walk. It's not too far.	I wouldn't take that route.	Would you take the subway? Yes, I would . No, I wouldn't .	What would you do?
shouldn't = should not	wouldn't = would not	I'd = I would	

4.1 BE GOING TO AND WILL FOR PREDICTIONS (page 35)

be going to and will for predictions

She'll be shocked. = She's **going to** be shocked.

She **won't** like it. = She's **not going to** like it.

I **think** they'll be late. = I **think** they're **going to** be late.

I **don't think** he'll retire soon. = I **don't think** he's **going to** retire soon.

NOTE: We *don't* use *will* to make a prediction about something when there is evidence. Instead, we use *be going to*.

The sky is dark. It's **going to** rain. NOT The sky is dark. It'll rain.

4.2 WILL FOR SUDDEN DECISIONS; PRESENT CONTINUOUS FOR FUTURE PLANS (page 37)

will for sudden decisions

I'll **deal** with renting tents, OK?

OK, and I'll **check** places to stay.

Just a minute. I'll **check** online.

Present continuous for future plans

Are we **staying** with your cousin?

They're **staying** with Leo's cousin.

They're **not staying** in a hotel.

A **Circle** the correct words to complete the sentences. Then check (✓) the correct column.

	Sudden decision	Future plan
1 Thanks for inviting me to the movies. <i>I'll pay / I'm paying</i> for the tickets.		
2 <i>He'll drive / He's driving</i> to Miami next weekend to visit his parents.		
3 Do you want to come with us? OK, <i>I'll book / I'm booking</i> a room for you.		
4 <i>We'll meet up / We're meeting up</i> at the Hilton Hotel at 6:30.		
5 <i>I'll take / I'm taking</i> my kids to the zoo tomorrow. They're very excited.		
6 The traffic isn't moving! What's going on? <i>I'll check / I'm checking</i> on my phone.		

5.1 SIMPLE PAST (page 45)

Simple past	
Sentences, <i>yes/no</i> questions, short answers	Information questions
The ring disappeared in the sand. She didn't find it. Did she find the ring? Yes, she did . / Yes. She found it. No, she didn't . / No. She didn't find it.	Where did she search? How did she find it? Who helped her? What happened next?

5.2 PAST CONTINUOUS AND SIMPLE PAST (page 47)

Past continuous and simple past	
Event in progress	Action that interrupts
While/When I was looking at some art, The subway doors were closing	the subway came . when I looked up .
While/When you were talking to Joe, It was raining a lot	your earring fell off . when we left the restaurant.
NOTE: The order can change. The subway came when/while I was looking at some art. When I looked up, the subway doors were closing .	

6.1 QUANTIFIERS (page 55)

Quantifiers	
With count nouns	With non-count nouns
<p>Almost all of the walls have graffiti.</p> <p>There are so many walls with graffiti.</p> <p>There are several walls with graffiti.</p> <p>There are a few / very few / so few walls with graffiti.</p> <p>There are almost no walls covered with graffiti.</p> <p>There are almost none.</p>	<p>Almost all of the graffiti looks ugly.</p> <p>There's so much graffiti.</p> <p>There's a little / very little / so little graffiti.</p> <p>There's almost no graffiti.</p> <p>There's almost none.</p>

6.2 PRESENT AND FUTURE REAL CONDITIONALS (page 57)

Present real conditionals	
The present real conditional shows the usual result of a present situation. It can describe something that is generally true, a fact, or a habit.	
Condition (<i>if/when</i> clause)	Result (main clause)
If there is a lot of garbage in the street,	people often leave more trash there.
When you speak angrily to noisy neighbors,	they don't stop making noise.
Future real conditionals	
The future real conditional shows the likely result of a possible future situation.	
Condition (<i>if</i> clause)	Result (main clause)
If you explain your feelings clearly,	they will understand .
If she talks to him calmly,	he'll probably listen .
If you make a special area for graffiti,	people won't paint on other buildings.
'll = will	won't = will not

7.1 USED TO (page 67)

used to				
You can use used to for actions that happened regularly in the past but do not happen now, and for states that were true in the past but are not true anymore.				
	Affirmative	Negative	Questions	Short answer
I / You / He / She / We / They	used to buy CDs.	didn't use to like pop music.	Did you use to listen to pop music? What did you use to like?	Yes, I did . No, I didn't .

7.2 COMPARISONS WITH (NOT) AS ... AS (page 69)

Comparisons with (not) as ... as					
We can use as ... as to say that two things are the same or similar. not as ... as means the first thing is less than the second thing.					
Subject	Verb	as	Adjective	as	
The new series	is isn't	as	good funny	as	the first series
Subject	Verb	as	Adverb	as	
I	train don't train	as	hard often much	as	my brother does.
Subject	Verb	as	Noun	as	
My old phone	had didn't have	as	many ringtones much memory	as	my new one.

8.1 PRESENT PERFECT CONTINUOUS (page 77)

Present perfect continuous

Use the present perfect continuous for an action or event that started in the past and continues into the present time.

What **have you been doing**?

I've **been painting** pictures recently.

I **haven't been going out** lately.

What **has she been doing**?

She's **been making** sushi lately.

She **hasn't been eating out** recently.

Have you been going out lately?

Yes, I have.

No, I haven't.

Has he been playing soccer recently?

Yes, he has.

No, he hasn't.

8.2 PRESENT PERFECT VS. PRESENT PERFECT CONTINUOUS (page 79)

Present perfect vs. present perfect continuous

Present perfect

I've **cleaned** the bathroom.

I've **made** some cookies.

She's **worked** for the company for 24 years.

So far, we've **watched** four episodes of the series.

We've **watched** that movie twice.

Present perfect continuous

I've **been cleaning** the bathroom.

I've **been making** cookies. That's why the kitchen is a mess.

She's **been working** for the company for three months.

I've **been going** to the gym three times a week.

9.1 MODALS OF NECESSITY: *HAVE TO, NEED TO, MUST* (page 87)

Modals of necessity: *have to, need to, must*

I **have to** / **need to** take enough courses to get a degree.

I **don't have to** / **don't need to** choose a job yet.

Why do you **have to** / **need to** get a degree?

Do you **have to** / **need to** choose a major?

Yes, I do. / No, I don't.

NOTE: We *mainly use* **must** *in formal situations*.

Students **must enroll** in four classes each semester.

9.2 MODALS OF PROHIBITION AND PERMISSION (page 89)

Modals of prohibition and permission

Use *can't* and *must not* + the base form of a verb to say what is prohibited or what is not allowed. *Must not* is stronger than *can't*. When speaking, we often use *can't* instead of *must not*.

Prohibition: *can't, must not*

You **can't** waste time.

We **can't** leave work early.

You **must not do** chores around the house.

They **must not take** their laptops out of the building.

Permission: *can, may, could*

You **can** / **may** take short breaks.

They **can** / **may** work from home on Fridays.

Can / **Could** / **May** I email you?

– Yes, you **can** / **may**.

– No, you **can't** / **may not**.



We often use *please* when asking for permission.

Can I please come to work late tomorrow?

Can I come to work late tomorrow, please?

Don't use *could* in statements. This shows a possibility, not permission.

10.1 SIMPLE PRESENT PASSIVE (page 99)

Simple present passive

We use the passive when we're more interested in the action, or in the person or thing receiving the action – and less interested in, or don't know, the person or thing doing the action. We can use *by* to say who or what is doing the action.

The furniture **is made** in this factory.

The chairs **are used** in restaurants.

The price **isn't written** on the label.

The beds **aren't sold** in the US.

The meals **are cooked** by a famous chef.

Where **are** the beds **sold**?

Are the beds **sold** in the US?

Yes, they are. / **No, they aren't.**

10.2 SIMPLE PAST PASSIVE (page 101)

Simple past passive

My laptop **was designed** in the US.

This dress **was designed by** my friend.

The coffee beans **were imported**.

My laptop **wasn't made** in the US.

The coffee beans **weren't grown** in Canada.

Was the fruit **picked** and **frozen** right away?

Yes, it was. / **No, it wasn't.**

Were the computers **shipped** from China?

Yes, they were. / **No, they weren't.**

Where **were** the computers **shipped** from?

Who **were** the computers **shipped by**?

11.1 PHRASAL VERBS (page 109)

Phrasal verbs		
No object	With object, separable	With object, inseparable
<p>Things hardly ever work out the first time.</p> <p>You need to stand out.</p> <p>Don't give up when it gets tough.</p>	<p>They set up a company. (They set it up.)</p> <p>I figured out the answer. (I figured it out.)</p> <p>Keep up the hard work. (Keep it up.)</p> <p>Give up candy and you'll feel better. (Give it up.)</p>	<p>Get over the problem. (Get over it.)</p> <p>Work at something you're good at. (Work at it.)</p>

11.2 PRESENT AND FUTURE UNREAL CONDITIONALS (page 111)

Present and future unreal conditionals	
The present and future unreal conditional describes the possible result of an imagined situation in the present or future.	
Condition (<i>if</i> clause)	Result (main clause)
If you had a million dollars,	what would you do ?
If I had a million dollars,	I'd start a business.
If I had a million dollars,	I wouldn't work.
If I offered you a million dollars,	would you swim across a river full of crocodiles?
	Yes, I would .
	No, I wouldn't .



'd = would wouldn't = would not

The condition (*if* clause) can also be in the second part of the sentence. Note there is no comma when the result (main clause) is first.

What would happen if I won the race?

You would be famous if you won the race.

12.1 INDEFINITE PRONOUNS (page 119)

Indefinite pronouns			
Indefinite pronouns are used when the noun is unknown or not important.			
with every-	with some-	with any-	with no-
Everyone was mad at me.	Can someone pass me the ketchup?	Anyone can make a mistake.	No one / Nobody blamed me for the accident.
The peas flew everywhere .	My wallet fell out of my bag somewhere .	I can't find the salt anywhere .	There's nowhere to eat in this area.
I ate everything on my plate.	Would you like something to eat?	Can I help you with anything ?	Is there really nothing in the fridge?



No one is two words. The other indefinite pronouns are one word.

12.2 REPORTED SPEECH (page 121)

Reported speech		
Reported speech tells us what someone says in another person's words. In reported speech, we use a reporting verb – for example, <i>say</i> or <i>tell</i> – followed by a <i>that</i> clause.		
Tense / Verb	What someone said (direct speech)	How it's reported (reported speech)
Simple present	"I play baseball."	She said that she played baseball.
Present continuous	"I'm working all day."	He said he was working all day.
Simple past	"I spoke to Ken."	He told me that he had spoken to Ken.
Present perfect	"I've seen the report."	She told me she had seen the report.
Future with <i>going to</i>	"I'm going to quit my job."	He said he was going to quit his job.
Future with <i>will</i>	"I'll call you soon."	She said that she would call me soon.
<i>can</i>	"I can see you on Friday."	He told me he could see me on Friday.