

## THE VERB "TO BE"

I am  
she is  
he is  
it is  
you are

you are  
we are  
they are



## THE ENGLISH QUESTION

She is okay.



Is she okay?

You are sick.



Are you sick?

The child is here.



Is the child here?

Your arm is hurt.



Is your arm hurt?



## USING "A" OR "AN"

<b>a</b> + a word beginning with	a =	<b>an</b> ambulance
	e =	<b>an</b> emergency
	i =	<b>an</b> identification card
	o =	<b>an</b> office
	u =	<b>an</b> unknown child

<b>a</b> + a word beginning with all other letters	=	<b>a</b> bus stop
	=	<b>a</b> car
	=	<b>a</b> father
	=	<b>a</b> man
	=	<b>a</b> wife
	=	<b>a</b> Phone

In <b>the</b> office:	<b>an</b> office	<b>a</b> large office
At <b>the</b> emergency:	<b>an</b> emergency	<b>a</b> medical emergency
With <b>the</b> ambulance:	<b>an</b> ambulance	<b>a</b> licensed ambulance
<b>The</b> card:	<b>a</b> card	<b>an</b> identification card
<b>The</b> number:	<b>a</b> number	<b>an</b> insurance number
<b>The</b> day at work:	<b>a</b> work day	<b>an</b> emergency work day

## **DAYS, MONTHS AND HOLIDAYS**

### **Days of the week**

Sunday (Sun.)	Thursday (Thur.)
Monday (Mon.)	Friday (Fri.)
Tuesday (Tue.)	Saturday (Sat.)
Wednesday (Wed.)	

### **Months of the year**

January (Jan.)	July (July)
February (Feb.)	August (Aug.)
March (Mar.)	September (Sept.)
April (Apr.)	October (Oct.)
May (May)	November (Nov.)
June (June)	December (Dec.)

### **Holidays**

New Year's Day (January 1)	Labor Day (September)
Valentine's Day (February 14)	Thanksgiving (November)
Easter (March or April)	Hanukkah (December)
Memorial Day (May)	Christmas (December 25)
Independence Day (July 4)	

# "TO BE," "TO DO," "TO HAVE" AND "TO GO"

## PRESENT TENSE

<b>To Be</b>			
1 person		2 or more people	
I am	am I?	we are	are we?
you are	are you?	you are	are you?
he is	is he?	they are	are they?
she is	is she?		
it is	is it?		

2.4a

<b>To Do</b>			
1 person		2 or more people	
I do	do I?	we do	do we?
you do	do you?	you do	do you?
he does	does he?	they do	do they?
she does	does she?		
it does	does it?		

2.4b

<b>To Have</b>			
1 person		2 or more people	
I have	have I?	we have	have we?
you have	have you?	you have	have you?
he has	has he?	they have	have they?
she has	has she?		
it has	has it?		

8.5b

<b>To Go</b>			
1 person		2 or more people	
I go	do I go?	we go	do we go?
you go	do you go?	you go	do you go?
he goes	does he go?	they go	do they go?
she goes	does she go?		
it goes	does it go?		

12.5b

## VERB TABLE

The verb "**To Be**" (irregular)

<i>To ... form:</i> <b>to be</b>
Command form: <b>Be</b>
<i>...ing form:</i> <b>being</b>
<b>X been:</b> <i>It is <b>been</b></i> is infrequently or never used.
Present: <b>I am</b> / he (she, it) <b>is</b> / you <b>are</b> / we <b>are</b> / they <b>are</b>
Past: <b>I was</b> / he (she, it) <b>was</b> / you <b>were</b> / we <b>were</b> / they <b>were</b>
Future: I will (shall) <b>be</b> / he (she, it) will (shall) <b>be</b> / you will (shall) <b>be</b> / we will (shall) <b>be</b> / they will (shall) <b>be</b>

The verb "**To look**" (regular)

<i>To ... form:</i> <b>to look</b>
Command form: <b>Look</b>
<i>...ing form:</i> <b>looking</b>
<b>looked:</b> It is <b>looked</b> / It was <b>looked</b> / It will be <b>looked</b> /
Present: <b>I look</b> / he (she, it) <b>looks</b> / you <b>look</b> / we <b>look</b> / they <b>look</b>
Past: <b>I looked</b> / he (she, it) <b>looked</b> / you <b>looked</b> / we <b>looked</b> / they <b>looked</b>
Future: I will (shall) <b>look</b> / he (she, it) will (shall) <b>look</b> / you will (shall) <b>look</b> / we will (shall) <b>look</b> / they will (shall) <b>look</b>

The verb "**To watch**" (regular)

<i>To watch ... form:</i> <b>to watch</b>
Command form: <b>Watch</b>
<i>...ing form:</i> <b>watching</b>
<b>watched:</b> It is <b>watched</b> / It was <b>watched</b> / It will be <b>watched</b> /
Present: <b>I watch</b> / he (she, it) <b>watches</b> / you <b>watch</b> / we <b>watch</b> / they <b>watch</b>
Past: <b>I watched</b> / he (she, it) <b>watched</b> / you <b>watched</b> / we <b>watched</b> / they <b>watched</b>
Future: I will (shall) <b>watch</b> / he (she, it) will (shall) <b>watch</b> / you will (shall) <b>watch</b> / we will (shall) <b>watch</b> / they will (shall) <b>watch</b>

## "CAN" AND "MAY"

### "May" asks permission:

- *May I see your driver's license?* = I am asking **permission** to see your driver's license.
- *May I see some personal identification?* = I am asking **permission** to see your personal identification.

### "Can" asks if someone is able:

- *Can you tell me where the store is?* = I am *asking* if you are able to tell me where the store is.
- *Can you tell me where to find groceries?* = I *am* asking if you are able to tell me where to find groceries.

### Example:

Do you have a phone? May I call you? Can I reach you by phone?

## WORDS THAT REPLACE A NAME

Who is talking?	...to whom?	Whose is it?	
I talk to them.	He talks to <b>me</b> .	It is <b>my</b> book.	It's <b>mine</b> .
<b>He</b> talks to them.	He talks to <b>him</b> .	It is <b>his</b> book.	It's <b>his</b> .
<b>She</b> talks to them.	He talks to <b>her</b> .	It is <b>her</b> book.	It's <b>hers</b> .
<b>It</b> talks to them.	He talks to <b>it</b> .	It is <b>its</b> book.	
<b>You</b> talk to them.	He talks to <b>you</b> .	It is <b>your</b> book.	It's <b>yours</b> .
<b>We</b> talk to them.	He talks to <b>us</b> .	It is <b>our</b> book.	It's <b>ours</b> .
<b>They</b> talk to them.	He talks to <b>them</b> .	It is <b>their</b> book.	It's <b>theirs</b> .

5.10

5.11

**Its** means that it belongs to **it**. **It is** becomes **it's** when shortened.

## DOING SOMETHING WITHOUT HELP

I will do it by <b>myself</b> .	means,	I will do it alone.
He will do it by <b>himself</b> .	means,	He will do it alone.
She will do it by <b>herself</b> .	means,	She will do it alone.
It will do it by <b>itself</b> .	means,	It will do it alone.
You will do it by <b>yourself</b> .	means,	You will do it alone.
You will do it by <b>yourselves</b> .	means,	You and at least one other person will do it together, but no one else will help you.
We will do it by <b>ourselves</b> .	means,	I and at least one other person will do it together, but no one else will help us.
They will do it by <b>themselves</b> .	means,	Two or more people will do it together, but no one else will help them.

## MAKING A STRONG EMPHASIS

I did it <b>myself</b> .	means,	I, and only I, did it.
He (or John) did it <b>himself</b> .	means,	He (or John), and only he (or John), did it.
She (or Jane) did it <b>herself</b> .	means,	She (or Jane), and only she (or Jane), did it.
You did it <b>yourself</b> .	means,	You, and only you alone, did it.
You did it <b>yourselves</b> .	means,	You and at least one other person, and only you and that other person (or those other people), did it.
We did it <b>ourselves</b> .	means,	I and at least one other person, and only I and that other person (or those other people), did it.
They did it <b>themselves</b> .	means,	Two or more people, and only those two or more people, did it.

### "TO," "TWO," AND "TOO"

**To** = ➔

I gave the book ➔ John. = I gave the book **to** John.

**Two** 1 + 1 = 2

I gave John 2 books. = I gave John **two** books.

**Too** = excess

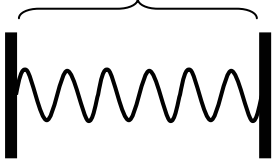
I gave John more books than he wants. = I gave John **too** many books.

**Too** = also

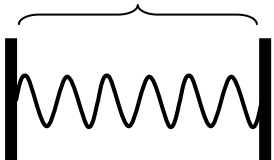
I also gave a book to Mary. = I gave a book to Mary, **too**.

## HOW LONG DOES IT TAKE?

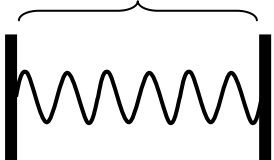
**TOMORROW (Future)**

<p>I will call</p> <p>↓</p> <p>•</p> <p>I will call at three o'clock tomorrow. I will be calling tomorrow afternoon.</p>	<p>I will be calling</p> <p>⏟</p> 
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**TODAY (Present)**

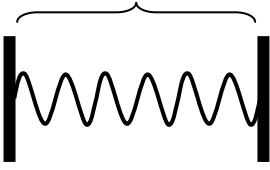
<p>she calls</p> <p>↓</p> <p>•</p> <p>She calls me every day. She is calling about the emergency.</p>	<p>she is calling</p> <p>⏟</p> 
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**YESTERDAY (Past)**

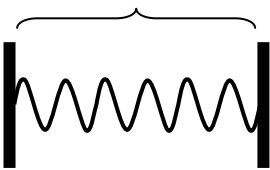
<p>we called</p> <p>↓</p> <p>•</p> <p>We called at seven o'clock. We were calling all evening.</p>	<p>we were calling</p> <p>⏟</p> 
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## DOING TWO THINGS TOGETHER

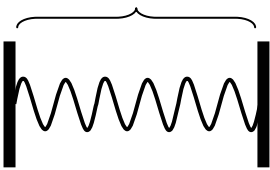
**TOMORROW (Future)**

<p>while saying</p> 	<p>he will leave</p> <p>↓</p> <p>•</p>
<p>While saying goodbye, he will leave.</p>	

**TODAY (Present)**

<p>while saying</p> 	<p>he leaves</p> <p>↓</p> <p>•</p>
<p>While saying goodbye, he leaves.</p>	

**YESTERDAY (Past)**

<p>after saying</p> 	<p>he left</p> <p>↓</p> <p>•</p>
<p>After saying goodbye, he left.</p>	

## PRONOUNCING "...ED"



after ...a		
after ...c		
after ...be	bribed	brib <b>d</b>
after ...ge	judged	judg <b>d</b>
after ...ke	liked	lik <b>t</b>
after ...pe	hoped	hop <b>et</b>
after ...se	used	us <b>ed</b>
after ...ue	continued	contin <b>ed</b>
after ...we	owe	ow <b>ed</b>
after ...f		
after ...h	reached	reach <b>t</b>
after ...j		
after ...l	called	call <b>d</b>
after ...n	listened	lis' <b>end</b>
after ...p	helped	help <b>t</b>
after ...r	ordered	order <b>d</b>
after ...t	waited	wait <b>ed</b>
after ...u		
after ...w	reviewed	review <b>d</b>
after ...y	studied	stud <b>ied</b>



after ...b		
after ...d	recorded	record <b>ed</b>
after ...ce	pronounced	pronounc <b>t</b>
after ...ie	died	d <b>ied</b>
after ...le	handled	handl <b>d</b>
after ...se	promised	prom <b>ist</b>
after ...te	substituted	substitut <b>ed</b>
after ...ve	lived	liv <b>d</b>
after ...ze	realized	realiz <b>d</b>
after ...g	begged	begg <b>d</b>
after ...i		
after ...k	talked	talk <b>t</b>
after ...m	exclaimed	exclaim <b>ed</b>
after ...o		
after ...q		
after ...s	dressed	dress <b>t</b>
after ...th	breathed	breath <b>d</b>
after ...v		
after ...x	fixed	fix <b>t</b>
after ...z	criticized	critic <b>ized</b>

## PUTTING WORDS IN THEIR CORRECT PLACE

(My name)	}	go(es) home.	I	}	go(es) home.
John			He		
Jane			She		
The thing			It		
(Your name)			You		
Jane and I			We		
John and Mary			They		

He promised <b>the house</b> to me.	➔	He promised <b>it</b> to me.
I brought <b>the instructions</b> to you.	➔	I brought <b>them</b> to you.
His wife gave Mary <b>the money</b> .	➔	His wife gave <b>it</b> to Mary.
They will give <b>the car</b> to you.	➔	They will give <b>it</b> to you.
He gave Jane <b>the books</b> .	➔	He gave <b>them</b> to Jane.

## USING THE CORRECT WORD

He <b>goes</b> .	John = he	John <b>goes</b> .
We <b>go</b> .	John and I = we	John and I <b>go</b> .
They <b>go</b> .	John and Peter = they	John and Peter <b>go</b> .
It <b>comes</b> .	the bus = it	The bus <b>comes</b> .
They <b>come</b> .	the car and bus = they	The car and bus <b>come</b> together.

Everyone = 1 person	she <b>runs</b>	Everyone <b>runs</b> fast.
Everything = 1 thing	it <b>works</b>	Everything <b>works</b> okay.
Someone = 1 person	he <b>is</b>	Someone <b>is</b> listening.
Something = 1 thing	it <b>is</b>	Something <b>is</b> strange.
Both = 2 persons or things	they <b>were</b>	Both children <b>were</b> good.
All = 2 or more	they <b>stand</b>	All the people must <b>stand</b> .

## USING APOSTROPHES

8.1

John's book	The book belongs to John.
the brothers' book	The book belongs to two or more brothers.
the man's car	The car belongs to one man.
the men's car	One car belongs to two or more men.
the witness's (or witness') book	The book belongs to one witness.
the witness's (or witness') books	One witness owns more than one book.
the witnesses' book	The book belongs to two or more witnesses.
the witnesses' books	Two or more witnesses each own more than one book.
the witnesses are looking at a book	Two or more witnesses are looking at books they each own.
the witnesses are looking at their books	Two or more witnesses are looking at one or more books they each own. or Two or more witnesses are looking at two or more books they all own together.
someone's car	The car belongs to someone.
something's help	The help belongs to something.
something's open	Something is open.

## SOME EXAMPLES OF TWO WORDS BECOMING ONE

I + am = Iam = I'm	I'm fine.
it + is = itis = it's	It's fine.
he + is = heis = he's	He's fine.
she + is = sheis = she's	She's fine.
we + are = weare = we're	We're fine.
you + are = youare = you're	You're fine.
they + are = theyare = they're	They're fine.
that + is = thatis = that's	That's okay.
I + will = Iwill = I'll	I'll pay the money.
he + will = hewill = he'll	He'll pay the money.
she + will = shewill = she'll	She'll pay the money.
it + will = itwill = it'll	It'll pay the money.
we + will = wewill = we'll	We'll pay the money.
you + will = youwill = you'll	You'll pay the money.
they + will = theywill = they'll	They'll pay the money.
that + will = thatwill = that'll	That'll be fine.
this + will = thiswill = this'll	This'll be fine.
I + have = Ihave = I've	I've taken the money.
he + has = hehas = he's	He's taken the money.
she + has = shehas = she's	She's taken the money.
we + have = wehave = we've	We've taken the money.
you + have = youhave = you've	You've taken the money.
they + have = theyhave = they've	They've taken the money.
I + had = Ihad = I'd	I'd like to go.
he + had = hehad = he'd	He'd like to go.
she + had = shehad = she'd	She'd like to go.
we + had = wehad = we'd	We'd like to go.
you + had = youhad = you'd	You'd like to go.
they + had = theyhad = they'd	They'd like to go.
will + not = willnot = won't	It won't work.

### SOME EXAMPLES OF TWO WORDS BECOMING ONE (continued)

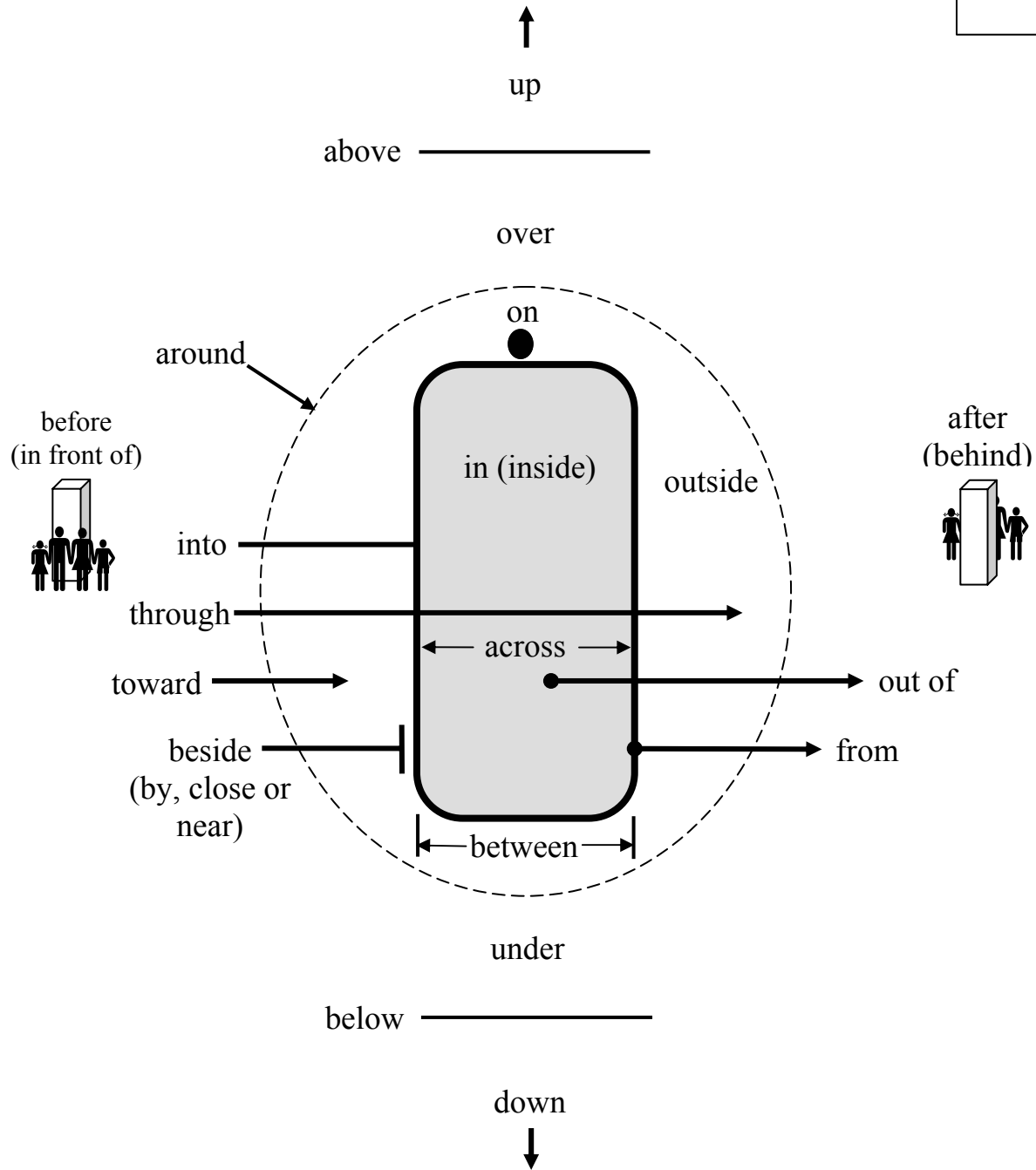
do + not = donot = don't	They don't work.
does + not = doesnot = doesn't	It doesn't work.
did + not = didnot = didn't	She didn't go.
should + not = shouldnot = shouldn't	She shouldn't go.
could + not = couldnot = couldn't	They couldn't go.
would + not = wouldnot = wouldn't	We wouldn't go.
can + not = cannot	You cannot go.
cannot = can't	We can't go.
are + not = arenot = aren't	You aren't starting.
had + not = hadnot = hadn't	They hadn't started.
have + not = havenot = haven't	They haven't started.

### AIN'T IS NEVER CORRECT.

am + not = ain't	I ain't listening.
is + not = ain't	He ain't listening.
are + not = ain't	They ain't listening.

# WORDS DESCRIBING LOCATION

14.5



**WORDS THAT DESCRIBE**

13.7

13.8

big	bigger	biggest
black	blacker	blackest
dark	darker	darkest
dull	duller	dullest
early	earlier	earliest
fast	faster	fastest
fat	fatter	fattest
few	fewer	fewest
fine	finer	finest
good	better	best
grand	grander	grandest
hard	harder	hardest
healthy	healthier	healthiest
holy	holier	holiest
hot	hotter	hottest
kind	kinder	kindest
large	larger	largest
late	later	latest

angry	angrier	angriest	angrily
bad	worse	worst	badly
bold	bolder	boldest	boldly
bright	brighter	brightest	brightly
clean	cleaner	cleanest	cleanly
clear	clearer	clearest	clearly
close	closer	closest	closely
cold	colder	coldest	coldly
cool	cooler	coolest	coolly
bright	brighter	brightest	brightly
clean	cleaner	cleanest	cleanly

## WORDS THAT DESCRIBE (continued)

clear	clearer	clearest	clearly
close	closer	closest	closely
cold	colder	coldest	coldly
cool	cooler	coolest	coolly
deep	deeper	deepest	deeply
full	fuller	fullest	fully
great	greater	greatest	greatly
happy	happier	happiest	happily
heavy	heavier	heaviest	heavily
high	higher	highest	highly
light	lighter	lightest	lightly
loud	louder	loudest	loudly
mean	meaner	meanest	meanly
neat	neater	neater	neatly
nice	nicer	nicest	nicely
noisy	noisier	noisiest	noisily
quick	quicker	quickest	quickly
sad	sadder	saddest	sadly
sharp	sharper	sharpest	sharply
shy	shyer	shyest	shyly
slow	slower	slowest	slowly
smooth	smoother	smoothest	smoothly
strict	stricter	strictest	strictly
strong	stronger	strongest	strongly
sweet	sweeter	sweetest	sweetly
tight	tighter	tightest	tightly
warm	warmer	warmest	warmly

## WORDS THAT DESCRIBE (continued)

attractive	more attractive	most attractive	attractively
beautiful	more beautiful	most beautiful	beautifully
clever	more clever	most cleaver	cleverly
cruel	more cruel	most cruel	cruelly
deceitful	more deceitful	most deceitful	deceitfully
famous	more famous	most famous	famously
furious	more furious	most furious	furiously
jealous	more jealous	most jealous	jealously
peaceful	more peaceful	most peaceful	peacefully
personal	more personal	most personal	personally
powerful	more powerful	most powerful	powerfully
public	more public	most public	publicly
religious	more religious	most religious	religiously
responsible	more responsible	most responsible	responsibly
shameful	more shameful	most shameful	shamefully
wicked	more wicked	most wicked	wickedly
worthy	more worthy	most worthy	worthily

## NUMBERS

The #	The word	The word used in a sentence.
0	zero	There were no children.
1	one	There was one boy.
2	two	There were two boys.
3	three	There were three children.
4	four	There are four girls.
5	five	There were five men.
6	six	There are six people.
7	seven	There are seven children.
8	eight	There will be eight men.
9	nine	We have nine books.
10	ten	We have 10 books.
11	eleven	We have 11 books.
12	twelve	There were 12 boys.
13	thirteen	We have 13 stores.
14	fourteen	There are 14 girls.
15	fifteen	The city owns 15 buses.
16	sixteen	There are 16 stores.
17	seventeen	We had 17 cards.
18	eighteen	There are 18 children.
19	nineteen	There will be 19 men.
20	twenty	We have 20 books.
21	twenty one	The city owns 21 buses.
22	twenty two	There will be 22 houses.
30	thirty	There are 30 in the group.
33	thirty three	There will be 33 men.
34	thirty four	There were 34 children.
40	forty	There are around 40 boys.
45	forty five	There are 45 stores.
46	forty six	We had 46 cards.
50	fifty	There will be 50 gifts.

## NUMBERS (continued)

57	fifty seven	There will be 57 cars.
58	fifty eight	There were 58 children.
60	sixty	There are 60 in the group.
69	sixty nine	We have 69 books.
70	seventy	We had 70 children here.
80	eighty	The city owns 80 buses.
90	ninety	There will be 90 men.
100	one hundred	There are around 100 boys.
101	one hundred (and) one	There will be 101 gifts.
110	one hundred (and) ten	The city owns 110 buses.
120	one hundred (and) twenty	We had 120 girls.
200	two hundred	There will be 200 houses.
230	two hundred (and) thirty	There were 230 people.
235	two hundred (and) thirty five	There are 235 in the group.
1008	one thousand (and) eight	We have 1,008 books.
1026	one thousand (and) twenty six	We had 1,026 people.
1480	one thousand four hundred (and) eighty	There are about 1,480 books.
1487	one thousand four hundred (and) eighty seven	There were 1,487 people.

1st	first	It was the first time they walked.
2nd	second	There will be a second leader.
3rd	third	There was a third murder.
4th	fourth	This will be the fourth time it was destroyed.
5th	fifth	It will be the fifth gift he has given to us.
6th	sixth	That will be the sixth card he has handed over.
7th	seventh	She is the seventh ancestor we found.
8th	eighth	Why was the eighth man here?
9th	ninth	Is the ninth book his?
10th	tenth	They all looked at the tenth word.

## "WILL" AND "MAY" OR "MIGHT"

11.3

**"Will" indicates certainty.**

I <b>will</b> go tomorrow.
He <b>will</b> talk about the emergency.
It <b>will</b> be a large amount of money.
They <b>will</b> do all of their work.

**"May" or "Might" indicates doubt.**

<b>Stronger Possibility</b>	<b>Weaker Possibility</b>
I <b>may</b> go tomorrow.	I <b>might</b> go tomorrow.
He <b>may</b> talk about the emergency.	He <b>might</b> talk about the emergency.
It <b>may</b> be a large amount of money.	It <b>might</b> be a large amount of money.
They <b>may</b> do all of their work.	They <b>might</b> do all of their work.

I **will** go tomorrow. (It is certain.)

I **may** go tomorrow. (I will decide later.)

I **might** go tomorrow. (But I probably will not.)

## HELPING VERBS

### Helping verbs that do not change form.

<b>can</b>	I <b>can</b> go.	I am able to go.
<b>could</b>	I <b>could</b> go.	I have permission to go.
<b>may</b>	I <b>may</b> go.	It is possible that I will go.
<b>might</b>	I <b>might</b> go.	I could go but probably will not.
<b>must</b>	I <b>must</b> go.	I will go because I do not have a choice.
<b>shall</b>	I <b>shall</b> go.	It is inevitable that I will go.
<b>should</b>	I <b>should</b> go.	I should go but don't want to.
<b>will</b>	I <b>will</b> go.	It is certain that I will go.
<b>would</b>	I <b>would</b> go.	I would go if I could, but I cannot

These helping verbs do not change form with person or time. For example: I **might** go. He **might** go. You **might** go. We **might** go. They **might** go.

### Helping verbs that change form.

Verb	Regular forms	Negative forms
<b>TO DO</b>	<b>do, does, did</b>	<b>don't, doesn't, didn't</b>
<b>TO HAVE</b>	<b>have, has, had</b>	<b>haven't, hasn't, hadn't</b>
<b>TO BE</b>	<b>be, am, is, are, was, were, being, been</b>	<b>isn't, aren't, wasn't, weren't</b>

These helping verbs change form with person and time. For example: I **do** go. He **does** go. You **do** go. I **did** go. We **did** go. They **did** go. I **have** gone. He **has** gone. We **have** gone. I **had** gone. She **had** gone. We **had** gone.

## DON'T USE TWO NEGATIVES

He **doesn't** have ~~=no~~ money.

He doesn't have **any** money

He has **no** money

We **didn't** do ~~=nothing~~ yesterday.

We didn't do **anything** yesterday.

We did **nothing** yesterday.

You **don't** know ~~=nothing~~ about it.

You don't know **anything** about it.

You know **nothing** about it.

They **won't** see ~~=no one~~ there.

They won't see **anyone** there.

They will see **no one** there.

We **aren't** going ~~=nowhere~~ tomorrow.

We aren't going **anywhere** tomorrow.

We are going **nowhere** tomorrow.

I **didn't** get ~~=none~~ of it.

I didn't get **any** of it.

I got **none** of it.

We **didn't** see ~~=nobody~~ there.

We didn't see **anybody** there.

We saw **nobody** there.

I **don't** have ~~=neither~~ money or food.

I don't have **either** money or food.

I have **neither** money nor food.

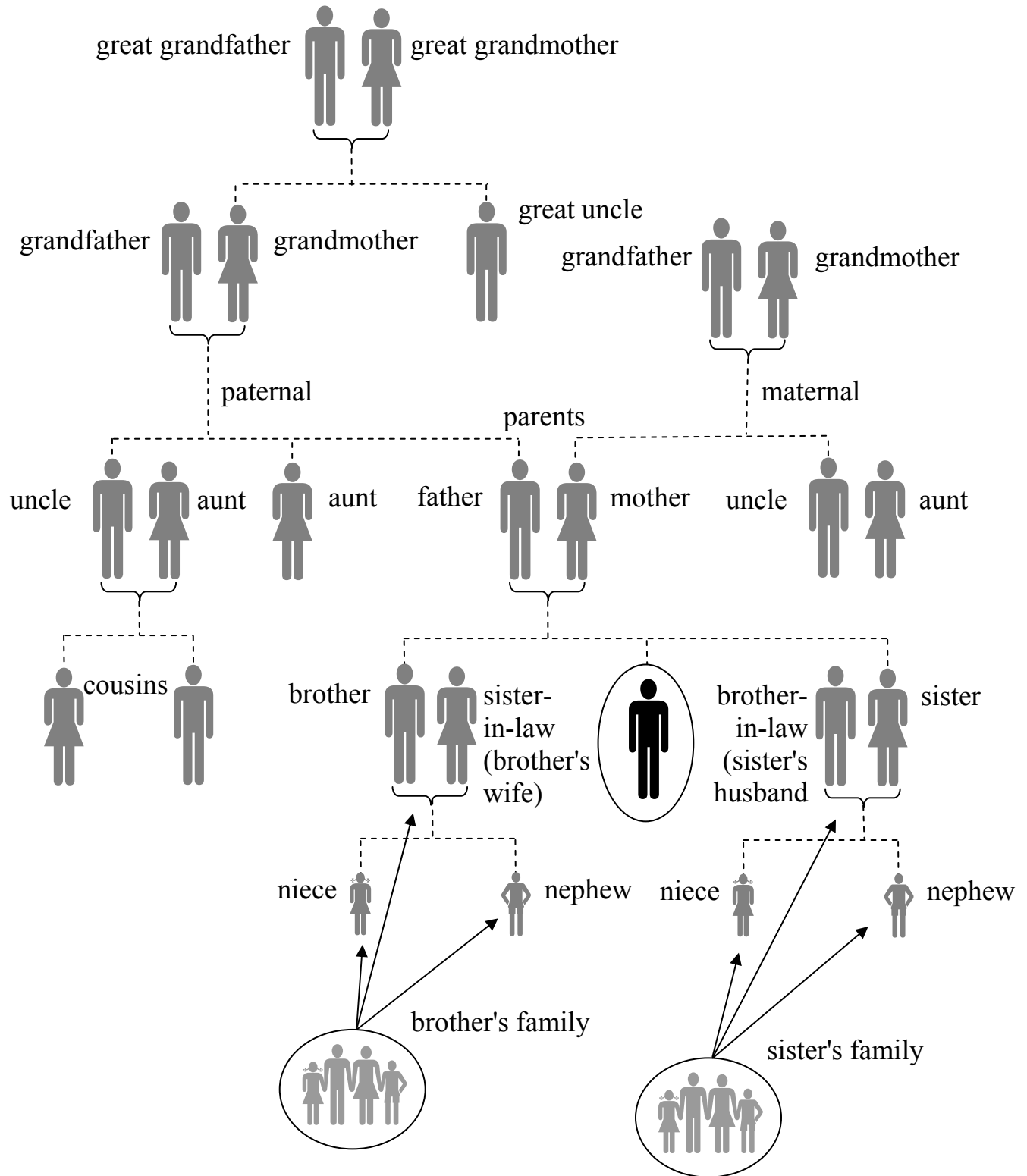
## THE VERB AGREES WITH ITS SUBJECT

women agree	The women from that group always agree to control it.	
group agrees	That group of women always agrees to control it.	
students learn	The students in this school learn English.	
school teaches	This school for men teaches English.	
children take	The children from this family take a part with us.	
family takes	This family with three children takes a part with us.	
Peter runs	he runs	Peter sometimes runs.
John and Peter run	they run	John and Peter sometimes run together.
car is	it is	The car is on the road.
car and bus are	they are	The car and bus are on the road.
hand was	it was	His hand was hurt.
hand and arm were	they were	Both his hand and arm were hurt.

## THE USE OF "OTHER"

<b>another is</b> (one person)	<b>Another</b> man <b>is</b> strong.
<b>others are</b> (two or more people)	<b>Others</b> <b>are</b> strong.
the <b>other is</b> (one person)	The <b>other</b> man <b>is</b> strong.
the <b>others are</b> (two or more people)	The <b>others</b> <b>are</b> strong.

# THE FAMILY



## THE TIME OF THE VERB'S ACTION

**Two past actions happened at the same time.**

	<b>Two actions happened together.</b>	
She	<b>said "hello" when she entered</b>	the house.
The car	<b>ran out of gas and stopped.</b>	
We	<b>sent the gift when we knew</b>	she <b>left</b> .

**One past action happened before the other.**

<b>The first past time.</b>	<b>The second past time.</b>	<b>The completed action.</b>
She <b>had</b> already	<b>entered</b> the house	before she <b>said</b> "hello."
The car <b>had run out</b> of gas	before it <b>stopped</b> .	
We <b>had</b> already <b>sent</b> the gift	before we <b>knew</b>	she <b>left</b> .

**Two future actions will happen at the same time.**

	<b>Two actions will happen together.</b>	
She	<b>will say "hello" when you enter</b>	the house.
The car	<b>will run out of gas and stop.</b>	
We	<b>will send</b> the gift when we <b>know</b>	she is leaving.

**One future action will happen before the other.**

<b>The first future time.</b>	<b>The second future time.</b>
She <b>will have said</b> "hello"	before you <b>enter</b> the house.
The car <b>will have run out</b> of gas	before it <b>stops</b> .
We <b>will have sent</b> the gift	before we <b>know</b> she is leaving.

## "WHERE" AND "WHEN"

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### Where and a place

*Where* is used to ask a question about a place.

**Where** will they go tomorrow?

**Where** is my book?

**Where** is the closest bus stop?

*Where* can be used to identify a place.

This is the place **where** we will stand.

He followed the men to the house **where** they were meeting.

He will show the officer **where** the woman was hurt.

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### When and time

*When* is used to ask a question about time.

**When** will we leave?

**When** does the bus arrive?

**When** did he finish his work?

*When* can be used to identify the time something happened.

They were afraid **when** we left.

We don't know **when** it will be finished.

I need to leave **when** my car is fixed.

## USING THE WORD "IF"

(Past) = past tense,      (Present) = present tense,      (Future) = future tense.
--

### When something is true. <sup>(Present + Future)</sup>

1. If we **take**<sup>(Present)</sup> this road, we **will go past**<sup>(Future)</sup> the hospital.

- The hospital is on this road.

2. If we **continue**<sup>(Present)</sup> working, we **will finish**<sup>(Future)</sup> the lesson today.

- We will be able to finish the lesson today if we do not stop working.

### When something depends on something else <sup>(Present + Future)</sup>

1. If you **study**<sup>(Present)</sup> the lessons, you **will learn**<sup>(Future)</sup> to speak English quickly.

- If you study, you will learn to speak English quickly.
- But if you don't study, you will not learn to speak English.

2. If we **walk**<sup>(Present)</sup> quickly, we **will arrive**<sup>(Future)</sup> on time.

- If we walk quickly, we will not be late.
- If we walk slowly, we will be late.

### An unlikely possibility <sup>(Past + Future)</sup>

1. If I **had**<sup>(Past)</sup> the time, I **would go**<sup>(Future)</sup> home.

- But I don't have the time, so I probably will not go home.

2. If we **had**<sup>(Past)</sup> enough money, we **would build**<sup>(Future)</sup> a new house.

- But we don't have enough money, so we will not build a house.

## USING THE WORD "IF" (continued)

(Past) = past tense,	(Present) = present tense,	(Future) = future tense.
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### **An event that did not happen** <sup>(Past + Past)</sup>

1. If they **had had**<sup>(Past)</sup> the time, they **would have gone**<sup>(Past)</sup> home.

- But they did not have the time, so they did not go home.

2. If I **had fixed**<sup>(Past)</sup> my car yesterday, I **would have arrived**<sup>(Past)</sup> on time.

- But I did not fix my car yesterday, so I was late.

### **Something that is contrary to what is happening** <sup>(Past + would, could, or might)</sup>

1. If we **were driving**<sup>(Past)</sup> the car, we **could take** the other road.

- But we are not driving the car, so we cannot take the other road.

2. If we **had worked**<sup>(Past)</sup> more quickly, we **would already be** finished.


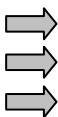


- But we worked slowly, so we are not finished.

3. If I **had read**<sup>(Past)</sup> the book, I **might have understood** the lesson.

- But I did not read the book, so I do not understand the lesson.

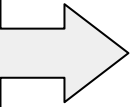
## "THIS," "THAT," "THESE" AND "THOSE"

13.3

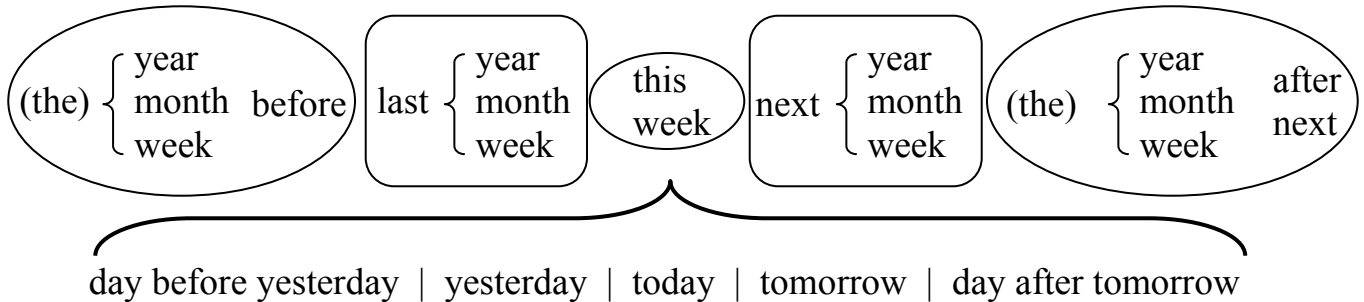
"This" is <b>one</b> thing close by.	John needs <b>this</b>  book.
"These" are <b>two or more</b> things close by.	He needs <b>these</b>  books.
"That" is one thing farther away.	He needs <b>that</b>  book.
"Those" are two or more things farther away.	He needs <b>those</b>  books.

## USING "DO" TO EMPHASIZE

13.5

Normal emphasis	Stronger emphasis
Do you speak English? Yes, I speak English.	You don't speak English, do you? Yes, I <b>do</b> speak English.
Does he speak English? Yes, he speaks English.	He doesn't speak English, does he? Yes, he <b>does</b> speak English.
<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     Note: a negative answer uses a stronger emphasis  </div>	Do you speak English? No, I <b>don't</b> speak English.
	Does he speak English? No, he <b>doesn't</b> speak English.
	Did you speak English? No, I <b>didn't</b> speak English.
	Did they speak English? No, they <b>didn't</b> speak English.

## WORDS DESCRIBING TIME



**(The) year before last** was very cold.

**Last year** was warmer.

**Last month** was cooler.

**Last week** was nice.

**(The) day before yesterday** was Monday.

**Yesterday** was Tuesday.

**Today** is Wednesday.

**Tomorrow** will be Thursday.

**(The) day after tomorrow** will be Friday.

**Next week** will be windy.

**Next month** will be hot.

**Next year** should be warm.

**(The) year after next** may also be warm.

## USING "YOU" IN ENGLISH

1 person	I, me, you, she, her, he, him, it
2 or more people	we, us, you, they, them

The sentence indicates the number of people.

John, will you come with me? = (I want only John but not Mary to come with me.)

John and Mary, will you come with me? = (I want both John and Mary to come with me.)

Or, Will both of you come with me? = (I want both John and Mary to come with me.)

1 person	my, mine, your, yours, her, hers, his, its
2 or more people	our, ours, your, yours, their, theirs

The sentence indicates the number of people.

John, this is your coat. I think it is yours. = (This coat belongs to John, not to Mary.)

John and Mary, these are your books. These books are yours. = (These books belong to both John and Mary.)

Or, These books belong to both of you.

## OLD ENGLISH FORMS OF "YOU"

1 person	I, me, <b>thee</b> , <b>thou</b> , she, her, he, him, it
2 or more people	we, us, <b>thee</b> , <b>ye</b> , they, them
1 person	my, mine, <b>thy</b> , <b>thine</b> , her, hers, his, its
2 or more people	our, ours, <b>thy</b> , <b>thine</b> , their, theirs

**thyslf** = yourself (1 person)

## DOING OR RECEIVING THE ACTION

14.3

When someone is doing the action.	When something is receiving the action.
<b>Everyone</b> knows that.	<b>That</b> is known by everyone.
<b>We</b> promised the work to those men.	The work was promised to those <b>men</b> .
Did <b>she</b> already spend her money?	Was her <b>money</b> already spent?
Tomorrow <b>we</b> will read this book.	Tomorrow this <b>book</b> will be read.
<b>We</b> will take the younger children.	The younger <b>children</b> will be taken.
Did the <b>leader</b> give a clear message?	Was the leader's <b>message</b> clear?
The <b>man</b> started his car early.	The man's <b>car</b> was started early.
<b>We</b> called the children by name.	The <b>children</b> were called by name.
<b>They</b> chose the shortest book.	The shortest <b>book</b> was chosen.

## USE THESE WORDS CORRECTLY

How <b>high</b> is that mountain?	Its <b>height</b> is over 11,000 feet.
How <b>wide</b> is their house?	Its <b>width</b> is almost 50 feet.
How <b>deep</b> is the water?	Its <b>depth</b> is about 100 feet.
How <b>long</b> is this bed?	Its <b>length</b> is about six feet.
How <b>thick</b> is that book?	Its <b>thickness</b> is greater than any of the others.
How <b>strong</b> is that boy?	His <b>strength</b> is very great.
How <b>powerful</b> is this car?	Its <b>power</b> is greater than that one over there.
How <b>weak</b> is that woman?	Her <b>weakness</b> is extreme.
How <b>dark</b> is it inside the house?	The <b>darkness</b> is more than we can stand.
How <b>hot</b> is the fire?	Its <b>heat</b> is very high.

## WHEN SOMETHING HAPPENS

14.2

14.8

We **always** wait for the children by the bust stop.

They **usually** come by 3 o'clock.

We **frequently** see other children waiting there.

We **often** talk with the other children.

We **sometimes** walk together.

We **occasionally** leave with the others.

The children are **seldom** late.

We **infrequently** need to wait more than 10 minutes.

We **rarely** wait more than 15 minutes for them.

We **never** leave before all of them arrive.

## "WHO" AND "THAT"

14.7

### **Everyone sold a house.**

Everyone in this group owned a house.

Everyone in this group sold a house.

### **Everyone who owned a house sold it.**

Some in this group owned a house.

Some in this group did not own a house.

Those who owned a house sold it.

### **Every car was repaired.**

Every car in this group needed to be repaired.

Every car in this group was repaired.

### **Every car that needed to be repaired was fixed.**

Some cars in this group needed to be repaired.

Some cars in this group did not need to be repaired.

Those cars that needed it were repaired.

### **Every member was sick and was given help.**

Every member in this group was sick.

Every member in this group was given help.

### **Every member who was sick was given help.**

Some members in this group were sick.

Some members in this group were not sick.

The members in this group who were sick were given help.

### **Every person on the list was called.**

There were many people's names on the list.

Every person was called.

### **Every person with a name that began with the letter "M" was called.**

There were many people's names on the list.

Some of the names began with the letter "M."

Only those people with names that began with the letter "M" were called.

## TWO-WORD VERBS

16.3

- to break up**      They **broke** the meeting **up** at noon.  
They will break up at noon.
- to bring up**      She brought the children up by herself.  
He will **bring** the topic **up** during dinner.
- to call off**      They **called** the meeting **off** this morning.  
They called off the meeting.
- to call up**      The officers were **called up** last week.
- to clean up**      We **cleaned** the house **up** quickly.
- to do over**      They **did** their lesson **over**.
- to drop in**      Please **drop in** if you can.
- to drop off**      He will **drop** the lesson **off** at my house.
- to fill out**      You must **fill** the insurance form **out** now.  
You must **fill out** the insurance form.
- to get on**      They **got on** the airplane together.
- to get up**      She will **get up** early tomorrow morning.
- to give back**      We need to **give** the money **back** to them soon.  
We must **give back** the money.
- to go over**      I **went over** to his house yesterday.
- to hand in**      **Hand in** your lesson before you leave.

## TWO-WORD VERBS (continued)

- to hang up**      He **hung** the phone **up** very quickly.  
He **hung up** quickly.  
She **hung** her clothes **up** this morning.  
She **hung up** her clothes.
- to look over**      I **looked** the lesson **over** rather quickly.
- to look into**      I must **look into** that problem.
- to look up**      **Look** that word **up** in your book.
- to pick up**      You will need to **pick** him **up** at the airport.  
**Pick** your lesson **up** before you leave.  
**Pick up** your lesson as you leave.
- to put away**      **Put** your clothes **away** before you leave.
- to put on**      **Put** your clothes **on** before you leave.
- to put out**      **Put** the animals **out** if they cause any problem.
- to run across**      He **ran across** an important book.
- to show up**      He will **show up** at the meeting.
- to take off**      She **took** her coat **off** because she was hot.  
We **took off** about noon.
- to take out**      He **took** her **out** to see the city.  
Please **take** the groceries **out** of the car.
- to think over**      Please **think** it **over** before you say anything.

## TWO-WORD VERBS (continued)

- to try on**            **Try** these clothes **on** before you decide.
- to turn in**            He **turned** his lesson **in** before he left.  
He already **turned in** his lesson.  
He **turned in** early because he was tired.
- to turn off**            Always **turn** the machines **off** before you leave.
- to turn on**            You must **turn** the machines **on** when you first arrive.
- to turn out**            **Turn** the lights **out** before you leave.  
Please **turn out** the lights.
- to turn up**            **Turn** the heat **up** if you want.

## WORDS THAT CHANGE THE MEANING

I wanted to go yesterday, <b>but</b> I couldn't.	=	I did not go yesterday.
I wanted to go yesterday, <b>however</b> I wasn't able to.	=	I did not go yesterday.
I wanted to go yesterday. <b>Nonetheless</b> I didn't make it.	=	I did not go yesterday.
<b>Even though</b> I wanted to go yesterday, I couldn't.	=	I did not go yesterday.

---

It's late. <b>However</b> , let's go anyway.	=	We will go.
<b>Even though</b> it's late, I still want to go.	=	We will go..
It's late, <b>but</b> let's still go.	=	We will go.
It's late. <b>Nonetheless</b> , let's go.	=	We will go.

---

I don't have much money, <b>however</b> , I still need to buy it.	=	I will buy it.
<b>Even though</b> I don't have much money, I still must buy it.	=	I will buy it.
I don't have much money, <b>but</b> I think I will buy it anyway.	=	I will buy it.
I don't have much money. <b>Nonetheless</b> , I'm going to buy it.	=	I will buy it.

## SAYING THINGS POLITELY

You shouldn't do that. →

**Maybe** you shouldn't do that.

You need to leave. →

**Don't** you need to leave?

You need to choose something. →

**Can I help you** choose something?

Listen to what he is saying. →

**We need to** listen to what he is saying.

Sit down. →

**Please** sit down.

Listen to me. →

**May I please** have your attention?

You need to know this. →

**I think** you will want to know this.

We have finished our discussion. →

**Have we** finished our discussion?

You are wrong. →

**I don't think** that is correct.

Get out of my way. →

**May I please** come through?

That isn't any of your business. →

**I don't believe** that concerns you.

It's none of your business. →

**I'm sorry, but** we will take care of that.

I want to talk now. →

**Excuse me. May I** say something?

Be more careful with that. →

**I would be** more careful with that.

## SAYING THINGS POLITELY (continued)

You don't need to know. → **I don't want** to answer that just now.

Don't do that. → **Please** wait.

You are late. → **I think** we need to hurry.

He is coming and you are not ready. → **Isn't he** coming soon?

Do it this way. → **Let me show you** how to do it.

We don't know that. → We don't **really** know that.

He is always wrong. → **Sometimes** we think he is wrong.

I don't want to do it now. → **Could we** do it another time?

## MORE TWO-WORD VERBS

### **to break**

**to break** away

**to break** in

**to break** out

**to break** through

**to break** up

### **to bring**

**to bring** away

**to bring** down

**to bring** out

**to bring** up

### **to build**

**to build** on

**to build** up

### **to burst**

**to burst** in

**to burst** out

### **to buy**

**to buy** out

**to buy** up

### to call

to call away

to call off

to call out

to call up

to clean

to clean out

to clean up

to clear

to clear out

to clear up

to cry

to cry out

to cry over

to die

to die away

to die out

### **to do**

**to do** again

**to do** away

**to do** over

to drop

to drop in

to drop off

to drop out

to drop through

### **to fall**

**to fall** across

**to fall** away

**to fall** in

**to fall** into

**to fall** out

**to fall** over

to fill

to fill in

to fill out

to fill up

### **to find**

**to find** out

to follow

to follow through

to follow up

### **to get**

**to get** ahead

**to get** away

**to get** down

**to get** lost

**to get** on

**to get** ready

## MORE TWO-WORD VERBS (continued)

<b>to get up</b>	<b>to hang around</b>	to look down
<b>to give</b>	<b>to hang on</b>	to look in
<b>to give away</b>	<b>to hang up</b>	to look into
<b>to give back</b>	<b>to keep</b>	to look over
<b>to give in</b>	<b>to keep apart</b>	to look up
<b>to give up</b>	<b>to keep away</b>	<b>to make</b>
<b>to go</b>	<b>to keep in</b>	<b>to make away</b>
<b>to go away</b>	<b>to keep inside</b>	<b>to make over</b>
<b>to go back</b>	<b>to keep on</b>	<b>to make into</b>
<b>to go down</b>	<b>to keep out</b>	<b>to make up</b>
<b>to go forward</b>	<b>to keep outside</b>	<b>to make do</b>
<b>to go in</b>	<b>to keep together</b>	to pay
<b>to go out</b>	<b>to keep up</b>	to pay attention
<b>to go over</b>	<b>to let</b>	to pay in
<b>to go through</b>	<b>to let down</b>	to pay out
<b>to go under</b>	<b>to let go</b>	to pick
<b>to go up</b>	<b>to let in</b>	to pick over
<b>to go with</b>	<b>to let through</b>	to pick out
to hand	<b>to let up</b>	to pick through
to hand in	to lie	to pick up
to hand out	to lie down	to pull
to hand over	to look	to pull ahead
<b>to hang</b>	to look away	to pull away

## MORE TWO-WORD VERBS (continued)

to pull in	<b>to send</b> away	<b>to think</b>
to pull into	<b>to send</b> in	<b>to think</b> about
to pull off	<b>to send</b> out	<b>to think</b> out
to pull out	to show	<b>to think</b> over
to pull over	to show off	<b>to think</b> through
to pull through	to show through	to try
to pull up	to show up	to try on
<b>to put</b>	to spread	to try out
<b>to put</b> away	to spread out	to turn
<b>to put</b> in	to spread over	to turn away
<b>to put</b> on	to spread under	to turn in
<b>to put</b> out	<b>to take</b>	to turn off
<b>to put</b> through	<b>to take</b> action	to turn on
<b>to run</b>	<b>to take</b> away	to turn out
<b>to run</b> across	<b>to take</b> control	to turn up
<b>to run</b> away	<b>to take</b> off	to work
<b>to run</b> in	<b>to take</b> on	to work on
<b>to run</b> into	<b>to take</b> out	to work over
<b>to run</b> out	<b>to take</b> over	to work through
<b>to send</b>	<b>to take</b> up	to work under

## SOME PROBLEM WORDS

### accept, except:

**to accept** = to receive; He **accepted** the book even though it was damaged.

**to except** = to exclude; I will **except** payment for the damaged book.

### adapt, adopt:

**to adapt** = to become accustomed; She **adapted** well to the hot climate.

**to adopt** = to take as one's own; They **adopted** the baby after his parents died.

### adverse, averse:

**adverse** = unfavorable; His response to the suggestion was **adverse**.

**averse** = opposed; He was **averse** to the suggestion.

### affect, effect:

**to affect** = to influence; He wanted to **affect** change in the school.

**effect** = the result; The **effect** of the change will be important to the school.

### all ready, already:

**all ready** = completely prepared; I was **all ready** to take my exam.

**already** = previously; I had **already** studied for the exam.

## SOME PROBLEM WORDS (continued)

### **all together, altogether:**

**all together** = everyone gathered; They will be **all together** at the airport.

**altogether** = entirely; It is **altogether** possible that the plane will be late.

### **allusion, illusion:**

**allusion** = reference; They made **allusion** to the emergency.

**illusion** = false impression; The smoke gave the **illusion** of a serious accident.

### **anyone, any one:**

**anyone** = any person at all; **Anyone** who was waiting over there may go in.

**any one** = a particular person in a group; **Any one** with a ticket may go in.

### **beside, besides:**

**beside** = at the side of; He was standing **beside** the house.

**besides** = except; He took everything **besides** the things inside the house.

### **capital, capitol:**

**capital** = city or wealth; Washington, D.C. is the United States' **capital**.

There is enough **capital** on hand to finish the project.

**capitol** = government building; The capitol is in Washington, D.C.

## SOME PROBLEM WORDS (continued)

### **censor, censure:**

**to censor** = to remove; The school librarian **censored** the book.

**to censure** = to criticize; The librarian **censured** the students for talking.

### **cite, site:**

**to cite** = to quote; She did not **cite** enough references in her article.

**site** = a place; Her article described a **site** in New York.

### **climactic, climatic:**

**climactic** = highest intensity; It was the **climactic** event of the day.

**climatic** = weather; The **climatic** conditions were excellent.

### **coarse, course:**

**coarse** = rough; The road is covered with **coarse** rocks.

**course** = a study; The **course** will include everything to the advanced level.

### **complement, compliment:**

**to complement** = to go with; That hat will **complement** her new coat.

**to compliment** = to flatter; I **complimented** her on her hat.

### **conscience, conscious:**

**conscience** = moral principle; His **conscience** bothered him after he said it.

**conscious** = aware; He was **conscious** of his mistake.

## SOME PROBLEM WORDS (continued)

### **continual, continuous:**

**continual** = repeated regularly; The noise was **continual** throughout the day.

**continuous** = extended without interruption; It was a **continuous** problem.

### **elicit, illicit:**

**to elicit** = to bring out; The police officer finally **elicited** the truth from him.

**illicit** = unlawful or immoral; He sold **illicit** drugs before.

### **emigrate, immigrate:**

**to emigrate** = to leave a country; Their entire family **emigrated** from Russia.

**to immigrate** = to enter a country; Three of the brothers **immigrated** to the U.S.

### **eminent, imminent:**

**eminent** = outstanding; The symphony's performance was **eminent**.

**imminent** = about to happen; The conductor's entrance was **imminent**.

### **everyone, every one:**

**everyone** = unspecified number of people; **Everyone** was waiting.

**every one** = each individual; **Every one** will need a ticket to enter.

## SOME PROBLEM WORDS (continued)

### farther, further:

**farther** = distance; The house you are looking for is **farther** from here.

**further** = quantity or degree; It is still **further** up the road.

### imply, infer:

**to imply** = to suggest; The author **implied** that his book was finished.

**to infer** = to conclude; We can **infer** that it will be another good book.

### in, into

**in** = location; The house is **in** that direction.

**into** = direction; We walked **into** the house together.

### lie, lay:

**to lie** = to recline or rest; Go ahead and **lie** down on the bed.

**to lay** = to put or place; You may **lay** your things over there.

### loose, lose:

**loose** = not securely fastened; The money in his pocket was **loose**.

**to lose** = to misplace; If you are not careful, you will **lose** your money.

### maybe, may be:

**maybe** = possibly; **Maybe** I can find another book if I hurry.

**may be** = might be; That **may be** the book you are looking for.

## SOME PROBLEM WORDS (continued)

### **precede, proceed:**

**to precede** = to come before; Her part in the play **preceded** the music.

**to proceed** = to go forward; They **proceeded** with the play even though it was late.

### **principal, principle:**

**principal** = head of a school; The **principal** spoke to the students yesterday.

**principle** = a basic truth; He suggested that fairness be a **principle** of all behavior.

### **raise, rise:**

**to raise** = to move upward; He **raised** the flag at sunrise.

**to rise** = to go up; You will need to **rise** early to see the sunrise.

### **respectfully, respectively:**

**respectfully** = showing respect; The children **respectfully** helped their parents.

**respectively** = each in the order given; Their father and mother died **respectively**.

### **set, sit:**

**to set** = to put or place; They **set** the plates on the table.

**to sit** = to be seated; They will **sit** at the table when they eat.

## SOME PROBLEM WORDS (continued)

### **sometime, some time, sometimes:**

**sometime** = at an unstated time; I will be here **sometime** before noon.

**some time** = a period of time; It was **some time** before she finally arrived.

**sometimes** = now and then; They **sometimes** arrive early.

### **there, their, they're:**

**there** = place; Why don't you set the books **there** on the table?

**their** = ownership; They will want to get **their** books from off the table.

**they're** = they are; **They're** supposed to have their own books.

### **weather, whether:**

**weather** = climate; I think the **weather** will be nice tomorrow.

**whether** = choice; Decide tomorrow **whether** or not you want to come.

### **your, you're:**

**your** = ownership; I think this is **your** coat.

**you're** = you are; **You're** not leaving your coat there, are you?