

- to give **background information** in a story. *It was a beautiful spring day. The sun **was shining** and the birds **were singing**.*

Time words/phrases used with the past continuous:
while, when, as, at 11:00 yesterday, etc

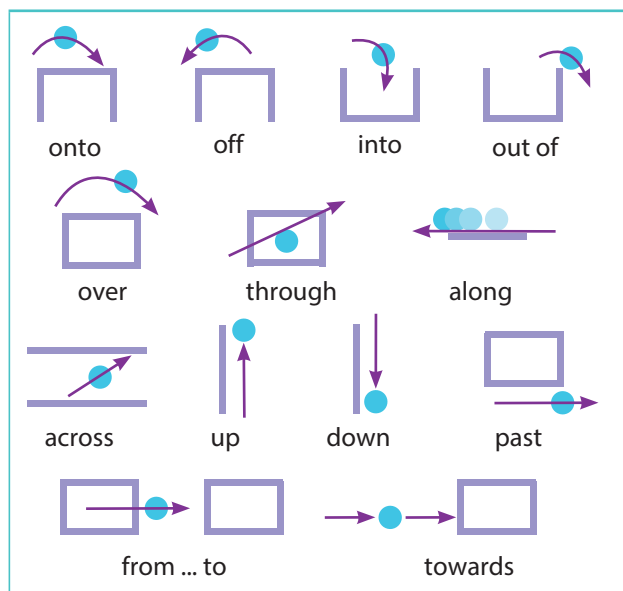
Past simple vs Past continuous

Past simple	Past continuous
actions which happened at a stated time in the past. <i>Bob travelled to Australia last August.</i>	actions in progress at a stated time in the past. <i>The children were playing outside yesterday morning.</i>
actions which happened one after the other in the past. <i>First Sue had a shower and then she prepared dinner.</i>	two or more actions which were happening at the same time in the past. <i>She was talking on the phone while she was typing.</i>

used to – would – Past simple

- We use **used to/past simple** to talk about past habits or actions that happened regularly in the past, but no longer happen. *She **used to go/went** skiing twice a year.* (She doesn't do that anymore.)
- We use **would/used to** for repeated actions or routines in the past. We don't use **would** with **stative verbs**.
*Paul **used to play/would play** the drums when he was at school. BUT We **used to have** two cats at home.* (NOT: ~~We would have two cats at home.~~)
- We use the **past simple** for an action that happened at a definite time in the past. *Jenny **moved** to Athens two years ago.* (NOT: ~~Jenny used to/would move to Athens two years ago.~~)

Prepositions of movement



- When we talk about a means of transport, we use the preposition **by**. *by car/bus/train/taxi/plane/boat* BUT **on** *foot*
- We do not use the preposition **by** when there is an article (*a/an/the*), a possessive adjective (*my, your*, etc) or a possessive case before the means of transport. ***on the bus*** (NOT: ~~by the bus~~), ***in your car*** (NOT: ~~by your car~~), ***on the two o'clock ferry, on the plane, in Susan's car***

Unit 3

Present perfect

Form: subject + **have/has** + past participle of the main verb

Affirmative	Negative
I/You/We/They have/ve visited. He/She/It has/s visited.	I/You/We/They have not/haven't visited. He/She/It has not/hasn't visited.
Interrogative	Short answers
Have I/you/we/they visited? Has he/she/it visited?	Yes , I/you/we/they have ./ No , I/you/we/they haven't . Yes , he/she/it has ./ No , he/she/it hasn't .

Use

We use the **present perfect**:

- for actions which **started in the past** and **continue up to the present**, especially with stative verbs such as *be, have, like, know*, etc.
*Paul **has been** in Edinburgh for two years.* (= He came to Edinburgh two years ago and he is still here.)
- to talk about a **past action** which has a **visible result** in the **present**. *Adam **has cut** his hair and he **looks** different now.*
- for actions which happened at an **unstated time** in the **past**. The action is more important than the time it happened. *She **has bought** a new car.* (When? We don't know; it's not important.)
- with *today, this morning/afternoon/week, so far*, etc when these periods of time are not finished at the time of speaking. *He **has written** two letters today.* (The time period – 'today' – is not over yet. He may write another letter.)
- for **recently completed actions**. *They **have just cleaned** the room.* (The action is complete. The room is clean now.)
- for **personal experiences/changes** which have happened. *It's the first time they **have travelled** abroad.*

Grammar Reference

Time words/phrases used with the *present perfect*:

- **already** (normally in affirmative sentences)
*You don't need to call Laura. I've **already** talked to her.*
- **yet** (normally in interrogative or negative sentences)
*Have you seen the film **yet**? He **hasn't** called me **yet**.*
- **just** (normally in affirmative sentences to show that an action finished a few minutes earlier)
*She **has just** finished her project.*
- **ever** (normally in affirmative and interrogative sentences) *This is the best book I've **ever** read. Have you **ever** been to Sweden?*
- **never** (negative meaning)
*She **has never** tried sushi. Peter **has never** travelled by plane.*
- **for** (over a period of time)
*He **has worked as** a teacher **for** five years.*
- **since** (from a starting point in the past)
*She **has been in** Spain **since** last week.*
- **recently** (normally in affirmative or interrogative sentences)
*They **have recently** bought a new house. Have you seen Lisa **recently**?*
- **so far** (normally in affirmative sentences)
*We **have done** a great job **so far**.*

have gone (to)/have been (to)/have been in

- *Paul **has gone to** the gym.* (He's on his way to the gym or he's there now. He hasn't come back yet.)
- *Liz **has been to** France.* (She went to France but she isn't there now. She's come back.)
- *They **have been in** Wales **for three weeks**.* (They are still in Wales.)

Present perfect vs Past simple

Present perfect	Past simple
an action which happened at an unstated time in the past. <i>They have arrived.</i> (We don't know when.)	an action which happened at a stated time in the past. <i>They arrived yesterday.</i> (When? Yesterday. The time is mentioned.)
an action which started in the past and is still continuing in the present. <i>Mark has lived here since 2008.</i> (He still lives here.)	an action which started and finished in the past. <i>She moved here from Lisbon.</i> (She's not in Lisbon now.)

Present perfect continuous

Form: subject + *have/has been* + main verb *-ing*

Affirmative	Negative
I/You/We/They have/ve been working . He/She/It has/s been working .	I/You/We/They have not/haven't been working . He/She/It has not/hasn't been working .
Interrogative	Short answers
Have I/you/we/they been working ? Has he/she/it been working ?	Yes , I/you/we/they have ./ No , I/you/we/they haven't . Yes , he/she/it has ./ No , he/she/it hasn't .

Use

We use the **present perfect continuous**:

- to place **emphasis on the duration of an action** which started in the past and continues up to the present. *Charles **has been working** all day.*
- for an action that **started in the past** and lasted for some time. It may still be continuing or has finished, but its **results are visible in the present**.
*Grace is tired. She's **been studying** since morning.*
- to express **anger, irritation, annoyance or criticism**.
*Who **has been using** my laptop?* (annoyance)

Time words/phrases used with the *present perfect continuous*: since, for, how long (to place emphasis on duration)

Past perfect

Form: subject + *had* + past participle of the main verb

Affirmative	Negative
I/You/He, etc had left .	I/You/He, etc had not/hadn't left .
Interrogative	Short answers
Had I/you/he, etc left ?	Yes , I/you/he, etc had ./ No , I/you/he, etc hadn't .

We use the **past perfect**:

- for an action which **finished before another past action** or **before a stated time in the past**.
*They **had finished** dinner **by the time** Mary **arrived**.* (past perfect [had finished] before another past action [arrived])
*The rainfall **had stopped** **by midnight**.* (before a stated time in the past [by midnight])
- for an action which **finished in the past** and whose **result was visible at a later point in the past**.
*Emma was thrilled because she **had won** the contest.*

Note: The **past perfect** is the past equivalent of the **present perfect**. *There **was** no pizza left; Denise **had eaten** the last piece.* (present perfect: *There **is** no pizza left; Denise **has eaten** the last piece.*)

Time words used with the **past perfect**: before, already, after, for, since, just, till/until, by, by the time, never, etc

Past perfect continuous

Form: subject + **had been** + main verb **-ing**

Affirmative	Negative
I/You/He/She/It/We/They had been swimming .	I/You/He/She/It/We/They had not/hadn't been swimming .
Interrogative	Short answers
Had I/you/he, etc been swimming ?	Yes, I/you/he/she/it/we/they had ./ No, I/you/he/she/it/we/they hadn't .

We use the **past perfect continuous**:

- to put emphasis on the **duration** of an action which started and finished in the past, before another action or stated time in the past, usually with **for** or **since**.
*I **had been searching** for two hours before I found the car keys.*
- for an action which **lasted for some time** in the past and whose **result was visible** in the past.
*He **had been studying** for weeks, so the exam was easy for him.*

Note: The **past perfect continuous** is the past equivalent of the **present perfect continuous**. *Sheila was tired because she **had been painting** the house all day.* (present perfect continuous: *Sheila is tired because she **has been painting** the house all day.*)

Time words/phrases used with the **past perfect continuous**: for, since, how long, before, until, etc

The/-

The definite article is used with singular and plural nouns. *the apple – the apples*

We use **the**:

- with nouns when we are talking about something **specific**, that is, when the noun is mentioned for a second time or is already known. *She bought a pair of gloves yesterday. The gloves were made of leather.*
- with nouns which are **unique** (*the sun, the moon, the earth*, etc).
- before the names of rivers (*the Nile*), seas (*the Mediterranean*), oceans (*the Atlantic*), mountain ranges (*the Alps*), deserts (*the Sahara*), groups of islands (*the Canary Islands*), countries when they include words such as 'state', 'kingdom', etc (*the United Kingdom*) and nouns with **of** (*the Leaning Tower of Pisa*).
- before the names of musical instruments (*the piano, the drums*, etc).
- before the names of hotels (*the Hilton Hotel*), theatres/cinemas (*the Odeon*), ships (*the Queen*

Mary), organisations (*the EU*), newspapers (*the Times*) and museums (*the Museum of Modern Art*).

- before **nationalities** (*the Canadians*) and **families** (*the Robinsons*).
- before **titles** when the person's name is not mentioned (*the Queen, the President*).
- before the words **morning, afternoon** and **evening**.
He usually takes his dog for a walk in the morning.
- with **adjectives** in the **superlative** form.
It's the best film I've ever seen.

We don't use **the**:

- with **plural nouns** when we talk about them in **general**. *Dogs are faithful companions.*
- before **proper names**.
This is Ann. She comes from Ireland.
- before the names of **countries** (*Spain*), **cities** (*Seoul*), **streets** (*Madison Avenue*), **parks** (*Hyde Park*), **mountains** (*Everest*), **islands** (*Sicily*), **lakes** (*Victoria*) and **continents** (*Europe*).
- before the names of **meals** (*breakfast, lunch*, etc) and **games/sports** (*tennis, basketball*, etc). *Swimming is a relaxing sport.*
- with the words **this/that/these/those**. *This car is mine.*
- with **possessive adjectives** or the **possessive case**.
That isn't my bag. It's Marsha's.
- before **titles** when the person's name is mentioned. *Queen Elizabeth, Prince Charles* BUT *the Queen, the Prince*
- with the words **school, church, bed, hospital, prison** or **home** when we refer to the purpose for which they exist. *Mary goes to school every day.* (Mary is a student.) BUT *Mary's father wants to go to the school to ask Mary's teacher about her progress.* (Mary's father wants to go to the school as a visitor, not a student.)
- with **languages**. *I speak German.* BUT *The German language is difficult to pronounce.*

NOTE: We use **the** + **adjective** to refer to a group of people, usually with the following adjectives: **poor, rich, sick, old, dead, blind, young** etc. *The elderly usually like to advise the young.*

Unit 4

Future simple

Form: subject + **will** + main verb

Affirmative	Negative
I/You/He/She/It/We/They will /I'll run.	I/You/He/She/It/We/They will not /won't run.
Interrogative	Short answers
Will I/you/he/she/it/we/they run?	Yes, I/you/he/she/it/we/they will ./ No, I/you/he/she/it/we/they won't .