

## Appendix 1 Passive verb forms

<b>Present simple</b> active: tell(s) passive: am/is/are told	John tells me that you're thinking of leaving. I'm told (by John) that you're thinking of leaving.
<b>Past simple</b> active: told passive: was/were told	John told me that you were leaving. I was told (by John) that you were leaving.
<b>Present perfect</b> active: have/has told passive: have/has been told	John has told me that you are leaving. I have been told (by John) that you are leaving.
<b>Past perfect</b> active: had told passive: had been told	John had already told me that you were leaving. I had already been told (by John) that you were leaving.
<b>Present continuous</b> active: am/is/are telling passive: am/is/are being told	John is always telling me that you are leaving. I am always being told (by John) that you are leaving.
<b>Past continuous</b> active: was/were telling passive: was/were being told	John was always telling me that you were leaving. I was always being told (by John) that you were leaving.
<b>Future simple</b> active: will tell passive: will be told	I will tell John that you are leaving. John will be told (by me) that you are leaving.
<b>Future perfect</b> active: will have told passive: will have been told	By tomorrow I will have told John that you are leaving. By tomorrow John will have been told that you are leaving.
<b>Present perfect continuous</b> (rare in the passive) active: has/have been telling passive: has/have been being told	John has been telling me for ages that you are leaving. I have been being told (by John) for ages that you are leaving.

Other passive verb forms are very rare.

### Modal verbs with passives

active: should/could/might/ought to (etc.) tell passive: should/could/might/ought to (etc.) be told	You should tell John. John should be told.
active: should/could/might/ought to (etc.) have told passive: should/could/might/ought to (etc.) have been told	You should have told John. John should have been told.
active: should/could/might/ought to (etc.) have been telling passive: should/could/might/ought to (etc.) have been being told	You should have been telling John while I was outside. John should have been being told while I was outside.

Other passive verb forms are very rare.

## Appendix 2 Quoting what people think or what they have said

**A** You put single ('...') or double ("...") quotation marks at the beginning and end of a report of someone's exact spoken or written words. This is often referred to as *direct speech*:

- 'It's a pity you can't come this weekend.'
- "I'm really hungry. I fancy a cheese sandwich."

**B** If there is a *reporting clause* (e.g. *she said, exclaimed Tom*) *after* the quotation, you put a comma before the second quotation mark:

- "I think we should go to India while we have the opportunity," argued Richard.

If you are quoting a question or exclamation, you use a question mark or exclamation mark instead of a comma:

- "Can I make an appointment to see the doctor?" asked Bill.
- 'You must be mad!' yelled her brother.

If the reporting clause comes *within* the quotation, you put a comma before the second quotation mark of the first part of the quotation, a comma at the end of the reporting clause, and start the second part of the quotation with a lower case (not a capital) letter:

- "It tastes horrible," said Susan, "but it's supposed to be very good for you."

If the second part of the quotation is a new sentence you put a full stop at the end of the reporting clause, and start the second part of the quotation with a capital letter:

- "You should go home," Sandra advised. "You're looking really ill."

If the reporting clause comes *before* the quotation, you put a comma at the end of the reporting clause, and a full stop (or question or exclamation mark) at the end of the quotation:

- John said, "Put them all on the top shelf."

A colon is sometimes used at the end of the reporting clause instead of a comma:

- She stood up and shouted to the children: "It's time to go home!"

**C** When you quote what a person *thinks*, you can either use the conventions described in A and B, or separate the quotation from the reporting clause with a comma (or colon) and leave out quotation marks:

- "Why did she look at me like that?" wondered Mary.
- Perhaps the door is open, thought Chris.
- Suddenly she thought: Could they be trying to trick me?

# Appendix 3 Irregular verbs

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle (-ed form)</i>
arise	arose	arisen
awake	awoke	awoken
be	was/were	been
bear	bore	borne
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burn <sup>1</sup>	burnt	burnt
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	came
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
dive	dived <sup>3</sup>	dived
draw	drew	drawn
dream <sup>1</sup>	dreamt	dreamt
drink	drank	drunk
drive	drove	driven
dwelt <sup>1</sup>	dwelt	dwelt
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fit <sup>1</sup>	fit	fit
flee	fled	fled
fling	flung	flung

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle (-ed form)</i>
fly	flew	flown
forbid	forbade	forbidden
forecast	forecast	forecast
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone
grow	grew	grown
hang <sup>1</sup>	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel <sup>1</sup>	knelt	knelt
knit <sup>1</sup>	knit	knit
know	knew	known
lay	laid	laid
lead	led	led
lean <sup>1</sup>	leant	leant
leap <sup>1</sup>	leapt	leapt
learn <sup>1</sup>	learnt	learnt
leave	left	left
lend	lent	lent
let	let	let
lie <sup>4</sup>	lay	lain
light <sup>1</sup>	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
mow <sup>2</sup>	mowed	mown
pay	paid	paid
prove <sup>2</sup>	proved	proven
put	put	put
quit	quit	quit
read	read <sup>5</sup>	read <sup>5</sup>
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
saw <sup>2</sup>	sawed	sawn

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle (-ed form)</i>
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew <sup>2</sup>	sewed	sewn
shake	shook	shaken
shear <sup>2</sup>	sheared	shorn
shed	shed	shed
shine	shone	shone
shoot	shot	shot
show	showed	shown
shrink	shank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
sling	slung	slung
smell <sup>1</sup>	smelt	smelt
sow <sup>2</sup>	sowed	sown
speak	spoke	spoken
speed <sup>1</sup>	sped	sped
spell <sup>1</sup>	spelt	spelt
spend	spent	spent
spin	spun/span	spun
spill <sup>1</sup>	spilt	spilt
spit	spit/spat	spit/spat
split	split	split
spoil <sup>1</sup>	spoilt	spoilt

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle (-ed form)</i>
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
strike	struck	struck
strive	strove	striven
swear	swore	sworn
sweep	swept	swept
swell <sup>2</sup>	swelled	swollen
swim	swim	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
thrust	thrust	thrust
tread	trod	trodden
understand	understood	understood
wake <sup>1</sup>	woke	woken
wear	wore	worn
weave <sup>2</sup>	wove	woven
weep	wept	wept
wet <sup>1</sup>	wet	wet
win	won	won
wind	wound	wound
wring	wrung	wrung
write	wrote	written

<sup>1</sup> These verbs have two past simple and two past participle forms, both the ones given and regular forms (e.g. burn; burnt/burned; burnt/burned).

<sup>2</sup> These verbs have two past participle forms, the one given and a regular form (e.g. mow; mowed; mown/mowed).

<sup>3</sup> 'dove' in American English.

<sup>4</sup> When *lie* means 'deliberately to say something untrue' it is regular ('lie/lied/lied').

<sup>5</sup> Pronounced /red/.

## Appendix 4 Typical errors and corrections

### UNIT 1

- 1 This large goat is only living in the mountains of Switzerland. ✗  
☛ This large goat only lives in the mountains of Switzerland. ✓
- 2 I call to thank you for the present you sent. ✗  
☛ I'm calling to thank you for the present you sent. ✓

### UNIT 2

- 1 John is resembling his older sister. ✗  
☛ John resembles his older sister. ✓
- 2 The rise in demand for timber destroys large areas of rainforest. ✗  
☛ The rise in demand for timber is destroying large areas of rainforest. ✓

### UNIT 3

- 1 I work at the University for over ten years now. ✗  
☛ I have worked at the University for over ten years now. ✓
- 2 When have you got here? ✗  
☛ When did you get here? ✓

### UNIT 4

- 1 'Have you read a book called *Waiting for Anya*?' 'Who has written it?' ✗  
☛ 'Have you read a book called *Waiting for Anya*?' 'Who wrote it?' ✓
- 2 Charles is a gifted footballer, but up to now he didn't play well in international matches. ✗  
☛ Charles is a gifted footballer, but up to now he hasn't played well in international matches. ✓

### UNIT 5

- 1 We've seen Jean in town the other day. ✗  
☛ We saw Jean in town the other day. ✓
- 2 Have you ever been to the opera when you lived in Milan? ✗  
☛ Did you ever go to the opera when you lived in Milan? ✓

### UNIT 6

- 1 I was meeting a lot of interesting people while I was working in Norway. ✗  
☛ I met a lot of interesting people while I was working in Norway. ✓
- 2 Being in large crowds was always making her feel nervous. ✗  
☛ Being in large crowds always made her feel nervous. ✓

### UNIT 7

- 1 How long are you wearing glasses? ✗  
☛ How long have you been wearing (or ...have you worn) glasses? (She is still wearing them.) ✓
- 2 We've been staying with Paul and Jenny until last weekend. ✗  
☛ We were staying with Paul and Jenny until last weekend. ✓ (We don't use the present perfect continuous with an expression (e.g. 'until') that refers to a finished period of time.)

### UNIT 8

- 1 That's twice I've been forgetting to bring my diary to work this week. ✗  
☛ That's twice I've forgotten to bring my diary to work this week. ✓
- 2 I've never been listening to any of Aguado's music before. ✗  
☛ I've never listened to any of Aguado's music before. ✓

### UNIT 9

- 1 The new bridge had been opened six months ago. ✗  
☛ The new bridge was opened six months ago. ✓
- 2 He just heard the news and was rushing home to tell his family. ✗  
☛ He had just heard the news and was rushing home to tell his family. ✓

### UNIT 10

- 1 When I saw the vase, I knew it was exactly what I had looked for. ✗  
☛ When I saw the vase, I knew it was exactly what I had been looking for. ✓
- 2 I had been knowing Helen for a number of years. ✗  
☛ I had known Helen for a number of years. ✓

### UNIT 11

- 1 When I grow up I'll be an astronaut. ✗  
☛ When I grow up I'm going to be an astronaut. ✓
- 2 Len shan't be able to join us after all. ✗  
☛ Len won't be able to join us after all. ✓

### UNIT 12

- 1 Take your umbrella; it'll rain. ✗  
☛ Take your umbrella; it's going to rain. ✓ (We don't use 'will' to predict, on the basis of some external evidence, that something will happen soon (see Unit 11B). In this case, the speaker might see that it is very cloudy, or perhaps they have heard a weather forecast.)
- 2 The world's supply of oil is soon running out. ✗  
☛ The world's supply of oil will soon run out. ✓

### UNIT 13

- 1 Put your coat on before you'll go out. ✗  
☛ Put your coat on before you go out. ✓
- 2 I promise I call you as soon as I get home. ✗  
☛ I promise I will call you as soon as I get home. ✓

### UNIT 14

- 1 I won't be able to meet you next week. I will stay in London for a few days. ✗  
☛ I won't be able to meet you next week. I will be staying in London for a few days. ✓ (The future continuous is more likely than 'will'. The present continuous for the future ('I'm staying in London...') and the future continuous have a similar meaning here (see 14B).)
- 2 Can I borrow your camera? I'll be giving it back to you tomorrow. ✗  
☛ Can I borrow your camera? I'll give it back to you tomorrow. ✓ (a promise)

## UNIT 15

- 1 The army needs to change its image if more women will be recruited. ✗  
 ☛ The army needs to change its image if more women are to be recruited. ✓
- 2 There's no point asking John for a lift – he will leave by now. ✗  
 ☛ There's no point asking John for a lift – he will have left by now. ✓

## UNIT 16

- 1 The last time I met John, he's getting on a train to go to Brussels. ✗  
 ☛ The last time I met John, he was getting on a train to go to Brussels. ✓
- 2 James was only to have discovered years afterwards that the painting he had sold for a few dollars was actually worth thousands. ✗  
 ☛ James was only to discover years afterwards that the painting he had sold for a few dollars was actually worth thousands. ✓

## UNIT 17

- 1 You'd better to leave now if you want to catch the last bus. ✗  
 ☛ You'd better leave now if you want to catch the last bus. ✓ ('had ('d) better' is followed by a bare infinitive, without 'to')
- 2 If Tom can afford to go on holiday to the Bahamas, he should have lots of money. ✗  
 ☛ If Tom can afford to go on holiday to the Bahamas, he must have lots of money. ✓

## UNIT 18

- 1 I'm sure you will already hear the President's announcement. ✗  
 ☛ I'm sure you will already have heard the President's announcement. ✓
- 2 I didn't actually see the film, but from what I've read I'm sure I wouldn't enjoy it. ✗  
 ☛ I didn't actually see the film, but from what I've read I'm sure I wouldn't have enjoyed it. ✓

## UNIT 19

- 1 We would have a cat, but one day it just disappeared. ✗  
 ☛ We used to have a cat, but one day it just disappeared. ✓
- 2 Before I went to university, I used to work as a carpenter for about five years. ✗  
 ☛ Before I went to university, I worked as a carpenter for about five years. ✓

## UNIT 20

- 1 If the drought goes on much longer, there can be water rationing before the end of the month. ✗  
 ☛ If the drought goes on much longer, there may/might/could be water rationing before the end of the month. ✓ ('could' suggests that the speaker is less certain than if 'may' or 'might' are used)
- 2 May it snow this far south? ✗  
 ☛ Could it snow (or Is it likely to snow) this far south? ✓

## UNIT 21

- 1 Her parents can have influenced her decision to resign. ✗  
 ☛ Her parents may/might/could have influenced her decision to resign. ✓
- 2 I was in my office all day. You may have come to see me at any time. ✗  
 ☛ I was in my office all day. You could/might have come to see me at any time. ✓

## UNIT 22

- 1 I'm not able to believe she's 50. She looks much younger than that. ✗  
 ☛ I can't believe she's 50. She looks much younger than that. ✓
- 2 After the trees have been cut back, we can see more of the garden from the sitting room. ✗  
 ☛ After the trees have been cut back, we will be able to see more of the garden from the sitting room. ✓

## UNIT 23

- 1 She was bruised quite badly in the accident. It has got to still hurt a lot. ✗  
 ☛ She was bruised quite badly in the accident. It must still hurt a lot. ✓
- 2 When I went to school we must learn Latin. ✗  
 ☛ When I went to school we had to learn Latin. ✓

## UNIT 24

- 1 He didn't cook the dish himself so you mustn't eat it all. He won't be offended. ✗  
 ☛ He didn't cook the dish himself so you don't have to eat it all. He won't be offended. ✓
- 2 You needn't a special pass to get in. ✗  
 ☛ You needn't have a special pass to get in. or You don't need a special pass... ✓  
 ('Needn't' acts as a modal verb here and should be followed by a bare infinitive.)

## UNIT 25

- 1 'Can I use the computer?' 'Of course you could'. ✗  
 ☛ 'Can I use the computer?' 'Of course you can.' ✓ ('can' is preferable to 'could' in giving permission.)
- 2 He should like some milk, please. ✗  
 ☛ He would ('d) like some milk, please. ✓ (We only use 'should' with 'I' or 'we' in making a request.)

## UNIT 26

- 1 He appeared having trouble with his car. ✗  
 ☛ He appeared to be having trouble with his car. ✓ (Notice that 'He appeared having trouble with his car' would be possible if 'appeared' means something like 'arrived' or 'came into view'. We would understand the sentence to mean 'He appeared (= arrived) – and he was having trouble with his car'.)
- 2 The police got suspicious of two men looking into all the cars. ✗  
 ☛ The police became (or grew) suspicious of two men looking into all the cars. ✓

## UNIT 27

- 1 He would have a distinction in the exam, but he answered question two badly. ✗  
 ☛ He would have got a distinction in the exam, but he answered question two badly. ✓
- 2 It's not worth having the trouble to write to him. He never replies. ✗  
 ☛ It's not worth taking the trouble to write to him. He never replies. ✓

## UNIT 28

- 1 We made some research into the state of the Swedish car industry. ✗  
 ☛ We did some research into the state of the Swedish car industry. ✓
- 2 I'm afraid I did a mistake in the calculation. ✗  
 ☛ I'm afraid I made a mistake in the calculation. ✓



## UNIT 29

- 1 The fence was collapsed during the storm. ✗  
 ☛ The fence collapsed during the storm. ✓ (With this meaning, 'collapsed' is intransitive.)
- 2 Before his lecture Professor Taylor was introduced us. ✗  
 ☛ Before his lecture Professor Taylor was introduced to us. ✓

## UNIT 30

- 1 The orchestra was conducted. ✗  
 ☛ *Possible correction:* The orchestra was conducted by Simon Rattle. (or The orchestra was conducted well.) ✓ We usually have to complete the 'sense' of some verbs by mentioning the agent or giving some other additional information.

## UNIT 31

- 1 Jane was remembered leaving the house at about 2.00. ✗  
 ☛ (Somebody) remembered Jane leaving the house at about 2.00. ✓ (No passive is possible)
- 2 The children were wanted to come with me. ✗  
 ☛ The children wanted to come with me. ✓ (No passive is possible)

## UNIT 32

- 1 It has been told that the road will be closed tomorrow for repairs. ✗  
 ☛ *Suggested correction:* It has been announced that the road will be closed tomorrow for repairs. ✓
- 2 John was decided to chair the meeting. ✗  
 ☛ It was decided that John would/should chair the meeting. ✓

## UNIT 33

- 1 What you would like to drink? ✗  
 ☛ What would you like to drink? ✓ (The auxiliary verb 'would' comes before the subject 'you')
- 2 I asked Tony how was he getting to Brussels. ✗  
 ☛ I asked Tony how he was getting to Brussels. ✓ (The subject of the wh-clause 'he' comes before the verb 'was (getting)')

## UNIT 34

- 1 Have not you finished your homework yet? ✗  
 ☛ Haven't you finished your homework yet? ✓ (We use n't, not not after the auxiliary to make a negative question.)
- 2 Haven't you got nobody to help you? ✗  
 ☛ Haven't you got anybody to help you? or Have you got nobody to help you? ✓ (In standard English we don't use not with a negative word such as nobody, nothing, nowhere, etc.)

## UNIT 35

- 1 I've forgotten my watch. Which time do you make it? ✗  
 ☛ I've forgotten my watch. What time do you make it? (= What time is it?) ✓
- 2 Who are coming to your party? ✗  
 ☛ Who's coming to your party? ✓

## UNIT 36

- 1 There's no need for you to help cook the meal. Just sit down and enjoy. ✗  
 ☛ Just sit down and enjoy it. ✓ ('enjoy' is transitive) (In current informal spoken English, some people – particularly young people – use 'enjoy' intransitively. For example, you might hear 'Just sit down and enjoy.' or simply 'Enjoy!' This is particularly common in North American English.)
- 2 A: Tom's 50 tomorrow. B: Yes, I know it. ✗  
 ☛ Yes, I know. ✓ (In most of its meanings, 'know' is transitive. However, in short answers like this we don't use 'it' (an object).)

## UNIT 37

- 1 I refuse you to go on the trip. ✗  
 ☛ *Possible correction:* I refuse to allow you to go on the trip. ✓
- 2 He made me to do it. ✗  
 ☛ He made me do it. ✓

## UNIT 38

- 1 Did you remember buying some milk on your way home? ✗  
 ☛ Did you remember to buy some milk on your way home? ✓
- 2 If the stain doesn't come out of your shirt when you wash it, try to soak it first in bleach. ✗  
 ☛ If the stain doesn't come out of your shirt when you wash it, try soaking it first in bleach. ✓

## UNIT 39

- 1 He advised me giving up smoking. ✗  
 ☛ He advised giving up smoking. or He advised me to give up smoking. ✓

- 2 I heard a bottle smashing. ✗  
 ☛ I heard a bottle smash. ✓

## UNIT 40

- 1 I told where we should meet. ✗  
 ☛ I told him where we should meet. ✓ (An object is necessary)
- 2 She asked me the way how to get to the city centre. ✗  
 ☛ She asked me the way to the city centre. or She asked me how to get to the city centre. ✓ (We don't use 'how' and 'the way' together)
- 3 She debated if to tell her mother about the accident. ✗  
 ☛ She debated whether to tell her mother about the accident. ✓

## UNIT 41

- 1 When I went to the dentist last week I got two teeth taken out. ✗  
 ☛ When I went to the dentist last week I had two teeth taken out. ✓ (Although 'got' might be used in informal English, 'had' is more likely here because it is normally dentists that decide to take teeth out. The sentence with 'get' suggests that the speaker decided to have the teeth taken out.) '...I had two teeth out.' is also possible.
- 2 I'd like this parcel to send to Malaysia, please. How much will it cost? ✗  
 ☛ I'd like this parcel sent to Malaysia, please. or I'd like to send this parcel to Malaysia, please. ✓

## UNIT 42

- 1 I asked the way to him. ✗  
 I asked him the way. ✓
- 2 She said me good-bye. ✗  
 She said good-bye to me. ✓

## UNIT 43

- 1 'Why isn't David coming to eat with us?' 'He didn't say he was very hungry.' ✗  
 'Why isn't David coming to eat with us?' 'He said he wasn't very hungry.' ✓  
 (Reporting: 'I'm not very hungry'.)
- 2 An announcement was made in parliament today there has been a sharp fall in unemployment. ✗  
 An announcement was made in parliament today that there has been a sharp fall in unemployment. ✓

## UNIT 44

- 1 The doctor reassured that the operation was a very routine one. ✗  
 The doctor reassured me that the operation was a very routine one. ✓ (An object is needed before the *that*-clause.)
- 2 I suggested Bob that he should try the supermarket in the High Street. ✗  
 I suggested to Bob that he should try the supermarket in the High Street. ✓ (The preposition 'to' is needed before the object.)

## UNIT 45

- 1 Your mother tells me you were still hoping to become a vet. ✗  
 Your mother tells me you are still hoping to become a vet. ✓
- 2 The student confessed that he hasn't done his homework. ✗  
 The student confessed that he hadn't done his homework. ✓

## UNIT 46

- 1 I've just been talking your mother. I understood (from her) that you're very worried about your exams. ✗  
 I've just been talking your mother. I understand (from her) that you're very worried about your exams. ✓
- 2 Mary said about her holiday to the rest of the class. ✗  
 Mary talked about her holiday to the rest of the class. or Mary told the rest of the class about her holiday. ✓

## UNIT 47

- 1 The doctor advised to cut down on fatty foods. ✗  
 The doctor advised me to cut down on fatty foods. ✓ (An object is needed between the verb and *to*-infinitive clause.)
- 2 I asked to my brother if I could borrow his bike. ✗  
 I asked my brother if I could borrow his bike. ✓ (We ask someone something; we don't ask 'to' someone.)

## UNIT 48

- 1 The conditions of the will state that he do not sell the property within five years. ✗  
 The conditions of the will state that he not sell the property within five years. ✓ (In a negative subjunctive we do not use 'do'. Note that '...he should not sell...' is also possible.)

## UNIT 49

- 1 When Jenny phoned last week, she said that she will be arriving this morning. But she hasn't turned up. ✗  
 When Jenny phoned last week, she said that she would be arriving this morning. But she hasn't turned up. ✓
- 2 John told me he shall be in Hong Kong in August. ✗  
 John told me he would be in Hong Kong in August. ✓

## UNIT 50

- 1 The equipments were faulty. ✗  
 The equipment was faulty. ✓
- 2 The company is now doing a lot of businesses in South America. ✗  
 The company is now doing a lot of business in South America. ✓

## UNIT 51

- 1 The contrast between Britain and other countries in Europe are striking. ✗  
 The contrast between Britain and other countries in Europe is striking. ✓
- 2 The staff of the company is holding a meeting to discuss the pay offer. ✗  
 The staff of the company are holding a meeting to discuss the pay offer. ✓

## UNIT 52

- 1 120 miles are too far to travel. ✗  
 120 miles is too far to travel. ✓
- 2 40% of people under the age of 25 is unemployed. ✗  
 40% of people under the age of 25 are unemployed. ✓

## UNIT 53

- 1 It belongs to a friend of him. ✗  
 It belongs to a friend of his. ✓ (We use a possessive pronoun in this ...of + noun... pattern.)
- 2 They went on a three months training course. ✗  
 They went on a three months' (or three month) training course. ✓

## UNIT 54

- 1 We put our empty bottles in a bottles bank for recycling. ✗  
 We put our empty bottles in a bottle bank for recycling. ✓ (A 'bottle bank' is a large container which people put glass bottles in so that the glass can be used again.)
- 2 I've got two brother-in-laws. ✗  
 I've got two brothers-in-law. ✓

## UNIT 55

- 1 She bought me a chocolate box for my birthday. ✗  
☛ She bought me a box of chocolates for my birthday. ✓ (A 'chocolate box' would mean a box designed for putting chocolates in, which seems unlikely here.)
- 2 There have been three breaks-in in this street this month. ✗  
☛ There have been three break-ins in this street this month. ✓ (A 'break-in' is when a criminal gets into a building by, for example, smashing a window, in order to steal things.)

## UNIT 56

- 1 I hope to go on to study for a MA in Applied Linguistics. ✗  
☛ I hope to go on to study for an MA in Applied Linguistics. ✓
- 2 Have you got one pen you could lend me? ✗  
☛ Have you got a pen you could lend me? ✓

## UNIT 57

- 1 Lucy is lawyer, like her father. ✗  
☛ Lucy is a lawyer, like her father. ✓
- 2 For most of the journey there was the clear blue sky. ✗  
☛ For most of the journey there was clear blue sky. ✓

## UNIT 58

- 1 Can you shut a door after you, please. ✗  
☛ Can you shut the door after you, please. ✓ (The hearer will know which door we mean.)
- 2 She pointed to a mark on the carpet. A stain was about 4 centimetres across. ✗  
☛ She pointed to a mark on the carpet. The stain was about 4 centimetres across. ✓ ('The stain...' refers to 'the mark' previously mentioned.)

## UNIT 59

- 1 When I was young, I used to collect some stamps as a hobby. ✗  
☛ When I was young, I used to collect stamps as a hobby. ✓
- 2 For some reasons, Megan doesn't want to come on holiday with us. ✗  
☛ For some reason, Megan doesn't want to come on holiday with us. ✓

## UNIT 60

- 1 Soup I had last night was too salty. ✗  
☛ The soup I had last night was too salty. ✓
- 2 A can opener was invented in 1862. ✗  
☛ The can opener was invented in 1862. ✓ (We use 'The', not 'A', because we are talking about the invention of can openers in general (= a class of items).)

## UNIT 61

- 1 Woodward live in the house next door. ✗  
☛ The Woodwards (= the Woodward family) live in the house next door. ✓
- 2 She plans to go to the college after she's finished the school. ✗  
☛ She plans to go to college after she's finished school. ✓ (We use zero article if the speaker is talking about 'college' and 'school' as institutions, rather than a particular college and a particular school known to the hearer.)

## UNIT 62

- 1 The day after the Christmas Day is called the Boxing Day. ✗  
☛ The day after Christmas Day is called Boxing Day. ✓
- 2 You can see the stars most clearly around the midnight. ✗  
☛ You can see the stars most clearly around midnight. ✓

## UNIT 63

- 1 Did you buy any tomato when you went shopping? ✗  
☛ Did you buy any (or some) tomatoes when you went shopping? ✓ ('Any' and 'some' are not usually used with singular countable nouns. 'Some' might be used here when we expect the answer to be 'yes'.)
- 2 I've never seen somebody that tall before. ✗  
☛ I've never seen anybody (or anyone) that tall before. ✓ ('Somebody' is not usually used in sentences with a negative meaning.)

## UNIT 64

- 1 There isn't many traffic along the street where I live. ✗  
☛ There isn't much traffic along the street where I live. ✓ (We use 'much', not 'many' with uncountable nouns.)
- 2 She has to do lot of travelling in her job. ✗  
☛ She has to do a lot of travelling in her job. ✓ (We say 'a lot of', not 'lot of'.)

## UNIT 65

- 1 All seemed to go wrong. ✗  
☛ Everything seemed to go wrong. ✓
- 2 The whole Auckland was affected by the power cut. ✗  
☛ The whole of Auckland was affected by the power cut. ✓ (With proper nouns, 'of' is necessary. Other examples include 'The whole of the Midlands', 'The whole of Wall Street...'.)
- 3 Their both children had chickenpox at the same time. ✗  
☛ Both (of) their children had chickenpox at the same time. ✓ (We put 'both' after a determiner (their, his, the, etc.), not before it.)

## UNIT 66

- 1 Each buses owned by the company are washed once a week. ✗  
☛ Each bus owned by the company is washed once a week. ✓
- 2 Before going into the temple, everyone has to take off his shoes. ✗  
☛ Before going into the temple, everyone has to take off their shoes. ✓ (We use 'their', referring back to 'everyone', when 'everyone' does not indicate a specific gender.)

## UNIT 67

- 1 When I tried on my three white shirts, I found that not any of them fitted me any more. ✗  
☛ When I tried on my three white shirts, I found that none of them fitted me any more. ✓
- 2 None of the furniture have arrived yet. ✗  
☛ None of the furniture has arrived yet. ✓

## UNIT 68

- 1 Unfortunately, few of our houseplants died while we were away on holiday. ✗  
☛ Unfortunately, a few of our houseplants died while we were away on holiday. ✓
- 2 It cost fewer than twenty pounds. ✗  
☛ It cost less than twenty pounds. ✓

## UNIT 69

- 1 All us were exhausted after flying back from Japan. ✗  
☛ All of us were exhausted after flying back from Japan. (or We were all exhausted) ✓
- 2 All of the reptiles lay eggs. ✗  
☛ All reptiles lay eggs. ✓ (This is more likely if we are talking about the class (reptiles) in general.)

## UNIT 70

- 1 The boy threw the stone who is wearing the yellow shirt. ✗  
☛ The boy who is wearing the yellow shirt threw the stone. ✓
- 2 The car that I had it in 1990 was blue. ✗  
☛ The car that I had in 1990 was blue. ✓

## UNIT 71

- 1 My mother who is in her seventies enjoys hill walking. ✗  
☛ My mother, who is in her seventies, enjoys hill walking. ✓ (In 'My mother who is in her seventies enjoys' the underlined clause is a defining relative clause (see Unit 70). This would suggest I had more than one mother and I am talking about the one who is in her seventies. This would be nonsense.)
- 2 My older brother, you'll meet later, is a dentist. ✗  
☛ My older brother, who you'll meet later, is a dentist. ✓

## UNIT 72

- 1 He lived at the top of an old house which attic had been converted into a flat. ✗  
☛ He lived at the top of an old house whose attic had been converted into a flat. ✓
- 2 'Do you like your present?' 'It's just the thing what I was hoping for.' ✗  
☛ 'Do you like your present?' 'It's just the thing (that) I was hoping for.' (or It's just what...) ✓
- 3 You are free to do whatever you will want. ✗  
☛ You are free to do whatever you want. ✓ (We use the present simple to refer to the future after whatever, etc.)

## UNIT 73

- 1 The valley in which the power station is located in is to the north of the city. ✗  
☛ The valley in which the power station is located is to the north of the city. ✓ (If the relative clause begins with a preposition, we don't use a second preposition later.)
- 2 You don't mean to tell me that's the man to whom you paid the money. ✗  
☛ You don't mean to tell me that's the man (who/that) you paid the money to? ✓ ('...to whom you paid the money?' would be very unlikely in this informal context.)

## UNIT 74

- 1 The man breaking the window wants to see you. ✗  
☛ The man who broke the window wants to see you. ✓ (We can't use an -ing clause instead of a defining relative clause to talk about a single, completed action.)
- 2 I recognised Joan easily. She was the only woman worn a red and green hat. ✗  
☛ I recognised Joan easily. She was the only woman (who was) wearing a red and green hat. (or woman who wore) ✓ (We don't use a past participle clause instead of a defining relative clause with an active verb.)

## UNIT 75

- 1 Opening the book, the pages had been drawn on. ✗  
☛ Opening the book, I noticed that the pages had been drawn on. ✓ (The subject of the main clause should be the same as the implied subject of the -ing clause, 'I'.)
- 2 Waiting in the queue for half an hour, Tom suddenly realised that he had left his wallet at home. ✗  
☛ Having waited in the queue for half an hour, Tom suddenly realised that he had left his wallet at home. ✓ ('Waiting in the queue for half an hour' is relatively long compared with 'suddenly realising...', so we use a clause beginning 'Having + past participle')

## UNIT 76

- 1 'What did you do to your hand?' 'I cut me when I was chopping vegetables.' ✗  
☛ 'What did you do to your hand?' 'I cut myself when I was chopping vegetables.' ✓
- 2 My sister drew herself the picture. ✗  
☛ My sister drew the picture herself. ✓

## UNIT 77

- 1 The coffee in this coffee shop is the best one in town. ✗  
☛ The coffee in this coffee shop is the best in town. ✓
- 2 There are a number of reasons I don't like him, but his meanness is the main. ✗  
☛ There are a number of reasons I don't like him, but his meanness is the main one. ✓

## UNIT 78

- 1 The car's in good condition. They told so at the garage. ✗  
☛ The car's in good condition. They told me so at the garage. (or They told me at the garage.) ✓ (We only use tell + so after an object ('me') referring to a person.)
- 2 'Do you think Paul will remember your birthday?' 'I don't suspect so.' ✗  
☛ 'Do you think Paul will remember your birthday?' 'I suspect not.' ✓

## UNIT 79

- 1 Nobody else seemed to enjoy Simon's singing – but I did so. ✗  
☛ Nobody else seemed to enjoy Simon's singing – but I did. ✓
- 2 I never dreamed the exhibition would be a such success. ✗  
☛ I never dreamed the exhibition would be such a success. ✓ (We put 'such' before 'a/an'.)



## UNIT 80

- 1 He has a shave every morning, but you wouldn't think he had. ✗  
 ➤ He has a shave every morning, but you wouldn't think he did. ✓
- 2 John was late, as I predicted he might. ✗  
 ➤ John was late, as I predicted he might be. ✓

## UNIT 81

- 1 'Will you see Beth when you're in Sydney?' 'Yes, I hope.' ✗  
 ➤ 'Will you see Beth when you're in Sydney?' 'Yes, I hope to.' ✓ ('Yes, I hope so.' is also possible.)
- 2 They asked me to go fishing with them, but I didn't want. ✗  
 ➤ They asked me to go fishing with them, but I didn't want to. ✓

## UNIT 82

- 1 The sorry boy apologised to his teacher. ✗  
 ➤ The boy was sorry and he apologised to his teacher. ✓
- 2 She asked the opposite man the time. ✗  
 ➤ She asked the man opposite the time. ✓

## UNIT 83

- 1 ...a very impossible job... ✗  
 ➤ Possible correction: ...a completely impossible job... ✓
- 2 ...absolutely rich... ✗  
 ➤ Possible correction: ...hugely rich... ✓
- 3 'How are you?' 'I'm very fine, thanks.' ✗  
 ➤ Possible correction: 'How are you?' 'I'm very well, thanks.' ✓ (When 'fine' means 'well', it is an ungradable adjective, so we don't say 'very fine'.)
- 4 ...a Brazilian very good coffee... ✗  
 ➤ Possible correction: ...a very good Brazilian coffee... ✓

## UNIT 84

- 1 ...a terrible difficult problem... ✗  
 ➤ ...a terribly difficult problem... ✓ (We use the adverb 'terribly' to modify the adjective 'difficult'.)
- 2 She speaks French very good. ✗  
 ➤ She speaks French very well. ✓

## UNIT 85

- 1 We apologise for any caused inconvenience. ✗  
 ➤ We apologise for any inconvenience caused. ✓
- 2 The report provides worried evidence of the spread of the disease. ✗  
 ➤ The report provides worrying evidence of the spread of the disease. ✓

## UNIT 86

- 1 The strikes were mainly concerned about working conditions. ✗  
 ➤ The strikes were mainly concerned with working conditions. ✓
- 2 He's keen on play football. ✗  
 ➤ He's keen on playing football. ✓

## UNIT 87

- 1 I felt confident to pass my driving test. ✗  
 ➤ I felt confident that I would pass my driving test. (or I felt confident about passing...) ✓
- 2 I find amazing that she has turned down the opportunity to go to California. ✗  
 ➤ I find it amazing that she has turned down the opportunity to go to California. ✓

## UNIT 88

- 1 A good curry is my most favourite meal. ✗  
 ➤ A good curry is my favourite meal. ✓
- 2 He was not sufficiently informed enough to understand all the implications. ✗  
 ➤ He was not sufficiently informed to understand... or He was not informed enough to understand... ✓
- 3 I haven't got enough cash on me for paying the bill. ✗  
 ➤ I haven't got enough cash on me to pay the bill. ✓

## UNIT 89

- 1 She was doing as efficient job as she could. ✗  
 ➤ She was doing as efficient a job as she could. ✓
- 2 Applications have risen this year by as many as 50%. ✗  
 ➤ Applications have risen this year by as much as 50%. ✓

## UNIT 90

- 1 I see often my uncle. ✗  
 ➤ I often see my uncle. ✓
- 2 Clive is in Germany a teacher. ✗  
 ➤ Clive is a teacher in Germany. ✓

## UNIT 91

- 1 We had always to wear a uniform at school. ✗  
 ➤ We always had to wear a uniform at school. ✓
- 2 We tomorrow are flying to Kuala Lumpur. ✗  
 ➤ Tomorrow we are flying to Kuala Lumpur. or We are flying to Kuala Lumpur tomorrow. ✓

## UNIT 92

- 1 We very admired their music. ✗  
 ➤ We (very) much admired their music. (or ...greatly admired...) ✓
- 2 She's quite younger than me. ✗  
 ➤ She's rather / a lot younger than me. ✓ (We can't use 'quite' before a comparative form.)

## UNIT 93

- 1 She even may help you if you ask. ✗  
 She may even help you if you ask. ✓ ('even' goes in mid position)

## UNIT 94

- 1 Have something to eat before you will go. ✗  
 Have something to eat before you go. ✓
- 2 When you will have finished, do exercise 6. ✗  
 When you have finished, do exercise 6. ✓

## UNIT 95

- 1 I was driving under the bridge as a football hit my window. ✗  
 I was driving under the bridge when a football hit my window. ✓
- 2 We stayed in Jim's flat during he was on holiday. ✗  
 We stayed in Jim's flat while/when he was on holiday. ✓ (or ...during the time that he was on holiday.) ('During' is a preposition, not a conjunction, so it comes at the beginning of a noun phrase, not a subordinate clause.)

## UNIT 96

- 1 Because I'd lost my watch, so I was late for the meeting. ✗  
 Because I'd lost my watch, I was late for the meeting. or I'd lost my watch, so I was late for the meeting. ✓ (We don't use 'because' and 'so' together in a sentence.)
- 2 We couldn't go sailing because the weather. ✗  
 We couldn't go sailing because of the weather. ✓
- 3 I couldn't understand the instructions due to I don't know German. ✗  
 I couldn't understand the instructions because I don't know German. ✓

## UNIT 97

- 1 I got up at 6 o'clock not to be late for the interview. ✗  
 I got up at 6 o'clock so as not to be late for the interview. ✓
- 2 He went to Scotland for playing golf. ✗  
 He went to Scotland to play golf. ✓

## UNIT 98

- 1 Although they played well, but they never looked like winning. ✗  
 Although they played well, they never looked like winning. or They played well, but they never looked like winning. ✓ (We don't normally use two conjunctions in the same sentence.)
- 2 Despite the snow was still falling heavily, she went out. ✗  
 Despite the heavy snow, she went out. (or Although it was snowing heavily, or Despite the fact that it was snowing heavily) ✓ ('Despite' is a preposition, so it can't be followed by a clause with a finite verb.)

## UNIT 99

- 1 Peter had avoided the traffic jam if he'd set out a bit earlier. ✗  
 Peter would have avoided the traffic jam if he'd set out a bit earlier. ✓
- 2 If I would know what you wanted, I'd help you. ✗  
 If I knew what you wanted, I'd help you. ✓

## UNIT 100

- 1 If Schumacher will win today he would become world champion. ✗  
 If Schumacher were to win today he would become world champion. ✓
- 2 I will be grateful if you will send me a copy of your latest catalogue. ✗  
 I would (or should) be grateful if you could (or would) send me a copy of your latest catalogue. ✓ (In a formal request in a letter we use the pattern 'I would/should be grateful if you could/would')

## UNIT 101

- 1 He won't be able to go to university unless he doesn't pass his exams. ✗  
 He won't be able to go to university unless he passes his exams. (or ...to university if he doesn't pass...) ✓
- 2 I don't know if or not it's true. ✗  
 I don't know whether or not it's true. or I don't know if it's true or not. ✓
- 3 Supposing if you don't get the job. What will you do then? ✗  
 Supposing you don't get the job – what will you do then? ✓ (We don't use 'supposing' and 'if' together.)

## UNIT 102

- 1 Since setting up, the charity has raised a million dollars. ✗  
 Since being set up, the charity has raised a million dollars. ✓ (A passive is more appropriate here.)
- 2 Don't use the computer without to ask Mark's permission first. ✗  
 Don't use the computer without asking Mark's permission first. ✓ ('Without' is a preposition and should be followed by the -ing form of a verb.)

## UNIT 103

- 1 She got low grades for her exams, therefore she had to retake them to get into college. ✗  
 She got low grades for her exams. Therefore, she had to retake them to get into college. (or ...exams, and therefore she had to...) ✓
- 2 I had to go into work even so I was feeling terrible. ✗  
 I had to go into work even though I was feeling terrible. ✓

## UNIT 104

- 1 We land in Kansai Airport, at Japan, at 3.00 on Wednesday. ✗  
 We land at Kansai Airport, in Japan, at 3.00 on Wednesday. ✓
- 2 She lives in 38 Middle Street. ✗  
 She lives at 38 Middle Street. ✓

## UNIT 105

- 1 He'd left his papers all across the room. ✗  
 He'd left his papers all over the room. (or ...right across the room.) ✓
- 2 She'd hung her coat above the back of her chair. ✗  
 She hung her coat over the back of her chair. ✓

## UNIT 106

- 1 I would never find him between the thousands of refugees in the camp. ✗  
☛ I would never find him among the thousands of refugees in the camp. ✓
- 2 I sat nearby your sister at the concert. ✗  
☛ I sat near your sister at the concert. ✓ ('Nearby' is not used as a preposition. It can be used as an adverb, e.g. She lives nearby. or as an adjective, e.g. In a nearby house...) ✓

## UNIT 107

- 1 Air travel expanded enormously at the second half of the twentieth century. ✗  
☛ Air travel expanded enormously in the second half of the twentieth century. ✓
- 2 We went for dinner at Dorothy's on last night. ✗  
☛ We went for dinner at Dorothy's last night. ✓

## UNIT 108

- 1 David accompanied me in my trip to Nepal. ✗  
☛ David accompanied me during my trip to Nepal. ✓
- 2 Competition entries must be received until 12.00 on 30 September. ✗  
☛ Competition entries must be received by 12.00 on 30 September. ✓

## UNIT 109

- 1 The island was uninhabited except sheep. ✗  
☛ The island was uninhabited except for sheep. ✓
- 2 She's incredibly rich. She has two other houses except for her house in London. ✗  
☛ She's incredibly rich. She has two other houses besides (or as well as / in addition to) her house in London. ✓

## UNIT 110

- 1 He's always complaining on his younger brother. ✗  
☛ He's always complaining about his younger brother. ✓
- 2 I'd lost my front door key and I had to smash a window by a brick to get in. ✗  
☛ I'd lost my front door key and I had to smash a window with a brick to get in. ✓

## UNIT 111

- 1 I know the break-in, but haven't heard any details yet. ✗  
☛ I know about/of the break-in, but haven't heard any details yet. ✓ ('of' is more formal than 'about')
- 2 Hello, I'm phoning to enquire after the availability of tickets for tonight's concert. ✗  
☛ Hello, I'm phoning to enquire about the availability of tickets for tonight's concert. ✓
- 3 Why on earth were you waving that knife around? What were you thinking about? ✗  
☛ Why on earth were you waving that knife around? What were you thinking of? ✓  
(When we want to express our shock or anger at somebody's actions, we can ask the question 'What were you thinking of?' (not ...thinking about?))

## UNIT 112

- 1 'Why are you leaving?' 'I don't like being laughed about.' ✗  
☛ 'Why are you leaving?' 'I don't like being laughed at.' ✓
- 2 The arrangements were agreed with at the meeting on the 3rd June last year. ✗  
☛ The arrangements were agreed to (or on) at the meeting on the 3rd June last year.  
(= everybody agreed that the arrangements should be approved) ✓

## UNIT 113

- 1 Do you care if I smoke a cigar? ✗  
☛ Do you mind if I smoke a cigar? ✓ (We use 'Do (or Would) you mind...' (not 'Do you care...') as a polite way of asking permission to do something. We also use 'don't mind' (not 'don't care') if we say that we don't object to something, e.g. I don't mind the smell of garlic. However, we can use either 'don't mind' or 'don't care' without a following preposition to say that we have no strong preference for a particular thing, e.g. I don't care/mind which way we go.)
- 2 I've been wondering at taking up skating as a hobby. ✗  
☛ I've been wondering about taking up skating as a hobby. ✓

## UNIT 114

- 1 She went to Helsinki to polish her Finnish up. ✗  
☛ More likely is: She went to Helsinki to polish up her Finnish. ✓
- 2 My father was always ordering about my sister. ✗  
☛ My father was always ordering my sister about. ✓

## UNIT 115

- 1 Suddenly, it was a loud bang from outside. ✗  
☛ Suddenly, there was a loud bang from outside. ✓
- 2 There has been many problems with the new bridge. ✗  
☛ There have been many problems with the new bridge. ✓

## UNIT 116

- 1 Difficult to know is why she left her job. ✗  
☛ It is difficult to know why she left her job. ✓
- 2 It was accepted to send a letter of complaint. ✗  
☛ It was accepted that a letter of complaint should be sent. or It was accepted that I/we should send a letter of complaint. ✓ (We don't use a *to-infinitive* clause after 'It was/is (etc.) accepted...')

## UNIT 117

- 1 I find difficult to understand how she could have got lost. ✗  
☛ I find it difficult to understand how she could have got lost. ✓
- 2 I view it unacceptable that students should be late for my classes. ✗  
☛ I view it as unacceptable that students should be late for my classes. ✓

## UNIT 118

- 1 It was because of his headache why he didn't come to the party. ✗  
☛ It was because of his headache that he didn't come to the party. ✓

## UNIT 119

- 1 Outside his house were playing two children on bicycles. ✗  
 ☛ Outside his house two children on bicycles were playing. ✓
- 2 The door opened and in went we. ✗  
 ☛ The door opened and in we went. ✓ (We don't invert subject and verb when the subject is a pronoun.)

## UNIT 120

- 1 There never had been a tennis match like it. ✗  
 ☛ There had never been a tennis match like it. ✓ (We don't use inversion when the negative adverbial is not at the beginning of a clause.)
- 2 So tired David was that he went straight to bed. ✗  
 ☛ So tired was David that he went straight to bed. ✓

## Glossary

## active

In an active clause or active sentence, the grammatical subject is the person or thing that performs the action given in the verb (e.g. Geoff wrote the book). Compare PASSIVE.

## adjective

A word that describes a noun (e.g. an *interesting* book) or a pronoun (e.g. a *big* one). **Gradable adjectives** can be used to say that a person or thing has more or less of this quality (e.g. She's very *happy*), while **ungradable adjectives** can't (e.g. It's *impossible*. We can't say '...very impossible'). **Classifying adjectives** say that something is of a particular type (e.g. *atomic*, *initial*). **Emphasising adjectives** stress how strongly we feel about something (e.g. *utter* nonsense).

## adjective phrase

A group of words where the main word is an adjective (e.g. It's *extremely important*; It wasn't *strong enough*).

## adverb

A word that describes or gives more information (when, how, where, etc.) about a verb (e.g. He ran *quickly*), adjective (e.g. an *extremely* expensive car), another adverb (e.g. She's doing *very* well), or phrase (e.g. They live *just* across the road.). Types of adverb include: **adverbs of manner** which we use to say how something is done (e.g. *slowly*, *violently*); **connecting adverbs** (e.g. *consequently*, *similarly*); **time adverbs** (e.g. *tomorrow*, *already*); **place adverbs** (e.g. *upstairs*, *outside*); **comment adverbs** (e.g. *apparently*, *personally*) which we use to make a comment on what we are saying; **viewpoint adverbs** (e.g. *financially*, *politically*) which we use to make clear from what point of view we are

speaking; **adverbs of indefinite frequency** (e.g. *always*, *never*); **degree adverbs** (e.g. *completely*, *quite*) which give information about the extent or degree of something; **focus adverbs** (e.g. *just*, *even*) which we use to focus on a particular word or phrase.

## adverbial clause

A type of SUBORDINATE CLAUSE that says when, how, where, etc. something happens (e.g. *Before I went to school this morning*, I did my homework).

## adverbial phrase

A group of words that says when, how, where, etc. something happens (e.g. *with a great deal of noise*, *about a week ago*).

## affirmative sentence

A statement (i.e. not a question) that is positive, not negative.

## agent

The person or thing that performs the action described in a verb. Usually it is the subject in an active clause and comes after 'by...' in a passive clause.

## auxiliary verbs

The verbs *be*, *have* and *do* when they are used with a main verb to form questions, negatives, tenses, passive forms, etc. MODAL VERBS are also auxiliary verbs.

## clause

A group of words that contains a verb. A clause may be a complete sentence or a part of a sentence. A **main clause** can exist as a separate sentence, while a **subordinate clause** cannot (e.g. *If I see Tony at work* (= subordinate clause), *I'll invite him over this evening* (= main clause)). Types of clause include: **since-clause** (e.g. I haven't seen him *since we left*