

appendix 1 common irregular verbs

(These are the most common irregular verbs. For a complete list, see a good dictionary.)

INFINITIVE	SIMPLE PAST	PAST PARTICIPLE	INFINITIVE	SIMPLE PAST	PAST PARTICIPLE
be	was/were	been	let	let	let
become	became	become	lie	lay	lain
begin	began	begun	lose	lost	lost
break	broke	broken	make	made	made
bring	brought	brought	mean	meant	meant
build	built	built *	meet	met	met
buy	bought	bought	pay	paid	paid
catch	caught	caught	put	put	put
choose	chose	chosen	read /ri:d/	read /red/	read /red/
come	came	come	ride	rode	ridden
cost	cost	cost	run	ran	run
cut	cut	cut	say	said	said
do	did	done	see	saw	seen
draw	drew	drawn	sell	sold	sold
dream	dreamt/dreamed	dreamt/dreamed	send	sent	sent
drink	drank	drunk	show	showed	shown
drive	drove	driven	shut	shut	shut
eat	ate	eaten	sing	sang	sung
fall	fell	fallen	sit	sat	sat
feel	felt	felt	sleep	slept	slept
fight	fought	fought	speak	spoke	spoken
find	found	found	spell	spelt	spelt
fly	flew	flown	spend	spent	spent
forget	forgot	forgotten	stand	stood	stood
get	got	got	steal	stole	stolen
give	gave	given	swim	swam	swum
go	went	gone/been*	take	took	taken
have	had	had	teach	taught	taught
hear	heard	heard	tell	told	told
hit	hit	hit	think	thought	thought
hold	held	held	throw	threw	thrown
keep	kept	kept	understand	understood	understood
know	knew	known	wake	woke	woken
lead	led	led	wear	wore	worn
learn	learnt/learned	learnt/learned	win	won	won
leave	left	left	write	wrote	written
lend	lent	lent			

* See page 55.

appendix 2 active and passive verb forms

	ACTIVE		PASSIVE: TENSE OF BE + PAST PARTICIPLE	
INFINITIVE	(to) watch	(to) write	(to) be watched	(to) be written
-ING FORM	watching	writing	being watched	being written
SIMPLE PRESENT	I watch	I write	I am watched	It is written
PRESENT PROGRESSIVE	I am watching	I am writing	I am being watched	It is being written
SIMPLE PAST	I watched	I wrote	I was watched	It was written
PAST PROGRESSIVE	I was watching	I was writing	I was being watched	It was being written
PRESENT PERFECT	I have watched	I have written	I have been watched	It has been written
PAST PERFECT	I had watched	I had written	I had been watched	It had been written
WILL FUTURE	I will watch	I will write	I will be watched	It will be written
GOING TO FUTURE	I am going to watch	I am going to write	I am going to be watched	It is going to be written
MODAL VERBS	I can watch	I can write	I can be watched	It can be written
	I must watch	I must write	I must be watched	It must be written
	I should watch	I should write	I should be watched	It should be written
	etc	etc	etc	etc

- For the use of the different tenses, see Sections 2–5.
- For the use of passives, see Section 7.
- For the spelling of -ing forms, see page 21.
- For the spelling of third-person present forms (*writes, watches, sits, goes* etc), see page 14.

appendix 3 capital letters (A, B, C etc)

We use CAPITAL LETTERS to begin the names of **people, places, nationalities, languages, days, months** and **holidays**.

Abraham Lincoln New York American Arabic Thursday September Christmas

We also use CAPITAL LETTERS for the most important words in the titles of **books, films** etc.

War and Peace Gone with the Wind

And we use a CAPITAL LETTER for the first word in a sentence, and for the pronoun *I*.

Yesterday I went for a long bike ride.

appendix 4 contractions

Contractions like *he's*, *isn't* show the pronunciation of informal speech.

They are common and correct in informal writing (for example, friendly letters), but are unusual in formal writing.

AFFIRMATIVE (肯定) CONTRACTIONS: PRONOUN + 'M, 'RE, 'S, 'VE, 'D, 'LL	NEGATIVE (否定) CONTRACTIONS: BE, HAVE OR OTHER AUXILIARY + N'T	
<i>I am → I'm</i> <i>we are → we're</i> <i>she is → she's</i> <i>he has → he's</i> <i>I have → I've</i> <i>you had → you'd</i> <i>you would → you'd</i> <i>they will → they'll</i>	<i>are not → aren't</i> <i>is not → isn't</i> <i>have not → haven't</i> <i>has not → hasn't</i> <i>had not → hadn't</i> <i>do not → don't</i> <i>does not → doesn't</i> <i>did not → didn't</i> <i>will not → won't</i>	<i>shall not → shan't</i> <i>would not → wouldn't</i> <i>should not → shouldn't</i> <i>cannot → can't</i> <i>could not → couldn't</i> <i>might not → mightn't</i> <i>must not → mustn't</i> <i>need not → needn't</i>

- With *be*, two negative forms are common: *you're not* / *you aren't*, *she's not* / *she isn't*, etc.
With *have*, *had*, *will* and *would*, the forms with *n't* are more common: we usually say *I haven't*, *I hadn't* etc, not *I've not*, *I'd not* etc.
- There is no contraction ~~*amn't*~~, BUT *am not* → *aren't* in questions.
I'm late, aren't I? (BUT *I'm not late*, NOT ~~*+aren't late*~~.)
- The contraction *'s* (= *is* or *has*) can be written after pronouns, nouns, question words, *here* and *there*.
It's late. *Your mother's gone home.* *Mary's got a headache.* *How's Joe these days?*
Here's your money. *There's the telephone.*
- We don't use affirmative (肯定) contractions at the ends of sentences.
'You're early.' *'Yes, we are.'* (NOT ~~*Yes, we're.*~~)
'I think she's gone home.' *'Yes, I think she has.'* (NOT ... ~~*+think she's.*~~)
Negative (否定) contractions are possible at the ends of sentences.
'It's raining.' *'No, it isn't.'*
- Don't confuse *it's* (= *it is/has*) with *its* (possessive – see page 182).
The cat isn't hungry. It's only eaten half of its food.
Don't confuse *who's* (= *who is/has*) with *whose* (possessive – see page 182).
Who's the woman in the green coat? *Whose car is that?*
- In very informal speech, *going to*, *want to* and *got to* are often pronounced like *gonna*, *wanna* and *gotta*.
They are sometimes written like this, especially in American English.

appendix 5 expressions with prepositions

prepositions after verbs, adjectives and nouns

We use prepositions (*at, in* etc) after some verbs, adjectives and nouns. This is a list of the most common examples.

afraid of

She's afraid of dogs.

agree with

I don't agree with you.

angry about something

We're all angry about the new working hours.

angry with somebody

Mary's very angry with you.

arrive at/in a place

I usually arrive at school at 8.30.

What time do we arrive in London?

ask for

If you want anything, just ask for it.

bad at

I'm bad at games.

believe in (= 'believe that something is real')

Do you believe in ghosts?

belong to

This book belongs to me.

depend on

We may arrive late this evening. It depends on the traffic.

different from/to

You're different from (OR to) your sister.

difficulty in doing something

I have a lot of difficulty in understanding her.

discuss something with somebody

We discussed our plans with the manager.

divide into

I divided the cake into four parts.

dream about something or somebody;

dream of doing something

I often dream about horses.

When I was young, I dreamt of becoming a pilot.

dressed in

She was dressed completely in black.

example of

Can you show me an example of your work?

explain something to somebody

Can you explain this word to me?

get into/out of a car;

get on(to)/off a bus, train, plane, ship

I picked up my case and got into the taxi.

She got off the bus at the wrong stop.

get to a place

How do you get to Southport from here?

good at

He's good at tennis.

happen to

What's happened to Alice? She's an hour late.

the idea of doing something

We had the idea of starting a small business.

interested in

Are you interested in animals?

kind to

They have always been very kind to me.

laugh at

Please don't laugh at my French pronunciation.

listen to

I like to listen to music while I'm working.

look after children etc

Can you look after the children for half an hour?

look at

Look at that wonderful old car!

look for (= 'try to find')

'What are you looking for?' 'My keys.'

married to

He's married to Jane Gordon, the novelist.

nice to

You weren't very nice to my mother.

pay somebody for something; **pay** a bill

Have you paid John for the tickets?

I forgot to pay the electricity bill.

pleased with

We are very pleased with his work.

polite to
*It's best to be **polite to** policemen.*

reason for
*What was the **reason for** his change of plans?*

smile at
*In this job you have to **smile at** people all day.*

talk about
*Were you **talking about** me?*

think about/of
*I **think about** you all the time.
We're **thinking of** going to America.*

translate into/from
*I've got to **translate** this letter from French into German.*

typical of
*She went out without saying 'Thank you'. That's just **typical of** her.*

wait for
*I **waited for** her for half an hour, and then went home.*

wrong with
*What's **wrong with** the car?*

→ For more about prepositions, see Section 20.

→ For more about prepositions with verbs, see page 136.

common expressions beginning with prepositions

*at a party at the cinema at the theatre
at the top at the bottom at the side
at the beginning at the end of something in the end (= 'finally', 'after a long time')*

*by car/bus/train etc (BUT on foot)
a book **by** Dickens an opera **by** Mozart*

*in a raincoat/dress/hat
in the rain/snow
in the sky in the world*

in a picture

in the middle

in a loud/quiet voice

*write **in** pen/pencil*

in my opinion

in time (= 'not late') on time (= 'at just the right time; not late or early')

*on the phone on the radio on TV
on page 22*

→ For expressions without articles like *in hospital*, *at university*, see page 156.

APPENDIX 6 word problems

This section tells you about some words that are difficult to use correctly. We explain some other word problems in other sections of the book: see the Index.

after We don't usually say *and after*, *X happened*. We prefer *afterwards* or *after that*.
We had a pizza, *and afterwards* / *after that* we went skating. (NOT ...~~and after~~, we went ...)

ago *Ago* goes *after* a time expression. Compare *ago* with *for* and *since* (see page 61).
It's August 1st. I came here *three months ago*. I've lived here *for three months, since May*.

another is one word.

Would you like *another* glass? (NOT ... ~~an other~~ glass.)

as and like (similarity) To say that things are *similar*, we normally use *like*. But before **subject + verb**, we prefer *as* in a **formal** style.

Your sister looks *like* you. Pronounce it *like I do* (informal) / *as I do* (formal).

as, not like (jobs) To talk about the **jobs** that people or things do, use *as*, not *like*.
He's working *as* a waiter. (NOT ~~He's working like a waiter.~~) I used my shoe *as* a hammer.

born We say that somebody *is/was born* (passive).

I *was born* in London. Thousands of deaf children *are born* every year.

do and make Common expressions with **do** and **make**:

do work, a job, shopping, washing, ironing, business; *do* something, nothing, anything, everything
make a suggestion, a decision, a phone call, a noise, a journey, a mistake, money, a bed, a fire, love

do + ...ing Common expressions:

do the shopping; *do* some (a lot of / a bit of) walking, swimming, reading, climbing, sailing, skiing

else We use *else* to mean *other* after *something, anything, somebody, nobody* etc.
Something else to drink? *Nobody else* cooks like you.

ever is used mostly in **questions**, or with **present perfect + superlative**.

Do you *ever* play golf? Have you *ever* been to Ireland?

This is the *best* film I've *ever* seen. She says he's the *nicest* boy she's *ever* met.

explain is **not** used with **two objects** (see page 140).

Can you *explain* this word to me? (NOT ~~Can you explain me this word?~~)

get *get* + adjective = 'become' *get* + noun = 'receive', 'take' etc

get + preposition/adverb = 'move', 'change place'

She's *getting* old. I *got* a letter today. We *get* off the bus here. *Get* out!

get + past participle Common expressions: *get* married, *get* dressed, *get* lost

Ann and Bill are *getting* married next week. I *got* lost on my way back from the station.

hear and listen to We can *hear* something **without trying**. When we *listen to* something, we **want to** hear it.

Suddenly I *heard* a noise in the garden.

Are you *listening to* me? (NOT ... ~~listening me?~~)

We often use **can** with **hear**.

I *could* *hear* Mary and John talking in the kitchen.

home We **leave out** to before **home**.

Well, goodnight, I'm going *home*. (BUT Is anybody *at home*?)

hope We often use **so** and **not** after **hope**.

'Is David coming tomorrow?' 'I *hope so*.'

'Do you think it will rain?' 'I *hope not*.'

if and when We use **if** for things that **may** happen, and **when** for things that **will** happen.

If I live to be 100 ...

If it rains today ...

When I die ...

When it gets dark ...

just has several meanings: 1) *right now* 2) *a short time ago* (with present perfect, see page 60)
3) *exactly* 4) *really* 5) *only*

- 1) I'll phone you later. We're *just* having lunch. 2) Aunt Daphne has *just* arrived.
3) It's *just* four o'clock. 4) I *just* love your dress.
5) 'Put those chocolates down!' 'I was *just* looking at them, Mum.'

let and *make* If I *let you do something*, I say that you can do it. If I *make you do it*, I say that you must. After *let* and *make*, we use **object + infinitive without to**.

Her parents *let her go* to the party. But they *made her come* home at midnight.

remember and *forget* + **infinitive (with to)** look towards the **future**.

remember and *forget* + **-ing form** look back to the **past**.

I must *remember to buy* bread. She *always forgets to close* the door.

I *remember seeing* the Queen when I was six. I'll never *forget meeting* you.

same We normally use *the* with *same*; and we say *the same as ...* (NOT *the-same-like-...*).

We had *the same idea*. (NOT *...a-same-idea* OR *... same-idea*) Her shoes are *the same as* mine.

see and *hear* + **object + infinitive (without to)/...ing** If you *see/hear somebody do something*, you see/hear a **complete action**. If you *see/hear somebody doing something*, they are **in the middle** of doing it.

I *saw her go* into John's house. I *heard her play* Beethoven's violin concerto on the radio.

I looked up and *saw Bill talking* to Sue. I walked past Ann's room and *heard her crying*.

see, look and *watch* We can see something **without trying**. When we **look at** something, we **want to** see it.

I *saw Bill* in the supermarket yesterday. *Look at that bird!* (NOT *Look that bird!*)

We often use *can* with *see*.

On the left of the photo you *can see* my grandmother.

We *watch* things that **move, change** or **happen**.

We *watch* TV most evenings. Did you *watch* the football match?

The police *are watching* him to see where he goes.

so and *such* We use *so* + **adjective without a noun**, and *such* when there is a **noun**.

so kind so big such kind people such a big mistake such a fool

still, yet and *already* We use *still* to say that something is **continuing**; *yet* to ask if it has happened (or to say it **hasn't**); *already* to say it has happened **earlier than we expected**.

Granny's *still* on the phone. 'Has the postman come *yet*?' 'No, not *yet*.'

I've *already* spent the week's money, and it's only Tuesday.

than, as and *that* Use *than* after **comparatives** (see page 210); *as* in the structure *as ... as* (see page 214); *that* after *say, think* etc and as a **relative pronoun** (see page 240).

She's *taller than* me. It's *as cold as* ice. The boss *says that* you're right.

Who's the woman *that* just came in?

think We often use *so* after *think*. Don't use an **infinitive** after *think*.

'Are you coming to the party?' 'I *think so*.' 'Is it raining?' 'I don't *think so*.'

I'm *thinking of going* to America. (NOT *I'm thinking to go-...*)

try After *try* we can use an **infinitive (with to)** or an **-ing form**. We prefer an **infinitive** when we are talking about trying **difficult** things.

Try to stop smoking – it's bad for you. 'It's really hot in here.' 'Try *opening* a window.'

very and *too* *Too* means 'more than we want'; *very* doesn't.

'It's *very* warm today.' 'Yes, a bit *too* warm for me.' 'Oh, it's OK for me.'

wait We often use *wait for* with **object + infinitive (with to)**.

I'm *waiting for the postman to come*.

which? and *what?* We prefer *which* when we are **choosing** between a **small number** of things, and *what* when there is a **wider choice**.

'I'd like a pair of those shoes.' 'Which ones – the blue or the red? And *what* size?'

whom In a very formal style, we use *whom* as an object in questions and relative clauses.

Whom did they elect? With whom did she go? She hated the man for whom she worked.

In an informal style, *who* is more normal in questions, and *that* (or nothing) in relatives.

Who did they elect? Who did she go with? She hated the man (that) she worked for.

why and *because* *Why* asks for a reason. *Because* gives a reason.

'Why are you late?' 'Because I missed the train.'