ENGLISH GRAMMAR

IN SIGNS

ENGLISH GRAMMAR in SIGNS

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NOTES

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ENGLISH TENSES GUIDE

Sooner or later most of the students learning the English language begin to feel depressed facing difficulties in understanding and using the seemingly complicated English tense system.

The main task of the teacher is to show them what the English have so many tense forms of the verb for. Unlike as in many modern European languages that are inflected, in English, the **word order** is essential to the meaning of a sentence. Thus, we have to distinguish carefully between the subject and the predicate of the English sentence and remember that the change in word order brings with it a fundamental change in meaning.

The suggested system of signs was designed to help students understand **how**, **when** and **what for** English tense forms are used. First appeared about 20 years ago our *Grammar in Signs* has been successfully applied in the teaching of English with hundreds of beginners and senior students both in this country and abroad. This Grammar Guide may seem to be oversimplified, but it is aimed to help the learners at the beginners' level understand the *basic* rules of the English language and its tense system. Grammar varies with circumstances but something about it always remains constant.

Tense in English as a rule means "time". English verbs tell us **what** action is and **when** it is occurring.

The **core** of the whole system is the combination of these **three** signs:

☐ - stands for the **subject** of the sentence

△ - its **predicate** / or **main verb** form
▲ - **help verb**

The next step is to make sure that students realize the main rules of the English sentence construction, i.e. **word order**. These rules could be shown by the following structures:

1. (+) affirmative   1. ☐ (▲) △... .
2. (-) negative   2. ☐ ▲ not △... .   *subject comes first*

3. (?) interrogative   3. ▲ ☐ △... **?**   **-** *help verb (as a rule) stands before the subject*   (*See also* : **WORD ORDER** section, page 10)

Then comes the most difficult task for the teacher – to explain the students the necessity of existence of the **sixteen** tense forms in English. The following table might be of great help. When the students get used to implementing this table it is, as a rule, much easier for them to find the appropriate tense form of the verb and use it correctly.

ENGLISH TENSES
TABLE 1

	PAST	PRESENT	FUTURE	FUTURE-IN-THE-PAST
INDEFINITE / SIMPLE	**DID** △2	**DO (DOES)** △I	**WILL / SHALL*** △I	**WOULD / SHOULD*** △I
	1. □ △2 …	1. □ △I (-s) …	1. □ will △I …	1. □ would △I …
	2. □ did not △I …	2. □ do not △I …	2. □ will not △I …	2. □ would not △I …
	3. did □ △I …?	3. Does □ △I …?	3. Will / Shall □ △I …?	3. Would / Should □ △I ..?
	to be (was, were) / *to have** (had) 1. I was … / 1. I had … 2. He was not … / 2. He had not … 3. Were you …? / 3. Had you …?	*to be* (am, is, are) / *to have** (has) 1. I am … / 1. I have… 2. He is not … / 2. He has not … 3. Are you …? / 3. Have you …?	I / you We ➤ shall* / they ➤ will she, he, it	I / you we ➤ should* / they ➤ would he, she, it
	*yesterday, last year, ago, **WHEN***	*every day, always, usually, generally* +	*tomorrow, next week, in a month*	*the next day, the following week*
PROGRESSIVE / CONTINUOUS	**WAS / WERE** △ ing	**AM / IS / ARE** △ ing	**SHALL* / WILL BE** △ ing	**SHOULD* / WOULD BE** △ ing
	1. □ were△ ing 2. □ was not △ ing 3. Were □ △ ing ?	1. □ am△ ing 2. □ is not △ ing 3. Are □ △ ing ?	1. □ will be △ ing 2. □ will not be △ ing 3. Shall □ be △ ing ?	1. □ would be △ ing 2. □ would not be △ ing 3. Should □ be△ ing ?
	I he / we she ➤ was / you ➤ were it / they	I - am / he / you she ➤ is / we ➤ are it / they	shall not = shan't will not = won't	should not = shouldn't* would not = wouldn't
	at that time, at 5 p.m. yesterday	*now, at the moment, tonight* **STATIVE**	*at 4 p.m. tomorrow, from 7 till 9 tomorrow*	
PERFECT	**HAD** △3	**HAVE (HAS)** △3	**WILL / SHALL* HAVE** △3	**WOULD / SHOULD* HAVE** △3
	1. □ had △3 …	1. □ have △3 …	1. □ will have △3 …	1. □ would have △3 …
	2. □ had not △3 …	2. □ has not △3 …	2. □ will not have △3 …	2. □ would not have △3 …
	3. Had □ △3 …?	3. Have □ △3 …?	3. Will □ have △3 …?	3. Would □ have △3 …?
		I / he we ➤ have / she ➤ has you / it they		
	by that time, by 5 o'clock yesterday	*recently, already, just, never, ever, yet*	*by 4 o'clock tomorrow, before, by then*	
PERFECT CONTINUOUS	**HAD BEEN** △-ing	**HAVE BEEN** △-ing	**WILL HAVE BEEN** △-ing	**WOULD HAVE BEEN** △-ing
	1. □ had been △ ing	1. □ have been △ ing	1. □ will have been △ ing	1. □ would have been △ ing
	2. □ had not been △ ing	2. □ has not been △ ing	2. □ will not have been △ ing	2. □ would not have been △ ing
	3. Had □ been △ ing ?	3. Have □ been △ ing ?	3. Will □ have been △ ing?	3. Should □ have been △ ing ?
	for the last two days, since, for	*for, since, how long, lately, all day*		

English Tenses Guide

	PAST	PRESENT	FUTURE	FUTURE-IN-THE-PAST
INDEFINITE / SIMPLE	**DID** △2	**DO (DOES)** △	**WILL / SHALL*** △	**WOULD / SHOULD*** △
	1. □ △2 ...	1. □ △ (-s) …	1. □ will △ ...	1. □ would △ ...
	2. □ did not △...	2. □ do not △...	2. □ will not △...	2. □ would not △...
	3. Did □ △...?	3. Does □ △...?	3. Will / Shall * □ △...?	3. Would / Should * □ △...?
	to be* (was, were) / *to have** (had)	*to be** (am, is, are) / *to have** (has)	I we ➤ shall * / you they she he it ➤ will	I we ➤ should * / you they she he it ➤ would
	yesterday, last year, a year ago, WHEN	*every day, always, usually, generally +*	*tomorrow, next week, in a month*	*the next day, the following week*
PROGRESSIVE / CONTINUOUS /	**WAS / WERE** △ing	**AM / IS /ARE** △ing	**SHALL* / WILL BE** △ing	**SHOULD* / WOULD BE** △ing
	1. □ were △ ing	1. □ am △ ing	1. □ will be △ ing	1. □ would be △ ing
	2. □ was not △ing	2. □ is not △ ing	2. □ will not be △ ing	2. □ would not be △ ing
	3. Were □ △ing ?	3. Are □ △ ing ?	3. Shall □ be △ ing ?	3. Should □ be △ ing ?
	I he she it ➤ was / we you they ➤ were	I ➤ am he she it ➤ is / you we they ➤ are	shall not = shan't / will not = won't	should not = shouldn't* / would not = wouldn't
	at that time, at 5 p.m. yesterday	*now, at the moment, tonight* always* stative verbs**	*at 4 p.m. tomorrow / from 7 till 9 tomorrow*	
PERFECT	**HAD** △3	**HAVE (HAS)** △3	**WILL / SHALL* HAVE** △3	**WOULD / SHOULD* HAVE** △3
	1. □ had △...	1. □ have △ ...	1. □ will have △ ...	1. □ would have △ ...
	2. □ had not △...	2. □ has not △...	2. □ will not have △...	2. □ would not have △...
	3. Had □ △...?	3. Have □ △...?	3. Will □ have △...?	3. Would □ have △...?
		I we you they ➤ have / he she it ➤ has		
	by that time, by 5 o'clock yesterday	*recently, already, just, never, yet*	*by 4 a.m. tomorrow, before, by then*	
PERFECT CONTINUOUS	**HAD BEEN** △-ing	**HAVE BEEN** △-ing	**WILL HAVE BEEN** △-ing	**WOULD HAVE BEEN** △-ing
	1. □ had been △ ing	1. □ have been △ ing	1. □ will have been △ ing	1. □ would have been △ ing
	2. □ had not been △ing	2. □ has not been △ ing	2. □ will not have been △ ing	2. □ would not have been △ ing
	3. Had □ been △ ing ?	3. Have □ been △ ing ?	3. Will □ have been △ ing?	3. Should □ have been △ ing ?
	for the last two days, since	*for, since, lately, how long, all day*		

Too complicated? We don't think so. Let's take for instance the first tense form in the table: **Past Indefinite / Past Simple.**

	PAST	
INDEFINITE / SIMPLE	**DID** △2	**DID** - help verb △2 **- past tense form**
	1. □ ②… 2. □ did not △ … 3. did □ △…**?**	- No help verb**!** And the only case when the *second* form (②) of the English verb is used. - Infinitive / the *first* form (△) of the main verb is used in **negative** and **interrogative** sentences.
	to be (*was, were*) 1. I was … 2. He was not … 3. Were you …? **to have*** (*had*) 1. I had … 2. He had not … 3. Had you …?	Some peculiarities of use: - For the usage of **to be** in the past see: Past Continuous Table - The teacher should explain here how to use such word-combinations as "**to have a bath**", etc. in negative and interrogative sentences in the Past Indefinite.
	yesterday, last year, two days ago, WHEN	*When* this form should be used.

Teachers using this table do have to explain certain peculiarities of the use of practically every tense form.

In most cases a lot of sample sentences would help. ▲

e.g.   **1. (+)**   □ ⚠**2** … **.**

He *went* home after school yesterday.
We *played* chess last Sunday.

I *was* at home when she came.
They *had* a lot of money .
She *had* a bath two hours ago .

2. (--)   □ **did not** ⚠**!** … **.**

He *did not go* to the library yesterday.
We *didn't play* chess on Monday.

I *was not* at home at that time.
They *had not* any money then. *
She *did not have* a bath yesterday.

3. (?)   **did** □ ⚠**!** …**?**

Did he *go* to school yesterday ?
What *did* they *do* last Sunday ?
When *did* she *have* a bath?
Were you at home when she came ?
Had you many friends at school ? *

But :   Who *was* at home …?
Who *had* a bath …?
Who *went* to school on Monday? etc.

▲

1. Present Indefinite / Simple: 1. We **do** it <u>every</u> day.
                                      2. He ***does not*** usually **do** it .
                                      3. ***Do*** you always **do** it?

2. Past Indefinite: 1. We **did** it <u>yesterday</u>.
                      2. She ***did not*** **do** it last week.
                      3. ***Did*** they **do** it two days ago?

3. Future Indefinite: 1. He ***will*** **do** it <u>tomorrow</u>.
                           2. They ***will not*** **do** it next month.
                           3. ***Shall*** we **do** it in a month?

4. Future Indefinite-in- the Past: 1. <u>He said</u> he ***would*** **do** it <u>the following week</u>.
                                        2. She said she ***would not*** **do** it that evening.
                                        3. ***Would*** you **do** it if you had time?

5. Present Continuous / Progressive :   1. I ***am*** **doing** it <u>at the moment</u>.
                                           2. He ***is not*** **doing** it now.
                                           3. ***Are*** you **doing** anything special tonight?

6. Past Continuous / Progressive: 1. He ***was*** **doing** it <u>when she came in</u>.
                                   2. We ***were not*** **doing** it at that time.
                                   3. ***Was*** she **doing** it at 5 p.m. yesterday?

7. Future Continuous / Progressive :   1. They ***will*** **be doing** it <u>at 5 p.m</u>. <u>tomorrow</u>.
                                          2. She ***will not*** **be doing** it then.
                                          3. ***Will*** you **be doing** it from 5 till 8 next Sunday?

8. Future Continuous-in-the Past :   1. <u>He said</u> he ***would*** **be doing** it <u>at that time</u>.
                                        2. He said she ***would not*** **be doing** it at 5 p.m.
                                        3. ***Would*** you **be doing** it if you were free at 4?

9. Present Perfect :   1. I *have* <u>already</u> **done** it.
                        2. He *has not* **done** it <u>yet</u>.
                        3. *Have* you **done** it ?

10. Past Perfect: 1<u>. She said</u> she *had* **done** it <u>two days before</u>.
                        2. He was sorry he *had not* **done** it <u>by that time</u>.
                        3. *Had* she **done** it <u>before you arrived</u>?

11. Future Perfect: 1. They *will* **have done** it <u>by 6 o'clock</u> <u>tomorrow</u>.
                        2. He *will not* **have done** it <u>by then</u>, I'm afraid.
                        3. *Will* you **have done** it <u>before we return home</u>?

12. Future Perfect-in- the Past :   1. <u>He said</u> he *would* **have done** it <u>before we returned</u>.
                        2. I *would not* **have done** it if you had not told me to.
                        3. *Would* you **have done** it if you had had a chance?

13. Present Perfect Continuous: 1. I *have been* **doing** it <u>since 1989</u>.
                        2. He *has not been* **doing** it <u>lately</u>.
                        3. *Have* you *been* **doing** it <u>all day</u>?

14. Past Perfect Continuous: 1. <u>He said</u> he *had been* **doing** it <u>since 1998.</u>
                        2. She said she *had not been* **doing** it <u>for the last two days</u>.
                        3. *Had* you *been* **doing** it <u>for a long time when I came</u>?

15. Future Perfect Continuous: 1. He **will have been doing** it <u>for two hours</u> <u>by 5 p.m.</u>
                        2. She **will not have been doing** it for a long time by then.
                        3. *Will* he **have been doing** it for 3 hours before I come back?

16. Future Perfect Continuous-in-the Past:
                <u>He said</u> he *would* **have been doing** it <u>for two hours</u> <u>by the time we arrived</u> <u>the next day</u>.

Of course, the sophisticated table from pages 4-5 could be reduced to a somewhat simplified one (see below) but our students seem to prefer to use TABLE 1.

TABLE 2

	PAST	**PRESENT**	**FUTURE**	**FUTURE-IN-THE-PAST**
INDEFINITE / SIMPLE	1. □ △②… 2. □ did not △… 3. did □ △…?	1. □ △ (-s) … 2. □ do not △… 3. Does □ △…?	1. □ will △ … 2. □ will not △… 3. Will / Shall □ △…?	1. □ would △ … 2. □ would not △… 3. Would / Should □ △?
PROGRESSIVE / CONTINUOUS	1. □ were△ **ing**…. 2. □ was not △ **ing** 3. Were □ △ **ing ?**	1. □ am△ **ing** … 2. □ is not △ **ing** 3. Are □ △ **ing ?**	1. □ will be △ **ing** … 2. □ will not be △ **ing** 3. Shall □ be △ **ing ?**	1. □ would be △ **ing** … 2. □ would not be △ **ing** 3. Should □ be△ **ing ?**
PERFECT	1. □ had △③… 2. □ had not △③… 3. Had □ △③…?	1. □ have △③ … 2. □ has not △③... 3. Have □ △③…?	1. □ will have △③ … 2. □ will not have △③… 3. Will □ have △③…?	1. □ would have △③ … 2. □ would not have △③… 3. Would □ have △③…?
PERFECT CONTINUOUS	1. □ had been△ **ing**… 2. □ had not been△**ing** 3. Had □ been △ **ing ?**	1. □ have been△ **ing**… 2. □ has not been △**ing** 3. Have □ been △ **ing?**	1. □ will have been △ **ing**… 2. □ will not have been △**ing** 3. Will □ have been △ **ing?**	1. □ would have been △ **ing**… 2. □ would not have been △**ing** 3. Should □ have been △ **ing ?**

As you can see, there are some more signs used in the table:

△ -ing **- Present Participle \ Participle I**

⚠2̲ **- Past Simple form**

⚠3̲ **- Past Participle** (the *third* form of the verb) \ **Participle II**

These signs help us explain such English tense forms as
Continuous or **Progressive, Perfect,**

structures with **PASSIVE VOICE,**

CONDITIONAL SENTENCES,

REPORTED SPEECH, *etc.*

▲

GRAMMAR PRESENTATION: **ENGLISH TENSES IN SIGNS**

ENGLISH TENSES IN SIGNS

←——————————— TIME ———————————→

	PAST	PRESENT	FUTURE	FUTURE-IN-THE-PAST
INDEFINITE (SIMPLE)	1. □ ⚠② … 2. □ did not ⚠… 3. Did □ ⚠…?	1. □ ⚠ (-s) … 2. □ do not ⚠… 3. Does □ ⚠…?	1. □ will ⚠ … 2. □ will not ⚠… 3. Will / Shall □ ⚠…?	1. □ would ⚠ … 2. □ would not ⚠… 3. Would □ ⚠?
PROGRESSIVE (CONTINUOUS)	1. □ were △ ing ... 2. □ was not △ ing 3. Were □ △ ing ?	1. □ am △ ing ... 2. □ is not △ ing 3. Are □ △ ing ?	1. □ will be △ ing ... 2. □ will not be △ ing 3. Will / Shall □ be △ ing ?	1. □ would be △ ing ... 2. □ would not be △ ing 3. Would □ be△ ing ?
PERFECT	1. □ had △③… 2. □ had not △③… 3. Had □ △③…?	1. □ have △③ ... 2. □ has not △③… 3. Have □ △③…?	1. □ will have △③ ... 2. □ will not have △③… 3. Will / Shall □ have △③…?	1. □ would have △③ ... 2. □ would not have △③… 3. Would □ have △③…?
PERFECT CONTINUOUS	1. □ had been △ ing… 2. □ had not been△ing 3. Had □ been △ ing ?	1. □ have been △ ing… 2. □ has not been △ing 3. Have □ been △ ing?	1. □ will have been △ ing… 2. □ will not have been △ing 3. Will □ have been △ ing ?	1. □ would have been △ ing… 2. □ wouldn't have been △ing 3. Would □ have been △ ing?

ENGLISH TENSES IN SIGNS

PRESENT TIME

	PAST	PRESENT	FUTURE	FUTURE-IN-THE-PAST
INDEFINITE (SIMPLE)	1. □ △2 … 2. □ did not △… 3. Did □ △…?	1. □ △ (-s) … 2. □ do not △… 3. Does □ △…?	1. □ will △ … 2. □ will not △… 3. Will / Shall □ △…?	1. □ would △ … 2. □ would not △… 3. Would □ △?
PROGRESSIVE (CONTINUOUS)	1. □ were △ ing … 2. □ was not △ ing 3. Were □ △ ing ?	1. □ am △ ing ... 2. □ is not △ ing 3. Are □ △ ing ?	1. □ will be △ ing ... 2. □ will not be △ ing 3. Will / Shall □ be △ ing ?	1. □ would be △ ing ... 2. □ would not be △ ing 3. Would □ be△ ing ?
PERFECT	1. □ had △3... 2. □ had not △3... 3. Had □ △3…?	1. □ have △3 ... 2. □ has not △3... 3. Have □ △3…?	1. □ will have △3 ... 2. □ will not have △3... 3. Will / Shall □ have △3…?	1. □ would have △3 ... 2. □ would not have △3... 3. Would □ have △3…?
PERFECT CONTINUOUS	1. □ had been △ ing… 2. □ had not been△ing 3. Had □ been △ ing ?	1. □ have been △ ing… 2. □ has not been △ing 3. Have □ been △ ing?	1. □ will have been △ ing… 2. □ will not have been △ing 3. Will □ have been △ ing ?	1. □ would have been △ ing… 2. wouldn't have been △ing 3. Would □ have been △ ing ?

ENGLISH TENSES IN SIGNS

PAST TIME

	PAST	PRESENT	FUTURE	FUTURE-IN-THE-PAST
INDEFINITE (SIMPLE)	1. □ ⚠2… 2. □ did not ⚠… 3. Did □ ⚠…?	1. □ ⚠ (-s) … 2. □ do not ⚠… 3. Does □ ⚠…?	1. □ will ⚠ … 2. □ will not ⚠… 3. Will / Shall □ ⚠…?	1. □ would ⚠ … 2. □ would not ⚠… 3. Would □ ⚠?
PROGRESSIVE (CONTINUOUS)	1. □ were △ ing … 2. □ was not △ ing 3. Were □ △ ing ?	1. □ am △ ing ... 2. □ is not △ ing 3. Are □ △ ing ?	1. □ will be △ ing ... 2. □ will not be △ ing 3. Will / Shall □ be △ ing ?	1. □ would be △ ing ... 2. □ would not be △ ing 3. Would □ be△ ing ?
PERFECT	1. □ had ③... 2. □ had not ③... 3. Had □ ③...?	1. □ have ③ ... 2. □ has not ③... 3. Have □ ③...?	1. □ will have ③ ... 2. □ will not have ③... 3. Will / Shall □ have ③...?	1. □ would have ③ ... 2. □ would not have ③... 3. Would □ have ③...?
PERFECT CONTINUOUS	1. □ had been △ ing… 2. □ had not been△ing 3. Had □ been △ ing ?	1. □ have been △ ing… 2. □ has not been △ing 3. Have □ been △ ing?	1. □ will have been △ ing… 2. □ will not have been△ing 3. Will □ have been △ ing ?	1. □ would have been △ ing… 2. □ wouldn't have been △ing 3. Would □ have been △ ing ?

ENGLISH TENSES IN SIGNS

FUTURE TIME

	PAST	PRESENT	FUTURE	FUTURE-IN-THE-PAST
INDEFINITE (SIMPLE)	1. □ △2 … 2. □ did not △! … 3. Did □ △! …?	1. □ △! (-s) … 2. □ do not △! … 3. Does □ △! …?	1. □ will △! … 2. □ will not △! … 3. Will / Shall □ △! …?	1. □ would △! … 2. □ would not △! … 3. Would □ △!?
PROGRESSIVE (CONTINUOUS)	1. □ were △ ing … 2. □ was not △ ing 3. Were □ △ ing ?	1. □ am △ ing … 2. □ is not △ ing 3. Are □ △ ing ?	1. □ will be △ ing … 2. □ will not be △ ing 3. Will / Shall □ be △ ing ?	1. □ would be △ ing … 2. □ would not be △ ing 3. Would □ be△ ing ?
PERFECT	1. □ had △3 … 2. □ had not △3 … 3. Had □ △3 …?	1. □ have △3 … 2. □ has not △3 … 3. Have □ △3 …?	1. □ will have △3 … 2. □ will not have △3 … 3. Will / Shall □ have △3 …?	1. □ would have △3 … 2. □ would not have △3 … 3. Would □ have △3 …?
PERFECT CONTINUOUS	1. □ had been △ ing… 2. □ had not been△ing 3. Had □ been △ ing ?	1. □ have been △ ing… 2. □ has not been △ing 3. Have □ been △ ing?	1. □ will have been △ ing… 2. □ will not have been△ing 3. Will □ have been △ ing ?	1. □ would have been △ ing… 2. □ would not have been△ing 3. Would □ have been △ ing ?

▲

Active Voice and **Passive Voice** refer to the form of the verb.

In the active, the subject of the sentence is the person or the thing doing the action /*the doer*/ but in the passive the action is done to the subject.

In English the passive is used very commonly, though it is not a mere alternative to the active, and it occurs only with the verbs which are transitive /*i.e.* verbs that can be followed by an object /.

And we should bear in mind that many verbs can be used both transitively and intransitively.

> e.g. *The door **opened*** (by itself).
>
> *The door **was opened*** (by somebody).

The students are usually a bit relieved when they are told that in Modern English not all the Active Voice tense forms are used in the Passive.

The basic formula to be remembered is this: to **BE** + ⚠**3**

In this structure the only element which changes its form is the help verb *to be*, and the form of the main verb /*i.e.* its THIRD form, or Participle II / always remains unchanged.

Then we may proceed with the explanation of the PASSIVE TENSE FORMS using the following table:

TABLE 3

PASSIVE VOICE	e.g.	▲ - *to BE as a **help** verb*	
PRESENT INDEFINITE / SIMPLE	1.	AM / IS / ARE	
PAST INDEFINITE	2.	WAS / WERE	
FUTURE INDEFINITE	3.	WILL SHALL BE	
PRESENT CONTINUOUS	4.	AM / IS / ARE BEING	
PAST CONTINUOUS	5.	WAS WERE BEING	+ ▲ **3**
PRESENT PERFECT	6.	HAVE HAS BEEN	
PAST PERFECT	7.	HAD BEEN	
FUTURE PERFECT	8.	WILL HAVE BEEN	
PRESENT PERFECT CONTINUOUS	9.	HAS HAVE BEEN BEING	
FUTURE-IN-THE PAST *FORMS*	10.	WOULD BE	
	11.	WOULD HAVE BEEN	

As a rule, students understand the material much better if they are given a lot of tasks involving *voice and tense* transformation.

e.g.

1. PRESENT INDEFINITE

ACTIVE :   Our students *translate* English texts every day.
PASSIVE :   Every day English texts *are translated* **by** our students.

2. PAST INDEFINITE

ACTIVE   :   We *wrote* this exercise yesterday.
PASSIVE :   This exercise *was written* yesterday.

3. FUTURE INDEFINITE

ACTIVE   :   The boy *will read* the book next week.
PASSIVE :   The book *will be read* next week **by** him.

4. PRESENT CONTINUOUS

ACTIVE   :   She *is cleaning* the window.
PASSIVE :   The window *is being cleaned* **by** her now.

5. PAST CONTINUOUS

ACTIVE   :   They *were watering* the flowers when I came in.
PASSIVE :   The flowers *were being watered* when I came in.

6. PRESENT PERFECT

ACTIVE : We *have* already *done* this task.

PASSIVE : This task *has* already *been done* **by** us.

7. PAST PERFECT

ACTIVE : They had cleaned the room before she returned.

PASSIVE : The room *had been cleaned* before she returned.

8. FUTURE PERFECT

ACTIVE : He *will have finish* the work by Monday.

PASSIVE : By Monday the work *will have been finished* **by** him.

9. PRESENT PERFECT CONTINUOUS

ACTIVE : She has been telling me for ages that you are leaving.

PASSIVE : I *have been being told* (**by** her)for ages you are leaving.

10. FUTURE-IN THE- PAST SIMPLE

ACTIVE : They said they *would finish* the work the next day.

PASSIVE : They said the work *would be finished* the next day.

11. FUTURE-IN THE- PAST PERFECT

ACTIVE : She said she *would have finished* the work by 7p.m. that day.

PASSIVE : She said the work *would have been finished* by 7 p.m.

Very often you have to translate the sentences / both in the active and the passive / into your pupils' mother tongue, carefully explaining the reason for the use of this or that tense/voice form of the verb. ▲

PASSIVE VOICE IN SIGNS

to **BE** + △3

PASSIVE	▲ - *to BE as a help verb*	△3	SAMPLE SENTENCES
PRESENT INDEFINITE / SIMPLE	AM / IS / ARE		Every day English texts **are translated** by our students.
PAST INDEFINITE / SIMPLE	WAS / WERE		This exercise **was written** yesterday.
FUTURE INDEFINITE	WILL / SHALL BE		The book **will be read** next week by him.
PRESENT CONTINUOUS	AM / IS / ARE BEING		The window **is being cleaned** by her now.
PAST CONTINUOUS	WAS / WERE BEING	+ △3	The flowers **were being watered** when I came in.
PRESENT PERFECT	HAVE / HAS BEEN		This task **has** already **been done** by us.
PAST PERFECT	HAD BEEN		The room **had been cleaned** before she returned.
FUTURE PERFECT	WILL HAVE BEEN		By Monday the work **will have been finished** by him.
PRESENT PERFECT CONTINUOUS	HAS / HAVE BEEN BEING		I **have been being told** (by her) for ages about it.
FUTURE-IN-THE-PAST *FORMS*	WOULD BE		They said the work **would be finished** the next day.
	WOULD HAVE BEEN		She said the work **would have been finished** by 7 p.m.

As it has already been mentioned the core of the whole system of the *Grammar in Signs*

are three signs (□ , ▲, △) and three basic **word order** structures:

1. (**+**) affirmative	1. □ (▲) △ … .
2. (**-**) negative	2. □ ▲ not △ … .
3. (**?**) interrogative	3. ▲ □ △ …?

Students should always bear in mind these structures as they remain the same in all
English tense / voice forms, thus the main rule to be remembered is:

In the *affirmative* and *negative* sentences the subject comes first, then the predicate,
the object(s) and the adverbs (of manner, place and time);
sometimes it is possible to put the adverb of time (and place) at the beginning of the sentence.

▲

•	**DECLARATIVE**	+ affirmative	□ (▲) △ (whom) (what) (how) (where) (when) .	1.
			○ ○ □ (▲) △ … .	2.
		-- negative	□ ▲ not △… .	3.
			□ (▲) never △… .	4.
			□ (▲) hardly △… .	5.
			□ △ no … .	6.
?	**INTERROGATIVE**	general	▲ □ △ … ?	7.
		alternative	▲ □ △… **or** … ?	8.
		disjunctive	□ (▲) △ …, ▲ not □ **?**	9.
			□ ▲ not △ …, ▲ □ **?**	10.
		special	When Where ▲ □ △ … ?	11.
			Who (What) △(-s)… **?**	12.
! ?	**IMPERATIVE**	+	▲ … !	13.
			Let's ▲ … !	14.
			Do ▲ … !!	15.
		?	Will you ▲ …, please **?**	16.
			Would you ▲ … **?**	17.
		--	Let's not ▲ … !	18.
			Don't ▲ … !	19.
!	**EXCLAMATORY**	What	a lovely girl (nice weather) !	20.
		How	beautiful it was there !	21.

WORD ORDER

1. (+) affirmative	1. □ (▲) △ … .
2. (-) negative	2. □ ▲ not △ … .
3. (?) interrogative	3. ▲ □ △ … ?

.	DECLARATIVE	+affirmative	□ (▲) △ (whom) (what)(how) (where) (when).	1. She **spoke** English fluently at the lesson yesterday.
			○ ○ □ (▲) △ … .	2. Yesterday she **spoke** English fluently at the lesson.
		- negative	□ ▲ not △… .	3. He **does not speak** English fluently.
			□ (▲) never △… .	4. I have **never** been to Paris.
			□ (▲) hardly△… .	5. She can **hardly** read English.
			□ △ no … .	6. The boy has **no** friends at school.
?	INTERROGATIVE	general	▲ □ △ … ?	7. **Did** she **speak** English at the lesson yesterday?
		alternative	▲ □ △… **or** … ?	8. **Did** she **speak** English **or** Russian ?
		disjunctive	□ (▲) △ …, ▲not □ ?	9. The boy **is** speaking English, **isn't** he ?
			□ ▲ not △ …, ▲ □ ?	10. You **have never** been to Paris, **have** you ?
		special	When Where ▲ □ △ … ?	11. When **did** he **go** there? Where **have** you **been** all this time ?
			Who (What) △**(-s)**… ?	12. Who **has been** to Paris ?
!?	IMPERATIVE	+	⚠ … !	13. **Go** out ! You **go** out!
			Let's ⚠ … !	14. **Let's go** to the cinema !
			Do ⚠ … !!	15. **Do go** out !!
		?	Will you ⚠ …, please **?**	16. **Will** you **go** out, please?!
			Would you ⚠ … ?	17. **Would** you **go** out and ask him to wait ?
		-	Let's not ⚠ … !	18. **Let's not go** to the disco tonight !
			Don't ⚠ … !	19. **Don't go** there tonight !!
!	EXCLAMATORY	**What**	a lovely girl (nice weather) !	20. **What** a pretty woman ! **What** nasty weather !
		How	beautiful it was there !	21. **How** nice of you !

In the *interrogative* sentence <u>inversion</u> takes place, that is, in *most* cases we use a help or auxiliary verb before the subject and the main verb of the sentence stands after it. For sure, some sample sentences would be of great help here as well.

DECLARATIVE SENTENCES

AFFIRMATIVE	+	1. She *spoke* English fluently at the lesson yesterday. 2. Yesterday she *spoke* English fluently at the lesson.
NEGATIVE	-	3. He *does not speak* English fluently. 4. I *have* **never** *been* to Paris. 5. She *can* **hardly** read English. 6. The boy *has* **no** friends at school.

INTERROGATIVE SENTENCES (QUESTIONS):

?	GENERAL	7. *Did* she *speak* English at the lesson yesterday?
	ALTERNATIVE	8. *Did* she *speak* English **or** Russian ?
	DISJUNCTIVE	9. The boy *is speaking* English, *isn't* he ? 10. You *have* **never** *been* to Paris, *have* you ? **BUT:** Everyone *is* ready to go, ***aren't*** they ? Nobody *has been* told, ***have*** they? I *am* late, ***aren't*** I ? *Let*'s go home, ***shall we*** ? *Come* in, ***will*** you / ***won't*** you ? *Post* this letter for me, ***can / could / would / will*** you ?
	SPECIAL	11. **When** *did* she *speak* English ? / **Where** *have* you *been* all this time ? 12. **Who** *has been* to Paris ?

IMPERATIVE SENTENCES

!	+	13. *Go* out ! **You** *go* out! 14. **Let's** *go* to the cinema ! 15. **Do** *go* out !! 16. **Will** you *go* out, **please?!** 17. **Would you** *go* out and ask him to wait ?
	–	18. **Let's not** go to the disco tonight ! / **Don't let's** *go* there! 19. **Don't** go there tonight !!

EXCLAMATORY SENTENCES	20. **What** a pretty woman ! / **What** nasty weather ! 21. **How** nice of you ! / **How** beautiful it was !

THE ORDER OF ADJECTIVES

It would take a linguistic philosopher to explain why we say "*little brown house*"
and not "*brown little house*" or why we say "*red Italian sports car*"
and not "*Italian red sports car.*"

The order in which adjectives in a series sort themselves out is perplexing for people learning English as a second language. Most other languages dictate a similar order, but not necessarily the same order. It takes a lot of practice with a language before this order becomes instinctive, because the order often seems quite arbitrary (if not downright capricious).
There is, however, a pattern.
You will find many exceptions to the pattern in the <u>table below,</u> but it is definitely important to learn the pattern of adjective order if it is not part of what you naturally bring to the language.

> THE RULE IS:
>
> ## GENERAL QUALITIES
> ### GO BEFORE
> ## PARTICULAR QUALITIES

The categories in the table (page 19) can be described as follows:

   I. **Determiners** — articles and other limiters.
  II. Subjective **Observation** (**Qualities**) — postdeterminers and limiter adjectives (e.g., a real hero, a perfect idiot) and adjectives subject to subjective measure (e.g., beautiful, interesting)
 III. **Size and Shape** — adjectives subject to objective measure (e.g., wealthy, large, round)
  IV. **Age** — adjectives denoting age (e.g., young, old, new, ancient)
   V. **Colour** — adjectives denoting colour (e.g., red, black, pale)
  VI. **Origin** — denominal adjectives denoting source of noun (e.g., French, American, Canadian)
 VII. **Material** — denominal adjectives denoting what something is made of (e.g., woollen, metallic, wooden)
VIII. **Purpose, Use Qualifier** — final limiter, often regarded as part of the noun (e.g., rocking chair, passenger car, book cover)

▲

General (Subjective) Qualities				Physical Description						Particular Qualities					NOUN
DETERMINER	(great) big	QUALITIES	little	SIZE	AGE	SHAPE	t°	FLAVOUR	COLOUR	△-ing	ORIGIN	△3	MATERIAL	PURPOSE, USE	
a		beautiful	little		old						Italian			touring	car
four	big	gorgeous				long-stemmed			red				silk		roses
her						short			black						hair
several				enormous	young						American			basketball	players
some		delicious					hot				Thai				food

It would be folly, of course, to run more than two or three (at the most) adjectives together.

Furthermore, when adjectives belong to the same class, they become what we call coordinated adjectives, and you will want to put a comma between them: *the inexpensive, comfortable shoes*.

The rule for inserting the comma works this way:

> If you could have inserted a conjunction - *and* or *but* - between the two adjectives, use a comma.

We could say these are "*inexpensive but comfortable shoes*," so we would use a comma between them (when the "**but**" isn't there).

When you have three coordinated adjectives, separate them all with commas, but don't insert a comma between the last adjective and the noun (in spite of the temptation to do so because you often pause there):

a popular, respected **and** *good looking student.*

For a scholar the following pages may seem to be at least too simplified if not totally grammatically incorrect. In this section we are going to talk about the first, second, third and zero conditionals, as a basis on which all other variations of conditional sentences are formed. And we dare say students, when they have realized the necessity of existence of 16 tense forms in English and know when and how these forms should be used, will understand the material better without knowing about Subjunctive I, Subjunctive II, Suppositional and Conditional Moods as they are often named in grammar books.

TABLE 5

TIME	ACTION	TYPE	MAIN CLAUSE	if - CLAUSE	e.g.
ALWAYS	*Universal Truth*	O	□ ⚠ (-s)	*if* □ ⚠ (-s)	1. 2.
FUTURE / PRESENT	**R E A L** *condition*	I	□ *will* ⚠	*if* □ ⚠ (-s) ***when*** ***unless*** ***as soon as***	3. 4. 5. 6.
	HALF-REAL *condition*	II	□ ***would*** *could might* ⚠	*if* □ ⚠2	7. 8. 9. 10. 11.
			--	I ***wish*** □ ⚠2	
P A S T	**UNREAL** *condition*	III	□ ***would have*** *could have* ⚠3	*if* □ *had* ⚠3	12. 13. 14. 15.
			--	I ***wish*** □ *had* ⚠3	
M I X E D			□ *would have* ⚠3 □ *would have* ⚠3 □ *would* ⚠ □ *will* ⚠	*if* □ ⚠ (-s) *if* □ ⚠2 *if* □ *had* ⚠3 *if* □ ⚠2	16. 17. 18. 19.

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CONDITIONALS IN SIGNS

TIME	ACTION	TYPE	MAIN CLAUSE	if - CLAUSE	CONDITIONALS IN SIGNS
ALWAYS	Universal Truth	O	□ ⚠(-s)	if □ ⚠(-s)	My father **gives** me a lift **if** I **get up** late. **If** she **can't fall** asleep, she **reads** a book.
FUTURE / PRESENT	REAL condition	I	□ **will** ⚠	if □ ⚠(-s)	We'**ll go** for a walk **if** the weather **is** fine.
				when **unless** **as soon as**	They will do it **when** she arrives. They will do it **before** she arrives. They will do it **as soon** as she arrives.
	HALF-REAL condition	II	□ **would** could might ⚠	if □ ▲2	She **would go** abroad **if** she **lost** her job. **If** he was / **were** taller, he **would become** a policeman. **If** she **were** here now, she **could** be helping us.
			--	I **wish** □ ▲2	I **wish** I **knew** her phone number. I **wish** they **would stop** playing the music so loudly.
PAST	UNREAL condition	III	□ **would have** **could have** ▲3	if □ **had** ▲3	We **would have saved** time if we **had gone** by car.
			--	I **wish** □ **had** ▲3	I **wish** it **had been** warmer yesterday.
MIXED			□ would have ▲3 □ would have ▲3 □ would ⚠ □ will ⚠	**if** □ ⚠(-s) **if** □ ▲2 **if** □ **had** ▲3 **if** □ ▲2	He **would have been** rich by now if he **is** as clever as you think him to be. She **wouldn't have said** that if she **knew** you better. He **would be** better off now if he **had had** your parents. She **won't be** on time if she **missed** the bus.

TYPE O   (used when talking about something that is **usual, universal**, happens **always**)

Only Present tense forms are used **both** in the **main and if- clauses**.

1. My father *gives* me a lift **if** I *get* up late.
2. **If** she *can't fall* asleep, she *reads* a book.   In these sentences **If** means *when* or *whenever*.

TYPE I   (used when we talk about something that is **quite possible** in the present or future)

In the **main clause** we use **Future** Simple but only **Present** tense forms must be used in the **subordinate (if- or time) clause**.

3. We'*ll go* for a walk **if** the weather *is* fine.

   If it *rains* in the afternoon, they *will stay* at home.

   She *will go* abroad **if** she *loses* her job.

In the **time clauses** beginning with **when, before, as soon as, until,** a future verb form is **not** used as well.

4. They *will do* it **when** she *arrives.*
5. They *will do* it **before** she *arrives.*
6. They *will do* it **as soon** as she *arrives.*

Sometimes it is necessary to use **other** Present tense forms (not only Present Simple) in the **time** and **if- clauses**.

 If he *has arrived* at the station, he *will be* here soon.   **If** he *is arriving* today, he *will phone* us.

 He *will come* here **as soon as** he *has arrived.*

TYPE II   (used when we talk about **imagined** situations that **might** occur in the **present or future**)

In the **main clause** we use **would + Infinitive** (⚠) and **Past Simple** in the **if-clause** (though the meaning of the whole sentence is definitely future or present).

7. She *would go* abroad **if** she *lost* her job.

   If he *was / were* taller, he *would become* a policeman.   I'*d go* abroad **if** I *had* more money.

When we feel the imaginary consequences are less likely, we can use another **modal** verb instead of **would** in the main clause.

8. She ***could*** help us **if** she *were* here.

   If she *were* here now, she ***could*** *be helping* us.

9. He ***might*** *tell* us what to do **if** he *knew* the facts.

When we want to say that we regret something, that it is not as we would like it to be we use **wish-clause.** Compare:

10. I **wish** I *knew* her phone number.   I *would telephone* her **if** I *knew* her number.

As a rule **would** is not used in **if-**part of the sentence or after I **wish** but when we *complain* about something (in the present) or *want* something to *change* or somebody else to do something (in the future, of course) we can use **I wish…would/wouldn't**.

11. I **wish** you *wouldn't drive* so fast. It makes me nervous.   I **wish** they *would stop* playing the music so loudly.

▲

TYPE III   (used when we talk about **imagined** situations / their outcome in the **past**)

In the main clause **would have + Participle II** (△3) structure is used, and **Past Perfect** in the if-clause.

12.   We **would have saved** time if we **had gone** by car.

13.   We **could have stayed** at home if it **had been raining** this morning.

To say we **regret** something that happened or didn't happen **in the past** we use the Past Perfect after **wish:**

14.   I **wish** it **had been** warmer yesterday.

15.   **Do** you **wish** you **had studied** languages instead of science?

MIXED CONDITIONALS

16.   *type III*   *type I*

He **would have been** rich by now … if he **is** as clever as you think him to be.

17.   *type III*   *type II*

She **wouldn't have said** that ……. if she **knew** you better.

18.   *type II*   *type III*

He **would be** better off now …….   if he **had had** your advantages.

19.   *type I*   *type II*

She **won't be** on time   …………...   if she **missed** the bus.

▲

In addition, here is one more table, this time for advanced learners.

MOOD		MEANING	Action referred to			NOTES	
			PAST	PRESENT	FUTURE		
1.	Suppositional GB	мала імовірність			SHOULD △I	**If …**	If you **should meet** her, tell her to phone me.
		„щоб не"		SHOULD △I		Lest …	She closed the door **lest** the children **should catch** cold.
		сумнівна, але бажана дія, що має відбутися згідно наказу, прохання	SHOULD HAVE △3	SHOULD △I		It is ordered necessary important desirable recommended _that…_ He proposes requests advises _that…_	It is **necessary** (that) he **should go** there at once. It is **necessary** (that) he **go** there at once.
2.	Subjunctive I USA	необхідна, бажана дія, яка може відбутись	/ be, have, be done / △I				He **demanded** that we **should be** attentive. He **demanded** that we **be** attentive. It was **important** that he **remain** at school.
		,,щоб не" / _рідко_ /				Lest …	Mary dreaded **lest** he _come_ in.
3.	Subjunctive II	нереальне бажання	HAD △3	△2		I wish …	I wish you _were_ here.
		„Час / Пора…"				It's time…	It's (high) time we _went_ home.
		„наче, ніби"				As if … As though…	They spoke as if she _were_ not there.
		бажана дія, що суперечить дійсності				If only …	If only he _looked_ different.
		нереальна дія				If …	If I _were_ you I wouldn't think about it.
4.	Conditional	нездійсненна умова	SHOULD WOULD HAVE △3	SHOULD / WOULD △I			If you hadn't come we _would_ never _have met._
		дія не відбулася				…but…	He'_d have bought_ a map but the shop was closed.
		„якби не…"				But for …	But for the rain we _would work_ in the garden today.
		„наче, ніби…"			WOULD △I	As if…	The sky looked as if it _would_ never _clear_…
		малоймовірно-здійсненне бажання			WOULD COULD △I	I wish …	I wish she **would come** home. I wish you **could give** it to me.

---

1. **Suppositional Mood** (GB)

1. If you ***should meet*** her somewhere, tell her to phone me.
2. She closed the window lest the children ***should catch*** cold.
3. It is necessary that he ***should go*** there at once.   I insist that you ***should consult*** a doctor.
   She suggested we ***should have*** eggs for breakfast.

2. **Subjunctive I** (USA)

1. It is necessary (that) he ***go*** there at once.
   He demanded that we ***be*** attentive.
   It was important that he ***remain*** at school.
2. Mary dreaded lest he ***come*** in.

3. **Subjunctive II**

1. I wish you ***were*** here.
   I wish I ***knew*** where you are.
   I wish I ***had not told*** you about it.
2. It's (high) time we ***went*** home.
3. They spoke as if she ***were*** not there.
   I felt as if I ***were being sent*** home.
   He looked as if he ***had*** never ***seen*** me before.
4. If only he ***looked*** different.
   If only it ***could*** always ***be*** the spring.
   If you ***had been*** there I would have seen you.
5. If I ***saw*** him tomorrow I would tell him about it.
   If I ***had met*** her I would have told her about it.
   If I ***were*** you I wouldn't think about it.

4. **Conditional Mood**

1. Yesterday I ***would have said*** the same.
   If you hadn't come we ***would*** never ***have met.***
2. I ***should call*** on him but I have very little time.
   She ***would have bought*** a watch but the shop was closed.
3. But for the rain we ***would work*** in the garden today.
   It's a pity I have no time. We ***would play*** chess.
4. The sky looked as if it ***would*** never ***clear*** before morning.
5. I wish she ***would come*** home.
   I wish you ***could give*** it to me.

▲

REPORTED SPEECH

We use ***Reported*** (or ***Indirect***) speech when we want to tell someone what another person says or said. The reporting verb (*say, tell*, etc.) may be in the present or, which is more often, in the past (because reporting usually takes place in the past) and the tenses of the reported statement are often (but not always) affected by this. As a result, the tenses of the reported clause are 'moved back' (the so called **backshift**). A useful general rule is:

> ## PRESENT becomes PAST and PAST becomes PAST PERFECT

These rules of Sequence of Tenses are not difficult to understand:

Present Simple	⇨	**Past Simple**
Present Continuous	⇨	**Past Continuous**
Present Perfect	⇨	**Past Perfect**
Present Perfect Continuous	⇨	**Past Perfect Continuous**
Future Simple	⇨	**Future-in the-Past**
Past Simple	⇨	**Past Perfect**
Past Perfect	⇨	**Past Perfect**

The Past Perfect (as well as 'past' modals) is unchanged when reported, since no further backshift is possible. As a rule we use the Past Perfect form to report a statement which verb is in the Present Perfect, but we do not usually need to change the Simple Past in the direct speech into the Past Perfect unless we want to stress that one event happened before another.

It is often necessary to make **time and place** changes in relation to the changes of verb tense forms in the reported clause of the sentences:

place	here	⇨	there
	this	⇨	that
	these	⇨	those

time	now	⇨	then, immediately
	today	⇨	that day
	tonight	⇨	that night
	this week	⇨	that week
	tomorrow	⇨	the next day, the following day
	next week	⇨	the following week
	the day after tomorrow	⇨	two days later
	ago	⇨	before
	yesterday	⇨	the day before, the previous day
	the day before yesterday	⇨	two days before

verbs	can	⇨	could
	may	⇨	might
	must	⇨	must, had to
	will	⇨	would
	come	⇨	go
	bring	⇨	take

Such verbs as **would, might, ought to, needn't, used to, '*perfect*' and '*past*' modal forms** *remain unchanged* in the indirect speech.

▲

REPORTED SPEECH IN SIGNS

TABLE 7

REQUESTS, ORDERS   *Sample sentences*

She He	**told** **asked**			1	She told him *to call* on her as soon as possible.
				2	He asked me *to give* him a hand.
	warned **begged** **invited** **advised** **reminded** **instructed**	me us	**to** ⚠ **not to** ⚠	3	She warned them *not to walk* on the ice as it wasn't thick.
				4	He begged me *not to tell* them the truth about the accident.
				5	They invited us *to come* in and look round.
				6	She reminded me t*o switch* all the lights.
				7	I have been told *to wait* for her.
				8	He said *not to wait* for him. (*the informal use*)

We often use other words to express orders and requests. *Compare:*	
'Have a cigarette.' - 'Thank you' 'Let's have a rest.' - 'O.K.' 'Ask them what they would like to do.'	I **offered** her a cigarette and she **accepted.** She **suggested having** a rest and he **agreed.** I **suggested** (him/his) *asking* them what they would like to do.

STATEMENTS   *Sample sentences*

He She Ann	**said** **told** (me)	(**that**)	□ ② □ was ▲ing □ had ③ □ would ⚠ □ should ⚠	1	He said (that) he *found* the book interesting.
				2	She told him she *was going* home.
	pointed out **exclaimed** **admitted** **agreed** **hoped** **remarked** **explained** **complained** **suggested**			3	Ann pointed out that I *had made* a mistake in my test.
				4	He exclaimed with delight that he *had passed* the exam.
				5	She hoped we *would have* a good time in the mountains.
				6	I remarked that my door *was being painted* at the moment.
				7	He explained that the bus *had broken* down.
				8	She complained the alarm clock *had stopped* the day before.
				9	He suggested that we *should leave* the town at once.

Sometimes we may avoid *complex* sentences (with 'that' clause) and use other structures. COMPARE:	
'Miss Brown. This is Miss White.'	He *introduced* Miss Brown to Miss White.
'You'd better wait in the car.'	He *advised* her to wait in the car.
'I won't tell anyone.'	She *promised* not to tell anyone.
'You may take my torch'. - 'No, thank you.'	I *offered* him my torch but he *refused.*
'We'll kill the boy if you don't pay.'	They *threatened* to kill the boy if we didn't pay.
'I won't answer your questions!'	He *refused* to answer their questions.
'Many happy returns! ' - 'Thank you.'	We *wished* him many happy returns of the day, he *thanked* us.
'I'm sorry for being late.'	She *apologized for* being late.
'You are a liar!'	Ann *accused* him *of* lying to her. / She *called* him a liar.
'You really must let me pay the bill.'	He *insisted on* paying the bill.

QUESTIONS   *Substitution table*

He	**asked** (me)	**if**	□ (▲) △	**No inversion *in the 'question' clause of the sentence after a question-word.***
			…the cold wind *was* still *blowing.*	
		whether	…the apples in the orchard *were* ripe.	
			…we *had done* our lessons.	
She	**wondered**	**what**	…she *was going* to be.	
		where	…they *had been* all that time.	
Ann		**why**	…we *didn't want* to go there.	
	wanted to know	**how**	…she *would go* to Spain.	
		who	…*had done* the task.	

▲

*   When reporting general questions we may use **if** or **whether,** especially after *ask, want to know, wonder*, but **whether** is preferred when there are *alternatives*, and it conveys slightly *greater doubt*.

     e.g.   Ann asked me *whether* I wanted coffee *or* tea.
                    She wanted to know *if / whether* it was still raining.
                    He wanted to know *whether or not* we wanted dinner.
                    She wanted to know *whether* to phone them.

*   Reporting **permanent conditions and states** we often use the *simple present* after a reporting verb in the *past* simply to show that they are **matters of fact now.**

     e.g.   He *said* that the earth *goes* round the sun.
                    We knew that Washington *is* the capital of the USA.

If we use *past form* in the '*that*' clause it would mean that the fact is **not true.**

     e.g.   He said that the sun *went* round the earth, it was ridiculous.
                    We thought that the capital of the USA *was* Chicago.

*   And in the end some notes on reporting Conditional statements.
Changing Type I Conditional into indirect speech we have to *backshift* Simple Present to Simple Past and Future Simple to Future-in the-Past.

Type I   'If you pass your exam, I'll buy you a car,' he promised.
                    He said he *would buy* her a car if she *passed* her exam.

But in the case of Type II and Type III **_no change_** is needed.

Type II   'If you passed your exam, I would buy you a car,' he said.
                    He said that he *would buy* her a car if she *passed* her exam.

Type III   'If you had passed your exam I would have bought you a car,' he said.
                    He said that he *would have bought* her a car if she *had passed* her exam.

▲

THE INFINITIVE AND THE -ING FORM

In the English language the base form of a verb (e.g. *take*) often functions as a **predicate** or its part in the sentence /▲/ or as an **Infinitive**. Since it is used without *to* this form is often called *bare* **infinitive**. We must teach our students to distinguish it from the *to*-**infinitive**(e.g. *to take*) where *to* is always used in front of the base form of the verb.

The -**ing form** of the verb (e.g. *taking*) sometimes functions as a **gerund** (i.e. a kind of noun) and sometimes as a **present participle** or a part of the predicate (in the Continuous). Many verbs (as well as adjectives and nouns) can be followed by one or the other of these forms, and in some cases by both.

THE INFINITIVE

There are six forms of the Infinitive:

	ACTIVE	PASSIVE
PRESENT INFINITIVE	(to) take	(to) be taken
PRESENT PROGRESSIVE INFINITIVE	(to) be taking	---
PERFECT / PAST INFINITIVE	(to) have taken	(to) have been taken
PERFECT /PAST PROGRESSIVE INFINITIVE	(to) have been taking	---

When we want to use an infinitive after the main verb-form of the sentence in most cases it is a *to*-**infinitive**.

So, the general rule is: △ + to ▲   **e.g.**   *She wants **to go** home now.*   *I want **to be left** alone.*

But every English rule has exceptions. That is why we must use **bare infinitive** after modal (**can, must, may, might**) and auxiliary (**will, shall, would**) verbs, after verbs '**make**' and '**let**' (and sometimes after '**help**' and '**dare**'), after the verbs of **perception** such as '**see**', '**hear**', '**feel**', and after the expressions **had better, would rather, would sooner,** etc.

(See: Table 8)   △ + ▲   **e.g.**   *He may **be reading** this book now.*   *He said he would **read** it later.*
*She made him **read** the book.*   *Let's **take** a taxi home.*
*Would you help me (to) **do** it?*   *I saw her **cross** the street.*
*You'd better **give** up smoking.*   *I'd rather **take** a taxi.*

INFINITIVE

△ to ⚠	△ ⚠

- *to express purpose (to / in order to / so as to)*
- *as the object of the verb*
- *adjective + to-infinitive*
- *noun + to-infinitive*
	after: a) **modal** (*except* **ought**) & **auxiliary** verbs
	   b) to **make**, to **let**, *sometimes* to **help**, to **dare**
	   c) verbs of perception (**see, hear, feel**, etc.)
	   d) **had better, would rather, would sooner**

1. PREPOSITIONAL INFINITIVE COMPLEX

for + Noun / Pronoun + **to-infinitive**

2. OBJECTIVE INFINITIVE COMPLEX

△ + Noun / Pronoun + **to** ⚠	△ + Noun / Pronoun + ⚠
* want, wish, desire, like, hate, intend ** think, consider, know, find, believe *** advise, ask, allow, cause, command, compel, condemn, direct, drive, enable, encourage, entitle, forbid, force, get, impel, induce, instruct, oblige, order, permit, persuade, press, recommend, remind, request, teach, tell, urge, warn **** assist, bribe, challenge, charge, invite, tempt	* **verbs of perception**: see, hear, feel, watch, notice, observe, listen to, look at, smell, perceive ** **make, have; let**

3. SUBJECTIVE INFINITIVE COMPLEX   / Nominative with the Infinitive /

Noun / Pronoun + △ **to** ⚠

ACTIVE VOICE	PASSIVE VOICE
* seem, appear, happen, chance, prove, turn out ** aim, apply, decline, fail, hasten, hesitate, hurry, long, manage, offer, prepare, refuse, seek, shudder, strive, struggle	* say, report; ** think, consider, know, find, believe, suppose, expect; *** see, hear, feel, watch, notice, observe; **** order, ask, request, allow, permit, make, force, cause, etc.

4. WORD COMBINATIONS

to be sure / to be certain / to be (un)likely	to ⚠

1. PREPOSITIONAL INFINITIVE COMPLEX

Is it difficult *for you to do* this sum?

2. OBJECTIVE INFINITIVE COMPLEX

To-infinitive
*   She *wanted the boy to clean* the room.
**   He *knew them to be* honest.
***   They *asked me to leave* the room.   I *got them to do* the job.

Bare infinitive
*   I *heard him play* the piano.
** She *made them clean* the room.   I *had him paint* the door.   Let *me go* out.

BUT :   They **were made** *to* **clean** the room.

(If the main verb of the sentence is in the **Passive** we **never** use Bare Infinitive after it. *See also the next paragraph.*)

3. SUBJECTIVE INFINITIVE COMPLEX

Active Voice   *   He *happened to have read* the book.

Passive Voice   *   *She is said to be* well off.
                      **   *He is believed to have been killed* in the last battle.
                      ***   *He was noticed to enter* the building .
                      **** *They were forced to surrender.*

4. WORD COMBINATIONS WITH INFINITIVES

Are you *sure to have seen* it?   She *is* very *likely to be coming* today.

THE -ING FORM   /   GERUND   /

Here is one more exception from the rule   △ + ⚠

When we use another verb immediately after the *verbs given below,* we can <u>only</u> use an **-ing form**,
<u>never</u> an **infinitive**.   △ + ▲ ing

admit,	deny,	fancy,	like,	prevent,
adore,	detest,	feel like,	loathe,	quit,
anticipate,	discontinue,	finish,	love,	recall,
appreciate,	discuss,	forgive,	it means,	recollect,
avoid,	dislike,	can't help,	mention,	recommend,
celebrate,	dispute,	get through,	mind,	report,
can't stand,	endure,	give up,	miss,	resent,
complete,	enjoy,	hate,	pardon,	risk,
consider,	escape,	hinder,	postpone,	suggest,
contemplate,	excuse,	imagine,	practise,	tolerate,
delay,	explain,	keep (on),	prefer,	understand.

We should also remember that there are **four** forms of the ▲ **ing** :

PRESENT	ACTIVE	taking	*present* and *future* reference
	PASSIVE	being taken	
PERFECT	ACTIVE	having taken	*action referred to the past*
	PASSIVE	having been taken	

* **Love, like, hate, adore, prefer** are sometimes used with **to**-infinitive, but -**ing** form is more usual and more general in meaning.
    e.g. *I like **watching** TV.*
        *I like **to wash up** after breakfast* (I think it is good).

* We must use -**ing** form when speaking about *sports* and *outdoor activities* after such verbs as **come** and **go.**
    e.g. *We went **sight-seeing** yesterday.*
        *Why don't we go **swimming**?*

* The -**ing** form is also used after **need** and **want**, in this case it has a passive meaning.
    e.g. *The fence wants **repairing**.*
        *She needs a lot of **encouraging**.*

* **Keep** has a different meaning when used with an object.
    e.g. *He keeps **annoying** us. (doesn't stop)*   *He kept **us** waiting outside. (made us…)*

* **-ing form** is used **after such expressions** as: to have **trouble (in)** doing sth
                                to have **difficulty** doing sth
                                to have **a difficult time** doing sth
* When the first verb is used with the **preposition** / particle the second one should **always** be an **–ing Form.**
    *e.g. I **object to** your going there.   I'm sorry **for** interrupting.*
BUT: *I'm sorry **to interrupt**.*

* **-ing form** may be used after **verbs of perception** (instead of **bare** infinitive) to describe action **in progress** (but not a very short one).
    *e.g. I **watched** him drawing a portrait.*

INFINITIVE OR -ING FORM

Some verbs can be followed by either a *to*-infinitive or an *-ing* form.
Sometimes there is **no change** in meaning **but sometimes there is**.

△ + to ▲

Verbs + *-ing* or *to*-infinitive (with **no change** in meaning)	
attempt begin (can) afford can't bear cease choose commence continue dread hate intend learn neglect omit start threaten	doing to do raining to rain

△ + ▲ ing

Verbs + *-ing* or *to*-infinitive (with **a change** in meaning)	
forget go on need prefer regret remember stop try	doing to do
See also: NOTES BELOW	

▲

☐   *-ing Form* is not normally used after the progressive forms of **start, begin**, etc.

☐   I **remember** *posting* the letter.   (I have posted it)
      I **remembered** *to post* the letter.   (I reminded myself to do it)

☐   He **stopped** *smoking*.   (He gave up the habit)
      He **stopped** *to smoke*.   (He stopped and had a cigarette)

☐   She **tried** *to get up* early yesterday.   (But it was difficult)
      Try *holding* your breath to stop sneezing. ('Experiment')

☐   Don't **forget** *to ask* him.   ('future' action as seen from the past)
      Have you **forgotten** *having met* her? (refers to the past)

☐   Then we **went on** *to read* the text.   (do something different)
      They **went on** *talking* till after midnight.   (continued without interruption)

☐   We **regret** *to inform* you that…   (refers to future or present)
      She **regretted** *having left* / *leaving* him after only a month.   ('past' or 'present' reference)

☐   I **prefer** *reading* (**to** *watching* TV).

BUT: I prefer *to read* (**rather**) **than** watch TV.
        I prefer *to wait* here.   (if you don't mind)

▲

NON-ACTION / STATIVE VERBS (verbs not used in the continuous)

SENSES (verbs of perception)	FEELINGS & EMOTIONS		OPINION & THINKING	
catch*(=understand)	admire*	hope*	(dis)agree	hope*
(can) distinguish	adore	(it) impress*	appreciate*	hear of (=know about)
feel∗	(it) appeal to*	(it) interest*	assume*	imagine (= think) *
(can) hear*	appreciate*	like*	(dis)believe	know
(can) make out	(it) astonish	love*	bet (informal) *	mean
notice	(it) attract*	mean*	(can't) comprehend,	presume*(= suppose)
observe*	believe in	mind*	(can't) conceive of	realize*
perceive	care about	(it) please	consider*	recognize*
(can) see*	dare*	prefer	(can't) credit	recollect*
(can) smell*	detest	prize	estimate*	regard *
(can) taste*	dislike	regret*	expect*	remember
	doubt	respect*	feel*	see (= understand) *
WANTS & PREFERENCES	enjoy	(can't) stand	figure (*AmE*)	see through*
desire	envy	swear by*	find*	suppose*
fancy	esteem	trust	gather*	suspect*
need	fear	value*	get it (= understand)	(can't) tell*
prefer	feel*		guess* (*AmE*)	think (= believe) *
require	forgive		hear* (= be told)	understand
want	hate*		hear about(= get to know)	wonder
wish				

OTHER				
add up (= make sense)	constitute	fit*	measure*	seem
(can) afford	contain	happen to	merit	signify
appear (= seem) *	correspond to/with*	have / have got	number*(= reach total)	(it) smell(of) *
belong (to)	cost*	hold (= contain) *	own,	(it) sound(=seem) *
chance*	count*	(it) include*	possess	(it) stand for*
come about	depend*	(it) involve*	prove*	(it) suit (= be suitable)
come from (origin)	deserve	keep –ing	(it) read*	(it) taste (of) *
comprise	differ from	lack*	represent*	tend*
(it)concern	equal	look (= appear) *	resemble	weigh *
consist of	exceed*	(it) matter	(it) result from	
	excel in	(it) mean	(it) say	

1.   Some verbs (e.g. *like, understand*) are normally used only in the simple forms, not the continuous forms.

Above there are some of the most important verbs which are not normally used in the continuous forms, grouped into categories:

      SENSES (verbs of perception),

      FEELINGS & EMOTIONS,

      OPINION & THINKING,

      WANTS AND PREFERENCES and other.

2.   Some **stative verbs*** have continuous forms but there is **a difference** in meaning, we can use these verbs in the **continuous** when they **describe actions**.

3.   We often use **can** and **could** with the verbs of perception **see, hear, smell, taste, feel** and some verbs of thinking **(understand, remember).**

      e.g.   *I can see you.*

             We could hear someone outside.

4.   Verbs of physical feeling, for example, **feel, ache** and **hurt**, can be used in either the continuous or simple forms.

      e.g.   *I **am feeling** / I **feel** ill.*

             *My head **is aching** / My head **aches**.*

PRESENT

DO (DOES) ⚠️

1. ☐ ⚠️ (-s) …
2. ☐ do not ⚠️ …
3. Does ☐ ⚠️ …?

to be (am, is, are)	*to have* (has)*
1. I am …	1. I have…
2. He is not …	2. He has not …
3. Are you …?	3. Have you …?

every day, always, usually, generally +

INDEFINITE / SIMPLE

1. □ ⚠ (-s) …

We **do** it every day.

He often **does** it on Sundays.

The train **leaves** at 5 p.m.

2. □ do not ⚠…

He ***does not*** usually **do** it .

We never **do** it.

3. Does □ ⚠…?

Do you always **do** it?

What **does** he **do** for a living?

PAST

INDEFINITE / SIMPLE

DID △2

1. □ △2 …

2. □ did not △! …

3. did □ △! …?

to be (was, were)	*to have* (had)*
1. I was …	1. I had …
2. He was not …	2. He had not …
3. Were you …?	3. Had you …?

yesterday, last year, two days ago, WHEN

1. (+) □ △2 … .

He **went** to school yesterday.
We **played** chess last Sunday.

2. (--) □ **did not** △! … .

He **didn't go** to school yesterday.
We **didn't play** chess yesterday.

3. (?) **did** □ △! … ?

Did he **go** to school yesterday ?
What **did** they **do** last Sunday ?

1. I **was** at home when she came.
   They **had** a lot of money.

   She **had** a bath two hours **ago** .

2. I **was not** at home at that time.
   They **had not** any money then.*
   They **didn't have** any money.*

   She **did not have** a bath yesterday.

3. **Were** you at home when he came?

Had you many friends at school?*

Did you **have** many friends?*

When **did** she **have** a bath?

Who **was** at home …?

Who **had** a bath …?

Who **went** to school on Monday?

FUTURE

WILL / SHALL* ⚠

INDEFINITE / SIMPLE
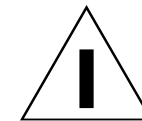
1. □ will ⚠ …

2. □ will not ⚠…

3. Will / Shall □ ⚠…?

I		you		
We	➤ **shall***	they	➤ **will**	
		she		
		he		
		it		

shall not = shan't

will not = won't

tomorrow, next week, in a month

53

1. ☐ will ⚠ …

Maybe he **will do** it tomorrow.
I think we **will** (shall) **do** it in a week.

2. ☐ will not ⚠…

They **will not do** it next month.
She **won't be** able to do it.

3. Will / Shall ☐ ⚠…?

Shall we **do** it in a month?
Will you **do** it tomorrow?
Where **shall** we **go tonight**?

FUTURE-IN-THE-PAST

INDEFINITE / SIMPLE
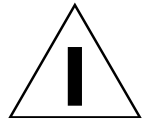
WOULD / SHOULD[*] ⚠️

1. ☐ would ⚠️ …
2. ☐ would not ⚠️…
3. Would / Should[*] ☐ ⚠️..?

I we	➤ **should***	you they he	➤ **would**
		she it	

the next day, the following week

1. He said he **would do** it the following week.

2. She said she **would not do** it that evening.

3. **Would** you **do** it if you had time?

PROGRESSIVE / CONTINUOUS

PRESENT

AM
IS
ARE
△ ing

1. □ am △ ing

2. □ is not △ ing

3. Are □ △ ing ?

I ➤ **am**   he
she ➤ **is**   you
it   we ➤ **are**
they

now, at the moment, tonight*   *STATIVE***

1. I **am doing** it at the moment.
   We **are leaving** tomorrow.
   I **want** some water, please.

2. He **is not doing** it now.
   She **is not coming** next week.
   I **don't think** you are right.

3. **Are** you **listening** to me?
   What **are** you **doing** tonight?
   Do you **hear** me?

PAST

PROGRESSIVE/CONTINUOUS

WAS **WERE**	△ ing

1. □ were △ ing
2. □ was not △ ing
3. Were □ △ ing ?

I he she it	➤ **was**	we you they	➤ **were**

at that time, at 5 p.m. yesterday

1. He **was doing** it
   when she came in.

2. We **were not doing** it
   at that time.

3. **Was** she **doing** it
   at 5 p.m. yesterday?

PROGRESSIVE/CONTINUOUS

FUTURE

SHALL*
WILL

BE △ ing

1. □ will be △ ing
2. □ will not be △ ing
3. Shall □ be △ ing ?

shall not = shan't
will not = won't

at 4 p.m. tomorrow, from 7 till 9 tomorrow

1. They **will be doing** it at 5 p.m. tomorrow.

2. She **will not be doing** it then.

3. **Will** you **be doing** it from 5 till 8 next Sunday?

FUTURE - in the - PAST

PROGRESSIVE/CONTINUOUS

SHOULD*
WOULD

BE △ ing

1. ☐ would be △ ing

2. ☐ would not be △ing

3. Should ☐ be△ ing ?

should not = shouldn't *
would not = wouldn't

1. He said he **would be doing** it at that time.

2. He said she **would not be doing** it at 5 p.m.

3. **Would** you **be doing** it if you were free at 4?

PRESENT

HAVE (HAS) ⚠3

PERFECT

1. ☐ have △3 …

2. ☐ has not △3 ...

3. Have ☐ △3 …?

I We you they	➤ **have**	he she it	➤ **has**

recently, already, just, never, yet

1. I **have** already **done** it.
   She **has** never **been** to Paris.

2. He **has not done** it yet.
   I **have not finished** it yet.

3. **Have** you **done** it yet ?
   Where **have** you **been**?
   When **did** she **go** there?

PAST

HAD △3

PERFECT

1. □ had △3 …

2. □ had not △3 …

3. Had □ △3 …?

by that time, by 5 o'clock yesterday

1. She said she **had done** it two days before.

2. He was sorry he **hadn't done** it by that time.

3. **Had** she **done** it before you arrived?

FUTURE

WILL SHALL*   **HAVE** ▲**3**

PERFECT

1. ☐ will have △3 …
2. ☐ will not have △3 …
3. Will ☐ have △3 …?

by 4 o'clock tomorrow, before, by then

1. They **will have done** it by 6 o'clock tomorrow.

2. He **will not have done** it by then, I'm afraid.

3. **Will** you **have done** it before we return home?

PERFECT

FUTURE - in the - PAST

WOULD
SHOULD*   **HAVE** △3

1. ☐ would have △3 …
2. ☐ wouldn't have △3 ...
3. Would ☐ have △3 …?

1. He said he **would have done** it
   before we returned.

2. I **would not have done** it
   if you had not told me to.

3. **Would** you **have done** it
   if you had had a chance?

PERFECT CONTINUOUS

PRESENT

HAVE BEEN △-ing

1. □ have been △ ing
2. □ has not been △ing
3. Have □ been △ing ?

for, since, since when, lately, how long, all day

1. I **have been doing** it since 1989.

2. He **has not been doing** it lately.

3. **Have** you **been doing** it all day?

PAST

PERFECT CONTINUOUS

HAD BEEN △-ing

1. □ had been △ ing

2. □ had not been △ing

3. Had □ been △ ing ?

for the last two days, since

1. He said he **had been doing** it since 1998.

2. She said she **hadn't been doing** it for the last two days.

3. **Had** you **been doing** it for a long time when I came?

FUTURE

WILL HAVE BEEN △-ing

PERFECT CONTINUOUS

1. ☐ will have been △ing

2. ☐ won't have been △ing

3. Will ☐ have been △ing?

1. He **will have been doing** it for two hours by 5 p.m.

2. She **will not have been doing** it for a long time by then.

3. **Will** he **have been doing** it for 3 hours before I come back?

PERFECT CONTINUOUS

FUTURE - in the - PAST

WOULD HAVE BEEN △-ing

1. □ would have been △ing

2. □ would not have been △ing

3. Should □ have been △ing ?

He said

he **would have been doing** it

for two hours

by the time we arrived

the next day.