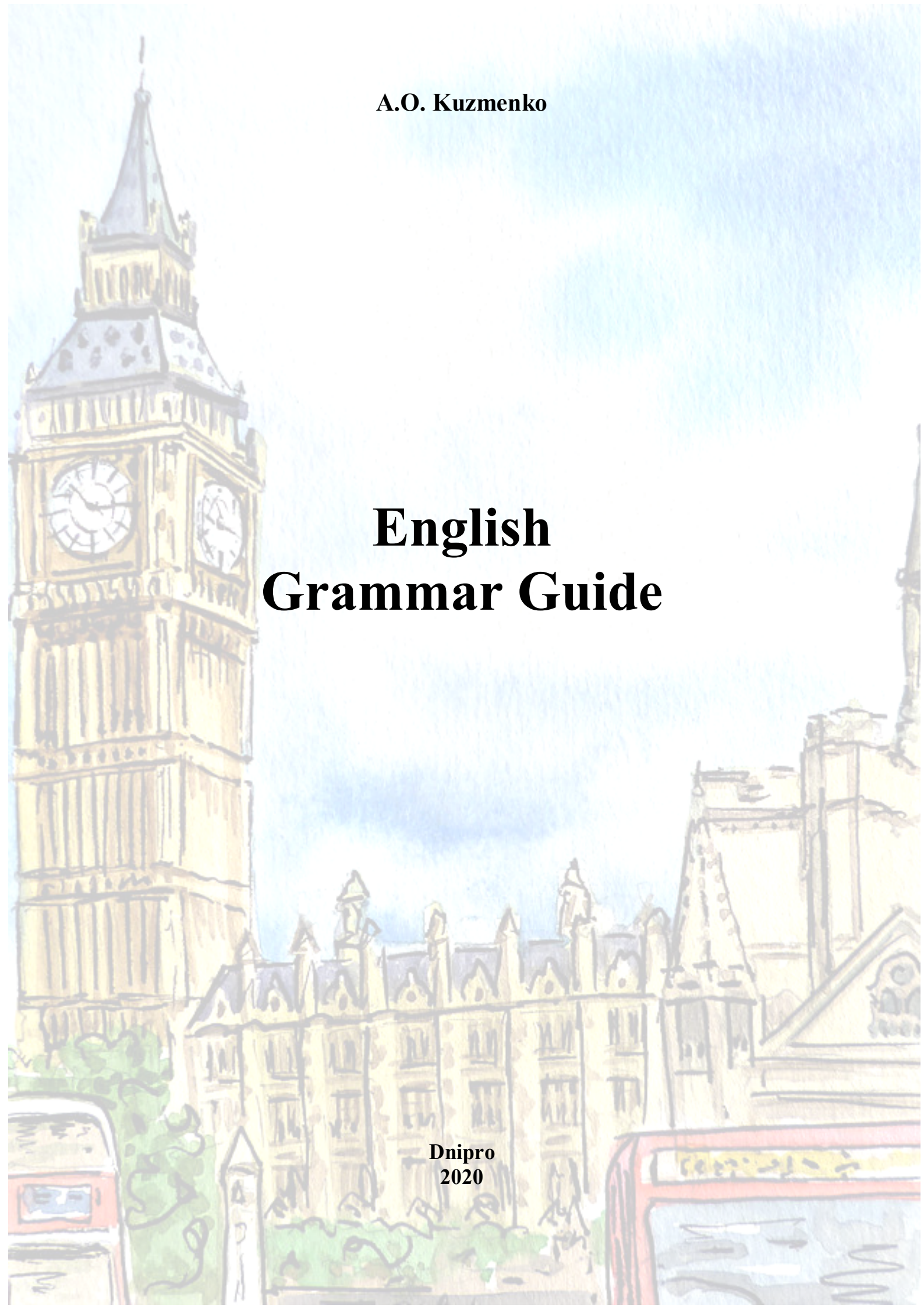


A.O. Kuzmenko

English Grammar Guide

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Рецензенти:

Н.В. Солодюк, кандидат педагогічних наук, доцент, старший викладач кафедри мовної підготовки ДЗ «Дніпропетровська медична академія МОЗ України» (м. Дніпро);

О.О. Конопелькіна, кандидат філологічних наук, доцент кафедри англійської філології Дніпровського національного університету імені Олеся Гончара (м. Дніпро).

А.О. Кузьменко

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Довідник є спробою полегшити вивчення іноземної мови (англійської) для студентів, курсантів, аспірантів та практичних працівників. Довідник стане у нагоді під час опанування граматики англійської мови шляхом вивчення теоретичного матеріалу, який презентовано у виді схем та таблиць, що супроводжуються ілюстраціями. Структура довідника побудована так, що матеріал надається у тематичних блоках відповідно до етапу засвоєння іноземної мови. У корпусі кожного блоку наведено влучні англійськомовні приклади використання правил з граматики у повсякденному та професійному спілкуванні.

Довідник рекомендовано студентам, курсантам, аспірантам, науково-педагогічним та практичним працівникам.

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INTRODUCTION

"The word can kill, the word can save,
the word can regiment it"

(L.S. Vygotskiy)

It has long been known that the culture of speech is becoming one of the components of professionalism, especially for the people of the “man-man” communication group. Contacts between people are possible in the presence of speech, and as far as this speech is understandable, communication will be effective. The culture of speech is not inherited; it does not exist at the gene level. Meanwhile, we all know how much more effective the person who owns the word looks. Obviously, it is necessary to have a culture of speech for all: lawyers, psychologists, policemen, engineers and managers etc.

Moreover, nowadays we observe the spread of intercultural contacts: sharing experience, trade, policy, tourism and so on that influences our lives. Thus, the situation makes its demands to a highly qualified specialist. One of them is ability to international communication, especially Europe-oriented one (the English-language communication).

However, we can't deny hectic way of lifestyle and lack of time of self-education, people must overcome difficulties in learning a foreign language in non-linguocultural environment. *English Grammar Guide* tends to explain all the necessary material in the easiest form. It illustrates the most important grammar rules presenting them in tables and schemas with the examples given.

The guide mainly introduces functional language: both grammar and syntax constructions as knowing just lexical material is not enough for fluent communication because being a second-language speaker you should follow the mental features of a native speaker to avoid misunderstanding. This way, “grammar is a queen” in communication who rules the order of verbalizing speaker's thoughts.

English Grammar Guide presents such themes as Noun, Article, Adjective, Adverb, Pronoun, Numerals, Verb, Word Order, Direct and Reported speech, Conditionals and Wishes. The structure of the guide is constructed so that the material is provided in thematic blocks according to the stage of mastering English. Each block contains English examples of grammar rules usage in everyday and while professional communication.

English Grammar Guide is recommended for students, cadets, graduate students, researchers, teaching staff and practitioners.



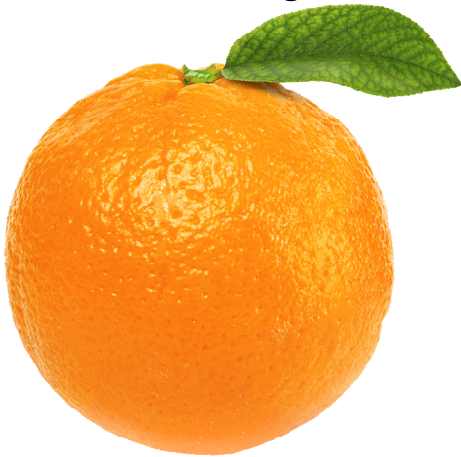
NOUN

is a kind of word that is usually the name of something such as a person, place, thing, quality, or idea. In English, Nouns can be

singular

or

plural.



There are four kinds of nouns: **abstract** (freedom, beauty etc), **common** (baton, prison etc), **connective** (government, staff, team etc) and **proper** (Ann, London, Ukraine etc).

Plural form of Nouns

☺ - ☺s	a girl – girls	Exceptions: a child – children a man – men a woman – women a person – people a foot – feet a tooth – teeth a goose – geese a deer – deer a trout – trout a sheep – sheep a fish – fish a swine – swine a mouse – mice a louse – lice an ox – oxen
☺(s, ch, sh, x, o) - ☺es	a bus – buses (exceptions: a radio – radios, a photo – photos, a video – videos, a piano – pianos)	
☺ f/ fe - ☺ves	a wife – wives (exceptions: a roof – roofs a chief – chiefs a proof – proofs a handkerchief – handkerchiefs)	
☺ vowel+y - ☺ vowel+y+s	a boy – boys	
☺ consonant+y - ☺ consonant+ies	a lady – ladies	

Compound Nouns form their plural by adding –s/-es:

Rule	Example
to the second Noun if the compound consists of two Nouns:	girlfriend – girlfriends
to the Noun if the compound consists of an Adjective and a Noun:	frying pan – frying pans
to the first Noun if the compound consists of two Nouns connected with a Preposition:	sister-in-law – sisters-in-law
at the end of the compound if this is not made up of any Nouns:	breakdown – breakdowns

Nouns	
countable	uncountable
– those that can be counted: <i>1 student, 2 students...</i>	– those that cannot be counted <i>tea, money, water, snow...</i>
We can form plural of these Nouns: <i>an article – articles</i>	Mainly they take a singular form of Verb.
They are often used <i>a/an</i> in singular: <i>a barrister, an offender</i>	They are not used with <i>a/an</i> .
<i>Many</i> can be used with their plural forms: <i>many laws</i>	<i>Some, any, no, much</i> etc can be used with them.
	<i>The most common uncountable Nouns</i> are: <i>accommodation, advice, anger, baggage, behaviour, blood, bread, business, chess, coal, countryside, courage, damage, dirt, education, evidence, food, freedom, fruit, furniture, gold, hair, happiness, help, homework, housework, information, jewellery, knowledge, laughter, luck, luggage, meat, money, music, news, rubbish, seaside, soap, spaghetti, traffic, trouble, water, weather</i> etc.
	<i>Certain expressions of quantity</i> are used with uncountable Nouns to show a particular amount or a portion of something. For example: <i>a cup of coffee, a pound of butter, a loaf of bread, a piece of cake, a piece of furniture, a piece of news, a grain of rice, a grain of truth, a game of chess, a little help, a lot of work</i>

Some Nouns take only a plural Verb. These are objects of two parts: garments (*trousers, pyjamas* etc), tools (*scissors, compasses* etc), instruments (*binoculars, spectacles* etc) or Nouns which have a plural meaning such as: *belongings, cattle, clothes, congratulations, earnings, goods, greens, outskirts, people, police, reaches, stairs* etc.

Some Nouns take only a singular Verb. These are: mass Nouns (*bread, tea, sugar* etc), abstract Nouns (*love, advice, death* etc), Nouns ending in *-ics* (*athletics*), games/diseases ending in *-s* (*billiards, mumps* etc), Nouns such as: *money, weather, luggage, furniture, news*, etc.

Group nouns refer to a group of people. These Nouns take either singular or plural Verb depending on whether we see the group as a whole or as individuals: *army, audience, class, club, committee, company, council, crew, family, government, press, public, staff, team* etc.

The team was the best in the country. The family were eating.

Some uncountable Nouns can be made countable by using **the additional words of measure**:

a glass of water	a cup of coffee	a loaf of bread	a can of Cola	a kilo of meat	a bag of sand
					
a tin of tuna	a packet of rice	a slice of cheese	a bottle of lemonade	a bar of soap	a piece of cheese
					
a jug of juice	a jar of jam	a carton of milk	a bowl of soup	a bar of chocolate	a piece of furniture
					

Possessive case of Nouns

Possessive case with ‘s or s’ for people or animals	Possessive case with “of” for inanimate things
<ul style="list-style-type: none"> • singular Nouns (person or animal) + ‘s <i>the child’s trumpet, the cat’s tail</i> • regular plural Nouns + ‘ <i>the girls’ bedroom</i> • irregular plural Nouns not ending in s + ‘s <i>the men’s suits</i> • compound Nouns + ‘s <i>my brother-in-law’s car</i> • ‘s after the last of two or more names to show common possession <i>Nick and Roy’s car (They use the same car)</i> • ‘s after each name to show individual possession <i>Mary’s and Peter’s houses (They live in different houses)</i> 	<ul style="list-style-type: none"> • of for inanimate things or abstract Nouns <i>the roof of the house</i> • of + possessive case / possessive pronoun when there is a determiner (this, some etc) before the Noun <i>some things of mine (some of my things)</i>

Note:

- phrases of place + ‘s: *at the butcher’s*
- time or distance expressions + ‘s/’: *Sunday’s paper*



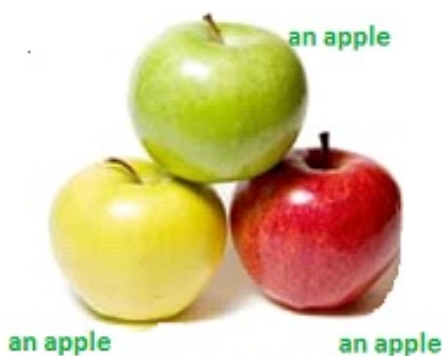
ARTICLES

A countable Noun in the singular always requires an article (*a/an* or *the*).

The indefinite article **a/an** has the following meanings: *one, some, any*; one item out of the group of many similar items.

E.g.: *a policeman, a wrongdoer, an offender, an investigator* etc.

a	an
is used before words beginning with a consonant: <i>a lawyer, a barrister, a prosecutor, a prison, a court, a problem, a report, a truck, a window</i> etc;	is used before words beginning with a vowel: <i>an investigator, an article, an offender, an owl, an umbrella</i> etc;
is used before the initial vowel u when it is pronounced [yu:], before the initial letter y , and before the word one : <i>a union, a useful book, a yellow bag, a young man, a one-way street, a one-day stop</i> .	is used before the mute initial consonant h : <i>an hour, an heir, an honor, an honest man</i> .



An apple



Apples



The apple

The definite article **the** has the following meanings: *this, that; the only one*; the one that we are speaking about; the one that has already been mentioned. The meaning of the definite article with a plural Noun is close to *these, those*.

The is used before:	The is omitted before:
nouns which are unique: <i>the Earth, the Eiffel Tower</i>	proper names: <i>David, Joe, London, Dnipro, Kyiv, Lviv, Ukraine</i>
names of cinemas, hotels, theatres, museums, newspapers, magazines, ships, institutions, galleries: <i>the Tate Gallery</i>	names of sports, games, activities, days, months, holidays, colours, drinks, meals, languages: <i>English, September, baseball</i>
names of rivers, seas, groups of islands/states, mountain ranges, deserts, oceans, canals, names/nouns with of : <i>the Tower of London, the USA, The Sahara desert</i>	names of countries, cities, streets, squares, bridges, parks, stations, individual mountains, islands, lakes, continents: <i>Ukraine, Kyiv, Tower Bridge, Asia</i>
musical instruments, dances: <i>the guitar, the piano, the tango, the rumba, the hip-hop</i>	possessive adjectives: <i>my book, your bag, his case, our problem</i>
names of families, nationalities ending in -sh / -ch / -ese : <i>the Smiths, the Kuzmenkos, the Ivanovs, the English</i>	two-word names whose first word is the name of a person or place: <i>Westminster Abbey</i>
titles: <i>the Queen</i> but: before titles with proper names <i>the</i> is omitted (<i>Queen Elizabeth</i>)	pubs, restaurants, shops, banks, hotels which have the name of their founder and end in -s or -'s: <i>Lloyds Bank, Trump's Hotel</i>
Adjectives used as plural Nouns: <i>the poor, the rich, the old, the young, the deaf, the blind</i>	bed, church, college, court, hospital, prison, school, university, when we refer to the purpose for which they exist
the superlative degree of Adjectives and Adverbs: <i>the most significant, the easiest</i>	the words <i>home, father, mother</i> when we talk about our own home / parents
ordinal Numerals: <i>the first, the second</i>	illnesses: <i>malaria</i>
the words station, shop, cinema, pub, library, city, village etc: <i>the station, the shop, the library</i>	means of transport: <i>by bus, by car, by train, by plane, by taxi</i> but: <i>on the plane, in the car</i>
morning, afternoon, evening, night: <i>in the morning, in the afternoon</i> but: <i>at night, at noon</i>	
historical references / events: <i>the Second World War</i>	
only, last, first as Adjectives: <i>the last person, the only witness</i>	



ADJECTIVE

is a word that defines, qualifies or modifies the meaning of a Noun, or more rarely of a Pronoun.

It expresses the qualities or attributes of the word it qualifies.

There are two main categories of Adjectives: determining Adjectives, and descriptive Adjectives.

An Adjective can be put

*before the Noun: *Mandy is a careful girl.*

*after the following Verbs: *appear, be, become, feel, get, go, keep, seem, smell, turn* etc: *I feel great.*

*when we speak about what something *looks like, smells, sounds* and *tastes*.

The correct order of Adjectives

1	2	3	4	5	6	7	8
Opinion	Size	Age	Shape	Colour	Origin	Material	Purpose
nice	large	new	round	white	Chinese	metal	dinning

The Adjectives *afraid, alone, alive, awake, asleep, glad* etc are never followed by a Noun.

Nouns can be used as Adjectives if they go before another Noun. They have no plural form in this case: *a five-star hotel.*

Certain Adjectives can be used as plural Nouns referring to a group of people in general. These are: *the poor, the rich, the blind, the young, the old, the disabled, the hungry, the strong, the deaf, the living, the dead, the sick, the elderly* etc.

Degrees of Comparison



big - bigger - the biggest

Adjective	Positive	Comparative	Superlative
Of one syllable add – (e)r / -(e)st to form their comparative and superlative forms	short small big	shorter smaller bigger	the shortest the smallest the biggest
Of two syllables ending in -er, -ly, -y, -w also add -er, -est	clever happy narrow	cleverer happier narrower	the cleverest the happiest the narrowest
Of two or more syllables take more or the most	attractive awful	more attractive more awful	the most attractive the most awful
	very + as...as not so ... as less +	+ than much / a bit / a lot +	+ in + of

Irregular forms of comparison

Positive	Comparative	Superlative
good	better	the best
bad	worse	the worst
much / many / a lot of	more	the most
little	less	the least
far	farther further	the farthest the furthest
old	older elder	the oldest the eldest

Types of comparisons

<p>as...(positive degree)...as not so/as ... (positive degree)...as not such a(n)/so ... as</p>	<p>Mike is as stronger as Jill. Mary isn't so slim as Bill. John isn't such a good lawyer as Bruce.</p>
<p>less...(positive degree)... than the least...(positive degree)... of/in</p>	<p>The yellow bicycle is less expensive than the blue one, but the green bicycle is the least modern of all.</p>
<p>The + comparative..., the + comparative</p>	<p>The more you learn, the more you know.</p>
<p>Comparative + comparative</p>	<p>This case is becoming more and more difficult.</p>
<p>Prefer + -ing form / noun + to + ing form / noun (general preference)</p>	<p>I prefer practicing to learning theoretical material.</p>
<p>would prefer + to -inf + rather than + inf without to (specific preference)</p>	<p>I would prefer to investigate the case rather than fill in documents.</p>



ADVERB

describes Verbs, Adjectives or other Adverbs: *She drives carefully.*

They say *how* (Adverbs of manner), *where* (Adverbs of place), *when* (Adverbs of time), *how much/to what extent* (Adverbs of degree) or *how often* (Adverbs of frequency) something happens.

There are also sentence Adverbs (*certainly, surely, probably, possibly* etc) and relative Adverbs (*where, why, when*).

Formation

Adverb = Adjective + -ly



Adjective
dangerous
careful
nice
horrible
easy
electronic

Adverb
dangerously
carefully
nicely
horribly
easily
electronically

Irregular forms

good
fast
hard

well
fast
hard

If the Adjective ends in *-y*, change *-y* to *-ily*. Then add *-ly* : *happy – happily*,
but: *shy – shyly*.

If the Adjective ends in *-le*, the Adverb ends in *-ly*: *terrible – terribly*.

If the Adjective ends in *-e*, then add *-ly*: *safe – safely*.

Tip: Not all words ending in *-ly* are Adverbs.
 Adjectives ending in *-ly*: *silly, friendly, lonely, ugly*.
 Nouns ending in *-ly*: *Italy, ally, bully, melancholy*.
 Verbs ending in *-ly*: *rely, apply, supply*.
 There is no Adverb for an Adjective ending in *-ly*.

Adverbs with two forms and differences in meaning

Deep = a long way down Deeply = greatly	Full = exactly Very fully = completely	Late = not early Lately = recently	Sure = certainly Surely = without doubt
Direct = by the shortest route Directly = immediately	Hard = intently, with effort Hardly = scarcely	Near = close Nearly = almost	Wide = fully, off target Widely = to a large extent
Easy = gently and slowly Easily = without difficulty	High = at/to a high level Highly = very much	Pretty = fairly Prettily = in a pretty way	Wrong = incorrectly Wrongly = incorrectly, unjustly
Free = without cost Freely = willingly	Last = after all others Lastly = finally	Short = suddenly, off target Shortly = soon	

Order of Adverbs

Adverbs of manner can be used in any position. In front position they give emphasis:
She read the protocol carefully. Carefully, she read the protocol.

Adverbs of *manner, place and time*, when used in the same sentence, are usually placed as follows

Subject + Verb	manner	place	time
<i>He was working</i>	<i>hard</i>	<i>in the police office</i>	<i>all day.</i>

Adverbs of manner usually go in end position, but an Adverb which ends in *-ly* can sometimes go in mid position: *We asked permission politely. We politely asked permission.*

Note that when there is a Verb of movement, the order is *place – manner – time*

Subject + Verb	place	manner	time
<i>She went</i>	<i>there</i>	<i>by tram</i>	<i>yesterday.</i>

Adverbs of time usually go in end position. They also go in front position to emphasize the time.

Adverbs of frequency (*always, usually, often, sometimes, occasionally, seldom, rarely, never etc*) go after the first auxiliary but before the main Verb: *Jane is always complaining. She always comes on time.*

Adverbs of degree (*almost, hardly, quite etc*) go before the words they modify: *I've almost written the composition.*

A sentence Adverb is a word or phrase like *certainly, perhaps, luckily, of course*. The Adverb can go in front, mid or end position. Sometimes we put a comma after or before the Adverb, especially in front, mid or end position: *Fortunately, the weather stayed fine. We'll probably have to queue for tickets. Sarah was late, of course.*

There can be more than one Adverb or adverbial phrase in end position. Usually a single-word Adverb comes before a phrase: *They landed safely on a small airfield.*

When there is a close link in meaning between a Verb and an Adverb, then the Adverb goes next to the Verb. With Verbs of movement like *go, come* and *move*, a phrase of place comes before time: *My parents moved to London in 1993.*

In a positive statement, *still* and *already* usually go in the mid position. In a negative statement *still* goes before *haven't, can't*, etc. In a question *still* and *already* usually go after the subject: *Sarah isn't home yet. She's still at work. My friend is sixteen, and she still can't swim.*

Comparison of Adverbs

Adverbs	Positive	Comparative	Superlative
Adverbs having the same forms as Adjectives add -er/-est	fast	faster	the fastest
“early” drops -y and adds -ier/-iest	early	earlier	earliest
two syllable or compound adverbs take more / the most	often safely	more often more safely	the most often the most safely

TOO / ENOUGH

Too + Adjective/ Adverb (negative meaning)	He is too boring to listen to him.
Adjective/ Adverb + enough (positive meaning)	He is rich enough to buy this car.
Enough + Noun	He's committed enough crimes to be sentenced.

SO / SUCH

- Such a(n) + (Adjective) + singular countable:
It was such an awful day that we had to stay at the hotel.
- Such is also used with a lot of:
There is such a lot of noise that I can't sleep.
- Such + (Adjective) + uncountable/ plural Noun:
It is such a nice weather that I want to do for a walk.
- So + Adjective/ Adverb:
I am so hungry that I could eat a horse.
- So is also used with much/ many, few/ little:
She has got so many dresses that there is no place to keep them all.
- So + Adjective + a(n) + Noun:
It was so nice a day!
- So and such can be used without that.

LIKE / AS

Like is used	As is used
to say what sb or sth looks like	to say what sb or sth is really or to talk about
after Verbs (feel, look, smell, sound) + Noun	in certain expressions: <i>as usual, as...as, as much, such as, the same as</i>
with Nouns / Pronouns / -ing	after the Verbs: <i>accept, be known, class, describe, refer to, regard, use</i>



PRONOUN

is a word that substitutes a Noun or Noun phrase used to prevent repetition of the Noun to which they refer.

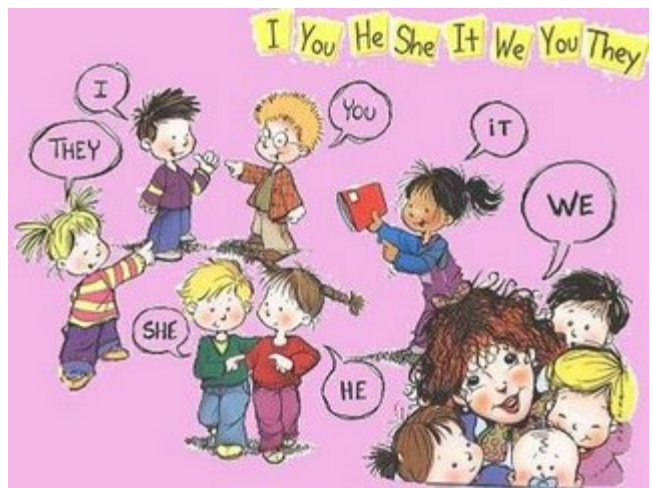
A Pronoun must agree with the Noun it refers. Therefore, if the Noun is singular, therefore the Pronoun must be singular; if the Noun is plural, use a plural Pronoun; if the Noun is feminine, use a feminine Pronoun, and so on.

Types of Pronouns

Personal Pronouns		Possessive Adjectives	Possessive Pronouns	Reflective-Emphatic Pronouns
<i>Before Verbs as subject</i>	<i>After Verbs as objects</i>	<i>Followed by Nouns</i>	<i>Not followed by Nouns</i>	
I	Me	My	Mine	Myself
You	You	Your	Yours	Yourself
He	Him	His	His	Himself
She	Her	Her	Hers	Herself
It	It	Its	---	Itself
We	Us	Our	Ours	Ourselves
You	You	Your	Yours	Yourselves
They	Them	Their	Theirs	Themselves

Personal Pronouns

- We use personal Pronouns to refer to people, things or animals. We do NOT use a Noun and a personal Pronoun together.
- We use *I, you, he, she* etc before Verbs as subjects and *me, you, him, her* etc after Verbs as objects.
- *There + be* is used for something mentioned for the first time or to say that something or someone exists.
- *It + be -* is used give more details about something or someone already talked about.



- *It + be + to inf / that-clause* – is used to begin a sentence. It is also used for weather, distance, temperature, time expressions and in the following: *It seems that, It appears that, It looks like, It is said that* etc.

Possessive Adjectives / Pronouns

- Possessive Adjectives / Pronouns express possession. Possessive Adjectives go before Nouns whereas possessive Pronouns do not go before Nouns.
- *Own* is used with possessive Adjectives to emphasize the fact that something belongs to someone and no one else.

Reflective / Emphatic Pronouns

- Reflective Pronouns are used after certain Verbs (*behave, burn, cut, enjoy, hurt, kill, look, laugh at, introduce, dry, teach* etc) when the subject and the object of the Verb are the same.
- Reflective Pronouns can be used after *be, feel, look, seem* to describe emotions or state. They are also used after Prepositions but not after Prepositions of place.
- We don't use reflective Pronouns with Verbs *wash, shave, afford, complain, meet, rest, relax, stand up, get up, sit down, wake up* etc.
- Emphatic Pronouns have the same form as reflective Pronouns but a different meaning. They emphasize the Noun or fact that one person, and not another, performs an action.
- Note these idioms: *Enjoy yourself! Behave yourself! I like being by myself. She lives by herself. Help yourself to coffee! Do it yourself. Make yourself at home! Make yourself heard.*
- *Each other* means one another.

Some – Any – No

Types of sentences	Adjectives	Pronouns	Adverbs	
			<i>things</i>	<i>places</i>
Positive	Some Any	Someone / somebody Anyone / anybody	Something Anything	Somewhere Anywhere
Interrogative	Any	Anyone / anybody	Anything	Anywhere
Negative	No / not any	No one / nobody	Nothing	Nowhere
Positive/ interrogative/ negative	Every	Everyone / everybody	Everything	Everywhere

- *Some* is normally used in positive sentences before uncountable Nouns or plural countable Nouns. *Some* is also used in questions when we want to make an

offer, a request or when we expect a positive answer.

- *Any* is normally used before uncountable Nouns or plural countable Nouns in questions. *Any* and its compounds can be used after if in a positive sentences. *Any* can also be used in positive sentences meaning *it doesn't matter when/ where/ who/ which*.
- *No / not any* are used before plural countable Nouns or uncountable Nouns in negations. *Any* is always used after negative words (*hardly, never, without, seldom, rarely*).
- *Every* is used before singular countable Nouns. *Every* and its compounds take a Verb in the singular.

Demonstratives

	*for people or things near us; *for present or future situations; *when the speaker is in the place he / she is referring to; *to introduce people or when we introduce ourselves on the phone	*for people or things not near us; *for past situations; *to refer back to something mentioned before; *when speaking on the phone to ask who the other person is
Singular	<i>This</i>	<i>That</i>
Plural	<i>These</i>	<i>Those</i>

This / These – That / Those are not always followed by Nouns.

Much – Many – A lot of

	Countables	Uncountables
Positive	A lot (of)/ lots of/ many	A lot (of)/ lots of/ much
Interrogative	many	much
Negative	many	much
Positive	A few = (some) / few = (not many, not enough)	A little = (some) / little = (not much, not enough)



NUMERAL

is a figure, a letter, a word (or their combinations) representing a number.

Cardinal Numerals indicate number, quantity or amount and are used in counting.

Ordinal numerals indicate order, that is, the order of things in a series.

Numerals can be written in figures or words (2 or two; 25 or twenty-five; 17th or seventeenth).

Cardinal	Ordinal
one, two, three, four, five, six, seven, eight, nine, ten (1, 2, 3, 4, 5, 6, 7, 8, 9, 10);	first, second, third, fourth, fifth, sixth, seventh, eighth, ninth, tenth (1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th);
eleven, twelve, thirteen, fourteen, fifteen, sixteen, seventeen, eighteen, nineteen (11, 12, 13, 14, 15, 16, 17, 18, 19);	eleventh, twelfth, thirteenth, fourteenth, fifteenth, sixteenth, seventeenth, nineteenth (11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th);
twenty, thirty-seven, forty-two, fifty-one, sixty-five, seventy, eighty-three, ninety-eight (20, 37, 42, 51, 65, 70, 83, 98);	twentieth, thirty-seventh, forty-second, fifty-first, sixty-fifth, seventieth, eighty-third, ninety-eighth (20th, 37th, 42nd, 51st, 65th, 70th, 83rd, 98th);
one hundred eighty-six (186); two hundred (200); three hundred forty (340); four hundred (400); five hundred three (503); eight hundred twelve (812); nine hundred one (901);	one hundred eighty-sixth (186th); three hundred fortieth (340th); five hundred third (503rd); eight hundred twelfth (812th);
one thousand six hundred seventy-nine (1,679); four thousand (4,000); fifteen thousand (15,000); sixty-three thousand four hundred ninety-five (63,495); seven hundred eight thousand thirty-four (708,034);	one thousand six hundred seventy-ninth (1,679th); nine thousand eight hundred fiftieth (9,850th);

<p>five million (5,000,000); thirteen million nine hundred sixty-seven thousand one hundred eleven (13,967,111); six billion three hundred forty-nine million twenty-five thousand six hundred eighty-two (6,349,025,682).</p>	<p>two hundredth (200th); three thousandth (3,000th); five millionth (5,000,000th).</p>
--	---

Fraction

The numerator of the fraction is expressed by a cardinal Numeral, and the denominator is expressed by an ordinal Numeral.

$1/2$ – one-half / a half;

$1/3$ – one-third;

$1/4$ – one-fourth / a quarter;

$1/5$ – one-fifth;

$1/8$ – one-eighth;

$1/12$ – one-twelfth;

$1/20$ – one twentieth;

$1/32$ – one thirty-second;

$65/1000$ – sixty-five thousandths;

$1 \frac{1}{2}$ – one and a half;

$1 \frac{1}{4}$ – one and a quarter;

$6 \frac{3}{7}$ – six and three-sevenths.

The digits to the left of the decimal point are usually read as a cardinal number, and the digits to the right of the decimal point are usually read as separate digits:

546.132 – "five hundred forty-six point one-three-two".

2056.831 – "two-thousand-fifty-six-point-eight-three-one".

Calculations

$3 + 4 = 7$ (pronounced "three plus four is / equals seven");

$10 - 6 = 4$ (pronounced "ten minus six is / equals four");

$5 \times 4 = 20$ (pronounced "five multiplied by four is / equals twenty");

$30 : 6 = 5$ (pronounced "thirty divided by six is / equals five").

Time



What time is it now?

For minutes 1-30 we use **PAST** after the minutes.

For minutes 31-59 we use **TO** after the minutes.

11:20 - twenty **past** eleven

4:18 - eighteen **past** four

7:15 - a quarter **past** seven

3:30 - half **past** three

2:35 - twenty-five **to** three

8:51 - nine **to** nine

2:59 - one **to** three

12:45 - a quarter **to** one

10:00 - ten o'clock

5:00 - five o'clock

Date

What is the date today?

It is the third of August today. (*OR* It is August the third today.)

It is the tenth of May today. (*OR* It is May the tenth today.)

Tomorrow is the eighteenth of December. (*OR* Tomorrow is December the eighteenth.)

It's the tenth of March. (*OR* It is March the tenth.)

I was born on the eighteenth of May, 1979. (*OR* I was born on May the eighteenth, 1979.)

John and Mary got married on the fifth of May, 2012. (*OR* John and Mary got married on May the fifth, 2012.)

I will be in New York on the twenty-third of October. (*OR* I will be in New York on October the twenty-third.)

His father died on the twelfth of June, 1964. (*OR* His father died on June the twelfth, 1964.)

Year

Before the year 2000

1492: fourteen ninety-two

1700: seventeen hundred

1801: eighteen hundred and one *or* eighteen oh /əʊ/ one

1908: nineteen oh eight

After the year 2000

2000: two thousand

2003: two thousand and three *or* twenty oh three




2012: two thousand and twelve *or* twenty twelve



VERB

a word that characteristically is the grammatical center of a predicate and expresses an act, occurrence, or mode of being, that in various languages is inflected for agreement with the subject, for tense, for voice, for mood, or for aspect, and that typically has rather full descriptive meaning and characterizing quality but is sometimes nearly devoid of these especially when used as an auxiliary or linking Verb.

Active Voice

TO BE		
		
Present Simple		
I am / I'm	I am not / I'm not	Am I
You are / You're	You are not / You aren't	Are you
He is / He's	He is not / He isn't	Is he
She is / She's	She is not / She isn't	Is she
It is / It's	It is not / It isn't	Is it
We are / We're	We are not / We aren't	Are we
You are / You're	You are not / You aren't	Are you
They are / They're	They are not / They aren't	Are they
Past Simple		
I was	I was not	Was I
You were	You were not	Were you
He was	He was not	Was he
She was	She was not	Was she
It was	It was not	Was it
We were	We were not	Were we
You were	You were not	Were you
They were	They were not	Were they
Future Simple		
I will be	I will not be / I won't be	Will I be
You will be	You will not be / You won't be	Will you be
He will be	He will not be / He won't be	Will he be
She will be	She will not be / She won't be	Will she be
It will be	It will not be / It won't be	Will it be
We will be	We will not be / We won't be	Will we be
You will be	You will not be / You won't be	Will you be
They will be	They will not be / They won't be	Will they be

Simple

Present	Past	Future
*permanent situations or states *repeated / habitual actions *permanent truths or laws of nature *timetables / programmes *reviews / sports commentaries / dramatic narrative	*past actions which happened one after the other *past habit or state *action which happened at a definite past time although the time is not mentioned (this action is not connected with the present)	*actions or predictions which may (not) happen in the future *spontaneous decision *hopes, fears, offers, promises, warnings, requests, comments etc *things we are not sure about or haven't decided to do yet
+ ☺ V1 He / She / It <i>Vs(es)</i>	+ ☺ <i>V2/ed</i>	+ ☺ <i>will</i> V1
- ☹ <i>do not</i> V1 He / She / It <i>does not</i> V1	- ☹ <i>did not</i> V1	- ☹ <i>will not</i> V1
? <i>Do</i> ☺ V1 ? <i>Does</i> he / she / it V1 ?	? <i>Did</i> ☺ V1 ?	? <i>Will</i> ☺ V1 ?
always, usually, often, sometimes, seldom, rarely, never once in a while, every day / week / season / year, on Mondays, on Tuesdays..., in the morning, in the afternoon, in the evening, at night	yesterday, last year, two months ago, in 1945, then, when, the day before yesterday	tomorrow, next year, the day after tomorrow, in 3 days, perhaps, probably, I think, I hope, I believe, I suppose
	* <i>used to+V1</i> to express past habits, regularly repeated actions in the past or past states * <i>would+V1</i> to express regularly repeated actions and routines in the past. It isn't used for states.	* <i>am / is / are going to + V1</i> decision made for the future conclusion with regard to the future <hr/> * <i>till, until, before, after, when, if, as soon as + Present</i> (no Future forms in subordinate clause with these conjunctions)

Continuous

Present	Past	Future
*temporary situations *actions happening at or around the moment of speaking (now) *repeated actions with <i>always</i> expressing annoyance or criticism *fixed arrangements in the near future *changing or developing situations	*action in the middle of happening at a stated past time *actions taking place at the same time *action in the past that is interrupted by another action	*action that is going on at a certain time in the future *action that is sure to happen in the near future
+ ☺ <i>am / is / are Ving</i>	+ ☺ <i>was / were Ving</i>	+ ☺ <i>will be Ving</i>
- ☹ <i>am / is / are not Ving</i>	- ☹ <i>was / were not Ving</i>	- ☹ <i>will not be Ving</i>
? <i>Am / Is / Are ☺ Ving ?</i>	? <i>Was / Were ☺ Ving?</i>	? <i>Will ☺ be Ving ?</i>
now, at the moment, at present, these days, while, still, during, whole day	at that moment, at 3 p.m. yesterday, from 5 till / to 7 o'clock, while, during, whole	at 5 p.m., from 4 till / to 6 o'clock tomorrow, while, during, whole
* Stative Verbs do not normally have continuous forms. They usually have simple forms. Stative verbs: <i>believe, know, understand, recognize, be, have, hear, see, feel, want, wish, desire, like, think, late, hope, own, contain, depend, belong, forgive, seem, need, prefer, require, consider, suppose</i> etc.	* <i>was / were going to+V1</i> to express actions one intended to do but didn't do	

Perfect

Present	Past	Future
*recently completed actions *actions which happened at an unstated past time and are connected with the present *personal experiences / changes which have happened *emphasis on number	*action taking place before a certain time in the past *complete past action which had visible result in the past	*action that will be finished before a stated future time
+ ☺ <i>have / has V3/ed</i>	+ ☺ <i>had V3/ed</i>	+ ☺ <i>will have V3/ed</i>
- ☹ <i>have / has not V3/ed</i>	- ☹ <i>had not V3/ed</i>	- ☹ <i>will not have V3/ed</i>
? <i>Have / Has ☺ V3/ed ?</i>	? <i>Had ☺ V3/ed ?</i>	? <i>Will ☺ have V3/ed</i>
just, ever, never, already, yet, always, recently, so far, today, this week / month, how long, since, for	already, after, just, never, yet, before, by, by the time, for, since	before, after, by, by the time, not...until / not ... till
* <i>have gone to</i> – to be there or on the way to the place * <i>have been to</i> – to have visited the place but not to be back now * <i>have been in</i> – to be there now		

Perfect-Continuous

Present	Past	Future
<p>*putting emphasis on the course or duration (not the result)</p> <p>*actions started in the past and continuing up to the present</p> <p>*past actions of certain duration having visible results or effects in the present</p> <p>*actions expressing anger, irritation, annoyance, explanation or criticism</p>	<p>*action continuing over a period up to a specific time in the past</p> <p>*past action of certain duration which had visible results in the past</p>	<p>*action taking place before a certain time in the future</p> <p>*putting emphasis on the course of an action</p>
+ ☺ <i>have / has been Ving</i>	+ ☺ <i>had been Ving</i>	+ ☺ <i>will have been Ving</i>
- ☹ <i>have / has not been Ving</i>	- ☹ <i>had not been Ving</i>	- ☹ <i>will not have been Ving</i>
? <i>Have / Has ☺ been Ving?</i>	? <i>Had ☺ been Ving?</i>	? <i>Will ☺ have been Ving?</i>
for, since, how long	before, after, for, since, how long	by ... for ...

Passive Voice

In the passive voice, the subject of the sentence is neither a do-er nor a be-er, but is acted upon by some other agent or by something unnamed.

The new policy was approved.

The Passive is formed by using the appropriate tense of the Verb

to be + V3

	Simple	Continuous	Perfect
Present	space is explored	space is being explored	space has been explored
Past	space was explored	space was being explored	space had been explored
Future	space will be explored	---	space will have been explored

As a rule, the present perfect continuous, past perfect continuous, future perfect continuous, and future continuous are not used in the passive.

The Passive is used:

1. When the agent (the person who does the action) is unknown, unimportant or obvious from the context.
2. To make statements more polite or formal.
3. When the action is more important than the agent.
4. To put emphasis on the agent.

We use **by** + *agent* to say who or what did the action.

We use **with** + *instrument/material* to say what instrument/material the agent used:

The door was opened by the woman with a key.

Impersonal passive constructions in the form of impersonal sentences with the formal subject **It** in the main clause are often used in news reports:

It is said that the President may postpone his visit. It is said that the President may postpone his visit.

It is reported that four people were injured in the accident.

Causative form

have + object + V3

to say that we arrange for someone else to do something for us

Get can be used instead of *have* in spoken English



Present Simple	<i>have / has ☺ V3/ed</i>
Present Continuous	<i>am / is / are having ☺ V3/ed</i>
Present Perfect	<i>have / has had ☺ V3/ed</i>
Present Perfect Continuous	<i>have / has been having ☺ V3/ed</i>
Past Simple	<i>had ☺ V3/ed</i>
Past Continuous	<i>was / were having ☺ V3/ed</i>
Past Perfect	<i>had had ☺ V3/ed</i>
Past Perfect Continuous	<i>had been having ☺ V3/ed</i>
Future Simple	<i>will have ☺ V3/ed</i>
Future Continuous	<i>will be having ☺ V3/ed</i>
Infinitive	<i>to have ☺ V3/ed</i>
Gerund	<i>having ☺ V3/ed</i>

Participle

English Verbs have two participles: the present participle (typing, writing) and the past participle (typed, written).

Present Participle (Verb + ing) describes what something or somebody is:

Nick is an interesting person.

The present participle expresses active meaning: *doing, flying, playing, reading, running, sleeping, taking, typing, working, writing.*

Past Participle (Verb + ed) or (V3) describes how someone feels:

Mary was surprised.

The past participle expresses passive meaning: *done, moved, played, read, sold, stopped, taken, typed, written.*

Forms of Participle

	Active Voice	Passive Voice
Present Participle	sleeping	being written
Past Participle		written
Perfect Participle	having slept	having been written

Participles have some qualities of Verbs. Participles have some qualities of Adjectives and are used as attributes in a sentence (*a smiling girl; surprised faces*).

Participles are also used in the function of adverbial modifiers (*he opened the door, smiling; surprised, he didn't know what to say*).

Participles are often used in participle constructions (participial constructions), which are usually called "participial phrases" in English. Participial constructions can function as attributes (*the girl sitting at the table*) or as adverbial modifiers (*standing by the window, she watched the birds*).

Nominative Absolute Participial Constructions

Participle presents the action, which isn't connected with a subject of a sentence:

The weather being fine, we spent a whole day in the country. He stood silent, his teeth pressed.

Infinitive vs Gerund

	Tenses of the infinitive		Tenses of the gerund	
	Active	Passive	Active	Passive
Present	(to) offer	(to) be offered	offering	being offered
Present Continuous	(to) be offering	-----	-----	-----
Present Perfect	(to) have offered	(to) have been offered	having offered	having been offered
Present Perfect Continuous	(to) have been offering	-----	-----	-----

The Present Infinitive refers to the present of future.

The Present Continuous Infinitive is used with *appear, claim, seem, pretend, must, can't, happen, should, would*, etc to describe an action happening now.

The Perfect Infinitive is used with *appear, happen, pretend, seem* etc to show that the action of the infinitive happened before the action of the Verb.

The Perfect Continuous Infinitive is used with *appear, seem, pretend* etc to put emphasis on the duration of the action of the infinitive, which happened before the action of the Verb.

The Present Gerund (-ing form) refers to the present or future.

The Perfect Gerund (-ing form) shows that the action of the gerund has happened before the action of the Verb. We can use the Present Gerund instead of the Perfect Gerund without a difference in meaning.

The **subject** of the infinitive or of the **-ing** form is omitted when it is the same as the subject of the Verb.

The <i>to</i> -infinitive is used:	The infinitive without <i>to</i> is used:	The <i>-ing</i> form is used:
to express purpose: <i>She called the militia to make a report.</i>	after some modal Verbs: <i>You must apologize.</i>	as a Noun: <i>Telling the truth can save your freedom.</i>
after certain Verbs (<i>advise, agree, appear, decide, expect, hope, promise, refuse</i> etc): <i>He promised not to steal any more.</i>	after <i>had better / would rather</i> : <i>I'd rather have stayed in last night.</i>	after certain Verbs (<i>admit (to), avoid, consider, continue, delay, deny, enjoy, escape, excuse, fancy, finish, forgive, imagine, involve, keep (=continue), look forward to, mention, mind, miss,</i>

		<i>object to, postpone, practice, prevent, report, resist, risk, save, stand, suggest, understand etc): He admitted (to) stealing the painting.</i>
after certain Adjectives (<i>angry, happy, glad</i> etc): <i>I am glad to see you.</i>	after <i>make, have, let, see, hear, feel</i> + object: <i>She made me sign this document.</i>	after <i>love, like, dislike, hate, enjoy, prefer</i> (to express general preference): <i>He likes cooking.</i>
after question words (<i>where, how, what, who, which</i> , but not after <i>why</i>): <i>Have they told where to meet them?</i>		after <i>I'm busy, It's no use, It's (no) good, It's (not) worth, what's the use of, can't help, there's no point (in), can't stand, be/get used to, be/get accustomed to, have difficulty (in)</i> : <i>It's no use complaining.</i>
after <i>would like/would prefer/would love</i> (to express specific preference)		after <i>go</i> for physical activities: <i>They go swimming.</i>
after Nouns: <i>It's a pleasure to see you!</i>		after <i>spend / waste time</i> : <i>He wasted his time surfing the net.</i>
after <i>too / enough</i> constructions: <i>He is too busy to play computer games.</i>		after Prepositions: <i>He entered without knocking at the door.</i>
with it + be + adj (+of+object): <i>It was fantastic to receive this letter.</i>		after <i>see, hear, listen, watch</i> to express an incomplete action, an action in progress or a long action: <i>I saw her crossing the street.</i>
with <i>only</i> to express unsatisfactory result: <i>He called me to prove his words.</i>		

Verbs taking to-infinitive or –ing form without a change in meaning

1) <i>begin, start, continue</i> + to inf/-ing form	She began crying / to cry
2) <i>advise, allow, permit, recommend, encourage</i> when followed by an object or in passive form take a to- infinitive. They take the –ing form when not followed by an object	He doesn't allow us to smoke. He isn't allowed smoking. He doesn't allow smoking.
3) <i>it needs/it requires/it wants</i> + -ing form. "It needs" can also be followed by a passive infinitive.	The flowers needs watering / to be watered.

Verbs taking to-infinitive or –ing form with a change in meaning

<i>forget</i> + to inf = not remember <i>forget</i> + ing form = forget a past event	<i>try</i> + to inf – do one's best, attempt <i>try</i> + ing form = do sth as an experiment
<i>remember</i> + to-inf = remember to do sth <i>remember</i> + ing form = recall the past event	<i>want</i> + to inf = wish <i>want</i> + ing form = need sth done
<i>go on</i> + to inf = finish doing sth and start doing sth else; then <i>go on</i> + ing form = continue	<i>stop</i> + to inf = pause temporarily <i>stop</i> + ing form = finish, end
<i>mean</i> + to-inf = intend to <i>mean</i> + ing form = involve	<i>be sorry</i> + to inf = regret <i>be sorry for</i> + ing form = apologise
<i>regret</i> + to inf = be sorry to <i>regret</i> + ing form = have second thoughts about sth has already done	<i>be afraid</i> + to inf = to be too frightened to do sth <i>be afraid of</i> + ing form = to be afraid that the described by the ing form ction may happen

Complex Object

An **object** Pronoun (*me, you, him, her, us, you, them*) or Noun is placed before the infinitive or the –ing form.

We use Complex object:

**with to-infinitive*

- 1) after Verbs which expresses the wish (*to want, to wish, to desire, would like* etc): *I want you to call the police;*
- 2) after Verbs expressing supposition (*to expect, to believe, to think, to suppose, to consider, to find* etc): *We believe you to investigate this case.*
- 3) after Verbs expressing commands or request (*to command, to order, to ask, to allow, to forbid*): *He ordered him to stop this conversation.*
- 4) after the Verbs which express awareness, statement (*to know, to state, to note, to resort*): *People knew him to be a wrongdoer.*

** with infinitive without “to”*

- 5) after Verbs of sensory perception (*to see, to watch, to notice, to feel, to hear* etc): *I saw him break the window.*
- 6) after *make, let, have*: *The policeman let him call his wife.*

Complex Object + inf	Complex object + ing form
after verbs of sensory perception (<i>see, hear, listen, watch, notice</i> etc)	
to express <u>a complete action</u> , something that one saw or heard from beginning to the end	to express <u>an incomplete action</u> , an action in progress or a long action
<i>I saw him steal the wallet. (I saw the whole action from beginning to end.)</i>	<i>We heard her shouting. (We heard her in the middle of action. We heard part of the speech in progress. We didn't wait until she had finished.)</i>

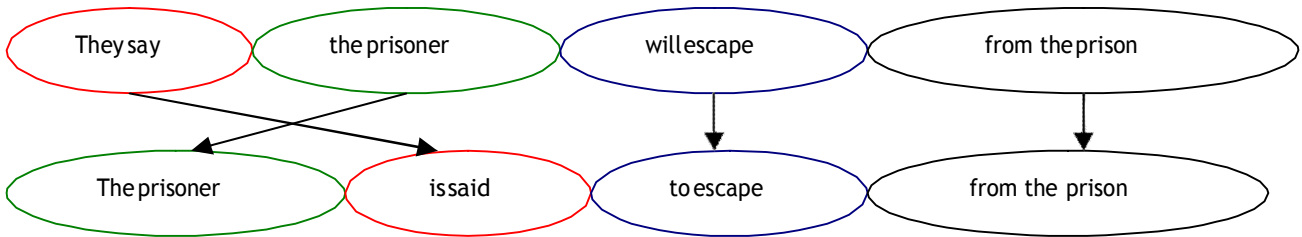
Complex Object + V3/ed = is used to express that we arrange for someone else to do something for us.

It is used:

- 1) after Verbs which expresses the wish (*to want, to wish, to desire, would like* etc)
 - 2) after Verbs of sensory perception (*to see, to watch, to notice, to feel, to hear* etc)
 - 3) after *have / get*
- She is having her nails polished. He had his car washed yesterday.*

Complex Subject

is the infinitive construction



Complex Subject is used with such constructions:

to be said to/ to be seen to/ to be heard to/ to be supposed to/ to be believed to/ to be expected to/ to be reported to/ to be considered to/ to be thought to/ to be found to/ to be announced to/ to be known to	He is said to know six languages. He was said to know six languages. He is said to have gone to London. He was said to have gone to London. He is said to know how to fix door locks.
to appear to/ to seem to/ to happen to/ to prove to/ to chance to	She appears to be very busy. He happened to meet me in the library.
to be likely to/ to be unlikely to/ to be not likely to/ to be certain to/ to be sure to/ to be bound to	He is likely to arrive soon. We are certain to meet them.

Modal Verbs

Modal verbs express the speaker's attitude to the action indicated by the main Verb. They express ability, necessity, obligation, duty, request, permission, advice, desire, probability, possibility, etc.

Modal Verbs are: *can, could, may, might, must, ought to, will, would, shall, should, have to, need*. They take no *-s* in the third singular except for *have to* and *need*. They come before the subject in questions and take *not* after them in negations. Except for *ought to* and *have to*, Modal Verbs are followed by an infinitive without *to*: *Sorry, I can't do it.*

Auxiliary	Uses	Present / Future	Past
may	Polite request	May I borrow your pen?	
	Formal permission	You may leave the room.	
	50% or less certainty	He may be sleeping now.	He might have been at the office.
might	50% or less certainty	He might be at the library.	He might have been at the library.
	Polite request (rare)	Might I take your car?	
should	Advisability	I should study tonight.	I should have studied last night.
	90% certainty (expectation)	She should do well on the test tomorrow.	She should have done well on the test.
ought to	Advisability	You ought to consult the doctor.	You ought to have consulted the doctor.
	90% certainty (expectation)	He ought to pass his driving test tomorrow.	He ought to have passed his driving test.
had better	Advisability with threat of bad result	You had better be on the time, or you miss beginning of the film.	






be supposed to	Expectation	The meeting is supposed to begin at 5 p.m.	
	Unfulfilled expectation		The meeting was supposed to begin at 5 p.m.
must	Strong necessity	I must arrest the offender.	I had to arrest the offender yesterday.
	Prohibition (negative)	You must not smoke here.	
	95% certainty	Mary isn't at work. She must be sick.	She must have been sick.
have to	Necessity	I have to wear uniform.	I had to wear uniform.
	Lack of necessity (negative)	I don't have to go to class today.	I didn't have to go to class yesterday.
have got to	Necessity	I have got to go to class.	I had to go to class.
will	100% certainty	He will be at work at 7.00	
	Willingness	-The phone is ringing. I'll get it.	
	Polite request	Will you please help me?	
be going to	100% certainty (prediction)	He is going to be at work at 7.00	
	Definite plan (intention)	I'm going to interrogate a witness.	
	Unfulfilled intention		I was going to move the house.
can	Ability/ possibility	I can run fast.	I could run fast when I was younger.
	Informal permission	You can use my car tomorrow.	
	Informal polite request	Can I borrow your laptop?	
	Impossibility (negative)	That can't be true!	That can't have been true!

could	Past ability		I could run fast when I was a child.
	Polite request	Could I take your book?	
	Suggestion (affirmative)	You could talk to a lawyer.	You could have talked to a lawyer.
	50% or less certainty	He could be at the police station.	He could have been at the militia station.
	Impossibility (negative)	He couldn't know her!	He couldn't have known her!
be able to	ability	I am able to help you. I'll be able to help you.	I was able to help you.
would	Polite request	Would you help me, please?	
	Preference	I would rather go to the park than stay home.	I would rather have gone to the park.
	Repeated action in the past		When I was a child I would visit my grandparents every weekend.
	Polite for <i>want</i> with <i>like</i>	Would you like a cup of tea?	
	Unfulfilled wish		I would have liked a cookie, but there is none left.
used to	Repeated action in the past		I used to visit my grandparents, when I was a child.
	Past situation that no longer exists		I used to be fat, but now I keep fit.
shall	Polite question to make a suggestion	Shall I open the door?	
	Future with <i>I</i> or <i>we</i> as a subject	I shall arrive at nine.	



WORD ORDER

Affirmative sentence

				
Subject	Predicate	object	adverb of place	adverb of time
I	read	a book	at home	every day.

Question

Yes/No questions

auxiliary / modal + ☺ + V ... ?

To form questions we put the auxiliary or modal (*can, be, will, have* etc) before the subject. We answer **Yes / No** to this question.

Are you ready?

Does she go to school?

Did they visit this museum?

Alternative questions

auxiliary / modal + ☺ + V ... + or + ... ?

This type of question proposes variants of answers among which one is correct. Conjunction *or* is usually used in these questions.

Do you like hot or cold drinks?

Have you visited Paris or London?

Wh-questions

Wh + auxiliary / modal + ☺ + V ... ?

Wh-questions begin with a question word (who, what, where, why, when, whose, which, how etc):

Where do you live? What is your name?

When there is a preposition, it usually goes at the end of the question, though in formal English it can be put before the question word:

Who did you go with? With whom did you go?

We normally use the following **question words** to ask about:

People	Things / animals/ actions	Place	Time	Quantity	Manner	Reason
Who	What	Where	When	How many	How	Why
Whose	Which		How long	How much		
Which			What time			
What			How often			

- *Who* is used without a Noun to ask about people
- *Whose* is used to express possession
- *Which* is used for people, animals or things before Nouns, *one/ones, of or alone*
- *Which* is normally used when there is a limited choice
- *Which* can also be used with a comparative and superlative
- *What* is used before a Noun or *alone* to ask about things
- *What* is also used for people, animals and things when there is an unlimited choice
- *What* can also be used in these patterns: *What...like?, What...for?, What colour?, What size?, What time?, What is he like?, What is it used for?* etc.
- *What* and *which* are sometimes both possible.

Subject/Object Questions

If *who*, *which* or *what* are the subject of the question, the word order is the same as in statements. If they are the object of the question, the verb is in question form.

<u>Subject</u>		object	<u>Subject</u>		object
<u>Nick</u>	called	Ann	<u>Lucy</u>	called	Marry
<u>Who</u>	<i>called</i>	<i>Ann?</i>	<u>Who</u>	<i>did <u>Lucy</u> call?</i>	

Indirect Questions

• Indirect questions are used when we ask for information politely. They are introduced with

Do you know...

Can/Could you tell me... + question word or if/whether + ☺ + V?

Have you any idea...

Do you know how old she is? Could you tell me if he is a prisoner?

The word order of Indirect questions is the same as in statements (subject + Verb)

Question tags

• Question tags are short questions which we add at the end of a statement. We use them to ask for confirmation of, agreement with, our statement: *You are a militiaman, aren't you?*

• Question tags are formed with an auxiliary Verb and an appropriate Pronoun. They take the same auxiliary Verb as in the statement if there is one; otherwise they take *do/does* (Present Simple) or *did* (Past Simple).

• A positive statement is followed by a negative question tag, whereas a negative statement is followed by a positive question tag: *He isn't a student, is he? She works at school, doesn't she?*

• *Everyone/ someone/ anyone/ no one* form their question tags with an auxiliary Verb + *they*: *Somebody should help her, shouldn't they?*

• Question tags can be said with a rising intonation (when we are not sure and we expect an answer) or falling intonation (when we are sure and don't expect an answer).

Study the following question tags:

I am	aren't I?
I used to	didn't I?
Imperative	will you / won't you? can you/ could you?
Let's	shall we?
Let me/ him etc	will / won't you?
Don't	will you?
I have (= possess)	haven't I?
I have (used idiomatically)	don't I?
There is/ are	isn't / aren't there?
This is/ are	isn't it

Short answers

Short answers are used to avoid repetition of the question asked before.

Positive short answers are formed with

Yes, + personal Pronoun + auxiliary Verb

do, can, will, have, may etc.

Negative short answers are formed with

No, + personal Pronoun + auxiliary Verb + not.

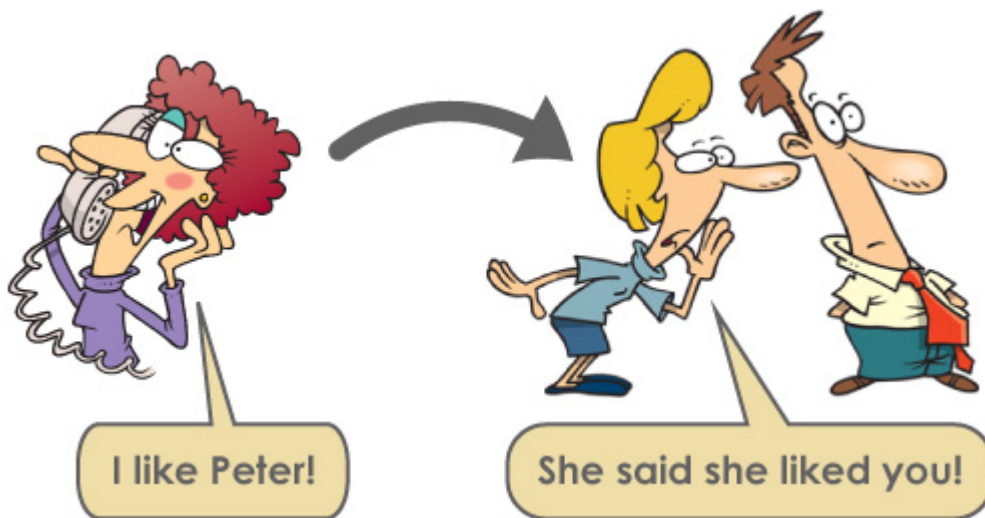
<p>Asking for permission/ Making requests: Can I / Could I stay here? May I / Might I use your car?</p>	<p>Giving permission/ Answering requests: Yes, you can. / Yes, of course (you can). / No, you cannot. Yes, you may. / Yes, of course (you may). / No, you may not. / I'd rather you didn't. / I'm afraid not. etc</p>
<p>Making suggestions/ Invitations: Will you / Would you / Would you like to have dinner with us? Shall we have dinner together?</p>	<p>Answering suggestions/ Invitations: I'd like to. / I'd love to. / Yes, all right. / I'm afraid I can't. / I'd love to but I can't. / I'm sorry I can't.</p>
<p>Making offers: Shall I / we ... , Can I / we ... , Would you like me to do the washing-up?</p>	<p>Answering offers: Yes please. / No, thank you. / No, thanks.</p>



DIRECT SPEECH / REPORTED SPEECH

Direct speech is the exact words someone said. We use quotation marks in Direct speech.

Reported speech is the exact meaning of what someone said but not the exact words. We do not use quotation marks in Reported speech.



Say – Tell

We can use *say* and *tell* both in Direct and Reported speech. *Tell* is always followed by a personal object (*told me*). *Say* is used with or without a personal object. When it is used with a personal object *say* is always followed by *to* (*said to me*).

Expressions with say: say good mourning/evening etc, say something, say one's prayers, say a few words, say so etc.

Expressions with tell: tell the truth, tell a lie, tell sb the time, tell sb one's name, tell a story, tell a secret, tell sb the way, tell one from another etc.

Reported Statements

To report statements we use a reporting verb (*say, tell, explain* etc) followed by a *that*- clause. In spoken English that can be omitted:

He said, "I feel sick." = *He said that he felt sick.*

Pronouns and possessive Adjectives change according to the context.

Direct speech: *He said, "I'll lend you my car."*

Reported speech: *He said he would lend me his car.*

Time words and tenses can change as follows depending on the time reference:

Direct speech	Reported speech
Tonight, today, this week / month / year	That night, that day, that week / month / year
Now	Then, at that time, at once, immediately
Now that	Since
Yesterday, last night / week / month / year	The day before, the previous night / week / month / year
Tomorrow, next week / month / year	The following day/ the day after, the following / next week / month / year
Two days / months / years ago	Two days / month / years before
<i>"Bob escaped yesterday," he said.</i>	<i>He said Bob had escaped the day before.</i>

When the reporting Verb is in the past, the Verb tenses change as follows:

Direct speech	Reported speech
Present Simple	Past Simple/Present Simple
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Past Simple	Past Perfect
Future	Conditional
Present Perfect Continuous	Past Perfect Continuous

If the direct Verb is already in the Past Simple, in Reported Speech it can change into the Past Perfect or remain the same.

If the direct Verb is in the Past Perfect, it remains the same in Reported Speech.

Certain words change as follows depending on the context.

Direct Speech: *this/these here come*

Reported Speech: *that/those there go*

There are no changes in the Verb tenses in Reported speech when the direct sentence expresses a general truth, a wish or Conditional type 2/3:

“The Earth is a planet,” he said. He said that the Earth is a planet.

When the introductory Verb is in the Present, Future or Present Perfect, there are no changes in the Verb tenses:

“She can swim”, he says. He says that she can swim.

The Verb tenses can change or remain the same in Reported speech when a sentence expresses something which is up to date or still true. However, the Verb tenses usually change when something is not true or out of date:

“I like coffee,” he said. He said he likes/liked coffee (still true)

“I am rich,” he said. He said he was rich. (we know he isn’t; not true)

Reported Questions

In **Reported questions** we use affirmative word order and the question mark is omitted.

To report a question we use:

a) **ask** + **wh-word** (*who, what* etc) when the direct question begins with such a word;

b) **ask** + **if/whether** when the direct question begins with an auxiliary Verb (*do, has, can* etc).

Pronouns, possessive Adjectives, tenses, time expressions etc change as in statements.

Direct speech: *He said, “Why is he sentenced?” He said, “Is he guilty?”*

Reported speech: *He asked why he was sentenced. He asked if he was guilty.*

Indirect questions are different from Reported questions. We use Indirect questions when we ask for information, whereas we use Reported questions to report someone else's questions. Indirect questions are introduced with *Could you tell me...?*, *Do you know...?*, *I wonder...*, *I want to know...* etc and their Verb is in the affirmative. There are no changes in the Verb tenses as in Reported questions. If the Indirect question starts with *I wonder...* or *I want to know ...*, then the question mark is omitted.

Direct questions	Reported questions	Indirect questions
He asked me, "How old is she?"	He asked me how old she was.	Do you know how old she is?
He asked me, "Where does she come from?"	He asked me where she came from.	I wonder where she comes from.

Reported Commands / Requests/ Suggestions

To report commands, requests, suggestions etc we use a reporting Verb (*advise, ask, suggest, beg, offer, order, tell* etc) followed by a to-infinitive, a not to-infinitive or an -ing form according to the construction of the introductory Verb:

He told me not to lie him. He suggested going out.

Introductory verbs

Agree, offer, promise, refuse, threaten, advise, ask, beg, command, invite, order, remind, warn, admit, accuse of, apologise for, boast of/about, complain to sb of, deny, insist on, suggest, explain, exclaim, remark.

Modals in Reported Speech

There are changes in the verb tenses of some modal verbs in Reported speech:

Will / shall – would;

can – could (present) / would be able to (future);

may – might;

shall – should (asking for advice) / would (asking for information);

must – must / had to (obligation)



CONDITIONALS

	If-clause	Main clause	Use	Example
Type 0 Real present	If + any present form	Present Simple	Real – for general truth	If you heat the water, it boils.
Type 1 Real present	If + any present form	Future / Imperative can / may / might / must / should + bare inf.	Real – likely to happen in the present or future	If you work hard, you'll be tired.
Type 2 Unreal present	If + Past Simple / Past Continuous	Would / could / might + bare inf.	Unreal-unlikely to happen in the present or future; also used to give advice	If I were you, I wouldn't judge him.
Type 3 Unreal past	If + Past Perfect / Past Perfect Continuous	Would / could / might + have + past participle	Unreal situation in the past; also used to express regrets and criticism	If you had locked the car, it wouldn't have been stolen.

If I won a million pounds...



We do not normally use *will*, *would* or *should* in an if-clause. After *if*, we can use *were* instead of *was* in all persons.

Mixed Conditionals

All types of conditionals can be mixed. Any tense combination is possible if the context permits it.

	If-clause	Main clause	
Type 2	If nobody phoned the police,	officers will not come to help us.	Type 1
Type 2	If he knew her,	he would have invited her to his party.	Type 3
Type 3	If you hadn't learnt the poem,	you will not get an A-level.	Type 1
Type 3	If he had found a job,	he wouldn't be searching for one now.	Type 2

Unless means *if not*:

Unless they are late, we will not miss the train.

As long as, providing/ provided that can be used instead of *if*:

As long as he is on time, we will not be late for the party.



WISH

БАЖАНИЯ

wish + Past Simple	Regret about a present situation which we want to be different	I wish I were more patient.
wish + subject + could + bare infinitive	Wish in the present concerning lack of ability	I wish I could swim.
wish + subject + would + bare infinitive	Wish for a future change unlikely to happen or wish to express dissatisfaction; polite request implying dissatisfaction or lack of hope: <i>wish</i> and <i>would</i> should have different subjects	I wish he would investigate this case. I wish you would enter the university.
wish + inanimate subject + would	used to express speaker's lack of hope or disappointment	I wish it would stop raining.
wish + Past Perfect	Regret that something I happened or didn't happen in the past	I wish I had bought those boots.

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А.О. Кузьменко
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