

## **BASIC GRAMMAR**

Christian Schrade, attorney-at-law TESOL, College of Teachers

www.esl-law.com

## **BIBLIOGRAPHY**

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## PRONOUNS - I, ME, MY, MINE, MYSELF

## **PERSONAL**

Subject	People	Object
I	<u>I</u> know Jim and he knows <u>me</u> .	me
you	<u>You</u> know Jim and he knows <u>you</u> .	you
he/she	He/She knows Jim and he knows him/her.	him/her
we	<u>We</u> know Jim and he knows <u>us</u> .	us
they	<u>They</u> know Jim and he knows <u>them</u> .	them
it/they	Things	it/them

## **POSSESSIVE**

They tell us who owns something. To own means to have and keep something: Jim owns a lot of books. Bob is owner of a restaurant. To possess also means to own or have something: Everything that I possess is in my bedroom.

1	my	mine	It's <u>my</u> money. It's <u>mine</u> .
you	your	yours	It's <u>your</u> money. It's <u>yours</u> .
he/she	his/her	his/hers	It's <u>his/her</u> money. It's <u>his/hers</u> .
it	its		NYC is famous for its skyscrapers.
we	our	ours	It's <u>our</u> money. It's <u>ours</u> .
they	their	theirs	It's their money. It's theirs.

### **REFLEXIVE**

They tell us that subject (I/we/etc.) and object (me/us/etc.) are the same person.

1	me	myself	I cut <u>myself</u> .
you	you	your <u>self</u>	I love you for <u>yourself</u> .
he	him	himself	He looked at <u>himself</u> in the mirror.
she	her	herself	She talks to <u>herself</u> sometimes.
it	it	itself	The bag <u>itself</u> is nice but small.
we	us	ourselves	We enjoyed <u>ourselves</u> .
you (Pl.)	you	your <u>selves</u>	Please help <u>yourselves</u> .
they	them	themselves	They paid for themselves.

# ARTICLE - A, AN, THE

a, an	the
Can you give me <u>a</u> pen?	Can you give me <u>the</u> pen?
a pen = any pen	the pen = the one in your hand

- <u>A/an</u> means one out of many: *Red is a color* (there are many colors).
- The tells us which one: The red of your shirt is nice (only this red).

Use an before a/e/i/o/u:

Ease of pronunciation\*

\* pronunciation - how you speak the sound of words; to pro*noun*ce (v.); pro*nun*ciation (n.)

a	an
a <u>b</u> anana a <u>h</u> at a <u>b</u> oring TV program	a <u>n a</u> pple a <u>n u</u> mbrella a <u>n i</u> nteresting TV program
a <u>u</u> niversity (pronounced: yuniversity)	a <u>n</u> h <u>o</u> ur (h is not pronounced = silent)

## PLURALS - FLOWER/S, BUS/ES

The plural of a noun is usually: noun + s/es

a week  $\rightarrow$  two weeks a box  $\rightarrow$  many boxes

Some plurals are irregular:

man → men	foot → feet	sheep → sheep	
woman → women	tooth → teeth	fish → fish	
child → children	mouse → mice	person → people	

## NUMBER v. AMOUNT

	•			
none	a little/a few	some	much/many	all
None of the square	is black. A little/Sor	ne/Much of the so	quare is black. A	ll of the square is black.

## MUCH, MANY

**Much** means a lot, a great quantity or amount: There's not much food in the icebox.

Many means a large number: There are many different colors.

much + uncountable noun*	many + countable noun**
much money/food/time	many books/people/days

<sup>\*</sup> Uncountable noun: We see them as masses and not as separate objects.

## LITTLE, FEW

A little means a small amount or quantity: Sue drank only a little of her milk.

A few means a small number, not many: There are only a few apples on the tree.

a little + uncountable noun	a few + countable noun
a little money/food/time	a few books/people/days

## SOME, ANY

**Some** means a number or quantity that is not known: *Brenda didn't read all her books*. *She read only some of them*.

Any means that it does not matter which one: Take any seat you like.

limited	unlimited
I like some pop music. I don't like some pop music. Is there someone here on Saturday?	I like any pop music. I don't like any pop music. Is there anyone here on Saturday?

<sup>\*\*</sup> Countable noun: We can use numbers and the article a/an; they have plurals.

## **COMPARISON**

## adjective + -er/-est; more/most + adjective

Adjective	Comperative	Superlative
1 syllable: old, fat, late	older, fatter, later	oldest, fattest, latest
2 syllables: po·lite	politer/more polite	politest/most polite
3 syllables: beau·ti·ful	more beautiful	most beautiful

## **EXAMPLES**

4 32 1	Take a seat! couch → chair/seat → floor
④ is <u>the</u> biggest.	A couch is <u>the</u> most comfortable to sit in.
4 is bigger than $3$ , $2$ , and $1$ .	A couch is more comfortable than a chair.
③, $②$ , and $①$ are <u>not <b>as</b></u> big <u>as</u> $④$ .	A seat is <u>not <b>as</b></u> comfortable <u>as</u> a couch.
③, $②$ , and $①$ are <u>not so</u> big <u>as</u> $④$ .	A seat is <u>not <b>so</b></u> comfortable <u>as</u> a couch.
③ is <u>as</u> big <u>as</u> ②. ( <del>is <u>so</u> big <u>as</u>)</del>	A chair is <u>as</u> comfortable <u>as</u> a seat.
$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	A seat is more comfortable than the floor.
① is <u>the</u> smallest.	The floor is the least comfortable to sit on.

## **IRREGULAR**

Adjective	Comperative	Superlative
good bad much/many little few	better worse more less fewer/less	best worst most least fewest/least
far	farther/further*	farthest/furthest

<sup>\*</sup> I can throw a ball farther than you (= distance). Wait for further instructions (= more instructions)

### **PRESENT**

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present simple

present progressive

(cf. past progressive)

- Jim <u>plays</u> soccer, but he <u>doesn't play</u> very well.
   Does he play soccer? Yes, he does.
- ② Jim <u>is playing</u> computer games now, but he <u>isn't playing</u> very well. Is he playing soccer now? No, he isn't, but he plays soccer often.

### PRESENT SIMPLE

→ Use the present simple for things that happen *all the time* or that are *always true* (it is not about present time, but about timeless facts and permanent situations).

### he/she/it + -s/es

All the Time	Negative do not = don't	Question
I play soccer every week. He <u>plays</u> soccer every week.	We don't play soccer. She <u>doesn't</u> play soccer.	Do you play soccer? <u>Does</u> he <u>play</u> soccer?
Always True	Negative does not = doesn't	Question
Water boils at 100 °C*.	Water doesn't boil at 50 °C*.	Does water boil at 50 °C*?

<sup>\*</sup> centigrade

## PRESENT PROGRESSIVE

#### am/is/are + -ing

→ Use the present progressive for *actions or situations* that are happening at or *around the time of speaking* (before, during, and after the moment of speaking).

Around Now	<b>Negative</b> is/are not = isn't/aren't	Question
It's raining at the moment.	It <u>isn't raining</u> at the moment.	<u>Is</u> it <u>raining</u> at the moment?

For point-in-time actions we normally use the present simple: He <u>hits</u> the ball (that's a point in time, not a series of events or actions). The radiator\* <u>feels</u> cold (that's a point in time and also a fact).

<sup>\*</sup> a radiator is used for heating a room

## **PAST**

## **PAST SIMPLE**

→ Use the past simple to talk about events in the past. Regular verbs end in [-ed].

Regular Verbs	Negative did not = didn't	Question
Mozart liv <u>ed</u> in Salzburg.	Mozart <u>didn't live</u> in L.A.	When <u>did</u> Mozart <u>live</u> ?*
Irregular Verbs	Negative	Question

\* 1756 -1791

## **PAST PROGRESSIVE**

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- ② Jim is playing computer games at the moment.
- 3 At this time yesterday, Jim was playing soccer.

Compare: What were you doing when you heard the burglar\*\*? - I was reading in bed. What did you do when you heard the burglar? - I called the police.

\*\* A burglar is a person who breaks into a house to steal something

→ Use the past progressive for *actions or situations* that were happening at or *around* a specific time in the past.

#### was/were + -ing

Background Events	Negative	Question
	was/were not = wasn't/weren't	
While I <u>was running</u> down the stairs, I slipped and fell.	I <u>wasn't watching</u> TV when you called me. I <u>was working</u> and didn't hear you.	What <u>were</u> you <u>doing</u> when the telephone rang?

## POST-PRESENT AND FUTURE

① Jim <u>is going to play</u> soccer in Germany next week.	plan	post-present
② The game starts at 7:00 PM next Saturday.	schedule <sup>1</sup>	post-present
3 He's staying at a hotel near Frankfurt.	arrangement <sup>2</sup>	post-present
He thinks his team <u>will win</u> .	guess <sup>3</sup>	future

<sup>&</sup>lt;sup>1</sup> schedule - a list of times; a program of events

### PRESENT TENSES - FUTURE MEANING

① Use going to for plans and intentions (intention = having the mind set on a goal).

Be Going To + Infinitive	Negative	Question
We' <u>re going to buy</u> a car.	We aren't going to buy a car.	Are we going to buy a car?

② Use the *present simple* for *fixed events* (schedules or timetables).

Present Simple	Negative	Question
The plane <u>arrives</u> in NYC at 7:30 tomorrow morning.	· ———	<u>Does</u> the plane <u>arrive</u> at 7:30 in NYC tomorrow morning?

3 Use the present progressive for arrangements.

Present Progressive	Negative	Question
He's flying next Friday.	He <u>isn't flying</u> next Friday.	Are you flying next Friday?

### **FUTURE**

4 Use will to talk about what people think or guess will happen.

Simple: will + infinitive	Negative will not = won't	Question
It will be cold tomorrow.	It won't be cold tomorrow.	Will it be cold tomorrow?
Progressive: will be + -ing		
Good luck! We' <u>ll be thinking</u> of you.	This time tomorrow, we won't be lying on the beach anymore.	Where will you be flying today?

<sup>&</sup>lt;sup>2</sup> arrangement - planning we do ahead of time; preparation: Let's make arrangements for our vacation.
<sup>3</sup> guess - to try to think of the answer but having not enough information to be sure of it: I'd guess that there were more than 1,000 people at the concert.

# **QUESTIONS**

## **VERB = ONE WORD**

verb = one word	do + infinitive
They <u>play</u> <sup>1</sup> soccer every week. Water <u>boils</u> <sup>1</sup> at 100 °C (centigrade). Mozart <u>lived</u> <sup>1</sup> in Salzburg. Mozart <u>wrote</u> <sup>1</sup> music.	Do they play soccer?  Does water boil at 100 °C?  Did Mozart live in Salzburg?  Did Mozart write music?
verb = be	do + infinitive
Two plus three <u>is</u> <sup>1</sup> five. They <u>are</u> <sup>1</sup> all hungry. He <u>was</u> <sup>1</sup> very angry.	Is two plus three five? Are they all hungry? Was he very angry?

## **VERB = TWO OR MORE WORDS**

verb = two or more words	front the first verb
It <u>is<sup>1</sup> raining<sup>2</sup></u> at the moment.  She <u>was<sup>1</sup> running<sup>2</sup></u> downstairs too fast.  We <u>are<sup>1</sup> going<sup>2</sup> to buy<sup>3</sup> a new car.</u> It <u>will<sup>1</sup> be<sup>2</sup></u> cold tomorrow.  I <u>can<sup>1</sup> tell<sup>2</sup></u> you the time.  I <u>must<sup>1</sup></u> really <u>write<sup>2</sup></u> to uncle Bob.	Is it raining at the moment? Was she running downstairs too fast? Are we going to buy a new car? Will it be cold tomorrow? Can you tell me the time? Must I really write to uncle Bob?

# **WH-QUESTIONS**

same rules	wh-question
He <u>is<sup>1</sup> talking<sup>2</sup></u> about English literature. The brown coat <u>is<sup>1</sup></u> mine. They <u>do<sup>1</sup></u> their homework after school. We <u>are<sup>1</sup> going<sup>2</sup></u> to the movies tonight. Jim <u>would<sup>1</sup> like<sup>2</sup></u> some coffee. I liked <sup>1</sup> Jim best.	What is he talking about? Which coat is yours? When do they do¹ their homework? Where are you going tonight? Who would like some coffee?* Whom did you like best?*
Jim <u>is<sup>1</sup> going<sup>2</sup> to buy<sup>3</sup></u> Bob's car. Birds <u>fly<sup>1</sup></u> south because of the climate. She <u>might<sup>1</sup> be<sup>2</sup></u> about 14 years old.	Whose car <u>is</u> he <u>going to buy</u> ?* Why <u>do</u> birds <u>fly</u> south in winter? How old <u>might</u> she <u>be</u> ?

<sup>\*</sup> who - he / whom - him / whose - his

## **PASSIVE VOICE**

When A does something to B, there are often two ways to talk about it. If we want A (the doer = the one who acts) to be the subject, we use an active verb. If we want B (the receiver of the action = the one something is done to) to be the subject, we use a passive verb.

## be + past participle

Examples: chambermaid\* (doer/actor) - room (receiver)

\* Someone who cleans bedrooms in a hotel (chamber = a room: Harry Potter and the Chamber of Secrets)

Past Simple	Active Passive	Chambermaids cleaned the room yesterday. The room was cleaned (by chambermaids) yesterday.
Past Progressive	Active Passive	Chambermaids were cleaning the room when I arrived. The room was being cleaned (by chambermaids) when I arrived.
Present Simple	Active Passive	Chambermaids clean the room every day. The room <u>is cleaned</u> (by chambermaids) every day.
Present Progressive	Active Passive	Chambermaids are cleaning the room right now. The room <u>is being cleaned</u> (by chambermaids) right now.
Post- Present	Active Passive	Chambermaids are going to clean the room soon. The room <u>is going to be cleaned</u> (by chambermaids) soon.
Future Simple	Active Passive	Chambermaids will clean the room later. The room will be cleaned (by chambermaids) later.
Future Progressive	Active Passive	Chambermaids will be cleaning the room at this time tomorrow.  The room will be being cleaned at this time tomorrow.

You can leave out the doer/actor. If you mention (= speak of) the doer, use by:

The room <u>is cleaned</u> every day.
The room <u>is cleaned</u> by chambermaids every day.

Sometimes you can even form two different passive sentences. This happens when the verb has two objects (= two receivers):

Active	Passive
We gave the <u>information</u> to the <u>police</u> .	The information <u>was given</u> to the police. The police <u>were given</u> the information.

## MODALS

### **DEGREES OF CERTAINTY**

**Certain** means known for sure, feeling no doubt: *Are you certain that you left the book on the bus?* **Probable** means not certain but expected to happen: *The probability of a tossed coin* (= flipped coin) landing heads up (or tail up) is 50%. **Possible** means something can happen (maybe/perhaps): *Rain is a possibility today*.

<b>Certainty</b> will, must, can't	I <u>will</u> be away tomorrow. I <u>won't</u> be late on Tuesday. You <u>must</u> be tired. That <u>can't</u> be Jim - he's in L.A.
Probability should/ought to	She <u>should</u> be here soon. It <u>shouldn't</u> be too difficult. She <u>ought to</u> be here soon. It <u>oughtn't to</u> be too difficult.
Possibility may, might, could	The water <u>may</u> not be warm enough to swim. It <u>might</u> rain today. We <u>could</u> all be millionaires one day.

## PERMISSION, PROHIBITION, OBLIGATION

**Permission** means it is all right (= allowed) to do something: Our parents gave us permission to go to the movies. **Prohibition** means that something is forbidden (= not allowed): Smoking is prohibited (not permitted) in public buildings. **Obligation** is something a person must do (= it is necessary to do it): He was under obligation to finish his work in time.

Permission can, could, may, might	You <u>can</u> use the car if you like. <u>Could</u> I talk to you for a minute? <u>May</u> we use the phone? Do you think we <u>might</u> take a break now?
<b>Prohibition</b> mustn't, may not, can't	Books <u>must not/may not</u> be taken out of the library. You <u>can't</u> come in here.
Obligation must, need, ought to, should	Students <u>must</u> register in the first week of semester.  Do I <u>need</u> to get a visa for Canada?  She really <u>ought to/should</u> take a shower (weak obligation).

## MUST, NEED, HAVE TO

Prohibition No obligation Obligation (internal) Obligation (external) Obligation (external)  You mustn't tell her - I don't want her to know. You don't need to tell her - she already knows. I must stop smoking. (I tell myself what my obligation is) I have to stop smoking. (someone else tells me, e.g. my doctor)	)
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### COLLOCATIONS

#### WORD COMBINATIONS

Collocations are words that often go together. You go by train (not: drive with the train), but you go on foot (not: go to foot). You do exercises (not: make exercises), but you make mistakes (not: do mistakes). Instead of studying single words, you should try to remember word combinations. This will increase your fluency and accuracy.

**Examples** - You can <u>catch a thief</u> or <u>catch a bus</u> (= to get aboard in time); a room can <u>catch fire</u> (= to start burning) or you can <u>catch a cold</u> (= get an infection that causes a running nose and sneezing). Have you noticed the collocation <u>running nose</u>?

#### **IDIOMS**

Sometimes word combinations can have a special meaning that cannot be understood from the meaning of the individual words. These are called idioms.

#### **Examples**

"Our play opens tonight." "Well, <u>break a leg!</u>" (= good luck) She really <u>broke his heart</u> when she <u>broke up</u><sup>2</sup> with him. (= <sup>1</sup> to make someone feel very sad; <sup>2</sup> to end a relationship)

#### PHRASAL VERBS

<u>Break up (with somebody)</u> is a phrasal verb. These verbs can have two or three parts and the meaning is often different from the meaning of the parts taken separately.

#### **Examples**

They were <u>making out</u> in the schoolyard (= they were kissing)
Whether we like it or not, we have to <u>put up with</u> it (= we have to tolerate/accept it)

Sometimes a phrasal verb has an object. Usually there are two possible positions:

She <u>switched off</u> the light. She switched the light off.

If the object is a pronoun, only one position is possible:

She switched it off (not: she switched off it).