

ESSENTIAL ENGLISH GRAMMAR

Conform To The New Program

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ARTICLES

There are only three articles in English: **a**, **an** and **the**.

There are two types of articles indefinite **a** and **an** or definite **the**.

We usually use no article to talk about things in general - **the** doesn't mean all.

For example:

"Books are expensive." = (All books are expensive.)

"**The** books are expensive." = (Not all books are expensive, just the ones I'm talking about.)

Indefinite articles - **a** and **an**

• **a** and **an** are the indefinite articles. They refer to something not specifically known to the person you are communicating with.

• **a** and **an** are used before nouns that introduce something or someone you have not mentioned before:-

For example: "I saw **an** elephant this morning."
"I ate **a** banana for lunch."

• **a** and **an** are also used when talking about your profession

For example:
"I am **an** English teacher."
"I am **a** builder."

Note!

You use **a** when the noun you are referring to begins with a consonant (b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y or z), for example, "**a** city" and "**a** factory"

You use **an** when the noun you are referring to begins with a vowel (a, e, i, o, u)



Pronunciation changes this rule.

If the next word begins with a consonant sound when we say it, for example, "university" then we use **a**. If the next word begins with a vowel sound when we say it, for example "hour" then we use **an**.

We say "university" with a "y" sound at the beginning as though it were spelt "youiversity". So, "**a** university" IS correct.

We say "hour" with a silent h as though it were spelt "our".

So, "**an** hour" IS correct.

Definite Article - the

• You use **the** when you know that the listener knows or can work out what particular person/thing you are talking about.

The apple you ate was rotten."

Did you lock **the** car?"

• You should also use **the** when you have already mentioned the thing you are talking about.

She's got two children; **a** girl and **a** boy. **The** girl's eight and **the** boy's fourteen."

• We use **the** to talk about geographical points on **the** globe.

The North Pole, **the** equator

• We use **the** to talk about rivers, oceans and seas

the Nile, **the** Pacific, **the** English channel

• We also use **the** before certain nouns when we know there is only one of a particular thing.

The rain, **the** sun, **the** wind, **the** world, **the** earth, **the** White House etc..

• However if you want to describe a particular instance of these you should use **a/an**. I could hear **the** wind." / "There's **a** cold wind blowing."



"What are your plans for **the** future?" / "She has **a** promising future ahead of her."

• "**The**" is also used to say that a particular person or thing being mentioned is the best, most famous, etc. In this use, '**the**' is usually given strong pronunciation:

Harry's Café is **the** place to go.

You don't mean you met **the** Tony Blair, do you?

No article

• You do not use an article before nouns when talking in general terms.

Inflation is rising.

People are worried about rising crime. (Note! People generally, so no article)

• You do not use an article when talking about sports.

My son plays **football**. **Tennis** is expensive.

• You do not use an article before uncountable nouns when talking about them generally.

Information is important to any organisation.

Coffee is bad for you.

• You do not use an article before the names of countries **except** where they indicate multiple areas or contain the words (state(s), kingdom, republic, union). Kingdom, state, republic and union are nouns, so they need an article.

No article - Italy, Mexico, Bolivia, England

• Use the - **the** UK (United Kingdom), **the** USA (United States of America), **the** Irish Republic

Multiple areas! **the** Netherlands, **the** Philippines, **the** British Isles

CONDITIONALS

0 Conditional / Zero Conditional

Used to express general truths and facts (often things based on scientific fact).

Uses the simple present tense:-
Formation

(IF Clause)

If you **heat** water to 100°C,

(Main Clause)

it **boils**.

or...

(Main Clause)

Water **boils**

(IF Clause)

if you **heat** it to 100°C,

If you **drop** an apple, it **falls**. = An apple **falls**, if you **drop** it. (This is an absolute truth based on scientific fact - gravity).

(This is a general truth based on previous knowledge - you know that I am disappointed if people don't do their homework).

If you **don't do** your homework, I **will be** disappointed. = I **will be** disappointed, if you **don't do** your homework.

Note! Most zero conditional sentences mean the same thing if "when" is used instead of "if".

1st Conditional / Conditional I

Used to express situations based on fact in the present or future (things which may happen).

Uses the simple present tense:-

Formation

(IF Clause)

If I **see** you tomorrow,

(Main Clause)

I **will buy** you a drink.

or...

(Main Clause)

I **will buy** you a drink

(IF Clause)

if I **see** you tomorrow.

We often use 'unless' which means 'if ... not'.

Formation

(IF Clause)

Unless you **hand** in your homework,

(Main Clause)

I **won't mark** it.

means

if you **don't hand** in your homework,

I **won't mark** it.

or...

(Main Clause)

I **won't mark** your homework

(IF Clause)

unless you **hand** it in.

means

I **won't mark** your homework

if you **don't hand** it in.



Note! We never use will, or won't in the if clause.

If I have time today, I will phone my friend. = I will phone my friend, if I have time today. (It is possible that I will have time - therefore the condition is real).

If I go to England, I will buy some Cheddar cheese. = I will buy some Cheddar cheese, if I go to England. (It is possible that I will go to England - therefore the condition is real).

We often have to give information about what people say or think. In order to do this you can use direct or quoted speech, or indirect or reported speech.

Direct Speech

Saying exactly what someone has said is called direct speech (sometimes called quoted speech)

Here what a person says appears within quotation marks ("...") and should be word for word.

She said, "Today's lesson is on presentations."
or "Today's lesson is on presentations," she said.



Direct speech

"I'm going to the cinema", he said.

Indirect speech

He said he was going to the cinema.

Tense change

As a rule when you report something someone has said you go back a tense: (the tense on the left changes to the tense on the right):

Direct speech	Indirect speech
Present simple She said, "It is cold."	› Past simple She said it was cold.
Present continuous She said, "I am watching TV."	› Past continuous She said she was watching TV.
Present perfect simple She said, "I have taught English since 1999."	› Past perfect simple She said she had taught English since 1999.
Present perfect continuous She said, "I have been teaching for 7 years."	› Past perfect continuous She said she had been teaching for 7 years.
Past simple She said, "I did my work yesterday."	› Past perfect She said she had done her work the day before.
Past continuous She said, "I was making dinner earlier."	› Past perfect continuous She said she had been making dinner earlier.
Past perfect She said, "The lesson had already started when he arrived."	› Past perfect NO CHANGE - She said the lesson had already started when he arrived.
Past perfect continuous She said, "I had been cooking."	› Past perfect continuous NO CHANGE - She said she had been cooking.

Modal verb forms also sometimes change:

Direct speech	Indirect speech
will She said, "I will call you tomorrow."	> would She said she would teach English online tomorrow.
can She said, "I can swim."	> could She said she could teach English online.
must She said, "I must have a computer."	> had to She said she had to have a computer to teach
shall She said, "What shall we learn today?"	> should She asked what we should learn today.
may She said, " May I open a new browser?"	> might She asked if she might open a new browser.

Note - There is no change to; could, would, should, might and ought to.

Direct speech	Indirect speech
"I might go to the cinema", he said.	He said he might go to the cinema.

You can use the present tense in reported speech if you want to say that something is still true i.e. my name has always been and will always be Lynne so:-

Direct speech	Indirect speech
"My name is Lynne", she said.	She said her name was Lynne. or She said her name is Lynne.

You can also use the present tense if you are talking about a future event.

Direct speech (exact quote)	Indirect speech (not exact)
"Next week's lesson is on reported speech", she said.	She said next week's lesson is on reported speech.

Time change

If the reported sentence contains an expression of time, you must change it to fit in with the time of reporting. For example we need to change words like here and yesterday if they have different meanings at the time and place of reporting.

Today	+ 24 hours - Indirect speech
"Today's lesson is on presentations."	She said yesterday's lesson was on presentations.

Expressions of time if reported on a different day

this (evening)	> that (evening)
today	> yesterday ...
these (days)	> those (days)
now	> then
(a week) ago	> (a week) before
last weekend	> the weekend before last / the previous weekend
here	> there
next (week)	> the following (week)
tomorrow	> the next/following day

In addition if you report something that someone said in a different place to where you heard it you must change the place (here) to the place (there).

At work	At home
"How long have you worked here ?"	She asked me how long I'd worked there .

Pronoun change

In reported speech, the pronoun often changes.

C T S P E E C H

For example:

Me

"I teach English online."

You

She said she teaches English online.

Reporting Verbs

Said, told and asked are the most common verbs used in indirect speech.

We use asked to report questions:-

For example: I asked Lynne what time the lesson started.

We use told with an object.

For example: Lynne told me she felt tired.

Note - Here «me» is the object.

We usually use said without an object.

For example: Lynne said she was going to

teach online.

If said is used with an object we must include to;

For example: Lynne said to me that she'd never been to China.

Note - We usually use told.

For example: Lynne told me that she'd never been to China.

There are many other verbs we can use apart from said, told and asked.

These include:-



accused, admitted, advised, alleged, agreed, apologised, begged, boasted, complained, denied, explained, implied, invited, offered, ordered, promised, replied, suggested and thought.

Using them properly can make what you say much more interesting and informative.

e.g. He asked me to come to the party:-

He invited me to the party.

He begged me to come to the party.

He ordered me to come to the party.

He advised me to come to the party.

He suggested I should come to the party.

RELATIVE PRONOUNS

Relative pronouns: (who, which, whom,)

► Relative pronouns are used to relate groups of words to nouns or other pronouns. They do not change for singular or plural or masculine or feminine.

Example:

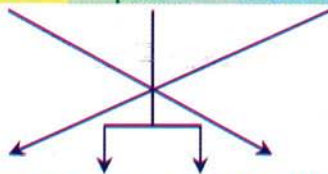
• The teacher who now lives in Canada was respected by her students.

• In this example "who" relates the subject, the teacher, to the verb, lives.

Pronoun	Refers to	Example
who	a subject noun a person	The girl who told me it was a good movie was right.
who(m)	an object noun a person	I was invited by the professor whom I met at the conference.
which	a subject or object noun a thing	He gave me the letter, which was in a blue envelope.

PASSIVE VOICE

Picasso painted this work



This work was painted by Picasso

■ The passive voice is used when focusing on the person or thing affected by an action.

■ The Passive is formed:

Passive Subject + To Be + Past Participle.

■ It is often used in business and in other areas where the object of the action is more important than those who perform the action.

The following chart includes sentences changed from the active to the passive in the principal tenses.



For Example: We have produced over 20 different models in the past two years. Changes to: Over 20 different models have been produced in the past two

years.

If the agent (the performer of the action) is important, use "by" For Example: Shakespeare wrote Hamlet. Changes to: "Hamlet was written by Shakespeare.

Only verbs that take an object can be used in the passive.

Time Reference	Active	Passive
Present Simple	They make Fords in Cologne.	Fords are made in Cologne.
Present Continuous	Susan is cooking dinner.	Dinner is being cooked by Susan
Past Simple	James Joyce wrote "Dubliners".	"Dubliners" was written by James Joyces.
Past Continuous	They were painting the house when I arrived.	The house was being painted when I arrived.
Present Perfect	They have produced over 20 models in the past two years.	Over 20 models have been produced in the past two years.
Future Intention with Going to	They are going to build a new factory in Portland.	A new factory is going to be built in Portland.
Future Simple	I will finish it tomorrow.	It will be finished tomorrow.

QUANTIFIERS

• Quantifiers are words that are used to state quantity or amount of something without stating the actual number.

• Quantifiers answer the questions "How many?" and "How much?"

• Quantifiers can be used with plural countable nouns and uncountable nouns.

• Quantifiers must agree with the noun. There are 3 main types of quantifiers. Quantifiers that are used with countable nouns, quantifiers that are used with uncountable nouns, and the 3rd type are quantifiers that are used with either countable nouns or uncountable nouns.

with countable noun		with countable / uncountable noun	with uncountable noun
Many	Fewer...than	Some	Much
Few	Several	A lot of	Little
A Few	Both	None	A Little
Too many	Every	Any (in questions and negative statements)	Too much
So many	Each	Most	So much
A large number of	Either	Enough	A large amount of
All	Neither	No	All
		More...than	Less...than



أخي / أختي

إن إستفدت من هذا الملف فالرجاء أن تدع لي و للمؤلف بالخير



و النجاح و المغفرة

Hard_equation