

CONTENTS

INTRODUCTION

page

xi

SECTION 1

WORDS IN SENTENCES

1.1 Word order: statements: form	2
1.2 Word order: questions: form	8
1.3 Word order: questions: function	11
1.4 Word order: imperative: form	16
1.5 Word order: imperative: function	19
1.6 Adverbs of frequency: form and function	22

SECTION 2

VERBS

2.1 Be, Have: Present Simple: form	26
2.2 Be, Have: Present Simple: function	37
2.3 Be, Have: Past Simple: form	44
2.4 Be, Have: Past Simple: function	50
2.5 Present Simple: form	55
2.6 Present Simple: function	60
2.7 Present Continuous: form	64
2.8 Present Continuous: function	69
2.9 Past Simple: form	75
2.10 Past Simple: function	81
2.11 Past Continuous: form	84
2.12 Past Continuous: function	88
2.13 Talking about the future	92
2.14 Future: will/shall: form	93
2.15 Future: will/shall: function	96
2.16 Future: going to: form	100
2.17 Future: going to: function	104
2.18 Future: Present Simple: form and function	108
2.19 Future: Present Continuous: form and function	111
2.20 Present Perfect and Present Perfect Continuous: form	114
2.21 Present Perfect and Present Perfect Continuous: function	122
2.22 Used to: form	129
2.23 Used to: function	131

2.24	Passive: form	134
2.25	Passive: function	137
2.26	Be/Get used to: form and function	139
2.27	Modal verbs: form	142
2.28	Modals: Must, Have to, Need: function	145
2.29	Modals: Can, Could: function	150
2.30	Modals: May, Might: function	156
2.31	Modals: Should, Ought to: function	159
2.32	Modals: Will/ Shall: function	163
2.33	Modals: Would: function	166
2.34	Conditional: possible: form	169
2.35	Conditional: possible: function	172
2.36	Conditional: impossible: form	175
2.37	Conditional: impossible: function	177
2.38	Conditional: wishing: form and function	179
2.39	Indirect speech: statements: form	182
2.40	Indirect speech: questions, requests, imperatives: form	185
2.41	Indirect speech: function	189

SECTION 3

DETERMINERS

3.1	Introduction	194
3.2	Articles: a/an: form	195
3.3	Articles: a/an: function	199
3.4	Articles: the: function	202
3.5	Determiners: quantity: form	206
3.6	Determiners: quantity: function	211
3.7	Determiners: possessives: form and function	218
3.8	Determiners: demonstratives: form and function	224
3.9	Wh- Determiners: form and function	227

SECTION 4

MODIFICATION

4.1	Adjectives: form	232
4.2	Adjectives: function	236
4.3	Adjectives: comparison: form	238
4.4	Adjectives: comparison: function	242
4.5	Adjectives: -ing, -ed: form and function	247
4.6	Adverbs and adverbials: form	250

4.7 Adverbs and adverbials: function	254
4.8 Prepositional phrases: form and function	257
4.9 Too, Very, Enough: form	261
4.10 Too, Very, Enough: function	263
4.11 Relative clauses: subject: form	267
4.12 Relative clauses: object: form	270
4.13 Relative clauses: genitive: form	272
4.14 Relative clauses: function	275

SECTION 5

CONNECTING

5.1 Pronouns: form	280
5.2 Pronouns: function	286
5.3 So, Neither/Nor: form and function	288
5.4 And, But: form and function	292
5.5 Because of/Because: form and function	294
5.6 After, Before, When, While: form and function	296

APPENDICES

1. Irregular verbs	299
2. <i>The</i> with noun phrases	303
3. The zero article	306
4. Multi-word verbs	310
5. Plurals of nouns	312
6. Adjectives followed by prepositions	314
7. Spelling	316
8. Punctuation	318

INDEX	320
-------	-----

ANSWER KEY	325
------------	-----

INDEX

- a* 38, 40–1, 50–3, 194, 195–9
 v. *an* 197
 with complement 199
 replacing *any* 199
 replacing *every* 199
 replacing *one* 199
 replacing *per* 199
 cf plural (with group) 195
- ability 150
- able to* 142, 143, 150
- adjectives 232–49
 comparison (form) 238–40
 comparative 328–9
 superlative 239
 comparison (function) 242–3
 comparing like 242
 comparing unlike 242
 superlative 242
- form 232
- function 236
 describing 236
 identifying 236
 -ing v. -ed 247–8
- irregular adjectives 240
- position 232
 more than one 233
 with prepositions 248
- adverbials 3, 4, 135, 250–60
 form 250–3
- comparative forms 252
- single word adverbs 250–1
- multi-word adverbs 251
- prepositional phrases 251
- function 254–60
 how (manner) 254
 how often (frequency) 22–3, 254
 when (time) 23, 255
 where (place) 255
- advising modals 159
- affirmative 26, 44–5
- after* 296
- agent 134–5
- ago* 126
- all* 206
- a lot of* 207, 211
- already* 23
- always* 22–3
- am* 26, 31, 37–9, 64–6, 111
- American English 27, 126
- an* (see *a*)
- and* 292
- any* 207, 214
 reference with possessive determiner 218
 v. *some* 207
- are* 26, 31, 37–9, 42, 64–6, 111
- article 195–205
 definite article 202–5
 indefinite article 195–201
 zero article 307–10 (see also *a*, *an*, *the*)
- be* 22, 26, 28, 31, 37–9, 41–2, 44, 46–8, 50, 84–6, 101, 106, 111, 117–19, 134
- because* 294
- because of* 294
- before* 297
- be going to* 92, 100–1, 104–5, 111–12
- be used to* 139–40
- British English 27, 126
- but* 292
- can* 142, 150–1, 156–7
can't 151
 v. *could* 151, 156
 in requests 151
- cardinal numbers 208
- cause 294
- central modals 142–3
 characteristics 142
 interrogative form 143
 cf marginal modals 143
 modal + infinitive 142

- central modals – *cont.*
 negative form 142
 non-finite form 142
 tense system 143
- commands
 in reported speech
 186, 189
- complement 5
 with *a/an* 199
- conditional 19, 109,
 169–81
if + *was/were* 175
 impossible conditional
 175–8
 form 175
 function 177–8
 possible conditional
 169–73
 alternative form 170
 functions 172–3
 advice 172
 certainty 172
 habit 172
 possibility 172
 suggestion 173
 wishing 179–81
 form 179
wish 179
if only 179
 function 180
- contractions 17, 19,
 26–30, 56, 64–6, 85,
 93–4, 100–1, 111–12,
 114–19, 129, 130
- could* 142, 150–1, 156
 past of *can* 151
 request 151, 156
- countable noun 195
- count noun 195
- demonstratives 224–6
that 224–5
these 224–5
this 224–5
those 224–5
- determiners 38, 40–1,
 50–3, 193–230
 articles 195–208
 countable noun 195
 demonstratives 224–6
 possessives 218–23
 cf pronouns 282
 quantity 206–14
wh- determiners
 227–30
 zero article 196
- do/does* 30, 33, 56–7
did 47–8, 77–8, 129, 130
- each* 207–11
 -*ed* ending 75, 114
either 208–11
enough 208, 241
 use of 243
ever 23, 125, 126
every 199, 207, 211
 replaced by *a/an* 199
- few* 207, 211–12
 v. *a few* 212
fewer 207–8
 v. *less* 208
- first* 208
for 124–5
- future 92–4, 96, 100,
 108–9, 111
- frequency (adverbs)
 22–3
- get used to* 139–40
- got* 27, 29, 30, 32–3, 40–2
- had* 44–5
has/have 26–7, 29, 30,
 32–4, 40–2, 44,
 47–8, 114–19
- have to* 142–3, 145–6
don't have to 143, 146
 v. *mustn't* 146
- her* 218–9
his 218–9
his/her 220
how 8, 9, 11, 13
- if* 169–78, 185
 + *was/were* 175
 in reported questions
 185
if only 179
- imperative 16, 19
 as alternative
 conditional form 170
 in reported speech 186
- ing* ending 64–6, 69,
 70–1, 84–6, 111,
 117–19, 139
- intransitive 2
- irregular verbs 26, 76,
 299–302
- is* 26, 31, 37–9, 41–2,
 64–6
- its* 218–19
 v. *it's* 218
it's v. *its* 218
- last* 208
- less* 206–8, 211
 v. *fewer* 208
- little* 206, 208, 211
- lot/lots* (see *a lot of*)
- many* 11, 206–7, 211
- marginal modals 142–3
 characteristics 143
 cf central modals 143
 cf main verbs 143
need 143, 145–6

INDEX

- mass 190
- may 142, 156–7
 - v. *can/could* 156–7
 - may not 157
 - permission 156–7
 - request 156
- might 142, 156–7
 - permission 156–7
 - v. *may* 156–7
- modal verbs 142–68
 - ability 150–1
 - advising 159
 - be able to* 142–3, 150
 - can/can't* 142, 150, 156–7
 - central modals 142–3
 - could/couldn't* 142, 150, 156–7
 - form 142–3
 - have to* 142–3, 145–6
 - marginal modals 142–3
 - may/may not* 142, 156–7
 - might* 142, 156–7
 - must/mustn't* 142, 145–6
 - near certainty 152, 159
 - need/needn't* 142–3, 146
 - ought to* 142, 159
 - permission 151, 156, 166
 - possibility 151, 156
 - probability 159
 - prohibition 157
 - refusal 151, 156, 166
 - request 151, 156, 163, 166
 - semi-auxiliaries 142–3
 - should/shouldn't* 142, 159
 - will/won't* 142, 163
 - would* 142, 166
- modification 231–78
- more 211, 238, 252
- most 207, 211
- much 11, 207
 - v. *a lot of* 207
- must 142, 145–6
 - v. *have to* 145–6
 - mustn't* 146
 - mustn't v. don't have to* 146
- my 210
- near certainty 152, 159
- negative 17, 28, 46–8, 56, 65, 77–8, 85, 94, 100–1, 115–16, 118
- need* 142–3, 146
 - needn't cf don't have to* 146
- neither* 208, 288–91
- never* 22, 23, 124, 129
- no* 206, 213
- non-count noun 196
- nor* 288–91
- not* 28–30, 46–7, 56, 65, 77–8, 85, 94, 100–1, 115–16, 118, 129
- noun 38, 195–6
 - countable 195
 - count noun 195
 - mass 196
 - non-count noun 196
 - plural 195, 313
 - uncountable 196
 - unit 195
- object
 - direct 3, 134–5
 - indirect 4, 134–5
- of course* 34
- offers 96, 105
- often* 22–3
- one* 208
- one's* 218, 220
- ordinal numbers 208
- first* 208
- second* 208
- ought to* 142, 159
 - negative form 159
- our* 218–19
- passive 134–7
 - in indirect speech 186
- past continuous 84–6, 88–9
- past participle 114–16, 134–5
- past simple 22, 44–8, 50–3, 75–8, 81, 123–6
- per*
 - replaced by *a/an* 199
- permission
 - modal verbs 151, 156, 166
- phrase
 - adverbial 3
- place
 - determiners 224
- plural 195, 219, 313
 - avoiding sexual bias 219
- positive 17
- possessive 218–23
 - her* 218–19
 - his* 218–19
 - its* 218–19
 - my* 218–19
 - our* 218–19
 - their* 218–19
 - your* 218–19
- possessive relative 272–3
- possibility
 - modal 151
 - future 156
 - conditional 169–73
- prediction 163
- prepositions 257–60
 - place 258–9

- prepositions – *cont.*
 - position (movement) 259
 - position (static) 258
 - time 257
- present continuous
 - 64–6, 69–71, 92,
 - 101, 111–12
- present participle 117
- present perfect 114–17, 122–6
- present perfect
 - continuous 117–19,
 - 124–6
- present simple 22, 26–34, 37, 55–7, 60–1, 92, 108–9
- probability 159
- prohibition 157
- pronoun 182–3, 280–7
 - demonstrative 282
 - cf determiners 282
 - form 280–3
 - function 286–7
 - indefinite 281–2
 - in indirect speech 182–3
 - object 280
 - personal 280
 - possessive 280
 - reflexive 281
 - subject 280
- questions 8–13, 23, 31–4, 47–8, 57, 66, 77–8, 86, 100–1, 116–17, 119, 130
 - reported 185–6
 - yes/no* 31–4, 47–8, 57, 66, 77, 86, 94, 101, 116–17, 119, 130
- rarely* 23
- reason 294
- refusal 151, 156, 166
- regular verbs 75
- relative clauses 267–77
 - form (subject) 267
 - form (object) 270
 - form (genitive/possessive) 272–3
 - function 275–6
 - zero relative, use of 270
- reporting 182–92
 - commands 186
 - use of *if* 185
 - imperative 186
 - indirect reports 190
 - indirect statements 182, 189
 - pronoun changes 182–3
 - questions 185–6
 - requests 186
 - statements 182, 189
 - time adverbials 182
 - verb changes 182–3
 - verbs used 190–1
- requests 34, 151, 156, 163, 166, 189
 - reported 189
 - responses to requests 156, 163, 166
- second* 208, 211
- seldom* 23
- semi-auxiliaries 142–3
 - characteristics 143
 - with infinitive 143
 - with main verbs 143
 - with other modals 143
- sentence 2, 16, 28
- several* 207
- sexual bias 219
- shall* (see *will/shall*)
- should* 142, 159
- since* 124–6
- so*
 - as pronoun 288–91
- some* 206–7
 - v. *any* 207
- sometimes* 22–3
- soon* 23
- spelling 55, 84, 316–17
- state/stative verbs 70
- statements
 - indirect 182, 189
 - reported 182, 189
- subject 2, 8, 17, 26, 28, 31, 134–5
- superlatives
 - use of *the* 239
- that*
 - determiner 224–6
 - relative pronoun
 - subject 267, 275–6
 - object 270, 275–6
- the*
 - definitive article (use) 202–5
 - with noun phrases 304–6
 - with superlatives 239
- there* 41, 52
- their* 218–19
 - avoiding sexual bias 219
- these* 224–6
- this* 224–6
- those* 224–6
- time
 - adverbs 254–5
 - determiner 224
 - prepositions 257–8
- transitivity 2
- uncountable 196
 - as countable 196

INDEX

- unit 195
- used to* 129–32
- usually* 23

- verb 2–5, 16, 22, 26–34,
 - 37, 44–8, 50–7, 60,
 - 64–6, 70, 75–8, 81,
 - 84–6, 88–9, 92–4,
 - 96, 100–1, 104–5,
 - 108–9, 111–12,
 - 114–19, 122–6,
 - 129–32, 134–5, 137
- imperative 16
- intensive 4
- intransitive 2
- irregular 26, 114
- regular 75, 114
- state/stative 70
- tenses 22, 26–34,
 - 44–8, 50–7, 60–1,
 - 64–6, 75–8, 81,
 - 84–6, 92–4, 96,
 - 104–5, 108–9,
 - 111–12, 114–19,
 - 122–6
- transitive* 2–5
- very* 241, 244

- was/were* 44, 46–7, 50–1,
 - 84–6
 - after *if* 175
- wh-* determiners 227–8
 - what* 227
 - which* 227
 - whose* 227
- what* 8–12
 - as determiner 227
 - as pronoun 282
- when* 8, 9, 11, 297
- where* 8, 9, 11
- which*
 - as determiner 227
 - as pronoun 282–3
 - as relative pronoun 267, 270, 272–3, 275–6

- while* 297
- who*
 - as question word 8, 9, 11, 12
 - as relative pronoun 267, 270, 275–6
- whose*
 - as determiner 227
 - as pronoun 282
 - as relative pronoun 272–3
- why* 8, 9, 11, 13
- will/shall* 92–4, 96, 109, 112, 142, 163
- wish* 179–80
- word order 11, 16, 19
- would* 142–66

- you* 55
- your* 218

- zero article 307–10