References are to sections, unless otherwise stated.

1 Articles and one, a little/ a few, this, that page 15

a/an (the indefinite article) 1
Use of a/an 2
Omission of a/an 3
a/an and one 4
a little/a few and little/few 5
the (the definite article) 6
Omission of the 7
Omission of the before home etc. 8
this/these, that/those 9

2 Nouns page 24

Kinds and function 10 Gender 11 Plurals 12 Uncountable nouns 13 Form of possessive case 14 Use of possessive case etc. 15 Compound nouns 16

3 Adjectives page 33

Kinds of adjectives 17
Position of adjectives 18
Order of adjectives of quality 19
Comparison 20
Constructions with comparisons 21
than/as + pronoun + auxiliary 22
the + adjective 23
Adjectives + one/ones etc. 24
many and much 25
Adjectives + infinitives 26
Adjectives + various
constructions 27

4 Adverbs page 47

Kinds of adverbs 28

Form and use
Formation of adverbs with ly 29
Adverbs and adjectives with
the same form 30
Comparative and superlative 31
far, farther/farthest etc. 32
much, more, most 33
Constructions with comparisons 34

Position

Adverbs of manner 35
Adverbs of place 36
Adverbs of time 37
Adverbs of frequency 38
Order of adverbs 39
Sentence adverbs 40
Adverbs of degree 41
fairly, rather, quite, hardly etc.
fairly and rather 42
quite 43
hardly, scarcely, barely 44
Inversion of the verb
Inversion after certain adverbs 45

5 all, each, every, both, neither, either, some, any, no, none page 64

all, each, every, everyone etc. 46 both 47 all/both/each + of etc. 48 neither, either 49 some, any, no and none 50 someone, anyone, no one etc. 51 else after someone/anybody etc. 52 another, other etc. with one, some 53

6 Interrogatives: wh-? words and how? *page 71*

Interrogative adjectives and pronouns 54
Affirmative verb after who etc. 55 who, whom, whose, which, what 56 who, whom, which and what as objects of prepositions 57
Uses of what 58
which compared with who, what 59
Interrogative adverbs:
why, when, where, how 60
ever after who, what etc. 61

7 Possessives, personal and reflexive pronouns: my, mine, I, myself etc. page 75

Possessive adjectives and pronouns 62
Agreement and use of possessive adjectives 63
Possessive pronouns replacing possessive adjectives + nouns 64
Personal pronouns 65
Position of pronoun objects 66
Use of it 67
Indefinite pronouns 68
Use of they/them/their with neither/either, someone etc. 69
Reflexive pronouns 70
Emphasizing pronouns 71

8 Relative pronouns and clauses *page 81*

Defining relative clauses 72
Relative pronouns used in
defining clauses 73
Defining clauses: persons 74
Defining clauses: things 75
Cleft sentences 76
Relative clause replaced by
infinitive or participle 77
Non-defining relative clauses 78
Non-defining clauses: persons 79

all, both, few, most, several etc. of + whom/which 80
Non-defining clauses: things 81
Connective relative clauses 82
what (relative pronoun) and
which (connective relative) 83
Commas in relative clauses 84
whoever, whichever etc. 85

9 Prepositions page 91

Introduction 86 Alternative position 87 Omission of to and for before indirect objects 88 Use and omission of to with verbs of communication 89 Time and date: at, on, by etc. 90 Time: from. since, for etc. 91 Time: to, till/until, after, afterwards (adverb) 92 Travel and movement: from, to, at, in, by, on, into etc. 93 at, in; in, into; on, onto 94 above, over, under etc. 95 Prepositions used with adjectives and participles 96 Verbs and prepositions 97 Gerunds after prepositions 98 Prepositions/adverbs 99

10 Introduction to verbs page 105

Classes of verbs 100

Ordinary verbs
Principal parts 101
Active tenses 102
Negatives of tenses 103
Interrogative for questions and requests 104
Negative interrogative 105

Auxiliary verbs Auxiliaries and modals 106 Forms and patterns 107 Use of auxiliaries in short answers, agreements etc.

In short answers 108
Agreements and disagreements 109
Question tags 110
Comment tags 111
Additions to remarks 112

11 be, have, do *page 116*

be as an auxiliary verb Form and use 113 be + infinitive 114

be as an ordinary verb be to denote existence, be + adjective 115 there is/are/was/were etc. 116 it is and there is compared 117

have as an auxiliary verb Form and use 118 have + object + past participle 119 had better + bare infinitive 120 have + object + present participle 121

have as an ordinary verb have meaning 'possess' and 'suffer (from) pain/illness/disability' 122 have meaning 'take', 'give' 123

do

Form 124 do used as an auxiliary 125 do used as an ordinary verb 126

12 may and can for permission and possibility *page 128*

Permission

may for permission: forms 127 can for permission: forms 128 may and can used for permission in the present or future 129 could or was/were allowed to for permission in the past 130 Requests for permission 131

Possibility

may/might for possibility 132 may/might + perfect infinitive 133 could or may/might 134 can for possibility 135

13 can and be able for ability page 134

can and be able: forms 136 can/am able, could/was able 137 could + perfect infinitive 138

14 ought, should, must, have to, need for obligation page 137

ought: forms 139 should: forms 140 ought/should compared to must and have to 141 ought/should with the continuous infinitive 142 ought/should with the perfect infinitive 143 must and have to: forms 144 must and have to: difference 145 need not and must not in the present and future 146 need not, must not and must in the present and future 147 need: forms 148 Absence of obligation 149 need not and other forms 150 must, have to and need in the interrogative 151 needn't + perfect infinitive 152 needn't have (done) and didn't have/need (to do) 153 needn't, could and should + perfect infinitive 154 to need meaning 'require' 155

15 must, have, will and should for deduction and assumption page 147

must for deduction 156 must compared to may/might 157 have/had for deduction 158 can't and couldn't used for negative deduction 159 will and should: assumption 160

16 The auxiliaries dare and used page 150

dare 161 used 162 to be/become/get used to 163

17 The present tenses *page 153*

The present continuous Form 164 Present participle: spelling 165 Uses 166 Other possible uses 167 Verbs not normally used 168 feel, look, smell and taste 169 see and hear 170 think, assume and expect 171

The simple present tense Form 172 Used for habitual action 173 Other uses 174

18 The past and perfect tenses page 161

The simple past tense Form 175 Irregular verbs: form 176 Use for past events 177

The past continuous tense Form 178 Main uses 179 Other uses 180

Past continuous or simple past 181

The present perfect tense Form and use 182 Use with just 183 Past actions: indefinite time 184 Actions in an incomplete period 185 Actions lasting throughout an incomplete period 186 Use with for and since 187 it is + period + since + past or perfect tense 188 Present perfect and simple past 189 The present perfect continuous tense Form 190 Use 191 Comparison of the present perfect simple and continuous 192

Some more examples 193 The past perfect tense

Form and use 194 In time clauses 195 In indirect speech 196

The past perfect continuous tense Form and use 197

19 The future page 180

Future forms 198 The simple present 199 Future with intention 200 will + infinitive 201 The present continuous 202 The begoing to form 203 be going to used for intention 204 be going to and will + infinitive to express intention 205 be going to used for prediction 206 The future simple 207

First person will and shall 208
Uses of the future simple 209
will contrasted with
want/wish/would like 210
The future continuous tense 211
The future continuous used as
an ordinary continuous tense 212
The future continuous used to
express future without intention 213
The future continuous and
will + infinitive compared 214
Various future forms 215
The future perfect and the future
perfect continuous 216

20 The sequence of tenses page 195

Subordinate clauses 217 The sequence of tenses 218

21 The conditional page 196

The conditional tenses

The present conditional tense 219 The perfect conditional tense 220

Conditional sentences

Conditional sentences type 1 221 Conditional sentences type 2 222 Conditional sentences type 3 223 will/would and should 224 if + were and inversion 225 if, even if, whether, unless, but for, otherwise etc. 226 if and in case 227 if only 228 In indirect speech 229

22 Other uses of will/would, shall/should page 206

Habits expressed by will, would 230 should/would think + that-clause or so/not 231

would for past intention 232 shall I/we? 233 shall: second and third persons 234 that...should 235 it is/was + adjective + that...should 236 Other uses of should 237

23 The infinitive page 212

Form 238 Uses of the infinitive 239 The infinitive as subject 240 As object or complement 241 Verb + how/what etc. + infinitive 242 Infinitive after verb or verb + object 243 Infinitive after verb + object 244 Infinitive after verbs of knowing and thinking etc. 245 The bare infinitive 246 Infinitive represented by to 247 Split infinitives 248 Infinitive as connective link 249 Infinitive used to replace a relative clause 250 Infinitive after certain nouns 251 After too, enough, so ... as 252 Infinitive phrases 253 The continuous infinitive 254 The perfect infinitive 255 Perfect infinitive continuous 256

24 The gerund page 228

Form and use 257
The gerund as subject 258
Gerunds after prepositions 259
The word to 260
Verbs followed by the gerund 261
Verbs + possessive adjective/
pronoun object + gerund 262
The verb mind 263
The perfect gerund 264
The passive gerund 265

25 Infinitive and gerund constructions page 234

Verbs + infinitive or gerund 266
Verbs + infinitive or gerund
without change of meaning 267
regret, remember, forget 268
agree/agree to, mean, propose 269
go on, stop, try, used (to) 270
be afraid (of), be sorry (for),
be ashamed (of) 271

26 The participles page 239

Present (or active) participle 272
After verbs of sensation 273
catch, find, leave + object +
present participle 274
go, come, spend, waste etc. 275
A present participle phrase
replacing a main clause 276
A present participle phrase
replacing a subordinate clause 277
Perfect participle (active) 278
Part participle (passive) and
perfect participle (passive) 279
Misrelated participles 280

27 Commands, requests, invitations, advice, suggestions page 245

The imperative for commands 281
Other ways of expressing
commands 282
Requests with
can/could/may/might I/we 283
Requests with
could/will/would you etc. 284
Requests with might 285
Invitations 286
Advice forms 287
Advice with may/might as well +
infinitive 288
Suggestions 289

28 The subjunctive page 253

Form 290

Use of the present subjunctive 291 as if etc. + past subjunctive 292 it is time + past subjunctive 293

29 care, like, love, hate, prefer, wish *page 255*

care and like 294
care, like, love, hate, prefer 295
would like and want 296
would rather/sooner and
prefer/would prefer 297
More examples of preference 298
wish, want and would like 299
wish + subject + unreal past 300
wish (that) + subject + would 301

30 The passive voice page 263

Form 302 Active and passive equivalents 303 Uses of the passive 304 Prepositions with passive verbs 305 Infinitive constructions after passive verbs 306

31 Indirect speech page 269

Direct and indirect speech 307
Statements in indirect speech:
tense changes necessary 308
Past tenses 309
Unreal past tenses 310
might, ought to. should, would,
used to in indirect statements 311
could in indirect statements 312
Pronoun and adjective 313
Expressions of time and place 314
Infinitive and gerund 315
say, tell etc. 316
Questions in indirect speech 317
Questions beginning shall I/we? 318

Questions beginning will you I would you/could you? 319
Commands, requests, advice 320
Other ways of expressing indirect commands 321
let's, let us, let him/them 322
Exclamations and yes and no 323
Indirect speech: mixed types 324 must and needn't 325

32 Conjunctions page 288

Co-ordinating conjunctions 326 besides, so, still, yet etc. 327 Subordinating conjunctions 328 though/although, in spite of, despite 329 for and because 330 when, while, as to express time 331 as meaning when/while or because/since 332 as, when, while used to mean although, but, seeing that 333

33 Purpose page 294

Purpose expressed by infinitive 334 Infinitives after go and come 335 Clauses of purpose 336 in case and lest 337

34 Clauses of reason, result, concession, comparison, time page 298

Reason and result/cause 338
Result with such/so . . . that 339
Clauses of concession 340
Clauses of comparison 341
Time clauses 342

35 Noun clauses page 303

Noun clauses as subject 343 that-clauses after certain adjectives/participles 344 that-clauses after nouns 345 Noun clauses as objects 346 so and not representing a that-clause 347

36 Numerals, dates, and weights and measures page 307

Cardinal numbers 348
Points about cardinal numbers 349
Ordinal numbers 350
Points about ordinal numbers 351
Dates 352
Weights, length, liquids 353

37 Spelling rules page 311 Introduction 354
Doubling the consonant 355
Omission of a final e 356
Words ending in ce and ge 357
The suffix ful 358
Words ending in y 359
ie and ei 360
Hyphens 361

38 Phrasal verbs *page 315* Introduction 362 Verb + preposition/adverb 363

39 List of irregular verbs page 353

Irregular verbs 364

Index page 359