

## VERB

Use the simple present tense in future-time clauses (when the action will take place sometime in future). Never use "will" or "going to" in future-time clauses.

Time clauses are introduced by such words as **when, while, after, before, as soon as, etc**  
~~will, going to~~

### VERBS – OF DEMAND

The simple verb (V) is used for all persons in a noun clause after the following verbs

demand  
insist  
require  
suggest  
recommend  
urgu  
advise  
request  
be necessary  
be required  
be essential  
be important  
ask (when it means request)

+ V
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Use "not" to make the verb negative  
Don't use "don't"

### VERBS - WISHES

1. Present wishes are expressed in the past tense
2. Always use "were" in the present wishes for to "be"
3. Past wishes are expressed in the past perfect

### VERBS - CONDITIONALS

If + present >> future (result)

If + past >> would (modal) + V (result)

If + past perfect >> would + have + past participle II

- a. In general, avoid using "would" in the if-clause
- b. In present-time unreal if-clauses, the correct form of the verb "to be" for all persons is "were"

### VERBS - MODALS

1. modal + V (~~to~~)
2. modal + have + PII
3. when you change direct speech to indirect speech, "could, would, should" and "might" do not change form
4. use "must have +PII" for past conclusion only
5. use "had+infinitive" for past obligation

## VERBS - VERBALS

admit	be accustomed to
appreciate	be interested in
avoid	be opposed to
cannot help	be used to
consider	decide on
deny	get through
enjoy	keep on
finish	look forward to
keep	plan on
postpone	put off
practice	think about
stop	think of
suggest	

+ Gerund
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let	+ V
make	
have	

verbs of perception:

feel	+ V or + Gerund
hear	
notice	
observe	
see	
smell	
watch	

## MODIFIERS

Modifiers – like "only"

Adverbs like "only, just, nearly, hardly, almost, scarcely" come as close as possible to the adjectives, verbs or other adverbs they modify

Do not put an adverb between "to" and "V"  
 Right: We hope to inform him quickly  
 Wrong: We hope to quickly inform him

### MODIFIERS - DANGLING

The subject of the main clause must be the same as the understood subject of the introductory phrase.

Wrong: *Running home from school, a dog bit me*  
 Right: *Running from home the school, I was bitten by a dog*

Wrong: *To understand the directions, they must be read carefully*  
 Right: *To understand the directions, one must read them carefully.*

### MODIFIERS – ADJECTIVE/ADVERB CONFUSION

1. Adjective modify nouns (N) and pronouns
2. Adverbs modify verbs (V)
3. Adverbs also modify adjectives
4. Adverbs also modify other adverbs

Adverbs end in -ly  
 adjective=adverb : LATE, FAST, HARD

### MODIFIERS – ADJECTIVES AFTER VERBS OF SENSATION

feel, look, seen, appear,  
taste, smell, sound

+ adjective adverb
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### MODIFIERS – NOUN ADJECTIVES

When nouns are used as adjectives, they do not have plural or possessive form

Exception: The following nouns always end in –s, but are singular in number when they used as names of courses or sciences

**physics, mathematics, economics**

*He is an economics teacher*

**BUT:** *The current economic situation is extremely uncertain*

Nouns (N) are sometimes found as part of **hyphenated** or compound adjectives (adjectives of more than one word joined by hyphens). **THESE NOUNS ARE NEVER PLURAL.**

### MODIFIERS – FEW, LITTLE, MUCH AND MANY

few, fewer, fewest, many + plural count nouns  
little, less, least, much + noncount nouns

**these are plural -**  
"people, men, women, children, police"

"news" is singular

### MODIFIERS CARDINAL AND ORDINAL NUMBERS

- ordinal numbers are used in the pattern  
**the + ordinal + noun (N)**

always use the
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- cardinal numbers are used in the pattern  
**noun (N) + cardinal**

### MODIFIERS – COMPARATIVES

- don't use both "-er" and "more"
- be careful to use only "than" after a comparative structure
- be careful to use the comparative for two items, not three or more. For three or more use superlative

Logic errors:

- do not compare two nouns that can not be compared
- do not compare a noun to itself

### MODIFIERS – SUPERLATIVE

- always use "the" in the superlative pattern
- be careful not to use "-est" and "most" in the same superlative
- do not put "than" after the superlative
- be careful to use the superlative for three or more items. Use the comparative for two items

### MODIFIERS – CAUSE AND RESULT

SO

- so + adjective + that
- so + adverb + that
- so + many (few) + count noun + that
- so + much (little) + non-count noun + that

SUCH

- such + adjective + plural count noun + that
- such + adjective + non-count noun + that

SO or SUCH

so + adjective + a + singular count noun + that  
such + a + adjective + singular count noun + that

- Be careful not to omit "a" before a singular count noun
- The pattern of cause-and-result is expressed by **so/such...that**. Do not use "too" or "as"

### MODIFIERS – NEGATION

**NOT** is an adverb that negates verb

**NO** is an adjective that indicates "the absence of something". It modifies nouns.

**NONE** is a pronoun, meaning not any or not one. Use **NONE** when the noun it replaces has been mentioned already

Use **ANY** after negative words.

There are some words that have negative meanings even though they do not appear to be negative :

**hardly, scarcely, rarely, seldom, without, only**

**USE ONLY ONE NEGATIVE WORD IN THE SENTENCE**

Remember that "no longer" is an idiomatic negative expression of time.  
**NEVER USE "NOT LONGER"**

# PRONOUNS

## PRONOUNS – RELATIVES

who, whom, which, that and whose are relative pronouns used to introduce relative clauses (adjective clauses)

1. **WHO** and **WHOM** are used for persons
2. **WHICH** is used for things
3. **THAT** can be used for persons and things
4. **WHOSE** is used to show possession. It can be followed by persons and things

## PRONOUNS – PERSONAL-CASE

1. **Subject pronouns** (**I, you, he, she, is, we, they**) are used in the subject position and after the verb to be
2. **Object pronouns** (**me, you, him, her, it, us, them**) are used as objects of verbs and prepositions and as subjects of infinitives

NOTE:

a. Pronouns in apposition are in the same case as the pronouns they follow

WRONG: *Let's, you and I, go dancing Friday night*

RIGHT: *Let's, you and me, go dancing Friday night.*

"us" is the object to "let".

"you and me" must also be in the objective case

b. Pronouns after the conjunctions "as" or "than" should be subject pronouns when they function as subject

*He is as tall as I (am tall)*

c. The correct forms of the reflexive pronouns for "him" and "them" are "himself" and "themselves".

Not "hissself" and "theirself"

## PRONOUNS – PERSONAL-CASE

**WHO** and **WHOEVER** are subject pronoun  
**WHOM** and **WHOMEVER** are object pronouns

**WHO** (whoever) + Verb

**WHOM** (whomever) + subject + Verb

Sometimes expressions like the following separate **who** (whoever) or **whom** (whomever) from its own verb or subject and verb

**I think**

**She said**

**We know**

**Do you know**

*He is a student who I believe can do the job*

## PRONOUNS – POSSESSIVES

Use the possessive case with GERUND (V-ing used as a noun)

*I resented their interrupting our conversations*

## PRONOUNS – FAULTY REFERENCE

The antecedent of a pronoun must be clearly understood

*As Bob got off the plane, he waved to his father*  
(“he” clearly refers to “Bob”)

## PRONOUNS – PERSON

Do not carelessly change the person of a pronoun  
*A student has to expect to work hard when he goes to college*

NOTES:

a. a student, a person or one can use the following third-person singular pronouns

**he, she or he or she**

**him, her or him or her**

**his, her or his and her**

b. The possessive pronoun for “one” can be “one’s” or “his”, but never “ones”

## PRONOUNS – NUMBER

1. pronouns must agree in number with their antecedents
2. The following indefinite pronouns are singular and take singular pronouns  
**each, either, neither, one, all** words ending in **–one, –body, –thing**  
*Each of the women took off her coat*
3. When compound subjects are joined by “neither...nor” or “either...or” the pronoun will agree with the subject nearer the verb  
*Neither my mother nor my sisters could lend me their sewing machine*
4. Some words appear to be plural but are actually singular.  
**physics, news, mathematics, economics, politics**

## PRONOUNS – THOSE MODIFIED

The demonstrative pronoun **THOSE** can be followed by a phrase or clause that modifies it  
*No one is allowed in the room except those who have paid*

The personal pronouns **THEY** and **THEM** should not be modified by a phrase or clause

# BASIC PATTERNS

## BASIC PATTERNS – INDIRECT OBJECTS

Some verbs may be followed by two objects (an indirect object and a direct object).

1.  
give  
bring  
send  
offer  
pass  
take  
tell  
read  
write  
teach  
sell

I.O. + D.O.  
D.O. + to + object

*I.O. D.O.*  
*My father often gives me a gift*

*D.O. Obj.*  
*My father often gives a gift to me*

2.  
buy  
fix  
make  
get

I.O. + D.O.  
D.O. + for + object

*I.O. D.O.*  
*John usually buys Mary a gift*

*D.O. Obj.*  
*John usually buys a gift for Mary*

3.  
explain  
announce  
describe  
deliver  
mention  
say  
report  
return

only  
D.O. + to + object

*D.O. Obj.*  
*He explained his idea to us*

4.  
ask  
cost  
charge

only  
I.O. + D.O.

*I.O. D.O.*  
*I asked Mary a question*

## BASIC PATTERNS – EMBEDDED QUESTIONS

1. The pattern for an embedded question in a statement or question :

QUESTION WORD + SUBJECT + VERB  
QUESTION WORD/SUBJECT + VERB

WRONG: *I cannot see what says the sign*  
RIGHT: *I cannot see what the sign says*

WRONG: *Do you know who is he?*  
WRONG: *Do you know who he is*

## BASIC PATTERNS – TO/FOR

FOR + noun phrase  
TO + Verb Infinitive

## BASIC PATTERNS – CLAUSES

### INDEPENDENT CLAUSES

1. Every sentence must have at least one independent clause. An independent clause consist of at least one subject and one finite verb and is a complete thought.
2. Two independent clauses can be joined by AND, BUT, OR, NOR, OR, FOR

### DEPENDENT CLAUSES

A sentence may have one or more dependent clauses, each one or which must have its own subject and finite verb. A dependent clause must be attached to an independent clause. It is incomplete by itself. There are three kinds of dependent clauses: NOUN, RELATIVE (ADJECTIVE) and ADVERB

A NOUN clause functions as a subject or an object. Each noun clause which has its own subject and verb may be an embedded statement or an embedded question

1. Embedded statements are often introduced by "that"  
*That he was a criminal surprised me.* (N.Cl. as Statement)  
*I know (that) he is from Canada* (N.Cl. as Object)
2. Embedded questions are introduced by "WH-" "questions"

A RELATIVE clause functions as an adjective/. Each relative clause, which has its own subject and verb, is introduced by one of the following words WHO, WHOM, WHICH, THAT, WHOSE

Note: WHOM and THAT when used as objects, are optional

An ADVERB clause functions as an adverb. Each adverb clause has its own subject and verb. The following is a list of common used words that introduce adverb clauses

**BEFORE, AFTER, SINCE, WHILE, WHEN, IF, ALTHOUGH**

Introductory adverb clauses are followed by a comma.

Notes:

- a. Be sure that every dependent clause is attached to an independent clause
- b. Remember that all clauses independent and dependent have their own subject and finite verb
- c. A finite verb is on that can be conjugated and shows tense, that is ends in -ed, -s, etc. A gerund (V-ing) or and infinitive (to-V) is not a finite verb
- d. Remember that two independent clauses are joined by coordinate conjunctions (AND, BUT...). They cannot be joined by a comma only.

**BASIC PATTERNS – ORDER OF ADVERBS**

1. In general, place adverbs (or adverbial phrases) after the verb or after the object, if any. (Do not separate the subject from the verb or the verb from its object)

**SUBJECT + VERB + ADVERB**

**SUBJECT + VERB + OBJECT + ADVERB** (or ADV.PHRASE)

2. Some adverbs can come before a single-word verb or the main verb

3. Single-word adverbs of frequency usually come after the verb "to be" and before a single-word verb or the main verb

**OFTEN, RARELY, SOMETIMES, FREQUENTLY, OCCASIONALLY, EVER, NEVER, SELDOM, USUALLY, ALWAYS**

4. **STILL** comes before a single-word verb or the main verb in affirmative sentences and before the auxiliary in negative sentences

5. In general, the order of final adverbs is "place" and then "time"

**STYLE****STYLE – VOICE**

1. The passive is preferred when the actor is unknown or unimportant
2. The passive voice is often used when discussing history
3. Use active voice when the actor is more important than the action
4. Avoid using active and passive in the same sentence if possible
5. Use one verb instead of two when possible

**STYLE – PARALLELISM**

Items in a series must be parallel, that is, they must have the same grammatical form

Structure joined by **AND, BUT, AS, OR, THAN** or **ALTHOUGH** must have the same grammatical form

**WRONG:** *Taking the bus can be as costly as to take a plane*

**RIGHT:** *Taking the bus can be as costly as taking a plane*

**STYLE – WORDINESS**

A general rule in English might be that "shorter is better". That is, when the same idea can be expressed directly in fewer words, choose the shorter version.

1. Avoid unnecessary passive constructions
2. Avoid unnecessary relative clauses where an adjective, participle phrase, prepositional phrase or appositive is enough

*The tall man bought the car*

(*Not: The man who is tall bought the car*)

3. Be as direct as possible

*It was an important discovery*

(*Not: It was a discovery of great importance*)

4. Avoid redundancy

*She returned on Monday*

(*Not: She returned back on Monday*)

**STYLE – SUBSTANDARD**

1. "ain't" should not be used as negative form of "to be"
2. "anywheres, nowheres, everywhere and somewheres" are incorrect forms of "anywhere, nowhere, everywhere, somewhere"
3. "alright" is an incorrect form of "all right"
4. "kind of a" and "sort of a" are incorrect forms of "kind of" and "sort of"
5. "mad" should not be used to mean angry (Mad means insane, crazy)
6. "off of" is an incorrect form of "off"
7. "suspicion" is a noun and cannot be used as a verb. The correct verb form is "suspect"
8. "The reason is because" is an incorrect form of "the reason is that"
9. "is where" and "is when" are incorrect ways of defining the meaning of a word
10. "different than" is an incorrect form of "different from"

**STYLE – USAGE**

**BETWEEN** is used with two persons or things  
**AMONG** is used for three or more persons or things

**AMOUNT** is used with non-count nouns  
**NUMBER** is used with count nouns

**IN** is used with non-motion verbs  
**INTO** is used with verbs of motion

*He is waiting in the kitchen*

*He ran into the kitchen*

**SIT** cannot take an object. Sit tells what a person or thing does for himself or by itself. The principal parts of sit are SIT, SAT, SAT, SITTING  
**SET** must have an object. Set tells what a person does for someone or something else. SET, SET, SET, SETTING

**LIE** cannot take an object. Lie tells what a person or thing does for himself or by itself. LIE, LAY, LAIN, LYING  
**LAY** must have an object. Lay, LAID, LAID, LAYING

**RISE** cannot take an object. Rise tells what a person or thing does for himself or by itself. RISE, ROSE, RISEN, RISING  
**RAISE** must have an object. Raise is what a person does for someone or something else. RAISE, RAISED, RAISED, RAISING

**CAN** is modal verb which means ability

**MAY** is a modal verb which means permission

HANGED and HUNG are both correct past participle forms of the verb "HANG". But:

HANGED refers to executions (killings) of the persons

HUNG refers to things

### STYLE – WORDS OFTEN CONFUSED

ACCEPT  
EXCEPT

ADVISE  
ADVICE

ALL READY  
ALREADY

ALTOGETHER  
ALL TOGETHER

BESIDES = EXCEPT  
BESIDE = NEXT TO

CLOTH – is a noun that means "material" or "fabric"  
CLOTHES – is a plural count noun meaning "garments used to cover body"

DESERT – dry area  
DESSERT – sweet food

DIFFER FROM = to be dissimilar  
DIFFER WITH = to disagree with

EMIGRATE = to leave one's country to live in another  
IMMIGRATE = to move to a new country

FARTHER = to or at a more distant point in space  
FURTHER = to or at a more distant point in time, degree or quantity

FORMALLY = in a formal way  
FORMERLY = previously

HEALTHFUL = good for one's health  
HEALTHY = in good condition of health

ILLUSION = false idea or unreal image  
ALLUSION = indirect reference

IMPLY = to suggest without stating directly  
INFER = to make a conclusion based on evidence not directly stated. Only a listener or reader can infer.

LOOSE = not tight  
LOSE = to leave behind by accident, to cease having unintentionally

PRINCIPAL = chief, very important  
PRINCIPLE = chief official

SO = is a conjunction joining a clause of result to a main clause  
SO THAT = joins a clause of purpose to a main clause

STATIONARY = in a fixed position  
STATIONERY = written supplies

### STYLE – CORRELATIVE CONJUNCTIONS

both ... and  
either ... or  
neither ... nor  
not only ... but also  
whether ... or

- Do not use "both...and" for three or more nouns or adjectives
- "WHETHER" may sometimes be used alone

### STYLE – SUBJECT/VERB AGREEMENT

Singular subjects take singular verbs. Plural subjects take plural verbs.

- Subjects are never found in prepositional phrases  

S	Prep.Phr.
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*The price of all these items is twenty dollars*
- HERE and THERE are not subjects. Look after the verb to find the subject  

*Here comes the bus*
- The subject also follows the verb in this pattern ADV – VERB - SUBJ  

*On the door was a wreath of flowers*  
*Around the corner are several shops*
- Expressions introduced with words such as "ALONG WITH, BESIDES, LIKE, AS WELL AS, INCLUDING" do not change the number of the subject  

*Mr Jones, along with his wife and six children, is going to Paris*
- When two subjects are joined by "EITHER .. OR" or "NEITHER...NOR", the subject closer to the verb determines its number  

*Either my sisters or my mother is going to the wedding*
- Some words look plural but are singular. economics, physics, news, etc
- The subject of a relative clause "WHO, WHICH or THAT" is singular or plural depending on its antecedent  

*Bob is one of my friends who are helping me paint my house*

### STYLE – PARTS OF SPEECH

The following suffixes usually indicate

**NOUNS**  
 -ion, -sion, -tion  
 -acy  
 -ance, -ence  
 -hood  
 -ar, -or  
 -ism  
 -ment  
 -ness  
 -y  
 -ty

**ADJECTIVES**

-al  
-ful  
-ly  
-ic  
-ish  
-like  
-ous  
-y  
-ate {it}  
-able, -ible

**ADVERBS**

-ly

**VERBS**

-ify  
-ate {eit}  
-ize

**STYLE – PREPOSITION IN COMBINATIONS**

The following verb plus preposition combinations always appear as follows and must be learned together

agree on (smth)  
agree with (smb)  
approve of  
arrive at (or in)  
complain about  
consent to  
comment on  
consist of  
depend on  
laugh at  
object to  
succeed in

+ Gerund
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Some other verb plus preposition combinations take two objects

compare ... with (to) ...  
excuse ... for ...  
prefer ... to ...  
remind ... of ...  
thank ... for ...

There are many adjective plus preposition combinations that occur with the verb "to be"

be afraid of  
be accustomed to  
be aware of  
be bored with  
be certain of  
be disappointed with  
be familiar with  
be famous for  
be frightened by  
be happy with  
be in favor of  
be interested in  
be opposed to  
be satisfied with  
be surprised at (by)  
be tired of  
be worried about

Some prepositions exist in fixed phrases  
according to  
along with  
as well as  
because of  
by means of  
be way of  
in addition to  
in case of  
in consideration of  
in contrast to (with)  
in deference to  
in hopes of  
in lieu of  
in pursuit of  
in search of  
in spite of  
in the face of  
in terms of

WITH COUNT NOUNS	WITH NON-COUNT NOUNS
an + other + singular noun (one more)	---
the other + singular noun (last of the set)	
other + plural noun (more of the set)	other + non-count nouns (more of the set)
the other + plural noun (the rest of the set)	the other + non-count nouns (all the rest)

**REVERSED ORDER**

Not until ... did ...  
Not only ... will  
Rarely do ...  
Rarely have ...  
Rarely will ...

**OFTEN GO TOGETHER:**

... not only ..., but ... as well.  
... not only ..., but also ... .  
... not only ..., ... also ... .  
... not only ..., ... too.

so ... that  
such a ... that  
because of + Noun/Gerund  
by + V-ing

**ADJECTIVES ENDING –ED** are used to describe how you feel about smth  
**ADJECTIVES ENDING –ING** are used to describe the thing (or the person) which makes you feel that way

Interesteded person reads the interestinging book.