شرح قواعد : الفعل يكون (be to Verb) – المخيم الصيفي

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1	شرح قواعد : الفعل يكون (be to Verb) – المخيم الصيفي
2	مذكرة الدقائق الأخيرة للمراجعة – نهاية الفصل
3	كتيب الطالب: دليل ومراجعة نهاية الفصل
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skills covered:

- Reading
- Writing
- Grammar
- Vocabulary



PART 2: Grammar

1 · Level A1

GRAMMAR COVERED:

- ***Verb to be***
- ***Sentence formation***
- ***Demonstrative pronouns***
- ***Countable and uncountable nouns***
- ***Singular and plural nouns***
- ***Articles: a, an, the***
- ***Possessive adjectives***
- ***Object pronouns***
- ***Reflexive pronouns***
- ***Relative clauses***
- ***Present simple***
- ***Third-person singular spelling rules (-s, -es, -ies) in the present simple***
- ***Imperatives***
- ***Can (ability, permission, requests)***
- ***Must (obligation and prohibition)***
- ***Should (advice and recommendations)***
- ***Comparatives and superlatives***

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1. Verb to be

Am · Is · Are

A Complete Beginner-Friendly Lesson with Practice

The verb **“to be”** is one of the most important verbs in the English language. It is used to describe identity, feelings, states, and conditions. In the present simple tense, it takes three forms: **am, is,** and **are.**

1. Present Simple — Affirmative Forms

Match each subject pronoun with its correct form of “to be”:

Subject	Verb
I	**am**
You	**are**
He	**is**
She	**is**
It	**is**
We	**are**
They	**are**

Examples

- I **am** a student.
- You **are** my friend.
- He **is** happy.
- She **is** a teacher.
- It **is** cold today.
- We **are** ready.
- They **are** at school.

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2. Negative Form

To make the negative form, simply add **not** right after the verb.

Subject	Negative Form
I	**am not**
You	**are not (aren't)**
He / She / It	**is not (isn't)**
We / They	**are not (aren't)**

Examples

- I **am not** tired.
- She **isn't** at home.
- They **aren't** busy.

3. Question Form

To ask a question, put the verb before the subject (invert the word order).

Examples

- **Am** I late?
- **Are** you happy?
- **Is** he a doctor?
- **Is** she your sister?
- **Are** they students?

Short Answers

- Yes, I am. / No, I am not.
- Yes, he is. / No, he isn't.
- Yes, they are. / No, they aren't.

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4. Practice Exercise

Fill in the blanks with am, is, or are:

- 1. I _____ happy.
- 2. She _____ a nurse.
- 3. They _____ friends.
- 4. We _____ at school.
- 5. It _____ sunny today.

✓ Answer Key

1. am 2. is 3. are 4. are 5. is

5. Quick Reference Rule

Verb	Used With	Example
am	**I**	I am a student.
is	**he, she, it**	She is a teacher.
are	**you, we, they**	We are happy.

✎ Put It All Together

*"I **am** a student. My sister **is** a teacher. We **are** happy."* 😊

Keep practicing — mastering "to be" is the first big step toward fluent English!

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2. Sentence formation

An English sentence is built from a predictable word order. Getting this order right is the foundation for every other rule in this guide. English relies on word order (not word endings) to show who does what to whom, so shifting the order can completely change — or destroy — the meaning.

Rules

Rule	Explanation
Basic word order	Subject + Verb + Object (SVO)
With an adverb of time/place **Adverbs of Time** Examples: **now, today, tomorrow, yesterday, always, often, never** **Adverbs of Place** Examples: **here, there, inside, outside, upstairs, nearby**	Subject + Verb + Object + Place + Time
Question word order	(Question word) + auxiliary verb + Subject + main verb What is an Auxiliary Verb (الفعل المساعد)? **be:** am, is, are, was, were **do:** do, does, did **have:** have, has, had
Negative sentences	Subject + auxiliary (do/does/did) + not + main verb
Compound sentences	Independent clause + comma + coordinating conjunction (and, but, or, so) + independent clause

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Examples

Example	Notes
She reads a book.	Subject – Verb – Object
They play football in the park every Sunday.	Subject – Verb – Object – Place – Time
Do you like tea?	Auxiliary – Subject – Verb
He does not (doesn't) like coffee.	Subject – auxiliary + not – Verb
She was tired, but she kept working.	Compound sentence with "but"

Common Mistakes to Avoid

— Keeping question word order in a statement: "What you want?" instead of "What do you want?"
— Using a double negative: "I don't have no money" instead of "I don't have any money."
— Dropping the auxiliary verb in negatives: "She not like it" instead of "She doesn't like it."

Quick Practice

1. Put the words in the correct order: park / the / in / football / play / they / every Sunday
2. Correct the mistake: "She don't likes tea."

> **NOTE**
> *Unlike many languages, English word order is quite fixed — changing it can change the meaning entirely. Compare: "The dog bit the man" vs. "The man bit the dog."*

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3. Demonstrative Pronouns

Demonstrative pronouns point to specific things. They show whether something is near or far, and singular or plural. They can also work as demonstrative adjectives when placed directly before a noun.

Rules

Rule	Explanation
this	singular, near the speaker
that	singular, far from the speaker
these	plural, near the speaker
those	plural, far from the speaker
As adjectives	this/that/these/those + noun, agreeing in number with the noun
In introductions	"This is..." is used to introduce people, even on the phone ("This is Sarah.")
Referring back	"that/those" can refer back to an idea already mentioned in a conversation

Examples

Example	Notes
This is my phone.	One object, close by
That is her car over there.	One object, far away
These are fresh apples.	Multiple objects, close by
Those were the best days of my life.	Multiple things, distant in time
This book is more interesting than that one.	Demonstrative adjectives comparing two things
Hi, this is Omar speaking.	Introducing yourself on the phone

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Example	Notes
That's exactly what I meant.	Referring back to a previous idea

Common Mistakes to Avoid

— Using "this" with a plural noun: "this apples" instead of "these apples."
— Confusing near/far distance: saying "this" for something clearly far away.
— Forgetting demonstratives can stand alone as pronouns, not only as adjectives before a noun.
— Using "that" instead of "it" when simply replacing a noun already fully identified (stylistic overuse).

Quick Practice

3. Choose the correct word: ___ are my keys. (near speaker, plural)
4. Choose the correct word: ___ mountains in the distance are beautiful. (far, plural)
5. Fill in the introduction: "Hello, ___ is Layla."
6. Correct the error: "I like this shoes."

> **NOTE**
> *Demonstratives can also act as adjectives before a noun: "this book," "those shoes."*

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4. Countable and Uncountable Nouns

Countable nouns can be counted individually and have a plural form. Uncountable nouns describe things treated as a whole and normally have no plural form. Recognizing which type a noun is affects the quantifiers and verb forms you use with it.

Rules

Rule	Explanation
Countable nouns	Can use a/an, numbers, and "many"; have singular & plural forms
Uncountable nouns	Use "some," "much," or "a lot of"; no plural form; take a singular verb
Measuring uncountables	Use a unit: a piece of, a glass of, a bowl of, a bit of
Quantifiers for both	"a lot of" and "some" work with both countable and uncountable nouns
"few" vs "little"	few + countable (few friends); little + uncountable (little time)
Nouns that change meaning	some nouns are countable in one sense and uncountable in another: "a coffee" (a cup) vs. "coffee" (the substance)

Examples

Example	Notes
one apple / two apples	Countable — has a plural
a chair / three chairs	Countable — has a plural
water, rice, information, advice, furniture	Uncountable — no plural
I'd like a glass of water.	Measuring an uncountable noun
She gave me some advice.	Uncountable noun with "some"
He has few friends but a little money.	few = countable, little = uncountable

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Example	Notes
Could I have two coffees, please?	"coffee" used countably to mean two cups

Common Mistakes to Avoid

— Pluralizing uncountable nouns: "informations," "advices," "furnitures" do not exist.

— Using "many" with an uncountable noun: "many information" instead of "much information."

— Using "a" before an uncountable noun without a measuring unit: "a water" instead of "a glass of water."

— Confusing "few" (almost none, countable) with "a few" (some, countable) — the article changes the meaning.

Quick Practice

7. Countable or uncountable: "furniture"?
8. Choose much/many: "How ___ luggage do you have?"
9. Correct the error: "She gave me two advices."
10. Fill in a unit: "I'll have a ___ of bread, please." (uncountable noun: bread)

NOTE

Common learner mistake: "informations," "advices," and "furnitures" do not exist — these nouns are always uncountable in English.

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5. Singular and Plural Nouns

Most English nouns form their plural by adding -s, but spelling changes depending on the final letters of the word. A small set of very common nouns are irregular and must be memorized.

Rules

Rule	Explanation
Most nouns	add -s → book → books
Ends in -s, -ss, -sh, -ch, -x, -z	add -es → box → boxes, watch → watches
Ends in consonant + -y	change y → i, add -es → city → cities
Ends in vowel + -y	add -s → boy → boys
Ends in -f / -fe	often change to -ves → leaf → leaves, knife → knives
Ends in -o	usually add -es → tomato → tomatoes (some exceptions: photos, pianos)
Irregular plurals	man → men, child → children, foot → feet, mouse → mice
Same singular & plural	sheep, fish, deer, series, species
Always plural	trousers, scissors, glasses, jeans, clothes
Compound nouns	usually pluralize the main noun: mother-in-law → mothers-in-law

Examples

Example	Notes
dog → dogs	Regular plural
bus → buses	-s ending takes -es
baby → babies	consonant + y → ies
day → days	vowel + y → just add s

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Example	Notes
wife → wives	-fe → -ves
tooth → teeth	Irregular plural
passer-by → passers-by	Compound noun, main word pluralized
a species / two species	Same singular and plural form

Common Mistakes to Avoid

— Adding -s to irregular plurals: "childs" or "mans" instead of "children" and "men."
— Forgetting the y → i change: "citys" instead of "cities."
— Pluralizing the wrong part of a compound noun: "mother-in-laws" instead of "mothers-in-law."
— Treating always-plural nouns as singular: "a scissor" instead of "a pair of scissors."

Quick Practice

11. Give the plural of "knife."
12. Give the plural of "child."
13. Give the plural of "potato."
14. Give the plural of "brother-in-law."

NOTE

A few nouns have the same singular and plural form (sheep, fish, deer) or are always plural (trousers, scissors, glasses).

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6. Articles : a , an , the

Articles tell the listener whether we mean any member of a group (indefinite) or one specific, known thing (definite). The correct choice depends on both meaning and the sound that follows.

Rules

Rule	Explanation
a	before a consonant sound, singular countable noun, first mention
an	before a vowel sound (a, e, i, o, u), singular countable noun
the	a specific thing already known, mentioned before, or unique
no article	general plural or uncountable nouns, most proper nouns
the + superlatives	the biggest, the most interesting — superlatives always take "the"
the + specific groups	the rich, the elderly, the unemployed — adjective used to describe a group of people
Geographic exceptions	no article with most countries/cities (France, Cairo) but "the" with rivers, oceans, mountain ranges, and plural country names (the Nile, the Alps, the UAE)

Examples

Example	Notes
I saw a cat in the garden.	"a cat" — first mention, any cat
The cat was black.	"the cat" — the specific one just mentioned
She is an engineer.	"engineer" starts with a vowel sound
The sun rises in the east.	"the sun," "the east" — unique things
Dogs are loyal animals.	General statement — no article
This is the most beautiful beach I've seen.	Superlative always takes "the"

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Example	Notes
The Netherlands is famous for tulips.	Plural-form country name takes "the"
I need an hour to finish this.	"an" used because "hour" starts with a silent h (vowel sound)

Common Mistakes to Avoid

— Choosing a/an by spelling instead of sound: "a hour" instead of "an hour" (silent h); "a university" instead of "an university" (sounds like "yoo").

— Adding "the" before most proper nouns: "the Cairo" instead of "Cairo."

— Omitting "the" before a superlative: "most exciting match" instead of "the most exciting match."

— Using "a/an" with plural or uncountable nouns: "an information" instead of "some information."

Quick Practice

15. Choose a/an: "She bought ___ umbrella."
16. Choose a/an: "He is ___ European."
17. Fill in the article if needed: "___ Alps are covered in snow."
18. Fill in the article if needed: "___ Egypt is in North Africa."

NOTE

The choice between "a" and "an" depends on sound, not spelling: "an hour" (silent h), but "a university" (sounds like "yoo").

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7. Possessive Adjectives

Object pronouns replace a noun that receives the action of the verb, or follows a preposition. Choosing the right pronoun form depends on its grammatical role in the sentence.

Rules

Rule	Explanation
I → me	we → us
you → you	they → them
he → him	it → it
she → her	
After a preposition	object pronouns always follow prepositions: for me, with him, to them
Indirect + direct object	verbs like give/send/show can take an indirect object (person) + direct object (thing): "Give me the book" or "Give it to me"
In comparisons (informal)	in everyday speech, object pronouns are often used after "than"/"as": "She's taller than me" (formal: "than I am")

Examples

Example	Notes
Can you help me?	Object of the verb "help"
I saw her at the shop.	Object of the verb "saw"
Give it to them.	Object of the preposition "to"
We invited him to the party.	Object of the verb "invited"
This gift is for us.	Object of the preposition "for"
Show me your notebook.	Indirect object (me) before direct object (your notebook)

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Example	Notes
He's older than her.	Object pronoun after "than" in informal speech

Common Mistakes to Avoid

— Using a subject pronoun after a preposition: "between you and I" instead of "between you and me."

— Confusing subject and object pronouns: "Her called I" instead of "She called me."

— Wrong word order with double objects: "Give to me it" instead of "Give it to me."

— Overcorrecting to sound formal: using "I" instead of "me" in casual object position ("This is for you and I" should be "for you and me").

Quick Practice

19. Choose correctly: "This letter is for (she/her)."
20. Rewrite using an object pronoun: "Please call Sarah tonight."
21. Correct the error: "Between you and I, this plan won't work."
22. Fill the gap: "He gave ___ the keys." (to me)

NOTE

Subject pronouns (I, you, he, she, it, we, they) do the action; object pronouns receive it — compare "He called her" vs. "She called him."

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8. Reflexive pronouns

Reflexive pronouns are used when the subject and the object of a verb are the same person or thing. They can also be used to add emphasis to a statement.

Rules

Rule	Explanation
I → myself	we → ourselves
you → yourself	you (pl.) → yourselves
he → himself	they → themselves
she → herself	it → itself
Emphatic use	placed after the subject or at the end of the sentence to mean "without help" or "personally"
Common fixed phrases	"by myself/yourself/etc." means alone: "I live by myself."
Not used with certain verbs	some verbs don't normally take a reflexive in English even though other languages require one: "I feel good" (not "I feel myself good"), "He got up" (not "He got himself up")

Examples

Example	Notes
I cut myself while cooking.	The subject and object are the same person
She taught herself to play guitar.	Reflexive — she taught her own self
Be careful, you might hurt yourself.	Warning about the listener's own safety
They enjoyed themselves at the party.	Common expression: "enjoy yourself/themselves"
I made this cake myself.	Emphatic — meaning: without help

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Example	Notes
He lives by himself.	Fixed phrase meaning "alone"
The machine turns itself off automatically.	Reflexive with "it" for a non-human subject

Common Mistakes to Avoid

— Adding a reflexive pronoun where English doesn't need one: "I feel myself tired" instead of "I feel tired."

— Confusing "myself" (reflexive/emphatic) with "me" as a simple object: "Give the book to myself" instead of "Give the book to me."

— Wrong pronoun agreement: "She hurt himself" instead of "She hurt herself."

— Overusing reflexives for politeness in formal writing where a simple pronoun is correct.

Quick Practice

23. Fill the gap: "He taught ___ to cook."
24. Correct the error: "Please introduce yourselves to myself."
25. Fill the gap: "They live by ___." (alone, no help)
26. Correct the error: "I feel myself happy today."

> **NOTE**
> *Reflexive pronouns can also add emphasis: "I made this cake myself" (meaning: without help).*

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9. Relative clauses

A relative clause gives extra information about a noun, joined to the main sentence with a relative pronoun. Relative clauses can be defining (essential to identify the noun) or non-defining (extra, optional detail).

Rules

Rule	Explanation
who	for people, as subject or object
which	for things and animals
that	for people or things (informal, common in speech); cannot be used in non-defining clauses
whose	shows possession
where	for places
when	for times: "the year when I was born"
Defining clauses	no commas; "that" is allowed; the clause is essential to identify the noun
Non-defining clauses	commas required; "that" is not allowed; the clause adds extra, non-essential information
Omitting the pronoun	the relative pronoun can be dropped when it is the object of the clause: "The book (that) I read was great."

Examples

Example	Notes
The woman who called you is my sister.	"who" refers to a person
This is the book that I told you about.	"that" refers to a thing

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Example	Notes
That's the man whose car was stolen.	"whose" shows possession
This is the café where we first met.	"where" refers to a place
My brother, who lives in Rome, is visiting us.	Non-defining clause — extra detail, set off with commas
I'll never forget the day when we graduated.	"when" refers to a time
The book (that) I read was great.	Object relative pronoun dropped

Common Mistakes to Avoid

— Using "that" in a non-defining clause: "My brother, that lives in Rome, ..." is incorrect — use "who."

— Forgetting commas around non-defining clauses, which changes or obscures meaning.

— Using "which" for people: "the man which called" instead of "the man who called."

— Adding an unnecessary pronoun after the clause: "The book that I read it was great" — the object pronoun "it" should be dropped.

Quick Practice

27. Choose who/which: "The car ___ I bought is fast."
28. Add commas if needed: "My sister who is a doctor lives in Dubai." (only sister, non-defining)
29. Fill the gap: "That's the restaurant ___ we celebrated my birthday."
30. Correct the error: "The man which called you left a message."

NOTE

In defining relative clauses (essential information), commas are not used. In non-defining clauses (extra, non-essential detail), commas are required: "My brother, who lives in Rome, is visiting us."

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10. Present simple

The present simple describes habits, routines, permanent facts, and general truths. It is one of the first tenses learners master and forms the base for many other structures.

Rules

Rule	Explanation
Affirmative	Subject + base verb (+ -s/-es for he/she/it)
Negative	Subject + do/does + not + base verb
Question	Do/Does + subject + base verb?
Used for	habits, routines, facts, schedules, permanent situations
"Be" in present simple	am/is/are — does not use do/does: "She is a teacher," "Is she a teacher?"
Scheduled future events	present simple can describe fixed timetables: "The train leaves at 6 p.m."
Stative verbs	verbs of thought/feeling/senses (know, like, believe, own) are usually not used in continuous tenses, even for current situations: "I know the answer" (not "I am knowing")

Examples

Example	Notes
I work in a bank.	Habit / routine
She works in a bank.	Third-person -s added
Water boils at 100°C.	General scientific fact
Do they live near here?	Question form
He doesn't drink coffee.	Negative form
Is she your teacher?	"Be" question — no do/does

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Example	Notes
The flight departs at 9 a.m.	Fixed schedule / timetable
I believe you.	Stative verb — not used in continuous form

Common Mistakes to Avoid

— Adding do/does to sentences with "be": "Does she is a teacher?" instead of "Is she a teacher?"

— Forgetting the third-person -s: "She work here" instead of "She works here."

— Adding -s after do/does in questions/negatives: "She doesn't works" instead of "She doesn't work."

— Using stative verbs in the continuous form: "I am knowing the answer" instead of "I know the answer."

Quick Practice

31. Correct the verb: "He (work) at a hospital."
32. Make negative: "They like spicy food."
33. Make a question: "She speaks French."
34. Correct the error: "She doesn't wants tea."

NOTE

Time expressions often used with the present simple: always, usually, often, sometimes, rarely, never, every day.

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11. Third-Person Singular Spelling Rules (-s, -es, -ies)

When the subject is he, she, or it, the present simple verb changes its spelling. The rules mirror those for plural nouns, so mastering one set of patterns helps with both.

Rules

Rule	Explanation
Most verbs	add -s → play → plays, run → runs
Ends in -s, -ss, -sh, -ch, -x, -o	add -es → wash → washes, go → goes, fix → fixes
Ends in consonant + -y	change y → i, add -es → study → studies, try → tries
Ends in vowel + -y	just add -s → play → plays, enjoy → enjoys
Irregular	have → has, be → is, do → does
Pronunciation of -s/-es	/s/ after unvoiced sounds (works), /z/ after voiced sounds (plays), /ɪz/ after sibilants (washes)

Examples

Example	Notes
He works every day.	Regular -s ending
She watches TV at night.	-ch ending takes -es
The baby cries a lot.	consonant + y → ies
It has four legs.	Irregular: have → has
He goes to the gym on Mondays.	-o ending takes -es
She enjoys reading.	vowel + y → just add -s
It does its job well.	Irregular: do → does

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Common Mistakes to Avoid

— Adding -s instead of -es after sibilant sounds: "washs" instead of "washes."

— Forgetting the y → i change: "studys" instead of "studies."

— Using "haves" instead of the irregular form "has."

— Applying the vowel+y rule to consonant+y words: "citys" (should follow the noun-plural pattern too, e.g., "cries" not "crys").

Quick Practice

35. Conjugate for "she": "try"
36. Conjugate for "he": "fix"
37. Conjugate for "it": "have"
38. Conjugate for "she": "enjoy"

> **NOTE**
>
> *This is the same spelling pattern used for regular plural nouns (rule 4) — learning one set of rules helps you remember both.*

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12. Imperatives

The imperative is used to give commands, instructions, requests, or warnings. It uses the base form of the verb with no subject, and the same form is used whether addressing one person or many.

Rules

Rule	Explanation
Positive command	Base verb (+ object)
Negative command	Do not / Don't + base verb
Softening a command	Add "please" to make it polite
Plural / group commands	The form does not change — same base verb
Imperative with "let's"	Let's + base verb → suggestion that includes the speaker
Emphatic imperative	Do + base verb → adds emphasis or insistence: "Do sit down."
Written instructions	commonly used in recipes, manuals, and signs: "Mix the flour and sugar."

Examples

Example	Notes
Close the door.	Direct instruction
Please sit down.	Polite request
Don't touch that!	Negative command / warning
Turn left at the corner.	Giving directions
Let's go!	Suggestion including the speaker ("let's" = "let us")
Do come in, you're welcome here.	Emphatic imperative

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Example	Notes
Add two eggs and mix well.	Written instruction, e.g. a recipe

Common Mistakes to Avoid

— Adding a subject to the imperative: "You close the door" sounds like a statement, not a command — just say "Close the door."

— Forgetting "please" in situations that require politeness, which can sound rude.

— Using the wrong negative form: "No touch that" instead of "Don't touch that."

— Misusing "let's" with a full subject: "Let's we go" instead of "Let's go."

Quick Practice

39. Turn into a negative command: "Open the window."
40. Make it polite: "Sit down."
41. Correct the error: "Let's we start the meeting."
42. Write an imperative instruction for a recipe: (boil / the pasta / for ten minutes)

NOTE

Imperatives can sound rude without "please" or a softer tone — context and intonation matter a great deal.

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13. Can (Ability, Permission, Requests)

"Can" is a modal verb. It never changes form and is always followed by the base verb (no "to"). It is one of the most versatile modals, covering ability, permission, requests, and even possibility.

Rules

Rule	Explanation
Ability	can + base verb → describes a skill or capability
Permission	can + base verb → asking or giving permission (informal)
Requests	Can you...? → asking someone to do something
Negative	cannot / can't + base verb
General possibility	can + base verb → something is generally possible: "It can get very hot in summer."
Past ability	could + base verb → ability in the past: "She could swim at age five."
No "to" after can	unlike many verbs, "can" is directly followed by the base verb: "can go," never "can to go"

Examples

Example	Notes
She can speak three languages.	Ability
Can I leave early today?	Asking permission
Can you pass the salt, please?	Polite request
He can't swim.	Negative ability
Traffic here can be terrible at rush hour.	General possibility

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Example	Notes
I could ride a bike when I was six.	Past ability with "could"
Could you help me, please?	"Could" as a more polite request

Common Mistakes to Avoid

— Adding "to" after can: "can to swim" instead of "can swim."

— Using "can" for permission in very formal writing where "may" is preferred.

— Confusing "can't" (cannot) with "can" in negative statements due to weak pronunciation in speech.

— Using "can" for a specific past achievement instead of "was/were able to": "I can pass the exam yesterday" should be "I was able to pass the exam yesterday."

Quick Practice

43. Fill the gap: "___ you help me carry this?" (request)
44. Make negative: "He can drive."
45. Rewrite for the past: "She can play the piano." (as a child)
46. Correct the error: "I can to speak Spanish."

NOTE

"Could" is the more polite/formal version of "can," especially for requests: "Could you help me, please?"

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14. Must (Obligation and Prohibition)

"Must" expresses strong obligation or a rule. "Must not" expresses prohibition — something forbidden. "Must" is also used to express a confident logical conclusion.

Rules

Rule	Explanation
Obligation	must + base verb → strong necessity, often from the speaker's authority
Prohibition	must not / mustn't + base verb → it is forbidden
Deduction	must + base verb → a logical conclusion ("That must be true")
No obligation	don't have to → not necessary (different meaning from mustn't)
Past obligation	must has no past form; use "had to" instead: "I had to leave early yesterday."
External obligation	"have to" is often used for rules imposed by someone else (e.g. laws), while "must" can suggest the speaker's own authority

Examples

Example	Notes
You must wear a seatbelt.	Legal obligation
Students must not use phones in class.	Prohibition — forbidden
He must be tired after that flight.	Logical deduction
You don't have to come if you're busy.	No obligation, not forbidden
I had to finish the report last night.	Past obligation using "had to"

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Example	Notes
Visitors have to sign in at reception.	External rule using "have to"
She must have forgotten the meeting.	Deduction about the past: must + have + past participle

Common Mistakes to Avoid

— Confusing "mustn't" (forbidden) with "don't have to" (not necessary, but allowed) — they have very different meanings.

— Using "must" for the past: "I must go yesterday" instead of "I had to go yesterday."

— Forgetting "have" in past deduction: "He must forgotten" instead of "He must have forgotten."

— Overusing "must" for personal obligations where "have to" or "need to" sounds more natural in everyday speech.

Quick Practice

47. Choose must/mustn't: "You ___ smoke in the hospital." (forbidden)
48. Rewrite in the past: "I must call my mother." (yesterday)
49. Choose the correct meaning: "You don't have to attend" means (a) it's forbidden (b) it's optional.
50. Fill the gap with a deduction: "She's not answering — she ___ be busy."

NOTE

Be careful: "mustn't" (forbidden) and "don't have to" (not necessary, but allowed) are often confused — they have very different meanings.

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15. Should (Advice and Recommendations)

"Should" is used to give advice, make recommendations, or say what is the right or expected thing to do. It is weaker than "must" and is also used to talk about expectations.

Rules

Rule	Explanation
Advice	should + base verb → recommend an action
Negative advice	shouldn't + base verb → recommend against an action
Expectation	should + base verb → what is expected or likely
Question	Should + subject + base verb...?
Past advice/regret	should have + past participle → advice about something already done (or not done): "You should have called me."
"Ought to" as an alternative	"ought to" is close in meaning to "should" for advice, though less common in everyday speech

Examples

Example	Notes
You should drink more water.	Advice
You shouldn't stay up so late.	Advice against something
The bus should arrive at 9.	Expectation
Should I call her now?	Asking for advice
You should have told me earlier.	Past advice — implies it wasn't done
You ought to see a doctor.	"Ought to" as an alternative to "should"
He shouldn't have eaten so much.	Regret about a past action

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Common Mistakes to Avoid

— Confusing "should" (advice) with "must" (strict requirement): "You must exercise" is stronger than "You should exercise."

— Forgetting "have" in past advice: "You should told me" instead of "You should have told me."

— Using "to" after "should": "should to go" instead of "should go."

— Overusing "should" when giving orders, which can sound like weak or unclear instructions in formal contexts.

Quick Practice

51. Give advice using should: (you / rest / more)
52. Rewrite as past regret: "You didn't study, and you failed."
53. Correct the error: "She should to apologize."
54. Make a question: "I should invite him."

NOTE

"Should" gives advice or opinion; "must" gives an order or strict rule. Compare: "You should exercise" (suggestion) vs. "You must sign here" (requirement).

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16. Comparatives and Superlatives

Comparatives compare two things; superlatives compare three or more and identify the extreme (the most/least of a group). Spelling changes depend on the length and ending of the adjective.

Rules

Rule	Explanation
Short adjectives (1 syllable)	add -er / -est → tall → taller → the tallest
Ending in -e	add -r / -st → nice → nicer → the nicest
Ending in consonant + vowel + consonant	double the last letter → big → bigger → the biggest
Two syllables ending in -y	change y → i, add -er/-est → happy → happier → the happiest
Long adjectives (2+ syllables)	use more/most → expensive → more expensive → the most expensive
Irregular forms	good → better → the best; bad → worse → the worst; far → farther/further → the farthest/furthest
Equal comparisons	as + adjective + as → "She is as tall as her brother."
Progressive/increasing comparisons	comparative + and + comparative → "It's getting colder and colder."
"Less" / "the least"	opposite of more/most, for decreasing comparison: less expensive, the least expensive

Examples

Example	Notes
This bag is cheaper than that one.	Comparative — short adjective
She is the tallest student in the class.	Superlative — short adjective

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Example	Notes
This film is more interesting than the last one.	Comparative — long adjective
It was the most exciting match of the season.	Superlative — long adjective
My cooking is worse than my sister's!	Irregular comparative
He is as tall as his father.	Equal comparison with as...as
The weather is getting hotter and hotter.	Progressive comparison
This option is less expensive than the other one.	Decreasing comparison with "less"

Common Mistakes to Avoid

— Double comparatives: "more bigger" instead of "bigger" (never combine -er and "more").
— Using "than" with a superlative or "the" with a comparative: "the biggest than" is incorrect.
— Forgetting to double the final consonant: "biger" instead of "bigger."
— Misusing irregular forms: "gooder" instead of "better," "badder" instead of "worse."

Quick Practice

55. Give the comparative of "big."
56. Give the superlative of "expensive."
57. Correct the error: "This is more easier than I thought."
58. Complete with as...as: "He is ___ his brother." (same height)

NOTE

Use "than" with comparatives (bigger than) and "the" with superlatives (the biggest) — a very common structural mistake to watch for.

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Answer Key

Answers to the Quick Practice exercises for every lesson.

1. Sentence Formation

1. They play football in the park every Sunday.
2. She doesn't like tea.
3. Although it was raining, they went outside.
4. He is usually late. (adverb of frequency goes after "be")

2. Demonstrative Pronouns

1. These are my keys.
2. Those mountains in the distance are beautiful.
3. Hello, this is Layla.
4. I like these shoes.

3. Countable and Uncountable Nouns

1. Uncountable.
2. How much luggage do you have?
3. She gave me two pieces of advice.
4. I'll have a loaf/slice of bread, please.

4. Singular and Plural Nouns

1. knives
2. children
3. potatoes
4. brothers-in-law

5. Articles: a, an, the

1. an umbrella
2. a European (sounds like "yoo")
3. The Alps are covered in snow.
4. Egypt is in North Africa. (no article — singular country name)

6. Possessive Adjectives

1. its
2. their car
3. This is her book.
4. our homework

7. Object Pronouns

1. her
2. Please call her tonight.

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3. Between you and me, this plan won't work.
4. He gave me the keys.

8. Reflexive Pronouns

1. himself
2. Please introduce yourselves to me.
3. themselves
4. I feel happy today.

9. Relative Clauses

1. which (or that)
2. My sister, who is a doctor, lives in Dubai.
3. where
4. The man who called you left a message.

10. Present Simple

1. He works at a hospital.
2. They don't like spicy food.
3. Does she speak French?
4. She doesn't want tea.

11. Third-Person Singular Spelling Rules (-s, -es, -ies)

1. tries
2. fixes
3. has
4. enjoys

12. Imperatives

1. Don't open the window.
2. Please sit down. / Sit down, please.
3. Let's start the meeting.
4. Boil the pasta for ten minutes.

13. Can (Ability, Permission, Requests)

1. Can you help me carry this?
2. He can't drive. / He cannot drive.
3. She could play the piano (as a child).
4. I can speak Spanish.

14. Must (Obligation and Prohibition)

1. You mustn't smoke in the hospital.
2. I had to call my mother yesterday.
3. (b) it's optional
4. must

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15. Should (Advice and Recommendations)

1. You should rest more.
2. You should have studied.
3. She should apologize.
4. Should I invite him?

16. Comparatives and Superlatives

1. bigger
2. the most expensive
3. This is easier than I thought.
4. He is as tall as his brother.

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Level A2

GRAMMAR COVERED:

1. ***-ed and -ing Adjectives***
2. ***Present Continuous***
3. ***Possessive with 's***
4. ***Have got***
5. ***Frequency Adverbs***
6. ***Adverbs of Manner***
7. ***Irregular Verbs***
8. ***Past Simple***
9. ***Doubling the Last Letter Before Adding -d, -ed, -ied, or -ing***
10. ***Future Simple***
11. ***The Same As***
12. ***Enough and Too***
13. ***Zero Conditional***
14. ***First Conditional***
15. ***May / Might***
16. ***Shall***
17. ***Need To***
18. ***Have To***

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1. -ed and -ing Adjectives

We use these adjectives to talk about feelings and the things that cause them. This is one of the most common mistakes at this level, so look at it carefully.

Adjective type	Use	Example
-ing	Describes a thing, person or situation (the CAUSE of a feeling)	The film is boring.
-ed	Describes how a person FEELS (the EFFECT)	I am bored.

Common pairs to learn

-ing (cause)	-ed (feeling)
interesting	interested
boring	bored
exciting	excited
confusing	confused
tiring	tired
annoying	annoyed
embarrassing	embarrassed
amazing	amazed
frightening	frightened
disappointing	disappointed
surprising	surprised
relaxing	relaxed

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Good to know

- A simple test: if you can replace the word with "this thing makes me feel...", use -ing. If you can replace it with "I feel...", use -ed.
- -ed adjectives almost always describe people (or animals). -ing adjectives can describe people, things, or situations.

Examples

- *The lesson was interesting, so the students were interested.*
- *I'm tired because my job is tiring.*
- *She was surprised by the surprising news.*
- *This exercise is confusing. I feel confused.*
- *The rollercoaster was frightening — all the children were frightened.*
- *Don't be embarrassed! It wasn't an embarrassing mistake.*

Common mistakes

~~✗ I am boring.~~

✓ **I am bored.**

Use -ed to describe how YOU feel.

~~✗ The film was very bored.~~

✓ **The film was very boring.**

A thing/situation causes the feeling, so it takes -ing.

✎ Practice

1. I am really _____ (excited / exciting) about the trip.
2. The match was very _____ (bored / boring).
3. He felt _____ (embarrassed / embarrassing) after the mistake.
4. This book is so _____ (bored / boring) that I fell asleep.
5. We were _____ (amazed / amazing) by the view from the mountain.
6. Is your job _____ (tired / tiring)?
7. The children were _____ (frightened / frightening) of the dark.
8. That was a really _____ (confused / confusing) explanation.

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2. Present Continuous

We use the present continuous for actions happening now, temporary situations, and future arrangements.

Sentence type	Structure	Example
Positive	subject + am/is/are + verb-ing	She is watching TV.
Negative	subject + am/is/are + not + verb-ing	They aren't playing football.
Question	Am/Is/Are + subject + verb-ing?	Are you listening to me?

Good to know

- Spelling: most verbs just add -ing (play → playing). Verbs ending in one vowel + consonant usually double the consonant (run → running, sit → sitting). Verbs ending in -e drop the -e (make → making), except -ee (see → seeing). Verbs ending in -ie change to -ying (lie → lying, die → dying).
- State verbs are normally NOT used in the continuous form, even when talking about now: know, like, want, believe, need, love, hate, understand, seem, own, belong. Say "I want a coffee" (not "I am wanting").

Examples

- *I am writing an email right now.*
- *We are meeting our friends this evening. (future arrangement)*
- *He is studying English this year. (temporary situation)*
- *She's always losing her keys! (annoying repeated habit, with 'always')*
- *What are you doing tonight?*
- *I'm not working tomorrow, so let's have lunch.*

Common mistakes

~~✗ I am knowing the answer.~~

✓ **I know the answer.**

'Know' is a state verb — no continuous form.

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~~✗ She is liking chocolate.~~

✓ **She likes chocolate.**

'Like' describes a permanent feeling, not an action happening now.

✏️ Practice

9. Look! It _____ (rain).
10. We _____ (not / study) at the moment.
11. _____ you _____ (listen) to me?
12. I _____ (meet) Sarah for coffee on Friday. (arrangement)
13. He _____ (not / work) today — it's Sunday.
14. _____ they _____ (live) with their parents at the moment?
15. She _____ (always / complain) about the weather!
16. We _____ (have) dinner right now, can I call you back?

---

3. Possessive with 's

We use 's (or an apostrophe alone) to show that something belongs to someone.

Rule	Example
Singular noun + 's	Tom's car / the dog's toy
Plural noun ending in -s + ' (apostrophe only)	the students' books / my parents' house
Irregular plural + 's	the children's toys / the men's shoes
Names ending in -s can take 's or just '	James's bag / James' bag
Two owners of one thing: only the last name takes 's	Tom and Anna's house
Two owners of separate things: both names take 's	Tom's and Anna's phones

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Good to know

- For things (not people or animals), we usually use 'of' instead of 's: the door of the house, the name of the film — NOT 'the house's door'.
- Don't confuse it's (= it is) with its (possessive, no apostrophe): The dog wagged its tail. It's raining.

Examples

- *This is Maria's phone.*
- *The girls' bedroom is upstairs.*
- *That is the children's playground.*
- *The roof of the building is red. (not 'the building's roof')*
- *It's a lovely day, and the cat is sleeping in its bed.*
- *My sister-in-law's car is new. (whole phrase + 's)*

Common mistakes

~~✗ The boy's toys is broken.~~

✓ **The boy's toys are broken.**

The apostrophe doesn't change subject-verb agreement.

~~✗ Its a nice day.~~

✓ **It's a nice day.**

It's = it is/has; its = possessive.

✎ Practice

17. the book that belongs to Sarah → _____
18. the toys that belong to the children → _____
19. the car that belongs to my parents → _____
20. the bags that belong to the boys → _____
21. the office of the manager → the _____ office
22. the house that Tom and Anna share → _____
23. Complete: The dog is wagging (it's / its) tail.
24. the shoes that belong to the men → _____

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4. Have Got

We use have got to talk about possession, relationships and characteristics, mainly in British English.

Sentence type	Structure	Example
Positive	subject + have/has got + noun	I've got a new bike.
Negative	subject + haven't/hasn't got + noun	She hasn't got a car.
Question	Have/Has + subject + got + noun?	Have you got a pen?

Contractions

Full form	Contraction
I have got	I've got
you have got	you've got
he/she/it has got	he's/she's/it's got
have not got	haven't got
has not got	hasn't got

Good to know

- In American English, people usually just say 'have' without 'got': I have a bike / I don't have a car / Do you have a pen?
- Short answers don't repeat 'got': Have you got a pen? — Yes, I have. / No, I haven't.

Examples

- *We've got two cats.*
- *He hasn't got any brothers or sisters.*
- *Have they got a garden?*

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- *She's got blue eyes and curly hair. (characteristic)*
- *I haven't got much time today.*
- *Has your brother got a job yet?*

Common mistakes

~~✗ I have got to go to work every day.~~

✓ **I have to go to work every day.**

'Have got' = possession; 'have to' = obligation — they are different! See Topic 18.

~~✗ Do you have got a car?~~

✓ **Have you got a car? / Do you have a car?**

Don't mix 'do' and 'got' in the same question.

✎ Practice

25. I _____ (have got, negative) a laptop.
26. _____ she _____ a bicycle?
27. They _____ a big house.
28. We _____ (have got, negative) any milk.
29. _____ your parents _____ a dog?
30. He _____ green eyes.
31. Short answer: Have you got a sister? Yes, _____.
32. She _____ (have got, negative) time to talk right now.

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5. Frequency Adverbs

Frequency adverbs tell us how often something happens.

Position	Rule	Example
With the verb 'to be'	after the verb	She is always happy.

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Position	Rule	Example
With other verbs	before the main verb	He often plays tennis.
With modal/auxiliary verbs	after the auxiliary	I can never remember his name.

Scale of frequency

Adverb	Approx. frequency
always	100%
usually / normally	90%
often / frequently	70%
sometimes	50%
occasionally	30%
rarely / seldom	10%
never	0%

Good to know

- Expressions like every day, once a week, twice a month usually go at the start or end of the sentence, not in the middle: I go swimming twice a week. (not 'I twice a week go swimming')
- Never is already negative, so don't add 'don't': I never eat meat — NOT 'I don't never eat meat'.

Examples

- *We usually eat breakfast at 8 o'clock.*
- *I am never late for class.*
- *They rarely go to the cinema.*
- *Do you often work at weekends?*
- *I go to the gym three times a week.*
- *She has occasionally missed the bus this month.*

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Common mistakes

~~✗ I don't never watch TV.~~

✓ **I never watch TV.**

Never already means 'not ever' — don't double the negative.

~~✗ I usually am tired in the morning.~~

✓ **I am usually tired in the morning.**

With 'to be', the adverb goes AFTER the verb.

✎ Practice

33. She / is / late (never) → _____
34. I / drink / coffee (always) → _____
35. He / watches / TV (sometimes) → _____
36. They / can / swim (rarely) → _____
37. We / go / to Italy (once a year) → _____
38. You / are / on time! (never)
39. I / have / breakfast (usually)
40. Correct the mistake: She don't never calls me.

---

6. Adverbs of Manner

Adverbs of manner describe how someone does something. Most are formed by adding -ly to an adjective.

Adjective	Adverb	Note
slow	slowly	regular: adjective + ly
happy	happily	-y → -ily
good	well	irregular

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Adjective	Adverb	Note
fast / hard / late	fast / hard / late	same form as the adjective

Good to know

- Careful: hardly and lately are NOT the adverb forms of 'hard' and 'late' — they have different meanings. Hardly = almost not (I hardly slept). Lately = recently (I haven't seen him lately).
- Adverbs of manner usually go after the verb, or after the verb + object: She sings beautifully. She sang the song beautifully.

Examples

- *She sings beautifully.*
- *He drives carefully.*
- *You did that exercise well.*
- *He works hard every day. (hard = adverb, not 'hardly')*
- *I've hardly eaten anything today. (hardly = almost not)*
- *The train arrived late again.*

Common mistakes

~~✗ She sings very good.~~

✓ **She sings very well.**

'Good' is an adjective; 'well' is the adverb used with verbs.

~~✗ He hardly works.~~

✓ **He works hard.**

'Hardly' means 'almost not', the opposite of what is usually meant.

✎ Practice

41. quiet → _____
42. easy → _____
43. good → _____

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44. careful → _____
45. He speaks English very _____ (good / well).
46. She walked _____ (slow) across the ice.
47. They arrived _____ (late) for the meeting.
48. I've _____ (hard/hardly) had time to eat today.

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7. Irregular Verbs

Irregular verbs do not follow the normal -ed pattern in the past simple and past participle. They must be learned by heart.

Base form	Past simple	Past participle
go	went	gone
see	saw	seen
have	had	had
eat	ate	eaten
take	took	taken
write	wrote	written
buy	bought	bought
make	made	made
put	put	put
read	read	read
give	gave	given
come	came	come
think	thought	thought
speak	spoke	spoken

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Base form	Past simple	Past participle
break	broke	broken

Good to know

- Irregular verbs fall into patterns that make them easier to learn: (A-A-A) same form always — put/put/put, cut/cut/cut. (A-B-B) past = participle — buy/bought/bought, make/made/made. (A-B-C) all three different — go/went/gone, speak/spoke/spoken.
- The past participle is used with 'have' (present perfect) and 'be' (passive), not alone as a past tense: I have eaten (not 'I have ate').

Examples

- *I went to the market yesterday.*
- *She has already eaten lunch.*
- *We bought new shoes last week.*
- *He broke his phone last night.*
- *Have you ever spoken to a famous person?*
- *They gave us a warm welcome.*

Common mistakes

~~✗ I have went to Paris.~~

✓ **I have gone to Paris. / I went to Paris.**

Use the past participle after 'have', not the past simple.

~~✗ She writed a letter.~~

✓ **She wrote a letter.**

'Write' is irregular: write-wrote-written.

✎ Practice

49. see → _____ (past simple)
50. buy → _____ (past simple)
51. make → _____ (past simple)

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52. speak → _____ (past participle)
53. break → _____ (past participle)
54. I _____ (think) about it all night.
55. She has never _____ (read) that book.
56. We _____ (give) him a present yesterday.
57. He has already _____ (write) the report.
58. They _____ (come) home late last night.

---

8. Past Simple

We use the past simple to talk about finished actions and situations in the past.

Sentence type	Structure	Example
Positive (regular)	subject + verb-ed	She walked to school.
Positive (irregular)	subject + irregular past form	He went to school.
Negative	subject + didn't + base verb	I didn't watch TV.
Question	Did + subject + base verb?	Did you call her?

Past simple of 'to be'

Subject	Positive	Negative
I / he / she / it	was	wasn't
you / we / they	were	weren't

Good to know

- Common time expressions: yesterday, last night/week/year, two days ago, in 2010, when I was a child.
- In negatives and questions, the main verb goes back to its base form — even irregular verbs: 'Did you go?' (not 'Did you went?').

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Examples

- *We visited our grandparents last Sunday.*
- *They didn't finish their homework.*
- *Did she pass the exam?*
- *I was tired after the long journey.*
- *Where were you last night?*
- *He didn't have enough money to buy the ticket.*

Common mistakes

~~✗ Did you went to the party?~~

✓ **Did you go to the party?**

After 'did', the verb stays in its base form.

~~✗ I didn't went there.~~

✓ **I didn't go there.**

Don't use two past forms together — 'didn't' already shows the past.

✎ Practice

59. I _____ (watch) a movie last night.
60. She _____ (not / go) to work yesterday.
61. _____ you _____ (visit) Paris last year?
62. They _____ (be) very happy about the news.
63. We _____ (not / have) time to eat breakfast.
64. _____ he _____ (call) you back?
65. It _____ (be, negative) very cold last winter.
66. _____ they _____ (arrive) on time?

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9. Doubling the Last Letter Before Adding -d, -ed, -ied, or -ing

Some verbs change their spelling before we add an ending. Follow these rules.

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Rule	Example
One syllable, ends in one vowel + one consonant → double the consonant	stop → stopped, stopping
Ends in -e → drop the -e before -ing / add -d before -ed	hope → hoping / hoped
Ends in consonant + -y → change -y to -i before -ed (not -ing)	study → studied, but studying
Ends in vowel + -y → just add -ed / -ing	play → played, playing
Two-syllable verb, stress on last syllable → double the consonant	prefer → preferred

Good to know

- Exception: verbs ending in -w, -x, or -y never double the final letter, even after one vowel: show → showed, fix → fixed, play → played.
- British English often doubles a final -l even when the stress is NOT on the last syllable; American English usually doesn't: travel → travelled (BrE) / traveled (AmE); cancel → cancelled (BrE) / canceled (AmE).

Examples

- *run → running*
- *plan → planned*
- *stop → stopped*
- *live → living*
- *dance → danced*
- *carry → carried*
- *try → tried*
- *stay → stayed*
- *travel → travelled (BrE) / traveled (AmE)*

Common mistakes

~~✗ stoping~~

✓ **stopping**

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One vowel + one consonant at the end → double the consonant.

~~✗ studing~~

✓ **studying**

-y doesn't change before -ing, only before -ed.

✎ Practice

67. swim + ing → _____
68. study + ed → _____
69. travel + ing → _____
70. hope + ing → _____
71. plan + ed → _____
72. play + ed → _____
73. fix + ed → _____
74. prefer + ed → _____

---

10. Future Simple

We use will + base verb to talk about predictions, promises, decisions made at the moment of speaking, and future facts.

Sentence type	Structure	Example
Positive	subject + will + base verb	I will call you tomorrow.
Negative	subject + won't + base verb	She won't be late.
Question	Will + subject + base verb?	Will you help me?

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will vs. going to

Use	Form	Example
Spontaneous decision, prediction with no evidence, promise	will	I think I'll stay home tonight.
Plan/intention decided before speaking, prediction WITH evidence	going to	I'm going to visit my parents this weekend. / Look at those clouds — it's going to rain.

Examples

- *It will rain tomorrow.*
- *I think they will win the match.*
- *I'll help you with your bags.*
- *We're going to move house next month. (already decided)*
- *Look out! You're going to fall! (evidence now)*
- *I'll have the pasta, please. (decision at the moment of speaking)*

Common mistakes

~~✗ I will go to Spain next month. I booked the ticket yesterday.~~

✓ **I'm going to Spain next month. I booked the ticket yesterday.**

A decision made before speaking uses 'going to', not 'will'.

~~✗ Will you to help me?~~

✓ **Will you help me?**

No 'to' after 'will' — it's followed by the base verb.

✎ Practice

75. I think it _____ (rain) later.
76. She _____ (not / come) to the party.
77. _____ you _____ (help) me tomorrow?
78. We _____ (go) to the cinema tonight — I already bought the tickets. (going to)
79. I promise I _____ (call) you as soon as I arrive.

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80. Look at the sky! It _____ (going to / rain).
81. I don't know what to eat — I think I _____ (have) the soup.
82. They _____ (not / be) home until 9 p.m.

---

11. The Same As

We use 'the same as' to say that two things are equal or identical.

Structure	Example
subject + be + the same as + noun	My bag is the same as yours.
subject + be + the same + noun + as	She is the same age as me.

Good to know

- Related expressions: similar to (almost the same, but not identical) and different from/than (not the same).
- 'Like' can also compare things informally: Your bag is like mine.

Examples

- *This phone is the same as mine.*
- *Your jacket is the same colour as my car.*
- *We are the same height.*
- *This restaurant is similar to the one we went to last week.*
- *My opinion is different from yours.*
- *These two photos look the same.*

Common mistakes

~~✗ This is the same than mine.~~

✓ **This is the same as mine.**

'The same' is followed by 'as', not 'than'.

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✏️ Practice

83. My shoes are _____ yours. (equal)
84. He is _____ age _____ his brother.
85. This book is _____ the one I read last year.
86. Her opinion is _____ (different) mine.
87. This cafe is _____ (similar) the one near my house.
88. We were born on _____ day.

---

12. Enough and Too

Enough means 'as much as necessary'. Too means 'more than necessary' (usually with a negative result).

Word	Position	Example
enough	after an adjective	This coffee isn't hot enough.
enough	before a noun	We don't have enough time.
too	before an adjective	It's too cold to swim.

Good to know

- With uncountable nouns use too much (too much noise); with plural countable nouns use too many (too many people).
- Full structure: too/enough + adjective + to + infinitive: She isn't tall enough to reach the shelf. It's too heavy to carry.

Examples

- *She isn't tall enough to reach the shelf.*
- *There are too many people in this room.*
- *I have enough money to buy this bag.*
- *There's too much sugar in this tea.*
- *Is your English good enough to have a conversation?*
- *This box is too heavy for me to lift.*

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Common mistakes

~~✗ This soup is too much hot.~~

✓ **This soup is too hot.**

'Too much' is only for uncountable nouns, not adjectives.

~~✗ I have enough time money.~~

✓ **I have enough money.**

Enough goes directly before the noun.

✎ Practice

89. This box is _____ heavy for me to lift.
90. I don't have _____ time to finish.
91. He is old _____ to drive.
92. There is _____ much noise in here.
93. We don't have _____ chairs for everyone.
94. Is it warm _____ to go outside without a coat?
95. There were _____ many mistakes in the report.
96. She doesn't have _____ experience for this job.

---

13. Zero Conditional

We use the zero conditional to talk about general truths, facts and things that are always true.

Structure	Example
If + present simple, present simple	If you heat ice, it melts.

Good to know

- You can usually replace 'if' with 'when' in the zero conditional without changing the meaning, because the result always happens: When you heat ice, it melts.

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- Both clauses use the present simple — never 'will' in the zero conditional.

Examples

- *If you mix red and blue, you get purple.*
- *Water boils if you heat it to 100°C.*
- *If people don't eat, they get hungry.*
- *When the sun sets, it gets dark.*
- *If you don't water plants, they die.*
- *Ice melts if you leave it in the sun.*

Common mistakes

~~✗ If you heat ice, it will melt.~~

✓ **If you heat ice, it melts.**

The zero conditional describes a fact, so both parts use the present simple, not 'will'.

✎ Practice

97. If you _____ (touch) fire, you _____ (get) burned.
98. Plants _____ (die) if they _____ (not / get) water.
99. If it _____ (rain), the ground _____ (get) wet.
100. If you _____ (heat) water to 100°C, it _____ (boil).
101. When the temperature _____ (drop) below zero, water _____ (freeze).
102. If you _____ (mix) yellow and blue, you _____ (get) green.

---

14. First Conditional

We use the first conditional to talk about real and possible situations in the future.

Structure	Example
If + present simple, will + base verb	If it rains, I will stay at home.

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Good to know

- The main clause doesn't have to use 'will' — you can also use can, might, may, or should to show ability, possibility, or advice: If you're tired, you should rest.
- 'Unless' means 'if not': Unless you hurry, you'll miss the bus. = If you don't hurry, you'll miss the bus.
- Never use 'will' in the if-clause: If it will rain... is incorrect — say If it rains...

Examples

- *If you study hard, you will pass the exam.*
- *She will be happy if you call her.*
- *If we hurry, we won't miss the bus.*
- *If you're free tonight, we could go to the cinema.*
- *Unless you leave now, you'll be late.*
- *If it's sunny tomorrow, we might go to the beach.*

Common mistakes

~~✗ If it will rain, I will take an umbrella.~~

✓ **If it rains, I will take an umbrella.**

Use the present simple after 'if', even though the meaning is future.

✎ Practice

103. If I _____ (have) time, I _____ (visit) you.
104. You _____ (be) tired if you _____ (not / sleep).
105. If they _____ (win), they _____ (celebrate).
106. Unless you _____ (hurry), you _____ (miss) the train.
107. If she _____ (ask) me, I _____ (help) her.
108. We _____ (not / go) out if it _____ (rain).
109. If you _____ (be) tired, you _____ (should / rest).
110. _____ (you / pass) the exam if you don't study?

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15. May / Might

We use may and might to talk about possibility in the present or future. May is also used for formal permission.

Use	Example
Possibility (present/future)	It may rain later. / It might rain later.
Formal permission	May I come in?

Good to know

- May and might are almost interchangeable for possibility, though might can suggest a slightly smaller chance.
- Negative forms: may not / might not (no common contractions — avoid 'mayn't'). Example: She might not come to the party.
- For asking permission informally, 'can' is more common than 'may': Can I open the window?

Examples

- *She may be at home now.*
- *We might go to the beach this weekend.*
- *May I ask you a question?*
- *He might not have seen your message yet.*
- *It may not be true.*
- *They may arrive late because of the traffic.*

Common mistakes

~~✗ He mays come later.~~

✓ **He may come later.**

May/might never take -s, even with he/she/it — they're modal verbs.

✎ Practice

111. He _____ come to the party, he isn't sure.

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112. _____ I use your phone, please?
113. It _____ snow tonight.
114. She _____ not be at home — I'm not sure.
115. _____ I ask you something? (formal permission)
116. They _____ arrive early, we don't know yet.

---

16. Shall

We use shall mainly with I/we to make suggestions, offers, or to ask for advice.

Use	Example
Suggestion	Shall we go to the cinema?
Offer	Shall I open the window?
Asking for advice	What shall I do?

Good to know

- Shall is used mostly in British English and mostly with I/we. It's rare with he/she/it/you/they, except in formal or legal writing (The tenant shall pay rent monthly).
- In everyday speech, 'will' or 'should' often replace 'shall' outside of these fixed suggestion/offer patterns.

Examples

- *Shall we start the meeting?*
- *Shall I help you with your bags?*
- *Where shall we meet tomorrow?*
- *Shall I book the tickets now?*
- *What time shall we leave?*
- *Shall we dance?*

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Common mistakes

~~✗ Shall he come with us?~~

✓ **Should he come with us? / Will he come with us?**

Shall is mainly used with I/we in modern English.

✎ Practice

117. _____ we go for a walk?
118. _____ I make some tea?
119. What time _____ we meet?
120. _____ we order pizza tonight?
121. _____ I carry that for you?
122. Where _____ we go on holiday this year?

---

17. Need To

We use need to + base verb to talk about necessity — something that is necessary to do.

Sentence type	Structure	Example
Positive	subject + need(s) to + base verb	I need to buy some milk.
Negative	subject + don't/doesn't need to + base verb	You don't need to worry.
Question	Do/Does + subject + need to + base verb?	Do we need to book a table?

Good to know

- In British English, there's also a modal form 'needn't' + base verb (no 'to'), meaning the same as 'don't need to': You needn't worry. This is more formal.
- 'Need' can also be a noun: There's no need to shout.

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Examples

- *She needs to finish her homework.*
- *We don't need to leave yet.*
- *Do you need to see a doctor?*
- *You needn't bring anything to the party.*
- *Do we need to book in advance?*
- *He needs to practise more before the exam.*

Common mistakes

~~✗ She need to go.~~

✓ **She needs to go.**

With he/she/it, add -s: needs to.

✎ Practice

123. I _____ (need to) study for the test.
124. He _____ (not / need to) go to the shop.
125. _____ we _____ (need to) hurry?
126. You _____ (needn't) worry about the exam.
127. Does she _____ (need to) sign the form?
128. They _____ (not / need to) wear a uniform.

---

18. Have To

We use have to / has to to talk about obligation — rules or things that are necessary, often from outside the speaker.

Sentence type	Structure	Example
Positive	subject + have/has to + base verb	I have to wear a uniform.
Negative (no obligation)	subject + don't/doesn't have to + base verb	You don't have to come.

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Sentence type	Structure	Example
Question	Do/Does + subject + have to + base verb?	Does she have to work today?

must vs. have to vs. mustn't vs. don't have to

Form	Meaning	Example
must	obligation from the SPEAKER'S own opinion/authority	I must remember to call my mum.
have to	obligation from an outside rule or authority	You have to wear a seatbelt (the law says so).
mustn't	prohibition — it is forbidden	You mustn't smoke here.
don't have to	no obligation — it's not necessary (but allowed)	You don't have to come if you're busy.

Good to know

- This is a very common exam point: 'mustn't' and 'don't have to' look similar but mean opposite things — mustn't = forbidden, don't have to = optional.

Examples

- *We have to be at school by 8 a.m.*
- *He doesn't have to wear a tie.*
- *Do you have to ask permission?*
- *You mustn't park here — it's forbidden.*
- *You don't have to pay — it's free.*
- *I must finish this report today.*

Common mistakes

~~✗ You mustn't come if you don't want to.~~

✓ **You don't have to come if you don't want to.**

'Mustn't' means forbidden — use 'don't have to' for 'it's not necessary'.

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✎ Practice

129. She _____ (have to) finish the report today.
130. They _____ (not / have to) pay for parking.
131. _____ he _____ (have to) travel for work?
132. You _____ (mustn't) touch that — it's dangerous.
133. We _____ (not / have to) wear a uniform at our school.
134. Passengers _____ (have to) show their passports.
135. You _____ (mustn't / don't have to) smoke in here — it's against the law.
136. You _____ (mustn't / don't have to) answer if you don't want to — it's your choice.

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Answer Key

Use this key to check your practice answers for each topic.

1. -ed and -ing Adjectives

1. excited 2. boring 3. embarrassed 4. boring 5. amazed 6. tiring 7. frightened 8. confusing

2. Present Continuous

1. is raining 2. aren't studying 3. Are / listening 4. am meeting 5. isn't working 6. Are / living 7. is always complaining 8. are having

3. Possessive with 's

1. Sarah's book 2. the children's toys 3. my parents' car 4. the boys' bags 5. manager's 6. Tom and Anna's house 7. its 8. the men's shoes

4. Have Got

1. haven't got 2. Has / got 3. 've got / have got 4. haven't got 5. Have / got 6. 's got / has got 7. I have 8. hasn't got

5. Frequency Adverbs

1. She is never late. 2. I always drink coffee. 3. He sometimes watches TV. 4. They can rarely swim. 5. We go to Italy once a year. 6. You are never on time! 7. I usually have breakfast. 8. She never calls me.

6. Adverbs of Manner

1. quietly 2. easily 3. well 4. carefully 5. well 6. slowly 7. late 8. hardly

7. Irregular Verbs

1. saw 2. bought 3. made 4. spoken 5. broken 6. thought 7. read 8. gave 9. written 10. came

8. Past Simple

1. watched 2. didn't go 3. Did / visit 4. were 5. didn't have 6. Did / call 7. wasn't 8. Did / arrive

9. Doubling the Last Letter Before Adding -d, -ed, -ied, or -ing

1. swimming 2. studied 3. travelling 4. hoping 5. planned 6. played 7. fixed 8. preferred

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10. Future Simple

1. will rain 2. won't come 3. Will / help 4. are going to go 5. will call 6. is going to rain 7. 'll have 8. won't be

11. The Same As

1. the same as 2. the same / as 3. the same as 4. different from 5. similar to 6. the same

12. Enough and Too

1. too 2. enough 3. enough 4. too 5. enough 6. enough 7. too 8. enough

13. Zero Conditional

1. touch / get 2. die / don't get 3. rains / gets 4. heat / boils 5. drops / freezes 6. mix / get

14. First Conditional

1. have / will visit 2. will be / don't sleep 3. win / will celebrate 4. don't hurry / will miss 5. asks / will help 6. won't go / rains 7. are / should rest 8. Will you pass

15. May / Might

1. may/might 2. May 3. may/might 4. might 5. May 6. may/might

16. Shall

1. Shall 2. Shall 3. shall 4. Shall 5. Shall 6. shall

17. Need To

1. need to 2. doesn't need to 3. Do / need to 4. needn't 5. need to 6. don't need to

18. Have To

1. has to 2. don't have to 3. Does / have t

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Level B1

GRAMMAR COVERED:

1. ***Verbs followed by gerunds or base form***
2. ***Relative clauses***
3. ***Quantifiers***
4. ***Would***
5. ***Past continuous***
6. ***Future continuous***
7. ***Present perfect***
8. ***Used to, get used to, and would***
9. ***Passive: past simple***
10. ***Passive: present simple***
11. ***Passive: present continuous***

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UNIT 1

Verbs Followed by Gerunds or the Base Form

Choosing the correct verb pattern after another verb

1.1 Verb + gerund (-ing)

Some verbs are followed by the gerund (verb + -ing) when a second verb follows them. This is common after verbs of liking/disliking, and verbs about finishing, avoiding, or suggesting.

Common verbs + gerund

- enjoy, love, like, hate, dislike, don't mind
- finish, stop, avoid, keep (on), give up, quit
- suggest, recommend, consider, imagine, admit, deny
- practise, risk, involve, mention, mind

› *I enjoy reading before bed.*

› *She suggested going to the beach this weekend.*

› *They finished painting the fence yesterday.*

› *He denied stealing the money.*

1.2 Verb + to-infinitive

Other verbs are followed by the to-infinitive (to + base verb) instead.

Common verbs + to-infinitive

- want, would like, need, decide, hope, plan, promise
- agree, refuse, offer, manage, afford, learn, seem
- expect, threaten, arrange, pretend, fail

› *We decided to leave early.*

› *She promised to call me tonight.*

› *He can't afford to buy a new car.*

1.3 Verb + object + base form (no "to")

After the verbs make and let, and after most modal verbs, we use the base form of the verb without "to". This is different from help, which can take either the base form or the to-infinitive.

Pattern: make / let / help + object + base form

- make somebody do something ("to" is NOT used)
- let somebody do something ("to" is NOT used)
- help somebody (to) do something ("to" is optional)

› *My parents made me clean my room.*

› *She let her brother borrow her bike.*

› *Can you help me (to) carry these bags?*

Note: in the passive, "make" is followed by a to-infinitive: I was made to clean my room.

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1.4 Verbs that change meaning: stop, remember, try

Verb	+ gerund	+ to-infinitive
stop	stop an activity in progress (She stopped smoking.)	stop in order to do something (She stopped to smoke.)
remember	recall a past action (I remember locking the door.)	not forget a future duty (Remember to lock the door.)
try	experiment / test something (Try adding more salt.)	make an effort (Try to finish on time.)

Practice A — Choose gerund or to-infinitive

1. I don't mind _____ (wait) for a few more minutes.

2. They agreed _____ (share) the cost of the trip.

3. He avoids _____ (drive) in the city centre.

4. We hope _____ (visit) Japan next year.

5. My teacher let me _____ (leave) class early.

6. She keeps _____ (forget) her password.

7. I stopped _____ (buy) a coffee on my way to work. (meaning: I paused my journey)

8. Please remember _____ (send) me the report tomorrow.

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UNIT 2

Relative Clauses

Adding extra information about people, things, places, and time

2.1 Relative pronouns

Pronoun	Used for	Example
who	people (subject)	The woman who called is my aunt.
whom	people (object, formal)	The man whom I met is a doctor.
which	things/animals	The book which I bought is great.
that	people or things (informal)	The car that he drives is old.
whose	possession	That's the boy whose dog ran away.
where	places	This is the café where we met.
when	time	I remember the day when we arrived.

2.2 Defining vs. non-defining relative clauses

Defining relative clauses

- Give essential information — without it, we don't know which person/thing is meant.
- No commas.
- "that" can replace who/which.
- The pronoun can be omitted if it is the object of the clause.

› *The man who lives next door is a pilot. (essential — tells us which man)*

› *The book (that) I'm reading is fascinating. (object pronoun can be dropped)*

Non-defining relative clauses

- Give extra, non-essential information — the sentence still makes sense without it.
- Always separated by commas.
- "that" CANNOT be used; the pronoun can never be omitted.

› *My brother, who lives in Madrid, is visiting next week.*

› *Paris, which is the capital of France, attracts millions of tourists.*

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2.3 Common mistakes

- Don't repeat the subject: ✗ The woman who she called me... → ✓ The woman who called me...
- Don't use "that" after a comma: ✗ My car, that is red, ... → ✓ My car, which is red, ...
- Don't use "what" as a relative pronoun: ✗ The film what I saw... → ✓ The film that I saw...

Practice B — Complete with who, which, whose, where, or when

1. That's the restaurant _____ we had our first date.

2. I have a friend _____ father is a famous musician.

3. Can you remember the year _____ the war ended?

4. The laptop _____ I bought last month has already broken.

5. Do you know the woman _____ is standing by the door?

Practice C — Defining or non-defining? Add commas where needed

1. My sister who lives in Canada is a doctor. (I have only one sister)

2. The photo that won the competition was taken in Kenya.

3. London which has a population of nearly 9 million is a very diverse city.

4. Students who arrive late must wait outside.

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UNIT 3

Quantifiers

Talking about amounts and quantities

3.1 Countable vs. uncountable nouns

Meaning	Countable nouns	Uncountable nouns
a large quantity	many, a lot of, lots of	much, a lot of, lots of
a small quantity	a few, few	a little, little
a large quantity (informal, questions/negatives)	many	much
zero / not enough	not many, few, none	not much, little, none

Much and many are mostly used in questions and negative sentences in everyday speech. In affirmative sentences, "a lot of" is more common.

› *How much money do you have? / I don't have much time.*

› *There are a lot of tourists in summer. (not usually "many tourists" in a positive statement, though it is possible)*

3.2 Few vs. a few, little vs. a little

Meaning shift

- a few / a little = some, a small but positive amount (positive tone)
- few / little (no article) = almost none, not enough (negative tone)

› *I have a few friends here. (= some, and that's fine)*

› *I have few friends here. (= almost no friends — a problem)*

› *There's a little milk left. (= enough for tea)*

› *There's little milk left. (= almost none — we need more)*

3.3 All, most, some, any, no / none, every, each

Quantifier	Use	Example
all / all of	the whole quantity	All students passed the exam.
most / most of	the majority	Most of the cake was eaten.
some	an unspecified amount; affirmative sentences and offers	I'd like some water, please.

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Quantifier	Use	Example
any	questions and negative sentences	Is there any bread left?
no / none	zero quantity	None of them arrived on time.
every + singular noun	each member of a group, as a whole	Every student needs a pen.
each + singular noun	individually, one by one	Each student received a certificate.

Note: "of" is required before a pronoun or a determiner (the, this, my...): most of them, some of my friends, none of the food.

Practice D — Choose the correct quantifier

1. There isn't _____ (much / many) traffic today.

2. I only have _____ (a few / a little) euros left.

3. _____ (Every / Each) time I visit, she cooks something different.

4. _____ (Some / Any) of my colleagues speak three languages.

5. We have _____ (little / a little) time, so let's hurry.

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UNIT 4

Would

The many uses of would

4.1 Would for polite requests and offers

› *Would you like some tea?*

› *Would you mind closing the window?*

› *I would love to join you.*

4.2 Would for past habits

Would describes repeated actions in the past, similar to "used to", but it CANNOT be used for past states (be, have, like, know...).

› *Every summer, we would visit our grandparents. (repeated action ✓)*

› *✗ When I was young, I would be shy. → ✓ When I was young, I used to be shy. (state — "would" not possible)*

4.3 Would in conditional sentences

Type	Structure	Example
2nd conditional (unreal present/future)	If + past simple, would + base form	If I won the lottery, I would travel the world.
3rd conditional (unreal past)	If + past perfect, would have + past participle	If I had studied, I would have passed.

4.4 Would in reported speech

"Will" in direct speech becomes "would" in reported speech.

› *Direct: **"I will call you."** → Reported: She said (that) she would call me.*

Practice E — Complete with would / wouldn't or used to

1. When we were kids, we _____ play outside every afternoon.

2. If I had more money, I _____ buy a bigger house.

3. She _____ be a very quiet child. (state — choose the correct form)

4. _____ you mind helping me with these boxes?

5. He said he _____ finish the project by Friday.

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UNIT 5

Past Continuous

Describing actions in progress in the past

5.1 Form

	Affirmative	Negative	Question
Structure	was/were + verb-ing	was/were + not + verb-ing	Was/Were + subject + verb-ing?
Example	I was working at 8pm.	They weren't listening.	Was she sleeping?

5.2 Uses

1. An action in progress at a specific moment in the past.
   › *At 6pm yesterday, I was cooking dinner.*
2. An action in progress when another (shorter) action interrupted it — past continuous + past simple.
   › *I was walking home when it started to rain.*
3. Two actions happening at the same time in the past.
   › *While she was studying, he was watching TV.*
4. Background description in a story.
   › *The sun was shining and the birds were singing.*

Common mistake

• Non-continuous (state) verbs are not usually used in continuous forms: know, believe, want, like, own.

• ✗ I was knowing the answer. → ✓ I knew the answer.

Practice F — Past simple or past continuous?

1. While I _____ (cook), the phone _____ (ring).

2. She _____ (read) a book when I arrived.

3. They _____ (play) football all afternoon yesterday.

4. What _____ you _____ (do) at 9pm last night?

5. He _____ (not/listen) when the teacher explained the homework.

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UNIT 6

Future Continuous

Actions that will be in progress at a future time

6.1 Form

Affirmative	Negative	Question
will be + verb-ing	will not (won't) be + verb-ing	Will + subject + be + verb-ing?

› *This time tomorrow, I will be flying to Rome.*

› *She won't be working next Friday.*

› *Will you be using the car this evening?*

6.2 Uses

5. An action in progress at a specific point in the future.
   › *At 10am tomorrow, we will be having a meeting.*
6. A fixed future arrangement (similar to present continuous for the future, but emphasising duration).
   › *I'll be seeing Sarah later, so I can give her the message.*
7. Asking politely about someone's plans (without influencing them).
   › *Will you be staying for dinner?*

Practice G — Complete with the future continuous

1. This time next week, I _____ (lie) on a beach in Greece.

2. _____ you _____ (use) the printer this afternoon?

3. Don't call at 8pm — we _____ (have) dinner.

4. He _____ (not/work) tomorrow; it's a public holiday.

5. At midnight, the team _____ (still/travel) to the airport.

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UNIT 7

Present Perfect

Connecting the past with the present

7.1 Form

Affirmative	Negative	Question
have/has + past participle	have/has + not + past participle	Have/Has + subject + past participle?

› *I have visited Rome twice.*

› *She hasn't finished her homework yet.*

› *Have you ever tried sushi?*

7.2 Uses and time expressions

Use	Example	Typical time words
Life experience (unspecified time)	I have been to Egypt.	ever, never
Recent past action with present result	She has broken her arm.	just, recently
Unfinished action/period continuing to now	We have lived here for 10 years.	for, since
Action completed within an unfinished time period	I haven't seen him today.	today, this week, yet, already

7.3 For vs. since

For and since

- for + a period of time (three years, a long time, two weeks)
- since + a point in time (2019, last Monday, I was a child)

› *I've worked here for six months.*

› *I've worked here since January.*

7.4 Present perfect vs. past simple

Past simple is used for a finished action at a specific, stated time in the past. Present perfect is used when the time is not specified, or the period is not yet finished.

› *I saw that film last night. (specific finished time — past simple)*

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› *I have seen that film. (unspecified time — present perfect)*

Practice H — Present perfect or past simple?

1. I _____ (never/be) to Australia.

2. She _____ (visit) her grandmother last weekend.

3. We _____ (know) each other since 2015.

4. Did you finish? — Yes, I _____ (just/finish).

5. He _____ (start) working here three years ago.

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UNIT 8

Used to, Get Used to, and Would

Talking about past habits and adapting to new situations

8.1 Used to + base form

Describes past habits or states that are no longer true.

› *I used to play the piano. (but I don't anymore)*

› *She used to be afraid of dogs.*

Negative and question forms use "did":

› *I didn't use to like coffee.*

› *Did you use to live in Berlin?*

8.2 Would + base form (past habits only)

As seen in Unit 4, "would" can replace "used to" for repeated actions, but NOT for states.

	used to	would
Repeated actions	✓ We used to go camping.	✓ We would go camping.
States (be, have, like, know, own...)	✓ I used to have long hair.	✗ not possible

8.3 Get used to + gerund / noun

Means "to become familiar with something new" — the process of adapting. It is followed by a gerund or a noun, never a base form.

› *I'm getting used to living alone.*

› *He got used to the noise of the city.*

"Be used to" (without "get") describes the state of already being familiar with something.

› *She is used to working long hours. (= it's normal for her now)*

The three forms compared

- used to + base form → a past habit/state that has changed (I used to smoke.)
- be used to + gerund/noun → familiar with a present situation (I am used to the cold.)
- get used to + gerund/noun → the process of becoming familiar (I am getting used to the cold.)

Practice I — used to, would, be used to, or get used to?

1. It took me months to _____ (get used to) the new schedule.

2. My grandfather _____ (used to) tell us stories every night.

3. She's lived in Japan for years, so she _____ (be used to) the food now.

4. There _____ (used to) be a cinema on this street. (state)

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5. As a child, I _____ (would) spend hours drawing.

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UNIT 9

Passive: Past Simple

Focusing on the action, not who did it, in the past

9.1 Form

Active	Passive
Subject + past simple verb + object	Object (new subject) + was/were + past participle (+ by + agent)

› *Active: Someone stole my bike. → Passive: My bike was stolen.*

› *Active: They built this bridge in 1990. → Passive: This bridge was built in 1990.*

› *Negative: The letters weren't sent on time.*

› *Question: Was the window broken last night?*

9.2 When do we use the passive?

- The agent (who did it) is unknown, unimportant, or obvious from context.
- We want to focus on the action or the result, not the doer.
- The context is formal, scientific, or journalistic.

› *The Mona Lisa was painted by Leonardo da Vinci. (focus on the painting)*

› *My car was stolen last night. (we don't know who)*

Practice J — Rewrite in the passive (past simple)

1. Someone broke this window last night. →

2. They cancelled the flight because of the storm. →

3. The company launched the new product in March. →

4. Vandals damaged the statue in the park. →

5. Shakespeare wrote "Romeo and Juliet". →

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UNIT 10

Passive: Present Simple

General truths, facts, and routines without naming the agent

10.1 Form

Active	Passive
Subject + present simple verb + object	Object (new subject) + am/is/are + past participle (+ by + agent)

› *Active: The company produces thousands of cars a year. → Passive: Thousands of cars are produced a year.*

› *Active: People speak Portuguese in Brazil. → Passive: Portuguese is spoken in Brazil.*

› *Negative: This medicine isn't sold without a prescription.*

› *Question: Is English taught in every school?*

10.2 Typical uses

- General facts and processes (science, manufacturing): Steel is made from iron.
- Rules and regulations: Smoking is not allowed here.
- Describing procedures/instructions: The form is submitted online.

Practice K — Rewrite in the passive (present simple)

1. They grow coffee in Colombia. →

2. People speak French in many African countries. →

3. The factory produces 500 cars a day. →

4. Nobody uses this room anymore. →

5. They recycle glass and paper in this city. →

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UNIT 11

Passive: Present Continuous

Actions in progress right now, without naming the agent

11.1 Form

Active	Passive
Subject + am/is/are + verb-ing + object	Object (new subject) + am/is/are + being + past participle (+ by + agent)

› *Active: They are renovating the museum. → Passive: The museum is being renovated.*

› *Active: The chef is preparing the meal. → Passive: The meal is being prepared.*

› *Negative: The report isn't being written at the moment.*

› *Question: Are the results being checked?*

11.2 When to use it

- An action that is happening right now, when the agent is unknown or unimportant.
- Describing changes or works in progress: The road is being repaired.

Passive tenses at a glance

- Present simple: is/are + past participle → The house is cleaned every week.
- Present continuous: is/are + being + past participle → The house is being cleaned now.
- Past simple: was/were + past participle → The house was cleaned yesterday.

Practice L — Rewrite in the passive (present continuous)

1. They are building a new hospital in town. →

2. Someone is fixing my computer right now. →

3. The waiter is serving the food. →

4. Workers are painting the bridge this week. →

5. They are interviewing candidates today. →

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Answer Key

Practice A — Gerunds / to-infinitive

1. waiting

2. to share

3. driving

4. to visit

5. leave

6. forgetting

7. to buy (I paused my journey in order to buy coffee)

8. to send

Practice B — Relative pronouns

1. where

2. whose

3. when

4. which

5. who

Practice C — Defining / non-defining

1. My sister, who lives in Canada, is a doctor. (non-defining — commas needed)

2. The photo that won the competition was taken in Kenya. (defining — no commas)

3. London, which has a population of nearly 9 million, is a very diverse city. (non-defining)

4. Students who arrive late must wait outside. (defining — no commas)

Practice D — Quantifiers

1. much

2. a few

3. Every

4. Some

5. little

Practice E — Would / used to

1. would / used to

2. would

3. used to be

4. Would

5. would

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Practice F — Past simple / continuous

1. was cooking / rang

2. was reading

3. played

4. were ... doing

5. wasn't listening

Practice G — Future continuous

1. will be lying

2. Will ... be using

3. will be having

4. won't be working

5. will still be travelling

Practice H — Present perfect / past simple

1. have never been

2. visited

3. have known

4. have just finished

5. started

Practice I — Used to / would / get used to

1. get used to

2. used to

3. is used to

4. used to

5. would

Practice J — Passive (past simple)

1. This window was broken last night.

2. The flight was cancelled because of the storm.

3. The new product was launched in March.

4. The statue in the park was damaged by vandals.

5. "Romeo and Juliet" was written by Shakespeare.

Practice K — Passive (present simple)

1. Coffee is grown in Colombia.

2. French is spoken in many African countries.

3. 500 cars are produced a day.

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4. This room isn't used anymore.

5. Glass and paper are recycled in this city.

Practice L — Passive (present continuous)

1. A new hospital is being built in town.

2. My computer is being fixed right now.

3. The food is being served.

4. The bridge is being painted this week.

5. Candidates are being interviewed today.

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Level B2

GRAMMAR COVERED:

1. ***Passive: past continuous***
2. ***Passive: present perfect***
3. ***Passive: past perfect***
4. ***Passive: future perfect***
5. ***Adverbs of degree***
6. ***Certainty adverbs***
7. ***Second conditional***
8. ***Third conditional***
9. ***Must have***
10. ***Should have***
11. ***May/might have***
12. ***Could have***
13. ***Would have***
14. ***Wish***
15. ***Mixed conditionals***
16. ***Reported speech***

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Part 1 — The Passive Voice

The passive voice shifts the focus from who does an action to what happens to the subject. It is especially common in formal, academic, and news writing, where the agent (the 'doer') is unknown, unimportant, or obvious from context.

1. Passive: Past Continuous

> ***Form: was / were + being + past participle***

Usage

- ***To describe an action that was in progress at a specific moment in the past, seen from the passive perspective.***
- ***Often used to set the scene for another past event (usually in the past simple).***
- ***Common with time expressions like 'at that time', 'while', 'when'.***

Examples

Example	*Note*
The bridge was being repaired when the earthquake struck.	*Sets scene for a past simple event*
New safety measures were being introduced last year.	*Ongoing process, past*
Was the report being written when you called?	*Question form*
The children weren't being watched properly.	*Negative form*

Common Mistakes & Tips

- ***Don't confuse with the simple past passive: 'The bridge was repaired' (completed) vs 'was being repaired' (in progress).***
- ***This form is less common with stative verbs (know, believe, own) — these rarely appear in the passive continuous.***

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2. Passive: Present Perfect

Form: has / have + been + past participle

Usage

- *To focus on the result now of an action completed at an unspecified past time.*
- *Very common when the person responsible is unknown or unimportant.*
- *Frequently paired with 'already', 'yet', 'just', 'recently', 'so far'.*

Examples

Example	*Note*
The documents have been signed.	*Result matters, not who signed them*
This model hasn't been discontinued yet.	*Negative + 'yet'*
Has the meeting been rescheduled?	*Question form*
Three new hospitals have just been opened.	*With 'just'*

Common Mistakes & Tips

- *Remember 'been', not 'be': 'has been done', never 'has be done'.*
- *Don't add a time reference like 'yesterday' — that requires past simple passive instead.*

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3. Passive: Past Perfect

Form: had + been + past participle

Usage

- *To show that an action (in passive form) was completed before another point or action in the past.*
- *Common in narratives and reported speech, when sequencing two past events.*

Examples

Example	*Note*
The tickets had already been sold before we arrived.	*Earlier past action, passive*
She realised her purse had been stolen.	*Reported discovery of an earlier event*
Had the building been evacuated before the fire spread?	*Question form*
The order hadn't been delivered by the time we called.	*Negative form*

Common Mistakes & Tips

- *This is the 'past of the past' — always check there are two past time points, otherwise past simple passive is enough.*
- *Don't overuse it outside narrative or reported contexts; in simple past narration, the past simple passive is usually sufficient.*

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4. Passive: Future Perfect

Form: will have + been + past participle

Usage

- *To say that an action (passive) will be completed before a specific point in the future.*
- *Common with 'by the time', 'by + future date', 'in + time period'.*

Examples

Example	*Note*
By next year, the new stadium will have been built.	*Completed before a future deadline*
The project will have been finished by Friday.	*With 'by + date'*
All the seats will have been sold by the time doors open.	*With 'by the time'*
Won't the contract have been signed by then?	*Question form*

Common Mistakes & Tips

- *Don't drop 'been' — a frequent error is 'will have built' (active) instead of 'will have been built' (passive).*
- *This structure is more common in writing and planning contexts than in everyday speech.*

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Part 2 — Adverbs

5. Adverbs of Degree

Form: adverb + adjective / adverb / verb (e.g. extremely tired, fairly quickly)

Usage

- *Show the intensity or degree of an adjective, adverb, or verb: extremely, slightly, fairly, rather, quite, too, absolutely, completely, almost.*
- *Gradable adjectives (big, tired, cold) take 'very', 'extremely', 'fairly', 'quite'.*
- *Ungradable / extreme adjectives (exhausted, freezing, huge) take 'absolutely', 'completely', 'utterly' — not 'very'.*
- *'Too' + adjective means more than necessary/wanted, often followed by 'to' + infinitive.*
- *'Enough' comes after an adjective but before a noun: 'good enough', but 'enough time'.*

Examples

Example	*Note*
She's extremely talented.	*Gradable adjective + strong degree*
The soup is absolutely delicious.	*Ungradable adjective, not 'very delicious'*
It's fairly cold today.	*Moderate degree*
He was too tired to continue.	*'Too' + adjective + infinitive*
The soup isn't hot enough.	*'Enough' after adjective*
We don't have enough time.	*'Enough' before a noun*

Common Mistakes & Tips

- *Avoid 'very' with extreme adjectives: say 'absolutely exhausted', not 'very exhausted'.*
- *Word order errors are common: 'enough good' is wrong — it must be 'good enough'.*

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6. Certainty Adverbs

Form: subject + adverb + verb (mid-position, after 'be' / auxiliary, before main verb)

Usage

- *Show how sure the speaker is about something: definitely, certainly, undoubtedly, probably, possibly, perhaps, surely.*
- *'Definitely', 'certainly', 'undoubtedly' express strong confidence.*
- *'Probably' and 'possibly' express moderate to weaker confidence.*
- *'Perhaps' and 'surely' often begin or end a sentence, and can express doubt or invite agreement.*

Examples

Example	*Note*
She will definitely come to the party.	*Strong certainty, mid-position*
He is probably at home by now.	*Moderate certainty, after 'is'*
Perhaps she forgot about the meeting.	*Weaker certainty, front position*
They certainly haven't finished the project.	*Before the main verb, after auxiliary*
Surely you don't believe that?	*Inviting agreement / mild disbelief*

Common Mistakes & Tips

- *Position matters: certainty adverbs usually sit before the main verb but after 'be': 'He is probably tired', not 'Probably he is tired' in neutral style.*
- *Don't confuse 'possibly' (adverb, mid-position) with 'possible' (adjective, used with 'it is').*

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Part 3 — Conditionals & Wish

7. Second Conditional

Form: If + past simple, … would + infinitive

Usage

- *Describes unreal, hypothetical, or unlikely situations in the present or future.*
- *Used for imaginary results, advice ('If I were you…'), and dreams or fantasies.*
- *'Were' is often preferred over 'was' for all subjects in formal style ('If I were rich…').*

Examples

Example	*Note*
If I won the lottery, I would travel the world.	*Hypothetical present/future result*
If she were here, she would help us.	*Formal 'were' for all subjects*
I wouldn't do that if I were you.	*Advice structure*
What would you do if you lost your job?	*Question form*

Common Mistakes & Tips

- *Don't use 'would' in the if-clause: 'If I would win' is incorrect — say 'If I won'.*
- *Remember this is for unreal present/future, not real future plans (use first conditional for those).*

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8. Third Conditional

Form: If + past perfect, ... would have + past participle

Usage

- *Describes hypothetical situations in the past — things that did not happen, and their imagined results.*
- *Frequently used to express regret or criticism about the past.*

Examples

Example	*Note*
If I had studied harder, I would have passed the exam.	*Past regret, imagined result*
If they had left earlier, they wouldn't have missed the flight.	*Negative result clause*
Would you have helped her if she had asked?	*Question form*
If he hadn't been driving so fast, the accident wouldn't have happened.	*Criticism of past behaviour*

Common Mistakes & Tips

- *Avoid mixing 'would have' into the if-clause: 'If I would have known' is a common error — use 'If I had known'.*
- *Contract carefully in speech ('I'd've') but write it fully in formal writing: 'I would have'.*

14. Wish

Form: wish + past simple (present) | wish + past perfect (past) | wish + would (annoyance)

Usage

- *'Wish + past simple' expresses a desire for a different present situation.*
- *'Wish + past perfect' expresses regret about the past.*
- *'Wish + would + infinitive' expresses annoyance at a situation, or a desire for someone/something to change — not used for the speaker's own actions.*

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- *'If only' works the same way as 'wish', but is more emphatic.*

Examples

Example	*Note*
I wish I had more free time.	*Present wish, past simple*
I wish I had studied harder at school.	*Past regret, past perfect*
I wish you would stop interrupting me.	*Annoyance, 'wish + would'*
If only she were here right now.	*Emphatic version of a present wish*
I wish I hadn't said that.	*Regret about a past action*

Common Mistakes & Tips

- *Don't say 'I wish I would' about yourself — 'wish + would' is for other people or things, not the speaker's own habits.*
- *Use 'were' rather than 'was' after 'wish' in formal style: 'I wish I were taller.'*

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15. Mixed Conditionals

> ***Form: Type A: If + past perfect, ... would + infinitive (now) | Type B: If + past simple, ... would have + past participle (then)***

Usage

- ***Mixed conditionals combine a condition in one time frame with a result in another.***
- ***Type A: a past condition affects a present result — 'If I had taken that job, I would be rich now.'***
- ***Type B: a present/permanent condition affects a past result — 'If she weren't so shy, she would have spoken up at the meeting.'***
- ***Look for time markers ('now', 'today') to identify which type is needed.***

Examples

Example	*Note*
If I had taken that job, I would be rich now.	*Past condition → present result*
If he hadn't missed the train, he would be here now.	*Past condition → present result*
If she weren't so shy, she would have spoken up.	*Present trait → past result*
If I didn't hate flying, I would have joined you on the trip.	*Present trait → past result*

Common Mistakes & Tips

- ***Identify the time of each clause separately before choosing the verb forms — don't force a 'matching' pair of tenses.***
- ***These are less common than second/third conditionals, so use them only when the meaning genuinely spans two time frames.***

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Part 4 — Modals of Deduction (Past Forms)

These modals let us talk about the past with different degrees of certainty, regret, or missed possibility. All follow the pattern: modal + have + past participle.

9. Must Have + Past Participle

Form: subject + must have + past participle

Usage

- ***Expresses a strong logical conclusion about the past — the speaker is almost certain, based on evidence.***

Examples

Example	*Note*
She must have left already — her coat isn't here.	*Strong deduction from evidence*
They must have forgotten about the meeting.	*Confident conclusion*
You must have worked really hard to pass that exam.	*Confident, positive conclusion*

Common Mistakes & Tips

- ***Only used in affirmative deductions; for negative certainty, use 'can't have' instead of 'mustn't have'.***

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10. Should Have + Past Participle

Form: subject + should have + past participle

Usage

- *Expresses criticism or regret about a past action (or inaction) that was advisable but didn't happen.*

Examples

Example	*Note*
You should have told me earlier.	*Criticism of a past decision*
I should have brought an umbrella.	*Regret about own action*
They shouldn't have left without saying goodbye.	*Negative — criticism of what happened*

Common Mistakes & Tips

- *Don't confuse with 'must have' — 'should have' implies the action didn't actually happen; it's about advice, not certainty.*

11. May / Might Have + Past Participle

Form: subject + may/might have + past participle

Usage

- *Expresses a possibility about the past — the speaker is not sure.*
- *'May have' and 'might have' are used almost interchangeably; 'might have' can sound slightly less certain.*

Examples

Example	*Note*
He might have missed the bus.	*Uncertain possibility*
She may have forgotten her phone at home.	*Uncertain possibility*
They might not have received the email.	*Negative possibility*

Common Mistakes & Tips : Don't use 'may have' for strong certainty — that's the role of 'must have'.

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12. Could Have + Past Participle

Form: subject + could have + past participle

Usage

- *Expresses a past possibility (similar to 'may/might have').*
- *Also expresses an unused ability or missed opportunity, often with a critical tone.*

Examples

Example	*Note*
She could have called us, but she didn't.	*Missed opportunity / mild criticism*
He could have been the manager if he'd applied.	*Unused potential*
That storm could have caused serious damage.	*Past possibility, no criticism*

Common Mistakes & Tips

- *Distinguish 'could have done' (possibility/unused ability) from 'could do' (present/general ability) — a frequent confusion at this level.*

13. Would Have + Past Participle

Form: subject + would have + past participle

Usage

- *Expresses a hypothetical past result, closely linked to the third conditional.*
- *Also used to describe a past intention that wasn't carried out.*

Examples

Example	*Note*
I would have helped you if you had asked.	*Hypothetical past result*
We would have come, but we didn't know about the party.	*Unfulfilled intention*

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Example	*Note*
She wouldn't have said that if she had known the truth.	*Negative hypothetical result*

Common Mistakes & Tips

- *'Would have' almost always implies a condition, stated or implied — ask 'what was the 'if'?' to check the sentence makes sense.*

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Part 5 — Reported Speech

16. Reported Speech

> ***Form: reporting verb (said, told, asked…) + that-clause / question word + backshifted tense***

Usage

- ***When the reporting verb is in the past, tenses usually 'shift back': present → past, past → past perfect, will → would, can → could.***
- ***Pronouns, time expressions, and place references change to fit the new speaker/time: 'today' → 'that day', 'here' → 'there', 'tomorrow' → 'the next day'.***
- ***Reported questions use statement word order (no auxiliary inversion) and lose the question mark; yes/no questions add 'if' or 'whether'.***
- ***Reported commands and requests use 'told/asked + object + to-infinitive'.***
- ***No backshift is needed if the reported statement is still true or is a general fact.***

Examples

Example	*Note*
"I'm tired," she said. → She said (that) she was tired.	*Present → past*
"I saw him yesterday," he said. → He said he had seen him the day before.	*Past → past perfect, time change*
"Where do you live?" → She asked me where I lived.	*Wh-question, statement word order*
"Do you like coffee?" → He asked if I liked coffee.	*Yes/no question, 'if' added*
"Close the door," he said. → He told me to close the door.	*Command → to-infinitive*
"The sun rises in the east," the teacher said. → The teacher said the sun rises in the east.	*General fact, no backshift*

Common Mistakes & Tips

- ***Don't keep the question mark or auxiliary inversion in reported questions: 'She asked where did I live' is incorrect.***
- ***Modal verbs shift too: 'can'→'could', 'will'→'would', 'may'→'might' — but 'would', 'could', 'might', and 'should' usually stay the same.***

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Quick Reference Summary

Use this table as a fast recap before a test or when in doubt.

Structure	*Core Form*
Passive – Past Continuous	*was/were + being + V3*
Passive – Present Perfect	*has/have + been + V3*
Passive – Past Perfect	*had + been + V3*
Passive – Future Perfect	*will have + been + V3*
Adverbs of Degree	*extremely / fairly / too / enough + adj.*
Certainty Adverbs	*definitely / probably / perhaps + verb*
Second Conditional	*If + past simple, would + infinitive*
Third Conditional	*If + past perfect, would have + V3*
Must have + V3	*strong past deduction*
Should have + V3	*past regret / criticism*
May/Might have + V3	*past possibility*
Could have + V3	*past possibility / unused ability*
Would have + V3	*hypothetical past result*
Wish	*wish + past simple / past perfect / would*
Mixed Conditionals	*past condition ↔ present result (or reverse)*
Reported Speech	*backshift tense, pronouns, time & place*

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Level C1

GRAMMAR COVERED:

1. ***Passive: present perfect continuous***
2. ***Passive: past perfect continuous***
3. ***Passive: future perfect continuous***
4. ***Future perfect continuous***
5. ***Past perfect continuous***
6. ***Present perfect continuous***
7. ***Have/get something done***
8. ***Idioms***

1. Present Perfect Continuous (Active)

Affirmative: subject + *has/have been* + verb-*ing*

Negative: subject + *has/have not (hasn't/haven't) been* + verb-*ing*

Question: *Has/Have* + subject + *been* + verb-*ing*?

Use: An action that started in the past and continues up to now (or has just stopped), with emphasis on **duration** or **repetition**, often with visible results in the present.

Examples:

- I **have been waiting** for this bus for twenty minutes.
- She **has been working** on that report all morning.
- It **has been raining** since dawn — the streets are soaked.
- We **haven't been sleeping** well lately because of the heat.
- **Have** you **been exercising** recently? You look great.

Time markers: *since, for, lately, recently, all day/week, how long*

Contrast: Present Perfect Simple vs. Continuous

Simple emphasizes **completion/result**:

> **Simple:** I have read three chapters. (focus: how much — a completed quantity)
>
> **Continuous:** I have been reading all afternoon. (focus: the activity/duration itself, result less important)

Some verbs (state verbs like *know, believe, own, understand*) are rarely used in continuous forms:

- ✓ I have known her for ten years.
- ✗ *I have been knowing her for ten years.* (incorrect)

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Common Mistakes

- Using present perfect continuous with a finished, single-point action: ✗ *I have been finding my keys.* → ✓ I have found my keys.
- Forgetting "been": ✗ *I have working here for years.* → ✓ I have been working here for years.

2. Past Perfect Continuous (Active)

Affirmative: subject + *had been* + verb-*ing*

Negative: subject + *hadn't been* + verb-*ing*

Question: *Had* + subject + *been* + verb-*ing*?

Use: An action in progress **before** another point/action in the past, emphasizing how long it had been going on, or explaining a past situation's cause.

Examples:

- He **had been driving** for six hours before he finally stopped to rest.
- They **had been arguing** for an hour when the neighbor knocked on the door.
- She was exhausted because she **had been revising** all night.
- We **hadn't been waiting** long when the train finally arrived.
- **Had** you **been living** there long before the factory closed?

Contrast: Past Perfect Simple vs. Continuous

> **Simple:** She had written the report before the meeting. (focus: completed action, result matters)
>
> **Continuous:** She had been writing the report for hours before the meeting. (focus: ongoing activity leading up to that point)

Common Mistakes

- Confusing with present perfect continuous (wrong time reference point): ✗ *He has been working there for years before he retired.* → ✓ He had been working there for years before he retired.

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3. Future Perfect Continuous (Active)

Affirmative: subject + *will have been* + verb-*ing*

Negative: subject + *will not (won't) have been* + verb-*ing*

Question: *Will* + subject + *have been* + verb-*ing*?

Use: An action that **will already be in progress** for a specified duration by a certain point in the future.

Examples:

- By December, I **will have been living** in this city for a decade.
- At 5 p.m., she **will have been rehearsing** for four hours straight.
- Next year, they **will have been running** this business for 25 years.
- By the time you arrive, we **won't have been waiting** long.
- How long **will** you **have been studying** by graduation?

Time markers: *by (the time), by then, in + future time, next + time period*

Common Mistakes

- Omitting "have been": ✗ *By June I will working here for 10 years.* → ✓ By June I will have been working here for 10 years.

Active Forms — Quick Summary

Tense	Affirmative	Negative	Question
Present Perfect Cont.	has/have been + V-ing	hasn't/haven't been + V-ing	Has/Have + S + been + V-ing?
Past Perfect Cont.	had been + V-ing	hadn't been + V-ing	Had + S + been + V-ing?
Future Perfect Cont.	will have been + V-ing	won't have been + V-ing	Will + S + have been + V-ing?

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4. Passive Present Perfect Continuous

Form: subject + *has/have been being* + past participle

Important note: This form exists grammatically, but it is **extremely rare and often avoided** in natural English because it sounds clumsy (two "being" forms stacked together). Native speakers almost always **rephrase** using a simpler structure.

Technically correct but awkward:

- The bridge **has been being repaired** for months.
- New employees **have been being trained** on the updated system all week.

Preferred natural alternatives:

- The bridge **has been under repair** for months.
- Work on the bridge **has been going on** for months.
- They **have been repairing** the bridge for months. (active)
- New employees **have been undergoing training** on the updated system all week.

👉 **Rule of thumb:** In active–passive conversion drills, you should know this form exists and be able to produce it — but in real writing/speech, prefer an active version or a paraphrase.

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5. Passive Past Perfect Continuous

Form: subject + *had been being* + past participle

Same caution applies: grammatically valid, but rarely used naturally.

Technically correct but awkward:

- The documents **had been being reviewed** for weeks before the deadline was moved.
- The house **had been being painted** when the storm hit.

Preferred natural alternatives:

- The documents **had been under review** for weeks before the deadline was moved.
- They **had been reviewing** the documents for weeks before the deadline was moved. (active)
- The house **was in the middle of being painted** when the storm hit.

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6. Passive Future Perfect Continuous

Form: subject + *will have been being* + past participle

Status: This form is grammatically constructible but is **essentially never used** in real English — it is considered too cumbersome even for formal writing.

Preferred natural alternatives:

- The house **will have been under renovation** for two weeks by Friday.
- They **will have been painting** the house for two weeks by Friday. (active)

Passive Forms — Quick Comparison Table

Tense	Active	Passive (rare/awkward)	Natural Passive Alternative
Present Perfect Cont.	has/have been + V-ing	has/have been being + V3	has/have been + adj. / under + noun
Past Perfect Cont.	had been + V-ing	had been being + V3	had been + adj. / under + noun
Future Perfect Cont.	will have been + V-ing	will have been being + V3	will have been + adj. / under + noun

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7. Have/Get Something Done (Causative)

Form: subject + *have/get* + object + past participle

Use: To show that someone **arranges for another person** to do something for them (rather than doing it themselves). *Get* is slightly more informal/effortful than *have*.

Examples (present):

- I **had my hair cut** yesterday.
- We're **getting the kitchen renovated** next month.
- You should **get your eyes tested**.
- He **had his passport renewed** before the trip.

Negative and question forms:

- I **haven't had my car serviced** yet this year.
- **Did** you **get your suit tailored** for the wedding?

Other uses of this structure:

- **Something unpleasant happens to someone (not by choice):**
  - She **had her bag stolen** on the train.
  - They **got their flight cancelled** at the last minute.
  - He **had his laptop hacked** last week.
- **With modal/perfect combinations:**
  - By next week, I **will have had** the car **serviced**.
  - She **had been getting** her nails **done** every month before she moved abroad.
  - You **should get** that mole **checked** by a doctor.

Common Mistakes

- Wrong participle form: ✗ *I had my hair cutting.* → ✓ I had my hair cut.
- Confusing causative with simple passive: "My car was repaired" (unknown/unspecified agent) vs. "I had my car repaired" (I arranged it) — both are correct, but they emphasize different things.

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8. C1-Level Idioms

Idioms about Effort, Risk & Decisions

Idiom	Meaning	Example
Bite the bullet	Face a difficult situation bravely	After months of hesitation, she finally bit the bullet and quit her job.
Cut corners	Do something poorly to save time/money	The contractor cut corners, and the roof started leaking within a year.
Get the ball rolling	Start something	Let's get the ball rolling on the new project this week.
Get cold feet	Become nervous about doing something	He got cold feet right before the wedding.
Go out on a limb	Take a risk by saying/doing something unusual	I'll go out on a limb and say sales will double next year.
Take the plunge	Decide to do something risky after hesitating	After years of renting, they finally took the plunge and bought a house.

Idioms about Situations & Circumstances

Idiom	Meaning	Example
In the same boat	In the same difficult situation as someone else	Don't worry, we're all in the same boat with this deadline.
A blessing in disguise	Something good that seemed bad at first	Losing that job was a blessing in disguise.
Once in a blue moon	Very rarely	He visits his hometown once in a blue moon.
Under the weather	Feeling slightly ill	I've been under the weather since Monday.

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Idiom	Meaning	Example
Back to square one	Starting over after a failed attempt	The deal fell through, so we're back to square one.
At a crossroads	At a point where an important decision must be made	After graduating, she felt she was at a crossroads in her career.

Idioms about Communication & Understanding

Idiom	Meaning	Example
Read between the lines	Understand implied meaning	You need to read between the lines to understand his real intentions.
Break the ice	Ease tension in a social setting	She told a joke to break the ice at the meeting.
Hit the nail on the head	Describe something exactly right	You hit the nail on the head when you said the plan was too rushed.
Beat around the bush	Avoid saying something directly	Stop beating around the bush and tell me what happened.
Get the wrong end of the stick	Misunderstand a situation	He got the wrong end of the stick and thought he was being fired.

Idioms about Trends & Work

Idiom	Meaning	Example
Jump on the bandwagon	Join a popular trend	Many companies jumped on the bandwagon of remote work.
Call it a day	Stop working on something	We've made good progress — let's call it a day.
Burn the midnight oil	Work late into the night	She's been burning the midnight oil to finish her thesis.

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Idiom	Meaning	Example
Pull your weight	Do your fair share of work	Everyone on the team needs to pull their weight.
Learn the ropes	Learn how to do a new job or task	It took him a few weeks to learn the ropes at his new job.

9. Common Mistakes at a Glance

Mistake	Why it's wrong	Correct form
I have been knowing her for years.	Know is a state verb; not normally used in continuous forms.	I have known her for years.
He has been being working here since 2020.	Double auxiliary error — continuous doesn't need "being" in active voice.	He has been working here since 2020.
By June I will working here for 10 years.	Missing "have been" in future perfect continuous.	By June I will have been working here for 10 years.
I had my hair cutting.	Wrong form after causative have — needs past participle, not gerund.	I had my hair cut.
The report has been being written for weeks.	Grammatically valid but unnatural — passive perfect continuous is avoided.	The report has been under way / being drafted for weeks.

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10. Practice: Mixed Review

A. Gap-fill (choose the correct tense)

- 1. By the time we arrived, the guests _____ _____ _____ (wait) for over an hour.
- 2. In two years, she _____ _____ _____ _____ (study) medicine for a decade.
- 3. I _____ _____ _____ (learn) Spanish since January — I can hold a basic conversation now.
- 4. He was out of breath because he _____ _____ _____ (run) for the bus.
- 5. By next summer, they _____ _____ _____ _____ (build) that house for three years.

B. Rephrase the awkward passive using a natural alternative

- 1. The road has been being repaired for weeks. → _____
- 2. The contract had been being negotiated for months before it collapsed. → _____
- 3. The garden will have been being redesigned for a month by the time we move in. → _____

C. Causative structures — complete the sentence

- 1. I need to _____ (my laptop / repair) before Friday.
- 2. She _____ (her wallet / steal) while on holiday.
- 3. By next week, I _____ _____ (the car / service).
- 4. You really should _____ (that tooth / check) by a dentist.

D. Idioms — choose the correct one for each gap

- 1. After the layoffs, everyone in the office felt they were "_____" (same situation).
- 2. He kept avoiding the topic instead of just telling us directly — he was clearly "_____."
- 3. It took her a month to "_____" at her new job, but now she's fully confident.
- 4. Losing the contract turned out to be a "_____" — it pushed them to find a better client.

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Answer Key

A. Gap-fill

- 1. had been waiting
- 2. will have been studying
- 3. have been learning
- 4. had been running
- 5. will have been building

B. Passive rephrasing

- 1. The road has been under repair for weeks.
- 2. The contract had been under negotiation for months before it collapsed.
- 3. The garden will have been under redesign for a month by the time we move in.

C. Causative

- 1. have my laptop repaired
- 2. had her wallet stolen
- 3. will have had the car serviced
- 4. get that tooth checked

D. Idioms

- 1. in the same boat
- 2. beating around the bush
- 3. learn the ropes
- 4. blessing in disguise

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