

Unit 1

Introduction to auxiliary verbs

There are three classes of verbs in English.

- 1 The auxiliary verbs *do, be, and have*
These are used to form tenses, and to show forms such as questions and negatives.
- 2 Modal auxiliary verbs
Must, can, should, might, will, and would are examples of modal auxiliary verbs. They 'help' other verbs, but unlike *do, be, and have*, they have their own meanings. For example, *must* expresses obligation and *can* expresses ability. (See Units 4, 5, 8, and 9.)
- 3 Full verbs
These are all the other verbs in the language, for example, *play, run, help, think, want, go, etc.*
Do, be, and have can also be used as full verbs with their own meanings.

Auxiliary verbs *do, be, and have* can also be used as full verbs

Examples are:

I **do** my washing on Saturdays. (**do** here is a full verb)

We **are** in class now. (**are** here is a full verb)

They **have** two children (**have** here is a full verb)

Do, **does**, and **did** are used with present simple (**do** and **does**) and with past simple (**did**) tenses as full verbs, but they are used as auxiliary verbs when making questions and negatives in these tenses.

Where **do** you work?

She **doesn't** like her job.

What did you buy?

We didn't buy anything.

Be (am, is, was, are, and were)

1- Be + verb + ing is used to make continuous verbs forms.

He's **washing** his hair. (Present Continuous)

They **were going** to work. (Past Continuous)

2- Be + past participle is used to form the passive.

Paper **is made** from wood. (Present Simple passive)

My car **was stolen** yesterday. (Past Simple passive)

The house **has been redecorated**. (Present Perfect)

This homework needs **to be done** tonight. (Passive infinitive)

Have (have, has and had)

He has worked in seven different countries. (Present Perfect)

She was crying because she had had some bad news. (Past Perfect)

I'd like to have met Hassan. (Perfect Infinitive)

Short answers and auxiliary verbs

Short answers are very common in spoken English. If you just say *Yes* or *No*, it can sound rude. We use short answers after *Yes / No* questions. To make a short answer, repeat the auxiliary verb. In the Present and Past Simple, use *do/does/did*.

Are you coming with us?

Have you had breakfast?

Kate likes walking.

Mary didn't phone.

Don't forget to write.

Short answer

Yes, I am.

No, I haven't.

No, she doesn't. She hates it.

Yes, she did. You were out.

No, I won't.

Unit 2

Present Simple

Form

Positive and negative

I We You They	Work don't wok
He She It	Work doesn't wok

Question

Where	do	I We You They	Live?
	does	He She It	

Use

The Present Simple is used to express:

- 1 an action that happens again and again (a habit).

I go to work by car.

She drinks ten cups of coffee a day.

I wash my hair twice a week.

- 2 a fact that is always true.

Ronaldo comes from Brazil.

Some birds fly south in winter.

My daughter has brown eyes.

- 3 a fact that is true for a long time (a state).

He works in a bank.

I live in a flat near the centre of town.

I prefer coffee to tea.

Spelling of verb + -s

- 1 Most verbs add -s to the base form of the verb.

wants eats helps drives

- 2 Add -es to verbs that end in -ss, -sh, -ch, -x, and -o.

misses washes watches fixes goes

- 3 Verbs that end in a consonant + -y change the -y to -ies.

carries flies worries tries

But verbs that end in a vowel + -y only add -s.

buys says plays enjoys

▶▶ **Workbook p14** Pronunciation of -s at the end of a word

Adverbs of frequency

- 1 We often use adverbs of frequency with the Present Simple.

0% ————— 50% ————— 100%
never rarely not often sometimes often usually always

- 2 They go before the main verb, but after the verb *be*. Compare:

I usually start school at 9.00. *They're usually in a hurry in the morning.*

I don't often go to bed late. *I'm not often late for school.*

She never eats meat. *He's never late.*

I rarely see Peter these days. *We're rarely at home at the weekends.*

- 3 *Sometimes* and *usually* can also go at the beginning or the end.

Sometimes we play football. *We play football sometimes.*

Usually I go shopping with friends. *I go shopping with friends usually.*

Never, always, rarely, and seldom cannot move in this way.

NOT ~~*Never I go to the movies.*~~

~~*Always I have tea in the morning.*~~

- 4 *Every day, etc.*, goes at the end.

He phones me every night.

Present Continuous

Form

Positive and negative

I	'm 'm not	eating
He She It	's isn't	
We You They	're aren't	

Question

What	am is are	I He/She/It We/You/They	doing?
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Short Answer

Are you going by train? Yes, I am.

No, I'm not.

Use

The Present Continuous is used to express:

- 1 an activity that is happening now.
Don't turn the TV off. I'm watching it.
You can't speak to Lisa. She's having a bath.
- 2 an activity or situation that is true now, but is not necessarily happening at the moment of speaking.
Don't take that book. Jane's reading it.
I'm doing a French evening class this year.
- 3 a temporary activity.
Peter is a student, but he's working as a waiter during the holidays.
I'm living with my parents until I find a place of my own.
- 4 a planned future arrangement.
I'm having lunch with Glenda tomorrow.
We're meeting at 1.00 outside the restaurant.

Spelling of verb + -ing

- 1 Most verbs add -ing to the base form of the verb.
going wearing visiting eating
- 2 Verbs that end in one -e lose the -e.
smoking coming hoping writing
Verbs that end in -ee don't drop an -e.
agreeing seeing

❗ *lie lying*

- 3 Verbs of one syllable, with one vowel and one consonant, double the consonant.
stopping getting running planning jogging
If the final consonant is -y or -w, it is not doubled.
playing showing

State Verbs

- 1 There are certain groups of verbs that are usually only used in the Present Simple. This is because their meanings are related to states or conditions that are facts and not activities. This is a feature of the use of the Present Simple. The groups of verbs are:

Verbs of thinking and opinions

believe	think	understand	suppose	expect
agree	doubt	know	remember	forget
mean	imagine	realize	deserve	prefer

I believe you.

Do you understand?

I know his face, but I forget his name.

Verbs of emotions and feelings

like love hate care hope wish want admit

I like black coffee.

Do you want to go out?

I don't care.

Verbs of having and being

belong own have possess contain cost seem appear
need depend on weigh come from resemble

This book belongs to Jane.

How much does it cost?

He has a lot of money.

Verbs of the senses

look hear taste smell feel

The food smells good.

We often use *can* when the subject is a person.

Can you smell something burning?

I can hear someone crying.

- 2 Some of these verbs can be used in the Present Continuous, but with a change of meaning. In the continuous, the verb expresses an activity, not a state. Compare:

<i>I think you're right.</i> (opinion)	<i>We're thinking of going to the cinema.</i> (mental activity)
<i>He has a lot of money.</i> (possession)	<i>She's having a bad day.</i> (activity)
<i>I see what you mean.</i> (understand)	<i>Are you seeing Nigel tomorrow?</i> (activity)
<i>The soup tastes awful.</i> (state)	<i>I'm tasting the soup to see if it needs salt.</i> (activity)

Introduction to the passive

Form

to be + past participle

The tense of the verb *to be* changes to give different tenses in the passive. Compare:

The annual company dinner is being held next week. (Present Continuous passive)

All the employees are invited every year. (Present Simple passive)

Family members weren't invited last year, but this year they were. (Present Perfect passive)

Most people would love to be invited to the dinner. (Passive infinitive)

Use

- 1 Passive sentences move the focus from the subject to the object of active sentences.

Alfred Hitchcock directed Psycho in 1960.

Psycho, one of the classic thrillers of all time, was directed by Alfred Hitchcock.

The passive is not just another way of expressing the same sentence in the active. We choose the active or the passive depending on what we are more interested in. In the first sentence, we are more interested in Alfred Hitchcock; in the second sentence, *Psycho* has moved to the beginning of the sentence because we are more interested in the film.

- 2 By and the agent are often omitted in passive sentences if the agent:

- is not known.

My apartment was robbed last night.

- is not important.

This bridge was built in 1886.

- is obvious.

I was fined £100 for speeding.

- 3 The passive is associated with an impersonal, formal style. It is often used in notices and announcements.

Customers are requested to refrain from smoking.

It has been noticed that reference books have been removed from the library.

- 4 In informal language, we often use *you*, *we*, and *they* to refer to people in general or to no person in particular. In this way, we can avoid using the passive.

You can buy stamps in lots of shops, not just the post offices.

They're building a new department store in the city centre.

We speak English in this shop.

- ❗ Be careful! Many past participles are used as adjectives.

I'm very interested in modern art.

We were extremely worried about you.

I'm exhausted! I've been working hard all day.