

VERB

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

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

VERBS – OF DEMAND

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

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

+ V

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

VERBS - WISHES

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

VERBS - CONDITIONALS

If + present >> future (result)

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

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

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

VERBS - MODALS

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

VERBS - VERBALS

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

+ Gerund

let	+ V
make	
have	

verbs of perception:

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

MODIFIERS

Modifiers – like "only"

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

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

MODIFIERS - DANGLING

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

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

Wrong: *To understand the directions, they must be read carefully*

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

MODIFIERS – ADJECTIVE/ADVERB CONFUSION

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

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

MODIFIERS – ADJECTIVES AFTER VERBS OF SENSATION

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

+ adjective adverb

MODIFIERS – NOUN ADJECTIVES

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

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

physics, mathematics, economics

He is an economics teacher

BUT: *The current economic situation is extremely uncertain*

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

MODIFIERS – FEW, LITTLE, MUCH AND MANY

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

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

"news" is singular

MODIFIERS CARDINAL AND ORDINAL NUMBERS

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

always use the

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

MODIFIERS – COMPARATIVES

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

Logic errors:

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

MODIFIERS – SUPERLATIVE

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

MODIFIERS – CAUSE AND RESULT

SO

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

SUCH

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

SO or SUCH

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

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

MODIFIERS – NEGATION

NOT is an adverb that negates verb

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

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

Use **ANY** after negative words.

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

hardly, scarcely, rarely, seldom, without, only

USE ONLY ONE NEGATIVE WORD IN THE SENTENCE

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

PRONOUNS

PRONOUNS – RELATIVES

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

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

PRONOUNS – PERSONAL-CASE

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

NOTE:

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

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

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

"us" is the object to "let".

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

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

He is as tall as I (am tall)

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

Not "hissself" and "theirself"

PRONOUNS – PERSONAL-CASE

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

WHO (whoever) + Verb

WHOM (whomever) + subject + Verb

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

I think

She said

We know

Do you know

He is a student who I believe can do the job

PRONOUNS – POSSESSIVES

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

I resented their interrupting our conversations

PRONOUNS – FAULTY REFERENCE

The antecedent of a pronoun must be clearly understood

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

PRONOUNS – PERSON

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

NOTES:

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

he, she or he or she

him, her or him or her

his, her or his and her

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

PRONOUNS – NUMBER

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

PRONOUNS – THOSE MODIFIED

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

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

BASIC PATTERNS

BASIC PATTERNS – INDIRECT OBJECTS

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

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

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

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

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

2.
buy
fix
make
get

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

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

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

3.
explain
announce
describe
deliver
mention
say
report
return

only
D.O. + to + object

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

4.
ask
cost
charge

only
I.O. + D.O.

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

BASIC PATTERNS – EMBEDDED QUESTIONS

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

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

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

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

BASIC PATTERNS – TO/FOR

FOR + noun phrase
TO + Verb Infinitive

BASIC PATTERNS – CLAUSES

INDEPENDENT CLAUSES

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

DEPENDENT CLAUSES

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

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

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

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

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

An ADVERB clause functions as an adverb. Each adverb clause has its own subject and verb. The following is a list of common used words that introduce adverb clauses
BEFORE, AFTER, SINCE, WHILE, WHEN, IF, ALTHOUGH
Introductory adverb clauses are followed by a comma.

Notes:

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

BASIC PATTERNS – ORDER OF ADVERBS

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

SUBJECT + VERB + ADVERB

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

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

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

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

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

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

STYLE

STYLE – VOICE

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

STYLE – PARALLELISM

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

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

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

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

STYLE – WORDINESS

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

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

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

3. Be as direct as possible

It was an important discovery

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

4. Avoid redundancy

She returned on Monday

(*Not: She returned back on Monday*)

STYLE – SUBSTANDARD

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

STYLE – USAGE

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

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

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

He is waiting in the kitchen

He ran into the kitchen

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

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

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

CAN is modal verb which means ability
MAY is a modal verb which means permission

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

HANGED refers to executions (killings) of the persons

HUNG refers to things

STYLE – WORDS OFTEN CONFUSED

ACCEPT
EXCEPT

ADVISE
ADVICE

ALL READY
ALREADY

ALTOGETHER
ALL TOGETHER

BESIDES = EXCEPT
BESIDE = NEXT TO

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

DESERT – dry area
DESSERT – sweet food

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

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

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

FORMALLY = in a formal way
FORMERLY = previously

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

ILLUSION = false idea or unreal image
ALLUSION = indirect reference

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

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

PRINCIPAL = chief, very important
PRINCIPLE = chief official

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

STATIONARY = in a fixed position
STATIONERY = written supplies

STYLE – CORRELATIVE CONJUNCTIONS

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

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

STYLE – SUBJECT/VERB AGREEMENT

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

- Subjects are never found in prepositional phrases
S Prep.Phr.
The price of all these items is twenty dollars
- HERE and THERE are not subjects. Look after the verb to find the subject
Here comes the bus
- The subject also follows the verb in this pattern ADV – VERB - SUBJ
On the door was a wreath of flowers
Around the corner are several shops
- Expressions introduced with words such as "ALONG WITH, BESIDES, LIKE, AS WELL AS, INCLUDING" do not change the number of the subject
Mr Jones, along with his wife and six children, is going to Paris
- When two subjects are joined by "EITHER .. OR" or "NEITHER...NOR", the subject closer to the verb determines its number
Either my sisters or my mother is going to the wedding
- Some words look plural but are singular. economics, physics, news, etc
- The subject of a relative clause "WHO, WHICH or THAT" is singular or plural depending on its antecedent
Bob is one of my friends who are helping me paint my house

STYLE – PARTS OF SPEECH

The following suffixes usually indicate

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

ADJECTIVES

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

ADVERBS

-ly

VERBS

-ify
-ate {eit}
-ize

STYLE – PREPOSITION IN COMBINATIONS

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

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

+ Gerund

Some other verb plus preposition combinations take two objects

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

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

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

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

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

REVERSED ORDER

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

OFTEN GO TOGETHER:

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

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

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

Interesteded person reads the interestinging book.