

GRAMMAR GUIDELINES

1.4. Language focus: The Noun

1.4.1. The Noun

Study the following nouns from the text; can you detect any difference?

Business – businesses: His business is buying and selling shoes. – There are different types of businesses.

Introduction – introductions: The introduction of the book is interesting. – He made the introductions.

People – peoples: People think he is a successful businessman. – Peoples in Asia are different from peoples in Europe.

Manner – manners: He has a self-confident manner. – You should study business manners.

Silence – no plural: Silence in the room!

Countable nouns

Form: Sg./ pl.: office/ offices; businessman/ businessmen

Determiners for Countables: the article (a, an, the), the numeral (one, two etc.), some, many, several, a lot of etc.

Uncountable nouns

Form: They have only **one** form: milk, tea, coffee, information, news, trouble etc.

Determiners for Uncountables: little, a little, some (of), much (of), enough, the, no, zero article Ø, any, more, most (of the), a lot of (the), some, all (of) the, a great/ small amount of, a bit of (informal), a piece of, a loaf/ slice of (bread), a lump of (sugar) etc.

Use:

a lot of - in positive sentences: I have a lot of work.

much – in negative sentences and questions:

There isn't much work to do. Have you got much work to do?

some – in positive sentences and in questions when the expected answer is 'yes':

I have some good news. Would you like some tea?

any – in negative sentences and questions:

He didn't make any progress. Is there any good news?

no – in negative sentences with a positive verb:

He has no experience at all.

Uncountable nouns:

- Materials/ substances: oxygen, water, petrol, bread, chocolate, cheese, coffee, cream, gold, hair, jam, oil, paper, snow, wind, wood

- abstract nouns: heat, science, mathematics, economics, love, hate, happiness, advice, experience, fun, help, health, information, knowledge, progress, weather, work
- nouns that are uncountable in English but are often countable in other languages: accommodation, music, equipment, furniture, homework, luggage, rubbish, traffic

Rule: Uncountables + Vb. in the sg.: Mathematics *is* important.

Always take a verb in singular: information, homework, advice, intelligence, wisdom, money, luggage, knowledge, justice, nonsense, news, furniture, politics, economics, phonetics, measles, sugar, bread, butter, fruit, gold, silver, jam, honey etc.

The plural is suggested by adding: three pieces/ items of... several/ many pieces of...

Always take a verb in plural: glasses, clothes, scissors, pyjamas, pants, trousers, scales, goods, premises, savings, outskirts, grounds, compasses, pincers, scales, spectacles, tongs, scissors, earnings, funds, manners, savings, stairs, contents, wages

Foreign plurals

analysis – analyses
 crisis – crises
 datum – data
 memorandum – memoranda
 phenomenon – phenomena
 formula – formulae
 focus – foci
 index – indices
 index - indexes

2.4. Language focus: The Article. The Gerund

Notice the use of the article – definite, indefinite, zero – in the following sentences:

“But **a** question arises here” (par. 3)

“**The** Internet is also...” (par. 7)

“...**Ø** technology promises more and more **Ø** information for less and less **Ø** effort” (par. 8)

The Article

The Indefinite Article

Form: a, an

Used: only with countables (not to be used with uncountables!)

He has an interesting job.

She is a secretary.

The Definite Article

Form: the

Used with: countable nouns – singular and plural (the chair/ the chairs); uncountable nouns (the rain, the news)

He is the man I told you about.

The Zero Article: Ø

Used:

with abstractions: Ø Fear is dangerous.

with proper names: I will meet Ø Tom tomorrow.

with nouns of material: I like Ø silver.

Phrases with indefinite/ definite/ zero article

indefinite:

to indicate frequency, speed, cost: once a month, 20 km an hour, \$2 a pound

in exclamations: What a shame! What a pity! What a mess!

Definite:

With the meaning “only one”: the Parliament, the police, the zoo

for nationalities: the Romanians, the British

+ *adjectives, to indicate a class:* the rich, the poor

for regions, mountain ranges, oceans, seas: the Carpathians, the Black Sea

for hotels, restaurants, pubs, theatres, cinemas: The Continental, The National Theatre

Ø

for institutions (used for their main purpose) – schools, hospitals, churches, universities: I go to school. The school is far away.

for names of meals: Let's have dinner. (The dinner was good.)

for cities, countries, continents: Bucharest, France, Europe (but: the USA, the UK)

for mountains and lakes: Mount Everest, Lake Michigan

for streets: East Street

The Gerund

Look at the examples:

It is cheaper to search for info on the Internet than **buying** a book. (par. 6)

Wisdom comes not from **keeping** up-to-date or **compiling** facts. (par. 8)

Form:

Present gerund: short infinitive + ing: reading, writing, buying

Perfect gerund: having + past participle: having read, having written, having bought

Used after:

verbs: begin, start, go on, keep on, stop, leave off, give up, finish: He started working.

attempt, try, intend, can't help: I can't help arguing.

To avoid, delay, put off, postpone, excuse, want, need, mind: Avoid buying cigarettes.

adverbs: like, worth: It's worth going.

think of/ persist in/ rely on/ depend on/ thank for/ prevent from/ insist on/ succeed in/ etc.

adjective or past participles: fond of, tired of, used to

nouns + of: hope, intention, difficulty, necessity, possibility, habit, idea, risk, method, way, custom

3.4. Language focus: The Adjective and the Adverb

3.4.1. The Adjective and the Adverb

The Adjective

Consider the following expressions from the text “Silence A Hidden Business Tool” and notice the use of adjectives and adverbs:

- “important detail”, “oriented tasks”, “complex issues”, “vital initiative”, “greater knowledge”
- “You’ll get it done faster”, “Remain still and silent”, “to better understand”

Look for some other adjectives and adverbs in the text.

The Positive degree

rich; expensive

The Comparative Degree

Of equality: (almost) as rich as

Of inferiority: Not so/ as big as, less rich than, less expensive than, much less expensive than

Of superiority: Richer than, far/ slightly richer than, more expensive than, much more expensive than

The Superlative

Relative: The richest, the most expensive

Absolute: very rich/ expensive

Of inferiority: the least rich/ expensive

Ways of intensifying the comparison:

by repetition: It gets darker and darker.

with: far, still, ever, much, a great deal,.....: The event has even greater significance than he thought.

“the + comparative ... the + comparative”: The sooner, the better.

with: extremely, terribly, exceedingly, quite: It is an extremely attractive salary.

with: far, by far: It’s far more interesting than we thought.

The Irregular Comparison of Adjectives

Positive	Comparative	Superlative
good	better	the best
bad	worse	the worst
much	more	the most
many	more	the most

little	less	the least
late	later	the latest (in time)
late	the latter (the last from two)	the last (in a sequence)
far	farther	the farthest (in space)
far	further (additional)	the furthest (abstract)
old	older	the oldest
old	elder (attributively)	the eldest

The Adverb

Form: ***adjective + ly***

Rapid –rapidly, quick – quickly, simple - simply

Careful-carefully, faithful – faithfully

adv. + ward(s): backward(s), eastward(s),

noun+ long: headlong, sidelong,.....

Formed by composition: Somewhere, meantime, beforehand, midway.....

Identical adverbs and adjectives

Adjective	Adverb	Example
fast	fast	The fast car races fast.
long	long	After such a long meeting, will you stay here long?
much	much	He doesn't eat much because we don't have much bread.
little	little	He speaks little because there is little time left.
low	low	A low price toy plane flies low.

Make the difference:

hard work: He works *hard* (very much). He *hardly* works (he does almost nothing).

high mountain: The plane flies *high*. The report was *highly* (very) useful for us.

new colleague:

light parcel: I travel *light* (without luggage). Don't judge her *lightly* (superficially).

Short letter: He shut up *short* (all of a sudden). We will return *shortly* (very soon).

Use the dictionary and build correct sentences for the next two:

Quick/ quickly

Loud/ loudly

Comparison of adverbs

A.

Soon – sooner – soonest

Fast – faster – fastest

B.

Correctly – more correctly – most correctly

Comfortably – more comfortably – the most comfortably

Irregular forms of comparison

Well – better – best

Badly – worse – worst

Much – more – most

Little – less – least

Far – farther/ further – farthest/ furthest

Near – nearer – nearest/ next
Late – later – latest

Types of adverbs:

Adverbs of Manner: + ly: happily, easily, angrily, truly, sensibly, reasonably, comfortably, automatically, beautifully, carefully, secretly, severely // hard, fast, well

Their place is after the verb.

Adverbs of time/ frequency: Now, yesterday, still, yet, already, early, late, soon, recently, lately (=recently), afterwards, lately, soon, yesterday, since Monday, on Thursday; ever, never, often, always (before the main verb). Adverb phrases of time can start with: since, for, at once, until, then.

Their place is: at the beginning/ end of sentence (now, yesterday, soon); between Subject and Predicate: I usually write memos.; between the auxiliary and the verb: They have never met him.

Adverbs of place: here, there, away, abroad, south, below, upstairs, next do, close to, anywhere, everywhere, at home

Their place is after the verb.

Adverbs of degree: fairly, hardly, just, quite, really, very, extremely

Their place is before the adjective or adverb they modify: They really should stop arguing.

Sentence adverbs: actually, anyway, of course – they indicate what we feel about a whole sentence: Actually, he is a good manager.

The order of adverbs: manner, place, time: They worked hard on the project yesterday.

The position in the sentence:

between S and P: They often visit us.

After the verb to be, when this is the main verb of the sentence: They are always late.

After the first auxiliary, modal or link verb: Businessmen have always tried to be successful.

Prepositions used in adverbial phrases: throughout, during, in, for, since

e.g.: She was ill throughout the holiday.

I'll go to Paris in July.

I've played the violin for five years.

Adjectives and adverbs that make stronger sentences

Adjectives: absolute, complete, real, total: The meeting was a complete success/ a total disaster.

Adverbs: absolutely, completely, totally: I completely agree with him.

Very, extremely: He is extremely known in his field.

Really: It's a really big success.

Adjectives and adverbs that make weaker sentences

fairly, quite, pretty, slightly: The results were slightly appreciated by the committee. He is quite a good negotiator.

1.4. Language focus: The Genitive

1.4.1. The Genitive

Consider the following examples:

“the owner’s liability” (par. 2)

“The nation’s farms” (par. 3)

“the number of partnerships” (par. 4)

“the key feature of corporations” (par. 6)

‘s in the examples above indicates the Genitive

Look for some other examples with the same problem in paragraphs 7 and 8.

The Genitive indicates possession.

Types of Genitive

The Synthetic Genitive: ‘s

Used with:

persons: Roger’s suitcase

abstractions: economics’ importance

measurements: a mile’s distance; five minutes’ time, today’s meeting

nouns indicating natural phenomena: the night’s silence

nouns indicating continents, countries, cities: Africa’s animals, Romania’s agriculture, London’s traffic

nouns such as: the sun, the moon, the earth, car, ship, boat, vessel, body, mind, science: the ship’s commander, the sun’s light

time: yesterday’s film

Note: the nouns: *house, shop, store, office, cathedral* are usually omitted after nouns at synthetic genitive: St. Paul’s (cathedral) is a historical monument. // One can buy bread at the baker’s (shop).

The Analytic Genitive

Used with:

all kinds of nouns: the decrease of the income

names of material: the shine of gold

expressions of quantity: a lump of sugar

full containers: a glass of water

inanimate things: the windows of the house

The Implicit Genitive

Used with:

scientific terms: economy laws

titles: The European Union Parliament, The United Nations
2.4. Language focus: Prepositions

2.4.1. Prepositions

Form; type:

Simple: over, to, by, at, under etc.

Derived: beside, between, before etc.

Compound: upon, within, into etc.

Complex: instead of, because of, up to, according to etc.

Prepositional phrases: in front of, in spite of, on behalf of, with respect to etc.

Mark some of their lexical contexts:

verbs + prepositions: borrow sth. from, deal with, introduce someone to, laugh about sth., laugh at someone, lend sth. to, pay for, wait for, apologize to/ for, argue about, ask someone about/ for, complain about, confess to, explain sth. to, negotiate with, talk about/ to, thank someone for, ashamed of, believe in, dream about, hope for, worry about

adjectives + prepositions: amused at/ by/ about, excited about, good at, interested in, kind of/ to, nice to/ of/ about, pleased with, proud of, afraid of, anxious about, frightened of, scared of, terrified of, ashamed of, bad at, bored with/ by, critical of, disappointed in, fed up with/ about, suspicious of, upset about, worried about, amazed at/ by, angry at/ with, annoyed at/ by/ about, surprised at/ by, different from, full of, engaged to, identical to, married to, responsible for, similar to, sure about, used to

nouns + prepositions: advantage of, addiction to, connection with/ between, damage to, disadvantage of, exception to/ of, increase in, reaction to, sympathy for, cheque for, friend of, invitation to, photograph of, recipe for, reply to, witness to

Prepositions in time and place phrases

At:

time: at noon/ down/ five

place: at 22 Trafalgar Square/ at York

In:

time: in the morning/ in the afternoon/ in the evening/ in spring/ in May/ in 2003

place: in America, in England, in New York, inStreet

On:

time: on Sunday/ on the 22nd of June

place: on Fifth Avenue

Prepositions + gerund: capable of, charged with, begin by etc.

3.4. Language focus: Relative Pronouns. Indefinite Pronouns/Adjectives. Demonstrative Pronouns and Adjectives

3.4.1. Relative pronouns. Indefinite Pronouns/Adjectives. Demonstrative pronouns and adjectives

Relative pronouns

Read the following examples and look for others in the text:

someone **who** owns (par. 1)

...**which** are specialized (par. 1)

the corporation **whose** stock is traded (par. 1)

...corporation **that** wants (par. 2)

...bonds **which** are...(par. 3)

Who/ whom (who)/ whose: used for persons:

The secretary **who** wrote that report was fired.

The secretary **whose** report was bad was fired.

The secretary **whom (who)** you know was fired.

Which: used for things

The report **which** you read was a bad report.

The report **whose** content was boring was written by Mary.

That: used both for persons and things

The secretary **that** wrote the report.....

The report **that** you read.....

Indefinite Pronouns/ Adjectives: Some, any, no

Read the following examples:

Some companies pay... (par. 2)

... to pay off **any** bonds it has issued before **any** money is returned...(par. 3)

some of the profits... (par. 4)

Some: pronoun or adjective

Used: in *affirmative* sentences: We have to visit *some* subsidiaries. (adj.) They must also visit *some*. (pron.)

Any: pronoun or adjective

Used:

- in *negative* sentences: He hasn't *any* work to do.
- after *hardly, scarcely, barely*: There are barely *any* suggestions to be made in this matter.
- in *interrogative* sentences: Does he have *any* chance to win?
- *to express doubt*; after *if*: If he meets *any* of you, he will surely help you.
- To express 'no particular one', 'practically every': *Any* suggestion you have may help.

No: adjective

Used: in *affirmative* sentences, to express *negative meaning*: There are *no* bankruptcies to be mentioned.

Some/ any/ no/ every + thing// body// one: something, somebody/ someone.....

Other indefinite pronouns: *each, all, another, (the) other(s), little, much, few, many, one, either (of), neither (of)*

Observation: The indefinite pronouns anybody/ anyone, anything, everybody/ everyone, everything, nobody/ no one, nothing, somebody/ someone, something: used with the verb in the *singular*

Demonstrative pronouns and adjectives

some of *those* profits... (par. 4)

that option will reduce... (par. 2)

Find the other demonstrative pronouns/ adjectives from the text and underline them.

This/ that

These/ those

This book here is different from that book there. (adj) I take this and not that. (pron.)

These people here will meet those people there. (adj.) These are engineers and those are businessmen. (pron.)

Such

Used in the following structures:

such + a/an + noun: such a business/ such an office.....

such + noun (pl.): Such products are.....

such + noun (pl.) + as: You have to consider such conditions as.....

1.4. Language focus: Reflexive Pronouns

1.4.1. Reflexive Pronouns

Look at the following example of a reflexive pronoun:

They are thus called upon to commit themselves to maximum performance and investment of their full potential in teams and project.

Fill in with the suitable reflexive pronoun forms:

I	
you	
he	
she	
it	
we	
you	
<i>they</i>	<i>themselves</i>

2.4. Language focus: The tense system: Present Simple vs. Present Continuous

2.4.1. The tense system: Present Simple vs. Present Continuous

Compare:

*Human resources management **works** in close collaboration with senior executives.
(permanent situation)*

*Jane **is working** for Mr. Jones this week because his secretary is on holiday.
(temporary situation)*

Present Simple

Form: short infinitive; 3rd pers. sg: + s; ? do/ does(3rd pers. sg.); - don't/ doesn't
He writes. Does he write? Yes, he does/ No, he doesn't.

It indicates:

- habitual actions/ regular, repeated actions: He goes to work at 7 every morning.
- general truths, permanent situations: The sun shines.
- planned future actions, performed according to a schedule: The train leaves at 8 o'clock.

Specific adverbs: every day/ month/ year..., often, usually, always, never

Present Continuous

Form: to be (in the present) + verb + -ing

It indicates:

- an action happening now: I am reading now.
- an action happening in a limited period of time, a temporary situation: I am writing the paper today.
- an arrangement in the near future: We are visiting them next week.
- complaints about bad habits: Why are you always interrupting?

! STATE VERBS ARE NOT normally used in the continuous form:

- verbs of perception: see, hear, smell, feel, notice, recognize
- verbs of emotion: want, refuse, forgive, wish, like, hate, dislike, prefer
- verbs of mental activities: think, understand, know, mean, believe, suppose, remember, forget, realize
- verbs of possession: have, own, possess, belong
- verbs of appearance/ seeming: seem, signify, appear (= to seem), contain, consist, keep (= to continue), concern, matter
- the auxiliaries; exception: to have = to eat: I am having lunch.

Their progressive meaning is suggested by using **CAN** in front of some of them: I can hear. He can see.

3.4. Language focus: The tense system: Past Simple vs. Past Continuous

3.4.1. The tense system: Past Simple vs. Past Continuous

Simple Past

Form:

Regular verbs: - ed: worked, dropped, played, tried

Irregular verbs: 2nd form: see, saw; write, wrote; buy, bought

Interrogative: Did he buy?

Negative: did not/ didn't

It indicates:

- a past, finished action, having no connection with the present: He told me to be punctual. When I was 20 I lived in London.
- An action performed in the past: We met two weeks ago.
- a past habit: He played football twice a week. = He used to play... = He would play.....

Specific adverbs: yesterday, last week/ month/ year..., two days/ months/ years....ago, when

Past Continuous/Progressive

Form: to be (in the past tense) + verb + -ing

I was running.

Was I running?

Yes, I was. No, I wasn't.

It indicates:

- past actions in progress: I was writing when he entered the room.
- gradual development: It was getting cold.
- Parallel actions in the past, one of which is in development: We listened to the radio while we were having lunch.
- A gradual action, interrupted by a past, momentary action: I was writing when he entered.
- An action continuing, especially after the time it was expected to finish: At ten I was still reading.

Specific adverbs: at...o' clock, at that time, this time yesterday, this time last month...

!!! Simple and Progressive Past

while, as, when, whenever introduce the Past Progressive:

While/ as I was crossing the street, I saw him.

When I was talking to him, she came in.

They listened carefully whenever he was delivering a speech.

1.4. Language focus: The tense system: Present Perfect Simple

1.4.1. The tense system: Present Perfect Simple

The verbs in bold in the following sentence are in the Present Perfect tense.

You **have just graduated** (preferably in business administration) at university level or you **have already worked** for several years at a consumer goods producer (cosmetics experience is beneficial).

Form: to have (in the present) + the Past Participle

I have seen her. /Have I seen her?/ Yes, I have. No, I haven't.

It indicates:

- action begun in the past that continues in the present: I have known him for two years.

Specific adverbs: for, (ever) since, all day, often, seldom, ever, never always, yet

- past action with results in the present: He has broken his leg.

Specific adverbs: already, recently, lately, so far, till now, up to now, up to the present,

- just finished action: He has just entered. Have you seen him yet?

Specific adverbs: just, yet, already

- an action that has been completed: They have repaired the fax.

2.4. Language focus: The tense system: Present Perfect Continuous

2.4.1. The tense system: Present Perfect Continuous

Present Perfect Continuous/ Progressive

Form: to be (in the present perfect) + verb + ing:

He has been writing for two hours. Has he been writing?/ Yes, he has. No, he hasn't.

It indicates:

- an action or situation in progress (and not the completion of that action): I have been reading the book.
- Temporary actions or situations: I've been living in London (for two years).
- Actions in the recent past we know about because of a present evidence: You are wet. You have been walking in the rain.
- Actions indicating 'how long' something has been going on: How long have you been playing chess?

!!!!!!

If you want to emphasize *a situation in progress* and not its *completion* present perfect progressive can be used with verbs like: see, hear, look, taste, smell, want, realize, remember: I've been wanting to meet you for ages.

But

If you want to emphasize the completion of the action, present perfect is used: I've always wanted a good computer.

- there are verbs that suggest an action in progress by their meaning: live, rain, sit, study, wait, work (they can be used both with the present perfect simple and the present perfect progressive, with little difference in meaning): He has worked/ has been working in this office for two years.

3.4. Language focus: The Subjunctive

3.4.1. The Subjunctive

Form:

Synthetic: present subjunctive: identical with the short infinitive: be, have, work....

It indicates:

- a possible action: It is necessary that you be here. It is important that the president inform the investors...
- expressions: Suffice it to say.... So be it!

Synthetic: past subjunctive: identical with the past tense simple

It indicates:

- an action contrary to reality: I wish I were a doctor. (but I'm not) It's time you went home. She behaved as if she were the headmaster.

It is used after:

- if, if only, as if, as though
- wish (to indicate regret, an unreal fact)

!!!!!!!!!!!!!! The synthetic subjunctive is rarely used.

Analytical:

Form:

Should/ would/ may/ might/ could + short infinitive

Should/ would/ may/ might/ could + perfect infinitive

It indicates:

- hypothetical facts/actions (suppositions, doubts, conditions, concessions, purposes): They took the airplane so that they might arrive in time.
- A less probable condition: If he should succeed, I will be happy.
- In negative purpose sentences, after lest, for fear, in case: They paid for fear they shouldn't get the merchandise.

It is used with:

- impersonal expressions: it is advisable/ important/ essential/ desirable/ possible/ likely/ probable/ strange/ unusual/ impossible/ (un)fortunate/, remarkable, surprising: It is important that the chairman should call the meeting.
- it is/ was a pity/ shame/ surprise/ wonder: It was a pity (that) they should be fired.
- the nouns: idea, hint, thought, reason, supposition: The idea that they should be present annoyed her.
- the verbs: command, order, demand, insist, request, suggest, propose, arrange, offer, agree, settle: They requested the goods should be delivered fast.
- adjectives: to be + glad, anxious, pleased, sorry: I was glad that he should graduate this summer.
- After: although, though, whatever, however, no matter: He will win whatever he should do. // so that: They phoned so that I wouldn't be taken by surprise. I took the money so that they could buy the firm.

1.4. Language focus: The tense system: Means of expressing future

1.4.1. The tense system: Means of expressing future

The verbs in bold in the following sentences express the idea of future.

*If our authorities cannot solve our problem, we **will address** the European Court of Justice. We **are going to start** a new business in Holland after the business plan is agreed on by all parties.*

There are several ways in which one can express future in English:

1. will + the short infinitive of the verb: He will come. Will he come?
Yes, he will. No, he will not (won't).

It indicates: a future event/ activity

2. Be going to + short infinitive: I am going to read this book.

It indicates: intention, probability

3. Be to + short infinitive: He is to deliver a speech.

It indicates: a future action very close to the moment of speaking

4. simple present: The train leaves at 9 o'clock.

It indicates: a future action, included in a schedule

5. present continuous: We are visiting our subsidiary in London.

It indicates: an arrangement for immediate future

Specific adverbs: tomorrow, the day after tomorrow, next month/ week, year..., soon, shortly, in a month's time, in three months' time, etc.

2.4. Language focus: The tense system: Future Continuous/ Progressive

2.4.1. The tense system: Future Continuous/ Progressive

The verb in bold in the following sentence is in the Future Continuous tense:

*Will you **be meeting** the president of the board tomorrow?*

Form: to be (in the future) + verb + ing: I will be writing. Will I be writing? Yes, I will. No, I won't.

It indicates:

- a developing action in the future: Tomorrow we will be reading all day long.

Specific adverbs: in a minute, in a second, at one o'clock, at noon, tomorrow, this time next week/ month/ year..., all day long, all day tomorrow, all the week through, from two to five, by then, by that time tomorrow, all the time

- an action in progress, related to a conditional or a time clause: When I return, Tom will be watching TV.
- A future action, part of a schedule: What will you be doing tomorrow? I will be swimming.

A polite way of asking about someone's plans: Will you be meeting them tomorrow?

3.4. Language focus: The tense system: Future Perfect

3.4.1. The tense system: Future Perfect

The verb in bold in the following sentence is in the Future Perfect tense.

We hope that by 2010 Romania will have become a member of the European Union.

Form: will + have + past participle: I will have managed to deliver the goods. Will I have managed...? Yes, I will. No, I won't.

It indicates:

- a future action that will take place before a certain moment in the future or before another future action: We will have met them by 4 o'clock tomorrow. // He will have posted the letter before you have time to complain.
- A supposition, referring to the past: They will have found out from newspapers.
- Adverbs: by, before, by the time

1.4. Language focus: The tense system: Past Perfect

1.4.1. The tense system: Past Perfect

Form: had + Past Participle: I went to work after I had finished my lunch. Had I finished...? Yes, I had. No, I hadn't.

It indicates:

- a past, completed action that takes place before another past action: He gave me the book when he had finished reading it.
- An action finished before a certain moment in the past: I had written the paper by ten o'clock.

The Past Perfect is not compulsory when *after* and *before* establish the sequence of the actions.

2.4. Language focus: The tense system: Past Perfect Continuous

2.4.1. The tense system: Past Perfect Continuous

Form: to be (in the past perfect) + verb + ing: I had been writing. Had I been writing? Yes, I had. No, I hadn't.

It indicates: a past action in development before another past action and also continuing that moment: When he came she had been reading for two hours.

!!!!!!!!!!!!

often used in past perfect and past perfect progressive sentences: when, after, as soon as, before, by the time

e.g. After they had been quarrelling for minutes, I asked them to stop.

We had been waiting for weeks before we got the money.

They had been negotiating for hours by the time I got there.

3.4. Language focus: The tense system: Revision

3.4.1. The tense system: Revision

Simple tenses – Continuous tenses

<p><u>Present Simple</u></p> <p>used for actions in the present, for things that are always true or that happen regularly, and for opinions and beliefs</p> <p>I/we/you/they enjoy (do not enjoy) he/she/it enjoys (does not enjoy)</p>	<p><u>Present Continuous/Progressive</u></p> <p>used for actions or events that are happening or developing now, for future plans, or to show that an event is repeated</p> <p>I am enjoying (am not enjoying) we/you/they are enjoying (are not enjoying) he/she/it is enjoying (is not enjoying)</p>
<p><u>Past Simple</u></p> <p>used for completed actions and events in the past</p> <p>I/we/you/they enjoyed (did not enjoy) he/she/it enjoyed (did not enjoy)</p>	<p><u>Past Continuous/Progressive</u></p> <p>used for actions or events in the past that were not yet finished or that were interrupted</p> <p>I was enjoying (was not enjoying) we/you/they were enjoying (were not enjoying) he/she/it was enjoying (was not enjoying)</p>
<p><u>Future Simple</u></p> <p>used for actions and events in the future</p> <p>I/we/you/they will enjoy (will not enjoy) he/she/it will enjoy (will not enjoy)</p>	<p><u>Future Continuous/Progressive</u></p> <p>used for actions or events in the future that will continue into the future</p> <p>I/we/you/they will be enjoying (will not be enjoying) he/she/it will be enjoying (will not be enjoying)</p>

Perfect tenses – Continuous tenses

<p><u>Present Perfect</u></p> <p>used to show that an event happened or an action was completed at some time before the present</p> <p>I/we/you/they have enjoyed (have not enjoyed) he/she/it has enjoyed (has not enjoyed)</p>	<p><u>Present Perfect Continuous/ Progressive</u></p> <p>used for actions or events that started in the past but are still happening now, or for past actions which only recently finished and whose effects are seen now</p> <p>I/we/you/they have been enjoying (have not been enjoying) he/she/it has been enjoying (has not been enjoying)</p>
<p><u>Past Perfect</u></p>	<p><u>Past Perfect Continuous/Progressive</u></p>

<p>usually used to show that an event happened or an action was completed before a particular time in the past</p> <p>I/we/you/they had enjoyed (had not enjoyed) he/she/it had enjoyed (had not enjoyed)</p>	<p>used for actions or events that happened for a period of time but were completed before a particular time in the past</p> <p>I/we/you/they had been enjoying (had not been enjoying) he/she/it had been enjoying (had not been enjoying)</p>
<p><u>Future Perfect</u> used to show that something will be completed before a particular time in the future</p> <p>I/we/you/they will have enjoyed (will not have enjoyed) he/she/it will have enjoyed (will not have enjoyed)</p>	<p><u>Future Perfect Continuous/Progressive</u> used for actions or events that will already be happening at a particular time in the future</p> <p>I/we/you/they will have been enjoying (will not have been enjoying) he/she/it will have been enjoying (will not have been enjoying)</p>

1.4. Language focus: Numerals

1.4.1. Numerals

Look for these words in the text:

“these three phases” (par. 1)

“for the first... the second...the third...” (par. 1)

Numerals

Number	Cardinal number	Ordinal number
1	One	The first
2	Two	The second
3	Three	The third
4	Four	The fourth
5	Five	The fifth
6	Six	The sixth
7	Seven	The seventh
8	Eight	The eighth
9	Nine	The ninth
10	Ten	The tenth
11	Eleven	The eleventh
12	Twelve	The twelfth
13	Thirteen	The thirteenth

14	Fourteen	The fourteenth
15	Fifteen	The fifteenth
16	Sixteen	The sixteenth
17	Seventeen	The seventeenth
18	Eighteen	The eighteenth
19	Nineteen	The nineteenth
20	Twenty	The twentieth
21	Twenty one	The twenty-first
30	Thirty	The thirtieth
40	Forty	The fortieth
50	Fifty	The fiftieth
60	Sixty	The sixtieth
70	Seventy	The seventieth
80	Eighty	The eightieth
90	Ninety	The ninetieth
100	A/ one hundred	The one hundredth
200	Two hundred	The two hundredth
201	Two hundred and one	The two hundred and first
1, 000	A/ one thousand	The one thousandth
2, 000	Two thousand	The two thousandth
1, 000, 000	A/ one million	The one millionth
2, 000, 000	Two million	The two millionth

Mathematical operations: plus +; minus -; divided by ÷; times, multiplied by *; equals =
The right word order: ordinal number, cardinal number: The first two chapters are useful.

Use: comma for thousands: 1, 000, 000 and point for decimals: 1. 23

Hundred, thousand, million do not get “s” when accompanied by numerals: five hundred/
thousand/ million BUT: Hundreds of people/ thousands of flowers/ millions of stars

2.4. Language focus: Modal Verbs

2.4.1. Modal Verbs

Read the following examples from the text:

Later on... you **may** be able... (par. 4)

You **must** enter as an immigrant... (par. 5)

The job seeker...**should** be prepared... (par. 4)

A college in foreign commerce **would** definitely help... (par. 1)

Modals

May

Form: may// May he?// may not

It indicates:

possibility: He may come today. (to be possible)

Probability: We may get that contract. (to be probable)

Permission: You may leave. (to be allowed/ to be permitted)

Might

Form: might/ might he// might not

It indicates:

- NOT the past of may BUT a stronger possibility/ probability/ uncertainty: You might be right (but I strongly doubt).

Must

Form: must// Must he.....?// must not = mustn't

It indicates:

necessity/ obligation imposed by the speaker: I must be punctual.

invitation, emphatic affirmation: You must see the exhibition.

Probability, logical necessity: He must be at home.

An unexpected/ contrary action: They must annoy us with their problems!

It is replaced by: to have to, to be obliged/ forced/ compelled to....

Should

Form: should// Should you?// should not = shouldn't

It indicates:

obligation: You should be present at the meeting.

Instructions/ advice: He should welcome them at the airport.

Expectation: The business should be profitable.

Past, unfulfilled expectation: They should have discussed the matter in detail.

Ought to

Form: ought to/ ought not to

It indicates

moral obligation: You ought to visit him at the hospital

duty: You ought to write that report.

Not a very strong obligation in the past, present or future: He ought to play chess that day/ now/ to morrow.

Advisability: You ought to organise that meeting as soon as possible.

Necessity: He ought to be present at the conference.

Desirable, not performed action: You ought to have helped them. They ought not to have gone there alone.

Supposition, probability: You ought to communicate them the decision by now.

Would

Form: would/ would you?/ would not = wouldn't

It indicates:

polite request: Would you listen more carefully?

Opposition/ resistance/ unwillingness: They would not meet us.

Past habit = used to: I would stay in that chair, drink my tea and read a book.

Invitation: Would you have some more cake?

Refusal (in the negative): I wouldn't accept that.

Criticism of somebody's behaviour: She would keep talking without listening to her friends.

3.4. Language focus: Active/Passive Voice

3.4.1. Active/Passive Voice

Look at these examples:

Performances are held everywhere (3)

His photographs were exhibited.....were presented (5)

Works that have never been shown (5)

Life couldn't be imagined (6)

Active/ Passive Voice

Rule: **to be** (any tense required) + the **Past Participle** of the verb to be conjugated

They give her flowers.

Flowers are given to her.

She is given flowers.

The use of the passive

- When the logical subject is obvious or is not important: Goods should be delivered as soon as possible.
- When the object is more important than the logical subject: The manager was informed on the situation.
- When the speaker avoids mentioning the logical subject: The order has already been placed.
- In formal notices: Passengers are requested not to...
- Newspapers: President sacked because...
- Processes in science or engineering: The wheel is tested...

Rules for changing from active into passive

	Active	Passive
1.	Subject + tr. Verb + direct object I wrote a report.	S (=dir. Obj.) + passive + (by....) A report was written (by me).
2.	Subject + tr. Vb. + Dir. Obj.1 + Dir. Obj. 2 I asked him a question.	S1(= dir. Obj.1) + passive + Dir. Obj.2 + (by....) He was asked a question (by me). S2 (=dir. Obj. 2) + passive + (by...) A question was asked (by me).
3.	Subject + tr. Vb. + Direct object + Indirect object They will pay us the money.	S(=dir. Obj.) + passive + ind. Object. The money will be paid to us. S(=ind. Obj.) + passive + direct object We will be paid the money.
4.	Subject + intr. Prep. Vb. + prep. obj. I rely on Tom. Ex. to talk to/ about, to send for, to agree upon, to look at/ after, to explain to, to speak to/ of, to arrive at, to account for, to laugh at, to refer to...	S (prep. Obj.) + passive + preposition Tom is relied on.

5.	Subject + verb phrase + prep. object You have to pay attention to the problem. Ex. to put an end to, to take care of, to take notice of, to make use of, to take hold of, to find fault with, to take possession of, to lose sight of, to do away with, to put up with	S (prep. Object) + passive + preposition The problem must be paid attention to.
6.		Passive constructions: It is said that It is believed that... It is understood that... It is reported that It is expected that... It is thought that...
7.		Intransitive verbs with a passive meaning: read, eat, wear, wash, act, sell, open, feel, taste, shut, peel, perform: Sweets sell well.
8.		Passive forms with 'to have', 'to get': S + have + direct object + past participle: I had my car repaired. S + get + past participle: We got stuck in the traffic.

Verbs that have no passive: escape, fit, get, have, let, like, suit, survive: The skirt doesn't suit me. They escaped from prison.

Verbs used with the passive: to be born, to be said: He is said to be a good businessman.

Passive Structures:

- *modals + passive:* The meeting can be postponed.
- *Passive + infinitive + object with the verbs:* advise, believe, expect, feel, forbid, mean, order, report, request, require, say, teach, understand: They were advised to negotiate the price.
- *It + the passive of:* agree, announce, discover, expect, hope, suggest: It was suggested that they would work hard.

Appendix – List of Irregular Verbs

Infinitive

arise
awake
be
bear
beat
become
begin
behold
belie
bend
bet

Past Simple

arose
awoke
was/were
bore
beat
became
began
beheld
belied
bent
bet, betted

Past Participle

arisen
awoken (*US also* awaked)
been
borne (*US also* born)
beaten (*US also* beat)
become
begun
beheld
belied
bent
bet, betted

bid	bid, bade	bid, bidden
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
bless	blessed, blest	blessed, blest
blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
broadcast	broadcast	broadcast
	(<i>US also broadcasted</i>)	(<i>US also broadcasted</i>)
build	built	built
burn	burnt, burned	burnt, burned
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost, costed	cost, costed
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
dive	dived, (<i>US also dove</i>)	dived
draw	drew	drawn
dream	dreamed, dreamt	dreamed, dreamt
drink	drank	drunk
drive	drove	driven
dwell	dwelt, dwelled	dwelt, dwelled
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt

Infinitive

fight
 find
 flee
 fly
 forbid
 forecast
 foresee
 forget
 forgive
 forsake
 freeze
 get
 give
 go
 grind
 grow
 hang
 have
 hear
 hide
 hit
 hold
 hurt
 keep
 kneel
 knit
 know
 lead
 learn
 leave
 lend
 let
 lie
 light
 lose
 make
 mean
 meet
 mislead
 misspell

 mistake
 misunderstand
 mow
 overcome
 overdraw
 oversee
 overtake
 overthrow

Past Simple

fought
 found
 fled
 flew
 forbade, forbad
 forecasted, forecast
 foresaw
 forgot
 forgave
 forsook
 froze
 got
 gave
 went
 ground
 grew
 hung, hanged
 had
 heard
 hid
 hit
 held
 hurt
 kept
 knelt, kneeled
 knitted, knit
 knew
 led
 learned, (*UK also learnt*)
 left
 lent
 let
 lay, lied
 lit, lighted
 lost
 made
 mean
 met
 misled
 misspelled,
 (*UK also misspelt*)
 mistook
 misunderstood
 mowed
 overcame
 overdrew
 oversaw
 overtook
 overthrew

Past Participle

fought
 found
 fled
 flown
 forbidden
 forecasted, forecast
 foreseen
 forgotten
 forgiven
 forsaken
 frozen
 got, (*US also gotten*)
 given
 gone
 ground
 grown
 hung, hanged
 had
 heard
 hidden
 hit
 held
 hurt
 kept
 knelt, kneeled
 knitted, (*US also knit*)
 known
 led
 learned, (*UK also learnt*)
 left
 lent
 let
 lain, lied
 lit, lighted
 lost
 made
 meant
 met
 misled
 misspelled,
 (*UK also misspelt*)
 mistaken
 misunderstood
 mown, mowed
 overcome
 overdrawn
 overseen
 overtaken
 overthrown

Infinitive

overwrite
 partake
 pay
 plead
 preset
 prove
 put
 quit
 read /ri d/
 rewrite
 rid
 ride
 ring
 rise
 run
 saw
 say
 see
 seek
 sell
 send
 set
 sew
 shake
 shed
 shine
 shoe
 shoot
 show
 shrink
 shut
 sink
 sit
 slay
 sleep
 slide
 smell
 sneak
 sow
 speak
 speed
 spell
 spend
 spill
 spin
 spit
 split

Past Simple

overwrote
 partook
 paid
 pleaded, (*US also* pled)
 preset
 proved
 put
 quit, quitted
 read /red/
 rewrote
 rid
 rode
 rang
 rose
 ran
 sawed
 said
 saw
 sought
 sold
 sent
 set
 sewed
 shook
 shed
 shone
 shod, (*US also* shoed)
 shot
 showed
 shrank
 shut
 sank
 sat
 slew, slayed
 slept
 slid
 smelled, (*UK also* smelt)
 sneaked, (*US also* snuck)
 sowed
 spoke
 sped, speeded
 spelled, (*UK also* spelt)
 spent
 spilled, (*UK also* spilt)
 spun
 spat, (*US also* spit)
 split

Past Participle

overwritten
 partaken
 paid
 pleaded, (*US also* pled)
 preset
 proved, proven
 put
 quit, quitted
 read /red/
 rewritten
 rid
 ridden
 rung
 risen
 run
 sawn, (*US also* sawed)
 said
 seen
 sought
 sold
 sent
 set
 sewn, sewed
 shaken
 shed
 shone
 shod, (*US also* shoed)
 shot
 shown
 shrunk
 shut
 sunk
 sat
 slain
 slept
 slid
 smelled, (*UK also* smelt)
 sneaked, (*US also* snuck)
 sown, sowed
 spoken
 sped, speeded
 spelled, (*UK also* spelt)
 spent
 spilled, (*UK also* spilt)
 spun
 spat, (*US also* spit)
 split

Infinitive	Past Simple	Past Participle
spoil	spoiled, spoilt	spoiled, spoilt
spotlight	spotlighted, spotlit	spotlighted, spotlit
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank, (<i>US also</i> stunk)	stunk
strike	struck	struck, (<i>US also</i>
stricken)		
string	strung	strung
strive	strove, strived	striven, strived
swear	swore	sworn
sweep	swept	swept
swell	swelled	swollen, swelled
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
thrive	thrived, (<i>US also</i> throve)	thrived, (<i>US also</i>
thriven)		
throw	threw	thrown
thrust	thrust	thrust
tread	trod, (<i>US also</i> treaded)	trodden, (<i>US also</i>
trod)		
undergo	underwent	undergone
underwrite	underwrote	underwritten
understand	understood	understood
undertake	undertook	undertaken
undo	undid	undone
unwind	unwound	unwound
uphold	upheld	upheld
upset	upset	upset
wake	woke	woken
wear	wore	worn
weave	wove, weaved	woven, weaved
wed	wedded, wed	wedded, wed
weep	wept	wept
wet	wet, wetted	wet, wetted
win	won	won
wind	wound	wound

withdraw
withhold
withstand
write

withdrew
withheld
withstood
wrote

withdrawn
withheld
withstood
written