

CLARISSABOOKS

Claire P Bridges

**ENGLISH GRAMMAR
MADE EASY**

Special thanks to Christine Reese.

2010.

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ISBN 978 963 89153 0 6

First published in 2003.

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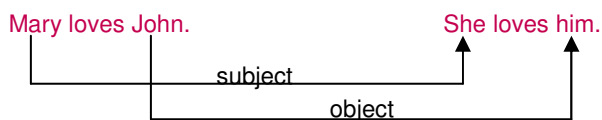
PRONOUNS

PERSONAL PRONOUNS

SUBJECT PRONOUNS	
	MEANING
I
you
he
she
it
we
you
they

OBJECT PRONOUNS		
	MEANING (accusative)	MEANING (dative)
me
you
him
her
it
us
you
them

Subject pronouns always come before the predicate as they replace the noun in nominative.
Object pronouns always come after the predicate as they replace the noun which is the object of the sentence.



Position of personal pronouns in dative:

John gave **Mary** flowers. / John gave flowers **to Mary**.

In this sentence there are two objects:

- *direct object* – which is the accusative = *flowers*
- *indirect object* – which is the dative = *Mary*

If the direct object (accusative) comes before the indirect object (dative) we put *to* or *for* before the indirect object.

Indirect objects (dative) can be placed in two positions:

- immediately after the predicate:
 John gave **Mary** flowers. → He gave **her** flowers.
- after the direct object:
 John gave flowers **to Mary**. → John gave flowers **to her**.

**DETERMINERS AND QUANTIFIERS
REVISION**

	NOUN	USE	EXAMPLE	MEANING
some	+ plural countable noun	in positive sentences, in interrogative sentences when we expect a positive answer, in sentences expressing an offer or request	<p>I have some books.</p> <p>I drank some tea.</p> <p>Can I have some coffee?</p>	similar to <i>a few / a little</i> but in most cases it is not translated
	+ uncountable noun			
somebody someone	the verb is in 3rd person singular	in positive sentences, it is a pronoun in the sentence	There is somebody at home .	a person who is not known or not mentioned by name
something	the verb is in 3rd person singular	in positive sentences, it is a pronoun in the sentence	There is something on the table .	a thing that is not known or named
somewhere	it replaces the noun	in positive sentences, it is an adverb of place in the sentence	He lives somewhere in Africa .	at, in or to a place that you do not know or do not mention by name
		in interrogative sentences, it is an adverb of place in the sentence	Do you want to go somewhere hot ?	
somehow	it replaces the adverb of manner	in positive sentences, it is an adverb of manner in the sentence	Somehow I will do it .	in a way that is not known or certain
any	+ plural countable noun	in negative and in general interrogative sentences, in positive sentences that express <i>it doesn't matter which</i>	<p>There aren't any books on the desk.</p> <p>There isn't any coffee at home.</p> <p>You can take any of my pens.</p>	similar to <i>a few / a little</i> ; in most cases it is not translated, except when we want to express: <i>it doesn't matter which</i>
	+ uncountable noun			

MODAL VERBS REVISION

MODAL VERB	MEANING	PAST TENSE	NEGATIVE		IN OTHER TENSES
			PRESENT	PAST	
CAN	ability	could (general ability in the past)	can't	couldn't	to be able to
		to be able to (particular action)	to be able to	couldn't / to be able to	
	permission (informal)	could (general permission in the past)	can't	couldn't	to be allowed to
		to be allowed to (particular action)	to be allowed to	to be allowed to	
	possibility	can + have + past participle	can't	can't + have + past participle	-
COULD	permission (informal)	to be allowed to	couldn't	to be allowed to	to be allowed to
	possibility	could + have + past participle	can't	can't + have + past participle	-
	the conditional mood of <i>can</i>	could + have + past participle	couldn't	couldn't + have + past participle	-
CAN'T	surely not (negative deduction)	can't + have + past participle	-	-	-
MAY	permission (formal)	to be allowed to	may not	to be allowed to	to be allowed to
	possibility	may + have + past participle	can't	can't + have + past participle	-
MIGHT	permission (formal)	to be allowed to	mightn't	to be allowed to	to be allowed to
	possibility	might + have + past participle	can't	can't + have + past participle	-

FORMATION OF VERB TENSES

We use 12 verb tenses in English.

Present	simple	=
	continuous	=	
	perfect	=	
	perfect continuous	=	
Past	simple	=
	continuous	=	
	perfect	=	
	perfect continuous	=	
Future	simple	=
	continuous	=	
	perfect	=	
	perfect continuous	=	

Once we are familiar with the formation of the simple tenses, the formation of all the other tenses is based on the same principle:

Simple tenses:

	SUBJECT	MAIN VERB
Present		Infinitive without <i>to</i>
Past		Past tense
Future		will + infinitive without <i>to</i>

Continuous tenses:

	SUBJECT	BE	MAIN VERB + -ing
Present		am / is / are	
Past		was / were	
Future		will be	

Perfect tenses:

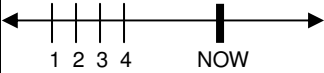
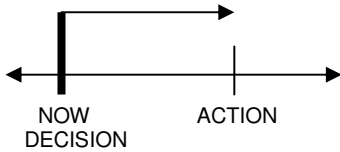
	SUBJECT	HAVE	MAIN VERB (past participle)
Present		have / has	
Past		had	
Future		will have	

Perfect continuous tenses:

	SUBJECT	HAVE	BEEN	MAIN VERB + -ing
Present		have / has		
Past		had		
Future		will have		

USE OF TENSES

SIMPLE TENSES

PAST S ¹⁷ + VERB (past tense)	PRESENT S + VERB (infinitive)	FUTURE A + WILL + VERB (infinitive)
<p>a general truth, fact I was 29 last year. The sun rose at 05.47 am yesterday.</p>	<p>a general truth, fact I am 30 years old. The sun rises in the east.</p>	<p>a general truth, fact I will be 31 next year. The sun will rise at 05.49 am tomorrow.</p>
<p>regular activity, habit If the time expression of the sentence is given by a time clause, it is in past simple. <u>Ten years ago</u> I played tennis regularly. He smoked a lot <u>when he was</u> at university.</p>	<p>regular activity, habit I play tennis. He smokes 20 cigarettes every day.</p>	<p>regular activity, habit If the time expression of the sentence is given by a time clause, it is in present simple or present perfect. <u>When I retire</u> I will play tennis. I will smoke <u>when I grow up</u>.</p>
<p>telling stories (chronological order)</p> 		<p>future intention, plan the decision of the future action is made at the time of speaking</p>  <p>I will take this shirt.</p>
		<p>prediction It will rain. (there is no sign of rain, the weather is fine now)</p>

¹⁷ S = subject

COMPARISON OF TENSES

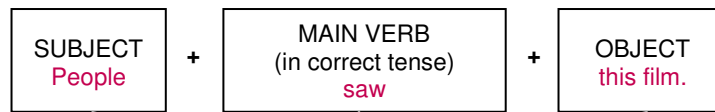
PRESENT SIMPLE	PRESENT CONTINUOUS
<p>Karen teaches English. A general fact, regular activity = It is her job; Karen is a teacher of English. (It does not express whether the action is happening at the time of speaking or not.)</p>	<p>Karen is teaching English. A continuous action happening at the time of speaking (Karen is teaching English at the time of speaking but this is not necessarily her job.)</p>
<p>Kate doesn't work. A permanent fact – it means that Karen does not have a job (she is unemployed)</p>	<p>Kate isn't working this week. A temporary fact – it means that Karen has a job but for a temporary period of time (this week) she isn't working (perhaps she's on holiday or she's ill)</p>
<p>I always lose my keys. A regular activity or fact. It does not express the speaker's feelings.</p>	<p>I am always losing my keys. It expresses that the speaker thinks that the action (losing the keys) happens more often than normal or reasonable</p>
<p>He is selfish. A general fact, his usual behaviour – he is always selfish, this is his usual characteristic.</p>	<p>He is being selfish. It expresses his behaviour only at the time of speaking – usually he is not selfish.</p>

PRESENT PERFECT	PRESENT PERFECT CONTINUOUS
<p>I have repaired the car. The important thing is the result of the action. The car didn't start but I have repaired it, so now it works again.</p>	<p>I have been repairing the car. The important thing is the action itself (repairing the car) which continues from the past until now, but it is not important whether the car works now or not.</p>
<p>I have read 60 pages since morning. The important thing is the quantity or result (60 pages) of the action happening from the past until now.</p>	<p>I have been reading since morning. The important thing is the action itself (reading) which continues from the past until now, the result or quantity of the action is not important</p>
<p>I have worked here for 4 years.</p>	<p>I have been working here for 4 years.</p>
<p>With <i>live / work</i> we may use either tense, it does not have a difference in meaning.</p>	

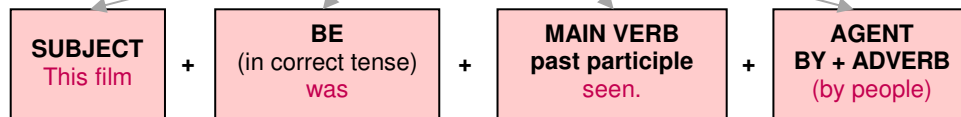
PASSIVE VOICE

FORMATION

ACTIVE SENTENCE



PASSIVE SENTENCE



object
of the active
sentence
(in nominative)

in the same tense as
the main verb of the
active sentence

main verb of the
active sentence
(always past
participle)

subject of the
active sentence
(in accusative)

am / is / are
am / is / are being
have / has been
was / were
was / were being
had been
will be
will have been

- Present simple
- Present continuous
- Present perfect
- Past simple
- Past continuous
- Past perfect
- Future simple
- Future perfect

Instead of the present, past and future perfect continuous tenses we use the simple perfect tenses.
Instead of the future continuous we use the future simple.

When the subject of the active sentence is indefinite (personal pronoun, somebody, anybody, nobody, everybody, people, one), we leave out the construction *by + adverb* from the end of the passive sentence.

They took the boy to the cinema.
Somebody has stopped the train.
They are repairing the roads.



The boy was taken to the cinema.
The train has been stopped.
The roads are being repaired.

SEQUENCE OF TENSES

REPORTED / INDIRECT SPEECH

When we do not quote someone's words word by word, we use reported (sometimes called indirect) speech:

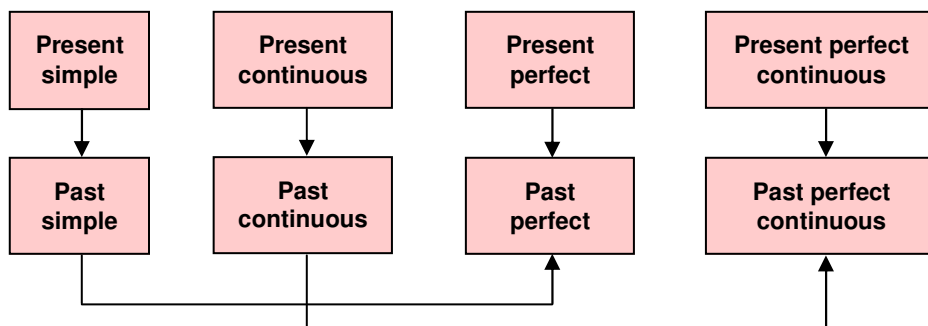


In reported speech, when the main clause is in either a present (*simple, continuous, perfect, perfect continuous*), or a future tense, we change the subject, pronouns, adverbs and the verb logically.

'I like cars' → ...that **he** likes cars.

In reported speech we may leave out *that* after *say* and *tell*. With other verbs it cannot be omitted. We always put a comma after the main clause.

When the main clause is in past tense, in the reported clause, we change the subject, pronouns, adverbs, and we must change the verb tense.



Future simple	→	Future simple-in-the-past
Future continuous		Future continuous-in-the-past
Future perfect		Future perfect-in-the-past
Future perfect continuous		Future perfect continuous-in-the-past



Future-in-the-past is formed the same way as ordinary future tenses but instead of **will**, which is the auxiliary verb of the future, we use **would**.

PREPOSITIONS

Prepositions come before the word they refer to. NOTE: Articles, personal pronouns and demonstrative pronouns are placed between the preposition and the word.

	USE	MEANING	EXAMPLE
about	+ numeral	approximately / around	There were about 20 people at the party.
	in abstract sense	on the subject of	He talked about his book.
above	as adverb of place	in a higher place	There is a picture on the wall above the desk.
	in abstract sense	more than	The temperature is above 30 °C.
across	as adverb of place	from one side of stg to the other	Go across the road.
after	as adverb of time	later than stg / at a later time	I left after breakfast. I went to bed after 11.00 pm.
	as adverb of place	following / behind	I entered the room after Joe.
ahead	as adverb of place	in front of sby / stg	The car ahead ours stopped.
	in abstract sense	into the future	He has a difficult time ahead of him.
	in abstract sense (time)	before or more advanced than sby / stg	London is 5 hours ahead of New York.
along	as adverb of place	on or beside stg long	We were walking along the road.
		from one end to or towards the other end of stg	We drove along the road.
among	with more than two definite / with indefinite quantity	surrounded by / in the middle of	Will you be among the 20 winners? There is a house among the trees.
around	as adverb of place	in or to various places or directions	There are trees around the house.
		moving so as to face in the opposite direction	Turn around.
	in abstract sense	approximately / about	Let's meet around 6 o'clock.

CONJUNCTIONS

CONJUNCTION	USE	MEANING	EXAMPLE
actually	we use it to specify statements; it is placed at the beginning or end of a clause; we put a comma after it	in fact / really	Actually, his name is John. / His name is John, actually.
after all	we use it to introduce conclusions; it is placed at the beginning of a clause; we put a comma after it	nevertheless / finally / in any case / in the end	I wanted to buy it, but after all, I decided not to.
although though	it is placed at the beginning of a clause; we use it to link opposite statements	even if / while	He got the job although he had no qualifications. Although he had no qualifications he got the job.
and	we use it to link words, phrases, clauses, etc.	plus / in addition to / as well as / furthermore	He plays tennis and golf.
anyway	it is placed at the beginning of a sentence; we put a comma after it	in any case / nevertheless / well / besides (informal)	I can't go on holiday this year, I'm too busy. Anyway, I don't have enough money.
as	it expresses causal relation	because / since / seeing that	As / Because / Since he was tired he went to bed.
	in the construction <i>adjective + as + subject + as</i> , it is placed at the beginning of a sentence	although / though / even if	Strong as he was, / Though he was strong he couldn't lift it.
	+ noun	because / since	As a married man / Because / Since he is a married man he has to think of his family. He works in a hotel as a receptionist.