

# Contents

Thanks & key to symbols

Introduction

Main verb forms

- ✓ ① Present continuous and present simple: **I am doing** and **I do**
- ✓ ② Present continuous or simple? **I am doing** or **I do**?
- 3 State verb or action verb? **I think** or **I am thinking**?
- ✓ ④ The present perfect: **I have done**
- ✓ ⑤ The past simple: **I did**
- 6 Present perfect or past simple? **I have done** or **I did**?
- ✓ ⑦ Past continuous or simple? **I was doing** or **I did**?
- ✓ ⑧ Present perfect continuous: **I have been doing**
- 9 **I have been doing** or **I have done**?
- 10 Past perfect: **I had done**
- 11 Past perfect continuous: **I had been doing**
- ⑫ Review of present and past tenses
- 13 **be going to** and **will**
- 14 **be going to** or **will**?
- 15 Present tenses for the future
- 16 **will be doing** and **will have done**
- ⑰ Review of the future
- 18 **have** and **have got**
- 19 The action verb **have**
- 20 Short forms, e.g. 's, 've

Negatives, questions and answers

- 21 Negative statements
- 22 Questions
- ⑳ Subject/object questions, e.g. **Who saw you?** / **Who did you see?**
- 24 **who, what** or **which**?
- 25 Short answers, e.g. **Yes, it is.**
- 26 Question tags, e.g. It's nice, **isn't it?**
- 27 The patterns **So/Neither do I** and **I hope so/not**

Modal verbs

- 28 **can, could** and **be able to**
- 29 **can, may, could** and **be allowed to**
- 30 Saying something is possible or certain: **may, could, must** etc.
- 31 **must** and **have to**
- 32 **mustn't** or **needn't** / **don't have to**?
- 33 Requests, offers and suggestions: **Would you ...?** **Shall I ...?** etc.
- 34 **should, ought to, had better** and **be supposed to**
- 35 It **may/could/must have been** etc.
- 36 Review of **will, would, shall** and **should**

## The passive

- 37 Passive verb forms
- 38 Active or passive? **I did it** or **It was done**?
- 39 Special passive patterns: **I was given . . .**, **It is said . . .** and **He is said to . . .**
- 40 **have/get something done**
- 41 **to be done** and **being done**

## Infinitive and ing-form

- 42 Verb + infinitive or verb + ing-form? (want **to play** / enjoy **playing**)
- 43 **start, like** etc. + to-infinitive/ing-form
- 44 Verb + object + to-infinitive, e.g. **invite a friend to stay**
- 45 Infinitive with and without **to**
- 46 Question word + to-infinitive, e.g. I know **what to do**
- 47 **for** with the to-infinitive, e.g. wait **for you to finish**
- 48 Verb/Adjective + preposition + ing-form, e.g. **think of going**
- 49 **afraid to do** or **afraid of doing**?
- 50 **used to do** or **used to doing**?
- 51 Preposition or linking word + ing-form, e.g. **before leaving**
- 52 **go shopping** and **do the shopping**
- 53 **see it happen** or **see it happening**?
- 54 Some patterns with the ing-form, e.g. I lay in bed **reading**

## Talking about grammar

- 55 Word classes: noun, adjective etc.
- 56 The parts of a sentence: subject, object etc.

## Nouns and articles (**a/an** and **the**)

- 57 Count nouns (e.g. **a cup**) and mass nouns (e.g. **milk**)
- 58 Count or mass? e.g. **a cake** or **cake**?
- 59 Agreement, e.g. **My foot hurts** / **My feet hurt**
- 60 Singular or plural: **clothes, news, means** etc.
- 61 Pair nouns (e.g. **trousers**) and group nouns (e.g. **team**)
- 62 **a/an** or **the**?
- 63 General statements, e.g. **cars** or **the cars**, **money** or **the money**?
- 64 **go to school, stay in bed** etc.
- 65 **on Thursday, for lunch, by car** etc.
- 66 **quite, such** and **what** with **a/an**
- 67 Place names and **the**
- 68 Direct and indirect objects, e.g. give **me the money**

## Demonstratives, possessives and quantifiers

- 69 **this, that, these** and **those**
- 70 **my, your** etc; **mine, yours** etc.
- 71 **the boy's name** or **the name of the boy?**
- 72 **some** and **any**
- 73 **a lot of, many, much, a few** and **a little**
- 74 **all, most, some, every, each, both** and **none**

## Pronouns

- 75 Personal pronouns, e.g. **I, you**
- 76 **there** and **it**
- 77 Reflexive and emphatic pronouns, e.g. **myself, yourself**
- 78 Review of pronouns and possessives
- 79 The pronoun **one/ones**
- 80 **everyone, something** etc.

## Adjectives and adverbs

- 81 Adjectives and word order, e.g. a **cold** day
- 82 **exciting** or **excited?**
- 83 Adjective + preposition, e.g. **full of** water
- 84 Adjective + to-infinitive, e.g. **ready to go**
- 85 Adjective or adverb? **nice** or **nicely?**
- 86 Comparative and superlative forms, e.g. **taller, tallest**
- 87 Comparative and superlative patterns, e.g. **taller than, as tall as**
- 88 **much faster, faster and faster** etc.
- 89 Adverbs and word order
- 90 **yet, still** and **already**
- 91 Adverbs of degree, e.g. **very, quite**
- 92 **quite** and **rather**
- 93 **too** and **enough**

## Prepositions

- 94 Prepositions of place, e.g. **to, off, near**
- 95 **in, on** and **at** (place)
- 96 **in, on** and **at** (time)
- 97 **for, since, ago** and **before**
- 98 **during** or **while?** **by** or **until?** **as** or **like?**
- 99 Preposition + noun, e.g. **on holiday**
- 100 Noun + preposition, e.g. the **answer to** the question

~~✗~~ Verbs with prepositions and adverbs

- 101 Prepositional verbs, e.g. **wait for**
- 102 Verb + object + preposition, e.g. **thank them for** their help
- 103 Phrasal verbs, e.g. **go out, turn round**
- 104 Verb + adverb + preposition, e.g. **catch up with**

~~✗~~ Reported speech

- 105 Direct and reported speech
- 106 Changes in reported speech
- 107 Reported questions
- 108 Reported requests, offers etc.

Relative clauses

- 109 Relative clauses with **who, which** and **that**
- 110 The relative pronoun as object, e.g. the letter **that** I wrote
- 111 Prepositions in relative clauses, e.g. the letter I was looking **for**
- 112 Relative patterns with **whose, what** and **it**
- 113 The use of relative clauses
- 114 **people arriving early, people left behind** and **the first people to arrive**

~~✗~~ if-clauses

- 115 Patterns with **if**
- 116 **if, when, unless** and **in case**
- 117 **wish** and **if only**

Other linking words

- 118 **but, although, and in spite of**
- 119 **to, in order to, so that** and **for**
- 120 Review of linking words

American English p 288

Irregular verbs p 292

Key to the exercises p 294

Index p 326

# Index

The numbers in this index are unit numbers, not page numbers.

- a/an** 62
  - in general statements 63A
  - a cake** or **cake** 58A
  - a coffee** etc. 58D
  - with **quite**, **such** and **what** 66
- a bit** 91
- able to** 28B, C
- about** (*talk about*) 101C, 102C
- about to** 17D
- above** 94
- across** 94
- action verbs 3
  - + adverb (*looked carefully*) 85B
- active and passive 37, 38
- adding clauses 113
- adjective 81–88
  - adjective or adverb 85
  - adjectives ending in **ly** (*friendly*) 85D
  - order of adjectives 81E
  - adjective used as a noun (*the rich*) 81F
  - adjective after **something** (*something nice*) 80D
  - comparison (*taller, tallest*) 86
  - adjective + preposition (*full of*) 83
  - adjective + preposition + ing-form (*bored with sitting*) 48D, 49, 50
  - adjective + to-infinitive 84
  - adjective + **for** + object + to-infinitive 47
- adverbial 56
  - adverbial phrases 89
- adverbs 85–93
  - types 89
  - word order 89
  - adverb or adjective 85
  - comparison (*more quickly, most quickly*) 86D, E
  - adverbs of degree (*very, quite* etc.) 91–93
  - changes in reported speech 106A
  - verb + adverb (*sit down*) 103
- advice** (mass) 57D
- a few** 73C
- afraid to do** or **afraid of doing** 49
- after**
  - linking word (*after I left*) 120A
  - + ing-form (*after leaving*) 51B
- ago** 97C, D
- agreement between subject and verb 59
- a little** 73C, 91B
- all** 74
  - with a plural verb 59B
- allow** + ing-form 44E
- allowed to** 29C
- along** 94
- a lot** 91B
  - + comparative (*a lot cheaper*) 88A
- a lot of** 73A, B
- already** 90
  - with present perfect 6B
- although** 118
  - + ing-form (*although knowing ...*) 51B
- always** 89E
  - with present continuous and simple 2D
- American English page 288
- among** 94
- amount + singular verb 59E
- and** with comparatives (*faster and faster*) 88B
- answering questions 25
- anxious to do** or **anxious about doing** 49B
- any**
  - any** and **some** 72
  - anyone**, **anything** etc. 80
  - anyone** or **someone** 72A
  - any of** + singular or plural verb 59D
  - any longer**, **any more** 90D
- apostrophe + **s** 71
- around** 94, American English K
- articles 62–67 see also **a/an** and **the**
- as**
  - preposition 98C
  - in comparisons (*as tall as*) 87C
  - linking word (*as I left*) 120A
- as a result of** 51A
- as if** 98C
- as soon as** 120A
- as well as** 51A
- ashamed to do** or **ashamed of doing** 49B
- at**
  - place (*at the door*) 95
  - time (*at half past two*) 96
  - at the end** 99A
  - skill at** 100E
- away from** 94
- be** (past tense) 5A
- be able to** 28B, C
- be about to** 17D
- be allowed to** 29C
- be going to** 13A, B, 14
- be supposed to** 34C
- be to** (*it is to take place*) 17D
- be used to** 50C
- because** 120D
- been to** and **gone to** 4D
- before**
  - linking word (*before I leave*) 120A

- + ing-form (*before leaving*) 51B
- before** and **ago** 97E
- behind** 94
- being done** 41
- below** 94
- beside** 94
- besides** 51A
- best** 86E
- better** 86E
  - had better** 34B
- between** 94
  - connection between** 100C
- a bit** 91
- bit of** with mass nouns 57D
- both** 74E
- but** 118A
- by**
  - place (*by the window*) 94
  - time (*by the weekend*) 98B
  - by car** 99B
  - by + ing-form (*by shouting*) 51A
  - with the passive 38B
- can**
  - ability 28A
  - permission 29
  - in a requests, offers and suggestions 33
  - after **so that** 119C
- can't** (*it can't be true*) 30C
- can't have been** 35C
- certainly** 89F
- changes in reported speech 106
- clothes** etc. (plural nouns) 60A
- collective nouns (group nouns) 61B
- comparative
  - forms (*faster, fastest*) 86
  - patterns (*than, as* etc.) 87
  - after **much** etc. 88A
  - faster and faster** 88B
  - the faster the better** 88C
- complement 56
- conditional clauses (if-clauses) 115
- conjunction see linking word
- contracted forms 20
- could**
  - ability 28C
  - possibility 30A, B
  - in requests 33A
  - after **so that** 119C
  - after **wish** 117B, C
- could have been** 35B
  - after **wish** 117C
- count nouns and mass nouns 57, 58
- deep** 85E
- defining relative clauses see identifying clauses
- definite article see **the**
- degree adverbs (*very, quite* etc.) 91–93
- demonstratives (*this, that, these, those*) 69
- despite** 51A, 118C
- determiner 55
  - possessive determiner (*my, your* etc.) 70
- did, didn't** (past simple) 5B, 21B, 22B, 26B
- didn't need to** 32C
- different** + preposition American English K
- direct and indirect objects 68
- direct and indirect speech 105
- do** (present simple) 1B, 22B, 26B
- do the shopping** 52
- does, doesn't** (present simple) 1B, 21B, 22B, 26B
- don't** (present simple) 1B, 21B, 26B
- don't have to** 32B
- don't need to** 32B
- down**
  - down the hill** 94
  - after a verb (*knock down*) 103D
- during** 98A
- each** 74A, C
  - + singular verb 59B
- each other** 77E
- early** 85E
- ed** adjective and **ing** adjectives 82
- either** 74E
  - either of** + singular or plural verb 59D
- elder, eldest** 86E
- else** (*something else*) 80D
- emphasis with **what** and with **it + be** 112B, C
- emphatic pronouns (*myself* etc.) 77D
- empty subject (*you, they*) 38C
- enough** 47C
  - enough and too** 93
- even though** 118B
- ever** (with present perfect or past simple) 6D
- every** 74A, C
  - + singular verb 59B
- everyone, everything** etc. 80
- exciting and excited** 82
- far, farther, farthest** 86E
- fast** 85E
- few** 73C
- for**
  - time (*for three days*) 97
  - with present perfect 6C
  - with present perfect continuous 8B
  - in indirect-object pattern (*buy it for you*) 68

- purpose 47B, 51A, 119D  
**for** + object + to-infinitive 47, 84C  
**for** or **of** after an adjective 47D  
 after **too** and **enough** 93C  
**need for** 100F  
**free** and **freely** 85F  
**a friend of mine** 70E  
**from** 94  
**in front of** 94  
**further, furthest** 86E
- general statements with **a/an** and **the** 63  
 gerund see ing-form  
**get**  
 the passive with **get** 37C  
**get something done** 40  
**give** + objects 68  
 passive patterns 39A  
**go on** + to-infinitive or ing-form 43C  
**go shopping** 52  
**going to** (future) 13A, B, 14  
**gone to** and **been to** 4D  
**good** and **well** 85G  
**good at, good for** and **good to** 83B  
**good of** and **good for** 47D  
**gotten** American English M  
 group nouns 61B, American English G
- had**  
 possession (*I had a pen*) 18  
**had done** 10  
**had been doing** 11  
**had to** 31  
**had better** 34B
- hard** 85E  
**hard** and **hardly** 85F
- have**  
 possession (*I have a pen*) 18, American English C  
**have got** 18  
 action verb (*I have lunch*) 19  
**have done** 4  
**have been doing** 8  
**have to** 31, 32B  
**have got to** 31C  
**have something done** 40  
**have something happen** 40D
- having done** 54B  
**he** 75  
**help** + infinitive 44C  
**her**  
 possessive (*her book*) 70  
 pronoun (*I saw her*) 75
- hers** 70
- herself** 77  
**high** 85E  
**high** and **highly** 85F  
**him** 75  
**himself** 77  
**his** 70  
**how** 22C  
**how about** + ing-form 51A
- I** (pronoun) 75  
 identifying clauses 113  
 idioms  
 preposition + noun 99  
 prepositional verbs 101, 102  
 phrasal verbs 103  
 verb + adverb + preposition 104  
 with reflexive pronouns 77C
- if** 115  
**if** and **when** 116A  
**if** and **unless** 116B  
**if** and **in case** 116C  
**if only** 117A  
**if** in reported questions 107A  
 with **any** 72A
- in**  
 place (*in the house*) 95  
**in** and **into** 94  
 time (*in June*) 96  
 idioms with **in** 99A  
**in time** 96B  
**in the end** 99A  
**increase in** 100D  
**interest in** 100E  
 after a superlative 87B
- in case** 116C  
**in favour of** 51A  
**in front of** 94  
**in order to** 119B  
**in spite of** 51A, 118C  
 indefinite article see **a/an**  
 indirect object 68  
 with **say/tell** 105C  
 as subject of a passive sentence 39A  
 indirect speech see reported speech  
 infinitive 45 see also to-infinitive  
 infinitive without **to** 45  
**see it happen** 53  
**information** (mass noun) 57D  
**ing** adjectives and **ed** adjectives 82  
 ing-form  
 after a verb (*enjoy watching*) 42, 43  
 after **need** 41B  
 after **go** and **do** 52

- after a preposition 48–51  
 in a relative clause (*the people watching*) 114A  
 other patterns (e.g. *sit watching television*) 54  
**see it happening** 53  
 passive (*being done*) 41
- inside** 94
- instead of** 51A
- into** 94
- intonation with question tags 26A
- inverted commas 105A
- irregular verbs page 292, American English L
- it** 75, 76B  
**it** and **there** 76C  
**it** + **be** + adjective + to-infinitive 45A  
**it** + **be** + relative clause 112C  
**it is said ...** 39B
- item of** with mass noun 57D
- its** and **it's** 70B
- itself** 77
- just**  
 with present perfect 4C, 6B  
 adverb of degree (*I just know*) 91B
- just as** 13B
- late** 85E  
**late** and **lately** 85F
- less, least** 86F
- let** + object + infinitive 45B
- like**  
 + to-infinitive or ing-form 43B  
**like** and **would like** 43B  
**like** and **as** 98C
- linking verbs (*be, seem* etc.) 56B, 81B, 85B, American English F
- linking words 115–120  
 + ing-form (*before leaving*) 51
- a little** 73C, 91B
- live** (continuous or simple) 9B
- long** 85E  
**any longer** 90D
- a lot** 91B  
 + comparative (*a lot better*) 88A
- a lot of** 73A, B  
 agreement with verb 59 C
- lots of** 73A, B
- low** 85E
- ly** ending 85C
- make** + objective + infinitive 45B
- many** 73A, B  
**too many** 93B
- mass nouns and count nouns 57–58
- mass nouns and **the** 63B
- may**  
 permission 29  
 possibility 30A, B
- may have been** 35B
- me** 75
- mean** + to-infinitive or ing-form 43C
- means** (singular and plural) 60C
- meet (with)** American English K
- might** 30A, B
- might have been** 35A
- mind** in requests 33A
- mine** 70
- modal verbs 28–36  
 with the perfect (*may have been*) 35  
 in the passive 37B  
 in reported speech 106D
- more** 86F  
 + adjective (*more exciting*) 86A, B  
 + adverb (*more easily*) 86D
- most** 74A, B, 86F  
 + adjective (*most exciting*) 86A, B  
 + adverb (*most easily*) 86D
- much** 73A, B, 91B  
**too much** 93B  
 + comparative (*much better*) 88A
- must** 31A, B  
 logical **must** 30C
- must have been** 35C
- mustn't** and **needn't** 32A
- my** 70
- myself** 77
- names and **the** 67
- near** 85E, 94  
**near** and **nearly** 85F
- need** + to-infinitive or ing-form 41B, 43C
- needn't** and **mustn't** 32A, American English E
- needn't have** 32C
- negative statements 21
- neither** 74E  
 + singular or plural verb 59D  
**neither do I** 27A
- news**  
 mass noun 57D  
 + singular verb 60B
- next to** 94
- no**  
**no** and **not** 21C  
**no** and **none** 74F
- no longer** 90D
- no one** 80
- non-defining relative clauses see adding clauses



- none** 74F  
 + singular or plural verb 59D
- nor** 27A
- not** 21  
**I hope not** 27B
- nothing** 80
- nouns  
 possessive form 71  
 count and mass 57, 58  
 agreement with verbs 59  
 with a plural form (*clothes*) 60  
 pair nouns 61  
 group nouns 61  
 noun + preposition 100  
 used as adjectives 81D  
 + to-infinitive (*a book to read*) 45A
- a number of** + plural verb 59C
- object 56  
 direct and indirect object 68  
 with **say/tell** 105C  
 object of a phrasal verb 103A  
 relative pronoun as object 110
- object pronouns 75
- of**  
**the name of the boy** 71  
**a friend of mine** 70E  
**all of, some of** etc. 74  
**a glass of water** 57C  
 after a superlative (*best of all*) 87B  
**student of** 100E  
**increase of** 100D  
**hear of** 101C  
**inform someone of something** 102C  
**good of** and **good for** 47D, 84C
- off**  
 in phrasal verbs (*switch off*) 103D
- offers 33B, 36B, C  
 with **some** 72A  
 reported offers 108B
- often** 89E
- on**  
 place (*on the floor*) 95  
**on** and **onto** 94  
 time (*on Tuesday*) 96  
 idioms with **on** 99  
**on foot** 99B  
**on time** 96B  
**on leaving** 51A  
 in phrasal verbs (*carry on*) 103D
- on top of** 94
- one**  
**one** and **a/an** 62E  
**one of** + singular verb 59C  
 pronoun (= people in general) 38C, 75C,  
 American English J  
**one/ones** 79  
**one another** 77E  
**opposite** 94  
 order of adjectives 81E  
**in order to** 119B  
**ought to** 34A  
**ought to have been** 35D  
**our, ours** 70  
**ourselves** 77  
**out** (*read out*) 103D  
**out of** 94, American English K  
**outside** 94  
**over** 94  
 in phrasal verbs (*think it over*) 103D  
**own** (*my own*) 70D
- pair nouns 61A
- participles 54  
 passive participle 37  
 in relative clauses 114
- parts of speech 55
- passive 37–41  
 passive verb tenses 37  
 passive with **get** 37C  
 special patterns 39  
 passive to-infinitive and ing-form 41
- past**  
**past the house** 94  
**ten past four** American English K
- past continuous (*was doing*) 7  
**was doing** and **had been doing** 11C
- past perfect (*had done*) 10  
**had done** and **had been doing** 11C  
 in if-clauses 115D  
 after **wish** 117C
- past perfect continuous (*had been doing*) 11
- past simple (*did*) 5, 6  
**did** and **have done** 6  
**did** and **was doing** 7B  
**did** and **had done** 10C  
 in if-clauses 115C  
 after **wish** 117B
- past tense of **have** 18
- people**  
 + plural verb 61C  
 empty subject 38C
- perfect ing-form (*having done*) 54B, C
- perfect with modal verbs (*might have done*) 35
- phonetic symbols page 7
- phrasal verbs 103

- phrasal-prepositional verbs (*catch up with*) 104
- phrases 56
- phrases of time
- without **a/an** or **the** (*on Thursday*) 65
  - with the possessive (*today's paper*) 71C
- piece of** with mass noun 57D
- place names and **the** 67
- plenty of** 73B
- plural nouns and **the** 63B
- plural or singular verb 59
- plural or singular noun 60
- police** + plural 61C
- possessive form of a noun 71
- possessives (*my, your; mine*) 70
- prepositional phrases 56
- prepositional verbs 101
- prepositions 94–104
- place 94, 95
  - time 96, 97, 98
  - in questions 22D
  - in relative clauses 111
  - preposition + noun (idioms) 99
  - preposition + ing-form 48–51
  - verb + preposition 101
  - verb + object + preposition 102
  - verb + adverb + preposition 104
  - adjective + preposition (*full of*) 83
  - noun + preposition 100
- present continuous (*are doing*) 1A, 2
- are doing** and **do** 2
  - for the future 15A
- present perfect (*have done*) 4, 6, American English A
- have done** and **did** 6
  - have done** and **have been doing** 9
  - have done** and **had done** 10B
- present perfect continuous (*have been doing*) 8
- have been doing** and **have done** 9
- present simple (*do*) 1B, 2
- do** and **are doing** 2
  - for the future 15B, C
  - in if-clauses 115B
- present tenses for the future 15
- probably** 89F
- pronouns
- personal pronouns (*I, you*) 75
  - this** etc. 69
  - mine** etc. 70
  - reflexive 77
  - emphatic pronouns 77D
  - one, ones** 79
  - everyone** etc. 80
  - review of pronouns and possessives 78
- purpose
- with to-infinitive 119A, D
  - with **for** 47B, 51A, 119D
- quantifiers 72–74
- some** and **any** 72
  - many** etc. 73
  - all, most** etc. 74
  - comparison (*more*) 86F
- questions 22
- question words 22C
  - who, what** and **which** 224
  - question word + infinitive (*what to do*) 46
  - subject/object questions 23
  - reported questions 107
- question tags 26, American English D
- quite** 91
- quite** and **rather** 92
  - quite a** 66A
- quotation marks 105A
- rather** 91B
- quite** and **rather** 92
- reflexive pronouns 77
- regret** + to-infinitive or ing-form 43C
- relative clauses 109–114
- use 109A, 113
  - who, which** and **that** 109
  - with pronoun as object 110
  - leaving out the pronoun 110B
  - with a preposition 111
  - with **whose** 112
  - with **what** and **it** 112
  - with participles (*people arriving early*) 114
  - after a superlative (*the best I've seen*) 87B
  - after **all** 74B
- remember** + to-infinitive or ing-form 43C
- remind** + **of** or **about** 102C
- reported speech 105–108
- introduction 105
  - tense change 106
  - reported questions 107
  - reported requests, offers etc. 108
  - It is said ...** 39B
  - He is said to ...** 39C
- requests 33A
- with **some** 72A
  - reported requests 108A
- as a result of** 51A
- right** 85E
- round** 94, American English K
- said**
- It is said ...** 39B

- He is said to ...** 39C
- say and tell** 105C
- see it happen/happening** 53
- sentence adverbs 89F
- shall**
- future 13D, American English B
  - offers and suggestions 33B, C, 36C, American English B
- she** 75
- short answers 25
- short forms 20
- should** 34A, 36C
- in first person 36A
- should have been** 35D
- simple past see past simple
- simple present see present simple
- since** 97
- with present perfect 6C
  - with present perfect continuous 8B
  - + ing-form (*since leaving*) 51B
  - linking word (*since I left*) 120A
- singular or plural noun 60
- singular or plural verb 59
- so**
- so** + adjective 66B
  - in comparisons (*not so good as*) 87C
  - so do I** 27A
  - I think so** 27B
  - linking word 120D
- so as to** 119B
- so that** 119C
- some** 72A, 74A, B
- some** and **a/an** 62A
  - some** and **any** 72
- someone, something** etc. 80
- someone** (empty subject) 38C
  - someone** and **anyone** 72A
- sometimes** 89E
- sorry to do** and **sorry about doing** 49C
- spelling
- of comparative and superlative forms 86C
  - of adverbs 85C
- in spite of** 51A, 118C
- state verbs 3
- still** 90
- stop** + to-infinitive or ing-form 43C
- straight** 85E
- stress
- with **quite** 92B
  - with prepositional and phrasal verbs 103E
- subject 56
- subject/object questions 23
  - subject pronouns 75
  - subject-verb agreement 59
- such a** 66B
- suggestions 33C, 36C
- superlative 86
- patterns (*the oldest in the world*) 87
  - + to-infinitive (*the youngest player to win*) 114B
- supposed to** 34C
- tag questions 26, American English D
- tell and say** 105C
- tense change in reported speech 106B
- tenses see verb tenses
- than** 86A, 87A
- + pronoun (*than me / than I am*) 87D
- that**
- that house** 69
  - that** on the phone American English I
  - in reported speech 105B, 108C
  - relative pronoun 109, 110A
  - so that** 119C
- the** 62, 63B, C
- with place names 67
  - go to school** etc. without **the** 64
  - on **Thursday** etc. without **the** 65
  - by the arm** 70C
  - the** + adjective (*the rich*) 81F
  - the** + comparative (*the faster the better*) 88C
  - the** + superlative (*the tallest*) 87B
- their, theirs** 70
- them** 75
- themselves** 77
- there is** 76
- there is something to do / to be done** 41B
- these** 69
- they** 75
- general meaning 38C
- this** 69
- this week** etc. with present perfect and past simple 6E
  - this** on the phone American English I
- those** 69
- though** 118B
- through** 94
- = until American English K
- till** 98B
- time phrases
- with **in, on** and **at** 96
  - without **a/an** or **the** 65
  - with the possessive (*today's paper*) 71C
- time words 120A
- to**
- movement (*to the office*) 94
  - time (*five to six*) American English K

- in indirect-object pattern (*give it to me*) 68  
**an answer to** 100B  
**talk to** 101C  
**to do** see to-infinitive  
**to be done** 41
- to-infinitive 45A  
 after an adjective (*safe to use*) 84  
 after **too** and **enough** 93B  
 after a verb (*want to go*) 42, 43  
 after verb + object (*want you to go*) 44  
 after **for** + object 47, 84C  
**to do** and **of doing** 49  
**to do** and **to doing** 50  
**be to** (*it is to take place*) 17D  
 after a question word (*what to do*) 46  
 pattern with **it** (*it's nice to see you*) 76B  
 in a relative clause (*the first to arrive*) 114B  
 infinitive of purpose 119A  
 passive (**to be done**) 41
- today** with present perfect and past simple 6E  
**too** (*too big*) 93B  
**towards** 94, American English K  
**travel** (mass noun) 57D  
**try** + to-infinitive or ing-form 43C
- uncountable nouns see mass nouns
- under** 94  
**unless** 116B  
**until** 98B  
 linking word 120A  
**up** 94  
 in phrasal verbs (*eat up*) 103D  
**us** 75  
**used to do** and **used to doing** 50C
- verb tenses 1–20  
 review of present and past 12  
 review of future 17  
 active and passive 37A  
 verb + adverb 103  
 verb + adverb + preposition 104  
 verb + **for** + object + to-infinitive 47  
 verb + object + preposition 102  
 verb + object + preposition + ing-form 48C  
 verb + object + infinitive without **to** 45B, 53  
 verb + object + ing-form 53  
 verb + object + to-infinitive 44  
 verb + preposition 101  
 verb + preposition + ing-form 48B  
 verb + to-infinitive or ing-form 42, 43  
 verbs of perception (*see, hear* etc.) 53  
**very** 91  
**very much** 91
- want someone to do something** 44D  
**was** 5A  
**was able to** 28C  
**was allowed to** 29C  
**was doing** 7  
**was going to** 13B  
**we** 75  
**well** 85G  
**as well as** 51A  
**were** 5A  
**were doing** 7  
 wh-questions 22B  
**what** 24  
**what** as subject/object 23A  
**what** in a question phrase 22C  
**what + a/an** 66C  
 relative pronoun **what** 112B  
**what about** + ing-form 51A  
**when**  
 question word 22C  
 linking word (*when they leave*) 120A  
 + ing-form (*when leaving*) 51B  
**when** and **if** 116A  
**where** (question word) 22C  
**whether**  
 in a reported question 107A  
 + to-infinitive 46C  
**which** 24  
**which** as subject/object 23B  
 relative pronoun **which** 109, 110A  
**which** standing for a whole sentence 113D  
**while** 98A, 120A  
 + ing-form (*while driving*) 51B  
**who** 24  
**who** as subject/object 23A  
 relative pronoun **who** 109, 110  
**whole** 74D  
**whom** 110C, 111B  
**whose**  
 question word 22C  
**whose** as subject/object 23B  
 relative pronoun **whose** 112A  
**why** 22C  
**will** 13C, 14  
 in offers 33B, 36B  
 with an if-clause 115B  
 after **so that** 119C  
**will be able to** 28B  
**will be allowed to** 29C  
**will be doing** 16A, B  
**will have done** 16C  
**wish** 117

**with**

**trouble with** 100B

**connection with** 100C

**without** (*without knowing*) 51A

**won't** 13C

in refusals 36B

word classes (parts of speech) 55

type of adverbs 89A

word order

main sentence patterns 56B

questions 22B, 23A

reported questions 107A

adjectives 81

adverbs 89

phrasal and prepositional verbs 103C, E

**yet, still and already** 90B, C

**quite a** 66A

**enough** 93B

prepositions in questions 22D

prepositions in relative clauses 111

**work**

continuous or simple 9B

mass noun 57D

**worse, worst** 86E

**would** 36A

with an if-clause 115C, D

after **wish** 117A

after **so that** 119C

**wouldn't** in refusals 36B

**would like** 36A

in requests and offers 33A, B

+ to-infinitive 43B

**would like someone to do something** 44D

**would mind** 33A

**would rather** 45B

**write (to)** American English K

**wrong** 85E

yes/no questions 22B

**yet** 90

with present perfect 6B

**you** 75

(= people in general) 38C, 75C, American

English J

**your, yours** 70

**yourself, yourselves** 77