

Active and passive

1.1 Present and past

	Active	Passive
Simple present	<ul style="list-style-type: none"> ■ We make butter from milk. ■ Somebody cleans these rooms every day. ■ People never invite me to parties. ■ How do they make butter? 	<ul style="list-style-type: none"> ■ Butter is made from milk. ■ These rooms are cleaned every day. ■ I am never invited to parties. ■ How is butter made?
Simple past	<ul style="list-style-type: none"> ■ Somebody stole my car last week. ■ Somebody stole my keys yesterday. ■ They didn't invite me to the party. ■ When did they build these houses? 	<ul style="list-style-type: none"> ■ My car was stolen last week. ■ My keys were stolen yesterday. ■ I wasn't invited to the party. ■ When were these houses built?
Present continuous	<ul style="list-style-type: none"> ■ They are building a new airport at this time. (= it isn't finished) ■ They are building some new houses near the river. 	<ul style="list-style-type: none"> ■ A new airport is being built at this time. ■ Some new houses are being built near the river.
Past continuous	<ul style="list-style-type: none"> ■ When I was here a few years ago, they were building a new airport. (= it wasn't finished at that time) 	<ul style="list-style-type: none"> ■ When I was here a few years ago, a new air port was being built.
Present perfect	<ul style="list-style-type: none"> ■ Look! They have painted the door. ■ These shirts are clean. Somebody has washed them. ■ Somebody has stolen my car. 	<ul style="list-style-type: none"> ■ Look! The door has been painted. ■ These shirts are clean. They have been washed. ■ My car has been stolen.
Past perfect	<ul style="list-style-type: none"> ■ Tina said that somebody had stolen her car. 	<ul style="list-style-type: none"> ■ Tina said that her car had been stolen.

1.2 Will / can / must / have to, etc.

Active

- Somebody **will clean** the office tomorrow.
- Somebody **must clean** the office at night.
- I think they'll **invite** you to the party.
- They **can't repair** my watch.
- You **should wash** this sweater by hand.
- They **are going to build** a new airport.
- Somebody **has to wash** these clothes.
- They **had to take** the injured man to the hospital.

Passive

- The office **will be cleaned** tomorrow.
- The office **must be cleaned** at night.
- I think you'll **be invited** to the party.
- My watch **can't be repaired**.
- This sweater **should be washed** by hand.
- A new airport **is going to be built**.
- These clothes **have to be washed**.
- The injured man **had to be taken** to the hospital.

APPENDIX 2**List of irregular verbs (see Unit 25)**

<i>Infinitive</i>	<i>Simple past</i>	<i>Past participle</i>
be	was/were	been
beat	beat	beaten
become	became	become
begin	began	begun
bite	bit	bitten
blow	blew	blown
break	broke	broken
bring	brought	brought
build	built	built
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feel	felt	felt
fight	fought	fought
find	found	found
fly	flew	flown
forget	forgot	forgotten
get	got	gotten
give	gave	given
go	went	gone
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known
leave	left	left
lend	lent	lent
let	let	let

<i>Infinitive</i>	<i>Simple past</i>	<i>Past participle</i>
lie	lay	lain
light	lit	lit
lose	lost	lost
make	made	made
mean	meant (ment)*	meant (ment)*
meet	met	met
pay	paid	paid
put	put	put
quit	quit	quit
read (reed)*	read (red)*	read (red)*
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said (sed)*	said (sed)*
see	saw	seen
sell	sold	sold
send	sent	sent
shine	shone	shone
shoot	shot	shot
show	showed	shown
shut	shut	shut
sing	sang	sung
sit	sat	sat
sleep	slept	slept
speak	spoke	spoken
spend	spent	spent
stand	stood	stood
steal	stole	stolen
swim	swam	swum
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
wear	wore	worn
win	won	won
write	wrote	written

* pronunciation

Irregular verbs in groups

The simple past and past participle are the same:

1. cost → **cost** let → **let**
 cut → **cut** put → **put**
 hit → **hit** quit → **quit**
 hurt → **hurt** shut → **shut**

2. lend → **lent** lose → **lost**
 send → **sent** shoot → **shot**
 spend → **spent** light → **lit**
 build → **built** sit → **sat**

- keep → **kept**
 sleep → **slept**

- feel → **felt**
 leave → **left**
 meet → **met**
 mean → **meant** (ment)*

3. bring → **brought**
 buy → **bought**
 fight → **fought**
 think → **thought**
 catch → **caught**
 teach → **taught**

4. sell → **sold**
 tell → **told**

- find → **found**
 have → **had**
 hear → **heard** (herd)*
 hold → **held**
 read → **read** (red)*
 say → **said** (sed)*

- pay → **paid**
 make → **made**

- stand → **stood**
 understand → **understood**

* pronunciation

The simple past and past participle are different:

1. break → **broke** → **broken**
 choose → **chose** → **chosen**
 speak → **spoke** → **spoken**
 steal → **stole** → **stolen**
 wake → **woke** → **woken**

2. drive → **drove** → **driven**
 ride → **rode** → **ridden**
 rise → **rose** → **risen**
 write → **wrote** → **written**

- beat → **beat** → **beaten**
 bite → **bit** → **bitten**
 hide → **hid** → **hidden**

3. eat → **ate** → **eaten**
 fall → **fell** → **fallen**
 forget → **forgot** → **forgotten**
 get → **got** → **gotten**
 give → **gave** → **given**
 see → **saw** → **seen**
 take → **took** → **taken**

4. blow → **blew** → **blown**
 grow → **grew** → **grown**
 know → **knew** → **known**
 throw → **threw** → **thrown**
 fly → **flew** → **flown**
 draw → **drew** → **drawn**
 show → **showed** → **shown**

5. begin → **began** → **begun**
 drink → **drank** → **drunk**
 swim → **swam** → **swum**
 ring → **rang** → **rung**
 sing → **sang** → **sung**
 run → **ran** → **run**

6. come → **came** → **come**
 become → **became** → **become**

Short forms (he's / I'd / don't, etc.)

4.1 In spoken English we usually pronounce *I am* as one word. The short form (*I'm*) is a way of writing this:

I am	→	I'm	■	I'm feeling tired this morning.
it is	→	it's	■	"Do you like this jacket?" "Yes, it's nice."
they have	→	they've, etc.	■	"Where are your friends?" "They've gone home."

When we write short forms, we use ' (an apostrophe):

I ~~am~~ → I'm he ~~is~~ → he's you ~~have~~ → you've she ~~will~~ → she'll

4.2 We use these forms with *I/he/she, etc.*:

am	→	'm	I'm						
is	→	's		he's	she's	it's			
are	→	're					we're	you're	they're
have	→	've	I've				we've	you've	they've
has	→	's		he's	she's	it's			
had	→	'd	I'd	he'd	she'd		we'd	you'd	they'd
will	→	'll	I'll	he'll	she'll		we'll	you'll	they'll
would	→	'd	I'd	he'd	she'd		we'd	you'd	they'd

- I've got some new shoes.
- We'll probably go out tonight.
- It's 10:00. You're late again.

's = is or has:

- She's going out tonight. (she's going = she is going)
- She's gone out. (she's gone = she has gone)

'd = would or had:

- A: What would you like to eat?
- B: I'd like a salad, please. (I'd like = I would like)
- I told the police that I'd lost my passport. (I'd lost = I had lost)

Do not use 'm/'s/'d, etc. at the end of a sentence (see Unit 41):

- "Are you tired?" "Yes, I am." (not Yes, I'm.)
- She isn't tired, but he is. (not he's)

4.3 We use short forms with *I/you/he/she, etc.*, but you can use short forms (especially 's) with other words, too:

- Who's your favorite singer? (= who is)
- What's the time? (= what is)
- There's a big tree in the yard. (= there is)
- My sister's working in London. (= my sister is working)
- Paul's gone out. (= Paul has gone out)
- What color's your car? (= What color is your car?)

Short forms (he's / I'd / don't, etc.)

4.4 Negative short forms (see Unit 44):

isn't (= is not)	don't (= do not)	can't (= cannot)
aren't (= are not)	doesn't (= does not)	couldn't (= could not)
wasn't (= was not)	didn't (= did not)	won't (= will not)
weren't (= were not)		wouldn't (= would not)
hasn't (= has not)		shouldn't (= should not)
haven't (= have not)		mustn't (= must not)
hadn't (= had not)		

- We went to her house, but she **wasn't** at home.
- "Where's David?" "I **don't** know. I **haven't** seen him."
- You work all the time. You **shouldn't** work so hard.
- I **won't** be here tomorrow. (= I will not)

4.5 's (apostrophe + s)

's can mean different things:

(1) 's = **is** or **has** (see section 4.2 of this appendix)

(2) **let's** = let **us** (see Unit 37)

- It's a beautiful day. **Let's** go outside. (= **Let us** go outside.)

(3) Kate's camera = her camera

my brother's car = his car

the manager's office = his/her office, etc.

(see Unit 65)

Compare:

- **Kate's** camera was very expensive. (**Kate's** camera = **her** camera)
- **Kate's** a very good photographer. (**Kate's** = Kate **is**)
- **Kate's** got a new camera. (**Kate's** got = Kate **has** got)

Spelling

5.1 Words + -s and -es (birds/watches, etc.)

noun + s (plural) (see Unit 67)

bird → birds mistake → mistakes hotel → hotels

verb + s (he/she/it -s) (see Unit 5)

think → thinks live → lives remember → remembers

but

+ es after -s / -sh / -ch / -x

bus → buses pass → passes address → addresses
 dish → dishes wash → washes finish → finishes
 watch → watches teach → teaches sandwich → sandwiches
 box → boxes

also

potato → potatoes tomato → tomatoes
 do → does go → goes

-f / -fe → -ves

shelf → shelves knife → knives *but* roof → roofs

5.2 Words ending in -y (baby → babies / study → studied, etc.)

-y → -ies

study → studies (*not studys*) family → families (*not familys*)
 story → stories city → cities baby → babies
 try → tries marry → marries fly → flies

-y → -ied (see Unit 11)

study → studied (*not studiedy*)
 try → tried marry → married copy → copied

-y → -ier / -iest (see Units 88, 91)

easy → easier/easiest (*not easyer/easyest*)
 happy → happier/happiest lucky → luckier/luckiest
 heavy → heavier/heaviest funny → funnier/funniest

-y → -ily (see Unit 87)

easy → easily (*not easyly*)
 happy → happily heavy → heavily lucky → luckily

y does not change to i if the ending is -ay / -ey / -oy / -uy:

holiday → holidays (*not holidaiies*)
 enjoy → enjoys/enjoyed stay → stays/stayed buy → buys key → keys

but

say → said pay → paid (*irregular verbs*)

APPENDIX 5

Spelling

5.3 -ing

Verbs that end in **-e** (make/write/drive, etc.) → ~~x~~ing
 make → making write → writing come → coming dance → dancing

Verbs that end in **-ie** → **-ying**:
 lie → lying die → dying tie → tying

5.4 stop → stopped, big → bigger, etc.

Vowels and consonants:

Vowel letters: a e i o u

Consonant letters: b c d f g k l m n p r s t w y

Sometimes a word ends in a *vowel* + a *consonant*. For example: **stop**, **big**, **get**.

Before **-ing/-ed/-er/-est**, the consonant (**p/g/t**, etc.) becomes **pp/gg/tt**, etc.

For example:

	V+C				V = vowel
stop	ST O P	p → pp	stopping	stopped	C = consonant
run	R U N	n → nn	running		
get	G E T	t → tt	getting		
swim	SW I M	m → mm	swimming		
big	B I G	g → gg	bigger	biggest	
hot	H O T	t → tt	hotter	hottest	
thin	TH I N	n → nn	thinner	thinnest	

This does *not* happen:

(1) if the word ends in *two* consonant letters (C + C):

	C+C		
help	HE L P	helping	helped
work	WO R K	working	worked
fast	FA S T	faster	fastest

(2) if the word ends in two vowel letters + a consonant letter (V + V + C):

	V+V+C		
need	N E E D	needing	needed
wait	W A I T	waiting	waited
cheap	CH E A P	cheaper	cheapest

(3) in longer words (two syllables or more) if the last part of the word is *not* stressed:

	stress	
happen	HAP-pen	→ happening/happened (<i>not</i> happenned)
visit	VIS-it	→ visiting/visited
remember	re-MEM-ber	→ remembering/remembered

but

prefer	pre-FER	(stress at the end) → preferring/preferred
begin	be-GIN	(stress at the end) → beginning

(4) if the word ends in **-y** or **-w**. (At the end of words, **y** and **w** are not consonants.)
 enjoy → enjoying/enjoyed snow → snowing/snowed few → fewer/fewest

Phrasal verbs (take off / give up, etc.)

This is a list of some important phrasal verbs (see Unit 115).

out

look out / watch out = *be careful*

- **Look out!** There's a car coming.

work out = *exercise (to become stronger or more fit)*

- Sarah **works out** at the gym two or three times a week.



work out

on

come on = *be quick / hurry*

- **Come on!** Everybody is waiting for you.

go on = *continue*

- I'm sorry I interrupted. **Go on.**
(= continue what you were saying)
- How long will this hot weather **go on**?

keep on = *continue (talking, etc.)*

- I asked them to be quiet, but they **kept on** talking.

hold on = *wait*

- Can you **hold on** a minute? (= can you wait?)



off

take off = *leave the ground (for planes)*

- The plane **took off** 20 minutes late but arrived on time.

go off = *explode (a bomb, etc.) or ring (an alarm, an alarm clock, etc.)*

- A bomb **went off** and caused a lot of damage.
- A car alarm **goes off** if somebody tries to break into the car.

take off



go off

up

clean up = *make neat or clean*

- After the party, it took two hours to **clean up**.

give up = *stop trying*

- I know it's difficult, but don't **give up**. (= don't stop trying)

grow up = *become an adult*

- What does your son want to do when he **grows up**?

hurry up = *do something more quickly*

- **Hurry up!** We don't have much time.

speak up = *speak more loudly*

- I can't hear you. Can you **speak up**, please?

wake up = *stop sleeping*

- I often **wake up** in the middle of the night.



grow up



wake up

down

slow down = *go more slowly*

- You're driving too fast. **Slow down!**

break down = *stop working (for cars, machines, etc.)*

- Sue was very late because her car **broke down**.

break down



along

get along = *be together without problems*

- Sam doesn't visit his parents often. He doesn't **get along** with his father.

over

fall over = *lose your balance*

- I **fell over** because my shoes were too big for me.



fall over

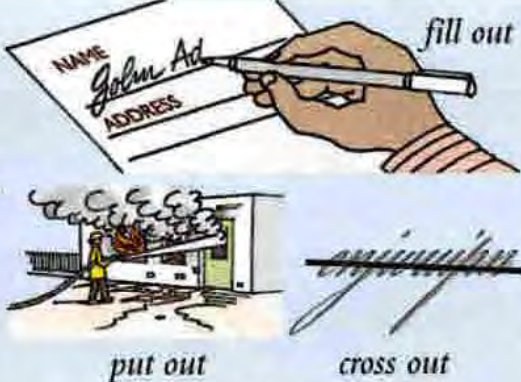
APPENDIX 7 Phrasal verbs + object (put out a fire / try on clothes, etc.)

This is a list of some important phrasal verbs + object (see Unit 116).

out **fill out** a form = *complete a form*
■ Can you **fill out this form**, please?

put out a fire, a cigarette, etc.
■ The fire department arrived and **put the fire out**.

cross out a mistake, a word, etc.
■ If you make a mistake, **cross it out**.



The illustrations show a hand writing on a form labeled 'fill out', a fire being extinguished labeled 'put out', and a line being crossed out with a pen labeled 'cross out'.

on **try on** clothes = *put on clothes to see if they fit you*
■ (in a store) Where can I **try these pants on**?

up **give up** something = *stop doing/having something*
■ Sue **gave up her job** when her baby was born. (= she stopped working)
■ Tom's doctor told him he had to **give up smoking**.

look up a word in a dictionary, etc.

- I didn't know the meaning of the word, so I **looked it up** in a dictionary.

turn up the TV, radio, music, heat, etc. = *make it louder or warmer*

- Can you **turn the radio up**? I can't hear it.

wake up somebody who is sleeping

- I have to get up early tomorrow. Can you **wake me up** at 6:30?

down **tear down** a building = *demolish it*
■ They are going to **tear down** the school and build a new one.

turn down the TV, radio, music, heat, etc. = *make it quieter or less warm*

- The music is too loud. Can you **turn it down**?



over **knock over** a cup, a glass, a person, etc.
■ Be careful. Don't **knock your cup over**.



away **throw away** garbage, things you don't want
■ These apples are bad. Should I **throw them away**?
■ Don't **throw away that picture**. I want it.

put something **away** = *put it in the place where you usually keep it*

- After they finished playing, the children **put their toys away**.



back **pay** somebody **back** = *give back money that you borrowed*
■ Thank you for lending me the money. I'll **pay you back** next week.

around **show** somebody **around** = *take somebody on a tour of a place*
■ We visited a factory last week. The manager **showed us around**.