

APPENDIX 1

Regular and Irregular Verbs

1.1 Regular verbs

If a verb is *regular*, the *simple past* and *past participle* end in *-ed*. For example:

<i>base form</i>	clean	finish	use	paint	stop	carry
<i>simple past</i>	cleaned	finished	used	painted	stopped	carried
<i>past participle</i>	cleaned	finished	used	painted	stopped	carried

For spelling rules, see Appendix 5.

For the simple past (I cleaned / they finished / she carried, etc.), see Unit 5.

We use the past participle to make the *perfect tenses* and for all the *passive* forms.

Perfect tenses (have/has/had cleaned):

- I have cleaned my room. (*present perfect* – see Units 7–8)
- They were still working. They hadn't finished. (*past perfect* – see Unit 14)

Passive (is cleaned / was cleaned, etc.):

- He was carried out of the room. (*simple past passive*)
 - This gate has just been painted. (*present perfect passive*)
- } see Units 39–41

1.2 Irregular verbs

When the simple past / past participle do *not* end in *-ed* (for example, I saw / I have seen), the verb is *irregular*.

With some irregular verbs, the simple past and past participle are the same as the *base form*.

For example, hit:

- Don't hit me. (*base form*)
- Somebody hit me as I came into the room. (*simple past*)
- I've never hit anybody in my life. (*past participle* – *present perfect*)
- George was hit on the head by a stone. (*past participle* – *passive*)

With other irregular verbs, the simple past is the same as the past participle (but different from the base form). For example, tell → told:

- Can you tell me what to do? (*base form*)
- She told me to come back the next day. (*simple past*)
- Have you told anybody about your new job? (*past participle* – *present perfect*)
- I was told to come back the next day. (*past participle* – *passive*)

With other irregular verbs, all three forms are different. For example, wake → woke/woken:

- I'll wake you up. (*base form*)
- I woke up in the middle of the night. (*simple past*)
- The baby has woken up. (*past participle* – *present perfect*)
- I was woken up by a loud noise. (*past participle* – *passive*)

1.3 List of irregular verbs

<i>base form</i>	<i>simple past</i>	<i>past participle</i>
be	was/were	been
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bite	bit	bitten

<i>base form</i>	<i>simple past</i>	<i>past participle</i>
blow	blew	blown
break	broke	broken
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burst	burst	burst
buy	bought	bought

<i>base form</i>	<i>simple past</i>	<i>past participle</i>
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fit	fit	fit
flee	fled	fled
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
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
kneel	knelt	knelt
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put

<i>base form</i>	<i>simple past</i>	<i>past participle</i>
quit	quit	quit
read	read*	read*
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewn/sewed
shake	shook	shaken
shoot	shot	shot
show	showed	shown/showed
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
speak	spoke	spoken
spend	spent	spent
spit	spit/spat	spit/spat
split	split	split
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
strike	struck	struck
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
swing	swung	swung
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
weep	wept	wept
win	won	won
write	wrote	written

*pronounced [red]

APPENDIX 2

Present and Past Tenses

simple

continuous

- present** I do
simple present (Units 2–4)
- Ann often plays tennis.
 - I work in a bank, but I don't enjoy it very much.
 - Do you like parties?
 - It doesn't rain much in the summer.

- I am doing
present continuous (Units 1, 3–4)
- "Where's Ann?" "She's playing tennis."
 - Please don't bother me now. I'm working.
 - Hello. Are you enjoying the party?
 - It isn't raining right now.

- present perfect** I have done
present perfect simple (Units 7–8, 10–13)
- Ann has played tennis many times.
 - I've lost my key. Have you seen it anywhere?
 - How long have they known each other?
 - "Is it still raining?" "No, it has stopped."
 - The house is dirty. We haven't cleaned it for weeks.

- I have been doing
present perfect continuous (Units 9–12)
- Ann is very tired. She has been playing tennis.
 - You're out of breath. Have you been running?
 - How long have they been studying English?
 - It's still raining. It has been raining all day.
 - I haven't been feeling well lately. Maybe I should go to the doctor.

- past** I did
simple past (Units 5–6, 12–13)
- Ann played tennis yesterday afternoon.
 - I lost my key a few days ago.
 - There was a movie on TV last night, but we didn't watch it.
 - What did you do when you finished work yesterday?

- I was doing
past continuous (Unit 6)
- I saw Ann in the park yesterday. She was playing tennis.
 - I dropped my key when I was trying to open the door.
 - The TV was on, but we weren't watching it.
 - What were you doing at this time yesterday?

- past perfect** I had done
past perfect (Unit 14)
- It wasn't her first game of tennis. She had played many times before.
 - I couldn't get into the house because I had lost my key.
 - The house was dirty because we hadn't cleaned it for weeks.

- I had been doing
past perfect continuous (Unit 15)
- Ann was tired last night because she had been playing tennis in the afternoon.
 - Matt decided to go to the doctor because he hadn't been feeling well.

For the *passive*, see Units 39–41.

APPENDIX 3

The Future

3.1 List of future forms

■ I'm leaving tomorrow.	<i>present continuous</i>	(Unit 18A)
■ My train leaves at 9:30 tomorrow.	<i>simple present</i>	(Unit 18B)
■ I'm going to leave tomorrow.	(be) going to	(Units 19, 22)
■ I'll leave tomorrow.	will	(Units 20–22)
■ I'll be leaving tomorrow.	<i>future continuous</i>	(Unit 23)
■ I'll have left by this time tomorrow.	<i>future perfect</i>	(Unit 23D)
■ I hope to see you before I leave tomorrow.	<i>simple present</i>	(Unit 24C)

3.2 Future actions

We use the *present continuous* (I'm doing) for arrangements that have already been made:

- I'm leaving tomorrow. I have my plane ticket.
- "When are they getting married?" "Next month."

We use the *simple present* (I leave / it leaves, etc.) for schedules, programs, etc.:

- My train leaves at 9:30 tomorrow. (according to the schedule)
- What time does the movie start?

We use (be) going to . . . to say what somebody has already decided to do:

- I've decided not to stay here any longer. I'm going to leave tomorrow. (or I'm leaving tomorrow.)
- Are you going to watch the movie on TV tonight?

We use will ('ll) when we decide or agree to do something at the time of speaking:

- A: I don't want you to stay here any longer.
B: OK. I'll leave tomorrow. (B decides this at the time of speaking.)
- That bag looks heavy. I'll help you with it.
- I promise I won't tell anybody what happened. (won't = will not)

3.3 Future happenings and situations

We usually use will to talk about future happenings or situations (something will happen):

- I don't think John is happy at work. I think he'll leave soon.
- By this time next year I'll be in Japan. Where will you be?

We use (be) going to when the situation *now* shows what is going to happen *in the future*:

- Look at those black clouds. It's going to rain. (You can see the clouds *now*.)

3.4 Future continuous and future perfect

Will be doing = will be in the middle of doing something:

- This time next week I'll be on vacation. I'll be lying on a beach and swimming in the ocean.

We also use **will be -ing** for future actions (see Unit 23C):

- What time will you be leaving tomorrow?

We use **will have (done)** to say that something will already be complete before a time in the future:

- I won't be here at this time tomorrow. I'll have already left.

3.5 We use the present (*not will*) after *when/if/while/before*, etc. (see Unit 24):

- I hope to see you **before** I leave tomorrow. (*not* before I will leave)
- Please come and see us **when** you are in New York again. (*not* when you will be)
- If we **don't** hurry, we'll be late.

APPENDIX 4

Short Forms (*I'm/you've/didn't, etc.*)

- 4.1 In spoken English we usually say *I'm/you've/didn't, etc.* (*short forms*), rather than *I am / you have / did not, etc.* We also use short forms in informal written English (for example, in letters to friends), but not in formal written English (for example, essays for school or business reports).

When we write short forms, we use an *apostrophe* (') for the missing letter(s):

I'm = I am *you've* = you have *didn't* = did not

- 4.2 List of short forms of auxiliary verbs

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

's can be is or has:

- She's sick. (= She is sick.)
- She's gone away. (= She has gone away.)

but let's = let us:

- Let's go now. (= Let us go now.)

'd can be would or had:

- I'd see a doctor if I were you. (= I would see)
- I'd never seen her before. (= I had never seen)

We use some of these short forms (especially 's) after question words (*who/what, etc.*) and after *that/there/here*:

- who's what's where's how's that's there's here's who'll there'll who'd
- Who's that woman over there? (= Who is)
 - What's happened? (= What has)
 - Do you think there'll be many people at the party? (= there will)

You can also use short forms (especially 's) after a noun:

- John's going out tonight. (= John is)
- My friend's just gotten married. (= My friend has)

You cannot use 'm / 's / 're / 've / 'll / 'd at the *end* of a sentence (because the verb is stressed in this position):

- "Are you tired?" "Yes, I am." (*not* Yes, I'm.)
- Do you know where she is? (*not* Do you know where she's?)

- 4.3 *Negative short forms*

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

Negative short forms for is and are can be:

- he isn't / she isn't / it isn't or he's not / she's not / it's not
 you aren't / we aren't / they aren't or you're not / we're not / they're not

APPENDIX 5

Spelling

5.1 Nouns, verbs, and adjectives can have the following endings:

noun + -s/es (<i>plural</i>)	books	ideas	matches
verb + -s/-es (after <i>he/she/it</i>)	works	enjoys	washes
verb + -ing	working	enjoying	washing
verb + -ed	worked	enjoyed	washed
adjective + -er (<i>comparative</i>)	cheaper	quicker	brighter
adjective + -est (<i>superlative</i>)	cheapest	quickest	brightest
adjective + -ly (<i>adverb</i>)	cheaply	quickly	brightly

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

5.2 Nouns and verbs + -s/-es

The ending is -es when the word ends in -s, -ss, -sh, -ch, or -x:

bus/buses	miss/misses	wash/washes
match/matches	search/searches	box/boxes

Note also:

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

5.3 Words ending in -y (baby, carry, easy, etc.)

If a word ends in a *consonant** + y (-by, -ry, -sy, -vy, etc.):

y changes to ie before the ending -s:			
baby/babies	story/stories	country/countries	secretary/secretaries
hurry/hurries	study/studies	apply/applies	try/tries
y changes to i before the ending -ed:			
hurry/hurried	study/studied	apply/applied	try/tried
y changes to i before the endings -er and -est:			
easy/easier/easiest	heavy/heavier/heaviest	lucky/luckier/luckiest	
y changes to i before the ending -ly:			
easy/easily	heavy/heavily	temporary/temporarily	

y does not change before -ing:

hurrying	studying	applying	trying
----------	----------	----------	--------

y does not change if the word ends in a *vowel** + y (-ay, -ey, -oy, -uy):

play/plays/played	monkey/monkeys	enjoy/enjoys/enjoyed	buy/buys
-------------------	----------------	----------------------	----------

An exception is: day/daily

Note also: pay/paid lay/laid say/said

5.4 Verbs ending in -ie (die, lie, tie)

If a verb ends in -ie, ie changes to y before the ending -ing:

die/dying	lie/lying	tie/tying
-----------	-----------	-----------

*a e i o u are *vowel* letters. The other letters (b c d f g, etc.) are *consonant* letters.

5.5 Words ending in -e (hope, dance, wide, etc.)

Verbs

If a verb ends in -e, we leave out e before the ending -ing:			
hope/hoping	smile/smiling	dance/dancing	confuse/confusing
Exceptions are: be/being			
and verbs ending in -ee: see/seeing agree/agreeing			
If a verb ends in -e, we add -d for the <i>past</i> (of regular verbs):			
hope/hoped	smile/smiled	dance/danced	confuse/confused

Adjectives and adverbs

If an adjective ends in -e, we add -r and -st for the <i>comparative</i> and <i>superlative</i> :		
wide/wider/widest	late/later/latest	large/larger/largest
If an adjective ends in -e, we keep e before the adverb ending -ly:		
polite/politely	extreme/extremely	absolute/absolutely
If an adjective ends in -le (simple, terrible, etc.), we delete e and add y to form the adverb ending -ly:		
simple/simply	terrible/terribly	reasonable/reasonably

5.6 Doubling consonants (stop/stopping/stopped, wet/wetter/wettest, etc.)

Sometimes a word ends in *vowel + consonant*. For example:

stop plan wet thin slip prefer regret

Before the endings -ing/-ed/-er/-est, we double the consonant at the end. So p → pp, n → nn, etc. For example:

stop	p → pp	stopping	stopped	big	g → gg	bigger	biggest
plan	n → nn	planning	planned	wet	t → tt	wetter	wettest
rub	b → bb	rubbing	rubbed	thin	n → nn	thinner	thinnest

If the word has more than one syllable (prefer, begin, etc.), we double the consonant at the end only if the final syllable is stressed:

preFER / preferring / preferred
reGRET / regretting / regretted

perMIT / permitting / permitted
beGIN / beginning

If the final syllable is not stressed, we do not double the final consonant:

visIT / visiting / visited
hAPPen / happening / happened

deVELOP / developing / developed
reMEMBER / remembering / remembered

Note that:

We do not double the final consonant if the word ends in two consonants (-rt, -lp, -ng, etc.):		
start/starting/started	help/helping/helped	long/longer/longest
We do not double the final consonant if there are two vowel letters before it (-oil, -eed, etc.):		
boil/boiling/boiled	need/needing/needed	explain/explaining/explained
cheap/cheaper/cheapest	loud/louder/loudest	quiet/quieter/quietest
We do not double y or w at the end of words. (At the end of words y and w are not consonants.)		
stay/staying/stayed	grow/growing	new/newer/newest

APPENDIX 6

British English

There are a few grammatical differences between North American English and British English:

Unit	North American	British
7 A–C, 13A	<p>The <i>present perfect</i> or the <i>simple past</i> can be used for an action in the past with a result now:</p> <ul style="list-style-type: none"> I've lost my key. Have you seen it? or I lost my key. Did you see it? Sally isn't here. { She's gone out. She went out. <p>The <i>present perfect</i> or the <i>simple past</i> can be used with just, already, and yet.</p> <ul style="list-style-type: none"> I'm not hungry. { I've just had lunch. I just had lunch. A: What time is he leaving? B: { He has already left. He already left. Have you finished your work yet? or Did you finish your work yet? 	<p>The present perfect (not usually the simple past) is used:</p> <ul style="list-style-type: none"> I've lost my key. Have you seen it? Sally isn't here. She's gone out. <p>Usually the present perfect is used with just, already, and yet:</p> <ul style="list-style-type: none"> I'm not hungry. I've just had lunch. A: What time is he leaving? B: He has already left. Have you finished your work yet?
16B	North American speakers say: take a bath, take a shower, take a vacation, take a break	British speakers say: have a bath, have a shower, have a holiday, have a break
20D	<p>Will is used with I/we. Shall is unusual:</p> <ul style="list-style-type: none"> I will be late tonight. <p>Should I . . . ? and should we . . . ? are used to ask for advice, etc.:</p> <ul style="list-style-type: none"> Which way should we go? 	<p>Will or shall can be used with I/we:</p> <ul style="list-style-type: none"> I will/shall be late this evening. <p>Shall I . . . ? and shall we . . . ? are used to ask for advice, etc.:</p> <ul style="list-style-type: none"> Which way shall we go?
27	<p>North American speakers use must not to say they feel sure something is not true:</p> <ul style="list-style-type: none"> Their car isn't outside their house. They must not be at home. She walked past me without speaking. She must not have seen me. 	<p>British speakers usually use can't in these situations:</p> <ul style="list-style-type: none"> Their car isn't outside their house. They can't be at home. She walked past me without speaking. She can't have seen me.
32 A–B	<p>After demand, insist, etc., the <i>subjunctive</i> is usually used:</p> <ul style="list-style-type: none"> I demanded that he apologize. She suggested that I buy some new clothes. 	<p>British speakers also use the <i>simple past</i> and <i>simple present</i>:</p> <ul style="list-style-type: none"> I demanded that he apologised.* I demand that he apologises. She suggested that I bought some new clothes.
69C	<p>North American speakers say "to/in the hospital":</p> <ul style="list-style-type: none"> Two people were injured and taken to the hospital. 	<p>British speakers usually say "to/in hospital" (<i>without</i> the):</p> <ul style="list-style-type: none"> Two people were injured and taken to hospital.

*Many verbs ending in -ize in North American English (apologize, organize, specialize, etc.) are spelled with -ise in British English (apologise, organise, specialise, etc.).

Unit	North American	British
118A	on the weekend / on weekends: ■ Will you be here on the weekend?	at the weekend / at weekends: ■ Will you be here at the weekend?
121B	on a street: ■ Do you live on this street?	in a street: ■ Do you live in this street?
128C	different from or different than: ■ It was different from (<i>or than</i>) what I'd expected.	different from or different to: ■ It was different from (<i>or to</i>) what I'd expected.
Appendix	North American	British
1.3	The following verbs are regular in North American English: burn → burned dream → dreamed lean → leaned learn → learned smell → smelled spell → spelled spill → spilled spoil → spoiled The past participle of get is gotten : ■ Your English has gotten much better. (= has become much better) But have got (<i>not gotten</i>) is an alternative to have : ■ I've got two brothers. (= I have two brothers.)	In British English, these verbs can be regular or irregular: burn → burned <i>or</i> burnt dream → dreamed <i>or</i> dreamt lean → leaned <i>or</i> leant learn → learned <i>or</i> learnt smell → smelled <i>or</i> smelt spell → spelled <i>or</i> spelt spill → spilled <i>or</i> spilt spoil → spoiled <i>or</i> spoilt The past participle of get is got : ■ Your English has got much better. Have got is a more usual alternative to have : ■ I've got two brothers.
5.6	Note the differences in spelling: travel → traveling, traveled cancel → canceling, canceled	travel → travelling, travelled cancel → cancelling, cancelled