

# **English Grammar**

**(Self - study and classroom use for college students)**

**Book 1**

**Second Edition**

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## PREFACE

Grammar is one of English components that should be comprehended and mastered by any level of students who are learning English. Many researches in applied linguistics suggest that the students expect and need to learn in formal rules of a language. They need to practice new structures in a variety of contexts to help them internalize and master them.

*English Grammar 1 (Self - study and classroom use for College Students)* is a second edition of English Grammar book that can be used by college students. This book is a series of books that is divided into two books; book 1 and 2. *English Grammar 1* has been partly redesigned so it can better function in skills-building classes and serve its users as a review grammar as well as a course in English. This book is divided into small chapters. Several chapters have been revised extensively to achieve the purposes of learning grammar. In addition, this book contains index of topics.

The ideas of this book are taken from some references which have been analyzed well. In addition, this book gives the students an opportunity to understand and use the grammar easily. I try to explore ideas and to help the students not only to learn but also to master grammar well and inform deeply the use of grammar correctly and communicatively.

The presentation of this book is in context which can provide extra motivation not only to learning but also to mastering grammar. In this case, the students acquire useful vocabulary and information. Furthermore, it stimulates thinking, offering convenient opportunities for the expression of ideas, opinions, and feelings. It is not only used for those who are learning in the classroom but also for those who want to learn grammar individually.

The book is designed for several uses; including oral practice with students' book closed, group work, and individual instruction. Brief explanations available before the exercises enable the students without a teacher to work through the material on their own. *English Grammar I* teach the patterns and rules of English grammar in context. The

exercises can be done in class or as homework. The exercises also involve a communicative function. It means that the students can practice their grammar through speaking activities. The clear and easy to understand boxes present each grammatical form in all its combinations. Affirmative and negative statements, yes/no and wh – questions, and short answers.

This book is organized into eighteen chapters. Each chapter discusses a few parts of grammar. Chapter 1 to 4 covers nouns, articles, adjectives, and pronouns. Chapter 5 to 17 explores Verb Tenses. It includes simple present tense, present continuous tense, present perfect tense, present perfect continuous tense, future tense, future continuous tense, future perfect, future perfect continuous tense, past tense, past continuous tense, and past perfect tense, past perfect continuous tense and adverbs. This book also covers with answer key and index. In addition, the students can choose whatever the topic that they want to read first.

I realize that hopeful suggestions and criticisms received from the readers will be very useful for the improvements of this book. Furthermore, I would like to say thanks to all my dear colleagues, friends and all English lecturers of State Islamic University of *Imam Bonjol* Padang ; Mr. Besral, Miss. Arwemi, Mr. Nofel Nofiadri, Miss. Martin Kustati, Mr. Hadeli, M.Pd, Haryudi Nizar, Mr.Yufni Faisol, Mr. Firdaus, at ADAB Faculty for their interest and encouragement. Moreover, special thanks to my beloved husband, my cute children- Nafisa, Nabila, Ihsan, my mom and dad (passed away) all my family members who have been greatly supporting my mentally and financial. The last, I hope that this book can be useful for all students who are learning English.

## TABLE OF CONTENTS

Preface.....	i
Table of Contents .....	v
Chapter 1. Nouns.....	1
Chapter 2. Articles.....	17
Chapter 3. Adjectives .....	29
Chapter 4. Pronouns .....	37
Chapter 5. Simple Present .....	47
Chapter 6. Present Continuous Tense .....	63
Chapter 7. Present Perfect Tense.....	71
Chapter 8. Present Perfect Continuous Tense .....	77
Chapter 9. Future Tense .....	85
Chapter 10. Future Continuous Tense.....	95
Chapter 11. Future Perfect Tense.....	101
Chapter 12. Future Perfect Continuous Tense .....	109
Chapter 13. Simple Past Tense.....	115
Chapter 14. Used To.....	125
Chapter 15. Past Continuous Tense.....	129
Chapter 16. Past Perfect Tense.....	135
Chapter 17. Past Perfect Continuous Tense .....	141
Chapter 18. Adverbs.....	147
Answer Key.....	163
Bibliography.....	179
Index.....	181
About Writer. ....	183





# Chapter 1

## Nouns

**Nouns** can be a person, place, things, idea, emotion, an object, an activity or a quantity. A noun may be concrete (physical; book, table, gas) or abstract (nonphysical: friendship, sadness, hope). Nouns can be also formed with Verb + suffixes.

Study the following passage.

Anita and Imelda are back at campus now. They are showing their friends all their things from the city. Anita has *a new blouse, some new record, new hand phone, a lot of postcards*, the menu from French restaurant, and *four old movie tickets*. Imelda has new shoes, a new calendar, their city map, and *two rolls of film*. Between them, they have only \$.25. 00. They don't have *much money*, but they have *some happy memories*.

Anita has a new **blouse**.

Noun

Anita has *some new* **record**, *new* **phone**, and *a lot of* **postcards**.

Noun

Noun

Noun

They don't have **much** **money**, but they have **some happy** **memories**.

Noun

Noun

Imelda has new shoes, a new calendar, their city map, and two rolls  
of film.  
N N N N

Noun can be a person, place, animal, things, or activity. Study the following examples:

<b>Nabila</b> is six years old.	The name of a person
She lives in an <b>apartment</b> .	The name of a place
Nabila has a <b>cat</b> .	The name of an animal
Her father has a <b>car</b>	The name of thing
<b>Singing</b> is <i>her</i> hobby.	The name of an activity.

*Nabila, apartment, cat, car, and singing* are nouns.

**Position of Noun in a Sentence**

*Noun* can be put after verb and linking verb (be). It can be as subject or object of the sentence. If noun is singular, it usually comes after article *a* or *an*.

Examples:

**Nabila** is six years old.  
Noun/subject  
She lives in an **apartment**  
Noun/object

Nabila has a **cat**.  
Noun  
Her father has a **car**.  
Noun

**Singing** is *my* hobby.  
Noun noun

**Types of Nouns**

There are two basic types of nouns in English: **proper nouns** and **common nouns**. **Proper nouns** are the names of



specific individuals, places, and things. **Common nouns** are the names of classes of persons, places, and things.

## Proper Nouns and Common Nouns

*Proper nouns* are the names of specific individuals, places, and things; *common nouns* are the names of classes of persons, places, and things.

### Proper Nouns

Bunda Clinic  
Batang Hari  
Atlanta  
Jakarta Post  
Mars  
Atlantic

### Common Nouns

Hospital  
River  
city  
newspaper  
Planet  
Ocean

Examples:

Anita : What are you reading, dad?

Father : I am reading **the Jakarta Post**.  
Proper noun

Anita : Dad, why do many people like reading **a newspaper** everyday? Common noun

Father : Because, **the newspaper** informs us many things, such as crime, education, entertainment, sports, and others.

**Common nouns** are divided into two groups: countable and uncountable noun. **Count noun** is the noun can be counted and **noncount** is noun that can not be counted. Count noun is divided into two: singular and plural noun.

## Count Nouns

**Count** means that noun can be counted. It can be divided into *singular and plural nouns*. It can be used *a/ an* with singular

noun. Most count nouns form their plural by adding a sibilant sound written as *-s* or *-es*. Plurals formed this way are called **regular plurals**. Some nouns form their plural in other ways. They are called **irregular plurals**. Count noun can use *some, any, a few and many*.

Examples:

**Regular Plural Nouns**

<b>Singular</b>	<b>Plural</b>
dog	Dogs
book	Books
hats	Hats
path	paths
cop	Cops
tricks	Tricks
pen	Pens

Look at the following examples:

**Singular Noun**

I eat *a banana* every day.  
 Would you like *a cigarette*?  
 Joe goes to work by bike  
 because he doesn't have *a car*.

**Plural Noun**

There are *ten students* in the  
 classroom.  
 I don't take any *photographs*.  
 We sang *some songs*.

**The Spelling**

The spelling of a regular plural is determined by **its pronunciation**. If the plural is pronounced as a single sibilant sound pronounced either as /s/ or /z/, then the plural is spelled -s.

However, if the plural is pronounced as a separate unstressed syllable /əz/ rhyming with "buzz," then the plural is spelled -es. Here are some examples of each type:

<i>Spelling of plural</i>	<i>Examples</i>
-s (pronounced /s/)	: hats, cops, tricks, paths rugs, : cabs, rings, keys, shoes
-s (pronounced /z/)	

-es (pronounced /əz/) : wishes, glasses, catches,  
buzzes

**Three rules** of the pronunciation of the plural in regular nouns which is determined by the final sound of the singular form of the noun:

- |   |     |  |
|---|-----|--|
| 1. If the noun ends in a voiceless consonant sound (except a sibilant), then the plural is formed with the voiceless sibilant /s/, which is spelled -s. | /p/ | cap-caps<br>cop-cops<br>snap-snaps<br>shape-shapes<br>hope-hopes           |
|   | /t/ | hat-hats<br>boat-boats<br>beast-beasts<br>fate-fates<br>rebate-rebates     |
|   | /k/ | back-backs<br>leak-leaks<br>trick-tricks<br>bike-bikes<br>lake-lakes       |
|   | /f/ | cliff-cliffs<br>cough-coughs<br>laugh-laughs<br>cuff-cuffs<br>sniff-sniffs |
|   | /θ/ | path-paths<br>lath-laths<br>monolith-monoliths<br>bath-baths               |
| 2. If the noun ends in a voiced consonant sound (except a sibilant)   | /b/ | lab-labs<br>web-webs<br>blob-blobs<br>globe-globes                         |

or any vowel, then the plural is formed with the voiced sibilant /z/, which is also spelled -s. All vowels in English are voiced.

	tube-tubes
/d/	bed-beds fluid-fluids flood-floods code-codes shade-shades
/g/	bug-bugs rag-rags flag-flags pig-pigs hog-hogs
/v/	wave-waves hive-hives love-loves live-lives cove-coves
/l/	girl-girls pill-pills wheel-wheels role-roles rule-rules
/m/	ham-hams farm-farms room-rooms flame-flames home-homes
/n/	hen-hens teen-teens moon-moons loan-loans tune-tunes throne-thrones

		/ŋ/	ring-rings thing-things throng-throng rung-rungs song-songs
3. If the noun ends in a sibilant sound, either voiceless or voiced, then the plural is pronounced as a separate unstressed syllable rhyming with "buzz," spelled -		/s/ often spelled - ce)	glass-glasses bus-buses face-faces prince-princes rinse-rinses fox-foxes
<i>es.</i>		/ʃ/ often spelled -sh	wish-wishes rash-rashes McIntosh- McIntoshes bush- bushes
		/tʃ/ spelled -ch or -tch	watch-watches switch-switches bunch-bunches
		/ʒ/ spelled -ge or -dge)	rage-rages page-pages dodge-dodges
		/z/	buzz-buzzes phase-phases blaze-blazes nose-noses cruise-cruises

If a noun ends in a consonant \_ the letter y (that is, when the letter y represents a vowel sound), change the y to *i* and adding -*es*. The plural -s is pronounced /z/ in the expected way.

Examples:

<b>Singular</b>	<b>Plural</b>
baby	babies
family	families
lady	ladies
sky	skies
story	stories

Some words ending in *f* form their plurals by changing the *f* to *v* and adding *-es*.

<b>Singular</b>	<b>Plural</b>
half	Halves
knife	knives
leaf	leaves
life	lives
loaf	loaves
self	selves
thief	thieves
wolf	wolves

If a noun ends in a letter *-o*, we add *-es*.

Examples:

<b>Singular</b>	<b>Plural</b>
potato	potatoes
tomato	tomatoes

### **Irregular Plural Nouns**

Seven words form their plural by a vowel change alone.

Examples:

<b>Singular</b>	<b>Plural</b>
Foot	feet
goose	geese
louse	lice
man	men
mouse	mice
tooth	teeth
woman	women*

\**Women* is pronounced /wI mən/;

Two words retain an old plural ending, *-en*.

Examples:

<b>Singular</b>	<b>Plural</b>
Ox	oxen
child	children

Some words have a plural form that is identical to their singular form. Most of these words refer to animals or fish.

Examples:

<b>Singular</b>	<b>Plural</b>
a cod	two cod
a deer	two deer
a fish	two fish
a sheep	two sheep
a shrimp	two shrimp
a trout	two trout

Examples:

S: The *deer* was standing in the middle of the road.

P: The *deer* were moving across the field.

### **Noncount**

**Noncount** means that noun cannot be counted. It can be used *the, some, any, much, this, his, my*. The types of noncount nouns fall into the semantic categories listed below:

<b>Abstractions</b>	: beauty, charity, faith, hope, knowledge, justice, luck, reliability, excitement, music
<b>Food</b>	:butter, cheese, chicken, pepper, rice, salt, Chocolate, bread, butter, fish, meat, Spaghetti, Beef, Ice cream, Fruit.
<b>Liquids and gases</b>	: beer, blood, coffee, gasoline, water, air, oxygen, blood, Milk
<b>Materials</b>	: cement, glass, gold, paper, plastic, silk, wood, wool, gold

**Natural phenomena** : electricity, gravity, matter, space  
**Weather words** : fog, pollution, rain, snow, wind

Examples:

I eat rice everyday.

Noun

There is sand in my shoes.

Noun

There is blood on your shirt.

Noun

I listen *some* music every morning.

Noun

I have *a little* work to do.

Noun

I like music.

Noun

I drink water.

Noun

These are countable nouns in English but often countable noun in other languages.

Accommodation	permission	traffic	Luggage
chaos	scenery	weather	Furniture
behavior	progress	Travel	Work
news	trouble		

### Compare Count and Noncount

#### Countable noun

Apartments, houses,  
condominiums

Jobs

Buses, cars, taxis

Groceries

storms, clouds

broadcasters, programs

Ideas

#### Uncountable

Housing

Employment

Transportation

Food

Weather

News

Information



Assignments  
Friends

Homework  
Love  
Happiness

Examples:

**Countable noun**

I am looking for *a job*.  
What a beautiful *view!*  
We have a lot of *bags and*  
*suitcases*.  
These *chairs* are mine.

**Uncountable**

I am looking for *work*.  
What beautiful *scenery*.  
We have a lot of *luggage*.  
This *furniture* is mine.

Some nouns are either count or uncount, depending on their meaning in context.

Examples:

We are having chicken for dinner. (Food)  
Have you ever held a chicken? (Animal)  
A glass (a glass of water).  
Glass (for the window).

**Possessive Nouns**

*Possessive noun* is the owner or possessor of another noun. Use of an apostrophe with the possessive: -'s. There are three types of -s endings:

Plural	Possessive	Plural possessive	
-s	-'s	-s'	
<b>Singular</b>	<b>Possessive</b>	<b>Plural</b>	<b>Possessive</b>
friend	friend's	friends	friends'
man	man's	men	men's
woman	woman's	women	women's
child	child's	children	children's
wolf	wolf's	wolves	wolves'
spy	spy's	spies	spies'

Examples:

These are my *friend's book*.  
*Children's toys* are broken.

## **Nouns are Formed by Verb+ Suffix**

Many nouns are formed by Verb + Suffix

Examples:

<b>Verb</b>	<b>Suffixes</b>	<b>Nouns</b>
<b>improve</b>	<b>ment</b>	<b>improvement</b>
<b>manage</b>	<b>ment</b>	<b>management</b>
<b>elect</b>	<b>ion</b>	<b>election</b>
<b>discuss</b>	<b>ion</b>	<b>discussion</b>
<b>inform</b>	<b>ion</b>	<b>information</b>
<b>organize</b>	<b>ion</b>	<b>organization</b>

## **Nouns are Formed by Adjectives + Suffixes**

Nouns are also formed by adding suffixes.

Examples:

<b>Adjectives</b>	<b>Suffixes</b>	<b>Nouns</b>
<b>weak</b>	<b>ness</b>	<b>weakness</b>
<b>happy</b>	<b>ness</b>	<b>happiness</b>
<b>dark</b>	<b>ness</b>	<b>darkness</b>
<b>stupid</b>	<b>ity</b>	<b>stupidity</b>
<b>similar</b>	<b>ity</b>	<b>similarity</b>

There are common nouns suffixes added to existing verb or noun and they describe people and their job.

Examples:

<b>er</b>	<b>Er</b>	<b>or</b>	<b>ist</b>
dancer	manager	director	economist
singer	player	translator	journalist

## Some Common Words that Can Be Noun and Verb

<b>words</b>	<b>As a verb</b>	<b>As a Noun</b>
push	He pushed me	He gave me a push
smell	It smells good	This orange has got a strange good smell
taste	It tastes delcious	This orange has got a stratenge taste
rain	It rains	There was a lot of rain last yesterday
queue	We queued for an hour	
dream	I dreamnt about you last night	I had a nice dream last night
ring	I am going to ring him	I am going to give him a ring
cost	It costs 200 thousands	The cost of holiday 45 dollars

### Exercise 1.1

Write C in front of the count nouns and N in front of the Uncount Nouns.

1. \_\_\_\_\_ Egg
2. \_\_\_\_\_ Apple
3. \_\_\_\_\_ Rice
4. \_\_\_\_\_ Sugar
5. \_\_\_\_\_ Chocolate
6. \_\_\_\_\_ Cheese
7. \_\_\_\_\_ Spoon
8. \_\_\_\_\_ Fork
9. \_\_\_\_\_ Milk
10. \_\_\_\_\_ Salt

### Exercise 1.2

Put the two nouns in the correct columns as in the list above and capitalize the proper noun.

**Example:**

	<b>Proper noun</b>	<b>Common noun</b>
movie, star wars	Star wars	Movie
1. hamlet, play	_____	_____
2. neighborhood, soho	_____	_____
3. car, ford	_____	_____
4. ocean, atlantic	_____	_____
5. everest, mountain	_____	_____
6. actor, harrison ford	_____	_____
7. dixie, song	_____	_____
8. ship, titanic	_____	_____
9. hotel, the ritz	_____	_____
10. planet, mercury	_____	_____

**Exercise 1.3**

All nouns bellow end with sibilant -s. The -s can be pronounced either /s/ or /z/. Write the entire plural form of the noun in the /s/, /z/, or /əz/ column depending on the pronunciation of the plural -s or -es.

Example:

Singular form	/s/	/z/	/əz/
flame	_____	flames	_____
1. baby	_____	_____	_____
2. colleague	_____	_____	_____
3. history	_____	_____	_____
4. wall	_____	_____	_____
5. rake	_____	_____	_____
6. rain	_____	_____	_____
7. pipe	_____	_____	_____
8. note	_____	_____	_____
9. beach	_____	_____	_____
10. day	_____	_____	_____

### Exercise 1.4

Change the subjects of the following sentences from *singular* to *plural*.

Example:

The child plays in the park every morning.

The children play in the park every morning.

1. The dish is on the table.
2. The box is empty.
3. The class begins at seven o'clock.
4. The woman is ill.
5. The salesman is very polite.
6. The boy does not work well.

### Exercise 1.5

Complete the table by the following words! And state the noun.

verb	Noun	adjective	noun
educate		stupid	
improve		dark	
govern		weak	
arrange		similar	
hesitate		sad	

### Exercise 1.6

**Rewrite these sentences using underlined noun as verbs. The meaning must stay the same. Look at the example.**

**Example** : there was a lot rain yesterday  
It rained a lot yesterday.

1. We had a long wait.
2. I had a dream about last night.
3. He needs to go on a diet
4. I had a look on the paper
5. I didn't know the answer. So I had a guess.



# Chapter 2

## Articles

**Articles** come before noun and have a function to modify noun.

Study the following examples:

Part one

I saw **a** *film* last night. **The** film was about **a** *soldier* and **a** beautiful *girl*. **The** soldier was in love with **the** *girl* but **the** *girl* was in love **a** *teacher*. So, **the** *soldier* shot **the** *teacher* and married **the** *girl*.

Part two

Santi : May I help you.

Wiwi : Yes, I am looking for **a** new *blazer*.  
I have **an** *interview* tomorrow.

Santi : Do you like any of these?

Wiwi : Yes, I like **the** blue one.

*A*, *an*, and *the* are articles.

### Types of Articles

There are two types of articles: **indefinite articles** *a/an* or *some* and **definite article** *the*.

### Indefinite Articles (*a/an* and *some*)

Indefinite articles *a/an* is used with singular nouns, and *some*, is used with plural nouns and with noncount nouns. The indefinite articles *a/an* and *some* are used in two situations.

## Using an Indefinite Article in a Sentence

### Using indefinite Article

Use *a/an* when the listener doesn't know which thing we mean.

Remember: Use *a* before a consonant sound or *an* before a vowel sound in front of it.

A + singular count noun  
(consonant sound)

An + Singular count noun (vowel sound)

### Examples

I saw *a film* last night.

(In this example, the speaker does not say any exact film in mind)

This is *a* really beautiful *house*.

I am looking for *a job*.

I want to be *an English teacher*.

When the speaker does have a specific noun in mind, but knows that the listener does not know which noun it is.

When you travel a lot by air, you have to expect *some* delayed flights.

The use of the indefinite article indicates that the speaker does not expect the listener to know which particular thing the speaker is thinking of.

I would like you to come over this evening and meet *a* friend of mine.

I have *some* questions for you.

I think that there will be *some* opposition to the new offer.

Use *a* where the spelling would seem to require *an* because the pronunciation of the nouns actually begins with a /y/ consonant sound. The rule governing the use of *an* pertains to vowel pronunciation.

*a* unicorn

*a* uniform

*a* unit

*a* usage



## Definite Article

*Definite* article is used when the speaker or writer and the listener/ reader know something about. A definite article has *the* in front of noun. A definite article is in clear context.

### Using Definite Article

The definite article *the* is normally unstressed. It is pronounced /ðə/ (rhymes with *duh*) before words beginning with a consonant sound.

### Examples

the (/ðə/)	<i>team</i>
the (/ðə/)	<i>song</i>
the (/ðə/)	<i>bridge</i>

*The* is pronounced /ði/ (rhymes with *see*) before words beginning with a vowel sound.

the (/ði/)	<i>accident</i>
the (/ði/)	<i>example</i>
the (/ði/)	<i>orange</i>

The definite article is used with both singular and plural nouns.

<b>Singular</b>	<b>Plural</b>
<i>the cause</i>	<i>the causes</i>
<i>the design</i>	<i>the designs</i>
<i>the hill</i>	<i>the hills</i>
<i>the store</i>	<i>the stores</i>

The definite article is used when the speaker expects the listener to know which specific noun the speaker means.

I am looking for *the map*.

Definite article is used when it is clear in the situation which thing or person we mean (*the door, the toilet, the market, cinema, theater, radio etc*).

Can you turn off *the lamp*?  
Where is *the toilet*?  
I took the taxi to *the station*.  
I go to *the market*.

Use *the* definite article if you have already introduced the noun in the current context of discussion.

He sent me *a check* for the items he purchased last week. I deposited *the check* yesterday.

Use *the* definite article to be defined by its modifiers.

Do you have *the pencil* that Bob gave you?

Use *the* definite article as unique references.

*The moon* was just rising above *the horizon*.  
I stuck a shovel into *the ground*.  
Everyone is concerned about increasing pollution in *the atmosphere*.

When something is unique (when it is the only one), it is definite.

I really like *the blue one* (it is the only blue color in the store).  
*The sun* sets in *the west*. (It is only one the sun).

Use *the* for musical instruments.

Can you play *the guitar*?  
*The piano* is my favorite instrument.

Use *the* for adjective

<i>the</i> deaf	<i>the</i> injured
<i>The</i> dead	<i>the</i> sick
<i>the</i> young	<i>The</i> disable
the old	The rich
<i>the</i> blind	<i>The</i> poor

Use *the* for nationality.

*The* Spanish  
*The* Welsh  
*The* British  
*The* French

Use *the* when the class of noun (republic, states) comes before the name.

**the + class + of + name**

*The* continent of Asia  
*The* Union of Soviet

Use *the* with plural island, lake and mountains oceans, seas, rivers, canals, deserts, forests, and bridges.

*The* Hawaiian Islands  
*The* great Lakes  
*The* Alps  
*The* Sahara Desert  
*The* golden gate bridge  
*The* river Parana  
*The* Suez canal  
*The* black forest  
*The* Persian Gulf  
*The* pacific Ocean

Use *the* when word college, university, or school comes before name

(*the* + .... + *of* + *name* )

*The* University of Bung Hatta  
*The* University of California  
*The* Rhode School

Use *the* with names of museums and libraries.

*The* Museum of Modern  
*The* Chicago Public Library

Use *the* for dates when number comes before the noun.

The eighteen of March  
The eleven of July

Use *the* with decades, centuries, and eras.

*The* 1990s  
*The* 1800s  
*The* Dark ages

## **The with verb Go**

Examples:

home  
downtown  
there  
swimming  
dancing  
shopping  
camping

I am going

I am going

to the city  
to the store  
to the beach  
to the mountain  
to the library  
to the hospital  
to the post office

I am going

to school  
to class  
to church  
to work  
to town  
to New York

## **Without the**

1. Do not use *the* for meals. However we say a meal.

Examples:

What time is *lunch*?

We had *dinner* in a restaurant.

What time do you have *breakfast*?

We had *a meal* in a restaurant.

2. Do not use *the* for general things. These are general things.

Flowers	food	classical	English
crime	stamps	music	Physics
football	People	pop music	history

Examples:

I love *flowers*.  
*Crime* is a problem in most big cities.  
Do you like *Chinese* food?

3. Do not use *the* for names of continents.

Africa	Europe	Indonesia
Asia	Japan	West Germany
Texas	Nigeria	

Example:

I live in Indonesia.  
Anita comes from Nigeria.

4. Do not use *the* with names of continents, countries, states, provinces, cities, streets.

Examples:

Africa	Ohio
Russia	Main street
Padang	Jakarta

5. Do not use *the* when the name of the college or university comes before the word college or university.

Examples:

Padang University	Boston University
State Islamic University	

6. Do not use *the* with names of languages.

Examples:

Indonesian	Japanese	German
The Indonesian Language		

7. Do not use *the* with dates when the month begins the phrase.

Examples:

April 16      May 24

8. Do not use *the* with the specific years.

Examples:

2007 2008 1973

### Without any Articles

1. Plural nouns or noncount nouns without any article to generalize about the noun. It can be symbolized by □.

Examples:

Birds start migrating north early in the spring. (*all birds, not any particular group of birds.*)

Airplanes have totally changed the way we travel. (Nature of *airplanes*).

Compare with the following examples:

Some birds have nested in our oak trees.

It means that one particular group of birds, namely the birds that have nested in the speaker's oak trees.

The airplanes that you see were all made by Boeing.

It means that specific airplanes.

1. No article is used before the names of persons, countries, streets, cities, or towns when they are used as proper nouns.

Examples:

I live in *Padang* on *Mangga Street* at the corner.

*Mr. Ahmad* is going to *Malaysia* now.

3. No article is used when a noun is modified by someone's name.

Examples:

This is *John's book*.

President *Barrack Obama's speech* is very clear.

4. No article is used when a noun is modified by a possessive pronoun.

Examples:

This is *John's book*. *His book* is very interesting.

*My phone* is broken.

## ***The Use of Present Tense Forms and Adverbs of Frequency in Making Generalization***

The **present tenses** are the simple present, the present progressive, or the present perfect.

Examples:

### **Count noun**

Present : Airports *seem* impossibly crowded these days.

Present progressive : Airports *are getting* more crowded every day.

Present perfect : Airports *have become* way too crowded.

### **Noncount**

Present : Flying *is* more difficult every day.

Present progressive : Flying *is getting* more difficult every day.

Present perfect : Flying *has become* more difficult every day.

These are Adverbs of Frequency used in generalization, such as *always, often, generally, frequently,* and *usually* or the negative adverb *never*.

### **Count Noun**

Examples:

Rain storms *always* come in from the south.

Sweet apples *never* make very good pies.

Dogs are *usually* protective of their territory.

American television programs *often* use laugh tracks.

### **Noncount nouns**

Examples:

Conflict *always* has the potential to get out of hand.

Wood is *usually* more expensive than plastic.

Miscommunication *frequently* results in misunderstanding.

Sunshine *generally* gets rid of moldy patches.

### Exercise 2.1

Complete the following dialogue with *a/ an* in each of blank.

1. A : What do you want for your birthday, Mary?  
B : I want \_\_\_\_ good novel. And I want \_\_\_\_ umbrella.
2. A : Annie, is someone at the door?  
B : Yes, there is \_\_\_\_ man outside. He is \_\_\_\_ old man.
3. A : Mom, I have \_\_\_\_ interview tomorrow.  
B : Oh, good. Anita. I hope it is \_\_\_\_ good interview.
4. A : What are you doing?  
B : I am doing \_\_\_\_ assignment.
5. A : What are thinking about?  
B : I am thinking about \_\_\_\_ nice girl.

### Exercise 2.2

Correct the letter. There are ten mistakes.

Dear Caroline,

I have an great house now. House is very big, but it is also a old one. It needs work. It has the nice living room, but the colors are terrible. Each wall is the different color. There are a orange wall, an yellow wall, a blue wall, and the red wall. I need to repaint. I need you to see a house. Give me the call.

Love,  
Yan

### Exercise 2.3

In the following paragraphs, many nouns are preceded by a blank space. If the noun has been mentioned previously, fill in the blank with *the* definite article. Otherwise, fill in the blank with the indefinite article *a*.

On my first trip to Manhattan, I bought a city map and tried to get \_\_\_\_sense of its geography. I quickly discovered what every person there knows: to find out where you are, you need to know two things: whether you are facing “uptown” (north) or “downtown” (south), and whether you are facing east or west.

To find out, you have to go to \_\_\_\_street sign.\_\_\_\_ street sign will tell you both street and avenue numbers. \_\_\_\_numbers by themselves tell you nothing. They just define one point



on \_\_\_\_ grid. They tell you where you are on \_\_\_\_ grid, but you still do not know which way you are facing on \_\_\_\_ grid. To know that, you have to go to next \_\_\_\_ street sign and compare \_\_\_\_ street and avenue numbers there. If \_\_\_\_ new street number has gotten larger, you are going north. If \_\_\_\_ new street number has gotten smaller, you are going south. If new avenue number has gotten larger, you are going west. If \_\_\_\_ avenue number has gotten smaller, you are going east. If \_\_\_\_ avenue has \_\_\_\_ name rather than \_\_\_\_ number, then you have to take out \_\_\_\_ map again and compare \_\_\_\_ numbers and/or names of \_\_\_\_ two avenues. Everybody has to memorize \_\_\_\_ names and numbers of \_\_\_\_ avenues.

*Source Fundamental of English Grammar*

#### **Exercise 2.4**

In each blank space, use an indefinite article (*a* or *some*) if the noun is not defined or the definite article *the* if the noun is defined by normal expectations.

Example:

I had to replace *the* windshield wipers on my car.

1. My parents always have \_\_\_\_ TV on too loud.
2. I need to buy \_\_\_\_ new suitcase.
3. We all went outside to look at \_\_\_\_ sunset.
4. Go down Elm Street and turn left at \_\_\_\_ corner.
5. \_\_\_\_ trees in \_\_\_\_ park are beginning to turn



# Chapter 3

## Adjectives

**The adjective** modifies a noun and can come before *Noun* and after *be*.

Study the next examples:

Rita has been doing the same job for every long time. Every day she does exactly the same thing again and again. She does not like it anymore and wants to do something different. Rita is ***bored***. Her job is ***boring***.

Rita is *bored* with her job.

Adj

Her job is *boring*.

Adj

The adjective *bored* describes about *Rita*. The adjective *boring* describes about *her job*.

Study the following examples:

My mom is a ***beautiful*** *woman*.  
Adj          noun

I have ***short*** *ruler*.  
Adj    noun

She is a ***cute*** *girl*.  
Adj    noun

## Forming of Adjective in Sentences

Adjective can come before noun or predicate adjective. It can modify two or more adjectives.

Study the following examples:

Slow cars should stay in the lane.  
Adj Noun

She is a good lecturer.

My mom is busy. (Predicate adjective)  
Noun adj

The children are quiet. (Predicate adjective)  
Noun adj

Our dinner is ready. (Predicate adjective)  
Noun adj

## Functions of Adjective

### Functions

1. It always immediately precedes the noun being modified.

*Slow* is true adjective, but *the* is not. However, both of them modify cars.

### Examples

Slow cars should stay in the right lane.  
Adj N

The cars in the left lane passed me.  
Adj N

The slow cars moved into  
 Adj Adj N  
 the right lane.

2. It has comparative and superlative forms.

<b>Base</b>	<b>comparative</b>	
<b>superlative</b>		
Slow	slower	slowest
Rich	richer	richest
Fat	fatter	fattest

3. It can be used as a **predicate adjective**. The term predicate adjective refers to adjectives that function as predicates of linking verbs.

My mom is **busy**.  
 The children **are quiet**.  
 Our dinner is **ready**.

4. Adjective can be used after: *be/get/become/seem*

**Be careful**  
 It *becomes* more and more **interesting**.  
 Your friend *seems* very **nice**.  
 I am *getting* **hungry**.

5. Use adjective to say how somebody/something looks, feels, sounds, tastes, or smells.

You *look so* **tired**.  
 The dinner *smells* **good**.  
 The milk *tastes* **strange**.

*More can be followed by* adjective for the comparative form and *most \_* adjective for the superlative form.

For examples:

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
Reluctant	<i>more</i> reluctant	<i>most</i> reluctant
Foolish	<i>more</i> foolish	<i>most</i> foolish
Vicious	<i>more</i> vicious	<i>most</i> vicious
Beautiful	<i>more</i> beautiful	<i>most</i> beautiful

Example:

My little daughter is *more* beautiful than the oldest one.  
Adj

Here are two generalizations that can help in deciding which type of comparative and superlative to use:

A. Two-syllable adjectives that end in an unstressed vowel sound tend to use the *-er/-est* pattern. Two-syllable adjectives ending in *-le* or *-y* are especially common.

For examples:

*-LE*

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
able	abler	ablest
feeble	Feebler	feeblest
gentle	Gentler	gentlest
noble	nobler	noblest
simple	Simpler	simplest

*-Y*

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
tacky	Tackier	tackiest
early	earlier	earliest
happy	Happier	happiest
noisy	Noisier	noisiest
pretty	Prettier	prettiest

2. Adjectives that are derived from verbs ending in *-ing* or *-ed* form their comparative and superlative with *more* and *most*.

For example:

*-ING*

-Ing tells about the activity.

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
amusing	more amusing	most amusing
charming	more charming	most charming

discouraging	more discouraging	most discouraging
tempting	more tempting	most tempting
Trusting	more trusting	most trusting

Examples:

My job is very *interesting*.  
Your job is *more interesting* than mine.

**-ED**

Ed tells about how somebody feels about the activity.

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
exploited	more exploited	most exploited
recorded	more recorded	most recorded
respected	more respected	most respected
Strained	more strained	most strained
Startled	more startled	most startled
disappointed	More disappointed	Most disappointed

Examples:

<b>Ing</b>	<b>Ed</b>
I think, teaching is very <i>interesting</i> .	I am very <i>interested</i> in teaching
It was quite <i>surprising</i> that he passed the exam.	Everybody was <i>surprised</i> that he passed the exam.
The news was <i>shocking</i>	I was <i>shocked</i> when I heard the news.

A few irregular comparatives and superlatives survive from older forms of English:

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
bad	worse	Worst
good	better	Best

Examples:

Andy's work is *worse* than Anita, but Wati's is *the worst*.  
Maria is a *good* student. She is *better* than others. Maybe she is the *best* of all in her classroom.

The adjective *far* is peculiar in that it has two sets of comparative and superlative forms with slightly different meanings:

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
far	farther	farthest
far	further	furthest

Example:

Please take the *farthest* seat.

Are there any *further* questions?

### Ordering Adjective and Multiple Adjective in a Sentence

*Adjective* occurs before Noun. It modifies noun. Two or three true adjectives can be used to modify a single noun. Order of adjectives based on meaning:

<b>Size</b>	<b>Age</b>	<b>Color</b>	<b>Noun</b>
large	old	dingy	apartment building
small	new	paisley	Shirt
tiny	ancient	grey	Car

Examples:

My old friend has a **small old green** *bag*.  
Adj adj adj N

My brother has **a huge old white** *house*.  
Adj adj adj N

He is a **tall young** *man*.  
Adj adj N

My little sister has **big blue** *eyes*.  
Adj adj N



### Exercise 3.1

Supply the proper form of adjective in the following sentences.

Example:

Helen is a very ... (slow) student.

Helen is a very *slow* student.

1. This is an ... (easy) exercise.
2. They are both ... (serious) students.
3. This apple is very... (soft).
4. Sintia is a very ... (beautiful) girl.
5. My daughter likes an ... (interesting) novel.

### Exercise 3.2

Give the *comparative* and *superlative* forms of the following adjectives.

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
Worried	<i>more worried</i>	<i>most worried</i>
1. sad	_____	_____
2. costly	_____	_____
3. sound	_____	_____
4. valuable	_____	_____
6. sunny	_____	_____
5. likely	_____	_____
7. patient	_____	_____
8. improved	_____	_____
9. normal	_____	_____
10. blue	_____	_____

### Exercise 3.3

Rearrange the adjectives in the following phrases to put them into the correct sequence based on their meaning.

Example:

shiny	brand-new	huge	refrigerator
<i>Huge</i>	<i>brand-new</i>	<i>shiny</i>	<i>refrigerator</i>
1. brown	capacious	worn	Overcoat
2. antique	Gold	miniature	locket
3. overripe	yellow	great	pear
4. early	sizeable	black and	photographs

5. modern	Black	white	
6. large	Grey	Long	desk
7. young	petite	Aged	cat
8. bulky	Pink	Green	peas
9. off-	White	Old	sweater
		new	mansion
		immense	
10. white	up-to-date	Slim	drapes

## Chapter 4

### Pronouns

A **pronoun** is a word that replaces one or more than one noun. Be sure that the noun is clear to the reader or listener. There are four types of pronouns discussed on this part. Those are **personal pronoun, possessive adjective, possessive pronoun, reflexive pronoun**. Personal pronoun are divided into two; personal pronoun as subject and as object.

Study the following example:

- Hiroshi : Where is the librarian?  
Carlos : **He** is by the door.  
Hiroshi : Go to **him** and tell **him** that it is hot in here.  
Tony : Hiroshi! Help **me** with these books! Please carry **them** outside.  
Carlos : Where is the typewriter? I don't see **it**.  
Tony : **It** is behind the desk. I don't see Ellen! Where is **she**?  
Carlos : **She** is by the tape recorder. She doesn't know about the fire yet. Get **her**!  
Tony : How about Saeed? Does **he** know about the fire?  
Hiroshi : No, **he** doesn't. **He** is asleep.  
Tony : Are you crazy? Wake **him**, and let's get out of here!

*Taken from Interaction I: A Communicative Grammar*

Based on the dialogue above, it can be seen some examples of pronouns.

Where is the librarian? **He** is by the door. Go to **him** and tell **him** that it is hot in here.

Hiroshi! Help **me** with these books! Please carry **them** outside.

There are many English **students** in the classroom. **They** are learning structure now.

Many girls' friends in my class talk about **Sandy**. **He** is a new student.

### Personal Pronouns

A *personal pronoun* can be a *subject* or an *object* of a sentence. An object pronoun comes after a verb or a preposition (to, with, about, with, etc).

Examples:

#### As a Subject

Examples:

**He** : My grandfather on my mother's side was a prospector  
He  
in Jakarta.  
He was a prospector in Jakarta.

**She** : The woman who was ahead of me in the line dropped  
She  
all of her packages.  
She dropped all of her packages.

**It** : A truck pulling a long trailer suddenly pulled out in  
It  
front of me.

It suddenly pulled out in front of me.

**They:** All of the *employees* in the department went to Larry's  
They  
retirement party.

They went to Larry's retirement party.

**Tom** *Tom and Harry* are good friends of mine.

**and** *They* are good friends of mine.

**Harry**

### As an Object

#### Examples:

**Him :** I signaled to the *waiter* who had taken our order.  
him

I signaled to him.

**Her :** I signaled to the *waitress* who had taken our order.  
her

I signaled to her.

**It :** Did you see the new *car* parked outside the restaurant?  
it

Did you see it?

**Them:** The new telescope can detect *planets* that are circling  
distant suns.

them

The new telescope can detect them.

### Possessive Adjectives

Possessive Adjective (PA) comes before noun (N). It can be **my, your, our, his, her, their, and its** act as adjectives modifying nouns.

Example:

My mom is cooking in the kitchen.

PA Noun

Carlos, get my typewriter

PA Noun

**My** : My answer was the only correct one.

Is it my bag?

**your** : I gave him your program.

Your idea is great.

**our** : Those are not our books.

Our lecturer hasn't come yet.

**Their**: Their books are on the table.

**Her** : Her jacket is red.

**His** :

His book is red.

**Its** :

Each cat has its own dish for water.

A possessive noun includes an apostrophe (').

If a noun (singular or plural) does not end in –s add ( 's.) *Ana's book* is on the table.  
*Children's* toys are all broken.

If plural noun ends in –s add ( ' ) The *students' books* are on the table.

If a singular noun ends in – (s) add ( 's ) or ' *Carlos's* canteen opens everyday.  
*Carlos'* canteen closes at 5 p.m everyday.  
They sell *ladies'* dresses on this floor.

Use ( 's ) when the first noun is a person or an animal. Whose backpack is this? It is Julie's.  
Where is the *manager's*

office?

*My aunt's* daughter is very cute.

The *horse's* tail is long.

It can be used ('s) without a noun after it.

Use ('s) or (*of*) when the first noun is an organization (a group of people).

This is not my book. This *brother's*.

*The government's* decision

or

decision *of* the government

*The school's* new headmaster or

The new headmaster *of* the school.

The company's success.

or

The success *of* company.

Use ('s) for places

The *city's* new theater.

*The world's* population  
*Jakarta's* crowded city.

Use ('s) after more than one noun.

*Yan and Yen's* wedding party

*Maria and Mary's* house.

Use ('s) with time words (today, tomorrow, yesterday, etc)

*Tomorrow's* meeting has been cancelled.

I have got three weeks' holiday.

Sania needs eight *hours'* sleep a night.

## Possessive Pronouns

A possessive pronoun does not come before noun. A possessive pronoun: **mine, ours, yours, his, hers, theirs.**

Examples:

**Mine** : That book isn't **mine**.

**Yours** : My books are not **yours**.

You are **mine** and I am **yours**.

**ours** : Those are not **our** books. Those are **ours**.

**Theirs**: I couldn't make out what they were saying about **theirs**.

**Hers** : The missing purse was **hers**.

**His** : This is my problem. The problem is not **his**.

## Reflexive Pronouns

*Reflexive pronouns* are group of pronouns that always end in either *-self* or *-selves*. This previously mentioned noun is called the **antecedent** of the reflexive pronoun.

Examples:

Person	Singular	Plural
First person	Myself	ourselves
Second person	Yourself	yourselves
Third person	himself	themselves
	herself	themselves
	itself	themselves

Examples:

Antecedent

Tom cut **himself** while he was shaving this morning.

Who cut your hair for you? Nobody, **I** cut it **myself**.

The **queen** smiled at **herself** in the mirror.

The **movie** refuses to take **itself** seriously.



The **couple** had accidentally locked *themselves* out of their car.

The **computer** shut *itself* off.

I want to do it by *myself*.

A reflexive pronoun refers to the subject of a sentence or a sentence a part.

Can you clean the windows for me? Why don't you clean *yourself*?

A Reflexive pronoun can be the direct or **indirect object of a verb** or the **object of preposition**.

**Tom cut himself** while he was shaving this morning.  
**I** don't want you to pay for me. I'll pay **for myself**.

A singular reflexive pronoun ends in – self and a plural reflexive ends- selves.

**They** watch *themselves* on the mirror.  
**Yen and Yan** are in love *themselves*.

Use reflexive pronoun when the subject and object are the same.

I do it by *myself*.

Very often in conversation you will hear a reflective pronoun that seems to have no antecedent.

Take care of *yourself*!  
Behave *yourselves*, now!  
Do *yourselves* a favor.  
Don't hurt *yourself*!  
Just be *yourself* and you will be fine.

### **These are All Types of Pronouns**

Personal Pronoun as Subject	Personal Pronoun as Object	Possessive Adjective	Possessive Pronoun	Reflexive Pronoun
I	Me	My	Mine	Myself
You	You	Your	Yours	Yourself/
We	Us	Our	Ours	Yourselves Ourselves

They	Them	Their	Theirs	Themselves
He	Him	His	His	Himself
She	Her	Her	Hers	Herself
It	It	Its	It	Itself

### Exercise 4.1

Select the proper form of the two italicized *possessive pronouns* by underlining the correct form.

Example:

Mary needs to see *her/hers* accountant about a tax matter.

Mary needs to see **her** accountant about a tax matter.

1. I couldn't make out what they were saying about *their/theirs*.
2. We were naturally very sad to hear about *your/yours* loss.
3. Nobody had anything to say about his or *her/hers* decision.
4. My team's performance was even worse than *your/yours*.
5. My candidate has not been able to gather much support. How about *your/yours*?
6. In light of all the difficulties, you really have to admire *their/theirs* attitude.
7. I got mine. Did you get *your/yours*?
8. The poor quality of produce in the marketplace really made me want to get *her/hers*.
9. When the lights went out, nobody could find *their/theirs* way back.
10. Miss Jones was concerned about where she had left *her/hers* in the classroom.

### Exercise 4.2

Fill in the blank with the appropriate reflexive pronoun. Confirm your answer by underlining the pronoun's antecedent. If the antecedent is understood, insert *you*.

Example:

He tends to repeat\_\_\_\_.

He tends to repeat *himself*.

1. Please! I can do it by \_\_\_\_\_.
2. They refused to allow \_\_\_\_\_ to give up hope.
3. My little girl always sings \_\_\_\_\_ to sleep.
4. I told them that I would do it by \_\_\_\_\_.
5. It was so noisy that we couldn't hear \_\_\_\_\_ think.
6. The trip could almost pay for \_\_\_\_\_.
7. The workers were putting \_\_\_\_\_ out of a job.
8. It was such an interesting book that the pages seemed to turn \_\_\_\_\_.
9. The system is designed to shut \_\_\_\_\_ off in the event of an emergency.
10. Don't be so hard on \_\_\_\_\_.

### **Exercise 4.3**

In this exercise you have to join two nouns. Sometimes you have to use an apostrophe ('), with or without s. Sometimes you have to use ... of ....

Example:

The door/ the room. *The door of the room.*

The mother/ Ann. *Ann's mother*

1. The camera/ Tom....
2. The eyes/ the cat ....
3. The top/ the page ....
4. The daughter/ Charles ....
5. The result/ the football match ....
6. The new headmaster/ the school ....
7. The garden/ our neighbors ....
8. The house/ my aunt and uncle ....
9. The economic policy/ the government ....
10. The birthday/ my mother ....





## Affirmative

**Be + Adjective/Noun/Adverb**

I                      Am  
You  
We                    Are  
They  
Andi and Tati

She  
He  
It                    Is  
That  
This  
Andi

## Examples

I *am* happy now.

Adj

His name *is* Andika.

N

*They are* Maria, Anita,  
Anisa, and Siska.

They are in the classroom.

Adv

from Malaysia.

## Negative Sentence

Use *not* after the verb *be*.

**Be + not + adjective/ noun/  
adverb**

## Examples

I *am not* on time.

He *is not* here.

We *are not* happy now.

The weather *is not* good  
today.

I	am	
You		
We		
They	are	
Andi and Tati		
		not From Malaysia.
She		
He		
It	Is	
That		
This		
Andi		

**Yes/ No Questions**

The verb be comes before the subject.

**Be + S + adjective/ noun/ Adverb?**

**Examples**

*Am I early?*

*Are those girls twins?*

*Is it late?*

*Are they cute kids?*

*Isn't that woman an English lecturer?*

*Aren't you early?*

Am	I	
	You	
Are	We	From
	They	Malaysia?
	Andi and Tati	
	She	
Is	He	
	It	
	That	
	This	
	Andi	

## Information Question and Answer

An information question asks for more than yes or no and begins with a question word. The question word is sometimes the subject of the sentence.

### Wh-Question + Be + adjective/ noun/ adverb

An adverb often expresses place or time frequency adverb usually comes after the verb be.

### Be + Adverb frequency + adjective /adverb

**Contractions** are short forms. They are common in speech.

Examples:

I *am* a Mexican

We *are* permanent resident

She *is* an Arabic student

I *am not* interested in singing.

They *are not* here.

He *is* in the department.

My friends *are not* here.

## Examples

*Who* is here?

*Where* is my book?

*Why* aren't they here?

*What* is over there?

*Which* is Andy?

*How* are you?

I am *always* busy.

Maria is *often* hungry.

Zikra is *sometimes* together.

I am *never* late to school.

I am *not often* tired

Sahidah isn't *always* here.

Are you *often* sick?

Are you tired?

Are you *often* homesick?

Is he *ever* late?

*I'm* Mexican

*We're* permanent resident.

*She's* an Arabic student.

*I'm* not interested in singing.

They *aren't* here.

He *isn't* in this department.

My friends *aren't* here.



## The Verb Form

Study the following conversation!

### A Day in My Life

My day usually **begins** at six thirty. I **get up** and **do** some activities for about fifteen minutes. Then I **take** a bath. After taking a bath, I **get dressed** and **have breakfast** with my family. I usually **have** a light breakfast consisting milk and bread. At seven I **leave for** school.

I usually **take** the bus to school. I **catch** the bus near my house and then **walk** from the bus stop to school. It **takes** about thirty minutes to get from my home to school. My first class is seven thirty and I usually **finish** school at one thirty. Sometimes I **stay** late to have a game of volleyball or to work in the library.

I usually **reach** home around three o'clock. When I **get** home I **like** to watch TV for a while. Then I **take** a nap for one hour. I **start** to do my homework. I **have** dinner at seven o'clock. After that I often **have** more homework to do. Sometimes I **watch** TV. I generally **go** to bed around ten.

Taken from Interaction I

How about you? Tell your activities every morning.

#### Affirmative

Use the simple form of a verb with *I, you, we and they*. For a third – person singular subject, the verb ends in *-s*.

**S + Verb. I + es/s O**

#### Examples

My day *begins* at six thirty.

I *get* dressed.

I *leave* for school.

I *like* my grammar lecturer.

I *teach* three times in a week.

Ann *takes* a shower every day.

She *carries* the books.

He *goes* to college.

That *sounds* great.

He *washes* his clothes.

I study English.  
You  
We  
They

He Studies English.  
She  
*Andi*

### Negative

### Examples

*Do or does* comes before *not*.  
**S + Do/does not Verb I**

I *do not* watch TV.  
We *don't* have any assignment.  
We *don't* understand thing.  
They *do not* study together.  
I *don't* teach everyday.  
Dr. Syahidah *does not* speak English clearly.  
She *does not* do the homework

I  
You  
We Do not study English.  
They

He  
She Does not study English.  
Andi

### Yes/ No Questions

### Examples

A form of do appears in short *Do* you get up early every

answers: Yes I do, Yes, (we, they, you).do. A form of *does* comes before the singular subject with verb other than *be*.

### **Do/does S + Verb/es/s**

Do      You  
          They  
          We  
          Plural

Does    He  
          She  
          It  
          Andi

morning?

Do you speak English?  
Do you do your homework?  
Do they need help?  
Does he read the Times?  
Does anyone help me?

Study English?

Study English?

### **Information Questions**

*Do or does* comes before the subject in most information questions.

### **Wh-Question + do/does Verb. I**

Who, what, and which may be subjects of questions.

Do or does are not used in these questions.

### **Wh-Question + Verb/es/s O**

### **Adverb of Frequency**

Adverb      of      frequency

### **Examples**

When *do* you have classes?  
How long *does* the class last?  
How *do* you feel?  
Why *does* she smile so much?  
How often *do* you eat every day?

*Three times.*

*Twice.*

Who *teaches* that class?  
Which (lecturer) *teaches* the grammar?  
What *happens* in the class?

### **Examples**

She *sometimes* gets sick.

normally comes before the main verb or between the auxiliary and main verb in a statement.

**S + Adverb of Frequency  
Verb/es/s**

Students *occasionally* meet.  
I *seldom* come to the class late.

She *rarely* goes to the class.  
They come late *once in a while*.

*Once in a while* they come late.

She doesn't *often* rest.

They don't *usually* study.

**Imperative Form:  
Direction and Orders**

**Examples**

The imperative form uses the simple form of a verb. The subject is *you*, but it does not appear.

Use *base* form of verb.

**Verb I + Adverb**

*Go* there!

*Come* back later!

*Wait* outside!

*Come* on!

*Come* here!

*Close* your book!

**Be + Adjective**

*Be* quiet, please!

*Be* *happy*!

Forms of *negative* imperative with don't.

**Don't + Verb.1 + Adverb**

*Don't* talk!

*Don't* make noise!

*Don't* let me alone!

*Don't* cry!

**Don't be + adj/adv**

*Don't be* lazy!

*Don't be* sad!

*Let's* appear before the simple form of the verb.

*Let's* have tea.

*Let's* dance together.

*Let's* not wait.

*Please* makes an imperative more polite.

*Please* sit down!

Sit down, *please*!

*Nonaction* verbs appear in the simple present for activity now. (Right now, at this moment, at present).

<i>Seem</i>	<i>think* understand belong</i>
<i>smell</i>	<i>possess</i>
<i>love</i>	<i>have*</i>
<i>contain</i>	<i>prefer</i>
<i>need</i>	<i>know</i>
<i>want</i>	<i>believe</i>
<i>hate</i>	<i>hear</i>
<i>forget</i>	<i>like</i>
<i>remember</i>	<i>see</i>

Examples:

She doesn't *understand* about my problem.

I *have* many problems.

I always *think* about you.

I *prefer* tea to coffee.

I *hear* noise outside.

She *wants* some pizza.

I *need* a job at present.

The food *tastes* good.

### **Differences of using think and have**

*Think* means believe.

*I think* that grammar is easy.

*Think* expresses thoughts that are going through a person's *mind*.

*I am thinking* about you now.

*Have* expresses possession.

*My father has* a car.

*Have* expresses idiomatic expression (have a good time).

*I am having* lunch.

The present tense differs significantly from the base form in that all verbs in the present tense must enter into a **subject-verb agreement** relationship with their subjects (something that base-form verbs can never do). This agreement

is most easily seen in the unique use of the **third-person singular** *-(e)s* when the subject noun phrase is a third-person singular pronoun (*he, she, it*) or any grammatical structure that can be replaced by a third-person pronoun.

Here are some examples of structures that can be replaced by third-person pronouns:

### **Single noun**

Anita is going to fly to Atlanta next week.  
She

### **Singular noun phrase**

Any person traveling in the Southeast must eventually fly through  
He/She  
Atlanta.

### **Gerund phrase**

Going anywhere in the Southeast requires you to go through Atlanta.  
It

### **Infinitive phrase**

To go anywhere in the Southeast means flying through Atlanta.  
It

### **Noun clause**

Wherever else you want to fly makes no difference.  
It

### ***Spelling- Rules for the third –person singular verb form***

The spelling of the third-person singular is quite regular, following the same spelling rules as the plural of regular nouns.

**Spelling- Rules for the  
third –person singular**

**Examples:**

<i>verb form</i>	<i>base</i>	<i>Third person singular</i>
<ul style="list-style-type: none"> <li>▪ If the simple form of a verb ends in –y after a consonant, change <i>the y</i> to <i>i</i> and add-<i>es</i></li> </ul>	carry	carries
	try	tries
<ul style="list-style-type: none"> <li>▪ If the simple form of a verb ends in , s,z,zh,ch,x,o, ( o after consonant) add –es</li> </ul>	teach	teaches
	go	goes
	Pass	passes
	box	boxes
	buzz	buzzes
	catch	catches
	clutch	clutches
	wish	wishes
	budge	budges
	<ul style="list-style-type: none"> <li>▪ If the verb ends in any nonsibilant sound (vowels, voiced and voiceless consonants), add -s/. In all cases, add –s to the simple form.</li> </ul>	wear
work		works
pay		pays
<ul style="list-style-type: none"> <li>▪ The only possible confusion is with verbs that end in a final silent <i>e</i>.</li> </ul>	give	gives
	strike	strikes
<ul style="list-style-type: none"> <li>▪ If the final y is part of the spelling of the vowel sound, then just add an <i>s</i>.</li> </ul>	relate	relates
	complete	completes
<ul style="list-style-type: none"> <li>▪ If the verb ends in a</li> </ul>	buy	buys
	enjoy	enjoys
	obey	obeys
	play	plays

voiceless consonant sound other than a sibilant, the ending is pronounced /s/. The voiceless consonants are usually spelled *p, t, k, ck, f, gh* (if pronounced /f/).

back	backs
cough	coughs
cut	cuts
hop	hops
walk	walks

- If the verb ends in a vowel or a voiced consonant sound, the ending is pronounced /z/.

call	calls
read	reads
run	runs
row	rows
see	sees
snow	snows
come	comes

## Functions

### Functions

1. The present tense is used to state *timeless* factual statements (that is, not bound or limited by time) objective facts. This statement is not tied to any moment of time. It is a universal generalization that is valid forever.

### Examples

In the Fahrenheit scale, water *boils* at 212 degrees.  
 Christmas *falls* on Sunday this year.  
 The moon and the earth *rotate* around a common center of gravity.  
 Cucumbers *make* my skin itch.  
 My son *lives* in Bali.  
 My baby *cries*.  
 The earth *revolves* around the sun.  
 The sun *rises* in the east and *sets* in the west.



2. The present tense is also used for making timeless generalizations, assertions, and observations.
- Smoking *causes* cancer.  
Everyone *hates* Mondays.  
Airplanes *get* more crowded every day.  
My kids *watch* too much TV.
3. Use the simple present for future meaning (example: for public transport, cinemas).
- What time does the *film* begin?  
The *train* leaves Padang at 12.30 and arrives at Jakarta 13.45.  
*Tomorrow* is Sunday.
4. Simple present can tell the story.
- There is and old woman.  
She wears dirty clothes.  
She doesn't eat for two days. I am so sorry to see her.
5. Use the simple present to give a suggestion.
- If you want to get a good grade, why don't you study hard?
6. Use the simple present to summarize such as a book, or movies.
- Charles describes the meaning of names in his book.
7. Use the simple present to talk things in general or things which happen repeatedly. It is not important whether the action is happening at the time of speaking.
- Alice *checks* her e-mail first thing when she gets into the office.  
We visit grandparents *once in a year*.  
I have breakfast *every* morning.  
It snows *every winter*.  
She works *all the time*.  
I always take 10 subjects *for every semester*.

I get up at 5 o'clock *every morning*.

Andy usually plays badminton *twice in a week*.

How many cigarettes do you smoke *everyday*?

8. Use the simple present for *permanent* situation.

Water boils at 100 degrees centigrade.

The earth goes round the sun.

Nurses look after patients in the hospital.

The shop closes at 4.30 p.m.

My grand parents live in Indonesia. They have been there 24 years.

### Exercise 5.1

Write the third-person singular form of the base-form verbs in the first column.

*Base form*

*Third-person singular form*

1. admit

\_\_\_\_\_

2. supply

\_\_\_\_\_

3. go

\_\_\_\_\_

4. leave

\_\_\_\_\_

5. annoy

\_\_\_\_\_

6. kiss

\_\_\_\_\_

7. have

\_\_\_\_\_

8. match

\_\_\_\_\_

9. identify

\_\_\_\_\_

10. declare

\_\_\_\_\_

### Exercise 5.2

In the following sentences, the italic present-tense forms are all correctly used. Write *timeless* to indicate a timeless factual statement or *habitual* to indicate a habitual action.

Example;

timeless

The grammar of Japanese is very different from the grammar of English.

1. I usually *eat* lunch in my office.
2. The lecturer's speech *focuses* on health-care issues.
3. The Nile *is* one of the few major rivers in the world flowing south to north.
4. We usually *lock* our doors when we go to bed.
5. Low interest rates *tempt* many consumers to take on too much debt.
6. Sometimes we *go* for long walks on the weekend.
7. In America, rental apartments *come* with all the major kitchen appliances.
8. All too often, debates about global warming totally *ignore* all the scientific evidence.
9. They rarely *watch* TV.
10. Padang food *has* too much fat for me.

### Exercise 5.3

Complete these sentences with question words.

Example:

Hi. What is your name?

My name is Miguel

1. \_\_\_\_\_ are you from?  
Jakarta
2. \_\_\_\_\_ is your roommate?  
Azizah
3. \_\_\_\_\_ People are there in your family?  
Six
4. \_\_\_\_\_ is your favorite class?  
English, I think.
5. \_\_\_\_\_ does the class meet?  
Three times a week

### Exercise 5.4

Put the verb into the correct form

Example:

Rahmat \_\_\_\_\_ (not/drink) coffee very often.

Rahmat *does not drink* coffee very often.

1. What time \_\_\_\_\_ (the bank/open)?
2. I have a car, but I \_\_\_\_\_ (not/use) it very often.
3. I don't understand this sentence. What \_\_\_\_\_ (this word/mean)?
4. What \_\_\_\_\_ (you/do)? I am a lecturer.
5. It \_\_\_\_\_ (take) me an hour to get the work.
6. The restaurant \_\_\_\_\_ (have/no) steak.
7. They \_\_\_\_\_ (have) fish.
8. The people \_\_\_\_\_ (like) fish.
9. The girl \_\_\_\_\_ (want) broccoli.
10. The man \_\_\_\_\_ (need) pizza.

### Exercise 5.5

Give the correct present tense form of the verb in parentheses.

Example:

We (read) newspaper every morning.

We *read* newspaper every morning.

1. We (go) to school by bus.
2. The children (play) in the park every morning.
3. The dog (chase) the cat all around the house.
4. Mr. Bram (work) for my company.  
Some girls (use) too mu

### Exercise 5.6

Replace incorrect base-form verbs with third-person singular present-tense verbs. Confirm your answers by replacing the subject noun phrase with the appropriate third-person pronoun. If the sentence does not require a third-person singular present-tense verb, write *OK*.

1. The econ class meet in room 103.
2. Knowing what to do be not the same as actually doing it.
3. My son always want to eat the same thing every day.
4. The train on track 2 only stop at Philadelphia and Washington.
5. What the article said about the economy make a lot of sense to me.



**Be + S V. Ing?**

Are you playing football?  
Is he reading Times now?

**Information Questions**

**Wh-Q + Be + S Verb. Ing?**

What is Bonita carrying?  
Who is knocking at the door?  
Where are you going?  
Why is she smiling?

**Positive Form**

I am

You

We are

They

Cooking in the kitchen.

He

She is

It

mom

**Negative Form**

I am

You

We are

They

not cooking in the kitchen.

He

She is

It

mom

### ***Interrogative Form***

am            I

are            you  
                We            cooking in the kitchen?  
                They

is             He  
                she            cooking in the kitchen?  
                it  
                Mom

### **Stative Verb**

*Stative* verb is verb does not express action importance Stative verbs tend to fall into distinct categories based on meaning:

<b>Stative verbs</b>	<b>Examples</b>
Emotions	appreciate, desire, dislike, doubt, feel, and hate, like, love, need, prefer, want, and wish
Measurement	consist of, contain, cost, entail, equal, have, measure, weigh
Cognition	believe, doubt, know, mean, think, and understand
Appearance	appear, be, look, resemble, seem, sound
Sense perception	feel, hear, see, seem, smell, taste
Ownership	belong, have, own, possess

Examples:

**Action verb**     John *drives* a car.  
**Stative verb**     John *owns* a car.  
                          I *understand* what you say.

## Functions

### Function

1. Use the present continuous tense when we talk about something which is happening at the time of speaking.

### Examples

A: Don't make so much noise.

B: *I am studying.*

A: Where is your mom?

B: *She is cooking.*

A: *What's your sister doing?*

B: *She is watching TV now.*

A: Where is Andy?

B: *He is reading a magazine.*

2. Use the present continuous tense when we talk about something which is happening around the time of speaking. It means that the activity has begun happening but hasn't finished yet.

Ana is talking to Andy. *I am reading an interesting novel now. I'll lend it to you when I have finished.*

*Have you heard about Tom? He is building his own house.*

3. Use the present continuous tense when we talk about a period around the present (today, this season, this month, these days, this year, etc).

A: What is your mother doing this day?

B: *She is making a cake.*

A: How many courses are you taking for this semester?

B: *I am taking 10 courses for this semester.*



4. Use the present continuous tense for temporary situation. *She is staying with her sister at the moment until she finds an apartment to live.*
5. Use present continuous tense with *always* to express a repeated action. *She is always smiling. That's why I call her "Sunshine"*
6. *I have lost my key again. I am always losing things.*
7. Use present continuous tense to talk about what we have already arranged to do. *What are you doing tomorrow evening?  
Are doing anything tonight?  
Are playing football tomorrow?*
- A: can you come tonight?  
B: I'd love to but *I am doing my homework*
7. Use present continuous tense to express the planning which has been arranged for the future. *I am teaching English tomorrow morning.  
My sister is meeting at 2 o'clock tomorrow.*

The following exclamations are followed by present continuous tense.

Examples:

Listen! *A baby is crying.*

Listen! *Someone is knocking* at the door.

Watch out! *There is a car running* fast.

Look! A beautiful girl *is walking* down in front of us now.

### Exercise 6.1

Examine each verb in italics in the following sentences. If the verb is not a *stative* verb, rewrite the verb as a present

continuous or progressive. If the verb is a *stative* verb, rewrite the verb in the present tense and write *stative* above the verb.

Example:

The idea seem good to us.

stative

The idea seems good to us.

The company hire several new accountants. (not stative)

The company *is hiring* several new accountants.

1. The plane *encounter* some resistance.
2. The security guard *unlock* the door.
3. The boss *doubt* that we can finish the project in time.
4. My friend *be* park his car.
5. The entire project *cost* more than a million dollars.
6. You *deserve* the new promotion.
7. We *visit* New York for the first time.
8. The consultant *alter* the size of the project.
9. We *want* to get you input on the proposal as soon as possible.
10. He *undergo* treatment at a hospital in India.

## Exercise 6.2

Take turns asking and answering questions in the present continuous tense using the following cues.

Example:

You/ live in the dorm this semester

In an apartment

A : Are you living in the dorm in this semester?

B : No, I am living in an apartment.

1. you/ take grammar this semester  
Phonology
2. your roommate/ still major in English  
History
3. your boy friend/ still study geography  
Economics
4. your mother/ live with you  
At my sister's house

### Exercise 6.3

Supply the simple present tense or the present continuous tense form of the verbs in parentheses.

Example:

Mr. John often ... (go) out the house in midnight.

Mr. John often *goes* out the house in midnight.

1. Listen! I believe it ... (ring) now.
2. John ... (take) his English lesson now. I believe that he always ... (take) it at this hour.
3. John never ... (come) late to class.
4. For the time being, while I... (read) a magazine, my sister... (come) into my room.
5. My mom ... (get) dressed now in the bedroom.

### Exercise 6.4

Put the verb into the correct form, present continuous tense or simple present.

Example:

Are you hungry? \_\_\_\_\_ something to eat? (you/want).

Are you hungry? Do you want something to eat?

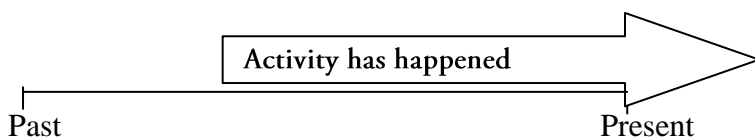
1. Don't put the ruler away. I \_\_\_\_\_ it. (use)
2. Don't put the dictionary away. I \_\_\_\_\_ it. (need)
3. Who is that man? What \_\_\_\_\_? He (want)
4. Let's go out. It \_\_\_\_\_ (not/rain) now.
5. You should do something more active. You always (watch) TV.



# Chapter 7

## Present Perfect Tense

**Present perfect** can describe actions that occurred at an unspecified time that begun in the past and have continued to the present. It refers to repeated past actions. The present perfect emphasizes the ongoing connection between the past and the present. The present perfect is formed by the present tense of *have* (*has* or *have*) followed by a verb in the past participle form.



Study the following two situations!

Aditya : What are you doing Anita?

Anita : I am looking for my wallet. I can't find it.

Aditya : ***You have lost your wallet.***

The teacher asks Udin to clean the board. Now, Udin is cleaning the board. A few minutes later, ***Udin has cleaned the board. And the board has been cleaned.***

### Form

#### ***Affirmative Sentences***

Use *has* or *have* with the past participle of the main verbs. It can be used construction in conversation.

**Have/has + Verb. Past participle**

#### ***Examples***

The students *have cleaned* the board.

I *have lived* in this city for two years.

*She has spent* her time to study.

*We have been* here for two hours.  
*I have known* him all my life.  
*We have* always *shopped* at Ralph's.  
*He has* just *returned*.  
Thanks, but *I have* already had *dinner*.  
*I've done* all my tasks.

### **Negative Sentences**

Put not after *Have* or *has*.  
Ever often appears in negative statement and question.

**Have/has not + Verb. Past participle**

### **Examples**

*I haven't seen* you for long time. How have you been?  
*I have not finished* doing my assignment.  
*She has not ever heard* that news.  
There *haven't been* any parties in weeks.

### **Yes/No Questions**

**Have/has S + Verb. Past participle**

### **Examples**

*Have you ever visited* Jakarta?  
*Yes, I have.*  
*No, I haven't*  
*Has she understood* about my speech?  
*Have you ever studied* poetry at Senior High School?  
*Have you ever been* there?

### **Information Questions**

**Wh-Q Have/has S + Verb. Past participle**

### **Examples**

*What have* you *studied*?  
*Who have* you *met* in the last few weeks?  
*Who has finished*?  
*Who has taken* my pen?







that you have never done something or that hasn't done something during a period of time which continues up to present.

I *haven't smoked* for three years.

6. Use perfect tense with *already* to say something has happened sooner than expected.
7. Use present perfect tense with this morning/this evening/this week/ today/ this term (when these periods are not finished at the time of speaking)
8. *Since, already, just, recently, yet, and for* are usually in present perfect.

Don't forget to post this letter, will you?  
*I have already posted it.*

*I have eaten* two packs of Indomie noodle *today*.  
My daughter *has studied* hard *this term*.

Yen and Yan are married. They got married exactly 15 years. They have been married *for 15 years*.  
I have lived in Padang *since 1999*.

*Just* must come before the past participle (short time ago).

I have *just* finished my work.  
I have *just* eaten.

*Already* and *recently* normally come before the past participle or the end of a statement (sooner than expected).

I have *already* started my work.  
I have *already* eaten.  
I have eaten *already*.  
She has started her work *recently*.

*Yet* normally comes at the end of a negative statement and question.

I haven't finished *yet*.  
Has it stopped raining *yet*?

*Still* comes before has or

I *still* haven't finished.

have (usually goes in the middle of the activity).

### Exercise 7.1

Select either the past tense or the present perfect form in the following sentences.

Example:

The children behaved /have behaved well since they stopped watching so much TV.

1. Mr. Brown *left/has left* last week for a business trip.
2. Sam *lost/has lost* his car keys and can't get home.
3. The choir *sang/has sung* that song a hundred times.
4. The garage *had/has had* my car for a week now, and it still isn't fixed.
5. We *moved/have moved* there ten years ago.
6. We *lived/have lived* there ever since.
7. We *lost/have lost* the power about noon.
8. Let's go to the arrival section—the plane *landed/has landed* a few minutes ago.
9. I *went/have gone* to Duke University a few years ago.
10. The city *permitted/has permitted* parking on that street for years.

### Exercise 7.2

In this exercise you have to read the situation and then write a suitable sentence. Use the verb given.

Example;

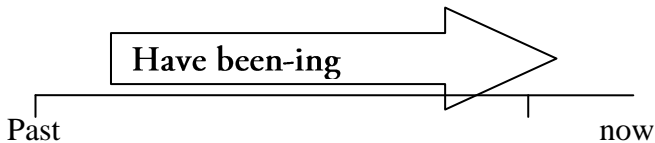
Tom is looking for his key. He can't find it (lose)  
*He has lost his key.*

1. Ann's hair was dirty. Now it is clean (wash). She...
2. Tom was 80 kilograms. Now he weight 70. (lose weight)
3. The car has just stopped because there isn't any more petrol in the tank. (run out of petrol). .....
4. Yesterday Bill was playing football. Now he can't walk and his leg in plaster. (break) .....
5. Nabila's hair is short now (cut)

# Chapter 8

## Present Perfect Continuous Tense

**The Present perfect continuous tense** describes actions that began in the past and have continued to the moment of speaking. This tense emphasizes the continuous nature of the activity.



Study the following expressions!

### Part A

- Aditya : What are you doing Anita?  
Anita : I am reading a novel.  
Aditya : How long have you been reading it?  
Anita : ***I have been reading it since two hours ago.***

### Part B

- Miguel : Hi, Tom. Are you cramming for the grammar test?  
Tom : Yes, ***I've been studying*** since early in the morning, *but I haven't finished* half of my work. I am really tired.  
Miguel : Will you be ready for the test this afternoon?  
Tom : I'm not sure.  
Miguel : ***Have you done*** all the assigned readings?  
Tom : ***I've been trying to finish*** them all morning. I have also been going over the review questions.  
: Good luck. I need to study, too. There is a long

Miguel math assignment due today at 4.30.

Part C

Ann's clothes are covered in paint. ***She has been painting the ceiling.***

***Positive***

I

You

We

They

Anita and Tuti

have

*been painting the ceiling*

*he*

*She*

*it*

Anita

Has

*Negative*

I

You

We

They

Anita and Tuti

have not

*been painting the ceiling*

*he*

*She*

*it*

Anita

has not

## Forms

### *Affirmative Sentences*

Use *has been* or *have been* with the -ing form of a main verbs.

**S+Have/ has been+ Verb-ing**

### *Negative Sentences*

Put not after *have* or *has*.  
Ever often appears in negative statement and question.

**S + have/ has Not Been+ Verb- ing**

### *Yes/No Questions*

Put *has* or *have* in front of sentences.

**Have/ Has + S +been + Verb-ing?**

### *Information Questions*

*Have* or *has* comes before the subject (ask the object).

*Have* or *has* comes after the wh - question (ask the subject).

**Wh + have/has + S + been**

### Examples

The ground is wet. *It has been raining.*

*I have been waiting for you* since two hour ago.

*I have been learning English* since I was child.

A: Are you still living in dorm?

B: No. *I have been living* in an apartment for two months.

*Anita has been reading* a book for two hours.

*I have been studying* at this faculty for two years.

*I have been living* in Padang since 1999.

Nabila *has not been feeling* very well since two days.

*I haven't been learning.*

*Have you been working* hard today?

Yes. I have.

No, I haven't

A: *What have you been doing* since this morning?

B: *I have been watching* TV.

A: *How long have you been working* today?

+ verb-ing?

B: *I have been working* for two hours.

A: *How many courses have you been taking* for this semester?

B : 12 courses

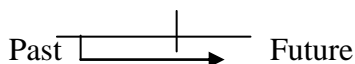
A: How long have you been learning?

B: *I haven been learning for two* hours.

### Functions

1. Present perfect Continuous Tense is used to talk about things that stated in the past, continue up to the present, and may continue into the future.

Now



*Has been living*

### Examples

*I have been living* in Padang my whole life.

*My father is working* in the garden. *He has been working since early in the morning.*

2. Use present perfect continuous tense to indicate that the action which begun in the past and has recently stopped.  
*You are out breath. Have you been running?*  
Why are you clothes so dirty? *What have you been doing?*
3. Use perfect continuous tense to indicate that an action is unfinished.  
*My sister has been reading* a magazine. (She is still reading).
4. Use present perfect continuous tense to indicate that the action is temporary.  
*My uncle has been living* in the village for two years. Next month he is going to Jakarta.

5. Use Present perfect continuous tense to ask how long something has been happening. It is raining now. It begun to rain two hours ago and it is still raining. *It has been raining for two hours.*
6. Use present perfect continuous tense to express the activity repeated over a long period. *I have been collecting the stamp since I was child.*

### **Present Perfect vs Present Perfect Continuous Tense**

#### ***Present Perfect Tense***

The ceiling was white. Now it is blue. *Tuti has painted the ceiling.*

The car is going again now. *Tom has repaired it.*

*Andy has read ten novels today.*

*Who has drunk my coffee?*  
(The glass is empty).

#### ***Present Perfect Continuous Tense***

Rudy's clothes are covered in paint. *He has been painting.*

Tom's hands are very dirty. *He has been repairing the car.*

*Maria has been writing letters all day.*

*Who has been drinking my coffee?* (The glass is half empty).

### **Present Continuous Tense Vs Present Perfect Continuous Tense**

#### **Present Continuous Tense**

Don't bother me no. *I'm studying.*

#### **Present Perfect Continuous Tense**

*I have been working hard. So, now I'm going to take a break.*

We need an umbrella. *It's raining.*  
Hurry up. *We are waiting.*

### Exercise 8.1

In this exercise you have to read the situation and then write a sentence with present perfect continuous tense.

Example : Tom is out of breath. (He/run)  
*He has been running.*

1. My mother is very tired. ( she/ work)
2. My son's eyes are black and Bill has a cut lip. (They/fight).
3. George has just come back from the beach. He is very red. (he/lie/ in the sun).
4. Janet is hot and tired. (she/ play/tennis).
5. Nabila is very tired (she/walk/ from school).

### Exercise 8.2

Put *since* and *for* in the following sentences.

1. It has been raining ... I got up this morning.
2. Tom's father has been a policeman ... 20 years.
3. Have you been learning ... a long time?
4. My little sister has been on holiday ... three days
5. That's very old car. I've had it ... ages.

### Exercise 8.3

Contrast of tenses. Use the following cues to make statement. Use both present perfect and perfect continuous tense.

Example : I/ work here/ a year, but I/ not get a raise  
*I have been working here for a year, but I haven't gotten a raise.*

1. The boss/ promise to buy us a computer/March, but she/not buy one.
2. We/ request more vacation time/ last week, but we/ not get a response.
3. We/ call the typewriter repairman/three days, but he/ not come
4. The boss/advertise that job/ last Monday, but she/ not hire anyone.



5. My students/ study English/ for two years/ but they still/ not practice their English.

#### **Exercise 8.4**

Use the present perfect and present perfect continuous tense.

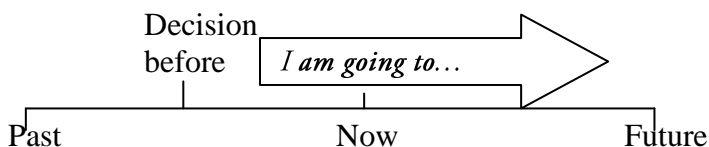
1. The post office isn't far from here. I (walk) ... there many times.
2. We are tired. We (walk)... for more than an hour. Let's stop and rest for a while.
3. I (read) ... this chapter in my grammar text three times, and I still don't understand it!
4. Mrs. Atikah (teach) ... students for ten years. She is one of English teacher at Senior High School.



# Chapter 9

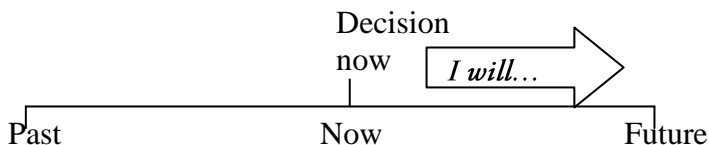
## Future Tense

The **Future tense** expresses the activity, plans or intentions will be done in the future time. Future tense uses **be going to and will** to express the future expression.



Study the following example:

- A: I have decided to have a party. **We are going to invite** our friends from work.  
B: That's great idea.



Study the following example:

- A: What are you going to have, Helen?  
B: Just cheeseburger and French fries. What about you?  
A: I think **I'll have** the chef's salad. I guess we are ready to order, then.  
B: That's great idea. We **will invite** our friends.

*Taken from Person To Person*

## Form

### Be going to

#### Affirmative

Use *am*, *is*, *are*, and the simple form of main verb with *going to*.

**S+ Be going to Verb. I/be**

#### Negative

Use *not* after *be* (*am*, *is* and *are*) and the simple form of main verb with *going to*.

**S + Be not going to Verb. I/be**

#### Interrogative

Put *to be* in front of sentence in order to make questions.

**Be + S going to V.I/be**

## Examples

*I am going to be* your lecturer.

*I am going to play football* tomorrow afternoon.

The sky is full of black clouds. *It is going to rain.*

*We are going to be* happy if you come.

*My mother is going to be* busy all day.

*My sister is going to finish* her study next year.

*We are going to study* English grammar next semester.

*I am not going to go* with you.

*We are not going to attend* your party if you do not invite me.

*My father is not going to go* to Singapore next morning.

*We are not going to be* happy if you are not here.

*Are you going to get quiz* next week?

*Is your sister going to go* college?

*Are you going to be* sad if I am not with you?

*Are you going to be* upset with your boy friend?

**Information questions**

*Be* comes before the subjects in most information questions.

**Wh-Q + Be going to Verb.I/be**

*When are you going to study?*

*How are you going to go?*

*Who is going to join us?*

*How many subjects are you going to take during this semester?*

I am

You are

We

They going to invite you tonight.

Ann and Tuti

He

She is

Ann

I am not

You are not

We

They going to invite you tonight.

Ann and Tuti

He

She Is not

Ann

am I

are You

We

They

Ann and Tuti going to invite me tonight?



You  
We  
They                      will not              do the task.  
Ann and Tuti

He  
She  
Ann                      will not              do the task.

I

Will                      You  
                                 We  
                                 They                      do the task?  
                                 Ann and Tuti

She  
he  
Ann

The future tense is often combined with a *perfect or progressive*.  
Examples:

### ***Perfect***

My sister will have already left by now.  
They will have gotten up early this morning.  
The plane will have landed by now.

### ***Progressive***

They will be clearing customs by now.  
My family will be staying in Malaysia over pasting day.  
I will be watching the game on TV this afternoon.

## **Functions**

### **Functions of Be going to**

1. Use *to be going to (do)*  
when we say what we

### **Examples**

A: There is a good film

have already decided to do, or what we intend to do in the future.

tonight. *Are you going to watch it?*

B: No, I am busy with my assignment. *I am going to do my homework.*

A: Have you phoned Tom?

B: *I am going to phone him after lunch.*

2. Use *to be going to* when we say what someone has arranged to (arrange to meet someone, to travel somewhere).

A: What *time are you going to meet?*

B: At four o'clock.

A: When *are you going to go to Jakarta?*

B: Next week.

3. Use *to be going to* when we have already decided to do something. You have got information earlier.

A: Can you repair Anita's bicycle?

B: Yes, I know. She told me. *I am going to repair it tomorrow.*

### Functions of Will

1. Use *will* when we decide to do something at the time of speaking.

2. Use *will* to offer to do something

### Examples

A: It is hot in this room.

B: *I will open the window.*

A: What would you like to drink?

B: I *will have* fresh tea, please.

A: I am too tired to walk.

B: *I think you will get* a taxi.

A: I need this book.

B: Don't worry; I *will lend* it



for you.

3. Use *will* to promise to do something  
Thank you for lending me the book. I *will give* you back tomorrow.  
I promise I *will phone* you as soon as I arrive.
4. Use *will* to ask someone to do something  
*Will* you call me?  
*Will* you go with me?  
*Will* you be quiet? I am studying.
5. Use *will* to agree or to refuse to do something  
A: You know the book that I lend you. Can I have it back?  
B: Of course. *I will bring* it next week.
6. Use *will* when we talk about future, but it is not arrangement.  
You *will pass* if you study hard.  
When *will you know* your examination results?
7. Use *will* when we decide to do something at the time of speaking.  
A: My bicycle has a flat tire. Can you repair for me?  
B: Ok. *I will repair* it tomorrow.

### **Shall I...? And shall we...?**

Shall is used in the questions shall I....? / Shall we....?  
Is to ask somebody's opinion (especially in offers or suggestions). The form of shall is Shall I/ shall we + verb I

Examples:

*Shall I* open the window? (It means that do you me to open the window).



1. I will go/ am going to a party tonight. Would you like to come too?
2. I am so hungry. I will eat/ am going to eat.
3. What would you like to drink, tea or coffee? I will have tea/ am going to drink tea.
4. I don't have money. Don't worry, I will lend / am going to lend/ you.

### **Exercise 9.4**

Complete the following sentences into future form with the parentheses whether in positive, negative, or interrogative.

Example:

He ...(not/go) anywhere tomorrow.

He won't go anywhere tomorrow.

1. I ...(give) you that money tomorrow.
2. The stores...(open) early today?
3. You...(spend) a lot of money for buying me a present?
4. They...(be back/not) home early tonight.
5. The lesson...(be/over) at two p.m?





If you come to my house at two o'clock tomorrow afternoon,  
I *will be sleeping*.

If you come at six at noon, *my baby will be sleeping*.

### Forms

#### Affirmative Sentences

Use *will be* with present progressive.

**S+ Will be verb. ing**

#### Examples

I *will be watching* movie.

I *will be wearing* a yellow wimple.

#### Negative Sentences

Put not after will

**S +Will Not be verb. ing**

I *will not be wearing* this blouse tomorrow.

#### Yes/No Questions

Put Will in front of sentences.

**Will +S + be +verb. Ing**

*Will you be reading* this novel next week?

*Will you be taking* math tomorrow morning?

#### Information Questions

Will comes before the subject in most information questions.

**Wh+ Will +S+ be verb. Ing**

*Who will be doing* our assignment next week?

I Will be watching movie.

You

We will be watching movie.

They

Ann and Tuti

She  
He will be watching movie.  
Ann  
it

I will not be watching movie.  
You  
We will not be watching movie.  
They  
Ann and Tuti

She  
He will not be watching movie.  
Ann  
it

will I  
You  
We  
They be watching movie?  
She  
He  
Ann

## **Functions**

### ***Functions***

1. Use future continuous tense to express the activity will be done in the middle of the time.

### ***Examples***

I *will be waiting* for you here tomorrow morning.

My little daughter *will be crying* when I leave home next morning.

2. Use future continuous tense I *will be going* to the supermarket later. Will you be already planned or accompany me? decided.

3. Use future continuous tense *Will you be calling me* when you arrive at home later? to ask about people's plan especially when we want someone to do something.

**Exercise 10.1**

In this exercise you have to make sentences with *will be v.ing*  
Example: I am going to study from seven to nine o'clock this evening. So, when you come to my house at seven thirty, *I will be studying*.

- 6. Tomorrow morning I am going to go swimming from seven to nine o'clock. So at eight o'clock I am not at home. I .....
- 7. My mom is going to iron our clothes from 7 o'clock until 10 o'clock tomorrow. So at 8.30 tomorrow she .....
- 8. My daughter is going to play piano tomorrow. It will take 9 until 11 o'clock. So at 9.45 she.....
- 9. We are going to clean our room tomorrow morning. It will take two hours. It will be started at seven thirty and ended at 9 o'clock. So, if you come to our room at 8 o'clock we.....
- 10. My mom is a hard worker. Next morning she is going to paint the wall in her room. It will take three hours. It will be started from seven o'clock in the morning and ended at 10. So when I ask her to go with me to the market at 9 she.....

**Exercise 10.2**

You are going to ask questions with *will be -ing?*  
Example: You want to borrow your friend's pen tomorrow.



(you/use/your pen tomorrow?)

Will you be using your pen tomorrow?

1. You want your friend to give Anita a message this afternoon.  
(You/see/Anita this afternoon?)
2. You want to use your friend's car tomorrow evening.  
(you/use/your friend's car tomorrow evening?)
3. Your sister wants to lead me to do the task tomorrow.  
(your sister/lead me to do the task tomorrow?)
4. My husband wants to go to the city tomorrow.  
(your husband/ go/ to the city tomorrow)

### **Exercise 10.3**

Complete the following sentences with the appropriate form of future continuous tense.

Example:

If you come to my house at noon, we...(eat) lunch.

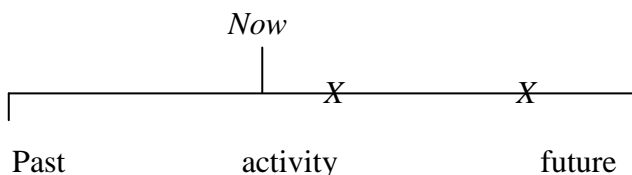
1. At this time next month, I ...(travel) in Bukit Tinggi.
2. I...(wait) on the corner for you at the usual time tomorrow evening.
3. Tomorrow afternoon at this time, we...(eat) together at burger café.
4. At this time next year, he ...(study) grammar at class eight.
5. At this time tomorrow afternoon, Margaret...(watch) television at home.



# Chapter 11

## Future Perfect Tense

**The Future Perfect tense** refers to actions that will have occurred before another event or time in the future. The future perfect consists of *will have* (the future tense of *have*) followed by a verb in the past participle form. The action or event described by the future perfect tense must be completed prior to some other future time or event.



Study the following situation!

Part A.

I am one of an English student at Islamic Studies. I live in a renting house. By the end of the semester, ***I will have lived there for one year.***

Part B.

Carlos is a football fan and there is a football match on the television this evening. The match begins at 7.30 and ends at 9.15. Shinta wants to come and see Carlos this evening and wants to know what time to come.

Shinta : Is it alright if I come at 8.30?

Carlos : No, I don't come then. I will be watching the match on the television.

Shinta : Oh. Well, what about 9.30?

Carlos : Yes, That will be fine. ***The match will have***

*finished by then.*

Taken from English Grammar in

Use

Study the following examples:

I am sure *they will have completed* the new road by June.

He says that before he leaves *he will have seen* every show in town.

## Forms

### Affirmative Sentences

Use *will have* with the past participle of a main verb.

**S + Will have verb. Past participle**

### Examples

By 2000, *Japan will have completed* its new train.

By the end of this semester, *I will have studied* here for two years.

### Negative Sentences

Put not after will

**S + Will Not have verb. Past participle**

I will not have finished reading English novel by June.

*The United States will not have completed* its new trains by 1990.

### Yes/No Questions

Put Will in front of sentences.

**Will + S have verb Past participle**

*Will you have read two English books* by the end of this semester?

### Information Questions

Will comes before the subject in most information questions.

**Wh Will S have verb Past participle**

*What will you have done* by the end of this week?

By is often used in Future Perfect tense by + date, by then, by that time.

*By next September, I will have taught* here seven years.

I Will have finished this book in June.

You  
We will have finished this book in June.  
They  
Ann and Tuti

She  
He will have finished this book in June.  
Ann  
It

I will not have finished this book in June.

You  
We will not have finished this book in June.  
They  
Ann and Tuti

I  
You  
We  
They  
will Have finished this book in June?  
She  
He  
Ann

The future time can also be expressed in another clause, which can be in the present tense (PT) or present perfect (Pres P).

For example:

By the time you <sup>PT</sup> *get* this message, I <sup>FP</sup> *will already have left*.

By the time you <sup>Pres P</sup> *have gotten* this message, I <sup>FP</sup> *will already have left*.

The two clauses can occur in either order:

FP Pres P

He will have packed all the boxes before she has printed all the labels.

Pres P FP

Before she has printed all the labels, he will have packed all the boxes.

**Functions**

**Functions**

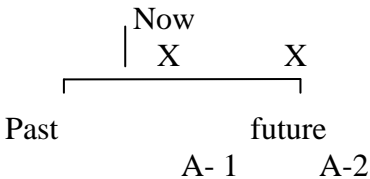
**Examples**

1. Use Future perfect Tense to talk about a future action that will already be completed by a certain time in the future.

By June, I will have paid my debt.  
By June, my sister *will have finished her study*.  
By the year 2012, *I will have finished my doctorate*.

2. Use Future Perfect tense to show the relationship between two future events. The event that will happen first uses the perfect. The event that will happen second uses the simple present tense.

I am having dinner at seven. My sister arrives at seven thirty.  
By the time my sister arrives, *I will have finished dinner*.



3. Use *already and yet* with the future perfect to emphasize which event will happen first.

By the time I graduate from my Post graduate, *I will have already delivered* two children.  
By the time my husband arrives, *I will not have finished my work yet*.

4. Use future perfect tense to say that something will already have happened before a certain time in the future.

Next September is Yan and Yen's 17th wedding anniversary. *They will have been married for 17 years.* (Now they have been married for 16 years).

We are late. *I expect the film will have already started by the time we get to the cinema.*

Tom's football match ends at 9.15. So, after this time.

*At 9.30, the match will have finished.*

### Exercise 11.1

In this exercise you have to use *will have*

Example: Tom and Ann are going to the cinema. The film begins at 7.30 and it is already 7.20. And it will take them 20 minutes to get there.

When they get there, *the film will have already started.*

11. Sandra always goes to bed at 9.00. Sonia is going to visit her at 10.00 this evening. When Sonia arrives, (Sandra /go/ to bed).
12. My sister is on holiday. She has very little money and she is spending too much and too quickly. Before the end of her holiday, (she/ spend all her money).
13. My daughter is having her breakfast at 7.00. Her friend visits her at 7.40. When her friend arrives, (she/finish/breakfast).
14. I always do all activities before going to work. I usually go to work at seven. When I leave home, (I/finish/all morning activities).
15. Nabila usually draws five pictures everyday. So, in a week, (she/ draw/ thirty five pictures).

### Exercise 11.2

Read each numbered of the statement. Then choose the sentence (a or b) that best describes the situations.

Example: By this time tomorrow, I will have decided which car to buy.

- a. I know which car to buy
  - b. I haven't decided yet.
5. By the time you get home, we will have finished the grocery shopping.
- a. You will get home while we are shopping.
  - b. You will get home after we finish shopping.
6. I won't have finish writing my book by May.
- a. I will still be writing on May
  - b. I will finish writing on May
7. By the year 2013, we will have moved to a new house.
- a. I will move to a new house before the year 2013.
  - b. I will move to a new house after the year 2013.
8. They will have finished mailing the newsletter by five o'clock
- a. They will be finished by five o'clock
  - b. I will be working at five o'clock.

### Exercise 11.3

Circle the correct words to complete the conversation.

1. I know, Next year at this time, I will be graduating/ I will have graduated already.
2. I have to study first, but I will be finishing/ will have finished.
3. A: Are you still reading Abiburahman's novel?  
B: Yes, but when I will finish/ finish this one, I will have read all his novels.

### Exercise 11.4

Complete the following sentences with the future perfect tense form of the parentheses.

Example:

By this time next year, you ...(forget) all your presents trouble.



By this time next year, *you will have forgotten* all your presents trouble.

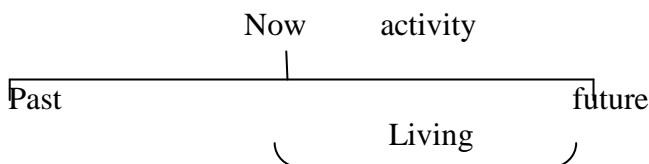
1. If you haven't begun to study yet, you certainly ...(learn) all this material by tomorrow.
2. When you are my age, you...(learn) much about the weaknesses of man.
3. By the time next week, my daughter ...(finish) reading Alqoran.



# Chapter 12

## Future Perfect Continuous Tense

**The Future Perfect Continuous Tense** refers to actions that will still be in progress at a certain time in the future. The action may start sometime in the future or it may have already started.



Study the following situation!

Part A.

Jim : You are moving to Jakarta Next week, aren't you?  
Great! Can I come for a visit in December?

Sandra : Sure, by then ***we will have been living there*** for three months. It should be fine.

Part B

Carlos is a football fan and there is a football match on the television this evening. The match begins at 7.30 and ends at 9.15. Shinta wants to come and see Carlos this evening and wants to know what time to come.

Shinta : Is it alright if I come at 8.00?

Carlos : No, you don't come then. I will be watching the match on the television. If you come at 8 o'clock, ***I will have been watching*** football match for 30 minutes.

Shinta : Oh. Well, what about 9.30?

Carlos : Yes, That will be fine. The match will have finished by then.

*Taken from Focus on Grammar*

## Forms

### Affirmative Sentences

Use *will have been* with the ing form of a main verb.

**S + Will have been + verb-ing**

### Examples

By the next August, *my daughter will have been living* in the village for two months.

I will have been teaching at college for two years by the next year.

A: This job is endless

B: I know. By the end of May, *I will have been painting* the house for two months.

### Negative Sentences

Put not after will

**S+ Will + Not + have been + Verb-ing**

*I will not have been working* by the end of this May.

### Yes/No Questions

Put Will in front of sentences.

**Will + S +have been + Verb ing?**

*Will you have been reading two English books by the end of this week?*

### Information Questions

Will comes before the subject in most information questions.

**Wh + Will + S +have been V.Ing?**

When I take English course, *I will have been living* in the city for two years.

*What will you have been doing* by the end of this week?

I will have been finishing reading two books by the end of this June.

You  
We will have been finishing reading two books by the end of this June.  
They  
Ann and Tuti

She  
He will have been finishing reading two books by the end of this June.  
Ann  
It

I will not have been finishing reading two book by the end of this June.

You  
We will not have been finishing reading two book by the end of this June.  
They  
Ann and Tuti

I  
You  
We have been finishing reading this book by the end of this June?  
They  
will  
She  
He  
Ann

## Functions

### Functions

### Examples

1. Use Future Perfect Continuous Tense to talk about an action that will When you visit me next month, *I will have been living here* for ten years.

still be in progress at a certain time in the future. The action may start sometime in the future or it may have already started.

2. Use Future Perfect progressive to show the relationship between two future events. The event that will happen first uses the perfect. The event that will happen second uses the simple present tense.
- I am having dinner at seven.  
My sister arrives at seven ten.  
By the time *my* sister arrives, *I will have been having dinner ten minutes.*

### Exercise 12.1

In this exercise you have to use *will have been doing*

Example: Sandra always goes to bed at 9.00. Sonia is going to visit her at 10.00 this evening. When Sonia arrives, (Sandra /sleep/ for one hour).

When Sonia arrives, Sandra will have been sleeping for one hour.

16. My sister moves to Bandung. She has been there since January. Now is August. So when I am going to visit her, (she/ live for seven months).
17. My daughter is having her breakfast at 7.00. Her friend visits her at 7.05. When her friend arrives, (she/eat breakfast/ for five minutes).
18. We are going to clean our room tomorrow morning. It will take two hours. It will be started at seven thirty and ended at 9 o'clock. So, if you come to our room at 8 o'clock (we/clean/ for one hour)
19. Tomorrow morning I am going to go swimming from seven to nine o'clock. So at eight o'clock (I/swim/ for one hour).

**Exercise 12.2**

Tell to your friends about your activity will have been doing tomorrow afternoon!

Example:

When you call me at four o'clock tomorrow afternoon, I will have been watching Upin-Ipin series for thirty minutes.

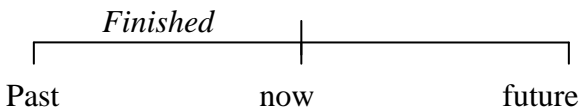




# Chapter 13

## Simple Past Tense

**The Simple past tense** describes actions or situations that began and ended in the past. The key to using the past tense is to remember that the use of the past tense emphasizes that the events are over and done with *before* the present moment of time. Often the use of the past tense implies that what was true then is not true now.



Study this paragraph!

### Part A

I **went** on a nice picnic on Saturday with my friends from campus. We **went** to a lovely lake about a hundred miles north of here. We **left** on the bus at seven o'clock in the morning and **arrived** at the lake at eight-thirty. We **spent** the morning swimming and **rowed** boats on the lake. Then we **had** lunch in a small restaurant overlooking the lake. After lunch, we **climbed** a large hill behind the lake and **saw** the beautiful view from the top. We **got** back to the bus around four o'clock and then we **came** back to town.

### Part B

Andre: Look! It is raining again

Tom : Oh no, not again. *It rained* all day yesterday too.

## Form

### The Verb Be

#### Affirmative

The *verb be* has two forms (was and were) after different subjects. Use was for the subject I he, she, it and were for a plural noun.

**Be(was/were) adj/n/adv**

#### Examples

I *was* happy yesterday.  
He *was* so happy when I told that news.  
He *was* my English student.  
The students *were* late to come to the classroom.

#### Negative

Use *not* after the verb *be*.

**Be(was/were) not adj/n/adv**

I *was not* late.  
He *was not* from Bali.

#### Yes/ No Questions and Short Answers.

In Yes/ No Question, the verb *be* comes before the subject.

**Be was/were) S adj/n/adv**

*Was I* early?  
*Were those girls* twins?  
*Weren't you* early?  
*Was your* house modern?  
*Wasn't there* any television?  
*Was that woman* the professor?

#### Information Question and answer

An information question asks for more than yes or no and begins with a question word.

**Wh-Q be was/were S adj/n/adv**

*Where* were you last week?  
*Why* were they here?  
*Where* was your house?  
*Who* was in the living room?

Who was here  
yesterday?

**Positive**

My dad was so  
happy.

They were so tired.

She was thirsty.

**Negative**

My dad wasn't  
happy.

They weren't so  
tired.

She wasn't thirsty.

**Question**

Was he so happy?

Were they so  
tired?

Was she thirsty?

**The Verb Form**

**Affirmative**

In affirmative simple past  
statement, regular verb ends  
in *Ed*

**S + Verb. Ed**

**Examples**

I *studied* English last year.  
My brother *visited* me last  
month.

My grandmother *baked* her  
own bread.

I *graduated* from Padang  
University.

Look! It was raining again. It  
*rained* all day yesterday too.  
We *invited* them to our party  
but they *decided* not to  
come.

**Negative**

*Did* comes before *not*.

**S + did not Verb. I**

I *did not watch* TV.

We *didn't have* assignment.

We *didn't understand* thing.

They *did not study* together.

I *didn't teach* yesterday.

Dr. Michaels *did not speak*  
English clearly.

She *did not do* the  
homework.

I *didn't study* at a university.

I *did not understand* about  
simple past tense.

My father *didn't go* to Jakarta

last week.

We didn't go anywhere yesterday.

### Yes/ No Questions

#### Did + S +Verb. I?

*Did your major* in math?

*Did you speak* English when you were at high school?

*Did she do* her homework?

*Did he read* the Times?

*Did anyone help* me?

### Information Questions

An information question asks for more than yes or no and begins with a question word. The question word is sometimes the subject of the sentence. **Did** comes before the subject in most information questions.

Why *didn't* you phone me yesterday?

What *did* you take?

Why *did* you study that?

Who *taught* the class?

*Which (lecturer)* taught the grammar?

*What happened* in the class?

#### Wh-Q did + S +Verb. I

##### Positive

She *enjoyed* the party.

My sister *went* to the campus.

All students *wrote* essay in English.

##### Negative

She *didn't enjoy* the party.

She *didn't go* the campus.

They *didn't write* essay in English.

##### Question

*Did she enjoy* the party?

*Did she go* the campus?

*Did they write* essay in English?

Time clause of *when is* usually followed by past form.

Examples:

*Past* I visited my grandparents **when** I *past* went to my village.

**When** the phone *past* rang, I *past* answered it.

**Before** I finished my homework, I went to bed.



If the base ends in a voiceless consonant except for *t*, the *-ed* is pronounced /t/. The final voiceless consonants are usually spelled *-p*, *-(c)k*, *-s*, *-sh*, *-(t)ch*, *-x*, *-f*. and *-gh* (when pronounced /f/).

Examples:

***-ed* pronounced /t/**

Box	boxed
Cap	capped
Clutch	clutched
Cough	coughed
Kiss	kissed
Pack	packed

If the base ends in a vowel or voiced consonant except for *d*, the *-ed* is pronounced /d/.

Examples:

***-ed* pronounced /d/**

Annoy	annoyed
Bore	bored
Call	called
Fan	fanned
Grab	grabbed
Play	played

If the base form ends in a consonant \_ *-y*, the *y* will change to *i* before the *-ed* ending. For

example:

try	tried
supply	supplied
Rely	relied
marry	married
justify	justified

If the base form ends in *y* that is part of a vowel sound spelling, keep the *y* and add *-ed*. For

example:

annoy	annoyed
enjoy	enjoyed
Obey	obeyed
Play	played
employ	employed

Time expressions for past tense are yesterday, last (month, year, week, time, etc) two days (a week, month, a few minutes, a long time, etc) ago, after that, a week later, then, the day before yesterday, May 10.

## Functions

### Functions

1. Use the simple past to express the activity which is not connected to the present.
2. The past tense can be used to refer to a single moment in past time.
3. The past tense can refer to events that occurred repeatedly in the past.
4. The past tense can refer to a span of time in the past.
5. Time Clauses of Past tense are the following; when, after, before, while.
6. Put a comma at the end of a time clause when the time clause comes first in the sentence

### Examples

- The Chinese *invented* printing.  
I *touched* a hot dish.  
Shakespeare *wrote* Hamlet.
- I *graduated* in 2003 at S2 Program.  
I *got* married in 1996.
- It *rained* every day during my vacation in Bali.
- I *worked* for that company for six years.
- I visited my grandparents when I went to my village.  
*When the phone rang*, I answered it.
- Before *I finished* my homework, *I went to bed*.  
After the *lecturer went out* from the classroom, I went to

(comes in front of the the library.  
sentence) *While I was watching* TV, the  
phone rang.

### Exercise 13.1

This time you have to put one of these verbs in each sentence.

Hurt teach spend sell throw fall catch buy cost

Example:

I was hungry, so I *bought* something to eat in the shop.

1. Tom's father ...him how to drive when he was 17.
2. Don ...down the stairs this morning and ...his leg
3. We needed some money so we ... our car.
4. Ann... a lot of money yesterday. She ...a dress which ... \$ 50.
5. Jim ... the ball to Sue who ... it.

### Exercise 13.2

This time you have to put the verb into the correct form. All of the sentences are past.

Example:

I ... (not/ go) to work yesterday because I ... (be) sick.

I didn't go to work yesterday because I was sick.

1. Michael .... (not/ shave) this morning because he ... (not/ have) time.
2. We ... (not/ eat) anything because we ... (not/be) hungry.
3. I ... (not/rush) because I ... (not/be) in a hurry.
4. She .... (not/be) interested in the book because she ... (not/ understand ) it.
5. I ...(not call) you last night because I had been slept

### Exercise 13.3

Work in pairs. One student asks simple past tense questions with those cue words. The other answers with information about his or her childhood in short answers. Then change the roles.



Example:

A: Where did you live?

B: In a small apartment in the city.

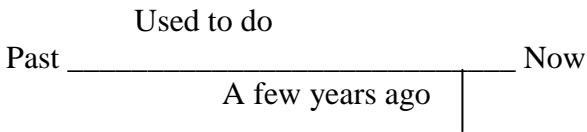
1. Where/ your/ family/ live? ( in a house, in an apartment, in the city, in the country)
2. How many rooms/ there/ in your home.
3. Who/you/live with? (With parents, my grand mother, my aunts, and uncles) in a big family.
4. How many brothers and sisters / you/ have?
5. How often/ your mother/ cook? What / she/make (soup, chicken, and rice, sandwiches, frozen food).



# Chapter 14

## Used to (do)

*Used to* is used to express something happened regularly in the past time but does not do it now. *Used to* is always used in past time. There is no present form.



Study the following example:

A few years ago, my husband **used to drink** coffee.

Now, he does not do it anymore. He quits drinking coffee.

*He used to drink coffee*

*He doesn't drink it now.*

### Forms

#### Form

*Used to* only appear in past form

#### Affirmative

**S + used to + verb. I**

#### Examples

*I used to play tennis* a lot, but now I am very busy.

*I used to teach* my children, but now I am so busy.

#### Negative

**S + did + not + Use to + verb. I**

Yen *didn't use to* go out when she was young.

#### Interrogative

The normal question is did...  
Use to?

**Did + S + use to + verb I?**

Did *you use to eat* a lot of sweets when you were a child?

## Functions

### Functions

1. Use *used to* with the infinitive (*used to study/used to smoke, etc*) to say something regularly happened in the past but no longer happens.

### Examples

- I *used to play tennis* a lot, but now I am very busy.  
I *used to teach* my children, but now I am so busy.
2. A phrase with *used to* to express past habit, habitual activity, or repeated action.
- We *used to live* in a small village but now we live in London.  
Ann *used to have* long hair but she cut it some time ago.

## Be Used to

**Be Used to** is used to express the habitual condition. It is not strange or new. It is usually followed by –ing form after *to*. *Be used to* can be changed into *get used to*.

**Be + used to + V.ing.**

**Get + used to + V.-ing**

Examples:

I ***am used to*** driving on the right because I live in Indonesia.

I ***am used to*** the weather in this country.

My mom lives alone. She doesn't mind this because she has lived alone for 10 years. She ***is used to living*** alone.

My father ***got used to*** making coffee alone.

## Exercise 14.1

In this exercise you have to complete the sentence with *used to*

...

Example:

Dennis doesn't smoke any more but he used to smoke 40 cigarettes a day.

1. The baby doesn't cry so much now but she ..... every night

2. She ... my best friend but we aren't friends any longer.
3. We live in the village now but we ... in Padang.
4. Now there is only one shop in the village but there ... three.
5. When I was a child I ... ice-cream, but I don't like it now.
6. Now my father has got a car. He ... a motor cycle.

### Exercise 14.2

Work in pairs. Ask and answer each other's questions with used to and these cue words.

Example:

A: Where did you use to live?

B: I used to live in a big family with small a apartment.

1. Where/ you/ live? Who/ live with?
2. You / be in a hurry all the time? How much free time/ you/ have?
3. How often/ family (roommates, friends, sisters, etc) cook? How much time/ spend at meals?
4. Who/ do/ the homework?
5. You/ meet your friends often? Where/ you /met? What/ you/ do/ together?

### Exercise 14.3

In each of the following sentences change the italicized verb to introduce used to.

Example:

I walked to work.

I *used to* walk to work.

1. I never made so many mistakes in spelling.
2. My sister used her hands to wash her clothes. Now she has a washing machine.
3. My father smoked two packs a day.
4. I never cough before.
5. He never did his work poorly.

### Exercise 14.4

Write sentences based on the following situation. You use *used to*.

Example:

Five years ago

Rosanna travelled a lot

She played piano.

She was very busy.

She didn't like cheese.

She had got lots of friends.

She never read newspaper.

She had cute cat.

She didn't drink tea.

today

Rosanna doesn't travel a lot.

She hasn't played piano.

She doesn't have trips.

She likes cheese very much.

She doesn't see many people.

She wastes her time to read newspaper.

Her cat died.

Tea is great today.

Rosanna *used to travel* a lot, but today she *doesn't have* trips.



studying grammar now.

***Negative Sentences***

**Be + (was/were not) Ving**

***Examples***

*I was not paying attention to the lecture. I was sleepy.*

***Yes/No Questions***

A form of **be** comes before the subject.

**Be + (was/were) S Ving**

***Examples***

*Were you getting sick?  
Were you playing football at 3.30 yesterday?  
Were they doing the research?  
Yes, I was.  
No, I was not.*

***Information Questions***

**Be** comes before the subject in most information

**Wh-Q + Be (was/were) S Ving**

***Examples***

*Where was he going to school?  
Why was she taking so many classes?  
Who was teaching the Grammar I?  
When were they attending the sport school?*

You  
We  
They  
Ann and Tuti

were working in the kitchen.

I  
She  
He  
Ann  
It

was working in the kitchen.



I was not working in the kitchen.

You  
We were not working in the kitchen.

They  
Ann and Tuti

were You working in the kitchen?  
We  
They

was I working in the kitchen  
She  
He  
Ann

Past tense and past continuous can be used together to say something happened in the middle of something else. Examples:

Past tense	<i>When</i>	past tense
Past tense	<i>When</i>	past continuous tense
Past tense	<i>While</i>	Past continuous tense

Past progressive past tense  
We were watching TV **when** the lights went out.

Past tense past progressive  
**When you called,** we were working in the garden.

Past progressive past tense  
They were driving to the market **when they had** the accident.  
Past progressive past tense

**While** *I was reading newspaper,* Andy *came.*

## Functions

### Functions

1. The past progressive can also be used for a past-time action or event that spans a defined period of past time.
2. Use the past continuous tense to talk about an action that someone was in the middle of doing something at a certain time. The action had already started before this time but hadn't finished.
3. Use the past continuous tense when we talk about something that was finished or not. Perhaps it was finished, perhaps not.
4. Use the past continuous tense and past tense together to say that something happened.

### Examples

All last week, my boss *was meeting* with the sales reps.  
From noon on, I *was raking* leaves in the backyard.  
All the time he *was talking*,  
I *was looking* at my watch.

This time last year I *was living* in Padang.  
I *was studying* at Padang University last four years.

Andy *was reading* an interesting novel. (We do not know when he started reading and finish his reading)

Yesterday morning I *was having breakfast* when the phone rang.

When Tom *arrived*, I *was having breakfast*. (I had already started breakfast before Tom arrived.)

When Tom *arrived*, I *had breakfast*. (Tom arrived and then I had dinner).

Do not use past continuous tense for non action verbs.

Want	need	hate
like	belong	mean
know	suppose	see
Love	remember	Realize
Understand	forget	smell
seem	hear	prefer
contain	believe	

Examples:

Jack and Sally *saw* them from the door.

I *thought* you love me.

I was having some cakes when my girl friend *had* headache.

### Exercise 15.1

Examine each verb in italics in the following sentences. Rewrite the verb as a past progressive.

Example;

At midnight, I *sleep*.

At midnight, I *was sleeping*.

1. The chef *bake* the pie when the guests came.
2. As she *walk* down the street yesterday, she noticed the stray dog.
3. All last month, the teacher *grade* tests.
4. At the time of the hurricane, they *live* on the west side of the city.
5. The police *control* the rioters when the convention began.

### Exercise 15.2

Put the verb into the correct form, past or past continuous tense.

Example:

While I was reading newspaper, Andy came.

1. Wiranda... (fall) off the ladder while she ... (paint) the ceiling.

2. Last night I ... (read) in the bed when suddenly I .... (Hear) a scream.
3. .... (you/watch) television when I phoned you.
4. What ... (you/do) at this time yesterday?
5. Tom ... (take) a photograph of me while I ... (not/look).

### Exercise 15.3

Arrange the following sentences into past tense and past continuous tense

1. I/ fall/ asleep/ when I/ watch/ television.
2. The phone/ ring/ while I/ have/ a shower.
3. It begin/to rain while we/walk/home.
4. I/ have/ breakfast/ when you/ come.
5. We/ see/ an accident/ while we/ wait/ for/ the bus.

### Exercise 15.4

In the following sentences give either the past tense or the past continuous tense from the verb indicated.

Example:

- (study) 1. I ...very hard last night.  
 2. I ... last night when you called me on the phone.

I *studied* hard last night

I *was studying* when you called me on the phone.

1. (go) 1. While I... home last night, I saw a dreadful accident.  
 2. I... home last night by bus.
2. (have) 1. We... our dinner when you phoned.  
 2. We ... at about forty mile an hour when the accident happened.
3. (read) 1. At seven o'clock, when you came, I ... a news paper.  
 2. I ... two novels last week.

# Chapter 16

## Past Perfect Tense

The **past perfect tense** refers to an activity or situation completed before another event or time in the past or before this time. The past perfect consists of *had* followed by a verb in the past participle form.



Study the following situation!

I went to a Sarah's party last week. Tom did too. However, they didn't see each other. Tom left the party at 10.30. So, when I arrived at 11 o'clock, Tom wasn't there. *He had gone home.*

Study the next examples

*I saw that we had taken the wrong road.*

*Helen had leaved by the time we arrived.*

### Form

#### Affirmative Sentences

Use *had* with the past participle of main verbs for all subjects

S + *had* + Verb past participle

Negative Sentences

Put *not* after *had*.

S + *had not* Verb. Past participle

#### Examples

I *had lived* here before 12:30

My sister *had written* a letter by 2: 45.

Most of my friends were no longer there. *They had left.*

I wasn't hungry. *I had just had lunch.*

By 9:15, *Mrs. Yen still had not arrived.*

**Yes/No Questions**

Put *had* in front of sentences.

*Had your children been late to the school?*

**Had + S Verb. Past participle**

*Yes. They had.  
No, they hadn't*

**Information Questions**

*Had* comes before the subject.

*Why had you been late?  
How long had you worked?*

**Wh-Q + Had +S + Verb past participle**

I  
You  
We  
They  
Ann and Tuti had seen that movie.  
She  
He  
Ann  
it

I had not seen that movie.  
You  
We  
They  
Ann and Tuti

I  
You  
We  
They  
Had Seen that movie?  
She  
He  
Ann

Past perfect with ever, already, just, recently, yet, never before, after and as soon as.

Past perfect past

They had already graduated before they got married.

Perfect past past

He had taken out a life insurance policy before he died.

Past past perfect

Before he died, he had taken out a life insurance policy.

Past past perfect

I saw Ayat-ayat Cinta film last week. *I had never seen it before.*

past perfect past

After I had graduated from my study, I went on my activity at English course.

*I had already seen* Ayat-ayat Cinta film twice.

Before I *Studied* at English Department, *I had finished* my English course.

When I *studied* in Padang, My parents *had lived* there.

By 1997, I *had finished* my study at college.

## Functions

1. Use the past perfect tense to say that something had already happened before this time in the past time. *By 2003, I had finished my study at S2 program.*  
*The house was very quiet when I got home. Everybody had gone to bed.*
2. Past Perfect tense usually uses the time expression *I had made plans before they called with their*

such as *by the/ that time* invitation.  
(*by 1999, by January, by  
at that time*), *when,  
before, until, after.*

## Past Perfect VS Present Perfect Tense

### Present Perfect Tense

I *am* not hungry. I *have just had lunch.*

The house is very dirty. We *haven't cleaned it for weeks.*

### Past Perfect Tense

I *was* not hungry. I *had just had lunch.*

The house *was* dirty. We *hadn't cleaned it for weeks.*

## Past Tense VS. Past Perfect Tense

### Past Tense

When the show ended, I left the room. (It means that: first the show ended. Then I left)

### Past Perfect Tense

When the show ended, I had left. (It means that first I left the room. Then The show ended)

## Exercise 16.1

Change the verb whose action takes place first into the past perfect form. Change the verb whose action takes place later into the past-tense form. Remember that the two events can occur in either order in the sentence.

Example:

The audience *took* their seats before the curtain *go* up.

The audience *had taken* their seats before the curtain *went* up.

1. Apparently, the driver *suffers* a heart attack before the automobile accident *happen*.
2. After the play *receive* a bad review, the playwright *decide* to make some revisions.
3. I *make* plans before they *call* with their invitation.
4. Watson *write* up each case after Sherlock Holmes *solve* the crime.
5. Before we *go* two miles, my bicycle *get* a flat tire.



6. After the snow *stop*, we immediately *shovel* off the driveway.
7. As soon as the rain *let up*, we *dash* out of the building.

**Exercise 16.2**

Complete the following sentences using the verbs in brackets. You went back to your home town after one year and you found that many things were different.

Example: Most of my friends were no longer there. They ... (leave).

Most of my friends were no longer there. *They had left.*

1. My best friend, Julie, was no longer there. She ... (go) away.
20. The local cinema was no longer open. It ... (close) down.
21. Mr. Rahmad was no longer alive. He ... (die)
22. Bill no longer had his car. He ....(sell) it.

**Exercise 16.3**

John's schedule

Friday	Thursday	Saturday	Sunday	Monday	The following weekend
Buy a new work cloth	Call his girlfriend	Get haircut	Do laundry	Start working	Get his first pay check

In pairs take turns asking and answering questions about John. To check your answers refer to the table above.

Ex: get a haircut/ Friday.

A: Had John gotten a haircut by Friday?

B: No, he hadn't. He had gotten a haircut on Saturday.

1. find a job/ before Wednesday
2. buy work clothes/ before weekend
3. buy a bus pass/ by Sunday
4. get new clothes/ by Thursday.
5. start his new job/ by the weekend





**ing**

**Yes/No Questions**

Put had in front of sentences.

**Had + S +been + Verb-ing?**

*Had your mother been washing with washing machine?*

*Had you been studying Arabic when you were at High School?*

Yes, I had.

No, I hadn't.

**Information Questions**

Had comes before the subject

**Wh + had + S + been + verb-ing?**

*How long had you been living in the city before 2006?*

By is often used in Past Perfect Continuous tense

*By the time I got home. All members of my families had been sleeping.*

I  
you  
we  
they      Had      been    living.  
he  
she  
it

I  
you  
we  
they      had not      Been      Living  
he  
she  
it

Had      I  
            you  
            we  
            they      Been      living?  
            he

she  
it

Time expression for Past Perfect Continuous Tense are *by that time, By 2006, before 1998, by then, when, before, after.*

Example:

*When I arrived at home, my little daughter had been sleeping.*

### Functions

### Functions

1. Use Past Perfect Continuous Tense to talk about an activity that was in happening before a specific time in the past.
2. Use Past Perfect Continuous Tense to say how long something had been happening before something else happened.

### Examples

Long before 1492, Indian *had been living* in the Americas.

My father *had been smoking* for 40 years when he finally died.

3. Use past perfect continuous tense to draw conclusions based on evidence.

It wasn't raining when I look out of the window; the sun was shining. But It *had been raining*. That's why the ground was wet.

### Present Perfect Continuous Tense VS. Past Perfect Continuous Tense

#### Present Perfect Continuous Tense

*How long have you been waiting* ( until now)

*How long have you reading* an English book? (Until now).

#### Past Perfect Continuous Tense

*How long had you been waiting* when the bus finally came?

She is out of breath. *She has*

He was out of breath. *He*

*been running.*

*had been running*

## **Past Continuous Tense VS past Perfect Continuous Tense**

### **Past Continuous Tense**

When I looked out of the window, *it was raining*. (it means that when I looked out, rain was falling down).

### **Past Perfect Continuous Tense**

When I looked out of the window, *it had been raining*. (It means that it wasn't raining. It had stopped).

### **Exercise 17.1**

In this exercise you have to read the situation and then write a sentence with past perfect continuous tense.

Example : When I walked into the room, it was empty. But there was a smell of cigarettes. (Somebody / smoke/ in the room)

When I walked into the room, it was empty. But there was a smell of cigarettes. *Somebody had been smoking in the room.*

1. When my son came back from the beach, he looked very red from the sun.(she/lie/in the sun too long)
2. My father came home. He looked very tired. (he/ work/in the garden all day).
3. My daughter was very tired. (She/study/ in her school all day).
4. When I got home. My husband was sitting in front of TV. He had just turned it off. (he/watch/TV).

### **Exercise 17.2**

Put the verb into the correct form, past perfect continuous tense or past continuous tense of the following situation.

Example: When I arrived, everyone was sitting round the table with the mouths full. They... (eat)

When I arrived, everyone was sitting round the table with the mouths full. *They were eating.*

1. When I arrived, everyone was sitting round the table and talking. Their mouths were empty but their stomachs were full. They ... (eat)
2. When I arrived, the students ... (wait) for me. They were rather annoyed with me because I was late and they ... (wait) for me a very long time.
3. I tried to catch John but I can't. He... (run).
4. We... (listen) all his problems when his father came.

### **Exercise 17.3**

Read the situation. Decide if the description which follow is true (T) or false (F).

Example : When I got home, "American Ninja film" started.

First the American Ninja started. Then I got home. (F)

1. When I saw her, her eyes was red. She had been crying. *She wasn't crying when I saw her.*
2. When I went to bed, I had turned off the TV. *I turned off the TV after I went to bed.*
3. When the phone rang, my baby had been sleeping for two hours. *The phone call woke the baby up.*
4. By the time I finished talking with the students; Mr. Yufni came in to the room. *I finished talking with my students. Then Mr. Yufni came in.*

### **Exercise 17.4**

Choose the correct words of the following statements.

1. It was 2006, and I was living/had been living in Padang for two years.
2. I met my husband, Yan, while *I was studying/ had been studying/* English at Bung Hatta University.
3. Before they retired/had retired, they had both been diving instructors.
4. Mary has loved skiing since/ for she was ten.

5. When we / got/had got married, we had been dating for a year.



# Chapter 18

## Adverbs

**Adverbs** are defined as grammatical elements (words, phrases, or clauses) that *modify verbs* or *describe a verb*. Adverb also tells about somebody does something or how something happens. Almost all adverbs are formed from adjectives by adding an **-ly** suffix.

Study the following dialogue!

Rahma : What are we doing now? We can't go anywhere because it is *raining heavily*.

Dewi : All right. What about drinking a cup of hot tea now.

Rahma : That's good idea.

**Heavily** is an adverb. It modifies the verb *raining*.

Study the next examples:

Our vacation was too short. The time *passed* very *quickly*.

The driver of the car *was seriously injured* in the accident last week.

### How Adverbs are Formed

The adverbs are formed mostly from adjective add suffix **-ly**.

**Adjective** + **-ly** = **Adverb**

There are three forms of adverbs. They are *word level*, *phrase level*, and *clause level*. It should be considered the position adverb in a sentence.

## Adverb Words

**Adverb Words** are divided into two; *level single syllable words* and *adverb from adjective*.

### Level

### Single-Syllable Words

### Examples

Only, then, now, also, even, just, here, back, still, never, well, again, so, there, away, always, once, however, often, over, perhaps, thus, yet, too, almost

Examples:

I **always** *take* the bus to work.

We *have made* our decision, **too**.

We had dinner **then**.

She really *plays* the piano **well**.

John met Mary **recently**.

The adverb single word syllable can be deleted.

Examples:

We had dinner **then**.

We had dinner.

She really *plays* the piano **well**.

She really *plays* the piano.

### Adverb from Adjectives

### Examples

Deeply, truly, sadly, carefully, etc

Examples:

My husband *drives* **carefully** along the sleepy road.

Ann *works* **perfectly**. She never seems to stop.

These are the examples:

### Adjectives

abrupt

eager

first

### Adverbs

Abruptly

Eagerly

Firstly

honest	honestly
last	Lastly
quick	quickly
sad	Sadly
slow	Slowly
soft	Softly
suspicious	suspiciously
jealous	jealously

Examples:

We **went** out of the children's room *quietly*.

They have always **done** their work *capably*.

I have always **tried** to behave *properly*.

The rain was **falling** *softly*.

### *Present Participle*

<b>Adjectives</b>	<b>Adverbs</b>
amusing	Amusingly
frightening	Frighteningly
interesting	Interestingly
laughing	Laughingly
pleasing	Pleasingly
revealing	Revealingly

Example:

He *spoke* **amusingly**.

His voice *sounds* **frighteningly**.

### *Past Participle*

<b>Adjectives</b>	<b>Adverbs</b>
assured	Assuredly
bemused	Bemusedly
learned	Learnedly
marked	Markedly
reported	Reportedly

## Adverb Phrases

*Adverbs from phrases* are divided into two types; *adverb prepositional phrases* and *adverbial infinitive phrases*.

### Adverbial Prepositional Phrase

*Adverb prepositional phrases* consist of prepositions followed by with various types of objects.

Examples:

**Noun phrase:** We had dinner **at** that new restaurant on Superman Street.  
John met Mary **on** the weekend.

**Pronoun :** There is a drug store **by** us.

**Gerund :** We only finished on time **by** everyone's working overtime.

**Noun clause:** They have an apartment near where we live.

### Adverbial Infinitive Phrase

*Adverb infinitive phrases* consist of the *infinitive* form of the verb together with that verb's complements and/or modifiers.

Examples:

We went to the post office **to** get some stamps.

You need a prescription **to** get your medicine at the drugstore.

You must practice hard **to** win.

He raised the issue just **to** cause an argument.

We turned off the water **to** fix a leak in a pipe.

John met Mary **to** borrow her computer.

It can be paraphrased all infinitives as adverbs with **in order**.

Examples:

I want to the library **in order** *to borrow* some books.

You need a prescription **in order** *to get* your medicine at the drug store.

You must practice hard **in order** *to win.*

## Adverb Clauses

**Adverb clauses** are dependent clauses that are attached to the main or independent clause as adverb modifiers. It uses an introductory **subordinating conjunction**— a statement— a complete sentence in a statement form. Together, the subordinating conjunction and the complete statement make up an adverb subordinate clause.

Examples:

Sub Conj    Statement  
I'll give them a call **when** \_ I get a chance.

Sub Conj    statement  
I went home **because** \_ I wasn't feeling well.

Sub Conj    statement  
We *decided* to go ahead, **although** \_ we certainly had our doubts about it.

Sub Conj    statement  
We *could* go to a movie **unless** \_ you would rather stay home.

Sub Conj    statement  
John met Mary **when** he was on campus.

Sub Conj    statement  
They will finish by six **unless** there is an unexpected problem.

## The Use and Meaning of Adverbs

**The use of adverb** can be *single-word adverb, adverb prepositional phrase, adverb infinitive phrases, and adverb clause*. All of these forms of adverbs are used to modify verbs. Only **adverbs** that modify verbs *can be shifted* forward to other positions in the sentence.

## The Use of Adverbs

### Single-word adverb

Original:        John met Mary *recently*.

Shifted : *Recently* John met Mary.  
John *recently* met Mary.

**Adverb prepositional phrase**

Original: John met Mary *on the weekend*.  
Shifted : *On the weekend*, John met Mary.

**Adverb infinitive phrase**

Original: John met Mary *to find out what was going on at school*.  
Shifted : *To find out what was going on at school*, John met Mary.

**Adverb clause**

Original: John saw Mary *when he was on campus*.  
Shifted : *When he was on campus*, John saw Mary.

**Meaning of Adverbs**

All adverbs fall into four broad categories of meaning: **time**, **place**, **reason**, and **manner**.

Examples:

<i>Types</i>	<i>level</i>	<i>Examples</i>
	<b>Single Word</b>	They went home <u>Tuesday</u> .  I came to the office <u>early</u> .  I haven't been feeling well <u>recently</u> .
<b>Adverb of Time</b>	<b>Adverb Prepositional Phrase</b>	I only work <u>on weekends</u> .  We will be on vacation during the <u>last two weeks in August</u> .
	<b>Adverb Clause</b>	They left here about <u>six o'clock</u> . We visit my sister's family <u>whenever we get the chance</u> .
		I went home <u>when all members of my family had slept</u> .

		I'll stay <u>as long as I am needed.</u>
		I just had lunch <u>there.</u>
	<b>Single Word</b>	I talked to Gary <u>outside.</u>
		We finished exercising <u>indoors.</u>
<b>Adverbs of Place</b>	<b>Adverb prepositional phrase</b>	A problem has come up <u>at the office.</u>
		I could hear people talking <u>in the living room.</u>
		There is a big oak tree <u>behind the garage.</u>
	<b>Adverb clause</b>	Let's talk <u>where it is quieter.</u>
		I need to sit down <u>where I can rest for a minute.</u>
		They advertised the concert <u>everywhere they could put up a poster.</u>
	<b>Adverb prepositional phrase</b>	We only did it <u>out of a sense of duty.</u>
		I took the job <u>for the benefits.</u>
		Yan went to the wedding <u>because of family obligation.</u>
<b>Adverb of Reason</b>	<b>Adverb infinitive phrase</b>	I went back to the office <u>to get my briefcase.</u>
		We approached them <u>to see if they would consider an offer.</u>

		I shook the tree <u>to get the last walnuts off.</u>
	<b>Adverb clause</b>	He went home <u>because he wasn't feeling well.</u>
		I bought a video recorder <u>so that I could take pictures of the party.</u>
		We did it <u>since it was part of our job description.</u>
	<b>Single Word</b>	They turned down the offer <u>politely.</u>
		He acted <u>alone.</u>
		She acknowledged the reward <u>gracefully.</u>
<b>Adverb of Manner</b>	<b>Adverb prepositional phrase</b>	We made the plane <u>with time to spare.</u>
		We only succeeded <u>through good teamwork.</u>
		They took the bad news <u>without complaint.</u>
	<b>Adverb clause</b>	They did it <u>as well as anyone could have.</u>
		We rowed <u>as if our lives depended on it.</u>
		John reacted <u>as though he had never heard of the idea before.</u>



**Adverbs** have different meaning with the base form.

Examples:

<b>Adverb</b>	<b>Meaning</b>	<b>Examples</b>
<b>Hardly</b>	<i>Almost not</i>	Yan asked me to marry him. I was surprised because we had only known each other for two days. "We can't get married now" we <b>hardly</b> know each other. ( <i>We know each other very little. We almost don't know each other</i> ). I am very tired this morning. I <b>hardly</b> sleep last night. ( <i>I almost didn't sleep</i> ).

Use hardly with can and could

Your writing is terrible. I *can hardly* read it. (*It can be read but with a lot of difficulty*).  
My leg was hurting me. I *could hardly* walk.

Use hardly with any/anyone/anything/anywhere

A: *How much money have you got?*  
B: **Hardly any** (*almost none, very little*).

The examination results were very bad. **Hardly anyone** passed. (*Almost no one passed*).

**Hardly ever**      *Almost never*

I am nearly always at home in the evenings. I **hardly ever** go out. (*Almost never go out*).

**lately**      *recently*

Have you seen Andi **lately**?

### **Adverb Ordering**



*Adjectives Ending in a Final Silent e Retain the e.*

Examples:

<b>Adjectives</b>	<b>Adverbs</b>
accurate	Accurately
complete	Completely
desperate	Desperately
entire	Entirely

*Adjectives that end in a consonant \_ y change the y to i before the -ly suffix.*

Examples:

<b>Adjectives</b>	<b>Adverbs</b>
fussy	Fussily
hardy	Hardily
merry	Merrily
mighty	Mightily

There are only a few exceptional spellings for -ly adverbs:

<b>Adjectives</b>	<b>Adverbs</b>
due	Duly
gay	Gaily
true	Truly

## **Adjectives Vs Adverbs**

Like adjectives, adverbs form their comparative and superlative forms in two fundamentally different ways: (1) by adding an *-er* and *-est* ending, and (2) by using the helping words *more* and *most*.

### **Adjective (-er/-est)**

Jack *is* a very **fast** runner.

Jack *is* **faster** than John.

Jack *is* the **fastest**.

### **Adverb (-er/-est)**

Jack *runs* **fast**.

Jack *runs* faster than John and Angie.

Jack *runs* the **fastest** of all.

*more/most*

George is a **quickly** person.  
George is **more quickly** than John and Anita.

George is the **most quickly** of all.

*more/most*

George finished **quickly**.  
George finished **more quickly** than Frank.

George finished the **most quickly** of all the runners in his age group.

Adj    noun                      verb    object    adverb  
She speaks **perfect English**.    She **speaks English perfectly**.

**Good**  
*Your English is very good.*

**Fast**  
*You are very fast.*

**Hard**  
*Ani is a hard worker.*

**Late**  
*The train was late.*

**Well**  
*You speak English well.*

**Fast**  
*You run fast.*

**Hard**  
*Ani works hard.*

**Late**  
*I got up late.*

A few adverbs have historically **irregular forms**:

<b>Base form</b>	<b>Comparative</b>	<b>Superlative</b>
badly	worse	worst
far (distance)	farther	farthest
far (other meanings)	further	furthest
little	less	least
much	more	most
well	better	best

**Notes:**

*Farther* and *farthest* refer to physical distance

Example:

His golf ball went *farther* than mine did.

*Further* and *furthest* are used in all other meanings.

Examples:

His comments on the incident went *further* than the other's.

His comments went the *furthest* of anybody's in explaining what happened.

### Exercise 18.1

In the right column, write the *-ly* adverb form of the adjective in the left column.

Adjective	Adverb
-----------	--------

Example:

Loose	loosely
-------	---------

1. sleepy	_____
-----------	-------

2. rare	_____
---------	-------

3. needy	_____
----------	-------

4. hardy	_____
----------	-------

5. immediate	_____
--------------	-------

6. true	_____
---------	-------

7. greedy	_____
-----------	-------

8. scary	_____
----------	-------

9. sketchy	_____
------------	-------

10. gay	_____
---------	-------

### Exercise 18.2

Underline the adverb prepositional phrases in the following sentences and label the type of object that follows the preposition: *noun phrase*, *pronoun*, *gerund*, or *noun clause*.

Example:

noun phrase

They handled the situation with the greatest possible care.

1. They opened a window in the back room.

2. I was a little confused by what he said.

3. The moon was shining on us.

4. He upset his neighbors by how loudly he played the TV.

5. They got married over the holidays.

### Exercise 18.3

Underline the adverb infinitive phrases in the following sentences. Confirm your answer by adding *in order* to the infinitive phrase.

Example:

in order

You *must sell* the stock / to get the tax credit for the loss.

1. We *ended* the interview to save the candidate any further embarrassment.
2. The doctors *operated* to reduce the risk of infection.
3. We *reduced* the price to attract a larger market.
4. We *made* a quick trip back home to pick up some things for the picnic.
5. I *wore* some heavy pants to protect my legs from the thorns.

### Exercise 18.4

Underline the entire adverb clause; label the subordinating conjunction (*Sub Conj*) and statement.

Sub Conj statement

The children *enjoyed* themselves everywhere we went.

1. They *will meet* with us whenever we want them to.
2. We *need* to leave before it gets too dark.
3. They *will finish* by six unless there is an unexpected problem.
4. He *won't do* it unless there is a good reason.
5. We *got* together for coffee after we had finished the presentation.

### Exercise 18.5

You have to make sentences with **hardly**. Use words in brackets.

Example:

Rahmat is very tired this morning. (slept/last night)  
\_\_\_\_\_ night.

Rahmat is very tired this morning. He **hardly** slept last night.

1. You are speaking very quietly. (can/hear). I \_\_\_\_\_ you.
2. I met my old friend in the market yesterday. I hadn't seen her for long time. She looks very different now. (recognized)

\_\_\_\_\_

3. My mom was shocked when she heard the news.  
(could/speak)\_\_\_\_\_
4. My youngest daughter is very tired. (can /sleep). She \_\_\_\_\_





# Answer Key

## Chapter One

### Nouns

#### Exercise 1.1

11. Count
12. Count
13. Noncount
14. Noncount
15. Noncount
16. Noncount
17. Count
18. Count
19. Noncount
20. Noncount

#### Exercise 1.2

	<b>Proper noun</b>	<b>Common noun</b>
1. hamlet, play	hamlet	play
2. neighborhood, soho	soho	neighborhood
3. car, ford	ford	car
4. ocean, atlantic	atlantic	ocean
5. everest, mountain	Everest	mountain
6. actor, harrison ford	Horizon ford	actor
7. dixie, song	dixie	song
8. ship, titanic	titanic	ship
9. hotel, the ritz	The ritz	hotel
10. planet, mercury	mercury	planet

#### Exercise 1.3

Singular form	/s/	/z/	/əz/
Flame		flames	
1. baby			babies
2. colleague			colleagues
3. history			historis
4. wall		walls	
5. rake	rakes		
6. rain		rains	

- |          |       |      |         |
|----------|-------|------|---------|
| 7. pipe  | pipes |      |         |
| 8. note  | notes |      |         |
| 9. beach |       |      | beaches |
| 10. day  |       | days |         |

### Exercise 1.4

1. The dishes are on the table.
2. The boxes are empty.
3. The classes begin at seven o'clock.
4. The women are ill.
5. The salesmen are very polite.
6. The boys do not work well.

### Exercise 1.5

Complete the table by the following words! And state the noun.

verb	noun	adjective	noun
educate	Education	stupid	stupidity
improve	Improvement	dark	darkness
govern	Government	weak	weakness
arrange	Arrangement	similar	similarity
hesitate	Hesitation	sad	sadness

### Exercise 1.6

Rewrite these sentences using underlined noun as verbs. The meaning must stay the same. Look at the example.

**Example** : there was a lot rain yesterday  
It rained a lot yesterday.

1. We had a long wait. We waited.
2. I had a dream about last night. I dreamt about you last night
3. He needs to go on a diet. He needs to diet
4. I had a look on the paper. I look at paper
5. I didn't know the answer. So I had a guess. I guessed.

## Articles

### Exercise 2.1

Complete the following dialogue with a/ an in each of blank.

1. B : I want **a** good novel. And I want **an** umbrella.
2. B : Yes, there is **a** man outside. He is **an** old man.
3. A : Mom, I have **an** interview tomorrow.
4. B : Oh, good. Anita. I hope it is **a** good interview.
5. A: I am doing **an** assignment.
6. B : I am thinking about **a** nice girl.

### Exercise 2.2

Dear Caroline,

I have a great house now. The House is very big, but it is also an old one. It needs work. It has a nice living room, but the colors are terrible. Each wall is different color. There are an orange wall, a yellow wall, a blue wall, and a red wall. I need to repaint. I need you to see the house. Give me a call.

Love,  
Yan

### Exercise 2.3

On my first trip to Manhattan, I bought a city map and tried to get a sense of its geography. I quickly discovered what every person there knows: to find out where you are, you need to know two things: whether you are facing “uptown” (north) or “downtown” (south), and whether you are facing east or west.

To find out, you have to go to a street sign. The street sign will tell you both street and avenue numbers. The numbers by themselves tell you nothing. They just define one point on a grid. They tell you where you are on the grid, but you still do not know which way you are facing on the grid. To know that, you have to go to the next street sign and compare the street and avenue numbers there. If the new street number has gotten larger, you are going north. If the new street number has gotten smaller, you are going south. If the new avenue number has gotten larger, you are going west. If the avenue name has gotten smaller, you are going east. If the avenue has a name rather than a number, then you have to take out the map again and compare

*the* numbers and/or names of *the* two avenues. Everybody has to memorize *the* names and numbers of *the* avenues.

### **Exercise 2.4**

1. the
2. a
3. the
4. the
5. The; the

## **Adjectives**

### **Exercise 3.1**

6. This is an easy exercise.

1. They are both serious students.
2. This apple is very soft.
3. Sintia is a very beautiful girl.
4. My daughter likes an interesting novel.

### **Exercise 3.2**

1. sadder, saddest
2. more costly, most costly; costlier, costliest
3. sounder, soundest
4. more valuable, most valuable
5. more likely, most likely
6. sunnier, sunniest
7. More patient, most patient
8. more improved, most improved
9. more normal, most normal
10. bluer, bluest.

### **Exercise 3.3**

1. capacious worn brown overcoat
2. miniature antique gold locket
3. great overripe yellow pear
4. sizeable early black and white photographs
5. long modern black desk
6. large aged grey cat
7. petite young green peas
8. bulky old pink sweater
9. immense new off-white mansion
10. slim up-to-date white drapes

## **Pronouns**

### **Exercise 4.1**

1. theirs
2. your
3. her
4. yours
5. yours
6. their
7. yours
8. hers
9. their
10. Hers

### **Exercise 4.2**

1. myself (I)
2. themselves (They)
3. herself (girl)
4. myself (I)
5. ourselves (we)
6. itself (trip)
7. themselves (workers)
8. themselves (pages)
9. itself (system)
10. Yourself (you)

### **Exercise 4.3**

2. Tom's camera
3. The cat's eyes
4. The top of the page
5. Charles' daughter
6. The result of the football match
7. The school's new headmaster
8. Our neighbors' garden
9. My aunt and uncle's house
10. The government's economic policy
11. My mother's birthday

## **Chapter Two**

### **Present tense**

#### **Exercise 5.1**

1. admits
2. supplies
3. goes
4. leaves
5. annoys
6. kisses
7. has
8. matches
9. identifies
10. declares

#### **Exercise 5.2**

- habitual
2. timeless
3. timeless
4. habitual
5. timeless
6. habitual
7. Timeless
8. timeless
9. timeless
10. timeless

#### **Exercise 5.3**

1. Where
2. Who
3. How many
4. What
5. How often

#### **Exercise 5.4**

11. Does the bank open?
2. Do not use
3. Does this word mean
12. Do you do
5. Takes
6. Does not have
7. have
8. Like
9. Wants
10. Needs.

#### **Exercise 5.5**

1. go
2. play
3. chases

4. works
5. use

### Exercise 5.6

1. The econ class meets in room 103.
2. Knowing what to do be not the same as actually doing it. OK
3. My son always wants to eat the same thing every day.
4. The train on track 2 only stops at Philadelphia and Washington.
5. What the article said about the economy make a lot of sense to me. OK

### Present Continuous Tense

#### Exercise 6.1

1. is encountering 2. unlocks; stative 3. doubts; stative 4. is parking 5. costs; stative 6. deserve; stative 7. are visiting 8. is altering 9. want; stative 10. is undergoing

#### Exercise 6.2

1. A: Are you taking grammar this semester?  
B: No, I am not. I am taking Phonology.
2. A: Is your roommate still majoring in English?  
B: No, she is not. She is majoring History
3. A: Is your boy friend still studying geography?  
B: No, he is not. He is studying Economics
4. A: Is your mother/ is living with you?  
B: No, she is not. She is living at my sister's house.

#### Exercise 6.3

1. Listen! I believe it *is ringing* now.
2. John *is taking* his English lesson now. I believe that he always *takes* it at this hour.
3. John never *comes* late to class.
4. For the time being, while I *am reading* a magazine, my sister *comes* into my room.
5. My mom *is getting* dressed now in the bedroom.

#### Exercise 6.4

6. I am using it
7. I need it
8. What does he want
9. It is not raining
10. You are always watching TV.

## **Present Perfect Tense**

### **Exercise 7.1**

1. has left
2. has lost
3. has sung
4. has had
5. have moved
6. have lived
7. have lost
8. has landed
9. have gone
10. has permitted.

### **Exercise 7.2**

1. She has washed.
2. He has lost his weight.
3. The car has just run out of petrol.
4. He has broken his leg.
5. She has cut.

## **Present Perfect Continuous Tense**

### **Exercise 8.1**

1. She has been working
2. They have been fighting
3. He has been lying in the sun.
4. She has been playing tennis.
5. She has been walking from school

### **Exercise 8.2**

1. Since
2. for
3. for
4. for
5. since

### **Exercise 8.3**

1. The boss has promised to buy us a computer on March, but she has not bought one.
2. We have requested more vacation time last week, but we have not got a response.

3. We have been calling the typewriter repairman for three days, but he has not come.
4. The boss has been advertising that job last Monday, but she has not hired anyone.
5. My students have been studying English for two years, but they still have not practiced their English.

#### **Exercise 8.4**

1. I have walked
2. We have been walking
3. I have read
4. Mrs. Atikah has been teaching

#### **Future Tense**

##### **Exercise 9.1**

1. No, I am going to phone him after lunch.
2. No, I am going to have dinner at 2 o'clock.
3. No, I am going to do my homework next morning.
4. No, I am going to cook after finishing reading magazine.
5. No, She is going to write a letter for her mom next time.

##### **Exercise 9.2**

1. I will get
2. I will call
3. I will have
4. I will open
5. We will not go

##### **Exercise 9.3**

1. I am going to a party tonight.
2. I will eat
3. I will have tea
4. I will lend

##### **Exercise 9.4**

2. I will give you that money tomorrow.
3. Will the stores open early today?
4. Will you spend a lot of money for buying me a present?
5. They will not be back home early tonight.
6. Will the lesson be over at two p.m?



## **Future Continuous Tense**

### **Exercise 10.1**

1. I will be swimming.
2. She will be ironing.
3. She will be playing piano
4. We will be cleaning the room
5. She will be painting the wall

### **Exercise 10.2**

5. Will you be seeing Anita this afternoon?
6. Will you be using your friend's car tomorrow evening?
7. Will your sister be leading me to do the task tomorrow?
8. Will your husband be going to the city tomorrow?

### **Exercise 10.3**

1. At this time next month, I will be traveling in Bukit Tinggi.
2. I will be waiting on the corner for you at the usual time tomorrow evening.
3. Tomorrow afternoon at this time, we will be eating together at burger café.
4. At this time next year, he will be studying grammar at class eight.
5. At this time tomorrow afternoon, Margaret will be watching television at home.

## **Future Perfect Tense**

### **Exercise 11.1**

1. Sandra will have gone to the bed.
2. She will have spent all her money.
3. She will have finished her breakfast.
4. I will have finished all morning activities.
5. Nabila will have drawn thirty five pictures.

### **Exercise 11.2**

1. b .You will get home after we finish shopping.
2. a. I will still be writing on May
3. a. I will move to a new house before the year 2013
4. a. They will be finished by five o'clock

### **Exercise 11.3**

1. I will have graduated already.
2. I will have finished.
3. finish

### **Exercise 11.4**

1. If you haven't begun to study yet, you certainly will have learned all this material by tomorrow.
2. When you are my age, you will have learned much about the weaknesses of man.
3. By the time next week, my daughter will have finished reading Alqoran.

## **Future Perfect Continuous Tense**

### **Exercise 12.1**

1. She will have been living there for seven months.
2. She will have been eating breakfast for five minutes.
3. We will be cleaning the room for one hour
4. I will have been swimming for one hour.

### **Exercise 12.2**

Free answers

## **Past Tense**

### **Exercise 13.1**

1. taught
2. felt ... hurt
3. sold
4. spent ... bought
5. thrown ... caught

### **Exercise 13.2**

1. didn't shave
2. Didn't eat....were not hungry.
3. Didn't rush ....was not in hurry.
4. Was not.... didn't
5. Didn't sleep

### Exercise 13.3

6. Where did your family live?
1. How many rooms were there in your home?.
2. Who did you live with?
3. How many brothers and sisters did you have?
4. How often did your mother cook? What did she make

### Used to

#### Exercise 14.1

1. She used to cry every night.
2. She used to be my best friend.
3. We used to live in Padang.
4. There used to be three.
5. I used to eat ice-cream.

#### Exercise 14.2

1. Where did you use to live? ... Who do you use to live with?
2. Did you use to be in a hurry all the time? ... How much free time did you use to have?
3. How often did your friends use to cook? How much time did you use to spend at meals?
4. Who use to do the homework?
5. Did you use to meet your friends often? Where did you use to meet? What did you use to do together?

#### Exercise 14.3

1. I used to make so many mistakes in spelling.
2. My sister used to use her hands to wash her clothes. Now she has a washing machine.
3. My father used to smoke two packs a day.
4. I used to catch before.
5. He used to do his work poorly.

#### Exercise 14.4

Five years ago, Rosanna *used to travel* a lot, but today she *doesn't* travel a lot. She *used to play* piano, but today she *hasn't played* it. She *used to be very busy*, but today she *doesn't have* trips. She *didn't use to like* cheese, but today she *likes it* very much. She *used to have* a lot of friends, but today she *doesn't have* friends. She *didn't use to read* newspaper, but today she

wastes her time to read it. She *used to have* a cute cat, but unfortunately, her cat *died*. She *didn't use to drink* tea, but *today tea is great*.

### **Past Continuous tense**

#### **Exercise 15.1**

1. The chef was *baking* the pie when the guests came.
2. As she was *walking* down the street yesterday, she noticed the stray dog.
3. All last month, the teacher was *grading* tests.
4. At the time of the hurricane, they were *living* on the west side of the city.
5. The police was *controlling* the rioters when the convention began.

#### **Exercise 15.2**

1. Wiranda felt off the ladder while she was painting the ceiling.
2. Last night I was reading in the bed when suddenly I heard a scream.
3. You were watching television when I phoned you.
4. What did you do at this time yesterday?
5. Tom was taking a photograph of me while I was not looking.

#### **Exercise 15.3**

1. I felt asleep when I was watching television.
2. The phone was ringing while I was having a shower.
3. It began to rain while we were walking home.
4. I was having breakfast when you came.
5. We saw an accident while we were waiting for the bus.

#### **Exercise 15.4**

3. While I was going home last night, I saw a dreadful accident.  
I went home last night by bus.
4. We were having our dinner when you phoned.  
We had at about forty mile an hour when the accident happened.

5. At seven o'clock, when you came, I was reading a news paper.  
I read two novels last week.

### **Past Perfect Tense**

#### **Exercise 16.1**

1. had suffered... happened.
2. received ... had decided.
3. had make ... called.
4. had written ... solved
5. went ... had got.
6. stopped ...had shoveled.
7. let up... had dashed.

#### **Exercise 16.2**

2. She had gone
2. It had closed
3. He had died
4. He had sold

#### **Exercise 16.3**

- 1.A: Had John found a job before Wednesday?  
B: Yes, He had. He had started working.
2. A: Had John bought work clothes before weekend?  
B: No, He hadn't. He had bought work clothes by Friday.
3. A: Had John bought a bus pass by Sunday?  
B: No, He hadn't. He had done laundry.
4. A: Had John got new clothes by Thursday?  
B: No, He hadn't. He had got new clothes by Friday.
5. A: Had John started his new job by the weekend?  
B: No, He hadn't. He had started his new job by Monday.

### **Past Perfect Continuous tense**

#### **Exercise 17.1**

1. She had been lying in the sun too long
2. He had been working in the garden all day
3. She had been studying in her school all day
4. He had been watching TV

### Exercise 17.2

2. They had been eating
3. The students were waiting for me...They had been waiting for me a very long time.
4. He had been running
5. We were listening to all his problems when his father came.

### Exercise 17.3

1. When I saw her, her eyes was red. She had been crying. *She wasn't crying when I saw her.* T
2. When I went to bed, I had turned off the TV.*I turned off the TV after I went to bed.* F
3. When the phone rang, my baby had been sleeping for two hours. *The phone call woke the baby up.* T
4. By the time I finished talking with the students; Mr. Yufni came in to the room. *I finished talking with my students. Then Mr. Yufni came in.* T

### Exercise 17.4

Choose the correct words of the following statements.

1. had been living in Padang
2. I was studying.
3. Before they retired
4. Mary has loved skiing since she was ten.
5. When we got married,

### Adverb

#### Exercise 18.1

1. sleepily
2. rarely
3. needly
4. hardily
5. immediately
6. truly
7. greedily
8. scarily
9. sketchily
10. gaily

### Exercise 18.2

They handled the situation with the greatest possible care.

noun phrase

noun phrase

1. They opened a window in the back room.

noun clause

2. I was a little confused by what he said.

pronoun

3. The moon was shining on us.

noun clause.

6. He upset his neighbors by how loudly he played the TV.

noun phrase

7. They got married over the holidays.

### Exercise 18.3

You *must sell* the stock / to get the tax credit for the loss.

in order

in order

1. We *ended* the interview to save the candidate any further embarrassment.

in order

2. The doctors *operated* to reduce the risk of infection.

in order

3. We *reduced* the price to attract a larger market.

in order

4. We *made* a quick trip back home to pick up some things for the picnic.

in order

5. I *wore* some heavy pants to protect my legs from the thorns.

### Exercise 18.4

Sub Conj statement

1. They *will meet* with us whenever we want them to.

Sub Conj statement

2. We *need* to leave before it gets too dark.

Sub Conj statement

3. They *will finish* by six unless there is an unexpected problem.

Sub Conj statement

4. He *won't do* it unless there is a good reason.

Sub Conj statement

5. We *got* together for coffee after we had finished the presentation.

### Exercise 18.5

1. You are speaking very quietly. **I can hardly you.**
2. I met my old friend in the market yesterday. I hadn't seen her for long time. She looks very different now. **I hardly recognized.**
3. My mom was shocked when she heard the news. **She could hardly speak.**
4. My youngest daughter is very tired. **She can hardly sleep.**



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# Index

## A

adjective, 15, 21, 30, 31, 32,  
35, 36, 38, 50, 51, 151,  
160, 163, 168  
Adverb Words, 151  
Affirmative Sentences, 65,  
73, 81, 98, 104, 112, 132,  
139, 145  
after *be.*, 30  
antecedent., 45, 46  
Articles, 17, 18, 24, 169

## B

be going to and will, 87

## C

comparative and superlative  
forms, 32, 35, 36, 161  
count nouns, 4, 13

## D

Definite article, 19, 20  
different subjects, 49, 119

## E

*events*, 48, 76, 107, 115,  
118, 124, 142  
express opinions, 48

## F

four types of pronouns, 38  
Future Continuous Tense,  
97, 175  
Future Perfect Continuous  
Tense, 111, 114, 176  
Future Perfect tense, 103,  
105, 107  
Future tense, 87

## G

generalizations, 33, 60  
grammatical, 57, 150

## H

happened, 76, 77, 107, 121,  
128, 129, 134, 135, 138,  
141, 147, 162, 179

## I

indefinite article, 19, 27, 28  
Interrogative, 66, 75, 89,  
128

## L

languages, 10, 24  
light, 46, 52  
linking verb, 2  
listener, 18, 19, 20, 38

## M

middle of activity, 97  
modify verbs, 155

## N

noun, 1, 2, 3, 4, 5, 6, 7, 8, 9,  
10, 11, 13, 14, 15, 16, 17,  
18, 19, 20, 21, 22, 24, 25,  
27, 28, 30, 31, 35, 38, 41,  
42, 43, 49, 50, 51, 57, 64,  
119, 162, 163, 167, 168,  
181

## P

Past Continuous tense, 132,  
178  
past participle, 73, 77, 103,  
104, 132, 138, 139  
Past Perfect Continuous  
tense, 144, 146, 179  
past perfect tense, 138, 141  
personal pronoun, 38, 39  
Possessive Adjective, 41, 45  
Present continuous tense, 64  
Present Participle, 153  
Present perfect, 26, 73, 75,  
76, 79, 82, 83  
pronunciation, 4, 5, 14, 19  
Proper nouns, 2, 3

## Q

quantity, 1

## R

reflexive pronoun, 38, 43,  
44, 46  
regular, 4, 5, 58, 120  
relationship with their  
subjects, 57

## S

semantic categories, 9  
sibilant sound, 4, 7  
Simple present tense, 48  
spelling, 4, 19, 58, 59, 123,  
130, 160, 177

## T

Time expressions, 124  
Two-syllable, 33

## U

unspecified time, 73, 76  
unstressed syllable, 4, 7  
Use *used to*, 129

## V

verbs, 16, 32, 34, 56, 57, 59,  
62, 64, 67, 70, 73, 81,  
125, 136, 139, 142, 150,  
155, 168  
voiceless sibilant, 5  
vowels, 6, 59

## W

written, 4, 94, 139, 144, 179

### **About the Writer**

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# Chapter 1

## Nouns

**Nouns** can be a person, place, things, idea, emotion, an object, an activity or a quantity. A noun may be concrete (physical; book, table, gas) or abstract (nonphysical: friendship, sadness, hope). Nouns can be also formed with Verb + suffixes.

Study the following passage.

Anita and Imelda are back at campus now. They are showing their friends all their things from the city. Anita has *a new blouse, some new record, new hand phone, a lot of postcards*, the menu from French restaurant, and *four old movie tickets*. Imelda has new shoes, a new calendar, their city map, and *two rolls of film*. Between them, they have only \$.25. 00. They don't have *much money*, but they have *some happy memories*.

Anita has a new **blouse**.

Noun

Anita has *some new* **record**, *new* **phone**, and *a lot of* **postcards**.

Noun

Noun

Noun

They don't have **much** **money**, but they have **some happy** **memories**.

Noun

Noun

Imelda has new shoes, a new calendar, their city map, and two rolls  
of film.  
N N N N

Noun can be a person, place, animal, things, or activity. Study the following examples:

<b>Nabila</b> is six years old.	The name of a person
She lives in an <b>apartment</b> .	The name of a place
Nabila has a <b>cat</b> .	The name of an animal
Her father has a <b>car</b>	The name of thing
<b>Singing</b> is <i>her</i> hobby.	The name of an activity.

*Nabila, apartment, cat, car, and singing* are nouns.

**Position of Noun in a Sentence**

*Noun* can be put after verb and linking verb (be). It can be as subject or object of the sentence. If noun is singular, it usually comes after article *a* or *an*.

Examples:

**Nabila** is six years old.  
Noun/subject  
She lives in an **apartment**  
Noun/object

Nabila has a **cat**.  
Noun  
Her father has a **car**.  
Noun

**Singing** is *my* hobby.  
Noun noun

**Types of Nouns**

There are two basic types of nouns in English: **proper nouns** and **common nouns**. **Proper nouns** are the names of

specific individuals, places, and things. **Common nouns** are the names of classes of persons, places, and things.

## Proper Nouns and Common Nouns

*Proper nouns* are the names of specific individuals, places, and things; *common nouns* are the names of classes of persons, places, and things.

### Proper Nouns

Bunda Clinic  
Batang Hari  
Atlanta  
Jakarta Post  
Mars  
Atlantic

### Common Nouns

Hospital  
River  
city  
newspaper  
Planet  
Ocean

Examples:

Anita : What are you reading, dad?

Father : I am reading **the Jakarta Post**.  
Proper noun

Anita : Dad, why do many people like reading **a newspaper** everyday? Common noun

Father : Because, **the newspaper** informs us many things, such as crime, education, entertainment, sports, and others.

**Common nouns** are divided into two groups: countable and uncountable noun. **Count noun** is the noun can be counted and **noncount** is noun that can not be counted. Count noun is divided into two: singular and plural noun.

## Count Nouns

**Count** means that noun can be counted. It can be divided into *singular and plural nouns*. It can be used *a/ an* with singular



noun. Most count nouns form their plural by adding a sibilant sound written as *-s* or *-es*. Plurals formed this way are called **regular plurals**. Some nouns form their plural in other ways. They are called **irregular plurals**. Count noun can use *some, any, a few and many*.

Examples:

### Regular Plural Nouns

Singular	Plural
dog	Dogs
book	Books
hats	Hats
path	paths
cop	Cops
tricks	Tricks
pen	Pens

Look at the following examples:

#### Singular Noun

I eat *a banana* every day.

Would you like *a cigarette*?

Joe goes to work by bike because he doesn't have *a car*.

#### Plural Noun

There are *ten students* in the classroom.

I don't take any *photographs*.  
*We sang some songs*.

### The Spelling

The spelling of a regular plural is determined by **its pronunciation**. If the plural is pronounced as a single sibilant sound pronounced either as /s/ or /z/, then the plural is spelled -s.

However, if the plural is pronounced as a separate unstressed syllable /əz/ rhyming with "buzz," then the plural is spelled -es. Here are some examples of each type:

#### Spelling of plural

-s (pronounced /s/)

-s (pronounced /z/)

#### Examples

: hats, cops, tricks, paths rugs,

: cabs, rings, keys, shoes

-es (pronounced /əz/) : wishes, glasses, catches,  
buzzes

**Three rules** of the pronunciation of the plural in regular nouns which is determined by the final sound of the singular form of the noun:

- |   |     |  |
|---|-----|--|
| 1. If the noun ends in a voiceless consonant sound (except a sibilant), then the plural is formed with the voiceless sibilant /s/, which is spelled -s. | /p/ | cap-caps<br>cop-cops<br>snap-snaps<br>shape-shapes<br>hope-hopes           |
|   | /t/ | hat-hats<br>boat-boats<br>beast-beasts<br>fate-fates<br>rebate-rebates     |
|   | /k/ | back-backs<br>leak-leaks<br>trick-tricks<br>bike-bikes<br>lake-lakes       |
|   | /f/ | cliff-cliffs<br>cough-coughs<br>laugh-laughs<br>cuff-cuffs<br>sniff-sniffs |
|   | /θ/ | path-paths<br>lath-laths<br>monolith-<br>monoliths<br>bath-baths           |
| 2. If the noun ends in a voiced consonant sound (except a sibilant)   | /b/ | lab-labs<br>web-webs<br>blob-blobs<br>globe-globes                         |

or any vowel, then the plural is formed with the voiced sibilant /z/, which is also spelled -s. All vowels in English are voiced.

	tube-tubes
/d/	bed-beds fluid-fluids flood-floods code-codes shade-shades
/g/	bug-bugs rag-rags flag-flags pig-pigs hog-hogs
/v/	wave-waves hive-hives love-loves live-lives cove-coves
/l/	girl-girls pill-pills wheel-wheels role-roles rule-rules
/m/	ham-hams farm-farms room-rooms flame-flames home-homes
/n/	hen-hens teen-teens moon-moons loan-loans tune-tunes throne-thrones

		/ŋ/	ring-rings thing-things throng-throng rung-rungs song-songs
3. If the noun ends in a sibilant sound, either voiceless or voiced, then the plural is pronounced as a separate unstressed syllable rhyming with “buzz,” spelled - <i>es</i> .	often spelled - <i>ce</i> )	/s/	glass-glasses bus-buses face-faces prince-princes rinse-rinses fox-foxes
	often spelled - <i>sh</i>	/ʃ/  /əz/	wish-wishes rash-rashes McIntosh- McIntoshes bush- bushes
	spelled - <i>ch</i> or - <i>tch</i>	/tʃ/	watch-watches switch-switches bunch-bunches
	spelled - <i>ge</i> or - <i>dge</i> )	/dʒ/	rage-rages page-pages dodge-dodges
		/z/	buzz-buzzes phase-phases blaze-blazes nose-noses cruise-cruises

If a noun ends in a consonant \_ the letter y (that is, when the letter y represents a vowel sound), change the y to *i* and adding -*es*. The plural -s is pronounced /z/ in the expected way.

Examples:

<b>Singular</b>	<b>Plural</b>
baby	babies
family	families
lady	ladies
sky	skies
story	stories

Some words ending in *f* form their plurals by changing the *f* to *v* and adding *-es*.

<b>Singular</b>	<b>Plural</b>
half	Halves
knife	knives
leaf	leaves
life	lives
loaf	loaves
self	selves
thief	thieves
wolf	wolves

If a noun ends in a letter *-o*, we add *-es*.

Examples:

<b>Singular</b>	<b>Plural</b>
potato	potatoes
tomato	tomatoes

### **Irregular Plural Nouns**

Seven words form their plural by a vowel change alone.

Examples:

<b>Singular</b>	<b>Plural</b>
Foot	feet
goose	geese
louse	lice
man	men
mouse	mice
tooth	teeth
woman	women*

\**Women* is pronounced /wI mən/;

Two words retain an old plural ending, *-en*.

Examples:

<b>Singular</b>	<b>Plural</b>
Ox	oxen
child	children

Some words have a plural form that is identical to their singular form. Most of these words refer to animals or fish.

Examples:

<b>Singular</b>	<b>Plural</b>
a cod	two cod
a deer	two deer
a fish	two fish
a sheep	two sheep
a shrimp	two shrimp
a trout	two trout

Examples:

S: The *deer* was standing in the middle of the road.

P: The *deer* were moving across the field.

### **Noncount**

**Noncount** means that noun cannot be counted. It can be used *the, some, any, much, this, his, my*. The types of noncount nouns fall into the semantic categories listed below:

<b>Abstractions</b>	: beauty, charity, faith, hope, knowledge, justice, luck, reliability, excitement, music
<b>Food</b>	:butter, cheese, chicken, pepper, rice, salt, Chocolate, bread, butter, fish, meat, Spaghetti, Beef, Ice cream, Fruit.
<b>Liquids and gases</b>	: beer, blood, coffee, gasoline, water, air, oxygen, blood, Milk
<b>Materials</b>	: cement, glass, gold, paper, plastic, silk, wood, wool, gold

**Natural phenomena** : electricity, gravity, matter, space  
**Weather words** : fog, pollution, rain, snow, wind

Examples:

I eat rice everyday.

Noun

There is sand in my shoes.

Noun

There is blood on your shirt.

Noun

I listen *some* music every morning.

Noun

I have *a little* work to do.

Noun

I like music.

Noun

I drink water.

Noun

These are countable nouns in English but often countable noun in other languages.

Accommodation	permission	traffic	Luggage
chaos	scenery	weather	Furniture
behavior	progress	Travel	Work
news	trouble		

### Compare Count and Noncount

#### Countable noun

Apartments, houses,  
condominiums

Jobs

Buses, cars, taxis

Groceries

storms, clouds

broadcasters, programs

Ideas

#### Uncountable

Housing

Employment

Transportation

Food

Weather

News

Information

Assignments  
Friends

Homework  
Love  
Happiness

Examples:

**Countable noun**

I am looking for *a job*.  
What a beautiful *view!*  
We have a lot of *bags and suitcases*.  
These *chairs* are mine.

**Uncountable**

I am looking for *work*.  
What beautiful *scenery*.  
We have a lot of *luggage*.  
This *furniture* is mine.

Some nouns are either count or uncount, depending on their meaning in context.

Examples:

We are having chicken for dinner. (Food)  
Have you ever held a chicken? (Animal)  
A glass (a glass of water).  
Glass (for the window).

**Possessive Nouns**

*Possessive noun* is the owner or possessor of another noun. Use of an apostrophe with the possessive: -'s. There are three types of -s endings:

Plural	Possessive	Plural possessive	
-s	-'s	-s'	
<b>Singular</b>	<b>Possessive</b>	<b>Plural</b>	<b>Possessive</b>
friend	friend's	friends	friends'
man	man's	men	men's
woman	woman's	women	women's
child	child's	children	children's
wolf	wolf's	wolves	wolves'
spy	spy's	spies	spies'

Examples:

These are my *friend's book*.  
*Children's toys* are broken.



## **Nouns are Formed by Verb+ Suffix**

Many nouns are formed by Verb + Suffix

Examples:

<b>Verb</b>	<b>Suffixes</b>	<b>Nouns</b>
<b>improve</b>	<b>ment</b>	<b>improvement</b>
<b>manage</b>	<b>ment</b>	<b>management</b>
<b>elect</b>	<b>ion</b>	<b>election</b>
<b>discuss</b>	<b>ion</b>	<b>discussion</b>
<b>inform</b>	<b>ion</b>	<b>information</b>
<b>organize</b>	<b>ion</b>	<b>organization</b>

## **Nouns are Formed by Adjectives + Suffixes**

Nouns are also formed by adding suffixes.

Examples:

<b>Adjectives</b>	<b>Suffixes</b>	<b>Nouns</b>
<b>weak</b>	<b>ness</b>	<b>weakness</b>
<b>happy</b>	<b>ness</b>	<b>happiness</b>
<b>dark</b>	<b>ness</b>	<b>darkness</b>
<b>stupid</b>	<b>ity</b>	<b>stupidity</b>
<b>similar</b>	<b>ity</b>	<b>similarity</b>

There are common nouns suffixes added to existing verb or noun and they describe people and their job.

Examples:

<b>er</b>	<b>Er</b>	<b>or</b>	<b>ist</b>
dancer	manager	director	economist
singer	player	translator	journalist

## Some Common Words that Can Be Noun and Verb

<b>words</b>	<b>As a verb</b>	<b>As a Noun</b>
push	He pushed me	He gave me a push
smell	It smells good	This orange has got a strange good smell
taste	It tastes delcious	This orange has got a stratenge taste
rain	It rains	There was a lot of rain last yesterday
queue	We queued for an hour	
dream	I dreamnt about you last night	I had a nice dream last night
ring	I am going to ring him	I am going to give him a ring
cost	It costs 200 thousands	The cost of holiday 45 dollars

### Exercise 1.1

Write C in front of the count nouns and N in front of the Uncount Nouns.

1. \_\_\_\_\_ Egg
2. \_\_\_\_\_ Apple
3. \_\_\_\_\_ Rice
4. \_\_\_\_\_ Sugar
5. \_\_\_\_\_ Chocolate
6. \_\_\_\_\_ Cheese
7. \_\_\_\_\_ Spoon
8. \_\_\_\_\_ Fork
9. \_\_\_\_\_ Milk
10. \_\_\_\_\_ Salt

### Exercise 1.2

Put the two nouns in the correct columns as in the list above and capitalize the proper noun.

**Example:**

	<b>Proper noun</b>	<b>Common noun</b>
movie, star wars	Star wars	Movie
1. hamlet, play	_____	_____
2. neighborhood, soho	_____	_____
3. car, ford	_____	_____
4. ocean, atlantic	_____	_____
5. everest, mountain	_____	_____
6. actor, harrison ford	_____	_____
7. dixie, song	_____	_____
8. ship, titanic	_____	_____
9. hotel, the ritz	_____	_____
10. planet, mercury	_____	_____

**Exercise 1.3**

All nouns bellow end with sibilant -s. The -s can be pronounced either /s/ or /z/. Write the entire plural form of the noun in the /s/, /z/, or /əz/ column depending on the pronunciation of the plural -s or -es.

Example:

Singular form	/s/	/z/	/əz/
flame	_____	flames	_____
1. baby	_____	_____	_____
2. colleague	_____	_____	_____
3. history	_____	_____	_____
4. wall	_____	_____	_____
5. rake	_____	_____	_____
6. rain	_____	_____	_____
7. pipe	_____	_____	_____
8. note	_____	_____	_____
9. beach	_____	_____	_____
10. day	_____	_____	_____

### Exercise 1.4

Change the subjects of the following sentences from *singular* to *plural*.

Example:

The child plays in the park every morning.

The children play in the park every morning.

1. The dish is on the table.
2. The box is empty.
3. The class begins at seven o'clock.
4. The woman is ill.
5. The salesman is very polite.
6. The boy does not work well.

### Exercise 1.5

Complete the table by the following words! And state the noun.

verb	Noun	adjective	noun
educate		stupid	
improve		dark	
govern		weak	
arrange		similar	
hesitate		sad	

### Exercise 1.6

**Rewrite these sentences using underlined noun as verbs. The meaning must stay the same. Look at the example.**

**Example** : there was a lot rain yesterday  
It rained a lot yesterday.

1. We had a long wait.
2. I had a dream about last night.
3. He needs to go on a diet
4. I had a look on the paper
5. I didn't know the answer. So I had a guess.



# Chapter 2

## Articles

**Articles** come before noun and have a function to modify noun.

Study the following examples:

Part one

I saw **a** *film* last night. **The** film was about **a** *soldier* and **a** beautiful *girl*. **The** soldier was in love with **the** *girl* but **the** *girl* was in love **a** *teacher*. So, **the** *soldier* shot **the** *teacher* and married **the** *girl*.

Part two

Santi : May I help you.

Wiwi : Yes, I am looking for **a** new *blazer*.  
I have **an** *interview* tomorrow.

Santi : Do you like any of these?

Wiwi : Yes, I like **the** blue one.

*A*, *an*, and *the* are articles.

### Types of Articles

There are two types of articles: **indefinite articles** *a/an* or *some* and **definite article** *the*.

### Indefinite Articles (*a/an* and *some*)

Indefinite articles *a/an* is used with singular nouns, and *some*, is used with plural nouns and with noncount nouns. The indefinite articles *a/an* and *some* are used in two situations.

## Using an Indefinite Article in a Sentence

### Using indefinite Article

Use *a/an* when the listener doesn't know which thing we mean.

Remember: Use *a* before a consonant sound or *an* before a vowel sound in front of it.

A + singular count noun  
(consonant sound)

An + Singular count noun (vowel sound)

### Examples

I saw *a film* last night.

(In this example, the speaker does not say any exact film in mind)

This is *a* really beautiful *house*.

I am looking for *a job*.

I want to be *an English teacher*.

When the speaker does have a specific noun in mind, but knows that the listener does not know which noun it is.

When you travel a lot by air, you have to expect *some* delayed flights.

The use of the indefinite article indicates that the speaker does not expect the listener to know which particular thing the speaker is thinking of.

I would like you to come over this evening and meet *a* friend of mine.

I have *some* questions for you.

I think that there will be *some* opposition to the new offer.

Use *a* where the spelling would seem to require *an* because the pronunciation of the nouns actually begins with a /y/ consonant sound. The rule governing the use of *an* pertains to vowel pronunciation.

*a* unicorn

*a* uniform

*a* unit

*a* usage

## Definite Article

*Definite* article is used when the speaker or writer and the listener/ reader know something about. A definite article has *the* in front of noun. A definite article is in clear context.

### Using Definite Article

The definite article *the* is normally unstressed. It is pronounced /ðə/ (rhymes with *duh*) before words beginning with a consonant sound.

### Examples

the (/ðə/)	<i>team</i>
the (/ðə/)	<i>song</i>
the (/ðə/)	<i>bridge</i>

*The* is pronounced /ði/ (rhymes with *see*) before words beginning with a vowel sound.

the (/ði/)	<i>accident</i>
the (/ði/)	<i>example</i>
the (/ði/)	<i>orange</i>

The definite article is used with both singular and plural nouns.

<b>Singular</b>	<b>Plural</b>
<i>the cause</i>	<i>the causes</i>
<i>the design</i>	<i>the designs</i>
<i>the hill</i>	<i>the hills</i>
<i>the store</i>	<i>the stores</i>

The definite article is used when the speaker expects the listener to know which specific noun the speaker means.

I am looking for *the map*.

Definite article is used when it is clear in the situation which thing or person we mean (*the door, the toilet, the market, cinema, theater, radio etc*).

Can you turn off *the lamp*?  
Where is *the toilet*?  
I took the taxi to *the station*.  
I go to *the market*.



Use *the* definite article if you have already introduced the noun in the current context of discussion.

He sent me *a check* for the items he purchased last week. I deposited *the check* yesterday.

Use *the* definite article to be defined by its modifiers.

Do you have *the pencil* that Bob gave you?

Use *the* definite article as unique references.

*The moon* was just rising above *the horizon*.  
I stuck a shovel into *the ground*.  
Everyone is concerned about increasing pollution in *the atmosphere*.

When something is unique (when it is the only one), it is definite.

I really like *the blue one* (it is the only blue color in the store).  
*The sun* sets in *the west*. (It is only one the sun).

Use *the* for musical instruments.

Can you play *the guitar*?  
*The piano* is my favorite instrument.

Use *the* for adjective

<i>the deaf</i>	<i>the injured</i>
<i>The dead</i>	<i>the sick</i>
<i>the young</i>	<i>The disable</i>
the old	The rich
<i>the blind</i>	<i>The poor</i>

Use *the* for nationality.

*The Spanish*  
*The Welsh*  
*The British*  
*The French*

Use *the* when the class of noun (republic, states) comes before the name.

**the + class + of + name**

*The* continent of Asia  
*The* Union of Soviet

Use *the* with plural island, lake and mountains oceans, seas, rivers, canals, deserts, forests, and bridges.

*The* Hawaiian Islands  
*The* great Lakes  
*The* Alps  
*The* Sahara Desert  
*The* golden gate bridge  
*The* river Parana  
*The* Suez canal  
*The* black forest  
*The* Persian Gulf  
*The* pacific Ocean

Use *the* when word college, university, or school comes before name

(*the* + .... + *of* + *name* )

*The* University of Bung Hatta  
*The* University of California  
*The* Rhode School

Use *the* with names of museums and libraries.

*The* Museum of Modern  
*The* Chicago Public Library

Use *the* for dates when number comes before the noun.

The eighteen of March  
The eleven of July

Use *the* with decades, centuries, and eras.

*The* 1990s  
*The* 1800s  
*The* Dark ages

## **The with verb Go**

Examples:

home  
downtown  
there  
swimming  
dancing  
shopping  
camping

I am going

I am going

to the city  
to the store  
to the beach  
to the mountain  
to the library  
to the hospital  
to the post office

I am going

to school  
to class  
to church  
to work  
to town  
to New York

## **Without the**

1. Do not use *the* for meals. However we say a meal.

Examples:

What time is *lunch*?

We had *dinner* in a restaurant.

What time do you have *breakfast*?

We had *a meal* in a restaurant.

2. Do not use *the* for general things. These are general things.

Flowers	food	classical	English
crime	stamps	music	Physics
football	People	pop music	history

Examples:

I love *flowers*.  
*Crime* is a problem in most big cities.  
Do you like *Chinese* food?

3. Do not use *the* for names of continents.

Africa	Europe	Indonesia
Asia	Japan	West Germany
Texas	Nigeria	

Example:

I live in Indonesia.  
Anita comes from Nigeria.

4. Do not use *the* with names of continents, countries, states, provinces, cities, streets.

Examples:

Africa	Ohio
Russia	Main street
Padang	Jakarta

5. Do not use *the* when the name of the college or university comes before the word college or university.

Examples:

Padang University	Boston University
State Islamic University	

6. Do not use *the* with names of languages.

Examples:

Indonesian	Japanese	German
The Indonesian Language		

7. Do not use *the* with dates when the month begins the phrase.

Examples:

April 16      May 24

8. Do not use *the* with the specific years.

Examples:

2007 2008 1973

### Without any Articles

1. Plural nouns or noncount nouns without any article to generalize about the noun. It can be symbolized by □.

Examples:

Birds start migrating north early in the spring. (*all birds, not any particular group of birds.*)

Airplanes have totally changed the way we travel. (Nature of *airplanes*).

Compare with the following examples:

Some birds have nested in our oak trees.

It means that one particular group of birds, namely the birds that have nested in the speaker's oak trees.

The airplanes that you see were all made by Boeing.

It means that specific airplanes.

1. No article is used before the names of persons, countries, streets, cities, or towns when they are used as proper nouns.

Examples:

I live in *Padang* on *Mangga Street* at the corner.

*Mr. Ahmad* is going to Malaysia now.

3. No article is used when a noun is modified by someone's name.

Examples:

This is *John's book*.

President *Barrack Obama's speech* is very clear.

4. No article is used when a noun is modified by a possessive pronoun.

Examples:

This is *John's book*. *His book* is very interesting.

*My phone* is broken.

## ***The Use of Present Tense Forms and Adverbs of Frequency in Making Generalization***

The **present tenses** are the simple present, the present progressive, or the present perfect.

Examples:

### **Count noun**

Present : Airports *seem* impossibly crowded these days.

Present progressive : Airports *are getting* more crowded every day.

Present perfect : Airports *have become* way too crowded.

### **Noncount**

Present : Flying *is* more difficult every day.

Present progressive : Flying *is getting* more difficult every day.

Present perfect : Flying *has become* more difficult every day.

These are Adverbs of Frequency used in generalization, such as *always, often, generally, frequently,* and *usually* or the negative adverb *never*.

### **Count Noun**

Examples:

Rain storms *always* come in from the south.

Sweet apples *never* make very good pies.

Dogs are *usually* protective of their territory.

American television programs *often* use laugh tracks.

### **Noncount nouns**

Examples:

Conflict *always* has the potential to get out of hand.

Wood is *usually* more expensive than plastic.

Miscommunication *frequently* results in misunderstanding.

Sunshine *generally* gets rid of moldy patches.

### Exercise 2.1

Complete the following dialogue with *a/ an* in each of blank.

1. A : What do you want for your birthday, Mary?  
B : I want \_\_\_\_ good novel. And I want \_\_\_\_ umbrella.
2. A : Annie, is someone at the door?  
B : Yes, there is \_\_\_\_ man outside. He is \_\_\_\_ old man.
3. A : Mom, I have \_\_\_\_ interview tomorrow.  
B : Oh, good. Anita. I hope it is \_\_\_\_ good interview.
4. A : What are you doing?  
B : I am doing \_\_\_\_ assignment.
5. A : What are thinking about?  
B : I am thinking about \_\_\_\_ nice girl.

### Exercise 2.2

Correct the letter. There are ten mistakes.

Dear Caroline,

I have an great house now. House is very big, but it is also a old one. It needs work. It has the nice living room, but the colors are terrible. Each wall is the different color. There are a orange wall, an yellow wall, a blue wall, and the red wall. I need to repaint. I need you to see a house. Give me the call.

Love,  
Yan

### Exercise 2.3

In the following paragraphs, many nouns are preceded by a blank space. If the noun has been mentioned previously, fill in the blank with *the* definite article. Otherwise, fill in the blank with the indefinite article *a*.

On my first trip to Manhattan, I bought a city map and tried to get \_\_\_\_sense of its geography. I quickly discovered what every person there knows: to find out where you are, you need to know two things: whether you are facing “uptown” (north) or “downtown” (south), and whether you are facing east or west.

To find out, you have to go to \_\_\_\_street sign.\_\_\_\_ street sign will tell you both street and avenue numbers. \_\_\_\_numbers by themselves tell you nothing. They just define one point

on \_\_\_\_ grid. They tell you where you are on \_\_\_\_ grid, but you still do not know which way you are facing on \_\_\_\_ grid. To know that, you have to go to next \_\_\_\_ street sign and compare \_\_\_\_ street and avenue numbers there. If \_\_\_\_ new street number has gotten larger, you are going north. If \_\_\_\_ new street number has gotten smaller, you are going south. If new avenue number has gotten larger, you are going west. If \_\_\_\_ avenue number has gotten smaller, you are going east. If \_\_\_\_ avenue has \_\_\_\_ name rather than \_\_\_\_ number, then you have to take out \_\_\_\_ map again and compare \_\_\_\_ numbers and/or names of \_\_\_\_ two avenues. Everybody has to memorize \_\_\_\_ names and numbers of \_\_\_\_ avenues.

*Source Fundamental of English Grammar*

#### **Exercise 2.4**

In each blank space, use an indefinite article (*a* or *some*) if the noun is not defined or the definite article *the* if the noun is defined by normal expectations.

Example:

I had to replace *the* windshield wipers on my car.

1. My parents always have \_\_\_\_ TV on too loud.
2. I need to buy \_\_\_\_ new suitcase.
3. We all went outside to look at \_\_\_\_ sunset.
4. Go down Elm Street and turn left at \_\_\_\_ corner.
5. \_\_\_\_ trees in \_\_\_\_ park are beginning to turn





# Chapter 3

## Adjectives

**The adjective** modifies a noun and can come before *Noun* and after *be*.

Study the next examples:

Rita has been doing the same job for every long time. Every day she does exactly the same thing again and again. She does not like it anymore and wants to do something different. Rita is ***bored***. Her job is ***boring***.

Rita is *bored* with her job.

Adj

Her job is *boring*.

Adj

The adjective *bored* describes about *Rita*. The adjective *boring* describes about *her job*.

Study the following examples:

My mom is a **beautiful** *woman*.  
Adj          noun

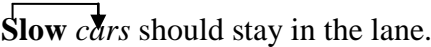
I have **short** *ruler*.  
Adj    noun

She is a **cute** *girl*.  
Adj    noun


## Forming of Adjective in Sentences

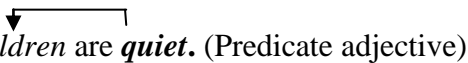
Adjective can come before noun or predicate adjective. It can modify two or more adjectives.


Study the following examples:

  
**Slow** cars should stay in the lane.  
Adj Noun

She is a **good** lecturer.

  
My mom is **busy**. (Predicate adjective)  
Noun adj

  
The children are **quiet**. (Predicate adjective)  
Noun adj

  
Our dinner is **ready**. (Predicate adjective)  
Noun adj


## Functions of Adjective

### Functions

1. It always immediately precedes the noun being modified.

*Slow* is true adjective, but *the* is not. However, both of them modify cars.

### Examples

  
Slow cars should stay in the  
Adj N  
right lane.

The cars in the left lane  
Adj N  
passed me.

The slow cars moved into  
 Adj Adj N  
 the right lane.

2. It has comparative and superlative forms.

<b>Base</b>	<b>comparative</b>	
<b>superlative</b>		
Slow	slower	slowest
Rich	richer	richest
Fat	fatter	fattest

3. It can be used as a **predicate adjective**. The term predicate adjective refers to adjectives that function as predicates of linking verbs.

My mom is **busy**.  
 The children **are quiet**.  
 Our dinner is **ready**.

4. Adjective can be used after: *be/get/become/seem*

**Be careful**  
 It *becomes* more and more **interesting**.  
 Your friend *seems* very **nice**.  
 I am *getting* **hungry**.

5. Use adjective to say how somebody/something looks, feels, sounds, tastes, or smells.

You *look so* **tired**.  
 The dinner *smells* **good**.  
 The milk *tastes* **strange**.

*More can be followed by* adjective for the comparative form and *most \_* adjective for the superlative form.

For examples:

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
Reluctant	<i>more</i> reluctant	<i>most</i> reluctant
Foolish	<i>more</i> foolish	<i>most</i> foolish
Vicious	<i>more</i> vicious	<i>most</i> vicious
Beautiful	<i>more</i> beautiful	<i>most</i> beautiful

Example:

My little daughter is *more* beautiful than the oldest one.  
Adj

Here are two generalizations that can help in deciding which type of comparative and superlative to use:

A. Two-syllable adjectives that end in an unstressed vowel sound tend to use the *-er/-est* pattern. Two-syllable adjectives ending in *-le* or *-y* are especially common.

For examples:

*-LE*

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
able	abler	ablest
feeble	Feebler	feeblest
gentle	Gentler	gentlest
noble	nobler	noblest
simple	Simpler	simplest

*-Y*

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
tacky	Tackier	tackiest
early	earlier	earliest
happy	Happier	happiest
noisy	Noisier	noisiest
pretty	Prettier	prettiest

2. Adjectives that are derived from verbs ending in *-ing* or *-ed* form their comparative and superlative with *more* and *most*.

For example:

*-ING*

-Ing tells about the activity.

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
amusing	more amusing	most amusing
charming	more charming	most charming

discouraging	more discouraging	most discouraging
tempting	more tempting	most tempting
Trusting	more trusting	most trusting

Examples:

My job is very *interesting*.  
Your job is *more interesting* than mine.

**-ED**

Ed tells about how somebody feels about the activity.

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
exploited	more exploited	most exploited
recorded	more recorded	most recorded
respected	more respected	most respected
Strained	more strained	most strained
Startled	more startled	most startled
disappointed	More disappointed	Most disappointed

Examples:

<b>Ing</b>	<b>Ed</b>
I think, teaching is very <i>interesting</i> .	I am very <i>interested</i> in teaching
It was quite <i>surprising</i> that he passed the exam.	Everybody was <i>surprised</i> that he passed the exam.
The news was <i>shocking</i>	I was <i>shocked</i> when I heard the news.

A few irregular comparatives and superlatives survive from older forms of English:

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
bad	worse	Worst
good	better	Best

Examples:

Andy's work is *worse* than Anita, but Wati's is *the worst*.  
Maria is a *good* student. She is *better* than others. Maybe she is the *best* of all in her classroom.

The adjective *far* is peculiar in that it has two sets of comparative and superlative forms with slightly different meanings:

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
far	farther	farthest
far	further	furthest

Example:

Please take the *farthest* seat.

Are there any *further* questions?

### Ordering Adjective and Multiple Adjective in a Sentence

*Adjective* occurs before Noun. It modifies noun. Two or three true adjectives can be used to modify a single noun. Order of adjectives based on meaning:

<b>Size</b>	<b>Age</b>	<b>Color</b>	<b>Noun</b>
large	old	dingy	apartment building
small	new	paisley	Shirt
tiny	ancient	grey	Car

Examples:

My old friend has a **small old green** *bag*.  
Adj adj adj N

My brother has **a huge old white** *house*.  
Adj adj adj N

He is a **tall young** *man*.  
Adj adj N

My little sister has **big blue** *eyes*.  
Adj adj N

### Exercise 3.1

Supply the proper form of adjective in the following sentences.

Example:

Helen is a very ... (slow) student.

Helen is a very *slow* student.

1. This is an ... (easy) exercise.
2. They are both ... (serious) students.
3. This apple is very... (soft).
4. Sintia is a very ... (beautiful) girl.
5. My daughter likes an ... (interesting) novel.

### Exercise 3.2

Give the *comparative* and *superlative* forms of the following adjectives.

<b>Base</b>	<b>Comparative</b>	<b>Superlative</b>
Worried	<i>more worried</i>	<i>most worried</i>
1. sad	_____	_____
2. costly	_____	_____
3. sound	_____	_____
4. valuable	_____	_____
6. sunny	_____	_____
5. likely	_____	_____
7. patient	_____	_____
8. improved	_____	_____
9. normal	_____	_____
10. blue	_____	_____

### Exercise 3.3

Rearrange the adjectives in the following phrases to put them into the correct sequence based on their meaning.

Example:

shiny	brand-new	huge	refrigerator
<i>Huge</i>	<i>brand-new</i>	<i>shiny</i>	<i>refrigerator</i>
1. brown	capacious	worn	Overcoat
2. antique	Gold	miniature	locket
3. overripe	yellow	great	pear
4. early	sizeable	black and	photographs



5. modern	Black	white	
6. large	Grey	Long	desk
7. young	petite	Aged	cat
8. bulky	Pink	Green	peas
9. off-	White	Old	sweater
		new	mansion
		immense	
10. white	up-to-date	Slim	drapes

## Chapter 4

### Pronouns

A **pronoun** is a word that replaces one or more than one noun. Be sure that the noun is clear to the reader or listener. There are four types of pronouns discussed on this part. Those are **personal pronoun, possessive adjective, possessive pronoun, reflexive pronoun**. Personal pronoun are divided into two; personal pronoun as subject and as object.

Study the following example:

- Hiroshi : Where is the librarian?  
Carlos : **He** is by the door.  
Hiroshi : Go to **him** and tell **him** that it is hot in here.  
Tony : Hiroshi! Help **me** with these books! Please carry **them** outside.  
Carlos : Where is the typewriter? I don't see **it**.  
Tony : **It** is behind the desk. I don't see Ellen! Where is **she**?  
Carlos : **She** is by the tape recorder. She doesn't know about the fire yet. Get **her**!  
Tony : How about Saeed? Does **he** know about the fire?  
Hiroshi : No, **he** doesn't. **He** is asleep.  
Tony : Are you crazy? Wake **him**, and let's get out of here!

*Taken from Interaction I: A Communicative Grammar*

Based on the dialogue above, it can be seen some examples of pronouns.

Where is the librarian? **He** is by the door. Go to **him** and tell **him** that it is hot in here.

Hiroshi! Help **me** with these books! Please carry **them** outside.

There are many English **students** in the classroom. **They** are learning structure now.

Many girls' friends in my class talk about **Sandy**. **He** is a new student.

### Personal Pronouns

A *personal pronoun* can be a *subject* or an *object* of a sentence. An object pronoun comes after a verb or a preposition (to, with, about, with, etc).

Examples:

#### As a Subject

Examples:

**He** : My grandfather on my mother's side was a prospector  
He  
in Jakarta.  
He was a prospector in Jakarta.

**She** : The woman who was ahead of me in the line dropped  
She  
all of her packages.  
She dropped all of her packages.

**It** : A truck pulling a long trailer suddenly pulled out in  
It  
front of me.

It suddenly pulled out in front of me.

**They:** All of the employees in the department went to Larry's  
They  
retirement party.

They went to Larry's retirement party.

**Tom** Tom and Harry are good friends of mine.

**and** They are good friends of mine.

**Harry**

### As an Object

#### Examples:

**Him :** I signaled to the waiter who had taken our order.  
him

I signaled to him.

**Her :** I signaled to the waitress who had taken our order.  
her

I signaled to her.

**It :** Did you see the new car parked outside the restaurant?  
it

Did you see it?

**Them:** The new telescope can detect planets that are circling distant suns.

them

The new telescope can detect them.

### Possessive Adjectives

Possessive Adjective (PA) comes before noun (N). It can be **my, your, our, his, her, their, and its** act as adjectives modifying nouns.

Example:

My mom is cooking in the kitchen.

PA Noun

Carlos, get my typewriter

PA Noun

**My** : My answer was the only correct one.

Is it my bag?

**your** : I gave him your program.

Your idea is great.

**our** : Those are not our books.

Our lecturer hasn't come yet.

**Their**: Their books are on the table.

**Her** : Her jacket is red.

**His** :

His book is red.

**Its** :

Each cat has its own dish for water.

A possessive noun includes an apostrophe (').

If a noun (singular or plural) does not end in -s add ( 's.) *Ana's book* is on the table.  
*Children's* toys are all broken.

If plural noun ends in -s add ( ' ) The *students' books* are on the table.

If a singular noun ends in - (s) add ( 's ) or ' *Carlos's* canteen opens everyday.  
*Carlos'* canteen closes at 5 p.m everyday.  
They sell *ladies'* dresses on this floor.

Use ( 's ) when the first noun is a person or an animal. Whose backpack is this? It is Julie's.  
Where is the *manager's*

office?

*My aunt's* daughter is very cute.

The *horse's* tail is long.

It can be used ('s) without a noun after it.

Use ('s) or (*of*) when the first noun is an organization (a group of people).

This is not my book. This *brother's*.

*The government's* decision

or

decision *of* the government

*The school's* new headmaster or

The new headmaster *of* the school.

The company's success.

or

The success *of* company.

Use ('s) for places

The *city's* new theater.

*The world's* population  
*Jakarta's* crowded city.

Use ('s) after more than one noun.

*Yan and Yen's* wedding party

*Maria and Mary's* house.

Use ('s) with time words (today, tomorrow, yesterday, etc)

*Tomorrow's* meeting has been cancelled.

I have got three weeks' holiday.

Sania needs eight *hours'* sleep a night.

## Possessive Pronouns

A possessive pronoun does not come before noun. A possessive pronoun: **mine, ours, yours, his, hers, theirs.**

Examples:

**Mine** : That book isn't **mine**.

**Yours** : My books are not **yours**.

You are **mine** and I am **yours**.

**ours** : Those are not **our** books. Those are **ours**.

**Theirs**: I couldn't make out what they were saying about **theirs**.

**Hers** : The missing purse was **hers**.

**His** : This is my problem. The problem is not **his**.

## Reflexive Pronouns

*Reflexive pronouns* are group of pronouns that always end in either *-self* or *-selves*. This previously mentioned noun is called the **antecedent** of the reflexive pronoun.

Examples:

Person	Singular	Plural
First person	Myself	ourselves
Second person	Yourself	yourselves
Third person	himself	themselves
	herself	themselves
	itself	themselves

Examples:

Antecedent

Tom cut **himself** while he was shaving this morning.

Who cut your hair for you? Nobody, **I** cut it **myself**.

The **queen** smiled at **herself** in the mirror.

The **movie** refuses to take **itself** seriously.

The **couple** had accidentally locked *themselves* out of their car.

The **computer** shut *itself* off.

I want to do it by *myself*.

A reflexive pronoun refers to the subject of a sentence or a sentence a part.

Can you clean the windows for me? Why don't you clean *yourself*?

A Reflexive pronoun can be the direct or **indirect object of a verb** or the **object of preposition**.

**Tom cut himself** while he was shaving this morning.  
**I** don't want you to pay for me. I'll pay **for myself**.

A singular reflexive pronoun ends in – self and a plural reflexive ends- selves.

**They** watch *themselves* on the mirror.  
**Yen and Yan** are in love *themselves*.

Use reflexive pronoun when the subject and object are the same.

I do it by *myself*.

Very often in conversation you will hear a reflective pronoun that seems to have no antecedent.

Take care of *yourself*!  
Behave *yourselves*, now!  
Do *yourselves* a favor.  
Don't hurt *yourself*!  
Just be *yourself* and you will be fine.

### **These are All Types of Pronouns**

Personal Pronoun as Subject	Personal Pronoun as Object	Possessive Adjective	Possessive Pronoun	Reflexive Pronoun
I	Me	My	Mine	Myself
You	You	Your	Yours	Yourself/
We	Us	Our	Ours	Yourselves Ourselves



They	Them	Their	Theirs	Themselves
He	Him	His	His	Himself
She	Her	Her	Hers	Herself
It	It	Its	It	Itself

### Exercise 4.1

Select the proper form of the two italicized *possessive pronouns* by underlining the correct form.

Example:

Mary needs to see *her/hers* accountant about a tax matter.

Mary needs to see **her** accountant about a tax matter.

1. I couldn't make out what they were saying about *their/theirs*.
2. We were naturally very sad to hear about *your/yours* loss.
3. Nobody had anything to say about his or *her/hers* decision.
4. My team's performance was even worse than *your/yours*.
5. My candidate has not been able to gather much support. How about *your/yours*?
6. In light of all the difficulties, you really have to admire *their/theirs* attitude.
7. I got mine. Did you get *your/yours*?
8. The poor quality of produce in the marketplace really made me want to get *her/hers*.
9. When the lights went out, nobody could find *their/theirs* way back.
10. Miss Jones was concerned about where she had left *her/hers* in the classroom.

### Exercise 4.2

Fill in the blank with the appropriate reflexive pronoun. Confirm your answer by underlining the pronoun's antecedent. If the antecedent is understood, insert *you*.

Example:

He tends to repeat\_\_\_\_.

He tends to repeat *himself*.

1. Please! I can do it by \_\_\_\_\_.
2. They refused to allow \_\_\_\_\_ to give up hope.
3. My little girl always sings \_\_\_\_\_ to sleep.
4. I told them that I would do it by \_\_\_\_\_.
5. It was so noisy that we couldn't hear \_\_\_\_\_ think.
6. The trip could almost pay for \_\_\_\_\_.
7. The workers were putting \_\_\_\_\_ out of a job.
8. It was such an interesting book that the pages seemed to turn \_\_\_\_\_.
9. The system is designed to shut \_\_\_\_\_ off in the event of an emergency.
10. Don't be so hard on \_\_\_\_\_.

### **Exercise 4.3**

In this exercise you have to join two nouns. Sometimes you have to use an apostrophe ('), with or without s. Sometimes you have to use ... of ....

Example:

The door/ the room. *The door of the room.*

The mother/ Ann. *Ann's mother*

1. The camera/ Tom....
2. The eyes/ the cat ....
3. The top/ the page ....
4. The daughter/ Charles ....
5. The result/ the football match ....
6. The new headmaster/ the school ....
7. The garden/ our neighbors ....
8. The house/ my aunt and uncle ....
9. The economic policy/ the government ....
10. The birthday/ my mother ....





## Affirmative

**Be + Adjective/Noun/Adverb**

I                      Am  
You  
We                    Are  
They  
Andi and Tati

She  
He  
It                    Is  
That  
This  
Andi

## Examples

I *am* happy now.

Adj

His name *is* Andika.

N

*They are* Maria, Anita,  
Anisa, and Siska.

They are in the classroom.

Adv

from Malaysia.

## Negative Sentence

Use *not* after the verb *be*.

**Be + not + adjective/ noun/  
adverb**

## Examples

I *am not* on time.

He *is not* here.

We *are not* happy now.

The weather *is not* good  
today.

I	am	
You		
We		
They	are	
Andi and Tati		
		not From Malaysia.
She		
He		
It	Is	
That		
This		
Andi		

**Yes/ No Questions**

The verb be comes before the subject.

**Be + S + adjective/ noun/ Adverb?**

**Examples**

*Am I early?*

*Are those girls twins?*

*Is it late?*

*Are they cute kids?*

*Isn't that woman an English lecturer?*

*Aren't you early?*

Am	I	
	You	
Are	We	From
	They	Malaysia?
	Andi and Tati	
	She	
Is	He	
	It	
	That	
	This	
	Andi	

## Information Question and Answer

An information question asks for more than yes or no and begins with a question word. The question word is sometimes the subject of the sentence.

### Wh-Question + Be + adjective/ noun/ adverb

An adverb often expresses place or time frequency adverb usually comes after the verb be.

### Be + Adverb frequency + adjective /adverb

**Contractions** are short forms. They are common in speech.

Examples:

I *am* a Mexican

We *are* permanent resident

She *is* an Arabic student

I *am not* interested in singing.

They *are not* here.

He *is* in the department.

My friends *are not* here.

## Examples

*Who* is here?

*Where* is my book?

*Why* aren't they here?

*What* is over there?

*Which* is Andy?

*How* are you?

I am *always* busy.

Maria is *often* hungry.

Zikra is *sometimes* together.

I am *never* late to school.

I am *not often* tired

Sahidah isn't *always* here.

Are you *often* sick?

Are you tired?

Are you *often* homesick?

Is he *ever* late?

*I'm* Mexican

*We're* permanent resident.

*She's* an Arabic student.

*I'm* not interested in singing.

They *aren't* here.

He *isn't* in this department.

My friends *aren't* here.

## The Verb Form

Study the following conversation!

### A Day in My Life

My day usually **begins** at six thirty. I **get up** and **do** some activities for about fifteen minutes. Then I **take** a bath. After taking a bath, I **get dressed** and **have breakfast** with my family. I usually **have** a light breakfast consisting milk and bread. At seven I **leave for** school.

I usually **take** the bus to school. I **catch** the bus near my house and then **walk** from the bus stop to school. It **takes** about thirty minutes to get from my home to school. My first class is seven thirty and I usually **finish** school at one thirty. Sometimes I **stay** late to have a game of volleyball or to work in the library.

I usually **reach** home around three o'clock. When I **get** home I **like** to watch TV for a while. Then I **take** a nap for one hour. I **start** to do my homework. I **have** dinner at seven o'clock. After that I often **have** more homework to do. Sometimes I **watch** TV. I generally **go** to bed around ten.

Taken from Interaction I

How about you? Tell your activities every morning.

#### Affirmative

Use the simple form of a verb with *I, you, we and they*. For a third – person singular subject, the verb ends in *-s*.

**S + Verb. I + es/s O**

#### Examples

My day *begins* at six thirty.

I *get* dressed.

I *leave* for school.

I *like* my grammar lecturer.

I *teach* three times in a week.

Ann *takes* a shower every day.

She *carries* the books.

He *goes* to college.

That *sounds* great.

He *washes* his clothes.



I study English.  
You  
We  
They

He Studies English.  
She  
*Andi*

### Negative

### Examples

*Do or does* comes before *not*.  
**S + Do/does not Verb I**

I *do not* watch TV.  
We *don't* have any assignment.  
We *don't* understand thing.  
They *do not* study together.  
I *don't* teach everyday.  
Dr. Syahidah *does not* speak English clearly.  
She *does not* do the homework

I  
You  
We Do not study English.  
They

He  
She Does not study English.  
Andi

### Yes/ No Questions

### Examples

A form of do appears in short *Do* you get up early every

answers: Yes I do, Yes, (we, they, you).do. A form of *does* comes before the singular subject with verb other than *be*.

### **Do/does S + Verb/es/s**

Do      You  
          They  
          We  
          Plural

Does    He  
          She  
          It  
          Andi

morning?

Do you speak English?  
Do you do your homework?  
Do they need help?  
Does he read the Times?  
Does anyone help me?

Study English?

Study English?

### **Information Questions**

*Do or does* comes before the subject in most information questions.

### **Wh-Question + do/does Verb. I**

Who, what, and which may be subjects of questions.

Do or does are not used in these questions.

### **Wh-Question +Verb/es/s O**

### **Adverb of Frequency**

Adverb      of      frequency

### **Examples**

When *do* you have classes?  
How long *does* the class last?  
How *do* you feel?  
Why *does* she smile so much?  
How often *do* you eat every day?

*Three times.*

*Twice.*

Who *teaches* that class?  
Which (lecturer) *teaches* the grammar?  
What *happens* in the class?

### **Examples**

She *sometimes* gets sick.

normally comes before the main verb or between the auxiliary and main verb in a statement.

**S + Adverb of Frequency  
Verb/es/s**

Students *occasionally* meet.  
I *seldom* come to the class late.

She *rarely* goes to the class.  
They come late *once in a while*.

*Once in a while* they come late.

She doesn't *often* rest.  
They don't *usually* study.

**Imperative Form:  
Direction and Orders**

**Examples**

The imperative form uses the simple form of a verb. The subject is *you*, but it does not appear.

Use *base* form of verb.

**Verb I + Adverb**

*Go* there!  
*Come* back later!  
*Wait* outside!  
*Come* on!  
*Come* here!  
*Close* your book!

**Be + Adjective**

*Be* quiet, please!  
*Be* *happy*!

Forms of *negative* imperative with *don't*.

**Don't + Verb.1 + Adverb**

*Don't* talk!  
*Don't* make noise!  
*Don't* let me alone!  
*Don't* cry!

**Don't be + adj/adv**

*Don't be* lazy!  
*Don't be* sad!  
*Let's* have tea.  
*Let's* dance together.  
*Let's* not wait.

*Let's* appear before the simple form of the verb.

*Please* makes an imperative more polite.

*Please* sit down!  
Sit down, *please*!

*Nonaction* verbs appear in the simple present for activity now. (Right now, at this moment, at present).

<i>Seem</i>	<i>think* understand belong</i>
<i>smell</i>	<i>possess</i>
<i>love</i>	<i>have*</i>
<i>contain</i>	<i>prefer</i>
<i>need</i>	<i>know</i>
<i>want</i>	<i>believe</i>
<i>hate</i>	<i>hear</i>
<i>forget</i>	<i>like</i>
<i>remember</i>	<i>see</i>

Examples:

She doesn't *understand* about my problem.

I *have* many problems.

I always *think* about you.

I *prefer* tea to coffee.

I *hear* noise outside.

She *wants* some pizza.

I *need* a job at present.

The food *tastes* good.

### **Differences of using think and have**

*Think* means believe.

*I think* that grammar is easy.

*Think* expresses thoughts that are going through a person's *mind*.

*I am thinking* about you now.

*Have* expresses possession.

*My father has* a car.

*Have* expresses idiomatic expression (have a good time).

*I am having* lunch.

The present tense differs significantly from the base form in that all verbs in the present tense must enter into a **subject-verb agreement** relationship with their subjects (something that base-form verbs can never do). This agreement

is most easily seen in the unique use of the **third-person singular** *-(e)s* when the subject noun phrase is a third-person singular pronoun (*he, she, it*) or any grammatical structure that can be replaced by a third-person pronoun.

Here are some examples of structures that can be replaced by third-person pronouns:

### **Single noun**

Anita is going to fly to Atlanta next week.  
She

### **Singular noun phrase**

Any person traveling in the Southeast must eventually fly through  
He/She  
Atlanta.

### **Gerund phrase**

Going anywhere in the Southeast requires you to go through Atlanta.  
It

### **Infinitive phrase**

To go anywhere in the Southeast means flying through Atlanta.  
It

### **Noun clause**

Wherever else you want to fly makes no difference.  
It

### ***Spelling- Rules for the third –person singular verb form***

The spelling of the third-person singular is quite regular, following the same spelling rules as the plural of regular nouns.

**Spelling- Rules for the  
third –person singular**

**Examples:**

<i>verb form</i>	<i>base</i>	<i>Third person singular</i>
<ul style="list-style-type: none"> <li>▪ If the simple form of a verb ends in –y after a consonant, change <i>the y</i> to <i>i</i> and add-<i>es</i></li> </ul>	carry	carries
	try	tries
<ul style="list-style-type: none"> <li>▪ If the simple form of a verb ends in , s,z,zh,ch,x,o, ( o after consonant) add –es</li> </ul>	teach	teaches
	go	goes
	Pass	passes
	box	boxes
	buzz	buzzes
	catch	catches
	clutch	clutches
	wish	wishes
	budge	budges
	<ul style="list-style-type: none"> <li>▪ If the verb ends in any nonsibilant sound (vowels, voiced and voiceless consonants), add -s/. In all cases, add –s to the simple form.</li> </ul>	wear
work		works
pay		pays
<ul style="list-style-type: none"> <li>▪ The only possible confusion is with verbs that end in a final silent <i>e</i>.</li> </ul>	give	gives
	strike	strikes
<ul style="list-style-type: none"> <li>▪ If the final y is part of the spelling of the vowel sound, then just add an <i>s</i>.</li> </ul>	relate	relates
	complete	completes
<ul style="list-style-type: none"> <li>▪ If the verb ends in a</li> </ul>	buy	buys
	enjoy	enjoys
	obey	obeys
	play	plays

voiceless consonant sound other than a sibilant, the ending is pronounced /s/. The voiceless consonants are usually spelled *p, t, k, ck, f, gh* (if pronounced /f/).

back	backs
cough	coughs
cut	cuts
hop	hops
walk	walks

- If the verb ends in a vowel or a voiced consonant sound, the ending is pronounced /z/.

call	calls
read	reads
run	runs
row	rows
see	sees
snow	snows
come	comes

## Functions

### Functions

1. The present tense is used to state *timeless* factual statements (that is, not bound or limited by time) objective facts. This statement is not tied to any moment of time. It is a universal generalization that is valid forever.

### Examples

In the Fahrenheit scale, water *boils* at 212 degrees.  
 Christmas *falls* on Sunday this year.  
 The moon and the earth *rotate* around a common center of gravity.  
 Cucumbers *make* my skin itch.  
 My son *lives* in Bali.  
 My baby *cries*.  
 The earth *revolves* around the sun.  
 The sun *rises* in the east and *sets* in the west.

2. The present tense is also used for making timeless generalizations, assertions, and observations.
- Smoking *causes* cancer.  
Everyone *hates* Mondays.  
Airplanes *get* more crowded every day.  
My kids *watch* too much TV.
3. Use the simple present for future meaning (example: for public transport, cinemas).
- What time does the *film* begin?  
The *train* leaves Padang at 12.30 and arrives at Jakarta 13.45.  
*Tomorrow* is Sunday.
4. Simple present can tell the story.
- There is and old woman.  
She wears dirty clothes.  
She doesn't eat for two days. I am so sorry to see her.
5. Use the simple present to give a suggestion.
- If you want to get a good grade, why don't you study hard?
6. Use the simple present to summarize such as a book, or movies.
- Charles describes the meaning of names in his book.
7. Use the simple present to talk things in general or things which happen repeatedly. It is not important whether the action is happening at the time of speaking.
- Alice *checks* her e-mail first thing when she gets into the office.  
We visit grandparents *once in a year*.  
I have breakfast *every* morning.  
It snows *every winter*.  
She works *all the time*.  
I always take 10 subjects *for every semester*.



I get up at 5 o'clock *every morning*.

Andy usually plays badminton *twice in a week*.

How many cigarettes do you smoke *everyday*?

8. Use the simple present for *permanent* situation.

Water boils at 100 degrees centigrade.

The earth goes round the sun.

Nurses look after patients in the hospital.

The shop closes at 4.30 p.m.

My grand parents live in Indonesia. They have been there 24 years.

### Exercise 5.1

Write the third-person singular form of the base-form verbs in the first column.

*Base form*

*Third-person singular form*

1. admit

\_\_\_\_\_

2. supply

\_\_\_\_\_

3. go

\_\_\_\_\_

4. leave

\_\_\_\_\_

5. annoy

\_\_\_\_\_

6. kiss

\_\_\_\_\_

7. have

\_\_\_\_\_

8. match

\_\_\_\_\_

9. identify

\_\_\_\_\_

10. declare

\_\_\_\_\_

### Exercise 5.2

In the following sentences, the italic present-tense forms are all correctly used. Write *timeless* to indicate a timeless factual statement or *habitual* to indicate a habitual action.

Example;

timeless

The grammar of Japanese is very different from the grammar of English.

1. I usually *eat* lunch in my office.
2. The lecturer's speech *focuses* on health-care issues.
3. The Nile *is* one of the few major rivers in the world flowing south to north.
4. We usually *lock* our doors when we go to bed.
5. Low interest rates *tempt* many consumers to take on too much debt.
6. Sometimes we *go* for long walks on the weekend.
7. In America, rental apartments *come* with all the major kitchen appliances.
8. All too often, debates about global warming totally *ignore* all the scientific evidence.
9. They rarely *watch* TV.
10. Padang food *has* too much fat for me.

### Exercise 5.3

Complete these sentences with question words.

Example:

Hi. What is your name?

My name is Miguel

1. \_\_\_\_\_ are you from?  
Jakarta
2. \_\_\_\_\_ is your roommate?  
Azizah
3. \_\_\_\_\_ People are there in your family?  
Six
4. \_\_\_\_\_ is your favorite class?  
English, I think.
5. \_\_\_\_\_ does the class meet?  
Three times a week

### Exercise 5.4

Put the verb into the correct form

Example:

Rahmat \_\_\_\_\_ (not/drink) coffee very often.

Rahmat *does not drink* coffee very often.

1. What time \_\_\_\_\_ (the bank/open)?
2. I have a car, but I \_\_\_\_\_ (not/use) it very often.
3. I don't understand this sentence. What \_\_\_\_\_ (this word/mean)?
4. What \_\_\_\_\_ (you/do)? I am a lecturer.
5. It \_\_\_\_\_ (take) me an hour to get the work.
6. The restaurant \_\_\_\_\_ (have/no) steak.
7. They \_\_\_\_\_ (have) fish.
8. The people \_\_\_\_\_ (like) fish.
9. The girl \_\_\_\_\_ (want) broccoli.
10. The man \_\_\_\_\_ (need) pizza.

### Exercise 5.5

Give the correct present tense form of the verb in parentheses.

Example:

We (read) newspaper every morning.

We *read* newspaper every morning.

1. We (go) to school by bus.
2. The children (play) in the park every morning.
3. The dog (chase) the cat all around the house.
4. Mr. Bram (work) for my company.  
Some girls (use) too mu

### Exercise 5.6

Replace incorrect base-form verbs with third-person singular present-tense verbs. Confirm your answers by replacing the subject noun phrase with the appropriate third-person pronoun. If the sentence does not require a third-person singular present-tense verb, write *OK*.

1. The econ class meet in room 103.
2. Knowing what to do be not the same as actually doing it.
3. My son always want to eat the same thing every day.
4. The train on track 2 only stop at Philadelphia and Washington.
5. What the article said about the economy make a lot of sense to me.



**Be + S V. Ing?**

Are you playing football?  
Is he reading Times now?

**Information Questions**

**Wh-Q + Be + S Verb. Ing?**

What is Bonita carrying?  
Who is knocking at the door?  
Where are you going?  
Why is she smiling?

**Positive Form**

I am

You

We are

They

Cooking in the kitchen.

He

She is

It

mom

**Negative Form**

I am

You

We are

They

not cooking in the kitchen.

He

She is

It

mom

### ***Interrogative Form***

am            I

are            you  
                We            cooking in the kitchen?  
                They

is             He  
                she            cooking in the kitchen?  
                it  
                Mom

### **Stative Verb**

*Stative* verb is verb does not express action importance Stative verbs tend to fall into distinct categories based on meaning:

<b>Stative verbs</b>	<b>Examples</b>
Emotions	appreciate, desire, dislike, doubt, feel, and hate, like, love, need, prefer, want, and wish
Measurement	consist of, contain, cost, entail, equal, have, measure, weigh
Cognition	believe, doubt, know, mean, think, and understand
Appearance	appear, be, look, resemble, seem, sound
Sense perception	feel, hear, see, seem, smell, taste
Ownership	belong, have, own, possess

Examples:

**Action verb** John *drives* a car.  
**Stative verb** John *owns* a car.  
I *understand* what you say.

## Functions

### Function

1. Use the present continuous tense when we talk about something which is happening at the time of speaking.

### Examples

A: Don't make so much noise.

B: *I am studying.*

A: Where is your mom?

B: *She is cooking.*

A: *What's your sister doing?*

B: *She is watching TV now.*

A: Where is Andy?

B: *He is reading a magazine.*

2. Use the present continuous tense when we talk about something which is happening around the time of speaking. It means that the activity has begun happening but hasn't finished yet.

Ana is talking to Andy. *I am reading an interesting novel now. I'll lend it to you when I have finished.*

*Have you heard about Tom? He is building his own house.*

3. Use the present continuous tense when we talk about a period around the present (today, this season, this month, these days, this year, etc).

A: What is your mother doing this day?

B: *She is making a cake.*

A: How many courses are you taking for this semester?

B: *I am taking 10 courses for this semester.*

4. Use the present continuous tense for temporary situation. *She is staying with her sister at the moment until she finds an apartment to live.*
5. Use present continuous tense with *always* to express a repeated action. *She is always smiling. That's why I call her "Sunshine"*
6. *I have lost my key again. I am always losing things.*
7. Use present continuous tense to talk about what we have already arranged to do. *What are you doing tomorrow evening?  
Are doing anything tonight?  
Are playing football tomorrow?*
- A: can you come tonight?  
B: I'd love to but *I am doing my homework*
7. Use present continuous tense to express the planning which has been arranged for the future. *I am teaching English tomorrow morning.  
My sister is meeting at 2 o'clock tomorrow.*

The following exclamations are followed by present continuous tense.

Examples:

Listen! *A baby is crying.*

Listen! *Someone is knocking* at the door.

Watch out! *There is a car running* fast.

Look! A beautiful girl *is walking* down in front of us now.

### Exercise 6.1

Examine each verb in italics in the following sentences. If the verb is not a *stative* verb, rewrite the verb as a present



continuous or progressive. If the verb is a *stative* verb, rewrite the verb in the present tense and write *stative* above the verb.

Example:

The idea seem good to us.  
                  stative

The idea seems good to us.

The company hire several new accountants. (not stative)

The company *is hiring* several new accountants.

1. The plane *encounter* some resistance.
2. The security guard *unlock* the door.
3. The boss *doubt* that we can finish the project in time.
4. My friend *be* park his car.
5. The entire project *cost* more than a million dollars.
6. You *deserve* the new promotion.
7. We *visit* New York for the first time.
8. The consultant *alter* the size of the project.
9. We *want* to get you input on the proposal as soon as possible.
10. He *undergo* treatment at a hospital in India.

### Exercise 6.2

Take turns asking and answering questions in the present continuous tense using the following cues.

Example:

You/ live in the dorm this semester

In an apartment

A : Are you living in the dorm in this semester?

B : No, I am living in an apartment.

1. you/ take grammar this semester  
Phonology
2. your roommate/ still major in English  
History
3. your boy friend/ still study geography  
Economics
4. your mother/ live with you  
At my sister's house

### Exercise 6.3

Supply the simple present tense or the present continuous tense form of the verbs in parentheses.

Example:

Mr. John often ... (go) out the house in midnight.

Mr. John often *goes* out the house in midnight.

1. Listen! I believe it ... (ring) now.
2. John ... (take) his English lesson now. I believe that he always ... (take) it at this hour.
3. John never ... (come) late to class.
4. For the time being, while I... (read) a magazine, my sister... (come) into my room.
5. My mom ... (get) dressed now in the bedroom.

### Exercise 6.4

Put the verb into the correct form, present continuous tense or simple present.

Example:

Are you hungry? \_\_\_\_\_ something to eat? (you/want).

Are you hungry? Do you want something to eat?

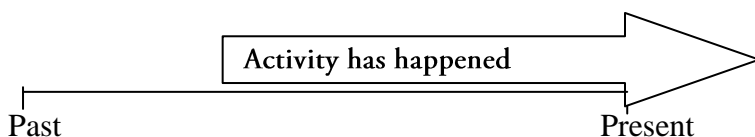
1. Don't put the ruler away. I \_\_\_\_\_ it. (use)
2. Don't put the dictionary away. I \_\_\_\_\_ it. (need)
3. Who is that man? What \_\_\_\_\_? He (want)
4. Let's go out. It \_\_\_\_\_ (not/rain) now.
5. You should do something more active. You always (watch) TV.



# Chapter 7

## Present Perfect Tense

**Present perfect** can describe actions that occurred at an unspecified time that begun in the past and have continued to the present. It refers to repeated past actions. The present perfect emphasizes the ongoing connection between the past and the present. The present perfect is formed by the present tense of *have* (*has* or *have*) followed by a verb in the past participle form.



Study the following two situations!

Aditya : What are you doing Anita?

Anita : I am looking for my wallet. I can't find it.

Aditya : ***You have lost your wallet.***

The teacher asks Udin to clean the board. Now, Udin is cleaning the board. A few minutes later, ***Udin has cleaned the board. And the board has been cleaned.***

### Form

#### ***Affirmative Sentences***

Use *has* or *have* with the past participle of the main verbs. It can be used construction in conversation.

**Have/has + Verb. Past participle**

#### ***Examples***

The students *have cleaned* the board.

I *have lived* in this city for two years.

*She has spent* her time to study.

*We have been* here for two hours.  
*I have known* him all my life.  
*We have* always *shopped* at Ralph's.  
*He has* just *returned*.  
Thanks, but *I have* already had *dinner*.  
*I've done* all my tasks.

### **Negative Sentences**

Put not after *Have* or *has*.  
Ever often appears in negative statement and question.

**Have/has not + Verb. Past participle**

### **Examples**

*I haven't seen* you for long time. How have you been?  
*I have not finished* doing my assignment.  
*She has not ever heard* that news.  
There *haven't been* any parties in weeks.

### **Yes/No Questions**

**Have/has S + Verb. Past participle**

### **Examples**

*Have you ever visited* Jakarta?  
*Yes, I have.*  
*No, I haven't*  
*Has she understood* about my speech?  
*Have you ever studied* poetry at Senior High School?  
*Have you ever been* there?

### **Information Questions**

**Wh-Q Have/has S + Verb. Past participle**

### **Examples**

*What have* you *studied*?  
*Who have* you *met* in the last few weeks?  
*Who has finished*?  
*Who has taken* my pen?





that you have never done something or that hasn't done something during a period of time which continues up to present.

I *haven't smoked* for three years.

6. Use perfect tense with *already* to say something has happened sooner than expected.
7. Use present perfect tense with this morning/this evening/this week/ today/ this term (when these periods are not finished at the time of speaking)
8. *Since, already, just, recently, yet, and for* are usually in present perfect.

Don't forget to post this letter, will you?  
*I have already posted it.*

*I have eaten* two packs of Indomie noodle *today*.  
My daughter *has studied* hard *this term*.

Yen and Yan are married. They got married exactly 15 years. They have been married *for 15 years*.  
I have lived in Padang *since 1999*.

*Just* must come before the past participle (short time ago).

I have *just* finished my work.  
I have *just* eaten.

*Already* and *recently* normally come before the past participle or the end of a statement (sooner than expected).

I have *already* started my work.  
I have *already* eaten.  
I have eaten *already*.  
She has started her work *recently*.

*Yet* normally comes at the end of a negative statement and question.

I haven't finished *yet*.  
Has it stopped raining *yet*?

*Still* comes before has or

I *still* haven't finished.



have (usually goes in the middle of the activity).

### Exercise 7.1

Select either the past tense or the present perfect form in the following sentences.

Example:

The children behaved /have behaved well since they stopped watching so much TV.

1. Mr. Brown *left/has left* last week for a business trip.
2. Sam *lost/has lost* his car keys and can't get home.
3. The choir *sang/has sung* that song a hundred times.
4. The garage *had/has had* my car for a week now, and it still isn't fixed.
5. We *moved/have moved* there ten years ago.
6. We *lived/have lived* there ever since.
7. We *lost/have lost* the power about noon.
8. Let's go to the arrival section—the plane *landed/has landed* a few minutes ago.
9. I *went/have gone* to Duke University a few years ago.
10. The city *permitted/has permitted* parking on that street for years.

### Exercise 7.2

In this exercise you have to read the situation and then write a suitable sentence. Use the verb given.

Example;

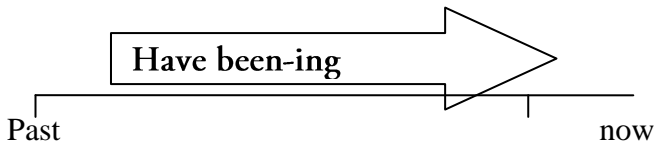
Tom is looking for his key. He can't find it (lose)  
*He has lost his key.*

1. Ann's hair was dirty. Now it is clean (wash). She...
2. Tom was 80 kilograms. Now he weight 70. (lose weight)
3. The car has just stopped because there isn't any more petrol in the tank. (run out of petrol). .....
4. Yesterday Bill was playing football. Now he can't walk and his leg in plaster. (break) .....
5. Nabila's hair is short now (cut)

# Chapter 8

## Present Perfect Continuous Tense

**The Present perfect continuous tense** describes actions that began in the past and have continued to the moment of speaking. This tense emphasizes the continuous nature of the activity.



Study the following expressions!

### Part A

- Aditya : What are you doing Anita?  
Anita : I am reading a novel.  
Aditya : How long have you been reading it?  
Anita : ***I have been reading it since two hours ago.***

### Part B

- Miguel : Hi, Tom. Are you cramming for the grammar test?  
Tom : Yes, ***I've been studying*** since early in the morning, *but I haven't finished* half of my work. I am really tired.  
Miguel : Will you be ready for the test this afternoon?  
Tom : I'm not sure.  
Miguel : ***Have you done*** all the assigned readings?  
Tom : ***I've been trying to finish*** them all morning. I have also been going over the review questions.  
: Good luck. I need to study, too. There is a long

Miguel math assignment due today at 4.30.

Part C

Ann's clothes are covered in paint. ***She has been painting the ceiling.***

***Positive***

I

You

We

They

Anita and Tuti

have

*been painting the ceiling*

*he*

*She*

*it*

Anita

Has

*Negative*

I

You

We

They

Anita and Tuti

have not

*been painting the ceiling*

*he*

*She*

*it*

Anita

has not

## Forms

### *Affirmative Sentences*

Use *has been* or *have been* with the -ing form of a main verbs.

**S+Have/ has been+ Verb-ing**

### *Negative Sentences*

Put not after *have* or *has*.  
Ever often appears in negative statement and question.

**S + have/ has Not Been+ Verb- ing**

### *Yes/No Questions*

Put *has* or *have* in front of sentences.

**Have/ Has + S +been + Verb-ing?**

### *Information Questions*

*Have* or *has* comes before the subject (ask the object).

*Have* or *has* comes after the wh - question (ask the subject).

**Wh + have/has + S + been**

### Examples

The ground is wet. *It has been raining.*

*I have been waiting for you* since two hour ago.

*I have been learning English* since I was child.

A: Are you still living in dorm?

B: No. *I have been living* in an apartment for two months.

*Anita has been reading* a book for two hours.

*I have been studying* at this faculty for two years.

*I have been living* in Padang since 1999.

Nabila *has not been feeling* very well since two days.

*I haven't been learning.*

*Have you been working* hard today?

Yes. I have.

No, I haven't

A: *What have you been doing* since this morning?

B: *I have been watching* TV.

A: *How long have you been working* today?

+ verb-ing?

B: *I have been working* for two hours.

A: *How many courses have you been taking* for this semester?

B : 12 courses

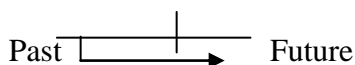
A: How long have you been learning?

B: *I haven been learning for two* hours.

### Functions

1. Present perfect Continuous Tense is used to talk about things that stated in the past, continue up to the present, and may continue into the future.

Now



*Has been living*

### Examples

*I have been living* in Padang my whole life.

*My father is working* in the garden. *He has been working since early in the morning.*

2. Use present perfect continuous tense to indicate that the action which begun in the past and has recently stopped.  
*You are out breath. Have you been running?*  
Why are you clothes so dirty? *What have you been doing?*
3. Use perfect continuous tense to indicate that an action is unfinished.  
*My sister has been reading* a magazine. (She is still reading).
4. Use present perfect continuous tense to indicate that the action is temporary.  
*My uncle has been living* in the village for two years. Next month he is going to Jakarta.

5. Use Present perfect continuous tense to ask how long something has been happening. It is raining now. It begun to rain two hours ago and it is still raining. *It has been raining for two hours.*
6. Use present perfect continuous tense to express the activity repeated over a long period. *I have been collecting the stamp since I was child.*

### **Present Perfect vs Present Perfect Continuous Tense**

#### ***Present Perfect Tense***

The ceiling was white. Now it is blue. *Tuti has painted* the ceiling.

The car is going again now. *Tom has repaired* it.

*Andy has read* ten novels today.

*Who has drunk* my coffee?  
(The glass is empty).

#### ***Present Perfect Continuous Tense***

Rudy's clothes are covered in paint. *He has been painting.*

Tom's hands are very dirty. *He has been repairing* the car.

*Maria has been writing* letters all day.

*Who has been drinking* my coffee? (The glass is half empty).

### **Present Continuous Tense Vs Present Perfect Continuous Tense**

#### **Present Continuous Tense**

Don't bother me no. *I'm studying.*

#### **Present Perfect Continuous Tense**

*I have been working hard.* So, now I'm going to take a break.

We need an umbrella. *It's raining.*  
Hurry up. *We are waiting.*

### Exercise 8.1

In this exercise you have to read the situation and then write a sentence with present perfect continuous tense.

Example : Tom is out of breath. (He/run)  
*He has been running.*

1. My mother is very tired. ( she/ work)
2. My son's eyes are black and Bill has a cut lip. (They/fight).
3. George has just come back from the beach. He is very red. (he/lie/ in the sun).
4. Janet is hot and tired. (she/ play/tennis).
5. Nabila is very tired (she/walk/ from school).

### Exercise 8.2

Put *since* and *for* in the following sentences.

1. It has been raining ... I got up this morning.
2. Tom's father has been a policeman ... 20 years.
3. Have you been learning ... a long time?
4. My little sister has been on holiday ... three days
5. That's very old car. I've had it ... ages.

### Exercise 8.3

Contrast of tenses. Use the following cues to make statement. Use both present perfect and perfect continuous tense.

Example : I/ work here/ a year, but I/ not get a raise  
*I have been working here for a year, but I haven't gotten a raise.*

1. The boss/ promise to buy us a computer/March, but she/not buy one.
2. We/ request more vacation time/ last week, but we/ not get a response.
3. We/ call the typewriter repairman/three days, but he/ not come
4. The boss/advertise that job/ last Monday, but she/ not hire anyone.

5. My students/ study English/ for two years/ but they still/ not practice their English.

#### **Exercise 8.4**

Use the present perfect and present perfect continuous tense.

1. The post office isn't far from here. I (walk) ... there many times.
2. We are tired. We (walk)... for more than an hour. Let's stop and rest for a while.
3. I (read) ... this chapter in my grammar text three times, and I still don't understand it!
4. Mrs. Atikah (teach) ... students for ten years. She is one of English teacher at Senior High School.

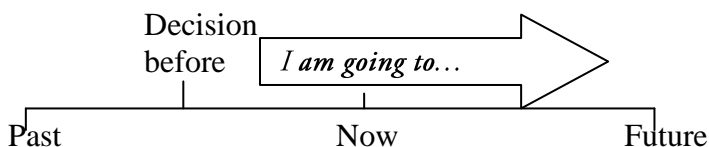




# Chapter 9

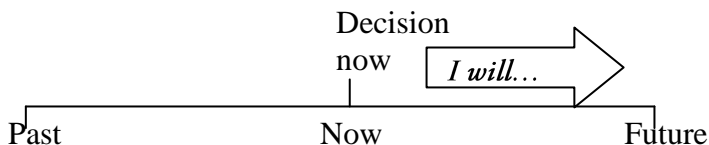
## Future Tense

The **Future tense** expresses the activity, plans or intentions will be done in the future time. Future tense uses **be going to and will** to express the future expression.



Study the following example:

- A: I have decided to have a party. **We are going to invite** our friends from work.  
B: That's great idea.



Study the following example:

- A: What are you going to have, Helen?  
B: Just cheeseburger and French fries. What about you?  
A: I think **I'll have** the chef's salad. I guess we are ready to order, then.  
B: That's great idea. We **will invite** our friends.

*Taken from Person To Person*

## Form

### Be going to

#### Affirmative

Use *am*, *is*, *are*, and the simple form of main verb with going to.

**S+ Be going to Verb. I/be**

#### Negative

Use *not* after be (*am*, *is* and *are*) and the simple form of main verb with going to.

**S + Be not going to Verb. I/be**

#### Interrogative

Put *to be* in front of sentence in order to make questions.

**Be + S going to V.I/be**

## Examples

*I am going to be* your lecturer.

*I am going to play football* tomorrow afternoon.

The sky is full of black clouds. *It is going to rain.*

*We are going to be* happy if you come.

*My mother is going to be* busy all day.

*My sister is going to finish* her study next year.

*We are going to study* English grammar next semester.

*I am not going to go* with you.

*We are not going to attend* your party if you do not invite me.

*My father is not going to go* to Singapore next morning.

*We are not going to be* happy if you are not here.

*Are you going to get quiz* next week?

*Is your sister going to go* college?

*Are you going to be* sad if I am not with you?

*Are you going to be* upset with your boy friend?

**Information questions**

*Be* comes before the subjects in most information questions.

**Wh-Q + Be going to Verb.I/be**

*When are you going to study?*

*How are you going to go?*

*Who is going to join us?*

*How many subjects are you going to take during this semester?*

I am

You are

We

They going to invite you tonight.

Ann and Tuti

He

She is

Ann

I am not

You are not

We

They going to invite you tonight.

Ann and Tuti

He

She Is not

Ann

am I

are You

We

They

Ann and Tuti going to invite me tonight?



You  
We  
They                      will not        do the task.  
Ann and Tuti

He  
She  
Ann                      will not        do the task.

I

Will                      You  
                              We  
                              They                      do the task?  
                              Ann and Tuti

She  
he  
Ann

The future tense is often combined with a *perfect or progressive*.  
Examples:

### ***Perfect***

My sister will have already left by now.  
They will have gotten up early this morning.  
The plane will have landed by now.

### ***Progressive***

They will be clearing customs by now.  
My family will be staying in Malaysia over pasting day.  
I will be watching the game on TV this afternoon.

## **Functions**

### **Functions of Be going to**

1. Use *to be going to (do)*  
when we say what we

### **Examples**

A: There is a good film

have already decided to do, or what we intend to do in the future.

tonight. *Are you going to watch it?*

B: No, I am busy with my assignment. *I am going to do my homework.*

A: Have you phoned Tom?

B: *I am going to phone him after lunch.*

2. Use *to be going to* when we say what someone has arranged to (arrange to meet someone, to travel somewhere).

A: What *time are you going to meet?*

B: At four o'clock.

A: When *are you going to go to Jakarta?*

B: Next week.

3. Use *to be going to* when we have already decided to do something. You have got information earlier.

A: Can you repair Anita's bicycle?

B: Yes, I know. She told me. *I am going to repair it tomorrow.*

### Functions of Will

1. Use *will* when we decide to do something at the time of speaking.

2. Use *will* to offer to do something

### Examples

A: It is hot in this room.

B: *I will open the window.*

A: What would you like to drink?

B: I *will have* fresh tea, please.

A: I am too tired to walk.

B: *I think you will get* a taxi.

A: I need this book.

B: Don't worry; I *will lend* it

for you.

3. Use *will* to promise to do something  
Thank you for lending me the book. I *will give* you back tomorrow.  
I promise I *will phone* you as soon as I arrive.
4. Use *will* to ask someone to do something  
*Will* you call me?  
*Will* you go with me?  
*Will* you be quiet? I am studying.
5. Use *will* to agree or to refuse to do something  
A: You know the book that I lend you. Can I have it back?  
B: Of course. *I will bring* it next week.
6. Use *will* when we talk about future, but it is not arrangement.  
You *will pass* if you study hard.  
When *will you know* your examination results?
7. Use *will* when we decide to do something at the time of speaking.  
A: My bicycle has a flat tire. Can you repair for me?  
B: Ok. *I will repair* it tomorrow.

### **Shall I...? And shall we...?**

Shall is used in the questions shall I....? / Shall we....?  
Is to ask somebody's opinion (especially in offers or suggestions). The form of shall is Shall I/ shall we + verb I

Examples:

*Shall I* open the window? (It means that do you me to open the window).





1. I will go/ am going to a party tonight. Would you like to come too?
2. I am so hungry. I will eat/ am going to eat.
3. What would you like to drink, tea or coffee? I will have tea/ am going to drink tea.
4. I don't have money. Don't worry, I will lend / am going to lend/ you.

### **Exercise 9.4**

Complete the following sentences into future form with the parentheses whether in positive, negative, or interrogative.

Example:

He ...(not/go) anywhere tomorrow.

He won't go anywhere tomorrow.

1. I ...(give) you that money tomorrow.
2. The stores...(open) early today?
3. You...(spend) a lot of money for buying me a present?
4. They...(be back/not) home early tonight.
5. The lesson...(be/over) at two p.m?





If you come to my house at two o'clock tomorrow afternoon,  
I *will be sleeping*.

If you come at six at noon, *my baby will be sleeping*.

### Forms

#### Affirmative Sentences

Use *will be* with present progressive.

**S+ Will be verb. ing**

#### Examples

I *will be watching* movie.

I *will be wearing* a yellow wimple.

#### Negative Sentences

Put not after will

**S +Will Not be verb. ing**

I *will not be wearing* this blouse tomorrow.

#### Yes/No Questions

Put Will in front of sentences.

**Will +S + be +verb. Ing**

*Will you be reading* this novel next week?

*Will you be taking* math tomorrow morning?

#### Information Questions

Will comes before the subject in most information questions.

**Wh+ Will +S+ be verb. Ing**

*Who will be doing* our assignment next week?

I Will be watching movie.

You

We will be watching movie.

They

Ann and Tuti

She  
He will be watching movie.  
Ann  
it

I will not be watching movie.  
You  
We will not be watching movie.  
They  
Ann and Tuti

She  
He will not be watching movie.  
Ann  
it

will I  
You  
We  
They be watching movie?  
She  
He  
Ann

## Functions

### *Functions*

1. Use future continuous tense to express the activity will be done in the middle of the time.

### *Examples*

I *will be waiting* for you here tomorrow morning.

My little daughter *will be crying* when I leave home next morning.

2. Use future continuous tense I *will be going* to the supermarket later. Will you be already planned or accompany me? decided.

3. Use future continuous tense *Will you be calling me* when you arrive at home later? to ask about people's plan especially when we want someone to do something.

**Exercise 10.1**

In this exercise you have to make sentences with *will be v.ing*  
Example: I am going to study from seven to nine o'clock this evening. So, when you come to my house at seven thirty, *I will be studying*.

- 6. Tomorrow morning I am going to go swimming from seven to nine o'clock. So at eight o'clock I am not at home. I .....
- 7. My mom is going to iron our clothes from 7 o'clock until 10 o'clock tomorrow. So at 8.30 tomorrow she .....
- 8. My daughter is going to play piano tomorrow. It will take 9 until 11 o'clock. So at 9.45 she.....
- 9. We are going to clean our room tomorrow morning. It will take two hours. It will be started at seven thirty and ended at 9 o'clock. So, if you come to our room at 8 o'clock we.....
- 10. My mom is a hard worker. Next morning she is going to paint the wall in her room. It will take three hours. It will be started from seven o'clock in the morning and ended at 10. So when I ask her to go with me to the market at 9 she.....

**Exercise 10.2**

You are going to ask questions with *will be -ing?*  
Example: You want to borrow your friend's pen tomorrow.

(you/use/your pen tomorrow?)

Will you be using your pen tomorrow?

1. You want your friend to give Anita a message this afternoon.  
(You/see/Anita this afternoon?)
2. You want to use your friend's car tomorrow evening.  
(you/use/your friend's car tomorrow evening?)
3. Your sister wants to lead me to do the task tomorrow.  
(your sister/lead me to do the task tomorrow?)
4. My husband wants to go to the city tomorrow.  
(your husband/ go/ to the city tomorrow)

### **Exercise 10.3**

Complete the following sentences with the appropriate form of future continuous tense.

Example:

If you come to my house at noon, we...(eat) lunch.

1. At this time next month, I ...(travel) in Bukit Tinggi.
2. I...(wait) on the corner for you at the usual time tomorrow evening.
3. Tomorrow afternoon at this time, we...(eat) together at burger café.
4. At this time next year, he ...(study) grammar at class eight.
5. At this time tomorrow afternoon, Margaret...(watch) television at home.

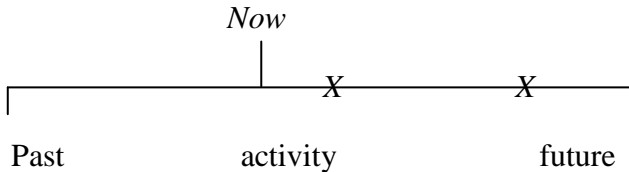




# Chapter 11

## Future Perfect Tense

**The Future Perfect tense** refers to actions that will have occurred before another event or time in the future. The future perfect consists of *will have* (the future tense of *have*) followed by a verb in the past participle form. The action or event described by the future perfect tense must be completed prior to some other future time or event.



Study the following situation!

Part A.

I am one of an English student at Islamic Studies. I live in a renting house. By the end of the semester, ***I will have lived there for one year.***

Part B.

Carlos is a football fan and there is a football match on the television this evening. The match begins at 7.30 and ends at 9.15. Shinta wants to come and see Carlos this evening and wants to know what time to come.

Shinta : Is it alright if I come at 8.30?

Carlos : No, I don't come then. I will be watching the match on the television.

Shinta : Oh. Well, what about 9.30?

Carlos : Yes, That will be fine. ***The match will have***

*finished by then.*

Taken from English Grammar in

Use

Study the following examples:

I am sure *they will have completed* the new road by June.

He says that before he leaves *he will have seen* every show in town.

## Forms

### Affirmative Sentences

Use *will have* with the past participle of a main verb.

**S + Will have verb. Past participle**

### Examples

By 2000, *Japan will have completed* its new train.

By the end of this semester, *I will have studied* here for two years.

### Negative Sentences

Put not after will

**S + Will Not have verb. Past participle**

I will not have finished reading English novel by June.

*The United States will not have completed* its new trains by 1990.

### Yes/No Questions

Put Will in front of sentences.

**Will + S have verb Past participle**

*Will you have read two English books* by the end of this semester?

### Information Questions

Will comes before the subject in most information questions.

**Wh Will S have verb Past participle**

*What will you have done* by the end of this week?

By is often used in Future Perfect tense by + date, by then, by that time.

*By next September, I will have taught* here seven years.

I Will have finished this book in June.

You  
We will have finished this book in June.  
They  
Ann and Tuti

She  
He will have finished this book in June.  
Ann  
It

I will not have finished this book in June.

You  
We will not have finished this book in June.  
They  
Ann and Tuti

I  
You  
We  
They  
will Have finished this book in June?  
She  
He  
Ann

The future time can also be expressed in another clause, which can be in the present tense (PT) or present perfect (Pres P).

For example:

By the time you <sup>PT</sup> *get* this message, I <sup>FP</sup> *will already have left*.

By the time you <sup>Pres P</sup> *have gotten* this message, I <sup>FP</sup> *will already have left*.

The two clauses can occur in either order:

FP Pres P

He will have packed all the boxes before she has printed all the labels.

Pres P FP

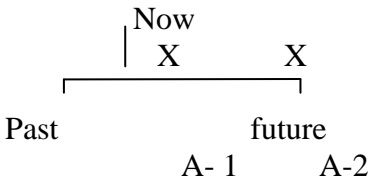
Before she has printed all the labels, he will have packed all the boxes.

**Functions**

**Functions**

**Examples**

1. Use Future perfect Tense to talk about a future action that will already be completed by a certain time in the future.
  - By June, I will have paid my debt.
  - By June, my sister *will have finished her study.*
  - By the year 2012, *I will have finished my doctorate.*
  
2. Use Future Perfect tense to show the relationship between two future events. The event that will happen first uses the perfect. The event that will happen second uses the simple present tense.
  - I am having dinner at seven. My sister arrives at seven thirty.
  - By the time my sister arrives, *I will have finished dinner.*



3. Use *already and yet* with the future perfect to emphasize which event will happen first.
  - By the time I graduate from my Post graduate, *I will have already delivered* two children.
  - By the time my husband arrives, *I will not have finished my work yet.*

4. Use future perfect tense to say that something will already have happened before a certain time in the future.

Next September is Yan and Yen's 17th wedding anniversary. *They will have been married for 17 years.* (Now they have been married for 16 years).

We are late. *I expect the film will have already started by the time we get to the cinema.*

Tom's football match ends at 9.15. So, after this time.

*At 9.30, the match will have finished.*

### Exercise 11.1

In this exercise you have to use *will have*

Example: Tom and Ann are going to the cinema. The film begins at 7.30 and it is already 7.20. And it will take them 20 minutes to get there.

When they get there, *the film will have already started.*

11. Sandra always goes to bed at 9.00. Sonia is going to visit her at 10.00 this evening. When Sonia arrives, (Sandra /go/ to bed).
12. My sister is on holiday. She has very little money and she is spending too much and too quickly. Before the end of her holiday, (she/ spend all her money).
13. My daughter is having her breakfast at 7.00. Her friend visits her at 7.40. When her friend arrives, (she/finish/breakfast).
14. I always do all activities before going to work. I usually go to work at seven. When I leave home, (I/finish/all morning activities).
15. Nabila usually draws five pictures everyday. So, in a week, (she/ draw/ thirty five pictures).

### Exercise 11.2

Read each numbered of the statement. Then choose the sentence (a or b) that best describes the situations.

Example: By this time tomorrow, I will have decided which car to buy.

- a. I know which car to buy
  - b. I haven't decided yet.
5. By the time you get home, we will have finished the grocery shopping.
- a. You will get home while we are shopping.
  - b. You will get home after we finish shopping.
6. I won't have finish writing my book by May.
- a. I will still be writing on May
  - b. I will finish writing on May
7. By the year 2013, we will have moved to a new house.
- a. I will move to a new house before the year 2013.
  - b. I will move to a new house after the year 2013.
8. They will have finished mailing the newsletter by five o'clock
- a. They will be finished by five o'clock
  - b. I will be working at five o'clock.

### Exercise 11.3

Circle the correct words to complete the conversation.

1. I know, Next year at this time, I will be graduating/ I will have graduated already.
2. I have to study first, but I will be finishing/ will have finished.
3. A: Are you still reading Abiburahman's novel?  
B: Yes, but when I will finish/ finish this one, I will have read all his novels.

### Exercise 11.4

Complete the following sentences with the future perfect tense form of the parentheses.

Example:

By this time next year, you ...(forget) all your presents trouble.

By this time next year, *you will have forgotten* all your presents trouble.

1. If you haven't begun to study yet, you certainly ...(learn) all this material by tomorrow.
2. When you are my age, you...(learn) much about the weaknesses of man.
3. By the time next week, my daughter ...(finish) reading Alqoran.

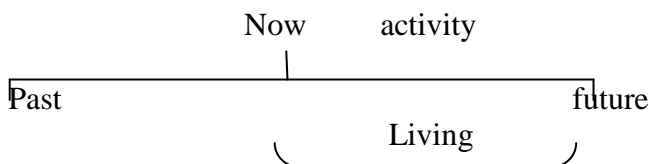




# Chapter 12

## Future Perfect Continuous Tense

**The Future Perfect Continuous Tense** refers to actions that will still be in progress at a certain time in the future. The action may start sometime in the future or it may have already started.



Study the following situation!

Part A.

Jim : You are moving to Jakarta Next week, aren't you?  
Great! Can I come for a visit in December?

Sandra : Sure, by then *we will have been living there* for three months. It should be fine.

Part B

Carlos is a football fan and there is a football match on the television this evening. The match begins at 7.30 and ends at 9.15. Shinta wants to come and see Carlos this evening and wants to know what time to come.

Shinta : Is it alright if I come at 8.00?

Carlos : No, you don't come then. I will be watching the match on the television. If you come at 8 o'clock, *I will have been watching* football match for 30 minutes.

Shinta : Oh. Well, what about 9.30?

Carlos : Yes, That will be fine. The match will have finished by then.

*Taken from Focus on Grammar*

## Forms

### Affirmative Sentences

Use *will have been* with the ing form of a main verb.

**S + Will have been + verb-ing**

### Examples

By the next August, *my daughter will have been living* in the village for two months.

I will have been teaching at college for two years by the next year.

A: This job is endless

B: I know. By the end of May, *I will have been painting* the house for two months.

### Negative Sentences

Put not after will

**S+ Will + Not + have been + Verb-ing**

*I will not have been working* by the end of this May.

### Yes/No Questions

Put Will in front of sentences.

**Will + S +have been + Verb ing?**

*Will you have been reading two English books by the end of this week?*

### Information Questions

Will comes before the subject in most information questions.

**Wh + Will + S +have been V.Ing?**

When I take English course, *I will have been living* in the city for two years.

*What will you have been doing* by the end of this week?

I will have been finishing reading two books by the end of this June.

You  
We will have been finishing reading two books by the end of this June.  
They  
Ann and Tuti

She  
He will have been finishing reading two books by the end of this June.  
Ann  
It

I will not have been finishing reading two book by the end of this June.

You  
We will not have been finishing reading two book by the end of this June.  
They  
Ann and Tuti

I  
You  
We have been finishing reading this book by the end of this June?  
They  
will  
She  
He  
Ann

## Functions

### Functions

### Examples

1. Use Future Perfect Continuous Tense to talk about an action that will When you visit me next month, *I will have been living here* for ten years.

still be in progress at a certain time in the future. The action may start sometime in the future or it may have already started.

2. Use Future Perfect progressive to show the relationship between two future events. The event that will happen first uses the perfect. The event that will happen second uses the simple present tense.
- I am having dinner at seven.  
My sister arrives at seven ten.  
By the time *my* sister arrives, *I will have been having dinner ten minutes.*

### Exercise 12.1

In this exercise you have to use *will have been doing*

Example: Sandra always goes to bed at 9.00. Sonia is going to visit her at 10.00 this evening. When Sonia arrives, (Sandra /sleep/ for one hour).

When Sonia arrives, Sandra will have been sleeping for one hour.

16. My sister moves to Bandung. She has been there since January. Now is August. So when I am going to visit her, (she/ live for seven months).
17. My daughter is having her breakfast at 7.00. Her friend visits her at 7.05. When her friend arrives, (she/eat breakfast/ for five minutes).
18. We are going to clean our room tomorrow morning. It will take two hours. It will be started at seven thirty and ended at 9 o'clock. So, if you come to our room at 8 o'clock (we/clean/ for one hour)
19. Tomorrow morning I am going to go swimming from seven to nine o'clock. So at eight o'clock (I/swim/ for one hour).

**Exercise 12.2**

Tell to your friends about your activity will have been doing tomorrow afternoon!

Example:

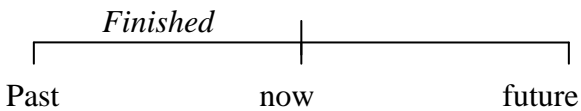
When you call me at four o'clock tomorrow afternoon, I will have been watching Upin-Ipin series for thirty minutes.



# Chapter 13

## Simple Past Tense

**The Simple past tense** describes actions or situations that began and ended in the past. The key to using the past tense is to remember that the use of the past tense emphasizes that the events are over and done with *before* the present moment of time. Often the use of the past tense implies that what was true then is not true now.



Study this paragraph!

### Part A

I **went** on a nice picnic on Saturday with my friends from campus. We **went** to a lovely lake about a hundred miles north of here. We **left** on the bus at seven o'clock in the morning and **arrived** at the lake at eight-thirty. We **spent** the morning swimming and **rowed** boats on the lake. Then we **had** lunch in a small restaurant overlooking the lake. After lunch, we **climbed** a large hill behind the lake and **saw** the beautiful view from the top. We **got** back to the bus around four o'clock and then we **came** back to town.

### Part B

Andre: Look! It is raining again

Tom : Oh no, not again. *It rained* all day yesterday too.



## Form

### The Verb Be

#### Affirmative

The *verb be* has two forms (was and were) after different subjects. Use was for the subject I he, she, it and were for a plural noun.

**Be(was/were) adj/n/adv**

#### Examples

I **was** *happy* yesterday.  
He **was** *so happy* when I told that news.  
He **was** my English *student*.  
The students **were** *late* to come to the classroom.

#### Negative

Use *not* after the verb *be*.

**Be(was/were) not adj/n/adv**

I **was not** late.  
He **was not** from Bali.

#### Yes/ No Questions and Short Answers.

In Yes/ No Question, the verb *be* comes before the subject.

**Be was/were) S adj/n/adv**

*Was I* early?  
*Were those girls* twins?  
*Weren't you* early?  
*Was your* house modern?  
*Wasn't there* any television?  
*Was that woman* the professor?

#### Information Question and answer

An information question asks for more than yes or no and begins with a question word.

**Wh-Q be was/were S adj/n/adv**

*Where* were you last week?  
*Why* were they here?  
*Where* was your house?  
*Who* was in the living room?

Who was here  
yesterday?

**Positive**

My dad was so  
happy.

They were so tired.

She was thirsty.

**Negative**

My dad wasn't  
happy.

They weren't so  
tired.

She wasn't thirsty.

**Question**

Was he so happy?

Were they so  
tired?

Was she thirsty?

**The Verb Form**

**Affirmative**

In affirmative simple past  
statement, regular verb ends  
in *Ed*

**S + Verb. Ed**

**Examples**

I *studied* English last year.  
My brother *visited* me last  
month.

My grandmother *baked* her  
own bread.

I *graduated* from Padang  
University.

Look! It was raining again. It  
*rained* all day yesterday too.  
We *invited* them to our party  
but they *decided* not to  
come.

**Negative**

*Did* comes before *not*.

**S + did not Verb. I**

I *did not watch* TV.

We *didn't have* assignment.

We *didn't understand* thing.

They *did not study* together.

I *didn't teach* yesterday.

Dr. Michaels *did not speak*  
English clearly.

She *did not do* the  
homework.

I *didn't study* at a university.

I *did not understand* about  
simple past tense.

My father *didn't go* to Jakarta

last week.

We didn't go anywhere yesterday.

### Yes/ No Questions

#### Did + S +Verb. I?

*Did your major* in math?  
*Did you speak* English when you were at high school?  
*Did she do* her homework?  
*Did he read* the Times?  
*Did anyone help* me?

### Information Questions

An information question asks for more than yes or no and begins with a question word. The question word is sometimes the subject of the sentence. **Did** comes before the subject in most information questions.

Why *didn't* you phone me yesterday?  
What *did* you take?  
Why *did* you study that?  
Who *taught* the class?  
*Which (lecturer)* taught the grammar?  
What *happened* in the class?

#### Wh-Q did + S +Verb. I

##### Positive

She *enjoyed* the party.  
My sister *went* to the campus.  
All students *wrote* essay in English.

##### Negative

She *didn't enjoy* the party.  
She *didn't go* the campus.  
They *didn't write* essay in English.

##### Question

*Did she enjoy* the party?  
*Did she go* the campus?  
*Did they write* essay in English?

Time clause of *when is* usually followed by past form.

Examples:

*Past* I visited my grandparents **when** I *past* went to my village.  
*past* **When** the phone *past* rang, I *past* answered it.

**Before** I finished my homework, I went to bed.



If the base ends in a voiceless consonant except for *t*, the *-ed* is pronounced /t/. The final voiceless consonants are usually spelled *-p*, *-(c)k*, *-s*, *-sh*, *-(t)ch*, *-x*, *-f*. and *-gh* (when pronounced /f/).

Examples:

***-ed* pronounced /t/**

Box	boxed
Cap	capped
Clutch	clutched
Cough	coughed
Kiss	kissed
Pack	packed

If the base ends in a vowel or voiced consonant except for *d*, the *-ed* is pronounced /d/.

Examples:

***-ed* pronounced /d/**

Annoy	annoyed
Bore	bored
Call	called
Fan	fanned
Grab	grabbed
Play	played

If the base form ends in a consonant \_ *-y*, the *y* will change to *i* before the *-ed* ending. For

example:

try	tried
supply	supplied
Rely	relied
marry	married
justify	justified

If the base form ends in *y* that is part of a vowel sound spelling, keep the *y* and add *-ed*. For

example:

annoy	annoyed
enjoy	enjoyed
Obey	obeyed
Play	played
employ	employed

Time expressions for past tense are yesterday, last (month, year, week, time, etc) two days (a week, month, a few minutes, a long time, etc) ago, after that, a week later, then, the day before yesterday, May 10.

## Functions

### Functions

1. Use the simple past to express the activity which is not connected to the present.
2. The past tense can be used to refer to a single moment in past time.
3. The past tense can refer to events that occurred repeatedly in the past.
4. The past tense can refer to a span of time in the past.
5. Time Clauses of Past tense are the following; when, after, before, while.
6. Put a comma at the end of a time clause when the time clause comes first in the sentence

### Examples

- The Chinese *invented* printing.  
I *touched* a hot dish.  
Shakespeare *wrote* Hamlet.
- I *graduated* in 2003 at S2 Program.  
I *got* married in 1996.
- It *rained* every day during my vacation in Bali.
- I *worked* for that company for six years.
- I visited my grandparents when I went to my village.  
*When the phone rang*, I answered it.
- Before *I finished* my homework, *I went to bed*.  
After the *lecturer went out* from the classroom, I went to

(comes in front of the the library.  
sentence) *While I was watching* TV, the  
phone rang.

### Exercise 13.1

This time you have to put one of these verbs in each sentence.

Hurt teach spend sell throw fall catch buy cost

Example:

I was hungry, so I *bought* something to eat in the shop.

1. Tom's father ...him how to drive when he was 17.
2. Don ...down the stairs this morning and ...his leg
3. We needed some money so we ... our car.
4. Ann... a lot of money yesterday. She ...a dress which ... \$ 50.
5. Jim ... the ball to Sue who ... it.

### Exercise 13.2

This time you have to put the verb into the correct form. All of the sentences are past.

Example:

I ... (not/ go) to work yesterday because I ... (be) sick.

I didn't go to work yesterday because I was sick.

1. Michael .... (not/ shave) this morning because he ... (not/ have) time.
2. We ... (not/ eat) anything because we ... (not/be) hungry.
3. I ... (not/rush) because I ... (not/be) in a hurry.
4. She .... (not/be) interested in the book because she ... (not/ understand ) it.
5. I ...(not call) you last night because I had been slept

### Exercise 13.3

Work in pairs. One student asks simple past tense questions with those cue words. The other answers with information about his or her childhood in short answers. Then change the roles.

Example:

A: Where did you live?

B: In a small apartment in the city.

1. Where/ your/ family/ live? ( in a house, in an apartment, in the city, in the country)
2. How many rooms/ there/ in your home.
3. Who/you/live with? (With parents, my grand mother, my aunts, and uncles) in a big family.
4. How many brothers and sisters / you/ have?
5. How often/ your mother/ cook? What / she/make (soup, chicken, and rice, sandwiches, frozen food).

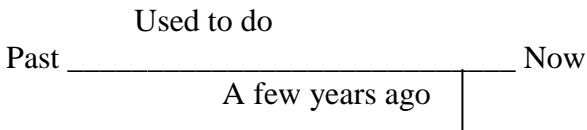




# Chapter 14

## Used to (do)

*Used to* is used to express something happened regularly in the past time but does not do it now. *Used to* is always used in past time. There is no present form.



Study the following example:

A few years ago, my husband **used to drink** coffee.

Now, he does not do it anymore. He quits drinking coffee.

*He used to drink coffee*

*He doesn't drink it now.*

### Forms

#### Form

*Used to* only appear in past form

#### Affirmative

**S + used to + verb. I**

#### Examples

*I used to play tennis* a lot, but now I am very busy.

*I used to teach* my children, but now I am so busy.

#### Negative

**S + did + not + Use to + verb. I**

Yen *didn't use to* go out when she was young.

#### Interrogative

The normal question is *did... Use to?*

**Did + S + use to + verb I?**

*Did you use to eat* a lot of sweets when you were a child?

## Functions

### Functions

1. Use *used to* with the infinitive (*used to study/used to smoke, etc*) to say something regularly happened in the past but no longer happens.

### Examples

- I *used to play tennis* a lot, but now I am very busy.  
I *used to teach* my children, but now I am so busy.
2. A phrase with *used to* to express past habit, habitual activity, or repeated action.  
We *used to live* in a small village but now we live in London.  
Ann *used to have* long hair but she cut it some time ago.

## Be Used to

**Be Used to** is used to express the habitual condition. It is not strange or new. It is usually followed by –ing form after *to*. *Be used to* can be changed into *get used to*.

**Be + used to + V.ing.**

**Get + used to + V.-ing**

Examples:

I ***am used to*** driving on the right because I live in Indonesia.

I ***am used to*** the weather in this country.

My mom lives alone. She doesn't mind this because she has lived alone for 10 years. She ***is used to living*** alone.

My father ***got used to*** making coffee alone.

## Exercise 14.1

In this exercise you have to complete the sentence with *used to*

...

Example:

Dennis doesn't smoke any more but he used to smoke 40 cigarettes a day.

1. The baby doesn't cry so much now but she ..... every night

2. She ... my best friend but we aren't friends any longer.
3. We live in the village now but we ... in Padang.
4. Now there is only one shop in the village but there ... three.
5. When I was a child I ... ice-cream, but I don't like it now.
6. Now my father has got a car. He ... a motor cycle.

### Exercise 14.2

Work in pairs. Ask and answer each other's questions with used to and these cue words.

Example:

A: Where did you use to live?

B: I used to live in a big family with small a apartment.

1. Where/ you/ live? Who/ live with?
2. You / be in a hurry all the time? How much free time/ you/ have?
3. How often/ family (roommates, friends, sisters, etc) cook? How much time/ spend at meals?
4. Who/ do/ the homework?
5. You/ meet your friends often? Where/ you /met? What/ you/ do/ together?

### Exercise 14.3

In each of the following sentences change the italicized verb to introduce used to.

Example:

I walked to work.

I *used to* walk to work.

1. I never made so many mistakes in spelling.
2. My sister used her hands to wash her clothes. Now she has a washing machine.
3. My father smoked two packs a day.
4. I never cough before.
5. He never did his work poorly.

### Exercise 14.4

Write sentences based on the following situation. You use *used to*.

Example:

Five years ago

Rosanna travelled a lot

She played piano.

She was very busy.

She didn't like cheese.

She had got lots of friends.

She never read newspaper.

She had cute cat.

She didn't drink tea.

today

Rosanna doesn't travel a lot.

She hasn't played piano.

She doesn't have trips.

She likes cheese very much.

She doesn't see many people.

She wastes her time to read newspaper.

Her cat died.

Tea is great today.

Rosanna *used to travel* a lot, but today she *doesn't have* trips.





I was not working in the kitchen.

You  
We were not working in the kitchen.

They  
Ann and Tuti

were You working in the kitchen?  
We  
They

was I working in the kitchen  
She  
He  
Ann

Past tense and past continuous can be used together to say something happened in the middle of something else. Examples:

Past tense	<i>When</i>	past tense
Past tense	<i>When</i>	past continuous tense
Past tense	<i>While</i>	Past continuous tense

Past progressive past tense  
We were watching TV **when** the lights went out.

Past tense past progressive  
**When you called,** we were working in the garden.

Past progressive past tense  
They were driving to the market **when they had** the accident.  
Past progressive past tense

**While** *I was reading newspaper,* *Andy came.*



## Functions

### Functions

1. The past progressive can also be used for a past-time action or event that spans a defined period of past time.
2. Use the past continuous tense to talk about an action that someone was in the middle of doing something at a certain time. The action had already started before this time but hadn't finished.
3. Use the past continuous tense when we talk about something that was finished or not. Perhaps it was finished, perhaps not.
4. Use the past continuous tense and past tense together to say that something happened.

### Examples

All last week, my boss *was meeting* with the sales reps.  
From noon on, I *was raking* leaves in the backyard.  
All the time he *was talking*, I *was looking* at my watch.

This time last year I *was living* in Padang.  
I *was studying* at Padang University last four years.

Andy *was reading* an *interesting novel*. (We do not know when he started reading and finish his reading)

Yesterday morning I *was having breakfast* when *the phone rang*.

When Tom *arrived*, I *was having breakfast*. (I had already started breakfast before Tom arrived.)

When Tom *arrived*, I *had breakfast*. (Tom arrived and then I had dinner).

Do not use past continuous tense for non action verbs.

Want	need	hate
like	belong	mean
know	suppose	see
Love	remember	Realize
Understand	forget	smell
seem	hear	prefer
contain	believe	

Examples:

Jack and Sally *saw* them from the door.

I *thought* you love me.

I was having some cakes when my girl friend *had* headache.

### Exercise 15.1

Examine each verb in italics in the following sentences. Rewrite the verb as a past progressive.

Example;

At midnight, I *sleep*.

At midnight, I *was sleeping*.

1. The chef *bake* the pie when the guests came.
2. As she *walk* down the street yesterday, she noticed the stray dog.
3. All last month, the teacher *grade* tests.
4. At the time of the hurricane, they *live* on the west side of the city.
5. The police *control* the rioters when the convention began.

### Exercise 15.2

Put the verb into the correct form, past or past continuous tense.

Example:

While I was reading newspaper, Andy came.

1. Wiranda... (fall) off the ladder while she ... (paint) the ceiling.

2. Last night I ... (read) in the bed when suddenly I .... (Hear) a scream.
3. .... (you/watch) television when I phoned you.
4. What ... (you/do) at this time yesterday?
5. Tom ... (take) a photograph of me while I ... (not/look).

### Exercise 15.3

Arrange the following sentences into past tense and past continuous tense

1. I/ fall/ asleep/ when I/ watch/ television.
2. The phone/ ring/ while I/ have/ a shower.
3. It begin/to rain while we/walk/home.
4. I/ have/ breakfast/ when you/ come.
5. We/ see/ an accident/ while we/ wait/ for/ the bus.

### Exercise 15.4

In the following sentences give either the past tense or the past continuous tense from the verb indicated.

Example:

- (study) 1. I ...very hard last night.  
 2. I ... last night when you called me on the phone.

I *studied* hard last night

I *was studying* when you called me on the phone.

1. (go) 1. While I... home last night, I saw a dreadful accident.  
 2. I... home last night by bus.
2. (have) 1. We... our dinner when you phoned.  
 2. We ... at about forty mile an hour when the accident happened.
3. (read) 1. At seven o'clock, when you came, I ... a news paper.  
 2. I ... two novels last week.

# Chapter 16

## Past Perfect Tense

The **past perfect tense** refers to an activity or situation completed before another event or time in the past or before this time. The past perfect consists of *had* followed by a verb in the past participle form.



Study the following situation!

I went to a Sarah's party last week. Tom did too. However, they didn't see each other. Tom left the party at 10.30. So, when I arrived at 11 o'clock, Tom wasn't there. *He had gone home.*

Study the next examples

*I saw that we had taken the wrong road.*

*Helen had leaved by the time we arrived.*

### Form

#### Affirmative Sentences

Use *had* with the past participle of main verbs for all subjects

S + *had* + Verb past participle

Negative Sentences

Put *not* after *had*.

S + *had not* Verb. Past participle

#### Examples

I *had lived* here before 12:30

My sister *had written* a letter by 2: 45.

Most of my friends were no longer there. *They had left.*

I wasn't hungry. *I had just had lunch.*

By 9:15, *Mrs. Yen still had not arrived.*

**Yes/No Questions**

Put *had* in front of sentences.

*Had your children been late to the school?*

**Had + S Verb. Past participle**

*Yes. They had.  
No, they hadn't*

**Information Questions**

*Had* comes before the subject.

*Why had you been late?  
How long had you worked?*

**Wh-Q + Had +S + Verb past participle**

I  
You  
We  
They  
Ann and Tuti had seen that movie.  
She  
He  
Ann  
it

I had not seen that movie.  
You  
We  
They  
Ann and Tuti

I  
You  
We  
They  
Had Seen that movie?  
She  
He  
Ann

Past perfect with ever, already, just, recently, yet, never before, after and as soon as.

Past perfect past

They had already graduated before they got married.

Perfect past past

He had taken out a life insurance policy before he died.

Past past perfect

Before he died, he had taken out a life insurance policy.

Past past perfect

I saw Ayat-ayat Cinta film last week. *I had never seen it before.*

past perfect past

After I had graduated from my study, I went on my activity at English course.

*I had already seen* Ayat-ayat Cinta film twice.

Before I *Studied* at English Department, *I had finished* my English course.

When I *studied* in Padang, My parents *had lived* there.

By 1997, I *had finished* my study at college.

## Functions

1. Use the past perfect tense to say that something had already happened before this time in the past time. *By 2003, I had finished my study at S2 program.*  
*The house was very quiet when I got home. Everybody had gone to bed.*
2. Past Perfect tense usually uses the time expression *I had made plans before they called with their*

such as *by the/ that time* invitation.  
(*by 1999, by January, by  
at that time*), *when,  
before, until, after.*

## Past Perfect VS Present Perfect Tense

### Present Perfect Tense

I *am* not hungry. I *have just had lunch.*

The house is very dirty. We *haven't cleaned it for weeks.*

### Past Perfect Tense

I *was* not hungry. I *had just had lunch.*

The house *was* dirty. We *hadn't cleaned it for weeks.*

## Past Tense VS. Past Perfect Tense

### Past Tense

When the show ended, I left the room. (It means that: first the show ended. Then I left)

### Past Perfect Tense

When the show ended, I had left. (It means that first I left the room. Then The show ended)

## Exercise 16.1

Change the verb whose action takes place first into the past perfect form. Change the verb whose action takes place later into the past-tense form. Remember that the two events can occur in either order in the sentence.

Example:

The audience *took* their seats before the curtain *go* up.

The audience *had taken* their seats before the curtain *went* up.

1. Apparently, the driver *suffers* a heart attack before the automobile accident *happen*.
2. After the play *receive* a bad review, the playwright *decide* to make some revisions.
3. I *make* plans before they *call* with their invitation.
4. Watson *write* up each case after Sherlock Holmes *solve* the crime.
5. Before we *go* two miles, my bicycle *get* a flat tire.

6. After the snow *stop*, we immediately *shovel* off the driveway.
7. As soon as the rain *let up*, we *dash* out of the building.

### Exercise 16.2

Complete the following sentences using the verbs in brackets. You went back to your home town after one year and you found that many things were different.

Example: Most of my friends were no longer there. They ... (leave).

Most of my friends were no longer there. *They had left.*

1. My best friend, Julie, was no longer there. She ... (go) away.
20. The local cinema was no longer open. It ... (close) down.
21. Mr. Rahmad was no longer alive. He ... (die)
22. Bill no longer had his car. He ....(sell) it.

### Exercise 16.3

John's schedule

Friday	Thursday	Saturday	Sunday	Monday	The following weekend
Buy a new work cloth	Call his girlfriend	Get haircut	Do laundry	Start working	Get his first pay check

In pairs take turns asking and answering questions about John. To check your answers refer to the table above.

Ex: get a haircut/ Friday.

A: Had John gotten a haircut by Friday?

B: No, he hadn't. He had gotten a haircut on Saturday.

1. find a job/ before Wednesday
2. buy work clothes/ before weekend
3. buy a bus pass/ by Sunday
4. get new clothes/ by Thursday.
5. start his new job/ by the weekend







**ing**

**Yes/No Questions**

Put had in front of sentences.

**Had + S +been + Verb-ing?**

*Had your mother been washing with washing machine?*

*Had you been studying Arabic when you were at High School?*

Yes, I had.

No, I hadn't.

**Information Questions**

Had comes before the subject

**Wh + had + S + been + verb-ing?**

*How long had you been living in the city before 2006?*

By is often used in Past Perfect Continuous tense

*By the time I got home. All members of my families had been sleeping.*

I  
you  
we  
they      Had      been    living.  
he  
she  
it

I  
you  
we  
they      had not      Been      Living  
he  
she  
it

Had      I  
            you  
            we  
            they      Been      living?  
            he

she  
it

Time expression for Past Perfect Continuous Tense are *by that time, By 2006, before 1998, by then, when, before, after.*

Example:

*When I arrived at home, my little daughter had been sleeping.*

### Functions

### Functions

1. Use Past Perfect Continuous Tense to talk about an activity that was in happening before a specific time in the past.
2. Use Past Perfect Continuous Tense to say how long something had been happening before something else happened.

### Examples

Long before 1492, Indian *had been living* in the Americas.

My father *had been smoking* for 40 years when he finally died.

3. Use past perfect continuous tense to draw conclusions based on evidence.

It wasn't raining when I look out of the window; the sun was shining. But It *had been raining*. That's why the ground was wet.

### Present Perfect Continuous Tense VS. Past Perfect Continuous Tense

#### Present Perfect Continuous Tense

*How long have you been waiting* ( until now)

*How long have you reading* an English book? (Until now).

#### Past Perfect Continuous Tense

*How long had you been waiting* when the bus finally came?

She is out of breath. *She has*

He was out of breath. *He*

*been running.*

*had been running*

## **Past Continuous Tense VS past Perfect Continuous Tense**

### **Past Continuous Tense**

When I looked out of the window, *it was raining*. (it means that when I looked out, rain was falling down).

### **Past Perfect Continuous Tense**

When I looked out of the window, *it had been raining*. (It means that it wasn't raining. It had stopped).

### **Exercise 17.1**

In this exercise you have to read the situation and then write a sentence with past perfect continuous tense.

Example : When I walked into the room, it was empty. But there was a smell of cigarettes. (Somebody / smoke/ in the room)

When I walked into the room, it was empty. But there was a smell of cigarettes. *Somebody had been smoking in the room.*

1. When my son came back from the beach, he looked very red from the sun.(she/lie/in the sun too long)
2. My father came home. He looked very tired. (he/ work/in the garden all day).
3. My daughter was very tired. (She/study/ in her school all day).
4. When I got home. My husband was sitting in front of TV. He had just turned it off. (he/watch/TV).

### **Exercise 17.2**

Put the verb into the correct form, past perfect continuous tense or past continuous tense of the following situation.

Example: When I arrived, everyone was sitting round the table with the mouths full. They... (eat)

When I arrived, everyone was sitting round the table with the mouths full. *They were eating.*

1. When I arrived, everyone was sitting round the table and talking. Their mouths were empty but their stomachs were full. They ... (eat)
2. When I arrived, the students ... (wait) for me. They were rather annoyed with me because I was late and they ... (wait) for me a very long time.
3. I tried to catch John but I can't. He... (run).
4. We... (listen) all his problems when his father came.

### **Exercise 17.3**

Read the situation. Decide if the description which follow is true (T) or false (F).

Example : When I got home, "American Ninja film" started.

First the American Ninja started. Then I got home. (F)

1. When I saw her, her eyes was red. She had been crying. *She wasn't crying when I saw her.*
2. When I went to bed, I had turned off the TV. *I turned off the TV after I went to bed.*
3. When the phone rang, my baby had been sleeping for two hours. *The phone call woke the baby up.*
4. By the time I finished talking with the students; Mr. Yufni came in to the room. *I finished talking with my students. Then Mr. Yufni came in.*

### **Exercise 17.4**

Choose the correct words of the following statements.

1. It was 2006, and I was living/had been living in Padang for two years.
2. I met my husband, Yan, while *I was studying/ had been studying/* English at Bung Hatta University.
3. Before they retired/had retired, they had both been diving instructors.
4. Mary has loved skiing since/ for she was ten.

5. When we / got/had got married, we had been dating for a year.

# Chapter 18

## Adverbs

**Adverbs** are defined as grammatical elements (words, phrases, or clauses) that *modify verbs* or *describe a verb*. Adverb also tells about somebody does something or how something happens. Almost all adverbs are formed from adjectives by adding an **-ly** suffix.

Study the following dialogue!

Rahma : What are we doing now? We can't go anywhere because it is *raining heavily*.

Dewi : All right. What about drinking a cup of hot tea now.

Rahma : That's good idea.

**Heavily** is an adverb. It modifies the verb *raining*.

Study the next examples:

Our vacation was too short. The time *passed* very *quickly*.

The driver of the car *was seriously injured* in the accident last week.

### How Adverbs are Formed

The adverbs are formed mostly from adjective add suffix **-ly**.

**Adjective** + **-ly** = **Adverb**

There are three forms of adverbs. They are *word level*, *phrase level*, and *clause level*. It should be considered the position adverb in a sentence.



## Adverb Words

**Adverb Words** are divided into two; *level single syllable words* and *adverb from adjective*.

### Level

### Single-Syllable Words

### Examples

Only, then, now, also, even, just, here, back, still, never, well, again, so, there, away, always, once, however, often, over, perhaps, thus, yet, too, almost

Examples:

I **always** *take* the bus to work.

We *have made* our decision, **too**.

We had dinner **then**.

She really *plays* the piano **well**.

John met Mary **recently**.

The adverb single word syllable can be deleted.

Examples:

We had dinner **then**.

We had dinner.

She really *plays* the piano **well**.

She really *plays* the piano.

### Adverb from Adjectives

### Examples

Deeply, truly, sadly, carefully, etc

Examples:

My husband *drives* **carefully** along the sleepy road.

Ann *works* **perfectly**. She never seems to stop.

These are the examples:

### Adjectives

abrupt

eager

first

### Adverbs

Abruptly

Eagerly

Firstly

honest	honestly
last	Lastly
quick	quickly
sad	Sadly
slow	Slowly
soft	Softly
suspicious	suspiciously
jealous	jealously

Examples:

We **went** out of the children's room *quietly*.

They have always **done** their work *capably*.

I have always **tried** to behave *properly*.

The rain was **falling** *softly*.

### *Present Participle*

<b>Adjectives</b>	<b>Adverbs</b>
amusing	Amusingly
frightening	Frighteningly
interesting	Interestingly
laughing	Laughingly
pleasing	Pleasingly
revealing	Revealingly

Example:

He *spoke* **amusingly**.

His voice *sounds* **frighteningly**.

### *Past Participle*

<b>Adjectives</b>	<b>Adverbs</b>
assured	Assuredly
bemused	Bemusedly
learned	Learnedly
marked	Markedly
reported	Reportedly

## Adverb Phrases

*Adverbs from phrases* are divided into two types; *adverb prepositional phrases* and *adverbial infinitive phrases*.

### Adverbial Prepositional Phrase

*Adverb prepositional phrases* consist of prepositions followed by with various types of objects.

Examples:

**Noun phrase:** We had dinner **at** that new restaurant on Superman Street.  
John met Mary **on** the weekend.

**Pronoun :** There is a drug store **by** us.

**Gerund :** We only finished on time **by** everyone's working overtime.

**Noun clause:** They have an apartment near where we live.

### Adverbial Infinitive Phrase

*Adverb infinitive phrases* consist of the *infinitive* form of the verb together with that verb's complements and/or modifiers.

Examples:

We went to the post office **to** get some stamps.

You need a prescription **to** get your medicine at the drugstore.

You must practice hard **to** win.

He raised the issue just **to** cause an argument.

We turned off the water **to** fix a leak in a pipe.

John met Mary **to** borrow her computer.

It can be paraphrased all infinitives as adverbs with **in order**.

Examples:

I want to the library **in order** *to borrow* some books.

You need a prescription **in order** *to get* your medicine at the drug store.

You must practice hard **in order** *to win.*

## Adverb Clauses

**Adverb clauses** are dependent clauses that are attached to the main or independent clause as adverb modifiers. It uses an introductory **subordinating conjunction**— a statement— a complete sentence in a statement form. Together, the subordinating conjunction and the complete statement make up an adverb subordinate clause.

Examples:

Sub Conj    Statement  
I'll give them a call **when** I get a chance.

Sub Conj    statement  
I went home **because** I wasn't feeling well.

Sub Conj    statement  
We *decided* to go ahead, **although** we certainly had our doubts about it.

Sub Conj    statement  
We *could* go to a movie **unless** you would rather stay home.

Sub Conj    statement  
John met Mary **when** he was on campus.

Sub Conj    statement  
They will finish by six **unless** there is an unexpected problem.

## The Use and Meaning of Adverbs

**The use of adverb** can be *single-word adverb, adverb prepositional phrase, adverb infinitive phrases, and adverb clause*. All of these forms of adverbs are used to modify verbs. Only **adverbs** that modify verbs *can be shifted* forward to other positions in the sentence.

## The Use of Adverbs

### Single-word adverb

Original:        John met Mary *recently*.

Shifted : *Recently* John met Mary.  
John *recently* met Mary.

**Adverb prepositional phrase**

Original: John met Mary *on the weekend*.  
Shifted : *On the weekend*, John met Mary.

**Adverb infinitive phrase**

Original: John met Mary *to find out what was going on at school*.  
Shifted : *To find out what was going on at school*, John met Mary.

**Adverb clause**

Original: John saw Mary *when he was on campus*.  
Shifted : *When he was on campus*, John saw Mary.

**Meaning of Adverbs**

All adverbs fall into four broad categories of meaning: **time**, **place**, **reason**, and **manner**.

Examples:

<i>Types</i>	<i>level</i>	<i>Examples</i>
	<b>Single Word</b>	They went home <u>Tuesday</u> .  I came to the office <u>early</u> .  I haven't been feeling well <u>recently</u> .
<b>Adverb of Time</b>	<b>Adverb Prepositional Phrase</b>	I only work <u>on weekends</u> .  We will be on vacation during the <u>last two weeks in August</u> .
	<b>Adverb Clause</b>	They left here about <u>six o'clock</u> . We visit my sister's family <u>whenever we get the chance</u> .
		I went home <u>when all members of my family had slept</u> .

		I'll stay <u>as long as I am needed.</u>
		I just had lunch <u>there.</u>
	<b>Single Word</b>	I talked to Gary <u>outside.</u>
		We finished exercising <u>indoors.</u>
<b>Adverbs of Place</b>	<b>Adverb prepositional phrase</b>	A problem has come up <u>at the office.</u>
		I could hear people talking <u>in the living room.</u>
		There is a big oak tree <u>behind the garage.</u>
	<b>Adverb clause</b>	Let's talk <u>where it is quieter.</u>
		I need to sit down <u>where I can rest for a minute.</u>
		They advertised the concert <u>everywhere they could put up a poster.</u>
	<b>Adverb prepositional phrase</b>	We only did it <u>out of a sense of duty.</u>
		I took the job <u>for the benefits.</u>
		Yan went to the wedding <u>because of family obligation.</u>
<b>Adverb of Reason</b>	<b>Adverb infinitive phrase</b>	I went back to the office <u>to get my briefcase.</u>
		We approached them <u>to see if they would consider an offer.</u>

		I shook the tree <u>to get the last walnuts off.</u>
	<b>Adverb clause</b>	He went home <u>because he wasn't feeling well.</u>
		I bought a video recorder <u>so that I could take pictures of the party.</u>
		We did it <u>since it was part of our job description.</u>
	<b>Single Word</b>	They turned down the offer <u>politely.</u>
		He acted <u>alone.</u>
		She acknowledged the reward <u>gracefully.</u>
<b>Adverb of Manner</b>	<b>Adverb prepositional phrase</b>	We made the plane <u>with time to spare.</u>
		We only succeeded <u>through good teamwork.</u>
		They took the bad news <u>without complaint.</u>
	<b>Adverb clause</b>	They did it <u>as well as anyone could have.</u>
		We rowed <u>as if our lives depended on it.</u>
		John reacted <u>as though he had never heard of the idea before.</u>

**Adverbs** have different meaning with the base form.

Examples:

<b>Adverb</b>	<b>Meaning</b>	<b>Examples</b>
<b>Hardly</b>	<i>Almost not</i>	Yan asked me to marry him. I was surprised because we had only known each other for two days. "We can't get married now" we <b>hardly</b> know each other. ( <i>We know each other very little. We almost don't know each other</i> ). I am very tired this morning. I <b>hardly</b> sleep last night. ( <i>I almost didn't sleep</i> ).

Use hardly with can and could

Your writing is terrible. I *can hardly* read it. (*It can be read but with a lot of difficulty*).  
My leg was hurting me. I *could hardly* walk.

Use hardly with any/anyone/anything/anywhere

A: *How much money have you got?*  
B: **Hardly any** (*almost none, very little*).

The examination results were very bad. **Hardly anyone** passed. (*Almost no one passed*).

**Hardly ever**      *Almost never*

I am nearly always at home in the evenings. I **hardly ever** go out. (*Almost never go out*).

**lately**      *recently*

Have you seen Andi **lately**?

### **Adverb Ordering**





*Adjectives Ending in a Final Silent e Retain the e.*

Examples:

<b>Adjectives</b>	<b>Adverbs</b>
accurate	Accurately
complete	Completely
desperate	Desperately
entire	Entirely

*Adjectives that end in a consonant \_ y change the y to i before the -ly suffix.*

Examples:

<b>Adjectives</b>	<b>Adverbs</b>
fussy	Fussily
hardy	Hardily
merry	Merrily
mighty	Mightily

There are only a few exceptional spellings for -ly adverbs:

<b>Adjectives</b>	<b>Adverbs</b>
due	Duly
gay	Gaily
true	Truly

## **Adjectives Vs Adverbs**

Like adjectives, adverbs form their comparative and superlative forms in two fundamentally different ways: (1) by adding an *-er* and *-est* ending, and (2) by using the helping words *more* and *most*.

### **Adjective (-er/-est)**

Jack *is* a very **fast** runner.

Jack *is* **faster** than John.

Jack *is* the **fastest**.

### **Adverb (-er/-est)**

Jack *runs* **fast**.

Jack *runs* faster than John and Angie.

Jack *runs* the **fastest** of all.



His comments on the incident went *further* than the other's.

His comments went the *furthest* of anybody's in explaining what happened.

### Exercise 18.1

In the right column, write the *-ly* adverb form of the adjective in the left column.

Adjective	Adverb
-----------	--------

Example:

Loose	loosely
-------	---------

1. sleepy	_____
-----------	-------

2. rare	_____
---------	-------

3. needy	_____
----------	-------

4. hardy	_____
----------	-------

5. immediate	_____
--------------	-------

6. true	_____
---------	-------

7. greedy	_____
-----------	-------

8. scary	_____
----------	-------

9. sketchy	_____
------------	-------

10. gay	_____
---------	-------

### Exercise 18.2

Underline the adverb prepositional phrases in the following sentences and label the type of object that follows the preposition: *noun phrase*, *pronoun*, *gerund*, or *noun clause*.

Example:

noun phrase

They handled the situation with the greatest possible care.

1. They opened a window in the back room.

2. I was a little confused by what he said.

3. The moon was shining on us.

4. He upset his neighbors by how loudly he played the TV.

5. They got married over the holidays.

### Exercise 18.3

Underline the adverb infinitive phrases in the following sentences. Confirm your answer by adding *in order* to the infinitive phrase.

Example:

in order

You *must sell* the stock / to get the tax credit for the loss.

1. We *ended* the interview to save the candidate any further embarrassment.
2. The doctors *operated* to reduce the risk of infection.
3. We *reduced* the price to attract a larger market.
4. We *made* a quick trip back home to pick up some things for the picnic.
5. I *wore* some heavy pants to protect my legs from the thorns.

### Exercise 18.4

Underline the entire adverb clause; label the subordinating conjunction (*Sub Conj*) and statement.

Sub Conj statement

The children *enjoyed* themselves everywhere we went.

1. They *will meet* with us whenever we want them to.
2. We *need* to leave before it gets too dark.
3. They *will finish* by six unless there is an unexpected problem.
4. He *won't do* it unless there is a good reason.
5. We *got* together for coffee after we had finished the presentation.

### Exercise 18.5

You have to make sentences with **hardly**. Use words in brackets.

Example:

Rahmat is very tired this morning. (slept/last night)  
\_\_\_\_\_ night.

Rahmat is very tired this morning. He **hardly** slept last night.

1. You are speaking very quietly. (can/hear). I \_\_\_\_\_ you.
2. I met my old friend in the market yesterday. I hadn't seen her for long time. She looks very different now. (recognized)

\_\_\_\_\_

3. My mom was shocked when she heard the news.  
(could/speak)\_\_\_\_\_
4. My youngest daughter is very tired. (can /sleep). She \_\_\_\_\_



# Answer Key

## Chapter One

### Nouns

#### Exercise 1.1

11. Count
12. Count
13. Noncount
14. Noncount
15. Noncount
16. Noncount
17. Count
18. Count
19. Noncount
20. Noncount

#### Exercise 1.2

	<b>Proper noun</b>	<b>Common noun</b>
1. hamlet, play	hamlet	play
2. neighborhood, soho	soho	neighborhood
3. car, ford	ford	car
4. ocean, atlantic	atlantic	ocean
5. everest, mountain	Everest	mountain
6. actor, harrison ford	Horizon ford	actor
7. dixie, song	dixie	song
8. ship, titanic	titanic	ship
9. hotel, the ritz	The ritz	hotel
10. planet, mercury	mercury	planet

#### Exercise 1.3

Singular form	/s/	/z/	/əz/
Flame		flames	
1. baby			babies
2. colleague			colleagues
3. history			historis
4. wall		walls	
5. rake	rakes		
6. rain		rains	



- |          |       |      |         |
|----------|-------|------|---------|
| 7. pipe  | pipes |      |         |
| 8. note  | notes |      |         |
| 9. beach |       |      | beaches |
| 10. day  |       | days |         |

### Exercise 1.4

1. The dishes are on the table.
2. The boxes are empty.
3. The classes begin at seven o'clock.
4. The women are ill.
5. The salesmen are very polite.
6. The boys do not work well.

### Exercise 1.5

Complete the table by the following words! And state the noun.

verb	noun	adjective	noun
educate	Education	stupid	stupidity
improve	Improvement	dark	darkness
govern	Government	weak	weakness
arrange	Arrangement	similar	similarity
hesitate	Hesitation	sad	sadness

### Exercise 1.6

Rewrite these sentences using underlined noun as verbs. The meaning must stay the same. Look at the example.

**Example** : there was a lot rain yesterday  
It rained a lot yesterday.

1. We had a long wait. We waited.
2. I had a dream about last night. I dreamt about you last night
3. He needs to go on a diet. He needs to diet
4. I had a look on the paper. I look at paper
5. I didn't know the answer. So I had a guess. I guessed.

## Articles

### Exercise 2.1

Complete the following dialogue with a/ an in each of blank.

1. B : I want **a** good novel. And I want **an** umbrella.
2. B : Yes, there is **a** man outside. He is **an** old man.
3. A : Mom, I have **an** interview tomorrow.
4. B : Oh, good. Anita. I hope it is **a** good interview.
5. A: I am doing **an** assignment.
6. B : I am thinking about **a** nice girl.

### Exercise 2.2

Dear Caroline,

I have a great house now. The House is very big, but it is also an old one. It needs work. It has a nice living room, but the colors are terrible. Each wall is different color. There are an orange wall, a yellow wall, a blue wall, and a red wall. I need to repaint. I need you to see the house. Give me a call.

Love,  
Yan

### Exercise 2.3

On my first trip to Manhattan, I bought a city map and tried to get a sense of its geography. I quickly discovered what every person there knows: to find out where you are, you need to know two things: whether you are facing “uptown” (north) or “downtown” (south), and whether you are facing east or west.

To find out, you have to go to a street sign. The street sign will tell you both street and avenue numbers. The numbers by themselves tell you nothing. They just define one point on a grid. They tell you where you are on the grid, but you still do not know which way you are facing on the grid. To know that, you have to go to the next street sign and compare the street and avenue numbers there. If the new street number has gotten larger, you are going north. If the new street number has gotten smaller, you are going south. If the new avenue number has gotten larger, you are going west. If the avenue name has gotten smaller, you are going east. If the avenue has a name rather than a number, then you have to take out the map again and compare

*the* numbers and/or names of *the* two avenues. Everybody has to memorize *the* names and numbers of *the* avenues.

### **Exercise 2.4**

1. the
2. a
3. the
4. the
5. The; the

## **Adjectives**

### **Exercise 3.1**

6. This is an easy exercise.

1. They are both serious students.
2. This apple is very soft.
3. Sintia is a very beautiful girl.
4. My daughter likes an interesting novel.

### **Exercise 3.2**

1. sadder, saddest
2. more costly, most costly; costlier, costliest
3. sounder, soundest
4. more valuable, most valuable
5. more likely, most likely
6. sunnier, sunniest
7. More patient, most patient
8. more improved, most improved
9. more normal, most normal
10. bluer, bluest.

### **Exercise 3.3**

1. capacious worn brown overcoat
2. miniature antique gold locket
3. great overripe yellow pear
4. sizeable early black and white photographs
5. long modern black desk
6. large aged grey cat
7. petite young green peas
8. bulky old pink sweater
9. immense new off-white mansion
10. slim up-to-date white drapes

## **Pronouns**

### **Exercise 4.1**

1. theirs
2. your
3. her
4. yours
5. yours
6. their
7. yours
8. hers
9. their
10. Hers

### **Exercise 4.2**

1. myself (I)
2. themselves (They)
3. herself (girl)
4. myself (I)
5. ourselves (we)
6. itself (trip)
7. themselves (workers)
8. themselves (pages)
9. itself (system)
10. Yourself (you)

### **Exercise 4.3**

2. Tom's camera
3. The cat's eyes
4. The top of the page
5. Charles' daughter
6. The result of the football match
7. The school's new headmaster
8. Our neighbors' garden
9. My aunt and uncle's house
10. The government's economic policy
11. My mother's birthday

## **Chapter Two**

### **Present tense**

#### **Exercise 5.1**

1. admits
2. supplies
3. goes
4. leaves
5. annoys
6. kisses
7. has
8. matches
9. identifies
10. declares

#### **Exercise 5.2**

- habitual
2. timeless
3. timeless
4. habitual
5. timeless
6. habitual
7. Timeless
8. timeless
9. timeless
10. timeless

#### **Exercise 5.3**

1. Where
2. Who
3. How many
4. What
5. How often

#### **Exercise 5.4**

11. Does the bank open?
2. Do not use
3. Does this word mean
12. Do you do
5. Takes
6. Does not have
7. have
8. Like
9. Wants
10. Needs.

#### **Exercise 5.5**

1. go
2. play
3. chases

4. works
5. use

### **Exercise 5.6**

1. The econ class meets in room 103.
2. Knowing what to do be not the same as actually doing it. OK
3. My son always wants to eat the same thing every day.
4. The train on track 2 only stops at Philadelphia and Washington.
5. What the article said about the economy make a lot of sense to me. OK

### **Present Continuous Tense**

#### **Exercise 6.1**

1. is encountering 2. unlocks; stative 3. doubts; stative 4. is parking 5. costs; stative 6. deserve; stative 7. are visiting 8. is altering 9. want; stative 10. is undergoing

#### **Exercise 6.2**

1. A: Are you taking grammar this semester?  
B: No, I am not. I am taking Phonology.
2. A: Is your roommate still majoring in English?  
B: No, she is not. She is majoring History
3. A: Is your boy friend still studying geography?  
B: No, he is not. He is studying Economics
4. A: Is your mother/ is living with you?  
B: No, she is not. She is living at my sister's house.

#### **Exercise 6.3**

1. Listen! I believe it *is ringing* now.
2. John *is taking* his English lesson now. I believe that he always *takes* it at this hour.
3. John never *comes* late to class.
4. For the time being, while I *am reading* a magazine, my sister *comes* into my room.
5. My mom *is getting* dressed now in the bedroom.

#### **Exercise 6.4**

6. I am using it
7. I need it
8. What does he want
9. It is not raining
10. You are always watching TV.

## **Present Perfect Tense**

### **Exercise 7.1**

1. has left
2. has lost
3. has sung
4. has had
5. have moved
6. have lived
7. have lost
8. has landed
9. have gone
10. has permitted.

### **Exercise 7.2**

1. She has washed.
2. He has lost his weight.
3. The car has just run out of petrol.
4. He has broken his leg.
5. She has cut.

## **Present Perfect Continuous Tense**

### **Exercise 8.1**

1. She has been working
2. They have been fighting
3. He has been lying in the sun.
4. She has been playing tennis.
5. She has been walking from school

### **Exercise 8.2**

1. Since
2. for
3. for
4. for
5. since

### **Exercise 8.3**

1. The boss has promised to buy us a computer on March, but she has not bought one.
2. We have requested more vacation time last week, but we have not got a response.

3. We have been calling the typewriter repairman for three days, but he has not come.
4. The boss has been advertising that job last Monday, but she has not hired anyone.
5. My students have been studying English for two years, but they still have not practiced their English.

#### **Exercise 8.4**

1. I have walked
2. We have been walking
3. I have read
4. Mrs. Atikah has been teaching

#### **Future Tense**

##### **Exercise 9.1**

1. No, I am going to phone him after lunch.
2. No, I am going to have dinner at 2 o'clock.
3. No, I am going to do my homework next morning.
4. No, I am going to cook after finishing reading magazine.
5. No, She is going to write a letter for her mom next time.

##### **Exercise 9.2**

1. I will get
2. I will call
3. I will have
4. I will open
5. We will not go

##### **Exercise 9.3**

1. I am going to a party tonight.
2. I will eat
3. I will have tea
4. I will lend

##### **Exercise 9.4**

2. I will give you that money tomorrow.
3. Will the stores open early today?
4. Will you spend a lot of money for buying me a present?
5. They will not be back home early tonight.
6. Will the lesson be over at two p.m?

## **Future Continuous Tense**

### **Exercise 10.1**

1. I will be swimming.
2. She will be ironing.
3. She will be playing piano
4. We will be cleaning the room
5. She will be painting the wall

### **Exercise 10.2**

5. Will you be seeing Anita this afternoon?
6. Will you be using your friend's car tomorrow evening?
7. Will your sister be leading me to do the task tomorrow?
8. Will your husband be going to the city tomorrow?

### **Exercise 10.3**

1. At this time next month, I will be traveling in Bukit Tinggi.
2. I will be waiting on the corner for you at the usual time tomorrow evening.
3. Tomorrow afternoon at this time, we will be eating together at burger café.
4. At this time next year, he will be studying grammar at class eight.
5. At this time tomorrow afternoon, Margaret will be watching television at home.

## **Future Perfect Tense**

### **Exercise 11.1**

1. Sandra will have gone to the bed.
2. She will have spent all her money.
3. She will have finished her breakfast.
4. I will have finished all morning activities.
5. Nabila will have drawn thirty five pictures.

### **Exercise 11.2**

1. b .You will get home after we finish shopping.
2. a. I will still be writing on May
3. a. I will move to a new house before the year 2013
4. a. They will be finished by five o'clock



### **Exercise 11.3**

1. I will have graduated already.
2. I will have finished.
3. finish

### **Exercise 11.4**

1. If you haven't begun to study yet, you certainly will have learned all this material by tomorrow.
2. When you are my age, you will have learned much about the weaknesses of man.
3. By the time next week, my daughter will have finished reading Alqoran.

## **Future Perfect Continuous Tense**

### **Exercise 12.1**

1. She will have been living there for seven months.
2. She will have been eating breakfast for five minutes.
3. We will be cleaning the room for one hour
4. I will have been swimming for one hour.

### **Exercise 12.2**

Free answers

## **Past Tense**

### **Exercise 13.1**

1. taught
2. felt ... hurt
3. sold
4. spent ... bought
5. thrown ... caught

### **Exercise 13.2**

1. didn't shave
2. Didn't eat....were not hungry.
3. Didn't rush ....was not in hurry.
4. Was not.... didn't
5. Didn't sleep

### Exercise 13.3

6. Where did your family live?
1. How many rooms were there in your home?.
2. Who did you live with?
3. How many brothers and sisters did you have?
4. How often did your mother cook? What did she make

### Used to

#### Exercise 14.1

1. She used to cry every night.
2. She used to be my best friend.
3. We used to live in Padang.
4. There used to be three.
5. I used to eat ice-cream.

#### Exercise 14.2

1. Where did you use to live? ... Who do you use to live with?
2. Did you use to be in a hurry all the time? ... How much free time did you use to have?
3. How often did your friends use to cook? How much time did you use to spend at meals?
4. Who use to do the homework?
5. Did you use to meet your friends often? Where did you use to meet? What did you use to do together?

#### Exercise 14.3

1. I used to make so many mistakes in spelling.
2. My sister used to use her hands to wash her clothes. Now she has a washing machine.
3. My father used to smoke two packs a day.
4. I used to catch before.
5. He used to do his work poorly.

#### Exercise 14.4

Five years ago, Rosanna *used to travel* a lot, but today she *doesn't* travel a lot. She *used to play* piano, but today she *hasn't played* it. She *used to be very busy*, but today she *doesn't have* trips. She *didn't use to like* cheese, but today she *likes it* very much. She *used to have* a lot of friends, but today she *doesn't have* friends. She *didn't use to read* newspaper, but today she

wastes her time to read it. She *used to have* a cute cat, but unfortunately, her cat *died*. She *didn't use to drink* tea, but *today tea is great*.

### **Past Continuous tense**

#### **Exercise 15.1**

1. The chef was *baking* the pie when the guests came.
2. As she was *walking* down the street yesterday, she noticed the stray dog.
3. All last month, the teacher was *grading* tests.
4. At the time of the hurricane, they were *living* on the west side of the city.
5. The police was *controlling* the rioters when the convention began.

#### **Exercise 15.2**

1. Wiranda felt off the ladder while she was painting the ceiling.
2. Last night I was reading in the bed when suddenly I heard a scream.
3. You were watching television when I phoned you.
4. What did you do at this time yesterday?
5. Tom was taking a photograph of me while I was not looking.

#### **Exercise 15.3**

1. I felt asleep when I was watching television.
2. The phone was ringing while I was having a shower.
3. It began to rain while we were walking home.
4. I was having breakfast when you came.
5. We saw an accident while we were waiting for the bus.

#### **Exercise 15.4**

3. While I was going home last night, I saw a dreadful accident.  
I went home last night by bus.
4. We were having our dinner when you phoned.  
We had at about forty mile an hour when the accident happened.

5. At seven o'clock, when you came, I was reading a news paper.  
I read two novels last week.

### **Past Perfect Tense**

#### **Exercise 16.1**

1. had suffered... happened.
2. received ... had decided.
3. had make ... called.
4. had written ... solved
5. went ... had got.
6. stopped ...had shoveled.
7. let up... had dashed.

#### **Exercise 16.2**

2. She had gone
2. It had closed
3. He had died
4. He had sold

#### **Exercise 16.3**

- 1.A: Had John found a job before Wednesday?  
B: Yes, He had. He had started working.
2. A: Had John bought work clothes before weekend?  
B: No, He hadn't. He had bought work clothes by Friday.
3. A: Had John bought a bus pass by Sunday?  
B: No, He hadn't. He had done laundry.
4. A: Had John got new clothes by Thursday?  
B: No, He hadn't. He had got new clothes by Friday.
5. A: Had John started his new job by the weekend?  
B: No, He hadn't. He had started his new job by Monday.

### **Past Perfect Continuous tense**

#### **Exercise 17.1**

1. She had been lying in the sun too long
2. He had been working in the garden all day
3. She had been studying in her school all day
4. He had been watching TV

### **Exercise 17.2**

2. They had been eating
3. The students were waiting for me...They had been waiting for me a very long time.
4. He had been running
5. We were listening to all his problems when his father came.

### **Exercise 17.3**

1. When I saw her, her eyes was red. She had been crying. *She wasn't crying when I saw her.* T
2. When I went to bed, I had turned off the TV.*I turned off the TV after I went to bed.* F
3. When the phone rang, my baby had been sleeping for two hours. *The phone call woke the baby up.* T
4. By the time I finished talking with the students; Mr. Yufni came in to the room. *I finished talking with my students. Then Mr. Yufni came in.* T

### **Exercise 17.4**

Choose the correct words of the following statements.

1. had been living in Padang
2. I was studying.
3. Before they retired
4. Mary has loved skiing since she was ten.
5. When we got married,

### **Adverb**

#### **Exercise 18.1**

1. sleepily
2. rarely
3. needly
4. hardily
5. immediately
6. truly
7. greedily
8. scarily
9. sketchily
10. gaily

### Exercise 18.2

They handled the situation with the greatest possible care.

noun phrase

noun phrase

1. They opened a window in the back room.

noun clause

2. I was a little confused by what he said.

pronoun

3. The moon was shining on us.

noun clause.

6. He upset his neighbors by how loudly he played the TV.

noun phrase

7. They got married over the holidays.

### Exercise 18.3

You *must sell* the stock / to get the tax credit for the loss.

in order

in order

1. We *ended* the interview to save the candidate any further embarrassment.

in order

2. The doctors *operated* to reduce the risk of infection.

in order

3. We *reduced* the price to attract a larger market.

in order

4. We *made* a quick trip back home to pick up some things for the picnic.

in order

5. I *wore* some heavy pants to protect my legs from the thorns.

### Exercise 18.4

Sub Conj statement

1. They *will meet* with us whenever we want them to.

Sub Conj statement

2. We *need* to leave before it gets too dark.

Sub Conj statement

3. They *will finish* by six unless there is an unexpected problem.

Sub Conj statement

4. He *won't do* it unless there is a good reason.

Sub Conj statement

5. We *got* together for coffee after we had finished the presentation.

### Exercise 18.5

1. You are speaking very quietly. **I can hardly you.**
2. I met my old friend in the market yesterday. I hadn't seen her for long time. She looks very different now. **I hardly recognized.**
3. My mom was shocked when she heard the news. **She could hardly speak.**
4. My youngest daughter is very tired. **She can hardly sleep.**

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# Index

## A

adjective, 15, 21, 30, 31, 32,  
35, 36, 38, 50, 51, 151,  
160, 163, 168  
Adverb Words, 151  
Affirmative Sentences, 65,  
73, 81, 98, 104, 112, 132,  
139, 145  
after *be.*, 30  
antecedent., 45, 46  
Articles, 17, 18, 24, 169

## B

be going to and will, 87

## C

comparative and superlative  
forms, 32, 35, 36, 161  
count nouns, 4, 13

## D

Definite article, 19, 20  
different subjects, 49, 119

## E

*events*, 48, 76, 107, 115,  
118, 124, 142  
express opinions, 48

## F

four types of pronouns, 38  
Future Continuous Tense,  
97, 175  
Future Perfect Continuous  
Tense, 111, 114, 176  
Future Perfect tense, 103,  
105, 107  
Future tense, 87

## G

generalizations, 33, 60  
grammatical, 57, 150

## H

happened, 76, 77, 107, 121,  
128, 129, 134, 135, 138,  
141, 147, 162, 179

## I

indefinite article, 19, 27, 28  
Interrogative, 66, 75, 89,  
128

## L

languages, 10, 24  
light, 46, 52  
linking verb, 2  
listener, 18, 19, 20, 38

## M

middle of activity, 97  
modify verbs, 155

## N

noun, 1, 2, 3, 4, 5, 6, 7, 8, 9,  
10, 11, 13, 14, 15, 16, 17,  
18, 19, 20, 21, 22, 24, 25,  
27, 28, 30, 31, 35, 38, 41,  
42, 43, 49, 50, 51, 57, 64,  
119, 162, 163, 167, 168,  
181

## P

Past Continuous tense, 132,  
178  
past participle, 73, 77, 103,  
104, 132, 138, 139  
Past Perfect Continuous  
tense, 144, 146, 179  
past perfect tense, 138, 141  
personal pronoun, 38, 39  
Possessive Adjective, 41, 45  
Present continuous tense, 64  
Present Participle, 153  
Present perfect, 26, 73, 75,  
76, 79, 82, 83  
pronunciation, 4, 5, 14, 19  
Proper nouns, 2, 3

## Q

quantity, 1

## R

reflexive pronoun, 38, 43,  
44, 46  
regular, 4, 5, 58, 120  
relationship with their  
subjects, 57

## S

semantic categories, 9  
sibilant sound, 4, 7  
Simple present tense, 48  
spelling, 4, 19, 58, 59, 123,  
130, 160, 177

## T

Time expressions, 124  
Two-syllable, 33

## U

unspecified time, 73, 76  
unstressed syllable, 4, 7  
Use *used to*, 129

## V

verbs, 16, 32, 34, 56, 57, 59,  
62, 64, 67, 70, 73, 81,  
125, 136, 139, 142, 150,  
155, 168  
voiceless sibilant, 5  
vowels, 6, 59

## W

written, 4, 94, 139, 144, 179

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