

Almost Professionals

Overview	2
Future	3
Present Tense simple:	4
Present Continuous:	5
Present Perfect:	5
Present Perfect Continuous:	7
Past Tense Simple:	8
Past Continuous:	9
Past Perfect.....	9
Modal verbs	10
Reported Speech	11
Who, which, that, whose, where	13
List of irregular Verbs.....	14
My Vocabulary:	18

Overview

	Simple	Progressive
Future	He will do, I will sing, we will watch	He is going to do, I'm going to sing, we are going to watch
Keywords- when do you use this tense?		
Present Tense	He does, I sing, we watch	He is doing, I'm singing, we're watching
Keywords- when do you use this tense?		
Present Perfect Tense	He has done, I have sung, we have watched	He has been doing, I have been singing, we have been watching
Keywords- when do you use this tense?		
Past Tense	He did, I sang, we watched	He was doing, I was singing, we were watching
Keywords- when do you use this tense?		

Future

When you talk about something to happen in the future, you have different ways of expressing that:

- will
- going to
- present continuous

Keywords: in (two years, three months, 2007, etc.), next

Use will for insecure happenings, spontaneous decisions, forecasts.

E.g. In 2007, our market share will be 40%. If I get a higher salary, I'll go to Brazil in my holiday.

Going to is used for intentions or if all signs point toward something happening.

E.g. I'm going to tell him the truth.

It's going to rain any minute, the sky is dark.

Present Continuous is used for something planned in the near future.

E.g. We're leaving at 8 o'clock.

Exercise: Decide, which of the future forms you need:

1. I feel really tired. I think I(go) to bed.
2. Where are you going? I (visit) a customer.
3. Do you want me to help you? No thanks. John (help) me.
4. Would you prefer tea or coffee? I (have) some coffee, please.
5. I've already decided. I (buy) a new car.
6. What are your plans for next week? I (fly) to New York on business. Probably on Tuesday but I haven't bought my ticket yet.
8. Why are you wearing your best suit? I (have) lunch with my biggest customer.
9. We need some more ink for the printer. I (go) to the shop and get some.

Present Tense simple:

You use Present Tense simple when you want to express that something happens regularly or often.

Keywords: often, usually, regularly, normally, every (day, week),

Form: Use the infinitive of the word, but don't forget the -s for "he, she, it"
e.g. He usually starts work at 7. 30 a.m. We often have meetings at lunchtime.'

Note: NO -s is needed if you use can, may or must. For negations you use "don't" or "doesn't", also for questions.

Fill in the missing present tense form:

Is do, does, don't or doesn't missing here?

I _____ remember much about him.

My husband _____ most of the housework.

You remember me, _____ you?

We _____ think you are suitable for the job. I'm very sorry.

I _____ think that this is a good idea.

We don't want to do that, _____ we?

It _____ bear thinking about.

They _____ seem very happy.

We _____ need to see you again. Our minds are made up.

They don't want to sign the contract, _____ they?

I don't like him. Neither _____ I.

I need a drink. So _____ I.

I don't like him. Why _____ you?

She doesn't eat meat. _____ she? What does she eat?

He lives in Tokyo, _____ he?

Yes and so _____ Simon.

I _____ feel like doing this exercise.

What _____ you think I should do?

We _____ really have an answer, I'm afraid.

Present Continuous:

Present Continuous is used to express that an action is taking place now.

e.g. Mr. Marten is talking on the phone right now, can you try again later? At which hotel is he staying at the moment?

Keywords: now, at the moment, look!, currently

Exercise: Chose the correct verb and decide if you need Present simple or Present Continuous:

1. Compaq computers. (make)
2. The yen against the dollar. (fly/fall)
3. H.P. a new advanced type of printer. (develop/ take)
4. The dollar at 1.8 to the pound. (stand/grow)
5. I guess we a market share of about 20%. (have/be in charge of)
6. Times are hard so we 50 people redundant. (make/do)
7. Kate in her report later today. (send/caugh)
8. Pete often his reports in late. (send/fly)
9. Things are really great. Business (boom/thunder)
10. Inflation quickly, I'm afraid to say. (slide/grow)

Present Perfect:

When we use the Present Perfect Tense there is always a connection with NOW. The action in the past has a result now:

e.g. "Can I speak to the manager?" "He has gone out for lunch, he'll be back at 1 o'clock."

"Where is the new computer?" "I've ordered it, it's on the way."

"He told me his name but I've forgotten it." (I can't remember it at the moment)

Keywords: for, since, already, yet, just, ever, never

have or has + past participle is the present perfect simple. The past participle often ends in -ed (ordered, finished), but many important verbs are irregular. (lost, forgotten, sent...). For the list of irregular verbs see Appendix in your folder.

Exercise: Find the correct verb and put it into present perfect tense:

fall, hit, increase, announce, spiralled, cause, go, contract, do, go down,

1. **Costs so we can afford to reduce our prices.**
2. **Production through the roof.**
3. **Prices out of control.**
4. **The FTSE a record high.**
5. **Inflation all sorts of problems.**
6. **Salaries in real terms and we are all worse off.**
7. **The Prime Minister sweeping changes in the tax system.**
8. **I don't really like what you**
9. **The market to only half what it used to be.**
10. **Taxes to a level where many people are leaving the country.**

For or since?

1. Which is correct?

- a) for a long period
 - b) since a long period
-

2. Which is correct?

- a) for 6 years
 - b) since 6 years
-

3. Which is correct?

- a) for 1992
 - b) since 1992
-

4. Which is correct?

- a) for 6 weeks
- b) since 6 weeks

5. Which is correct?

- a) for 8 months
- b) since 8 months

6. Which is correct?

- a) for 10 minutes
- b) since 10 minutes

7. Which is correct?

- a) for a long time
- b) since a long time

Present Perfect Continuous:

The present perfect continuous is used for activities that have recently stopped or just stopped. There is a connection with now.

E.g. Paul is very tired. He's **been working** very hard.

We often use the present perfect continuous for actions that started in the past and are still happening.

E.g. How long have you been learning English? (you're still learning English)

We have been waiting for Jim for 15 minutes, let's start the discussion now.

Keywords: for, since

Have/has been + -ing is the present perfect continuous

Exercise: Ask your partner the following questions: write down the full question and the answer you got.

1. How long/ learn/ English?

Answer:

2. How long/ work/ for this company?

Answer:

3. How long/ work / today?

Answer:

4. how long/ live/ in flat or house?

Answer:

Past Tense Simple:

We use past tense to talk about things that happened in the past and are finished. We know when the action took place.

e.g. I **talked** to Mr. Bloom last Friday.

The company **was founded** in 1964.

Keywords: last, ago, in (e.g. 1982), yesterday...

Past simple often ends in -ed (e.g. watched, stopped, passed etc.) but many verbs are irregular and have therefore different forms (e.g. saw, found, bought).

Exercise: Find the suitable verb and decide if you need to put it into past tense or present perfect tense.

see, join, not read, say, sign, listen, deal with, come back, work

1. When _____ the company? (you)
2. _____ in Pakistan? (you)
3. That's the best presentation _____. (I/ ever)
4. He's the most difficult customer _____. (I/ever)
6. _____ a binding contract last year and it is still valid. (we)
7. The reason I look so brown is that _____ from a business trip to Barbados. (I/just)
9. You _____ to a word _____.
10. It's obvious that _____ this report. (you)

Past Continuous:

We use the past continuous to say that somebody was in the middle of doing something at a certain time. The action or situation had already started before this time but had not finished:

e.g. This time last year I was living in Brazil.

While she was reading the article John knocked on her door.

Keywords: while, when

Was/were + -ing is the past continuous

Exercise: Read the following story and decide if you need past simple or past continuous.

A man(walk) in a park when he(see) a young girl who(play) with a large dog. He(go) up to her and(ask) the girl if her dog (bite). "Of course not", (say) the girl while the man(smile) at the dog. Suddenly the dog(bite) him. "Ow", he(shout), "I thought you (say) your dog (not bite). "It doesn't",(reply) the girl. "But this isn't my dog".

Past Perfect

We talk about something that happened in the past e.g. We went to a trade show in Munich last week. Then, if we want to talk about things that happened before this time, we use the past perfect.

e.g. When we arrived at the trade show, our colleagues from Czech Republic **had** already **gone** back. We didn't meet them, but we met a lot of other people we **had** never **seen** before.

When we got back from the trade show, we realized that somebody **had broken** into the company-building

Keywords: before, after

Had + past participle is the past perfect.

Exercise: Read the situations and write sentences from the words in brackets.

1. You went to Jane's office but she wasn't there. (She / go /out) = She had gone out
2. I invited John to the meeting but he couldn't come. (he / arranged /to do something else)
3. He was very pleased to see Sue again after such a long time. (He/ not/ see/ him for 5 years).....

Exercise: Decide if you need past tense or past perfect:

1. They(cannot, take) a taxi because they(forget) their money.
2. He(want) to buy the picture which he (see) the day before.
3. I(talk) to the manager I (get to know) the week before.
4. After they.....(talk) business, they(start) to have dinner.

Modal verbs

Modal verbs are essential for you to express how urgent something is. Modal verbs have no infinitive and can't be put into other tenses. Therefore we need substitute verbs.

Modal Verb	Substitute Verb	Translation
can	to be able to	
may	to be allowed to	
must	to have to	
must not/may not	not to be allowed to	
need not	not to have to	

Exercise: Which of the modal verbs is missing? Make sure you use it in the correct tense

1. He didn't come yesterday because he..... finish his work.
2. You smoke in here, it is forbidden.
3. Mr. JohnsonJapanese, but he spoke English so it was possible to communicate.
4. He do his work, it wasn't urgent.
5. If it snows, we go skiing.
6. We've got enough coffee in the storage so we go shopping.
7. Tom gave me a letter to post. I remember to post it.
8. Tom gave me a letter to post. I forget to post it.
9. We've got plenty of time, we hurry.
10. This is an expensive computer. You..... look after it and you lose it.

Reported Speech

Or indirect speech" is used to talk about something somebody else said.

E.g. Sam: "Business is booming" – Sam says that business **is** booming.
Sam said that business **was** booming.

If the reporting verb, e.g. say, tell, ask, answer etc. is in present tense, you don't need to change the tense in the direct speech, but you often need to change personal pronouns.

E.g. Tina says: „I'm happy about my contract.“ - Tina says that she is happy about her contract.

If the reporting verb is in past tense, e.g. told, said, answered, the tense of the direct speech needs to be changed too.

E.g. Sue answered: “We're going to send the order next week.” - Sue answered that they were going to send the order the following week.

So if the reporting verb is in past tense, following changes have to be considered:

Direct speech → **Indirect Speech**

Will	Would
Present Tense	Past Tense
Present Perfect	Past Perfect
Past Tense	Past Perfect

this	that
next	following
yesterday	the day before

Exercise: Here are some statements of Claudia, who you met yesterday. Tell your partner later what she told you in indirect speech using different reporting verbs. (she said, complained, invited, asked, mentioned etc.)

Claudia: “I'm living in London now. What are you doing for a living? My father isn't very well. Paul and I are getting married next month. I'm not enjoying my job very much. You can come and stay at my flat if you are ever in London. My car was stolen a few weeks ago. I'll tell Sheila I met you. Have a good day!”

Claudia said that.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Who, which, that, whose, where

Relative clauses, are used very often e.g. The man who ordered the brochure lives in Los Angeles.

- **who** is always used for **persons** angewendet; it is impolite to refer to people with „which“
- **which** and **that** things is used in connection with **things**

Z.B. The lady who lives next door is a doctor.

Barbara works for a company that (or which) makes software.

For the possessive case referring to persons you use: **whose**. E.G. I met the girl whose sister knows you. Whose car is blocking the exit?

If you speak about places, you use **where**.

E.g.: I would like to work in a country where there is a beach nearby.

Exercise: Complete each sentence using who/whose/where/which/where

1. What's the name of the man car you borrowed?
2. He told me about a company..... is planning to export to France.
3. The lady Was here yesterday has gone back to London.
4. This is all I can do for him.
5. They arrived late,..... annoyed the teacher.
6. There is the gentlemanpurse has been stolen.
7. We went to a restaurant We got the best pina coladas I've ever had.

List of irregular Verbs

verb	past tense	present perfect/ past perfect	German Translation
beat	beat	beaten	
become	became	become	
begin	began	begun	
bend	bent	bent	
bet	bet	bet	
	betted		
bid	bid	bid	
bind	bound	bound	
bite	bit	bitten	
		bit	
bleed	bled	bled	
blow	blew	blown	
break	broke	broken	
bring	brought	brought	
broadcast	broadcast	broadcast	
build	built	built	
burn	burnt	burnt	
	burned	burned	
burst	burst	burst	
buy	bought	bought	
catch	caught	caught	
choose	chose	chosen	
come	came	come	
cost	cost	cost	
creep	crept	crept	
cut	cut	cut	
deal	dealt	dealt	
dig	dug	dug	
do	did	done	
draw	drew	drawn	
dream	dreamt	dreamt	
	dreamed	dreamed	
drink	drank	drunk	
drive	drove	driven	

eat	ate	eaten	
fall	fell	fallen	
feed	fed	fed	
feel	felt	felt	
fight	fought	fought	
find	found	found	
flee	fled	fled	
fly	flew	flown	
forbid	forbade	forbidden	
forget	forgot	forgotten	
forgive	forgave	forgiven	
freeze	froze	frozen	
get	got	got	
		gotten (USA)	
give	gave	given	
go	went	gone	
grow	grew	grown	
hang	hung	hung	
have	had	had	
hear	heard	heard	
hide	hid	hidden	
hit	hit	hit	
hold	held	held	
hurt	hurt	hurt	
keep	kept	kept	
know	knew	known	
lay	laid	laid	
lead	led	led	
leave	left	left	
lend	lent	lent	
let	let	let	
lie	lay	lain	
lose	lost	lost	
make	made	made	
mean	meant	meant	
meet	met	met	
pay	paid	paid	
put	put	put	
read	read	read	

ride	rode	ridden	
ring	rang	rung	
rise	rose	risen	
run	ran	run	
say	said	said	
see	saw	seen	
seek	sought	sought	
sell	sold	sold	
send	sent	sent	
set	set	set	
shake	shook	shaken	
shine	shone	shone	
shoot	shot	shot	
shrink	shrank	shrunk	
	shrunk		
shut	shut	shut	
sing	sang	sung	
sink	sank	sunk	
sit	sat	sat	
sleep	slept	slept	
slide	slid	slid	
smell	smelt	smelt	
	smelled	smelled	
speak	spoke	spoken	
spend	spent	spent	
split	split	split	
spread	spread	spread	
stand	stood	stood	
steal	stole	stolen	
stick	stuck	stuck	
swear	swore	sworn	
sweep	swept	swept	
swim	swam	swum	
swing	swung	swung	
take	took	taken	
teach	taught	taught	
tear	tore	tore	
tell	told	told	
think	thought	thought	

throw	threw	thrown	
understand	understood	understood	
wake	woke	woken	
wear	wore	worn	
weep	wept	wept	
win	won	won	
write	wrote	written	
Verbs in this list are also irregular when they have a prefix:			
foretell	foretold	foretold	
overtake	overtook	overtaken	
withdraw	withdrew	withdrawn	

Fill in the missing forms of the irregular verbs below. The first one has been done for you.

1. dig dug dug
2. withdraw _____
3. _____ lain
4. shake _____
5. _____ frozen
6. bet _____
7. mistake _____
9. _____ forgave _____
10. _____ swung
11. tear _____
12. draw _____
14. _____ bled
15. _____ swore _____
16. _____ meant _____
17. stick _____
18. _____ lent
19. shoot _____
20. _____ built _____
21. _____ cost
22. lead _____
23. _____ slept _____
24. forget _____

My Vocabulary:

--	--