

# English Grammar

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## Parts of speech

noun	zelfstandig naamwoord	<i>house</i>
verb	werkwoord	<i>to get</i>
preposition	voorzetsel	<i>in</i>
adjective	bijvoeglijk naamwoord	<i>beautiful</i>
adverb	bijwoord	<i>slowly</i>
pronoun	voornaamwoord	<i>he (personal), his (possessive)</i>
article	lidwoord	<i>the (definite), a (indefinite)</i>

## Tenses

present simple	= 3rd person + s:	<i>kills, drinks</i>
past simple	= -ed or irregular:	<i>killed, drank</i>
future simple	= shall/will + infinitive:	<i>shall/will kill, shall/will drink</i>
present continuous	= am/are/is + present participle:	<i>is killing, is drinking</i>
past continuous	= was/were + present participle:	<i>was killing, was drinking</i>
present perfect	= have + past participle:	<i>have killed, have drunk</i>
past perfect	= had + past participle:	<i>had killed, had drunk</i>
present perfect continuous	= have + been + present participle:	<i>have been killing, have been drinking</i>
past perfect continuous	= had + been + present participle:	<i>had been killing, had been drinking</i>
conditional	= would/should + infinitive:	<i>would/should kill, would/should drink</i>
passive	= be + past participle:	<i>is killed, is drunk</i>
causative	= have + Direct Object + past part.:	<i>have him killed, have it drunk</i>

## Punctuation

full stop	.	apostrophe	'
comma	,	hyphen	-
colon	:	slash	/
semicolon	;	quotation marks	' '
question mark	?	brackets	()
exclamation mark	!		

## Nouns, articles and quantity

### 1 Singular and plural nouns (form)

1. Regular plurals	Singular	Plural
a. Most nouns form their plural by adding <i>-s</i> to the singular noun.	<i>day</i>	<i>days</i>
b. We add <i>-es</i> if the singular noun ends in <i>-ch</i> , <i>-sh</i> , <i>-s</i> or <i>-x</i> .	<i>bus</i>	<i>buses</i>
c. Some nouns ending in <i>-o</i> ( <i>tomato</i> , <i>potato</i> , <i>hero</i> , <i>negro</i> , add <i>-es</i> ).	<i>hero</i>	<i>heroes</i>
d. Other nouns ending in <i>-o</i> , add <i>-s</i> only.	<i>radio</i>	<i>radios</i>
e. Nouns ending in a consonant + <i>-y</i> , change the <i>-y</i> to <i>i</i> and add <i>-es</i> .	<i>baby</i>	<i>babies</i>
2. Irregular plurals	Singular	Plural
a. Some nouns ending in <i>-f/-fe</i> drop the <i>-f/-fe</i> and add <i>-ves</i> in the plural: <i>half</i> , <i>thief</i> , <i>leaf</i> , <i>loaf</i> , <i>self</i> , <i>shelf</i> , <i>wolf</i> , <i>knife</i> , <i>wife</i> , <i>life</i> .	<i>life</i>	<i>lives</i>
b. Some nouns form the plural by changing their vowel(s). The plural of <i>mouse</i> is <i>mice</i> . <i>Louse</i> – <i>lice</i> .	<i>foot</i> <i>mouse</i>	<i>feet</i> <i>mice</i>

- |    |   |               |                 |
|----|---|---------------|-----------------|
| c. | A few nouns form the plural with <i>-en</i> .                             | <i>child</i>  | <i>children</i> |
| d. | Some nouns have the same form in the singular and the plural.             | <i>sheep</i>  | <i>sheep</i>    |
| e. | Some nouns keep their Greek or Latin plural endings.                      | <i>crisis</i> | <i>crises</i>   |
| f. | The usual plural of <i>person</i> is <i>people</i> (not <i>persons</i> ). | <i>person</i> | <i>people</i>   |

## 2 Singular and plural nouns (use)

- With group nouns (*family, team, group, crowd, class, company, government*) we can use both.
  - We use plural verbs and pronouns when we think of these groups as a number of people. *My family are on holiday. Mijn familie is met vakantie.*
  - We use singular verbs and pronouns when we think of the group as an impersonal unit. *The family is a very important part of society.*
  - We always use plural words with the nouns *people, (the) police* and *cattle*. *The police in Britain wear blue uniforms. De politie draagt een blauw uniform.*
  - We use plural nouns, verbs and pronouns with *a number of* and *a group of*. *A number of my friends are planning a holiday together. They hope to go to Greece.*
- When we talk about an amount or a quantity, we use singular verbs with plural nouns. *Ten thousand pounds is a lot of money.*
- Some nouns have only a plural form: *trousers, jeans, pyjamas, shorts, tights, glasses, scissors*. *Those jeans are very old. Deze broek is zeer oud.* But: *There is a pair of scissors in the kitchen. In de keuken vind je een schaar.*
- Singular nouns in *s-*: *news, politics, mathematics, physics, economics, athletics, billiards, rabies*. *Mathematics is an interesting subject.*
- Uncountable nouns like *milk, money* normally have no plural form. *There is some milk in the fridge.*

## 3 Compound nouns

- A compound noun is a noun that is made of two (or more) parts:
 

(with the first noun as a singular) *a toothbrush, a tin-opener*;

(with the first noun as a plural) *a clothes shop, a sports car, women doctor*;

(with an *-ing* form + noun, or an adjective + noun) *a shopping bag, a waiting room, drinking water*.
- We normally form plurals of compound nouns by adding *-(e)s* to the second word. *a toothbrush/two toothbrushes*; But: *one brother-in-law/two brothers-in-law*; And: *a passer-by/some passers-by*

## 4 Possessive 's (genitive)

- After a singular noun, we add *'s*. *my father's car*
- After a plural noun ending in *-s*, we add only *'*. *my parents' car*
- After a plural noun not ending in *-s*, we add *'s*. *the men's car*
- We sometimes just add *'* to a singular noun ending in *-s*. *Jesus' prayer*  
But it is more common to add *'s*. *Mrs Jones's husband Chris's idea*
- We can add the possessive *'s* to a whole phrase. *Sue and Frank's daughter*
- Possessive *'s* without a following noun *My car is next to Ken's*. (car). We often talk about shops, surgeries, etc. in this way. *I went to the doctor's yesterday.*
- In some expressions of time. *Yesterday's newspaper last week's football match next year's plans; a week's holiday een week vakantie; two days' work twee dagen werk.*
- We normally use *'s* when the first noun is a person or an animal. *the cat's food*; We normally use *...of...* with things: *the name of the school*. Also, we often use *...of...* instead of *'s* with longer phrases. *Yesterday I met the daughter of the Australian couple who live next door.*
- Double possessive: We can use *...of...* and a possessive form in a 'double possessive'. *A friend of mine is coming to visit me.* (= one of my friends) *Een van mijn vrienden...*

## 5 Countable and uncountable nouns

- Nouns can be countable or uncountable.
  - Countable nouns can be counted: they have singular and plural forms.  
*one book two books a man some men*
  - Uncountable nouns cannot be counted: they do not have plural forms. *milk, rice, weather*

2. Countable nouns can take singular or plural verbs. *That **man** lives next door. Those **men** live next door.* Uncountable nouns always take singular verbs. ***Milk** is good for you.*
3. Before countable nouns, we can use *a / an* and numbers. ***a man, one book, two books***  
But also: *Excuse me, waiter. Could we have **two coffees** and **a tea**, please?*
4. We use *some* before plural countable nouns and uncountable nouns. ***some books, some rice, some men, some milk***
5. Some nouns can be used as countable or uncountable, with a difference of meaning.

<i>Countable</i>	<i>Uncountable</i>
<i><b>a glass</b></i>	<i><b>glass</b> (= the material)</i>
<i><b>a hair</b></i>	<i><b>her hair</b> (= all the hair on her head)</i>
<i><b>a paper</b> (= a newspaper)</i>	<i><b>some paper</b> (= the writing material)</i>
<i><b>an iron</b></i>	<i><b>iron</b> (= the metal)</i>
<i><b>some potatoes</b></i>	<i><b>some potato</b> (= mashed)</i>

6. Some nouns are uncountable in English. Uncountable: *accommodation, advice, bread, furniture, information, luggage, money, news, traffic, travel, work*; Countable: *a place to live / stay, a piece of advice, a loaf / slice / piece (of bread); a (bread) roll, a piece of furniture, a piece of information, a piece of luggage; a suitcase / bag, a note / coin; a sum (of money), a piece of news, a car / bus, a journey / trip, a job; a piece of work*  
*I've just had **some news**. I've just had **a piece of news**. Ik heb net een berichtje ontvangen.*  
Instead of a *piece of* here, we can use a *bit of* in a more informal style: *a bit of advice*.
7. We can use both countable and uncountable nouns in phrases of quantity with *of*: *a box of matches; a bottle of water een fles water*

#### 6 Articles: *a / an and the*

1. Form and pronunciation
  - a. Before a consonant sound: *a*. Before a vowel sound: *an*.  
***a book*** ***an apple***
  - b. Before a consonant sound: *the*. Before a vowel sound: *thi*.  
***the book*** ***the apple***
  - c. Before *u* with consonant sound: *a* and *the*. Before *h* when it is not sounded: *an* and *thi*.  
***a university / the university*** ***an hour / the hour***
2. Use of *a / an*
  - a. We use *a / an* before singular countable nouns. ***a student, a book, an idea***
  - b. We use *a/an* when the listener or reader does not know exactly which person or thing we mean. *There is **a book** on the table (We don't know which book).*
  - c. We use *a / an* when we say what someone or something is. *I'm **an architect**. Ik ben architect. He's **a vegetarian**. Hij is vegetariër. It was **a good film**.*
  - d. Use of *the*
    - We use *the* with singular countable nouns, plural countable nouns, and uncountable nouns. ***the man, the shoes, the water***
    - We use *the* when the listener or reader knows exactly which person or thing we mean.
    - We use *the* to talk about people and things that we have already mentioned.  
*I met **a girl** and **a boy**. I didn't like **the boy** much, but **the girl** was very nice.*
    - We use *the* when it is clear from the situation which people or things we mean.  
*'Where's Simon?' 'He's in **the bathroom**.'*
    - We use *the* when there is only one of something: ***the sun, the moon, the sky, the earth, the world. I enjoy lying in the sun.***
3. Talking in general: no article and *a / an*
  - a. When we talk about something in general, we use plural or uncountable nouns without *the*. ***Milk** is good for you. When we talk about something in particular, we use *the*. Could you pass **the milk**, please?*
  - b. We can talk about something in general by using *a / an* (meaning 'any'). ***A vegetarian** doesn't eat meat.*

4. Talking in general: *the*

- We use *the* in a general sense with the names of musical instruments and scientific inventions. *She can play **the guitar** and **the saxophone**. Zij speelt gitaar en saxofoon.*
- We also use *the cinema* and *the theatre* with a general meaning. *Which do you prefer, **the cinema** or **the theatre**? Hou je eerder van film of van toneel?*
- We can use *the* before some adjectives like *young, old, rich, poor, blind* with a general meaning. ***The young** should listen to **the old**. Jongeren moeten naar ouderen luisteren.*
- We also use *the* before some nationality words. ***The English** drink a lot of tea. Engelsen drinken veel tee.*

5. Common expressions without an article

- We often use the following nouns without an article: *school, university, college, hospital, prison church, be*, when we think about the main purpose of the place. *I think I'll go to **bed** early tonight. (to sleep) There are some shoes under **the bed**.*
- We normally use *work* and *home* without an article. *Would you like to stay at **home** this evening? Blijf je vanavond liever thuis?*
- Means of transport *I usually go to school **by car**. Ik ga meestal met de wagen naar school.* We also say *on foot* (= walking): *I came home **on foot**.*
- Meals. *When would you like to have **dinner**? Wanneer zou je graag eten? But: I enjoyed **the dinner** we had last night. They had a **large breakfast**. (een stevig ontbijt)*

6. Place-names with and without *the*

1. Place-names without *the*

	• We do not normally use <i>the</i> with the names of:			
continents	<i>Africa</i>	<i>Europe</i>	<i>Australia</i>	
countries, states, departments	<i>England Spain</i>	<i>Brazil</i>	<i>California</i>	<i>Hampshire</i>
cities, towns and villages	<i>Sydney</i>	<i>Tokyo</i>	<i>Bilbao</i>	
individual islands	<i>Crete</i>	<i>Long Island</i>		
lakes	<i>Lake Michigan</i>	<i>Lake Geneva</i>		
individual mountains	<i>Mount Everest</i>	<i>Mount Fuji</i>		
streets	<i>Oxford Street</i>	<i>North Road</i>		

But we use *the* with a countable noun: *union, republic, states, kingdom, isle. **the Federal Republic of Germany, the United States, the United Kingdom***

- We also use *the* with plural place-names like ***the Netherlands, the West Indies, the Alps***.
- Also with: ***the North / South Pole, the Arctic / Antarctic, the Middle East, the Far East, the Costa Brava, the Ruhr***.

2. Place-names with *the*

We normally use *the* with the names of:

oceans and seas	<i><b>the Pacific</b></i>	<i><b>the Mediterranean</b></i>
rivers	<i><b>the Mississippi</b></i>	<i><b>the Nile</b></i>
canals	<i><b>the Panama Canal</b></i>	<i><b>the Suez Canal</b></i>
deserts	<i><b>the Sahara</b></i>	<i><b>the Kalahari</b></i>
island groups	<i><b>the Canaries</b></i>	<i><b>the West Indies</b></i>
hotels, cinemas	<i><b>the Plaza Hotel</b></i>	<i><b>the Cannon Cinema</b></i>
museums, clubs	<i><b>the Prado Museum</b></i>	<i><b>the Black Cat Club</b></i>
restaurants, pubs	<i><b>the Hard Rock Café</b></i>	<i><b>the Swan (pub)</b></i>

But not if they are named after the people who started them + the possessive 's.

*Macy's Hotel, Brown's, Lloyds Bank, Woolworths.*

We do not use *the* with churches named after saints + the possessive 's. *St Peter's Church, St Paul's Cathedral.*

3. We use *the* before names with of. ***the Statue of Liberty, the Bank of Scotland***

## 7 Quantity: general

### Some and any

1. Before plural nouns and uncountable nouns to talk about an indefinite quantity.  
*some letters    any letters    some money    any money*
2. In general, we use *some* mostly in affirmative sentences and *any* mostly in negative sentences.  
*I've got some money. I haven't got any money.*
3. We use *any* after words with a negative meaning: *without, never, seldom, rarely, hardly*.  
*There are hardly any eggs left. Zij hadden bijna geen eieren meer in huis.*
4. We can use *some* or *any* after *if*.  
*If you need some / any money, tell me. Als je wat geld nodig hebt, laat het me weten.*
5. We normally use *any* in 'open' questions' (when we do not expect a particular answer).  
*Have you got any writing paper? Heb je soms wat schrijfpapier?*
6. But we often use *some* in questions when we expect people to say 'yes'.  
*Have you got some paper I could have, please? Mag ik wat papier hebben?*
7. We can also use *any* to mean 'it doesn't matter which' or 'whichever you like'.  
*You can get the tickets from any travel agency. Je vindt ze in gelijk welk reisbureau.*
8. We also use *some* to make a contrast. *Some like it hot. Sommige mensen houden van pikant.*

### Much, many, a lot of, (a) little, (a) few

1. *Much* and *(a) little* go with uncountable nouns, and *many* and *(a) few* with plural countable nouns.  
*much milk    many cars    (a) little wine    (a) few jobs*  
We use *a lot of, lots of* and *plenty of* with both uncountable nouns and plural countable nouns.  
*plenty of wine    plenty of jobs*
2. *Much, many, a lot (of)*  
We use *much* and *many* mostly in questions and in negative sentences.  
*Is there much rice left? He hasn't got many books. Is er veel rijst over?*  
In affirmative sentences, we normally use *a lot (of), lots (of)* and *plenty (of)*, not *much* and *many*.  
*We've got a lot of milk. He's got plenty of books. Hij heeft veel boeken.*  
But we often use *much* and *many* in affirmative sentences after *too, as, so* and *very*.  
*We enjoyed the party very much. We vonden het een erg leuke party.*
3. *little, (a) few*  
*A little* means 'a small amount, but some'; *a few* means 'a small number, but some' (positive ideas).  
*There's still a little work to do before we go home. We moeten nog een beetje werken.*  
*The exam was extremely difficult, but a few students passed it. Enkele studenten slaagden.*  
*Little* means 'not much' or 'almost no'; *few* means 'not many' or 'almost no' (more negative ideas).  
*There's little work to do. We've already finished most of it. Er is weinig werk te doen.*  
*The exam was extremely difficult and few students passed it. Weinig studenten slaagden.*  
But: *There is 'nt much time left. (niet veel) Hardly any students passed the exam. (bijna geen)*  
But *very little* and *very few* are quite common in everyday speech.  
*I've got very little money. (zeer weinig) Very few people went to the football match. (zeer weinig)*

### No and none

1. We use *no* (= 'not a' or 'not any') before a noun.  
*There are no letters for you today. Vandaag zijn er geen brieven voor jou.*
2. *None* is a pronoun; we use it alone, without a noun.  
*'How much milk have we got?' 'None.' Geen.*  
Before *my, this, the*, etc. or an object pronoun like *us, them*, we use *none of*.  
*None of my friends have seen the film. Geen van mijn vrienden heeft de film gezien.*

### All, every, everybody, everything, whole

1. *All* and *every*  
*Every* has a similar meaning to *all*; *every* means 'all without exception'.  
*All the students in the class passed the exam. Alle studenten slaagden.*  
*Every student in the class passed the exam. (= every individual) Elke student slaagde.*

2. *All, everybody, everything*  
We do not normally use *all* alone, without a noun, to mean *everybody* or *everyone*.  
**All the people** stopped talking. **Everybody** stopped talking. *Iedereen hield op met spreken.*  
We do not often use *all* to mean *everything*.  
**Everything** is so expensive these days. *Alles is zo duur de dag van vandaag.*  
But we can use *all* to mean *everything* in the structures *all (that) + relative clause*.  
*Have you got all (that) you need?* *Heb je al wat je nodig hebt?*

### Both, either, neither

1. We can use *both* (= 'the two together' or 'one and the other') before a plural countable noun. **Both films** were very good. *Beide films waren zeer goed.*
2. We use *both of* before *the, your, these*, etc. + plural noun; in this case, we often leave out *of*. **Both (of) the films** were very good. *She invited both of us / us both to the party. Ze vroeg ons beiden.*
3. *Either* and *neither*. We can use *either* (= 'one or the other') and *neither* (= 'not one and not the other') and *neither* (= 'not one and not the other') before a singular countable noun. **Neither road** goes to the station. *Geen van beide wegen gaat naar het station.*
4. We use *either of* and *neither of* before *your, these, the*, etc. + a plural countable noun. **Neither of these roads** goes to the station.
5. We also use *either of* and *neither of* before the plural object pronouns *you, us, them*. *Can either of you type? Kunnen jullie allebei typen?*
6. We use *both, either* and *neither* to link ideas in these structures: *both... and..., (n)either...(n)or...* *She both speaks Japanese and writes it. He neither apologised nor explained. Ze spreekt en schrijft Japans allebei. Hij gaf geen excuus noch een verklaring.*

## Pronouns

### 1 Personal pronouns

	subject pronouns		object pronouns	
	Singular	plural	singular	plural
1st person	<i>I</i>	<i>we</i>	<i>me</i>	<i>us</i>
2nd person	<i>you</i>	<i>you</i>	<i>you</i>	<i>you</i>
3rd person	<i>he, she, it</i>	<i>they</i>	<i>him, her, it</i>	<i>them</i>

1. We use subject pronouns as the subject of verbs. *'Where's Simon?' 'He's in the kitchen.'*
2. We use object pronouns as the objects of verbs and prepositions. *Help me. I've written to her.*
3. We also use object pronouns as indirect objects. *Can you lend me some money?*
4. We can use object pronouns after *than* and *as* in comparisons. *I'm older than him. Ik ben ouder dan hij.*
5. But, in a more formal style, we use a subject pronoun + verb. *I'm older than he is. Ik ben ouder dan hij is.*
6. We can use object pronouns after the verb *be*. *'Who's there?' 'It's me.' Ik ben het.*
7. We also use object pronouns when we use a pronoun alone in an answer. *'Who has got my book?' 'Me.' Ik heb het.*
8. We can use *you* or *one* (more formal) to mean 'people in general, including you and me'.  
*You can easily lose your way in Rome. (Je kunt...) One can easily lose one's way in Rome. (Men kan...)*
9. We often use the plural pronouns *they* and *them* with a singular meaning in an informal style.  
*Somebody forgot to lock the door, didn't they? Nietwaar?*
10. We can use *it* for a person when we are asking or saying who the person is.  
*'There's someone at the door. Who is it?' 'It's Peter.'*

### 2 Possessive adjectives and pronouns

1. The possessive adjectives and pronouns are:

	possessive adjectives		possessive pronouns	
	singular	plural	singular	plural
1st person	<i>my</i>	<i>our</i>	<i>mine</i>	<i>ours</i>
2nd person	<i>your</i>	<i>your</i>	<i>yours</i>	<i>yours</i>
3rd person	<i>his, her, its</i>	<i>their</i>	<i>his, hers</i>	<i>theirs</i>

2. We use a possessive adjective before a noun to say who the noun belongs to. *I can't find **my** keys.*
3. We use a possessive pronoun without a noun, when the noun is understood. *'Is this Peter's book?' 'No, it's **mine**.'* *Neen, het is van mij.*
4. *My own / your own / his own, etc.* To stress that something belongs to only one person, it is not shared or borrowed. *This isn't **my** bicycle. This isn't **my own** bicycle, I only borrowed it. Dit is niet van mij. I've got an office **of my own** now. I don't share with anyone else. Ik heb een eigen bureau.*  
To stress that one person does something instead of somebody else doing it for them.  
*Clean **your** room. Clean **your own** room! I'm not going to do it for you. Maak ze zelf maar schoon.*  
*On my own / on your own, etc.* can mean 'alone' or 'without help'.  
*I don't live **on my own**, I share a flat with two friends. Ik woon niet alleen.*

### 3 Relative pronouns

1. Defining relative clauses with *who*, *that* and *which*
  - a. These clauses tell us which person or thing the speaker means.  
*I spoke to the woman **who owns the hotel**. Did you see the letter **that came this morning**?*
  - b. We use *who* for people. *I spoke to the woman. **She** owns the hotel. I spoke to the woman **who owns the hotel**.*  
We use *that* for things or people. *Did you see the letter? **It** came this morning. Did you see the letter **that** came this morning?*
  - c. We can use *which* instead of *that* (to talk about things) in a defining relative clause. *Did you see the letter **which** came this morning?*
2. Leaving out *who*, *that* and *which* in defining relative clauses
  - a. We often leave out *who*, *that* or *which* when they are the objects in defining relative clauses.  
*Have you seen the book **I put on this table**? ... het boek dat ik op tafel gelegd heb.*
  - b. But we cannot leave out *who*, *that* or *which* when they are the subjects in these clauses.  
*Marianne is the girl **who invited us to party**. ... het meisje dat ons uitnodigde.*
3. Defining relative clauses with *whose*, *where*, *when* and *why* / *that*
  - a. *Whose*. We use *whose* in relative clauses (in place of *his*, *her*, *their*, etc.) to talk about possession. *I've got a friend. **His** brother is an actor. I've got a friend **whose** brother is an actor. (wiens broer)*
  - b. *Where*, *when* and *why* / *that*
    - We can use *where* (for places) and *when* (for times) in relative clauses. *The factory **where I work** is going to close down. Is there a time **when we can meet**?*
    - After the word *reason*, we can use *why* or *that* in relative clauses. *Is there a **reason why / that you want to leave now**?*
    - We can leave out *when*, *why* and *that*. *Is there a time **we can meet**? Is there a reason **you want to leave now**?*
    - We can also leave out *where* if we use a preposition. *The hotel **we stayed at** was very small.*
4. Defining and non-defining relative clauses
  - a. 'Defining' relative clauses tell us which person, thing, etc. the speaker means.  
*I spoke to the woman **who owns the hotel**.*
  - b. 'Non-defining' relative clauses give more information about a person or thing already identified. *Sue's house, **which is in the centre of town**, is over 100 years old.*  
Non-defining clauses are more common in a formal style, especially in writing. We put commas. *Frank Morris, **who is one of my best friends**, has decided to go and live in France.*
  - c. In a non-defining clause we always use *who* for people and *which* for things; we cannot use *that*. *She gave me the key, **which I put in my pocket**.*  
In a non-defining clause we cannot leave out *who* or *which*. *My uncle John, **who lives in Manchester**, is coming to visit me next week. She gave me the key, **which I put in my pocket**.*



5. Non-defining relatives clauses with *whose*, *where*, *when* and *whom*

*We're going on holiday in September, when the weather isn't so hot.*

We can also use *whom* instead of *who* when it is the object of the verb in a non-defining clause.

*Sarah Ross, who / whom you met in Madrid last summer, will be at the party tonight.*

6. Relative clauses with prepositions

- a. Defining clauses. We can use a preposition before *which* and *whom* in a defining relative clause. *That's the town in which he was born. Dat is de stad waar hij geboren is.*  
But it is more usual to put the preposition at the end of the clause and to leave out the pronoun. *That's the town he was born in. Dat is de stad waar hij geboren is.*
- b. Non-defining clauses. Put the preposition at the end of the clause. *Mr and Mrs Morris, who we went on holiday with, live in Bristol.*

7. *Which* referring to a whole clause

*He offered to help me. This was very kind of him. He offered to help me, which was very kind of him. Hij wilde me graag helpen en dat was heel vriendelijk van hem.*

#### 4 Reflexive pronouns

The reflexive pronouns are:

	singular	plural
1st person	<i>myself</i>	<i>ourselves</i>
2nd person	<i>yourself</i>	<i>yourselves</i>
3rd person	<i>himself, herself, itself</i>	<i>themselves</i>

- We use reflexive pronouns when the subject and the object of a clause are the same.  
*I burnt myself cooking the dinner. Ik verbrandde mij bij het koken.*
- After prepositions, we use object pronouns, when it is clear who we are talking about.  
*I'll take some money with me. Ik neem wat geld mee. I'm very angry with myself. (boos op mezelf)*
- By myself / by yourself*, etc. can mean 'alone' or 'without help'.  
*I don't live by myself, I share a flat with two friends. Ik woon niet alleen.*
- We do not normally use reflexive pronouns after *feel*, *relax* or *concentrate*, *wash*, *shave*, *dress*.  
*I feel fine. Ik voel me goed. Ken got up. Then he washed, shaved and dressed. (zich...) But: I got out of the bath and dried myself. Ik droogde mij af.*
- We can also use reflexive pronouns to emphasise 'that person, nobody else'.  
*I'm not going to clean your room for you. You clean it yourself! Je kunt het zelf maar doen.*
- Compare *-selves* (*themselves, ourselves*) and *each other, one another*.  
*Sue and I can take care of ourselves. (onszelf). Sue and I can take care of each other, of one another. (elkaar)*

#### 5 One(s)

- We often use *one* instead of repeating a noun.  
*My new flat is much bigger than my old one. I like these shoes more than the other ones.*
- We only use *a / an* with *one* if there is an adjective, but not *a one*. *I'm looking for a tie. I'm looking for a tie. I want a blue one. Ik wil een blauwe. I want one with stripes. Ik wil er een met strepen.*
- We can use *one* after the demonstrative adjectives *this*, *that*.  
*Which picture do you prefer, this one or that one? Verkies je deze of gene foto?*
- We use *which one(s)* in questions. *I like the green shirt best. Which one do you prefer? Welk zou je uitkiezen?*
- We can use *one* after *each*. *I've got three children, and each one goes to a different school. Elk kind gaat naar een andere school.*
- We only use *one(s)* instead of countable nouns; with uncountable nouns we can repeat the noun.  
*There's some brown sugar in the cupboard, but there isn't any white (sugar). Er is geen witte.*

## 6 *Something, anything, somebody, anybody, etc.*

1. We can form compounds by joining *some, any, no* and *every* with *-thing, -body, -one* and *-where*.  
*something, anything, nothing, everything*
2. There is a difference between *some* and *any*.  
*I've got something to ask you. I can't see anybody outside. Could I have something to eat?*
3. All these compounds *something, anyone, nobody, everywhere*, etc. are singular. **Something is wrong.**  
*What is it? Er is iets fout. Wat is het?* But: **Somebody forgot to lock the door, didn't they?** (informal style) *Nietwaar?*

## Adjectives

### 1 *Form, position and order of adjectives*

1. Form: Adjectives in English only have one form, which we use with singular and plural nouns. *an old man old men*. When a noun is used as an adjective, it does not have a plural form. *two hours a two-hour film, een film van twee uur*
2. Position
  - a. An adjective can come in two places in a sentence:
    - before a noun: *a young man new shoes*
    - after the verbs *be, look, appear, seem, feel, taste, smell, sound*. *He is young. That soup smells good.*
  - b. A few adjectives *asleep, alone, alive, awake, afraid, ill, well* can come after a verb, but not before a noun. For example we can say *he is asleep*, but not *an asleep man*. *a sleeping man, a frightened animal, sick children, healthy people*
  - c. In expressions of measurement, the adjective normally comes after the measurement noun.  
*He's eighteen years old. I'm 1.80 metres tall.*
3. Order
  - a. When we use two or more adjectives together, 'opinion' adjectives go before 'fact' adjectives.  
*an interesting new film, a beautiful blue dress*
  - b. When two or more fact adjectives come before a noun, they normally go in the following order: size + age + shape + colour + origin + material + purpose + NOUN. *white leather running shoes* (colour + material + purpose)

### 2 *Comparative and superlative adjectives*

1. Form of comparatives and superlatives
  - a. Short adjectives: *-er* for the comparative and *-est* for the superlative of one-syllable adjectives.

Adjective	comparative	superlative
<i>small</i>	<i>smaller</i>	<i>smallest</i>
  - b. Longer adjectives: Adjectives of three or more syllables take *more* in the comparative and *most* in the superlative.

Adjective	Comparative	Superlative
<i>exciting</i>	<i>more exciting</i>	<i>most exciting</i>
<i>happy</i>	<i>happier</i>	<i>happiest</i>
<i>quiet</i>	<i>quieter</i>	<i>quietest</i>
<i>honest</i>	<i>more honest</i>	<i>most honest</i>
<i>polite</i>	<i>politer/more polite</i>	<i>politest/most polite</i>
  - c. Irregular comparatives and superlatives

Adjective	Comparative	Superlative
<i>good</i>	<i>better</i>	<i>best</i>
<i>bad</i>	<i>worse</i>	<i>worst</i>
<i>far</i>	<i>farther / further</i>	<i>farthest / furthest</i> (= more, in addition)
<i>old</i>	<i>older / elder</i>	<i>oldest / eldest</i> (= members of a family)
<i>little</i>	<i>less</i>	<i>least</i>
<i>much / many</i>	<i>more</i>	<i>most</i>
2. Use of comparatives
  - a. When we compare one person, thing, etc with another. *The Amazon is longer than the Mississippi.*

- b. We can use comparative + *and* + comparative to say that something increases or decreases. *The weather is getting **colder and colder**.*
  - c. To say that two things change together or that one thing depends on another thing. ***The smaller** a car is, **the easier** it is to park. Hoe kleiner de auto, hoe gemakkelijker je kunt parkeren.*
  - d. We can use (*very*) *much, a lot, a little, a (little) bit, rather or far* (= very much) + comparative. ***very much taller a lot more important a little cheaper***
  - e. To compare two things/persons, we use the comparative, not the superlative. *Of these two daughters, which is the **more** beautiful?*
3. Use of superlatives
- a. To compare one element in a group with two or more other elements in the same group. *I'm the **youngest** in my family. Mount Everest is the **highest** mountain in the world. (van de wereld)*  
We normally use *the* with superlatives: ***the tallest, the youngest, the most beautiful.***
  - b. Before a superlative, we often use *by far* or *easily*: ***by far the tallest, easily the most interesting.***
4. *As... as*
- a. We use *as* + adjective + *as* to say that two people, things, etc. are the same in some way. *Was the exam **as difficult as** you'd expected? ... zo gemakkelijk als je verwacht had?*
  - b. After *not*, we can use *as... as* or *so... as*. *Today **isn't as / so cold as** yesterday. Vandaag is het niet zo koud als gisteren.*

## Adverbs

### 1 Adjectives and adverbs of manner

1. Adverbs of manner say **how** something happens. *She sings **beautifully**.*  
An adjective tells us more about a noun. An adverb of manner tells us more about a verb.  
*She's a **beautiful** singer. She sings **beautifully**.*
2. We form most adverbs of manner by adding *-ly* to the adjective. *Beautiful, beautifully*  
But: *You're a **good** swimmer. You swim **very well**.*  
And we use *fast, hard, early* and *late* as both adjectives and adverbs. *It was **hard** work. We worked **hard**.*
3. Some adjectives also end in *-ly*. They have no adverb forms; we use *in a ... way*.  
*She smiled **in a friendly way**. Zij lachte erg vriendelijk.*

### 2 Adverbs of manner, place and time

1. An adverb can be one word (*quickly*) or an adverbial phrase (*in the park*).  
Adverb of manner (**how?**); adverb of place (**where?**); adverb of time (**when?**).
2. Position
  - a. Adverbs of manner, place and (definite) time normally go after the direct object. *I read **the letter carefully**.*
  - b. If there is no direct object, the adverb normally goes after the verb. *She **drove carefully**.*
  - c. If there is more than one adverb, the usual order is: manner + place + time.  
*We worked **hard at school yesterday**.* (manner + place + time)
  - d. Note that an adverb does not normally go between a verb and its direct object. *He **drank his coffee quickly**.*
  - e. Adverbs of manner, place and time can also go at the beginning of a clause (special emphasis).  
***Tomorrow** I have to go to the doctor's.*
3. Adverb position with verbs
  - a. An adverb normally goes before a full verb. *They **usually watch** TV in the evenings.*
  - b. But an adverb normally goes after the verb *be* or an auxiliary verb like *have, will, can*.  
*He's **probably** at home now. I **can never** remember your phone number.*
  - c. When there is more than one auxiliary verb the adverb normally goes after the first auxiliary.  
*These curtains **have never** been cleaned.*
  - d. In negative sentences, adverbs of probability (*probably, certainly*) go before the negative *won't, not*. *We **probably won't** be here tomorrow. / We'll **probably not** be here tomorrow.*

### 3 Time: still, yet and already

1. *Still* (= 'as late as now or then'; 'later than expected') before a full verb, or after *be* or auxiliary verb. *My brother is 18, but he still behaves like a child. Hij gedraagt zich nog altijd als....*
2. We also use *still* after the subject in negative sentences, to express impatience or surprise. *I've known Mike for years, but I still don't understand him. Ik kan hem nog altijd niet verstaan.*
3. We use *yet* (= 'up to now or then') only in questions and negative sentences; *yet* goes at the end. *I wrote to her a week ago, but she hasn't answered my letter yet. Zij heeft nog altijd niet geantwoord.*
4. *Already* (= 'by now or then'; 'sooner than expected') before a full verb, or after *be* or auxiliary verb. *'Could you do the washing up?' 'I've already done it.' Ik heb het al gedaan.*
5. We can also use *already* at the end of a clause for emphasis. *I've seen the film already. Natuurlijk heb ik die film al gezien.*

### 4 Time: any more, any longer and no longer

1. We can use *not... any more*, *not... any longer* and *no longer* to say that a situation has changed. *Any more* and *any longer* go at the end of a clause. *Annie doesn't live here any more. She moved last year. Zij woont hier niet meer.*
2. Normally, *no longer* goes before a full verb, or after *be* or an auxiliary verb. *Annie no longer lives here. My father is no longer a young man.*

### 5 Adverbs of frequency

1. Adverbs of frequency say **how often** something happens: *always, normally, usually, frequently, often, sometimes, occasionally, rarely, seldom, hardly ever, never, ever.*
2. These adverbs normally go before a full verb, but after *be* or an auxiliary verb. *I always go to work by bus. I'll always remember you. Ik zal altijd aan je denken.*
3. When there is more than one auxiliary verb, the adverb normally goes after the first auxiliary. *Have you ever been invited to one of his parties? Ben je ooit uitgenodigd?*
4. *Sometimes, usually, normally, frequently, often* and *occasionally* can go at the beginning or end. *Do you see your parents often? Zie je je ouders vaak?*
5. Adverb phrases of frequency *every evening, once a week* normally go at the end (or the beginning). *I go swimming once a week. Een keer per week ga ik zwemmen.*
6. Adverbs of definite frequency *daily, weekly, monthly, yearly* normally go at the end of a clause. *The post is delivered here twice daily. Twee keer per dag komt de post.*
7. Adverbs of frequency with a restrictive meaning *rarely, seldom, hardly ever, never*, when put in an emphatic position, normally cause inversion. *Nooit ben ik uitgenodigd. Seldom does he come to school by bike. Never have I been invited to one of his parties.*

### 6 Adverbs of probability

These adverbs say **how sure** we are about something: *certainly, definitely, obviously, probably.*

1. These adverbs normally go before a full verb, but after *be* or an auxiliary verb. *He probably knows your address. He's probably at home now. Hij is wellicht thuis nu.*
2. In negative sentences, adverbs of probability normally go before the negative *won't, isn't, not*, etc. *He certainly isn't at home now. Hij is beslist niet thuis nu.*
3. *Perhaps* and *maybe* normally go at the beginning of a clause. *Maybe* is quite informal. *Perhaps I'll see you later. Ik zie je straks wellicht.*

### 7 Fairly, quite, rather and pretty

1. The adverbs *fairly, quite, rather* and *pretty* modify adjectives or other adverbs. *The film was quite good. (adverb + adjective) I know her fairly well. (adverb + adverb)*
2. In general, *quite* is a little stronger than *fairly*. *I'm quite tired. I think I'll go to bed now. Ik ben vrij moe. Rather* ('more than is usual', 'more than is wanted', 'more than is expected') is stronger than *quite*. *We're rather late. We'd better hurry. We zijn nogal laat.*
3. We can use *pretty* with a similar meaning to *rather*; we use *pretty* in a more informal style. *We're pretty hungry. We haven't eaten all day. We hebben reuzehonger.*
4. We use *quite* before *a / an*, but *fairly* and *pretty* after *a*. *It was quite an interesting film. It was a pretty interesting film. Het was een vrij interessante film.*

- We can use *rather* before or after *a / an*. *It was **rather an** interesting film./It was **a rather** interesting film.*
- Quite* and *rather* can also modify verbs; they go before a full verb, but after an auxiliary verb.  
*He's **quite** enjoying himself. Hij heeft het erg naar zijn zin.*
- Rather*, but not *fairly*, *quite* or *pretty*, can be used before comparatives. **rather colder rather more expensive**
- Quite* can also mean 'completely' with some adjectives, adverbs or verbs.  
*The animal was **quite dead**. (= completely dead) I **quite understand**. (= completely understand)*

### 8 Too and enough

- Too* goes before adjectives and adverbs; *enough* goes after adjectives and adverbs.  
*Slow down! You're driving **too fast**. Are you **warm enough**, or do you want your coat?*
- We also use *too many*, *too much* and *enough* before nouns
  - We use *too many* before countable nouns, and *too much* before uncountable nouns.  
*There's **too much salt** in this soup. De soep is te zout.*
  - We use *enough* before both countable and uncountable nouns.  
*There's **enough salt** in the soup. It doesn't need any more. De soep is zout genoeg.*  
We can use *too many*, *too much* and *enough* alone, without a noun.  
*We need some more eggs. We haven't got **enough**. We hebben eieren tekort.*
- After *too* and *enough* we can use *for* + object.  
*The flat isn't really **big enough for all of us**. Hij is niet groot genoeg voor ons allemaal.*
- After *too* and *enough* we can use the *to* infinitive.  
*It's **too early to have** dinner. Het is te vroeg om te gaan eten.*
- We can also use the structure *too / enough + for + object + to* infinitive.  
*It's **too early for us to have** dinner. Het is te vroeg voor ons om te gaan eten.*
- We can modify *too* (but not *enough*) with *much*, *a lot*, *far* (= very much), *a little*, *a bit*, *rather*.  
**much too heavy far too cold, a bit too fast**
- Too* (but not *very*) has the negative meaning 'more than necessary' or 'more than is good'.  
*She's a good worker. She works **very** quickly. He works **too** quickly and makes a lot of mistakes.*

### 9 So and such

- We use *such* before a noun, with or without an adjective. *She's **such a nice** woman. Zij is zo een lieve vrouw.*  
We use *so* before an adjective alone, without a noun, or with an adverb. *She's **so nice**. He works **so slowly**. Hij werkt zo traag.*
- We can use *so* (but not *such*) with *many* and *much*. *There were **so many** people on the train. Er waren zoveel mensen op de trein.*  
We can use *such* (but not *so*) before *a lot (of)*. *I've got **such a lot** to do today. I'm really busy. Ik heb zoveel werk vandaag.*

### 10 Comparison: adverbs

- Form of comparative and superlative adverbs  
Most adverbs form the comparative with *more* and the superlative with *most*.  
*beautifully more beautifully most beautifully*  
One-syllable adverbs *fast*, *hard*, *late*, *long*, *soon* add *-er* in the comparative and *-est* in the superlative.  
*fast faster fastest* But: *early (ear-ly)* also adds *-er / -est*: *earlier -> earliest*.  
The adverbs *well*, *badly* and *far* have irregular comparatives and superlatives.  
*well better best, badly worse worst, far farther / further farthest / furthest*
- Making comparisons using adverbs. We use the same structures when we make comparisons using adverbs or adjectives.
  - comparatives. *You should drive **more carefully**.*
  - comparative + *and* + comparative. *It snowed **more and more heavily** as the day went on.*
  - the* + comparative clause, *the* + comparative clause  
***The sooner** we leave, **the earlier** we'll arrive. Hoe vroeger we vertrekken, hoe eerder we aankomen.*
  - Superlatives *She runs **the fastest** of all the girls. Zij loopt het hardst van allemaal.*
  - as ... as.. Mike can't play the guitar **as / so well as** Sarah. Hij speelt net zo goed gitaar als Sarah.*

**Table of tenses in active voice**

	<i>non-perfect tense</i>	<i>indicators</i>	<i>rule</i>		<i>perfect tenses</i>	<i>indicators</i>	<i>rule</i>
1 PRESENT	He washes	his car every month, weekly, once a week, on Sundays always, never, usually, often, seldom	habits and general truths	PERFECT	He has washed	his car this week for/since yet, already lately, recently, ever, just	relation with now
2 PAST	He is washing	now, at the moment	action going on now	CONT.	He has been washing	this week for/since yet, already lately, recently, ever, just	relation with now
2 PAST	He washed	yesterday last week a week ago in 1999 when?	no relation with now	PERFECT	He had washed	already when I met him	one past action before another
2 PAST	He was washing	when I saw him	action going on in the past	CONT.	He had been washing	already when I met him	one past action before another
3 FUTURE	He will wash	next week if he has time	opinion about future	PERFECT	He will have washed	by the end of the week	an action which at a given future time will be in the past
3 FUTURE	He will be washing	next week		CONT.	He will have been washing	by the end of the week	action at given future time will be past

# Verbs

## 1 Present continuous

1. Form *I am working. He is not working. Are you working? Ik ben aan het werk.*
2. Use
  - a. To talk about something which is **in progress** at the moment of speaking.  
*'What **are** you **doing** at the moment?'* *'I'm **writing** a letter.'* *Ik ben aan het schrijven.*  
To talk about something which is in progress around the present.  
*You're **spending** a lot of money these days. Je geeft nogal veel geld uit.*  
To talk about something which is in progress for a limited period around the present.  
*Robert is on holiday this week. He's **staying** with his sister in Bournemouth.*  
To talk about situations which are changing or developing around the present.  
*Computers **are becoming** more and more important in our lives.*
  - b. With *always, forever, continually* to say that something happens 'too often' (**irritation**).  
*He's **always saying** stupid things. Hij zegt voortdurend domme dingen.*
  - c. To talk about something we have already **arranged** or planned to do in the future.  
*What **are you doing** on Saturday evening? I'm **meeting** Sue. Wat ga je doen?*

## 2 Present simple

1. Form *It works. She does not work. Do they work?*
2. Use
  - a. To talk about repeated actions or habits. *What time **does** Kate **finish** work?*
  - b. To talk about situations which are permanent. *Mr and Mrs Shaw **live** in Bristol.*
  - c. To talk about general truths. *Vegetarians **don't eat** meat or fish.*
  - d. To talk about future events which are part of a fixed timetable or fixed programme.  
*The train **leaves** at 7.30 tomorrow morning. De trein vertrekt morgenvroeg.*

## 3 Present continuous and present simple

Progress	Repetition
<i>Are you <b>working</b> now? Ben je aan het werk?</i>	<i>Do you <b>work</b> every Saturday afternoon?</i>
Temporary	Permanent
<i>I'm <b>sleeping</b> on a sofa these days because my bed is broken.</i>	<i>I always <b>sleep</b> eight hours every night.</i>

## 4 Past simple

1. Form *I worked. You did not work. Did it work?*
2. Use To talk about actions and situations in the past. *We **didn't go** out last night. We **stayed** at home and **watched** TV.*

## 5 Past continuous

1. Form *You were working. I was not working. Were they working? Je was aan het werk.*
2. Use
  - a. To talk about something which was in progress at a past time. *I saw you last night. You **were waiting** for a bus. Je stond op de bus te wachten.*

Continuous	Simple
<i>I was <b>writing</b> a letter. Ik was aan het schrijven. (= I was in the middle of writing it.)</i>	<i>I <b>wrote</b> a letter. Ik heb een brief geschreven. (= I started and finished it.)</i>

- b. We often use the past continuous and past simple together in a sentence. *We **were walking** when it **started** to rain. We waren aan het wandelen toen het begon...* But to say that one thing happened after another, we can use the past simple. *When the telephone **rang**, Kate **answered** it.*
- c. In a story the past continuous is for a background scene and the past simple for events and actions. *I was **standing** outside the bus station. It was **getting** late and I was **feeling** tired. Suddenly, a woman **came** round the corner and **walked** right up to me.*

## 6 Present perfect simple

1. Form *I have worked. She has not worked. Have you worked?*
2. Use
  - a. To talk about something which started in the past and continues up to the present.  
*How long have you lived here? (= You still live here now.) Hoe lang woon je hier al?*
  - b. For things which have happened during a period of time that continues up to the present.  
*Have you ever eaten Chinese food? (= in your life, up to now)*
    - With 'indefinite' time words like *ever, never, yet* and *before*. *I've never seen a ghost.*
    - With *today, this morning, this afternoon* when these periods of time are not yet finished.  
*I've written six letters this morning.* (It is still 'this morning'.)
  - c. When the result of a past action is connected to the present; or to announce 'news'.  
*Someone has broken the window. (= The window is now broken.) I've found a new job.*

## 7 Gone and been

*Mr Jones isn't here at the moment. He has gone to the hairdresser's. Hij is naar de kapper.*  
*Mr Jones is back now. He has been to the hairdresser's. Hij is net terug.*

## 8 Present perfect with just, yet and already

1. We use *just* for very recent events; *just* goes after the auxiliary verb *have*.  
*The taxi has just arrived.*
2. We use *yet* when we are expecting something to happen (in questions and negatives only).  
*It's nearly 10 o'clock. Has Andrew woken up yet?*
3. We use *already* when something has happened sooner than expected.  
*'Where's Kate?' 'She's already left.'* *She's left already.* (emphasis) *Ze is net weg.*

## 9 Present perfect continuous

1. Form *You have been working. She has not been working. Has he been working?*
2. Use
  - a. To talk about something which started in the past and has been in progress up to the present.  
*How long have you been sitting there? Hoe lang zit je hier al?*
  - b. When an action has been in progress up to the recent past, with results in the present.  
*It's been snowing.* (It isn't snowing now, but there is snow on the ground.) *Het heeft gesneeuwd.*
  - c. To talk about repeated actions or situations in a period up to the present (or the recent past).  
*How long have you been living in Manchester? Hoe lang woon je er al?*

## 10 Present perfect continuous and present perfect simple

1. The action may be finished or not finished. The action is finished.  
*I've been cleaning my car. I've cleaned my car.*
2. To talk about duration. To talk about result.  
*I've been walking all morning. I've walked six kilometres so far this morning.*
3. For more temporary situations. For more permanent situations.  
*He's been living there for just a few weeks. He's always lived there.*

## 11 Present perfect with for and since

To talk about things that have continued over a period of time up to the present (or the recent past).  
*It's been snowing for four days.* (length of time) *Het sneeuwt al vier dagen.*  
*It's been snowing since Monday.* (starting point) *Het sneeuwt al van maandag.*



## 12 Present perfect and past simple

Present perfect	Past simple
1. The present perfect connects past and present. <i>I've lived in London for ten years.</i> (= I still live there.) <i>Ik woon al tien jaar in Londen.</i>	The past simple tells us only about the past. <i>I lived in York for ten years.</i> (= not any more) <i>Ik heb tien jaar in York gewoond.</i>
2. To talk about an indefinite time up to the present. <i>Have you ever seen a ghost?</i>	With the definite time given. <i>Did you see your friend yesterday?</i>
3. The period of time is not yet finished. <i>I've spoken to Peter this morning.</i> (It is still morning.)	The period of time is finished. <i>I spoke to Peter this morning.</i> (It is evening.)
	4. We use a past tense to ask when something happened. <i>When did you arrive home last night?</i> <i>Wanneer ben je gisteravond thuisgekomen?</i>

## 13 Present perfect and present tense

To say how long something has continued, we cannot use the present continuous or present simple.

*She has been waiting for an hour.*

*Zij is al één uur aan het wachten.*

*I've lived here since last year.*

*Ik woon hier al sinds vorig jaar.*

## 14 Past perfect simple

1. Form *I had worked. She had not worked. Had you worked?*
2. Use

- a. When we are talking about the past, we sometimes want to refer back to an earlier past.  
*We arrived at the cinema at 8.00, but the film had started at 7.30. De film was al begonnen.*
- b. The past perfect is the past form of the present perfect.  
*I haven't eaten all day today, so I'm very hungry now.*  
*I hadn't eaten all day yesterday, so I was very hungry when I got home.*

Past perfect	Past simple
<i>When Sue arrived, we had had dinner.</i> <i>Toen Sue aankwam, hadden we net gegeten.</i>	<i>When Sue arrived, we had dinner.</i> <i>Toen Sue aankwam, gingen we net eten.</i>

## 15 Past perfect continuous

1. Form *I had been working. She had not been working. Had they been working?*
2. Use
  - a. When we are talking about the past, we sometimes want to refer back to an earlier past.  
*Dave had been driving for an hour when his car broke down. Hij was aan het rijden geweest...*
  - b. The past perfect continuous is the past form of the present perfect continuous.  
*I've been working hard all day, so I'm very tired now.*  
*I'd been working hard all day, so I was very tired last night.*

## 16 Future: will

1. Form *I will work. She will not (won't) work. Will it work?*

We use *will* with all persons. We can use *shall* with the first person. We normally use the short form *I'll* and *we'll*. The negative of *shall* is *shall not (shan't)*.

2. Use
  - a. To predict the future.  
*Tomorrow will be another cold day in all parts of the country. Morgen zal het koud zijn.*
  - b. When we decide to do something at the moment of speaking.  
*'Would you like something to drink?' 'Oh, thank you. I'll have some orange juice.'*

### 17 Future: going to

1. Form *be + going to + infinitive*
2. Use: Sentences with *going to* connect the future and the present.
  - a. To talk about something in the future which we can see as a result of something in the present.  
*Look at those black clouds in the sky. It's **going to rain**. Het zal wel gaan regenen.*
  - b. To talk about what we intend to do in the future, when we have already decided to do something.  
*I'm **going to have** a shower. Ik ga een stortbad nemen.*

### 18 Future: will and going to

1. What we think or believe will happen in the future. A result of something in the present  
*Don't climb up that tree. You'll **fall** and hurt yourself. Look out! You're **going to fall**!*  
*Je zou kunnen vallen. Pas op dat je niet valt!*
2. An intention at the moment of speaking. When we have already decided.  
*What shall I do tomorrow? I know! I'll **paint** the kitchen. 'Why are you putting on those old clothes?'*  
*Ik ga morgen de keuken schilderen. 'I'm **going to paint** the kitchen.'*

### 19 Present continuous for the future

To talk about something that we have already arranged or planned to do in the future. *'What **are you doing** on Saturday evening?' I'm **meeting** Sarah. 'Wat ga je zaterdag doen?'*

### 20 Future: present continuous and going to

1. To talk about things which we have already arranged to do or planned to do in the future.  
*I'm **having** lunch with Lynne tomorrow. I'm **going to have** lunch with Lynne tomorrow.*
2. To make predictions about the future, we can use *going to* (or *will*), but not the present continuous.  
*It's **going to rain** tomorrow. Ik denk dat het morgen gaat regenen.*

### 21 Present simple for the future

To talk about future events which are part of a fixed timetable or fixed programme. *The film **starts** at 7.30 and **finishes** at 9.00.*

### 22 Present simple for the future after when, if, etc

To refer to the future in clauses of time and condition after *when, while, as soon as, after, before, until, if, unless, as / so long as* and *provided / providing (that)*.

*I'll buy a newspaper **when** I go out. We won't go out **until** it stops raining.*  
*We'll go to the beach **if** the weather is nice. I'll go to the party **provided** you go too.*

### 23 Future continuous: will be + ...-ing

1. Form *I will be working. She won't be working. Will he be working? Ik zal aan het werk zijn.*  
We can use *shall* instead of *will* with *I* and *we* e.g. *I / we shall be working* (but we normally use the short forms *I'll* and *we'll*). The negative of *shall* is *shall not* (short form: *shan't*).

2. Use
  - a. To talk about something which will be in progress at a time in the future.  
*What **will** you **be doing** this time next week? Wat zul je aan het doen zijn?*
  - b. To talk about things in the future which are already planned, or which are part of a regular routine. *I'll **be driving** into town later on. Do you want a lift? Ik rijd straks naar de stad.*  
A polite way of asking about someone's plans, especially when we want them to do something for us. ***Will** you **be using** your camera at the weekend? I wondered if I could borrow it. Heb je hem nodig?*

#### 24 Future perfect: will have + past participle

1. Form *I will have worked. She won't have worked. Will they have worked?*  
We can use *shall* instead of *will* with *I* and *we* e.g. *I/we shall have finished* (but we normally use the short forms *I'll* and *we'll*). The negative of *shall* is *shall not* (short form: *shan't*).
2. Use. To talk about something that will be completed by (not later than) a certain time in the future.  
*I'll have finished dinner by 8.00. Ik zal klaar zijn met eten. They'll be tired when they arrive. They'll have been travelling all day.*

#### 25 Future in the past: was/were going to

To say that something was planned for the future at a past time. *They were going to get married, but in the end they changed their minds. Ze waren van plan...*

#### 26 Continuous forms with always

1. We can use *always* with the present continuous or past continuous to mean 'too often'.  
*She was always crying when she was a baby.* (This expresses anger or irritation.)
2. Difference between *always* with simple forms and *always* with continuous forms.  
*She always comes to work at 8.30. She's always coming to work late.*
3. We can use words like *forever* and *continually* instead of *always*.  
*You're forever losing things. He's continually saying stupid things.*
4. When something happens more often than expected. *She's always helping other people.*

#### 27 Verbs not used in the continuous

Some verbs are normally used only in the simple forms, not the continuous forms.

1. Verbs of thinking  
*think* (= believe), *believe*, *understand*, *know*, *see* (= understand), *recognise*, *suppose*, *remember*, *imagine*, *forget*, *mean*, *realise*  
*I think you're right.* (Not: *I'm thinking...*)
2. Verbs of feeling  
*Like*, *dislike*, *hate*, *love*, *prefer*, *want*, *wish*  
*I like this music.* (Not: *I'm liking...*)
3. Verbs of perception  
*See*, *hear*, *smell*, *taste*, *feel*  
*We heard someone outside.* (Not: *We were hearing...*)
4. Other verbs  
*have* (= possess), *own*, *belong to*, *owe*, *need*, *include*, *cost*, *contain*, *weigh*, *sound*, *be*, *seem*, *deserve*  
*I weigh 70 kilos.* (Not: *I'm weighing...*)

We can use some of the above verbs in the continuous when they describe actions.

*I think you're right. Ik geloof dat je gelijk hebt. Ssh! I'm thinking. Ik ben aan het nadenken.  
He's stupid. (generally) He's being stupid. (He is behaving in a stupid way now.)*

Compare *hear*, *see* and *listen*, *look*, *watch*.

When it is not a deliberate action. <i>When I was in the garden I heard the telephone ring.</i>	When it is a deliberate action. <i>They were watching TV last night.</i>
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Verbs of physical feeling (*feel*, *ache* and *hurt*) can be used in either the continuous or simple forms. *I am feeling / I feel ill.*

#### 28 Imperative and let's

1. Imperative
  - a. To give orders, to make offers, suggestions and requests, and to give warnings.  
*Stop! Look out! Be careful!*

- b. The imperative has the same form as the infinitive without *to*. **Sit down.**
  - c. We make the negative imperative with *don't/do not*. **Don't open the window.**
  - d. We can make an imperative more emphatic by putting *do* in front of it (politeness, impatience).  
**Do sit down.**
  - e. We can use a noun or pronoun to make it clear who we are speaking to. **Sit down, everybody.**
  - f. We can use the question tags *will/ won't / would you?* and *can / can't / could you?*  
**Shut the door, will you? Sit down, won't you? Help me with these bags, could you?**
2. Let's
- a. We use *let's* (= *let us*) + infinitive without *to* to make suggestions. *We're late. Let's hurry.*
  - b. We can make negatives with *let's not* or *don't let's*. **Let's not wait./Don't let's wait.**
  - c. We can use *do* before *let's* for emphasis. **Do let's hurry.**
  - d. After *let's* we can use the question tag *shall we?* **Let's go to the cinema, shall we?**

### 29 Be

1. Form
- a. Present form of *be*: am, are, is
  - b. Past form of *be*: was, were
2. Use. We use *be* to ask for and give information about people and things.  
*My name is Maria. I'm from Spain. 'Were you at home last night?' 'No, I wasn't. I was at the cinema.'*

### 30 There is, there are

1. We normally begin the sentence with *there + be* and put the subject after *be*.  
**There is a bank in West Street.**
2. We can use this structure with different forms of *be*.  
**There is a bank in West Street.** (present tense). **There has been an accident.** (present perfect)  
Note that if the subject is plural, *be* takes a plural form also.  
**There's a man at the door. There are some men at the door.**
3. Compare *there is / are* and *it is / they are*.  
*There + be* is used to say that something exists; we use *it, they + verb* to give more details.  
**'There's a man at the door.' 'It's Mr Davis.'**

### 31 Have and have got

1. In British English we often use *have got* instead of *have* when the meaning is 'possess'.  
*I haven't got any paper. I don't have any paper.*  
*Have got* (more informal) means exactly the same as *have* in these uses; *got* is an 'empty' word here.
2. Form *I have got. She has not got. Has he got?*
- a. Present form of *have* (1) *I have. She does not have. Does he have?*
  - b. Present form of *have* (2) *Have* without *got* and without *do / does* in negatives and questions (not very common). *I have. She has not. Has he?*
  - c. To express repetition. *I often have headaches.*
  - d. To stress a present action or situation. *I've got a terrible headache at the moment.*
  - e. When we talk about the past, we normally use *had*, not *had got*. *I had a headache last night.*
  - f. We use *did* in past negatives and questions. *I didn't have a pen. Did you have a key?*
  - g. We do not use *got* in short answers. *Have you got a pen?' 'Yes, I have.'*

### 32 Have for actions

1. We can use *have* to talk about actions in a number of expressions.  
*have breakfast lunch / dinner / a meal / a drink / a cup of tea / some coffee / a beer / a cigarette*  
*have a bath / a shower / a wash / a shave / a sleep / a rest / a dream*  
*have a swim / a walk / a game of tennis, a game of football, ...*  
*have a holiday / a day off work / a party / a good time, a bad time, ...*  
*have a conversation / a talk / a chat / a quarrel / a row / a fight / a disagreement / an argument*  
*have a baby* (= give birth to a baby)  
*have a look* (= look)  
*have a try / a go* (= try)

We can use continuous forms of *have* with these expressions (because they describe actions).

*We were having dinner when Peter arrived. We waren aan het eten toen Peter aankwam.*

2. We form negatives and questions with *do/does* in the present simple and *did* in the past simple.  
*When does Lynne usually have her holiday? Did you have a good time at the zoo yesterday?*

### 33 Negatives, questions and answers

#### 1. Negative statements

- a. By putting *not* (or *n't*) after an auxiliary verb (*be, have, can*). *We're leaving. -> We aren't leaving. We gaan nog niet weg.*
- b. By putting *not / n't* after the full verb *be*, and after *have* in *have got*. *I'm hungry. -> I'm not hungry. Ik heb geen honger.*
- c. In the present simple and past simple we use *do / does* and *did* before *not / n't*. *She lives in London. -> She doesn't live in London. Hij woont niet in Londen.*
- d. If there are two or more auxiliary verbs, *not / n't* goes after the first auxiliary. *He's been working. -> He hasn't been working. Hij is niet aan het werk geweest.*

#### 2. Yes / No questions

- a. We form questions by changing the position of the subject and the auxiliary verb. *You can cook. -> Can you cook?*
- b. We form questions with the full verb *be* in the same way. *They are English -> Are they English?*
- c. We form questions with *have got* by changing the position of the subject and *have*. *He has got a car -> Has he got a car?*
- d. If there are two or more auxiliary verbs, we change the position of the subject and the first auxiliary. *He has been waiting. -> Has he been waiting? Heeft hij lang gewacht?*
- e. In the present simple and past simple we use *do / does* and *did*. *She likes tennis. -> Does she like tennis? Houdt ze van tennis?*

#### 3. Wh- questions

- a. A *Wh-* questions begins with a question word: *what, where, who, whose, when, why, which, how. Where do they live?*
- b. We form questions by changing the position of the subject and the auxiliary verb. *They have gone -> Where have they gone? Waar zijn ze naartoe geweest?*
- c. We form questions with the full verb *be* in the same way. *He is here. -> Why is he here?*
- d. We form questions with *have got* by changing the position of the subject and *have*. *He has got your key. -> Why has he got your key?*
- e. If there are two or more auxiliary verbs, we change the position of the subject and the first auxiliary. *He has been reading. -> What has he been reading? Wat is hij aan het lezen geweest?*
- f. In the present simple and past simple we use *do / does* and *did*. *She goes to school. -> Where does she go to school? Waar loopt ze school?*

#### 4. Subject and object questions

- a. *Who* can ask about the subject or the object.

Asking about the object	Asking about the subject
<i>Frank loves someone. Who does Frank love?</i>	<i>Someone loves Frank. Who loves Frank?</i>
<i>Van wie houdt Frank?</i>	<i>Wie houdt van Frank?</i>

When *who* asks about the subject, the verb does not change and we do not use *do, does* or *did*.

- b. We can also use *what, which* and *how many* to ask about the subject.  
*'How many people went to the party?' 'About fifty.'*

## 5. Question words

- a. *What, who and which*
- We use *what* with a noun (*colour, nationality*) or without a noun to ask mostly about things. **What** colour is your car? *Welke kleur heeft je wagen? What is Ken doing?*
  - We can sometimes use *what* to ask about people. **What** actors do you like? *Welke acteurs vind je goed?*
  - We use *who* without a noun to ask about people. **Who** told you the news?
  - We use *which* with or without a noun to ask about things or people when there is a restricted choice. **Which** would you like - wine or beer? *Wat zou je kiezen: wijn of bier?*
  - But we often use *who* even when there is a restricted choice. **Who** do you prefer - Robert de Niro or Dustin Hoffman? *Wie vind je de beste?*
  - We often use *which one* instead of *who* or *what* when there is a restricted choice. **Which one** do you want - the red one or the blue one? *Welke zou je kiezen: de rode of de blauwe?*
- b. *Whose*. We use *whose* with or without a noun to ask about possession. **Whose** are these?' *'They're mine.' Van wie zijn ze? Ze zijn van mij.*
- c. *Where, when, why and how*
- We use *where* to ask about place. **Where** are you going on holiday?' *'To Greece.'*
  - We use *when* to ask about time. **When** were you born?' *'In 1970.'*
  - We use *why* to ask about reason or purpose. **Why** are you late?'
  - We use *how* to ask 'in what way?' **How** do you spell your name?' *'D-A-V-I-S.'* **How** are you?' *'I'm fine, thanks. And you?'* *Hoe gaat het ermee? How do you do? How do you do? I'm pleased to meet you.'* *Aangenaam.*
  - We use *how* with adjectives and adverbs, and with *much* and *many*. **How old** are you?' *'I'm 18.'* **How many** brothers and sisters have you got?

## 6. Negative questions

- a. We form negative questions with the contracted form *n't*. We put *n't* after an auxiliary verb. **Aren't** you watching TV?  
We also form negative questions by putting *n't* after the full verb *be*, and *have* in *have got*. **Haven't** they got any money?  
If there are two or more auxiliary verbs, *n't* goes after the first auxiliary. **Haven't** you been listening?  
In the present simple and past simple we use *do / does* and *did* before *n't*. **Doesn't** she live here any more?
- b. The word order is different when we use the full form *not* instead of *n't*. **Are you not** watching the TV? **Aren't** you watching the TV?
- c. We often use negative questions to express surprise, disappointment or annoyance. **Hasn't** she finished the letter yet? *She's been typing it all morning!*  
Negative questions are common in exclamations. **Isn't** it a terrible day! *Wat een vreselijke dag!*
- d. Notice the meanings of *yes* and *no* in answers to negative questions. **Didn't** they see the films?' **'Yes.'** (= Yes, they saw the film.) **'No.'** (= No, they didn't see the film.)

## 7. Question tags

- a. A question tag is an expression like *isn't it?* and *have you?* put at the end of a statement. *It's cold today, isn't it? You haven't seen my keys, have you? Nietwaar?*
- b. We form question tags with an auxiliary verb + personal pronoun. *He can swim, can't he? It's cold today, isn't it? You haven't got a stamp, have you?*  
We use *do / does* in present simple question tags and *did* in past simple question tags. *Simon lives in London, doesn't he? You saw the film, didn't you?*
- c. A negative tag goes with a positive statement, and a positive tag with a negative statement. *It isn't cold today, is it? It's cold today, isn't it?*
- d. The meaning of a question tag depends on the intonation.

- e. The question tag for *I am* is *aren't I*?  
*I'm right, aren't I? Ik heb het juist voor, niet?*
- f. After imperatives, we can use the tags *will / would you?* and *can / can't / could you?* .  
*Switch on the light, will you? Wil je soms het licht aansteken?*
- g. After a negative imperative, we use *will you?*  
*Don't forget to post my letter, will you? Vergeet aub. niet die brief te posten.*
- h. After *let's* we use *shall we?* to make suggestions.  
*Let's listen to some music, shall we? Zullen we wat muziek beluisteren?*
- i. We use *they* in tags after *somebody / someone, everybody / everyone* and *nobody / no one*.  
*Somebody told you, didn't they? Heeft iemand het je niet verteld?*
- j. We use *it* in question tags after *nothing*.  
*Nothing is wrong, is it? Er is toch niets verkeerd?*
- k. We can use *there* as a subject in questions tags. *There won't be any problems, will there? Er zijn toch geen problemen, hoop ik?*

#### 8. Reply questions

- a. Reply questions are not real questions; they can express interest, sympathy, surprise, or anger.  
*'He can't swim.' 'Can't he? I thought he could.' Ik dacht dat hij kon zwemmen.*
- b. In reply questions we use the same auxiliary verb that is in the sentence we are answering.  
*'We've finished.' 'Have you?' Ben je al klaar? 'I'm hungry.' 'Are you? I'll make you something to eat.'*  
We use *do / does* in present simple reply questions and *did* in past simple reply questions.  
*'She lives in Brighton.' 'Does she?' Nee toch! 'We saw the film.' 'Did you?' Echt waar?*
- c. Positive reply questions answer positive statements; negative reply questions answer negative ones. *'I don't like football.' 'Don't you?' 'I like football.' 'Do you?' Nee toch!*

#### 9. Indirect questions

- a. 'Indirect' questions begin with *Could you tell me...? Do you know...? or Can you remember...?.*  
*Where is the station? Could you tell me where the station is?*
- b. In present simple and past simple indirect questions, we do not use the auxiliary verb *do*.  
*What did she say? Can you remember what she said?*
- c. When there is no question word we can use *if* or *whether* to introduce an indirect question.  
*Can he speak Italian? I wonder whether he can speak Italian? Ik vraag me af of hij Italiaans kent.*

#### 10. Short answers

- a. We often answer *Yes / No* questions using 'short answers'.  
*'Are you going out?' 'Yes, I am.'* Natuurlijk *'Are you angry?' 'No, I'm not.'* Helemaal niet.  
We use *do / does* in present simple short answers, and *did* in past simple short answers.  
*'Does Simon smoke?' 'No, he doesn't.'* *'Did they see the film?' 'Yes, they did.'*
- b. We can also use short answers in replies to statements. *'I'm not angry.' 'Yes, you are.'*  
*Jawel!*

#### 11. *So / neither am I, so / neither do I, so / neither can I*

- a. Study these examples. *'I'm going out later.' 'So am I.'* (= I, also, am going out later.) *Ik ook.*  
*'She can't drive, and neither can I.'* (= ... I, also, can't drive.) *Ik ook niet.*  
We use *do / does* in the present simple and *did* in the past simple after *so* and *neither*.  
*I don't want anything to eat, and neither does Sue. Sue ook niet.*
- b. We can use *nor* instead of *neither*. *'I haven't got a car.' 'Nor / Neither have I.'* *Ik ook niet.*
- c. We can use not ... *either* instead of *neither* and *nor*. *I can't swim, and neither can you./and nor can you./and you can't either.* *En jij ook niet.*

#### 12. *I think so, I hope so, I expect so*

*'Is she ill?' 'I think so.' Ik vermoed van wel.*  
*'Do you think the weather will be nice tomorrow?' 'I hope so.' Ik hoop het.*  
*'Do you think you'll come to the party?' 'I expect so.' Ik denk het wel.*  
We also use *so* in this way with the expression *be afraid*.  
*'Is she seriously ill?' 'I'm afraid so.' Ik vrees van wel.*

### 34 If-sentences, conditionals

1. *When* and *if*. We use *if* for things we are not sure will happen. We use *when* for things we are sure will happen.

*If I see Sarah, I'll invite her to the party.*  
*Als ik Sarah zie, zal ik haar uitnodigen.*

*When I see Sally, I'll invite her to the party.*  
*Ik zie haar straks en ik zal haar uitnodigen.*

a. Open present or future conditionals (first conditional)

- Basic form: *if* + present simple (*if*-clause) + *will* + infinitive without *to* (main clause)

*If you don't study, you won't pass your exam.* *Als je niet studeert, zul je wellicht niet slagen.*

- Use: When there is a possibility that the situation in the *if*-clause will happen in the future.

*If I go out, I'll buy a newspaper.* *Als ik straks even buiten ga, zal ik een krant kopen.*

- Other forms

- In this structure, we can use a modal verb like *can*, *may* instead of *will* in the main clause. *If we have enough time, we can visit Robert.* *Als we tijd hebben, kunnen we hem bezoeken.*
- We can also use the imperative in the main clause. *If you see Maria, give her a message from me, please.* *Als je haar ziet, geef haar dit even.*
- The present perfect or present continuous instead of the present simple in the *if*-clause. *If you have finished the letter, I'll post it for you.* *Als je brief klaar is, zal ik hem posten. I'll come back later if you're working now.* *Als je nu teveel werk hebt, kom ik wel terug.*
- We can also use *should* after *if* when we are less sure about a possibility. *If I see Maria, I'll give her your message* (Perhaps I will see Maria). *If I should see Maria, I'll give her your message* (I am less sure that I will see Maria.)
- We can also begin with *should* when we are less sure. *Should I see Maria, I'll give her your message.* *Mocht ik haar zien, zal ik het wel bezorgen.*

b. Unreal present or future conditionals (second conditional)

- Basic form: *if* + past simple (*if*-clause) + *would* + infinitive without *to* (main clause)

*If you didn't pass the exam, would you take it again?* *Als je niet zou slagen, zou je dan opnieuw doen?*

- Use: To talk about unreal present or future situations.

*If I didn't feel so tired, I'd come out with you.* *Als ik niet zo moe was, zou ik wel meegaan.*

- Other forms

We often use *were* instead of *was* after *if*, especially in a more formal style. *If the weather were nice, I'd go to the beach.* *Als het weer mooi was, zou ik naar het strand gaan.*

We often use *if I were you* to give advice. *If I were you, I'd apply for the job.* *Als ik jou was, zou ik toch kandideren.*

We can use the modal verbs *might* or *could* instead of *would* in the main clause. *I might / could repair the car, if I had the right tools.* *Als ik gereedschap had, zou ik hem herstellen.*

c. Unreal past conditionals (third conditional)

Basic form: *if* + past perfect (*if*-clause) + *would have* + past participle (main clause)

*If I hadn't helped you, what would you have done?* *Wat had je gedaan, als ik je niet geholpen had?*

Use: We use this structure to talk about unreal past situations.

*If the weather had been nice yesterday, I would have gone to the beach.* (But the weather was not nice.) *Als het weer mooi geweest was, zou ik naar het strand gegaan zijn.*

Other forms: We can use the modal verbs *might* and *could* instead of *would* in the main clause.

*If you had taken the exam, you might / could have passed it.* *Je zou geslaagd geweest zijn, als je...*

2. General conditionals

- a. Form: *if* + present simple (*if*-clause) + present simple (main clause)

*If you mix yellow and blue, you get green.* *Als je geel en blauw vermengt, krijg je groen.*

- b. Use: To talk about habits and general truths (here *if* = *whenever*). *If I have a big lunch, it makes me sleepy.* *Telkens als ik teveel eet, word ik slaperig.*



### 3. Conditional clauses without *if*

*Unless* (meaning 'if... not')

*I won't go to the party unless you go too.* (= ...if you do not go too.) ..., *tenzij jij meegaat.*

*I'll go to the party if you go too. I won't go to the party unless you go too.*

*As / So long as, provided / providing (that)* (meaning 'if but only if')

*I'll go to the party provided you go too.* (= if but only if you go too.) ..., *alleen als jij meegaat.*

*And* and *or (else)*.

- We sometimes use *and* to join two ideas instead of using an *if*-clause. *Stay in bed for a few days and you'll be fine.*

- We can use *or (else)* to mean 'if not' or 'otherwise'. *Don't try to lift that box or (else) you'll hurt yourself.* ..., *want anders zul je je pijn doen.*

*Should* (when we are less sure about a possibility) *If we have enough time, we'll visit Robert.*

(Perhaps we will have enough time.) *Should we have enough time, we'll visit Robert.* (I am less sure that we will have enough time.) But also: *If we should have enough time, we'll visit Robert. Mochten we genoeg tijd hebben,...*

*Suppose / supposing* (in unreal conditions) *Suppose / Supposing you won a lot of money, what would you do? Mocht je veel geld winnen, ...*

### 35 Reported speech

#### 1. Direct and reported speech: introduction

Direct speech	Reported speech
<i>Annie said: 'I'm hungry.'</i>	<i>Annie says (that) she's hungry.</i>

#### 2. Say and tell

a. *Say* + something

*He says he can speak French.*

b. To put a personal object with *say*, we use *to*.

*I said to Sarah that I was going home.*

c. *Tell* without a personal object like *tell a story, tell the time, tell the truth, tell a lie.*

*Tell* + someone + something

*He tells me he can speak French.*

*Ik zei aan Sara dat ik naar huis ging.*

#### 3. Reported statements

a. Tenses

- When the reporting verb is in the past, the tense in reported speech normally 'moves back'.

- Verbs in the **present** change into the past.

Speaker's words                      Reported speech

*'I'm going home.'*                      *He said he was going home.*

- Verbs already in the **past**, change into the past perfect or they do not change.

*'I spoke to them.'*                      *I said I had spoken to them. / I said I spoke to them.*

- Verbs already in the **past perfect**, do not change.

*'I had seen the film before.'*                      *I told you I had seen the film before.*

Modal verbs: *can* → *could*; *will* → *would*; *shall* → *should*; *may* → *might*.

*'I can swim.'*                      *He said he could swim.*

- The past modals *could, would, should* and *might* do not change in reported speech.

*'You should see the film.'*                      *They told me I should see the film.*

- Must* either does not change or it takes the past form (of *have to*) *had to*.

*'I must go.'*                      *He said he must go. / He said he had to go.*

- We do not always change tenses in reported speech when we use a past reporting verb.

*'I live in Brighton.'*                      *She told me that she lives in Brighton.*

b. Pronouns, adjectives, adverbs, ...

- Pronouns and possessive adjectives often change in reported speech.

*Sue said: 'I'm on holiday with my friend.'*                      *Sue said (that) she was on holiday with her friend.*

- Place and time

<i>here</i>	<i>there</i>	<i>this</i>	<i>that / the</i>
<i>now</i>	<i>then</i>	<i>today</i>	<i>that day</i>
<i>tonight</i>	<i>that night</i>	<i>tomorrow</i>	<i>the next day / the following day</i>
<i>yesterday</i>	<i>the day before / the previous day</i>	<i>next Monday</i>	<i>the following Monday</i>
<i>last Monday</i>	<i>the previous Monday</i>		

'I'm **here** on holiday.'

She said she was **there** on holiday.

- *That*

To join a reported speech clause to the rest of the sentence. *I said **that** I was feeling tired.*  
But also: *I **said** I was feeling tired.* (more informal style)

#### 4. Reported questions

- Same overall changes in reported questions as in reported statements.  
*'How **is** your brother?'*                      *She asked how **my** brother **was**.*
- We do not use the auxiliary verb *do* (*do*, *does* or *did*).  
*'What **do** you **want**?'*                      *I asked what she **wanted**.*
- We can use *if* or *whether* to introduce a reported question, when there is no questions word.  
*'Do you **want** a drink?'*                      *She asked **if** / **whether** I wanted a drink.*
- After *ask*, we often use an object to say who was asked.  
*He **asked me** why I'd said that.*

#### 5. Using the *to* infinitive in reported speech

- To report orders, requests, warnings, advice and invitations: verb + object + *to* infinitive.  
*'Stay away from me.'*                      *He **warned them to stay away from him**.*
- To report offers, promises and threats: verb + *to* infinitive.  
*'I'll hit you!'*                      *She **threatened to hit me**.*
- In negative orders, promises we use *not to* + infinitive.  
*'Don't touch my camera.'* *He told me **not to touch** his camera.*

### 36 -ing form and infinitive

#### 1. -ing form: participle or gerund

- We use the -ing form as a verb in the continuous forms ('present participle').  
*'Where's Sally?'* *'She's **playing** tennis.'* *He's been **worrying** a lot recently.*
- We also use present participles as adjectives. *It's a **worrying** problem.*
- We can use a participle to introduce a participle clause.  
*I hurt my leg **playing** tennis. Ik bezeerde mijn been bij het tennis spelen.*
- We also use the -ing form as a noun ('gerund').  
***Playing** tennis isn't expensive in England.*

#### 2. Verb + -ing form or infinitive: introduction

- We often use one verb after another verb.  
*I **enjoy running**. I **hope to run** in the marathon next month.*
- The -ing form or the *to* infinitive, without much difference of meaning.  
*Look. It's **started raining** / **to rain** again.*
- The -ing form or the *to* infinitive with a big difference of meaning.  
*I'm a vegetarian. I **stopped eating** meat 5 years ago. Ik hield 5 jaar geleden op met vlees te eten. After I'd been working for 3 hours, I **stopped to eat** lunch. Ik onderbrak om te eten.*
- After modal verbs we use the infinitive without *to*. *I **can play** the guitar. Ik kan gitaar spelen.*

### 3. Verb + -ing form

- a. If these verbs are followed by another verb, the second verb is normally the -ing form.

admit	enjoy	imagine	practise
avoid	fancy	involve	put off (= postpone)
consider	feel like (= want)	keep on (= continue)	risk
delay	finish	mind	stand (= bear)
deny	give up (= stop)	miss	suggest
dislike	can't help (= can't avoid)	postpone	

*He admitted **not playing** for the ticket.*

After *mind* we can also use an *if*-clause: 'Would you **mind** if I closed the window?' *Vind je het erg?*

- b. We use *do* + *the / some / etc* + -ing form to talk, for example, about jobs.  
*You **do the cooking**. I'll **do the washing up**. Jij mag koken. Ik zal wel afwassen.*
- c. To talk about sports and free time activities: *go* and *come* with the -ing form.  
*I'd like to **go swimming** tomorrow. Ik zou morgen graag eens gaan zwemmen.*

### 4. Verb + to infinitive

If these verbs are followed by another verb, the second verb is normally the *to* infinitive.

afford	agree	appear	arrange	ask	attempt	
decide	expect	fail	help	hope	learn (how)	
manage	mean (= intend)	offer	prepare	pretend	promise	
refuse	seem	threaten	want	wish		

*You promised **not to tell** anyone.*

After *help* we can use the infinitive with or without *to*.

*I'll **help (to) carry** your bags. Ik zal haar pakken helpen dragen.*

Note also that after *can't help* (= 'can't avoid') we use an -ing form.

*I **can't help thinking** we've made a mistake. Ik vrees dat we een fout gemaakt hebben.*

### 5. Verb + question word + to infinitive

- a. After some verbs we can use a question word like *what*, *how*, *where* (but not *why*) + *to* infinitive.  
*Do you **know how to play** chess? Weet jij hoe je schaak moet spelen?*
- b. We often use this structure with an object + question word + *to* infinitive.  
*Somebody **told me where to buy** a ticket. Hij vertelde mij waar ik het kon kopen.*

### 6. Verb + object + to infinitive

- a. After the verbs below, we normally use an object before the *to* infinitive.

force	get (= persuade)	invite	order	persuade
remind	teach (how)	tell	warn	

*He **warned you not to be** late again.*

- b. We can also use an object + *to* infinitive after the following verbs.

*ask expect help mean (= intend) want*

*I don't **want you to go**. Ik heb niet graag dat je weggaat.*

After *help* we can use an object + the infinitive with or without *to*.

*I'll **help you (to) carry** your bags. Ik zal je pakken helpen dragen.*

- c. After *advise*, *allow*, *encourage*, *permit* and *recommend*: -ing form, or object + *to* infinitive.

*I wouldn't **advise going** there. I wouldn't **advise you to go** there.*

### 7. Verb + ing form or to infinitive (with the same meaning)

- a. After some verbs

*begin continue can't bear hate like love prefer start*

*I **like swimming / to swim** in the sea. Ik hou van zwemmen in de zee.*

- b. *Like + ing form*  
*I like going to the cinema.* (= I enjoy it.) *Ik ga graag naar de film.*  
 But: *I like to go to the dentist's for a check-up every 6 months.* (= I think it is a good thing to do, although I may not enjoy it.)  
 After *would like, would love, would hate* and *would prefer*, we use the *to* infinitive.  
 'Would you like to go out this evening?' *Zou je vanavond graag uitgaan?*
- c. Compare *like* and *would like*.  
*Do you like cooking?* (= Do you enjoy cooking, generally?) *Hou je van koken?*  
*Would you like to cook the dinner this evening?* *Zou je vanavond willen koken?*
- d. *Prefer + -ing form + to + -ing form*  
*I prefer playing football to watching it.* *Ik speel liever zelf dan toe te kijken.*  
*Would prefer + to infinitive + rather than + infinitive* without *to*  
*I would prefer to drive home tonight rather than wait until tomorrow.*
- e. *Begin, start, continue*  
 No *-ing* form after the continuous forms of *begin, start, continue* (to avoid having two *-ing* endings). *I'm beginning to feel cold.* *Ik begin het koud te krijgen.*  
 After *begin, continue* and *start*, the verbs *understand, know* and *realise* are in the *to* infinitive.  
*I began to realise.* *Ik begon te beseffen.*

8. Verb + *ing* form or *to* infinitive (with difference in meaning)

- a. *remember, forget, regret*

<i>Remember / forget doing</i> (past activity)	<i>remember / forget to do</i> (future activity)
<i>I remember going to the 1972 Olympics.</i> <i>Ik herinner mij dat ik er in 1972 bij was.</i> <i>Have you forgotten giving me the money?</i> <i>Ben je vergeten dat je mij het geld gaf?</i> <i>I regret saying that he was an idiot.</i> <i>Het spijt me dat ik hem een idioot noemde.</i>	<i>I remembered to go to the chemist's.</i> <i>Here's your medicine.</i> <i>Ik dacht er net aan om naar de apotheek te gaan.</i> <i>Don't forget to give me the money.</i> <i>Vergeet niet mij het geld te geven.</i> <i>I regret to say that I won't be able to come to the meeting on Monday.</i> <i>Het spijt te moeten meedelen...</i>

- b. *Try doing* ('make an experiment') and *try to do* ('make an effort')  
 'The car won't start.' 'Why don't we **try pushing** it?' *Waarom proberen we niet eens met duwen?*  
*I tried to push the car up the hill, but I couldn't move it.* *Ik probeerde de wagen te duwen.*
- c. *Stop doing* ('what') and *stop to do* ('why')  
*I'm a vegetarian. I stopped eating meat 5 years ago.* *Ik hield op met vlees te eten.*  
*After I'd been working for 3 years, I stopped to eat lunch.* *Ik onderbracht om te eten.*
- d. *Go on doing* (something that continues) and *go on to do* (something new)  
*She went on talking about her holiday all evening.* *Ze hield niet op met te praten.*  
*She spoke about her son, then she went on to talk about her daughter.* *En plots begon ze over...*
- e. *Regret doing* (past activity) and *regret to do* (present or future activity)

9. *Be used to + -ing* form and *used to + infinitive*

- a. 'Be accustomed to' Past habits which are now finished.  
*I'm used to driving my new car now, but I found it very strange at first.*  
*I used to drive a Mercedes, but now I drive a Citroen.* *Vroeger reed ik met een Mercedes.*
- b. We can use *get* (= become) *used to + -ing* form.  
*I've got used to driving my new car.* *Ik ben het nu gewoon met mijn nieuwe wagen te rijden.*
- c. After *be / get used to* we can also use a noun phrase.  
*He isn't used to English food.* *Hij is het Engels eten niet gewend.*

10. *Need + -ing* form or *to* infinitive

- a. After the full verb *need*, we can use the *to* infinitive.  
*We've got plenty of time. We don't need to hurry.* *We hoeven ons niet te haasten.*
- b. After *need*, we can also use the *-ing* form or *to be + past participle* in a passive meaning.  
*These trousers need cleaning.* *These trousers need to be cleaned.* *De broek moet gereinigd worden.*

11. Infinitive without *to* (plain infinitive)

- a. After modal verbs like *can*, *must*, *should*.  
*We must go now.* But: *You ought to be careful.*
- b. To make suggestions after *let's* (= let us) and *why don't we / you...?*.  
*'What shall we do this afternoon?' 'Let's go to the cinema.'*
- c. We also use the infinitive without *to* after *would rather* and *had better*.  
*'Would you like to go out this evening?' 'I'd rather stay at home.'* *Ik zou liever thuis blijven.*  
*You'd better take an umbrella with you when you go out.* *Je zou beter een paraplu meenemen.*
- d. After the verbs *let* (= 'allow') and *make* (= 'force' or 'cause', we use an object + infinitive without *to*. *The film made me cry.* *De film deed mij echt wenen.*

12. Preposition + *-ing* form

- a. When there is a verb after a preposition, it is always in the *-ing* form.  
*Are you interested in playing tennis tomorrow?* *Heb je zin om tennis te spelen?*
- b. *To*  
Sometimes *to* is part of the infinitive verb form; sometimes *to* is a preposition.  
*Would you like to eat now or later?* *Zou je nu of straks willen eten?*  
*We're looking forward to the party I'm looking forward to going to the party..* *Ik kijk ernaar uit.*

13. Person + *-ing* form

- a. Informal English: object form + *-ing* form. Formal English: possessive + *-ing* form.  
*Do you mind me asking you a question?* *Do you mind my asking you a question?* *Vind je het erg?*
- b. After verbs like *see*, *hear* and *feel*, we use the object form (not the possessive) + *-ing*.  
*You saw me arriving.* *Je zag me aankomen.*

14. *-ing* form and *to* infinitive as subjects

- a. We can use the *-ing* form as a subject.  
*Smoking is a terrible habit.* *Roken is een vervelende gewoonte.*
- b. We can also use the *to* infinitive as a subject, but this is unusual.  
*To know how to drive is useful.* *Het is handig is als je goed kunt rijden.*  
Better is to say: *It is useful to know how to drive.* ('It' is a 'preparatory subject'.)

15. *To* infinitive of purpose

- a. To talk about a person's purpose - why someone does something.  
*I went to a restaurant to have some lunch.* *Ik ging lunchen in een restaurant.*  
*We left early in order to / so as to have plenty of time.* (more formal style)
- b. In negative sentences, we use *in order not to* or *so as not to* (not *not to* alone).  
*We left early so as not to be late./We left early in order not to be late.* ... *om niet te laat te komen.*

16. *See someone doing* and *see someone do* (with difference in meaning)

Object + ...*-ing* or infinitive without *to* after the verbs *see*, *hear*, *feel*, *watch*, *listen to* and *notice*.  
*We saw Peter leaving.* *We zagen hem net weggaan.* *We saw Peter leave.*  
*As I drove past the park, I saw some people playing football.* (= They were in the middle of playing.) *Last week, I went to London and saw England play Brazil in the big football match.*  
*Ik zag dat enkele mensen aan het spelen waren.* (= I saw the whole game.) *Ik zag de match.*

17. Participle (*-ing* and *-ed*) adjectives

To describe someone's feelings. To describe the thing or person that produces those feelings  
*Everyone was excited.* (*opgewonden*) *It was an exciting tennis match.* (*opwindend*)

## 18. Participle (-ing) clauses

- a. We can use a present participle to introduce a 'participle clause'.  
*Simon is the boy **sitting in the corner**. Simon is de jongen die daar in de hoek zit.*
- b. Some participle clauses are like adjectives: they give more information about nouns.  
*The girl **wearing the black dress** is Sarah. Het meisje met het zwarte kleed is Sarah.*

## Linking words

Time: *when, as, while, as soon as, before, after, until*

To say that things happen at the same time, we can use *when, as, while*.

*I often listen to the radio **while** I'm having breakfast. ... terwijl ik aan het ontbijt zit.*

To say that things happen one after the other, we can use *when, as soon as, before, after*.

***When** I had finished breakfast, I went out. Toen ik klaar was met het ontbijt...*

*When* can have the same meaning as *while / as, before* or *after*. *The train had left **when / before** the arrived at the station. ...voor, toen wij aankwamen.*

We use *until* (or *till*) to mean 'up to the time when'. *We waited **until** she arrived. We bleven wachten tot ze aankwam.*

Contrast: *although, even though, though, in spite of, despite, while, whereas, however*

To introduce a contrast, we can use *although* and *even though* (more emphatic than *although*).

***Even though** they were late, they didn't hurry. Ook al waren ze te laat, toch maakten ze geen haast.*

We can use *though* instead of *although*, especially in a more informal style.

***Though** they were late, they didn't hurry. Hoewel ze te laat waren, maakten ze geen haast.*

We also use *though*, to mean 'however' at the end of a sentence.

*The room is very small. It's quite comfortable **though**. Toch is het een gezellige kamer.*

To talk about contrast, we can use *in spite of / despite* followed by a noun, or an -ing form.

***Despite** being late, they didn't hurry. Hoewel ze te laat waren, maakten ze geen haast.*

***In spite of the fact that** the weather was bad, we went out for a walk.*

Compare *in spite of / despite* and *although*

***In spite of the rain / Despite the rain**, we started to play tennis. Niettegenstaande de regen...*

***Although it was raining**, we started to play tennis. Ook al regende het, we begonnen te spelen.*

We can introduce a contrast between two ideas using *while* and *whereas*. *He is quiet and shy, **while / whereas** his sister is lively and talkative. (terwijl zijn zus)*

We can also express a contrast by using the adverb *however* with two sentences.

*She said she didn't want to change her job. **However**, she may change her mind. Toch kan ze nog...*

Reason and result: *because, because of, as, since, so, as a result, therefore, so/such... (that)*

Reason: *because, because of, as, since*

\* We use *because* before a clause, with a subject and a verb.

*We didn't go out **because** it was raining. We gingen niet buiten omdat het aan het regenen was.*

\* We use *because of* before a noun.

*We didn't go out **because of** the rain. We gingen niet buiten wegens de regen.*

\* We can use *as* and *since* to mean 'because' before a clause.

*As it was raining, we didn't go out. Omdat het aan het regenen was, gingen we niet buiten.*

Result: *so, as a result, therefore, so/much ... (that)*

\* We use *so* (with or without *and*) before a clause. *He was late (**and**) **so** he ran to the station. Hij was te laat. Daarom liep hij naar het station.*

\* We use *and as a result* and *and therefore* before a clause.

*It was raining hard **and as a result** we didn't go out. ... en daarom gingen we niet buiten.*

*Therefore* can also go before the verb: *and I **therefore** took it again.*

\* We also use *as a result* and *therefore* at the beginning of a new sentence. *Therefore* is rather formal. *I failed my driving test the first time. **Therefore**, I took it again. Daarom probeerde ik het opnieuw.*

We can also use *so / such... (that) ...* when we talk about the result of something. *The film was so good (that) I went to see it again. De film was zo goed dat ik nog eens ging kijken. It was such a beautiful afternoon (that) we decided to go out for a walk. (zo mooi dat we...)*

Purpose: *to, in order to, so as to, for, so that*

To talk about a person's purpose (why he does something): *to* infinitive

*I went to Paris to learn French. Ik ging naar Parijs om Frans te leren.*

In a more formal style, we use *in order to* or *so as to*. *I went to Paris in order to / so as to learn French.*

In negative sentences, we use *in order not to* or *so as not to* (not *not to* alone).

*We got up early so as not to / in order not to be late. We stonden vroeg om om niet te laat te zijn.*

To talk about a person's purpose or the function of a thing: *for* + noun or *-ing* form.

*I'm going out for a walk. (om te wandelen) We use this knife for cutting bread. (om te snijden)*

*So (that) with can, can't, will or won't (present) or could(n't) and would(n't) (past).*

*We'll leave early so (that) we won't arrive late. We left early so (that) we wouldn't arrive late.*

*We vertrokken vroeg genoeg om niet te laat aan te komen.*

Purpose: *in case*

To talk about things we do *in order to* be ready or safe: *in case* + present simple.

*Take an umbrella with you in case it rains. Neem een paraplu mee ingeval het zou regenen.*

Compare *if* (we will wait and see) and *in case* (we will buy the ticket now).

*We'll buy another ticket if Simon wants to come with us. We'll buy one in case he wants to come.*

*... als Simon met ons mee wil gaan.*

*... voor het geval hij mee zou gaan.*

We can use *in case* to talk about the past. *I wrote down the phone number in case I forgot it. Ik schreef het op om het niet te vergeten.*

After *in case*, we can use *should* when a possibility is less sure. *Take an umbrella with you in case it rains / in case it should rain. ... ingeval het zou regenen.*

## Modal verbs

modality	past	present	future
1. Asking about necessity <ul style="list-style-type: none"> <li>The person addressed is the authority concerned</li> <li>External obligation resulting from circumstances</li> </ul>	Did I need to go the next day? Did I have to go?	Need I go? (negative answer expected) Do I need to go at 10 o'clock? Have I got to go? Must I go? Does he have to go?	Shall I need to go? Shall I have to go?
2. Obligation <ul style="list-style-type: none"> <li>Strong (personal) obligation</li> <li>Extrenal obligation</li> <li>Arrangement, agreement</li> <li>Moral obligation, advisability</li> </ul>	You had to be in by 9. He had to take the 6 o'clock train We were to meet at 6 yesterday You ought to/should have helped them	You must be in by 9. He has to take the 6 o'clock train You are to come home at midnight You ought to/should work harder	You must be in by 9 tomorrow. He'll have to take the 6 o'clock train She is to be married next week You ought to win tomorrow
3. Permission <ul style="list-style-type: none"> <li>Formal</li> <li>Informal</li> </ul>	You were allowed to go He said I might/could go	You may go You can go	You will be allowed to go You can go tomorrow
4. Prohibition <ul style="list-style-type: none"> <li>Strong (personal)</li> <li>Rather strong, informal</li> <li>Weak prohibition</li> </ul>	You weren't to leave so early They couldn't leave that early You oughtn't to/shouldn't have left	You mustn't go You can't go You oughtn't to/shouldn't go	You mustn't leave tomorrow You can't go tomorrow You oughtn't to/shouldn't do that
5. Absence of obligation	You needn't have bought it (but you did) You didn't need to buy it (you didn't) You hadn't got to buy it (informal)	You needn't buy that house You don't need/have to buy it You haven't got to buy it (informal)	You needn't leave early tomorrow You won't need/have to leave so early
6. Possibility <ul style="list-style-type: none"> <li>Doubtful</li> <li>More doubtful</li> </ul>	He may have been poisoned He might/could have been poisoned	It may rain this afternoon It might/could rain	It may rain tomorrow It might/could snow tomorrow
7 Ability <ul style="list-style-type: none"> <li>General ability</li> <li>An action that took place</li> </ul>	He could swim well when he was young He could/was able to/managed to run/succeeded in running 100 m. in 12"	He can swim very well. He can run 100 m in 12"	He will be able to swim very well soon
8. Causative have <ul style="list-style-type: none"> <li>To have/get + D.O. + Past participle</li> <li>To have + I.O. + infinitive + D.O.</li> </ul>	I had the car washed I had him wash the car	I have the car cleaned I have them wash my shirt	I'll have the car cleaned tomorrow I'll have him cut my hair



### 1 Modal verbs: general

The 'modal auxiliary verbs' or 'modal verbs' are *can, could, may, might, will, would, shall, should, ought to, must, need and dare*.

To talk about, for example, possibility, willingness, ability, obligation, certainty and permission.

*It might rain.* (possibility)      *You must be home by 11 o'clock.* (obligation)  
*Will you help me?* (willingness)      *You haven't eaten all day. You must be hungry.* (certainty)  
*Can she swim?* (ability)      *May I borrow your car?* (permission)

### 2 Ability: can, could, be able to

1. *Can* To talk about ability. The negative of *can* is *cannot* (contracted form: *can't*).  
*I can't open this bottle. Ik kan deze fles niet openmaken.*
2. *Could* and *was/were able to*
  - a. To say that someone had the general ability to do something in the past.  
*I could swim when I was 4 years old. I was able to swim when I was 4 years old. Ik kon al zwemmen.*
  - b. But for a particular situation, we must use *was/were able to* or *managed to* (+ infinitive) or *succeeded in* (+ -ing form) (*could* is not possible).  
*Even though I'd hurt my leg, I was able to swim back to the boat. Ik slaagde erin...  
Even though I'd hurt my leg, I managed to swim / I succeeded in swimming back to the boat.*
  - c. We use *could* with verbs of perception when we actually did these things in particular situations.  
*We could see a man in the garden.*
  - d. We use *could not* (contracted form: *couldn't*) for both general ability and particular situations.  
*My grandmother couldn't dance.*
3. *Could have* + part participle. To say that someone had the ability or the opportunity to do something in the past but did not do it.  
*You could have helped me. Why didn't you? Je had me kunnen helpen.*
4. Expressing ability in other forms: *be able to* *Can* has no infinitive, -ing form or participles. So we make these forms with *be able to*.  
*I'd like to be able to play the piano. Ik wou dat ik piano kon spelen.*

### 3 Permission: can, could, may, might, be allowed to

1. Asking for permission. We can use *can, could* and *may* to ask for permission. *Could* is less direct and more polite. *May* is more formal but *can* and *could* are more common. *Might* is even more formal.  
*Can / could / may I use your pen for a moment? Mag / kan ik je pen even leven?*
2. Giving permission. We use *can* or *may* (but not *could* or *might*).  
*'Can I use your pen for a moment?' 'Yes, of course you can.' 'Of course you may.'*
3. Talking about permission. We use *can('t)* or *be (not) allowed to* permitted (when there is a law or a rule).  
*You can't smoke / aren't allowed to smoke in this room. Je mag niet roken in dit lokaal.*
4. *Could* and *was/were allowed to*
  - a. To say that we had general permission to do something in the past.  
*When I was 18, I could / was allowed to borrow my parents' car whenever I wanted to. Ik mocht al.*
  - b. But in a particular past situation, we must use *was / were allowed to* (*could* is not possible).  
*I was allowed to borrow my parent's car last night. Ik mocht de wagen gebruiken.*

### 4 Obligation and necessity (1): must, have to, have got to

1. *Must* + infinitive and *have to*
  - a. To express obligation or necessity, but there is a difference.

When the authority comes from the speaker. <i>You must drive carefully. (I insist.)</i>	When the authority comes from outside the speaker. <i>You have to drive on the left in Britain. (That is the law.)</i>
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- b. *Must* to talk about the present and the future. For a past obligation or necessity, we use *had to*.  
*I had to work late yesterday. Ik moest gisteren overwerken.*

- c. *Must* has no infinitive, -ing form or participles. So we make these forms with *have to*.  
*He hates **having to** get up early.*
2. Have got to. *Have got to* is more informal than *have to* to talk about obligation and necessity.  
*Do you **have to go**? **Have you got to go**? **Moet je nu al weg**?*

To express repetition (with frequency ad verbs).	To stress a present action or situation.
<i>I <b>always have to</b> work late on Wednesday evenings.</i>	<i>I've <b>got to</b> work late this evening.</i>

To talk about the past, we normally use *had to*, not *had got to*. *I **had to** work late last night.*

### 5 Obligation and necessity (2): **mustn't, don't have to, don't need to, haven't got to, needn't**

1. Compare *mustn't* and *don't have to*. When there is an obligation not to do something. When it is not necessary to do something.  
*You **mustn't** get up today. (= Do not get up.) I **don't have to** get up today. (= It is not necessary.)*
2. To say that it is not necessary to do something: *don't need to, haven't got to or needn't*.  
*I **haven't got to** get up today. Ik moet vandaag niet opstaan: het is niet nodig.*

### 6 Needn't have + past participle and didn't need to + infinitive

1. To say that someone did something, but it was not necessary - it was a waste of time.  
*I **needn't have made** so much food for the party. Nobody was very hungry.*
2. To say that something was not necessary.

<i>She <b>needn't have waited</b>.</i>	<i>She <b>didn't need to wait</b>.</i>
(= It was not necessary to wait, but she did.)	(= It was not necessary to wait; she did not wait.)
<i>Ze had niet moeten wachten (ze heeft gewacht).</i>	<i>Ze moest niet wachten (en dus heeft ze niet gewacht).</i>

3. *Didn't need to* often means that someone did not do something (because it was not necessary).  
*I **didn't need to unlock** the door because it was already unlocked. Ik moest ze niet openmaken.*

### 7 Obligation and advice: **should, ought to, had better, be supposed to, shall**

1. *Should* and *ought to*
- To talk about obligation and duty, to ask for and give advice, and to say what is right or good.  
*You **shouldn't** tell lies. / You **oughtn't to** tell lies. Je mag geen leugens vertellen.*
  - To say that someone did the wrong thing in the past: *should have / ought to have* + past participle.  
*I **should have posted** this letter yesterday, but I forgot. (I did not post it.) Ik had hem moeten posten.*
2. *Had better* (+ infinitive without *to*). To express a strong recommendation in a particular situation.  
*It's going to be cold tonight. We'd **better turn on** the heating. We kunnen beter de kachel aansteken. We form the negative with *had better not*. *We'd **better not be** late. We zouden beter / kunnen maar beter/ niet te laat komen.**
3. *Shall*. When we want to know someone's opinion, or when we want advice or instructions.  
*I've missed my last bus. What **shall I do**? Wat moet ik nu doen?*

### 8 Possibility: **may, might, could**

1. Present and future possibility
- To talk about present or future possibility. *Might* is normally a little less sure than *may*. *Could* is normally less sure than *may* or *might*.  
*'There's someone at the door.' 'It **may / might / could be** Sarah.' Dat zou Sarah kunnen zijn.*
  - Negative meaning: *may not* and *might not* (short form: *mightn't*) but not *could not*.  
*We **might not** go to the beach. We gaan wellicht niet naar het strand.*
  - Note the form: *may / might / could + be + ...-ing*.  
*They **may be having** dinner at the moment. Ze zijn wellicht aan het eten.*
2. Possibility in the past
- We can use *may / might / could + have + past participle* to talk about possibility in the past.

'Peter is late.' 'He **may / might / could have missed his train.**' Hij kan zijn trein gemist hebben.

- b. To say that something was possible in the past but did not happen: *could* and *might* (but not *may*).  
'I forgot to lock my car last night.' 'It **could / might have been stolen.**' Hij had gestolen kunnen zijn.

### 9 Possibility: can

1. We use *can* to talk about 'theoretical possibility'.  
*Anyone can learn to swim.* (= It is possible for anyone to learn to swim.)  
*It can be cold in England. Het kan koud zijn. It may be cold tomorrow. Morgen zal het wel koud zijn.*
2. We use *could* to talk about theoretical possibility in the past.  
*My brother could be really horrible when he was a child.*

### 10 Probability: should, ought to (+ past participle)

1. To say that something is probable at the moment of speaking, or in the future.  
*Sally should / ought to be at work by now. Sally zou nu aan het werk moeten zijn.*
2. When we expected something to happen and we do not know if it happened.  
*They should / ought to have arrived by now. Ze zouden nu al aangekomen moeten zijn.*

### 11 Deduction: must, can't

1. *Must, can't*
  - a. In deductions to say that we are sure about something: *must*.  
*You're not wearing a coat. You must be cold. Je moet het wel koud hebben.*
  - b. In deductions to say that something is impossible: *can't* (not *mustn't*).  
*Peter was here a moment ago, so he can't be far away. Hij kan toch niet ver zijn.*
  - c. Note the form: *must / can't + be + ...-ing*.  
*You've been working hard all day. You must be feeling tired. Je moet wel moe zijn.*
2. *Must have* and *can't have / could have* + past participle
  - a. For deductions about the past.  
*Your shoes are very nice. They must have been expensive. Ze moeten wel veel gekost hebben.*  
*You can't have been / couldn't have been at the swimming pool yesterday! It was closed all day.*
  - b. We use *can have* and *could have* + past participle in questions about past possibility.  
*Where can / could they have gone? Waar zouden ze naartoe kunnen zijn?*

### 12 Requests: can, could, may, will, would

1. Asking for something. We can use *can*, *could* and *may*. *Could* is less direct and more polite; *may* is more formal.  
*Can / could / may I have a glass of water, please? Mag ik een glas water, aub?*
2. Asking for permission. We also use *can*, *could* and *may* to ask for permission.  
*Can / could / may I borrow your dictionary? Mag ik je boek even lenen?*
3. Asking someone to do something
  - a. To ask someone to do something for us: *can you?* (= are you able to?) *Could* is more polite.  
*Can you switch on the light, please? Could you give me some advice? Kun je...?*
  - b. To ask someone to do something: *will you?* (= are you willing to?). *Would* is more polite.  
*Will you switch on the light, please? Would you post this letter for me? Wil je...?*
  - c. To make polite requests: *would* with the verb *mind* (= 'object to' or 'dislike').  
*Would you mind waiting? No. (= that's OK!) Yes. (= I'm not happy to wait!) Vind je het erg?*
  - d. To make requests by using *would like* as a polite way of saying what we want.  
*I'd like to ask you a personal question. Ik zou je graag iets persoonlijks vragen.*

### 13 Offers: will, shall, can, could, would

1. To say that we are willing to do something or to offer to do something: *will*.  
*Are you hungry? I'll make you something to eat. Ik zal iets voor je klaarmaken.*

We also use *will you?* in offers and invitations.

*What will you have to drink? Wat zou je graag drinken?*

2. To offer to do something for someone: *shall I?* (= do you want me to?).  
*Shall I help you? Mag ik je helpen?*
3. To offer to do something for someone: *can / could* (= 'ability'). *Could* is more polite.  
*I can / could post this letter for you. Can / could I make you something to eat? Mag ik...?*
4. To make polite offers and invitations: *would* with verbs such as *like, prefer*.  
*Would you prefer to stay in or go out this evening? Wat doe je liefst...?*

#### 14 Suggestions: *shall, let's, why don't we, how / what about, can, could*

1. To ask for and make suggestions: *shall we?*.  
*Where shall we go? Shall we stay at home? Zullen we maar thuis blijven?*
2. To make suggestions in these ways.
  - a. *Let's* (+ infinitive without *to*) *Let's go for a swim.*
  - b. *Why don't we* (+ infinitive without *to*)? *Why don't we play tennis? Waarom niet...?*
  - c. *How / What about* (+ *-ing* form / noun)? *How about playing tennis / a game of tennis? Wat denk je van...?*
3. To suggest possible actions: *can* and *could*. *Could* is less direct and more polite than *can*.  
*We can / could watch TV if you like. We zouden kunnen...*

#### 15 Habits: *used to, will, would*

1. *Used to* + infinitive
  - a. To talk about past habits which are now finished.  
*Robert used to play football, but he stopped playing 20 years ago. Vroeger speelde hij voetbal.*
  - b. For past states and situations which are no longer true.  
*I used to live in London, but I moved in 1980. Ik woonde in Londen tot 1980.*

Present form: *I'm used to* + *ing*. *I'm used to sleeping until 10.*
2. *Will* (present) and *would* (past). To talk about someone's typical behaviour or characteristic habits.  
*Simon loves music. He'll sit for hours listening to his stereo. Hij kan uren zitten luisteren.*  
*When I was a child my father would sometimes take me fishing. Vader nam me soms mee.*
3. *Used to* and *would*

For past habits, we can use <i>used to</i> or <i>would</i> . <i>When we were children, we used to / would play Cowboys and Indians together.</i>	For past states, we can use <i>used to</i> , but not <i>would</i> . <i>My grandfather used to be a policeman. Grootvader was vroeger politieagent.</i>
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#### 16 *May/might as well* (+ infinitive without *to*)

To say that we should do something because there is no strong reason not to do it.

*'We may / might as well go for a walk, I suppose.'* *Waarom zouden we niet eens gaan wandelen?*

#### 17 Uses of *should*

1. Verb + *should*  
After verbs like *suggest, insist, recommend, agree*, we often leave out *that* in an informal style.  
*I suggest (that) he should see the doctor. Ik vind dat hij naar de dokter moet.*
2. Adjective + *should*  
After adjectives which express feelings like *surprised, sorry, shocked, interesting*.  
*I was surprised (that) she should fail the exam. Ik was verbaasd dat zij niet slaagde.*

#### 18 *Wish* and *if only*

1. *Wish* and *if only* + past tense. To express regret about the present. *If only* is more emphatic than *wish*.  
*I wish I had a car. (I do not have a car.) Had ik maar een auto.*  
*If only we knew Maria's address. (We do not know Maria's address).*  
We often use *were* instead of *was* after *wish* and *if only*, especially in a more formal style.  
*If only I were better-looking.*

2. *Wish* and *if only* + would. When we want something to stop happening, or we want something different to happen.  
*If only you would stop complaining! Hou nu eens op met klagen!*
3. *Wish* and *if only* + past perfect. To express regret that something happened or did not happen in the past.  
*I wish I hadn't stayed out so late. (I stayed out late.) Was ik maar niet zo lang gebleven.*

### 19 *Would rather*

1. *Would rather* means 'would prefer to': *would rather* + infinitive without *to*.  
*Would you rather meet on Monday or Tuesday? I'd rather not lend him any money.*  
Note also the structure: *would rather* (do something) *than* (do something else).  
*I'd rather take a taxi to the station than go by bus. Ik neem liever een taxi dan een bus.*
2. *Would rather* + subject + past tense.  
*I'd rather you didn't open that window. I'm cold. Doe het raam maar niet open.*

### 20 *It's time*

1. We can use the *to* infinitive after the structure *it's time* (for someone).  
*It's time for us to leave. It's time to go to bed now. Het is tijd dat we naar huis gaan.*
2. When we think that someone should have already done something: *it's time* + a past tense.  
*I'm tired. It's time I went to bed. Het is tijd om te gaan slapen.*

## The passive and *have something done* (causative have)

### 1 *The passive: general*

1. The form passive verbs with the different tenses of *be* (*is, was, is being, have been*) + past participle.  
Present simple: *am / are / is* + past participle *The office is locked every evening.*  
Present continuous: *am / are / is* + *being* + past participle *The house is being painted at the moment.*  
Past simple: *was / were* + past participle *My car was stolen last night.*  
Past continuous: *was / were* + *being* + past participle *The bridge was being repaired last week.*  
Present perfect simple: *have / has* + *been* + past participle *Sarah has been invited to the party.*  
Past perfect simple: *had* + *been* + past participle *I thought that you had been told the news.*  
Perfect continuous passives (*have / has / had* + *been being* + past participle) are very uncommon.
2. Note that the object of an active verb may become the subject of a passive verb.  
*Someone has invited Sarah to the party. Sarah has been invited to the party.*

### 2 *The passive: infinitive and -ing forms*

There is a passive infinitive form: *be* + past participle.  
*I don't want to be disturbed. Ik hou er niet van gestoord te worden.*  
To talk about the past, there is a passive perfect infinitive form: *have been* + past participle.  
*We should have been told about the dangers. We hadden gewaarschuwd moeten worden.*  
There is also a passive -ing form: *being* + past participle.  
*I don't like being cheated. Ik word niet graag voor de aap gehouden.*

### 3 *Verbs with two objects in the passive*

Some verbs like *give, send, offer, show, pay, teach, promise* and *tell* can have two objects. Then we can make two different passive sentences. It is more usual to begin with the person though.

*Someone gave Jimmy the money. Jimmy was given the money. The money was given to Jimmy. Het geld werd aan Jimmy gegeven.*

#### 4 The passive with by and with

By + agent. When it is important to say who or what is responsible for something.

*A number of trees were blown down by the strong winds.*

With + instrument. To talk about an instrument which is used by the agent to do something.

*I was hit with an umbrella. I was hit by an old lady.*

#### 5 It is said that... / He is said to...

When we talk about what other people say, believe we can use two possible passive forms.

In a formal style and with verbs such as: *say, think, believe, consider, understand, know, report, expect, allege, claim, acknowledge.*

*It is reported that the president is seriously ill.*

*The president is reported to be seriously ill.*

*It is believed that the fire started late last night.*

*The fire is believed to have started late last night.*

*Be supposed to.* We can use *supposed to* to mean 'said to'.

*He's supposed to have been married before.*

*Er wordt gezegd dat hij al eerder getrouwd is.*

#### 6 Have something done (causative have)

Form: *have* + object + past participle

*I am having a garage built at the moment. Ik laat nu een garage bouwen.*

*How often do you have your hair cut? Hoe dikwijls laat je je haar snijden?*

*We had our computer serviced last week. We lieten de computer nazien.*

*Simon has just had a suit made. Hij heeft juist een pak laten maken.*

*You should have your eyes tested. Je zou je ogen moeten laten nazien.*

*Are you going to have new carpets fitted in your flat? Ga je nieuw tapijt laten leggen?*

Use

To talk about something which we arrange for someone else to do for us.

*I'm building a garage at the moment.* (I am building the garage myself.) *Ik doe het zelf.*

*I'm having a garage built at the moment.* (I arranged for someone else to do this for me.)

Note that we can often use *get something done* instead of *have something done* (more informal).

*I must get this jacket cleaned. Ik moet deze jas laten schoonmaken.*

## Irregular verbs

<p>a Some irregular verbs have the same form in the infinitive, the past simple and the past participle.</p> <table border="0"> <tr><td>bet</td><td>bet</td><td>bet</td><td>wedden</td></tr> <tr><td>burst</td><td>burst</td><td>burst</td><td>barsten</td></tr> <tr><td>cost</td><td>cost</td><td>cost</td><td>kosten</td></tr> <tr><td>cut</td><td>cut</td><td>cut</td><td>snijden</td></tr> <tr><td>hit</td><td>hit</td><td>hit</td><td>raken</td></tr> <tr><td>hurt</td><td>hurt</td><td>hurt</td><td>pijn doen</td></tr> <tr><td>let</td><td>let</td><td>let</td><td>laten</td></tr> <tr><td>put</td><td>put</td><td>put</td><td>zetten</td></tr> <tr><td>read</td><td>read</td><td>read</td><td>lezen</td></tr> <tr><td>set</td><td>set</td><td>set</td><td>plaatsen</td></tr> <tr><td>shut</td><td>shut</td><td>shut</td><td>sluiten</td></tr> <tr><td>split</td><td>split</td><td>split</td><td>splijten</td></tr> <tr><td>spread</td><td>spread</td><td>spread</td><td>verspreiden, smeren</td></tr> </table>	bet	bet	bet	wedden	burst	burst	burst	barsten	cost	cost	cost	kosten	cut	cut	cut	snijden	hit	hit	hit	raken	hurt	hurt	hurt	pijn doen	let	let	let	laten	put	put	put	zetten	read	read	read	lezen	set	set	set	plaatsen	shut	shut	shut	sluiten	split	split	split	splijten	spread	spread	spread	verspreiden, smeren	<p>b Other irregular verbs are the same in two forms.</p> <table border="0"> <tr><td>beat</td><td>beat</td><td>beaten</td><td>slaan</td></tr> <tr><td>become</td><td>became</td><td>become</td><td>worden</td></tr> <tr><td>bend</td><td>bent</td><td>bent</td><td>buigen</td></tr> <tr><td>bleed</td><td>bled</td><td>bled</td><td>bloeden</td></tr> <tr><td>breed</td><td>bred</td><td>bred</td><td>kweken</td></tr> <tr><td>bring</td><td>brought</td><td>brought</td><td>brengen</td></tr> <tr><td>build</td><td>built</td><td>built</td><td>bouwen</td></tr> <tr><td>burn</td><td>burnt*</td><td>burnt*</td><td>branden</td></tr> <tr><td>buy</td><td>bought</td><td>bought</td><td>kopen</td></tr> 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