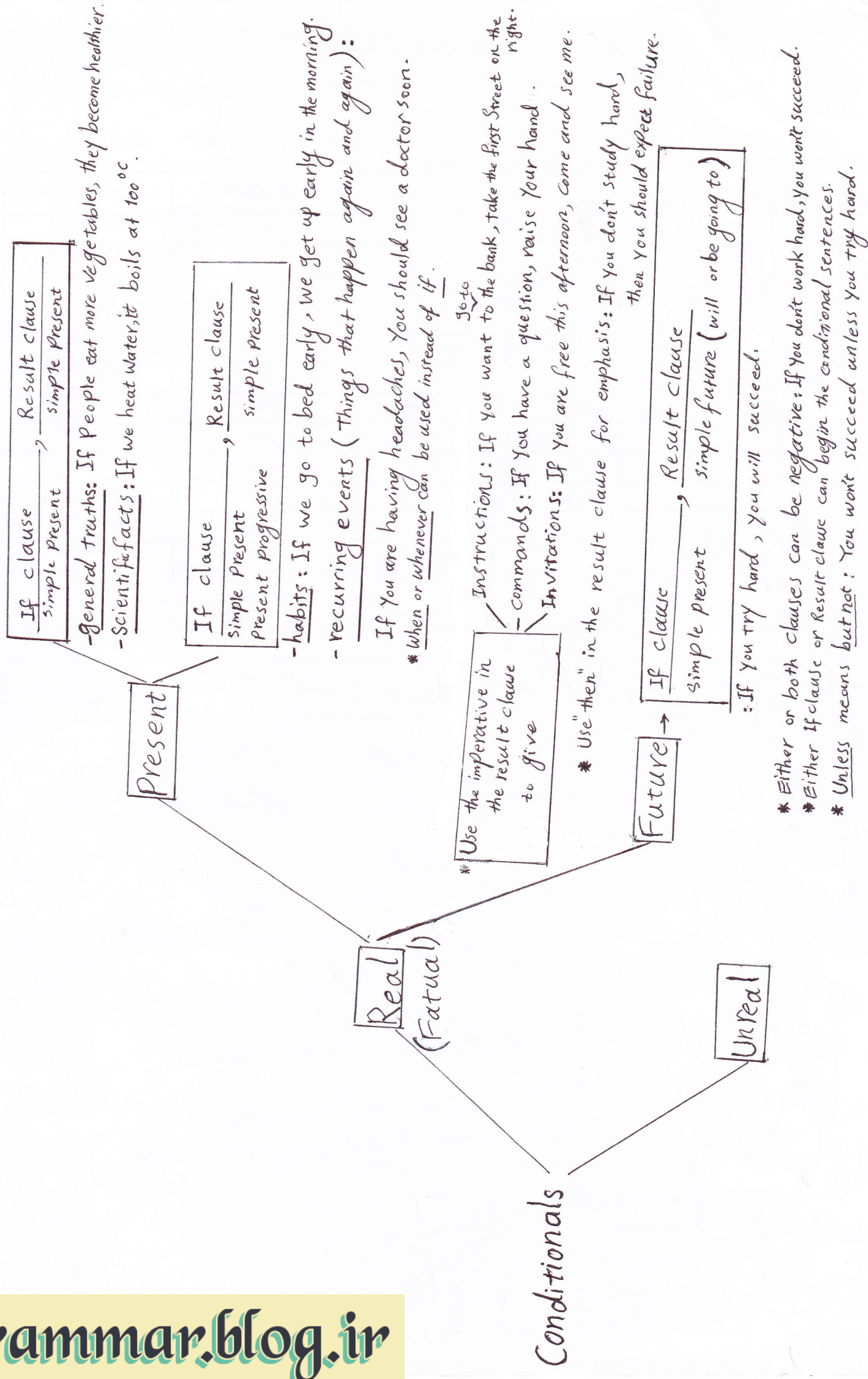
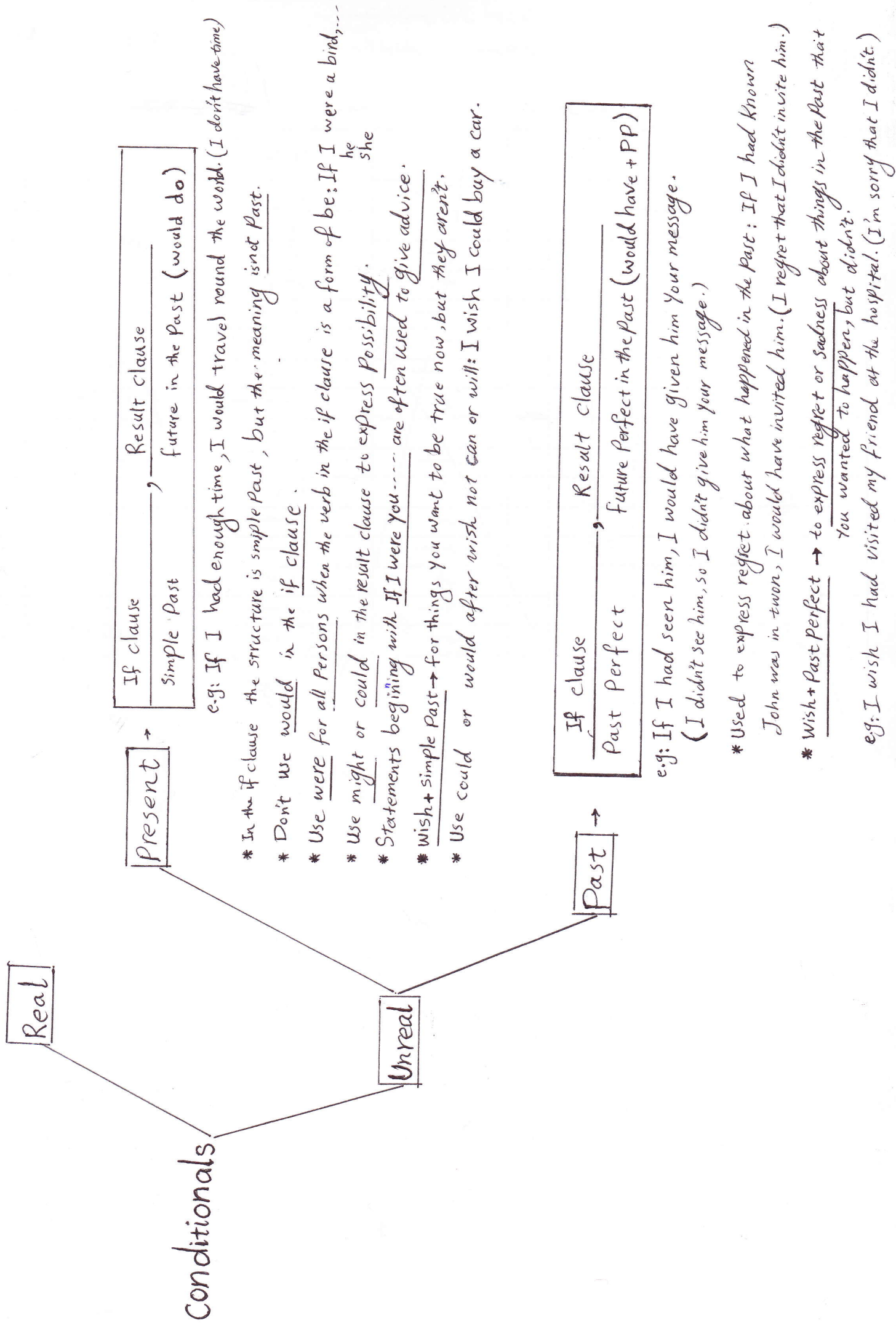


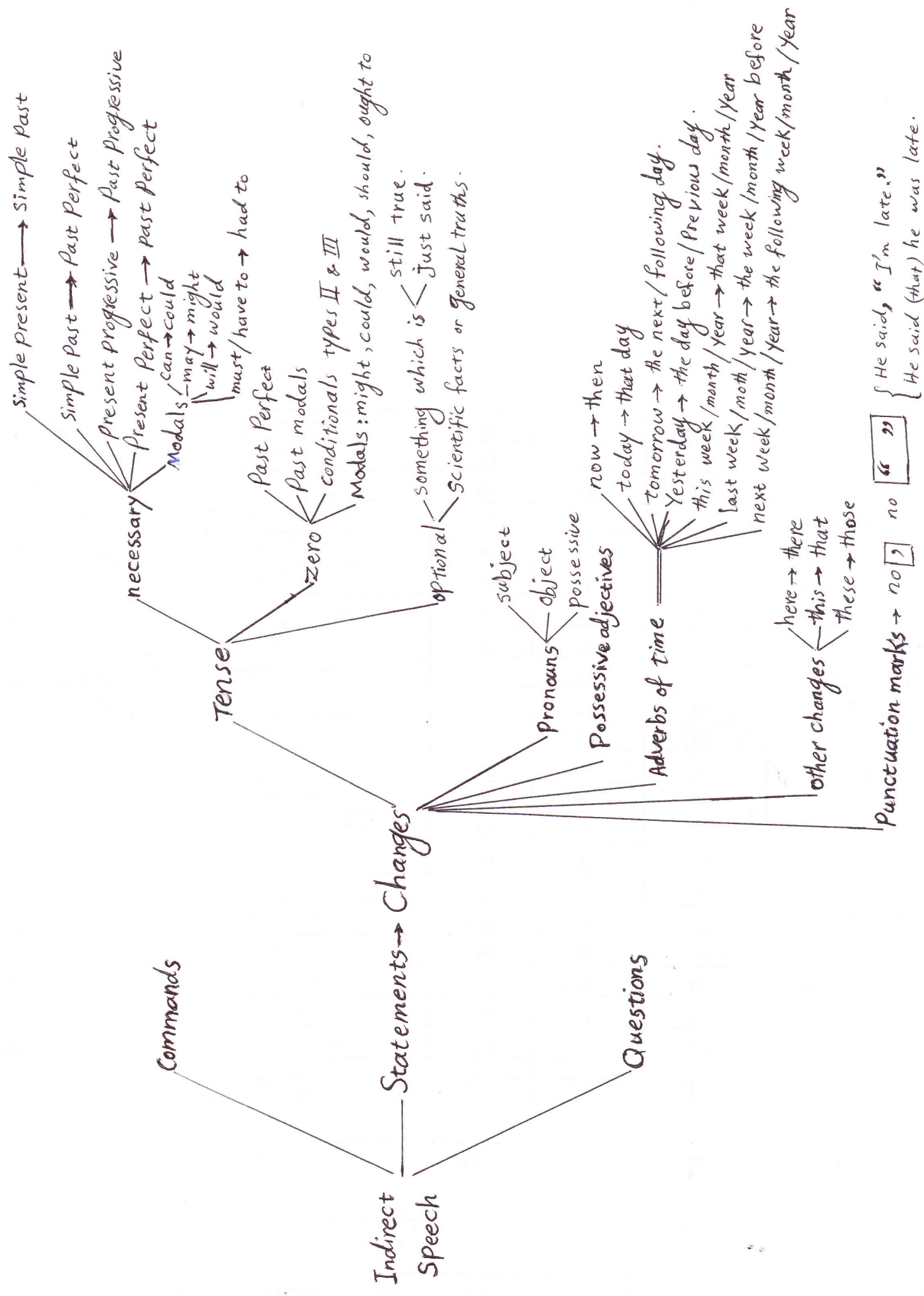
UNIT ONE



UNITS TWO and THREE

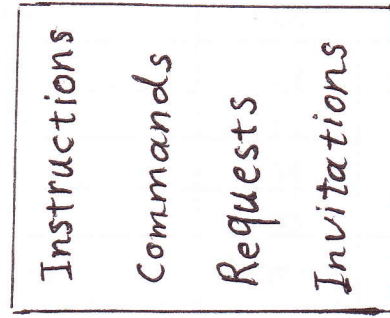


UNIT FOUR



UNIT FIVE

Indirect Speech



Affirmative
(infinitive)
(to + base)

- a) Instructions: The doctor said, "Take the pill every six hours."
The doctor told him to take the pill every six hours.
- b) Commands: The teacher said, "Raise your papers."
The teacher told the students to raise their papers.
- c) Requests: Mary said, "Please mail this letter for me."
Mary asked John to mail the letter for her.
- d) Invitations: Tom said, "Would you like to join us for dinner?"
Tom invited his friend to join them for dinner.

Negative
(negative infinitive)
(not + infinitive)
never

a) Negative instructions:

The doctor said, "Don't take the pill on an empty stomach."
The doctor told Fred not to take the pill on an empty stomach.

b) Negative commands:

The boss said, "Never come late."
The boss ordered the clerk never to come late.

c) Negative requests:

The man said, "Would you mind not opening the door?"
The man asked the janitor not to open the door.

UNIT SIX

Yes/no questions → if or whether

* often whether or not is used.

* whether is more formal than if

He asked, "Do you have a house?"

He asked me if I had a house.

Indirect Questions

Wh questions

about the subject → no word-order change

She asked, "who broke the window?"

She asked who had broken the window.

about the predicate → question word order → statement word order
(-do/does/did)

Tom asked, "Where did you go last summer?"

Tom asked John where he had gone the summer before.

Note: The same verb tense changes and other changes occur in indirect questions as in indirect statements. (See unit 4)

UNIT SEVEN

* only transitive verbs can be used in Passive voice.

* The general structure of Passive voice is a form of be or get Plus Past Participle

be + PP
get

* "get" is more informal.

* get-Passive is for emphasis.

Passive Voice

Use

- a) We don't know the doer of the action or don't care.
- b) We don't want to mention the doer of the action
- c) the action or the receiver is more important.
- d) The doer of the action is too obvious to mention

Jack had been told to act like that.

The house was finally sold last week.

Milk is delivered at 9:00 every day.

Simple : am / is / are + PP : The room is cleaned everyday.

Progressive : am / is / are + being + PP : The room is being cleaned now.

Perfect : have / has + been + PP : The room has been cleaned.

Perfect Progressive : _____

Present

Simple : Was / were + PP

Progressive : Was / were + being + PP

Perfect : had + been + PP

Perfect Progressive : _____

Past

Simple : will / be going to + be + PP

Progressive : _____

Perfect : will have + been + PP

Perfect Progressive : _____

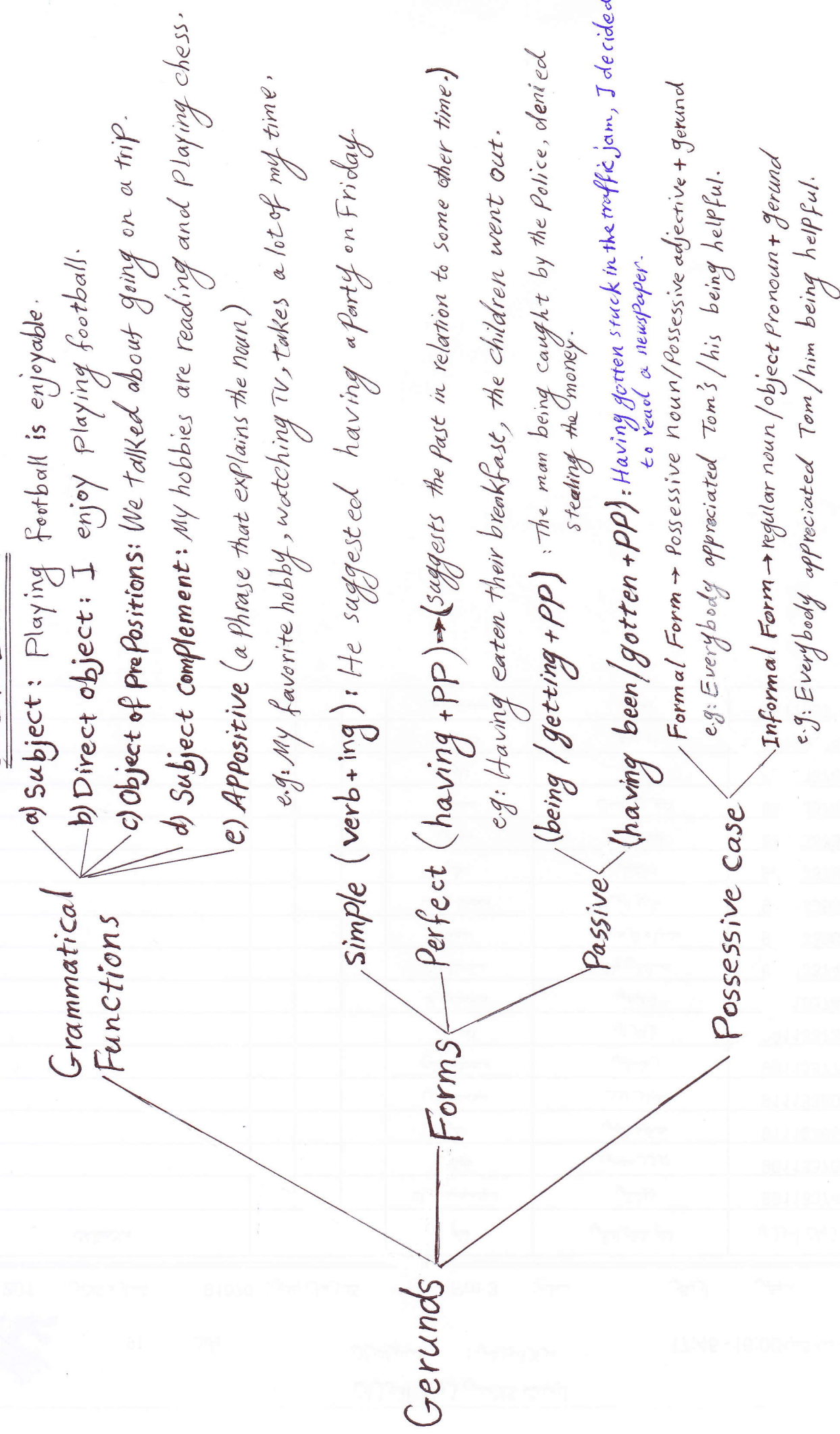
Future

Modals

can / may / should / could / might / have to / must + be + PP : The room should be cleaned.

Passive Causative : Services that people arrange for someone else to do : "get" and "have" are used. (by phrase is often omitted)
e.g: Tom got his hair cut. John had his shoes polished.

UNIT EIGHT



Verbs can be followed by

- only gerunds: avoid, feel like, enjoy, consider, ----
- only infinitives: decide, expect, manage, learn, need, ----
- gerunds or infinitives with no significant meaning change: begin, continue, hate, start, ----
- gerunds or infinitives with a significant meaning change: forget, remember, ----

UNIT NINE

a) Subject: To learn a foreign language is enjoyable.

b) Direct object: I like to learn English.

c) Subject complement: The purpose of Education is to fit children for life.

d) Adjective complement: It is important to obey the law.

e) Purpose: Tom went out to get some bread.

* It answers "why"?

* Longer form → in order to: He went out in order to get some bread.

* Don't use "for" before the infinitive.

Grammatical Functions

Infinitives

simple (verb + infinitive): They decided to move into a new house.

verb + object + infinitive: He asked John to type the letter again.

Perfect: (to have + PP) → (suggests the past in relation to some other time)

* Perfect infinitive goes after
 was/were: He was to have done his homework by six.

modals: should/might/must + have done

some verbs: appear, happen, pretend, seem, expect, hope.

Passive: (to + be + PP)
get

e.g. He seemed to have visited many places.

The room needs to be cleaned.

Ellipsis

with a verb mentioned earlier: Mary has decided to learn Chinese, but so far

she hasn't had the chance to.

with modal-like expressions: have to / had to / ought to / be supposed to / be able to

e.g. Tom didn't want to go to work, but he knew he had to.

UNIT TEN

structure → verb + object + verb

make : The boss made the staff work harder.

have : The teacher had the students answer the questions.

let : Tom's father let him use his car.

help
 $\left\{ \begin{array}{l} \text{base form (more common): Dave helped John wash his car.} \\ \text{infinitive: John helped his mother to cook dinner.} \end{array} \right.$

Verbs followed by
base form of the verb

get + object + infinitive : Tom got the mechanic to repair his car.