Learn to Speak™

English DELUXE

WORKBOOK

The Complete Language Learning System

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Learn To Speak English

How To Use Your Workbook

The Learn To Speak program will be your principal tool for gaining listening comprehension and conversation skills, but this text can serve as a handy reference tool for vocabulary and grammar questions, as an aid during your conversations with the onscreen characters, and as a workbook for reviewing and practicing grammar.

The text is organized into eight major sections which have been marked by tabs to facilitate access:

**Basic Expressions** contains all the expressions introduced in the Basics Course of the program. Use this section to review and practice common phrases. You may also want to refer to this section as you practice branching Conversations with onscreen characters.

**Story and Action** contains the dialogues from all the lessons in the Comprehensive Courses. Use this section to review the dialogues and to practice your reading skills. You may also want to refer to this section as you practice branching Conversations with onscreen characters.

**Grammar** contains a reference grammar. The content of the grammar largely coincides with the content and organization of the Grammar Guide in the program. Use this section to learn about specific grammar points, such as the Present Tense of Regular Verbs, or to review entire categories, such as Verbs or Nouns.

**Exercises** contains exercises for selected grammar points. The exercises are drawn from the program content, but have been modified to fit a textual format. Use this section to practice your grammar when you are unable to use the program, and to see where you need more practice.

**Answer Key** contains the answers to the exercises.

**Appendices** contains handy grammar charts and a grammar glossary.

**Vocabulary** contains the vocabulary from your Learn To Speak program. It is arranged alphabetically according to the foreign language.

**Indices** contains alphabetical indices of selected grammar points and the Story and Action dialogues.
# Contents

**Basic Phrases** .............................................................................................................. 1

**GREETINGS AND FAREWELLS** .................................................................................. 1

**GETTING INFORMATION** ........................................................................................... 2

**INTRODUCTIONS** ......................................................................................................... 3

**GETTING ACQUAINTED** ............................................................................................... 4

**MAKING FRIENDS** .......................................................................................................... 5

**Story and Action Dialogues** .......................................................................................... 7

**TRAVEL** ............................................................................................................................ 7
  - Immigration and Customs ............................................................................................ 7
  - Changing Money .......................................................................................................... 8
  - Public Transportation .................................................................................................. 9
  - Checking into a Hotel .................................................................................................. 10
  - Making a Phone Call ................................................................................................... 11
  - Renting a Car .............................................................................................................. 12
  - Asking for Directions ................................................................................................. 13
  - A Flight to the West Coast .......................................................................................... 14

**BUSINESS** ...................................................................................................................... 15
  - Making an Appointment ............................................................................................. 15
  - Meeting an Attorney .................................................................................................. 16
  - Applying for a Credit Card ......................................................................................... 17
  - A Washington Traffic Jam .......................................................................................... 18
  - An Invitation ................................................................................................................ 19
  - California Dreaming ..................................................................................................... 20
  - A Business Lunch ....................................................................................................... 21
  - Collecting Your Inheritance ....................................................................................... 22

**EVERYDAY LIFE** ............................................................................................................. 23
  - Dining Out ................................................................................................................... 23
  - At the Movies ............................................................................................................... 24
  - Shopping at the Mall .................................................................................................... 25
Learn To Speak English

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding an Apartment</td>
<td>26</td>
</tr>
<tr>
<td>Moving Day</td>
<td>27</td>
</tr>
<tr>
<td>Shopping for Groceries</td>
<td>28</td>
</tr>
<tr>
<td>At the Laundry</td>
<td>29</td>
</tr>
<tr>
<td>At the Gas Station</td>
<td>30</td>
</tr>
<tr>
<td>Car Trouble</td>
<td>31</td>
</tr>
<tr>
<td>A Fender Bender in Chicago</td>
<td>32</td>
</tr>
<tr>
<td>A Household Emergency</td>
<td>33</td>
</tr>
<tr>
<td>Under the Weather</td>
<td>34</td>
</tr>
<tr>
<td>At the Doctor’s Office</td>
<td>35</td>
</tr>
<tr>
<td>At the Dentist’s Office</td>
<td>36</td>
</tr>
</tbody>
</table>

Grammar Topics .......................................................... 37

NOUNS .............................................................................. 37

- Definite and Indefinite Articles ...................... 37
- Singular and Plural Forms of Nouns ................... 37
- Irregular Noun Plurals .................................... 38
- Count and Noncount Nouns .................................. 39
- Using “Some” and “Any” ...................................... 39
- Using “few,” “little,” “a few,” and “a little” .. 40

ADJECTIVES, ADVERBS, AND PRONOUNS .......................... 41

- Placement of Adjectives and Adverbs ................. 41
- Using Comparisons ............................................ 41
- Subject Pronouns ............................................. 42
- Object Pronouns .............................................. 43
- Placement of Object Pronouns ............................ 43
- Possessive Adjectives ...................................... 44
- Possessive Pronouns ......................................... 45
- Demonstrative Adjectives and Pronouns .............. 45
- Forms of “Other” .............................................. 46
- Reflexive Pronouns .......................................... 46
- Relative Pronouns: Subjects .............................. 46
- Relative Pronouns: Objects ............................... 47
- Using “Whose” .................................................. 47
- Using “Where” .................................................. 48
- Using “When” ................................................... 48
## Table of Contents

### SENTENCE STRUCTURE
- Negatives ........................................... 71
- Asking Questions .................................. 72
- Information Questions ............................................. 72
- Tag Questions ............................................. 73
- Negative Questions ...................................... 74
- Questions in the Simple Past Tense ......................... 74
- Interrogatives in Dependent Clauses .................................. 75
- The Exclamations “What” and “How” ......................... 76
- “If...then” Constructions ....................................... 76
- Prepositions .............................................. 77
- Possessives .............................................. 78
- Using Conjunctions .......................................... 78
- Expressing Necessity ........................................ 79
- Expressing Opposition ....................................... 80

### TIME AND NUMBERS
- Numbers (1–100) ........................................ 82
- Numbers (101–1 Million) ...................................... 83
- Ordinal Numbers .......................................... 83
- Telling Time .............................................. 84
- Paying for Things ........................................ 85

### Grammar Exercises ........................................ 87

### Exercise Answers ............................................... 119

### Vocabulary .................................................. 133

### Appendices .................................................... 141
- APPENDIX A: IRREGULAR VERBS .................................. 141
- APPENDIX B: GRAMMAR GLOSSARY ............................ 143

### Indices ......................................................... 153
- DIALOGUES INDEX ............................................ 153
- GRAMMAR INDEX ............................................ 154
Basic Phrases

GREETINGS AND FAREWELLS

WHAT TO SAY FIRST:

Hi.
Hello.
Good morning.
Good evening.

I’M OK, YOU’RE OK:

How are you?
How’s it going?
What’s up?

Fine, thanks.
OK.
Pretty good.
I’m all right.
Nothing much.
And you?

WHAT TO SAY LAST:

Bye.
Good bye.
See you later.
Sorry, I have to go now.
Good night.
LEARN TO SPEAK ENGLISH

GETTING INFORMATION

EXCUSE YOURSELF:

- Excuse me.
- I’m sorry.
- Pardon me?
- Where is the post office?
- It’s over there.

COPING IN ENGLISH:

- What does “windshield wiper” mean?
- It means “....”
- What is this for?
- This is for writing.
- How do you say “te quiero” in English?
- “I love you.”
- Your English is very good.
- Can you speak more slowly, please?
- I don’t understand.
- Do you speak English?

LITTLE THINGS MEAN A LOT:

- A little.
- Sure.
- Yes.
- No.
- I don’t know.
- Please.
- Thank you.
- You’re welcome.
- No problem.
- OK.
- By the way...
- Well...
**Basic Phrases**

**INTRODUCTIONS**

**INTRODUCTIONS:**

This is Ms. Robinson.
I’d like you to meet some of my friends.
Nice to meet you.
My pleasure.
Do you know Mary?

How do you do.
I’m Michael.
What’s your name?
My name is Mary.

Call me Jessica.
It was nice meeting you.

**BEING ABROAD:**

Where are you from?
I’m from the United States.
I come from France.
I live in Mexico.
Are you “American”?
Yes, I am.
No, I’m Canadian.
How long are you staying?
Two weeks.
Just a few days.
One month.
How do you like it here?
I love it.
It’s great.
It’s...different.
GETTING ACQUAINTED

I LOVE MY JOB:

What do you do?
I’m an engineer.
I work with computers.
I’m married with three kids.
I’m a model.
You’re very handsome.
Do you like your job?
Not really...it’s boring.
It’s all right.

I LOVE SCHOOL:

Are you a student?
I’m in law school.
What are you studying?
I’m a Business major.
Biology.

MOST OF ALL, I LOVE FUN:

What do you do for fun?
I like to go hiking.
I like to travel.
I listen to music.
What kind of music do you like?
I like all music except opera.
I’m into R&B.
How about you?
Really.
That sounds great.
Too bad.
Do you like sports?
Yes, I do.
No, I don’t.
I like to play tennis.
Me too.
Basic Phrases

MAKING FRIENDS

FOOD OR DRINK ANYBODY?

Are you thirsty?
What would you like to drink?
Would you like something to drink?
No, but I’m hungry.
I’d like a beer, please.
A cup of coffee, please.
Nothing for me.
Let’s go get something to eat.

WHO’S THAT?

Who is that?
That is the president of the company.

TELL ME ABOUT YOU:

Are you married?
No, I’m not. (married)
No, I’m single.
Yes, and very happily.
What’s it to you?
I’m just curious.
Do you have kids?
Do you have any brothers and sisters?
Yes, a daughter.
No, but I’d like to someday.
I have a younger sister.
How old are you?
Twenty-two.
I’m thirty-one years old.
I’ll be seventeen next month.
Guess.

LET’S DO THIS AGAIN:

Would you like to go out sometime?
How about tomorrow?
Story and Action Dialogues

TRAVEL

Immigration and Customs

**Story**

Imm. Agent: Good afternoon.
Imm. Agent: May I see your passport please?
Alex: Yes, here it is, and here’s my visa.
Imm. Agent: Thank you. You have a tourist visa for three months.
Alex: Yes, that’s right. I plan to travel some in the U.S.
Imm. Agent: Where are you going?
Alex: I’m going to spend some time in Atlanta.
Alex: After that, I’m going to Washington, Chicago, and California.
Imm. Agent: All right. Enjoy your stay!
Cust. Agent: Hi! Anything to declare?
Alex: Excuse me? I don’t understand.
Cust. Agent: Do you have any valuables or alcohol to declare?
Alex: No, nothing at all.
Cust. Agent: O.K. You can go ahead.
Alex: Thank you.

**Action**

Imm. Agent: Good afternoon. May I see your passport please?
Maria: Yes, here it is, and here’s my visa.
Imm. Agent: Thank you. You have a tourist visa for three months.
Maria: Yes, that’s right. I plan to travel some in the U.S.
Imm. Agent: Where are you going?
Maria: I’m going to spend some time in Atlanta. After that, I’m going to Washington, Chicago, and California.
Imm. Agent: All right. Enjoy your stay!
Cust. Agent: Hi! Anything to declare?
Maria: Excuse me? I don’t understand.
Cust. Agent: Do you have any valuables or alcohol to declare?
Maria: No, nothing at all.
Cust. Agent: O.K. You can go ahead.
Maria: Thank you.
LEARN TO SPEAK ENGLISH

Changing Money

**Story**
Alex  Hello. I’d like to change some money into U.S. currency, please.
Bank Teller  Certainly. Do you have cash or traveler’s checks?
Alex  Traveler’s checks.
Alex  Here they are.
Bank Teller  May I see your passport please?
Alex  Of course.
Bank Teller  Let’s see. That adds up to $1,250.00.
Bank Teller  Would you like it in any special denomination?
Alex  I beg your pardon?
Bank Teller  How would you like your money? In twenties, fifties, or hundred dollar bills?
Alex  A hundred dollars in twenties and the rest in hundred dollar bills, please.

**Action**
Maria  Hello. I’d like to change some money into U.S. currency, please.
Bank Teller  Certainly. Do you have cash or traveler’s checks?
Maria  Traveler’s checks.
Maria  Here they are.
Bank Teller  May I see your passport please?
Maria  Of course.
Bank Teller  Let’s see. That adds up to $1,250.00. Would you like it in any special denomination?
Maria  I beg your pardon?
Bank Teller  How would you like your money? In twenties, fifties, or hundred dollar bills?
Maria  A hundred dollars in twenties and the rest in hundred dollar bills, please.
Public Transportation

Story
Trans. Agent: May I help you?
Alex: Yes, thanks.
Alex: I’m staying at the Peachtree Plaza in town. What’s the best way to get there?
Trans. Agent: You can take a cab, bus, limo, or hotel shuttle.
Alex: What do you recommend?
Trans. Agent: That depends. A cab is faster but more expensive.
Trans. Agent: The bus is cheaper but a little slow.
Trans. Agent: It would probably be a good idea to take your hotel shuttle.
Alex: All right. Where do I catch it?
Trans. Agent: Just go through those doors and look for the shuttle sign.
Trans. Agent: When it comes by, wave and the driver will pick you up.
Alex: How much does it cost?
Trans. Agent: It’s a courtesy shuttle, so it’s free. You can tip the driver, if you want.
Alex: Thank you for your help.

Action
Trans. Agent: May I help you?
Maria: Yes, thanks. I’m staying at the Peachtree Plaza in town. What’s the best way to get there?
Trans. Agent: You can take a cab, bus, limo, or hotel shuttle.
Maria: What do you recommend?
Trans. Agent: That depends. A cab is faster but more expensive. The bus is cheaper but a little slow.
Trans. Agent: It would probably be a good idea to take your hotel shuttle.
Maria: All right. Where do I catch it?
Trans. Agent: Just go through those doors and look for the shuttle sign.
Trans. Agent: When it comes by, wave and the driver will pick you up.
Maria: How much does it cost?
Trans. Agent: It’s a courtesy shuttle, so it’s free. You can tip the driver, if you want.
Maria: Thank you for your help.
LEARN TO SPEAK ENGLISH

Checking into a Hotel

Story

Desk Clerk  Welcome to the Peachtree Plaza. Do you have a reservation?
Alex  Yes, I do. I’ll be staying for two or three days.
Desk Clerk  What is your name?
Alex  Alex Smith.
Desk Clerk  Are you here for business or pleasure?
Alex  Could you please speak more slowly?
Desk Clerk  Is this a business trip or just a vacation?
Alex  Both, actually.
Alex  My uncle died recently in Atlanta. I’ve come to take care of his estate.
Desk Clerk  I’m sorry for your loss.
Desk Clerk  We’ll make your stay here as worry-free as possible.
Alex  Thank you.
Desk Clerk  We have room 758 reserved for you. Will you be paying with cash or a credit card?
Alex  A credit card. Here it is.
Alex  What’s the rate?
Desk Clerk  $129.00 per night. There’s also a complimentary continental breakfast.
Desk Clerk  I need to make an imprint of your credit card.
Alex  How do I get to my room?
Desk Clerk  Take the elevator on the right to the seventh floor, and turn to your left after you exit the elevator.
Desk Clerk  The room will be on your right. A bellman will bring up your bags.

Action

Desk Clerk  Welcome to the Peachtree Plaza. Do you have a reservation?
Maria  Yes, I do. I’ll be staying for two or three days.
Desk Clerk  Are you here for business or pleasure?
Maria  Could you please speak more slowly?
Desk Clerk  Is this a business trip or just a vacation?
Maria  Both, actually. My aunt died recently in Atlanta. I’ve come to take care of her estate.
Desk Clerk  I’m sorry for your loss. We’ll make your stay here as worry-free as possible.
Maria  Thank you.
Desk Clerk  We have room 758 reserved for you. Will you be paying with cash or a credit card?
Maria  A credit card. Here it is. What’s the rate?
Desk Clerk  $129.00 per night. There’s also a complimentary continental breakfast.
Desk Clerk  I need to make an imprint of your credit card.
Maria  How do I get to my room?
Desk Clerk  Take the elevator on the right to the seventh floor, and turn to your left after you exit the elevator.
Desk Clerk  The room will be on your right. A bellman will bring up your bags.
**Making a Phone Call**

**Story**

Operator: How may I help you?
Alex: I’d like to make an international call, please.
Operator: You can dial directly from your room if you like.
Alex: I’m sorry, I don’t understand what to do.
Operator: Just hang up, then dial 011, your country and city codes, and your number.
Alex: O.K. Thanks for your help.
Operator: You’re welcome. Would you like to charge the call to your room or pay with a credit card?
Alex: To my room.
Operator: All right. I’ll take care of it for you.
Operator: Have a nice evening.

**Action**

Operator: How may I help you?
Maria: I’d like to make an international call, please.
Operator: You can dial directly from your room if you like.
Maria: I’m sorry, I don’t understand what to do.
Operator: Just hang up, then dial 011, your country and city codes, and your number.
Maria: O.K. Thanks for your help.
Operator: You’re welcome. Would you like to charge the call to your room or pay with a credit card?
Maria: To my room.
Operator: All right. I’ll take care of it for you. Have a nice evening.
LEARN TO SPEAK ENGLISH

Renting a Car

Story

Alex
I’d like to rent a car for several weeks.

Rental Agent
Do you have a reservation?

Alex
No, I don’t.

Rental Agent
All right, I’ll see what we have available. Would you like a subcompact, compact, mid-sized, or luxury car?

Alex
I don’t need much room, just good fuel economy and safety. What do you recommend?

Rental Agent
I have a minivan ready. Would that be all right?

Alex
Fine. How much does it cost?

Rental Agent
Well, if you’re renting for a week or more, I would recommend our unlimited mileage plan.

Alex
How does it work?

Rental Agent
You pay a flat rate for the week and you can drive as much as you want.

Rental Agent
You can also drop off the car at any of our agencies nationwide.

Rental Agent
You’ll start off with a full tank of gas. Try to fill it up just before you drop off the car.

Rental Agent
Because we charge more than a regular gas station.

Alex
OK, I’ll take it. Where do I sign?

Action

Maria
I’d like to rent a car for several weeks.

Rental Agent
Do you have a reservation?

Maria
No, I don’t.

Rental Agent
All right, I’ll see what we have available. Would you like a subcompact, compact, mid-sized, or luxury car?

Maria
I don’t need much room, just good fuel economy and safety. What do you recommend?

Rental Agent
I have a Chevrolet Caprice ready. Would that be all right?

Maria
Fine. How much does it cost?

Rental Agent
Well, if you’re renting for a week or more, I would recommend our unlimited mileage plan.

Maria
How does it work?

Rental Agent
You pay a flat rate for the week and you can drive as much as you want.

Rental Agent
You can also drop off the car at any of our agencies nationwide.

Rental Agent
You’ll start off with a full tank of gas. Try to fill it up just before you drop off the car.

Rental Agent
Because we charge more than a regular gas station.

Maria
OK, I’ll take it. Where do I sign?
Travel

Asking for Directions

Story
AAA Agent  Good morning. Can I help you?
Alex  I’m trying to figure out the best way to get to Washington, D.C.
AAA Agent  Are you driving or flying?
Alex  I’m driving. My car’s parked outside.
AAA Agent  You have two options. The first is to take Interstate 85 north through Georgia, South Carolina, North Carolina, and Virginia.
Alex  What’s the other option?
AAA Agent  You could also take I-75 north through Georgia into Tennessee. In Tennessee, you pick up I-81 which will take you into Virginia.
AAA Agent  You then take I-66 to Washington.
Alex  Is there a difference in distance between the two?
AAA Agent  I-85 is somewhat shorter, but it’s not as scenic, and there’s usually a lot more traffic.
Alex  How do I pick up I-85 in Atlanta?
AAA Agent  Just head north on the freeway until you reach the I-285 beltway. Then follow the signs.
Alex  By the way, do you have any information about the Washington, D.C. area?
AAA Agent  Sure. Here’s a packet of brochures.
AAA Agent  Do you need a hotel reservation?
Alex  No thanks. I’ve already made one.

Action
AAA Agent  Good morning. Can I help you?
Maria  I’m trying to figure out the best way to get to Washington, D.C.
AAA Agent  Are you driving or flying?
Maria  I’m driving. My car’s parked outside.
AAA Agent  You have two options. The first is to take Interstate 85 north through Georgia, South Carolina, North Carolina, and Virginia.
Maria  What’s the other option?
AAA Agent  You could also take I-75 north through Georgia into Tennessee. In Tennessee, you pick up I-81 which will take you into Virginia.
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AAA Agent  By the way, do you have any information about the Washington, D.C. area?
AAA Agent  Sure. Here’s a packet of brochures. Do you need a hotel reservation?
Maria  No thanks. I’ve already made one.
LEARN TO SPEAK ENGLISH

A Flight to the West Coast

Story

Ticket Agent  A ticket to San Francisco.
Ticket Agent  How many pieces of luggage will you be checking?
Alex  Just two.
Alex  May I have an aisle seat, please?
Ticket Agent  Yes, seat 12-C in the coach section.
Ticket Agent  You’ll be boarding in about 30 minutes from Gate 16.
Flight Attndt.  Good morning. Can I offer you something to drink?
Alex  Coffee, please. No cream or sugar.
Flight Attndt.  Today we’ll be serving lunch.
Alex  How long will it take to get to San Francisco?
Flight Attndt.  About four hours.
Flight Attndt.  Would you like a newspaper or magazine?
Alex  No thanks, I brought a book.
Alex  It’s all about U.S. history — and it’s fascinating!

Action

Ticket Agent  A ticket to San Francisco. How many pieces of luggage will you be checking?
Maria  Just two. May I have an aisle seat, please?
Ticket Agent  Yes, seat 12-C in the coach section.
Ticket Agent  You’ll be boarding in about 30 minutes from Gate 16.
Flight Attndt.  Good morning. Can I offer you something to drink?
Maria  Coffee, please. No cream or sugar.
Flight Attndt.  Today we’ll be serving lunch.
Maria  How long will it take to get to San Francisco?
Flight Attndt.  About four hours. Would you like a newspaper or magazine?
Maria  No thanks, I brought a book. It’s all about U.S. history — and it’s fascinating!
BUSINESS

Making an Appointment

Story
Secretary Good morning, Haskell, Cleaver, and Young.
Alex I’d like to speak with Mr. Young, please.
Secretary Who’s calling, please?
Alex I’m related to Thomas Smith.
Alex Mr. Young asked me to get in touch when I arrived in the U.S.
Secretary Please hold.
Mr. Young I’m looking forward to meeting you. Can you come by tomorrow at 10 a.m.?
Alex Yes, I think so.
Alex Where are you located?
Mr. Young Our offices are just behind the State Capitol building.
Mr. Young You can walk here from your hotel.
Alex What time should I leave the hotel?
Mr. Young Oh, maybe around 9:30. It should only take about twenty minutes on foot.
Alex Thanks. I’ll see you tomorrow morning.

Action
Secretary Good morning, Haskell, Cleaver, and Young.
Maria I’d like to speak with Mr. Young, please.
Secretary Who’s calling, please?
Maria I’m related to Stephanie Garner.
Maria Mr. Young asked me to get in touch when I arrived in the U.S.
Secretary Please hold.
Mr. Young I’m looking forward to meeting you. Can you come by tomorrow at 10 a.m.?
Maria Yes, I think so. Where are you located?
Mr. Young Our offices are just behind the State Capitol building.
Mr. Young You can walk here from your hotel.
Maria What time should I leave the hotel?
Mr. Young Oh, maybe around 9:30. It should only take about twenty minutes on foot.
Maria Thanks. I’ll see you tomorrow morning.
LEARN TO SPEAK ENGLISH

Meeting an Attorney

Story

Mr. Young Your Uncle Thomas was a fine man. He certainly thought a lot of you.
Mr. Young As you may know, he had no direct descendants, so he wanted to leave you the bulk
of his estate.
Alex I can’t believe it. He didn’t come home to visit very often.
Mr. Young Well, it’s right here in his will.
Mr. Young You can claim your inheritance as soon as you meet the stated requirements.
Alex What requirements?
Mr. Young After immigrating to the U.S., your uncle fell in love with his adopted country.
Mr. Young He was especially fond of Atlanta, Washington, Chicago, and San Francisco.
Mr. Young He wanted you to visit some of the places that he enjoyed so much.
Alex That seems easy enough. Anything else?
Mr. Young Here are sealed envelopes with instructions about each place.
Mr. Young When you arrive in Washington, for example, open that one. Then you’ll know what to do.
Alex This is all very strange.
Mr. Young Yes, it’s strange, but worth the trouble, I think.
Mr. Young When you finish your “treasure hunt” and return to Atlanta, I’ll give you your check.

Action

Mr. Young Your Aunt Stephanie was a fine lady. She certainly thought a lot of you.
Mr. Young As you may know, she had no direct descendants, so she wanted to leave you the bulk
of her estate.
Maria I can’t believe it. She didn’t come home to visit very often.
Mr. Young Well, it’s right here in her will. You can claim your inheritance as soon as you meet the
stated requirements.
Maria What requirements?
Mr. Young After immigrating to the U.S., your aunt fell in love with her adopted country.
Mr. Young She was especially fond of Atlanta, Washington, Chicago, and San Francisco.
Mr. Young She wanted you to visit some of the places that she enjoyed so much.
Maria That seems easy enough. Anything else?
Mr. Young Here are sealed envelopes with instructions about each place.
Mr. Young When you arrive in Washington, for example, open that one. Then you’ll know what to do.
Maria This is all very strange.
Mr. Young Yes, it’s strange, but worth the trouble, I think.
Mr. Young When you finish your “treasure hunt” and return to Atlanta, I’ll give you your check.
Applying for a Credit Card

Story
Credit Empl.  Are you applying for a charge account?
Alex       Yes.  How long will it take for approval?
Credit Empl.  Only a few weeks.  Have you filled out the application form yet?
Alex       Not entirely.  I’m not a U.S. citizen.
Alex       My bank and previous charge accounts are all abroad.  What should I do?
Credit Empl.  I don’t think there’ll be a problem.  Just write down the name and number of your accounts at home.
Credit Empl.  We’ll let our credit office work out the details.
Alex       Is there a charge to use the card?
Credit Empl.  There’s no charge for the card itself.
Credit Empl.  You pay a small amount of interest on the remaining balance at the end of each month.
Alex       Is there a limit on what I can charge?
Credit Empl.  We’ll start you off with a $1,200 maximum.
Credit Empl.  If your credit history is good, and you need to increase your line, we can usually do it.
Alex       Great.  When can I start using it?
Credit Empl.  We should have approval within ten days.  Where shall we mail your card?
Alex       To this address.
Alex       I’m having all my mail forwarded to my attorney’s office while I’m out of town.

Action
Credit Empl.  Are you applying for a charge account?
Maria     Yes.  How long will it take for approval?
Credit Empl.  Only a few weeks.  Have you filled out the application form yet?
Maria     Not entirely.  I’m not a U.S. citizen.
Maria     My bank and previous charge accounts are all abroad.  What should I do?
Credit Empl.  I don’t think there’ll be a problem.  Just write down the name and number of your accounts at home.
Credit Empl.  We’ll let our credit office work out the details.
Maria     Is there a charge to use the card?
Credit Empl.  There’s no charge for the card itself.
Credit Empl.  You pay a small amount of interest on the remaining balance at the end of each month.
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Maria     Great.  When can I start using it?
Credit Empl.  We should have approval within ten days.  Where shall we mail your card?
Maria     To this address.
Maria     I’m having all my mail forwarded to my attorney’s office while I’m out of town.
LEARN TO SPEAK ENGLISH

A Washington Traffic Jam

Story
Alex “My years in Washington, D.C. taught me so much about American history.
Alex I therefore instruct my nephew to do the following while he is in Washington:
Alex 1. Visit Georgetown where I lived a number of years ago as a student.
Alex 2. Have dinner at Antonio’s, my favorite Italian restaurant.
Alex Request a menu and bring back a copy of the check as proof.
Alex 3. Visit the Smithsonian Institution. Take a picture of Lindbergh’s ‘Spirit of St. Louis.’
Alex 4. Visit the National Archives to view the Declaration of Independence and the Bill of
   Rights.
Alex 5. Drive through the National Arboretum, Washington’s best-kept secret.
Alex 6. Finish by visiting the Lincoln Memorial and the U.S. Capitol.
Alex While I do not expect my nephew to prove that he visited all the places I have listed, I
   assume that he will follow my wishes.
Alex My hope is that he will learn as much about the U.S. as I did when I first moved here.”

Action
Maria “My years in Washington, D.C. taught me so much about American history.
Maria I therefore instruct my niece to do the following while she is in Washington:
Maria 1. Visit Georgetown where I lived a number of years ago as a student.
Maria 2. Have dinner at Antonio’s, my favorite Italian restaurant.
Maria Request a menu and bring back a copy of the check as proof.
Maria 3. Visit the Smithsonian Institution. Take a picture of Lindbergh’s ‘Spirit of St. Louis.’
Maria 4. Visit the National Archives to view the Declaration of Independence and the Bill of
   Rights.
Maria 5. Drive through the National Arboretum, Washington’s best-kept secret.
Maria 6. Finish by visiting the Lincoln Memorial and the U.S. Capitol.
Maria While I do not expect my niece to prove that she visited all the places I have listed, I assume
   that she will follow my wishes.
Maria My hope is that she will learn as much about the U.S. as I did when I first moved here.”
**Business**

**An Invitation**

**Story**

Mrs. Jones  
Good evening. I’m Ellen Jones. Won’t you come in?

Mrs. Jones  
What lovely flowers! Thank you.

Mrs. Jones  
I’ll call Michael. Please make yourself at home.

Mr. Jones  
Hello, I’m so glad to meet you.

Mr. Jones  
Thomas told me so much about you. Did you know you were his favorite?

Alex  
No. I’m sorry I didn’t get to see him again before he died.

Mr. Jones  
So, what brings you to Chicago?

Alex  
Uncle Thomas wanted me to know more about the city.

Alex  
Did he live around here?

Mrs. Jones  
Yes, we became friends almost twenty years ago.

Mrs. Jones  
He had moved here from Washington.

Alex  
He left Chicago a few years later and moved to the West Coast.

Mr. Jones  
Chicago winters were too harsh for him. He wanted more sun and warmer temperatures.

Mrs. Jones  
Dinner is ready.

**Action**

Mrs. Jones  
Good evening. I’m Ellen Jones. Won’t you come in?

Mrs. Jones  
What lovely flowers! Thank you. I’ll call Michael. Please make yourself at home.

Mr. Jones  
Hello, I’m so glad to meet you. Stephanie told me so much about you. Did you know you were her favorite?

Maria  
No. I’m sorry I didn’t get to see her again before she died.

Mr. Jones  
So, what brings you to Chicago?

Maria  
Aunt Stephanie wanted me to know more about the city. Did she live around here?

Mrs. Jones  
Yes, we became friends almost twenty years ago. She had moved here from Washington.

Maria  
She left Chicago a few years later and moved to the West Coast.

Mr. Jones  
Chicago winters were too harsh for her. She wanted more sun and warmer temperatures.

Mrs. Jones  
Dinner is ready.
LEARN TO SPEAK ENGLISH

California Dreaming

Story
Alex  “One of my favorite places in America is the area around Monterey, California.
Alex  I would like my nephew to visit Monterey the way I did, as a tourist. He should do the
Alex  following:
Alex  1. Have lunch at a restaurant on Cannery Row. Sit at a table overlooking the water.
Alex  2. Visit the Monterey Bay Aquarium.
Alex  3. Take the scenic 17 (Seventeen)-Mile Drive.
Alex  4. Drive on Highway 1 down to Big Sur for a splendid view of the rugged California
        coastline.
Alex  5. On the return drive to Monterey, spend a night at the quaint Lamp Lighter Inn
        in beautiful Carmel by the Sea. Ask for the Hansel and Gretel cottage if you can get it.”

Action
Maria  “One of my favorite places in America is the area around Monterey, California.
Maria  I would like my niece to visit Monterey the way I did, as a tourist. She should do the
Maria  following:
Maria  1. Have lunch at a restaurant on Cannery Row. Sit at a table overlooking the water.
Maria  2. Visit the Monterey Bay Aquarium.
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Maria  4. Drive on Highway 1 down to Big Sur for a splendid view of the rugged California
        coastline.
Maria  5. On the return drive to Monterey, spend a night at the quaint Lamp Lighter Inn...
Maria  in beautiful Carmel by the Sea. Ask for the Hansel and Gretel cottage if you can get it.”
A Business Lunch

Story

Alex  How did you know my uncle?
Colleague  Thomas and I founded a small company specializing in fine wines and foods.
Colleague  We worked together for about six years.
Colleague  He took care of finances, and I handled marketing and sales.
Colleague  He was a delight to work with.
Alex  I didn’t realize that he lived on the West Coast for six years.
Colleague  He didn’t. We met in Chicago.
Colleague  As the company grew, I moved to California to be closer to our distributors.
Colleague  He eventually moved to Atlanta, as you know.
Alex  How is the company doing?
Colleague  Very well, thank you.
Colleague  When Thomas became ill, he sold his shares of the company.
Colleague  So, what brings you to the States?
Alex  My uncle wanted me to see the places in America that he loved.
Alex  I’ll receive an inheritance once I complete this trip and return to Atlanta.
Colleague  Interesting. Before you leave San Francisco, be sure you see the Golden Gate Bridge, Chinatown, and Sausalito.
Alex  I’ve already been to Chinatown. I was just about to go see the bridge.
Alex  Well, thanks for lunch. It was a pleasure meeting you.

Action

Maria  How did you know my aunt?
Colleague  Stephanie and I founded a small company specializing in fine wines and foods.
Colleague  We worked together for about six years.
Colleague  She took care of finances, and I handled marketing and sales. She was a delight to work with.
Maria  I didn’t realize that she lived on the West Coast for six years.
Colleague  She didn’t. We met in Chicago.
Colleague  As the company grew, I moved to California to be closer to our distributors.
Colleague  She eventually moved to Atlanta, as you know.
Maria  How is the company doing?
Colleague  Very well, thank you. When Stephanie became ill, she sold her shares of the company.
Colleague  So, what brings you to the States?
Maria  My aunt wanted me to see the places in America that she loved.
Maria  I’ll receive an inheritance once I complete this trip and return to Atlanta.
Colleague  Interesting. Before you leave San Francisco, be sure you see the Golden Gate bridge, Chinatown, and Sausalito.
Maria  I’ve already been to Chinatown. I was just about to go see the bridge.
Maria  Well, thanks for lunch. It was a pleasure meeting you.
Collecting Your Inheritance

**Story**

Mr. Young  
Well, how did your trip go?

Alex  
It was great. I had no idea the U.S. was so large.

Alex  
I thought I would never get back to Atlanta.

Mr. Young  
Did you follow your uncle’s instructions?

Alex  
I think so. Here are my receipts and the other items he wanted me to collect.

Alex  
I think everything is in order.

Mr. Young  
Yes, I believe you have satisfied the conditions in your uncle’s will.

Mr. Young  
Here’s your check.

Mr. Young  
You can deposit it once you get home, if you want.

Alex  
Wow! I think I’ll do that.

Alex  
I’ll have a lot of credit card bills waiting for me.

Mr. Young  
One thing is for sure, your English has really improved since you arrived.

Alex  
You’re kind. I think it has, too.

Alex  
I wonder how I’ll keep it up.

Mr. Young  
With the money from your inheritance, you’ll be able to come back to the U.S. as often as you like, or go anywhere else in the world for that matter.

Mr. Young  
Have a safe trip home!

Alex  
Thank you. I will be back!

**Action**

Mr. Young  
Well, how did your trip go?

Maria  
It was great. I had no idea the U.S. was so large.

Maria  
I thought I would never get back to Atlanta.

Mr. Young  
Did you follow your aunt’s instructions?

Maria  
I think so. Here are my receipts and the other items she wanted me to collect.

Maria  
I think everything is in order.

Mr. Young  
Yes, I believe you have satisfied the conditions in your aunt’s will. Here’s your check.

Mr. Young  
You can deposit it once you get home, if you want.

Maria  
Wow! I think I’ll do that. I’ll have a lot of credit card bills waiting for me.

Mr. Young  
One thing is for sure, your English has really improved since you arrived.

Maria  
You’re kind. I think it has, too. I wonder how I’ll keep it up.

Mr. Young  
With the money from your inheritance, you’ll be able to come back to the U.S. as often as you like, or go anywhere else in the world for that matter. Have a safe trip home!

Maria  
Thank you. I will be back!
EVERYDAY LIFE

Dining Out

Story

Hostess  Hi, will you be having lunch?
Alex     Yes, but I’m not very hungry.
Alex     It’s too hot outside.
Hostess I know what you mean. It’s a scorcher today.
Alex     I’m not used to this kind of weather. I’m glad that everything is air conditioned here.
Waiter  Hi, my name is Carl and I’ll be serving you today.
Waiter  Can I get you something to drink?
Alex     Just water, please, with ice.
Waiter  Of course. I’ll be back in a moment.
Waiter  Would you like to hear about our house specials?
Alex     I think I’ll just have a salad, bread, and a glass of white wine.
Waiter  O.K. What kind of wine? Our house wine is quite good.
Alex     Fine, I’ll have a glass of that.
Waiter  I’ll be right back with your wine.
Waiter  Would you like some dessert? We have a delicious chocolate cheesecake.
Alex     I don’t think so. I’m on a diet.
Alex     Just bring the check, please.

Action

Hostess  Hi, will you be having lunch?
Maria    Yes, but I’m not very hungry. It’s too hot outside.
Hostess I know what you mean. It’s a scorcher today.
Maria    I’m not used to this kind of weather. I’m glad that everything is air conditioned here.
Waiter  Hi, my name is Carl and I’ll be serving you today. Can I get you something to drink?
Maria    Just water, please, with ice.
Waiter  Of course. I’ll be back in a moment.
Waiter  Would you like to hear about our house specials?
Maria    I think I’ll just have a salad, bread, and a glass of white wine.
Waiter  O.K. What kind of wine? Our house wine is quite good.
Maria    Fine, I’ll have a glass of that.
Waiter  I’ll be right back with your wine.
Waiter  Would you like some dessert? We have a delicious chocolate cheesecake.
Maria    I don’t think so. I’m on a diet. Just bring the check, please.
LEARN TO SPEAK ENGLISH

At the Movies

Story
Cashier     How many?
Alex        One ticket please.
Cashier     That will be $6.00.
Clerk       What can I get for you?
Alex        Popcorn, a Coke, and some of those chocolates there.
Clerk       You mean Milk Duds?
Alex        Yes, that’s right, a box of Milk Duds.
Clerk       Do you want Classic Coke, Diet Coke, or Cherry Coke?
Alex        Uh... , Classic Coke, I think.
Clerk       Would you like butter on your popcorn?
Alex        Yes, thank you.
Clerk       Here you go. That’ll be $4.50, please.

Action
Cashier     How many?
Maria       One ticket please.
Cashier     That will be $6.00.
Clerk       What can I get for you?
Maria       Popcorn, a Coke, and some of those chocolates there.
Clerk       You mean Milk Duds?
Maria       Yes, that’s right, a box of Milk Duds.
Clerk       Do you want Classic Coke, Diet Coke, or Cherry Coke?
Maria       Uh... , Classic Coke, I think.
Clerk       Would you like butter on your popcorn?
Maria       Yes, thank you.
Clerk       Here you go. That’ll be $4.50, please.
Shopping at the Mall

Story
Salesperson: Are you being helped?
Alex: No, I’m not.
Alex: I’m looking for gifts for my children, possibly T-shirts.
Salesperson: For a girl or a boy?
Alex: Both. I have a son and a daughter.
Salesperson: What sizes do you need?
Alex: I guess I’ll need a large for my son and a medium for my daughter.
Salesperson: How about the color?
Alex: I think I’ll get a light green shirt for my daughter and a navy blue one for my son.
Alex: Are they easy to take care of?
Salesperson: Yes, they’re machine-washable and shouldn’t fade or shrink very much.
Alex: Fine, I’ll take the two shirts.
Salesperson: How about something for your wife?
Alex: Not right now. I’m going to look some more.
Alex: Where’s the fine jewelry department?
Salesperson: Right over there, to the left.

Action
Salesperson: Are you being helped?
Maria: No, I’m not. I’m looking for gifts for my children, possibly T-shirts.
Salesperson: For a girl or a boy?
Maria: Both. I have a son and a daughter.
Salesperson: What sizes do you need?
Maria: I guess I’ll need a large for my son and a medium for my daughter.
Salesperson: How about the color?
Maria: I think I’ll get a light green shirt for my daughter and a navy blue one for my son.
Maria: Are they easy to take care of?
Salesperson: Yes, they’re machine-washable and shouldn’t fade or shrink very much.
Maria: Fine, I’ll take the two shirts.
Salesperson: How about something for your husband?
Maria: Not right now. I’m going to look some more. Where’s the fine jewelry department?
Salesperson: Right over there, to the left.
LEARN TO SPEAK ENGLISH

Finding an Apartment

Story
Alex Hello, I’m calling about an apartment. I’d like to rent a furnished, two-bedroom place.
1st Manager We have one furnished apartment left.
1st Manager It’s air conditioned and rents for $565 per month.
Alex Are the utilities included?
1st Manager The water is, but not the gas and electricity.
Alex That’s a little more than I wanted to pay. Thanks anyway.
2nd Manager Hello, Breezeway Manor Apartments, how may I help you?
Alex Do you have a furnished, two-bedroom apartment in the $400 range?
2nd Manager Why yes, you’re in luck. One just came open today.
2nd Manager It goes for $450 per month, including water.
Alex Is it on the first or second floor?
2nd Manager The first floor. It’s very close to our swimming pool. Shall I hold it for you?
2nd Manager I’ll need one month’s rent as a deposit as soon as possible.
Alex Yes, please do. I’ll be right over.

Action
Maria Hello, I’m calling about an apartment. I’d like to rent a furnished, two-bedroom place.
1st Manager We have one furnished apartment left.
1st Manager It’s air conditioned and rents for $575 per month.
Maria Are the utilities included?
1st Manager The water is, but not the gas and electricity.
Maria That’s a little more than I wanted to pay. Thanks anyway.
2nd Manager Hello, Breezeway Manor Apartments, how may I help you?
Maria Do you have a furnished, two-bedroom apartment in the $400 range?
2nd Manager Why yes, you’re in luck. One just came open today.
2nd Manager It goes for $450 per month, including water.
Maria Is it on the first or second floor?
2nd Manager The first floor. It’s very close to our swimming pool. Shall I hold it for you?
2nd Manager I’ll need one month’s rent as a deposit as soon as possible.
Maria Yes, please do. I’ll be right over.
Moving Day

Story

2nd Manager: Good morning. Are you ready to see the apartment?
Alex: Yes. Let’s go inside.
2nd Manager: We’ll start with the kitchen and dining room.
Alex: Oh good, a refrigerator and stove.
Alex: Is there a dishwasher, too?
2nd Manager: It’s right over here, next to the sink.
2nd Manager: There’s also a garbage disposal and a trash compactor.
Alex: I’d like to take a look at the bedrooms and bath.
2nd Manager: Here are the bedrooms. They’re connected by the bathroom.
2nd Manager: There’s also a half bath off the living room.
2nd Manager: Which bedroom will you use?
Alex: I like the one facing the pool.
Alex: I’ll use the other one for my study.
Alex: Can I get a desk and chair for the study?
2nd Manager: I’ll call the office and see if there are any in storage.
Alex: I don’t have a car. Is there a grocery store nearby?
2nd Manager: You’re in luck. There’s a supermarket down the street. It’s about a ten-minute walk.
2nd Manager: Let’s go back to my office and talk about your lease.

Action

2nd Manager: Good morning. Are you ready to see the apartment?
Maria: Yes. Let’s go inside.
2nd Manager: We’ll start with the kitchen and dining room.
Maria: Oh good, a refrigerator and stove. Is there a dishwasher, too?
2nd Manager: It’s right over here, next to the sink. There’s also a garbage disposal and a trash compactor.
Maria: I’d like to take a look at the bedrooms and bath.
2nd Manager: Here are the bedrooms. They’re connected by the bathroom. There’s also a half bath off the living room.
2nd Manager: Which bedroom will you use?
Maria: I like the one facing the pool. I’ll use the other one for my study.
Maria: Can I get a desk and chair for the study?
2nd Manager: I’ll call the office and see if there are any in storage.
Maria: I don’t have a car. Is there a grocery store nearby?
2nd Manager: You’re in luck. There’s a supermarket down the street. It’s about a ten-minute walk.
2nd Manager: Let’s go back to my office and talk about your lease.
Shopping for Groceries

Story
Prod. Clerk: Good morning. Can I weigh those for you?
Alex: Yes. And how much are the tomatoes?
Prod. Clerk: Eighty cents a pound. How many would you like?
Alex: Three will be enough. I also want this head of lettuce.
Alex: How much do I owe you?
Prod. Clerk: Oh, you don’t pay here. You pay at the checkout counter when you leave.
Alex: Sorry about that.
Butcher: Can I help you?
Alex: I’d like a chicken, please.
Butcher: Would you like it whole or cut up?
Alex: A whole fryer please. I’ll cut it up myself. Thanks.
Baker: Yes, sir?
Alex: I’d like a loaf of bread, please.
Baker: Do you want rye, whole wheat, or white bread?
Alex: I’ll take the rye bread.

Action
Prod. Clerk: Good morning. Can I weigh those for you?
Maria: Yes. And how much are the tomatoes?
Prod. Clerk: Eighty cents a pound. How many would you like?
Maria: Three will be enough. I also want this head of lettuce. How much do I owe you?
Prod. Clerk: Oh, you don’t pay here. You pay at the checkout counter when you leave.
Maria: Sorry about that.
Butcher: Can I help you?
Maria: I’d like a chicken, please.
Butcher: Would you like it whole or cut up?
Maria: A whole fryer please. I’ll cut it up myself. Thanks.
Baker: Yes, ma’am?
Maria: I’d like a loaf of bread, please.
Baker: Do you want rye, whole wheat, or white bread?
Maria: I’ll take the rye bread.
Everyday Life

At the Laundry

Story

Alex How does this washing machine work?
1st Neighbor You have to put four quarters in the slot, then add the detergent.
Alex I don’t have any change. Where can I get some?
1st Neighbor There’s a coin machine over there. It takes dollar bills.
2nd Neighbor Do you have any detergent?
Alex Oh, no! I forgot to buy some at the supermarket.
Alex Can I borrow a cup?
2nd Neighbor Sure. Take as much as you need.
1st Neighbor I’ve finished using the dryer, and there’s still some time left if you want to dry your clothes.
Alex That’s very kind. Thanks a lot.
1st Neighbor Don’t mention it. Here’s my business card if you need anything for yourself or your apartment.
1st Neighbor I manage a department store in the mall.
1st Neighbor We’re having a big sale this week. Why don’t you stop by sometime?
Alex Thank you. I’ll try to.

Action

Maria How does this washing machine work?
1st Neighbor You have to put four quarters in the slot, then add the detergent.
Maria I don’t have any change. Where can I get some?
1st Neighbor There’s a coin machine over there. It takes dollar bills.
2nd Neighbor Do you have any detergent?
Maria Oh, no! I forgot to buy some at the supermarket. Can I borrow a cup?
2nd Neighbor Sure. Take as much as you need.
1st Neighbor I’ve finished using the dryer, and there’s still some time left if you want to dry your clothes.
Maria That’s very kind. Thanks a lot.
1st Neighbor Don’t mention it. Here’s my business card if you need anything for yourself or your apartment.
1st Neighbor I manage a department store in the mall.
1st Neighbor We’re having a big sale this week. Why don’t you stop by sometime?
Maria Thank you. I’ll try to.
LEARN TO SPEAK ENGLISH

At the Gas Station

Story

Attendant  Regular or super unleaded?
Alex    Fill it up with regular, please.
Alex    Could you also check the oil and the tires?
Attendant  Your oil is a little low. Shall I put in a quart?
Alex    O.K. Would you mind cleaning the windshield, too?
Attendant  Sure. Where are you headed?
Alex    To Washington. I’ve got to do some research there.
Alex    I know nothing about the city.
Attendant  It’s a great place — lots of good restaurants, museums, and stores.
Attendant  How long will you be there?
Alex    I’m not sure yet. Probably several days.
Attendant  Have a safe trip!
Attendant  And don’t miss the Smithsonian!

Action

Attendant  Regular or super unleaded?
Maria Fill it up with regular, please. Could you also check the oil and the tires?
Attendant  Your oil is a little low. Shall I put in a quart?
Maria    O.K. Would you mind cleaning the windshield, too?
Attendant  Sure. Where are you headed?
Maria To Washington. I’ve got to do some research there. I know nothing about the city.
Attendant  It’s a great place — lots of good restaurants, museums, and stores. How long will you be there?
Maria    I’m not sure yet. Probably several days.
Attendant  Have a safe trip! And don’t miss the Smithsonian!
**Car Trouble**

**Story**

Alex: I don’t know what’s wrong. It’s a rental car.
Alex: Maybe I should call the emergency number of the agency.
HP Officer: Can I give you a lift to the service station at the next exit?
Alex: Yes, if you don’t mind. I think I’ll call the rental agency there.
HP Officer: I’m glad to help. It’s part of the job.
HP Officer: You’re not from around here are you?
Alex: No, I’m not an American. I’m visiting the U.S. for the first time.
Alex: I’ve been to Atlanta, Georgia, and now I’m on my way to your nation’s capital.
HP Officer: You mean Washington?
Alex: That’s right.
HP Officer: I’ve never been there.
HP Officer: I’d like to go there one day. They say it’s a lovely city.
HP Officer: Hope the rest of your trip goes well!
Alex: Thank you. You’ve been very helpful.

**Action**

Maria: I don’t know what’s wrong. It’s a rental car. Maybe I should call the emergency number of the agency.
HP Officer: Can I give you a lift to the service station at the next exit?
Maria: Yes, if you don’t mind. I think I’ll call the rental agency there.
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HP Officer: You mean Washington?
Maria: That’s right.
HP Officer: I’ve never been there. I’d like to go there one day. They say it’s a lovely city.
HP Officer: Hope the rest of your trip goes well!
Maria: Thank you. You’ve been very helpful.
A Fender Bender in Chicago

Story

1st Motorist What the hell do you think you’re doing?
2nd Motorist Sorry, I didn’t see your turn signal until it was too late to stop.
1st Motorist Hey, did you see what happened?
Alex Yes, I think so. Why?
1st Motorist I’m going to call the police. You can tell them what you saw.
1st Motorist This jerk ran right into me.
1st Motorist Look at my bumper! It’ll cost $1,000 to fix.
2nd Motorist Calm down. It was just one of those things. I have insurance.
Alex I really don’t want to get involved. I’m from out of town.
Officer You’re a witness, right?
Officer Can I have your name, address, and phone number?
Alex Yes, I saw what happened.
Alex Here’s my passport. I’m not an American citizen.
Alex I’ve come to Chicago on business.
Alex Here’s a contact number if you need to get in touch.

Action

1st Motorist What the hell do you think you’re doing?
2nd Motorist Sorry, I didn’t see your turn signal until it was too late to stop.
1st Motorist Hey, did you see what happened?
Maria Yes, I think so. Why?
1st Motorist I’m going to call the police. You can tell them what you saw. This jerk ran right into me.
1st Motorist Look at my bumper! It’ll cost $1,000 to fix.
2nd Motorist Calm down. It was just one of those things. I have insurance.
Maria I really don’t want to get involved. I’m from out of town.
Officer You’re a witness, right? Can I have your name, address, and phone number?
Maria Yes, I saw what happened. Here’s my passport. I’m not an American citizen.
Maria I’ve come to Chicago on business.
Maria Here’s a contact number if you need to get in touch.
A Household Emergency

Story
Plumber What seems to be the trouble?
Alex Look, there’s an inch of water on the floor. What a mess!
Alex Can you fix it?
Plumber No sweat.
Plumber Where’s the main water valve?
Alex The what?
Plumber Do you know where I can cut off the water?
Alex I think it’s in the closet.
Alex What shall I do about all the water on the floor?
Plumber Tell the manager to call a carpet cleaning service.
Alex How much is this going to cost?
Plumber I’m pretty sure the apartment owners will cover it,
Plumber as long as you didn’t cause the problem yourself.
Alex How could I? I’ve been out of town for weeks.
Alex What a way to end my trip!

Action
Plumber What seems to be the trouble?
Maria Look, there’s an inch of water on the floor. What a mess! Can you fix it?
Plumber No sweat. Where’s the main water valve?
Maria The what?
Plumber Do you know where I can cut off the water?
Maria I think it’s in the closet. What shall I do about all the water on the floor?
Plumber Tell the manager to call a carpet cleaning service.
Maria How much is this going to cost?
Plumber I’m pretty sure the apartment owners will cover it,
Plumber as long as you didn’t cause the problem yourself.
Maria How could I? I’ve been out of town for weeks. What a way to end my trip!
LEARN TO SPEAK ENGLISH

Under the Weather

Story
Nurse What seems to be the trouble?
Alex I feel terrible. I have a fever and chills.
Nurse What’s your temperature?
Alex 102 degrees.
Nurse Have you taken anything for it?
Alex Just some aspirin.
Alex What should I do?
Nurse I think you better see one of our doctors.
Nurse You probably have an infection.
Nurse Can you come right now?
Alex Yes, I’m on my way.
Alex I don’t have any medical insurance. Is that all right?
Nurse Don’t worry. Our business office takes cash, personal checks, or credit cards.

Action
Nurse What seems to be the trouble?
Maria I feel terrible. I have a fever and chills.
Nurse What’s your temperature?
Maria 102 degrees.
Nurse Have you taken anything for it?
Maria Just some aspirin. What should I do?
Nurse I think you better see one of our doctors. You probably have an infection.
Nurse Can you come right now?
Maria Yes, I’m on my way. I don’t have any medical insurance. Is that all right?
Nurse Don’t worry. Our business office takes cash, personal checks, or credit cards.
Everyday Life

At the Doctor’s Office

Story

Doctor  How are you today?
Alex  Not so good. I think I have the flu or something.
Doctor  What are your symptoms?
Alex  I have a fever, chills, and a sore throat.
Doctor  Let’s take a look. Open wide.
Doctor  Hmm, your throat is pretty red.
Doctor  How long have you had a fever?
Alex  Since last night. It comes and goes. What’s wrong with me?
Doctor  You have some sort of bacterial infection.
Doctor  I’m going to write you a prescription.
Doctor  Take it to any drugstore, and they’ll give you some pills that you’ll need to take for five days.
Doctor  You should be completely well by then.
Alex  Thanks. I sure wish I felt better.
Alex  I guess I’ll go home and rest.

Action

Doctor  How are you today?
Maria  Not so good. I think I have the flu or something.
Doctor  What are your symptoms?
Maria  I have a fever, chills, and a sore throat.
Doctor  Let’s take a look. Open wide.
Doctor  Hmm, your throat is pretty red. How long have you had a fever?
Maria  Since last night. It comes and goes. What’s wrong with me?
Doctor  You have some sort of bacterial infection. I’m going to write you a prescription.
Doctor  Take it to any drugstore, and they’ll give you some pills that you’ll need to take for five days.
Doctor  You should be completely well by then.
Maria  Thanks. I sure wish I felt better. I guess I’ll go home and rest.
LEARN TO SPEAK ENGLISH

At the Dentist’s Office

Story

Dentist My assistant said you have a toothache.
Dentist How long have you had it?
Alex For about twenty-four hours.
Alex I’ve had trouble with this tooth before.
Alex My dentist at home said that it would eventually have to be removed.
Dentist Let me take a closer look.
Dentist Hmm... I concur with your dentist. The tooth has to come out.
Alex Will it hurt?
Dentist Not too much. I’ll give you some Novocaine to make the tooth numb.
Alex When will you remove it?
Dentist It should come out right now.
Alex All right. Go ahead.
Alex What a way to end my stay in the U.S.!
Dentist When are you leaving?
Alex I have to see an attorney in the morning.
Alex My flight home is late tomorrow afternoon — around 6 p.m.

Action

Dentist My assistant said you have a toothache. How long have you had it?
Maria For about twenty-four hours. I’ve had trouble with this tooth before.
Maria My dentist at home said that it would eventually have to be removed.
Dentist Let me take a closer look.
Dentist Hmm... I concur with your dentist. The tooth has to come out.
Maria Will it hurt?
Dentist Not too much. I’ll give you some Novocaine to make the tooth numb.
Maria When will you remove it?
Dentist It should come out right now.
Maria All right. Go ahead. What a way to end my stay in the U.S.!
Dentist When are you leaving?
Maria I have to see an attorney in the morning. My flight home is late tomorrow afternoon — around 6 p.m.
Grammar Topics

NOUNS

Definite and Indefinite Articles

There is no need to worry about whether a noun is masculine, feminine, or neuter in English. Normally, a noun is preceded by a definite article (THE) or an indefinite article (A, AN) as follows:

<table>
<thead>
<tr>
<th>DEFINITE ARTICLE</th>
<th>INDEFINITE ARTICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>the tourist</td>
<td>a tourist</td>
</tr>
<tr>
<td>the area</td>
<td>an area</td>
</tr>
<tr>
<td>the card</td>
<td>a card</td>
</tr>
<tr>
<td>the hotel</td>
<td>a hotel</td>
</tr>
<tr>
<td>the restaurant</td>
<td>a restaurant</td>
</tr>
<tr>
<td>the people</td>
<td>some people</td>
</tr>
<tr>
<td>the signs</td>
<td>some signs</td>
</tr>
</tbody>
</table>

Note that definite articles refer to something specific, while indefinite articles refer to something nonspecific. Use an in front of most words beginning with vowels and some with plural nouns.

Singular and Plural Forms of Nouns

All English nouns are either singular or plural. Most words form the plural by adding an -s to the end of the singular form:

- month —> months
- visa —> visas
- airport —> airports

Other words, already referring to more than one person or thing, do not normally add an -s.

— the people, the fish, the mice, etc.
LEARN TO SPEAK ENGLISH

Irregular Noun Plurals

When the final -y is preceded by a consonant, change the -y to -i and add -es:

baby—>babies
lady—>ladies

If a noun ends in -fe or -f, the ending is changed to -ves (except: beliefs, chiefs, roofs, staffs).

life—>lives
thief—>thieves

Add -es to nouns ending in -sh, -ch, -s, -z, and -x. (Exceptions: monarchs, stomachs.)

wish—>wishes
class—>classes

Both the -s and -es spellings are accepted for nouns ending in -o.

tomato—>tomatoes, tomatos
hero—>heroes, heros

The plural possessive form of these nouns is also irregular.

child—>children
foot—>feet
goose—>geese
man—>men
tooth—>teeth

The plural is the same as the singular for these nouns.

deer—>deer
fish—>fish
sheep—>sheep
species—>species

The final sound of these plurals is pronounced like the word sees.
Nouns

- crisis—>crises
- thesis—>theses

Count and Noncount Nouns

Count nouns are nouns that can be counted (e.g., a book, two friends, three cars, etc.). A count noun may be preceded by *a* or *an* in the singular; it takes a final *-s* or *-es* in the plural.

Noncount (or mass) nouns refer to things that cannot be counted (e.g., money, rain, snow, butter, wind, air, clothing, etc.). Noncount nouns are not preceded by *a* or *an* and have no plural form.

<table>
<thead>
<tr>
<th>COMMON NONCOUNT NOUNS</th>
</tr>
</thead>
<tbody>
<tr>
<td>advice</td>
</tr>
<tr>
<td>news</td>
</tr>
<tr>
<td>information</td>
</tr>
<tr>
<td>work</td>
</tr>
</tbody>
</table>

Some nouns can be both count and noncount nouns:

—We drank some wine. (Noncount)
—We ordered three wines. (Count)
(It is implicit that three different wines were ordered.)

Using “Some” and “Any”

In English the words *some* and *any* are used before plural nouns: *some money, some dollars, any change*, etc.

However, it is often possible to leave out the word *some* in declarative sentences:

—We have (some) checks.
—Mr. Roberts gives them (some) money.

The word *any* is usually used in questions and negations to replace *some*:

—Do you have some change?
—Do you have any change?
—They don’t have any friends.
Using “few,” “little,” “a few,” and “a little”

A few and few are used with plural count nouns:
— a few friends, few ideas, a few things to do, etc.

A little and little are used with noncount nouns:
— little money, a little rain, a little wind, etc.

NOTE: Few and little give a negative idea, conveying the notion that something is largely absent:
— They have very little money.
— We have few options remaining.

NOTE: A few and a little give a positive idea, indicating that something exists or is present:
— I have a little free time today.
— Do you have a few moments?
ADJECTIVES, ADVERBS, AND PRONOUNS

Placement of Adjectives and Adverbs

Adjectives and adverbs are invariable in English. Adjectives always come in front of the noun they modify. Adverbs usually come after the verb they modify.

ADJECTIVES:
- a good book
- an excellent dinner
- a fine wine
- a charming person
- a hot day
- an unreasonable person

ADVERBS:
- This newspaper is published frequently.
- The Immigration Agent is speaking quickly.

Adverbs are usually formed by adding -ly to a descriptive adjective. Other adverbs indicating spatial and time relationships need to be memorized:

- yesterday
- today
- forward

Using Comparisons

There are two ways to make a comparison in English.

1.) Use more in front of the adjective.
   — It’s more exciting.

2.) Add -er to end of the adjective.
   — A bus is cheaper than a taxi.

To complete a comparison, use than.

— I am older than my wife.
For most one-syllable adjectives, use -er: older, wiser, etc. For most two and three-syllable adjectives, use more: more recent. For two-syllable adjectives ending in -y, use -er. Note that the y is changed to i in words such as busy (busier) and pretty (prettier).

It is sometimes hard to decide whether to use more or -er in a comparison. In fact, there are many common adjectives that use either form (such as able, angry, cruel, friendly, polite, quiet, simple, etc.). Listening and practice with speaking the language will help you more than any number of rules. Finally, note the following irregular forms:

- good—>better
- little—>less
- bad—>worse
- far—>farther

Adverbs can also be used in comparisons. More is used with adverbs that end in -ly:

- slowly—>more slowly
- carefully—>more carefully

Use -er with one-syllable adverbs: faster, harder, sooner, closer, etc.

Note these irregular forms:

- well—>better
- far—>farther
- badly—>worse

**Subject Pronouns**

A subject pronoun takes the place of the noun which is the subject of the sentence. Subject pronouns come in front of verbs, while object pronouns follow them.

- I
- you
- he, she, it
- we
- you
- they

Here are some examples:

- Mary goes to school.
- She goes to school.

- Tom and Sarah live there.
- They live there.
Object Pronouns

A pronoun is used in place of a noun. Subject pronouns come in front of verbs, and object pronouns follow them:

- me
- you
- him, her, it
- us
- you
- them

EXAMPLES:

—We see our friends.
—>We see them. (them takes the place of our friends)

—Call the waiter.
—>Call him. (i.e., the waiter)

—They like coffee.
—>They like it. (i.e., coffee)

Placement of Object Pronouns

When there is a sentence with more than one object pronoun, the rule is as follows:

1. Place the direct object pronoun directly after the verb
2. Any indirect object pronoun will come last.

EXAMPLES:

—The lawyer gives you the envelope.
—>He gives it to you.

—They will send me some letters.
—>They’ll send them to me.

—He’s explaining the will to us.
—>He’s explaining it to us.
LEARN TO SPEAK ENGLISH

Note that when you use a direct object pronoun, it comes earlier in the sentence than its noun equivalent:

— I give you a visa.
—> I give it to you.

The example below points to a problem with object word order in English. When a noun is the direct object, it normally comes last in the sentence (e.g., *I wrote them a check*). When a pronoun is the direct object, the indirect object moves to the end of the sentence and is preceded by *to*:

— She’s leaving you her estate.
—> She’s leaving it to you.

Possessive Adjectives

Here are the possessive adjectives in English:

1st person, singular — my
3rd person, singular — his, her, its
1st person, plural — our
2nd person, sing./pl. — your
3rd person, plural — their

In English, the gender and number of the possessor determines the form of the possessive adjective:

— I have a credit card. It’s my credit card.
— She has some money. It’s her money.

NOTE: Often the subject of the verb is not the person who owns the noun. Be careful about this. You must know the gender and number of the owner to be able to use possessive adjectives correctly:

— Are you buying his ticket or her ticket?
— I’m buying his ticket.
Possessive Pronouns

Here are the possessive pronouns in English:

1st person, singular — mine
2nd person, singular — yours
3rd person, singular — his, hers, its
1st person, plural — ours
2nd person, plural — yours
3rd person, plural — theirs

In English, the gender and number of the possessor determines the form of the possessive pronoun:

— I have a bicycle. It’s mine.
— They have some bread. It’s theirs.

NOTE: Often the subject of the verb is not the person who owns the noun. Be careful about this. You must know the gender and number of the owner to be able to use possessive pronouns correctly:

— Are you driving his car or hers?
— We’re driving hers.

Demonstrative Adjectives and Pronouns

To differentiate between things in English, use either:

this
that
these
those

Any of these demonstratives can be used with a noun (as an adjective) or by itself (as a pronoun). This (singular) and these (plural) refer to something or someone close at hand. That (singular) and those (plural) refer to something or someone a bit farther away.

EXAMPLES:
— Do you want this box or that box?
— I’d like some of that popcorn.
— Do you want these or those?
— This apartment is nicer than that one.
Forms of “Other”

Forms of other are used as either adjectives or pronouns:

SINGULAR: another book (is) another is  
PLURAL: other books (are) others (are)  
SINGULAR: the other book (is) the other (is)  
PLURAL: the other books (are) the others (are)

Note that a final -s is used only for a plural pronoun (others). Another means one more in addition to the one(s) already mentioned. Other/others (without the) refer to several more in addition to the one(s) already mentioned. The other(s) has a different meaning (all that remains from a given number or specific group):

—I have three apartments. Two are mine. The other is yours.

Reflexive Pronouns

The following are reflexive pronouns:

myself ourselves  
yourself yourselves  
himself, herself, itself themselves

A reflexive pronoun usually refers to the subject of a sentence:

—We looked at ourselves in the mirror.  
(We and ourselves are the same persons.)

Sometimes reflexive pronouns are used for emphasis:

—I washed my clothes myself.

Relative Pronouns: Subjects

Who, which and that are relative pronouns. They are usually used in dependent clauses introduced by a main clause:

—I tipped the waiter who (that) served us.  
—We thanked the people who (that) helped us.

Note that in the above two examples who and that are substituted for one another. Even though who is more grammatically correct than that in reference to a person or persons, that is heard often in speech.

Who is used only for people. That can be used to refer to a person or thing. Which is used only for things:

—She found the book which I needed.
Adjectives, Adverbs, and Pronouns

Relative Pronouns: Objects

Follow the same rules for using who(m), which, and that, as you do with other relative pronouns. The only difference is that now these pronouns are functioning as objects:

—The movie that we saw last night was terrible.
—The movie, which we saw last night, was terrible.

For people, you will use either who or whom. Who is usually used instead of whom in colloquial speech, even though it is technically incorrect:

—The person who they saw was sick. (informal)
—The person whom they saw was sick. (formal)

—There’s the driver who the police arrested. (informal)
—There’s the driver whom the police arrested. (formal)

Using “Whose”

Whose is used to show possession. It has the same meaning as other possessive adjectives such as his, hers, its, their, etc.

—There’s the man whose house we bought.
—I have a book whose story is fascinating.

Whose modifies people but can also be used with things.

You should learn how to combine short sentences using whose:

—The woman is a talented artist. I saw her paintings.
—The woman whose paintings I saw is a talented artist.
LEARN TO SPEAK ENGLISH

Using “Where”

Where can be used to ask questions:

—Where are you going?

Where can also be used in a dependent clause:

—I see the house where they live.

In the latter example, where is used to refer to a place, such as a city, state, country, room, etc.

NOTE: In dependent clauses, where can be replaced with in which, which ... in, that ... in, or nothing at all:

—The building where they work is new.
—The building in which they work is new.
—The building, which they work in, is new.
—The building that they work in is new.
—The building they work in is new.

Using “When”

When can be used to ask questions:

—When are you leaving?

When can also be used in a dependent clause:

—I forgot the date when you arrived.

In the latter example, when is used to refer to a noun of time (i.e., a day, week, month, etc.)

In time clauses, it is also possible to use that or which preceded by a preposition:

—I forgot the date that you arrived.
—I forgot the date on which you arrived.

No preposition is needed with that.

Note how two sentences are combined using when:

—I’ll always remember the day she was born. She was born then (on that day).
—I’ll always remember the day when she was born.
VERBS

The Present Tense

The simple present tense in English is formed as follows:

- I live
- you live
- he, she, it lives
- we live
- you live
- they live

Several common verbs, such as “to be,” “to do,” and “to have” are irregular in the present tense. Their forms should be memorized.

The Forms of “to do”

<table>
<thead>
<tr>
<th>TO DO:</th>
<th>do I?</th>
<th>do you?</th>
<th>does she, he, it?</th>
<th>do we?</th>
<th>do you?</th>
<th>do they?</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do</td>
<td>do I?</td>
<td>do you?</td>
<td>does she, he, it?</td>
<td>do we?</td>
<td>do you?</td>
<td>do they?</td>
</tr>
<tr>
<td>you do</td>
<td>do you?</td>
<td>do you?</td>
<td>does she, he, it?</td>
<td>do we?</td>
<td>do you?</td>
<td>do they?</td>
</tr>
<tr>
<td>he, she, it does</td>
<td>does she, he, it?</td>
<td>do you?</td>
<td>does she, he, it?</td>
<td>do we?</td>
<td>do you?</td>
<td>do they?</td>
</tr>
<tr>
<td>we do</td>
<td>do we?</td>
<td>do you?</td>
<td>does she, he, it?</td>
<td>do we?</td>
<td>do you?</td>
<td>do they?</td>
</tr>
<tr>
<td>you do</td>
<td>do you?</td>
<td>do you?</td>
<td>does she, he, it?</td>
<td>do we?</td>
<td>do you?</td>
<td>do they?</td>
</tr>
<tr>
<td>they do</td>
<td>do you?</td>
<td>do you?</td>
<td>does she, he, it?</td>
<td>do we?</td>
<td>do you?</td>
<td>do they?</td>
</tr>
</tbody>
</table>

The Verbs “to be,” “to have,” and “to go”

*To be, to have,* and *to go* are irregular verbs. Their forms in the present tense are as follows:

<table>
<thead>
<tr>
<th>TO BE:</th>
<th>TO HAVE:</th>
<th>TO GO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am</td>
<td>I have</td>
<td>I go</td>
</tr>
<tr>
<td>you are</td>
<td>you have</td>
<td>you go</td>
</tr>
<tr>
<td>he, she, it is</td>
<td>he, she, it has</td>
<td>he, she, it goes</td>
</tr>
<tr>
<td>we are</td>
<td>we have</td>
<td>we go</td>
</tr>
<tr>
<td>you are</td>
<td>you have</td>
<td>you go</td>
</tr>
<tr>
<td>they are</td>
<td>they have</td>
<td>they go</td>
</tr>
</tbody>
</table>

Note that there is no personal form for *you* as there is in most other languages. You will use *you* to refer both to close friends and to strangers.
LEARN TO SPEAK ENGLISH

Contractions

You will want to learn how to use contractions as soon as possible. Contractions are used constantly in informal English. Examples of contracted subject/verb forms are:

**TO BE:**
- I am—>I’m
- he is—>he’s
- we are—>we’re
- you are—>you’re
- they are—>they’re

**TO HAVE:**
- I have—>I’ve
- we have—>we’ve
- you have—>you’ve
- they have—>they’ve

Contractions are frequently used with compound forms of verbs, especially the progressive or continuous form of the present tense (*I’m going. / We’re leaving.*) and the present perfect forms (*I’ve received the letter. / They’ve already left.*).

Formation of “-ing” Verbs

There are certain rules for forming -ing verbs just as there are for the -ed forms.

1. **VERBS THAT END IN -E**
   Drop the -e and add -ing:
   - hope—>hoping
   - date—>dating

2. **VERBS THAT END IN -Y**
   Keep the -y and add -ing:
   - buy—>buying
   - try—>trying
   - study—>studying
Verbs

3. VERBS THAT END IN -IE

Change the -ie to -y:

die—>dying
lie—>lying

4. VERBS THAT END IN TWO CONSONANTS

Just add the -ing ending:

start—>starting

Verbs that end in a vowel and a consonant follow special rules.

FOR ONE-SYLLABLE VERBS:

1 vowel—>2 consonants (stop—>stopping)
2 vowels—>1 consonant (dream—>dreaming)

FOR TWO-SYLLABLE VERBS:

1st syllable stressed—>1 consonant (listen—>listening)
2nd syllable stressed—>2 consonants (prefer—>preferring)

Using Gerunds

A gerund is the -ing form of the verb used as a noun. Like nouns, gerunds can be subjects or objects:

SUBJECT GERUND:
—Playing golf is fun.

OBJECT GERUND:
—We’re used to having a lot of fun.

In the second example, the gerund having is the object of the preposition to. This pattern is fairly frequent in English.

By is often used with gerunds to describe how something is done:

—By calling the office, you’ll be able to know what’s going on.
LEARN TO SPEAK ENGLISH

Here are a number of common verbs followed by gerunds:

- finish—They finished working at 6 p.m.
- stop—I stopped calling you at midnight.
- quit—They quit eating for 24 hours.
- avoid—You can’t avoid answering the question.
- keep (on)—They will keep on studying.
- enjoy—My neighbor enjoys walking his dog.
- appreciate—She would appreciate hearing from you.
- mind—Do they mind selling their car?

NOTE: Go is followed by a gerund in certain idiomatic expressions related to sports and physical activities.

—Did they go shopping yesterday?
—They went sailing at the lake.
—We are going skiing this winter in the Rockies.

The Emphatic Form of the Present

The emphatic form of the present tense in English is for emphasis. When you use do as an auxiliary in an affirmative sentence, it makes the verb stronger:

—Do you speak English or French?
—I don’t speak French, but I do speak English.
—He does understand you, doesn’t he?*

*Do for emphasis is also used in a sentence with a tag question when you want to be sure you have the right information.

The Simple Past Tense

Use the simple past tense when you are talking about something that happened at one particular time in the past (i.e., the event began and ended in the past). Normally, there is a reference to past time (yesterday, last night, etc.).

—I knew your aunt when she was young.
—Yesterday, they bought a car.
—We rented a car last week.
—He saw the U.S. Capitol while he was in Washington.
For many verbs, just add the ending -ed to the verb to make it simple past:

borrow—>borrowed
close—>closed
open—>opened
cash —> cashed.

Here are some rules for making the simple past tense of regular verbs:

1. Verbs ending in -e, add -d (hope —> hoped)

2. Verbs ending in a vowel and a consonant:
   A. For one-syllable verbs having a single vowel, double the consonant ending:
      stop—>stopped
      rob—>robbed
   B. For one-syllable verbs having two vowels, just add -ed:
      rain—>rained
      dreamed—>dreamed (also, dreamt)
   C. For two-syllable verbs, in which the first syllable is stressed, just add -ed:
      listen—>listened
   D. For two-syllable verbs, in which the second syllable is stressed, double the consonant ending as you did for A. above:
      prefer—>preferred
      control —>controlled

3. Verbs ending in -y. If the -y is preceded by a vowel, keep the -y (enjoyed, prayed); if the -y is preceded by a consonant, change the -y to -i and add -ed:

      try—>tried
      study—>studied

4. Verbs ending in -ie, add -d:

      die—>died

5. Verbs ending in two consonants, just add the ending -ed:

      call—>called

NOTE: For regular verbs the form of the simple past is also the form of the past participle!!
## Irregular Verb Forms

English has many irregular verbs that have special forms in the past tense. Here is a list of some of the more important verbs:

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>SIMPLE PAST</th>
<th>PAST PARTICIPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>be</td>
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<tr>
<td>give</td>
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</tr>
</tbody>
</table>
Irregular Verb Forms (continued)

<table>
<thead>
<tr>
<th>Verb</th>
<th>Past Participle</th>
<th>Past Participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>have</td>
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<tr>
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<td>taken</td>
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<tr>
<td>write</td>
<td>wrote</td>
<td>written</td>
</tr>
</tbody>
</table>

**The Present Perfect Tense**

The present perfect, like the other perfect tenses (past and future perfects), conveys the idea that one thing happens before another time or event. In other words, perfect tenses are always used within a context and not in isolation.

To form the present perfect, use a form of *have* + past participle:

—They’ve already dried their clothes.
—I’ve just finished washing my clothes.
—She’s borrowed some detergent.

(In the above, the actions all took place before now. The exact time is unimportant.)
LEARN TO SPEAK ENGLISH

Imperatives (The Command Form)

It is simple to use the imperative or command form in English. When a command is directed at someone else, use the you form of the simple present tense:

—You take the elevator.
—>Take the elevator.
(Simply drop the subject you.)

If the command includes you and others, use the we form:

—We take our luggage.
—>Let’s take the luggage.
(Drop the subject we and add let’s (let us).)

The Future Tense

The future tense is often used in both questions and declarative sentences:

QUESTION: ...Will you be having lunch?
STATEMENT: ...I’ll just have a salad.

It is easy to use the future. Just add will (or shall, *which can be used after I or we) as an auxiliary and use the infinitive form of the verb:

—He gets you something to drink.
—>He’ll (he will) get you something...

—We have a salad.
—>We’ll (we will) have a salad.

*NOTE: In American usage, shall is used less often than will
The Past Perfect Tense

The past perfect tense is used when expressing activity that was completed in the past before another past activity or time:

—Until yesterday, they had never seen the film.
—After the restaurant had closed, the customers went home.

To form the past perfect, use had + the past participle.

NOTE: It is easy to confuse the forms for the past perfect and the past perfect progressive:

—They had waited for five hours when the plane arrived.
—They had been waiting for five hours when the plane arrived.
(In this sentence the emphasis is on duration in the past.)

The Progressive Form of the Present

In many situations, you will encounter the progressive form of the present tense. There are three forms of the present in English, the simple, progressive, and emphatic. Compare the simple and progressive conjugations of the verb to go:

<table>
<thead>
<tr>
<th>SIMPLE PRESENT</th>
<th>PROGRESSIVE PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>I go</td>
<td>I am going</td>
</tr>
<tr>
<td>you go</td>
<td>you are going</td>
</tr>
<tr>
<td>he, she, it goes</td>
<td>he, she, it is going</td>
</tr>
<tr>
<td>we go</td>
<td>we are going</td>
</tr>
<tr>
<td>they go</td>
<td>they are going</td>
</tr>
</tbody>
</table>

To form the progressive present, use the present tense of the verb to be as an auxiliary and add the ending -ing to the infinitive. Sometimes there will be a slight spelling change:

—-the boy runs
—->the boy is running

—-we bake a cake
—->we are baking a cake

Don’t be afraid to use contractions with the progressive present forms. You will hear and use *I’m going* or *they’re driving* much more often than the non-contracted forms.
The Past Progressive Tense

The past progressive is used when talking about something that was in progress at a particular time in the past:

—They were buying groceries when we arrived.

The buying of groceries probably began before and continued after the arrival of we.

Tense Formation (Past Progressive)

Simply put the helping verb (a form of to be) into the past tense and use the -ing form of main verb:

—We are playing tennis.
—>We were playing tennis.

The Future Progressive Tense

The future progressive tense refers to an action that will be underway at a particular time in the future. When used in conjunction with when + a present tense, the future progressive action will precede the present tense in time and may continue after it:

—The clerk will be weighing the bananas when you return.

Tense Formation (Future Progressive)

Simply put the helping verb (a form of to be) into the future tense and use the -ing form of the main verb:

—We buy groceries.
—>We will be buying groceries.

More on the Progressive Tenses

Certain categories of verbs are usually not used in any of the progressive tenses. When the verbs below are used in one of the progressive tenses, they usually have a different meaning:

—You will be hearing from me.
   (I will get in touch with you later.)

—She is having trouble.
   (She is experiencing trouble).
### Usage of the Perfect Progressive Tenses

The perfect progressive tenses are used to indicate duration in the past. The three forms are:

**PRESENT PERFECT PROGRESSIVE:**

I have been reading for one hour.

**PAST PERFECT PROGRESSIVE:**

We had been traveling for three days when we ran out of money.

**FUTURE PERFECT PROGRESSIVE:**

He will have been working there for a year by the time you arrive.
LEARN TO SPEAK ENGLISH

Formation of the Perfect Progressive Tenses

1. PRESENT PERFECT PROGRESSIVE
This tense indicates duration of an activity beginning in the past and continuing into the present. It is often used with time words like for, since, all day, etc.

Begin with ‘has’ or ‘have’ + ‘been’ followed by -ing form of the verb.

—They have been watching television for three hours.

NOTE: When the present perfect progressive is used without reference to time, it indicates a general activity in progress recently:

—I have been thinking about renting a car.

2. PAST PERFECT PROGRESSIVE
This tense emphasizes the duration of an activity that was in progress before another activity or time in the past.

Begin with ‘had’ + ‘been’ followed by -ing form of the verb.

—I had been waiting for an hour when the doctor arrived.

3. FUTURE PERFECT PROGRESSIVE
This tense indicates the duration of an activity that will be in progress before another time or event in the future.

Begin with ‘will have’ + ‘been’ followed by -ing form of the verb.

—When he retires, he will have been working for 40 years.

Using “Should”

One of the meanings of the modal auxiliary should is advisability:

—You should leave right now.
—They should fill out this form.

You can also express the same idea using either ought to or had better:

—You ought to leave right now.
(You had better leave....)

—They ought to fill out this form.
(They had better fill out....)
Verbs

Should and ought to both mean that something is a good idea. Had better is usually stronger, implying a warning of bad consequences.

The negative of should is shouldn’t. Ought to is not usually used in the negative. Often you will hear people pronounce ought to as otta.

The Past Form of “Should”

To form the past of should simply add have + past participle:

— I missed my plane this morning. I should have left earlier.
— I can’t find a hotel room. I should have made a reservation.

The past form of should conveys the notion of a failure or omission. Note that the customary pronunciation of should have is should’ve or shouda. The negative form is should not have, pronounced in colloquial English as shouldn’t’ve or shouldn’t’a.

Expectation and “Should”

Should can be used to express advisability:

— The front desk clerk should give us a discount.

Another way should can be used is in expressions of expectation:

— They have been working hard. They should do well.
(In this example, should means will probably.)

The past form (should have) means that the speaker expected something that did not happen:

— I haven’t heard anything from them. They should have called by now.
LEARN TO SPEAK ENGLISH

Using “Could”

_Could_ is used in two ways in English:

1.) Past ability:
   —I can speak English now. I couldn’t when I was a child.

2.) Polite questions:
   —Could I borrow your car?
   —Could you speak slower?
   —Could we check out later?

Note that _could_ is the simple past form of the verb _can_. The negative form of it is _couldn’t (could not)._

Using “May” and “Might”

Two important modal verbs are _may_ and _might_. The two are used interchangeably in standard American English to express probability or possibility:

—You may be wrong.
—You might be wrong.
—The attorney might be late.
—The attorney may be late.

The past form is expressed as follows:

modal (may/might) + have + past participle

—I may/might have left my glasses in the restaurant.

NOTE: _Must_ can also be used to express probability:

—The plane must be leaving now.

Progressive Forms of “May” and “Might”

The past progressive forms of _may_ and _might_ are formed by adding _have been_ + the _-ing_ form of the main verb.

—I didn’t see them at the hotel. They may have been having dinner.
—The mail didn’t arrive on time. The mailman might have been having trouble with his car.
Verbs

The present progressive forms of *may* and *might* are formed by adding *be* + the -*ing* form of the main verb.

—We may be calling you in the morning.
—They might be visiting the U.S. this time next year.

NOTE: When *must* means necessity, the past form is *had to*. When it means probability, the past is *must have* + past participle.

Using “Would”

The modal auxiliary *would* is used in three different contexts:

1. EXPRESSING PREFERENCE:

— I would rather visit Los Angeles. (I’d rather...)

*(Would rather means prefer.)*

2. EXPRESSING REPEATED ACTION IN THE PAST:

—When she was alive, Aunt Stephanie would visit the West Coast.

*(Would is used with regularly repeated actions in the past.)*

3. POLITE REQUESTS

— I would appreciate hearing from you soon.

*(Would is frequently used with polite requests.)*

When used to express a repeated action in the past, *would* often takes the place of *used to*:

—When they were students, they would go skiing every winter.

ALSO:

—When they were students, they used to go skiing every winter.

However, when *used to* refers to a situation that existed (but was not necessarily repeated) in the past, *would* may not serve as a replacement:

—Aunt Stephanie used to live in Chicago.

NOT:

—Aunt Stephanie would live in Chicago.

*Would* can also be used in conditional sentences:

—If I had more time, I would read the instructions carefully.
“Sense” Verbs

Verbs related to the senses (to taste, feel, and smell) are treated somewhat differently in terms of modifiers. Instead of an adverb, use the equivalent adjective to describe how something tastes, feels, or smells:

—These flowers smell good. (not well)
—I feel bad. (not badly, although you will hear this)
—My salad tastes good. (not well)

NOTE: Adjectives are used because attention is being drawn to the quality of the noun or pronoun subject, not to the verb. If you said She smells well instead of She smells good, you would be emphasizing her ability to smell something, not how she smells.

Two-Word Verbs

The term two-word verb refers to a verb and a preposition which together have a special meaning. Two-word verbs are common in informal English. Here is a list of some of these verbs.

- **bring up**: 1. To rear children. 2. To mention a topic.
- **call up**: To call on the telephone.
- **clean up**: To make clean and orderly.
- **do over**: To do again.
- **drop off**: To leave something/someone at a place.
- **fill out**: To complete an official form.
- **get on**: To enter an airplane, car, etc.
- **give back**: To return an item to someone.
- **go over**: To review or check carefully.
- **hand in**: To submit an assignment or report.
- **hang up**: 1. To conclude a telephone conversation. 2. To put clothes on a hanger or hook.
- **look over**: To review or check carefully.
- **look up**: To look for information in a reference book.
- **pick up**: 1. To get someone in a car (e.g., in a car). 2. To take in one’s hand.
- **put away**: To remove to a proper place.
- **put on**: To put clothes on one’s body.
- **put out**: To extinguish a cigarette, fire, etc.
Verbs

show up  To appear, come.
take off  1. To remove clothing.  2. To leave on a trip.
take out  1. To take someone on a date.  2. To remove.
think over  To consider carefully.
try on  To put on clothing to see if it fits.
turn in  1. To submit an assignment, report.  2. To go to bed.
turn off  To stop a machine, light, faucet.
turn on  To begin a machine, light, faucet.
turn out  To extinguish a light.
turn up  To increase volume or intensity.

There are two categories of two-word verbs:

1.) Separable:
   —I handed my paper in.

In separable two-word verbs, a noun or pronoun may come between the verb and preposition.

2.) Non separable:
   —She gets off the train.

With this kind of verb, a noun or pronoun must follow the preposition.

The Verb “to get”

In American English, the verb get is used constantly. One common occurrence of get is with an adjective:

—I’m getting hungry.
—You shouldn’t eat so much. You’ll get fat.

In this instance, get has the meaning of become.

Get may also be followed by a past participle (-ed). The past participle functions as an adjective describing the subject:

—We got worried, because they were late.
—I got tired from all the work.

Some of the common adjectives that follow get are angry, anxious, big, cold, dark, fat, hot, hungry, late, mad, old, rich, sleepy, tall, thirsty, warm, well, wet.
Troublesome Verbs

Here are some verbs that you, like many native speakers, may find troublesome:

**TRANSITIVE**
(followed by an object)

- raise, raised, raised:
  - The farmer is raising chickens.

- set, set, set:
  - I will set the glass down.

- lay, laid, laid:
  - I am laying the dress on the bed.

**INTRANSITIVE**
(not followed by an object)

- rise, rose, risen:
  - The sun was just rising.

- sit, sat, sat:
  - I will sit in this chair.

- lie, lay, lain:
  - I am lying on the bed.

The Causative Verbs “Have” and “Let”

In order to express the notion of having someone else do something for you, use a form of have + the main verb:

- I’m having my mail forwarded.
  (Someone else is forwarding it for you.)

- I had my house painted.
  (Someone painted it for you.)

**NOTE:** The *-ed* form (past participle) is used after have to give a passive meaning.

*Let* in a causative sense means to permit:

- Please let me help you.
- Don’t let them leave!

Do not use an infinitive after *let.*
Verbs

Verbs Followed by Infinitives

Here is a list of common verbs that are usually followed immediately by an infinitive:

- hope
- offer
- seem
- agree
- forget
- appear
- remember
- expect
- want
- promise
- decide
- need
- ask
- refuse

Examples:

—She hopes to leave soon.
—They want to buy a car.

Verbs that are followed by a pronoun (or noun) + infinitive are:

- tell
- warn
- force
- remind
- permit
- order
- advise
- allow
- expect
- encourage
- require
- want

NOTE: The negative form of a verb followed by an infinitive follows:

—He asked them not to smoke.
(Note that the not comes before the infinitive.)

The Passive Voice

With the active voice, the agent or subject comes before the verb. With the passive, the subject (either stated or implied) follows the verb and is usually preceded with the word by:

ACTIVE:
—The doctor wrote a prescription.

PASSIVE:
—The prescription was written by the doctor.

NOTE: In the passive, the object of the active verb becomes the subject.
LEARN TO SPEAK ENGLISH

To make the passive, use the appropriate form of the verb *to be* + past participle. Only transitive verbs are used in the passive:

**ACTIVE:** Fred helps Jane.
**PASSIVE:** Jane is helped by Fred.

**ACTIVE:** He is helping her.
**PASSIVE:** She is being helped by him.

**ACTIVE:** He has helped her.
**PASSIVE:** She has been helped by him.

**ACTIVE:** He helped her.
**PASSIVE:** She was helped by him.

**ACTIVE:** He was helping her.
**PASSIVE:** She was being helped by him.

**ACTIVE:** He had helped her.
**PASSIVE:** She had been helped by him.

**ACTIVE:** He will help her.
**PASSIVE:** She will be helped by him.

**ACTIVE:** He is going to help her.
**PASSIVE:** She is going to be helped by him.

Usually the *by* phrase is omitted in a passive sentence. The passive is used mainly when it is not known or not important to know who was responsible for the action:

—The house was built in 1960.

(The *by* phrase is left out because it is understood that builders built the house).
**Direct and Indirect Speech**

In newspapers, magazines, and books, you will often see quoted or direct speech:

—They said, “We have no record of this transaction.”
—He stated, “I don’t know what happened.”

In spoken English, reported or indirect speech will be used instead:

—They said that they had no record of this transaction.
—He stated that he didn’t know what happened.

In reported or indirect speech, no quotation marks are used and the subject of the main clause and the dependent clause are the same.

Here are some rules for tense usage in indirect speech:

1. If the main verb of the sentence is in the past (said, reported, stated, etc.), the verb in the dependent clause will also be in the past.

2. Here is a chart indicating typical transformations:

   QUOTED IN—>REPORTED IN
   simple present—>simple past
   present progressive—>perfect progressive
   present perfect—>past perfect
   simple past—>past perfect
   future—>conditional

   EXAMPLES:

   —I said, “She reads the paper everyday.”
   —>I said she read the paper everyday.

   —I said, “She is reading the paper everyday.”
   —>I said she was reading the paper....
—I said, “She has read the paper everyday.”
—>I said she had read the paper....

—I said, “She read the paper everyday.”
—>I said she had read the paper....

—I said, “She will read the paper everyday.”
—>I said she would read the paper....

In reported speech, an imperative will change to an infinitive. Furthermore, *say* will be replaced by a form of *tell*:

—He said, “Show me your passport.”
—>He told me to show my passport.
SENTENCE STRUCTURE

Negatives

The word *not* is used with *do* to make a verb negative, as in *I don’t have any money* (*don’t* = *do not*). *No* is used as an adjective in front of a noun, as in *I have no money*. Both of these examples are acceptable ways of expressing the idea that you do not have something.

Note these contracted negative forms with *do*:

- I don’t
- you don’t
- he, she, it doesn’t
- they don’t
- you don’t
- we don’t

Here are some affirmative words and their negative forms in English:

<table>
<thead>
<tr>
<th>AFFIRMATIVES</th>
<th>NEGATIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>someone, anybody</td>
<td>no one, nobody</td>
</tr>
<tr>
<td>something, anything</td>
<td>nothing</td>
</tr>
<tr>
<td>still</td>
<td>no longer</td>
</tr>
<tr>
<td>ever</td>
<td>never</td>
</tr>
<tr>
<td>either... or</td>
<td>neither... nor</td>
</tr>
</tbody>
</table>

Avoid using more than one negative in a clause:

—I don’t have any money.

NOT: I don’t have no money.

—They don’t see anybody.

NOT: They don’t see nobody.

—I didn’t do anything.

NOT: I didn’t do nothing.
LEARN TO SPEAK ENGLISH

Asking Questions

In English, you can ask simple yes/no questions by either inverting the subject and verb or by using rising intonation:

—We can change money here.
(simple, declarative statement)

—Can we change money here?
(question with verb first)

—We can change money here?
(question with rising intonation)

NOTE: In the case of the simple present tense, it is necessary to use a form of the verb to do as an auxiliary in making a question:

—They like this bank.
—>Do they like this bank?

—You have a passport.
—>Do you have a passport?

Information Questions

Many times you will want to ask a question that elicits information, instead of a simple yes/no answer. Information questions will begin with one of the following words:

<table>
<thead>
<tr>
<th>WHO</th>
<th>WHERE</th>
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<tbody>
<tr>
<td>WHOM</td>
<td>WHAT</td>
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<tr>
<td>WHOSE</td>
<td>WHICH</td>
</tr>
<tr>
<td>WHY</td>
<td>HOW</td>
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<td>WHEN</td>
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</tr>
</tbody>
</table>

*Who* refers to people. It is used as the subject of the question.

*Whom* is used as the object of a verb or preposition.

*Whose* asks questions about possession.
**Sentence Structure**

*Why* is used to ask questions about reason.

*When* is used to ask questions about time.

*Where* is used to ask questions about place.

*What* can be used as the subject or object of a question. It refers to things.

*Which* is used instead of *what* when a question concerns choosing from a definite, known quantity or group.

*How* generally asks about manner. It is often used with much and many.

When a form of *to be* is the main verb in the simple present and simple past, it precedes the subject:

—Who is that man?
—Where is the airport?
—Where are the checks?
—What time is it?

**Tag Questions**

Tag questions are questions that are added at the end of a sentence.

—Mary is here, isn’t she?
—You like beer, don’t you?
—They are leaving, aren’t they?
—She doesn’t drink coffee, does she?
—He has brown hair, doesn’t he?

The subject of the tag question should be the same as the subject of the main verb. If the first part of the sentence is in the affirmative, then the tag question will be negative, and vice versa.

<table>
<thead>
<tr>
<th>FIRST PART OF SENTENCE:</th>
<th>TAG QUESTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>affirmative</td>
<td>negative</td>
</tr>
<tr>
<td>negative</td>
<td>affirmative</td>
</tr>
</tbody>
</table>

In American English, a form of *do* is usually used when *have* is the main verb: *They have change, don’t they?*
LEARN TO SPEAK ENGLISH

Negative Questions

In a *yes/no* question in which the verb is negative, usually a contraction is used:

—Doesn’t she live with you?

The other form, which is not contracted, is considered formal and is rarely used in everyday speech:

—Does she not live with you?

To form a negative question, make the auxiliary negative by adding *not*:

—Do they cash traveler’s checks?

—> Don’t they (Do they not) cash...?

HERE ARE SOME MORE EXAMPLES:

—Is Mr. Jones here?

—>Isn’t Mr. Jones here?

—Are you coming?

—>Aren’t you coming?

Questions in the Simple Past Tense

When making a question using the simple past, you will use *did* just as you use *do* with the simple present tense.

SIMPLE PRESENT:

STATEMENT:

—They accept credit cards.

QUESTION:

—Do they accept credit cards?
**Sentence Structure**

SIMPLE PAST:

STATEMENT:
—They accepted credit cards last year.

QUESTION:
—Did they accept credit cards last year?

When using *did* in a question, the main verb will be in the infinitive form, not the simple past tense.

NOTE: For a negative question in the past, use *didn’t*.

—Didn’t you get my letter?
—Didn’t they come?

**Interrogatives in Dependent Clauses**

Study the following question:

—Do you know where I can cut off the water? (correct)

This construction can be troublesome for learners of English, because there is a tendency to make the dependent clause (*where I can cut off...*) a question as well:

—Do you know where can I cut off the water? (incorrect)

Both *do you know* and *where can I cut off the water* are legitimate questions when used separately. However, when combined in a single sentence the main clause (*Do you know...*) carries the full weight of the interrogative, so inversion does not occur in the dependent clause.

Here are some additional examples:

—Do you see it? Where is it?
—>Do you see where it is?

—Do you know when? When does he arrive?
—>Do you know when he arrives?
The Exclamations “What” and “How”

Most exclamations in English are preceded by *what* or *how*:

— What terrible weather!
— How awful!

*What* is used much more frequently than *how* in everyday language.

Exclamations can be as brief as one or two words (*What a mess!* or as long as a sentence:

— What a way to end my vacation!

NOTE: *What* and *how* are most frequently used in questions:

— What did you say?
— How much does it cost?

“If...then” Constructions

A frequent pattern in English is the use of constructions with *if* followed by a clause of result (*then*, either stated or implied):

— If you take Interstate 85, (then) you’ll get there faster.

In this kind of sentence the *if* clause introduces a hypothetical statement. When the *if* clause is in the present tense, the result (*then* clause is in the future:

— If it becomes (present) any hotter, we’ll have to go (future) swimming.
— I’ll send (future) you some money, if you need it (present).

Now you have seen the *if* (present tense), *then* (future tense) pattern. Here are two other sequences:

— If (past tense), then (conditional tense)
— If (past perfect), then (past conditional)
— If I had (past) more time, I would read (conditional) this book.
— They would have won (past conditional) the race, if they had run (past perfect) faster.

NOTE: When you use the verb *to be* after *if*, *were* not *was* is the preferred form:

— If he were younger, he would ski every day.
Prepositions

Here are some common English prepositions:

about like
above near
across next to
after of
along off
among on
around out
before over
behind since
below through
beneath throughout
beside till
between to
beyond toward
by under
despite until
down up
during upon
for with
from within
in without
into

Prepositions are used in phrases and as parts of verbs.
Possessives

To indicate possession in English, you will use either the preposition *of* or the *’s* form. The latter is used much more frequently in informal English.

— This is the office of the attorney.
—> This is the attorney’s office.

— Here is the desk of Mr. Young.
—> Here is Mr. Young’s desk.

— I know the family of Mrs. Jones.
—> I know Mrs. Jones’s family.

Note the change in word order when the *’s* form is used. The owner is listed first, followed by the thing owned.

Using Conjunctions

Here are some conjunctions that are frequently used in subordinate clauses:

<table>
<thead>
<tr>
<th>TIME</th>
<th>CAUSE &amp; EFFECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>after</td>
<td>because</td>
</tr>
<tr>
<td>before</td>
<td>since</td>
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<tr>
<td>when</td>
<td>now that</td>
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<td>while</td>
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<tr>
<td>as</td>
<td>as/so long as</td>
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<tr>
<td>since</td>
<td>in as much as</td>
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<tr>
<td>until</td>
<td>so (that)</td>
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<td>as soon as</td>
<td>in order that</td>
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<tr>
<td>once</td>
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<tr>
<td>as/so long as</td>
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</table>

<table>
<thead>
<tr>
<th>OPPOSITION</th>
<th>CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>even though</td>
<td>if</td>
</tr>
<tr>
<td>although</td>
<td>unless</td>
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<tr>
<td>though</td>
<td>only if</td>
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<tr>
<td>whereas</td>
<td>whether or not</td>
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<tr>
<td>while</td>
<td>even if</td>
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<td></td>
<td>providing (that)</td>
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<td></td>
<td>provided (that)</td>
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<tr>
<td></td>
<td>in case (that)</td>
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<tr>
<td></td>
<td>in the event (that)</td>
</tr>
</tbody>
</table>
**Sentence Structure**

When a conjunction is used with a subordinate clause, the construction is called an adverbial clause.

Here are some adverbial clauses that relate to time:

—After we leave the bank, we’ll spend the money.
—When they arrived, they sat down to dinner.
—We haven’t seen her since she left.

And here are clauses that show cause and effect relationships:

—Since you didn’t call, I made other plans.
—He went to bed, because he was tired.

Another way to show a cause and effect relationship is to use *such... that* and *so... that*:

—It was such a nice evening that they stayed up too late.
—The lemonade was so cold that she couldn’t drink it.

**Expressing Necessity**

*Must* and *have to* both express necessity:

—You must fill out this form.
—You have to pick up Mr. Roberts.

In some situations, *must* is more urgent or stronger than *have to*:

—You must be here for your appointment on time. I have a busy schedule today.
—You have to take another course next year.

The expression *have got to* is similar in meaning to *must* and *have to* but is reserved for spoken English:

—I have got to study more. (i.e., I must study more.)
LEARN TO SPEAK ENGLISH

Expressing Opposition

Here are some ways to show opposition when the result is the opposite of what you might expect:

1. ADVERB CLAUSES
   - even though
   - although
   - though
   —Even though it was hot, we wore our coats.

2. CONJUNCTIONS
   - but ... anyway
   - but ... still
   - yet ... still
   —It was cold, but we still went swimming.

3. PREPOSITIONS
   - despite
   - in spite of
   —They went skiing despite the warm temperatures.

Here are words that show direct opposition:

1. ADVERB CLAUSES
   - whereas
   - while
   —Paul is tall, whereas Richard is short.
   —While Sue is industrious, Marie is lazy.
**Sentence Structure**

2. CONJUNCTION
   
   but
   
   —The travel agent is tired, but she is still working.

3. TRANSITIONS
   
   however
   on the other hand
   
   —Carole is beautiful, however, she doesn’t dress very well.

*Whereas* and *while* are used to show direct opposition; it does not make any difference which idea comes first and which second; the same rule applies for *but / however / on the other hand.*
## TIME AND NUMBERS

### Numbers (1–100)

Counting to 100 follows a pattern in English once the basic units are learned:

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<tbody>
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<td>1</td>
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<td>seventeen</td>
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<td>eighteen</td>
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<td>nineteen</td>
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<td>70</td>
<td>seventy</td>
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<td>79</td>
<td>seventy-nine</td>
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<td>80</td>
<td>eighty</td>
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<td>90</td>
<td>ninety</td>
</tr>
<tr>
<td>99</td>
<td>ninety-nine</td>
</tr>
<tr>
<td>100</td>
<td>one hundred</td>
</tr>
</tbody>
</table>

Note that to count from 20–99, all you have to do is add a hyphen (-) and the second number: 33 = thirty + (-) + three.
Time and Numbers

Numbers (101–1 Million)

Here’s the system for counting from 100-999:

— number + hundred + number
(650 = six hundred fifty)

1000–99,999:

— number + thousand + number + hundred + number
(7,888 = seven thousand eight hundred eighty-eight)

100,000–999,999:

— number + hundred + thousand + number + hundred + number
(565,332 = five hundred sixty-five thousand three hundred thirty-two)

NOTE: Follow the same system for numbers exceeding one million.

1,000,000 = one million
1,000,000,000 = one billion

Ordinal Numbers

To form an ordinal number (ordinal numbers put things in order), add the ending -th to the cardinal number.

seven —> seventh
thirteen —> thirteenth

When a cardinal number ends in -y, the -y changes to -ie before adding -th.

twenty —> twentieth
sixty —> sixtieth

Note the following exceptions: first, second, third (sometimes abbreviated as 1st, 2nd, 3rd) and fifth, ninth, twelfth.

twenty-first
forty-third
sixty-fifth

All others are abbreviated as follows: 4th, 5th, 20th, etc.
LEARN TO SPEAK ENGLISH

Telling Time

In the U.S., time is usually told on the 12-, rather than 24-hour clock. Distinctions between morning, afternoon, and evening are made by adding a.m. or p.m. 2 p.m. is therefore two o’clock in the afternoon; 6 a.m. is six o’clock in the morning.

Here are some useful expressions related to time:

— What time is it? - It’s 11 p.m.
— Do you have the time? - Yes, it’s 12 noon.
— What time should I arrive? - Around 3 p.m.
— How much time will it take? - No more than 20 minutes.

When referring to 12:00 at night, you can say midnight. When referring to 12:00 during the day, you can say noon.

Here are some examples of how to express time in English:

— If it’s 10:15 you could say either

   It’s quarter past (after) ten.
   OR: It’s ten fifteen.

— If it’s 5:30, you could say either

   It’s half past five.
   OR: It’s five thirty.

— If it’s 8:45, you could say either

   It’s quarter till nine.
   OR: It’s eight forty-five.

For all other times, simply list the hour first, then the number of minutes:

   It’s 3:25 = It’s three twenty-five.
   It’s 10:35 = It’s ten thirty-five
   OR: It’s twenty-five till eleven.
Paying for Things

When paying for things in the U.S., you will be quoted a price in dollars ($) and cents (¢). Sometimes the words *dollar* and *cents* are used, but more often you will hear:

— How much is it?
— $29.95 (Twenty-nine ninety-five)
OR: (Twenty-nine dollars and ninety-five cents)

— What does it cost?
— $100.00*
(One hundred dollars)

*NOTE: Usually, when the price is an even amount — dollars and no cents — the word *dollars* is kept.
Grammar Exercises

Indefinite and Definite Articles
Fill in the blank with the correct indefinite article (*a*, *an*, or *some*) for each word.

1. ________ tourist
2. ________ month
3. ________ citizens
4. ________ passport
5. ________ area
6. ________ conversations
7. ________ airport
8. ________ visa
9. ________ valuables
10. ________ tourists
11. ________ citizen
12. ________ areas
13. ________ conversation

Irregular Noun Plurals
Answer the question using the plural form of the noun in the brackets.

1. Now two of my ________ are hurting. (tooth)
2. Actually, two ________ rented the apartment. (man)
3. Actually, two ________ rented the car. (lady)
4. She has two new ________ — twins. (baby)
5. All ________ offer a flat rate. (agency)
6. I actually caught four _________. (fish)
7. No, I only see the ________ in the corner. (woman)
8. No. Now both of my ________ hurt. (foot)
9. I actually bought two ________ of bread. (loaf)
10. I actually need two ________ of water. (glass)
11. He actually has two _________. (secretary)
12. She had both of her ________ with her. (child)
13. I actually saw three _________. (deer)
LEARN TO SPEAK ENGLISH

Using “a few,” “few,” “a little,” and “little”
Determine whether the statement is POSITIVE or NEGATIVE.

1. Paul has little money.
2. John has a few friends.
3. Sue has few ideas for the report.
4. Fred sees a little rain outside.
5. Sharon has a few quarters for the washing machine.
6. Mary has little popcorn left.
7. Stephanie has a few tomatoes.
8. Chris has very little luggage.

Using Comparisons
Fill in the blank with the correct comparative form for the word given in parentheses.

1. John is ________ than Paul. (old)
2. Buses are ________ than cabs. (cheap)
3. I am ________ than my wife. (polite)
4. Cabs are ________ than buses. (fast)
5. You pay more for the ________ products. (good)
6. This hotel is ________ than the Peachtree Plaza. (expensive)
7. The bus driver drives ________ than the limo driver. (slowly)
8. The bus goes ________ than the shuttle. (far)
9. She is ________ than her sister. (pretty)
10. John drives ________ than Paul. (bad)
11. Paul drives ________ than John. (carefully)
12. New York is ________ than Atlanta. (exciting)
13. I drive ________ than my brother. (well)

Object Pronouns
Choose an object pronoun (it, them, him, or her) to replace the underlined words.

1. I see our friends. ________
2. They like wine. ________
3. Call the waiter. ________
4. The gift is for my daughter. ________
Grammar Exercises

5. I’m buying a gift for my husband.  _____________
6. She’s buying a T-shirt.  _____________
7. I’ll buy some Milk Duds.  _____________
8. Did you call your wife?  _____________
9. I have a meeting with Mr. Jones.  _____________
10. He likes popcorn.  _____________
11. I like your son and daughter.  _____________
12. He has my passport.  _____________
13. Did you see Alex?  _____________
14. Do you know Mary?  _____________

Placement of Object Pronouns

Answer the question using the appropriate object pronoun (it, them, him, or her).

2. Did you see your friends? Yes, I saw _______.
3. Did the lawyer give you the envelope? Yes, ____ gave ____ to _____.
4. Is she leaving you her estate? Yes, ___ is leaving ___ it ___.
5. Did you see Mary today? Yes, ____ saw ____ today.
6. Did they leave the estate to John? Yes, _____ left ____ to _____.
8. When did you give the gifts to John? I gave _____ to ____ yesterday.
9. Did he give you the check? Yes ____ gave ___ to _____.
10. Where did you buy the T-shirts? I bought _____ at the mall.
11. Did you see their son? No, ___ didn’t see _____.
12. Did John give Mary the gift? Yes, ____ gave ____ to _____.
13. Where did he put the telephone? _____ put ____ over there.

Possessive Adjectives

Using the cue provided, fill in the blank with the correct possessive adjective.

1. It’s _____________ visa. (I)
2. That’s _____________ luggage. (they)
3. It’s _____________ credit card. (he)
4. It’s _____________ room. (she)
LEARN TO SPEAK ENGLISH

Exercises

5. It’s _____________ estate. (we)
6. It’s _____________ business. (you)
7. He’s _____________ uncle. (I)
8. She’s _____________ aunt. (she)
9. It’s _____________ money. (I)
10. They’re _____________ coins. (they)
11. It’s _____________ passport. (he)
12. They’re _____________ valuables. (us)
13. It’s _____________ hundred dollar bill. (you)

Possessive Pronouns

Read each sentence. Using the cue provided, fill in the blank with the correct possessive pronoun.

Example: She has a bag. = It’s hers.

1. I have a telephone. It’s _____________.
2. He has a room. It’s _____________.
3. She has a passport. It’s _____________.
4. They have some money. It’s _____________.
5. You have some luggage. It’s _____________.
6. I have a visa. It’s _____________.
7. We have traveler’s checks. They’re _____________.
8. He has some valuables. They’re _____________.
9. She has a one hundred dollar bill. It’s _____________.
10. You have a personal check. It’s _____________.
11. We have a picture. It’s _____________.
12. They have a reserved room. It’s _____________.
13. She has a call. It’s _____________.

Demonstrative Adjectives and Pronouns

Choose the correct demonstrative adjective or pronoun according to the clues in parentheses. For the clue near, use either this or these, for the clue far use either that or those, as appropriate.

1. I’d like some of _____________ popcorn. (far)
2. _____________ apartment is nice. (near)
3. _____________ Milk Duds taste good. (near)
4. _____________ building is in Atlanta. (far)
**Grammar Exercises**

5. __________ tourists are from the U.S.  (far)
6. __________ apartments are air conditioned.  (near)
7. __________ are today’s specials.  (near)
8. __________ is a Cherry Coke.  (near)
9. __________ one is a Diet Coke.  (far)
10. __________ offices are located downtown.  (far)
11. __________ is my phone.  (far)
12. __________ are the new buses.  (far)
13. __________ bank will cash traveler’s checks.  (near)

**Forms of “Other”**

Fill in the blanks, using either “other” or “another.”

1. Can you hand me the __________ book?
2. Did you see the __________ bedroom facing the pool?
3. There is __________ bathroom off the kitchen.
4. There is __________ bedroom beside the living room.
5. Will you show me the __________ apartment?
6. We need __________ chair in the study.
7. I saw __________ supermarket down the street.
8. Did you see the refrigerator in the __________ apartment?
9. There is __________ two-bedroom apartment with utilities included.
10. Is the __________ grocery store nearby?
11. Let’s take a look at __________ apartment.
12. Did you see the __________ desk in the study?
13. The __________ half bath is beside the kitchen.

**Reflexive Pronouns**

Complete the following phrases with a reflexive pronoun, where appropriate. If no reflexive pronoun is needed, leave the blank empty.

1. Peter and Mary are not bringing their laundry away. They are washing their clothes __________.
2. Mary is trying to get a present for her kids. She’s looking at T-shirts ________________.
3. Peter wants to give his girlfriend a present. He’s buying a ticket for Mary ________________.
LEARN TO SPEAK ENGLISH

Exercises

4. Mrs. Glover is visiting her office with her sons. She’s introducing Fred and Bob to Mr. Young ____________________.
5. John and Harry are hungry. They are preparing a meal for ____________________.
6. Today Carl’s wife is sick. He’s doing the shopping ____________________.
7. Martina and Isabelle like yard work. As usual, they are doing the work ____________________.
8. Kathy’s maid is sick. She’s doing the work ____________________.

Relative Pronouns: Subjects

Fill in the blank with either “who” or “which.”

1. He has an aunt _______ lives in San Francisco.
2. I have some luggage _______ I need to check.
3. He has a book _______ is fascinating.
4. I’m reading a newspaper _______ I bought at the store.
5. She’s looking for the witness _______ saw the accident.
6. We’re looking for the interstate _______ goes to North Carolina.
7. He’s talking to the lady _______ was in the accident.
8. They want to talk to a person _______ can give them directions.
9. I have a friend _______ is an attorney.
10. I’d like a brochure _______ will tell me more about Virginia.
11. She’s the secretary _______ has the report.
12. I’m touring the apartment _______ faces the pool.
13. This is my friend _______ immigrated to the U.S.

Using “Whose”

Choose the best word to complete the sentence using “who,” “whose,” or “which.”

1. The woman _______ passport was stolen went to the police.
2. The man _______ moved to Atlanta was Mr. Young.
3. The person _______ rented the apartment is my best friend.
4. I have a car _______ first owner was British.
5. The woman _______ was Mr. Smith’s secretary moved to California.
6. The girl _______ ticket I bought is my niece.
7. That is the woman _______ rented the apartment that faces the pool.
8. The woman _______ paintings I saw is an artist.
Grammar Exercises

9. The car ___________ I bought is mid-sized.
10. The carpet ___________ I had cleaned is dirty again.
11. The apartment ___________ I rented faces the pool.
12. The accident ___________ I saw was just a fender bender.
13. The insurance ___________ I have will pay for the repairs.

Using “Where”

Choose the best word to complete the sentence using “which” or “where.”

1. The building ___________ they work is new.
2. The apartment in ___________ they live faces the pool.
3. The seat ___________ you are sitting in is an aisle seat.
4. The place ___________ we are staying is beautiful,
5. The town ___________ I grew up is small.
6. The store in ___________ I bought the magazine is around the corner.
7. The hotel ___________ I am staying in is called the Peachtree Plaza.
8. The restaurant ___________ I always eat has a new menu.
9. Did you see a place ___________ we can rent a car?
10. The building ___________ the Declaration of Independence is located is the National Archives.
11. The bank ___________ I cashed my traveler’s checks in is downtown.
12. The house ___________ I live is very old.
13. The Laundromat ___________ I wash my clothes has a coin machine.

Using “When”

Choose the best word to complete the sentence. (Which, when, or where)

1. I forgot the date on ___________ you arrived.
2. This is the house ___________ I grew up.
3. July 4, 1776 is ___________ the Declaration of Independence was signed.
4. I’ll always remember the day ___________ she was born.
5. Tuesday is the day ___________ we will come.
6. The seat in ___________ I am sitting is 12-C.
7. Cannery Row is ___________ we’ll have lunch.
8. Friday is the day on ___________ we will visit the aquarium.
9. Highway 1 is ___________ you can drive for a view of the coastline.
LEARN TO SPEAK ENGLISH

10. Tomorrow is ___________ I will take the scenic 17-Mile Drive.
11. The cottage ___________ I am staying is the Hansel and Gretel cottage.
12. The date ___________ I was born is January 5, 1973.
13. Wednesday is the day on ___________ we will drive to the Lamp Lighter Inn.

The verbs “to be,” “to have,” and “to go”

Fill in the blanks with the correct form of the verb given in parentheses. Do not use contracted forms.

1. She ___________ American. (to be)
2. I ___________ a visa. (to have)
3. He ___________ through Customs. (to go)
4. We ___________ tourists. (to be)
5. You ___________ a passport. (to have)
6. They ___________ to the U.S. (to go)
7. I ___________ leaving. (to be)
8. She ___________ valuables. (to have)
9. They ___________ tourists. (to be)
10. We ___________ through Immigration. (to go)
11. You ___________ all right. (to be)
12. They ___________ nothing to declare. (to have)
13. I ___________ to Hartfield International Airport. (to go)

Contractions

Fill in the blanks with the pronoun in parentheses and the appropriately contracted verb (to be, to have, to go).

Example: I ’m.

1. ___________ already left. (they)
2. ___________ leaving. (we)
3. ___________ going to the U.S. (she)
4. ___________ going through Customs. (you)
5. ___________ a citizen. (I)
6. ___________ at the airport. (he)
7. ___________ gone through Immigration. (we)
8. ___________ received the letter. (you)
9. ___________ already gone through Customs. (I)
Grammar Exercises

10. __________ leaving. (they)
11. __________ already left. (he)
12. __________ going to the airport. (I)
13. __________ American. (you)

Using Gerunds
Rewrite the sentence using the proper form of the verb.

1. She likes to take pictures. She likes _________ pictures.
2. They love to go to the movies. They love _________ to the movies.
3. He likes to play tennis. He likes _________ tennis.
4. They love to visit the Smithsonian. They love _________ the Smithsonian.
5. She likes to drive. She likes _________.
6. He likes to eat in restaurants. He likes _________ in restaurants.
7. She likes to watch her kids play. She likes _________ her kids play.
8. She likes to listen to classical music. She likes _________ to classical music.

Using Gerunds
Complete each phrase using the –ing form of the verb in parentheses.

1. He turned off the television by _____________ the button. (push)
2. They got to the museum by _____________ their car. (drive)
3. She had the accident by not _____________ at the traffic light. (stop)
4. He got rich by _____________ very hard. (work)
5. You get to the Lincoln Memorial by _____________ left at this street. (turn)
6. She got to Tennessee by _____________ there. (fly)
7. I got a credit card by _____________ for one. (apply)
8. John forwarded his mail by _____________ to the post office. (go)
9. I got a reservation by _____________ the hotel. (call)
10. She got that car by _____________ it. (rent)
11. I met Mr. Young by _____________ myself to him. (introduce)
12. He got to the hotel by _____________ a cab. (take)
13. They changed money by _____________ to the bank. (go)
LEARN TO SPEAK ENGLISH

Irregular Verb Forms
Complete the sentences with the Simple Past of the verbs in parentheses.

1. It ___________ raining. (stop)
2. He ___________ a traveler’s check. (cash)
3. She ___________ a T-shirt. (buy)
4. We ___________ some wine. (drink)
5. I ___________ our appointment. (forget)
6. The waiter ___________ to me. (speak)
7. They ___________ the meal. (enjoy)
8. Her aunt ___________ her the inheritance. (leave)
9. They ___________ my son. (see)
10. I ___________ the envelope. (open)
11. He ___________ the will. (read)
12. That ___________ my apartment. (be)
13. I ___________ popcorn. (have)

The Present Perfect Tense
Form sentences in the present perfect tense using the elements in parentheses. Use contractions where appropriate.

1. She ___________ her clothes. (to wash; already)
2. He ___________ some detergent. (to borrow; just)
3. She ___________ her clothes. (to finish; drying)
4. He ___________ change. (to get; already)
5. She ___________ her laundry. (to finish)
6. He ___________ change. (to forget; to bring)
7. He ___________ to the grocery store. (to go; already)
8. She ___________ an apartment. (to rent; already)

Imperatives (The Command Form)
Using the clues in parentheses, fill in the blank with the correct imperative form.

1. ___________ the elevator! (take; you)
2. ___________ the luggage! (take; we)
3. ___________ to the airport! (go; you)
Grammar Exercises

4. ____________ to the hotel! (go; we)
5. ____________ the agent! (ask; you)
6. ____________ the agent! (ask; we)
7. ____________ a bus! (catch; you)
8. ____________ a bus! (catch; we)
9. ____________ some money! (change; you)
10. ____________ some money! (change; we)
11. ____________ the hotel! (leave; you)
12. ____________ the hotel! (leave; we)
13. ____________ at the driver! (wave; you)

The future tense
Rewrite each statement using the future tense. Use contractions.

1. He gets you something to drink. ________________________________
2. We have a salad. ________________________________
3. I drink some wine. ________________________________
4. You prepare a meal. ________________________________
5. She hands me a glass. ________________________________
6. They order a meal. ________________________________
7. We hear about the specials. ________________________________
8. You finish the meal. ________________________________
9. I watch television. ________________________________
10. She reads the newspaper. ________________________________
11. He uses the telephone. ________________________________
12. You dial the number. ________________________________
13. They go to bed. ________________________________

The Past Perfect Tense
Complete each sentence with the verb in parentheses in the past perfect.

1. Until yesterday, they ____________ the film. (to see)
2. The customers went home after the restaurant ____________. (to close)
3. She ____________ her clothes, and now she can dry them. (to wash; already)
4. I ____________ my aunt in San Francisco until last week. (to visit; never)
LEARN TO SPEAK ENGLISH

5. We went home after we __________________ our dinner. (to finish)
6. He __________________ some detergent, so he can begin washing now. (to borrow; just)
7. I __________________ an appointment until yesterday. (to forget; never)
8. She __________________ her aunt until last week. (to meet; never)
9. They __________________ five hours when the plane arrived. (to wait)
10. We became friends after she __________________ to Chicago. (to move)

The progressive form of the present

Complete each sentence with the correct simple present or progressive present form of the verb.

1. (I’m going; I go) _________________ to the store now. (to go)
2. The boy (runs; is running) _________________ every day. (to run)
3. (We bake; We’re baking) _________________ a cake today. (to bake)
4. (You’re changing; You change) _________________ money a lot. (to change)
5. (They’re leaving; They leave) _________________ the U.S. today. (to leave)
6. (He leaves; He’s leaving) _________________ the airport now. (to leave)
7. (I beg; I’m begging) _________________ your pardon? (to beg)
8. The teller _________________ (gives; is giving) me cash every time. (to give)
9. (She leaves; She’s leaving) _________________ the Baggage Claim now. (to leave)
10. (We’re going; We go) _________________ to the hotel often. (to go)
11. Usually _________________ (I’m changing; I change) traveler’s checks at the bank. (to change)
12. The flight _________________ (arrives; is arriving) at the airport now. (to arrive)
13. Excuse me, _________________ (I’m looking; I look) for my hotel. (to look)

Tense Formation (Past Progressive)

Answer the question using the past progressive form of the verb in parentheses.

1. I _____________ at the mall. (shop)
2. I _____________ my aunt in San Francisco. (visit)
3. I _____________ in the library. (read)
4. I _____________ a ticket. (buy)
5. I _____________ the apartment. (tour)
6. I _____________ dinner. (prepare)
7. I _____________ my secretary. (call)
8. I _____________ television. (watch)
**Grammar Exercises**

9. I ________ our meals. (order)
10. He ________ his wife. (call)
11. I ________ to my daughter. (talk)
12. I ________ the hotel. (look for)
13. I ________ in line in Customs. (stand)

**Tense Formation (Future Progressive)**

Rewrite the sentence using the future progressive tense (i.e., “will be...”).

1. We ________ groceries this afternoon. (buy)
2. I ________ an appointment for Thursday. (make)
3. I ________ to the supermarket today. (go)
4. He ________ the apartment next door. (rent)
5. She ________ her aunt. (visit)
6. Mr. Young ________ the attorney. (call)
7. They ________ in touch. (get)
8. We ________ television. (watch)
9. I ________ the newspaper. (read)
10. He ________ the meal. (prepare)
11. She ________ his secretary. (call)
12. Alex ________ lunch. (eat)
13. I ________ at 7:00. (wake)

**Usage of the Perfect Progressive Tenses**

Choose the correct form of the Perfect Progressive tense. (*Will have been; had been; have been, or has been*)

1. I ________ waiting for an hour when the doctor arrived.
2. When he retires, he ________ working here for fifty years.
3. They ________ watching television for three hours when I called.
4. She ________ sleeping eight hours when she wakes up.
5. John ________ calling me since yesterday, and I still haven’t talked to him.
6. I ________ on the road for two days when I arrived in Washington.
7. When he arrives, he ______ ___________ travelling for three days.
8. She ________ wanting to check her oil for a week and she still hasn’t done it.
9. He ________ reading that book for two weeks and he still hasn’t finished it.
LEARN TO SPEAK ENGLISH

10. When they move out next week, they ______________ living in that apartment for two years.
11. I ______________ cleaning the house for an hour when John called.
12. She ______________ washing clothes for an hour when Sue came home.
13. I ______________ washing clothes all day and I’m still not finished.

Formation of the Perfect Progressive Tenses

Complete the blanks with the helping verb (be, has been, have been, or had been) in the appropriate tense. (Do not use contractions.)

1. She will _____________ sleeping eight hours when she wakes up.
2. I will _____________ heading north in two hours.
3. We _____________ driving for four hours when we ran out of gas.
4. I _____________ waiting for an hour when the attorney arrived.
5. By now they _____________ flying for three hours.
6. Recently, I _____________ thinking about renting an apartment.
7. Thanks for helping me. I _____________ trying to find the Smithsonian for an hour.
8. When he retires, he will _____________ working here for fifty years.
9. When he arrives, he will _____________ travelling for three days.
10. There you are! I _____________ thinking about you all day.
11. I _____________ cleaning the house when you arrived.
12. He _____________ washing clothes for an hour when I called.
13. Mary likes this place. She _____________ renting this apartment for a year now.

Using “Should”

Decide whether the statement is URGENT or NOT URGENT.

1. You’d better fill up your car right now, or you’ll run out of gas. ____________
2. He should fill out this form if he wants credit. ____________
3. Fred had better not drink any more wine, or he’ll be very sick. ____________
4. We ought to have our mail forwarded while we’re out of town. ____________
5. John ought to visit his aunt. ____________
6. You’d better finish that report, or you’ll lose your job. ____________
7. We should rent a mid-sized car. ____________
8. She should study more, or she’ll fail all her classes. ____________
9. You had better claim your inheritance, or you’ll lose $10,000,000. ____________
**Grammar Exercises**

10. You’d better wake up right now, or you’ll miss your flight. ____________
11. We should see the sights while we’re in San Francisco. ____________
12. Fred ought to buy some bread at the store. ____________
13. I should wash my clothes. ____________

**The Past Form of “Should”**

Complete each phrase with the correct past form of *should* and the verb in parentheses. Example: ____________ earlier. (to pay): I should have paid earlier.

1. ____________ earlier. (to leave)
2. ____________ a reservation. (to make)
3. ____________ up the car. (to fill)
4. ____________ more. (to study)
5. ____________ a two-bedroom. (to rent)
6. ____________ laundry yesterday. (to do)
7. ____________ them in my briefcase last night. (to put)
8. ____________ them with me. (to bring)
9. ____________ so much last night. (not; to eat)
10. ____________ him when I arrived. (to call)
11. ____________ some yesterday. (to buy)
12. ____________ all my change. (to keep)
13. ____________ on vacation. (not; to go)

**Using “Could”**

Rephrase the statement as a polite question.

1. She can study at home. ____________
2. He can borrow their car. ____________
3. She can take I-75 to Tennessee. ____________
4. John can fill out a credit application. ____________
5. He can get his car filled up. ____________
6. They can wash their clothes today. ____________
7. Sue can have her house cleaned. ____________
8. He can immigrate to the U.S. ____________
9. They can make an appointment with Mr. Young. ____________
LEARN TO SPEAK ENGLISH

Exercises

10. She can give them directions to Washington. ___________________________
11. Bob can call Mary. ___________________________
12. They can watch television. ___________________________
13. He can order a salad. ___________________________

Using “May” and “Might”

Complete each sentence using “might” and the appropriate verb.

1. I don’t think she’ll study now, but she _____________ later.
2. He was going to take the train, but now he _____________ a car.
3. They were going to drive to New York, but now they _____________ to Washington.
4. Well, he won’t check your brakes, but he _____________ the oil.
5. They won’t give him a lift, but they _____________ him some money for the bus.
6. The attendant won’t clean your car, but he _____________ the windshield.
7. They won’t wash your curtains, but they _____________ your clothes.
8. She lives in Florida, so she wouldn’t fly to Alabama, but she _____________ to Virginia.
9. They don’t like to approve applications, but they _____________ yours.
10. I know she’s not having her phone messages forwarded, but she _____________ her mail forwarded.
11. The apartment doesn’t face the road; I think it _____________ the pool.
12. I don’t know if the apartment is furnished. It _____________, but I doubt it.
13. The telephone is certainly not included, but the utilities _____________.

Progressive Forms of “May” and “Might”

Fill in the blank with the correct past progressive form of the verb given in parentheses and “may.”

1. They _____________ dinner. (have)
2. He _____________ his mail. (forward)
3. She _____________ her oil. (check)
4. He _____________ trouble with his car. (have)
5. They _____________ late. (work)
6. He _____________ . (sleep)
7. They _____________ bread. (buy)
8. They _____________ tennis. (play)
9. He _____________ change. (get)
10. You _____________ the wrong number. (dial)
Grammar Exercises

11. She _____________ to Georgia. (drive)
12. He _____________ to the Smithsonian. (go)
13. She _____________ a car. (rent)

Using “Would”
Replace the sentence with a statement expressing preference using “would rather.” Please use contractions where possible. Example: I want to go fishing, but I have stay in the office.: I’d rather go fishing.

1. I want to go to the movies, but I have to study.
2. I’d like to go to Washington, but I have to work.
3. She wants to eat in a restaurant, but she doesn’t have any money.
4. He wants to rent a compact car, but they only have luxury cars.
5. They want to rent the two-bedroom apartment, but it’s too expensive.
6. I want to sleep, but I have to work.
7. I wish I could have dessert, but I’m on a diet.
8. He’d like to go to lunch, but he has a meeting.
9. I wish I could talk to you, but I have an appointment.
10. She wants to stay at the hotel, but they don’t have a room.
11. They want to take a limo, but they don’t have enough money.
12. I wish I could go to Georgia, but I have to visit my aunt in Tennessee.
13. He’d like to have dinner, but he doesn’t have enough time.

Using “Would”
Look at each sentence and decide whether “used to” can be replaced by “would.”

1. Aunt Stephanie used to live in Chicago.
2. She used to always visit the West Coast.
3. I used to be her favorite niece.
4. She used to always bring me gifts.
5. Her house used to be worth a lot of money.
6. We used to prepare lunch together.
LEARN TO SPEAK ENGLISH

Two-Word Verbs
Complete the sentences using the correct two-word verbs. Use the simple present tense.

1. The meeting is tomorrow. ___________ over these reports tonight.
2. It’s too loud in here. ___________ down the radio.
3. You finished your paper. ___________ it in.
4. Your appointment is Tuesday. ___________ up at 9:00.
5. You finished your phone call. ___________ up the phone.
6. I want to read a book. ___________ off the television.
7. You like this green T-shirt. ___________ it on.
8. You want to get in touch with her. ___________ her up.
9. I’m asking you an important question. ___________ it over.
10. You don’t know this word. ___________ it up in the dictionary.
11. Your T-shirts are all over the room. ___________ them away.
12. You need to go downtown. ___________ on the Shuttle Bus.
13. You have my newspaper. ___________ it back!

The Verb “To Get”
Match the cause statement with the best effect statement on the right.

1. It’s very late. I’m getting hungry.
2. It’s almost time for lunch. It’s getting warm in here.
3. It’s raining. It’s getting dark.
4. I need to turn a light on. It’s getting cold.
5. Turn on the air conditioning. I’m getting sleepy.

Troublesome Verbs
Choose the correct verb to complete each sentence.

1. The moon ___________. (to rise; to raise)
2. The farmer ___________. chickens. (to rise; to raise)
3. ___________ the glass down on the table. (to set; to sit)
4. The boy ___________ in the chair. (to set; to sit)
5. The chicken ___________ an egg. (to lay; to lie)
6. I ___________ on the bed last night. (to lay; to lie)
Grammar Exercises

7. They ____________ by the pool yesterday. (to set; to sit)
8. Please ____________ the window. (to rise; to raise)
9. The sun ____________ every day. (to rise; to raise)
10. The secretary ____________ the report down. (to lay; to lie)
11. Mr. Young ____________ in your office. (to set; to sit)
12. I’m ____________ the dress on the bed. (to lay; to lie)
13. Did you ____________ the wine on the table? (to set; to sit)

The Causative Verbs “Have” and “Let”

Complete the phrases with the appropriate verbs and a have or let construction where appropriate. Remember, the two constructions are interchangeable.

1. Sue is at the Laundromat. She’s ____________ her clothes ____________. (to wash)
2. John is at the gas station. He’s sitting in his car. He’s ____________ his car ____________. (to fill up)
3. Paul is standing on a ladder and Mary is handing him the paint. They’re ____________ their house ____________. (to paint)
4. The maid is dusting the furniture, while Linda is watching TV. She’s ____________ her house ____________. (to clean)
5. Peter is scrubbing the floor. He’s ____________ his kitchen ____________. (to clean)
6. John drops of a basket of clothes at the laundry. He’s ____________ his clothes ____________. (to wash)
7. Tricia is at the gas station, holding the gas pump in her hands. She’s ____________ her car ____________. (to fill up)

Verbs Followed by Infinitives

Create complete sentences from the given elements as demonstrated in the example: he/to want/never/to leave/theater. He never wanted to leave the theater. Use the simple past.

1. she/to expect/to get/phone call ________________
2. he/to want/to play/tennis ________________
3. I/to ask/them/to buy/bread ________________
4. she/to agree/to meet/us ________________
5. he/to call/to make/reservation ________________
6. she/to want/to visit/the/museum ________________
7. he/to ask/her/to take/picture ________________
8. they/to agree/to give/us/lift ________________
LEARN TO SPEAK ENGLISH

Exercises

9. he/to have to/to check/oil ___________________
10. she/to expect/us/to stop by ___________________
11. they/to forget/to add/detergent ___________________
12. she/to want/to rent/car ___________________
13. I/to forget/to change/money ___________________

The Passive Voice

Decide whether the statement is ACTIVE or PASSIVE.

1. The girl washes her clothes. ________________
2. The prescription was written by the doctor. ________________
3. She buys the pills at the drugstore. ________________
4. The patient is helped by the nurse. ________________
5. The plumber cuts off the valve. ________________
6. The car was rented yesterday. ________________
7. We rented the car yesterday. ________________
8. The pills were bought at the drugstore. ________________
9. He made a reservation at the hotel. ________________
10. The call was charged to her hotel room. ________________
11. They ordered their meal. ________________
12. Their meal was served by the waiter. ________________

Passive Voice

Complete the statement using the passive voice. (Example: was given)

1. The prescription _____________ by the doctor. (wrote)
2. The work _____________ by Bob. (did)
3. The pills _____________ at the drugstore. (buy)
4. The carpet _____________ by the manager. (clean)
5. The car _____________ by John. (rent)
6. I _____________ by Mary. (introduce)
7. The books _____________ on the table. (leave)
8. The car _____________ by the police. (stop)
9. The accident _____________ by an old lady. (see)
10. The class _____________ by Mr. Smith. (teach)
Grammar Exercises

11. The details _____________ down by Fred.  (write)
12. The car _____________ off at the airport.  (drop)
13. The chicken _____________ up by Stephanie.  (cut)

Direct and Indirect Speech
Rewrite the following phrases to create direct speech as shown in the example:

Mary said, she didn’t know why the car had hit her.  Mary said:  I don’t know, why the car hit me.

1. He said he didn’t know what had happened.
   ________________________________
2. She said that she had gone to the dentist yesterday.
   ________________________________
3. She said the doctor had written her a prescription.
   ________________________________
4. He said that he had a toothache.
   ________________________________
5. She said she went to the museum every day.
   ________________________________
6. They said they were going to the supermarket.
   ________________________________
7. She said that the doctor had given her some pills.
   ________________________________
8. He said he had received the report.
   ________________________________
9. They said they had visited the aquarium.
   ________________________________
10. He said that he was feeling sick.
    ________________________________
11. She said she had bought some bread.
    ________________________________
12. He said that he was turning off the television.
    ________________________________
13. They said they were driving to Chicago.
    ________________________________
LEARN TO SPEAK ENGLISH

Direct and Indirect Speech
Replace each quoted statement with a sentence using indirect speech.

1. He said, “I don’t know what happened.”

2. She said, “I went to the doctor yesterday.”

3. He said, “I have a toothache.”

4. She said, “I’ll write him a prescription.”

5. They said, “We’re going to the drugstore.”

6. He said, “The doctor gave me some pills.”

7. She said, “I go to the supermarket every day.”

8. He said, “I have received the envelope.”

9. They said, “We visited Cannery Row.”

10. She said, “I feel very sick.”

11. He said, “I bought some popcorn.”

12. They said, “We’re flying to California.”

13. He said, “I’m cutting off the main valve.”
Grammar Exercises

Negatives
Negate the statement using the helping verb “do.” Use contractions.

1. Does she have any money? No, ___________ any money.
2. Do they leave today? No, ___________ today.
3. Do you call the operator? No, ___________ the operator.
4. Do you have traveler’s checks? No, ___________ traveler’s checks.
5. Does he take a bath? No, ___________ a bath.
6. Do you (plural) have a telephone? No, ___________ a telephone.
7. Do they speak English? No, ___________ English.
8. Do you need a room? No, ___________ a room.
9. Do you pay with a credit card? No, ___________ with a credit card.
10. Do you (plural) catch a bus? No, ___________ a bus.
11. Does she go downtown? No, ___________ downtown.
12. Does he have any luggage? No, ___________ luggage.
13. Do you have any fifties? No, ___________ fifties.

Asking Questions
Rewrite each sentence as a question. For example: He likes you. = Does he like you?

1. They like this bank. _________________________________
2. You have a passport. _________________________________
3. We can change money here. _________________________________
4. She understands English. _________________________________
5. We can look for a bank. _________________________________
6. You like this hotel. _________________________________
7. The teller has traveler’s checks. _________________________________
8. He has twenties. _________________________________
9. They can change a hundred dollar bill. _________________________________
10. They would like to go to the hotel. _________________________________
11. She wants to change some money. _________________________________
12. She arrives tomorrow. _________________________________
13. He would like to look for the bank. _________________________________
LEARN TO SPEAK ENGLISH

Information Questions
Look at the statement to determine which of the information question words best completes the question. 
(What, where, who, why, when, this, which)

1. This is Alex’s book. ___________ book is this?
2. Atlanta is in Georgia. ___________ is Atlanta?
3. It is 3:00. ___________ time is it?
4. The bus leaves in 15 minutes. ___________ does the bus leave?
5. John is the bus driver. ___________ is John?
6. A shuttle bus is the hotel’s free bus. ___________ is a shuttle bus?
7. That man is my father. ___________ is that man?
8. I’m going to the bank to change money. ___________ are you going to the bank?
9. He lives in Atlanta. ___________ does he live?
10. This is my luggage. ___________ luggage is this?
11. His flight leaves at 4:00. ___________ does his flight leave?
12. This bus goes downtown. ___________ bus goes downtown?

Tag questions
Complete each sentence using a tag question. Use contractions.

1. You’re going to the restaurant, ___________ you?
2. You like wine, ___________ you?
3. Mary is here, ___________ she?
4. They’re leaving, ___________ they?
5. He’s ordering a meal, ___________ he?
6. She knows the waiter, ___________ she?
7. We’re getting dessert, ___________ we?
8. You know about the specials, ___________ you?
9. It’s raining, ___________ it?
10. The restaurant is air conditioned, ___________ it?
11. You’re preparing the meal, ___________ you?
12. She likes to watch television, ___________ she?
13. We’re returning to the hotel, ___________ we?
Grammar Exercises

Negative Questions
Fill in the blank to make the question negative. Use contractions.

1. Do they cash traveler’s checks? _____________________________
2. Are you ordering something? _____________________________
3. Is he drinking wine? _____________________________
4. Do you know the waiter? _____________________________
5. Does she have a meeting today? _____________________________
6. Are we going to the hotel? _____________________________
7. Is he making an appointment? _____________________________
8. Do they like this restaurant? _____________________________
9. Are you watching television? _____________________________
10. Is she reading the newspaper? _____________________________
11. Does he have a passport? _____________________________
12. Is it raining in Atlanta? _____________________________
13. Are you having a salad? _____________________________

Questions in the Simple Past Tense
Create a question in the Simple Past using the statement.

1. They accepted credit cards last year. When _____________ credit cards?
2. You saw me yesterday. When _____________ me?
3. You rented an apartment. What _____________?
4. You held the apartment for me. What _____________ for me?
5. She had breakfast at the restaurant. Where _____________ breakfast?
6. They paid the rent today. When _____________ the rent?
7. He wrote the report yesterday. When _____________ the report?
8. He enjoyed his meal quite a lot. How _____________ his meal?
9. She immigrated to the U.S. two years ago. When _____________ to the U.S.?
10. He arrived last night. When _____________?
11. They seemed nice. How _____________?
12. She opened the envelope this morning. When _____________ the envelope?
13. He gave them the instructions. What _____________ them?
LEARN TO SPEAK ENGLISH

Interrogatives in Dependent Clauses
Rephrase the following questions as follows: Is she sick? Do you know, if she is sick?

1. Where is it? Do you know _______________?
2. Where can I cut off the water? Do you know _______________?
3. How does the car work? Do you know _______________?
4. Where are the glasses? Do you know _______________?
5. Where is Chinatown? Do you know _______________?
6. How is John feeling? Do you know _______________?
7. Where is the restaurant? Do you know _______________?
8. Where is Mary? Do you know _______________?
9. Who is the plumber? Do you know _______________?
10. Who is her daughter? Do you know _______________?
11. Where is the bay? Do you know _______________?
12. Who is Mr. Young? Do you know _______________?

Exclamations
Fill in “How” or “What” to complete the exclamation.

1. _____ terrible weather!
2. _____ awful!
3. _____ a day!
4. _____ a mess!
5. _____ fascinating!
6. _____ quaint!
7. _____ what a beautiful coastline!
8. _____ splendid!
9. _____ an interesting building!
10. _____ a jerk!
11. _____ lovely!
12. _____ great!

“If... then” Constructions
Decide whether the statement is REAL or UNREAL.

1. If you take Interstate 85, you’ll get there faster. ___________
2. I’ll send you some money, if you need it. ___________
3. If I had more money, I’d go to California. ___________
Grammar Exercises

4. If I had more time, I’d read more books. ____________
5. If I were rich, I’d buy a bigger house. ____________
6. If you drive on Highway 1, you’ll see the coastline. ____________
7. If you go to the supermarket, I’ll make dinner. ____________
8. They would’ve been here at 9:00, if their flight hadn’t been late. ____________
9. If I had more time, I’d make dinner tonight. ____________
10. If you need to study, I’ll turn off the television. ____________
11. If you want to read, I’ll turn down the radio. ____________
12. If he’d moved to California, we would’ve visited him. ____________

“If... then” Constructions

Complete the sentences by using the correct form of the verb in parentheses.

1. If you take Interstate 85, __________ to get there faster. (to get)
2. I’ll send some money, if you __________ it. (to need)
3. If I had more money, __________ to California. (to go)
4. If you drive on Interstate 1, __________ the coastline. (to see)
5. If I __________ rich, I’d buy a bigger house. (to be)
6. If you __________ to the supermarket, I’ll make dinner. (to go)
7. If I had more time, __________ dinner tonight. (to make)
8. If you need to study, __________ off the television. (to turn)
9. If he __________ to California, we would’ve visited him. (to move)
10. They would’ve been here earlier, if their flight __________ delayed. (to be)
11. If I __________ more time, I’d wash my clothes. (to have)
12. If she visits the aquarium, we __________ with her. (to go)
13. If I __________ to the bank, I’ll cash a traveler’s check. (to go)

Prepositions

Choose the correct preposition to complete each sentence.

1. My apartment is ____________ the street from yours. (above; across; over)
2. I like to read ____________ animals. (about; along; after)
3. These T-shirts won’t shrink ____________ the washing machine. (into; on; in)
4. The restaurant is ____________ my apartment. (between; beside; among)
5. The green T-shirts are ____________ the navy blue T-shirts. (under; until; up)
LEARN TO SPEAK ENGLISH

Exercises

6. He’s going _________________ the hotel. (like; into; in)
7. The wife went to the movies _________________ her husband. (without; from; through)
8. He likes to read the newspaper _________________ breakfast. (despite; during; since)
9. I would like popcorn _________________ butter. (by; with; in)
10. _________________ the scorching weather, he’s going to Atlanta. (Despite; Since; Down)
11. You’ll find the Diet Coke _________________ the Cherry Coke and Classic Coke. (for; between; along)
12. This wine is _________________ California. (from; off; out)
13. The girl is going _________________ the boy. (through; toward; throughout)

Possessives

Answer the question using the “’s” form of possession.

1. Is this the office of the attorney? Yes, _________________
2. Is this the desk of Mr. Young? No, _________________
3. Do you know the family of Mrs. Jones? Yes, _________________
4. Is this the daughter of John? No, _________________
5. Is this the bank of the family? Yes, _________________
6. Is this the T-shirt of the boy? No, _________________
7. Do you know the son of Mr. Young? Yes, _________________
8. Did you meet the husband of Mary? No, _________________
9. Are these the children of Mrs. Smith? Yes, _________________
10. Do you know the secretary of the attorney? No, _________________
11. Is this the table of John? Yes, _________________
12. Is this the telephone of the secretary? Yes, _________________
13. Did you see the menu of the restaurant? Yes, _________________

Using Conjunctions

Choose the conjunction which best completes the sentence.

1. _________________ we leave the bank, we’ll spend the money. (After; Since; While)
2. _________________ they arrived, they sat down to dinner. (If; Whereas; When)
3. We haven’t seen her _________________ she left. (only if; as; since)
4. _________________ you didn’t call, I made other plans. (Even if; Since; If)
5. He went to bed, _________________ he was tired. (although; because; even though)
6. It started to rain _________________ I was walking home. (while; because; unless)
Grammar Exercises

7. I checked my luggage ____________ I boarded the plane. (though; now that; before)
8. ____________ I had a fever, I did not feel sick. (In the event; Even though; Since)
9. ____________ I arrived in California, I visited the aquarium. (As soon as; Until; Unless)
10. We talked to the doctor ____________ it was time to leave. (if; so long as; until)
11. I’ll be at work tomorrow ____________ I’m still feeling sick. (after; whether or not; once)
12. I bought a magazine ____________ I like to read on planes. (though; because; once)
13. He went to the doctor ____________ he didn’t have a fever. (provided; until; even though)

Expressing Opposition

Choose either “although” or “despite” to complete the sentences.

1. ____________ the weather, we still went walking.
2. ____________ it was hot, we wore our coats.
3. They went skiing ____________ the warm temperatures.
4. She went to work ____________ she had a fever.
5. He rented the apartment ____________ the expensive utilities.
6. ____________ I had a toothache, the dentist didn’t remove my tooth.
7. I had the tooth removed ____________ the cost.
8. She did not feel sick ____________ her fever.
9. ____________ the carpet wasn’t very dirty, we still had it cleaned.
10. ____________ he was in Monterey, he didn’t visit the aquarium.
11. He felt sleepy ____________ the coffee.
12. We drove to Georgia ____________ the terrible traffic.
13. ____________ I filled up the tank, I still ran out of gas.

Expressing Opposition

Select the most appropriate conjunction to complete each phrase.

1. Paul is tall, ____________ Richard is short. (whereas; even though)
2. Jane feels better, ____________ John is still sick. (despite; but)
3. I went to work ____________ I felt sick. (whereas; even though)
4. I don’t have cash, ____________, I have traveler’s checks. (in spite of; however)
5. ____________ Sue is industrious, Marie is lazy. (Despite; While)
6. ____________ I had an infection, I didn’t go to the doctor. (Even though; Whereas)
7. I had little money, ____________ I bought her a gift anyway. (while; but)
LEARN TO SPEAK ENGLISH

8. The National Arboretum is beautiful, ____________ it is Washington’s best-kept secret. (in spite of; yet)
9. I was sleepy, ____________ I took a bath anyway. (while; but)
10. He ate dessert ____________ he wasn’t very hungry. (even though; whereas)
11. My apartment has a dishwasher, ____________ yours doesn’t. (whereas; despite)
12. I didn’t have an appointment, ____________ I went to the dentist anyway. (whereas; but)
13. I stayed at the Lamp Lighter Inn, ____________ you didn’t. (but; in spite of)

Numbers (1–100)
Write each number in its long form.

1. 1 _________________________________
2. 3 _________________________________
3. 12 _________________________________
4. 79 _________________________________
5. 20 _________________________________
6. 28 _________________________________
7. 34 _________________________________
8. 45 _________________________________
9. 57 _________________________________
10. 61 _________________________________
11. 11 _________________________________
12. 15 _________________________________
13. 6 _________________________________

Numbers (101–1,000,000)
Write the corresponding number to each long form below. (For example: Sixty = 60.)

1. One thousand eight hundred and three _________________
2. Three hundred and twenty-three _________________
3. Four thousand nine hundred and ninety-five _________________
4. Six hundred and twelve _________________
5. Two hundred and thirteen _________________
6. One million _________________
7. One hundred thousand _________________
Grammar Exercises

8. One hundred and eighteen ______________
9. Nine hundred and fifty-two ______________
10. Four hundred and seventy-four ______________
11. Seven hundred and seventy ______________
12. One hundred and one ______________
13. Five hundred and fifty ______________

Telling Time
Write the appropriate time to the statements (a.m. or p.m.) below.

1. We’ll have breakfast at seven. _________
2. The meeting is at two. _________
3. We’ll eat lunch at twelve. _________
4. I go to bed every night at eleven thirty. _________
5. I wake up every morning at a quarter till eight. _________
6. She goes to bed every night at midnight. _________
7. He arrives tomorrow morning at eight forty-five. _________
8. You have a meeting tomorrow morning at a quarter after nine. _________
9. I call her every evening at seven thirty. _________
10. I’ll wake up tomorrow at eight forty. _________
11. She’ll call me this evening at twenty till eight. _________
12. We have dinner reservations for eight thirty. _________
13. I have an appointment tomorrow afternoon at three fifteen. _________

Paying For Things
Rewrite the price in its numerical form.

1. That’ll be two fifty. _______________________________
2. A ticket costs six dollars. _______________________________
3. That’ll be four seventy-five, please. _______________________________
4. The rate for a room is one hundred and twenty-nine dollars. _______________________________
5. That television costs five hundred and fifty dollars. _______________________________
6. That’ll be one seventy-five. _______________________________
7. That’ll be three dollars and ten cents. _______________________________
8. A cherry coke costs two dollars and fifty cents. _______________________________
LEARN TO SPEAK ENGLISH

9. Popcorn costs two dollars.

10. That’ll be twenty-nine ninety-five, please.

11. A bus ticket costs one dollar and thirty cents.

12. Breakfast at the hotel costs ten dollars.

13. A room at the Peachtree Plaza costs two nineteen a night.
Exercise Answers

Indefinite and Definite Articles
1. a tourist
2. a month
3. some citizens
4. a passport
5. an area
6. some conversations
7. an airport
8. a visa
9. some valuables
10. some tourists
11. a citizen
12. some areas
13. a conversation

Irregular Noun Plurals
1. Now two of my teeth are hurting.
2. Actually, two men rented the apartment.
3. Actually, two ladies rented the car.
4. She has two new babies—twins.
5. All agencies offer a flat rate.
6. I actually caught four fish.
7. No, I only see the women in the corner.
8. No. Now both of my feet hurt.
9. I actually bought two loaves of bread.
10. I actually need two glasses of water.
11. He actually has two secretaries.
12. She had both of her children with her.
13. I actually saw three deer.

Using “a few,” “few,” “a little,” and “little”
1. NEGATIVE
2. POSITIVE
3. NEGATIVE
4. POSITIVE
5. POSITIVE
6. NEGATIVE
7. POSITIVE
8. NEGATIVE

Using Comparisons
1. John is older than Paul.
2. Buses are cheaper than cabs.
3. I am more polite than my wife.
4. Cabs are faster than buses.
5. You pay more for the better products.
6. This hotel is more expensive than the Peachtree Plaza.
7. The bus driver drives more slowly than the limo driver.
8. The bus goes farther than the shuttle.
9. She is prettier than her sister.
11. Paul drives more carefully than John.
12. New York is more exciting than Atlanta.
13. I drive better than my brother.

Object Pronouns
1. I see our friends. — them
2. They like wine. — it
3. Call the waiter. — him
4. The gift is for my daughter. — her
5. I’m buying a gift for my husband. — him
6. She’s buying a T-shirt. — it
7. I’ll buy some Milk Duds. — them
8. Did you call your wife? — her
9. I have a meeting with Mr. Jones. — him
10. He likes popcorn. — it
11. I like your son and daughter. — them
12. He has my passport. — it
13. Did you see Alex? — him
14. Do you know Mary? — her
LEARN TO SPEAK ENGLISH

Placement of Object Pronouns
1. I put it on the table.
2. Yes, I saw them.
3. Yes, he gave it to me.
4. Yes, she’s leaving it to me.
5. Yes, I saw her today.
6. Yes, they left it to him.
7. I met her in Atlanta.
8. I gave them to him yesterday.
9. Yes, he gave it to me.
10. I bought them at the mall.
11. No, I didn’t see him.
12. Yes, he gave it to her.
13. He put it over there.

Possessive Adjectives
1. It’s my visa.
2. That’s their luggage.
3. It’s his credit card.
4. It’s her room.
5. It’s our estate.
6. It’s your business.
7. He’s my uncle.
8. She’s her aunt.
9. It’s my money.
10. They’re their coins.
11. It’s his passport.
12. They’re our valuables.
13. It’s your hundred dollar bill.

Possessive Pronouns
1. It’s mine.
2. It’s his.
3. It’s hers.
4. It’s theirs.
5. It’s yours.
6. It’s mine.
7. They’re ours.
8. They’re his.
9. It’s hers.
10. It’s yours.
11. It’s ours.
12. It’s theirs.
13. It’s hers.

Demonstrative Adjectives and Pronouns
1. I’d like some of that popcorn.
2. This apartment is nice.
3. These Milk Duds taste good.
4. That building is in Atlanta.
5. Those tourists are from the U.S.
6. These apartments are air conditioned.
7. These are today’s specials.
8. This is a Cherry Coke.
9. That one is a Diet Coke.
10. Those offices are located downtown.
11. That is my phone.
12. Those are the new buses.
13. This bank will cash traveler’s checks.

Forms of “Other”
1. Can you hand me the other book?
2. Did you see the other bedroom facing the pool?
3. There is another bathroom off the kitchen.
4. There is another bedroom beside the living room.
5. Will you show me the other apartment?
6. We need another chair in the study.
7. I saw another supermarket down the street.
8. Did you see the refrigerator in the other apartment?
9. There is another two-bedroom apartment with utilities included.
10. Is the other grocery store nearby?
11. Let’s take a look at another apartment.
12. Did you see the other desk in the study?
13. The other half bath is beside the kitchen.

Reflexive Pronouns
1. They’re washing their clothes themselves.
2. She’s looking at T-shirts.
3. He’s buying a ticket for Mary.
Exercise Answers

4. She’s introducing Fred and Bob to Mr. Young.
5. They are preparing a meal for themselves.
6. He’s doing the shopping himself.
7. As usual, they are doing the work themselves.
8. She’s doing the work herself.

Relative Pronouns: Subjects
1. He has an aunt who lives in San Francisco.
2. I have some luggage which I need to check.
3. He has a book which is fascinating.
4. I’m reading a newspaper which I bought at the store.
5. She’s looking for the witness who saw the accident.
6. We’re looking for the interstate which goes to North Carolina.
7. He’s talking to the lady who was in the accident.
8. They want to talk to a person who can give them directions.
9. I have a friend who is an attorney.
10. I’d like a brochure which will tell me more about Virginia.
11. She’s the secretary who has the report.
12. I’m touring the apartment which faces the pool.
13. This is my friend who immigrated to the U.S.

Using “Whose”
1. The woman whose passport was stolen went to the police.
2. The man who moved to Atlanta was Mr. Young.
3. The person who rented the apartment is my best friend.
4. I have a car whose first owner was British.
5. The woman who was Mr. Smith’s secretary moved to California.
6. The girl whose ticket I bought is my niece.
7. That is the woman who rented the apartment that faces the pool.
8. The woman whose paintings I saw is an artist.
9. The car which I bought is mid-sized.
10. The carpet which I had cleaned is dirty again.
11. The apartment which I rented faces the pool.
12. The accident which I saw was just a fender bender.
13. The insurance which I have will pay for the repairs.

Using “Where”
1. The building where they work is new.
2. The apartment in which they live faces the pool.
3. The seat which you are sitting in is an aisle seat.
4. The place where we are staying is beautiful.
5. The town where I grew up is small.
6. The store in which I bought the magazine is around the corner.
7. The hotel which I am staying in is called the Peachtree Plaza.
8. The restaurant where I always eat has a new menu.
9. Did you see a place where we can rent a car?
10. The building in which the Declaration of Independence is located is the National Archives.
11. The bank which I cashed my traveler’s checks in is downtown.
12. The house where I live is very old.
13. The Laundromat where I wash my clothes has a coin machine.

Using “When”
1. I forgot the date when you arrived.
2. This is the house where I grew up.
3. July 4, 1776 is when the Declaration of Independence was signed.
4. I’ll always remember the day when she was born.
5. Tuesday is the day when we will come.
6. The seat in which I am sitting is 12-C.
7. Cannery Row is where we’ll have lunch.
8. Friday is the day on which we will visit the aquarium.
9. Highway 1 is where you can drive for a view of the coastline.
LEARN TO SPEAK ENGLISH

10. Tomorrow is when I will take the scenic 17-Mile Drive.
11. The cottage where I am staying is the Hansel and Gretel cottage.
12. The date when I was born is January 5, 1973.
13. Wednesday is the day on which we will drive to the Lamp Lighter Inn.

The verbs “to be,” “to have,” and “to go”
1. She is American.
2. I have a visa.
3. He goes through Customs.
4. We are tourists.
5. You have a passport.
6. They go to the U.S.
7. I am leaving.
8. She has valuables.
9. They are tourists.
10. We go through Immigration.
11. You are all right.
12. They have nothing to declare.
13. I go to Hartfield International Airport.

Contractions
1. They’ve already left.
2. We’re leaving.
3. She’s going to the U.S.
4. You’re going through Customs.
5. I’m a citizen.
6. He’s at the airport.
7. We’ve gone through Immigration.
8. You’ve received the letter.
9. I’ve already gone through Customs.
10. They’re leaving.
11. He’s already left.
12. I’m going to the airport.

Using Gerunds
1. She likes taking pictures.
2. They love going to the movies.
3. He likes playing tennis.
4. They love visiting the Smithsonian.
5. She likes driving.
6. He likes eating in restaurants.
7. She likes watching her kids play.
8. She likes listening to classical music.

Irregular Verb Forms
1. It stopped raining.
2. He cashed a traveler’s check.
3. She bought a T-shirt.
4. We drank some wine.
5. I forgot our appointment.
6. The waiter spoke to me.
7. They enjoyed the meal.
8. Her aunt left her the inheritance.
9. They saw my son.
10. I opened the envelope.
11. He read the will.
12. That was my apartment.
13. I had popcorn.
Exercise Answers

The Present Perfect Tense
1. She’s already washed her clothes.
2. He’s just borrowed some detergent.
3. She’s finished drying her clothes.
4. He’s already gotten change.
5. She’s finished her laundry.
6. He’s forgotten to bring change.
7. He’s already gone to the grocery store.
8. She’s already rented the apartment.

Imperatives (The Command Form)
1. Take the elevator!
2. Let’s take the luggage!
3. Go to the airport!
4. Let’s go to the hotel!
5. Ask the agent!
6. Let’s ask the agent!
7. Catch a bus!
8. Let’s catch a bus!
9. Change some money!
10. Let’s change some money!
11. Leave the hotel!
12. Let’s leave the hotel!
13. Wave at the driver!

The Future Tense
1. He’ll get you something to drink.
2. We’ll have a salad.
3. I’ll drink some wine.
4. You’ll prepare a meal.
5. She’ll hand me a glass.
6. They’ll order a meal.
7. We’ll hear about the specials.
8. You’ll finish the meal.
9. I’ll watch television.
10. She’ll read the newspaper.
11. He’ll use the telephone.
12. You’ll dial the number.
13. They’ll go to bed.

The Past Perfect Tense
1. Until yesterday, they had never seen the film.
2. The customers went home after the restaurant had closed.
3. She has already washed her clothes, and now she can dry them.
4. I had never visited my aunt in San Francisco until last week.
5. We went home after we had finished our dinner.
6. He has just borrowed some detergent, so he can begin washing now.
7. I had never forgotten an appointment until yesterday.
8. She had never met her aunt until last week.
9. They had waited five hours when the plane arrived.
10. We became friends after she had moved to Chicago.

The Progressive Form of the Present
1. I’m going to the store now.
2. The boy runs every day.
3. We’re baking a cake today.
4. You change money a lot.
5. They’re leaving the U.S. today.
6. He’s leaving the airport now.
7. I beg your pardon?
8. The teller gives me cash every time.
9. She’s leaving the Baggage Claim now.
10. We go to the hotel often.
11. Usually I change traveler’s checks at the bank.
12. The flight is arriving at the airport now.
13. Excuse me, I’m looking for my hotel.

Tense Formation (Past Progressive)
1. I was shopping at the mall.
2. I was visiting my aunt in San Francisco.
3. I was reading in the library.
4. I was buying a ticket.
LEARN TO SPEAK ENGLISH

5. I was touring the apartment.
6. I was preparing dinner.
7. I was calling my secretary.
8. I was watching television.
9. I was ordering our meals.
10. He was calling his wife.
11. I was talking to my daughter.
12. I was looking for the hotel.
13. I was standing in line at Customs.

Tense Formation (Future Progressive)
1. We will be buying groceries this afternoon.
2. I will be making an appointment for Thursday.
3. I will be going to the supermarket today.
4. He will be renting the apartment next door.
5. She will be visiting her aunt.
6. Mr. Young will be calling the attorney.
7. They will be getting in touch.
8. We will be watching television.
9. I will be reading the newspaper.
10. He will be preparing the meal.
11. She will be calling his secretary.
12. Alex will be eating lunch.
13. I will be waking up at 7:00.

Usage of the Perfect Progressive Tenses
1. I had been waiting for an hour when the doctor arrived.
2. When he retires, he will have been working here for fifty years.
3. They had been watching television for three hours when I called.
4. She will have been sleeping eight hours when she wakes up.
5. John has been calling me since yesterday, and I still haven’t talked to him.
6. I had been on the road for two days when I arrived in Washington.
7. When he arrives, he will have been travelling for three days.
8. She has been wanting to check her oil for a week, and she still hasn’t done it.
9. He has been reading that book for two weeks and he still hasn’t finished it.
10. When they move out next week, they will have been living in that apartment for two years.
11. I had been cleaning the house for an hour when John called.
12. She had been washing clothes for an hour when Sue came home.
13. I have been washing clothes all day and I’m still not finished.

Formation of the Perfect Progressive Tenses
1. She will have been sleeping eight hours when she wakes up.
2. I will be heading north in two hours.
3. We had been driving for four hours when we ran out of gas.
4. I had been waiting for an hour when the attorney arrived.
5. By now they have been flying for three hours.
6. Recently, I have been thinking about renting an apartment.
7. Thanks for helping me. I have been trying to find the Smithsonian for an hour.
8. When he retires, he will have been working here for fifty years.
9. When he arrives, he will have been traveling for three days.
10. There you are! I have been thinking about you all day.
11. I had been cleaning the house when you arrived.
12. He had been washing clothes for an hour when I called.
13. Mary likes this place. She has been renting this apartment for a year now.
Exercise Answers

Using “Should”
1. URGENT
2. NOT URGENT
3. URGENT
4. NOT URGENT
5. NOT URGENT
6. URGENT
7. NOT URGENT
8. URGENT
9. URGENT
10. URGENT
11. NOT URGENT
12. NOT URGENT
13. NOT URGENT

The Past Form of “Should”
1. I should have left earlier.
2. I should have made a reservation.
3. I should have filled up the car.
4. I should have studied more.
5. I should have rented a two-bedroom.
6. I should have done laundry yesterday.
7. I should have put them in my briefcase last night.
8. I should have brought them with me.
9. I shouldn’t have eaten so much last night.
10. I should have called him when I arrived.
11. I should have bought some yesterday.
12. I should have kept all my change.
13. I shouldn’t have gone on vacation.

Using “Could”
1. Could she study at home?
2. Could he borrow their car?
3. Could she take I-75 to Tennessee?
4. Could John fill out a credit application?
5. Could he get his car filled up?
6. Could they wash their clothes today?
7. Could Sue have her house cleaned?
8. Could he immigrate to the U.S.?
9. Could they make an appointment with Mr. Young?
10. Could she give them directions to Washington?
11. Could Bob call Mary?
12. Could they watch television?
13. Could he order a salad?

Using “May” and “Might”
1. I don’t think she’ll study now, but she might study later.
2. He was going to take the train, but now he might take a car.
3. They were going to drive to New York, but now they might drive to Washington.
4. Well, he won’t check your brakes, but he might check the oil.
5. They won’t give him a lift, but they might give him some money for the bus.
6. The attendant won’t clean your car, but he might clean the windshield.
7. They won’t wash your curtains, but they might wash your clothes.
8. She lives in Florida, so she wouldn’t fly to Alabama, but she might fly to Virginia.
9. They don’t like to approve applications, but they might approve yours.
10. I know she’s not having her phone messages forwarded, but she might have her mail forwarded.
11. The apartment doesn’t face the road; I think it might face the pool.
12. I don’t know if the apartment is furnished. It might be, but I doubt it.
13. The telephone is certainly not included, but the utilities might be.

Progressive Forms of “May” and “Might”
1. They may have been having dinner.
2. He may have been forwarding his mail.
3. She may have been checking her oil.
4. He may have been having trouble with his car.
5. They may have been working late.
6. He may have been sleeping.
LEARN TO SPEAK ENGLISH

Answers

7. They may have been buying bread.
8. They may have been playing tennis.
9. He may have been getting change.
10. You may have been dialing the wrong number.
11. She may have been driving to Georgia.
12. He may have been going to the Smithsonian.
13. She may have been renting a car.

Using “Would”
1. I’d rather go to the movies.
2. I’d rather go to Washington.
3. She’d rather eat in a restaurant.
4. He’d rather rent a compact car.
5. They’d rather rent the two-bedroom apartment.
6. I’d rather sleep.
7. I’d rather have dessert.
8. He’d rather go to lunch.
9. I’d rather talk to you.
10. She’d rather stay at the hotel.
11. They’d rather take a limo.
12. I’d rather go to Georgia.
13. He’d rather have dinner.

Using “Would”
1. Aunt Stephanie used to live in Chicago.
   — cannot be replaced by “would”
2. She used to always visit the West Coast.
   — can be replaced by “would”
3. I used to be her favorite niece.
   — cannot be replaced by “would”
4. She used to always bring me gifts.
   — can be replaced by “would”
5. Her house used to be worth a lot of money.
   — cannot be replaced by “would”
6. We used to prepare lunch together.
   — can be replaced by “would”

Two-Word Verbs
1. Look over these reports tonight.
2. Turn down the radio.
3. Hand it in.
4. Show up at 9:00.
5. Hang up the phone.
6. Turn off the television.
7. Try it on.
8. Call her up.
9. Think it over.
10. Look it up in the dictionary.
11. Put them away.
13. Give it back!

The Verb “To Get”
1. I’m getting sleepy.
2. I’m getting hungry.
3. I’m getting wet.
4. It’s getting dark.
5. It’s getting warm in here.
6. It’s getting cold.

Troublesome Verbs
1. The moon is rising.
2. The farmer raises chickens.
3. Set the glass down on the table.
4. The boy is sitting in the chair.
5. The chicken laid an egg.
6. I lay on the bed last night.
7. They sat by the pool yesterday.
8. Please raise the window.
9. The sun rises every day.
10. The secretary lay the report down.
11. Mr. Young is sitting in your office.
12. I’m laying the dress on the bed.
13. Did you set the wine on the table?

The Causative Verbs “Have” and “Let”
1. She’s washing her clothes.
2. He’s having his car filled up.
3. They’re painting their house.
4. She’s having her house cleaned.
5. He’s cleaning his kitchen.
6. He’s having his clothes washed.
7. She’s filling her car up.
Exercise Answers

Verbs Followed by Infinitives
1. She expected to get a phone call.
2. He wanted to play tennis.
3. I asked them to buy bread.
4. She agreed to meet us.
5. He called to make a reservation.
6. She wanted to visit the museum.
7. He asked her to take a picture.
8. They agreed to give us a lift.
9. He had to check the oil.
10. She expected us to stop by.
11. They forgot to add the detergent.
12. She wanted to rent a car.
13. I forgot to change money.

The Passive Voice
1. The prescription was written by the doctor.
2. The work was done by Bob.
3. The pills were bought at the drugstore.
4. The carpet was cleaned by the manager.
5. The car was rented by John.
6. I was introduced by Mary.
7. The books were left on the table.
8. The car was stopped by the police.
9. The accident was seen by an old lady.
10. The class was taught by Mr. Smith.
11. The details were written down by Fred.
12. The car was dropped off at the airport.
13. The chicken was cut up by Stephanie.

Direct and Indirect Speech
1. He said, “I don’t know what happened.”
2. She said, “I went to the dentist yesterday.”
3. She said, “The doctor wrote me a prescription.”
4. He said, “I have a toothache.”
5. She said, “I go to the museum every day.”
6. They said, “We’re going to the supermarket.”
7. She said, “The doctor gave me some pills.”
8. He said, “I received the report.”
9. They said, “We visited the aquarium.”
10. He said, “I’m feeling sick.”
11. She said, “I bought some bread.”
12. He said, “I’m turning off the television.”
13. They said, “We’re driving to Chicago.”

Negatives
1. No, she doesn’t have any money.
2. No, they don’t leave today.
3. No, I don’t call the operator.
4. No, I don’t have traveler’s checks.
LEARN TO SPEAK ENGLISH

5. No, he doesn’t take a bath.
6. No, we don’t have a telephone.
7. No, they don’t speak English.
8. No, I don’t need a room.
9. No, I don’t pay with a credit card.
10. No, we don’t catch a bus.
11. No, she doesn’t go downtown.
12. No, he doesn’t have any luggage.
13. No, I don’t have any fifties.

Asking Questions
1. Do they like this bank?
2. Do you have a passport?
3. Can we change money here?
4. Does she understand English?
5. Can we look for a bank?
6. Do you like this hotel?
7. Does the teller have traveler’s checks?
8. Does he have twenties?
9. Can they change a hundred dollar bill?
10. Would they like to go to the hotel?
11. Does she want to change some money?
12. Does she arrive tomorrow?
13. Would he like to look for the bank?

Information Questions
1. Whose book is this?
2. Where is Atlanta?
3. What time is it?
4. When does the bus leave?
5. Who is John?
6. What is a shuttle bus?
7. Who is that man?
8. Why are you going to the bank?
9. Where does he live?
10. Whose luggage is that?
11. When does his flight leave?
12. Which bus goes downtown?

Tag questions
1. You’re going to the restaurant, aren’t you?
2. You like wine, don’t you?
3. Mary is here, isn’t she?
4. They’re leaving, aren’t they?
5. He’s ordering a meal, isn’t he?
6. She knows the waiter, doesn’t she?
7. We’re getting dessert, aren’t we?
8. You know about the specials, don’t you?
9. It’s raining, isn’t it?
10. The restaurant is air conditioned, isn’t it?
11. You’re preparing the meal, aren’t you?
12. She likes to watch television, doesn’t she?
13. We’re returning to the hotel, aren’t we?

Negative Questions
1. Don’t they cash traveler’s checks?
2. Aren’t you ordering something?
3. Isn’t he drinking wine?
4. Don’t you know the waiter?
5. Doesn’t she have a meeting today?
6. Aren’t we going to the hotel?
7. Isn’t he making an appointment?
8. Don’t they like this restaurant?
9. Aren’t you watching television?
10. Isn’t she reading the newspaper?
11. Doesn’t he have a passport?
12. Isn’t it raining in Atlanta?
13. Aren’t you having a salad?

Questions in the Simple Past Tense
1. When did they accept credit cards?
2. When did you see me?
3. What did you rent?
4. What did you hold for me?
5. Where did she have breakfast?
6. When did they pay the rent?
7. When did he write the report?
8. How did he enjoy his meal?
9. When did she immigrate to the U.S.?
Exercise Answers

10. When did he arrive?
11. How did they seem?
12. When did she open the envelope?
13. What did he give them?

Interrogatives in Dependent Clauses
1. Do you know where it is?
2. Do you know where I can cut off the water?
3. Do you know how the car works?
4. Do you know where the glasses are?
5. Do you know where Chinatown is?
6. Do you know how John is feeling?
7. Do you know where the restaurant is?
8. Do you know where Mary is?
9. Do you know who the plumber is?
10. Do you know who her daughter is?
11. Do you know where the bay is?
12. Do you know who Mr. Young is?

Exclamations
1. What terrible weather!
2. How awful!
3. What a day!
4. What a mess!
5. How fascinating!
6. How quaint!
7. What a beautiful coastline!
8. How splendid!
9. What an interesting building!
10. What a jerk!
11. How lovely!
12. How great!

“If... then” Constructions
1. If you take Interstate 85, you’ll get there faster.
2. I’ll send some money, if you need it.
3. If I had more money, I’d go to California.
4. If you drive on Interstate 1, you’ll see the coastline.
5. If I were rich, I’d buy a bigger house.
6. If you go to the supermarket, I’ll make dinner.
7. If I had more time, I’d make dinner tonight.
8. If you need to study, I’ll turn off the television.
9. If he’d moved to California, we would’ve visited him.
10. They would’ve been here earlier, if their flight hadn’t been delayed.
11. If I had more time, I’d wash my clothes.
12. If she visits the aquarium, we’ll go with her.
13. If I go to the bank, I’ll cash a traveler’s check.

Prepositions
1. My apartment is across the street from yours.
2. I like to read about animals.
3. These T-shirts won’t shrink in the washing machine.
4. The restaurant is beside my apartment.
5. The green T-shirts are under the navy blue T-shirts.
6. He’s going into the hotel.
7. The wife went without her husband.
8. He likes to read the newspaper during breakfast.
9. I would like popcorn with butter.
10. Despite the scorching weather, he’s going to Atlanta.
11. The Diet Coke is between the Cherry Coke and Classic Coke.
12. This wine is from California.
13. The girl is going toward the boy.
LEARN TO SPEAK ENGLISH

Possessives
1. Yes, this is the attorney’s office.
2. No, this isn’t Mr. Young’s desk.
3. Yes, I know Mrs. Jones’s family.
4. No, this isn’t John’s daughter.
5. Yes, this is the family’s bank.
6. No, this isn’t the boy’s T-shirt.
7. Yes, I know Mr. Young’s son.
8. No, I didn’t meet Mary’s husband.
9. Yes, these are Mrs. Smith’s children.
10. No, I don’t know the attorney’s secretary.
11. Yes, this is John’s table.
12. Yes, this is the secretary’s telephone.
13. Yes, I saw the restaurant’s menu.

Using Conjunctions
1. After we leave the bank, we’ll spend the money.
2. When they arrived, they sat down to dinner.
3. We haven’t seen her since she left.
4. Since you didn’t call, I made other plans.
5. He went to bed, because he was tired.
6. It started to rain while I was walking home.
7. I checked my luggage before I boarded the plane.
8. Even though I had a fever, I did not feel sick.
9. As soon as I arrived in California, I visited the aquarium.
10. We talked to the doctor until it was time to leave.
11. I’ll be at work tomorrow whether or not I’m still feeling sick.
12. I bought a magazine because I like to read on planes.
13. He went to the doctor even though he didn’t have a fever.

Expressing Opposition
1. Despite the weather, we still went walking.
2. Although it was hot, we wore our coats.
3. They went skiing despite the warm temperatures.
4. She went to work although she had a fever.
5. He rented the apartment despite the expensive utilities.
6. Although I had a toothache, the dentist didn’t remove my tooth.
7. I had the tooth removed despite the cost.
8. She did not feel sick despite her fever.
9. Although the carpet wasn’t very dirty, we still had it cleaned.
10. Although he was in Monterey, he didn’t visit the aquarium.
11. He felt sleepy despite the coffee.
12. We drove to Georgia despite the terrible traffic.
13. Although I filled up the tank, I still ran out of gas.

Expressing Opposition
1. Paul is tall, whereas Richard is short.
2. Jane feels better, but John is still sick.
3. I went to work even though I felt sick.
4. I don’t have cash, however, I have traveler’s checks.
5. While Sue is industrious, Marie is lazy.
6. Even though I had an infection, I didn’t go to the doctor.
7. I had little money, but I bought her a gift anyway.
8. The National Arboretum is beautiful, yet it is Washington’s best-kept secret.
9. I was sleepy, but I took a bath anyway.
10. He ate dessert even though he wasn’t very hungry.
11. My apartment has a dishwasher, whereas yours doesn’t.
12. I didn’t have an appointment, but I went to the dentist anyway.
13. I stayed at the Lamp Lighter Inn, but you didn’t.

Numbers (1–100)
1. one
2. three
3. twelve
4. seventy-nine
5. twenty
6. twenty-eight
7. thirty-four
Exercise Answers

8. forty-five
9. fifty-seven
10. sixty-one
11. eleven
12. fifteen
13. six

Numbers (101–1,000,000)
1. One thousand eight hundred and three = 1,803
2. Three hundred and twenty-three = 323
3. Four thousand nine hundred and ninety-five = 4,995
4. Six hundred and twelve = 612
5. Two hundred and thirteen = 213
6. One million = 1,000,000
7. One hundred thousand = 100,000
8. One hundred and eighteen = 118
9. Nine hundred and fifty-two = 952
10. Four hundred and seventy-four = 474
11. Seven hundred and seventy = 770
12. One hundred and one = 101
13. Five hundred and fifty = 550

Telling Time
1. 7:00 a.m.
2. 2:00 p.m.
3. 12:00 p.m.
4. 11:30 p.m.
5. 7:45 a.m.
6. 12:00 a.m.
7. 8:45 a.m.
8. 9:15 a.m.
9. 7:30 p.m.
10. 8:40 a.m.
11. 7:40 p.m.
12. 8:30 p.m.
13. 3:15 p.m.

Paying For Things
1. $2.50
2. $6.00
3. $4.75
4. $129.00
5. $550.00
6. $1.75
7. $3.10
8. $2.50
9. $2.00
10. $29.95
11. $1.30
12. $10.00
13. $219.00
Vocabulary

a bit
a few
a little
a lot
a.m.
aboard
about
about to
abroad
accept
account
ache
actually
add
add up
address
adopted
after
afternoon
again
agency
agent
ago
agree
ahead
air conditioned
aisle
alcohol
all
all right
allow for
almost
along
also
although
American
amount
an
and
another
answer
anxious
any
anything
anyway
anywhere
apartment
apparently
appear
apple
application
apply
appointment
approach
approval
April
aquarium
area
around
arrive
as
as long as
as soon as
ask
ask for
aspirin
assignment
assistant
assume
assure
at
at all
at least
attendant
attorney
August
aunt
available
away
backed up
bacterial
Baggage Claim
bags
balance
banana
bank
baseball
basics
bath
bathroom
bay
be
be able
be right back
be used to
beautiful
because
because of
become
become ill
bedroom
before
begin
behind
believe
bellman
beltway
best
best-kept
better
between
big
bill
black
blue
board
body
book
borrow
both
box
boy
brake
branch office
bread
breakfast
bridge
LEARN TO SPEAK ENGLISH

bring back  check  come open  cut off
bring up  check in  come out  cut up
brochure  check-out counter  compact  daughter
brown  cheese cake  company  day
building  cherry  complete  December
bulk  chicken  completely  decide
bumper  child  complex  declare
burst  children  complimentary  degrees
bus  chills  concerning  delicious
business  chocolate  conierge  delight
business card  citizen  concur  denominationut  city  conditions  dentist
butter  claim  connected  department
buy  classic  contact  department store
by the way  classified ad  continental  depend
by then  clean  conversation  deposit
cab  clerk  cool off  descendant
call  clinic  copy  desk
calm down  close  corn  dessert
capital  closer  cost  details
car  closet  cottage  detergent
card  clothes  country  dial
cash  coach  couple  die
catch  coastline  courtesy  die (the engine)
catch a glimpse  code  cover  diet
cause  coffee  crash  difference
cents  coin machine  cream  dining room
certainly  colleague  credit  dinner
certainly  collect  credit card  direct
chair  color  culture  directly
change  come  cup  dirty
charge  come by  curious  discover
charge account  come home  currency  discuss
cheaper  come in  Customs  dishwasher
| distance | enjoy | field | forty |
| distrubutors | enough | fifteen | found |
| do | enter | fifty | four |
| doctor | entirely | figure out | four hundred |
| dollar | envelope | fill out | fourteen |
| don't mention it | especially | finally | free |
| door | estate | finances | freeway |
| doorbell | estimate | find | fresh |
| down | even though | fine | Friday |
| downtown | evening | finish | friend |
| drink | eventually | first | from |
| drive | every | five | front desk |
| driver | everything | five hundred | fruit |
| drop off | examination | fix | fryer |
| drugstore | exclusive | flat rate | fuel |
| dry | excuse me | flight | full |
| dryer | exit | flood | furnished |
| each | expect | floor | garbage disposal |
| easy | expenses | flower | gas |
| eat | explore | flu | gas station |
| economy | facing | fly | gate |
| eight | fade | follow | get |
| eight hundred | fall in love | following | get back |
| eighteen | Fall / Autumn | fond | get in touch |
| eighty | family | foods | get involved |
| electricity | famous | foot | get out |
| elevator | far | for | get started |
| eleven | fascinating | for example | get to |
| else | faster | for sure | gift |
| emergency | favorite | forget | girl |
| end | February | form | give |
| endless | feel | former | give a lift |
| engine | fever | fortunately | glad |
| English | few | | |
LEARN TO SPEAK ENGLISH

glass       hear about       ice       It’s four thirty.
go       heavier       idea       It’s noon / midnight.
go back       hello       if       It’s one o’clock.
go for       help       illness       It’s quarter to five.
go inside       help       immigrate       It’s ten after six.
go into       helpful       Immigration       It’s three fifteen.
go shopping       her       important       It’s twenty to seven.
go to bed       here       imprint       It’s two o’clock.
good       here you go       improve       itself.
good afternoon       hey!       in       January.
good evening       hi       in front of       jerk.
good morning       highway       in luck       jewelry.
good!       hill       inch       job.
great       historic       included       journey.
great!       history       increase       July.
green       hold       indicate       June.
greet       home       inexpensive       keep up.
grocery store       hope       infection       kind.
grow       horizon       information       kitchen.
guess       hostess       inheritance       know.

Vocabulary

half       hot       inch       late.
hand       hotel       intense       later.
handle       house       interest       laundromat.
hang up       how long?       interesting       laundry.
happen       how many?       international       learn.
harsh       how much?       into       lease.
have       how?       introduce       leave.
have a seat       however       interstate       leave to.
have left       hundred       invite       leg.
have to       hungry       introduce       let.
he       hurt       it       left.
head       husband       it       leg.
head for       I       Italian       leg.
head of lettuce       I beg your pardon       items       let.
**Vocabulary**

- light
- like
- limit
- limo
- line [of credit]
- listed
- live
- living room
- loaded down
- loaf
- located
- long
- look
- look at
- look for
- look forward
- look over
- look through
- loss
- loud
- lovely
- low
- luggage
- lunch
- luxury
- ma’am
- machine-washable
- magazine
- mail
- main
- make
- make it through
- mall
- manage
- manager
- map
- March
- mark
- marketing
- maximum
- May
- maybe
- meal
- mean
- medical
- medium
- meet
- meeting
- membership
- menu
- mess
- mid-sized
- mile
- mileage
- mind
- minivan
- minute
- miss
- moment
- Monday
- money
- month
- more
- morning
- move
- move (you’re not moving- stuck in traffic)
- movie
- movie theater
- Mr.
- much
- museum
- must
- my
- myself
- name
- nap
- nation
- nationwide
- navy blue
- near
- nearby
- need
- neighborhood
- nephew
- never
- new
- newspaper
- next
- next to
- nice
- niece
- night
- nine
- nine hundred
- nineteen
- ninety
- no
- non-
- north
- not
- nothing
- notice
- November
- Novocain
- now
- numb
- number
- nurse
- O.K.
- October
- odds and ends
- of course
- off
- offer
- office
- officer (highway patrol officer)
- often
- oh!
- Oh, no!
- oil
- on
- once
- one
- one hundred
- one thousand
- only
- open
- operator
- option
- or
- orange
- order
- other
- our
LEARN TO SPEAK ENGLISH

out of town
over
overheat
overlooking
owe
owners
p.m.
pack
packet
pain
park
part
pass through
passport
patrol (highway patrol officer)
pay
people
per
perhaps
person
personal
phone
phone book
phone number
photo
pick up
picture
pictureque
pieces
pile up
pills
pipe
place
plan
plane
please
pleasure
plumber
police
pool
popcorn
possible
possibly
post card
pound
premises
prepare
prescription
pretty
previous
probably
promptly
proof
prove
provide
public transportation
pull over
purchases
purple
put
quaint
quart
quarter
quickly
quite
range
rate
reach
read
ready
realize
really
receipts
receive
recommend
recover
red
refreshments
refrigerator
registration
regular
related
remain
remaining
remind
remove
rent
rental
repair
reply
request
requirement
reread
research
reservation
reserved
rest
restaurant
return
right
right here
right now
ring
room
route
rugged
run into
rye
safe
safety
salad
sale
sales
satisfy
Saturday
say
scenic
scorcher
sea otters
sealed
seat
second
secret
secretary
section
see
seem
sell
September
service station
settled
seven
seven hundred
### Vocabulary

<table>
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<tr>
<th>seventeen</th>
<th>slow</th>
<th>store</th>
<th>temperature</th>
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<tbody>
<tr>
<td>seventh</td>
<td>slowly</td>
<td>stove</td>
<td>ten</td>
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<tr>
<td>seventy</td>
<td>small</td>
<td>strange</td>
<td>terrible</td>
</tr>
<tr>
<td>several</td>
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<td>super unleaded</td>
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<td>sorry about that [I’m]</td>
<td>supermarket</td>
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<td>start</td>
<td>take a picture</td>
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<td>start off</td>
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### LEARN TO SPEAK ENGLISH

<table>
<thead>
<tr>
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<td>understand</td>
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<td>world</td>
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<td>until</td>
<td>weigh</td>
<td>worry</td>
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<td>too</td>
<td>upon</td>
<td>welcome!</td>
<td>worry-free</td>
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<td>use</td>
<td>well</td>
<td>worth</td>
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<td>usually</td>
<td>well!</td>
<td>wow!</td>
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<td>tour</td>
<td>utilities</td>
<td>what?</td>
<td>write</td>
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<td>vacation</td>
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<td>write down</td>
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<td>valuables</td>
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<td>valve</td>
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<td>vegetable</td>
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<td>yet</td>
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<td>traveler’s check</td>
<td>view</td>
<td>whole</td>
<td>you</td>
</tr>
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<td>tray</td>
<td>visa</td>
<td>whole wheat</td>
<td>your</td>
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<td>treasure hunt</td>
<td>visit</td>
<td>why!</td>
<td>you’re welcome</td>
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<td>trip</td>
<td>wait</td>
<td>why?</td>
<td>yourself</td>
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<td>walk</td>
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<td>T-shirt</td>
<td>want</td>
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<td>warmer</td>
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<td>two-bedroom</td>
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</table>

Note: This glossary is a reference of the vocabulary words introduced in the *Learn To Speak English* program. It is not intended to be a comprehensive lexicon of the English language.
## APPENDIX A: IRREGULAR VERBS

<table>
<thead>
<tr>
<th>Infinitive</th>
<th>3rd Person Singular Present</th>
<th>3rd Person Singular Simple Past</th>
<th>3rd Person Singular Perfect</th>
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# Appendix A: Irregular Verbs *(Continued)*

<table>
<thead>
<tr>
<th>Infinitive</th>
<th>3rd Person Singular Present</th>
<th>3rd Person Singular Simple Past</th>
<th>3rd Person Singular Perfect</th>
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<tbody>
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<td>make</td>
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<td>reads</td>
<td>read</td>
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<td>take</td>
<td>takes</td>
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<td>write</td>
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## APPENDIX B: GRAMMAR GLOSSARY

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>adjective</td>
<td>A word used to describe a person or a thing. Adjectives agree in gender and number with the nouns they modify.</td>
<td>the blue house, the big dog</td>
</tr>
<tr>
<td>adverb</td>
<td>A word that qualifies a verb, an adjective, another adverb, or a phrase.</td>
<td>She ran quickly, He’s very nice.</td>
</tr>
<tr>
<td>adverb of place</td>
<td>An adverb which describes spatial relationships.</td>
<td>right, left, above, below</td>
</tr>
<tr>
<td>adverb of time</td>
<td>An adverb which describes relationships of time.</td>
<td>once, now, already</td>
</tr>
<tr>
<td>adverbial clause</td>
<td>A clause that acts as an adverb. (See “adverb” and “clause”).</td>
<td>He looked at the book with keen interest.</td>
</tr>
<tr>
<td>affirmation</td>
<td>A positive statement. The opposite of negation. (see also “negation”)</td>
<td>They bought a new house.</td>
</tr>
<tr>
<td>article</td>
<td>A word that characterizes an item (person, thing, or idea) as definite or indefinite. (see also “definite article” and “indefinite article”)</td>
<td>the house, a car</td>
</tr>
<tr>
<td>article word</td>
<td>A word that characterizes an item with reference to the speaker (definite, indefinite, closer, further, interrogative, etc).</td>
<td>the, a, this, that, which</td>
</tr>
<tr>
<td>attributive adjective</td>
<td>An adjective that describes a noun and is not separated from the noun by the verb.</td>
<td>The blue house is on fire.</td>
</tr>
</tbody>
</table>
# LEARN TO SPEAK ENGLISH

<table>
<thead>
<tr>
<th>cardinal number</th>
<th>A number used to count. (see &quot;ordinal number&quot;).</th>
<th>five, fifteen</th>
</tr>
</thead>
<tbody>
<tr>
<td>clause</td>
<td>A distinct part of a sentence which includes a subject and a predicate (with a verb). (see also &quot;independent clause&quot; and &quot;subordinate clause&quot;)</td>
<td>I went to the store (clause), because I needed milk (clause).</td>
</tr>
<tr>
<td>command</td>
<td>The form of the verb used to give a command or an order. (see also &quot;imperative&quot;)</td>
<td>Go outside.</td>
</tr>
<tr>
<td>comparative</td>
<td>A degree of comparison of adjectives and adverbs. The comparative implies a comparison of only two items (people, things, or ideas) or two groups of items. (see also &quot;superlative&quot;)</td>
<td>This book is more interesting than the movie. She thinks Rome is better than Paris.</td>
</tr>
<tr>
<td>compound noun</td>
<td>A single word made up of parts, each of which could be a separate word on its own.</td>
<td>windshield, buttermilk</td>
</tr>
<tr>
<td>conditional</td>
<td>The conditional is used to express the result of a hypothetical condition or supposition.</td>
<td>If I saw a ghost I would faint.</td>
</tr>
<tr>
<td>conjugation</td>
<td>The system of verb forms that expresses person, number, tense, and mood.</td>
<td>I see, you will see, he/she saw, you were seeing, we will see, you were seeing, they had seen, you saw</td>
</tr>
<tr>
<td>conjunction</td>
<td>A word that links together words, clauses, and even sentences. (see also &quot;coordinating conjunction&quot; and &quot;subordinating conjunction&quot;)</td>
<td>and, or, but</td>
</tr>
</tbody>
</table>
### Appendix B

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
<th>Example</th>
</tr>
</thead>
</table>
| contraction                 | A form produced by the shortening of a syllable, word, or word group by leaving out a sound or letter. | it is = it's  
we are = we’re                                                   |
| coordinating conjunction    | A conjunction that links independent clauses or sentences. **(see also “subordinating conjunction”)** | I cooked **and** my sister washed the dishes.                         |
| definite article            | A word used to indicate a specific item (person, thing, or idea), an idea that is modified in some fashion or an item that stands for all objects of its kind. | **the house**                                                            |
| demonstrative adjective     | An adjective or article word that indicates, shows, or points out the noun it modifies. | **this house**                                                          |
| demonstrative pronoun       | A pronoun that replaces a noun or noun phrase that is indicated, shown, or pointed out. | I don’t like **that**.  
Is **this** the book he gave you?                                    |
| dependent clause            | **(see “subordinate clause”)**                                              |                                                                        |
| dependent infinitive phrase | A dependent phrase which uses the infinitive of a verb and “to” or “in order to” to express the purpose of an action. | I had to take a taxi **in order to reach the airport**.                |
| direct object               | The person or thing directly acted upon by the verb.                        | Bob cleaned **the kitchen**.  
I called Mary last night.                                                |
| ending                      | One or more letters or syllables added to a word base.                     | **listened**  
singing                                                            |
| exclamatory expression      | A sudden utterance used to express emotion or catch attention.             | **Hey!**  
**Oh!**                                                            |
| future                      | A verb tense which refers to events that take place after the present.     | I **will go in a** month.                                               |
### Appendices

<table>
<thead>
<tr>
<th>helping verb</th>
<th>A verb which is used to conjugate another verb.</th>
<th>We had been at home all day. I am going.</th>
</tr>
</thead>
<tbody>
<tr>
<td>imperative mood</td>
<td>(see &quot;command&quot;)</td>
<td></td>
</tr>
<tr>
<td>imperfect</td>
<td>A verb tense primarily used to express progressive actions, repetitive actions, or to describe events in the past.</td>
<td>It was snowing.</td>
</tr>
<tr>
<td>indefinite article</td>
<td>A word that is used to indicate an item (person, thing, or idea) that is not specified in any particular way, or is not known to the listener.</td>
<td>He has a car. Do you have an apple?</td>
</tr>
<tr>
<td>independent clause</td>
<td>A clause that expresses a self-contained complete idea.</td>
<td>I ate a sandwich.</td>
</tr>
<tr>
<td>indicative mood</td>
<td>A mood which states a fact or makes a declaration with reference to the writer or speaker.</td>
<td>I speak Spanish</td>
</tr>
<tr>
<td>indirect object</td>
<td>The person or thing indirectly affected by the verb.</td>
<td>I gave the flower to my mother.</td>
</tr>
<tr>
<td>infinitive</td>
<td>The basic form of a verb as given in a dictionary.</td>
<td>to speak to eat</td>
</tr>
<tr>
<td>interrogative</td>
<td>A word used to ask a question.</td>
<td>who what</td>
</tr>
<tr>
<td>interrogative adjective</td>
<td>An adjective used to ask a question.</td>
<td>which</td>
</tr>
<tr>
<td>intonation</td>
<td>The rhythm and voice pitch of spoken speech.</td>
<td></td>
</tr>
<tr>
<td>irregular verb</td>
<td>A verb with a non-standard conjugation pattern. (see also &quot;regular verb&quot;)</td>
<td>to be I am you are he/she/it is we are you are they are</td>
</tr>
</tbody>
</table>

---

### LEARN TO SPEAK ENGLISH

- **Helping Verb**: A verb which is used to conjugate another verb. Example: We had been at home all day. I am going.
- **Imperative Mood**: (see "command").
- **Imperfect**: A verb tense primarily used to express progressive actions, repetitive actions, or to describe events in the past. Example: It was snowing.
- **Indefinite Article**: A word that is used to indicate an item (person, thing, or idea) that is not specified in any particular way, or is not known to the listener. Examples: He has a car. Do you have an apple?
- **Independent Clause**: A clause that expresses a self-contained complete idea. Example: I ate a sandwich.
- **Indicative Mood**: A mood which states a fact or makes a declaration with reference to the writer or speaker. Example: I speak Spanish.
- **Indirect Object**: The person or thing indirectly affected by the verb. Example: I gave the flower to my mother.
- **Infinitive**: The basic form of a verb as given in a dictionary. Examples: to speak to eat.
- **Interrogative**: A word used to ask a question. Examples: who what.
- **Interrogative Adjective**: An adjective used to ask a question. Example: which.
- **Intonation**: The rhythm and voice pitch of spoken speech.
- **Irregular Verb**: A verb with a non-standard conjugation pattern. (see also "regular verb"). Examples: to be I am you are he/she/it is we are you are they are.
## Appendix B

<table>
<thead>
<tr>
<th>linking element</th>
<th>A sound or word used to start a sentence, allowing the speaker to focus attention on what is about to be said, and giving the speaker extra time to formulate his or her thoughts.</th>
<th>Well... So... Anyway...</th>
</tr>
</thead>
<tbody>
<tr>
<td>main clause</td>
<td>The part of the sentence which expresses the main idea, and which can stand alone. <em>(see also &quot;subordinate clause&quot;)</em></td>
<td><em>I ate a sandwich</em> because I was hungry.</td>
</tr>
<tr>
<td>mass noun</td>
<td>A noun which designates noncountable rather than countable items. Also called a &quot;noncount noun&quot;.</td>
<td>money milk</td>
</tr>
<tr>
<td>mass quantifier</td>
<td>A word or words used to modify mass nouns.</td>
<td>a lot of money</td>
</tr>
<tr>
<td>modal verb</td>
<td>A helping verb used with another to indicate its mood.</td>
<td>can may could must should would</td>
</tr>
</tbody>
</table>
| mood | A form of the verb which distinguishes whether the action or state expressed by the verb is perceived as fact or not. *(see also "subjunctive," "indicative," and "command")* | *I eat vegetables.* -- *indicative mood.*  
*I want you to eat vegetables.* -- *subjunctive mood.* |
| negation | A denial; the opposite of affirmation. *(see also "affirmation")* | They *didn’t* buy a new house. |
| noncount noun *(see "mass noun")* |  | |
| noun | A word used to name a person, place, thing, or idea. | woman house car beauty |
### LEARN TO SPEAK ENGLISH

<table>
<thead>
<tr>
<th><strong>number</strong></th>
<th>A term used to distinguish between singular, which refers to one of something, and plural, which refers to more than one of something.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>numerical adjective</strong></td>
<td>A word which gives estimated numbers rather than specific ones.</td>
</tr>
<tr>
<td><strong>many</strong></td>
<td></td>
</tr>
<tr>
<td><strong>a few</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ordinal number</strong></td>
<td>A number used to place people or things in a serial order. (see also “cardinal number”)</td>
</tr>
<tr>
<td><strong>fifth</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ninth</strong></td>
<td></td>
</tr>
<tr>
<td><strong>participle</strong></td>
<td>An adjective derived from a verb.</td>
</tr>
<tr>
<td><strong>the closed window</strong></td>
<td></td>
</tr>
<tr>
<td><strong>a lit candle</strong></td>
<td></td>
</tr>
<tr>
<td><strong>particle</strong></td>
<td>A minor part of speech such as an article or a demonstrative adjective.</td>
</tr>
<tr>
<td><strong>a</strong></td>
<td></td>
</tr>
<tr>
<td><strong>this</strong></td>
<td></td>
</tr>
<tr>
<td><strong>passive voice</strong></td>
<td>A form of the verb used when the subject of the sentence is acted upon, instead of doing the action.</td>
</tr>
<tr>
<td><strong>The report was read by Mr. Jones.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>past</strong></td>
<td>A verb tense which refers to events that take place before the present, with reference to the writer or speaker.</td>
</tr>
<tr>
<td><strong>I saw that movie yesterday.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>It was snowing.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>I had already set the table when you called.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>past participle</strong></td>
<td>A form of the verb used either as an adjective or to form compound tenses.</td>
</tr>
<tr>
<td><strong>He has said it.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>The door is closed.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>past perfect</strong></td>
<td>A verb tense which denotes a time before a reference point in the past, with reference to the writer or speaker.</td>
</tr>
<tr>
<td><strong>I had already set the table when you called.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>person</strong></td>
<td>Reference to the person speaking, the person being spoken to, or the person being spoken about.</td>
</tr>
<tr>
<td><strong>first person -- I, we</strong></td>
<td></td>
</tr>
<tr>
<td><strong>second person -- you</strong></td>
<td></td>
</tr>
<tr>
<td><strong>third person -- he, she, it, they</strong></td>
<td></td>
</tr>
<tr>
<td><strong>personal sphere adverb</strong></td>
<td>(see “adverb of place”)</td>
</tr>
</tbody>
</table>
### Appendix B

<table>
<thead>
<tr>
<th><strong>phrase</strong></th>
<th>A cluster of words without a conjugated verb.</th>
<th>I went to the store.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>plural</strong></td>
<td>Refers to more than one of something.</td>
<td></td>
</tr>
<tr>
<td><strong>polite conditional</strong></td>
<td>The use of the conditional to make a request.</td>
<td><em>Could you speak more slowly?</em></td>
</tr>
</tbody>
</table>
| **possessive adjective** | An adjective which indicates to whom or what something or someone pertains or belongs. | *my book*  
*his dog* |
| **possessive pronouns** | A pronoun which indicates to whom or what something or someone pertains or belongs. | That book is *mine*. |
| **predicate** | The part of the sentence which tells you about the subject. It generally consists of a verb, objects, and anything which modifies the verb. | *He washed his clothes yesterday.* |
| **prefix** | A particle added to the beginning of a word to change its meaning. | *uneducated* |
| **preposition** | A word or words which express location, time, or direction. | *in*  
*for*  
*through* |
| **present** | A verb tense used for activities which occur at the present time, in the near future, or which are habitual, with reference to the speaker or writer. | *I eat vegetables every day.* |
| **preterit** | *(see “simple past”)* | |
| **pronoun** | A word which replaces a noun or a noun phrase in naming a person or a thing. | *John is sick.*  
*He is sick.* |
| **question** | An interrogative sentence or clause which is normally used to gain information. | *Where is the bathroom?* |
| **question word** | *(see “interrogative”)* | |

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Appendices
reflexive pronoun | An object pronoun which refers to the subject. | He shaves himself.  
She looks at herself in the mirror.  

regular verb | A verb which follows standard rules for verb conjugation. (see also “irregular verb”) | “talk”  
I talk  
you talk  
he/she/it talks  
we talk  
you talk  
they talk  

relative pronoun | A pronoun which relates or links a subordinate clause to a main clause. | I met the woman who wrote this novel.  

sentence structure | (see “word order”) |  

simple past | A verb tense used to express completed actions in the past. It is most commonly used in writing. The “simple past” is the same as the “preterite.” | I went to the movies yesterday.  

singular | Refers to one of something. |  

social register | The language that is appropriate to a particular subject, person, and occasion. |  

stem | The basic form of a verb or a noun after all prefixes, suffixes, and endings are removed. | walk  
eat  

subject | A word or group of words within a sentence that perform the action denoted by the verb. | The dog bit the mailman.  

subject pronoun | A pronoun which functions as the subject of the sentence. | She bought a new car.  

subjunctive mood | A mood which expresses uncertainty, possibility, a hypothesis, a condition, a hope, a wish, etc. | If I were you, I wouldn't go.  

---  

Appendices
## Appendix B

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>subordinate clause</td>
<td>A clause that depends on a main clause to be complete.</td>
<td>I ate a sandwich <em>because I was hungry</em>.</td>
</tr>
<tr>
<td>subordinating conjunction</td>
<td>A word used to link clauses, one of which depends for its full meaning on the main clause. <em>(see also &quot;coordinating conjunction&quot;)</em></td>
<td><em>that</em>, <em>if</em>, <em>unless</em>, <em>because</em></td>
</tr>
<tr>
<td>suffix</td>
<td>A particle added to the end of a word to change its meaning.</td>
<td><em>heartless</em></td>
</tr>
<tr>
<td>superlative</td>
<td>The highest degree of some quality. The superlative implies a comparison of more than two items or groups of items.</td>
<td>He thinks New York is <em>the best city</em> in the world.</td>
</tr>
<tr>
<td>tense</td>
<td>A form of a verb which expresses different times as perceived by the speaker. <em>(see also &quot;present,&quot; &quot;imperfect,&quot; &quot;perfect,&quot; and &quot;future&quot;)</em></td>
<td></td>
</tr>
<tr>
<td>verb</td>
<td>A word that typically expresses action, state, or a relation between two things, and that may be conjugated for person, tense, and mood. The main element of the predicate.</td>
<td><em>I love my children</em>. My brother <em>works</em> with computers.</td>
</tr>
<tr>
<td>word order</td>
<td>The sequence of words in a sentence.</td>
<td></td>
</tr>
</tbody>
</table>
# Indices

## DIALOGUES INDEX

<table>
<thead>
<tr>
<th>TRAVEL</th>
<th>BUSINESS</th>
<th>EVERYDAY LIFE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Flight to the West Coast</td>
<td>A Business Lunch</td>
<td>A Fender Bender in Chicago</td>
</tr>
<tr>
<td>Asking for Directions</td>
<td>A Washington Traffic Jam</td>
<td>A Household Emergency</td>
</tr>
<tr>
<td>Changing Money</td>
<td>An Invitation</td>
<td>At the Dentist’s Office</td>
</tr>
<tr>
<td>Checking into a Hotel</td>
<td>Applying for a Credit Card</td>
<td>At the Doctor’s Office</td>
</tr>
<tr>
<td>Immigration and Customs</td>
<td>California Dreaming</td>
<td>At the Gas Station</td>
</tr>
<tr>
<td>Making a Phone Call</td>
<td>Collecting Your Inheritance</td>
<td>At the Laundry</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>Making an Appointment</td>
<td>At the Movies</td>
</tr>
<tr>
<td>Renting a Car</td>
<td>Meeting an Attorney</td>
<td>Car Trouble</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dining Out</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finding an Apartment</td>
</tr>
<tr>
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<td>Moving Day</td>
</tr>
<tr>
<td></td>
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<td>Shopping at the Mall</td>
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<tr>
<td></td>
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<td>Shopping for Groceries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Under the Weather</td>
</tr>
</tbody>
</table>
LEARN TO SPEAK ENGLISH

GRAMMAR INDEX

A
Active vs. passive voice  67
Adjectives as modifiers  64
Adverbal clauses  79
Affirmatives  71
Any  39

B
Basic Phrases  1–5

C
Cardinal numbers  83
Causative verbs  66
Cause and effect relationships  79
Command forms  56
Comparisons  41
Conjuctions  78–79
Constructions with if ... then  76
Contracted negative forms  71
Contractions  50
Could  62
Count nouns  39
Counting  82

D
Definite articles  37
Demonstrative adjectives  45
Demonstrative pronouns  45
Dependent clauses  75
Direct and indirect speech  69

E
Exclamations  76
Expressing necessity  79
Expressing opposition  80

F
Few, a few  40
Formation of “-ing” verbs  50
Future progressive tense  58
Future tense  56

G
Gerunds  51
Getting Acquainted  4
Getting Information  2
Grammar Glossary
Appendix B  143
Greetings and farewells  1

H
Helping verb  58
How  73
Hypothetical statements  76

I
Imperatives  56
Indefinite articles  37
Infinitives  67
Interrogatives  75
Introductions  3
Irregular noun plurals  38
Irregular verbs  54
Irregular Verb Table
Appendix A  141

L
Little, a little  40

M
Making Friends  5
May and might  62

N
Negative questions  74
Negatives  71
Noncount (or mass) nouns  39
Nouns  37–40
Numbers  82–85

O
Object pronouns  43
Ordinal numbers  83
Other  46

P
Passive voice  67
Past perfect tense  57
Past progressive tense  58
Paying for things  85
Perfect progressive tenses  59
Placement of adjectives and adverbs  41
Placement of object pronouns  43
Plural forms of nouns  37
Possessive adjectives  44, 47
Possessive pronouns  45
Possessives  78
Prepositions  77
Present perfect tense  55
Present Tense  49
Present tense
emphatic form  52
progressive  57
Progressive present  57
Progressive tenses  58
Pronouns. See Subject Pronouns
gender and number  45
Indices

Q
Questions 72, 74

R
Reflexive pronouns 46
Relative Pronouns: Objects 47
Relative Pronouns: Subjects 46

S
Sense verbs 64
Sentence structure 71–81
Should 60
Simple past tense 52
Some 39
Subject Pronouns 42

T
Tag questions 73
Telling time 84
That 46
Time 82–85
To be, to have, and to go 49
To get 65
Troublesome verbs 66
Two-word verbs 64

V
Verbs 49–70
Vocabulary words 133

W
When 48
Where 48
Which 46
Who 46
Whom 47

Whose 47
Will vs. shall 56
Would 63

Y
You 49