

# GRAMMAR SUMMARY

## UNIT 1

### PRESENT SIMPLE

#### Affirmative

I	agree
he / she / it	agrees
you / we / they	agree

#### Negative

I	don't	agree
he / she / it	doesn't	
you / we / they	don't	

#### Question

do	I	agree?
does	he / she / it	
do	you / we / they	

El *present simple* se utiliza para hablar de

- hábitos o actividades regulares.  
*I play tennis every day.*
- hechos o cosas que son siempre ciertas.  
*Water boils at 100°C.*  
*Olympic athletes train very hard.*
- un acontecimiento futuro o programado.  
*Her train arrives at 11.30.*

### PRESENT CONTINUOUS

#### Affirmative

I	'm	thinking
he / she / it	's	
you / we / they	're	

#### Negative

I	'm not	thinking
he / she / it	isn't	
you / we / they	aren't	

#### Questions

am	I	thinking?
is	he / she / it	
are	you / we / they	

El *present continuous* se utiliza para hablar de

- acciones en curso en el momento en que se habla.  
*He's having breakfast in the kitchen.*
- situaciones transitorias.  
*We're staying with friends for a week.*
- planes de futuro.  
*We're leaving at 8.30.*

### STATE VERBS

#### State verbs

*He doesn't like spaghetti.*

*I understand what you're saying.*

*We know what you've been doing.*

Existen ciertos verbos que casi nunca se utilizan en *present continuous*, *present perfect continuous* o *past continuous*. Son los llamados verbos de estado (*state verbs*). Los más comunes son:

Verbos de pensamiento: *understand*, *know*, *remember*, *believe*, *forget*

Verbos de gustos y aversiones: *like*, *love*, *prefer*, *hate*

Verbos de estado y posesión: *be*, *own*

### THE GERUND

#### The gerund

*Dancing is great fun.*

*He explained the reason for making extra copies.*

*I don't mind lending it to you.*

El *gerund* (nombre verbal) se utiliza

- como sujeto de una frase.

*Smoking is bad for you.*

*Shopping can be really boring.*

- detrás de preposiciones.

*The thought of going on holiday was exciting.*

*They were accused of stealing three bikes.*

- detrás de ciertos verbos. Entre otros: *admit*, *avoid*, *can't stand*, *consider*, *don't mind*, *finish*, *give up*, *mention*, *practise*, *risk*, *suggest*.

*He admitted stealing the bikes.*

*She suggested going to the cinema.*

### WANT

#### want

*I want you to get a good education.*

*Her friends want her to go out on Saturday.*

*We want him to do well in his exams.*

La construcción *want* + el objeto + infinitivo se utiliza para hablar de lo que queremos que otros hagan.

## PAST SIMPLE

## Affirmative

I / he / she / it / we / you / they | passed

## Negative

I / he / she / it / we / you / they | didn't | pass

## Questions

did | I / he / she / it / we / you / they | pass?

El *past simple* se utiliza

- para hablar de sucesos o acciones del pasado que ya han concluido.  
*I left Spain in 1998.*  
*What time did you finish your homework?*
- para hablar de algo que sucedía con regularidad en el pasado.  
*They played basketball after school everyday.*  
*He went to French classes for years.*
- detrás de *when*.  
*We walked to school when we lived in Carmona.*  
*When did you leave?*

## PAST CONTINUOUS

## Affirmative

I	was	eating
he / she / it	was	
we / you / they	were	

## Negative

I	wasn't	eating
he / she / it	wasn't	
we / you / they	weren't	

## Questions

was	I	eating?
was	he / she / it	
were	we / you / they	

El *past continuous* se utiliza

- para hablar de una acción que estaba en curso en un momento determinado del pasado.  
*At 12.00 I was talking to María on the phone.*
- para hablar de una acción interrumpida en el pasado.  
*I was cooking my dinner when the doorbell rang.*
- detrás de *while* o *as*.  
*While I was walking, it started to rain.*  
*As he was leaving, he saw her.*

## PAST PERFECT SIMPLE

## Affirmative

I / he / she / it / we / you / they | had | finished

## Negative

I / he / she / it / we / you / they | hadn't | finished

## Questions

had | I / he / she / it / we / you / they | finished?

El *past perfect simple* se utiliza para hablar de

- acciones o situaciones del pasado anteriores a otra acción o situación.  
*Susie looked in her bag. She'd forgotten her mobile phone!*
- acciones anteriores a un momento específico del pasado.  
*By 6.00 we had washed the dishes and cooked a pizza.*

## ¡CUIDADO!

after suele ir seguido de *past perfect*.*After we'd finished dinner, we went for a walk.*

## USED TO

## Affirmative

I / he / she / it / you / we / they | used to | live in London

## Negative

I / he / she / it / you / we / they | didn't use to | live in London

## Questions

did | I / he / she / it / you / we / they | use to | live in London?

*used to* se utiliza para hablar de un hábito, actividad regular o situación del pasado.*I used to cycle to school.**We didn't use to have video recorder.**Where did you use to live?*

## GET USED TO

Tense	Form
Infinitive	<i>to get used to</i>
present continuous	<i>I'm getting used to</i>
past simple	<i>I got used to</i>
past continuous	<i>I was getting used to</i>
present perfect	<i>I've got used to</i>
past perfect	<i>I'd got used to</i>
<i>will</i>	<i>I'll get used to</i>
<i>going to</i>	<i>I'm going to get used to</i>
future continuous	<i>I'll be getting used to</i>
future perfect	<i>I'll have got used to</i>

walking to work

*get used to* se utiliza cuando algo extraño va convirtiéndose en familiar o normal.

*They got used to working nights.*

*He's getting used to wearing glasses.*

## BE USED TO

Tense	Form
Infinitive	<i>to be used to</i>
present simple	<i>I'm used to</i>
past simple	<i>I was used to</i>
present perfect	<i>I've been used to</i>
past perfect	<i>I'd been used to</i>
<i>will</i>	<i>I'll be used to</i>

waking up early

*be used to* se utiliza cuando algo deja de ser extraño o desconocido, y se convierte en normal.

*She's used to driving on the motorway.*

*We're used to having sandwiches for lunch.*

Nota: para la forma y el uso del *past simple* consulta la página 2.

## PRESENT PERFECT SIMPLE

### Affirmative

I	've	practised
he / she / it	's	
you / we / they	've	

### Negative

I	haven't	practised
he / she / it	hasn't	
you / we / they	haven't	

### Questions

have	I	practised?
has	he / she / it	
have	you / we / they	

El *present perfect* se utiliza para hablar de

- algo que comenzó en el pasado y que continúa en el presente.  
*I've worn glasses since I was seven.*  
*How long have you lived here?*
- experiencias vitales, cuando no se especifica cuándo tuvieron lugar.  
*We've visited South America twice.*  
*Have you ever been on a motorbike?*
- algo que sucedió en el pasado y que tiene un efecto en el presente.  
*I've forgotten their phone number. (I haven't got their phone number now.)*



## ¡CUIDADO!



- El *past simple* se utiliza con expresiones de tiempo y fechas; el *present perfect*, cuando no se menciona el momento o la fecha.  
*He's gone. He left yesterday.*  
*'Have you done your homework?'*  
*'I did it last night.'*
- been* y *gone* tienen significados diferentes.  
*He's been to Granada. (He went and came back.)*  
*He's gone to Granada. (He's still there.)*

## FOR AND SINCE

### for

*He's had a motorbike for two months.*

*They've lived in Portugal for ten years.*

### since

*He's had a motorbike since his birthday.*

*I've known my best friend since I was four.*

*for* y *since* se utilizan para expresar durante cuánto tiempo ha continuado una acción hasta el presente.

- for* se utiliza para hablar de un periodo de tiempo.  
*I've been here for three days / a month / a year / a long time.*
- since* se utiliza para hablar de un momento concreto en el tiempo.  
*I've known how to surf since I was fifteen / since last summer / since I went to Cornwall.*

## ALREADY, JUST AND YET

### already

*They've already bought their Christmas presents.*

*She's already seen that film.*

### just

*He's just had his breakfast.*

*I've just sent an e-mail to Mary.*

### yet

*He hasn't had lunch yet.*

*Have you finished yet?*

- already* y *just* se utilizan detrás de *have* / *has* y delante del *past participle*.  
*John has already finished the exam.*  
*She's just left the house.*
- yet* se coloca al final de las frases. Se utiliza en oraciones negativas e interrogativas.  
*Have you seen Harry Potter yet?*  
*I haven't read the book yet.*

Nota: para la forma y el uso del *present continuous* consulta la página 1.

## WILL

### Affirmative

I / he / she / it / we / you / they	'll	learn
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### Negative

I / he / she / it / we / you / they	won't	learn
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### Questions

will	I / he / she / it / we / you / they	learn?
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*will* se utiliza para hablar de

- decisiones tomadas en el momento en que se habla.  
*'The window is open.'*  
*'I'll close it.'*
- predicciones de carácter general.  
*It'll rain next week*  
*You won't like it here.*

## GOING TO

### Affirmative

I	'm	going to	swim
he / she / it	's		
we / you / they	're		

### Negative

I	'm not	going to	swim
he / she / it	isn't		
we / you / they	aren't		

### Questions

am	I	going to	swim?
is	he / she / it		
are	we / you / they		

*going to* se utiliza para hablar de

- intenciones y planes de futuro, una vez que se ha tomado una decisión.  
*I'm going to get a job next year.*
- predicciones basadas en una evidencia apreciable en el momento en que se habla.  
*Listen to the wind. There's going to be a storm.*

## FUTURE CONTINUOUS

### Affirmative

I / he / she / it / we / you / they	will	be	listening
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### Negative

I / he / she / it / we / you / they	won't	be	listening
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### Questions

will	I / he / she / it / we / you / they	be	listening?
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El *future continuous* se utiliza para hablar de algo que estará en curso en un momento determinado del futuro.

*What will you be doing on Saturday evening?*

*I'll be having dinner with Sarah.*

*They'll be playing football tomorrow afternoon.*

## FUTURE PERFECT

### Affirmative

I / he / she / it / we / you / they	will	have	understood
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### Negative

I / he / she / it / we / you / they	won't	have	understood
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### Questions

will	I / he / she / it / we / you / they	have	understood?
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El *future perfect* se utiliza para hablar de algo que habrá concluido en un momento determinado del futuro.

*I'll have finished this letter soon.*

*By the time I'm 30 I'll have travelled the world.*

*They'll have had their car for 2 years next month.*

## UNIT 5

### THE PASSIVE

#### Active

Many students use computers.

#### Passive

Computers are used by many students.

#### Present simple passive

I	'm	invited
he / she / it	's	
you / we / they	're	

#### Past simple passive

I / he / she / it	was	invited
you / we / they	were	

#### Present perfect simple passive

I	've	been	invited
he / she / it	's		
you / we / they	've		

- El objeto de una oración activa es el sujeto de la misma oración en voz pasiva.
- La forma pasiva del *present simple* se construye con el *present simple* del verbo *to be* + un *past participle*.
- La forma pasiva del *past simple* se construye con el *past simple* del verbo *to be* + un *past participle*.
- La forma pasiva del *present perfect simple* se construye con el *present perfect simple* del verbo *to be* + el *past participle* del verbo principal.
- La oración pasiva se utiliza cuando no se sabe quién realizó la acción o cuando se tiene mayor interés en la acción que en su autor.  
*A new drug is being tested.*  
*My purse has been stolen.*
- Puede utilizarse *by* detrás del verbo en pasiva para indicar qué o quién realiza la acción.  
*It was painted by Cézanne.*  
*The team will be chosen by the manager.*

### ¡PUNTOS EXTRA!

La construcción *have / get (algo) done* se utiliza para hablar de acciones que son realizadas por otros.  
*I've had my bike repaired.* = Someone else repaired my bike, I didn't do it myself.  
*She got her hair cut.* = Someone cut her hair, she didn't cut it herself.

## UNIT 6

### CONDITIONAL SENTENCES

#### First conditional

*If* + present simple + *will* + infinitive

*If you see the film, you'll understand.*

El condicional de primer grado se utiliza para hablar de posibles o probables situaciones futuras.

- *If it's cold tomorrow, I won't walk to college.*
- *If she doesn't go to the party, she won't see David.*
- promesas y advertencias.  
*If you forget her birthday, she'll be upset.*  
*If we eat now, we won't be hungry when we get to the restaurant.*

#### Second conditional

*If* + past simple + *would* + infinitive

*If you saw the film, you'd understand.*

El condicional de segundo grado se utiliza para

- hablar de situaciones irreales o improbables en el presente o en el futuro.  
*If I had more money, I'd buy it for you.* (It is unlikely that you will have more money.)  
*If you had a car, you could learn to drive.* (You don't have a car, so you won't learn to drive.)
- dar consejo.  
*If I were you, I'd put some suntan lotion on.*  
*If he lived in Germany, he'd learn German.*

#### Third conditional

*If* + past perfect + *would have* + past participle

*If you had seen the film, you would have understood.*

El condicional de tercer grado se utiliza para hablar de cosas que no tuvieron lugar en el pasado.

*If I had known you were coming, I would have made some dinner.* (I didn't know you were coming so I didn't make any dinner.)

### ¡PUNTOS EXTRA!

- La proposición que lleva *if* puede colocarse delante o detrás de la proposición principal.  
El significado es el mismo en ambos casos.  
Si se coloca delante, se utiliza coma.  
*If I'd remembered your birthday, I would have sent you a card.*  
*I would have sent you a card if I'd remembered your birthday.*

## DEFINING RELATIVE CLAUSES

Las subordinadas de relativo aportan información adicional acerca de algo. Los pronombres relativos *who*, *which*, *that*, *where* y *whose* se utilizan para introducir una subordinada de relativo.

## Defining relative clauses

*That's the boy who I play football with.*

*The shop where I bought this top is near here.*

*The computer that we bought stopped working.*

- Las subordinadas especificativas de relativo (*defining relative clauses*) especifican o definen aquello de lo que se habla. Aportan información adicional sobre alguien o algo.  
*The man who works in the shop is very friendly.*  
*The girl that I met at the party had long, brown hair.*
- *who* o *that* se utilizan para hablar de una persona.  
*The man who works in the shop is very friendly.*  
*The girl that I met at the party had long, brown hair.*
- *which* o *that* se utilizan para hablar de una cosa.  
*The pen which I lost was silver.*  
*The car that we bought was really good.*
- *whose* se utiliza para los posesivos.  
*That's the woman whose son is an athlete.*

 ¡PUNTOS EXTRA! 

En las subordinadas especificativas de relativo puede omitirse el pronombre relativo cuando este realiza la función de objeto directo.

*That's the book (that) I bought.*

(*that* refers to *the book*, and is the object of the verb *bought*)

*She's the girl (who) I met.*

(*who* refers to *the girl*, and is the object of the verb *met*)

## NON-DEFINING RELATIVE CLAUSES

## Non-defining relative clauses

*The book, which wasn't expensive, was fascinating.*

*Maria, who has been in London, is coming home tomorrow.*

*David, whose brother lives near me, works in that shop.*

- Las subordinadas explicativas de relativo (*non-defining relative clauses*) proporcionan información que no es esencial para el significado de la oración.  
*Mr Thompson, who works in the shop, is very friendly.*
- Los pronombres relativos no pueden omitirse en las subordinadas explicativas de relativo.  
*The criminal, who the police were following, escaped.*
- Es posible unir dos frases cortas mediante un pronombre relativo para hacer una frase más larga.  
*Alison's sister is called Debbie. She's a nurse.*  
*Alison's sister, who's a nurse, is called Debbie.*
- Las subordinadas explicativas de relativo van separadas del resto de la frase por comas.  
*We went to Bristol, where my brother used to live, at the weekend.*

 ¡CUIDADO! 

En las subordinadas explicativas de relativo no se utiliza *that*.

*My scooter, that I got for my birthday last year, has never broken down. X*

*My scooter, which I got for my birthday last year, has never broken down. ✓*

## REPORTED SPEECH: STATEMENTS

Direct speech	Reported speech
'I love the hotel.'	<i>She said that she loved the hotel.</i>
'We're having a wonderful time.'	<i>He said that they were having a wonderful time.</i>
'I worked for ten hours.'	<i>He said he'd worked for ten hours.</i>
'You've never written to me.'	<i>She said he'd never written to her.</i>
'I'll see you soon.'	<i>He said he'd see her soon.</i>

- Si el *reporting verb* (por ejemplo *said* o *told*) está en pasado, el verbo en estilo directo retrocede un tiempo verbal al pasar a estilo indirecto.
   
present simple → past simple
   
present continuous → past continuous
   
past simple → past perfect simple
   
present perfect simple → past perfect simple
   
*will* → *would*
  
*can* → *could*
- Los verbos modales *should*, *could*, *would*, *might* y *ought to* no cambian al pasar a estilo indirecto.
   
'We might come.' *She said that they might come.*
  
'I could be there by 8.00.' *He said he could be there by 8.00.*
- Los pronombres y adjetivos posesivos sí cambian.
   
'I'm watching you.' *He said that he was watching him.*
  
'We've got you a surprise.' *She said that they had got him a surprise.*
  
'I've forgotten my keys.' *He said that he had forgotten his keys.*

## TIME EXPRESSIONS IN REPORTED SPEECH

Las expresiones de tiempo también cambian al pasar a estilo indirecto.

*this* = *that*  
*these* = *those*  
*now* = *then*  
*next week* = *the following week*  
*today* = *that day*  
*tomorrow* = *the next day*  
*yesterday* = *the day before*  
*last week* = *the week before*

## REPORTED SPEECH: QUESTIONS AND COMMANDS

Direct questions	Reported questions
'What time is your train?'	<i>She asked what the time his train was.</i>
'Why are you laughing?'	<i>He asked why she was laughing.</i>

- En las oraciones interrogativas en estilo directo el orden es verbo + sujeto.
- En las oraciones interrogativas en estilo indirecto el orden es sujeto + verbo. No se utiliza signo de interrogación.
   
*He asked how old she was.*
  
*She asked where the hotel was.*
- Si la pregunta en estilo directo no lleva partícula interrogativa, al pasar a estilo indirecto se utiliza *if* o *whether*.
   
'Are you Spanish?'
   
*He asked if / whether we were Spanish.*

## REPORTED COMMANDS

Direct commands	Reported commands
'Be quiet!'	<i>He told them to be quiet.</i>
'Put it out'	<i>She told him to put it out.</i>

- En las órdenes en estilo directo se utiliza el imperativo.
- Para pasar una orden a estilo indirecto, se utiliza la siguiente construcción:
   
sujeto + verbo + objeto + infinitivo con *to*
  
*She told them to sit down.*
  
*He told her to close the window.*
- Para pasar una orden negativa a estilo indirecto, se utiliza *not* delante del infinitivo. La construcción es la siguiente:
   
sujeto + verbo + objeto + *not* + infinitivo con *to*
  
'Don't forget your wallet.'
   
*'She told him not to forget his wallet.'*
- Otros *reporting verbs* que se utilizan para expresar órdenes son:
   
*advise, encourage, invite, persuade, remind, warn.*

## REPORTED SPEECH: SUGGESTIONS

Direct suggestions	Reported suggestions
'Shall we go for a walk?'	<i>He suggested that they went for a walk.</i>
'Why don't we go out tonight?'	<i>She suggested that they went out that night.</i>

Para las sugerencias en estilo indirecto se utiliza *suggest* como *reporting verb*.

## ABILITY

Modal	Example	Use
can	<i>I can speak French. I can't hear you.</i>	To talk about ability in the present.
will be able to	<i>Soon you'll be able to buy that coat you want. We won't be able to go on holiday as we're too busy.</i>	To talk about ability in the future.
could	<i>Matt could talk when he was three. I couldn't swim very well when I was younger.</i>	To talk about ability in the past.

## OBLIGATION, ADVICE AND PROHIBITION

Modal	Example	Use
must	<i>You must remember your homework.</i>	To talk about an obligation.
have to	<i>I have to finish this essay by Monday.</i>	
don't have to	<i>You don't have to come if you don't want to.</i>	To say that there is no obligation to do something.
ought to	<i>You ought to wear red.</i>	
should	<i>You should think about going on holiday.</i>	To give advice.
shouldn't	<i>You shouldn't worry so much.</i>	
mustn't	<i>You mustn't smoke in here.</i>	To talk about prohibition.



## ¡CUIDADO!



*have to* y *must* poseen significados similares, pero *don't have to* y *mustn't* significan cosas distintas.

## POSSIBILITY AND CERTAINTY

Modal	Example	Use
may	<i>You may be right.</i>	To say something is possible in the present or future.
might	<i>He might already know.</i>	
could	<i>They could be on the train.</i>	
can't	<i>It can't be finished.</i>	To say something is impossible.
must	<i>You must be her daughter.</i>	To say we are sure something is true.

## MODAL + PERFECT INFINITIVE

Modal	Example	Use
may have	<i>She may have forgotten.</i>	
might have	<i>We might have caught the plane.</i>	To say something was possible in the past.
could have	<i>We could have crashed.</i>	
can't have	<i>It's cold. She can't have been outside.</i>	To say something was impossible in the past.
must have	<i>It's here. He must have left it behind.</i>	To say that we are sure something was true in the past