

Program of the First Semester

1. **Lesson One:** True and Semi Modal Verbs
 2. **Lesson Two:** Complex Modal Verbs
 3. **Lesson Three:** Conditional Sentences
 4. **Lesson Four:** Reporting Words for Place, Time, and People
 5. **Lesson Five:** Reporting Tenses
 6. **Lesson Six:** Reporting Orders and Requests
 7. **Lesson Seven:** Reporting Questions
 8. **Lesson Eight:** Tag Questions
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Lessons of the First Semester**1. Lesson One: True and Semi Modal Verbs**

The true modal verbs are: will, would, shall, should, can, could, may, might, and must.

A modal verb is used to change the meaning of main verbs by expressing modality; that is, asserting (or denying) possibility, likelihood, ability, permission, obligation, or future intention.

Modal verbs are defined by their inability to conjugate for tense and the third person singular (i.e., they do not take an “-s” at the end when he, she, or it is the subject). All modal auxiliary verbs are followed by a main verb in its base form (the infinitive without to); they can never be followed by other modal verbs, lone auxiliary verbs, or nouns.

As with the primary auxiliary verbs, modal verbs can be used with “not” to create negative sentences, and they can all invert with the subject to create interrogative sentences.

The verbs dare, need, used to, and ought to can also be used in the same way as modal verbs, but they do not share all the same characteristics; for this reason, they are referred to as semi-modal auxiliary verbs.

2. Lesson Two: Complex Modal Verbs

Simple modals are followed by an infinitive, but complex modals are not. They are used to express that something is in progress at the time or at a time on the past.

➤ May / might / could + have + past participle

We can use may/might/could + be + present participle and may/might/could + have + past participle, with a future time reference, to express our belief that something will happen in the future. Examples:

- Tom's flight was cancelled, so he may / might / could be arriving later than we expected.
- The murderer may / might / could have left the city by the time we get to the crime scene.

➤ May / might / could + have been + present participle

We can use may / might / could + have been + present participle to refer to situations or activities that were possibly happening at a particular time in the past.

- Do you think she might have been expecting visitors?

➤ **Would / will + have + past participle**

We use would have + past participle to speak about an imaginary situation in the past.

- Witnesses would have seen them from the street below.

We can use would have been able to to speak about a possible ability in the past.

- Do you think they would have been able to jump from the block across the road?

➤ **Should / Ought to + have + past participle**

We can use should / ought to + have + past participle to refer to something that didn't happen in the past, especially if we want to imply some sort of regret or criticism.

- Surely he is aware that he ought to have called the police as soon as he found the door open.
- We should have been told about the birthday party well in advance.

➤ **Must / can't / couldn't + have + past participle**

We use can't have + past participle or couldn't have + past participle when we want to draw a conclusion about a past event, saying that it was not possible

- One man alone couldn't have carried all that equipment.

On the other hand, if we want to draw a conclusion about something happening at a particular past time, saying that it was possible or certain, we can use must have been + present participle

- The guide must have been waiting at the airport.

➤ **Must have (had) to**

We can use must have to when we want to express a conclusion based on what we know about a present situation.

- He must have to know the password, too.

We can use "must have had to" to conclude something about a past situation

- The robbers must have had to bring a van around to the front of the bank entrance.

➤ **Must be + present participle**

We can use must be + present participle to draw a conclusion about something happening more or less at the time of speaking. We can use must be + present participle or must be going to draw a conclusion about something which will possibly happen in the future.

- I'll talk to the director of the museum later. She must be feeling quite distressed now.

➤ **Had better**

We can use had better instead of should / ought to, especially in spoken English, to say that we think it is a good idea (or not) to do something in particular:

- We'd better find out all we can about our new colleague as soon as we can.
- We'd better not go in until the forensic team has completed the analysis.

We use should or ought to when we talk about the past or make general comments

- I should / ought to have phoned my parents earlier.
- People living around here should / ought to support the police officers more.

➤ **Prediction (will, would, be going to, and shall)**

❖ We can use "will" talk about the future and make future predictions.

- I'll live in a big house when I'm older.
- One day people will travel to Mars.

❖ We use would for a past prediction or a prediction about a possible situation.

- Past: At midnight Sarah was still working. She would be tired the next day.
- Possible: How about going to Cornwall next weekend? ~ That would be nice.

❖ We also use be going to for a prediction based on the present situation, when we can see that something is going to happen.

- My sister is going to have a baby in March.
- It's nearly nine now. We're going to be late.
- Do you think it's going to rain?

❖ Shall has a similar function too.

- Whatever happens, we shall always be best friends.

➤ **Willingness (will and would)**

Willingness is the quality or state of being prepared to do something; readiness.

- I will scratch your back if you scratch mine
- Dad would help us with my homework when I was a child.

➤ **Ability (can, could, and be able to)**

❖ The modal verb can is used most often and most literally to express when a person or thing is physically, mentally, or functionally able to do something. When it is used with not to become negative, it forms a single word, cannot (contracted as can't).

- John can run faster than anyone I know.
- It is rare to find a phone that cannot connect to the Internet these days.

❖ When describing what a person or thing was physically, mentally, or functionally able to do in the past, we use the modal verb could.

- When I was younger, I could run for 10 miles without breaking a sweat!

- ❖ We use “be able to” to express ability. The word "able" is an adjective meaning: having the power, skill or means to do something. If we say "I am able to swim", it is like saying "I can swim".
- ❖ To say that the ability or opportunity resulted in a particular action, something that really happened, we use was/were able to but not could. Compare these two sentences:
 - The children could swim when they were quite young (a past ability).
 - The children were able to swim across the river (a past action).

➤ **Permission**

We often use can to express permission to do something, especially in questions.

- Can I go to the bathroom, Ms. Smith?
- Can Jenny come to the party with us?
- You can leave the classroom once you are finished with the test.
- You can't have any dessert until you've finished your dinner.

Although it is sometimes considered grammatically incorrect to use can instead of may or could to express permission, it is acceptable in modern English to use any of those ones. Can is very common in informal settings; in more formal English, though, may and could are still the preferred modal verbs.

- May I see the letter?
- Could we borrow your ladder, please?

➤ **Possibility**

We use may or might to say that something is possible or that it is quite likely. We can use them for the present or the future.

- It may be a bomb! (high possibility)
- I might go to the disco tomorrow. (remote possibility)

➤ **Necessity**

We use “must” and “have to/has to” to say that something is necessary.

- You'll be leaving college soon. You must think about your future.
- We're very busy at the office. I have to work on Saturday morning.
- Mark has to get the car repaired. There's something wrong with the brakes.

When we use the past, or the future with will, we need a form of have to.

- Emma had to go to the dentist yesterday.

➤ **Deduction**

Deduction is the action of deducting (concluding) or subtracting something based on available data.

- Ah, you must be John's little brother. You look exactly like him.
- I heard you lost your key. It must be this, right?
- I believe she had to walk home, because her car broke down in the middle of the road.
- You can't be hungry, Sam. You just had a snack!

➤ **Obligation**

Whereas must makes the sentence into a strict command, which might appear to be too forceful and could be seen as offensive, should is used to create a more polite form that is more like a guideline than a rule.

- You must listen to me as I speak, son!
 - You should send the file before midnight, sir.
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3. Lesson Three: Conditional Sentences

A. Real Conditionals

Real conditional sentences contain two parts, the if clause, and the result clause. The if clause indicates the condition and is expressed in present tense. The result clause indicates the consequence or possible consequence, and is expressed in present, future tense (will), or with modals can, could or might.

- If you put a metal ball in water, it sinks.
- He will go if you ask him.
- You can stay here if you want.

a. Factual Conditionals (Type Zero)

Factual conditional sentences essentially state that if one fact holds, then so does another.

- Water evaporates if you boil it (scientific fact).

b. Predictive Conditionals (Type One)

Predictive conditional sentences predict a future action based on present conditions.

- If that loud girl comes, I will leave immediately.

B. Unreal Conditionals (Type Two)

a. Hypothetical Conditionals

These conditionals refer to hypothetical conditions which have no probability to happen in the present or future but express what would happen.

Use the present unreal conditional to talk about what you would do in an unreal, or imaginary situation. If A happened, B would happen. For example,

- If I were you, I would take the job.
- If I had a car, I would pick you up to work every day.

The key word is would; it makes the conditional unreal.

b. Counterfactual Conditionals

Counterfactual conditionals are conditional sentences which discuss what would have been true under different circumstances.

- If Peter believed in ghosts, he would be afraid to be here.

C. Mixed Conditionals (Type Three)

It is possible for the two parts of a conditional sentence to refer to different times, and the resulting sentence is a "mixed conditional" sentence. There are two types of mixed conditional sentence.

a. Present Result of a Past Condition

In this type of conditional sentences, the tense in the 'if' clause is the past perfect, and the tense in the main clause is the present conditional.

- If I had worked harder at school, I would have a better job now.
- We wouldn't be lost if we had looked at the map.
- If you had caught that plane you would be dead now.

b. Past Result of Present or Continuing Condition

In this second type of mixed conditional sentence, the tense in the 'if' clause is the simple past, and the tense in the main clause is the perfect conditional.

- If I wasn't afraid of spiders, I would have picked it up.
- If I wasn't in the middle of another meeting, I would have been happy to help you.

D. The Use of Conditionals

Conditional tenses are used to speculate about what could happen, what might have happened, and what we wish would happen. In English, most sentences using the conditional contain the word if.

E. The Use of “only if” and “unless”

- ✚ We use “only if” when we want to place conditions on whether something is going to occur or not. Only most closely means “exclusively,” and can be used in several other combinations. For example: only... after, only... when, only... until

Usually, we place only before the action that may or may not occur, and if/after/when/until before the condition. For example:

- I will only go to the movie if you go too.
This means that I am not going to the movie if you don't go.
- I'll only help you when you ask for it.
Meaning: I will not help you when you don't ask for help.
- They are only living here until they find a new house.
Meaning: They will leave here when they find a new house.

- ✚ Unless means the same as “if...not”. Like if, unless is followed by a present tense, a past tense, or a past perfect tense (never by a conditional). Unless is used instead of “if...not” in conditional sentences of all types. The order of the clauses doesn't matter with sentences using unless.

- You will be sick if you don't stop eating. = You'll be sick unless you stop eating.
- I won't pay if you don't give the goods now. = I won't pay unless you give the goods now.
- If he wasn't very ill, he would be at work. = Unless he was very ill, he would be at work.

- I wouldn't eat that food if I wasn't really hungry. = I wouldn't eat that food unless I was really hungry.
 - Our director would not have signed the contract if she hadn't had a lawyer present.
= Our director would not have signed the contract unless she had had a lawyer present.
 - I wouldn't have phoned him if you hadn't suggested it.
= I wouldn't have phoned him unless you'd suggested it.
 - They would have shot her if she hadn't given them the money.
= They would have shot her unless she'd given them the money.
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4. Lesson Four: Reporting Words for Place, Time, and People

a. Reporting Words for Places

- The word "here" changes to "there".
- "I found it here", he said = He said that he had found it there.
- The word "this + place" changes to "that place"
- "Zaha Hadid designed that building", they said. = They said that Zaha Hadid designed that building.

b. Reporting Words for Time

- The word "today" changes to "that day".
- "I saw him today", she said. = She said that she had seen him that day.
- The word "yesterday" changes to "the day before".
- "I saw him yesterday", she said. = She said that she had seen him the day before.
- The phrase "the day before" changes to "two days before".
- "I met her the day before yesterday", he said. = He said that he had met her two days before.
- The word "tomorrow" changes to "the next/following day"
- "I'll see you tomorrow", he said = He said that he would see me the next day.
- The phrase "the day after" changes to "in two days' time" or "two days later"
- "We'll come the day after tomorrow", they said. = They said that they would come in two days' time.
- The phrase "next week/month/year" changes to "the following week/month/year"
- "I have an appointment next week", she said. = She said that she had an appointment the following week.
- The phrase "last week/month/year" changes to "the previous week/month/year"
- "I was on holiday last week", he told us. = He told us that he had been on holiday the previous week.
- The word "ago" changes to "before".
- "I saw her a week ago," he said. = He said he had seen her a week before.
- The phrase "this + time" changes to "that time".
- "I'm getting a new car this week", she said. = She said she was getting a new car that week.
- The phrase "this/that + noun" changes to "the + noun".
- "Do you like this shirt?" he asked = He asked if I liked the shirt.

c. Reporting Pronouns

The Personal Pronouns Subject known in English are "I", "he", "she", "it", "they", "we" and "you". Among these Personal Pronouns Subject, ONLY "I", "we" and "you" change in reported speech. The others remain as they are and do not change.

➤ Personal Pronouns "I" and "We"

The Personal Pronouns Subject “**I**” and “**we**” (S2) in the reported sentence change according to the subject (S1) in the reporting sentence.

Subject1 + Verb1 + Object1: “Subject2 + Verb2 + Object2”.
(I or We)

Personal Pronoun “I”

S2	S1	Result
I	I	I
I	He	He
I	She	She
I	You	You

Personal Pronoun “We”

S2	S1	Result
we	We	We
we	They	they

Personal Pronoun “You”

Subject1 + Verb1 + Object1: “Subject2 + Verb2 + Object2”.
(You)

Personal Pronoun “You”

S2	O1	Result
You	Me	I
You	Him	he
You	Her	she
You	Us	we
You	You	you
You	Them	they

➤ Personal Pronouns Object

The Personal Pronouns Object known in English are “**me**”, “**him**”, “**her**”, “**it**”, “**them**”, “**us**” and “**you**”. Among these Personal Pronouns Object, ONLY “**me**”, “**us**” and “**you**” change in reported speech. The others remain as they are and do not change.

Personal Pronouns Object “me” and “us”

The Personal Pronouns Object “**me**” and “**us**” (O2) in the reported sentence change according to the subject (S1) in the reporting sentence.

Subject1 + Verb1 + Object1: “Subject2 + Verb2 + Object2”.
(me or us)

Personal Pronoun “me”

O2	S1	Result
Me	I	me

Me	He	him
Me	She	her
Me	You	you

Personal Pronoun “us”

O2	S1	Result
Us	We	us
Us	They	them

Personal Pronoun “you”

Subject1 + Verb1 + **Object1**: “Subject2 + Verb2 + **Object2**”.
(You)

Personal Pronoun “You”

O2	O1	Result
You	Me	Me
You	Him	Him
You	Her	Her
You	Us	Us
You	You	You
You	Them	them

5. Lesson Five: Reporting Tenses

Normally, the tense in reported speech is one tense back in time from the tense in direct speech.

We do not need to change the tense if the reporting verb is in the present, or if the original statement was about something that is still true, e.g.

- He says he has missed the train but he'll catch the next one.
- We explained that it is very difficult to find our house.

Direct Speech		Reported Speech	
Simple present	"I always drink coffee", she said	Simple past	She said that she always drank coffee.
Present continuous	"I am reading a book", he explained.	Past continuous	He explained that he was reading a book
Simple past	"Bill arrived on Saturday", he said.	Past perfect	He said that Bill had arrived on Saturday.
Present perfect	"I have been to Spain", he told me.	Past perfect	He told me that he had been to Spain.
Past perfect	"I had just turned out the light," he explained.	Past perfect	He explained that he had just turned out the light.
Present perfect continuous	They complained, "We have been waiting for hours".	Past perfect continuous	They complained that they had been waiting for hours.
Past continuous	"We were living in Paris", they told me.	Past perfect continuous	They told me that they had been living in Paris.
Future Simple	"I will be in Geneva on Monday", he said.	Present conditional	He said that he would be in Geneva on Monday.
Future continuous	She said, "I'll be using the car next Friday".	Conditional continuous	She said that she would be using the car next Friday.

❖ **Reporting Modals in Indirect Speech**

There are some modal verbs that change tense in reported speech.

Direct Speech	Indirect Speech
Must	Had to
Can	Could
May (possibility)	Might
May (permission)	Could
Will	Would
Shall	Should

The modal verbs that do not change: could, might, must, need, ought, should and would.

6. Lesson Six: Reporting Orders, Requests, Advice, and Opinion

❖ We report an order using the verb “told”.

- He said to me: “Go out!” → He told me to go out.

✚ **Affirmative Orders:** we report an affirmative order (**stem**) to become (**to stem**).

- I said to you: “Close it”. → I told you to close it.

✚ **Negative Orders:** we report a negative order (**do not stem**) to become (**not to stem**).

- I said to you: “Do not close it”. → I told you not to close it.

❖ We report a request using the verb “asked”.

- He said to me: “Tell me, please.” → He asked me to tell him.

✚ **Affirmative Requests:** we report an affirmative request (**stem**) to become (**to stem**).

- I said to you: “Bring it, please”. → I asked you to bring it.

✚ **Negative Requests:** we report a negative request (**do not stem**) to become (**not to stem**).

- He said to her: “Do not tell him, please”. → He asked her not to tell him.

7. Lesson Seven: Reporting Questions**a. Wh-Questions**

❖ We report wh-questions by following these steps: Firstly, we replace the word “said” with “asked”. Secondly, we put the question word as it is. Thirdly, we put the subject of the question. Fourthly, we conjugate the verb in the correct tense. Finally, we add the rest of the sentence if we have any parts left.

- He said: “Where is your homework?” → He asked where your homework was.
- She said: “When did you leave school?” → She asked when I had left school.
- She said: “When was their wedding?” → She asked when their wedding had been.
- The child said: “When will my father come?” → The child asked when his father would come.

b. Yes-No Questions

❖ We report yes-no questions by following these steps: Firstly, we replace the word “said” with “asked”. Secondly, we put the word “if” or “whether”. Thirdly, we put the subject. Fourthly, we conjugate the verb in the correct tense. Finally, we add the rest of the sentence if we have any parts left.

- He said: “Do you have a car?” → He asked if I had a car.
 - She said: “Are you fine?” → She asked if I was fine.
 - I said: “Did you like it?” → I asked whether you liked it.
 - They said: “Will you come?” → They asked if I would come.
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8. Lesson Eight: Tag Questions

Tag questions are formed by adding a question as a “tag” onto the end of a declarative sentence. This “tag” is usually made of at least an auxiliary verb inverted with a subject, though it is sometimes just a single word. It is considered parenthetical, so we set it apart from the rest of the sentence with a comma.

Tag questions are often rhetorical, used to confirm an answer that the speaker already knows or believes to be the case. For example:

- You're not going to the party, are you?
- This isn't your hat, is it?
- That was the most delicious meal, wasn't it?
- You can't talk during the movie, OK?
- We're going to the game, right?

A. Positive and Negative Tag

Tag questions (or question tags) turn a statement into a question. They are often used for checking information that we think we know is true. Usually if the main clause is positive, the question tag is negative, and if the main clause is negative, it's positive.

- You haven't done the assignment, have you?
- She called 911, didn't she?

B. No Auxiliary Tag Questions

If there is no auxiliary verb (in the present simple and past simple) use do/does/did (just like when you make a normal question). There is one unusual exception, though: the question tag after “I am” is “aren't I”. For example:

- I'm in charge of the food, aren't I?

C. Imperative Tag Questions

An imperative tag question is a statement followed by a mini-question. We use tag questions here to order or to ask for confirmation.

- Take a seat, won't you?
 - Help me, can you?
 - Help me, can't you?
 - Close the door, would you?
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