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BLIŽNJICA DO ANGLEŠKE SLOVNICE

**SHORTCUT
TO ENGLISH GRAMMAR**

PRIROČNIK
IN ZBIRKA VAJ ZA GIMNAZIJE
TER DRUGE SREDNJE ŠOLE



ZALOŽNIŠTVO JUTRO



Vanja Avsenak

BLIŽNJICA DO ANGLEŠKE SLOVNICE
Shortcut to English Grammar

Priročnik in zbirka vaj za gimnazije ter druge srednje šole

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1

Auxiliary and full verbs

In addition to being used as full verbs (with their respective meanings), **DO**, **BE** and **HAVE** are also used as auxiliaries to form tenses (+ negative and question forms).

MODAL VERBS are also auxiliary verbs since they help other verbs form complex verbal phrases, but have their own meaning, showing possibility, probability, certainty, deduction etc.

FULL VERBS are verbs with their own meaning (be - biti, have - imeti, do - delati, storiti)

BE: used to make continuous verb forms (He **is** washing his hair.)
and passive voice (Paper **is** made of wood.)

HAVE: used to make perfect verb forms (He **has** worked in seven different countries.)

DO: used to make negative and interrogative forms in simple tenses
(I **don't** like him. / He **doesn't** understand me. / I **didn't** believe it.)

NEGATIVES: are formed by using **NOT** or adding **n't** to the auxiliary

(are not = aren't, is not = isn't, have not = haven't, has not = hasn't,
but I am not = I'm not = AN EXCEPTION)

CONTRACTED FORMS: abbreviated forms

(You **aren't** helping me. = **You're** not helping me. / We **haven't** understood you. = **We've** not understood you.)

QUESTIONS

YES/NO QUESTIONS: formed by putting an auxiliary before the subject

(Is he playing the piano? Does he know her?)

WH-QUESTIONS: formed by putting a wh-word in front of an auxiliary or a full verb
(object or subject questions)

1. **OBJECT QUESTIONS:** by putting the auxiliary after the question word

(What is she wearing? / What did she say?)

2. **SUBJECT QUESTIONS:** without auxiliaries

(Who said that? / What happened? / Who broke the window?)

TAG QUESTIONS: in spoken English

- You understand me, **don't you?** / You are a dentist, **aren't you?** / You couldn't lend me a hand,
could you? / You loved learning English, **didn't you?** / You don't know him, **do you?**

Exceptions:

- I'm very clever, **aren't I?** / Let's find a restaurant, **shall we?** / Stop laughing, **will you?**

We use auxiliaries in short answers not to sound rude. Using just YES/NO is considered impolite. So instead, auxiliaries should be used:

- Are you coming with us? Yes, I am.
- Have you had breakfast? Yes, I have.

Sometimes we use auxiliaries in short questions to show interest.

- I love classical music. Do you?
- I went shopping. Did you?

Auxiliaries can also be used for emphasis:

- I **do** like cooking.

HAVE Vs. HAVE GOT

HAVE is a full verb. In HAVE GOT **have** is an auxiliary.

Have got is not Present Perfect, but is used for the present time. (I have got a problem.)

HAVE is negated by **DON'T, DOESN'T, DIDN'T**; HAVE GOT is negated by **NOT**
(haven't, hasn't)

HAVE is used in phrases and to express habits (have time / have a meeting),

HAVE GOT is used to express possession (I've got a new car. **Vs.** I've got / I have three brothers.)

For the past only the forms of **have** are used, HAD GOT being the past perfect of **get**.

Exercises

1.1 Form questions so that the word in bold is the answer:

1. Peter helped me with the homework.

Peter helped **me** with the homework.

Peter helped me with **the homework**.

2. She went to Italy yesterday.

She went to **Italy** yesterday.

She went to Italy **yesterday**.

3. I saw an accident on the way to school.

I saw **an accident** on the way to school.

I saw an accident **on the way to school**.

4. She asked him three times.

She asked **him** three times.

3 Table of tenses

TENSE	USAGE	EXAMPLE
<p>Present Simple</p> <p><i>(always, often, never, ever, usually, sometimes, rarely, seldom)</i></p> <p>DO/DOES/DON'T/DOESN'T + base form; -s in the 3rd person</p>	<p>Repeated actions / habits</p> <p>General truths / facts</p> <p>States</p>	<p>He always drinks a cup of coffee.</p> <p>The sun rises in the east.</p> <p>He has brown eyes.</p> <p>He lives in Rome.</p>
<p>Present Continuous</p> <p><i>(now, at the moment)</i></p> <p>AM/IS/ARE + -ing form (present participle)</p>	<p>Action happening at the moment of speaking</p> <p>Action over a longer period of time</p> <p>Arranged action in the future</p>	<p>I'm writing my essay.</p> <p>Don't take the book. I'm reading it (these days).</p> <p>I'm meeting him tonight.</p>
<p>Past Simple</p> <p><i>(yesterday, two days ago, last week/month/year)</i></p> <p>DID/DIDN'T + base form</p> <p>Base form + -ed (regular verbs)</p> <p>Irregular past forms</p>	<p>Action finished in the past</p> <p>Habit in the past</p> <p>States in the past</p>	<p>She saw him yesterday.</p> <p>I always visited my uncle.</p> <p>He used to be my friend.</p> <p>He was very sad.</p>
<p>Past Continuous</p> <p><i>(while)</i></p> <p>WAS/WERE/WASN'T/WEREN'T + -ing form (present participle)</p>	<p>Incomplete action in the past (time is specific or not)</p>	<p>I was studying yesterday afternoon (between 3 and 5 o'clock).</p>
<p>Past Perfect Simple</p> <p><i>(after + Past Perfect Simple / before + Past Simple ... Past Perfect Simple in the main clause)</i></p> <p>HAD/HADN'T + -ed form (past participle)</p>	<p>Action finished before another past action</p>	<p>I had finished studying before I went out.</p> <p>I went out after I had finished studying.</p>
<p>Past Perfect Continuous</p> <p>HAD/HADN'T + BEEN + -ing form (present participle)</p>	<p>Action in progress before some other past action</p> <p>Action in progress with a visible result later on</p>	<p>I had been talking with my uncle before I went to the cinema.</p> <p>It had been raining all night and in the morning the streets were wet.</p>

TENSE	USAGE	EXAMPLE
<p>Present Perfect Simple</p> <p><i>(for, since, yet, already, ever, never, three times, for a long time, for ages)</i></p> <p>HAVE/HAS/HAVEN'T/ HASN'T + 3rd form (past participle)</p>	<p>Unfinished past</p> <p>Result</p> <p>Experience</p> <p>News</p>	<p>I have lived in Ljubljana for ages.</p> <p>My dad has bought a new car.</p> <p>Have you been to London yet?</p> <p>The plane has just crashed.</p>
<p>Present Perfect Continuous</p> <p>HAVE/HAS/HAVEN'T/ HASN'T + BEEN + -ing form (present participle)</p>	<p>Unfinished past</p> <p>Present result of past activities</p>	<p>How long have you been learning English? I've been learning all day, but I haven't finished yet.</p> <p>You look tired. What have you been doing?</p>
<p>Future Simple</p> <p><i>(tomorrow, next week / month / year / when I finish ...)</i></p> <p>WILL + base form</p>	<p>Prediction</p> <p>Decision made at the moment of speaking (momentary decision)</p>	<p>It will rain tomorrow.</p> <p>I will help you later if you want.</p>
<p>Going-to Future</p> <p>GOING + to-infinitive</p>	<p>Intention made before the moment of speaking (premeditated intention)</p> <p>Evidence</p>	<p>I'm going to tell him the news.</p> <p>Look at the sky. It's going to rain. Look at him. He's going to fall.</p>
<p>Future Continuous</p> <p>WILL + BE + -ing form (present participle)</p>	<p>Action in progress at a specific time in the future</p>	<p>Don't call me at seven. We will be having dinner then.</p>
<p>Future Perfect Simple</p> <p><i>(by the end of the week / month / year / semester ...)</i></p> <p>WILL + HAVE + past participle</p>	<p>Action finished before some time in the future</p>	<p>I will have written the letter by the end of the week.</p>
<p>Future Perfect Continuous</p> <p>WILL + HAVE + BEEN + -ing form (present participle)</p>	<p>Action in progress before some time in the future</p>	<p>At the end of the year I will have been learning English for 18 years.</p>

3.1 Present tenses

1. Present Simple

- **Habits**

I go to school every day.

I usually drink coffee.

- **Facts**

The sun rises in the east.

London is the capital of England.

- **States**

He works in a bank.

Sheila has brown eyes.

FORM: base form – 1st / 2nd person SINGULAR + all persons PLURAL;
-S in the 3rd person SINGULAR

AUXILIARY VERBS: DO, DOES; DON'T, DOESN'T are used to form questions and negatives.

SPELLING RULES:

- verbs that end in **a consonant + -y** change **-y** to **-i** before adding **ES** (try, tries)
- verbs that end in **a vowel + y** only add **-s** (buy, buys)

2. Present Continuous

- **momentary actions**

I'm watching TV now.

- **extended present time**

Don't take that book. Jane is reading it (these days, not necessarily this moment.)

- **temporary actions**

I am staying with my aunt at the moment.

- **planned future arrangements**

I'm seeing them tonight.

We are having a party this weekend.

FORM: auxiliary verb + base form + -ing

SPELLING RULES:

1. **one-syllable verbs and two-syllable verbs stressed on the last syllable double the consonant before adding *ing*** (stopping, planning, admitting, preferring)
2. **verbs ending in -e lose -e before adding *ing*** (coming, hoping, having)
3. **verbs ending in -ee, keep ee** (seeing)
4. **verbs ending in -ie, change -ie to -y before adding *ing***
(lie - lying, die - dying, tie - tying)

14. Why are you so out of breath? ♦ I _____ (24-jog) for an hour.
15. I _____ (25-apply) for the position of a vice president in a computer company, but they _____ (26-not reply) to my application yet.
16. Our neighbour _____ recently _____ (27-be) promoted, although he is old enough to retire.
17. Never _____ I _____ (28-witness) anything like that in all my life.
18. He _____ (29-think) about this issue for ages, but he _____ (30-not change) his mind.
19. She _____ (31-work) for the Express Publishing for twenty years. She _____ never _____ (32-want) to switch jobs.
20. The telephone line _____ (33-be) engaged all morning. Donna _____ (34-talk) to her best friend, whom she _____ (35-not see) for a couple of months.
21. In all his life he _____ never _____ (36-tell) lies. He is the most honest person I _____ ever _____ (37-know).
22. I _____ always _____ (38-trust) him with everything. He _____ (39-give) me support whenever necessary. He _____ (40-lose) his wife recently and I promise to stand by him as he has stood by me many times before.

3.4.2 Choose Present Perfect Simple/Continuous or Past Simple/Continuous:

1. He _____ (1-be) unemployed since 1998. He _____ (2-lose) his position in the firm when the woman he _____ (3-substitute) for _____ (4-return) from her maternity leave. He _____ (5-not find) a suitable job yet.
2. She _____ (6-study) ever since she _____ (7-come) home from school.
3. _____ you ever _____ (8-be) to England? ♦ I _____ (9-visit) London once, but I can't honestly say I _____ (10-get) to know

4 Passive voice (trpnik)

Mojca je napisala pismo.

S V O

Mojca wrote a letter.

S V O

Pismo je bilo napisano od Mojce.

S V O

A letter was written by Mojca.

S V O

I write a letter.

A letter **IS** written.

I am writing a letter.

A letter **IS BEING** written. (pismo se piše)

I wrote a letter.

A letter **WAS** written.

I was writing a letter.

A letter **WAS BEING** written.

I have written a letter.

A letter **HAS BEEN** written.

I had written a letter.

A letter **HAD BEEN** written.

I will write a letter.

A letter **WILL BE** written.

I am going to write a letter.

A letter **IS GOING TO BE** written.

Modal verbs in passive voice:

He could / must / may write a letter.

A letter could / must / may **be written**.

She must / could / might have lost a letter.

A letter must / could / might **have been lost**.

Passive voice with two objects:

I sent HER a postcard.

She **was sent** a postcard. (Njej je bila poslana razglednica.)

I sent her A POSTCARD.

A postcard **was sent** to her. (Razglednica ji je bila poslana.)

Passive voice with verbs of thinking and mental activities:

They say (that) he is unreliable.

It **is said** (that) he is unreliable.

He **is said** to be unreliable.

They thought he was dishonest.

It **was thought** (that) he was dishonest.

He **was thought** to be dishonest.

Passive voice with participles:

After calling Peter, Mojca invited him to the party.

After **being called** by Mojca, Peter was invited to the party.

Passive voice with infinitives:

He doesn't want to trick you.

You don't want **to be tricked** by him.

You seem to have misunderstood him.

He seems **to have been misunderstood**.

Exercises

4.1 Change from active to passive:

1. They bought new furniture for the living room.

2. He has made a terrible mistake.

3. They delivered me a special Christmas parcel.

4. Matthew is repairing Peter's bicycle.

5. I sent him a birthday card.

6. She brought him some fresh fruits and vegetables.

7. They married (each other) last spring.

8. He made an error of judgement.

9. She's eaten a big piece of cake.

10. He is driving a fancy new car.

11. He bought me a bouquet of roses.

12. They heard a loud noise outside.

13. They offered the butler a reward.

14. They explained everything to me.

6 Modal verbs

Characteristics:

- **no endings** (-s, -ing, -ed)
- **usually no past forms** (exceptions: *could, would, had to, was/were able to*)
- **usually used with:**
 - bare infinitive (without *TO*) – PRESENT INFINITIVE (base form)
 - PERFECT INFINITIVE (have + past participle);
- **exceptions:** have/need to, be able to, ought to (= should) – **SEMI MODALS**

MUST:

- **strong, personal obligation** (I **must** tell you the news.)
- **order** (You **must** do as I say. / I **had to do** as he said)
- **logical conclusion, deduction, certainty**
(He **must** be at home. / You **must** be joking.)
(He **must** have been right. / She **must** have forgotten. / They **must** have been sleeping.)

HAVE TO:

- **external obligation** (Teachers say we **have to** study more.)

MUSTN'T:

- **prohibition** (You **mustn't** steal.)

DON'T / DIDN'T HAVE TO (NEED TO) / NEEDN'T:

- **absence of obligation**
(You **don't have/need to** do everything on your own. / You **needn't** do everything on your own.)
(You **didn't have/need to** do everything on your own. = and you didn't)
(You **needn't** have done everything on your own. = but you did)

SHOULD:

- **mild obligation, advice, suggestion**
(You **should** listen to his advice. / **Shouldn't** you be talking to someone else?)
(You **should** have come. He **shouldn't** have said anything.)

CAN, COULD:

- **strong possibility, probability**
(I **can** come later, if you want.)
(He **could** have lost his keys.)
- **ability**
(I **could** swim when I was five.)
- **permission (asking for / giving)**
(**Can/could** I leave earlier? Yes, you **can**. / No, you **can't**.)
- **requests**
(**Can** you help me, please?)

CAN'T, COULDN'T:

- **refusal of permission**
(You **can't** go out.)
- **impossibility**
(I **can't** tell you anything.)
- **inability**
(We **couldn't** do everything.)
- **logical improbability, negative deduction**
(She **can't** be wrong. / He **can't** be studying.)
(She **can't** / **couldn't** have done it. She wasn't at home at the time.)

BE ABLE (semi-modal):

- **ability at a particular time in the past or future**
(I **was able to** help him yesterday. / **Will** you **be able** to come?)

MAY, MIGHT:

- **uncertain possibility**
(He **may** change his mind.)
(They **may** have heard something. / They **might** have been wrong.)
- **permission (asking for and giving)**
(**May** I go out for a minute? / Of course, you **may**.)

WILL:

- **futurity, prediction** (I **will** come tomorrow.)
- **willingness** (**Will** you help me? = Are you willing to help me?)
- **intention** (I **will** travel to France in August.)
- **probability, certainty** (He **will** be a little late.)
- **logical conclusion, deduction**
(That **will/must** be the postman.)
(That **must** have been Peter.)

WOULD:

- **willingness in the past**
(I **would** help him, but he didn't want me to.)
- **willingness in the present; more polite than *will***
(**Would** you help me, please?)

WON'T:

- **unwillingness in the present**
(Why **won't** you help me? = Why don't you want to help me?)

WOULDN'T:

- **unwillingness in the past**
(I asked him many times, but he **wouldn't** help me.)
(He **wouldn't** have done it if I hadn't helped him.)

Modals of deduction for the past

modal + perfect infinitive

Certainty	He must have stayed at home. It must have been raining .
Impossibility	They can't have been at home. Nobody answered the phone.
Strong possibility *just COULD in positive form	He could have forgotten his keys. It could have been too late.
Uncertain possibility Speculation	He may have been too late. He might have done it on purpose.
Mild obligation / advice	She should have come to our party. He should have said something.
Negative obligation	She shouldn't have done that. They shouldn't have left him there alone.
Absence of obligation	They needn't have studied everything. You needn't have been so nervous.
Unreality for the past (if-clauses / Type 3)	If I had known about it, I would/could/ might have told you before.

Exercises

6.1 Translate into English using modal verbs:

1. Ne smeš ven ob tako pozni uri.

2. Peter ni mogel odgovoriti na vsa vprašanja.

3. Nemogoče, da je doma. Ravnokar sem ga srečal.

4. Nisem znal rešiti vseh nalog.

5. Ko uspešno opravim maturo, se bom lahko vpisal na univerzo.

6. Verjetno se doma učijo.

7 If-clauses

<p>Type 0</p> <p>(Present / Past Simple in both clauses)</p>	<p>General reference</p> <p>(reality for the present / past)</p>	<p><i>If I study hard, I have good grades.</i></p> <p><i>If I had time, I went out.</i></p>
<p>Type 1</p> <p>Present Simple (if-clause) + WILL + base form (main clause)</p>	<p>Future reference</p> <p>(reality for the future)</p>	<p><i>If the weather is fine tomorrow, we will go for a walk.</i></p>
<p>Type 2</p> <p>Past Tense (if-clause) + WOULD + infinitive = PRESENT CONDITIONAL (main clause)</p>	<p>Present or future reference</p> <p>(something contrary to the present fact)</p> <p>(something possible but unlikely to be fulfilled in the future)</p>	<p><i>If I were you, I would tell him the truth.</i></p> <p><i>If it wasn't raining, we would go out.</i></p> <p><i>If you wrote her a letter, she would be very happy.</i></p>
<p>Type 3</p> <p>Past Perfect (if-clause) + WOULD + perfect infinitive (have + past participle) = PAST CONDITIONAL (main clause)</p>	<p>Past reference</p> <p>(something contrary to the past)</p>	<p><i>If you had given me your phone number, I would have called you.</i></p> <p><i>If I had met him, I would have remembered.</i></p> <p><i>If I had known about it, I could have helped you.</i></p>
<p>Mixed type</p> <p>(Past Perfect + Present Conditional)</p> <p>(Past Simple + Past Conditional)</p>	<p>Past / present reference</p> <p>(unreality for the present & past)</p>	<p><i>If I had known how to repair a bike, I wouldn't be asking for your help.</i></p> <p><i>If I knew how to repair a bike, I would have repaired it myself.</i></p>

Exercises

8.1 Fill in the gaps to show unreality for the present, past or future:

1. I wish you _____ (not tell) him the secret. He spoilt the surprise.
2. If only I _____ (know) what to do.
3. He wished he _____ (keep) his mouth shut.
4. He behaves as if he _____ (be) a genius.
5. It's about time we _____ (go) home.
6. If he _____ (not make) such a serious mistake, he would have passed the exam.
7. If I _____ (be) in your place, I would have told him the truth.
8. We don't have much free time. I wish we _____ (have) more time off.
9. It's a pity he didn't know the answer. If only he _____ (study) more.
10. He acted as if he _____ (forget) everything.
11. I can't speak German fluently. I wish I _____.
12. If I _____ (understand) Spanish, I could help you.
13. I wished I _____ (not meet) him all those years ago.
14. I wish it _____ (not rain) right now.
15. If only she _____ (change) her mind. But I know she won't.
16. You _____ (have) better trust her.
17. If you _____ (speak) perfect English, you wouldn't be in this class.
18. Larry _____ (fail) the test if he hadn't learned so much.
19. If only he _____ (stop) his car. He caused an accident.
20. She wouldn't marry him if he _____ (be) the last man on Earth.
21. If only you _____ (not lie) to me so terribly. You really hurt me.
22. I wish I _____ (pay) the bills already, but I didn't.
23. It's high time we _____ (do) something about this problem.

Exercises

9.5 Exercises in non-finite forms

9.5.1 Identify the *-ing* form and explain the meaning:

- Have you seen the lady in red coat and her little daughter shopping?
 - Most of my shopping I will do at the shopping centre downtown.
- He came down the hill, riding as a madman.
 - For his birthday his uncle bought him a course in riding.
- Travelling around the world, he met many interesting people, with whom he still keeps in touch.
 - My dad will cover all travelling expenses. Don't bother!
- The Sleeping beauty is one of Disney's best cartoon productions.
 - She is mentally distraught. She keeps taking sleeping pills every night.
- The man walking in the garden is my father's brother. He is 55 years old.
 - Our grandpa can barely walk without a walking cane.
- The woman dancing eagerly on the platform is Barbra Streisand recording *Hello, Dolly*.
 - The dancing master was glad to help the couples training for the tournament in Latin-American dances.
- Votan Leo Burnett is one of the most promising advertising agencies in Slovenia.
 - Commercials advertising soap powder appear all too often on TV.
- The family dining in the Chinese restaurant are our friends from Australia.
 - Please, be so kind as to retire to the dining room. Lunch will be served in a minute.
- People bathing in Hawaii lagoons are rare to see because of the poisonous box jelly fish found in their waters.
 - Do you like my new bathing suit? I bought it last week.
- "Throw your chewing gum out," yelled the teacher.
 - Cows chewing grass were grazing on the meadow all day long.
- I do not dare to step on that merry-go-round. It keeps spinning all too fast for me.
 - One cannot imagine such a beautiful knob of wool coming out of such a crummy old spinning wheel.
 - The spinning wheels of *Budapest* express train were moving with flying speed.
- The boy reading in the corner is my cousin Rudy.
 - Where are my reading glasses? Have you seen them by any chance?

9.5.2 Explain the meaning of the non-finite forms used and state the time reference:

- I saw him smile through the window of a train compartment.
- Marching through the village, the men were loudly applauded.
- Generally speaking, she isn't a gifted pianist.

10 Relative clauses

Defining relative clauses:

Define the headword and tell us exactly which person/thing is being referred to. Information is essential, there are no commas!

- The man who is standing next to my sister is her boyfriend.

(If we omit the relative clause, it is not clear which man we're talking about.)

Non-defining relative clauses:

The clause gives only additional information, it can be omitted, there are commas!

- Peter, who travelled to Australia last year, is my best friend.
- My aunt, who has been a widow for twenty years, loves travelling.

(Even without the clause the facts that Peter is my best friend and that my aunt loves travelling stay the same.)

Defining clauses:	Person	Thing
SUBJECT	who / that	that / which
OBJECT	(that, who)	(that, which)

Non-defining clauses:	Person	Thing
SUBJECT	..., who ...,	..., which ...,
OBJECT	..., who / whom ...,	..., which ...,

Relative pronouns can be omitted, if they function as objects:

- Did you like the present (that) I gave you?

Which: can refer to the whole sentence before:

- She arrived on time, which amazed everybody.

Whose: defining or non-defining

- That's the woman whose son was killed yesterday.
- My parents, whose main interest is gardening, never go away on holiday.

What = that which

- Has she told you what (*that which, the thing which*) is worrying her?

Why: only in defining clauses

- I don't know why we are arguing.

Where & when: in defining and non-defining clauses

- He works in Oxford, where my brother lives.
- The hotel where we stayed was excellent.

***** His cousins, who work in Germany, are coming home. = all his cousins**

***** His cousins who work in Germany are coming home. = only those in Germany**

10.1 The use of relative pronouns as subjects/objects:

Nominative: THAT, WHICH / WHICH, WHO

Defining clauses:

- The book which is on the table is mine.
- The man who/that is standing in the corner is my best friend.

Non-defining clauses:

- The Gulliver's travels, which is my best book, is in the drawer.
- George, who just phoned me, asked me out.

Dative, accusative, locative, instrumental:

THAT, THAT ... PREPOSITION / WHO, WHOM; PREPOSITION + WHOM, WHO ... PREPOSITION

Defining clauses:

- Do you remember the book (that) I gave you? (ACC)
- The man (that) we just met is my cousin Robert. (ACC)
- This was the man (that) I was telling you about. (LOC)
- This is the man (that) I was studying with. (INSTR)

Non-defining clauses:

- I lost Oliver Twist, which you gave me last Christmas. (ACC)
- Peter, whom/who my mother invited to her party, is our family friend. (ACC)
- Peter, whom/who I don't trust, is our neighbour. (DAT)
- Peter, with whom I studied all night / who I studied with all night, overslept his exam. (INSTR)
- Peter, about whom (LOC) I was telling you yesterday / who I was telling you about yesterday, left for England.

Genitive: WHOSE

Defining clauses:

- This is my friend whose mother has been taken to hospital.
- The table whose leg is broken is in the living room.

Non-defining clauses:

- Peter, whose father died a month ago, has no relatives to rely on.
- Our house, whose roof is leaking, is fifty years old.

Exercises

10.2 Exercises in relative clauses

10.2.1 Fill in the gaps using relative pronouns and / or prepositions:

1. Tom, _____ carried the lunch basket, spotted a lovely place under an oak tree.
2. There were lots of sandwiches _____ Mrs Grey and her son made.
3. This is the house _____ roof is leaking.

12 Reported / indirect speech

1. Tenses don't change if the reporting verb is in the present / future tense

- Irene always says: »Life **is** full of surprises.«
Irene always says (that) life **is** full of surprises.
- Tom will surely say: »**I don't know** what to do.«
Tom will surely say (that) **he doesn't know** what to do.

2. Tenses change if the reporting verb is in the past tense

- Peter asked: »Is everything OK?«
Peter asked if everything **was** OK.
- She said: »I didn't do my homework yesterday.«
She said (that) she **hadn't done** her homework the day before.
- My father said: »I will buy a flat in Ljubljana.«
My father said (that) he **would buy** a flat in Ljubljana.

Changes don't occur if what is reported is: *a fact, a common truth, a habit*

- She said: »The sun **gives** us light.«
Se said that the sun **gives** us light.
- Tom said: »**I always have** a cup of tea before sleeping.«
Tom said that **he always has** a cup of tea before sleeping.

Reporting verbs: say, tell, refuse, explain, encourage, remark, persuade, admit, complain, answer, boast, deny, agree ...

Statements:

- a) She said: »I have no idea where he is.«
She said (that) she **had** no idea where he **was**.
- b) He said: »I was such a fool.«
He said (that) he **had been** such a fool.
- c) Polly said: »I promise I won't tell anyone.«
Polly said that she **promised** she **wouldn't tell** anyone.
- d) Corvina said: »I'm just having a bath.«
Corvina said that she **was** just **having** a bath.
- e) She said to me: »Don't be such an idiot.«
She **told** me **not to be** such an idiot.

Questions: introduced by *ask*

- She asked: »Why didn't you give me a ring?«
She asked **why I hadn't given** her a ring.
- The child asked his mother: »Can I have an ice-cream?«
The child asked his mother **if he could have** an ice-cream.
- His parents asked him: »What are you doing?«
His parents asked him **what he was doing**.

Requests: introduced by *ask, beg*

- Will / Can / Could you open the window? / Do you mind opening the window?
She asked me **to open the window**.
- She said: »Would you please help me?«
She **begged me to help** her.

Offers: *offer + to-infinitive*

- She said. »I'll help you.«
She **offered to help** me.

Promises: *promise + to-infinitive*

- Andrew said: »I'll be there at 11 o'clock.
Andrew **promised to be** there at 11 o'clock.

Advice: *advise + to-infinitive / suggest + -ing*

- He said: »Why don't you see the doctor?«
He **advised me to see** the doctor.
- She said: »Why don't we sleep here?«
She **suggested sleeping** there.

Invitations: *invite + to-infinitive*

- He said: »Would you like to go to the theatre with me?«
He **invited me to go** to the theatre with him.

Warnings, commands: *warn/threaten/tell/order + to-infinitive*

- He said: »Don't touch it!«
He **warned me not to touch** it.
- He said: »I'll kill you.«
He **threatened to kill** me.
- She said: »«Put this cup away!«
She **told me to put** that cup away.

Tense changes:

Present Simple	Past Simple
Present Continuous	Past Continuous
Past Simple	Past Perfect Simple
Past Continuous	Past Perfect Continuous
Present Perfect Simple	Past Perfect Simple
Present Perfect Continuous	Past Perfect Continuous
Future Simple	Would + infinitive (Future in the Past)
Going-to future	Was / were going to + infinitive

MODAL CHANGES:

Shall	Should / Would
Must	Had to
Can	Could
May	Might

ADVERBIAL CHANGES:

Here	There
Tomorrow	The following / next day
The day after tomorrow	In two days' time
Yesterday	The day before / The previous day
Today	That day
Tonight	That night
This morning / week	That morning/week
Last Monday	The previous Monday
Ago	Before
Now	Then
Next	The following
Last	Before

PRONOUN CHANGES

This	That
These	Those
You / your	I / we/ they / he / she; my / our / their / his/ her
I / My	He / she; his / her
We / our	They / their

11. They weren't willing to help me.

They refused _____

12. I should have called you in time.

I wish _____

13. »Don't exaggerate!« he said.

He told me _____

14. Bobbie has a new girlfriend. He is my cousin.

Bobbie, _____

15. I don't have very many friends.

I have _____

16. We won't come if he doesn't change his mind.

Unless _____

13.4 Transform the sentences starting with the word(s) given:

1. »I'll bring it back tomorrow,« she said.

She promised _____

2. She was constantly complaining (and I hated that).

She _____

3. He wasn't ready to answer my question.

He avoided _____

4. They missed their bus. They were late for school.

If they _____

5. I don't know how to dance.

I wish _____

6. My son last wrote to me seven weeks ago.

My son hasn't _____

7. It's impossible he was there.

He couldn't _____

8. I don't have enough money to pay for the tickets.

I have too _____

9. He repaired my watch for me last week. (have)

I _____

10. Peter is my best friend. His father was taken to hospital yesterday.

Peter, _____

11. First I'll clean up the kitchen. Then I'll make lunch.

After _____

12. It was your duty to tell me. (modal)

You _____

13. Laura hasn't been invited to the party.

No one _____

14. "Let me help you!" he said.

He offered _____

15. He said he hadn't liked the movie.

He said: " _____ "

16. Although the weather was bad, we set off.

Despite _____

13.5 Transform the sentences starting with the word(s) given:

1. He asked me: »Will you come to Peter's party tomorrow?«

He asked me _____

2. They are going to repaint our fence. (have)

We are _____

3. She last saw her grandparents two months ago.

She _____

4. It's possible he lost his keys. (modal)

He _____

5. I don't understand your question. I can't answer it.

If I _____

6. There was once a bridge.

There _____

7. My plan is to tell him the truth.

I am _____

8. Matthew hasn't written the essay yet.

The essay _____

9. We don't have many questions.

We have very _____

10. He said: »I won't tolerate that anymore.«

He refused _____

14 List of irregular verbs

BASE	PAST TENSE	PAST PARTICIPLE	SLOVENE
arise	arose	arisen	<i>nastati</i>
awake	awoke	awoken	<i>zbuditi (se)</i>
bear	bore	born	<i>roditi, nositi</i>
beat	beat	beaten	<i>tepsti, tolči</i>
become	became	become	<i>postati</i>
begin	began	begun	<i>začeti</i>
bet	bet	bet	<i>staviti</i>
bind	bound	bound	<i>vezati</i>
bite	bit	bitten	<i>gristi</i>
bleed	bled	bled	<i>krvaveti</i>
blow	blew	blown	<i>pihati</i>
break	broke	broken	<i>zlomiti</i>
breed	bred	bred	<i>vzgojiti, rediti</i>
bring	brought	brought	<i>prinesti</i>
broadcast	broadcast	broadcast	<i>oddajati (radio/TV)</i>
build	built	built	<i>graditi</i>
burn	burnt	burnt	<i>goreti</i>
burst	burst	burst	<i>počiti</i>
buy	bought	bought	<i>kupiti</i>
catch	caught	caught	<i>ujeti</i>
choose	chose	chosen	<i>izbrati</i>
come	came	come	<i>priti</i>
cost	cost	cost	<i>stati, veljati</i>
deal	dealt	dealt	<i>deliti</i>
dig	dug	dug	<i>kopati</i>
do	did	done	<i>delati, storiti</i>
draw	drew	drawn	<i>vleči, risati</i>
dream	dreamt	dreamt	<i>sanjati</i>
drink	drank	drunk	<i>piti</i>
drive	drove	driven	<i>voziti</i>
dwell	dwelt	dwelt	<i>stanovati</i>
eat	ate	eaten	<i>jesti</i>
fall	fell	fallen	<i>pasti</i>
feed	fed	fed	<i>hraniti</i>
feel	felt	felt	<i>čutiti</i>

15 Key to exercises

1.1 Form questions so that the words in bold are the answer:

1. Who helped you with your homework?
Who did Peter help with the homework?
What did Peter help you with?
2. Who went to Italy yesterday?
Where did she go yesterday?
When did she go to Italy?
3. Who saw an accident on the way to school?
What did you see on the way to school?
When / where did you see an accident?
4. Who asked him three times?
Who did she ask three times?
How many times did she ask him?
5. What starts at 8 pm?
When does the movie start?
6. What is in the fridge?
Where is the ice-cream?
7. Who has forgotten to do homework?
What have they forgotten to do?
Whose homework have they forgotten to do?
8. Who has to tell you the truth?
Who do you have to tell the truth?
What do you have to tell me?
9. Who never listens to music?
What does he never listen to?
10. Who bought some books and a newspaper?
What did father buy?
11. Who heard the news?
What did you hear?
12. Who says that he is no good?
What do people say?
13. Who didn't tell you what happened?
Who didn't he tell what happened?
What didn't he tell you?
14. Who has lived in England all her life?
Where has she lived all her life?
How long has she lived in England?
15. Who wasn't at school three days ago?
Where wasn't Mary three days ago?
When wasn't Mary at school?
16. Who took you to the concert?
Who did he take to the concert?
Where did he take you?
17. Who is writing to his brother?
Who is she writing to?
18. Who lives in Canada?
Where do you live?
19. Who usually has a cup of milk before sleeping?
What do you usually have before sleeping?
When do you usually have a cup of milk?
20. Who has got a dog?
What has he got?
21. Who has a steady job in the centre of the town?
What does he have in the centre of the town?
Where does he have a steady job?
22. Who is smoking a cigarette in the living room?
What is she smoking in the living room?
Where is she smoking a cigarette?
23. Who doesn't like him because he is impolite?
Who don't you like?
Why don't you like him?
24. Who is only 22?
How old is she?
25. Who feels very tired?
How does he feel?
26. Who earns \$ 2000 a month?
How much does she earn a month?
27. Who feeds cows twice a day?
Who do farmers feed twice a day?
How often do farmers feed cows?
28. Who is listening to a CD?
What are you listening to?
29. Who is having a long conversation with her boyfriend now?
What is Lucy having with her boyfriend now?
Who is Lucy now having a long conversation with?
When is Lucy having a long conversation with her boyfriend?
30. How long does it take to get there?
31. Who is coming at the end of the week?
When is he coming?
32. Who met Mary on the way to school?
Who did you meet on the way to school?
When / where did you meet Mary?
33. How long did it take you to get to the theatre?
34. Who sent you a letter last week?
Who did they send a letter last week?
What did they send you last week?
When did they send you a letter?
35. What is usually made of wood?
What are chairs usually made of?
36. Who saw her in front of the cinema?
Who did they see in front of the cinema?
Where did they see her?
37. Who was afraid because it was getting dark?
Why were they afraid?
38. What is all written in English?
Which language are all her songs written in?
39. What is this?
Whose hat is this?

8.1 Fill in the gaps to show unreality for the present, past or future:

1-hadn't told • 2-knew • 3-had kept • 4-were / was • 5-went
 • 6-hadn't made • 7-were / was • 8-had • 9-had studied • 10-
 had forgotten • 11-could • 12-understood • 13-hadn't met •
 14-wasn't raining • 15-would change • 16-had • 17-spoke •
 18-would have failed • 19-had stopped • 20-were / was • 21-
 hadn't lied • 22-had paid • 23-did • 24-was / were • 25-had
 left • 26-did • 27-would come • 28-hadn't • 29-could send
 • 30-had been • 31-wouldn't have got • 32-hadn't believed
 • 33-started • 34-could • 35-did • 36-was / were • 37-had •
 38-could • 39-hadn't seen • 40-would stop

9.5.1 Identify the -ing form and explain the meaning:

1. a) shopping = while they were shopping = participle
 b) my shopping, shopping centre (centre for shopping, shopping mall) = gerund
2. a) riding = and he was riding = participle
 b) a course in riding = a riding course = gerund
3. a) travelling = while he was travelling = participle
 b) travelling expenses = expenses of travelling = gerund
4. a) the sleeping beauty = the beauty who was sleeping = participle
 b) sleeping pills = pills for sleeping = gerund
5. a) the man walking = the man who is walking = participle
 b) a walking cane = a cane used for walking = gerund
6. a) the woman dancing = the woman who is dancing = participle; Barbra Streisand recording = B.S. who is recording = participle
 b) the dancing master = the master teaching dancing = gerund; the couples training = the couples who are training = participle
7. a) advertising agencies = agencies for advertising = gerund
 b) commercials advertising = commercials which are advertising = participle
8. a) the family dining = the family who are dining = participle
 b) the dining room = the room used for dining = gerund
9. a) people bathing = people who are bathing = participle
 b) bathing suit = suit used for bathing (bathing costume) = gerund
10. a) chewing gum = gum for chewing = participle
 b) cows chewing = cows that are chewing = participle
11. a) it keeps spinning = the spinning goes on = gerund
 b) a knob of wool coming = a knob of wool that is coming = participle; spinning wheel = a wheel for spinning wool = gerund
 c) the spinning wheels = the wheels which are spinning

= participle; flying (extreme) speed = participle

12. a) the boy reading = the boy who is reading = participle
 b) reading glasses = glasses for reading = gerund

9.5.2 Explain the meaning of the non-finite forms used and state the time reference:

1. smile (infinitive) = when he smiled = simultaneity in the past
2. marching (participle) = while they were marching = simultaneity in the past
3. generally speaking (participle) = if we speak generally = present reference
4. speaking verbosity (gerund) = verbosity for speaking;
 speaking to her (participle) = if you speak to her; I don't find speaking to her very easy (gerund) = speaking to her isn't very easy;
 too involved (participle) in listening (gerund) = general reference
5. their living (gerund) room = room for living (gerund) = sitting room = general reference
6. to come (infinitive) = I wish to come = future reference
7. I've always liked going ..., I enjoy listening (gerund) = habit = general reference;
 must buy (bare infinitive) = future reference
8. to do (infinitive) = future reference; can't promise (bare infinitive) = present reference
9. prefer playing (gerund) to learning (gerund) = habit = general reference
10. remember to post (infinitive), forgot to do (infinitive) = future in the past
11. regret saying (gerund) = that I said / my statement = past reference;
 regret to say (infinitive) = future reference
12. hates to spend (infinitive) = inconvenience (one particular occasion, not a habit) = present reference
13. the coming Matura (participle) = the Matura which is coming = future reference
 having to study (gerund) = extra work = general to future reference
 the following months (participle) = the months which are coming
14. to invite (infinitive) = intention, purpose = future in the past
15. smiling (participle) = and we were smiling = simultaneity in the past
16. recall meeting (gerund) = that I met you; a meeting with you = past reference
17. why does she keep laughing (gerund) = why does she persist in laughing = present reference
18. gave up smoking (gerund) = stopped smoking = opustila je kajenje = past reference