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QUICK GRAMMAR

NOUNS

Singular and Plural

1. <i>noun</i> + <i>-s</i>	a book – books
2. <i>-s, -ss, -x, -ch, -sh</i> + <i>-es</i>	a bus – buses, a class – classes, a box – boxes, a bush – bushes, a bench – benches
3. (<i>consonant</i>) <i>y</i> + <i>-ies</i>	a lady – ladies
4. (<i>vowel</i>) <i>y</i> + <i>-s</i>	a boy – boys
5. (<i>consonant</i>) <i>o</i> + <i>-es</i>	a potato – potatoes, a tomato – tomatoes, a hero – heroes
6. (<i>a, e, i, u</i>) <i>o</i> , <i>-oo</i> + <i>-s</i> ; in <i>abbreviations and proper names</i>	a studio – studios, a zoo – zoos, a video – videos, Eskimo – Eskimos
<i>but</i>	a buffalo – buffaloes / bufallos a mosquito – mosquitoes / mosquitos a volcano – volcanoes / volcanos a zero – zeroes / zeros a tornado – tornados / tornados
7. <i>-f, -fe</i> + <i>-ves</i>	a wolf – wolves, a wife – wives
<i>but</i>	a roof – roofs a chief – chiefs a handkerchief – handkerchiefs a safe – safes a chef – chefs a belief – beliefs a cliff – cliffs a hoof – hoofs / hooves
8. Remember! a man – men a woman – women a child – children a tooth – teeth a goose – geese a mouse – mice a louse – lice an ox – oxen a penny – pence, pennies	a sheep – sheep a swine – swine a fish – fish a trout – trout a salmon – salmon a deer – deer a moose – moose a works – works a means – means a species – species
an antenna – antennae, a fauna – faunae; an appendix – appendices, an index – indices; an analysis – analyses, a basis – bases; a criterion – criteria, a phenomenon – phenomena a datum – data, a medium – media; a cactus – cacti, a radius – radii	<u>only plural</u> : trousers, pants, pyjamas, shorts, tights, scissors, eyeglasses, binoculars; <u>singular and plural</u> : poultry, cattle, crowd, press, committee, people, police, class

Possessives

We show possession by using 's and s'.	
<i>Use</i>	<i>Example</i>
we use 's with singular nouns, names and with irregular plurals which do not end in -s.	That's the manager's car over there. We are looking at Sue's picture. These are women's blouses.
we add an apostrophe (') to regular plural nouns ending in -s.	The boys' bikes are near the wall.

we use 's or s' in some time expressions.	After an hour's wait, I saw him. I'll be there in about ten minutes' time.
we usually use 's or s' with people and animals. For other things use <i>of / the / my / etc.</i>	Is this Ben's car? I looked at the cat's paw. He took a close look at the back of my computer.

ARTICLES

	A (An) is used:	
1	only with singular countable nouns to talk about things <i>in general</i> .	<i>A cat is a domestic animal.</i>
2	after the verbs <i>be</i> and <i>have</i>	<i>I have a new laptop.</i>
3	to talk about a person or thing for the first time	<i>This is a pen.</i>
4	to talk about person's character or status	<i>Helen is a genius!</i>
5	to talk about jobs	<i>Jim is an engineer.</i>
6	to describe things or people	<i>They have a beautiful house.</i>
7	to refer to a class of people, animals or things	<i>A (the) dolphin is a mammal. But: Man is a mammal too. (not: The man)</i>
8	a / an + noun meaning <i>only one</i>	<i>There's a box on the table.</i>
9	to mean <i>per</i>	<i>He works five days a week.</i>
10	with money	<i>a dollar</i>
11	fractions	<i>a quarter</i>
12	weight / measures	<i>an inch</i>
13	whole numbers	<i>a million</i>
14	price / weight	<i>a litre</i>
15	frequency / time	<i>twice a day</i>
16	distance / fuel	<i>50 miles a gallon</i>
17	distance / speed	<i>100 km an hour</i>
18	illnesses	<i>a headache</i>
19	before Mr / Mrs / Miss + surname (unfamiliar person)	<i>There's a Mr Smith waiting for you.</i>

	The is used:	
1	with singular and plural nouns, countable and uncountable, to talk about something <i>specific</i>	<i>The boy who has just left is my cousin.</i>
2	when the noun is mentioned for the second time	<i>He saw a cat in the street. He took the cat home.</i>
3	when it is clear which person or thing we are talking about	<i>Go to the kitchen and take some milk in the fridge.</i>
4	when we talk about the group of people or things	<i>The wolf is a wild animal.</i>
5	when the object or person is given the additional characteristics	<i>Whose is the van parked in front of our house?</i>
6	with nouns which are unique	<i>The Acropolis is in Greece.</i>
7	with musical instruments, dances	<i>I play the guitar. We danced the tango.</i>
8	with adjectives used as plural nouns	<i>The life of the rich is not easy.</i>
9	with the superlative degree of adjectives / adverbs	<i>Nick is the most intelligent pupil in class.</i>
10	with the words: <i>beach, cinema, country(side), ground, jungle, radio, sea, seaside, theatre, world</i>	<i>They live near the sea. But: They are at sea. (They are sailing.)</i>

11	with the words: <i>station, shop, pub, library, city, village, etc.</i>	<i>She went to the station.</i>
12	with the words: <i>morning, afternoon, evening</i>	<i>I'll be at home in the evening. But: at night, at midnight, by day, by night</i>
13	with the words: <i>only, last, first</i>	<i>He was the first person to come.</i>
14	with the ordinal numerals	<i>Our house is the third.</i>
15	with the word <i>the same</i>	<i>We study in the same school.</i>

	The article is omitted before:	
1	plural or uncountable nouns when we talk about something <i>in general</i>	<i>Do you like vegetables? I think education is important.</i>
2	names of languages (not followed by the word <i>language</i>)	<i>We speak English. The English language is spoken all over the world.</i>
3	names of meal, drinks	<i>Coke isn't very expensive.</i>
4	names of sports, games, activities	<i>He likes to play tennis.</i>
5	days, months, holidays	<i>April is a spring month.</i>
6	colours, substances	<i>She likes brown.</i>
7	the possessive case or possessive adjectives	<i>This isn't your dress.</i>
8	the words <i>home</i> and <i>father/mother</i> when we talk about our home / parents	<i>Father isn't at home.</i>
9	the words: <i>bed, school, college, church, hospital, prison, court, university</i> when they are used for the reason they exist	<i>He was taken to prison. But: He works in the prison as a cook.</i>
10	the word: <i>work (place of work)</i>	<i>She's at work.</i>
11	the words <i>last</i> and <i>next</i> when we talk about the period of time immediately before or after the moment of speaking	<i>He will finish school next year. But: I cleaned the house on Saturday but the next day I had a rest.</i>
12	the word: <i>television</i>	<i>We often watch television. But: Turn off the television (set).</i>
13	means of transport	<i>by bus, by car, by train, by plane, etc., but: in the car, on the bus / train, etc.</i>
14	illnesses	<i>malaria, diabetes, but: flu / the flu, measles / the measles, mumps / the mumps</i>
15	with the word <i>most</i> when we speak about things in general	<i>Most children like candy.</i>

ARTICLES
with some geographical and proper names

	The is used before:	
1	nouns which are unique	<i>The Earth</i>
2	names of cinemas	<i>The Kyivska Rus</i>
3	hotels	<i>The Rits</i>
4	theatres	<i>The Apollo</i>
5	museums	<i>The History Museum</i>
6	newspapers / magazines	<i>The Guardian but: Newsweek</i>
7	ships	<i>The Marie Celester</i>
8	institutions / parties	<i>The RSPCA</i>
9	galleries	<i>The Tate Gallery</i>
10	names of rivers	<i>The Seine</i>
11	names of seas	<i>The Black Sea</i>
12	groups of islands / states	<i>The Canary Islands / the USA</i>
13	names of oceans	<i>The Atlantic</i>
14	names of canals	<i>The Suez Canal</i>
15	mountains ranges	<i>The Alps</i>

16	deserts	<i>The Sahara desert</i>
17	names or nouns with <i>of</i>	<i>The Tower of London</i>
18	names of families in the plural	<i>The Browns</i>
19	nationalities in the plural ending in <i>-sh</i> , <i>-ch</i> , <i>-ese</i> (other nationalities are used with or without the)	<i>The English, the Dutch, the Japanese (the Greeks / Greeks, the Italians / Italians)</i>
20	titles (<i>the</i> is omitted before titles with proper names)	<i>The Queen (but: Queen Victoria) the Prince (but: Prince Charles)</i>
21	historical references / events	<i>the First World War (but: World War I)</i>
22	names of points of the compass	<i>The North Pole, the north of England, the equator</i>

	<i>The</i> is omitted before:	
1	proper nouns	<i>Jim</i>
2	names of countries	<i>Italy, but: the Argentina, the Netherlands, (the) Sudan</i>
3	cities	<i>New York, but: the Hague, the Vatican</i>
4	streets	<i>Oxford Street, but: the High Street</i>
5	squares	<i>Independence Square</i>
6	bridges	<i>Tower Bridge, but: the Severn Bridge</i>
7	parks	<i>Hyde Park</i>
8	stations	<i>Victoria Station</i>
9	individual islands	<i>Cyprus</i>
10	individual mountains	<i>Everest</i>
11	individual lakes	<i>Lake Michigan</i>
12	continents	<i>Europe</i>
13	regions	<i>Northern Australia</i>
14	two-word names whose first word is the name of a person or a place	<i>Kennedy Airport, Westminster Abbey, but: the White House ("white" is not the name of a person or a place)</i>
15	pubs, restaurants, shops	<i>Emma's Pub, Harrods</i>
16	banks and hotels which have the name of their founder and end in <i>-s</i> or <i>'s</i> .	<i>Lloyds Bank, but: the White Horse ("white" is not a name)</i>

ADJECTIVES Degrees of Comparison

<i>Adjectives of</i>	<i>Positive degree</i>	<i>Comparative degree</i>	<i>Superlative degree</i>
one syllable or two syllables ending in <i>-er</i> , <i>-ly</i> , <i>-y</i> , <i>-w</i> , <i>-le</i>	long busy large big clever happy narrow simple	longer (than) busier larger bigger cleverer happier narrower simpler	the longest (in, of) the busiest the largest the biggest the cleverest the happiest the narrowest the simplest
two or more syllables	modern interesting	more modern more interesting	the most modern the most interesting
exceptions	good bad little far near late old many, much	better worse less farther, further nearer later older, elder more	the best the worst the least the farthest, the furthest the nearest, the next the latest, the last the oldest, the eldest the most

Types of Comparison

<i>Form</i>	<i>Example</i>
as ... (positive degree) ... as	Taras is as strong as Nazar.
not as / so ... (positive degree) ... as	Tony is not as clever as Mark.
even / much / far / still / a bit + comparative degree (than)	This film is much / far/ still / more interesting than that one.
very + positive degree	He is very honest.
the + comparative... , the + comparative	The more we read, the more we know.
most + positive degree = very	She is most helpful with customers.
any + comparative degree (in negatives and questions)	Is he working any harder?

Order of Adjectives

	opinion	size	age	shape	colour	origin	material	purpose	
It's a	nice	small	old	square	red	Ukrainian	silk	party	kerchief

This is a smart new red woolen hat.

ADVERBS

Degrees of Comparison

	adverb	comparative	superlative
regular adverbs	easily	more / less + adverb more easily	most / least + adverb most easily
irregular adverbs	badly early far fast hard late often near soon well	worse earlier farther / further faster harder later more often nearer sooner better	worst earliest farthest / furthest fastest hardest latest most often nearest soonest best

So / Such / Enough / Too

	<i>Use</i>	<i>Form</i>	<i>Example</i>
so	to show the result of a situation or action	so + adjective + that; so + adverb + that; so + any / much + noun + that	The burglar was so clever that nobody could catch him. He took the book so quickly that nobody noticed. There were so many cows in the country road that it was difficult to drive.
such	to show the results of a situation or action	such + a / an + adjective + singular noun + that; such + adjective + plural noun + that; such + a lot of + noun + that	It was such a terrible crime that the man was sent to prison. There is such a lot of crime here that the police can't cope.
enough	to show the results of a situation or action where there is/isn't the right amount of something	enough + noun (+ for and / or + full infinitive); adjective + enough; adverb + enough	There aren't enough papers to deliver. It wasn't dark enough . Can you run quickly enough to catch him?
too	to describe something that is more than necessary and which has a negative effect	too + adjective; too + adverb; too + many / much + noun	He is too young to understand. We arrived too late. They send too many postcards.

NUMERALS

cardinal	ordinal	cardinal	ordinal
1 – one	the first	15 – fifteen	the fifteenth
2 – two	the second	16 – sixteen	the sixteenth
3 – three	the third	17 – seventeen	the seventeenth
4 – four	the fourth	18 – eighteen	the eighteenth
5 – five	the fifth	19 – nineteen	the nineteenth
6 – six	the sixth	20 – twenty	the twentieth
7 – seven	the seventh	30 – thirty	the thirtieth
8 – eight	the eighth	40 – forty	the fortieth
9 – nine	the ninth	50 – fifty	the fiftieth
10 – ten	the tenth	60 – sixty	the sixtieth
11 – eleven	the eleventh	70 – seventy	the seventieth
12 – twelve	the twelfth	80 – eighty	the eightieth
13 – thirteen	the thirteenth	90 – ninety	the ninetieth
14 – fourteen	the fourteenth	100 – a hundred	the hundredth
235 – two hundred and thirty-five 4,007 – four thousand and seven		581 460 – five hundred and eighty-one thousand four hundred and sixty	

TIME

9:00	It is nine o'clock.
5:00	It is five sharp.
9:10	It's ten past nine.
9:15	It's a quarter past nine.
9:30	It's half past nine.
9:40	It's twenty to ten.
9:45	It's a quarter to ten.

PRONOUNS

Personal	I, you, he, she, it, we, you, they me, him, her, us, them
Possessive	my, your, his, her, its, our, their mine, yours, hers, ours, theirs
Reflexive	myself, yourself, himself, herself, itself, ourselves, yourself, themselves, oneself
Negative	no, none, nobody, no one, neither
Reciprocal	each other, one another
Demonstrative	this / these, that / those, such, same
Indefinite	some, any, one
Quantitative	all, both, each, every, either, much, many, a lot / lots of, (a) few, (a) little
Interrogative	who (whom), whose, which, that
Relative	who (whom), whose, what, which, whoever, whatever, whichever

INDEFINITE PRONOUNS

Indefinite pronouns refer to people or things without saying exactly who or what they are.

+	some	something	somebody	There is some milk in the cup. There is something on the table. There is somebody in the room.
?	any	anything	anybody	Is there any milk in the cup? Is there anything on the table? Is there anybody in the room?
-	no	nothing	nobody	There is no milk in the cup. There is nothing on the table. There is nobody in the room.
-	not any	not anything	not anybody	There isn't any milk in the cup. There isn't anything on the table. There isn't anybody in the room.

QUANTIFIERS

<i>Quantifier</i>	<i>Use</i>	<i>Example</i>
many	countable nouns, usually in negative statements and questions	There aren't many interesting programmes on TV nowadays.
much	uncountable nouns, usually in negative statements and questions	My granny never shows much interest in comedies.
a lot of / lots of	countable nouns and uncountable nouns in positive statements	I have got a lot of luggage!
a few	countable nouns, meaning 'some'	There have been a few scandals in the papers recently.
a little	uncountable nouns, meaning 'some'	They say a little knowledge is a dangerous thing.
few	countable nouns, meaning 'not many'	He has few interests outside school.
little	uncountable nouns, meaning 'not much'	The police have little information about the robbery.

PREPOSITIONS

<i>At</i>	<i>In</i>	<i>On</i>
at 9 o'clock at 5.30 at midnight at night at Christmas at Easter at the end of at the moment at the weekend at lunch	in the morning in the afternoon in the evening in May in September in 2011 in winter / autumn / spring / summer in five minutes in a few days	on Sunday on Mondays on 25 December on New Year's Day on Christmas Day on Monday morning on Friday afternoon on Sunday night

VERBS

Tenses in the Active Voice

<i>Tense</i>	<i>Form</i>	<i>Use</i>	<i>Example</i>	<i>Signal Words</i>
Present Simple	I/You/We/They dig... He/She/It digests... Do I/you/we/they dig...? Does he/she/it/ dig...? I/You/We/They don't dig... He/She/It/ doesn't dig	- general truths and laws of nature - permanent states - repeated actions - habits - for timetables and programmes (future reference) - in if clauses	Germany is in Europe. She works at the baker's. I go to school every day. I walk to school. The bus leaves at 5 p.m. If it rains, I'll stay at home.	every day, always, usually, normally, often, sometimes, rarely / seldom, as a rule, hardly ever, never if sentences type I
Present Continuous	I am driving... You/We/They are driving.. He/She/It is driving... Am I driving...? Are you/we/they driving...? Is he/she/it driving...? I'm not driving... You/We/They aren't driving... He/She/It isn't driving...	- action happening now - action taking place only for a limited period of time - action arranged for the near future - changing situations - annoying habits (usually with always)	I am reading now. Taxi drivers are stopping there. I am seeing my dentist tomorrow. Tourism is becoming popular. Dad is always cleaning the car when I want to use it!	now, at present, at the moment, just, just now, Listen! Look! right now, these days

Present Perfect	I/You/We/They have walked... He/She/It has walked... Have I/we/you/they walked...? Has he/she/it walked...? I/You/We/They haven't walked... He/She/It hasn't walked...	- situations and states that started in the past and are still true - a series of actions continuing up to now - completed actions at a time in the past which is not mentioned - completed actions where the important thing is the present result	I've had my computer for over seven years. We've watched a comedy, a thriller and cartoons – all in the last four hours! Have you ever been to the USA? I've booked the theater tickets.	already, ever, just, never, yet, so far, till now, up to now, this month, recently, lately, since, for, how long, at last, finally
Present Perfect Continuous	I/You/We/They have been travelling... He/She/It has been travelling... Have I/we/you/they been travelling...? Has he/she/it been travelling...? I/You/We/They haven't been travelling... He/She/It hasn't been travelling...	-actions continuing up to the present moment -actions stopping just before the present moment	They have been writing for hours. Can they have a break? I'm out of breath because I've been running to get here in time.	all day, for 4 years, since 2010, how long? the whole week
Past Simple	I/You/We/They played... He/She/It won... Did I/you/we/they play...? Did he/she/it/ win...? I/You/We/They didn't play... He/She/It/ didn't win...	- single completed actions - past habits - permanent situations in the past - general truths and facts about the past - the main events in the story	I bought a loaf of bread. Did you collect stickers when you were younger? A famous writer lived in that building before we moved there. The Rubik's cube didn't become popular until the 1980s. I got up very early yesterday, had my breakfast and left for school.	yesterday, last month, a week ago, in 1990, then, the other day, last Friday, during the war if sentence type II (If I talked, ...)
Past Continuous	I/He/She/It was driving... You/We/They were driving.. Was I/he/she/it driving...? Were you/we/they driving...? I/He/She/It wasn't driving... You/We/They weren't driving...	- actions happening at a particular moment in the past; - temporary situations in the past; - annoying past habits (usually with always); - actions in progress over a period of time; - two actions in progress at the same time; - background information in the story	I was reading my new book at five o'clock yesterday. Sue was living in Kyiv at that time. When we were young, my sister was always borrowing my toys. I was watching TV all evening yesterday. My mum was cooking soup, while I was cutting the vegetables for a salad. The sun was shining and the birds were singing. Tonia opened the door and stepped outside.	at 3 o'clock yesterday, when, while, as long as, all day yesterday, the whole evening

Past Perfect	I//He/She/It/ You/We/They had walked... Had I/he/she/it/we/ you/they walked...? I/He/She/It/You/ We/They hadn't walked...	<ul style="list-style-type: none"> - situations and states before the past; - completed actions before a moment in the past; - completed actions where the important thing is the result at the moment in the past 	<p>We'd lived next to the supermarket for a couple of months before I decided to join.</p> <p>I had already bought the laptop when I saw it was cheaper in another shop.</p> <p>They didn't feel like playing basketball because they had just finished a game of volleyball.</p>	already, ever, just, never, not yet, so far, till now, up to now, today, this month, recently, lately, since, for, how long, at last, finally
Past Perfect Continuous	I//He/She/It/You/ We/They had been playing... Had I/he/she/it/we/ you/they been playing...? I/He/She/It/You/ We/They hadn't been playing...	<ul style="list-style-type: none"> - actions continuing up to a moment in the past; - actions stopping just before a moment in the past 	<p>When you saw us, we had been running for three kilometers – and we still had a kilometer to go!</p> <p>She looked tired because she had been exercising all morning.</p>	for, since
Future Simple	I//He/She/It/You/ We/They will dance... Will I/he/she/it/we/ you/they dance...? I/He/She/It/You/ We/They won't dance...	<ul style="list-style-type: none"> - on-the-spot decision; - action in the future that cannot be influenced; - offer; - promise; - prediction; - opinion; - warning, threat; - hope and fear; - refusal; - weather forecast; - scheduled events 	<p>Since it's going dark, I'll turn on the light.</p> <p>She'll be ten next year.</p> <p>Shall I call a taxi? I'll call you later. She'll probably buy a new dress for a party. I think, they'll win the championship. It's very sharp. You'll cut yourself! I hope, I'll be in time. I won't come! It will rain tomorrow. The film will be released next month.</p>	in a year, next ..., tomorrow
Future Continuous	I//He/She/It/You/ We/They will be singing... Will I/he/she/it/we/ you/they be singing...? I/He/She/It/You/ We/They won't be singing...	<ul style="list-style-type: none"> - actions in progress at a point in the future; - habits or repeated actions at a point in the future 	<p>This time next week, I'll be taking my English exam.</p> <p>In the future, we'll all be flying around using jet-packs.</p>	next week, tomorrow at three o'clock
Future Perfect	I//He/She/It/You/ We/They will have painted... Will I/he/she/it/we/ you/they have painted...? I/He/She/It/You/ We/They won't have painted...	actions which are completed some time between now and a point in the future	I'll have finished my German homework by the time you come home.	by Monday

Future Perfect Continuous	I//He/She/It/You/ We/They will have been drawing... Will I/he/she/it/we/ you/they have been drawing...? I/He/She/It/You/ We/They won't have been drawing...	actions in progress up to a point in the future	At eight o'clock, I'll have been doing German homework for two hours!	for ..., the last couple of hours, all day long
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VERBS THAT ARE NOT USED IN CONTINUOUS TENSES

know, believe, guess, imagine, realize, suppose, remember, recognize, understand, etc.
 love, like, dislike, hate, prefer, etc.
 hear, see, smell, taste, touch, etc.
 be, belong, depend, concern, consist of, fit, include, cost, involve, deserve, etc.
 astonish, impress, please, satisfy, surprise, etc.
 own, possess, need, want, wish, object, agree, refuse, etc.

TENSES IN THE PASSIVE VOICE

noun + <i>be</i> in the correct form + past participle (+ <i>by</i> / <i>with</i> + noun)		
	<i>Form</i>	<i>Example</i>
Present Simple Passive	am / is / are + past participle	Apples are grown everywhere.
Present Continuous Passive	am / is / are + being + past participle	The room is being redecorated .
Present Perfect Passive	has / have + been + past participle	Have the potatoes been peeled ?
Past Simple Passive	was / were + past participle	The meal was served in a dining room.
Past Continuous Passive	was / were + being + past participle	The coffee was being prepared while we were sitting.
Past Perfect Passive	had + been + past participle	All the food had been eaten by the time I got there.
Future Simple Passive	will + be + past participle	The book will be read tomorrow.
<i>be going to</i> future passive	is / are going to + be + past participle	Pizza is going to be served .
Future Perfect Passive	will + have + been + past participle	All the exercises will have been written by the end of the lesson.
Passive modals	modal + be + past participle	The test should be done immediately.
modal + perfect infinitive passive	modal + have + been + past participle	The fruit should have been delivered by now.
-ing	being + past participle	I don't like being told what to do.

MODALS

Modals or modal auxiliaries express a special meaning and add that meaning to the main verb.		
<i>Modal</i>	<i>Meaning</i>	<i>Example</i>
may	request permission < 50% uncertainty	May I come in? You may come in. He may come.
might	< 50% uncertainty	He might come.
should	good advice / idea > 70% certainty	I should study tonight. They should have no difficulty.
ought to	good advice / idea > 70% certainty	I ought to study tonight. They ought to have no difficulty.
had better	good advice with threat of bad result	You had better study (or else you are going to fail!).
be supposed to	expectation	A doctor is supposed to help.
must	necessity prohibition (negative) > 90% certainty	You must get a visa to travel. You must not smoke in here. He isn't here, he must be ill.
have to	necessity	You have to switch on the light. It's dark.
will	100% certainty willing to volunteer request	I will be here. I need some help. I'll help you, sir. Will you help me, please?
be going to	100% certainty a plan	I am going to be there. I'm going to move next year.
can	ability / possibility permission request impossibility (negative)	I can read. You can go now. (formal) Can I borrow your pen? He can't be here; he's away.
could	past ability request suggestion < 50% possibility impossibility (negative)	He could run faster when younger. Could you help me, please? Well, you could call a doctor. He could be sick. He couldn't be here, he's away.
be able to	ability	He is able to help any time.
would	request preference	Would you shut the door? Would you mind shutting it? I would rather have tea.
used to	habitual action in the past	I used to drive to work; now I take the bus.
shall	suggestion	Shall I open the door?

SEQUENCE OF TENSES

We use reported speech when we want to say what someone else said.

If the introductory word is in the past, we usually change the tenses as follows:

<i>Direct speech</i>	<i>Reported speech</i>	<i>Examples</i>	
present simple	past simple	He said, "I want to help you."	He said that he wanted to help me.
present continuous	past continuous	She said, "I am cooking now."	She said that she was cooking then.

present perfect	past perfect	"I've bought Meg a present," said he.	He said that he had bought Meg a present.
present perfect continuous	past perfect continuous	"I've been working the whole day", said Frank.	Frank said that he had been working the whole day.
past simple	past perfect	He said, "I went to Paris last year."	He said that he had gone to Paris the year before.
past continuous	past continuous or past perfect continuous	She said, "I was planning to see this film."	She said that she was planning / had been planning to see that film.
future (will)	conditional (would)	He said, "I'll call you tomorrow."	He said that he would call me the next day.
past perfect and past perfect continuous remain the same		"The programme had started before I turned on TV."	He said that the programme had started before he turned on TV.
can	could	"I can make tasty pastries," she said.	She said that she could make tasty pastries.
must / have to	had to	"I must go to the supermarket," said Tim.	Tim said that he had to go to the supermarket.
may	might	"I may do this later," Doris said.	Doris said she might do that later.

We do not need to make any changes to the verb tense or modal when the introductory word is in the present.

I say that	I drink tea every morning.
	I am drinking tea now.
	I have drunk tea already.
	I have been drinking tea for 10 minutes.
	I drank tea last morning.
	I was drinking tea at 3 o'clock yesterday.
	I will drink tea tomorrow.

DETERMINER, TIME AND PLACE CHANGES

here	there
today	that day
this	that
these	those
now	then
this week	that week
tonight	that night
yesterday	the day before, the previous day
last week	the week before, the previous week
last year	the year before, the previous year
two days ago	two days before, two days previously
tomorrow	the next day, the following day
next week	the next week, the following week