

Unit 1: Gerund and Infinitive

	Form	Words / Expressions that they follow	Examples
Infinitive	1. to + verb 2. verb (without 'to').	We use infinitive and gerund after these verbs:	1. He promised to help the poor kid. 2. You should work hard.
	verb- ing	Used before: 1. admit – avoid – dislike – enjoy – finish – regret – deny – give up – mind – practice – suggest – understand... 2. adjective + preposition: interested in - angry about ... 3. noun + preposition: the consequence of - the chance of ... 4. verb + prepositions: remembered for - apologize for ... 5. after certain phrases: look forward to - how about - there is no point in - can't stand - can't help – don't mind – would you mind ...	1. He admitted stealing her phone. 2. She was angry about calling her idiot. 3. You have a good chance of succeeding in the exam. 4. He apologized for being late. 5. How about going on a picnic.

Unit 2: Past perfect Simple vs Past Perfect Continuous

	Form	Use	Examples
Past Perfect Simple	Affirmative: S + had + past participle. Negative: S + hadn't + past participle. Interrogative: Had + S + p. p (?)	1. It expresses the idea that something happened before another action in the past. It can also show that something happened before a specific time in the past. 2. It's used with: As soon as – until – after + Past perfect	1. I had talked to him <i>before</i> I went out. 2. Ghilila had not seen such a beautiful beach <i>before</i> she came to Agadir. 3. Had you studied English before you went to USA? Note: before – when – by the time + simple past.
	Affirmative: S + had + been + verb-ing Negative: S + hadn't + been + verb-ing. Interrogative: Had+S+been + v-ing	It's used: 1. to show that something started in the past and continued up until another time in the past. It's used with "for": " for five minutes " and " for two weeks " 2. to explain why a feeling in the past happened.	1. I had been waiting for more than two hours when she finally arrived. 2. Had you been waiting when she arrived? 3. Tom was tired because he had been working for six hours.

Unit 3: Phrasal Verbs

Form	Use	Examples
A verb + a preposition or an adverb	The combination of a verb and a preposition gives the phrasal verb a new meaning . Some phrasal verbs are separable, but others are inseparable.	1. Be sure to put on a life jacket before getting into the boat. 2. Stand up when speaking in class, please.

Unit 4: Passive Voice

Passive voice is used when the focus is on the action. It is not important or not known, however, who or what is the doer of the action. **N.B: V3 means past participle.**

Active voice	Passive voice
Simple present: S + verb (s/es/ies) ✚ Asma writes poems.	Simple present: S + am/is/are + past participle ✚ Poems are written (by Asma).
Present continuous: S + am/is/are + verb-ing ✚ He is drawing a picture.	Present continuous: S + am/is/are + being + V3. ✚ A picture is being drawn .
Present perfect: S + have/has + V3 ✚ They have shot the suspect.	Present perfect: S + have/has + been + V3. ✚ The suspect has been shot .
Simple past: S + verb+d/ed/ied or an irregular verb. ✚ The lions chased the buffalo. ✚ The cat drank the milk.	Simple past: S + was/were + past participle. ✚ The buffalo was chased by the lions. ✚ The milk was drunk by the cats
Past continuous: S + was/were + verb-ing. ✚ She was eating a sandwich.	Past continuous: S + was/were + being + V3. ✚ A sandwich was being eaten .
Past perfect: S + had + past participle. ✚ They had eaten the cake.	Past perfect: S + had + been + past participle. ✚ The cake had been eaten .
Future: S + be going to / will + verb ✚ She is going to give you a gift.	Future: S + be going to / will + be + verb 3. ✚ A gift is going to be given to you. ✚ You are going to be given a gift.
Modals: can/may/should/could + verb ✚ She can speak several languages.	Modals: can/may/should/could + be + verb 3. ✚ Several languages can be spoken .

- To say what we or people feel or believe, we use the following expressions:
✚ It is said that ... / It is believed that ... / It's thought that ... (+ S + verb ...); or
✚ She/He/They + is/are + said/believed/thought + infinitive.

Example: People say that children are afraid of ghosts.

- Passive sentence 1 → **It is said that** children are afraid of ghosts.
- Passive sentence 2 → **Children are said to be** afraid of ghosts.

Unit 5: Future Perfect Simple

Form	Use	Key words	Examples
Affirmative: S + will + have + v3 Negative: S + won't+have +V3 Interrogative: Will + S +have + v3	To describe an event that has not yet happened, but is expected or planned to happen before another stated time.	This time next ...; by (future date); by the end of ...; in X's time; at the age of; before (future date);	1. I will have finished my study <u>by the end of June.</u> 2. Will you have finished the project <u>in two weeks time?</u>

Unit 6: Conditional Type II vs Conditional Type III

	Form	Use	Examples
Conditional Type II	+ If + S + simple past, S + would/ could+ verb ; or + S + would / could + verb + if + S+ simple past.	The type 2 conditional is used to refer to a time that is now or any time, and a situation that is unreal . It refers to a hypothetical condition.	+ If the weather wasn't so bad, we would go to the park. (But the weather is bad so we can't go.) + I would go and see her If I knew where she lived.
Conditional Type III	+ If + S + had + V3 , S + would/ could+ have+V3 ; + S + would / could (not)+ have + V3 + if + S+ had + past participle.	The type 3 conditional refers to a time that is in the past , and a situation that is contrary to reality . The facts are the opposite of what is expressed.	+ If you had studied harder, you would have passed the exam. + I would have believed you if you hadn't lied to me before. + If I'd known you were in hospital, I'd have visited you.

Expressing regret in the past with “wish” and “if only”:

	Form	Use	Examples
Wish	S + wish(es) + S + had (not)+ V3	+ To express past wishes. + To express past regrets.	+ My grandfather <i>wishes</i> he had had a cell phone in his childhood. + I <i>wish</i> I hadn't eaten all that chocolate. I feel sick. + <i>If only</i> I'd known you were coming.
If only	If only + S + had (not) + V3		

Unit 7: Reported Speech

Reported speech is when you tell somebody else what you or a person said before.

When you report sentences, make sure you make the following changes:

1. Pronouns (I, you, we ...)
2. Possessive adjectives (my, your, our ...),
3. Tense (if the introductory verb is in simple past: said / told...), and
4. Place and time expressions.

Direct speech	Reported speech
this / these	→ that / those
here	→ there
now	→ then, at that time
today	→ that day
tonight	→ that night
yesterday	→ the day before, the previous day
tomorrow	→ the next day, the following day
the day after tomorrow	→ in two days' time
the day before yesterday	→ two days before
this (week)	→ that (week)
last (month)	→ the (month) before, the previous (month)
next (year)	→ the next (year), the following (year)
two days ago	→ two days before
ago	→ before

When you report a sentence, you have to use the following order:

- Subject + verb + object + adverbs (place, time ...)

Example:

+ “Yesterday I went to the shop.”

Mary told Peter she had gone to the shop **the day before**.

1. Reporting statements:

Direct Speech	Indirect / Reported Speech
<p>Simple present: S + verb (s/es/ies)</p> <p>✚ “I like watching cartoons.” Said Jane. ✚ Loubna said: “We are happy <i>now</i>”.</p>	<p>Simple past: S + verb + d / ed / ied or an irregular verb.</p> <p>✚ Jane said she liked watching cartoons. ✚ Loubna said they were happy <i>then</i>.</p>
<p>Present continuous: S + am / is / are + verb-ing</p> <p>✚ “Sana is helping my mother”. The boy told me.</p>	<p>Past continuous: S + was/were + verb-ing</p> <p>✚ The boy told me (that) Sana was helping his mother.</p>
<p>Present perfect: S + have/has + V3</p> <p>✚ “We have shot the suspect.”</p>	<p>Past perfect: S + had + past participle</p> <p>✚ The police said they had shot the suspect.</p>
<p>Simple past: S + verb + d / ed/ ied or an irregular verb.</p> <p>✚ “The criminal’s pit-bull attacked <i>this</i> innocent girl”. ✚ “I ate the cake.” The naughty boy said</p>	<p>Past perfect: S + had + past participle</p> <p>✚ The journalist said the criminal’s pit-bull had attacked <i>that</i> innocent girl. ✚ The naughty boy admitted that he had eaten the cake.</p>
<p>Past continuous: S + was/were + verb-ing</p> <p>✚ Kawtar said: “I was listening to Bruno Mars an hour ago.”</p>	<p>Past perfect continuous: S + had + been + verb-ing</p> <p>✚ Kawtar said that she had been listening to Bruno Mars an hour before.</p>
<p>Past perfect: S + had + past participle</p> <p>✚ “They had robbed the bank.”</p>	<p>Past perfect: S + had + past participle</p> <p>✚ He told me they ’d robbed the bank.</p>
<p>Future: S + will + verb</p> <p>✚ “I will give Sawsan a prize <i>tomorrow</i>.” The teacher said.</p>	<p>Future: S + would + verb</p> <p>✚ The teacher said she would give Sawsan a prize <i>the following day</i>.</p>
<p>Modals: can/may/should/could + verb</p> <p>✚ “I can speak Chinese”.</p>	<p>Modals: could/might/should/could + verb</p> <p>✚ The boy said he could speak Chinese.</p>
<p>have to / has to / must</p> <p>✚ “Siham has to do her homework.” ✚ “I must go <i>now</i>.”</p>	<p>Had to</p> <p>✚ He said Siham had to do her homework. ✚ She said she had to go <i>then</i>.</p>

2. Reporting questions:

Direct questions	Indirect questions
<p>➤ Yes / No questions</p> <p>✚ “Are you happy now?” ✚ “Do you like horror movies?” ✚ “Did you attend the party?”</p>	<p>➤ She / He asked (me) if + S + verb...</p> <p>✚ He asked me if I was happy <i>then</i>. ✚ She wondered if we liked horror movies. ✚ She wanted to know if you had attended the party.</p>

<p>➤ Wh- question words</p> <p>✚ “Where is the ball?” ✚ “When did you go to school yesterday?” ✚ “How much did you pay for this jacket?” Jack asked Liz.</p>	<p>➤ She / He asked (me) wh-word + S+ verb</p> <p>✚ He asked me where <i>the ball was</i>. ✚ She wanted to know when <i>you had gone</i> to school <i>the previous day</i>. ✚ Jack asked Liz how much <i>she had paid</i> for <i>that</i> jacket.</p>
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3. Reporting commands / requests:

There is **no backshift of tenses with commands/requests** in reported speech.

Form :

- Affirmative commands → **to** + **infinitive**
- Negative commands → **not** + **to** + **infinitive**

1.1. Affirmative commands

- Direct Speech → My dad: “Do your homework.”
- Reported Speech → My dad **told** me **to do** my homework.

1.2. Negative commands

- Direct Speech → Teacher: “Don’t talk to your friend.”
- Reported Speech → The teacher **told** me **not to talk** to my friend.

Unit 8: Relative clauses

A relative clause is **a part of a sentence that describes the person or the thing we are talking about.**

Use	Pronouns	Example
<p>Defining relative clauses <i>define who or what we are talking about; we don’t separate them by commas.</i></p>	<p>who / that / which / whose / whom / of which / Ø</p>	<p>✚ They’re the <i>people</i> who / that want to buy our house. ✚ Here are some <i>cells</i> which / that / Ø the virus has attacked. ✚ She’s now playing a <i>woman</i> whose son was killed in Syria.</p>
<p>Non-defining relative clauses <i>supply additional information but are not essential to the meaning of the sentence; they are set off by commas.</i></p>	<p>who / which / whose / whom / of which</p>	<p>✚ <i>My grandmother</i>, who is dead now, came from the North of Morocco. ✚ <i>Mona Lisa</i>, which was painted by Leonardo da Vinci, is a nice portrait. ✚ <i>Susan</i>, whose husband works in London, is very cool and funny.</p>

N.B:

Object pronouns can be omitted in defining relative clauses (pronoun + noun); and the relative pronoun “*that*” *isn’t used with non-defining relative clauses.*

Unit 9: Modals

A **modal** is a type of auxiliary (helping) verb that is used to express: ability, possibility, permission or obligation.

1. Modals of deduction:

Present	must + verb	Certainty	✚ He must <i>live</i> near here because he comes to work on foot.
	can, may, could, might + verb (infinitive without “to”)	Possibility	✚ We’ll try to get there early but we may <i>arrive</i> late if there’s a lot of traffic. ✚ Don’t put it up there. It could <i>fall</i> off and hit someone.
	can’t + verb (infi... w/t “to”)	Impossibility	✚ Really? He has to work on Eid Aladha? He can’t <i>feel</i> very happy about that.

Past	must have + past participle	Certainty	✚ You must have <i>been</i> very pleased when you won the lottery.
	can have/may have/could have / might have + V3	Possibility	✚ He was supposed to be here an hour ago but he could have <i>been</i> stuck in a traffic jam.
	can’t have + past participle	Impossibility	✚ You can’t have <i>seen</i> him this morning. He was with me all the time.

2. Modals of obligation:

Present	must / have to + verb	✚ You must <i>do</i> your homework every night.
	ought to / should + verb	✚ You should <i>study</i> hard so you can pass the exam.

Past	had to + infinitive	✚ I had to <i>wear</i> a school uniform when I was a child.
	ought to have / should have + past participle	✚ You should have <i>gone</i> to bed earlier, now you have missed the train.

Bonus: 1. Expressing purpose:

a. Use “to”, “so as to”, and “in order to” to express purpose in the affirmative form.

Examples:

- ✚ He is looking for a part time job **to** save some pocket money.
- ✚ She wakes up early **in order to** be on time to work.
- ✚ They visited him **so as to** offer their condolences for the death of his wife.

b. Use “so as not to” and “in order not to” to express purpose in the negative form.

Examples:

- ✚ She exercises regularly **in order not to** get fat.
- ✚ He helped the new policewoman **so as not to** fail in her first mission.

c. Purpose with “so that + S + modal verb (can / may / could ...) + verb

Examples:

- ✚ He turned down the music **so that** *he* **wouldn’t** *disturb* the neighbors.
- ✚ He got a visa **so that** *he* **can** *travel* to the USA.

d. Purpose with “for”: For may be followed by either a **noun** or a **verb + ing**.

Examples:

- ✚ I stopped there **for** *a chat*.
- ✚ This mop is **for** *cleaning* the floor.

2. “In spite of” and “despite”

The *prepositions* **in spite of** and **despite** are exactly **the same** in all their definitions, and they are **interchangeable**

In spite of and despite have a similar meaning to although and even though. *They express a contrast between two things.*

Form: In spite of / Despite + noun (phrase) / pronoun / or verb-ing.

- ✚ John’s company is doing extremely well **despite / in spite of** *the recession*.
- ✚ **Despite / In spite of** *the pain in his leg*, he completed the marathon.
- ✚ He was very fast **in spite of / despite** *being* terribly overweight.
- ✚ **Despite / In spite of** *leaving* in plenty of time, they arrived late.

We can use **in spite of** and **despite** with a subject and verb if we include the expression ‘*the fact that*’.

- ✚ **In spite of the fact that** *he* worked very hard, he didn’t manage to pass the exam.
- ✚ **Despite the fact that** *the weather* was bad, there was a large crowd at the finale.

3. “Although” and “Even though”

Form: Although / Even though + subject + verb.

- ✚ You keep making that stupid noise **even though** *I* ve asked you to stop three times.
- ✚ We decided to buy the house **although** *we* didn’t really have enough money.

There are no secrets to success. It is the result of preparation and hard work.