

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:	Used before: ask – agree – expect – plan – promise – manage – choose – appear – decide – deserve – encourage – fail – happen – learn – hope – need – plan – refuse – seem – want – attempt – neglect ... 1. He promised <i>to help</i> the poor kid. 2. You should <i>work</i> hard.
	verb- ing	begin – like – hate – love – prefer – continue – start... 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 <i>stealing</i> her phone. 2. She was angry about <i>calling</i> her idiot. 3. You have a good chance of <i>succeeding</i> in the exam. 4. He apologized for <i>being</i> late. 5. How about <i>going</i> 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 <i>for more than two hours</i> when she finally arrived. 2. Had you been waiting when she arrived? 3. Tom was <i>tired</i> 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</i>; we don’t separate them by commas.</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</i> but are not essential to the meaning of the sentence; they are set off by commas.</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.