

Engineering

Aviation English WORK

automotive sector

measurement

technical

Mechanical

Indicators

PROCESS

Special English

materials

Energy

environment

Tests

Automated

Information technology

clouds

Health

Properties

Measurement

design

engineering

Data analysis

clouds

Health

Properties

Measurement

Automated

English at technical

English for engineers

technology Aeronautics

Information technology

English for engineering

Measurement

Tests

English safety

Future tenses

Simple future

S + will + V * S + won't + V * will + S + V ?

⇒ Promises - habits - will-happen - decide to do - Prediction
S + to be + going to + V * S + to be + not + going to + V * to be + S + going to + V ?

⇒ already decided to do - what will happen

Future Progressive

S + will + be + V + ing * S + won't + be + V + ing * will + S + be + V + ing ?

⇒ normal action - action in progress (in hours) - question just to know

Future Perfect

S + will + have + Past Participle * S + won't have + Past Participle
will + S + have + Past Participle ?

⇒ completion before action in the future - action durée in future
- I'm sure action happened in near past

by - by the time - Before that - by tomorrow next day - until - till

Future Perfect Continuous

S + will have been + Past Participle form (V + ing)

S + won't have been + V + ing * will + S + have been + V + ing ?

⇒ will already have happened before a certain action time in future
by tomorrow - 7 o'clock - this year - next week - (cause)

wish (present-future)

I wish / If only + S. past

Regret (past)

I wish / If only + past perfect

Conditionals

If + S + Verb, S + Verb

type "0"

when, If + S present + S. present

scientific truth

type "1"

If + S present + S. future

Possible in the future

if that happen - that will happen

type "2"

If + S. past + would + Verb

Unreal present

imaginary situation

type "3"

If + past perfect + would + have + past participle

Unreal past

If that had happened, that would have happened

~ ☼ ☼ ☼ Past Tenses ☼ ☼ ☼

Simple Past

S + V + ed

* S + didn't + V

* Did + S + V ?

⇒ yesterday - last week - a month ago - in 2010 - just now - day before

Progressive Past Continuous

S + was/were + V + ing

* S + ^{was} were + not + V + ing

* ^{was} were + S + V + ing ?

part continuous + when + Past Simple

⇒ when/while + Past continuous + Past Simple

Past Perfect

S + ~~had~~ had + P. Participle

* S + ~~had~~ had + not + P. Participle

* ~~had~~ had + S + P. Participle

⇒ as if - as though (all tenses) - Before (Past)

Past Perfect continuous

S + had + been + V + ing

* S + hadn't + been + V + ing

had + S + been + V + ing ?

⇒ how long - since - for - that day - all night (=S)

Present tenses

Simple present

S + V (s)

*

S + don't / doesn't + V

* do / does + S + V ?

⇒ Always - never - usually - often - sometimes - every day week year
from time to time - seldom -

Present Progressive

S + to be + V + ing

*

S + am / is / are + not + V + ing

* to be + S + V + ing ?

⇒ now - at the moment - constantly - tomorrow - in the evening afternoon
Look! Listen!

Present Perfect (effect in present from past)

S + has / have + Past Perfect

*

S + has / have + not + Past Perfect

has / have + S + past Perfect ?

⇒ just - yet - never - since - for - ever - already - so far - up to now
recently - already

Present Perfect continuous

S + has / have + been + V + ing

*

S + has / have + not + been + V + ing

has / have + S + been + V + ing ?

⇒ all day - the whole day - how long - since - for -

Gerund

Verbs that express
Like/dislike

Like dislike
Love hate
enjoy can't bear
don't mind
can't stand

Other Verbs

Keep - stop - miss
finish - understand
advise - help
practice - imagine

Preposition

interested in
good at
sorry for
instead of
before - after

Expression

it's no use
it's no good
I can't help
there's no point in

Affirmative

Some Verbs (future)

want hope
promise swear
decide deserve
would like
offer arrange

Other Verbs

agree help
need choose learn
refuse happen

Adjectives

glad
pleased
disappointed

too & enough
too difficult
easy enough

* Start - begin - stop - remember

Partial Agreement

- I agree with you, but
- you're right, but
- This idea is right, but
- Lack of Understanding
- I beg your pardon?
- Sorry, I don't understand (quite)
- I'm not quite sure I know what you mean
- Sorry, I didn't get your point

Ask for Clarification

- What do you mean by...?
- do you mean...?
- could you say that again...?
- could you repeat, please?
- could you explain what do you mean?
- could you give us an example?
- could you put it differently, please?

Expressing Purpose

- ± affirmative form
- to - so as to - in order to
- If we need a modal
- So that

Causes & Effect

- The cause of... is
- ... is caused by / due to...
- due to
- thanks to
- because to
- owing to
- Because
- since
- for
- as

Noun

Subject + Verb

Addition

- in addition to this - what is more
- not only... but also...
- also - too - and - moreover

Contrast

- on the contrary - whereas
- on the one hand... but on the other hand
- in the contrast to

Concession

- although - even though - however
- yet - nevertheless - nonetheless
- in spite of - in despite

Defining

- can be defined as
- can be described as
- refers to
- means

Complain

- I'm angry about
- I want to complain about
- I'm afraid there is a slight problem with or about
- I'm afraid, I've got a complaint about
- sorry to bother you, but

Apologizing

- Please, forgive me for
- Please, accept my apologies for
- Pardon me for this
- I must apologize for
- Excuse me for
- I'm so sorry for

Passive Voice

Object + to be in tense's Verbe active
Voice + past participle

Object + be + past participle

Object + modals + be + past participle

Reported Speech

S. present ^{+ tenses} → S. past

Present C → Past continuous

S. past → Past Perfect Simple

Present perfect → Past perfect

Past perfect → past perfect

Past C → Past perfect continuous

past perfect C → Past perfect C

S. futur → would + V

conditional → conditional

Modals

Can → could

will → would

May → might

Must → must / had to

just now → then

today → that day

yesterday → the day before

last week → the week before

next year → the following year

tomorrow → the next / following day

... days ago → ... days before

Place

here → there

this → that

these → those

WH Questions

Phrase ① wh phrase ②

yes/no questions

phrase ① If phrase ②

Request / Command

use (to / not to) + Verb infinitive

ASK for Opinion

- What do you think about ... ?

- What's your opinion about ... ?

- What's your reaction about ... ?

- What are your views on ... ?

Giving Opinion

- I think

- In my point of view / my opinion

- My personal view that

- As I see it

- To my mind

Agreeing

- I agree with this opinion

- I completely agree with this view

- This is absolutely right (you're)

- I share the same idea / opinion

Disagreeing

- I disagree with you

- I don't agree with you

- I think you're wrong

- I'm not sure I agree with you

Accept Apologies

that's all right
Never mind

Don't worry about it

Don't apologize

Forget about it

Advice Asked

what's your advice?

what should I do?

what do you advise me to do?

If you were me, what would you do?

Giving Advice

If you take my advice

If I were you, I should do that

why don't you

I advise you to

It might be a good idea to

Good News

I'm pleased to tell you

great news for you

you know what!

I've got some great/wonderful news
for you / to tell you

Responding to good news

that's great! - How fantastic!

I can't believe that! - Lucky you!

Superb! - I'm glad to hear that!

Incredible! - What a splendid news!

wow!

Bad News

I'm afraid, I've got a bit of bad
news to tell you

I really don't know, how to say that

I'm sorry to have to say this, but

I feel bad to have to say this, but

Responding to bad news

Oh dear! - Too bad!

I'm sorry to hear that

That's awful; a pity; unfortunate

I know how you must be feeling

My goodness!

Certainty

yes/No, I'm { absolutely sure
 { quite sure
 { certain
 { positive

yes/No { certainly (not)
 { definitely (not)
 { of course (not)

Uncertainty

well { It's possible
 { It might be / not be
 { you never know of course
 { I can't tell you for sure
 { no one can know for certain

I suppose, but { I'm not sure
 { I'm not sure
 { It's doubtful
 { I doubt it
 { I wouldn't like to say for certain
 { It's highly very unlikely

2. It is also used to denote a future action.

- The Governor is leaving for the States on Sunday.
- Are you playing for the Free Birds this year?

Keywords : now, at present.

Past Continuous

==> was / were verb+ing

I (she / he / it) was running fast.

They (you / we) were running fast.

The past continuous is used to indicate an action going on at some past time.

- They were working in the field when the lightning struck.
- Rosy fell down while she was climbing the stairs.

Future Continuous

==> will be verb+ing / shall be verb+ing

The future continuous is used to denote an action which will be going on at some future period.

- She will be lecturing at the college auditorium tomorrow.
- By this time tomorrow we shall be writing the English test.

Present Perfect

==> have + past participle / has + past participle

- I (we / you / they) have finished the work.
- He (she / it) has finished the work.

The present perfect tense is used to indicate an action just completed and the consequence of which are still present.

- I have already seen this film. I have been to Ceylon.

Keywords : just, yet, already, so far.

Past Perfect

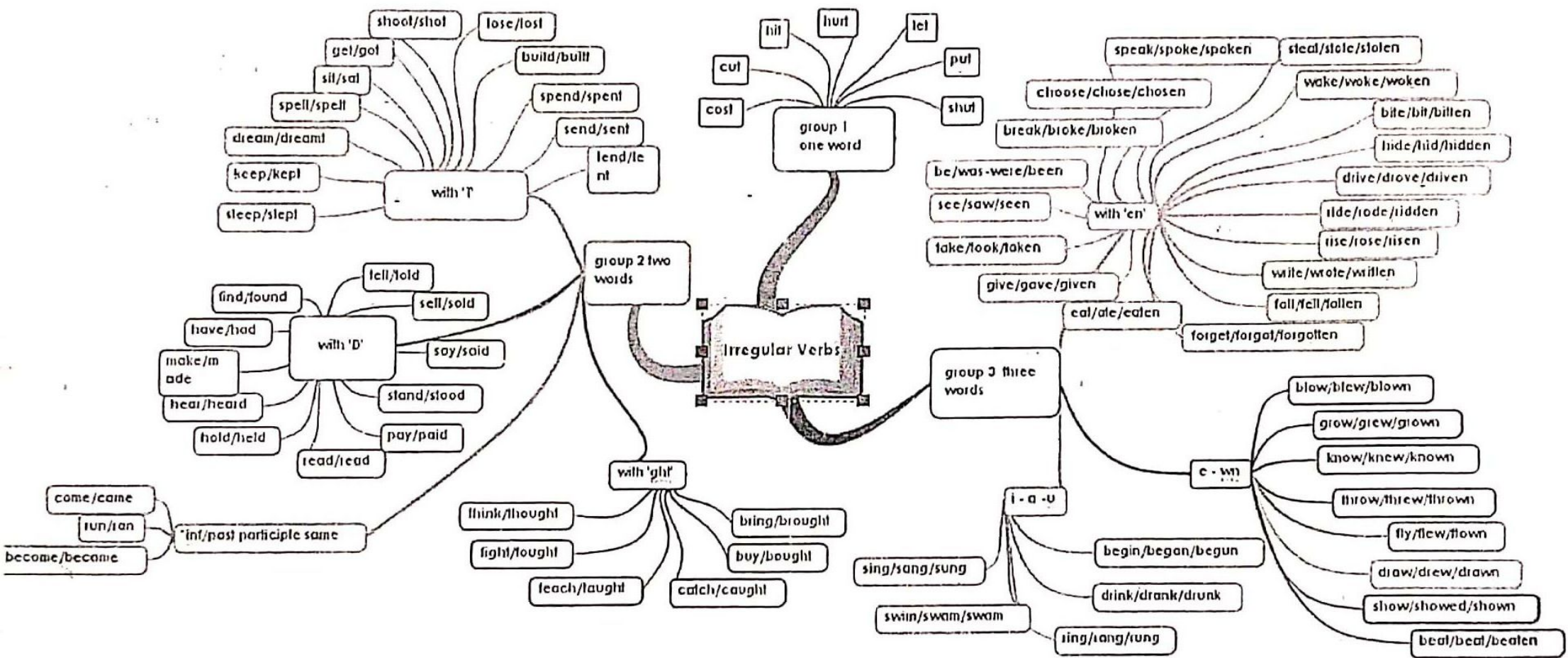
==> had + past participle

1. It is used to describe a time before the past time being discussed.

- I had spoken to the Secretary before the meeting began.

2. When two past actions happened, the action that took place first is denoted by past perfect.

- The thief had escaped before the police came.
- When we reached the airport the plane had already left.



Observa las características de cada grupo: te ayudará a recordar los verbos.

PAST SIMPLE / PAST PARTICIPLE iguales:

1	cost → cost cut → cut hit → hit hurt → hurt	let → let put → put shut → shut
2	lend → lent send → sent spend → spent build → built	lose → lost shoot → shot get → got light → lit sit → sat
	burn → burnt learn → learnt smell → smelt	keep → kept sleep → slept
	feel → felt leave → left meet → met dream → dreamt /dremt/* mean → meant /ment/	
3	bring → brought /brɔ:t/* buy → bought /bɔ:t/ fight → fought /fɔ:t/ think → thought /θɔ:t/ catch → caught /kɔ:t/ teach → taught /tɔ:t/	
4	sell → sold tell → told	
	find → found have → had hear → heard hold → held read → read /red/* say → said /sed/	
	pay → paid make → made	
	stand → stood understand → understood	

PAST SIMPLE / PAST PARTICIPLE diferentes:

1	break → broke broken choose → chose chosen speak → spoke spoken steal → stole stolen wake → woke woken
2	drive → drove driven ride → rode ridden rise → rose risen write → wrote written
	beat → beat beaten bite → bit bitten hide → hid hidden
3	eat → ate eaten fall → fell fallen forget → forgot forgotten give → gave given see → saw seen take → took taken
4	blow → blew blown grow → grew grown know → knew known throw → threw thrown fly → flew flown draw → drew drawn show → showed shown
	wear → wore worn tear → tore torn
5	begin → began begun drink → drank drunk swim → swam swum ring → rang rung sing → sang sung run → ran run
6	come → came come become → became become

* = pronunciación

Review of English tenses

Present Simple

==> take / takes ; read / reads

The simple present tense is used in the following contexts.

To express a general truth

- Birds fly.
- Animals run.
- Trains go very slowly uphill.

To express some habitual actions

- My father goes for a walk in the evening.
- I get up at six o'clock every day.

To denote a universal truth

- Honesty tastes sweet.
- The sun rises in the east.

Note: When the subject is third person singular we add 's' or 'es' to the main verb for simple present tense.

==> I (we/you/they) walk quickly.

==> He (she/it) walks quickly.

Keywords: generally, usually, often, hardly, rarely, every day.

Past Simple

==> took / ate

We use the past simple to refer to actions, thoughts or feelings finished before the time of speaking.

- I saw a thrilling football match yesterday.
- My uncle came here last Monday.

Future Simple

==> will take / shall take / will see / shall see

It is used to express a simple future action.

- I shall see you tonight.
- The flight will take two hours.

Keywords : tomorrow, next week, next month.

Present Continuous

==> is / am / are verb+ing

- I am eating. She (he/it) is eating. You (we/they) are eating.

1. The present continuous tense is used to denote an action which is going on at the time of speaking.

- She is writing a letter now.
- Please don't shout. The baby is sleeping.

Reported Speech - Direct Speech and Indirect Speech

Complete the charts with the correct answers

STATEMENTS	COMMANDS/ REQUESTS ADVICE	QUESTIONS	
		YES/NO QUESTIONS	WH-QUESTIONS
1. "I met your father here yesterday" ====>Ali said to me the day before.	1. "Open the door" ====> He ordered me to the door.	1. "Did you watch the match yesterday?" ====>My friend wanted to know if I had watched the match a day before.	1. "What are you doing now" ====>Omar asked Aicha what she was doing then.
2. "I don't know you" ====>The teacher told me	2. "Please help me" ====> He requested me to help him.	2. "Will you travel next holiday?" ====>Aicha asked me if I would travel the following holiday.	2. "Where can I get this book" ====>My friend wanted to know where he could get it.
3. "I will buy you a book tomorrow" ====>Mourad told Zaid next day.	3. "Do not smoke" ====>The doctor advised me not to smoke.		3. "How are you today?" ====> He asked his son how he was that day.
RULE: verb+(that)+subject +change: a) verb tenses and verb forms b) pronouns c) the adverbs of time and place	RULE : verb + object + (not) to + infinitive + change: a) pronouns b) the adverbs of time and place	RULE: verb + if +subject +change: a) verb tenses and verb forms b) pronouns c) the adverbs of time and place	RULE: verb + wh-word +subject +cl a) verb tenses and verb forms b) pronouns c) the adverbs of time and place

How to use Reported Speech	Conversion of expressions of time and place
<p>If you have a sentence in Direct Speech, try to follow our 5 steps to put the sentence into Reported Speech..</p> <ol style="list-style-type: none"> 1. Define the type of the sentence (statement, questions, command) 2. What tense is used in the introductory sentence? 3. Do you have to change the person (pronoun)? 4. Do you have to backshift the tenses? 5. Do you have to change expressions of time and place? 	<p>this (evening) ==> that..... (evening)</p> <p>today ==> that day</p> <p>these (days) ==> those..... (days)</p> <p>now ==> then</p> <p>(a week) ago ==> (a week)</p> <p>Last weekend ==> the previous weekend</p> <p>here ==> there.....</p> <p>Next... (week) ==> the following (week)</p> <p>Tomorrow ==> the next/following c</p> <p>Last day..... ==> the day before/the previous</p>

<p>FUTURE PERFECT (SIMPLE)</p>	<p>a) By this time next year we <i>shall</i> / <i>will</i> have <i>left</i> school. He <i>will</i> have <i>read</i> all five books by the end of the week.</p>	<p>a) To indicate a completed action in the future.</p>
<p>FUTURE PERFECT (CONTINUOUS)</p>	<p>a) When they take their degree, they <i>will have been studying</i> English for seven years.</p>	<p>a) To indicate an action which will be continuous until a future time.</p>
<p>N.B. Use of WOULD</p>	<p>a) He <i>would come</i> if we invited him. b) She <i>said</i> that she <i>would go</i>. (« I shall / I will go. ») c) I <i>wish</i> he <i>would stop</i> smoking. d) <i>Would</i> you like to come to the cinema with me tomorrow? e) When he was young, he <i>would</i> often spend the weekend with us.</p>	<p>a) In conditional type 2. (11) b) In reported speech. (5) c) In expressions with <i>wish</i>. (12) d) In certain expressions referring to the future. e) Referring to habitual occurrences of a past activity.</p>
<p>WOULD HAVE (DONE)</p>	<p>a) He <i>would have come</i> if we had invited him. b) They <i>said</i> that they <i>would have finished</i> it by Sunday. (« We shall have finished it by Sunday. »)</p>	<p>a) In conditional type 3. (12) b) In reported speech. (5)</p>

A FEW WORDS ABOUT EXERCISES

Although it is preferable to ask students to supply the correct form of the verbs in a paragraph, where the context is clear, it is possible to give isolated sentences provided there is only one acceptable answer. The sentences must, therefore, contain an adverbial phrase of time or some other indication which will help students in their choice of tense. Here are some examples of exercises to practise or test the use of tenses :

A / Fill the blanks, choosing the appropriate form of the verb from those suggested.

1. I Asmaa at the cinema a week ago.
saw / have seen / see / will see
2. Samir has got a Volvo. He it since last year.
has / had / has had / had had
3. They to our party if they find transport.
come / came / will come / would come
4. It's 11 a.m. I four exercises this morning.
have done / did / had done / was doing
5. He sixteen next Monday.
is / would be / will be / was
6. I you if I had time.
would have helped / would help / shall help / helped
7. While they through the park yesterday, they met their neighbours.
walked / had walked / were walking / have walked

<p>PAST PERFECT (CONTINUOUS)</p>	<p>b) With <i>before</i> — <i>just</i> — <i>ever</i> — <i>never</i> — <i>as soon as</i> — <i>up</i> / <i>ill</i> then — <i>when</i> etc. (N.B. used with the simple past.) c) To indicate the first of two past actions. d) In reported speech. (5)</p>	<p>b) To indicate a completed action in the future.</p>
<p>PAST PERFECT (CONTINUOUS)</p>	<p>e) To explain the previous cause of a past state. f) With the expressions <i>I wish</i>, <i>if only</i>... g) In conditional type 3. (12)</p>	<p>a) To indicate an action which will be continuous until a future time.</p>
<p>PAST PERFECT (CONTINUOUS)</p>	<p>a) For an activity which began in the past and was still continuing at a later moment in the past (with <i>since</i> — <i>for</i> etc.). b) In reported speech. (5)</p>	<p>a) In conditional type 2. (11) b) In reported speech. (5) c) In expressions with <i>wish</i>. (12) d) In certain expressions referring to the future. e) Referring to habitual occurrences of a past activity.</p>
<p>PAST PERFECT (CONTINUOUS)</p>	<p>c) To explain the previous cause of a past state. d) For future events which are not influenced by intention or willingness. e) In conditional type 1. (2)</p>	<p>a) To indicate a completed action in the future.</p>
<p>PAST PERFECT (CONTINUOUS)</p>	<p>Used to refer to the future result of a present intention. a) For future activities that are planned. (2) b) For activities which will begin before and continue after a point of time in the future. (10)</p>	<p>a) To indicate a completed action in the future.</p>

RECAPITULATION OF TENSES

TENSE	EXAMPLES	PRINCIPAL USES		
SIMPLE PRESENT	<p>a) He never goes to the theatre. I wash my hair once a week. We don't go to school on Sundays. They usually spend their holiday by the sea.</p> <p>b) Do you ever walk to work? My dog likes raw meat.</p> <p>c) Ice melts in warm water.</p> <p>d) We shall have lunch as soon as he arrives. I'll come and see you when I have a free moment.</p> <p>e) He will come if you invite him. I shan't go out unless the rain stops.</p>	<p>a) With <i>always</i> — <i>never</i> — <i>often</i> — <i>sometimes</i> — <i>ever</i> — <i>usually</i> — <i>every day / week</i> etc. — for habitual or general activities.</p> <p>b) For general statements.</p> <p>c) For facts.</p> <p>d) After <i>when</i> — <i>as soon as</i> — <i>before</i> — <i>until</i> — <i>while</i> — <i>the moment</i> etc. when referring to the future.</p> <p>e) In conditional type 1 (with <i>if</i> — <i>unless</i> — <i>in case</i> — <i>provided</i> etc.)</p>	<p>h) With <i>while</i> etc. for two or more activities that were in progress at the same time in the past.</p> <p>c) In reported speech.</p>	
CONTINUOUS PRESENT	<p>a) He is writing a letter now. The rugby teams are playing well this season. Look! Jimmy is climbing over the wall.</p> <p>b) I'll make a cup of tea while you are washing up.</p> <p>c) We are going to Agadir next week. What are you doing tomorrow evening?</p>	<p>a) With <i>now</i> — <i>at present</i> — <i>this week / year etc.</i> — <i>today</i> — <i>at the moment</i> — <i>look!</i> — <i>listen!</i> ... etc. for activities which are still in progress.</p> <p>b) With <i>while</i> etc. when referring to the future.</p> <p>c) For planned future activities.</p>	<p>a) For a past action at an unknown time.</p> <p>b) With <i>just</i> — <i>ever</i> — <i>never</i> — <i>often</i> — <i>several / many times</i> — <i>once / twice etc.</i> — <i>(not) yet</i> — <i>already</i> — <i>recently</i> — <i>lately</i> — <i>so far / (up) till now</i> etc.</p> <p>c) For activities that began in the past and continue to the present moment — with <i>for</i> since etc.</p> <p>d) With the expression <i>it's the first / second etc. time that...</i></p> <p>e) With the superlative + <i>ever</i>.</p> <p>f) With <i>today</i> — <i>this week</i> etc. if the period of time hasn't passed.</p> <p>g) To explain the past cause of a present state.</p>	<p>b) While Betty was cooking the lunch yesterday, her husband was watering the garden and her children were doing their homework.</p> <p>c) He said that it was raining. (It's raining now)</p> <p>a) I have read this book. She has been to England.</p> <p>b) He has often been to Tangier. I have never met him. Has he written to you lately? Have you finished yet? I haven't seen her recently. We have done two exercises so far. We have known him since 1976. She has had her car for two years.</p> <p>d) It's the first time (that) I have visited Goulmine.</p> <p>e) This is the best mark he has ever had.</p> <p>f) It's 10 a.m. I have written two letters this morning. It's Tuesday. We have done a lot of work this week.</p> <p>g) There's no milk left. Who has drunk it? She's alone. Her parents have gone away. I'll lend you the book when I have finished with it. Don't hand in your work until you have checked it.</p>
SIMPLE PAST	<p>a) I heard the news an hour ago. We didn't go away for a holiday last year. He arrived here last Tuesday. Did you go out yesterday?</p> <p>b) It was raining when we left the cinema.</p> <p>c) If I had a car, I'd drive to France.</p> <p>d) He said that it was cold. (It's cold now)</p> <p>e) I wish I had a car. It's time we went home. I'd rather you didn't do that.</p>	<p>a) With <i>yesterday</i> — <i>last week / month etc.</i> — <i>on Monday</i> etc. — <i>in 1975</i> etc. — <i>ago</i> etc. (for a past action at a known time.)</p> <p>b) With the continuous past + <i>when</i> etc.</p> <p>c) In conditional type 2.</p> <p>d) In reported speech.</p> <p>e) With expressions like I wish ... it's time ... I'd rather...</p>	<p>h) After <i>when</i> — <i>as soon as</i> — <i>after</i> — <i>before</i> — <i>until</i> etc. when referring to an activity which will be completed in the future.</p> <p>a) For an activity which began in the past and continues to the present moment — with <i>since</i> etc.</p> <p>b) To explain the past cause of a present state.</p>	<p>a) For activities that began in the past and continued to another moment in the past (with <i>since</i> — <i>for</i> etc.)</p>
CONTINUOUS PAST	<p>a) While we were playing tennis last Sunday, it began to rain. I dropped a glass — yesterday, while I was drinking it.</p>	<p>a) They had been in Kenitra for two years when their baby was born. We met Nadia last week. We hadn't seen her since 1975.</p>	<p>g) To explain the past cause of a present state.</p> <p>h) After <i>when</i> — <i>as soon as</i> — <i>after</i> — <i>before</i> — <i>until</i> etc. when referring to an activity which will be completed in the future.</p> <p>a) For an activity which began in the past and continues to the present moment — with <i>since</i> etc.</p> <p>b) To explain the past cause of a present state.</p>	<p>a) For activities that began in the past and continued to another moment in the past (with <i>since</i> — <i>for</i> etc.)</p>

Reflexive Pronouns

The reflexive pronouns are:

Singular: myself - yourself - himself - herself - itself

Plural: ourselves - yourselves - themselves

We use a reflexive pronoun:

• as a direct object when the object is the same as the subject of the verb:

- I am teaching myself to play the piano.
- Be careful with that knife. You might cut yourself.

• We can use a reflexive pronoun as direct object with most transitive verbs, but these are the most common:

amuse blame cut dry enjoy help hurt introduce kill prepare satisfy teach

• Some verbs change their meaning slightly when they have a reflexive pronoun as direct object:

- Would you like to help yourself to another drink? ==> Would you like to take another drink.
- I wish the children would behave themselves. ==> I wish the children would behave well.
- He found himself lying by the side of the road. ==> He was surprised when he realised that he was at the side of the road.
- I saw myself as a famous actor. ==> I imagined that I was a famous actor.
- She applied herself to the job of mending the lights. ==> She worked very hard to mend the lights.
- He busied himself in the kitchen. ==> He worked busily in the kitchen.
- I had to content myself with a few Euros. ==> I had to be satisfied with a few Euros.

• We do not use a reflexive pronoun after verbs which describe things people usually do for themselves, such as wash, shave, dress:

- He washed [himself] in cold water.
- He always shaved [himself] before going out in the evening.
- Michael dressed [himself] and got ready for the party.

• We only use reflexives with these verbs for emphasis:

- He dressed himself in spite of his injuries.
- She's old enough to wash herself.

We don't use reflexive pronouns with verbs of everyday actions unless we want to emphasise something:

- She washed and dressed and had breakfast
- - She ~~washed herself and dressed herself~~ ...

• as indirect object when the indirect object is the same as the subject of the verb:

- Would you like to pour yourself a drink.
- We've brought ourselves something to eat.

• as the object of a preposition when the object refers to the subject of the clause:

- They had to cook for themselves.
- He was feeling very sorry for himself.

• with the preposition by when we want to show that someone did something alone and/or without any help:

- He lived by himself in an enormous house.
- She walked home by herself.
- The children got dressed by themselves.
- I prepared the whole meal by myself.

• to emphasise the person or thing we are referring to, especially if we are talking about someone very famous:

- Kendal itself is quite a small town.
- Sir Paul McCartney himself sang the final song.

• We often put the reflexive pronoun at the end of the clause when we are using it for emphasis:

- I baked the bread myself.
- She mended the car herself.

Reported Speech - Direct Speech and Indirect Speech

Statements

"I am leaving," he told me.
 "I want ice-cream." Ann said

====> He told me that he was leaving.
 ====> Ann said that she wanted ice-cream.

Commands, Requests or Advice

"Sit down!" the teacher told them. ====> The teacher told them to **sit** down.
 "Drink a lot of tea!" he told us. ====> He advised us to **drink** a lot of tea.
 "Make coffee for me, please," he said. ====> He requested me to **make** coffee for him.
 "Don't park in my place," Greg told me. ====> Greg asked me **not to park** in his place.
 "Leave the room," he told John. ====> He ordered John to **leave** the room.
 "Don't give up," the teacher told her Ss. ====> The teacher advised her Ss **not to give** up.

Questions : Yes / No

"Do you like couscous?" She asked me ====> She asked me if/whether I liked couscous.
 "Will you make coffee?" he said. ====> He asked me if I would make coffee.

Questions : wh-questions words

"Who is your friend?" ====> She asked me who my friend was.
 "Where have you been?" he said. ====> He asked me where I had been.
 "What time did it start?" he said. ====> He wanted to know what time it had started.

Changes : Tenses, Pronouns, adverbs

Direct Speech	Reported Speech (Reported speech)		Tenses, Pronouns, adverbs
		→	present simple → past simple
		→	present continuous → past continuous
		→	past simple → past perfect
		→	present perfect → past perfect
		→	past perfect → past perfect continuous
		→	past continuous → past perfect continuous
		→	can → could
		→	may → might
		→	will → would
		→	shall → should
		→	Could/might/would/should → Could/might/would/should
I	⇒ he/she		
We	⇒ they		
my	⇒ his/her		
your	⇒ my		
our	⇒ their		
me	⇒ him/her		
us	⇒ them		
here	⇒ there		
today	⇒ that day		
this (morning)	⇒ that (morning)		
yesterday	⇒ the day before		
tomorrow	⇒ the next day		
next (week)	⇒ the following(week)		
next (month)	⇒ the following(month)		

BETTER AND BETTER

By repeating the comparative form of an adjective or an adverb, we indicate a continuous process. Look at these examples:

Our English is getting better and better.
(i.e. Our English is continuing to improve.)

Cars are becoming more and more expensive.
(i.e. The price of cars is continuing to increase.)

The old lady is becoming less and less agile.
(i.e. The old lady's agility is continuing to decrease.)

Exercise

Complete the following sentences in the same way, using the words in brackets.

- The trees in the garden are growing (tall).
- The people waiting for the bus were becoming (impatient).
- His writing is getting (bad).
- Life is becoming (difficult).
- The baby is growing (fat).
- The TV serial is becoming (interesting).
- The thief ran (fast).
- The old man walks (slowly).
- Maths exercises are getting (hard).
- The hole in your sock is getting (big).

HINTS ON HOW TO IMPROVE EXPRESSION

A / SOME WORDS AND EXPRESSIONS FOR JOINING SIMPLE SENTENCES

As variety is the spice of life, so variety is the key to good style. During their first year of English, students are encouraged to join simple sentences using such conjunctions as *and*, *but*, *so*, *as*, *because* with a view to improving oral and written expression. By the end of their third year, they should have no difficulty in using the following words and expressions:

AND	He got into his car. } He started up the engine. }	He got into his car and started up the engine.
BUT	I called him. }	I called him, but he didn't hear me.
SO	He didn't hear me. }	It was raining, so I took my umbrella.
AS	I took my umbrella. }	I took my umbrella ^{as} it was
BECAUSE	It was raining. }	raining. ^{because}
SINCE	I took my umbrella. }	It was raining. ^{since}
BECAUSE OF	Our plane couldn't land. }	Our plane couldn't land because of
IN CASE	It was foggy. }	<i>the fog</i> .
FOR FEAR THAT	I shall take my basket. }	I shall take my basket in case I need it.
LEST	I might need it. }	
SO THAT	He told the little boy not to go near }	He told the little boy not to go near
IN ORDER THAT	the swimming pool. }	the swimming pool
TO	He was afraid he might fall in. }	{ for fear that } he should fall in.
SO AS TO	They put the photo in the living }	They put the photo in the living room
IN ORDER TO	room. }	{ so that } everyone might /
SO AS NOT TO	They wanted everyone to see it. }	{ in order that } ^{should} / would see it.
BEFORE	She went to the grocer's. }	She went to the grocer's
AFTER	She wanted to buy some butter and }	to buy some butter and
	eggs. }	{ so as to } eggs
	He put his hand over his eyes. }	He put his hand over his eyes so as not
	He didn't want to see the horrible }	to see the horrible sight.
	sight. }	
	I filled my car with petrol. }	I filled my car with petrol
	I set off on my journey to the North. }	before { I set } off on my jour-
		{ setting } ney to the North.
	I had my lunch. }	After { I had had } my lunch, I read
	Then I read the newspaper. }	{ having } the newspaper.

WHEN	When she saw the injured man she fainted.
AS SOON AS	As soon as he had finished the crossword puzzle, he threw the newspaper away.
WHILE	While he was playing football, he slipped and hurt his ankle.
AS	As we were driving along the coast, we saw a swimmer in difficulty.
JUST AS	Just as I was going to get into bed, there was a knock at the door.
ONLY JUST... BARELY... SCARCELY... HARDLY... WHEN	They had ^{only just} ^{barely} ^{scarcely} ^{hardly} set off on their journey when they had a puncture.
NO SOONER... THAN	Hardly ^{scarcely} had they set off on their journey when they had a puncture. They had no sooner set off on their journey than they had a puncture. No sooner had they set off on their journey than they had a puncture.
WITHOUT	He left the room. He hadn't asked permission.
ALTHOUGH... THOUGH	Although ^{though} it was raining, they carried on playing tennis.
IN SPITE OF... DESPITE... NOTWITHSTANDING	In spite of ^{despite} ^{notwithstanding} the rain, they carried on playing tennis. ^{In spite of} ^{despite} ^{notwithstanding} the fact that it was raining, they carried on playing tennis.
EVEN THOUGH	They carried on playing tennis, even though it was raining.
AND) YET	He left the office early. He missed the train, however.
HOWEVER... NO MATTER HOW	The man ran faster and faster. He couldn't catch the dog.

SO... THAT... SUCH... THAT	We knocked and knocked. Nobody answered the door. She is very popular. People fight to get near her.	However } much we knocked, nobody answered the door. She is so popular that people fight to get near her. She is such a popular person that people fight to get near her.
NEITHER... NOR	Fouad didn't go to the meeting. Anas didn't go to the meeting. Hassania doesn't speak Italian. Hassamma doesn't write Italian.	Neither Fouad nor Anas went to the meeting. Hassania neither speaks nor writes Italian.
BOTH... AND	Mohammed is fond of dogs. Meryem is fond of dogs.	Both Mohammed and Meryem are fond of dogs.
NOT ONLY... BUT... AS WELL	He teaches in a school. He gives private lessons too.	He not only teaches in a school, but he also gives private lessons as well.
NOT ONLY... BUT... ALSO	He didn't wait for the bus. He took a taxi. I went to see my aunt. She lives in Kenitra.	He not only teaches in a school, but he also gives private lessons. Instead of waiting for the bus, he took a taxi. I went to see my aunt who lives in Kenitra.
INSTEAD OF	Lahcen has invited me to dinner. You met him at my office yesterday.	Lahcen, whom you met at my office yesterday, has invited me to dinner.
WHO	Mr Alaoui is going to work here. You know his wife very well.	Mr Alaoui, whose wife you know very well, is going to work here.
WHOM	I lent my friend the book. My uncle gave it to me for my birthday.	I lent my friend the book which my uncle gave me for my birthday.
WHOSE		
WHICH		

Quick practice exercises for some of the more difficult linking words:
 A / No matter how / However Join the following pairs of sentences.

1. The maths problems may be very difficult. He always manages to solve them.
2. It may be very, very cold. He never wears a coat.
3. The film may be very interesting. He always goes to sleep at the cinema.
4. He may feel very tired. He still insists on staying up late.
5. My suitcase may be very heavy. The porter always manages to carry it.

A - the man ran faster and faster. He couldn't catch the dog.