R Reference

R1 PARTS OF SPEECH

The different types of words that make up sentences are called parts of speech. Only nouns and verbs are essential elements of a sentence, but other parts of speech, such as adjectives and adverbs, can make a sentence more descriptive.

PART OF SPEECH	DEFINITION	EXAMPLES
noun	a name, object, concept or person	**cat**, **Evie**, **girl**, **house**, **water**, **happiness**
adjective	describes a noun or pronoun	**big**, **funny**, **light**, **red**, **young**
verb	shows an action or a state of being	**be**, **go**, **read**, **speak**, **swim**, **walk**
adverb	describes verbs, adjectives, and other adverbs, giving information on how, where, when, or how much	**briskly**, **easily**, **happily**, **here**, **loudly**, **quite**, **rather**, **soon**, **together**, **very**
pronoun	takes the place of a noun	**he**, **she**, **you**, **we**, **them**, **it**
preposition	describes the relationship between a noun or pronoun and another word in the sentence	**about**, **above**, **from**, **in**
conjunction	a joining word, used to link words, phrases, or clauses	**and**, **because**, **but**, **while**, **yet**
interjection	an exclamation or remark	**ah**, **hey**, **hi**, **hmm**, **wow**, **yes**
article	used with a noun to specify whether the noun is a particular person or thing, or something general	**a**, **an**, **the**
determiner	precedes a noun and puts the noun in context	**all**, **her**, **my**, **their**, **your**

R2 THE ALPHABET

The English alphabet has 26 letters. "A," "E," "I," "O," and "U" are vowels, and the rest are consonants.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk
Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu
Vv Ww Xx Yy Zz

PUNCTUATION MARK	NAME	USE
.	period (US) full stop (UK)	• marks the end of a complete statement • marks the end of an abbreviated word
...	ellipsis	• marks where text has been omitted or a sentence is unfinished
,	comma	• follows an introductory word, phrase, or clause • can separate a non-essential part of a sentence • can be used with a conjunction to join two main clauses • separates words or phrases in a list • represents omitted words to avoid repetition in a sentence • can be used between an introduction to speech and direct speech
;	semi-colon	• separates two main clauses that are closely related • separates items in a complex list
:	colon	• connects a main clause to a clause, phrase, or word that is an explanation of the main clause, or that emphasizes a point in the main clause • introduces a list after a complete statement • introduces quoted text
'	apostrophe	• marks missing letters • indicates possession
-	hyphen	• links two words in compound modifiers and some compound nouns • can be used in fractions and in numbers from twenty-one to ninety-nine • can join certain prefixes to other words
" "	inverted commas	• can be used before and after direct speech and quoted text • pick out a word or phrase in a sentence • can be used around titles of short works
?	question mark	• marks the end of a sentence that is a question
!	exclamation mark	• marks the end of a sentence that expresses strong emotions • can be used at the end of an interruption to add emphasis
()	parentheses (US) brackets (UK)	• can be used around non-essential information in a sentence • can be used around information that provides clarification
—	dash	• can be used in pairs around interruptions • marks a range of numbers (5–6 hours) • indicates start and end of a route (Paris–Dover rally)
•	bullet point	• indicates a point in a list
/	slash	• can be used to show an alternative instead of using the word "or"

PRESENT TENSES

The present simple is used to make simple statements of fact, to talk about things that happen repeatedly, and to describe things that are always true.

SUBJECT	VERB	REST OF SENTENCE
I / You / We / They	play	tennis every day.
He / She	plays	

The present continuous is used to talk about ongoing actions that are happening in or around the present moment. It is formed with "be" and a present participle.

SUBJECT	"BE"	PRESENT PARTICIPLE	REST OF SENTENCE
I	am	wearing	jeans today.
He / She	is		
You / We / They	are		

THE IMPERATIVE

Imperatives are used to give commands or to make requests. They are formed using the base form of the verb.
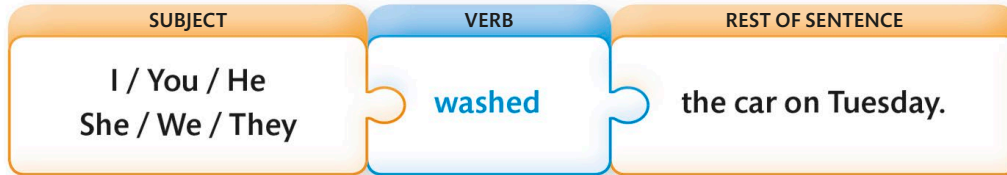
VERB	REST OF SENTENCE
Turn	right.

"DON'T"	VERB	REST OF SENTENCE
Don't	turn	right.

Add "do not" or "don't" to make an imperative negative.

PAST TENSES

The past simple describes single, completed actions in the past.
It is the most commonly used past tense in English.

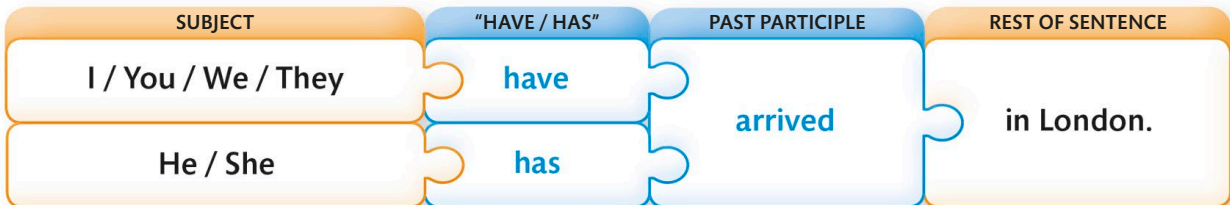| SUBJECT	VERB	REST OF SENTENCE
I / You / He She / We / They	washed	the car on Tuesday.

The past continuous is used in English to talk about actions or events that were ongoing at some time in the past. It is formed with "was" or "were" and a present participle.

SUBJECT	"BE"	PRESENT PARTICIPLE	REST OF SENTENCE
I / He / She	was	having	lunch with a friend.
You / We / They	were		

R7 **PRESENT PERFECT TENSES**

The present perfect simple is used to talk about events in the past that still have an effect on the present moment. It is formed with "have" and a past participle.
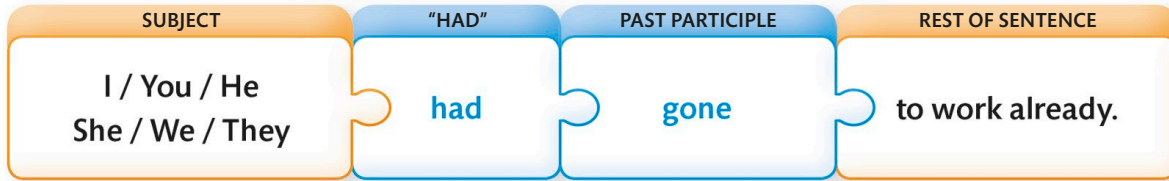
SUBJECT	"HAVE / HAS"	PAST PARTICIPLE	REST OF SENTENCE
I / You / We / They	have	arrived	in London.
He / She	has		

The present perfect continuous describes an activity that took place over a period of time in the recent past. The activity might just have stopped or might still be happening.

SUBJECT	"HAVE / HAS"	"BEEN"	PRESENT PARTICIPLE	REST OF SENTENCE
I / You / We / They	have	been	working	all day.
He / She	has			

R8 PAST PERFECT TENSES

The past perfect simple is used to talk about a completed action that took place before another completed action in the past.
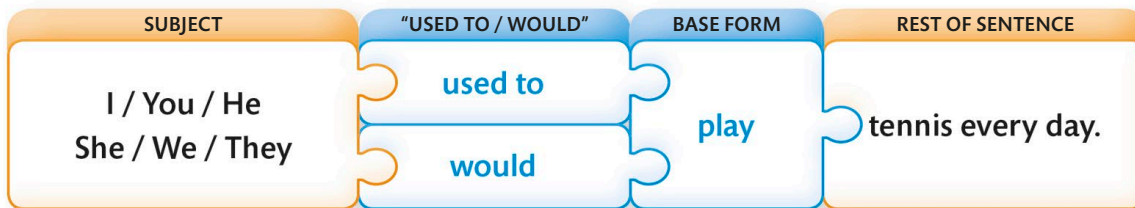
SUBJECT	"HAD"	PAST PARTICIPLE	REST OF SENTENCE
I / You / He She / We / They	had	gone	to work already.

The past perfect continuous describes a repeated action or ongoing activity that was taking place before another completed event in the past.

SUBJECT	"HAD BEEN"	PRESENT PARTICIPLE	REST OF SENTENCE
I / You / He She / We / They	had been	studying	English for two years.

R9 "USED TO" AND "WOULD"

"Used to" is used with the base form of a verb to talk about past habits or past states. **"Would"** can also be used in this way, but only to talk about past habits.

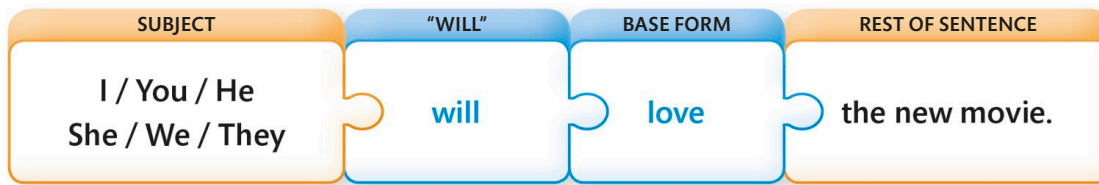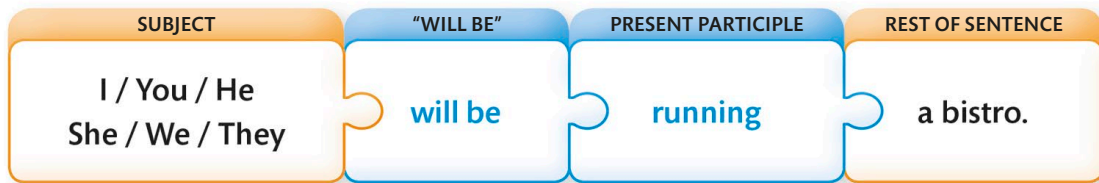| SUBJECT	"USED TO / WOULD"	BASE FORM	REST OF SENTENCE
I / You / He She / We / They	used to / would	play	tennis every day.

R10 FUTURE FORMS

The future with "going to" is used to talk about decisions that have already been made, or to make predictions when there is evidence in the present moment to support them.

SUBJECT	"BE"	"GOING TO"	BASE FORM	REST OF SENTENCE
I	am	going to	buy	a new car.
He / She	is			
You / We / They	are			

The future with "will" is used to talk about decisions made at the time of speaking, to make predictions not supported by evidence, to offer to do something, or to make promises.

SUBJECT	"WILL"	BASE FORM	REST OF SENTENCE
I / You / He She / We / They	will	love	the new movie.

The future continuous uses "will" or "going to" and "be" with a present participle to describe an event or situation that will be in progress at some point in the future.

SUBJECT	"WILL BE"	PRESENT PARTICIPLE	REST OF SENTENCE
I / You / He She / We / They	will be	running	a bistro.

R11 FUTURE PERFECT

The future perfect is used to talk about an event that will overlap with, or finish before, another event or point in the future.

SUBJECT	"WILL HAVE"	PAST PARTICIPLE	REST OF SENTENCE
I / You / He She / We / They	will have	finished	the project tomorrow.

The future perfect continuous is used to predict the length of an activity. This tense looks back from that imagined time in the future.

SUBJECT	"WILL HAVE BEEN"	PRESENT PARTICIPLE	REST OF SENTENCE
I / You / He She / We / They	will have been	working	here for a year.

TENSE	POSITIVE STATEMENT	NEGATIVE STATEMENT
Present simple with "be"	I am interested in politics.	I am **not** interested in politics.
Present simple with other verbs	I play tennis every day.	I **do not** play tennis every day.
Present continuous	He is wearing jeans today.	He is **not** wearing jeans today.
Past simple with "be"	She was at the lecture yesterday.	She was **not** at the lecture yesterday.
Past simple with other verbs	We cooked enough food last night.	We did **not** cook enough food last night.
Past continuous	It was raining this morning.	It was **not** raining this morning.
Present perfect simple	I have seen the new movie.	I have **not** seen the new movie.
Present perfect continuous	I have been waiting for a long time.	I have **not** been waiting for a long time.
Past perfect simple	Sam had cooked dinner for me.	Sam had **not** cooked dinner for me.
Past perfect continuous	Fey had been looking for a new job.	Fey had **not** been looking for a new job.
Future with "going to"	It is going to be sunny tomorrow.	It is **not** going to be sunny tomorrow.
Future with "will"	They will be here before 5pm.	They will **not** be here before 5pm.
Future continuous	Tania will be arriving soon.	Tania will **not** be arriving soon.
Future perfect simple	The play will have finished by 7pm.	The play will **not** have finished by 7pm.
Future perfect continuous	I will have been working for a long time.	I will **not** have been working for a long time.

MODAL VERB	POSITIVE STATEMENT	NEGATIVE STATEMENT
"Can"	I can play the piano.	I **cannot** play the piano.
"Could"	I could sing when I was younger.	I could **not** sing when I was younger.
"Should"	We should buy a new house.	We should **not** buy a new house.
"Might"	He might come to the party tonight.	He might **not** come to the party tonight.
"Must"	You must write in pencil.	You must **not** write in pencil.

PRONOUN	"BE"	"WILL"	"WOULD"	"HAVE"	"HAD"
I	I am ➡ **I'm**	I will ➡ **I'll**	I would ➡ **I'd**	I have ➡ **I've**	I had ➡ **I'd**
you	you are ➡ **you're**	you will ➡ **you'll**	you would ➡ **you'd**	you have ➡ **you've**	you had ➡ **you'd**
he	he is ➡ **he's**	he will ➡ **he'll**	he would ➡ **he'd**	he has ➡ **he's**	he had ➡ **he'd**
she	she is ➡ **she's**	she will ➡ **she'll**	she would ➡ **she'd**	she has ➡ **she's**	she had ➡ **she'd**
it	it is ➡ **it's**	it will ➡ **it'll**	it would ➡ **it'd**	it has ➡ **it's**	it had ➡ **it'd**
we	we are ➡ **we're**	we will ➡ **we'll**	we would ➡ **we'd**	we have ➡ **we've**	we had ➡ **we'd**
they	they are ➡ **they're**	they will ➡ **they'll**	they would ➡ **they'd**	they have ➡ **they've**	they had ➡ **they'd**
that	that is ➡ **that's**	that will ➡ **that'll**	that would ➡ **that'd**	that has ➡ **that's**	that had ➡ **that'd**
who	who is ➡ **who's**	who will ➡ **who'll**	who would ➡ **who'd**	who has ➡ **who's**	who had ➡ **who'd**

VERB AND "NOT"	CONTRACTION
is not	**isn't**
are not	**aren't**
was not	**wasn't**
were not	**weren't**
have not	**haven't**
has not	**hasn't**
had not	**hadn't**
will not	**won't**
would not	**wouldn't**
do not	**don't**
does not	**doesn't**
did not	**didn't**
cannot	**can't**
could not	**couldn't**
should not	**shouldn't**
might not	**mightn't**
must not	**mustn't**

MODAL VERB AND "HAVE"	CONTRACTION
would have	**would've**
should have	**should've**
could have	**could've**
might have	**might've**
must have	**must've**

⚠ COMMON MISTAKES CONTRACTIONS

These contractions are often spelled incorrectly because they look and sound very similar to other words. Contracted forms always use an apostrophe.

You are
⬇
You're ✅
Your ❌

They are
⬇
They're ✅
Their ❌
There ❌

Prepositions are words that are used to create or show relationships between different parts of a clause, for example time, place, or reason. They can only be followed by a noun, pronoun, noun phrase, or gerund.

PREPOSITION	SAMPLE SENTENCE	PREPOSITION	SAMPLE SENTENCE
about	Today's lecture is **about** the Cold War.	**in front of**	Don't stand **in front of** the television!
above	The balloon flew **above** the city.	**instead of**	Can we have pizza **instead of** pasta?
after	We can go to the park **after** lunch.	**like**	This tastes **like** butter, but it has less fat.
against	I'm **against** building new houses here.	**near**	We live quite **near** the airport.
among	The document is **among** these papers.	**next to**	The supermarket is **next to** the bank.
at	Let's meet **at** the bus stop later.	**on**	I have piano lessons **on** Tuesdays.
because of	I'm late **because of** the trains delays.	**on top of**	Put the vase **on top of** the bookcase.
before	Could you get here **before** lunchtime?	**out of**	Don't let the cat **out of** her box yet.
behind	The park is **behind** that hedge.	**over**	Lots of planes fly **over** my village.
below	He lives in the apartment **below** mine.	**past**	It's ten **past** nine. You're late!
beneath	Potatoes grow **beneath** the ground.	**regarding**	Let's talk **regarding** your new job.
between	I live **between** Vancouver and Calgary.	**since**	I haven't been to Las Vegas **since** 2007.
between... and	They'll arrive **between** 7pm **and** 8pm.	**thanks to**	**Thanks to** your efforts, we won a prize.
by	Please pay **by** the end of the month.	**through**	Shall we walk **through** the park?
despite	The café is busy **despite** the high prices.	**throughout**	I laughed **throughout** the whole movie.
during	Turn off your phone **during** the show.	**to**	When are you going **to** Canada?
due to	**Due to** the rain, the game was canceled.	**toward**	The child just ran **toward** his mother.
except (for)	Everyone had arrived **except for** Liam.	**unlike**	It's **unlike** Karen to be so rude.
following	**Following** losses, the store closed down.	**until**	We'll be in Portugal **until** Friday.
for	I haven't been back to Delhi **for** years.	**under(neath)**	I think the ball's **under(neath)** the bush.
from	Our new colleague is **from** Lithuania.	**with**	Will you come **with** us to the concert?
from ... to	I work **from** 9am **to** 5pm.	**within**	I ran the marathon **within** four hours.
in	There's plenty of food **in** the cupboard.	**without**	I've come out **without** my phone.

Some adjectives have to be followed by a specific preposition.

ADJECTIVE	PREPOSITION	SAMPLE SENTENCE
afraid	of	It's surprising how many adults are **afraid of** the dark.
ashamed	of	You should be **ashamed of** that remark. It was very hurtful.
bored	with	If you're **bored with** that book, read a different one instead.
close	to	I'm very **close to** my cousins because we're all similar ages.
crazy	about	All the children at the school are **crazy about** the same TV show.
different	from (UK) / than (US)	He's always been **different from / than** other boys of his age.
excited	about	Max was very **excited about** his first football game.
famous	for	She was mainly **famous for** her career in politics.
good / bad	at	I've always been very **good at** geography, but **bad at** history.
good / bad	for	Too much sugar is **bad for** us and should be avoided.
good / bad	of	It was very **good of** you to look after the children for me.
guilty	of	The vandal was found **guilty of** criminal damage.
impressed	by	I've always been **impressed by** your ability to forgive people.
interested	in	More and more students are **interested in** media studies.
jealous	of	Older children are often **jealous of** their younger brothers or sisters.
keen	on	My parents aren't very **keen on** classical music.
nervous	of	I've been **nervous of** dogs since one bit me when I was a child.
pleased	at / with	Most of the voters were **pleased at / with** the result of the election.
proud	of	The coach felt very **proud of** his team when they lifted the trophy.
responsible	for	I'm **responsible for** ensuring that everything runs smoothly.
similar	to	Don't you think she looks very **similar to** her cousin?
surprised	at / by	We were all **surprised at / by** the news of your resignation.
suitable	for	The village roads aren't **suitable for** heavy trucks.
tired	of	We're **tired of** city life and would like to move to the country.
wrong	with	Can you tell me what's **wrong with** my answer?

Some nouns have to be followed by a specific preposition.

NOUN	PREPOSITION	SAMPLE SENTENCE
advantage	in	The **advantage in** going last is that you know the target time.
aim	of	The **aim of** this lesson is to understand algebra.
amazement	at	I gasped in **amazement at** the price tag!
anger	at	Sally felt a flash of **anger at** the suggestion that she hadn't tried.
apology	for	The referee gave a public **apology for** his bad decision.
belief	in	We share a strong **belief in** the goodness of people.
cause	of	Political disagreement is the **cause of** many family arguments.
danger	of / in	The **danger in / of** trying to please everyone is that you please no one.
demand	for	There is always an increased **demand for** ice cream in hot weather.
difficulty	in	If you experience any **difficulty in** breathing, call the doctor.
excitement	about / at	There was great **excitement about / at** the treasure they had found.
fear	of	Many people experience a **fear of** flying at some point.
hope	of	The **hope of** a cure for cancer is growing all the time now.
interest	in	Several teachers have expressed an **interest in** the new course.
lack	of	The building project will not go ahead because of a **lack of** money.
photograph	of	Have you seen this **photograph of** my grandmother's wedding?
point	in	There's no **point in** arguing; we won't change our minds.
possibility	of	With this grade, there is the **possibility of** postgraduate study.
problem	with	There was a **problem with** the delivery of the package.
reason	for	The customer gave poor quality as the **reason for** her complaint.
response	to	We had a terrific **response to** our survey about salaries.
solution	to	I can offer you a simple **solution to** this problem.
success	in / at	He said that his **success in / at** the sport was down to his training.
surprise	at	There was huge **surprise at** the result of the election.
way	of	The best **way of** removing stains is with warm, soapy water.

R17　VERBS AND PREPOSITIONS

Some verbs have to be followed by a specific preposition.

VERB	PREPOSITION	SAMPLE SENTENCE
accuse (someone)	of	The security guard **accused the girl of** shoplifting.
apologize	for	I'd like to **apologize for** that last comment.
appeal	to	The magazine really needs to **appeal to** teenagers.
apply	for	Are you going to **apply for** that job in the newspaper?
approve	of	Matt doesn't **approve of** his daughter's new boyfriend.
ask (someone)	about	Can you **ask someone about** the time of the next train?
believe	in	This company doesn't **believe in** asking you to work overtime.
belong	to	Does this coat **belong to** you?
blame (someone)	for	Don't **blame me for** being late.
compare (someone)	to / with	We shouldn't **compare the new teacher to / with** Mr. Hockly.
concentrate	on	I'm finding it difficult to **concentrate on** this homework.
congratulate (someone)	on	Let me be the first to **congratulate you on** your new baby.
count	on	We're **counting on** everyone's support for this new venture.
criticize (someone)	for	The politician was **criticized for** his extravagant lifestyle.
deal	with	This training will help you to **deal with** difficult members of the public.
decide	against	We've **decided against** floor-to-ceiling closets.
decide	on	We've **decided on** pale blue for the bedroom. It looks great.
happen	to	Accidents always seem to **happen to** Paul. He's very unlucky.
insist	on	The club **insists on** its members dressing up.
remind (someone)	of	Doesn't Ellie **remind you of** her mother? She's so like her.
shout	at	There's no point in **shouting at** the dog. He's deaf!
stop (someone)	from	The yellow band is there to **stop people from** tripping over the step.
succeed	in	Fran **succeeded in** passing her driving test on the third try.
think	about	Take time to **think about** the proposal. There's no rush.
worry	about	It's natural to **worry about** your children when they're out.

Some verbs are followed by an infinitive or a gerund. Some can be followed by either without changing their meaning.

VERBS FOLLOWED BY AN INFINITIVE			
advise	compel	hope	promise
afford	dare	instruct	refuse
agree	decide	intend	remind
aim	demand	invite	seem
allow	deserve	learn	teach
appear	enable	manage	tell
arrange	expect	offer	tend
ask	encourage	order	threaten
beg	fail	persuade	wait
cause	forbid	plan	want
choose	guarantee	prepare	warn
claim	help	pretend	wish

VERBS FOLLOWED BY A GERUND			
admit	discuss	involve	recommend
avoid	dislike	justify	resent
appreciate	enjoy	keep	risk
complete	fancy	mind	see someone
consider	feel like	miss	spend time / money
delay	finish	practice	suggest
deny	imagine	prevent	understand

VERBS FOLLOWED BY AN INFINITIVE OR A GERUND (NO CHANGE IN MEANING)			
begin	cease	like	prefer
can't bear	continue	love	propose
can't stand	hate	need	start

State verbs describe states, such as emotions, possession, senses, or thoughts. They are not usually used in continuous tenses.

MEANING	STATE VERB	SAMPLE SENTENCE
feeling / wanting	like / love	I **like / love** Italian ice cream.
	need	We really **need** to spend more time together as a family.
	prefer	Most people **prefer** summer to winter.
	want	The band **wants** to become famous and make money.
thinking	believe	I **believe** your story, but it is rather unlikely.
	doubt	Lots of people **doubt** that he can do the job properly.
	know	Do you **know** where we parked the car?
	mean	What do you **mean** when you say you aren't ready?
	think	What do you **think** about the proposed policy?
	understand	Could you speak more slowly? I don't **understand** you.
being / existing	appear / seem	It **appears / seems** that the house has already been sold.
	exist	Strange creatures **exist** at the bottom of the sea.
possessing	belong	Excuse me, that book **belongs** to me.
	have / own	My neighbor **has / owns** three classic cars.
	include	Did you **include** Lucy in the guest list?
sensing	feel	Does your leg **feel** better today?
	hear	I can **hear** you, but I'm not sure what you're saying.
	hurt	My arm really **hurts**. I think I should go to see the doctor.
	see	Can you **see** the blackbird in the bush over there?
having a quality	feel	This rug **feels** so soft. It would be lovely to walk on.
	smell	Something **smells** delicious. Is it the soup?
	sound	That **sounds** like thunder, or is it just fireworks?
	taste	This milk **tastes** a bit sour. I think it's gone bad.

SEPARABLE PHRASAL VERBS

Some phrasal verbs can be separated by the object of the verb. In these cases, the verb goes first, then the object, then the particle. This separation is usually optional. However, if the object of a separable phrasal verb is a pronoun, then the phrasal verb must be separated by the pronoun.

PHRASAL VERB	DEFINITION	SAMPLE SENTENCE
bring up	look after a child until he / she is an adult	Samira's grandparents **brought** her **up**.
bring up	mention something	You should **bring** any problems **up** with your manager.
carry out	perform an action	If you give me instructions, I'll **carry** them **out**.
clean up	clean something thoroughly	Can you help me **clean** the kitchen **up** please?
do up	restore / decorate something	We've bought an old house and we're going to **do** it **up**.
fill in / out	write information in a form	Could you just **fill** this short form **in / out** for me, sir?
fill up	make something completely full	I'm just going to the gas station to **fill** the car **up**.
get back	find / get something after it has been lost / taken	The police **got** my car **back** after it had been stolen.
give up	stop doing something	Smoking is really bad for you. You should **give** it **up**.
hand out	distribute something	Be quiet! I'm about to **hand** the exam papers **out**.
leave out	not include something / someone	I can't believe that they **left** you **out** of the team!
let out	release something / someone	The school's going to **let** the children **out** early today.
look up	find information, e.g. in a dictionary	When does the show start? Can you **look** it **up** for me?
make up	invent something	I didn't believe Dave's story. I think he **made** it **up**.
pick up	take hold of something and lift it	**Pick** that paper bag **up**!
pull down	demolish / destroy something	They're going to **pull** all those old apartments **down**.
put off	delay doing something	I'm going to **put** the party **off** until Dad feels better.
set up	arrange / organize something	We're helping to **set** the music festival **up**.
take up	start a new hobby	I never thought I'd **take** birdwatching **up**, but I love it!
throw away	get rid of something	We never **throw** any food **away**.
turn down	refuse / reject something / someone	It was a great job offer but I **turned** it **down**.
turn on	start an electrical device	Quick! **Turn** the TV **on**. The final is about to start.
wake up	make someone stop sleeping	Will you **wake** me **up** at 8am if I oversleep?
write down	write something on paper	Could you **write** your email address **down** for me?

INSEPARABLE PHRASAL VERBS

Some phrasal verbs cannot be separated. Their object always comes after them, even if it is a pronoun.

PHRASAL VERB	DEFINITION	SAMPLE SENTENCE
check in / into	announce your arrival	Guests may **check into** the hotel from 4pm.
come across	find by chance	I **came across** some old photographs while cleaning up.
cut back on	reduce / decrease something	The government wants to **cut back on** spending.
deal with	handle / manage someone or something	We learned how to **deal with** difficult customers.
do without	manage without something	We can **do without** a vacation this year.
get along / on with	have a good relationship	I find it easy to **get along / on with** people.
get on / off	walk / climb on or off a bus, train, plane, etc.	Please take care when you **get off** the plane.
get out of	leave a car / taxi, etc.	Be careful when you **get out of** the car.
get over	recover (from an illness)	It took me a long time to **get over** the last cold I had.
get through	finish something successfully	The trial was very stressful, but we **got through** it.
go over	check or examine something	Remember to **go over** your answers carefully.
go with	match, suit	Does this scarf **go with** my jacket?
hear from	get news from somebody	Have you **heard from** your cousins recently?
keep up with	keep the same pace as others	Slow down! I can't **keep up with** you!
look after	take care of someone	Marie **looks after** her younger sister after school.
look for	try to find, search	Peter is going to **look for** a job when he leaves school.
look forward to	be excited about something in the future	My children are **looking forward to** the holidays.
look into	examine something carefully	The police are **looking into** the case.
look up to	respect and admire someone	Lots of young people **look up to** sports stars.
run into	meet someone by chance	I **ran into** Dave earlier. I hadn't seen him for ages.
run out of	not have any left	We've **run out of** food. Let's go to the store.
stand for	mean, represent	What do the initials UNICEF **stand for**?
take after	be similar to an older relative	Sally's so stubborn. She really **takes after** her mother.
turn into	become something else	You can sleep here. The sofa **turns into** a bed.

Some words in English sound the same or very similar, but mean different things. It is essential to spell the words correctly to achieve the correct meaning in a sentence.

accept / except
I accept your apology.
Everyone was on the list except for me.

adverse / averse
She was feeling unwell due to the adverse effects of her medication.
He was lazy and averse to playing sport.

aisle / isle
The bride walked down the aisle.
They visited an isle near the coast of Scotland.

aloud / allowed
She read the book aloud.
He was allowed to choose which book to read.

amoral / immoral
Her amoral attitude meant that she didn't care if her actions were wrong.
He was fired from the firm for immoral conduct.

appraise / apprise
The manager needed to appraise the employee's skills.
The laywer apprised the defendant of his rights.

assent / ascent
He nodded his assent.
They watched the ascent of the balloon.

aural / oral
The aural test required her to listen.
The dentist performed an oral examination.

bare / bear
The trees were stripped bare.
The large bear roamed the woods.

break / brake
The chocolate was easy to break apart.
The car didn't brake fast enough.

broach / brooch
He decided to broach the subject for discussion.
She wore a pretty brooch.

cereal / serial
He ate a bowl of cereal for breakfast.
She found the serial number on her computer.

complement / compliment
The colors complement each other well.
He paid her a compliment by telling her she was pretty.

cue / queue
The actor waited for his cue before walking on stage.
The checkout queue was very long.

desert / dessert
The desert is extremely hot and dry.
She decided to have cake for dessert.

draught / draft
There was a draught coming from under the door.
He had written a draft of the letter.

pore / pour
I could see every pore on his nose.
She helped pour the drinks at the party.

principle / principal
The man believed in strong principles.
He was given the role of the principal character.

stationary / stationery
The aircraft landed and remained stationary.
She looked in the stationery cupboard for a pen.

R23   SPELLING RULES

All present participles and gerunds are formed by adding "-ing" to the base form of the verb. The spelling of some base forms changes slightly before adding "-ing."

BASE FORM	RULE	GERUND
choose	Remove the silent "-e" before adding "-ing."	choosing
tie	Change "-ie" to "y" before adding "-ing."	tying
forget	Double last letter if word ends with stressed syllable of consonant-vowel-consonant.	forgetting

Regular past participles are made with the base form of the verb plus "-ed." The spelling of some of these base forms changes slightly before adding "-ed."

BASE FORM	RULE	PAST PARTICIPLE
like	Last letter is "-e," so just add "-d"	liked
cry	Change consonant plus "-y" to "-ied."	cried
drop	Double last letter if word ends with stressed syllable of consonant-vowel-consonant.	dropped

R24   IRREGULAR PLURALS

Most plurals in English are formed by adding "-s" to the end of the singular noun.
However, some plurals are irregular, either taking a different ending, or not changing at all.

SINGULAR	PLURAL	SINGULAR	PLURAL
aircraft	aircraft	man	men
analysis	analyses	medium	media
appendix	appendices	mouse	mice
axis	axes	ox	oxen
bureau	bureaux	person	people
cactus	cacti	phenomenon	phenomena
child	children	scarf	scarves
crisis	crises	series	series
deer	deer	sheep	sheep
fish	fish	species	species
foot	feet	tooth	teeth
formula	formulae	vertebra	vertebrae
fungus	fungi	wife	wives
leaf	leaves	wolf	wolves
loaf	loaves	woman	women

R25 LINKING WORDS

Linking words are used to link two or more words, phrases or clauses together.
They are usually conjunctions, but can also be adverbial phrases.

LINKING WORD	USE	SAMPLE SENTENCE
although / even though	adds a contrast	The show went ahead, **even though** it was raining.
anyway	contrasts with something just said	I knew the climb would be hard, but I did it **anyway**.
and / both... and	links two similar words, phrases, or clauses	I can speak **(both)** French **and** English.
as	gives a reason for an action	The experiment failed **as** the sample was too old.
as long as	adds a condition	You can go out **as long as** you come home by 11pm.
as well as	adds further information	Mint is used in savory dishes **as well as** sweet ones.
because	gives a reason for an action	I was late again **because** the train was delayed.
but	links two contrasting words, phrases, or clauses	He's quite heavy **but** he's very fast on his feet.
consequently	gives a result of a previous action	The vote was close. **Consequently**, there was a recount.
furthermore	adds supporting information	I love this cream. **Furthermore**, it's great for dry skin.
however	adds contrasting information	I'd love to come. **However**, I'm away that weekend.
if	adds a condition	These plants will grow better **if** you water them daily.
in addition	adds information	I go to the gym a lot. **In addition**, I run 20km a week.
in order to	gives a purpose for an action	We moved here **in order to** be closer to work.
moreover	adds supporting information	It's quicker to travel by plane. **Moreover**, it's cheaper.
neither... nor	links two things that are not true or possible	These instructions are **neither** helpful **nor** legible.
or / either... or	links two alternatives	We can **(either)** go to the cinema **or** have a meal.
since	gives a reason for an action	**Since** dessert is included, we might as well have one.
so	gives a reason for an action	It was raining, **so** we stayed indoors.
so that	gives a purpose for an action	I'm saving money **so that** I can buy a house.
therefore	gives a result of an action	It's a very clear night. **Therefore**, you can see the stars.
unless	adds a condition	You won't be able to travel **unless** you have a visa.
whereas	adds a contrast	My mother likes tea, **whereas** my father prefers coffee.
yet	adds a contrast	Dean is a good musician, **yet** he can't read music.

R26 TIME WORDS

English has lots of words to talk about when things happen. They usually act as prepositions, conjunctions, or adverbs.

TIME WORD	USE	SAMPLE SENTENCE
about to	shows an event will happen very soon	The train on platform 6 is **about to** leave.
after	shows an event in the main clause follows another event	Wash your hands **after** you've been gardening.
already	shows an event has happened before another event or a particular time	Don't worry, I've **already** ordered some food.
as	indicates an event happens at the same time as another event	It started raining **as** we were leaving the house.
as soon as	indicates an event (in the main clause) happens straight after another event	Please call us **as soon as** you arrive in New York.
before	shows an event (in the main clause) precedes another event	I was a teacher **before** I became a politician.
by the time	shows an event precedes or happens at the same time as an event in the main clause	**By the time** we arrived, the game had started.
eventually	shows an event happened after a long time	It was a long wait, but **eventually** our exam results arrived.
finally	indicates an event at the end of a list / sequence, or that happened after a long time	I'd like to thank my family, my team, and **finally** my fans.
in the end	shows an event happened after a long time	Joe took the exam three times, but **in the end** he passed.
just	shows an event happened very recently	Quick! I've **just** seen something really amazing!
later	indicates an event after the time of speaking or the time that is being talked about	I can't take you to the mall now. We'll go there **later**.
meanwhile	indicates an event happens at the same time as another event	The show started at 8. **Meanwhile**, we went for dinner.
next	indicates an event in a sequence	Stir the melted chocolate. **Next**, pour it into the cake pan.
once	indicates an event starts to happen (in the main clause) after another one	**Once** you've cleaned the stove, wipe all the handles.
since	shows an event continuing from a past time to the present	I haven't seen you **since** we were in school!
still	shows an event at the time of speaking started in the past and is continuing	Are they **still** repairing the main road?
then	indicates an event in a sequence, or one event that happens after another	We went to the cinema, **then** we went out for a meal.
until	shows an event continues up to the time of another event	I won't stop saving **until** I've bought a new car.
when	shows an event happens at the same time as or after another event	Could you call me **when** all the salespeople have arrived?
while	indicates an event happens at the same time as another event	Please don't interrupt me **while** I'm trying to concentrate.
yet	shows an expected event has not happened, or asks whether it has happened	Have you finished the sales report **yet**?

Glossary

absolute adjective
A word that describes a quality which cannot be changed or modified, e.g. **unique**.

abstract noun
A word that refers to a quality rather than a thing or person, e.g. **beauty**, **hope**.

action verb (dynamic verb)
A type of verb that describes an action, e.g. **run**, and can be used in the simple and *continuous* tenses.
see also *state verb*

active voice
Indicates that the person or thing who is doing the action is the *subject* of the *verb*.
see also *passive voice*

adjective
A word that describes a *noun* or *pronoun*, e.g. **quick**.

adverb
A word that describes a *verb*, *adjective*, or another adverb, e.g. **quickly**.

adverb of degree
An adverb that tells you "how much," e.g. **extremely**.

adverb of frequency
An adverb that tells you "how often," e.g. **usually**.

adverb of manner
An adverb that tells you "how," e.g. **badly**.

adverbial
A phrase that is used as an adverb, e.g. **on the table** (expressing place), **tomorrow evening** (expressing time).

agent
The person or thing that does the action. The *subject* of the verb in an *active* clause, but not in a *passive* clause.

agreement
When the *verb* form is correct for the *subject*, e.g. **He is** = *singular* subject + singular verb.

apostrophe
The punctuation mark that shows either belonging, e.g. **John's cat**, or a contraction e.g. **I'm happy**.

article
The words **a**, **an**, and **the**, which show whether something is general or specific.
see also *zero article*

auxiliary verb
A verb which is used with another verb, e.g. to form *tenses*, most commonly **be**, **do**, and **have**.
see also *main verb*

backchanneling
The words and noises that a listener makes to show they are listening, e.g. **Really?**

backshift
In *reported speech*, when the *verb* moves back one tense into the past, e.g. *present simple* to *past simple*.

base form (bare infinitive)
The most basic form of a *verb*, e.g. **be**, **run**, **write**.
see also *infinitive*

cardinal number
The numbers used for counting, e.g. **one**, **two**.
see also *ordinal number*

classifying adjective
An adjective that describes the type of the *noun* that it defines, e.g. in **medical student**, "medical" describes the type of student.

clause
A group of words that contains a *verb*.

closed question
A question that can be answered with "yes" or "no," e.g. **Are you English?**
see also *open question*

collective noun
A *singular* noun that refers to a group of people or things, e.g. **family**, **team**.

comparative adjective
An adjective that compares one thing or group of things with another, e.g. **better**.
see also *superlative adjective*

complement
The word or phrase that comes after *verbs* such as **be**, **become**, **seem**, **appear**, e.g. "happy" in **She's happy**.
see also *linking verb*

complex preposition
A preposition that contains two or more words, e.g. **next to**, **because of**.

compound noun
A noun that contains two or more words, e.g. **post office**.

compound tense
A *tense* which uses an *auxiliary verb*, e.g. the *present perfect*: **has done**.

concrete noun
A noun that refers to something you can touch, see, hear, smell, or taste, e.g. **table**, **teacher**.

conditional
The verb structure used when one event or situation depends on another event or situation happening first.

conjunction
A word that links two words or groups of words, e.g. **and**, **because**, **if**.

consonant
Most letters / sounds in English, but not **a**, **e**, **i**, **o**, **u**. **y** can operate as a consonant or a *vowel*.

continuous (progressive)
Continuous *tenses* express actions that are in progress at a specific time, e.g. **I'm writing**.

contraction
Two words that are joined with an *apostrophe* to form one word, e.g. **we're**.

conversational ellipsis
When words are left out in *informal* conversation, e.g. **[Do you] Want a cup of coffee?**

coordinating conjunction
A word that links two *clauses* of equal importance, e.g. **and**, **but**, **or**.
see also *subordinating conjunction*

countable
A *noun* that can be counted, e.g. **one book**, **two books**.
see also *uncountable*

defining relative clause
A clause that starts with a *relative pronoun* (such as **who** or **which**). It gives information that defines something in the *main clause*.
see also *non-defining relative clause*

definite article
The word **the**, which specifies which noun that follows it, e.g. **the house in the woods**.
see also *indefinite article*

demonstrative determiner / pronoun
Words that specify a *noun* as closer to (**this**, **these**) or more distant from (**that**, **those**) the speaker, e.g. **This watch is cheaper than that one in the window.**

dependent preposition
A preposition that always follows a particular *verb*, *noun*, or *adjective*, e.g. **afraid of**.

determiner
A word that comes before a *noun* and identifies it, e.g. **the book**, **this book**.

direct object
The person or thing affected by the action of the *verb*, e.g. "him" in **We followed him**. see also *indirect object*

direct question
A question without an introductory phrase, e.g. **What time is it?**

direct speech
The words that are actually said to make a statement or question, e.g. **It's raining.**

discourse marker
A word or phrase that is used in conversation to direct the discussion or add comment, e.g. **Well**, **Right**.

double object verb
A verb that has two objects, e.g. "me" and "the phone" in **Give me the phone**.

dummy subject
The word "it" used without referring to a noun, e.g. **It's five o'clock.**

-ed adjective
An adjective that describes how somthing is affected, e.g. **bored**, **excited**. see also *-ing adjective*

ellipsis
When words or phrases are left out of a clause, usually because they don't need to be repeated, e.g. **He got up and [he] had a shower**.

emphasis
When a word is said more loudly because it is more important.
see also *stress*

extreme adjective
An adjective that has a stronger meaning than a *gradable adjective* with a similar meaning, e.g. **freezing** is the extreme adjective for **cold**.

first conditional
A sentence with "if" that describes a possible future situation that depends on another situation, e.g. **If it rains, I'll stay here**.

focus
Part of a *sentence* that is moved to the beginning because it is more important.

formal
Formal language is used in situations where you don't know the people very well, or when you want to keep social distance.
see also *informal*

future continuous
A *tense* that is formed with **will be** and the *present participle*. It expresses an action that will be in progress at a point in the future.

future perfect
A *tense* that is formed with **will have** and the *past participle*, e.g. **will have done**. It expresses an action that will be complete at a point in the future.

future perfect continuous
A *tense* that is formed with **will have been** and the *present participle*, e.g. **will have been doing**. It expresses an ongoing action that will be complete at a point in the future.

gerund (verbal noun)
The *-ing* form of a *verb*, when it is used as a noun, e.g. **No smoking**.

gradable adjective
An adjective that can be used with *adverbs of degree* (such as **very**) and can be used in the *comparative* form.
see also *non-gradable adjective*

grading adverb
An *adverb of degree* that can be used with *gradable adjectives*.
see also *non-grading adverb*

hedging
Words or phrases that make a speaker seem less certain or direct, e.g. **apparently**, **I think**.

imperative
An order to someone, e.g. **Stop!** The imperative is often a *verb* on its own in its *base form*.

indefinite article
The words **a** and **an**, which come before *nouns* when it doesn't matter which noun is being referred to, or if it is being mentioned for the first time, e.g. **Can I borrow a pen?**
see also *definite article*

indefinite pronoun
A pronoun that does not refer to a specific person or thing, e.g. **someone, nothing**.

indirect object
The person or thing that is affected by the action of a *transitive verb*, but is not the direct object, e.g. "the dog" in **I gave the ball to the dog.**
see also *direct object*

indirect question
A question that begins with a polite phrase, e.g. **Can you tell me what time it is?**

infinitive
The *base form* of a *verb*, often with the infinitive marker "to," e.g. **to go**, **to run**.

infinitive clause
A clause whose verb is in the *infinitive* form, e.g. **It's important to complete the form in full.**

informal
Informal language is used in situations where you know the people well and feel relaxed.
see also *formal*

-ing adjective
An adjective that describes the effect something has, e.g. **boring**, **exciting**.
see also *-ed adjective*

inseparable phrasal verb
A *phrasal verb* that is always used with the *particle*, e.g. **I take after my mother**. see also *separable phrasal verb*

intransitive verb
A verb that does not take a *direct object*.
see also *transitive verb*

introductory "it"
"It is" used at the start of a *sentence* to refer to a general idea, e.g. **It is difficult to ski.**

inversion
When positions of two parts of a *clause* swap around, e.g. the *subject* and the *verb* in questions.

irregular
A word that behaves differently from most words like it, e.g. **men** is an irregular *plural noun*. see also *regular*

linking verb
A verb that links two parts of a *clause* (the *subject* and *complement*) rather than describing an action, such as **be**, **seem**, **become**, e.g. **She is really angry**.

main clause
A *clause* that could form a complete *sentence* on its own.
see also *subordinate clause*

main verb
The verb in a group of verbs that carries the meaning, e.g. "ride" in **I can ride a bike.**

modal verb
A type of *auxiliary verb* that is used with a *main verb* to show ideas like ability and permission.

modifier
A word that adds information to another word, e.g. "really" in **really interesting**.

negative
A *clause* that contains a word like **not** or **never**.

negative adverbial
A phrase that acts as an *adverb* and has a negative meaning, e.g. **not only**, **not until**.

non-defining relative clause
A clause that starts with a *relative pronoun* (such as **who** or **which**). It gives non-essential information about the *main clause*.
see also *defining relative clause*

non-gradable adjective
An adjective that cannot be used in the *comparative* form and can only be used with certain *adverbs of degree* (such as **absolutely**).
see also *gradable adjective*

non-grading adverb
An *adverb of degree* that can be used with *non-gradable adjectives*.

noun
A word that refers to a person, place, or thing.

noun phrase
A *noun*, *pronoun*, or a number of words that are linked to a noun, e.g. **the blue house**.

object
A *noun* or *pronoun* that follows a *verb* or a *preposition*.

object pronoun
A pronoun that usually follows a *verb* or a *preposition*, e.g. **me**, **them**.

object question
A question where the question word is the *object*, e.g. "What" in **What did you say?**

open question
A question that cannot be answered with "yes" or "no" and starts with a question word (such as **when** or **who**).
see also *closed question*

ordinal number
The numbers used for ordering, e.g. **first**, **second**.
see also *cardinal number*

participle
The form of a *verb* used to make *compound tenses*.
see also *past participle* and *present participle*

particle
A word that follows a *verb* to form a *phrasal verb*.

passive voice
Indicates that the person or thing affected by the action is the *subject* of the *verb*.
see also *active voice*

past continuous
A *tense* that is formed with **was** or **were** and the *present participle*, e.g. **was doing**. It expresses an ongoing action in the past.

past participle
The *participle* form of a *verb* that is used to make *perfect tenses* and the passive, e.g. **walked**, **done**, **eaten**.

past perfect
A *tense* that is formed with **had** and the *past participle*, e.g. **had done**. It expresses a completed action that happened before another action or state in the past.

past perfect continuous
A *tense* that is formed with **had been** and the *present participle*, e.g. **had been doing**. It expresses an ongoing action that happened before another action or state in the past.

past simple
A *tense* that consists only of the past form of a *verb*, e.g. **walked**, **said**, **ate**. It expresses a completed action in the past.

perfect
Perfect *tenses* express a link between two times, e.g. the *present perfect* links the past with the present.

person
The form of a *pronoun* that shows who is speaking (**I**, **we**),

who is being spoken to (**you**) or who or what is being mentioned (**he**, **she**, **it**, **they**). *Verbs* also reflect person, e.g. **am** is the first person singular form of **be**.

personal pronoun
A word that refers to people or things that have already been mentioned, e.g. **he**, **they**.

phrasal verb
A combination of *verb* + *particle* that is always used together and has a different meaning from the verb on its own, e.g. **make up** meaning "invent."

plural
The form of a word used when there is more than one of something, e.g. **books**, **they**.
see also *singular*

positive
A *clause* that expresses what someone or something is or does. It does not contain a negative word.
see also *negative*

possessive determiner
A word that comes before a *noun* and shows belonging, e.g. **my**, **our**, **his**.

possessive pronoun
A word that replaces a *noun* and shows belonging, e.g. **mine**, **ours**, **his**.

prefix
Letters at the beginning of a word that change its meaning, e.g. "re-" in **replace**.
see also *suffix*

preposition
A short word that links two *nouns* or *pronouns* to show a relationship, e.g. **to**, **at**, **with**, **from**.

prepositional phrase
A phrase that starts with a *preposition*, e.g. **on the bus**, **at five o'clock**.

present continuous
A *tense* that is formed with the present of **be** and the *present participle*, e.g. **is doing**. It expresses an ongoing action in the present.

present participle
The *participle* form of a *verb* that is used to make *continuous tenses*, e.g. **walking**, **doing**.

present perfect
A *tense* that is formed with the present of **have** and the *past participle*, e.g. **have done**. It expresses an action that started in the past and is still continuing or that happened in the past but has a result in the present.

present perfect continuous
A *tense* that is formed with **has / have been** and the *present participle*, e.g. **has / have been doing**. It expresses an ongoing action that started in the past and is still continuing.

present simple
A *tense* that consists only of the present form of a *verb*, e.g. **walk**, **say**, **eat**. It expresses a general truth about the present.

pronoun
A word that replaces a *noun*, when the noun has already been mentioned, e.g. **it**, **that**.

proper noun
A noun that is the name of a person, place, day, etc., e.g. **Maria**, **France**, **Sunday**.

quantifier
A word that usually comes before a *noun* and expresses a quantity or amount, e.g. **several**, **many**, **much**.

question
A *sentence* that asks for something, usually information. The *verb* usually comes before the *subject*.

question word
A word is used to start *open questions*, e.g. **What**, **Which**, **Who**, **Why**, **How**.

question tag
A short phrase that makes a *statement* into a *question*, e.g. "isn't it" in **It's hot today, isn't it?**

reflexive pronoun
A word that refers to the *subject* of the *clause*, when the subject and *object* are the same, e.g. **myself**.

regular
A word that behaves in the same way as most words like it, e.g. **books** is a regular *plural noun* and **waited** is a regular *past simple* form.
see also *irregular*

relative clause
A clause that gives information about the *subject* or *object* of the *main clause*.

relative pronoun
A word that introduces a *relative clause*, e.g. **who**, **that**, **which**.

reported question
A question that is repeated after it was actually asked, often by another person, e.g. **She asked if the bus was full.**

reported speech
Statements and *questions* that are repeated after they were actually said, often by another person, e.g. **He said the bus was full.**

reporting verb
A verb that introduces *reported speech*, e.g. **say**, **tell**.

root
The part of a word to which a suffix or prefix is added, e.g. "employ" is the root of **employable**.

second conditional
A sentence with "if" that describes an imaginary future situation, or an impossible present situation, e.g. **If I were you, I'd take an umbrella.**

sentence
A group of one or more *clauses*.

separable phrasal verb
A *phrasal verb* that can be used with the *particle* after a noun or pronoun, e.g. **bring the subject up / bring it up**.
see also *inseparable phrasal verb*

short answer
An answer to a closed *question* that only uses the *subject* and *auxiliary verb*, e.g. **Yes, I do.**

short question
A question with just an *auxiliary verb* and *subject*, which is used to show interest in a conversation, e.g. **Is it?**

simple
Simple *tenses* are formed with a *main verb* only; they don't need an *auxiliary verb* in their *positive* forms.

singular
The form of a word that is used to refer to just one person or thing, e.g. **book**.
see also *plural*

stalling
Using words or short phrases in conversation to give yourself time to think about what to say, e.g. **Let's see...**

state verb (stative verb)
A type of verb that describes situations, thoughts, or feelings, e.g. **seem**, **think**, **like**.
see also *action verb*

statement
A *sentence* that offers information, i.e. not a *question* or an *imperative*.

stress
Saying one *syllable* in a word, or one word in a *sentence*, more strongly than the others.
see also *emphasis*

subject
The person / thing / place, etc. that usually comes before the *verb* in a *clause*.

subject pronoun
A word that replaces a *noun* as the subject of a *clause*, e.g. **I**, **she**, **they**.

subject question
A question where the question word is the *subject*, e.g. "Who" in **Who invited you?**
see also *object question*

subordinate clause
A *clause* which is dependent on the *main clause*, usually introduced by a *subordinating conjunction*.

subordinating conjunction
A word that links two *clauses* that are not of equal importance, i.e. a *subordinate clause* to a *main clause*, e.g. **because**, **if**.
see also *coordinating conjunction*

substitution
The use of a word to replace another, e.g. "He" in **He's in the kitchen.**

suffix
Letters at the end of a word that change its meaning, e.g. "-able" in **enjoyable**.
see also *prefix*

superlative adjective
An adjective that indicates the most extreme of a group of things, e.g. **best**.
see also *comparative adjective*

syllable
Every word is made up of a number of syllables, each of which contain a *vowel* sound, e.g. **teach** (one syllable), **teacher** (two syllables).

tense
The form of a *verb* that shows the time of the action, e.g. *present simple*, *past simple*.

third conditional
A sentence with "if" that describes an impossible past situation and its impossible result, e.g. **If I had studied harder, I would have passed the exam.**

time marker
A word or phrase that indicates a time, e.g. **now**, **at the moment**, **tomorrow**.

transitive verb
A verb that takes a *direct object*.
see also *intransitive verb*

uncountable
A *noun* that cannot be counted, e.g. **water**, **money**.
see also *countable*

verb
A word that refers to a situation or an action, e.g. **stay**, **write**.

vowel
The English letters **a**, **e**, **i**, **o**, **u**.
see also *consonant*

word class
Shows the function of a word in a sentence, e.g. *noun*, *verb*, *adjective* are all word classes.

word order
The position that different words have in a *clause*, e.g. the *subject* usually comes before the *verb*, and *adjectives of opinion* come before *adjectives of fact*.

zero article
When there is no article before *plural* or *uncountable nouns*.

zero conditional
A *sentence* with "if" or "when" that describes a present situation or a regular action, e.g. **If it rains, the roads flood.**