

Index

A

A/an, 53–54

Able to, 76–77

Active verbs, 93–94

Adjective(s):

infinitives after (e.g., *happy to meet*), 147

non-progressive passive verbs used as, 100

nouns used as (e.g., *vegetable soup*), 42–43

participial (e.g., *amusing/amused*), 102–103

possessive (*my, your*, etc.), 59–60, 122, 155

Adjective clauses:

defined, 117

expressions of quantity in, 129

object pronouns in (*whom, which, that*), 119–120

prepositions in, 120–121

pronouns modified by, 126–127

punctuation of, 127–128

reducing to adjective phrases, 130–131

restrictive vs. nonrestrictive, 117

subject pronouns in (*who, which, that*), 118

with *when*, 125

with *where*, 124

with *which*, 118, 119–120, 129

with *whose*, 122

Adjective phrases, 130–131

Adverb(s), conjunctive (e.g., *therefore*), 184, 190

Adverb clauses:

of cause and effect (*because*, etc.), 167, 181–182

of condition (*if, unless*, etc.), 169–171, 172, 173–174, 190

of contrast (*although*, etc.), 168, 187–188

defined, 163

of direct contrast (*whereas, while*), 168–169

punctuation of, 163, 167, 173, 184–185

of purpose (*so that*), 186–187

reducing to adverbial phrases, 175–176, 177–178, 179

of time (*after, before*, etc.), 164–165

words used to introduce, 164, 169

Adverbial phrases, 175–176, 177–178, 179

A few, 49–50

After, 17, 24, 165, 176

A great deal of, 49

Agreement:

with paired conjunctions, 160

pronoun-noun, 61–62

subject-verb, 32–33, 34, 35, 36

A little, 49–50

All (of), 35

A lot of, 35, 48

Already, 24

Although, 168, 187–188

And, 159–160

Another, 67

Antecedent, 59

Any, 51

Apostrophes:

in contractions, 44, 153

with possessive nouns, 44

Appositives, 130, 177

Articles:

with definite and indefinite nouns, 53–54

with generic nouns, 54–55

guidelines for using, 56

with titles and geographic names, 57

As, 167

As/so long as, 167

As soon as, 24, 27, 165

Auxiliary verbs (SEE **Be; Have/has/had; Modal auxiliaries**)

B

Be:

infinitives after, 75–76

with modal + *-ing*, 90

in passive form, 94

Be able to, 76–77, 91

Because:

in adverb clauses, 167, 168, 181–182

vs. *even though*, 168

Because of, 182–183

Become, 101

Before, 17, 165

Be going to, 21, 22–23

Be supposed to, 75–76

Both . . . and, 157, 160–161

But, 159–160, 187–188

By, in passive form (the *by*-phrase), 93, 94, 95–96

By the time, 17, 27

C

Can:

degree of certainty in, 87

in expressions of ability, 76–77

in expressions of permission, 71

in expressions of possibility, 77–78

in polite requests, 79

Causative verbs (*make, have, get*), 154–155

Clauses, defined, 6, 117, 130

(SEE ALSO Adjective clauses; Adverb clauses; Noun clauses)

Collective nouns, 34, 62

Commas:

with adjective clauses, 127–128

with adverb clauses, 163, 167, 173

with independent clauses, 159–160

in parallel structure, 158–159

with transitions, 184

Complex sentences (SEE Adjective clauses; Adverb clauses; Noun clauses)

Conditional sentences:

basic verb forms used in, 192–193

expressions of real conditions in, 193

expressions of unreal conditions in, 194–195, 196

implied conditions in, 199–200

mixed time in, 198–199

omission of *if* in, 199
 progressive verb forms used in, 198
 Conjunctions:
 as connectives, 181
 coordinating, 157, 163, 184
 defined, 157
 in expressions of cause and effect, 183–184
 in expressions of condition, 190
 in expressions of contrast, 187–188
 independent clauses connected with, 159–160
 noun clauses introduced with, 105
 paired (correlative), 157, 160–161, 163
 punctuation with, 158–161
 subordinating, 157, 163
 Conjunctive adverbs (e.g., *therefore*), 184, 190
 Connectives, defined, 181
Consequently, 182, 183–184
 Contractions, 44, 153
 Contrary-to-fact (SEE Conditional sentences)
 Coordinating conjunctions, 157, 163, 184
 Correlative conjunctions, 157, 163
Could:
 in conditional sentences, 199–200
 degree of certainty in, 87, 88, 90
 in expressions of past ability, 77
 in expressions of possibility, 77
 in polite requests, 79
 in reported speech, 114
 in suggestions/advice, 74
 after *wish*, 200
 Count/noncount nouns, 46–47
 defined, 40
 expressions of quantity with, 48–50

D

Dangling modifiers, 175
 Definite nouns:
 articles with, 53–54
 descriptive information with, 55
 Dependent clauses, defined, 117, 163
 (SEE ALSO Adjective clauses; Adverb clauses; Noun clauses)
Despite, 188
Due to, 182–183

E

Each/every, 50
-Ed forms, 5
 in participial adjectives, 102–103
Either . . . or, 160–161

Enough, 147–148
Even if, 171
Even though, 168, 171, 181–182
 Expressions:
 of ability, 76–77, 86
 of advisability, 74, 84–85
 of cause and effect, 177–178, 183–184, 185–186
 of condition, 190
 of contrast, 187–188
 of degree of certainty, 83, 86–87, 88, 89, 90
 of direct contrast, 189
 of expectation, 75–76, 84–85
 of necessity, 72, 73, 84–85
 with *other*, 68–69
 of permission, 71, 80
 of possibility, 77–78
 of preference, 91
 of purpose, 145, 186–187
 of quantity
 in adjective clauses, 129
 with count and noncount nouns, 48–50
 defined, 32, 40
 of used in, 51
 singular, 50
 subject-verb agreement with, 35
 of real conditions, 193
 of repeated action in the past, 83
 special, followed by *-ing*, 141–142
 of suggestions, 74, 81
 of unreal conditions, 194–195, 196

F

(A) Few/(a) little, 49–50
For:
 in expressions of purpose, 145
 vs. *since*, 10
 Future time:
 present tenses to express, 25
 time clauses to express, 24
 (SEE ALSO **Be going to**; Verb tenses; **Will**)

G

Generic nouns:
 agreement with, 61–62
 articles with, 54–55
 Geographic names, articles with, 57
 Gerunds:
 common verbs followed by, 134, 137
 defined, 133–134, 145
 after *go*, 140–141
 after *need*, 151
 as objects of prepositions, 138–139, 143–144

passive, 149, 150
 past forms of, 150
 possessive adjectives modifying, 155
 as subjects, 142

Get:

as causative verb (e.g., *get them to do it*), 154–155
 passive with (e.g., *get worried*), 93, 101–102

Go + gerund (e.g., *go shopping*), 140–141

Going to, 21

(A) great deal of, 49

H

Habitual past, 83

Had better, 74, 79

Had to, 84

Have got to, 72

Have/has/had:

as causative verb, 154–155
 in conditional sentences, 196, 199
 in past infinitives and gerunds, 150
 in present perfect, 10, 12, 14
 in spoken English, 13, 18

Have to:

in expressions of necessity, 72, 73
 in phrasal modals, 91

Help, 153

However:

in expressions of direct contrast, 189
 as transition, 182

Hyphens, 43

I

If:

in adverb clauses of condition, 169–171
 in noun clauses, 108
 (SEE ALSO Conditional sentences; Noun clauses)

If-clauses, 169–171, 193

Impersonal pronouns, 65, 77

In case, 172

Indefinite nouns:

agreement with, 61–62
 articles with, 53–54
 descriptive information with, 55

Indefinite pronouns:

agreement with, 61–62
 modified by adjective clauses, 126–127

Independent clauses:

conjunctions connecting, 159–160
 defined, 117
 punctuation with, 159–160

Infinitives:

- after adjectives (e.g., *happy to meet*), 147
- after *be*, 75–76
- common verbs followed by, 135, 137
- defined, 133–134, 145
- with *get* as causative verb, 154–155
- with *it*, 142
- with modal auxiliaries, 90
- after *need*, 151
- with objects, 136
- passive, 149, 150, 151
- past forms of, 150
- of purpose (*in order to*), 145
- after question words, 109
- as subjects, 142
- with *too/enough*, 147–148

-Ing forms:

- in adverbial phrases, 177
- go + *-ing*, 140–141
- modal + *be* + *-ing*, 90
- in participial adjectives, 102–103
- special expressions followed by (e.g., *have fun doing*), 141–142
- upon* + *-ing*, 179
- after verbs of perception (e.g., *see her walking*), 152
- (SEE ALSO Gerunds; Present participles)

In order to, 145, 187

Insomuch as, 167

In spite of, 188

Intransitive verbs, not used in passive, 93–94

Inverted word order, 160
after *only if*, 174

Irregular plural nouns, 40–41

Irregular verbs, 9–10

It, with infinitives, 142

K

Know how to, 76–77

L

Let, 153

Let's, 81, 153

(A) Little/(a) few, 49–50

(A) Lot of, 35, 48

Lots of, 48

M

Main clauses (SEE Independent clauses)

Make, as causative verb (e.g., *make them do it*), 154–155

Many of, 51

May:

- degree of certainty in, 87, 88, 90
- in expressions of permission, 71
- in expressions of possibility, 77–78
- in polite requests, 79

Maybe vs. **may be**, 86

Might:

- degree of certainty in, 87, 88, 89, 90
- in expressions of possibility, 77–78
- in reported speech, 114

Modal auxiliaries:

- defined, 70
- passive form of, 98
- phrasal modals after, 91
- in polite requests, 71
- progressive forms of, 90
- in reported speech, 114
- summary chart of, 92

Modifying phrases:

- reducing adjective clauses to, 130–131
- reducing adverb clauses to, 175–176, 177–178, 179

Most (of), 35, 51

Must:

- degree of certainty in, 87, 88, 90
- in expressions of necessity, 72
- in prohibitions, 73
- in reported speech, 114

N

Need, gerunds and infinitives after, 151

Neither . . . nor, 160–161

Nevertheless/nonetheless, 188

Non-binary pronouns, 61

Noncount nouns, 46–47

- defined, 40
 - expressions of quantity with, 48–50
- Non-progressive (stative) verbs, 1, 3
- passive, 99–100
 - prepositions after, 100–101

Nonrestrictive adjective clauses, 117

Not only . . . but also, 160–161

Noun(s):

- collective, 34, 62
- count and noncount, 40, 46–47, 48–50
- definite and indefinite, 53–54, 55, 61–62
- generic, 54–55, 61–62
- possessive, 44
- pronoun agreement with, 61–62
- regular and irregular plural, 40–41
- used as adjectives (e.g., *vegetable soup*), 42–43

Noun clauses:

- conjunctions introducing, 105

- defined, 105–106
- with question words, 106, 109
- in reported speech, 112–113, 114
- subjunctive in, 115
- with *that*, 110
- with *whether/if*, 108
- after *wish*, 200–201
- word order in, 106

Now that, 167

O

Object(s):

- infinitives with, 136
- of prepositions
 - adjective clauses used as, 120–121
 - gerunds used as, 138–139, 143–144

Object pronouns, 119–120

Of:

- in expressions of possession, 45–46
- in expressions of quantity, 51

One:

- as expression of quantity, 50, 51
- as impersonal pronoun, 65

One of (+ plural noun), 50

Only if, 173–174

On the other hand, 189

Or (else), 190

Other:

- common expressions with, 68–69
- forms of, 67

Otherwise, 190

Ought to:

- degree of certainty in, 89
- in reported speech, 114
- in suggestions/advice, 74

Overview of verb tenses, 29–31

P

Paired conjunctions (e.g., *both . . . and*), 157, 160–161, 163

Parallel structure, 157–159

Participial adjectives (e.g., *confusing* vs. *confused*), 102–103

Participial phrases (SEE Modifying phrases)

Participles (SEE Modifying phrases; Past participles; Present participles)

Passive (form):

- by*-phrase in, 93, 94, 95–96
- of causative verbs (e.g., *have it done*), 154
- defined, 93
- of gerunds (e.g., *being done*), 149, 150

with *get* (e.g., *get worried*), 93, 101–102

of infinitives (e.g., *to be done*), 149, 150, 151

modals and phrasal modals in, 98

non-progressive (e.g., *the door is locked*), 99–100

prepositions after, 100–101

participial adjectives in (e.g., *amused children*), 102–103

tense forms of, 94–95

transitive/intransitive verbs in, 93–94

Past habit, 83

Past participles, 9–10

as adjective (e.g., *amused children*), 102–103

in passive, 94, 98, 100

in verb tenses, 12

(SEE ALSO **-Ed** forms)

Past progressive verbs, 6–7

Perfect/perfect progressive verbs (SEE Verb tenses)

Periods:

with independent clauses, 160

vs. semicolons, 184

Personal pronouns, agreement with nouns, 62

Phrasal modals:

defined, 70

after modals, 91

passive form of, 98

Phrasal prepositions, 182

Phrases:

adjective, 130–131

adverbial, 175–176, 177–178, 179

defined, 117, 130

Polite requests, 71, 78–80

Possessive adjectives (*my, your, etc.*), 59–60, 122, 155

Possessive nouns (e.g., *John's book*), 44

Possessive pronouns (*mine, yours, etc.*), 59–60

Preposition(s):

in expressions of contrast, 188

in expressions of possession, 45–46

after non-progressive passive verbs, 100–101

objects of

adjective clauses used as, 120–121

gerunds used as, 138–139, 143–144

phrasal, 182

Present participles, 9–10

as adjective (e.g., *amusing story*), 102–103

in reduction of adverb clauses, 175

special expressions followed by (e.g., *have fun doing*), 141–142

with verbs of perception (e.g., *watch someone doing*), 152

(SEE ALSO **-Ing** forms)

Progressive verbs:

in conditional sentences, 198

defined, 1

modals as, 90

vs. non-progressive, 3

(SEE ALSO Verb tenses)

Pronouns:

agreement with nouns, 61–62

impersonal, 65, 77

indefinite, 61–62, 126–127

non-binary, 61

object, 119–120

personal, 62

possessive, 59–60

reflexive, 63–64

relative (SEE Adjective clauses)

subject, 117, 118

Pronunciation:

can/can't, 76–77

got to, 72

have/has, 13

have to/has to, 72

-s/-es, 32–33

that, 186

Punctuation:

with adjective clauses, 127–128

with adverb clauses, 163, 167, 173, 184–185

with conjunctions, 158–161

with independent clauses, 159–160

in parallel structure, 158–159

in quoted speech, 111–112

with transitions, 184–185

(SEE ALSO Apostrophe; Commas; Hyphens; Periods; Quotation marks; Semicolons)

Q

Question words:

infinitives after, 109

in noun clauses, 106, 109

Quotation marks, 111–112

Quoted speech, 111–112

vs. reported speech, 112–113

R

Reduction:

of adjective clauses, 130–131

of adverb clauses, 175–176, 177–178, 179

Reflexive pronouns, 63–64

Regular plural nouns, 40–41

Regular verbs, 9–10

Repeated action in the past (*would, used to*), 83

Reported speech:

defined, 112

modals in, 114

vs. quoted speech, 112–113

verb tense in, 112–113

Restrictive adjective clauses, 117

Run-on sentence, 159

S

-S/-es, 32–33

in count nouns, 46–47

in plural nouns, 40–41

pronunciation of, 32–33

spelling with, 32–33, 40

-Self/-selves, 63–64

Semicolons, 184

Sentences:

complex (SEE Adjective clauses; Adverb clauses; Noun clauses)

conditional (SEE Conditional sentences)

inverted word order in, 160, 174

run-on, 159

Shall, 71, 81

Should:

in conditional sentences, 199

degree of certainty in, 89, 90

in expressions of expectation, 75–76

in reported speech, 114

vs. *shall*, 71

in suggestions/advice, 74

Simple form of a verb: 9–10

with causative verbs, 154

defined, 152

after *let* and *help*, 153

with verbs of perception, 152

Simple tenses, 1

(SEE ALSO Verb tenses)

Since:

in adverb clauses, 167

in adverbial phrases, 176

as duration of time, 10, 176

vs. *for*, 10

meaning *because*, 167

Singular/plural (SEE Agreement; Count/noncount nouns; Irregular plural nouns; **-S/-es**)

So, 183–184, 186

So long as, 167

Some (of), 35

So that, 186–187

So . . . that/such . . . that, 185–186

Spelling, with *-s/-es*, 32–33, 40

Stative verbs (SEE Non-progressive verbs)

Still, 24

Subject pronouns, 117, 118

Subject-verb agreement, 32–33

with collective nouns, 34

with expressions of quantity, 35

irregularities in, 37

with *there + be*, 36

Subjunctive, in noun clauses, 115

Subordinate clauses, 117

(SEE ALSO Adjective clauses; Adverb clauses; Noun clauses)

Subordinating conjunctions, 157, 163

Such . . . that, 185–186

Supposed to, 75–76

T

Tenses (SEE Verb tenses)

Than, 91

That:

in adjective clauses, 118, 119–121

in noun clauses, 105, 110

pronunciation of, 186

The:

with definite and indefinite nouns, 53–54

with titles and geographic names, 57

Their, 61

Them, 61

There + be, 36

Therefore, 183–184

They:

as impersonal pronoun, 65

as non-binary pronoun, 61

Though, 168

Time clauses, 164–165

future, tense use in, 24

as modifying adverbial phrases, 176, 177

Titles, articles with, 57

Too, 147–148

Transitions:

defined, 182

in expressions of cause and effect, 183–184

in expressions of condition, 190

in expressions of contrast, 188

punctuation with, 184–185

Transitive/intransitive verbs, in passive form, 93–94

U

Uncountable nouns (SEE Noncount nouns)

Unless, 173

Until, 24, 173

Upon + -ing, 179

Used to, 83

V

Verbals (SEE Gerunds; Infinitives)

Verbs:

causative, 154–155

non-progressive (stative), 1, 3, 99–101

of perception, 152

progressive, 1, 3, 90, 198

regular/irregular, 9–10

subjunctive, 115

transitive/intransitive, 93–94

Verb tenses:

future perfect, 27

future perfect progressive, 27

future progressive, 26–27

overview, 29–31

in passive, 94–95

past perfect, 17

past perfect progressive, 18–19

past progressive, 6–7

present perfect, 10, 11–12, 14

present perfect progressive, 15–16

present progressive, 1, 2–3, 25

in reported speech, 112–113

simple future, 21

simple past, 5, 6–7, 14

simple present, 1, 2–3, 25

Very/too, 147–148

Voiced and voiceless sounds, 33

W

Want, 151

Was/were:

in conditional sentences, 195, 199

in wishes, 200

Was/were going to, 8

When, 6–7

in adjective clauses, 125

in adverb clauses, 165

Whenever, 165

Where, 124

Whether, 108

Whether or not, 171

Which, in adjective clauses, 118, 119–120, 129

While, 6–7

in adverb clauses, 165, 168–169

in adverbial phrases, 175–176

Whose, 122

Who/whom, 118, 119–121

Why don't, 81

Will:

vs. *be going to*, 22–23

in conditional sentences, 193

degree of certainty in, 89

future, 21, 22–23

Wish, 200–201

Would:

in conditional sentences, 193, 195, 196, 198, 199–200

to express repeated action in the past, 83

in polite requests, 79–80

with *wish*, 201

Would rather, 91

Would you mind, 79–80

Y

Yet, 24

You, as impersonal pronoun, 65, 77