

APPENDIX A

SUMMARY OF VERB TENSES

VERB TENSE	FORM	MEANING AND USE
SIMPLE PRESENT	I have class Mondays. He doesn't have class today. Do you have class today? What do you do every day?	<ul style="list-style-type: none"> facts, general truths, habits, and customs used with frequency adverbs, e.g., <i>always, usually, sometimes, never</i> regular activities and repeated actions
PRESENT CONTINUOUS	I am studying biology this semester. He isn't studying now. Are you studying this weekend? What is she studying at college?	<ul style="list-style-type: none"> actions that are currently in progress future actions if a future time expression is used or understood
FUTURE WITH WILL	I will go to the store. He won't go to the store. Will you go to the store? When will you go to the store?	<ul style="list-style-type: none"> future plans/decisions made in the moment strong predictions promises and offers to help
FUTURE WITH BE GOING TO	He's going to study all weekend. He isn't going to study Saturday. Are you going to study Saturday? What are you going to study Saturday?	<ul style="list-style-type: none"> future plans that are already made predictions
SIMPLE PAST	They liked the story. I didn't like the story. Did you like the story? What did you like about the story?	<ul style="list-style-type: none"> recent or historical events a narrative, or story, that is real or imagined events in a person's life the result of an experiment
PAST CONTINUOUS	She was watching TV when I called. I wasn't watching TV when you called. Were you watching TV around 10? What were you watching ?	<ul style="list-style-type: none"> an action in progress at a specific past time often with the simple past in another clause to show the relationship of a longer past action to a shorter past action
PRESENT PERFECT	I have seen the movie <i>Black Panther</i> . He has seen <i>Black Panther</i> five times. Have you seen <i>Black Panther</i> ? Why have you never seen <i>Black Panther</i> ?	<ul style="list-style-type: none"> actions that started in the past and continue to the present actions that repeat during a period of time from the past to the present repeated actions at indefinite times in the past
PRESENT PERFECT CONTINUOUS	She has been working there for years. I haven't been working regularly in awhile. Have you been working here long? Where have you been working lately?	<ul style="list-style-type: none"> actions that started in the past and continue to the present

APPENDIX B

NONACTION VERBS

DESCRIPTION	FEELINGS	DESIRES	MEASUREMENTS	MENTAL STATES	SENSES
appear* be* consist of look* look like resemble seem	appreciate care dislike forgive hate like love mind miss	hope need prefer want wish	cost measure* weigh*	agree believe concern disagree doubt forget guess know imagine mean recognize remember* suppose surprise think* understand	belong contain feel* have* hear* hurt notice own possess see* smell* sound*

*Words that also have an active meaning

APPENDIX C

IRREGULAR VERB FORMS

BASE FORM	PAST FORM	PAST PARTICIPLE	BASE FORM	PAST FORM	PAST PARTICIPLE
be	was/were	been	fight	fought	fought
bear	bore	born/borne	find	found	found
beat	beat	beaten	fit	fit	fit
become	became	become	flee	fled	fled
begin	began	begun	fly	flew	flown
bend	bent	bent	forbid	forbade	forbidden
bet	bet	bet	forget	forgot	forgotten
bid	bid	bid	forgive	forgave	forgiven
bind	bound	bound	freeze	froze	frozen
bite	bit	bitten	get	got	gotten
bleed	bled	bled	give	gave	given
blow	blew	blown	go	went	gone
break	broke	broken	grind	ground	ground
breed	bred	bred	grow	grew	grown
bring	brought	brought	hang	hung	hung
broadcast	broadcast	broadcast	have	had	had
build	built	built	hear	heard	heard
burst	burst	burst	hide	hid	hidden
buy	bought	bought	hit	hit	hit
cast	cast	cast	hold	held	held
catch	caught	caught	hurt	hurt	hurt
choose	chose	chosen	keep	kept	kept
cling	clung	clung	know	knew	known
come	came	come	lay	laid	laid
cost	cost	cost	lead	led	led
creep	crept	crept	leave	left	left
cut	cut	cut	lend	lent	lent
deal	dealt	dealt	let	let	let
dig	dug	dug	lie	lay	lain
dive	dove/dived	dove/dived	light	lit/lighted	lit/lighted
do	did	done	lose	lost	lost
draw	drew	drawn	make	made	made
drink	drank	drunk	mean	meant	meant
drive	drove	driven	meet	met	met
eat	ate	eaten	mistake	mistook	mistaken
fall	fell	fallen	overcome	overcame	overcome
feed	fed	fed	overdo	overdid	overdone
feel	felt	felt	overtake	overtook	overtaken

BASE FORM	PAST FORM	PAST PARTICIPLE	BASE FORM	PAST FORM	PAST PARTICIPLE
overthrow	overthrew	overthrown	stick	stuck	stuck
pay	paid	paid	sting	stung	stung
plead	pled/pleaded	pled/pleaded	stink	stank	stunk
prove	proved	proven/proved	strike	struck	struck/stricken
put	put	put	strive	strove	striven
quit	quit	quit	swear	swore	sworn
read	read	read	sweep	swept	swept
ride	rode	ridden	swell	swelled	swelled/swollen
ring	rang	rung	swim	swam	swum
rise	rose	risen	swing	swung	swung
run	ran	run	take	took	taken
say	said	said	teach	taught	taught
see	saw	seen	tear	tore	torn
seek	sought	sought	tell	told	told
sell	sold	sold	think	thought	thought
send	sent	sent	throw	threw	thrown
set	set	set	understand	understood	understood
sew	sewed	sewn/sewed	uphold	upheld	upheld
shake	shook	shaken	upset	upset	upset
shed	shed	shed	wake	woke	woken
shine	shone/shined	shone/shined	wear	wore	worn
shoot	shot	shot	weave	wove	woven
show	showed	shown/showed	wed	wedded/wed	wedded/wed
shrink	shrank/shrunk	shrunk/shrunken	weep	wept	wept
shut	shut	shut	win	won	won
sing	sang	sung	wind	wound	wound
sink	sank	sunk	withdraw	withdrew	withdrawn
sit	sat	sat	withhold	withheld	withheld
sleep	slept	slept	withstand	withstood	withstood
slide	slid	slid	wring	wrung	wrung
slit	slit	slit	write	wrote	written
speak	spoke	spoken	Note: The past and past participle of some verbs can end in <i>-ed</i> or <i>-t</i> . burn burned or burnt dream dreamed or dreamt kneel kneeled or knelt learn learned or learnt leap leaped or leapt spill spilled or spilt spoil spoiled or spoilt		
speed	sped	sped			
spend	spent	spent			
spin	spun	spun			
spit	spit/spat	spit/spat			
split	split	split			
spread	spread	spread			
spring	sprang	sprung			
stand	stood	stood			
steal	stole	stolen			

APPENDIX D

CAPITALIZATION AND PUNCTUATION

Capitalization Rules

RULE	EXAMPLES
The first word in a sentence	M y friends are helpful.
The word <i>I</i>	My sister and I took a trip together.
Names of people	A braham L incoln; G eorge W ashington
Titles preceding names of people	D octor (D r.) S mith; P resident L incoln; Q ueen E lizabeth; M r. R ogers; M rs. C arter
Geographic names	the U nited S tates; L ake S uperior; C alifornia; the R ocky M ountains; the M ississippi R iver Note: The word <i>the</i> in a geographic name is not capitalized.
Street names	P ennsylvania A venue (A ve.); W all S treet (S t.); A bbey R oad (R d.)
Names of organizations, companies, colleges, buildings, stores, hotels	the R epublican P arty; C engage L earning; D artmouth C ollege; the U niversity of W isconsin; the W hite H ouse; B loomingdale's; the H ilton H otel
Nationalities and ethnic groups	M exicans; C anadians; S paniards; A mericans; J ews; K urds; I nuit
Languages	E nglish; S panish; P olish; V ietnamese; R ussian
Months	J anuary; F ebruary
Days	S unday; M onday
Holidays	I ndependence D ay; T hanksgiving
Important words in a title	<i>Grammar in Context; The Old Man and the Sea; Romeo and Juliet; The Sound of Music</i> Note: Capitalize <i>the</i> as the first word of a title.

Punctuation Rules

PUNCTUATION	EXAMPLES
A period (.) is used at the end of a declarative sentence.	This is a complete sentence.
A question mark (?) is used at the end of a question.	When does the movie start?
An exclamation mark (!) is used at the end of an exclamation. It expresses a strong emotion.	This book is so interesting!
<p>A comma (,) is used:</p> <ul style="list-style-type: none"> • before the connectors <i>and</i>, <i>but</i>, <i>so</i>, and <i>or</i> in a compound sentence. • between three or more items in a list. • after a dependent clause at the beginning of a complex sentence. Dependent clauses include time clauses, <i>if</i> clauses, and reason clauses. • between the day and the date, and between the date and the year. • between and after (if in the middle of a sentence) city, state, and country names that appear together. • after time words and phrases, prepositional phrases of time, and sequence words (except <i>then</i>) at the start of a sentence. 	<ul style="list-style-type: none"> • She gave Tomas a pen, but he wanted a pencil. • He needs a notebook, a pen, and a calculator. • If it's cold outside, you should wear a coat. • The test will be on Friday, May 20. The school opened on September 3, 2010. • She lived and taught in Shanghai, China, for five years. • Finally, the test was over, and the student could leave. • After the movie, they decided to go out for coffee.
<p>An apostrophe (') is used to indicate either a contraction or a possession:</p> <ul style="list-style-type: none"> • Use an apostrophe in a contraction in place of the letter or letters that have been deleted. • Add an apostrophe and the letter -s after a word to show possession. If a plural word already ends in -s, just add an apostrophe. 	<ul style="list-style-type: none"> • I'm happy to see you. • You've read a lot of books this year. • That is Yusef's book. • The teachers' books include the answers.
<p>Quotation marks (") are used to indicate:</p> <ul style="list-style-type: none"> • the exact words that were spoken by someone. Notice that the punctuation at the end of a quote is inside the quotation marks. • language that a writer has borrowed from another source. • when a word or phrase is being used in a special way. 	<ul style="list-style-type: none"> • Albert Einstein said, "I have no special talent. I am only passionately curious." • The dictionary defines <i>punctuation</i> as "the use of specific marks to make ideas within writing clear." • The paper was written by a "professional" writer.

APPENDIX E

VOWEL AND CONSONANT SOUNDS

Vowels

SYMBOL	EXAMPLES
ʌ	love, cup
a	father, box
æ	class, black
ə	alone, atom
ɛ	ever, well
i	eat, feet
ɪ	miss, bit
ɔ	talk, corn
ʊ	would, book
oʊ	cone, boat
u	tooth, school
eɪ	able, day
aɪ	mine, try
aʊ	about, cow
ɔɪ	join, boy

Consonants

SYMBOL	EXAMPLES
b	bread, cab
d	door, dude
f	form, if
g	go, flag
h	hello, behind
j	use, yellow
k	cook, hike
l	leg, meal
m	month, sum
n	never, win
ŋ	singer, walking
p	put, map
r	river, try
s	saw, parks
ʃ	show, action
r	atom, lady
t	take, tent
tʃ	check, church
θ	thing, both
ð	the, either
v	voice, of
w	would, reward
z	zoo, mazes
ʒ	usual, vision
dʒ	just, edge

APPENDIX F

USES OF ARTICLES

The Indefinite Article

A. To define or classify a subject

EXAMPLES	EXPLANATION
Chicago is a city. Illinois is a state. Abraham Lincoln was an American president.	<ul style="list-style-type: none">• We use <i>a</i> before a consonant sound.• We use <i>an</i> before a vowel sound.• We can put an adjective before the noun.
Chicago and Los Angeles are cities. Lincoln and Washington were American presidents.	We do not use an article before a plural noun.

B. To make a generalization about a noun

EXAMPLES	EXPLANATION
A dog has sharp teeth. Dogs have sharp teeth. An elephant has big ears. Elephants have big ears.	We use an indefinite article (<i>a/an</i>) + a singular count noun or no article with a plural noun. Both the singular and plural forms have the same meaning.
Coffee contains caffeine. Love makes people happy.	We do not use an article to make a generalization about a noncount noun.

C. To introduce a new noun into the conversation

EXAMPLES	EXPLANATION
I have a cell phone . I have an umbrella .	We use the indefinite article <i>a/an</i> with singular count nouns.
I have (some) dishes . Do you have (any) cups ? I don't have (any) forks . I have (some) money with me. Do you have (any) cash with you? I don't have (any) time .	We use <i>some</i> or <i>any</i> with plural nouns and noncount nouns. We use <i>any</i> in questions and negatives. <i>Some</i> and <i>any</i> can be omitted.
There's an elevator in the building. There isn't any money in my wallet.	<i>There</i> + a form of <i>be</i> can introduce an indefinite noun into a conversation.

continued

The Definite Article

A. To refer to a previously mentioned noun

EXAMPLES	EXPLANATION
There's a dog in the next apartment. The dog barks all the time.	We start by saying <i>a dog</i> . We continue by saying <i>the dog</i> .
We bought some grapes . We ate the grapes this morning.	We start by saying <i>some grapes</i> . We continue by saying <i>the grapes</i> .
I need some sugar . I'm going to use the sugar to bake a cake.	We start by saying <i>some sugar</i> . We continue by saying <i>the sugar</i> .
Did you buy any coffee ? Yes. The coffee is in the cabinet.	We start by saying <i>any coffee</i> . We continue by saying <i>the coffee</i> .

B. When the speaker and the listener have the same reference

EXAMPLES	EXPLANATION
The number on this page is 306.	The object is present, so the speaker and listener have the same object in mind.
The president is talking about the economy .	People who live in the same country have things in common.
Please turn off the lights and shut the door before you leave the house .	People who live in the same house have things in common.
The house on the corner is beautiful. I spent the money you gave me .	The listener knows exactly which one because the speaker defines or specifies which one.

C. When there is only one in our experience

EXAMPLES	EXPLANATION
The sun is bigger than the moon . There are many problems in the world .	The <i>sun</i> , the <i>moon</i> , and the <i>world</i> are unique objects.
Write your name on the top of the page.	The page has only one top.
Alaska is the biggest state in the U.S.	A superlative indicates that there is only one.

D. With familiar places

EXAMPLES	EXPLANATION
I'm going to the store after work. Do you need anything? The bank is closed now. I'll go tomorrow.	We use <i>the</i> with certain familiar places and people—the <i>bank</i> , the <i>zoo</i> , the <i>park</i> , the <i>store</i> , the <i>movies</i> , the <i>beach</i> , the <i>post office</i> , the <i>bus</i> , the <i>train</i> , the <i>doctor</i> , the <i>dentist</i> —when we refer to the one that we habitually visit or use.

Notes:

1. Omit *the* after a preposition with the words *church*, *school*, *work*, and *bed*.

He's **in church**. They're **at work**.
I'm going **to school**. I'm going **to bed**.

2. Omit *to* and *the* with *home* and *downtown*.

I'm going **home**. Are you going **downtown** after class?

Special Uses of Articles

NO ARTICLE	ARTICLE
Personal names: John Kennedy	The whole family: the Kennedys
Title and name: Queen Elizabeth	Title without name: the Queen
Cities, states, countries, continents: Cleveland Ohio Mexico South America	Places that are considered a union: the United States Place names: <i>the</i> _____ <i>of</i> _____ the District of Columbia
Mountains: Mount Everest	Mountain ranges: the Rocky Mountains
Beaches: Palm Beach Pebble Beach	Rivers, oceans, seas: the Mississippi River the Atlantic Ocean the Dead Sea
Streets and avenues: Madison Avenue Wall Street	Well-known buildings: the Willis Tower the Empire State Building
Parks: Central Park	Zoos: the San Diego Zoo
Name + <i>College or University</i> : Northwestern University	<i>The University/College of</i> _____: the University of Michigan
Holidays and dates: Mother's Day July 4 (month + day)	The day of month: the fifth of May the Fourth of July
Diseases: cancer AIDS polio malaria	Ailments: a cold a toothache a headache the flu
Languages: English	<i>The</i> _____ <i>language</i> : the English language

APPENDIX G

PREPOSITIONS OF TIME

	TIME EXPRESSION	EXAMPLES
in	in the morning in the afternoon in the evening	He eats breakfast in the morning. He eats lunch in the afternoon. He eats dinner in the evening.
	in the [season]	We have vacation in the summer. There are many flowers in the spring.
	in [month]	Her birthday is in March.
	in the ____ century	People didn't use cars in the 19th century.
	in [number] minutes, hours, days, weeks, months, years	We'll leave on vacation in three days. I will graduate in two weeks.
	in the past in the future	In the past, people didn't use computers. In the future, we will need more health care workers.
	in the beginning	In the beginning, I didn't understand the teacher at all.
at	at night	He likes to watch TV at night.
	at [time]	My class begins at 12:30.
	at present	At present, I'm learning French.
	at the beginning of [something] at the end of [something]	The semester starts at the beginning of September. The semester ends at the end of May.
on	on [date]	His birthday is on March 5.
	on [day]	I have to work on Saturday.
	on the weekend	I'm going to a party on the weekend.
from	from [time] to [time]	My class is from 12:30 to 3:30.
	from [time] until/till [time]	My class is from 12:30 until (or till) 3:30.
for	for [number] minutes, hours, days, weeks, months, years	She was in Mexico for three weeks. We lived in Paris for two years.
by	by [time]	Please finish your test by six o'clock.
until/till	until/till [time]	I slept until (or till) 9 a.m. this morning.
	until /till [event]	I lived with my parents until (till) I got married.
during	during [event]	He fell asleep during the meeting.
about	about [time]	The plane will arrive about 6 p.m.
around	around [time]	The plane will arrive around 6 p.m.
before	before [time, day, date]	You should finish the test before 9:30. You should finish the job before Friday.
	before [event]	Turn off the lights before you leave.
after	after [time, day, date]	Please don't call me after 10 p.m. I'll have more free time after next Monday.
	after [event]	Wash the dishes after you finish dinner.

APPENDIX H

VERBS AND ADJECTIVES FOLLOWED BY A PREPOSITION

MANY VERBS AND ADJECTIVES ARE FOLLOWED BY A PREPOSITION.

accuse (someone) of (be) accustomed to adjust to (be) afraid of agree with (be) amazed at/by (be) angry about (be) angry at/with apologize for approve of argue about argue with (be) ashamed of (be) aware of believe in blame (someone) for (be) bored with/by (be) capable of care about care for compare to/with complain about concentrate on (be) concerned about consist of count on deal with decide on depend on/upon (be) different from disapprove of (be) divorced from dream about/of (be) engaged to (be) excited about	(be) familiar with (be) famous for (be) fond of forget about forgive (someone) for (be) glad about (be) good at (be) grateful (to someone) for (be) guilty of (be) happy about hear about hear of hope for (be) incapable of insist on/upon (be) interested in (be) involved in (be) jealous of (be) known for (be) lazy about listen to look at look for look forward to (be) mad about (be) mad at (be) made from/of (be) married to object to (be) opposed to participate in plan on pray for pray to	(be) prepared for/to prevent (someone/something) from prohibit (someone/something) from protect (someone/something) from (be) proud of recover from (be) related to rely on/upon (be) responsible for (be) sad about (be) satisfied with (be) scared of (be) sick of (be) sorry about (be) sorry for speak about speak to/with succeed in (be) sure of/about (be) surprised at take care of talk about talk to/with thank (someone) for (be) thankful (to someone) for think about think of (be) tired of (be) upset about (be) upset with (be) used to wait for warn (someone) about (be) worried about worry about
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APPENDIX I

INFINITIVES

Verbs Followed by Infinitives

agree	claim	know how	seem
appear	consent	learn	swear
ask	decide	manage	tend
attempt	demand	need	threaten
arrange	deserve	offer	try
be able	expect	plan	volunteer
beg	fail	prepare	want
can afford	forget	pretend	wish
care	hope	promise	would like
choose	intend	refuse	

Adjectives Followed by Infinitives

afraid	easy	lucky	sad
ashamed	embarrassed	necessary	shocked
careful	excited	pleased	sorry
certain	glad	prepared	stupid
challenging	good	proud	surprised
delighted	happy	ready	upset
determined	hard	relieved	useful
difficult	important	reluctant	willing
disappointed	impossible	rewarding	wrong
eager	likely	right	

APPENDIX J

SENTENCE TYPES

There are three basic sentences types: simple, compound, and complex.

Simple Sentences

Simple sentences usually have one subject and one verb.

^S ^V
Students love textbooks.

Simple sentences can have more than one subject and/or verb.

^S ^S ^V
Children and adults like pizza.

Compound Sentences

Compound sentences are usually made up of two simple sentences (independent clauses) with a **connector** (a coordinating conjunction such as *and*, *but*, *or*, *yet*, *so*, and *for*). Use a comma before the connector in a compound sentence.

^{independent clause} ^{coord} ^{conj} ^{independent clause}
The test was very difficult, **but** all the students received a passing grade.

Complex Sentences

Complex sentences have one independent clause and at least one dependent clause. The dependent clause is often an adverb clause, which begins with a **connector** (a subordinating conjunction such as *while*, *although*, *because*, and *if*). When a dependent clause begins a sentence, use a comma to separate it from the independent clause.

^{dependent clause} ^{independent clause}
Although the test was very difficult, all the students received a passing grade.

When a dependent clause comes after an independent clause, no comma is used.

^{independent clause} ^{dependent clause}
All the students received a passing grade **although** the test was very difficult.