

AVENUES 2

Grammar Review Guide

Second Edition

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Contents

1. Adjectives and Adverbs
2. Capitalization
3. Combining Sentences
4. Determiners
5. Modals
6. Nouns
7. Phrasal Verbs
8. Prepositions
9. Pronouns
10. Punctuation
11. Spelling
12. Verb Tense Review
 - 12.1 Present Tenses
 - 12.2 Past Tenses
 - 12.3 Future Tenses
 - 12.4 The Present Perfect Tense
 - 12.5 Past Perfect Tense
13. Questions
14. Common Irregular Verbs

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1. Adjectives and Adverbs

Adjectives modify a noun and generally appear before the noun. Adjectives are always singular, even if the nouns they modify are plural.

We admired the **sleek tall** buildings.

Adverbs give information about a verb. Most adverbs end in *-ly*. Some exceptions are the adverbs *fast, high, far, late, often, and soon*, which never end in *-ly*.

Liam played the piano **quickly**. (The adverb quickly describes the action of playing.)

COMPARATIVE AND SUPERLATIVE FORMS OF ADJECTIVES AND ADVERBS

		COMPARATIVE	SUPERLATIVE
Add <i>-er</i> or <i>-est</i> to one-syllable adjectives. When the adjective ends in a consonant-vowel-consonant, double the last letter.	nice young thin	nicer than younger than thinner than	the nicest the youngest the thinnest
In two-syllable adjectives ending in a consonant + <i>-y</i> , change <i>-y</i> to <i>-i</i> and add <i>-er</i> or <i>-est</i> .	happy crazy	happier than crazier than	the happiest the craziest
Add <i>more</i> or <i>most</i> to adjectives of two or more syllables and to adverbs ending in <i>-ly</i> .	modern slowly	more modern than more slowly than	the most modern the most slowly
Irregular adjectives have special forms.	good / well bad little (small amount) far	better than worse than less than farther than	the best the worst the least the farthest

EQUALITY: AS ... AS / THE SAME AS

Both *as ... as* and *the same as* express equality.

I am **as tall as** you.

My math mark is **the same as** yours.

FREQUENCY ADVERBS

Adverbs modify verbs and can express time or frequency. Place frequency adverbs

- after *be*
- before all other simple tense verbs
- after an auxiliary verb
- after the subject in question forms

I **am often** tired. He **is rarely** late.

He **usually arrives** on time.

She **can always help** us.

Does **she sometimes** wake up early?

2. Capitalization

Always capitalize

- the pronoun "I" and the first word of every sentence

The car that **I** drive needs some repairs.

- the days of the week, the months, and holidays

Wednesday

September 8

Labour Day

- the names of specific places, such as buildings, streets, parks, public squares, lakes, rivers, cities, provinces, and countries

Spring Street **Lake Ontario** **Halifax, Nova Scotia**

- the names of languages, nationalities, tribes, races, and religions

Greek **Mohawk** **Buddhist**

- the titles of specific individuals

General Dallaire **Prime Minister Brown** **Mrs. Green**

- the titles of specific courses

Physics 201 **Spanish 100** **Beginner's Spanish**

- the important words in titles of literary or artistic works

Source Code **Modern Family** **Bad Romance**

3. Combining Sentences

You can combine sentences in a variety of ways.

COORDINATORS AND SUBORDINATORS

Use **coordinators** (*and, but, so, yet*) to connect ideas inside sentences.

I love the winter, **but** I don't like driving in the snow.

Use **subordinators** (see list below) to connect a secondary idea to a main idea.

I love the winter **although** I hate cleaning the snow off my car.

COMMON SUBORDINATORS

TIME		REASON, CAUSE, OR EFFECT	CONDITION	CONTRAST	LOCATION
after	when	as	as long as	although	where
before	while	because	if	even though	wherever
since		since	so that	though	
until			unless		

TRANSITIONAL WORDS AND EXPRESSIONS

Use transitional words to connect sentences and paragraphs. When you use the following expressions, put a comma after the expression.

First, some people drive too fast.

COMMON TRANSITIONAL WORDS AND EXPRESSIONS

CHRONOLOGY (Sequence of ideas)	COMPARISON AND CONTRAST	ADDITIONAL ARGUMENT	EXAMPLE	EMPHASIS	CONCLUDING IDEAS
first, second, third* later next then finally suddenly	however nevertheless on the one hand on the other hand similarly	additionally also as well in addition furthermore moreover	for example for instance in fact	above all clearly in fact more importantly of course undoubtedly	finally in conclusion in short therefore thus to conclude

* Do not write *firstly, secondly, thirdly*. It is preferable to write *first, second, third*.

4. Determiners

A and **an** mean “one.” Only put *a* or *an* before singular count nouns.

- Use *a* before nouns that begin with a consonant. **a** friend, **a** house
Exception: When *u* sounds like “you” put *a* before it. **a** union
- Use *an* before nouns that begin with a vowel. **an** apple, **an** umbrella
Exception: Use *an* before words that begin with a *silent h*. **an** honest man, **an** hour

Use **the** to indicate a specific noun (or specific nouns). *The* can be placed before singular or plural nouns.

I need to find **a** ^{general} new shirt. **The** ^{specific} shirts in that store are expensive.

Note: Do not put *the* before the following:

I play **the** ^{sports} hockey. We speak **the** ^{languages} English. My friend lives in **the** ^{the names of most cities, provinces, states, and countries} France.

MUCH, MANY, FEW, AND LITTLE

MANY FEW* / A FEW*	MUCH LITTLE* / A LITTLE*	A LOT OF SOME
Paris has many museums. Very few people are there. A few museums are closed.	I have too much work. I have very little time. Do you have a little money?	I took a lot of photos. Do you have some time?

* Notice the differences in meaning. *Few* and *little* mean “almost none.” *A few* and *a little* mean “a small amount.”
 She has very **few** friends. She has **little** free time. (These are complaints.)
 She has **a few** friends. She has **a little** free time. (She is okay with the situation.)

THIS, THAT, THESE, AND THOSE

This and *these* are used to refer to people and things that are close to the speaker. *That* and *those* are used to refer to things that are distant from the speaker.

	NEAR THE SPEAKER	FAR FROM THE SPEAKER
singular	This shirt is mine. This year I turn twenty-one.	That city is in Poland. Remember 1955? My father was born in that year.
plural	These glasses are mine. These days I feel tired.	Those cars are driving too fast. I went to school in the 1990s. Those years were great.

5. Modals

COMMON MODAL AUXILIARIES			
FUNCTION	MODAL	EXAMPLE	PAST FORM
ability	can	She can speak English.	could speak
polite request	may would could can	May I help you? (formal) Would Raul like some tea? Could you pass the butter? Can I help you? (informal)	

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advice	should ought to	Steve should stay with us. The doctor ought to see her.	should have stayed ought to have seen
obligation	must have to*	Jason must leave now. She has to leave now.	had to leave (past of <i>must</i> and <i>have to</i>)
probability	must	The store must be open.	must have been
possibility	could might may	Dan could help you. Mary might do the job. Ann may help them.	could have helped might have done may have helped
condition	would	If I had time, I would help her. (expresses a wish)	would have helped
desire	would like	I would like some coffee.	would have liked
preference	would rather	I would rather be happy than rich.	would rather have been
past habit		In the past, I would drive for hours.	

*Although *have to* isn't a modal auxiliary, it is included on this list because it functions like a modal and has the same meaning as *must*. For question and negative forms, you must add *do* or *does*.

Does he have to leave? He doesn't have to leave.

Note: *Gotta* is often heard in spoken English, but it should never be written. It is really an incorrect contraction of *got* and *to*. Make a habit of using *have to* instead of *got to* or *gotta*.

have to

I *gotta* find a job.

6. Nouns

A **noun** is a word that refers to a person, place, or thing. A **count noun** refers to a person, place, or thing that can be counted and has a plural form. A **noncount noun** refers to something that cannot be counted and has only a singular form. Often, noncount nouns refer to categories of objects or abstract concepts.

noncount noun

We had a lot of **homework**.

count noun

We have three **assignments**.

NONCOUNT NOUNS

Here are some common noncount nouns. They have no plural form.

air	clothing	equipment	homework	machinery	pollution	snow
advice	dust	evidence	information	mail	postage	steam
attention	education	furniture	jewellery	makeup	progress	traffic
behaviour	effort	hail	knowledge	mold	proof	violence
change	electricity	health	luck	money	radiation	weather
(money)	energy	help	luggage	music	research	work

Many food items are noncount nouns: bread, coffee, fish, honey, meat, milk, salt, sugar, tea, etc.

PLURAL FORMS

Many English nouns have irregular plural forms.

man ▶ men	child ▶ children	tooth ▶ teeth	mouse ▶ mice
woman ▶ women	person ▶ people	foot ▶ feet	sheep ▶ sheep

Most nouns that end in *-f* or *-fe* change to *-ves* in the plural form. (**Exception:** belief ▶ beliefs)

shelf ▶ shelves	life ▶ lives	scarf ▶ scarves	thief ▶ thieves
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7. Phrasal Verbs

Here are some commonly used phrasal verbs.

PHRASAL VERB	MEANING	PHRASAL VERB	MEANING
act up	– to act improperly	find out	– to discover
add up	– to calculate	fool around	– to waste time
back up	– to move in reverse – to support; to make protective copies (computer term)	freak out	– to overreact
blow up	– to explode or inflate	get by	– to survive financially
bone up	– to study	get ready	– to prepare
break down	– to stop working – to collapse emotionally	give away	– to give something for free
break in	– to use force to enter a locked place	give up	– to surrender – to stop a habit (give up alcohol)
break up	– to end a relationship	grow up	– to mature
bring up	– to introduce a subject	hand in	– to submit work to someone
brush up	– to practise	hang out	– to spend time with someone
butt in	– to interrupt	hang up	– to end a phone conversation
butter up	– to praise excessively; flatter	hurry up	– to go faster
call back	– to return a phone call	lay off	– to temporarily dismiss an employee
call off	– to cancel	look after	– to take care of
call up	– to phone someone	make out	– to identify with difficulty – to kiss and touch
carry on	– to continue	make up	– to reunite after a fight
catch on	– to become popular	move over	– to move to the side
check in	– to register at a hotel	pass out	– to distribute – to lose consciousness
chip in	– to contribute	put off	– to postpone
clam up	– to stop talking	rip off	– to steal
close down	– to close permanently	run away	– to secretly leave (home)
close up	– to close temporarily	take after	– to resemble
cross out	– to make an X over something	take back	– to retrieve
cut back	– reduce the use of something	take off	– to remove (clothing) – to leave
dress up	– to wear formal clothing	take over	– to gain control of something
drop off	– to fall asleep – to leave someone or deliver something somewhere – to decline	throw away	– to put in the garbage
drop out	– to quit school	turn off	– to stop a machine or light
figure out	– to solve	turn on	– to start a machine or light
fill in/out	– to complete a form	try on	– wear something to see if it fits

8. Prepositions

IN, ON, AND AT

Use **in**, **on**, and **at** as follows:

In a year, month, city, country, continent

In March, **in** 2012, we stayed **in** London.

On a day of the week, a specific date, a specific street

On March 2, **on** Tuesday, **on** Main Street, we saw a fight.

At a specific time of day, a specific address

At 11:00 **at** night, we stayed **at** a hotel.

FOR AND DURING

Both *for* and *during* indicate that an activity happened over a period of time. However, these words aren't interchangeable. Use *during* to explain when something happened. Use *for* to explain how long it took to happen.

The restaurant closed **for** two hours **during** the blackout.

During the strike, the hotel workers protested **for** six hours.

PREPOSITIONAL EXPRESSIONS

Many nouns, verbs, and adverbs are usually followed by certain prepositions. Memorize the following prepositional expressions.

afraid (scared) of

agree with

believe in

depend on

insist on

interested in

participate in

rely on

responsible for

search for

specialize in

think about / of

9. Pronouns

A **subject pronoun** performs the action and is usually followed by a verb. An **object pronoun** replaces an object and is usually found after a verb or preposition.

Subject Pronouns: I you he she it we they

Object Pronouns: me you him her it us them

She

them

Officer Kate Rowan arrested the bank robbers.

Possessive adjectives describe a noun and appear before the noun that they describe.

Possessive pronouns replace the possessive adjective and noun.

Possessive Adjectives: my your his her its our their

Possessive Pronouns: mine yours his hers — ours theirs

possessive adjective

possessive pronoun

Anne and Rick lost **their** passport.

Did you lose **yours**?

Use **reflexive pronouns** when the subject doing the action and the object receiving the action are the same person or thing.

myself yourself himself herself itself ourselves yourselves themselves

The small boy dresses **himself**.

HIS, HER, AND ITS

If something belongs to a female, use **her**.



her brother
her father
her house

If something belongs to a male, use **his**.



his car
his mother
his daughter

If something belongs to or is part of an object, use **its**.



its muffler
its wheels
its seat

TIP

Avoid Pronoun Shifts

A shift occurs when the pronoun doesn't agree with its antecedent. Shifts can also occur within a paragraph.

we

We boarded the train. It was so crowded that ~~you~~ couldn't sit down.

10. Punctuation

APOSTROPHES (')

Use apostrophes

- to join a subject and verb together
- to join an auxiliary with *not*
- to indicate possession
(plural: add ')
(irregular plural: add 's)

We're late.

I **can't** come.

Ross's computer is new.

The **girls'** school is closed.

The **men's** room is nearby.

COLONS (:)

Use a colon

- after a complete sentence that introduces a list, or after *the following*
The course has the following sections: crime, law, and justice.
- after a complete sentence that introduces a quotation
Picasso's advice was clear: "Find your passion."
- to introduce an explanation or example
I decided to confess: my fingerprints were at the crime scene.
- to separate the hours and minutes in expressions of time
The store closed at 12:30 and reopened at 2:00.

COMMAS (,)

Use commas

- to separate three or more words in a series (Put the comma before the final *and*.)
The doctor is tall, thin, and gentle.
- after an introductory word, phrase, or idea
First, Mr. Chen closed his store.
A few minutes later, he emptied the safe.
- around interrupting phrases that give additional information about the subject.
Kevin, a student at Victoria College, went through a traffic light.

PERIODS (.)

Use a period

- at the end of a complete sentence
- after the following titles: *Ms.*, *Mrs.*, *Mr.*, and *Dr.* (Don't put a period after *Miss*.)

QUOTATION MARKS (“ ”)

Use quotation marks around direct speech.

Begin a quotation with a capital letter. Put the final comma or period inside the quotation marks.

He said, “The light was green.” **OR** “The light was green,” he said.

- Put a comma after an introductory phrase.
Jacob shouted, “**H**elp me!”
- Put a colon after an introductory sentence.
The doctor delivered the news: “**Y**ou're healthy.”
- When quotations are integrated into sentences, just put quotation marks.
Dorothy called herself a “terrible mother.”
- When a quotation is inside another quotation, use single quotation marks.
Dante said, “My mother told me, ‘Don't be a comedian.’”

SEMICOLONS (;)

Use a semicolon to join two independent and related clauses.

Gandhi was a pacifist; he believed in non-violence.

11. Spelling

SOME COMMONLY MISPELLED WORDS

absence	advice (noun)	bargain	career	conscience
accessible	advise (verb)	basically	careful	conscientious
accidentally	alcohol	beginning	changeable	continue
accommodate	another	believe	character	counsellor
accomplish	apartment	benefit	commitment	courteous
accumulate	appearance	between	company	criticism
acquaintance	appointment	business	completely	deceive
address	balloon	calendar	conflict	definitely



description	generally	maintenance	personality	responsibility
developed	government	manageable	personal (private)	scientific
discipline	happiness	marriage	personnel (staff)	separate
dilemma	height	medicine	piece	severely
disappearance	heroes	mentioned	possess	similar
disappoint	historical	millionaire	potato(es)	succeed (verb)
dissatisfied	human	miscellaneous	potential	success (noun)
disease	immediately	mortgage	practically	surely
easily	independence	naturally	preferred	statistics
eighth	initiative	necessary	prejudice	strength
embarrassed	interesting	necessity	privilege	technical
encouragement	interrupt	ninety	proceed	technique
environment	jealousy	ninth	professor	through
exaggerate	judge	noticeable	proof (noun)	together
exercise	knowledge	nowadays	prove (verb)	tomorrow
family	language	obstacle	psychology	twelfth
finally	leisure	occasionally	quantity	unique
financially	length	occurred	questioned	usually
forty	lightning	omitted	questionnaire	writing
fourth	loneliness	organization	really	
fulfill	loose (not tight)	panicked	receive	
function	lose (can't find)	parallel	recommend	
future	magazine	permitted		

12. Verb Tense Review

12.1 PRESENT TENSES

Simple Present	Present Progressive
<p>The simple present indicates general truths, facts, and habitual actions.</p> <p>Ron works every night.</p> <p>Add -s or -es to verbs that follow third-person singular subjects.</p> <p>Question: Does he work every night?</p> <p>Negative: He doesn't work every night.</p> <p>Keywords: always, often, usually, sometimes, rarely, never, every day, every week ...</p>	<p>The present progressive indicates that an action is happening now or for a present, temporary period of time.</p> <p>Right now, Ron is working.</p> <p>Question: Is he working?</p> <p>Negative: He isn't working.</p> <p>Keywords: now, at this moment, currently, these days ...</p> <p>Note: Some verbs are non-progressive (see chart on page 12).</p>

Exception: **Be**

Use the verb *be* to identify **age, hunger, thirst, feelings, height**, and **temperature**. Remember that the form of the verb must also agree with the subject of the sentence.

I **am** hungry. Sebastian **is** twenty years old. They **are** thirsty.

Question and Negative Forms

In questions, just move *be* before the subject. Add *not* to negative forms.

The song is popular. **Is** the song popular? The song **is not** popular.
The singers are loud. **Are** the singers loud? They **are not** loud.

TIP

Simple Present

- **Have** is irregular. The third-person singular form is *has*. Judy **has** three children.
- **Everybody** is considered third-person singular. Everybody **likes** coffee.
- There **is** one thing. There **are** two or more things.

12.2 PAST TENSES

Simple Past	Past Progressive
<p>The simple past indicates that an action was completed at an understood past time. Last night, he watched TV.</p> <p>Question: Did he watch TV? Negative: He didn't watch TV.</p> <p>Keywords: ago, yesterday, last week, when I was young, many years ago ...</p>	<p>The past progressive indicates that an action was in progress at a specific past time or when another action interrupted it. Last night, he was watching TV when I called.</p> <p>Question: Was he watching TV when ...? Negative: He wasn't watching TV when</p> <p>Keywords: while, during ...</p>

EXCEPTION: **BE**

There are two past forms of the verb *be*. To form questions, simply move *was* or *were* before the subject. Just add *not* to negative forms.

- **I/He/She/It was:** She **was** nice. **Was** the job difficult? It **wasn't** hard.
- **You/We/They were:** You **were** tired. **Were** they late? They **weren't** late.

TIP

Past Tenses

- **Simple Past** – In question and negative forms, use the base form of the verb.

help

Did she **helped** you?

- **Past Progressive** – Do not use the past progressive to talk about past habits or about a series of past actions. Only use this tense to emphasize that an action was in progress.

NON-PROGRESSIVE VERBS

The following verbs are generally not used in the progressive tense.

PERCEPTION	PREFERENCE	MENTAL STATE/OPINION	POSSESSION
appear & seem	dislike	believe	belong
feel	hate	forget	have (meaning "possess")
hear	like	know	own
resemble	love	mean	possess
see	need	recognize	
smell	prefer	remember	
sound	want	think (meaning "in my opinion")	
taste		understand	

12.3 FUTURE TENSES

The future tenses indicate that an action will occur at a future time. You can use *will* or *be going* to plus the verb.

WILL	(BE) GOING TO
<p>Will + verb indicates a future action. Also indicates a spontaneous or voluntary decision.</p> <p>He will help you.</p> <p>Question: Will he help you? Negative: He won't help you.</p>	<p>(Be) going to + verb indicates a future action and a definite future plan.</p> <p>Next week, they are going to do the job.</p> <p>Question: Are they going to do the job? Negative: They aren't going to do the job.</p>
<p>Keywords: soon, later, tomorrow, the day after tomorrow, next week, next month, in five years ...</p>	

TIME CLAUSES

In sentences that indicate the future, use the present tense in time clauses. A time clause begins with a **time marker** such as *when*. Never use the future tense after these time markers:

after before until
as soon as unless when/whenever
time marker

When I **finish** college, I **will try to find** an interesting job.

PRESENT TENSES

Present tenses can indicate future actions.

- The present progressive can refer to a previously planned event.

Next December, we **are visiting** Mexico.

- The simple present can be used to talk about schedules and timetables.

The train **leaves** at midnight.

The football game **starts** at 2 p.m. tomorrow.

THE FUTURE PROGRESSIVE

The future progressive indicates that an action *will be* in progress at a future time. The tense is formed with *will be* + an "ing" verb.

Tomorrow, when you come to my office, I **will be working**.

TIP

Use *Going To*, Not “Gonna”

Gonna is not a proper word. Instead, use *going to*.

going to

Miranda is gonna call you.

12.4 PRESENT PERFECT TENSES

PRESENT PERFECT

The **present perfect** can be used in two distinct ways:

- 1) when an action began in the past and continues to the present.

Keywords: since, for, ever, not ... yet, so far, up to now



Simon **has lived** alone since 2014.

(The event began in 2014 and continues to the present.)

- 2) when the time of a past action (or past actions) is not important or not specified.

Keywords: already, once, twice, several times, many times (before now)



Simon **has visited** Italy many times.

(The visits occurred at unspecified past times.)

PRESENT PERFECT PROGRESSIVE

The **present perfect progressive** is used to indicate that an action has been in progress (without interruption) from a past time up to the present. This tense emphasizes the duration of an activity.

Mark **has been reading** for six hours.

Since vs. For

- **Since** refers to a specific time in the past when the action began (since I graduated, since I was a child, since 2006, etc.).
- **For** refers to the amount of time that the action lasted (for six months, for years, for a few hours, etc.).

TIP

Present Perfect

Do not use the present perfect tense when the past time is known.

visited

Two years ago, we ~~have visited~~ Florida.

Continued

hear	heard	heard	shrink	shrank	shrunk
hide	hid	hidden	shut	shut	shut
hit	hit	hit	sing	sang	sung
hold	held	held	sink	sank	sunk
hurt	hurt	hurt	sit	sat	sat
keep	kept	kept	sleep	slept	slept
know	knew	known	slide	slid	slid
lay²	laid	laid	speak	spoke	spoken
lead	led	led	speed	sped	sped
leave	left	left	spend	spent	spent
lend	lent	lent	spin	spun	spun
let	let	let	split	split	split
lie³	lay	lain	spread	spread	spread
light	lit	lit	stand	stood	stood
lose	lost	lost	steal	stole	stolen
make	made	made	stick	stuck	stuck
mean	meant	meant	sting	stung	stung
meet	met	met	stink	stank	stunk
mistake	mistook	mistaken	strike	struck	struck
pay	paid	paid	swear	swore	sworn
put	put	put	sweep	swept	swept
prove	proved	proved/proven	swim	swam	swum
quit	quit	quit	swing	swung	swung
read⁴	read	read	take	took	taken
ride	rode	ridden	teach	taught	taught
ring	rang	rung	tear	tore	torn
rise	rose	risen	tell	told	told
run	ran	run	think	thought	thought
say	said	said	throw	threw	thrown
see	saw	seen	understand	understood	understood
sell	sold	sold	upset	upset	upset
send	sent	sent	wake	woke	woken
set	set	set	wear	wore	worn
shake	shook	shaken	win	won	won
shoot	shot	shot	withdraw	withdrew	withdrawn
show	showed	shown	write	wrote	written

2. *Lay* means “to set or place something on a surface.” It is always followed by a noun. Example: I laid my book on the desk.
3. *Lie* means “to rest or lie down, such as on a sofa or bed.” When *lie* means “to tell a false statement,” it is a regular verb: *lie–lied–lied*.
4. The present form of *read* is pronounced “reed.” The simple past and past participle forms are pronounced “red.”