

English Grammar

Uliana Ria Br. Sembiring. S.Pd. M.Si.

PREFACE

Praise The authors thank to God Almighty, because by help and His protection, the book entitled “English Grammar”, the writer can arrange, and completed in accordance with the time that has been planned. As a functional lecturer at IPDN Jatinangor, I always develop my competence through the application of Tri Dharma Higher Education, namely education / teaching, research, community service, and supporting Tri Dharma Higher Education.

The book “English Grammar” was compiled with the aim of improving the abilities and competencies of writers in the field of research. This book can be a reference material of reading for the world of education, because the nature of English has become universal knowledge, both for high school level education and for use at tertiary level such as for students or Praja Institute of Local Government (IPDN). This book must be read by Praja IPDN, to enrich the knowledge of Praja English, especially those who take English of material education.

The author feel that this book is far from perfect, because of the limitations of the mind, energy, cost and time of the author, therefore the author hopes that every reader of this book, will be willing to provide constructive suggestion, for the sake of perfecting this book in the future.

Hopefully this book is useful. Thank You.

Bandung, October , 2017

Author

Uliana Ria br. Sembiring, S.Pd., M.Si

Contents

Preface		iii
Contents		iv
UNIT 1 Verbs		1
UNIT 2 Will (1)		18
UNIT 3 Will (2)		23
Will or Going To?		26
UNIT 4 When and If Sentences (when I do ... / if I do..).....		30
UNIT 5 Will be doing and will have done		35
UNIT 6 Past simple (I did)		39
UNIT 7 Can, could and be able to		41
UNIT 8 Must (have) and can't (have)		45
UNIT 9 May (have) and might (have)		47
UNIT 10 Should		51
UNIT 11 If sentences (present/future)		54
UNIT 12 Verb + Infinitive		58
UNIT 13 Verb + Object + Infinitive		63
UNIT 14 Infinitive or -ing? (2) – begin, start, intend, continue, Remember, try		67

GRAMMAR

UNIT 15	Infinitive or-ing? (3) – be afraid, need, help	71
UNIT 16	Preposition + -ing	75
UNIT 17	Verb + preposition + -ing	79
UNIT 18	Expressions + -ing	82
UNIT 19	Prever and would rather	86
UNIT 20	Chance and Opportunity	92
UNIT 21	Uncountable Nouns (Gold, music advice etc)	94
UNIT 22	Singural or Plural	105
UNIT 23	All, every and whole	124
UNIT 24	Adjective and Adverbs (1) (quick / quickly)	142
	Bibliography	160

ooOoo

GRAMMAR

UNIT I

Verbs

A. List of intransitive verbs

Common copulatives / copulas

a. *Verb to be*

- | | |
|--------|-------------|
| 1. Am | 5. were |
| 2. Is | 6. Has been |
| 3. Are | 7. Will be |
| 4. Was | |

b. *Current copulative*

- | | |
|-----------|-----------|
| 1. Appear | 5. Taste |
| 2. Feel | 6. Remain |
| 3. Look | 7. Smell |
| 4. Seem | 8. Sound |

c. *Resulting copulas*

- | | |
|-----------|---------|
| 1. Become | 4. Grow |
| 2. Get | 5. Turn |
| 3. Go | 6. Make |

d. *Auxiliary verb*

1. Definitions

A. To help from the tense or verb phrases

Example : the secretary is typing the letter.

B. May help auxiliary verbs too

Example : The doctor will have done it soon.

C. May act as main verbs

Example : verb to be

UNIT 4

When and If Sentences

(When I do... / If I do...)

a) Study this example :

A : What time will you phone me tonight?

B : I'll phone you when I get home from work.

'I'll phone you when I get from work' is a sentence with two parts : 'I'll phone you' (the main part) and ' when I get from work' (the when part). The sentence the future (tonight) but you cannot use will or going to in the when UNIT of sentence. Instead we use a present tense, ususally present simple (I do).

- I'll send you a postcard when I'm holiday. (not 'when I will be')
- When the rain stops, we'll go out. (not ' when the rain will stop')

The same thing happens after:

While after before until / till as soon as

- Can you look after the children while I am out? (not 'will be')
- Before you leave, you must visit the museum. (not ' will leave')
- Wait here until I come back. (not ' will come')

b) You can also use the present perfect (I have done) after when/ after/until etc.

UNIT 10

Should

a) Study this example:

Tom has just come back from the cinema ;

Ann : Hello, Tom. Did you enjoy the film?

Tom : Yes, it was great. You should go and see it.

Tom is advising Ann to go and see the film. 'you should go' means that it would be a good thing to do. We often use should (do) when say think is a good thing to do or the right to do.

- The government should do something about the economy.
 - 'Should we invite Sue to the party?' 'yes. I think we should'
 - You've been coughing a lot recently. You shouldn't smoke so much.
 - Tom shouldn't drive really, he is too tired.
 - You shouldn't stop smoking. (=it would be a good idea)
 - You must stop smoking. (=it is necessary that you stop).
- b) We often use should when we ask for or give an opinion about something. Often we use I think / I don't think/do you think?
- c) We also use should to say something is not 'right' or not what we expect.
- d) For the past, we use should have (done) to say that someone did the wrong thing.
- e) You can use ought to instead of should in the sentences in this unit.

UNIT 12**Verb + Infinitive**

a)	Agree	offer	decide	appear	forget
	Refuse	attempt	plan	seem	learn (how)
	Promise	manage	arrange	pretend	dare
	Threaten	fail	hope	afford	tend

If these verb are followed by another verb, the structure is usually verb+to+infinitive.

- As it was late, we decided to take a taxi home.
- I like George but I think he tends to talk too much.
- How old were you when you learnt to drive? (or 'learnt how to drive')
- They agreed to lend me some money when I told them the position I was in.

No these examples with the negative no to ... :

- We decided not to go out because of the weather.
- He pretended not to see me as he passed me in the street.

With other important verbs you cannot use the infinitive. For example think and suggest :

- Are you thinking of buying a car ? (not 'thinking to buy')
- Tom suggested going to the cinema. (not 'suggested to go')

- b) There is continuous infinitive (to be doing) and a perfect infinitive (to have done). We use these especially after seem, appear and pretend:

UNIT 18**Expressions + -ing**

When these expressions are followed by a verb, the verbs end in -ing :

It's no use / it's no good ...

- It's no use worrying about it. There's nothing you can do.
- It's no good trying to persuade me. You won't succeed.

There's no point in ..

- There's no point in buying a car if you don't want to drive it.
- There was no point in waiting, so we went.

It's (not) worth..

- My house is only a short walk from here. It's worth taking a taxi.
- It was so late when we got home, it wasn't worth going to bed.

You can say : 'a book is worth reading / a film is worth seeing' etc.:

- Do you think this book is worth reading?
- You should go and see the film. It's really worth seeing.

(have) difficulty ...

- I had difficulty finding a place to live. (not 'to find')
- Did you have any difficulty getting a visa?
- People often have give difficulty reading my writing.

UNIT 24**Adjective And Adverbs (1) (Quick/Quickly)**

1. Study these examples :

- OUR HOLIDAY was too short – the time went **quickly**.
- The driver of the car was seriously injured in the accident

Quickly and seriously are adverbs. Many adverbs are made from an adjective + **-ly**

Adjective	Adverb:
Quick	quickly
Quiet	quietly
Serious	seriously
Heavy	heavily
Careful	carefully
Bad	badly

Not all words ending in **-ly** are adverbs. Some adjective end in **-ly** too. For example :

Friendly	lonely
Lively	silly
Elderly	lovely

2. Adjective or adverb ?

An adjectives tells us more about a verb. An adverb tell us in what way someone does something or in what way something happens :

- Tom is a careful driver.
- Be quiet, please ! (not 'speak quiet')

BIBLIOGRAPHY

- Allen, W. Stannard. *Living English Structure*. London : Longmans, Green and Co .. Limited, 1959.
- Baily, Matilda and Horn, Gunnar. *english Handbook*. new york: Ameri-can Book Company, 1961.
- Cheeseman, H.R *The Malayan English Course*. London: Green and Co. 1947.
- Chirst, Henry I. *Modern English In Action*. Lexington: DC Heath and Company, 1975.
- Coe, Norman. *A Learner's Grammar of English*. Hongkong: Tradespools Ltd, Frome, Somerset, 1981.
- Curme, George O. *English Grammar*. New york: Barnes & Noble, Inc., 1966.
- De Boer, John, J. *Basic Language*. New York: Harper & Row Publisher, Inc. 1928.
- Elstratton, Clarence. *Making Meaning Clear*. Boston: Houghton. Miffin Company, 1942.
- Gerber, Philip L. at all. *Effective English*. Morristown, New Jersey: Silver Burdent Company, 1979.
- Gunn, M. Agnella. *English Every-Day*. Boston Ginn and Company, 1948.
- Heaton, J.B and Stocks, J.P. *Overseas Students Companion to English Studies*. London: Longmans Group Limited, 1977.
- Hodge, Lamont F. *Elementary English Spoken and Written*. Book Three. New York: Charles E. Merril Company, 1928.
- Hodges, John. C, and Whitten, Mary E. *Harbrace College Handbook*. New York: Harcourt Brace Jovanovich, Inc., 1928.

GRAMMAR

- Howell, James F, and Memering, Dean. *Brief Handbook for Writers*. New Jersey: Prentice-Hall Englewood Clifs, 1986.
- Hupp, Alice Hude. *The Mechanics of the Sentence Form B*. New York: American Book Company, 1948.
- Irmsches William F. *The holt Guide of English*. New York: Holt Rinehart and Wiston, 1981.
- Johnson, Roy Ivan. *You and Your English*. Boston: Ginn and Company 1948.
- Krohn, Robert. *English Sentence Structure*. Michigan: Ann Arbor, the University of Michigan Press, 1977.
- Martin, H. *A Simple Course of English Grammar and Composition*. New Delhi: S Chard & Company, Ltd, 1982.
- Nesfield, J.C. *Modern English Grammar*. London: Macmillan and Co., Limited, 1953.
- _____ *Outline of English Grammar*. London: Macmillan and Co., Limited, 1953.
- Pollock, Thomas Clark. *The Macmillan English Series 9*, New York: The Macmillan Company, 1984.
- Quirk Randolph. *A University Grammar of English*. Hongkong: Longman Group Limited. 1985
- Sanford, Adrian. *Using English*. New York: Harcourt Brace, Jovanich Inc. 1979.
- Shaw, Harry. *A Complete Course in Freshman English*. New York : Harper & Row Publishers, 1980.
- Sheff, Donald. A. *Secretarial english*. New York: Regents Publishing Company, Inc.,. 1980.
- Stratton, Clarence. *Expressing Ideas Clearly*. Boston: Houghton Mifflin Company, 1928.

GRAMMAR

- Tanner, William M. *Correct English First Course*. Boston: Ginn and Company, 1928.
- Warriner, John. E. *English Grammar and Composition*. New York: Harcourt, Brace and world, Inc., 1959.
- Winshon, George E. Burks, John M. *Let's Write English*. New York: American Book Company, 1988.
- Murphy Raymond. *English Grammar in Use*, Great Britain: Cambridge University, 1987.

ooOoo