

*Kang Guna
Beruang*

Michael A Earley, MA

**Common
Grammar
Problems
Indonesians Have
with English**



Editor:

Dr. Samuel PD Anantadjaya

Dr (cand) Irma M Nawangwulan, MBA, CPM (Asia)

2nd Edition

Comprehensive Exercises



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FOREWORD

This booklet is designed for lower intermediate students of English but is useful for all levels as it highlights common problems Indonesia have with English. There are some additions to and some deletions from the 1st edition but the overall aim is the same.

For many, it is a review of what they know already (or think they know!) but, in all the units, the writer assumes students have ‘forgotten’ what they know or knew.

The booklet is best seen as an accompaniment to a general English course as it highlights certain aspects of grammar and vocabulary rather than serving as a fully comprehensive course. The aim of the booklet remains to help Indonesian students reduce (or eliminate) certain common errors in English.

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March 2020,

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ABOUT THE AUTHOR

I have been a teacher all my professional life, first in England, and now in Indonesia for 21 years. One of the joys of teaching is that I am never bored. Students change from day to day and there is a wide, and fascinating, variety of characters.

While teaching is, at times, tiring and demanding, the benefits far outweigh the occasional downsides. One happy (and frequent event) is when past pupils come up to me and say, "Hello, Michael, remember me?" So far, I do but, often, not the names. Like my father, I increasingly call everyone 'mate', even the women!!

Michael. A. Earley, MA

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UNIT ONE: PRESENT PERFECT TENSE (SIMPLE AND CONTINUOUS)

A. Usage of Present Perfect Tense

There are 7 main uses of the Present Perfect Tense, as in the following table;

A	B	C	D
An action that began in the past and continues into the present. The present perfect continuous is usually used.	An action in the past but not about 'when'. The present perfect simple is usually used.	A recent action which has present implications. Giving new information. The present perfect simple is usually used.	An action which has happened in a time period which is not yet finished. The present perfect simple is usually used.
Example	Example	Example	Example
<ul style="list-style-type: none"> • I have been teaching since 1999. • I have been walking for two hours. 	<ul style="list-style-type: none"> • I have visited Bali. • I have never smoked a cigarette. 	<ul style="list-style-type: none"> • John has just arrived. • I haven't voted yet. • The army has invaded North Korea. 	<ul style="list-style-type: none"> • I have written 3 letters this morning. • I haven't met anyone today.

E	F	G
An action over a period of time which has just been completed. The present perfect simple is usually used.	An action repeated over a long period of time. The present perfect continuous is usually used.	A verb in subordinate clauses of time and condition. The present perfect simple is usually used.

E	F	G
Example	Example	Example
<ul style="list-style-type: none"> • Anti-government feelings have increased over the last year. • over the last 6 months. 	<ul style="list-style-type: none"> • I have been playing chess since I was 6. • I have been eating at the same café for years. 	<ul style="list-style-type: none"> • If you have finished reading, you can watch TV. • If you have phoned your mother, you can have your dinner.

B. Action 1

An action that began in the past and continues into the present (and perhaps beyond). The present perfect continuous is normally used.

Examples:

1. How long **have** you **been learning** French? (you are still learning French)

I **have been learning** French for two years / since 2011.

2. How long **has it been snowing**? It is snowing now. It began snowing three hours ago and is still snowing.

It **has been snowing** for three hours.

We often use the present perfect continuous in this way, especially with **how long, for and since**.

Activity 1

For each situation, ask a question using the words in brackets.

1. You have a friend who is learning Dutch. You ask:

(how long / learn / Dutch?) **How long have you been learning Dutch?**

2. A friend of yours is a teacher. You ask:



(how long / teach?) _____

3. You meet somebody who is a writer. You ask:

(how long / write / books?) _____

4. A friend of yours is saving money to buy a new car. You ask:

(how long / save?) _____

5. You meet someone who is a diver.

(how long / diving?) _____

Activity 2

Write a question for each situation.

1. John looks sunburnt. You ask: (you / sit in the sun?)

How long have you been sitting in the sun?

2. You have just arrived to meet a friend who has been waiting for you. You ask:

(how long / you / wait?)

3. A friend of yours is now living in Baker Street. You want to know 'How long....?'

You ask: (how long / you / live / in Baker Street?)

4. A friend tells you about his hobby – he collects stamps. You want to know

'How long....?'

You ask: (how long / you / collect / stamps?)



5. James is looking for Martin. You want to know “How long....?’ You ask:
(how long /you /look /Martin?)

Activity 3

Look at these time words and expressions. Some of them use ‘for’ and some use ‘since’. Put them in the correct column.

12.30	breakfast	yesterday	the Iraq War	last night	two years	five months	ten minutes	last summer	a moment	Saturday night	seven hours
ever	March 1st	I was 26	a long time	1999	forty years						

for

_____ **two days** _____

since

_____ **last night** _____



Activity 4

Choose *For* or *Since*

1. It has been raining _____ yesterday.
2. I have been working in IULI _____ one year.
3. I have been living in France _____ 2004.
4. Kevin has been working _____ he left school.
5. The house is falling down. It has not been repaired _____ ages.
6. I have known John _____ we were at college.
7. Radja has not been to his class _____ last week.
8. I have had a toothache _____ last month.
9. I have had a cold _____ almost one week.
10. I have been vomiting _____ last night.

Exceptions to the rule. There are nearly always exceptions to the rule in English!

You can normally use either the continuous or simple with **live, teach** and **work**:

1. John **has been living** / **has lived** in London for a long time.
2. How long **have** you **been working** / **have** you **worked** here?
3. Michael **has been teaching**/**has taught** at IULI since 2015.

But we use the *simple tense* with **always**:

1. John **has always lived** in London. (not 'has always been living')



Activity 5

Write a question and for each situation

Example:

A. How long have you been playing the guitar?

B. I have been playing the guitar since 2011.

1. A: How long (you, study) _____ at IULI?

B: Since 2016.

2. A: How long (Jane, be) _____ a pilot?

B: Since she left Derby.

3. A: How long (Julie, have) _____ a car?

B: Since she passed the test.

4. A: How long (Justin, live) _____ in Spain?

B: Since 2000.

C. Action 2

An action in the past but not about 'when'. The present perfect simple is normally used. If it is about 'when', we normally use the past simple.

Examples:

1. I have visited Bali. This means that, at some time in the past, I visited Bali. It is not about 'when'.

2. I have visited Bali 3 times. Again, it is not about 'when'; just how often I have visited Bali.



Activity 6

Write questions with how long and when.

1. Kate is learning Italian.

(how long / learn?) _____

(when / start / learn?) _____

2. I am studying with Martin.

(how long / ?) _____

(when / first study?) _____

3. Bob and Alice are married.

(how long?) _____

(when?) _____

4. Jane and Jim are watching TV.

(how long?) _____

(when / start / watching) _____

5. Michael and Hanif are playing football.

(how long?) _____

(when / start / playing) _____



Activity 7

Underline all the present perfect verb tenses in the first paragraph and fill in the missing verb tenses, using verbs from the box, in the second.

Just a quick email about the trip to Indonesia. We have booked our flight and have arranged to stay with our friend, Jane, in Kuta. She has lived in Bali for 10 years. We have decided to stay in Bali for one week and we have also organized a few days in Lombok on our way back.

We _____ also _____ a trip to Komodo island. We _____ three rooms at a hotel so you can come as well. The company _____ trips for many tourists in the past. Your brother _____ a lot of books from the library! I _____ to visit you for so long so I am really excited.

arrange	want	book	borrow	organize
---------	------	------	--------	----------

D. Action 3

A recent action which has present implications or new information is being given. The present perfect simple is normally used.

Examples:

1. Ouch! I've just cut my finger.
2. He has only just arrived.
3. Have you just finished work?
4. I have just eaten.

N.B. American English tends to use the past simple with 'just'.



Giving new information.

Examples:

1. The bridge is closed. There **has** been an accident.
2. (*from the news*) The police **have arrested** two women in connection with the robbery.

E. Action 4

An action which has happened in a time frame which has not yet finished. The present perfect simple is normally used.

We use the present perfect with today / this morning / this evening etc. when these periods are *not finished* at the time of speaking.

1. I **'ve drunk** four cups of coffee **today**. (perhaps I'll drink more before today is finished)
2. **Have you had** a holiday **this year** (yet)?
3. I **haven't seen** Tom **this morning**. **Have you?**

Activity 8

Complete these sentences using this year /this term /today etc.

Example: I saw Tim yesterday but ...I **haven't seen him today**...

1. I read a newspaper yesterday but I _____ today.
2. Last year the company made a profit but this year _____
3. Tracy worked hard at school last term but _____
4. It snowed a lot last winter but _____
5. My partner got a lot of business last year, but he _____



Activity 9

Correct the incorrect sentences.

1. It is 3 p.m. I have written 3 letters this morning.

2. It is now 11 a.m. I wrote 3 letters this morning.

3. It is now 7 p.m. I visited 3 friends this morning.

4. It is 11 a.m. I have visited 3 friends this morning.

5. This morning has been a waste of time. It is 11 a.m. and nobody has visited me.

F. Action 5

An action over a period of time which has just been completed. The present perfect is normally used.

Examples:

1. The value of the Indonesian Rupiah has strengthened over the last year.
2. I talked to him for 2 hours on the telephone.



G. Action 6

An action repeated over a long period of time. You can use the present perfect continuous tense for an action repeated over a long period.

Examples:

1. I've been collecting stamps since I was a child.
2. Debbie is a very good footballer. She's been playing since she was five.
3. Every morning they meet in the same cafe. They've been going there for years.

H. Action 7

An action with verbs in subordinate clauses of time and condition. The present perfect simple tense is normally used.

Examples:

1. If you have drunk your tea, you can leave the table.
2. If you have injured your leg, you cannot play in the final.

Activity 10-review

Write B-H in the underlined space to indicate which usage of the present perfect applies.

1. He has just cut the cake. _____
2. I have been working in Jakarta for 11 years. _____
3. When you have finished your essay, you can print it. _____
4. There has been an attempted coup in Ghana. _____

5. The A/C has just been turned on. _____
6. A lot of gold has been bought in the last 10 years. _____
7. I have often visited England for a holiday. _____
8. I have been eating porridge for breakfast for 15 years. _____
9. I have eaten four times today!! _____
10. I have never drunk whisky. _____
11. When you have apologized to your mother, you can eat. _____
12. I have been practicing judo for 15 years. _____
13. I have been driving for 20 years. _____
14. He has just opened his Christmas present. _____
15. He has lost 20 kilos over the last 6 months. _____
16. The lottery winner has just been announced. _____
17. He has insulted her for many years. _____
18. I have lived here for 20 years. _____
19. I have phoned ten clients this morning. _____
20. Good has always triumphed over evil. _____

UNIT TWO: PAST SIMPLE OR PRESENT PERFECT

Basically, the question is whether the events in the past are about 'when' or not; if about 'when', use the past simple; if not about 'when', use the present perfect.

The past simple often occurs with other words that refer to past time: *yesterday*, *last year*, *September 11, 2001*. The Present Perfect is commonly associated with words like *already*, *since*, and *yet*.

The past tense is used for a completed historical period vs. an incomplete one, where the present perfect is used.

1. My father lived here all his life. (complete – implies the father has left or is dead)
2. My father has lived here all his life. (incomplete – the father still lives there)

The present perfect is used for an indefinite vs. a definite query, where the past simple is used.

1. Have you ever gone to Bali? (Indefinite - The meaning covers ALL time previous to now)
2. When did you go to Bali? (A definite time in the past)



Activity 1

Choose the correct option for the situation. Remember the past tense is about *when*, while the present perfect tense can be about the past but not about *when*.

Example:

Susie: What did you do yesterday?

- a. Alex: I haven't done anything. X
- b. Alex: I didn't do anything. ✓

1. Teresa: Can you come to the disco?

- a. Mary: No, I've just washed my hair.
- b. Mary: No, I washed my hair.

Teresa: That's a pity, maybe you can join us later.

2. Juan: Why couldn't you come to the pub last night?

- a. Alice: I've washed my clothes.
- b. Alice: I washed my clothes.

Jean: Oh, I understand; maybe you can join us tomorrow.

3. Steve: I studied in Spain for a year a few years ago.

- a. Bob: Really? Have you ever been to Madrid?
- b. Bob: Did you ever go to Madrid?

Steve: Yes, several times.

4. Ian: That's my fiancée.

- a. Mike: Really? How long have you been engaged?
- b. Mike: Really? How long were you engaged?

Ian: Oh, quite a long time.



5. Chris: That's my ex-fiancee.
- a. Roger: Really? How long have you been engaged?
- b. Roger: Really? How long were you engaged?

Activity 2

Which is the correct sentence in each pair.

1. a) Pollution levels have increased in the past few years.
b) Pollution levels increased in the past few years.
2. a) The role of women has changed a lot in the last 200 years.
b) The role of women changed a lot in the last 200 years.
3. a) He has been working as a plumber since 1999.
b) He worked as a plumber since 1999.
4. a) I saw a doctor last week.
b) I have seen a doctor last week.
5. a) I started work two weeks ago.
b) I have started work two weeks ago.



Activity 3

Fill in the gaps: Choose the correct tense-present perfect or past simple. There is one present simple tense!

This year, General Motors _____ **1** (have) very bad sales. The past six months _____ **2** (be) the worst in the company's history. General Motors _____ **3** (start) in 1903 and _____ **4** (employ) 3,000 workers. In the 1950s, the number of workers _____ **5** (increase) to about 600,000. Now, it only _____ **6** (have) 250,000 workers. In the 1970s, there _____ **7** (be) strong competition from Japan in the American car market. General Motors _____ **8** (not react) fast enough and _____ **9** (lose) market share in the 1980s and 1990s. After a brief improvement, the crisis of 2008 _____ **10** (hit) the American economy and General Motors' market share _____ **11** (decline) ever since.

Activity 4

Present perfect or past simple. Choose which italicized words are correct and underline. Then compare with a colleague.

1. I *have ever visited* / *have visited* Bali.
2. I *have visited* / *visited* Bali three times.
3. I *have visited* / *visited* Bali three times last year.
4. It is 10 a.m. I *have written* / *wrote* three letters this morning.
5. Up to now, I *lived* / *have been living* in BSD for 11 years.
6. In 2005, I *lived* / *have lived* in Bali for 6 months.
7. Over the last three years, I *worked* / *have worked* in Bali three times.
8. In the 1990s, I *worked* / *have worked* in Lombok.



9. In 2011, I *have studied / studied* very hard.
10. I *have watched / watched* that film many times.
11. I *visited / have visited* a lot of countries in Europe.
12. Last year I *have been / went* to Thailand.
13. Tangerang authority *has opened / opened* five new hospitals in the last 10 years.

14. *Did you ever / Have you ever been* to Finland?
15. My boyfriend *phoned / has phoned* every day when I lived in London.
16. Mary *didn't / hasn't seen* me this week.
17. Mary *didn't meet / hasn't met* me yesterday.
18. I *didn't finish / haven't finished* my essay last night.
19. I *didn't visit / haven't visited* you yesterday.
20. I *have been / went* to Lombok 5 times this year.

Activity 5

Tick the sentences that are correct and correct the sentences that are wrong.

1. James has been married for a long time.

2. As a young student, she studied Pharmacy.

3. She has done a lot of heavy work when she was a laborer.

4. She has finished her first book when she was 44.



5. She became pregnant when she was 16.

6. In the 1980s, he lived in Spain.

7. In the 1990s, she has lived in Spain.

8. She wrote another article about leprosy last year.

9. She has written another book about leprosy last year.

10. For two years, she has hidden from newspaper reporters.

Activity 6

Use the past simple or present perfect form of the verbs in brackets.

We (1) _____ (receive) last year's results yesterday, 30 December. We (2) _____ (have) an excellent year. We (3) _____ (start) in 1980 as a small factory in Bali, and we (4) _____ (employ) 15 people. That number (5) _____ (grow) to 20,000 today.

From 1985-90, we (6) _____ (face) strong competition from Bakriland and in 1989 we almost (7) _____ (go) bankrupt. Since 1990, we (8) _____



(progress) very well and (9) _____ (change) as the market changed. In 2003, we (10) _____ (buy) a controlling share in our main rival and now do business in 30 countries.

Last year, we (11) _____ (have) our 8th consecutive year of growth and this year so far (12) _____ (made) a net profit of 1 billion dollars. In January this year, we (13) _____ (decide) to enter the Chinese market and up to now (14) _____ (buy) ten Chinese companies. In conclusion, this (15) _____ (be) a wonderful year for us all.

Activity 7

Past Simple or Present Perfect-with irregular verbs? Choose the correct form of the verb

1. I (begin) _____ (1) a new diet last month. I (start) _____ (2) many new diets in the last five years.
2. A buyer (come) _____ (1) to my office yesterday afternoon. A lot of buyers (come) _____ (2) to my office this summer.
3. My friend (draw) _____ (1) a lovely picture yesterday. She (draw) _____ (2) a lot of pictures this summer.
4. England (fight) _____ (1) a war last year. England (fight) _____ (2) a lot of wars since 1900.
5. Billy (lose) _____ (1) money betting yesterday. He (lose) _____ (2) all his salary betting in the last few years.



6. John (hit) _____ (1) the baseball out of the ground yesterday. He (hit) _____ (2) the ball out of the ground many times this year.
7. I (see) _____ (1) a good movie last week. I (see) _____ (2) twenty good movies this summer.
8. I (write) _____ (1) a long letter to my mother last week. I (write) _____ (2) a lot of letters to my mother recently.
9. I (take) _____ (1) a driving test last month. I (take) _____ (2) many driving tests in the last 10 years, but I (pass, never) _____ (3)
10. I (sweep) _____ (1) my flat on Wednesday. I (sweep) _____ (2) my flat a lot of times since I moved in.

Activity 8

Present Perfect or Past Simple?

Since computers were first introduced to the public in the early 1980's, technology (change) _____ 1 a great deal. The first computers (be) _____ 2 simple machines designed for basic tasks. They (have, not) _____ 3 much memory and they (be, not) _____ 4 very powerful. Early computers were often quite expensive and customers often (pay) _____ 5 thousands of dollars for machines which actually (do) _____ 6 very little. Most computers (be) _____ 7 separate, individual machines used mostly as expensive typewriters or for playing games. Times (change) _____ 8. Computers (become) _____ 9 powerful machines with very practical applications. Programmers (create) _____ 10 a large selection of useful programs which do everything from teaching foreign languages to bookkeeping. We are still playing video games, but today's games (become)



_____ **11** faster, more exciting interactive adventures. We (start)
_____ **12** to create international communities online. In short, the simple,
individual machines of the past (evolve) _____ **13** into an international
World Wide Web of knowledge.

UNIT THREE: PRESENT PERFECT SIMPLE OR CONTINUOUS

The Present Perfect Continuous emphasizes *processes* and *activities*.

The Present Perfect Simple emphasizes *achievements* or *results*.

1. Specific activities that could possibly still continue vs. prior events

a. I have been visiting my grandmother every month this year.

b. I have visited my grandmother. (e.g., before now)

2. A single accomplishment, incomplete vs. a completed one:

a. Gail has been renovating her home. (She is not finished yet)

b. Gail has renovated her home. (She is finished)

3. We use the present perfect continuous with *how long*. We use the present perfect simple with *how much*, *how many* or *how many times*.

a. How long have you been reading that book.

b. How many pages of that book have you read?

Activity 1

Read the situations and write two sentences using the words in brackets.

1. Tom started reading a book two hours ago. He is still reading it and is on page 52.

(read / for two hours) He has been reading for two hours.

(read / 52 pages so far) He has read 52 pages so far.

2. Linda is from New Zealand. She is traveling round Europe at the moment. She began her



tour three months ago.

(travel / for three months) She _____

(visit / five countries so far) She _____

3. Jimmy is a tennis player. He began playing tennis when he was ten years old.

This year

He is national champion again – for the fourth time.

(win / the national championship four times) _____

(play / tennis since he was ten) _____

4. This week, Jane is doing exams.

(do / four exams so far) _____

(do / exams this week) _____

Activity 2

Put the verb into the more suitable form, present perfect simple (I have done) or continuous (I have been doing etc.).

1. Where have you been? **__Have you been playing__** (you / play / tennis?)

2. Look! Somebody _____ (break) that window.

3. You look tired _____ (you / work) hard?

4. _____ (you / ever / work) in a factory? No, never.

5. Jane is away on holiday. Oh, is she? Where _____. (she / go)

6. My brother is an actor. He _____ (appear) in several films.

7. A. Sorry I'm late.

B. That's alright. I _____ (not / wait) long.

8. Is it still raining? No, it _____ (stop).



9. I _____(lose) my address book. _____(you / see) it anywhere?

10. I _____(read) the book you lent me but I _____(not / finish) it yet.

Present Perfect Games

Activity 1

Have you ever?

Student A asks questions with *have you ever* and student B answers.

1. meet (a famous person)
2. go to (the Monas)
3. read (Harry Potter)
4. argue with (a teacher)
5. eat (octopus)
6. write an email to (a famous TV star)
7. drive (a motor bike)
8. drink (a beer)
9. visit (Lombok)
10. lie (to your parents)

Then reverse roles



Activity 2

Long Sentences

1. Divide the class into groups of three.
2. Each student in turn says a sentence using the present perfect tense.
3. When one person cannot carry on, they lose a mark and you start the game again.

4. The sentences should be related to the previous sentences. For example:
 - a. I have washed my clothes....
 - b. I have washed my clothes and I have dried them....
 - c. I have washed my clothes. I have dried them and I have put them away.

Activity 3

Invention Game

1. Divide the class into teams of three.
2. Write up a basic sentence I have the story...
3. Each team writes down in three minutes as many sentences using the structure with the present perfect version of the verb e.g. I have read the story etc.

4. Then each team reads out their sentences. The other teams have to cross out sentences using the same verb as other teams. The team with the most verbs left used by themselves only is the winner.



5. Other possible basic sentences are:

- a. She has her boyfriend
- b. We have a baby.
- c. He has a lot of money.
- d. I have the house.

Activity 4

Brain storming structures

This is taken from Grammar Games by Mario Rinovoluceri, published by C.U.P.
ISBN # 0 521 2773 6

1. Write up on different halves of the board
 - a. *Good experiences I have never had*
 - b. *Bad experiences I have never had*
2. In 3s, students choose the three best and worst experiences they have never had and discuss them.

Activity 5

You stake 10-100 points on each.

Sentences	Your guess-right or wrong	Correct answer if wrong	Win	Lose
1. I have studied in France since 2012 until 2016.				
2. Jane has wrote 3 letters today.				
3. Jane has gone to the supermarket.				
4. I have met her recently.				
5. Jane has ever been to Thailand.				
6. I have been knowing you for 10 years.				
7. How long has you been here?				
8. She hasn't yet forgotten your kindness.				
9. Have you met Jane today?				
10. Have you still phoned him yet?				
11. I haven't spoken to Jane since 6 months.				

Sentences	Your guess-right or wrong	Correct answer if wrong	Win	Lose
12. Jane has paid already the school fees.				
13. Jane hasn't been feeling well.				
14. I haven't never been to Rome.				
15. Did you ever been to Bali?				

UNIT FOUR: PAST PERFECT

Past Perfect Simple

The Past Perfect indicates that something happened before another action in the past, or up until another action in the past.

Completed action before something in the past

Examples:

1. John **had studied** English before he moved to London.
2. I **had** never **seen** a really beautiful sunset until I visited Senggigi.
3. Mary knew London well because she **had visited** the city several times in her job.

4. Last night, we could not get a hotel room because we **had not booked** in advance.

5. **Had** you ever **visited** the Seychelles before you went last month?

An action lasting up until another action in the past

Examples:

1. We **had had** that dog for ten years before it died.
2. By the time John finished his studies, he **had been** in Jakarta for more than ten years.

3. They were reluctant to sell their car because they **had owned** it for fifteen years

PLACE OF ADVERBS

Adverbs are normally placed before the past participle part of the past perfect verb tense. Examples:

1. I **had never been** to England before my parents brought me there on holiday.



2. **Had** you **ever visited** the Philippines before you fought a martial arts battle there in 2019?

Past Perfect Continuous Forms

The past perfect continuous is formed using **had + been + present participle**. Questions are indicated by inverting the subject and *had*. Negatives are made with *not*.

Statement: He **had been sitting** there for more than four hours when the bus finally came.

Past Perfect Continuous Uses

Duration before Something in the Past

We use the past perfect continuous to show that something started in the past and continued up until another time in the past. "For ten minutes" and "for three weeks" are both durations which can be used with the past perfect continuous. However, the duration does not continue until now; it stops before something else in the past. Examples:

1. They **had been waiting** for over an hour before Tony arrived.
2. Mike decided to sit down because he **had been standing** all day.
3. James **had been teaching** at the university for more than five years before he moved to Australia.

Cause of Something in the Past

Using the past perfect continuous before another action in the past is a good way to show cause and effect. Examples:

1. Jason was tired because he **had been running** for 40 minutes.
2. Sam was fat because he **had been eating** junk food every day.



Past Continuous vs Past Perfect Continuous

Past continuous emphasizes interrupted actions, whereas past perfect continuous emphasizes a duration of time before something in the past. Study the examples below to understand the difference. Examples:

1. He was tired because he **was working** so hard.

This sentence emphasizes that he was tired because he was working at that moment.

2. He was tired because he **had been working** so hard.

This sentence emphasizes that he was tired because he had been working over a period of time. It is possible that he was still exercising at that moment OR had just finished.

PLACE OF ADVERBS

Adverbs are normally placed before the past participle part of the past perfect continuous verb tense. Examples:

1. He had **only** been waiting at the bus stop for a few minutes when the bus arrived.

Activity 1

Fill in the correct form of the verb - past perfect simple or past simple.

1. After the company _____ John, he bought a new car. (hire)
2. _____ you _____ the news before it was reported in the newspaper? (hear)
3. Michael didn't watch the movie because he _____ the novel. (read)
4. Until Ana _____ Michael, she _____ never _____ a boyfriend. (meet / have)



5. Ben _____ for many years before he finally _____. (smoke / stopped)
6. _____ Susan ever _____ to London before her husband took her? (be)
7. How many fish _____ the men _____ during the day? (catch)
8. You _____ them about swimming in the sea, didn't you? (warn)

Activity 2

Choose past perfect simple or continuous.

1. Jane was Sue's best friend. She _____ (know) her all her for 20 years.
2. The children were exhausted because they _____ (play) football in the hot sun.
3. We were very thirsty because we _____ any water. (not / drink).
4. She was sleepy because she _____ (work) since four o'clock that morning.
5. The passenger was angry because the airline _____ (lose) his bags.
6. Although I _____ (not / see) Jane for ten years, I recognized her immediately.



7. When I arrived at the party, Mary _____ (leave).

UNIT FIVE: FUTURE PERFECT

The **future perfect simple** is a verb tense used for actions that will be completed before another point in the future.

1. The football match on TV **will have ended** by the time John gets out of bed.
2. At eight o'clock, I **will have left** for work.

The **future perfect continuous** is used for actions that may not be completed before another point in the future.

1. By next week, we will have been studying for 10 weeks.

When to use the Future Perfect Tense.

Sometimes, you can use the future perfect tense and the simple future tense interchangeably. In these two sentences, there is no real difference in meaning because the word *before* makes the sequence of events clear:

1. Lois **will leave** before John arrives.
2. Lois **will have left** before John arrives.

BUT without prepositions such as *before* or *by the time* that make the sequence of events clear, you need to use the future perfect to show what happened first.

1. At seven o'clock Linda **will leave**. (This means that Linda will wait until 7 o'clock before she leaves.)
2. At seven o'clock Linda **will have left**. (This means Linda will leave before 7 o'clock.)

When not to use the Future Perfect Tense.

The future perfect tense is only for actions that will be complete before a specified point in the future. The action must have a deadline. The deadline can be specific (seven o'clock) or it can be less specific (next month). It can even depend on when something else happens (after the film ends). If you don't



mention a deadline, use the simple future tense instead of the future perfect tense.

How to make the Future Perfect Negative: Just insert not between will and have.

1. He **will not have finished** the thesis before the deadline next week.

How to ask a Question

The formula for asking a question in the future perfect tense is **will + [subject] + have + [past participle]**:

1. **Will** he **have finished** the thesis before the deadline next week?

Prepositional Phrases that often go with the Future Perfect

1. **By this time** next week, he will have finished his thesis.
2. Three weeks **from now**, we will have visited three more countries.
3. Will you have had your lunch **already** before we arrive?
4. Chris will still not have arrived **by the time** the guests arrive.
5. **When** I meet James next week, I will have met all my nieces and nephews.
6. I hope my cleaner will have cleaned the bathroom **before** my parents come.

Activity 1

Put the verbs into the correct form -future perfect simple.

1. By 8 o'clock, we (finish) _____ our project.
2. She (return) _____ from the cinema by 7 o'clock.
3. The sun (not / rise) _____ by 7am.
4. (you / finish) _____ your report by 2 o'clock?
5. (they / finish) _____ the bridge by next month?



Activity 2

Put the verbs into the correct form-future perfect continuous.

1. By the end of the month I (live) _____ in this country for twelve years.
2. By the end of this week we (work) _____ on the project for a year.
3. By July the fifteen he (study) _____ English for 7 years.
4. By 10pm she (watch) _____ TV for 10 hours.
5. She (sleep) _____ for 10 hours by 6am.

Activity 3

Put the verbs in brackets in the future perfect simple or continuous.

1. By 2018 we (live) _____ in Madrid for 10 years.
2. He (write) _____ his book by the end of September.
3. (finish / you) _____ this novel by next week?
4. He (read) _____ this book for two weeks by the end of this week.
5. By 6pm (we / eaten) _____ 10 big macs!!

UNIT SIX: THE THIRD CONDITIONAL

We can use the Third Conditional to talk about 'impossible' conditions, because they are in the past and we cannot change what has happened.

Examples: Notice that the main clause normally contain 'would', 'could' or 'might'.

1. If I had worked harder at school, I would have got better grades. (but I did not get better grades)
2. If I had had time, I would have gone to see him. (but I didn't have time)
3. If we had bought that house, we would have had to rebuild the kitchen. (but we did not buy that house)
4. If we had caught the earlier train, we would have got there on time. (but we did not catch the earlier train)
5. If he had been at the meeting, I would have asked him. (but he wasn't there so I didn't)
6. If I had paid more attention in class, I would have understood the lesson. (but I did not pay more attention in class)

Activity 1

Choose the correct answer.

1. I wasn't thirsty. I didn't drink the pineapple juice.
a) If I was thirsty, I would drink the pineapple juice



- b) If I had been thirsty, I would've drunk the pineapple juice
c) If I would have been thirsty, I drank the pineapple juice
2. I didn't know Jane was in Jakarta. I didn't call her.
- a) If I had known Jane was in Jakarta, I would have called her
b) I had called Jane if I had know she was in Jakarta
c) I would had called Jane if I have known she was in Jakarta
3. I didn't know reading this book was important. I didn't read it.
- a) If I knew this book was important, I had read it
b) If I would have known this book was important, I had read it
c) If I had known this book was important, I would've read it
4. I walked home from the party. My brother was too drunk to drive.
- a) I hadn't walked home from the party if my brother wasn't too drunk to drive
b) I wouldn't have walked home from the party if my brother hadn't been too drunk to drive
c) I wouldn't had walked home from the party if my brother hadn't been too drunk to drive
5. I ate the sandwich in the fridge. I thought it was mine, not yours.
- a) If I would have known the sandwich was yours, I wouldn't have eaten it
b) If I had known the sandwich was yours, I wouldn't have eaten it
c) I hadn't eaten the sandwich if I knew it was yours
6. I did not win the race. I did not prepare for it.
- a. If I prepared for the race, I will have won it
b. If I had prepared for the race, I could have won it
c. If I had prepared for the race, I would be happy now
7. I did not pass the driving test. I crashed the car.



- a. If I had crashed the car, I would have passed the driving test
- b. If I had not crashed the car, I could have passed the driving test
- c. If I didn't crash the car, I would have passed the driving test

Activity 2

Put in the correct verb forms.

- 1. If I _____ (know) you were coming, I _____ (invite) your parents.
- 2. He _____ (go) to university if his father _____ (not be) killed.
- 3. If you _____ (say) you weren't hungry, I _____
(not cook) such a big meal.
- 4. The team _____ (win) if James _____ (play) better.
- 5. If the office _____ (not cut) off the electricity, I
_____ (finish) my project.
- 6. If Bell _____ (not invent) the telephone, somebody else
_____ (invented) it.
- 7. If you _____ (not spend) so much time putting on your
make up, we _____ (not be) late.
- 8. The burglars _____ (not get) in if you
_____ (remember) to lock the door.
- 9. If he _____ (not be) a film star, he _____
(not become) president.



10. If she _____ (have) more sense, she _____ (sold) her car years ago.

11. If he _____ (not spend) so much on his holiday, he _____ (have) enough to pay for the house repairs.

12. If you (study) _____ for the test, you (pass) _____ it.

13. If you (speak) _____ English, she (understand) _____.

14. If I (not / break) _____ my leg, I (win) _____ the contest.

15. If it (not / start) _____ to rain, we (walk) _____ to the movie.

UNIT SEVEN: HAVE SOMETHING DONE

Take a look at these two sentences. What is the difference in meaning between them?

1. 'I cut my hair.'
2. 'I have my hair cut.'
3. 'I cut my hair' means that I do it myself.

'I have my hair cut' means someone cuts my hair for me.

We use have something done to mean another person does a service for us.

The grammar for this is pretty simple: have + object + past participle

Note that the past participle is after the object.

	have	object	past participle	
John	had	his car	repaired	yesterday
Your hair looks good.	Have you	it	cut?	
Where	had	your nails	cut?	
We	did you	the car	Re-painted.	
How often	have	your	modernised?	
I don't like	are having	kitchen	examined.	
	do you have	my eyes		
	having			

Let's take a look at a few more examples:

1. 'We didn't want to cook so we **had chicken delivered.**'
2. 'I **had my car washed** at the usual place.'
3. 'I **had my watch fixed.**'

We can also use 'get' instead of 'had' and the meaning stays the same.



1. 'We didn't want to cook so we **got a pizza delivered.**'
2. 'I **got my car washed** at that new place by the station.'
3. 'I **got my watch fixed.**'

Future use

1. 'I had my watch fixed' tells us about the past.
- '2. I am going to have / get my watch fixed' tells us about the future.
- 'Going to' tells us about a future plan that has already been made.

We use 'will' for something that has just been decided:

1. I've just noticed how dirty my shirt is. I will have / get it cleaned soon.'

Services for a busy world

As we all live in a busy world, we don't have the time (or skills) to do all the things that we need to. That's why we have a service industry that will help us get what need done.

Take a look at these examples:

1. A jeweller's is a place where you can have your watch fixed.
2. A dry cleaner's is a place where you can have your suit cleaned.
3. A florist's is a place where you can have flowers delivered.
4. A hairdresser's is a place where you can have your hair cut.
5. A dentist's is a place where you can have your teeth checked.
6. An optician's is a place where you can have your eyes checked.
7. A garage is a place where you can have your car repaired.

Using have something done for bad things

In all the examples above we have looked at services we can pay for if we want.

We can also use the same expression when someone does something bad to us.

For example:



1. 'Jenny had her laptop stolen.' Here Jenny did not want someone to steal her laptop,
2. 'Have you ever had your teeth broken?' Nobody wants to have their teeth broken.!

Activity 1

Choose the correct form of the verb.

1. We're getting a new villa _____.
a) building b) build c) builds d) built
2. You will need to get your photo _____ for your new passport.
a) takes b) take c) took d) taken
3. A jeweller's is a place where you can have your watch _____ .
a) repaired b) delivered c) stolen d) cut
4. I had my bag _____ when I was on holiday.
a) steal b) steals c) stealing d) stolen

Activity 2

Re-write the sentences in the way shown.

Example: Jean did not fix the car herself. She had it fixed by her husband.



1. I didn't cut my hair myself.

2. They didn't paint the fence themselves.

3. She didn't make the t-shirt herself.

4. He didn't wash the car himself.

Activity 3

Use the words in brackets to complete the sentences.

Example: They are having the car repaired (car / repair) tomorrow.

1. I lost my ATM card. I _____ (the card / replaced).

2. You look different. _____ (hair/ dye)?

3. This t-shirt is filthy. I must _____ (it /cleaned).

4. I haven't fixed the fence. I must _____ (it / fixed).

5. My teeth are yellow. I should _____ (them / cleaned).

UNIT EIGHT: ADJECTIVES AND ADVERBS

Many adverbs are made from an **adjective** +*-ly*:

Not all words ending in **-ly** are adverbs. Some adjectives end in **-ly**, for example, friendly, lively, elderly, lonely, lovely.

Some adverbs are spelled the same as the adjective, for example, fast, hard.

Some adverbs are irregular, for example, adjective 'good', adverb 'well'

Adjectives (e.g. safe, honest) tell us more about a noun. We use adjectives before nouns and after some verbs, especially **to be** (*see linking verbs*):

1. Jim is a **careless** driver.
2. We stayed in because of the **heavy** rain.

Adverbs tell us more about the verb, the adjective, or, even, another adverb.

1. He drives **safely**.
2. His voice is **very** loud.
3. He speaks **extremely** loudly.

You can also use an adverb before a *past participle* (**injured/ broken/written**):

1. Twelve people were **seriously** injured in the accident. (*not 'serious injured'*)
2. His leg was very **badly** broken.

Activity 1

Complete the sentences with adverbs.

1. We didn't go out because it was raining **heavily**.



2. John won the match because he played very **we** _____
3. I found a flat in London quite **ea** _____
4. The doctor was busy so we had to wait **pa** _____
5. Mike keeps fit by playing futsal **of** _____
6. John sings **won** _____
7. Jane smiled **enig** _____
8. Jim looked at Mary **lo** _____
9. John gave the ball back **rel** _____
10. Jim was **pl** _____ surprised at the result.

Activity 2

Choose the adverb or the adjective

1. The driver of the car was _____ **seriously** _____ injured. (serious / seriously)
2. The driver of the car had _____ **serious** _____ injuries. (serious / seriously)
3. The relationship ended very _____ (bad / badly).
4. There was a _____ change in the weather. (sudden / suddenly)
5. Everybody at the festival was _____ dressed. (colorful / colorfully)
6. Children like wearing _____ clothes. (colorful / colorfully)
7. She fell down the stairs and hurt herself quite _____. (bad / badly)
8. She says she failed the driving test because she was _____ taught.
(bad / badly)

9. Don't climb out that window. It isn't _____. (safe / safely)
10. He looked at me _____ when I pushed him. (angry / angrily)



Activity 3

Adjective or Adverb

1. Anne is (*amazing / amazingly*) good with animals.
2. As soon I met him, I was (*sure / surely*) he had been smoking marijuana.
3. How do you know that's a (*real / really*) diamond?
4. I read an (*amazing / amazingly*) novel last month.
5. Kay seems (*gentle / gently*), but she has a violent temper.
6. One of the chairs was (*slight / slightly*) damaged.
7. She treated me (*good / well*), but never helped me financially.
8. The gate to the meadow was (*bad / badly*) painted.
9. The entry system is (*clever / cleverly*) designed.
10. The presentation was (*amazing / amazingly*).

UNIT NINE: QUESTION FORMS

We usually make questions by changing the word order. In *present simple* questions, we use **do/does**:

1. **Do** you **live next to the station**?
2. **Does** he **live** near to you?
3. What time **does** the match **begin**? (not 'What time begins.....?')

In *past simple* questions, we use **did**:

1. **Did** you **sell** the car?
2. **Did** I **meet** you yesterday?
3. How **did** the match **finish**?

In *present continuous* questions, we put **to be** before the subject:

1. **Am** I still **working** for you?
2. **Is** he still **sleeping**?
3. **Are** we still **meeting** tomorrow?

In *past continuous* questions, we put **to be** before the subject.

1. **Was** he **listening** to the radio yesterday?
2. **Were** you **writing** a letter last week?

If the main verb is **to be**, note the following.

1. **Is** he happy?
2. **Are** they sad?
3. **Am** I rich?

Do not use **do/does/did** in questions if **who/what/which** is the subject of the sentence.

1. **Who wants** something to drink? (not 'Who does want')
2. **What happened** to John last week? (not 'What did happen')
3. **Which train** goes to Surabaya? (not 'Which train does go')



However, you use **do/does/did** if **Who/What/Which/Where** are the objects of the sentence.

1. **Which** dress did she choose?
2. **Who** do you wish to interview?
3. **What** brand of sunglasses do you wear?
4. **Where** do you come from?

Note the word order in negative questions beginning **Why.....?**

1. **Why** don't we go to the sea side? (*not* 'Why we don't.....')
2. **Why** wasn't John ready for the exam? (*not* 'Why Mary wasn't.....')

Activity 1

Correct these sentences if they are wrong.

1. You have seen Jane? _____ ?
2. I when can meet you? _____ ?
3. What means "absolute"? _____ ?
4. Where you are going? _____ ?
5. (what time/coming/your friends /are) _____ ?
6. (why/was / canceled/the show) _____ ?
7. (where/your mother /was / born) _____ ?
8. (why/you/to the party/ didn't / come) _____ ?
9. (When/you/are/visiting/our/university) _____ ?
10. (Which/do/you/prefer/car) _____ ?



Activity 2

Write questions for the answers below

Example:

Answer: Manchester United

Question: Which is the best team in the Premier League?

In a big house	
To the supermarket	
Sue has the book	
The garden	
She's a painter	
By taxi	
Ten kilometers	
My father and mother	
In prison	
In Spain	

Indirect questions

- a) In indirect questions, the first clause can be in a question or in a statement form, but the second clause must be in a statement form.

- b) If the first clause is a question '?' is added at the end. If the first clause is not a question, then the sentence ends with a full stop.

Examples:

1. Did he ask you if you wanted to go to church?



2. He asked me if I wanted to go to church.

c) Remember if you require a 'yes' or 'no' answer, you use whether (or if) in the question.

Activity 3

Correct the sentences below if they are wrong.

1. He asked was I going to the concert?

2. Did he say what he wanted you to do.

3. He asked me what the time was?

4. Did he say what the time was?

5. She asked me if you were dead.

6. Did he ask you what your name was.

7. Do you think the answer is right?



8. He asked her what is her name?

9. I didn't say was it a mistake.

10. Do you believe what he promised?

UNIT TEN: MUST AND HAVE TO

We use **must** and **have to** to say that it is necessary to do something.

Sometimes it doesn't matter which you use:

1. Oh, it's later than I thought. I **must go** *or* I **have to go**.

But there is a difference between **must** and **have to** and sometimes this is important:

Must is personal and **have to** is impersonal.

1. Mary is sick in hospital. You **must** visit her.
2. You **have to** drive on the left in Indonesia.

Use **must** to talk about the present or future, but not the past and not after another modal:

1. We **must** go home now.
2. We **must** go home tomorrow. (*but not* 'We must go home yesterday')

You can use **have to** in all forms. For example:

1. I **had to** go to the dentist (*past*)
2. I might **have to** go to the hospital. (infinitive after might)
3. NOT I might **must go** to the dentist.

do/does/did:

1. What **do I have to** do to get a drink? (*not* 'What have I to do?')
2. Why **did you have to** go to cemetery?
3. Karen **doesn't have to** work on Mondays.

Mustn't and **don't have to** are completely different

You **mustn't** do something = it is necessary that you do *not* do it (so, don't do it)

You don't have to do something = you can if you want but it is up to you



Activity 1

Complete the sentences with **must** or **have to** (in the correct form).

1. Jack left before the end of the debate. He **had to** go to bed early.
2. In Indonesia, children _____ wear uniform when they go to school.
3. Last night, Mary was sick. We _____ call a doctor.
4. I _____ work harder if I want to pass the examination.
5. I'm sorry I couldn't meet you last night. I _____ work late.
6. Paul doesn't like his new job. He often _____ work on Sundays.
7. Janice may _____ go away next weekend.
8. He couldn't repair the TV himself. He _____ take it to a shop.
9. I _____ try to be kinder to Jim.
10. You _____ have a passport to travel abroad.

Activity 2

Complete the sentences using **don't/doesn't/didn't have to** + one of these verbs:

get up go go shave wait work

Example:

I'm not working tomorrow, so I **don't have to get up** early.

1. I went to the bank at dinner time. There was no queue, so I _____.
2. Sally is very rich. She _____.



3. We've got plenty of time. We _____ yet.
4. Jack has got a full beard, so he _____.
5. A man was knocked down by a car but he _____ go to hospital.

Activity 3

Complete the sentences with **mustn't** or **don't/doesn't have to**.

1. I don't want anyone to find out. You **mustn't** tell anyone.
2. He **doesn't have to** wear a tie to work so he doesn't.
3. I _____ study tonight because I have been working really hard.
4. You _____ touch that switch. It's very dangerous.
5. There's a lift in the building, so we _____ use the stairs.
6. You _____ forget what I told you. It's very important.
7. Sue **get** up early. She gets up early because she likes to run in the morning.
8. Don't make so much noise. We _____ wake the baby.
9. I _____ eat too often. I'm on a diet.
10. You _____ be a top player to enjoy a game of basketball.

UNIT ELEVEN: ARTICLES

English has two articles: *the* and *a / an*. *The* is used to refer to specific or particular nouns; *a/an* is used to modify non-specific or non-particular nouns. We call *the* the *definite* article and *a / an* the *indefinite* article.

For example, if I say, "Let's read the newspaper," I mean a *specific* newspaper. If I say, "Let's read a newspaper," I mean *any* newspaper, rather than a specific newspaper.

Indefinite Articles: a and

an.

"A" and "an" signal that the noun modified is indefinite, referring to *any* member of a group. For example:

1. My son wants a cat for Christmas. This refers to *any* cat. We don't know which cat because we haven't found the cat yet.
2. When I was in India, I saw a tiger! Here, we're talking about a single, non-specific thing, in this case, a tiger. There are many tigers in India.

Remember, too, that in English, the indefinite articles are used to indicate membership in a group

1. I am a teacher. (I am a member of a large group known as teachers)
2. Brian is an Irishman. (Brian is a member of the people known as Irish)
3. Seiko is a practicing Buddhist. (Seiko is a member of the group of people known as Buddhists)

Definite Article:

the

The definite article is used before singular and plural nouns when the noun is



specific or particular. The signals that the noun is definite, that it refers to a particular member of a group. For example:

1. The dog that bit me is dangerous. Here, we're talking about a *specific* dog.

Non-count

Nouns

The is omitted if we are talking generally.

Experience is the best teacher.

BUT: The experience I had in my first job helped me later on.

Geographical use of

the

There are rules for using *the* with geographical nouns. Do not use *the* before:

1. Names of most countries/territories: *Italy, Portugal, France*; however, *the Netherlands, the Seychelles, the United Arab Emirates, the United States* (because of pluralisation).
2. Names of lakes: *Lake Toba, Lake Erie* except with a group of lakes like *the Great Lakes*.
3. Names of mountains: *Mount Everest, Mount Kilimanjaro* except with ranges of mountains like *the Andes* or *the Rockies*.
4. Names of continents: *Asia, Europe*.
5. Names of islands: *Bali, Lombok*, except land chains like the Hebrides, the Canary Islands.
6. Names of cities, towns, or states: *Paris, London, Amsterdam, Bavaria*.



Do use *the* before:

1. Names of rivers, oceans and seas: *the Nile, the Atlantic.*
2. Geographical areas: *the East, the West.*
3. Deserts, gulfs, and peninsulas: *the Gobi desert, the Persian Gulf, the Iberian Peninsula*

Omission of Articles

Some common types of nouns that don't take an article are:

1. Names of languages and nationalities: *Mandarin, English, French, Russian-* unless you are referring to the population of the nation as a whole: "*The Indonesians I met were very hospitable.*"
2. Names of sports: *cricket, hockey, football*
3. Names of academic subjects: *mathematics, physics, history*

Activity 1

Use *a, an, the* or leave *blank*.

1. I screamed. There was _____ snake in the kitchen.
2. John was holding _____ gun at _____ time of _____ murder.
3. She said that she didn't understand _____ question.
4. I do not know exact date of _____ performance. But I do know that I bought the tickets in _____ shop in _____ Southampton Street.
5. She's staying at _____ hotel in _____ Colorado. Where she is staying is near _____ Denver.
6. All _____ sons of Jane went to watch _____ action film last week.



7. _____ fruits are usually sold by _____ kilo. However, exotic fruits are sometimes sold one by one.
8. He works in _____ best school in Medan.
9. _____ Boys mature faster than _____ girls.
10. _____ Jones' came to our school yesterday.
11. We need _____ water to live.
12. Some old books are covered in _____ dust.
13. I am planning to study _____ Arabic _____ next year.
14. Africa and Europe are _____ continents.
15. _____ Netherlands are also called Holland.
16. Many Bangladashi live in _____ United Arab Emirates.
17. She works for _____ Department of Employment.
18. I work for KFC in _____ evening.
19. I am _____ teacher in _____ middle school.
20. Do you enjoy _____ biology?

UNIT TWELVE: STATE AND NON-STATE VERBS

If a verb describes a state, we do not usually use the continuous tense. State verbs generally fall into 4 categories:

- 1) Emotion: love, hate, want, need
- 2) Possession: have, own, belong
- 3) Sense: see, hear, smell, taste, feel
- 4) Thought: know, believe, remember

However, some verbs can be both state and non-state (dynamic)

<p>'Be' is usually a state verb, but, when it is used in the continuous tense, it means 'behaving' or 'acting'.</p> <p>you are crazy = it's part of your personality</p> <p>you are being crazy = only now, not usually</p>
<p>'have'(state) = own/possess: I have a car.</p> <p>'have'(dynamic) = part of an expression</p> <p>I'm having a party/a picnic /a bath/ a good time/a break.</p>
<p>'see'(state) = see with your eyes /understand</p> <p>I see (understand) what you want to tell me.</p> <p>I can see her now; she's coming down the road.</p> <p>'see'(dynamic) = meet/ have a relationship with</p> <p>I am seeing John for a drink on Monday.</p> <p>I've been seeing my boyfriend for three years.</p>
<p>'think'(state) = have an opinion: I think that this coffee is great.</p> <p>'think'(dynamic) = consider, have in my head</p> <p>What are you thinking about? I'm thinking about my next holiday.</p>
<p>'appear' (state) = seems: He appears to be sick.</p> <p>'appear' (dynamic) = performing (acting): He is appearing in the opera tonight.</p>



Activity 1

Use the verbs in the box to complete the sentences.

believe	belong	contain	forget	hate	like	love	matter	need
own	prefer	realize	remember	suppose	understand	want		
know	think							

1. This book _____ to me.
2. I _____ you are right.
3. His father _____ a chain of hotels.
4. She says she _____ to see Fred.
5. I _____ a drink of water.
6. I _____ how old she is.
7. Money doesn't _____ to me.
8. Beer? I _____ water.
9. I _____ his face, but not his name.
10. That bottle _____ petrol.

Activity 2

Choose present simple or present continuous.

1. I (have) _____ a great time.
2. She (have) _____ plenty of money just now.
3. He (appear) _____ at the theatre tonight.
4. She (appear) _____ to be sick.
5. Why (you look) _____ at me like that?



6. It (look) _____ as if it is going to rain.
7. I (see) _____ what you are trying to say.
8. I (see) _____ the manager this afternoon.
9. I (think) _____ you are right.
10. What (you think) _____ about?

UNIT THIRTEEN: LINKING VERBS

Generally, an adverb rather than an adjective will come directly after a verb because the adverb is describing the verb.

She spoke *nicely*.

Subj Verb. Adv

In this example, the verb *spoke* is followed by the adverb *nicely*. This adverb describes the verb *spoke*. It tells how she spoke. However, you must be very careful if the verb is a *linking verb*. A *linking verb* is followed by an adjective rather than an adverb.

She looks *nice*.

Subj L.V. Adj

In this example, the linking verb *looks* is followed by the adjective *nice*. This adjective describes the subject *she*. It gives more details about the subject. You should be sure to use an adjective rather than an adverb after a linking verb. Be careful, however, because the adjective that goes with the linking verb does not always directly follow the linking verb.

She seems *unusually nice* today.

Subj L.V. Adv Adj Adv

In this example, the adjective *nice*, which describes the subject *she*, is itself described by the adverb *unusually*. From this example, you should notice that it is possible to have an adverb directly after the linking verb, but only if the adverb describes an adjective that follows.



Common Linking Verbs: *appear, be, become, feel, look, prove, seem, smell, taste, sound*

Activity 1

Circle the adjectives and adverbs, and label them. Tick them if used correctly; correct them if used wrongly.

1. The parents seemed angrily about the child's report card.
2. The speaker talked knowingly about prehistoric fossils.
3. After she drank the lemonade, the cake tasted too sweetly.
4. Throughout dinner we were bored because he spoke incessantly.
5. Sam felt terribly depressed after the accident.
6. The neighbor appeared calm in spite of the fact that his house was on fire.
7. He looked quite unhappily at the thought of leaving his job.
8. Even though we were not really hungry, the food smelled delicious.
9. Marla jumped up quick when she heard the gun shot.
10. The history course that I took last semester proved more difficultly than I had expected.

Activity 2

Tick the correct sentences and correct the incorrect sentences.

1. He always ate quickly.
-

2. He seems very nicely.
-



3. He looked at her strangely.

4. He became quite rich in the 90s.

5. He runs very fastly.

6. The flower smells lovely.

7. He feels hot.

8. He seems very friendly.

9. His voice sounds hoarsely.

10. He became sadly.

11. He was always totally honest with his wife.

12. He looked distractedly.

UNIT FOURTEEN: QUANTIFIERS

MUCH, MANY, A LOT OF, LOTS OF:

We use the quantifiers *much*, *many*, *a lot of*, *lots of* to talk about quantities, amounts and degree. We can use them with a noun (as a determiner) or without a noun (as a pronoun).

Much, many with a noun.

We use *much* with singular uncountable nouns and *many* with plural nouns:

1. *I haven't got **much** change. I've only got a ten euro note.*
2. *Are there **many** hotels near you?*

Questions and negatives

We usually use *much* and *many* with questions (?) and negatives (-):

1. *Is there **much** unemployment in that area?*
2. *How **many** eggs are in this cake?*
3. *Do you think **many** people will come?*
4. *It was pouring with rain but there wasn't **much** wind.*
5. *There aren't **many** women priests.*

Affirmatives

In affirmative clauses we sometimes use *many* in a more formal style:

1. *He had heard **many** stories about Yanto and knew he was a troublemaker.*

In informal styles, we prefer to use *lots of* or *a lot of*:

1. *I went shopping and spent **a lot of** money.*

We can use *much* before comparative adjectives and adverbs to make a stronger comparison

1. *Sometimes the prices in the local shop are **much** better than the supermarket's prices.*

2. I feel **much** calmer now I know she's safe. (much calmer than I felt before)

Too much, too many with a noun.

We often use *too* before *much* and *many*. It means 'more than necessary'. We can use *too much* before an uncountable noun and *too many* before a plural noun, or without a noun when the noun is obvious:

1. I bought **too much** food. We had to put some in the dustbin.
2. There are **too many** cars on the road. More people should use public transport.

So much, so many with a noun.

We use *so* rather than *very* before *much* and *many* in affirmative clauses to emphasise every large quantity of something:

1. He has **so much** money! Not: ~~He has very much money!~~
2. There were **so many** tasks to do.

As much as, as many as

When we want to make comparisons connected with quantity, we use *as much as* and *as many as*:

1. Try and get **as much** information **as** you can. Ask **as many** questions **as** you want.

Little/few/a little/a few/hardly any.

Little and few have negative connotations.

1. There is little petrol in the car. We will have to buy some more.

A little and a few have positive connotations.

1. I have a little money if you need some.

Some and any

We usually use *some* in positive sentences and *any* in negative sentences.



Activity 1

Choose much, many or a lot of.

1. How _____ kittens did your cat have?
2. There are not _____ dishes left to clean.
3. Why was there so _____ smoke in the room?
4. There were so _____ people on the bus I got off and walked.
5. We don't see _____ birds in winter.
6. How _____ money should I save?
7. We couldn't think of _____ good ideas.
8. Does this TV use _____ electricity?
9. Is our teacher going to give us _____ homework?
10. There's _____ information to remember.

Activity 2

Correct the mistakes in the sentences.

1. Too much children lack discipline these days.
2. Could you give me little help?
3. A little of the parents took up martial arts with their children.
4. Hardly some spectators left before the end of the game.
5. It's great that we managed to get few tickets.
6. This sport is so new that we have a little information about it.
7. I have got any money.
8. I haven't got some pens.
9. Have you got some money?
10. Little money goes a long way.



Activity 3

Choose the correct word or phrase.

1. Borrow one of my pens – there are *few* / *a few* in the cupboard.
2. There's *few* / *hardly any* music on my mp3 player.
3. Almost *none* / *none of* our photos came out well.
4. *Some* / *Some of* my friends are unemployed.
5. Hardly any *students* / *of students* passed the test.
6. I need *a few* / *a little* help with my homework.
7. There's *a little* / *little* furniture in the flat so we'll have to buy some more.
8. You should invest your money with my bank. *Few* / *A few* other banks offer such good interest rates.

9. There's too *much* / *many* rubbish on the streets.
10. There is too *much* / *many* furniture in my house.

UNIT FIFTEEN: FOR 'MAKE' THERE ARE THREE MAIN GROUPINGS

	Subject	+	+
A	He/ She/ It You They/Noun	MAKE + PRONOUN/NOUN makes me/ him/you make me/ us etc.	+ VERB 1 (without 'to') want to ... feel ... go ...
B	He/ She/ It You They/Noun	MAKE + PRONOUN/NOUN makes me/ him/you make me/ us etc.	+ ADJECTIVE. Angry. Frightened. confused
C	He/ She/ It You They/Noun	MAKE + IT make it makes it	+ ADJECTIVE difficult to ... easy to

Activity 1

Divide the following sentences into A, B or C

1. Your face makes it clear that you are not happy.
2. Government regulations make it difficult to invest in this country.
3. The extreme violence makes his crime more horrific.
4. That makes it easy for me to feel confident.
5. Every delay makes the movie more expensive.
6. The director made her responsible for South East Asia.
7. Eddy hit Yasmin, which made her cry.
8. The bad temper of Rudi makes him ruthless.



9. That attitude makes me want to scream.
10. I'm allergic to pineapple; it makes me ill.

Activity 2

Divide the sentences below into A, B, or C.

1. It makes me happy. _____
2. It makes me feel alive. _____
3. It makes me furious. _____
4. It makes me run faster. _____
5. It makes me angry when people brake suddenly in front of my car. _____
6. It makes me really happy to know that my presents were popular. _____
7. It makes me frightened to think that someone is following me. _____
8. Oh my god! You made me jump! _____
9. That smell makes me think of the sea. _____
10. This device will make it possible to drive longer. _____
11. You made it completely clear that you didn't love me anymore. _____
12. Please God, make me rich. _____
13. If I can make you smile, I need nothing more to make me happy. _____
14. The sound of that engine doesn't make me feel safe. _____

UNIT SIXTEEN: PREPOSITION + VERB + ING

Take a look at the following two sentences - which one is correct and why?

1. Are you interested in studying English? - correct
2. Are you interested in study English? -incorrect

The gerund (-ing form) *must* be used when a verb form comes after a preposition:

against | at | after | by | on | instead of | about | to | without | tired of | before
| in | with | for

For example:

1. I am *against* smoking in public places.
2. She is good *at* speaking English.
3. I went home *after* leaving the party.
4. You can improve your English *by* using the Internet.
5. We need to keep *on* going.
6. You should tell the truth *instead of* lying all the time.
7. We can talk *about* passing your exams.
8. I'm tired *of* hearing excuses.
9. You can't learn English *without* making mistakes.

Activity 1

Fill in the correct preposition

1. She opened the door ___ using a key.
2. We have no chance ___ saving enough money.
3. I am looking forward ___ buying a new car



4. How ___ going for a coffee?
5. I can sense you are in love _____ looking at you.
6. My eyes are tired _____ watching too much TV.
7. He told me _____ diving in Raja Ampat.
8. He accused me _____ lying.

UNIT SEVENTEEN: COMMON GRAMMAR ERRORS

A. ONE OF + DETERMINER + PLURAL+ VERB

One of	my your		
Each of	his her its our	noun <u>plural</u>	Singular verb
Either of	their the	e.g. friends	
_____	these those	_____	_____
Two of	my your		
A few of	his her its our	noun <u>plural</u>	plural verb
Many of	their the	e.g. friends	
Several of	these those		

Activity 1

Correct the incorrect sentences. Tick the correct sentences.

1. One of my friend is a footballer.

2. A few of my friend are scientists.

3. Either of your choices is OK.

4. Several of my colleagues are stupid.

B. SUCCESS, DISCIPLINE, RESPONSIBLE

Verb	Noun	Adjective	Adverb
Succeed	Success	Successful	Successfully
Discipline	Discipline	Disciplined	
	Responsibility	Responsible	Responsibly

Common Errors

1. I am a success person. X I am a successful person. ✓
2. I am success. X I am a success. ✓ or I am successful. ✓
3. I am discipline. X I am disciplined. ✓
4. It is my responsible. X It is my responsibility. ✓

Activity 2

Fill in the missing word.

1. I have to _____ myself to succeed.
2. He is _____ for your problems.
3. I want to be a _____.
4. He is _____ in his job.
5. He is very _____ in his study.
6. The disaster was my _____.
7. She is a _____ person, so she is rich.
8. He has _____ fought against cancer.
9. _____ is very important in the army.
10. Judges should behave _____ at all times.



C. DEPEND, MEAN, AGREE

Students commonly write *its depend, its mean and I am agree*. These are wrong. The correct forms are *it depends, it means and I agree*. *Depend, mean and agree* are verbs, not adjectives.

Activity 3

Correct the incorrect sentences.

1. It depends on whether I am teaching that day.

2. Its depend on how cold the day is.

3. Its mean I cannot visit you next week.

4. It means I have to go to the market twice.

5. I am agree with what you are doing.

D. OTHER, ANOTHER, THE OTHER, THE OTHERS

Other is used with plural or uncountable nouns. Example:

1. Other people buy hamburgers at KFC.

2. Other intelligence suggests that we are wrong.



Another is used with singular countable nouns, but the noun may be omitted (it is understood). Example:

1. Another student told me he was sick.
2. One student bought a coat; another bought a pair of shoes.

The other and the others refer to a specific object(s), idea(s) or person(s) but the noun is not always used: They refer to all the rest (remainder). Example:

1. One dog was sick; the other (dog) was well.
2. Two people in the room are Asian; the other (one) is French.
3. Many people died in the plane crash; the others (the other people) survived.

Others is used when the noun is implied but not used. It is not specific. It does not refer to the rest or remainder. Example:

1. Some people like to play football; others like to play tennis.

Activity 4

Complete the sentences below with the correct form of 'other' using one of the choices above.

1. Some people like to rest in their free time. _____ like to travel.
2. This cake is delicious! Can I have _____ slice, please?
3. Where are _____ boys?
4. The supermarket is on _____ side of the street.
5. There were three books on the table. One is here. Where are _____ ?
6. Some of the speakers went straight to the conference room.
_____ speakers are still hanging around.



7. This is not the only answer to the question. There are _____ .
8. Please give me _____ chance.
9. I now have _____ friend.
10. I had six friends. Four are dead. _____ are alive.

Activity 5

Complete the sentences below with the correct form of 'other' using one of the choices above.

1. You take the new cakes and I'll take _____ .
2. I'd like _____ cup of tea, please.
3. They love one _____. They're such a happy couple.
4. The _____ people were shocked.
5. A lot of _____ people have said the same.
6. I've told Pablo, but I haven't told the _____ yet. I'll tell them when I see them.
7. I won't let them do that to me _____ time.
8. One person's junk is _____ person's treasure.
9. I saw her _____ day.
10. I go there every _____ day.



Activity 6

Complete the sentences below with the correct form of 'other' using one of the choices above.

1. There are ten pieces of fruit in my basket. One is an orange, one is a grape and _____ is an apple.
2. There are four girls in my apartment. Two are called Casey and Amber. _____ are Joanne and Lindsey.
3. Indonesia has a lot of holidays; one is Eid Al-Adha and _____ is the Independence Day of Indonesia.
4. My friend has three cars. One is black and _____ is red.
5. My mom speaks two languages. One is English and _____ one is French.
6. There are eight pets in my house. Six are cats and _____ are dogs.
7. There are 50 states in the USA. One is North Carolina and _____ are Virginia and Kentucky.
8. I have five cars; two are red and _____ is black.
9. I have ten dogs; five are black, three are red and _____ are brown.
10. I have three sons; one is in bed. Where are _____?
11. Where is _____ person I was talking to?
12. Marcel has four girlfriends; two are Indonesian; _____ are German.

E) Subject-Verb agreement.

1. A singular subject takes a singular verb.
 - a. My pencil is (not are) blunt.

2. A plural subject takes a plural verb.
 - a. My brain cells are (not is) dulled.

3. A compound subject-two or more subjects often connected by the word and-takes a plural verb.
 - a. My eyesight and my brain cells are (not is) sharp.

4. The following words are always plural and therefore require plural verbs:
 - a. few: Few people score (not scores) perfect on the GRE.
 - b. both: Both the GRE and the GMAT are (not is) entrance tests to graduate school.
 - c. several: Several of my friends have (not is) taken the GRE.
 - d. many: Many of my friends wish (not wishes) they had never heard of the GRE.

5. The following words are always singular and require singular verbs:
 - a. each: Each question on the TOEFL is tricky.
 - b. every: Every question has to be read carefully.
 - c. The 'every' words –everyone, everybody, everything, everywhere-are always singular.

6. The following words may be singular or plural, depending on what follows them: some, any, most, all, none (S.A.M.A.N.)
 - a. some, plural: Some of the jokes in his stage show are not funny.
 - b. some, singular: Some of the humour in the TV show is (not are) amusing .



7. The following collective nouns look plural but are singular and require a singular verb: group, public, club, government, union, organization, collection.

- a. The group is (not are) interested in becoming famous.
- b. the club is (not are) going to let me enter as I am still 13.

8. A prepositional phrase does not affect subject-verb agreement (except S.A.M.A.N).

- a. That irate group *of test takers* is (not are) feels they have been misinformed.
- b. The weather in the mornings is (not are) pleasant.

9. The second subject in an either/or and neither/nor construction determines whether the verb is singular or plural.

- a. Neither Kate nor her parents are (not is) in the car.
- b. Neither her parents nor Kate is (not are) in the car.
- c. Neither Kimberly's friends nor her parents are (not is) are in the car.

F) Sentence Structure

1. A run-on sentence (two or more independent clauses incorrectly joined) must be changed.

The following is a run-on:

Wrong: Jane was furious when she went to the party on the wrong evening, she went home and yelled at her boyfriend who had given her the wrong information.

You can choose from four ways to correct a run-on.

- a. Make two separate sentences. Jane was furious when she went to the party on the wrong evening. She went home and yelled at her boyfriend, who had given her the wrong information.



b. Use a semi-colon to separate independent clauses. Jane was furious when she went to the party on the wrong evening; she went home and yelled at her boyfriend, who had given her the wrong information.

c. Use a subordinating conjunction (such as because or since) with one of the clauses.

Because Jane was furious when she went to the party on the wrong evening, she went home and yelled at her boyfriend, who had given her the wrong information.

d. Use a comma and a coordinating conjunction between the clauses. Jane was furious when she went to the party on the wrong evening, so she went home and yelled at her boyfriend, who had given her the wrong information.

2. A sentence fragment (an incomplete sentence) means that objects in a series must be in similar form.

a. Wrong: Jane, singing happily to herself as she walked to class, unaware that at that very moment the lecturer was preparing a hard test.

b. Right: Jane, singing happily to herself as she walked to class, was unaware that the lecturer was at that moment preparing a hard test.

G) Parallelism.

Parallelism means that objects in a series must be in similar form.

a. Wrong: I like singing, drinking and to smoke cigarettes.

b. Right: I like singing, drinking and smoking cigarettes.



Activity 7

Correct the sentences below.

1. The government are ready to compromise.
2. Both ManU and ManCity is based in Manchester.
3. Each of them are highly qualified in Maths.
4. Every match are a fight.
5. Everybody have a secret.
6. Some of the research are quite good.
7. All of the intelligence we gathered are quite good.
8. Most of the population are Moslem.
9. The government are responsible for the problem.
10. The organization have 100,000 members.
11. Neither John nor Mary are in the office.
12. Either Jane's parents or Jane herself are paying the bill.
13. I like drinking, eating and to watch television.
14. He spent his life working hard, to look after his family and saving for retirement.
15. Watching a sunset is great but to watch a sunrise is even better.

Activity 8

Correct the following run-on sentences in each of the ways shown in unit sixteen.

1. Bill was given a pay rise, he bought a new car.

a. _____



b. _____

c. _____

d. _____

2. Jane broke her leg playing netball, she was unable to play again for 6 months.

a. _____

b. _____

c. _____

d. _____

UNIT EIGHTEEN: COMMON WORD ERRORS

Activity 1

Use words from the box to correct errors in the passage below.

person Germany on career weaknesses job amount
number bachelor's a lot of

When I was younger, I went to work in German after I got my bachelor degree in Engineering. Every people I met was very helpful. Each jobs I did, I was given much help. The number of money I made was very good, and I was able to buy a amount of houses in Jakarta. In the other hand, there were some weakness in my training which did not help my carrier.

Use words from the box to correct errors in the passage below.

in nowadays besides that Switzerland grow customers many

Beside that, I had a good life and I decided to further my studies in Swiss. Then I returned to Jakarta to grow up my own businesses and to get a lot of costumers. On conclusion, now days, there are much opportunities to become successful in Jakarta if you are willing to work hard.

Activity 2

My future life-correct the errors

From next semester I will be work in Lombok. I hope that every people I met will be very helpful and each jobs I have will be easy. I don't want too many stress. At



the moment, I have little friends in Lombok, but I want to do new friends as soon I arrive. Now, I have to finish all my projects. I have a little time so I cannot meet all my friend. If I make few friends in Lombok, I will be happy. When I arrived in Lombok, I must not forget contacting my old friends and I must to remember writing emails to they.

Beside that, I will stop to smoke once I get to Lombok as I have plan to give up for years. I considered to give up last year but I was too weak-willed. Of course, if I have listened to my father, I would has never smoked.

One of important job I will have is in Finance. I am responsibility for the accounts department, which will consisting of four people. I will have to be discipline but, at the end, I hope to be a successful. While I also enjoy a good social life. I am not agree that employee have to work hard all the times. There must to be time for enjoy. Too much work makes them hard to relax.

UNIT NINETEEN: CAPITALIZATION

A. Capitalize the first word of a sentence

This one's easy. Always capitalize the first word of a sentence.

1. The man is laughing.
2. What were you doing last night when I called?
3. Stop! You are driving too fast.

B. Capitalize names and other proper nouns

You should always capitalize people's names.

1. My favorite author is Graham Greene.
2. Tony and Jim are brothers.
3. Have you met my cat, Jimmy?

C. Names are proper nouns.

The names of cities, countries, companies, religions, political parties, nationalities and languages are also proper nouns.

1. We met some lovely people in Southern England when we attended a Catholic wedding in London, England. Most of the attendees voted Conservative in the recent elections. Most of them were English but some were speaking French.

D. Don't capitalize after a colon (usually).

1. I have one phobia: snakes.

There are exceptions. One is when the word following the colon is a proper noun.

2. There is only one place I want to visit before I die: New Delhi.



E. Capitalize the first word of a quote.

Capitalize the first word of a quote when the quote is a complete sentence.

1. James asked, "What is everyone crying?"
2. Sarah answered, "The cat has just died."

Don't capitalize the first word of partial quotes.

3. Gary said she was "far too tired" to go out this evening.

F. Capitalize days, months, and holidays, but not seasons

1. I love Sundays!
2. The graduation is in September.
3. Christmas day is special for Christians.

Don't capitalize the seasons.

Activity 1

Capitalize as necessary

nelson mandela

nelson mandela had an unusual life he was both a convicted terrorist and a president in his country he was born in 1918 in the small village of qunu in the transkei which is a large territory in south africa his father was henry mandela and he was the chief of the tembu tribe as a child nelson had an idyllic life minding the familys cattle and goats and fishing in the bashee river

he became a lawyer because that seemed to be the best way to help his people he became the leader of a group of young africans who wanted to change the system of discrimination in their country because of his activities he was arrested and sent to prison he spent twenty-seven years in prison mostly on roggen island



however the world did not forget him while he was in prison and he received visitors awards and university degrees from many countries he also learned afrikaans which is the language of white south africans as well as speaking english and xhosa

finally he was set free in 1990 and became the president of south africa in 1994 he tried to bring peace democracy and prosperity to all south Africans

ANSWER KEY

Unit 1

Activity 1

2. How long have you been teaching? 3. How long have you been writing books?
4. How long have you been saving? 5. How long have you been diving?

Activity 2

2. How long have you been waiting? 3. How long have you *been living / lived* in Baker Street?

4. How long have you been collecting stamps? 5. How long have you been looking for Martin?

Activity 3

For-two years, five months, ten minutes, a moment, seven hours, ever, a long time, forty years

Since-12:30, breakfast, yesterday, the Iraq War, last night, last summer, Saturday night, March 1st, I was 26, 1999

Activity 4

1 since 2 for 3 since, 4 since 5 for 6 since 7 since 8 since 9 for 10 since

Activity 5

1. How long have you been studying at IULI? 2. How long has Jane been a pilot?
3. How long has Julie had a car? 4. How long has Justin *been living / lived* in Spain?

Activity 6

1. How long has Kate been learning Italian? When did Kate start learning Italian?
2. How long have you been studying with Martin? When did you first study with Martin?

3. How long have Bob and Alice been married? When did Bob and Alice get married?

4. How long have Jane and Jim been watching TV? When did Jane and Jim start watching TV?

5. How long have Michael and Hanif been playing football? When did Michael and Hanif start playing football?



Activity 7

Just a quick email about the trip to Indonesia. We have booked our flight and have arranged to stay with our friend, Jane, in Kuta. She has lived in Bali for 10 years. We have decided to stay in Bali for one week and we have also organized a few days in Lombok on our way back.

We have also arranged a trip to Komodo Island. We have booked three rooms at a hotel so you can come as well. The company has organized trips for many tourists in the past. Your father has borrowed a lot of books from the library. I have wanted to visit you for so long so I am really excited.

Activity 8

1. haven't read a newspaper today
2. it hasn't made a profit
3. she hasn't worked hard this term
4. it hasn't snowed a lot this winter
5. hasn't got a lot of business this year.

Activity 9

1. It is 3 p. m. I wrote 3 letters this morning.
2. It is now 11 a.m. I have written 3 letters this morning.
3. Correct
4. Correct
5. Correct

Unit Two

Activity 1-

1 a 2 b 3 b 4 a 5 b

Activity 2

1 a 2 a 3 a 4 a 5 a

Activity 3

1. has had
2. have been / has been
3. started
4. employed
5. increased
6. has
7. was
8. did not react
9. lost
10. hit
11. has declined

Activity 4

1 have visited 2 have visited 3 visited 4 have written 5 have been living 6 lived 7 have worked 8 worked 9 studied 10 have watched 11 have visited 12 went 13 has opened 14 Have you ever been 15 phoned 16 hasn't seen 17 didn't meet 18 didn't finish 19 didn't visit 20 have been

Activity 5

1. Correct
2. Correct
3. She did a lot of heavy work when she was a laborer.
4. She finished her first book when she was 44.
5. Correct
6. In the 1990s, she lived in Spain.
7. Correct
8. Correct.
9. Correct



Activity 6

1 received 2 had 3 started 4 employed 5 has grown 6 faced 7 went 8 have progressed 9 have changed 10 bought 11 had 12 have made 13 decided 14 have bought 15 has been

Activity 7

1.1 began 1.2 have started 2.1 came 2.2 have come 3.1 drew 3.2 has drawn 4.1 fought 4.2 has fought 5.1 lost 5.2 has lost 6.1 hit 6.2 has hit 7.1 saw 7.2 have seen 8.1 wrote 8.2 have written 9.1 took 9.2 have taken 9.3 have never passed 10.1 swept 10.2 have swept

Activity 8

1 has changed 2 were 3 did not have 4 were not 5 paid 6 did 7 were 8 have changed 9 have become 10 have created 11 have become 12 have started 13 have evolved

Unit Three

Activity 1

2-1 She has been travelling for three months. 2.2 She has visited six countries so far.

3.1 He has won the national championship four times. 3.2 He has been playing tennis since he was ten. 4.1 Jane has done four exams so far. 4.2 Jane has been doing exams this week

Activity 2

2. Look! Somebody has broken that window.
3. You look tired. Have you been working hard?
4. Have you ever worked in a factory? No, never.
5. Jane is away on holiday Oh, is she? Where has she gone?
6. My brother is an actor. He has appeared in several films.
7. Sorry I'm late. That's alright. I have not been waiting long?
8. Is it still raining? No, it has stopped.
9. I have lost my address book. Have you seen it anywhere?
10. I have been reading the book you lent me but I have not finished it yet.

Activity 5

You stake 10-100 points on each.

Sentences	right or wrong	Correct answer if wrong	Win	Lose
1. I have studied in France since 2012 until 2016.	Wrong	I studied in France from 2012 until 2016		

Sentences	right or wrong	Correct answer if wrong	Win	Lose
2. Jane has wrote 3 letters today.	Wrong	Jane has written 3 letters today.		
3. Jane has gone to the supermarket.	Correct			
4. I have met her recently.	Correct			
5. Jane has ever been to Thailand.	Wrong	Jane has been to Thailand.		
6. I have been knowing you for 10 years.	Wrong	I have known you for 10 years.		
7. How long has you been here?	Wrong	How long have you been here?		
8. She hasn't yet forgotten your kindness.	Correct			
9. Have you met Jane today?	Correct			
10. Have you still phoned him yet?	Wrong	Have you phoned him yet?		
11. I haven't spoken to Jane since 6 months.	Wrong	I haven't spoken to Jane for 6 months.		
12. Jane has paid already the school fees.	Wrong	Jane has already paid the school fees.		
13. Jane hasn't been feeling well.	Correct			
14. I haven't never been to Rome.	Wrong	I have never been to Bali.		
15. Did you ever been to Bali?	Wrong	Have you ever been to Bali?		

Unit Four

Activity 1

- had hired / hired
- had you heard/did you hear...
- had read
- met ...had never had
- had smoked/smokedstopped
- Had Susan ever been ...
- Did the men catch...
- did warn ...

Activity 2

- had known
- had been playing
- had not drunk
- had been working
- had lost
- had not seen
- had left / left



Unit Five

Activity 1

1. will have finished
2. will have returned
3. will not have risen
4. Will you have finished
5. Will they have finished

Activity 2

1. will have been living
2. will have been working
3. will have been studying
4. Will have been watching
5. will have been sleeping

Activity 3

1. will have been living / will have lived
2. will have written
3. Will you have finished
4. will have been reading
5. will have eaten

Unit Six

Activity 1

- 1 b 2 a 3 c 4 c 5 b 6 b 7 b

Activity 2

1. had known.....would/could have invited
2. would have gone.....had not been
3. had saidwouldn't have cooked
4. would have won.....had played
5. had not cutwould have finished
6. had not inventedwould have invented

7. had not spent would not have been
8. would not have got inhad remembered
9. had not been.....would not have become
10. had had would have sold
11. had not spentwould have had
12. had studied..... would have passed

13. had spokenwould have understood
14. had not brokenwould/could have won
15. had not startedwould/could have walked

Unit Seven

Activity 1

1. 1 built 2 taken 3 repaired 4 stolen

Activity 2

1. I had it cut
2. They had it painted
3. I had it made
4. He had it washed



Activity 3

1. had the card replaced
2. Have you had your hair dyed?
3. have it cleaned
4. have it fixed
5. have them cleaned

Unit Eight

Activity 1

- 2 well
- 3 easily
- 4 patiently
- 5 often
- 6 wonderfully
- 7 enigmatically
- 8 longingly
- 9 reluctantly
- 10 pleasantly

Activity 2

- 3 badly
- 4 sudden
- 5 colorfully
- 6 colorful
- 7 badly
- 8 badly
- 9 safe
- 10 angrily

Activity 3

- 1 amazingly
- 2 sure
- 3 real
- 4 amazing
- 5 gentle
- 6 slightly
- 7 well
- 8 badly
- 9 cleverly
- 10 amazing

Unit Nine

Activity 1

1. Have you seen Jane?
2. When can I meet you?
3. What does 'absolute' mean?
4. Where are you going?
5. What time are your friends coming?
6. Why was the show cancelled?
7. Where was your mother born?
8. Why didn't you come to the party?
9. When are you visiting our university?
10. Which car do you prefer?

Activity 2-various answers

Activity 3

1. He asked me if I was going to the concert.
2. Did he say what he wanted you to do?
3. He asked me what the time was.
4. Correct
5. Correct
6. Did he ask you what your name is?
7. Correct
8. He asked me what her name is.
9. I didn't say if it was a mistake.
10. Correct

Unit Ten

Activity 1

- 2 have to
- 3 had to
- 4 must
- 5 had to
- 6 has to
- 7 have to
- 8 had to
- 9 must
- 10 have to



Activity 2

1 didn't have to wait 2 doesn't have to work 3 don't have to go 4 doesn't have to shave 5 didn't have to

Activity 3

3 don't have to 4 mustn't 5 don't have to 6 mustn't 7 doesn't have to 8 mustn't 9 mustn't 10 don't have to

Unit Eleven

Activity 1

1 a 2 a...the...the 3 the 4 the...a...blank 5 a...blank...blank 6 Thea
7 Blank..... the 8 the 9 Blank.....blank 10 The 11 blank 12 blank
13 blank....blank 14 blank 15 The 16 the 17 the 18 the 19
a.....a 20 blank

Unit twelve

Activity 1-various answers

Activity 2

1 am having 2 has 3 is appearing 4 appears 5 are you looking 6 looks
7 see 8 am seeing 9 think 10 are you thinking

Unit Thirteen

Activity 1

1 angry 2 correct 3 sweet 4 correct 5 correct 6 correct 7 unhappy
8 correct 9 quickly 10 difficult

Activity 2

1 correct 2 nice 3 correct 4 correct 5 fast 6 correct 7 correct 8
correct 9 hoarse 10 sad 11 correct 12 distracted

Unit Fourteen

Activity 1

1 many 2 many 3 much 4 many 5 many/a lot of 6 much 7 many/a
lot of 8 much/a lot of 9 much/a lot of 10 a lot of

Activity 2

1 Too many 2 a little help 3 A few/few 4 Hardly any 5 a few 6 little
information 7 some 8 any 9 any 10 A little

Activity 3

1 a few 2 hardly any 3 none of 4 Some of 5 Hardly any 6 a little 7 little 8 Few 9 too much 10 too much

Unit Fifteen

Activity 1

1 C 2 C 3 B 4 C 5 B 6 B 7 A 8 B 9 A 10 B

Activity 2

1 B 2 A 3 B 4 A 5 B 6 B 7 B 8 A 9 A 10 A 11 C 12 B 13 B 14 A

Unit Sixteen

Activity 1

1 by 2 of 3 to 4 about 5 without 6 of/from 7 about 8 of

Unit Seventeen

Activity 1

1 friends 2 friends 3 correct 4 correct

Activity 2

1 discipline 2 responsible 3 success 4 successful / disciplined / responsible
5 successful / disciplined 6 responsibility 7 successful 8 successfully 9 Discipline 10 responsibly

Activity 3

1 correct 2 it depends 3 It means 4 correct 5 I agree

Activity 4

1 Others 2 another 3 the other 4 the other 5 the others 6 Other / The other 7 others 8 another 9 another 10 The others

Activity 5

1 the others 2 another 3 another 4 other 5 other 6 others 7 another 8 another 9 the other 10 other

Activity 6

1 another 2 The others 3 another 4 another 5 another 6 the others 7 others 8 another 9 the others 10 the others 11 one another / each other 12 the other 13 another 14 the other 15 the others



Activity 7

Correct the sentences below.

1. The government is ready to compromise..
2. Both ManU and ManCity are based in Manchester.
3. Each of them is highly qualified in Maths.
4. Every match is a fight.
5. Everybody has a secret.
6. Some of the research is quite good.
7. All of the intelligence we gathered is quite good.
8. Most of the population is Moslem.
9. The government is responsible for the problem.
10. The organization has 100,000 members.
11. Neither John nor Mary is in the office.
12. Either Jane's parents or Jane herself is paying the bill.
13. I like drinking, eating and watching television.
14. He spent his life working hard, looking after his family and saving for retirement.

15. Watching a sunset is great but watching a sunrise is even better.

Activity 8

1. Bill was given a pay rise, he bought a new car.
 - a. Bill was given a pay rise. He bought a new car.
 - b. Bill was given a pay rise; he bought a new car.
 - c. Because Bill was given a pay rise, he bought a new car.
 - d. Bill was given a pay rise, so he bought a new car.

2. Jane broke her leg playing netball, she was unable to play again for 6 months.
 - a. Jane broke her leg playing netball. She was unable to play again for 6 months.
 - b. Jane broke her leg playing netball; she was unable to play again for 6 months.
 - c. Because Jane broke her leg playing netball, she was unable to play again for 6 months.
 - d. Jane broke her leg playing netball, so she was unable to play again for 6 months.

Unit Eighteen

Activity 1

When I was younger, I went to work in Germany after I got my bachelor's degree in Engineering. Every person I met was very helpful. Each job I did, I was given a lot of help. The amount of money I made was very good, and I was able to buy a number of houses in Jakarta. On the other hand, there were some weaknesses in my training which did not help my career.

Besides that, I had a good life and I decided to further my studies in Switzerland. Then I returned to Jakarta to grow my own businesses and to get a lot of



customers. In conclusion, nowadays, there are many opportunities to become successful in Jakarta if you are willing to work hard.

Activity 2

My future life-correct the errors

From next semester I will be working in Lombok. I hope that every person I meet will be very helpful and each job I have will be easy. I don't want too much stress. At the moment, I have few friends in Lombok, but I want to make new friends as soon I arrive. Now, I have to finish all my projects. I have little time so I cannot meet all my friends. If I make a few friends in Lombok, I will be happy. When I arrive in Lombok, I must not forget to contact my old friends and I must remember to write emails to them.

Besides that, I will stop smoking once I get to Lombok as I have planned to give up for years. I considered giving up last year but I was too weak-willed. Of course, if I had listened to my father, I would never have smoked.

One of the important jobs I will have is in Finance. I am responsible for the accounts department, which will consist of four people. I will have to be disciplined but, in the end, I hope to be a success while I also enjoy a good social life. I do not agree that employees have to work hard all the time. There must be time for enjoyment. Too much work makes it hard for them to relax.

Unit Nineteen

Activity 1

Nelson Mandela

Nelson Mandela had an unusual life. He was both a convicted terrorist and a president in his country. He was born in 1918 in the small village of Qunu in the Transkei, which is a large territory in South Africa. His father was Henry Mandela and he was the chief of the Tembu tribe. As a child, Nelson had an idyllic life, minding the family's cattle and goats and fishing in the Bashee river. He became a lawyer because that seemed to be the best way to help his people. He became the leader of a group of young Africans who wanted to change the system of discrimination in their country. Because of his activities, he was arrested and sent to prison. He spent twenty-seven years in prison, mostly on Roggen Island. However, the world did not forget him while he was in prison and he received visitors, awards, and university degrees from many countries. He also learned Afrikaans, which is the language of white South Africans, as well as speaking English and Xhosa. Finally, he was set free in 1990 and became the President of South Africa in 1994. He tried to bring peace, democracy, and prosperity to all South Africans.

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This booklet is designed for lower intermediate students of English but is useful for all levels as it highlights common problems Indonesians (and many other nationalities) have with English.

For many, it is a review of what they know already (or think they know!) but, in all the units, the writer assumes students have 'forgotten' what they know or knew.

The booklet is best seen as an accompaniment to a general English course as it highlights certain aspects of grammar and vocabulary rather than serves as a fully comprehensive course.

The aim of the booklet is to help students reduce (or eliminate) certain common errors in English...



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