

Communicate What You Mean: A Concise Advanced Grammar

Second Year Grammar 2023-2024

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The Textbook is "Communicate what You Mean. A Concise Advanced Grammar". 2nd Edition by Carroll Washington Pollock

First Lecture

Present Time:

1. Simple present

a. It is used to make factual statements. For example:

Ali plays piano very well.

I write short story.

Iraq exports dates and oil.

b. It is also used to express customs and habitual activity. For example:

I wake up at 7 o'clock every morning.

c. It is also used to express future time with a future time word or phrase. For example:

What time does the train arrive at the station tomorrow?

The train arrives at noon.

d. It is used to express opinions, sense perceptions, emotions, and possession. For example:

Merry cooks the fish with great flavor. (opinion)

The room looks tidy. (sense perception)

She likes playing tennis. (emotion)

That book belongs to Chomsky. (possession)

2. Present continuous

a. It is used to express a single activity or a series of activities happening at the moment of speaking. For example:

Ann is singing now. (single activity)

I am in the café, opposite the mountain, I am drinking delicious coffee there, and I am observing the stunning scenery around it, as well as I am listening to the classical music there. (a series of activities)

b. It is used to express a single activity or a series of activities happening over a given period of time, but not necessarily at the moment of speaking. For example:

This quarter my roommate is working in the dorm cafeteria. He serves breakfast from 6:30 to 8:30 every morning. He is taking only two night courses this quarter, so his father agreed to let him work. His mother, however, is trying to convince him to quit the job.

c. It is also used to express future time. A future time word or phrase is necessary to distinguish between a present and future time reference. Sometimes an earlier statement makes the future time clear, and a future time word is not necessary.

Jim's plane is arriving at Denver at 6:00 tonight.

He and his wife are meeting with their lawyer tomorrow.

They're leaving Denver next week.

They're flying to Texas.

The Second Lecture

NON-CONTINUOUS VERBS

Verbs Expressing Sense Perceptions

1. These verbs do not usually occur in the continuous tenses (present continuous, present perfect continuous, past continuous, past perfect continuous, future continuous).

2. These verbs usually refer to involuntary actions of the senses; we do these actions without consciously thinking about them.

3. Some of these verbs, however, can also express a voluntary use of the senses. When these verbs are used to express voluntary actions, they can be used in the continuous form.

Compare :

Involuntary Actions

I feel cold. Close the window.

I smell something burning.

Your soup tastes great.

Do you see my keys anywhere?

I hear voices. Someone is downstairs.

Voluntary Actions

Alicia is feeling the material to see if it's real silk.

I'm smelling the meat to see if it's spoiled. Ali is tasting the soup to see if it needs salt.

4. Feel can also be used in the continuous form when it is used in a medical sense.

I'm not feeling well today. I have a cold.

5. See can be used in the continuous form when it has the following meanings:
meet by appointment: Ali is seeing the director today.

visit places of interest: Maria is out seeing the sights of Washington today.
date on a regular basis: Sonia is seeing Alvaro these days.

Verbs of Thinking, Attitudes, or Opinion

1 .These verbs seldom occur in the continuous tenses.

2.When feel indicates opinion, it cannot be used in the continuous form.

Correct: I feel we should stay home tonight.

Incorrect: I am feeling we should stay home tonight.

3.Consider and think can be used in the continuous form if the speaker is not giving an opinion.

Not Giving an Opinion

-I'm thinking about my vacation plans .

-Linda is considering buying my old car.

Verbs Expressing Possession

Giving an Opinion

I think Disney World is a tourist trap.

She considers it a good buy.

belong

have

own

possess

1.These verbs also do not usually occur in the continuous tenses.

2.Have can be used in the continuous form when it does not express possession. Compare:

Non-Possession

-We're having a test today

-Ted and Pam are having a party tomorrow .

-The Smiths are having a goodtime in Paris .

-My sister is having a baby in June.

Possession

-The teacher has the tests upstairs.

-They have a beautiful apartment.

-They have a lot of money.

-She already has five children.

Verbs Expressing Emotion

desire forgive care

hate like love

refuse want wish

1. These verbs also do not usually occur in the continuous tenses.

2. Wish can be used in the continuous form when the speaker expresses a desire silently to himself or herself.

third lecture of Grammar of 2nd year

PAST TIME TO PRESENT TIME

Present Perfect

1 .The present perfect is used to express an action or emotion that started in the past and has continued into the present.

I have read that book. It's very good.

Dr. Jones has lived in New York for many years.

2 .The present perfect is used more than the present perfect continuous for actions that are more long-term in nature.

Tom has made a lot of money since 1980.

3 .The present perfect is used to indicate a single action that is complete.

Mary has washed the dishes.(The job is finished(.

4 .The present perfect is used to indicate the number of times an action has been done or the number of things that have been done.

I have read this statistics problem five times.

Zoe has already completed six problems.

Present Perfect Continuous

1 .The present perfect continuous is used to emphasize the continuous nature of an activity that started

in the past and has continued into the present.

I have been reading that book for weeks; I wonder if Til ever finish it.

Manuel has been living in New York for one year.

2 .The present perfect continuous is used more than the present perfect for actions that are more recent in nature.

Tom has been making a lot of money since he began his new job seven months ago.

3 .The present perfect continuous is often used to indicate a single action that is incomplete

Mary has been washing the dishes. (The job probably isn't finished).

4 .The present perfect continuous is used to emphasize the duration of an action, not the number of times an action has been done.

I have been reading it for the past hour .

I have been trying to understand the same problem all night .

5 .The present perfect is used to indicate an action that happened at an indefinite time in the past. The time of the action is not given.

Ana has finished her composition.

The teacher has corrected it.

I have received my college acceptance letter.

When the time is given, the simple past is used.

Ana finished her composition two days ago.

The teacher corrected it last night.

I received the letter the day before yesterday.

.⁷When used with just and already, the present perfect expresses an action that started in the past but finished recently or very close to the moment of speaking.

B: I've already mailed it. I went to the post office this morning. OR It's on the way. I've just returned home from the post office.

Note: The present perfect and present perfect continuous are sometimes interchangeable.

I have flown to Toronto a great deal this month.

I have been flying to Toronto a great deal this month.

Native speakers of English choose between the present perfect and the present perfect continuous depending on their desire to make the listener or reader feel the uninterrupted nature of an activity or to make the listener or reader feel the speaker's attitude or emotion toward the activity.

I have been waiting for you for one hour.

I have waited for you for one hour.

The 4th Lecture of Grammar for 2nd Year

PAST TIME

Simple Past

1 .The simple past is used to describe actions of short duration in the past.

Alan talked to his boss about the problem.

I met Dr. Dance yesterday, and we talked for a few minutes.

2 .The simple past is also used to describe actions that took place over a period of time in the past.

Dr. Dance taught at Michigan State for ten years.

3 .The simple past is also used to describe past habitual actions.

When Dr. Dance was at Michigan State, he rode his bike to classes.

Past Continuous

1 .With a point in time, the past continuous expresses an action that began before the time given and probably continued after it. The exact beginning and end of the action are unknown.

Alan was talking to his boss when I walked in.

At 12:30 we were eating lunch in the park.

2 .With a period of time, the past continuous is used to express an action that continued for a rather long period. Again, we do not know exactly when the action began or ended.

Yesterday morning I was jogging through the park.

3 .During a period of time, the past continuous is used to express the beginning and ending of an action.

From eight to ten yesterday morning, we were playing soccer.

4 .The past continuous is also used to express two actions that were happening at the same time in the past.

The children were playing while their mothers were watching them.

5 .The past continuous is also used to express an action that began before another action in the past and probably continued after it.

As I was jogging, a man stopped me and asked for the time.

Note: In some sentences either the simple past or past continuous is possible.

The speaker will choose the simple past to indicate that the action started and finished. If the action started and continued for a period of time, the speaker will use the past continuous. With the past continuous, the speaker wants to emphasize the duration of an action. The speaker wants the listener to feel the continuing nature of an action in progress.

Note: The choice between the simple past and the past continuous depends on the meaning of a sentence. Compare:

When I got up this morning, my roommate prepared breakfast.(He waited for me to get up[.

When I got up this morning, my roommate was preparing breakfast.(He started before I got up.

The Fifth Lecture of Grammar for 2nd year

Future Time:

Be going to +verb

1 .Be going to is used to make predictions.

The class is going to be fun.

We're going to eat well tonight.

Robert's a great cook.

2 .Be going to is used to express a feeling of certainty about the future because of present conditions.

Look! There's not a cloud in the sky. It's going to be a beautiful day.

3 .Be going to is used to express a future action that has been deliberately planned. The speaker has given the action previous thought and planning.

Ahmed bought a lot of food this morning and borrowed my CD player. He's going to have a party tonight.

Will +Verb

1 .Will is also used to make predictions.

The class will be fun.

We'll eat well tonight. Robert's a great cook

2 .Will is used with sure, certain, and know to express certainty about the future.

3 .Will is used to express willingness to do a future action. The decision is made at the moment of speaking. There is no previous thought or planning. Therefore, will is used to make promises and offers of help.

A: I haven't finished this work yet, and I have to pick the children up in ten minutes.

B: Don't worry. I'll pick them up.

4.Will is used to express expected future actions, actions that usually or normally happen.

I'll see you tomorrow in class.

5 .Will is also used for future habitual actions that we assume will happen.

Mr. Ray will give us a test on Friday. (He always does(.

6 .Will is also used with verbs of the senses, emotion, thinking, and possession to express the future.

I'll see you tomorrow.

She'll forgive you. I'm sure of it.

Note: Sometimes it is not clear whether the speaker has given the action previous thought or planning. The speaker may only be reporting a future event or asking a question about a future event.

My parents are going to arrive at 8:00 tonight.

My parents will arrive at 8:00 tonight.

Our conversation teacher is absent today. Who is going to teach the class?

Is the president going to be in Denver tomorrow ?

will the president be in Denver tomorrow?

Note: When you are communicating an idea, you will not necessarily give all the background information on an action you want to express. The previous plans and thoughts will stay in your mind. But when you use be going to, the listener will understand that you have given this action previous thought and/or planning.

Note: When the verb in the main clause is in a future tense, the verb in the dependent time clause is in the present tense, not in the future tense.

Correct: I will come home after I finish shopping.

Incorrect: I will come home after I will finish shopping.

Sixth Lecture of Grammar for 2nd year

Past Perfect:

A- By the time the package arrived, had (not)left.

B- left by the time the package arrived ?

1.The past perfect is formed with had (not)+the past participle. The contraction for the past perfect is 'd (I'd left, he'd left, she'd left, we'd left, you'd left, they'd left.(

2.The past perfect is used in English to talk about an action in the past that happened before another action in the past. The first past action is in the past perfect. The second past action is in the simple past.

The past perfect indicates that the first action had finished completely before the second action started.

3.The past perfect usually occurs with the simple past, but the past perfect can be the only tense in a sentence if a specific past time is given. The past perfect is often used with by +a time.

-By three o'clock Professor Larson's lecture had ended.

4.The past perfect is often used with the words already, just, never, ever, and yet to emphasize the event that happened first.

-When I got home, my roommate had already cleaned the apartment.

-I was surprised because he had never cleaned the apartment before.

-I had just started to tell my roommate how nice the apartment looked when the phone rang.

5.If it is clear which action happened first, the simple past can be used for both actions. In these sentences, the words after and before make the relationship between two actions clear.

-After I finished reading the book, I lent it to Bob.

-Before I arrived, the library closed.

6.If it is not clear which action happened first, it is necessary to use the past perfect. Note the difference in meaning between these sentences.

-When Professor Dance gave her lecture, she sat down.(She was speaking and sitting at the same time(.

-When Professor Dance had given her lecture, she sat down.(She stood and gave her lecture; then she sat down(.

7.Note the comma after a time clause when it appears at the beginning of the sentence. There is no comma when the time clause is not at the beginning of the sentence.

-When Professor Dance had given her lecture, she sat down.

-Professor Dance sat down when she had given her lecture.

The Seventh Lecture of Grammar for the 2nd year

Past Perfect Continuous:

A- had (not)been sleeping for a long time when someone rang the doorbell.

B- been sleeping for a long time when the package arrived?

1.The past perfect continuous is formed with had (not)+ been+ the present participle.

2.The past perfect continuous is used in English to emphasize the continuous nature of an action that happened before another action in the past. Compare:

-Chris had waited for an hour when she decided to leave.

-Chris had been waiting for an hour when she decided to leave.

Both sentences are correct, but in the second sentence the speaker or writer emphasizes the duration of the waiting.

3.The past perfect continuous can also be used to emphasize that the first action was recent to the second action or another time in the past.

-The class had discussed the final exam when the instructor came in.(They had started the discussion before the instructor entered and were talking about something else when the instructor came in(.

-The class had been discussing the final exam when the instructor came in.(They had started the discussion shortly before the instructor entered. Either they had just finished when the instructor walked in, or they were still discussing the final exam when the instructor walked in(.

4.The past perfect continuous is not used when you mention the number of times something was done.

Correct: I didn't go to the hospital to see Sue yesterday because I had already visited her twice this week .

Incorrect: I didn't go to the hospital to see Sue yesterday because I had already been visiting her twice this week.

5.The past perfect continuous is often used with for +a time.

The Eighth Lecture of Grammar for the 2nd year

FUTURE CONTINUOUS:

I

He will (not) be working tonight.

She

It

We

You are not going to be working tonight.

They

I

you

he

she be working tonight ?

Will we

they

it

going to be working tonight ?

Yes, is .

Yes, I am.

1.The future continuous is formed with will(not)+be +the present participle or with a form of be going to +be +the present participle.

2.The future continuous expresses an action that will be in progress at a specific time in the future.

-Don't call my roommate tonight between seven and eleven. She will be studying for a test.

-This is Reza's last course in the intensive English program. This time next semester he's going to be taking engineering courses.

3. The future continuous also expresses an action that will continue to happen at different times in the future.

-Instructor: Welcome to the class. In this course, you will have a test after every chapter, a midterm exam, and a final exam.

-Student: Is that all?

-Instructor: No. I'm going to be giving surprise quizzes from time to time .

-Student: And I'll be suffering from headaches all semester.

4. The future continuous also expresses an action that will happen at an unknown time in the future. This will happen as a matter of course.

-Gita: Did you get a letter from your boyfriend?

-Yuko: No, not today.

-Gita: You haven't heard from him for a month. Aren't you a little worried?

-Yuko: No. I'll be **getting a letter or a phone call from him soon.**

The Ninth Lecture of Grammar for 2nd Year

Future Perfect and Future Perfect Continuous

Future Perfect:

He

She

You + will (not) have finished by next week .

The

have finished by next week ?

1. The future perfect is formed with will (not)+have +the past participle.

2. The future perfect expresses an action that will be finished at some time in the future. English speakers do not usually use this tense unless the completion time of the activity is clear.

-The next time we meet I will have completed the courses for my Master's degree. Rita already has her Masters, and she will have gotten her Ph.D. before she's 25.

3. The future perfect is often used with by + a time, before +a time, or in +a time.

-We will have finished this review of tenses by the end of this week.

-Before this course is finished, my classmates and I will have taken 20 quizzes. Our instructor will have gotten his new car in two weeks.

4. Adverbs such as already, probably, and certainly are placed after the first auxiliary.

-By the end of this week, we will certainly have finished this review.

-Don't worry. Before the party begins I will already have cleaned our apartment.

Future Perfect Continuous

will (not) have been studying English for six months by the end of this course.

have been studying English for six months by the end of this course

1. The future perfect continuous is formed with will (not)+have been +the present participle.

2. The future perfect continuous emphasizes the continuous nature of an action that will be in progress at a specific time in the future before another action.

-By the time we get to Baltimore, we will have been driving for six hours.

3. The future perfect continuous cannot be used with verbs that do not usually occur in a continuous form. Only verbs that show continuous action can be used. These verbs include study, work, travel, write, listen, and watch.

-Correct: I will have been studying English for three semesters by the time I take the TOEFL exam.

-Incorrect: I will have been finishing the review for the test by next week. (A person can't keep on finishing something.)

The Tenth Lecture of Grammar for 2nd Year

COORDINATING CONJUNCTIONS AND PARALLEL STRUCTURE

1. Coordinating conjunctions are words that connect structures that are the same. This is called parallel structure. These are the coordinating conjunctions in English: and, but, for, nor, or, so, and yet.

2. Coordinating conjunctions are used to connect single words:

Nouns -A. Men and women are the same.

Adjectives -B. My parents were poor but happy.

Verbs -C. Last night I was sitting and thinking about you.

Objects -D. This typewriter is for the secretary but not (for)the students.

Infinitives -E. I have to write and (to)type this paper tonight.

prepositional phrases:

F. There is still plenty of food in the living room and in the kitchen .

G. You can lie down on the bed or on the sofa.

H. This was in the book yet not on the exam.

verb phrases:

I. I am sitting here and writing a letter.

J Nobody wants to do homework or(to)listen to records. K She had left the room and (had)gone to bed.

dependent clauses (incomplete sentences:(

L. Where you go and what you do are not my concern.

M. We can talk while you are here or when you return home.

N. He is a person whom I respect and whom I will always admire.

Independent sentences (complete sentences:(

O. Jim loves Sue, and she loves him.

P. He proposed, so they got married.

Q. They lived in her home town, yet they were not happy.

R. They stayed there, for they didn't have enough money to move. S Audrey didn't have a good job, nor did Jim.

3.Coordinating conjunctions cannot connect different structures.

Adj Adj

Correct: The journalist is successful and well liked.

Noun Adj

Incorrect: The journalist is a success and well liked.

Correct: Sarah told her children that they should stay in the house and that they shouldn't open the door. OR Sarah told her children to stayInf in the house and not to openInf the door.

dal Verb Inf

Incorrect: Sarah told her children that they should stay in the house and not to open the door

4.When a coordinating conjunction connects two dependent clauses, no punctuation is necessary.(See sentences L,M, and N.)But when a coordinating conjunction

connects two independent clauses, a comma precedes the coordinating conjunction.(See sentences O,P,Q,R, and S(.

5.The coordinating conjunctions for, nor, and so can only be used to connect independent clauses. Therefore, for, nor, and so cannot be used to connect single

words(as in sentences A to E),prepositional phrases(as in sentences F to H),verb phrases (as in sentences I to K),or dependent clauses (as in sentences L to N