

BASIC GRAMMAR

Is A MUST !

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Business
English
Courses





Telephoning in English



TYPO

- Childish
- Spicy
- Regret
- Here
- Graduated
- Person
- House
- Wanna = Want to +Verb
- Cinema
- Ghost
- Soon
- Pets
- Girl
- Abroad

Parts of Speech

part of speech	function or "job"	example words	example sentences
<u>Verb</u>	action or state	(to) be, have, do, like, work, sing, can, must	My dog <u>is</u> a collie. I <u>like</u> to play fetch with her.
<u>Noun</u>	thing or person	pen, dog, work, music, town, London, teacher, John	This is my <u>dog</u> . He lives in my <u>house</u> . We live in <u>London</u> .
<u>Adjective</u>	describes a noun	a/an, the, 69, some, good, big, red, well, interesting	My dog is <u>big</u> . I like <u>big</u> dogs.
<u>Adverb</u>	describes a verb, adjective or adverb	quickly, silently, well, badly, very, really	My dog eats <u>quickly</u> . When he is <u>very</u> hungry, he eats really <u>quickly</u> .
<u>Pronoun</u>	replaces a noun	I, you, he, she, some	Tara is Indian. <u>She</u> is beautiful.
<u>Preposition</u>	links a noun to another word	to, at, after, on, but	We went <u>to</u> school <u>on</u> Monday.
<u>Conjunction</u>	joins clauses or sentences or words	and, but, or, nor	I like dogs <u>and</u> I like cats. I like cats <u>and</u> dogs. I like dogs <u>but</u> I don't like cats.
<u>Interjection</u>	short exclamation, sometimes inserted into a sentence	oh!, ouch!, hi!, well	<u>Ouch!</u> That hurts! <u>Hi!</u> How are you? <u>Well,</u> I don't know.



Past

Past
S+V2

Past Continuous
S+was/were+Ving

Past Perfect
S+had+V3...if+S+V2

Past Perfect Continuous
S+had been+Ving...if+S+V2

Present

Present
S+V_{pres}

Present Continuous
S+is/am/are+Ving

Present Perfect
S+have/has+V3

Present Perfect Continuous
S+have/has been+Ving

Present Future

Present Future
S+will+V1
S+to be+going to+V1

Present Future Continuous
S+will be+Ving

Present Future Perfect
S+will have+V3

Present Future Perfect Continuous
S+will have been+Ving

Past Future

Past Future
S+would+V1

Past Future Continuous
S+would be+Ving

Past Future Perfect
S+would have+V3

Past Future Perfect Continuous
S+would have been+Ving



- I, We, U, They

He, She, It, People +

V/es/s + O

PRESENT	PAST	FUTURE
<p>SIMPLE</p> <p>P- Sub(Sing)+V-1+es. He plays. Sub(P)+V-1. I play.</p> <p>N- Sub(Sing)+does not+V-1. He does not play. Sub(P)+do not+play. I do not play.</p> <p>I- Does+sub(Sing)+V-1? Does he play ? Do+sub(P)+V-1? Do I play ?</p> <p>IN- Does+sub(Sing)+not+V-1? Does he not play ? Do+sub(P)+not+V-1? Do I not play ?</p>	<p>SIMPLE</p> <p>P-Sub+V-2. He played I played.</p> <p>N-Sub+did not+V-1. He did not play. I did not play.</p> <p>I-Did+sub+V-1 ? Did he play ? Did I play ?</p> <p>IN-Did+sub+not+V-1? Did he not play ? Did I not play ?</p>	<p>SIMPLE</p> <p>P-Sub(I/We)+shall+V-1. I shall play. Sub(He/She/It/You/They)+will+V-1. He will play.</p> <p>N-Sub+shall/will+not+V-1. I shall not play. He will not play.</p> <p>I- Shall/Will+sub+V-1 ? Shall I play ? Will he play ?</p> <p>IN- Shall/Will+sub+not+V-1 ? Shall I not play ? Will he not play ?</p>
<p>CONTINUOUS</p> <p>P- Sub+is/am/are+V-ing. He is playing. I am playing. We are playing.</p> <p>N- Sub+is/am/are+not+V-ing. He is not playing. We are not playing.</p> <p>I- Is/Am/Are+sub+V-ing ? Is he playing ? Are we playing ?</p> <p>IN- Is/Am/Are+sub+not+V-ing ? Is he not playing ? Are we not playing ?</p>	<p>CONTINUOUS</p> <p>P-Sub+was/were+V-ing. I was playing. We were playing.</p> <p>N-Sub+was/were+not+V-ing. I was not playing. We were not playing.</p> <p>I- Was/Were+sub+V-ing ? Was I playing ? Were we playing ?</p> <p>IN- Was/Were+sub+not+V-ing ? Was I not playing ? Were we not playing ?</p>	<p>CONTINUOUS</p> <p>P-Sub+shall be/will be+V-ing. I shall be playing. He will be playing.</p> <p>N-Sub+shall/will+not+be+V-ing. I shall not be playing. He will not be playing.</p> <p>I- Shall/Will+sub+be+V-ing ? Shall I be playing ? Will he be playing ?</p> <p>IN- Shall/Will+sub+not+be+V-ing ? Shall I not be playing ? Will he not be playing ?</p>
<p>PERFECT</p> <p>P- Sub+has/have+V-3. I have played. He has played.</p> <p>N-Sub+has/have+not+V-3. I have not played. He has not played.</p> <p>I- Has/Have+sub+V-3 ? Have I played ? Has he played ?</p> <p>IN- Has/Have+sub+not+V-3 ? Have I not played ? Has he not played ?</p>	<p>PERFECT</p> <p>P-Sub+had+V-3. He had played. I had played.</p> <p>N-Sub+had+not+V-3. He had not played. I had not played.</p> <p>I- Had+sub+V-3 ? Had he played ? Had I played ?</p> <p>IN- Had+sub+not+V-3 ? Had he not played ? Had I not played ?</p>	<p>PERFECT</p> <p>P-Sub+shall have/will have+V-3. I shall have played. He will have played.</p> <p>N-Sub+shall/will+not+have+V-3. I shall not have played. He will not have played.</p> <p>I- Shall/Will+sub+have+V-3 ? Shall I have played ? Will he have played ?</p> <p>IN- Shall/Will+sub+not+have+V-3 ? Shall I not have played ? Will he not have played ?</p>
<p>PERFECT CONTINUOUS</p> <p>P-Sub+has been/have been+V-ing. I have been playing. He has been playing.</p> <p>N-Sub+has/have+not+been+V-ing. I have not been playing. He has not been playing.</p> <p>I- Has/Have+sub+been+V-ing ? Have I been playing ? Has he been playing ?</p> <p>IN- Has/Have+sub+not+been+V-ing ? Have I not been playing ? Has he not been playing ?</p>	<p>PERFECT CONTINUOUS</p> <p>P-Sub+had been+V-ing. I had been playing. He had been playing.</p> <p>N-Sub+had+not+been+V-ing. I had not been playing. He had not been playing.</p> <p>I- Had+sub+been+V-ing ? Had I been playing ? Had he been playing ?</p> <p>IN- Had+sub+not+been+V-ing ? Had I not been playing ? Had he not been playing ?</p>	<p>PERFECT CONTINUOUS</p> <p>P-Sub+shall have been/will have been+V-ing. I shall have been playing. He will have been playing.</p> <p>N-Sub+shall/will+not+have been+V-ing. I shall not have been playing. He will not have been playing.</p> <p>I- Shall/Will+sub+have been+V-ing ? Shall I have been playing ? Will he have been playing ?</p> <p>IN- Shall/Will+sub+not+have been+V-ing ? Shall I not have been playing ? Will he not have been playing ?</p>
<p>Note</p> <p>P = Positive N = Negative I = Interrogative IN = Intro-Negative</p> <p>*If a sentence consists of more than one helping verb, the negative is formed by putting "not" after the <i>first</i> helping verb. Example : I <u>have</u> not been living in Jaipur since 2011.</p> <p style="text-align: right;">Hv-1</p>		

SIMPLE VERB TENSE

PAST: add -ed (jumped)

Present: add -s (jumps)

Future: add "will" (will jump)

PERFECT VERB TENSE

Past: use "had" (had jumped)

Present: use "have" or "has"
(have jumped, has jumped)

Future: use "will have"
(will have jumped)

Business English

got	r <u>ec</u> eived
need	r <u>equ</u> ire
talk about	d <u>isc</u> uss
get in touch	c <u>ont</u> act
make sure	e <u>ns</u> ure
give travel plans	p <u>ro</u> vide itinerary
let them know	i <u>nf</u> orm
tell why	e <u>x</u> plain
talk more	e <u>l</u> aborate
fix the problem	s <u>ol</u> ve

PREPOSITION

A preposition is a word that links a noun, pronoun, or noun phrase to some other part of the sentence.

E.g.

- **to** the office
- **at** the desk
- **on** the table
- **in** an hour
- **about** myself

A preposition is used to show **direction, location, or time, or to introduce an object.**

On

- *Used to indicate a part of the body :*
 1. The stick hit me **on** my shoulder.
 2. He kissed me **on** my cheek.
 3. I wear a ring **on** my finger.

- *Used to indicate the state of something :*
 1. Everything in this store is **on** sale.
 2. The building is **on** fire.

On

- *Used to express a surface of something :*
 1. I put an egg **on** the kitchen table.
 2. The paper is **on** my desk.

- *Used to specify days and dates :*
 1. The garbage truck comes **on** Wednesdays.
 2. I was born **on** the 14th day of June in 1988.

- *Used to indicate a device or machine, such as a phone or computer :*
 1. He is **on** the phone right now.
 2. She has been **on** the computer since this morning.
 3. My favorite movie will be **on** TV tonight.

At

- *Used to point out specific time:*
I will meet you **at** 12 p.m.
- *Used to indicate a place:*
There is a party **at** the club house.
- *Used to indicate an email address:*
Please email me **at** abc@defg.com.
- *Used to indicate an activity:*
I am good **at** dancing a portrait.

In

- *Used for unspecific times during a day, month, season, year:*

The new semester will start **in** March.

- *Used to indicate a location or place:*

I am currently staying **in** a dormitory.

- *Used to indicate a shape, color, or size:*

This painting is mostly **in** blue.

- *Used to express while doing something:*

A catch phrase needs to be impressive **in** marketing a product.

- *Used to indicate a belief, opinion, interest, or feeling:*

I believe **in** the next life, we'll meet again

PREPOSITION OF PLACE

IN



1960 monsoon october the night

ON



Monday Halloween 1st of May

AT



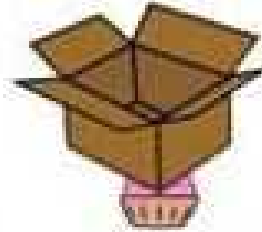
5 O'clock sunrise the moment



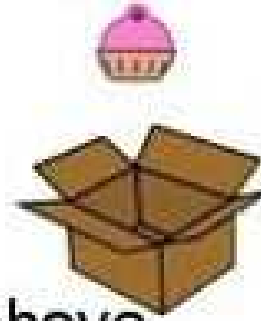
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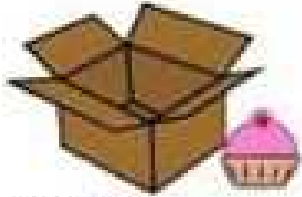
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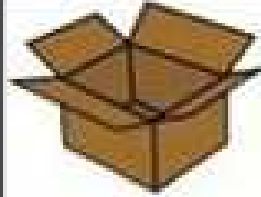
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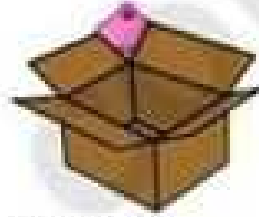
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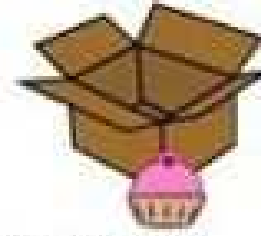
near



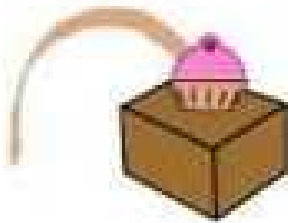
far



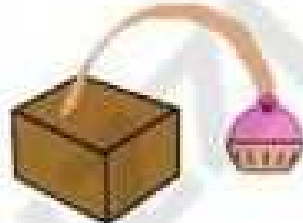
behind



in front



onto



off



into



out of



around



among



between



opposite

Illustrated by Zainab J

PREPOSITION OF PLACE

PREPOSITIONS of TIME

in

- the morning
- the afternoon
- the evening
- February
- (the) spring
- (the) summer
- (the) fall / autumn
- (the) winter
- 2013
- the 1990s



on

- Sunday
- Monday morning
- Tuesday afternoon
- Wednesday evening
- my birthday
- a holiday
- May 5
- a weekday
- the weekend (U.S.)



at

- night
- 10:30
- noon / midday
- midnight
- bedtime
- sunrise / sunset
- the weekend (U.K.)



AT

at 9 o'clock

at Christmas

at Easter

at noon

at night

at midnight

at the weekend

at lunch time

at dinner

at that time

at the moment

IN

in the morning

in the evening

in the afternoon

in the Easter holiday

in the Christmas holiday

in the winter

in the summer

in 2013

in the 21st century

in August

in December

in three hours
(three hours from now)

ON

on Mondays

on Friday

on Saturday

on Sunday morning

on Friday evening

on Easter Monday

On Christmas Day

on Saturday night

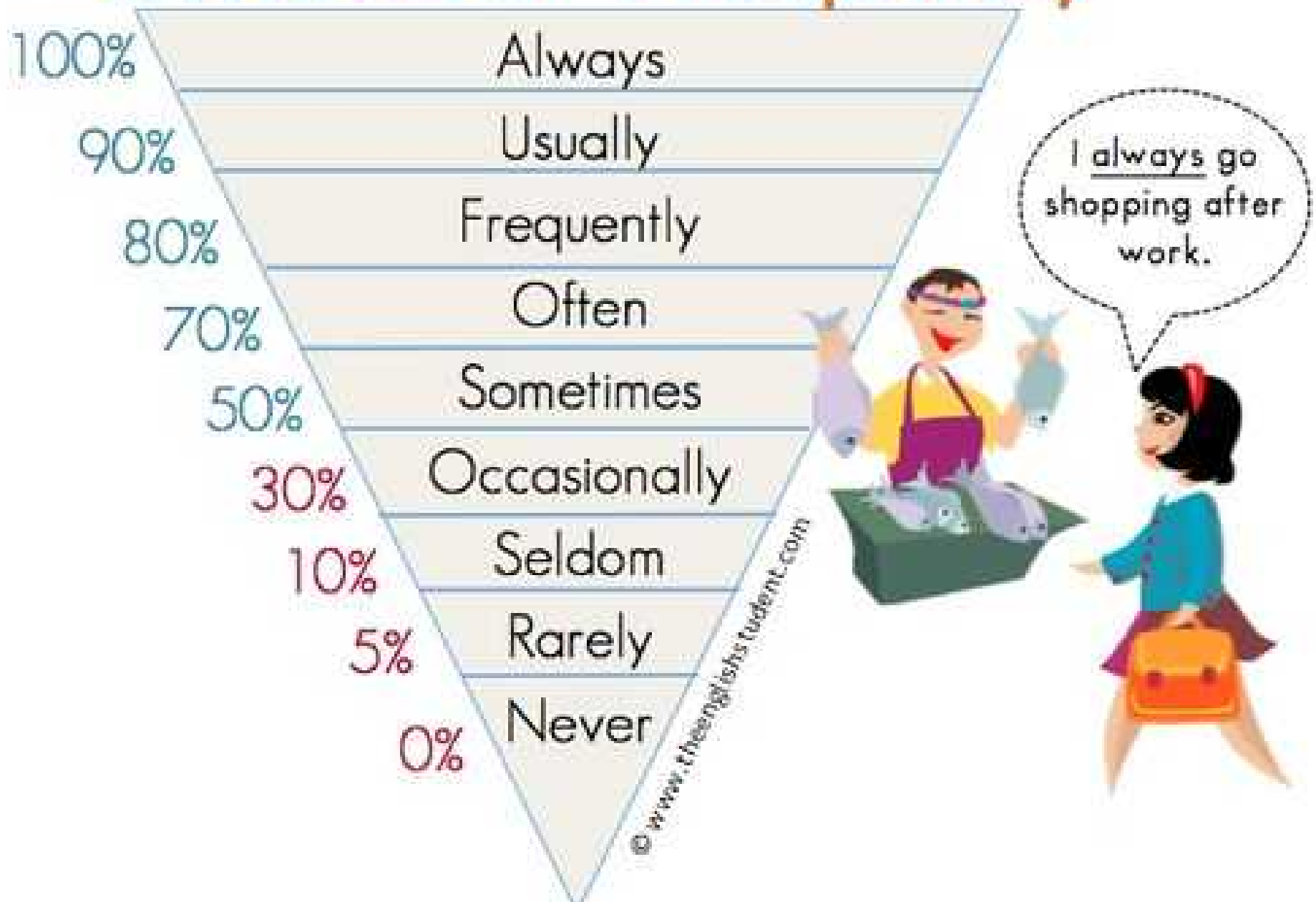
on June 13th

on a summer evening

on a cold day

on that day

Adverbs of Frequency

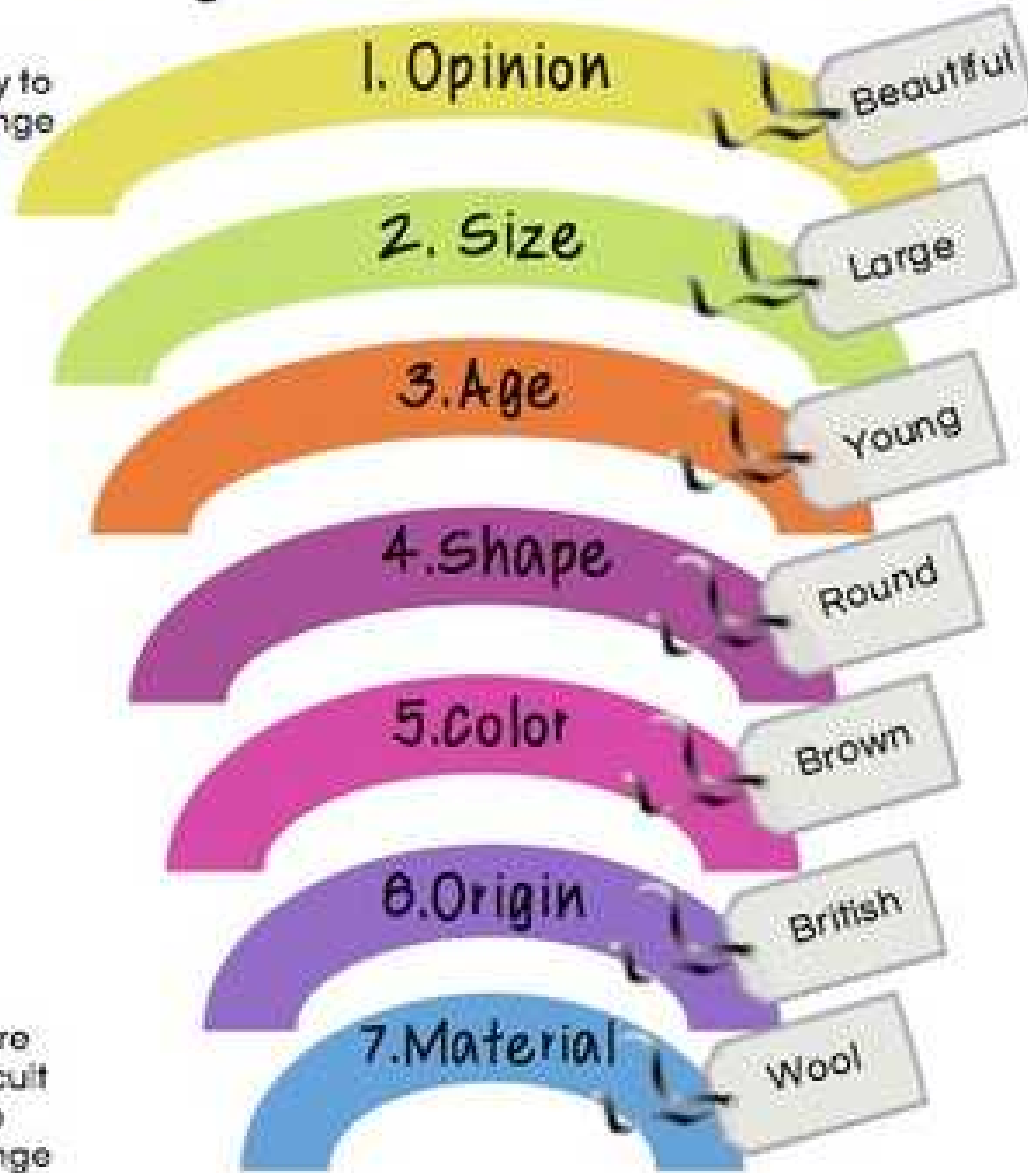


How To Place Adjectives In Order



Easy to change

More difficult to change



OTHER WAYS TO SAY...

nice enjoyable pleasurable thoughtful courteous lovely likeable pleasing gracious congenial cordial admirable considerate	good excellent amazing wonderful pleasant marvelous exceptional fantastic super outstanding terrific splendid stupendous	bad awful rotten naughty mean dreadful nasty wicked lousy terrible unpleasant disagreeable wretched	sad depressed gloomy miserable cheerless unhappy gloomy forlorn sorrowful upset downcast fearful somber	happy cheerful delighted pleased glad joyful ecstatic content jovial amused merry thrilled elated
laughed giggled chuckled roared howled whooped snickered guffawed shrieked grinned cackled bellowed chortled	like admire approve adore treasure fancy marvel appreciate respect cherish fond desire enjoy	said commented replied remarked declared stated exclaimed shouted whispered announced responded boasted explained	big huge giant gigantic enormous large massive colossal immense bulky hefty tremendous jumbo	little small tiny petite miniature teeny itsy-bitsy miniscule mini minute microscopic skimpy wee
ran bolted sped hurried sprinted jogged rushed galloped hustled skipped raced dashed fled	walked strolled sauntered tiptoed trotted marched glided strutted shuffled crept treaded hiked paraded	pretty beautiful gorgeous appealing cute lovely exquisite attractive elegant handsome stunning fair dazzling	looked gazed examined glanced viewed observed peeked stared watched inspected spied studied noticed	scared afraid frightened spooked horrified startled fearful petrified anxious aghast alarmed terrified shaken

Ways To Say Thank You

- You are great.
- You're a dear.
- I owe you one.
- I appreciate it.
- You're an angel.
- You're too kind.
- Thanks a bunch.
- Thanks a million.
- I'm in your debt.
- Your a life saver.
- You are the best.
- You saved my life.
- You saved my day.
- We were touched.
- I am very thankful.
- I owe you big time.
- Thank you so much.
- A million thanks to you.
- My gratitude knows no bounds.
- I do not know how to thank you.
- I'm grateful for your assistance.
- I don't have the words to thank you.
- I do not know what I would do without you.
- I appreciate it more then you will ever know.

