

IBA Prep – Grammar Cheat Sheet



Parts of speech

Can serve as either subject or object

Noun

Countable

- People
- Animals
- Physical Objects

Uncountable (Singular)

- Liquids
- Substances
- Materials
- Abstract Concepts
- Names

Singular

Plural

Singular

Indefinite Article

a/an

Some/Any

Some/Any

Definite Article

the

the

the

(information in noun is known)

Quantity Words

Countable Nouns Plural

Uncountable Nouns Singular

Many

Much

Satisfying Number or amount

A few

A little

Few

little

Unsatisfying Number or amount

Fewer/fewest

less/least

Number

Amount

Described only by **great, large & small.**

The words **percent, percentages, score** and **rate** can be described only by the words **high** and **low**

Gerund

Base verb + ing.

- Does not change in number
- Replace with a noun. If the noun fits then it's a gerund.

Check Words

Before Gerund

Replace with any noun.

After Gerund

Read without "ing" as if it's a verb. add "to" or subject noun.

Common words that can take "of":
Approve, dispose, confess and **consists**

Infinitives

"to" + base verb

- Does not change in number
- No splitting allowed! "למד".
- To VS To have □ **Logic**

Pronoun

The only part of speech that have different forms depending on whether it acts as a subject or object.

We met **them**
(subject) (object)
They met **us**
(subject) (object)

Pronouns change in number

Person

1st

2nd

3rd

Singular

I

(thou)

He, She, One, It

Plural

We

You (always plural!)

They

A **noun** will always belong to the 3rd person

Refers to a person

Never used for people in general!

Verbs To make sure a word is a verb, check if it belongs to one of the tenses.

Verb Conjugations

Present Simple Tense

3rd person singular: base verb + s/es

The rest: base verb

Present Simple Tense of the verb "be"

1st person singular (I): am

Plural: are

Present Simple Tense of the verb "have"

3rd person singular: has

The rest: have

Past Simple Tense of the verb "be"

Singular: was

Plural: were

Active and Passive Voices Connection form between the **subject** and the **verb**

- Subject = Doer.
- active is better in terms of style

- Object = Doer OR doer not in clause.
- Structure: be (all forms) + past participle of the **verb**.

The words **evolve, derive, originate, double** and **graduate** cannot be used in the passive voice!

Adjective

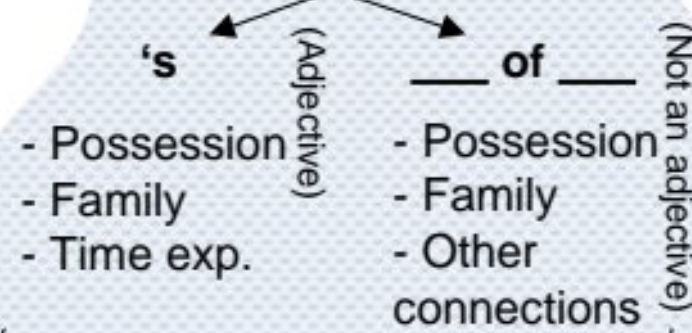
Adjective is used after

- ❑ **Linking verbs** or their **infinitives**: **be**, **become** (get & grow in the meaning of become), **remain** (stay in the meaning of remain), **seem** (appear in the meaning of seem).
- ❑ **The verbs of senses**: **smell**, **feel**, **look**, **taste**, **sound**.

Adjectives do not change in number, except for demonstrative adjectives.

Adjective Types

- ❑ **Descriptive Adjective**
- ❑ **Possessive Adjective**



No difference?
Choose ___ of ___

- ❑ **Quantity Adjective**
- ❑ **Cardinal Number Adjective**
- ❑ **Ordinal Number Adjective**
- ❑ **Demonstrative Adjective**

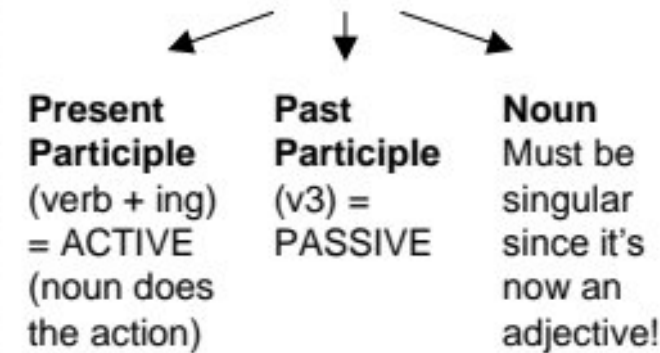
Relates to the **noun** that follows it directly

Location	+Singular	+Plural
Here	This	These
There	That	Those

Adjective is used before

- ❑ A **noun**: unlimited number of adjectives is allowed, where the emphasis is sorted in the ascending order, unless a comma is used and then the emphasis is equal.

** Any part of speech of speech before a noun that describes the noun, turns into an adjective.



- ❑ A **gerund**: same rules as above.

Adverb

Adverb is used after

- ❑ A **verb** or **infinitive** (after, not necessarily adjacent)
- ❑ A **participle**

Manner

- ❑ **Intensity**: very, rather, so, quite, little, much, far

- ❑ **Frequency**: constantly, permanently, always, often, regularly, sometimes, occasionally, rarely, seldom, never [++ gradually, eventually]

- ❑ **Degree**: only, just, barely, scarcely, rarely, certainly, definitely, even, typically, virtually, almost, totally, fully, specifically, originally, primarily, also.

- ❑ **Time & Place**: Commonly only in the beginning or the end of a sentence. When adjacent first use the word/phrase answering the question "where".

Adverb is used before

- ❑ An **adjective**
() adj adj noun
() adv adj noun:
1. **Logic**
2. Original meaning

- ❑ An **adverb**
- ❑ A **participle**
- ❑ A **verb**

- ❑ Any part of speech
Logic

Conjunctions

- ❑ Can only be conjunctions: **although**, **even though**, **though**, **because**, **therefore**, **until**, **whether**, **thereby**.
- ❑ It's not allowed to omit the conjunction "that" on the GMAT.

- ❑ **Although**
- ❑ **Even though**
- ❑ **Though**
- ❑ **Until**

- ❑ **Because**

- ❑ **But**

&

- ❑ Connect words and phrases.
- ❑ Can appear:
1. before a **noun**
2. before a **gerund**
3. before a **pronoun**
4. before a noun phrase (**noun** and its description)

"A prepositional phrase"

- ❑ **In spite of**
- ❑ **Despite** ("despite of" = WRONG)

- ❑ **Till**

- ❑ **Because of**

- ❑ **But**

Prepositions

An **adverb** is built by adding the suffix "ly" to the **adjective**.

Exceptions

An **adjective** that ends with "ly": **adverb** maintains the same form.

- **Lovely**
- **Friendly**
- **Lively**
- **Costly**
- **Early**

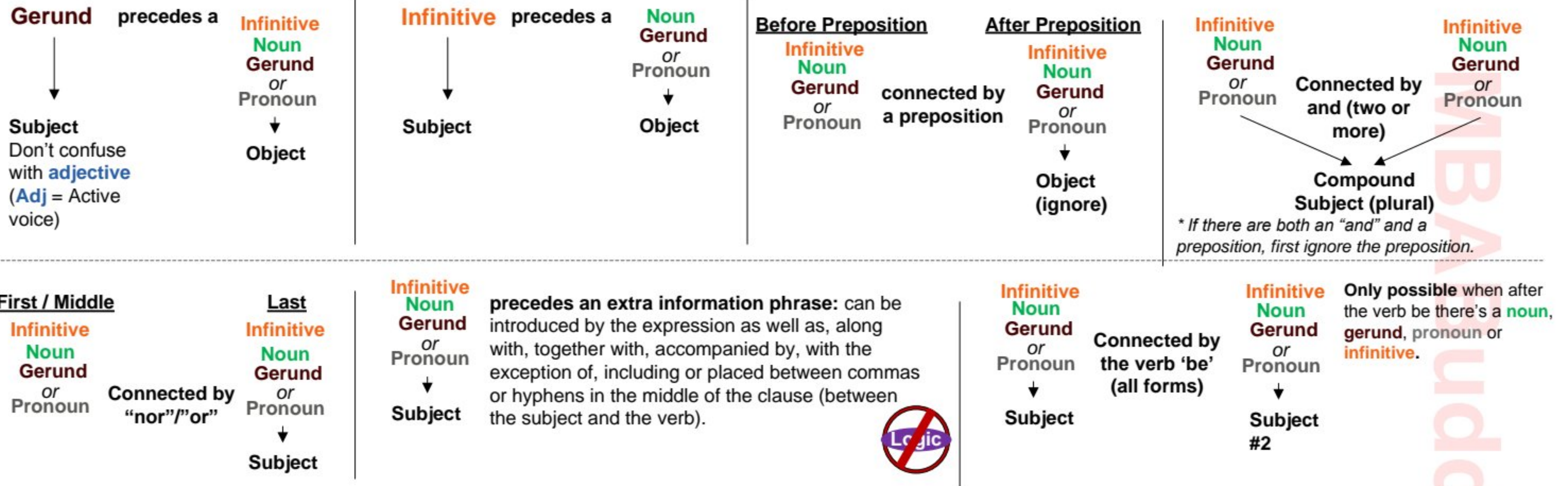
The **adjective** "good" becomes "well"

The **adjective** "fast" remains "fast"

- ❑ **Hard** → ❑ **Hard**
- ❑ **Late** → ❑ **Hardly** (barely)
- ❑ **High** → ❑ **Late**
- ❑ **Deep** → ❑ **Lately** (recently)
- ❑ **Wide** → ❑ **High**
- ❑ **Flat** → ❑ **Highly** (very much)
- ❑ **Mere** → ❑ **Deep**
- ❑ **Hard** → ❑ **Deeply** (very much)
- ❑ **Late** → ❑ **Wide**
- ❑ **High** → ❑ **Widely** (all over)
- ❑ **Deep** → ❑ **Flat**
- ❑ **Wide** → ❑ **Flatly** (exactly)
- ❑ **Flat** → ❑ **Mere** (as little as, only)
- ❑ **Mere** → ❑ **Merely** (simply)

Subject Verb Agreement

Subject Detection



Singular VS Plural

First subject = "there" + "be" → Second subject determines the number	First subject = "it" → Always singular	Only starting from 2 entities the noun is plural (not even 1.5)	Latin words require special attention	Either, Neither → Two entities (object)	None, Each → More than two entities
			Singular -um/-on (datum, medium) → -is (basis, thesis) → -us (alumnus, fungus) →	Plural -a (data, media) -es (bases, theses) -i (alumni, fungi)	

Some **nouns** that end with 's' are uncountable singular **nouns**:

1. The **noun** "news".
2. School subjects & scientific fields ("...ics").
3. Names of sports.
4. Names of diseases (measles, mumps, etc).
5. Private names.
6. Numbers + **measures, age, time, sum**.

Some **nouns** end with 's' both as singular **nouns** and as plural **nouns**:

- ❑ A means – means
- ❑ A series – series
- ❑ A species – species

The words: all, most, the majority, the minority, some and the proportion can be both singular and plural. It depends on the object

In percents or fractions, the subject also depends on the object:

- ❑ If the object is plural: calculate the percent or fraction.
- ❑ If the object is uncountable, the subject is also singular.

The word "number" can function as a noun or as an adjective, depending on the article (A number = **adjective**, The number = **subject**)

The following **nouns** are always singular: **each none, either, neither, everyone, everybody, everything, anybody, anything, somebody, something, no one, nobody and nothing**.

Pronouns

Pronouns change in number and in case (subject/object)

Number	Person	Subject	Object	Possessive Adjective	Possessive Pronoun	Reflexive Pronoun
Singular	1 st	I	Me	My	Mine	Myself
	2 nd	-----	-----	-----	-----	-----
	3 rd	He, She, It, One	Him, Her, One, it	His, Her, Its, One's	His, Hers, Its, One's	Himself, Herself, Itself, Oneself
Plural	1 st	We	Us	Our	Ours	Ourselves
	2 nd	You	You	Your	Yours	Yourself (ref to 1 person, plural)/Yourselves
	3 rd	They	Them	Their	Theirs	Themselves
		Used:	Used:	Used:	NEVER used:	Used:
		☐ In the beginning of a clause (not necessarily the first word) ☐ after the verb "be" (all forms) as well as the gerund "being" and the infinitive "to be" .	☐ After a preposition. ☐ After any verb <u>except</u> the verb "be" as well as the gerund "being" and the infinitive "to be"	☐ Before a noun . ☐ Before a gerund – replace gerund with any noun, don't read after it.	☐ Before a noun . Possessive pronouns act as nouns themselves! There is no noun or gerund after a possessive pronoun.	☐ To show the subject both gives and receives the action. (The subject and the object are the same entity) ☐ To show that the subject does the action alone ☐ To show respect (noun + reflexive pronoun). ☐ To put emphasis when the noun is a part of a group. (reflexive pronoun + noun / noun phrase).

Pronoun Noun Agreement

A pronoun must agree in number, person and gender with the **noun** it refers to.

- ☐ A **Noun** indicating a group of people is singular.
- ☐ If there is more than one **noun**, it should be clear to which noun the pronoun refer to.
- ☐ A pronoun should refer only to one specific **noun** and not to the general idea of a sentence.
- ☐ A pronoun cannot relate to an adjective.
- ☐ The pronoun "they" cannot relate to people in general.
- ☐ If the pronoun "one" meaning a person in general is used in a sentence, a subsequent pronoun referring to the same pronoun must be "one", "he" or "she".
- ☐ When the pronoun "he" replaces the pronoun "one" or the **noun** "person", "he" relates to people in general. In all other cases "he" relates to one male person.
- ☐ If the pronoun "you" meaning a person in general is used in a sentence, a subsequent pronoun to the same person must be "you".

Generalizing nouns

Countable Nouns:

- ☐ **Plural nouns** (Lieography studies oceans)
- ☐ **A/The + singular noun** (if there is no "same noun" mentioned in the sentence then the "same noun" will mean "same noun" in general otherwise it will be specific.
 *** Check: whether there is a singular or plural pronoun that relates to the noun after the underlined sentence: 'a' vs. 'the'.

Plural:

- ☐ **Uncountable nouns:** (Hematology studies blood)



Relative Pronouns

- ❑ **That, Where, When** – Can be relative pronouns or conjunctions.
- ❑ **Who, Whom, Which, Whose** – Can only be relative pronouns.
- ❑ When the relative clause is in the middle of the main clause it starts with the **relative pronoun** and ends right before the **verb** of the main clause.

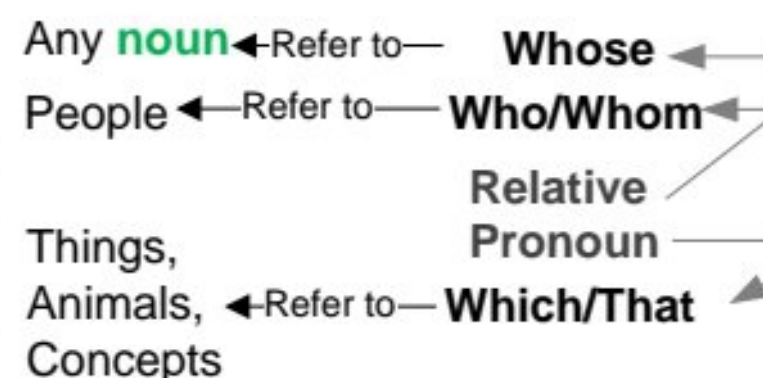
- ❑ Connect Clauses (main clause and relative clause)
- ❑ Relates to the preceding **noun**.
- ❑ Functions as the subject or the object of the relative clause.

Conjunction vs. Relative Pronoun



Relates to more than one noun if

- ❑ When there's a list with "and".
- ❑ The phrase is a name.



Can come after prepositions

- ❑ **Which/Whom**
- ❑ The **preposition** must come before the **relative pronoun** and not at the end or at the beginning of the **relative pronoun**.

Where vs. When

The noun preceding:

- ❑ **Where** must indicate place.
- ❑ **When** must indicate time.

Who vs. Whom:

- ❑ **Who** – subject relative pronoun.
- ❑ **Whom** – object relative pronoun
- TIP:** Read relative clause by itself:
 - ❑ Replace **Who** with He/They
 - ❑ Replace **Whom** with Him/Them

Whose

- ❑ A possessive pronoun.
- ❑ **To check** read the relative clause by itself replacing 'whose' with 'his', 'their' or 'its'.

Types of Relative Clauses and That vs. Which

Essential Information Relative Clause

- ❑ **Not separated by Commas**
- ❑ 'That' & 'Which' are both fine.

Extra Information Relative Clause

- ❑ **Separated by Commas**
- ❑ 'That' is not suitable.

Relative clause reduction

It is allowed to omit the **relative pronoun** together with the **verb be** in these cases:

In Essential Information Relative Clauses

Relative Pronoun Comes Before
verb in the progressive tense (be + present participle [verb+ing])

Noun + no comma + **verb+ing**

ALWAYS the case of omitted relative pronoun + **verb be**

On GMAT

- ❑ Check whether the present participle relates logically to the **noun**.
- ❑ Progressive tense vs. simple tense.
- ❑ Style: it's better to omit.

Relative Pronoun Comes Before
Passive voice (**verb be** + past participle)

Noun + no comma + past participle (V3)

ALWAYS the case of omitted relative pronoun + **verb be**

On GMAT

- ❑ Check whether the past participle relates logically to the **noun**.
- ❑ Progressive tense vs. simple tense.
- ❑ Style: it's better to omit.

Relative Pronoun Comes Before
verb be + Prepositional phrase

Noun + no comma + prepositional phrase

NOT ALWAYS the case of omitted relative pronoun + **verb be**

On GMAT

- ❑ Style

In Extra Information Relative Clauses

When the relative clause is an extra definition of the preceding **noun**

Noun + comma + ex.info phrase + comma

NOT ALWAYS the case of omitted relative pronoun + **verb be**

On GMAT

- ❑ It's not allowed to switch the original subject with the extra information phrase/clause.
- ❑ Style

Participle Modifier

- ☐ Modifies the clause to which it refers
- ☐ Starts with a participle and appears either before or after the clause
- ☐ Separated by a comma
- ☐ Will never appear between the **subject** and the **verb**

Present Participle
(verb+ing)

Past Participle
(V3)

Can be preceded by

- ☐ Preposition
- ☒ **Adverb**
- ☐ Both together

Participle



Cannot be preceded by

- ☒ **Noun**
- ☐ Pronoun
- ☒ **Adjective**
- ☒ **Gerund**

Participle



The Participle Relates to The Subject

- ☐ A subject must be in the beginning of the clause, right after the comma - not a verb or a prepositional phrase.
- Participle modifier, subject ... verb...*
- ☐ The modifier must relate to the right subject logically.

Participle modifier, subject ... verb...

Logic

On GMAT

- ☐ When the first word of each choice is different, check whether the participle modifier is in the non-underlined part of the sentence.

Active, Passive and time of action

Time

Simultaneously with the verb

Preceding the verb

Active

Present Participle
(Verb + ing)

Having + Past Participle
OR
After + Present Participle

Passive

Past Participle
(V3)

Having + Been + Past Participle
OR
After + Being + Past Participle

Omitting the participle 'being'

- ☐ If the participle modifier starts with 'being' in the beginning of the sentence, it's possible to omit it.

Being...., subject..verb...

- ☐ Do not confuse with extra information phrases in which the phrase is separated by commas in both sides

subject, extra info, ..verb...

- ☐ If the subject in the clause is preceded by a phrase that starts with a **noun** or an **adjective**, separated by a comma: it is the case of omitted participle 'being'. Imagine it and check rules according to it.

Being Noun/Adjective...., subject..verb...

- ☐ Modifying phrases with omitted participle 'being' can only appear before the clause.

subject..verb..., Being.... → **WRONG** ❌

- ☐ All other rules of participle modifiers apply
- ☐ **Style:** It's better to omit the participle modifier 'being'

Negation

- ☐ To make a sentence negative, add the particle 'not' to the **auxiliary verb**

Negative words and phrases that make a clause negative

- ☐ No
- ☐ Nor
- ☐ None
- ☐ Neither
- ☐ Neither...nor...
- ☐ Nobody
- ☐ No one
- ☐ Nothing
- ☐ Never
- ☐ Nowhere
- ☐ Seldom
- ☐ Rarely
- ☐ Hardly
- ☐ Scarcely
- ☐ Barely

There is no double negation in English. It is not allowed to add the negative particle 'not' to the **auxiliary verb** of the clause in which a negative word or phrase is used.

- ☐ Two negative words or phrases cannot be used in the same clause, but can be used in different clauses.
 - ☐ A few negative **verbs** can be used in one clause (ex: *he doesn't eat and doesn't talk*)
- Therefore:** whenever there is a negation word, read the entire sentence, including the non-underlined part.

Prefixes and suffixes of words that just sound like negation words but are not since they do not make the entire clause negative:

- ☐ **Prefixes:** im, un, in, ir, il, a, dis, mis
- ☐ **A suffix:** less



Parallelism In Lists

If the information in a sentence is given in the form of a list, all the parts of speech should be parallel.

Types of lists

- ☐ _____ and _____
- ☐ _____ , _____ (,) and _____
- ☐ Both _____ (,) and _____
- ☐ _____ or _____
- ☐ _____ , _____ (,) or _____
- ☐ Either _____ (,) or _____
- ☐ Neither _____ (,) nor _____
- ☐ _____ (,) as well as _____
- ☐ Not only _____ (,) but (also) _____
- ☐ _____ (,) rather than _____
- ☐ Not _____ (,) but _____
- ☐ Not _____ (,) but rather _____
- ☐ One _____ , another _____
- ☐ The one _____ , the other _____
- ☐ Some _____ , others _____

No Mixing Allowed



(({sub listing allowed}))



Parts of speech must agree logically
Logic

Zeugma

To avoid the list of **independent clauses** it is allowed to omit the same **verb**.

Ellipsis

Ellipsis is the omission of unnecessary words

- ☐ Never omit any part of the first **verb**, only the second
- ☐ When omitting the second **verb**, make sure that there is no object following the **verb** in the non-underlined part of the sentence.
- ☐ Reminded: a **past participle in the passive voice** (?check) is not a part of the **verb**.



Suitable Parts of Speech

- ☐ (Adverb) **Adjective** – (Adverb) **Adjective**

Suffixes that indicate **adjectives**:

-al -ic -ous -able/ible -ant/ent -ful -less -ive

- ☐ **Nouns** and **participles** can also function as **adjectives** when they are placed before **nouns** or **gerunds**.

- ☐ **Adverb** – **Adverb**

- ☐ **Verb** – **Verb**

Verbs can be used in different tenses and voices (active/passive) in the same list.

- ☐ **Participle** – **Participle**

The active (verb+ing) and the passive (v3) participles can be used in the same list.

- ☐ **Prepositional Phrase** – **Prepositional Phrase**

- ☐ Use either 2 **prepositional phrases** or 2 **noun phrases**
- ☐ If a single **preposition** is used it must connect correctly to all of the parts of speech it is referring to, otherwise a suitable **preposition** must be placed before each suitable word.
- ☐ When **verbs** of the list appear after a **modal verb** repeating the **modal verb** is wrong.
Modal verbs: can, could, will, would, shall, should, may, might, must.
- ☐ When an **auxiliary** + **past participle** are used (**perfect tense**) repeating the **auxiliary** is wrong
Auxiliaries: have, has, had, will have, etc...

- ☐ **Infinitive** – **Infinitive**

- ☐ The particle 'to' is mandatory only in the first **infinitive**.
- ☐ To improve style it is better to omit the second 'to'.
- ☐ If there are more than one **infinitives**, the second one determines whether to omit the other 'to' particles or not.
- ☐ Must be parallel also in clauses with the **verb** 'be'

- ☐ **Gerund** – **Gerund**

- ☐ Must be parallel also in clauses with the **verb** 'be'

- ☐ **Nouns**, **Pronouns** and **Noun Phrases**

Suffixes that indicate **nouns**:

-ness -ty -cy -tion -sure -ance/ence -ry -ment

- ☐ It's also allowed to use **gerunds** together with the above, but only if there is no **noun** and the only possible way to replace it is as a **gerund**.

Parallelism (Lists) of Clauses

It's possible to make lists of full clauses, either dependent clauses or relative clauses. The following list words are used:

- ☐ _____ (,) and _____
- ☐ _____ (,) or _____
- ☐ _____ (,) but _____
- ☐ _____ (,) yet _____

- ☐ **There is no parallelism of Independent clauses!**

- ☐ If there is no comma before **and/but**, there cannot be a **subject+verb** right after it!
- ☐ After 'or' there can never be a **subject+verb**

- ☐ **Dependent Clause** – **Dependent Clause**

- ☐ If there is no comma before 'and'/'but' - 'and'/'but' is a list word, not a **conjunction**.
- ☐ Use **Logic**

- ☐ **Relative Clause** – **Relative Clause**

- ☐ In lists of relative pronouns, check whether both relative pronouns relate correctly to the noun preceding the first relative clause.
- ☐ If you see the word 'that' in the list, make sure that in all parts of the list the word 'that' is either the conjunction or the relative pronoun.

Tenses – Past & Present

When tenses are checked in a SC question, the **verbs** change in tense, not in number

Present Simple Tense

"indefinite tense"

□ 3rd person, singular – **base verb** + s/es.

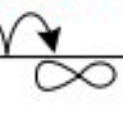
□ The rest – **base verb**

Be
 □ 1st person singular – **am** □ 3rd person singular – **is**
 □ 3rd person singular – **is** – **has**
 □ The rest - are □ The rest – have

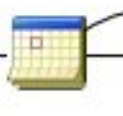
□ **General Information** (no time indication)

Past Present Future


□ Repeatedly occurring actions (can be used with any **adverb of frequency**)

Past Present Future


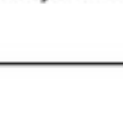
□ Scheduled future actions (by timetables or calendars)

Past Present Future


Present Perfect Simple Tense

□ Present Simple of **have** + past participle

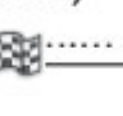
□ **Actions Which Started at the Past and Continue in the Present** (since, for, lately, recently, so far, never {for duration, not as an **adverb** of frequency}, always {duration, not frequency – one action, before, yet, already, once, twice, three times/thrice...).

Past Present Future


□ **The Action Has Ended Right Now** (right now, just, already, recent, recently, lately)

Past Present Future


□ **The Action Has Ended, But The Present Period of Time Continues** (once, twice, three times, etc. this..)

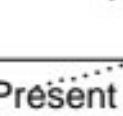
Past Present Future


Present Progressive Tense

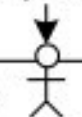
□ Present Simple of **be** + present participle

□ **Actions in Progress**(Process) (gradually, step by step, steadily, little by little, more and more, ever more, increasingly, slowly, rapidly, fast, quickly, or no time indications)

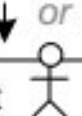
Common verbs that indicate actions in progress: **become, change, develop, improve, increase, decrease.**

Past Present Future


□ Actions occurring at the time of speaking (now, still, at the moment, while, for the time being, meanwhile, currently)

Past Present Future


□ Actions occurring close to the time of speaking (now, still, at the moment, while, for the time being, meanwhile, currently, nowadays, today, this summer, this season, this year, etc)

Past Present Future


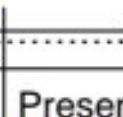
□ Planned future actions (according to the subject's personal plans, NOT calendars)

Past Present Future


Present Perfect Progressive Tense

□ Present Simple of **have** + **been** + present participle

□ **The same usage of the Present Perfect Simple Tense, but only for continuous actions**

Past Present Future


□ **The difference is in the Logic when the tenses are used to express connection between the reason and result.**

Present Perfect Simple **Present Perfect Progressive**
 □ Connection: purpose<->result □ Connection: result

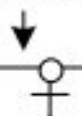
Past Simple Tense

□ Verb+ed/V2

□ **General Information in the Past**

Past Present Future

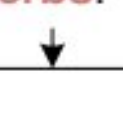

□ **Past Events With Time Indication** (yesterday, last year, last month, last week, a year ago, two weeks ago, etc. in + year, century, era, {for, since, never, once, twice... if there is another indication that the action has ended} on+date)

Past Present Future


Past Perfect Simple Tense

□ **had** + past participle

□ **One action in the past preceded another action in the past** (before, earlier, after) – Both actions must be **verbs**!

Past Present Future


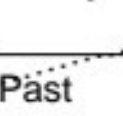
Remember:

- Do not use the past perfect simple tense if there is no other **verb** in the sentence.
- Do not use the past perfect simple tense if there is no other **verb** in the past tense in the sentence
- Always check in which order the actions occurred -> past perfect happens before past simple.
- Make sure you do not confuse the past perfect simple tense and the present perfect simple tense.
- Use the past perfect tense when one **verb** in the past preceded another **verb** in the past.

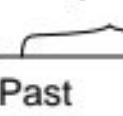
Past Progressive Tense

□ Past Simple of **be** (**was/were**) + present participle

□ **Past Actions in Progress**(Process) (gradually, step by step, steadily, little by little, more and more, ever more, increasingly, slowly, rapidly, fast, quickly, or no time indications)

Past Present Future


□ Past continuous actions limited by time (at + hour, from.... till....)

Past Present Future


□ Two continues actions occurring simultaneously in the past (the conjunction **while** or **when** (**as**) must connect the two clauses)

Past Present Future


□ A continues action in the past was interrupted by a short action (the conjunction **while** or **when** (**as**) must connect the two clauses)

Past Present Future


Past Perfect Progressive Tense

□ **had** + **been** + present participle

□ **The usage of the past perfect progressive tense is similar to that of the past perfect simple tense, but only for continuous actions**

- The past perfect progressive tense can also be used to emphasize:
- The duration of time
- That when the second action started the first action continued

The order of actions

....Past Perfect ↔ Past Perfect ↔ Past Simple ↔ Present Perfect ↔ Future Simple ↔ Future Simple....

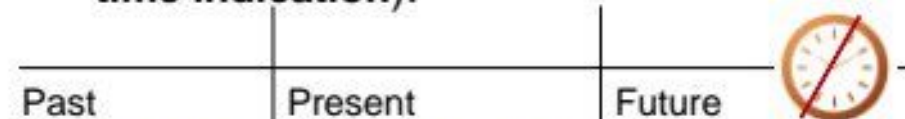
Tenses – Future & More

For all the future tenses, use the auxiliary 'will' and not 'shall'

Future Simple Tense

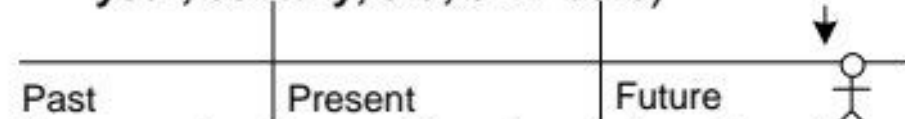
☐ **will + base verb**

☐ **General information in the future** (with no time indication).



☐ **Future Events With Future Time**

Indications (next year, next month, etc. in a year, in two weeks, etc. tomorrow, for, in + year, century, era, on + date)



Future simple >> Not planned actions/ not known or important whether planned.

VS

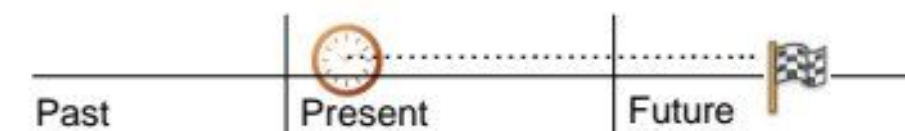
Present Progressive >> Planned actions.

Believe, think, hope, guess, suppose, predict, evaluate, probably, likely, unlikely + Future Simple, not Present Progressive!

Future Perfect Simple Tense

☐ **will + have + past participle**

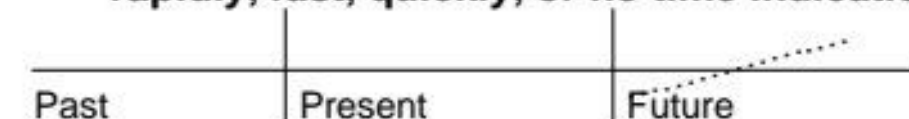
☐ **Show that a certain period of time will be completed in the future and/or to show that an action will complete rather than take place with the time indication 'by'**



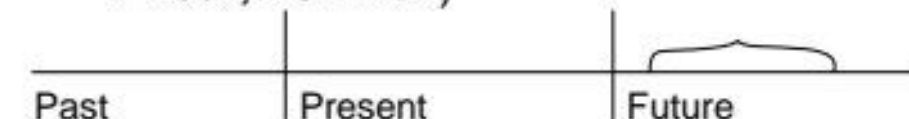
Future Progressive Tense

☐ **will + be + present participle**

☐ Future actions in progress (gradually, step by step, steadily, little by little, more and more, ever more, increasingly, slowly, rapidly, fast, quickly, or no time indications)



☐ Future continues actions limited by time (at + hour, from...till)



Future Perfect Progressive Tense

☐ **will + have + been + present participle**

☐ **Virtually the same as the future perfect simple tense**

☐ **Used to emphasize:**

- ☐ The duration of time
- ☐ That the action will continue



List of Verbs in Simple Tenses

- ☐ If the **verbs** in the same simple tense appear as the list, then the order of the actions is the same as the order of the **verbs** in the list (, = ,then / and = and then)
- ☐ There must be the word 'and' before 'after + present participle'.
- ☐ In participle modifier vs. a list of verbs (with the word and) use **Logic**

Stative Verbs

- ☐ Every **verb** can be used in the simple tense but not every **verb** can be used in the progressive tense.
- ☐ The most common stative **verbs** are **CLIPS**: consist, lack, include, propose and suggest.

Reported Speech

If a sentence is transformed from the direct speech ("I was here," he said) to the reported speech (He said that he had been here) the reported **verb** (was->had been) will change when the reporting **verb** (said) is in the past tense.

Direct Speech

Reported Speech

- | | | |
|--|---|--|
| ☐ Present Simple | → | ☐ Past Simple |
| ☐ Present Progressive | → | ☐ Past Progressive |
| ☐ Present Perfect Simple | → | ☐ Past Perfect Simple |
| ☐ Present Perfect Progressive | → | ☐ Past Perfect Progressive |
| ☐ Past Simple | → | ☐ Past Perfect Simple |
| ☐ Past Progressive | → | ☐ Past Perfect Progressive |
| ☐ Past Perfect Simple | → | ☐ No Change |
| ☐ Past Perfect Progressive | → | ☐ No Change |
| ☐ Future Simple | → | ☐ Future Past Simple |
| ☐ Future Progressive | → | ☐ Future Past Progressive |
| ☐ Future Perfect Simple | → | ☐ Future Past Perfect Simple |
| ☐ Future Perfect Progressive | → | ☐ Future Past Perfect Progressive |

- | | | |
|---------------------------------------|---|---------------------------------------|
| ☐ Present | → | ☐ Past |
| ☐ Past | → | ☐ Past Perfect |
| ☐ Future: Will | → | ☐ Would |

Auxiliaries/Helping verbs

Auxiliary

Tenses

- | | | |
|--|---|---|
| ☐ Am, is, are | → | ☐ Present Progressive |
| | → | ☐ Present Simple of the verb 'be' |
| ☐ Do does | → | ☐ Present Simple |
| ☐ Have, has | → | ☐ Present Perfect Simple |
| | → | ☐ Present Perfect Progressive |
| ☐ Was, were | → | ☐ Past Progressive |
| | → | ☐ Past Simple of the verb 'be' |
| ☐ Did | → | ☐ Past Simple |
| ☐ Had | → | ☐ Past Perfect Simple |
| | → | ☐ Past Perfect Progressive |
| ☐ Will | → | ☐ All the Future Tenses |
| ☐ Would | → | ☐ All the Future Past Tenses |
| | → | ☐ Conditionals |
| ☐ Can, could, shall, should, may, might, must | → | ☐ Modal verbs showing probability, obligation, permission. |

☐ **Instead of learning the above, you can build a clause in the question form to identify the helping verb.**

Comparisons

Comparisons indicate degrees of difference or equality with **adjectives** or **adverbs**.

Logic Logic Logic

Comparative and Superlative

= 2 entities

- An article (the/a) or the **possessive adjective** can precede the comparative form. Or it can be used alone

> 2 entities

- The definite article (the) or the **possessive adjective** commonly precede the superlative form.

Than

- Used to compare two entities.
- Check spelling
- Can only be used** after the comparative form or in the expression 'rather than'
- Can be used as either a **preposition** or a **conjunction**.

Comparative Form With Numbers and Definite Article

- If there is a number before a compared **noun**, check whether the definite article 'the' appears before the comparative form or before the number. The position of the article changes the meaning.
- The more than + number = CORRECT**
- More than the + number = WRONG**
- More than number** – check whether the article is necessary, read without the number.

Building the comparative and superlative forms

Case

- One syllable **adjectives** or **adverbs**

Comparative

- Add 'er'

Superlative

- Add 'est'

- Two syllable **adjective** with 'y' at the end.

Lovely as an adjective

- Remove 'y' and add 'ier'

Lovelier

- Remove 'y' and add 'iest'

Loveliest

- Two syllable **adjectives** not ending with 'y'

- Two or more syllable **adverbs**

Lovely as an adverb

- More + adjective / adverb**

More lovely

- Most + adjective / adverb**

Most lovely

- Three or more syllable **adjective**

- Two syllable adjective with 'er' or 'ow' at the end

- Adjective + 'er'** or **more + adjective**

- Adjective + 'est'** or **most + adjective**

Exceptions:

- Many (**adj**)
- Much (**adj/adv**)
- Little (**adj/adv**)
- Good/**Well**
- Bad/**Badly**
- Old
- Far

- More
- More
- Less
- Better
- Worse
- Older/Elder (*elder = people*)
- Farther/Further (*farther = distance*)

- Most
- Most
- Least
- Best
- Worst
- Oldest/Eldes
- Farthest/Furthest

Emphasizing the Comparative Form

- To strengthen the **adj.** or the **adv.** In the comparative form put the **adverb of intensity** 'much' or 'far' before it.
- To weaken the **adj.** or the **adv.** In the comparative form put the **adverb of intensity** 'a little' before it.
- To make the comparative form very weak put the **adverb of intensity** 'little' before it.
- To show that there is no comparison, use the word 'no' before the comparative form. Do not use 'not'!
- Much less – CORRECT;
- Little less – CORRECT;
- Little more – CORRECT;
- No less – CORRECT;

Equality Form

- To show that one entity is equal to another use the expression: "as + **adjective/adverb** + as". This expression is valid for both negative and affirmative clauses.
- For negative clauses only, it's also possible to use this expression: "so + **adjective/adverb** + as"
- The expressions "as much as" and "as many as" are used to compare entities in quantity.
(to decide whether to use much or many, check the **noun** at the end of the second compared clause)
- The expressions "equal to" and "the equivalent of" are used to compare entities in quality.

Comparing an Entity With a Group

- To use the comparative form to compare an entity to the rest of the kind, use the expression 'than any other' to exclude the entity from the rest.
- If the entity is part of the group use: 'than any other'
- If the entity is not part of the group use: 'than any'

Double Comparatives

- In double comparatives two clauses rather than two entities are compared.

The + comparative form

Rest of the 1st clause

Comma + The + comparative form

Rest of the 2nd clause

Comparing by Number Multiples

- Number multiples **half, twice, three times, etc.** can precede the expression: "as + **adjective/adverb** + as" when the number multiples are used in their literal meaning (something measurable)
Hint: when an exact number is used, it is a hint that the number is really meant, so use this form.
- Number multiples **half, twice, three times, etc.** can precede the comparative form when the number multiples are used in figurative meaning as **adverbs of intensity** (something not measurable).

Comparisons

Logic Parallelism and Style

In sentences with comparisons check:

- ☐ **Logic** (are the entities comparable?)
- ☐ **Parallelism**
- ☐ **Style** (avoid repeating words)

Parallelism and Style

- ☐ **Possessive Adjective + Noun – Possessive Adjective + Noun**
 - Style: **Possessive Adjective + Noun – Possessive Pronoun**
- ☐ **Noun + Prepositional Phrase – Noun + Prepositional Phrase**
 - Style: **Singular Noun + Prepositional Phrase – 'that' + Prepositional Phrase**
 - Style: **Plural Noun + Prepositional Phrase – 'those' + Prepositional Phrase**
- ☐ **Noun + Relative Clause – Noun + Relative Clause**
 - Style: **Singular Noun + Relative Clause – 'that/the one' + Prepositional Phrase**
 - Style: **Plural Noun + Relative Clause – 'those/the ones' + Prepositional Phrase**

❗ **It/they** – the same entity (can be compared only in different periods of time)

❗ **That/those/the one/the ones** – not the same entity

- ☐ Sometimes the sentence is ambiguous in a way that it can be interpreted in more than one way, and to solve the ambiguity, one should add the **auxiliary verb** after the second entity.

❗ If there are at least three **nouns** in the sentence, choose the option with the **auxiliary verb** (if there is one).

❗ If there are only two **nouns**, choose the one without the **auxiliary verb**, as it has better style.

Illogical and Redundant Comparison

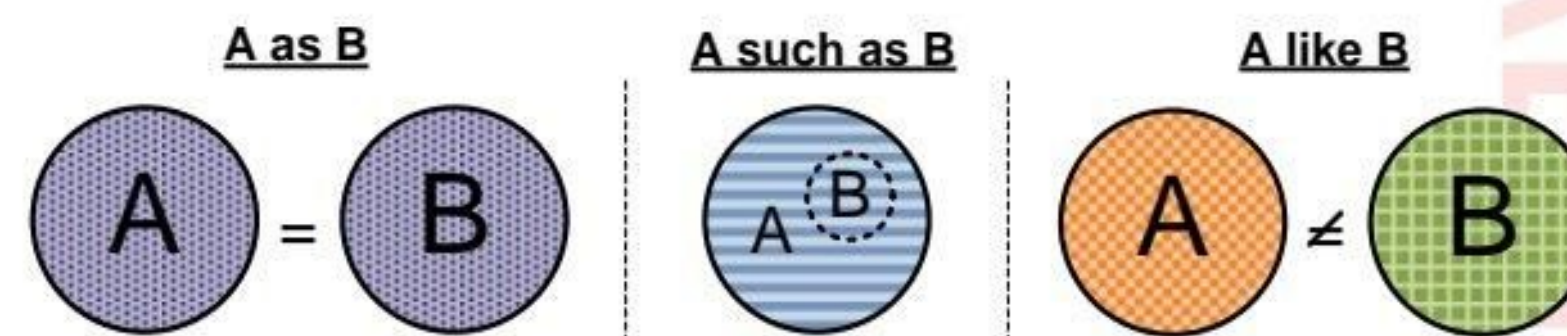
- ☐ If the **adjective** or the **adverb** is used in any form of comparisons – make sure that the comparisons of the **adjective** or the **adverb** make sense.
- ☐ Check whether the comparisons do not repeat the **adjective** or the **adverb**.
- ☐ These words can never be used in any forms of comparisons: **Unique, Superior to, Inferior to, Equal to, Similar to, Different from, Identical with, Average, Neutral**

Extra Information Phrases

- ☐ If there is an extra information phrase in a sentence containing comparisons, read the sentence without the extra information phrase to check whether the comparisons are correct.
- ☐ Instead of using extra information phrases such as "if not + comparative form + than or or even+ comparative form + than", one can use the expression "at least as + adjective/adverb + as".
- ☐ Note that the form "at least as + adjective/adverb + as" with an extra information phrase such as "if not..." is redundant.

As, Like or Such As

- ☐ 'as' - preposition or conjunction
- ☐ 'as' - as a preposition it means 'in the position of'. Both entities are the same
- ☐ 'as' - as a conjunction it means 'in the same manner'. (remember subject & verb)
Note: as a conjunction: different entities work in the same manner.
- ☐ 'like' - preposition
- ☐ 'like' - means similar to. Used to compare different entities.
- ☐ 'just like' - makes no sense, just = exactly, like = similar...
- ☐ 'such as' - used to give an example to the **noun** it refers to.
- ☐ 'such as' - an expression which refers to the preceding **noun**
- ☐ 'such as' - it is preferable to separate the phrase introduced by 'such as' with commas.



Compared To vs. Compared With

- ☐ The expressions: 'compared to', 'comparing to', 'in comparison to', 'in comparisons to' and 'on comparing to' are used to show similarity.
- ☐ In comparison to/compared to... = likely/like.
- ☐ The expressions: 'compared with', 'comparing with', 'in comparison with', 'in comparisons with' and 'on comparing with' are used to show similarity.
- ☐ In comparison with/compared with... = unlikely/unlike.



Conditional Sentences

Conditional Sentences with The Conjunction If

Real Condition

- ❑ It's possible that the action will occur *or*
- ❑ The action usually occurs under certain conditions.

Possible Future

If + Subject + Present Simple + , + Subject + Future Simple.

OR

Subject + Future Simple + if + Subject + Present Simple

 **Inversion:** Should + Subject + Base Verb + , + Subject + Future Simple.

 **Modal Verbs:** 'may' or 'can' instead of Future Simple Tense

Command

If + Subject + Present Simple + , + Imperative Form

OR

Imperative Form + if + Subject + Present Simple

 **Inversion:** Should + Subject + Base Verb + , + Imperative Form

Habitual Condition – Repeating Conditional Actions

If + Subject + Present Simple + , + Subject + Present Simple.

OR

Subject + Present Simple + if + Subject + Present Simple

 **Inversion: NOT USED**

Other Conjunctions That Can Be Used In Real Condition: unless, until, when, as soon as, after, before, the moment, the next time, in case, as long as.

The Following Rules Still Apply:

- ❑ Present Simple Tense (not future) is used after the conjunction, even if the action will probably occur in the future.
- ❑ When the sentence starts with the independent clause, there is no comma before the conjunction.

Unreal Condition

- ❑ The action will not or did not occur

Unreal Future

If + Subject + Past Simple (*always plural*) + , + Subject + Would + Base Verb.

OR

Subject + Would + Base Verb + if + subject + Past Simple (*always plural*)

 **Modal Verbs:** 'might' or 'could' instead of 'would'

 **Inversion:**

Past simple auxiliary Were/Did + subject + , + subject + would (/modal) + Base Verb

Unreal Past

If + Subject + Past Perfect + , + Subject + Would + have + Past Participle (V3).

OR

Subject + Would + have + Past Participle (V3) + if + subject + Past Perfect

 **Modal Verbs:** 'might' or 'could' instead of 'would'

 **Inversion:**

Past simple auxiliary Had + Subject + Past Participle + , + Subject + Would (/modal) + Have + Past Participle

Conditional Sentences With The Verb Wish

Unreal Future Subject + wish + (*that {optional}*) + Subject + would + Base Verb.

Unreal Present Subject + wish + (*that {optional}*) + Subject + Past Simple (*always plural*).

Unreal Past Subject + wish + (*that {optional}*) + Subject + Past Perfect.

Remember

- ❑ There is no verbs 'will' or 'would' after the conjunction if.
- ❑ The verb 'was' is never used after the conjunction 'if', 'as if' and 'as though' and the verb wish.
- ❑ There is no comma before the conjunction if.
- ❑ In conditional sentences with the conjunction 'if', two clauses must match in type of condition and tense.

Conditional Sentences With The Conjunction 'as if' or 'as though'

Present Unreal

The past simple tense verb in the plural form is used after the conjunction 'as if' or 'as though'.

Past Unreal

The past perfect tense is used after the conjunction 'as if' or 'as though'.

Subjunctive

The base **verb** form used after the **verbs** of demand. The **subjunctive** and the **verb** of demand appear in different clauses connected by the conjunction 'that'.

Rules

- ☐ The **verbs** of demand can be used in any tenses.
- ☐ The conjunction 'that' cannot be omitted.
- ☐ The **subjunctive** does not change in number or in person.
- ☐ Do not add **verbs** (such as should/will/would etc...) to the **subjunctive**.
- ☐ After some of the **verbs** of demand the **infinitive** can be used instead of the **subjunctive** (and without the conjunction 'that'). To decide, first eliminate all other wrong answers. If left with either with the **infinitive** or without, choose without.

Style (Both correct but x is better style)

- ☐ Active Voice is better than Passive Voice.
- ☐ Omitted **Relative Pronoun** + **Verb 'be'** is better than not omitted **Relative Pronoun** + **Verb 'be'**
- ☐ In Comparisons, it is better not to repeat the same **noun**, but to replace it with **that/those/the one/the ones/possessive pronoun**.
- ☐ It is better to use **adjective** + **noun** than **noun** + **relative pronoun** + **verb 'be'** + **adjective**.
- ☐ **Subject** + **Verb** is better than **There** + **Verb** + **subject/object**.
- ☐ It is better to use a **verb** than a **verb** + **object**
- ☐ In Lists of **Infinitives** it is better to omit 'to' starting from the second **infinitive**.
- ☐ It is better to omit the participle '**being**' in the beginning of the sentence.

Tips

First Check Other Differences

- ☐ Because (of) – correct
- ☐ Due to – wrong
- ☐ Because – correct
- ☐ Since – wrong
- ☐ Can – correct
- ☐ Am/is/are able to – wrong (physical only)
- ☐ ____ of ____ - correct
- ☐ ____'s ____ - wrong
- ☐ Rather than
- ☐ Than (if there is a comparative form before)

Don't Check Other Differences

- ☐ Because (of) – correct
- ☐ On the accounts of/that – wrong
- ☐ On the grounds of/that – wrong
- ☐ For the reason that/of – wrong.
- ☐ In that
- ☐ Being that – wrong (no such idiom)
- ☐ Rather than – correct
- ☐ Instead (of) – wrong
- ☐ In order to – correct
- ☐ In the interest of – wrong
- ☐ Whether – correct
- ☐ If – wrong
- ☐ Hope – correct
- ☐ Hopefully (only spiritual hope)

The Verbs of Demand

- | | | | | | |
|------------------------------------|----------------------------------|---------------------------------|------------------------------------|-----------------------------------|---|
| ☐ Demand | ☐ Mandate | ☐ Decree | ☐ Propose | ☐ Suggest* | → After the verb 'suggest', either the subjunctive or 'should + base verb ' can be used |
| ☐ Require | ☐ Oblige | ☐ Urge | ☐ Recommend | ☐ Prefer | |
| ☐ Request | ☐ Command | ☐ Move | ☐ Advise | | |
| ☐ Stipulate | ☐ Order | ☐ Insist | ☐ Ask | | |

Redundancy *Redundancy is evil*

- ☐ **Verbs** that begin with the prefix **re**_____, cannot be followed by: '**back**', '**again**' or '**over**'
- ☐ **Verbs** that begin with the prefix **co**_____, cannot be followed by: '**together**'.
- ☐ **Verbs** that indicate upward movement cannot be followed by: '**up**'.
- ☐ **Verbs** that indicate downward movement cannot be followed by: '**down**'.
- ☐ **Verbs** should not be followed by a **preposition** with the same meaning as the **verb**.

WRONG ☠

- ☐ Annual/ly a year/yearly
- ☐ Sufficient(ly) enough
- ☐ The reason because
- ☐ The reason why
- ☐ Whether or not
- ☐ After over
- ☐ The origin comes from
- ☐ The origin derives from
- ☐ Irregardles
- ☐ Because of the fact that/of
- ☐ Despite the fact that/of
- ☐ Regarding the issue of

RIGHT 🙌

- ☐ Either Annual/ly or a year/yealy
- ☐ Either
- ☐ The reason that
- ☐ The reason
- ☐ Whether
- ☐ After
- ☐ Either originates from or comes from
- ☐ Either originates from or derives from
- ☐ Regardless
- ☐ Because of/Because
- ☐ Despite
- ☐ Regarding

Commonly Confused Words

- | | |
|--|---|
| ☐ Accept – לקבל | ☐ Disinterested – לא מעורב |
| ☐ Except – חוץ מ | ☐ Uninterested – לא מעוניין |
| ☐ Adept - מומחה | ☐ Infer – להבין רמז |
| ☐ Adapt – להסתגל | ☐ Imply – לרמוז |
| ☐ Adept - לאמץ | ☐ Principle (noun) עקרון |
| ☐ Advice – המלצה בנוגע להמשך חסוך פעולה | ☐ Principal (adjective) עקרוני |
| ☐ Advise – verb להמליץ | ☐ Principal (noun) מנהל |
| ☐ Device – מכשיר | ☐ Principal (noun) הקרן ריבית |
| ☐ Devise – להמציא | ☐ Economic – כלכלי |
| ☐ Affect – להשפיע | ☐ Economical /Thrifty חסכוני |
| ☐ Effect – תוצאה | ☐ Historic – קשור לנושא היסטוריה |
| ☐ Effect - verb משהו שלילי | ☐ Historical – משפיע על ההיסטוריה |
| ☐ Affect - noun- חסוך של הלם- | ☐ Philosophic – קשור לנושא פילוסופיה |
| ☐ Allude to – להתייחס ל | ☐ Philosophical - meditational. |
| ☐ Ellude (no "from") – לברוח | ☐ Live – בשידור חי |
| | ☐ Alive - בחיים |

Idioms

- ❑ **In order to + base verb and to + base verb**
 - ❑ If the clause starts with the expression of purpose:
In order to + base verb or **to + base verb** than the phrase that starts with it refers to the first **noun** or **pronoun** after the comma.
 - ❑ The impersonal pronoun 'it' or 'there' can never appear after the comma when the sentence starts with 'in order to' or 'to'.
 - ❑ The word to which 'in order to' relates can be **subject** or **object**.
 - ❑ If the clause ends with the expression of purpose, there is no comma and the phrase starting with 'in order to' or 'to' refers to the first **noun** or **pronoun** of the clause.
 - ❑ 'To' is better style than 'In order to'
 - ❑ **So that + subject + will/can/may/could + base verb** (no other words allowed)
 - ❑ So as to – Wrong.
 - ❑ As to – Wrong.
 - ❑ So to – Wrong.
- ❑ **So + adjective or adverb + that + clause**
 - ❑ The conjunction that cannot be omitted.
 - ❑ **So + adjective** or **adverb + as + infinitive** – there is no comparisons, so it must not be negative. Check whether the infinitive relates correctly to the subject.
 - ❑ **Such + noun** or **noun phrase + that + clause**
 - ❑ **adjective** or **adverb + enough + infinitive**
- ❑ **With / To**
 - ❑ The preposition 'with' is used to indicate a two side connection.
 - ❑ The preposition 'to' is used to indicate a one side connection
 - ❑ If a **verb** begins with the prefix 'co' (co = together in Latin) then the **verb** is always followed by the preposition 'with'.
 - ❑ 'With' is also used after the **adjective** 'identical', the **verb** 'associate' and the words 'married' and 'engaged'.
- ❑ **The verbs 'seem' and 'appear' must be followed by the infinitive/adjective.**
- ❑ **Remember: someone is/was/will be/etc credited with something**
 - ❑ To express the same idea, one can also use the expression:
something is/was/will be/etc attributed to someone.
- ❑ **Do not confuse the verbs 'forbid' and 'prohibit'**
 - ❑ **Forbid someone + infinitive**
 - ❑ **Prohibit from + gerund**
 - ❑ If there is no action, then use object: **forbid/prohibit + something.**
- ❑ **The words: used, functions, defined, depicted, identified, viewed, seen, shown, described, ascribed, acclaimed, recognized, perceived and regarded must be followed by the preposition 'as'.**
- ❑ **The word considered must be followed by the direct object**

- ❑ **The prepositions 'between' and 'among'**
 - ❑ Use 'between' when two entities are mentioned.
 - ❑ Use 'among' when more than two entities are mentioned.
- ❑ **The phrases 'each other' and 'one another'**
 - ❑ Use 'each other' when two entities are mentioned.
 - ❑ Use 'one another' when more than two entities are mentioned.
- ❑ **The adjectives 'superior', 'inferior', 'similar' and 'equal' must be followed by the preposition 'to'**
- ❑ **The verb 'differ' and the adjective 'different' must be followed by the preposition from.**
- ❑ **The noun 'dispute'/'debate' must be followed by the preposition 'over'**
- ❑ **The verb 'result' and the noun 'result'**
 - ❑ The **verb** result is followed by the preposition 'from' or 'in'
 - ❑ The **noun** result is followed by the preposition 'of'
- ❑ **The verbs 'aim' and 'target' must be followed by the preposition 'at' + object or infinitive.**
- ❑ **Able/ity/Possible/ity VS. Capable/ity**
 - ❑ The words 'able'/'possible' and 'ability'/'possibility' must be followed by the **infinitive**.
 - ❑ The words 'capable' and 'capability' are followed by the preposition 'of' + **gerund**.
- ❑ **Known as VS. known + infinitive**
 - ❑ Known as = famous/recognized.
 - ❑ Known + **infinitive** = there is knowledge.
- ❑ **Allow/Permit + infinitive**
- ❑ **'Aid'**
 - ❑ 'Aid' (**noun**) + in + object.
 - ❑ 'Aid' (**verb**) + **infinitive**.
 - ❑ 'Aid' (**verb**) + with + object
- ❑ **'Try'/'Attempt' + infinitive**
- ❑ **'Impact'**
 - ❑ 'Impact' (**noun**) + on + object.
 - ❑ 'Impact' (**verb**) + object
- ❑ **'To have grounds for' + object**

