

Starter unit

Reviewing the present

Present simple

Affirmative	Negative	Interrogative	Short answers
I / you / we / they live ...	I / you / we / they don't (do not) live ...	Do I / you / we / they live ...? Don't I / you / we / they live ...?	Yes, I / you / we / they do . No, I / you / we / they don't .
he / she / it / one* lives ...	he / she / it / one doesn't (does not) live ...	Does he / she / it / one live ...? Doesn't he / she / it / one live ...?	Yes, he / she / it / one does . No, he / she / it / one doesn't .
Uses	Examples	Expressions often used with the present simple	
To describe habits or routines	<i>He gets up at eight o'clock every morning.</i>	always, in general, on the whole, usually, normally, often, frequently, sometimes, occasionally, seldom, rarely, never at one o'clock, every day / week / month / year in the morning / afternoon / evening, at night once a day / week / month / year how often ...?	
To describe facts or scientific laws	<i>Many people live in China.</i>		
To describe timetables	<i>The train leaves at five o'clock.</i>		

* *One* rara vez se usa en inglés; se usa *everybody / anybody / nobody / people*.
Does anybody live here? No, nobody does.
Do people live in deserts? Yes, people do.

Present continuous

Affirmative	Negative	Interrogative	Short answers
I'm (am) living ...	I'm (am) not living ...	Am I living ...? Am I not living ...?	Yes, I am . No, I'm not .
you / we / they're (are) living ...	you / we / they aren't (are not) living ...	Are you / we / they living ...? Aren't you / we / they living ...?	Yes, you / we / they are . No, you / we / they aren't .
he / she / it's (is) living ...	he / she / it isn't (is not) living ...	Is he / she / it living ...?	Yes, he / she / it is . No, he / she / it isn't .
Uses*	Examples	Expressions often used with the present continuous	
To describe an action or a process that is happening now	<i>She is crossing the road.</i>	now, right now, at the moment	
To describe situations that are not permanent	<i>He is living with his sister this week.</i>	currently, for the time being, at present, this week / month / year	
With <i>always</i> , to express criticism / annoyance	<i>You're always arriving late.</i>	always	

* Para ver cómo se usa el presente continuo para expresar futuro, consultar la página 4.

Present perfect simple for unfinished actions

Affirmative	Negative	Interrogative	Short answers
I / you / we / they've (have) seen	I / you / we / they haven't (have not) seen	Have I / you / we / they seen ? Haven't I / you / we / they seen ?	Yes, I / you / we / they have . No, I / you / we / they haven't .
he / she / it's (has) seen	he / she / it hasn't (has not) seen	Has he / she / it seen ? Hasn't he / she / it seen ?	Yes, he / she / it has . No, he / she / it hasn't .
Use*	Examples	Expressions often used with the present perfect simple	
To describe a situation / an action that started in the past and continues into the present	<i>This has been a big problem up to now.</i> <i>He has read three books so far.</i>	up to / up till / till / until now, so far	

* Para ver otros usos del presente perfecto simple, consultar la página 3.

Present perfect continuous for unfinished actions

Affirmative	Negative	Interrogative	Short answers
I / you / we / they've been (have been) living ...	I / you / we / they haven't been (have not been) living ...	Have I / you / we / they been living ...? Haven't I / you / we / they been living ...?	Yes, I / you / we / they have . No, I / you / we / they haven't .
he / she / it's been (has been) living ...	he / she / it hasn't been (has not been) living ...	Has he / she / it been living ...? Hasn't he / she / it been living ...?	Yes, he / she / it has . No, he / she / it hasn't .
Uses*	Examples	Expressions often used with the present perfect continuous	
To describe a situation or a continuous / repeated action that started in the past and continues into the present.	<i>They've been living in France for two years.</i>	for (a long time / two years / three months)	
We use the continuous form when we want to emphasise the duration of the action.	<i>I've been coming here every summer since 2003.</i>	since (yesterday / last year / his birthday)	

* Para ver otros usos del presente perfecto continuo, consultar la página 3.

Reviewing the past

Past simple

Affirmative	Negative	Interrogative	Short answers
I / you / he / she / it / we / they lived ...	I / you / he / she / it / we / they didn't (did not) live ...	Did / Didn't I / you / he / she / it / we / they live ...?	Yes, I / you / he / she / it / we / they did . No, I / you / he / she / it / we / they didn't .
I / you / he / she / it / we / they went	I / you / he / she / it / we / they didn't (did not) go	Did / Didn't I / you / he / she / it / we / they go ?	Yes, I / you / he / she / it / we / they did . No, I / you / he / she / it / we / they didn't .
Uses	Examples	Expressions often used with the past simple	
To describe a finished single action in the past	<i>I saw a film yesterday.</i> <i>We met at the supermarket.</i>	yesterday, last (night / week / year), (two years) ago, in (2007), last, first	
To describe a finished continuous action in the past	<i>They lived in Berlin for three years.</i>	for a long time, for (three years)	
To describe a series of actions in the past	<i>First he opened the door, then he came in and after that he took off his coat.</i>	first, next, then, after that, finally	

Past continuous

Affirmative	Negative	Interrogative
I / he / she / it was living	I / he / she / it wasn't (was not) living ...	Was / Wasn't I / he / she / it living ...?
you / we / they were living	you / we / they weren't (were not) living ...	Were / Weren't you / we / they living ...?
Uses	Examples	Expressions often used with the past continuous
To describe the context of past events / actions	<i>As she was crossing the road ... (she looked at her watch.)</i>	as, while, when
To describe what was happening at a specific time	<i>I was watching TV at seven o'clock last night.</i>	at (nine) o'clock, last night
To describe two events or actions which were happening simultaneously	<i>While I was cooking, it was raining very hard outside.</i>	as, while, all the time that ...

Past perfect simple

Affirmative	Negative	Interrogative
I / you / he / she / it / we / they had lived ...	I / you / he / she / it / we / they hadn't (had not) lived ...	Had / Hadn't I / you / he / she / it / we / they lived ...?
Use	Examples	Expressions often used with the past perfect simple
We use the past perfect simple to indicate that one action happened before another action in the past	<i>When I arrived, she had already gone to bed.</i> <i>By the time that she had finished her homework, it was ten o'clock.</i>	already, just, not ... yet, after, as soon as, by the time that ..., not ...until

Present perfect simple: to express past actions

Uses	Examples	Expressions often used with the present perfect simple
To describe very recent actions / events	<i>He's cut his finger!</i> <i>I haven't seen her lately.</i>	just, already, yet, not ... yet, still ... not, recently, lately, this is the first time that ...
To introduce the news	<i>War has started in Ruritania.</i>	today, this morning / week / year
To talk about an action / event in the past that is still relevant to the present	<i>I have seen him before.</i> <i>She has been to Italy once.</i> <i>I have never read Don Quixote.</i>	before, once, never, it's a long time since ...

Para ver cómo se forma el presente perfecto simple y cómo se usa para describir una acción que continúa en el presente, consultar la página 1.

Present perfect continuous: to express past actions

Use	Examples	Expressions often used with the present perfect continuous
To describe a continuous / repeated action in the recent past	<i>He's been reading a lot recently.</i> <i>I've been painting the studio this morning.</i>	lately, recently today, this morning / week / year

Para ver cómo se forma el presente perfecto continuo y cómo se usa para describir una acción que continúa en el presente, consultar la página 2.

used to

Affirmative	Negative	Interrogative
I / you / he / she / it / we / they used to live ...	I / you / he / she / it / we / they didn't use to live ...	Did / Didn't I / you / he / she / it / we / they use to live ...?
Uses	Examples	Expressions often used with used to
To describe an action that someone did frequently in the past but doesn't do now	<i>I used to play football twice a week.</i>	in the past, years ago, before, when I was young
To describe a lasting condition or situation that no longer exists	<i>London used to be the biggest city in the world.</i>	

Reviewing the future

be going to

Affirmative	Negative	Interrogative
I'm going to try you / we / they're going to try he / she / it's going to try	I'm not going to try you / we / they aren't going to try he / she / it isn't going to try	Am I going / Am I not going to try? Are / Aren't you / we / they going to try? Is / Isn't he / she / it going to try?
Uses	Examples	Expressions often used with <i>be going to</i>
To describe fixed plans / arrangements	<i>I'm going to play tennis tomorrow with Tim.</i>	tomorrow, this weekend, next year, soon, in a few days
To describe resolutions or firm decisions	<i>He's going to stop smoking.</i>	
To make predictions about something that is certain / almost certain to happen	<i>There are lots of dark clouds. It's going to rain.</i>	

will (future simple)

Affirmative	Negative	Interrogative
I / you / he / she / it / we / they'll (will) see	I / you / he / she / it / we / they won't (will not) see	Will / Won't I / you / he / she / it / we / they see?
Uses	Examples	Expressions often used with <i>will</i>
To make predictions (without firm evidence)	<i>Life will be better in the future. It will rain tomorrow.</i>	in the future, tomorrow, this weekend, next (week / year), soon, in a few (days / months)
To express spontaneous decisions and offers	<i>I think I'll go for a walk. Don't get up, I'll open the window.</i>	
To express promises	<i>I won't tell anyone, I promise.</i>	
To express requests	<i>Will you help me with this?</i>	

Present continuous (for future action)

Uses	Examples	Expressions often used with the present continuous
To describe plans	<i>I'm seeing Jill tonight.</i>	tonight, this evening, this weekend
To describe a programmed event	<i>They're showing a good film on TV tonight.</i>	

Para ver cómo se forma el presente continuo, consultar la página 1.

Future perfect

Affirmative	Negative	Interrogative
I / you / he / she / it / we / they'll have travelled	I / you / he / she / it / we / they won't have travelled	Will / Won't I / you / he / she / it / we / they have travelled?
Use	Examples	Expressions often used with the future perfect
To describe an action that will already be complete by a particular time in the future	<i>We'll have completed the Camino de Santiago by the end of this week.</i>	by (tomorrow / next week), by the end of ..., by then, in three weeks, in ten years' time

Future continuous

Affirmative	Negative	Interrogative
I / you / he / she / it / we / they'll be travelling	I / you / he / she / it / we / they won't be travelling	Will / Won't I / you / he / she / it / we / they be travelling?
Use	Examples	Expressions often used with the future continuous
To describe a continuous action in the future	<i>This time next year he'll be working in New York.</i>	this time next (week / month / year), next weekend, in a year, in a week's time, at (five) o'clock

Unit 1

Modal verbs

Meaning	Modal verb	Examples
Ability See note 1 (page 6)	can	He can concentrate very well.
	be able to	She's been able to learn three languages.
	could	He could be a good student but he's lazy.
Possibility / Speculation	could / may / might	I could / may / might pass the exam if I cram.
Positive deduction	must	He passed all his exams. He must be a good student.
Negative deduction	can't	She always does her homework late. She can't be very disciplined.
Obligation See note 2 (page 6)	must / have to	You must / have to wear a tie in the office.
Necessity	need to	I need to learn Chinese for my new job.
Positive recommendation / Mild obligation	should / ought to	I should / ought to be more focused in class. I don't concentrate enough.
Prohibition See note 3 (page 6)	mustn't	You mustn't eat in class. It's not allowed.
	can't	You can't use a dictionary in the exam.
No obligation / No necessity See notes 3 and 4 (page 6)	don't have to / don't need to / needn't	I've already revised a lot, so I don't have to / don't need to / needn't cram tonight.
Negative recommendation	shouldn't / oughtn't to	You shouldn't / oughtn't to arrive late for school so often.
Permission / Request	can / could / may	You may start writing now. Can / Could you help me with my homework?
Recommendation to avoid negative consequences / Warning See note 5 (page 6)	had better (not)	I'd better do some work or I won't pass the exam. You'd better not steal again because you'll go to prison.

General

La mayoría de los verbos modales ...

- tienen la misma forma para todas las personas: *I can, you can, he can*, etc.
- no usan *do / does* en la forma negativa o interrogativa: *Must you come so late? I shouldn't be so lazy*, etc.
- van seguidos de infinitivo sin *to*: *we must go, they should see*, etc.

Watch out!

- *Be able to, have to* y *need to* **no** presentan la misma forma para todas las personas: *I am able to, he has to, she needs to*, etc.
- *Have to* y *need to* sí usan *do / does* en la forma negativa e interrogativa: *Do I have to practise? You don't need to wait*, etc.
- *Be able to, have to, need to* y *ought to* no se pueden usar sin *to*: *we have to go, they ought to understand*, etc.

1 Capacidad: *can, could*

Watch out!

Can no tiene tiempo futuro ni presente perfecto. Para expresar dichos tiempos se usan *will be able to / have been able to*.

- ✓ *We'll be able to pass the exam after this course.*
- ✗ ~~*We'll can pass the exam after this course.*~~
- ✓ *I've been able to read since I was two.*
- ✗ ~~*I've could read since I was two.*~~

Could puede expresar dos tipos de capacidad:

- a) Capacidad real en el pasado (= *was able to*): *Mozart could play the piano when he was very young.*
- b) Capacidad hipotética en el presente o futuro (= *would be able to*): *They could help us, but they don't want to.*

2 *must*: diferentes tiempos verbales

Watch out!

Must no tiene los tiempos pasado simple, futuro o presente perfecto. Para expresar dichos tiempos se usan: *had to / will have to / have had to*.

- ✓ *I had to cram for the exam last night.*
- ✗ ~~*I must cram for the exam last night.*~~
- ✓ *He'll have to say sorry to the head teacher.*
- ✗ ~~*He'll must say sorry to the head teacher.*~~

3 *must / have to* en negativa

Watch out!

Must y *have to* tienen significados muy diferentes en negativa:

We mustn't smoke. = prohibición

We don't have to smoke. = ausencia de necesidad / obligación

4 *need*: negativa

Need puede formar la negativa de dos formas:

- a) Con *don't / doesn't*, seguido de infinitivo: *He doesn't need to revise, He didn't need to worry.*
- b) Con *not*, seguido de infinitivo sin *to*: *He needn't revise.* Esta forma solo se puede usar en presente.

5 *should* frente a *had better*

Should no necesariamente expresa una sugerencia con consecuencias negativas:

Everyone should be here by nine o'clock tonight.

Had better sin embargo, siempre expresa una sugerencia de que algo malo puede ocurrir:

I'm very angry with you all, so everyone had better be here by nine o'clock tonight.

Should no se usa para expresar una amenaza; *had better*, sí:

- ✓ *Robber: 'You had better give me the money!'*
- ✗ *Robber: 'You should give me the money!'*

Modal perfects

Meaning	Modal perfect verb	Example
Positive deduction about a past event <i>See note 1 below</i>	<i>must have</i> + past participle	<i>The door is open. Someone must have entered the classroom.</i>
Negative deduction about a past event <i>See note 1 below</i>	<i>can't have</i> + past participle	<i>He's on holiday at the moment, so he can't have taken the exam.</i>
Speculation about a past event <i>See notes 1 and 2 below</i>	<i>may have / might have</i> + past participle	<i>I haven't seen Ms Taylor for a long time. She may have / might have got a new job.</i>
Hypothetical ability in the past <i>See note 3 below</i>	<i>could have</i> + past participle	<i>I'm very intelligent. I'm sure that I could have become a scientist if I had studied more.</i>
Criticism or regret	<i>should have / ought to have</i> + past participle	<i>Your room is a mess. You should have / ought to have tidied it up yesterday. I failed the exam. I should have / ought to have worked harder.</i>
No necessity in the past	<i>needn't have</i> + past participle	<i>You needn't have worried – the exam was easy.</i>

General

Los modales perfectos se forman con el verbo modal + *have* + participio pasado: *he **might have seen**, you **might have gone***, etc.

Se refieren a una acción posible o hipotética del pasado.

Watch out!

Nunca se usa *has* delante del participio pasado.

- ✓ *He **needn't have** worried.*
- ✗ *He ~~needn't has~~ worried*

1 *must have; can't have; may have / might have*

Se usa *must have* cuando se tiene la seguridad de que algo ha pasado:

*The classroom's empty, so the lesson **must have** finished.*

Se usa *can't have* cuando se tiene la seguridad de que algo no ha pasado:

*His bedroom light is on, so he **can't have** finished working yet.*

Se usa *may have / might have* cuando no se sabe seguro si ha pasado algo:

*'Where's Ian?' 'I don't know. He **may have / might have** got lost.'*

2 *may have frente a might have*

Se puede usar tanto *may have* como *might have* cuando aún no se sabe qué ha pasado; se debe usar *might have* cuando existió la posibilidad pero ya se sabe que no pasó.

*I don't know if Josh passed the exam. He **may have / might have** failed. (no sabemos)*

*Mandy didn't revise, so she was lucky to pass the exam. She **might have** failed. (pero no ocurrió)*

3 *could have*

Se usa *could have* cuando algo no ocurrió, pero podría haber ocurrido:

*She **could have** been a wonderful teacher – she is extremely patient.*

Deductions / Talking about the future

1 *be about to* + forma base del verbo

Be about to se refiere a una acción que va a tener lugar ahora:
'You look nervous.' 'I'm **about to** do my English oral exam.'

2 *be bound to* + forma base del verbo

Be bound to se refiere a algo que va a pasar seguro:
He's **bound to** be happy if he passes the exam.

3 *be likely to* / *be unlikely to* + forma base del verbo

Be likely to se refiere a algo que ocurrirá muy probablemente. *Be unlikely to* se refiere a algo que muy probablemente no ocurrirá:

She's **likely to** get angry if you keep talking in class.
You're **unlikely to concentrate** if you are listening to loud music.

4 *could* / *may* / *might well* + forma base del verbo

Could well, *may well* y *might well* se refieren a algo que probablemente ocurrirá. Compara:

It **could** / **may** / **might well** rain. = Probablemente lloverá.

It **could** / **may** / **might** rain. = Es posible que llueva.

Unit 2

The passive

Simple tenses

Tense	Active	Passive
Present simple	Taro makes the origami models.	The origami models are made by Taro.
Past simple	Taro made the origami models.	The origami models were made by Taro.
Future simple: <i>will</i>	Taro will make the origami models.	The origami models will be made by Taro.
Conditional	Taro would make the origami models.	The origami models would be made by Taro.

Perfect tenses

Tense	Active	Passive
Present perfect simple	Taro has made the origami models.	The origami models have been made by Taro.
Past perfect simple	Taro had made the origami models.	The origami models had been made by Taro.
Future perfect	Taro will have made the origami models.	The origami models will have been made by Taro.
Past conditional	Taro would have made the origami models.	The origami models would have been made by Taro.

Continuous tenses

Tense	Active	Passive
Present continuous	Taro is making the origami models.	The origami models are being made by Taro.
Past continuous	Taro was making the origami models.	The origami models were being made by Taro.

Generalmente, la pasiva se usa solo en los tiempos de presente y pasado continuo. Normalmente no se usa en los demás tiempos continuos.

Modal verbs and *be going to*

Tense	Active	Passive
Present modals	Taro can / may / might / must / should make the origami models.	The origami models can / may / might / must / should be made by Taro.
Modal perfects	Taro can / may / might / must / should have made the origami models.	The origami models can / may / might / must / should have been made by Taro.
<i>have to / need to</i>	Taro has to / needs to make the origami models.	The origami models have to be made / need to be made by Taro.
<i>be going to</i>	Taro is going to make the origami models.	The origami models are going to be made by Taro.

Formation

1 Tiempos simples, perfectos y continuos

- **Afirmativa:** verbo *to be* + participio pasado
They were photographed.
They have been photographed.
They were being photographed.
- **Negativa:** forma negativa del verbo *to be* + participio pasado
They weren't photographed.
They haven't been photographed.
They weren't being photographed.
- **Interrogativa:** forma interrogativa del verbo *to be* + participio pasado
Were they photographed?
Have they been photographed?
Were they being photographed?

2 Verbos modales

- **Afirmativa:** verbo modal + *be / have been* + participio pasado
Ads should be banned.
The road must have been closed.
- **Negativa:** forma negativa del verbo modal + *be / have been* + participio pasado
This mustn't be done.
It couldn't have been stopped.
- **Interrogativa:** forma interrogativa del verbo modal + *be / have been* + participio pasado
Should they be checked?
Could this have been prevented?

Uses

Se usa la pasiva cuando se tiene más interés en la acción que en la persona o cosa que realiza la acción:

The house was completely destroyed by the wind.

También se usa la pasiva cuando se tiene más interés en la persona sobre la que recae la acción que en la persona que la realiza:

I can't believe it! The President has been arrested by the police.

También se usa la pasiva cuando no se sabe (o no se quiere decir) quién realiza la acción:

A man has been shot.

Se usa *by* para presentar la persona o la cosa que realiza la acción (el agente):

He was hit by a car.

He was hit by his brother.

Pero se usa *with* para indicar cómo se ha hecho la acción:

He was hit with a stick (by his brother).

Watch out!

En inglés, se usa con frecuencia la pasiva cuando en otros idiomas se usaría otro tipo de construcción (como una oración activa, una impersonal o un verbo reflexivo):

This house was built by my father.

I was told that ...

It is reported that ...

English is spoken here.

Verbs with two objects

En inglés, algunos verbos pueden ir seguidos tanto de un objeto directo como de un objeto indirecto:

He gave me a 3-D TV.

En esta frase, *a 3-D TV* es el objeto directo: es la cosa que se da. *Me* es el objeto indirecto: se me ha dado a mí.

They only told Martin the bad news.

En esta frase, *the bad news* es el objeto directo: es la cosa que se dice. *Martin* es el objeto indirecto: solo se le ha dicho a Martin.

Cuando transformamos estas frases en pasivas, la información que queremos destacar va después del verbo en pasiva y la información menos relevante pasa a ser el sujeto del verbo en pasiva:

I was given a 3-D TV.

The bad news was only told to Martin.

Causative passive

Se usa **have / get + nombre + participio pasado** para indicar situaciones en las que planificamos que alguien haga algo por nosotros.

We had / got our product tested last week.

She's going to have / get her bicycle mended next week.

Get es más informal que *have*.

También se usa **have + nombre + participio pasado** para indicar acciones desagradables que nos afectan de algún modo.

He had his invention rejected last month.

I've had my smartphone stolen!

Watch out!

- ✓ *I had my eyes tested last week.*
- ✗ ~~*They tested my eyes last week.*~~
- ✗ ~~*I tested my eyes last week.*~~

Impersonal passive

1 It + verbo to be + participio pasado + that

It seguido de ciertos verbos en pasiva se puede usar para introducir afirmaciones:

It is said that most inventors are eccentric.

It has been suggested that the wheel is the most important invention.

It is generally accepted that most inventions have positive effects.

Algunos verbos que se pueden usar de este modo son:

accept believe calculate estimate hope predict say suggest think

Es una construcción propia del inglés escrito formal.

2 Sujeto + verbo to be + participio pasado + infinitivo

La pasiva se puede usar para describir suposiciones sobre algo o alguien:

The United States is considered to have a great number of inventors.

She is believed to live there.

Algunos verbos que se pueden usar de este modo son:

believe calculate consider estimate hope judge predict say show think

También es una construcción propia del inglés escrito formal.

Unit 3

Reported speech

Tense changes

En general, los verbos del estilo indirecto retroceden un tiempo verbal más hacia el pasado que el verbo correspondiente del estilo directo.

Tense changes	Direct speech	Reported speech
present simple → past simple	<i>I talk to my boyfriend.</i>	<i>She said that she talked to her boyfriend.</i>
past simple → past perfect simple	<i>I talked to my boyfriend.</i>	<i>She said that she had talked to her boyfriend.</i>
present perfect simple → past perfect simple	<i>I have talked to my boyfriend.</i>	<i>She said that she had talked to her boyfriend.</i>
future simple → conditional	<i>I will talk to my boyfriend.</i>	<i>She said that she would talk to her boyfriend.</i>
future perfect → past conditional	<i>I will have talked to my boyfriend.</i>	<i>She said that she would have talked to her boyfriend.</i>
present continuous → past continuous	<i>I am talking to my boyfriend.</i>	<i>She said that she was talking to her boyfriend.</i>
past continuous → past perfect continuous	<i>I was talking to my boyfriend.</i>	<i>She said that she had been talking to her boyfriend.</i>
present perfect continuous → past perfect continuous	<i>I have been talking to my boyfriend.</i>	<i>She said that she had been talking to her boyfriend.</i>
future continuous → conditional continuous	<i>I will be talking to my boyfriend.</i>	<i>She said that she would be talking to her boyfriend.</i>

1 Verbos modales: cambios

Direct speech	Reported speech
<i>can</i>	<i>could</i>
<i>may</i>	<i>might</i>
<i>must / have to</i>	<i>had to</i>

2 Verbos que NO cambian

past perfect, conditional, past conditional
<i>could, might, should, ought to, used to, had better</i>
All modal perfects

3 Excepción: verdades generales

Cuando alguien describe una verdad general, los tiempos verbales no cambian:

*He said, 'People in love **are** always very happy.'* →

*He said that people in love **are** always very happy.*

Pronoun changes

En el estilo indirecto, a menudo, tenemos que cambiar los pronombres personales:

*'I like **you**,' he told Emily.* → *He told Emily that **he** liked **her**.*

*'We split up because **he** cheated on **me**,' said Deborah.* → *Deborah said that **they** had split up because **he** had cheated on **her**.*

that

El uso de *that* después de un verbo en estilo indirecto es opcional. Se usa *that* en contextos más formales y cuando ayuda a aclarar el significado.

He said (that) he was sorry. (informal)

*The President said **that** he had signed the agreement.* (formal)

Changes to adverbs and reference

Direct speech	Reported speech
today	(on) that day
yesterday	the day before / the previous day
tomorrow	the next day / the following day
tonight	in the evening / that evening / that night
last night	the previous evening / the night before
last year / a year ago	the year before / the previous year
next (week / year)	the following (week / year)
now	at the moment / at that moment / then
here	there
this / these	that / those
that / those	the

Statements**1 say / tell**

Se usa *say* cuando no hay objeto indirecto:

He said that he was sorry.

Se use *say to* o *tell* cuando hay un objeto indirecto:

*He said **to us** that he was sorry. / He told **us** that he was sorry.*

Watch out!

- ✗ *He ~~said me~~ he was sorry.*
- ✗ *He ~~told to me~~ he was sorry.*

2 Otros verbos de comunicación

Para comunicar lo que dice la gente, generalmente, se usan los siguientes verbos:

add	admit	agree	announce	answer	argue	deny	explain
maintain	point out	predict	promise	remark	reply	report	warn

He **denied that** he was on the rebound.

She **argued that** he had been unreasonable.

Questions

En las preguntas indirectas siempre se usa la forma afirmativa del verbo y no se usa signo de interrogación.

- ✓ *He asked me where **I** lived.*
- ✗ *He asked me where ~~did I~~ live?*

1 Preguntas de respuesta Sí / No

Para introducir preguntas indirectas en las que la respuesta es *yes* o *no* se usa *if* o *whether*.

Direct speech	Reported speech
He asked me, 'Do you live in a flat?'	He asked me if / whether I lived in a flat.

Watch out!

✗ He asked me ~~did I live in a flat?~~

2 Preguntas con partícula interrogativa Wh-

Las preguntas con partícula interrogativa *Wh-* empiezan con palabras como *what*, *where*, *why*, *how*. Estas preguntas no se pueden responder simplemente con *yes* o *no*.

Direct speech	Reported speech
She asked me, 'What time are you leaving?'	She asked me what time I was leaving .
He asked Amy, 'Why don't you like me?'	He asked Amy why she didn't like him .

Watch out!

✗ She asked me what time ~~was I leaving?~~

Requests and commands

1 ask / tell

Las peticiones y las órdenes en estilo indirecto se expresan de la siguiente manera:

Peticiones: *ask* + objeto indirecto (*me*, *him*, *her*, etc.) + infinitivo

Órdenes: *tell* + objeto indirecto (*me*, *him*, *her*, etc.) + infinitivo

Type	Direct speech	Reported speech
Request	He asked me, 'Will you marry me?'	He asked me to marry him.
Command	He said to him, 'Stop shouting!'	He told him to stop shouting.

Watch out!

- ✓ He **asked her to wait** for him.
- ✗ He asked ~~her that she waited~~ for him.
- ✓ They **told him to phone** them.
- ✗ They told ~~that he phoned~~ them.

Con las peticiones y órdenes negativas se pone *not* delante del infinitivo:

He said to me: 'Don't do anything stupid!' →

- ✓ He told me **not to do** anything stupid.
- ✗ He told me ~~don't do~~ anything stupid.

Other reporting verbs + indirect object + infinitive

Los siguientes verbos también pueden ir seguidos de un objeto indirecto y un infinitivo:

advise allow beg encourage force help order persuade remind want warn

They begged **us to change** our minds.

She encouraged **him to make** a commitment.

He ordered **us not to touch** the food.

I advised **him not to call** her.

Watch out!

He warned him **not to do** it. PERO

He warned him that the weather **wouldn't be** good.

make and let

Detrás de los verbos *make* y *let*, se usa el infinitivo sin *to*:

✓ They **made him come** home by taxi.

✗ They ~~made him to come~~ home by taxi.

✓ They **let him stay out** until midnight.

✗ They ~~let him to stay out~~ until midnight.

Reporting verbs with no object + gerund

Los siguientes verbos pueden ir seguidos directamente de un gerundio, siempre que no haya un objeto detrás del verbo.

advise apologise for deny insist on propose recommend suggest

He **denied kissing** her.

She **suggested going** for lunch.

They **recommended not going there** in the summer.

I **apologised for not remembering** her birthday.

Watch out!

He advised **splitting up** with her. PERO

He advised **me to split up** with her.

She denied **doing** it. PERO

She denied **that she had done** it.

Unit 4

Gerunds and infinitives

Gerund after prepositions / as subject

- Se usa el gerundio detrás de una preposición cuando no queremos repetir el sujeto.
*He always drinks water **before playing** the piano.*
*She learnt to play well **by / through practising** every day.*
***Instead of going** to the concert, I decided to watch TV.*
***Despite having** a lot of talent, she never became a star.*
***As a result of reserving** tickets, we got good seats.*
*We did nothing **apart from listening** to music.*
- Se usa el gerundio detrás de preposiciones que acompañan a algunos adjetivos y a ciertos nombres y verbos.
*He's **good at playing** the oboe.*
*She's got **a strange way of playing**.*
*She's **thinking of playing** in the orchestra.*
- Se usa el gerundio cuando el verbo funciona como sujeto de la oración.
***Receiving** a clarinet was one of the best things that's happened to me.*
***Playing** for El Sistema **must be fantastic**.*

Common expressions with gerunds

Algunas de las expresiones más comunes que van seguidas de gerundio son:

be worth	can't help	can't stand	don't / wouldn't mind
fancy	feel like	look forward to	there's no point (in)

*I **can't help feeling** that something bad is going to happen.*
*It's **worth going** to this concert.*

Infinitive for general statements

Se usa el infinitivo detrás de algunos nombres y adjetivos para hacer afirmaciones generales.
*It's not **easy to play** the saxophone.*
*It's a **sensible idea to warm up** before you play.*

Verb + gerund / infinitive

Algunos verbos van seguidos de gerundio y otros, de infinitivo.

1 Verbo + gerundio

avoid	can't stand	consider	deny	detest	discuss
dislike	don't mind	enjoy	finish	give up	imagine
miss	recommend	risk	stop	suggest	

*I **can't avoid seeing** her.*
*He **detests playing** the violin.*

2 Verbo + infinitivo

agree	appear	arrange	choose	decide	demand	expect
fail	hope	learn	manage	mean	plan	prepare
pretend	promise	refuse	tend	want	would like	

*He **promised to give** me a flute.*
*I'm **planning to visit** Nashville.*

3 Verbo + gerundio / infinitivo

1 Verbos de inicio o continuación: **begin, continue, intend, propose, start**

Estos verbos pueden ir seguidos de gerundio o de infinitivo sin cambiar el significado:

*He proposed **going / to go** to the concert.*

Cuando aparecen en la forma continua, suelen ir seguidos de infinitivo:

*I'm **intending to start** piano lessons next year.*

2 Verbos que expresan agrado o desagrado: **love, like, hate, prefer**

Cuando se habla en general, normalmente van seguidos de gerundio:

*I love **listening** to rap music.*

*She hates **practising** the clarinet.*

Cuando se refieren a una situación específica, solo se usa el infinitivo:

*I prefer **to listen** to chill-out music at home.*

*I'd love **to see** Beyoncé.*

3 Verbos con dos significados: **forget, need, regret, remember, stop, try**

Algunos verbos tienen un significado diferente en función de si van seguidos de gerundio o infinitivo:

forget + gerundio = hacer algo y no recordar haberlo hecho

*I forgot **telling** him the name of the band but perhaps I did.*

forget + infinitivo = olvidar hacer algo

*I forgot **to tell** him the name of the band.*

need + gerundio = alguien tiene que hacer algo (oración impersonal)

*The music teacher needs **paying**.*

need + infinitivo = tener que hacer algo

*I need **to pay** the music teacher.*

regret + gerundio = hablar de una equivocación del pasado

*I regret **telling** you that you were mean. I take it back.*

regret + infinitivo = lamentar tener que (generalmente seguido de una información desagradable que se va a dar)

*I regret **to tell** you that you have not been accepted at Cambridge University.*

remember + gerundio = traer a la memoria un recuerdo

*He remembered **buying** a ticket but couldn't find it anywhere.*

remember + infinitivo = no olvidar hacer algo

*He remembered **to buy** a ticket – fortunately, because it was a sell-out.*

stop + gerundio = dejar de hacer algo definitivamente

*I stopped **smoking** two years ago.*

stop + infinitivo = acabar una acción para empezar otra

*I stopped the car **to look** at the view.*

try + gerundio = experimentar con / probar a hacer algo

*I tried **playing** the violin but it's much harder than I thought.*

try + infinitivo = hacer un esfuerzo por

*I tried **to play** the violin but the neighbours kept complaining.*

Past perfect simple vs. continuous

Past perfect simple

Affirmative	Negative	Interrogative	Short answers
I / you / he / she / it / we / they had lived	I / you / he / she / it / we / they hadn't (had not) lived	Had / Hadn't I / you / he / she / it / we / they lived?	Yes, I / you / he / she / it / we / they had . No, I / you / he / she / it / we / they hadn't .
Use	Example	Expressions often used with the past perfect simple	
We use the past perfect simple to indicate that one action happened before another action in the past	<i>When I arrived, she had already gone to bed.</i>	already, just, not ... yet, after, as soon as, by the time, not ... until	

1 Afirmativa

- sujeto + *had* + participio pasado
(p. ej. *I had seen, you had arrived*)

2 Negativa

- sujeto + *hadn't* + participio pasado
(p. ej. *you hadn't heard, we hadn't forgotten*)

3 Interrogativa

- *had* + sujeto + participio pasado + ...?
(p. ej. *had they told ...? had I been ...?*)

Past perfect continuous

Affirmative	Negative	Interrogative	Short answers
I / you / he / she / it / we / they had been living	I / you / he / she / it / we / they hadn't been living	Had / Hadn't I / you / he / she / it / we / they been living?	Yes, I / you / he / she / it / we / they had . No, I / you / he / she / it / we / they hadn't .
Use	Example	Expressions often used with the past perfect continuous	
We use the past perfect continuous to describe a continuous action that started before another action in the past	<i>When I arrived, she had been playing for a long time.</i>	already, for a long time, for ages, for three days, for hours and hours, continually, without stopping	

1 Afirmativa

- sujeto + *had been* + gerundio
(p. ej. *I had been playing, you had been listening*)

2 Negativa

- sujeto + *hadn't been* + gerundio
(p. ej. *you hadn't been practising, we hadn't been studying*)

3 Interrogativa

- *had* + sujeto + *been* + gerundio + ...?
(p. ej. *had they been singing? had I been waiting?*)

Past perfect simple vs. past perfect continuous

Tanto el pasado perfecto simple como el continuo describen una acción que tiene lugar antes que otra acción en el pasado. Por ello, en algunos casos se puede usar cualquiera de las dos formas:

*He **had practised** / **had been practising** the piece a lot, but he still couldn't play it well.*

Si la acción se completó antes de que la otra acción tuviera lugar, entonces se usa la forma simple:

*He **had practised** the piece ten times, but he still couldn't play it well.*

Si se quiere destacar la duración de la acción, o si la acción no se había completado antes de que la otra tuviera lugar, entonces se usa el continuo:

*He **had been practising** the piece for months and months, but he still couldn't play it well.*

(be / get) used to

1 used to

Se utiliza *used to / didn't use to* + la forma base del verbo:

- 1 para describir una acción que se hacía habitualmente en el pasado:

*I **used to play** the trumpet.*

*We **didn't use to go** to concerts.*

***Did you use to go** to church?*

- 2 para describir una condición o situación perdurable en el pasado:

*We **used to live** in Bilbao.*

*She **didn't use to like** classical music.*

***Did you use to be** poor?*

2 be used to

- 1 Se utiliza *be used to* + el gerundio para describir una acción que nos resulta familiar porque la hemos hecho muchas veces:

*She's **used to practising** three hours a day.*

*I'm **not used to getting up** so early.*

***Are you used to driving** long distances?*

- 2 Se utiliza *be used to* + un nombre para describir una situación que nos resulta familiar porque la hemos vivido o padecido muchas veces:

*People in Finland **are used to the cold**.*

*They **aren't used to the noise** of the city.*

Are you used to lots of pressure?

3 get used to

- 1 Se utiliza *get used to* + el gerundio para describir un hábito que estamos adquiriendo o ya hemos adquirido.

*She's **getting used to playing** in public.*

*We **have got used to eating** nothing but vegetables.*

*I **haven't got used to driving** on the left yet.*

***Are you getting used to living** in the country?*

- 2 Se utiliza *get used to* + un nombre para describir una situación a la que nos estamos adaptando o ya nos hemos adaptado:

*I'm **getting used to life** as a professional musician.*

*He's **got used to his new routine**.*

*We **haven't got used to the food** here.*

Have they got used to the long winters?

Unit 5

Conditionals

Type of conditional	Formation	Uses	Examples
Zero conditional	<i>If</i> + present simple, present simple	To describe general truths	<i>If people work hard, they usually get good grades.</i>
Conditional with imperative	<i>If</i> + present simple, imperative	To give a recommendation / order that depends on / applies to a particular situation	<i>If they call, tell them that I'm going to be late.</i>
First conditional	<i>If</i> + present simple, <i>will</i> + base form of main verb	To describe an event in the future that depends on another action in the near future	<i>If you prepare well, the interview will go fine.</i>
Second conditional	<i>If</i> + past simple, <i>would</i> + base form of main verb	To describe a hypothetical event in the present or future	<i>If I earned more money, I'd live in a better house.</i>
Third conditional	<i>If</i> + <i>had</i> + past participle, <i>would have</i> + past participle	To describe a hypothetical event in the past	<i>If she had worked harder at university, she would have got a better degree.</i>

General

En las oraciones condicionales no es importante el orden. La parte de la oración con *if* (la oración subordinada) puede aparecer al principio o al final. Cuando la oración subordinada con *if* aparece al principio, va seguida de una coma.

I'll tell you if he comes. / If he comes, I'll tell you.

First conditional vs. second conditional

Se usa la primera condicional cuando hay posibilidades reales de que algo ocurra. Se usa la segunda condicional cuando hay serias dudas de que algo vaya a suceder.

Primera condicional: *If you apply for the job, you'll get it.* (Creo que hay una posibilidad real de que solicites el trabajo y lo consigas.)

Segunda condicional: *If you applied for the job, you'd get it.* (Creo que probablemente no solicites el trabajo, y por tanto no lo conseguirás.)

Contractions in the second and third conditionals

Watch out!

La contracción 'd de la segunda condicional siempre se refiere a *would*:

If you had more self-belief, you'd have a better job. *you'd have = you would have*

La contracción 'd en la tercera condicional se refiere a *would* en la oración principal y a *had* en la subordinada con *if*:

I'd have been very angry if you'd cheated on me. = *I would have been very angry if you had cheated on me.*

was in the second conditional

En general, no se considera correcto usar *was* después de *if* en la segunda condicional. En su lugar, se usa *were**:

If I were you, I'd prepare for the interview.

If she were better qualified, she'd earn more.

* Sin embargo, es común usar *was* en el inglés oral coloquial.

unless; as long as / provided (that) / providing (that)

1 unless

Unless significa lo mismo que *if ... not*. Se usa con más frecuencia en la primera condicional:
Unless you prepare, you won't do well in the interview. = **If you don't prepare, you won't do well in the interview.**

2 as long as / provided (that) / providing (that)

Todas estas expresiones significan *on condition that* y se usan para mostrar énfasis. Se pueden usar en oraciones condicionales de tipo cero, primera y segunda.

Condicional cero: *Students can usually get a job as long as / provided (that) / providing (that) they have a good degree.*

Primera condicional: *I'll give you the job as long as / provided (that) / providing (that) you change your attitude.*

Segunda condicional: *He'd be prepared to stay at the company as long as / provided (that) / providing (that) they paid him more.*

Future time clauses

En oraciones que se refieren a sucesos futuros, se usa el presente después de las conjunciones de tiempo (*before, unless, when, while, as soon as, provided that, until, once, etc.*):

I'll be happy when the selection process is finished.

As soon as I finish this job, I'm going to go on holiday.

Conditionals with modals

Los verbos modales se pueden usar en una gran variedad de situaciones condicionales. Por ejemplo:

- para referirse a una verdad general sobre una aptitud, necesidad u obligación real:
*If you possess self-belief, you **can** do many things.*
*If you have a job interview, you **should / need to / must** research the company.*
- para referirse a acontecimientos hipotéticos en el futuro (cuando se especula sobre acontecimientos que son posibles o improbables):
*If we start without him, he **could / may / might** get angry.*
*If she had better communication skills, she **could / may / might** get a job.*
- para referirse a acontecimientos hipotéticos en el pasado (cuando se especula sobre acontecimientos que no ocurrieron):
*If you had wanted to improve your skills, you **should have / ought to have** taken a course.*
*If we had managed our money better, we **might not have had** so many problems.*

I wish / If only

Formation	Uses	Examples
<i>I wish (that) / If only + past simple</i> See note 1 (page 123)	To refer to a situation in the present that you would like to be different	<i>I wish (that) / If only you were nicer to me.</i> <i>He wishes (that) he knew more about marketing.</i>
<i>I wish (that) / If only + past perfect</i> See note 2 (page 123)	To refer to a situation in the past that you would like to have been different	<i>I wish (that) / If only they had given me the job.</i> <i>I wish (that) / If only we hadn't invited the boss.</i>
<i>I wish (that) / If only + would / could + base form of verb</i> See note 3 (page 123)	To express a desire that something will happen, although you think it is improbable	<i>I wish (that) / If only they would phone me.</i> <i>Do you wish (that) you could move to Bermuda?</i>

Watch out!

If only solo se puede usar cuando el sujeto de la primera oración implicada es *I*:
I wish (that) you had a better attitude. = ***If only you had a better attitude.***
She wishes (that) you had a better attitude. ≠ ~~*If only you had a better attitude.*~~

1 Situaciones en el presente

Se usa *I wish (that) / If only* + pasado simple para referirnos a situaciones en el presente que nos gustaría que fueran diferentes:

*I wish (that) I **earned** more.*

*If only he **took** his job more seriously.*

Watch out!

En general, no se considera correcto usar *was* después de *if* en la segunda condicional. En su lugar, se usa *were*:

*I wish (that) / If only I **were** better at sport!*

*He wishes (that) **he were** taller.*

2 Situaciones en el pasado

Se usa *I wish (that) / If only* + pasado perfecto para referirnos a situaciones en el pasado que nos gustaría que hubiesen sido diferentes:

*They wish (that) they **had worked** harder at university.*

*If only I **had sent** the application form on time!*

3 Deseos para el futuro

Se usa *I wish (that) / If only* + *would* + la forma base del verbo para expresar un deseo acerca de un acontecimiento improbable en el futuro cuando los sujetos de las dos partes de la oración son diferentes.

*I wish (that) **he would try** harder to find a job. / If only **he would try** harder to find a job.*

*He wished (that) **they would answer** his email.*

Se usa *I wish (that) / If only* + *could* + la forma base del verbo para expresar un deseo acerca de un acontecimiento improbable en el futuro cuando el sujeto de las dos partes de la oración son el mismo.

*I wish (that) I **could get** that job. / If only I **could get** that job.*

*He wishes (that) **he could pass** the exam.*

would

Would puede tener diferentes significados:

Condicional: *If I were you, I **would change** jobs.*

Petición educada: ***Would you help** me with this email?*

Acción habitual en el pasado: *I **would often go** to the park when I lived in London.*

Solo se puede usar *would* después de que se haya descrito el contexto de la acción.

✗ ~~*We **would often have sandwiches** for lunch.*~~ (contexto no establecido)

✓ *When we worked in the factory, we **would often have sandwiches** for lunch.* (es correcta porque se describe el contexto)

No se puede usar *would* para describir una situación que tuvo lugar durante mucho tiempo. Solo se puede usar para describir una acción concreta.

✗ ~~*When I was younger, I **would like** chocolate.*~~

✓ *When I was younger, I **used to like** chocolate.*

Unit 6

Relative clauses

Relative pronouns

Relative pronoun	Examples
<i>who</i> refers to a person <i>See note 1 below</i>	<i>His sister, who is a gymnast, is sitting over there.</i>
<i>which</i> refers to an object, place or idea <i>See note 2 below</i>	<i>Wembley, which is England's national football stadium, is in the north of London.</i>
<i>that</i> refers to an object, idea or person in defining relative clauses only (see below)	<i>This is a place that I would like to visit. He is someone that is interested in sports psychology.</i>
<i>where</i> refers to a location	<i>This is the town where Indurain was born.</i>
<i>whose</i> indicates possession, by both people and things	<i>I don't know whose shirt this is. This is a strategy whose value is clear.</i>
<i>when</i> refers to a time	<i>1966 was the year when we won the Cup.</i>
<i>why</i> refers to a reason or explanation	<i>Can you tell me why you didn't come to training?</i>

- El pronombre objeto de *who* (*whom*) también existe, pero solo se usa en situaciones extremadamente formales:
*He is the player **whom** they have hired.* (poco común)
*He is the player **who** they have hired.* (mucho más común)
- Which* también se puede usar para referirse a toda una oración:
*I lost the match, **which** annoyed me.*
*She trained a lot, thanks to **which** she did well.*
- En algunas circunstancias, *what* puede ser un pronombre relativo para referirnos a una cosa o idea:
*I didn't like **what** the referee said to me.*
***What** we need is a new manager.*

Defining relative clauses

Las oraciones de relativo especificativas añaden **información esencial**.

*She is the person **who / that** is going to be our new coach.*

*He's a player **who / that** we should watch.*

A menudo, si se omite la oración de relativo especificativa, la frase no tiene sentido.

London is the place ~~where I saw my first rugby match.~~

Los pronombres relativos *who*, *that* y *which* se pueden omitir cuando funcionan como objeto de la oración de relativo especificativa.

*Rafael Nadal is someone (**who / that**) I'd like to meet.*

*This is something (**which / that**) I'd like to know.*

Los pronombres relativos *who*, *that* y *which* no se pueden omitir cuando funcionan como sujeto de la oración de relativo especificativa.

*She is the person **who / that** was booing the team.*

*This is a sport **which / that** is becoming popular.*

Where, *when* y *why* no se pueden omitir siempre, por tanto, es preferible incluirlos siempre.

Non-defining relative clauses

Las oraciones de relativo explicativas **no** añaden **información esencial**:

My mother, who lives in London, supports Tottenham.

Se puede omitir la oración de relativo explicativa sin que afecte al significado básico de la frase.

Rugby, ~~which is a sport I like~~, is not often shown on TV.

Siempre se usan comas delante y, si es necesario, detrás de una oración de relativo explicativa. Si no se usan, el significado cambia y la oración pasa a ser una oración de relativo especificativa.

Comparación:

The English teacher, who is a keen footballer, plays three times a week.

En este caso, el interlocutor solo conoce a un profesor de inglés. La oración de relativo (*who is a keen footballer*) proporciona información adicional no esencial sobre dicho profesor de inglés.

The English teacher who is a keen footballer plays three times a week.

En este caso, el interlocutor conoce a más de un profesor de inglés. La oración de relativo (*who is a keen footballer*) es vital porque nos dice de qué profesor está hablando; define al profesor en cuestión.

Watch out!

En las oraciones de relativo explicativas no se puede usar *that*.

Mr Rogers, ~~who that~~ works with my father, lives over there.

Chess, ~~which that~~ is a game I hate, is getting more popular.

Word order and pronoun use: verbs with prepositions

Las preposiciones que acompañan al verbo en la oración de relativo y que afectan al pronombre relativo suelen ir al final de la oración de relativo:

✓ *He is the person (who / that) I was telling you **about**.*

✗ *He is the person ~~about who~~ I was telling you.*

En contextos extremadamente formales, se puede poner la preposición antes del pronombre relativo:

*Competitive sport at a young age is something **with which** I cannot agree.*

Cuando se pone la preposición antes del pronombre relativo, se usa el pronombre formal **whom** en vez de *who*:

*The French are people **with whom** the British have rarely had good relations.*

That no se puede usar después de una preposición; en su lugar, se debe usar **which**:

✓ *This is the door **through which** he passed.*

✗ *This is the door ~~through that~~ he passed.*

of which / of whom

Se usa *of which* y *of whom* para referirse a uno dentro de un grupo particular:

*They played 40 games, **25 of which** they won.*

*There were fifteen players at the club, **two of whom** were from Ghana.*