

Grammar Guide PDF

KNOW YOUR SUBJECT

To be an informed, confident and effective teacher who responds to the needs of your learners, you need to **know your subject**.

Many native English speakers think there are three tenses of English (past, present and future, right?).

There are actually thirteen! If you were in any doubt, take a look at this amazing Grammar Guide from the TEFL Express experts.

GET GRAMMAR-WISE

Grammar is an area many teachers feel less than prepared to teach and this easy-access 42-page guide will be your companion both in the classroom and as you prepare your lessons. The TEFL Express Grammar Guide will take you through the basics of English grammar at Elementary and Pre-intermediate levels. This will give you the expert knowledge you need to be able to teach the essentials of English grammar confidently.

BE PREPARED FOR ANY QUESTION

The guide is divided into eight clearly-labelled sections. For each grammar point there are concise explanations of 'how we make it' and 'how we use it'. The guide is illustrated, making grammar distinctions easier to understand. There are tables and charts showing you clearly how the grammar works in a way that will allow you to explain it clearly. There are also exercises for you to practise as you progress on the path to becoming a confident teacher who can be of use to students when they need your expertise.

There is also a section that shows the most common mistakes learners make with each grammar point. This will help you prepare for difficult questions that may come up. You will be able to predict where your students are most likely to have trouble and thereby allocate time to those potential hazards. There are also some extra points you should watch out for.

ESSENTIAL KNOWLEDGE CLEARLY EXPLAINED

This well-written and beautifully laid out guide will be a valuable addition to any teacher's toolkit and you will come back to it again and again as you develop into a confident and able English language teacher. One thing is for sure; your students will expect it of you.

TRAVEL LIGHT!

What's really clever about the Grammar Guide is you don't need to pack suitcases of books -this 42-page guide is downloadable instantly!

TEFL Express Grammar Guide is really easy to download wherever you are in the world. Put it together with the TEFL Express Lesson Plan Compendium and Ready-to-Roll! 30 Preparation-Free Activities and you will be well-equipped to start teaching tomorrow.

Take a sneak peak at the TEFL Express Grammar Guide:

1.2: Sentence structure

All structures in English use a **verb** (the action) and a **subject** (the person or thing that does the action).

The cat screamed .	John snores .
S V	S V



We can add **adjectives** and **adverbs** to give more information about the subject or verb.

The scared cat screamed .	John snores loudly .
adj V	S V adv
subject (noun phrase = adj + noun)	verb phrase

With some verbs we can add an **object**.

The cat hated the dog .	John liked Mary .
S V O	S V O

Here are some **other words and phrases** we often add to the basic sentence.

Example	Addition
John dated Mary last year .	+ time phrase
They went to a restaurant .	+ prepositional phrase
That cat is a crazy animal .	+ complement
Mary seems very kind .	<i>This is often a noun/noun phrase or an adjective and gives us more information about the subject.</i>
John is the right man .	

When we've got two simple sentences, we can link them together using a **linking word**.

sentence +	linking word	+ sentence
John dated Mary last year	but	it didn't work out.
John snored too loudly	and	Mary couldn't sleep.
Mary left John	because	she met another man.

Your turn...

Circle the verbs and underline the subject in the following sentences.

- I left Barcelona and travelled south to Madrid.
- Chris has always lived in Beijing.
- I'm going out for a drink later because it's Sarah's birthday.
- After a long day at work, Sarah dragged herself home.
- I had pate on toast, roast chicken and chips, green salad and chocolate pudding for dinner.



1.3: Useful grammar terms

a) regular and irregular verbs

Most verbs follow a standard pattern when they make different tenses. They are **regular verbs**. For example, for past simple, we add **+ed**. **Irregular verbs** don't follow the patterns.

- He **walked** to work. They **bought** a few beers.

b) transitive and intransitive verbs

In very simple sentences, we only have a **subject** and **verb**. These verbs can stand alone without needing an object. These verbs are **intransitive verbs**: **John's dancing**.

Transitive verbs have to have an object: **John likes X** **John likes Mary**.

c) infinitive and past participle

The most basic form of a verb is the **infinitive**. That's before we start to add bits to it to make different tenses.

to walk ✓ walking walked

We've got the **bare infinitive** (without 'to' e.g. walk) and the **full infinitive** (with 'to' e.g. to walk).

We use the **past participle** to make some tenses. For regular verbs this is just the verb **+ed** e.g. **walked**.

Irregular verbs have different past participles. A students' course book normally has a list of common irregular verbs in the back.

Some past participles are used as adjectives. e.g. He was a **broken** man.

d) auxiliary verbs and modal verbs

When we make some tenses, we use one or more **auxiliary verb** with the **main verb** to help us show the tense. The main meaning is with the main verb.

I've **walked** a long way. I've **been cleaning** all day. I'm **having** dinner.

A **modal verb** is a special type of auxiliary verb: *can, could, might, may, would, should, must*.

We use them with a **main verb** to show ability, probability, possibility, obligation, permission, etc.

I **can't swim**. **Could** you **give** me a hand? What **should** I do?

e) countable and uncountable nouns

All nouns are either countable or uncountable. If they're **countable**, it's possible to count the number there is: I've got three **eggs**, six **sausages** and lots of **baked beans**.

If they're **uncountable**, it's impossible to count the number there is:

I've got three **bacons** some **bacon** and two **bread**s some **bread**.

Most countable nouns add -s for more than one: 3 cats, 5 books, 10 tea bags

Some nouns have irregular plurals: 2 **childs** children, 6 **persons** people

Your turn...

- Circle the infinitive: break broke broken
- Circle the past participle: see saw seen
- Circle the irregular verbs: go dance leave feel decide
- Which verbs are transitive? leave hate want play laugh
- Circle the **modal auxiliary verbs** and underline any other **auxiliary verbs** in the following sentence:
Are they going? They can't leave yet—they should stay until he's opened his presents!
- What's the plural? foot woman man sheep tooth mouse

