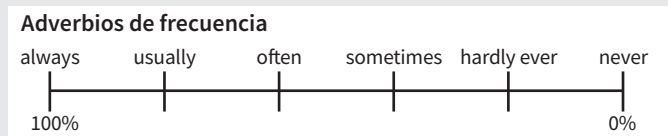


GRAMMAR REFERENCE

STARTER

Adverbios de frecuencia



- Los **adverbios de frecuencia** se usan para decir con qué frecuencia sucede algo.
- Van delante del verbo principal, pero detrás del verbo **to be**.

I often message my friends.

There are always music festivals in summer.

- **Often, sometimes** y **usually** también pueden ir al principio de la frase.

Sometimes, my family and I listen to music.

Expresiones de frecuencia

| | |
|------------------------|-----------------------------|
| every | day/week/weekend/year |
| once/twice/three times | a day/a week/a month/a year |

- Para decir con qué frecuencia sucede algo se utilizan también **expresiones de frecuencia**.
- Suelen ir al principio o al final de la frase.
I see my friends twice a week.
Every weekend, they give a concert.
- Podemos usar expresiones y adverbios de frecuencia en la misma frase.
I usually go on holiday once a year.

Presente simple y presente continuo

- Usamos el **presente simple** para hablar de hechos, hábitos y rutinas.
My sister likes rock music.
I use my phone every day.
- Con el **presente simple** se usan **adverbios de frecuencia** (*always, often*, etc.), y con el **presente continuo** *at the moment* y *now*.
My dad often plays computer games with me.
My teacher is walking into the classroom now.

Pasado simple: verbos regulares e irregulares

| | Afirmativa | Negativa |
|----------------------------|------------|-----------------|
| I/He/She/It We/You/They | called me. | didn't call me. |

| Pregunta | | |
|----------|-------------------------|-----------|
| Did | I/he/she/it/we/you/they | call you? |

| Respuestas cortas | | |
|-------------------|--------------------------|---------|
| Yes, | I/he/she/it/we/you/they | did. |
| No, | I/he/she/it/we /you/they | didn't. |

- Usamos el **pasado simple** para hablar de acontecimientos terminados y acciones en pasado.
I watched the band play last night.
Three years ago, she had a great party.
- Para la forma afirmativa del **pasado simple** se añade *-ed* o *-d* al infinitivo.
help – helped *organise – organised* *play – played*
- En los verbos que terminan en **consonante + y**, se elimina la *y* y se añade *-ied*.
study – studied *cry – cried* *try – tried*
- En los verbos que terminan en **consonante + vocal + consonante**, se duplica la consonante final y se añade *-ed*.
drop – dropped *chat – chatted*
- Muchos verbos comunes tienen el **pasado simple** irregular. La lista de verbos irregulares está en la página 128.
get – got *put – put*
have – had *make – made*
- Las partículas interrogativas siempre van al principio de la pregunta.
How did the fire start?
Where was your brother last night?

Pasado continuo

| | Afirmativa | Negativa |
|-------------------|--------------|-----------------|
| I/He/She/It | was crying. | wasn't crying. |
| We/You/They | were crying. | weren't crying. |
| Preguntas | | |
| Was | I/he/she/it | crying? |
| Were | we/you/they | |
| Respuestas cortas | | |
| Yes, | I/he/she/it | was |
| | we/you/they | were |
| No, | I/he/she/it | wasn't |
| | we/you/they | weren't |

- Usamos el **pasado continuo** para hablar de acciones que estaban sucediendo en un momento del pasado.
At seven o'clock, I was waiting for the bus.
Chloe was wearing jeans yesterday.
- También usamos **when, while** y **as** para expresar 'durante ese tiempo' o para conectar dos acontecimientos que están sucediendo al mismo tiempo.
When my parents were studying, they didn't have the internet.
While he was eating, the phone rang.
As Heather was walking, she was singing a song.

Used to

| | Afirmativa | Negativa |
|-------------------------------|---|----------------|
| I/He/She/It | used to play | didn't use to |
| We/You/They | football. | play football. |
| Preguntas y respuestas cortas | | |
| Did | I/you/he/she/it/we/ you/they use to be scared? | |
| Yes, | I/he/she / it/we/you/ they | did. |
| No, | | didn't. |

- **Used to** enfatiza qué estados, hábitos y acciones del pasado ya han terminado.
It used to be a library, but now it's a museum.
We used to walk to school, but now we cycle.
- **Used to** no se usa para indicar acciones que ocurrieron una vez, cuántas veces ocurrieron o la duración de las mismas.
They went to the cinema yesterday.
~~*They used to go to the cinema yesterday.*~~
My brother lived there for four years.
~~*My brother used to live there for four years.*~~
- **Used to** no tiene forma de presente. Para hábitos y estados en presente, usamos el presente simple.
My cousin drinks coffee in the morning.

Presente perfecto: regular

| Afirmativa/Negativa | | | Preguntas | | |
|---------------------|--------------------------------|------------|-----------|---------------|-------------------|
| I/We/You/They | have walked/ haven't walked | to school. | Have | I/we/you/they | walked to school? |
| He/She/It | has walked/ hasn't walked | | Has | he/she/it | |
| Respuestas cortas | | | | | |
| Yes, | I/we/you/they | have. | No, | I/we/you/they | haven't. |
| | he/she/it | has. | | he/she/it | hasn't. |

- Usamos el **presente perfecto** para hablar de acciones, experiencias y hechos en pasado, cuando el momento exacto no se menciona o no es importante.
The orchestra have played my favourite song.
He has visited the art exhibition.
- Para la forma afirmativa se usa **sujeto + have/has + participio pasado**.
I've talked to Danielle.
She's asked me for help.
- La forma negativa se expresa con **sujeto + haven't/hasn't + participio pasado**.
Max hasn't auditioned for the part.
They haven't performed in front of an audience.
- Las preguntas en **present perfect** se forman con **have/has + sujeto + participio pasado**. En las preguntas en *present perfect*, se usa **ever** para preguntar por algo que haya sucedido a lo largo de la vida.
Has she ever had drum lessons?
Have you ever been to the theatre?
- **Never** se usa para expresar 'en ningún momento' al responder esas preguntas.
A: Has he ever met a famous person? B: No, never.
- Los **participios pasados** regulares terminan en *-ed, -d, o -ied*.
want – wanted believe – believed worry – worried

Presente perfecto: verbos irregulares

- Muchos verbos comunes tienen participios pasados irregulares.
go – gone put – put be – been make – made
see – seen hear – heard
- La lista de verbos irregulares está en la página 128.
- Para decir que alguien no ha vuelto de un lugar o de realizar una actividad se usa **go (gone)**. Para decir que ha vuelto se usa **be (been)**.
They've gone to Rome. (They are in Paris now.)
They've been to Rome. (They have returned.)

Presente perfecto con just

- Usamos **just** con el presente perfecto para hablar de acontecimientos y acciones muy recientes.
I've just heard the good news. It's fantastic!
Dad's just got home and he's feeling tired.

Presente perfecto con already, still y yet

- Con el presente perfecto se suele usar **already, still y yet**.
Jack has already been to the exhibition twice.
We still haven't decided a film to watch.
I haven't had time to go shopping yet.
- **Already** se usa para explicar que algo ha sucedido antes de lo esperado o para enfatizar que ha sucedido. **Already** se suele poner entre **have** y el **participio pasado**.
She has already bought a ticket. I have already seen the show.
- **Still** se usa en frases negativas para expresar que algo que esperábamos que sucediese no ha sucedido pero imaginamos que sucederá en el futuro. **Still** va inmediatamente detrás del sujeto.
My uncle still hasn't seen the new play.
- **Yet** se usa en frases negativas para enfatizar que algo que esperábamos que sucediese no ha sucedido. **Yet** se coloca al final de la frase.
John hasn't arrived yet.
I haven't asked my parents for permission yet.
- En las preguntas **yet** se usa para preguntar si algo ha pasado antes de este momento. Va al final de la pregunta.
Have you bought the bus tickets yet?
- Para las respuestas cortas negativas, decimos **not yet**.
A: Have you spoken to the drama teacher? B: Not yet.

Can, could, will be able to

- Para hablar de la habilidad de hacer algo en presente, solemos usar **can**.
She can speak English and Polish.
- Para hablar de la habilidad de hacer algo en pasado, solemos usar **could**.
We could visit the pyramids when we went to Egypt.
- Para hablar de la habilidad de hacer algo en futuro, solemos usar **will be able to**.
I will be able to translate this document tomorrow.

Presente perfecto con for/since y How long ... ?**For y since**

- Usamos **for** y **since** con el **presente perfecto** para decir durante cuánto tiempo ha tenido lugar una situación.
She hasn't lived in Manchester for three years.
I've lived here since I was seven.
- **For** se usa para expresar periodos de tiempo.
Liam's had a new bike for three days.
My parents have been married for 21 years.
- **Since** se usa con referencia a un momento específico.
We've been best friends since 2009.
Emma and Anna haven't seen each other since June.

How long...?

- Usamos **How long ...? + presente perfecto** para preguntar por la duración de una situación o actividad.
A: How long have you known Greg?
B: I've known him since 2012.

Presente perfecto y pasado simple

- El **pasado simple** se usa cuando el momento en el que ha sucedido algo ya ha terminado. No siempre se menciona cuándo tuvo lugar, generalmente porque está claro.
I went to Liverpool in June. (ahora es julio)
They began the exam two minutes ago. (ahora son las 10.02, no las 10.00)
She wanted to ask you a question. (cuando hablé con ella)
- El **presente perfecto** se usa cuando algo comenzó o sucedió en el pasado y continúa teniendo lugar ahora. Podemos decir cuánto tiempo ha sucedido, pero no cuándo comenzó.
I've been to Liverpool. (no se especifica cuándo, pero continúa teniendo lugar en este momento)
They've begun the exam. (y el examen no ha terminado)
She's wanted to ask you a question for a few days. (sigue queriendo hacerlo)

Cuantificadores

| Contable | Incontable |
|----------|------------|
| a few | a little |
| enough | enough |
| too many | too much |

- Los **cuantificadores** se usan para hablar de la cantidad de algo.
- **A little** y **a few** expresan cantidades pequeñas.
I have a little time to watch TV, but not much.
I've got a few messages that I need to reply to.
- **Too much/too many** expresan una cantidad excesiva.
There was too much noise and I couldn't sleep.
There were too many options. I didn't know what to choose!
- **Enough** expresa que una cantidad es suficiente y **not enough** que no es suficiente.
We've got enough players to make two teams.
I didn't have enough time to answer all the questions.

Should/shouldn't y ought to

| | Afirmativa | Negativa |
|----------------------------|-----------------------------|-----------------|
| I/He/She/It We/You/They | should help. | shouldn't help. |
| Preguntas | | |
| Should | I/he/she/it/we/ you/they | help? |
| Respuestas cortas | | |
| Yes, | I/he/she/it/we/ you/they | should. |
| No, | | shouldn't. |

- Usamos **should** para decir lo que creemos que es una buena idea o es importante hacer, aconsejar o recomendar.
You should stay in bed if you have a fever.
Laura shouldn't use her phone before bed.
- La forma de **should** no varía. Detrás de **should** usamos infinitivo sin **to**.
John should get more sleep. (~~John should to get more sleep.~~)
- Usamos **ought to** para hablar de lo que sería deseable o ideal.
We ought to eat lots of fruit and vegetables every day.

Primer condicional

| Oración con <i>if-</i> | Oración principal |
|--|--|
| <i>(if + present simple)</i> | <i>(will/won't, may/might (not), could)</i> |
| If I pass all my exams, | my parents will/may/might buy me a present. |
| If I don't pass all my exams, Unless I pass all my exams, | I won't/may not/might not go on holiday. |
| Oración principal | Oración con <i>if-</i> |
| <i>(will/won't, may/might (not), could)</i> | <i>(if + present simple)</i> |
| My parents will/may/might buy me a present | if I pass my exams. |
| My parents won't buy me a present | if I don't pass all my exams. unless I pass all my exams. |
| Pregunta | |
| Will my parents buy me a present | if I don't pass all my exams? |

- Usamos el **primer condicional** para hablar de situaciones posibles en presente o futuro y decir cuál creemos que será el resultado.
- **If + present simple** se suele usar para describir la acción o el evento posibles.
We'll pass the exam if we work hard.
- En vez de *if not* podemos usar **unless + present simple**.
Unless we hurry up, we'll miss the train.
- **Will/won't + infinitivo** lo usamos cuando estamos seguros del resultado y **may o might + infinitivo** si no estamos tan seguros.
If we don't leave now, we won't catch the 8:30 bus.
If my grandfather doesn't feel better, he may not visit this weekend.
I might go the beach if it's warm enough.
- Se suele usar **will** para formar las preguntas de primer condicional y no **may o might**.
Will you chat with me online this evening if you have time?

Segundo condicional

| Oración con <i>if-</i> | Oración principal |
|---|---|
| <i>(if + present simple)</i> | <i>(would/could/might + infinitivo)</i> |
| If I knew him, | I would/could/might ask him. |
| If I didn't know him, | I wouldn't/couldn't/might not ask him |
| Oración principal | Oración con <i>if-</i> |
| <i>(would/could/might + infinitivo)</i> | <i>(if + past simple)</i> |
| I would/could/might ask him | if I knew him. |
| I wouldn't/couldn't/might not ask him | if I didn't know him. |
| Pregunta | |
| Would you ask him | if you knew him? |

- Usamos el **segundo condicional** para hablar de situaciones imaginarias en presente y sus posibles consecuencias.
- **if + past simple** (en afirmativa o negativa) se usa para describir la situación imaginaria y **would, could o might** para la consecuencia.
If he didn't like you, he wouldn't talk to you,
- **Would (not)** lo usamos cuando estamos seguros de la consecuencia.
He would do better in school if he didn't spend all his time playing computer games.
- Para expresar una posibilidad o habilidad como consecuencia se usa **could (not)**.
If it was Saturday, we could go out for pizza.
I could do some volunteer work if I didn't need to study so much.
- Para mostrar que no estamos tan seguros de la consecuencia usamos **might (not)**.
If I had more free time, I might take up the guitar
Madison might lend you her laptop if you asked her.
- En la oración con **if-** podemos usar **was o were** con *I, he/she e it*.
If it wasn't/weren't so spicy, I could finish it.
I wouldn't say anything if I were/was you.

El presente simple en voz pasiva

| Afirmativa | | | Negativa | | | |
|-------------|-------------|------------------|-------------------|-----------|------------------|--------------|
| This bottle | is | made of plastic. | isn't | | made of plastic. | |
| These toys | are | | aren't | | | |
| Preguntas | | | Respuestas cortas | | | |
| Is | this bottle | made of plastic? | Yes, | it is. | No, | it isn't. |
| Are | these toys | | | they are. | | they aren't. |

- La **voz pasiva** se usa para describir acciones y procesos cuando no nos interesa, o no sabemos, quién es el responsable de dicha acción o proceso.
English is spoken in many countries.
Many plastic bottles aren't recycled.
- Para formar el **present simple en voz pasiva**, se usa **is/are (not) + participio pasado**.
The streets are cleaned on Sundays after the market finishes.
- Las preguntas se forman con **Is/Are + sujeto + participio pasado**.
Is the main square decorated during the festival?
When are the results sent to students?

El pasado simple en voz pasiva

| Afirmativa | | | Negativa | | | |
|----------------|----------------|--------------|-------------------|------------|--------------|---------------|
| The rubbish | was | thrown away. | wasn't | | thrown away. | |
| The old chairs | were | | weren't | | | |
| Preguntas | | | Respuestas cortas | | | |
| Was | the rubbish | thrown away? | Yes, | it was. | No, | it wasn't. |
| Were | the old chairs | | | they were. | | they weren't. |

- El **pasado simple en voz pasiva** se usa para describir acciones y procesos en pasado.
The competition winners were given books and a certificate.
- Para formar el **pasado simple en voz pasiva**, se usa **was/were (not) + participio pasado**.
The first CD was made in 1982.
Some of us weren't invited to the party.
- Las preguntas se forman con **was/were + sujeto + participio pasado**.
Were the instructions written in Spanish or Portuguese?

Pasiva + by

- En la voz pasiva se usa **by** para indicar quién o qué fue el responsable de la acción.
Facebook was started by Mark Zuckerberg.
A lot of houses were destroyed by the fire.

Pasado perfecto

| Afirmativa | | | Negativa | | |
|--------------------------------|-----------------|--------------------------------|----------------------------------|-----------------|---------|
| I/You/He/She/It We/You/They | had forgotten. | I/You/He/She/It We/You/They | hadn't (had + not) forgotten. | | |
| Preguntas | | | Respuestas cortas | | |
| Had | I/you/he/she/it | forgotten? | Yes, | I/you/he/she/it | had. |
| | we/you/they | | No, | we/you/they | hadn't. |

- El **pasado perfecto**, junto con otros tiempos de pasado, se usa para hablar de acciones o estados que tuvieron lugar antes de la acción o estado principales.
We hadn't seen the news so we didn't know about the storms.
I couldn't call you on Friday because I had left my phone at home.

Oraciones en estilo indirecto

| | Estilo directo | Estilo indirecto |
|-------------------|---|---|
| Present simple | 'I want some new jeans.' | He said (that) he wanted some new jeans. |
| Presente continuo | 'I had a great time.' | She said (that) she' d had a great time. |
| Past simple | 'We' ve just seen a live concert.' | She said (that) they' d just seen a live concert. |
| Present perfect | 'We' re making our own clothes.' | He said (that) they were making their own clothes. |

- Cuando se informa de las palabras de otra persona, se suelen tener que cambiar las formas verbales – en la tabla anterior se pueden ver los cambios en las formas verbales.
- En el estilo indirecto también se suelen tener que cambiar los pronombres.
'You have to arrive before 7 pm.'
He said (that) we had to arrive before 7 pm.

Can/can't, be allowed to

| Afirmativa/ Negativa | | | |
|----------------------|---------------------|----------------------------|--|
| I'm (not) | | allowed to run. | |
| You/We/They're (not) | | | |
| He/She/It's (not) | | | |
| Preguntas | | Respuestas cortas | |
| Am | I | Yes, I am. No, I'm not. | |
| Are | you/ we/ they | allowed to run? | Yes, you/we/they are. No, you/we/they aren't. |
| Is | he/ she/ it | | Yes, he/she/it is. No, he/she/it isn't |

- **Be allowed to** se usa para decir que se tiene permiso para hacer algo.
We're allowed to use my aunt's laptop.
You're not allowed to take books out of the library.
- En las frases negativas **be** se suele contraer.
They aren't allowed to have phones in class.
He isn't allowed to go to the party.

Must/mustn't

| Afirmativa | Negativa |
|-------------|----------------------|
| I/He/She/It | must go. mustn't go. |
| We/You/They | |

- **Must** se usa para decir lo que creemos que es necesario hacer, para hablar de obligación y para recomendaciones fuertes.
I must start studying more.
You must listen to this song. It's fantastic!
- **Mustn't** se usa para decir lo que creemos que es necesario no hacer, para hablar de prohibición y para aconsejar con fuerza en contra de algo.
We mustn't forget to buy her a present.
Tell them that they mustn't be late tomorrow.
- Las preguntas con **must** no son muy comunes porque suenan muy formales. En su lugar se tiende a usar **have to**.
Must I go to bed so early? Do I have to go to bed so early?
- **Must** no varía en sus distintas formas.
- Después de **must** se usa el infinitivo sin **to**.

Need to/don't need to

| Afirmativa | | Negativa | | |
|-------------------|----------------|-----------------------|-------------------|----------|
| I/We/You/They | need to work. | don't need to work. | | |
| He/She/It | needs to work. | doesn't need to work. | | |
| Preguntas | | | | |
| Do | I/we/you/they | need to work? | | |
| Does | he/she/it | | | |
| Respuestas cortas | | | | |
| Yes, | I/we/you/they | do. | No, I/we/you/they | don't. |
| | he/she/it | does. | he/she/it | doesn't. |

- **Need** se usa para decir que es obligatorio hacer algo.
I need to go home after class.
- **Don't need to** se usa para decir que no es obligatorio hacer algo.
I don't need to take the bus. I can walk.

Have to/don't have to

| Afirmativa/Negativa | | | | |
|---------------------|---------------|-------------------------------------|-------------------|----------|
| I/We/You/They | | have to learn/don't have to learn. | | |
| He/She/It | | has to learn/doesn't have to learn. | | |
| Preguntas | | | | |
| Do | I/we/you/they | have to learn? | | |
| Does | he/she/it | | | |
| Respuestas cortas | | | | |
| Yes, | I/we/you/they | do. | No, I/we/you/they | don't. |
| | he/she/it | does. | he/she/it | doesn't. |

- **Have to** se usa para decir lo que es necesario hacer.
You have to answer all the questions in the exam.
He has to wear a uniform at school.
- **Don't have to** se usa para decir que no es necesario hacer algo, pero que se puede hacer si se quiere.
You don't have to help me with my homework.
Elsie doesn't have to get up early tomorrow.
- Las partículas interrogativas van al principio de la pregunta.
How much homework do you have to do every day?
When do we have to make a decision?

Be going to y presente continuo

| Afirmativa/Negativa | | Preguntas | |
|---------------------|------------------|-----------------|--|
| I | 'm/'m not | Am I | going to tell him? going to tell him? |
| He/She/It | 's/isn't | Is he/she/it | |
| We/You/They | 're/aren't | Are we/you/they | |
| Respuestas cortas | | | |
| Yes, | I am. | No, | I'm not. |
| | he/she/it is. | | he/she/it isn't |
| | we/you/they are. | | we/you/they aren't. |

- Usamos **be going to** para hablar de acciones que hemos decidido hacer en el futuro.
After we finish school, I'm going to travel to Australia.
My grandparents are going to stay with us this summer.
- Se expresa mediante la forma adecuada de **be (not) + going + to + verbo**.
I'm going to wear my new jeans and my red T-shirt.
We're not going to take the bus.
- Las preguntas se forman con **be + sujeto + going + to + verbo**.
When are you going to start studying for the exams?
Is she going to get here before 9 o'clock?
Why are they going to see that show?

Presente continuo para hablar de futuro

- El **presente continuo** se usa para hablar de planes futuros cuando estos tienen una fecha fija.
They're getting married this summer.
What are you doing this weekend?
I'm going shopping with my parents.
She isn't coming to the party.
She's spending the day with her cousins.

Futuro continuo

- Podemos usar el **futuro continuo** para hablar de acciones que estarán en progreso en un momento del futuro.
My sister will be living in London next year. She's going to study there.
Next Saturday, we'll be sitting on the beach and chilling out.
- Cuando estamos seguros de que la acción estará en progreso usamos **will/won't**, y cuando no estamos seguros usamos **may (not)/might (not)**.
They'll be answering questions online at 7 pm.
We might be having dinner at 9 pm.

Pronombres relativos y oraciones relativas

- Las **oraciones relativas** se usan para aclarar algo sobre la persona, el lugar o la cosa de la que se habla.
My aunt has a friend who makes beautiful bags.
This is the song that I told you about.
- Los pronombres relativos van al principio de las oraciones relativas. No se repite el pronombre sujeto cuando el sujeto de ambas frases es el mismo.
We know a lot of people who live in the village.
~~*We know a lot of people who they live in the village.*~~
- Para hablar de personas se usa **who** o **that**.
The man who/that lives next door to us works at night.
She's the scientist who's/that's moving to Antarctica next year.
- Para hablar de cosas se usa **that** o **which**.
I really don't like books which/that have sad endings.
They want to buy some boots which/that they can wear all year round.
- Para hablar de lugares se usa **where**.
That's the office where my uncle works.
You could try the restaurant where we had my party.
- Para hablar de tiempo se usa **when**.
That was the day when we were late for school.
It's the holiday when everyone is happiest.
- Para hablar de razones se usa **why**.
You studied a lot. That's why you passed!
I lost my passport. That's why I'm so sad.
- Para hablar de posesiones se usa **whose**.
Do you remember the name of the guy whose phone charger I borrowed last week?