<table>
<thead>
<tr>
<th>A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A / an</td>
<td>39</td>
</tr>
<tr>
<td>Able to</td>
<td>66</td>
</tr>
<tr>
<td>A couple of</td>
<td>41</td>
</tr>
<tr>
<td>Active verbs</td>
<td>77</td>
</tr>
<tr>
<td>Adjective(s):</td>
<td></td>
</tr>
<tr>
<td>followed by infinitive (e.g., happy to meet), 107</td>
<td></td>
</tr>
<tr>
<td>nouns used as (e.g., vegetable soup), 36</td>
<td></td>
</tr>
<tr>
<td>used as nouns (e.g., the poor), 32</td>
<td></td>
</tr>
<tr>
<td>participial (e.g., amusing/amused), 77</td>
<td></td>
</tr>
<tr>
<td>passive verbs (stative), used as, 75</td>
<td></td>
</tr>
<tr>
<td>possessive (my, your, etc.), 45</td>
<td></td>
</tr>
<tr>
<td>Adjective clauses, defined, 88</td>
<td></td>
</tr>
<tr>
<td>expressions of quantity in, 95</td>
<td></td>
</tr>
<tr>
<td>object pronouns (whom, which, that), 89-90</td>
<td></td>
</tr>
<tr>
<td>used to modify pronouns, 92</td>
<td></td>
</tr>
<tr>
<td>punctuation of, 94</td>
<td></td>
</tr>
<tr>
<td>reduction to adjective phrases, 96</td>
<td></td>
</tr>
<tr>
<td>subject pronouns (who, which, that), 88</td>
<td></td>
</tr>
<tr>
<td>with when, 92</td>
<td></td>
</tr>
<tr>
<td>with where, 92</td>
<td></td>
</tr>
<tr>
<td>with which to modify whole sentence, 95</td>
<td></td>
</tr>
<tr>
<td>with whose, 91</td>
<td></td>
</tr>
<tr>
<td>Adjective phrases, 96</td>
<td></td>
</tr>
<tr>
<td>Adverb(s):</td>
<td></td>
</tr>
<tr>
<td>conjunctive (e.g., therefore), 133</td>
<td></td>
</tr>
<tr>
<td>Adverb clauses, defined, 119</td>
<td></td>
</tr>
<tr>
<td>cause and effect (because, etc.), 121</td>
<td></td>
</tr>
<tr>
<td>condition (if, unless, etc.), 123-125</td>
<td></td>
</tr>
<tr>
<td>contrast (although, etc.), 122, 136</td>
<td></td>
</tr>
<tr>
<td>direct contrast (whereas, while), 122</td>
<td></td>
</tr>
<tr>
<td>purpose (so that), 136</td>
<td></td>
</tr>
<tr>
<td>punctuation of, 134</td>
<td></td>
</tr>
<tr>
<td>reduction to modifying phrases, 127-130</td>
<td></td>
</tr>
<tr>
<td>summary (cause and effect, contrast, condition), 139</td>
<td></td>
</tr>
<tr>
<td>time (after, before, etc.), 120</td>
<td></td>
</tr>
<tr>
<td>words used to introduce, 122</td>
<td></td>
</tr>
<tr>
<td>A few, 41</td>
<td></td>
</tr>
<tr>
<td>After, 17</td>
<td></td>
</tr>
<tr>
<td>A great deal of, 41-42</td>
<td></td>
</tr>
<tr>
<td>Agreement:</td>
<td></td>
</tr>
<tr>
<td>pronoun with noun, 45-47</td>
<td></td>
</tr>
<tr>
<td>subject-verb, 30-32</td>
<td></td>
</tr>
<tr>
<td>verb with paired conjunctions, 116</td>
<td></td>
</tr>
<tr>
<td>A little, 41</td>
<td></td>
</tr>
<tr>
<td>All (of), 42</td>
<td></td>
</tr>
<tr>
<td>A lot of, 37, 41-42</td>
<td></td>
</tr>
<tr>
<td>Although, 122, 136</td>
<td></td>
</tr>
<tr>
<td>Always, 11</td>
<td></td>
</tr>
<tr>
<td>And, but, or, nor, 114, 117</td>
<td></td>
</tr>
<tr>
<td>Another, 49-50</td>
<td></td>
</tr>
<tr>
<td>Antecedent, 45</td>
<td></td>
</tr>
<tr>
<td>Any, 41</td>
<td></td>
</tr>
<tr>
<td>Apostrophe:</td>
<td></td>
</tr>
<tr>
<td>in contractions with pronouns and nouns, 45</td>
<td></td>
</tr>
<tr>
<td>possessive nouns, 36</td>
<td></td>
</tr>
<tr>
<td>Appositives, 96</td>
<td></td>
</tr>
<tr>
<td>Articles, 39</td>
<td></td>
</tr>
<tr>
<td>As, 120</td>
<td></td>
</tr>
<tr>
<td>As / so long as, 121</td>
<td></td>
</tr>
<tr>
<td>As soon as, 120</td>
<td></td>
</tr>
<tr>
<td>Auxiliary verbs (see Be, Have/has/had; Modal auxiliaries; Questions)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Be, auxiliary, 70</td>
<td></td>
</tr>
<tr>
<td>Be able to, 68</td>
<td></td>
</tr>
<tr>
<td>Be going to, 21</td>
<td></td>
</tr>
<tr>
<td>Be supposed to, 58</td>
<td></td>
</tr>
<tr>
<td>Because, 121-122</td>
<td></td>
</tr>
<tr>
<td>Because of, 132</td>
<td></td>
</tr>
<tr>
<td>Before, 17, 120</td>
<td></td>
</tr>
<tr>
<td>Both . . . and, 116</td>
<td></td>
</tr>
<tr>
<td>Both (of), 42</td>
<td></td>
</tr>
<tr>
<td>But, 114, 117</td>
<td></td>
</tr>
<tr>
<td>By, with passive (the “by phrase”), 70, 72, 75</td>
<td></td>
</tr>
<tr>
<td>By the time, 17, 120</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Can,</td>
<td></td>
</tr>
<tr>
<td>ability / possibility, 66</td>
<td></td>
</tr>
<tr>
<td>degree of certainty, 63</td>
<td></td>
</tr>
<tr>
<td>permission, 53</td>
<td></td>
</tr>
<tr>
<td>in polite requests, 53</td>
<td></td>
</tr>
<tr>
<td>Causative verbs (make, have, get), 111</td>
<td></td>
</tr>
<tr>
<td>Clauses (see Adjective clauses; Adverb clauses; Noun clauses)</td>
<td></td>
</tr>
<tr>
<td>Collective nouns, 47</td>
<td></td>
</tr>
<tr>
<td>Commas:</td>
<td></td>
</tr>
<tr>
<td>with adjective clauses, 94</td>
<td></td>
</tr>
<tr>
<td>with adjective phrases, 96</td>
<td></td>
</tr>
<tr>
<td>with adverb clauses, 134</td>
<td></td>
</tr>
<tr>
<td>in combining independent clauses, 117, 134</td>
<td></td>
</tr>
<tr>
<td>with transitions, 134</td>
<td></td>
</tr>
<tr>
<td>Complex sentences (see Adjective clauses; Adverb clauses; Noun clauses)</td>
<td></td>
</tr>
<tr>
<td>Conjunctions: combining independent clauses with, 117</td>
<td></td>
</tr>
<tr>
<td>coordinating, 117</td>
<td></td>
</tr>
<tr>
<td>paired (correlative), 116</td>
<td></td>
</tr>
<tr>
<td>punctuation with, 134</td>
<td></td>
</tr>
<tr>
<td>Conjunctive adverb (see Transitions)</td>
<td></td>
</tr>
<tr>
<td>Consequently, 138</td>
<td></td>
</tr>
<tr>
<td>Contrary-to-fact (see Sentences, conditional)</td>
<td></td>
</tr>
<tr>
<td>Coordinating conjunctions, 114, 117</td>
<td></td>
</tr>
<tr>
<td>Correlative conjunctions, 116</td>
<td></td>
</tr>
<tr>
<td>Could,</td>
<td></td>
</tr>
<tr>
<td>degree of certainty, 63</td>
<td></td>
</tr>
<tr>
<td>past ability, 66</td>
<td></td>
</tr>
<tr>
<td>in polite requests, 53</td>
<td></td>
</tr>
<tr>
<td>in reported speech, 85</td>
<td></td>
</tr>
<tr>
<td>for suggestions, 60</td>
<td></td>
</tr>
<tr>
<td>after wish, 147</td>
<td></td>
</tr>
<tr>
<td>Count / noncount nouns, 37-38</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Dangling modifiers (see Modifying phrases, reduction of adverb clauses)</td>
<td></td>
</tr>
<tr>
<td>Definite nouns, article use, 39</td>
<td></td>
</tr>
<tr>
<td>Dependent clauses (see Adjective clauses; Adverb clauses; Noun clauses)</td>
<td></td>
</tr>
<tr>
<td>Despite, 136</td>
<td></td>
</tr>
<tr>
<td>Due to, 132</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Each / every, 42</td>
<td></td>
</tr>
<tr>
<td>Each of, 42</td>
<td></td>
</tr>
<tr>
<td>-Ed forms,</td>
<td></td>
</tr>
<tr>
<td>pronunciation, 9</td>
<td></td>
</tr>
<tr>
<td>spelling, 4</td>
<td></td>
</tr>
<tr>
<td>Either . . . or, 116</td>
<td></td>
</tr>
<tr>
<td>Enough, 108</td>
<td></td>
</tr>
<tr>
<td>Even if, 124</td>
<td></td>
</tr>
<tr>
<td>Even though, 122</td>
<td></td>
</tr>
<tr>
<td>-Ever words, 87</td>
<td></td>
</tr>
</tbody>
</table>
Expressions:
- of place, 12
- of quantity, 31, 41-42, 95
  (see also Past participle; Verb tenses, simple past)

F
(A) Few / (a) little, 41
For, 106, 121
Future time, 20-25
  using modals to express, 68
  using present tenses to express, 23
  expressing in time clauses, 22
  (see also Be going to; Verb tenses; Will)

G
Generic noun, 39, 46
Gerunds, defined, 98
  following need, 109
  as objects of prepositions, 99
  passive, 109
  as subjects, 104
  verbs followed by, 100, 103
  list, 105
Get:
  causative (e.g., get them to do it), 111
  passive (e.g., get worried), 77
Go + gerund (e.g., go shopping), 101
Going to, 21

H
Habitual past, 67
Had better, 56
Have / has / had:
  auxiliary, 2
  causative, 111
  in spoken English, 15
Have got to, 55
Have to:
  lack of necessity, 56
  necessity, 55
  phrasal modal, 68
Help, 111
However:
  -ever word, 87
  transition, 136-137
Hyphen, 36

I
If, (see Adverb clauses, conditions; Conditional sentences; Noun clauses)
If-clauses, 81, 123
Impersonal pronouns, 48
In case, 124
In the event that, 124
Indefinite nouns, articles with, 39
Indefinite pronouns, 46
  modified by adjective clauses, 93
Independent clauses, 79
  combining with conjunctions, 117
Infinitives, defined, 104
  following adjectives, 107
  following be, 58, 68
  with causative get, 111
  with it, 104
  with modal auxiliaries, 52
  following need, 109
  negative form, 102
  purpose (in order to), 106
  with question words, 82
  as subjects, 104
  with too / enough, 108
  verbs followed by, 102-103
  list, 105
-ing forms:
  go + -ing, 101
  special expressions followed by (e.g., have fun doing), 101
  spelling, 4
  upon + -ing, 130
  verbs of perception, + -ing (e.g., see her walking), 109
  (see also Gerunds; Present participles)

In order to, 106
In spite of, 136
Intransitive verbs:
  not used in passive, 70
  Inverted word order, after only if, 125
  Irregular plural nouns, 34
  Irregular verbs, 8
  list, 8
It:
  with infinitives, 104
  its vs. it's, 45
  with noun clauses, 82
  personal pronouns, 45

L
Lay / lie, 8
Let + simple form, 111
Let's, 60
(A) Little / (a) few, 41
Lots of, 41

M
Main clauses (see Independent clauses)
Make, causative (e.g., make them do it), 111
Many / much, 37
May, 68
  degree of certainty, 63
  permission, 53
  in polite requests, 53
Maybe vs. may be, 62
Might, 68
  degree of certainty, 63
  modal auxiliaries, defined, 52
  passive, 73
  progressive, 65

in reported speech, 84
summary chart, 68
Modifying phrases:
  reduction of adjective clauses, 96
  reduction of adverb clauses, 127-130
Most (of), 42
Much / many, 37
Must, 68
  degree of certainty, 63
  necessity, 55
  lack of, 56
  prohibition, 55

N
Need, verb forms following, 109
Neither . . . nor, 116
Nevertheless / nonetheless, 136
Noncount nouns, 37-38
Non-progressive passive, 75
  followed by prepositions, 76
Non-progressive verbs, 7
None (of), 31
Nor, 114, 117
Not only . . . but also, 116
Noun(s):
  used as adjectives (e.g., vegetable soup), 36
  collective, 47
  count and noncount, 37-38
  definite / indefinite / generic, 39
  possessive, 36
  pronoun agreement with, 46-47
  regular and irregular plurals, 34
Noun clauses,
  with the fact that, 82
  with it, 82
  with question words, 79
  reduced to infinitive phrases, 85
  reported speech, sequence of tenses, 85
  with that, 82
  with whether / if, 81
  after wish, 147
  word order in, 79
Now that, 121

O
Object of a preposition, 99
Or, in expressions of quantity, 42
Once, 120
One, impersonal pronoun, 48
One of (+ plural noun), 42
Only if, 125
On the other hand, 137
Or, 114
Or else, 139
Other, forms of, 49-50
Otherwise, 139
Ought to, 56, 64
Overview of verb tenses, 4, 27-29
Index 151

P
Paired conjunctions (e.g., both . . . and), 116
Parallel structure, 114–115
Participial adjectives (e.g., confusing vs. confused), 77
Participial phrases (see Modifying phrases)
Participles (see Modifying phrases; Past participle, Present participle)
Passive, form, 70-72
“by phrase,” 70, 72
with causative verbs (e.g., have it done), 111
gerunds, (e.g., being done), 109
with get (e.g., get worried), 77
infinitives (e.g., to be done), 109
modal auxiliaries, 73
non-progressive (e.g., the door is locked), 76
participial adjective (e.g., amused children), 77
Past habit, 67
Past participle, 8
as adjective (e.g., amused children), 77
irregular, 8
in passive, 70, 73, 77
in verb tenses, 4
(see also -Ed forms)
Past progressive verbs, 10 (see also Verb tenses)
Perfect / perfect progressive verbs, 4
(see also Verb tenses)
Periods, 117
Personal pronouns, 45
agreement with nouns, 46-47
Phrasal modals, 68-73
Phrases:
prepositional, 134
reduction of adjective clauses, 96
reduction of adverb clauses, 127-128
Place expressions with progressive verbs, 12
Polite requests, 53
Possessive:
in adjective clauses (whose), 91
nouns (e.g., John’s book), 36
pronouns / adjectives (mine, my, etc.), 45
Preposition(s):
following non-progressive passive verbs, 76
Prepositional phrases, 134-148
Present participle, 8
as adjective (e.g., amusing story), 77
in reduction of adjective clauses, 96
special expressions followed by (e.g., have fun doing), 101
spelling of -ing forms, 4
with verbs of perception (e.g., watch someone doing), 109
in verb tenses, 3
Principal parts of verbs, 8
Progressive verbs (see Verb tenses) vs. non-progressive, 7
Pronouns:
impersonal, 48
indefinite, 46, 93
object, 45
personal, 45
agreement with nouns, 46-47
posessive, 45
reflexive, 48
relative (see Adjective clauses) subject, 45, 88
Pronunciation:
Q
Question words:
with infinitives, 82
in noun clauses, 80
Quotation marks, 84
Quoted speech, 84
R
Raise / Rise, 8
Reduction:
of adjective clauses, 96
of adverb clauses, 127-130
of noun clauses, 85
 Reflexive pronouns, 48
Regular plural nouns, 34
Regular verbs, 8
Repeated action in the past (would, used to), 87
Reported speech, 85
Run-on sentence, 117
S
-S / -es, 29
-Self / -selves, 48
Sentences:
complex (see Adjective clauses; Adverb clauses; Noun clauses)
compound (see Conjunctions, combining independent clauses with)
conditional, 141-147
inverted word order in, 146
interrogative (see Questions)
run-on, 117
Sequence of tenses in noun clauses, 85
Set / Sit, 8
Several, 41
Shall, 60
Should:
avisibitality, 56
in conditional sentences, 142
degree of certainty, 64
past form, 57
in reported speech, 85
for suggestions, 60
Simple form of a verb:
with causative verbs, 111
following let and help, 111
with modal auxiliaries, 52
with verbs of perception, 109
Simple tenses, 7, 10 (see also Verb tenses)
Since:
meaning because, 121
duration of time, 120
Singular / plural (see Agreement;
Count / noncount nouns; irregular noun plurals; Nouns, used as modifiers; -s / -es)
So, conjunction, 117, 133
So long as, 121
So that, 135-136
So . . . that / such . . . that, 135
Some, 37-39
Spelling:
-ed / -ing, 4
-s / -es, 29
Subject-verb agreement, 30-32
Subordinate clauses (see Adjective clauses; Adverb clauses; Noun clauses)
Such . . . that, 135
Supposed to, 58
T
Tenses (see Verb tenses)
That:
in adjective clauses, 88
in noun clauses, 82
The, 39
Then, 117
There + be, 31
Therefore, 133
They, impersonal pronoun, 48
Though, 122
Time clauses, 120
future, tense use in, 22
Too, 108
Transitions, 134, 136
Transitive / intransitive:
in passive, 70
troublesome (e.g., lay / lie), 8
### U
- Uncountable nouns (see Noncount nouns)
  - Unless, 125
  - Until, 120
  - Upon + -ing, 134
  - Used to, 68

### V
- Verbals (see Gerunds; infinitives)
  - Verb tenses:
    - future perfect, 3, 24
    - future perfect progressive, 3, 24
    - future progressive, 3, 24
    - overview, 4, 26-28
    - in passive, 70-72, 75-76
    - past perfect, 3, 17
    - past perfect progressive, 3, 18
    - past progressive, 2, 10
    - present perfect, 3, 14-15, 23
    - present perfect progressive, 3, 16

### W
- Was / were in conditional sentences, 142
- Was / were going to in unfulfilled intentions, 59
- When, 92
- Whenever, 120
- Where, 92
- Whether, 81
- Whether or not, 124
- Which, 95
- While, 122
- Who / whom, 89
- Whose, 89, 95

### Y
- -Y, final spelling:
  - with -ed, -ing, 4
  - with -s / -es, 29
- Yet, conjunction, 117, 136
- You, impersonal pronoun, 48

### Why don't, 60
- Will, 21
  - conditional, 141
  - degree of certainty, 64
  - future, 21
  - in polite requests, 53
- Wish, 147-148
- Would:
  - in conditional sentences, 141
  - in polite requests, 53
  - repeated action in the past, 67
  - with wish, 148
- Would rather, 68
- Would you mind, 53

### Y
- -Y, final spelling: