

Plain English

*A simple grammar book with clear explanations
for foreign students of intermediate level and above*

by

Kay Senior

with illustrations by

Anne Page

&

DES

Godstowe Publishing

2015



The author

Kay Senior has been in education all her working life. She qualified as a teacher at Coventry College of Education (now part of Warwick University) and taught English in schools before returning to study and obtaining a B.A.(Hons) at London University and an M.A. at the University of Birmingham. She has taught EFL/ESL in state colleges for over 30 years, ending up as Senior Lecturer in charge of EFL. She has also been an oral examiner for the Cambridge Examinations Syndicate. Of recent years she established and taught in her own English Language School where the material for her book was tested.

© All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, without permission. All enquiries about copyright should be sent to

Godstowe Publishing, 27 Flanchford Road, London W12 9ND

www.plainenglish-efl.co.uk

ISBN: 978-0-9933709-0-8

Acknowledgements

I have many people to thank for their help in bringing this book from a set of teaching notes to a completed book. First and foremost I have to thank Joan Scrivener of West 4 Printers for her untiring patience and skill in arranging the text and the format and correcting the errors.

To my illustrators Anne Page and Des for turning my often demanding ideas into pictorial form.

To my son Andrew for his help in the very early stages of the book.

To my student Andrea Nagy who was instrumental in getting my teaching notes into book form and whose faith in the book spurred me on.

To Magda Wierzbowska who came to type things up every night after she had finished her work as an au-pair girl and to the many students like Zsuzsa Kohan, who said that despite having a shelf full of grammar books mine was the only one she found usable and urged me to make it available to others by publishing it.

Lastly I have to thank Giles Armstrong, himself a published author, for sharing his vast knowledge of the EFL market and for his advice on how to go about getting *Plain English* published.

To these and all my former students, who said how much they enjoyed my book, my grateful thanks.

Kay Senior

This book is dedicated to my late son Andrew.



Plain English

The book is divided into four areas of study:

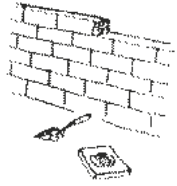
Part 1 Verbs

Part 2 Auxiliary and Phrasal Verbs

Part 3 Things you really need to know

Part 4 Words and Phrases often confused

KEY TO SYMBOLS



To show how a verb is constructed



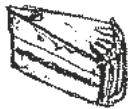
To show when and how something can be used



To mark sections where special explanations are required



To give warning of exceptions to rules, etc.



'A piece of cake' indicates a section of easy work



Denotes advanced material and sections



Helpful advice

PLAIN ENGLISH

Introduction

To the student

This is a really easy-to-follow self-study grammar book with clear, simple explanations. It is written so that you will feel you are having lessons on a one-to-one basis. The drawings and jokes are designed to illustrate the work and to make you laugh. Learning should always be an enjoyable experience!

The best way to use this book

Part 1 (Verbs) should be worked through gradually from start to finish.

The following three parts: Part 2 – To Be, To Have, The Auxilliaries (the helping verbs) and Phrasal Verbs

Part 3 – Things you really need to know

Part 4 – Words and Phrases Often confused

can be used while you are working through Part 1. They are for dipping into when you have a query you want answered.

Special Marking Scheme

There is a special marking scheme to the exercises that follow each unit, designed to check how well you have understood the work. There is a box for your score. By multiplying as the book suggests you will see what % you have gained. If you have understood everything you will achieve 100%; if you still have to do some revision, you will get a lesser mark.

Your Total		Your %
20	$\times 5 =$	100%

Well done!

You have understood everything.

Your Total		Your %
16	$\times 5 =$	80%

Not bad, but check where

you went wrong before you move on to the next section.

Your Total		Your %
5	$\times 5 =$	25%

You still need a lot of help

with this work. Go through the section again.

There is a progress check list at the end of each part. Highlight or cross out the items as you understand them, then you will be able to see how well you are progressing.

In some of the early teaching units you may find words that are new to you. I have used these words because they are the ones that best explain what I want to say. For these more 'advanced' words there is an explanation in brackets after the word itself, so that you will not only be learning grammar, but improving your vocabulary at the same time!

Incidentally, now your studies have reached this level, always use an English/English dictionary (one meant for foreign learners) and try not to translate any more!

I do hope you enjoy working with this book! The more you enjoy your studies, the more quickly you will learn!

Kay Senior

CONTENTS

Key to Symbols	2	To Come and To Go	186
Introduction	3	Check and Control	187
PART 1 – Verbs	5	Do and Make	188
Section A	7	Double Trouble	190
Present Continuous and Simple Present (compared)	8	Few / A Few / Some / Several	190
Present Continuous	9	Fill, Fell, Fall, Fell, Feel, Flee	191
Simple Present	11	For / During / While	191
Simple Past	15	First and Last	192
Irregular verbs	17	For and Since	193
Pronunciation of the final 'ed'	18	Last Week and The Last Week	193
Past Continuous	19	Fun and Funny	194
Revision Exercises (Present and Past)	21	Give and Take	194
Future Tenses	23	Glance and Glimpse	194
Section B. Perfect Tenses	37	Good and Well	195
Present Perfect	38	Great and Grate, Grateful and Gratitude	195
Present Perfect Continuous	40	Hard and Hardly	195
Past Perfect	42	Holiday and Holidays	196
Past Perfect Continuous	45	How	196
Future Perfect	47	In and Into	197
Future Perfect Continuous	48	Interested and Interesting	197
Section C	51	Lay and Lie	198
Future Time Clauses	52	Like and As	198
Conditionals (The 3 basic types)	54	Little and A Little	199
Check List Part 1	61	Leave and Forget	199
PART 2 – To Be, To Have, The Auxiliaries (the helping verbs) and Phrasal Verbs	63	Leave and Live	200
To Be	64	Live and Life	200
To Have	67	Look Round / Look Around	200
Can and Could	70	Loose and Lose	200
May and Might	72	Many and Much	200
Must and Have To	74	Me and I	201
Need and Need To	76	Me and Mine	201
Ought To	77	Near and Nearby	201
Shall/Will, Should/Would	78	Neither / Nor Do I	202
<i>Phrasal Verbs and Verb-related Sayings (see index for details)</i>		Neither Nor / Either Or	202
Check List Part 2	130	Off or Of?	202
PART 3 – Things you really need to know	131	Passed and Past	203
Adjectives	132	Quite and Quiet	203
Adverbs	139	Raise and Rise	203
The Apostrophe	141	Remember and Remind	204
The Article (indefinite and definite)	143	Shocked, Shocking and Shockingly	204
Conjunctions	148	Singular or Plural?	204
The Gerund and the infinitive	151-152	Sleep and Slip	205
The Passive Form of the Verb	153	Slide and Slip	205
Prefixes and suffixes	156-158	So and Such	205
Prepositions	159	Too and To	206
The Pronoun (+ Possessive Adjectives)	164	Some and Any	207
Reflexive Verbs	166	Sometime, Sometimes and Some Time	208
Relative Pronouns – The Basics	167	Speak, Talk, Say, Tell, Ask	208
How to Form Questions in English	170	Start and Startle	209
Reported or Indirect Speech	172	Tiresome and Tiring	209
Spelling Rules	178	Take – Bring – Fetch	210
Word order (after Never, Rarely etc.)	179	Come, Go, Take, Bring, Fetch	211
Check List Part 3	180	Thorough, Through and Thought	214
PART 4 – Words and Phrases Often Confused		To, Too and Two	215
After and Afterwards	182	Travel, Journey, Voyage, Trip	215
As and When	183	Used to and To Be Used To	216
At The End and In The End	183	To Get / Grow / Become Used to	216
Beside and Besides	184	Weather and Whether	217
Between and Among	184	Were and Where	217
Borrow and Lend	185	Which and Witch	217
Brought and Bought	185	Who's and Whose	218
		Write and Write to	218
		So you Think You Are Good at English	219
		Check List	220
		Check List Part 4	220
		Index	221

PART 1 – VERBS



If you want a solid foundation to your English grammar you should start with Part 1 (The Basic Tenses), doing the exercises that follow each part to make sure you really understand how and when the tenses are used. Although some of you may feel confident about the verbs in section A, it would still be advisable to read through this first section quickly, because sections B and C (dealing with the more complex tenses) use the same teaching method and it will help if you are familiar with it.



is used to identify very basic work.



indicates advanced material.

