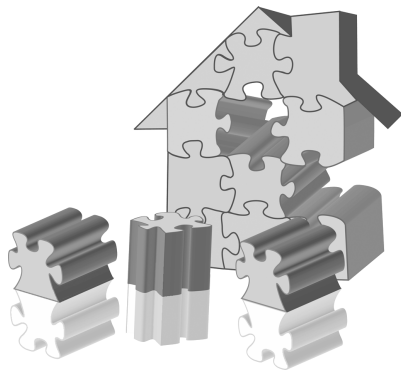


Constructive Grammar Practice 3

**Brief notes
for students**



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Chapter 1 Nouns (3)

(1)

Abstract nouns refer to ideas, feelings, qualities, etc. They are not concrete objects, so you can't see them or touch them. The table below shows the common suffixes (字根) of abstract nouns.

Common suffixes	Examples
-ness	happiness, bitterness, kindness, loneliness, weakness
-ment	agreement, argument, embarrassment, enjoyment
-ion	attention, action, expectation, persuasion, separation
-y, -ry, -ty	cruelty, discovery, difficulty, honesty, injury, safety
-th	death, depth, growth, health, strength, warmth
-ship	friendship, leadership, partnership, relationship
-ism	capitalism, enthusiasm, racism,
-hood	adulthood, childhood, neighbourhood
-ce	absence, confidence, obedience, silence
-ure	departure, manufacture, pleasure
-dom	boredom, freedom, kingdom, wisdom
-age	marriage, mileage, shortage, storage

(2)

A sentence may be rewritten by replacing the adjective or the verb with its abstract noun. The table below shows some examples.

Adjective or verb	Abstract noun
He is <i>angry</i> . (adj.)	He shows his <i>anger</i> .
We feel <i>comfortable</i> (adj.) in this hotel.	Our hotel provides you with every modern <i>comfort</i> .
The driving test was <i>easy</i> (adj.).	I passed the driving test with <i>ease</i> .
She <i>enjoys</i> dancing. (v.)	She gets <i>enjoyment</i> from dancing.

(3)

Compound nouns are nouns composed of two or more words.

Formation of plural noun	Singular and plural forms
Add "-s" to the first word:	looker-on → looker <u>s</u> -on (圍觀的人) passer-by → passer <u>s</u> -by (路過的人) runner-up → runner <u>s</u> -up (亞軍) sister-in-law → sister <u>s</u> -in-law
Add "-s" to the last word:	cross-reference → cross-referen <u>ces</u>

(4)

The table below shows more examples in which the plural noun is formed by changing the vowel of its singular form.

Formation of plural noun	Singular and plural forms
Change "us" to "i"	radius → radi <u>i</u> focus → foc <u>i</u> alumn <u>us</u> → alumn <u>i</u> (校友)
Change "is" to "es"	axis → ax <u>es</u> (軸) cris <u>is</u> → cris <u>es</u> (危機)
Change "on" to "a"	criteri <u>on</u> → criteri <u>a</u> (準則) phenomen <u>on</u> → phenomen <u>a</u> (現象)
Others	lous <u>e</u> → lic <u>e</u> (蟲) index → indic <u>es</u> (指數)

(5)

More examples of plural nouns:

- scissors, pliers, spectacles, jeans, shorts, trousers

More examples of singular nouns:

- apparatus, equipment, food, furniture, luggage, stationery, rubbish
- advice, information, knowledge, homework

Chapter 2 Articles (2)

(1)

Proper nouns are also called proper names. They are nouns representing unique entities, such as people, places, festivals, books, etc.

Some proper nouns require the use of the definite article, while the others not. The table below shows some easily confused examples:

"The" + Proper noun	Proper noun without "The"
The name of a family: ♦ <u>The</u> Chan's family	The name of individuals: ♦ Peter, Mr. Chan, Ms. Wong
The name of a country composed of several entities: ♦ <u>The</u> People's Republic of China ♦ <u>The</u> United States of America ♦ <u>The</u> United Kingdom	Most country names: ♦ China ♦ America ♦ Britain
The name of people of some countries: ♦ <u>The</u> Chinese ♦ <u>The</u> Japanese	The name of people of some countries: ♦ Americans ♦ Germans
The name of English newspapers: ♦ <u>The</u> South China Morning Post ♦ <u>The</u> Standard	The name of Chinese newspapers: ♦ Ming Pao Daily News ♦ Apple Daily News
The name of plural islands: ♦ <u>The</u> Hawaiian Islands (But: Hawaii)	The name of an island: ♦ Hong Kong Island ♦ Lantau Island
The name of mountain ranges: ♦ <u>The</u> Himalayas, ♦ <u>The</u> Alps	The name of a hill or a mountain: ♦ Mount Everest ♦ Victoria Peak (But: The Peak)
Plural names of lakes and names of the form "...of...": ♦ <u>The</u> Great Lakes ♦ <u>The</u> Lake of Geneva	The name of most lakes: ♦ Sun Moon Lake ♦ Lake Victoria

(2)

The following are some common expressions with the indefinite article "a" (or "an"), in which the noun may be uncountable:

- ◆ all of a sudden, once upon a time
- ◆ for a while, at a glance, in a hurry (But: in haste),
- ◆ in a temper (發脾氣), in a tantrum (亂發脾氣)
- ◆ what a pity, what a shame
- ◆ do somebody a favour, have a good time
- ◆ catch a cold, drop somebody a line (寫信給某人)
- ◆ get into a panic, go for a walk, pay a visit to
- ◆ put someone at a disadvantage
- ◆ put an end to something, put a stop to something

The following are some common expressions with the definite article "the":

- ◆ around the corner (很近、不遠), at the moment (But: at present)
- ◆ by the way, in the long run, in the meantime
- ◆ on the spot (當場), on the whole
- ◆ out of the question (= impossible) [But: beyond question (豪無疑問)]
- ◆ burn the midnight oil (開夜車), come to the rescue
- ◆ get the green light (獲准做某事), jump the queue (打尖)
- ◆ turn the corner (渡過難關)

Sometimes an expression with or without the article "the" may have different meanings.

Compare:

- ◆ We can't predict what will happen in the future. (未來)
- ◆ I will work hard in future. (從今以後)

Chapter 3 Verbs (3)

(1)

Modal verbs (情態動詞) *help express the moods of the main verbs*. Here is the summary of the usage of the common modal verbs:

- ◆ Can / Could : ability, possibility, request, permission, awareness
- ◆ May/ Might : possibility, request, permission, suggestion
- ◆ Must : necessity, order, certainty
- ◆ Ought to : duty, expectation, recommendation
- ◆ Shall : suggestion, offer
- ◆ Should : duty, expectation, recommendation, moral rightness, advice
- ◆ Will / Would : willingness, request, suggestion

(2)

Modal verbs are *auxiliary verbs*, and are *followed by the base form* of a main verb.

Examples:

- ◆ She can speak six languages. (ability)
- ◆ I can feel the softness of this armchair. (awareness)
- ◆ Would you help us? (request)
- ◆ He may join us. (possibility)
- ◆ Father ought to be home by seven. (prediction)
- ◆ I should be very happy to work for him. (expectation)
- ◆ I should like to live in the countryside. (wish)
- ◆ There must be something wrong with the programme. (certainty)
- ◆ She must consult the doctor as quickly as possible. (necessity)
- ◆ He ought not to have an affair with his secretary. (moral rightness)
- ◆ We should exercise regularly. (advice)
- ◆ Shall we go for a walk? (suggestion)

(3)

It is common to have "modal + verb to be".

Examples:

- ◆ He must be a teacher.
- ◆ She can't be a model.
- ◆ There may be food in the cupboard.

(4)

When a modal verb is at the end of a clause, it may be used alone. Examples:

- ♦ You should not do it, but you could.
- ♦ I would like to leave now, if I may.
- ♦ He does not read much, though he ought to.

(5)

We may use "modal + be + present participle" to indicate the progressive (continuous) nature of the main verb.

Examples:

- ♦ They may be watching the programme now.
- ♦ She should be sleeping now.

(6)

We may use "modal + have + past participle" to indicate that something has already happened. (Remark: "have + past participle" is also called perfect infinitive.)

Examples:

- ♦ He must have forgotten the appointment.
- ♦ I must have dialled the wrong number.
- ♦ She may have watched the film.

(7)

"Might / Could / Should + perfect infinitive" are often used to indicate that something is possible but it did not happen.

Examples:

- ♦ The consequence might have been different.
(possible, but it did not happen)
- ♦ You could have told me the truth.
(You could, but you didn't.)
- ♦ He should have helped her.
(He should, but he didn't.)
- ♦ They should not have sold the house.
(They should not, but they did.)

Chapter 4 Subject-verb agreement (2)

(1)

A singular verb should be used for the following singular nouns:

furniture, stationery, equipment, baggage / luggage
homework, advice, information, traffic,
software...

Example: *Some rubbish* is floating on the sea.

Some singular nouns end with "s". They should take a singular verb:

news, series apparatus, species, terminus

(2)

Pay attention to the plural nouns without "s". They require plural verbs.

Here are some examples:

mice, teeth, children, people

(3)

Pay attention to words/phrases that may be easily confused.

Singular subject	Plural subject
Each of the students <u>has been given</u> a pen. (subject: each student)	The students <u>have been given</u> a pen.
A policeman <u>was</u> injured.	The police <u>were</u> surrounding the building. (= some policemen)
A rich man <u>is</u> not necessarily a happy man.	The rich <u>are</u> not always happy. (=rich people)
Someone <u>has taken</u> the money.	Some people <u>have taken</u> the money.
The clothes <u>are</u> dirty.	The cloth <u>is</u> three meter long.
Bread and butter <u>is</u> my favourite breakfast. (a single unit)	Bread and butter <u>are</u> both cheap in Hong Kong. (different objects)
A brown and white cat <u>is</u> wandering in the park. (one cat)	A brown and a white cat <u>are</u> wandering in the park. (two cats)

Chapter 5 Adjectives (3)

(1)

Some adjectives are opposite in meaning. They are antonyms of each other.

Examples:

blunt / sharp,	broad / narrow,	deep / shallow,
fresh / stale,	guilty / innocent,	hungry / full,
lazy / diligent,	ordinary / special,	tight / loose

(2)

A lot of antonyms of adjectives are formed by adding a prefix (前綴詞) to the original adjective. Here are some common prefixes:

Prefix	Examples
un-	unable, unacceptable, unavoidable (無可避免), unconscious, undeniable (無可否認), unreasonable, unstable, unusual
non-	non-essential, non-flammable (不易燃), non-refundable
in-	inaccurate, inadequate, inattentive, inconsiderate, incapable, incompetent, incomplete, inconvenient, incorrect, incredible (難以置信), independent, indirect, informal
im-	immoral, impatient, impolite, impossible, impractical
il-	illegal, illegible (不能辨識), illegitimate (法律不容), illogical
ir-	irrational, irregular, irrelevant (不相干), irresponsible

(3)

The following are some useful sentence patterns involving the use of adjectives:

- ♦ The test was so difficult that everyone failed it. (so+adj.+that)
- ♦ She is too heavy to get into the elevator. (too+adj.+to)
- ♦ Tony is cautious enough to pass the driving test. (adj.+enough to)
- ♦ The bananas are not ripe enough to eat. (not+adj.+enough to)
- ♦ We won't give up, however difficult the task seems. (however+adj.)
- ♦ It is irresponsible to abandon your own child. (It is +adj.)
- ♦ Tired as she looks, she is able to deliver a wonderful speech.
(Adj.+as; = Although she looks tired...)

Chapter 6 Adverbs (3)

(1)

Here are some adjectives ending in "-ly":

friendly, likely, lonely, lovely, leisurely, ugly, lively, silly

These adjectives have no adverb form. We have to use an adverbial expression instead. Examples:

- ♦ friendly (adj): She talks in a friendly way to us.
(Wrong: She talks friendly to us. ✕)
- ♦ leisurely (adj.): They walk in a leisurely manner.
(Wrong: They walk leisurely. ✕)

(2)

Here are words that can be used both as adjectives and adverbs:

fast, hard, late, early, low, high, deep, near, wide,
pretty, wrong, deadly, daily, nearby, likely, short

Adverb	Adjective
They work <u>hard</u> to prepare for the exam.	The work is <u>hard</u> .
Please open the door <u>wide</u> .	The road is <u>wide</u> .
Time passes <u>fast</u> .	My cousin is a <u>fast</u> learner.
You spelt my name <u>wrong</u> .	Your estimation was <u>wrong</u> .

(3)

Some verbs may be followed by an adjective or an adverb.

verb + adverb	verb + adjective
He <u>looked</u> <u>angrily</u> at me. ("angrily" describes the action "look")	He <u>looked</u> <u>angry</u> . ("angry" describes the noun "He".)
She <u>felt</u> his forehead <u>gently</u> to check if he was having a fever. ("gently" describes the action "felt")	She <u>felt</u> <u>happy</u> . ("happy" describes the noun "She".)
I <u>tasted</u> the food <u>eagerly</u> . ("eagerly" describes the action "tasted")	The food <u>tasted</u> <u>awful</u> . ("awful" describes the noun "food")

(4)

The following are some easily mis-understood adverbs.

Adverb	Example
Lately: (= recently)	<ul style="list-style-type: none"> ◆ How have you been <u>lately</u>? ◆ I haven't seen him <u>lately</u>.
Hardly: (= almost no/not)	<ul style="list-style-type: none"> ◆ I <u>hardly ever</u> saw her again after graduation. (= almost never) ◆ There is <u>hardly anyone</u> in that haunted house. (= almost no one) ◆ I have <u>hardly any</u> money left in the bank. (= very little)
Shortly: (= soon)	<ul style="list-style-type: none"> ◆ I expect a pay rise <u>shortly</u>. ◆ She returned to work <u>shortly</u> after the surgery.
Highly: (= very)	<ul style="list-style-type: none"> ◆ He is a <u>highly successful</u> businessman. ◆ It is <u>highly probable</u> that she will marry Ivan.
Pretty: (= fairly, quite)	<ul style="list-style-type: none"> ◆ You look <u>pretty tired</u>. (= quite tired) ◆ I am <u>pretty sure</u> he will win. (= fairly sure)

(5)

The following are two adverbial expressions that can be used as sentences:

- ◆ **The sooner the better.**
(= *The outcome will be more favourable if something is done as quickly as possible.*)
- ◆ **Better late than never.**
(= *It is better to do something late than not doing it at all.*)

(6)

Some adverbs and adverbial phrases can be moved to the beginning of a sentence for emphasis. At the same time, the order of the verb has to be changed accordingly. This is called **inversion** (倒装句).

Examples:

- ◆ **Hardly** had I met him again after we separated.
(= I had hardly met him again after we separated.)
- ◆ **Rarely** have I come across such an unreasonable client.
(= I have rarely come across such an unreasonable client.)
- ◆ **Never before** have I been so disappointed.
(= I have never been so disappointed before.)

Chapter 7 Passive Voice (3)

(1)

Some verbs in the active form have a passive meaning.

Examples:

- ♦ The new book **sells** well. (Wrong: The new book is sold well. ×)
- ♦ The job **pays** well. (Wrong: The job is paid well. ×)
- ♦ The parcel **weighs** 1kg. (Wrong: The parcel is weighed 1kg. ×)

(2)

The sentence patterns "**have + something + past participle**" and "**get + past participle**" can be used to express a passive meaning:

Examples:

- ♦ He has his car stolen. (= His car was stolen.)
- ♦ She has her hair permed. (= Her hair was permed.)
- ♦ She got hurt in the accident. (= She was hurt in the accident.)
- ♦ I get fired. (= I am fired.)

(3)

For simple modal verbs, the active and passive forms are as follows:

Active form	Passive form
modal verb + bare infinitive	modal verb + be + past participle

Examples of **passive form of modal verbs**:

- ♦ You may be arrested by the police if you don't leave immediately.
- ♦ To save his reputation, the rumour must be stopped.
- ♦ The instructions should be followed.

(4)

For modal verbs involving perfect infinitives, the active and passive forms are as follows:

Active form	Passive form
modal verb + have + past participle	modal verb + have been + past participle

Compare:

- ♦ The police could have killed you. (active voice)
- ♦ You could have been killed by the police. (passive voice)

(5)

The verb forms of the **Future Perfect Tense** are:

Active verb form: will / shall + have + past participle

Passive verb form: will / shall + have **been** + past participle

Compare:

- ♦ He will have painted the wall when we arrive. (active)
- ♦ The wall will have been painted by him when we arrive. (passive)

(6)

The passive and active verb forms in different tenses:

	Passive voice	Active voice
Simple past:	was/were written (was/were + past participle)	wrote (past form)
Simple present:	am/is/are written (am/is/are + past participle)	write/writes (base form / present singular form)
Simple future:	will/shall + be + written (will/shall + be + past participle)	will/shall write (will/shall + base form)
Past perfect:	had been written (had + been + past participle)	had written (had + past participle)
Present perfect:	has/have been written (has/have + been + past participle)	has/have written (has/have + past participle)
Future perfect:	will/shall have been written (will/shall + have been + past participle)	will/shall have written (will/shall + have + past participle)
Past continuous:	was/were being written (was/were + being + past participle)	was/were writing (was/were + present participle)
Present continuous:	am/is/are being written (am/is/are + being + past participle)	am/is/are writing (am/is/are + present participle)
Future continuous:	/ (no passive form)	will/shall be writing (will/shall + be + present participle)
Past perfect continuous:	/ (no passive form)	had been writing (had + been + present participle)
Present perfect continuous:	/ (no passive form)	has/have been writing (has/have + been + present participle)
Future perfect continuous:	/ (no passive form)	will/shall have been writing (will/shall + have been + present participle)

Chapter 8 Gerunds (2)

(1)

Gerunds are used after some particular expressions.

Examples:

- ♦ He feels like going for a swim. (feel like)
- ♦ The film is worth watching. (is worth)
- ♦ Tommy can't help falling in love with Julia. (can't help)
- ♦ David can't stand losing this golden opportunity. (can't stand)
- ♦ It is no good smoking. (It is no good)
- ♦ It is no use crying anymore. (It is no use)
- ♦ Is it any use talking to Tom about the accident? (Is it any use...?)

(2)

Some verbs can be followed by a gerund or an infinitive, yet the meanings would be different. Here are some examples:

	Verb + gerund	Verb + to-infinitive
Forget:	Joe <u>forgot watching</u> that movie. (Joe watched the movie. But he forgot this.)	Joe <u>forgot to watch</u> that movie. (Joe did not watch the movie.)
Remember:	I <u>remember visiting</u> the museum last week with Tom. (I visited the museum.)	Please <u>remember to invite</u> Lily. (I have not yet invited Lily.)
Regret:	We <u>regret being late</u> to the conference. ("Being late" has already happened. That's what makes us regret.)	We <u>regret to inform</u> you that your application has been rejected. ("To inform" is something we have to do, and we are sorry about it.)
Stop:	Felix <u>stopped smoking</u> for health reasons. ("Smoking" was something Felix had been doing.)	Felix <u>stopped to rest</u> for a few minutes. ("To rest" was the reason for Felix to stop. He was doing something else before he stopped.)

(3)

The 'ing' form in a compound noun is a gerund if it functions as a noun.

Examples:

- ♦ a dancing lesson (the lesson is about dancing)
- ♦ performing arts (arts about performing)
- ♦ a swimming pool (the pool is for swimming)

However, not all '-ing' forms in compound nouns are gerunds. If it functions as an adjective, it is a present participle, not a gerund.

Examples:

- ♦ a barking dog (*"barking" is an adjective to describe the dog*)
- ♦ the burning train (*"burning" is an adjective to describe the train*)

(4)

There are altogether four different forms of gerunds:

	Active Voice	Passive Voice
General Tense	Doing	Being Done
Perfect Tense	Having Done	Having Been Done

The 1st Form: Active Voice + General Tense ("Simple gerunds"):

- ♦ Swimming is good for health.
- ♦ One of Jimmy's hobbies is playing basketball.

The 2nd Form: Passive Voice + General Tense ("Passive gerunds"):

- ♦ Jimmy behaved himself to avoid being scolded by the teacher.
- ♦ Can the criminal get away from being caught ?

The 3rd Form: Active Voice + Perfect Tense ("Perfect gerunds"):

- ♦ Joey regrets having scolded her little brother.
- ♦ David admitted having hurt Leo.

The 4th Form: Passive Voice + Perfect Tense ("Perfect-passive gerunds"):

- ♦ She did not mention having been questioned by the police officer.
- ♦ Mr. Woo denied having been betrayed by his partners.

Chapter 9 Infinitives (2)

(1)

Some adjectives can be followed by to-infinitives. Examples:

- ◆ Ronny was glad to see Sandy at the party.
- ◆ He is not willing to lend his car to us.
- ◆ Tommy was reluctant to close the windows.
- ◆ The king was furious to know that his son had betrayed him and joined his enemies.

When an adjective is followed by a preposition, it must be followed by a gerund instead of an infinitive.

Compare:

- ◆ I am ashamed of making such a big mistake. (*adj.+preposition+gerund*)
- ◆ I am ashamed to admit the failure. (*adj.+to-infinitive*)

Compare:

- ◆ I am hesitant about accepting the offer. (*adj.+preposition+gerund*)
- ◆ I am hesitant to lend him the money. (*adj.+to-infinitive*)

(2)

The words "too" and "enough" can be used with to-infinitives to form various sentence patterns.

Examples:

- ◆ They have too little food to share with us.
- ◆ The question is too hard to be solved by a primary school student.
- ◆ There is enough space to entertain a hundred guests.
- ◆ Kelly is mature enough to plan for her own career.

(3)

It is common to have adjectives used with to-infinitives to form various sentence patterns.

Examples:

- ◆ It is difficult to answer her question.
- ◆ It is kind of you to say these comforting words.
- ◆ It is fortunate for Joey to survive the accident.

(4)

There are altogether six different forms of infinitives:

	ACTIVE	PASSIVE
Simple	<i>(To do)</i> Sam needs <u>to do</u> his assignment tonight.	<i>(To be done)</i> The assignment is <u>to be done</u> by Sam tonight.
Perfect	<i>(To have done)</i> Sam seems <u>to have done</u> his assignment properly.	<i>(To have been done)</i> The assignment <u>should have been done</u> properly by Sam.
Continuous	<i>(To be doing)</i> It is eight o'clock already. Sam <u>must be doing</u> his assignment now.	/
Perfect Continuous	<i>(To have been doing)</i> Sam <u>may have been doing</u> his assignment for the whole night.	/

In all infinitive forms, "have" is used instead of "has", no matter what the subject is.

Examples:

- ♦ She must have forgotten to copy the files.
- ♦ He should have been sleeping for over ten hours.

Chapter 10 Connectives (3)

(1)

Prepositions / prepositional phrases can be used as connectives, and are followed by a noun phrase.

Examples:

- ♦ According to the description of the witness, the bank robber was a middle-aged man with moustache.
- ♦ In addition to having a secretary, he has two other assistants.
- ♦ He insists on promoting Johnson, in spite of everyone's objection.
- ♦ Despite the flight delay, he arrived in Bangkok in time.

(2)

Both "because" and "because of" are used to give reasons. However, "because" is followed by a clause, while "because of" is followed by a noun or a noun phrase:

because of + noun	because + clause
They stopped playing football <u>because of the heavy rain.</u>	They stopped playing football <u>because it rained heavily.</u>
I was late <u>because of the terrible traffic.</u>	I was late <u>because the traffic was terrible.</u>

(3)

"Although", "in spite of" and "despite" are all used to show a contrary. However, "although" is followed by a clause, while "in spite of" and "despite" are followed by a noun phrase.

Despite / In spite of + noun	Although + clause
He decided to be a policeman <u>despite the objection of his family.</u>	He decided to be a policeman <u>although his family objected.</u>
<u>In spite of poor health,</u> he has no intention to quit his job.	<u>Although his health was poor,</u> he has no intention to quit his job.
She stopped taking medicine <u>despite the fact</u> that this would be harmful to her health.	She stopped taking medicine <u>although this would be harmful to her health.</u>

(4)

Some conjunctions require the use of inversion, that is, the order of the subject and the verb has to be changed. The following are some examples:

Not only ... but also:

- ♦ Not only did he lend me money but he also offered me a job.
(= He lent me money, and he also offered me a job.)

No sooner ... than:

- ♦ No sooner had I stopped reading than the light went out.
(= Immediately after I had stopped reading, the light went out.)

Hardly ... when:

- ♦ Hardly had he opened the door when the phone rang.

Should ...:

- ♦ Should he have money, he will buy his wife a yacht.
(= If he has money, he will buy his wife a yacht.)

Had ...:

- ♦ Had I known the consequence, I would not have done this.
(If I had known the consequence, I would not have done this.)

It's not until...:

- ♦ It was not until her husband died did she realize how much she needed him.
(= Her husband died. After that she realized how much she needed him.)

Chapter 11 Prepositions (3)

(1)

The prepositions "after", "against", "beyond", "off", "out of", and "under" can be used to form a number of useful phrases. Examples:

After:	after school / class / work, after dinner, after dark
Against:	We are <u>against the proposal</u> . It is difficult to sail <u>against the current</u> .
Beyond:	beyond expectations (= much better than expected) beyond belief (= extremely surprising or unreasonable) beyond all doubt (= certainly) beyond comprehension (=cannot understand)
Off:	off duty, off balance (= in danger of falling) off the record (不公開、不記載)
Out of:	out of money, out of danger, out of control, out of sight, out of mind, out of stock, out of order
Under:	under arrest, under attack, under treatment, under pressure, under control, under the influence of

(2)

The underlined words below are other useful prepositions:

- ◆ The robber disguised himself as a fireman.
- ◆ Besides his parents, his friends also support his plan.
- ◆ They enjoy the outing very much despite the bad weather.
- ◆ Everyone is invited to the party except Paul.
- ◆ There is nothing in the cupboard but biscuits. (= except)
- ◆ Bobby walks like a penguin.
- ◆ Over two hundred people attended the seminar.
- ◆ Tracy is richer than her sister.
- ◆ She got a job through the help of her good friend.
- ◆ We can't live without water.

(3)

Some words can be used as prepositions, adverbs or conjunctions.

Compare:

- ◆ She recovered completely after the surgery. (preposition)
- ◆ I apologized after I found out the truth. (conjunction)
- ◆ The poor man died, the day after. (adverb)

(4)

When the word 'to' is used as a function word for to-infinitives, it is not followed by a gerund.

to + gerund	to + infinitive
I <u>look forward to meeting</u> you.	I want <u>to meet</u> you.
She <u>objected to buying</u> a new sofa.	She did not allow us <u>to buy</u> a new sofa

(5)

Avoid adding redundant prepositions to time phrases beginning with "next, last, this, every".

Examples:

- ◆ next weekend (wrong: at next weekend ✕)
- ◆ last month (wrong: in last month ✕)
- ◆ this week (wrong: in this week month ✕)
- ◆ every day (wrong: on every day ✕)

(6)

Don't add a preposition after transitive verbs (及物動詞), as they should be followed by a direct object.

Examples:

- ◆ She described her boyfriend to us.
(Wrong: She described about her boy-friend to us. ✕)
- ◆ Let us discuss it.
(Wrong: Let us discuss about it. ✕)

(7)

Intransitive verbs are not followed by direct objects. But they can take an indirect object by adding a preposition.

Examples:

- ◆ We sympathized with (同情) the poor woman.
- ◆ When did you arrive in Hong Kong?
- ◆ He has not yet replied to my letter.

Chapter 12 Phrasal verbs (3)

(1)

Transitive phrasal verbs need an object to complete the meaning; they may be separable or inseparable. On the other hand, **intransitive phrasal verbs** cannot take a direct object.

Transitive + object	Intransitive
John should <u>look after</u> his little sister.	I can't hear you. Can you <u>speak up</u> ?
Fiona <u>turned</u> the radio <u>on</u> .	Many people <u>passed away</u> in the disaster.

(2)

Three-part phrasal verbs are those containing two particles. The following are some examples, in which the two particles must stay together:

- ♦ Have you come up with a feasible plan to deal with the problem?
(= *think of a solution or idea*)
- ♦ I look forward to meeting my pen-pal.
(= *expect or wait for sth. with pleasure*)
- ♦ Janet looks down on/upon people with little education.
(= *have a low opinion of*)
- ♦ Evan cannot put up with Victor's bad temper any more.
(= *tolerate*)

(3)

Some intransitive two-part phrasal verbs can be combined with another preposition so as to take an indirect object:

Intransitive	Intransitive + preposition
The course was too difficult, so he decided to <u>drop out</u> .	He <u>dropped out of the course</u> because it was too difficult.
Stop playing this song! I <u>am</u> really <u>fed up</u> .	I <u>am fed up with this song</u> . Don't play it any more.
Ivy and I do not <u>get along</u> . I don't want her in our team.	I don't <u>get along with Ivy</u> . I don't want her in our team.

(4)

A phrasal verb may have more than one meaning. For example, the following are some of the meanings of the phrase verb "go off":

- | | |
|-------------------------|--|
| (a) = explode | ☞ The bomb went off . |
| (b) = make a loud noise | ☞ My alarm clock does not go off as usual. |
| (c) = go bad | ☞ Don't drink the milk. It has gone off . |
| (d) = stop functioning | ☞ All the lights went off suddenly. |
| (e) = lose interest in | ☞ She has gone off chocolate as she ate too much last week. |

You may use a dictionary to find the different meanings of each of the phrasal verbs below.

Blow up:

- ♦ The plane blew up just before it landed.
- ♦ You need to blow up the tyres of your car.

Cut down:

- ♦ You should cut down the amount of cigarettes you take every day.
- ♦ A lot of soldiers were cut down by the enemy.

Get off:

- ♦ He was lucky to get off with only minor injuries.
- ♦ When will you get off work today?.

Give out:

- ♦ Mr. Emerson had us giving out leaflets on the street .
- ♦ Keep quiet. My patience has given out.

Let off:

- ♦ The boys are letting off the fireworks happily.
- ♦ This time I let you off. You must not cheat again in the future.

Set up:

- ♦ The Hong Kong ICAC was set up in 1974 to fight corruption.
- ♦ My son didn't do it! Someone set him up.

Take off:

- ♦ You see, the plane is taking off into the sky!
- ♦ She took off the coat as it was getting hot.

Chapter 13 Clauses (2): Noun clauses

(1)

A noun clause can be the subject or the object of a sentence:

- ◆ Where his wife had gone aroused our suspicions. (subject)
- ◆ What had happened was certainly not your fault. (subject)
- ◆ I would like to know who could win the competition. (object)
- ◆ She wondered whether the tragedy was avoidable. (object)

It can also be the object of a preposition:

- ◆ He should not be blamed for what had happened.
- ◆ I do not care about who wins the competition.

It can also be the complement (補語) of a subject or an adjective:

- ◆ His problem is that he never accepts the advice of other people.
- ◆ We were happy that the case was solved eventually.

(2)

Two sentences may be joined together by transforming one of them into a noun clause which begins with the word "that".

Two sentences	Sentence with a noun clause
He will fail. I have no doubt.	I have no doubt <u>that he will fail.</u>
Her math improves steadily. It is encouraging.	It is encouraging <u>that her math improves steadily.</u> (Or: <u>That her math improves steadily</u> is encouraging.)

(3)

If the noun clause comes from a question, the original question should be changed into a statement beginning with one of the following words:

who,	whom,	which,	whose,	why,
when,	where,	whether,	if,	
how,	how many,	how much		

- ◆ Example 1:
Where does she live? He wants to know.
↓
He wants to know where she lives.
- ◆ Example 2:
Where does she live? Do you know?
↓
Do you know where she lives?
- ◆ Example 3:
What time is it? Please tell me.
↓
Please tell me what time it is.
- ◆ Example 4:
How should this problem be solved? Can you teach me?
↓
Can you teach me how this problem should be solved?

(4)

A noun phrase does not contain a verb, while a noun clause does. Noun clauses and noun phrases may be interchanged.

Noun phrase	Noun clause
Did she believe your words ?	Did she believe <u>what you said?</u>
I don't know the weight of this parcel .	I don't know <u>how much this parcel weighs.</u>
His generosity makes him popular.	<u>That he is generous</u> makes him popular.
I don't know the size of my house .	I don't know <u>how big my house is.</u>

Chapter 14 Participles (2)

(1)

A participle phrase is a group of meaningful words containing a participle. The underlined words below are participle phrases:

- ♦ The man reading magazine there is our principal. (present participle)
- ♦ The dog wagging its tail looks very lovely. (present participle)
- ♦ The house burnt in the accident belonged to Aaron. (past participle)
- ♦ The chicken roasted by Joseph looked tasty. (past participle)

(2)

When the verb of an adjective clause is in active voice, it may be transformed into a present participle phrase, and the relative pronoun ("who", "which"...) is taken away.

Adjective clause (active voice)	Present participle phrase
The woman <u>who wore a scarf</u> is my teacher.	The woman <u>wearing a scarf</u> is my teacher.
I was not interested in a car <u>which cost over \$100,000</u> .	I was not interested in a car <u>costing over \$100,000</u> .
The only tunnel <u>which links the two cities</u> charges a very high fee.	The only tunnel <u>linking the two cities</u> charges a very high fee.

(3)

When the verb of an adjective clause is in passive voice, it may be transformed into a past participle phrase. The table below shows some examples.

Adjective clause (passive voice)	Past participle phrase
The guests <u>who are invited to the party</u> are all influential politicians.	The guests <u>invited to the party</u> are all influential politicians.
I had a delicious meal <u>which was served with Japanese delicacy</u> .	I had a delicious meal <u>served with Japanese delicacy</u> .
He gave her a statue <u>who was made in Greece</u> .	He gave her a statue <u>made in Greece</u> .

(4)

Two sentences may be joined together by transforming one of them into a participle phrase. A conjunction is NOT required.

Examples:

- ♦ Judy sat beside her husband.
She felt happy and contented. → Sitting beside her husband,
Judy felt happy and contented.
- ♦ He stood outside the shop. He was waiting patiently for me. → He stood outside the shop
waiting patiently for me.
- ♦ We were shocked by the news. → Shocked by the news, we were
We were speechless. speechless.
- ♦ The botanical garden is located at the south of our home. It is very famous. → The botanical garden located at the south of our home is
very famous.

(5)

If the subjects of the two sentences are different, the participle phrase must include its subject.

Original sentences	Participle clause
<u>It was late</u> . Mary decided not to wait for John.	<u>It being late</u> , Mary decided not to wait for John.
<u>He changed the engine of his car</u> . It ran faster now.	<u>He changing the engine of his car</u> , it ran faster now.

(6)

The format of a perfect participle is: 'having + past participle'. A perfect participle is used when we want to emphasize that this action happened earlier than another one.

Examples:

- ♦ After Josephine has tidied up her notes, she begins her revision. → Having tidied up her notes,
Josephine begins her revision.
- ♦ After Johnny had read the instructions, he started to install the new programme. → Having read the instructions,
Johnny started to install the new programme.

(7)

The format of passive present participles is "**being + past participle**". They can be used to replace a passive verb in the present or past continuous tense.

Examples:

- ♦ The dog is being hurt. It is Freddy's pet. → The dog being hurt is Freddy's pet.
- ♦ The weak boy is being bullied. He is Nick's brother. → The weak boy being bullied is Nick's brother.

(8)

The format of passive perfect participles is "**having been + past participle**". They can replace a passive verb in the present or past perfect tense.

Examples:

- Joe has been punished by the teacher, so he behaves better now. → Having been punished by the teacher, Joe behaves better now.
- Tommy had been bitten by Mark's dog. He refused to visit Mark again. → Having been bitten by Mark's dog, Tommy refused to visit him again.

(9)

The summary of different forms of participles:

	Active	Passive
Present participle:	Doing (present participle)	Being done (being + past participle)
Past participle:		Done (past participle)
Perfect participle:	Having done (having + past participle)	Having been done (having been + past participle)

Chapter 15 Conditional sentences

(1)

The format of the Present Conditional sentences (also called **Type I** conditional sentences):

if-clause (condition)	main clause (result)
simple present tense	will / shall + bare infinitive

In the present conditionals, the event or action in the if-clause is possible or likely to happen.

Examples:

- ♦ If you tell mom about this, she will punish me.
- ♦ The present will break if you squeeze it too hard.
- ♦ If you don't obey my orders, I will complain to the boss.

(2)

When the present conditional is about a general truth, we may use "when" instead of "if", and use the simple present tense in the main clause.

Examples:

- ♦ Water boils when the temperature reaches 100 degrees Celsius.
- ♦ Dogs bark when they see strangers.
- ♦ You feel tired when you do a lot of exercise.
- ♦ When the baby feels hungry, he cries.



(3)

When we use the present conditional to give advice or suggestions, the main clause is an imperative in which the bare-infinitive is used and no subject is required.

Examples:

- ♦ Dial 911 if you see a robbery.
- ♦ Call the waiter if you want to place an order.
- ♦ If you need any help, just phone me.
- ♦ If you find the cockroach in the kitchen, kill it.

(4)

When the condition in the if-clause is not likely to happen or exist, we use the **Past Conditional** (also called Type II conditional sentence). Its format is:

if-clause (condition)	main clause (result)
simple past tense	would + bare infinitive

The Past Conditionals are not about events in the past. They are used to describe a condition that is unlikely to happen in the future or imaginary at present.

Examples:

- ♦ If I had a dog, I would play with it every day. (But you don't have a dog.)
- ♦ If our house had 2 bedrooms, I would have my own room. (But we don't have two bedrooms.)
- ♦ He **would be** a millionaire tomorrow if he was lucky. (But it is not very likely that he would be so lucky.)

(5)

The format of **Type III** conditional sentences (also called the Perfect Conditional) is:

if-clause (condition)	main clause (result)
Past perfect tense	would have + past participle

They are used to describe a **past situation that did not happen**, that is, an impossible past condition.

Examples:

- ♦ If you had been careful, you wouldn't have been in hospital now. (But it happened in the past that you were not careful.)
- ♦ If he had called me, I would have gone to the party. (But he did not call me, so I did not go to the party.)
- ♦ I would have made a mistake if you hadn't given me your advice. (But you gave me your advice, so I did not make a mistake.)

(6)

There are other conjunctions that could also be used in conditional sentences.

Examples:

- ♦ I will let you rent my house **providing that you pay the rent on time.**
- ♦ **Provided that you behave well,** your mom would allow you to join the camp.
- ♦ **As long as I'm in charge,** I would not let such things happen.
- ♦ I would not forgive you **unless you apologize** to me right now, .
(= I would not forgive you **if you do not apologize** to me right now.)

(7)

Some conditional sentences do not require a conjunction. Instead, they involve the **inversion** pattern in which the order of the subject and the verb is inverted (顛倒). These inversions commonly begin with:

- ♦ Should...
- ♦ Were...
- ♦ Had...



Inversion in Type I Conditionals:

- ♦ **Should you need** my help, just tell me.
(= If you need my help, just tell me.)
- ♦ **Should he work** hard, he will do well in the exam.
(= If he works hard, he will do well in the exam.)

Inversion in Type II Conditionals:

- ♦ **Were he** smart, he would be a scientist.
(= If he was smart, he would be a scientist.)
- ♦ **Were I** the naughty boy's mother, I would punish him.
(= If I were the naughty boy's mother, I would punish him.)
- ♦ **Had I** money, I would buy myself a yacht.
(= If I had money, I would buy myself a yacht.)

Inversion in Type III Conditionals:

- ♦ **Had he known** the answer, he would have told me.
(= If he had known the answer, he would have told me.)
- ♦ **Hadn't I discovered** the problem, the design would have been approved.
(= If I hadn't discovered the problem, the design would have been approved.)

Chapter 16 Formation of words

(1)

A lot of words in English have a noun-form, a verb-form, an adjective-form, and an adverb-form.

Example:

- ♦ The death of the famous actor shocked everyone. (noun)
- ♦ He died yesterday. (verb)
- ♦ We can't believe he was dead. (adjective)
- ♦ Her face turned deadly pale. (adverb)

(2)

The table below shows the noun, verb, adjective and adverb forms of some simple words:

Noun	Verb	Adjective	Adverb
ability	enable	able	ably
attention	attend	attentive	attentively
beauty	beautify	beautiful	beautifully
belief	believe	believable	believably
breadth	broaden	broad	broadly
competence	compete	competent	competently
courage	encourage	courageous	courageously
danger	endanger	dangerous	dangerously
decision	decide	decisive	decisively
description	describe	descriptive	descriptively
difference	differ	different	differently
enjoyment	enjoy	enjoyable	enjoyably
health	heal	healthy	healthily
hesitation	hesitate	hesitant	hesitantly
hunger	hunger	hungry	hungrily
length	lengthen	long	long
obedience	obey	obedient	obediently
satisfaction	satisfy	satisfactory	satisfactorily
success	succeed	successful	successfully
terror	terrify	terrible	terribly
tolerance	tolerate	tolerable	tolerably
trouble	trouble	troublesome	troublesomely
warmth	warm	warm	warmly
weakness	weaken	weak	weakly

(3)

Some words have the same noun form and verb form, as shown below:

Noun	Verb
It is a <u>lie</u> .	They <u>lie</u> to me.
I like the <u>colour</u> of my hair.	They <u>colour</u> my hair for me.
I don't like the <u>photograph</u> .	They <u>photograph</u> the girls.
We must consider the <u>risk</u> . (風險)	Why do you <u>risk</u> your life? (冒險)

(4)

Some words have different forms of verbs and nouns. Examples:

- ♦ annoy (v.) → annoyance (n.)
- ♦ argue (v.) → argument (n.)
- ♦ arrive (v.) → arrival (n.)
- ♦ complain (v.) → complaint (n.)
- ♦ discover (v.) → discovery (n.)
- ♦ hate (v.) → hatred (n.)
- ♦ succeed (v.) → success (n.)

Some verbs do not have a noun form. Examples:

begin, borrow, receive, run, warn

(5)

Some words have the same form of verb and adjective.

Adjective	Verb
The <u>blind man</u> was very happy to get a job eventually.	His supporters <u>were blinded</u> by his empty promises.
We have to stay <u>calm</u> and try to overcome the crisis.	The doctor tried hard to <u>calm</u> down the despairing (絕望的) patient.
My husband and I have <u>separate</u> bank accounts.	Stanley's parents <u>separated</u> when he was ten.
The model's hair is as <u>smooth</u> as silk.	She carefully <u>smoothed</u> down her coat before the interview.

(6)

Some words have different forms of verbs and adjectives.

Examples:

- ♦ act (v.) → active (adj.)
- ♦ believe (v.) → believable (adj.)
- ♦ cheer (v.) → cheerful (adj.)
- ♦ differ (v.) → different (adj.)
- ♦ trick (v.) → tricky (adj.)

Some adjectives do not have verb form. Examples:

childish,	cruel,	difficult,	diligent,
funny,	generous,	heavy,	honest,
naughty,	noisy,	polite,	proud

(7)

Some verbs are formed by adding the suffix "-en" to their adjective or noun.

Examples:

bright (adj.) → brighten (v.)	deep (adj.) → deepen (v.)
deaf (adj.) → deafen (v.)	flat (adj.) → flatten (v.)
sharp (adj.) → sharpen (v.)	short (adj.) → shorten (v.)
straight (adj.) → straighten (v.)	strength (n.) → strengthen (v.)
weak (adj.) → weaken (v.)	wide (n.) → widen (v.)

Some verbs are formed by adding the prefix "en-" to their noun or adjective.

Examples:

able (adj.) → enable (v.)	circle (n.) → encircle (v.)
code (n.) → encode (v.)	danger (n.) → endanger (v.)
rich (adj.) → enrich (v.)	title (n.) → entitle (v.)

(8)

Be careful in the spellings of words when the adjectives end in "-t" and the corresponding nouns end in "-ce". Here are some examples:

<u>Adjective</u> :	absent	convenient	excellent	convenient
<u>Noun</u> :	absence	convenience	excellence	importance

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