



ANGIELSKA GRAMATYKA W PIGUŁCE

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Wstęp

Angielska gramatyka w pigułce zawiera wybrane zagadnienia gramatyki angielskiej opracowane autorsko przez Akademię Językową HappyHours w formie streszczenia, w celu dydaktycznym. Niniejsza publikacja jest przeznaczona dla tych, którzy chcą sobie przypomnieć, powtórzyć i zapamiętać podstawowe zagadnienia gramatyczne, aby w efekcie zwiększyć swoje umiejętności komunikacyjne w języku angielskim.

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1. Present Simple vs Present Continuous

TENSES

Present Simple

Permanent situations
/ states, permanent truths
He works in a bank.

Repeated / habitual actions
He starts work at 8.

Timetables, programmes
The train leaves at 4.

Reviews, Sports commentaries
Daniels misses the ball...

Present Continuous

Temporary situations
Ann is staying with her sister this week.

Frequently repeated actions – when we express
annoyance
You're always forgetting my birthday!

Actions happening around the time of speaking
He's watching a movie.

Fixed arrangements in the near future
I'm meeting John this evening.

FORMS

Present Simple

Affirmatives
I like coffee. You like coffee. We like coffee.
They like coffee.
He / she / it likes coffee.

Negatives
I do not like coffee. You do not like coffee. etc.
He / she / it does not like coffee.

Questions
Do you like coffee? Do they like coffee? etc.
Does he / she / it like coffee?

Present Continuous

Affirmatives
I am drinking coffee. You are drinking coffee.
We are drinking coffee. They are drinking coffee.
He / she / it is drinking coffee.

Negatives
I am not drinking coffee. You are not drinking coffee.
We are not drinking coffee.
He / she / it is not drinking coffee.

Questions
Are you drinking coffee? Are they drinking coffee?
Is he / she / it drinking coffee?

TIME EXPRESSIONS

Present Simple

every day / week / month / year
usually
sometimes
always
rarely
never
often
in the morning
in the evening
in the afternoon
at night
on Mondays / Tuesdays...

Present Continuous

now
at the moment
at present
nowadays
today
tonight
always (with annoyance)
still

2. Future Simple vs Future Continuous

TENSES

Future Simple

On-the-spot decisions

I know, I'll drink cinnamon light soy latte this time! With sugar!

Hopes, fears, offers, promises etc. esp. with: expect, hope, believe, promise etc. I promise I'll buy you a cup of coffee.

Actions or predictions about future / actions that will happen and can't be controlled
We will probably need more coffee.

Things we aren't sure about or haven't decided yet
Perhaps I'll drink coffee without sugar today...

Future Continuous

Actions in progress at a stated future time
This time tomorrow I'll be drinking coffee.

Polite asking about arrangements of other people to see if they can do sth for us
Will you be going to the shop? I need some coffee.

Actions which are the result of a routine
I'll be drinking cinnamon light soy latte on Sunday (I do it every Sunday).

FORMS

Future Simple

Affirmative

I will drink a cup of coffee.

He will drink...

We will drink...

Negative

I will not (won't) drink...

He won't drink...

We won't drink...

Question

Will you drink...?

Will he drink...?

Will they drink...?

Future Continuous

Affirmative

This time tomorrow I will be drinking coffee.

He will be drinking...

We will be drinking...

Negative

I won't be drinking coffee...

He won't be drinking...

We won't be drinking...

Question

Will you be drinking coffee?

Will he be drinking coffee?

Will they be drinking coffee?

TIME EXPRESSIONS

Future Simple

tomorrow

tonight

next week

next month

in two days

the day after tomorrow

soon

in a week

in a month

Future Continuous

this time

+

(but to express duration)

Will they be drinking coffee?

* We don't use future forms after: as long as, as soon as, after, before, by the time, if (conditional), unless, in case, until / till, when (time conjunction), whenever, while, once, suppose / supposing, on condition that etc.

3. Past Simple vs Past Continuous

TENSES

Past Simple

Past actions: one after the other
I woke up, got out of bed and made a cup of coffee.

Past habits / state; action that happened at a stated past time
He drank a cup of coffee every day when he was younger.
I drank 4 cups of coffee yesterday.

Complete past actions not connected to the present (with a stated or implied time reference)
My grandpa drank a lot of coffee and smoked a pipe.

Past Continuous

Actions in the middle of happening at a stated past time
This time last week I was drinking coffee in Paris.

Past action in progress interrupted by another past action
I was drinking coffee when I heard a strange noise.

Simultaneous past actions of certain duration
I was drinking coffee while he was reading a book.

FORMS

Past Simple

Affirmative
I drank 4 cups of coffee yesterday.
He drank 4 cups of coffee yesterday.
We drank...

Negative
I did not (didn't) drink 4 cups of coffee...
He didn't drink...
We didn't drink...

Question
Did you drink 4 cups of coffee...?
Did he drink...?
Did they drink...?

Past Continuous

Affirmative
This time last week I was drinking coffee...
He was drinking coffee...
We were drinking coffee...

Negative
I was not (wasn't) drinking coffee.
He wasn't drinking...
We were not (weren't) drinking...

Question
Were you drinking coffee?
Was he drinking coffee?
Were they drinking coffee?

TIME EXPRESSIONS

Past Simple

yesterday
last week / last month etc.
... ago (two days ago, 3 months ago etc.)
then
just now
when
in 1992, in 2003 etc.

Past Continuous

while
when
as
the moment that
this time last week

4. Present Perfect Simple vs Present Perfect Continuous

TENSES

Present Perfect Simple

Recently completed actions
We have missed the bus.

Past actions connected to the present
/ with result in the present
He has drunk all the coffee.

Events that last up to the present
We have lived here for 10 years.

Emphasis on action / number
He has won the game.
I have drunk 4 cups of coffee since this morning.

Present Perfect Continuous

Actions started in the past & continuing up to the present
Ann has been staying with her sister for a while.

Past actions of certain duration with results in the present
I've been running, that's why I'm blushed.

A repeated activity
I've been taking driving lessons this month.

Emphasis on duration
I've been painting this room for hours.

FORMS

Present Perfect Simple

Affirmative
I have drunk all the coffee.
You have drunk all the coffee.
We have drunk all the coffee.
He / she has drunk all the coffee.

Negative
I haven't (have not) drunk all the coffee.
You haven't drunk all the coffee.
We haven't drunk all the coffee.
He / she hasn't drunk all the coffee.

Question
Have you drunk all the coffee?

Present Perfect Continuous

Affirmative
I have been drinking coffee all morning.
You have been drinking coffee...
We have been drinking coffee...
He / she has been drinking coffee...

Negative
I haven't (have not) been drinking coffee...
You haven't been drinking coffee...
We haven't been drinking coffee...
He / she hasn't been drinking coffee...

Question
Have you been drinking coffee...?
Have they been drinking coffee...?
Has he / she been drinking coffee...?

TIME EXPRESSIONS

Present Perfect Simple

Present Perfect Continuous

just / never / ever / already
yet (negations & questions)
always / how long / so far
recently / lately
since (from a starting point in the past)
for (over a period of time)*
today
this week / month etc.

* if related to the present

5. Past Perfect Simple vs Past Perfect Continuous

TENSES

Past Perfect Simple

Past action which occurred before another action or a stated past time

When she almost fell asleep on the bus she realized she had forgotten to drink her morning coffee.

Complete past action with visible results in the past

She felt full of energy after she had drunk 3 cups of coffee

Past Perfect Continuous

Action continuing over a period of time up to a specific time in the past

I had been drinking coffee all morning before I finally felt awake!

Past action of certain duration with visible result in the past

She had been drinking coffee all evening so she couldn't fall asleep afterwards.

FORMS

Past Perfect Simple

Affirmative

I had drunk a lot of coffee before I managed to wake up.

He had drunk...

We had drunk...

They had drunk...

Negative

I had not (hadn't) drunk...

He hadn't drunk...

We hadn't drunk...

They hadn't drunk...

Question

Had you drunk...?

Had he drunk...?

Had they drunk...?

Past Perfect Continuous

Affirmative

I had been drinking coffee all evening so I couldn't fall asleep afterwards.

He had been drinking...

We had been drinking...

Negative

I hadn't been drinking...

He hadn't been drinking...

We hadn't been drinking...

Question

Had you been drinking...?

Had he been drinking...?

Had they been drinking...?

TIME EXPRESSIONS

Past Perfect Simple

for

since

already

after

just

never

yet

before

by

by the time

Past Perfect Continuous

for

since

already

just

before

by

by the time

6. Pronouns

PRONOUN CHART

	subject pronouns	object pronouns	possessive adjectives	possessive pronouns	reflexive pronouns
1st person	I	me	my	mine	myself
2nd person	you	you	your	yours	yourself
3rd person (male)	he	him	his	his	himself
3rd person (female)	she	her	her	hers	herself
3rd person	it	it	its	not used	itself
1st person (plural)	we	us	our	ours	ourselves
2nd person (plural)	you	you	your	yours	yourselves
3rd person (plural)	they	them	their	theirs	themselves

7. Much & Many

Much – Many / a lot of – lots of = a large quantity of something

Much and many are mainly used in negative sentences and questions. They are not common in affirmative sentences though still possible. Much is used with uncountable nouns. Many is used with plural countable nouns.

Much

+ uncountable nouns

I don't have much time.
He doesn't need much money.
Does it use much electricity?

Many

+ plural countable nouns

There aren't many chairs in the room.
I don't have many friends.
Do you think many people will go?

With affirmative sentences, we prefer a lot of instead of much / many. A lot of / lots of are not common in negative sentences or questions. A lot of can be used with countable nouns and uncountable nouns.

a lot of

+ uncountable nouns

I need a lot of coffee.
(= I need lots of coffee.)
There is a lot of traffic today.

a lot of

+ plural countable nouns

She has a lot of friends.
(= She has lots of friends.)
There are a lot of cars on the street.

8. Few & Little

few / little (without 'a') has a negative nuance

What's the difference?

Use 'a few' and 'few' with a plural countable noun.

a few

some, a small number
(positive meaning)
I spent a few days in New York.

few

not many / almost none
(negative meaning)
Jess has few friends.

Use 'a little' and 'little' with an uncountable noun.

a little

some, a small amount
(positive meaning)
Sam saves a little money each month.

little

not much / almost nothing
(negative meaning)
I have little money to spend this week.

9. Comparatives & Superlatives

Adjectives

comparative & superlative forms

	Adjectives	Comparative	Superlative
One syllable adjectives: • Add -er / -est or -r / -st	cheap long old nice	cheaper longer older nicer	the cheapest the longest the oldest the nicest
Adjectives ending with a vowel: and a consonant (*except 'w' or 'y')	big fat hot new*	bigger fatter hotter newer*	the biggest the fattest the hottest the newest*
•Double the final letter			
Adjectives ending in 'y': • Drop 'y' and add -ier / -iest	busy dirty friendly	busier dirtier friendlier	the busiest the dirtiest the friendliest
Adjectives with two or more syllables: • Add 'more' / 'most' or 'less' / 'least'	boring expensive important interesting	more boring more expensive less important less interesting	the most boring the most expensive the least important the least interesting

Some two-syllable adjectives have two possible forms of comparison, for example:

likelier / more likely
 politer / more polite
 simpler / more simple

Irregular adjectives:

good
 bad
 far

better
 worse
 farther / further

the best
 the worst
 the farthest /
 furthest

10. Modals

Modals and semi-modal verbs

Modals are auxiliary verbs used to express ability, possibility, permission, obligation...
 Semi-modal* verbs are composed of two or more separate words ending with 'to'.

Modal	Concept	Example
Can	Ability Permission Offers	Alex can swim. Can I borrow this? ('May' is also used.) Can I help you?
Could	Possibility Past ability Permission Requests	That story could be true – who knows! Charlie could swim at the age of four. Could I use your phone, please? Could you pass me the salt, please?
Be able to*	Ability	My brother is able to find his way home.
Have to*	Obligation	I have to stop at a red light. That's the law. Children have to arrive on time at school.
May	Possibility Permission	It may rain today – it's a bit cloudy. May I borrow your dictionary?
Might	Slight possibility Past form of 'may' in reported speech.	We might win a prize but I doubt it. I said it might rain – but I was wrong.
Must	Obligation Logical deduction	Airline officials must wear a uniform. The heating is off. You must be cold.
Mustn't	Prohibition	You mustn't tell your mother – it's a surprise.
Should	Advice Logical deduction	You should take your medicine regularly. He's revised so he should pass the test.
Ought to*	Advice Logical deduction	You ought to write to your grandmother. 30€ ought to be enough for the taxi.
Shall	Future tense auxiliary Offers / suggestions	I shall be in London on Friday (or I'll be...) Shall I order a taxi?
Will	Future tense auxiliary Invitations / offers	The ticket will cost about 50€. Will you join us for coffee?

11. Must & Have to

Must vs Have to

'Must' and 'have to' both express obligation. However, they are used differently depending on who imposes the obligation.

Must	Have to
The speaker says it is necessary	Someone or something else makes it necessary.
I must hurry or I'll miss the bus. (I think it's important not to miss the bus.)	I have to arrive on time. The hours are strict. (In my job I am obliged by contract to arrive on time.)
You must train harder if you want to win. (The coach thinks it is necessary.)	I have to train harder if I want to win. (The coach told me it was necessary.)
All pupils must wear a uniform. (The headmaster says it is the rule.)	Do you have to wear a uniform in your school? (Is it compulsory?)
All passengers must wear seat belts. (The taxi driver tells the passengers.)	We all have to wear seat belts. (That's what the driver said.)

Nb: In the negative form the meaning changes.

Mustn't	Don't have to
Strong obligation not to do something.	There is no obligation or necessity.
You mustn't mention it. It's a secret. Students mustn't talk during the exam. You mustn't phone me at work. (I am not allowed to take personal calls.)	I don't have to listen to this: I'm going home! You don't have to drive me home. I can walk. You don't have to wear a tie. (but you can wear one if you like.)

'Must' can also be used to show that we are certain something is true. In this case we are making a logical deduction.

Julie has had a long journey. She must be tired.
There's no heat in this room. You must be cold.
Pablo hasn't eaten all day. He must be hungry.
I didn't order these book. There must be a mistake.

Please note: In British English, 'have got to' is often used in the same way as 'have to'.

12. Make vs Do

Unfortunately, there is no hard and fast rule in English concerning the use of 'make' and 'do'. In general, however, we use 'make' when we create something and 'do' for activities.

Make

an appointment, arrangements
breakfast, lunch, dinner
a cake, a dress, a bracelet
a change, a choice, a decision
a comment, a complaint
a declaration, a statement, a speech
a deal
a discovery
friends
a difference, an exception
an effort
an enquiry
a mistake
money
a noise, a sound
an offer, a suggestion
a phone call
a profit, a loss
progress
a reservation
sure, certain
a wish

Do

badly, well
business
one's best
the crosswords
damage, harm
a degree, a course, an exam
a drawing
drugs (consume / use)
your duty
exercises
a favour
the gardening, the housework
your homework
a good job, a good turn
justice
military service
your nails, hair, make-up
a project, research
something, right or wrong
the shopping
a survey, a test, a translation
work

13. Used to

Used to – be / get used to

Used to

'Used to' + infinitive is a form of the past tense.
It is a structure that exists only in the past.
(e.g. I used to go / I used to live / I used to eat...)

It refers to a past habit or situation which no longer exists, something that you did regularly before but no longer do today.

We cannot use it for things that still happen now.

'Used to' is followed by the bare infinitive.

Examples:

Julie used to drive to work. Now she takes the bus.

Bill used to work here, now he works in Leeds.

I used to wear glasses. Now I wear contact lenses.

We used to live in a flat. Now we live in a house.

Tom used to smoke. Now he has stopped.

Jill used to play tennis. Now she plays golf.

Alex used to ski. He stopped after his accident.

Be / get used to

To 'be / get used to' means to be / to become accustomed to something.
(e.g. I am used to noise / I got used to drinking tea.)

It refers to something that was strange and has become familiar, something that you now accept.

Be or get 'used to' are followed by:

a noun

a verb ending in -ing

and can be used in all tenses.

Examples:

Tom is used to noise.

Julie was used to living in a noisy street.

Alex got used to spicy food in India.

Eva is getting used to sharing a flat.

Pablo will get used to British humour in London.

In her new job she had to get used to long hours.

14. Conditionals

Conditionals

Zero conditional

General truths and general habits
If + present simple, present simple
If you add two and two, you get four.

First conditional

Possible or likely things in the future
If + present simple, will + infinitive
If it rains later, we'll stay at home.

Second conditional

Impossible things in the present / unlikely things in the future
If + past simple, would + infinitive
If I won the lottery, I would sail round the world.

Third conditional

Things that didn't happen in the past and their imaginary results
If + past perfect, would + have + past participle
If I had studied harder, I would have passed the exam.

15. Passives

The Passive Voice

The passive voice is used to show interest in the person or object that experiences an action rather than the person or object that performs the action.

Sam cooks the food. (Active)

The food is cooked by Sam. (Passive)

Tense	Active voice	Passive voice
Present Simple	Sam cooks the food.	The food is cooked (by Sam).
Past Simple	Sam cooked the food.	The food was cooked (by Sam).
Future Simple	Sam will cook the food.	The food will be cooked (by Sam).
Present Continuous	Sam is cooking the food.	The food is being cooked (by Sam).
Past Continuous	Sam was cooking the food.	The food was being cooked (by Sam).
Going to	Sam is going to cook the food.	The food is going to be cooked (by Sam).
Present Perfect	Sam has cooked the food.	The food has been cooked (by Sam).
Past Perfect	Sam had cooked the food.	The food had been cooked (by Sam).
Used to	Sam used to cook the food.	The food used to be cooked (by Sam).
Would Always	Sam would always cook the food.	The food would always be cooked (by Sam).
Infinitive	Sam has to cook the food.	The food has to be cooked (by Sam).
Modals	Sam should cook the food.	The food should be cooked (by Sam).

When to use the Passive Voice?

When the object receiving the action is more important than the actor.

When we do not know or do not want to mention who is doing the action.

When we want to make statements more polite or formal.

(by Sam)?

In passive sentences, the thing receiving the action is the subject of the sentence and the thing doing the action is optionally included near the end of the sentence.

16. Reported Speech

Indirect or Reported Speech

In indirect speech, we report a statement made by someone, without quoting the exact words used. The verb tenses become more past and we can omit 'that'.

Direct Speech

Past Perfect

Present Simple

Sophie said: „I want to go home.“

Present Continuous

Tony said: „I am doing my homework.“

Present Perfect

Eva said: „I have bought a new bag.“

Past Simple

Dad said: „I mowed the garden.“

Will

She said: „I will never leave you.“

Can

Billy said: „I can swim 500 metres.“

May

She said: „It may be too expensive.“

Must

He said: „Everyone must arrive on time.“

Have to

The boss said: „I have to lock the door.“

Orders, requests, advice, suggestions

She said: „Be careful!“

She said: „Don't drive too fast!“

Indirect (Reported) Speech

Past Simple

Sophie said (that) she wanted to go home.

Past Continuous

Tony said (that) he was doing his homework.

Past Perfect

Eva said (that) she had bought a new bag.

Past Perfect

Dad said (that) he had mowed the garden.

Would

She said (that) she would never leave me.

Could

Billy said (that) he could swim 500 metres.

Might

She said (that) it might be too expensive.

Had to

He said (that) everyone had to arrive on time.

Had to

The boss said (that) he had to lock the door.

The infinitive is used in reporting

She told him to be careful.

She told him not to drive too fast.

17. Silent letters

Silent letters in English

Silent letters are letters in a word that are not pronounced.

b	g	h	k	l	n	p	t	w
bomb	align	chaos	knack	balm	autumn	coup	apostle	answer
climb	alight	chord	knead	balk	column	pneumatic	ballet	sword
comb	benign	echo	knee	calf	condemn	pneumonia	bristle	two
debt	design	ghost	kneel	calm	damn	psalm	castle	whole
doubt	feign	heir	knew	chalk	government	pseudo	Christmas	wrap
dumb	foreign	honour	knit	half	hymn	psoriasis	fasten	wreath
lamb	gnarl	honest	knock	psalm	solemn	psyche	glisten	wrench
limb	gnaw	hour	knife	salmon		psychedelic	gourmet	wring
subtle	gnome	rhyme	knight	should		psychiatrist	listen	wrinkle
thumb	high	rhubarb	knot	talk		psychology	moisten	wrist
tomb	light	school	know	walk		raspberry	soften	write
womb	sign	thyme	knuckle	would		receipt	whistle	wrong



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