



Royal Academy Manager

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ECFE Grammar	Prerequisite Grammar	GSE Grammar	Functional Language
Past time: past continuous	Can tell when to use the present simple and when to use the present continuous. (29)	Can use 'when' to link clauses in the past simple and past continuous. (46)	 Making predictions and hypothesising Asking for and making suggestions and recommendations Expressing opinion
Conditionals: first conditional	Can use 'can' to refer to ability in the present. (29) Can express personal plans and intentions for the future using 'going to'. (35)	Can make offers using the first conditional. (46) Can describe possible future outcomes of a present action or situation using the first conditional. (46)	
Future time: present continuous	Can express personal plans and intentions for the future using 'going to'. (35)	Can use the present continuous with future reference. (42) Can use the present continuous to refer to changing situations. (46)	
Passive: past simple passive	Can make affirmative statements using common regular past simple forms. (30)	Can use transitive verbs in the passive with the object as the grammatical subject. (46)	



PAST CONTINUOUS TENSE

POSITIVE FORM

Sbj + was/were + Ving

I				
He	+	was	+	starting
She				
It				
You				
We	+	were	+	starting
You				
They				

+

Ex: I was sleeping.

Ex: We were sleeping.

NEGATIVE FORM

Sbj + was/were NOT + Ving

I				
He	+	was not	+	starting
She		wasn't		
It				
You				
We	+	were not	+	starting
You		weren't		
They				

-

Ex: I was not (wasn't) sleeping.

Ex: We were not (weren't) sleeping.

QUESTION FORM

Was/Were + Sbj + Ving

Was

+

I

He
She
It

+

starting

Were

+

You
We
You
They

+

starting

?

Ex: He was sleeping.

Ex: They were sleeping.

-->

Was he sleeping?

-->

Were they sleeping?





1 Yesterday, I dropped a glass while I ... the dishes.

a) wash

b) am washing

→ c) was washing

2 I ... the bike when I saw Liz.

a) were riding

→ b) was riding

c) ride

3 Were you ... in the shower?

a) sang

b) will sing

→ c) singing

4 They ... about the weather two days ago.

→ a) were talking

b) talk

c) have talked



5 Was John ... tennis with Andrew?

a) played

→ b) playing

c) play

6 She ... cricket yesterday.

→ a) was playing

b) plays

c) will be playing



7 They ... their plans for the weekend three days ago.

a) will discuss

b) discussing

→ c) were discussing

8 When she arrived, we ... dinner.

→ a) were having

b) had

c) having

9 My teacher ... the exercise to me when he entered.

a) explained

b) explaining

→ c) was explaining

10 We ... when the alarm went off.

a) slept

b) sleep

→ c) were sleeping



11 We ... TV yesterday.

a) are watching

b) watch

→ c) were watching

12 I ... the guitar when my dad came home.

a) practised

b) practicing

→ c) was practicing



13 When I entered the room, Mary ... her hair.

- ☒ a) was brushing
- b) brush
- c) brushed

14 Was she ... to Matt yesterday?

- a) talked
- ☒ b) talking
- c) was talking

15 John ... at the door when we arrived at the office.

- a) will wait
- b) waited
- ☒ c) was waiting

16 They ... to what I was talking about.

- a) listen not
- b) listening not
- ☒ c) weren't listening



17 Simon ... a shower when someone knocked at the door.

- ☒ a) was having
- b) has had
- c) had

18 Yesterday at three o'clock, I

- ☒ a) was working
- b) worked
- c) have worked



19 She ... when I telephoned her.

- ☒ a) was cooking
- b) cooked
- c) is cooking

20 She ... when she broke her leg.

- a) will ski
- ☒ b) was skiing
- c) skied

21 Were you listening while the teacher ...?

- a) speak
- b) spoke
- ☒ c) was speaking

22 I ... when you phoned.

- a) slept
- ☒ b) was sleeping
- c) will sleep



23 I ... if you could open the window.

- a) was wonder
- b) wondered
- ☒ c) was wondering

24 At 11:30 yesterday morning, I ... in the park.

- ☒ a) was walking
- b) walked
- c) will walked



25 When I phoned him, he ... tennis with his brother.

- ☒ a) was playing
- b) played
- c) had played

26 It ... when I left home this morning.

- a) snowed
- b) is snowing
- ☒ c) was snowing

27 I ... my bike all day yesterday.

- a) ride
- b) am riding
- ☒ c) was riding

28 Was Ben ... a shower?

- a) had
- ☒ b) having
- c) will have



29 Two children ... on the sand and two fishermen ... against an upturned boat.

- a) was leaning/was playing
- b) were playing/was leaning
- c) was leaning/were playing
- ☒ d) were playing/were leaning

30 When my parents came I ... the piano.

- a) played
- ☒ b) was playing
- c) has playing



31 I ... a bath when my smartphone rang.

- a) was having
- b) have having
- c) was had

32 When the accident happened Marie ... too fast.

- a) was driving
- b) has drive
- c) drives

33 She ... the ironing when she heard the news.

- a) has doing
- b) doing
- c) was doing

34 When I first met her, she ... in a restaurant.

- a) is worked
- b) was working
- c) has worked



35 Jeremy had a bad fall while he ... his roof.

- a) repaired
- b) has repaired
- c) was repairing

36 Tom said that he was the captain of a ship which ... that night for Marseilles.

- a) sailing
- b) sailed
- c) was sailing



FIRST CONDITIONAL

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Use the **first conditional** to talk about something that might happen in the future if a condition exists.

If clause (condition)

If a condition **exists**

comma

,

main clause (result)

the result **will be** true.

present

future / imperative / modal verb

- ➔ If you **study**, you **will pass** the exam.
- ➔ If he **doesn't call**, you **should tell** me immediately.
- ➔ If your room **is** tidy, you **can leave**.
- ➔ If we **win**, we **will celebrate** soon.
- ➔ We **will celebrate** soon **if we win**.

NO COMMA when you put the main clause at the beginning

Do NOT use **will** in the IF clause: *I'll help you if you need me* (NOT-if-you-will-need-me)

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FUTURE TIME CLAUSES

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when, as soon as, until, once, before, after, while

After these words, use present (NOT future) to talk about the future.

future time clause

When I **am** 69

As soon as you **arrive**

Until you all **finish**

Before you **come**

Once you **are** there

present

comma

,

,

,

,

,

main clause

I **will** retire.

call me.

nobody **can** leave.

you **should** text me.

you **might** need help.

future / imperative / modal verb

main clause

I **will** retire

future time clause

when I **am** 69.

✗ When I ~~will be~~ 69, I will retire.

✓ When I **am** 69, I will retire.

NO COMMA when you put the main clause at the beginning

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Click on the correct form of the verbs..



1. If I **go** / **will go** out tonight, I **go** / **will go** out to eat.

2. If you **come** / **will come** home late, your mother **is** / **will be** angry.

3. If I **won't see** / **don't see** you tomorrow, I **will see** / **see** you on Sunday.

4. If he **comes** / **will come** I **am** / **will be** surprised.

5. If we **won't hurry** / **don't hurry**, we **will be** / **are** late.

6. If we **will go** / **go** on holiday, we **will go** / **go** to the seaside.



7. If it **will rain** / **rains**, we **won't have** / **don't have** a picnic.

8. If you **won't go** / **don't go** to bed now, you **will be** / **are** tired tomorrow.

9. If you **will eat** / **eat** all that, you **are** / **will be** sick.

10. I **will come** / **come** early if I **will finish** / **finish** my work.

11. He **will go** / **go** to the party if you **will invite** / **invite** him.

12. She **will make** / **make** more money if she **will get** / **gets** the job.



13. You **won't get** / **don't get** a good job if you **don't pass** / **passed** the exam.

14. He **will buy** / **buy** a new car if he **will get** / **gets** a bonus.

15. She **will cook** / **cook** dinner if he **will bring** / **brings** the food.

16. They **will go** / **goes** to the beach if they **will have** / **have** time.

17. I **will take** / **takes** a taxi if it **will rain** / **rains**.

18. I **won't go** / **don't go** if you **won't come** / **don't come** with me.



PRESENT CONTINUOUS TENSE

POSITIVE FORM

Sbj + am/is/are + Ving

I	+	am	+	start ing
He				
She	+	is	+	start ing
It				
You				
We	+	are	+	start ing
You				
They				



Ex: I am crying.

NEGATIVE FORM

Sbj + am/is/are + NOT + Ving

I	+	am not	+	start ing
He				
She	+	is not	+	start ing
It		isn't		
You				
We	+	are not	+	start ing
You		aren't		
They				



Ex: She is not (isn't) crying.

QUESTION FORM

Am/Is/Are + Sbj + Ving

Am	+	I	+	start ing
Is	+	He	+	start ing
		She	+	start ing
		It		
Are	+	You	+	start ing
		We		
		You		
		They		



Ex:

You are crying.



Are you crying?





MULTIPLE CHOICE

1. She tennis with her friend.

- a) is play
- b) is playing
- c) is plaing

2. What you tonight?

- a) are, doing
- b) is, doing
- c) is, doeing

3. They sandwiches today.

- a) are eatting
- b) aren't eating
- c) isn't eating

4. We at the new supermarket.

- a) isn't shopping
- b) is shopping
- c) are shopping

5. This boy really fast.

- a) are running
- b) is runing
- c) is running

6. you your grandpa this weekend?

- a) Is, visiting
- b) Are, visitting
- c) Are, visiting

7. Where Sally at the moment?

- a) is, work
- b) is, working
- c) are, working

8. I with my aunt for a few days.

- a) is staying
- b) am staing
- c) am staying





9. They a cake in the kitchen.

a) are makeing

→ b) are making

c) is making

10. Look at the duck! It
in the river.

→ a) is swimming

b) are swimming

c) are swimming

11. Steve a car at the moment.

→ a) isn't driving

b) isn't driveing

c) aren't driveing

12. We at the table.

a) are siting

→ b) are sitting

c) is sittina

13. I a bath right now.

a) is taking

→ b) am taking

c) are takeing

14. The baby because she's hungry.

→ a) is crying

b) am crying

c) are crying

15. What he today?

a) is, wear

b) are, wearing

→ c) is, wearing

16. Dad a newspaper now.

→ a) isn't reading

b) 'm not reading

c) aren't reading





1 Michael ... a letter now.

a) writes

→ b) is writing

c) wrote

2 The weather is bad and ... worse.

→ a) it's getting

b) it got

c) it gets

3 Look! The kitchen sink

→ a) is leaking

b) leak

c) will lick

4 John ... for his exams now.

a) prepare

b) will prepare

→ c) is preparing

5 She ... in Glasgow now.

→ a) is working

b) work

c) works

6 Simon ... the guitar at the moment.

a) play

b) played

→ c) is playing





7 They ... TV right now.

a) will watch

b) watching

→ c) are watching

8 Is he ... his girlfriend now?

a) meet

→ b) meeting

c) will meet

9 Are the boys ... rugby?

→ a) playing

b) will play

c) play

10 Martin ... water now.

a) drank

→ b) is drinking

c) drinks

11 My dad ... the car at the moment.

→ a) is washing

b) wash

c) washes

12 Paul ... in Australia at the moment.

a) worked

b) works

→ c) is working





13 What TV shows are you ...?

- a) watching
- b) watch
- c) watched

14 Andrew ... this week. He is on holiday.

- a) doesn't work
- b) works not
- c) isn't working

15 Who ... this song now?

- a) sings
- b) is singing
- c) had sang

16 Please be quiet. Michael

- a) sleeping
- b) slept
- c) is sleeping

17 He ... for Sydney next month.

- a) is leaving
- b) leaves
- c) left

18 She ... on the phone.

- a) is speaking
- b) speaks
- c) spoke





19 What projects are you ... on this week?

a) work

b) will work

→ c) working

20 Tom is ill. He ... from home this week.

a) worked

→ b) is working

c) works

21 They ... their lessons.

→ a) are reading

b) reads

c) was reading

22 Tom ... me home right now.

→ a) is driving

b) was driving

c) will driving

23 John ... next to Paul.

a) sat

b) is sitted

→ c) is sitting

24 We ... the production. The demand is high.

a) decreased

b) increases

→ c) are increasing





22 Tom ... me home right now.

- ☒ a) is driving
- b) was driving
- c) will driving

23 John ... next to Paul.

- a) sat
- b) is sittid
- ☒ c) is sitting

24 We ... the production. The demand is high.

- a) decreased
- b) increases
- ☒ c) are increasing

25 Are you ... your clothes?

- a) wash
- ☒ b) washing
- c) will wash

26 Am I ... too fast?

- a) walk
- ☒ b) walking
- c) will walk

27 Donald ... lunch right now.

- a) had eaten
- b) eats
- ☒ c) is eating





28 Is Martha ... now?

- ➔ a) cooking
- b) cook
- c) has cooked

29 We ... dinner right now.

- a) had
- b) were having
- ➔ c) are having

30 Is it ...?

- a) snow
- ➔ b) snowing
- c) was snowing

31 What ... John and James ... that for?

- ➔ a) are/doing
- b) are/did
- c) are/done
- d) are/do

32 The airplane ... at 10,000 meters.

- a) is fly
- ➔ b) is flying
- c) is flies

33 George and Jermaine ... for food.

- a) is looing
- b) looks
- ➔ c) are looking





34 Someone ... at the door. Shall I answer it?

- a) are knocking
- b) knocking
- c) am knocking

→ d) is knocking

35 Joseph and I ... an enormous hole just outside my home.

- a) are digging
- b) am digging
- c) is digging
- d) digging

36 I ... for my change.

- a) am wait
- b) am waited
- c) am waiting

37 Three men ... down a rope.

- a) are sliding
- b) are slideing
- c) is sliding
- d) are slideing



38 Julia ... the front bedroom.

- a) are paining
- b) paining
- c) is painting
- d) am painting

39 What ... that terrible noise?

- a) making
- b) are making
- c) is making



Simple Past Passive



Affirmative Form	Object + was / were + verb3 (past participle)
Question Form	Was / Were + Object + verb3 (past participle) ?

Active : The teacher corrected the mistakes.

Passive: The mistakes were corrected by the teacher.

Active : Did the little boy sell all the candy bars?

Passive: Were all the candy bars sold by the little boy?

Active : Lauren didn't eat any apples.

Passive: No apples were eaten by Laurant.

Active : He didn't give the wallet.

Passive: The wallet wasn't given by him.



Underline the correct options.



- 1 What are you given / do you give / were you given for your birthday?
↓
- 2 Those poems are written / were written / wrote one hundred years ago.
↓
- 3 We were taken / take / are taken to the theatre last week.
↓
- 4 The local museum was visited / is visited / visits by thousands of people when it opened.
↓
- 5 That house isn't lived / doesn't live / wasn't lived in for over 20 years.
↓
- 6 Jack was given / gave / is given a smartphone recently.
↓
- 7 A surprise party organises / was organised / is organised for Maria yesterday.



Complete the sentences and questions with the verbs in the box in the past simple passive.

correct meet not bring up not drive
spend take welcome



- 1 How much money*was spent*..... on the wedding?
- 2 We*were welcomed*..... by all the neighbours when we moved in.
- 3 My parents*weren't born*..... in a big city.
- 4*Were*..... your tests*corrected*..... by your teacher?
- 5 We*weren't driven*..... to school this morning.
- 6 I*was met*..... at the airport by my dad.
- 7 When*were*..... those photos*taken*.....?



Rewrite the sentences in the past simple passive.

1 Our neighbours sold their house last week.
Our neighbours' house was sold last week.

2 They cut down all the trees in our street.
All the trees were cut down in our street.

3 Mum bought me a book for my birthday.
I was bought a book for my birthday by my mum.

4 We lost everything in the storm.
Everything was lost in the storm.

5 My parents taught me to be confident.
I was taught to be confident by my parents.

6 My dad gave me a bicycle for passing my exams.
I was given a bicycle for passing my exams by my dad.





Find and correct the mistakes in the sentences.

1 Our house have builded three years ago.
Our house was built three years ago.

2 The horse rode by my neighbour up the hill.
The horse was ridden by my neighbour up the hill.

3 The message is sent by email to the whole school yesterday.
The message was sent by email to the whole school yesterday.

4 All the sweets are eaten at the birthday party.
All the sweets were eaten at the birthday party.

5 My older sister born 19 years ago.
My older sister was born 19 years ago.

6 The trainers were cost £40 in the summer sale.
The trainers cost £40 in the summer sale.





Underline the correct options to complete Jake's text.

When I (1) *was / were / am* younger, I wanted to be (2) *any / the / a* teacher. My parents are (3) *all / both / some* teachers so it (4) *is / was / had expected* that I would become a teacher too. However, before I went to university I decided (5) *to go / go / going* away for a few months. (6) *While / Then / And* I was travelling around Australia I was given the chance to experience new things and meet different people. And I changed my mind! When I came home I told my parents I wanted to be a doctor so now I'm studying very (7) *hardly / hard / hardest*.

