*101 Substitution Tables for Students of English* by H.V. George

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**INTRODUCTION**

With these Substitution Tables you can speak and write many thousands of English sentences, *without making a single mistake*. Each table is built around a sentence pattern or structure, so that when you make a sentence you are obliged to follow an English order of words. After you have made a large number of sentences you will find that you have learnt the sentence pattern. Each table has a specially chosen vocabulary, and you should make sure that you know the meaning of the words before you begin to practise. The set of tables has about 1800 useful words. If you can use a vocabulary of this size in correct patterns your English will have very firm foundation.

**Using the tables**

Each table has three or more numbered columns. To make a sentence, take an item from column 1, then any item from column 2, and so on until you reach the last column. When you *write* sentences, please do not forget an item from the last column. A few tables have horizontal lines. These lines divide the table intersections, and when you make a sentence you must take your items from the same section of the column with lines (Tables 1 and 4 make this quite clear).

You will probably work through the table straightforwardly. However, if you need a certain kind of table, it may help you to know how the tables are arranged. The main thing about each of the tables is the use of one or more verb-forms. Tables 1 – 36 illustrate the uses of the stem form (*return, submit*), Tables 37-67 the uses of stem+ed (*returned, submitted*), Tables 68-77 the uses of to+stem (*to return, to submit*), and Tables 78-90 the uses of stem+ing (*returning, submitting*). Irregular forms are included with their regular counterparts, and stem+s appears with its stem counterpart in the Present tenses. Tables 91-101 show *if* clauses.

Some verb forms are used very often, others less often; many are rarely used. Very frequent forms are marked by three stars (\*\*\*), less frequent by two stars (\*\*), and by one star (\*). A general idea of what the stars mean is as follows. Three stars mean that you are likely to find this form at least four times on a page in a book you happen to read; two stars mean that the form may appear more than once (but less often than four times) on a page; one star means less often than once on a page but more often than once in two pages. No stars mean the form is less frequent than this.

On H.V. George’s web site you can find the following article about using substitution tables. George, H.V. (1965). The substitution table. *ELT Journal, 20*(1), 41-48*.* There is also an article about the verb form frequency count on which the tables were based. George, H.V. (1963). A verb form frequency count. *ELT Journal,* *18*(1), 31-37.

<1 Imperative\*>

*Be careful. Watch me. Please be quiet. You stay there. John, please be careful.*

|  |  |  |  |
| --- | --- | --- | --- |
| (You) | be | carefulpatientquiet | . |
| (John,) | staywaitsit | there in your placein this roomoutside |
| (Please) | followwatchlook at | me |
| (John, please) | startbegingo on withfinishcomplete | your workthe exercise |

<2 imperative\*>

*Pay attention to the secretary. Please return the dictionary to me. Please do lend it to us.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Please)(Please do) | pay attentionlistengive thatshow itsend the answeroffer themtell thatpass the listreturn the dictionarylend itsuggest thatmake that suggestionsubmit the reportrefer the matterapply directly | to | the secretarythe chairmanthe principalthe treasurerusour agentthe representative of the committee | . |

<3 Negative imperative\*\*>

*Don’t cry. Don’t take any notice. Please don’t do that. Let’s not go there. Now please don’t say that. Now don’t be greedy.*

|  |  |  |  |
| --- | --- | --- | --- |
| (Please)(Now)(Now please) | don’tlet’s not  | crybe afraidbe sadworrybe alarmedbe scaredgo therewalk past themsay thattake any noticebe angrydo thatboast about itbe greedybe unkindget rudelaugh at thembe cruel to thembe unfair | . |

<4 Simple present actual\*\*\*>

*Is your father out? Is your mother home? My father is not at home. He’s not in. She’s in bed.*

|  |  |  |  |
| --- | --- | --- | --- |
| Is | your fatheryour mother | at homenot at homeinnot inoutherein bedillill in bedwellnot very wellupbetterasleeptiredworsebusy | ? |
| HeSheMy father My mother | is’s | . |

<5 Simple present actual\*\*\*>

*She has a cold. He has a temperature. My brother has a headache. He has fever. He has pneumonia.*

|  |  |  |  |
| --- | --- | --- | --- |
| HeSheMy brother | has | a temperaturea cougha bad colda headachea sore throata pain in the backa pain in the shouldera rare diseasea skin complainta serious illnessa stiff necka broken wristfeverearachetoothachestomach-achepneumoniamalaria | . |

<6 Simple present actual\*\*\*>

*Are you ready? I’m sorry. I’m tired. He’s on time. He’s early. Are you jealous? Are you annoyed?*

|  |  |  |
| --- | --- | --- |
| He’sI’m | readyangry about itsorryearlyanxiousjealousannoyedon timein troublebusyworriedquite sincerecheerfulcalmconfidentalone | . |
| Are you | ? |

<7 Simple present actual\*\*\*, simple present neutral (column 5)>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| I | recollectbelieveimagineunderstandam toldthinkhear | (that) | heshethe victimthe culpritthe winnerthe suspectthe thiefthe chief lawyerthe defendantthe main speakerthe leaderthe lady | is | a frienda relativea studenta colleaguea companion | of yoursof his | . |
| It | seemsappearsoccurs to me |

<8 Simple present actual\*\*\*>

|  |  |  |  |
| --- | --- | --- | --- |
| I do not knowI wonderI doubtIt is doubtful | whether | you know the answerhe is working harderhis work is satisfactorythe weather is getting betterthis is a good placeyou are taking your medicinethe water is hotI shall see you lateryou are going there tomorrowyou will succeedhe will take my advicethe next term will begin on Monday a big audience any discussionthere will be any real response general approval much applause any refreshments | . |

<9 Simple present actual\*\*\*>

|  |  |  |  |
| --- | --- | --- | --- |
| WeThey | needwantrequireare in need of needdon’t want requirearen’t in need of | your helpyour encouragementyour approvalyour supportnew booksfurniturecurtainsmore desksairmail envelopesa lot of paperred pensextra papernew coversa blackboarda set of toolsextra spacea new building | . |

<10 Simple present actual\*\*\*>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| How manyWhatWhich one | do you | requirewantneed | ? |  |  |
| WhenWhyHow often | itthat them | ? |  |
| What | for | ? |

<11 Simple present actual>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ThoseThe new | accessoriesfittingspartsarticlescomponentsitems | (do not)(may not) | suitmeetsatisfyfulfilconform toaccord withcome up tocomply with | our requirementsour specificationsour demands | . |
| The oldSuch | no longerhardlyscarcelywhollyentirely altogetherdefinitelycertainlyundoubtedly |

<12 Simple present actual\*\*\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ThatHerYour brother’s | orangepale yellowwhitebluenewoldbrightfadedspottedstriped | jacketshirtcoattop | looks nicesuits youfits well look nicedoes not suit you fit you | . |

<13 Simple present actual>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ThisThat | typekindsortcolourstylepatternmodel | doesn’tdoes not | suitgo withlook well withseem proper withharmonize with | your hair styleyour other thingsyour shirt | . |

<14 Simple present actual\*\*\*>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The | newredgreen | shoesslippersearringsbangles | go withmatchdo not go with | that dressthe topthe coatthe trousers | . |
| scarfblousenecklacehat beltribbonhandbag | goes withmatchesdoes not go withdoes not match |

<15 Simple present neutral\*\*\*>

|  |  |  |  |
| --- | --- | --- | --- |
| HeSheHis grandfatherHer uncleTheir sister | hasownspossesses | a scootera motor cara garagea factorya small milla piece of landa farma horsea plougha shopa good businessa restauranta hotela large housea small library | . |

<16 Simple present neutral\*\*\*>

|  |  |  |  |
| --- | --- | --- | --- |
| It | consists ofholdscontainsincludeshas | over a dozen objectsall these thingstwo hundred photographstwo globes and an atlasa set of coloured pictures | . |

<17 Simple present neutral\*\*\*>

|  |  |  |
| --- | --- | --- |
| Do youDo you know how toCan youDoes heDoes sheDoes your sisterDoesn’t heCan’t youDon’t you know how toDoesn’t she know how to | speak Englishuse a smartphonedrive a carride a bicyclerowcookmake cakesbake breaduse a pressure cookermake good coffeeswimdivefloatsingdrawdanceplay chessplay football | ? |

<18 Simple present neutral\*\*\*, verb+to+stem\*\*, verb+stem+ing>

|  |  |  |  |
| --- | --- | --- | --- |
| IWeThey | lovehatelikedon’t like | to boastto singto workto get up earlyto stay in bed lateto go to the cinemato go round the marketto readto solve puzzlesto camp outice creamsweetsfruitboastingsingingworkinggetting up earlystaying in bed lategoing to the cinemagoing round the marketreadingsolving puzzlescamping out | . |

<19 Simple present neutral\*\*\*>

|  |  |  |  |
| --- | --- | --- | --- |
| WeThey | dislikeenjoyare fond ofare tired of  | working in the kitchengetting dinner readysweetssoft ice creamnutsthick soupfresh fruitlime juicefeastingcleaning pots and pansjokingsmoking cigarsplaying chessgoing to the theatrelistening to the radiomusicreading adventure storiesgoing round the marketthe cinema | . |
| I | dislikeenjoyam fond ofam tired of |

<20 Simple present actual\*\*\*>

|  |  |  |  |
| --- | --- | --- | --- |
| There | is | not much leftno answerno time to losebusiness like show businessenough for nowa lot of interest in photographya German word for thatan empty seat herea drink in the fridgeno turning backno-one here | . |
| are | lots of ways of doing thisabout threegood decisions and bad decisionsenough jobs for the local peoplefar too manyfour of themmore important things to talk aboutpeople who should never be taxi driversother mountains to climbsix in our familytough times ahead |

<21 Simple present neutral\*\*\*, verb+to+stem (to+stem dominant\*), noun+to+stem\*>

|  |  |  |  |
| --- | --- | --- | --- |
| How | does one | get thereget permission to go thereget inknow thatget to know thatdo thatmanage to do thatgo about itgo about getting thereget ticketsset about getting tickets | ? |
| do youdo people |

<22 Simple present neutral\*\*\*>

|  |  |  |
| --- | --- | --- |
|  riversAll streams | rise on high groundrun downhillhold salt in solutioncontain mineralsdeposit sediment | . |
| Some riversNot all | have many channelsflow to the seareach the oceanfollow winding coursesflow between dykes |
|  highhave low banks artificial |
|  clear muddy fast flowingare wide navigable deep shallow |

<23 Simple present iterative\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IWe They | oftensometimesrarelyseldomhardly evernever | go therego to the doctorssee herhave ithave extra traininghave special foodeat fried fooddrink itsweep the yardwash the dishesburn the rubbishneed itread itpractise hard | every daytwice a weekevery other daythree times a weekregularlyon Fridaysevery Fridayin the morningin the afternoonin the eveningsometimesvery oftenvery rarely | . |

Use an item either from column 2 or from column 4

<24 Simple present iterative>

|  |  |  |  |
| --- | --- | --- | --- |
| IWeThey | don’t usuallyseldomneververy rarely | eat fisheat cheeseeat eggsdrink coffeehave cream in coffeeuse an umbrellawear a hathurrytravel by traingo to dancesgo to bed lateplay tennisvisit themargue with someonequarrel with anyonemake personal remarkssweardo thatforget a namego against family advice | . |
| HeSheMy sisterHis daughterHer husband | doesn’t usually |

<25 Simple present iterative\*>

|  |  |  |  |
| --- | --- | --- | --- |
|  youDon’t they | (ever) | go home that waygo out at nightgo to churchleave the citystay up latehave a holidaydrink reabuy sweetseat fruitwear shoessmokeregret that habitmake an effortwant to be independentgo to the libraryget into troubleget annoyedgo to the dentist’shelp your motherwork on Fridaystake any photographs | ? |
|  heDoesn’t she your sister |
| Do youDoes your sister |

<26 Simple present iterative\*>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What |  hedoes she | (usually) | do | in the eveningsin the holidaysin the week-endin the summerin the spring-timein the autumn seasonduring the winter monthsafter classeson rainy dayson fine afternoonson Saturdayson Saturday afternoons | ? |
| Where |   youdo they | go |

<27 Simple present future>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| When | does | the next | trainbusplane | arriveleavecome | ? |
| tonight’s | programmelecturemeetingfilm | startbeginendfinish |
| do you | have your |  | interviewexaminationnext holidaytest |
| begin yourstart |  | next jobholidaynew course |

<28 Simple present future>

|  |  |  |  |
| --- | --- | --- | --- |
| The PresidentMr DasHeMy cousin | comes to the universityvisits the collegeaddresses the councilmakes a speechspeaks to the associationarrivesjoins ussets outbegins his cruiseflies to Parisgoes to Bombayreturns to his villageleavesis our host | tomorrow at seven o’clocknext Fridayon the fifth of Januarynext monthin two days’ timethe day after tomorrowvery soonin a few days’ time | . |

<29 Simple present future>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IWe | hopedo hope | heshe | is not latecomes earlystays till Saturdayremains with us until Saturdayarrives soon | . |
| you | are there next Wednesdayhave a good time thereare happy in your next job |
| I | hopedo hope | I | get permission to goreach New York in timesucceedam successfulchoose the right onesee her again sometimemeet her againdon’t miss the traindon’t disappoint them |

<30 Stem after modal>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I’llI willI shall | seehelpassisttellrecompenserepaymeetvisitquestioninvite | youyour neighboursyour friendsyour aunt | latertomorrownext time I comesoon | . |

<31 Stem after *will*>

|  |  |  |  |
| --- | --- | --- | --- |
| This | will beis most probably | the streetthe right housethe exact spotthe entrance gatethe boundary stonethe staffroomprivate propertythe best place to lookthe right drawerthe one we wantthe answer to our problemthe safest methodthe local customthe current fashion herea brother of yoursthe guest of honour | . |

<32 stem after modals\*\*>

|  |  |  |  |
| --- | --- | --- | --- |
| I | can‘llshallwillmaymustcannotshan’twon’tcouldmight | invite you to our houseoffer you a mealhelp yousee you again soonaccept the suggestionconsider the advicekeep my promiseconfess the truthtake advantage of itadopt a generous policycalculate the resultavoid the troubleescape the consequencesfind an excusebehave betterattend the lecturearrange another meetingdescribe himdepend on himinform him of the costincrease my expensesfurnish the house | . |

<33 stem after *would*>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I | wishdo wish | youheshethey | ‘dwould |  pushingstop pointing talking so loud leaning against the fenceobserve the ruleslisten carefullybehave betterspeak slowlykeep stillshow more sensebe silentshut the doorserve the mealresign talk so fastnot rush about so madly shout so loud explicit critical reasonable sensible cautiousbe more obedient attentive observant punctual respectful polite | . |

<34 Stem after modal>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I |  feel(do) think | youwehe | ought toshould might | extendreviseconsiderentertaindismiss this proposalagree toconsent toadmitignoredisregardsave a little moneytake this seriouslyrecommend himwelcome this suggestionrefuse to gorevise the regulationsalter the noticechange the programmearrange it differentlyoffer no advicesympathise with hertake this into accountjudge him less severely formal miserable proudbe less dull cowardly objectionable unkind | . |
| I | (do) wish | you | ‘dwould |

<35 Verb+noun/pronoun+stem>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IWe | sawwatched | herher friendhimJonathan | go outleave the housewalk along the roadturn round the cornerarrivehesitate a momentgreet themfind itpick it upmake itgo indoorsbend downshut the boxturn the key | . |

<36 Verb+noun/pronoun+stem>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| IWeThey | couldn’twouldn’tdare notcannot | makelet | himher | do thatgo to such extremesobey such an orderhurt their feelingstake the risksingapologiseaccept the offerstay with themtell the truthtest the enginedeceive themstate his casedrop the ideabribe the officialgo ahead with the planspend that amounttravel that distancejoin their groupexchange his camera | . |

<37 Simple past narrative\*\*\*>

|  |  |  |  |
| --- | --- | --- | --- |
| IWeSheHeThey | went thereleft the capitalspoke with the secretarybought someenclosed it in letterlooked inside itgave it awaycleaned itsaw youtook the photographstarted workarrivedwent on an interesting tripfollowed the valley roadwalked ten milesclimbed to the top of the hillfound a steep track to the topdiscovered a path through the forestwent for a walk beside the stream | yesterdaythe day before yesterdayon Saturdayon Saturday morninglast weeklast Fridayone day last weeka week agoa few days ago | . |

<38 Simple past narrative\*\*\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IWeHeSheThey | didn’t | recognise younotice youhear the noisewitness the disturbancecall your attention to itmention itexpress any opinionsupport your proposalunderstand your ideacriticise youvote against youquestion your honestyfeel confident about itreceive any mailask for a loan | thenthereyesterdayat the meetingin the clubat the partyat the officein the hallat the debateat the conference | . |

<39 Simple past narrative>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Did | heshe youthey | make any arrangementdiscuss the suggestionexplain the positionsay anything about itpropose a change of planreach an agreementraise any objectionprotest about itresist the proposalmake a prompt replypress the issuesplit the oppositionarrive at any decisioncome to any conclusionmake a bargainintroduce your brotherremind the boss about itoffend anyone | last Saturdayon Thursdayon Thursday afternoonyesterdayat the same timebefore leavingbefore the ceremonythereat the meeting |  |

<40 Simple past narrative\*\*\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Didn’t | youheshethey | look it up in the encyclopaediaconsult the dictionaryborrow the dictionarycheck the definitionsearch through the registerfollow up this referenceidentify the town on the maphear it on the radionote an instance of thisask the same questionlearn that tunegive it a trialfall into the same traparrive at this stagequalify for the position | once beforesome time agoa fortnight agotwo days agolast Mondayyesterdayquite recently | ? |

<41 Simple past actual>

|  |  |  |  |
| --- | --- | --- | --- |
| IWe | enjoyedlikedappreciateddid not likedidn’t enjoy | the scenerythe bookthe songthe holidaythe mealthe ice creamthe singingthe gamethe lecturethe ideathe visitthe musicthe journeythe companythe lack of formalitythe cookingthe grammar lessonthe elephant ridethe comfortthe refreshments | . |

<42 Simple past actual\*\*\*, simple past narrative>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| As soon asAsThe momentThe very momentImmediately | we saw himwe arrivedthe bell rangthe train leftthey camehe noticed us | , | it began to rainhe started to crythe lights went outthe car drove offhe sounded his hornthe whistle blewhe moved awayhe disappearedhe crossed to the other platform | . |

<43 Simple past actual\*\*\*, simple past narrative\*\*\*>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WhileAs long as | the inspector was thereanyone was therestrangers were aroundthe danger lastedthe housekeeper was presentthe local people were therethe merchant stood there | , | they did not | workgoleavetalkdo itsay anythingquarrelsay a word | . |

<44 Simple past actual\*\*\*, simple past narrative\*\*\*>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| They allThey | did their workworked at itwere busy with itstruggled with itdiscussed itwatched usstayed with usdid not leave usstood in silence | , | whileas long as | the daylight lastedthe sun shonethe show continuedthe band playedit stayed finethe shop remained openthe students were therethey could stay awake | . |

<45 Simple past actual\*\*\*, simple past narrative\*\*\*>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| He They | didfinishedmendedrepairedcompletedmadedesignedpainted | it | , | while | we | waited outsidewatcheddid our workwalked round the townhad a mealvisited some friendswere at the lecturewent insidewent upstairs | . |

<46 Simple past actual\*\*\*, simple past iterative\*>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  I \_\_\_\_When he \_\_\_\_ she | was at schoollived in Basrawas studying Englishwas youngwas fifteenwas in the fifth class | , | I\_\_he\_\_she | collected foreign stampsplayed chessworked hardsmoked a lotread English easilyspoke a lot of Englishliked historydidn’t play badmintondidn’t speak Frenchnever told liesnever went to the cinema | . |
| At that timeIn those daysBefore 1954 |

<47 Simple past iterative\*, simple past actual\*\*\* >

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WhereHowWhat | did you | spend your eveningspass the timeamuse yourselfdo | , | when you were youngwhen you lived in Chinawhen you were fifteenwhen you were at schoolbefore I knew youbefore I met youin those daysin your student days | **.** |
| Did you | smoke a lotwork regularlyget headachesalways use call phonego for long walkshave lots of secretshave many friends |
| Did your parents | scold youpraise yougive you pocket moneyhelp you in your work |

<48 Simple past narrative\*\*\*, simple past actual>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IThey | did not knowthoughtunderstoodhad the impressiontold himheardguessedknewdid not believe | you | were Irishcame from Romewere marriedspoke Russianhad a bicyclelived hererequired an answerdid not eat meatcould swimwere paid wellhad a good salary | . |

<49 Simple present actual\*\*\*, simple past irrealis>

|  |  |  |  |
| --- | --- | --- | --- |
| I wishShe wishes | Iyoushewe | were therecould see themknew hercould help himhad oneknew Frenchhad a lot of money | . |
| the car | belonged to youwent betterwere heresteered properlydid not run roughlyhad a spare wheelhad a more modern shapewere more powerfulhad better lights |

<50 Non-finite stem+ed attributive\*\*, non-finite stem+ed predicative\*\*>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CheaplyWellProperly | reproducedprintedduplicateddesignedmadecopied | mapschartsdiagramsillustrations | are | urgentlyregularly | wantedneededrequired | . |

<51 non-finite stem+ed adjective in a noun group\*\*, non-finite stem+ed predicative\*\*>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| GoodsProductsArticlesTextiles | madeproducedmanufactureddesignedadvertisedsoldwantedneededusedrequired | in Indiain our countryhere | are exported toare sent toare popular inare used inare common incan be seen inare sold in | Sri LankaAfghanistanNepal | . |

<52 stem+ed = predicative participle of state>

|  |  |  |  |
| --- | --- | --- | --- |
| I am | delighted withpleased withsatisfied withdissatisfied withdisappointed byworried aboutalarmed atannoyed withdisgusted atashamed ofconfused byupset by | itthe recent newsthe resultthe team’s performancetheir curious behaviourthis extraordinary eventthe President’s speechwhat they saidthis fellow’s peculiar mannertheir replytheir interventionthe complicated ordersthe fanciful advicethe manager’s threatthe unusual treatmentthese wild statements | . |
| He isShe seems looks |

<53 stem+ed participle of occurrence>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ItThe boxThe jarThe containerThe potThe receptacleThe safe | gotwas | removedseizedcleanedopenedclosedemptiedsmashedbrokenhiddentakenstolenconfiscatedreplacedput back | early this morningsoon after 10 a.m.before breakfastin a flashsome time agoseveral days agobetween 11 a.m. and 1 p.m. | . |

<54 stem+ed + to+stem>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TheyWe | were (not) | permittedallowedsupposedrequiredinstructedorderedtoldcompelledobligedforcedrequestedurgedtempted | to | replyanswerleavedo itrepeat itdeny the storycomplete the surveyreturn homestay at homego backresignhelp the doctorinterferelower the standarddeal strictly with thempunish them severelyattend the feast | . |

<55 Simple present neutral\*\*\*, stem+ed participle of state>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Too muchMuchA lot ofEnoughSomeA littleToo littleNot enoughNo | teacottonwheatcane-sugarricetobaccopeppermaize | is | growncultivatedproducedstoredsoldmarketed | in our districtin our areain the region | . |
| Too manyManyA lot ofEnoughSomeA fewFewNot enoughNo | bananasvegetablestomatoesgrapescucumbersapplesbeansoranges | are |

Sentences may begin with column 2

<56 Simple present actual\*\*\*, stem+ed = participle of state>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ItThis chairThe cupboardThe radioThe sewing machineOur typewriterThat machineThe instrumentThe other balance | is | (not) | brokendamagedmendedreconditionedadjusted correctlysoldhiredincluded in the listmentioned in the advertisementcovered with a clothpainted greenpolished satisfactorily | . |

<57 stem+ed = participle of state with particle>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  proposalSuch a suggestionThis recommendation |  neverhad not been seldom | put forwardlistened tobrought upspoken aboutreferred tolooked intoheard ofhinted atalluded tocommented onthought ofwritten aboutargued overinquired into | beforepreviously | . |
|  proposalA recommendation like this suggestion piece of advice |

<58 stem+ed + prepositional object>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SomeA fewSeveral | alterationsmodificationsadjustments improvements | were | made tocarried out ontried out onexperimented with on | the vehiclethe modelthe machinethe prototypethe equipmentthe apparatusthe shipthe aeroplanethe helicopterthe hovercraft | . |

<59 *have* stem+ed (present perfect)>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IWeThey | have (already) | writtensent the messagetelephonedsent the receiptspokenfinished the letterposted the replydispatched the reportmentioned the occurrencemade this recommendationsupplied enough evidencepaid money in advance | to herto himto your cousinto the ministerto the directorto his doctorto the companyto his employer | . |

<60 *have* stem+ed (present perfect)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you | looked atstartedbegundonefinishedcome to the end ofasked how to do learnt how to dothought aboutgiven a thought to | the | exerciseworkalgebra homeworkcookingtypingsewingassignmentcalculation | (yet) | ? |
| I haven’t | . |

<61 *have* stem+ed (present perfect of experience)>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I have | (never) (often) | been abroadbeen to a zooseen a crocodileheard that tunetasted caviareaten frogs’ legsspoken with an Inuitseen the Panama flagexplored the areahad a ride on a camelcamped in the desertlived in a tentkilled a snakeplayed baseballacted in a playgrown roses successfullyprovided a meal for fifty guests chased by a bullbeen attacked by robbers tricked by a cheat | (several times)(quite often)(only once in my life) | . |
| Have you  | (ever) |  | ? |

Choose an item either from column 2 or from column 4

<62 *have/has* stem+ed (resultative present perfect)>

|  |  |  |
| --- | --- | --- |
| I have | told them the answerbought a new carlost a valuable penbroken my brother’s watchsharpened the pencilsforgotten to bring the ticketslocked the gateturned the radio offmissed the bussent them to Parisironed the shirtstidied the bookshelves | . |
| He  hasShe |
| Have you | ? |

<63 *has* stem+ed (continuative present perfect, and present perfect progressive)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HeShe | has | lived here(been living here)worked there(been working there)studied geography(been studying geography)been illbeen a lecturer smoked a pipe seen his wife had leavenot been on tour been sightseeing earned a penny sworn or been rude | for two monthsfor several yearsfor a long timesince 1962since June last yearsince we leftthe whole time we were away | . |

<64 *have* stem+ed as ‘future’ in a subordinate clause, *‘ll, will* + stem>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I’llWe will | waitstay herenot gobe patientnot worry younot disturb you | tilluntil | you have | discovered the answermended itfinished your letterdone all your workhad a cup of teahad a restborrowed the moneyfound itgot everything readyspoken with hermet your friendhad lunchdone your homeworkmade up your mindstudied your surroundings | . |
| come backsee youspeak with youtake you there | as soon aswhenafter |

<65 Narrative *had* stem+ed, narrative past perfect\*, simple past narrative\*\*\* (column 1)

|  |  |  |  |
| --- | --- | --- | --- |
| Before | you cameI could say anythingshe wenti woke uphe arrivedit got dark | they had (already) organised the partythey had (already) gonethe train had (already) leftthe film had (already) begunthe bell had (already) rungthe examination had (already)finishedthe money had (already) been spentthe game had (already) been lostthe damage had (already) been donethe harm had (already) been donethe answer had (already) been giventhe decision had (already) been madehis absence had (already) been noticed | . |
| By | eight o’clocka quarter to sixhalf past sixa quarter past seventhe time we saw youthe time we found him |

<66 Narrative *had* stem+ed (narrative past perfect)\*\*, simple past narrative>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  ship boatThe liner vessel steamer | (had) | approached the coastpassed the islandentered the river mouthleft the canalgot well out to seareduced speedturned backalmost hit the wrecknearly struck the rocksteamed near to the cliffdrifted close to the shoremoved seriously off coursegot out of controlfound shelter in the baygot out of dangerreached the harbour | before | the pilot came on boardthe passengers awokethe captain came on deckthe radio message arrivedthe lighthouse came into viewthe storm brokethe wind gained strengththe rough seas became quietthe waves became threateningthe signal was seenthe alarm was giventhe foghorn was heardthe moon came up | . |

<67 Narrative *had* stem+ed, *had* perfective stem+ed\*, simple past narrative\*\*\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ISheThe head | saidinsistedrepliedansweredthoughthopedwas told | that | I had (not) done itshe had answered correctlyhe had told the truthI had (not) been there beforeshe had made a good impressionhe had left before six o’clockthe paper had been lostthe book had been acceptedthey had admitted their mistakethe report had been recognizedhe had (not) been seenthe request had been granted | . |
| askeddid not knowinquiredwanted to knowdecided to ask | whether |

<68 verb + *to* + stem\*\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WeThey | wantedwishedpreferredhesitatedagreedconsentedintendeddecidedrefusedscornedhadmeant | to | goleavestayremainpartthink about it againdo it againhave another trymake another attemptpostpone itabandon itomit the expressioncongratulate the rival team | . |

<69 Verb + *to* + stem\*\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IWe | signalledwavedclappedcalledshoutedwhistled | toin order toso as to | make him stopmake him come backmake him turn backwarn him of the dangerbring it to his noticedirectdrawattract his attentiondivideconfuseupsetdisturb him in his workdistract | . |

<70 Verb + *to* + stem (*to* + stem dominant)>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ItThe machineThe radioThe televisionThe deviceThe computer | beganstartedused | to | squeakwork properlyfunction perfectlygo wrongdo strange thingsmake an unusual noisestop and startget warm | . |

<71 Verb + *to* + stem (*to* + stem dominant)\*>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| He | (never) | grewgotcame | to | be taller than his motherbe nuisancedislike them allappreciate itenjoy bookslike musicappreciate the workreally like him | . |
| did not | growgetcome |

<72 Participial stem+ed + *to* + stem>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IHe was | amusedpleaseddelightedoverjoyedsurprisedamazedastonishedoverwhelmed | to | see her therereceive the invitationhear the announcementlearn the truth about itget the offerarrive so quicklysucceed so easilyfind her so agreeablesee such a differencehave such encouragementfind them so interestedsolve the mystery so soonhave this ambition realized in fullbe appointed with so little delayfind my reputation so highbe forgiven so freely | . |
| Weren’t you | ? |

<73 Verb + *to* + stem (*be*) predicative adjunct to subject>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| It | provedchancedhappenedseemedappeareddid not seemdid not appearturned out | to be | the best solutiona happy choicerightcorrecta popular attitudethe right answertheremy good fortunea wise decisiona lucky occasion | . |

<74 Noun + *to* + stem\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SheHer brotherHer uncle | has | a lot ofsomeno | work to domoney to spendfriends to meethomework to dolessons to prepareletters to writetime to sparesongs to teach younews to tell youtickets to sellparcels to postseed to sowweeds to dig upplants to watergrain to harvestgrass to cutcows to milk | . |
| IWe | have |

<75 Verb + noun/pronoun + *to* +stem\*>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| They | want | himthe principalher brotherher sistersomeone elseany friend | to | do ittake the decisionact the partspeak to hertell her the answervisit the placetell them the resultgo theretrybe presenttake it awaytell her to do itpay the billsettle the accountadd up the figurescheck the total amountaccept the responsibilitybe in command | . |
| Do you | ? |

<76 Adjective + *to* + stem, *about + to* + stem>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| HeSheMy cousinMrs James | isseems | readyunwillingsurecertainlikelyunlikelyanxiouseageraboutfreeableunableglad | to | comeleavego therehelp usfetch itshare it with usreduce the pricegive the true reasondeclare the result | . |

<77 *too* + adjective + *to* + stem>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| HeSheMy brother | is | too | weaklazytiredcarelessillsmallyoungscatter-brainedfoolishidlehastystupidimpatient | to | do a job wellfinish itbe successfulsatisfy themplease the teacherlearn it properlyget the jobunderstand itearn much sympathy | . |

<78 Present and past progressive>

|  |  |  |  |
| --- | --- | --- | --- |
| Why | are youwere they | flashing that lighthitting himputting them on the floormoving that tablecrowding around usimitating uspretendingkeeping it secretacting in that mannerdealing dishonestly with usdefending his characterconnecting those wirescheeringencouraging that personaccusing usinsulting himpunishing the childwasting precious timecharging so much money | ? |

<79 Present progressive (- ‘future’)>

|  |  |  |  |
| --- | --- | --- | --- |
| She’sHe’sThey’re | signing the contractfinishing the jobmeeting the managerinterviewing the candidatesexpecting paymentgiving a demonstrationperforming the experimentdelivering the articlescalling a special meetingreviewing the situationtaking the practical testpresenting the reportretiringexplaining the detailsclaiming the rewardjoining the society | at three o’clockthis afternoonat three o’clock this afternoontomorrowtomorrow afternoonat three o’clock tomorrowon Tuesdayon Tuesday, the fifth of Junelaterlater todaynext monthsome time next monthin a short timein a week’s time | . |
| She’sHe’s notThey’re | before Mondayuntil Mondayuntil Monday afternoonfor a weekat all |

<80 Present progressive (‘now’)>

|  |  |  |  |
| --- | --- | --- | --- |
| Aren’tIsn’t | youtheyshehe | talking nonsensebeing a nuisancemaking good progressdoing good workmaking things difficultimproving fastmaking a fuss | ! |
| expecting rather too much from himjumping to conclusionsconfusing me with someone elsemaking some more teagoing homestaying for supperexpecting visitorsgetting marriedrejoicing too soon | ? |

<81 Past progressive ‘at that moment’>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (While)(As) | I wasWe wereThey | getting uphaving breakfastdoing the homeworkplaying chessthinking what to dohaving a lessonreadingwritingdrinking coffeemeasuring itweighing the stufffilling in the formchecking the translationclassifying the applications | **,** | (when) | the telephone rangsomeone knocked on the doorthe lights went outshe walked ina taxi stopped outsidethe telegram arrivedthe messenger camethe dog barkedsomeone shoutedthe branch crashed to the groundthe boiler exploded | . |

<82 Present and past progressive habitual>

|  |  |  |  |
| --- | --- | --- | --- |
| They | ‘re alwayswere the whole timewere repeatedlykept onwent on | complainingmaking scenescreating awkward situationsrunning short of moneygetting into debttrying to cheatwhispering togethertrying to lay the blame on otherscomparing notesswinging from one opinion to anotherdiscussing the affairchanging sidesfinding fault with one anotherinterfering with the programmeraising unnecessary problems | . |

<83 Present progressive habitual, Past progressive ‘at that moment’ verb + stem+ing (stem+ing dominant)>

|  |  |  |  |
| --- | --- | --- | --- |
| It | ‘s foreverstartedstoppedcontinuedwent onwas never stoppedwould not stop | freezingsnowingrainingpouring with rain | . |
| SheHer friend | amusing herselfcomplaining about the weathercriticizing the governmentsearchingcollecting materialarguingarranging the flowerscursing her misfortunedealing the cardsgrumblingapplaudingpreaching at ustalking about politicsrepeating the same argument |

<84 verb + stem+ing (verb dominant), verb + noun/pronoun/possessive adjective + stem+ing\*, simple present actual\*\*\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I | rememberdon’t mindcan’t helpdon’t like | being disappointedfeeling unhappytelling the secretworrying about it | . |  |
| rememberdon’t mindcan’t helpdon’t likeunderstandcan imaginecan excusecan’t prevent | youyourthemcarolcarol’sheryour sister’smy niece’smy nephew’s | being disappointedfeeling unhappytelling the secretworrying about itwanting to leavenot believing itgetting upsetmaking the mistakenot being satisfiedarriving lateadmiring himenvying himfollowing his exampletrusting him | . |

<85 Verb + noun + stem+ing (stem+ing dominant)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WeI | noticedsawwent pastpassed | some girlssome boyssome peopletwo teachersa mana few womenone or two children | readingwalkingtalkingshoutingsingingsleepingsitting | near the roadsidein the playgroundin the gardenin the sunin the shadein the parkin the corridor | . |
| a goata puppya rata doga donkeya strange animala sheep | lyingplayingsleepingeatingshaking itselfrubbing its nosescratching its backlicking its leg |

<86 stem+ing as a free adjunct\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Crossing the streetPlaying in the streetRunning across the streetWalking across the roadCycling down the avenueStanding at the cornerTurning roundReturning homePassing the shopPausing by the lamp | , | hehis sistersheher brotherIthe mechanicthe clerk | heard a sudden bangsaw the accidentrecognized the presidentheard a queer soundsuddenly felt faintnoticed a strange smellsaw the accident happensaw the fight beginheard my mother call mesaw the bundle fall from the lorrysaw the aeroplane burst into flamessaw the policeman arrest the beggar | . |

<87 adjective + preposition + stem+ing>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HeShe | ‘sisn’t‘s not | intent onkeen onenthusiastic aboutserious aboutfond ofreconciled todiffident aboutafraid ofscared ofused toaccustomed to | travelling abroadentertaining themperforming in publicreading aloudreciting the poembroadcastingproducing playsconducting the orchestralecturing on that subjectcompeting with othersusing the computer | . |

<88 Noun + preposition + stem+ing>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YouWeI | havehadhave had | the opportunitythe funthe pleasurethe advantagethe profitthe benefitthe experiencethe favourthe privilegethe honour | of | meeting themknowing thembeing with themworking with themtravelling with themspending the day with themstudying with them | . |

<89 Stem+ing = adjective in noun group\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A squeaking bicycleA rattling carA slamming doorA banging gateA whistling radioA barking dogA snoring man | makes | an annoyingan irritatinga disturbing | noisesound | . |
| Screeching owlsHowling monkeysChirping insectsCoughing patientsLow-flying planesUngreased cart wheels | make |

<90 Stem+ing = noun\*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SkippingPlaying hockeyRunningSingingDancingActingSwimmingCyclingWalkingWeight-lifting | is | populartiringpleasantgood for youa strenuous activitymy favourite exercise | . |  |
| keepsmakes | peopleyouoneusa man | fitslimhealthyactivestrong | . |

<91 *If* simple present ‘future’\*, imperative>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| If | you | speak with hergo theresee hermeet herhave enough timehave the opportunitydon’t mind | , | give her my kind regardsgive her my best wishesremember me to hergive her this notegive her this messagetell her about my new jobtell her the local news | . |
| she | is therecomesspeaks to youasks about me |
| It | easy for youis convenientis possibleis not too difficultis not too much trouble |
| possible |

<92 *If* present progressive ‘future’, imperative\*, verb + to + stem\*\*, stem after modal>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If you | are | leaving soonstayinggoingcomingselling it | , | please | let me knowsay sotell medo tell meinform me | beforehandearlyin good timein advancequicklysoon | . |
| intend to | stayleave soongosell itcome | we | should knowwould like to knowought to be toldshould be informedought to know |

<93 *If* Simple present = “future”, *should*+subject+stem, *will, shall, should, must, might*+stem=“future”, *ought (not) to* +stem>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IfWhen | the machinerythe generatorthe projectorthe apparatusthe enginethe motorthe setthe hoistthe dynamothe vehiclethe equipment | functions badlygoes out of orderdevelops a faultdeterioratesloses powergives troublegoes wrongfails | who will look after itwho will adjust itwho will be responsible | ? |
| nobody will be concernedno one will do anythingthe operator will try to improve itI shall be blamedI shall forbid them to touch itthe mechanic must be calledit ought not to be usedyou should leave it aloneit might be wise not to use it | . |
| Should | develop a faultgo wrongdeterioratebreak downgive trouble |

<94 *If/Though* Simple Present Actual\*\*\*, Simple Present=’future’, non-finite stem+ed\*\*, Simple present+’future” (column 4), *will, can*+stem>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Even ifThough | there is bitter fightingthere is bloodshed nowthere is violence all aroundthe enemy winsfate is against usthey are victoriousthe battle is lostthe army is beatenwe are conqueredthe defences are destroyedthe city is capturedwe have surrenderedthe weapons have prevailedour headquarters have fallenour forces have been defeatedour resistance has been crushed | , | the world will not endthe future remainsthe sun will shine againwe can remain coolwe can be patientwe can bear hardshipspeace is a blessing in itselfdefeat is not the end | . |

<95 *Unless* Simple Present=”future”, may/will*+stem*>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unless | he is cured rapidlyhis condition altershis health improvesthe disease haltsthe wound healsthe heart gets strongerhis lungs gain strengthhis luck changeshe gets some reliefhe takes his medicinesome remedy is found | , | he may diemere sympathy will do no goodhis temper will remain badhe’ll gradually lose courageher spirits will failthe nursing will be in vainhe will have to stay in bedhe will suffer very muchhe may be permanently weakhe will not live long | . |

<96 *If*, Simple Present Actual\*\*\*, modal Simple Past, Present Progressive “now” (columns 5 & 6), *would* +stem *be* + stem+ing>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| If | you | feel like thatthink sobelieve thatapprove of this | , | you are | making a mistakedeceiving yourselfbeing very foolishdoing yourself harmdoing him an injusticeheading for troublemisunderstanding meconfusing right and wronglacking in judgementhopelessly confused | . |
| This is your | ideaviewoutlookbeliefopinionstandpointadvice |
| you | felt like thatthought sobelieved that | you would be |
| This were your | outlookopinionbelief |

<97 *If, When, As*, Simple Present Neutral\*\*\*>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| IfAsWhenEvery time | (the) one | shaft goes in | , | the other | (shaft) comes out | . |
| scale rises | (scale) falls |
| wheel turns clockwise | (wheel) turns anti-clockwise |
| piston moves forward | (piston) moves backwards |
| valve opens | (valve) closes |
| rope goes this way | (rope) goes that way |
| end moves left | (end) moves right |
| lift goes up | (lift) comes down |
| angle increases | (angle) decreases |
| player gains | (player) loses |
| column rises | (column|) falls |

<98 *If* Resultative Present Perfect, Simple Present Actual, *will, should, must* +stem, *ought to*+stem>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| IfSinceAs | *he* |  recommended designed done made constructed built suggestedhas invented influenced developed corrected revised defended sponsored approved | it | , | I have no regrets about the purchaseI do not doubt its valueI am sure it is excellentthe quality will be goodit should be out of the ordinaryit must be extremely good workit should be particularly goodit is doubtless first classit must be splendidit ought to be faultlessit ought to be perfectit will not be second-rate | . |
| recommendssponsors |
| recommendedsponsored |

<99 *If* Narrative Simple Past\*\*\*, *can, must, should, will, ‘ll, may, might, could* +stem\*\*, *ought to*+stem>

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If | the ship sailedthey set outthey leftthe jet took offthe flight began | six hours agoon timepunctuallyon scheduleyesterday | , | they | canmustshouldwill‘llmaymightought tocould | be there | alreadynowby now | . |

<100*If* Modal Simple Past *were*, *would, might* +stem>

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If | heshe | were | lessnot so | aggressivesarcasticcriticalsevereoutspokenobstinatehostileforthrightimpatientrashhastytemperamental | heshe | wouldmight | be | more | welcomepopularinfluentialsuccessful | . |
| better | esteemedlikedunderstoodappreciated |

<101 *If*, Modal Simple Past, Modal Simple Past *had* + stem+ed, Modal Simple Past *would*+stem (column 4), Modal Simple Past *would*+stem, *have*+stem+ed>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| If he lookedWere he to look | on the top shelfon the upper floorin the opposite roomin the front roomunder the stairsunder the bathbeneath the wardrobein the bottom draweramong his clothingbehind the doorunder the matin the gardennear the fencein the ditchin the heap of leavesover the wallfurther east | , | he’d findhe would find | minemore of themoneone of themsomeitthe objectthe proofthe evidencethe propertythe jewelsthe keythe nest | . |
| If he’d lookedIf he had lookedHad he looked | he’d have foundhe would have found |