

Grammar reference

1 Present Simple v Present Continuous

Present Simple

Positive

I/You/We/They **work** in a team.
He/She/It **works** in a team.

= subject + infinitive

Negative

I/You/We/They **don't** make beds in my job.
He/She/It **doesn't** make beds in my job.

= subject + *do not (don't) / does not (doesn't)* + infinitive

Questions

Do I/you/we/they **want** a job? Yes, I/you/we/ they **do**.
he/she **does**.

Does he/she **want** a job? No, I/you/we/ they **don't**.
he/she **doesn't**.

= *Do / Does* + subject + infinitive

We use the Present Simple to describe routines and duties, and to talk about things that are true at any time.

A ward orderly helps around the wards.

A surgeon doesn't drive an ambulance.

Do anaesthetists deliver babies?

Present Continuous

Positive

I **am working**.
You/We/They **are working**.
He/She/It **is working**.

= subject + *am / are / is* + *-ing* form

Negative

I **am not ('m not)** studying.
You/We/They **are not (aren't)** studying.
He/She/It **is not (isn't)** studying.

= Subject + *'m not / aren't / isn't* + *-ing* form

Questions

Am I **working** hard? Yes, I **am**.

Are you/we/ they **working** hard? you/we/ they **are**.

Is he/she/it **working** hard? Yes, he/she it **is**.
No, I **'m not**.
you/we/they **aren't**.
he/she/it **isn't**.

= *Am / Are / Is* + subject + *-ing* form

We use the Present Continuous to talk about things that are happening now, or around now. We often use a time expression such as *at the moment* or *this week*.

At the moment, I'm doing a part-time course.

Which department are you working in this week?

Note that there are some verbs which are not used in the Present Continuous. These are *have* (= possess), and thinking and feeling verbs such as *dislike*, *hate*, *know*, *like*, *love*, *remember*, and *want*.

I want a new job. NOT I'm wanting ...

2 Prepositions of place and movement

Prepositions of place

We use the following prepositions to describe where something or someone is: *in*, *on*, *on top of*, *at the top / bottom of*, *inside/outside*, *near*, *next to*, *in front of*, *behind*, *opposite*, *under*, *over*, *at*, *on the left / right (of)*

The stairs are near the reception.

You'll find the restaurant on the ground floor.

Prepositions of movement

We use the following prepositions to describe movement: *along*, *up*, *down*, *into*, *out of*, *away*, *from*, *to*, *through*, *across*, *along*, *past*, *back to*, *around*, *left / right*

With prepositions of movement, we use verbs such as *bring*, *carry*, *come*, *get*, *go*, *push*, *run*, *take*, and *walk*.

You walk through Orthopaedics to get to the exit.

The porter brought the wheelchair up to the ward.

Go up to the third floor. Ward 6 is opposite the lift.

movement place

3 Past Simple v Past Continuous

Past Simple

Positive

I/You/We/They/He/She **slipped** on some ice.

= subject + Past Simple

Negative

I/You/We/They/He/She **didn't break** any bones.

= subject + **did + not (didn't)** + infinitive

Questions

Did I/you/we/they/
he/she **fall**?

Short answers

Yes, I/you/we/they/
he/she **did**.

No, I/you/we/they/
she **didn't**.

= **Did** + subject + infinitive

Note that the *he/she/it* form does not change at all in the positive and negative or in questions.

Spelling rules for Past Simple

Infinitive		Past Simple
most verbs	infinitive + -ed	<i>wait</i> → <i>waited</i>
verbs ending in -e	infinitive + -d	<i>arrive</i> → <i>arrived</i>
verbs ending in consonant + -y	-y → -i + -ed	<i>try</i> → <i>tried</i>
verbs ending in vowel + consonant	double the consonant + -ed	<i>stop</i> → <i>stopped</i>
except if final consonant is -w, -x, or -y		<i>delay</i> → <i>delayed</i>

Many verbs have an irregular Past Simple form, which has to be learned separately. These include:

<i>be</i> – <i>was</i>	<i>break</i> – <i>broke</i>	<i>have</i> – <i>had</i>
<i>fall</i> – <i>fell</i>	<i>go</i> – <i>went</i>	<i>take</i> – <i>took</i>

We use the Past Simple to talk about an action that happened at a particular point in the past. We often use past time expressions such as *yesterday*, *last week*, and *in + month / season / year*.

The doctor examined my leg yesterday.

Past Continuous

Positive

I/He/She **was waiting** for the doctor.

You/We/They **were waiting** for the doctor.

= subject + **was / were** + **-ing** form

Negative

I/He/She **was not (wasn't) working** here then.

You/We/They **were not (weren't) working** here then.

= subject + **was / were** + **not** + **-ing** form

Questions

Was he listening to him?

Were you listening to him?

= **Was / Were** + subject + **-ing** form

We use the Past Continuous to talk about an action that was happening in the background when another event happened. It is often used in a sentence with *when* + Past Simple.

He was getting off the bus when he slipped.

We can change the order of the sentence.

He slipped when he was getting off the bus.

When he was getting off the bus, he slipped.

4 Instructions

Instructions

There are several ways of telling someone what to do.

The Imperative is the most direct type of command.

Positive

Check the patient's temperature.

= infinitive

Negative

Do not / Don't move him.

= **Do + not (Don't)** + infinitive

We can use the imperative form *make sure* to emphasize the importance of an instruction.

Make sure you dispose of gloves safely.

Make sure the dosage doesn't exceed 200 ml.