**Краткое содержание практических занятии**

 **(грамматический минимум)**

**Тема 1.**

**Present tenses.** Personality adjectives; Prefixes; Extra: negative prefixes; word building on adjective forming suffixes

We can use the present continuous with some state verbs (e.g. attract, like,look,love,sound)

when we want to emphasise that a situation is temporary or for a period of time around the present. Compare:

 Jean stays with us quite often. The children love having her here. *And*

 Jean’s with us at the moment. The children are loving having her here.

State verbs which we rarely use with the present continuous include believe, consist of, doubt,

own. ( For more examples see GR:A4)

Some verbs have different meanings when they are used to talk about states and when they describe actions. With their ‘state’ meanings, they usually take simple rather than continuous forms. With their ‘action’ meanings, they may take simple or continuous forms, depending on context. Compare:

 The new treatment for influenza doesn’t appear to work. (appear: state= seem)and

 Madonna is currently appearing in a musical on Broadway./She often appears in musicals. (appear: action = take part)

 Do you think it’s a good idea? (think: state= about an opinion) and

 I’m thinking of going in August./ Your trouble is you think too much.

 (think: action = consider)

Other verbs like this include anticipate, cost, expect, feel, fit, have, imagine, measure, weigh.

With some verbs describing mental states (e.g. find, realise, regret, think, understand) we can use the present continuous to emphasise that we have recently started to think about something or that we are not sure about something. Compare:

 I regret that the company will have to be sold. (=I have made the decision and I am sorry about it) and

 I’m regretting my decision to give her the job. (= I am increasingly aware that it was the wrong decision)

 When it means ‘think carefully about’ the verb consider is only used with the present continuous:

 He’s considering taking early retirement. (*not* He considers taking early retirement.)

Some other verbs describing preferences and mental states (e.g. agree, believe, conclude, know, prefer) are rarely used with the present continuous:

 I believe you now. ( *not* I’m believing you now.)

We use the present simple with verbs which perform the action they describe:

 I admit I can’t see as well as I used to.

 We apologise for not replying earlier.

Other verbs like this (sometimes called performatives) include acknowledge, advise, beg, confess, congratulate, declare,deny,forbid,guarantee,name,order,permit,predict,promise,refuse,remind,request,thank,warn. Some verbs used as performatives in affirmative (=positive) sentences ( apologise, deny, guarantee, promise, suggest) have a similar meaning with either the present simple or the present continuous in negative sentences:

 I don’t deny/ I’m not denying taking the books, but Andy said it would be okay.

Note that we can use modals with performatives,often to make what we say mor tentative or polite:

 We would advise you to arrive two hours before the flight leaves.

 I must beg you to keep this a secret.

Тема 2.

 Present Simple. Personality descriptions. Discussing personalities and charisma. Multi-part verbs – *get at, ring up, get to, take off, get by, put up with, go on with, check in, look forward to*

We can often use either the present simple or will to talk about future events that are part of some timetabled or programmed arrangement or routine. However, we prefer the present simple for fixed, unchangeable events. Compare:

Does the sale finish on Thursday or Friday? (or Will the sale finish…?) and

The sun rises at 5.16 tomorrow. (more likely than the sun will rise…)

We avoid the present simple when we talk about less formal or less routine arrangements, or predictions. Instead we use will, be going to, or the present continuous:

Are you just staying in to watch TV tonight, or are you coming dancing?(not Do you just stay to watch TV tonight, or do you come…)

It’s only a problem in Britain now, but it will affect the rest of Europe soon. (not…but it affects the rest of Europe soon.)

We use the present simple, not will, to refer to the future-

In time clauses with conjunctions such as after, as soon as, before, by the time,when,while, until:

When you see Dave, tell him he still owes me some money. (not when you will see Dave…)

I should be finished by the time you get back. ( not…by the time you will get back.)

Тема 3

Present Perfect Continuous. Present Perfect Simple and Present Perfect Continuous. Work adjectives; prepositions, noun combinations. Expressions connected with time and work; Discussing jobs; What is important in a job; Discussing home working; Asking questions

The present simple is often used in newspaper headlines to talk about events that have recently happened:

Quake hits central iran, foreign minister resigns, scientists find brightest star, fire breaks out in hotel room.

We can use the present simple to refer to the contents of books, films, newspapers, etc:

 Thompson gives a list of the largest European companies in Chapter Six.

 At the beginning of the book, three men find $4 million in a crashed plane.

 In the film, Joan Smithson takes the role of a private detective.

We can use the present continuous with adverbs such as always, constantly, continually or forever to emphasise that something is done so often that it is characteristic of a person, group or thing:

 A:I think I’ll stay here after all. B: You are constantly changing your mind.

 Tony is a really kind person. He’s always offering to help me with my work.

We often use this pattern to indicate disapproval. The past continuous is used in a similar way with these adverbs (e.g. Was Kath always asking you for money, too?).

We can use the present continuous to describe something we regularly do at a certain time:

 At 8 o’clock I’m usually driving to work, so phone me on my mobile.

 7 o’clock is a bit early. We’re generally eating then.

We can use the present (or past) continuous rather than the present (or past) simple with the verb wonder if we want to be especially friendly or polite, particularly if we are unsure about the other person’s feelings towards something or how they will react to what we say:

You said that there were only 50 books in the boxes. I’m just wondering/ I was just wondering whether you counted them all?(more polite than ‘I just wonder…?’)

Тема 4

 Past Simple. Regular and Irregular verbs. Travel expressions; Phrasal verbs(1); Extra: travel phrasal verbs; word pair; Discussing travel; Discussing past life events; Laughter; Collocations (words and expressions)

We use the past simple to talk about finished actions in the past and when we specify the time of an action.

The tsunami occurred in 1899.

We often use these time phrases with the past simple:ago,in+year,last(year/week),yesterday.

We can use for and never with the past simple to refer to completed periods of time.

We use the past simple to talk about finished actions in the past.

He knocked at the door and asked for a room.

Тема 5

 Present Perfect Simple and Past Simple. Multi-part verbs – *go in for, put on, get into, get out, make out, go off, dress up, get on, turn off, crack up.*

Time expressions that refer to the present , such as this morning/week/month and today, can be used with either past simple or present perfect verbs. If we think of this morning (etc.) as a past,completed time period, then we use the past simple; if we think of this morning (etc.) as a time period which includes the present moment, then we use the present perfect. Compare:

 I didn’t shave this morning .(= the morning is over and I didn’t shave)and

 I haven’t shaved this morning.(= it is still the morning and I might shave later)

In news reports, you will often read about or hear recent events introduced with the present perfect, and then the past simple or other past tenses are used to give details:

The film star Jim Cooper has died of cancer. He was 68 and lived in Texas…’

The US space shuttle Atlantis has returned safely to earth. It landed in Florida this morning…’

‘A teacher from Oslo has become the first woman to cross the Atlantic alone. It took her 42 days to make the crossing with her dog team…’

In a sentence which includes a time clause with since, we generally prefer a past simple verb in the time clause and a present perfect verb in the main clause. The time clause refers to a particular point in the past:

 Since Mr Hassan became president, both taxes and unemployment have increased. (rather than…has become…)

 She hasn’t been able to play tennis since she broke her arm.(rather than…has broken…)

Notice, however, that we use the present perfect in the time clause if the two situations described in the main clause and time clause extend until the present:

 Have you met any of your neighbours since you’ve lived here?

After the pattern It/This/that is/will be the first time… we generally use the present perfect in the next clause:

 That’s the first time I’ve seen Jan look embarrassed.(reporting a past event)

 It won’t be the first time she has voted against the government in her long career.(talking about a future event)

Notice, however, that after It/This/That was the first time… we generally use the past perfect(see Unit 5):

 It was the first time I’d talked to Ella outside the office.

With time clauses introduced by after,when,until,as soon as, once, by the time and the time expressions the minute/second/moment/ the past simple refers to past, completed events and the present perfect refers to future events. Compare these examples:

 After she left hospital (past),she had a long holiday. *And*

 After Dominic has left school (future),he will be spending six months in India.

 The minute I got the news about Sue (past) I telephoned my parents. *And*

I’ll contact you the minute I’ve got my exam results.(future)

In the time clause in sentences like this it is possible to use the past perfect instead of the past simple (e.g.After she had left…) and the present simple instead of the present perfect (e.g. After dominic leaves…)with the same meaning(see also Unit5).

Тема 6

 Past Continuous and Past Perfect. Business terms and roles; Business word combinations; Extra: word building; Pair work – planning a business idea; Discussing business dilemmas; Talking about famous people’s achievements.

When we talk about two events or activities that went on over the same period of past time, we can often use the past continuous or the past simple for both:

 Sally was reading to the children while Kevin was washing up.(or…read…washed up.)

Using the past continuous emphasizes thet the event or activity (was reading) was in progress during the past period of time (while Kevin was washing up). Compare:

 When I was learning/learned to drive I was living with my parents.

Was learning emphasises that the activity was in progress (‘I had lessons during this time’)and learned emphasises completion (I passed my test during this time’)

When we talk about two or more past completed events that followed one another, we use the past simple, not the past continuous, for both(see also Unit5C):

 She got up when the alarm clock went off.

 He jumped out of bed and ran to see who the parcel was for.

The past perfect is often used in reporting what was originally said or thought in the present perfect or past simple (see also Unit 35)

Talking about a past event:

I have met him before.

The village hasn’t changed much.

Reporting this past event :

I was sure that I had met him before.(not…I met him…)

Oh my last visit to Wixton I found that the village hadn’t changed much. (not …the village didn’t change…)

Тема 7

Past Perfect Continuous

We use the past perfect continuous to talk about something that was in progress recently before or up to a past point in time, and the past perfect when we talk about a finished activity before a past time:

 I’d been finishing some work in the garden when Sue arrived ,so I didn’t hear her come in.

(*not* I’d finished some work in the garden when Sue arrived, so I didn’t hear her come in.) *and*

 I’d finished all the ironing so I started cleaning the windows.(*not* I’d been finishing all the ironing so I started cleaning the windows.)

Sometimes we can use either the past perfect continuous or the past perfect with a very similar meaning:

 I’d been working/I’d worked hard all year, so I felt that I deserved a holiday.

Тема 8

 will, going to, Present Continuous. Language learning; Extra phrasal verbs for studying; *allow, permit, let*; Discussing language; Discussing texting and language in the future;

Debate – minority languages; Science; Compound words (noun+noun, verb+preposition, adjective+noun)

 Future Continuous and Future Perfect. Multi-part verbs

We can often use either the present continuous or be going to with a similar meaning to talk about planned future events. This use of the present continuous indicates that we have a firm intention or have made a definite decision to do something, although this may not already be arranged:

 Are you seeing the doctor again next week? ( *or* Are you going to see…?)

 I’m not asking Tom to the party. (*or* I’m not going to ask…)

However , we don’t use the present continuous for the future-

 When we make or report predictions about activities or events over which we have no control(we can’t arrange these):

 I think it’s going to rain soon.

 Scientists say that the satellite won’t cause any damage when it falls to Earth some time this afternoon.

 When we talk about permanent future situations:

 People are going to live/will live longer in the future.

 Her new house is getting to have /will have three floors.

Future continuous and future perfect:

We can use the future continuous to talk about something that is predicted to start before a particular point of future time, and that may continue after this point. Often it is the result of a previous decision or arrangement:

This time next year this part of the garden will be looking beautiful.

She will be taking up her place at university in October.

When it goes into orbit, the spacecraft will be carrying 30 kilos of plutonium.

We can also use the future continuous to talk about a future activity that is part of the normal course of events or that is one of a repeated or regular series of events.

Dr Jones will be giving the same talk in room 103 at 10.00 next Thursday.

Will you be driving to Glasgow, as usual?

We can often use either the future continuous or the present continuous when we talk about arranged activities or events in the future (see also Unit 10). Compare:

We will be leaving for Istanbul at 7.00 in the evening.(timetabled, or…are leaving…)and

When the race starts later this afternoon the drivers will be hoping for drier weather than last year. (not…are hoping…, not reporting the details of a programme or timetable)

We use the future perfect to say that something will be ended ,completed, or achieved by a particular point in the future:

 By the time you get home I will have cleaned the house from top to bottom.

 I’m sure his awful behavior will soon have been forgotten. (=passive form)

We use the future perfect to say that something will be ended, completed, or achieved by a particular point in the future:

 On Saturday , we will have been living in this house for a year.

 Next year I will have been working in the company for 30 years.

With both the future perfect and future perfect continuous we usually mention the future time

(By the time you get home…, On Saturday …, etc.).

Тема 9

 First Conditional. Parts of body

 Second Conditional. Comparison: *as…as*; Emphasizing difference and similarity. Adjectives; Advertising; Advertising methods; Word combinations; Third Conditional. Past deduction; *should have, shouldn’t have*; Review of Conditionals; Crime, technology, money; Word combinations; People in crime; Extra: types of crime; Discussing crimes and criminals; Speculating about a crime; Multi-part verbs

 Zero Conditional. Extra: Dependent prepositions; Talking about adverts; Describing and discussing photos; Discussing using different media to advertise products; Roleplay

 Mixed Conditionals. Synonyms

We can use if, providing, as long as, unless and even if to introduce conditional structures.

Providing (that) or as long as mean ‘only if a certain thing happens or is done’.

Even if is an emphatic way of saying if.

It’s a good idea to try something, even if you don’t succed.

Unless means the same as if not.

Unless you ask him, he won’t help you. (= if you don’t ask him, he won’t help you.)

Unreal conditionals

We use unreal conditionals to talk about unreal situations.

We use the second conditional to talk about an unreal future situation. It is unlikely or almost impossible that the situation will happen.

If +past simple, I/you, etc.would/might/could(not)+ infinitive

If I didn’t have children, I’d move abroad.

We use the third conditional to talk about unreal situations in the past.

If+ past perfect (had+past participle), I /you , etc.would/may/might/could (not) have +past participle

If I had become a pilot, I would have flown all over the world.

We use a mixed conditional to talk about an unreal situation in the past that has a consequence or result in the present.

If +past perfect(had+ past participle),I/you, etc. would/might/could(not) +infinitive

If I’d chosen another career,I might be happier now.

Wishes and regrets

To talk about wishes in the present, we use:

Wish/ if only+ past simple/past continuous

I wish I had a better job. (=I’d like a better job now.)

If only I were sitting on a beach now.

To talk about wishes and regrets in the past, we use:

Wish/if only +past perfect

I wish I had got a proper education.

If only I hadn’t said no.

Should have + past participle

I should have divorced him.

It’s a pity+ past simple

It’s a pity I never learned to play a musicial instrument.

Regret+verb+ -ing

I regret not helping my parents more when they were older.

My biggest regret is that +clause in the past tense

My biggest regret is that I diidn’t live life to the full.

Тема 10

Present deduction; Modals of ability; can, could; Word building; Adjectives; Abstract nouns Modals of certainty, possibility, deduction. Extra: Describing shapes; Discussing objects in the home; Discussing designs . Modals of advice, obligation, necessity. Must, have to; Designing a new product; Describing qualities . Modals of offer, requests, permission, suggestions. Modals of habit.

Can, could and be able to: talking about ability

We sometimes use be able to instead of can and could to talk about ability. However, we avoid be able to-

When we talk about something that is happening as we speak:

Watch me, Mum; I can stand on one leg. (not…I’m able to stand on one leg.)

Before passives:

CDs can now be copied easily . ( rather than CDs are now able to be copied…)

When the meaning is ‘know haow to’:

Can you cook? (rather than Are you able to cook?)

If we talk about a single achievement, rather than a general ability in the past, we usually use be able to rather than could. Compare:

Sue could play the flute quite well. (or…was able to… a general ability) and

She swam strongly and was able to cross the river easily, even though it was swollen by the heavy rain. (not she swam strongly and could cross…;a specific achievement)

However, could is usually more natural-

In negative sentences:

I tried to get up but I couldn’t move. (rather than…I wasn’t able to move.)

With verbs of the senses- e.g. feel, hear, see, smell, taste –and with verbs of ‘thinking’

-e.g. believe, decide, remember, understand:

I could remember the crash, but nothing after that.(rather than I was able to remember…)

After the phrases the only thing/place/time, and after all when it means ‘the only thing’

All we could see were his feet. (rather than All we were able to…)

To suggest that something almost didn’t happen, particularly with almost, hardly, just, nearly:

I could nearly touch the ceiling. ( rather than I was nearly able to…)

Can and could: talking about possibility

To talk about the theoretical possibility of something happening we use could, not can. However, we use can, not could, to say that something is possible and actually happens. Compare:

It could be expensive to keep a cat. (= if we had one, it could or it may not be expensive)and

It can be expensive to keep a cat.(= it can be, and it sometimes is)

We use can’t, not couldn’t, to say that something is theoretically or actually impossible:

There can’t be many people in the world who haven’t watched television.

The doctor can’t see you this morning; he’s busy at the hospital.

We use can to indicate that there is a very real possibility of a future event happening.

Using could suggests that something is less likely or that there is some doubt about it. Compare:

We can stay with Jim in Oslo. (=we will be able to stay) and

We could stay with Jim in Oslo. (=it’s possible; if he’s there)

Will, would and used to

We can use will (for the present) and would (for the past) to talk about characteristic behavior or habits:

Every day Dan will come home from work and turn on the TV.

At school she would always sit quietly and pay attention.

And about things that are were always true:

Cold weather will kill certain plants.

During the war, people would eat all kinds of things that we don’t eat now.

(for the use of will to talk about the future, see Unit 9)

We don’t use will or would in this way to talk about a particular occasion. Compare:

Each time I gave him a problem he would solve it for me. and

Last night I gave him a problem and he solved it for me. (not Last night I gave him a problem and he would solve it for me.)

However, we can use will not (won’t) and would not (wouldn’t in either case. Compare:

He wouldn’t/would walk the 5 miles to his place of work.( characteristic behavior)and

She wouldn’t say what was wrong when I asked her.

Тема 11

Defining and non-defining relative clauses. Education and studying; Opinion adjectives, common verbs: make, get, have

Relative and Participle clauses. Extra: describing facilities; Discussing education; Describing a teacher; Talking about educational systems; Multi-part verbs – *come across, go far, take after, go out with*

 Definite article. Space. Extra: types of engineering; Word building; Discussing engineering achievements.

 Indefinite article. Passing quiz; Discussing structures; Designing a superstructure

 Zero article.

Defining and non-defining relative clauses

Relative clauses are formed with a relative pronoun and a clause:

Who (for people)

Which (for things)

That (for people or things)

Where (places)

Whose (belonging to a person or thing)

When (times)

Language note: whom is the object form of who and is sometimes used in formal,written language. It is rarely used in spoken language.

We use defining relative clauses to identify a thing, person, place or time. Without this information the sentence isn’t complete or doesn’t make sense.

In defining relative clauses where the pronoun is the object, the pronoun can be left out.

Tears help people to establish a bond with people ( that) they care for.

He used an experiment (that)be carried aut at Vassar College.

We use non-defining relative clauses to add extra information about a person or thing, or add a comment on the whole sentence.

Without this information the sentence still makes sense.

We use commas to separate the clause from the rest of the sentence.

Cold air and wind, which dry out the eyes, cause reflex tears.

People with tears were clearly identified as being sad, which in itself isn’t surprising.

In non-defining clauses we don’t use that and we can’t leave out the pronoun.

Emotional tears, which result from emotional experiences, are unique to humans.

The experiment,which was repeated several times,produced clear results.

Тема 12

 Passive Simple (Present, Past, Future) Describing Beauty; Idiomatic Language

 Passive Continuous (Present, Past) Multi-part verbs – *turn on turn off, turn up, turn down*

 Passive Perfect (Present, Past, Future) Word combinations

We form the passive with be and a past participle.

Present simple important speeches are given every day.

Past simple an important speech was given yesterday.

Present perfect an important speech has been given this afternoon.

Past perfect a speech had been given the day before.

Present continuous an important speech is being given right now.

Past continuous an important speech was being given on stage.

Future an important speech will be given tomorrow.

In spoken language we can use get instead of be to form the passive.

A copy of his speech got leaked to the press beforehand.

We use the passive when…

It isn’t important who did the action.

The speech is being broadcast all over the world.

We don’t know who is responsible for the action.

The speech was printed in many newspapers.

The action is more important that the person or thing that did it (the agent).

His most famous speech was given before the election.

If we want to say who did the action we can use by +agent.

The speech was downloaded by thousands of people.

We can use the passive to avoid responsibility by not saying the name of the person responsible for the action.

Mistakes have been made in key areas. The decision has been taken to review all working procedures.

The passive is very common in scientific, technical and academic language. It is generally more common in written English.

Тема 13

 Expressions of quantity infinitives and –ing forms. Phrasal verbs (3) Adjective order; Talking about trends; Discussing fashion and clothes; Discussing work, health and society; Describing places; Word building: opposite prefixes

Verb patterns: -ing forms, infinitive. Multi-prt verbs – *keep to, stop off, stay over, set off, get in touch with, go off, catch up with*

Verbs followed by –ing and infinitive with to

Some verbs are followed by an –ing form. These include carry on, enjoy, fancy, finish, give up, imagine, keep (on),mind and suggest.

They enjoy going to weddings.

Some verbs are followed by the infinitive with to. These include afford, agree, arrange, expect, manage, promise, refuse and seem.

The bride promised to live him.

Some verbs can be followed by the infinitive with to or the –ing form of the verb and there is little or no difference in meaning.

These include begin, continue, hate, like, love, prefer and start.

I don’t like dancing.

I don’t like to dance.

However, some verbs are followed either by the infinitive with to or by the –ing form of the verb with a difference in meaning.

I stopped to ask the way. (=I stopped moving.)

I stopped smoking last year.(= I no longer smoke.)

Тема 14

Statements and Commands. Words connected with arts; Global issues; Prefixes, Multi-part verbs – *put aside, cut down, take up, come up, set up, get rid of*

 Questions. Extra: genres, talking about films; Debate – how to spend an arts grant. Discussing celebrities and the arts. Describing a news event

 Reporting verbs

Phrasal verb is a two –word verb consisting of a verb and a particle, for example set off and think over.

Some phrasal verbs take direct objects and some do not (they are ‘intransitive’).Some common instransitive verbs are set off, die down and look down.

Most phrasal verbs which take objects are separable. This means the verb and the particle can be separated by an object.

If the object is a noun, it can go after the verb and particle, or between the verb and particle.

Please pick up that litter: OR please pick that litter up.

If the object is a pronoun it goes between the verb and particle.

Please pick it up.

Some phrasal verbs are non-separable. This means the verb and the particle always come before the object.

Тема 15

 Persuasion. Social problems; Conflict words; Perfective verb forms

 Emphasis. Multi-part verbs – *talk something over, put forward, get your own back,*

*kick up, put up with, give in, give back, go off with, get to, get at*

We use the perfective aspect to say that something happened before a certain point in time:

They’ve been working on this new type of engine for some time. (before/until now)

He had left before we managed to say goodbye to him. (before a moment in the past)

I had been studying English literature but I did my MA in Irish history. (before a moment in the past)

We will have finished this job by 10 p.m. (before a moment in the future)

Having walked more than ten miles, I felt hungry and exhausted. (before a time in the past)

She must have learned her French in france. (before now)

Apart from perfective tenses ( present perfect, present perfect continuous, past perfect, past perfect continuous, future perfect), we also use other perfective verb forms.

1. Perfect infinitive (describes something that happened before the action expressed in the main verb):

They seemed to have lost their way. (ordinary perfect infinitive)

She must have been invited by Jonathan. (passive perfect infinitive)

1. Perfective –ing forms (describe actions that happened before the action expressed in the main verb):

I forgot having eaten all the strawberries.(perfective gerund)

Having parked the car he took out the map of the area. (perfective participle-written English)

**Методические рекомендации для студентов**

**Focus on writing**

Writing an opinion composition:

1. Plan four or five paragraphs: an introduction (e.g. what the situation is in your country), the main reason why you agree / disagree, and a conclusion (a summary of your opinion).
2. 2 List your reasons (“for” or “against”)before you start writing. Two or three reasons are enough.
3. Start paragraph 2 with your main reason (Firstly…)

Use a linker (beside, what is more) to add a related reason. Use Secondly and Finally to introduce your other arguments in new paragraphs.

1. Back up your reasons with clear examples.
2. Use a formal style (don’t use contractions, or very colloquial expressions).
3. Use connectors to link you ideas.

Writing a short paragraph describing a building for an English travel brochure.

Which building….

1 is in a city that has become an international centre?

2 mentions the possibility of eating there

3 claims to be a symbol of progress for a region

1. mentions technological uses of the building
2. claims to be an example of countries working together
3. claims to be a top tourist destination.

**Writing an interview** : 1 write an introductory paragraph by briefly describing where the interview took place and describe the person.

 2 write the questions first. Four or five will probably be enough. Try to make them lead on from each other. Make the last question smth about future.

**Writing a biography**: 1. Write at least three paragraphs, one for the birth and early years, one or two for the middle years, and one for the last years.

2 link events with time expressions (immediately after, then, later,etc.).

 3 use narrative tenses. If a person you are writing about is still alive, you may want to use Since + Pr.perfect in the last paragraph.

 4 be careful with prepositions of time.

**Writing a story**: 1 Always invent a plot before you start writing.

 2 Divide youre story into three parts:

1. opening paragraph. –set the scene, describe the situation.
2. Body of the story –two or three paragraphs
3. Closing paragraph –how the story ends, what happens to the characters

3.Try to use a mixture of narrative tenses (past simple, past continuous, past perfect).

 4 Use time expressions to link events (when ,at that moment , suddenly,immediately, later,etc)

1. Use adverbs (desperately,fortunately, etc.) to make your story mmore vivid.

**Grammar focus**

How to do grammar exercises

1 you might study the explanation first.

2 do the exercises.

3 look again at the explanations

4 check your answers

5 practise an area of grammar you think you already know.

1. study the explanations for any you got wrong