

▶ Grammar reference

Modal verbs of obligation, prohibition and advice – present

Use

- We use **have to** to talk about things which are obligatory or necessary. It often describes obligations imposed on us by other people and authorities.
- We use **don't have to** to talk about things which are not obligatory or necessary.
- We use **must** to talk about rules, regulations and obligations. It often describes obligations that come internally, from ourselves.
- We use **mustn't** to talk about prohibitions.
- We use **need to** to talk about things which are obligatory or necessary.
- We use **don't need to** or **needn't** to talk about things which are not obligatory or necessary. With **needn't** we do not use **to** before the infinitive.
- We use **can't** to refuse permission.
- We use **should, shouldn't, ought to, had ('d) better** to give and ask for advice and recommendations. **Had better** is especially for when we think we should do something because it's a good idea. **Ought to** and **had ('d) better** are slightly less common in negative and question forms.

Modal verbs of obligation, prohibition and advice – past

Use

- We use **had to** to talk about things which were obligatory or necessary.
- We use **didn't have to** to talk about things which were not obligatory or necessary.
- We use **needed to** to talk about things which were obligatory or necessary.
- We use **didn't need to** to talk about things which were not obligatory or necessary, and so we didn't do them.
- We use **needn't have + past participle** to talk about things that were not obligatory or necessary but we did them.
- We use **wasn't/weren't allowed to** to talk about past prohibitions.
- We use **couldn't** to talk about things that were prohibited or not possible.
- We use **should/ought to have, shouldn't have + past participle** to criticise past actions or to say that they were a mistake.

Modal verbs of speculation and deduction – present and future

Use

- We use **must** when we are 90 per cent certain that something is true.
- We use **may, might, could, may not, mightn't** when there is a 50 per cent possibility that something is true (or not).
- We use **can't** when we are 90 per cent certain that something is not true.

Modal verbs of speculation and deduction – past

Use

- We use **must have + past participle** when we are 90 per cent certain that something was true.
- We use **may have, might have, could have, may not have, mightn't have + past participle** when there is a 50 per cent possibility that something was true (or not).
- We use **can't have + past participle** when we are 90 per cent certain that something was not true.

The passive

Form

- subject + **be** + past participle (+ by + agent)
*Warnings **are given**.* (present simple)
*The hospital **has been built** by the government.* (present perfect)
*This program **is being watched** by millions of people.* (present continuous)
*Volcanoes **weren't understood** in the middle ages.* (past simple)
*New types of energy **will be used** in the future.* (will)
- We make the passive with the appropriate tense and form of the verb **to be** and the past participle of the verb.
- To make questions in the passive, we put the first auxiliary verb before the subject.
Is the news being given on TV?
Has the earthquake been shown on TV?
- We use the preposition **by** to introduce the agent, that is, the person or thing which does the action.

Use

- We use the passive when:
 - 1 we are more interested in the action than the people who do the action.
The city was destroyed in 1755.
 - 2 we do not know who exactly does the action.
Many objects have been stolen.
 - 3 it is obvious or understood who did the action.
The patient was cured.

Grammar reference

Reported speech – statements

- When the reporting verb (e.g., *say, tell*) is in the past, the tense of the verb in reported speech usually changes, going one tense 'back'. Some tenses cannot go any further back and so stay the same.
- **Could, would, should** and **might** do not change from direct to reported speech.
- When the reporting verb is in the present simple or present perfect, the tense of the verb in reported speech usually stays the same.
'I enjoy watching films.' ▶ *He says he enjoys watching films.*
- When the reporting verb is in the past but the statement is something which is still true, or is and will always be true, the tense of the verb in reported speech usually stays the same.

Reported speech – questions

- We do not use the auxiliary verb **do** in reported questions.
'Do you like rap music?' ▶ *She asked me if I liked rap music.*
- There is no inversion of subject and verb in reported questions.
'Where are you?' ▶ *He asked me where I was.*
- When there is no question word (*who, what, how, why*, etc), we use **if** or **whether**.
'Can you do it?' ▶ *They asked me if I could do it.*

'I'm American.' ▶ *Hayden said he's American.*

'They make lots of films in India.' ▶ *The guide told us that they make lots of films in India.*

- In reported speech, pronouns and possessive adjectives also change.
'I love your smile.' ▶ *Brad said he loved her smile.*
- With **say** you do not need to use a personal object to say who you are saying something to.
He said it was going to be a great film.
- With **tell** you must use a personal object to say who you are saying something to.
He told me it was going to be a great film.

Reported speech – other reporting verbs

- **add, admit, agree, announce, claim, complain, explain, promise**

These work like **say** – you do not need to use a personal object with them.

- **remind, warn**

These work like **tell** – you need to use a personal object with them.