

# **USAGE GUIDELINES FOR GRAMMAR REFERENCE SHEETS**

- THESE SHEETS ARE INTENDED TO ASSIST VOLUNTEERS IN TEACHING THE WEEKLY GRAMMAR FOCUS TOPICS.
- NOTICE THAT THESE GRAMMAR FOCUS TOPICS DEAL WITH THE USE OF VERBS. THE ABILITY OF USING VERBS IS KEY TO FLUENCY IN CONVERSATION.
- THE BEST WAY TO TEACH THE GRAMMAR IS TO INCORPORATE IT INTO ACTIVITIES RELATED TO THE WEEKLY TOPIC AND GOALS.
- ATTEMPT TO TEACH THE WEEKLY GRAMMAR FOCUS AS INDICATED IN THE CURRICULUM, BUT FEEL FREE TO USE ANY OF THESE AT ANY TIME IF BENEFICIAL.
- AVOID THE USE OF GRAMMAR TERMS, SUCH AS TENSE NAMES. INSTEAD PUT IT INTO THE CONTEXT OF USAGE, E.G. YESTERDAY, TODAY, TOMORROW.
- IF YOU NEED HELP TEACHING THE GRAMMAR ELEMENTS, ASK AN ESL STAFF MEMBER OR SENIOR VOLUNTEER.

## **PRONOUNS REFERENCE PAGE**

<b>SUBJECT</b>	<b>OBJECT</b>	<b>POSSESSIVE</b>	<b>REFLEXIVE</b>
I	ME	MY	MYSELF
YOU	YOU	YOUR	YOURSELF
HE	HIM	HIS	HIMSELF
SHE	HER	HER	HERSELF
IT	IT	ITS	ITSELF
WE	US	OUR	OURSELVES
YOU	YOU	YOUR	YOURSELVES
THEY	THEM	THEIR	THEMSELVES

source: Antoinette Everts

# GRAM 1

## VERB “TO BE”

YESTERDAY	TODAY	TOMORROW
I WAS	I AM	I WILL BE
YOU WERE	YOU ARE	YOU WILL BE
HE, SHE , IT WAS	HE, SHE ,IT IS	HE, SHE, IT WILL BE
WE WERE	WE ARE	WE WILL BE
YOU WERE	YOU ARE	YOU WILL BE
THEY WERE	THEY ARE	THEY WILL BE

## VERB “TO BE” WITH CONTRACTIONS

YESTERDAY	TODAY	TOMORROW
NO CONTRACTION	I’M	I’LL BE
NO CONTRACTION	YOU’RE	YOU’LL BE
NO CONTRACTION	HE’S, SHE’S, IT’S	HE’LL, SHE’LL, IT’LL
NO CONTRACTION	WE’RE	WE’LL BE
NO CONTRACTION	YOU’RE	YOU’LL BE
NO CONTRACTION	THEY’RE	THEY’LL BE

### NOTE TO TEACHERS

- BE SURE TO TEACH CONTRACTIONS. THESE ARE WHAT THE STUDENT HEARS IN CONVERSATIONS WITH ENGLISH SPEAKERS.
- POINT OUT TO SPANISH SPEAKERS THAT THERE IS ONLY ONE ENGLISH VERB “ TO BE” WHICH COVERS BOTH “SER” AND “ESTAR.”
- “TO BE” IS IMPORTANT TO TEACH TO BEGINNERS AND SHOULD BE REVIEWED FREQUENTLY.

# GRAM 2

## REGULAR VERBS

YESTERDAY	NOW	EVERY DAY	TOMORROW	TOMORROW
I WORKED	I AM WORKING	I WORK	I WILL WORK	I AM GOING TO WORK
YOU WORKED	YOU ARE WORKING	YOU WORK	YOU WILL WORK	YOU ARE GOING TO WORK
HE, SHE IT WORKED	HE, SHE , IT IS WORKING	HE, SHE, IT WORKS	HE, SHE, IT WILL WORK	HE, SHE, IT IS GOING TO WORK
WE WORKED	WE ARE WORKING	WE WORK	WE WILL WORK	WE ARE GOING TO WORK
YOU WORKED	YOU ARE WORKING	YOU WORK	YOU WILL WORK	YOU ARE GOING TO WORK
THEY WORKED	THEY ARE WORKING	THEY WORK	THEY WILL WORK	THEY ARE GOING TO WORK

## REGULAR VERBS WITH CONTRACTIONS

YESTERDAY	NOW	EVERY DAY	TOMORROW	TOMORROW
NC *	I'M WORKING	NC	I'LL WORK	I'M GOING TO WORK
NC	YOU'RE WORKING	NC	YOU'LL WORK	YOU'RE GOING TO WORK
NC	HE'S, SHE'S, IT'S WORKING	NC	HE'LL, SHE'LL,IT'LL WORK	HE'S, SHE'S, IT'S GOING TO WORK
NC	WE'RE WORKING	NC	WE'LL WORK	WE'RE GOING TO WORK
NC	YOU'RE WORKING	NC	YOU'LL WORK	YOU'RE GOING TO WORK
NC	THEY'RE WORKING	NC	THEY'LL WORK	THEY'RE GOING TO WORK

• NC = NO CONTRACTION

### NOTE TO TEACHERS

BE SURE TO TEACH CONTRACTIONS. THESE ARE WHAT THE STUDENT HEARS IN CONVERSATIONS WITH ENGLISH SPEAKERS

# GRAM 3

## AUXILIARY VERB -- “DO” AND “DO NOT”

QUESTIONS
DO I WORK AT 5:00?
DO YOU WORK AT 5:00?
DOES HE, SHE , IT WORK AT 5:00?
DO WE WORK AT 5:00?
DO YOU WORK AT 5:00?
DO THEY WORK AT 5:00?

“NO” ANSWER	“NO ANSWER” WITH CONTRACTION	SHORT “NO” ANSWER
NO, I DO NOT WORK AT 5:00.	NO, I DON’T WORK AT 5:00.	NO, I DON’T.
NO, YOU DO NOT WORK AT 5:00.	NO, YOU DON’T WORK AT 5:00.	NO, YOU DON’T.
NO, HE, SHE, IT DOES NOT WORK AT 5:00.	NO, HE, SHE, IT DOEN’T WORK AT 5:00.	NO, HE, SHE, IT DOESN’T.
NO, WE DO NOT WORK AT 5:00.	NO, WE DON’T WORK AT 5:00.	NO, WE DON’T
NO, YOU DO NOT WORK AT 5:00.	NO, YOU DON’T WORK AT 5:00.	NO, YOU DON’T.
NO, THEY DO NOT WORK AT 5:00.	NO, THEY DON’T WORK AT 5:00.	NO, THEY DON’T

### NOTE TO TEACHERS

- “DO” AS AN AUXILIARY VERB IS UNIQUE IN ENGLISH.
- “DO” SHOULD BE TAUGHT BOTH AS A MAIN VERB ( THE SPANISH WORD “HACER”) AND AS AN AUXILIARY VERB.

# GRAM 4

## OTHER “MODAL VERBS” THAT ARE USED REGULARLY

### “HAVE TO”

**HAVE TO + BASIC FORM VERB -- TO EXPRESS OBLIGATION OR NO CHOICE**

YESTERDAY	TODAY	TOMORROW	TOMORROW WITH CONTRACTION
I HAD TO WORK.	I HAVE TO WORK.	I WILL HAVE TO WORK.	I’LL HAVE TO WORK.
YOU HAD TO WORK.	YOU HAVE TO WORK.	YOU WILL HAVE TO WORK.	YOU’LL HAVE TO WORK.
HE, SHE, IT HAD TO WORK.	HE, SHE , IT HAS TO WORK.	HE, SHE , IT WILL HAVE TO WORK.	HE’LL HAVE TO WORK.
WE HAD TO WORK.	WE HAVE TO WORK.	WE WILL HAVE TO WORK.	WE’LL HAVE TO WORK.
YOU HAD TO WORK.	YOU HAVE TO WORK.	YOU WILL HAVE TO WORK.	YOU’LL HAVE TO WORK.
THEY HAD TO WORK.	THEY HAVE TO WORK.	THEY WILL HAVE TO WORK.	THEY’LL HAVE TO WORK.

### VERB-- “SHOULD”

**SHOULD + BASIC FORM VERB -- TO EXPRESS GOOD PRACTICAL ADVICE.  
VERB FORM IS THE SAME FOR ALL PRONOUNS.**

**EXAMPLE: ( I, YOU, SHE, HE, WE, YOU, THEY) SHOULD STUDY ENGLISH EVERY DAY.**

# GRAM 5

## COMMANDS AND BEING POLITE IN ENGLISH

### GRADATION OF COMMANDS

**SIMPLICITY ( AS IN GIVING DIRECTIONS)-- TURN LEFT AT THE INTERSECTION**

**STRONG REQUEST OR EMERGENCY SITUATION--- GET THE BOOK.**

**LESS STRONG REQUEST--- ADD “PLEASE” IN THE BEGINNING OR END OF SENTENCE.**

### POLITE REQUESTS

**POLITE --- COULD/ WOULD YOU GET THE BOOK FOR ME?**

**MORE POLITE-- ADD “PLEASE” IN THE BEGINNING, END OR AFTER SUBJECT.**

### QUESTIONS ( AT WORK)

**CAN I TAKE YOUR ORDER?**

**WHAT WOULD YOU LIKE?**

**WHAT CAN I GET FOR YOU?**

**CAN I HELP YOU?**

### SOFTENED STATEMENTS

**I WOULD LIKE THE SOUP.**

**I WOULD LIKE TO HAVE THE SOUP.**

### NOTE TO TEACHERS

- BE SURE TO TEACH CONTRACTIONS. THESE ARE WHAT THE STUDENT HEARS IN CONVERSATIONS WITH ENGLISH SPEAKERS.
- TEACH POLITE REQUESTS IN THE CONTEXT OF THE TOPIC COVERED.
- REMIND STUDENTS THAT IT IS ALWAYS APPROPRIATE TO ADD “PLEASE” TO A REQUEST.