

# GRAMMAR GUIDE



TEFL  
INSTITUTE  
LONDON

“

“THE PAST IS ALWAYS TENSE,  
THE FUTURE PERFECT.”

ZADIE SMITH

# INTRODUCTION

THE PURPOSE OF THIS HANDY GUIDE IS TO INTRODUCE YOU TO SOME KEY GRAMMATICAL STRUCTURES AND CONCEPTS USED IN THE ENGLISH GRAMMAR SYSTEM. WHILE IT IS AIMED AT NEWER EFL TEACHERS, IT WOULD ALSO BE A USEFUL RESOURCE FOR MORE EXPERIENCED TEACHERS TOO.

The prospect of teaching grammar can be initially daunting for newer EFL teachers, especially when your learners may be more familiar with the names of different grammatical structures than you. This guide, therefore, allows you to read about the topic quickly so you can gain confidence about the subject before preparing your grammar-based lesson.

The book is organised into different units and the contents page tells you what each unit focuses on. The guide covers as many topics as possible but omits the more difficult grammar topics.

It is suggested you use the guide as a reference rather than reading it cover to cover. We suggest you turn to the topic you need, read through this information, then plan your lessons. Many units show form and function along with example sentences which can be used to help your class understand the topic.

**WORDS PHRASES  
& SENTENCES**

Word Classes and Phrases	6
Nouns and Pronouns	8
Verbs	10
Adjectives and Adverbs	12
Sentence Structure	14
Negatives and Questions	16
Question Forms and Wh-Questions	18

**TIME**

The Verb Phrase	21
Time and Tense	22
Aspect – Continuous and Perfect	24
Teaching Tenses	26
The Verb ‘To Be’	27
Present Simple	29
Present Continuous	31
Present Perfect	33
Present Perfect Continuous	35
Past Simple	37
Past Continuous	39
Past Perfect	41
Past Perfect Continuous	43
Present Perfect and Past Simple	45
Auxiliary Verbs in the Tenses	46

**VOICE**

Active or Passive	49
Present Simple Passive	50
Past Simple Passive	52

**MODALITY**

Modal Verbs	54
Possibility	56
Speculating About the Past	58
Ability	60
Offers, Requests and Permissions	62
Prohibition Obligation Advice	64

**FUTURITY**

Overview of Futurity	71
Present Continuous	73
‘Going To’	74
Future Simple (will)	79
Future Continuous	81
Future Perfect	83
Future Perfect Continuous	85

**HYPOTHETICAL MEANING  
& CONDITIONALS**

Expressing Hypothetical Meaning	88
Zero Conditional	90

First Conditional	92
Second Conditional	94
Third Conditional	96
Mixed Conditional	98

**DETERMINERS**

Articles	101
Pronouns and Possessives	103
Demonstratives	105
There is/There Are	106
Quantifiers	108

**ADJECTIVES, ADVERBS  
& LINKERS**

Comparatives and Superlatives	111
Adverbs	113
Linking Words	115

**PREPOSITIONS**

Prepositions	118
Prepositions of Time	119
Prepositions of Place	120
Prepositions of Movement	121
Appendix – Irregular Verb List	122



WORDS,  
PHRASES  
& SENTENCES