

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.

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& SENTENCES**

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WORDS,
PHRASES
& SENTENCES

WORD CLASSES AND PHRASES

- A basic understanding of word classes and phrases, often called 'parts of speech' is a useful starting point for our consideration of the English grammar system.
- The name and purpose of each part of speech is summarised in the table below. There are also some examples taken from the short text below.

KEY	
Form	
Function	
Teaching tip	

PART OF SPEECH	PURPOSE	EXAMPLES FROM THE TEXT
Noun	a word which names things, people, places, objects, activities etc.	tour, house, river, aunt, way
Pronoun	a word applied to a subject or object which substitutes for a noun	I, she, me
Verb	a word that expresses an action, process or state of being	started, left, walked, seemed, to be, speeded
Adjective	a word that identifies an aspect of a noun	early, first, pleased, rid
Adverb	a word that specifies the time, place or manner of a verb, adjective or other adverb	happily, quickly
Preposition	a word that relates the nouns to other elements e.g. time and place	of, out, for, at, in, on, towards
Determiner	a word used in front of a noun to express number and quantity	the
Conjunction	a word used to link clauses or words to each other	and