

# Reference

## Present of *be*

### Affirmative statements

I'm	from Somalia.
You're	
He's	
She's	
It's	
We're	
You're	
They're	

### Negative statements

I'm	not from Somalia.
You're	
He's	
She's	
It's	
We're	
You're	
They're	

### Contractions

I'm	=	I am
You're	=	You are
He's	=	He is
She's	=	She is

It's	=	It is
We're	=	We are
You're	=	You are
They're	=	They are

### Yes / No questions

Am	I	from Guatemala?
Are	you	
Is	he	
Is	she	
Is	it	
Are	we	
Are	you	
Are	they	

### Short answers

Yes,	you are.	No,	you aren't.
	I am.		I'm not.
	he is.		he isn't.
	she is.		she isn't.
	it is.		it isn't.
	you are.		you aren't.
	we are.		we aren't.
they are.	they aren't.		

## Present continuous

### Affirmative statements

I'm	eating.
You're	
He's	
She's	
It's	
We're	
You're	
They're	

### Yes / No questions

Am	I	eating?
Are	you	
Is	he	
Is	she	
Is	it	
Are	we	
Are	you	
Are	they	

### Short answers

Yes,	you are.	No,	you aren't.
	I am.		I'm not.
	he is.		he isn't.
	she is.		she isn't.
	it is.		it isn't.
	you are.		you aren't.
	we are.		we aren't.
	they are.		they aren't.

### Wh- questions

What	am	I	doing?
	are	you	
	is	he	
	is	she	
	is	it	
	are	we	
	are	you	
	are	they	

### Answers

You're	eating.
I'm	
He's	
She's	
It's	
You're	
We're	
They're	

## Possessive adjectives

### Questions

What's	my	address?
	your	
	his	
	her	
	its	
	our	
	your	
	their	

### Answers

Your	address is 10 Main Street.
My	
His	
Her	
Its	
Your	
Our	
Their	

## Simple present

### Affirmative statements

I	work.
You	work.
He	works.
She	works.
It	works.
We	work.
You	work.
They	work.

### Negative statements

I	don't	work.
You	don't	
He	doesn't	
She	doesn't	
It	doesn't	
We	don't	
You	don't	
They	don't	

### Yes / No questions

Do	I	work?
Do	you	
Does	he	
Does	she	
Does	it	
Do	we	
Do	you	
Do	they	

### Short answers

Yes,	you	do.
	I	do.
	he	does.
	she	does.
	it	does.
	you	do.
	we	do.
	they	do.

No,	you	don't.
	I	don't.
	he	doesn't.
	she	doesn't.
	it	doesn't.
	you	don't.
	we	don't.
	they	don't.

### Wh- questions: What

What	do	I	do at 7:00?
	do	you	
	does	he	
	does	she	
	does	it	
	do	we	
	do	you	
	do	they	

### Answers

You	work.
I	work.
He	works.
She	works.
It	works.
You	work.
We	work.
They	work.

### Wh- questions: When

When	do	I	usually work?
	do	you	
	does	he	
	does	she	
	does	it	
	do	we	
	do	you	
	do	they	

### Answers

You	usually	work	on Friday.
I			
He			
She	usually	works	
It			
You			
We	usually	work	
They			

## Simple present of *have*

### Affirmative statements

I	have	a cold.
You	have	
He	has	
She	has	
We	have	colds.
You	have	
They	have	

### Negative statements

I	don't have	a cold.
You	don't have	
He	doesn't have	
She	doesn't have	
We	don't have	colds.
You	don't have	
They	don't have	

### Yes / No questions

Do	I	have	a cold?
Do	you	have	
Does	he	have	
Does	she	have	
Do	we	have	colds?
Do	you	have	
Do	they	have	

### Short answers

Yes,	you	do.	No,	you	don't.
	I	do.		I	don't.
	he	does.		he	doesn't.
	she	does.		she	doesn't.
	you	do.		you	don't.
	we	do.		we	don't.
they	do.	they	don't.		

## Simple past of *be*

### Affirmative statements

I	was	a teacher.
You	were	
He	was	
She	was	
We	were	teachers.
You	were	
They	were	

### Negative statements

I	wasn't	a cashier.
You	weren't	
He	wasn't	
She	wasn't	
We	weren't	cashiers.
You	weren't	
They	weren't	

### Yes / No questions

Was	I	a teacher?
Were	you	
Was	he	
Was	she	
Were	we	teachers?
Were	you	
Were	they	

### Short answers

Yes,	you	were.	No,	you	weren't.
	I	was.		I	wasn't.
	he	was.		he	wasn't.
	she	was.		she	wasn't.
	you	were.		you	weren't.
	we	were.		we	weren't.
they	were.	they	weren't.		

## Simple past of regular and irregular verbs

### Affirmative statements

I	cooked.	I	slept.
You			
He			
She			
It			
We			
You			
They			

### Negative statements

I	didn't	cook. / sleep.
You		
He		
She		
It		
We		
You		
They		

### Yes / No questions

Did	I	cook? / sleep?
	you	
	he	
	she	
	it	
	we	
	you	
	they	

### Short answers

Yes,	you	did.
	I	
	he	
	she	
	it	
	you	
	we	
	they	

No,	you	didn't.
	I	
	he	
	she	
	it	
	you	
	we	
	they	

### Wh- questions

What	did	I	do?
		you	
		he	
		she	
		it	
		we	
		you	
		they	

### Answers

You	cooked.	You	slept.
I			
He			
She			
It			
You			
We			
They			

### Regular verbs

Add *-ed*: cook → cooked    vacuum → vacuumed  
 dust → dusted    wash → washed

### Irregular verbs

break → broke	get → got	ride → rode	sweep → swept
buy → bought	go → went	run → ran	swim → swam
do → did	have → had	see → saw	take → took
drink → drank	make → made	sell → sold	wear → wore
drive → drove	pay → paid	sit → sat	write → wrote
eat → ate	read → read	sleep → slept	

## Can

### Affirmative statements

I	can	help.
You		
He		
She		
It		
We		
You		
They		

### Negative statements

I	can't	help.
You		
He		
She		
It		
We		
You		
They		

### Yes / No questions

Can	I	help?
	you	
	he	
	she	
	it	
	we	
	you	
	they	

### Short answers

Yes,	you	can.
	I	
	he	
	she	
	it	
	you	
	we	
	they	

No,	you	can't.
	I	
	he	
	she	
	it	
	you	
	we	
	they	

## Future - *be going to*

### Affirmative statements

I'm	going to	play soccer.
You're		
He's		
She's		
We're		
You're		
They're		

### Negative statements

I'm	not going to	play soccer.
You're		
He's		
She's		
We're		
You're		
They're		

### Wh- questions

What	am	I	going to do tomorrow?
	are	you	
	is	he	
	is	she	
	is	it	
	are	we	
	are	you	
	are	they	

## Spelling rules

- Start sentences and names with capital letters:  
*We live on Maple Street next to Mr. Smith.*
- Write out numbers from one to ten:  
*We have six cans of soda.*
- Use numbers for values 11 and higher:  
*We have 11 cans of soda.*
- Verbs ending in *-y* take *-ied* in the simple past:  
*dry* → *dried*     *study* → *studied*
- Verbs ending in a vowel-consonant pair repeat the consonant in the simple past:  
*mop* → *mopped*

## Punctuation rules

- Sentences can end with a period (.), question mark (?), or exclamation point (!):  
Simple statement: *We have coffee.*  
Question: *Do we have coffee?*  
Strong feeling: *We have coffee!*
- Put a comma after every item but the last when a list has three or more items:  
*We have soda, coffee, and water.*
- Begin paragraphs with an indent (space).
- Begin a new paragraph when you start a new topic or change the tense (time).

## Capitalization rules

Begin the names of holidays with a capital letter.

**T**hanksgiving  
**L**abor **D**ay

Use capital letters for initials in a name.

Rafael **A.** Gomez                     **J. D.** Avona

Begin the opening and closing in a letter with a capital letter.

**D**ear Mrs. Jackson,                     **S**incerely,  
                                                                                           Maria Martinez

Use capital letters for acronyms.

**DMV** (**D**epartment of **M**otor **V**ehicles)  
**PTA** (**P**arent **T**eacher **A**ssociation)

Begin the names of classes with a capital letter.

**B**usiness **E**nglish  
**I**ntroduction to **C**omputers

Begin the names of languages with a capital letter.

**V**ietnamese  
**E**nglish

Begin the names of TV shows and movies with a capital letter.

**S**trange **A**nimals  
**C**amp **S**unshine

Begin abbreviations for days of the week with a capital.

**M**on.  
**S**at.

## Cardinal numbers

0 zero	10 ten	20 twenty	30 thirty	40 forty
1 one	11 eleven	21 twenty-one	31 thirty-one	50 fifty
2 two	12 twelve	22 twenty-two	32 thirty-two	60 sixty
3 three	13 thirteen	23 twenty-three	33 thirty-three	70 seventy
4 four	14 fourteen	24 twenty-four	34 thirty-four	80 eighty
5 five	15 fifteen	25 twenty-five	35 thirty-five	90 ninety
6 six	16 sixteen	26 twenty-six	36 thirty-six	100 one hundred
7 seven	17 seventeen	27 twenty-seven	37 thirty-seven	1,000 one thousand
8 eight	18 eighteen	28 twenty-eight	38 thirty-eight	
9 nine	19 nineteen	29 twenty-nine	39 thirty-nine	

## Ordinal numbers

1st first	11th eleventh	21st twenty-first	31st thirty-first
2nd second	12th twelfth	22nd twenty-second	
3rd third	13th thirteenth	23rd twenty-third	
4th fourth	14th fourteenth	24th twenty-fourth	
5th fifth	15th fifteenth	25th twenty-fifth	
6th sixth	16th sixteenth	26th twenty-sixth	
7th seventh	17th seventeenth	27th twenty-seventh	
8th eighth	18th eighteenth	28th twenty-eighth	
9th ninth	19th nineteenth	29th twenty-ninth	
10th tenth	20th twentieth	30th thirtieth	

## Metric equivalents

1 inch = 25 millimeters	1 dry ounce = 28 grams	1 fluid ounce = 30 milliliters
1 foot = 30 centimeters	1 pound = .45 kilograms	1 quart = .95 liters
1 yard = .9 meters	1 mile = 1.6 kilometers	1 gallon = 3.8 liters

## Converting Fahrenheit temperatures to Celsius

Subtract 30 and divide by 2.

Example:  $80^{\circ}\text{F} - 30 = 50$ ;  $50$  divided by  $2 = 25$

$80^{\circ}\text{F} =$  approximately  $25^{\circ}\text{C}$