



English Grammar for International Studies

Piet van der Voort

CEF C1

First Edition



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ROUTLEDGE

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Dr. Piet van der Voort

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Introduction

English Grammar for International Studies is intended for institutions of higher education which offer internationally orientated study programmes and courses such as International Business and Management Studies, International Marketing, International Finance, Business Administration, International Communication and Media, Finance and Banking, Hotel and Facility Management, Tourism, International Logistics. An important characteristic of these courses is that they are open to foreign students and that therefore the language of instruction is English. It is for this reason that the book is entirely in English.

The book covers the main areas of English grammar and concentrates on those structures which often cause difficulty. Grammar terminology is explained when it occurs but there is also a list of grammar terms at the end of the book.

The book can be worked through from beginning to end but it can also be used flexibly in accordance with the difficulties students are having. There is an answer key to the exercises on the accompanying website www.englishgrammarforinternationalstudies.noordhoff.nl, which enables students to work independently.

The main features of *English Grammar for International Studies* are:

- explanations, examples and exercises in English
- short, clearly structured chapters
- varied exercises
- authentic illustrations and texts
- website including pre-test and answer-key

I should be very glad to hear from teachers or students who find mistakes or omissions, or who have comments or suggestions of any kind. You are kindly requested to mail these to info@noordhoff.nl, so that future editions can continue to meet your needs.

Dr. Piet van der Voort

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1

The tenses of 'be'

Intro

The verb 'be' is the most frequently used verb in the English language. It may, therefore, be useful to revise all the tenses of this important verb. At the same time you will learn the English terminology for the various tenses. Do you know which tenses of 'be' are used in this text?

There were less than 1,000 Marketers 50 years ago. Now there are over 500,000. There are more outstanding Marketers today than ever before. Marketing has been a success, and most industries now use the full range of techniques.

1 The present tense

Singular

1st person
2nd person
3rd person

I **am**
you **are**
she/he/it **is**

Plural

1st person
2nd person
3rd person

we **are**
you **are**
they **are**

- It is used to refer to things and also to animals: *Where is my mobile? **It** is over there.*
- Short forms: **I'm, you're, he's, she's, it's, we're, you're, they're.**

2 The past tense

I **was**
you **were**
she/he/it **was**

we **were**
you **were**
they **were**

After 'if I' you use **were** in formal speech and writing: *If I were rich, I would spend a lot of time travelling.*

3 The present future tense

I **will be**
 you **will be**
 she/he/it **will be**

we **will be**
 you **will be**
 they **will be**

The **present future tense** of 'be' in all persons is: **will be**. In the first person singular and plural (I/we), both **will** and **shall** can be used, though **shall** is usually restricted to formal usage. Short forms: **I'll, we'll**, etc.

The factory of the future will have only two employees: a man and a dog. The man will be there to feed the dog. The dog will be there to keep the man from touching the equipment.

4 The past future tense

I **would be**
 you **would be**
 she/he/it **would be**

we **would be**
 you **would be**
 they **would be**

The **past future tense** of 'be' is **would be** in all persons. Short forms: **I'd, you'd**, etc. Example: *He said he **would be** back in ten minutes.*

5 The present perfect tense

I **have been**
 you **have been**
 she/he/it **has been**

we **have been**
 you **have been**
 they **have been**

- The **present perfect tense** of 'be' is **have/has + been**. Example:
*I **have been** very busy the last few weeks.*
- Short forms: **I've been, he's been**, etc.
- Note that the auxiliary (= helping verb) of the perfect tense is always **have**.

6 The past perfect tense

I **had been**
 you **had been**
 she/he/it **had been**

we **had been**
 you **had been**
 they **had been**

The **past perfect tense** of 'be' is **had been** in all persons. Short forms: **I'd been**, **you'd been**, etc. Example: *He said he **had been** very busy.*

7 The past future perfect tense

I **would have been**
 you **would have been**
 she/he/it **would have been**

we **would have been**
 you **would have been**
 they **would have been**

The **past future perfect tense** of 'be' is **would have been** in all persons.
 Example:

*If we had spent more on advertising, the profit **would have been** higher.*

There is another example in the following headline:

**Tsunami warning system would have been
 of 'little use' for Solomon Islanders**

EXERCISES

A Complete these sentences with a form of 'be'.

- 1 He told me that he had ... a sales manager.
- 2 In August last year we ... in Morocco.
- 3 I ... at the station at 8 o'clock tomorrow.
- 4 I ... never ... to Greece.
- 5 There ... a meeting tomorrow.
- 6 Where ... you from?
- 7 I ... not ... at home tonight.
- 8 Where ... you last night? I ... at home.
- 9 It has ... a busy week.
- 10 It would have ... better if you had warned me.
- 11 We ... at the trade fair next Thursday.
- 12 Our profit has never ... higher.

B Use the correct tense of 'be'.

- 1 present perfect : There ... a lot of complaints.
- 2 past tense: The customers ... not satisfied.
- 3 present perfect: Where ... you ... in the holidays?
- 4 past perfect: It ... a very busy day.
- 5 past future perfect: Our turnover ... higher if it had been warmer.
- 6 present future: I ... in London next week.
- 7 past future: He said he ... back in ten minutes.
- 8 past perfect: She ... unemployed for six months.
- 9 present tense: What ... his profession? He ... a sales manager
- 10 past perfect: He told me he ... serious ill.
- 11 past future perfect: Our sales ... better, if our prices had been competitive.

C Complete this text with the following forms of 'be'.

- | | |
|-----------------------------|-----------------------------|
| 1 the past tense | 6 the present perfect tense |
| 2 the present tense | 7 the present perfect tense |
| 3 the present perfect tense | 8 the present future tense |
| 4 the past tense | 9 the present tense |
| 5 the past perfect tense | |

Google (1) ... founded in 1998 by two Stanford students. It (2) ... now valued at \$25 billion and (3) ... the subject of takeover speculation by Microsoft. There (4) ... 55 billion searches on it last year.

The company said yesterday that its engine (5) ... expanded to cover 6 billion items. The database also includes 845 million messages which (6) ... left by discussion groups.

Google (7) ... a hit with internet users because its powerful technology allows the results of a search to be produced instantly.

Google's earnings (8) ... kept secret but estimates put revenues at about \$1 billion a year. Bankers believe that Google (9) ... planning a flotation this year.

(The Times)

D What would you answer?

Frequently Asked Questions (From an Internet language forum)

How do I know when to put an apostrophe in *it's*?

The word *'it's* is always short for *it is* (as in *it's raining*), or in informal speech, for *it has* (as in *it's got six legs*). The word *its* means 'belonging to it' (as in *hold its head still while I jump on its back*). It is a possessive pronoun like *his*.