# English grammatical structure

A general syllabus for teachers

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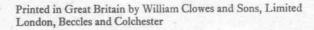
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## Introduction

Aims

This is an inventory of sentence patterns and grammatical structures which has been compiled for purposes related to the teaching of English as a foreign language. It is intended to serve as an aid

in the planning of curricula and syllabuses for particular needs;

in the design and construction of English courses;

in the composition of graded reading material, whether written especially or simplified from existing texts;

in devising diagnostic and qualifying tests;

for prospective and practising teachers of English, so as to give them a survey of the grammatical part of their field;

for other purposes related to the teaching of English, eg to indicate the constructions and phrases that could be used, at different levels, in general classroom dialogue, as a source of exponents to illustrate language functions when constructing a notional syllabus.

The inventory is not intended to be a comprehensive description of English grammatical structure. On the contrary, it is meant to be limited and selective. Nor is it a textbook, though the authors hope it will provide source material for textbook writers, or for teachers wishing to select examples to illustrate a lesson on a specific grammatical problem.

As a general syllabus, it is bound to need adaptation for particular circumstances. These will vary, for example, according to region and to the age of the learner. They will differ according to whether English is to be taught a in a strictly graded sequence; or b in situations of interest to the pupils concerned; or c as a means of carrying out certain communicative processes, from making and answering simple requests to giving explanations and formulating definitions; or as a combination of a, b and c.

#### Method of compilation

To compile such a list on the basis of a statistical investigation into the frequency of occurrence of grammatical structures and into the range of styles in which such structures are found would be an enormous task. The results would vary according to the kinds of English investigated, and the relevance of those results would depend on the purposes for which English is needed. The authors have not attempted that task, nor have they pretended to estimate what the results would be. It is rather on the basis of their combined experience of teaching English and of compiling English-teaching materials that they have agreed where the limits of this book should be drawn and in what order individual items should appear. They have taken into consideration such factors as apparent frequency of occurrence, productivity, general usefulness, progression from simple to compound and complex, and pedagogical expediency.

#### Stages

The syllabus has been divided into six Stages. That division and the sequence of material within each Stage have been decided arbitrarily, in an endeavour to mark steps towards

progressive levels of competence. How much of each Stage should be presented within a given period is left to the discretion of the textbook writer, the teacher or those who control the teacher's work; it will naturally depend on a variety of factors, including the number of English lessons in a year, and the number of years in a course. Similarly, the order in which the material is presented is left to the user's own judgement.

#### Units

Each Stage has been divided into Units. That division, again, is an arbitrary one, and has been made for the sake of tidy arrangement, so as to gather together a collection of items in, as it were, labelled packages of more or less uniform size. Each Unit has been given a general grammatical theme, since there is an obvious advantage in having certain items collected together in one group. But this does not mean that everything in one Unit has to be taught in one lesson or even in two or more consecutive lessons. Indeed, there are sound pedagogical arguments in favour of spreading, say, the irregular plurals of nouns over a number of lessons, and of not teaching, in the same lesson, two similar structures when the learner is likely to confuse one with the other. This syllabus lists material that might be taught. It does not attempt to prescribe how it should be taught; that is a question that can no doubt only be answered in the light of each special set of circumstances.

### Grading Comment of the Comment of th

Variety of circumstances will increase the number of inevitable differences of opinion on whether such and such an item should come earlier in the syllabus, or later. In working towards the final draft of this book, the authors were generally under pressure to introduce an item earlier. When they resisted that pressure, it was because the structure in question was replaceable by a more widely useful one, or because it was known to be a common source of difficulty.

#### Structures presented in context

Structures have been presented, as far as possible and especially in the early stages, in the context of short conversational exchanges or short dialogues, not only to give them meaning but also to indicate which meaning is intended in cases where a structure or a structural word may be open to different interpretations. It is not intended that these exchanges should be incorporated, as they stand, in the material that a teacher actually presents in class, although there is no reason for not so incorporating them if they happen to fit into a given context. Certain lexical items in the models have been printed in square brackets to indicate that items of the same grammatical class can be substituted for them, provided of course that the resulting substitutions make good sense.

### Short answers and contracted forms

The use of dialogue raises the questions of 'short answers', or 'minor sentences', and contracted or reduced forms like I'll and isn't. Short answers not only play a prominent role in natural conversation but also pick out important features of sentence structure. The Units present 'minor' as well as 'complete' sentences and indicate what is current and acceptable English in both types of sentence. Contractions like I'll occur constantly in fluent speech and the learner may need plenty of practice in hearing them. The uncontracted form has been presented first, and then the contracted form has been introduced both for its own sake and to give the dialogue a natural tone. The authors assume

1 that short answers and contracted forms will be widely used in classroom dialogue and in written texts where informal conversation is reproduced; and 2 that complete sentences and uncontracted forms will generally be used in formal composition and in other non-conversational written work.

#### Style

What has just been said raises the question of style. Where contracted forms have been used it may be assumed that the style is informal while providing raw material for written composition. When a structure is characteristic of informal style on the one hand or of formal style on the other, an indication to that effect has been given in the notes on the right-hand side of the page. In the absence of any such indication and of contracted forms, it may be assumed that the style is neutral and suitable for any general purpose.

#### Vocabulary

With regard to vocabulary, the choice of structural words has been determined by the structures themselves, and the choice of content words has been conditioned first of all by what lexical items will fit into the structures. Content vocabulary therefore appears in lexical sets appropriate for new patterns presented. It is not intended that all the words in a lexical set should be taught at one time, though it would be reasonable to expect that they would all be learnt, at least passively, at some time during a complete course. A General Service List of English Words (compiled and edited by Michael West, Longman, Revised Edition, 1953) has been consulted to ensure both that frequently-used words have been found a place in this syllabus and that less important words have been excluded. Thus, a basic vocabulary of about 600 words has been provided for Stage I. The authors appreciate the fact that the composition of a content vocabulary must depend to some extent on regional and group interests. In any case, what is being recommended in this syllabus is the grammatical structure rather than the lexical item.

Examples are given in the appendixes of lexical items that fit into certain structural patterns. The appendixes are intended as a guide to the material which might be included in a performance test at the end of Stage VI.

#### Formulas or fixed expressions

Users of this syllabus may find it helpful to distinguish between productive grammatical structures (ie those that can be used for a considerable range of lexical items) and formulas or fixed expressions (eg *How do you do?*).

#### The models and the notes

The models, given on the left-hand side of each page, may be suitable, with appropriate lexis, for the learner to repeat, practise and imitate. The notes, on the right-hand side, are not explanations to be given to the learner. They are meant neither to give information about usage nor to offer advice on teaching method. Their purpose is solely to indicate to the user—curriculum-planner, textbook writer, teacher, examiner, whoever he may be—why an entry has been made, and to provide cross-references, should they be required.

#### Active or passive learning

The question of whether a grammatical structure should be practised to the extent that the learner can exploit it creatively, or whether he should merely be able to understand it when it occurs in a context; is another matter that is left to the discretion of the user. Generally speaking, however, the authors would consider it reasonable that everything in the first three Stages should be learnt actively if a firm basis of proficiency in English is to be laid.

## Acknowledgements

We are very grateful for detailed criticism made of the typescript of this book by

John Bright Donn Byrne Dr Jan A van Ek Denis Girard Dr Hans Ulherr

whose expert advice we have done our best to follow in the final draft. They are, of course, in no way responsible for such defects as remain.

Thanks are due also to John A Willis for allowing a copyright photograph to be used on the jacket of the book.

#### Publisher's note

We wish to record our special thanks to R A Close for his detailed work in revising the manuscript (with the assistance particularly of L G Alexander), and to R A Close and Myint Su for compiling the index of this book. Without the concentration of Mr Close's energies on drawing the work of all the collaborators together, either the book would have been less well-integrated, or completion of the manuscript would have been much delayed.

#### Conventions used

/0/, phonetic symbol, as on page x

[camera]<sup>4</sup> word(s) in brackets and numbered: lexical item replaceable, in the structure in which it occurs, by one of the items in the numbered part of the Lexicon

[drive] word(s) in brackets replaceable by another word of the same class, so long as a sensible result is produced

(that) word(s) in parentheses optional in the structure

He{'ll 's going to} drive word(s) in braces: either 'll or 's going to is acceptable, without change of meaning

\/I//you//he/ can word(s) in solidi: either I or you or he is usable in this pattern

has (approximately) the same meaning as

before an example indicates unacceptability

cp = compare

The English vowels

Phonetic symbol	Vowel sound as in	Phonetic symbol	Diphthong sound as in	
i:	see	ei	day	
i - company	it in the same	эц	TOTAL SECTION AND ADDRESS OF THE PARTY OF TH	
e	get	ai	go fly	
æ	cat	au	how	
a:	father	oi	boy	
0	hot	iə	here	
91	saw	63	there	
u	put			
u:	too		POST III GARDINE	
Λ	up			
9:	bird			
9	china			

Note: All vowel and diphthong sounds are 'voiced'.

The English consonants

Voiced		Unvoiced	
Phonetic symbol	Consonant sound as in:	Phonetic symbol	Consonant sound as in:
b	burn	p	pen, step
m	moon		
w	<i>m</i> e		
V	voice	f	full, roof
ð	this	θ	thin
d	day	t	tea, cat
n	no		
1	look, pull		
r	run		
z (sibilant)	zoo, pens	s (sibilant)	see, books
3 (sibilant)	measure	∫ (sibilant)	ship, brush
j	yes		
g	give	k	cat, kick
ŋ	long		
h	here		

Note: Also sibilant are the combinations /tf/ as in match, /th/ as in judge and /3/ as in garage.

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## Part One

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## Part One

Date, The state of the control of the control of the safety of the control of the

## Sentence patterns introduced in the first three Stages

Number	Structure	Example
SP 1	$NP^1 + be + NP^2$ , COMPLEMENT	My name is Tom.
SP 2	NP + be + ADJ	That pen is black.
SP 3	NP + be + ADV - P	He is in the garden.
3a	Here or There + PERS PRONOUN + be	Here I am.
3Ь	Here or There $+be+$ any other NP	There is the office.
3c	There + be + NP + ADV-P	There is a dog in the garden.
SP 4	$NP^1 + have + NP^2$ , OBJECT	I have two brothers.
SP 5	NP+vi	I am waiting. I understand. (From SP 5 to SP 10a, both the progressive and the non-progressive form of the VERB will be introduced.)
5a	NP+vi+ADV-PARTICLE	I am sitting down.
SP 6	NP1+vt+NP2, OBJECT	He is reading a book.
6a	$NP^1 + Vt + NP^2 + ADV - P$	She is putting the cakes in the oven.
6b	NP1+vt+INFINITIVE	I want to go. I want to.
SP 7	NP1+ PREPOSITIONAL VERB+ NP2	I am looking at this photograph.
SP 8	NP1+vt+NP2+ADV-PARTICLE	I am putting my coat on.
SP 9	$NP^{1} + vt + NP^{2} + to + NP^{3}$	I am giving these books to James.
9a	$NP^1 + vt + NP^2 + for + NP^3$	He is getting a chair for Mary.
SP 10	$NP^1 + Vt + NP^3 + NP^2$	I am giving James these books.
10a	$NP^1 + Vt + NP^3 + NP^2$	He is getting Mary a chair.
Combina	tions of the above:	
	I think+SP 1	I think that's the postman.
	I think+sp 2	I think you're tired.
	I think + PRO-FORM for SP 1 or 2	I think so.
	and so on up to SP 10a, but excluding 3	a and 3b.
2 Addit	ional patterns introduced in Stage	п
SP 6c	NP1+vt+NP2+INFINITIVE with to	I want you to open it. I want you to.
6d	NP1+vt+NP2+BARE INFINITIVE	I'll let you go.
SP 8a	NP1+vt+ADV-PARTICLE+NP2	I am putting on my coat.

SP 6c	NP1+vt+NP2+INFINITIVE with to	I want you to open it. I want you to.
6d	NP1+vt+NP2+BARE INFINITIVE	I'll let you go.
SP 8a	NP1+VI+ADV-PARTICLE+NP2	I am putting on my coat.
3 Addi	tional patterns introduced in Stage l	m
SP 2a	$NP^1 + be + ADJ + PREP-PHRASE$	I'm angry with John.
2b	$NP^1 + be + ADJ + INFIN$ with to	He's afraid to speak.
SP 5b	Here, there or ADV-PARTICLE+ PERS PRONOUN+ vi	Here it comes. In you go.
5c	Here, there or ADV-PARTICLE+ vi+NP	Here comes the bus.
sp 6e	$NP^1 + vt + -ing$	I enjoy swimming.
SP 7a	NP1+vt+NP2+PREP-PHRASE	We thank you for your letter.
7b	Same structure, but see III.12	I'll take care of you.

Additional combinations

Ask (him) if he is a doctor. Ask (him) what his name is.

I'm sorry I'm late. I'm afraid I must leave you.

See page 107 for a full range of verb patterns recommended for presentation by the end of Stage VI.

1

I make two-room in the large

## Stage I

#### Contents

- 1 SP 1 with PROPER NOUN as COMPLEMENT: My name is Tom; Q-Yes/No; NEG.; Q-What; my, your; is, it is, it is not in full and contracted; short answers.
- 2 SP 1 with this and that as PRONOUNS: This is my brother; here, there; Q-Who; what is that? It's a . . . + COUNT NOUN.
- 3 SP 1 with he, she and possessive form of PERSONAL NOUNS: He is my brother; she is my sister; Tom's father, Jack's sister, George's cousin; his father, his mother; her father, her mother.
- 4 sp 1 with this, that + NOUN, and Tom's as PRO-FORM; Q-Whose, with whose as PRONOUN or PREMODIFIER.
- 5 sp 1 stating occupation: Tom's father is a doctor; I am, you are, Q-Yes/No, and NEG, with contractions and short answers.
- 6 SP 2, SP 1, with ADJECTIVES used predicatively and attributively: That pen is black. It's a black pen, Q-Yes/No, NEG; a black one; what colour . . .? Q-Which, PRONOUN and PREMODIFIER; which one?; the red book, the red one; mine, yours.
- 7 SP 2, SP 1, with two ADJECTIVES: Dick is tall and strong; he's a tall, strong boy; this is a blue and white flag; (not) very tall; the other boy; the other one.
- 8 SP 2 with a variety of ADJECTIVES: I am (not) (very) well, hungry, cold; I'm sorry, I'm afraid; I'm all right; that's all right; you are right.
- 9 SP 2 with a further variety of ADJECTIVES: He's (nationality); what is he like?; it's fine (today); a mouse is a small grey animal; a lion is like a very large cat.
- 10 SP 3 with here, there and PREPOSITIONAL PHRASES: I am here; Q-Where; PREPOSITIONAL PHRASE as ADV-P; on, in, at, over, under; the garden, ie the one the speaker assumes the hearer can identify.
- 11 SP 3a, SP 3b, and SP 3c: Here I am; there is an elephant; there is a dog in the garden; is there a dog...?; there isn't a dog... there is; there isn't. Is there a dog...? contrasted with is Jack there?
- 12 sp 1 and sp 2, with ADVERB OF PLACE as POSTMODIFIER in NP: The man |over there| |at the door| is a doctor. The seat over there is free; someone, something; behind, between, in front of, near, opposite; on the left, right; on this, that side of; at the back, front, side, top, bottom, of; the post office.
- 13 SP 1, SP 2 and SP 3, with PLURAL of NOUNS and PERSONAL PRONOUNS: We are good friends, busy, in our room; we are, they are; our, their; plural of count nouns: eg friends, students, nurses, watches, countries; these, those as PRONOUNS and PREMODIFIERS.
- 14 Irregular PLURALS: men, women, children; feet, teeth; mice, knives; baths, houses; potatoes; sheep; men, children in contrast with a man's job, a child's game.
- 15 SP 4 I have, I have got, I've got two brothers; he has, has got, 's got; Q-Yes/No; Q-What; Q-How many; I have a brother in contrast with I have one brother; at home, at school; CARDINAL NUMBERS.

- MASS NOUNS: Rice is good food; the tea in this pot is cold; this is hot tea; a cup of tea, a piece of cake, a drop of water; a teapot.
- 17 sp 4, with some and any: We have some bread, some eggs; have we any bread, eggs? We haven't any bread, eggs; there is some milk, there are some eggs, in the fridge; Q-Yes/No, NEG; there is, are some; there isn't, aren't, any; some, any big ones.
- 18 sp 5, with verb used intransitively, in Progressive Aspect: I am waiting; Q-Yes/No, NEG; Q-Who, Q-Where, short answers; IMPERATIVE: Wait, don't go.
- 19 SP 5, PROGRESSIVE ASPECT, with VERBS and PREPOSITIONS indicating motion, contrasted with VERBS and PREPOSITIONS of position: I am staying at home in contrast with I am going to the station; to, (away) from, onto (or on to), into, off, out of, up, down, across, through; go to bed, go home.
- 20 SP 5a, with ADVERB PARTICLES: Come in, sit down, you are standing up, keep out, wake up, get up, inside, outside; time: one o'clock, half past one, etc. Go to sleep; get dressed.
- 21 SP 6 and SP 6a, with TRANSITIVE VERB and DIRECT OBJECT: He is reading a book; Q-What, short answers; she is putting the cakes in the oven; me, him, her, us, them.
- 22 SP 5, SP 6 and SP 6b, with STATIVE VERBS, and ACTION VERBS when not marked for PRO-GRESSIVE ASPECT, in the SIMPLE PRESENT TENSE: I want some stamps; I want to post some letters; I believe you're right. I think so; Mr Smith is a builder; he huilds houses. Birds fly. Tom gets up at seven.
- 23 SP 5 and SP 6, with MODALS can and must: I can swim, I can see a cloud; Q-Yes/No, NEG; Q-Who, Q-What; we must stop now; be careful; I think+ various sentence patterns.
- Q-Yes/No, NeG, Q-What, applied to SIMPLE PRESENT TENSE: Do you like . . .? Do you speak English? Does Tom like . . .? What does he do? I don't, he doesn't. I don't think so. I don't want to. I don't have a car.
- 25 SP 7 and SP 8: Look at this picture; I'm looking at it; listen to; look for; wait for; who does this belong to?; it's his, hers, ours, theirs. Take it away; put your coat on; pick it up.
- Q-What and Q-Who applied to SP 7 and SP 8: What are you looking at?; who does this car belong to?; it's my brother's, my brothers'; which shoes are you putting on?; I put warm clothes on in winter.
- 27 SP 9 and SP 9a: Give all these books to James; get a seat for Mary; I'm giving them all to james, getting a seat for Mary; Q-Yes/No, Q-What, Q-Who.
- 28 SP 10 and SP 10a: Give James these books; get Mary a seat; I'm giving James all these books; what are you giving (to) James?
- Position of ADVERBS OF FREQUENCY and TIME: Tom is always happy, he isn't often angry, he is still eating; we sometimes go to the sea; sometimes we go into the country; we usually take our holidays in May.
- 30 ADVERBS OF MANNER, their form and position: Some people drive (their cars) (very) badly; Mr Turner looks at the road carefully; put your coat on quickly. Relative position of ADV OF PLACE and ADV OF TIME: He usually goes to town on Thursday.
- I.1 sp 1, with proper noun as complement; Q-Yes/No; neg; Q-What; is, it is, it is not in full and contracted, short answers

Models

Your name is Tom.

- 1 A Your name is [Tom]1.
  - B My name is Tom.
  - A Your name's Tom.
  - B My name's Tom.

#### Notes

1 Dialogue between A and B. Your in A = My in B, and vice versa; name is contracted to name's in fluent speech;  $s = \frac{1}{2}$  after any voiced sound except a sibilant (see page x).

- 2 A Hallo. Is your name Tom?
  B Yes, my name's Tom.
- 3 A Is your name John?
  - B No. My name is not John. a My name's not John.
    - b My name isn't John.
- 4 A Is your name Tom?
  - B Yes, it is Tom. Yes, it's Tom.

Yes, it is.

No, it is not Tom. It's not Tom. It isn't Tom. It is not. It's not. It isn't. It isn't Tom. It's John.

- 5 A What is your name?
  What's your name?
  What is your name, please?
  - B Tom.
    My name is Tom. My name's Tom.
    It's Tom.

2 Hallo, informal greeting. Alternative spellings: hullo, hello. Q-Yes/No applied to SP 1.

NEGATIVE of SP 1.
Contraction, as above, + not.
NEG with contraction, frequent in informal style.

it, PRO-FORM for specific NP. It is contracted to it's in fluent speech; 's=/s/after any UNVOICED consonant except a SIBILANT.

Short affirmative answer. Is not contracted when final.

Short NEGATIVE answers; 's not and isn't in final position.

5 Q-What applied to Model 1 above. Contraction: s=/s, as in it's.

Short answer, COMPLEMENT only.

#### Lexicon

- 1 Any suitable male or female name; Mr, Mrs, Miss, Ms+surname
- 2 My, your; name; it; is, not; what; please; yes, no
- 3 Hallo
- I.2 sp 1, with this and that as pronouns; here, there; Q-Who; What is that?

  It's a . . . + count noun

Models

This is my brother.

Who is that? It's Tom.

What is that? It's a camera.

- 1 A This is my [brother]1, Bob.
  - B How do you do?
  - C How do you do?
- 2 A Is this [Tom]2?
- B No, this is [John]<sup>2</sup>.
  That is Tom.
  That's Tom.

That's Tom, there.

([Come]3 here, Tom.)

This is Tom, here.

Notes

- 1 This = person or thing near the speaker.
  Polite formula, used when people first
  meet each other.
- 2 this = near speaker A.

  this = near speaker B as well as A.

  That = at a distance from the speaker.

  Contraction: 's = /s/. No contraction after this or after any word ending in a SIBILANT.

there = the speaker indicates some place not near him.

ACTIVE use of IMPERATIVE may be deferred: see I.18.1.

here = position near the speaker.