

**CENTRO UNIVERSITARIO MÉXICO**

**GUÍA EXAMEN EXTRAORDINARIO**

**INGLÉS**

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# RELATIVE CLAUSES

## Defining Relative Clauses

A defining clause specifies which person or thing we mean. It cannot be separated from the person or thing it describes.

By 4.30, there was only one painting **which hadn't been sold**.

## Non-defining Relative Clauses

A non-defining clause contains extra information. In writing it is separated by commas, and in speech, if used at all, is usually indicated by intonation.

By 4.30, **which was almost closing time**, nearly all the paintings had been sold.

### **Which and That**

• These are alternatives in a defining clause, although *which* is felt to be more formal.

By 4.30, there was only one painting **that** hadn't been sold.

• *That* is not normally used to introduce a non-defining clause.

The train, **which** was already an hour late, broke down again.

• *That* cannot follow a preposition.

It was a service **for which** I will be eternally grateful.

• *That* is often used instead of *who* in everyday speech in defining clauses.

Do you know the girl **that** lives next door?

### **Who and Whom**

• *Whom* is the object form of *who* and is used formally in object clauses.

He was a person **whom** everyone regarded as trustworthy.

• However, this is now felt to be excessively formal by most speakers and *who* is commonly used instead.

• *Whom* has to be used if it follows a preposition.

**To whom** it may concern.

**To whom** am I speaking?

However, in everyday use, it is usual to avoid this kind of construction.

Who am I speaking to?

### **Whose**

This means *of whom*. It is used in both defining and non-defining clauses

Several guests, **whose** cars were parked outside, were waiting at the door.

Several guests **whose** rooms had been broken into complained to the manager.

### **When and Where**

#### Non-defining

Here they follow a named time or place.

Come back at 3.30, **when** I won't be so busy.

I stopped in Maidstone, **where** my sister owns a shop.

#### Defining

*When* follows words such as *time, day, moment*.

There is hardly a moment **when** I don't think of you, Sophia.

*Where* follows words such as *place, house, street*.

This is the street **where** I live.

### **Omitting the Relative Pronoun**

This is common in defining object clauses especially in everyday conversation.

I've found the keys (which/that) I've been looking for.

That's the man (who/that) I was telling you about.

He was a person (who/that) everyone regarded as trustworthy.

## EXERCISE

Complete the following sentences with a suitable word.

1. There is one person to \_\_\_\_\_ I owe more than I can say.
2. It was the kind of accident for \_\_\_\_\_ nobody was really to blame.
3. \_\_\_\_\_ leaves last should turn off the lights.
4. Mary was late yesterday, \_\_\_\_\_ was unusual for her.
5. I don't know \_\_\_\_\_ told you that, but they were wrong.
6. The first time I saw \_\_\_\_\_ you was you answered the door.
7. Mrs. Brown was the first owner \_\_\_\_\_ dog won three prizes in the same show,
8. I've just spoken to Sally, \_\_\_\_\_ sends you her love.

## DEFINITE AND INDEFINITE ARTICLES

### Definite Article

#### • Classes

This is one way to refer to classes, and is perhaps more formal than using a plural:

*The tiger is threatened with extinction.*

#### • National groups

Groups as a whole:

*The French eat in restaurants more than the English.*

Single examples are not formed in the same way:

*A Frenchman/woman, an Englishman/woman.*

#### • Other groups

If these are clearly plural:

*the Social Democrats, The Rolling Stones*

Note the difference:

*Pink Floyd, Queen (no article)*

#### • Unique objects

*the moon, the sun*

Note that there are other suns and moons in the universe.

*This planet has a small moon.*

#### • Titles

These tend to be 'unique'.

*The director of studies*

If the title is post-modified (has a description coming after the noun), *the* is more likely, but not essential.

Compare: *She became President in 1998.*

*She became (the) President of the United States in 1998.*

#### • Other titles

*The* may be part of the title, and so is capitalized.

Newspapers: *The Independent, The Sunday Times*

#### • Musical instruments

*Jane plays the flute.*

*The guitar is my favourite instrument.*

It is, of course, still possible to use *a* where it would naturally be used.

*There was a small brown flute in the window of the shop.*

- Emphatic use

This is heavily stressed and emphasises the following noun.

*This hotel is **the** place to stay.*

- Geographical names

The following use *the*:

Rivers: *the Thames*

Mountain ranges: *the Alps*

Oceans: *the Mediterranean*

Unique features: *the Channel, the Arctic*

Compass points/areas: *the East, the Middle East*

Countries: collective or plural: *The United Kingdom, The Netherlands*

This does not apply to:

Mountain peaks: *Everest* (but *The Matterhorn*)

Continents: *Asia*

Countries: *France*

The definite article is sometimes used before Lebanon and Gambia:

*The Lebanon, The Gambia*

- Place names

Post-modification, especially with ... *of* . . . plays a role in place names.

Compare:

*Leeds University / The University of Leeds*

*London Bridge / The Tower of London ->*

If the first part of a place-name is another name, then normal rules about zero article apply.

*Brown's Restaurant*

*The Garden House Hotel*

The same applies in geographical names:

*Canvey Island*

*The Isle of Man*

- *Most* and *the most*

**Most** hotels in England are very expensive, (making a generalisation)

This is **the most expensive** hotel in town, (talking about a specific hotel)

- Importance of context

The definite article refers to already mentioned items, and so its use depends on context.

*The Smiths had a son and a daughter. The son was in the Army and **the** daughter was training to be a doctor.*

*On **the** Saturday, there was a terrible storm.*

Here, *the Saturday* refers to a day in an area of time already mentioned.

*On the Saturday **of that week** ...*

## Indefinite Article

- Jobs

Compare: *Tony is a builder. Tony was the builder of that house.*

- In measuring

*Three times a week. Fifty kilometres an hour.*

*£3.50 a kilo. £15,000 a year.*

Formally, *per* can replace *a/an*.

- Unknown people

Use of *a/an* emphasises that a person is unknown.

*A Mr Jones called while you were out.*

### **Zero Article**

- Names

Compare: *Matthew Smith is one of my favourite artists*, (a person)

*A Matthew Smith hangs in their bedroom*, (a painting)

- Some unique organisations do not use *the*.

*Parliament*, but *The (House of) Commons*

- Streets

Most streets do not use an article.

*Green Road Godwin Street*

Exceptions are: *The High Street / The Strand* and street names without preceding adjectives.

Compare: *Holly Drive / The Drive*

### **EXERCISE**

In each space put *a*, *an* or *the*, or leave the space *blank*.

1. Paul spent \_\_\_\_\_ half of his life in \_\_\_\_\_ Far East.
2. You have to use at \_\_\_\_\_ least \_\_\_\_\_ pint and \_\_\_\_\_ half of milk.
3. Dick has \_\_\_\_\_ sore throat and is taking \_\_\_\_\_ medicine.
4. We arranged \_\_\_\_\_ accommodation on \_\_\_\_\_ outskirts of \_\_\_\_\_ city.
5. There is \_\_\_\_\_ very difficult crossword in \_\_\_\_\_ 'Times'.
6. Could you give me \_\_\_\_\_ information I asked for in \_\_\_\_\_ letter I sent you?
7. I bought \_\_\_\_\_ jewellery for my sister but it wasn't \_\_\_\_\_ kind she likes.
8. I always wanted to be \_\_\_\_\_ astronaut but \_\_\_\_\_ ambition wore off.
9. And \_\_\_\_\_ last of all, don't forget to put \_\_\_\_\_ cat out for \_\_\_\_\_ night.

### **COLLOCATIONS**

A collocation is a word pair, in this case adjective and noun, that always goes together. There are no specific rules for these collocations, however, it is important to learn some of the standard collocations.

A collocation is made up of two or more words that are commonly used together in English. There are different kinds of collocations in English. Here are a few examples you will recognize:

*make the bed*

*do the homework*

*close a deal*

*open an account*

Strong collocations are word pairings that are expected to come together. Good examples of this type of word pairing are combinations with 'make' and 'do'. You make a cup of tea, but do your homework. Collocations are very common in business settings when certain nouns are routinely combined with certain verbs or adjectives. For example, draw up a contract, set a price, conduct negotiations, etc.

### **EXERCISE 1**

Underline the correct option

1. I thought that Wendy's action was rather out of *personality/character/role*.

2. Paul was easy to manage when he was crawling, but now he is a *youngster/brat/toddler* it's a little more difficult.
3. Tim has been visiting some distant *relatives/family/parents* in the country.
4. She's not a teenager any more. She looks quite *outgrown/overgrown/grown up* now.
5. I can't understand Keith, he's a strange *figure/human/individual*.

## EXERCISE 2

Match each sentence (a-j) with one of the explanatory examples (1-10).

- |  |                                       |
|--|---------------------------------------|
| a) I never even thought of it <u>2</u>             | 1. I always keep my head              |
| b) I avoid attracting attention                    | 2. It never entered my head.          |
| c) I made sure that something had to be decided    | 3. I brought matters to a head.       |
| d) I'm not a practically minded person             | 4. My head is in the clouds.          |
| e) I'm involved so far that it's out of my control | 5. I can't make head or tail of it.   |
| f) I don't understand it at all                    | 6. I'm in way over my head.           |
| g) I've gone mad                                   | 7. I could do it standing on my head. |
| h) I've let my feelings get out of control         | 8. It's completely gone to my head    |
| i) I never lose control of my emotions             | 9. I'm off my head.                   |
| j) I find it really easy.                          | 10. I keep my head down.              |

## TENSES

### Present Simple and Present Continuous

Present simple generally refers to:

#### **Facts that are always true**

*Water **boils** at 100 degrees Celsius.*

#### **Habits**

*British people **drink** a lot of tea.*

#### **States**

*I **don't like** gangster films.*

Present continuous (progressive) generally refers to actions which are in progress at the moment. These can be temporary:

*I'm **staying** in a hotel until I find a flat.*

They can be actually in progress: *The dog **is sleeping** on our bed!*

Or they can be generally in progress but not actually happening at the moment:

*I'm **learning** to drive.*

### Other uses of Present Continuous

#### **Temporary situations**

*Are you **enjoying** your stay here?*

#### **Repeated actions**

*My car has broken down, so I **am walking** to work these days.*

#### **Complaints about annoying habits**

*You **are always making snide remarks** about my cooking!*

Other possible adverbs are: *constantly, continually, forever*

#### **With verbs describing change and development**

*The weather **is getting** worse!*

*More and more people **are giving up** smoking.*

## Other uses of Present Simple

### **Making declarations**

**Verbs describing opinions and feelings tend to be state verbs.**

*I **hope** you'll come to my party.*

*I **bet** you don't know the answer!*

*I **hereby declare** this hospital open!*

### **Headlines**

These are written in a 'telegram' style, and references to the past are usually simplified to present simple.

*Ship **sinks** in midnight collision.*

### **Instructions and itineraries**

Instructions and recipes can be written in present simple instead of in imperative forms. This style is more personal.

*First you **roll out** the pastry.*

Itineraries are descriptions of travel arrangements.

*On day three we **visit** Stratford-upon-Avon.*

### **Summaries of events**

Plots of stories, films etc, and summaries of historical events use present (and present perfect) verb forms.

*May 1945: The war in Europe **conies** to an end.*

*...At the end of the play both families **realise** that their hatred caused the deaths of the lovers ...*

'Historic present' in narrative and funny stories

In informal speech, it is possible to use what we call the 'historic present' to describe past events, especially to make the narration seem more immediate and dramatic.

*... So then the second man **asks** the first one why he has a banana in his ear and the first one says ...*

## **EXERCISE**

Complete the following exercise with the correct form.

1. British people (drink) \_\_\_\_\_ more and more wine, apparently.
2. I hope Sarah will be here soon. I (depend) \_\_\_\_\_ on her.
3. Please be quiet, David. You (always/interrupt) \_\_\_\_\_ .
4. Hey, you! What (you/think) \_\_\_\_\_ you're doing?
5. Could you come here please? I (want) \_\_\_\_\_ to talk to you now.
6. Jane is away on holiday so Linda (handle) \_\_\_\_\_ her

## **Future Tenses**

**Will** is normally known as the predictive future, and describes known facts, or what we suppose true.

*I'll be late home this evening.*

*The company **will** make a profit next year.*

This can also take the form of an assumption.

*That'll be Jim at the door. (This means that I suppose it is Jim.)*

**Will** is also used to express an immediate decision.

*I'll take this one.*

**Be going to** describes intentions or plans. At the moment of speaking the plans have already been made.

*I'm going to wait here until Carol gets back.*

**Going to** is also used to describe an event whose cause is present or evident.

*Look at that tree! It's going to fall.*

Compare the following with the examples in the first bullet point:

*I'm going to be late this evening. I've got lots of paperwork to finish off.*

*The figures are good. I can see the company is going to make a profit this year.*

Decisions expressed with **going to** refer to a more distant point in the future.

**Present continuous** describes fixed arrangements, especially social and travel arrangements. A time reference is usually included. Note the strong similarity to the *going to* future. / *am having a party next week* and / *am going to have a party next week* are communicating the same message.

This describes an event which will be happening at a future point.

*Come round in the morning. I'll be painting in the kitchen.*

It can also describe events which are going to happen anyway, rather than events which we choose to make happen. / *won't bother to fix a time to see you, because I'll be calling into the office anyway several times next week.*

In some contexts **future continuous** also sounds more polite than *will*.

*Will you be going to the shops later? If you go, could you get me some milk?*

It can also be used to refer to fixed arrangements and plans.

*The band will be performing live in Paris this summer.*

## EXERCISE

Choose the correct option.

- 1) I've got nothing to do tomorrow so A) I'll get up late / B) I am to get up late / C) I'm going to get up late.
- 2) It's my eighteenth birthday next month so A) I'm on the point of having a party / B) I'm having a party / C) I'll be having a party.
- 3) A. Why don't you come with us?  
B. A) It'll be a great trip / B) It's going to be a great trip / C) It's a great trip.
- 4) When you get to the airport A) someone is going to be waiting for you / B) someone is due to wait for you / C) someone will be waiting for you.
- 5) A. Shut up, will you!  
B. A) I'm getting really angry / B) I'm going to get really angry in a minute / C) I'm getting really angry in a minute.

## Present perfect simple

It refers to:

- Recent events, without a definite time given. The recentness may be indicated by *just*.  
*We've missed the turning. I've just seen a ghost!*
- Indefinite events, which happened at an unknown time in the past. No definite time is given.  
*Jim has had three car accidents, (up to the present)*
- Indefinite events which may have an obvious result in the present.  
*I've twisted my ankle, (that's why I'm limping)*
- With state verbs, a state which lasts up to the present.  
*I've lived here for the past ten years.*
- A habitual action in a period of time up to the present.  
*I've been jogging every morning for the last month.*

## Contrast with past simple

Past simple is used with time expressions which refer to definite times. The time may be stated or understood.

Compare: *I've bought a new car.* (indefinite)

*/ bought the car after all.* (implied definite: the car we talked about)

Choice between past simple and present perfect for recent events may depend on the attitude of the speaker. This in turn may depend on whether the speaker feels distant in time or place from the event.

*I've left my wallet in the car. I'm going back to get it.*

Here the speaker may be about to return, and feels that the event is connected with the present.

*/ left my wallet in the car. I'm going back to get it.*

The speaker may feel separated in time from the event, or be further away.

**Put each verb in brackets into either the past simple, present perfect simple or present perfect continuous.**

I (1) ...*moved*. ..... (move) to London three weeks ago to take up a new post at my company's London office.

Ever since then, I (2) .....(wonder) if I (3) ..... (make) the right decision.  
 I (4) ..... (see) a lot of negative things about living in the capital, and I can't say London (5)  
 ..... (make) a very favourable impression on me. It's so polluted and expensive, and the people are so  
 distant. You see, I (6) ..... (grow up) in a fairly small town called Devizes and I (7) .....  
 (spend) all of my life there.  
 I (8) ..... (always/want) to live in a big city and so when my company (9) ..... (offer)  
 me a job in London, I (10) ..... (jump) at the chance.  
 I think I'm not alone in my aversion to the big city. According to a programme I (11) ..... (just/hear)  
 on the radio, more and more people (12) ..... (stop) working in London recently, and a lot of large  
 companies (13) ..... (choose) to move away from the centre.  
 Oh well, it's too late to change my mind now, because the job is up and running, and I (14) .....  
 (already/sell) my house in Devizes. But I must admit, over the past few days, I (15) .....  
 (secretly/hope) that the company would relocate me back to my old town.

## CONDITIONALS

### Zero Conditional (Cause and Effect)

- What is always true: present + present

*If I **work** late, I **got** tired.*

*If the water **is boiling/has boiled**, it means the food is nearly ready.*

### First Conditional (Future Possible)

- Real situations: present + future (will, may, can)

Here we think that the outcome is really possible.

*If you **keep** driving like that, you're going **to have** an accident.*

*If you see Mark, tell him **I'll ring** him tomorrow.*

### Second Conditional (Present Unreal)

- Hypothetical situations: past + *would, could, might*

These are unreal or imaginary situations.

*If I **knew** the answer, I'd tell you.*

*If I **was having** a party, I **wouldn't** invite Marcia.*

The verb *be* usually takes the form *were* for all persons in these sentences, though *was* is used in everyday speech.

### Third Conditional (Past Unreal)

- Hypothetical past situations: past perfect + *would have / could have / might have* + *vpp*

These refer to past events.

*If I **had known** you were coming, I **would have met** you at the station.*

*If you **hadn't** reminded me, I **might have** forgotten.*

## EXERCISE

Complete the sentences with the correct form

- 1) If only Mick had come to the disco, then we (have) \_\_\_\_\_ a great time!
- 2) If I (pay) \_\_\_\_\_ the phone bill today, the phone will be cut off.
- g) If I (had) \_\_\_\_\_ your tools, I wouldn't have been able to fix the car.
- h) Those wires look a bit dangerous; I (touch) \_\_\_\_\_ if I were you.

## PASSIVE VOICE

### Agent and instrument

The person who performs an action in a passive sentence is called the agent, introduced by *by*. The agent may or may not be mentioned.

*My purse was found by **one of the cleaners**.*

*A new road has been built.*

An object which causes something to happen is called an instrument, introduced by *with*.

*He was hit on the head with **a hammer**.*

### Verbs with two objects

Verbs which have two objects can be made passive in two ways.

*I was handed **a note**. **A note** was handed to me.*

### Other common verbs of this type are:

*bring, give, lend, pass, pay, promise, sell, send, show, tell*

### Verbs with object and complement

Some verbs have a noun or adjective which describes their object.

*We elected Jim **class representative**.*

*Everyone considered him **a failure**.*

**When these are made passive, the complement goes directly after the verb.**

*Jim was elected **class representative**.*

*He was considered **a failure**.*

### Verbs which can't be passive

• Most verbs with an object (transitive verbs) can be made passive:

e.g. *drive* is transitive because one can drive **something** (a car).

However, a few transitive verbs may not be used in the passive. These include: *become, fit* (be the right size), *get, have, lack, let, like, resemble, suit*.

• Verbs with no object (intransitive) cannot be passive:

e.g. *fall* is intransitive, you cannot 'fall something'.

Therefore it is not possible to say 'The tree was fallen'. Instead the sentence must be active: *The tree fell*.

## EXERCISE

**Rewrite each sentence in the passive, omitting the words underlined.**

1) Someone left the phone off the hook all night.

---

2) The government has announced that petrol prices will rise tomorrow.

---

3) A burglar broke into our house last week.

---

4) People asked me the way three times.

---

5) The fruit-pickers pick the apples early in the morning.

---

6) It's time the authorities did something about this problem.

---

7) Lots of people had parked their cars on the pavement.

\_\_\_\_\_

8) The government agreed with the report and so they changed the law.

\_\_\_\_\_

9) You have to fill in an application form.

\_\_\_\_\_

10) They don't know what happened to the ship.

\_\_\_\_\_

### EXERCISE

Put each verb in brackets into an appropriate passive verb form.

1) Nothing \_\_\_\_\_ (see) of Pauline since her car \_\_\_\_\_ (find) abandoned near Newbury last week.

2) As our new furniture \_\_\_\_\_ (deliver) on Monday morning I'll have to stay at home to check that it \_\_\_\_\_ (not/damage) during transit.

3) The new Alhambra hatchback, which in this country \_\_\_\_\_ (sell) under the name 'Challenger', \_\_\_\_\_ (fit) with electric windows as standard.

4) For the past few days I \_\_\_\_\_ (work) in Jack's office, as my own office \_\_\_\_\_ (redecorate).

5) It \_\_\_\_\_ (announce) that the proposed new office block \_\_\_\_\_ (now/not/build) because of the current economic situation.

6) A major new deposit of oil \_\_\_\_\_ (discover) in the North Sea. It \_\_\_\_\_ (think) to be nearly twice the size of the largest existing field.

7) Pictures of the surface of the planet Venus \_\_\_\_\_ (receive) yesterday from the space probe 'Explorer' which \_\_\_\_\_ (launch) last year.

8) A large sum (raise) for the Fund by a recent charity concert but the target of £250,000 \_\_\_\_\_ (still/not/reach).

9) No decision \_\_\_\_\_ (make) about any future appointment until all suitable candidates \_\_\_\_\_ (interview) .

# REPORTED SPEECH

## Reported statements

The most important rule is to use verb forms that are natural in the situation.

*'I'm happy to help you' she said.*

*She told me she is happy to help us.*

In the above example, the verb has not been put one stage back in the past.

In the following example, the same is true.

*'I wanted to go to the cinema, but John wasn't so keen,' said Sue.*

*Sue said that she wanted to go to the cinema, but John wasn't so keen.*

- Reported speech with modal auxiliaries

If the reporting verb is in a past verb form, modals change where there is a 'past' equivalent.

*Will - would can - could may - might*

*Should, Could, would, and might do not change.*

*/ might be late. She said (that) she might be late.*

*You should rest. They said (that) I should rest.*

*Must can be reported as either had to or remain as must.*

## Reported questions

Direct questions become indirect-questions with the same word order as statements. The reporting verb *say* changes into *ask, want to know, wonder...*

*"Where have you been?" he said. - He asked me where I had been.*

*"What time did it start?" he said. - He wanted to know what time it had started.*

*"Why won't he do it?" she said. - She wondered why he wouldn't do it.*

In yes/no questions we use *if* or *whether* in questions. *If* is more common and *whether* is more formal.

*"Will you come?" she asked me. - She asked me if/whether I would come.*

*"Did he marry Sue?" she said. - She wondered if/whether he had married Sue.*

## EXERCISE

These statements were said last year. Use reported speech. Use sequence of tense changes.

1) John to Sue: "I'm leaving tomorrow"

---

2) Linda to Sam: "She got married last year"

---

3) John and Mark to you: "Where do you live?"

---

4) Tim said: "I'll come up and help you at twelve"

---

5) You to Mike: "What are you doing tomorrow?"

---

6) Mrs. Smith to Patrick: "Did you work in London?"

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Useful sites to get extra practice:

[usinenglish.com](http://usinenglish.com)

[myenglishpages.com](http://myenglishpages.com)

[ego4u.com](http://ego4u.com)