

Lingua Inglese Avanzata

dott. R. Brett

r.brett@iusve.it

PAST TENSES

Past Simple: situation, completed action, or a routine.

Past Continuous: in progress → finished

Past Perfect: from a more distant past to a more recent

Past Perf. Continuous: narrative tense in progress



Past Simple

Completed and with no effect on the present.

2A past simple: regular and irregular verbs



	regular	irregular 1 36)))
<input type="checkbox"/>	I stayed with friends.	We went to Brazil on holiday.
<input type="checkbox"/>	I didn't stay in a hotel.	We didn't go to São Paulo.
<input type="checkbox"/>	Did you stay for the weekend?	Did you go to Rio?
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Yes, I did .	No, we didn't .
Wh <input type="checkbox"/>	Where did you stay ?	Why did you go there?

- Use the past simple to talk about finished actions in the past.
- The form of the past simple is the same for all persons.
- To make the past simple ☐ of regular verbs add *-ed*. See the spelling rules in the chart.
- Many common verbs are irregular in the ☐ past simple, e.g. *go* > **went**,

- Use the infinitive after *didn't* for negatives and *Did...?* for questions.
- Use **ASI** and **QUASI** to remember word order in questions.

spelling rules for regular verbs

infinitive	past	spelling
work stay	worked stayed	add -ed
like	liked	add -d if verb finishes in e
study	studied	y > ied after a consonant
stop	stopped	if verb finishes in consonant-vowel-consonant, double the final consonant

10B *used to / didn't use to*

- ⊕ When I was a child, I **used to** play in the street. (4 43)))
My brother **used to** have very long hair.
- ⊖ Children **didn't use to** watch much TV when my father was young.
My daughter **didn't use to** like vegetables, but now she loves them.
- ? **Did** you **use to** wear a uniform at school? Yes, I did.
Did you **use to** like your teachers? No, I didn't.

- Use *used to / didn't use to* + verb to talk about things that happened repeatedly or were true for a long period of time in the past, but are usually not true now, e.g. things that happened when you were a child.
- *used to / didn't use to* is the same for all persons.
- Instead of *used to* you can use the past simple with an adverb of frequency.
*When I was a child, I **often played** in the street.*



used to or usually?

used to only exists in the past.

For habits in the present, use *usually* + present simple, **NOT** *use to*

*I **usually cook** in the evenings.*

NOT *I ~~use to cook~~ in the evenings.*



Would in the past – **nostalgia**: *my grandmother would tell me a story before going to sleep...*

Past Simple or Present Perfect?

Past Simple

Present Perfect

When did you...? I went to the market yesterday . I bought this car 10 years ago .	I have already eaten I have just finished I haven't read it yet / Have you.... yet ?
At what time did you? At 12 / On Saturday / In June...	Have you ever visited London? Yes, I have - No, never .
I lived in London for 3 years, from 2009 to(until) 2012.	How long have you worked here? I've worked here for 2 years since 2017

2B past continuous: was / were + verb + -ing

At 8.45 last Saturday I **was working** in my office.

1 39)))

I **wasn't doing** anything important.

My friends **were having** breakfast. They **weren't working**.

A **Was it raining** when you got up? B No, **it wasn't**.

A What **were** you **doing** at 11 o'clock last night? B I **was watching** TV.

<input type="checkbox"/> +	I / He / She / It	was working	You / We / They	were working
<input type="checkbox"/> -	I / He / She / It	wasn't working	You / We / They	weren't working

<input type="checkbox"/> ? <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Was he working?	Yes, he was. / No, he wasn't.
	Were they working?	Yes, they were. / No, they weren't.

- Use the past continuous to describe an action in progress at a specific moment in the past.
- We often use the past continuous to describe the situation at the beginning of a story or narrative.

past simple or past continuous?



I **was working** in my office when the boss **walked in**.

1 40)))

I **was having** lunch when my sister **arrived**.

- Use the past simple for a completed action in the past.
- Use the past continuous for an action in progress before or at the time of the past simple action.

12A past perfect



- ⊕ When I woke up the garden was all white. (5 17)))
It **had snowed** during the night.
I suddenly realised that I **'d left** my mobile in the taxi.
- ⊖ We got home just in time – the match **hadn't started**.
When she got to class, she realized that she **hadn't brought** her book.
- ? A I went to Paris last weekend. I really loved it.
B **Had** you **been** there before?
A No, I **hadn't**.

- Use the past perfect when you are already talking about the past and want to talk about an earlier past action.
*When I woke up the garden was all white. It **had snowed** during the night.* = It snowed before I woke up.
- Make the past perfect with *had* / *hadn't* + past participle.
- The form of the past perfect is the same for all persons.
- *had* is sometimes contracted to *'d*.



had or would?

Be careful: *'d* can be *had* or *would*.

I didn't know that you'd found a new job. ('d = had)

If you went by taxi, you'd get there more quickly.

('d = would)

Past Perfect Continuous: mostly used in narrative

*The traveler **had been walking** for days across the desert...*

DEFINING

NO COMMAS

NECESSARY INFORMATION. Essential to distinguish which thing or person we are talking about.

*I called my brother **who lives in Ontario**.*

(=I have more than one brother and I called the one that lives in Ontario)

WE CAN USE THAT

We CAN use THAT instead of WHO/WHICH.

*That's the mug **WHICH/THAT I bought in Paris**.
I didn't know the man **WHO/THAT was there**.*

RELATIVE PRONOUNS CAN BE OMITTED

We CAN omit WHO/WHICH/THAT when they are followed by SUBJECT + VERB

*Do you like the song **(WHICH/THAT) I wrote**?
That's the man **(WHO/THAT) I like**.*

NON-DEFINING

BETWEEN COMMAS

EXTRA INFORMATION. Not necessary to distinguish which thing or person we are talking about.

*My brother, **who lives in Ontario**, is older.*

(=I have only one brother and I'm just mentioning that he lives in Ontario)

WE CANNOT USE THAT

We CANNOT use THAT instead of WHO/WHICH.



*These bikes, **WHICH cost a fortune**, are made in Japan. (NOT ~~that cost a fortune~~)*

RELATIVE PRONOUNS CANNOT BE OMITTED




We CANNOT omit WHO/WHICH

*They introduced me to John, **who I liked immediately**. (NOT ~~John, I liked immediately~~)*

RELATIVE PRONOUNS: WHO, WHICH, THAT, WHOSE

	SUBJECT BEFORE VERB . CANNOT BE OMITTED	OBJECT BEFORE SUBJECT + VERB . CAN BE OMITTED	POSSESSION AFTER POSSESSOR/OWNER . CANNOT BE OMITTED
PEOPLE 	WHO/THAT That's the man who/that stole the money.	WHO/WHOM*/THAT We need to find people (who/whom*/that) we can trust. *RARELY USED. VERY FORMAL	WHOSE This is the story of a man whose ideas saved lots of lives.
THINGS ANIMALS 	WHICH/THAT That is the dog which/that attacked me the other night.	WHICH/THAT I'll wear the trousers (which/that) I bought in Paris.	WHOSE/OF WHICH The film, whose title (=the title of which) is unknown, will be set in the '60s.

RELATIVE ADVERBS: WHERE, WHEN, WHY

	WHERE	WHEN	WHY
PLACE 	We went to the restaurant where we had met.	TIME  I'll never forget the day when I first met him.	REASON  It was late. That was (the reason) why I didn't call you.

Phrasal Verbs

Go on = Continue

Verb + preposition (+ verb-ing)

He goes on reading.

Turn the volume up = Turn up the volume

Turn it up -> **NOT**: turn up it.



Phrasal Verbs

Ask – Be – Break – Cut – Do – Fall – Fill – Get – Go – Hang
Have – Leave – Make – Need – Put – Read – Set – Stay –
Take – Try – Turn – Wake – Work...

<https://www.englishclub.com/vocabulary/phrasal-verbs-list.htm>



Technology and Communication

- advertisement
- internet
- media
- mass media
- social media
- radio
- television
- radio station
- news report
- listener

- website
- social network
- announce
- audience
- journalist
- public
- reporter
- documentary
- book
- broadcast

- newspaper
- magazine
- headline
- publish
- live
- brochure
- pamphlet
- censorship
- cell phone
- email

Improve your emailing skills!

92% of people in a 2013 study thought email was a valuable tool for working with others.

But **64%** of people also found that **email can cause accidental confusion or anger in the workplace.**

How can you make sure your emails get read?

These days, just pressing “send” doesn’t mean your email is going to be read right away.

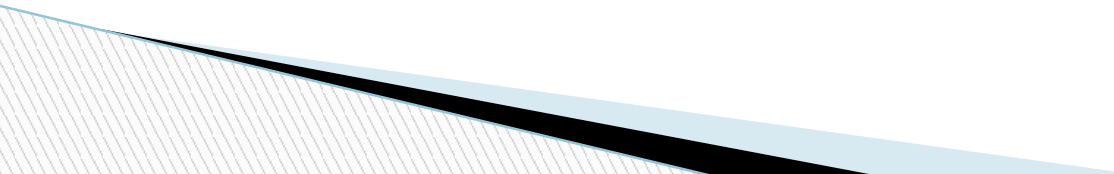
...and that’s often frustrating, isn’t it?



Improve your emailing skills!

Rule #1: Be Clear

All it takes is using the following:

- Short sentences
 - Simple language
 - Correct grammar
- 

Rule #2: Make It Brief

How much does it cost to send two emails instead of one?
Nothing.

Focus on only one topic. Explain your main reason for writing in the first paragraph. Be specific about what it is you want.

“Start by asking yourself what you want the person to do as a result of this email.”

Just asking that question will help focus your email.

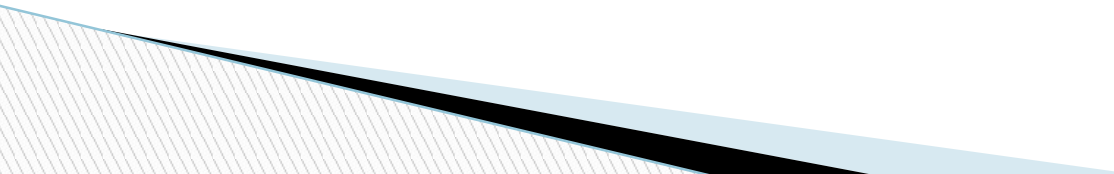


Rule #3: Write a Strong Subject Line

Eighty.

What makes you want to open an email? Maybe the name of the person sending it. But if you're like most people, you'll open an email that has a strong subject line.

Your subject line is like a headline in a newspaper. You can write strong headlines by using the “**4 U's**”

- **Useful**
 - **Ultra-specific**
 - Unique
 - Urgent
- 

Rule #4: Be Polite

Would you use exclamation points and all caps in a formal letter?

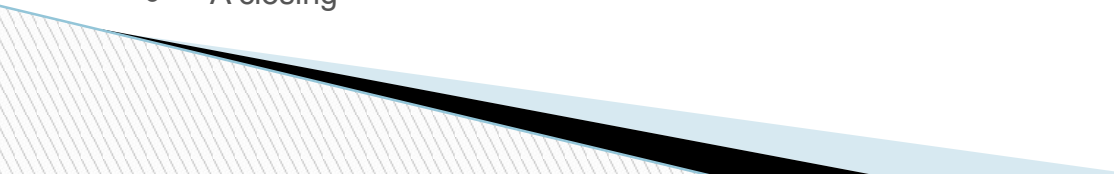
Some people think that it's okay to be overly emotional in emails. It's not.

Rule #5: Create the Right Tone

A good email is clear and brief, but not rudely brief.

Use sentence length, punctuation and polite language to create the right tone.

You need to use the right language for each part of the email.

- A salutation (a word or phrase like “Dear Sir,” “Dear Madam” or “To Whom it May Concern”)
 - An opening sentence
 - An ending
 - A closing
- 

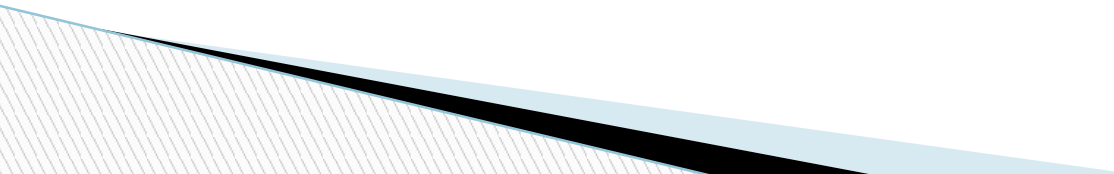
Salutation:

The salutation you choose changes depending on who your audience is. For example:

- “Dear Sir or Madam” (if you don’t know the name of the person reading the email)
- “Dear Mr. Smith”
- “Dear Jim” (more informal)

Save “**Hello**,” “**Hi**” and “**Hey**” for when you want to create **an informal tone**.

What do you write when your email is going to a group of people? Some common salutations for groups are:

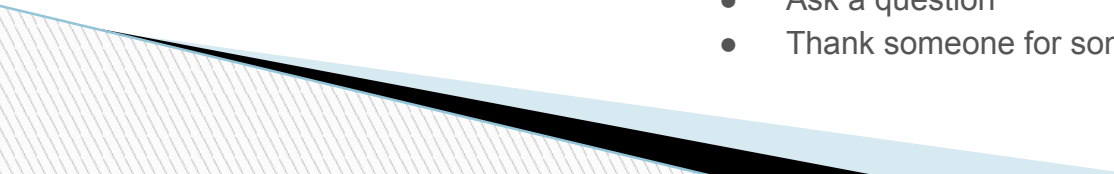
- “Dear all” (more formal)
 - “Hi everyone” (more informal)
- 

Opening Sentence:

Your opening sentence is the key to writing a clear email and it tells the reader what the email is about. For example, if you're writing to follow up on something, you could start with any of these:

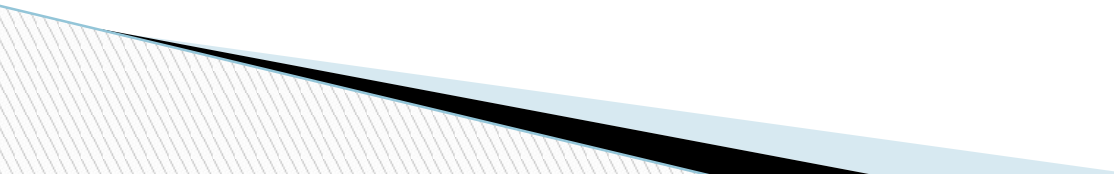
- "I'm just writing..."
- "Just a (quick) note..."
- "Just a short note to follow up on..."
- "I'm (just) writing to..."

...and **why** are you writing?

- Clarify something
 - Confirm something
 - Follow up on something
 - Let someone know about something
 - Answer a question or update someone
 - Ask a question
 - Thank someone for something
- 

Develop and explain:

Make brief and clear paragraphs about what you want to talk about. You can use expressions such as:

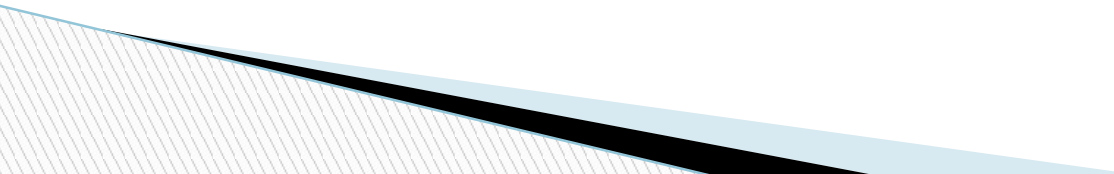
- Firstly or First of all
 - Secondly or Moreover
 - However or Nevertheless
- 

File Attachments:

The more specific you are, the better. Being specific adds to the clarity of the email. Here's an example:

“I’m sending you this week’s schedule as an attachment.”

You can also start your sentence with:

- “I’ve attached...”
 - “Please find attached...”
 - “I’m attaching...”
- 

Ending:

When ending an email, ask yourself what you want the reader to do.

If you want them to reply to you, you can write:

- “I look forward to hearing from you.” (formal)
- “Looking forward to hearing from you.”
(less formal)
- “I look forward to your reply.” (formal)
- “Hope to hear from you soon.” (informal)

If you want them to contact you if they need more information, you can write:

- “Do not hesitate to contact me if you need any assistance.” (formal)
- “Let me know if you need anything else.” (informal)

If you don't want them to do anything:

- “Thank you for your help/assistance.”
- “Have a nice day/weekend.”

Closing:

Just like your salutation, your closing will depend on how well you know the reader. Common closings include:

- “(Yours) Sincerely” (formal)
- “Kind/Best/Warm regards” (less formal)

You may have received emails with closings like these:

- “Best regards”
- “All the best”
- “See you (soon)”
- “Take care”
- “Bye (for now)”

These closings help create a closer relationship when you already know your reader.



Cover Letter – The Keywords

WWW.THESORORITYSECRETS.COM

Resume and Cover Letter Action Verbs



Communication

Advised
Critiqued
Disclosed
Discussed
Entertained
Fit
Graphed
Interviewed
Listened
Mediated
Networked
Presented



Teamwork

Adapted
Contributed
Formulated
Gathered
Helped
Joined
Participated
Supported
Unified



Management

Authorized
Boosted
Chaired
Coordinated
Directed
Endorsed
Guided
Granted
Handled
Headed
Operated

20 POWERFUL

WORDS TO USE IN A COVER LETTER

1. SOLVED
2. PROMOTED
3. OVERSAW
4. IMPROVED
5. ADAPTED
6. POSITIVITY
7. INITIATED
8. PLANNED
9. MANAGED
10. LEAD

11. INNOVATIVE
12. TRAINED
13. BUILT
14. INTRODUCED
15. STRENGTHENED
16. DIRECTED
17. PERSUADED
18. ORGANIZED
19. PROJECTED
20. ASSESSED