FORM	MEANING	FUNCTION	SUPPORTING LANGUAGE WORK	LEARNER OUTCOMES
Present Perfect	Indefinite past	To express special unique experiences in life: It's the second time I've been on a plane.	It's the first/second etc. time + pres. perf. simple It's the mostI have ever	Use the expression " <i>the first</i> (second etc.) <i>time</i> " to refer to an event in the present or the future
Present Perfect Continuous	Result of a recent activity just finished	To give reasons for present conditions and states: <i>I'm out of breath because I've been running to</i> <i>get here in time.</i>	all day/week/year/etc. for/since/just/etc. We've been walking	Talk about the present situation or the appearance of the speaker caused by the recent and ongoing nature of the activity, which may or may not be completed
Past Perfect	As a narrative device to give background	To give background to a story: <i>It had been a good year for Martin.</i>		To give background information when narrating a story or a past experience
Past Perfect Continuous	First of two past actions	To talk about actions stopping just before a moment in the past <i>Sarah looked tired because she had been</i> <i>exercising all morning.</i> To convey the ongoing, continuous nature of an action which led up to the past moment in time (often used to draw attention to the lenght of the action): <i>He had been cleaning the car for over an hour</i> <i>when he realized it was the wrong one</i>	When, before	Talk about an action which was ongoing but is over, and whose results were still evident at that moment Convey the ongoing, continuous nature of the action to draw attention to the length of the action
Future Continuous	Actions in progress at set time in the future	To talk about future plans and actions This time next week, I'll be taking my biology exam	This time next week	Talk about something that is predicted or programmed to begin before a particular point in the future
PAST HABITS			Γ	
Would Would vs Used to	Repeated past habit	To give details of past habits, particularly for the distant past When I was very young, my grandmother would take me to the park to play We used to have a house that was right next to the park.		Use "used to" and "would" as alternative to simple past in describing habits and repeated actions Use " <i>used to</i> " to describe extended past states Use " <i>would</i> " to describe repeated states which are temporary and related to a particular context

MODALS				
- Must - Can't / couldn't - Could / may / might	Present/general deduction/certainty	To express certainty (or near certainty) about now or generallyThat must be the postman at the door.These can't/couldn't be the pills; they're the wrong colourTo express possibility about now, the future or generally You should talk to your doctor first because that diet could/may/might be dangerous Don't put it up there. It could fall off and hit someone.		Make an assessment, judgement or interpretation and express attitude
Didn't have to/need to	Lack of obligation	To give details about past experiences/events I didn't have to/need to go to the doctor because I suddenly felt better (I didn't go).		Talk about something which was necessary and so did not take place
Had better (not)	Strong advice	To make strong suggestions to solve problems/to issue warning/make a recommendation You had better take your umbrella with you.		Give advice using "had better"
PASSIVE AND CAUSA				
Passives with modals (present and past)	Emphasis on agent	To express present ability/ future possibility: The road over the mountains might be closed if this rain turns to snow. To express necessity/advisability/ suggestions: You can't expect her to work if she's not well. She must be giventime off. He ought to be rewarded for handing in all the money to the police.	<i>Can/could/may/might be</i> + past participle <i>Must be/ought to be/should be</i> + past participle	Use passive constructions to state that new and important information is what happened to the subject; who or what did it; how it was done
Causatives	Emphasis on services	To talk about services, things done for you: We had a large wedding cake made. To allow sb to do sth: Will your parents let you go to the party? To do a job that benefits sb else: Everyone helped us(to)move into our new apartment.	Get/have sth done 'let/help'	Use causative constructions to describe what s/he arranges for someone to do for him/her
Impersonal 'it'	Writtten/ formal style	It as the subject of the sentence in passive constructions: It is understood that he will speak to no one but his relatives.	Compare with "She is thought to be a genius."	Use "believe, consider, say, think, understand" with impersonal subject in formal, written styles

RELATIVE CLAUSES	5			
	Omission	To omit object pronoun: (who/which/whom) The film (which) we watched yesterday was fantastic. The writer (who/whom) we met last weekend is very famous.		Describe or provide information about something or someone that we have usually already specified by omitting the object relative pronoun
REPORTED SPEECH				
Reported Questions	Report without exact words	To report questions: <i>He asked (me) if/whether</i> <i>He asked (me) why/ when/ where/ what/how</i>	Yes/no vs WH Qs, ask sb to/if (whether)	Report questions
Reported Orders	To report orders/instructions <i>He told me to close the</i> <i>window</i>	Tell sb to	Reported Orders	Report orders
GERUNDS AND INFI	NITIVES			
Gerunds Infinitives	Depends on the lexis	To use after certain verbs - (refer to upper- intermediate word list) To use gerunds after nouns + of (<i>the benefit of,</i> <i>the cost of, the danger of</i>) To use verbs that take the infinitive after a direct object: Verb+ object+infinitives (<i>encourage somebody</i> <i>to do something</i>)	Similar meanings of infinitives versus gerunds (begin, love, continue, start) Different meanings of infinitives versus gerunds (see/remember/forget/stop/ regret/try)	Use gerund and infinitives after certain words Distinguish between when to use gerund and infinitive form after certain verbs
HYPOTHETICAL SIT	TUATIONS			
3rd Conditional	Hypothetical past	To talk about hypothetical/ impossible past situations: If she had studied hard enough, she would have passed the test	lf	Speculate about past events and about how things that happened/did not happen might have affected other things Express reproach, regret and make excuses
Wish (present/future)	Hypothetical present/future	To talk about unreal present situations: <i>I wish/If only I weren't so busy now.</i> To talk about unreal future situations <i>I wish/If only she would change her mind</i> <i>I wish/If only I could come with you tomorrow.</i>	<i>Wish/If only</i> + sbj + past simple <i>Wish/If only</i> + sbj+ <i>would/could</i> + V-infinitive	Can express wishes for present and future time
Even if	No change in result	To give results of alternative actions: I won't forgive him even if he apologizes to me.		Express results of alternative actions
DISCOURSE MARKE				
As well as, not only but also, also, moreover,	Addition	To link a clause with additional information and give supporting details		Add something to what is already said or written

furthermore, in addition, additionally, alternatively, instead, besides, too, what's more, on top of this,			Reformulate what is said or written in order to make something clear
In other words; in a sense; that is; However, in fact, on the other hand, rather, in contrast, on the contrary, nevertheless, despite the fact that, despite/in spite of, similarly, though, actually, anyway, as a matter of fact, at the same time To begin with; first; firstly; second (third; fourth etc.); secondly; (thirdly and finally; last; lastly) First of all; in the first place; last of all	Clarification / Re-stating Comparison and Contrast Sequence/argument	To clarify/reformulate what has been stated To compare ideas and to introduce an idea that contrasts with expectations To enumerate and order points	introduce something that contrasts with expectations Use a variety of words and expressions to number points and order ideas
NOUN CLAUSES			
	Noun clauses derived from questions Whether / If That clauses	To replace nouns in the subject and object position: I have no idea where I put it. Do you remember if you left it anywhere? Whether or not I made a promise is irrelevant. To use after adjectives and nouns which express feelings, mental states, necessity, possibility, fact or truth (angry, convinced, crucial, essential, likely, probableetc.) I'm sure (that) I had it earlier. I'm pleased (that) you were able to come. That she is intelligent does not mean she knows it all.	Use that clauses after adjectives and nouns to express feelings, mental states, necessity, possibility, fact or truth Use noun clauses to express implicit questions

COMPARATIVES			
	Show similarities/differences	To express precise differences by	Use words and expressions before
		'intensifying' and 'downtoning' comparative	comparative forms to make them
		forms:	stronger or weaker
		Women exercise half as much as men. Eric	-
		earns twice as much money as Joe.	