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THE TOP TEN

BASIC SKILLS OF ENGLISH GRAMMAR
AND HOW TO USE THEM IN EVERYDAY COMMUNICATION



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**BASIC SKILLS OF ENGLISH GRAMMAR
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**A concise grammar guide covering
ten of the top most important skills
to help you communicate
confidently in English.**





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The Present Simple Tense

01

What is it?

The Present Simple Tense is used to talk about things that happen regularly or facts that are always true, either in general or personally for the speaker.

When do we use it?

Habits: Things you do often, like brushing your teeth.

I brush my teeth every morning.



Routines:

Things you do at the same time or day, like going to school.

She goes to school at 8 o'clock every day.



General truths:

Facts that are always true, like a maths sum.

Two add two is four.

How do we use it?

For most verbs, just use the base form (like play, eat, walk).

They play football on Saturdays.

For he, she, or it, add -s or -es to the verb.

He watches TV after dinner.



Using the Present Simple Tense

01

Daily Routines:

What do you usually do in the morning?

How do you spend your weekends?

Do you have any hobbies?

What do you do in your free time?

Work/School:

Where do you work/study? What do you do there?

What subjects do you enjoy the most?

Habits:

Do you exercise regularly? What kind of exercise do you do?

Do you read books? What types of books do you enjoy?

How often do you go out with friends?

Preferences:

Do you like listening to music? What kind of music do you listen to?

What food do you usually eat for lunch or dinner?

Do you prefer tea or coffee? Why?

Family & Friends:

How often do you talk to your family?

What do you and your friends usually do when you meet up?

Does anyone in your family play sports? What sport do they play?

Lifestyle:

Do you live in a house or an apartment? Describe it.

How do you usually commute to work or school?

What time do you usually go to bed?



The Present Continuous Tense

02

What is it?

The Present Continuous Tense is used to talk about actions that are happening right now or around this moment, or future plans.

When do we use it?

Actions happening now:

I am reading a book right now.

Temporary actions:

She is staying with her grandparents this week.

Plans for the near future:

We are meeting our friends after school.

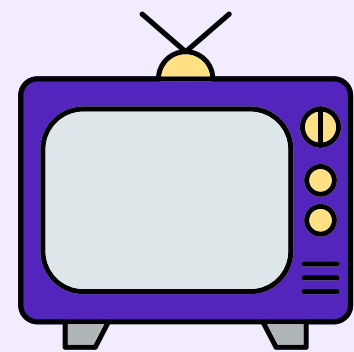
How do we use it?

Use am/is/are + the base verb + -ing.

They are playing football in the park.

For example:

- ***I am eating lunch.***
- ***He is watching TV.***
- ***We are going to the zoo.***



Using the Present Continuous Tense

02

Current Activities:

- What are you doing today?
- What are you doing right now?
- What are you reading or watching at the moment?

Temporary Situations:

- Are you trying any new hobbies these days?
- Is anyone in your family doing something fun this week?

Plans for Today/This Week:

- What are you planning to do this weekend?
- Are you hanging out with friends later? What are you doing?
- Is there a film you are excited to see soon?

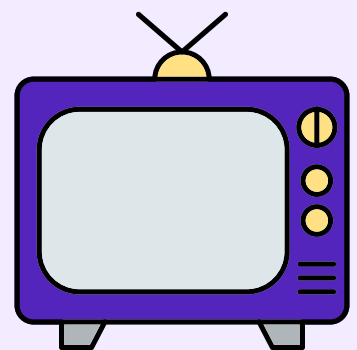


Changes and Trends:

- Are you noticing any new trends at school? What are they?
- Are your friends talking about any new games or shows these days?
- Is your favourite band or artist releasing new music right now?

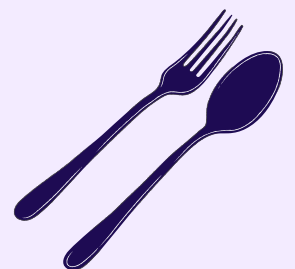
Weather and Environment:

- Is it sunny or rainy today? What do you like to do in that weather?
- Are people in your area doing anything to help the environment?
- Is your school planning any outdoor activities because of the weather?



Ongoing Projects or Tasks:

- Are you working on any projects for school? What subject?
- Are you learning something new this term? What is it?
- What are you doing to prepare for your next big test or project?



The Past Simple Tense

03

What is it?

The Past Simple Tense is used to talk about actions or events that happened and finished in the past.

When do we use it?

Completed actions:

Things you did at a specific time in the past.

I visited my grandma yesterday.

Past habits:

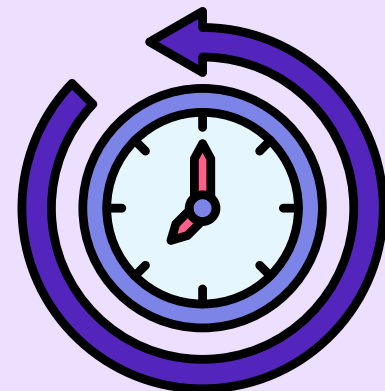
Things you used to do regularly in the past.

She walked to school every day when she was younger.

Past facts or events:

Things that were true in the past.

Dinosaurs lived millions of years ago.



How do we use it?

For regular verbs, add -ed to the base form (like play → played).

They played football last Saturday.

For irregular verbs, the verb changes form (like go → went).

He went to the park after school.

For example:

- *I watched a movie last night.*
- *She finished her homework before dinner.*
- *We visited the museum on Sunday.*



The Past Simple Tense

Recent Activities:

- What did you do last weekend?
- Did you watch any interesting films or shows last month?
- What was the last book you read?

03

Memorable Events:

- What was your favorite birthday celebration? How did you celebrate it?
- Did you go on any trips or holidays last summer? Where did you go?
- What was the best concert or event you attended?

School Experiences:

- What subjects did you enjoy the most last year?
- Did you participate in any school clubs or sports last term? Which ones?
- What project did you complete that you were proud of?

Family and Friends:

- Did you spend time with your family recently? What did you do?
- What was the last thing you and your friends did together?
- Did you have any fun experiences with your pets last week?



Achievements and Challenges:

- What was a difficult challenge you faced recently? How did you overcome it?
- Did you achieve any personal goals last month? What were they?
- What was the last thing you learned that was new or interesting?



Daily Life:

- What did you eat for dinner last night?
- Did you play any sports or games after school this week? Which ones?
- What time did you wake up yesterday?



The Past Continuous Tense

04

What is it?

The Past Continuous Tense is used to talk about actions or events that were happening at a specific moment in the past.

When do we use it?

Actions in progress at a specific time in the past:
Things that were happening at a particular moment.

I was reading a book at 8 p.m. last night.



Interrupted actions in the past:

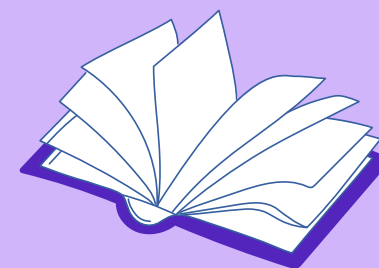
Something was happening when another action occurred.

She was cooking when the phone rang.

Background actions in a story or description:

Setting the scene or describing what was happening.

The sun was setting, and the birds were singing.



How do we use it?

Use the past tense of the verb to be (was/were) + the base form of the verb + -ing.

They were playing football when it started to rain.

For example:

I was watching a movie when my friend called.

She was doing her homework while her brother was playing video games.

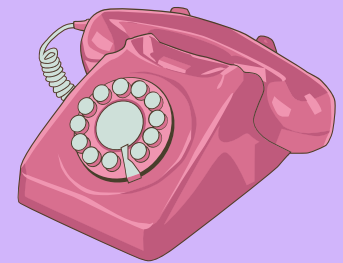
We were visiting the museum when it began to snow.

Using the Past Continuous Tense

04

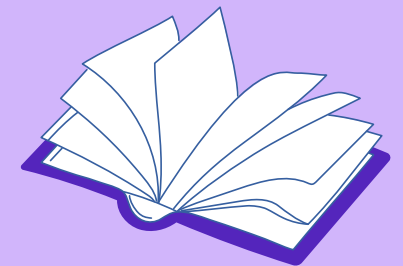
Ongoing Activities:

- What were you doing at this time yesterday?
- Were you studying or relaxing after school last week?
- What were you watching on TV at the weekend?



Memorable Moments:

- What were you doing on your last birthday?
- Were you playing any sports in summer?
- What were your family and friends doing during your last holiday?



Family and Friends:

- What were you and your friends talking about the last time you hung out?
- Were you helping your family with anything last weekend? What was it?
- What were your parents doing when you got home from school yesterday?

Daily Life:

- What were you eating or drinking when you watched a movie last week?
- Were you doing anything interesting when you last visited a museum or event?
- What time were you getting ready for bed last night?

05

The Present Perfect Tense

When do we use it?

Actions that started in the past and are still happening:

Things that began some time ago and are still true.

I have lived in this house for three years.

(I still live here.)

Actions that happened at some time in the past (but we don't say when):

We don't say the exact time, but the action is done.

She has visited the zoo.

(We don't say when she went.)

Experiences:

Things you have done at least once in your life.

They have tried pizza before.

(At some time in their life.)



How do we use it?

Use have/has + the past form of the verb.

He has eaten his lunch.

(‘eaten’ is the past form of ‘eat’.)

For regular verbs, add -ed to the verb.

She has finished her homework.

For irregular verbs, the past form changes, like go becomes gone.

We have gone to the park.

For example:

I have watched that cartoon three times.

She has finished her book already.

We have visited the zoo lots of times.



05

The Present Perfect Tense

Experiences:

- Have you ever traveled to another country? Where did you go?
- What is the best book you have read so far?
- Have you tried any new foods recently? What did you think of them?

Achievements:

- What is something you have accomplished this year that you are proud of?
- Have you ever won an award or recognition for something? What was it for?
- Have you learned any new skills this year? What are they?



Recent Activities:

- Have you watched any good movies or shows lately? Which ones?
- What is something fun you have done recently with your friends?
- Have you finished any interesting projects for school? What were they about?

Changes:

- How have your interests changed over the past few years?
- Have you made any new friends this school year? How did you meet them?
- What is something you have done differently this year compared to last year?

Plans and Goals:

- Have you set any goals for yourself this year? What are they?
- What is something you have always wanted to do but haven't done yet?
- Have you thought about what you want to study or do in the future?



Family and Friends:

- Have your family or friends done anything exciting recently? What was it?
- Have you ever helped someone with a problem? What happened?
- Have you ever celebrated a special occasion with your family? What was it like?

Using Going to

06

When do we use it?

'Going to' for the Future is used to talk about things you plan to do or things that will happen soon.

Plans for the future:

Things you already decided to do.

I am going to visit my grandma tomorrow.

Something you know will happen soon:

You see or know that something is going to happen.

Look at those clouds! It is going to rain.

How do we use it?

Use am/is/are + going to + the base form of the verb.

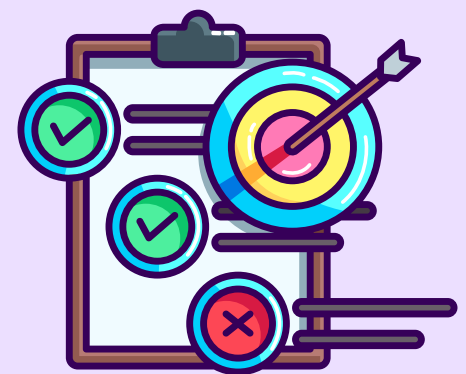
She is going to play football later.

For example:

I am going to do my homework after dinner.

They are going to have a picnic on Saturday.

We are going to watch a movie tonight.



Using Going to

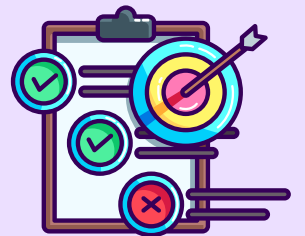
06

Future Plans:

- What are you going to do this weekend?
- Are you going to see any friends after school today? What are your plans?
- What are you going to eat for dinner tonight?

Hobbies and Interests:

- Are you going to try any new hobbies this year? Which ones?
- What movies are you going to watch in the cinema soon?
- Are you going to play any sports or games this season? Which ones?



Upcoming Events:

- Are you going to attend any events or parties this month? What are they?
- What is something special you are going to do for your next birthday?
- Are you going to participate in any school activities or clubs this term?



Goals and Aspirations:

- What are you going to study in school next year? Why?
- Are you going to set any goals for yourself this year? What are they?
- What do you want to be when you grow up? Are you going to work towards that?

Family and Friends:

- Are you going to spend time with your family this weekend? What are you doing?
- What are your friends going to do for the holidays?
- Are you going to help your family with any tasks or chores soon? What will you do?

Travel and Adventures:

- Are you going to go on any trips or holidays this year? Where do you want to go?
- What are some places you are going to visit someday?
- Are you going to explore any new areas in your city or town this week?

Using Modal Verbs

07

When do we use them?

Talking about ability (what you can or can't do):

Can is used to show something you are able to do.

I can ride a bike.

(I know how to do it.)



Asking for or giving permission:

Can or may can be used to ask or give permission.

Can I go to the park?

You may have some juice.



Talking about what is possible:

Could is used to talk about something that might happen or was possible in the past.

It could rain later.

(It's possible.)

Giving advice or suggestions:

Should is used to give advice or suggest something.

You should wear a jacket because it's cold.



How do we use them?

Modal verbs are easy to use! Just put the modal verb (like can, could, should) before the main verb (the action word).

I *can swim*.

You should eat your vegetables.

For example:

She can play the piano.

We should go to bed early.

He could be the next class captain.

Using Modal Verbs

07

Ability:

- What can you do really well? Can you teach someone that skill?
- Can you play a musical instrument? Which one?
- What is something you wish you could do?



Permission:

- May I ask you a question about your favorite hobby?
- What activities can you do with your friends when your parents give permission?
- Could you go out with your friends last weekend? Why or why not?

Advice:

- If a friend is feeling sad, what should they do to feel better?
- What should you do to prepare for a big exam?
- If someone wants to improve their grades, what could you suggest they do?



Possibility:

- What might happen if it rains during your outdoor plans?
- Do you think you will be able to finish your homework on time? Why or why not?
- What could you do if you had a free day with no responsibilities?

Obligation:

- What chores must you do at home? Do you enjoy them?
- What rules must you follow at school? Are they easy to follow?
- Is there something you must do this week that you're not looking forward to?



Future Plans:

- What can you do to make your future better?
- Should you start planning for your next holiday now? Why or why not?
- If you could choose any career, what would it be, and why should you pursue it?

Adverbs of Frequency

08

When do we use them?

To talk about how often something happens:

Adverbs of frequency tell us if we do something all the time, sometimes, or never.

Here are the most common ones:

- Always – You do it all the time. *I always brush my teeth before bed.*
- Usually – You do it most of the time. *She usually plays football after school.*
- Often – You do it many times. *We often go to the park on weekends.*
- Sometimes – You do it some of the time. *They sometimes eat pizza for dinner.*
- Never – You don't do it at all. *He never eats carrots.*

How do we use them?

We put the adverb before the main verb in a sentence.

I always do my homework.

She usually reads before bed.

But if the verb is to be (am, is, are), the adverb comes after it.

He is always happy.

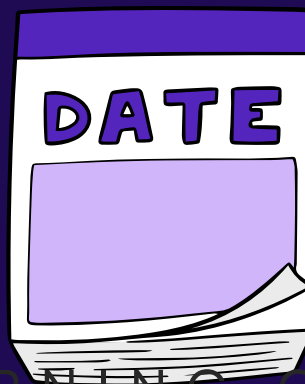
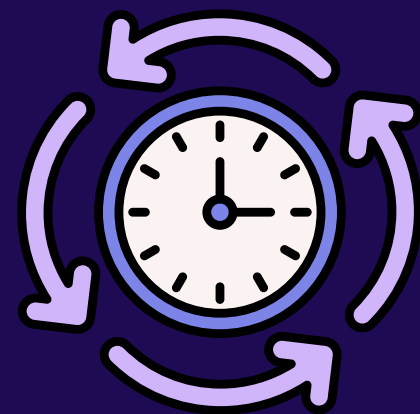
We are never late.

For example:

I always go to school on time.

She sometimes watches TV after dinner.

They never forget to feed the dog.

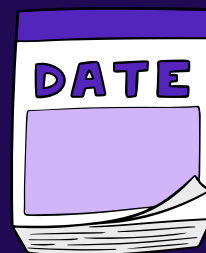


Adverbs of Frequency

08

Daily Routines:

- How often do you eat breakfast in the morning?
- Do you usually walk or ride your bike to school? Why?
- What time do you typically go to bed during the school week?



Hobbies and Interests:

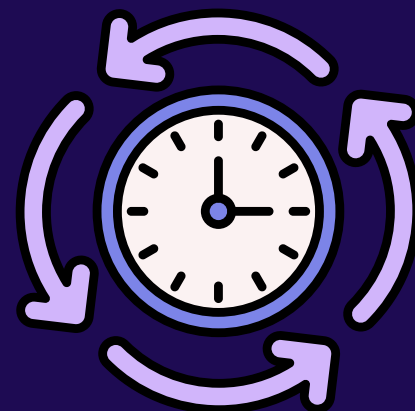
- How often do you play video games? Which games do you enjoy the most?
- Do you sometimes try new recipes or cook with your family?
- How often do you read books or comics? What are your favourites?

Sports and Activities:

- How often do you participate in sports or physical activities?
- Do you ever go to the gym or exercise outside? How often?
- How frequently do you practice a musical instrument if you play one?

Social Life:

- How often do you hang out with your friends on weekends?
- Do you usually text or call your friends? How often?
- How often do you attend family gatherings or celebrations?



School and Study Habits:

- How often do you complete your homework on time?
- Do you usually study for tests, or do you sometimes leave it until the last minute?
- How often do you ask your teachers for help if you don't understand something?

Technology and Media:

- How often do you watch TV or streaming services? What shows do you like?
- Do you usually listen to music? How often do you discover new songs?
- How frequently do you use social media? What platforms do you prefer?

Prepositions of Time & Place

09

When do we use them?

- At – For specific times. *I go to bed at 9 o'clock.*
- On – For days and dates. *She has a party on Saturday.*
- In – For months, years, seasons, or parts of the day. *We go swimming in summer.*

For example:

I eat lunch at 12 o'clock.

They have school on Monday.

We play outside in the afternoon.

Prepositions of Place

Prepositions of place are words we use to talk about where something is.

When do we use them?

- In – For being inside something. *The cat is in the box.*
- On – For being on top of something. *The book is on the table.*
- Under – For being below something. *The ball is under the chair.*
- Next to – For being beside something. *I sit next to my friend in class.*

For example:

The toys are in the basket.

She put her phone on the desk.

The dog is sleeping under the bed.



Prepositions of Time & Place

09

Daily Routines:

- What do you usually do in the morning before school?
- What time do you have lunch at school?
- When do you typically do your homework—after school or in the evening?

Special Events:

- What do you usually do on your birthday?
- Are you going to any special events this month? What are they?
- When was the last time you went to a concert or a festival?

Seasons and Holidays:

- What activities do you enjoy during the summer?
- How do you celebrate Christmas or your favourite holiday?
- What are some things you like to do in the autumn?

Future Plans:

- What are your plans for next weekend?
- Are you going anywhere during the holidays? Where?
- When do you plan to start your summer holidays?

Past Experiences:

- When did you last go on a trip? Where did you go?
- What did you do last weekend?
- How did you celebrate New Year's Eve last year?

School Schedule:

- What subjects do you have on Monday?
- When do you usually take your tests?
- Do you have any school breaks coming up this term? When are they?



Comparatives & Superlatives

10

When do we use them?

We use comparatives to show that something is more or less than something else. Superlatives are used to show that something is the most or least of all.

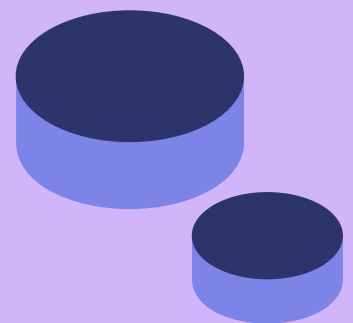
How do we use comparatives?

- For short adjectives (1 syllable), add -er at the end.
- *My dog is faster than your dog.*

- For longer adjectives (2 or more syllables), use more or less before the adjective.
- *This book is more interesting than that one.*

For example:

- *She is taller than her brother.*
- *This game is more exciting than the other one.*



When do we use superlatives?

We use superlatives to show that something is at the top or bottom compared to everything else.

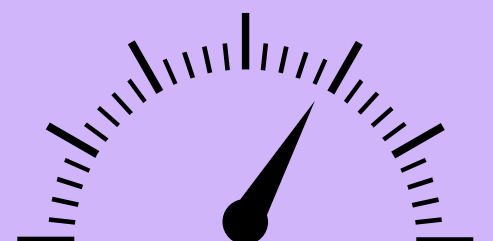
How do we use them?

- For short adjectives (1 syllable), add -est at the end.
- *This is the fastest car in the race.*

- For longer adjectives (2 or more syllables), use most or least before the adjective.
- *That is the most beautiful painting in the museum.*

For example:

- *He is the tallest person in the class.*
- *This is the most delicious cake I've ever eaten.*



Comparatives & Superlatives

10

Personal Preferences:

- Which subject do you think is the most interesting? Why?
- Who is the funniest person in your class? Why do you think they are funny?
- What is the best film you have ever seen? What makes it so great?

Describing People:

- Who is taller: you or your best friend? How much taller?
- Who is the most athletic person you know? What sports do they play?
- Who is more creative: you or someone in your family? What creative things do you do?

Hobbies and Activities:

- What is your favourite video game, and why do you think it's better than others?
- Which sport is more exciting: basketball or soccer? Why do you think so?
- What is the hardest subject in school for you? Why is it challenging?

Places:

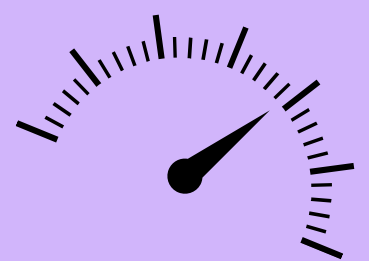
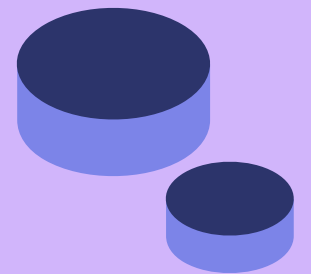
- What is the biggest city you have ever visited? What did you like about it?
- Which place do you think is the most beautiful in your country? Why?
- Is your school bigger or smaller than other schools you know? How do you feel about it?

Food and Drink:

- Which fruit do you think is tastier: apples or bananas? Why?
- What is the most delicious meal you have ever had? What made it special?
- Which type of food do you prefer: spicy or sweet? Why?

Future Aspirations:

- What is the best job you can imagine having when you grow up? Why?
- Which skill do you think is more important to learn: cooking or coding? Why?
- What do you think is the most important quality in a leader? Why do you believe this?



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