



B1

GRAMMAR SHEETS

Free English Grammar Resource

1 Present Perfect vs Past Simple

FORM

Present Perfect: have / has + past participle → unfinished time, experience, present result

Past Simple: finished time in the past (yesterday, last year, in 2015, two hours ago)

USE

If the time is finished and stated, use the Past Simple. If the time is open or the result matters now, use the Present Perfect.

EXAMPLES

- I've lost my keys — I can't get in.
- I lost my keys yesterday.
- She has worked here since March.

PRACTICE 1

Choose the correct form.

1. We (visited / have visited) Rome in 2019.
2. I (never ate / have never eaten) octopus.
3. She (has finished / finished) the report an hour ago.
4. (Did you ever meet / Have you ever met) anyone famous?
5. He (has lived / lived) here for ten years — he loves it.

2 Present Perfect Continuous

FORM

have / has + been + verb + -ing

Not normally used with state verbs (know, like, believe) — use the Present Perfect Simple instead.

USE

Use it for actions continuing up to now, and for recent activity that explains a present result.

EXAMPLES

- I've been learning English for three years.
- She's tired because she's been working all day.
- How long have you been waiting?

PRACTICE 2

Complete with the Present Perfect Simple or Continuous form of the verb in brackets.

1. I _____ (read) this book for weeks and I still haven't finished it.
2. Your eyes are red. _____ you _____ (cry)?
3. She _____ (write) three emails this morning.
4. They _____ (play) tennis for two hours and they're exhausted.
5. We _____ (know) each other since university.

3 Past Perfect & narrative tenses

FORM

Past Perfect: had + past participle → an action before another past action

Narrative mix: Past Simple (events) · Past Continuous (background) · Past Perfect (earlier events)

USE

Use the Past Perfect to make the order of past events clear, especially after when, by the time and because.

EXAMPLES

- When we arrived, the film *had already started*.
- She *was upset* because she *had failed* her exam.
- After he *had finished* dinner, he went for a walk.

PRACTICE 3

Complete with the Past Simple, Past Continuous or Past Perfect form of the verb in brackets.

1. By the time we got to the station, the train _____ (leave).
2. I _____ (walk) home when it suddenly began to snow.
3. He couldn't pay because he _____ (forget) his wallet.
4. When she opened the door, everyone _____ (shout) "Surprise!"
5. They _____ (never / fly) before, so they were nervous.

4 Future forms: will, going to, Present Continuous

FORM

will: predictions and instant decisions · going to: intentions and evidence

Present Continuous: fixed arrangements with a time and place

USE

The choice of future form shows how planned or certain the future event is.

EXAMPLES

- I'm *seeing the dentist at four*.
- We're *going to redecorate the kitchen*.
- You'll *love this restaurant*.

PRACTICE 4

Choose the most natural form.

1. A: The phone's ringing. B: I (get / 'll get) it.
2. We (are flying / will fly) to Izmir on Friday — the tickets are booked.
3. Look out! That glass (will fall / is going to fall).
4. I've decided — I ('m going to apply / apply) for the job.
5. She thinks the meeting (will finish / is finishing) early.

5 Future Continuous & Future Perfect

FORM

Future Continuous: will be + verb + -ing → in progress at a future time

Future Perfect: will have + past participle → completed before a future time (often with by)

USE

Use the Future Continuous for actions in progress at a future moment, and the Future Perfect for actions finished by a future point.

EXAMPLES

- *This time tomorrow, we'll be flying to Madrid.*
- *By 2030, the company will have opened fifty new stores.*
- *Don't call at nine — I'll be having dinner.*

PRACTICE 5

Complete with the Future Continuous or Future Perfect form of the verb in brackets.

1. By next June, I _____ (finish) my degree.
2. At eight o'clock tonight, they _____ (watch) the match.
3. By the time she retires, she _____ (work) here for twenty years.
4. Don't phone me at 7 a.m. — I _____ (drive) to the airport.
5. By the end of the week, we _____ (spend) all our budget.

6 Second Conditional; unless, as long as, provided

FORM

Second Conditional: If + past simple, would + verb (unreal or unlikely situations)

unless = if ... not · as long as / provided (that) = only if

USE

Use the Second Conditional to imagine unreal present or future situations, and unless / as long as / provided to set conditions.

EXAMPLES

- *If I had more time, I'd learn the piano.*
- *Unless we leave now, we'll miss the bus.*
- *You can borrow the car as long as you drive carefully.*

PRACTICE 6

Complete each sentence or choose the correct option.

1. If I _____ (be) you, I'd take the job.
2. She would travel more if she _____ (have) the money.
3. We'll be late (unless / if) we leave now.
4. You can stay here (as long as / unless) you keep quiet.
5. What _____ you _____ (do) if you won the lottery?

7 Modals of possibility & deduction

FORM

must + verb: I'm sure it's true · can't + verb: I'm sure it's not true

might / may / could + verb: it's possible

USE

Use these modals to say how certain you are about a present situation, based on evidence.

EXAMPLES

- *She must be tired — she's been travelling all day.*
- *He might be in a meeting.*
- *That can't be John; he's in Canada.*

PRACTICE 7

Choose the correct option.

1. The lights are off. They (must / can't) be at home.
2. You've been working since 6 a.m. You (must / might) be exhausted.
3. I'm not sure where Ali is — he (can't / might) be in the garden.
4. This bill (can't / must) be right — it's far too high!
5. Someone's knocking. It (may / mustn't) be the delivery driver.

8 The passive across tenses

FORM

be + past participle: is made · was made · is being made · has been made · will be made

The object of the active sentence becomes the subject of the passive one.

USE

Use the passive when the doer is unknown, obvious or less important than the action.

EXAMPLES

- *The road is being repaired at the moment.*
- *The results will be announced on Friday.*
- *This castle has been visited by millions of tourists.*

PRACTICE 8

Rewrite each sentence in the passive. Do not mention the doer.

1. They grow rice in this region.
2. Someone stole my bike last night.
3. They have cancelled the flight.
4. They are building a new hospital.
5. They will send the documents tomorrow.

9 Reported speech: statements

FORM

Tense backshift: am → was · will → would · have seen → had seen · can → could

Time and place change: today → that day · tomorrow → the next day · here → there

USE

When we report what someone said, tenses usually move one step into the past.

EXAMPLES

- “I’m tired.” → *She said (that) she was tired.*
- “We’ll help you.” → *They said they would help us.*
- “I’ve seen this film.” → *He said he had seen the film.*

PRACTICE 9

Complete the reported sentences.

1. “I work in a bank.” → She said she _____ in a bank.
2. “We are waiting outside.” → They said they _____ outside.
3. “I’ll call you tomorrow.” → He said he _____ me the next day.
4. “I’ve lost my passport.” → She said she _____ her passport.
5. “I can’t come tonight.” → He said he _____ that night.

10 Reported questions

FORM

Yes/no questions: asked + if / whether + statement word order

Wh- questions: asked + question word + statement word order (no do / does / did)

USE

In reported questions, use statement word order and backshift the tense. There is no question mark.

EXAMPLES

- “Where do you live?” → *She asked me where I lived.*
- “Are you ready?” → *He asked if I was ready.*
- “What time does it start?” → *I asked what time it started.*

PRACTICE 10

Report the questions.

1. “Do you like jazz?” → She asked me _____ .
2. “Where is the station?” → He asked _____ .
3. “What are you doing?” → They asked me _____ .
4. “Have you finished?” → She asked _____ .
5. “When will the results arrive?” → He asked _____ .

11 Defining & non-defining relative clauses

FORM

Defining (essential information): no commas; that is possible

Non-defining (extra information): commas; who / which only — never that

USE

Defining clauses identify which person or thing we mean. Non-defining clauses add extra, non-essential detail.

EXAMPLES

- *The man who fixed our car is my neighbour.*
- *My sister, who lives abroad, is visiting next month.*
- *Their new album, which came out in May, is excellent.*

PRACTICE 11

Complete with **who, which, that** or **where**. More than one answer is sometimes possible.

1. People _____ exercise regularly usually sleep better.
2. Mount Fuji, _____ is Japan's highest mountain, attracts many climbers.
3. The restaurant _____ we had dinner was quite expensive.
4. My uncle, _____ works as a pilot, travels constantly.
5. Is this the key _____ you were looking for?

12 Used to / be used to / get used to

FORM

used to + verb: past habits and states that are no longer true

be used to + -ing / noun: be accustomed to · get used to + -ing / noun: become accustomed to

USE

Don't confuse them: used to is about the past; be / get used to are about what feels normal.

EXAMPLES

- *I used to play basketball at school.*
- *She's used to getting up early.*
- *You'll soon get used to driving on the left.*

PRACTICE 12

Choose the correct option.

1. He (used to / is used to) live in the countryside, but now he lives in the city.
2. I can't (get used to / used to) working at night.
3. She (is used to / used to) noisy classrooms — she's a teacher.
4. Did you (use to / used to) walk to school?
5. After a month, I (got used to / used to) the cold weather.

13 Question tags

FORM

Positive sentence → negative tag · Negative sentence → positive tag

Repeat the auxiliary: You've met, haven't you? · Note: I'm ... , aren't I?

USE

Use question tags to check information or invite agreement.

EXAMPLES

- You're coming tonight, aren't you?
- She doesn't eat meat, does she?
- They've finished, haven't they?

PRACTICE 13

Add the correct question tag.

1. It's a beautiful day, _____?
2. You haven't seen my glasses, _____?
3. Selin works in marketing, _____?
4. They won't be late, _____?
5. I'm next on the list, _____?

14 Gerunds & infinitives: patterns & meaning changes

FORM

Verb + -ing: avoid, suggest, keep, miss · Verb + to: manage, offer, promise, refuse

Meaning change: stop / remember / forget / try + -ing or + to → different meanings

USE

With some verbs, the -ing form and the infinitive give completely different meanings. Compare: I stopped drinking coffee (I no longer drink it) vs We stopped to buy petrol (we stopped in order to buy it).

EXAMPLES

- She suggested going for a walk.
- He refused to answer.
- I stopped drinking coffee. / We stopped to buy petrol.

PRACTICE 14

Complete the sentences with the correct form of the verb in brackets.

1. He avoided _____ (answer) my question.
2. They offered _____ (drive) us to the airport.
3. Please remember _____ (lock) the door when you leave.
4. I'll never forget _____ (see) the northern lights.
5. We were low on fuel, so we stopped _____ (get) petrol.

Mixed Grammar Review

Choose the correct option.

1. By the time the police arrived, the thief (escaped / had escaped).
2. My hands are dirty because I (was repairing / 've been repairing) my bike.
3. The winners (will announce / will be announced) next week.
4. She asked me where (I was going / was I going).
5. If he (would have / had) more experience, he'd get the job.
6. That (can't / mustn't) be true!
7. My grandfather, (that / who) is 92, still swims every day.
8. I'm not used to (drive / driving) in the snow.
9. You've met Emre before, (haven't you / didn't you)?
10. This time next week, we (will lie / will be lying) on the beach.

B1 Grammar Sheets — Answer Key

Practice 1 · Present Perfect vs Past Simple

1. visited 2. have never eaten 3. finished 4. Have you ever met 5. has lived

Practice 2 · Present Perfect Continuous

1. have ('ve) been reading 2. Have ... been crying 3. has written 4. have ('ve) been playing 5. have ('ve) known

Practice 3 · Past Perfect & narrative tenses

1. had left 2. was walking 3. had forgotten 4. shouted 5. had never flown

Practice 4 · Future forms: will, going to, Present Continuous

1. 'll get 2. are flying 3. is going to fall 4. 'm going to apply 5. will finish

Practice 5 · Future Continuous & Future Perfect

1. will ('ll) have finished 2. will be watching 3. will have worked (or: will have been working) 4. will ('ll) be driving 5. will have spent

Practice 6 · Second Conditional; unless, as long as, provided

1. were (or: was) 2. had 3. unless 4. as long as 5. would ... do

Practice 7 · Modals of possibility & deduction

1. can't 2. must 3. might 4. can't 5. may

Practice 8 · The passive across tenses

1. Rice is grown in this region. 2. My bike was stolen last night. 3. The flight has been cancelled. 4. A new hospital is being built. 5. The documents will be sent tomorrow.

Practice 9 · Reported speech: statements

1. worked 2. were waiting 3. would call 4. had lost 5. couldn't come

Practice 10 · Reported questions

1. if (whether) I liked jazz 2. where the station was 3. what I was doing 4. if (whether) I had finished 5. when the results would arrive

Practice 11 · Defining & non-defining relative clauses

1. who / that 2. which 3. where 4. who 5. that / which (or no pronoun)

Practice 12 · Used to / be used to / get used to

1. used to 2. get used to 3. is used to 4. use to 5. got used to

Practice 13 · Question tags

1. isn't it 2. have you 3. doesn't she 4. will they 5. aren't I

Practice 14 · Gerunds & infinitives: patterns & meaning changes

1. answering 2. to drive 3. to lock 4. seeing 5. to get

Mixed Grammar Review

1. had escaped 2. 've been repairing 3. will be announced 4. I was going 5. had 6. can't 7. who 8. driving 9. haven't you 10. will be lying