

15 Rules of Grammar Explained

Level: Elementary

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1. Who & Which

Examples:



photo 1.

1. This is Robert Pershing Wedlow, **who** was the tallest man in the world.



photo 2.

2. This is a picture of his shoes, **which** were about 48 cm long.



Rule:

1. If you want to say something extra about people or a person, you can do this by using the word **who**. The sentence will then have two parts. The last part of the sentence is the part that tells that something extra. You use **who** right in front of this extra information.
2. If you want to tell something extra about a thing, animal, city (etc.), you can do this with the word **which**. You also use **which** right in front of this extra information in the last part of the sentence.

2A. Comparing things 'as...as'

Examples

1. The tall man is **as** clever **as** the small man.



clip art 1.

2. The man with the orange sweater is **not as** tall **as** the man in the blue jacket.

Rule:

If we want to say that two things, people, animals (etc) are the same we use **as ... as**.
You put this in the middle of a sentence, between the two things you are talking about.
The word that says what is alike between the two things comes in the middle of **as ... as**.

If we want to say that two things are not the same we use **not as ... as**.

2B. Comparing things '...er than'

Examples

1. The deer is **older than** the cheetah.



photo 3.

2. Cheetahs run **faster than** any other animal.

Rule:

When we talk about the difference between things, animals, people (etc) we use **...er than**.

You paste this behind the word that explains what is different about the two things.

This **word+er + than** comes in the middle of the sentence, between the things you are talking about.

Sometimes words need an extra letter:

Big → **bigger** than

Slim → **slimmer** than

Hot → **hotter** than

When a word ends with an 'y':

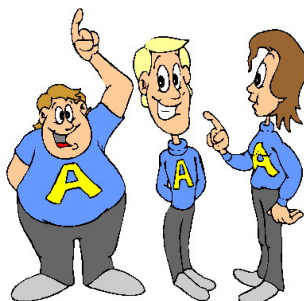
lazy → **lazier** than

happy → **happier** than

2C. Comparing things 'the ...est'

Examples:

1. The boy in the middle is **the oldest** boy in the group.



clipart 2.

3. The boy on the left **the smallest** of them.

Rule:

If one person, group, animal, thing (etc) is different from all the rest, we use **the ...est**.

The word that explains what makes it different from all the rest, comes between **the** and **...est**.

You paste **est** to the end of the word.

If a word ends with an 'e', it is a little different:

nice → the nic**est**

safe → the saf**est**

If a word ends with an 'y', this letter changes:

lazy → the laz**i**est

happy → the happ**i**est

Sometimes words need an extra letter:

Big → the big**g**est

Slim → the slim**m**est

Hot → the hott**est**

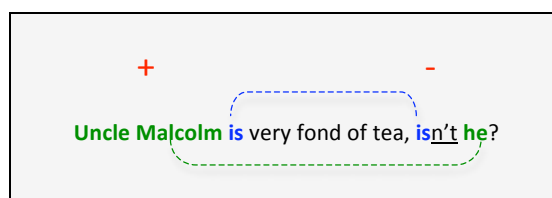
3. Question tags

Examples:

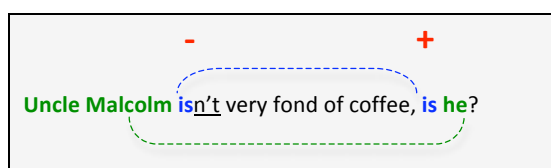


clipart 3.

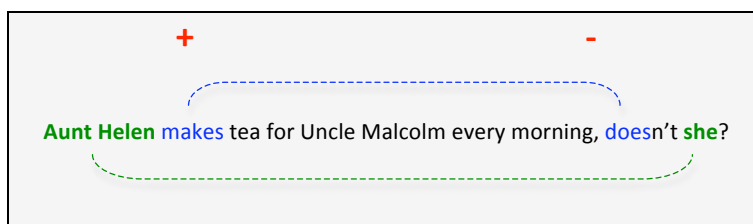
1. Uncle Malcolm is very fond of tea, **isn't he?**



2. Uncle Malcolm isn't very fond of coffee, **is he?**



3. Aunt Helen makes tea for Uncle Malcolm every morning, **doesn't she?**



Rule:

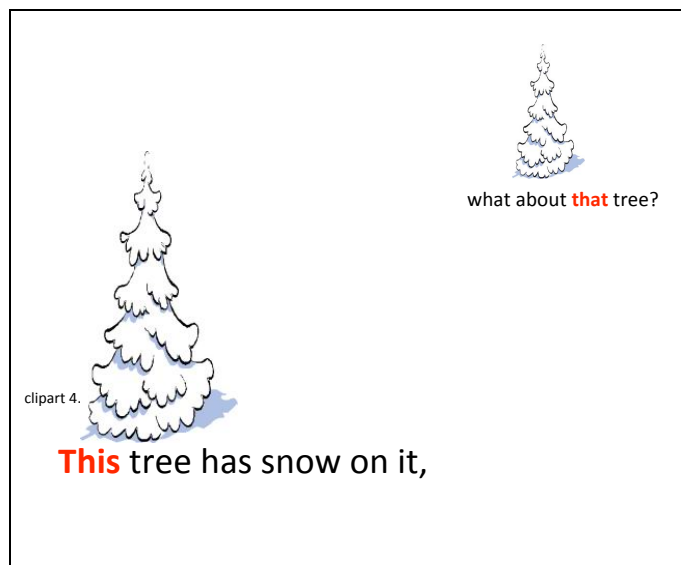
Add a short question at the end of a sentence if you want people to agree with you.

If you make such a short question, you have to think about these things:

1. If the sentence is positive, the short question is negative (with **not** or **n't** in that part of the sentence).
2. If the sentence is negative (with not or n't), the short question is positive.
3. Sometimes you need to use *do/does* in the short questions. That is when the sentence does not have: *be, do, can, have, must or will* in it. You use *does* in case of: *he, she or it*.

4a. This / That - These / Those

Examples:



Rule:

If you point at something you use the words **this** or **that**.

You put **this** or **that** right in front of the word that tells what you are pointing at.

When you point at something that is close, use **this**.

When you point something that is further away, use **that**.

If you point at more than one thing you use the words **these** or **those**.

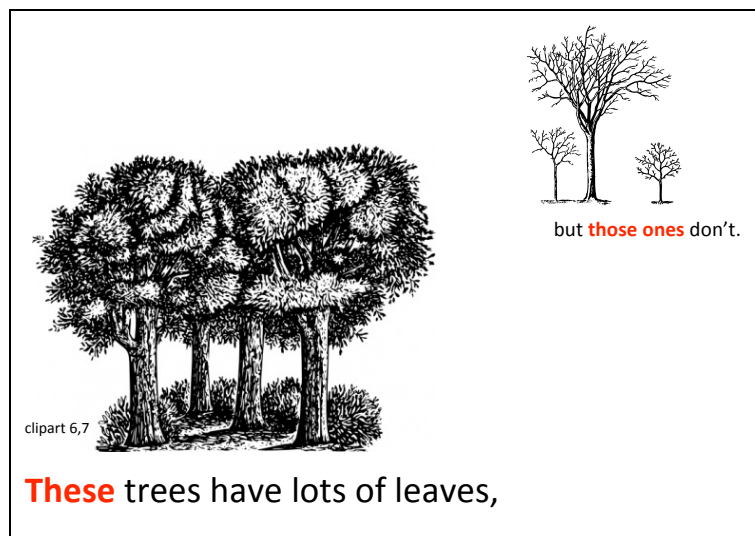
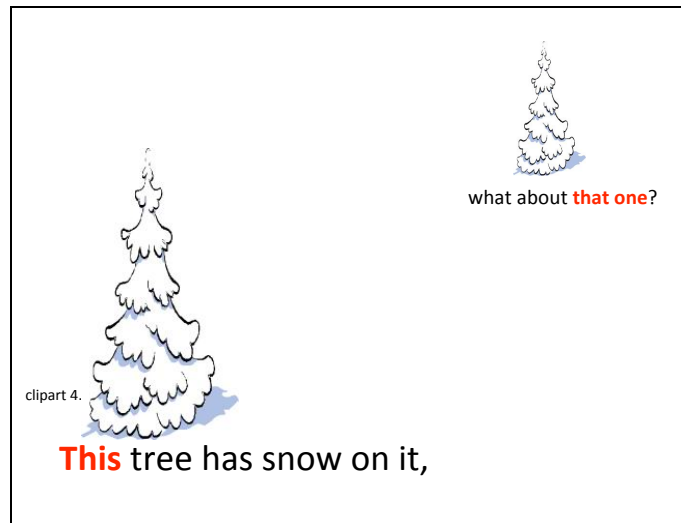
You also put **these** or **those** right in front of that what you are pointing at.

When something is close, use **these**.

When something is further away, use **those**.

4b. This one / That one - These ones / Those ones

Examples:



Rule:

If you point at something you use **this** or **that + the word** that tells what you are pointing at.

When it is clear what you are pointing at, you can use **this + one** or **that + one**.

You use **one** instead of the word that tells what you are pointing at.

It is clear what you are pointing at when you already said something about that thing / person / etc. before.

When something is close, you can use **this one**.

When something is further away, you can use **that one**.

If you are talking about more than one thing / person / etc. and it is clear what you are pointing at, you can use **these ones** or **those ones**.

When something is close, you can use **these ones**.

When something is further away, you can use **those ones**.

5. Word-order: place and time

Examples:

1. I went shopping **in London.**
(place)



clipart 8

2. I bought Christmas gifts **early in the morning.**
(time)



clipart 9

3. I bought new boots **at the Ugg's store** **around twelve o'clock.**
(place) (time)

Rule:

If you say where something happened (**the place**), and/or when something happened (**the time**), you put this information at end of the sentence.

'Place' is that part of the sentence that tells you **where** it happened.

'Time' is that part of the sentence that tells you **when and/or for how long** something happened.

When you say something about the place and about the time in one sentence, then the order is: first place, then time.

An easy way to remember this:

the 'p' (of place) comes before the 't' (of time) in the alphabet.

6. Possessions - 's

Examples:

1. Liz, have you seen Joel's mobile?


(the mobile belongs to Joel)

2. Joel, have you looked in Suus' bedroom?


(the bedroom belongs to Suus)



3. I think I left my phone at aunt Helen's. (house)


(the house belongs to aunt Helen)

Rule:

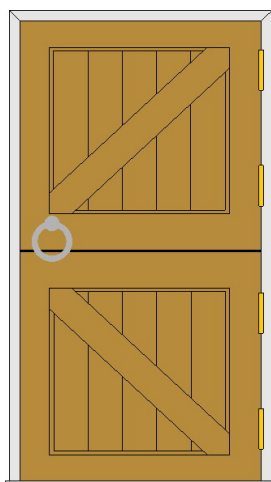
1. If you want say that something belongs to a person (or people, animal or animals), you use 's. You paste 's to the word or name that describes the person, people, animal or animals. The item that belongs to them is placed after the 's.
2. If this word or name ends with the sound of an 's' or a 'z' it is enough to just paste an ' after this letter.
3. Sometimes you can leave out the word, which describes the thing that belongs to that person (or people, animal(s)). This is only possible when it is clear what you are talking about.

7. Either .. or / Neither .. nor

Examples:



1. I have blue paint and red paint.
So, I can paint this door **either** blue **or** red.



2. I like **neither** blue **nor** red.
I want this door to be white.

Rule:

1. If you talk about a choice you can make between two things, you use **either ... or**.
You put **either** right in front of the first thing you can choose from, then comes **or** + the second thing you can choose from.
2. If you talk about two things you might have to choose from, but you are not interested in them, you use **neither ... nor**. The 'n' in **neither ... nor**, means: **not**.
You put **neither** right in front of the first thing you don't want to choose, then comes **nor** + the second thing you do not want to choose.

8. Myself / yourself / ourselves etc.

Examples:



I am looking at **myself**.

the same person

clipart 14



He fell and hurt **himself**.

the same person

clipart 15



Lisa bought **herself** a gift.
She bought **herself** a gift.

the same person

clipart 16



It is chasing **itself**.

the same dog

clipart 17



Did **you** really do your homework **yourself**?

the same person

clipart 18



We enjoyed **ourselves**.

the same people

clipart 19



Enough for everyone!
You can all help **yourselves**.

the same people

clipart 20



They introduced **themselves**.

the same people

clipart 21

Rule:

The person in the sentence who does something

(I, he, she, it, you, we, you (more than one person) or they),

is/are also the person(s) to whom / for whom / with whom / etc it is happening.

You make this clear by using one of these words:

myself	(with I)
himself	(with he)
herself	(with she)
itself	(with it)
yourself	(with you)
ourselves	(with we)
yourselves	(with you, incase of more than one person)
themselves	(with they)

You place this word after the action that is described.

8a. Asking questions

Examples:

1. He swims every day.



Does he swim every day?



clipart 22

2. The people of the swimming pool all know my name.

They



Do they all know your name?

Rule:

If you want to ask a question about:

1. a hobby
2. a fact
3. something that happens over and over again

you do so by putting 'do' or 'does' at the beginning of the sentence and placing a **?** at the end.

You use **do** when the question is about: *I, you, we, you (more than one person) and they.*

You use **does** when the question is about: *he, she, it*

Normally, in sentences where you talk about *hobbies, facts or things that happen again and again*, and the person you are talking about is a **he, she or it**, you put an 's' behind the word that describes this fact, hobby, etc. When you ask questions with do / does, you do not do this.

8b. Asking questions

Examples:

1. I want the new Amy Winehouse album.

I **can** ask my mother again...



Can I ask my mother again?



clipart 23

2. This music **has** got a great baseline.



Has this music got a great baseline?



Rule:

If you want to ask a question about:

1. a hobby
2. a fact
3. something that happens over and over again

and the description of this is done with one of the following words:

BE (am/is/are)

DO (or: does)

CAN

HAVE (or: has)

MUST

WILL .

Then this question is made by placing this word at the front of the sentence and a **?** at the end.

After this word comes the person(s), animal(s) etc. you are talking about, followed by the rest of the sentence.

9. Denial

Examples:



clipart 24

1. Our dog **doesn't** like its food.
2. I **do not** walk the dog every day.
My father walks the dog four times a day.
3. Kelly's father **doesn't** have a job.

Rule:

If you want to say that something is not your hobby, is not true, or is not happening often, you do this by using:

do + not or in short: **don't**
does + not or in short: **doesn't**

You use **do not** / **don't** when the sentence is about: *I, you, we, you (more than one person) and they.*

You use **does not** / **doesn't** when the sentence is about: *he, she, it*

You place this at the beginning of the sentence, right after the person, thing, people, animals you are talking about.

I, you, we, they	do not or: don't	think ... love ... mean ... talk ...
he, she, it	does not or: doesn't	like ... work ... go ... think ... etc.

10. Used to

Examples:



clipart 25

1. Tamara **used to** work in a office.
But not anymore, she now works as a police officer.



clipart 26

2. George Bush **used to** be president of the US.
But not anymore, now Barack Obama is.

Rule:

If you are talking about a fact that was true before, but is now different, you can make this clear by using **used to**.

Used to means: it is over now.

You place this at the beginning of the sentence, after the person, thing, people, animal you are talking about.

I, he, she, it, we, you, they	used to	be ... have ... work think like do
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Be careful:

be after **used to** does never change into am / is / are.

have after **used to** does never change into has.

do after **used to** does never change into does.

Sources:

Images in this document are all free downloadable images or believed to be in the public domain. They are retrieved from:

- *Photo 1 and 2:*
Paranormal and strange world (n.d.). *Robert pershing Wadlow/tallest person/tallest man world*. retrieved on 20 December 2011, from <http://trulyparanormal.blogspot.com/2011/06/robert-pershing-wadlow-tallest-person.html>
- *Clipart 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15:*
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- *Photo 3:*
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- *Clipart 17:*
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Verification sources:

To check whether my information was correct, I verified it with the help of the following sources:

1. Murphy Raymond (2007). *Essential grammar in use*. Third edition. Cambridge University Press
2. Cleuren M., Schoonbeek B., Knecht C., and others (2009). *Xchange English 2VMBO-KGT*. Second edition. Houten: EPN
3. Eastwood J. (2005). *Oxford Learner's grammar*, finder. Oxford University Press