

# GRAMMAR FOR PREPARATORY CLASSES

## A QUICK GRAMMAR REFERENCE

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## ***A QUICK GRAMMAR REFERENCE***

### ***INTRODUCTION***

Ce « Quick Grammar Reference » n'est pas sensé être un livre de grammaire, mais un petit rappel grammatical pour vous aider à éviter les pièges du TOEIC. Les sujets sont classés par ordre alphabétique : si vous connaissez déjà vos faiblesses, vous pouvez directement aller à l'explication en question.

Il y a des exercices liés à chaque point de grammaire.

Vous êtes assez sûr de vos compétences ? Rendez-vous directement aux exercices pour vérifier votre niveau. Vous avez des doutes sur un point de grammaire? Révisez le sujet en question et ensuite testez-vous avec les exercices.

N'essayez-pas de revoir tous les sujets de grammaire en une journée intensive ! « Little and often » est le meilleur rythme de révision – 15 minutes de grammaire par jour, c'est l'idéal !

La grammaire anglaise n'est pas compliquée. Il y a une logique à tout (sauf aux exceptions !!). Ne vous posez pas trop de questions et apprenez les règles de base en toute simplicité, mais apprenez-les bien. Ensuite mémorisez les exceptions. Il est toujours dommage d'entendre quelqu'un qui parle anglais avec assurance vous dire : « I have been to Germany last week » - pourtant la règle « Simple Past or Present Perfect » n'est pas compliquée si vous assimilez bien les bases.

Souvenez-vous que si vous traduisez mot-à-mot de la grammaire française à la grammaire anglaise, vous risquez de faire des erreurs ! Remettez chaque chose dans son contexte.

À vous d'utiliser cet outil pour réactiver vos connaissances en grammaire et décrocher un « Zero defect » à l'examen.

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## FOR + OBJET + TO + VERBE

*Pour éviter les erreurs en anglais, il est parfois utile d'apprendre des petits « formules ». Voici quelques exemples de la formule « for + object + to + verb ».*

It is important <u>for a salesman to be</u> well-informed about his products.	> <i>importance</i>
It is rare <u>for a woman to be</u> a builder.	> <i>fréquence</i>
It is easy <u>for him to speak</u> French.	> <i>difficulté/facilité</i>
It is too expensive <u>for me to buy</u> .	> <i>après "too" + adjectif</i>
The machine isn't efficient enough <u>for him to purchase</u> .	> <i>après adjective + "enough"</i>
She's waiting <u>for the fax to arrive</u> .	> <i>après "wait"</i>
He'll arrange <u>for the goods to be exported</u> .	> <i>après "arrange"</i>

## GET

*Beaucoup de gens ne savent jamais comment utiliser « get ». Pourtant c'est facile. Regardez :*

<i>GET + NOUN = obtenir</i>	He got an e-mail from Peter yesterday. ( <i>Sens obtenir</i> ) I got a cold waiting in the draughty lounge. ( <i>Sens attraper</i> ) Simon has got a new job! ( <i>Sens obtenir</i> )
<i>GET + ADJECTIF = devenir</i>	Watch out – he's getting cross! ( <i>Sens, il se met (devient) en colère</i> ) Mary and Jo are getting married next year. ( <i>Sens, ils vont devenir mariés</i> ) He got soaked on the boat trip. ( <i>Sens, il est devenu trempé</i> )
<i>GET + PRÉPOSITION = mouvement</i>	Hurry up and get on the bus before it leaves. Get off the motorway at exit 13. Get into the taxi quickly, we're running late.
<i>GET TO = arriver</i>	What time do we get to the station? They got to the exam room just in time!

## INFINITIF D'INTENTION

*Voici un petit rappel car l'infinitif d'intention est souvent source d'erreurs !*

*Avant un nom, utilisez "for" :*

He's telephoning the supplier for the order.

I go to the baker's for bread.

*Avant un verbe, utilisez « to » :*

He's telephoning the supplier to place an order.

I go to the baker's to buy bread.

*Une autre petite formule avec l'infinitif :*

*X uses Y to do Z. (+ préposition)*

A cook uses a mixer to make cakes (with).

*X does Y with Z:*

A cook makes cakes with a mixer.



## INFINITIF, BASE VERBALE ou -ING

Ce point pose souvent problème. Regardons-le plus en détail. Les règles ci-dessous existent à tout les temps – mais bien sûr, il y a des exceptions !

### INFINITIF (avec "to")

- Pour traduire le "à" ou "de" français : It is easy to understand.

- Pour exprimer une intention: He goes to the bank to withdraw money.

Dans le même ordre d'idées :

Intend to + infinitif : We intend to go public next year.

Manage to + infinitif : After trying for hours, we managed to get through to the Pakistan office.

- Après would + verbe d'attitude (would like, would prefer ...) Would you like something to drink?

He would hate to live in a big city. He would prefer to live in the countryside.

- Après ces verbes (ask, enable, expect, force, help, invite, need, order, remind, warn, want, persuade, promise, teach, tell...) + objet :

I want you to take these pills three times a day. The doctor ordered her to take a holiday.

- Après ces verbes (ask, beg, decide, expect, forget, help, hope, learn, offer, plan, promise, refuse, want ...)

He doesn't want to know his overdraft. I expect to go home on time today

### BASE VERBALE (sans "to")

- Après les auxiliaires : do, can, could, may, might, will, shall, would, should, must...

He can speak English.

You must concentrate on your scales.

Do you use the Internet a lot?

Don't tell the boss!

! Méfiez-vous de quelques auxiliaires modaux qui incluent un "to" : have to, ought to

- Après : had better, better not, would rather, et why not?

I would rather have a glass of champagne.

Why not give the new neighbours a ring?

You'd better not forget to take the dog to the vet.

- Après : feel, hear, let, make, notice, see, watch (Verbe + objet + verbe)

He makes her work too hard.

I notice you use that new washing powder.

Let the dear child do what he wants!

I heard them say they going to leave town.

- À l'impératif : Close the door, will you?

Take care of yourselves.

### ING

- Aux temps progressifs :

He is working abroad this week.

She is taking a bath right now.

- Comme sujet (le gérondif) :

Gardening is his favourite hobby.

He just loves reading sci-fi novels.

- Après des prépositions :

I look forward to meeting you.

Before going to school, tidy your bedroom.

- Après les verbes d'attitude : can't stand, dislike, don't mind, enjoy, feel like, love, mind...

He doesn't mind working overtime.

She can't stand being late for anything.

- Après les verbes : Avoid, admit, can't help, consider, delay, deny, do (the), finish, give up, go on, imagine, involve, keep(on), miss, practise, put off, start, suggest, ...

Could you do the filing before lunch?

You should practise speaking English.

- Après certaines expressions : can't help, it's no good, it's no use, it's (not) worth, would you mind, (to be) used to...

Oh this rain. I can't help thinking it would have been better to go to Spain! It's no use complaining now!

**VERBE + ING ou TO + VERBE**

*Lorsque certains verbes suivent un autre verbe, (advise, allow, begin, bother, continue, encourage, forbid, intend, need, prefer, regret, remember, start, try...) on peut utiliser « verbe + ing » ou « to + verbe ».*

*Ceci peut changer le sens de votre phrase :*

I remember sending the wedding announcements.

*Je me rappelle d'avoir envoyé les invitations au mariage.*

I remembered to send the wedding announcements.

*Je me suis rappelé d'envoyer les invitations au mariage. (Je n'ai pas oublié)*

*D'autres exemples :*

He stopped working when he was 70.

He stopped to take retirement.

We don't allow smoking in the offices.

I can't allow you to do that.

## LOOK, FEEL, TASTE, SOUND, SMELL

*Ces verbes peuvent être utilisés comme « verbes de perception ». C'est l'impression que vous avez, ce n'est pas un fait.*

*Verbe + adjectif. Pour exprimer un état. Le verbe est au présent simple.*

That looks expensive.                      It feels cold in here.                      It tastes delicious.  
It sounds interesting.                      It smells funny.

*To look et to sound peuvent être suivis par article + nom à la place de l'adjectif:*

It looks a good book.                      He sounds a nice chap.

*Ces verbes peuvent être suivis par "as if" ou "as though" :*

It looks as if it'll rain later.                      You sound as though you enjoyed your holiday.

*Verbe + like. Pour exprimer une ressemblance. Le verbe est au présent simple.*

She looks like her brother.                      It feels like wood but it's not!                      It tastes like cola but...  
It sounds like a good office party!                      It's a nice perfume, it smells like a flower.

*En réponse à une question avec « be like », utilisez to be :*

What was the conference like?                      It was really boring.  
What is her boyfriend like?                      He's tall, dark and handsome.

*Feel like + ing pour une impression :*

I'm tired. I feel like going to bed early.                      Do you feel like going to the cinema tonight?

## MAKE OU DO

Il est souvent difficile de savoir lequel de ces deux verbes employer.

### MAKE

(Utilisé plus souvent que « do »)

- Généralement, plus pratique - la création ou la construction de quelque chose :

Bert is making his own aeroplane.

Their firm is making a lot of money these days.

- Le fait d'être "bon" en quelque chose :

He makes a good lawyer.

He would have made a good doctor.

- On trouve aussi :

MAKE + OBJET + INFINITIF = action

Good jokes make me laugh.

MAKE + OBJET + ADJECTIF = sentiments

Her boyfriend made her sad.

MAKE + PERSONNE + VERBE = obligation

His boss makes him work late.

MAKE SURE OF SOMETHING = être sûr de...

Make sure of optimal use of the tools.

MAKE SURE + OBJET + VERBE = être sûr que...

Make sure your son goes to school on time.

MAKE SURE + OBJET + BE + ADJECTIF = vérifier que...

Make sure the ladder is stable.

MAKE = calcul

£5.00 and £10.00, that makes £15.00.

### DO

- Do + nom = une activité

He is doing the accounts.

- Pour remplacer un autre verbe

Could you do the minutes for me please? (do = write up / take)

- Pour parler du travail (intellectuel)

Have you done your spreadsheets?

- Pour parler de quelque chose de non précis

What are you doing? He is doing well these days.

He has done something to the computer.

Il est difficile de proposer une règle parfaite pour toutes les expressions utilisant do ou make. En voici quelques unes pour vous aider :

### DO

The washing up (UK)

Business

The dishes (US)

Work

A favour

One's best

Damage

With / without

Away with

An exercise

Good / harm

Sport

Homework

Without

### MAKE

A mistake

A discovery

The bed

A profit / loss

Money

A speech

A phone call

An appointment

Enquiries

A decision

A suggestion

A point

A comment

A remark

A complaint

An excuse

An exception

A difference

An offer

A choice

A bid

An attempt

Progress

demands

A journey

Arrangements

A list / plan

Friends

A joke

Love / war

A noise /sound A contribution

A habit of doing something

A success of something

Finaleme<sup>nt</sup> une expression qui combine les deux! Make do with (se contenter de).

We don't have much food. We'll have to make do with what is left in the fridge.

## MODAUX (AUXILIAIRES)

Faisons un petit tour d'horizon des auxiliaires modaux.

- Un modal est suivi par l'infinitif sans « to ».

- De ce fait il ne prend pas de « s » à la 3<sup>e</sup> personne du singulier.

- Certains modaux incluent « to » : to be able to, to have to, ought to, to be allowed to.

They ought to visit their old aunt. He has had to work late every day this week.

- Pour les questions, n'oubliez pas l'ordre des mots.

Could we talk about this later? May I just ask my colleagues what they think about this?

- La négation se trouve généralement après le modal :

You should not give in too quickly. They cannot (can't) go in there.

- Mais pour les modaux qui contiennent un "to", la négation se place avant to.

You ought not to say that. You don't have to go if you don't want to.

We aren't allowed to smoke in the office. He wasn't able to beat his competitors in the race.

- Il est possible de voir des modaux ensemble dans une phrase :

He must be able to make a compromise.

Nous allons voir les modaux par groupes de thème

### Capacité intellectuelle ou physique : CAN / COULD / ABLE TO

"Can" n'existe qu'au présent : He speaks English well, but we can tell he is French!

Utilisez "able to" à la place de "can" pour :

- Parler d'une situation plus spécifique (To be able to = to manage to) :

The estate agent explained the contract to them so they are able to see clearer now.

My computer was broken again. Luckily, Hilaire was able to mend it.

- Pour l'infinitif d'intention :

He learnt English to be able to communicate on his travels abroad.

- Avec "ing" :

It is a pity, not being able to make a deal with them.

- Après un autre modal :

We might be able to get tickets for the concert if we hurry.

- Le futur :

By this time next week we will have been able to repaint all the sitting room.

Could : pour un passé « général »

When he was a child, he could speak good French – he's forgotten it now.

- Could : pour parler des 5 sens

I could see he didn't like the idea of a holiday in northern Europe.

### Probabilité : MUST / COULD / MAY / MIGHT / CAN'T

**Au présent.** Imaginons que vous attendez Eric.

Vous êtes sûr qu'il va venir tout de suite.

That must be Eric. 90%

That has to be Eric. (plus formel)

That's got to be Eric. (informel)

Vous pensez qu'il doit arriver.

That should be Eric. 70%

Il va venir, mais vous ne savez pas à quel moment.

That could be Eric. 60%

Normalement il doit venir, mais ce n'est pas sûr.

That may/might be Eric. 40% / 35%

Vous êtes certain que ce n'est pas lui.

That can't be Eric. 0%

That couldn't be Eric. 0%

I / he / we / they...	must / could / can't ...	be + adjective
I / he / we / they ...	must / could / can't ...	be + present participle
I / he / we / they ...	must / could / can't ...	+ infinitive

He must be tired he's been running for an hour. They can't still be talking about the wedding.

### Au passé :

I / he / we / they...	must / could / can't ...	Have	been + adjective
I / he / we / they ...	must / could / can't ...	Have	been + present participle
I / he / we / they ...	must / could / can't ...	Have	+ past participle

It can't have been a very entertaining show – some people had even left before the end.

Utilisez les mêmes expressions pour parler d'une possibilité. = would be able to

He must be able to help. (90%). He should be able to help. (70%). He could be able to help. (60%).

He may/might be able to help. (40%).

He can't/couldn't help. (0%).

« May » est un peu plus probable que « might ».

! Might you be saying that you think my idea is a non-starter?

Cette déduction formelle est plutôt une menace.

! They may not like it if we use their name in the press release.

Cette forme négative s'utilise pour exprimer un doute, alors que :

They may/might well talk us into it. = It is likely they talk us into it.

Veut dire qu'il y a des chances que quelque chose se passe.

! It could have been a good idea to buy that apartment, but it's too late now.

"Could have + participe passé" pour parler d'une chose qui était possible mais qui ne s'est pas faite.

### Obligation : MUST / HAVE TO

"Must" ne s'utilise qu'au présent et au present perfect. C'est un avis personnel.

"Have to" est une obligation qui vient d'un tiers ou d'une autorité – c'est impersonnel. Comparez :

I must stop eating so much if I want to look good on the beach this summer.

My doctor says I have to stop eating so much because my blood sugar levels are high.

! Il ne faut jamais mettre "to" après "must" :

"I must call the supplier this afternoon." et non pas "I must to call the supplier this afternoon."

Si vous avez un doute, utilisez « have to » !

À la forme négative utilisez "Don't have to..." et non pas "~~Haven't to...~~"

You don't have to come with us, we can manage alone.

À la forme interrogative :

- "Must" avec "I" et "we", dans un langage plus courant.

Must we go to the same boring old restaurant every?

- Il est plus habituel d'utiliser "have to".

Do you have to make so much noise?

! N'oubliez pas l'auxiliaire « do/does » :

Did you have to...? et non pas ~~Had you to...?~~

- Pour une obligation on peut aussi utiliser "have got to" (« gotta » parfois aux U.S.A.)

I've got to go = I've gotta go.

! Ne confondez pas "I've got a..." (possession) et "I've got to..." (obligation)

"Have to" au passé et au futur :

He will have to pull his socks up if he wants to keep his position in the company.

Because of the strikes, they have had to change their minds about their destination.

### **Absence d'obligation : DON'T HAVE TO / NEEDN'T**

You don't have to do that = You don't need to do that. = It is not necessary.  
You don't have to wear a uniform to school in our country.

**! Ne traduisez pas "vous n'avez pas besoin" par "You haven't need to".**

You don't need to + *base verbale* / needn't + *base verbale*

I've got cash you don't need to go to the bank. You need't do the washing up, I'll do it later.

*Au passé, utilisez "didn't have to / didn't need to" + base verbale ou "needn't have" + le participe passé:*

You didn't have to be so unpleasant! You didn't need to worry so much.

You needn't have worried so much.

**! Notez la différence entre "didn't need to (do)" et "needn't have (done)"**

He didn't need to do something = *ce n'était pas nécessaire et il le savait sur le moment.*

He paid by credit card so he didn't need to take out extra insurance, but he did it anyway.

He needn't have done something = *ce n'était pas nécessaire mais il ne le sait que maintenant.*

He needn't have gone to the supermarket late last night. His wife had already been.

### **Interdiction : MUSTN'T / CANNOT / NOT ALLOWED TO / MAY NOT**

You mustn't do that. = You cannot (can't) do that.

You mustn't walk on the grass. You cannot go into the clean room.

= You are not allowed to do that.

**! On ne dit jamais "You don't must do that".**

- *Pour être plus poli, et parfois plus ferme, utilisez "may not".*

You may not go out until 4 o'clock in the morning. (Even if you want to!)

**! Souvenez vous – mustn't = interdiction // don't have to = absence d'obligation.**

### **Autorisation: CAN / COULD / MAY / ALLOWED TO**

- *Pour demander l'autorisation de faire quelque chose, dans un ordre croissant de politesse :*

Can we go and see the new Booboo band concert this evening Mum?

Could I /do you think I could just borrow your newspaper five minutes?

May I go home early this evening sir? It's my son's birthday.

- *Pour donner l'autorisation de faire quelque chose. (! Can ou may mais pas could).*

You can borrow my car for the weekend if you like.

You may fill in the form for an overdraft request, but I'm not sure if the bank will agree to it.

### **Suggestion: COULD / SHALL / MIGHT**

*Il existe plusieurs manières de faire une suggestion avec les modaux could et shall :*

Shall we go out for a meal this evening? We could go to the new Chinese restaurant.

I think we could take another look what's included in that package holiday.

Couldn't we ask head office for a temp to help clear the backlog?

*Plus formel:* Might I suggest we discuss this sensitive matter at a better time?

*D'autres manières de faire des suggestions :*

Why don't we... (+V infinitif)...? Why don't we go round the art gallery?

How/what about ... (+ V-ing)...? How about asking for a price reduction?

What if we ... (+ V prétérit)...? What if we went by hovercraft?

Suppose we... (+V prétérit) Suppose we started an investment plan.

Let's... (+V infinitif) Let's play tennis this afternoon.

Would you like to... (+ V infinitif)...? Would you like to go and visit the property?

### **Conseil: SHOULD / OUGHT TO / HAD BETTER**

Must ( <i>très fort</i> )	You must check your cardiac rhythm when you go running.
Should ( <i>moins fort</i> )	You should eat a lot of pasta the day before the marathon.
Ought to ( <i>conseil moral</i> )	You ought to telephone your mother more often. You really ought to go <i>est équivalent à</i> you must go.
Had better ( <i>il vaudrait mieux</i> )	We had better be going now or we'll miss the bus.

! *On dit* : "Do you think we should? / Do you think we ought to?"  
"Should we" ou "ought we" *ne s'utilisent que dans un langage très familier.*  
*On ne dit pas "I think you shouldn't" mais "I don't think you should".*  
« I don't think you should » *est plus formel que* « you shouldn't ».  
« Ought to » *peut souvent être remplacé par* "had better".

*Pour un conseil appuyé, utilisez le subjonctif « should » après : demand, insist, propose, recommend, suggest et* It is important / necessary / vital...

I suggested he (should) go and see the doctor.      It is vital that she (should) understand the conditions.

*Nuances de should :*

1. *Probabilité :*      Are you coming to the movie tonight? It should (ought to) be a winner.
2. *Anticipation :*      They left Boston at 5pm, so they should arrive soon.
3. *Regret :*      We shouldn't (ought not to) have bought shares in that company.
4. *Reproche :*      You should (might/could) have told us you were getting engaged.

### **Demande et proposition : CAN / COULD / WOULD / WILL / WOULD**

- *Pour demander à quelqu'un de faire quelque chose : (par ordre croissant de politesse)*

Can you / could you / I wonder if you could / give me a lift home?

Do you think you could let me know when the boss arrives?

- *Pour insister un peu plus : will / would*

Will you call me before Friday?      Would you please not bring that dirty dog in here!

- *Pour demander quelque chose : (par ordre croissant de politesse)*

Can I / could I / may I use your office to meet with the supplier this afternoon?

Please may I get down? (*Puis-je quitter la table ?*)

- *Pour se proposer de faire quelque chose :*

Can I call you back later?      I'll call you back later.

- *Pour proposer ou inviter :*

Would you like a glass of bubbly?

That would be lovely.      Thank you how kind.

Would you like to go scuba diving this weekend?

Yes, I'd love to/ Yes, I'd love to go. ~~Yes, I'd love.~~

- *Pour dire ce que l'on veut :*

I would like to see you at 7 sharp in the morning.

## MOTS DE TRANSITION

Il s'agit vraiment d'une partie difficile en anglais. Le mieux est de les apprendre par cœur. Formez plein de phrases avec cette liste et ça deviendra automatique !

### Ajouter une information :

Also / as well / too : *aussi* Besides / moreover / furthermore : *d'ailleurs / de plus*

In addition to / what's more : *en / de plus*

### Ajouter une nuance :

To a certain extent / to some degree : *dans une certaine mesure*

### Comparer :

As / like : *comme* In comparison : *en comparaison*

Likewise : *de même* Similarly : *pareillement*

### Conclure :

Finally : *finalelement / enfin* To conclude : *pour conclure*

In conclusion : *en conclusion* Last but not least : *le dernier mais pas des moindres*

Lastly : *pour finir* Then : *donc*

### Contraster :

All the same: *tout de même* Although / though : *bien que*

But : *mais* Despite : *malgré // In spite of : en dépit de*

Even so : *quand même* However : *cependant* In / by contrast : *par contraste*

Instead : *au lieu de* On the contrary : *au contraire*

On the one hand...on the other hand : *d'un côté... et de l'autre.*

Otherwise : *autrement* Nevertheless / yet : *néanmoins*

Still : *quand même* While : *tandis que* Yet : *pourtant*

### Contredire et proposer une alternative :

Alternatively : *alternativement* Actually / As a matter of fact / in fact : *en fait*

Instead (of) : *au lieu de*

### Dire autrement

Namely : *à savoir* That is to say : *c'est-à-dire*

That means : *cela veut dire*

### Donner des conditions :

Assuming that : *supposant que* (Or) Else : *autrement*

If / should : *si* In that case : *dans ce cas*

Unless : *à moins que* Providing that / On condition that : *à condition que*

### Donner un exemple :

As follows : *comme suit* For example / For instance : *par exemple*

Such as : *tel que*

### Exprimer la cause et l'effet :

After all : *après tout* As : *comme*

As a result / consequence / consequently : *par conséquent*

Because : *parce que* Because of : *à cause de*

Given that : *étant donné que* So as to : *afin de*

Since : *puisque* Subsequently : *par la suite*

That's why : *c'est pourquoi* Therefore : *par conséquent*

Thus : *donc / ainsi*

### Généraliser :

As a rule : *en règle générale* In general : *en général*

In most cases : *dans la plupart des cas* Normally : *normalement*

On the whole / overall : *dans l'ensemble*

### Résumer :

In brief / short : *en bref* To sum up / to recap : *pour résumer*

### Séquencer :

After (that) / afterwards : *après* At that time / then : *à ce moment-là*

At the same time : *en même temps* Before (that) : *avant*

Eventually / finally : *finalelement / enfin* Firstly, secondly... : *premièrement, deuxièmement...*

Meanwhile : *pendant ce temps* Soon : *bientôt*

Then : *puis*

**Souligner :**

Clearly : *clairement*

Naturally : *naturellement*

Of course : *bien sûr*

Indeed : *en effet*

Obviously : *évidemment*