

**CENTER FOR CONSULTING,
TRAINING, TRANSLATING
AND INTERPRETING**



**CABINET DE CONSULTING, DE
FORMATION, DE TRADUCTION
ET D'INTERPRÉTARIAT**

COMPLETE ENGLISH LEARNING E-BOOK

Listening – Speaking – Reading – Writing

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**CABINET DE CONSULTING, DE
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ORAL ENGLISH: INTRODUCING YOURSELF

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GREETINGS IN ENGLISH

Good Morning

Good Afternoon

Good Evening

Hello

Hi

✓ **Dear, my dear**

✓ **Sir, Mme, Prof.**

✓ **Dear brother**

✓ **Dear father**

✓ **Ladies and gentlemen**

✓ **To you all**

A WISH (NOT GREETINGS)

- ✓ Good day/night
- ✓ Nice day/night
- ✓ Sound sleep
- ✓ Have a peaceful day/night
- ✓ Have a blessed day/night.

GREETINGS IN ENGLISH

QUESTIONS

- ✓ How are you?
- ✓ How are you doing?
- ✓ How is it going?
- ✓ How is your sister, brother, mother?
- ✓ How is your business?

ANSWERS

- ✓ I am fine/ I'm fine
- ✓ I'm doing good
- ✓ I am OK/ I'm OK
- ✓ Fine
- ✓ She is fine
- ✓ Fine by His grace

INTRODUCING YOURSELF

ENGLISH

- ✓ What is your name?
- ✓ Where are you from?
- ✓ Where were you born?
- ✓ Where do you live?

FRENCH

- ✓ Quel est votre nom?
- ✓ D'où venez-vous?
- ✓ Où êtes-vous né?
- ✓ Où habitez-vous?

INTRODUCING YOURSELF

ENGLISH

- ✓ What is your address?
- ✓ How old are you?
- ✓ How many people are there in your family?
- ✓ What do you do?

FRENCH

- ✓ Quelle est votre adresse ?
- ✓ Quel âge avez-vous ?
- ✓ Combien y a-t-il de personnes dans votre famille ?
- ✓ Que faites-vous ?

INTRODUCING YOURSELF

ENGLISH

- ✓ What do you do for living?
- ✓ What is your job?
- ✓ What sort of work do you do?
- ✓ What line of work are you in?

FRENCH

- ✓ Que faites-vous dans la vie ?
- ✓ Quel est votre travail ?
- ✓ Quel genre de travail faites-vous ?
- ✓ Quel est votre métier ?

INTRODUCING YOURSELF

ENGLISH

- ✓ What did you want to be when you grew up?
- ✓ What do you like?
- ✓ What do you like to do?

FRENCH

- ✓ Que vouliez-vous être dans l'avenir ?
- ✓ Qu'est-ce que vous aimez ?
- ✓ Qu'est-ce que vous aimez faire ?

INTRODUCING YOURSELF

ENGLISH

- ✓ What is your favourite activity ?
- ✓ What do you like doing during your free time?
- ✓ What do you do in your spare time?

FRENCH

- ✓ Quelle est votre activité préférée ?
- ✓ Qu'est-ce que vous aimez faire pendant votre temps libre ?
- ✓ Que faites-vous pendant votre temps libre ?

INTRODUCING YOURSELF

ENGLISH

- ✓ Where do you study?
- ✓ What do you study?
- ✓ Why do you study English?
- ✓ Do you speak English?

FRENCH

- ✓ Où étudiez-vous ?
- ✓ Qu'est-ce que vous étudiez ?
- ✓ Pourquoi étudiez-vous l'anglais ?
- ✓ Parlez-vous anglais ?

INTRODUCING YOURSELF

ENGLISH

- ✓ How long have you been learning English?
- ✓ What is your grade?
- ✓ What is your favourite subject?

FRENCH

- ✓ Depuis combien de temps apprenez-vous l'anglais ?
- ✓ Quel est votre niveau d'étude ?
- ✓ Quelle est votre matière préférée ?

INTRODUCING YOURSELF

ENGLISH

- ✓ What is your marital status?
- ✓ Are you married?
- ✓ Do you have a boyfriend/
girlfriend?

FRENCH

- ✓ Quel est votre statut social ?
- ✓ Êtes-vous marié(e) ?
- ✓ Avez-vous un petit ami/une petite amie ?

INTRODUCING YOURSELF

What's your name?

- My name is ...
- I'm ...
- My full name is ...
- My first name is ...
- My last name is ...
- You can call me ...
- They call me ...
- Please call me ...
- Everyone calls me ...
- My nick name is ...

INTRODUCING YOURSELF

Where are you from? / Where were you born?

- I'm from ...
- I hail from ...
- I come from ...
- My hometown is ...
- I'm originally from ...
- I'm ...a Togolese
- I was born in ...

INTRODUCING YOURSELF

Where do you live? / What's your address?

- I live in ...
- My address is **P.O Box 404 Lama-Kara, Togo**
- I live on **Paul Ayi street, NE**
- I live at **Boulevard Eyadema**
- I spent most of my life in ...
- I have lived in **Togo** since **2015**
- I grew up in **Kara-Chaminade**

INTRODUCING YOURSELF

How old are you?

- I'm ... years old.
- I'm ...
- I'm over.....
- I'm almost.....
- I'm nearly ...
- I am around your age.
- I'm in my early twenties/ late thirties.

INTRODUCING YOURSELF

How many people are there in your family?

- There are ... (number) people in my_family.
They are ...
- There are ... (number) of us in my family.
- My family has ... (number) people.
- I live with my ...
- I am the only child.
- I don't have any siblings.
- I have ... brothers and ... (number) sister.

INTRODUCING YOURSELF

Introduce yourself (Practice):

INTRODUCING YOURSELF

- ✓ **What do you do?**
- ✓ **What do you do for living?**
- ✓ **What's your job?**
- ✓ **What sort of work do you do?**
- I am a/ an ...
- I work as a/ an ...
- I work for (company) ...
as a/ an ...
- ✓ **What line of work are you in?**
- ✓ **What did you want to be when you grew up?**
- I'm unemployed.....
- I am out of work.....
- I earn my living as a/
an ...

INTRODUCING YOURSELF

- I am looking for a job.....
- I am looking for work.....
- I'm retired.
- I would like to be a/ an ...
- I want to be a/ an ...
- I used to work as a/ an ... at ... (places)
- I just started as ... in the ... department.
- I work in/at a ... (places)
- I have been working in ... (city) for ... years.

INTRODUCING YOURSELF

Job Titles

teacher, nurse,
secretary, manager,
policeman, builder,
engineer, businessman,
fire fighter, postman,
doctor, architect,
farmer; ...

Useful places: bank,

Useful Places

bank,
factory,
supermarket,
museum,
hospital,
shop,
gallery

INTRODUCING YOURSELF

- ✓ **What do you like?**
- ✓ **What do you like to do?**

- I like/ love/ enjoy/ ...
(sports/ movies/ .../)
- I am interested in ...
- I am good at ...
- My hobby is .../

- ✓ **What's your favorite ... ?**

- I am interesting in ...
- My hobbies are ...
- My hobby is ...
- My favorite sport is ...
- My favorite color is ...

INTRODUCING YOURSELF

- I have a passion for ...
- My favorite place is ...
- I sometimes go to ... (places), I like it because ...
- I don't like.....
- I dislike.....
- I hate ...
- My favorite food/_ drink is ...
- My favorite singer/ band is ...
- My favorite day of the week is ... because ...

INTRODUCING YOURSELF

Introduce yourself (Practice):

INTRODUCING YOURSELF

Hobbies – Free time activities

- ✓ **What do you like doing during your free time?**
- ✓ **What do you do in your spare time?**

- In my free time, I like reading...
- I like playing music when I'm free.
- At weekends, I sometimes go to the beach

INTRODUCING YOURSELF

Types of Movies

- Action movie,
Comedy,
Romance,
Horror,
Document,
Thriller,
Cartoons.

Types of Sports

- Volleyball,
Badminton,
Tennis,
yoga,
Cycling,
Running,
Fishing, ...

INTRODUCING YOURSELF

Where do you study?

What do you study?

What is your major?

- I'm a student at ... (school)
- I study at ...
- I am at ...
- I go to ... (school)
- I study ... (majors)
- My major is ...

INTRODUCING YOURSELF

Majors in English

Accounting,
Advertising,
Arts, Biology,
Economics,
History,

Humanities,
Marketing,
Journalism,
Sociology,
Philosophy, ...

INTRODUCING YOURSELF

Introduce yourself (Practice):

INTRODUCING YOURSELF

- ✓ **Why do you study English?**
- ✓ **Do you speak English?**
- ✓ **How long have you been learning English?**
- ✓ **How long have you learned English?**

- I study English because ...
- I can speak English very well.
- I've been learning English for/ since ...
- I can express myself and communicate in English.
- I like it a lot

INTRODUCING YOURSELF

- I love it.
- I think it's important
- I have to
- It's very important and necessary.
- I want to learn more about this language.
- I love to improve my English skills

INTRODUCING YOURSELF

What's your favorite subject?

- My favorite subject is ...
- I am good at ... (subjects)

Subjects

- Maths,
English,
Physics,
Physical
Education,
Science,
Music...

INTRODUCING YOURSELF

Introduce yourself (Practice):

INTRODUCING YOURSELF

What is your marital status?

Are you married?

Do you have a boyfriend/ girlfriend?

- I'm married/single
- I'm married/engaged
- I'm married/divorced
- I'm not seeing anyone
- I'm not seeing/ dating.
- I'm not ready for a serious relationship.

INTRODUCING YOURSELF

- I'm going out with a girlfriend/ lover/ ...
... (someone)
- I'm in a relationship.
- I'm in an open relationship.
- It's complicated.
- I have a boyfriend/
- I'm in love with ...
(someone)
- I'm going through a divorce.
- I have a husband/
wife.

INTRODUCING YOURSELF

- I'm a happily married man/ woman.
- I have a happy/ unhappy marriage.
- My wife/ husband and I, we're separated.
- I am available.
- I haven't found what I'm looking for.
- I'm ready for a rebound relationship.
- I'm a widow/ widower.
- I'm still looking for the one.
- I (don't) have ... (number) children.

INTRODUCING YOURSELF

Introduce yourself to others

- I've got a ... (pet)
- I am a ... person/
I'm ... (character & personality)
- My best quality is ... (character & personality)
- My best friend's name is ...
- I (don't) have ... (number) international friends.
- My dream is ...

INTRODUCING YOURSELF

Character & Personality for self-introduction

- Brave, Calm, Gentle, Courteous, Creative, Hard-working, Rude, Unfriendly,
- Unreliable, Lazy, Stingy, Insensitive Career Development

INTRODUCING YOURSELF

Introduce yourself (Practice):

INTRODUCING YOURSELF: EXAMPLES

Hi ladies and gentlemen, my **name** is Dr Josiah Djagri T. **I am** originally from Dankpen Prefecture and **currently live in** Kara. I am in **my late thirties**. I am an English teacher at the University of Kara. Before becoming a teacher, I **worked as administrative secretary** and officer at the Ministry of Technical Education and Vocational Training **from 2009 to 2015**.

INTRODUCING YOURSELF : EXAMPLES

As a part time teacher, I also taught English for Specific Purpose at the University of Lomé from 2012 to 2015. There, at the University of Lomé, I taught English at the Department of German, the Department of Spanish, the Department of History, the Department of Geology, the Department of Biology and the Department of English.

INTRODUCING YOURSELF: EXAMPLES

In August 2015, **I got recruited** by the University of Kara as an Assistant of English Literature. **Since then, I have been teaching** English literature and civilisation, and English grammar at the Department of English, scientific English at the Faculty of Sciences and Technology (FaST), and at the Higher Institute of Agricultural Engineering (ISMA). **I also teach** legal English at the Faculty of Law and Political Sciences (FDSP).

INTRODUCING YOURSELF: EXAMPLES

Beside these academic duties and responsibilities at the University of Kara, I work as the Managing Director at the Center for Consulting, Training, Translating and Interpreting (2C2TI-KARA). **My main role is** to design and deliver training programs and courses like “Special English Learning Program” (May – July 2020).

INTRODUCING YOURSELF: EXAMPLES

My mother **gave birth to six children**, three girls and three boys. I am the **elder** among boys but third after two girls. **I married** one of the most beautiful women in the world. **For the moment, I am the father of** two nice boys.

INTRODUCING YOURSELF: EXAMPLES

1-What are you studying, and do you enjoy it?’ Koffi offers some good details:

*I’m studying law and I do enjoy it, most **aspects of** it. But in this final year there is a lot of hard work and a lot of reading, and I cannot say that I enjoy all of this reading. But **what I really enjoy** is working on case studies. What I mean is discussing cases. I like to **exchange** ideas **with** people.*

INTRODUCING YOURSELF: EXAMPLES

*I want to **have a career in** law, but I have to decide which area to specialize in first, and then maybe study for another four or five years. I hope to **specialize in** environmental law, **which is** the law that businesses have to abide by to ensure that their practices do not affect the environment.*

INTRODUCING YOURSELF: EXAMPLES

2- Useful Phrases to Describe Your Job /Studies

I work at English Experts in the Marketing Department/ I study Chemistry at Toronto University / I'm a student at Toronto University, in the Chemistry Department. I have worked at English Experts since 2012 / for 8 years. I'm responsible for managing the digital marketing campaigns. I hold a master's degree in Chemistry from Toronto University.

INTRODUCING YOURSELF: EXAMPLES

I have a master's in Chemistry / I have an M.A. in Chemistry. When not in the office, you can find me on the football pitch. When not studying Chemistry, you can find me spending time with my family. I'm based in London, but I live in New York I live in New York, but I'm originally from Lisbon/ I'm a colleague of Jane's. I work together with Jane / I'm Jane's brother / Jane and I both study Chemistry at Toronto University.

INTRODUCING YOURSELF: EXAMPLES

I would like to improve my writing skills so that I can get a better IELTS score. I'm the father of two young girls. I'm the daughter of two psychologists / I'm one of eight children / I'm the son of Queen Elizabeth.

INTRODUCING YOURSELF

Personality Adjectives List

Adventurous

Ambitious

Anxious

Attentive

Bad-tempered

Bossy

Brave

Broad-minded

Calm

Careful

Careless

Cheeky

Cheerful

Compassionate

Confident

Conscientious

Courageous

INTRODUCING YOURSELF

Courteous

Crazy

Creative

Determined

Diplomatic

Discreet

Dishonest

Disobedient

Distracted

Dynamic

Easygoing

Emotional

Energetic

Enthusiastic

Fair-minded

Faithful

Fearless

Frank

Friendly

Funny

Generous

Gentle

Good-tempered

INTRODUCING YOURSELF

Happy

Hard-working

Helpful

Honest

Humble

Humorous

Hypocritical

Imaginative

Impartial

Impatient

Intellectual

Intelligent

Jealous

Kind

Lazy

Lively

Loving

Loyal

Mean

Messy

Modest

Naughty

Neat

INTRODUCING YOURSELF

Nervous

Nice

Obedient

Optimistic

Passionate

Patient

Persistent

Pessimistic

Placid

Plucky

Polite

Popular

Proud

Rational

Reliable

Reserved

Romantic

Rude

Scared

Self-confident

Self-disciplined

Selfish

Sensible

INTRODUCING YOURSELF

Sensitive

Serious

Shy

Silly

Sincere

Smart

Sociable

Straightforward

Stubborn

Supportive

Talkative

Thoughtful

Tidy

Timid

Unfriendly

Unpleasant

Untidy

Versatile

Warm-hearted

Worried



THANK YOU

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ORAL ENGLISH: WORDS AND EXPRESSIONS

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EXPRESSIONS FOR SPOKEN ENGLISH

Degrees / Diplomas = Les diplômes

1. First Degree = CEPD

2. O-Level = BEPC

3. A-Level = BAC2

4. BA (Bachelor of Arts) = Licence es lettres.

5. MA (Master of Arts) = Maitrise

6. Master = Master

**7. PhD = Doctor of Philosophy (en latin
=Philosophiae Doctor)**

EXPRESSIONS FOR SPOKEN ENGLISH

Surname, First Name / Nom, Prénom.

1. LAST NAME = SURNAME = FAMILY NAME = the name that all members of your family share.

2. FIRST NAME or Names = the name (s) your parents gave you when you were born.

3. MIDDLE NAME (S) = any name your parents gave you other than the one that is placed first. For some people it is their Christian names because they took it after their First name.

EXPRESSIONS FOR SPOKEN ENGLISH

Full name = all your names, usually in order:
FIRST+MIDDLE+LAST NAME.

Example:

Emefa+ Esther +Azan.

In french: AZAN Emefa Esther.

Example: Emefa Esther AZAN.

Emefa and Esther = name

Emefa = first name

Esther = middle name

AZAN = surname.

How to Manage Telephone Calls ? / Comment gérer les appels téléphoniques ?

1. Excusez-moi, je ne vous entends pas bien = sorry, I cannot hear you very well.
2. La communication est mauvaise = it is a bad line.
3. Je n'entend rien = I cannot hear anything.
4. Pourriez-vous répéter, s'il vous plait ? = could you repeat that, please?

How to Manage Telephone Calls ? / Comment gérer les appels téléphoniques ?

5. Pourriez-vous épeler votre nom, s'il vous plait ? = could you spell your name, please?

6. Pardon, pourriez-vous me répéter votre adresse, mais plus lentement s'il vous plait ? = sorry, could you repeat your address, more slowly this time, please?

7. C'est B comme Bruno ou P comme Pascal ? = it is B for Bruno or P for Pascal?

How to Express Agreement? / Comment exprimer l'accord?

5. Pourriez-vous épeler votre nom, s'il vous plait ? = could you spell your name, please?

6. Pardon, pourriez-vous me répéter votre adresse, mais plus lentement s'il vous plait ? = sorry, could you repeat your address, more slowly this time, please?

7. C'est B comme Bruno ou P comme Pascal ? = it is B for Bruno or P for Pascal?

How to Express Agreement? / Comment exprimer l'accord?

1. I quite agree = je suis tout à fait d'accord
2. It is true = c'est vrai
3. You are right = vous avez raison
4. Absolutely = absolument
5. I think so too = c'est aussi mon avis

How to Express Agreement? / Comment exprimer l'accord?

6. That is just what I was thinking =
c'est exactement ce que je pensais
7. That is fine = pas de problème
8. That sounds like a good idea = ça
semble être une bonne idée
9. I don't see why not = pourquoi pas?

How to Express Disagreement? / Comment exprimer le désaccord?

1. I am afraid I don't agree = je regrette, mais je ne suis pas d'accord
2. I can't agree with you on that, I am afraid = désolé, mais là, je ne suis pas d'accord avec toi
3. I think you are wrong = je crois que vous vous trompez

How to Express Disagreement? / Comment exprimer le désaccord?

4. I don't think that is true = je ne crois pas que ça soit vrai

5. I totally disagree = je ne suis absolument pas d'accord

6. With respect, I think you are forgetting one important point = si je peux me permettre, je pense que vous oubliez un point important

How to Express Disagreement? / Comment exprimer le désaccord?

7. I take your point, but... = je comprends votre point de vue, mais...

8. That is all very well, but... = tout ça, c'est très bien, mais...

9. You can't be serious! = Tu plaisantes!

10. Nonsense/Rubbish! = n'importe quoi !

11. NB: "to be afraid" ici ne se traduit pas par "avoir peur"

How to Express Disagreement? / Comment exprimer le désaccord?

Example

"I am afraid" = I am sorry = désolé

-Winner: Can you help me?

-Sandra: I am afraid, I can't help
you. (désolé, je ne peux pas vous aider)

How to Express Excuses? / Comment exprimer des excuses?

1. Nonsense/Rubbish! = n'importe quoi !
2. Sorry! = Pardon
3. I am very sorry = Je suis vraiment désolé
4. Pardon me or Excuse me (après avoir éternué, par exemple) = Pardon ! ou Excusez-moi

How to Express Excuses? / Comment exprimer des excuses?

5. I am sorry I forgot to phone you = Je suis désolé d'avoir oublié de vous téléphoner

6. I am sorry about the confusion = Je suis désolé pour le malentendu

7. I am really sorry, but I can't come on Saturday = Je suis désolé, mais je ne peux pas venir samedi

How to Express Excuses? / Comment exprimer des excuses?

8. I do apologize for my late arrival = Je vous prie de bien vouloir m'excuser pour ce retard.

9. We apologize for the mistake on your invoice = Nous nous excusons de l'erreur commise sur votre facture

10. Please accept our apologies for the mistake = Veuillez accepter nos excuses pour l'erreur.

How to Answer to Excuses? / Comment répondre à des excuses?

1. That is OK = Ce n'est pas grave
2. Don't worry about it = Ne t'en fais pas
3. It doesn't matter = ça ne fait rien
4. Let us say no more about it = N'en parlons plus
5. There is no need to apologize = Ne vous excusez pas

How to Ask for an Explanation? / Comment demander une explication?

4. Why do you say that? = pourquoi est-ce que tu dis ça ?

5. Could you be a little more specific? =
pourriez-vous être un peu plus précis ?

How to Give an Explanation? / Comment fournir une explication?

1. Let me explain = je m'explique
2. What I mean was.. = ce que je voulais dire, c'est..
3. The point I am trying to make is.. = ce que j'essaie de dire, c'est..
4. Let me put it another way, = je vais présenter ça autrement,

How to Ask for Permission? / Comment demander la permission?

1. Can I use your phone? = Est-ce que je peux me servir de ton téléphone ?
2. Do you mind if I invite her? = ça te dérangerait si je l'invite ?
3. Is it OK if I borrow your moto? =
J'emprunte ta voiture, d'accord?

How to Give Permission? / Comment donner la permission?

1. Yes, of course = oui, bien sûr
2. Go ahead = allez-y
3. Yes, feel free = mais certainement (tu peux en faire usage)
4. Please do = Je vous en prie
5. Help yourself = servez-vous
6. No, I don't mind = non, ça ne me dérange pas.

How to Refuse Giving Permission ? / Comment refuser de donner la permission ?

I am sorry, it is not possible = désolé,
ce n'est pas possible.

How to Make a Proposition ? / Comment faire une proposition ?

1. Can I make a suggestion? = je peux faire une suggestion ?
2. Can I help you? = je peux vous aider ?
3. Is there anything I can do to help? = est-ce que je peux faire quelque chose ?

How to Make a Proposition ? / Comment faire une proposition ?

4. Would you like me to call him for you? =
tu veux que je l'appelle ?

5. Why don't I come and pick you up? = si
je passais te prendre ?

6. Perhaps we could buy him a watch? = on
pourrait peut-être lui acheter une montre.

How to Answer to a Proposition ? / Comment répondre à une proposition ?

1. What a good idea ? = quelle bonne idée
2. All right then = alors c'est d'accord
3. Thank you, that is kind of you = oui, merci, c'est très gentil
4. If you don't mind = si ça ne te dérange pas

How to Answer to a Proposition ? / Comment répondre à une proposition ?

5.No thanks, I am fine = non merci, ça va aller

6.No thanks, it is not necessary = non merci, ce n'est pas la peine

7.Thanks, but I would rather do it myself = merci, mais je préfère le faire moi-même.

How to Express Time ? / Comment exprimer le temps ?

1. **Eventually** = finalement
2. **Till/until** = jusqu'à ce que
3. **While** = pendant que
4. **As long as** = tant que
5. **Whenever** = chaque fois que

How to Express Time ? / Comment exprimer le temps ?

Examples:

She **eventually** comes back home. Continue working **till** I come back. Do good **while** you still have time. I will teach **as long as** I can. Ask questions **whenever** you don't understand. Togo has been independent **since** 1960. You will understand **once** you get married. **At times**, it is difficult to understand certain situations.

How to Express Opinion? / Comment exprimer l'opinion?

1. In my opinion, ... = à mon avis, ...
2. As I see it, ... = selon moi, ...
3. As far as I am concerned, .. = en ce qui me concerne, ...
4. Personally, I feel that... = personnellement, j'ai le sentiment que.....
5. It seems to me that... = il me semble que...
6. If you ask me, = si vous voulez mon avis...

How to Ask for an Opinion? / Comment solliciter une opinion?

1. What do you think? = qu'est-ce que tu en penses ?
2. What is your opinion on LMD System? = quel est votre avis sur le system LMD ?
3. I would like to hear your views = j'aimerais connaitre votre point de vue

How to Avoid Taking Side ? / Comment éviter de prendre position ?

1. That depends / it depends = ça dépend.
2. I don't know really = je ne sais pas vraiment
3. It is difficult to say = c'est difficile à dire.

How to Express Surprise ? / Comment exprimer la surprise ?

1. I don't believe it! = pas possible!
2. That is amazing! = c'est incroyable!
3. It can't be true! = ce n'est pas vrai !
4. Never! = non ! /jamais !
5. Oh my God! = oh, mon Dieu!

How to Express Surprise ? / Comment exprimer la surprise ?

6. I can't get over it! = je n'en reviens pas!

7. I can't believe my eyes! = je n'en crois pas mes yeux !

8. What a nice surprise ! = quelle bonne/belle surprise

9. I am speechless! = je suis sans voix !

How to Arrange a Rendez-vous with Somebody? / Comment arranger un rendez-vous avec quelqu'un?

1. Tu es libre demain midi pour déjeuner ?
= are you free for lunch tomorrow?
2. Nous avons rendez-vous demain = we
are meeting tomorrow
3. On se retrouve à l'entrée du campus,
d'accord ? = let us meet at the entrance to
the campus. OK?

How to Arrange a Rendez-vous with Somebody? / Comment arranger un rendez-vous avec quelqu'un?

4. Mardi 10h30, ça vous va ? Is Tuesday at 10.30 OK for you?

5. Disons demain, 20h30 = let us say tomorrow, 8.30 pm.

6. Je passerai te prendre chez toi à 8 heures = I will pick you up at your place at 8 o'clock.

How to Express Threats? / Comment exprimer des menaces?

3. I am warning you, you would better not tell him what I have just said = je te préviens, tu n'as pas intérêt à lui répéter ce que je viens de dire

4. Give it to me right now, or else... = donne-moi ça tout de suite, sinon...

5. I am warning you = je t'aurai prévenu

6. Don't try my patience = ma patience a des limites

How to Express Threats? / Comment exprimer des menaces?

7. Do you want a slap? = tu veux une claque?

8. If you ever do that again = si jamais tu recommences

9. Stop that or there will be trouble =
Arrête ou il va t'arriver des bricoles

How to Lead a Meeting? / Comment diriger une reunion?

1. Good morning everyone=Bonjour à tous
2. Thank you for coming=Merci d'être venus
3. Is there anyone still to come?=Y a-t-il des retardataires?
4. Could we make a start now, please?=Pouvons-nous commencer maintenant, s'il vous plait?

How to Lead a Meeting? / Comment diriger une reunion?

5. The first item on the agenda is English Club launch=La première chose à l'ordre du jour est le lancement du Club d'Anglais.

6. Can we move on to the second point?=Pouvons-nous passer au deuxième point?

7. Let us break for coffee=Arrêtons-nous pour prendre un café.

How to Lead a Meeting? / Comment diriger une reunion?

8. Does anyone else have any comments? = Y a-t-il d'autres commentaires ?

9. Any other business? = D'autres questions à l'ordre du jour ?

10. If no one has anything to add, I will bring this meeting to a close = Si personne n'a rien à ajouter, nous pouvons ajourner cette réunion.

Linking Words

Thus = Ainsi

On the other hand = en revanche / à l'inverse

So = alors

That is to say = c'est-à-dire, à savoir

On the contrary = au contraire

Also = aussi

Linking Words

In other words = autrement dit/ en d'autres termes

Although/ Though /Even though = bien que

That said = cela dit

However = Cependant / pourtant

Admittedly = certes

That is why = c'est pourquoi

Linking Words

First of all / To begin with = d'abord /
tout d'abord

Moreover / Furthermore = d'autre part /
de plus / en outre

Similarly = de la même manière

Therefore = donc / par conséquent

Hence = d'où

At any rate = du moins

Linking Words

In short = en bref

In conclusion = en conclusion

As a result / consequently = en
conséquence

Despite / In spite of = en dépit de /
malgré

Indeed = en effet

In fact = en fait

Linking Words

Finally = enfin / pour finir

In the first place = en premier lieu

To sum up = en résumé

Basically = en somme

Then / Next = ensuite

But = mais

Nonetheless = néanmoins / toutefois

Linking Words

To start with = pour commencer

Be that as it may = quoi qu'il en soit

Again = une fois de plus

Besides / In addition = de plus

Whereas = alors que

Yet = mais / pourtant / cependant



THANK YOU

**CENTER FOR CONSULTING,
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AND INTERPRETING**



**CABINET DE CONSULTING, DE
FORMATION, DE TRADUCTION
ET D'INTERPRÉTARIAT**

English Phonetics

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Content

- 1 Why this Course?**
- 2 Aim/Purpose of the Course**
- 3 Course Objectives**
- 4 Target People**
- 5 Course Content**

Why this Course?

It is generally noticed that learners of English language from French-speaking countries have serious challenges in terms of spoken or oral English. They have enough grammar rules and notions, and vocabulary but all these remain in their brain/minds. They are not able to use English naturally because of rules they should obey. They then easily lose motivation in the learning process when they realise that, after years of studying English, they still have problems with good pronunciations of words which is required to have good reading or presentation of texts.

Aims/Purpose of the Course

- **Basic phonetic notions will help you to handle pronunciation challenges using an English dictionary (hard copy or online). You will become autonomous and confident when reading or speaking.**
- **It will also solve the problem of being paused by the two major accents, that is British and American Accents.**
- **Without basic phonetics, it will be difficult to feel at ease when you encounter new words or native speakers.**

Course Objectives

- This part is devoted to basic phonetic notions about English language.
- It is designed to help you deal with the above mentioned challenges you face when reading, speaking or writing.
- You will then be introduced to English phonetic vowels and consonants
- You will discover conditions under which **-ed** and **-s** varies in pronunciations
- You will also discover the reason why we double or do not double the final consonant when adding **-ed** or **-ing**

Target People

- Pupils in Junior and Senior High Schools
- Students from different faculties and institutes of public and private Universities
- Workers and professionals in public and private sectors
- Anyone who would like to use English for communication or career development

Course Content

1 Short Vowels

2 Long Vowels

3 Diphthongs

4 Special Consonants

5 Morpheme -s

6 Morpheme -ed



THANK YOU

Pronounce the following words

- **Lieutenant**
- **Colonel**
- **Pharaoh**
- **Imagine**
- **Guide**
- **Soldier**
- **Pneumonia**

Pronounce the following words

Lieutenant /ləftnənt/

Colonel /kənəl/

Pharaoh /fərəʊ/

Imagine /ɪmədʒn/

Guide /ɡaɪd/

Soldier /səʊldʒə/

Pneumonia /njuməʊniə/

Pronounce the following words

- **Walked**
- **Wanted**
- **Killed**
- **Books**
- **Goods**
- **Judges**

Pronounce the following words

Walked /wɔ:k**t**/

Wanted /wænt**ɪd**/ or

Wanted /wænt**əd**/

Killed /kɪl**d**/

Books /bʊ**k**s/

Goods /gʊ**d**z/

Judges /dʒʌdʒ**ɪ**z/

Pronounce the following words

1. **/ləftnənt/**,
2. **/kənɪ/**,
3. **/fərəʊ/**,
4. **/ɪmədʒn/**,
5. **/gaɪd/**,
6. **/səʊldʒə/**,
7. **/njʊməʊniə/**.

Pronounce the following words

1. **/wɔːkt/**,
2. **/wæntɪd/ or**
3. **/wæntəd/**,
4. **/kɪld/**,
5. **/bʊks/**,
6. **/gʊdz/**,
7. **/dʒʌdʒɪz/**.

Pronounce the following words

**Lieutenant,
Colonel,
Pharaoh,
Imagine,
Guide,
Soldier,
Pneumonia,**

**Walked,
Wanted,
Killed,
Books,
Goods,
Judges.**

Not	Note
Bit	Bite
Mad	Made
Rap	Rape
Hop	Hope
Win	Wine
Fat	Fate
Fill	File

Word	-ing form
Clap	Clapping
Hop	Hopping
Win	Winning
Wine	Wining
Hope	Hoping
Note	Noting
Bite	Biting

Word	-ed form
Clap	Clapped
Hop	Hopped
Submit	Submitted
Hope	Hoped
Note	Noted

Remarks

- 1. There are words we can't pronounce easily;**
- 2. Phonetic transcription helps to pronounce some words more easily;**
- 3. The **-ed** has different pronunciations;**
- 4. The **-s** has different pronunciation too;**
- 5. The adding of **-ed** or **-ing** invites sometimes the doubling of the final consonant;**
- 6. A wrong pronunciation can lead to a poor written English.**



THANK YOU

Vowel & Consonant Sounds

- 1 Short Vowels**
- 2 Long Vowels**
- 3 Diphthongs**
- 4 Special Consonants**

Short Vowel Sounds

/ɪ/

/æ/

/ə/

/ʊ/

/ɔ/

/ʌ/

Short Vowel Sounds

- /ɪ/ **pin**, **English**, **business**
- /e/ **bed**, **head**, **bury**, **exit**
- /æ/ **cat**, **bag**, **apple**, **black**
- /ə/ **the**, **a**, **woman**, **banana**
- /ʊ/ **look**, **put**, **could**, **should**
- /ɒ/ **clock**, **what**, **because**
- /ʌ/ **cut**, **come**, **mother**

Short Vowel Sounds

Pin, **E**nglish, **b**usiness, **b**ed,
head, **b**ury, **e**xit, **c**at, **b**ag, **a**pple,
black, **th**e, **a**, **w**oman, **b**anana,
look, **p**ut, **c**ould, **sh**ould, **cl**ock,
what, **b**ecause, **c**ut, **c**ome,
mother

Long Vowel Sounds

/ɜː/

/ɑː/

/ɔː/

/ɪː/

/uː/

Long Vowel Sounds

- /ɜː/ **girl, burn, word, heard**
- /ɑː/ **car, art, heart, half**
- /ɔː/ **or, board, door, small**
- /iː/ **sea, bee, people, receive**
- /uː/ **too, blue, fruit, fool**

Long Vowel Sounds

girl, burn, word, heard, car, art,
heart, half, or, board, door,
small, sea, bee, people, receive,
belief, too, blue, fruit, fool.

Diphthongs (1)

/eɪ/, /aɪ/, /ɔɪ/, /əʊ/

- /eɪ/ **t**ake, **p**ay, **w**ait, **t**ail, **b**allet
- /aɪ/ **f**ive, **s**igh, **h**eight, **b**uy
- /ɔɪ/ **n**oise, **b**oy, **l**awyer
- /əʊ/ **n**o, **h**ope, **r**oad, **s**ew, **b**roken.

Diphthongs (2)

/aʊ/, /ɪə/, /eə/, /ʊə/

- /aʊ/ **r**ound, **n**ow, **d**oub**t**, **l**oud
- /ɪə/ **h**ere, **d**eer, **d**ear, **n**ear, **f**ear
- /eə/ **c**are, **b**are, **f**air, **a**ir, **b**ear
- /ʊə/ **p**oor, **i**nsure, **t**our, **m**oor

Diphthongs (2)

/aʊ/, /ɪə/, /eə/, /ʊə/

- /aʊ/ **r**ound, **n**ow, **d**oub**t**, **l**oud
- /ɪə/ **h**ere, **d**eer, **d**ear, **n**ear, **f**ear
- /eə/ **c**are, **b**are, **f**air, **a**ir, **b**ear
- /ʊə/ **p**oor, **i**nsure, **t**our, **m**oor

Diphthongs (3)

take, **pay**, **wait**, **tail**, **ballet**, **five**,
sigh, **height**, **buy**, **noise**, **boy**,
lawyer, **no**, **hope**, **road**, **sew**,
broken, **round**, **now**, **doubt**,
loud, **here**, **deer**, **dear**, **fierce**,
near, **fear**, **care**, **bare**, **fair**, **air**,
bear, **poor**, **insure**, **tour**, **moor**

Special Consonant Sounds (1)

/θ/, /ð/, /ʃ/, /ʒ/

- /θ/ **Th**ree, **so**me**th**ing, **th**ank, **no**rt**h**
- /ð/ **th**em, **th**en, **fa**ther, **th**is, **ei**ther
- /ʃ/ **sh**ell, **na**tion, **ma**chine
- /ʒ/ **g**enre, **mea**s**u**re, **vi**sion

Special Consonant Sounds (2)

/tʃ/, **/dʒ/**, **/j/**, **/ŋ/**

- **/tʃ/** chair, match, future
- **/dʒ/** just, general, age, soldier
- **/j/** yes, Europe, university, union
- **/ŋ/** string, singer, tongue, thing

Special Consonant Sounds (3)

Reading

Three, **something,** **thank,**
north, **health,** **them,** **then,**
father, **this,** **either,** **shell,**
nation, **machine,** **genre,**
measure, **vision,** **string,**
singer, **tongue,** **thing,** **think,**
chair, **match,** **future,** **just,**
general, **age,** **soldier,** **Europe,**
university, **union**



THANK YOU

Morpheme **-s** variations

1

/IZ/

2

/S/

3

/Z/

/ɪz/ after /s/ /ʃ/ /tʃ/ /dʒ/

- **slices /slaɪsɪz/**
- **brushes /brʌʃɪz/**
- **churches /tʃɜ:tʃɪz/**
- **wages /weɪdʒɪz/**

**Faces, cases, messages, dresses, places,
boxes, matches, judges, wishes...**

/s/ after **/f/ /k/ /p/ /t/**

- **packs** /pæk**s**/
- **rates** /reɪ**s**/
- **laughs** /lɑː**s**/
- **taps** /tæ**s**/

Chiefs, coughs, attacks, stops

/z/ in other cases

- **boys** /bɔɪ**z**/
- **girls** /gɜː**l**z/
- **clothes** /kləʊð**z**/
- **John's** /dʒɒ**n**z/



THANK YOU

Morpheme **-ed** variations

1 /**ɪd**/ or /**əd**/

2 /**t**/

3 /**d**/

/ɪd/ or /əd/ after /t/ and /d/

- **paint**ed /peɪntɪd/, **want**ed /wɒntɪd/
 - **found**ed /faʊndɪd/ **round**ed /raʊndɪd/
- Provided, divided, decided, tempted,
fainted, accepted, cheated, excited,
rejected, started, waited, connected,
appreciated, invented, avoided, ended,
guarded, needed, included, reminded,
succeeded, pretended, expanded,**

/t/ after **/f/** **/k/** **/p/** **/s/** **/tʃ/** **/ʃ/**

➤ **clapped** /klæpt/ **brushed** /brʌʃt/

➤ **laughed** /lɑ:ft/ **wished** /wɪʃt/

**Cooked, finished, punished, crashed,
pushed, rushed, matched, snatched,
touched, reached, searched, missed,
guessed, crossed, embarrassed, noticed,
reduced, introduced, danced, forced,
mixed, relaxed, walked, talked, asked,
worked, thanked, liked,**

/d/ in other cases

➤ **earned** /ɜːnd/ **carried** /kæriɪd/

➤ **changed** /tʃeɪndʒd/ **harmed** /hɑːmd/

**Killed, turned, allowed, toiled, moved, enjoyed,
played, studied, travelled, advised, paused,
arrived, received, observed, sneezed, raised,
pulled, claimed, examined, warned, borrowed,
annoyed, cried, weighed, robbed, belonged,
arranged, judged, managed, appeared,
compared, entered.....**



THANK YOU

Transcribe the following words (1)

1. shut

2. heart

3. think

4. work

5. later

6. bought

7. pool

8. doubt

9. joke

10. there

Transcribe the following words (1)

Shut	/ʃʌt/
Heart	/hɑ:t/
Think	/θɪŋk/
Work	/wɜ:k/
Later	/leɪtə/

Transcribe the following words (1)

Bought	/bɔ:t/
Pool	/pu:l/
Doubt	/daʊt/
Joke	/dʒəʊk/
There	/ðeə/

In which words can we find the following symbols:

/ʒ/ /θ/ /eə/ /u:/ /ɑɪ/ /ɜ:/ /ɪ/ /ʊ/ /e/ /ʌ/

cut

/ʌ/

head

/e/

cook

/ʊ/

live

/ɪ/

world

/ɜ:/

In which words can we find the following symbols:

/ʒ/ /θ/ /eə/ /u:/ /ɑɪ/ /ɜ:/ /ɪ/ /ʊ/ /e/ /ʌ/

pine

/ɑɪ/

shoe

/u:/

hair

/eə/

think

/θ/

gel

/ʒ/

Match the following words with their phonetic transcriptions

**Know, Sight, Home, Town, Hear,
employ, Island, Bear, Sure, Make**

Make

/meɪk/

Sure

/ʃʊə/

Bear

/beə/

Island

/aɪlənd/

Match the following words with their phonetic transcriptions

**Know, Sight, Home, Town, Hear, employ,
Island, Bear, Sure, Make**

Employ

/ɪmplɔɪ/

Hear

/hɪə/

Town

/taʊn/

Home

/həʊm/

Sight

/saɪt/

Know

/nəʊ/

Word Transcription

report	/rɪ'pɔ:t/
hamburger	/'hæmbɜ:gə/
privacy	/'prɪvəsi/
suspense	/sə'spens/
Japan	/dʒə'pæn/
mountain bike	/'maʊntɪn baɪk/

Word Transcription

wafer	/ 'weɪfə /
flashback	/ 'flæʃbæk /
club	/ 'klʌb /
bunker	/ 'bʌŋkə /



THANK YOU

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English Grammar

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Course Description

The grammar of a language is an analysis of the various functions performed by the words of the language, as they are used by native speakers and writers. A word is defined as the smallest unit of meaning. Eg: “My father is kind”. This statement can be broken into meaningful unit: my, father, is, kind. Every unit means something. However, if “father” is broken into “fa”, and “ther”; there is no meaning conveyed by these pieces. So they are not words. Words play different functions. We have nouns, pronouns, verbs, adjectives, adverbs, determiners, prepositions, conjunctions....etc. For instance, when we talk of tenses in English, we mean the form of the verb. It is the form that the verb takes that shows and determines the tenses.

Course Objectives

General Objectives: This lecture will bring students to discover the different functions played by English words in order to efficiently use them in their spoken and written English. It also equips and prepares students for efficient teaching or professional careers in any other field.

Specific Objectives: students should be able to:

- ✓ Master and use the twelve (12) tenses respecting grammatical rules,
- ✓ Put adequately (in their spoken and written English) verbs in 3rd pers. sing, simple present tense
- ✓ Pronounce adequately allomorphs of the morpheme “s” in 3rd pers sing/plural & possessive forms
- ✓ Respect the doubling rule with suffixes “-ing,” “-ed” in their written English.

Course Objectives

At the end of this lecture, students should be able to:

- ✓ **Form and use the plural of nouns**
- ✓ **Form nouns, adjectives, adverbs & verbs using suffixes**
- ✓ **Identify and use pronouns and determiners adequately in their spoken & written English**
- ✓ **Put adjectives & adverbs in their right positions in a sentence (Spoken & written English)**
- ✓ **Compare two (or more) things using adjectives & adverbs**
- ✓ **Identify the relationship between grammatical elements (Subject-Pronouns-Verb)**
- ✓ **Write or make sentences in which Subject-Pronouns-Verb agree**

Target People

- **Pupils in Junior and Senior High Schools**
- **Students from different faculties and institutes of public and private Universities**
- **Workers and professionals in public and private sectors**
- **Anyone who would like to use English for communication or career development**

Course Content

- 1 English Tenses**
- 2 English Pronouns**
- 3 English Determiners**
- 4 Word Building**

The Present Tenses

1 The Simple Present

2 The Present Continuous

3 The Present Perfect

4 The Present Perfect Continuous

The Past Tenses

1 The Simple Past

2 The Past Continuous

3 The Past Perfect

4 The Past Perfect Continuous

The Future Tenses

1 The Simple Future

2 The Future Continuous

3 The Future Perfect

4 The Future Perfect Continuous

English Pronouns

1 Personal Pronouns

2 Indefinite Pronouns

3 Demonstrative Pronouns/ Adjectives

4 Interrogative Pronouns

5 Relative Pronouns

6 WH Words and their Various Functions

Determiners and Articles

1 Determiners

2 Indefinite Articles

3 Definite Article

Word Building

1 Suffix to Create Adjectives

2 Suffix to form Verbs

3 Suffix to form Adverbs

4 Suffix to form Nouns

5 Prefix to form Verbs, Nouns, Adjectives, and Adverbs



THANK YOU

The Present Tenses

1 The Simple Present

2 The Present Continuous

3 The Present Perfect

4 The Present Perfect Continuous

The Simple Present

The Present Tenses

When do we use the simple present?

The simple present is used to express actions which occur at regular intervals:

Ex: I visit my mother every Sunday afternoon.

I take breakfast every morning.

The Simple Present

The Present Tenses

You need words and adverb of frequency. They show you how often something happens.

*always, usually,
regularly,
normally,
sometimes,
occasionally,
rarely,
seldom, never,
each/every
day/week,*

*very/most often,
hourly,
annually,
daily,
constantly,
frequently,
monthly, weekly,
yearly, now,
now and then.*

The Simple Present

The Present Tenses

It is also used to express general truth:

Water boils at hundred degree Celsius; Blood is red; the sun rises.

In addition, it is used to describe events portrayed in a novel (and other works of art):

At the end of the novel, the protagonist wins the battle.

The hero finds the hidden treasure.

The Simple Present

The Present Tenses

How do we form the simple present?

The simple present of: “to be”: **am/are/is; “to have”: **have/has****

The simple present of verbs (apart from to be and to have) remains the same except the **third person singular where we need to add “**s**” or “**es**”.**

The Simple Present

The Present Tenses

In English language, letter like “**a, o, i, e, u**” are referred to as **vowels** among consonants. These vowels play important roles when verbs are put in **simple present, 3rd pers. Sing.**

The Simple Present

The Present Tenses

When a verb ends with “**y**” immediately preceded by a “**consonant**”, the “**y**” changes into “**i**” before adding “**es**”.

Eg: Study/Fly/Carry/Bury/.....
(She or he) **Studies**/ **Flies**/ **Carries**/
Buries/.....

The pronunciation of that terminology (**es**) is **/IZ/**. Example of verbs: Carry, dry, fry, reply, worry, marry, copy, hurry, spy...

The Simple Present

The Present Tenses

When a verb ends with “o”, we add “es”.

Eg: Do/ Go/ Echo/..... (She or he) Does/ Goes/ Echoes/.....

The pronunciation of that terminology (s) is /z/.

Example of verbs: undergo, undo, forgo, outdo, overdo, veto, ...

The Simple Present

The Present Tenses

When a verb ends with “**ch, sh, s, x, or z**”, we add “**es**”.

Eg: Pass/ Finish/ Mix/ Miss/
Catch/ Buzz.....(She or he)
**Passes/ Finishes/ Mixes/
Misses/ Catches/ Buzzes/...**

The pronunciation of that terminology (**es**) is **/IZ/**.

The Simple Present

The Present Tenses

When a verb ends with “**ch, sh, s, x, or z**”:

Examples of verbs: touch, catch, teach, reach, match, watch, punch, finish, clash, cash, crash, wish, push, wash, brush, address, kiss, miss, stress, floss, mix, relax, fix, buzz, quiz, squiz, jazz, fizz, frizz,

The Simple Present

The Present Tenses

NB: In linguistics (phonetics), they will tell you that the “s” which marks the **third person singular is called “**morpheme**” and the various forms it takes within the 3rd pers. sing. simple present tense are known as “**allomorphs**”: “s” then gives **/IZ/**; **/Z/**; **/S/**.**



THANK YOU

The Present Continuous

The Present Tenses

The present continuous is used to express continuing actions which are taking place at the moment of speaking or writing.

Ex: Right now, I am cooking rice.

She is sleeping at the moment.

It is often used in dialogue or conversation:

Ex: What are you talking about? /

I am saying that we should go

What are you doing?

I am following grammar course.”

The Present Continuous

The Present Tenses

Sometimes, the present continuous is used to express future events:

We are leaving Kara tomorrow morning.

I am coming to next Monday.

She is visiting us next month.

How do you form the present continuous?

We use only the auxiliary “to be” which we put in the simple present (am/are/is) plus the acting verb (bare infinitive) plus “ing”.

The Present Continuous

The Present Tenses

Rule: To be + V + ing.

Example:

To work: “I am working. To dance: She is dancing very well.

“working” alone stands for (is called) “the present participle”: dancing, singing, crying, shouting.

In other words, the Rule becomes: To be + Present participle of the acting verb. It is then so important to know how to form the Present participle of verbs in English.

The Present Continuous

The Present Tenses

Present participle of:

Verbs ending with a *silent* “e”:

the “e” is dropped before adding “ing”: “make /meik/, move, leave, close” will become “**making**, **moving**, **leaving**, **closing**”

When “e” is *not silent*, “ing” is simply added: see, be,.....seeing**, **being**.**

The Present Continuous

The Present Tenses

When a verb ends with “**ie**”, this “**ie**” changes into “**y**” before adding “**ing**”: “die, lie” become “**dying, lying**.” Example of verbs: die, lie, tie, vie, hie, belie, retie, untie, underlie...

When a verb ends with “**y**”, “**ing**” is simply added: “fly, cry, play, say” become “**flying, crying, playing, saying**”.

Example of verbs: Carry, dry, fry, reply, worry, marry, copy, hurry, spy, stay, employ, pray, lay, pay, spray, prey...

The Present Continuous

The Present Tenses

When a verb ends with “**ie**”, this “**ie**” changes into “**y**” before adding “**ing**”: “die, lie” become “**dying, lying**.” Example of verbs: die, lie, tie, vie, hie, belie, retie, untie, underlie...

When a verb ends with “**y**”, “**ing**” is simply added: “fly, cry, play, say” become “**flying, crying, playing, saying**”.

Example of verbs: Carry, dry, fry, reply, worry, marry, copy, hurry, spy, stay, employ, pray, lay, pay, spray, prey...

The Present Continuous

The Present Tenses

NB: doubling rule. In the written English, when verbs end with a **consonant** immediately preceded by a **short vowel** (see English phonetics), **the final consonant must be doubled** before adding “**ing**” in order to form the present participle of the verb. The syllable which contains that short vowel must be stressed otherwise we don't double the final consonant.

The Present Continuous

The Present Tenses

Example of stressed final syllables where the final consonant should be doubled:

Beg, blur, flip, plan, stop, drop, rub, split, step, stir, swim, win, tap, wrap, fit, hop, acquit, admit, begin, commit, control, deter, excel, occur, prefer, refer, submit, transfer...

The Present Continuous

The Present Tenses

Drop...dropp**ing**,

win....win**ing**,

commit....commit**ing**

However, when the final syllable is not stressed as in the following example, we can't double the final consonant before adding "ing":

Budget, benefit, happen, listen, offer, open, ripen, visit, vomit, worship, exit.....

Budgeting, benefiting, happening, listening, offering, opening.....



THANK YOU

The Present Perfect

The Present Tenses

The present perfect is used to express actions or events which have already been completed at the time of speaking or writing.

E.g: I have done my homework. She has completed her training.

The present perfect in English is formed from the simple present of the auxiliary “to have” (have/has), followed by the past participle of the acting verb.

The Present Perfect

The Present Tenses

For **regular verbs**, the past participle (PP) is formed by adding “**ed**” to the verbal base of the acting verb. “to work” is a verb but “work” is the verbal base or bare infinitive.

So we have: work....worked;
play....played, talk....talked,

The Present Perfect

The Present Tenses

For **irregular verbs**, every student or learner should memorise their past and past participle before being able to use those verbs in the present perfect.

For instance, Go.....gone, say.....said, eat....eaten

Examples: I have worked hard today.

She has finished her exam test.

We have eaten already.

The Present Perfect

The Present Tenses

When the regular verb ends with a silent “e”, only “d” is needed to have the PP: close...closed, move...moved, receive...received.

When the regular verb ends with “y” immediately preceded by a “consonant”, the “y” changes into “i” before adding “ed”: Study... Studied, Bury...buried,

The Present Perfect

The Present Tenses

When the regular verb ends with “**y**” immediately preceded by a “**vowel**”, the “**y**” does not change.

The “**ed**” is simply added:

play....**played**, **pray**....**prayed**,
convey...**conveyed**, **enjoy**....**enjoyed**

Pronunciation Rules: “**ed**” can be pronounced as **/t/** or **/d/** or **/id/** or **/ed/** depending on the final sound of the verb

The Present Perfect

The Present Tenses

“**ed**” is pronounced as /**t**/ when regular verbs end with “**f, p, k, ch, sh, s or x**”. When phonetically transcribed, “**x**” ends with “**s**”, so “**x**” is sometimes not mentioned.

E.g: **Dro**pp**ed**, **coo**k**ed**, **laugh**e**d**, **miss**e**d**, **mix**e**d**, **touch**e**d**, **clash**e**d**...

“**ed**” is pronounced as /**id**/ or /**ed**/ when regular verbs end with “**t**” or “**d**” sounds.

E.g: **decid**e**d**, **want**e**d**, **need**e**d**, **paint**e**d**.....

The Present Perfect

The Present Tenses

“**ed**” is pronounced as /**d**/ in other cases. **Begged, killed, allowed, turned, judged, waged, played.....**

NB: the doubling rule which applies for “**ing**” is the same for “**ed**” since both are **suffixes**.

Beg, blur, flip, plan, stop, drop, rub, split, step, stir, tap, wrap, fit, hop, acquit, admit, begin, commit, control, deter, excel, occur, prefer, refer, submit, transfer...

The Present Perfect

The Present Tenses

**Drop...dropped, commit...committed,
refer.....referred**

However, when the final syllable is not stressed as in the following example, we can't double the final consonant before adding "ed":

Budget, benefit, happen, listen, offer, open,
ripen, visit, vomit, worship, exit.....
Budgeted, benefited, happened, listened,
offered, opened.....



THANK YOU

The Present Perfect Continuous

The Present Tenses

The present perfect continuous is used to express continuous actions which have already been completed at the time of writing or speaking.

E.g: I have been waiting for you for two hours.

This sentence means that at the time I made this statement, I have already spent two hours waiting, and about to go beyond the two hours.

The Present Perfect Continuous

The Present Tenses

We get the present perfect continuous by using the present perfect of “to be”, followed by the present participle of the verb. It means we use two auxiliaries here: **have/has + been**.

So the rule is: **Have/has + been + V + ing**. It can also be said that we use “to have” in the simple present (have/has) plus the past participle of “to be” (been) plus the verbal base of the acting verb plus “ing” (present participle of the acting verb).

General Review on The Present Tenses

Group of words (1)	Gram. rules/Phonetics (2)
Dropped, winning, cutting, begged	Doubling rule (-ed/-ing)
Plays, conveys, buys, enjoys	Y does not change bc of V
Tries, replies, studies, flies	Y changes bc of Consonant / IZ
Wishes, fixes, clashes, touches	Sh, x, ch, s, z +es/ IZ
Goes, does, echoes	o+ es /Z
Making, dancing, moving, closing	Silent “e” dropped +ing
Seeing, being,	“e” not silent, not dropped +ing

General Review on The Present Tenses

Dying, lying,	“ie” becomes “y” +ing
Races, rages, pleases, dozes	Ce, ge, se, ze +s /IZ
Does, enjoys, plays, goes	“s, or es” pronounced as /Z/
Tries, fixes, teases, touches	Sound /IZ/
Walks, cuts, slaps, laughs,	/s/ bc of “f, t, p, k,”
Dropped, cooked, laughed, missed, mixed, touched, clashed	ed= /t/ bc of “p, k, f, s, ch, sh”
Decided, wanted, needed, painted	ed= /id, ed/ bc of “t & d”

General Review on The Present Tenses

Begged, killed, allowed, turned, judged, waged, played	ed= /d/ in other cases
Crying, saying, buying, enjoying, flying	Y does not change +ing
Filling, filing, wining, winning, taping, tapping, rapping, rapping, setting, seating, sitting, digging, running, raining,	Fill, file, wine, win, tape, tap, rape, rap, set, seat, sit, dig, run, rain



THANK YOU

The Past Tenses

1 The Simple Past

2 The Past Continuous

3 The Past Perfect

4 The Past Perfect Continuous

The Simple Past

The Past Tenses

**The simple past is used to:
express actions which occurred at
regular intervals in the past:**

**Eg: “last year I had grammar class
once in a week”.**

**It is used to describe situations
which existed for a period of time
in the past:**

**Eg: Olympio was the first president
of Togo. He came to power in 1960.**

The Simple Past

The Past Tenses

How do we form the simple past? Apart from the verb “**to be**” which becomes “**was/were**”, other verbs (regular verbs) have the same form regardless of the subject. For **regular verbs**, “**ed**” is simply added with its various pronunciation aspects as noted when dealing with the Past Participle in the Present Perfect. As for **irregular verbs**, every student or learner who wants to express past events and actions should **memorise** their past tenses.

The Past Continuous

The Past Tenses

The past continuous is used to express continuous actions which took place in the past.

E.g: They were **singing** yesterday night.

It is most of the time used to express an ongoing action which was taking place when something else occurred in the past.

E.g: She was **cooking** when her friend arrived.

The past continuous is formed using “**to be**” in the past (**was/were**) followed by the **present participle of the acting verb**.

So we have: **was/were + V+ing**

The Past Perfect

The Past Tenses

The past perfect is used to express non-continuous actions in the past, which were already completed at the time another took place in the past.

E.g: She had finished her homework before her colleague arrived.

The past perfect + The simple past.

We form the past perfect using “to have” in the simple past (had**), followed by the **past participle of the verb**.**

The Past Perfect Continuous

The Past Tenses

It is used to refer to continuous actions in the past which were already completed by the time another action took place.

E.g: I **had been waiting** for him before he called (to tell me that he left the campus).

I **had been meditating** on how to solve the problem when the teacher entered in the classroom.

The past perfect continuous is formed by using “**to have**” in the simple past and the past participle of “**to be**” followed by the present participle of the acting verb.

Eg: **had been meditating/ had been waiting.**

Rule: **Had + been + V+ ing.**



THANK YOU

The Future Tenses

1 The Simple Future

2 The Future Continuous

3 The Future Perfect

4 The Future Perfect Continuous

The Future Tenses

Future tenses are marked by the use of the modal auxiliary “will”. “Shall” is sometimes used to express future actions or events but with a slight difference in meaning. “Shall” expresses high probability that the intended future action comes to realisation.

The Simple Future

The Future Tenses

The simple future is used to express non-continuous actions which will take place in the future.

E.g: I will finish the work tomorrow.

The simple future is formed using the modal auxiliary “will” plus the bare infinitive of the acting verb. Modal auxiliaries do not modify, but have the same form, regardless of the subject.

E.g: She will go to Lomé next week.

Everything will be alright in the course of events.

The Future Continuous

The Future Tenses

It is used to express continuous actions which will take place in the future.

E.g: She **will be waiting** for us.

She **will be finishing** the work by Tuesday. By next year, I **will be graduating** from the University of Kara.

It is formed using: **Will+ be + Present Participle of the acting verb (Will + be + V + ing).**

The Future Continuous

The Future Tenses

if you have a rendez-vous with your Tailor who says by Tuesday he “will be finishing” with the sewing of your cloth, it means that at the very moment you will get to him, he may let you wait for some minutes so that he iron it or complete certain minor sewing actions. This means that the sewing will not be completely done before your arrival.

The Future Perfect

The Future Tenses

The future perfect is used to express non-continuous action which will be completed by a certain time in the future.

E.g: She will have finished the work by Tuesday.

It is formed using: Will+ Have + Past Participle of the acting verb. E.g: By next year, I will have graduated from the University of Kara.

The Future Perfect

The Future Tenses

Again, if you have a rendez-vous with your Tailor who says by Tuesday he “will have finished” with the sewing of your cloth, it means that at the very moment you will get to him, he will have nothing else to do on your cloth if not to hand it over to you. The sewing will be completely done

The Future Perfect Continuous

The Future Tenses

It is used to express ongoing actions which will be completed by a certain time in the future.

E.g: By next January, she will have been living here for a year. He will have been working for ten months by the time he takes his vacation.

Rule: **Will+ have + been + present participle of the acting verb.**



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ENGLISH PRONOUNS

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English Pronouns

1 Personal Pronouns

2 Indefinite Pronouns

3 Demonstrative Pronouns/ Adjectives

4 Interrogative Pronouns

5 Relative Pronouns

6 WH Words and their Various Functions

Definition

English Pronouns

Pronouns are words which can be used in the place of nouns.

Ex: Rebecca lives in Kara; she is a student; her father and mother gave her good education; this motorbike over there is hers not mine; she herself bought it.

Personal Pronouns

[I, you, she/ he/ it, we, you, they]

These pronouns are said to be in the subjective case, because they can each be used as subject of a verb. When a pronoun replaces a noun which has already been mentioned, the noun is sometimes referred to as the antecedent of the pronoun.

Personal Pronouns

Rebecca is the antecedent of **she**. If the antecedent of a pronoun is in singular, the pronoun should be in singular too. The plural antecedent invites a plural pronoun.

Ex: **Books** are good. **They** teach us.

Personal Pronouns

If a 3rd person singular antecedent does not refer to a human being, the pronoun “it” is usually used. But if the thing named by the antecedent is referred to as if it shares human qualities, we can use “he” or “she”. Dog...it or he or she. Book...it.

Personal Pronouns

Special uses of “it”: “it” can be used without an antecedent especially in sentences referring to general conditions (weather, time...):
it is 10 pm; it is Friday; it is too hot here.

Personal Pronouns

From personal pronouns, we can derive possessive pronouns, reflexive pronouns, possessive adjectives, and objective case.

- ✓ **Possessive Pronouns** [mine, yours, hers, his, its, ours, yours, theirs]
- ✓ **Reflexive Pronouns** [myself, yourself, her/him/itself, ourselves, yourselves, themselves]

Personal Pronouns

- ✓ **Possessive Adjectives** [**my, your, her, his, its, our, your, their**]
- ✓ **Objective case** [**me, you, her, him, it, us, you, them**]

Personal Pronouns

Personal Pronoun	Possessive Pronoun	Reflexive Pronoun	Possessive Adjective	Objective Case
I	Mine	Myself	My	Me
You	Yours	Yourself	Your	You
She	Hers	Herself	Her	Her
He	His	Himself	His	Him
It	Its	Itself	Its	It
We	Ours	Ourselves	Our	Us
You	Yours	Yourselves	Your	You
They	Theirs	Themselves	Their	Them



THANK YOU

Indefinite Pronouns

Indefinite pronouns may be used without antecedents.

E.g: One cannot believe everything one hears.

Nobody will believe it.

Among indefinite pronouns, we can mention: *One, everyone, someone, no one, anyone, everybody, somebody, nobody, anybody, everything, something, nothing, anything.*

Indefinite Pronouns

All these indefinite pronouns take verbs in third person singular: Someone **is** needed. Anybody **is** able to do. Nothing **has** happened. Everything **has** a meaning.

The pronoun “**one**” can refer to **human beings or things**.

An indefinite pronoun, as an antecedent, can be replaced by “**they**” instead of “**she or he**”.

Indefinite Pronouns

E.g: Everybody is in the classroom. They are following grammar course. Their Lecturer told them to pay attention to all that they hear. Without this rule, many are bound to use “he**” or “**she**” or both “**s/he**” to replace an indefinite pronoun. But when they have to proceed with possessive pronouns and adjectives or objective cases, they find it difficult to handle.**



THANK YOU

Demonstrative Pronouns/Adjectives.

The words “**this, that, these, those**” are used to indicate specific persons or things. They are demonstrative pronouns because they can be subject of verbs.

E.g: **This** is an apple. **That** is a good idea. **These** are my favourite books. **Those** are trees we planted last year.

Demonstrative Pronouns/Adjectives.

They are demonstrative adjectives because they can be used immediately preceding a noun.

E.g: This apple is juicy. That idea is good. These books are my favourite ones. Those trees were planted last year.

Demonstrative Pronouns/Adjectives.

“this / these” are used when things referred to are closer to the speaker whereas **“that/ those”** are used when things referred are distant/ far from the speaker. **“This/that”** are used for **singular** whereas **“these/those”** are used for **plural**.



THANK YOU

Interrogative Pronouns

Interrogative pronouns are used in asking questions. They are: “What, who, which”.

E.g: Who called? What is that? Which is your brother?

In these examples, “who, what, which” are subject to verbs. But if they stand for objects of verbs, inverted order must be used. And for verbs in simple present or simple past, “do, did” must be used.

Who do you call? What do you mean? Which did she choose?

Interrogative Pronouns

The pronoun “**who**” usually refers only to persons. It can be: a subjective case (**who**); an objective case (**whom**) and a possessive case (**whose**).

E.g: **Who** opened the door? / To **whom** did you give the invitation card? / **Whose** books are these?

Interrogative Pronouns

Other usages of “What & which”

What is it?

Which is her sister?

What time is it?

Which woman is her mother?

What girl/ what colour/ which boy/ which road?

“What” can also be used in exclamation sentences:

What nonsense! /what a shame! /what a beautiful day!

NB: “What + a/an+ Singular noun”: what an elegant dress!

Interrogative Pronouns

Other usages of “What & which”

What is it?

Which is her sister?

What time is it?

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What girl/ what colour/ which boy/ which road?

“What” can also be used in exclamation sentences:

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NB: “What + a/an+ Singular noun”: what an elegant dress!



THANK YOU

Relative Pronouns

A pronoun which is used to begin a subordinate clause can be referred to as a relative pronoun since it indicates the relationship of the subordinate clause to the rest of the sentence. We have “who, which, that, whom, whose” which play such role.

Relative Pronouns

“The woman who is standing near the window is a doctor”

“Have you found the book that was missing?”

“The motorbike, which was stolen but found yesterday night, belongs to my uncle.”

“The boy whom we visited yesterday was his nephew.”

Relative Pronouns

“The girl whose bag was stolen is my friend”

A subordinate clause which is introduced by a relative pronoun is often referred to as a relative clause.



THANK YOU

WH words and their various functions

Who won? pronoun *someone*

What happened? pronoun *something*

What sport(s)? determiner *a sport, some sports*

Which is/are best? pronoun *one of them, some of them*

Which sport(s)? determiner *one of the sports, some of the sports*

WH words and their various functions

Whose was the idea? pronoun

someone's

Whose idea was it? determiner

someone's

Where shall we go? adverb of place

somewhere

When did it happen? adverb of time

some time

WH words and their various functions

Why are you here? adverb of reason ***for some reason***

How do you open it? adverb of means ***somehow***

How did they behave? adverb of ***manner***

How wide is it? adverb of degree

How are you? Adjective

WH words and their various functions

What time is the next train? ~ Ten eleven.

What colour shirt was he wearing? ~ Blue, I think.

What kind of/type of/sort of computer have you got? ~ Oh, it's just a desktop machine.

What about/How about all this rubbish? Who's going to take it away?

What about/How about some lunch? ~ Good idea.

How old is this building? ~ About two hundred years old.

WH words and their various functions

How far did you walk? ~ Miles.

*How often does the machine need servicing? ~
Once a year.*

*How long can you stay? ~ Not long, I'm afraid.
It can also come before many or much.*

*How many people live in the building? ~
Twelve.*

*How much is the cheap ticket? ~ Fifteen
pounds seventy-five.*



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ENGLISH DETERMINERS

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COURSE CONTENT

1 **Determiners**

2 **Indefinite Articles**

3 **Definite Article**

Definition

English Determiners

Determiners perform the function of making definite an item. That is, whenever a determiner is used, it limits the range of references as in the sentence:

Young boys are restless.... this means “all young boys”, the info has applied generally.

The young boys are restless.... “the” avoids generalisation; here, it is a certain category of boys. The determiner has made the information more specific.

Determiners

Many determiners can be used either as **adjectives** or **pronouns**:

Eg: I want these pens/
which are red?

Determiners

Here is a **list of determiners**:

A, an, the, this, that, these, those, possessive adjectives (my, your, her, his, its, our, their), all, another, any, both, each, either, enough, every, few, less, little, many, more, most, much, neither, no, one, only, other, several, some, such, that, what, which.

Determiners

Few trees (a small number of tree) /
Few of the trees (a small number from
a specified group of tree).

In the first, “**few**” is used as an
adjective but in the **second** example it
stands for **a pronoun**.

**These determiners will be deeply
discussed in later classes.**



THANK YOU

Indefinite article: “a, an”

“a” & “an” are all used **before nouns in singular.**

The difference is:

“a” is used before nouns beginning with a **consonant** and where “h” is **not silent** and “u” is pronounced as “y” in “yam”: **a house; a man, a dog, a university; a useful thing.**

“an” is used before nouns beginning with a **vowel** and where “h” is **silent**: **an end; an hour; an orange; an architect; an invalid person; an umbrella.**

Definite article: “the”

Definite, here, means specific.

“the” is used for singular as well as plural nouns beginning with vowels as well as consonants. It is the equivalent of “le, la, l’, les, des” in French.

Eg: the sea; the country; the government; the stars; the guests; the telephone; the university; the umbrella; the end; the beginning; the hour.

Definite article: “the” (Generalisations)

When “the” is omitted:

I like nature (j’aime la nature ‘en général’); I don’t like big towns (je n’aime pas les grandes villes ‘en général’); I like music very much (en général) but I don’t like **the music of this film.**

Life is hard; meat is expensive; society; people are fascinating (les gens sont fascinants).

Definite article: “the” (With plural nouns)

If there is no emphasis to be made, it is incorrect to use “the” before a plural noun: Mangoes (les mangues) ; dogs (les chiens); animals (les animaux)..



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WORDS BUILDING

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COURSE CONTENT

- 1 Suffix to create Adjectives**
- 2 Suffix to form Verbs**
- 3 Suffix to form Adverbs**
- 4 Suffix to form Nouns**
- 5 Prefix to form Verbs, Nouns, Adjectives and Adverbs**

Suffix to create Adjectives

To form Adjectives, we have:

**- Able/ible; al/ ial/ ical; ant/ ent/
ient; ar/ ary; ate; ad; est; ful; ic; ile;
ing; ish; ive/ ative/ ative; less; ous/
eous/ ious; y.**

Suffix to create Adjectives

Suffix	Word	Adjective
-ic	Angel	Angelic
-al	Accident	Accidental
-ive	Attract	Attractive
-ious	Anxiety	Anxious
-ful	Beauty	Beautiful
-able	comfort	Comfortable
-y	Jealous	Jealousy

Suffix to create Adjectives

Examples: Deceive-deceptive; fool-foolish; bible-biblical; introduce-introductory; please-pleasant; mystery-mysterious; centre-central; sense-sensible; trouble-troublesome; custom-customary; weary-wearisome; year-yearly; weath-wealthy; wood-woody

Suffix to form Verbs

**To form verbs, we have:
-ate; en; ify; ise/ze; etc...**

Suffix to form Verbs

Suffix	Verb
-ate	graduate
-en	Strengthen
-ify	beautify
-ise / ize	Advertise / advertize

Examples: deepen, widen ; sensitise/sensitize ; accentuate; facilitate; codify, modify, typify.

Suffix to create Adverbs

To form Adverbs, we have:

-ly

Suffix	Adjective	Adverb
-ly	Happy, easy, occasional, beautiful, etc.	Happily, easily, occasionally, beautifully, etc.
---	Hard	Hard
---	Good	Well
---	Fast	Fast
---	Much	Much

Suffix to create Nouns

To form Adverbs, we have:

-ness, or, er, tion, ation, ing, etc.

Suffix	Adjective	Noun
-ness	Cold	Coldness
-or	Dictatorship	Dictator
-er	Leadership	Leader
-tion	Attractive	Attraction
-ing	Understandable	Understanding

Prefix to create Nouns, verbs, adverbs, adjectives

We have:

**-a-; ab-; ad-; mis-; im-; in-; dis-;
un-; il-; ir-; non-; re-; bis/bi- ;
inter- ; post-; pre- ; trans- ; etc.**

Prefix to create Nouns, verbs, adverbs, adjectives

Suffix	Verbs, Noun, adverb, Adjective
Ab-	Ab normal, ab normality
Mis-	Mis understand, mis understanding
Im-	Im possible, im possibility
Dis-	Dis agree, dis like, dis obey
Un-	un happy, un avoid
Re-	Re appearance, re consider



THANK YOU

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