Unit 12
Grammar reference

The Grammar reference section presents in-depth information for each of the grammar charts in the Student Book. It can serve as a quick refresher on grammar, give you ideas for further exploiting the grammar charts, and help prepare you for student questions. Each Grammar reference item consists of two parts: an explanation and an example.

When preparing for class, review the information in the relevant Grammar reference section. Make note of any helpful information in the chart that you think your students need to know. Write down any examples you might want to put on the board. Be careful, however, not to overload your students with information—choose additional points carefully and sparingly.

Suggested procedures

- After students have read the grammar chart and completed Discovering grammar, introduce the grammar point you want to share with your students by writing the example on the board. Then ask questions about the example to help students figure out the rule for themselves. For example, for the first Grammar reference point from Unit 1, page 8:

(Explanation)	(Example)
The *be* verb (*am/is/are*) is usually used to give the name, location, or time of something. It is also used to describe something.	Name: *I **am** Andy.* Location: *We **are** in Miami.* Time: *It **is** eight o'clock.* Description: *Miami **is** nice.*

- Say *We usually use the* be *verb to talk about four things. I'm going to write four sentences on the board. What do we use the* be *verb to talk about in each?*
- Write the four example sentences on the board:

    I am Andy.

    We are in Miami.

    It is eight o'clock.

    Miami is nice.

- Ask *What do we use* be *to talk about in the first sentence?* (a name) *What do we use* be *to talk about in the second sentence?* (a place or location) Elicit usages of *be* for all the sentences, writing *Name, Location, Time,* and *Description* on the board next to the appropriate sentences.
- Summarize the function of the *be* verbs by saying *The* be *verb* (am/is/are) *is usually used to give the name, location, or time of something. It is also used to describe something.*
- Elicit one or two other examples for each usage of *be* by asking *What's another* be *sentence that gives a name? A location? A time? A description?*

Unit 12, page 110: The simple past of *be (was/were)*

The simple past of *be* for affirmative statements is *was/were*.	*I* **was** *you / we / they* **were** *he / she / it* **was**
The simple past of *be* for negative statements is formed with *was/were* and *not*.	*I* **was not** *you / we / they* **were not** *he / she / it* **was not**
Was not / Were not are usually contracted to *wasn't* and *weren't* in conversation and informal writing.	*was not* → **wasn't** *were not* → **weren't**

Unit 12, page 111: The simple past of *be (was/were)*

To form *Yes/No* questions with the simple past of *be*, begin with *Was/Were* followed by a subject and complement.	*Was/Were* + subject + complement **Was she** *sick last week?* **Were they** *late?*
To answer *Yes/No* questions with the simple past of *be* in the affirmative, begin with *Yes* followed by a subject and *was/were*.	*Yes* + subject + *was/were* *Was she sick last week?* *Were they late?* **Yes, she was.** **Yes, they were.**
To answer *Yes/No* questions with the simple past of *be* in the negative, begin with *No* followed by a subject and *was not / wasn't / were not / weren't*.	*No* + subject + *was/were* + *not* *Was she sick last week?* **No, she was wasn't.** *Were they late?* **No, they were not.**
To ask information questions with the simple past of *be*, begin with *a Wh-* question word followed by the simple past tense form of *be*.	*Who/Where/Why/What/ When/How* + *was/were* **Who was in the car?** **Why were they late?** **Where was he?**
To answer *Why* questions with the simple past of *be*, begin with the subject or *Because*.	*Why were they late?* **They were late because the bus was late.** **Because the bus was late.**

Unit 12, page 112: The simple past of irregular verbs

To ask *Who* questions with irregular verbs in the simple past, begin with *Who* followed by a verb in the simple past and a complement if needed.	*Who* + verb (+ complement) **Who took the books?**
To ask other information questions with irregular verbs in the simple past, begin with the *Wh-* question word followed by *did*, a subject, a verb in the base form, and a complement if needed.	*When* + *did* + subject + base form of verb (+ complement) **When did Gloria come home?**