

	Subject	Verb <i>to be</i>	<i>Going to</i> + verb in simple form	Complement
Affirmative	I He / She We / You / They	am ('m) is ('s) are ('re)	going to study	math.
Negative	I He / She We / You / They	am not ('m not) is not (isn't) are not (aren't)	going to move	to a new house.

Interrogative	<i>Wh-</i> word	Verb <i>to be</i>	Subject	<i>Going to</i> + verb in simple form	Complement
Yes / No questions		Am Is Are	I he / she we / you / they	going to buy	a new computer?
<i>Wh-</i> questions	What	am is are	I he / she we / you / they	going to do	about it?

Use *going to* for plans and intentions. *Going to* refers to future events that depend on something or a decision in the present situation.

Active voice

Students **write** this magazine.

The boy **kicked** the ball.

(Someone) **picks up** strawberries in February.

(Someone) **turned on** the computer.

**Passive voice**

This magazine **is written** by students.

The ball **was kicked** by the boy.

Strawberries **are picked up** in February.

The computer **was turned on**.

- To form the passive voice in simple present, use *is / are* + past participle. To form the passive voice in simple past, use *was / were* + past participle.
- You cannot use the passive voice with verbs such as *to be*, *to become*, *to live*, *to arrive*, etc.
- Do not mention the person or thing that does the action in passive voice when it is unknown or unimportant.

Statements

Verb tense	Direct speech	Reported speech
Simple present	"I work in a bank."	He said he worked in a bank.
Simple past	"I made a chocolate cake yesterday."	She told me she had made a chocolate cake the day before.
Future	"It will rain tomorrow."	He told me it would rain the following day.

Questions

Verb tense	Direct speech	Reported speech
Simple present	"What does he do for a living?"	She asked what he did for a living.
	" Do you like ice cream?"	She asked me if I liked ice cream.
Simple past	"Why did you buy a new computer?"	I asked her why she had bought a new computer.
	" Was she part of the math team?"	He asked if she had been part of the math team.
Future	"Where will he go for vacation?"	She asked where he would go for vacation.
	" Will you go to the doctor tomorrow?"	He asked me if I would go to the doctor the following day.

- Some of the most common reporting verbs are *said, told, complained, ordered, asked, suggested*, and others.
- For verbs in simple present, change the tense into simple past in reported speech. For verbs in simple past, change it to past perfect. For future tenses, change *will* to *would*.
- Change time expressions in reported speech, for example:
 today → that day yesterday → the day before tomorrow → the following day