



# Language summary

## Grammar

### Present tenses used for future

- Use the present continuous to describe plans or intentions, or for things you have already arranged to do.  
*I'm meeting my friend on Sunday.*
- Use the simple present to describe events that are on a schedule or a timetable.  
*The train leaves at 7:00 p.m.*
- Use simple present for verbs that are not usually continuous (*have, own, think, know, etc.*).  
*He has a date this weekend.*

### Request

#### Requests

<b>Can</b>	you	<b>water</b> my plants, please?
<b>Could</b>	you	<b>check</b> my homework?
<b>Would</b>	you	<b>feed</b> my fish?
<b>Would</b>	you	<b>mind lending</b> me your book?

- Use *can, could, or would* + *you* + base verb. *Would* and *could* are a little more polite than *can*.
- Use *would* + *you* + *mind* + verb + *-ing*. This is the most polite form of request.

### Promises and offers with *will*

Promises	Offers
Don't worry. <b>I'll</b> pick you up on time.	<b>I'll</b> get your mail (if you want).
<b>We'll</b> definitely water the plants.	<b>We'll</b> water your grass, too, (if you'd like).

- Use *I* or *We* + *will* + base verb to make promises or offers.
- When you promise something you say you are definitely going to do it. When you make an offer, you are saying that you will do something if the other person wants you to.

## Vocabulary

### Commitments

a birthday party  
a blind date  
a business meeting  
a conference call  
a doctor's appointment  
a job interview  
soccer practice  
a violin lesson

### Favors

check my homework  
feed my cat  
get my mail  
give me a ride  
help me with my résumé  
lend me some money  
pick me up  
water my plants

## Functions

### Offering to take a message

Can I take a message?  
Do you want to leave a message?  
Would you like to leave a message?

### Leaving a message

Please tell . . .  
Can you tell . . . that . . . ?  
Could you let . . . know that . . . ?