



MUNGKAP MANGAPUL SIAHAAN, S.Pd., M.Pd.

GUIDE TO ADVANCED

ENGLISH GRAMMAR

A NEW MODEL

TO ENGLISH LEARNERS

EDITOR:
Cand. Doktor Anita Sitanggang, M.Pd.

GUIDE TO ADVANCED ENGLISH GRAMMAR
(A NEW MODEL TO ENGLISH LEARNERS)

GUIDE TO ADVANCED ENGLISH GRAMMAR

(A NEW MODEL TO ENGLISH LEARNERS)

Mungkap Mangapul Siahaan, S.Pd., M.Pd.



GUIDE TO ADVANCED ENGLISH GRAMMAR

(A NEW MODEL TO ENGLISH LEARNERS)

© Penerbit Perkumpulan Rumah Cemerlang Indonesia (PRCI)

Penulis:

Mungkap Mangapul Siahaan, S.Pd., M.Pd.

Editor: Cand. Doktor Anita Sitanggang, M.Pd.

Cetakan Pertama: Desember 2023

Cover: Tim Penyusun

Tata Letak: Tim Kreatif PRCI

Hak Cipta 2023, pada Penulis. Diterbitkan pertama kali oleh:

Perkumpulan Rumah Cemerlang Indonesia

ANGGOTA IKAPI JAWA BARAT

Pondok Karisma Residence Jalan Raflesia VI D.151

Panglayungan, Cipedes Tasikmalaya – 085223186009

Website: www.rcipress.rcipublisher.org

E-mail: rumahcemerlangindonesia@gmail.com

Copyright © 2023 by Perkumpulan Rumah Cemerlang Indonesia
All Right Reserved

- Cet. I –: Perkumpulan Rumah Cemerlang Indonesia, 2023
Dimensi : 21 x 29,7 cm

ISBN 978-623-448-718-3

Hak cipta dilindungi undang-undang

Dilarang memperbanyak buku ini dalam bentuk dan dengan
cara apapun tanpa izin tertulis dari penulis dan penerbit

Undang-undang No.19 Tahun 2002 Tentang
Hak Cipta Pasal 72

Undang-undang No.19 Tahun 2002 Tentang Hak Cipta
Pasal 72

Barang siapa dengan sengaja melanggar dan tanpa hak melakukan perbuatan sebagaimana dimaksud dalam pasal ayat (1) atau pasal 49 ayat (1) dan ayat (2) dipidana dengan pidana penjara masing-masing paling sedikit 1 (satu) bulan dan/atau denda paling sedikit Rp.1.000.000,00 (satu juta rupiah), atau pidana penjara paling lama 7 (tujuh) tahun dan/atau denda paling banyak Rp.5.000.000.000,00 (lima miliar rupiah).

Barang siapa dengan sengaja menyiarkan, memamerkan, mengedarkan, atau menjual kepada umum suatu ciptaan atau barang hasil pelanggaran hak cipta terkait sebagai dimaksud pada ayat (1) dipidana dengan pidana penjara paling lama 5 (lima) tahun dan/atau denda paling banyak Rp.500.000.000,00 (lima ratus juta rupiah).

KATA PENGANTAR

Segala puji bagi Tuhan Allah, Tuhan Yang Maha Esa atas rahmat dan karunia-Nya, sehingga penulis dapat menyelesaikan buku ajar ini serta karena berkatNya, penulis diberikan keberanian dan motivasi untuk menerbitkan buku ajar ini.

Penulis juga berterima kasih kepada pihak-pihak yang mendukung lancarnya buku ajar ini mulai dari proses penulisan hingga proses cetak, yaitu rekan-rekan kami, editor, penerbit, dan masih banyak lagi yang tidak bisa kami sebutkan satu per satu.

Adapun, buku ajar kami yang berjudul *Guide to Advanced English Grammar (A new English Grammar Model To English Learners)* ini telah selesai kami buat secara semaksimal dan sebaik mungkin agar bermanfaat bagi para Pembaca, Mahasiswa dan para guru Bahasa Inggris.

Penulis

Mungkap Mangapul Siahaan

DAFTAR ISI

KATA PENGANTAR.....	i
DAFTAR ISI	ii
CHAPTER I TENSES.....	1
A. Tenses.....	1
A.1.1. Aspects of Tenses	2
A.1.2. Names of Tenses	4
A.1.2.1. Simple Present Tense.....	4
A.1.2.2. Present Continuous Tense.....	5
A.1.2.3. Present Perfect Tense	6
A.1.2.4. Present Perfect Continuous Tense	7
A.1.2.5. Simple Past Tense	8
A.1.2.6. Past Continuous Tense.....	9
A.1.2.7. Past Perfect Tense	10
A.1.2.8. Past Perfect Continuous Tense	11
A.1.2.9. Future Tense	12
A.1.2.10. Future Continuous Tense.....	13
A.1.2.11. Future Perfect Tense.....	14
A.1.2.12. Future Perfect Continuous Tense	15
A.1.2.13. Past Future Tense	16
A.1.2.14. Past Future Continuous Tense	17
A.1.2.15. Past Future Perfect Tense	18
A.1.2.16. Past Future Perfect Continuous Tense.....	18
B. Questions to answer. Please answer the questions below!	19
CHAPTER II DIRECT AND INDIRECT SPEECH	20
II.1. Definition	20
II.2. Questions	20
II.3. Definition of Report Speech.....	21
II.3.1. Direct Speech and Indirect Speech	21
II.3.2. Types of direct and indirect speech	21
II.3.3. Conclusion.....	25
II.3.4. Please answers the questions below!.....	25
CHAPTER III TAQ QUSTION	31
A. Definition.....	31
B. Questions.....	31
C. Goals	32
D. The Function of Tag Question	32
E. Rules for Making Tag Questions	33
E.1. Positive Statement Tag Questions	33
E.2. Negative Statement Tag Questions.....	35
E.3. Answering Tag Questions	37
F. Forming and Using Question Tags in Sentences.....	37
G. Tag Question Special Cases.....	39
G.1. Negative adverbs.....	39

G. 2. Intonation.....	40
G.3. Imperatives.....	40
H. Questions to answer!	41
CHAPTER IV GERUND AND INFINITIVE.....	42
1. Definition.....	42
2. Questions.....	43
3. Goals.....	43
A. Gerund.....	43
B. Infinitive	43
A.1. Gerund Functions	44
B.1. Infinitive Functions.....	44
4. Answer the questions below!	49
CHAPTER V SENTENCE STRUCTURE	50
A. The sentence.....	50
B. With your own understanding, please write some types of sentences of Questions, Statements, Commands, Requests, and Exclamation.	51
CHAPTER VI THE CLAUSE	52
1. The formulation of Independent Clause	52
2. The formulation of Dependent Clause	53
3. With your own understanding, please write some independent clauses and dependent clauses. Then sign the independent and dependent clauses	53
CHAPTER VII CLAUSES AND RELATIVE CLAUSE	54
A. Relative Clause.....	54
B. Questions	55
C. Goals.....	55
D. The Function of Relative Clause.....	55
E. Relative Clause Characteristics	57
F. Type of Relative Clause and Examples	58
G. Answer the questions below!.....	60
CHAPTER VIII COMPOUND SENTENCES.....	61
A. Definition	61
B. Compound Sentence	63
C. Compound-Complex Sentence.....	63
CHAPTER IX CONDITIONAL SENTENCES.....	65
A. Definition	65
B. Do the questions correctly	67

CHAPTER X COMPLEMENT	68
A. What Is a Complement? – Meaning and Definition	68
B. Types of Complements.....	68
C. The Subject Complement.....	69
D. The Object Complement	69
E. Do the questions correctly.....	70
CHAPTER XI CAUSATIVE VERBS.....	71
A. Definition.....	71
B. Forming and using Causative Verbs in sentences	72
C. Do the questions correctly.....	76
CHAPTER XII STRUCTURE OF PREDICATION	77
CHAPTER XIII YES & NO QUESTIONS.....	96
A. Definition.....	96
B. Types of Asking Questions.....	96
B. Suggestion	101
C. Conclusion	102
D. Do the questions correctly.....	102
BIBLIOGRAPHY	103

CHAPTER I

TENSES

Topic/Code	: English Tenses/PI 1333
SKS	: 3 SKS Credit Semester
Time Allocation	: 3 X 50 Minutes
Lecturer	: Mungkap Mangapul Siahaan
Indicator Achievements	: 1. Students know definition of English Tenses : 2. Students know manners of English Tenses : 3. Students know the function of English Tenses : 4. Students understand how to use English Tenses

A. Tenses

A.1. Definition of Tenses

The term “tenses” refers to the grammatical category in a language that deals with the temporal relationship between actions or events in the past, present and future moment. The term “tenses” refers to the grammatical category in a language that deals with the temporal relationship between actions or events and the present moment. People use tenses to convey their needs and goals of communication. It is noted that time becomes a strong indicator of a happening moment and it is sometimes producing another interpretation out of the circle of the communication. Therefore, foreign English learners should have more understanding and exercises in English if they want to master the language as a native does. English books, videos, magazines, YouTube videos, English web learning, movies and songs some of sources English learners may use to learn and practice their English competences. And, having an English language community will give you a strong support to push and motivate you to overcome problems in the gap of your understanding. The community becomes partner, leader and manager based on their function. By using different tenses, speakers and writers can clarify whether something is happening in the present, has occurred in the past, or will take place in the future. Understanding and using correctly tenses is essential for effective communication and correct sentence construction.

These are 16 Tenses in generally, as:

- ❖ Simple present tense
- ❖ Present continuous tense
- ❖ Present perfect tense
- ❖ Present perfect continuous tense
- ❖ Simple past tense
- ❖ Past continuous tense
- ❖ Past perfect tense
- ❖ Past perfect continuous tense
- ❖ Simple future tense
- ❖ Future continuous tense
- ❖ Future perfect tense
- ❖ Future perfect continuous tense
- ❖ Past future tense
- ❖ Past future continuous tense
- ❖ Past future perfect tense
- ❖ Past future perfect continuous tense.

A.1.1. Aspects of Tenses

Tenses can express a habit, knowledge, duration, completeness, or ongoing of an action naturally. The detail of the sentences may be found in Present Tenses, Present Continuous Tenses, Past Tenses and Future Tenses. Let's have some sentences to notice, as:

Present Tense, as:

1. I am a student of a university.
2. Mr. Rumolo Siahaan is a man. He is a good father for me.
3. Mrs. Lastri Evati Mori Marbun is an English teacher. He is the angel of my life.
4. Kezia, Selyne and Joel are children. They are my life sprit.

Present Continuous Tenses as:

1. I am studying a new English book.
2. He is watching an English documentary movie right now.
3. You are writing an application letter.
4. We are having a happy moment now.

Past Tense, as:

1. I studied a new English song yesterday.
2. He watched an English documentary movie last night.
3. You wrote an application letter.
4. We had a happy moment in last fall holidays.

Future Tense, as:

1. I will study a new English song next week.
2. He will watch an English documentary movie next month.
3. You will write the application letter next spring.
4. We will have a happy moment in the next fall holidays.

Different tenses show the different meanings, functions and goals. Writers emphasize their utterances through the tenses. Therefore, people understand that knowledge of sentences characters, meanings and functions are the highest priority in using language in harmony. To have deep understanding about sentences, pay attention to these language aspects, as:

Narrative Tenses:

Tenses play a crucial role in storytelling. Past tenses are often used to narrate events in stories and folktales. People may use kinds of past tenses to emphasize their goals and meanings. The past tenses also can be used to enrich specific tend and communication. All the events have already happened in the past.

Expressing Hypotheticals and Conditionals:

Conditional tenses, it is normally known as the first, second, and third conditionals. They are used to express hypothetical or conditional situations and their possible outcomes. They help learners to discuss unreal or imagined scenarios.

Providing Context and Relevance:

Tenses can indicate the relevance of an action or event to a specific point in time. As showed in the examples of Present Perfect Tense (*I have seen that movie; She has studied the lesson*) suggest that the actions of seeing the movie and studying the lesson are relevant to the present moment.

Differentiating Between Events:

Tenses allow learners to distinguish between events that occur at different times and different conditions which preventing confusion in communication.

Expressing Courtesy and Politeness:

In some cases, the choice of tense can convey politeness or formality. For example, using the conditional tense (*Could you please pass the salt?*) can be more polite than using the imperative (*Pass the salt, please.*).

Emphasizing Information:

Tenses can be used strategically to emphasize certain information. For example, the present continuous tense can emphasize the current relevance of an action, as in *I am reading this book right now.*

A.1.2. Names of Tenses

A.1.2.1. Simple Present Tense

The sentence is a verb tense used to describe actions, habits, facts, or general truths that occur in the present or are regularly repeated. These are some of the Simple Present Tense functions, as:

- Expressing emotions and feelings
- Explain something happen continually
- Give instruction or commands
- Valid at any time
- Truth and knowledge

Characteristics of Simple Present Tense

- Uses verbs in the basic form (infinitive) or irregular verbs
- Use auxiliary verbs, as: *Do* or *Does*, in *Negative* and *Interrogative* forms of verbal sentence.
- Use adverbs of frequency, as: *always*, *usually*, *often*, *sometimes*, *never*, and others.

Structural Formulation:

- (+) Subject + V1 (s/es) + Complement + Adverb of time
- (-) Subject + do/does + not + V1 + Complement + Adverb of time
- (?) Do/does + Subject + V1 + Complement + Adverb of time

Examples:

(+) He calls his friends up.

(-) He does not call his friends up.

(?) Does he call his friends up?

(+) They do their homework.

(-) They do not do their homework.

(?) Do they do their homework?

(+) You send them the wedding anniversary.

(-) You do not send them the wedding anniversary.

(?) Do you send them the wedding anniversary?

A.1.2.2. Present Continuous Tense

Present Continuous Tense is a verb tense used to describe an action or situation that is happening. It emphasizes the duration or ongoing nature of an action that starts in present time and is still happening up to now. Its location is in a time of the present zone. The time is normally named with present continuous time.

The Functions of Present Continuous Tense, as:

- To express events those are happening at the moment
- To state events that will occur in the future (plans)

The Characteristics of Present continuous Tense are usually marked with time information as: now/right now, at the moment, this month, this year, still, and soon.

Structural Formulation:

- (+) Subject + to be (am/is/are) + verb-ing + Complement + Adverb of time
- (-) Subject + to be (am/is/are) + not + verb-ing + Complement + Adverb of time
- (?) To be (am/is/are) + Subject + verb-ing + Complement + Adverb of time

Examples:

(+) He is calling his friends up.

(-) He is not calling his friends up.

(?) Is he calling his friends up?

(+) They are doing their homework.

(-) They are not doing their homework.

(?) Are they doing their homework?

(+) You are sending them the wedding anniversary.

(-) You are not sending them the wedding anniversary.

(?) Are you sending them the wedding anniversary?

A.1.2.3. Present Perfect Tense

The Present Perfect Tense is a verb used to describe actions or events that are completed at some indefinite point in the past but have relevance or impact to the present time.

The Function of Present Perfect Tense

1. Revealing an event that has happened in the past, then during the conversation, there is a connectivity or relevance to the present time. It means that there is still relation between the time of past to the present or event to the future.
2. Talking about experiences but not specifics.
3. Shows a change.
4. State an achievement or result
5. Reveal activities that have been carried out, but have not been completed.
6. Tells about activities that occurred in different time that express an event or action that has just finished/ended (using addition + just)

The Characteristics of Present Perfect Tense

- States an action that has occurred or has been carried out by someone but learners do not know exactly when it happened.
- Declares an activity or action that has just occurred or has just been completed by someone.
- Declares an activity that started happening in the past and is still happening today or is still related to the present time.
- State the results of the activities that have been carried out or show the results of the work carried out

Structural Formulation:

- (+) Subject + Have/has + Verb3 (Past Participle) + Complement + Adverb
- (-) Subject + Have/has + not + Verb 3 (Past Participle) + Complement + Adverb
- (?) Have/has/Haven't/hasn't + Subject + Verb 3 (Past Participle) + Complement + Adv

Example:

- (+) He has called his friends up.
- (-) He has not called his friends up.
- (?) Has he called his friends up?
- (+) They have done their homework.
- (-) They have not done their homework.
- (?) Have they done their homework?
- (+) You have sent them the wedding anniversary.
- (-) You have not sent them the wedding anniversary.
- (?) Have you sent them the wedding anniversary?

A.1.2.4. Present Perfect Continuous Tense

The present perfect continuous tense is a verb tense used to describe actions or situations that began in the past, have continued up to the present, and may continue into the future.

The Functions of Present Perfect Continuous Tense are:

- Shows a completed action
- Shows as the action that has just been completed
- Shows as an action that started in the past

The Characteristics of Present Perfect Continuous Tense are:

- To express habits that started in the future, past and continues till now.
- Expresses the result of a completed action.
- Perfect Continuous Tense can also be used for actions that are done continually.

Structure Formulation:

- (+)Subject + Have/has + been + present participle (V-ing) + Complement + Adverb
- (-) Subject + Have/has + not + been + Present Participle + Complement + Adverb
- (?) Have/has + Subject + been + present participle + Complement + Adverb

Example:

(+) He has been calling his friends up.

(-) He has not been calling his friends up.

(?) Has he been calling his friends up?

(+) They have been doing their homework.

(-) They have not been doing their homework.

(?) Have they been doing their homework?

(+) You have been sending them the wedding anniversary.

(-) You have not been sending them the wedding anniversary.

(?) Have you been sending them the wedding anniversary?

A.1.2.5. Simple Past Tense

Simple past tense is a verb tense used to describe actions or events that occurred and were completed in the past. It is used to convey that the action is no longer ongoing and happened at a specific point in time or during a specific time frame in the past.

The Functions of Simple Past Tense are as below:

- To explain events in the past and have been completed at the specific time
- To explain several events or activities that have been carried out in the past
- To tell about events that started and ended in the past
- To tell about habits
- To convey facts of things

The Characteristics of Simple Past Tense are as below:

- Using verbs of regular or irregular verb that indicates an activity occurred in the past.
- Having “was” for singular pronouns, namely I, he, she, it and “were”, for plural pronouns as we, you, they.
- Having time information that explains the past such as last night, yesterday, two weeks ago, three days ago, and last month.

Structural Formulation:

- (+) Subject + Verb 2 + Complement + Adverb
- (-) Subject + did + not + Verb 1 + Complement + Adverb
- (?) Did + Subject + Verb 1 + Complement + Adverb

Example:

(+) He called his friends up.

(-) He did not call his friends up.

(?) Did he call his friends up?

(+) They did their homework.

(-) They did not do their homework.

(?) Did they do their homework?

(+) You sent them the wedding anniversary.

(-) You did not send them the wedding anniversary.

(?) Did they send them the wedding anniversary?

A.1.2.6. Past Continuous Tense

This tense is a verb tense used to describe actions or events that were ongoing or in progress at a specific point in the past.

The Functions of Past Continuous Tense are as below:

- To express actions that were ongoing in the past (state events that took place in the past).
- To describe two events that happened simultaneously in the past (shows two events that happened simultaneously in the past).
- To show time of before and after.
- To shows development, growth, or other change(s) over time (to shows development, growth, or other changes over time).

The Characteristics of Past Continuous Tense are as below:

This tense has characteristics that differentiate it from other tenses, namely that the sentence predicate in this form always consists of to be/was + present participle

Structural Formulation:

- (+) Subject + was/were + Verb-ing + Complement + Adverb
- (-) Subject + was/were not + Verb-ing + Complement + Adverb
- (?) Was/were (?) Subject + Verb-ing + Complement + Adverb?

Example:

- (+) He was calling his friends up.
- (-) He was not calling his friends up.
- (?) Was he calling his friends up?
- (+) They were doing their homework.
- (-) They were not doing their homework.
- (?) Were they doing their homework?
- (+) You were sending them the wedding anniversary.
- (-) You were not sending them the wedding anniversary.
- (?) Were they sending them the wedding anniversary?

A.1.2.7. Past Perfect Tense

The past perfect tense is used to describe an event that occurred before a completed action in the past.

The Functions of Past Perfect Tense are as follows:

- Expressing an action or action that has been completed
- Showing how often an action occurs
- Expressing a hope
- Creating reported speech and reported text
- To show that an action occurred before a certain time in the past
- Showing dissatisfaction with the past
- Using addition (+ just)

The Characteristic of Past Perfect Tense is as: Had + Past participle

Structural Formulation:

- (+) Subject + had + verb 3 + Complement + Adverb
- (-) Subject + had + not + verb 3 + Complement + Adverb
- (?) Had + Subject + verb 3 + Complement + Adverb

Example:

(+) He had called his friends up.

(-) He had not called his friends up.

(?) Had he called his friends up?

(+) They had done their homework.

(-) They had not done their homework.

(?) Had they done their homework?

(+) You had sent them the wedding anniversary.

(-) You had not sent them the wedding anniversary.

(?) Had you sent them the wedding anniversary?

A.1.2.8. Past Perfect Continuous Tense

This tense is a verb tense used to describe actions or situations that were ongoing or in progress for a period of time before another action or event in the past.

The Functions of Past Perfect Continuous Tense are as follow:

- To state an action or event or event that occurred continuously in the past.
- To tell about actions that has occurred and was still ongoing in the past up to a certain point in the past.
- To tell the period of an action or event.
- To state an event that took place some time in the past
- To state an action that was carried out and took place in the past.

The Characteristics of Past Perfect Continuous Tense is formulated by the pattern as: Had + been + present participle

The general patterns are as follow:

- (+) S (+) had been + V1 + ing + Complement + Adverb
- (-) S + had not been + V1 + ing + Complement + Adverb
- (?) Had + S + been + V1 + ing + Complement + Adverb