

# English

## First Additional Language

CLASS TEXT & STUDY GUIDE

Michéle Coetzee, Linnell Holland, Nadia Anhuizen & Angus Duffett

GRADE

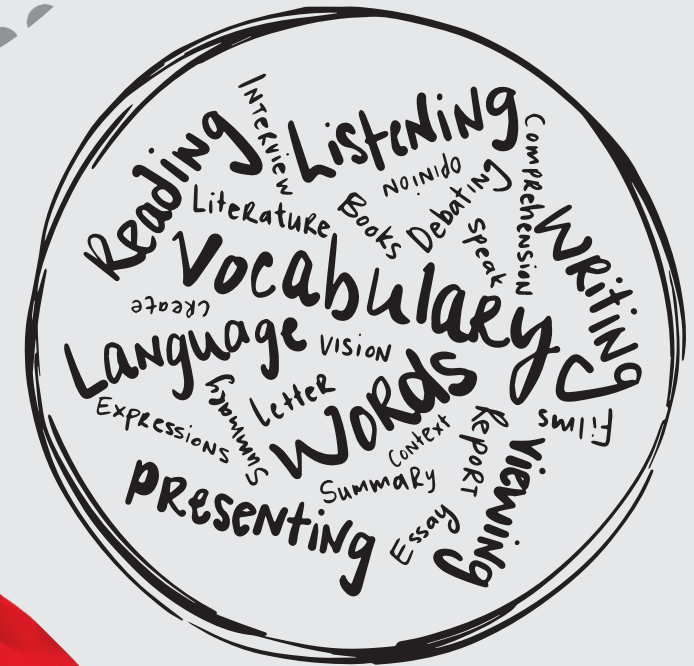
# 11

CAPS

3-in-1



THE  
**ANSWER**  
SERIES *Your Key to Exam Success*



# Grade 11 **English FAL** 3-in-1 CAPS

## CLASS TEXT & STUDY GUIDE

This Grade 11 English First Additional Language 3-in-1 study guide enables you to master the four main FAL skills in a step-by-step manner – Listening & Speaking; Reading & Viewing; Writing & Presenting; Language Structures & Conventions. It simplifies the method to succeed in English First Additional Language by covering each skill separately. This study guide allows you to explore a range of exercises, memorable content, helpful tips and also study sample pieces of work to better understand how to achieve your best grade.

### **Key Features:**

- Step-by-step, methodical approach
- Comprehensive, memorable notes on each of the 4 skills
- Carefully selected exercises with answers on each of the skills
- Exam paper and memo
- Audio CD of listening activities

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### THIS CLASS TEXT & STUDY GUIDE INCLUDES

- 1 Stimulating Notes on each of the four skills
- 2 Exercises
- 3 Answers

Plus a *sample Exam Paper 1 and Memo*

E-book  
available 



# CONTENTS

## PART 1: LISTENING AND SPEAKING

<b>Notes and exercises</b> .....	1
<i>Expressions used in conversational English</i> .....	27
<i>Appendix of assessment tools</i> .....	28
<i>Answers</i> .....	30
<i>Listening texts</i> .....	34

## PART 2: READING AND VIEWING

<b>Notes and exercises</b> .....	39
<i>Answers</i> .....	76

## PART 3: WRITING AND PRESENTING

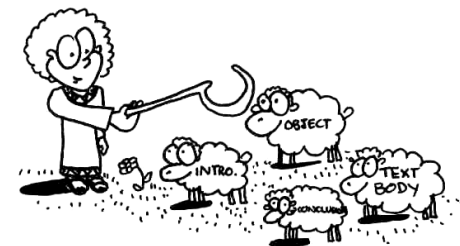
<b>Notes and exercises</b> .....	82
<i>Answers</i> .....	111

## PART 4: LANGUAGE STRUCTURES AND CONVENTIONS

<b>Notes and exercises</b> .....	112
<i>Answers</i> .....	169

## EXAM PAPER AND MEMO

<b>Practice end-of-year exam paper</b> .....	175
<b>Exam memo</b> .....	179



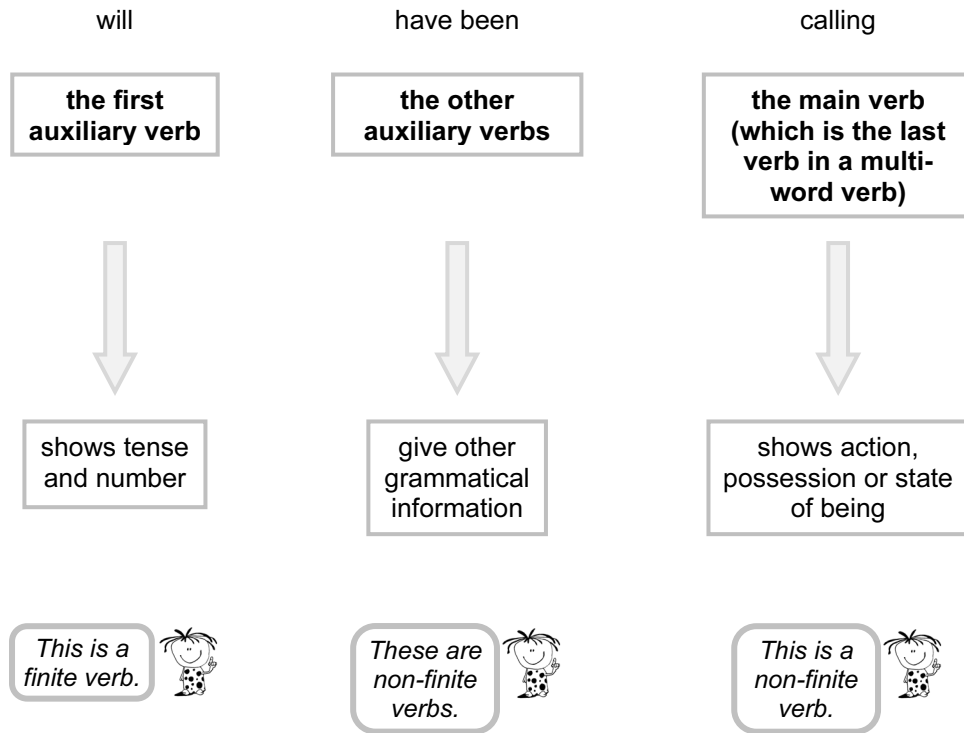
## 4 Auxiliary verbs and main verbs

**Auxiliary verbs** (or helping verbs) are verbs that are used with other verbs (such as participles) to form a multi-word verb.

In a multi-word verb, the **first (or only) auxiliary verb** gives the tense and matches the subject in terms of number. It is a finite verb.

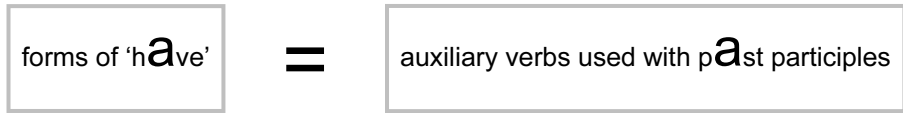
The last verb in the multi-word verb is called the **main verb** and it tells us what action is being performed, or what state of being or state of possession is being explained. It is a non-finite verb.

In between these two verbs there might be more verbs. These **middle verbs** will also be called auxiliary verbs, but they will not be finite verbs like the first auxiliary verb. They are therefore non-finite verbs, just like the last verb in the multi-word verb.

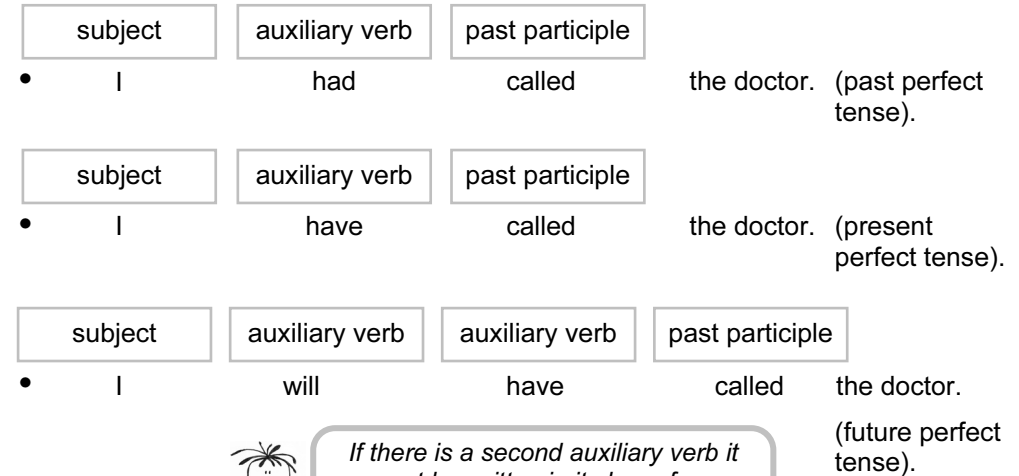


Forms of 'have' and 'be' are some of the verbs that can be used as auxiliary verbs.

Used by itself, a form of 'have' shows possession. However, forms of 'have' can also be used with past participles to create the past *perfect* tense, the present *perfect* tense and the future *perfect* tense. Then they are auxiliary verbs.



For example :



*If there is a second auxiliary verb it must be written in its base form because it is not meant to show tense.*



*The word 'will' is a modal auxiliary verb (which we will discuss on pages 134 and 135).*

### Try This!

### Exercise 18

Insert the correct form of the verb 'have' into each of the spaces below.

- 18.1 We \_\_\_\_\_ called the doctor again because he is taking so long. (Insert finite auxiliary verb – present tense.)
- 18.2 Soon we will \_\_\_\_\_ been waiting for two hours. (Insert non-finite auxiliary verb – base form.)
- 18.3 I have \_\_\_\_\_ enough of irresponsible doctors. (Insert non-finite main verb – past participle.)

Forms of 'be' are used with present participles to create the past *progressive* tense, the present *progressive* tense and the future *progressive* tense.

forms of 'be'

=

auxiliary verbs used with present participles

For example:

subject	auxiliary verb	present participle	
I	was	calling	the doctor. (past progressive tense.)

subject	auxiliary verb	present participle	
I	am	calling	the doctor. (present progressive tense.)

subject	auxiliary verb	auxiliary verb	present participle	
I	will	be	calling	the doctor. (future progressive tense.)

*If we use 'will' with other auxiliary verbs it will always come in front of the other auxiliary verbs.*



*This means that when 'be' is used in the future perfect tense it must also go between the 'will' and the past participle, and it must be in its base form 'be'.*

### Try This!

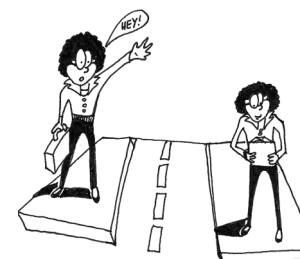
### Exercise 19

Insert the correct form of the verb 'be' into each of the spaces below.

- 19.1 You \_\_\_\_\_ sitting in my chair.  
(Insert finite auxiliary verb – present tense.)
- 19.2 He \_\_\_\_\_ falling asleep.  
(Insert finite auxiliary verb – present tense.)
- 19.3 They will \_\_\_\_\_ looking for him.  
(Insert non-finite auxiliary verb – base form.)
- 19.4 I am \_\_\_\_\_ an idiot.  
(Insert non-finite main verb – present participle.)

**Regular verbs** follow a standard pattern when changing tense. The following table shows how a regular verb is written in each of the twelve tenses.

PAST TENSE	PRESENT TENSE	FUTURE TENSE
<b>Past simple</b>	<b>Present simple</b>	<b>Future simple</b>
called	call	will call
<b>Past perfect</b>	<b>Present perfect</b>	<b>Future perfect</b>
had called	have / has called	will have called
<b>Past progressive</b>	<b>Present progressive</b>	<b>Future progressive</b>
was / were calling	am / are / is calling	will be calling
<b>Past perfect progressive</b>	<b>Present perfect progressive</b>	<b>Future perfect progressive</b>
had been calling	have been calling	will have been calling



*We use auxiliary verbs and suffixes to show the changes from one tense to another when using regular verbs.*



## The twelve tenses

Each of the main tenses (past, present and future) is divided further into four 'sub-tenses'.

### PAST TENSE

The **past tense** is divided into:

- the simple past tense  
(which uses a single-word verb) → e.g. called
- the past perfect tense  
(which uses a form of 'have' and a past participle) → e.g. had called
- the past progressive tense  
(which uses a form of 'be' and a present participle) → e.g. was / were calling
- the past perfect progressive tense  
(which uses a form of 'have', the past participle 'been' and a present participle). → e.g. had been calling

### PRESENT TENSE

The **present tense** is divided into:

- the simple present tense  
(which uses a single-word verb) → e.g. call
- the present perfect tense  
(which uses a form of 'have' and a past participle) → e.g. have / has called
- the present progressive tense  
(which uses a form of 'be' and a present participle) → e.g. am / are / is calling
- the present perfect progressive tense  
(which uses a form of 'have', the past participle 'been' and a present participle). → e.g. have been calling

### FUTURE TENSE

The **future tense** is divided into:

- the simple future tense  
(which uses 'will' and the base form of a verb) → e.g. will call
- the future perfect tense  
(which uses 'will' and the base verb 'have' and a past participle) → e.g. will have called
- the future progressive tense  
(which uses 'will', the base verb 'be' and a present participle) → e.g. will be calling
- the future perfect progressive tense  
(which uses 'will', the base verb 'have', the past participle 'been' and a present participle). → e.g. will have been calling

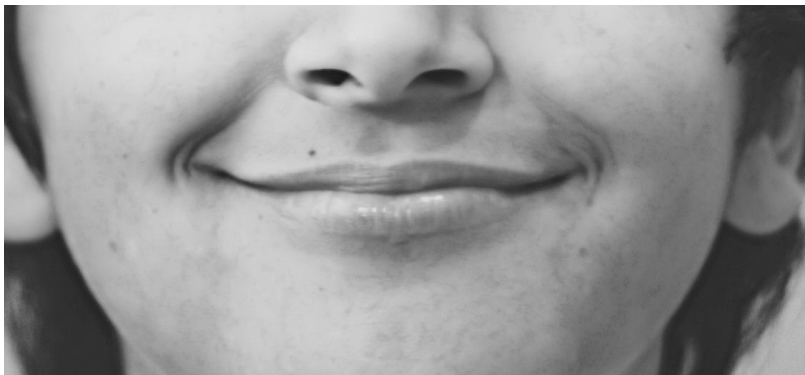
**Try This!****Exercise 20**

Copy this table and fill in the twelve different forms of the regular verb 'smile'. Some of the forms have been started for you.

When adding '-ed' drop the 'e' in 'smile' (to make 'smiled'), and when adding '-ing' also drop the 'e' (to make 'smiling').



PAST TENSE	PRESENT TENSE	FUTURE TENSE
<b>Simple past</b>	<b>Simple present</b>	<b>Simple future</b>
		will ...
<b>Past perfect</b>	<b>Present perfect</b>	<b>Future perfect</b>
	have / has ...	
<b>Past progressive</b>	<b>Present progressive</b>	<b>Future progressive</b>
	am / are / is ...	
<b>Past perfect proaressive</b>	<b>Present perfect proaressive</b>	<b>Future perfect proaressive</b>
had been ...		



Source : zitona qatar from doha, qatar

**Irregular verbs**

Irregular verbs do not always follow the standard pattern when changing tense. While they use the same auxiliary verbs, and form the present participle in the usual way, irregular verbs are written differently in some tenses.

The verb 'tell' is an example of an irregular verb. In the table below it has been added so that each of its forms is shown in comparison to the forms of the regular verb 'call'.

The grey areas of the table show which four of the twelve tenses have irregular forms for 'tell'.

PAST TENSE	PRESENT TENSE	FUTURE TENSE
<b>Simple past</b>	<b>Simple present</b>	<b>Simple future</b>
called	call	will call
told	tell	will tell
<b>Past perfect</b>	<b>Present perfect</b>	<b>Future perfect</b>
had called	have / has called	will have called
had told	have / has told	will have told
<b>Past progressive</b>	<b>Present progressive</b>	<b>Future progressive</b>
was / were calling	am / are / is calling	will be calling
was / were telling	am / are / is telling	will be telling
<b>Past perfect progressive</b>	<b>Present perfect progressive</b>	<b>Future perfect progressive</b>
had been calling	have been calling	will have been calling
had been telling	have been telling	will have been telling

**Try This!****Exercise 21**

- 21.1 Write a sentence that uses the simple past form of 'tell'.
- 21.2 Write a sentence that uses the past perfect form of 'tell'.
- 21.3 Write a sentence that uses the present perfect form of 'tell'.
- 21.4 Write a sentence that uses the future perfect form of 'tell'.



You will need to learn how the most common irregular verbs are written in these four tenses.



Here are four of the most important irregular verbs. Note how they change.

The irregular forms of 'do'		
<b>Simple past</b>		
did		
<b>Past perfect</b>	<b>Present perfect</b>	<b>Future perfect</b>
had done	have / has done	will have done

The irregular forms of 'go'		
<b>Simple past</b>		
went		
<b>Past perfect</b>	<b>Present perfect</b>	<b>Future perfect</b>
had gone	have / has gone	will have gone

The irregular forms of 'feel'		
<b>Simple past</b>		
felt		
<b>Past perfect</b>	<b>Present perfect</b>	<b>Future perfect</b>
had felt	have / has felt	will have felt

The irregular forms of 'make'		
<b>Simple past</b>		
made		
<b>Past perfect</b>	<b>Present perfect</b>	<b>Future perfect</b>
had made	have / has made	will have made

## Try This!

## Exercise 22

Copy and complete the following sentences with the correct form of the verb in brackets.

- 22.1 I (do) my homework before I went out.  
(simple past tense)



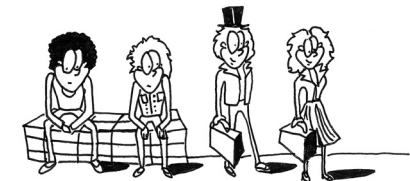
- 22.2 They realised they (make) a big mess.  
(past perfect tense)



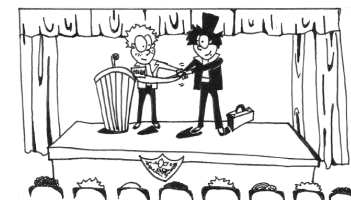
- 22.3 He (go), and I am glad.  
(present perfect tense)



- 22.4 We (feel) sad after they had left.  
(simple past tense)



- 22.5 I am sure that he (make) a good impression on the talent scouts.  
(future perfect tense)





Most irregular verbs are irregular only in four of the tenses. But there are two irregular verbs that are irregular in five of the tenses. These are the most important verbs of all: 'be' and 'have'.

The table below shows all twelve forms of the irregular verb 'be', and the grey areas show where the irregular forms occur.

Be		
PAST TENSE	PRESENT TENSE	FUTURE TENSE
<b>Simple past</b>	<b>Simple present</b>	<b>Simple future</b>
was	am / is / are	will be
<b>Past perfect</b>	<b>Present perfect</b>	<b>Future perfect</b>
had been	have / has been	will have been
<b>Past progressive</b>	<b>Present progressive</b>	<b>Future progressive</b>
was / were being	am / are / is being	will be being
<b>Past perfect progressive</b>	<b>Present perfect progressive</b>	<b>Future perfect progressive</b>
had been being	have been being	will have been being

**Try This!**

**Exercise 23**

Copy and complete the following sentences with the correct form of the verb in brackets.

23.1 On Tuesday, I (be) a teacher here for forty years.  
(future perfect tense)



23.2 I (be) lonely all last week, and then my cousins arrived.  
(past perfect tense)



The table below shows all twelve forms of the irregular verb 'have', and the grey areas show where the irregular forms occur.

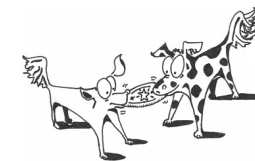
Have		
PAST TENSE	PRESENT TENSE	FUTURE TENSE
<b>Simple past</b>	<b>Simple present</b>	<b>Simple future</b>
had	have / has	will have
<b>Past perfect</b>	<b>Present perfect</b>	<b>Future perfect</b>
had had	have / has had	will have had
<b>Past progressive</b>	<b>Present progressive</b>	<b>Future progressive</b>
was / were having	am / are / is having	will be having
<b>Past perfect progressive</b>	<b>Present perfect progressive</b>	<b>Future perfect progressive</b>
had been having	have been having	will have been having

**Try This!**

**Exercise 24**

Copy and complete the following sentences with the correct form of the verb in brackets.

24.1 We (have) two dogs when I was young.  
(simple past tense)



24.2 When he said that he had been home all evening, and Bethany knew that this was not true because she had been sitting on his doorstep, she finally decided that she (had) enough of his lies.  
(past perfect tense)



There are hundreds of verbs in English that have irregular forms in the simple past tense and/or irregular past participles. The most important ones that you should be able to use are given in the following table.

### THE MOST IMPORTANT IRREGULAR VERBS

Base form	Simple past-tense form <i>e.g. Yesterday I ...</i>	Past participle <i>e.g. The previous day I had ...</i>
be	was	been
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
bear	bore	borne (carried) / born (started life – used in passive voice)
break	broke	broken
bring	brought	brought
build	built	built
buy	bought	bought
burst	burst	burst
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten

Base form	Simple past-tense form <i>e.g. Yesterday I ...</i>	Past participle <i>e.g. The previous day I had ...</i>
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	got / gotten
give	gave	given
go	went	gone
grind	ground	ground
grow	grew	grown
hang	hung (objects only)	hung (objects only)
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
know	knew	known
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie down	lay down	lain down
light	lit	lit

<b>Base form</b>	<b>Simple past-tense form</b> <i>e.g. Yesterday I ...</i>	<b>Past participle</b> <i>e.g. The previous day I had ...</i>
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
mistake	mistook	mistaken
pay	paid	paid
prove	proved	proven
put	put	put
quit	quit	quit
read	read	read
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
sell	sold	sold
send	sent	sent
sew	sewed	sewn
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
smell	smelt	smelt
speak	spoke	spoken

<b>Base form</b>	<b>Simple past-tense form</b> <i>e.g. Yesterday I ...</i>	<b>Past participle</b> <i>e.g. The previous day I had ...</i>
speed	sped	sped
spend	spent	spent
spill	spilt	spilt
spin	spun	spun
spoil	spoilt	spoilt
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
strike	struck	struck
swear	swore	sworn
sweep	swept	swept
swing	swung	swung
swim	swam	swum
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
wear	wore	worn
weave	wove	woven
weep	wept	wept
win	won	won
wind	wound	wound
write	wrote	written

## Try This!

## Exercise 25

For each of the pairs of sentences below, write out the second sentence only. Complete it by changing the verb in the first sentence into its past perfect form.

- 25.1 Yesterday I spoke to my dad.  
(simple past tense)  
The previous day I \_\_\_\_\_ to my dad.  
(past perfect tense)

- 25.2 Yesterday I tore my jeans.  
(simple past tense)  
The previous day I \_\_\_\_\_ my jeans.  
(past perfect tense)

- 25.3 Yesterday I brought home a lot of food.  
(simple past tense)  
The previous day I \_\_\_\_\_ home a lot of food.  
(past perfect tense)

- 25.4 Yesterday I forgot my jersey.  
(simple past tense)  
The previous day I \_\_\_\_\_ my jersey.  
(past perfect tense)

- 25.5 Yesterday I ate a lot of sushi.  
(simple past tense)  
The previous day I \_\_\_\_\_ a lot of sushi.  
(past perfect tense)



Source: Anathematized one



Source: Shiva-Nataraja



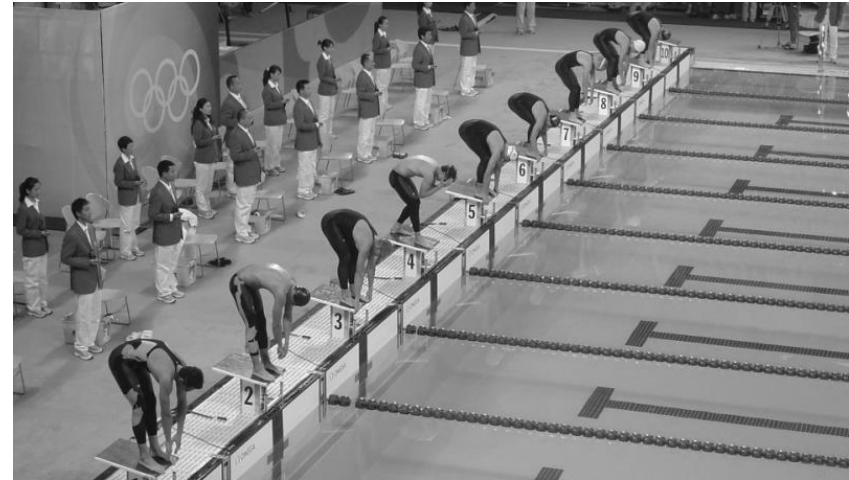
A number of words, such as 'learn' and 'dream' can be written as regular or irregular verbs. In these cases it is simpler just to use the regular forms.

## Modal auxiliary verbs

Modal auxiliary verbs are a special kind of auxiliary verb used to shift the meaning of a sentence.

For example:

- They swim. (showing action) → They can swim. (showing ability not action)



Source: Doma-w

All the competitors can swim

Modal verbs can be used to show:

- ability (being able to do something)
- possibility (being able to happen)
- probability (being likely to happen)
- permission (being allowed to do something)
- an intention (what a person plans to do)
- an expectation (what a person believes will happen)
- a prediction (what a person says will happen)
- obligation (being expected to do something by family, culture, etc.)
- certainty (being definite about something)
- uncertainty (being unsure about something)
- that something is a command (instruction to someone to do something), or
- that an explanation is being suggested.

The table below gives the modal auxiliary verbs.

MODAL AUXILIARY VERBS		
Present-tense form	Past-tense form	What this word indicates
can	could	ability, possibility or permission
will	would	intentions, expectations or predictions about the future
shall	should	intentions about the future, obligation, probability, or a command
may	might	permission, possibility or uncertainty
must	must	obligation, necessity, probability, certainty or a suggested explanation

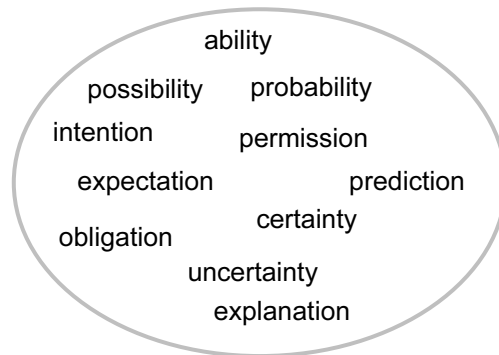
Modal verbs do not have to change to match the subject of the sentence, because the same form is used with all subjects.

### Try This!

### Exercise 26

What is the modal verb indicating in each of the following sentences? Choose one of the words below to say what the modal verb in each sentence is indicating.

- 26.1 I can run fast.  
 26.2 I will go on diet tomorrow.  
 26.3 I will go to university when I am older.  
 26.4 He will definitely inherit a lot of money.  
 26.5 We may go in now.  
 26.6 We must help her.  
 26.7 He could have been in an accident.  
 26.8 It should be working well now...  
 26.9 It must have rained in the night.  
 26.10 Yes, you might get into medical school, but do you have a plan B?  
 26.11 The fruit must be sorted by hand.



Modal auxiliary verbs can be made to mean the opposite when they are followed by 'not'.

### Try This!

### Exercise 27

Match each sentence on the left with what it is showing, given on the right.

27.1	I <i>cannot</i> speak Afrikaans.	improbability (not likely)
27.2	You <i>can't</i> have your cake and eat it.	inability (not able)
27.3	We <i>mustn't</i> go there.	impossibility (not possible)
27.4	There <i>should not</i> be any problem.	obligation not to do something

We can use the words '**ought to**' in place of the word 'should' when showing obligation or probability. However, 'ought' is not a real modal auxiliary verb because it must be followed by an infinitive verb (which is 'to' + the base form of a verb).

For example:

- I should swim in the gala. = I ought to swim in the gala. (showing obligation)
- We should get full marks. = We ought to get full marks. (showing probability)

### Talking about the future without using 'will'

We are normally taught that to write something in the future tense we must use the modal auxiliary verb 'will' at the start of the multi-word verb.

However there are three other ways of referring to the future.

Firstly, we can use the modal auxiliary verb 'shall' at the start of a multi-word verb, if the subject is 'I' or 'we'. (But this is a bit old-fashioned now.)

For example:

- I *shall* leave.

Secondly, we can use a form of the verb 'be' as an auxiliary verb, then 'going' and an infinitive verb.

For example:

- I *am going to* leave.

Thirdly, we can just use the simple present tense to talk about the future together with an adverbial phrase that refers to the future.

For example:

- I *leave* on the tenth.



## 4 Verbs and their objects

Some verbs do not transfer an action onto an object. We call these verbs **intransitive verbs**.

For example:

intransitive verb

- She *called*.

Some verbs do transfer an action onto an object. We call these verbs **transitive verbs**.

For example:

transitive verb

object

- He *called* *her*.

A direct object is directly affected by the action of the verb, while an indirect object is indirectly affected. (See page 145 for more on direct and indirect objects.)

For example:

transitive verb

indirect object

direct object

- He *wrote* *his family* *a letter*.

Indirect objects come before direct objects in a sentence.

*A prepositional phrase is a phrase that begins with a preposition.*

*Sentences with indirect objects can be rewritten as sentences with prepositional phrases containing the same noun or pronoun.*

For example:

transitive verb

direct object

prepositional phrase

- He *wrote* *a letter* *to his family*.



Not all verbs can take an indirect object.

For example:

- We don't say: \* She *received her mother a present*.

Therefore we often have to use a direct object followed by a prepositional phrase.

For example:

- She *received a present from her mother*.

## Try This!

## Exercise 28

Put the words in each of the following sentences in the correct order.

28.1 the They to sold gallery. painting the

28.2 the She him photograph. gave

28.3 it. I broke

28.4 sent We email to friends. our the

28.5 cat fed He supper. the its



## ADVERBS

Adverbs tell us more about verbs (the action in a sentence) and other words in the sentence.

For example:

- He danced *wildly*.



There are different kinds of adverbs:

- adverbs of manner
- adverbs of time
- adverbs of place
- adverbs of frequency
- adverbs of probability
- adverbs of duration
- adverbs of degree.

## Adverbs of manner

**Adverbs of manner** tell us HOW the action happened / happens / will happen.

For example:

- He speaks *loudly*.
- She paints *well*.

## Adverbs of time

**Adverbs of time** tell us WHEN the action happened / happens / will happen.

- I am going to see the film *tomorrow*.
- *Yesterday* I forgot my Maths books.

## Adverbs of place

**Adverbs of place** tell us WHERE the action happened / happens / will happen.

For example:

- He didn't want to come *inside*.
- She worked *here* for two years.

## Adverbs of frequency

**Adverbs of frequency** tell us HOW OFTEN something happened / happens / will happen.

For example:

- *Sometimes* I see him at the shops.
- We *often* go to the beach.

## Adverbs of probability

**Adverbs of probability** tell us HOW LIKELY it is that something happened / happens / will happen.

For example:

- She is *definitely* resigning.
- *Maybe* we will come.

## Adverbs of duration

**Adverbs of duration** tell us whether an event is continuing, stopping, or not happening in the past, present or future.

For example:

- The musicians are *still* practising.
- We aren't going out *anymore*.

## Adverbs of degree

**Adverbs of degree** show HOW STRONGLY something happened / happens / will happen.

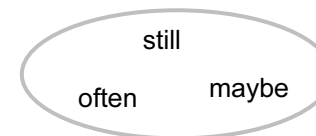
For example:

- I *totally* disagree.
- I feel *slightly* nervous.

## Try This!

## Exercise 29

To complete each of the paragraphs below choose the correct adverb from the circle.



- 29.1 I can't believe we've never bumped into each other before! Do you come here \_\_\_\_\_?
- 29.2 We can't afford it this year. \_\_\_\_\_ we will be able to buy one next year.
- 29.3 Are you \_\_\_\_\_ studying for the test? You've been at it for hours!

## Adverbs and suffixes

To change an adjective into an adverb, we usually add the suffix 'ly', as shown in the table below.

ADJECTIVE	ADVERB
quick	quickly
fast	fast
quiet	quietly
careful	carefully
bad	badly
good	well
regular	regularly
frequent	frequently
delicate	delicately
gentle	gently
clumsy	clumsily

For more on suffixes, see page 161.



When the adjective 'gentle' changes to the adverb 'gently' we drop the 'e'.

When 'clumsy' changes to 'clumsily' we replace the 'y' in the original adjective with an 'i' in the adverb.

However, we don't always add 'ly'. The adverb 'fast' is spelt the same as the adjective 'fast', and the adverb 'well' is a completely different word to the adjective 'good'.



## Try This!

## Exercise 30

Rewrite the following sentences using adverbs that are based on the adjectives in the original sentences.

- 30.1 He is a *quick* worker. ⇒ He works \_\_\_\_\_.
- 30.2 They are *frequent* visitors. ⇒ They visit \_\_\_\_\_.
- 30.3 She is a *good* dancer. ⇒ She dances \_\_\_\_\_.