

Success English Foundations

Intermediate • Speak with Real Confidence

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16 units to take your English further — present perfect continuous, past perfect, conditionals, the passive voice, reported speech, phrasal verbs and much more, with clear explanations, real-life examples and short exercises throughout.

Success Coaching and Education Consultancy

01 Present Perfect vs Past Simple

/ 16

Choosing the right past tense

GRAMMAR FOCUS

We use the Present Perfect for past actions connected to now, and the Past Simple for finished actions at a specific past time. Time expressions often signal which tense to use.

- Present Perfect: ever, never, already, yet, since, for
- Past Simple: yesterday, last week, in 2019, ago
- I've lived here for five years vs. I lived there in 2015.

EXAMPLES

"I've already seen that film twice."

"I saw it last Friday with my sister."

"She has worked here since 2020."

"She worked in Paris for two years, then moved."

"Have you ever been to Peru?"

"We went to Peru in 2018."

"They haven't finished the project yet."

"They finished the report an hour ago."

MINI VOCABULARY

connected — linked or related to something

specific — particular; exact

signal — to show or indicate something

finished — completed; ended

recently — not long ago

✓ CHECK YOURSELF

1. Choose: "I ____ (see) that film already."
(Present Perfect / Past Simple)
2. Complete: "She ____ (move) to Rome in 2019."
3. Explain the difference between 'I've lived here for 5 years' and 'I lived here for 5 years'.

DID YOU KNOW?

A finished time expression like 'yesterday' or 'in 2019' always forces the Past Simple — never the Present Perfect.

02 Present Perfect Continuous

/ 16

have/has been + verb-ing

GRAMMAR FOCUS

The Present Perfect Continuous emphasises the duration of an action that started in the past and continues now, or that has just stopped but has present results.

- have/has been + verb-ing
- Use: emphasising duration — How long have you been...?
- Often used with for and since

MINI VOCABULARY

duration — the length of time something continues

argue — to disagree with someone

lately — recently

exhausted — extremely tired

continuous — happening without stopping

EXAMPLES

"I've been studying English for three years."

"She's been working here since March."

"It's been raining all morning."

"How long have you been waiting?"

"They've been arguing about money again."

"He's tired because he's been running."

"We haven't been sleeping well lately."

"Have you been crying? Your eyes are red."

✓ CHECK YOURSELF

1. Complete: "I ____ (wait) here for an hour."
2. Ask a question with 'How long' about learning a skill.
3. Explain why we use 'been running' rather than 'run' with tiredness.

DID YOU KNOW?

We usually avoid the continuous form with stative verbs like *know, believe or own*, even in the Present Perfect.

03 Past Perfect Simple

/ 16

The 'past before the past'

GRAMMAR FOCUS

The Past Perfect (had + past participle) describes an action that happened before another action or time in the past — the 'earlier past'.

- had + past participle
- Use: an action completed before another past action
- Often used with by the time, before, after, already

EXAMPLES

"When I arrived, the film had already started."

"She had finished her homework before dinner."

"By the time we got there, they had left."

"He hadn't eaten anything before the meeting."

"I'd never seen snow before that winter."

"Had you met him before the conference?"

"We had just sat down when the phone rang."

"She realised she had forgotten her passport."

MINI VOCABULARY

conference — a large formal meeting

passport — a document for travelling abroad

realise — to become aware of something

previously — before; earlier

already — before now; sooner than expected

✓ CHECK YOURSELF

1. Complete: "She ____ (leave) before I arrived."
2. Combine: "He ate dinner. Then he watched TV." using Past Perfect.
3. Ask a question with the Past Perfect about a past event.

DID YOU KNOW?

The Past Perfect only matters when two past events are compared — with a single past event, the Past Simple is enough.

04 Talking About the Future

/ 16

will, going to & present continuous

GRAMMAR FOCUS

English has several ways to talk about the future: will for predictions and spontaneous decisions, going to for plans, and the Present Continuous for fixed arrangements.

- will: predictions, offers, promises
- going to: plans and intentions already decided
- Present Continuous: fixed arrangements with a time/place

EXAMPLES

"I think it will be sunny tomorrow."

"We're going to redecorate the kitchen."

"I'm meeting Sarah at six o'clock."

"I'll carry that bag for you."

"She's flying to Rome on Friday."

"They're going to sell their car."

"Will you be at the meeting tomorrow?"

"By 2030, technology will have changed a lot."

MINI VOCABULARY

redecorate — to paint or refresh a room

arrangement — a plan already fixed with someone

intention — a plan or aim to do something

spontaneous — done without planning

prediction — a guess about the future

✓ CHECK YOURSELF

1. Choose the best future form: "Look at those clouds — it ____ rain."
2. Complete: "I ____ (meet) my dentist at 10am on Monday."
3. Explain the difference between 'I'll help' and 'I'm going to help'.

DID YOU KNOW?

We use the Present Continuous for the future only when there's a specific time and it's already arranged with someone else.

05 The Passive Voice

/ 16

Present & Past Simple passive

GRAMMAR FOCUS

We use the passive when the action is more important than who did it, or when the doer is unknown. Form: be + past participle.

- Present Simple passive: is/are + past participle
- Past Simple passive: was/were + past participle
- by + agent (optional): The book was written by her.

MINI VOCABULARY

- agent** — the person or thing that does the action
- architect** — a person who designs buildings
- stolen** — past participle of steal
- product** — something made to be sold
- design** — to plan how something will look

EXAMPLES

"English is spoken in many countries."

"The bridge was built in 1990."

"This wine is made in France."

"The letters were sent yesterday."

"My car was stolen last night."

"Rice is grown in Asia."

"The museum was designed by a famous architect."

"These products aren't sold here anymore."

✓ CHECK YOURSELF

1. Change to passive: "They built this house in 1980."
2. Complete: "Coffee ____ (grow) in Brazil."
3. Explain when we would add 'by + agent' to a passive sentence.

DID YOU KNOW?

We use the passive especially in news and scientific writing, where the action matters more than who performed it.

06 Modals of Deduction

/ 16

must, might, could, can't

GRAMMAR FOCUS

We use modal verbs to guess how certain we are about something. Must shows strong certainty, might/could show possibility, and can't shows we're sure something is false.

- must + verb = I'm sure it's true
- might/could + verb = it's possible
- can't + verb = I'm sure it's not true

EXAMPLES

"She isn't answering — she must be asleep."

"He might be stuck in traffic."

"They could be on holiday this week."

"That can't be true — I saw her yesterday."

"You must be exhausted after that flight."

"It might rain later, take an umbrella."

"He can't be at work — it's Sunday."

"There's a light on — someone must be home."

MINI VOCABULARY

certainty — the state of being sure

possibility — something that could happen

stuck — unable to move or continue

deduction — a conclusion based on evidence

evidence — facts that show something is true

✓ CHECK YOURSELF

1. Complete: "The lights are off — they ____ be out." (must / can't)
2. Make a guess about a noise outside using 'might'.
3. Explain the difference between 'must' and 'can't' for certainty.

DID YOU KNOW?

In deductions, must expresses positive certainty and can't expresses negative certainty — mustn't is not used this way.

07 Second Conditional

/ 16

Imagining the present or future

GRAMMAR FOCUS

The Second Conditional talks about unreal or unlikely situations in the present or future, and their imagined results. We use **if + past simple, would + verb**.

- If + past simple, ... would + verb
- Use: hypothetical, unreal or unlikely situations
- If I were you... is common advice-giving language

EXAMPLES

"If I won the lottery, I would travel the world."

"If she had more time, she would learn Italian."

"What would you do if you lost your job?"

"If I were you, I'd apologise."

"We wouldn't be late if we left now."

"If they lived closer, we'd see them more."

"I would help you if I could."

"If it weren't so expensive, I'd buy it."

MINI VOCABULARY

hypothetical — imagined; not necessarily real

lottery — a game where you can win money

apologise — to say sorry

unlikely — not probable

imagine — to form a picture in your mind

✓ CHECK YOURSELF

1. Complete: "If I ____ (have) a car, I would drive to work."
2. Give advice using 'If I were you...'
3. Write your own Second Conditional sentence about a dream.

DID YOU KNOW?

In formal or careful English, we say 'if I were' (not 'if I was') for all subjects — even I, he and she.

08 Third Conditional

/ 16

Imagining a different past

GRAMMAR FOCUS

The Third Conditional talks about imaginary situations in the past that didn't happen, and their imagined results. We use **if + past perfect, would have + past participle**.

- If + past perfect, ... would have + past participle
- Use: an unreal past situation and its imagined result
- Often expresses regret about the past

EXAMPLES

"If I had studied harder, I would have passed the exam."

"She wouldn't have missed the train if she had left earlier."

"If we had known, we would have helped."

"He would have called if he had had your number."

"If it hadn't rained, we would have gone to the beach."

"I wouldn't have said that if I had known the truth."

"If you had asked me, I would have said yes."

"They would have won if they had played better."

MINI VOCABULARY

regret — a feeling of sadness about the past

truth — what is actually true

imaginary — not real; existing only in the mind

missed — failed to catch or attend

outcome — a result

✓ CHECK YOURSELF

1. Complete: "If she ____ (know), she would have come."
2. Write a Third Conditional sentence about a regret.
3. Explain why we use 'had' twice in the if-clause but not the result clause.

DID YOU KNOW?

The Third Conditional is the only conditional that always refers to a past that cannot be changed — pure imagination about 'what if'.

09 Relative Clauses

/ 16

who, which, that, whose

GRAMMAR FOCUS

Relative clauses give extra information about a noun. Who and that refer to people, which and that refer to things, and whose shows possession.

- who/that = people: the man who called
- which/that = things: the book which I read
- whose = possession: the woman whose car was stolen

EXAMPLES

"The woman who lives next door is a doctor."

"This is the book that I told you about."

"The car which broke down was new."

"I met a man whose son plays football with mine."

"The restaurant where we ate was excellent."

"That's the reason why I called."

"The film, which won an award, was excellent."

"Do you know the guy who fixed our sink?"

MINI VOCABULARY

possession — the state of owning something

excellent — extremely good

award — a prize given for achievement

fixed — repaired

extra — additional; more than usual

✓ CHECK YOURSELF

1. Complete: "That's the man ____ car was stolen." (whose / who)
2. Join: "I have a friend. Her sister is a singer." using 'whose'.
3. Write a sentence using 'which' to add extra information.

DID YOU KNOW?

When a relative clause is separated by commas, it adds extra (non-essential) information and 'that' can never be used there.

10 Gerunds & Infinitives

/ 16

verb + -ing or verb + to

GRAMMAR FOCUS

Some verbs are followed by the -ing form (gerund), others by the infinitive with to, and some can take either — sometimes with a change in meaning.

- enjoy, avoid, suggest, finish + -ing
- want, decide, promise, hope + to + verb
- stop + -ing (stop doing) vs stop + to (stop in order to)

MINI VOCABULARY

avoid — to stay away from something

suggest — to propose an idea

promise — to say you will definitely do something

forget — to fail to remember

decide — to make a choice

EXAMPLES

"I enjoy reading before bed."

"She decided to change jobs."

"We suggest booking early."

"He avoided answering the question."

"They promised to help us."

"I stopped smoking last year."

"He stopped to buy some milk."

"I forgot to lock the door."

✓ CHECK YOURSELF

1. Complete: "I enjoy ____ (swim) in the sea."
2. Complete: "She decided ____ (study) abroad."
3. Explain the difference between 'stop smoking' and 'stop to smoke'.

DID YOU KNOW?

Verbs like *remember* and *forget* change meaning depending on whether they're followed by -ing (a memory) or to (a task).

11 Reported Speech

/ 16

Statements, questions & commands

GRAMMAR FOCUS

When reporting speech, the tense usually moves one step into the past, pronouns and time words often change, and word order changes in reported questions.

- Statements: tense shifts back one step
- Questions: subject + verb order, no auxiliary do/does/did
- Commands: told + person + (not) + to + verb

EXAMPLES

"I'm tired," she said. → She said she was tired."

"He asked where I lived."

"She asked if I had finished."

"They told us to wait outside."

"He told me not to be late."

"I'll call you," he said. → He said he would call me."

"She asked what time it was."

"The teacher told the students to sit down."

MINI VOCABULARY

auxiliary — a helping verb like do or have

command — an order to do something

shift — to move or change

pronoun — a word like I, you, he, she

outside — not inside; outdoors

✓ CHECK YOURSELF

1. Report: "I live in Madrid," she said.
2. Report the question: "Where do you work?" he asked.
3. Report the command: "Sit down!" the teacher said.

DID YOU KNOW?

In reported questions, we never use question marks or the auxiliary do/does/did — the word order becomes like a statement.

12 Phrasal Verbs

/ 16

Everyday verb + particle combinations

GRAMMAR FOCUS

Phrasal verbs combine a verb with one or two particles (up, off, out, on) to create a new meaning, often different from the individual words.

- Separable: turn the light off / turn off the light
- Inseparable: look after the children (not look the children after)
- Meaning often can't be guessed from the individual words

EXAMPLES

"Can you turn off the TV, please?"

"I need to look after my little brother tonight."

"She gave up smoking last year."

"Please fill in this form."

"The plane took off on time."

"I ran into an old friend yesterday."

"Let's put off the meeting until Friday."

"He grew up in a small village."

MINI VOCABULARY

particle — a small word like up, off or out

separable — can be split into two parts

individual — single; considered separately

form — a document you complete with information

village — a small town in the countryside

✓ CHECK YOURSELF

1. Complete: "Please turn ____ the lights before you leave."
2. Use 'look after' in a sentence about a pet.
3. Explain the meaning of 'give up' in your own words.

DID YOU KNOW?

There are thousands of phrasal verbs in English, and native speakers use them constantly in everyday, informal conversation.

13 Comparing Things

/ 16

as...as, less, fewer & double comparatives

GRAMMAR FOCUS

Beyond basic comparatives, we use *as...as* for equal comparisons, *less/fewer* for lower degree, and double comparatives to show change over time.

- not *as...as* = less than: It's not as expensive as I thought.
- less + uncountable / fewer + countable
- double comparative: The busier I am, the happier I feel.

EXAMPLES

"This flat isn't as big as our old one."

"There's less traffic on Sundays."

"We have fewer problems than before."

"The more you practise, the better you get."

"This test was easier than I expected."

"She earns less money than her brother."

"There are fewer buses at night."

"The sooner we start, the sooner we finish."

MINI VOCABULARY

traffic — vehicles moving on the road

practise — to repeat an activity to improve

expect — to think something will happen

earn — to receive money for work

degree — the amount or level of something

✓ CHECK YOURSELF

1. Complete: "This coffee isn't ____ strong ____ that one." (*as...as*)
2. Choose: "There are ____ cars today." (*less / fewer*)
3. Write a double comparative sentence about learning a language.

DID YOU KNOW?

Less is for uncountable nouns (less money) and fewer is for countable nouns (fewer people) — though 'less' is common informally for both.

14 Past Habits & Getting Used To

/ 16

used to, would, be/get used to

GRAMMAR FOCUS

Used to and would describe repeated past habits. Be used to means being familiar with something, and get used to means becoming familiar with it over time.

- used to / would + verb = repeated past habit
- be used to + noun/-ing = familiar with something
- get used to + noun/-ing = becoming familiar with something

EXAMPLES

"I used to play football every weekend."

"When I was young, we would visit my grandma often."

"I'm used to working long hours now."

"It took time, but I got used to the cold weather."

"She isn't used to living alone."

"Did you use to live in France?"

"He's getting used to his new job."

"We didn't use to have a car."

MINI VOCABULARY

familiar — well known to you

habit — something you do regularly

gradually — slowly, over time

alone — without other people

adapt — to change to suit new conditions

✓ CHECK YOURSELF

1. Complete: "I ____ (use to) hate vegetables, but now I love them."
2. Complete: "She is ____ (get used to) the new schedule."
3. Explain the difference between 'used to' and 'be used to'.

DID YOU KNOW?

Would for past habits only works for repeated actions, not states — we say 'I used to live there', never 'I would live there'.

15 Linking Ideas

/ 16

however, although, despite, therefore

GRAMMAR FOCUS

Advanced linking words connect ideas more precisely than and/but. However and therefore link separate sentences; although and despite introduce contrast within one sentence.

- however = but (starts a new sentence, + comma)
- although / even though + clause: shows contrast
- despite / in spite of + noun/-ing: shows contrast
- therefore / as a result = so (more formal)

EXAMPLES

"The plan was risky. However, it worked perfectly."

"Although it was raining, we went for a walk."

"Despite the traffic, we arrived on time."

"She was tired; therefore, she went to bed early."

"In spite of his age, he still runs every day."

"Even though I studied hard, I failed the test."

"The shop was closed. As a result, we went home."

"He apologised; however, she was still upset."

MINI VOCABULARY

risky — involving danger or uncertainty

contrast — a clear difference between things

upset — unhappy or annoyed

formal — suitable for serious or official situations

precisely — exactly; accurately

✓ CHECK YOURSELF

1. Join with 'although': "It was expensive. We bought it."
2. Join with 'despite': "The rain. We enjoyed the picnic."
3. Rewrite using 'however' as two sentences: "He was ill but he went to work."

DID YOU KNOW?

Despite and in spite of are followed by a noun or -ing form, never by a full clause with a subject and verb — that's the job of although.

16 Everyday B1 Vocabulary

/ 16

Work, travel & environment — bringing it all together

GRAMMAR FOCUS

In this final unit, you'll combine grammar from Units 1–15 with essential B1 vocabulary about work, travel and the environment — the topics most common in real conversations and exams.

- Work: apply for, promotion, deadline, colleague
- Travel: itinerary, accommodation, delay, book in advance
- Environment: recycle, pollution, climate change, sustainable

EXAMPLES

"I've applied for a promotion at work."

"If I get the job, I'll have more responsibility."

"We had booked our accommodation in advance."

"Although the flight was delayed, we didn't miss the connection."

"Despite the pollution, the city is beautiful."

"The meeting has been postponed until Friday."

"We're trying to live a more sustainable lifestyle."

"By next year, I will have finished my degree."

MINI VOCABULARY

promotion — moving to a higher position at work

deadline — the latest time something must be done

accommodation — a place to stay

pollution — harmful substances in the environment

sustainable — not damaging the environment long-term

✓ CHECK YOURSELF

1. Describe a recent work or study achievement using Present Perfect.
2. Talk about a travel plan using 'going to' or 'will'.
3. Give your opinion on protecting the environment, using 'although' or 'despite'.

DID YOU KNOW?

Congratulations — you're ready for B2! At B1 you can now handle most everyday, work and travel situations with real confidence.



Well Done!

You've completed **Success English Foundations — B1.**

Sixteen units, one confident new level of English. Here's everything you've mastered:

01 Present Perfect vs Past Simple	02 Present Perfect Continuous	03 Past Perfect Simple	04 Talking About the Future
05 The Passive Voice	06 Modals of Deduction	07 Second Conditional	08 Third Conditional
09 Relative Clauses	10 Gerunds & Infinitives	11 Reported Speech	12 Phrasal Verbs
13 Comparing Things	14 Past Habits & Getting Used To	15 Linking Ideas	16 Everyday B1 Vocabulary

WHAT'S NEXT?

This eBook is designed only as a free guide to give direction to your lessons. For personalised coaching and to go further with your English — towards confident B2 conversations — book your free appointment today.

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