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## Grammar Reference

### a. Make / let / allow

We use *make / let / allow (without to)* to talk about obligation imposed by another person or set of rules.

Examples:

He *never made us work* very hard.

You should *make him get* a job.

I know how to *make you feel* better.

We use *let + object + verb (without to)* to talk about permission. It is not possible to use *let* in the passive form.

Examples: My father *lets me drive* to work.

My oldest sister won't *let me cook* food.

We use *allow + object + to + verb* to talk about permission. The meaning is similar to *let*.

Examples: My parents *allow me to stay* out late.

Our teacher *allows us to sit* at the back.

Will they *allow us to wear* costumes this Halloween?

In the passive form, we use: *be allowed to + verb*

Example: We *weren't allowed to borrow* the textbooks from the library.

I am not *allowed to hang out* with my friends and *stay out* late.

### b. Reported speech

#### Statement

When reporting what someone said, the verbs often shift into the past because what the person said is in the past.

**Will → would**

Example: "She will travel tomorrow."

She said she *would* travel the next day.

“John *will* be in his office.”

He said he *would* be in his office.

**Simple present tense → simple past tense**

Example: “I **live** in Phnom Penh.”

She said she *lived* in Phnom Penh.

“Children *get up* early every morning  
and have a quick breakfast.”

They said they *got up* early every morning and  
have a quick breakfast.

**Present continuous → past continuous**

Example: “I’*m working* for a fashion company.”

He said he *was working* for a fashion company.

“I *am living* in London.”

She said she *was living* in London.

**Present perfect / simple past tense →  
past perfect**

Example: “I’*ve been* here for three months.”

She told me she *had been* there for three  
months.

“We *haven’t seen* Julie.”

They said they *hadn’t seen* Julie.

Time references can also change in reported speech.

Example: “Come to my office *today* or *tomorrow*.”

He told me to come to his office later *that day*  
or *the next day*.

Pronouns also change in reported speech.

Example: “I’*ll* meet you in *this* coffee shop.”

He said *he would* meet us in *that* coffee shop.

If what the person said is still true, keep the present tense.

Example: “I still *love* you.” He said he still *loves* me.

Look at the verb patterns for *say/tell/ask*. *Say* cannot be followed by a person. *Tell* must be allowed by a person.

Examples: She *said* (that) it was late. Not: ~~She said me ...~~  
He *told me* (that) I was special. Not: ~~He told that ...~~  
He *told me* to lock the door. Not: ~~He told to me ...~~

### Questions

In reported questions, the word order is the same as in affirmative statements.

Example: “What time *is it*?” He asked me what time *it was*.  
“How *are you getting* on?” She asked me how *I was getting* on.

The auxiliary verb (*do/does/did*) is not used.

Example: “What *do you want*?” He asked me *what I wanted*.  
Not: ~~He asked me what did I want.~~

In **Yes / No** questions, *ask* is followed by *if / whether*.

Example: She *asked* me *if / whether* I knew the way.

**Note:** Time change in reported speech.

Direct Speech	Indirect Speech
today	that day
yesterday	the day before
the day before yesterday	two day before
tomorrow	the next day / the following day

the day after tomorrow	in two days' time
next week / year	the following week / year
last week / year	the previous week / year
a year ago	a year before / the previous year

### c. Past obligation / permission

To talk about obligation in the past, we use ***had to + verb***.

Example: We ***had to wear*** school uniform, but we ***didn't have to put on*** sneakers.

To talk about permission in the past, use ***allow*** (see above) and ***could + verb***.

Example: We ***could sing*** karaoke but we ***couldn't make*** a loud noise.