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## Grammar Reference

### Stating Preferences

#### It's time...

"It's time I did something" is used to mean "I should have done something already or should have at least started it."

Example:

**It's time you did** your homework.

**Form:**

it's time + subject + past tense

#### I'd rather...

"I'd rather you did/didn't do something" is used to say what you'd prefer *someone else* to do.

Example:

**I'd rather you didn't smoke** in here.

**Form:**

subject + would rather + object + past tense (+ than...)

"I'd rather do/not do something" is used to talk about what *you'd* prefer to do.

Example:

**I'd rather not spend** all day lying on the beach.

**Form:**

subject + would rather + verb (+ than...)

#### I'd better...

"I'd better do/not do something" is used to talk about something that is advisable to do in the present or future.

Example:

**I'd better fix** that window as soon as I can.

**Form:**

subject + had better + verb

### Time and Place in Reported speech

When we report something, we may need to make changes to time (now, tomorrow) and place (here, this room)

Example:

Direct speech	Reported speech
She said, "I saw Mary <b>yesterday.</b> "	She said she had seen Mary <b>the day before.</b>
He said, "My mother is <b>here.</b> "	He said that his mother was <b>there.</b>

### Reporting Time

If we report something **that happened** around the same time **as now**, then we probably do not need to make any changes to **the** time words. **However**, if we report something **that happened** at a different time, we need to change time words. Here is a list of common time words, showing how you change them for reported speech:

Direct speech	Reported speech
now	then, at that time
today	that day, on Sunday, yesterday
tonight	that night, last night, on Sunday night
tomorrow	the next day/ the following day, on Sunday, today
yesterday	the day before/ the previous day, on Sunday
last night	the night before/ the previous night, on Sunday night
this week	that week, last week
last month	the month before/ the previous month, in May
next year	the following year, in 2014
two minutes ago	two minutes before
in one hour	one hour later

### Reporting Place

If we are in the same place when we report something, then we do not need to make any changes to place words. **On the other hand**, if we are in a different place when we report something, then we need to change the place words.

Example:

Direct speech	Indirect speech
He said, "It is cold in <b>here</b> ."	He said that it was cold in <b>there</b> .
He said, "How much is <b>this book</b> ?"	He asked how much <b>the book</b> was.

Here are some common place words, showing how you change them for reported speech:

Direct speech	Indirect speech
here	there, <i>in a particular place</i>
this	that

this book	the book, that book, <i>Name of the book</i>
in this room	in the room, in that room, in the kitchen

### Adjectives and adverbs: hard and hardly

**Hard** as an adjective means firm and difficult to cut or break.

Example:

The mattress is too **hard**.

**Hard** as an adverb means using a lot of effort or force.

Example:

She's been working **hard** all day.

**Hardly, on the other hand,** is an adverb which means almost not **any** or very little.

Example:

I **hardly** know the people in my class.

**Hardly** is often used with anything, anyone, anywhere, and ever.

Example:

We **hardly** ever go out in the evening.