

# Grammar Fluency Checklist

Are you communicating effectively in English with correct grammar?

**Imagine the following situations:**

1. You are applying for a new job and during the interview, the employer asks you about your job experience and how you can help their company. **What do you say and how do you say it?**

2. You meet a friend for coffee and you want to tell them about future plans. Somethings you are certain about and others you're not sure. **What's your response?**

3. You are taking the TOEFL (or IELTS) exam, and the question asks about an important person in your life (describe them and say why they're important). **How would you respond and how many grammar tenses would you use?**

## CHECKLIST

In the above situations you could (**and should**) use ALL of the following grammar points.

**Did you? Check the boxes that you used.**

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> adjectives  | <input type="checkbox"/> simple present     | <input type="checkbox"/> Future: WILL               |
| <input type="checkbox"/> adverbs     | <input type="checkbox"/> simple past        | <input type="checkbox"/> Future: BE GOING TO        |
| <input type="checkbox"/> gerunds     | <input type="checkbox"/> present continuous | <input type="checkbox"/> present perfect            |
| <input type="checkbox"/> infinitives | <input type="checkbox"/> past continuous    | <input type="checkbox"/> present perfect continuous |
| <input type="checkbox"/> modals      | <input type="checkbox"/> conditionals       |   |

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## Imagine the following situations:

1. You are applying for a new job and during the interview, the employer asks you about your job experience and how you can help their company. **What do you say and how do you say it?**

**Present perfect & Present Perfect Progressive:** I have worked on/completed many projects...

I have done X for \_\_\_\_ company. I have been doing X for X years

I have been in this field for \_\_\_\_\_

**Conditional** -- if I worked here, I would/could..... If you hire me, I will.....

**Simple past** - specific past tense jobs/responsibilities/experience

**Adjective/Adverbs** - emphasize your characteristics & ability: I've always been extremely.....

2. You meet a friend for coffee and you want to tell them about future plans. Somethings you are certain about and others you're not sure. **What's your response?**

**Simple present** -- for timetables

**Present continuous**-- for certain plans

**Simple Future** -- will & be going (\*NOTE: the difference is important)

**Modals** for possibility - necessity, etc... I might.... I have to...

3. You are taking the TOEFL (or IELTS) exam, and the question asks about an important person in your life (describe them and say why they're important). **How would you respond and how many grammar tenses would you use?**

**present** -- who they are, what they do, etc...

**adjectives** - description of them and their importance

**adverbs** - intensity/emphasis, adverbs of frequency

**gerund/infinitive** -- used with certain verbs & some rules (\*SHOWS FLUENCY\*)

**Present Perfect:Simple/Progressive** - what have they done... they have been helping.

**Simple Past**- used to talk about specific situations

**\*NOTE:** adjectives, adverbs, gerunds/infinitives are used in ALL ABOVE SITUATIONS