

Contents

Introduction	xiii
How to use this book	xv
Glossary	xvii

Part A Structures

1 The noun group	3
1.1 What is a noun?	3
1.2 The noun	3
1.3 The article	10
1.4 The adjective	16
1.5 Agreement of noun, article and adjective	22
2 Verbs	24
2.1 General features of verbs	24
2.2 Verb tables	34
2.3 Moods and tenses of verbs	43
3 Pronouns	71
3.1 What is a pronoun?	71
3.2 Personal pronouns	71
3.3 Stressed personal pronouns	71
3.4 Unstressed personal pronouns	73
3.5 Relative pronouns	79
3.6 Interrogative pronouns and adjectives	82
3.7 Possessive pronouns and adjectives	83
3.8 Demonstrative pronouns and adjectives	85
3.9 Indefinite pronouns and adjectives	88
4 Prepositions	93
4.1 What is a preposition?	93
4.2 Combined prepositions and articles	94
4.3 Use of prepositions with nouns	94
4.4 Use of prepositions with verbs	98
4.5 Other prepositions	99
5 Conjunctions	101
5.1 What is a conjunction?	101

5.2 Coordinating conjunctions	101
5.3 Subordinating conjunctions	103
6 Adverbs	107
6.1 What is an adverb?	107
6.2 Types of adverbs	107
6.3 Comparative and superlative adverbs	110
7 Numbers	112
7.1 What is a number?	112
7.2 Cardinal numbers	112
7.3 Ordinal numbers	113
7.4 Calculations	114
7.5 Percentages	115
7.6 Collective and approximate numbers	115
7.7 Dates	116
7.8 Weights and measures	117
7.9 Table of numbers	117

Part B Functions

1 Giving and seeking factual information

8 Identification: giving personal information	122
8.1 Giving and eliciting personal information: introduction	122
8.2 Tu or Lei?	122
8.3 Giving different kinds of personal information	123
8.4 Emphasizing the person referred to	127
8.5 Eliciting personal information	128
8.6 Dialoghi	129

9 Specifying people or objects	131
9.1 Introduction	131
9.2 Specifying a known or particular person or object	131
9.3 Specifying the category or type	133
9.4 Specifying ownership	133
9.5 Specifying a person or object using a <i>che</i> clause	134

10 Describing people or things	135
10.1 Introduction	135
10.2 Adjectives used to describe people	135
10.3 Adjectives used to describe things	138
10.4 Intensifying the meaning of the adjective	141
10.5 Diminishing the strength of the adjective	143
10.6 Describing a physical state using <i>stare</i>	143
10.7 Dialogo: Incontro con gli amici	144

11 Talking about existence, presence and availability	145
11.1 Talking about existence and availability: introduction	145
11.2 Talking about existence and/or presence	146
11.3 Expressing occurrence	147
11.4 Talking about presence, attendance and participation at an event	149
11.5 Expressing availability	150
11.6 Expressing 'some', 'any'	151
11.7 Specifying the quantity available	153
11.8 Expressing 'something'/'anything', 'someone'/'anyone'	154
11.9 Specifying location, time or frequency	154
11.10 Expressing non-existence or non-availability	155
 12 Talking about the present	 159
12.1 Introduction	159
12.2 Describing present situations, actions and events	159
12.3 Expressing ongoing actions	161
12.4 Words and phrases indicating present time	162
12.5 Dialogo	163
 13 Speaking/writing about the past	 165
13.1 Introduction	165
13.2 The perfect aspect: introduction	166
13.3 Using the <i>passato prossimo</i>	167
13.4 Using the <i>passato remoto</i>	168
13.5 Expressing the imperfect aspect	170
13.6 Combinations of perfect and imperfect aspects	173
13.7 Present tense expressing past	178
13.8 Indicators of time	178
 14 Talking about the future	 180
14.1 Introduction	180
14.2 Using the future tense	180
14.3 Using the present tense	180
14.4 Expressing the immediate or very near future	181
14.5 Expressing the English 'going to'	182
14.6 The 'past in the future'	182
14.7 The future seen from the past	183
14.8 Some expressions of time in the future	184
14.9 Expressing intention and future plans	186
 15 Asking questions	 187
15.1 Introduction	187
15.2 Asking a question using interrogative intonation	187
15.3 Asking a question using interrogative words	187
15.4 Dialogo: Un esame di storia	190

16 Negative sentences	192
16.1 Forming a negative sentence: introduction	192
16.2 Reinforcing a negative statement	192
16.3 Expressing negation with reference to time	193
16.4 Expressing negation using <i>né ... né</i>	194
16.5 Expressing negation using <i>niente, nulla</i>	194
16.6 Expressing negation using the adjective <i>nessun/o/a</i>	195
16.7 Expressing negation using the pronoun <i>nessuno/a</i>	195
16.8 Reinforcing negation	196
17 Comparisons and degrees of intensity	197
17.1 Making comparisons: introduction	197
17.2 Using comparative adjectives and adverbs	197
17.3 Expressing 'than'	198
17.4 Expressing 'which'	200
17.5 Expressing different degrees of intensity	200
18 Referring to objects and persons	203
18.1 Introduction	203
18.2 Using a pronoun to refer back	203
18.3 Using a pronoun: referring to the subject of an action	203
18.4 Using a pronoun: referring to someone other than the subject	204
18.5 Referring to someone or something using <i>questo, quello</i>	207
18.6 Using indefinites to refer to someone/something	208
18.7 Referring to something or someone mentioned	208
18.8 Referring to what has been said or will be said	209
19 Focusing on the action	210
19.1 Introduction	210
19.2 Focusing on the action using the passive	210
19.3 Situations when the passive is <i>not</i> used	214
19.4 Focusing on the action using <i>si passivante</i> (passive form with <i>si</i>)	216
19.5 <i>Si impersonale</i> (impersonal <i>si</i>)	217
19.6 Focusing on the object of the action	217
<i>II Actions affecting ourselves and others</i>	
20 Social contacts	220
20.1 Greeting, welcoming	220
20.2 Introducing oneself and others	221
20.3 Taking leave	223
20.4 Wishes	223
20.5 Expressing and receiving thanks, appreciation	224
20.6 Compliments	224
20.7 Making and accepting excuses, apologies	225
20.8 Expressing commiseration, sympathy	226
20.9 Using titles, salutations	226

21 Getting other people to do things	229
21.1 Making requests and giving commands	229
21.2 Making negative requests and giving negative commands	231
21.3 Asking someone to do something	232
21.4 Giving an order using 'command' verbs	233
21.5 <i>Far fare, lasciar fare</i>	233
21.6 Using persuasion	234
21.7 <i>Monologo</i>	235
22 Permission and possibility	237
22.1 Asking or granting permission	237
22.2 Denying permission	238
22.3 Speaking about the ability or opportunity to do something	239
22.4 Making a request	240
23 Expressing need, obligation or desire	242
23.1 Need <i>v.</i> want	242
23.2 Expressing wants	242
23.3 Expressing needs	244
24 Suggesting, proposing, advising, and recommending	246
24.1 Giving advice	246
24.2 Making or receiving a suggestion	247
24.3 More expressions of advising or suggesting	249
24.4 Advising someone not to do something, giving a warning	250
24.5 Asking for advice	251
24.6 Other ways of making suggestions	251
<i>III Expressing emotions, feelings, attitudes and opinions</i>	
25 Expressing emotions: positive, negative, neutral	254
25.1 Introduction	254
25.2 Interjections (positive, negative, neutral)	254
25.3 Expressing positive emotions	255
25.4 Expressing negative emotions	259
25.5 Expressing neutral emotions	263
25.6 Positive and/or negative emotions	265
26 Expressing emotions: hope, fear, doubt	267
26.1 Introduction	267
26.2 Expressing hope	267
26.3 Expressing fear	268
26.4 Expressing doubt	270
27 Expressing an opinion or belief, agreement or disagreement	273
27.1 Expressing or seeking an opinion or belief	273
27.2 Expressing agreement, disagreement	276

28 Indicating preference, likes and dislikes	279
28.1 Introduction	279
28.2 Expressing likes	279
28.3 Expressing dislikes	281
28.4 Expressing a preference	283
29 Expressing certainty and knowledge	284
29.1 Introduction	284
29.2 Sapere	284
29.3 Essere certo, sicuro, convinto	285
29.4 Non certo, poco certo, incerto	286
29.5 Pensare, credere; sembrare, parere	287
29.6 Ricordare, dimenticare	287
<i>IV Putting in context</i>	
30 Combining messages	292
30.1 Introduction	292
30.2 Combining messages of equal weight and/or importance	292
30.3 Combining messages of unequal weight	293
30.4 Setting events in a time context: introduction	293
30.5 Relationship of main clause and dependent clauses	294
30.6 Relationship of tenses in other complex texts	299
31 Quoting or reporting events and hearsay	306
31.1 Reporting what someone says: introduction	306
31.2 Quoting direct speech	307
31.3 Reporting indirect speech	309
31.4 Reporting information or hearsay	311
32 Expressing possibility and probability	314
32.1 Introduction	314
32.2 Certainty, uncertainty	314
32.3 Knowing, not knowing	315
32.4 Possible or impossible, probable or improbable	315
32.5 Evident, obvious	316
33 Purpose	318
33.1 Stating purpose: introduction	318
33.2 Purpose involving only the subject of the action	318
33.3 Purpose involving someone or something else	320
33.4 Purpose attached to a person/object	322
34 Causes and reasons	323
34.1 Introduction	323
34.2 Specific people, factors or events responsible	323

34.3	General cause or reason	323
34.4	<i>Il motivo, la causa, la ragione</i>	327
34.5	Verbs meaning 'to cause'	327
34.6	Dovere, dovuto	328
34.7	Asking why	328
34.8	Using the imperfect tense to give reason	329
35	Result, effect and consequence	330
35.1	Introduction	330
35.2	Result or consequence	330
35.3	Result introduced by 'so', 'so much'	331
35.4	Result introduced by 'only ... to'	332
35.5	Words expressing result, effect	333
36	Specifying time	335
36.1	Introduction	335
36.2	Expressing same time context	335
36.3	Expressing earlier time context	336
36.4	Expressing later time context	338
36.5	Defining the limits of a period: 'since'/'until'	339
36.6	Specifying repetition and frequency	341
36.7	Other expressions of time	342
37	Place and manner	344
37.1	Introduction	344
37.2	Place	344
37.3	Manner	346
38	Expressing a condition or hypothesis	349
38.1	Expressing conditions: introduction	349
38.2	Expressing a real possibility	349
38.3	Expressing a condition unlikely to be met or impossible	350
38.4	Expressing conditions with other conjunctions	352
38.5	Expressing conditions with other verb forms	353
38.6	Unfinished conditional sentence	354
38.7	Other uses of <i>se</i>	354
39	Reservations, exceptions and concessions	356
39.1	Introduction	356
39.2	Expressing reservation or exception	356
39.3	Modifying a statement by concession	357
 <i>V Expanding the horizons</i>		
40	Formal registers and style	364
40.1	Introduction	364
40.2	Bureaucratic formality	364

40.3	Hypertechnical language	365
40.4	Use of the Lei form	366
40.5	Il sottoscritto	368
40.6	Using the passive	369
40.7	Using the subjunctive	369
41	Written correspondence	370
41.1	Introduction	370
41.2	Layout of the letter	370
41.3	Academic, honorary and other titles	373
42	Oral communication	375
42.1	Introduction	375
42.2	Techniques of oral communication	375
43	Telephone skills	377
43.1	Introduction	377
43.2	Spelling on the telephone	377
43.3	Telephone phrases	378
43.4	Telephone conversations	381
Appendix I	Spelling and pronunciation	382
Appendix II	Irregular verbs	388
Appendix III	Sequence of tenses	395
Appendix IV	Word order	397
Index		400