

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**