

Cambridge University Press

978-0-521-64253-8 - A Reference Grammar of Dutch: With Exercises and Key

Carol Fehringer

Frontmatter

[More information](#)

A Reference Grammar of Dutch

A Reference Grammar of Dutch is aimed at English-speaking students of Dutch at beginner/intermediate level. It is designed to be practical and user-friendly: grammatical information is presented in short entries arranged in alphabetical order, allowing students to gain easy access to specific points of grammar or problematic points of vocabulary as they encounter them in practice. Each grammatical rule is illustrated by simple, everyday Dutch examples of the kind likely to be encountered and used by the learner. Specialised linguistic terminology is kept to a minimum, with a glossary of essential terms provided, and charts and tables are included to help the student focus on the main points. Each entry is linked to a set of exercises which are graded according to complexity, and there is a key to the exercises at the back of the book. A comprehensive index is also provided.

Carol Fehringer is Lecturer in German Linguistics and Dutch at the University of Newcastle upon Tyne. She has published articles on theoretical morphology and German and English dialects in a number of journals.

Cambridge University Press
978-0-521-64253-8 - A Reference Grammar of Dutch: With Exercises and Key
Carol Fehringer
Frontmatter
[More information](#)

Cambridge University Press

978-0-521-64253-8 - A Reference Grammar of Dutch: With Exercises and Key

Carol Fehringer

Frontmatter

[More information](#)

A Reference Grammar of **Dutch**

with Exercises and Key

CAROL FEHRINGER

University of Newcastle upon Tyne



CAMBRIDGE
UNIVERSITY PRESS

Cambridge University Press
978-0-521-64253-8 - A Reference Grammar of Dutch: With Exercises and Key
Carol Fehringer
Frontmatter
[More information](#)

CAMBRIDGE
UNIVERSITY PRESS

University Printing House, Cambridge CB2 8BS, United Kingdom

Cambridge University Press is part of the University of Cambridge.

It furthers the University’s mission by disseminating knowledge in the pursuit of education, learning and research at the highest international levels of excellence.

www.cambridge.org
Information on this title: www.cambridge.org/9780521642538

© Carol Fehringer 1999

This publication is in copyright. Subject to statutory exception and to the provisions of relevant collective licensing agreements, no reproduction of any part may take place without the written permission of Cambridge University Press.

First published 1999
Reprinted 2002, 2003

A catalogue record for this publication is available from the British Library
Library of Congress Cataloguing in Publication data

Fehringer, Carol
A reference grammar of Dutch: with exercises and key / Carol Fehringer.
p. cm.
ISBN 0 521 64253 1
1. Dutch language – Grammar. 2. Dutch language – Textbooks for foreign speakers – English. 3. Dutch language – Grammar – Problems, exercises, etc. I. Title.
PF112.F44 1999
439.31’82421 – dc21 98-11647 CIP

ISBN 978-0-521-64253-8 Hardback
ISBN 978-0-521-64521-8 Paperback

Cambridge University Press has no responsibility for the persistence or accuracy of URLs for external or third-party internet websites referred to in this publication, and does not guarantee that any content on such websites is, or will remain, accurate or appropriate.

Contents

<i>Foreword</i>	page vii
<i>Acknowledgements</i>	ix
<i>List of grammatical terms</i>	x
How to use this book	xv
Didactic guide for beginners	xvii
List of entries	xx
List of tables	xxii
Reference grammar	1
Exercises	119
Key to the exercises	159
Appendix (List of common irregular verbs)	177
<i>Index</i>	181

Cambridge University Press
978-0-521-64253-8 - A Reference Grammar of Dutch: With Exercises and Key
Carol Fehringer
Frontmatter
[More information](#)


Foreword

The purpose and style of this book

The purpose of this book is to provide an accessible reference grammar of the Dutch language for English-speaking students of Dutch and to help consolidate their knowledge through practical exercises on a whole range of grammatical topics. It is intended both for beginners and for students at an intermediate level. In addition, advanced learners wishing to revise particular grammatical points may also benefit from this book. As the grammar is designed for practical use, linguistic terminology is kept to a minimum and only traditional grammatical terms are used. The book is divided into two main parts: Part 1: a reference grammar of Dutch; Part 2: a set of exercises relating to the grammatical problems dealt with in Part 1.

Part 1 Dutch reference grammar

The reference grammar is specifically designed to be practical and user-friendly. Grammatical points are explained in short separate entries arranged in alphabetical order. This allows the student to gain quick and easy access to a particular grammatical problem and to concentrate entirely on that problem without being confused by other related issues. In this way, the layout of the reference grammar is more like that of a dictionary than that of a traditional grammar.¹ In addition, for students preferring a 'basic-to-complex' progression, a didactic guide has been included at the beginning of the book which sets out the most important grammatical topics for a beginner (or intermediate student) to learn and suggests a possible order in which these should be tackled.

Although most of the points covered are grammatical, some entries deal with specific questions of vocabulary which cause difficulties when translating Dutch into English or vice versa. Each point is explained as concisely as possible and illustrated by the use of simple, everyday Dutch examples of the kind likely to be encountered and used by the learner. Some of the larger sections contain charts and tables to help the student focus on the main points in question. Unpredictable exceptions to rules and more complicated issues, which may be of interest to intermediate or more advanced learners, are dealt with at the end of each section and introduced by the symbol . At the end of the reference grammar there is a comprehensive index containing references to the entries and to more specific grammatical problems covered in the reference grammar.

Part 2 Exercises

Each entry is linked to an exercise or set of exercises specifically designed to practise a particular grammatical problem. In sections with more than one exercise, the first one

¹ Compare M. Swan, *Practical English Usage* (Oxford: Oxford University Press, 1995) which has a similar layout

Cambridge University Press

978-0-521-64253-8 - A Reference Grammar of Dutch: With Exercises and Key

Carol Fehring

Frontmatter

[More information](#)

Foreword

(A) concentrates on the recognition and understanding of particular Dutch forms. Students are required to explain the use of a specific form or construction and/or translate Dutch words and sentences into English. The second exercise (B) focuses on the application of the rules learned in the reference grammar. This involves filling in gaps, giving the correct forms of individual Dutch words, reformulating Dutch sentences etc. Exercise (C) consists of a free composition in which students are required to write short texts in Dutch.² There may also be a dialogue at the end of the section which serves as a basis for a reformulation or gap-fill exercise.

In the larger sections, each exercise is graded according to complexity. Exercises marked **1** are designed for beginners to intermediate students and deal with the straightforward application of rules. Those marked **2** are aimed at intermediate to advanced students and include more complex constructions and exceptions to rules.

The exercise section is followed by a key to the exercises and an alphabetical list of common irregular verbs.³

2 Note that the instructions are deliberately general so that teachers can adapt (C) to the requirements of their students.

3 I also recommend the following Dutch grammars for English-speaking students: B. C. Donaldson, *Dutch: A Comprehensive Grammar* (London and New York: Routledge, 1997); W. Z. Shetter, *Dutch: An Essential Grammar* (London and New York: Routledge, 1994) and the accompanying exercise book by J. Delap and E. Stronks, *Beginning Dutch Workbook* (Groningen: Wolters-Noordhoff, 1993). Advanced students and teachers of Dutch may also wish to consult the following grammars written in the Dutch language: A. F. Florijn et al., *De regels van het Nederlands. Grammatica voor anderstaligen* (Groningen: Wolters-Noordhoff, 1994); A. M. Fontein and A. Pescher-ter Meer, *Nederlandse grammatica voor anderstaligen* (Utrecht: Nederlands Centrum Buitenlanders, 1993).

Acknowledgements

I would like to thank those teachers and colleagues in the German Department of the University of Manchester who first encouraged my interest in the Dutch language, in particular Professor Martin Durrell, Dr Kersti Börjars and Ms Irene Juurlink. My thanks are also due to friends and colleagues in the Department of German Studies, University of Newcastle upon Tyne, for their support during the writing of this book. I am particularly grateful to Dr Jonathan West for his many helpful comments and to Mr Mark Whitaker for his (much needed!) advice on word-processing techniques. In addition, I acknowledge with gratitude my debt to the Dutch Harting students Ms Annika Op 't Zandt, Ms Erica Kramer and Mr Ritske Zuidema, upon whose native-speaker intuition I have frequently called, and am especially grateful to Mr Theo van Lenthe in Groningen for his thorough reading of the manuscript and many useful suggestions. My thanks are also due to Dr Roel Vismans, Dr John Palmer, Gerdi Quist and Erna Eagar, whose comments and suggestions have been extremely helpful. Finally, I would like to thank my husband Gerhard not only for his sound practical advice but also for his moral support and encouragement which have been invaluable to me.

Grammatical terms

- ABSTRACT NOUN** A noun referring to an idea rather than to something concrete which one can see or touch, e.g. E. *beauty, honour*, D. *vrijheid*.
- ACCENT** In writing, a mark such as ´ or ` placed over a letter to indicate stress or differentiate one word from another, e.g. D. *één*.
- ADJECTIVE** A word used to describe a noun or pronoun, e.g. E. *a pretty woman, she is clever*, D. *een mooie vrouw*.
- ADVERB** A word used to describe a verb or an adjective, e.g. E. *he speaks quickly, he is surprisingly good*, D. *hij spreekt snel*.
- AGENT** The person or thing that carries out the action described by the verb, e.g. E. *the boy played tennis, I was arrested by the police*, D. *ik schreef een brief*.
- ARTICLE** A word, such as *a* or *the* used before a noun (see **DEFINITE ARTICLE** and **INDEFINITE ARTICLE**).
- AUXILIARY VERB** A verb, such as *have* or *be*, which is used with other verbs to make different tenses, e.g. E. *I have worked*, D. *ik heb gewerkt, ik ben gegaan*.
- BARE INFINITIVE** In Dutch, the infinitive without *om* or *te*, e.g. D. *ik moet gaan*.
- CLAUSE** The part of the sentence containing the finite verb (usually with a subject), e.g. E. [*John came round*_{Clause 1}] and [*I made some tea*_{Clause 2}], D. [*de student werkt hard*_{Clause 1}] maar [*hij krijgt steeds slechte cijfers*_{Clause 2}].
- COLLECTIVE NOUN** A singular noun which is used to refer to a whole group of people or things, e.g. E. *a herd (of cattle), the police*, D. *de familie*.
- COMPARATIVE** The form of the adjective used when comparing one person or thing to another, e.g. E. *John is taller than Peter*, D. *Jan is groter dan Piet*.
- COMPOUND (WORD)** A word made up of two or more other words which can also occur independently, e.g. E. *post + man = postman*, D. *appel + boom = appelboom*.
- CONDITIONAL** A tense used to refer to hypothetical situations in the future, e.g. E. *I would go*, D. *ik zou gaan*.
- CONDITIONAL PERFECT** A tense used to refer to hypothetical situations in the past, e.g. E. *I would have done it*, D. *ik zou het gedaan hebben / ik had het gedaan*.
- CONJUNCTION** A word, such as *and, but, because, while* etc., which links clauses together, e.g. E. *John studies French and his friend studies German*, D. *ik studeer Duits maar ik vind het moeilijk*.
- CONSONANT** A speech sound, such as *p, t, g, d, s, f, l* etc. which is not a vowel or diphthong.
- CO-ORDINATING CONJUNCTION** A conjunction, such as D. *en, maar, want* etc., which does not affect word order (contrast **SUBORDINATING CONJUNCTION**).
- DEFINITE ARTICLE** A word (i.e. *the* in English) placed before a noun to make it definite or specific, e.g. E. *the man*, D. *de man, het huis* (contrast **INDEFINITE ARTICLE**).
- DEMONSTRATIVE PRONOUN** A word, such as *this, that, these* etc., which points out a specific person or thing, differentiating it from other similar members of its class, e.g. E. *this person*, D. *deze man, dat huis*.
- DIMINUTIVE** A word with a special ending used chiefly to indicate smallness, although it may also be used to express endearment or contempt, e.g. E. *piglet, daddy*, D. *kindje*.

List of grammatical terms

- DIPHTHONG** Two different vowel sounds occurring within the same syllable, e.g. E. *ai* in *wait*, *ou* in *house*, D. *ij* in *mijn*, *ui* in *huis*.
- DIRECT OBJECT** The direct recipient of the action described by the verb, e.g. E. *I read **the book***, *I saw **my friend***, D. *hij schreef **een brief*** (contrast **INDIRECT OBJECT**).
- FINITE VERB** The part of the verb which may change its form to show person, number and tense. It usually occurs with a subject, e.g. E. *John **lives** abroad*, *he **went** to work*, D. *ik **ga** als jullie **gaan*** (contrast **INFINITIVE**).
- FIRST PERSON** The grammatical category of pronouns or verbs used by the speaker/writer to refer to himself/herself either alone or with others, e.g. E. ***I am***, ***we are***, D. *ik **ben***, *wij **zijn*** (contrast **SECOND PERSON**, **THIRD PERSON**).
- FUTURE PERFECT** A tense used to refer to completed actions in the future, e.g. E. ***I will have done** it by next week*, D. *ik **zal** het **gedaan hebben***.
- FUTURE TENSE** A tense used usually to refer to future time, e.g. E. ***I will do** it soon*, D. *ik **zal** het **doen***, or to express an assumption, e.g. E. *he **will be** there by now*.
- GENDER (GRAMMATICAL GENDER)** In Dutch, the use of special grammatical forms (e.g. different definite articles) to differentiate common gender nouns (i.e. old masculines and feminines) from neuter nouns, e.g. D. ***de** man*, ***de** vrouw*, ***het** kind*.
- IMPERATIVE** The form of the verb used to give an order or command, e.g. E. ***come here!***, D. ***ga** weg!*
- INDEFINITE ARTICLE** A word (i.e. *a* in English) used to indicate that the following noun is not specific, e.g. E. ***a** man*, D. ***een** man* (contrast **DEFINITE ARTICLE**).
- INDEFINITE PRONOUN** A word, such as *some*, *somebody*, *any*, *every* etc., which refers to things that are not specific, e.g. E. ***some** people like jazz*, D. ***veel** studenten hebben geen geld*.
- INDIRECT OBJECT** (Usually a person.) The recipient of the direct object, e.g. E. ***I gave the book to the teacher***, ***I introduced my friend to my parents***, D. *hij schreef een brief aan **zijn vriendin*** (contrast **DIRECT OBJECT**).
- INFINITIVE** The part of the verb which is always given in dictionaries and does not change its form to show person, number and tense, e.g. E. *to work*, *to go*, *to come*, D. *werken*, *gaan*, *komen*.
- INSEPARABLE VERBS** A set of Dutch verbs with the prefixes *be-*, *her-*, *ont-*, *ver-*, *ge-* and *er-*. These prefixes are never separated from the verb, e.g. D. *ik **begrijp** het*, *ik heb het **vertaald*** (contrast **SEPARABLE VERBS**).
- INTRANSITIVE VERB** A verb not taking a direct object, e.g. E. *he **died***, D. *ik **lachte*** (contrast **TRANSITIVE VERB**).
- IRREGULAR** Not following the normal rules, e.g. E. not ***X** I teach*ed but ***I taught***, D. *ik **ging***, *hij **zong*** (not ***X** ik ga*de, ***X** hij zing*de).
- MAIN CLAUSE** In Dutch, a clause which does not begin with a subordinating conjunction, e.g. D. ***ik heb gehoord** dat hij ziek is* (contrast **SUBORDINATE CLAUSE**).
- MANNER** An expression of manner describes *how* something happens, e.g. E. *he came **quickly***, ***I arrived in a bad mood***, D. *hij gaat **met de trein***.
- MODAL VERBS** A set of verbs used, together with the infinitive form of other verbs, to express a range of moods such as volition, obligation, ability etc., e.g. E. ***I want** to go*, *he **can** do it*, D. *ik **wil** gaan*, *ik **moet** het doen*.
- NOUN** A word used to name a person, thing or concept. In English and Dutch, it may occur after an article and may be either singular or plural, e.g. E. ***a man***, ***the boys***, ***happiness***. D. ***een hond***, ***het huis***, ***de kinderen***.
- NUMBER** A term used to refer to the grammatical categories of singular and plural (see **SINGULAR** and **PLURAL**).
- OBJECT (Obj.)** (See **DIRECT OBJECT** and **INDIRECT OBJECT**.)

List of grammatical terms

- PARTICIPLE** (See **PRESENT PARTICIPLE** and **PAST PARTICIPLE**.)
- PASSIVE** A grammatical construction used to shift the emphasis from the **agent** of the verb (i.e. the doer) to the **recipient** of the action described by the verb, e.g. E. ***I was praised by the teacher*** (as opposed to *the teacher praised me*). Often, the agent is left unspecified, e.g. ***the thief was arrested, D. het wordt nooit gedaan.***
- PAST PARTICIPLE** The part of the verb used in the perfect, pluperfect and passive which does not change its form to show person and number, e.g. E. *they have **done** it, it was **written** yesterday, D. ik heb hard **gewerkt**, wij hebben niets **gezegd**.*
- PAST TENSE (SIMPLE PAST)** A tense used to refer to past events, e.g. E. *I **worked**, he **went**, D. hij werkte, hij **ging**.*
- PERFECT TENSE** A tense used to refer to actions in the past which are still relevant to the present, e.g. *I **have cleaned** the kitchen (and it is still clean), D. ik heb de hele dag **gewerkt**, ik ben nooit in Amsterdam **geweest*** (contrast **PLUPERFECT TENSE**).
- PERSON** (See **FIRST PERSON**, **SECOND PERSON** and **THIRD PERSON**.)
- PERSONAL PRONOUN** A pronoun referring to one or more persons, e.g. E. ***I, you, he, they, me, him, them***, D. ***ik, jij, hij, wij, mij, hem, ons*** etc., or to inanimate objects, e.g. ***it, they, them***, D. ***het, hij, hem, ze*** etc.
- PLUPERFECT TENSE** A tense used to refer to events in the past which are no longer relevant to the present, e.g. *I **had cleaned** the kitchen (but it is now dirty again), D. ik had de hele dag **gewerkt**, ik was nooit in Amsterdam **geweest*** (contrast **PERFECT TENSE**).
- PLURAL (pl.)** The grammatical form used to refer to more than one person, thing or concept, e.g. E. *the **tables**, **we were***, D. ***twee mannen, wij werken*** (contrast **SINGULAR**).
- POSSESSIVE PRONOUN** A pronoun used to denote possession, e.g. E. ***my** house, **your** cat, **his** dog, E. **mijn** man, **jouw** vriend, **hun** kinderen.*
- PREFIX** Something that is attached to the beginning of a word, e.g. E. ***un**happy, D. **uit**gaan.*
- PREPOSITION** A word, such as *in, on, over, under* etc. used before a noun or pronoun to relate it to other words in the sentence, e.g. E. *the book is **on** the table, he went **with** his wife, D. zijn auto stond **voor** het huis.*
- PREPOSITIONAL PREFIX** A preposition attached to the beginning of a word, e.g. D. ***op**bellen, **uit**gaan, **voor**komen.*
- PRESENT PARTICIPLE** In English, the form of the verb ending in ‘-ing’ which is used in a number of different grammatical constructions, e.g. *I am **working**, he was still **sleeping**.* Dutch present participles end in -d(e) and are used as adjectives and adverbs, e.g. D. *het **huilende** kind.*
- PRESENT TENSE** A tense used primarily to refer to present time, general time and habitual actions e.g. E. *John **feels** ill, the world **is** round, they **meet** once a week, D. Jan **werkt** te hard, de kinderen **blijven** thuis.*
- PROGRESSIVE FORMS** In English, verbal constructions using *to be* plus a present participle, e.g. *I **am going**, he **was reading**, have you **been crying**?*
- PRONOUN** A word, such as *I, he, it, they, this, that, who* etc., used to refer to a noun (see **DEMONSTRATIVE PRONOUN**, **INDEFINITE PRONOUN**, **PERSONAL PRONOUN**, **POSSESSIVE PRONOUN**, **RELATIVE PRONOUN**).
- REFLEXIVE VERB** A verb whose object refers back to its subject, e.g. E. *I [Subj.] wash **myself** [Obj.].* The objects of reflexive verbs are known as **reflexive pronouns**, e.g. E. ***myself, yourself, himself, themselves*** etc., D. ***me, je, zich*** etc.
- RELATIVE CLAUSE** A clause beginning with a relative pronoun, e.g. E. *the girl **who came to dinner**, D. de man **die met mijn vrouw werkt**.*
- RELATIVE PRONOUN** A pronoun that refers back to a noun already mentioned in the sentence,

List of grammatical terms


- e.g. E. *the man* **who** lost his job, *the problem* **which** must be solved, D. *de vrouw* **die** om de hoek woont, *het huis* **dat** verkocht wordt.
- SECOND PERSON** The grammatical category of pronouns or verbs used by the speaker/writer to refer to the person(s) whom s/he is addressing, e.g. E. **you are**, D. **jij bent, u bent, jullie zijn** (contrast **FIRST PERSON, THIRD PERSON**).
- SENTENCE** A group of words containing one or more clauses. In writing, it begins with a capital letter and ends with a full stop, e.g. E. **That man works with my wife.** D. **Die man werkt met mijn vrouw maar zij vindt hem niet aardig.**
- SEPARABLE VERBS** A set of Dutch verbs with prepositional prefixes such as *aan-*, *in-*, *uit-*, *door-*, *om-*, *op-* etc. These prefixes are separated from the verb in certain grammatical constructions, e.g. D. *ik belde hem* **op**, *hij is* **aangekomen** (contrast **INSEPARABLE VERBS**).
- SINGULAR** (sg.) The grammatical form used to refer to one person, thing or concept, e.g. E. **a table, I was**, D. **een man, hij werkt** (contrast **PLURAL**).
- STEM** (See **VERB STEM**.)
- STRESS** In speaking, emphasis placed on a particular syllable of a word, e.g. E. **f**ather, **p**retend, D. **m**oeder, **t**afel.
- STRONG VERB** A verb that forms its past tense and past participle by changing a vowel, e.g. E. **sing – sang – sung**, D. **rijden – reed – gereden**.
- SUBJECT** (subj.) A noun or pronoun which carries out the action described by the verb, e.g. E. **the dog** chases the cat, D. **hij** leest het boek. The subject may also experience the state described by the verb, e.g. E. **he** feels unwell, D. **die man** is heel dik.
- SUBORDINATE CLAUSE** In Dutch, a clause beginning with a subordinating conjunction, e.g. D. *ik ben niet naar de bioscoop gegaan* **omdat ik geen geld had**.
- SUBORDINATING CONJUNCTION** In Dutch, a conjunction, such as **als, dat, omdat, terwijl** etc., which sends the finite verb to the end of the following clause, e.g. D. *ik weet* **dat** *hij geen geld heeft*.
- SUPERLATIVE** The form of the adjective used to denote an extreme or unsurpassed level, e.g. E. *the* **biggest** house, *I am the* **cleverest**, D. *de* **intelligentste** man.
- SYLLABLE** That part of a word which usually contains a vowel, e.g. E. **man**, D. **vrouw** consist of one syllable, E. **woman**, D. **moeder** consist of two and E. **computer**, D. **opbellen** consist of three.
- TENSE** A category of the verb, such as present tense, past tense, future tense etc., which expresses relations of time.
- THIRD PERSON** The grammatical category of pronouns or verbs used by the speaker/writer to refer not to himself/herself nor to the addressee but to some third party or something else, e.g. E. **he is, they are**, D. **het is, zij zijn** (contrast **FIRST PERSON, SECOND PERSON**).
- TRANSITIVE VERB** A verb taking a direct object, e.g. E. *he* **kicked** the cat, *I* **found** some money, D. *ik* **stuur** twee brieven.
- VERB** A word which indicates the performance or occurrence of an action or the existence of a condition. In English and Dutch, it usually occurs with a subject and may change its form to show person, number and tense, e.g. E. *he* **works**, *I* **felt** unwell, D. *het* **groeit**, *wij* **waren** ziek.
- VERB STEM** In Dutch, the infinitive minus *-en*, with the appropriate spelling changes, e.g. D. **werk, woon, zit, leef** (infinitives *werken, wonen, zitten, leven*).
- VOICELESS** (of a consonant) Produced without vibration of the vocal chords. Some voiceless consonants in English and Dutch are **p, t, k, f, s, ch**.
- VOWEL** The speech sounds **a, e, i, o, u** (and **y** at the end of words), e.g. E. *bed, baby*, D. *bad, boom*.

Cambridge University Press
978-0-521-64253-8 - A Reference Grammar of Dutch: With Exercises and Key
Carol Fehringer
Frontmatter
[More information](#)

How to use this book

The reference grammar

When first looking for a particular grammatical topic it is advisable to refer to the alphabetical index at the end of the book. If there is more than one section number listed for a particular topic, the number given in bold highlights the section which deals with that topic in the most detail. Students are advised to refer to that section first. As they become more familiar with the book, students will soon recognise which (more general) grammatical topics comprise a whole section, and the alphabetical listing of these will allow for quick and easy access without the need for an index.

Most sections are divided into numbered subsections with bold headings. These usually deal with the main rules of Dutch grammar which beginners and intermediate students should learn. Exceptions to rules, less common forms and observations on style and usage which may be of more interest to advanced learners are usually given in the paragraphs marked  at the end of the section or, alternatively, in footnotes.

Exercises

Each section of the reference grammar corresponds to a set of exercises which enable students to work on the topic covered in that particular section. They are organised according to type and level.

- Type **A**




B

C
- Recognition and understanding of Dutch forms
- Application of rules
- Free composition
- Level **1**

2
- Beginners to intermediate
- Intermediate to advanced

The answers to the exercises are given in the key at the end of the whole exercise section.

EXAMPLE If you want information on the past tense, do the following

ACTION TO TAKE	WHAT YOU WILL FIND
STEP 1 → Go to Index, look under ‘p’	Past tense: 27.1, 47 , 50  
STEP 2 → Go to Section 47 of the reference grammar	47 Past tense 47.1 ... 47.2 ... etc.
STEP 3 → • Read 47.1 and 47.2 for formation of past tense • Read 47.3 for usage • Read  if interested in further information	

How to use this book

If you also want to do exercises on the **past tense**, do the following

ACTION TO TAKE	WHAT YOU WILL FIND
STEP 1 → Go to 47 past tense in the exercises section	47 Past tense A1 . . . 2 . . . B1 . . . 2 . . . C1 . . . 2 . . . etc.
STEP 2 → Choose exercises appropriate to your level	
STEP 3 → Go to Key to check answers	47 A1 . . . etc. (answers)

The grammatical topics dealt with in this book have been arranged alphabetically for quick and easy access. However, some students, particularly beginners, may also feel the need for a 'didactic guide' suggesting which topics they should tackle first in order to attain at least a basic level of Dutch. In this way, the learner can gradually build up his/her knowledge of Dutch grammar on a 'basic-to-complex' basis, in addition to focusing on specific topics when needed. The charts below set out the main areas of Dutch grammar covered in this book and suggest a possible order in which to tackle each one, beginning with those needed to produce simple sentences in Dutch and then moving on to more complex forms and constructions.

Grammatical topic	Section(s)
Pronunciation	58
Spelling	65
Punctuation – capital letters	11
commas	13
apostrophes	7

Grammatical topic	Section(s)
Present tense: I WORK , HE WORKS etc.	55
Forms of <i>zijn</i> ‘to be’	33.1(c)
Forms of <i>hebben</i> ‘to have’	33.1(b)
Personal pronouns – subject: I, YOU, HE etc.	49.1 (Table 24)
object: ME, HIM, US etc.	49.1 (Table 25)
difficulties	49.2, 49.3
Direct and indirect objects: I see THE MAN I give it TO THE MAN	45
Word order in simple sentences	78.1(a)
Conjunctions not affecting word order: AND, BUT etc.	17.1

Didactic guide for beginners

C Questions and commands

Grammatical topic	Section(s)
Question words: WHO?, WHAT?, WHERE? etc.	60
Word order in 'yes-no' questions	78.1(c, i)
Imperative: COME here!	28

D Some basic parts of sentences (1)

Grammatical topic	Section(s)
Nouns – gender	25
plurals	42
Possessives: MY, YOUR, HIS, JOHN'S etc.	51, 52
Demonstratives: THIS, THAT etc.	19
Adjectives – adjective endings	2
Adverbs: QUICKLY, NICELY etc.	5
Prepositions: ON, IN, OUT, WITH etc.	53

E How to negate a sentence

Grammatical topic	Section(s)
Use of <i>niet</i> 'not'	41
<i>Geen</i> 'no/not any' before nouns	24

F Some basic parts of sentences (2)

Grammatical topic	Section(s)
Articles: A, THE (use of)	8
Comparatives: BIGGER etc.	14
Superlatives: BIGGEST etc.	67
Functions of <i>er</i>	21

G The use of other tenses and verbal constructions

Grammatical topic	Section(s)
Modal verbs with infinitives: e.g. I WANT TO WORK	40
Future tense: I WILL WORK	23.1, 23.2
Conditional: I WOULD WORK	16.1
Simple past: I WORKED – regular	47
irregular	33
Perfect: I HAVE WORKED – regular	48
irregular	33
Pluperfect: I HAD WORKED	50

Didactic guide for beginners

H Special types of verb

Grammatical topic	Section(s)
Inseparable verbs: begrijpen , ontmoeten etc.	32
Separable verbs: opbellen , uitgaan etc.	64
Reflexive verbs: zich wassen etc.	61

I How to form longer and more complex sentences

Grammatical topic	Section(s)
Conjunctions affecting word order: IF, BECAUSE etc.	17.2
Word order	78
Relative pronouns: WHO, WHICH etc.	62
Use of (<i>om</i>) . . . te + infinitive	30
Translating English -ING constructions	31

J The use of more complex tenses and verbal constructions


Grammatical topic	Section(s)
Future perfect: I WILL HAVE WORKED	23.3
Conditional perfect: I WOULD HAVE WORKED	16.2
Hypothetical sentences with 'if': IF I HAD WORKED	27
Passive: I WAS SEEN (BY . . .)	46
Modal verbs in complex tenses:	
double infinitives	40.2(b,c), 78.2(d)
conditional perfect: SHOULD HAVE/COULD HAVE	40.2(d)

K Extending vocabulary: rules for deriving words from other words

Grammatical topic	Section(s)
Adjectives used as nouns	4
Adjectives derived from other words	3
Nouns derived from other words	43
Verbs derived from other words	74
Diminutives	20
Professions	56
Female endings	22

Entries

	reference	exercises
1 Accents	<i>page</i> 3	121
2 Adjectives	3	121
3 Adjectives derived from other words	5	122
4 Adjectives used as nouns	7	123
5 Adverbs	7	123
6 ALL: Dutch equivalents	7	123
7 Apostrophes	8	124
8 Articles: usage	9	124
9 <i>Blijven</i>	11	124
10 BOTH: Dutch equivalents	11	125
11 Capital letters	12	125
12 Colloquial Dutch	12	125
13 Commas	14	125
14 Comparatives	15	126
15 Compound words	16	126
16 Conditional and conditional perfect tenses	17	127
17 Conjunctions: AND, BUT, BECAUSE etc.	19	127
18 Days and months	20	128
19 Demonstrative pronouns: THIS, THAT etc.	21	128
20 Diminutives	23	129
21 <i>Er</i>	25	129
22 Female endings	27	130
23 Future and future perfect tenses	28	130
24 <i>Geen</i>	29	131
25 Gender	30	131
26 <i>Graag</i>	32	132
27 Hypothetical sentences with <i>als</i> : IF	33	132
28 Imperative	34	133
29 Indefinite pronouns: SOME, ANY, EACH etc.	35	133
30 Infinitives and use of (<i>om</i>) ... <i>te</i>	37	134
31 -ING constructions: Dutch equivalents	38	134
32 Inseparable verbs	40	135
33 Irregular verbs ⁴	42	135
34 KNOW: <i>weten</i> or <i>kennen</i> ?	47	136
35 <i>Laten</i>	47	136
36 Letter writing	48	136
37 LIVE: <i>leven</i> or <i>wonen</i> ?	49	137
38 MAY/MIGHT: Dutch equivalents	50	137

4  Appendix for alphabetical list of irregular verbs.

List of entries

39	MEAN: <i>betekenen, bedoelen</i> or <i>menen</i> ?	50	137
40	Modal verbs	50	138
41	<i>Niet</i>	52	138
42	Noun plurals	54	139
43	Nouns derived from other words	56	140
44	Numbers	58	140
45	Objects: direct and indirect	60	140
46	Passive	61	141
47	Past tense (simple past)	63	141
48	Perfect tense	65	142
49	Personal pronouns: I, YOU, HE etc.	69	144
50	Pluperfect tense	73	145
51	Possession	74	145
52	Possessive pronouns: MY, YOUR, HIS etc.	76	146
53	Prepositions	78	146
54	Present participles	85	147
55	Present tense	86	148
56	Professions	88	149
57	Progressive forms	88	149
58	Pronunciation	89	149
59	PUT: Dutch equivalents	92	150
60	Question words: WHO?, WHAT?, WHERE? etc.	93	150
61	Reflexive verbs	95	150
62	Relative pronouns	97	151
63	SAME: Dutch equivalents	98	152
64	Separable verbs	99	152
65	Spelling	101	152
66	SUCH (A): Dutch equivalents	102	153
67	Superlatives	103	153
68	THEN: Dutch equivalents	104	153
69	Time	104	154
70	<i>Toch</i>	106	154
71	UNDERSTAND: <i>begrijpen</i> or <i>verstaan</i> ?	106	154
72	USED TO: Dutch equivalents	107	154
73	Verbs: summary of tenses	107	155
74	Verbs derived from other words	108	155
75	Verbs of position: <i>staan, liggen</i> and <i>zitten</i>	109	155
76	<i>Wel</i>	110	156
77	WHEN: Dutch equivalents	110	156
78	Word order	111	156
79	<i>Zelf</i> : MYSELF, YOURSELF etc.	116	157
80	<i>Zou</i>	116	158

Tables

1	Summary of adjective endings	<i>page</i> 4
2	Four translations of ALL	8
3	The three translations of BOTH	12
4	Comparative constructions	16
5	The conditional	17
6	The conditional perfect (full form)	18
7	The conditional perfect (contracted form)	18
8	Conjunctions which send the verb to the end	20
9	Days of the week	20
10	Months	21
11	Demonstrative pronouns	22
12	Functions of <i>er</i>	26
13	The future	28
14	The future perfect	29
15	Use of articles according to gender and number	31
16	Translations of ‘it’ and ‘they’ (non-human)	32
17	Position of <i>niet</i>	53
18	The passive with <i>worden</i>	61
19	The passive with <i>zijn</i>	62
20	The simple past	64
21	The perfect tense with <i>hebben</i>	66
22	Past participles	67
23	The perfect tense with <i>zijn</i>	68
24	Subject pronouns used in spoken and written Dutch	70
25	Object pronouns used in spoken and written Dutch	70
26	The pluperfect tense with <i>hebben</i>	73
27	The pluperfect tense with <i>zijn</i>	74
28	Possessives with <i>van</i>	75
29	Possessive pronouns used independently as nouns	76
30	Possessive pronouns used in spoken and written Dutch	77
31	Verbs with prepositions	84
32	Adjectives with prepositions	84
33	The present tense of <i>werken</i> ‘to work’	86
34	The present tense with spelling changes	87
35	Pronunciation of Dutch consonants	90
36	Pronunciation of Dutch vowels (and diphthongs)	91
37	Reflexive pronouns with the verb <i>zich wassen</i> ‘to wash oneself’	95
38	Verbs that are always reflexive	96
39	Verbs that can be used either reflexively or with other direct objects	96
40	Summary of relative pronouns	98
41	Common separable verbs	100

List of tables

42	Spelling changes with vowels	101
43	Summary of verb tenses	108
44	The position of the finite verb	113
45	The relative position of finite and non-finite verbs	114
46	The relative position of modal and non-modal infinitives	114
47	Expressions of time, manner and place	114
48	Word order used for emphasis	115