The English Verb

Suport de curs

Chișinău 2014
Aprobată spre editare de Senatul UPS Ion Creangă, din 18.12.2014, proces - verbal nr.4 al Ședinței Senatului Universității Pedagogice de Stat Ion Creangă

Autori:

Herța Lilia, senior lecturer

Mardari Alina, senior lecturer

Recenzenți:

Petrov Simion, dr. în fil., conf. univ., catedra Traducere și Interpretare și Lingvistică aplicată, USM;

Budnic Ana, dr. în ped., conf. univ., catedra Filologie Egleză, UPS "Ion Creangă".

Descrierea CIP a Camerei Naționale a Cărții

Herța, Lilia.


Tiraj - 20 ex.

The Present Simple .................................................................4
The Present Continuous .........................................................18
Present continuous or simple? ..................................................21
Self-Test 1 ...........................................................................26
The past simple .....................................................................28
The past continuous ..............................................................37
Past continuous or simple? ......................................................41
Self-Test 2 ...........................................................................46
The present perfect ...............................................................48
Present perfect or past simple? .................................................57
Self-Test 3 ...........................................................................61
The present perfect continuous .................................................63
The past perfect .....................................................................67
Review of the past simple, continuous and perfect .................71
The past perfect continuous ...................................................72
Self-Test 4 ...........................................................................75
Review of present and past tenses ..........................................76
Self-Test 5 ...........................................................................78
The Future Simple .................................................................80
Be going to ...........................................................................84
Will or Be going to? ..............................................................86
Present Tenses for the Future ..................................................91
Self-Test 6 ...........................................................................95
The Future Continuous ..........................................................96
The Future Perfect ...............................................................100
Review of the future .............................................................103
Self-Test 7 ...........................................................................104
Passive verb forms ................................................................106
Self-Test 8 ...........................................................................114
The Modal Verbs ................................................................116
Self-Test 9 ...........................................................................142
The Infinitive ........................................................................144
Verb + ing-form ....................................................................148
Verb + to-infinitive or verb ing-form? .....................................151
Self-Test 10 .........................................................................159
Conditionals .........................................................................161
Review of conditionals ..........................................................176
Wish and if only ....................................................................182
Self-Test 11 ...........................................................................185
Direct speech and reported speech .......................................187
Self-Test 12 .........................................................................208
Introduction

*The English Verb* is for students of English at a middle or 'intermediate' level. This means students who are no longer beginners but who are not yet expert in English. It can be used by students attending classes or by someone working alone. What does the book consist of?

The book consists of 25 units, each on a grammatical topic. The units cover the main areas of English grammar. Special attention is given to those points which are often a problem for learners: the meaning of the different verb forms, the use of the passive, conditionals and so on. Many units contrast two or more different structures such as the present perfect and past simple. There are also a number of review units. The emphasis through the whole book is on the meaning and use of the forms in situations. Most units start with a dialogue, or sometimes a text, which shows how the forms are used in a realistic context.

There are also 11 tests. These come after each group of units and cover the area of grammar dealt with in those units. Each unit consists of an explanation of the grammar point followed by a number of exercises. Almost all units cover two pages. The examples used to illustrate the explanations are mostly in everyday conversational English, except when the structure is more typical of a formal or written style.
The Present Simple

Use
We use the present simple for thoughts and feelings: I think so, I like it.
states, things staying the same, facts and things that are true for a long time: We live quite near
repeated actions: We come here every week, and also
in phrases like I promise, I agree, etc: I promise I’ll pay you back.
in a negative question with why to make a suggestion: Why don’t we go out?

For the future meaning of the present simple
The new term starts next week.

Positive forms
I/you/we/they get
he/she/it gets
In the present simple we use the verb without an ending.
I get the lunch ready at one o’clock, usually. We always do our shopping at Greenway.
But in the third person singular (after he, she, it, your friend, etc), the verb ends in s or es.

The present simple -s ending
In the third person singular, a present simple verb ends in s.
1. After s, sh, ch and x we add es /iz/.
   pass —> passes wash —> washes
   catch —> catches mix —> mixes
2. Some verbs ending in o have es.
   go —> goes do —> does
3. When a verb ends in a consonant + y, the y changes to ies.
   hurry —> hurries copy —> copies
   It gets busy at weekends. My husband thinks so, too.
   Sarah catches the early train. She faxes messages all over the world.

Negatives and questions
NEGATIVE QUESTION
I/you/we/they do not get OR don’t get do?/we/you/they get?
he/she/it does not get OR doesn’t get does he/she/it get?
We use a form of do in negatives and questions.
We use do and don’t except in the third person singular, where we use does and doesn’t.
We don’t live far away. He doesn’t want to go shopping.
We do not add s to the verb in negatives and questions.
NOT He doesn’t get and NOT Does he get?

Present simple + adverbs of frequency always/ usually /sometimes /never
I always have breakfast.
They usually finish work at 5.00.
She sometimes watches TV in the evening.
He never eats meat.
Be careful with the position of adverbs of frequency:
I always have breakfast. NOT Always I have breakfast. I have always breakfast
With never, use a [ɔː] verb: He never eats meat NOT he doesn’t never eat meat.
Exercises

1. Complete the sentences. Use each verb once:

<table>
<thead>
<tr>
<th>Verb</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>drink</td>
<td>I ________________ in the city centre. (+)</td>
</tr>
<tr>
<td>have</td>
<td>I ________________ a new car. (+)</td>
</tr>
<tr>
<td>like</td>
<td>I ________________ coffee. (-)</td>
</tr>
<tr>
<td>live</td>
<td>I ________________ football. (-)</td>
</tr>
<tr>
<td>want</td>
<td>I ________________ six children. (+)</td>
</tr>
</tbody>
</table>

2. Complete with *do* or *don't*.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>I ________________ live here. I live in the city centre.</td>
</tr>
<tr>
<td>2.</td>
<td>A: ________________ you have children? B: No, I ________________ .</td>
</tr>
<tr>
<td>3.</td>
<td>I ________________ like this photo. It's terrible</td>
</tr>
<tr>
<td>5.</td>
<td>I ________________ have brothers and sisters. I'm an only child.</td>
</tr>
<tr>
<td>7.</td>
<td>A: Do you like my coat? B: Yes, I ________________ . It's fantastic</td>
</tr>
</tbody>
</table>

3. Order the words to make sentences or questions.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>umbrella have do you an?</td>
</tr>
<tr>
<td>2.</td>
<td>like I football don't.</td>
</tr>
<tr>
<td>3.</td>
<td>magazine want you a do?</td>
</tr>
<tr>
<td>4.</td>
<td>a house I small live in.</td>
</tr>
<tr>
<td>5.</td>
<td>English you do study?</td>
</tr>
<tr>
<td>6.</td>
<td>sisters two have I.</td>
</tr>
<tr>
<td>7.</td>
<td>don't British want a I car.</td>
</tr>
<tr>
<td>8.</td>
<td>here you near do live?</td>
</tr>
<tr>
<td>9.</td>
<td>a don't I phone mobile have</td>
</tr>
</tbody>
</table>

4. Write sentences.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>have tea for breakfast (t They +)</td>
</tr>
<tr>
<td>2.</td>
<td>want coffee or tea (you ?)</td>
</tr>
<tr>
<td>3.</td>
<td>have cereal for breakfast (They -)</td>
</tr>
<tr>
<td>4.</td>
<td>like chocolate(you ?)</td>
</tr>
<tr>
<td>5.</td>
<td>eat a lot of rice in Japan (We +)</td>
</tr>
<tr>
<td>6.</td>
<td>drink coffee in the evening (you ?)</td>
</tr>
<tr>
<td>7.</td>
<td>like Chinese food (We -)</td>
</tr>
<tr>
<td>8.</td>
<td>have salad for lunch (They +)</td>
</tr>
<tr>
<td>9.</td>
<td>drink tea in Russia(they ?)</td>
</tr>
</tbody>
</table>

5. Complete the sentences with a verb from the list: drink have like not listen live read not speak watch work.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>We ________________ in a big house in Oxford.</td>
</tr>
<tr>
<td>2.</td>
<td>We ________________ to the radio in the morning.</td>
</tr>
<tr>
<td>3.</td>
<td>My husband and I ________________ cereal and coffee for breakfast.</td>
</tr>
<tr>
<td>4.</td>
<td>________________ your children ________________ TV at dinner time?</td>
</tr>
<tr>
<td>5.</td>
<td>My sisters ________________ Spanish or Italian.</td>
</tr>
<tr>
<td>6.</td>
<td>People in Italy ________________ a lot of coffee.</td>
</tr>
<tr>
<td>7.</td>
<td>________________ you ________________ on Saturdays?</td>
</tr>
<tr>
<td>8.</td>
<td>They ________________ New York. They think it's a fantastic city.</td>
</tr>
<tr>
<td>9.</td>
<td>________________ you ________________ newspapers and magazines in English?</td>
</tr>
</tbody>
</table>

6. Rewrite the sentences.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>I live in a flat. She ________________</td>
</tr>
<tr>
<td>2.</td>
<td>They read magazines. He ________________</td>
</tr>
</tbody>
</table>
3. I teach small children. My sister
4. Do you speak English? ____________ he
5. I don’t eat fish. My brother
6. Do you like cats? ____________ she
7. I have two brothers. Andrew
8. We don’t watch TV. My mother
9. I study French at school. Simon

7. Put the verb in (brackets) in the right form.
1. They ___________ near here. (not live)
2. She ___________ to Radio 1. (listen)
3. ___________ you __________ meat? (eat)
4. Where ___________ she __________ ? (live)
5. My husband ___________ big cars. (not like)
6. What ___________ they __________ for breakfast? (have)
7. He ___________ TV at the weekend. (watch)
8. He ___________ __________ tea or coffee? (want)
9. The restaurant ___________ at the weekend. (not open)

8. Order the words to make sentences.
1. drink never coffee after dinner I.
2. bed I never before to 12 go.
3. husband dinner my sometimes makes.
4. a shower have morning the always I in.
5. usually he breakfast has home at.
6. always bus go to they by work.
7. a sometimes sandwich we lunch for have.
8. closes the restaurant late usually.
9. goes work she never shopping after.

9. Complete the sentences in the present simple. Use a verb from the list and the bold adverb: do drink eat finish get go have speak watch
1. He ___________ meat for lunch. never
2. Alex ___________ to the gym in the evening. sometimes
3. We ___________ housework at the weekend. always
4. Spanish people ___________ lunch at home. usually
5. I ___________ coffee in the evening. never
6. My ___________ sister up early. always
7. I ___________ English at work. never
8. We ___________ TV after dinner. sometimes
9. My husband ___________ work at 7.30 p.m. usually

10. Order the words to make questions.
1. live you do where?
2. I centre the where city is?
3. is how mother your?
4. we late are for class?
5. your is this coat?
6. where live Kate does?
7. English does speak brother your?
8. family sushi do your like?
9. film start what does time the?
11. Complete the sentences with a question word from the list: How (x2) What (x2) What time
When (x2) Where Who
1. A - time do you go to bed? B At about eleven o'clock.
2. A - do you have English classes? B On Thursdays.
4. A - old is your mother? B She's 64.
7. A - do you usually go on holiday? B In the summer.
8. A - does your sister work? B In a bank.

12. Rewrite the sentences. Use the words in brackets.
1. I have cereal for breakfast(always)
2. Amy goes to the gym. (never)
3. They do housework at the weekend. (sometimes)
4. Jamie watches TV in the evening. (usually)
5. You make the dinner. (never)
6. My sister goes to work by train. (usually)
7. We go to bed late. (always)
8. I have a sandwich for lunch. (sometimes)

13. Write questions. Put the words in brackets in the correct place.
1. What time does start? (the class)
2. Is Italian? (your boyfriend)
3. Do live in the city centre? (you)
4. Area t school?( the children)
5. Where does work? (your mother)
6. Where is from? (Natalia)
7. How old is? (your sister)
8. Does play tennis? (George)

14. Look at the answers. Write the questions.
1. Jack works in a factory.
2. I go to work by train.
3. I go to bed at half past eleven.
4. They play football on Saturday.
5. I'm 20.
6. Nicole has fruit for breakfast.
7. My teacher's from the United States.
8. I like pop music.

15. Put the verbs in brackets in the Present Simple:
1. I _______ (play) football with my friends on Sundays.
2. Tina _______ (walk) to school every day.
3. We _______ (go) to bed at 10 o'clock every night.
4. Penguins _______ (live) in the Antarctic.
5. Tony _______ (study) maths at university.
6. Jo and Peter _______ (visit) their grandparents every week.
7. Sally _______ (speak) Spanish.
8. Mike _______ (do) his homework every evening.
9. Susan _______ (wash) her hair every day.
10. Water _______ (boil) at 100 C.
16. Make the sentences negative and interrogative:
1. Simon likes tea.
2. We often play basketball on Saturdays.
3. Bill drives to work every day.
4. Our dog likes biscuits.
5. They live in France.
6. Samantha works in a supermarket.
7. Paul and Mary often go to the gym.
8. David always gets up at 8 o’clock.
9. Miss Jones teaches maths.
10. Sue and Jill usually wear jeans.

17. Put the verbs in brackets in the Present Simple:
My friend Cathy ______(have) a horse. It ______(be) beautiful animal with big eyes and a long tail. Its name is Bella and it ______(love) people. It ______(not/bite) or kick and it is always friendly. It ______(eat) apples and hay but it ______(not/eat) meat. Horses ______(not/like) meat. Cathy usually ______(ride) her horse every day after school. She ______(not/go) into town because there is too much traffic. There ______(not/be) many cars in the country so she ______(take) Bella there. It often ______(rain) in England so at night Bella and the other horses ______(sleep) in a stable. It ______(not/be) so easy looking after a horse but Cathy ______(enjoy) it very much.

18. Look at the picture. Ask and answer as in the example:

1. Does he play tennis? Yes, he does.
2. ______ she play tennis?
3. _______ he like coffee?
4. ______ they listen to music?
5. _______ he tidy his room?
6. ______ she tidy her room?
7. _______ she like oranges?
8. ______ he like cats?
9. ______ she read books?
10. ______ she drive a motorcycle?
19. Fill in the blanks with the correct form of the verb in brackets:

John _______(be) a farmer. He _______(get up) at 5 o’clock in the morning. He ______(wash) and ______(dress). Then he ______(make) breakfast and ______(eat) it. He ______(put on) his coat and ______(go) outside. He ______(milk) the cows early in the morning. His wife, Mary, and the children ______(not/get) up so early. They ______(get up) at 7 o’clock. Mary ______(feed) the chickens and then she ______(make) some tea for herself. The children ______(not/like) tea. They usually ______(drink) milk. At 7.30, Mary ______(take) the children to school. Then she ______(go) to the office and John ______(work) on the farm. At 4 o’clock the children ______(come) home from school. John and Mary ______(cook) dinner. The children ______(not/help) their parents with the cooking but they ______(do) the washing-up. In the evening John and his wife ______(watch) TV or ______(listen) to the radio. The children ______(not/watch) TV. They ______(do) their homework. They all ______(go) to bed at 9 p.m. They ______(be) all very tired.

20. Complete the questions using "The Auxiliary Verbs" on the list below and the correct forms of the "Main Verbs" in the answers.

DO / DOES

Example:
A: What time do the Browns have breakfast?
B: They have breakfast at seven o’clock.

1) A: When……………………the children……………………tennis?
B: The children play tennis in the afternoon.
2) A: How……………………the students……………………the problems?
B: The students solve the problems easily.
3) A: What time……………………your sister……………………to bed?
B: My sister goes to bed at eleven o’clock.
4) A: How much money………………….your father…………………?
B: My father earns a lot of money.
5) A: Who……………………your father……………………to the cinema every week?
B: My father takes me to the cinema every week.
6) A: What……………………you……………………with?
B: I write with a pen,
7) A: Where……………………your son……………………?
B: My son works in a hospital in Istanbul.
8) A: Who……………………your sister…………………?
B: I think she loves Kevin Costner.
9) A: How long……………………it ……………………you to go to school by bus?
B: It takes me twenty minutes to go to school by bus.
10) A: How long……………………your father……………………in the waiting room?
B: My father waits in the waiting room until the train comes.
11) A: With whom……………………Betty……………………in London?
B: Betty lives with her parents in London.
12) A: Who/whom……………………the teacher……………………a piece of advice?
B: The teacher gives the students a piece of advice.
13) A: How much time……………………the doctors……………………to play tennis?
B: The doctors have a lot of time to play tennis.
14) A: How often……………………your brother……………………to the theatre?
B: My brother goes to the theatre twice a month.
15) A: How many hours……………………your sister……………………English every day?
B: My sister studies English for two hours every day.
21. Substitute "HE" or "SHE" for the subject in each of the following sentences and make other necessary changes.
Example:  
The children study their lessons every day.  
He studies his lessons every day.  
She studies her lessons every day.
1. I teach Japanese to my parents on Sunday mornings.  
She .................................................................
2. We have German lessons in the morning.  
He .................................................................
3. The workmen rush at the children.  
She .................................................................
4. We do our homework at home.  
He .................................................................
5. They cry for their beloved country  
She .................................................................
6. They fly to London every Saturday  
He .................................................................
7. I do not have any money in my pocket.  
She .................................................................
8. You go to the cinema by yourself.  
He .................................................................
9. They try to do their homework in the morning.  
She .................................................................
10. We watch television every night.  
He .................................................................
11. Those people box excellently.  
She .................................................................
12. The workers hurry to the factory early in the morning.  
He .................................................................
13. The children don't go to the cinema on Sundays.  
She .................................................................
14. My friends have a picnic on the island every week.  
He .................................................................
15. We don't take Julia to the cinema every week.  
She .................................................................
16. The teachers relax and forget about their problems at school.  
He .................................................................

22. Give "Negative" answers to the questions and then "Positive" answers, using the words in brackets.
Example:  
A: Is your sister married to Abbas? (Binali)  
B: No, She is not married to Abbas. She is married to Binali.
1) A: Does your father work in London? (Paris)  
B: No, .................................................................
2) A: Do you speak German? (Spanish)  
B: No, .................................................................
3) A: Does your sister live with Orhan? (Müşlim)  
B: No, .................................................................
4) A: Is your sister's name Margaret? (Julia)  
B: No, .................................................................
5) A: Are you from Istanbul? (Mersin)  
B: No, .................................................................
6) A: Does this book cost 25 dollars? (50 dollars)  
B: No, .................................................................
7) A: Do you like playing the piano? (the guitar)
B: No, ...........................................................................

8) A: Does she always talk about slavery? (freedom)
B: No, .............................................................................

9) A: Is your father a teacher? (a medical doctor)
B: No, .............................................................................

10) A: Do you often go to Darende on business? (Gürün)
B: No, .............................................................................

11) A: Do you want to sell your house? (my car)
B: No, .............................................................................

12) A: Do your children like classical music? (pop music)
B: No, .............................................................................

13) A: Is your father at home? (at work)
B: No, .............................................................................

14) A: Does your father speak English well? (badly)
B: No, .............................................................................

15) A: Do you drink coffee at the parties? (juice)
B: No, .............................................................................

16) A: Is your brother engaged to Canan? (Jale)
B: No, .............................................................................

23. Answer the following questions in the "Affirmative" and "Negative".
Example: Do you speak Russian very well?
   a. Yes, I speak Russian very well.
   b. No, I do not speak Russian very well.

1) Do you always spend your summer holidays in Antalya?
   a. Yes, ...............................................................
   b. No, ..................................................................

2) Do you know how to make coffee?
   a. Yes, ...............................................................
   b. No, ..................................................................

3) Does money always bring happiness?
   a. Yes, ...............................................................
   b. No, ..................................................................

4) Does your father usually watch television at night?
   a. Yes, ...............................................................
   b. No, ..................................................................

5) Do your friends have a picnic on the island every Sunday?
   a. Yes, ...............................................................
   b. No, ..................................................................

6) Does your English teacher always speak English in class?
   a. Yes, ...............................................................
   b. No, ..................................................................

7) Do you cheat in the examination once in a while?
   a. Yes, ...............................................................
   b. No, ..................................................................

8) Do you usually help your mother in the kitchen?
   a. Yes, ...............................................................
   b. No, ..................................................................

9) Does the train always arrive at the station on time?
   a. Yes, ...............................................................
   b. No, ..................................................................

10) Does your older brother generally take you to the theatre on Saturdays?
    a. Yes, ...............................................................
    b. No, ..................................................................
24. Answer the following questions in the "Affirmative" and "Negative".

1. Does your father speak several foreign languages?
   a. Yes, ...............................................................
   b. No, ................................................................

2. Do we always play tennis on Sunday mornings?
   a. Yes, ...............................................................
   b. No, ................................................................

3. Does your mother get up early in the morning?
   a. Yes, ...............................................................
   b. No, ................................................................

4. Does your sister wear very expensive clothes?
   a. Yes, ...............................................................
   b. No, ................................................................

5. Do you always drink tea at breakfast?
   a. Yes, ...............................................................
   b. No, ................................................................

6. Do the people in your village regularly go to mosque?
   a. Yes, ...............................................................
   b. No, ................................................................

7. Do you always make mistakes in English?
   a. Yes, ...............................................................
   b. No, ................................................................

8. Does your teacher generally sit in the sun?
   a. Yes, ...............................................................
   b. No, ................................................................

9. Do your parents always go for a walk in the country?
   a. Yes, ...............................................................
   b. No, ................................................................

10. Does your teacher always tell you to practise your English?
    a. Yes, .............................................................
    b. No, ................................................................

11. Do people smoke cigarettes in the theatre in Turkey?
    a. Yes, .............................................................
    b. No, ................................................................

12. Do your parents live in Paris?
    a. Yes, .............................................................
    b. No, ................................................................

13. Does your father always come home after midnight?
    a. Yes, .............................................................
    b. No, ................................................................

25. Write questions for the answers beginning with the "Question Words" given.

Example:     A: Where does Abbas go every week?
            B: Abbas goes to the cinema every week.

1) A: How many........................................................................................................
    B: Melissa has got two sisters.

2) A: Who ........................................................................................................
    B: My brother doesn't play backgammon with me.

3) A: How often ........................................................................................................
    B: My English teacher visits his parents twice a week.

4) A: How long ........................................................................................................
    B: The students study English for two hours every day.

5) A: What time ........................................................................................................
    B: Helen usually goes to bed at eleven o'clock.
6) A: How long ........................................................................................................
   B: It takes my father three hours to go to work by bus.

7) A: Who ........................................................................................................
   B: I am married to Jennifer.

8) A: What ........................................................................................................
   B: The history exam starts at ten o'clock sharp.

9) A: What ........................................................................................................
   B: My son is a medical doctor.

10) A: Where ....................................................................................................
    B: Erzurum is in the east of Turkey.

11) A: How ........................................................................................................
    B: My friends always go to school on foot.

12) A: How old ...................................................................................................
    B: My brother is twenty five years old.

13) A: How ........................................................................................................
    B: My daughter is very well, thank you.

14) A: How well ...................................................................................................
    B: My father speaks Spanish very well.

15) A: How much ...................................................................................................
    B: Matilda has got a lot of money in the bank.

26. Write questions for the answers beginning with the "Question Words" given.
1. A: With whom ...................................................................................................
   B: Selma goes swimming with her father every day.

2. A: What kind ....................................................................................................
   B: My sister always listens to classical music.

3. A: How ...........................................................................................................
   B: Sabrina speaks French excellently.

4. A: How long ....................................................................................................
   B: Rose waits until the teacher comes into the classroom.

5. A: Why ...........................................................................................................
   B: Miry likes playing chess because it is very exciting.

6. A: How many ..................................................................................................
   B: Five people share this room.

7. A: Whose ....................................................................................................... 
   B: My student's father goes for a walk in the park.

8. A: What ....................................................................................................... 
   B: September comes after August.

9. A: When ....................................................................................................... 
   B: My father likes climbing mountains in the summer.

10. A: Where .....................................................................................................
    B: Mandy and Nancy live in the centre of Istanbul.

11. A: What .....................................................................................................
    B: My sister likes going to the cinema with Peter.

12. A: Who/whom ............................................................................................
    B: We visit our parents at weekends.

13. A: What .....................................................................................................
    B: There are sheep behind the farm house.

    B: My father comes from Japan.

15. A: What .....................................................................................................
    B: I am Turkish.

16. A: What .....................................................................................................
    B: An accident happens on this junction every clay.
17. A: Until when........................................................................................................
B: Rose waits until the teacher stops talking.
18. A: When........................................................................................................
B: The sky becomes dark after the sun sets.
19. A: What........................................................................................................
B: Tulips grow in the Netherlands.
20. A: Where........................................................................................................
B: The children go to the circus every month.
21. A: How often........................................................................................................
B: They go dancing every Saturday.

27. Write questions for the words in the following sentences.
Example: A: What time does Helen get up?
B: Helen gets up at seven o'clock.
1. A: ................................................................
B: Lillian arrives home at midnight.
2. A: ................................................................
B: My sister teaches English to the medical students.
3. A: ................................................................
B: My father walks to work because he doesn't have a car.
4. A: ................................................................
B: My father is a hairdresser.
5. A: ................................................................
B: No, he doesn't have breakfast at six o'clock.
6. A: ................................................................
B: The student lives in the mountains.
7. A: ................................................................
B: My father leaves work at five o'clock in the evening.
8. A: ................................................................
B: We visit our uncle at weekends.
9. A: ................................................................
B: Pamela speaks Polish very well.
10. A: ................................................................
B: Lolita is from Paris.
11. A: ................................................................
B: Oliver likes playing tennis with his English teacher.
12. A: ................................................................
B: Mandy gets up early on Monday mornings.
13. A: ................................................................
B: The book on the table is very interesting.
14. A: ................................................................
B: Matilda works in a bank in London.
15. A: ................................................................
B: Yes, I go swimming on Sundays.

28. Write questions for the words in the following sentences
1. A: ................................................................
B: I have eggs for breakfast.
2. A: ................................................................
B: My sister goes to work by bus.
3. A: ................................................................
B: My brother works for the B.H.C.
4. A: ................................................................
B: I am fifteen years old.
5. A: …………………………………………………
   B: The weather is very told today.
6. A: …………………………………………………
   B: Yes, there is a television set in the living room.
7. A: …………………………………………………
   B: Rose waits until the teacher stops talking.
8. A: …………………………………………………
   B: My eyes are green.
9. A: …………………………………………………
   B: There are three chairs in the garden.
10. A: …………………………………………………
    B: I have a lot of money in my pocket.
11. A: …………………………………………………
    B: William and Lucy play tennis in the evening.
12. A: …………………………………………………
    B: I always go swimming in the morning.
13. A: …………………………………………………
    B: There is a tree in the garden.
14. A: …………………………………………………
    B: I am very well, thanks a lot.
15. A: …………………………………………………
    B: The Vivaldi CD is five pounds.
16. A: …………………………………………………
    B: There are sheep in the field.
17. A: …………………………………………………
    B: The brown envelopes are two pounds.
18. A: …………………………………………………
    B: Janet has a bicycle.
19. A: …………………………………………………
    B: My sister has got many friends in Istanbul.
20. A: …………………………………………………
    B: My parents go to the cinema on Saturday evenings.
21. A: …………………………………………………
    B: Melissa has got a lot of books in her house.
22. A: …………………………………………………
    B: An accident happens in front of the hospital every day.
23. A: …………………………………………………
    B: They go dancing every Saturday.
24. A: …………………………………………………
    B: The summer comes after the spring.
25. A: …………………………………………………
    B: The students go to Paris twice a year.

29. Write questions for the words in the following sentences

1. A: …………………………………………………
   B: Mary likes bungee jumping because it is very exciting.
2. A: …………………………………………………
   B: Lisa speaks three languages perfectly.
3. A: …………………………………………………
   B: My father is very fond of classical music.
4. A: …………………………………………………
   B: No, I am not married.
5. A: …………………………………………………
   B: Her name is Elizabeth Taylor.
6. A: .................................................................
B: Five people live in my house.
7. A: .................................................................
B: My English teacher speaks English fluently.
8. A: .................................................................
B: My sister does her homework at home.
9. A: .................................................................
B: My brother has lunch at midday.
10. A: .................................................................
B: Silvia has got seven brothers.
11. A: .................................................................
B: The teacher likes horror films.
12. A: .................................................................
B: The children play football in front of the house.
13. A: .................................................................
B: I always drink a glass of milk before midnight.
14. A: .................................................................
B: Alison works for ten hours every day.
15. A: .................................................................
B: Helen doesn't want to go to the cinema with the teacher.

30. Answer the following questions putting the "Adverbials" in brackets in the right place.

Example:     Does she always speak  English with her friends? (always)
            Yes, she always speaks English with her friends.
            No, she doesn’t always speak English with her friends.

1) A: Do you ever go to the circus? (never)
    B: No, ...........................................................
2) A: Does your father ever work on Sundays? (usually)
    B: Yes, ............................................................
3) A: Does your sister ever play tennis on Saturdays? (sometimes)
    B: Yes, ............................................................
4) A: Do you ever go to the circus in Turkey? (seldom)
    B: No, ............................................................
5) A: Does your father ever go to mosque? (frequently)
    B: Yes, ............................................................
6) A: Do you ever go shopping in the morning? (once in a blue moon)
    B: Yes, ............................................................
7) A: Does your father often go to the cinema? (rarely)
    B: No, ............................................................
8) A: Does your teacher often give you a piece of advice? (usually)
    B: Yes, ............................................................
9) A: Do you ever watch television at the weekend? (hardly ever)
    B: No, ............................................................
10) A: Is the weather usually warm in May? (always)
    B: Yes, ............................................................
11) A: Is your father very careful about his money? (always)
    B: No, ............................................................
12) A: Do you always take your mother to the theatre? (sometimes)
    B: Yes, ............................................................
13) A: Does your sister ever forget to brush her teeth? (often)
    B: Yes, ............................................................
14) A: Do you often swim in the swimming pool? (generally)
    B: No, ............................................................
15) A: Are you nervous before you take an exam? (always)
    B: Yes, ............................................................
B: Yes,......................................................................................................................................

16) A: Are you usually suspicious of strangers? (always)
B: No,......................................................................................................................................

31. Put the "Adverbials" in brackets in the proper positions in the sentences.
Example:    I speak English with my teacher, (always)
            I always speak English with my teacher
            I do not always speak English with my teacher.
Do I always speak English with my teacher?
1) Maggie listens to classical music on the radio, (often)
2) Maggie does not listen to classical music on the radio, (often)
3) Does Maggie listen to classical music on the radio? (often)
4) My father tells me the truth, (always)
5) My father does not tell me the truth, (always)
6) Does my father tell me the truth? (always)
7) Our children get to school on time, (usually)
8) Our children do not get to school on time, (usually)
9) Do our children get to school on time? (usually)
10) My mother takes sugar in her coffee, (generally)
11) My mother does not take sugar in her coffee, (generally)
12) Does my mother take sugar in her coffee? (generally)
13) Our English teacher helps the poor, (frequently)
14) Our English teacher does not help the poor, (frequently)
15) Does our English teacher help the poor? (frequently)
16) My sister plays tennis on Saturdays, (sometimes)

32. Put the verbs in brackets in the Present Simple and make up questions
1. My sister (read)………………. a book.
2. Frank (like)……………… dogs.
3. My parents (do)…………. the shopping.
4. We sometimes (meet)………… in front of the cinema.
5. Uncle George (go)……………. to the doctor's.
6. Our friends (play)………….. football in the park.
7. She (go)………….. to the park every Friday.
8. He (ride)……………. his bike every day.
9. We (have)…………. the best ideas.
10. Carol (say)…………… good bye.
11. She (be)…………… the best singer in our class.
12. My sister (live)………… in a big house.
13. The children (eat)………….. hamburgers.
14. Bill (have)…………… got nine posters.
15. I (be)………….. at home.
The Present Continuous

Use
We use the Present Continuous Tense to talk about activities happening now.
The kids are watching TV.
I am sitting down, because I am tired.
I am not learning German, because this is an English class.
Who are you writing to?

We can also use the Present Continuous Tense to talk about activities happening around now, and not necessarily this very moment
Sally is studying really hard for her exams this week.
I am reading a really interesting book now.
How are you brushing up on your English for the trip?
We aren't working hard these days.

The next use is for definite future arrangements (with a future time word)
I am seeing my dentist on Wednesday.
Polly is coming for dinner tomorrow.
Are you doing anything tonight?
We aren't going on holiday next week.

Another present continuous use is for annoying habits, when we want to show that something happens too often and we don't like it
He's always telling lies!
You're always losing your keys!
She's constantly missing the train.

Spelling rules
1. To make continuous verbs add -ing to the base verb:
do - doing
ask - asking
2. When the verb ends with a silent e, drop the e and add -ing:
make - making
take - taking
3. For short, one-syllable verbs, that end with consonant + vowel + consonant, we must double the last consonant and then add -ing:
swim - swimming
run - running
4. For verbs that end in -ie, change the ie to y before adding -ing:
die - dying
lie - lying

Time expressions
now, at the moment, at present, this week / month, these days, today, tonight, tomorrow, next week, etc.

Exercises

1. Write down the long forms.
   1. I'm climbing. -
   2. You're studying. -
   3. He's falling. -
   4. We're having fun. -
   5. They're shopping. -
   6. He's not speaking. -
   7. I'm not lying. -
   8. They're not playing. -
   9. She isn't painting. -
   10. You aren't watching TV. -
2. Write down the short forms.
   1. I am reading. -
   2. You are talking. -
   3. He is running. -
   4. We are jumping. -
   5. They are writing. -
   6. It is raining. -
   7. I am not joking. -
   8. They are not working. -
   9. She is not singing. -
   10. You are not eating. –

3. Rewrite the sentences using the short forms (where long forms are given) or the long forms (where short forms are given).
   1. He is eating. -
   2. I am driving. -
   3. We are not riding. -
   4. You're telling great jokes. -
   5. She's not hurrying. –

4. Transform the sentences below into negative sentences.
   1. I am watching TV. -
   2. I am talking. -
   3. They are drawing. -
   4. He is opening the window. -
   5. Angela is cleaning the bathroom. -
   6. We are helping in the garden. -
   7. You are singing. -
   8. It is raining. -
   9. She is joking. -
   10. I am tidying up my room. –
   11. She's selling fruit. -
   12. We are travelling in an old van. -
   13. I'm getting ready for school. -
   14. The thieves are robbing the bank. -
   15. My father is smoking a cigarette. -

5. Complete with the present continuous.
   I Be quiet! The baby ……………….... (sleep)
   2 I……………………….. a cake for John's birthday. (make)
   3 Ouch! You ……………………………on my foot! (stand)
   4 Leslie………………………….. a report for TeenLink! (write)
   5 Stop shouting! I ………………………….my homework! (do)
   6 Dad ……………………………..in his armchair. (sit)
   7 Hurry up! We………………………….. for you! (wait)
   8 They ………………………………in the pool. (swim)
   9 What a noise! Kikki………………… the violin again! (play)
   10 They are in the garage. They……………….. the car. (wash)

6. Put the verb in brackets in the correct form to make different form of the Present Continuous Tense.
   1. John (read)………………. a book now.
   2. What (you do)……………….. tonight?
   3. Jack and Peter (work) ………………..late today.
4. Silvia (not listen)………………….. to music.
5. Maria (sit)………………………. next to Paul.
6. How many other students (you study)………………… with?
7. The phone (not ring)……………………

7. Complete with the present continuous.
1. Anna (rest)…………………. right now.
2. I (talk)……………………. on the phone at this moment.
3. Bella (cook)……………………. dinner now.
4. They (help)……………………. the teacher right now.
5. He (run)……………………. very fast!
6. Julia (bake)………………. a chocolate cake at the moment.
7. I (have) …………………fun!
8. You (dance)………………….very nicely.
9. They (answer)………………. all the questions.
10. John (eat)……………….. Salad, and I am eating fish.
11. Marta (drive)………………. and Chris (sleep)……………………
12. It (rain)……………………
13. I (write) …………………my homework.
14. We (work) …………………on the new show right now.
15. Kate (lie) ………………….in bed now.

8. Complete with the present continuous.
1. We (renovate)……………… our house this week.
2. She (paint)……………….. her room today.
3. I (write)…………………… a book these days.
4. They (try)……………………. to sell their car.
5. He (study)……………….. to be a lawyer.
6. Oliver (help) …………………me with my homework these days.
7. Luke (become)……………… more and more handsome.
8. I (work)………………….. on my accent.
9. You are changing (change) ……………….your work place.
10. She (have)……………… a hard time.
11. This month we (stay)………… with my Sister.
12. Eva (look)…………………. for a roommate.
13. They (study)……………… Spanish this summer.

9. Complete with the present continuous.
1. We (go)…………………… to the movies tonight.
2. She (leave)…………………. to London tomorrow morning.
4. I (visit)……………………. Lisa next week.
5. You (work)…………………. on the big project after lunch.
6. They (sing)……………………. at our club next month.
7. Mark (meet)…………………. me for lunch.
8. Tracy (bring) ………………… the package later today.
9. I (swim) ………………….this evening.
10. You (take) …………………. the car with you tomorrow.
11. Peter (help)…………………… me with the garden on the weekend.
12. Maya (go back)……………….. tonight.
13. We (make)…………………. a party on Sunday.
14. They (get married)……………… next month.
15. Alexis (take) ………………….us to the zoo tomorrow.
10. Complete with the present continuous.
1. She (always come) late!
2. He (always break) something!
3. We (always stay) too late.
4. They (always fight).
5. I (always forget) the keys.
6. You (always smoke)!
7. This guy (always shout).
8. It (always rain).
9. I (always prepare) too much food.
10. This girl (always flirt) with someone!

Present continuous or simple?

PRESENT CONTINUOUS
We use the present continuous for something happening now. *I am speaking to you live* means that Kitty is in the middle of a live broadcast.

PRESENT SIMPLE
We use the present simple for repeated actions. *I often speak live to the camera* means that she does it again and again.

Thoughts, feelings and states
We normally use the present simple to talk about thoughts and feelings. *I think it’s a good programme* means that we agree.

Temporary or permanent?
PRESENT CONTINUOUS
We use the present continuous for a routine or situation that we see as temporary (for a short period).

PRESENT SIMPLE
We use the present simple for a routine or situation that we see as permanent.

Always
PRESENT CONTINUOUS
We can use always with the present continuous to mean ‘very often’, usually with the added meaning of too often.

PRESENT SIMPLE
Always with the present simple means ‘every time’.
Tom always invites us to stay at Christmas. (= He invites us every Christmas.) I always make silly mistakes in exams. (= I make mistakes in every exam.)

**Stative Verbs**

Some verbs rarely appear in the continuous tenses. These verbs express a permanent state and they are:

**Senses / Perception**
- to feel*, to hear, to see*, to smell, to taste

**Opinion**
- to assume, to believe, to consider, to doubt, to feel (= to think), to find (= to consider), to suppose, to think*

**Mental states**
- to forget, to imagine, to know, to mean, to notice, to recognize, to remember, to understand

**Emotions / desires**
- to envy, to fear, to dislike, to hate, to hope, to like, to love, to mind, to prefer, to regret, to want, to wish

**Measurement**
- to contain, to cost, to hold, to measure, to weigh

**Others**
- to look (= resemble), to seem, to be (in most cases), to have (when it means "to possess")*, to hear, to see*, to smell, to taste

Some of these verbs can be used in continuous tenses but with a difference in meaning.

**Present Simple**
- I think he's Italian. (= believe)
- Katie looks happy. (= appears to be)
- You can see the sea from my room. (= it is visible)
- Derek has a new car. (= possesses)
- This pie tastes really good. (= it has a really good flavour)
- This new dress fits her perfectly. (= it is her size)
- He is so polite. (= that's his character)
- She appears to be tired. (= seems)

**Present Continuous**
- Tom is thinking of moving house. (= is considering)
- They are looking at the paintings. (= are taking a look at)
- Sam is seeing his friends tonight. (= is meeting)
- We are having dinner at 8 o'clock. (= are eating)
- Paul is tasting the soup to see if it needs salt. (= is trying)
- He is fitting a new lock on the door. (= is attaching)
- He is being so rude today! (= he is behaving like that only today)
- She is appearing in a new TV show (is taking part)

**Exercises**

1. **Present continuous or simple?**

   At work Mark is talking to Alan in the corridor. Complete their conversation.

   Put in the present continuous or simple of the verbs.

   Mark: (►) Are you looking (you / look) for someone?
   Alan: Yes, (►) / need (I / need) to speak to Neil. He isn't in his office.
   Mark: (1) ........................................... (he / talk) to the boss at the moment.
   Alan: Oh, right. And what about you? (4) ........................................... (you / look) for someone too?
   Mark: Yes, Linda. (5) ........................................... (you / know) where she is?
   Alan: Oh, she isn't here today. She only (6) (work) four days a week.
(7) ................ (she / not / work) on Fridays. She'll be here on Monday.
Mark: Thank you. (8) ...........................................(you / know) a lot about Linda.
Alan: Well, most days (9) ............................................. (I / give) her a lift,
or (10) ........... (she / give) me one. (11) ...................................(she / live)
quite close to me. (12) ...........................................(it / save) petrol.
Mark: Yes, of course. Good idea. Yes, (13) ........................................(I / agree).
Well, (14) ................. (I / waste) my time here then. I'll get back to my computer.

2. Complete the sentences. Put in the present continuous or simple of the verbs.

1. (it / snow) outside. ......................................... (it / come) down quite hard, look.
2. Normally ...................... (I / start) work at eight o'clock,
   but ...................... (I / start) at seven this week. We're very busy at the moment.
3. I haven't got a car at the moment, so...........................................(I / go) to work on the bus this week.
   Usually ......................... (I / drive) to work.
4. The sun ...................... (rise) in the east, remember. It's behind us so
   ........ (we / travel) west.
5. I'm afraid I have no time to help just now......................... (I / write) a report. But
   ..................... (I / promise) I'll give you some help later.
6. ............. (I / want) a new car ............................................(I / save) up to buy one.

3. Complete the sentences. Use always and the present continuous or simple.

1. Claire: Sarah takes the train every day, doesn't she?
   Mark: Yes, .................................................................................................................. the train.
2. Vicky: Rachel misses lectures much too often in my opinion.
   Emma: I agree.......................................................... lectures.
3. Mike: Every time I drive along here, I go the wrong way.
   Harriet: But it's very simple, isn't it? Why.......................... the wrong way?
4. David: Trevor and Laura argue much too often, I think.
   Melanie: I know ........................................................................................................

4. States and actions
   Tom is on the Internet. He's telling people about himself.
   Say which verbs express states and which express actions.

1. My flat is in the town centre.............................. action
2. I drive a taxi in the daytime .............................. action
3. I own two cars................................. action
4. I go to lots of parties................................. action
5. I love football. ........................................ action

5. Complete the conversation. Choose the correct form of the verb.

   Emma: Hi, Matthew. What (►) do you look/are you looking at?
   Matthew: Oh, hi. These are photos of me when I was a child.
   Emma: Oh, look at this one. (1) I think/I'm thinking you look lovely, Matthew.
   Matthew: (2) I have/I'm having some more photos here.
   Emma: Look at this. Why such a big coat?
   Matthew: It was my brother's. That's why (3) it didn't fit/it wasn't fitting properly.

23
Emma: Oh, (4) I see/I'm seeing. And (5) you have/you're having your tea here. And in this one (6) you think/you're thinking about something very serious.
Matthew: This is a photo of the village (7) I come/I'm coming from.
Emma: Oh, that's nice.
Matthew: And I caught this fish, look. (8) It weighed/It was weighing about half a kilo.
Emma: What a nice little boy! And what a sentimental old thing you are now!

11. Put in the correct form of be.
? Daniel is doing some of the work. He s being very helpful at the moment.
? I 'm tired. I want to go home.
1 The children.............................. very polite today. They don't usually behave so well.
2 I'm afraid Melanie can't come because she ................................ill.
3 Of course you can understand it. You ..............................stupid, that's all.
4 We .............................. interested in doing a course here.
5 Vicky .............................. very lazy at the moment. She's done no work at all today.

6. Write a sentence which follows on. Choose from these sentences.
I think it's going to be perfect for me. And I've still got a chance to win.
I've never wanted to change it. It uses so much petrol.
It's too expensive to buy. I play it every weekend.
► I enjoy the game. I play it every weekend.
1 I'm enjoying the game. ...........................................................
2 The car costs a lot of money. ...........................................................
3 The car is costing a lot of money ...........................................................
4 I'm liking my new job ...........................................................
5 I like my job ...........................................................

7. Put the "Verbs" in brackets into "The Present Simple or Continuous Tenses".
Example:     My sister (go) ................................................. to the cinema every week.
My sister goes to the cinema every week.
Be quiet! The baby (sleep).................................................in its cradle now.
Be quiet! The baby is sleeping in its cradle now.
1. Abbas (usually, study) ........................................................ in the library on Saturdays.
2. At present we (sit) ........................................................ at the table and doing our homework.
3. He (always, sing) ...................................................while he (have) ................................................a bath.
4. Children (live) ...................................................with their parents until they (get) ................................................married.
5. The children (have) ...................................................a good time with their friends now.
6. Dogs (bark) ...................................................when they (get) ................................................ hungry.
7. Look! It (rain) ...................................................again. It (always, rain) ...........................................when you clean your car.
8. I (think) ................................................... she (be) ...................................................very happy.
9. He (usually, smoke) ...................................................a pipe, but he (smoke) ...................................................a cigar now.
10. He (usually, get) ...................................................up at seven, but this morning he (get) ...................................................up at eight o'clock.
11. Listen! Somebody (sing) ................................................... a beautiful Spanish song.
12. Listen! I (think) ................................................... someone (knock) ................................................ at the door.
13. Table tennis (become) ................................................... more and more popular these days.

8. Put the "Verbs" in brackets into "The Present Simple or Continuous Tenses".
1. I (get) ................................ uncontrollable urges for junk food when I (watch) ................................the television at home.
2. My watch (generally, keep) ...................................................... perfect time, but these days it (not, work)
...................................................... properly.
3. I (imagine) ........................................................ that the teacher (speak) ...................................................
Italian very well.

4. For the time being we (stay) ........................................................................ at this hotel by the sea.
5. Please go away! I (try) ................................................................................... to lull the baby to sleep.
6. My brother (not, have) ................................................................................ a cold shower every morning.
7. What kind of music (you love) ........................................................................I wonder?
8. (You know) ............................................................................. who (come) ........................................................................ to the party tonight?
9. My mother (always / take) ........................................................................... the dog for a walk after breakfast.
10. (Your mother / think) .................................................................................. that smoking bubble-bubble (be) ........................................................................ dangerous?
11. We (have) ................................................................................................. a lot of friends in Istanbul.
12. I (think) ................................................................................................. that this book (be) ........................................................................ very interesting.
13. My sister (make) .................................................................................... a dress for herself these days.
14. My sister (usually, play) ......................................................................... the piano until my father (get) ........................................................................ angry
15. My father (work) .................................................................................... in the garden while we (lay) ........................................................................ the table.
16. The referee (want) ................................................................................ that the match because it (rain) ........................................................................ now.
17. Your friendship (mean) ............................................................................... a great deal to me.

9. Complete the following sentences with the correct forms of the "Verbs" in brackets. Use "The Present Simple" or "The Present Continuous".
Example: Linda ............... the woman standing over there, (know)
Linda knows the woman standing over there.
1. I ................. problems with my mobile-phone these days, (have)
2. Your pizza .... very delicious, (taste)
3. I . .......... the soup to see if it has enough salt in it, (taste)
4. Mandy ........... that Russian is very difficult, (think)
5. My friend .......... about what I said, (think)
6. He ............... his father more and more as the years go by, (resemble)
7. She ............... to be very busy at the moment, (appear)
8. The famous actor .......... at the Ritz next week, (appear)
9. This coffee ........ bitter, (taste)
10. Day by day I ........ a lot of my French, (forget)
11. I don’t hear anything, I ........ things, (imagine)
12. Jennifer .......... a book in her hand now, (have)
13. My brother .......... a cold shower at the moment, (have)
14. The hook .......... around five dollars, (cost)
15. It .......... like Japanese music, (sound)

10. Complete the following sentences with the correct forms of the "Verbs" in brackets. Use "The Present Simple" or "The Present Continuous".
1. I .......... the roses to see if they ......... nice, (smell)
2. She .......... that the operation will be successful, (believe)
3. Susan .......... the baby tonight while we are out, (mind)
4. I am tired of working in an office. I .......... of changing my job, (think)
5. This car .......... my uncle, (belong to)
6. My brother .......... a lot of Carol these days, (see)
7. This book .......... all the information you need, (contain)
8. I .......... ...... my lawyer tomorrow, (see)
9. He is very clever, but he .......... experience, (lack)
10. The grocer .......... the apples on the scales at the moment, (weigh)
11. I .......... Helene very much, (love)
12. The bridge .......... ten meters from one side to the other, (measure)
13. Today, my father .......... the President of Turkey, (be)
14. That dress looks lovely; red really .......... you, (suit)
15. The meal ... wonderful tropical fruit, (consist of)
16. Nora...... a wonderful time at the party now. (have)
17. The doctor... my pulse now. (feel)

11. Put the verb into the correct form. Use either the present simple or the present continuous.
1. Please don't make so much noise. I __________________ (study).
2. How many languages ____________ (Tom speak).
3. I __________________ (not/belong) to a political party.
4. Hurry! The bus ____________ (come). I __________________ (not/want) to miss it.
5. The River Nile ____________ (flow) into the Mediterranean.
6. The river ____________ (flow) very fast today — much faster than usual.
7. __________________ (it/ever/snow) in India?
8. We usually ____________ (grow) vegetables in our garden, but this year we ____________ (not/grow) any.
9. A: Can you drive?
   B: No, but I __________________ (learn). My father __________________ (teach) me.
10. You can borrow my umbrella. I __________________ (not/need) it at the moment.
11. (at a party) I usually __________________ (enjoy) parties but I __________________ (not/enjoy) this one very much.
12. George says he's 80- years old but I __________________ (not/believe) him.
13. Ron is in London at the moment. He ____________ (stay) at the Hilton Hotel. He usually __________________ (stay) at the Hilton Hotel when he's in London.
14. My parents ____________ (live) in Bristol. They were born there and have never lived anywhere else. Where ____________ (your/parents/live)?
15. She ____________ (stay) with her sister at the moment, until she finds somewhere to live.
16. A: What ____________ (your/father/do)?
   B: He's a teacher, but he __________________ (not/work) at the moment.
17. What time ____________ (the/banks/close) in Britain?
18. I don't understand the word 'aint'. What ____________ (it/mean)?
19. He is still ill but he ____________ (get/better) slowly.
20. The economic situation is already bad and it ____________ (get/worse).

Self-Test 1

1. Read the conversation between two students. Then look at the answers below and write the correct answer in each space.
   Lisa: Who (►) is Michelle talking to?
   Amy: I can't see Michelle.
   Lisa: You(!) ____________ looking in the right place. She's over there.
   Amy: Oh, that's Adrian. He's new here.
   Lisa: Really? Where (2). ____________ he live? (3). ____________ you know?
   Amy: No, I(4). ____________ know anything else about him.
   Lisa: What (5) __________________ they talking about, I wonder?
   Amy: Well, he (6) ____________ look very interested. He's got a very bored expression on his face. And he (7) saying anything.
   1 a) aren't b) doesn't c) don't d) isn't
   2 a) are b) do c) does d) is
   3 a) Are b) Do c) Does d) Is
   4 a) aren't b) doesn't c) don't d) 'm not
   5 a) are b) do c) does d) is
   6 a) aren't b) doesn't c) don't d) isn't
   7 a) aren't b) doesn't c) don't d) isn't
2. Read Tessa’s postcard to Angela and write the missing words. Use one word only in each space.

We're (►) having a great time here. It's beautiful, and the sun (1) ......................... shining.

Yesterday I went water-skiing! What (2) you think of that?

I'm (3) at a table in our hotel room and writing a few postcards. The room is fine, but we (4) ...........................like the food very much. But it (5) matter because we (6) out to a restaurant every evening.

We're both (?) very lazy at the moment. I (8) ........................................... up quite late in the morning, and Nigel (9) ......................... up even later. You know of course how much Nigel's work (10) to him and how he's (11) talking about it. Well, the holiday is so good that he's forgotten all about work. So it's the perfect holiday. The only problem is that it's (12) us a lot of money. But we'll worry about that later.

3. Each of these sentences has a mistake in it. Write the correct sentence.

► The children is doing their homework now. The children are doing their homework now.

1 The girls are play tennis at the moment. The girls are playing tennis at the moment.

2 Both my brothers likes sport. Both my brothers like sport.

3 Anna wearing her new coat today Anna is wearing her new coat today

4 What colour you like best? What colour do you like best?

5 My suit case is weighing ten kilos? My suitcase is weighing ten kilos.

6 At the moment I stay at a hotel. At the moment I am staying at a hotel.

7 Robert catch the same bus every month Robert catches the same bus every month.

8 What is this word mean here What does this word mean here?

4. Complete the conversations. Put in the correct form of each verb.

Use the present continuous or the present simple. ► A: Is Janet in, please?

B: Yes, but / think (I / think) she's busy at the moment. She's washing (she / wash) her hair.

1 A: ............(I / think) of buying a new computer.

B: But computers (cost) so much money. What's wrong with the one we've got?

A: ... (it / get) out of date now.

2 A: Your new trousers ........................................ (look) nice.

B: Thank you. The trouble is . . . (they / not / fit) properly.

........... (I / not / know) why I bought them, really.

3 A: What (you/do)?

B:........................... (I / weigh) this letter.............. (I / need) to know how many stamps to put on it.

4 A: ........... (I / think) this road is really dangerous. Look how fast that lorry

B: .......... (I / agree). People shouldn't go so fast.

5 A: .................... (I / like) musicals. And this is a great show, isn't it?

............... (you / enjoy) it?

B: Yes, I am. ...................................(I / love) every minute of it.

6 A: ..................(I / always / fall) asleep. I just can't keep awake.

B: What time ........................................ (you / go) to bed?

A: About ten o'clock usually. But ......................... (it / not / make) any difference.
7 A: Could you post the goods to me, please?
B: Yes, certainly.
A: ............(I / live) at a guest house at the moment as ........... (1 / look) for a flat. So could you send it to my work address?
B: Yes, of course. And you’ll have the goods by the end of the week,....................... (1 / promise).
8 A: Why ................. (you / want) to change the whole plan?
B: I’m just not happy with it.
A: And ....................... (1 / not / understand) why ......................... (you / be) so difficult about it.

The past simple

Positive forms
A regular past form ends in -ed.
It happened very quickly. The van crashed into the cat I posted the letter yesterday. We once owned a caravan

The -ed ending
Most verbs have ed in the past tense. Most past participles also end in ed.
look —> looked; call —> called
1. If the verb ends in e, we add d.
   hope —> hoped; save —> saved
2. When a verb ends in a consonant + y, the y changes to ied.
hurry —> hurried; copy —> copied
3. Sometimes we double a final consonant. This happens when a one-syllable verb ends with one vowel and one consonant, e.g. beg, plan.
beg —> begged; plan —> planned
Some verbs have an irregular past form.
The car came out of a side road. Vicky rang earlier.
I won the game. I had breakfast at six. We took some photos.
The past simple is the same in all persons except in the past tense of be.
I/he/she/it was I was ill last week,
you/we/they were Those cakes were nice.

Negatives and questions
We use did in negatives and questions
NEGATIVE
I/you/he/she/it/we/they did not stop
OR didn’t stop
The car did not stop. The driver didn’t look to his right

QUESTION
did I/you/he/she/it/we/they stop?

What did you tell the police? ~ Nothing. Did you ring home? ~ Yes, I did.
We do not use a past form such as stopped or rang in negatives and questions.

NOT The car didn’t stop and NOT Did you ring?
We also use was and were in negatives and questions.

NEGATIVE
I/he/she/it was not OR wasn’t
you/we/they were or weren’t
QUESTION
was I/he/she/it?
**were you/we/they?**

**I wasn’t very well last week. The gates weren’t open.**

**Where was your friend last night? Was your steak nice?**

**Use**

We use the past simple for something in the past which is finished.

*Emma passed her exam last year. We went to the theatre on Friday. Elvis Presley died in 1977. I knew what the problem was. When did you buy this car? – About three years ago.*

---

**Exercises**

1. Answer the following questions in the "Affirmative" and "Negative".

   Example: Was your father here ten minutes ago?
   a. Yes, he was here ten minutes ago.
   b. No, he was not here ten minutes ago.

   Were your parents in London last year?
   a. Yes, they were in London last year.
   b. No, they were not in London last year.

1. Were you very busy last night?
   a. Yes, .............................................. ..............................................
   b. No, .............................................. ..............................................

2. Was your mother very happy in Cyprus?
   a. Yes, .............................................. ..............................................
   b. No, .............................................. ..............................................

3. Were your parents at the party the other day?
   a. Yes, .............................................. ..............................................
   b. No, .............................................. ..............................................

4. Were you interested in classical music five years ago?
   a. Yes, .............................................. ..............................................
   b. No, .............................................. ..............................................

5. Was the weather very rainy yesterday?
   a. Yes, .............................................. ..............................................
   b. No, .............................................. ..............................................

6. Was your father married to your mother twenty years ago?
   a. Yes, .............................................. ..............................................
   b. No, .............................................. ..............................................

7. Were you ill before you went to bed last night?
   a. Yes, .............................................. ..............................................
   b. No, .............................................. ..............................................

8. Was your father very happy when your little brother was born
   a. Yes, .............................................. ..............................................
   b. No, .............................................. ..............................................

9. Was I under the control of the doctor when you were in Paris?
   a. Yes, .............................................. ..............................................
   b. No, .............................................. ..............................................

10. Were your children fond of swimming before they came to this school?
    a. Yes, .............................................. ..............................................
    b. No, .............................................. ..............................................

2. Complete the following sentences with the "Correct Forms of the Verbs" "BE" or "DO" as a "Main Verb" or "Ordinary Auxiliary Verb".

<table>
<thead>
<tr>
<th>AM</th>
<th>DO</th>
<th>WAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS</td>
<td>DOES</td>
<td>WERE</td>
</tr>
<tr>
<td>ARE</td>
<td>DID</td>
<td>WERE</td>
</tr>
</tbody>
</table>

   1) A: .............................................. you go to the cinema last night?
      B: No, I .............................................. not go to the cinema last night, because I .............................................. very ill.
2) A: ......................................... your father in Paris last month?
B: Yes, he ..................................... in Paris last month.

3) A: ......................................... you going to the theatre tonight?
B: No, I ......................................... not going to the theatre tonight.

4) A: ......................................... your father in the habit of smoking a pipe now?
B: No, he ......................................... not in the habit of smoking a pipe now.

5) A: ......................................... you interested in photography when you ................................... young?
B: Yes, I ......................................... interested in photography when I ................................... young.

6) A: What ......................................... the weather like today?
B: I think it ......................................... very cloudy today.

7) A: ......................................... your parents want to go sightseeing yesterday?
B: No, they ......................................... not want to go sightseeing yesterday.

8) A: ......................................... you very tired when you came back home?
B: No, I ......................................... not very tired when I came back home.

9) A: ......................................... your teachers take you to the zoo every spring?
B: No, they ......................................... not take us to the zoo every spring.

10) A: Who ......................................... the dishes in your family?
B: My sister ......................................... the dishes in my family.

11) A: What kind of music ......................................... you fond of?
B: I ......................................... fond of classical music.

12) A: Why ......................................... your father not write the report?
B: He ......................................... not write the report because he ......................................... very busy last night.

13) A: ......................................... your teacher dancing with you now?
B: No, he ......................................... not dancing with me now, he ......................................... dancing with Janet.

14) A: What ......................................... your sister doing at the moment?
B: She ......................................... not doing anything. She ......................................... just thinking.

15) A: ......................................... I in front of the car or behind it?
B: You ......................................... just in front of the car.

16) A: How old ......................................... you when you came to Istanbul?
B: I ......................................... ten years old when I came to Istanbul.

3. Answer the following questions in the "Affirmative" and "Negative".

Example: Did you go to the cinema last night?
   a. Yes, I went to the cinema last night.
   b. No, I did not go to the cinema last night.

a) 1. Did you have breakfast this morning?
   A) .........................................
   B) .........................................

2. Did the baby drink all the milk last night?
   A) .........................................
   B) .........................................

3. Did your father wake up early this morning?
   A) .........................................
   B) .........................................

4. Did you spend all your money in Paris last year?
   A) .........................................
   B) .........................................

5. Did the sunrise at seven o'clock this morning?
   A) .........................................
   B) .........................................

6. Did your father leave home at seven o'clock this morning?
   A) .........................................
   B) .........................................

7. Did your father sleep for ten hours last night?
8. Did you see the teacher in front of the school yesterday evening?
   A) ____________________________________________________________
   B) ____________________________________________________________

9. Did your father pay the electric bill at the end of the month?
   A) ____________________________________________________________
   B) ____________________________________________________________

10. Did you meet many interesting people at the party last night?
    A) ____________________________________________________________
    B) ____________________________________________________________

b) 1. Did your parents always fly with Turkish Airlines to Paris?
    A) ____________________________________________________________
    B) ____________________________________________________________

2. Did your sister always speak English in the class?
   A) ____________________________________________________________
   B) ____________________________________________________________

3. Did your friends make many grammatical mistakes in the class yesterday?
   A) ____________________________________________________________
   B) ____________________________________________________________

4. Did you eat an apple before breakfast this morning?
   A) ____________________________________________________________
   B) ____________________________________________________________

5. Did your sister wear her new dress to the party last week?
   A) ____________________________________________________________
   B) ____________________________________________________________

6. Did your children do their homework in the evening?
   A) ____________________________________________________________
   B) ____________________________________________________________

7. Did your teacher write a letter to your father?
   A) ____________________________________________________________
   B) ____________________________________________________________

8. Did the students get up late this morning?
   A) ____________________________________________________________
   B) ____________________________________________________________

9. Did the Turkish workers build this bridge many years ago?
   A) ____________________________________________________________
   B) ____________________________________________________________

10. Did your father teach French to you?
    A) ____________________________________________________________
    B) ____________________________________________________________

11. Did the woman tell you the truth about the bank robbery?
    A) ____________________________________________________________
    B) ____________________________________________________________

12. Did the children sing Kalian songs at the party last night?
    A) ____________________________________________________________
    B) ____________________________________________________________

13. Did you always think of your family in Belgium?
    A) ____________________________________________________________
    B) ____________________________________________________________

14. Did your sister give him her telephone number the other day?
    A) ____________________________________________________________
    B) ____________________________________________________________
4. Write questions for the words in the following sentences.
   Example:   A: Where did you go last night?
               I went to the circus last night.
   1. A: B: Susan bought four books when she was in Paris.
   2. A: B: Melissa studied English last weekend because she had an exam.
   3. A: B: My father spent all his money on books.
   4. A: B: The students stayed at the hotel for three weeks.
   5. A: B: The guests left the party after midnight.
   6. A: B: The nurse gave Nora some medicine three hours ago.
   8. A: B: They built a swimming pool in the back garden.
   9. A: B: The sun rose at seven o'clock this morning.
   10. A: B: A terrible earthquake happened in Duzce on the twelfth of November in 1999.
   12. A: B: My hair needed washing every two days.
   13. A: B: Whitney Houston sang all the songs beautifully at the concert.
   15. A: B: My dog bit the girl in the garden two hours ago.
   16. A: B: My mother was an English teacher many years ago.
   17. A: B: The nurse gave the medicine to the patient every day.

5. Write questions for the words in the following sentences.
   Example:   A: How many times did the postman ring the bell? B: The postman rang the bell twice.
   1) A: B: My father always wore smart clothes to parties.
   2) A: B: My daughter played the piano very well at the recital.
   3) A: B: The weather was very cloudy yesterday.
   4) A: B: I took a cold shower when I got up this morning.
   5) A: B: My father was very fond of watching horror films on TV.
   6) A: B: I found my book under the desk.
   7) A: B: The man at the office sent this message to me.
8) A:……………………………………………………………………………………………………
B: Mary took Helen's son to school an hour ago.
9) A:……………………………………………………………………………………………………
B: My father got up at six o'clock this morning.
10) A:……………………………………………………………………………………………………
B: The baby slept for nine hours last night.
11) A:……………………………………………………………………………………………………
B: I had breakfast with my father this morning.
12) A:……………………………………………………………………………………………………
B: Helen tidied her room before she left the house.
13) A:……………………………………………………………………………………………………
B: The students studied for the exam until midnight.
14) A:……………………………………………………………………………………………………
B: My father made a cup of coffee for my father.
15) A:……………………………………………………………………………………………………
B: Helga's mother played the piano at this party last night.
16) A:……………………………………………………………………………………………………
B: My parents went to the cinema on foot.

6. Complete the following sentences in "The Past Simple", using the correct forms of the "Verbs" on the list below.

A. SEND, COME, DRINK, GO, STRIKE, GET, LOSE, HAVE, BITE, BREAKOUT
1) The poor man died because he...................................... a lot of blood.
2) The cat......................................all the milk in the kitchen last night.
3) The dog......................................the boy and ran away.
4) We......................................some flowers to our teacher the other day.
5) When the war ....................................... we went to Spain as soon as possible.
6) When it......................................dark, we went home in a hurry.
7) We......................................our lunch before the train got to the station.
8) I did my homework before my father......................................home from work.
9) They......................................to the circus after they finished their work.
10) Melinda got up when the clock......................................seven.

B. DO, PAY, SLEEP, RUN AFTER, STAND UP, WEAR, BUY, CRY, FLYAWAY, FALL DOWN
1) The baby was very hungry and......................................all night long.
2) My father ......................................ten pounds for this book.
3) He was very tired and......................................for nine hours last night.
4) The cat climbed up the tree but the bird......................................
5) The policeman saw the thief and......................................him.
6) The doctor sold his old car and ......................................a new one.
7) The teacher came into the room and the students......................................
8) Rita ......................................a lot of homework before she went to bed.
9) The little girl......................................and hurt her knee.
10) Nermin......................................her new dress to the party last night.

C. TAKE, HAVE, SWIM, SPEND, EAT, DRINK, BE, DRAW, BREAK, SEND
1) ...................................... a lot of time walking by the river.
2) The children ......................................a good time at the party last night.
3) We ......................................in the sea when the weather was sunny.
4) Melinda......................................two cheese sandwiches before she went to school.
5) My sister ......................................two glasses of water before she went to bed last night.
6) We ......................................an important message to the leader of the tribe the other day.
7) I am sorry because I......................................her heart at the party last night.
b) The teacher ............................................. a picture on the board half an hour ago.
9) We ............................................. our dog for a walk in the park this morning.
10) We ............................................. in Gölcük when the earthquake took place.

7. Answer the following questions in the "Affirmative" and "Negative".
Example: A: Were you very happy when you fell in love?
B: a. Yes, I was very happy when I fell in love.
   b. No, I was not very happy when I fell in love.

1. A: Were you in Istanbul when they offered you a job?
   B: a. Yes...................................................................................................................................................
   b. No, ....................................................................................................................................................

2. A: Were your parents pleased when you passed the exam?
   B: a. Yes, ......................................................... ..... ..... ...... ............................................
   b. No, ....................................................................................................................................................

3. A: Were you interested in classical music when you were ten years old?
   B: a. Yes, ......................................................... ..... ..... ...... ............................................
   b. No, ....................................................................................................................................................

4. A: Was your father generous before he got married?
   B: a. Yes, ......................................................... ..... ..... ...... ............................................
   b. No, ....................................................................................................................................................

5. A: Was the Prime Minister in Ankara when thirty four soldiers lost their lives?
   B: a. Yes, ......................................................... ..... ..... ...... ............................................
   b. No, ....................................................................................................................................................

6. A: Was your mother very tired before she laid the table?
   B: a. Yes, ......................................................... ..... ..... ...... ............................................
   b. No, ....................................................................................................................................................

7. A: Were there three teachers in the classroom when the exam started?
   B: a. Yes, ......................................................... ..... ..... ...... ............................................
   b. No, ....................................................................................................................................................

8. A: Was the train-at the station when you got there?
   B: a. Yes, ......................................................... ..... ..... ...... ............................................
   b. No, ....................................................................................................................................................

9. A: Were the lights on when your father came home last night?
   B: a. Yes, ......................................................... ..... ..... ...... ............................................
   b. No, ....................................................................................................................................................

10. A: Were you dressed when the sun rose this morning?
    B: a. Yes, ......................................................... ..... ..... ...... ............................................
    b. No, ....................................................................................................................................................

11. A: Was the beggar in agony before he died?
    B: a. Yes, ......................................................... ..... ..... ...... ............................................
    b. No, ....................................................................................................................................................

8. Answer the following questions on your own.

   1) How old were you when you started school?
   2) How long ago did you see the President of America?
   3) What time did the sun rise this morning?
   4) When did the Second World War break out?
   5) When did you last go swimming?
   6) When was your father born?
   7) How long did you sleep last night?
8) Where did you spend your summer holidays last year?
9) How long did the First World War last?
10) How much money did you spend when you were on holiday?
11) Who took you to the cinema last week?
12) What did you do when you woke up this morning?
13) Who came to Istanbul when the Marmara earthquake took place?

9. Complete the newspaper story about a fire. Put in the past simple forms of the verbs.

Two people (►) died (die) in a fire in Ellis Street, Oldport yesterday morning. They (1) ..…………………………….. (be) Herbert and Molly Paynter, a couple in their seventies. The fire (2) ……………………………….. (start) at 3.20 am. A neighbour, Mr Aziz, (3) …………………….. (see) the flames and (4) ……………………………….. (call) the fire brigade. He also (5) …………………….. (try) to get into the house and rescue his neighbours, but the heat (6) ……………………………….. (be) too great. The fire brigade (7) …………………….. (arrive) in five minutes. Twenty fire-fighters (8) …………………….. (fight) the fire and finally (9) …………………….. (bring) it under control. Two fire-fighters (10) …………………….. (enter) the burning building but (11) ……………………………….. (find) the couple dead.

10. Complete the conversation. Put in the past simple negatives and questions.

Claire: (►) Did you have (you / have) a nice weekend in Paris?
Mark: Yes, thanks. It was good. We looked around and then we saw a show.
Claire: And what show (1) ……………………………….. (you / not / try) to do too much.
Mark: We had a look round the Louvre. (2) ……………………………….. (I / not / know) there was so much in there.
Claire: What sights (3) ……………………………….. (you / go) to?
Mark: Oh, a musical. I forget the name. (4) ……………………………….. (I / not / like) it.
Claire: Oh, dear. And (5) ……………………………….. (Sarah / enjoy) it?
Mark: No, not really. But we enjoyed the weekend. Sarah did some shopping, too, but (6) ……………………………….. (I / not / want) to go shopping.

11. What did Claire do on holiday last month? Look at her photos and use these words:

- go out dancing
- have a picnic
- lie on the beach
- play volleyball
- swim in the sea

► She lay on the beach

1) ………………………………………
2) ………………………………………
3) ………………………………………
4) ………………………………………

12. Complete the newspaper story about a fire. Put in the past simple forms of the verbs.

Two people (►) died (die) in a fire in Ellis Street, Oldport yesterday morning. They (1) ……………………………….. (be) Herbert and Molly Paynter, a couple in their seventies. The fire (2) ……………………………….. (start) at 3.20 am. A neighbour, Mr Aziz, (3) ……………………………….. (see) the flames and (4) ……………………………….. (call) the fire brigade. He also (5) ………………………………..
(try) to get into the house and rescue his neighbours, but the heat (6)………………….. (be) too great. The fire brigade (7) (arrive) in five minutes. Twenty fire-fighters (8) ……………………. (fight) the fire and finally (9)………………………….. (bring) it under control. Two fire-fighters (10)……………………… (enter) the burning building but (11)……………………………. (find) the couple dead.

13. Put the sentences into simple past.
1. We move to a new house. →
2. They bring a sandwich. →
3. He doesn't do the homework. →
4. They sell cars. →
5. Does he visit his friends? →

14. Put the verbs into the simple past:
1. Last year I (go) to England on holiday.
2. It (be) fantastic.
3. I (visit) lots of interesting places. I (be) with two friends of mine .
4. In the mornings we (walk) in the streets of London.
5. In the evenings we (go) to pubs.
6. The weather (be) strangely fine.
7. It (not / rain) a lot.
8. But we (see) some beautiful rainbows.
9. Where (spend / you) your last holiday?

15. Put the verbs into the correct form (simple past).
1. Last year I (spend) my holiday in Ireland.
2. It (be) great.
3. I (travel) around by car with two friends and we (visit) lots of interesting places.
4. In the evenings we usually (go) to a pub.
5. One night we even (learn) some Irish dances.
6. We (be) very lucky with the weather.
7. It (not / rain) a lot.
8. But we (see) some beautiful rainbows.
9. Where (spend / you) your last holiday?

16. Ask for the bold part of the sentence.
1. She pushed her bike. →
2. She carried a bag. →
3. We waited in the park. →
4. The policeman arrested the thief. →
5. We ate fish. →
6. She watched the match last night. →
7. She asked her friend because she did not know what to do. →
8. I opened the door. →
9. The teacher checked our homework. →
10. Cindy had a dog. →

17. Write questions in simple past.
1. Anna / the window / open
2. she / home / walk
3. you / in the garden / work
4. you / a song / sing
5. she / on a chair / sit
6. you / the castle / visit
The past continuous

Introduction
The past continuous means that at a time in the past we were in the middle of an action.

Form
The past continuous is the past tense of be + an ing-form.

I/he/she/it was playing
you/we/they were playing
NEGATIVE
I/he/she/it wasn’t playing
you/we/they weren’t playing
QUESTION
was I/he/she/it playing?
were you/we/they playing?

Soft music was playing. People were walking in the park. I wasn’t dreaming. I really was in New York City. Why did you give our secret away? What were you thinking of? Was Matthew already waiting for you when you got there?

Use
Read this conversation.

Melanie: I rang at about three yesterday afternoon, but you weren’t in. I didn’t know where you were.
David: Oh, I was helping Mike. We were repairing his car. It took ages. We were working on it all afternoon.
Melanie: It was raining. I hope you weren’t doing it outside.
David: No, we were in the garage. So I didn’t get wet. But I’m afraid I got oil all over my new trousers.
Melanie: Why were you wearing your new trousers to repair a car? David: I don’t know. I forgot I had them on.

It was raining at three o’clock means that at three o’clock we were in the middle of a period of rain. The rain began before three and stopped some time after three.

We were working all afternoon means that the action went on for the whole period. David is stressing the length of time that the work went on.

We use the continuous with actions. We do not normally use it with state verbs. For states we use the past simple.

I didn’t know where you were, NOT I wasn’t knowing...

Exercises
1. Answer the following questions in the "Affirmative" and "Negative".

Example: Were you listening to the radio when I came in?
   a. Yes, I was listening to the radio when you came in.
   b. No, I was not listening to the radio when you came in.

1) Were you helping your mother in the kitchen when the lights went out?
   a. Yes,...........................................................................................................................
   b. No,............................................................................................................................

2) Was the man standing by the side of the road when the accident happened?
   a. Yes,...........................................................................................................................
   b. No,............................................................................................................................
3) Were the men talking about the accident when you got there?
   a. Yes,...........................................................................................................................
   b. No,............................................................................................................................

4) Was your brother studying politics when he was in Paris?
   a. Yes,...........................................................................................................................
   b. No,............................................................................................................................

5) Was your girlfriend behaving very strangely when she was at the party last night?
   a. Yes,...........................................................................................................................
   b. No,............................................................................................................................

6) Were many people living in luxury when there was an economic crisis in Turkey?
   a. Yes,...........................................................................................................................
   b. No,............................................................................................................................

7) Were the police looking for the escaped prisoner when you were there?
   a. Yes,...........................................................................................................................
   b. No,............................................................................................................................

8) Were your friends always criticizing you when you were talking about foreign policy?
   a. Yes,...........................................................................................................................
   b. No,............................................................................................................................

9) Was your sister doing the dishes when you woke up this morning?
   a. Yes,...........................................................................................................................
   b. No,............................................................................................................................

10) Was your brother playing the piano while you were dancing with your girlfriend?
    a. Yes,..........................................................................................................................
    b. No,...........................................................................................................................

11) Was your father driving very fast when a traffic policeman stopped him last night?
    a. Yes,..........................................................................................................................
    b. No,...........................................................................................................................

2. Write questions for the bold typed words in the following sentences

   A: What was Gloria lolling the little girl?
   B: Gloria was telling the little girl a lovely story.

1. A: 
   B: Melissa was sleeping on the sofa at nine o'clock
   A: 
2. A: 
   B: The teacher was explaining the subject to the students an hour ago
   A: 
3. A: 
   B: My mother was making a cake when the lights went out.
   A: 
4. A: 
   B: The police were taking Gila to (the) hospital when we arrived there.
   A: 
5. A: 
   B: Rebecca was driving slowly when the accident look place
   A: 
6. A: 
   B: My father was working in the garden when a storm broke out.
   A: 
7. A: 
   B: The students were studying in the library when the clock struck ten.
   A: 
8. A: 
   B: Yes, Helena was listening to the news at seven o'clock this morning.
   A: 
9. A: 
   B: Rose was playing the guitar outside the house when it suited to rain.
   A: 
10. A: 
    B: the sun was shining brightly when I woke up this morning.
    A: 
11. A: 
    B: Eileen was reading an exciting story when someone knocked at the door.
12. A: Natalie was asking the teacher a lot of difficult questions.
   B:  

13. A: I paid the bill while Lisa was dancing with that man.
   B:  

14. A: The students were doing their homework when I entered the classroom.
   B:  

15. A: Linda was crying because she didn't know the answer to the question.
   B:  

16. A: I got wet while I was waiting for the bus.
   B:  

17. A: An accident happened while I was crossing the road.
   B:  

3. Today is the first of January, the start of a new year. Most people are feeling a bit tired.
What were they doing at midnight last night?
Use these verbs: dance, drive, listen, watch, write
Use these phrases after the verb: an essay, his taxi, in the street, television, to a band

1. Claire was listening to a band.
2. Trevor and Laura ____________________________________________________________
3. Vicky and Rachel ____________________________________________________________
4. Tom ________________________________________________________________________
5. Andrew ______________________________________________________________________

4. Complete the conversation. Put in the past continuous forms.
Jessica: (►) I was looking (I / look) for you, Vicky. I'm afraid I've broken this dish.
Vicky: Oh no! What (1) …………………………….. (you / do)?
Jessica: (2) ………………………………… (I / take) it into the kitchen.
I bumped into Emma. (3) ………………………………… (she / come) out just as
(4) ………………………………… (I / go) in.
Vicky: I expect it was your fault. (5) ………………………………… (you / not / look) where
(6) ………………………………… (you / go).
Jessica: Sorry. I'll buy you another one as soon as I have some money.

5. What can you say in these situations? Add a sentence with the past continuous
to say that an action lasted a long time.
► You had to work yesterday. The work went on all day.
/ was working all day.
1 You had to make phone calls. The calls went on all evening.
2 You had to wait in the rain. The wait lasted for half an hour.
3 You had to make sandwiches. This went on all afternoon.
4 You had to sit in a traffic jam. You were there for two hours.
5 Your neighbour played loud music. This went on all night.

6. Write correct sentences:
Yesterday at 6 pm your family were doing different things. Write positive sentences in past progressive.
1. My mother / read / a novel …………………………………
2. My father / watch / a movie ……………………………….
3. My elder sister / writing / in her diary ………………………
4. My two brothers / listen / to the radio …………………………….
5. My little sister and I / not / watch / a movie ………………………………
6. We / talk / about school …………………………………

7. Put the verbs into the correct form (past progressive).
1. When I phoned my friends, they (play) ……………………………monopoly.
2. Yesterday at six I (prepare) ………………………………dinner.
3. The kids (play)……………………………… in the garden when it suddenly began to rain.
4. I (practice)……………………………… the guitar when he came home.
5. We (not / cycle)…………………………… all day.
6. While Alan (work)…………………………… in his room, his friends (swim) in the pool.
7. I tried to tell them the truth but they (not / listen ).………………………
8. What (you / do) ……………………………yesterday?
9. Most of the time we (sit)……………………………………… in the park.
10. I (listen) to the radio while my sister (watch)…………………………….. TV.
11. When I arrived, They (play)……………………………………cards.
12. We (study) …………………………………English yesterday at 4:00 pm .

8. Put the verbs into the past progressive.
1 I letters all day yesterday. (write)
2 You very slow about it. (be)
3 You on the phone for hours and hours. (talk)
4 They much business before lunch. (do NEGATIVE)
5 She to me all week. Silly cow. (speak NEGATIVE)
6 It for long. (rain NEGATIVE)
7 What you when I phoned yesterday? (do)
8 you TV when it happened? (watch)
9 What you at the party? (wear)
10 He horrible to everyone, the nasty pig! (be)

9. Put the verbs into the past continuous tense.
1. What _____ (you do) when he arrived?
2. She _____ (watch) TV at two o'clock.
3. They _____ (not sleep) at five o'clock.
4. Peter _____ (work) when I telephoned.
5. Tim _____ (study) German while they were studying French.
6. I _____(not pay attention) during the presentation.
7. _____ (Brian talk) during the lesson?
8. We _____ (not cook) when he walked in the door.
9. Jason _____ (play) the piano at three o'clock yesterday afternoon.
10. When _____ (Howard give) the presentation exactly?
11. Andrea _____ (not expect) you to arrive so early!
12. What _____ (you think) when you said that?!
13. _____ (she do) the housework when you telephoned?
14. Carlos _____ (drink) tea when I walked into the room.
15. They _____ (meet) with Smith and Co at exactly 2.35 pm.
16. My cousin _____ (not have) a good time when I arrived.
17. They _____ (discuss) the issue when she telephoned.
18. _____ (they work) in the garden when you arrived?
19. She _____ (sleep) so he entered the room softly.
20. They _____ (not take) notes during the presentation, but paying attention to every word.
Introduction
A reporter is interviewing Mike and Harriet.

Report: Mike and Harriet, tell me what you saw.

Harriet: Well, when we were driving home last night, we saw a strange object in the sky.

Mike: As we were coming down the hill into town, it just suddenly appeared in front of us. We stopped the car and got out.

Harriet: It was a very clear night. The stars were twinkling. Mike: It was a spaceship. It seemed quite big. It had some strange writing on the side.

And a light was flashing on the top. Harriet: As we were watching it, it suddenly flew away and disappeared.

Use
PAST CONTINUOUS
We use the past continuous for an action that we were in the middle of.

We were driving home.

A light was flashing

We do not normally use the past continuous for states.

NOT The spaceship was seeming…

NOT It was having writing…

NOT I wasn’t knowing…

PAST SIMPLE
We use the past simple for a complete action in the past.

We drove home.

(We finished our journey.)

The spaceship flew away.

We also use the past simple (not normally the continuous) for states.

The spaceship seemed quite big.

It had writing on the side.

I didn’t know what it was.

We often use the past continuous and simple together when one (shorter) action comes in the middle of another (longer) one.

As we were driving down the hill, a strange object appeared in the sky.

While Laura was sitting in the garden, it suddenly began to rain.

You drove right past me when I was waiting for the bus.

The appearance of the strange object comes in the middle of the longer action, the drive down the hill.

Shorter action: An object appeared.

In the three sentences above, the past continuous comes after as, while or when.

(As we were driving …). We can also use when before the past simple.

We were driving down the hill when a strange object appeared in the sky.

David was making lunch when the phone rang.

But we use two past simple verbs for one action after another.

When we saw the spaceship, we stopped the car. (= We saw it and then we stopped.)

PAST CONTINUOUS
We often use the past continuous to describe the background.

The sun was shining.

The stars were twinkling.

PAST SIMPLE
We use the past simple for actions in a story.

We arrived at the beach.

The aliens landed quietly.
Exercises

1. Complete the sentences in "The Past Simple" or "The Past Continuous" using the correct forms of the "verbs" on the list below:

A.
1) I ___________________ very badly last night.
2) Harry _________________ out of bed the other night when his wife got sick.
3) While he was chatting on the phone, he _________________ his homework.
4) Melissa _________________ fish when I first asked her to marry me.
5) I was so amazed by what I heard that I _________________ there speechless.
6) I _________________ a bicycle when I had an accident.
7) I could play the guitar when I _________________ ten.
8) As I was going home, I _________________ an old friend of mine.
9) Orhan _________________ his job because of his honesty.
10) He was a great disappointment for Helen when she _________________ to get into university.

B.
1) They_________________ the old houses when I was there.
2) Mary _________________ very nervous before she took the exam.
3) The doctor _________ the patient that drinking tea every day wouldn't do him any harm.
4) The doorbell rang while I _________________ on the phone.
5) We _________________ in the library when the fire alarm went off.
6) The sun _________________ behind the mountains when the baby was born.
7) The students _________________ a good time when I saw them at the party.
8) The idea _________________ to me while I was driving to work this morning.
9) I _________________ his face, but I didn't remember his name.
10) I _________________ an aspirin when I developed a terrible headache.

C.
1) He _________________ in London when the war started.
2) My car _________________ while I was going to the supermarket.
3) The wind _________________ hard when I went out this morning.
4) The man _________________ his suitcase when he was walking on the pavement.
5) We _________________ our vacations in the mountains last year.
6) I was watching the TV when the burglar _________________ our house.
7) I _________________ to the phone after the accident happened.
8) The taxi _________________ while I was having breakfast with my wife.
9) The students were waiting at the bus-stop when the accident _________________ I couldn't answer the phone because I _________________ a shower.

2. Combine the following pairs of sentences with the conjunctions "WHEN" or "WHILE" using "The Past Simple" or "The Past Continuous".

Example: I (hear) a strange noise. I (read) the newspaper.

a. I was reading the newspaper when I heard a strange noise. b. I heard a strange noise while I was reading the newspaper.

1. I (eat) my breakfast. I (receive) a phone call.

a. ............ ............ ............................................ .... .. .......................... .......................... .... .. .......................... .... .. ............ .... ..

b. ............ .... .... .......................... .......................... .... .. ........................................ .... .. .......................... .... .. .... ....

2. I (see) an accident. I (drive) home from work.

a. .................................................. .... .. .......................... .......................... .... .. .......................... .... .. .......................... .... .. .... ....

b. .................................................. .......................... .......................... .... .. .......................... .... .. .......................... .... .. .......................... .... .. .... ....

3. The students (quarrel) with each other. The teacher (enter) the room.

a. .................................................. .......................... .......................... .... .. .......................... .... .. .......................... .... .. .......................... .... .. .... ....

b. .................................................. .... .... .......................... .......................... .... .. .......................... .... .. .......................... .... .. .......................... .... .. .... ....
4. Sandra (walk) along the street. She (run into) an old friend of hers.
   a. ......................................................................................................................
   b. ......................................................................................................................

5. My sister (take) a walk in the park. She (lose) her wallet.
   a. ......................................................................................................................
   b. ......................................................................................................................

6. The girl (jump off) the bus. It (move) very fast along the street.
   a. ......................................................................................................................
   b. ......................................................................................................................

7. I (play) cards with my friends. My father (come) home.
   a. ......................................................................................................................
   b. ......................................................................................................................

8. Susan (play) in the garden. It (start) to rain.
   a. ......................................................................................................................
   b. ......................................................................................................................

   a. ......................................................................................................................
   b. ......................................................................................................................

10. The inspector (open) the door. The teacher (do) English with the students.
   a. ......................................................................................................................
   b. ......................................................................................................................

11. The accident (happen) . The children (play) hide and seek in the garden.
   a. ......................................................................................................................
   b. ......................................................................................................................

3. Put the "verbs" in brackets either into "The Past Simple" or "The Past Continuous".
   Example:
   I (have).................................... breakfast when the phone (ring)
   I was having breakfast when the phone rang.
   1) I (slip)………………………………..on the ice while I (cross)……………………………….the street.
   2) Carol (talk) ........................................ on the phone when I (wake up)……………………………….this morning.
   3) My father (have) ............................................. a ba th while we (play) ......................................... ....
   4) It (begin).................................. to rain while the children (have)... ... ........................... a party
   5) As I (walk)........................................... home, I (meet)........................................ a tourist.
   6) Janet………………………………. (go) to schoo l by bus, because it………………………………. (rain) hard.
   7) I………………………………. (drink) a glass of milk before I ..................................... (go) to bed.
   8) Laura....................................... (play) the piano when we ................. ....................... (enter) the room.
   9) After the accident, the driver of the bus (get out) .......................................   .. of the bus and (run away)
   10) When Alice (see) .................................me, she (stop).................................the car to have a chat with me.
   11)He (sit) ......................................... in a cafe when I (see) ......................................... him.
   12)When I (be). ................................. a student, I (play)................... the guitar in the streets to earn money for
   my education.
   14)While I (watch).......................................................... the 7 o'clock news, the lights (go out)
   15)What (happen)...................................... while Nermin (walk).... .......................in the park last night?
4. Put the "verbs" in brackets either into "The Past Simple" or "The Past Continuous".

1. Who (come) ................... ........... into the room while you (listen to) ........................................ the radio last night?
2. Everyone (wait for)......................... the singer when they (hear)........................................ the news.
3. While he (water) ......................... the flowers, it (start) ...................... ............ to rain.
4. Just as I (write)................. a cheque, I (remember) ......................... that I had nothing in the bank.
5. Who (drive) ......................... the car when the accident (happen) ....?........
6. While I (walk) ......................... to the library, I (find) ........ ......................... a gold ring.
7. I (not, know) ...................... that you (live) ......................... in London when I (be) ......................... there.
8. I wish I (be) ......................... in Paris now.
9. It is time you (leave) ... ........................ the party now if you really want to catch the train.
10. Mine speaks Turkish as if she (be) ......................... a Turkish citizen.
11. While Sonya (be) ......................... busy in the kitchen, the children (lay) ............................ the table.
12. My father's fever (drop) ........ ..................... after he (take) ..................... the medicine.
13. Who (take) ......................... care of you while you (be) ......................... ill?
14. If I (have) ......................... a lot of money, I would go to Turkey.
15. As the man (approach) ....... ................. the house he (notice) ......................... that the chimney (be) on fire.

5. Complete the following sentences using "The Past Simple" or "The Past Continuous".

1) He broke his leg while ........ ................ ....... .......................... .............................. ...........................
2) She met her husband when........ ................ .............. ................ .......................... ..........................
3) When the phone rang, .... .......................... .......................... .......................... .......................... ..........................
4) When the accident happened... .... .......................... .......................... .......................... .......................... ..........................
5) It was raining cats and dogs while ........ ................ .............. .......................... ..........................
6) We were playing backgammon when ........ ................ .............. .......................... ..........................
7) While I was studying English ........ ................ .............. .......................... ..........................
8) When it began to rain, ........ ................ .............. .......................... ..........................
9) I was laughing when........ ................ .............. .......................... ..........................
10) When the sun rose, ........ ................ .............. .......................... ..........................
11) While we were travelling in France ........ ................ .............. .......................... ..........................
12) As Lora was running down the street, ........ ................ .............. .......................... ..........................
13) Until she recovered from her illness, ........ ................ .............. ..........................
14) Before my parents came to Istanbul, ........ ................ .............. ..........................
15) After I finished the English course, ........ ................ .............. ..........................

6. Complete the following sentences using "The Past Simple" or "The Past Continuous".

1. While we were approaching the village, ........................................ ...........................
2. While we were in London, ........ ................ .............. ..........................
3. Until the train arrived at the station, ........ ................ .............. ..........................
4. As soon as it got dark, ........ ................ .............. ..........................
5. The moment I saw that beautiful girl, ........................................ ..........................
6. I apologized to her because ........ ................ .............. ..........................
7. Before I went to bed last night, ........ ................ .............. ..........................
8. As we were dancing by the candle-light, ........ ................ .............. ..........................
9. I was working there as a teacher when ........ ................ .............. ..........................
10. The instant I broke her heart, ........ ................ .............. ..........................
11. My father smoked a cigarette before ........ ................ .............. ..........................
12. We were talking loudly in the library when.............................   ........   ..................
13. The prisoner ran away as soon as ....  .............................. .................
14. Just as I was leaving the house, ............................   ....................
15. I didn't go to school yesterday because ...... ...........................   ........

7. David is always having accidents. His girlfriend Melanie is talking about some of the accidents. Write her sentences from these notes. Each sentence has one verb in the past continuous and one in the past simple.

   ? when / he / carry / a suitcase / he / drop / it / on his foot
   When he was carrying a suitcase, he dropped it on his foot.
   ? he / break / his leg / when / he / ski
   He broke his leg when he was skiing.
   1 he / sit down / on a chair / while / I / paint / it
   2 as / he / run / for a bus / he / collide / with a lamppost
   3 his hair / catch / fire / when / he / cook / chips
   4 when / he / hold / a beautiful vase / he / suddenly / drop / it
   5 he / sit / in the garden / when / a wasp / sting / him / on the nose

8. Put in the correct form of the verb.

   Rita: I hear the lights (►) went (go) out in your flats last night.
   Emma: Yes, (►) / was watching (I / watch) a documentary on TV when suddenly
   (1)................ ................. (we / lose) all the power. But
   (2).................................(it / come) on again after about ten minutes.
   Vicky: Rachel (3)..................... (come) down the stairs when the lights
   (4)................................. (go) out. She almost (5)............................ (fall) over.
   Daniel: Matthew and I (6)..................... (play) tennis at the time.
   Andrew: (7)................................. (I / work) on the computer.
   (8) (I / lose) a whole hour's work. But this morning
   (9) (I/get) up early and (10).................... (do) it again.

9. Find the second part of each sentence. Put each verb into the correct form.

   ? Vicky (have) a beautiful dream                              when she (touch) the wire.
   ? When Andrew (see) the question,                         when I (find) a $10 note in it.
   1 The train (wait)                                                      when the alarm clock (ring).
   2 I (read) a library book                                            the crowd (rush) in.
   3 Sarah (have) an electric shock                              he (know) the answer immediately.
   4 When the doors (open),                                        they (see) that the sun (shine).
   5 When the campers (wake),                                   when we (arrive) at the station.
   ? Vicky was having a beautiful dream when the alarm clock rang.
   ? When Andrew saw the question, he knew the answer immediately.

10. Complete the following sentences using "The Past simple" or "The Past Continuous".

   1. Christine (eat) dinner last night when you (knock) on the door.
   2. I (begin) to study at nine last night and I (still / study) at eleven.
   3. When Jack (drop by) to visit me, I (have) dinner.
   4. Did your parents call you last night while you (watch) TV?
5. When Sam (finish) his assignment I (talk) to my friend on the phone.
6. Yesterday Alicia and Gaby (go) to the cinema; yet, I stayed at home to finish my project.
7. As we (travel) from Paris to Brussels we (stop) at a small restaurant to get something to eat.
8. While I (try) to repair the leaking roof, I (fall) down.

Self-Test 2

1. Put in the past simple of the verbs in brackets.

1. The car stopped (stop) at the lights.
2. We (leave) the cinema before the end of the film.
3. The streets (be) crowded with people.
4. My grandmother (die) last year.
5. We (not / like) the food they gave us.
6. Claire (go) to Egypt last month.
7. The accident (happen) last weekend.
8. It (not / be) a very comfortable journey.
9. I (know) that ages ago.

2. Write a second sentence so that it has a similar meaning to the first. Use the word in brackets.

1. There were lights on the spacecraft, (had) The spacecraft had lights on it.
2. I had my old coat on. (wearing) I was wearing my old coat.
3. It isn't true that I made a mistake, (didn't) It didn't happen that I made a mistake.
4. The boys were in the middle of a game of cards, (playing) The boys were playing a game of cards.
5. No one told me about the change of plan, (know) I didn't know about the change of plan.
6. My friend was the winner of the competition, (won) My friend won the competition.
7. Is it a fact that the Romans built this wall? (did) Is it a fact that the Romans did build this wall?

Lorna Bright is a long-distance walker. Look at this part of her diary describing a morning's walk along the coast. Write the missing words. Use one word only in each space.

It was a fine day (►) when I started out on the last part of my walk around the coast of Britain. The sun was (l) ……………………, and a light wind (2) ………………… blowing from the southwest. I was pleased that it (3) …………………… raining. I knew by now that I (4) …………………… like rain. In fact I (5) ………………… it.
I (6) …………………… along the cliff top and then down into the lovely little fishing village of Wellburn, past a cafe where people (7) …………………… having morning coffee. Three miles past Wellburn I (8) …………………… down for five minutes and (9) …………………… a drink. Now it (10) …………………… getting warmer, so I (11) …………………… off one of my sweaters. I (12) …………………… stop for long because I (13) …………………… to reach Seabury by lunch-time. (14) …………………… I finally got there, it (15) …………………… just after half past twelve.

3. Each of these sentences has a mistake in it. Write the correct sentence

The hotel were very quite. The hotel was very quiet.
1 It was peaceful, and the birds were singing.
2 I washed my hair when the phone rang.
3 You came to the club last night.
4 It took ages to get home.
5 We tried to keep quiet because the baby was sleeping.
6 As I was watching him, the man was suddenly running away.
7 We passed a petrol station two minutes ago.
8 Everything was seeming OK.
9 Where bought you that bag?
10 When I heard the alarm I was having the room immediately.

4. Complete the sentences. Put in the correct form of each verb. Use the past continuous or past simple.

When Martin arrived (arrive) home, Anna was talking (talk) to someone on the phone. Martin started (start) to get the tea.

1 I ………………………… (lie) in the bath when the phone ………………………… (ring).
It …………………………. (stop) after a few rings.
2 I t……………………………… (be) cold when we …………………… (leave) the house that day,
and alight snow ………………………… (fall).
3 Your friend who ……………………… (come) here the other day ……………………
(seem) very nice. I ………………………… (enjoy) meeting her.
4 When I ………………………… (see) the man, he …………………… (stand) outside the bank.
He ………………………… (have) a black baseball cap on.
5 When I ………………………… (open) the cupboard door, a pile of books (fall) out.
6 I ………………………… (walk) along the street when I suddenly …………………………
(feel) something hit me in the back. I ………………………… (not / know) what it was.
We ……………………………… (go) to London yesterday, but on the way
We ………………………… (hear) about a bomb scare in Oxford Street. So
We ……………………………… (drive) back home straightaway.
8 Something very strange ………………………… (happen) to me on my way home from work
yesterday afternoon. I ………………………… (drive) along the bypass at the time. Suddenly
I ………………………… (see) my mother in the seat beside me. But she died three years ago.
The present perfect

Introduction
The present perfect tells us about the past and the present. The aircraft has landed means that the aircraft is on the ground now.

Form
The present perfect is the present tense of have + a past participle.
I/you/we/they have washed OR I/you/we/they've washed
he/she/it has washed OR he/she/it's washed
NEGATIVE QUESTION
I/you/we/they haven't washed have I/you/we/they washed?
he/she/it hasn't washed has he/she/it washed?
Regular past participles end in -ed, e.g. washed, landed, finished.
We've washed the dishes. Have you opened your letter? The aircraft has landed safely. How many points has Matthew scored? The students haven't finished their exams.

Irregular forms
Some participles are irregular.
I've made a shopping list. We've sold our car. I've thought about it a lot.
Have you written the letter? She hasn't drunk her coffee. For a list of irregular verbs see page 383.
There is a present perfect of be and of have.
The weather has been awful I've had a lovely time, thank you.

Use
When we use the present perfect, we see things as happening in the past but having a result in the present.
We've washed the dishes. (They're clean now.)
The aircraft has landed. (It's on the ground now.)
We've eaten all the eggs. (There aren't any left.)
They've learnt the words. (They know the words.)
You've broken this watch. (It isn't working.)

Time expressions
Just, already and yet
We can use the present perfect with just, already and yet.
Just means 'a short time ago'. Vicky heard about the concert not long ago. Already means 'sooner than expected'. They sold the tickets very quickly. We use yet when we are expecting something to happen. Vicky expects that Rachel will buy a ticket.
Just and already come before the past participle (heard, sold). Yet comes at the end of a question or a negative sentence.
Here are some more examples.
We've just come back from our holiday.
I've just had an idea.
It isn't a very good party. Most people have already gone home.
My brother has already crashed his new car.
It's eleven o'clock and you haven't finished breakfast yet.
Has your course started yet

For and since
We can use the present perfect with for and since.
Vicky has only had that camera for three days. Those people have been at the hotel since Friday.
I've felt really tired for a whole week now.
We've lived in Oxford since 1992. NOT We live-here-sincee-1992. Here something began in the past and has lasted up to the present time.
We use for to say how long this period is (for three days). We use since to say when the period began (since Friday).
We use how long in questions.

How long has Vicky had that camera? ~ Since Thursday, I think.
How long have Trevor and Laura been married? ~ Oh, for about three years.

We can also use the present perfect with for and since when something has stopped happening. / I haven't seen Rachel for ages. She hasn't visited us since July.

Gone to or been to
Claire has gone to Australia. Claire has been to Australia.

Gone there means that she is still there. Been there means that the visit is over.

Ever and never
Mark: Where have you been this time, Claire?
Claire: I've just come back from the States. Florida.
Mark: You get around, don't you? I've never been to Florida. Was it good?
Claire: It was OK. Not as good as Australia. I might go to Brazil next time. Have you ever been there?
Mark: No, / haven't.

We can use ever and never with the present perfect. We use ever in questions. In Have you ever been to Brazil? the word ever means 'in your whole life up to the present time'. Never means 'not ever'.

Here are some more examples.

Have you ever played cricket? ~ No, never. Has Andrew ever had any fun? ~ I don't think so.

I've never ridden a motor bike in my life. You've never given me flowers before. This is the most expensive hotel we've ever stayed in.

First time, second time, etc
After It's/This is the first/second time, we use the present perfect.

This is the first time we've been to Scotland, so it's all new to us.
This is the second time Rachel has forgotten to give me a message. I love this film. I think it's the fourth time I've seen it.

Today, this week, etc
We use the present perfect with today and phrases with this, e.g. this morning, this week, this year.

We've done quite a lot of work today.
I haven't watched any television so far this week.

Have you had a holiday this year? ~ No, not yet. This year is the period which began in January and has lasted up to the present time.

Exercises
1. Answer the following questions in the "Affirmative" and "Negative".

Example: Has he been in prison for long?
   a. Yes, he has been in prison for a long time.
   b. No, he has not been in prison for long/or a long time.

   1. Have you been in Turkey since you were born?
      a. ................................................................. .... ... ... .... .... ........
      b. ................................................................. .... ... ... .... .... ........

   2. Has your father always been on friendly terms with his boss?
      a. ........ .... .... ................................................................. .... ... ... .... .... ....
      b. ................................................................. .... ... ... .... .... ........

   3. Have your parents been to Paris before?
      a. ................................................................. .... ... ........................................
      b. ................................................................. .... ... ........................................

   4. Has the weather been rainy since last week?
      a. ................................................................. .... ... ........................................
      b. ................................................................. .... ... ........................................

   5. Have your friends been at school since morning?
      a. ................................................................. .... ... ........................................
      b. ................................................................. .... ... ........................................

49
6. Have you been married to Lara since you left school?
   a. .............................................................. .......................................................... ...
   b. .............................................................. .......................................................... ...

7. Have your teachers always been nice to the students?
   a. .............................................................. ...........................................................
   b. .............................................................. ...........................................................

8. Has there been a postal strike since last week?
   a. .............................................................. ...........................................................
   b. .............................................................. ...........................................................

9. Has your father been in love with your mother since they saw each other?
   a. .............................................................. ...........................................................
   b. .............................................................. ...........................................................

10. Have you been interested in doing bungee jumping ever since you came here?
    a. .............................................................. ...........................................................
    b. .............................................................. ...........................................................

11. Has the Prime Minister been in contact with the Intelligence Service?
    a. .............................................................. ...........................................................
    b. .............................................................. ...........................................................

2. Answer the following questions in "The Present Perfect Simple" using the words in brackets.
   Example: A: Why don't you read the newspaper? (Already)
            B: I have already read it.
   1. A: Are you going to post the letters? (just)
      B: .............................................................. ...........................................................
   2. A: Have you ever read 'War and Peace'? (never)
      B: .............................................................. ...........................................................
   3. A: Have you finished your homework (yet)
      B: .............................................................. ...........................................................
   4. A: How many books have you written? (so far)
      B: .............................................................. ...........................................................
   5. A: How long have you lived in Istanbul? (for)
      B: .............................................................. ...........................................................
   6. A: Are you going to explain the subject? (already)
      B: .............................................................. ...........................................................
   7. A: How long has your father lived here? (since)
      B: .............................................................. ...........................................................
   8. A: Are you in love? (never / before)
      B: .............................................................. ...........................................................
   9. A: Why don’t you fly this helicopter? (never / before)
      B: .............................................................. ...........................................................
   10. A: Shall I make you a sandwich? (just)
       B: .............................................................. ...........................................................
   11. A: Will you return the books to the library? (already)
       B: .............................................................. ...........................................................
   12. A: Would you like to eat dinner with me? (just)
       B: .............................................................. ...........................................................
   13. A: Are you going to give the dog his lunch? (already)
       B: .............................................................. ...........................................................
   14. A: Have you sold your car? (yet)
       B: .............................................................. ...........................................................
   15. A: When are you going to tidy your room? (already)
       B: .............................................................. ...........................................................
   16. A: Why don’t you watch that film on (the) TV? (before)
       B: .............................................................. ...........................................................
17. A: How many letters have you written? (up to now)
   B: .................................................................

3. Rewrite the following sentences in such a way that it means the same as the sentence before it. Use the alternative form with "FOR" or "SINCE".

Example: we have not had fish for a long time.
   It is a long time since we had fish
   It has been a long time since we had fish.
   We have not swum in the river for five years.

1. It is a long time since we played tennis.
   We.................................................................

2. We have not heard from her for a long time
   It.................................................................

3. It is a long time since we had a party
   We.................................................................

4. My father has not written to me for a long time.
   It.................................................................

5. It is ages since her boyfriend took her out.
   Her boyfriend................................................

6. My wife has not rung me up at the office for ages.
   It.................................................................

7. It is years since he did any useful work.
   He.................................................................

8. You have not bought me anything for ages.
   It.................................................................

9. It is six months since they paid us a visit.
   They ..............................................................

10. I have not been to the United States of America for a long time.
    It.................................................................

11. It is ten hours since I ate something.
    I.................................................................

12. We have not had any rain for three months.
    It.................................................................

13. It is a long time since we last studied English.
    We.................................................................

14. I last met Helen five weeks ago.
    It.................................................................

15. It is a long time since we last played hide and seek in the garden.
    We.................................................................

4. Write questions using the words in brackets. Use the Superlative forms of "Adjectives" and "The Present Perfect Simple". Answer the questions.

Example: (high/mountain/see)
   A: What is the highest mountain that you have ever seen?
   B: Mount Ararat is the highest mountain that I have ever seen.

1. (long/river/see)
   A: .................................................................
   B: .................................................................

2. (high/mountain/climb)
   A: .................................................................
   B: .................................................................

3. (beautiful/city/live in)
   A: .................................................................
   B: .................................................................
5. Complete the following sentences with the Superlative forms of the "Adjectives" in brackets, using "The Present Perfect Simple" with "EVER".

Example: A: What do you think of Carol?
B: I think Carol is (beautiful).................. girl I (ever, see) ...... ........... .
I think Carol is the most beautiful girl I have ever seen.

1. A: What do you think of this cake?
B: I think that is (delicious)...................... cake I (ever, taste) .................... ... .................
2. A: What do you think of this car?
B: I think this is (fast) ................................... car I (ever, drive) ........................   .. .......... ...
3. A: What do you think of the problem Mary has solved?
B: I think it is (difficult) ......................   ..... ........ problem Mary(ever, solve) ... ....................
4. A: Have you got any idea about this bicycle?
B: This is (good)   .................... ...............bicycle I (ever, have)    ...   ...............................in my life.
5. A: What do you know about this woman?
B: I think Eliza is (intelligent) ... .....   ..... woman I (ever, meet) ....   ..   ....   .... .........
6. A: What do you think of my remark?
B: I think that is (nice)........................................ thing you (ever, say)........................ to me.
7. A: What do you think of this poem?
B: I think this is (lovely).............................. poem our teacher (ever, read) ................ .... .
8. A: What do you think about this spring?
B: I think this is (bad) ...................................spring we (ever, have)..............................for years.
9. A: Do you know anything about this horse?
B: I think this is (slow)....   ..   ...         horse I (ever, ride on) ....   ...   ..   ...      in my life.
10. A: Do you think of Helen?
B: Helen is (fat) ..................................... girl I (ever, dance) ........   ...   ...   ...  ..with.
11. A: What do you know about Istanbul?
B: Istanbul is (crowded) ................................ city we (ever, be to) ........ ......   ...  in Turkey.
12. A: What do you think of my question?
B: Well, I think that is (silly) ......   ...... . question you (ever, ask) ....   ...   ........... me.
13. A: How did you spend your holiday?
   B: That was (splendid)............ .... ...... holiday we (ever, have) .. ...... ....... ......

14. A: What do you think about me?

6. Write questions using "HOW LONG", "HOW MANY" in "The Present Perfect Simple"

Example: A: My father is a medical doctor.
        B: Oh, really! How long has your father been a medical doctor?
        Oh, really! How many years has your father been a medical doctor?
1. A: What a pity that my sister smokes cigarettes.
   B: Oh, really! ................................................................. ...............
   B: How surprising! ................................................................. .......
3. A: My son attends an English course in London.
   B: How surprising! ................................................................. .......
4. A: My brother-in-law is in hospital.
   B: Sorry to hear that! ................................................................. .......
5. A: Melissa is in love with Peter.
   B: How wonderful! ................................................................. .......
6. A: I know the new teacher.
   B: Oh, really! ................................................................. ...............
7. A: The teacher keeps her temper under control.
   B: I didn't know that................................................................. .......
8. A: We are in the dining room.
   B: Oh, really! ................................................................. ...............
9. A: The children are swimming in the swimming pool.
   B: Isn't that strange! ................................................................. .......
10. A: My parents live in Athens.
    B: Oh, really! ................................................................. ...............
11. A: I am in a dream world.
    B: How lovely! ................................................................. ............
12. A: I have a terrible headache.
    B: How depressing it is! ................................................................. ............
13. A: My daughter is married to a football player.
    B: Oh, really! ................................................................. ...............
    B: Sorry to hear that! ................................................................. ............
15. A: My husband is very much interested in politics.
    B: Lovely! ................................................................. ...............

7. Complete the following sentences with the words on the list below.

always never already ever since just ever since before since now yet now until

1) I haven't visited Paris ................. . I was ten.
2) I have ................. .... seen such a beautiful girl in my life.
3) My father has written three books ................. ....
4) I haven't had a chance to write to you ................. . ages.
5) My father has .... .... booked a place for the wedding reception.
6) We haven't ordered the flowers ................. ....
7) I have ................. .... spoken to him on the phone.
8) I have seen this film ................. ...., but I cannot remember when.
9) Has anybody ................. .... told you that you are mad?
10) Have you ................. .... tried Turkish food? Would you like to try some?
11) My sister has ................. .... driven her car very carefully.
12) I have been married .................................. twenty years ..................................
13) I have studied Italian .................................. three years .................... I came here.
14) Eileen is the most beautiful girl I have .............................................. seen.
15) We have known each other .................................. a long time.
16) She has been interested in classical music .............................. 1975.
17) I saw your sister last May, but I haven't seen her.........................
18) I have .................................. read your composition. How much time did you spend writing it?
19) I have .................................. flown a helicopter ..............................
20) The news about the inflation in Turkey has been bad ......................
21) He went to Paris ten years ago, and he has lived there....................
22) He has .................................. wanted to go to Paris, but he has .............................. had the chance.
23) I have known Silvia .................................. years.
24) He was ill before Christmas, but he has been well ......................
25) I have .................................. fallen in love ..............................
26) This flat has been empty .................................. two years ......................
27) Haven't you eaten your lunch .............................. ?
28) Have you .................................. been to Japan?
29) I have .................................. heard anything like this ...................... in my life.
30) I thought she was famous, but none of my friends have .................................. heard of her.
31) Have you seen any good films .............................................. ?
32) I have .................................. been to London four times ..............
33) .................................. they came to Istanbul, They have been very happy.
34) Alice has .................................. phoned me to say good bye.
35) My English teacher has .................................. been very nice to me.
36) I .................................. haven't found my passport! I wonder where it is.
37) She has .................................. been to London three times and she doesn't want to go again.
38) I have.................................. flown in an aero plane but I would like To one day.
39) Are you going to eat your lunch? - Oh, I have .............................. eaten my lunch.
40) They .................................. haven't finished the report about Iraq.

8. Add a sentence. Use the present perfect.
► I'm tired. (I / walk / miles) I've walked miles.
1. Emma's computer is working now. (she / repair / it)
2. It's cooler in here now. (I / open / the window)
3. The visitors are here at last, (they / arrive)
4. Mark's car isn't blocking us in now. (he / move / it)
5. We haven't got any new videos, (we / watch / all these)

9. Look at the pictures and say what the people have done.
Use these verbs: break, build, catch, see, win
Use these objects: a film, a fish, a house, his leg, the gold medal
► She's won the gold medal.

1. .........................................................
2. .........................................................
3. .........................................................
4. .........................................................
10. Trevor and Laura are decorating their house. Put the verbs. Use the present perfect.

Laura: How is the painting going? (Have you finished? (you / finish))
Trevor: No, I haven't. Painting the ceiling is really difficult, you know.
(1) (I / not / do) very much. And it looks just the same as before. This new paint (2) (not / make) any difference.
Laura: (3) (you / not / put) enough on.
Trevor: I don't know. (4) (I / hurt) my back. It feels bad.
Laura: Oh, you and your back. You mean (5) (you / have) enough of decorating. Well, I'll do it. Where (6) (you / put) the brush?
Trevor: Don't know. (7) (it / disappear).
(8) (I / look) for it, but I can't find it.
Laura: You're hopeless, aren't you? How much (9) (you / do) in here?
Nothing! (10) (I / paint) two doors.
Trevor: (11) (I / clean) all this old paint around the window. It looks much better now, doesn't it?
Laura: (12) (we / make) some progress, I suppose.
Now, where (13) (that brush / go)?
Oh, (14) (you / leave) it on the ladder, look.

11. Use these past participles: checked, eaten, made, remembered, rung, tidied

► We must find out the address. ~ It's all right, I've just remembered it.
1 The children's room looks neat. ~ Yes, they've .................
2 Is Daniel making some coffee? ~ It's ready.
3 What happened to that chocolate? ~ Sorry, .............., ......
4 Has Rachel got all the answers right? ~ Yes, .........................
5 Have you told your sister? ~ Yes, I've .........................

12. Complete the dialogue. Use the present perfect with just, already and yet.

Vicky: (►) You haven't done your project yet (you / not do / your project / yet), I suppose.
Rachel: No, I haven't. (1) (I / not / start / it / yet).
Vicky: (2) (I / just / see / Andrew), and he says (3) (be / already / do) about half of it.
Rachel: Well, he works too hard.
Vicky: (4) (I / not / finish / my plan / yet).
Rachel: (5) (you / already / begin) to worry about it, haven't you?
Take it easy, There's plenty of time.
Vicky: (6) (we / already / spend) too long thinking about it.
(7) (I / not / do / any real work / yet) and (8) (I / just / realize) that there are only four weeks to the end of term.
Rachel: OK, (9) (I / just / decide) to start next week. Well, maybe.

13. Andrew is a very hard-working student. It's midnight and he is still working at his computer.

Write sentences with the present perfect and for or since.

► be / at his computer / six hours He's been at his computer for six hours.
1 not / have / any fun / a long time .................
2 have / a cold / a week ......................
3 not / see / his friends / ages ......................
4 not / do / any sport / last year ......................
5 be / busy with his studies / months ......................

14. Complete the sentences.

? You ought to wash the car. You haven't washed it for ages.
56

? I'd better have a shower. I haven't had one since Thursday.
1 I think I'll ring my girlfriend. I haven't talked to her the weekend.
2 We're going to see some old friends. We haven't seen them five years.
3 Let's watch a video, shall we? We haven't watched one quite a while.
4 We could have a barbecue. We haven't barbecued last summer.
5 Shall we play tennis? We haven't played at all this holiday.

15. Complete the conversation. Put in gone or been.

Emma: Hi. Where's Rachel?
Vicky: She's gone to the supermarket to get something for a meal.
Emma: But I've got some chicken for tonight. I've just been to a supermarket on my way home, that new place near the station.
Natasha: I haven't been to that one yet.
Vicky: Where's Jessica? Isn't she here?
Emma: No, she's been to London. She'll be back tomorrow.

16. Write the questions and answers. Use the information in brackets.

► Matthew: (sailing?) Have you ever been sailing?
Natasha: (no, windsurfing) No, I've never been sailing, but I've been windsurfing.
1 Laura: (San Francisco?)
Mark: (no, Los Angeles) I've never been to San Francisco, but I've been to Los Angeles.
2 Tom: (basketball?)
Trevor: (no, volleyball) I've never been to a basketball game, but I've been to a volleyball game.
3 Daniel: ('Hamlet'?)
Vicky: (no, 'Macbeth') I've never seen 'Hamlet', but I've seen 'Macbeth'.
But

17. What would you say in these situations? Use time and the present perfect.

► You are watching a cricket match. You have never seen one before.
This is the first time I've seen a cricket match.
1 You have lost your bank card. It has happened once before.
2 The washing-machine has broken down. This has happened twice before.
3 You are in England for the first time in your life.
4 You are staying in a hotel where you once stayed before.
5 You have missed the bus. You've done the same thing about four times before.

18. Complete the sentences. Use the present perfect.

► Mark buys a newspaper most mornings, but he hasn't bought one this morning.
1 I see Vicky most days, but ........................
2 We go to the club most weekends, but ........................
3 We usually have a party each term, but ........................
4 Someone usually rings in the evening, but no one
Present perfect or past simple?

The present perfect tells us about the past and the present. United have won the Cup, so it's theirs now.

The past simple tells us about the past, a time which is finished. Last year is in the past.

We use the past simple (not the present perfect) to talk about times in the past such as yesterday, last week, in 1994, a hundred years ago.

*We watched* United last week, NOT *We have watched United last week.*

Long ago dinosaurs *lived* here. NOT *Long ago dinosaurs have lived here.*

Here are some more examples.

**PRESENT PERFECT**

*Emma has packed* her case.

(So her things are in the case now.)

*Mike has repaired* the chair.

(So it's all right now.)

*The plane has just landed.*

*I've turned* the heating on. (It's on now.)

**PAST SIMPLE**

*Emma packed* her case last night.

(Her things may be unpacked now.)

*Mike repaired* the chair.

(It may be broken again now.)

*The plane landed* ten minutes ago.

*I turned* the heating on earlier, but it's off again now.

*I've done it. I did it yesterday.*

Trevor: *We've bought* a new car.

Tom: Oh, have you? What sort?

Laura: *An Adagio. We bought it last week.*

We often give a piece of news in the present perfect, e.g. *We've bought a new car.* (The car is ours now.)

We use the past simple, e.g. *We bought it last week,* to give details or to ask for details about things such as when and where it happened. Here are some more examples.

*I've found* my wallet. ~ Oh, good. Where *did* you *find* it?

*Your parcel has arrived.* The postman *brought* it at eight o'clock.

*They've closed* the factory. ~ Really? *When did they do* that?

**Structures with for, since and last**

**PRESENT PERFECT**

We can say that something hasn't happened for a long time or since a specific time in the past.

*We haven't had* a party for ages.

*We haven't had* a party since Christmas.

**PAST SIMPLE**

We can say that it is a long time since something happened or when was the last time it happened.

*It's ages since we last had* a party.

*Christmas was the last time we had* a party.

We use the present perfect for a state which has gone on up to the present. (David is still in hospital.)

*We've lived here* for ten years. (And we still live here.)

**PAST SIMPLE**

We use the past simple for a state in the past, in a period which is finished. (David's stay in hospital is over.)

*We lived there* for ten years.

(We don't live there now.)

**Have you (ever)...? and Did you (ever)...?**

**PRESENT PERFECT**

We use the present perfect for actions in a period of time up to the present.
This young director has made four films so far. He has made films means that it is possible he will make more films.

Have you ever been to America? ~ Yes, twice. I've played table tennis before. We've never had any money.

PAST SIMPLE
We use the past simple for actions in the past, a period which is finished.
He made films means that his career in films is over. He won't make any more.

Did Churchill ever go to America? ~ Yes, I think so.

Did you play table tennis at college.

We never had any money in those days.

Today, this week, etc

PRESENT PERFECT
We use today and phrases with this for a period up to the present.

It hasn't rained today.

Have you seen this week's magazine?

PAST SIMPLE
We use yesterday and phrases with last for a past period.

It rained yesterday.

Did you see last week's magazine?

But sometimes today etc can mean a past period. Compare:

I haven't seen Rachel today. I didn't see Sarah at work today.

It's still daytime. The working day is over.

Has the post come this morning? Did the post come this morning?

It's still morning. It's later in the day.

Exercises

1. Put the verbs in brackets into either "The Present Perfect Simple" or "The Past Simple".

Example :    A: Have you ever caught a fish? (catch) B: Yes, I have.
A: Oh, really! When did you catch it?
B: I caught it two months ago.

1. A: ... ... ... ... you ... ... ... ... ... the teacher? (see)
B: Yes, I have.
A: Oh, really! When ................. you ................. him?
B: I ........ ........ him when I was at the party.

2. A: ........ ........ you ever ................. a song in the street? (sing)
B: Yes, I have.
A: Oh, really! When ................. you ........ .... it in the street?
B: I ........ ........ it in the street when I went to the carnival last year.

3. A:........ ........ you ........ ........ to her yet? (speak)
B: Yes, I have.
A: Oh, really! When ................. you ........ .... to her?
B: I ........ ........ to her only half an hour ago.

4. A:....................... your father ever ................. in a river? (swim)
B: Yes, he has.
A: Oh, really! When ................. he ........ .... ?
B: He ........ ........ in a river when he was in Turkey.

5. A:....................... your sister ever ........ ........ a hat? (wear)
B: Yes, she has.
A: Oh, really! When ................. she ........ .......... it?
B: She ........ .......... it when she was engaged to Roger.

6. A: ........ ........ your children ................. all their money? (spend)
B: Yes, they have.
A: Oh, really! When .............. they..... ......... it?
B: They........................... it before they came here.
7. A.............................. you .............................. your medicine? (take)
B: Yes, I have.
A: Wonderful! When............................ you ............. it?
B: I ........................................... it after I had breakfast this morning.
8. A;   ........................ the teacher.............................. the report? (write)
B: Yes, she has.
A: Perfect! When ....  .......... she.............................. it?
B: She ......................................... it before the students arrived.

2. Put the verbs in brackets into either "The Present Perfect" or "The Past Simple" using "FOR", "SINCE" or "AGO".
Example:  He (work) ................................ in this factory. ..................... he (leave) .......... school.
He has worked in this factory since he left school.
1. Lucy (be) .............. asleep ................................ about eleven hours.
3. They (not, eat) ................................. meat ..    ... .... they (see) .......... that film about farm animals.
4. My father (be) .................... married ..   ................ twenty years now.
5. She (have).. .......... her car  .......    .. .... she (become)......................... a doctor.
6. I (study) .................... English .................. three years ......... I (come) .. .... .. here.
7. She (become)................ more aggressive .. .... .. she (enter) ....... ... .... politics.
8. I (know).   .... .... Eleanor............ five years .......... she (start) .................. this school.
9. I (not, play) ............ tennis .................. my kg.
10. I (get)....................married forty years ......... My husband and I (live) ....... ... happily together ....
11. My father (leave) .............. home ten years .......... and he (not, write) .............. then.
12. His appearance (improve) ..... considerably .... .... he (grow) .................. his moustache.
13. I (see).... ............ my English teacher half an hour .........................................
14. I (live).......................... in Italy .............. six months in 1998, but I (not, be) ....
15. He is the greatest boxer I (ever, know) ......................
16. I (teach) .................... English..... .... .... three years when I (be) .... .... .... in Saudi Arabia.
17. Someone (build) .............. the house ten years ......... but I don't know who (live). .... .... in it ....
18. I (drive)...................................... a car......................... a longtime,
19. Ann (have) ........................ a bad cold .. .... .... .... the last few days.
20. Bill (be)........ .... engaged to Liz ..................... two years and then he (get) ........... married to Jane.
21. They (setup) ................ this society ten years.......and the membership (grow)...........
22. I (write) ............................. the postcards but I(not, post) ....... .... .... them yet.
23. I (not, see) ............................ her .............. I (graduate) .............. from the faculty of letters.
24. This is the first time I (tell) ....................... you a lie. (tell)
25. The young man (never, be)... .... to Rome, but he (read) .............. a book about this city last year.
3. Put in the correct verb form.

1. I've done (I / do) all the housework. The flat is really clean now.
2. A young couple bought (buy) the house next door. But they didn't live there long.
3. Our visitors arrived. They're sitting in the garden.
4. There's still a problem with the television. Someone repaired it, but then it broke down again.
5. A young couple bought (buy) the house next door. But they didn't live there long.
6. Our visitors arrived. They're sitting in the garden.
7. I've lost (I / lose) my bank card. I can't find it anywhere.
8. United are playing well.
9. Someone turned on the hi-fi. What's that song called?
10. I phone (I / phone) the office at eleven to speak to the manager, but he isn't there today.
11. I make (I / make) a cake. Would you like a piece?
12. The runner Amos Temila broke (break) the world record for the 1500 metres in Frankfurt. Then two days later in Helsinki, Lee Williams ran it in an even faster time.

4. Things that have happened today are on the radio and TV news.

Give the news using the present perfect and past simple.

1. the Prime Minister visit Luton University / speak to students there / earlier today
   The Prime Minister has visited Luton University. He spoke to students there earlier today.
2. the train drivers go on strike / stop work / at twelve o'clock
   The train drivers went on strike and stopped work at twelve o'clock.
3. the Queen arrive in Toronto / fly there / in an RAF aircraft
   The Queen arrived in Toronto and flew there in an RAF aircraft.
4. two men escape from Parkhurst Prison / get away / during the night
   Two men escaped from Parkhurst Prison and got away during the night.
5. the actor Howard Bates die in a car accident / his car crash into a wall
   The actor Howard Bates died in a car accident when his car crashed into a wall.
6. Linda win the women's marathon / run it / in 2 hours 27 minutes
   Linda won the women's marathon and ran it in 2 hours 27 minutes.

5. Complete the conversations.

1. Laura: I haven't used my camera recently. June was the last time I took a photo.
   Trevor: Really? I'm surprised you haven't taken a photo since June.
2. Rachel: I haven't seen Andrew for weeks.
   Daniel: Nor me. It's been a long time since we've seen him.
3. Tom: What about a game of cards? We haven't played since your birthday.
   David: Really? You mean my birthday wasn't famous cards?
4. Emma: I feel terrible. It's three days since I ate anything.
   Vicky: What did you say? You haven't eaten anything for three days?

6. Complete this letter to a newspaper. Put in the present perfect or past simple.

A few days ago I learned (learn) that someone plans to knock down the White Horse Inn. This pub has been the centre of village life for centuries. It (has been) stand (stand) at our crossroads for 500 years. It (2) (be) famous in the old days, and Shakespeare once (3) (stay) there, they say. I (4) live in Brickfield all my life. The villagers know (know) about the plans for less than a week and already there's a 'Save Our Pub' campaign. Last week we (6) be happy, but this week we're angry. We will stop them, you'll see.

7. Look at each conversation and choose the best sentence, a) or b).

   a) Have you heard about the woman walking across the US? ~ Yes, she's reached the Rockies.
   b) Have you heard about the woman walking across the US? ~ Yes, we played it on holiday.

   a) The holiday is still going on. b) The holiday is over.
2 Did you know old Mr Green? – No, I never met him.  
   a) Mr Green is probably alive, b) Mr Green is probably dead.  
3 Wayne Johnson is a great footballer. – Yes, he's scored 200 goals for United. 
   a) Wayne Johnson still plays for United, b) Wayne Johnson has left United.  
8. Put in this, last, today or yesterday.  
   ► Last month prices went up, but this month they have fallen a little.  
   1 It's been dry so far ............................................ week, but ............................................ week was very wet.  
   2 I went shopping earlier .....................................and spent all the money I earned .........................  
   3 We didn't have many visitors ........................................... year. We've had a lot more  
                   ........................................... year.  
   4 I don't feel so tired now. We got up quite late . .. morning. I felt really tired ......................... 
               when we got up so early.  
9. Put in the verbs. present perfect or past simple?  
   Tom: (►) Have you heard (you / hear) the news about David?  
   Harriet: No. (1) ..............................................(what / happen)?  
   Tom: (2)………… (he / have) an accident. He was walking down some steps.  
   (3)……………………………… (he / fall) and (4)……………………………… (break) his leg.  
   Harriet: Oh, how awful! When (5)……………………………… (it / happen)?  
   Tom: Yesterday afternoon. Melanie (6)……………………………… (tell) me about it last night.  
   Harriet: Last night! (7)……………………………… (you / know) about it last night, and  
   (8)……………………………… (you / not / tell) me!  
   Tom: Well, (9)……………… (I / not / see) you last night. And  
   (10)……………………………… (I / not / see) you today, until now.  
   Harriet: I hope he's all right. (11)……………………………… (he / have) lots of accidents, you know.  
   (12)……………………………… (he / do) the same thing about two years ago. 

1. Put in the past participles of the verbs in brackets.  
   ► We've found (find) all the answers.  
   1 Have you………………………. (wash) the car?  
   2 You haven't .................................. (eat) very much.  
   3 They've…………………………… (open) a new supermarket.  
   4 You've…………………………… (write) it in pencil.  
   5 I've…………………………….. (make) the sandwiches.  
   6 We've……………………………… (have) our lunch.  
   7 United have…………………………… (score) a goal.  
   8 The balloon has……………………………. (land) in a field.  
   9 Who's……………………………… (break) this glass?  
   10 It's warm because the heating has ......................... (be) on.  
   11 Have you…………………………… (sell) your flat yet?  
   12 I've……………………………. (finish) that job at last. 

2. Complete the second sentence so that it follows on from the first. Use the present perfect.  
   ► My hair is tidy now. I've brushed my hair.  
   1 The door is open. Someone ............................................. the door.  
   2 This is Oliver's drawing, look. Oliver ........................................... a picture.  
   3 The calculator is broken. Someone ......................... the calculator.  
   4 United are the winners. United ........................................... the game.  
   5 There's no more wine in the bottle. We ........................................... all the wine.  
   6 The floor is clean now. I ............................................. the floor.
7 I know my number now. I ............................................. my number by heart.
8 The guests are here now. The guests ..........................................
9 I'm still working on the computer. I ............................................. with the computer yet.

3. Decide which word is correct.
   ▶ I'd like to borrow this book. Has Anna read it yet?
   a) done b) for c) just d) yet
1 Ben writes very quickly. He's ........................................... finished his essay,
   a) already b) been c) for d) yet
2 What are you going to do? ~ I don't know. I haven't decided .......
   a) just b) long c) since d) yet
3 I've ............................................. to London. I went there in June.
   a) been b) gone c) just d) yet
4 Have you ........................................... done any skiing?
   a) ever b) for c) just d) long
5 My boyfriend hasn't rung ........................................... week,
   a) for b) last c) since d) this
6 I haven't seen that coat before. How ........................................... have you had it?
   a) already b) for c) long d) since
7 The girls have .............. to the cinema. They won't be back until ten o'clock.
   a) already b) been c) gone d) just
8 I haven't seen my parents ........................................... last Christmas.
   a) already b) before c) for d) since
9 This is the first .................................. I've ever lived away from home.
   a) already b) since c) that d) time
10 This programme must be new. I've ........................................... seen it before.
    a) ever b) never c) since d) yet

4. Some of these sentences are correct, and some have a word which should not be there. If the
   sentence is correct, put a tick (V). If it is incorrect, cross the unnecessary have or has out of the
   sentence and write it in the space.
   ? Susan has lost her keys. She can't find them anywhere. V
   ? Christopher has hurt his hand, but it's OK now. has
1 The directors have arrived half an hour ago, but they didn't stay long.
2 It's raining, and Peter has left his umbrella behind, look.
3 It's a long time since your friends have last visited us.
4 None of you have called me for weeks. Aren't we friends any more?
5 We can play tennis now. The others have finished.
6 The company has bought some land, but then it sold it.
7 The computer isn't on now. Someone has turned it off.
8 Tessa has posted the parcel. It's on its way to you.
9 Several bombs have gone off in the city centre. It has happened
   an hour ago.
10 Simon has left. He and Oliver have left after lunch.

5. Put in the present perfect or past simple of the verbs in brackets.
   ? I've had (have) these shoes since my eighteenth birthday.
   ? I tidied (tidy) my desk, but now it's in a mess again.
1 The last time I ................................................. (go) to Brighton was in August.
2 I'd like to meet a ghost, but I ...............................................(never / see) one.
3 I've finished my homework. I ................................................. (do) it before tea.
4 And the race is over! And Micky Simpson ............................................. (win) in a record time!
5 I ............................................. (work) for a computer company for a year. That was after college.
6 What time ................................................. (you / get) to work this morning?
7 Martin ......................... (be) to Greece five times. He loves the place.
8 The President .............. (come) out of the building and is going to make a speech.
9 You won't believe this, but I've got some tickets for the concert. – Oh, well done. How
......................... (you / get) them?
10 Of course I can ride a bike. But I ................. (not / ride) one for years.
11 Marilyn Monroe..................(be) in about thirty films.
12 ................. (you / ever / bake) your own bread? – No, but I might try it some time.
13 Janet .......................... (be) very ill three years ago.
14 Rupert has left a message for you. He ...................(ring) last night.
15 (you / see) the news today? – No, not yet. I'll watch it at ten.
16 We moved here in 1993. We..........................(be) here a long time now.

The present perfect continuous

Introduction
We use the present perfect continuous for an action (waiting). The action happens over a period of time
(for twenty minutes). Here the period lasts up to the present - they are still waiting now.

Form
The present perfect continuous is the present tense of have + been + an ing-form.

I/you/we/they have been waiting OR I/you/we/they've been waiting
he/she/it has been waiting OR he/she/it's been waiting
NEGATIVE QUESTION
I/you/we/they haven't been waiting have I/you/we/they been waiting?
he/she/it hasn't been waiting has he/she/it been waiting?

We've been standing here for ages. It has been raining all day.
Have you been waiting long? Our team hasn't been doing very well lately.

Use
We use the present perfect continuous for an action over a period of time leading up to the present (see A).
In these examples the action is still going on.

We've been waiting here for twenty minutes. (We're waiting now.)
Listen. That burglar alarm has been ringing since eight o'clock this morning.

We must use the perfect in these situations.

NOT We waited here for twenty minutes OR We're waiting here for twenty minutes.

We can use the present perfect continuous to talk about repeated actions up to now.

Natasha has been playing the piano since she was four. We can also use it to talk about an action which
ends just before the present.

I've been swimming. That's why my hair is wet.

Time expressions
For, since, how long and recently
We can use the present perfect continuous with for and since

My sister has been staying with me for three weeks now.
You've been playing on that computer since seven o'clock.

We use how long in questions.

How long have you been waiting?

Not also recently and lately. These both mean 'in the last few days or weeks'. I
haven't been feeling very well recently. What have you been doing lately?

Present perfect continuous or simple?

I have been doing or I have done?
Mike has been repairing the car.
We use the present perfect continuous for an action happening over a period of time. We are thinking of Mike doing the repair and getting oil on his hands.

Here are some more examples.

OVER A PERIOD (have been doing)

We've been touring Scotland. A strong wind has been blowing all day. Vicky is out of breath. She's been running. I've been writing an essay. I'm tired now.

We normally use the continuous form when we say how long.

Rachel has been playing music all day. I've been ironing shirts since ten o'clock. How long have you been learning to drive?

Mike has repaired the car.

We use the present perfect simple for a complete action. We are thinking of the finished repair and the result of the repair – that the car is all right now.

COMPLETE (have done)

We've finished our tour of Scotland. The wind has blown a tree over. Vicky is here at last. She's run all the way. I've written an essay. I can hand it in now.

We normally use the simple form when we say how much/many.

Rachel has played at least twenty CDs.

I've ironed eight shirts.

How many driving lessons have you had?

States and actions

We cannot normally use the continuous form with a state verb (see Unit 7).

I've known the secret for a long time, NOT I've been knowing the secret. My parents have had this car for about ten years. We've never been very happy here, I'm afraid.

Live and work (= have a job) can be continuous or simple, with no difference in meaning.

We've been living here since 1992. OR We've lived here since 1992.

Sarah has been working for the company for three years now. OR Sarah has worked for the company for three years now.

---

Exercises

1. Put in the verbs. Use the present perfect continuous.

Ilona: Sorry I'm late.
Emma: It's OK. (►) / haven't been waiting (I / not / wait) long.
What(1) ......................................................... (you / do)?
Ilona: I've been with Mrs King. (2) .................................................. (she / help) me with my English.
Emma: Your English is very good. You don't need lessons, surely.
How long (3) .......................................................... (you / study) English?
Ilona: Er, eight years now. But my accent wasn't so good before I came to England.
(4) .......................................................... (I / try) to improve it.
I think (5) .......................................................... (it / get) better lately.
Emma: Your accent is fine, Ilona. Honestly.

2. Say what these people have been doing. Use these verbs: argue, cook, drive, wait, work

► Andrew is tired because he's been working all day.
1 Trevor and Laura are upset because ____________________________________________________.
2 David is hot because ........................................................................................................
3 Mark feels very stiff because ......................................................................................... all day.
4 Henry is annoyed............................................................................................................ a long time for Claire.
3. Combine or rewrite the sentences in "The Present Perfect Continuous" stating how long something has been going on. Use "SINCE" or "FOR" in your sentences.
Example:    It started to rain three hours ago. It is still raining.
            The wind started to blow when we got up. It is still blowing.
            The wind has been blowing since we got up.
1) Carol started working in the bank in February. She is still working there.
2) I started to study Russian two years ago. I am still studying it.
3) Roger began to look for a job five months ago. He is still looking for it.
4) The students started dancing half an hour ago. They are still dancing.
5) Wendy started to write the letters when the sun rose. She is still writing them.
6) My boss thought of increasing my salary six months ago. He is still thinking of it.
7) I was thinking of getting married when I was in London. I am still thinking of it.
8) I started to smoke when I was twenty. I still smoke.
9) Melissa was working as a model in 1995. She still works as a model.
10) He was trying to solve that problem half an hour ago. He is still trying to solve it.
11) Helen sat in front of the television two hours ago. She is still sitting in front of it.

4. What could you say in these situations? Write sentences with the present perfect continuous and a phrase with for. Use these verbs: play, read, swim, talk, travel, work

A video is on. It began two hours ago, and it hasn't finished yet.
The video has been playing for two hours.
1 Matthew went into the water an hour ago. He doesn't want to come out yet.
2 Your friends started their journey around the world three months ago. They've gone about halfway now.
3 Mark got to the office early this morning. Ten hours later he's still there.
4 Melanie rang Rita forty minutes ago, and they're still on the phone.
5 Trevor has got an interesting book. He started it quite a long time ago. Ask him how long.

5. Answer the following questions using the words "FOR" or "SINCE" in brackets. Note that "SINCE" must be followed by a clause.
Example:    A: How long have you been living in Turkey? (for)
            B: ....................................................................................................................
A: How long have you been living in Turkey? (since)
B: ....................................................................................................................
1. A: How long has your mother been working as a housewife? (for)
   B: ....................................................................................................................
2. A: How long has your mother been working as a housewife? (since)
   B: ....................................................................................................................
3. A: How long have your children been watching television? (for)
   B: ....................................................................................................................
4. A: How long have your children been watching television? (since)
   B: ....................................................................................................................
5. A: How long have you been writing your new book? (for)
   B: ....................................................................................................................
6. A: How long have you been writing your new book? (since)
   B: ....................................................................................................................
7. A: How long has your friend been taking private lessons? (for)
   B: ....................................................................................................................
8. A: How long has your friend been taking private lessons? (since)
   B: ....................................................................................................................
6. Put the verbs in brackets into either "The Past Simple", "The Present Perfect Simple" or "The Present Perfect Continuous".

Example: I have been living in Istanbul since I was born.

1. She (write) ___________ letters since she (get up) ___________ this morning.
2. The teacher (correct) ___________ e papers for hours and he (not / finish) ___________ correcting them yet.
3. The girls (dance) ___________ since it (get) ___________ dark.
4. Gloria Stefan (stay) ___________ at this hotel since Tuesday.
5. (you, drink) ___________ ___________ wine since you (arrive) ___________ here?
6. What (your father, do) ___________ since he (desert) ___________ his family?
7. (your sister, work) ___________ for this company ever since she (leave) ___________ school?
8. My brother (write) ___________ three letters since he (get) ___________ dressed.
9. The weather (be) ___________ terrible since our holiday (begin) ___________.
10. My father (have) ___________ a lot of money since he (join) ___________ this club.
11. She (look for) ___________ her lost child for two hours and she (not, find) ___________ him yet.
12. I (not, have) ___________ a letter from Janet since she (leave) ___________ Istanbul for London.
13. My sister (collect) ___________ stamps ever since she (become) ___________ a doctor.
14. I (always, want) ___________ logo to Turkey ever since I (get) ___________ married.
15. He (smoke) ___________ five cigarettes since he (have) ___________ breakfast.

7. Put the verbs in brackets into either "The Past Simple", "The Present Perfect Simple" or "The Present Perfect Continuous".

1. I (study) ___________ German for three years and I cannot speak it yet.
2. We (stand) ___________ on the platform since lunch time and the train (not, arrive) ___________ yet.
3. I (know) ___________ him for a long time; in fact he is my oldest friend.
4. We (drive) ___________ for two hours and (not, pass) ___________ a single petrol station yet.
5. My father (smoke) ___________ ever since he (be) ___________ ten.
6. The book (lie) ___________ on the table for weeks.
7. We (be) ___________ married for ten years since we (come) ___________ to Istanbul.
8. I (love) ___________ you ever since I (become) ___________ teacher at this school.
9. Helen (lie) ___________ on the beach since the sun (rise) ___________.
10. The room smells of garlic; your father (eat) ___________ garlic again.
11. He (get) ___________ complaints from the neighbours ever since he (buy) ___________ his new hi-fi.
12. I (try) ___________ to reach you since I (arrive in) ___________ Istanbul.
13. My sister (apply) ___________ for several jobs recently.
14. The little child (sneeze) ___________ a lot lately.
15. He (leave) ___________ the city ten years ago, and he (live) ___________ on the island ever since.
The past perfect

Introduction
I felt really tired when I took the train to work yesterday because Sarah and I had been to a party the evening before. We hadn't gone to bed until after one. I hadn't been on the train long when I had a bit of a shock. I suddenly realized that I'd left my wallet at home. Then I began to wonder. Had I left it in the office the day before? I just couldn't remember. I wanted to go back to bed. I felt awful. The situation is in the past (I took the train ... I felt tired ...). When we talk about things before this past time, we use the past perfect.

Sarah and I had been to a party the evening before.
I'd left my wallet at home.

We are looking back from the situation of the train journey to the earlier actions - going to a party and leaving home without the wallet.

Here are some more examples of the past perfect.
It was twenty to six. Most of the shops had just closed.
I went to the box office at lunch-time, but they had already sold all the tickets. By 1960 most of Britain's old colonies had become independent.

As well as actions, we can use the past perfect to talk about states.
I felt better by the summer, but the doctor warned me not to do too much. I'd been very ill. The news came as no surprise to me. I'd known for some time that the factory was likely to close.

Form
The past perfect is had + a past participle.
He had enjoyed the party, OR He'd enjoyed the party.
They hadn't gone to bed until late. Where had he put his wallet?

Present perfect and past perfect
Compare these examples.
PRESENT PERFECT (before now)                              PAST PERFECT (before then)
My wallet isn't here. I've left it behind.                          My wallet wasn't there. I'd left it behind.
The match is over. United have won.                                The match was over. United had won.
That man looks familiar. I've seen him somewhere before.     The man looked familiar. I'd seen him somewhere before.

Exercises
1. Read about each situation and then tick the right answer.
   ► Two men delivered the sofa. I had already paid for it.
   Which came first, a) the delivery, or b) the payment?
   1 The waiter brought our drinks. We'd already had our soup.
   Which came first, a) the drinks, or b) the soup?
   2 I'd seen the film, so I read the book.
   Did I first a) see the film, or b) read the book?
   3 The programme had ended, so I rewound the cassette.
   Did I rewind the cassette a) after, or b) before the programme ended?
   4 I had an invitation to the party, but I'd arranged a trip to London.
   Which came first, a) the invitation, or b) the arrangements for the trip?

2. Add a sentence with the past perfect using the notes.
   ► Claire looked very suntanned when I saw her last week.
   She'd just been on holiday, (just / be on holiday)
   1 We rushed to the station, but we were too late.
   .......................................................... (the train / just / go)
   2 I didn't have an umbrella, but that didn't matter.
   .......................................................... (the rain / stop)
   3 When I got to the concert hall, they wouldn't let me in.
   .......................................................... (forget / my ticket)
4 Someone got the number of the car the raiders used.
................................................................................................... (steal / it / a week before)
5 I was really pleased to see Rachel again yesterday.
................................................................................................... (not see / her / for ages)
6 Luckily the flat didn't look too bad when my parents called in.
...................................................................................................(just / clean / it)
7 The boss invited me to lunch yesterday, but I had to refuse the invitation.
...................................................................................................(already / eat / my sandwiches)

3. Put the verbs in the present perfect (have done) or past perfect (had done).
? It isn't raining now. It's stopped (stop) at last.
? We had no car at that time. We'd sold (sell) our old one.
1 The park looked awful. People .............................................. (leave) litter everywhere.
2 You can have that newspaper. I ..............................................(finish) with it.
3 There's no more cheese. We.................................(eat) it all, I'm afraid.
4 There was no sign of a taxi, although I....................... (order) one half an hour before.
5 This bill isn't right. They ............................................. (make) a mistake.
6 I spoke to Melanie at lunch-time. Someone .......................(tell) her the news earlier.
7 I was really tired last night. I ..............................................(have) a hard day.
8 Don't you want to see this programme? It .........................................(start).
9 It'll soon get warm in here. I..............................................(turn) the heating on.
10 At last the committee were ready to announce their decision.
They ..............................................(make) up their minds.

4. Complete the following sentences in "The Past Perfect Simple", using "The Correct Forms of the Verbs" on the list below.
A. WASH, WRITE, TELL, PAY, DRINK, FORGET, SPEND, WORK, EAT, WATER
1) As soon as I ................................ the bill, I left the restaurant.
2) When I ................................ the beer, I threw the empty bottle away.
3) I got wet because I ...................................to take my umbrella with me.
4) I couldn't afford to buy a new shirt because I ...................................all my money
5) After I ...................................... a letter to Peter, I put it into an envelope and posted it.
6) The gardener told us to keep off the grass because he ................................... it.
7) He bought his villa after he ................................... for ten years in England.
8) When I went home, my parents ................................... their dinner.
9) She went to sleep after her father ................................... her the story.
10) He .............................................. his hands before he had lunch.

B. SEE, TAKE, PASS, HAVE, PREPARE, FLY, ARREST, PUT OUT, FEED, RECOVER
1) When I told the doctor that I ............................................ earache for nearly a month, he gave me a prescription,
2) After she ...................................... her driving test, she bought a car.
3) John said that he ...................................... that film before.
4) We .................................... to Athens before we took the ferry boat to Izmir.
5) I .............................................. from the chicken pox when I caught measles last month.
6) We discovered that we ...................................... the wrong road at the beginning of the trip.
7) She wondered if the police ...................................... the thief before dawn broke.
8) Linda .............................................. the meal before she left the house.
9) When the fire engines arrived, the children ................................... the fire.
10) After she .............................................. the animals, she went for a walk in the woods.

C LOSE, WANT, GATHER, COMMIT, BREAK INTO, DIE, START, EXAMINE, BE, SET
1) Most of the tables were occupied and the guests ................................ eating their meals.
2) I wanted to take a good holiday this year but I wasn't able to get away.
3) He expected people to be sympathetic because his mother was a businessman.
4) He was a newspaper reporter before he became a businessman.
5) The anthropologist left the village when he had collected enough data.
6) When we got back, we discovered that someone had broken into our house.
7) After the doctor examined my leg, he told me that it was broken.
8) When I questioned the boy he said he didn't know where he had lost his cap.
9) The sun had set in the west before we reached our destination.
10) The prisoner confessed that he had committed the crime.

5. Combine or rewrite the following sentences with "BEFORE" or "AFTER". Use "The Past Simple" and "The Past Perfect Simple".

Example: I received Carol's letter. Then I spoke to her father.
   a. I had received Carol's letter before I spoke to her father,
   b. After I had received Carol's letter, I spoke to her father.

1. The boy went to sleep. I told him a lovely story.
   a. ........................................................................................................................
   b. ......................................................................................................................

2. First I washed my hands, and then I had breakfast.
   a. ........................................................................................................................
   b. ......................................................................................................................

3. Maria had a cup of tea, and then she started to play the piano.
   a. ........................................................................................................................
   b. ......................................................................................................................

4. Matilda brushed her teeth, and after that she went to bed.
   a. ........................................................................................................................
   b. ......................................................................................................................

5. Rosemary wrote the address on the envelope. Then she stuck a stamp on it.
   a. ........................................................................................................................
   b. ......................................................................................................................

6. Rebecca finished her English course, and then she went to London.
   a. ........................................................................................................................
   b. ......................................................................................................................

7. First I learned French. Then I went to France.
   a. ........................................................................................................................
   b. ......................................................................................................................

8. I took the medicine. I felt a little better.
   a. ........................................................................................................................
   b. ......................................................................................................................

9. The police arrived at the art gallery. The burglars left the building.
   a. ........................................................................................................................
   b. ......................................................................................................................

10. First the doctor examined the child. Then he wrote the prescription.
    a. ......................................................................................................................
    b. ......................................................................................................................

6. Put the verbs in brackets into either "The Past Simple" or "The Past Perfect Simple".

Example: Nobody believed me when I (say) that I (see) a UFO.
   Nobody believed me when I said that I had seen a UFO.

1. It was very cold when he (get to) Moscow because winter (already, arrive).
2. My car (not, start) this morning because I (leave) the lights on.
3. If he (work) steadily he would have passed the exam.
4. After the detectives (check) the windows for fingerprints, they (search) the house.
7. The captain of the ship (he) ..........among the sailors who (abandon) .............the ship just before it (go).............to the bottom of the sea.
8. They (be) ........ on the road for a mere five minutes when they (have) ................. a puncture.
9. The car (scarcely, stop) .............. when a policeman (appear) .........................................
10. He (give).............me a painting which his grandfather (leave).........................him.
11. After the accident it was quite some time before they (know).......................... what (happen).
12. After Jack and Mary (go out)........................, with each other for six years, they (break up)
13. It was only after Jackie (see) ..........the film she (decide) ....................to read the book.
14. When she heard she (accept) .............. by Oxford University, she (jump) .................up and down
15. He (work).............as a mechanic for four years before they (let) .................him drive one of the
     racing cars.

7. Put the verbs in brackets into either "The Past Simple" or "The Past Perfect Simple".
8. Put the verbs in brackets into either "The Past Simple" or "The Past Perfect Simple".
7. He (not, realize) ...................... his mistake until after he (post).........................the letter.
6. The captain of the ship (he) ..............among the sailors who (abandon) .............the ship just before
    it (go).............to the bottom of the sea.
7. It(take)................................ the decision after I (speak) ............................................to John.
8. They (be) ........ on the road for a mere five minutes when they (have) ................. a puncture.
9. The car (scarcely, stop) .............. when a policeman (appear) .........................................
10. He (give).............me a painting which his grandfather (leave).........................him.
11. After the accident it was quite some time before they (know).......................... what (happen).
12. After Jack and Mary (go out)........................, with each other for six years, they (break up)
13. It was only after Jackie (see) ..........the film she (decide) ....................to read the book.
14. When she heard she (accept) .............. by Oxford University, she (jump) .................up and down
    with joy.
15. He (work).............as a mechanic for four years before they (let) .................him drive one of the
     racing cars.

7. Put the verbs in brackets into either "The Past Simple" or "The Past Perfect Simple".
8. Put the verbs in brackets into either "The Past Simple" or "The Past Perfect Simple".
7. He (say).............................. that he (not, see) ......................his mother for years.
6. The captain of the ship (he) ..............among the sailors who (abandon) .............the ship just before
    it (go).............to the bottom of the sea.
7. It(take)................................ the decision after I (speak) ............................................to John.
8. They (be) ........ on the road for a mere five minutes when they (have) ................. a puncture.
9. The car (scarcely, stop) .............. when a policeman (appear) .........................................
10. He (give).............me a painting which his grandfather (leave).........................him.
11. After the accident it was quite some time before they (know).......................... what (happen).
12. After Jack and Mary (go out)........................, with each other for six years, they (break up)
13. It was only after Jackie (see) ..........the film she (decide) ....................to read the book.
14. When she heard she (accept) .............. by Oxford University, she (jump) .................up and down
    with joy.
15. He (work).............as a mechanic for four years before they (let) .................him drive one of the
     racing cars.

7. Put the verbs in brackets into either "The Past Simple" or "The Past Perfect Simple".
8. Put the verbs in brackets into either "The Past Simple" or "The Past Perfect Simple".
7. He (say).............................. that he (not, see) ......................his mother for years.
6. The captain of the ship (he) ..............among the sailors who (abandon) .............the ship just before
    it (go).............to the bottom of the sea.
7. It(take)................................ the decision after I (speak) ............................................to John.
8. They (be) ........ on the road for a mere five minutes when they (have) ................. a puncture.
9. The car (scarcely, stop) .............. when a policeman (appear) .........................................
10. He (give).............me a painting which his grandfather (leave).........................him.
11. After the accident it was quite some time before they (know).......................... what (happen).
12. After Jack and Mary (go out)........................, with each other for six years, they (break up)
13. It was only after Jackie (see) ..........the film she (decide) ....................to read the book.
14. When she heard she (accept) .............. by Oxford University, she (jump) .................up and down
    with joy.
15. He (work).............as a mechanic for four years before they (let) .................him drive one of the
     racing cars.

7. Put the verbs in brackets into either "The Past Simple" or "The Past Perfect Simple".
8. Put the verbs in brackets into either "The Past Simple" or "The Past Perfect Simple".
7. He (say).............................. that he (not, see) ......................his mother for years.
6. The captain of the ship (he) ..............among the sailors who (abandon) .............the ship just before
    it (go).............to the bottom of the sea.
7. It(take)................................ the decision after I (speak) ............................................to John.
8. They (be) ........ on the road for a mere five minutes when they (have) ................. a puncture.
8. When I looked at the map, I (discover) ........................... to my horror that I (take) ............... wrong road.
9. The police (catch) ................ to the fugitive before he (drive) .............. very far.
10. After he (work) ............... in the hospital for three years he (decide) ............... to give up the job.
11. I (just, turn off).............. ... the lights when the phone (ring) ..............
12. My daughter (learn) ................ to Spanish before she (go) ...................... to Spain.
13. When my father (leave) .................. Belgium, he (work) .............. there for twenty years.
14. She wishes she (study) .................. this subject when she (be) .............. in London ten years ago.
15. I (wait) ........................ at the bus-stop until the bus (arrive)..............

Review of the past simple, continuous and perfect

1. Past simple, continuous and perfect

Look at these sentences and then tick the right answer.

► David and Tom were talking together when a young woman spoke to them.
Which took more time, a) what David and Tom said, or b) what the woman said?
1 Mike had put up the tent, but Harriet was still unloading things from the car.
Which finished first, a) putting up the tent, or b) unloading?
2 Mark went home and switched off the computer.
What did he do first, a) go home, or b) switch off the computer?
3 When Claire arrived, Henry was walking up and down.
Which started earlier, a) Claire's arrival, or b) Henry's walking?
4 When Sarah had phoned the office, she drove to the hotel.
Did she phone the office a) before, or b) after driving to the hotel?

2. Past simple and past perfect

Write the two sentences as one. Use when and the past perfect in either the first or the second part of the sentence.

► I took the book back to the library. I read it.
/ took the book back to the library when I'd read it.
► The students did the experiment. They wrote a report on it.
When the students had done the experiment, they wrote a report on it.
1 Nick saved enough money. He bought a motor bike.
2 Mark put all the dishes away. He dried them.
3 I looked both ways. I pulled out into the road.
4 The golfers went into the clubhouse. They played the last hole.

3. Past simple, continuous and perfect

Daniel is telling the story of how he forgot his passport. Put the verbs into the correct form.

► (happened) (it / happen) last August at the airport. A few weeks before, a group of us
(1) ........................ (decide) to go to Greece together for a holiday. (2) ........................ (we / wait) in the queue at passport control when suddenly (3) ........................ (I / realize) that (4) ........................ (I / forget) my passport. (5) ............................... (it / be) quite a shock. (6) ...........................
(7) ............................. (ring) my parents. (8) ........................ (they / work) in the garden, but luckily my mother (9) ................................. (hear) the phone. (10) ............................. (they / find) the passport and immediately (11) ........................ (drive) to the airport with it. (12) ........................ (I / meet) them at the information desk. (13) ............................ (we / have) no time to talk, but (14) ........................ (I / say) goodbye to them earlier that morning. (15) ........................ (I / run) all the way to the plane. I was just in time. When (16) ........................ (I / get) there, the passengers (17) .......................... (sit) in their seats ready for take-off. When (18) ........................ (they / see) me, everyone (19) ........................ (start) clapping.
The past perfect continuous

Introduction
David is talking about a situation in the past (fell and broke my leg). When we look back to something before this past time, we use the past perfect simple or the past perfect continuous.

Past perfect simple: I had taken a bus into town.
Past perfect continuous: I had been swimming in the pool

We use the past perfect continuous for an action which happened over a period of time. The swimming went on for some time before David broke his leg.

Form
The past perfect continuous is had been + an ing-form.
I had been waiting ages, OR I'd been waiting ages. I had not been paying attention, OR I hadn't been paying attention. Was the ground wet? Had it been raining?

I had been doing or I had done?
Compare the past perfect continuous and simple.

OVER A PERIOD (had been doing)
I found the calculator. I'd been looking for it for ages. Vicky felt tired because she'd been working all day.

We are thinking of Vicky's work going on as she got tired.

We normally use the continuous with a phrase saying how long.
When the company went bankrupt, it had been losing money for months.

We do not normally use the past perfect continuous for states. NOT He had been-seeming unwell

COMPLETE (had done)
I finally bought a new calculator. I'd looked everywhere for the old one. Vicky felt pleased because she'd done so much work.

We normally use the simple form with a phrase saying how much/many.
When the company went bankrupt, it had lost over a million pounds.

We also use the past perfect simple for states
The old man had seemed unwell for some time before he died.

Comparison with other continuous forms
Compare the present perfect continuous (has/have been doing) and the past perfect continuous.

Vicky looks very upset. I think she's been crying.
Vicky looked very upset. I thought she'd been crying. Compare the past continuous (was doing) and the past perfect continuous.

When I phoned, Natasha was having a piano lesson. (I phoned during the lesson.)

When I phoned, Natasha had been having a piano lesson. (I phoned after the lesson.)

Exercises

1. Complete the conversation. Put in the past perfect continuous of the verbs.

Rachel: How was your job interview?
Vicky: Awful. I felt terribly nervous. (►) I'd been worrying (I / worry) about it all week. And I was tired because (1) .................................................. (I / work) on my project the night before.
(2) .................................................. (I / not look) forward to the interview at all.
Rachel: So what happened?
Vicky: The woman interviewing me was half an hour late because (3) .................................................. (she / deal) with an unexpected problem, she said.
(4) .................................................. (I / wait) ages, and I'd got even more nervous.
Rachel: How did the interview go?
Vicky: Well, I tried to sound confident. (5) .................................................. (I / read) a book that said that's what you have to do in job interviews. But I don't know if I gave the right answers.

2 Form and use (A-B)
2. Add a sentence with the past perfect continuous to explain why. Look at the pictures to find the reasons.

- Claire got burnt. She'd been lying in the sun.
- Vicky looked upset. She'd been lying in the sun.
- Henry was stopped by the police. He'd been lying in the sun.
- The children started a fire. They'd been lying in the sun.
- A young man was struck by lightning. He'd been lying in the sun.

Comparison with other tenses (C-D)

Put in the correct form of the verbs.

- Tom could hear shouts from the flat next door. His neighbours were arguing (argue) again.
- Emma went into the sitting-room. It was empty, but the television was still on. Someone was watching (watch) it.
- I didn't play (play) tennis, so I had a shower. I was annoyed because I didn't win (win) a single game.
- The walkers finally arrived at their destination. They walked (walk) all day, and they certainly needed a rest. They walked (walk) thirty miles.
- When I saw Nick last week, he said he had been struck by lightning (strike) and stopped (stop) smoking. But when I saw him two days later, he was smoking (smoke) a cigarette. He looked rather ashamed.
- I really must go and see the dentist. One of my teeth was aching (ache) for weeks.
- When Melanie arrived at David's place, he was lying (lie) on the sofa reading a detective novel. He was reading (read) it for most of the afternoon.

3. Put the verbs in brackets into either "The Past Simple" or "The Past Perfect Continuous".

Example: I (wait for) the bus for two hours when I (see) Jane.
I had been waiting for the bus for two hours when I saw Jane.

1) All day I was feeling nervous but the feeling vanished (vanish) as soon as I saw her.
2) I was very tired because I played tennis all afternoon.
3) She thought of studying marine biology but she decided on chemistry.
4) When I started working for this company, I worked as an architect for six years in London.
5) She bit her nails for years, but last month she made up her mind not to bite her nails any more.
6) I realized that I overworked for a long time, so I decided to take a couple of days' holiday.
7) When I got there, they already knew of the new nuclear submarine since eight o'clock.
8) Rose felt miserable because it rained all weekend.
9) After he practised for an hour, James started to play the tune perfectly.
10) By the time I got home, they had danced for two hours.
11) My feet hurt badly because I walked too far.
12) The orchestra played for five hours when the dance ended.
13) She wore that old hat for a long time when she found a job in London.
14) When I last saw him, he was living in London. He told me that he thought
of)....emigrating to Australia.

15) When I (enter).....the room I could smell cigarette smoke. Obviously, somebody (smoke).... in there for hours.

16) He realized that they (cheat) ...........him since he (start) ............. to do business with them.

17) When I (reach).................. the classroom the exam (go on)...............for almost half an hour.

18) The girl with whom I (play) ...............with suddenly (burst).................. into tears.

19) When I (reach)............................. the classroom the exam (go on).................... for almost half an hour.

20) The kettle (boil)................... for a quarter of an hour when we (sit down)... at the table.

After they (travel)........for about two hours on the open sea, they (meet).......a big steamer coming from England.

4. Put the verbs into the correct form (past perfect progressive).

1. We (sleep) for 12 hours when he woke us up.

2. They (wait) at the station for 90 minutes when the train finally arrived.

3. We (look for) her ring for two hours and then we found it in the bathroom.

4. I (not / walk) for a long time, when it suddenly began to rain.

5. Frank Sinatra caught the flu because he (sing) in the rain too long.

6. How long (learn / she) English before she went to London?

7. He (drive) less than an hour when he ran out of petrol.

8. They were very tired in the evening because they (help) on the farm all day.

9. I (not / work) all day; so I wasn't tired and went to the disco at night.

10. They (cycle) all day so their legs were sore in the evening.

5. Complete the sentences in the Past Perfect Progressive.

1. Laura needed a break because she (study) all morning.

2. Lorraine (learn) English for 12 years before she moved to England.

3. I did not go out last night because I (work) all day.

4. When we met, you (work) at that company for six months.

5. We (go) out with each other for two years before I met his family.

6. They (travel) for about two hours on the open sea, they (meet).......a big steamer coming from England.

6. Make the past perfect continuous positive

1. I (work) all day, so I didn’t want to go out.

2. She (sleep) for ten hours when I woke her.

3. They (live) in Beijing for three years when he lost his job.

4. When we met, you (work) at that company for six months.

5. We (eat) all day, so we felt a bit ill.

6. He was red in the face because he (run) ..............

7. It (rain) .............., and the road was covered in water.

8. He was red in the face because he (run).

9. We (go) out for three years when we got married.

7. Make the past perfect continuous question:

1. When you got sick, (you / eat) enough?

2. There was water everywhere, (what / the children / do)?

3. (it / rain) when you left the restaurant?

4. How long / she / live) in London when she found that job?

5. (why / you / study) so hard?

6. Why was the house so messy? . (what / she / do)?

7. (how long / we / wait) when the bus finally arrived?
8. (how long / he / play) football when he was injured?
9. (I / work) that day?
10. (she / see) him for long when they moved to Paris?

Self-Test 4

1. Read the conversation. Then look at the answers below and write the correct answer in each space.

Tessa: Hello, Robert. I (►) haven't seen you for ages.
Robert: Hello, Tessa. Great to see you. What have you (1)…………………………… doing lately?
Tessa: (2)……………………………….just started a new job in computer software.
Robert: You (3)………………………………………working for Tuffex Plastics when we last met.
Tessa: That's right. I hadn't (4)………………………. working there long before I got fed up. I
(5)……………………………………….realized what a horrible job it would be. But what about you?
(6)………………………………………you found a job?
Robert: Well, six months ago I (7)……………………………… working for a car hire company, but then
they (8)………………….工作人员bankrupt. So I'm out of work now.
(9)…………………………………………been looking around for another job.
Tessa: Well, I'm sure you'll find one soon.

► a) didn't b) hadn't c) haven't d) wasn't
1 a) been b) had c) has d) was
2 a) I'd b) I'll c) I'm d) I've
3 a) did b) had c) have d) were
4 a) be b) been c) done d) had
5 a) didn't b) hadn't c) haven't d) wasn't
6 a) Did b) Had c) Have d) Were
7 a) been b) had c) have d) was
8 a) go b) going c) gone d) went
9 a) I'd b) I'll c) I'm d) I've

2. Write a second sentence so that it has a similar meaning to the first. Use the word in brackets.

► Susan had a green dress on. (wearing)
Susan was wearing a green dress.
1 The doctor began work at six o'clock and is still working, (has)
2 Rupert didn't have his credit card, (forgotten)
3 I didn't want to go without taking a photo, (until)
4 Nancy has been writing the report. It is finished now, (written)
5 My wait in the queue has lasted forty minutes so far, (I)
6 When we arrived, everyone was on the dance floor, (dancing)
7 The computer has been mine for four years, (had)
8 In the middle of our lunch there was a knock at the door, (when)
9 Nigel felt sick from eating too many cakes, (because)

3. Write the sentences correctly.

► I like this CD. I've been having it for ages.
I've had it for ages.
1 It was my first day back at work. I was on holiday.
2 I'm quite tired now. I play badminton
3 I had to sit down. I'd been having a shock
4 You need a rest. How much have you been working?
5 The robbery happened at midday. Lots of people walked along the street outside.
6 My sister speaks good English. She is practising her English since last summer.
7 At last I have my qualification. I've been passing my exam.
8 Michelle looked really sunburnt. She'd lie in the sun for too long.
9 We got to the coach stop at nine yesterday. But the coach has already gone.

75
4. Complete the conversations. Put in the correct form of each verb.

A: Did you buy (you / buy) anything at the antiques sale yesterday?
B: No. I wanted (I / want) to buy some jewellery, but I’d left (I / leave) my credit card at home.

1 A: Are you still copying those addresses?
B: No, that’s all of them. (I / finish) now.

2 A: The train is never going to get here.
B: How long (we / wait) now?
A: At least half an hour. (we / be) here since ten to five.

3 A: Did you have a nice chat with Tessa?
B: No, not really. When (we / drink) our coffee, (she / hurry) off home.

4 A: It’s terrible about that plane crash, isn’t it?
B: Yes, awful. (I / have) breakfast when (I / hear) the news.

5 A: So you sing in a rock band, do you? How long (you / do) that?
B: Oh, since I was sixteen. (we / do) about a dozen concerts.

6 A: Do you know what Polly was so upset about yesterday?
B: No, I don’t. But I’m sure (she / cry). Her eyes looked red.
A: Perhaps (she / have) some bad news.

7 A: The shooting was very frightening, I suppose.
B: It certainly was. When we (hear) the shot, we all (throw) ourselves to the floor.

Review of present and past tenses

1. Complete the sentences using the notes in brackets. The verbs can be present continuous (am doing), present simple (do) or present perfect (have done).

We bought this picture a long time ago. We’ve had it (we / have / it) for ages.

1 Sarah finds her mobile phone very useful. (she / use / it) all the time.

2 Vicky doesn’t know where her watch is. (she / lose / it).

3 We’re in the middle of decorating our kitchen, so we can’t cook any meals. (we / get / them) from a takeaway restaurant this week.

4 Claire is on a skiing holiday. (she / enjoy / it), she says on her postcard.

5 The colour of this paint is absolutely awful. (I / hate / it).

6 These figures certainly should add up. (I / check / them) several times already.

7 Trevor and Laura like Scrabble. (they / play / it) most evenings.

8 These flowers are dying. (you / not water / them) for ages.

2. Read about each situation. What else do you say? Use the verb in brackets.

You can’t go out with a friend because you have a Saturday job. (work)

I’m sorry. I work on Saturdays.

1 You have just met a friend you last saw months ago. (not see)
Hello! How are you?

2 Someone has arranged to phone you at this time, and you’re ready for the call. (wait)
I have to stay by the phone.

3 Your friend is wearing a very nice jacket you haven’t seen before. (like)
Oh, that’s nice.

4 You are watching the snow fall. It started yesterday and is still falling. (snow)
I can’t believe it.
3. Read about each situation and then tick the right answer.

► When we were talking, Tom left the room.
Which took longer, a) our conversation, or b) Tom's departure?
1 Mark has been a member of the golf club for two years.
a) He joined the club two years ago and is still a member.
b) He was a member of the club for two years but is not a member now.
2 Vicky is watching the weather forecast.
The weather forecast a) hasn't started yet, b) has started but not finished, or c) is over.
3 I've switched off the burglar alarm.
Do I think that the alarm a) is off, b) is on, or c) may be on or off?
4 I've been studying all afternoon, and I've got a headache.
Am I thinking of a) how much I have learned, or b) the action going on for a long time?
5 We had already travelled some distance when the sun rose.
Did our journey start a) before sunrise, b) at sunrise, or c) after sunrise?
6 I'm going to work by bus this week.
a) I always go to work by bus. b) My routine is different for this week.

4. Put in a pronoun and the correct form of the verb. Use the past continuous (was doing), the past simple (did) or the present perfect continuous (have been doing).

► Mark: I rang at one, but you weren't in your office.
Sarah: No, / was having (have) lunch.
1 David: You look tired.
Melanie: Yes, I expect I do……………………………………….. (work) all day.
2 Sarah: Is Laura at home?
Trevor: No,……………………………………… (go) out about half an hour ago.
3 Vicky: I haven't finished this letter yet.
Rachel: It must be a long letter. ...................... .......... .......... (write) it since lunch-time.
4 Harriet: I see you've got some new neighbours.
Tom: Yes, a young couple……………………………………….. (move) in last month.
5 David: Did Tom drive you home?
Melanie: Yes……………………………………….. (stop) and offered me a lift while
………………………………………..(wait) for a bus outside the town hall.

5. Complete the conversation. Choose the correct form.

Melanie: How (►) are you getting/do you get on in your new job, Nick?
Nick: Oh, so (1) you know/you're knowing about my job as a car salesman.
Melanie: (2) David's told/David told me yesterday.
Nick: Well, I (3) haven't been/wasn't in the job long. (4) I started/I've started on Monday.
Melanie: And how many cars (5) have you been selling/have you sold so far?
Nick: Well, none yet. Give me a chance. Up to now (6) I've been learning/I've learned all the time.
Melanie: David says you (7) had/were having a sports car once.
Nick: I've still got it. (8) I had/I've had it for about five years. (9) I don't often drive/I'm not often
driving it because (10) I don't like/I'm not liking getting it dirty. Normally (11) I ride/I'm riding
my motor bike. And the car is expensive to run. I (12) bought/had bought it on impulse. I (13)
was working/worked on a building site at the time. For several months before I bought it, (14)
I'd done/I'd been doing overtime, and when (15) I'd been earning/I'd earned enough to buy a
car, it was a really magical moment. Maybe you'd like a ride in it some time?
Melanie: Oh, yes please. That would be lovely.

6. Complete the radio news report. Put in the correct forms of the verbs.

Hello. This (►) is (be) Kitty Beamish. (1)…………………………………… (I / speak) to you from Oxford,
where the finals of the World Quiz Championships will be held tomorrow. The favourite is Claude
Jennings of Cornwall, the man who (2) ……………………………..(know) everything. Twelve months
ago no one (3) ...................................(hear) of Claude lennings, although (4) ............................
(he / take) part in quiz competitions for years. Now suddenly he is a big star. So far this year
(5)……………………………….. (he / answer) every single question correctly. And he is popular,
too. When (6)……………………………….. (he / arrive) here two days ago, hundreds of fans
(7)………………………………. (wait) at the station to welcome him. Since his arrival Claude
(8)………………………....... (read) encyclopedias in his hotel bedroom. He is clearly the man to
watch. And now back to the news desk.

Self-Test 5
Present and past tenses
1. Complete the conversations. Put in the correct form of each verb.
   ►
   A: Are you ready?
   B: I won't be a moment. *I'm doing (I / do) my hair.
   1 A: Could you tell me your address?
   B: Well,…………………………….. (I / live) in a friend's house at the moment.
   Luckily…………………………..(I / find) a place of my own now, but I can't move in until next week.
   2 A: Is this your CD?
   B: No, it isn't mine…………………………..(I / think)…………………………..(it / belong) to Peter.
   3 A: Can I borrow your calculator, please?
   B: Well,………………… ......... (I / use) it to work out these figures at the moment ………………....
   (I / want) to finish doing them, now that…………………………. (I / start).
   4 A: Why can't you wash your dirty plates sometimes? ...........................………. (you / leave) them in
   the sink most of the time.
   B: OK, sorry. The last few weeks ……………….. (I / have) so little time ………………..
   (I / rush) around all the time.

2. Read the story and write the missing words. Use one word only in each space.
   One day a man was (►) walking past a house in Bournemouth when he (1)………………………......a
   woman's voice shouting for help. The man (2) ...................…………. someone (3) probably trying to
   murder her. He ran to a phone box and (4) the police. The police came quite quickly, but by now the
   shouting had (5) . However, the man (6) .........……………… quite sure that he (7) …………………
   heard cries for help. When the police (8)……………………….. on the door, there was no answer. So
   they broke down the door and went in. Inside the house was a woman who had just (9) ……………..
   out of the shower. She explained to the police that she had (10)…………………………… singing
   along to the Beatles song 'Help!'.

3. Write a second sentence so that it has a similar meaning to the first. Begin with the word in
   brackets.
   ►
   Our trip to Africa was in October. (We ...) We went to Africa in October.
   1 We've had ten hours of rain. (It...)
   2 It's the right thing to do in my opinion. (I ...)
   3 Our sofa is in a different place now. (We ...)
   4 It was breakfast-time when Susan rang. (I ...)
   5 Their game of badminton is always on Tuesday. (They ...)

4. Write the correct answer in each space.
   ►
   This isn't my first visit to London. *I've been here before.
   a) I'm b) I've been c) I was
   1 I've got my key. I found it when......................... for something else.
   a) I looked b) I've looked c) I was looking
   2 Sorry, I can't stop now. ........................................ to an important meeting.
   a) I go b) I'm going c) I've gone
   3 I can't get Tessa on the phone................................. all afternoon.
   a) I'm trying b) I try c) I've been trying
4 The bank told me last week there was no money in my account. it all.
   a) I'd spent b) I spent c) I was spending
5 There's a new road to the motorway. .......................................... it yesterday.
   a) They'd opened b) They opened c) They've opened

5. Some of these sentences are correct, and some have a word which should not be there. If the sentence is correct, put a tick (V). If it is incorrect, cross the unnecessary word out of the sentence and write it in the space.

? Martin has changed his mind about next weekend. V
? We were enjoyed the holiday very much. were
1 Nancy is practising on the piano.
2 It was lucky that we had been decided to buy our tickets in advance.
3 We were riding our bikes when suddenly I was felt a pain in my leg.
4 We are go camping for three weeks every summer.
5 They have planted some new trees last year.
7 Did you know that Anna has been won a prize?
8 No one told me that the goods had arrived the week before.

6. Complete the news report. Put each verb into the correct form.

The actress Vanessa Kemp has disappeared. Yesterday she (fail) to arrive at the Prince Charles Theatre in London's West End for her leading role in the comedy 'Don't look now!'. Ms Kemp, who (live) in Hampstead, (leave) home at four o'clock yesterday afternoon for the theatre, a journey she (make) several times the week before. Two people who (walk) past her home at the time (see) her leave. But no one (see) her since then. At half past seven she still (not / arrive) at the theatre. At eight o'clock the theatre manager had to break the news to the audience, who (wait) patiently for the play to start. Since yesterday, theatre staff and friends (try) to contact Ms Kemp, but they (believe) that she is unlikely to be in any danger.

Her friends all (want) to hear from her soon.
The Future Simple

Introduction
The Future Simple tense is often called the "will" tense because we make the Future Simple with the modal auxiliary verb will.

Form
I/you/he/she/it/we/they will go
The form is will or ‘ll.

Negatives and questions
NEGATIVE
I/you/he/she/it/we/they will not go
OR won’t go
QUESTION
Will I/you/he/she/it/we/they go?

Use
For future actions which are not definite or for predictions about the future.
We’ll travel around the world one day.
You’ll be a great computer operator one day.
For threats or warnings.
Be quiet or I’ll send you out.
We also use will for an instant decision (on- the-spot decisions), when we decide on something or agree to do it more or less at the moment of speaking.
I’m thirsty. I think I’ll make some tea.
We also use will in offers and invitations (see Unit 51).
Offer: I’ll peel the potatoes. ~ Oh, thank you.
Invitation: Will you come to lunch? ~ Yes, thank you. I’d love to. Promise: I’ll pay you back next week.

Shall
We can use shall for the future, but only in the first person, after I or we.
I will be/I shall be on holiday in August.
We will know/We shall know the results soon.
But NOT Everyone shall know the results soon.
I will and I shall have the same meaning here, but shall is a little formal. Both I will and I shall can be shortened to I’ll, which is pronounced /ail.
I’ll be on holiday in August. (= I will OR I shall)

Shall has other meanings. We can use it in offers and suggestions
Offer: Shall I pack up your shopping for you? ~ Oh, thank you.
Suggestion: Shall we all go out together? ~ Good idea.

Exercises

1. Answer the following questions in the "Affirmative" and "Negative".
Example: Will you be in London on Saturday?
   a. Yes, I will be in London on Saturday.
   b. No, I will not be in London on Saturday.

1) Will you be happy when you get married to that girl?
   a. Yes,
   b. No, ........................................... ........................................... ...........................................

2) Will you be sorry if you lose all your money in gambling?
   a. Yes,
   b. No, ........................................... ........................................... ........................................... ..

3) Will your parents be the members of this club in the future?
   a. Yes,
   b. No, ........................................... ........................................... ........................................... ....
4)  Will your father be rich if he finds a job in the Netherlands?
   a. Yes,
   b. No,

5)  Will there be many doctors at the reception tomorrow?
   a. Yes,
   b. No,

6)  Will you always be my friend if I get married to another girl?
   a. Yes,
   b. No,

7)  Will there be a famine in the country if we don't have enough rain?
   a. Yes,
   b. No,

8)  Will the weather be very windy tomorrow morning?
   a. Yes,
   b. No,

9)  Will all your teachers be at school on Saturday?
   a. Yes,
   b. No,

10) Will you be interested in photography if you leave your job?
     a. Yes, b. No,

11) Will all the tourists be at the airport tonight?
     a. Yes,
     b. No,

2. Write questions for the bold typed words in the following sentences.
   Example: A: Where will you live?
            B: I will probably live on the island of Heybeliada.
            A: ..................................................  ...........

1. A: ..................................................  ...........
   B: Lolita will be a very good swimmer in the future.

2. A: ..................................................  ...........
   B: I will speak with George about this matter later on.

3. A: ..................................................  ...........
   B: Tony will give me his telephone number in the afternoon.

4. A: ..................................................  ...........
   B: The train will arrive at the station at ten o'clock.

5. A: ..................................................  ...........
   B: I will wait in front of the cinema until my friends come.

6. A: ..................................................  ...........
   B: They will not go to the circus because they don't have any money.

7. A: ..................................................  ...........
   B: Helen will go to the cinema as soon as she finishes her homework.

8. A: ..................................................  ...........
   B: I will accompany the lady while she is singing.

9. A: ..................................................  ...........
   B: There will be twenty soldiers in the castle tomorrow.

10. A: ..................................................  ...........
    B: There will be a quarrel between the two families.

11. A: ..................................................  ...........
    B: No, she won't get up at seven o'clock tomorrow morning.

12. A: ..................................................  ...........
    B: As soon as I find enough money, I will buy that house.

13. A: ..................................................  ...........
    B: We will visit the Topkapi Palace when we go to Istanbul.

14. A: ..................................................  ...........

B: We will have a lot of time to play tennis in the afternoon.

15. A: ....................... ............... .... ............  ................ ?
B: Stella will do the exercises very carefully.

16. A: ....................... ............... .... .................. ........... .... ?
B: The journey from Ankara to Istanbul will take two hours in the future.

17. A: ....................... ............... .... .................. ........... .... ?
B: The network will extend from Edirne to Ardahan.

3. Read the conversations. Which replies are statements about the future and which are instant decisions?

► What would you like? ~ I'll have an orange juice, please. decision
1 Shall we go out tonight? ~ I'll be too tired, I think.
2 We've lost a tennis ball. ~ I'll help you look for it.
3 I'm worried about the exam. ~ Oh, you'll be all right.
4 I haven't got any transport. ~ Oh, we'll give you a lift.
5 I must fix this shelf some time. ~ We'll be dead before then.

4. Say what your decision is in these situations, or what you offer to do.
Use these verbs: answer, carry, have, post, shut

► You and your friend have come into the room. The window is open, and it is cold.
// shut the window.
1 The phone is ringing. You are the nearest person to it.
2 The choice on the menu is fish or chicken. You hate fish.
3 You are meeting a friend at the station. He has two suitcases. There's a bag, too.
4 Your friend has written a letter. You are going to walk into town past the post office.

5. Use the notes to write about what will happen next weekend.

► It / be / warm / tomorrow It will be warm tomorrow.
1 Tom / watch / the match
2 Harriet's party / be / fun
3 Trevor / not put up / the shelves
4 Laura / be / annoyed
5 Andrew / study / all weekend
6 Rachel / not do / any work

6. Complete the conversation. Put in will or shall.
Rachel: What (►) shall we do today?
Vicky: It would be nice to go out somewhere. The forecast says temperatures (1) ...........................................rise to thirty degrees.
Jessica: (2) ...........................................we go for a walk?
Rachel: That sounds a bit boring. What about the seaside? We could get a bus.
Jessica: How much (3) .............................................it cost? I haven't got very much money.
Vicky: It isn't far. It doesn't cost much.
Jessica: Everywhere (4) ...........................................be so crowded today because it's a holiday. The journey (5) ........................................... take ages.
Rachel: Come on, Vicky. (6) we leave Jessica behind if she's going to be so miserable?

7. Put the verbs into the correct form (simple future)
1. You (earn) ...........................................a lot of money.
2. You (travel) ...........................................around the world.
3. You (meet) ...........................................lots of interesting people.
4. Everybody (adore) ........................................... you.
5. You (not / have)……………………….. any problems.
6. Many people (serve)……………………… you.
7. They (anticipate)……………………… your wishes.
8. There (not / be) ………………………anything left to wish for.
9. Everything (be) ………………………..perfect.
10. But all these things (happen / only)……………………… if you marry me.

8. Put the verbs into the correct form (simple future)
James, 18 years old, asked an ugly fortune teller about his future. Here is what she told him:
1. You (be)………………… very happy.
2. You (get)……………….. a lot of money.
3. You (buy)…………………. a beautiful house.
4. Your friends (envy) ………………you.
5. You (meet)…………………. a beautiful girl.
6. You (marry) …………………..her.
7. You and your wife (travel)…………………… around the world.
8. People (serve)……………………….. you.
9. They (not/refuse)…………………. to make you happy.
10. But all this (happen / only) ……………………..when you are 70 years old.

9. Change the verb into the correct form:
1. I (help)……………………… you with your homework.
2. She (be) ……………………….here very soon.
3. They (come) ………………………..at 8 o’clock.
4. You (call)………………………….. me next week.
5. I (use) ……………………….the money wisely.
6. We (return) ………………………as soon as possible.
7. It (rain)…………………… tomorrow.
8. Ralf (pay) …………………………..for it.
9. Maybe we (stay)………………………. at home.
10. They (bake) …………………….some cakes.
11. Ashley (stay) ……………………..at home tonight.
12. It (be) ………………………………very hot this summer.

10. Change the verb into the correct form:
1. We (do)………………. this together.
2. Next year (be)…………….. very exciting.
3. People (invent) ………………………new things.
4. I (be) …………………….in Rome next week.
5. John (be) ……………………. very pleased.
6. Wait, I (do) …………………… this.
7. We (catch)……………………. him.
8. They (probably finish)…………………… tomorrow.
9. You (find) ………………………..your bag.
10. Bonnie (like)……………………….you.
11. It (be) ……………………….sunny tomorrow.
12. The winter (be)………………………….. especially cold.
13. The next game (be) ……………………..hard to win.
15. You (send) ………………………..Kate the pictures.
Be going to

Intentions
We use be going to to talk about something we have decided to do (an intention). David intends to climb up the ladder.

Here are some more examples.

*I'm going to watch* the next programme.

*Emma* is going to do an experiment this afternoon.

*Rachel and Vicky* are going to spend six weeks in the State.

We can use *I'm not going to* for a refusal.

*I'm sorry, but I'm not going to walk half a mile in the rain.* (= I don't want to/I'm not willing to walk.)

The present continuous can have a very similar meaning to be going to. We can often use either form *I'm going to visit my friend at the weekend. I'm visiting my friend at the weekend.*

We do not use *will* here.

We can use be going to with the verb *go* (*We're going to go out this evening*), but the present continuous is more usual. *We're going out this evening.*

Form
We use the present tense of be + going to + a verb.

They're going to move house. Matthew is going to play squash.

Vicky *isn't going to have* any lunch. *We aren't going to* complain.

Is Daniel *going to apply* for the job? ~ I think he is.

*When are you going to pay* this bill? ~ I don't know. I can't at the moment.

Predictions
We also use be going to for a prediction based on the present situation, when we can see that something is going to happen. The ladder is moving, so David is going to fall.

Here are some more examples.

*My sister is going to have a baby in March.*

*It's nearly nine now. We're going to be late.*

Do you think it's going to rain?

Exercises

1. Write positive sentences using to be in going to
   1. I / work -
   2. you / dance -
   3. it / rain -
   4. they / ask -
   5. he / stays -
   6. we / speak -
   7. I / give -
   8. she / try -
   9. they / help -
  10. he / push -

2. Look at the pictures and say what is going to happen.

Use these verbs: *answer, catch, have, hit, light*

Use these objects: *the ball, a bath, a bus, the firework, the phone*
They're going to have a bath.

1 ……………………………………………………….. 
2 ………………………………………………………………………………………………..
3 ………………………………………………………………………………………………..
4 ………………………………………………………………………………………………..

3. Put in the verbs with be going to.
Laura: What are you doing with that camera?
Trevor: I'm going to take it to work. (1)…………………………………….. (l / lend) it to Phil. (2) ………………………………………….. (he / take) a few photos with it.
Laura: Why can't he buy his own camera?
Trevor: He's got one, but it isn't working properly. (3)……………………………………. (it / be) a while before he can get it repaired.
Laura: Well, how long (4)………………………………………. (he / keep) ours?
When (5) …………………………………………. (we / get) it back?
Trevor: (6)……………………………………….. (he / have) it over the weekend. (7) ………………………………………….. (we / get) it back on Monday.
Laura: Well, I hope (8)……………… ................................... (i t / not / get) damaged.

4. What would you say in these situations? Use these words: be sick, crash, get wet, lose, not stop, rain
The sky is full of dark clouds.
It's going to rain.
1 Now it's starting to rain. There's nowhere to shelter, and you haven't got an umbrella.
2 You feel awful. There's a terrible feeling in your stomach.
3 You are playing Scrabble. The game is nearly over and you are 100 points behind.
4 You can see a plane coming down. It's out of control and falling to the ground.
5 You are waiting for a train. There's one coming, but you don't know if it's the one you want. It's travelling very fast.
The following people are about to do something. You can see that they have already planned or prepared the action.

5. Write positive sentences using to be in going to
1. What does she need the telephone for?
   → (she / call / her boyfriend)
2. Why are they wearing sport suits?
   → (they / play / squash)
3. Why has Fiona bought chocolates?
   → (She / visit / her grandma)
4. Why do you need a map?
   → (we / walk / in the mountains)
5. What do you need the cloth and the bucket for?
   → (we / wash / the car)
6. Why are you running about with the toothbrush?
   → (I / brush / my teeth)
7. Why is daddy not coming with us?
   → (he / repair / the car)
8. Hurry up!
   → (they / light / the bonfire)
9. Why are all these tapes on the table?
   → (we / learn / Greek)
10. What do you need the pen for?
    → (I / write / some postcards)
6. The following people do not intend to do the following actions.
Write negative sentences in going to future.
1. (I / sell / my car)
2. (he / help / us)
3. (they / study / harder)
4. (we / cook / dinner tonight)
5. (I / celebrate / my birthday this year)
6. (she / clean / her room)
7. (they / move / house)
8. (she / stay / with Amy)
9. (they / change / their clothes)
10. (we / get up early / next Sunday)

7. Write questions in going to future.
1. (he / cook dinner / tonight)
2. (you / run / in the race)
3. (they / climb / that mountain)
4. (you / carry / that heavy box)
5. (computer / crash)
6. (we / eat / fish / tonight)
7. (he / play football / tomorrow)
8. (Lucy / call / a taxi)
9. (you / sing / a song / for us)

8. Put the verbs into the correct form. Use going to.
1. It (rain).
2. They (eat) stew.
3. I (wear) blue shoes tonight.
4. We (not / help) you.
5. Jack (not / walk) home.
6. (cook / you) dinner?
7. Sue (share / not) her biscuits.
8. (leave / they) the house?
9. (take part / she) in the contest?
10. I (not / spend) my holiday abroad this year.

Will or be going to

Introduction
Emma: It's my birthday soon. I'll be twenty next Friday.
Aunt Joan: Oh, really? Are you going to have a party?
Emma: I'm going to have a meal in a restaurant with a few friends.
Aunt Joan: That'll be nice.

WILL
Will has a neutral meaning. We use it to talk about facts in the future.
I'll be twenty next Friday.
The spacecraft will come down in the Pacific Ocean tomorrow morning.

BE GOING TO
We use be going to for an intention, something we have already decided to do.
We're going to have a meal.
Tom is going to sell his car.
Will does not express an intention.
It's her birthday. She's going to have a meal with her friends, NOT She’ll have a meal. But we often use be going to for an intention and will for the details and comments. We're all going to have a meal.
There'll be about ten of us. ~ Oh, that'll be nice.
As well as be going to, we can use the present continuous
We're going to drive/We're driving down to the South of France. ~ That'll be a long journey.
Yes, it'll take two days. We’ll arrive on Sunday.

Decisions and Intentions

WILL
We use will for an instant decision or agreement to do something.
There's a postbox over there. I'll post these letters.
Trevor is deciding now.

BE GOING TO
Be going to means that we have already decided.
I'm going out. I'm going to post these letters.
Trevor has already decided.

Predictions

WILL
We can use will for a prediction about the future.
I think United will win the game. One day people will travel to Mars.

BE GOING TO
We use be going to for a prediction when we see from the present situation what is going to happen in the future.
There isn't a cloud in the sky. It's going to be a lovely day.
This bag isn't very strong. It's going to break.
It is often possible to use either form in a prediction. For example, we can also say I think United are going to win the game. Usually be going to is a little more informal and conversational than will.

Exercises

1. Write the correct form of going to or will to complete the dialogue.

LAURA: What are you doing this weekend, Jan?
TANYA: I'm going to see (see) a new play tomorrow at the Royal Court Theatre - 'Day of the Flood'.
LAURA: Have you got the tickets yet?
TANYA: No, I (get) them this afternoon, actually. Would you like to come?
LAURA: Oh, thank you, that would be nice.
TANYA: OK, I (get) you a ticket too.
LAURA: Great ... what time does it start?
TANYA: Eight o'clock, but we (all meet) in the Green Cafe at 7.15 ... 
LAURA:OK, I (meet) you in the cafe, but, er ... I (be) there about half-past seven.
TANYA: That's fine.
LAURA: Oh, one other thing ... I've got no money at the moment ... I (pay) for the ticket on Saturday. Is that OK?
TANYA: Yes, that's OK, no problem.
LAURA: (you eat) in the cafe, or just have a cup of coffee?
TANYA: Just a coffee I think ...
LAURA: Look, (we go) to a restaurant after the show? I know a very good Chinese restaurant ...
TANYA: That's a good idea - I (phone) the others and see if they want to come too.
LAURA: Good, and then I (book) a table ... Great! I (see) you tomorrow.
2. Write the correct form of going to, shall, or will for these sentences. If two answers are possible, write the more likely one.

1. 'Why is Sheila getting a passport?' 'She's going to live in Spain for a year.'
2. 'I know she won't agree with this idea.'
3. 'I think the film be a big success.'
4. 'I don’t feel very well this morning.' 'Oh, dear I look after the children for you?'
5. 'The managing director sack two hundred people next month.'
6. 'There's someone at the door.' 'OK, I answer it.'
7. 'She never her parents again.'
8. 'Is that your new stereo?' 'Yes, but it doesn't work. I to take it back to the shop.'
9. 'I think the exam be quite easy.'
10. 'I see Hannah and Peter together a lot.'
11. 'You probably have a really good time.'
12. 'The dog looks ill. I it be sick.'
13. 'What (you) do this weekend?'
14. 'I a late-night horror film at the Odeon.'
15. 'You don't have to walk: T you a lift.'
16. 'I this job. I leaving.'
17. 'Of course we help you.'

3. Complete the conversations. Put in will or be going to with the verbs.

? Vicky: Have you got a ticket for the play?
Daniel: Yes, I'm going to see it on Thursday.

Mike: OK, I'll switch it off.

1. Daniel: Did you buy this book?
Matthew: No, Emma did. She read it on holiday.

2. Laura: Would you like tea or coffee?
Sarah: Oh, I have coffee, please.

3. Trevor: I'm going to miss a good film on TV because I'll be out tonight.
Laura: I video it for you, if you like.

4. Rachel: I'm just going out to get a paper.
Emma: What newspaper you / buy?

4. What would you say? Use will or be going to.

► You want to express your intention to look round the museum.
Your friend: Do you have any plans for this afternoon?
You: Yes, I'm going to look round the museum.

1. You hate dogs. Dogs always attack you if they get the chance.
Your friend: That dog doesn't look very friendly.
You: It's coming towards us.

2. You predict the landing of aliens on the earth in the next ten years.
Your friend: All this talk about aliens is complete nonsense, isn't it?
You: Is it? I think .........

3. You know that your friend's sister has decided to get married.
Your friend: Have you heard about my sister?
You: Well, I heard that .........

4. You suddenly decide you want to invite Ilona for a meal.
Your friend: Did you know Ilona will be in town next weekend?
You: No, I didn't.
5. Complete the news report about the village of Brickfield.

Use will or be going to. Sometimes either is possible.

We have learned this week that the local council has plans for Westside Park in Brickfield. The council (►) is going to sell (sell) the land to a builder, Forbes and Son. The plans are all ready.

'(1)…………………………………….. (we / build) fifty houses,’ said Mr Forbes. ‘In two years’ time everything (2)……………… (be) finished. I’m sure people (3)……………… (like) the houses. Most of them (4)…………………… (be) for young families. And we intend to take care of the environment. (5)…………………………………… (we / not / cut) down all the trees, only a few of them.’ But people living near the park are angry. ‘This is a terrible idea. We’re all against it,’ said Mrs Mary Brent. ‘(6)……………… (we / have) a protest march on Saturday. I expect everyone in Brickfield (7)………… (be) there. We’ve reached our decision. (8)………………(we / stop) this plan.’

6. Complete the following sentences with "shall / will" or "be going to" future form.

1. A: I think the house is on fire. B: I..............................................phone the fire brigade right away.
2. A: Have you bought a present for Patricia? B: Yes, I have. I......... give her a gold watch.
5. A: This room is very cold. I am freezing. B: Don't worry! I ....... close the windows immediately.
6. A: How are you feeling? B: I am not feeling very well. I think I......................... be sick.
7. A: Do you want to buy this dress or that one? B: I........................ have this one.
8. A: Have you decided what to study at university? B: Yes, I have. I............. study Chemistry.
9. A: .... we have a picnic on the island tomorrow? B: Yes, that's a good idea. I.......... make some sandwiches.
10. A: I am freezing. B: Put on your coat or you............................... catch a cold.
11. A:........we invite Sandra to the party? B: That's a good idea. It......... be nice if she comes.
12. A: Have you made an appointment with the dentist? B: Yes, I have. I............. see the dentist on Friday
13. A: That parcel looks very heavy. B: Don't worry! I............. take it to the post office for you.
14. A: The teacher has got a piece of chalk in his hand. B: Yes, I know. He ........ write something on the board.
15. A: Can you give Molly a message from me? B: Certainly, I........ see her at the meeting this evening.
16. A: I am very tired, mother. I cannot walk any further. B: All right, I........ take you home by car.
17. A: Dad, will you please lend me your car on Saturday? B: I'm sorry, I............. see that new film at the Odeon...........use it on Saturday.
18. A: Are you out of work? B: Yes, I am. I............. apply for a job at the local hospital. I have been thinking about it for ages.
19. A: The house is very dirty. B: I know. I ............. clean it this afternoon.
21. A: It is Annette's birthday on Saturday. B: Really, thanks. I ............ buy her a present now.
22. A: What is the mailer with you? B: I have a pain in my leg. I...........see the doctor on Monday.
23. A:.................. I buy you a hamburger? B: No, thank you. I............. eat a sandwich.
25. A: The phone is ringing........... I answer it for you? B: Don't worry! I............. answer it right now.
26. A: Look at those clouds! The sky is very dark. I think it............................. rain pretty soon.
B: If so, ............. we go to the cinema?
27. A: What.............. you have for lunch, sir? B: I............ have two cheeseburgers.
28. A: Why do you have an eraser in your hand? B: I ....... clean the board before the teacher comes.
30. A: We don't know what to do. ......... we go to Antalya or Bodrum? B: If I were you, I would go to Bodrum.
31. A: What is your plan for tomorrow? B: I..... ....study for my exam all day long tomorrow.
32. A: Mr Swan................. work somewhere else. He has resigned. Do you know who.... be the new teacher next term? B: Yes, I know. Mr Jefferson .......... teach the same courses as Mr Swan did.
33. A: I have done absolutely no work for my exam tomorrow. B: Then you ...... fail in the exam.
34. A: I have mixed up all kinds of drinks. B: If so, you ......................... .... ..be sick.
35. A: There is no bread in the house. B: All right, I... .... ... buy a loaf of bread right now.

7. Circle the correct form. Tick the sentence if both are possible.
1. My grandparents are going to retire/ will retire next year.
2. Will we / Shall we invite your parents for Sunday lunch?
3. I'm going to make / I'll make a cake for your mum's birthday, if you want.
4. I'm not having / I'm not going to have dinner with my family tonight.
5. The exam will be / is being on the last Friday of term.
6. You can trust me. I'm not telling/ I won't tell anyone what you told me.
7. My cousin is arriving/will arrive at 5.30 p.m.
8. I think the birth rate will go down / shall go down in my country in the next few years.
9. I'm not going to go / I won't go to my brother-in-law's party next weekend.

8. Complete B's replies with a correct future form.
1. A What's your stepmother going to do about her car? B She's ________________ a second-hand one. (buy)
2. A I'm going to miss you. B Don't worry. I promise I _____________ every day. (write)
3. A What are Alan's plans for the future? B He ______________ a degree in engineering. (do)
4. A Can I see you tonight? B No, I _____________ late. What about Saturday? (work)
5. A What would you like for starters? B I _____________ the prawns, please. (have)
6. A There's nothing in the fridge. B OK, we _____________ a takeaway? (get)
7. A I don't have any money, so I can't go out. B No problem. I _____________ you some. (lend)
8. A Shall we have a barbecue tomorrow? B I don't think so. On the radio they said that it _____________ . (rain)
9. A We land at about eight o'clock. B I _____________ you from the airport! (pick up)

9. Complete the sentences using the verb in brackets plus will, shall, or going to, or use the verb in the present continuous. Sometimes two answers are possible.
1. A If I _____________ harder at this suitcase. B Wait. I - you with it! (help)
2. We - on 3rd June at 5.30 p.m. We hope you can come! (get married)
3. I've decided that I - a new job. (look for)
4. A Do you want to come to Dave's on Thursday? B I can't. I - dinner with Sam. (have)
5. My brother's having a baby so I - an aunt in a couple of weeks. (be)
6. That little boy's cycling too fast. He - off. (fall)
7. A Can I tell you a secret? B Of course. I - anyone. (not tell)
8. A What time is their flight arriving? B I'm not sure. I - online. (check)
9. Meg didn't study for the exam so she doesn't think she - it. (pass)
10. Did I tell you that we - skiing in the Alps next week? (go)
11. A Is the air conditioning on? I'm freezing. B Yes, I think so. - it off? (turn)
12. I hate it when people take photos of me without telling me. Please promise you - anymore! (take)
13. A Your girlfriend's really nice. B Yes, she is. I - her to my parents next week. (introduce)
14. Sorry, but I can't help you now. I - shopping. (go)
15. Do you think you - work late tonight? (finish)
Present tenses for the future

The present continuous for arrangements

Tom: Are you doing anything this evening?
Nick: Yes, I'm going to an ice hockey match. The Tigers are playing the Kings. I bought my ticket yesterday.

We use the present continuous for what someone has arranged to do in the future. Here Nick has arranged to go to the match. (He has bought a ticket.) Here are some more examples.

I'm meeting Harriet at six o'clock. David is coming round later on.
We're having a party tomorrow. Sarah is going to Paris next week.

We also use the present continuous to talk about things happening now
Present: We're having a party at the moment.
Future: We're having a party tomorrow.

Here the phrase of time shows whether we mean the present or the future. But sometimes there is no phrase of time, as when Nick says The Tigers are playing the Kings. Here it is clear from Tom's question that the conversation is about a future event.

The present continuous for the future and be going to have similar meanings.
We're having a party next week. (We have made the arrangements.) We're going to have a party next week. (We intend / We have decided to have one.)

Often we can use either form.
I'm meeting/I'm going to meet Harriet at six o'clock.

The present simple for a timetable

Mark: What time does your train leave tomorrow?
Sarah: Seven twenty-three in the morning.

It gets into Paris at eleven twenty-three.
We can use the present simple for the future when we are talking about a timetable, usually a public one such as a train timetable.
The train leaves at seven twenty-three tomorrow morning.
The match starts at half past seven.
Next Friday is the thirteenth.
I've got the tour details here. We spend three days in Rome.

Compare the present simple for repeated actions.
The train leaves at seven twenty-three every morning.

Be to and be about to
We use be to for a future event that is officially arranged. It is often used in news reports.
The Queen is to visit Portugal in November.
The Student Games are to take place in Melbourne next year.

We could also use the present continuous here.
The Queen is visiting Portugal in November.
We use be about to for the very near future.
The plane is at the end of the runway. It is about to take off.
Do you want to say goodbye to our visitors? They're about to leave.

When I get there, before you leave, etc

Mark: Did I tell you I've got a meeting in Glasgow at nine o'clock tomorrow morning? I'm driving up there overnight. Sarah: You're going to drive all through the night?
You're crazy. You'll be exhausted before you arrive. Why don't you take a train? Mark: I'll be OK. I'll need the car while I'm there.
I have to visit some companies in the area. I can sleep when I get home.

Study these examples.
You'll be exhausted before you arrive, NOT before you'll arrive
I'll need the car while I'm there, NOT while I'll be there
I can sleep when I get home, NOT when I'll get home.
Each of the sentences has a linking word of time, e.g. before, while or when. The sentences are about the future, about Mark's trip to Glasgow. But after the linking words we use the present simple (arrive, am, get), not will.

We can start the sentence with a linking word.

When I get home, I can sleep.

Linking words

We use the present simple for the future after these linking words of time: after, as, as soon as, before, by the time, until, when, while.

I'm starting a job in sales after I finish college. As soon as you hear any news, will you let me know? I must get to the bank before it closes. They'll have stopped serving meals by the time we get to the restaurant. We also use the present simple for the future after if.

If you come in late tonight, please don't make a noise.

Present perfect

After a linking word of time, we can often use the present perfect for the future.

I'm starting a job in sales after I've finished college. As soon as you've heard any news, will you let me know?

Compare after I finish college. The meaning is the same. But sometimes there is a difference in meaning between the present simple and the present perfect.

When I see the report, I'll make some notes. (I'll do both at the same time.) When I've seen the report, I'll make some notes. (I'll see it and then make notes.)

Present continuous

We can also use the present continuous for the future, especially after when and while.

When I'm boating along the canal next week, I might be able to relax. Mark is going to listen to music while he's driving to Scotland.

Exercises

1. Read the conversation and say if the verb refers to the present or the future.
   Mark: (►) What are you reading, Claire?
   Claire: Oh, it's a guidebook to Brazil. (1) I'm going there next month. (2) My sister and I are having a holiday there. (3) I am really looking forward to it. (4) We're spending three weeks in Rio. (5) So I'm finding out about all the things we can do there.

2. For each situation write a sentence with the present continuous. Use the verbs in brackets.
   ► Mike and Harriet have accepted an invitation to Tom's party next week, (go)
   They're going to Tom's party next week.
   1 Laura has agreed to be in the office on Saturday, (work)
   2 Claire has just bought a plane ticket to Cairo dated 15 May. (fly)
   3 Mark has arranged a meeting with his boss at four o'clock this afternoon, (see)
   4 Matthew and Daniel have booked a tennis court for tomorrow afternoon, (play)

3. Put the verbs into the present continuous or the present simple.
   Emma: (►) Are you doing (you / do) anything tonight?
   Matthew: Yes, (1) ........................................ (1 / go) to the station to meet my friend Richard.
   (2)............................................. (he / stay) here for the weekend, remember? His train (3)................................. (get) in at eight fifteen.
   Emma: Oh, of course. I'd forgotten about that.
   Matthew: Maybe we'll see you later. What (4)............................................. (you / do) tonight?
   Emma: Oh, (5)................................. (1 / go) to the cinema with Vicky and Rachel and a couple of other people. The film (6)................................. (finish) quite early, so (7)................................. (we / go) to a pizza place afterwards.
4. Complete these sentences on the news. Some are spoken by the newsreader in the studio and some by reporters on the spot. Use *be to* or *be about to* with the verbs in brackets.

? The new museum is *to open* (open) in the autumn.
? The Prime Minister is at the microphone now. He *is about to start* (start) speaking.
1 The leading runner is nearly there now. She *(win)* (win) the race.
2 Taxes .................. *go up* (go) from next April.
3 The US President ................... *(visit)* (visit) Ireland in the new year.
4 The riot isn't over yet, but the police are here. They ...................... *(move)* (move) in.
5 The talks on world trade ................... *(take place)* (take) later this year.

5. Comment on the situations. Start each sentence with *when* and the present simple.

► Claire: I have to call at the travel agency. I'm going to get some holiday brochures.
*When Claire calls at the travel agency, she's going to get some holiday brochures.*
1 Mark: I want to see the boss. I'm going to discuss my problem.
2 Rachel: I'm going to use the computer later. I'm going to send an e-mail.
3 Tom: I'm visiting David in hospital. I'm going to tell him about United's win.
4 Matthew: I'll be in town tomorrow. I might buy some new trainers.

6. Mark and Sarah are continuing the conversation above. Put in the verbs. Use *will* or the present simple.

Sarah: If *(you take)* (you / take) a train, *(it'll be)* (it / be) much more comfortable. If
(1) .......................... (you / need) a car, you can hire one when (2) ...................(you / get) to Glasgow.
Mark: If (3), ........................................ (I / hire) a car, (4)........................... (it / be) too complicated. I'd rather take my own.
Sarah: It's too dangerous. You might fall asleep on the motorway.
Mark: I won't fall asleep. I can play loud music. Anyway, *(I get)* (I / get) there much quicker when (6) .............................. (there / be) no traffic on the road. As soon as
(7).................................. (I / arrive), (8).......................... (I / ring) you, I promise.
Sarah: *(I be)* (I / be) worried until (10).................................. (I hear) from you. But don't ring before (11), .............................. (I / be) awake in the morning.
Mark: If (12)..................(I / lie) down for a couple of hours before (13)............................. (I go).
Sarah: Good idea. *(you be)* (you / be) exhausted tomorrow if
(15)............................(you / not / get) some sleep this evening.

7. Join each pair of sentences using the word in brackets.

? You can apply for a better job soon. But you need to have more experience first, *(when)*
You can apply for a better job when you've had more experience.
? I'm going to listen to this tape. I'll be travelling on the motorway tomorrow, *(as)*
I'm going to listen to this tape as I'm travelling on the motorway tomorrow.
1 You shouldn't decide now. You need to think about it first, *(until)*
2 I'll think of you next week. I'll be lying on the beach, *(when)*
3 We can leave in a minute. I need to pay the bill first, *(as soon as)*
4 We can discuss it later. We'll be sitting on the plane together, *(while)*
5 You can use the computer in a minute. I'll have finished with it soon, *(when)*

8. Write these sentences, putting the verbs into the future simple or present simple.

1 I *(give)* (it / give) it to them when they *(visit)* (visit) us.
2 I *(not send)* (the parcel) until I *(hear)* (he / hear) from you.
3 *(I won't send)* (the parcel) until I hear from you.
4 As soon as they *(phone)* (phone) me, I *(contact)* (contact) you.
5 I *(see)* (you) before I *(fly)* (fly) to Paris.
6 They *(send)* (you) the money before they *(leave)*.
7 When I *(talk)* (to him), I *(give)* (him) your news.
7. She (visit) her parents before she (go) to the airport.
8. I (finish) this when I (be) at the office.
9. I (send) you a postcard when I (get) to Bermuda.
10. She (do) her homework before she (go) out.
11. After I (visit) the hospital, I (go) and see her parents.
12. I (phone) Mary when we (get) to San Francisco.
13. I (call) you as soon as we (sign) the contract.
14. He (not do) anything before you (tell) him to.
15. You (be) very surprised when you (meet) him.

9. Complete the sentences with a time expression from the list. You have to use some words more than once: after as soon as (x2) before if in case (x2) unless (x2) until when

1. I'll call you _______ my plane lands.
2. I'm going to pack my suitcase _______ I go to bed.
3. Do you want to borrow my satnav _______ you get lost?
4. I'll be leaving work early tomorrow my boss has a crisis.
5. I'll be meeting an old friend _______ I'm in London next week.
6. Don't worry. I'll call you _______ I open the letter with my exam results.
7. I'm late tomorrow, start the meeting without me.
8. Lily will have packed some sandwiches we get hungry.
9. The children will be playing in the park it gets dark.
10. _______ we've had lunch we could go for a walk.
11. Don't call the emergency number _______ it's a real emergency.

10. Finish the sentences

1. As soon as we've arrived at the hotel ..
2. Carry on taking the antibiotics until ...
3. What are you going to do when ...
4. Don't disturb the boss unless ...
5. I'll give you a call after ...
6. Let's take the Satnav in case ...
7. I'll do the washing up if ...
8. I'm going to buy a motorbike as soon as ...
9. I'm sure your husband will understand if ...
10. We'll be having a barbecue tomorrow unless ...
11. Shh! Don't make a noise in case ...
12. Unless you hurry up ...
13. We could go for a walk after ...
14. If his wife has told him to do it, ...
15. We must say goodbye to Louise before ...
16. We need to book the holiday soon in case ...
17. If you're not feeling better tomorrow ...
18. We're going to open a bottle of champagne when ...
19. You might get an electric shock if ...
20. I won't be able to start cooking dinner until ..

11. Complete the gapped sentence so that it means the same as the sentence (or sentences) before. Use a time expression from the box and no more than two other words: after as soon as before in case unless until when

1. I’ll go to New York and I’ll stay with some friends.
2. My boyfriend will arrive at his hotel. He’ll call me immediately.
3. We’ll arrive in time for lunch if the traffic isn't bad.
We'll arrive in time for lunch ---- is bad.
4. I'm going to call my husband. He might forget his doctor's appointment.
   I'm going to call my husband ______ his doctor's appointment.
5. She's going to pack her suitcase. Then she'll go to bed.
   She's going to pack her suitcase ______ to bed.
6. They'll get married and then they'll live together.
   They won't live together ______ married.
7. I'll do my Pilates and then I'll have a shower.
   I'll have a shower ______ my Pilates.

Self-Test 6
1. Put in the missing words. Use one word only in each space.
   ► I don't want a steak. I think I'll have the chicken.
   1 There's a fireworks display tomorrow. Janet is ...................... to watch it.
   2 We're at that table in the corner............................................ you join us?
   3 I'm seeing the boss this afternoon. But I must study this report before I..................... her.
   4 There will be drinks at the reception, but there will ...................... be any food.
   5 The European heads of state are ...................... meet in Brussels on 3 October.
   6 It's a lovely day. ............................................ we go for a walk?
   7 My birthday ...................... on a Sunday next year.
   8 My brother is engaged. He's ...................... married in June.
   9 You won't be allowed to go to your seat after the play ...................... started.
   10 Martin's got his coat on. I think he's ...................... to go out.

2. Write the sentences correctly.
   ► I'm hungry. I think I have something to eat.
   I think I'll have something to eat.
   1 You say you're getting a coach at nine. What time is it getting to London?
   2 I'll give Polly the news. I'll tell her when I see her this evening.
   3 Rupert looks really tired. He's about to fall asleep.
   4 We've arranged to go out. We meet in town later.
   5 I'm going to Spain next week. I'll send you a postcard.
   6 I'm going to get to the airport early. I can read a book while I'm waiting.
   7 I feel a bit tired. I go to lie down.
   8 Why not come to the party? All your friends shall be there.
   9 There's been a bomb warning. No one can go into the building until the police have searched it.

3. Read the news report and write the missing words. Use one word only in each space.
   The Maxi-Shop company is (►) going to build a huge new shopping centre on the edge of Millingham, it was announced yesterday. There (1).......................... be at least three hundred shops, including some big department stores. When the project (2)........................ complete, there (3) be hundreds of new jobs for local people. But not everyone is happy. 'We're (4) to fight this plan,' said a spokesperson for the local Environment Group. 'We think what is going (5)........................ happen to our countryside. When shopping malls (6)........................ covered the whole country, there (7)........................ be no green fields left. So we're (8)........................ a protest meeting tomorrow evening at the town hall. It (9)........................ at half past seven.' Owners of shops in the town centre are also unhappy. 'The new centre (10)........................ take our customers away,' said one of them.

4. Look at the answers below and write the correct answer in each space.
   ► A: Let's go to the carnival, shall we?
   B: Yes, good idea. I expect it'll be fun.
   a) it'll be b) it's c) it's being
1 A: Could I have a word with you, please?
B: Sorry, I'm in a big hurry. My train ....................... in fifteen minutes.
a) is going to leave b) leaves c) will leave
2 A: Have you decided about the course?
B: Yes, I decided last weekend. ................................. for a place.
a) I apply b) I am to apply c) I'm going to apply
3 A: I'm trying to move this cupboard, but it's very heavy.
B: Well, ............................... you, then.
a) I help b) I'll help c) I'm going to help
4 A: Is the shop open yet?
B: No, but there's someone inside. I think ..........................
a) it opens b) it's about to open c) it will open
5 A: Do you mind not leaving your papers all over the table?
B: Oh, sorry. I'll take them all with me when ...........
a) I go b) I'll go c) I'm going
6 A: It's a public holiday next Monday.
B: Yes, I know. ................................. anything special?
a) Are you doing b) Do you do c) Will you do

5. Write the sentences using a future form of the verb. Use the word in brackets.

  ► Express your instant decision to take a taxi. (I'll)
  I'll take a taxi.

  1 Express your intention to have a rest. (going)
  2 Express the idea that the timetable shows the start of term on 6 September, (starts)
  3 Predict a world war in five years' time, (there)
  4 Express the idea that you and Judy have arranged a game of tennis for tomorrow, (playing)
  5 Give your prediction of a probable fall in prices, (probably)
  6 Warn your passenger about the car crashing, (going)

The Future Continuous

Introduction
Rachel: Would you like to come to our party tomorrow,
Andrew? Andrew: Er, thanks for the invitation, but I've got lots of work at the moment. I'll be working all
day tomorrow.
Rachel: You won't be working on Saturday evening, surely. Come on, Andrew, take a break. We'll be
starting at about ten o'clock.

Form
Will + be + V-ing

Use
We can use will be + an ing-form (the future continuous) to talk about future actions. There are two
different uses.

Will be doing for continuous actions
We use the future continuous for an action over a period of time. It means that at some time in the future
we will be in the middle of an action.
Andrew can't go to the party. He'll be working all day tomorrow.
I'll be out at three o'clock. I'll be playing golf.
When the men leave the building, the police will be waiting for them.
What will we be doing in ten years' time, I wonder?

Compare the past continuous, present continuous and future continuous.
Past: This time last week we were sitting on the beach.
Present: At the moment we're sitting on the beach. Future:
This time next week we'll be sitting on the beach.

Compare will do and will be doing in these sentences, The band will play when the President enters.
(The President will enter and then the band will play.) The band will be playing when the President enters.
(The band will start playing before the President enters.)

Will be doing for single actions

We also use will be + an ing-form for an action which will happen in the course of events because it is part of a plan or part of a schedule of future events.
The party will be starting at ten o'clock. (part of the evening's events)
The ship will be sailing soon. (part of our journey)

More than one form is often possible. Will or the present continuous often have a very similar meaning.
The visitors will be arriving/will arrive/are arriving later.

We often use the future continuous for something that will happen as part of a routine.
I'll call in and see you tomorrow afternoon. I'll be passing your house. It's on my way home from work.

Trevor and Laura will be cleaning the house tomorrow. They always do it on Sunday.

We can also use will be + an ing-form to ask about someone's plans.
Will you be going anywhere near a chemist's this morning? ~ Yes, why? ~ Could you get me some aspirin, please? ~ Yes, of course.

The band will play when the President enters.

The visitors will be arriving/will arrive/are arriving later.

Exercises


Daniel: I'm going to go into business when I leave college. Five years from now (►) I'll be running (I / run) a big company. I expect (1)................................. (l / earn) lots of money.

Vicky: I don't know what (2)........................................ (I / do). What about you, Natasha?

What (3).............................................. (you / do), do you think?

Natasha: I'm too lazy to do any work. I intend to marry someone very rich.

(4).............................................. (I / give) dinner parties all the time. We'll have a cook

(5)................................. (who / do) all the work, of course. And you'll both get invitations.

Vicky: You're joking, aren't you, Natasha? I expect (6).............................................. (you / play) in an orchestra. That's what you really want to do, isn't it?

2. Put in the answers. People are saying what they will be doing as part of their routine.

► David: When are you going to the club, do you know?

(Nick goes to the club every Friday.)

Nick: I'll be going there next Friday.

1 Vicky: Are you likely to see Ilona in the near future? (Emma sees Ilona every day.)

Emma: ............................................................................................................. tomorrow.

2 Claire: Are you going to France again soon? (Henry goes to France every summer.)

Henry: .............................................................................................................

3 Jessica: When are you going to play badminton again? (Matthew plays badminton every weekend.)

Matthew:...............................................................................................

4 Andrew: When are you next having lunch in the canteen? (Daniel has lunch in the canteen every day.)

Daniel: .............................................................................................................

3. You want to ask a friend to do something for you or to let you do something. Find out if it is convenient for your friend. Use the verbs in brackets.

► You want to have a look at your friend's magazine tonight, (read)

Will you be reading your magazine tonight?

1 You want your friend to take your library book back today, (go to)

2 You want your friend to send your best wishes to Vicky soon, (write to)

3 You want to use your friend's calculator this afternoon, (use)

4 You want your friend to give a photo to Daniel tomorrow, (see)

5 You want your friend to give you a lift to the festival, (drive)

6 You want your friend to give a message to her sister soon, (phone)
4. Put the verbs into the correct form (future I progressive).
1. At midnight we (sleep) ___________.
2. This time next week we (sit) ___________ at the beach.
3. At nine I (watch) ___________ the news.
4. Tonight we (cramp up) ___________ for our English test.
5. They (dance) ___________ all night.
6. He (not / play) ___________ all afternoon.
7. I (not / work) ___________ all day.
8. (eat / you) ___________ at six?
9. (drive / she) ___________ to London?
10. (fight / they) ___________ again.

5. Change the verb into the correct form:
1. He ___________ (wait) for quite some time.
2. Tomorrow at this time I ___________ (dance) at a party.
3. Next week at this time I ___________ (sunbathe) at the beach.
4. At 5 o'clock you ___________ (help) your brother.
5. This evening at 8 o'clock, she ___________ (watch) a movie with her friends.
6. Nicole ___________ (have) a hard time.
7. We ___________ (smile), and they ___________ (cry).
8. Rebecca ___________ (clean) the house, and John ___________ (wash) the dishes.
9. Tonight they ___________ (talk), ___________ (dance) and ___________ (have) a good time.
10. It ___________ (rain) tonight.
11. Tomorrow we ___________ (rest) and ___________ (have) fun.
12. Tonight at 10 o'clock she ___________ (come) home.
13. The day after tomorrow he ___________ (move) his apartment.
14. At this time tomorrow, I ___________ (sleep) deeply.
15. You ___________ (work) very hard to get that deal.

6. Write the verbs below as Future Simple or Continuous:
1. I'll be seeing (see) them tomorrow – I'll tell them what you said.
2. Will you be working (you work) all tomorrow evening?
3. She ___________ (stay) in Leeds all weekend.
4. She ___________ (visit) our office next week – I ___________ (ask) her then.
5. I ___________ (see) the sales manager at the marketing meeting on Monday and I'm sure she ___________ (give) me the figures then.
6. I ___________ (not be able) to lend you the car – I ___________ (use) it all night.
8. This time next week we ___________ (sit) on the beach.
9. The children ___________ (stay) with their grandparents for the summer holidays.
10. At four o'clock on Tuesday afternoon we ___________ (fly) over Paris.
11. What ___________ (you do) early on Monday night?
12. They ___________ (come) round for dinner tomorrow evening – I ___________ (show) them the photographs then.
13. He ___________ (arrive) in Paris now.
14. We ___________ (not hear) from him for some time – he ___________ (be) in Panama.
15. Don't phone them now; they ___________ (have) dinner.
7. Complete the conversations with Simple Future / Future Continuous
1. Sandra: Where is Tim going to meet us?
Marcus: He (wait) _______ for us when our train arrives. I am sure he (stand) _______ on the platform when we pull into the station.
Sandra: And then what?
Marcus: We (pick) _______ Michele up at work and go out to dinner.

2. Ted: When we get to the party, Jerry (watch) _______ TV, Sam (make) _______ drinks, Beth (dance) _______ by herself, and Thad (complain) _______ about his day at work.
Robin: Maybe, this time they won't be doing the same things.
Ted: I am absolutely positive they (do) _______ the same things; they always do the same things.

3. Florence: Oh, look at that mountain of dirty dishes! Who (wash) _______ all of those?
Jack: I promise I (do) _______ them when I get home from work.
Florence: Thanks.
Jack: When you get home this evening, that mountain will be gone and nice stacks of sparkling clean dishes (sit) _______ in the cabinets.

4. Doug: If you need to contact me next week, I (stay) _______ at the Hoffman Hotel.
Nancy: I (call) _______ you if there are any problems.
Doug: This is the first time I have ever been away from the kids.
Nancy: Don't worry; they (be) _______ fine.

5. Samantha: Just think, next week at this time, I (lie) _______ on a tropical beach in Maui drinking Mai Tais and eating pineapple.
Darren: While you are luxuriating on the beach, I (stress) _______ out over this marketing project. How are you going to enjoy yourself knowing that I am working so hard?
Samantha: I'll manage somehow.
Darren: You're terrible. Can't you take me with you?
Samantha: No. But I (send) _______ you a postcard of a beautiful, white sand beach.
Darren: Great, that (make) _______ me feel much better.

8. Change the verb into the correct form: Future Continuous or Present Simple.
1. I _______ (wait) when she _______ (come).
2. They _______ (work) when he _______ (call).
3. He _______ (read) when I _______ (call) him.
4. When the bus _______ (arrive) we _______ (stand).
5. When the party _______ (start), we _______ (talk) outside.
6. When the police _______ (arrive), we _______ (go) north.
7. You _______ (watch) the movie when we _______ (come).
8. It _______ (rain) when she _______ (return).
9. Tiffany _______ (jog) when you _______ (meet) her.
10. The water _______ (boil) when we _______ (come) back.
11. The waiter _______ (serve) when the manager _______ (arrive).
12. When we _______ (call) him, he _______ (rest).
13. Steven _______ (fly) to Italy when his mail _______ (arrive).
14. The kids _______ (play) with the ball when I _______ (call) them.
15. You _______ (sleep) when she _______ (return).
The Future Perfect

Use

We use will have + a past participle (the future perfect) for something that will be over in the future. Sarah is thinking of a future time (half past eight). At half past eight she will be able to say 'I have finished'.

Here are some more examples.

Sarah is thinking of a future time (half past eight). At half past eight she will be able to say 'I have finished'.

Here are some more examples.

I like looking at these pictures, but I'll have had enough by lunch-time.

Trevor and Laura will have lived here for four years next April.

This chess game is going to last ages. They won't have finished it until midnight.

Will you have read this book by the time it's due back to the library? ~ Yes. I'll have finished it by then.

We often use the future perfect with expressions of time such as by lunch-time, until midnight, before then, by the time you have to take it back.

Exercises

1. Paul wants to be an artist. He's reading about a famous artist called Winston Plummer.

Winston Plummer was a great artist, who had a wonderful career. He won lots of prizes before he was twenty. By the age of twenty-five he had had his own exhibition. He was the subject of a TV documentary by the time he was thirty. By the age of thirty-five he had become world-famous. He made millions of pounds from his pictures before he was forty.

Paul is daydreaming about his own future career. What is he thinking?

► I hope I'll have won lots of prizes before I'm twenty.

1 Perhaps ................................................................. my own exhibition by the age of twenty-five.

2 I wonder if ................................................................. by the time I'm thirty.

3 Maybe ................................................................. by the age of thirty-five.

4 I hope ................................................................. by the age of forty.

2. How good is your maths? Can you work out the answers?

► It's quarter to six. Melanie is putting something in the oven.

It needs to be in the oven for an hour and a half. When will it have cooked?

It will have cooked at quarter past seven.

1 It's seven o'clock in the evening, and Andrew is starting to write an essay. He writes one page every fifteen minutes. He plans to finish the essay at midnight. How many pages will he have written?

He will have written ......................... pages.
2. It's Monday morning, and Sarah is travelling to work. It's twenty miles from her home to the office. How far will she have travelled to and from work by the time she gets home on Friday?

3. Matthew is doing press-ups — one every two seconds. How many will he have done after five minutes?

3. Put the verbs in brackets in the Future Perfect:

Example: By the time you arrive, your car ... ... I think, (repair)
By the time you arrive, your car will have been repaired, I think.

1. All nuclear weapons ... ... within ten years, I think, (destroy)
2. We ... ... to the island by the end of this month, (send)
3. The answer to this question ... ... before they come here, (find)
4. The city ... ... by the enemy before our soldiers arrive there, (capture)
5. Three hundred new houses ... ... by the end of next year, (build)
6. The injured man ... ... to hospital within half an hour, (take)
7. You ... ... by the doctor before ten o'clock, (examine)
8. All the chocolates ... ... by the children before we get there, (eat)
9. Your answers ... ... by the time we finish our homework, (repair)
10. All the questions ... ... before the teacher comes here, (prepare)

6. Put the verbs in brackets into either "The Present Simple" or "The Future Perfect Simple".

Example: I (type) all the letters by the time I (leave) the office.
I will have typed all the letters by the time I leave the office.

1. Don’t worry. I (repair) the car by the time your father (get back).
2. The rain (stop) before we (reach) home.
3. Within five years, I (hope) I (get) a big promotion at work.
4. If you (not, hurry up) the bus (go) before we (get to) the bus-stop.
5. The film (already, start) by the time we (get) there.
6. I (run out of) money by the end of the month.
7. In two years, you (forget) all about this event.
8. By next June, I (work) for this Firm for seven years.
9. In six months’ time, the election (certainly, hold). We may have a new government.
10. If (be) the building by the time we (receive) financial aid from the government.
11. By the end of the month I (finish) my job if everything (go) all right.
12. You (get) the result of the exam before the teacher (arrive) here.
13. Miranda speaks English very well. She (take) private lessons.
14. It is already midnight. The children (go) to bed by now.
15. Next year, I (be) married to Patricia for twenty years.
16. They (complete) the building by the time we (receive) financial aid from the government.
17. We (play) tennis for four hours if we (not, stop) before it (get) dark.
18. We (have) dinner by the time the programme (begin).
19. The train (arrive) and all the passengers (leave) the station if we (not, hurry)
20. I (learn) English within two years, I think.
21. Monica (forget) you before she (reach) her destination.
22. They (return) home by the time Angela (get) home.
23. The ship (leave) the harbour within fifteen minutes.
24. The dance (start) by the time we (arrive) there.
25. I will be able to buy your car next June. I am afraid I can’t wait that long. By then I (sell) the car to someone else.

7. Complete the sentences using the future perfect or future continuous.

1. The film starts at 7.00. I will arrive at 7.15. When I arrive at the cinema the film will have started. (start)
2. The flight to Geneva takes off at 9.00 and lands at 10.30. At 10.00 they will be to Geneva. (fly)
3. I usually save €200 a month. By the end of the year, I will save €2,400. (save)
4. Rebecca leaves at 6.30. It takes her an hour to get to work. At 7.00 tomorrow she ______ to work.  
   (drive)

5. The meeting starts at 2.00 and finishes at 3.30. Don't call me at 2.30 because we ______ a meeting. (have)

6. Sam is paying for his car. The last payment is in May. By June he ______ for his car. (pay)

7. Their last exam is on May 31st. By the end of May they ______ their exams. (finish)

8. She writes a chapter of her novel a week. This week she's on chapter five. By the end of this week she ______ five chapters. (write)

9. Sonia is usually at the gym between 6.30 and 7.30. There's no point phoning Sonia now. It's 7.00 and she ______ at the gym. (work out)

10. The film started downloading at 7.30. It will take another hour. The film ______ at 8.30. (download)

8. Complete the dialogue with the verbs in brackets in the future perfect or continuous.

   A Well, it looks like we'll be having very different weather in the future if climate change continues.
   B What do you mean?
   A Well, they say we'll be having much higher temperatures here in London, as high as 30°. And remember, we 1 _______ (not lie) on the beach, we 2 (work) in 30°, which is quite different. And islands like the Maldives 3 ______ (disappear) by 2150 because of the rise in the sea level. They say the number of storms and tsunamis 4 ______ (double) by the middle of the century too, so even more people 5 ______ (move) by then to the cities looking for work. Big cities 6 ______ (grow) even bigger by then. Can you imagine the traffic?
   B I don't think there will be a problem with the traffic. Petrol 7 _______ (run out) completely by then anyway, so nobody will have a car. Someone 8 _______ (invent) a new method of transport, so we 9 _______ (fly) around in air cars or something

9. Circle the correct form.

   1. If this hot weather continues, forecasters say we will have had/ will be having a drought.
   2. We will have/ will have had / will be having six meetings by the end of today.
   3. I've decided that in the future I will take/ will have taken/ will be taking the train to work.
   4. Please don't phone between one and two o'clock because we will have / will have had / will be having lunch.
   5. Anna will study/ will have studied/ will be studying at college the next time we see her.
   6. We will buy/ will have bought / will be buying a country cottage if we can sell the flat.

10. Complete the sentences with the future perfect or future continuous form of the verb in brackets.

   1. By the end of this month, we'll have moved (move) to our new house so you can come and stay after that.
   2. This time tomorrow my parents _______ (fly) over the Atlantic on their way to Boston.
   3. Rob's exams are in May, so he _______ (do) them all by the 1st June.
   4. Hopefully you (read) the book I lent you by the next time we see each other.
   5. If the match starts at 7.00 p.m. We _______ (play) until 8.45 at least.
   6. In a year's time, they (build) the new road and we'll be able to get to work much quicker.
   7. When do you think you (finish) paying your mortgage?
   8. Don't call me tomorrow morning because I (drive) to Barcelona.
   9. It's been raining all day, but hopefully it _______ (stop) by tomorrow. We were planning to have a picnic.
   10. (you go) to the supermarket later?

11. Complete the dialogues with the verbs in brackets in the future perfect or future continuous.

   1. A I'm really looking forward to our trip to Paris on Friday.
   B Me, too! This time tomorrow we'll be BettinB on (get on) the plane, and we _______ (not think) about work!
2. A Do you think you ___ still (work) here in ten years' time?  
   B Probably. But I hope I (be promoted) to head of department by then.
3. A Why are you walking so fast?  
   B If we don't hurry, by the time we get to the station, the train ___ (leave).  
4. A Oh no! My car won't start and I need to pick up a friend at the airport.  
   B You can borrow mine. I (not use) it today.
5. A Do you think it's too late to phone Hilary?  
   B No, it's only 11 o'clock. Knowing her, she ___ (not go) to bed yet. She ___ still ___ (watch) TV.
6. A Is this your son's final year at university?  
   B Yes, by this time next year he (graduate), and he ___ (look for) a job.
7. A Shall I make some soup or something for your parents when they arrive?  
   B Good idea! They'll be starving as they (not have) time for lunch.
8. A you (come) with us to see the new Bond film tonight?  
   B Sorry, I'd love to, but I still have lots of work to do.
9. A What time does your plane land?  
   B At seven in the morning. ___ ___ ___ (pick me up) from the airport?  
   A Of course. I always do!
10. A Mark and Paul are travelling around Asia. They've already been to China and Thailand.  
    B Wow! How many countries they (visit) by the time they get back home?
11. A I'm fed up with all these exams.  
    B Yes, but just think - we ___ (finish) them all by Friday, we ___ (celebrate)!
12. A Tim's going to South Africa next month, isn't he?  
    B No, he's decided to wait until July. He (not save) enough money until then.

12. Write one thing that you will . ..
1. be doing at midday tomorrow.
2. have done by the end of next week.
3. have done a year from now.

**Review of the future**

**Will, will be doing and will have done**

1. Complete the live news report. Put in will and the simple, continuous or perfect form of the verb.
   The Quiz Marathon (►) will begin (begin) in five minutes. (1)…………………………… (it / be) a big test for the World Quiz Champion, Claude Jennings, (2)…………………………… (who / answer) questions from a group of quiz writers. Claude (3) ……………………. … (answer) their questions for a very long time. In fact, (4)……………………………. … (he / still / give) answers when the rest of us are in bed tonight. Claude hopes that after 24 hours (5)………………. … (he / reply) to about seventeen thousand questions. No meal breaks are planned, so (6)…………………………… (he / not / eat) anything.
   If all goes well, his name (7)…………………………… (be) in the next Guinness Book of Records. Claude has also got a number of sponsors, and by tomorrow (8) ……………………. … (he / earn) at least 10,000 for charity. Well, (9)……………………………. (we / return) this afternoon for news of how Claude is getting on. We think that by then (10)……………………………. … (he / get) some way past the five thousandth question.

2. What do these people say? Pay special attention to the underlined words.
   ► Tom is predicting a win for United in their next game. Tom: United will win their next game.
   1 Andrew intends to get up early tomorrow.
   Andrew: I ……………………………………………………………………………………………………
   2 Vicky's train timetable says 'Arrival 10.30'.
Vicky: The train .................................................................
3 Daniel has arranged to see his bank manager tomorrow.
Daniel: .................................................................
4 Rachel will go out in the very near future.
Rachel: .................................................................
5 There's a crowd of demonstrators in the main square of the capital. The police are arriving. Reporter
Kitty Beamish is predicting trouble.
Kitty: .................................................................

3. Complete the conversation. In each sentence choose the best form of the verb to express the
future.
Usually more than one answer is possible.
Mark: Hello, Claire. Sarah tells me ( ► ) you're going (you / go) to New York.
Claire: Yes, (1) ....................................................... (I / spend) a couple of days there next week.
(2) ....................................................... (I / look) round the shops.
Mark: (3) ....................................................... (that / be) exciting.
Claire: I mean, I think (4) ....................................................... (I / be) pretty tired when I get back.
Mark: (5) ....................................................... (you / stay) with friends
Claire: No, (6) ....................................................... (I / stay) at a hotel near Central Park. But (7) .................
(1 / see) my friends. (8) ....................................................... (I / go) to their apartment for a meal one evening. And it isn't
definite yet, but (9) ....................................................... (we / see) a show.
Mark: And when (10) ....................................................... (you / leave)?
Claire: My flight (11) ....................................................... (be) on Tuesday morning.
Mark: OK, (12) ....................................................... (I / see) you when you get back then.

Self-Test 7
1. Read the telephone conversation. Then look at the answers below and write the correct answer in
each space.
Amy: When ( ► ) will I see you again?
Simon: I don't know. I'm (1) ....................................................... to be busy this week. And I'll
(2) ....................................................... going to London on Saturday.
Amy: Oh. But you (3) ....................................................... be here for my party, won't you?
Simon: No, I (4) ....................................................... get back until Sunday evening.
Amy: I (5) ....................................................... going to invite you.
Simon: Well, I'm sorry I can't come.
Amy: What (6) ....................................................... you doing in London?
Simon: Oh, I'm just going (7) ....................................................... see one or two people. Look, I must go.
I'm cooking something that I think is (8) .... to boil over.
► a) am b) do c) going d) will 5 a) be b) have c) was d) wi
1 a) being b) going c) shall d) will 6 a) are b) going c) to d) wi!
2 a) be b) do c) for d) to 7 a) be b) for c) is d) to
3 a) are b) do c) was d) will 8 a) about b) might c) probably d) wi]
4 a) about b) aren't c) be d) don't

2. Some of these sentences are correct, and some have a word which should not be there.
If the sentence is correct, put a tick (V). If it is incorrect, cross the unnecessary word out of the
sentence and write it in the space.
? They're probably going to knock the building down. V
? We are be going to get a dog soon. be
1 The bus is leaves at eight twenty.
2 The doors of the theatre are about to open.
3 The meeting will be start at half past seven.
4 The festival is for to take place in June.
5 My friend will be calling here tomorrow morning.
6 We were going to eat in the restaurant, but it was full.
7 I have to register for my course before the classes will begin.
8 I will to have finished lunch by two o'clock.

3. Put in a form of the verb. Use the future continuous (will be doing), the future perfect (will have done) or was/were going to.
   ► It's quite a long way, isn't it? We// have walked (walk) about five miles by the time we get back, I'd say.
   1 I'll be better if you don't ring at one o'clock. We……………………………… (have) lunch then.
   2 I………………………………..(drive) over and see you, but there's something wrong with the car.
   3 I've got loads of work. I expect I ……………………..(work) all night. And I'm not looking forward to it.
   4 I'll have much more time next week because I……………………………… (do) all my exams then.
   5 We……………………………… (buy) that computer game, but they don't make it for the kind of computer we've got. 6 I know you'll put on a wonderful show. You …………………….. (have) so much practice by the time you perform it that it's sure to be brilliant.

4. Complete the conversation. Use will, be going to or a present tense. Choose the best form.
   Sometimes more than one answer is correct.
   Peter: Hello. Where are you going?
   Polly: To my evening class. I'm learning Swedish. And next week (► / I / have) a chance to speak it for real. (1)……………………………… (I / have) a chance to speak it for real. (I / go) to Sweden for three weeks.(2) …………………………… (I / leave) on Friday. (3)……………………………… (I / visit) some friends there.
   Peter: (4) …………………………… (that / be) nice.
   Polly: Well, I'd better hurry. My lesson (5) ………………………………… (start) at half past seven, and it's twenty-five past now.
   Peter: OK. Come and see me when (6) …………………………… (you / get) back from Sweden.
   Polly: Thanks. (7) ………………………………… (I / send) you a postcard.

5. Write a second sentence so that it has a similar meaning to the first. Use the word in brackets.
   We have decided to help with the project, (going) We are going to help with the project.
   1 We're willing to wait for you. *(1)*
   2 You can get off this train at Bath, (stops)
   3 My friend intended to meet us. (going)
   4 Adrian's job interview is on 17 October, (having)
   5 Our meal will be over by eight o'clock, (finished)
   6 I think I'm going to go on the trip, (might)
   7 The fire hasn't gone out yet, but it will in a minute, (about)

6. Choose the correct form.
   ► A: I'd better go. I'm cycling home, and I haven't got any lights on my bike.
   B: Oh, yes. It'll be/I'll have been dark soon.
   1 A: I hear the rent on your flat is very expensive.
   B: Yes it is. I'll move/I'm going to move, I've decided.
   2 A: I'd like a photo of Martin and me.
   B: I'll take/I'm going to take one with your camera, then.
   3 A: Have you booked a holiday yet?
   B: Yes, we go/we're going to Spain.
   4 A: What's that man doing up there?
   B: Oh no! He'll jump/He's going to jump!
   5 A: Can I borrow your bike on Monday?
   B: I'm sorry, but I'll be using/I'll have used it. I always cycle to work.
### Passive verb forms

#### Introduction

A passive verb is a form of be + a passive participle, e.g. *is baked, was worn*. Some participles are irregular.

<table>
<thead>
<tr>
<th>ACTIVE</th>
<th>PASSIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>We bake the bread here.</td>
<td>The bread is baked here.</td>
</tr>
<tr>
<td>We are baking the bread.</td>
<td>The bread is being baked.</td>
</tr>
<tr>
<td>We have baked the bread.</td>
<td>The bread has been baked.</td>
</tr>
<tr>
<td>We baked the bread.</td>
<td>The bread was baked.</td>
</tr>
<tr>
<td>We were baking the bread.</td>
<td>The bread was being baked.</td>
</tr>
<tr>
<td>We had baked the bread.</td>
<td>The bread had been baked.</td>
</tr>
</tbody>
</table>

We form negatives and questions in the same way as in active sentences. *The bread isn’t baked in a factory. The jacket hasn’t been worn for years. Where is the bread baked? Has the jacket ever been worn by anyone else?*

#### The future and modal verbs in the passive

We use be + a passive participle after will, be going to, can, must, have to, should, etc.

The gates will be dosed this evening. This rubbish should be thrown away. The machine has to be repaired. The news might be announced soon. Seats may not be reserved. How can the problem be solved?

**ACTIVE**

Future: We will bake the bread next.
We are going to bake the bread.
Modal verb: We should bake the bread soon.
We ought to bake the bread.

**PASSIVE**

The bread will be baked next.
The bread is going to be baked.
The bread should be baked soon.
The bread ought to be baked.

The passive with get

We sometimes use get in the passive instead of be.
Lots of postmen get bitten by dogs. I’m always getting chosen for the worst jobs.
Last week Laura got moved to another department. Get is informal. We often use it for something happening by accident or unexpectedly.

In negatives and questions in the present simple and past simple, we use a form of do.

The windows don’t get cleaned very often. How did the painting get damaged?

We also use get in these expressions: get dressed/changed, get washed (= wash oneself), get engaged/married/divorced, get started (= start), get lost (= lose one’s way). Emma and Matthew might get married. Without a map we soon got lost.
Exercises

1. Underline the Passive Forms
   Acid rain is caused by burning coal or oil. When either fuel is burned, it releases poisonous gases which are carried up into the atmosphere and sometimes transported long distances.
   Over 3,000 research projects have been carried out to look into acid rain, and a decision to tackle the problem has been taken in most of the western European countries. Measures have been taken in Scandinavia and in Central Europe to stop the pollution before it is dumped on the environment, and a diplomatic campaign has been launched to convince other countries that the problem has to be considered as a major ecological threat.
   ‘Five years ago this issue was not being treated seriously,’ says one leading environmental group, ‘but now that damage has been reported in large areas of forest and lakeland, our politicians are being forced to take action. This problem must be solved quickly: if governments do nothing, they will be faced in two or three years’ time with the accusation that they have allowed our forests to die.’ A major international initiative to combat acid rain is expected in the near future.

2. Look at the pictures and say what is happening. Use these subjects: the car, dinner, a flag, some houses, the seals. Use these verbs: build, feed, raise, repair, serve.

3. Complete the information about Barford Hall. Put in the correct form of these verbs.
   
   The building at the end of the High Street is Barford Hall, which (►) was built in 1827. Today the Hall
   (1)………………………………. by Bardale Council. It (2) ........……………as a warehouse when it
   (3) …………………… by the Council in 1952, and it (4) ........................………after very well.
   Since then a lot of work (5) ................................on it, and these days the Hall
   (6)………………………………….. as an arts centre.

4. A press conference is being held. Put in the correct form of the verbs.
   Reporter: Can this new drug prolong human life?
   Professor: Yes, we believe that human life can be prolonged by the drug.
   1 Reporter: Are you going to do any more tests on the drug?
   Professor: Yes, further tests................................. soon.
   2 Reporter: What........................... the drug ???????????????????????????????????????????.
   Professor: It will be called Bio-Meg.
   3 Reporter: Can people buy the drug now?
   Professor: No, it ........................................ by the public yet.
   4 Reporter: Do you think the company should sell this drug?
   Professor: Yes, I think Bio-Meg ...................................to anyone who wants it.
5. Put in get or got and the passive participle of these verbs: break, change, divorce, hurt, lose
   ► If we're going out to the theatre, I'd better get changed.
   1 Daniel .................. when he tried to break up a fight.
   2 I know the way. We won't ..............................................
   3 You'd better wrap up the glasses, so they don't ..............................................
   4 They were only married a year before they ..............................................

**Active and passive (1)**

What is the sentence about?
Compare these two entries in an encyclopedia.
Alexander Graham Bell - a British inventor who went to live in Canada and then the USA.
Bell invented the telephone.
Telephone- an apparatus with which people can talk to each other over long distances.
The telephone was invented by Alexander Graham Bell.
Look at these two sentences.
ACTIVE
Bell invented the telephone.
PASSIVE
The telephone was invented by Bell.

The two sentences have the same meaning, but they are about different things. One sentence is about Bell, and the other is about the telephone. Each sentence begins with the subject. The subject is the starting point of the sentence, the thing we are talking about. The new information about the subject comes at the end of the sentence.

We say Bell invented the telephone because we are talking about Bell, and the new information is that he invented the telephone.

When the subject is the person or thing doing the action (the agent), then we use an active verb.
We say The telephone was invented by Bell because we are talking about the telephone, and the new information is that it was invented by Bell. When the subject is not the agent (is not doing the action), then we use a passive verb.

<table>
<thead>
<tr>
<th>ACTIVE</th>
<th>PASSIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell invented the telephone.</td>
<td>The telephone was invented by Bell.</td>
</tr>
</tbody>
</table>

In a passive sentence, when we want to say who or what did the action, we use by.
On our way home we were stopped by the police. The new hospital will be opened by the Queen.
The paper was all blown away by the wind.
We can give other details about the action. For example, we can use a phrase saying when or where something happens.
The telephone was invented in 1876. The visitors will be driven to the airport.
The concerts are usually held at the university.

Sometimes there is no phrase after the verb.
A new swimming-pool is being built. All the documents have been destroyed.
The passive and the agent
In a passive sentence, we sometimes mention the agent (the person or thing doing the action). We use by with the agent.
The cheque must be signed by the manager.
The medals were presented by Nelson Mandela.

But we mention the agent only if it is important for the meaning of the sentence.

1 We do not mention the agent if it does not add any new information.
All our money and passports were stolen. A man was arrested last night. We do not need to say that the money was stolen ‘by a thief’ or that the man was arrested ‘by the police’.

2 We do not mention the agent if it is not important.
The streets are cleaned every day. Oil has been discovered at the North Pole. Who discovered the oil is less important than the fact that it is there.

3 It is sometimes difficult to say who the agent is.
This kind of jacket is considered very fashionable these days.

Empty subjects (they, people, etc)

Compare these two sentences.

ACTIVE
They clean the streets every day.

PASSIVE
The streets are cleaned every day.

The new and important information is how often the streets are cleaned. We are not interested in saying who cleans them. In the active sentence we can use the ‘empty subject’ they. We sometimes use a sentence with an empty subject instead of the passive, especially in conversation. We can also use the empty subjects people, you, one and someone.

ACTIVE
People use this footpath all the time.

You/One should check the details.

Someone took my purse.

PASSIVE
This footpath is used all the time.

The details should be checked.

My purse was taken.

When do we use the passive?
We use the passive in both speech and writing, but it is more common in writing.

We see it especially in textbooks and reports. We use it to describe activities in industry, science and technology, and also for official rules.

Bananas are exported to Europe. The liquid is heated to boiling point.

Payment can be made at any post office. Cars left here will be towed away. In these situations, it is often not important to say who is doing the action, or it is difficult to say.

The passive is also often used in news reports.

A number of political prisoners have been released.

Talks will be held in London next week.

Exercises

1. Choose the correct verb forms in this news report about a storm.

Millions of pounds' worth of damage (► has caused/has been caused by a storm which (1) swept/was swept across the north of England last night. The River Ribble (2) burst/was burst its banks after heavy rain. Many people (3) rescued/were rescued from the floods by fire-fighters, who (4) received/were received hundreds of calls for help. Wind speeds (5) reached/were reached ninety miles an hour in some places. Roads (6) blocked/were blocked by fallen trees, and electricity lines (7) brought/were brought down, leaving thousands of homes without electricity. 'Everything possible (8) is doing/is being done to get things back to normal,' a spokesman (9) said/was said.

2. In each of these sentences underline who or what is doing the action (the agent).

► The traffic was all heading out of town.
1 The photo was taken by my brother.
2 The water was pouring out of the hole.
3 A policeman has been murdered by terrorists.
4 We were woken by the alarm.
5 The guide led a group of tourists around the castle.
6 The dog has bitten several people.

3. You are telling a friend some news. Use the notes and complete the second sentence. Sometimes you need to use the active and sometimes the passive.

? (Past simple: Claire / go / to Florida / last month)
You remember Claire? She went to Florida last month.

? (Present perfect: send / our luggage / to Australia)
Bad news about our luggage. It's been sent to Australia.

1 (Past simple: Claude Jennings / win / the quiz competition)
Did you hear about the quiz competition? It ..........

2 (Past simple: Mrs Miles / do / a parachute jump / last week)
You know Mrs Miles? She ........................................

3 (Present perfect: a bull / attack / David)
Have you heard about David? He's ............. 4 (Present continuous: build / the house)
Trevor and Laura have bought a house. It's still ....................

5 (Present simple: Andrew / like / Jessica)
Did I tell you about Andrew? He ....................

6 (Present perfect: throw away / your stamp collection)
Bad news about your stamp collection. It's .............

7 (Present perfect: Martians / kidnap / my neighbours)
Did I mention my neighbours? They've....................

8 (Past simple: five people / see / the ghost)
Did you hear about the ghost? It .....................

4. Laura is writing to a friend. This is part of her letter.

Someone broke into our house at the weekend. The burglar took some jewellery. But luckily he didn't do any damage. A very nice young police officer interviewed me. Detectives found some fingerprints, and the police computer identified the burglar. Police have arrested a man and are questioning him. But they haven't found the jewellery.

Now complete the passive sentences in this conversation. Use a phrase with by only if it adds information.

Laura: Our house (►) was broken into at the weekend
Melanie: Oh no!
Laura: Some jewellery (1)............................................
But luckily no damage (2) .........................
Melanie: Did the police come and see you?
Laura: Yes, they did. I (3) ........................................................................
Melanie: I don't suppose they know who did it.
Laura: Well, amazingly they do. Some (4) ........................., and the (5) ........................................
Melanie: Wonderful.
Laura: There's only one problem. The (8)

5. Write a paragraph from the notes about the first motor car. Some sentences are active and some are passive. Use a phrase with by only if it adds information.

►a Belgian called Etienne Lenoir / make / the first motor car
1. but / Lenoir / not produce / many cars / for sale But Lenoir
2. a German called Karl Benz / start / Commercial production
3 people / now / see / Benz / as the father / of the motor car
6. Reply to what people say. Use the subject in brackets.

Daniel: The bus fares have been increased, (they)
Vicky: What? You mean they've increased the bus fares again!

Melanie: Bicycles should be used for short journeys, (people)
David: Yes, I agree.

Maria: A new source of energy has been discovered, (someone)
Daniel: What? Did you say that

Rachel: This building is going to be knocked down, (they)
Vicky: Well, no one told me that

David: Eggs shouldn't be kept in a freezer, (you)
Tom: Really? I didn't know

Vicky: Why isn't litter put in the bin? (people)
Emma: Exactly. Why don't

7. Answer the following questions in the "Affirmative" and "Negative".

Example:    Are you loved by your parents?
            a. Yes, I am loved by my parents.
            b. No, I am not loved by my parents,

1. Were you examined by the doctor yesterday?
   a. Yes,
   b. No,

2. Will your car be repaired tomorrow?
   a. Yes,
   b. No,

3. Were you brought up by your grandfather?
   a. Yes,
   b. No,

4. Have you ever been invited to dinner by a stranger?
   a. Yes,
   b. No,

5. Is your father's car being repaired by the mechanic now?
   a. Yes,
   b. No,

6. Has a new museum been opened in the city centre?
   a. Yes,
   b. No,

7. Is your father paid at the end of the month?
   a. Yes,
   b. No,

8. Do you want to be sent to the moon?
   a. Yes,
   b. No,

9. Do you hate being treated like a child?
   a. Yes,
   b. No,

10. Is football liked by everybody in Turkey?
    a. Yes,
    b. No,

11. Have all the mistakes been corrected by the teacher so far?
    a. Yes,
    b. No,
8. Answer the following questions using the words in bracket. Give the answers in the "Passive Voice".

Example:   A: Who wrote Hamlet? (William Shakespeare)  
B: Hamlet was written by William Shakespeare.  
1. A: Who composed the Magic Flute? (W.A. Mozart)  
B: ____________________________________________________________________  
2. A: Who played James Bond in 'Gold Finger'? (Sean Connery)  
B: ____________________________________________________________________  
3. A: Who wrote 'War and Peace'? (Leo Tolstoy)  
B: ____________________________________________________________________  
4. A: Who invented the character of Sherlock Holmes? (Canon Doyle)  
B: ____________________________________________________________________  
5. A: Who invented the radio? (Marconi)  
B: ____________________________________________________________________  
6. A: Who sang 'Heartbreak Hotel'? (Elvis Presley)  
B: ____________________________________________________________________  
7. A: Who discovered America? (Christopher Columbus)  
B: ____________________________________________________________________  
B: ____________________________________________________________________  
B: ____________________________________________________________________  
10. A: Who invented the telephone? (Alexander Bell)  
B: ____________________________________________________________________  
11. A: Who discovered Penicillin? (Dr. Alexander Fleming)  
B: ____________________________________________________________________  
12. A: What overturned the little boat? (A huge wave)  
B: ____________________________________________________________________  
B: ____________________________________________________________________  
14. A: Who sent the first man into space? (The Russians)  
B: ____________________________________________________________________  
15. A: Who cleaned the board in your classroom? (The English teacher)  
B: ____________________________________________________________________  
16. A: Who makes the best tea in the world? (The English)  
B: ____________________________________________________________________  

9. Put the following sentences into the "Passive Voice" without using the "Agent".

Example:   Active : Someone has left this book on the floor.  
Passive : This book has been left on the floor.  
1. People play football in most countries of the world.  
   Passive : ____________________________________________________________________  
2. Someone has stolen my car.  
   Passive : ____________________________________________________________________  
3. Somebody pushed me into the river yesterday.  
   Passive : ____________________________________________________________________  
4. People speak Arabic in some countries.  
   Passive : ____________________________________________________________________  
5. They were pulling down all the houses in the district.  
   Passive : ____________________________________________________________________  
6. We insist on punctuality in this office.  
   Passive : ____________________________________________________________________  
7. We have settled this matter by peaceful means.  
   Passive : ____________________________________________________________________  
8. Someone has written the main points on the board.  
   Passive : ____________________________________________________________________  
9. Nobody has looked at that book for years.  
   Passive : ____________________________________________________________________  
10. People are using computers in all kinds of work.  
    Passive : ____________________________________________________________________  
11. You cannot do anything about these people.  
    Passive : ____________________________________________________________________  
12. They obtain protein from a variety of foods.  
    Passive : ____________________________________________________________________  
13. They do not allow you more than three books.  
    Passive : ____________________________________________________________________  
14. Nobody has heard of Mary since she went to live in Madrid.  
    Passive : ____________________________________________________________________
15. They have put off their wedding for six months.
16. Nobody has invited the doctor to the garden party.
17. Someone is taking care of this mailer now.

10. Put the following sentences into the "Passive Voice".
Example: Active: The doctor sent Matilda a lovely present.
Passive: a. Matilda was sent a lovely present by the doctor.
       b. A lovely present was sent (to) Matilda by the doctor.

1. The teacher asked Rose a difficult question.
   a. Rose................................................................................
   b. A difficult question................................................................
2. Carmen taught Tom the meaning of love.
   a. To...................................................................................
   b. The meaning of love........................................................
3. Selcuk bought Olga a white horse.
   a. Olga.................................................................
   b. A white horse.....................................................
4. Susan will write George a love letter.
   a. George. ......................................................
   b. A love letter..............................................
5. The new teacher has given us our exam papers.
   a. We. ...........................................................
   b. Our exam papers.........................................
6. The rich man left Belinda a large fortune.
   a. Belinda...........................................................
   b. A large fortune...........................................
7. The professor was explaining the students the origin of the universe.
   a. The students... ........................................
   b. The origin of the universe ................................
8. Linda is showing the man the picture of the blue whale.
   a. The man....................................................
   b. The picture of the blue whale............................
9. Carol tells the students the answer to the question.
   a. The students................................................................
   b. The answer to the question.............................
10. The farmer had offered Julia a glass of milk.
    a. Julia...................................................................
    b. A glass of milk .............................................
11. My father read the girls the life of Atatürk.
    a. The girls... ..............................................
    b. The life of Atatürk........................................

11. Circle the correct form, active or passive.
The Spider-Man movies **based** are based on the Marvel Comics character Spider-Man, who is the alter-ego of Peter Parker, a photographer who works for a local newspaper, the *Daily Bubble*. When he is young, some important documents **stolen** are stolen from Peter's home, and his parents then **disappear** are disappeared. Peter **sends** is sent to live with his aunt and uncle. Here, he starts a new school, a new Life, and becomes interested in science. One day, he's in the school laboratory doing some experiments and he **bites** is bitten by a genetically modified spider. From that moment, he has the same abilities as a spider. During the films he **fights** is fought against criminals and **falls** is fallen in love with his schoolmate, Gwen Stacey.
The special effects for the latest Spider-Man movie **made** were made with a special 30-camera. The fantastic soundtrack was partly written by the British group Cold play and thousands of copies of the track **bought** have bought all over the world.
12. Complete the sentences with the correct passive form of the verbs in brackets.
1. I (give) a book for my birthday that I'd already read.
2. If you take a credit card with you on holiday, I'm sure it (accept) in most places.
3. This dress is silk. It has to (wash) in cold water or it will shrink.
4. The actress realized that she (follow) by the paparazzi, so she drove home again.
5. A (the thief catch) yet? B I don't think so. The police are still looking for him.
6. You ever (tell) a secret that you couldn't keep?
7. This bank (rob) twice since it opened last year.
8. When Jack arrived at the meeting, the decision (already make).
9. Our flat (paint) at the moment. Everything's in a real mess!
10. Although Pete thought the interview had gone really well, he (not offer) the job.
11. When does this book have to (return) to the library?
12. When we got to the car park we saw to our horror that our car (steal).

13. Answer the questions using the passive voice:
1. Has your car or bike ever been stolen?
2. What's the best present you've ever been given?
3. Would you like to be painted by a famous artist?
4. How much are you influenced by advertisements on TV and online?
5. When you were a child, did you use to be punished a lot for doing something wrong?
6. Do you prefer driving or being driven?
7. At what age do you think people should be allowed to vote?
8. At what age do you think people should be allowed to drive?
9. Name the best thing that was invented or discovered by someone from your country.
10. When was the last time you were invited to a wedding?
11. Which jobs in your country do you think are a) not paid enough, b) paid too much?
12. Have you ever been photographed by a professional photographer?
13. How do you feel about being corrected when you are speaking English?
14. Do you think life skills, like cooking, should be taught at school?
15. Do you like being photographed?
16. At what age do you think life skills, like cooking, should be taught at school?
17. Have you ever been attacked by an animal?
18. At what age do you think life skills, like cooking, should be taught at school?
19. Has one of your holidays or flights ever been cancelled?
20. Do you like being photographed?

14. Read the story and write the missing words. Use one word only in each space.
During periods of terrorist activity by the IRA, people in Britain are always being warned to look out for bombs. Any bag or parcel without an owner seen as a risk to the public. Some time ago a cardboard box was found at the entrance to Bristol Zoo one day. It was noticed a visitor and reported to the director. Clearly, if it was a bomb and it went off, people might killed.
So army bomb experts (4)……………. called in, and the box was safely blown up in a controlled explosion. Soon afterwards (5)…………….. was reported that the box had (6)…………… left there by a boy wanting to find a new home for his pet rat. He was tired of the rat, he explained, but he was unwilling to (7) ……………… it put to sleep by a vet, so he left it in a box outside the zoo. The director of the zoo is thought (8)……………… be unenthusiastic about looking after people's unwanted pets. No one knows what I the rat thought about (9) ………………. blown up.

3. Write a second sentence so that it has a similar meaning to the first. Use the word in brackets.

We have to test these products, (be)
These products have to be tested.

1 Pavarotti sang the song, (by)
2 Nigel's passport was stolen, (had)
3 They pay doctors a lot of money, (are)
4 I hope they'll interview me for the job, (to)
5 Someone was cleaning the floor, (being)
6 A mechanic is repairing Judy's car, (having)
7 Tessa lost her way, (got)
8 Everyone agreed that the plan should go ahead, (it)
9 When did they decorate your kitchen? (get)
10 They say exercise is good for you, (be)

4. Which of the two sentences follows on best?

There's going to be a big art exhibition.

a) A lot of visitors will be attracted to it. b) It will attract a lot of visitors.

Our neighbours have got a cat and a dog.

a) A lot of mice are caught by the cat. b) The cat catches a lot of mice.

Last night Martin dreamt he saw his dead grandmother.

a) A white dress was being worn by the ghost. b) The ghost was wearing a white dress.

We've bought a new computer.

a) It can do the job much more quickly. b) The job can be done much more quickly.

My grandfather is very ill.

a) He's being looked after in the local hospital. b) The local hospital is looking after him.

We've completed the experiment.

a) The newspapers will publish the results. b) The results will be published in the newspapers.

5. Each of these sentences is incorrect. Write the correct sentence.

Those nice glasses got break.

Those nice glasses got broken.

The-story was written Agatha Christie.

This shirt needs iron.

I got cut my haif yesterday.

It believes that there is-going to be a war.

My parents divorce- themselves last year.

To the winner was given a prize.

This man on TV supposes to be the tallest person in the world.
Modal Verbs

Ability: can, could and be able to

Can and can’t
Vicky: How many instruments can you play, Natasha?
Natasha: Three - the violin, the clarinet and the piano.
Vicky: That’s terrific. You haven’t got a piano here, though.
Natasha: No, but I can go to the music room in college and play the one in there.
Vicky: I’m not musical at all. I can’t even sing.

We use can to say that something is possible: that someone has an ability (Natasha can play the piano) or an opportunity (She can go to the music room). The negative is cannot or can’t.

Can and be able to
In the present tense, be able to is a little more formal and less usual than can.
Emma is good with computers. She can write/is able to write programs.

But in some structures we always use be able to, not can.

To-infinitive: It’s nice to be able to go to the opera, (NOT to-can-go)

After a modal verb: Melanie might be able to help us.

Present perfect: It’s been quiet today. I’ve been able to get some work done.

For the future we use can or will be able to but NOT will-can.

If we earn some money, we can go/we’ll be able to go on holiday next summer.

I’m afraid I can’t come/I won’t be able to come to the disco on Friday.

But to suggest a possible future action, we normally use can.
Let’s have lunch together. We can go to that new restaurant.

Could and was/were able to
For ability or opportunity in the past, we use could or was/were able to.

Natasha could play (OR was able to play) the piano when she was four.
In those days we had a car, so we could travel (OR were able to travel) very easily.

To say that the ability or opportunity resulted in a particular action, something that really happened, we use was/were able to but not could.
The plane was able to take off at eleven o’clock, after the fog had lifted.

Luckily Mark was able to get (OR succeeded in getting) the work done in time.
The drivers were able to stop (OR managed to stop) before they crashed into each other.

Compare these two sentences.
The children could swim when they were quite young, (a past ability)
The children were able to swim across the river. (a past action)

In negative sentences and questions, we can use either form.

It was foggy, so the plane couldn’t/wasn’t able to take off. The pool was closed, so they couldn’t/weren’t able to have a swim. Could you/Were you able to describe the man to the police?

We normally use could (not was/were able to) with verbs of seeing etc, and with verbs of thinking.
We could see the village in the distance. As soon as Harriet opened the door, she could smell gas. I couldn’t understand what was happening.

Exercises

1. Look at the pictures and say what they can or can’t do. Use these words: climb trees, juggle, lift the weights, play the violin, walk on his hands

► He can walk on his hands.

1……………………………3……………………………
2……………………………4……………………………
2. Harriet is visiting David, who hurt himself when he fell off a ladder. Complete the conversation using can or a form of be able to. Sometimes there is more than one possible answer.

Harriet: Hello, David. I'm sorry I haven't been able to come and see you before. I've been really busy lately. How are you?
David: I'm OK, thanks. (1) I can walk around now.
The doctor says (2) I can go back to work soon.
It will be nice (3) I can get out again. I hate being stuck here like this.
I haven't (4) I can do anything interesting.

3. Could and was/were able to
Which is closer to the meaning of the sentence 'Years ago I could run a marathon'?
a) I ran a marathon at one particular time in the past.
b) I was once fit enough to run a very long way.
1 Which of these sentences is correct?
I was ill, so I couldn't go to the party.
I was ill, so I wasn't able to go to the party.
a) Only the first one. b) Only the second one. c) Both of them.
2 Which is closer to the meaning of the sentence 'Sarah was able to leave work early yesterday'?
a) Sarah left work early yesterday.
b) Sarah had the opportunity to leave work early yesterday, but we don't know if she took it.

4. Put in could or was/were able to. Sometimes either is possible. Use a negative if necessary.

Suddenly all the lights went out. We couldn't see a thing.
1 The computer went wrong, but luckily Emma was able to put it right again.
2 There was a big party last night. You could hear the music half a mile away.
3 I learnt to read music as a child. I could read it when I was five.
4 People heard warnings about the flood, and they were able to move out in time.
5 The train was full. I couldn't find a seat anywhere.

5. Complete with the correct form of be able to (+,-,?)
1. I've never been able to scuba dive.
2. The mobile has been switched off all morning, so I haven't talked to her yet.
3. I don't like noisy bars. I like to be able to have a conversation without shouting.
4. I can leave home when I get a job.
5. We're having a party next Saturday. Can you come?
6. You need to swim before you can go in a canoe.
7. I'm going to France next week, but I can't speak French. I have to be able to communicate with people.
8. Fortunately, firefighters rescued all of the people trapped inside the burning house.
9. I'm very sorry, but we can't go to your wedding next month. We'll be on holiday.
10. I'm feeling a bit worse. Have you contacted the doctor, yet?
11. The manager sees you right now because he's in a meeting.

6. Circle the correct form. Tick if both are possible.
1. I've always wanted to can / be able to dance salsa.
2. My little boy couldn't / wasn't able to speak until he was nearly two years old.
3. She's much better after her operation. She can / be able to walk again in a few months.
4. He hasn't could / been able to mend my bike yet. I'll do it tomorrow.
5. It's the weekend at last! I love can / being able to go out with my friends.
6. When we lived on the coast, we used can / be able to go to the beach every day.
7. I can't / m not able to send any emails at the moment. My computer isn't working.
8. I could / was able to read before I started school.
9. We won't call / be able to go on holiday this year because we need to spend a lot of money on the house.
10. Linda's really pleased because she's finally could / been able to find a part-time job.
11. Alex can / is able to speak Portuguese fluently after living in Lisbon for ten years.
7. Circle the correct form. Tick if both are correct.
1. She can / is able to swim really well because she used to live by the sea.
2. You need to can / be able to drive to live in the country.
3. Luke could / was able to read when he was only three years old.
4. If it doesn't rain tomorrow, we can / I'll be able to go for a long walk.
5. Sorry, I've been so busy that I haven't could/haven't been able to call until now.
6. If Millie had a less demanding job, she could/ would be able to enjoy life more.
7. I never could / been able to dance well, but I'd love to learn.
8. We're really sorry we couldn't / weren't able to come to your wedding.
9. I used to can / used to be able to speak a bit of Polish, but I've forgotten n10St of it now.
10. Can you / Will you be able to make the dinner tonight?
11. To work for this company, you must can / must be able to speak at least three languages.
12. I hate not can / not being able to communicate with the local people when I'm travelling.

8. Read Matthew Banks' CV. Then complete the sentences with the correct form of can, could or be able to.
1. Matthew _______ sail.
2. He _________ speak a little Chinese when he started working in Hong Kong.
3. He _________ speak German.
4. He _________ design websites since 1999.
5. He'd like _________ speak Russian.
6. He _________ finish his PhD before he left the USA.
7. He _________ speak a little Russian soon.

Name: Matthew Banks
Date of Birth: 22/09/1980

Qualifications
Degree in French with Marketing (2003)
Master's in Business Administration (2006)
Started Ph. Din Business (2009)- incomplete

Work Experience
2003-2009: Assistant then Marketing Manager, Texas Instruments, Dallas, USA
2009-present: Managing Director, AHH Marketing Services Ltd, Hong Kong

Other Skills
IT skills - advanced. Course in web design 1999. Full driving license

Languages
French (fluent) Chinese (basic) certificate 2008 I hope to start Russian classes next January.

Hobbies and Interests
Water sports, especially sailing and windsurfing

9. Look at the statements and tick if you agree or put a cross if you disagree. Compare your answers with your partner and explain why you agree or disagree.
1. To be able to speak English well, you have to live in an English-speaking country for at least a year.
2. Life offers you more opportunities if you can speak English well.
3. It's never too late to be able to learn a new language.
4. My main reason for learning English is because I want to be able to get a good job.
5. It doesn't matter if you make mistakes in English if people are able to understand you.
6. There's not much you can do to improve your English outside the classroom.
7. Tourists should always be able to say some basic phrases in the language of the country they are visiting.
8. A person can never be 100 per cent bilingual.
9. Most people prefer to see a foreign film with subtitles than see it dubbed into their own language.
10. The internet can help you when you're learning a language.
11. Listening to other people speaking English is the only way I can improve my pronunciation.
11. Most young people in my country can communicate well in English.
12. A child can learn English just by watching TV in English.
13. To be able to communicate well in a foreign language, pronunciation and vocabulary are more important than grammar.

10. Circle the correct verb. Sometimes both verbs are possible.

Any one for tennis?

I love all sports and have always wanted to be able / can play tennis. So, last year, at the age of 45, I decided to learn. I was really happy when I found a teacher who 2 was able to / could give me lessons and so I started. Unfortunately, after the first five lessons, I realized that I'd never be able to / could play this game. One of the problems was that I couldn't / wasn't able to move fast enough because I am not very fit. The other problem is that tennis is not an easy sport to learn quickly. I hated not being able to hit the ball over the net. It was really frustrating! Did I learn anything? Yes, I did ... that I'll never be able to / can play tennis!

It's never too late

My 78-year-old grandfather couldn't / wasn't able to even turn on a computer until about two years ago. All that changed when he decided that he wanted to be able to / could use the internet and he did a course at his local Adult Education Centre. Although he really enjoyed the course, he couldn't / wasn't able to put what he learnt in his classes into practice because he didn't have a computer. So, for his birthday I bought him his own laptop and that's when he really started learning! Now, he is able to / can use the internet really well and send emails. What he loves most is to be able to / can speak and see his grandchildren on Skype at least once a week. They live in Australia and if he didn't have a computer, he couldn't / wouldn't be able to keep in touch with them so much.

11. Complete the sentences with can / can't or could / couldn't. If a form of can / couldn't isn't possible, complete the sentence with a form of be able to.

1. At the end of the six-week course, you'll be able to design your own website.
2. Masha called me yesterday because she couldn't remember how to get to my house.
3. Simon isn't going to be able to finish the report by the end of the day.
4. Pierre has passed his driving test so now he can drive his father's car.
5. I haven't been able to speak to Harry for over three weeks. He never answers his phone.
6. The train was delayed so I wasn't able to get to the meeting on time.
7. Miriam hates not being able to play chess as well as Luke. He always beats her and she's a really bad loser!
8. Sometimes when you're on Skype you can't hear the other person very well.
9. The only thing I do what you like is the best thing about a holiday.
10. I'm afraid I won't be able to go away this weekend. I'm too busy.
11. You should be able to do this exercise without any help. It's quite easy.
12. We can't park here: there are no spaces.

12. Complete the sentences with the correct form of can or be able to:

1. I don't think we can travel to Mars before 2025.
2. My daughter can swim when she was five years old.
3. They were shouting so loudly that I couldn't hear what Patricia said.
4. The weather was wonderful, so we went for a picnic on the island.
5. I can understand the teacher when she speaks fast.
6. With the help of a policeman, I was able to push the car to the side of the road.
7. Swimming after eating is very dangerous.
8. I am sorry I am late. I couldn't find a parking place.
9. I was able to play the guitar when I was seven.
10. When I was younger I stayed up all night and I couldn't read by the time she was four.
11. The supermarket was closed, so I bought milk for my baby.
12. Rosemary is ill in bed, so she came to school next week.
14. I am sorry that I can’t find the address in this telephone directory now.
15. He pay his bills because he was having financial difficulties.
17. Too much sun can be very dangerous.
18. My father speake three languages when he was thirty years old.
19. We watch the match last night because there was no electricity in the area.
20. Two of the engines stopped, but the experienced pilot land the plane safely.
21. We walk across the street when the lights are red.
22. I speak English at the beginning of this year, but now I speak it very well.
23. She told me her name, but I remember it now.

Permission: can, may, could and be allowed to

Asking permission
We use can, could or may to ask for permission.

Can I use your pen?

Could we borrow your ladder, please? ~ Well, I’m using it at the moment.

May I see the letter? ~ Certainly. Could often sounds more polite than can. May is rather formal.

Giving and refusing permission
To give permission we use can or may (but not could).

You can wait in my office if you like.

Could I borrow your calculator? ~ Of course you can.

You may telephone from here. (a written notice)

May is formal and is not often used in speech.

To refuse permission we use can’t or may not (but not couldn’t).

Could we picnic here? ~ I’m sorry. I’m afraid you can’t. Members may not bring more than two guests into the club. We can also use must not. Luggage must not be left unattended.

Talking about permission
We sometimes talk about rules made by someone else. To do this we use can, could and be allowed to.

We can to talk about the present, and we use could for the past.

Present: Each passenger can take one bag onto the plane.

Past: In the 1920s you could drive without taking a test.

We can also use be allowed to.

Present: Passengers are allowed to take one bag onto the plane.

Future: Will I be allowed to record the interview on tape?

Past: We weren’t allowed to look round the factory yesterday.

For a general permission in the past we use either could or was/were allowed to.

I could always stay; I was always allowed to stay up late as a child.

But to say that the permission resulted in a particular action, something that really happened, we use was/were allowed to (but not could).

I was allowed to leave work early yesterday.

We were allowed to go into the control room when we looked around the power station.

Compare these questions with may and be allowed to.

May I take a photo of you? Are we allowed to take photos?

(= Will you allow it?) (= What is the rule?)

Exercises

1. How would you ask for permission in these situations? Use Can I...?, Could I...? or May I...? and these verbs: borrow, join, look at, use

► You are at a friend’s flat. You want to make a phone call. Can I use your phone?
1 You need a calculator. The person sitting next to you has got one.
2 You have gone into a cafe. Three people who you know from work are sitting at a table. You go over to the table.
3 You had to go to a lecture, but you were ill. Your friend went to the lecture and took notes. Next day you are well again and you see your friend.

2. A policeman is telling you what the signs mean. What does he say? Use can and can’t and these verbs: drop, go, have, park, play, smoke, turn

Policeman:
? You can’t go this way.
? You can park here.

1 ....................................
2 ....................................
3 ....................................
4 ....................................
5 ....................................

3. Put in the correct forms.
Rita: I hear you've moved into a new flat with a couple of friends.
Emma: Yes, it's a nice flat, but the landlady is really strict. (►) We aren't allowed to do (we / not / allow / do) anything. It was my birthday last month, and (1)................................................................
(1 / not / allow / have) a party.
Rita: Oh, (2)................................................................ (we / allow / have) parties at our place, luckily.
(3)............................................................................. (we / allow / do) anything, more or less.
We're hoping to have an all-night party soon, but I'm not absolutely sure if (4)
...................................................... (we / allow/hold) it.

4. Are you asking for permission, or are you asking what the rule is? Put in May I...? or Am I allowed to ...?
? May I use your computer?
? Am I allowed to smoke in this cinema?
1 ........................................ cross the road here?
2 ........................................ ask you a personal question?
3 ........................................ rollerblade in this park?
4 ........................................ drive a car without insurance?
5 ........................................read your magazine?
Possibility and certainty: may, might, could, must, etc

May, might and could
Rachel: Whose bag is that?
Daniel: I don't know. It may belong to Maria's friend.
Vicky: It might be a bomb. It could explode at any moment.
We use may or might to say that something is possible or that it is quite likely.
We can use them for the present or the future.
It may/might be a bomb. (= Perhaps it is a bomb.)
I may/might go to the disco tomorrow. (= Perhaps I will go to the disco.)
We can use could to say that something is possible.
The story could be true. (= Possibly it is true.)
You could win a million pounds! (= Possibly you will win a million pounds.)
Sometimes could means only a small possibility. It is possible (but not likely) that you will win a million pounds.
In some situations we can use may, might or could.
It may/might/could rain later.
After may, might or could we can use a continuous form (be + an ing-form). That man may/might be watching us. (= Perhaps he is watching us.) Sarah may/might be working late tonight. (= Perhaps she will be working late.) I'm not sure where Matthew is. He could be playing squash. (= Possibly he is playing squash.)
May, might and could in the negative
The negative forms are may not, might not/mightn't, and could not/couldn't.
MAY NOT AND MIGHT NOT
Something negative is possible. Daniel may not get the job. Tom might not be in. I mightn't finish the marathon tomorrow. (= It is possible that I will not finish it.)
COULDN'T
Something is impossible.
Vicky is afraid of heights. She couldn't climb onto the roof.
I'm completely unfit. I couldn't run a marathon.
(= It is impossible for me to run it.)
Must and can't
MUST
We use must when we realize that something is certainly true.
She isn't answering the phone. She must be out. I had my keys a moment ago. They must be here somewhere.
Andrew isn't here. He must be working in the library.
CAN'T
We use can't when we realize that something is impossible.
We haven't walked far. You can't be tired yet.
Life can't be easy when you have to spend it in a wheelchair.
Nick can't be touring Scotland. I saw him hat this morning.

Exercises
1. Vicky and Rachel are at college. They're looking for their friend Natasha. Complete the conversation. Use may or might and the verb in brackets. Sometimes you need to use the continuous.

Vicky: I can't find Natasha. Have you seen her?
Rachel: (►) She might be (she / be) in the music room. (►) She may be practising (she / practise).
Vicky: No, she isn't there. I thought (1)………………………………………. (she / be) with you.
Rachel: It's a nice day. (2)……………………………………………………….(she / be) on the lawn.
(3)……………………………………………………… (she / sit) out there reading the paper.
Or (4)……………………………………………………… (she / have) a coffee.
(5) …………………………………………………..(you / find) her in the canteen.
Emma: No, I've looked there.
Rachel: Well, here comes Jessica. (6) ………………………………….. (she / know).

2. Add a sentence with may or might (both are correct).
? I'm not sure if it's going to rain. It might rain.
? I don't know if we'll see an elephant. We may see one.
1 I can't say whether Daniel will win .................................................................
2 I haven't decided if I'm having a holiday. ...............................................................
3 I don't know if we'll get an invitation. .................................................................
4 I've no idea whether Sarah will be late.................................................................
3 I'm not sure if my friends are visiting me............................................................

3. Put in mightn't or couldn't.
? I've got one or two things to do, so I mightn't have time to come out tonight.
? David couldn't work as a taxi driver. He can't drive.
1 We're going to need lots of glasses. We have enough, you know.
2 Mark be in the office tomorrow. He thinks he's getting a cold.
3 We possibly have a dog, living in a small flat like this.
■ How can you work with all this noise? I work in such conditions.
5 Don't ring tomorrow because I be in. I'm not sure what I'm doing.

4. A reporter is interviewing Mrs Miles for a TV news programme. Complete the conversation. Put in must, can't or might.
Mrs Miles: My name's Nora Miles, and I'm going to do a parachute jump.
Reporter: Mrs Miles, you're seventy-three, and you're going to jump out of an aeroplane.
You (►) must be mad. You (1) be serious.
Mrs Miles: It really (2) be wonderful to look down from the sky. I've always wanted to try it.
Reporter: But anything could happen. You (3) be injured or even killed. I wouldn't take the risk.
Mrs Miles: Well, young man, your life (4) be much fun if you never take risks. You ought to try it. You never know - you (5) enjoy it.
Reporter: Enjoy it? You (6) be joking!

5. Match the sentences.
1. He might be American. A. He's carrying a sports bag.
2. He can't be a university student. B. He's carrying a camera and a guide book
3. He must be cold. C. He's looking at a map.
4. He might be going to the gym. D. He's wearing a baseball cap.
5. He could be lost. E. He's looking at job adverts in the newspaper.
6. He n't be married. F. He isn't talking to anybody.
7. He n't be a tourist. G. He isn't wearing a suit.
8. He can't be enjoying the party. H. He's wearing a wedding ring.
9. He may not have a job. I. He's not old enough.
10. He can't be a businessman. J. He isn't wearing a jumper.

6. Complete with must, might (not), or can't.
1. A What does Pete's new girl friend do? B I'm not sure, but she be a model. She's very pretty.
2. A Do you know anyone who drives a Ferrari? B Yes, my nephew. I don't know his salary, but he earn a fortune!
3. A Why don't you buy this dress for your mum. B I'm not sure. She like it. It's a bit short for her.
4. A My sister works as an interpreter for the EU. B She _________ speak a lot of languages to work there.
5. A Did you know that Andy's parents have split up? B Poor Andy. He __________ feel very happy about that.
6. A Are your neighbours away? All the windows are closed. B I’m not sure. I suppose they _________ be on holiday.
7. A Where's your colleague today? B She _______________ be ill. She called to say that she's going to the doctor's.
8. A Jane is looking at you in a very strange way. B Yes. I’ve grown a beard since I saw her last, so she __________ recognize me.
9. A My daughter has failed all her exams again. B She _______________ be working very hard if she gets such bad grades.
10. A Why is Tina so happy? B I’m not sure, but she __________ have a new partner
11. A Where's the manager's house? B I don't know, but he __________ live near the office because he commutes every day by train.

Complete the sentences with must, might, might not or can't.
1. He lived in Argentina for five years so he __________ speak good Spanish!
2. You ___________be very busy at work. You're always on Facebook!
3. I’m not sure, but the new assistant __________be Italian. Her surname is Rossi.
4. Mark passed all his exams. His parents __________ be very proud.
5. Do you really think England will win tonight? You ________be serious! They have no chance!
6. Lucy wasn't feeling well this afternoon, so she __________ come to the party tonight. She said she would let us know later today.
7. I thought our neighbour was away on holiday, but she ______be. I've just seen her in her garden.
8. It's very cold this evening and there's a lot of cloud. I think it __________ snow.

Circle the correct verb.
A Don't look now but isn't that Jane Marshall over there?
B Where?
A At that table by the window.
B No, it 'must' /-be. She went to live in Chicago.
A But I'm sure it's Jane.
B Mmm, I suppose it can't / might be her. But if it is, she looks much thinner than she used to.
A Well it must / can't be five years since we last saw her. Someone can change a lot in five years!
B You're right, it is Jane. But who do you think the man is? He can't / might not be her husband, can he?
A No, he can't / might not be. They broke up years ago and haven't spoken to each other since.
B It can / may be her new boyfriend - or her son!
A Shall we go over and find out?

Complete the dialogues with must, might, might not, or can't.
1. A That's the second laptop that Jack's bought this year.
B He __________ have a lot of money then!
A He's a student so he __________ be that rich.
B He __________ have generous parents then.
2. A Do you know where Charlie is?
B Well, he __________ be far away. His phone's on the table.
A Any idea where he __________ be?
B He __________ be talking to the boss or he __________ be in the photocopying room. Do you want me to go and look for him?
3. A I have a missed call and I don't recognize the number.
B So, it __________ be from anyone you know.
A Ah, I know! It's that company who interviewed me last week. They be ringing to offer me the job. I'm not surprised: I did a really good interview.
Well, don't be too confident because they _____ be calling to say you didn't get the job.

There's only one way to find out!

This steak ______ be for me. It looks like it's medium-rare, and I asked for a well-done steak.

It ______ be mine, then. I ordered a medium-rare

10. Use must or can't to complete the sentences:

1. She ................. be a doctor. She doesn't look old enough.
2. Her bed room light is on, so she ............. be asleep now.
3. There ............. be someone in the house; there is smoke coming from the chimney.
4. They don't know each other, so they ............. be strangers.
5. You haven't stopped yawning for the past twenty minutes, Janet . You ............. be tired.
6. I had difficulty in starting the car. There . .... be something wrong with the battery.
7. I hear your daughter has got a really good job. You ....... .... be very proud of her.
8. The dog is barking fiercely, so there ............ . be someone at the door.
9. There is somebody at the door. It is ten o'clock. It ....... be the postman.
10. Your father has been off work for five weeks. He ......... be very ill.
11. We have just started working. You ....... be tired already.
12. She is always spending money like water. She. .... ... be very rich.
13. Your father has been running since the sun rose. He .... ........ be very tired.
14. If you feel like swimming another mile, you ............ be tired.
15. By my watch it is live o'clock, but if that is the 6 o'clock news, my watch . ....... be slow.
16. Emma had to go to the dentist yesterday, NOT She must go to the dentist yesterday.
17. Emma has toothache. She might have to go to the dentist.
18. Mark has had to drive all the way to Glasgow.
19. Janet................. be married because she is only fifteen years old.

Necessity: must and have to

Present, past and future

We use must and have to/has to to say that something is necessary. You'll be leaving college soon. You must think about your future. We're very busy at the office. I have to work on Saturday morning. Mark has to get the car repaired. There's something wrong with the brakes.

When we use the past, or the future with will, we need a form of have to.

Emma had to go to the dentist yesterday, NOT She must go to the dentist yesterday.

That wasn't very good. We'll have to do better next time.

And in other structures we also use a form of have to, not must.

To-infinite: I don't want to have to wait in a queue for ages.

After a modal verb: Emma has toothache. She might have to go to the dentist.

Present perfect: Mark has had to drive all the way to Glasgow.

For negatives and questions with have to/has to and had to, we use a form of do.

I don't have to work on Sundays. Why does Andrew have to study every evening?

Did you have to pay for your second cup of coffee? – No, I didn't. I don't have to work means that it is not necessary for me to work.

Must or have to?

Both must and have to express necessity, but we use them differently.
MUST
We use must when the speaker feels that something is necessary.
You must exercise. (I’m telling you.) We must be quiet. (I’m telling you.)
I/we must can also express a wish.
I must buy a newspaper. I want to see the racing results.
We must invite Claire. She’s wonderful company.
HAVE TO
We use have to when the situation makes something necessary.
I have to exercise. (The doctor told me.) We have to be quiet. (That’s the rule.) I have to buy a newspaper. The boss asked me to get one.
We have to invite Trevor and Laura. They invited us last time.
Have got to
Have got to means the same as have to, but have got to is informal. We use it mainly in the present. I have got to/I’ve got to make my sandwiches. My father has got to take these pills. Do we have to apply? Have we got to apply for a visa?
Mustn’t or needn’t?
We use must to say that something is necessary.
You must be careful with those glasses. I must remember my key.
Now compare mustn’t and needn’t.
MUSTN’T NEEDN’T
We use mustn’t to say that something is a bad idea. We use needn’t when something is not necessary,
You mustn’t drop those glasses. They’ll break. You needn’t wash those glasses. They’re clean.
I mustn’t forget my key, or I won’t get in. We needn’t make sandwiches. There’s a cafe.
You mustn’t wear your best clothes. You’ll get them dirty. You needn’t wear your best clothes. You can wear what you like.
Don’t have to and don’t need to
We can use don’t have to and don’t need to when something is not necessary.
The meaning is the same as needn’t.
You don’t have to/don’t need to wash those glasses. They’re clean.
Mark doesn’t have to/doesn’t need to finish the report today. He can do it at the weekend.
For the past we use didn’t.
The food was free. We didn’t have to pay/We didn’t need to pay for it.
Didn’t need to or needn’t have?
Daniel hadn’t booked a seat, but luckily the train wasn’t full. He didn’t need to stand.
DIDN’T NEED TO
We use didn’t need to when something was not necessary. Standing was not necessary because there were seats.
Mark didn’t need to hurry. He had lots of time. He drove slowly along the motorway.
We didn’t need to go to the supermarket because we had plenty of food.
Sometimes we can use didn’t need to when the action happened, even though it was not necessary
Mark didn’t need to hurry, but he drove at top speed. He likes driving fast.
Trevor and Laura booked a table for dinner. But the restaurant was empty. They needn’t have booked a table.
NEEDN’T HAVE
We use needn’t have + a past participle for something we did which we now know was not necessary, e.g. booking a table.
Mark needn’t have hurried. After driving at too speed, he arrived half an hour early. We needn’t have gone to the supermarket. We already had a pizza for tonight.
Exercises

1. Complete the conversations. Use the words in brackets and a form of have to.
   ► Melanie: David's broken his leg. He's had to go to hospital.
   Harriet: Oh no! How long will he have to stay there?
   Melanie: I don't know.

   1 Claire: I parked my car outside the hairdresser's, and while I was in there, the police took the car away. I've got it back now. But ...........................................(I / pay) a lot of money.
   Henry: How much.................(you / pay)?

   2 Melanie: Two hundred pounds!
   Claire: I parked my car outside the hairdresser's, and while I was in there, the police took the car away. I've got it back now. But .....................................................(I / pay) a lot of money.
   Henry: How much........................................ (you / pay)?

   3 Claire: I parked my car outside the hairdresser's, and while I was in there, the police took the car away. I've got it back now. But .....................................................(I / pay) a lot of money.
   Henry: How much........................................ (you / pay)?

   4 Melanie: Two hundred pounds!

2. Complete the sentences with the correct form of have to.
   1. I _______________go to school on Saturdays
   2. Janice ____ study very hard- she has exams soon.
   3. You __ wear a uniform to be a policema n.
   4. ____________your sister ____________go to London for her job interview?
   5. You ____ wear a uniform if you are a policeman.
   6. We get up early tomorrow. Our flight leaves at 6.30.
   7. Harry ____ work today- his shop is closed.
   8. I ___________go now. It's very late.
   9. __________tein go to bed? It's only 10 o'clock!

3. Complete the sentences with have + to-infinitive in the correct form and one of the verbs below.
   Use have in the present simple: read, explain, shout, come, get up, sleep, open, answer, decide, be
   stop, talk, send, take, turn.
   1. I ___________at work at 9 o'clock in the morning, (positive)
   2. We ___________early at weekends, (negative)
   3. She ___________all the phone calls at work. (positive)
   4. ___________you ___________all these books for the exam? (question)
   5. I ___________which job I want before the end of the week. (positive)
   6. You ___________ - I can hear you. (negative)
   7. the hotel staff ___________in the hotel? (positive)
   8. We ___________the bus into town. We can walk, (negative)
   9. She ___________the shop at 9 o'clock every morning, (positive)
   10. You ___________quietly in the library, (positive)
   11. I ___________right at the traffic lights to get to the hospital? (question)
   12. You ___________it to me.I understand the problem, (negative)
   13. We ___________talking when the lesson starts, (positive)
   14. 'your little sister ___________to town with us?' 'Yes, she does. I'm looking after her today.' (question)
   15. You ___________the present by post. I will see him tomorrow and I can give it to him then. (negative)
4. Rewrite the sentences adding have + to-infinitive in the correct tense and form.
1. Did you take a taxi home? Did you have to take a taxi home?
2. I've used the bus for the last two days. I've had to use the bus for the last two days.
3. I do the washing once a week.
4. We didn't go to college yesterday.
5. Did you get up early this morning?
6. I'll start work next week.
7. I've always worked hard.
8. The children go to bed at 8 o'clock.
9. They don't work on Saturdays.
10. Did you take your lunch with you?
11. She worked very hard for her exam.
12. I usually cut the grass once a week.
13. She didn't cook the dinner last night.
14. Do you pay to go in?
15. I usually stay at home on Wednesdays.

5. Write a sentence with must, have to or has to.

► The sign says: 'Passengers must show their tickets.'
So passengers have to show their tickets.

► The children have to be in bed by nine.
Their parents said: 'You must be in bed by nine.'
1 Laura has to get to work on time.
Her boss told her: ..............................................................
2 The police told Nick: 'You must keep your dog under control.'
So Nick ..............................................................
3 The pupils have to listen carefully.
The teacher says: ..............................................................
4 The new sign says: 'Visitors must report to the security officer.'
So now ..............................................................

6. Complete the sentences using the correct form of have to:
1. My children are very happy because they ............ do any homework today
2. They............. be here at ten o'clock because the meeting starts early.
3. When I arrived home, I .................. explain the reason why I was late for school.
4. They have plenty of time. They ........... hurry to the cinema.
5. I ............... work hard if I won a lot of money in lottery
6. What time did you ............... get up this morning?
7. Susan ............. do her homework every day but she ........ study at weekends.
8. .................. your father ................. support his family?
9. We ................. wear school uniforms at school.
10. Students. ........ be in class at lunch time.
11. .................. you ........ learn a foreign language at school?
12. What did your mother ............... wear in Saudi Arabia when she went shopping?
13. .................. you ........ write the letter in English?
14. Nathalie Cardone. ........ save money because she was rolling in money
15. .................. you ........ lend him any money when you were at the boarding school?
16. The child ........ understand the meaning of poverty, I think.
17. We ........ do the shopping when our mother was ill.
18. We have got plenty of space in the new building, so your father............. spare an office any more.
19. You ........ wear your safety belts when you are driving.
20. I think I ........ learn Persian if I go to Iran.
21. The students ........ carry all the chairs into the garden yesterday.
22. My sister ........ study the history of India in order to be an Indian citizen.
7. Put in must or have to/has to. Choose which is best for the situation.

1. You must lock the door when you go out. There've been a lot of break-ins recently.
2. Daniel has to go to the bank. He hasn't any money.
3. I have to work late tomorrow. We're very busy at the office.
4. You really must make less noise. I'm trying to concentrate.
5. I think you have to pay to park here. I'll just go and read that notice.
6. You really have to hurry up, Vicky. We don't want to be late.
7. I have to put the heating on. I feel really cold

8. Complete the sentences with mustn't or the correct form of not have to.

1. You ___________ smoke at petrol stations.
2. She ___________ come if she doesn't want to.
3. We ___________ miss the train. It's the last one tonight.
4. I ___________ do this work tonight. I can do it tomorrow.
5. I ___________ clean the floor today. I cleaned it yesterday.
6. We ___________ forget to lock all the doors before we go away.
7. They ___________ sit in the sun for too long. They might get burnt.
8. We ___________ stay in a hotel in London. We can stay with my cousin.
9. He ___________ come home too late. He's got an important day tomorrow.
10. We ___________ spend too much money tonight. We've only got a little left.

9. Speak about yourself:

1. Two things you must do and one thing you mustn't do when you are going on a long journey by car.
2. Two things you must do if you've been invited to a wedding.
3. Three things a good student has to do to improve their English.
4. Two things you have to do after class today.
5. Two things you must do before you catch a plane.
6. Three things you don't have to do when you're on holiday.
7. Two things you
8. Two things you don't have to do if you shop online.
9. Two things a teacher has to do before a class.
10. Two things you mustn't do when you're driving.
11. One thing you had to do in your English class last year which you found very difficult.
12. Two things you have to do if you want to live and work in an English-speaking country.

10. Put in must, mustn't or needn't.

Laura: You needn't take an umbrella. It isn't going to rain.
Trevor: Well, I don't know. It might do.
Laura: Don't lose it then. You mustn't leave it on the bus.
1. Vicky: Come on. We ___________ hurry. We ___________ be late.
Rachel: It's only ten past. We ___________ hurry. There's lots of time.
2. Claire: My sister and I are going a different way.
Guide: Oh, you ___________ go off on your own. It isn't safe.
We ___________ keep together in a group.
3. David: I'll put these cups in the dishwasher.
Melanie: No, you ___________ put them in there. It might damage them.
In fact, we ___________ wash them at all. We didn't use them.
4. Secretary: I ___________ forget to type this letter.
Mark: Yes, it ___________ go in the post today because it's quite urgent.
But the report isn't so important. You ___________ type the report today.
11. An old woman is talking to a reporter from her local newspaper. She is comparing life today with life in the past. Complete her sentences using don't have to, doesn't have to or didn't have to.

We had to make our own fun in the old days. There wasn't any television then. These days people don't have to make their own fun.

1 There's so much traffic now. You have to wait ages to cross the road. In those days you
2 I had to work long hours when I was young. But children today have it easy.
3 My father had to work in a factory when he was twelve. Just imagine! Today a twelve-year-old child
4 There's so much crime today, isn't there? People have to lock their doors now. It was better in the old days when people
5 We had to wash our clothes by hand. There weren't any washing-machines, you know. Nowadays people

12. Write the sentences using didn't need to or needn't have.

The previous owners had already decorated the flat, so we didn't need to decorate it ourselves.

1 Luckily we were able to sell our old flat before we bought the new one, So……………………………………………………………………. (we / borrow/any money).
2 It was very hot yesterday, so I watered all the flowers. And now it's pouring with rain (I / bother).
3 We've done the journey much more quickly than I expected. ............................................................. (we / leave / so early).
4 If friend had already given me a free ticket to the exhibition, So …………………………………………………………………………. (I / pay / to go in).
5 Service was included in the bill, so…………………………………………………….. (you / tip / the waiter).

Should, ought to, had better and be supposed to

A Introduction

We use should and ought to to say what is the best thing or the right thing to do.

There is no difference in meaning.

Your uncle was very kind to me. I ought to write him a letter of thanks.

People shouldn't break/oughtn't to break their promises. We can also use should and ought to in questions to ask for advice.

Where should I put this picture, do you think?

It's a difficult problem. How ought we to deal with it?

After should or ought to we can use a continuous form (be + an-ing-form).
It's half past six already. I should be cooking the tea. Why are you sitting here doing nothing? You ought to be working.

Had better

We use had better to say what is the best thing to do in a situation.

It's cold. The children had better wear their coats.
The neighbours are complaining. We'd better turn the music down.
My wife is waiting for me. I'd better not be late.

We could also use should or ought to in these examples, although had better is stronger. The speaker sees the action as necessary and expects that it will happen.

Be supposed to

We use be supposed to when we are talking about the normal or correct way of doing things.
The guests are supposed to buy flowers for the hostess. Look at these cars. This area is supposed to be kept clear of traffic. The bus driver needs to concentrate. You're not supposed to talk to him. How am I supposed to cook this? ~ It tells you on the packet.

We can use was/were supposed to for the past.
It's eleven o'clock. You were supposed to be here at ten thirty, you know.

Exercises

1. Put in should, shouldn't, ought or oughtn't. (Look for the word to.)

Vicky: I can't come out tonight, Rachel. I (►) ought to do some more work.
I'm behind with everything. I've got so much to do.
Rachel: You (1)...................... worry so much, Vicky. Don't panic.
You (2)...................... to relax sometimes. You (3)...................... take a break.
Vicky: I know I(4)...................... panic, but I do. I can't help it.
Rachel: Anyway, you're doing OK, aren't you? Your results have been good.
You (5)...................... be pleased. You (6)...................... to invent problems for yourself.

2. What would you say in these situations? Add a sentence with 'd better (not) and the words in brackets.

► Vicky doesn't feel well. She's got a headache. What might you say to her? (an aspirin)
You'd better take an aspirin.
1 You and Daniel are meeting Rachel. You've both arrived, but she isn't there yet. She is usually late.(wait).................................................................
2 Ilona is leaving her bike outside the swimming-pool. You know it won't be safe if she leaves it unlocked.(lock)
3 Some friends are going to visit you today. Your room is in a mess. What do you think?(tidy)
4 Nick is giving you a lift in his old sports car. There's a speed limit, and there's a police car behind you.(too fast) .................................................................
5 There's an exam tomorrow. Neither you nor Rachel have done any work for it.(some revision)
.....................................................................................................................

3. Add a sentence using be (not) supposed to and these verbs: leave it outside, report to the police, stand in a queue, take two before meals, watch it

► You shouldn't bring your bike in here. You're supposed to leave it outside.
1 I've got some pills.................................................................
2 Foreign visitors can't travel freely here. ...........................................
3 Be careful waiting for a bus in England. ........................................
4 This film isn't for under-sixteens. ..................................................

4. Complete the conversation. Use should, ought to, had better or be supposed to and the verbs in brackets.

Usually there is more than one correct answer.

Vicky: What time (►) are we supposed to be (we / be) at the coffee morning?
Rachel: The invitation says ten o'clock.
Vicky: Well, it's ten now. (1) ................................................ we / hurry).
(2)……………………………………… (we / not / be) late.
Rachel: Oh, it won't matter if we're a bit late.
Vicky: I think it would be rude, wouldn't it? I don't think people (3)............................................ (arrive) late when they've been invited to something.
Rachel: You worry too much. (4) ........………… ... (you / not / take) everything so seriously, Vicky.
It's a coffee morning, not a job interview. (5)……………………………. .............. (we / not / get) there exactly on time.

Asking people to do things

Polite requests
We can use can or could in a request, when we ask someone to do something.
Can everyone be quiet for a minute, please?
Can you keep me informed? ~ Yes, of course.
Could you lend me ten pounds until tomorrow? ~ Sorry, I haven't got ten pounds.
I wonder if you could explain something to me. ~ I'll try.
Could is often more polite than can.
In a request we can also use Do you mind ...? or Would you mind...? with an ing-form.
Do you mind waiting a moment? ~ No, I can wait.
Would you mind sitting in the back? ~ No, not at all. We can also use Would you like to ...
Would you like to lay the table for me? ~ Yes, of course. We do not use Do you like ...?
for a request. NOT DO YOU LIKE TO LIE THE TABLE FOR ME?
It is always worth taking the trouble to use one of these request forms in English. We do not normally say Lay the table for me. This can sound very abrupt and impolite without a phrase like Could you . . ?

The imperative
We can sometimes use the imperative form to tell someone what to do.
Bring another chair. Hurry up or we'll be late. We form the negative with don't.
Don't be silly. Don't make so much noise.
We can use an imperative when we are with friends in an informal situation. But we do not use it to a stranger or in a more formal situation.
Excuse me. Could you tell me the way to Oxford Street, please?
NOT Tell me the way to Oxford Street-please.
Would you mind sending me a copy of your catalogue?
NOT Send me a copy of your catalogue.
Even people in authority often avoid using the imperative to give orders. Instead they can use I want/I'd like you to . . . You must... or a polite request form.
Manager: / want you all to be at the meeting.
Policeman: You must wait until you see the green light. Doctor: Could you lie down on the bed, please?

Asking for things
We use Can I/we have...? and Could I/we have . . . ? when we ask someone to give us something.
Can we have our room key, please? Could I have a receipt, please? We can also say
Could you give me a receipt, please? but we do not use the imperative.
NOT Give me a receipt.
When we ask for something in a shop or a cafe, we can simply name what we want, but we must say please
A large white loaf, please. Two coffees, please.
We can also use I'd like ... or I'll have ...
I'd like a chicken sandwich, please. I'll have a coffee.
Exercises

1. Complete these sentences and write them in: Can I... a fork, please? Could ... have a towel, . . .?
Could you ... the ... for me? Would you ... answering the phone?

1. Could you open the door for me?
2. ...........................................................
3. ...........................................................

2. Mr Atkins is the boss at Zedco. He tells everyone what to do. Complete his sentences. Use these words: can, could, have, like, mind, must, want, wonder, would

► Would you mind making some tea, Alan?
1 You…………………inform me of any developments.
2 Could I ...............the latest sales figures, please?
3 Would you ...............to arrange a meeting some time next week, Fiona?
4 I………………...everyone to read the report.
5 ………………..I see the file, please, Mark?
6 ………………..you mind putting this in writing?
7 I……………..if you could translate this letter, Linda.
8 ………………..you meet our customer at the airport?

3. Read about each situation and then make a request. Use the word in brackets.

► It is cold in the restaurant. Ask the waiter to shut the window, (could)

Could you shut the window, please?

1 You are buying a coat. Ask the assistant for a receipt, (can)
2 You want to know the time. Ask someone in the street, (could)
3 You need someone to help you. Ask a friend, (can)
4 You have bought some food, but you haven't got a bag. Ask the assistant, (could)
5 You are carrying a tray. Ask someone to clear a space on the table, (mind)
6 You are on the phone. You want to speak to the manager, (could)

Suggestions, offers and invitations

Suggestions

We can use Shall we ...? or Let's to make a suggestion. It's a lovely day. Shall we go for a walk? ~ Yes, OK. Let's play some music. ~ Good idea.

We can also use could for a suggestion.

We could watch this comedy on TV tonight. ~ Well, actually I've seen it before.

You could invite a few friends around. ~ Yes, why not?

We can also use Why don't...?

Why don't we have a look round the market?

To ask for a suggestion we use shall, should or can.

Where shall/Should we go for our holiday? ~ What about Spain?
What can I get Claire for her birthday? ~ I've no idea.
**Offers**

We can use **will** or **can** to offer to do something. *I'll* carry your bag. ~ Oh, thanks. *We can* give you a lift.

~ Oh, that would be great. Thank you.

We can also use question forms with **shall** or **can**.

*Shall* we pay you the money now? ~ Oh, there's no hurry.

*Can I* get a taxi for you? ~ Yes, please.

To offer food or drink, we use **would like**.

*Would you* like one of these chocolates? ~ Yes, please. Thank you.

*Would anyone* like more coffee? ~ No, thanks.

We can also use **Will/Won't you have** ...?

*Will you* have a biscuit? ~ Thank you.

*Won't you* have something to drink? ~ Not for me, thank you.

In informal speech we can use the imperative.

*Have a biscuit.* ~ Thank you.

**Invitations**

The words we use in invitations are similar to those we use in offers of food and drink (see B).

To invite someone, we often use **Would you like to** ...?

*Would you like to* have lunch with us? ~ Yes, I'd love to. Thank you.

*Would like* can have a verb with **to** after it, or an object with a noun. *Would you like* to stay the night? ~ Oh, that's very kind of you. *Would you like* a bed for the night? ~ Are you sure it's not too much trouble?

We can also use **Will/Won't you** ...?

*Will you* join us for coffee? ~ Yes. Thanks.

*Won't you* sit down?

In informal speech we can use the imperative. *Come and have coffee with us. Please sit down.*

**Exercises**

1. Put the words in the right order and write in the sentences: post I for you I I'll / that letter have / one of these / wont I you for a minute I shall / stop /we a game / like / would / you

   ▶ *Wont you have one of these?*

   1 ........................................ 2 ........................................ 3 ........................................

2. Complete the conversation. Put in **could**, **shall**, **will** or **would**.

   Daniel: Where (►) **shall** we have our picnic, then?
   Rachel: This looks all right. (1) ......................we sit here?
   Emma: Oh, I've forgotten the sausages. They're in the car.
   Matthew: (2) ...................... I get them?
   Emma: Oh, thanks, Matthew.
   Vicky: We (3) ......................sit by those trees. It looks nicer over there.
   Rachel: No, it's fine here.
   Daniel: Yes, it's better here, I think.
   Emma: (4) ......................you like a sandwich, Vicky?
   Vicky: Oh, thank you.
   Emma: (5) ......................you have one, Rachel?
   Matthew: And here are the sausages. (6) ......................anyone like one?
3. What would you say? There is more than one correct answer.
  ► A friend has called at your flat. Invite him to come in.
  Will you like to come in?
  1 Offer your visitor a cup of tea.
  2 You don't know what to say in your letter. Ask your friend for a suggestion.
  3 You are walking in town with a friend. Suggest having a cup of coffee.
  4 A woman you know is afraid to walk home alone. Offer to walk home with her.
  5 You are writing to a friend. Invite her to visit you one weekend.

**Will, would, shall and should**

**Will and would for predictions**
We can use will for a prediction (see Unit 25C).
It's midnight, and Sarah is still working. She'll be tired tomorrow.
We're going to Cornwall for the weekend. ~ That'll be nice. Wait a minute while I send this e-mail. It won't take long.
We use would for a past prediction or a prediction about a possible situation.
Past: At midnight Sarah was still working. She would be tired the next day.
Possible: How about going to Cornwall next weekend? ~ That would be nice. I wouldn't enjoy a camping holiday.
We can use shall instead of will, and should instead of would, but only in the first person, after I and we,
I will/shall be twenty-five in June.
We would/should like to meet your family. But NOT My-friend- should- like ...

**Shall and should**
We use Shall I ...? in offers and Shall we ...? in suggestions.
Offer: Shall I wait for you? ~ Oh, thanks. I won't be long.
Suggestion: Shall we go to the park? ~ Good idea.
We also use shall to ask for a suggestion. What shall we have for lunch?
We use either shall or should to ask for advice.
I'm in terrible trouble. What shall/should I do? We use should to say what is the best thing or the right thing to do.

135
Exercises

1. Complete the conversation. Put in will, won’t, would or wouldn’t.

Emma: We (►) won’t be here next September. It’s hard to believe, isn’t it? In a few months our student days (1)………………..be over.
Matthew: It (2)……………………..be long now. I wish I had a job. Then I(3)………………..know where I was going.
Emma: Who knows what the future (4)………………….bring?
Matthew: Why don’t we get married, Emma? Then at least we (5)………………….be together.
Emma: I don’t think so, Matthew. It (6)………………….be a good idea.
Matthew: I couldn’t live without you, Emma.
Emma: I really (7)………………….like to believe you, Matthew.

2. Complete the conversations. Put in will, won’t, would or wouldn’t with these verbs: eat, give, go, help, let, like, open, stand

► Vicky: Have you noticed how thin Jessica has got?
Rachel: She's on a diet. She won't eat anything except carrots.
1 Harriet: Mike and I……………..you get everything ready.
Mike: Yes, we're quite willing to lend a hand.
2 Laura: You're late. I thought you were going to leave work early today.
Trevor: Sorry. The boss -------------------me go.
3 Mark: Sarah and I ......................you a lift, Mike.
Sarah: Yes, we're going your way.
4 Harriet: I heard Rita has quarrelled with her boyfriend.
Melanie: That's right. If he's invited to the party, she........
5 Vicky: I've had enough of table tennis for one day.
Rachel: OK. Maybe Daniel--------------------a game with me.
6 Trevor: What's wrong with the washing-machine?
Laura: When I tried to use it earlier, the door .................
7 Mike: This lamp is always falling over.
Harriet: It -----------------------------up properly.

3. What would you say? Use will, would, shall or should.

► Offer to make the tea.
Shall I make the tea?
1 Suggest going to the swimming-pool.
2 Refuse to take any risks.
3 Say politely that you want a shower.
4 Tell someone it's best they don't decide in a hurry.
5 Predict the end of the world in the year 3000.

May not have, might not have and couldn’t have

Introduction

Vicky, Emma and Matthew are at a club in town.
Vicky: Where's Daniel? He should have been here half an hour ago.
Emma: He may have got lost. It isn’t easy to find this place.
Matthew: He could have forgotten all about it, I suppose.
Emma: He can’t have forgotten. We were talking about it this morning.
Matthew: Well, something must have delayed him.

We can use a modal verb with the perfect (have + a past participle).
We use this structure to talk about possible past events.
May have, might have and could have
We use these forms to say that possibly something happened in the past. *He may have got lost.* (= Perhaps he has got lost.) *You might have left your keys at work.* (= Perhaps you left them at work.) *Someone could have stolen them.* (= It is possible that someone stole them.)
We also use *could have* for an opportunity that we didn’t take or a possible result that didn’t happen. *We could have gone out somewhere, but we were too tired. You were very lucky. There could have been a terrible accident.*

I might not have locked the door. (Perhaps I didn't lock it.)

Must have and can't have

Must and can’t are opposites.

MUST HAVE
My watch says it's only ten past two. It must have stopped.
I realize it is certainly true that my watch has stopped.

COULDN'T HAVE
It is impossible that something happened. *Daniel couldn’t have caught the bus. It doesn’t run on Sundays.*
(It is impossible for him to have caught the bus.)

CAN’T HAVE
You’ve only spent five minutes on that job. You can’t have done it properly.
I realize it is impossible that you did the job properly.

Should have and ought to have

We use these forms when someone didn't do the right thing. *We didn't play very well We should have played better. I got lost. ~ Sorry. I ought to have drawn you a map. It was a lovely old building. They shouldn't have knocked it down.*

Exercises

1. Look at each conversation and choose the best sentence, a) or b).

► Has the car broken down? ~ Well, we may have run out of petrol.
   a) I'm sure there's no petrol left, b) I think there's no petrol left.
   1 You could have had a free holiday. ~ Yes, we could, but the dates weren't convenient.
   a) We had a free holiday, b) We didn't have a free holiday.
   2 Did you record the programme? ~ I can't remember. I might not have done.
   a) I'm not sure if I recorded it. b) I certainly didn't record it.
   3 Can't you find that newspaper? ~ No, someone must have thrown it away.
   a) It was necessary to throw it away, b) I realize now that it was thrown away.

2. Complete the replies. Use should/ought to or should have/ought to have.

► Rita: Tom's car was stolen. He hadn't locked it.
   David: I suppose it's his fault then. *He should have locked it.*
   ► Tom: I can't sleep sometimes. My neighbours play music all night.
   Melanie: That's a nuisance. *They shouldn’t play music all night.*
   1 Mark: The picnickers left litter everywhere.
   Sarah: That's awful.................................................................
   2 Emma: Jessica isn't very friendly, is she? She never says hello to people.
   Matthew: I know.
   3 Rachel: I don't think Daniel's going to get that job. He was late for the interview.
   Natasha: That can't have looked very good. ......................................................
   4 Daniel: Did you see Vicky crossing the road? She didn't look.
   Emma: She could have been killed.................................................................

3. Complete the conversation. Use cant have, might have, must have and shouldn't have.

Harriet: There's a parcel outside. The postman (>)must have left (leave) it.
Mike: Well, (1) ........................................................ (he/ leave) it outside. He isn't supposed to do that.
Someone (2).................................................... (take) it. Why didn't he ring the bell?
Harriet: He always rings. (3).................................................. (you / be) out when he came.
Mike: I haven't been out. So (4) .......................................................... (he / ring) the bell.

4. Complete the sentences. The second person agrees with the first. Use might have, couldn't have, etc.

Matthew: I'm sure the computer didn't make a mistake. That's impossible.
Emma: No, of course the computer couldn't have made a mistake.
1 Mark: I can't see the letter here now. So clearly someone posted it.
Alan: Yes, ..........................................................................................................
2 Natasha: It's possible Emma didn't hear the alarm.
Rachel: Well, I suppose ....................................................
3 Sarah: Henry drove at 100 miles an hour. Don't you think that's dangerous?
Mark: Yes, I do. ..........................................................................................................
4 Daniel: I just don't believe that Andrew has failed the exam.
Vicky: Andrew? Impossible! ....................................................

5. Complete the dialogues. Rewrite the phrases in brackets using might (not) have, must have, or can't have + past participle.

1. A Why is there so much traffic today? B I don't know. There __________ an accident. (Maybe there was)
2. A Can you move your leg? B No, it hurts too much. I think I __________ it. (Perhaps I have broken it)
3. A Look! The gate's open and the dog has gone. B Oh no! We __________ it open when we went out. (I'm sure we left it open)
4. A Oh no, the cake's burning! B You __________ too high. (You definitely put the oven on)
5. A I can't find the milk. We __________ it all. (I'm sure we didn't drink it) B Yes, you're right. It must be in there somewhere.
6. A Where's Jeremy? He should be here. B He __________ the email about the meeting. (Perhaps he didn't see)
7. A Ellen passed all her exams with top marks! B Wow! She __________ really hard. (I'm sure she worked)
8. A Mum, I'm going to play football now. B What? You __________ all of your homework. (It's impossible you've finished)
9. A We didn't see Dan and Sarah at the concert. B They __________ tickets. I think the concert was sold out. (Perhaps they weren't able to get)
10. A I called you earlier, but I got your voicemail. B Sorry. I __________ my phone by mistake. (I'm sure I switched off)

6. Complete the sentences with should/ shouldn't have and the past participle of a verb from the list: break up, come, keep take, tell, use, wait, wear.

1. We're lost. I knew we should have taken the second exit at the roundabout!
2. This tastes really spicy. You __________ so much chilli.
3. You __________ with James. He was such a nice guy.
4. The concert was amazing. You __________ with us.
5. Jim's already gone? I don't believe it - he __________ for us.
6. I'm afraid we can't exchange the jacket now. You __________ the receipt.
7. You __________ us that you were in hospital. We would have visited you.
8. I __________ these jeans. They really don't suit me.

7. Answer the following questions using the structures on the list below to express "Criticism" or "Regret" about the past actions.

SHOULD + HAVE + PAST PARTICIPLE
ought to + have + past participle

Example: A: Did you give up smoking last year?
B: I should have given up smoking last year, but I didn’t.
A: Did you tell your father the truth last night?
B: I ought to have told my father the truth, but I didn’t.
1. A: Did your sister stop eating chocolates when she got fat?
B:
2. A: Did your father get up early this morning?
B:
3. A: Did your son work hard when he was at school?
B:
4. A: Did Helga help her mother in the kitchen last night?
B:
5. A: Did you do all the exercises correctly?
B:
6. A: Did your father telephone you last night?
B:
7. A: Did your father save all his money to buy a new car?
B:
8. A: Did you introduce your girlfriend to your parents last week?
B:
9. A: Did your friend become a doctor like his father?
B:
10. A: Did your gardener water all the flowers yesterday?
B:
11. A: Did you warn your children about the dangers of the safari?
B:
12. A: Did you apologize to your teacher for what you had done?
B:
13. A: Did you learn Arabic when you were in Saudi Arabia?
B:
14. A: Did you write the tellers in English?
B:
15. A: Did you sleep with all the windows closed last night?
B:

8. Complete the following sentences with the structures below to express a "Positive" or "Negative" Logical Deduction about the Past.

**MUST** + **HAVE** + **PAST PARTICIPLE**
**CAN’T** + **HAVE** + **PAST PARTICIPLE**

Example:
A: Did you hear the explosion last night?
B: No, I didn’t. I must have been fast asleep.
A: The prisoner escaped at night.
B: He can’t have escaped at midnight because he was with me all night,
1. A: My brother speaks Spanish fluently.
B: He ______________________ lived in Spain for a long time then.
2. A: I saw a ghost last night.
B: You ______________________ seen a ghost; there aren’t any ghosts in this world.
3- A: She told me that her father went to London.
B: You ______________________ misunderstood her, because her father went to Paris.
4. A: As I was standing in the hall, your dog bit me.
B: It ______________________ been my dog; it was with me all day long.
5. A: The fish has disappeared. I wonder if the cat has eaten it.
B: Well, if the fish has disappeared, the cat ______________________ eaten it.
6. A: I saw Judy in the cinema last night.
B: You ______________________ seen her; she is still in hospital.
7. A: The burglar went straight to the safe although it was hidden behind a picture.
B: Someone told him where it was.

8. A: My pocket is empty. Have I spent all my money?
B: Well, if your pocket is empty, you spent all your money.

9. A: Marisa is very late. I wonder if her car broke down.
B: Well, if she is late, her car broken down.

10. A: Rose wrote the letter in English.
B: She written it in English, because she doesn't know English.

11. A: People used to walk ten kilometres to do their shopping many years ago.
B: They had a lot of time and energy in those days.

12. A: The door was open when I came home.
B: it been open. I had locked it myself and the key was in my pocket.

13. A: Do you know why Gilda is walking to work?
B: She missed the bus again.

14. A: Anita went to sleep in the park and when she woke up her purse had vanished.
B: Someone stolen it when she was asleep.

15. A: I cannot find my wallet. Did I leave it at home, I wonder?
B: Well, if you cannot find your wallet, you left it on the bus.

9. Rewrite the following sentences using the structures below to express "Logical Deduction" about the Past.

Example: I think the thief opened my handbag while I was talking to my friend.
The thief must have opened my handbag while I was talking to my friend.
I don’t think that my boss has read your report yet. My boss can’t have read your report yet.
1. I am sure that the bottles were delivered to the warehouse.
2. I am not sure that the manufacturer made some amendments to the contract.
3. I don't think that the locks have been changed.
4. I am sure that they sent us at least ten copies of the report.
5. I don’t believe I have lost the keys. I think I have left them at home.
6. I think the man saw the address of the agency on the brochure.
7. I am not certain that your father wrote that article about inflation in Turkey.
8. I don’t think that demand for their products was very high last year.
9. I am sure that Sharon has got used to her new job in this office.
10. I don't suppose that Wendy went and reported the matter at the police station.
11. Hilda has had a very long interview. I am sure that she has got the job.
12. Oh no! When I was cooking these vegetables, I think I didn't put any salt in them.
13. I don’t think that he has been made redundant. He was only promoted last week.

10. Make a comment for the following situations using the structures below to express Advice, Obligation or Criticism.

Example: A: I was poisoned because I ate some poisonous mushrooms by mistake.
B: You shouldn't have eaten those mushrooms.

1. A: I didn't do my homework, so my teacher got angry with me.
B: You should have done your homework.
1. A: I didn't write down the address, so I have forgotten it.
B: You

2. A: Helen didn't stand still while she was being photographed.
E: She
3. A: My father caught a terrible cold, because he went out without a coat.
B: He
4. A: The room is full of flies, because my mother opened all the windows.
B: She
5. A: The driver in front slopped suddenly without giving a warning and I drove into the back of his car.
B: The driver
6. A: My brother lost many opportunities, because he didn't take the exam.
B: Your brother
7. A: I am broke now, because I spent all my money foolishly.
B: You
8. A: The teacher shouted at me this morning, because I didn’t wear a tie.
B: You
9. A: The man treated the animals cruelly, that’s why my son started to cry.
B: The man
10. A: Marisa slipped and broke her ankle, because she was wearing high heeled shoes on the icy pavement.
B: She
11. A: The policeman gave Fiona a ticket, because she had parked her car in a no-parking zone.
B: Fiona
12. A: Romeo jumped into The take although he didn't know how to swim.
B: He
13. A: My father drove the ear after taking four sleeping pills.
B: He
14. A: My sister is upset because you didn’t write her a letter.
B: I am sorry, I
13. A: My father was very furious, because the children had not gone to bed in time.
B: The children

11. Rewrite the bold sentences using must / might (not) / can’t + have + verb.
1. I'm certain I left my umbrella at home. It's not in the office. I ____ have left my umbrella at home.
2. Holly's crying. Perhaps she's had an argument with her boyfriend. She ____
3. I'm sure Ben has read my email. I sent it first thing this morning. Ben ____
4. I'm sure Sam and Ginny haven't got lost. They have sat nav in their car. Sam and Ginny ____
5. You saw Ellie yesterday? That's impossible. She was in bed with flu. You ____
6. Perhaps John didn't see you. That's why he didn't say hello. John ____
7. I'm sure Lucy has bought a new car. I saw her driving a blue VW Golf! Lucy ____
8. They didn't come to our wedding. Maybe they didn't receive the invitation. They ____
9. This tastes very sweet. I'm sure you used too much sugar. You ____
10. It definitely wasn't my phone that rang in the cinema. Mine was on silent. It ____

12. Respond to the first sentence using should/ shouldn’t have or ought/ oughtn’t to have + a verb in the list: buy, come, eat, go, invite, learn, sit, write, take.
A We couldn't understand anybody in Paris.
B She oughtn’t to have eaten so much chocolate cake yesterday.
1. A Tom told me the date of his party, but I've forgotten it.
B You ____ it down.
2. A I was late because there was so much traffic.
B You ____ by car. The metro is much faster.
3. A Amanda was rude to everyone at my party.
B You ____ her. You know what she's like.
4. A I don't have any money left after going shopping yesterday.
B You ____ some French before you went.
B You ___________ so many shoes. Did you really need three pairs?

5. A You look really tired.
   B I know. I _______________ to bed earlier last night.

6. A The chicken's still frozen solid.
   B I know. You _______________ it out of the freezer earlier.

7. A I think I've burnt my face.
   B I'm not surprised. You ______ in the sun all afternoon without any sunscreen.

---

Self-Test 9

1. Decide which word is correct.
   ► Could I have some more tea, please?
   a) Could b) Shall c) Will d) Would

   1 Everyone's asleep. We…………….. make a noise.
      a) couldn't b) mustn't c) needn't d) wouldn't

   2 you like to go for a ride with us?
      a) Do b) Should c) Will d) Would

   3 I wonder if this is the right way. It ……notbe.
      a) can b) could c) might d) must

   4 I don't think I want to see this film. ~ Oh, I think you…………….. enjoy it.
      a) can b) shall c) will d) would

   5 I'm quite happy to walk. You …… drive me home.
      a) don't b) haven't c) mustn't d) needn't

   6 I show you the way? ~ Oh, thank you.
      a) Do b) Shall c) Will d) Would

2. Some of these sentences are correct, and some have a word which should not be there. If the sentence is correct, put a tick (/). If it is incorrect, cross the unnecessary word out of the sentence and write it in the space.

   ? I won't be able to come to the meeting. /
   ? We didn't needn't have watered the garden because it's raining, didn't
   1 Would you like to be in the team?

   2 Did people have to bring their own sleeping-bags?

   3 I could to ski when I was quite young.

   4 Would you mind for checking these figures?

   5 We may be go swimming tomorrow.

   6 I knew that I would be sorry later.

   7 If you had fallen, you could have been hurt yourself.

   8 We're not supposed to use this entrance.

   9 You don't have to do all the work yourself.

   10 Anna wasn't be allowed to take photos.

3. Write a second sentence so that it has a similar meaning to the first. Use the word in brackets.
   ► Perhaps Susan knows the address, (may)

      Susan may know the address.

      1 We should be careful, (ought)

      2 I managed to finish all my work, (able)

      3 I realize that it was a terrible experience for you, (must)

      4 It's against the rules for players to have a drink, (allowed)

      5 The best thing for you to do is sit down, (better)
6 The report must be on my desk tomorrow morning, (has)
7 It is possible that Joanne did not receive my message, (might)
8 It's impossible for Martin to be jogging in this weather, (can't)
9 Tessa wants a cup of coffee, (like)
10 It was not necessary for Nancy to clean the flat, (didn't)

4. Say what the speaker is doing. After each sentence write one of the phrases from the box.
- asking for advice; giving an order; making a suggestion; refusing permission; asking permission;
- inviting, offering food, expressing a wish, making a request, offering to help.
► Will you have a piece of cake? offering food
1 May I sit down?
2 You must report to me every day.
3 What jobs should I apply for?
4 Would you like to spend the day with us?
5 Shall I do the washing-up?
6 Shall we sit outside?
7 I'm sorry. You can't park here.
8 Could you fill in this form, please?
9 We really must have a nice big party.

5. Here is some information for visitors to New York City. Write the missing words. Use one word only in each space.
Before you travel to the US, you (►) must find out what documents you need. British people do not (1)……………………….. to get a visa, but there are different rules for different nationalities. For example, you (2) .........................need to show that you have enough money with you. But there's one rule you can be sure about: everyone (3)………………………. . . to show their passport. The roads in New York are very busy, but don't worry - you (4)……………….. get around cheaply and easily by subway. Remember that you are not (5)....................... to smoke on public transport or in shops. And don't forget either that you are (6) …………………….. to tip taxi drivers and waiters. New York is not the most dangerous city in the US, but you really (7) ……………… walk along empty streets at night. And it is safer if you are (8) ……………….. to travel around in a group.
The Infinitive

Introduction

After some verbs we can use a to-infinitive, e.g. decided to have, arranged to play. Here are some more examples:

I expect to get my money back.
Sarah agreed to work late at the office.
We can't afford to go to Australia.
Are you hoping to get a job in London?
Melanie has offered to help us when we move house.
We can put not before the to-infinitive.
Some people just choose not to get married.
At least I managed not to lose my temper.
With some other verbs we use an ing-form, not a to infinitive
Mark has finished playing golf.

Seem and appear

We can use a to-infinitive after seem and appear.
Sarah seemed to be quite annoyed. The computer program appears to have a bug in it. The person I spoke to didn't seem to know anything about the company's products.

We can use a continuous or a perfect to-infinitive.
Continuous: Andrew seems to be studying even harder these days.
Perfect: David appeared to have hurt himself.

Tend, manage and fail

We use tend to for things that usually happen.
We tend to get up later at weekends. (= We usually get up later at weekends.)
We use manage to for being able to do something.
Luckily I managed to find my way here all right. (= I was able to find my way.)
We use fail to for things that don't happen.
David failed to pay his electricity bill. (= David didn't pay his electricity bill.)

He promised to go, his promise to go

Some nouns can come before a to-infinitive. Compare these sentences. Verb + to-infinitive: Mark promised to go shopping.
But then he arranged to play golf.
Noun + to infinitive:
Mark forgot about his promise to go shopping.
Sarah found out about his arrangement to play golf.

Here are some nouns we can use: agreement, arrangement, decision, demand, desire, failure, offer, plan, promise, refusal, tendency, threat
to + infinitive to express purpose

144
• to + infinitive is used to express purpose:
  I came here to see you.
  I went to London to study English.
  I drove to the airport to meet my parents.

in order to + infinitive, so as to + infinitive to express purpose

In order to + infinitive and so as to + infinitive are also used to express purpose.
• in order to + infinitive, can be more formal than to + infinitive:
  In order to qualify for the award, you should be under twenty-five.
• in order to + infinitive and so as to + infinitive are more common than to + infinitive before verbs like
  be, have, and know:
  I got up early so as to be ready for John's phone call.
• To express a negative purpose, in order not to + infinitive and so as not to + infinitive are more common than not to + infinitive:
  He opened the door quietly so as not to disturb the baby.

Exercises
1. Complete the sentences, using a verb from the box. Use each verb once: help, speak, buy, get on, stay, look after, find, telephone, go out
   1 We decided __________ to Spain for our holidays.
   2 She learnt __________ Arabic when she was a child.
   3 I tried __________ you but there was no answer.
   4 They refused __________ the plane.
   5 She hopes __________ a job soon.
   6 Did you forget __________ the bread?
   7 I'm tired: I don't want __________ tonight.
   8 They offered __________ the children for the evening.
   9 They're planning __________ with us for the weekend.
   10 He agreed __________ us with our problem.

2. Express each question and answer as one sentence, using to + infinitive. Note that you will need to change some words.
   1 Q: Why do you go to the beach every weekend? -
      A: Because I like swimming.
      She goes to the beach every weekend to swim.
   2 Q: Why did you move to London?
      A: I wanted to find work.
      He
   3 Q: Why are you leaving home?
      A: I'm going to university in Birmingham.
      She
   4 Q: Why are you having a party?
      A: It's my thirtieth birthday, and I want to celebrate it.
      He
   5 Q: Why do you get up at six every morning?
      A: I do my training then.
      She
   6 Q: Why are you going out?
      A: I want to post a card to my mother.
      He
   7 Q: Why are you saving money?
      A: We want to buy a car.
      They
3. Rewrite these sentences without changing their meaning, using the words in brackets. You will need to omit some words, and you may need to change the word order.

1. She put the letter in her bag because she didn't want to lose it. (so as)
   She put the letter in her bag so as not to lose it.
2. You should book your tickets early if you want to avoid disappointment. (in order)
   You should book your tickets early in order to avoid disappointment.
3. I'll leave work at 4.30 so I won't be late, (so as)
   I'll leave work at 4.30 in order to not be late.
4. Everybody stopped talking because they wanted to hear her sing. (in order)
   Everybody stopped talking in order to hear her sing.
5. I need to watch you so I can understand what you are doing on the computer, (in order)
   I need to watch you so I can understand what you are doing on the computer in order.
6. If you want to pass the exam, you will need to study very hard, (in order)
   If you want to pass the exam you will need to study very hard.
7. We don't want to waste any time, so let's start the meeting now. (so as)
   We don't want to waste any time so let's start the meeting now.
8. They moved out of the city because they wanted to have a quieter life, (in order)
   They moved out of the city in order to have a quieter life.
9. Keep the CD in its case. Then you won't damage it. (so as)
   Keep the CD in its case so you won't damage it.
10. He waited outside the house because he wanted to see her when she came home, (so as)
    He waited outside the house so he could see her when she came home.

4. Say what each speaker did. Use these verbs before a to-infinitive: decide, demand, offer, promise, and threaten.

   ► Henry: I really must speak to the manager. Henry demanded to speak to the manager.

   1. Trevor: I'll put the shelves up soon, I promise.
   2. Claire: OK, I'll buy both the dresses.
   3. Melanie: I'll cook the meal if you like.
   4. Tom: If you don't control that dog, Nick, I'll shoot it.

5. Complete the answers using seem and a to-infinitive. (Some of the to-infinitives may be continuous or perfect.)

   1. Vicky: Have Matthew and Emma got over their quarrel?
      Daniel: I think so. They seem to have got over it.
   2. Rita: Is Claire in love with Henry?
      Sarah: Probably not. She doesn't seem to be in love with him.
   3. Tom: Do Mike and Harriet really believe there's life on Mars?
      David: Well, yes................................. there is.
   4. Victor: Has Ilona's English improved?
      Emma: Yes, .................................................. quite a lot.
   5. David: Does Rita like football?
      Tom: I don't think so.................................................. it much.
   6. Natasha: Is Daniel working hard, do you think?
      Rachel: Yes, I think so................................. hard.
   7. Sarah: Has Trevor made a good job of those shelves?
      Laura: Not really. a very good job of them.

6. Put in the to-infinitive form. (Some may be continuous or perfect.) Use these verbs: come, find, hang, have, invite, leave, take.

   Harriet: Hello, Nick. You managed (►) to find your way then? Nick: Yes, in the end. It's a bit complicated, isn't it?
   Harriet: Well you're here now. Do you want (1) .........................your coat up?
   Mick: Thank you.
   Harriet: I'm glad you decided (2) ........................................ to our party. Everyone seems (3) ................................. a good time. We tend (4) ........................................ lots of people to our parties.
   Nick: Is Tom here?
   Harriet: No, he couldn't come. He'd already made an arrangement (5) ......................... somebody somewhere in his taxi.
   Nick: And Rita?
   Harriet: Er, she was here, but she appears (6).................................early. I don't know where she's gone. She was with someone.
7. Complete the following sentences with the "Plain Infinitive" or "Full Infinitive" forms of the verbs in brackets.

Example: Rose made me ............. miserable, (feel)
Rose made me feel miserable. (Plain Infinitive)
Would you like ............. . to the cinema with me? (go)
Would you like to go to the cinema with me? (Full Infinitive)

1. I didn't dare ............. . the doctor that she was wrong, (tell)
2. I would prefer you ... ... ... me up at, eight, o'clock, (pick)
3. It was foolish of you ... ... ... so last in the centre of the city, (drive)
4. They would rather ............. . a boxing match than a football match, (see)
5. Lora is not well enough. ... ... ... tennis this evening, (play)
6. Thank you for your postcard, it was very thoughtful of you ... ... ... it. (send)
7. They didn't allow Julie .................. . tennis at school, (play)
8. I am too scared. ... ... ... the tent. There are some bears outside, (leave)
9. He would rather his evenings alone than ... ... ... other people, (spend / mix with)
10. How old were you when you learnt.................. ? (drive)
11. Chris does nothing but ... ... ... all the time, (complain)
12. I don't mind walking there, but I would rather ... ... ... a taxi, (take)
13. How do you make this machine ..........................? - I am not sure, (work)
14. I like .................................. carefully about things before I make a decision, (think)
15. It was wrong of you .................. ... your mother like that, (scare)
16. I didn't want ... ... ... the film. It wasn't worth seeing, (see)
17. Rather than ................................ it back to the shop he decided to repair it himself, (take)
18. The doctor made the patient.... ... ... in bed for a few days, (stay)
19. The robber made everyone in the bank .......................... down on the floor, (lie)
20. I would rather ... ... ... tennis than ... ... ... golf, (play)
21. He was made ............. .... his homework, (do)
22. She seems ... ... ... nothing but ... ... ... (do/sleep)
23. She would prefer ............. ... out rather than ............. ... at home, (go/stay)
24. She didn't let me ............. ... the flute in the living room, (play)
25. Where do you usually .................. your summer holidays? (spend)
26. I will let you .......................... the result of the game tomorrow, (know)
27. You had better ............. me the truth before the police arrive, (tell)
28. Let's .......................... for a walk as soon as it stops raining, (go)
29. She suggested that the teacher ............. ... the subject once again, (explain)
30. She stopped ........... a cigarette but she couldn't ... ... ... a lighter, (smoke/find)
Verb + ing-form

After some verbs we can use an ing-form, for example, suggested going, enjoy putting.
I usually avoid driving in the rush hour. We'll have to practise throwing the ball into the basket.
Have you finished typing that letter? Nick says he's given up smoking. We can sometimes put not before an ing-form.
Imagine not having anywhere to live.
With some other verbs we use a to-infinitive, not an ing-form I don't want to put up a tent in the rain.

Mind
We use mind + an ing-form mostly in negative statements and in questions.
Andrew doesn't mind having lots of work. He quite likes it. (= He doesn't dislike having lots of work.) Do you mind waiting a moment? ~ No, that's OK. I wouldn't mind travelling around the world some time.

Verbs with can't
Note can't or couldn't with help, resist, face and stand. We can put an ing-form after these verbs. I think Tom is very amusing. I can't help laughing at his funny stories. The dress was so beautiful that Claire couldn't resist buying it. Let's eat out, shall we? I can't face cooking a meal today. I never go in the bank if it's busy. I can't stand waiting in a queue.

Keep (on) and carry on
We use keep or keep on + an ing-form to talk about something continuing, or when it happens again and again.
Just keep stirring the mixture until it boils. Nick keeps ringing Rita and asking her out.
The runners didn't mind the rain. They just kept on running.

Carry on means something continuing.
Just carry on stirring the mixture until it boils.

Prepositions + gerund
• When a verb follows an preposition, it takes the gerund:
  We thought about leaving early.
  I was worried about getting home.
  I'm interested in hearing more about your offer.
  I'm tired of hearing his excuses.
  After closing the door, he looked up and down the street.
  Check your passport before leaving.

NOTES
• Note That to can be a preposition, or part of an infinitive:
  I decided to leave early, (to + infinitive)
  I'm looking forward to seeing them again, (to + gerund)
  • A gerund behaves like a noun. Where a gerund can be used, a noun can also be used.
  I'm looking forward to going on holiday.
  I'm looking forward to my holiday.

Gerunds as subjects of sentences
• Gerunds can be subjects of sentences
  Smoking makes me feel sick.
  Living in a foreign country can be very difficult
Exercises

1. Write these sentences, changing the verbs into gerunds.

1. Do you like (make) cakes?
   Do you like making cakes?

2. I dislike (get up) at seven o'clock every morning.

3. I started (work) here eight or nine years ago.

4. Do you prefer (travel) by plane or by ship?

5. I hate (write) 'thank you' letters.

6. I gave up (drive) after I had a bad accident.

7. I miss (be) able to visit my family.

8. I love (sit) here by the sea in the evenings.

9. I think it's time to stop (play) football.

10. What time did you finish (read) last night?

11. Why don't you like (go) to discos?

12. I think I'll start (pack) my suitcase.

2. Complete these sentences, putting the verbs into the gerund and using one of the following prepositions. Some of them are used more than once. About, of, in, to, after, by, for, on, at, without:

1. We talked ..about going_ (go) to France for our holiday.

2. I look forward (see) you again next year.

3. She's tired (work) for the company.

4. I'm very happy my parents (come) home.

5. (open) the front door, I walked slowly through it.

6. We got into the house (climb) through a window.

7. I'm looking forward (work) with you.

8. Are you interested (join) the committee?

9. I'm tired (come) to the same place every week.

10. He's very keen (swim) at the moment.

11. I'm worried Jane (get] to the airport on time.

12. I'm not interested (hear) your excuses.

13. She's very good (listen) to what people say.

14. This is used (cut) metal.

15. The car drove off (stop).

3. Rewrite these sentences, starting with a gerund. You may need to change some words.

1. A good way of keeping fit is to swim every day.
   Swimming every day is a good way of keeping fit.

2. It takes a long time to learn a foreign language.

3. Clean the machine more often - that will solve your problems.

4. Grow your own food. It's less expensive.

5. Give up smoking: it will make you feel better.

6. It is cheaper to go by rail than by air.

7. You are not allowed to smoke here.

8. It's not very pleasant to be in hospital.

9. It's very difficult to windsurf properly.

10. It's more difficult to speak a foreign language than to read it.

11. It is forbidden to walk on the grass.

12. One thing I can't do is swim on my back.

13. It's difficult to be polite to someone you don't like.

4. Write the verbs in the box in the correct form in these sentences. Use each verb once only: have, move, watch, learn, study, get up, hdp, look after, smoke, say, eat, become, work, go, write, walk, live, make, see, go out

1. Smoking. is unhealthy, but a lot of people find it difficult to stop.
2 I'm fed up with __________ in the city it's too dirty and crowded.
3 I enjoy __________ in the garden at weekends.
4 I have decided __________ to stop in the evenings so that I can save some money for my holidays.
5 He's an artistic person - very good at __________ poetry.
6 They don't like __________ and go everywhere by car.
7 I'm not really interested in __________ to university.
8 She's going to continue __________ for another two years, until her exams.
9 They're thinking of __________
10 That machine? Oh, it's used for __________ toasted sandwiches.
11 They've given up __________ meat.
12 Before __________ a teacher, he worked in advertising.
13 __________ children can be very tiring.
14 We're looking forward to __________ you.
15 They hate __________ early in the morning.
16 Thank you for __________ me organize the party.
17 They're very keen on __________ how to play chess.
18 We love __________ parties.
19 She left without __________ goodbye.
20 __________ television seems to be our national sport.

5. Answer the questions using the notes in brackets.

► Mike: Is your car working now? (they / not / finish / repair / it) You: No, they haven't finished repairing it yet.
1 Laura: Have you done the crossword? (I / give up / try) You: No, ………………………………………
2 Daniel: There's a story here in the paper about a 110-year-old man. (I / can / not / imagine / be) You: Good Lord. …………………………………………………………………………so old.
3 Tom: Do you like football? (I / enjoy / watch / it / on TV) You: Well, …………………………………………………
4 Rachel: Whose idea was it to invite all these people? (suggest / have / a party) You: I'm not sure. Someone ………………………………………………………………………

6. Use three words to complete each sentence; can't, couldn't, face, help, resist, stand, doing, feeling, having, lying, noticing

► Rita said she was OK, but I couldn't help noticing how upset she looked.
1 I hate holidays by the sea. I……………………………………… on a beach all day.
2 I feel really full. I'm afraid I ..................................................a pudding with my lunch.
3 I was so tired yesterday I just……………………………………… any housework.
4 Tom's car was stolen, but, as he left it unlocked, I............................…………………. it's his own fault.

7. Some friends have had a meal together in a restaurant. Put in the ing-forms. Use these verbs: change, discuss, eat, get, miss, ring, try, wait, walk.

Vicky: Shall we go then?
Rachel: Daniel hasn't finished (►) eating yet.
Daniel: It's OK. It's just a piece of chocolate.
Matthew: Chocolate? After that enormous meal?
Daniel: I know. I've eaten too much. When I find something new on the menu,
I just can't resist (1) ……………………. it.
Rachel: How are we getting home?
Vicky: I don't mind (2) …………………… I feel like some fresh air.
Rachel: You're crazy. It's miles. And we've just eaten.
Matthew: I suggest (3) ……………………. for a taxi. It'll save (4) …………………… round for a bus.
Emma: Good idea. I couldn't face (5) cold again after being in the warm all evening.
Rachel: Yes, the bus journey is too complicated. It involves (6) buses in the centre.
We don't want to risk (7) a bus and having to wait half an hour.
Daniel: Or we could take a taxi to the bus station and then get a bus from there.
Matthew: Well, you can carry on (8) the problem, but I'm going to ring for a taxi.

8. Answer the following questions giving long answers.
1. Are you in the habit of smoking Hubble bubble?
2. Do you love walking in the snow?
3. Do you think that knowing a foreign language is useful?
4. What is your father used to doing in the morning?
5. What are you afraid of doing at night?
6. Are you tired of living in Istanbul?
7. What do your parents enjoy doing at the weekends?
8. What is your mother tired of doing every day?
9. Are you accustomed to eating the same kind of food all the time?
10. Do you think that using a computer is absolutely necessary nowadays?
11. What are you fond of doing on Sundays?
12. Do you avoid drinking coffee if it keeps you up at night?
13. Did you have fun watching the football match on TV last night?
14. What do you do if you consider quitting your job?
15. Do you feel like going to the cinema tonight?
16. Are you allowed to enter a mosque without taking your shoes off?
17. Do you think that teaching English calls for a lot of patience?
18. Is there a possibility of going to Mars in the future?

Verb + to-infinitive or verb ing-form?

Introduction

Some verbs are followed by a to-infinitive, and some by an ing-form.

VERB + TO-INFINITIVE  VERB + ING-FORM

Harriet decided to have a party. Harriet suggested having a party.

Decide takes a to-infinitive.

A few verbs take either a to-infinitive or an ing-form

Laura started to paint/started painting a picture.

To-infinitive or ing-form?

+ TO-INFINITIVE

These verbs are followed by a to-infinitive.
agree, aim, appear, arrange, ask, attempt, beg, can't afford, can't wait, choose, claim, decide, demand, desire, expect, fail, guarantee, happen, help, hope, manage, offer, plan, prepare, pretend, promise, prove, refuse, seem, tend, threaten, turn out, undertake, want, wish.

+ ING-FORM

These verbs are followed by an ing-form.
admit, avoid, can face, can't help, can't resist, can't stand, carry on, consider, delay, deny, detest, dislike, enjoy, excuse, fancy, finish, give up, imagine, involve, justify, keep on, mention, mind, postpone, practise, put off, resist, risk, save, suggest, tolerate

Can't wait and fancy

If you can't wait to do something, you are eager to do it.
I can't wait to see the photos you took. (= I am eager/impatient to see the photos.)
If you fancy doing something, you want to do it.
Do you fancy going out for a meal? (= Would you like to go out for a meal?)

Fancy is informal.
Happen, turn out and prove

We use prove to or turn out to when experience shows what something is like. In the end our forecast proved to be correct. Finding Harriet's house turned out to be more difficult than Nick had expected.

Two forms together

We can sometimes use more than one to-infinitive or ing-form together.

The government decided to refuse to give in to the terrorists. I want to avoid hurting anyone's feelings. The man denied threatening to kill a policeman.

Like, love, prefer and hate

After like, love, prefer and hate, we can use either a to infinitive or an ing-form. The meaning is the same.

Mrs Miles likes to do/likes doing parachute jumps.
She loves to look/loves looking down at the fields below.
We always prefer to stay/prefer staying in small hotels.
I hate to stand/hate standing up while I'm eating.
But compare these two meanings of the verb like.
LIKE TO DO LIKE DOING

Like takes a to-infinitive when it means that we prefer to do something even though we may not enjoy it.

I like to check my work carefully before handing it in.
Like usually takes an ing-form when we use it to talk about hobbies and interests

Claire likes skiing.
I don't like swimming much.

Would like, etc

After would like, would love, would prefer and would hate, we use a to-infinitive but not usually an ing-form.

I'd like to do a parachute jump one day. My sister would love to work as an artist.
Mark would prefer to drive rather than take the train. I'm glad I live here. I'd hate to live in a big city.

Compare would like and like.

I'd like to lie on the beach today. It's too hot to do anything else.
I like lying on the beach. I always spend my holidays sunbathing.
I'd like means 'I want', but it is more polite I like means the same as 'I enjoy',

Start, intend, etc

We can use either a to-infinitive or an ing-form after these verbs: begin, bother, continue, intend, propose (= intend), start

People began to leave/began leaving the theatre before the end of the play.
Rachel didn't bother to do/bother doing the washing-up. Do you intend to make/intend making a complaint? The meaning is the same.

We do not usually have two ing-forms together.

It was starting to get dark. NOT It was-starting-getting dark.

Exercises

1. Complete the conversation. Put in a to-infinitive or ing-form.

Matthew: Are we going to have a holiday this year?
Natasha: Didn't we all decide (►) to spend (spend) our holidays on a Greek island?
Matthew: Lovely. I enjoy (►) lying (lie) on the beach.
I might manage (1) ............................................(get) a sun tan.
Daniel: I'd love a holiday. I can't wait (2) .........................(leave) this place behind.
Emma: I don't fancy (3) ....................................... (stay) in one place all the time.
I really dislike (4) ............................................. (sit) on the beach all day.
Natasha: Well, I don't mind (5) ............................................. (tour) around somewhere.
Emma: Matthew, you promised (6) ............................................. (go) to Scotland with me.
We were planning (7) ............................................. (hire) a car.
Matthew: Scotland? Are you sure? But I couldn't face (8)………………………… (drive) all the time.
Jessica: I'm afraid I can't afford (9)…………………. (spend) too much money.
Andrew: And I can't justify (10) …………. (take) all that time off from my studies.

2. Complete this article from a magazine. Put in the to-infinitive or ing-form of these verbs: accept, argue, be, find, have, insist, lose, plug, repair, say, take, wait
If you buy something from a shop, a new stereo for example, you usually can't wait (►) to plug it in and put some music on. And of course, you expect (►) to find the equipment in working order. But that doesn't always happen, unfortunately. If the thing doesn't work, you should take it straight back to the shop. If you delay (1)………………………….. it back, you will risk (2) …………. your rights as a customer.
And you should prepare (3) ……………….. on those rights. You may be one of those people who always avoid (4)……………………….. with people, but in this case you should be ready for an argument. The assistant may prove (5)…………………………. a true friend of the customer - it's not impossible – but first he or she will probably offer (6)…………………………... the stereo for you. That's all right if you don't mind (7)……………………….. a few weeks, but it isn't usually a good idea. What you should do is politely demand (8) ……………………… your money back immediately. You may want to accept another stereo in place of the old one, but you don't have to. You should refuse (9)…………………………… a credit note, last keep on (10) ……………….. that you want your money back.

3. What might you say in these situations? Write a sentence with both a to-infinitive and an ing-form.
► Your decision to change your holiday arrangements might upset Vicky. You won't risk that. You don't want to. What do you say to Rachel?
I don't want to risk upsetting Vicky.
1 You and Melanie want to complain about your meal in a restaurant. You need to see the manager. Melanie won't ask, but you don't mind. What do you say to her?
2 Matthew doesn't like the idea of going to Scotland. But he promised. He admitted it. What do you tell Emma?
3 The band were playing. They finished just as you arrived. This was quite by chance. What do you tell your friends?
Just as I arrived,
4. Complete the following sentences with the "Gerund" or "Full Infinitive" forms of the "verbs" in brackets.
Example : In winter months, I really miss ………….. in the sun. (lie)
In winter months, I really miss lying in the sun. (gerund)
We are expecting …………….. abroad this summer, (go)
We are expecting to go abroad this summer, (full infinitive)
1. I don't like …………….. alone in the house at night, (be)
2. We aired the room by …………….. the windows, (open)
3. I would like …………. you on behalf of all the staff, (thank)
4. If you haven't got too much luggage, I suggest …………….. the underground, (take)
5. It was very careless of you …………. that coffee cup, (break)
6. I am considering …………….. my cousins in Mersin next summer, (visit)
7. I recommend you …………….. the time wisely, (use)
8. When I go on holiday, I like …………….. plenty of exercise, (take)
9. I didn't finish …………. the room because I didn't like the colour. (paint)
10. The citizens are waiting for the Pied Piper …………. their children back, (bring)
11. I told a white lie to avoid …………….. my wife's feelings, (hurt)
12. I don't usually like …………….. early, but I like …………. when I am on holiday, (get up/get up)
13. I can't help …………….. him when I see him, (laugh at)
14. I regret …………. you that we are not in a position to explain it. (inform)
15. Why don't you find something to do, like …………….. the car? (clean)
16. a degree enables you …………. … a better job. (have/get)
17. I am fed up with …………. this film on the television. (watch)
18. Brenda is very good at …………. phone numbers. (memorize)
19. She persuaded me …………. in this play. (act)
20. It is no use …………. me the way. I am only a visitor here. (ask)
21. I cannot seem …………. rid of this cold. (get)
22. Don’t bother …………. the lift, it is out of order. (try)
23. I cannot stand …………. early in the morning. (get up)
24. She found it difficult …………. the busy street. (cross)
25. It was very kind of you …………. me chocolates. (bring)
26. Those children are too young …………. themselves. (look after)

5. Complete with a gerund or infinitive with to of a verb from the list: carry, call, come, do, drive, eat out, go out, take, tidy, wait, work.
1. I’m exhausted! I don’t fancy _________tonight.
2. I suggest_____________ a taxi to the airport tomorrow. It’ll be much quicker.
3. Even though the snow was really deep, we managed _____ to the local shop and back.
4. We’d better ______________some shopping- there isn't much food for the weekend.
5. I’m very impatient. I can’t stand_____________ in queues.
6. I wasn't well and a young man offered __________my bags.
7. My parents used to make me ________________my room.
8. We threatened ________________the police if the boys didn't stop throwing stones.
9. Do you feel like _____ to the gym with me?
10. I’d prefer ________________instead of getting a takeaway.
11. I don’t mind _________________late tonight if you want me to.

6. Circle the correct form.
1. We would like paying/to pay our bill now as we're leaving early tomorrow.
2. My husband doesn’t mind doing / to do/ do housework.
3. I must listening / to listen / listen to some of their songs before T go to the concert.
4. Our teacher makes us checking /to check/ check our homework.
5. Tom's doctor suggested seeing /to see/ see a specialist about his back.
6. Mark learned playing / to play/ play the guitar when he was a teenager.
7. My girlfriend's very possessive. She doesn't let me going out / to go out/ go out with my friends anymore.
8. The man denied stealing /to steal/ steal the laptop from my bag.
9. Kim expects betting / to bet/ bet her exam results on Friday.
10. I’ve given up buying / to buy/ buy CDs because it's cheaper to download the cracks I like.
11. I can't imagine having to / to have to/ have to get up at 6.00 every morning.
12. He managed passing /to pass/ pass his driving test although he was really nervous.

7. Write in the words. Begin I like ... or I'd like ... Use these verbs: buy, chase, drive, play, see
Use these objects: computer games, rabbits, the manager, this car, this tin

► I like playing computer games.
1.………………………………2.…………………………
3.………………………………4.…………………………
8. Complete the sentences using the words in brackets.

Mark: I've always wanted to visit San Francisco.
Sarah: Me too. I'd love to visit (I'd love) it some time.
David: Yes, .......................................................... (he loves) United pla
1 Harriet: Tom seems to enjoy watching football matches.
Laura: Me too .......................................................... (I wouldn't like) such long hour
3 Matthew: I think I'll go and see this new film.
Emma: Can I go with you? .......................................................... (I'd like) it, too
4 Rachel: Do you want to come with me or wait here?
Vicky: .......................................................... (I'd prefer) with you if that's OK
5 Laura: I think queuing is my least favourite activity.
Tom: I agree .......................................................... (I hate,)
6 Claire: Does Mark cook for you?
Sarah: No, not often.......................................................... (he doesn't like"
7 Reporter: Have you ever flown in a hot-air balloon?
Mrs Miles: No, but .......................................................... (I'd love) in one someday.
8 Rachel: Did you say you're having your teeth looked at today?
Emma: Yes, .......................................................... (I like) them checked once a year.

9. Complete this news report about a stolen taxi. Put in the to-infinitive or the ing-form of these verbs: drive, go, lock, make, search.

Kevin Paisley, 25, has lost his taxi. It was stolen on Friday afternoon. 'I just went into the newsagent's for a moment,' said Kevin. 'I didn't bother (►) to lock the car.' Kevin started (1) .......................................................... His own taxi only six months ago. 'I was just beginning (2) .......................................................... a profit,' he said.

'I intend (3) .......................................................... on with my work as soon as I get my taxi back.'
The police are continuing (4) .......................................................... for the stolen car.

Remember, regret, try, etc

With some verbs, the choice of a to-infinitive or an ing-form depends on the meaning

**Remember and forget**
I must remember to post this letter today. It's important. The clothes are still dirty because
I forgot to switch on the machine.
We use remember/forget to do for necessary actions. The remembering is before the action.
I can remember posting the letter. I posted it on Friday morning. I'll never forget flying over the Grand Canyon. It was wonderful.
We use remember/forget doing for memories of the past. The action is before the remembering.

**Regret**
We regret to inform you that we are not taking on any new staff at present.
Regret to do something means to be sorry for something you are doing, e.g. giving bad news.
I regret spending all that money. I've got none left.
Regret doing something means to be sorry because of something that happened in the past.

**Try**
I'm trying to run this computer program.
Try to do something means to attempt something, to do your best.
I tried clicking on the box, but it doesn't work.
Try doing something means to do something which might solve a problem.

**Stop**
An old man walking along the road stopped to talk to us. Stop to do something means to stop so that you can do it.
There's too much noise. Can you all stop talking, please?

Stop doing something means to end an action, to finish doing it.

Mean

I think Nick meant to break that glass. It didn't look like an accident.

Mean to do something is the same as to intend to do it.

I'm applying for a visa. It means filling in this form.

Means doing something expresses the idea of one thing resulting in another.

Go on

The teacher introduced herself and went on to explain about the course.

Go on to do something means to do something else, to do the next thing.

The teacher told everyone to be quiet, but they just went on talking.

Go on doing something means to continue doing it.

Need

I need to clean my shoes.

This means that I must clean my shoes, I have to clean them.

My shoes need cleaning.

This means that my shoes need to be cleaned.

Exercises

1. Put in the to-infinitive or the ing-form of the verbs.

Laura: Did you remember (►) to pick (pick) up those photos today?

Trevor: What photos?

Laura: Oh, no. I can remember (1) ........................................ (mention) it to you only this morning.

Trevor: I can't remember (2) ........................................ (agree) to pick up some photos.

Laura: Well, don't forget (3)........................................ (call) at the shop for them tomorrow. You've got a terrible memory. Yesterday you forgot (4)........................................ (lock) the door.

Trevor: I'm sure I didn't forget (5) ........................................ (lock) it.

I can clearly remember (6)........................................ (look) for my keys. They were in my pocket.

Laura: You ought to write notes to yourself to remind you.

Trevor: That wouldn't be any good. I'd never remember (7) ........................................ (look) at them!

2. Put in the to-infinitive or the ing-form of the verbs.

I used to like going to our local cinema. It was old and rather uncomfortable, but it had character. Now they've stopped (►) showing (show) films there. The owner would like to go on (1) ..................... (run) the cinema, but he would need (2).......................... (make) a lot of improvements, which would mean (3)........................................ (spend) tens of thousands of pounds. I remember (4).......................... (watch) the last film at the cinema. It was a murder mystery. It was five minutes from the end, and we were trying (5)..................... (work) out who the murderer was when suddenly all the lights went out and the film stopped. We sat in the dark for a few minutes, and then the owner appeared with a torch. I regret (6).......................... (tell) you,' he said, 'that our electricity has failed. I don't mean (7).......................... (disappoint) you, but I'm afraid we can't show you the end of the film. We've tried (8).......................... (phone) the electricity company, but they say they can't help.' He went on (9).......................... (explain) to the audience how the film ended. I didn't understand the story. But I don't regret (10).......................... (go) to the cinema on that last evening.

3. Write each pair of sentences as one. Use a to-infinitive or an ing-form.

? Trevor didn't ring Laura. He forgot.

Trevor forgot to ring Laura.

? Tom and Nick had been playing cards for hours. But they went on with the game.

Tom and Nick went on playing cards.

1 Harriet didn't think she could move the piano. She didn't even try.

2 Mike once saw a spaceship. He'll never forget it.

3 What about painting the walls? They need it.
4. Complete the sentences with the verbs in brackets in the infinitive (with or without to) or the gerund (-ing).

1. I learnt to speak French when I was at school. (speak)
2. Do you fancy going to a film tonight? (go see)
3. Laura's mother lets her go out when she wants. (go out)
4. I can't afford to have a holiday this year. (have)
5. It's getting late. We'd better stay much longer. (not stay)
6. I'm going to carry on working until 8.00 tonight. (work)
7. What are you planning to wear to the party? (wear)
8. Would you rather stay in the country or in a town? (live)
9. I couldn't help laughing when my brother fell off his bicycle. (laugh)
10. Did you manage to finish the report before the meeting? (finish)
11. We're really looking forward to seeing you again. (see)
12. If I tell you a secret, do you promise not to tell anybody? (not tell)
13. My boss made me work late last night. (work)
14. Since I've moved abroad I really miss seeing my friends. (see)
15. Would you like helping me with the dinner? (help)
16. I don't mind waiting. I'm not in a hurry. (wait)
17. Sorry, you aren't allowed to park here. (park)
18. If the computer doesn't work, try turning it off and on again. (turn)

5. Complete the sentences with the verbs in brackets in the gerund or the infinitive with to.

1. You forgot buying the milk. (buy)
2. Could you try not being late tomorrow? (not be)
3. The sheets on this bed are dirty. They need changing. (change)
4. Don't you remember meeting his wife at that party at Christmas? (meet)
5. I'll never forget arriving in New York for the first time. (arrive)
6. I think you need revising the irregular verbs. (revise)
7. Did you remember telling James about the meeting tomorrow? (tell)
8. If the computer doesn't work, try turning it off and on again. (turn)

6. Write sentences that are true for you, using the prompts. Compare your ideas with a partner.

Ask him / her for more details.

1. something you learnt to do when you were a child
2. something your parents didn't let you do when you were younger
3. a place you remember visiting
4. a person you enjoy spending time with
5. something you often forget to do
6. something that you try not to do

7. Complete the sentences with the correct form of a verb from the list: buy, call, climb, find, iron, read, send, spend.

1. My sister is trying finding a new job. She doesn't get on with her boss.
2. Do you remember finding the apple tree in our parents' garden when we were children?
3. We need finding a plumber because the shower's broken.
4. Laura forgot giving her mother a birthday card.
5. I remembered __________ the milk, but I forgot to buy any bread!
6. If you can't sleep at night, try ______ a book in bed. It will help you relax.
7. That shirt needs __________ if you want to wear it tonight.
8. I'll never forget __________ a romantic weekend in Paris with my first boyfriend.

8. Tell your partner one thing that . . .
   • you'll never forget seeing for the first time
   • you sometimes forget to do before you leave the house in the mornings
   • you remember doing when you were under five years old.
   • you must remember to do today or this week
   • you need to do when you can't sleep at night.

9. Circle the correct form.
1. Your hair needs cutting/to cut. It's really long!
2. I'll never forget to see/seeing the Grand Canyon for the first time.
3. I need to call/calling the helpline. My computer has crashed.
4. Have you tried to take/taking a tablet to help you sleep?
5. I must have my keys somewhere. I can remember to lock/locking the door this morning.
6. I had to run home because I had forgotten to turn/turning the oven off.
7. Our house needs to be painted/painting. Do you know any good house painters?
8. Did you remember sending/to send your sister a card? It's her birthday today.

10. Complete the sentences with the correct form of the verbs in brackets. Use the gerund, the
    infinitive with to, or the infinitive without to.
1. Emily's parents aren't strict enough with her. They let her - whatever she likes. (do)
2. I'm really busy right now. Would you mind - me back in about five minutes? (call)
3. My boss told me she wanted - to me in her office. (speak)
4. We decided - her a birthday present because we weren't sure what she wanted. (buy)
5. Have you ever thought of back to live in Edinburgh or are you happy in London? (go)
6. Have you finished - the computer yet? I need it. (use)
7. - for people who are late makes me really angry. (wait)
8. - late at night always makes me - a bit uncomfortable. I just can't go to bed on a full stomach. (eat / feel)
9. - late at night always makes me - a bit uncomfortable. I just can't go to bed on a full stomach. (eat / feel)

12. Student A
   a. Complete the verb column with the correct form of the verbs in brackets.
   b. Ask your partner the questions in a.
   c. Answer B's questions.
1. Could you manage • for a week without your phone? (live)
2. Do you ever get the chance to practise• English outside class? (speak)
3. If you really hated your friend's partner, would you pretend • him / her? (like)
4. Is there any kind of housework you can't you stand? (do)
5. Would you ever risk• something which was past its sell-by-date? (eat)
6. Is there anything that you think you ought to give up •? (do)
7. What kind of things do you tend • about? (worry)
8. Did your parents let you • in the street when you were a child? (play)
9. Do you sometimes forget • things or do you have a good memory? (do)
10. Is there a city or country that you really fancy •? (visit)
11. Are there any apps you’d recommend •? (get)
12. Is there a TV programme you can't help • even though you don't think it's very good? (watch)

StudentB

a. Complete the verb column with the correct form of the verbs in brackets.
b. Ask your partner the questions in a.
c. Answer A’s questions.
   1. Do you think it's worth • a yearly medical check up? (have)
   2. Is there anything that really needs • to your house or flat? (do)
   3. Have you ever tried • flat pack furniture? (assemble)
   4. Can you imagine • to another country? (emigrate)
   5. Would you rather • an e-book or a paper book? (read)
   6. Are there any jobs in the house that you don't mind •? (do)
   7. Do you remember• your best friend for the first time? (meet)
   8. Have you ever had to stop • a type of food because you were told it wasn't good for you? (eat)
   9. Did your parents ever make you • something you really didn't enjoy? (learn)
10. Do you think that you’ll carry on• English next year? (study)
11. Is there a film you’re looking forward to •at the cinema? (see)
12. Would you prefer• a week on the beach or a week in the country? (spend)

Self Test 10

1. Complete the conversations. Put in a to-infinitive or an ing-form.
   ▶ A: I hear you sometimes sail to France in your boat.
   B: That's right. I really enjoy sailing.
   1 A: Are you going to organize our trip?
   B: Yes, of course. I’ve agreed…………………………..it.
   2 A: You wear a uniform at work, don't you?
   B: Yes, I have to, although I dislike ……………………. it.
   3 A: Do you think they'll approve the plan?
   B: Yes, I'm quite sure they'll decide ……………………. it.
   4 A: What time will you be back?
   B: Oh, I expect…………………………. back some time around nine.
   5 A: Did I remind you about the dinner tonight?
   B: Yes, thank you. You keep……………………….me.
   6 A: Was your decision the right one, do you think?
   B: Yes, luckily. In the end it proved…………………… the best thing for everyone.
   7 A: Do you still work at the post office?
   B: No, I gave up……………….. there last year.
   8 A: Have ICM bought the company?
   B: Well, they've offered…………………….it.
   9 A: I'm sorry you had to wait all that time.
   B: Oh, it's all right. I didn't mind…………………….
2. Make sentences from the notes.
- Tessa wants to buy a new coat soon.
- We must avoid waste so much time.
- Sometimes a country refuses to take part in the Olympics.
- I like to see the Rocky Mountains some day.
- I mean I gave Judy a nice welcome yesterday.
- I can't face getting up at five tomorrow.
- Last year we made an agreement to work together.
- Yesterday you promised to carry on shooting the film.
- My father seems to get better now.

3. Read the conversation and write the missing words. Use one word only in each space.

Anna: I hear you're preparing to leave for Australia.
Lisa: That's right. And I'm really looking forward to it. I can't wait to get there. I'm hoping to see all my friends while I'm there. I'm going to enjoy them again after so long.
Anna: Martin and I like to go away, but we can't manage it this year.
Lisa: There's just one problem that I have to sort out. My tickets haven't arrived. I've tried to ring the travel agency, but I can't get through. I'm beginning to regret going there myself to pick them up.
Anna: I expect they'll be here tomorrow.
Lisa: That's really leaving it to the last minute. It's such a worry.
Anna: Well, I know you. You can't worrying, can you?
Lisa: No, I can't. I hope this holiday isn't going to turn out to be a disaster.
Anna: Of course it isn't. Just keep trying to get through.

4. Each of these sentences has a mistake in it. Write the correct sentence.
- The man kept asking us for money.
- We've finished to decorate the flat.
- I regret say what I did.
- Tessa decided to go not to work.
- Do you mind helping me?
- I'm beginning to get worried.
- I can't afford to buy a new car.
- I hope to avoid to make things worse.
- Peter seems gone away already.

5. Write a second sentence so that it has a similar meaning to the first. Use the word in brackets.
- I wish I hadn't sold my bike, (regret)
- The children were eager to see their presents, (wait)
- I hate to get up in the dark, (stand)
- By chance I saw your brother yesterday, (happen)
- The shop usually opens ten minutes late, (tends)
- Would you like to go for a walk? (fancy)
- The police continued to watch the house, (carried)
- Seeing Nelson Mandela will always stay in my memory, (forget)
A Introduction

Vicky and Rachel are talking about possible future actions.

**Type 1: If we hurry, we'll catch the bus**

IF-CLAUSE

If we hurry,
If we miss it,
If it doesn't rain,
If I don't practise my golf,

MAIN CLAUSE

Will we catch the bus.
there'll be another one.
we'll be having a picnic.
I won't get any better.

The verb in the if-clause (e.g. hurry) is in the present simple, not the future. NOT If we'll hurry, we'll catch the bus. But we can use will in the if-clause when we make a request.

If you'll just wait a moment, I'll find someone to help you. (Please wait a moment...)

We can use the present continuous (e.g. are doing) or the present perfect (e.g. have done) in the if-clause.

If we're expecting visitors, the flat will need a good clean. If you've finished with the computer, I'll put it away.

The main clause often has will. But we can use other modal verbs (e.g. can). If you haven't got a television, you can't watch it, can you? If Henry jogs regularly, he might lose weight. If Matthew is going to a job interview, he should wear a tie.

The if-clause usually comes first, but it can come after the main clause. If I hear any news, I'll phone you. I'll phone you if I hear any news.

**More uses of type 1**

We can use type 1 conditionals in offers and suggestions.

If you need a ticket, I can get you one. If you feel like seeing the sights, we can take a bus tour. We can also use them in warnings and threats.

If you go on like this, you'll make yourself ill. If you don't apologize, I'll never speak to you again.

**If you heat water, it boils**

There is another conditional which is often called zero conditional.

**FORM**

if + present simple, present simple
If you press the button, the machine switches off
If you go in the best seats, you get a free drink
Present simple if + present simple
The machine switches off if you press this button
You get a free drink if you go in the best seats
• If has the same meaning as when here.

The zero conditional is used:

for instructions:
If you select reverse gear, the car goes backwards.
If the camera is on, a red light appears.

for general truths:
If he's got no money, he doesn't go out.
Lie always says hello if he sees you.

We sometimes use the present simple in both clauses.
If you heat water, it boils. If Daniel has any money, he spends it.
If you press this switch, the computer comes on.

This means that one thing always follows automatically from another.
Pressing the switch always results in the computer coming on.

Exercises

1. Read the conversation and then choose the correct forms.

Rachel: Have you heard about the pop festival?
Vicky: Yes, it's/it'll be good if Express are playing. They're a great band.
Rachel: Will you be able to go, Nick?
Nick: If (1) I ask/I'll ask my boss, he'll give me some time off work, I expect.
Vicky: How are we going to get there?
Rachel: Well, if (2) there are/there'll be enough people, we can hire a minibus.
Vicky: I won't be going if (3) it's/it'll be too expensive.
Rachel: It (4) isn't costing/won't cost much if we all (5) share/will share the cost.
Nick: If (6) I see/I'll see the others later on tonight, (7) I ask/I'll ask them if they want to go.

2. Comment on the situations. Use if+ the present tense + will/can.

? It might rain. If it does, everyone can eat inside.
If it rains, everyone can eat inside.
? The children mustn't go near Nick's dog. It'll bite them.
If the children go near Nick's dog, it'll bite them.
1 Rachel might fail her driving test. But she can take it again.
2 United might lose. If they do, Tom will be upset.
3 The office may be closed. In that case Mark won't be able to get in.
4 Nick may arrive a bit early. If he does, he can help Tom to get things ready.
5 The party might go on all night. If it does, no one will want to do any work tomorrow.
6 Emma may miss the train. But she can get the next one.
7 Is Matthew going to enter the race? He'll probably win it.

3. Match the sentences and join them with if

► You lose your credit card. I can't sleep.
1 You get promoted. You get a warning letter.
2 I drink coffee late at night. You have to ring the bank.
3 You don't pay the bill. Your salary goes up.
4 I try to run fast. The alarm goes off.
5 Someone enters the building. I get out of breath.
► If you lose your credit card, you have to ring the bank.
1 ……………………………………………………………………………………………
2 ……………………………………………………………………………………………
3 ……………………………………………………………………………………………
4 ……………………………………………………………………………………………
5 ……………………………………………………………………………………………
4. Write these sentences, putting the verbs in brackets into the present simple or the future simple.

1. If the train's late, we (walk) if the train's late, we will walk.
2. She (call) you if she (have) time. She'll call you if she has time.
3. If it costs too much, I (buy) a smaller one.
4. If the doctor can't see me, I (go) somewhere else.
5. If the class (be) full, we (find) another one.
6. What will we do if the taxi (not come)?
7. Will you phone me if there (be) any problems?
8. I (ask) Peter if I (see) him tomorrow.
9. I (go) next week, if I (can) get a train ticket.
10. If I (have) to, I (complain) to the manager.
11. If he (see) me here, he (be) really angry.
12. Mary (be) worried if you don't come to the airport.
13. If it (snow) this winter, we (go) skiing.
14. I (lend) them some money if they (ask) me.
15. If you (visit) Oxford, you (see) some interesting old buildings.

5. Rewrite the following sentences using "IF" to make "First Conditionals".

Example: Perhaps I will have a lot of money. Then I will buy a car.
If I have a lot of money, I will buy a car.

1. Perhaps her husband will not like her new dress. Then she will return it to the store.
2. If ………………………………………………………………………………………
3. You may not find the address. Then don't forget to call me.
4. If ………………………………………………………………………………………
5. Perhaps I will see George. Then I will tell her to phone you.
6. If ………………………………………………………………………………………
7. Paint the house. It may look better.
8. If ………………………………………………………………………………………
9. Perhaps they will offer me the job. Then I will accept it.
10. If ………………………………………………………………………………………
11. Tom may phone this evening. Then I will Take the message.
12. If ………………………………………………………………………………………
13. The flat may be too expensive. Then I will not rent it.
14. If ………………………………………………………………………………………
15. I may not have enough money. I cannot have a vacation.
16. If ………………………………………………………………………………………
17. Melanie may save money. She stops spending money on her clothes.
18. If ………………………………………………………………………………………
19. It may rain, so my father doesn't let me play in the garden.
20. If ………………………………………………………………………………………
21. The weather may be too cold tomorrow. Then I will stay at home.
22. If ………………………………………………………………………………………
23. Don't touch that dog! It may bite you.
24. If ………………………………………………………………………………………
25. You are eating too much! You are going to put on weight!
26. If ………………………………………………………………………………………
27. It is going to rain! You will get wet! Take your umbrella.
28. If ………………………………………………………………………………………
29. Turn the oven off. You might burn the food.
30. If ………………………………………………………………………………………
31. Hurry up! We are going to miss the train.
32. If ………………………………………………………………………………………
33. We may lose all our money in gambling. We will not be able to buy that house.
34. If ………………………………………………………………………………………
6. Put the verbs in brackets into either "The Present Simple", "The Future Simple" or "The Imperative".

Example: If you (walk) under a ladder, it (bring) bad luck.
If you walk under a ladder, it brings bad luck. If you walk under a ladder, it will bring bad luck.

1. If it (be) foggy this evening, I (stay) at home.
2. If we (take) care of the environment, our children (have) a better future.
3. If you (eat) so much carbohydrate, you (put on) weight.
4. If we (plant) more trees, our children (have) a better environment.
5. If I (get) a bad headache, I (take) one of these tablets.
6. I (send) you a letter, if! (receive) the money in time.
7. She (telephone) me if she (feel) that pain again.
8. We (miss) the train unless we (hurry) to the train station.
9. If you (not, obey) the rules, the teacher (get) angry with you.
10. Unless we (stand up), we (not, see) anything.
11. If it (rain), (take) your umbrella.
12. If you (feel) well, (not, go) to school.
13. If you (see) Janet, please (not, tell) her the bad news.
14. Where (you, go) if you (miss) the train?
15. If you (not, eat) so much, you (lose) weight.
16. If I (be) late for work, I (take) a short cut across the park to save time.
17. You (be) in danger if you (meet) a lion in the forest.
18. If you (be) really sick, why (not, go) home right away?
19. If you (see) the house easily. I (kill) him.
20. If I (win) an Olympic gold medal, I (be) very happy.
21. If you (not, tell) the truth, I (not, let) you go to the theatre.
22. He (not, become) a successful singer.
23. If he (drive) after dark, he (may, not, find) the house easily.
24. If I (win) an Olympic gold medal, I (be) very happy.
25. If you (not, tell) the truth, I (not, let) you go to the theatre.
26. If I (win) a lot of money in a state lottery, I (buy) you a new car.
27. If you (take) a few drops of this medicine, you (be) good health again pretty soon.
28. (not, hesitate) to phone me if you (need) help.
29. If you (be) free when all our exams (be) over in a couple of weeks, why don't we go away somewhere to celebrate?
30. (not, forget) to take your umbrella if you (go out) with your friends tonight.

7. Complete the messages with the verbs in the correct form: present simple, imperative, or will + infinitive. Use contractions where possible.

Annie 20:05
Katie!
How's it going? I'm studying so hard, but I need a break. Do you want to meet tomorrow evening? We could have a pizza and a chat.
I (call) you when I (get) home, OK? xx

Katie 20:08
Hi Ali! I'm studying too!!! My history exam is tomorrow afternoon. I'm really worried about it. OK for tomorrow evening, but not too early. I (send) you a message when the exam (finish). xx

Annie 20:09
OK. (come) to my place as soon as you (can). We can phone for a takeaway pizza :)

Katie 20:10
OK. But (not phone) the pizza place until I (get) there. I might be late. I've been thinking, if you (be) free when all our exams (be) over in a couple of weeks, why don't we go away somewhere to celebrate?

Annie 20:11
Great idea! We could go away for a few days to relax!! But I (not able to) go away unless I (pass) all the exams : ( We can talk about it when we (see) each other tomorrow night. xx
Katie 20:13
OK. Time to get back to work. If I (not study) a bit more tonight, I (not have) any chance of passing history tomorrow. Wish me luck!! Xx

8. Complete the stories with the correct form of the verbs in brackets.

1. If you ______ an umbrella, you ______ wet. (not take, get)
   If you ______ a cold, you 6 ______ well in your exam tomorrow. (catch, not do)
   If you ______ well in your exam, you ______ a place at university. (not do, not get)

2. If you ______ me £3,000, I ______ a good computer. (lend, buy)
   If! ______ a good computer, I ______ my own business. (have, start)
   If I ______ my own business, I ______ you some money. (have, lend)
   If I ______ you some money, you ______ a new car. (lend, can buy)

3. If! ______ borrow your dress, I ______ to the party. (not can, not go)
   If! ______ to the party, I ______ anyone. (not go, not meet)
   If! ______ anyone, I ______ married. (not meet, not get)
   If! ______ married, you ______ any grandchildren. (not get, not have)

4. If I ______ to you now, I ______ the bus. (talk, miss)
   If! ______ the train, I ______ late for work. (miss, be)
   If I ______ late for work, my boss ______ angry with me. (be, be)
   If my boss ______ angry with me, I ______ my job. (be, lose)

9. Circle the correct form.

1. If the plane arrives late tonight, I’ll miss/miss the last bus.
2. If you see/will see an accident, call the police!
3. They won’t get lost, if they use/will use their satnav.
4. We don’t get/won’t get to the cinema in time if we don’t leave now.
5. If you don’t take/won’t take an umbrella, it’ll definitely rain!
6. If my phone doesn’t work/won’t work here, can I use yours?
7. Kathy is/will be disappointed if she doesn’t get the job.
8. If there isn’t/won’t be much traffic when we leave, it won’t take long to get there.

10. Put the verbs into the correct tense.

1. Water (freeze) if the temperature falls below zero. Water freezes if the temperature falls below zero,
2. If he's angry, his face always (go) bright red.
3. If you put your money in a savings account, you (get) ten per cent interest.
4. If the microphone isn't working, you (can not) hear what he's saying.
5. The radio (not work) if the batteries are flat.
6. If there (be) only a few students, we usually close one of the classes.
7. The machine (not work) if it doesn't have enough oil.
8. If a balloon is filled with hot air, it (rise).
9. If water (boil), it changes into steam.
10. The machine stops automatically if something (go) wrong.
Conditional (2)

Introduction
Rachel: Would you like some cake, Jessica?
Jessica: No thanks. If I ate cake, I'd get fat.
Rachel: But it's delicious.
Jessica: It looks delicious. If I had your figure, I'd eat the whole lot.
I ate cake and / had your figure are imaginary or unreal situations.
Jessica isn't going to eat the cake, and she hasn't got a figure like Rachel's.

Type 2: If I ate cake, I'd get fat
IF-CLAUSE MAIN CLAUSE
if Past simple would
If I ate cake, I'd get fat.
If I had your figure, I'd eat the whole lot.
If we didn't have a car, we'd find it difficult to get about.
If Rachel got up earlier, she wouldn't always be late.

Note the past simple (e.g. ate). We do not use would in the if-clause. NOT If I'd-eat cake.
But we can use would in the if-clause when we make a request.
If you'd like to come this way, the doctor will see you now. (= Please come this way ...)
As well as the past simple we can use the past continuous (e.g. was doing) in the if-clause.
If Rachel was playing her stereo, it wouldn't be so quiet in here.

In a type 2 if-clause we sometimes use were instead of was, especially in the clause if I were you.
If Rachel were playing her stereo, it wouldn't be so quiet in here.
If I were you, I'd ask a lawyer for some advice.
The main clause often has would. We can also use could or might.
If we had a calculator, we could work this out a lot quicker.
If Rachel worked harder, she might do even better at her studies.
The if-clause usually comes first, but it can come after the main clause.
If I knew, I'd tell you. I'd tell you if I knew.

Type 1 and type 2

Type 1: If you have a lie-down, you'll feel better, (see Unit 144B)
Type 2: If I had a million pounds, I'd probably buy a yacht.
The present tense (have) refers to a possible future action, something which may or may not happen. The past tense (had) refers to something unreal. If I had a million pounds means that I haven't really got a million pounds, but I am imagining that I have. Compare these examples.
Type 1: If we take the car, we'll have to pay for parking.
Type 2: If we took the car, we'd have to pay for parking.
Here both sentences refer to a possible future action. But in the type 2 conditional, the action is less probable. If we took the car may mean that we have decided not to take it.
We can use type 2 conditionals in offers and suggestions.
If you needed a ticket, I could get you one.
If you felt like seeing the sights, we could take a bus tour.
Type 2 is less direct than type 1. The speaker is less sure that you want to see the sights.

Exercises

1. Comment on these situations. Use a type 2 conditional with would or could.
   ► Andrew is such a boring person because he works all the time.
   You know, if Andrew didn't work all the time, he wouldn't be such a boring person.
   ► You can't take a photo because you haven't got your camera.
   How annoying. // I had my camera, I could take a photo.
   1 You can't look the word up because you haven't got a dictionary.
   I'm sorry ............................................................................…………........……..
2 You don't write to your friends because you're so busy.
I've got so much to do...........................................................................................
3 You can't play tennis because your back is aching.
It's a nuisance. ........................................................................................................
4 Claire won't marry Henry because she doesn't love him.
Of course, ..............................................................................................................
5 Nick can't find the way because he hasn't got a map.
Nick's lost, but ......................................................................................................
6 David has so many accidents because he's so clumsy.
You know,...................................................................................................................

2. Complete the conversation. Put in the correct form of the verb. You may need to use will or would.
Matthew: I haven't forgotten your birthday, you know. If you like, (►) I'll book (I / book) a table for
Thursday at our favourite restaurant. Emma: My birthday is on Wednesday, Matthew.
You're playing basketball then, aren't you? If you cared for me, (1) (you / not / play) basketball on my
birthday. Matthew: What's the difference? If (2)………………(we / go) out on Thursday, it'll be just the same. If
(3)………………………………… (I / not / play), I'd be letting the team down.
Emma: Yes, I suppose (4)…………………………………. (it / be) a disaster if you missed one game.
Well, if (5)…………………………………… (you / think) more of your friends than you do of me, you can
forget the whole thing.
Matthew: I just don't understand you sometimes, Emma.
Emma: If (6)……………………………… (you / think) about it, you'd understand. And I think
(7)……………………………………(it / be) better if we forgot all about my birthday.
Matthew: Don't be silly, Emma. If you get into one of your bad moods, (8) ………… (it / not / do) any good.
Emma: If you were interested in my feelings, (9) ................................... (I / not / get) into a bad mood.

3. What does the if-clause mean? Write a sentence with isn't or might.
? If this room was tidy, I could find things. The room isn't tidy.
1 If the phone was working, I could call you.
2 If it rains, can you bring the washing in?
3 If Mike was here, he'd know what to do.
4 If this spoon was silver, it would be worth a lot.
5 If Sarah calls, can you say I'll ring back?

4. Write these sentences, putting the verbs in brackets into the correct tense.
1 If you drove more carefully, you (not have) so many accidents. If you drove more carefully, you
wouldn't have so many accidents.
2 If he (get up) earlier, he'd get to work on time. If he got up earlier, he'd get to work on time.
3 If we (have) more time, I could tell you more about it.
4 If you (sell) more products, you'd earn more money.
5 I could help you if you (trust) me more.
6 His car would be a lot safer if he (buy) some new tyres.
7 The children would be better swimmers if they (go) swimming more frequently.
8 I wouldn't mind having children if we (live) in the country.
9 If I (be) you, I wouldn't worry about going to university.
10 If I (have) any money, I'd give you some.
11 Your parents (be) a lot happier if you phoned them more often.
12 Where would you like to live if you (not live) in Paris?
13 What would you do if you suddenly (win) half a million pounds?
14 Would you mind if I (not give) you the money I owe you today?
15 If I had to go to hospital, (not go) to this one.

167
5. Circle the correct answer to the questions below.
1. 'If Mary found out what was happening, she'd be very angry.'
Is Mary going to find out what's happening?
A. Maybe  B. Probably not

2. 'If Mary finds out what's happening, she'll be very angry.'
Is Mary going to find out what's happening?
A. Maybe  B. Probably not

3. 'If they sacked him, the factory would go on strike.'
Are they going to sack him?
A. Maybe  B. Probably not

4. 'If they sack him, the factory will go on strike.'
Are they going to sack him?
A. Maybe  B. Probably not

5. 'What would you do if someone told us to leave?'
Is someone going to tell us to leave?
A. Maybe  B. Probably not

6. 'What will you do if someone tells us to leave?'
Is someone going to tell us to leave?
A. Maybe  B. Probably not

7. 'If they don't agree with me, I'll go to the director.'
Are they going to agree with me?
A. Maybe  B. Probably not

8. 'If they didn't agree with me, I'd go to the director.'
Do they usually agree with me?
A. Maybe  B. Yes  C. No

6. Put the "verbs" in brackets into either "The Past Simple" or "The Present Conditional".
Example: If (have) ten children, I (go). crazy. If I had ten children, I would go crazy.
1. If I (be)... ..... delighted if you (come) ............... to stay with us next year.
2. If I (be).......................... in London now, I (visit) ... the Tower of London.
3. If he (not, be)...... ..... drunk, he (not, talk) .................................. to his father like that.
4. If I (be)...... ..... as rich as you are, I (go) .................................. to Italy.
5. Everybody (be) ... ..... frightened to death if the sun (rise) ............... in the west.
6. If I (smoke)... ..... less, I (not, cough). ..... so much.
7. If you (not, give) .................. me  the money tomorrow. I (kill). ..... you.
8. If you (come) . ...... to my party tomorrow, we (he) ..... very happy.
9. If we all (have) .............good manners, the world (be)...... ..... a wonderful place to live in.
10. If you (not, feel) .................. the cold so much if you (wear) ..... thicker clothes.
11. If you (pay) .................................. more attention, you (learn) ... our language easily.
12. If you (not, eat) ..... .... overweight.
13. If I (be) .................... in your place, I (not, touch) ...................... that snake.
14. I (apologize)............................... to you if I (do) ..... something wrong.
15. If I (not, be) ..... ..... afraid of the mice, I (enter) ...................... the room.
16. You (understand) .............. the lesson better if you (listen to) ..... the teacher carefully.
17. If (be)...... as strong as you are, I (heat) .................................. him at wrestling.
18. If you (be)...... ..... in trouble, my father (help)......................... you.
19. If I (know)................................. French, I (teach) ....... you.
20. I (he) ... very happy if Natalie (marry) ....... me.
21. If he (get up) ........................ early, he (be).......................... there in time.
22. If (be) ................................ as clever as you are, I (take up)......................... chemistry.
23. If (have) ....... lots of practice in speaking Turkish, I (persuade) .... her to marry me.
24. What (your father, do) ... .... .... if he (know). .... ........ .... how to play bridge?
25. Who (you, get). .... married to if you (be)........................ as beautiful as Julia
26. I (call) ..................... the electrician if the lights (fail) ................. again.
27. If you (not, apologize). .... .... .... , I (not, talk to) .... ... .... you again.
28. If it (not, rain) .... .... we (have). ......................... a picnic on the island.
29. The hijackers (destroy). ........ the bus if the police (refuse) ....... to meet them.
30. If you (arrive) .................. late, the boss (probably, dismiss) ................. you.

7. Rewrite the following sentences using "IF" to make "Second Conditionals".
   Example: It is a pity that I don't have a spare ticket, so I cannot take you to the concert.
   1. If I had a spare ticket, I would / could take you to the concert.
   2. I don't work hard because my father always shouts at me.
   3. If-------------------------
   4. I cannot get a job easily in a bank because I don't know how to use a computer.
   5. If-------------------------
   6. I don't earn much money because I don't work as hard as you do.
   7. If-------------------------
   8. She doesn't do her homework, so she doesn't get good marks.
   9. If-------------------------
   10. What a pity that I have to work tomorrow, so I cannot go shopping with you.
   11. If-------------------------
   12. It is a pity that I am not as handsome as you are, so I cannot marry Angela.
   13. If-------------------------
   14. I am not happy because I am not married to Gilda.
   15. If-------------------------
   16. I have to take a bus because the school is a long way from home.
   17. If-------------------------
   18. What a pity that I am not as tall as you are, so I cannot reach (to) the lop shelf.
   19. If-------------------------
   20. I cannot go swimming because I don't have a swimming costume with me now.
   21. If-------------------------
   22. I am sorry that I don't have much money, so I cannot help you.
   23. If-------------------------
   24. I get bored because the lessons are too boring.
   25. If-------------------------
   26. I am sorry that today is not a holiday, so I cannot stay in bed all day long.
   27. If-------------------------
   28. What a pity that I am not a boy, so I cannot go out at nights.
   29. If-------------------------
   30. There are a lot of fatal accidents because people drive very carelessly in Turkey.
   31. If-------------------------
   32. We have a baby sitter, so we can go out very often.
   33. If-------------------------
   34. I don't understand the financial pages of the newspaper, so I don't read them.
   35. If-------------------------

8. Rewrite the following sentences using "IF" to make "Second Conditionals".
   Example: It is not raining, so I will not take my umbrella.
   If it were raining, I would take my umbrella.
   1. What a pity that the sun is not shining, so I will not take a picture.
   2. If-------------------------
3. We cannot go to the cinema because I am doing my homework now.
4. If I rent that big flat, we will have enough room for the dog.
5. The population of the world is increasing so rapidly, that’s why there is unemployment in the world.
6. If we had the money, we would buy a beautiful house in the country.
7. My father will leave the room, because my mother is smoking a cigarette.
8. If you (paint) this room white it (be) much lighter.
9. The student is cheating in the exam, so the teacher will punish him.
10. If I were you, I (move) out of her shared flat if she (find) a job.
11. The children are living in poverty, so they are begging for bread in the streets.
12. My father will get a divorce because he is always having rows with my mother.
13. If we (not be) so broke if I (spend) so much on going out.
14. We cannot go for a picnic because my father is repairing our old car.
15. If I were you, I (move) out of her shared flat if she (find) a job.
16. If I (go) to bed earlier, I (not be) so tired all the time.
17. The police are looking for the terrorists, so they are slopping all the cars.
18. If she (not have to) work so hard, we (can) see each other more of ten.
19. My brother is very happy because he is dancing with his fiancé now.
20. If they (not be) so tired all the time.
21. We cannot go to the cinema because the teacher is giving a lesson in the afternoon.
22. If she (not have to) work so hard, we (can) see each other more of ten.

9. Complete the sentences with the correct form of the verbs in brackets to make second conditional sentences. Use contractions where possible.

1. If we ______ (rent) that big flat, we ______ (have) enough room for the dog.
2. I ______ (buy) a huge house with a garden if I ______ (win) the lottery.
3. If you ______ (paint) this room white it ______ (be) much lighter.
4. I ______ (do) it myself if I ______ (have) more time.
5. I ______ (nor be) so broke if I ______ (spend) so much on going out.
6. Maybe if I ______ (share) a flat with friends, I ______ (get on) better with my parents.
7. I ______ (can) travel next summer if I ______ (have) more money.
8. Carla ______ (move) out of her shared flat if she ______ (find) a job.
9. If my girlfriend ______ (nor have to) work so hard, we ______ (can) see each other more of ten.
10. If I ______ (go) to bed earlier, I ______ (not be) so tired all the time.

10. Complete the sentences with a verb from the list in the first or second conditional. Use contractions where possible: be, buy, find, get, go, never, finish, not be, not hurry, reduce, and take.

1. If they, they'll miss the bus.
2. If we had the money, we - a beautiful house in the country.
3. Lisa will have a lot of fun when she - to Germany to study next year.
4. Unless they the price, they'll never sell their house.
5. If I were you, I - the dress back to the shop: it just doesn't suit you.
6. Annabel will look for a job as soon as she - her degree.
7. If it's so windy, we could go for a walk on the beach.
8. If you have some extra money in your bank account, would you spend it?
9. You do your homework if you keep chatting with your friends on Facebook.
10. Sarah really upset if she doesn't find her necklace. We must help her look for it.

11. Talk to a partner. Say why.
If you had to choose
1. Would you prefer to live in a new flat or in an old flat which you could renovate yourself?
2. Would you prefer to have a holiday house on the coast or in the mountains?
3. Would you prefer to have a house with solar energy or a house with traditional electricity?
4. If you had space in your house, would you prefer to have a gym or a games room?
5. Would you prefer to live in a four-bedroom house in the country or a one-bedroom flat in the city centre?
6. Would you prefer to live in a house next to an airport or a house next to a school?
7. Would you prefer to live in a modern, spacious apartment or in an old, cosy house?
8. Would you prefer to live in a fourth-floor flat without a lift or in a ground-floor flat with a disco next door?

Conditional (3)

Introduction
David: How was your camping holiday?
Mike: Well, it would have been all right if it hadn't rained all the time.
Harriet: If we'd gone two weeks earlier, we'd have had better weather.
If it hadn't rained and if we'd gone two weeks earlier are imaginary situations in the past. It did rain, and they didn't go two weeks earlier.

Type 3: If we had gone earlier, we would have had better weather

If-Clause          Main Clause
Past perfect      would have
If we'd gone earlier, we'd have had better weather.
If Matthew had phoned her, Emma wouldn't have been so annoyed.
If you hadn't made that mistake, you'd have passed your test.
If David had been more careful, he wouldn't have fallen.
Note the verb in the past perfect (e.g. had been). We do not use would in the if-clause. NOT
If David would have been more careful, he would have fallen.
The main clause often has would have. We can also use could have or might have.
If I'd had my mobile yesterday, I could have contacted you.
We just caught the train. If we'd stopped to buy a paper, we might have missed it.
The short form 'd can be either had or would.
If you'd rung me, I'd have come to see you. (= If you had rung me, I would have come to see you.)

The use of type 3
We use type 3 conditionals to talk about things in the past happening differently from the way they really happened. This sometimes means criticizing people or pointing out their mistakes.
If you'd been a bit more careful, you wouldn't have cut yourself.
If Matthew had set his alarm clock, he wouldn't have overslept.
We can also use this structure to express regret about the past.
If I hadn't fallen ill and missed the interview, I might have got the job.

Type 2 and type 3
Compare these examples.
Type 2: If you planned things properly, you wouldn't get into a mess. (You don't plan.)
Type 3: If you had planned things properly, you wouldn't have got into a mess. (You didn't plan.)
We can mix types 2 and 3.
If you had planned things at the start, we wouldn't be in this mess now.
If you hadn't left all these dirty dishes, the place would look a bit tidier.
If Matthew was more sensible, he would have worn a suit to the interview.
If I didn't have all this work to do, I would have gone out for the day.

Exercises

1. Complete the conversation. Put in the correct form of the verb. Use the past perfect or would have.

   Nick: United didn't play very well today.
   Tom: We were awful. But if Hacker (►) had taken (take) that easy chance,
   (►) we would have won (we / win).
   Nick: We didn't deserve to win. It (1)……………………………….. (be) pretty unfair if Rangers
   (2)………………………………..(lose).
   Tom: Hacker was dreadful. My grandmother (3) ………………………….. (score) if
   (4) …………………………..(she / be) in that position.
   Nick: And if Burley (5)………………………..(not / be) asleep, he (6) (not / give) a goal away.
   Tom: If Johnson (7)……………………….. (not / be) injured when we needed him most,
   (8) …………………………..(it/be) different.
   Nick: Yes, (9)………………………..(we / beat) them if (10)……………………….. (he / be) fit.

2. Comment on each situation using a type 3 conditional with if. Use would have, could have or might have.

   ? In a bookshop yesterday Daniel saw a book he really wanted. The only problem was that he didn't
   have any money.
   Daniel would have bought the book if he had had any money.
   ? Rita often goes to concerts at the town hall, although not to every one. There was one on Saturday,
   but she didn't know about it. Rita might have gone to the concert if she had known about it.
   1 On Sunday the guests had to have their lunch inside. Unfortunately it wasn't warm enough to have it
   outside ...................................................................................................
   2 There was a bomb scare last Tuesday. Sarah wanted to fly to Rome, but she wasn't able to. The
   airport was closed................................................................................................
   3 Laura has only met Nick once, and it's possible she wouldn't recognize him. He passed her yesterday,
   but he had a crash-helmet on .............................................................................
   4 Sarah has been quite busy, and she hasn't watered her plants for some time. As a result, they've died.
   5 Nick likes ice hockey, but he didn't have a ticket to the game last week, so unfortunately he wasn't
   able to get in................................................................................................................

3. Complete the conversations. Put in the correct form of the verb.

   Use the past simple, the past perfect, would, or would have.
   ► Mike: You look tired.
   Harriet: Well, if you hadn't woken (you / not / wake) me up in the middle of the night,
   I wouldn't be (I / not be) so tired.
   1 Rita: Is Trevor a practical person?
   Laura: Trevor? No, he isn't. If ………………………….. (he / be) practical, …………… (he / put)
those shelves up a bit quicker. It took him ages.
   2 Tom: Why are you sitting in the dark?
   David: Let's just say that if …………..(I / pay) my electricity bill last month, ………….. (I / not be) in the
   dark now.
   3 Matthew: Why are you so angry with me? All I did yesterday was play basketball.
   Emma: If ……………………..(you / love) me, …………..(you / not / leave) me here all alone on my
   birthday.
5. Rewrite the following sentences using "IF" to make "Third Conditionals".

Example: If I was watching TV so I didn't hear what she said.
If I had not been watching TV, I would have heard what she said.
1. If it was raining hard, we could not go for a picnic.
2. If I had had time yesterday, I would have played tennis.
3. If John (not, wear) a t-shirt at the beach, he (get) sunburnt.
4. If the driver (be) careless, we (lose) our lives.
5. If I (learn) Arabic when I was in Saudi Arabia, I (find) a better job.
6. If the girl was not looking where she was going, she (fell) down and broke her arm.
7. If she (miss) the train if she (not, hurry).......
8. If the students were talking loudly, I (ṣaid).....
9. If I (have) time for breakfast if I (not, sleep) late last night.
10. If you (tell) him if he (not, do) the job well.
11. If you (go) to the bank yesterday, you (be) able to draw some money.
12. If I (have) a lot of money last year, I (go) to Japan.
13. If Stella (get) the money from her father, she (buy) the car.
14. If Julia (get up) earlier, she (catch) the bus.
15. If you (tell) him that you were ill, he (not, refuse) to help you.
16. If it (not, be) so cold, she (not, freeze) to death.
17. If I (learn) Arabic when I was in Saudi Arabia, I (find) a better job.
18. If I (be) delighted if the teacher (come) to my party.
19. If you (be) so conceited, you (make) more progress.
20. If I (have) the chance, I (study) medicine.
21. If you (not, be) so conceited, you (make) more progress.
22. If she (not, be) seriously interested in politics, she (can, not, be) Prime Minister.
23. If it (not, be) so cold, she (not, freeze) to death.
24. If I (learn) Arabic when I was in Saudi Arabia, I (find) a better job.
18. If..............................................................................................................................................
19. The gardener was watering the flowers, so we couldn't have breakfast in the garden.
20. If..............................................................................................................................................
21. I scolded the boy because he was throwing stones all the dogs.
22. If..............................................................................................................................................
23. I went to the theatre because my neighbour was taking care of my children.
24. If..............................................................................................................................................
25. The gardener complained to the teacher because the students were picking the flowers.
26. If..............................................................................................................................................
27. The man was painting the door, and therefore I could not enter the house.
28. If..............................................................................................................................................
29. My mother sent all the children into the garden because they were talking loudly.
30. If..............................................................................................................................................
31. I tore up the book of my friend because he was making fun of me.
32. If..............................................................................................................................................
33. My mother was taking a bath, and therefore she could not answer the phone.
34. If..............................................................................................................................................

6. Rewrite the following sentences using "IF" to make "Third Conditionals".

Example: If it had not rained last week, we would have gone for a picnic.

1. If..............................................................................................................................................
2. I punished you because you didn't tell me the truth.
3. If..............................................................................................................................................
4. He didn't go to a university because he didn't pass the exam.
5. If..............................................................................................................................................
6. The ship ran aground because they didn't drop anchor in time.
7. If..............................................................................................................................................
8. She failed in her exam because she didn't study hard.
9. If..............................................................................................................................................
10. My brother didn't become a Member of Parliament because he didn't win the election.
11. If..............................................................................................................................................
12. My friend didn't do his job properly, so he was sacked.
13. The horse I backed didn't win the race, so I lost all my money.
14. If..............................................................................................................................................
15. The aeroplane didn't crash because the pilot was very experienced.
16. If..............................................................................................................................................
17. Her brother didn't see the programme, so he didn't change his eating habits.
18. If..............................................................................................................................................
19. The weather was very cold, so we didn't go for a swim.
20. If..............................................................................................................................................
21. I didn't know that you were hungry, so I didn't invite you to dinner.
22. If..............................................................................................................................................
23. I didn't put any petrol in the car before I left, so it stopped.
24. If..............................................................................................................................................
25. Claudia didn't take her umbrella yesterday, so she got wet.
26. If..............................................................................................................................................
27. I was not delighted because the teacher didn't come to my party.
28. If..............................................................................................................................................
29. I didn't have any time, so I didn't play tennis.
30. If..............................................................................................................................................
31. My father was not able to learn German because he didn't go to Germany.
32. If..............................................................................................................................................
7. Put the words in the correct order to complete the conditional sentences.
1. would / scored / they / have won / match
   If he 'd score, they would have won the match
2. missed / here / on time / if / the / film / have been / you'd
   We wouldn't
3. offered / you / have / if / the / job / you would / take
   If they
4. finished / if / fallen / she / the / race / have / over / hadn't
   Ella would
5. me / smiled / have / told / a / photo / were / taking / you / l
   If you'd
6. known / that / eaten / was / what / have / in it / if / 'd
   You wouldn't

8. Complete the sentences with your own ideas:
1. If England hadn't missed the penalty, they...
2. If you'd had Google maps on your phone, we...
3. If I hadn't left my mobile at home, I...
4. I would have got better marks at school if...
5. If I had got to the station a minute earlier, I...
6. We would have gone skiing if...
7. You would have enjoyed the party if...
8. I wouldn't have answered the phone if...
9. If we had known it was your birthday, we...
10. The boss wouldn't have sacked Ben if...
11. If we hadn't phoned the restaurant to book, we...
12. If you had told me you were a vegetarian, I...
13. We would have picked you up at the airport if...
14. You would have slept better if...
15. George wouldn't have crashed his car if...
16. If the jacket had been a bit cheaper I...
17. I would have enjoyed the party if...
18. If we had played better...

9. Complete the sentences with the correct form of the verbs in brackets, using second or third conditionals.
1. They met in Paris at a conference.
   If they hadn't gone to the conference in Paris, they wouldn't have met. (not go/ not meet)
2. The curry is a little tasteless. I should have put more spices in it.
   If I had put more spices in the curry, it would taste better. (put/ taste)
3. I'm not very happy in my present job. Maybe I should quit and look for another.
   If I find another job, I might be happier. (find/ be)
4. We got wet because you wouldn't take the bus. You wanted to walk.
   We wet if we not get / take
5. Don't swim in that river; there might be crocodiles.
   If I you, I in that river as there might be crocodiles. (be/ not swim)
6. Laura fell in love with Tom. She left Liam.
   Laura not leave/ not fall
7. He used the stolen credit card at a hotel, so the police found him.
   If he use the stolen credit card at a hotel, the police not find him. (not use/ not find)
8. They don't have enough money to buy a new car.
   They not afford one. (buy/ can)
9. We didn't go on the London Eye because the queue was too long.
   We go on the London Eye, if the queue so long. (go/ not be)
10 My husband and I both work, so we can pay all the bills.
If we __________, we __________ to pay all the bills. (not work, not be able)

11 I didn’t know you wanted to go to the concert. I didn’t buy you a ticket.
I __________ you a ticket if I __________ that you wanted to go to the concert. (buy, know)

12 Nicola is overweight because she doesn’t do any exercise.
Nicola ______ so overweight if she ______ some exercise. (be, do)

Review of conditionals

There are three main types of conditional. Study the examples.
Type 1: if ... the present simple ... will/can/might, etc.
If we win today, we’ll go to the top of the league. (We may win, or we may not.)

Type 2: if ... the past simple ... would/could/might
If Johnson __________ in the team, I’d feel more confident. (Johnson isn’t in the team.)

Type 3: if ... the past perfect ... would have/could have/might have
If Johnson __________ played, we’d __________ won. (Johnson didn’t play.)

Here are some more examples with different verb forms.
Type 1: If I’m going shopping, I’ll __________ some money.
If the disco __________ finished, we __________ be able to get some sleep. You should stay in bed if you __________ unwell.

Type 2: If I __________ like this pudding, I __________ eat it.
If the video recorder __________ working, we __________ watch a film. The alarm __________ go off if we __________ to get in through a window.

Type 3: If we __________ dropped the piano, it __________ have been a disaster. If Vicky __________ come to the theme park with us last week, she __________ have enjoyed it. We __________ have given you a lift if we’d __________ you were coming this way.

Other conditional sentences
As well as the three main types, there are other types of conditional sentence. For example, we can use

- two present-tense verbs If you __________ this number, no one __________.
- a present-tense verb and an imperative. If you __________ help, just __________. If you __________, don’t __________.

We can use be going to.
If it’s going to rain, I’d better take an umbrella.
If they try to cut down the trees, there’s going to be a big protest.

We can mix types 2 and 3
If Matthew __________ booked a table, we __________ be standing here in a queue. If you __________ help, you should have asked me.
Exercises

1. Match the sentences and join them with if. Say what type they are.
   ► I went to bed earlier. I'll try to follow them.
   1. The twins had worn different clothes. You might not be warm enough.
   2. You tell me what the instructions say. I wouldn't have bought it.
   3. People used public transport. I wouldn't sleep.
   4. You don't wear a sweater. There'd be less pollution.
   5. I hadn't seen the product advertised. We could have told them apart.
   ► If I went to bed earlier, I wouldn't sleep. Type 2

2. Adam is a music student. He rents a room from Mr Day. Put in the correct forms.
   Mr Day: Can't you stop playing that trumpet? You're making an awful noise.
   Adam: Well, if (► I don't practise (1 / not practise), I won't pass my exam.
   Mr Day: But why at night? It's half past twelve. If (1)………………………………. (you / play) it in the daytime, (2)………………………………. (I / not / hear) you because I'd be at work.
   If (3)………………………………. (you / tell) me about this trumpet when you first came here, (4)………………………………. (I / not / let) you have the room. I'm afraid it's becoming a nuisance. If (5)………………………………. (you / not / play) so loud, (6) …………………… (it / not / be) so bad.
   Adam: I'm sorry, but you can't play a trumpet quietly.
   Mr Day: If (7)………………………………. (I / realize) a year ago what you were going to do, then (8) …………………….. (I / throw) you out long ago. If (9)………………. (you / go) on making this noise at night, (10) ……………… (I / have) to complain to your college.

3. What might you say in these situations? Use a conditional sentence.
   ► You think Emma should book a seat on the train. The alternative is having to stand.
   If Emma doesn't book a seat on the train, she'll have to stand.
   1. You didn't know how unpopular Jason was when you invited him to your party.
   2. Warn your friend not to put too many tins into the plastic bag or it'll break.
   3. You haven't got a pen, so you can't write down the address.
   4. You should have started your project earlier. You're so far behind now.
   5. Your friend might need some help. If so, tell her to give you a ring.
   6. The automatic result of the door opening is the fan coming on.

4. Change the First Conditional sentences into "The Second and Third Conditionals".
   Example: a. If it rains, we will go to the cinema.
   Type 1 a. If it rains, we will go to the cinema.
   Type 2 b. If it rained, we would go to the cinema.
   Type 3 c. If it had rained, we would have gone to the cinema.
   1. A. If you eat too much, you will get sick.
   2. A. If I have a lot of money, I will make a trip around the world.
   3. A. If there is a bus strike, we will not be able to go to work.
   4. A. You will not succeed if you do not take my advice.
   5. A. I will be in London by six o'clock if I do not miss this train.
   6. A. We will have a party if the weather is fine.
   7. A. If I am rich, I will send you to England.
   8. A. If you do more exercise, you will feel healthier.
   9. A. If you are not careful, you will fall into the water.
   10. A. Will you go to the post office if your letter gets lost in the post?
   11. A. If I get nervous, I will not be able to make a good speech.

5. Match up the two halves of the following "Conditional Sentences" (Types 1/2/3) to make logical sentences by writing them.
   1. ( ) If it were not so urgent, -----------------------------
   2. ( ) If you had slopped at the red light. -----------------------------
   3. ( ) If we lost the match------------------------------------------
4. ( ) If you work hard, ________________________________________________________________
5. ( ) If I were in your shoes--------------------------------- ...........................................
6. ( ) If there were a gym, ______________________________________________________________
7. ( ) If you do not stand up when I come in-----------------------------------------------
8. ( ) If it had rained last night------------------------------------------------------------
9. ( ) If I were the Prime Minister of Turkey, -----------------------------------------------
10. ( ) If I had a lot of time,---------------------------------------------------------------
11. ( ) If it does not rain---------------------------------------------------------------
12. ( ) If you see Margaret, ---------------------------------------------------------------
13. ( ) If I had been ill---------------------------------------------------------------
14. ( ) If the weather does not change-------------------------------------------------------
15. ( ) If I had known it was going to rain-----------------------------------------------------
   a. We will have to put the match off until Monday.
   b. I would not have taken my exam.
   c. I would play sports at school.
   d. I would not set up a coalition party in Turkey.
   e. I would not have to ask somebody quickly.
   f. The performance would have been cancelled.
   g. We will go for a walk in the country.
   h. I would not buy that old car.
   i. Will you please tell her the news?
   j. I would go to a concert.
   k. We would not be disappointed.
   l. I could have taken my umbrella.
   m. You will pass the examination.
   n. I will punish you severely.
   o. Would not have had the accident.

6. Complete the following conditional sentences on your own. (TYPES 1/2/3)
   1. If I were in your place, 
   2. She will not feel better if
   3. If I had learned Arabic.
   4. Would you see a doctor if
   5. You will have a good time if...
   6. If I were as tall as you are
   7. Would you have forgiven me if
   8. If he had been rich
   9. He wouldn't have solved the problem if
   10. If they were in a hurry,
   11. Rose would have been angry if
   12. If Natalie comes to the party
   13. Unless he earns a lot of money,
   14. If I have enough money
   15. She would make a cake for the children if If it had not rained yesterday,
   16. What would you have done if
   17. I will get my money back if
   18. I would be very grateful to you if
   19. If I had worn your raincoat If Eileen were not so busy,
   20. I would call the police if If I had taken your advice,
   21. If I had known that you were ill.
   22. Would you play bridge with me if
   23. If your father shaves more often,
   24. Our cites would look beautiful if
   25. If you had gone on a diet,
26. You would enjoy life more if. If you touch that dog, What will you do if
27. I would definitely accept that job if
28. I would apply for that job in Paris if
29. I would have given up work if
30. If I had had a lot of money

If, when, unless and in case

Present simple for the future

Look at these examples.

You'll be tired tomorrow if you stay up late. Tell me when the water boils.
I won't do anything unless you agree. Write the name down in case you forget it.

We use the present simple for the future after linking words such as if, when, unless and in case

If or when?

If you hear any news, can you ring me immediately?
(You might hear some news.) I'll probably go for a walk later on if it stays fine. (It might stay fine.)

We use if for something that we think might happen.
We use if (not when) for something impossible or imaginary.
If I were you, I'd refuse.

When you hear some news, can you ring me immediately?
(You will hear some news.) I'll make myself an omelette when I get home tonight.
(We use when for something that we know will happen.
We can use either if or when in contexts where they mean 'every time'.
If you run, you use up energy. When you run, you use up energy.

If and unless

If... not means the same as unless.
I can't see if I don't wear glasses.
The doctor will be here if she isn't called to an emergency.
If you can't pay your bills, you'll have to leave.

I wouldn't say that if I didn't believe it.
I can't see unless I wear glasses.
The doctor will be here unless she's called to an emergency.

Unless you can pay your bills, you'll have to leave.
I wouldn't say that unless I believed it.

In case

Look at these examples.
Take a sandwich with you in case you get hungry.
I'd better reserve a seat today in case the train is full tomorrow.

Laura took two photos in case one of them didn't come out.

We use in case to talk about doing something to avoid a possible problem later on.

Compare if and in case.

I'll bring in the washing if it rains. (= I'll bring it in at the time it starts raining.)
I'll bring in the washing in case it rains. (= I'll bring it in now because it might rain later.)

Exercises

1. Look at the information in brackets and complete the sentences using if or when and a verb in the present simple.
   ? (I may see Tom tonight.) If I see Tom, I'll tell him the news.
   ? (Melanie is coming soon.) When Melanie comes, can you let her in, please?
   1 (The alarm will ring soon.) .......................................................... we all have to leave the building.
   2 (I might feel better tomorrow.) ................................................. I'll probably go back to work.
3 (This film finishes at ten.)........................................................................ I'll stop the video.
4 (The plan may not work.) .................................................. we'll have to think of something else.

2. Complete the sentences using unless and the information in brackets.
   ► You won't get there in time unless you hurry, (if you don't hurry)
   1 We can't have a picnic .............................................................. (if it isn't a nice
   2 Don't leave the TV on ................................................................. (if you aren't watching it)
   3 We can't do the job ................................................................... (if we don't get help)
   4 I wouldn't have bought the picture ...........................................(if I didn't like it)

3. Which word makes more sense? Put in if or unless.
   ? Rachel will be pleased if she passes her driving test.
   ? The bus won't stop unless you ring the bell.
   1 I can't read your letters ...... you type them.
   2 Emma will be upset .......... she doesn't get the job.
   3 You can't go into the reception you've got a ticket.
   4 Don't bother to ring me .......... it's important.

4. What could you say in these situations? Use in case.
   ► You think Vicky had better take a coat. It might get cold.
   You to Vicky: You'd better take a coat in case it gets cold.
   1 You think you and Mark had better book a table. The restaurant might be busy.
   You to Mark: .................................................................
   2 You think Claire ought to insure her jewellery. It might get stolen.
   You to Claire: .................................................................
   3 You'll leave David your phone number. He might want to contact you.
   You to David: .................................................................

5. Jake lives next door to Melanie. Complete their conversation. Put in if, when (x2), unless or in case.
   Jake: A man is delivering a washing-machine this morning, but I have to go to work. I won't be here
   (►) when he calls. Could you let him in for me, please, (1)………………… you're  terribly busy?
   Melanie: Oh, that's no problem.
   Jake: Oh, thanks. (2)………………. you could do that, I'd be really grateful. I'll leave a message on his
   answerphone. And (3)………………… he doe sn't get the message, I'll put a note on the door, just
   to make sure. He'll see it (4) ....................... he comes.

6. Combine the following pairs of sentences using "IN CASE" to express a "precaution".
   Example: I will give Jane my address. Perhaps she will write to me.
   I will give Jane my address in case she writes to me.
   1. I will give you a key Perhaps you will come home early
   2. I will not go out this evening. My girlfriend will probably phone me.
   3. You had better hurry. It is probable that you will miss the train.
   4. I will make the man lie down. Maybe he will faint and fall.
   5. You should take a map with you. Perhaps you will get lost in lire city.
   6. I will write this number down. I will probably forget it.
   7. You have to leave for work early. Perhaps you will gel stuck in a traffic jam.
   8. I will take a sweater with me. Perhaps the weather will get cold.
   9. I will play the record softly. Perhaps our neighbour will complain.
   10. I want to leave now. Perhaps the bus will come early
   11. I will send these photographs to you. Perhaps you will be interested.
   12. I will take a gun with me. Perhaps the bandits will attack me.
13. You had better chain up the dog. Most probably it will bite.
14. You had better take an umbrella. It is probable that you will get wet.
15. I bought the car at once. Perhaps the owner would change his mind.
16. We will walk home. We are likely to miss the last bus.

7. Rewrite the following sentences using "UNLESS" or "IF ... NOT".

Example: If you don't tell me the truth, I will not help your husband.
       Unless you tell me the truth, I will not help your husband.

1) The party will not be any fun if you don't bring your sisters.
   Unless you ..., you will not bring your sisters.

2) Unless you are more careful, you will have an accident.
   If you ..., you will not have an accident.

3) I will not do my homework if you don't stop talking.
   Unless you ..., you will stop talking.

4) She will not be able to speak Spanish unless she goes to Spain.
   If she ..., she will not be able to speak Spanish.

5) If I don't see you at the station, I will try to get in touch with you at the hotel.
   Unless I ..., I will not try to get in touch with you at the hotel.

6) The plane will not be able to land unless the weather improves.
   If the weather ..., the plane will not be able to land.

7) I will die if you don't give me a drink.
   Unless you ..., you will not give me a drink.

8) We will go for a picnic tomorrow if it does not rain.
   If it ..., we will not go for a picnic tomorrow.

9) They will not lose weight unless they eat less.
   If they ..., they will not lose weight.

10) If I don't have a quiet room, I will not be able to do my homework.
    Unless I ..., I will not be able to do my homework.

11) Unless you write to her and apologize, she will not forgive you.
    If you ..., she will not forgive you.

12) If she doesn't get another job, she will have to sell her house.
    Unless she ..., she will not have to sell her house.

13) You cannot get sleeping pills if you don't get a prescription from a doctor.
    Unless you ..., you will not get sleeping pills.

14) Unless you drive more slowly, you will have an accident.
    If you ..., you will not have an accident.

15) If she does not start early, she will be held up in the traffic.
    Unless she ..., she will not be held up in the traffic.

16) You would not have succeeded unless you had taken my advice.
    If you ..., you would not have succeeded.

17) He would not ring unless it was an emergency.
    If it ..., he would not ring.
Wish and if only

We can use I wish or if only to express a wish. Jessica wishes she was slimmer. If only is stronger and more emphatic than wish.

We can use a clause with if only on its own, or we can add another clause.

If only I wasn't so fat. If only I wasn't so fat, I would be able to get into these trousers.

Wish... would

Look at these examples.

Tom wishes his neighbours wouldn't make so much noise.

If only you'd try to keep the place tidy.

Wish/If only ... would expresses a wish for something to happen, or to stop happening.

Wish... the past

Look at these examples.

I wish I lived in a big city. It's so boring in the country.

We all wish we had more money, don't we? If only I was taller, I might be better at basketball.

Wish and if only with a past-tense verb express a wish for things to be different.

We can use were instead of was

If only I were taller, I might be better at basketball.

We cannot use would in these sentences, but we can use could.

I wish I could sing (but I can't). I feel so helpless. If only I could speak the language.

Compare wish with would and with the past.

I wish something exciting would happen. (I wish for an action in the future.) I wish my life was more interesting. (My life isn't interesting.)

Wish... the past perfect

We use wish and if only with the past perfect to express a wish about the past.

I wish you had told me about the dance. I would have gone.

I wish I'd got up earlier. I'm behind with everything today.

I wish you hadn't lost that photo. It was a really good one.

If only David had been a bit more careful, he'd have been all right.

We do not use would have for the past, but we can use could have.

I wish I could have been at the wedding, but I was in New York.

Exercises

1. What might you say in these situations? Begin I wish ...

? to someone who never answers your e-mails
I wish you'd answer my e-mails.

? to someone who makes rude remarks about you
I wish you wouldn't make rude remarks about me.

1 to someone who won't hurry up
2 to someone who never does the washing-up
3 to someone who isn't telling you the whole story
4 to someone who blows cigarette smoke in your face
2. Vicky is fed up. What is she saying? Use / wish or if only.
► (She can't think straight.) I wish I could think straight.
1 (She is so tired.) ............................................................................
2 (She gets headaches.) .......................................................................
3 (Her work isn't going well.) ....................................................
4 (She can't concentrate.) ...............................................................
5 (Life is so complicated.) .................................................................
3. Complete the sentences. Use these words: accepted, caught, found, played, saved, stayed
► I spent all my money. I wish now that / had saved it.
1 I missed the train. I really wish .................................................
2 Rita left the party early. Nick wishes ...........................................
3 Emma refused the offer. But her parents wish ..........................
4 I looked everywhere for the key. I wish ............................
5 The injured player could only watch. He wishes ....................
4. Complete the conversation.
Claire: Oh, Henry. You're giving me another present. It's very sweet of you, but I wish (►)you
 wouldn't give me so many presents.
Henry: Claire, I've been thinking. I shouldn't have asked you to marry me. I wish now that
(1) ........................................
Claire: Now you're talking nonsense. I wish (2) .........................Henry.
Henry: I'm not a young man, am I? Of course I wish (3) ......................
Claire: Why don't you listen? If only (4) ........................................to me just this once.
Henry: Why couldn't we have met twenty years ago? I wish (5) ..............you then.
Claire: Henry, twenty years ago I was just starting school.
5. Write sentences with I wish ... would/ wouldn't.
It annoys me that ... you don't put away your clothes.
I wish you'd put away your clothes!
It annoys me that ...
1. shop assistants aren't more polite
2. you turn the heating up all the time
3. my sister doesn't tidy our room
4. the neighbour's dog barks at night
5. it doesn't stop raining
6. Jane talks about her boyfriend so much
7. my dad sings in front of my friends
8. you drive so fast!
9. my husband doesn't do the washing-up
10. the bus doesn't come
6. Use the words to write sentences with wish+ would.
1. I / that man / stop coughing I wish that man would stop coughing
2. I / you / do the washing up
3. I / my sister / not borrow / my clothes
4. I / our neighbours/ not park / outside our house
5. I / my granny/ get a hearing aid
6. I / the bus/ come
7. Write sentences with wish + would.
1. My boss really annoys me. She shouts all the time. I wish my boss wouldn't shout all the time
2. I'm fed up with my brother using my computer. I wish ..................
3. I'm really angry. You never help with the housework. I wish sometimes.
4. I can't stand it when my son stays in bed all day. I wish --- --- ---------------
5. My ex-boyfriend is driving me mad! He calls me every day. I wish ------------------
6. I hate it when you leave the bathroom in a mess. I wish ________

8. Complete the sentences with the past simple or past perfect form of a verb from the list: not be, can, live, offer, not eat, not spend, get up have, not work, wear.

1. Public transport is terrible around here. I wish I had a car.
2. I miss my parents. I wish they ______ nearer.
3. I'm going to be late. I wish I ______ earlier.
4. I hardly ever see my boyfriend. I wish he ______ at weekends.
5. I'm really disappointed. I wish they ______ me the job.
7. I'm broke. I wish I ______ all my money.
8. The weekend has flown by. I wish it ______ Monday tomorrow.
9. I feel sick. I wish I ______ that seafood last night.
10. I'm cold. I wish I ______ a jumper.

9. Complete the sentences with would/ wouldn't and a verb from the list: leave, let, tidy, stop raining, do, not borrow, not make, not wear.

Rachel
1. I wish my mum ______ leave me alone! She's always interfering in what I do.
2. I wish my brother ______ my things. He never puts them back.

Frankie
3. I wish it ______ ! Then we could go out and play football.
4. I wish Mum and Dad me have a dog. Then I could take him for walks.

Mr Taylor
5. I wish the kids ______ their homework without me having to help them.
6. I wish my wife me eat salad every day. I'd rather have chips and a burger!

Mrs Taylor
7. I wish the children ______ their bedrooms. Then I wouldn't have to do it!
8. I wish my husband ______ that old jacket! He looks awful in it.

10. Complete the sentences with a verb from the list in the past simple or past perfect: be, earn, have, not argue, not be, not shout, not tell, and try on.

Rachel:
1. I wish I ______ hadn't argued with Lilly and Sophie. Now I've got no one to go out with.
2. I wish I ______ Mum and Dad about my school results. Now they're worried I won't get into university.

Frankie:
3. I wish I ______ taller. Then I could be in the basketball team.
4. I wish I ______ the latest version of this game. The one I've got is two years old!

Mr Taylor:
5. I wish we ______ more money. Then we could have a bigger house.
6. I wish I ______ these trousers before buying them. They're too tight.

Mrs Taylor:
7. I wish I ______ at my boss yesterday. Now he won't promote me.
8. I wish I ______ everything so expensive. Then we could save for a holiday.

11. Make a comment for each of the following situations using the structure below to express your wishes for the Past.

Example: It is a pity that I spent all my money on clothes yesterday. I wish I had not spent all my money on clothes yesterday.
I am sorry that I didn't tell him the truth last night.
If only I had told him the truth last night.
1. What a pity that I didn't work for that company until I got married. I wish I
2. I didn't learn Spanish when I was in Madrid, and now I am sorry for that. If only I
3. I left the house before my friend came and I am sorry for that. I wish I
4. I am sorry that I didn't wear my new dress to Helen's party last night. If only I
5. Lillian stole her friend's lighter last week, and now she feels very sorry for it. Lillian wishes she
6. Tina has just painted the door red. Now she thinks that it doesn't look nice. If only Tina
7. Gila mixed up all kinds of drinks last night, and now she has got a terrible headache. Gila wishes she
8. It is a pity that my father got wet, because he had not taken his umbrella yesterday. If only my father
9. Lucy didn't look after her mother when she was sick, and now she is sorry for it. Lucy wishes she
10. It is a pity that they couldn't take any pictures, because they had not brought their camera. If only they
11. I didn't get married to the girl I loved, and now I am very sorry for it. I wish I
12. I was rude to my friend yesterday, and now I am very sorry. If only I
13. What a pity that I couldn't buy the car I desired, because I didn't have enough money. I wish I
14. My sister got up very early this morning, and now she is very sleepy. If only my sister

12. Write three sentences beginning I wish: one with past simple, one with past perfect, and one with person + would.

Self Test 11

1. Complete the news report about a protest against a new road. Put in the correct form of the verbs. Sometimes you need will or would.

Yesterday protesters managed to hold up work on the Oldbury bypass. Protest leader Alison Compton defended the action by members of the Green World group. 'If we don't protest, soon
► there'll be (there / be) no countryside left,' she told reporters. The bypass is now well behind schedule, and if the protesters had not held up the work so often, (1)………….. (it / open) two months ago. 'If these fields (2)…………………….. (disappear), we'll never see them again,' said Ms Compton. 'Why can't we use public transport? If more people (3)…………………….. (travel) on buses and trains, we wouldn't need new roads. If the motor car had never existed, the world (4)…………(be) a more pleasant place today.'

But many people in Oldbury want their new bypass. 'If (5)………………………. (they / not build) it soon, the traffic jams in the town will get worse,' said Asif Mohammed, whose house is beside the busy A34. 'We just can't leave things as they are. If things remained the same, people's health (6)……………………….. (suffer) even more from all the pollution here. It's terrible. If we don't get the traffic out of the town, (7)…………………….. (I / go) mad. If (8)…………(I / know) earlier how bad this problem would get, (9)………………………. (I / move) out years ago. But now it has become impossible to sell this house because of the traffic. The government waited too long. If (10)……………………….. (they / do) something sooner, there would be less traffic today.' And the protest is making the new road even more expensive. 'If this goes on, (11) …………………… (there / not / be) enough money left to finish the road,' says the Transport Minister.

2. Look at the answers below and write the correct answer in each space.

► A: There's always something going wrong with this car.
B: If you had any sense, you'd
a) be selling
b) have sold
c) sell
d) sold
1 A: It's a pity the lake wasn't frozen yesterday.
B: Yes, it is. If it ......................... frozen, we could have gone skating.
a) had been
b) was

2 A: Haven't you got enough money for a holiday?
B: Oh yes, I've got some saved up ......................... I suddenly need it.
a) if
b) in case
c) that
d) unless
3 A: What are you going to do next year?
B: I wish I ......................... the answer to that question.
a) knew
b) know
c) could know
d) would know
4 A: These figures are too complicated to work out in your head.
B: Yes, if ……………………… we had a calculator.
   a) better b) only c) really d) that
5 A: What are you doing later this afternoon?
B: Oh, ………………………the game finishes, I'll go home, I expect.
   a) if b) in case c) unless d) when
6 A: Do you think I should take the job?
B: You shouldn't do anything…………………….. you think it's the right thing to do.
   a) if b) in case c) unless d) when

3. Write a second sentence so that it has a similar meaning to the first. Begin with //...
   ► I haven't got a key, so I can't get in. If I had a key, I could get in.
1 You talk about football and I'm going to be very bored.
2 The baby didn't cry, so we had a good sleep.
3 You may want a chat, so just give me a ring.
4 Nigel hasn't got satellite TV, so he can't watch the game.
5 You go away and I'll miss you.
6 I'm not rich or I'd have given up working long ago.
7 We should have bought that picture five years ago because it would be quite valuable now.
8 Throw a stone into water and it sinks.

4. Write the sentences correctly.
   ► There aren't any eggs. If we have some eggs I could make an omelette. If we had some eggs, I could make an omelette.
1 The weather doesn't look very good. If it'll rain I'll stay here.
2 The programme is starting soon. Can you tell me-if it starts?
3 Could you just listen? I didn't need to repeat things all the time if you listened.
4 It's a simple law of science, if air will get warmer it rises.
5 There's only one key. I'd better get another one made if I lose it.
6 We were really late, I wish we left home earlier.
7 I hope the parcel comes today, If it won't arrive today, we'll have to complain.
8 That radio is on loud. I wish someone turns it down.
9 We must do something. Until we act quickly it'll be too late.
10 Of course Martin was angry. But he hadn't been angry if you hadn't damaged his stereo
The actress Melissa Livingstone and supermarket owner Ron Mason have announced that they are getting married next month. Melissa is sure they will be happy together, she told reporters.

**Direct speech**

Look at these examples of direct speech.

Trevor: I'm tired.

Wasn't it Greta Garbo who said, "I want to be alone"?

'But I don't love you, Henry,' replied Claire.

We can show that words are direct speech by putting them in quotation marks (" "). Sometimes the words are put after the speaker's name, in the script of a play or film, for example. In a picture we can put the words in a speech bubble.

**Reported speech**

In reported speech we give the meaning of what was said rather than the exact words.

Trevor says he's tired.

Wasn't it Greta Garbo who said that she wanted to be alone?

Claire replied that she didn't love Henry.

In reported speech we often change the actual words, e.g. 'I'm tired' —> he's tired.

Sometimes the verb tense changes, e.g. I want —> she wanted.

In reporting we use verbs such as announce, answer, explain, mention, promise, reply, say, suggest, tell, warn. The most common of these are say and tell.

We can also report thoughts. We think the meal was expensive. Nick knew Rita wanted to be with someone else.

When we report statements, we often use that, but we can sometimes leave it out.

You promised (that) you wouldn't be late. Sarah was saying (that) there's a problem.

Tell or say?

TELL

We use tell if we want to mention the hearer (the person spoken to).

Sarah's boss told her she could leave early. NOT -Sarah's boss told she-could leave-early.

Daniel tells me he's ready. We use tell without an indirect object (e.g. her, me) only in the expressions tell a story, tell the truth and tell a lie.

SAY

When we do not mention the hearer, we use say.

Sarah's boss said she could leave early.

NOT Sarah's boss-said her she could leave early.

Daniel says he's ready.

We sometimes use to after say, especially when the words are not reported.

The boss wanted to say something to Sarah.

What did Matthew say to you?
Exercises

1. Why are these people at the doctor's? What do they say is wrong with them?

► She says she gets pains in her leg.
1 She says................................................................. 3 ....................................................
2 He says ................................................................. 4 ....................................................

2. Who said what? Match the words to the people and report what they said.

► Mrs Thatcher a) 'All the world's a stage.'
1 Stokeley Carmichael b) 'Black is beautiful'
2 Galileo c) 'Big Brother is watching you.'
3 Shakespeare d) 'There is no such thing as society.'
4 George Orwell e) 'The earth moves round the sun.'

► Mrs Thatcher said that there is no such thing as society.

3. Put in **tell** or **say**.

? All the experts **say** the earth is getting warmer.
? Did you **tell** Mark and Sarah how to find our house?
1 The Sales Manager is going to **say** everyone about the meeting.
2 Vicky, why don't you just ............... what the matter is?
3 They....... they're going to build a new Disney World here.
4 What did Natasha.............. about her holiday plans?
5 Could you............... me the way to the train station, please?
6 The company should............. its employees what's going on.
7 You shouldn't.................lies, you know, Matthew.
8 Did you .............. anything to Melanie about the barbecue.

4. Use the correct form of *say* or *tell* in these sentences.

1 She ....told.. me she didn't agree.
2 'I think I've met you before,' he ....said...
3 I ...... them I wasn't happy with their work.
4 She .......... me a story about her parents.
5 He ............, 'Are you feeling OK?'
6 She smiled, and .............to me, 'I'm very pleased to meet you.'
7 I didn't hear: what did she ............
8 Could you .............me the time, please?
9 They .............me they were going to a meeting.
10 I .......... the policeman my address.
11 I .............. I wanted to buy a magazine.
12 He .............. he wasn't interested in politics.
13 Could you ..............me your name again, please?
14 Do you think he's ..............the truth?
15 Would you .............. them to come early tomorrow?
16 If he .............. that again, there'll be trouble.
17 I .............. them it was dangerous to swim there.
18 Did you _____________ anything to him about your problems at work?
19 ___________________me what happened.
20 I think he’s _______________ lies.

5. Circle the correct verb, say or tell, in each sentence.
1. They (say/tell) that they're going to London to see Frank.
2. Mark (said/told) us all about his holiday in Jamaica.
3. Did you (say/tell) Sally is coming with us?
4. The teacher (said/told) the class a funny story.
5. 'Don't (say/tell) lies!' (said/told) James angrily.
6. How old were you when you learned to (say/tell) the time?
7. I can't understand what they're (saying/telling) to each other.
8. I hate speaking in public. I never know what to (say/tell).
9. Jane always (says/tells) me her secrets.
10. 'Do you think anyone saw us?' she (said/told) nervously.

6. Circle the correct words.
1. Her husband said / told that he was working late.
2. She said / told me that she wasn't happy.
3. They said / told us that they were getting married.
4. You said / told that she didn't like men with beards.
5. I said / told you that I had a new girlfriend.
6. We said / told that we were going to be late.
7. Anna said / told you that she didn't have a car.
8. I said / told her that John was busy.
9. He said / told that we had to do exercise five.
10. You said / told that she had called Mike this morning.

7. Complete the sentences with said or told.
1. She __________ that she had been to a friend's house.
2. We __________ our parents we wouldn't be home for lunch.
3. I __________ you that the man wasn't her brother.
4. They __________ that they were going on holiday.
5. He __________ me that he didn't have a girlfriend.
6. You __________ that you weren’t going out tonight.
7. James __________ that he was busy tonight.
8. I __________ that the film started at eight o'clock.
9. We __________ them that his sister was on holiday.
10. Olivia me __________ that she had called Jack this morning.
It's Friday afternoon. David is at Tom's flat. Tom has decided to have a party for all his friends. A few minutes later Nick has arrived at the flat. Now David is reporting what Tom said. So instead of Tom's words I'm having, David says he's having. The next day David is talking to Harriet. Now David is in a different place from where Tom first told him about the party. So instead of here, he says at his flat. And a day has passed since he first heard about it. It is now the day of the party. So instead of tomorrow evening, David says this evening.

Changes in reported speech
Changes from direct speech to reported speech depend on changes in the situation. We may have to make changes when we are reporting something another person has said, or when we report it in a different place or at a different time. Here are some typical changes.

Person I- he/she my- his/her
Place: here- there, at the flat
Time: now- then, at the time
today- that day, on Monday, etc
yesterday- the day before, the previous day
tomorrow- the next/following day, on Saturday, etc
this week- that week, last week- the week before, the previous week
an hour ago - an hour before/earlier

Exercises
1. Read what each person says and then complete the sentences.
   ▶ Vicky: Daniel told me on Friday that he'd had a job interview the previous day.
   Daniel had a job interview on Thursday.
   1 Trevor: Laura tells me I need a haircut.
2. Put in the missing words.

Put in here, that day, the day before, the next day, the week before.

Rachel (a week ago): I'm taking my driving test tomorrow.
You (today): When I saw Rachel, she said she was taking her driving test the next day.

1. Emma (two days ago): I've only had this new computer since yesterday.
You (today): 

2. Matthew (a week ago): I'm meeting a friend at the station later today.
You (today): 

3. Mark (in the street): I'll see you in the office.
You (in the office): 

4. Sarah (a month ago): The conference was last week.
You (today): Sarah told me the conference had taken place.

Reported speech: the tense change

When do we change the tense?

After a past-tense verb (e.g. said), there is often a tense change. 'It really is cold today.' —> Vicky said it was cold.

If the statement is still up to date when we report it, then we have a choice. We can either leave the tense the same, or we can change it.

You said you like/liked chocolate. Claire told me her father owns/owned a racehorse.
Sarah said she's going/she was going to Rome in April. We can say that Sarah is going to Rome because it is still true that she will go there.

If the statement is no longer up to date, then we change the tense.
Claire once told me that her father owned a racehorse. (He may no longer own one.)
Sarah said she was going to Rome in April (Now it is May.) Now Sarah's trip is over, so it is no longer true that she is going to Rome.

We usually change the tense if we think the statement is untrue or may be untrue.
You said you liked chocolate, but you aren’t eating any. The Prime Minister claimed that the government had made the right decision.

Is >> was, like >> liked, etc
Look at these examples of the tense change.

DIRECT SPEECH REPORTED SPEECH
Andrew is working. ’Jessica said Andrew was working.
’Trevor said he’d fixed the shelves.
’He’d fixed the shelves.
’Trevor said he had fixed the shelves.
’He had fixed the shelves.
’We’ve got plenty of time.’ Rachel insisted they had plenty of time.
’We like the flat.’ The couple said they liked the flat.

If the verb is already in the past tense, then it can stay the same or change to the past perfect.
’Trevor said he’d fixed the shelves.
’Trevor said he had fixed the shelves.

If the verb phrase is more than one word (e.g. is working), then the first word changes, e.g. is working was working, have fixed had fixed, don’t know didn’t know.

If the verb is past perfect, it stays the same.
’My money had run out’ Daniel said his money had run out.

Modal verbs: can ► could, etc
‘You can sit over there.’ The steward said we could sit here.
’I’ll help if you like.’ Tom said he would help.

Could, might, ought to, should and would stay the same. But must can change to have to.
‘Sarah would love a holiday.’ Mark thought Sarah would love a holiday.
’I must finish this report.’ Sarah said she must finish/had to finish the report.

Exercises
1. Put in is or was. Sometimes both are possible.
   ? I heard today that the house is for sale. I wonder who will buy it.
   ? I saw David yesterday. He said he was on his way to visit his sister.
   1 This wallet is made of plastic not leather. Why did you tell me it…………….leather?
   2 We had to hurry yesterday morning. Just as we arrived at the station, we heard an announcement that the train...............about to leave.
   3 I saw Emma just now. She said her tooth ..........still aching.
   4 I’m surprised Matthew lost. I thought he .............. much better at tennis than Daniel.
   5 When he spoke to reporters yesterday, Mr Douglas said that Zedco ............... now in a much better financial position.

2. Complete the replies. The second speaker is surprised at what he or she hears.
   ► Matthew: Emma and I are getting married.
   Rachel: Really? But you said last week you weren’t getting married.
   ► Rita: I like pop music more than classical music.
   Laura: I’m sure you told me you liked classical music best.
   1 Vicky: I haven’t finished my project.
   Emma: Haven’t you? I thought you said .........................................................
   1 Rachel: I’m on a diet.
   Natasha: But you told me ..............................................................
   1 Andrew: I enjoy parties.
   Daniel: Surely I remember you saying ..................................................
   1 Matthew: I’m applying for the job.
   Rachel: I thought you told me.............................................................
3. A comedy show called 'Don't Look Now!' has just closed after five years in London's West End. Here's what the critics said when it opened five years ago.

? 'It's a marvellous show.' The Daily Mail
? 'You'll love it.' The Guardian
1 'The production is brilliant.' The Sunday Times
2 'I can't remember a funnier show.' Edward Devine
3 'It made me laugh.' Robert Walsh
4 'You must see it.' The Evening Standard
5 'It will be a great success.' The Telegraph
6 'You might die laughing.' The Express
7 'It's the funniest show I've ever seen.' Susan Proctor
8 'You shouldn't miss it.' Time Out

Now report what the critics said.

? The Daily Mail said it was a marvellous show.
? The Guardian said people would love it.

4. Write these sentences in indirect speech, using the words given. Remember to change the pronouns where necessary.

1 'I haven't done my homework.' (she says)
   She says she hasn't done her homework.
2 'I haven't got any money.' (He'll tell you)
   He'll tell you he hasn't got any money.
3 'I've seen the film before.' (she says)
   I've seen the film before.
4 'I want to go home.' (he's already told you)
   He wants to go home.
5 'I haven't seen my mother for years.' (he says)
   I haven't seen my mother for years.
6 'I don't know how much it costs.' (she says)
   I don't know how much it costs.
7 'I don't like going to parties.' (she's told me)
   I don't like going to parties.
8 'We've never been to Berlin.' (they say)
   We've never been to Berlin.
9 'I need the money to visit my parents.' (he'll say)
   He needs the money to visit his parents.
10 'We can't come on Tuesday.' (they've told me)
   We can't come on Tuesday.
11 'I'm going to visit Europe this year' (the President will announce that)
   The President will announce that.
12 'I can't stand classical music' (Gemma tells me)
   Gemma tells me she can't stand classical music.
13 'The plane will land in half an hour.' (the pilot has just announced that)
   The pilot has just announced that.
14 'There are no tickets left for tonight's performance.' (the booking office says that)
   The booking office says that.
15 'We haven't had anything to eat.' (the children say)
   The children say they haven't had anything to eat.
16 'I've already seen the play.' (he's told me)
   He's already told me that he's already seen the play.
17 'I'll come again next year.' (I've told them)
   I've told them I'll come again next year.
18 'I'm not feeling very well.' (Simon says)
   Simon says he's not feeling very well.
19 'I've never been to Japan.' (Jason has just said)
   Jason has just said he's never been to Japan.
20 'I'm meeting the students for lunch next week.' (she'll tell you)
   She'll tell you she's meeting the students for lunch next week.
21 'You'll never drive a better car.' (the advertisement claims that)
   The advertisement claims that they'll never drive a better car.

5. Change into indirect Speech:

1 'My name's Ian.' (he said)
   He said his name was Ian.
2 'I'm writing a letter.' (she said)
   She said she was writing a letter.
3 'I'm waiting for Jessie. (she said)
   She's waiting for Jessie.
4 'I don't like the idea.' (he said)
   He doesn't like the idea.
5 'The car isn't at my house.' (she said)
   She said the car wasn't at her house.
6 'The washing machine's broken.' (he said)
   He said the washing machine's broken.
7 'I'm working.' (he said)
   He's working.
8 'We're worried about Peter.' (they said)
   They're worried about Peter.
9 'I don't smoke.' (Megan said)
"I'm waiting for my exam results." (John said)
"I work for an American company." (Mrs Johnson said)
"I feel ill." (the little boy said)
"I'm watching television." (Fiona said)
"I like the new house." (Sam said)
"I'm washing the car." (Chloe said)

6. Change the reported speech to direct speech.
1. She said that she wasn't very hungry. 
   *I'm not very hungry.*
2. The nurse told the man that it wouldn't hurt.
3. He told the police that it was his mother's car.
4. She said that she had finished her homework.
5. He told the instructor that he couldn't swim.
6. He told her that he would always love her.
7. They said that they wanted to check out.
8. He told the woman that he didn't speak English.

7. Complete the sentences using reported speech.
   'I'm in love with another woman.'
   My boyfriend told me he was in love with another woman.
   1. 'I'm selling all my books.' My brother said ___ ___
   2. 'I've booked the flights.' Emma told me ___ ___
   3. 'Your new dress doesn't suit you.' My mother told me ___ ___
   4. 'I may not be able to go to the party.' Matt said ___ ___
   5. 'I won't wear these shoes again.' Jenny said ___ ___
   6. 'I didn't buy you a present.' My girlfriend told me ___ ___
   7. 'I must get a dress for the party.' Rachel said ___ ___
   8. 'I haven't been to the gym for a long time.' Kevin said ___ ___
   9. 'I found a bargain in the sales.' My sister told me ___ ___
   10. 'I can't find anywhere to park.' Luke told me ___ ___

8. Circle the correct answer. Tick if both are correct.
   1. Matt said yesterday that he will / would come shopping.
   2. We asked the sales assistant how much it was / it is.
   3. My sister said me / told me that she had spent all her money in the sales.
   4. I asked Lucy where she bought / she buys her clothes.
   5. You told me that you may / might go shopping on Saturday.
   6. My brother asked me if I can / if I could lend him $50 until next weekend.
   7. Kate said that she had to / must go to the supermarket.
   8. Helena asked me what I wanted / I want from the shops.
   9. Nick said that he couldn't pay me back, because he has forgotten / had forgotten his wallet.

9. Write the sentences in reported speech.
   1. 'I love you.' He told her that he loved her.
   2. 'I'm hungry.' She said that she ___ ___
   3. 'I don't like sad films.' He told her he ___ ___
   4. 'I'll call the doctor.' He said he ___ ___
   5. 'I've bought a new phone.' Paul told us that he ___ ___
   6. 'I live in the city centre.' She said that she ___ ___
   7. 'We can't do it!' They said that they ___ ___
   8. 'I saw Eclipse at the cinema.' Julie said that she ___ ___
10. Write the sentences in direct speech.

He told her that he was a doctor. He said: 'I'm a doctor.'

1. She said that she was studying German.
   She said: '-------------------'
2. Tony told me that his car had broken down.
   Tony said: '-------------------'
3. Paul said that he would send me an email.
   Paul said: '-------------------'
4. Wanda and Jack said they were in a hurry.
   Wanda and Jack said: '-------------------'
5. He said he hadn't finished his essay yet.
   He said: '-------------------'
6. She told us that she wouldn't arrive on time.
   She said: '-------------------'
7. David said he had just arrived.
   David said: '-------------------'

11. Complete the reported speech.

<table>
<thead>
<tr>
<th>Direct speech</th>
<th>Reported speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 'I want to leave him.'</td>
<td>She said that she wanted to leave him</td>
</tr>
<tr>
<td>2. 'I don't like her parents.'</td>
<td>He told me that he</td>
</tr>
<tr>
<td>3. 'I'm getting divorced.'</td>
<td>She told me that she</td>
</tr>
<tr>
<td>4. 'I've been to the police station.'</td>
<td>He told me that he</td>
</tr>
<tr>
<td>5. 'I haven't met his girlfriend.'</td>
<td>She said that she</td>
</tr>
<tr>
<td>6. 'I saw James with another woman.'</td>
<td>He said that he</td>
</tr>
<tr>
<td>7. 'I can't cook.'</td>
<td>She told me that she.</td>
</tr>
<tr>
<td>8. 'I won't tell anyone.'</td>
<td>He said that he</td>
</tr>
<tr>
<td>9. 'I'll speak to her tomorrow.'</td>
<td>She said that she.</td>
</tr>
<tr>
<td>10. 'I've got a lot of work to do.'</td>
<td>He told me that he.</td>
</tr>
</tbody>
</table>

12. Write the sentences in direct speech.

1. She said she was busy. She said: 'I'm busy.'
2. Jane said that she wanted a cup of coffee. She said:'
3. They told me that they hadn't seen the new neighbours yet. They said:'
4. Steve told me that he didn't want to go to the cinema. He said:'
5. Helen and Paul said they would go to the party. They said:'
6. He said that his computer had just broken. He said:'
7. She told me that the city was very old. She said:'
8. They said that they would visit me. They said:'
**Reported questions**

**Wh-questions**

We can report questions with verbs like ask, wonder or want to know. Look first at these wh-questions.

**DIRECT QUESTION**

'When did you start acting, Melissa?'

'What's the time?'

'Which way is the post office?'

'How can we find out?'

'Where can we eat?'

**REPORTED QUESTION**

Guy asked Melissa when she started acting.

I just asked what the time is.

Someone wants to know which way the post office is.

I was wondering how we can find out.

They’re asking where they can eat.

Wh-questions have a word like when, what, which or how both in direct speech and in reported speech.

**Yes/no questions**

**DIRECT QUESTION**

'Has the taxi arrived yet?' ~

'No, not yet' 'Can we take photos?' ~

'Yes, of course.' 'Is there a cafe nearby?' ~ 'No.'

**REPORTED QUESTION**

Someone was wondering if/whether the taxi has arrived yet. The visitors want to know if/whether they can take photos. Daniel asked if/whether there was a cafe nearby.

**Word order**

In a reported question the subject comes before the verb, as in a statement.

Guy asked Melissa when she started acting. NOT Guy asked-Melissa-when did she start acting. Someone was wondering if the taxi has arrived yet. NOT Someone was wondering if has the taxi arrived yet.

**Asking for information**

To ask politely for information, we sometimes use a reported question after a phrase like Could you tell me ...? or Do you know ...?

**Could you tell me** what time the concert starts?

**Do you know** if there's a public phone in the building?

**Have you any idea** how much a taxi would cost?

Note the word order a taxi would cost.

The tense change: is —► was, etc

In reported speech there are often changes to the tense, to pronouns and so on. This depends on changes to the situation since the words were spoken.

Here are some examples of the tense change.

'What’s the problem?' We asked what the problem was.

'How much money have you got, Vicky?' I was wondering how much money Vicky had.

'Does Nick need a lift?' Tom asked if Nick needed a lift.

'Can you type?' They asked me if I could type.

**Exercises**

1. These people are at the tourist information centre. What do they want to know?
1. She wants to know what the most interesting sights are.
2. He wants to know if the centre has got a town plan.
3. ..............................................................
4. ..............................................................

2. You need information. Ask for it using Could you tell me ...? or Do you know ...?
   ► Where are the toilets? (tell) Could you tell me where the toilets are?
   1 Can I park here? (know)
   2 How long does the film last? (tell)
   3 How often do the buses run? (know)
   4 Are we allowed to smoke? (know)
   5 What time is the flight? (tell)
   6 How much does a ticket cost? (tell)

3. Barry Douglas, Zedco Chief Executive, is talking to a reporter about his business career.
   He can still remember his first job interview after leaving school.
   Interviewer:
   1 'Where do you live?'
   2 'Have you worked before?'
   3 'Why do you want the job?'
   4 'Can you work on Saturdays?'
   5 'How will you travel to work?'
   6 'Have you got a bicycle?'
   7 'How much do you hope to earn?'
   8 'When can you start?'
   Barry:
   The interviewer asked me where I lived. She asked me if I had worked before. She wanted to know
   I remember she asked
   She wondered
   Then she asked me
   She wanted to know
   And she asked me
   She also asked
   And finally she asked

4. Change the following sentences into "Reported Speech" paying attention to the tense of the
   "Reporting Verb". Use the reporting verb "ask" only.
   Direct : Janet says / said to me, "How often do you go to the cinema?"
   Reported : a. Janet asks me how often I go to the cinema.
   b. Janet asked me how often I went to the cinema.
   1. I say / said to Linda, "What time do you have breakfast in the morning?"
   a. I ask, ..............................................................
   b. I asked ............................................................
   2. Jane says / said to me. "When does your father go to work?"
   a. Jane asks ..............................................................
   b. Jane asked ............................................................
   3. Paul says / said to Helen, "How old is your son?"
   a. Paul asks ..............................................................
   b. Paul asked ............................................................
   4. The teacher says / said to Marjorie, "Where are your friends playing tennis?"
1. I say / said to Lisa, "When did you eat your breakfast?"
   a. I asked
   b. I asked

2. Dilara asks .... ...................   ....................   ...     .................   ...................    ......... ...........

3. Charlie asks    .......................   ..... ............... ..    ................... ..... ....................   ..    . ............

4. Nora asks      .................... . ... .....................   ... . .................    ................    ..   ................

5. Gloria says / said to the man, "What do you know about the bank robbery?"
   a. Gloria asks
   b. Gloria asked

6. I say / said to Lisa, "When did you eat your breakfast?"
   a. I ask. -------------------------
   b. I asked

7. Alice says / said to me, "How many letters did you write to your wife last week?"
   a. Alice asks
   b. Alice asked

8. Nora says / said to Peter, "Whose bicycle did you borrow yesterday?"
   a. Nora asks
   b. Nora asked

9. The man says / said to her, "How much money will you spend on your books?"
   a. The man asks
   b. The man asked

10. Hilda said to Peter, "Where will you go tomorrow?"
    a. Hilda asks
    b. Hilda asked

11. The policeman says / said to me, "How long have you been in Istanbul?"
    a. The policeman asks
    b. The policeman asked

12. The salesgirl says / said to me, "Which of these knives do you want to buy?"
    a. The salesgirl asks
    b. The salesgirl asked

13. He says / said to me, "Why didn't you come to school yesterday?"
    a. He asks
    b. He asked

14. The officer says / said to me, "Who / whom did you see in the park last night?"
    a. The officer asks
    b. The officer asked

15. My sister says / said to John, "Who saw the accident last night?"
    a. My sister asks
    b. My sister asked

16. My father says / said to me, "Who was the first man to fly?"
    a. My father asks
    b. My father asked

17. Sharon says / said to him, "How many students were there at the party last night?"
    a. Sharon asks
    b. Sharon asked

18. Tina says / said, "What kind of music are you fond of, Stella?"
    a. Tina asks
    b. Tina asked

19. Nora says / said to Peter, "Whose bicycle did you borrow yesterday?"
    a. Nora asks
    b. Nora asked

20. Charlie says / said, "David, where did you put my English book?"
    a. Carole asks
    b. Charlie asked

21. Dilara says / said to me, "How much money do you have in your pocket?"
    a. Dilara asks
    b. Dilara asked

22. Martha says / said, "What was your sister wearing at the party, William?"
    a. Martha asks
b. Martha asked ........................................... ............................................... ........................................... ...........................................  
23. Michael says / said, "What happened here this morning, Helen?"  
   a. Michael asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. Michael asked ........................................... ............................................... ............................................... ............................................... ...........................................  
24. James says / said to her, "When are you going to read me some of your poems?"  
   a. James asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. James asked ........................................... ............................................... ............................................... ............................................... ...........................................  

5. Change the following sentences into "Reported Speech" paying attention to the tense of the "Reporting Verb". Use the reporting verb "ask" only.  
Direct : Mary says / said to me, "Do you believe in God?"
Reported : a. Mary asks me if / whether I believe in God (or not).
   b. Mary asked me if / whether I believed in God (or not).
1. I say / said to Kale, "Does your father really work for the Secret Service?"
   a. I ask ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. I asked ........................................... ............................................... ............................................... ........................................... ...........................................  
2. Rita says / said to me, "Did you see the doctor yesterday?"
   a. Rita asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. Rita asked ........................................... ............................................... ............................................... ........................................... ...........................................  
3. Natalie says / said to Peter, "Do your students speak English very well?"
   a. Natalie asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. Natalie asked ........................................... ............................................... ............................................... ........................................... ...........................................  
4. Leyla says / said to him, "Were you living in Turkey during the war?"
   a. Leyla asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. Leyla asked ........................................... ............................................... ............................................... ........................................... ...........................................  
5. My father says / said to us, "Are you listening to the radio now?"
   a. My father asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. My father asked ........................................... ............................................... ............................................... ........................................... ...........................................  
6. Dorothy says / said to Richard, "Does your wife usually have lunch in the kitchen?"
   a. Dorothy asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. Dorothy asked ........................................... ............................................... ............................................... ........................................... ...........................................  
7. I say / said to my wife, "Will you go to the circus tomorrow?"
   a. I ask ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. I asked ........................................... ............................................... ............................................... ........................................... ...........................................  
8. The manager says / said to me, "Does your wife have any complaints to make?"
   a. The manager asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. The manager asked ........................................... ............................................... ............................................... ........................................... ...........................................  
9. My sister says / said to me, "Are you on friendly terms with your friends?"
   a. My sister asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. My sister asked ........................................... ............................................... ............................................... ........................................... ...........................................  
10. Danny says / said to Silvia, "Do you love me?"
    a. Danny asks ........................................... ............................................... ............................................... ........................................... ...........................................  
    b. Danny asked ........................................... ............................................... ............................................... ........................................... ...........................................  
11. Kevin says / said to her, "Are you going to see your father off tomorrow?"
    a. Kevin asks ........................................... ............................................... ............................................... ........................................... ...........................................  
    b. Kevin asked ........................................... ............................................... ............................................... ........................................... ...........................................  
12. Julia says / said to me, "Are you married to Sandra?"
   a. Julia asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. Julia asked ........................................... ............................................... ............................................... ........................................... ...........................................  
13. Barbara says / said to him, "Have you seen any good films recently?"
   a. Barbara asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. Barbara asked ........................................... ............................................... ............................................... ........................................... ...........................................  
14. Paul says / said to Zeynep, "Are you going to the theatre tonight?"
   a. Paul asks ........................................... ............................................... ............................................... ........................................... ...........................................  
   b. Paul asked ........................................... ............................................... ............................................... ........................................... ...........................................
6. Read the interview. Then complete the journalist's report below with the bold verbs from the interview in the correct tense.

Journalist: Firstly Mike, thank you very much for agreeing to this interview. I know you're a busy man. You have the leading role in the latest Kathryn Bigelow film. What is it like working with her? 
Mike: You can't begin to imagine what a fantastic experience it was. In fact, it has been an honour to work with her. However, I have to say that it wasn't easy at first, because filming started at 7.00 a.m. every day for the first three weeks. I'm not a person who likes early starts!
Journalist: Yes, I had heard that! What did you enjoy most about working with her?
Mike: I loved the way she got all the actors, including me, to do exactly what she wanted us to do.
Journalist: Are you going to be in any more of her films in the near future?
Mike: It depends on Kathryn, but I hope I will be. I'm really sorry but we must stop the interview now as I have a photo shoot at Vogue magazine.
Mike told me that I couldn't begin to imagine what a fantastic experience working with Kathryn Bigelow 2 was. He also said that working with her 3 was an honour. However, it 4 was easy at first because filming 5 started every day at 7.00 a.m. for the first three weeks. When I asked him what he 6 most about working with Kathryn Bigelow, he told me that he 7 the way that she 8 the actors to do what she wanted. Finally, I asked Mike if he 9 in any more of her films in the future. He said that it 10 on Kathryn, but he hoped he 11 . We then finished the interview because Mike said that he 12 go to a photo shoot at Vogue magazine.
7. Student A
Ask your partner the questions and write down his / her answers in note form.
1 Can you play a musical instrument?
2 How many times have you been abroad?
3 Did you go to bed early last night?
4 What do you usually have for breakfast?
5 Are you going to go out on Saturday night?
6 Have you ever won a prize or cup?
7 What are you going to do after class?
8 What's your favourite time of year?
9 When did you last get a letter written by hand?
10 What do you do on Sunday mornings?
Change partners. Tell your new partner about what your first partner told you.
I asked Anna if she could play a musical instrument and she said she could play the piano.

Student B
Ask your partner the questions and write down his / her answers in note form.
1 Could you swim when you were five?
2 Are you afraid of any animals or insects?
3 Have you ever visited an English-speaking country?
4 Do you support a sports team?
5 Where did you go to on holiday last year?
6 What websites do you like looking at?
7 Where are you going for your next holiday?
8 Where will you be at four o'clock tomorrow afternoon?
9 Have you done any sport or exercise today?
10 Can you count to one hundred in three languages?
Change partners. Tell your new partner about what your first partner told you.
I asked Paul if he could swim when he was five, and he said he could swim when he was four.

8. Complete the sentences using reported speech.
Why did you dump your girlfriend? My friend asked me why I had dumped my girlfriend.
1. 'When are you leaving?' My parents asked me ___ _
2. 'Have you ever been engaged?' She asked him ___ _
3. 'Will you be home early?' Anna asked Liam ___ _
4. 'Where do you usually buy your clothes?' My sister asked me ----
5. 'Did you wear a suit to the job interview?' We asked him ___ _
6. 'Do you ever go to the theatre?' I asked Lisa ___ _
7. 'What time will you arrive?' He asked us ___ _
8. 'How much money did you spend in the sales?' I asked my girlfriend.
9. 'Can you help me?' Sally asked the policeman ___ _
10. 'What size are you?' The shop assistant asked me ___ _

9. Change the direct speech into reported sentences and questions.
I haven't been to the sales yet.
I hate buying clothes.
I'll check the price online.
Where's the shoe department?
Does the shirt fit you?
1 Jackie said (that) she hadn't been to the sales yet.
2 My boyfriend told me ________ ___ 
3 They asked me ___________ ___ 
4 You said _____________ ___ 
5 I asked her _____________ ___ 
6 The sales assistant asked me ___________ ___
Reported requests, offers, etc

Reported orders and requests
We can use the structure tell/ask someone to do something.

DIRECT SPEECH REPORTED SPEECH

‘Please move this car.’ A policeman told me to move the car.
‘You really must be careful! Melanie is always telling David to be careful.
‘Would you mind turning the music down?’ We asked our neighbours to turn the music down.
The negative is tell/ask someone not to do something.

‘You mustn’t leave the door unlocked! Mr Atkins told Mark not to leave the door unlocked.
‘Please don’t wear those boots in the house.’ I asked you not to wear those boots in the house.
We can also use the structure ask to do something.

We can also use the structure ask to do something.

Reported offers, suggestions, etc
We can use agree, offer, promise, refuse and threaten with a to-infinitive.

DIRECT SPEECH/ REPORTED SPEECH

‘We’ll pay for the damage! We offered to pay for the damage.

‘I’ll definitely finish it by the end of next week! You promised to finish the work by the end of this week.

We can also use an object + to-infinitive after advise, invite, remind and warn.

‘Don’t forget to ring me!’ I reminded David to ring me.

We can also use an ing-form after admit, apologize for, insist on and suggest.

‘I really must have a rest! Emma insisted on having a rest.

‘Shall we go to a nightclub?’ Claire suggested going to a nightclub.

Admit that, insist that, etc
We can use a clause with that after admit, advise, agree, insist, promise, remind, suggest and warn.

Trevor admitted (that) he had forgotten the shopping. Claire insisted (that) we all went round to her flat for coffee. You promised (that) you would finish the work by the end of this week. I warned you (that) Nick’s dog is very fierce

Exercises
1. Trevor isn’t feeling very happy. Everyone has been telling him what to do. Report the orders and requests.
   A) ► His mother: Can you dig my garden, please, Trevor? His mother asked him to dig her garden.
   1 The doctor: You must take more exercise.
   2 His boss: Would you mind not playing computer games in the office?
   3 A traffic warden: You can’t park your car in the High Street.
   4 Laura: Could you put some shelves up, please, Trevor?
   2 Reported offers, suggestions,

   B) Complete the sentences. Report what was said.

   [Diagram showing sentences]

   Would you like to see my work, Celia?
   1 All right. I won’t talk about statistics.
   Why don’t we go on the range?
   4 You’re going to past the basket, don’t forget, Nicky.
   Yes, I made a mistake.
   5 I’m sorry I forgot the shopping.
   Celia! Don’t touch the electric wire!
203
Sarah invited Claire to stay for lunch.
Tom agreed not to talk about football.
1 Matthew advised .................................................................
2 Mike apologized .................................................................
3 Tom suggested .................................................................
4 Rachel reminded ...............................................................
5 Mr Atkins admitted ...........................................................
6 Trevor warned.................................................................

2. Combine each pair of sentences using that.
   ► The police warned us that the roads were dangerous.
   1 Everything will be ready on time. The builders have promised.
   2 We have to check the figures carefully. The boss insists.
   3 Tom's story wasn't completely true. He's admitted it.
   4 Emma's train was about to leave. Matthew reminded her.

3. Change the following sentences into "Reported Speech" using the "Reporting Verbs" on the list below. Tell,demand,forbid,order,remind,want,command,instruct,urge,warn,threaten,direct.
   Direct :    Peter says / said to me, "Show me the pictures".
   Reported :  a. Peter tells me to show him the pictures,
               b. Peter told me to show him the pictures.
   Direct :    Angela says / said to me, "Don't go near the barking dog".
   Reported :  a. Angela orders me not to go near the barking dog,
               b. Angela ordered me not to go near the barking dog.
1. My boss says / said to me, "Don't tell anybody about this plan".
   a. ..................................................................................
   b. ..................................................................................
2. The doctor says / said to me, "Eat fruit when you are hungry".
   a. ..................................................................................
   b. ..................................................................................
3. Peter says / said to her, "Don't worry whatever you do".
   a. ..................................................................................
   b. ..................................................................................
4. My mother says / said to me, "Wait in this room until I come back".
   a. ..................................................................................
   b. ..................................................................................
5. My father says / said to Peter, "Tell me what time you got up this morning".
   a. ..................................................................................
   b. ..................................................................................
6. My friend says / said to Helga, "Don't forget about your appointment".
   a. ..................................................................................
   b. ..................................................................................
7. My sister says / said to him, "Turn the light off before you go out".
   a. ..................................................................................
   b. ..................................................................................
8. She says / said to me, "Don't drink water before you eat your meal".
   a. ..................................................................................
   b. ..................................................................................
9. The doctor says / said to the girl, "Put out your tongue".
   a. ..................................................................................
   b. ..................................................................................
10. The man says / said to us, "Don't touch anything before the police come".
   a. 
   b. 

11. My mother says/said to him, "Take the meat out of the oven when the bell rings".
   a. 
   b. 

12. Carol says / said to Peter, "Try to finish your homework before you go to bed".
   a. 
   b. 

13. Lucy says/said to me, "Don't take the dog out for a walk in the afternoon".
   a. 
   b. 

14. Jack says / said to Mary, "Don't disturb me. I am busy writing letters".
   a. 
   b. 

15. Gilda says/said to Jack, "Bring me the book which your father bought last week".
   a. 
   b. 

16. Rita says / said to me, "Don't forget to thank your teacher when you say good-bye".
   a. 
   b. 

17. The policeman says/said to her, "Do what you are told or you will get into trouble".
   a. 
   b. 

18. I say / said to the policeman, "Don't tell me that you are an honest man".
   a. 
   b. 

19. My mother says / said to him, "Swim in the sea when the weather is really hot".
   a. 
   b. 

20. Molly says / said to Peter, "Don't tell me that you know the story that I am reading",
   a. 
   b. 

4. Chance the following sentences into "Reported Speech" using the "Reporting Verbs" on the list:
   ask (politely), beseech, request, implore, beg, plead with.

   Direct: I said to him, "Close the door, please".
   Reported: I asked him politely to close the door.

   Direct: The woman said to the general, "Spare my husband's life, please".
   Reported: The woman pleaded with the general to spare her husband's life.

1. Hilda said to me, "Please, don't say anything to my teacher".
2. My mother said to Linda, "Please, don't wipe your hands on my clean table-cloth".
3. The professor said to his students, "Please, be punctual at all my lectures".
4. Janet said to me, "Will you please tell me the time?"
5. Richard said to Lisa, "Would you mind telling me a story?"
6. Lara said to me, "Do you mind opening the window?"
7. "Could you please explain this subject once more?" the student said to the teacher.
8. Pamela said to me, "Can you show me the way to the train station, please?"
9. She said to the student, "Please put out your cigarette before entering the library".
10. The woman said to the man, "Could you direct me to the post office, please".
11. Peter said, "Will you please be my best-man at the wedding, Michael?"
12. Muge said to me, "Would you be kind enough to show me the cats?"
13. "Let me stay up a little longer tonight, mother, "said the child.
14. Donna said to me, "Would you please keep an eye on my suitcase for a minute?"
5. Change the following sentences into "Reported Speech" making all the necessary changes.
1. She said to me, "Don't make a lot of noise when you are playing".
2. My son said, "I'll have plenty of time because I don't have to go to school tomorrow".
3. Rita said to me, "The man who was living in this house has sold the car".
4. He said, "What time will you get up tomorrow morning, Melda?"
5. She said, "I always encourage the audience to laugh before the show begins".
6. My sister said to me, "Don't turn the lights off, I am studying".
7. Rita said to him, "Do you know where Janet went last night?"
8. She said, "The man who was living in this house has sold the car".
9. He said, "I am going to finish my homework when I get up tomorrow".
10. She said, "Put your bag in my room, Peter".
11. My father said, "Let's go for a walk now. It is not raining any more".
12. Molly said, "I will go crazy if I study English all day".
13. He said, "I am going to finish my homework when I get up tomorrow".
14. She said to me, "Do you know how to steer a ship?"
15. Chris said, "Why don't we have a tea party next Saturday?"
16. My sister said, "If I had enough money, I would buy a new car".
17. She said, "I wish I could remember his name".
18. She said to me, "If you take the dog for a walk, it won't bark so much".
19. She said, "Put your bag in my room, Peter".
20. I said to her, "You will win the match if you play more carefully".
21. She said to me, "Be careful not to break any of those glasses".
22. She said, "How often do you go to the cinema, Alison?"
23. Diana said to Jack, "Please don't ask me such questions. Do you want me to tell you lies?"
24. George said to Jill, "Do you think this kind of thing will happen again?"
25. I said to the man, "Do you think that the Government will set up a public enquiry?"
26. Betty said to the pilot, "Can you give a clear description of the UFO?"
27. The flight attendant said to the passenger, "Fasten your seat belts because we have to make a compulsory landing".
28. The old man said to them, "Don't go near the house because there is a gas leak".
29. The witness said, "I can identify the men who are guilty".
30. He said, "When I was driving home, I saw Susan".
31. The man said to me, "Have you decided which courses you are going to take?"
32. Mary said to me, "Do you know how long Alice has been playing the piano?"
33. My father said, "The car is in good condition though it needs to be repaired".
34. The boss said to me, "Pay particular attention when you are doing your work".
35. I said to Jane, "I haven't seen you for ages. What have you been doing since I last saw you?"
36. She said to him, "What do you do when you are sailing against the wind?"
37. My mother said to me, "Do you think that you will be happy if you marry Rose?"

6. Change the following sentences into "Direct Speech" writing the exact words of the speaker.
   Example: He asked me where I had gone the day before.
   He said to me, "Where did you go yesterday?"
1. She asked me to hold her packages for her.
2. She asked me if I could speak Russian.
3. The captain ordered me not to shoot until he gave the order.
4. She told me that she would go to London if she could find a better job.
5. The customs officer is asking me if I have got anything to declare.
6. He asked me where I had been when the bell rang.
7. She asked me if I was going to the cinema the following day.
8. He said that he couldn't go out that night.
9. She wanted to know where the nearest bus-stop was.
10. My father suggested that we should go to the cinema that night.
11. Mary asked me if I had watched the film on TV the night before.
12. My mother requested me to help her with the baby.
13. The sergeant ordered the soldiers to attack the castle.
14. The teacher asked Jane to clean the board.
15. He told me that he could not help me as he was busy.
16. She advised me to lock the doors when I parked my car.
17. She said she had been able to speak French when she was twelve.

7. Change the following sentences into "Reported Speech" using the "Reporting Verbs" in brackets.

REPORTING VERB      +      (SOMEBODY)      +      (THAT - CLAUSE)
Direct: "Why not paint the door blue?" said Helene. (Recommend)
Reported: Helene recommended that we (should) paint the door blue.
1. "Let's have a picnic on the island next Sunday!" said Jennifer, (suggest)Jennifer
2. Roger said to Hilda, "That car you are driving belongs to me", (claim)Roger
3. Patricia said, "Yes, I have had an accident with my car", (admit)Patricia
4. "I have never spoken to the King", said Jane Seymour, (deny)Jane Seymour
5. "I will never lie to my father again", Susan said, (promise)Susan
6. "You should take the other road", Matilda said to me. (suggest)Matilda
7. Rita said, "I telephoned at ten o'clock, but nobody answered it", (explain)Rita
8. Peter said to me, "You are quite right in what you say", (accept)Peter
9. Betty said, "I can speak six languages very well", (boast)Betty
10. The witness said, 'This is the man I saw at the scene of the crime", (affirm)The witness
11. Lolita said to me, "You really must come and meet me", (insist)Lolita
12. The weatherman said, "We will not get any rain today", (predict)The weatherman
13. Melissa said, "I know where the stolen car is", (claim)Melissa
14. The teacher said, "Yes, the exam is very difficult", (agree)The teacher
15. "You never take my advice seriously", my father said to me. (complain)My father
16. "This man doesn't know what he is talking about", said Nancy, (mutter)Nancy

8. Change the following sentences into "Reported Speech" using the "Reporting Verbs" in brackets.

REPORTING VERB      +      SOMEBODY      +      FULL INFINITIVE
Direct: My father said to me, "Study your lessons (advise)
Reported: My father advised me to study my lessons regularly.
1. Rose said to me, "Could you pass me the sail?" (ask)Rose
2. "Don't go too near the fire, it is dangerous", said the officer to the woman, (warn)The officer
3. I said to Nora, "You had better see the doctor right away", (advise)
I
4. "Get out of my office this minute", my boss said to me. (order)
My boss
5. Hilda said to Peter, "Please, help me", (beg)
Hilda
6. George said to me, "Go ahead, phone her", (encourage)
George
7. "Insert your card and wait for the machine to open", the man said to me. (instruct)
The man
8. "Don't touch that snake; it is very dangerous", Tony said to Linda, (warn)
Tony
9. "You can use my phone", Caroline said to me. (allow)
Caroline.
10. "I would like you to go out", Patricia said to me. (want)
Patricia
11. "You mustn't eat sweets", the doctor said to me. (forbid)
The doctor
12. "Would you like to come to my house on Saturday?" Paul said to me. (invite)
Paul
13. "Don't forget to take your keys, Peter", said Rose, (remind)
Rose
14. Lisa said to me, 'The party will be a great fun. You must come", (persuade)
Lisa
15. "Let me stay up a little longer tonight, mother", said the child, (beg)
The child
16. "Would you mind typing this letter for me, please?" Maria said to me. (ask)
Maria

9. Change the following sentences into "Reported speech" using the "Reporting Verbs" in brackets.

REPORTING VERB + (PREPOSITION) + GERUND

Direct: Rose said to me, "You broke the vase", (accuse of)
Reported: Rose accused me of breaking the vase.
1. "No, I didn't steal the car", Philip said, (deny)
   Philip
2. "Yes, I lied to your father", Miranda said (admit to)
   Miranda
3. Veronica said to me, "I am sorry that I upset you", (apologize to)
   Veronica
4. "Let's go to the cinema tonight!", my father said (suggest)
   My father
5. "You must wear warm clothes", my mother said to me, (insist on)
   My mother
6. "I am better than you", Rana said to me (boast about)
   Rana.
7. Melinda said, "It is true, I murdered Christina", (confess to)
   Melinda
8. Gloria said to me, "You ruined my dress", (accuse of)
   Gloria
9. "I am sorry I didn't phone when you got back to the station", said Rose to her husband, (apologize to)
   Rose
10. Lucy said, "I can swim very well", (boast about)
    Lucy
11. The policeman said, "Yes, I took bribes from people many times", (admit to)
The policeman ______________________________________________________

12. The doctor said, "You had better stay in bed for a week", (advise)

The doctor______________________________________________________

13. I said, "Yes, I revealed the secret to my friends", (confess to)

I ______________________________________________________

14. In court Mary said, "No, I was not near the scene of the crime", (deny)

In court Mary ______________________________________________________

15. Stella said, "No, I don't object to doing my homework here", (mind)

Stella ______________________________________________________

16. My father said to me, "No, I won't raise any objection if you get married", (object to)

My father______________________________________________________

10. Complete each sentence with the correct form of the verb in brackets.

1. A Remind me to book a taxi to the airport. (book) B We don't need one, Andy's offered__________

us a lift. (give)

2. A Hi, Tom. I'm surprised to see you here. I didn't think you liked opera. B I don't, but Delia persuaded me ___ tonight. (come)

3. A Have the police found the men that robbed the supermarket? B Apparently, they've arrested one

man, but he denies ___ anything to do with it. (have)

4. A I've always regretted to university when I was younger. (not go) B Well it's never too late. Why
don't you apply?

5. A Have the kids been arguing again? Oliver's really upset, but he refuses ___ me why. (tell) B

Oh, Harry's accused Oliver of ______ one of his toys, and now they aren't speaking to each

other. (break)

6. A Where are you going on holiday this year? B We haven't decided yet. Molly suggested ______ on a cruise, but I always get seasick. (go)

7. A Someone broke into the car and stole my laptop while I was in the supermarket. B I warned you

___ it in the car. Have you reported it to the police? (not leave)

8. A There's a funny smell in the kitchen. B That's because your dad insisted on ___ curry for dinner and he burnt it. (make)

Self – Test 12

1. Some of these sentences are correct, and some have a word which should not be there. If the

sentence is correct, put a tick (/). If it is incorrect, cross the unnecessary word out of the sentence

and write it in the space.

? You promised you wouldn't be late. /

? Susan thought 'That I can't understand what's happening.' that

1 Do you know me what time the coach leaves?

2 Robert wanted to know if did the price included breakfast.

3 Anna insisted on showing us her photos.

4 Someone asked us whether that we had eaten lunch.

5 Nancy told me she had started the job the week before.

6 Nigel said me he wanted to come with us.

7 My friend said she did liked her new flat.

8 Martin asked us for not to wake the baby.

2. Decide which word is correct.

► What did that man say to you?

a) at you b) for you c) to you d) you

1 I rang my friend in Australia yesterday, and she said it....................... raining there.

a) is b) should be c) to be d) was

2 The last time I saw Jonathan, he looked very relaxed. He explained that he'd been on holiday the.............. week.
a) earlier b) following c) next d) previous
3 I wonder…………………. the tickets are on sale yet.
   a) what b) when c) where d) whether
4 I told you…………………. switch off the computer, didn't I?
   a) don't b) not c) not to d) to not
5 Someone……………………me there's been an accident on the motorway.
   a) asked b) said c) spoke d) told
6 When I rang Tessa some time last week, she said she was busy…………………. day.
   a) that b) the c) then d) this
7 When he was at Oliver's flat yesterday, Martin asked if he…………………. use the phone.
   a) can b) could c) may d) must
8 Judy …………………… going for a walk, but no one else wanted to.
   a) admitted b) offered c) promised d) suggested

3. Read the news report and write the missing words. Use one word only in each space. Sometimes
there is more than one possible answer.

Police have warned people (►) to watch out for two men who have tricked their way into an old
woman's home and stolen money. The men called on Mrs Iris Raine and said (1)…………………. were
from the water company and wanted to check (2) ……………………. her water was OK.
They asked if (3) ……………………. would mind letting them into her house. The woman didn't
ask (4) ……………………. see their identity cards. She said she (5) ……………………. know about
any problem with the water. The men explained that they (6) ……………………. just discovered
the problem but that it was very simple and (7) ……………………. take long to check. The
woman asked (8) ……………………. the service was free, and they said yes. They
(9) ……………………. to know where the water tank was. While one man ran water in the kitchen, the
other went upstairs and took several hundred pounds from a drawer in a bedroom. The men then left
saying that they would return the (10) ……………………. Day to have another look.

4. Complete each sentence by reporting what was said to you yesterday.
Use said and change the tense in the reported speech.

► Polly: I'm really tired.
   When I saw Polly yesterday, she said she was really tired.
1 Tessa: I feel quite excited.
   When I saw Tessa yesterday, I said she was quite excited.
2 Nigel: I can't remember the code word.
   When I saw Nigel yesterday, I said he couldn't remember the code word.
3 Robert: I won't be at the next meeting.
   When I saw Robert yesterday, I said he wouldn't be at the next meeting.
4 The twins: We've got a problem.
   When I saw the twins yesterday, I said they had a problem.
5 Michelle: I've been swimming.
   When I saw Michelle yesterday, I said she had been swimming.
6 Your friends: We would like to be in the show.
   When I saw my friends yesterday, I said they wanted to be in the show.
7 Adrian: I don't need any help.
   When I saw Adrian yesterday, I said he didn't need any help.
8 Susan: My sister is coming to see me.
   When I saw Susan yesterday, I said her sister was coming to see her.

5. Report the sentences. They were all spoken last week. Use the verbs in brackets.

? Anna to Janet: Don't forget to sign the form, (remind)
Anna reminded Janet to sign the form.

? Robert: What time will the office close this evening? (ask)
Robert asked what time the office would close that evening.
1 A policeman to Christopher: Stop shouting, (tell)
2 Tessa: It was me. I ate all the cake yesterday, (admit)
3 Adrian: I'm sorry I was rude, (apologize)
4 Simon to Susan: Would you like to join me for lunch? (invite)
5 Martin to Nancy: Did someone ring you an hour ago? (ask)
6 Peter: I really must leave, (insist)
## Irregular verbs

<table>
<thead>
<tr>
<th>Base form</th>
<th>Past Simple</th>
<th>Past participle</th>
<th>Base form</th>
<th>Past Simple</th>
<th>Past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>be</td>
<td>was/were</td>
<td>been</td>
<td>leave</td>
<td>left</td>
<td>left</td>
</tr>
<tr>
<td>beat</td>
<td>beat</td>
<td>beaten</td>
<td>lend</td>
<td>lent</td>
<td>lent</td>
</tr>
<tr>
<td>become</td>
<td>became</td>
<td>become</td>
<td>let</td>
<td>let</td>
<td>let</td>
</tr>
<tr>
<td>begin</td>
<td>began</td>
<td>begun</td>
<td>lie</td>
<td>lain</td>
<td>lain</td>
</tr>
<tr>
<td>bend</td>
<td>bent</td>
<td>bitten</td>
<td>light</td>
<td>lighted/lit</td>
<td>lighted/lit</td>
</tr>
<tr>
<td>bite</td>
<td>bit</td>
<td>bitten</td>
<td>lose</td>
<td>lost</td>
<td>lost</td>
</tr>
<tr>
<td>blow</td>
<td>blew</td>
<td>blown</td>
<td>make</td>
<td>made</td>
<td>made</td>
</tr>
<tr>
<td>break</td>
<td>broke</td>
<td>broken</td>
<td>mean</td>
<td>meant</td>
<td>meant</td>
</tr>
<tr>
<td>bring</td>
<td>brought</td>
<td>brought</td>
<td>meet</td>
<td>met</td>
<td>met</td>
</tr>
<tr>
<td>build</td>
<td>built</td>
<td>built</td>
<td>must</td>
<td>had to</td>
<td>had to</td>
</tr>
<tr>
<td>buy</td>
<td>bought</td>
<td>bought</td>
<td>pay</td>
<td>paid</td>
<td>paid</td>
</tr>
<tr>
<td>can</td>
<td>could</td>
<td>been able</td>
<td>put</td>
<td>put</td>
<td>put</td>
</tr>
<tr>
<td>catch</td>
<td>caught</td>
<td>caught</td>
<td>read /rid/</td>
<td>read /red/</td>
<td>read /red/</td>
</tr>
<tr>
<td>choose</td>
<td>chose</td>
<td>chosen</td>
<td>ride</td>
<td>rode</td>
<td>ridden</td>
</tr>
<tr>
<td>come</td>
<td>came</td>
<td>come</td>
<td>ring</td>
<td>rang</td>
<td>rung</td>
</tr>
<tr>
<td>cost</td>
<td>cost</td>
<td>cost</td>
<td>rise</td>
<td>rose</td>
<td>risen</td>
</tr>
<tr>
<td>cut</td>
<td>cut</td>
<td>cut</td>
<td>run</td>
<td>run</td>
<td>run</td>
</tr>
<tr>
<td>dig</td>
<td>dug</td>
<td>dug</td>
<td>say</td>
<td>said</td>
<td>said</td>
</tr>
<tr>
<td>do</td>
<td>did</td>
<td>done</td>
<td>see</td>
<td>saw</td>
<td>seen</td>
</tr>
<tr>
<td>draw</td>
<td>drew</td>
<td>drawn</td>
<td>sell</td>
<td>sold</td>
<td>sold</td>
</tr>
<tr>
<td>dream</td>
<td>dreamed/dreamt</td>
<td>dreamed/dreamt</td>
<td>send</td>
<td>sent</td>
<td>sent</td>
</tr>
<tr>
<td>drink</td>
<td>drank</td>
<td>drunk</td>
<td>set</td>
<td>set</td>
<td>set</td>
</tr>
<tr>
<td>drive</td>
<td>drove</td>
<td>driven</td>
<td>shake</td>
<td>shook</td>
<td>shaken</td>
</tr>
<tr>
<td>eat</td>
<td>ate</td>
<td>eaten</td>
<td>shine</td>
<td>shone</td>
<td>shone</td>
</tr>
<tr>
<td>fall</td>
<td>fell</td>
<td>fallen</td>
<td>shoot</td>
<td>shot</td>
<td>shot</td>
</tr>
<tr>
<td>feed</td>
<td>fed</td>
<td>fed</td>
<td>show</td>
<td>showed</td>
<td>shown</td>
</tr>
<tr>
<td>feel</td>
<td>felt</td>
<td>felt</td>
<td>shut</td>
<td>shut</td>
<td>shut</td>
</tr>
<tr>
<td>fight</td>
<td>fought</td>
<td>fought</td>
<td>sing</td>
<td>sang</td>
<td>sung</td>
</tr>
<tr>
<td>find</td>
<td>found</td>
<td>found</td>
<td>sink</td>
<td>sank</td>
<td>sunk</td>
</tr>
<tr>
<td>fit</td>
<td>fit</td>
<td>fit</td>
<td>sit</td>
<td>sat</td>
<td>sat</td>
</tr>
<tr>
<td>fly</td>
<td>flew</td>
<td>flown</td>
<td>sleep</td>
<td>slept</td>
<td>slept</td>
</tr>
<tr>
<td>forget</td>
<td>forgot</td>
<td>forgotten</td>
<td>slide</td>
<td>slid</td>
<td>slid</td>
</tr>
<tr>
<td>forgive</td>
<td>forgave</td>
<td>forgiven</td>
<td>speak</td>
<td>spoke</td>
<td>spoken</td>
</tr>
<tr>
<td>freeze</td>
<td>froze</td>
<td>frozen</td>
<td>spend</td>
<td>spent</td>
<td>spent</td>
</tr>
<tr>
<td>get</td>
<td>got</td>
<td>got</td>
<td>spoil</td>
<td>spoiled/spoil</td>
<td>spoiled/spoil</td>
</tr>
<tr>
<td>give</td>
<td>gave</td>
<td>given</td>
<td>spread</td>
<td>spread</td>
<td>spread</td>
</tr>
<tr>
<td>go</td>
<td>went</td>
<td>been/gone</td>
<td>stand</td>
<td>stood</td>
<td>stood</td>
</tr>
<tr>
<td>grow</td>
<td>grew</td>
<td>grown</td>
<td>steal</td>
<td>stole</td>
<td>stolen</td>
</tr>
<tr>
<td>hang</td>
<td>hanged/hung</td>
<td>hanged/hung</td>
<td>stick</td>
<td>stuck</td>
<td>stuck</td>
</tr>
<tr>
<td>have</td>
<td>had</td>
<td>had</td>
<td>swim</td>
<td>swim</td>
<td>swim</td>
</tr>
<tr>
<td>hear</td>
<td>heard</td>
<td>heard</td>
<td>take</td>
<td>took</td>
<td>taken</td>
</tr>
<tr>
<td>hide</td>
<td>hid</td>
<td>hidden</td>
<td>teach</td>
<td>taught</td>
<td>taught</td>
</tr>
<tr>
<td>hit</td>
<td>hit</td>
<td>hit</td>
<td>tear</td>
<td>tore</td>
<td>torn</td>
</tr>
<tr>
<td>hold</td>
<td>held</td>
<td>held</td>
<td>tell</td>
<td>told</td>
<td>told</td>
</tr>
<tr>
<td>hurt</td>
<td>hurt</td>
<td>hurt</td>
<td>think</td>
<td>thought</td>
<td>thought</td>
</tr>
<tr>
<td>keep</td>
<td>kept</td>
<td>kept</td>
<td>throw</td>
<td>threw</td>
<td>thrown</td>
</tr>
<tr>
<td>kneel</td>
<td>knelt</td>
<td>knelt</td>
<td>understand</td>
<td>understood</td>
<td>understood</td>
</tr>
<tr>
<td>know</td>
<td>knew</td>
<td>known</td>
<td>wake</td>
<td>woke</td>
<td>woken</td>
</tr>
<tr>
<td>lay</td>
<td>laid</td>
<td>laid</td>
<td>wear</td>
<td>wore</td>
<td>worn</td>
</tr>
<tr>
<td>lead</td>
<td>led</td>
<td>led</td>
<td>win</td>
<td>won</td>
<td>won</td>
</tr>
<tr>
<td>learn</td>
<td>learned/learnt</td>
<td>learned/learnt</td>
<td>write</td>
<td>wrote</td>
<td>written</td>
</tr>
</tbody>
</table>
## Verb patterns

### Verbs + -ing

<table>
<thead>
<tr>
<th>Verb(s)</th>
<th>Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>adore, can't stand, don't mind, enjoy, finish, imagine, taste</td>
<td>doing swimming, cooking</td>
</tr>
</tbody>
</table>

**Note:**
We often use the verb go + -ing for sports and activities.

- I go swimming every day.
- I go shopping on weekends.

### Verbs + preposition + -ing

<table>
<thead>
<tr>
<th>Verb(s)</th>
<th>Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>give up, look forward to, succeed in</td>
<td>doing</td>
</tr>
</tbody>
</table>

### Verbs + to + infinitive

<table>
<thead>
<tr>
<th>Verb(s)</th>
<th>Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>afford, agree, choose, dare, decide, expect, forget, help, hope, learn, mean, need, offer, plan, promise, refuse, seem, want, would hate, would like, would love, would prefer</td>
<td>to do to cook</td>
</tr>
</tbody>
</table>

**Note:**
Help can be used without to.
I helped him do the dishes.

### Verbs + sb + to + infinitive

<table>
<thead>
<tr>
<th>Verb(s)</th>
<th>Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>advise, allow, ask, beg, encourage, expect, help, invite, need, order, persuade, remind, tell, want, warn, would like</td>
<td>me, him, them, someone, to do to go to some</td>
</tr>
</tbody>
</table>

**Note:**
Help can be used without to.
I helped him do the dishes.

### Verbs + sb + to + infinitive (no to)

<table>
<thead>
<tr>
<th>Verb(s)</th>
<th>Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>help, let, make, her, us, do</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. To is used with make in the passive.
   We were made to work hard.
2. Let cannot be used in the passive. Allowed to is used instead.
   She was allowed to leave.

### Verbs + -ing or to + to + infinitive (with a change in meaning!)

<table>
<thead>
<tr>
<th>Verb(s)</th>
<th>Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>begin, continue, hate, like, love, prefer, try, stop</td>
<td>doing to do</td>
</tr>
</tbody>
</table>

**Notes:**
1. I remember posting the letter.
   (I have a memory now of a past action: posting the letter.)
2. I remembered to post the letter.
   (I reminded myself to post the letter. I didn’t forget.)
3. I stopped drinking coffee.
   (I gave up the habit.)
4. I stopped to drink a coffee.
   (I stopped doing something else in order to have a cup of coffee.)
5. I tried to sleep.
   (I wanted to sleep, but it was difficult.)
6. I tried counting sheep and drinking a glass of warm milk.
   (These were possible ways of getting to sleep.)

**Notes:**
1. Help and dare can be used without to.
   We helped clean up the kitchen.
   They didn't dare disagree with him.
2. Have to for obligation.
   I have to wear a uniform.
3. Used to for past habits.
   I used to smoke, but I quit last year.
Bibliography

6. Russell N. Campbell and William E.
9. Rutherford, Techniques and Resources in Teaching Grammar, Oxford 2004
13. www.busyteachers.org
14. www.englishtips.org