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The English Verb

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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.

Most children like ice-cream. You know the answer.

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**.

I know —> he knows I work —> she works

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 We

do not change **y** after a vowel.

stay —> stays enjoy —> enjoys

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 I/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.

Do you live here? ~ Yes, I do. What does he want? ~ Money.

We do not add **s** to the verb in negatives and questions.

NOT ~~He doesn't gets~~ and NOT ~~Does he gets?~~

Present simple+ adverbs of frequency always/ usually /sometimes /never

I **always** have breakfast.

They **usually** finish work at 5.00.

She **sometimes** watches T V 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 **[+]** verb: He never eats meat NOT ~~he doesn't never eat meat.~~

Exercises

1. Complete the sentences. Use each verb once:

drink have like live want

- I _____ in the city centre. (+)
I _____ a new car.(+)
I _____ coffee. (-)
I _____ football.(-)
I _____ six children.(+)

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

- I _____ live here. I live in the city centre.
- I A: _____ you have children? B: No, I _____.
- I _____ like this photo. It's terrible
- A _____ you want a coffee? B No, thanks. I _____ drink coffee.
- I _____ have brothers and sisters. I'm an only child.
- A: Excuse me, _____ you work here? B: No, I _____. Sorry.
- A: Do you like my coat? B: Yes, I _____. It's fantastic

3. Order the words to make sentences or questions.

- umbrella have do you an?
- like I football don't.
- magazine want you a do?
- a house I small live in.
- English you do study?
- sisters two have I.
- don't British want a I car.
- here you near do live?
- a don't I phone mobile have

4. Write sentences.

- have tea for breakfast (t They +)
- want coffee or tea (you ?)
- have cereal for breakfast(They -)
- like chocolate(you ?)
- eat a lot of rice in Japan (We +)
- drink coffee in the evening (you ?)
- like Chinese food (We -)
- have salad for lunch (They +)
- drink tea in Russia(they ?)

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

- We _____ in a big house in Oxford.
- We _____ to the radio in the morning.
- My husband and I _____ cereal and coffee for breakfast.
- _____ your children _____ TV at dinner time?
- My sisters _____ Spanish or Italian.
- People in Italy _____ a lot of coffee.
- _____ you _____ on Saturdays?
- They _____ New York. They think it's a fantastic city.
- _____ you _____ newspapers and magazines in English?

6. Rewrite the sentences.

- I live in a flat. She _____
- They read magazines. He _____

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.
3. A - do you want for breakfast? B Cereal, please.
4. A - old is your mother? B She's 64.
5. A - music does she like? B Classical music and opera.
6. A -'s that man in the photo? B It's my wife's father.
7. A - do you usually go on holiday? B In the summer.
8. A - does your sister work? B In a bank.
9. A - do you spell your surname? B I-V-E-R-S-E-N.

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:

Chris's bedroom



Alice's bedroom



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 ever)'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? (Müslim)
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 lather 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) 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 lather 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.
- 14. A: Where.....
B: My father comes from Japan.
- 15. A: What.....
B: I am Turkish.
- 16. A: What.....
B: An accident happens on this junction ever)' 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 cold 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,.....

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) 3. 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*.

1. 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.
3. Jenny (come)..... back from New York tomorrow.
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)..... in this place.
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.

Here are some more examples.

*It's **raining** at the moment.*

*I'm **watching** this programme.*

*Look. That man **is taking** a photo of you.*

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.

*It always **rains** at the weekend.*

*I **watch** television most weekends.*

*He's a photographer. He **takes** lots of photos.*

Thoughts, feelings and states

We normally use the present simple to talk about thoughts and feelings.

*I **think** it's a good programme. Kitty **likes** her job.* We also use it to talk about states (see Unit 7) and permanent facts.

*Reporting **means** a lot to her. Paper **burns** easily.* We also use the present simple in **I promise, I agree, I refuse**, etc.

*I **promise I'll** write to you. It's all right. I **forgive** you.*

Temporary or permanent?

PRESENT CONTINUOUS

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

*I'm **working** at a sports shop for six weeks.*

*At the moment they're **living** in a very small flat.*

PRESENT SIMPLE

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

*I **work** at a sports shop. It's a permanent job.*

*They **live** in a very nice flat.*

Always

PRESENT CONTINUOUS

We can use **always** with the present continuous to mean 'very often', usually with the added meaning of 'too often'.

*Tom **is always inviting** friends here. (= He invites them very often.)*

*I'm **always making** silly mistakes. (= I make silly mistakes 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 | Present Continuous |
|--|---|
| I think he's Italian. (= believe) | Tom is thinking of moving house. (= is considering) |
| Katie looks happy. (= appears to be) | They are looking at the paintings. (= are taking a look at) |
| You can see the sea from my room. (= it is visible) | Sam is seeing his friends tonight. (= is meeting) |
| Derek has a new car. (= possesses) | We are having dinner at 8 o'clock. (= are eating) |
| This pie tastes really good. (= it has a really good flavour) | Paul is tasting the soup to see if it needs salt. (= is trying) |
| This new dress fits her perfectly. (= it is her size) | He is fitting a new lock on the door. (= is attaching) |
| He is so polite. (= that's his character) | He is being so rude today! (= he is behaving like that only today) |
| She appears to be tired. (= seems) | 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.

(2)..... (I / think) (3)..... (they / discuss) money.

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.

- ▶ *I'm writing* (I / write) to my parents. / *write* (I / write) to them every weekend.
- 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.

- ▶ Melanie: Tom talks too much, doesn't he?
- Rita: Yes, and *he's always talking* about football.
- ▶ Laura: You forget your keys every time.
- Trevor: I try to remember them, but / *always forget*.
- 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.

- ▶ I surf the Net most evenings, *action*
- 1 My flat is in the town centre.....
- 2 I drive a taxi in the daytime
- 3 I own two cars.
- 4 I go to lots of parties.
- 5 I love football.

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.

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 sheill.

3 Of course you can understand it. Youstupid, 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 hubble-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) 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 ray mobile-phone these days, (have)
2. Your pizza... .. very delicious, (taste)
3. I.. .. the soup to see if it has enough sail 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 goby, (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, f think you things, (imagine)
12. Jennifer a book in her hand now . (have)
13. My father 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/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(l)..... 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.

► a) are b) do c) does d) is

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 (7) 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.
.....

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

3 Anna wearing her new coat today
.....

4 What colour you like best?
.....

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

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

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

8 What is 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 car 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. The train left on time. 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 stopped* and NOT *Did you rang?*

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".

AM

DO

WAS

IS

DOES

WERE

ARE

DID

WERE

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 hevery busy last night.
- 13) A:..... your teacher dancing with you now?
B ; No, henot dancing with me now, hedancing 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?

- A) _____
 B) _____
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 Kalkan 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: 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.
7. A: _____
B: I needed a passport-size photograph for my diploma.
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.
11. A: _____
B: Hakan Sükür played for Galatasaray for a long time.
12. A: _____
B: My hair needed washing every two days.
13. A: _____
B: Whitney Houston sang all the songs beautifully at the concert.
14. A: _____
B: The author of the book spoke very carefully at the meeting.
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) :.....
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 mother 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 fatherten 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 anda new one.
- 7) The teacher came into the room and the students.....
- 8) Ritaa 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) I a lot of time walking by the river.
- 2) The childrena good time at the party last night.
- 3) Wein the sea when the weather was sunny.
- 4) Melinda two cheese sandwiches before she went to school.
- 5) My sistertwo glasses of water before she went to bed last night.
- 6) Wean important message to the leader of the tribe the other day.
- 7) I am sorry because I.....her heart at the party last night.

- 8) The teachera picture on the board half an hour ago.
- 9) Weour dog for a walk in the park this morning.
- 10) Wein 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) How many people spent the night in the tents last night?
- 12) What did you do when you woke up this morning?
- 13) Who took you to the cinema last week?
- 14) What sort of film did your parents watch on TV last night?
- 15) 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.

(1) (we / not / try) to do too much.

Claire: What sights (2) (you / see)?

Mark: We had a look round the Louvre. (3)..... (I / not / know) there was so
 much in there.

Claire: And what show (4)..... (you / go) to?

Mark: Oh, a musical. I forget the name. (5) (I / not / like) it.

Claire: Oh, dear. And (6)..... (Sarah / enjoy) it?

Mark: No, not really. But we enjoyed the weekend. Sarah did some shopping, too, but

(7) (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.

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(1).....(be) Herbert and Molly Paynter, a couple in their seventies. The fire
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 (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

7. Jenny / the door / lock
8. she / happy / be
9. Greg / the ball / kick
10. the car / at the corner / stop

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

12. A:
B: Natalie was asking the teacher a lot of difficult questions.
13. A:
B: I paid the bill while Lisa was dancing with that man.
14. A:
B: The students were doing their homework when I entered the classroom.
15. A:
B: Linda was crying because she didn't know the answer to the question.
16. A:
B: I got wet while I was waiting for the bus.
17. A:
B: An accident happened while I was crossing the road

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*



► Claire was listening to a band.

- 1 Trevor and Laura
- 2 Vicky and Rachel
- 3 Tom
- 4 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 correct form (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.

Past continuous or simple?

Introduction

A reporter is interviewing Mike and Harriet.

Reporter: *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.*

(We were in the middle of our journey.)

*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. STAND, BE, SLEEP, GET, DO, LOSE, FAIL, RIDE, MEET, COOK

- 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. STUDY, TAKE, LEAVE, TALK, RECOGNIZE, TELL, COME, FEEL, RISE, PULL DOWN

- 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. HAVE, DROP, SPEND, BLOW, BREAK DOWN, LIVE, RUN, HAPPEN, ARRIVE, BREAK IN

- 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.
9. My sister (live) in Paris. The Second World War (break out) in 1939.
 - 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 bath while we (play) backgammon.
- 4) It (begin)..... to rain while the children (have)..... a party
- 5) As I (walk)..... home, I (meet)..... a tourist.
- 6) Janet..... (go) to school 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.
- 13) My father (live)..... in Samsun when the Second World War (break out)..... in 1939.
- 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"¹ 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"¹ 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) table 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.*

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

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.
9. My brother _____ (be born) in Lisbon in 1986.
10. I _____ (graduate) from Oxford in 1997

Self-Test 2

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

► The car *stopped* (stop) at the lights.

1 We..... (leave) the cinema before the end of the film.

2 The streets.....(be) crowded with people.

3 My grandmother..... (die) last year.

4 Everyone..... (have) a marvellous time.

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.

► There were lights on the spacecraft, (had)

The spacecraft had lights on it.

1 I had my old coat on. (wearing)

2 I was on holiday, and you were on holiday, too. (we)

3 It isn't true that I made a mistake, (didn't)

4 The boys were in the middle of a game of cards, (playing)

5 No one told me about the change of plan, (know)

6 My friend was the winner of the competition, (won)

7 Is it a fact that the Romans built this wall? (did)

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 (1)....., 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 sing.
- 2 I washed my hair when the-phone rang.
- 3 You came to the club last night.
- 4 It taked ages to ge home.
- 5 5. We tried to keep quiet because the baby sleeping
- 6 As I was watching him, the man was suddenly running away.
- 7 We pass a petrol station two minutes ago.
- 8 Everything was seeming OK.
- 9 Where bought you that-bag?
- 10When 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-sinee-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/for 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.

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:
13. A: Would you like to eat dinner with me? (just)
 B:
14. 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.
 It is five years since we last swam in the river
 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:

4. (hot / place / be)
A:.....
B:
5. (dangerous/place/be)
A:.....
B:
6. (interesting / book / read)
A:.....
B:
7. (difficult/language/study)
A:.....
B:
8. (expensive / thing / buy)
A:.....
B:
9. (charming / girl / meet)
A:.....
B:
10. (funny / person / see / on television)
A:.....
B:
11. (tall / tree / climb)
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 Mar)(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 about my remark?
B: I think that is (nice)..... thing you (ever, say)..... to me.
7. A: What do you think about 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: What 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! ..?
2. A: My brother works for the Daily Telegraph.
 B: Oh, really! ..?
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! ..?
14. A: My brother is unemployed.
 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 | then | now | still | for | for | recently | up to |
| 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 in 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: (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: I don't know. (7) (i t / 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.

11,13 More on the present perfect 14-15 Present perfect or past simple?

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) (he / 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.

- ? I'd better have a shower. I haven't *had one since* Thursday.
- 1 I think I'll ring my girlfriend. I haven't the weekend.
- 2 We're going to see some old friends. We haven't..... five years.
- 3 Let's watch a video, shall we? We haven't..... quite a while.
- 4 We could have a barbecue. We haven't last summer.
- 5 Shall we play tennis? We haven't..... our 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 (1)..... to a supermarket on my way home, that new place near the station.
 Natasha: I haven't (2).to that one yet.
 Vicky: Where's Jessica? Isn't she here?
 Emma: No, she's (3)..... 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)
 But
 2 Tom: (basketball?)
 Trevor: (no, volleyball)
 But
 3 Daniel: ('Hamlet'?)
 Vicky: (no, '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.*

PRESENT PERFECT

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.

*The director **made** many films in his long career.*

*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.

I played 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.

(It's still daytime.)

Has the post come this morning?

(It's still morning.)

I didn't see Sarah at work today.

(The working day is over.)

Did the post come this 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 il?

B: She il 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.
2. I (live). here..... January.
3. They (not, eat) meat they (see) that film about farm animals.
4. My lather (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 I (break) my kg.
10. I (get).....married forty years My husband and I (live)happily togetherthen.
11. My father (leave) home ten years and he (not, write)..... ..to us..... 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)there..... then.
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 then.
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)..... ever.....
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.

- ? *I've done* (I / do) all the housework. The flat is really clean now.
- ? A young couple *bought* (buy) the house next door. But they didn't live there long.
 - 1 Our visitors..... (arrive). They're sitting in the garden.
 - 2 There's still a problem with the television. Someone (repair) it, but then it broke down again.
 - 3 (I / lose) my bank card. I can't find it anywhere.
 - 4 The match..... (start). United are playing well.
 - 5 My sister..... (run) away from home. But she came back two days later.
 - 6 Daniel..... (earn) some money last week. But I'm afraid he's already spent it all.
 - 7(we / plant) an apple tree in the garden. Unfortunately it died.
 - 8 Prices..... (go) up. Everything is more expensive this year.
 - 9 Someone..... (turn) on the hi-fi. What's that song called?
 - 10 (I / phone) the office at eleven to speak to the manager, but he isn't there today.
 - 11 (I / make) a cake. Would you like a piece?
 - 12 The runner Amos Temila..... (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.

- ▶ 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.
- 1 the train drivers / go on strike / stop work / at twelve o'clock
- 2 the Queen / arrive in Toronto / fly there / in an RAF aircraft
- 3 two men / escape from Parkhurst Prison / get away / during the night
- 4 the actor Howard Bates / die in a car accident / his car / crash into a wall
- 5 Linda [ones / win the women's marathon / run it / in 2 hours 27 minutes

5. Complete the conversations.

- ▶ Mike: This car is filthy. I haven't been to the car wash for about a year.
Tom: What! You mean it's twelve months *since you last went* to the car wash?
- 1 Laura: I haven't used my camera recently. June was the last time I took a photo.
Trevor: Really? I'm surprised you June.
- 2 Rachel: I haven't seen Andrew for weeks.
Daniel: Nor me. It's him.
- 3 Tom: What about a game of cards? We haven't played since your birthday.
David: Really? You mean my birthday..... cards?
- 4 Emma: I feel terrible. It's three days since I ate anything.
Vicky: What did you say? You 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 (VJ *has been* (be) the centre of village life for centuries. It (1)..... (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 (5)..... (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).

- ▶ Have you heard about the woman walking across the US? ~ Yes, she's reached the Rockies.
a) The walk is continuing, b) The walk has finished.
- 1 Have you ever played beach volleyball? ~ 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.

Self-Test 3

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 youdone 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. Howhave 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'veseen 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 (✓). 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. ✓
- ? 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 wait 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?

Note 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.
It has been raining for three hours.
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) She began to drink wine five hours ago. She is still drinking wine.
- 11) I began to decorate this room three days ago. I am still decorating it.
- 12) Zeynep started to play tennis at ten o'clock. She is still playing tennis.
- 13) My sister started to live in this house a long time ago. She is still living in it.
- 14) He was trying to solve that problem half an hour ago. He is still trying to solve it.
- 15) 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: I have been living in Turkey for three years.
A: How long have you been living in Turkey? (since)
B: I have been living in Turkey since I was born.
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:

9. A: How long has your brother been wearing long trousers? (for)
B:
10. A: How long has your brother been wearing long trousers? (since)
B:
11. A: How long has the cat been sitting in front of the television set? (for)
B:
12. A: How long has the cat been sitting in front of the television set? (since)
B:
13. A: How long have you been waiting for the bus? (for)
B:
14. A: How long have you been waiting for the bus? (since)
B:
15. A: How long has it been raining in Istanbul? (for)
B:
16. A: How long has it been raining in Istanbul? (since)
B:

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

Example : I (live) in Istanbul since I (be)..... born.
I have lived in Istanbul since I was born.
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) a 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)

*My wallet isn't here. **I've left** it behind.*

*The match is over. United **have won**.*

*That man looks familiar. **I've seen** him somewhere before.*

PAST PERFECT (before then)

*My wallet wasn't there. **I'd left** it behind.*

*The match was over. United **had won**.*

*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) 6. The gardener told us to keep off the grass because he.....it.
- 7) 7. He bought his villa after he for ten years in England.
- 8) 8. When I went home, my parents their dinner.
- 9) 9. She went to sleep after her father..... her the story.
- 10) 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) 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 terry boat to Izmir.
- 5) I just..... 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 already 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 already... .. eating their meals.

- 2) I..... 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.....
- 4) He..... a newspaper reporter before he became a businessman.
- 5) The anthropologist left the village when he enough data.
- 6) When we got back, we discovered that someone our house.
- 7) After the doctor..... my leg, he told me that it was broken.
- 8) When I questioned the boy he said he didn't know where he his cap.
- 9) The sun in the west before we reached our destination.
- 10) The prisoner confessed that he 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 (be).....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.

5. 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. I(take) the decision after I (speak) to John.
8. They (he) 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".

1. He (say)..... that he (not, see) his mother for years.
2. After he (eat) so much at Christmas dinner, he (suffer)..... from indigestion.
3. It was the first time that I (ever, see) such a big man.
4. I would rather you (not, speak)..... so rudely to your teacher last night.
5. They (still, be).....friends even though they (be) apart for ten years.
6. David (eat)Japanese food before, so he (know)..... what to order.
7. As the taxi was moving off, I (realize)..... that I (forget) to take my wallet.
8. He (no sooner, turn)..... the corner of the street than he (attack)by a gang of ruffians.
9. Peter (be)..... the handsomest man she (ever, see).....
10. Before we (get) our cat, we (never, have)..... a pet in our family.
11. I (hope)..... to talk to him but he (be)..... too busy to listen.
12. The film (not, yet, finish).... when we (leave).... the cinema last night.
13. Before he (decide). to start his own business, he (learn).. .. all the details about the job.
14. I wish I (learn)..... Arabic when I (be) in Libya.
15. It (be) ten o'clock, but the children (not, get up) yet.
16. By the time Peter (arrive) at the hotel, his wife (already, die).... ..
17. If I know..... that you (be)..... tired, I wouldn't have given you that task.
18. As soon as I (get)..... home, I saw that someone (break into)..... my flat.
19. While I was going home, I (see)..... an accident. A bus (run into) a car.
20. By the time I (get)..... home, they (eat) all the cake.

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

1. The man (already, tell)..... the truth before the police (arrive).
2. If you (not, warn) me, I would have fallen into the water.
3. He said that he (be)..... excited because he (never, travel) on/in a train before.
4. When he went into the kitchen, he (discover)..... that the cat (drink) all the milk in the plate.
5. When I (arrive) home, Linda (not, be)..... there. She (go).....to the park to take some fresh air.
6. She (just, complete) her project when her friend (call)..... to invite her to the theatre.
7. Rosemary (be)late for school yesterday. This (be).....unusual, because she (never, be) late before.

8. When I looked at the map, I (discover) to my horror that I (take) wrong road.
9. The police (catch).. 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) 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.
I 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) (I / hurry) to a phone and (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 (*I 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 are thinking of Vicky's work as complete.

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.*

- 1 Vicky looked upset.....
- 2 Henry was stopped by the police.....
- 3 The children started a fire
- 4 A young man was struck by lightning

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.

1 Emma went into the sitting-room. It was empty, but the television was still on.

Someone.....(watch) it.

2 I(play) tennis, so I had a shower. I was annoyed because

I (not win) a single game.

3 The walkers finally arrived at their destination. They (walk) all day, and they certainly needed a rest. They (walk) thirty miles.

4 When I saw Nick last week, he said he (stop) smoking. But when I saw him two days later, he (smoke) a cigarette. He looked rather ashamed.

5 I really must go and see the dentist. One of my teeth (ache) for weeks.

6 When Melanie arrived at David's place, he..... (lie) on the sofa reading a detective novel. He (buy) it at the second-hand bookshop, and he (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 she bus for two hours when I saw Jane.

- 1) All day I (feel) nervous but the feeling (vanish). .. as soon as I (see)her.
- 2) I (be)..... very tired because I (play)..... tennis all afternoon.
- 3) She (think of)studying marine biology but she (finally, decide).....on chemistry
- 4) When I (start)..... working for this company, I (work).....as an architect for six years in London.
- 5) She (bite).. her nails for years, but last month she (make up).....her mind not to bile her nails any more.
- 6) I (realize) that I (overwork)..... for a long time, so I (decide)..... to take a couple of days' holiday
- 7) When I (get) there, they (already, lest)..... the new nuclear submarine since eight o'clock.
- 8) Rose (feel)..... miserable because il (rain) all weekend.
- 9) After he (practise) for an hour, James (start)..... to play the tune perfectly.
- 10)By the time I (get) home, they (dance)..... for two hours.
- 11)My feet (hurt)..... badly because I (walk) for two hours.
- 12)The orchestra (play)..... for five hours when the dance (end) -
- 13). She (wear) that old hat for a long time when she (find)..... a job in London.
- 14)When I (last, see). him, he was living in London. He (tell).....me that he (think

- 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) The kettle (boil)..... for a quarter of an hour when we (sit down)..... at the table.
- 20) 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. How long (learn / she) English before she went to London?
6. Frank Sinatra caught the flu because he (sing) in the rain too long.
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. Orla felt fit for the marathon because she (train) a lot.
5. When I went to see Ms Winter, her secretary told me that she (speak) on the phone for two hours.
6. You got sick because you (eat) the whole time.
7. The musician (live) in this town for ten years when he became director of the opera house.
8. We (go) out with each other for two years before I met his family.
9. The passengers (wait) for four hours before the ground staff could finally give them information on the delay of their flight.
10. I (drive) in the wrong direction for an hour before I noticed my mistake.

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. I was really tired because I (study).....
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).....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 havig 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.

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. / *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 take-away 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 (✓). 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. ✓
 ? 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.
 6 I suddenly realized I had been walking in the wrong direction.
 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* (disappear). Yesterday she (I).....
(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 (2).....(live) in Hampstead,
 (3)..... (leave) home at four o'clock yesterday afternoon for the theatre, a
 journey she (4)..... (make) several times the week before. Two people who
 (5)..... (walk) past her home at the time (6) (see) her
 leave. But no one (7)..... (see) her since then. At half past seven she still
 (8)..... (not / arrive) at the theatre. At eight o'clock the theatre manager had to
 break the news to the audience, who (9) (wait) patiently for the play to start.
 Since yesterday, theatre staff and friends (10)..... (try) to contact Ms
 Kemp, but they (II)..... (have) no success so far. The police
 (12)..... (take) the matter seriously, but they (13).....
 (believe) that she is unlikely to be in any danger.
 Her friends all (14) (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 /aɪl/.

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) 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 it 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.

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.
9. Ralf (pay)for it.
10. Amanda (win)this game.
11. Maybe we (stay)..... at home.
12. They (bake)some cakes.
13. I (take)you with me next month.
14. Ashley (stay)at home tonight.
15. 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.
14. I (speak)..... with him about you.
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? ~ / 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* (I / take) it to work. (1)..... (I / 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)..... (it / 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. (she / exercise / at the gym / in the afternoon)
5. (you / carry / that heavy box)
6. (computer / crash)
7. (we / eat / fish / tonight)
8. (he / play football / tomorrow)
9. (Lucy / call / a taxi)
10. (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 **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.

You still haven't put those shelves up, Trevor. ~ OK, I'll do it tomorrow.

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.

You still haven't put those shelves up, Trevor. ~ I know. I'm going to do it tomorrow.

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. _____ (not) 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 _____ see 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.'
'Yes. They _____ get married.'
- 11 You _____ probably have a really good time.
- 12 The dog looks ill. I think it _____ be sick.
- 13 What (you) _____ do this weekend?
- 14 I _____ see a late-night horror film at the Odeon.
- 15 You don't have to walk: T _____ give you a lift.
- 16 'I've had enough of this job. I _____ leave.'
- 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* (see) it on Thursday.
- ? Harriet: The alarm's going. It's making an awful noise.
Mike: OK, *I'll switch* (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.

3. A: Wendy, I love you very much. Will you marry me? B; No, David. I am sorry. I..... marry Michael Jackson.

4. A: How do you use this? B: That's easy. I..... show you.

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. Hewrite 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.

20. A: How do you feel? B: I feel a bit dizzy. I think I..... faint.

21. A: It is Annette's birthday on Saturday. B: Really, thanks. I buy her a present now.

22. A: What is the matter 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.

24. A: What have you bought? B: I have bought some bricks. I.....build a green-house.

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 prely 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.

29. A: Where you go next week?B: I..... go to China. If I can go there, I.....see many strange things.

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, yoube 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 t he 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 I can hardly lift this suitcase. B Wait. I - you with it! (help)
2. We - on 3rct 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)..... (I / 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) the race.
2 Taxes..... (go) up from next April.
3 The US President (visit) Ireland in the new year.
4 The riot isn't over yet, but the police are here. They..... (move) in.
5 The talks on world trade (take) place 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, (5)..... (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: (9)..... (I / be) worried until (10)..... (I/hear) from you. But don't ring before (11)..... (I / be) awake in the morning.
Mark: (12).....(I / lie) down for a couple of hours before (13)..... (I/go).
Sarah: Good idea. (14)..... (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 to them when they (visit) us.
I'll give it to them when they visit us.
2 I (not send) the parcel until I (hear) from you.
I won't send the parcel until I hear from you.
3 As soon as they (phone) me, I (contact) you.
4 I (see) you before I (fly) to Paris.
5 They (send) you the money before they (leave).
6 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.
I'll stay with some friends *when I go* to New York.
2. My boyfriend will arrive at his hotel. He'll call me immediately.
My boyfriend will call me at his hotel.
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 birthdayon a Sunday next year.
- 8 My brother is engaged. He'smarried in June.
- 9 You won't be allowed to go to your seat after the playstarted.
- 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'll see her this evening.
- 3 Rupert looks really tired. He's about -felling-asleep.
- 4 We've arranged to go out. We meet in town-later.
- 5 I'm going to Spain next week. I send you a postcard.
- 6 I'm going to get to the airport early. I can-read-a book--while I'll be 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-will-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.'Ius 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. *How long will you be using this computer?* ~ *You can have it in a minute.*

Exercises

1. Complete the conversation. Put in a pronoun and the future continuous form of the verb.

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)..... (I / 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 (cram 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* (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.
7. Next year they (live) in Spain.
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) _____ 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

A Will have done



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.

*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.

B Was going to



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 carI 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 cityby 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 bicycle 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. It (be)..... five o'clock; they (arrive)..... home by now.
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) 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. 0 0. 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 _____to Geneva. (fly)
3. I usually save €200 a month. By the end of the year, I _____ €2,400. (save)

4. Rebecca leaves at 6.30. It takes her an hour 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 (d rive) 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**) 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. _ _ _ _ _ you _ _ _ _ _ (**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: Exhausting, you 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)

(I / 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'*ll have walked* (walk) about five miles by the time we get back, I'd say.
- 1 It'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 (►) *'ll have* (I / have) a chance to speak it for real. (1)..... (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. ('11)
- 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/It'll have beeft 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



ACTIVE

PASSIVE

Present simple:

*We **bake** the bread here.*

*The bread **is baked** here.*

Present continuous:

*We **are baking** the bread.*

*The bread **is being baked**.*

Present perfect:

*We **have baked** the bread.*

*The bread **has been baked**.*

Past simple:

*We **baked** the bread.*

*The bread **was baked**.*

Past continuous:

*We **were baking** the bread.*

*The bread **was being baked**.*

Past perfect:

*We **had baked** the bread.*

*The bread **had been baked**.*

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.*



► *The car is being repaired.*

3. Complete the information about Barford Hall. Put in the correct form of these verbs.

► *build* (past simple) 2 *use* (past continuous) 4 *not look* (past perfect) 6 *use* (present simple)
1 *own* (present simple) 3 *buy* (past simple) 5 *do* (present perfect)

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-Megto 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.

ACTIVE

PASSIVE

Bell invented the telephone.

Subject and agent

The subject (**Bell**) is the agent.

The telephone was invented by Bell.

Subject

Agent

The subject (**the telephone**) is not the agent. It is the thing that the action is directed at.

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. Sometimes we do not mention it.

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.

A number of attempts have been made to find the Loch Ness monster.

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)

.....A man (6) and (7)

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!
- 1 Melanie: Bicycles should be used for short journeys, (people)
- David: Yes, I agree.....
- 2 Emma: A new source of energy has been discovered, (someone)
- Daniel: What? Did you say that
- 3 Rachel: This building is going to be knocked down, (they)
- Vicky: Well, no one told me that
- 4 David: Eggs shouldn't be kept in a freezer, (you)
- Tom: Really? I didn't know.....
- 5 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 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: _____

8. A: Who painted the Mona Lisa? (Leonardo Da Vinci)

B: _____

9. A: Who built the Selimiye Mosque? (Mimar Sinan)

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: _____

13. A: Who showed the new An. Gallery to the tourists? (Our Tourist Guide)

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.

2. Someone has stolen my car.

3. Somebody pushed me into the river yesterday.

4. People speak Arabic in some countries.

5. They were pulling down all the houses in the district.

6. We insist on punctuality in this office.

7. We have settled this matter by peaceful means.

8. Somebody has written the main points on the board.

9. Nobody has looked at that book for years.

10. People are using computers in all kinds of work.

11. You cannot do anything about these people.

12. They obtain protein from a variety of foods.

13. They do not allow you more than three books.

14. Nobody has heard of Mary since she went to live in Madrid.

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 while horse.....
4. Susan will write George a love letter.
 - a. George.....
 - b. A love teller.....
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 BuBle*. When he is young, some important documents **2steal / are stolen** from Peter's home, and his parents then mysteriously **3disappear /are disappeared**. Peter **4sends / 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 **5bites / is bitten** by a genetically modified spider. From that moment, he has the same abilities as a spider. During the films he **6fights / is fought** against criminals and **7falls / is fallen** in love with his schoolmate, Gwen Stacey.

The special effects for the latest Spider-Man movie **8made / 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 **9have bought / have been 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. At what age do you think people should be allowed to vote?
7. At what age do you think people should be allowed to drive?
8. Do you like being photographed?
9. Have you ever been caught a) cheating in an exam, or b) speeding?
10. Do you prefer driving or being driven?
11. Name the best thing that was invented or discovered by someone from your country.
12. When was the last time you were invited to a wedding?
13. Which jobs in your country do you think are a) not paid enough, or b) paid too much?
14. Have you ever been photographed by a professional photographer?
15. Are you often asked to show your ID? When was the last time?
16. How do you feel about being corrected when you are speaking English?
17. Do you think life skills, like cooking, should be taught at school?
18. Have you ever been attacked by an animal?
19. Has one of your holidays or flights ever been cancelled?
20. How soon do you think e-books will be used in all schools instead of paper?

Self-Test 8

1. Rewrite these sentences beginning with the underlined words.

- Thieves robbed a woman.
A woman was robbed.
- 1 They may ban the film.
 - 2 They offered Nancy a pay increase.
 - 3 We need to correct the mistakes.
 - 4 Someone reported that the situation was under control.
 - 5 They are testing the new drug.
 - 6 We haven't used the machine for ages.

2. 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 (1)..... 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 (2)..... a visitor and reported to the director. Clearly, if it was a bomb and it went off, people might (3)..... 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.

1 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.

2 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.

3 We've bought a new computer.

a) It can do the job much more quickly, b) The job can be done much more quickly.

4 My grandfather is very ill.

a) He's being looked after in the local hospital, b) The local hospital is looking after him.

5 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.

1 The-story was written Agatha Christie.

2 Baseball do play at this stadium.

3 This shirt needs iron.

4 I got cut my haif yesterday.

5 It believes that there is-going to be a war.

6 My parents divorce- themselves last year.

7 I've got a report to be written.

8 To the winner was given a prize.

9 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* (come) and see you before.

I've been really busy lately. How are you?

David: I'm OK, thanks. (1)..... (I / walk) around now.

The doctor says (2) (I / go) back to work soon.

It'll be nice (3)..... (get) out again. I hate being stuck here like this.

I haven't (4)..... (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..... put it right again.

2 There was a big party last night. You..... hear the music half a mile away.

3 I learnt to read music as a child. I..... read it when I was five.

4 People heard warnings about the flood, and they..... move out in time.

5 The train was full. I 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 _____ talk to her yet.

3. I don't like noisy bars. I like _____ have a conversation without shouting.

4. I _____ leave home when I get a job.

5. We're having a party next Saturday. _____ you _____ come?

6. You need _____ swim before you can go in a canoe.

7. I'm going to France next week. but I don't speak French. I have _____ communicate with people.

8. Fortunately, firefighters _____ rescue all of the people trapped inside the burning house.

9. I'm very sorry, but we _____ go to your wedding next month. We'll be on holiday.

10. I'm feeling a bit worse. _____ you _____ contact the doctor, yet?

11. The manager _____ see 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 'vas nearly two years old.

3. She's much better after her operation. She'll *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 to *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've 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 most 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

1998-2000: Trainer and Operator with Texas Instruments, London

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.

12. Most young people in my country can communicate well in English.
13. A child can learn English just by watching TV in English.
14. A good teacher can influence how much you enjoy a language.
15. 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 **2was able to / could** give me lessons and so I started. Unfortunately, after the first five lessons, I realized that I'd never **3can / be able** to play this game. One of the problems was that I **4couldn'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 **5not can / 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 **6be able to / can play** tennis!

It's never too late

My 78-year-old grandfather **7couldn'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 **8can / be able** to use the internet and he did a course at his local Adult Education Centre. Although he really enjoyed the course, he **9couldn'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 **10 's able to / can** use the internet really well and send emails. What he loves most is **11can / being able** to 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 **12 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/ could 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 _____ remember how to get to my house.
3. Simon isn't going to _____ finish the report by the end of the day.
4. Pierre has passed his driving test so now he _____ drive his father's car.
5. I haven't _____ speak to Harry for over three weeks. He never answers his phone.
6. The train was delayed so I _____ get to the meeting on time.
7. Miriam hates not _____ 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 _____ hear the other person very well.
9. _____ do what you like is the best thing about a holiday.
10. I'm afraid I won't _____ go away this weekend. I'm too busy.
11. You should _____ do this exercise without any help. It's quite easy.
12. We _____ 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 travel to Mars before 2025.
2. My daughter... .. swim when she was five years old.
3. They were shouting so loudly that I. hear what Patricia said.
4. The weather was wonderful, so we have a picnic on the island.
5. I understand the teacher when she speaks fast.
6. With the help of a policeman, I push the car to the side of the road.
7. Swimming after eating. be very dangerous.
8. I am sorry I am late. I find a parking place.
9. I play the guitar when I was seven.
10. She was such a clever child that she read by the time she was four.
11. When I was younger I stay up all night and not get tired.
12. The supermarket was closed, so I buy milk for my baby.
13. Rosemary is ill in bed, so she come to school next week.

14. I am sorry that I find the address in this telephone directory now.
15. He..... .. pay his bills because he was having financial difficulties.
16. I speak French within six month, I think.
17. Too much sun be very dangerous.
18. My father speak 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. Ispeak 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 use **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)..... (I / 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?

5read 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, I suppose.* (= 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 Markbe in the office tomorrow. He thinks he's getting a cold.

3 We possibly have a dog, living in a small flat like this.

■1 How can you work with all this noise? Iwork 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 must be married. F. He isn't talking to anybody.
7. He must 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.

7. 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.

8. 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?

9. 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.

B Well, don't be too confident because they _____ be calling to say you didn't get the job.

A There's only one way to find out!

4. **A** This steak _____ be for me. It looks like it's medium-rare, and I asked for a well-done steak.

B 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. Itbe 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. It is twelve o'clock and Vince is not answering the phone; he.. .. be out.
15. You look just like Jackie; you be her sister.
16. If you feel like swimming another mile, yoube tired.
17. By my watch it is live o'clock, but if that is the 6 o'clock news, my watch be slow.
18. You know lots of things about English grammar. Then you be an English teacher.
19. Angela writes a lot of letters to her friends. She. have a lot of spare time.
20. The teacher beat home. No, he be at home because I saw him in the staff room five minutes ago.
21. A lot of people travel by plane, so flying be dangerous.
22. The child cannot buy even a loaf of bread. He be very poor.
23. You..... .. be hungry yet; you had dinner only an hour ago.
24. If the teacher is shouting at everybody, she be very angry.
25. 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-infinitive: *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 to/I've got to** make my sandwiches. My father **has to/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* (he's / go) to hospital.

Harriet: Oh no! How long *will he have to stay* (will / he / 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)?

Claire: Two hundred pounds!

2 Trevor: That door doesn't shut properly. . . (you / slam) it every time.

Laura: (you / will / fix) it then, won't you?

3 Jessica: You're always taking exams. Why (you / take) so many?

Andrew:(I / will / take) a lot more if I want a good job.

4 Mike: We're in a new house now.....(we / move). The old place was too small.

Nick: Did it take you long to find a house?

Mike: No, we found one easily. (we / not / look) very hard. But it was in bad condition..... (we've / do) a lot of work on it.

5 Nick: My brother..... (start) work at five o'clock in the morning.

Melanie: That's pretty early. What time(he / get) up?

Nick: Half past three.

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 policeman.

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. _____ we _____ 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? (question)

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.

► I *have to* go to the airport. I'm meeting someone.

- 1 You lock the door when you go out. There've been a lot of break-ins recently.
- 2 Danielgo to the bank. He hasn't any money.
- 3 I work late tomorrow. We're very busy at the office.
- 4 You really..... make less noise. I'm trying to concentrate.
- 5 I think you pay to park here. I'll just go and read that notice.
- 6 You really hurry up, Vicky. We don't want to be late.
- 7 I 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, youput them in there. It might damage them.

In fact, wewash 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.

They.....

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* (we / 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 *K* 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.

*You're not very well. Perhaps you **should** see a doctor.*

*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 (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?*



► *Could you open the door for me?*

- 1
- 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 youto arrange a meeting some time next week, Fiona?
- 4 I.....everyone to read the report.
- 5I see the file, please, Mark?
- 6you 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.

Would 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** are a little formal here.

Would like

We can use **would like**, usually shortened to **'d like**, when we ask for something.

I'd like a brochure, please. We'd like to order our drinks first.

This is a more polite way of saying / *want a brochure*, for example.

We also use **would like** in offers and invitations.

Would you like a free gift? Would you like to visit the museum with us?

C Decisions and refusals

We can use **will** for an instant decision or for an offer.

Decision: *Tea or coffee? ~ I'll have coffee, please,* (see Unit 23B)

Offer: *I'll wait for you if you like. ~ Oh, thanks. I won't be long.*

We use **won't** and **wouldn't** for a refusal.

The strikers won't go back to work until they get a pay increase.

The key went in the lock, but it wouldn't turn. I won't... is a strong refusal.

I won't listen to any more of this nonsense.

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.

People should exercise regularly.

You shouldn't spend all your money as soon as you've earned it.

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 bossme go.

3 Mark: Sarah and Iyou 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 *can't 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 letters 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.

MUST + HAVE + PAST PARTICIPLE
 CAN'T + HAVE + PARTICIPLE

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. I am pretty sure that David has gone to try out his new car.
12. I don't think that I left my finger-prints on the gun, because I was wearing my gloves.
13. Hilda has had a very long interview. I am sure that she has got the job.
14. Oh no! When I was cooking these vegetables, I think I didn't put any salt in them.
15. 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.

SHOULD + HAVE + PAST PARTICIPLE
 SHOULDN'T + HAVE + PAST PARTICIPLE

Example: A: I was poisoned because I ate some poisonous mushrooms by mistake.
 B: You shouldn't have eaten those mushrooms.
 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 stopped 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 lake although he didn't know how to swim.
B: He _____
13. A: My father drove the car 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 ***must 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 satnav 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. I'm sure Alex wasn't very ill. He was only off work for one day. ***Alex ...***
9. They didn't come to our wedding. Maybe they didn't receive the invitation. ***They ...***
10. This tastes very sweet. I'm sure you used too much sugar. ***You ...***
11. 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 You *should have learnt* some French before you went.
- A Sue is in bed with a stomach ache.
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 _____ 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. Itnotbe.
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
- 7 It's late. I think we better go.
a) had b) have c) should d) would
- 8 We all tried to push the van, but it..... move.
a) can't b) couldn't c) won't d) wouldn'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 (/). 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

- *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 go* 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 to)
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)
- 4 Everybody stopped talking because they wanted to hear her sing. (in order)
- 5 I need to watch you so T 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)
- 7 We don't want to waste any time, so let's start the meeting now. (so as)
- 8 They moved out of the city because they wanted to have a quieter life, (in order)
- 9 Keep the CD in its case. Then you won't damage it. (so as)
- 10 He waited outside the house because he wanted to see her when she came home, (so as)

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.)

- ? Vicky: Have Matthew and Emma got over their quarrel?
Daniel: I think so. *They seem to have got over it.*
- ? Rita: Is Claire in love with Henry?
Sarah: Probably not. *She doesn't seem to be in love with him.*
- 1 Tom: Do Mike and Harriet really believe there's life on Mars?
David: Well, yes..... there is.
- 2 Victor: Has Ilona's English improved?
Emma: Yes, quite a lot.
- 3 David: Does Rita like football?
Tom: I don't think so..... it much.
- 4 Natasha: Is Daniel working hard, do you think?
Rachel: Yes, I think so..... hard.
- 5 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 memiserable, (feel)

Rose made me feel miserable. (Plain Infinitive)

Would you liketo 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 thanother 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 thanit 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/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 usuallyyour summer holidays? (spend)
26. I will let youthe 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 stoppeda 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.**
/ 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. / 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** Ids 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 _____ house.
- 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. (1 / 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 Ia 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).....around 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't 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, resent, 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.*

Note the meaning of **happen to**.

*I **happened to see** Sarah in town. (= I saw Sarah by chance in town.)*

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 hand 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 (►)fo *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, lust 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. T he 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.

1 Harriet: Tom seems to enjoy watching football matches.

David: Yes, (he loves)

United pla

2 Trevor: I'm glad I don't work as late as Sarah does.

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, to(

4 Rachel: Do you want to come with me or wait here?

Vicky: (I'd prefer) with you if that's OB

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. Sometimes more than one answer is possible.

Kevin Paisley, 25, has lost his taxi. It was stolen on Friday afternoon. T just went into the newsagent's for a moment,' said Kevin. T didn't bother (►) *to lock* the car.' Kevin started (1)

His own taxi only six months ago. T 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 aning-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 Natasha was unkind to Jessica. But she didn't mean it.
 5 Andrew was studying. He went on through the night.
 6 When Mark was driving, he needed to make a phone call. So he stopped.

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 _____ a film tonight? (go see)
- 3 Laura's mother lets her _____ when she wants. (go out)
- 4 I can't afford _____ a holiday this year. (have)
- 5 It's getting late. We'd better _____ much longer. (not stay)
- 6 I'm going to carry on _____ until 8.00 tonight. (work)
- 7 What are you planning _____ to the party? (wear)
- 8 Would you rather _____ in the country or in a town? (live)
- 9 I couldn't help _____ when my brother fell off his bicycle. (laugh)
- 10 Did you manage _____ the report before the meeting? (finish)
- 11 We're really looking forward to _____ you again. (see)
- 12 If I tell you a secret, do you promise _____ anybody? (not tell)
- 13 My boss made me _____ late last night. (work)
- 14 Since I've moved abroad I really miss _____ my friends. (see)
- 15 Would you like _____ me you with the dinner? (help)
- 16 I don't mind _____. I'm not in a hurry. (wait)
- 17 Sorry, you aren't allowed _____ here. (park)
- 18 We need to practise _____ before the oral exam. (speak)
- 19 I like _____ early in the morning in the summer. (get up)
- 20 Monica might _____ tomorrow. She's ill. (not come)
- 21 I love _____ time with my grandparents. (spend)
- 22 Will you be able _____ me a lift to work tomorrow? (give)

5. Complete the sentences with the verbs in brackets in the gerund or the infinitive with *to*.

- 1 You forgot _____ the milk. (buy)
- 2 Could you try _____ late tomorrow? (not be)
- 3 The sheets on this bed are dirty. They need _____. (change)
- 4 Don't you remember _____ his wife at that party at Christmas? (meet)
- 5 I'll never forget _____ in New York for the first time. (arrive)
- 6 I think you need _____ the irregular verbs. (revise)
- 7 Did you remember James _____ about the meeting tomorrow? (tell)
- 8 If the computer doesn't work, try _____ 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 _____ a new job. She doesn't get on with her boss.
2. Do you remember _____ the apple tree in our parents' garden when we were children?
3. We need _____ a plumber because the shower's broken.
4. Laura forgot _____ 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
- needs doing in your house / flat (e.g. the kitchen ceiling needs repainting)
- you need to do this evening
- you tried to learn but couldn't
- you have tried doing 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 paint/ painting*. Do you know any good house painters?
8. Did you remember *to send/ sending* your sister a card? It's her birthday today.
9. We tried *to learn/ learning* to ski last winter, but we weren't very good at it.

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. (not buy)
- 5 Have you ever thought of -back to live in Edinburgh or are you happy in London? (go)
- 6 My neighbour offered- my children while I \vent to do some shopping. (look after)
- 7 Have you finished-the computer yet? I need it. (use)
- 8 -for people who are late makes me really angry. (wait)
- 9 My parents would like me - medicine as a career. (consider)
- 10 I think Ben should study architecture. He's very good at- (draw)
- 11 Do you think you'd like - with children or would you find it too stressful? (work)
- 12 If they can save enough money, they're hoping - to Miami for their honeymoon. (go)
- 13 Have you ever thought about -yoga or Pilates? They're very good if you have problems with your back. (do)
- 14 I was really surprised-that he'd failed the exam. I thought he was going to pass. (hear)
- 15 Are you going to go on-English here next year? (study)
- 16 I want you - very seriously about what you're going to do after you leave university. (think)
- 17 I don't really feel like - tonight. Let's go out for dinner. (cook)
- 18 Don't pretend - the present if you don't. We can always change it for something else as I still have the receipt. (like)
- 19 - late at night always makes me - a bit uncomfortable. I just can't go to bed on a full stomach. (eat / feel)
- 20 Angela asked her brother - her a lift into town. (give)

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 / want / buy / a new coat / soon
Tessa wants to buy a new coat soon.
- 1 we / must / avoid / waste / so much time
- 2 sometimes / a country / refuse / take part / in the Olympics
- 3 I / like / see / the Rocky Mountains / some day
- 4 I / mean / give / Judy / a nice welcome / yesterday
- 5 I / always / like / see / my doctor / once a year
- 6 the buses / usually / stop / run / before midnight
- 7 I / can't face / get up / at five / tomorrow
- 8 last year / we / make / an agreement / work / together
- 9 yesterday / you / promise / carry on / shoot / the film
- 10 my father / seem / 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 (1)..... to get there.
I'm hoping (2)..... see all my friends while I'm there.
I'm going to enjoy (3)..... them again after so long.
Anna: Martin and I (4)..... like to go away, but we can't manage it this year.
Lisa: There's just one problem that I (5)..... 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 (6)..... 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 (7)..... worrying, can you?
Lisa: No, I can't. I hope this holiday isn't going to turn out (8)..... be a disaster.
Anna: Of course it isn't. Just keep (9)..... trying to get through.

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

- ▶ The man kept-ask us for money. *The man kept asking us for money.*
- 1 We've finished to-decorate-the flat.
- 2 I regret say what I-did.
- 3 Tessa decided go not to work
- 4 Do-you mind help me?
- 5 I'm -beginning getting worried.
- 6 I cant afford buy-a new-ear.
- 7 I-hope to-avoid to make things worse
- 8 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)
I regret selling my bike.
- 1 The children were eager to see their presents, (wait)
- 2 I hate to get up in the dark, (stand)
- 3 By chance I saw your brother yesterday, (happened)
- 4 The shop usually opens ten minutes late, (tends)
- 5 Would you like to go for a walk? (fancy)
- 6 The police continued to watch the house, (carried)
- 7 Seeing Nelson Mandela will always stay in my memory, (forget)

Conditionals

Conditional (1)



Vicky and Rachel are talking about possible future actions.

Type 1: **If we hurry, we'll catch the bus**

IF-CLAUSE if Present simple

If we hurry,

If we miss it,

If it doesn't rain,

If I don't practise my golf,

MAIN CLAUSE **Will**

we 'll 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

USE

• *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'll 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 T (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 (not, 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 die 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 (go) to bed late, you (feel) tired in the morning.
20. [f you (take) drugs regularly, you (become).....addicted to them.
21. if he (not, give) me the money, I (kill) him.
22. He (not, become)..... very rich unless he (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 jack (ring)..... while I am out, (tell)..... him to be here at ten o'clock sharp.
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 _____ wet, you _____ a cold. (get, catch) If you _____ a cold, you _____ 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 I _____ 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 I _____ borrow your dress, I _____ to the party. (not can, not go) If I _____ to the party, I _____ anyone. (not go, not meet) If I _____ anyone, I _____ married. (never meet, not get) If I _____ married, you _____ any grandchildren. (not get, not have)
4. If I _____ to you now, I _____ the bus. (talk, miss) If I _____ 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 I 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

Compare these examples.

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. */// 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* (1 / 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.*
- ? If we're late tonight, we can get a taxi. *We might be late tonight.*
- 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.

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 E 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

9 'If I don't like your ideas, I'll say so.'

Am I going to like your ideas?

A Maybe not B Probably

10 'If I didn't like your ideas, I'd say so.'

Do I usually like your ideas?

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. 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 (be)very happy.
9. If we all (have)good manners, the world (be)..... a wonderful place to live in.
10. 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) so much, you (not, put on)weight.
13. If I (be) in your place, f (not, touch)that snake.
14. I (apologize)..... to you if I (do) ... something wrong.
15. If I (not, be) afraid of the mice, f (enter) the room.
16. You (understand) the lesson better if you (listen to) the teacher carefully.
17. If I (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 (be) very happy if Natalie (marry) ... me.

21. If he (get up) early, he (be)..... there in time.
22. If I (he) as clever as you are, I (take up)..... chemistry.
23. If I(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 top 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 -----
5. The population of the world is increasing so rapidly, that's why there is unemployment in the world.
6. If -----
7. It is not snowing, that's why we cannot play snowball outside
8. If -----
9. My father will leave the room, because my mother is smoking a cigarette.
10. If -----
11. The student is cheating in the exam, so the teacher will punish him.
12. If -----
13. The children are living in poverty, so they are begging for bread in the streets.
14. If -----
15. I cannot concentrate on my work because my son is playing the piano.
16. If -----
17. The police are looking for the terrorists, so they are stopping all the cars.
18. If -----
19. We cannot go for a picnic because my father is repairing our old car.
20. If -----
21. I will stay at home tonight, because I am taking an exam tomorrow.
22. If -----
23. My father will get a divorce because he is always having rows with my mother,
24. If -----
25. I am very depressed because my mother is crying bitterly.
26. If -----
27. My eyes are full of tears because the girls are singing our national anthem.
28. If -----
29. My brother is very happy because he is dancing with his fiancé now.
30. If -----
31. The children cannot play tennis because the wind is blowing very hard.
32. If -----
33. We cannot go to the cinema because the teacher is giving a lesson in the afternoon.
34. If -----

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! _____ (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! _____ (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 often.
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-so windy, we could go for a walk on the beach.
8. If you - some extra money in your bank account, would you spend it?
9. You -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

if 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.

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

Example: If I (have) time yesterday, I (play).....tennis.
 If I had had time yesterday, I would have played tennis.

1. I (not, go) to Paris if I (know)..... it was so expensive.
2. If Lisa (put)..... her concert ticket in a safe place, she (not, lose)..... it.
3. If John (not, wear) a t-shirt at the beach, he (get)..... sunburnt.
4. I (die)..... if the surgeon (not, be)..... so experienced.
5. If I (learn) Arabic when I was in Saudi Arabia, I (find)..... a better job.
6. She (miss)..... the train if she (not, hurry).....
7. If the driver (be).....careless, we (lose) our lives.
8. I (be) delighted if the teacher (come) to my party.
9. If you (go) to the bank yesterday, you (be)able to draw some money.
10. If I (have) a lot of money last year, I (go) to Japan.
11. If Mary (know)..... that I was here, she (come)... at once.
12. If you (get).....married to Betty, you (be)very happy.
13. I (not, go).....there if you (not, tell) me the truth.
14. If Stella (get).....the money from her father, she (buy)the car.
15. If there (not, be)..... a storm, we (arrive).....much earlier.
16. If it (not, be)foggy, I (not, stay)
17. If the horse (not, run away)....., we (not, walk)..... home.
18. If you (not, be) so conceited, you (make)... .. more progress.
19. I (buy) you a present if I (know)..... that it was your birthday.
20. I (take)..... you to the circus if you (tell).....me that you were free.
21. I (not, beat).. .. you if you (take) my advice.
22. If it (not, be).....so cold, she (not, freeze) to death.
23. If she (not, be)..... seriously interested in politics, she (can, not, be)Prime Minister.
24. What (may, happen)..... if you (not, stop)..... at the traffic lights?
25. If you (tell)..... him that you were ill, he (not, refuse)..... to help you.
26. If Julia (get up).... earlier, she (catch) the bus.
27. If I (not, miss) the train, I (meet) you in front of the club.
28. If I (have) the chance, I (study) medicine.
29. I (sack) him if he (not, do)..... the job well.
30. I (have)..... time for breakfast if I (not, sleep) late last night.

5. Rewrite the following sentences using "IF" to make "Third Conditionals".

Example: 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. It was raining hard, so we could not go for a picnic.
2. If-----
3. Cathy was feeling tired, so she didn't dance with me.
4. If-----
5. You were listening to the news, so you didn't understand what we were talking about it.
6. If-----
7. I was feeling ill, so my father called a doctor.
8. If-----
9. She was suffering from toothache, so she visited the dentist.
10. If-----
11. I was feeling dizzy, so I lay down on the sofa.
12. If-----
13. The students were talking loudly, so they didn't hear what the teacher said.
14. If-----
15. The girl was not looking where she was going, so she fell down and broke her arm.
16. If-----
17. I was not watching the road, so I hit the woman.

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 love the book of Ray Bradbury 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: It rained last week, so we didn't go for a picnic.

If it had not rained last week, we would have gone for a picnic,

I didn't go to Italy last year, so I didn't visit your sister.

If I had gone to Italy last year, I would have visited your sister.

1. I punished you because you didn't tell me the truth.
2. If.....
3. He didn't go to a university because he didn't pass the exam.
4. If.....
5. The ship ran aground because they didn't drop anchor in time.
6. If.....
7. She failed in her exam because she didn't study hard.
8. If.....
9. My brother didn't become a Member of Parliament because he didn't win the election.
10. If.....
11. My friend didn't do his job properly, so he was sacked.
12. If.....
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/ 'd / the / 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/ 'd /have/ it/ the job / you/ would/ take I
If they _____?
4. finished/ if/ fallen/ she/ the race/ have / over / hadn't
Ella would _____
5. me / smiled/ have/ told / a photo/ were taking/ 'd /you / I
If you'd _____
6. known / that / eaten / you/ \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 ... I
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 won a million pounds 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 _____ more spices in the curry, it _____ better. (**put/ taste**)
- 3 I'm not very happy in my present job. Maybe I should quit and look for another.
If I _____ another job, I might _____ happier. (**find/ be**)
- 4 We got wet because you wouldn't take the bus. You wanted to walk.
We wet if we _____ the bus. (**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 _____ Liam if she _____ in love with Tom. (**not leave/ not fall**)
- 7 He used the stolen credit card at a hotel, so the police found him.
If he _____ the stolen credit card at a hotel, the police _____ him. (**not use/ not find**)
- 8 They don't have enough money to buy a new car.
They _____ a new car if they _____ afford one. (**buy/ can**)
- 9 We didn't go on the London Eye because the queue was too long.
We _____ 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

A Types 1, 2 and 3



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 was 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 had played, we'd have won. (Johnson didn't play.)

Here are some more examples with different verb forms.

Type 1 *If I'm going shopping, I'll need some money.*

If the disco has finished, we might be able to get some sleep.

You should stay in bed if you feel unwell.

Type 2 *If I didn't like this pudding, I wouldn't eat it.*

If the video recorder was working, we could watch a film.

The alarm might go off if we tried to get in through a window.

Type 3 *If we'd dropped the piano, it would have been a disaster.*

If Vicky had come to the theme park with us last week, she might have enjoyed it.

We could have given you a lift if we'd known 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 ring this number, no one answers.*

We can also use a present-tense verb and an imperative. *If you need any help, just ask. If you drink, don't drive.*

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 had booked a table, we wouldn't be standing here in a queue. If you needed 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* (I / 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 : 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 stopped 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 cities 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.*

(I will 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 doesn'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.
 I gave Jane my address. Perhaps she would write to me.
 I gave Jane my address in case she wrote 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
- 2) Unless you are more careful, you will have an accident.
If you
- 3) I will not do my homework if you don't stop talking.
Unless you
- 4) She will not be able to speak Spanish unless she goes to Spain.
If she
- 5) If I don't see you at the station, I will try to get in touch with you at the hotel. -
Unless I
- 6) The plane will not be able to land unless the weather improves.
If the weather
- 7) I will die if you don't give me a drink.
Unless you
- 8) We will go for a picnic tomorrow if it does not rain.
Unless it
- 9) They will not lose weight unless they eat less.
If they
- 10) If I don't have a quiet room, I will not be able to do my homework.
Unless
- 11) Unless you write to her and apologize, she will not forgive you.
If you
- 12) If she doesn't get another job, she will have to sell her house.
Unless she
- 13) You cannot get sleeping pills if you don't get a prescription from a doctor.
Unless you
- 14) Unless you drive more slowly, you will have an accident.
If you
- 15) If she does not start early, she will be held up in the traffic.
Unless she
- 16) You would not have succeeded unless you had taken my advice.
If you
- 17) He would not ring unless it was an emergency.
If it

Wish and if only

A Introduction



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.

I wish you would put those shelves up soon.

*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.
6. I'd love to live in Paris. I wish I _____ speak French.
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 *would 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 _____ 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.

- 1 **Rachel:** I wish I *hadn't argued* with Lilly and Sophie. Now I've got no one to go out with.
- 2 **Rachel:** I wish I _____ Mum and Dad about my school results. Now they're worried I won't get into university.
- 3 **Frankie:** I wish I _____ taller. Then I could be in the basketball team.
- 4 **Frankie:** I wish I _____ the latest version of this game. The one I've got is two years old!
- 5 **Mr Taylor:** I wish we _____ more money. Then we could have a bigger house.
- 6 **Mr Taylor:** I wish I _____ these trousers before buying them. They're too tight.
- 7 **Mrs Taylor:** I wish I _____ at my boss yesterday. Now he won't promote me.
- 8 **Mrs Taylor:** I wish 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 *have sold* it long ago.

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 c) would be d) would have been

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

Direct speech and reported speech



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?



▶ I get pains in my leg.



1 I can't sleep.



2 I've hurt my back.



3 I feel sick all the time.



4 I fell over and hurt myself.

▶ 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..... 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.

Reported speech: person, place and time

A Introduction



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.

- needs a haircut.
- 2 Claire: My brother told me in 1997 that he expected to become Manager the following year.
 Claire's brother expected that he would become Manager in
- 3 Alice: I wanted to see Mark in April, but he said he was very busy that month.
 Mark was very busy in
- 4 Harriet: I saw Nick last week. He said he'd given up smoking the week before.
 Nick gave up smoking ago.

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): Emma said she'd only had the new computer since
- 2 Matthew (a week ago): I'm meeting a friend at the station later today.
 You (today): Matthew said he was meeting a friend at the station later
- 3 Mark (in the street): I'll see you in the office.
 You (in the office): Mark said he would see me
- 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.

'The windows **aren't** locked.' Mark told me the windows **weren't** locked.

'I've fixed the shelves.' Trevor said he'd fixed the shelves.

'It's been raining.' We noticed it **had** been raining.

'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 phrase is more than one word (e.g. **is** working), then the first word changes, e.g. **is** workings- **was** working, **have** fixed -**had** fixed, **don't** know - **didn't** know.

If the verb is already in the past tense, then it can stay the same or change to the past perfect.

'We **came** by car.' They said they **came/they had come** by car.

'Sorry. I **wasn't** listening!' / admitted I **wasn't listening/hadn't been** listening.

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

Can, may and will change to **could, might and would**.

'You **can** sit over there.' The steward said we **could** sit here.

'I **may** go to Bali again.' Claire said she **might** go to Bali again.

'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 toothstill 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

! Rachel: I'm on a diet.

Natasha: But you told me

i 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)
- 4 'I want to go home.' (he's already told you)
- 5 'I haven't seen my mother for years.' (he says)
- 6 'I don't know how much it costs.' (she says)
- 7 'I don't like going to parties.' (she's told me)
- 8 'We've never been to Berlin.' (they say)
- 9 'I need the money to visit my parents.' (he'll say)
- 10 'We can't come on Tuesday.' (they've told me)
- 11 'I'm going to visit Europe this year' (the President will announce that)
- 12 'I can't stand classical music' (Gemma tells me)
- 13 'The plane will land in half an hour.' (the pilot has just announced that)
- 14 'There are no tickets left for tonight's performance.' (the booking office says that)
- 15 'We haven't had anything to eat.' (the children say)
- 16 'I've already seen the play.' (he's told me)
- 17 'I'll come again next year.' (I've told them)
- 18 'I'm not feeling very well.' (Simon says)
- 19 'I've never been to Japan.' (Jason has just said)
- 20 'I'm meeting the students for lunch next week.' (she'll tell you)
- 21 'You'll never drive a better car.' (the advertisement claims that)

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)
- 4 'I don't like the idea.' (he said)
- 5 'The car isn't at my house.' (she said)
- 6 'The washing machine's broken.' (he said)
- 7 'I'm working.' (he said)
- 8 'We're worried about Peter.' (they said)
- 9 'I don't smoke.' [Megan said]

- 10 'I'm waiting for my exam results.' (John said)
- 11 'I work for an American company.' [Mrs Johnson said]
- 12 'I feel ill: (the little boy said)
- 13 'I'm watching television.' (Fiona said)
- 14 'I like the new house.' (Sam said)
- 15 '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.

| Direct speech | Reported speech |
|---------------------------------------|--|
| 1. ' I want to leave him.' | She said that she <i>wanted to leave him</i> |
| 2. ' I don't like her parents.' | He told me that he |
| 3. ' I 'm getting divorced.' | She told me that she |
| 4. 'I've been to the police station.' | He told me that he |
| 5. ' I haven't met his girlfriend.' | She said that she |
| 6. ' I saw James with another woman.' | He said that he |
| 7. ' I can't cook.' | She told me that she. |
| 8. ' I won't tell anyone.' | He said that he |
| 9. ' I 'll speak to her tomorrow.' | She said that she. |
| 10. I've got a lot of work to do.' | He told me that he. |

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 yes/no questions have **if** or **whether**.

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 café 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?



? She wants to know what the most interesting sights are.

? He wants to know if the centre has got a town plan.

- 1
- 2
- 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:

- ? 'Where do you live?'
- ? 'Have you worked before?'
- 1 'Why do you want the job?'
- 2 'How did you hear about it?'
- 3 'Are you fit?'
- 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 Mar}', "Where are your friends playing tennis?"

- a. The teacher asks -----
b. The teacher asked -----
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. Rana says / said to them, "Why were you running after the dog last night?"
a. Rana asks -----
b. Rana 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 her, "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
15. George says / said to me, "Have you ever flown in an aeroplane?"
- a. George asks
- b. George asked
16. Mike says / said to me, "Are there any petrol stations in this area?"
- a. Mike asks.
- b. Mike asked
17. Jackson says / said to Maria, "Is there a dog in the garden?"
- a. Jackson asks.
- b. Jackson asked
18. My teacher says / said to me, "Do you have many friends in Istanbul?"
- a. My teacher asks.....
- b. My teacher asked
19. Sally says / said to Tony, "Were you in London last year?"
- a. Sally asks.....
- b. Sally asked
20. Wendy says / said to me, "Have you been running since you got up?"
- a. Wendy asks
- b. Wendy asked
21. The man says / said to the woman, "Can you speak English?"
- a. The man asks
- b. The man asked
22. She says / said to him, "Did you manage to find the documents I wanted?"
- a. She asks
- b. She asked.....
23. Chris says / said to me, "Were you employed by the company two years ago?"
- a. Chris asks
- b. Chris asked
24. My wife says / said to me, "Were you angry with me last night?"
- a. My wife asks
- b. My wife 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 is. In fact, it **3has been** an honour to work with her. However, I have to say that it **4wasn't** easy at first, because filming **5started** 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 **6did you enjoy** most about working with her?

Mike: I **7loved** the way that she **8could** get all the actors, including me, to do exactly what she wanted us to do.

Journalist: Are you **9going to be** in any more of her films in the near future?

Mike: It **10depends** on Kathryn, but I hope I **11will be**. I'm really sorry but we **12must** stop the interview now as I have a photo shoot at *Vogue* magazine.

Mike told me that I **1** *couldn't* begin to imagine what a fantastic experience working with Kathryn Bigelow **2** _____. He also said that working with her **3** _____ an honour. However, it **4** _____ easy at first because filming **5** _____ 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** _____ get 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.

How much did you pay for your jacket?

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**.

'Can I see your ticket, please?' The inspector **asked to see** my ticket.

We use **ask for** when someone asks to have something.

'Can I have some brochures, please?' I **asked** (the travel agent) **for** some brochures.

It is also possible to report an order or request like this. A policeman told me (that) I had to move the car.

We asked our neighbours if they would mind turning the music down.

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**.

I think you should take a taxi! Mark **advised us to take** a taxi.

'Don't forget to ring me! I **reminded David to ring** me.

We can 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.

1 Would you like to stay for lunch, Claire?
2 All right. I won't talk about football.
3 You ought to take a break, Andrew.
4 I'm sorry I forgot the shopping.
5 Why don't we sing a few songs?
6 You're going to post the letter, don't forget, Vicky.
7 Yes, I made a mistake.
8 Laura! Don't touch the electric wires!

- ? 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 roads were dangerous. The police warned us.
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 (he 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. Change 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, "Don't worry, I will pay you back on Saturday".
4. He said, "What time will you get up tomorrow morning, Melda?"
5. She said, "The man who was living in this house has sold the car".
6. He said, "I always encourage the audience to laugh before the show begins".
7. The teacher said, "There are a lot of problems in this country".
8. My sister said to me, "Don't turn the lights off, I am studying".
9. Donna said to him, "Do you know where Janet went last night?"
10. Tom said, "Why do you keep staring at me, Janet?"
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 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, .
 2 Nigel: I can't remember the code word.
 When I saw Nigel yesterday,
 3 Robert: I won't be at the next meeting.
 When I saw Robert yesterday,
 4 The twins: We've got a problem.
 When I saw the twins yesterday,
 5 Michelle: I've been swimming.
 When I saw Michelle yesterday,
 6 Your friends: We would like to be in the show.
 When I saw my friends yesterday,
 7 Adrian: I don't need any help.
 When I saw Adrian yesterday, .
 8 Susan: My sister is coming to see me.
 When I saw Susan yesterday,

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

| Base form | Past Simple | Past participle | Base form | Past Simple | Past participle |
|-----------|----------------|-----------------|-------------|----------------|-----------------|
| be | was/were | been | leave | left | left |
| beat | beat | beaten | lend | lent | lent |
| become | became | become | let | let | let |
| begin | began | begun | lie | lay | lain |
| bend | bent | bent | light | lighted/lit | lighted/lit |
| bite | bit | bitten | lose | lost | lost |
| blow | blew | blown | make | made | made |
| break | broke | broken | mean | meant | meant |
| bring | brought | brought | meet | met | met |
| build | built | built | must | had to | had to |
| buy | bought | bought | pay | paid | paid |
| can | could | been able | put | put | put |
| catch | caught | caught | read /ri:d/ | read /red/ | read /red/ |
| choose | chose | chosen | ride | rode | ridden |
| come | came | come | ring | rang | rung |
| cost | cost | cost | rise | rose | risen |
| cut | cut | cut | run | ran | run |
| dig | dug | dug | say | said | said |
| do | did | done | see | saw | seen |
| draw | drew | drawn | sell | sold | sold |
| dream | dreamed/dreamt | dreamed/dreamt | send | sent | sent |
| drink | drank | drunk | set | set | set |
| drive | drove | driven | shake | shook | shaken |
| eat | ate | eaten | shine | shone | shone |
| fall | fell | fallen | shoot | shot | shot |
| feed | fed | fed | show | showed | shown |
| feel | felt | felt | shut | shut | shut |
| fight | fought | fought | sing | sang | sung |
| find | found | found | sink | sank | sunk |
| fit | fit | fit | sit | sat | sat |
| fly | flew | flown | sleep | slept | slept |
| forget | forgot | forgotten | slide | slid | slid |
| forgive | forgave | forgiven | speak | spoke | spoken |
| freeze | froze | frozen | spend | spent | spent |
| get | got | got | spoil | spoiled/spoilt | spoiled/spoilt |
| give | gave | given | spread | spread | spread |
| go | went | been/gone | stand | stood | stood |
| grow | grew | grown | steal | stole | stolen |
| hang | hanged/hung | hanged/hung | stick | stuck | stuck |
| have | had | had | swim | swam | swum |
| hear | heard | heard | take | took | taken |
| hide | hid | hidden | teach | taught | taught |
| hit | hit | hit | tear | tore | torn |
| hold | held | held | tell | told | told |
| hurt | hurt | hurt | think | thought | thought |
| keep | kept | kept | throw | threw | thrown |
| kneel | knelt | knelt | understand | understood | understood |
| know | knew | known | wake | woke | woken |
| lay | laid | laid | wear | wore | worn |
| lead | led | led | win | won | won |
| learn | learned/learnt | learned/learnt | write | wrote | written |

Verb patterns

| Verbs + -ing | |
|--|------------------------------|
| adore can't stand don't mind enjoy finish imagine loathe | doing swimming cooking |

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 | |
|--|-------|
| give up look forward to succeed in think of | doing |

| Verbs + to + infinitive | |
|--|-----------------------------|
| afford agree choose dare decide expect forget help hope learn manage mean need offer plan promise refuse seem want would hate would like would love would prefer | to do to come to cook |

Notes

- Help* and *dare* can be used without *to*.
We helped clean up the kitchen.
They didn't dare disagree with him.
- Have to* for obligation.
I have to wear a uniform.
- Used to* for past habits.
I used to smoke, but I quit last year.

| Verbs + sb + to + infinitive | | |
|--|------------------------------|---------------------------|
| advise allow ask beg encourage expect force help invite need order persuade remind tell want warn would like | me him them someone | to do to go to come |

Note

Help can be used without *to*.

I helped him do the dishes.

| Verbs + sb + infinitive (no to) | | |
|---------------------------------|-----------|----|
| help let make | her us | do |

Notes

- To* is used with *make* in the passive.
We were made to work hard.
- Let* cannot be used in the passive. *Allowed to* is used instead.
She was allowed to leave.

| Verbs + -ing or to + infinitive (with little or no change in meaning) | |
|--|----------------|
| begin continue hate like love prefer start | doing to do |

| Verbs + -ing or to + infinitive (with a change in meaning) | |
|---|----------------|
| remember stop try | doing to do |

Notes

- I remember posting the letter.*
(= I have a memory now of a past action: posting the letter.)
I remembered to post the letter.
(= I reminded myself to post the letter. I didn't forget.)
- I stopped drinking coffee.*
(= I gave up the habit.)
I stopped to drink a coffee.
(= I stopped doing something else in order to have a cup of coffee.)
- I tried to sleep.*
(= I wanted to sleep, but it was difficult.)
I tried counting sheep and drinking a glass of warm milk.
(= These were possible ways of getting to sleep.)

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