English Grammar in Use

A self-study reference and practice book for intermediate students of English

with answers

Raymond Murphy

This is trial version
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Thanks

I wrote the original edition of English Grammar in Use when I was a teacher at the Swan School of English, Oxford. I would like to repeat my thanks to my colleagues and students at the school for their help, encouragement and interest at that time.

More recently I would like to thank all the teachers and students I met and who offered their thoughts on the previous edition. It was fun to meet you all and extremely helpful for me.

Regarding the production of this third edition, I am grateful to Alison Sharpe, Liz Driscoll, Jane Mairs and Kamae Design. I would also like to thank Cambridge University Press for permission to access the Cambridge International Corpus.

Thank you also to the following illustrators: Paul Fellows, Gillian Martin, Roger Penwill, Lisa Smith and Simon Williams.
To the student

This book is for students who want help with English grammar. It is written for you to use without a teacher.

The book will be useful for you if you are not sure of the answers to questions like these:

- What is the difference between *I did* and *I have done*?
- When do we use *will* for the future?
- What is the structure after *I wish*?
- When do we say *used to do* and when do we say *used to doing*?
- When do we use *the*?
- What is the difference between *like* and *as*?

These and many other points of English grammar are explained in the book and there are exercises on each point.

Level

The book is intended mainly for *intermediate* students (students who have already studied the basic grammar of English). It concentrates on those structures which intermediate students want to use, but which often cause difficulty. Some advanced students who have problems with grammar will also find the book useful.

The book is *not* suitable for elementary learners.

How the book is organised

There are 145 units in the book. Each unit concentrates on a particular point of grammar. Some problems (for example, the present perfect or the use of *the*) are covered in more than one unit. For a list of units, see the Contents at the beginning of the book.

Each unit consists of two facing pages. On the left there are explanations and examples; on the right there are exercises. At the back of the book there is a Key for you to check your answers to the exercises (page 336).

There are also seven *Appendices* at the back of the book (pages 292–301). These include irregular verbs, summaries of verb forms, spelling and American English.

Finally, there is a detailed *Index* at the back of the book (page 373).

How to use the book

The units are *not* in order of difficulty, so it is *not* intended that you work through the book from beginning to end. Every learner has different problems and you should use this book to help you with the grammar that you find difficult.

It is suggested that you work in this way:

- Use the Contents and/or Index to find which unit deals with the point you are interested in.
- If you are not sure which units you need to study, use the Study guide on page 326.
- Study the explanations and examples on the left-hand page of the unit you have chosen.
- Do the exercises on the right-hand page.
- Check your answers with the Key.
- If your answers are not correct, study the left-hand page again to see what went wrong.

You can of course use the book simply as a reference book without doing the exercises.
Additional exercises
At the back of the book there are Additional exercises (pages 302–325). These exercises bring together some of the grammar points from a number of different units. For example, Exercise 16 brings together grammar points from Units 26–36. You can use these exercises for extra practice after you have studied and practised the grammar in the units concerned.

CD Rom
The book is sold with or without a CD Rom. On the CD Rom you will find more exercises on all the units (different from those in the book). There are also 1,700 test questions, and you can use these to make your own tests. The CD Rom can also be bought separately.
To the teacher

*English Grammar in Use* was written as a self-study grammar book, but teachers may also find it useful as additional course material in cases where further work on grammar is necessary.

The book will probably be most useful at middle- and upper-intermediate levels (where all or nearly all of the material will be relevant), and can serve both as a basis for revision and as a means for practising new structures. It will also be useful for some more advanced students who have problems with grammar and need a book for reference and practice. The book is not intended to be used by elementary learners.

The units are organised in grammatical categories (*Present and past, Articles and nouns,* *Prepositions* etc.). They are not ordered according to level of difficulty, so the book should not be worked through from beginning to end. It should be used selectively and flexibly in accordance with the grammar syllabus being used and the difficulties students are having.

The book can be used for immediate consolidation or for later revision or remedial work. It might be used by the whole class or by individual students needing extra help. The left-hand pages (explanations and examples) are written for the student to use individually, but they may of course be used by the teacher as a source of ideas and information on which to base a lesson. The student then has the left-hand page as a record of what has been taught and can refer to it in the future. The exercises can be done individually, in class or as homework. Alternatively (and additionally), individual students can be directed to study certain units of the book by themselves if they have particular difficulties not shared by other students in their class. Don’t forget the *Additional exercises* at the back of the book (see *To the student*).

The book is sold with or without a CD Rom. This contains further exercises on all the units in the book, as well as a bank of 1,700 test questions from which users can select to compile their own tests. The CD Rom is also available separately.

An edition of *English Grammar in Use* without the Key is also available. Some teachers may prefer this for use with their students.

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**English Grammar in Use Third Edition**

This is a new edition of *English Grammar in Use*. The differences between this edition and the second edition are:

- There are eight new units on phrasal verbs (Units 138–145). There is also a new unit on *wish* (Unit 41). Units 42–81 and 83–137 all have different numbers from the second edition.
- Some of the material has been revised or reorganised, and in most units there are minor changes in the examples, explanations and exercises.
- The *Additional exercises* have been extended. The new exercises are 14–16, 25, 30–31, and 37–41.
- The book has been redesigned with new colour illustrations.
- There is a new CD Rom with further exercises to accompany the book.
Present continuous (I am doing)

Study this example situation:
Sarah is in her car. She is on her way to work.
She is driving to work.
This means: she is driving now, at the time of speaking.
The action is not finished.
Am/is/are + -ing is the present continuous:

<table>
<thead>
<tr>
<th>I am (= I'm)</th>
<th>driving</th>
</tr>
</thead>
<tbody>
<tr>
<td>he/she/it is (= he's etc.)</td>
<td>working</td>
</tr>
<tr>
<td>we/you/they are (= we're etc.)</td>
<td>doing etc.</td>
</tr>
</tbody>
</table>

I am doing something = I'm in the middle of doing it; I've started doing it and I haven't finished yet:

- Please don't make so much noise. I'm trying to work. (not I try)
- 'Where's Mark?' 'He's having a shower.' (not He has a shower)
- Let's go out now. It isn't raining any more. (not It doesn't rain)
- (at a party) Hello, Jane. Are you enjoying the party? (not Do you enjoy)
- What's all that noise? What's going on? (= What's happening?)

The action is not necessarily happening at the time of speaking. For example:

Steve is talking to a friend on the phone. He says:

I'm reading a really good book at the moment.
It's about a man who ...

Steve is not reading the book at the time of speaking.
He means that he has started it, but has not finished it yet.
He is in the middle of reading it.

Some more examples:

- Kate wants to work in Italy, so she's learning Italian. (but perhaps she isn't learning Italian at the time of speaking)
- Some friends of mine are building their own house. They hope to finish it next summer.

You can use the present continuous with today / this week / this year etc. (periods around now):

A: You're working hard today. (not You work hard today)
B: Yes, I have a lot to do.
- The company I work for isn't doing so well this year.

We use the present continuous when we talk about changes happening around now, especially with these verbs:

get change become increase rise fall grow improve begin start

- Is your English getting better? (not Does your English get better)
- The population of the world is increasing very fast. (not increases)
- At first I didn't like my job, but I'm beginning to enjoy it now. (not I begin)
Exercises

Unit 1

1.1 Complete the sentences with the following verbs in the correct form:

get  happen  look  lose  make  start  stay  try  -work-

1. ‘You work hard today.’ ‘Yes, I have a lot to do.’
2. I for Christine. Do you know where she is?
3. It dark. Shall I turn on the light?
4. They don’t have anywhere to live at the moment. They with friends until they find somewhere.
5. Things are not so good at work. The company money.
6. Have you got an umbrella? It raining.
8. Why are all these people here? What happening?

1.2 Put the verb into the correct form. Sometimes you need the negative (I’m not doing etc.).

1. Please don’t make so much noise. I trying (try) to work.
2. Let’s go out now. It raining (rain) any more.
3. You can turn off the radio. I listening (listen) to it.
4. Kate phoned me last night. She’s on holiday in France. She having (have) a great time and doesn’t want to come back.
5. I want to lose weight, so this week I eating (eat) lunch.
6. Andrew has just started evening classes. He learning (learn) German.
7. Paul and Sally have had an argument. They speaking (speak) to each other.
8. I getting (get) tired. I need a rest.
9. Tim working (work) this week. He’s on holiday.

1.3 Complete the conversations.

1. A: I saw Brian a few days ago.
   B: Oh, did you? What he doing these days? (what / he / do)
   A: He’s at university.
   B: What he studying? (what / he / study)
   A: Psychology.
   B: Enjoying it? (he / enjoy)
   A: Yes, he says it’s a very good course.

   B: Not bad. It wasn’t so good at first, but getting better now. (things / get)
   A: What about Jonathan? Is he OK?
   B: Yes, but not enjoying his work at the moment. (he / not / enjoy)
   He’s been in the same job for a long time and beginning to get bored with it. (he / begin)

1.4 Complete the sentences using the following verbs:

begin change get increase rise

1. The population of the world is increasing very fast.
2. The world is changing. Things never stay the same.
3. The situation is already bad and it getting worse.
4. The cost of living is rising. Every year things are more expensive.
5. The weather is improving. The rain has stopped, and the wind isn’t as strong.
Present simple (I do)

Study this example situation:

Alex is a bus driver, but now he is in bed asleep. He is not driving a bus. (He is asleep.)

but He drives a bus. (He is a bus driver.)

Drive(s)/work(s)/do(es) etc. is the present simple:

I/we/you/they drive/work/do etc.

he/she/it drives/work/does etc.

We use the present simple to talk about things in general. We use it to say that something happens all the time or repeatedly, or that something is true in general:

- Nurses look after patients in hospitals.
- I usually go away at weekends.
- The earth goes round the sun.
- The café opens at 7.30 in the morning.

Remember:

I work ... but He works ... They teach ... but My sister teaches ...

For spelling (-s or -es), see Appendix 6.

We use do/does to make questions and negative sentences:

<table>
<thead>
<tr>
<th>do</th>
<th>I/we/you/they drive?</th>
<th>I/we/you/they don't drive?</th>
</tr>
</thead>
<tbody>
<tr>
<td>does</td>
<td>he/she/it drive?</td>
<td>he/she/it don't drive?</td>
</tr>
</tbody>
</table>

- I come from Canada. Where do you come from?
- I don't go away very often.
- What does this word mean? (not What means this word?)
- Rice doesn't grow in cold climates.

In the following examples, do is also the main verb (do you do / doesn't do etc.):
- ‘What do you do?’ ‘I work in a shop.’
- He's always so lazy. He doesn't do anything to help.

We use the present simple to say how often we do things:

- I get up at 8 o'clock every morning.
- How often do you go to the dentist?
- Julie doesn't drink tea very often.
- Robert usually goes away two or three times a year.

I promise / I apologise etc.

Sometimes we do things by saying something. For example, when you promise to do something, you can say 'I promise ...'; when you suggest something, you can say 'I suggest ...':

- I promise I won't be late. (not I'm promising)
- ‘What do you suggest I do?’ ‘I suggest that you ...’

In the same way we say, I apologise ... / I advise ... / I insist ... / I agree ... / I refuse ... etc.
Exercises  

Unit 2

2.1 Complete the sentences using the following verbs:

- cause(s) connect(s) drink(s) live(s) open(s) speak(s) take(s)

1. Tanya **speaks** German very well.
2. I don't often **drink** coffee.
3. The swimming pool **closes** at 7.30 every morning.
4. Bad driving **causes** many accidents.
5. My parents **live** in a very small flat.
6. The Olympic Games **take** place every four years.
7. The Panama Canal **connects** the Atlantic and Pacific oceans.

2.2 Put the verb into the correct form.

1. Julie **doesn't drink** (not / drink) tea very often.
2. When time **ends** (not / end) here?
3. I've got a computer, but I **don't use** (not / use) it much.
4. 'Where **have you come** (not / come) from?' ‘He's Scottish.'
5. 'What **will you do** (not / do) ?' ‘I'm an electrician.'
6. It **takes** (it / take) me an hour to get to work. How long **does it take** (it / take) you?
7. Look at this sentence. What **do you mean** (this word / mean)?
8. David isn't very fit. He **can't do** (not / do) any sport.

2.3 Use the following verbs to complete the sentences. Sometimes you need the negative:

believe eat flow go grow make rise tell translate

1. The earth **goes** round the sun.
2. Rice **doesn't grow** in Britain.
3. The sun **raises** in the east.
4. Bees **make** honey.
5. Vegetarians **eat only** meat.
6. An atheist **believe** in God.
7. An interpreter **translates** from one language into another.
8. Liars are people who **tell** the truth.
9. The River Amazon **flows** into the Atlantic Ocean.

2.4 You ask Liz questions about herself and her family. Write the questions.

1. You know that Liz plays tennis. You want to know how often. Ask her.
   How often **do you play** tennis?
   **Kei**, your sister **play** tennis?
3. You know that Liz reads a newspaper every day. You want to know which one. Ask her.
   **Which** newspaper do you read **every day**?
   **What** do you do **every week**?
5. You know that Liz goes to the cinema a lot. You want to know how often. Ask her.
   **How often** do you go **to the cinema**?
   Do you know **where** Liz's grandparents **live**?

2.5 Complete using the following:

- I apologise  I insist  I promise  I recommend  I suggest

1. It's a nice day. **I suggest** we go out for a walk.
2. I won't tell anybody what you said. **I insist**.
3. **I promise** you must let me pay for the meal.
4. **I suggest** you don't tell her for what. I don't want her to know.
5. The new restaurant in Hill Street is very good. **I recommend** it.
Present continuous and present simple 1 (I am doing and I do)

A

Compare:

Present continuous (I am doing)
We use the continuous for things happening at or around the time of speaking.
The action is not complete.

I am doing

<table>
<thead>
<tr>
<th>past</th>
<th>now</th>
<th>future</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ The water is boiling. Can you turn it off?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Listen to those people. What language are they speaking?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Let's go out. It isn't raining now.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 'I'm busy.' ‘What are you doing?’</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ I'm getting hungry. Let's go and eat.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Kate wants to work in Italy, so she's learning Italian.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ The population of the world is increasing very fast.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We use the continuous for temporary situations:

☐ I'm living with some friends until I find a place of my own.

☐ A: You're working hard today.
   B: Yes, I have a lot to do.

See Unit 1 for more information.

Present simple (I do)
We use the simple for things in general or things that happen repeatedly.

I do

<table>
<thead>
<tr>
<th>past</th>
<th>now</th>
<th>future</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Water boils at 100 degrees Celsius.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Excuse me, do you speak English?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ It doesn't rain very much in summer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ What do you usually do at weekends?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ I always get hungry in the afternoon.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Most people learn to swim when they are children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Every day the population of the world increases by about 200,000 people.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We use the simple for permanent situations:

☐ My parents live in London. They have lived there all their lives.

☐ John isn't lazy. He works hard most of the time.

See Unit 2 for more information.

B

I always do and I'm always doing

I always do (something) = I do it every time:

☐ I always go to work by car. (not I'm always going)

'I'm always doing something' has a different meaning. For example:

I've lost my pen again. I'm always losing things.

I'm always losing things = I lose things very often, perhaps too often, or more often than normal.

Two more examples:

☐ You're always watching television. You should do something more active.
   (= You watch television too often)

☐ Tim is never satisfied. He's always complaining. (= He complains too much)
Exercises

Unit 3

3.1 Are the underlined verbs right or wrong? Correct them where necessary.
1 Water boils at 100 degrees Celsius. OK
2 The water boils. Can you turn it off? is boiling
3 Look! That man tries to open the door of your car. tries
4 Can you hear those people? What do they talk about?
5 The moon goes round the earth in about 27 days.
6 I must go now. It gets late.
7 I usually go to work by car.
8 'Hurry up! It's time to leave.' 'OK, I come.'
9 I hear you've got a new job. How do you get on?
10 Paul is never late. He's always getting to work on time.
11 They don't get on well. They're always arguing.

3.2 Put the verb into the correct form, present continuous or present simple.
1 Let's go out. It isn't raining (not / rain) now.
2 Julia is very good at languages. She speaks (speak) four languages very well.
3 Hurry up! Everybody (wait) for you.
4 'Who's (you / listen) to the radio?' 'No, you can turn it off.'
5 'Who (you / listen) to the radio every day?' 'No, just occasionally.'
6 The River Nile flows (flow) into the Mediterranean.
7 The river (flow) very fast today – much faster than usual.
8 We usually grow (grow) vegetables in our garden, but this year we
  aren't growing (not / grow) any.
9 A: How's your English?
  B: Not bad. I think it improve (improve) slowly.
10 Rachel is in London at the moment. She stays (stay) at the Park Hotel.
    She always stayed (stay) there when she's in London.
11 Can we stop walking soon? I start (start) to feel tired.
12 A: Can you drive?
  B: I learn (learn). My father teaches (teach) me.
13 Normally I finish (finish) work at five, but this week I
  work (work) until six to earn a little more money.
14 My parents live (live) in Manchester. They were born there and have never
    lived anywhere else. Where do your parents live (live)?
15 Sonia looks (look) for a place to live. She stays (stay) with her sister until she finds somewhere.
16 A: What does your brother do (do)?
  B: He's an architect, but he doesn't work (not / work) at the moment.
17 at a party I enjoy (enjoy) parties, but I don't enjoy (not / enjoy) this one very much.

3.3 Finish B's sentences. Use always -ing.
1 A: I've lost my pen again.
  B: Not again! You're always losing your pen.
2 A: The car has broken down again.
  B: That car is useless. It's always breaking down.
3 A: Look! You've made the same mistake again.
  B: Oh no, not again! I always make the same mistake.
4 A: Oh, I've forgotten my glasses again.
  B: Typical!
Present continuous and present simple 2 (I am doing and I do)

We use continuous forms for actions and happenings that have started but not finished (they are eating / it is raining etc.). Some verbs (for example, know and like) are not normally used in this way. We don’t say ‘I am knowing’ or ‘they are liking’; we say ‘I know’, ‘they like’.

The following verbs are not normally used in the present continuous:

<table>
<thead>
<tr>
<th>like</th>
<th>love</th>
<th>hate</th>
<th>want</th>
<th>need</th>
<th>prefer</th>
</tr>
</thead>
<tbody>
<tr>
<td>know</td>
<td>realise</td>
<td>suppose</td>
<td>mean</td>
<td>understand</td>
<td>believe</td>
</tr>
<tr>
<td>belong</td>
<td>fit</td>
<td>contain</td>
<td>consist</td>
<td>seem</td>
<td></td>
</tr>
</tbody>
</table>

- I’m hungry. I want something to eat. (*not* I’m wanting)
- Do you understand what I mean?
- Ann doesn’t seem very happy at the moment.

**Think**

When think means ‘believe’ or ‘have an opinion’, we do not use the continuous:
- I think Mary is Canadian, but I’m not sure. (*not* I’m thinking)
- What do you think about my plan? (*= What is your opinion?*)

When think means ‘consider’, the continuous is possible:
- I’m thinking about what happened. I often think about it.
- Nicky is thinking of giving up her job. (*= she is considering it*)

**He is selfish and He is being selfish**

He’s being = He’s behaving / He’s acting. Compare:
- I can’t understand why he’s being so selfish. He isn’t usually like that. (*being selfish = behaving selfishly at the moment*)
- He never thinks about other people. He is very selfish. (*not He is being*)
  (*= He is selfish generally, not only at the moment*)

We use am/is/are being to say how somebody is behaving. It is not usually possible in other sentences:
- It’s hot today. (*not* It is being hot)
- Sarah is very tired. (*not is being tired*)

**See hear smell taste**

We normally use the present simple (not continuous) with these verbs:
- Do you see that man over there? (*not Are you seeing*)
- This room smells. Let’s open a window.

We often use can + see/hear/smell/taste:
- I can hear a strange noise. Can you hear it?

**Look feel**

You can use the present simple or continuous to say how somebody looks or feels now:
- You look well today. or You’re looking well today.
- How do you feel now? or How are you feeling now?

*but*
- I usually feel tired in the morning. (*not* I’m usually feeling)

Present continuous and simple 1 → Unit 5 | Have → Unit 7 | Present tenses for the future → Unit 19
Exercises

Unit 4

4.1 Are the underlined verbs right or wrong? Correct them where necessary.
1 Nicky is thinking of giving up her job. OK
2 Are you believing in God?
3 I'm feeling hungry. Is there anything to eat?
4 This sauce is great. It's tasting really good.
5 I'm thinking this is your key. Am I right?

4.2 Use the words in brackets to make sentences. (You should also study Unit 3 before you do this exercise.)

1 (you / not / seem / very happy today)
   You don't seem very happy today.

2 (what / you / do?)
   Be quiet! (I / think)

3 (who / this umbrella / belong to?)
   I have no idea.

4 (the dinner / smell / good)

5 Excuse me. (anybody / sit / there?)
   No, it's free.

6 (these gloves / not / fit / me)
   They're too small.

4.3 Put the verb into the correct form, present continuous or present simple.
1 Are you hungry? Do you want (you / want) something to eat?
2 Don't put the dictionary away. I (use) it.
3 Don't put the dictionary away. I (need) it.
4 Who is that man? What (he / want)?
5 Who is that man? Why (he / look) at us?
6 Alan says he's 80 years old, but nobody (believe) him.
7 She told me her name, but I (not / remember) it now.
8 I (think) of selling my car. Would you be interested in buying it?
9 I (think) you should sell your car. You (not / use) it very often.
10 Air (consist) mainly of nitrogen and oxygen.

4.4 Complete the sentences using the most suitable form of be. Sometimes you must use the simple (am/is/are) and sometimes the continuous is more suitable (am/is/are being).
1 I can't understand why he's being so selfish. He isn't usually like that.
2 Sarah is very nice to me at the moment. I wonder why.
3 You'll like Debbie when you meet her. She is very nice.
4 You're usually very reliable, so you are reasonable about waiting ten more minutes?
5 Why isn't Steve at work today?
Past simple (I did)

Study this example:

Wolfgang Amadeus Mozart was an Austrian musician and composer. He lived from 1756 to 1791. He started composing at the age of five and wrote more than 600 pieces of music. He was only 35 years old when he died.

Lived/started/wrote/was/died are all past simple.

Very often the past simple ends in -ed (regular verbs):

- I work in a travel agency now. Before that I worked in a department store.
- We invited them to our party, but they decided not to come.
- The police stopped me on my way home last night.
- Laura passed her examination because she studied very hard.

For spelling (stopped, studied etc.), see Appendix 6.

But many verbs are irregular. The past simple does not end in -ed. For example:

write → wrote  Mozart wrote more than 600 pieces of music.
see → saw  We saw Rose in town a few days ago.
go → went  I went to the cinema three times last week.
shut → shut  It was cold, so I shut the window.

For a list of irregular verbs, see Appendix 1.

In questions and negatives we use did/didn't + infinitive (enjoy/see/go etc.):

<table>
<thead>
<tr>
<th>I</th>
<th>enjoyed</th>
<th>did</th>
<th>you</th>
<th>enjoy?</th>
<th>she</th>
<th>see?</th>
<th>they</th>
<th>go?</th>
</tr>
</thead>
<tbody>
<tr>
<td>saw</td>
<td>she</td>
<td>went</td>
<td>they</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

A: Did you go out last night?
B: Yes, I went to the cinema, but I didn't enjoy the film much.

- 'When did Mr Thomas die?' 'About ten years ago.'
- They didn't invite her to the party, so she didn't go.
- 'Did you have time to write the letter?' 'No, I didn't.'

In the following examples, do is the main verb in the sentence (did ... do / didn't do):

- What did you do at the weekend? (not What did you at the weekend?)
- I didn't do anything. (not I didn't anything)

The past of be (am/is/are) is was/were:

<table>
<thead>
<tr>
<th>if/he/she/it was/wasn't</th>
<th>was</th>
<th>if/he/she/it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>we/you/they were/weren't</td>
<td>were</td>
<td>we/you/they?</td>
</tr>
</tbody>
</table>

Note that we do not use did in negatives and questions with was/were:

- I was angry because they were late.
- Was the weather good when you were on holiday?
- They weren't able to come because they were so busy.
- Did you go out last night or were you too tired?
Exercises

Unit 5

5.1 Read what Laura says about a typical working day:

Yesterday was a typical working day for Laura. Write what she did or didn’t do yesterday.

1. She got up at 7 o’clock.
2. She had a big breakfast.
3. She finished work at 5 o’clock.
4. It was a meal yesterday evening.
5. It was at 8.45.
6. She had lunch.
7. She was tired when she got home.
8. She usually cooks a meal in the evening.
9. She didn’t usually go out.
10. She went out yesterday evening.
11. She went to bed at about 11 o’clock.
12. She didn’t sleep well last night.

5.2 Complete the sentences using the following verbs in the correct form:

buy catch cost fall hurt sell spend teach throw write

1. Mozart wrote more than 600 pieces of music.
2. ‘How did you learn to drive?’ ‘My father taught me.’
3. We couldn’t afford to keep our car, so we sold it.
4. Dave caught a ball today and threw it.
5. Jim taught Sue to play tennis.
6. Ann sold a lot of money yesterday. She bought a dress which was £100.

5.3 You ask James about his holiday. Write your questions.

Hi. How are things?

1. Where did you go?
To the U.S. We went on a trip from San Francisco to Denver.
2. How long was the trip? By car?
Yes, we hired a car in San Francisco.
3. It’s a long way to drive. How long?
Two weeks.
4. Where did you stay? In hotels?
Yes, small hotels or motels.
5. Did you enjoy the Grand Canyon?
Yes, but it was very hot – sometimes too hot.

5.4 Complete the sentences. Put the verb into the correct form, positive or negative.

1. It was warm, so I took off my coat. (take)
2. The film wasn’t very good. I didn’t enjoy it very much. (enjoy)
3. I knew Sarah was very busy, so I disturbed her. (disturb)
4. I was very tired, so I left the party early. (leave)
5. The bed was very uncomfortable. I slept very well. (sleep)
6. The window was open and a bird flew into the room. (fly)
7. The hotel wasn’t very expensive. It cost very much. (cost)
8. I was in a hurry, so I didn’t have time to phone you. (be)
9. It was hard carrying the bags. They were very heavy. (be)
Past continuous (I was doing)

Study this example situation:

Yesterday Karen and Jim played tennis. They began at 10 o’clock and finished at 11.30. So, at 10.30 they were playing tennis. They were playing = they were in the middle of playing. They had not finished playing.

Was/were -ing is the past continuous:

I/he/she/it was playing
did/were doing
was/were working etc.

I was doing something = I was in the middle of doing something at a certain time. The action or situation had already started before this time, but had not finished:

- Past
  - This time last year I was living in Brazil.
  - What were you doing at 10 o’clock last night?
  - I waved to Helen, but she wasn’t looking.

- Past simple
  - I walked home after the party last night.
  - (= all the way, completely)
  - Kate watched television a lot when she was ill last year.

C

Compare the past continuous (I was doing) and past simple (I did):

Past continuous (in the middle of an action)
- I was walking home when I met Dave.
  (in the middle of an action)
- Kate was watching television when we arrived.

Past simple (complete action)
- I walked home after the party last night.
- (= all the way, completely)
- Kate watched television a lot when she was ill last year.

D

We often use the past simple and the past continuous together to say that something happened in the middle of something else:
- Matt phoned while we were having dinner.
- It was raining when I got up.
- I saw you in the park yesterday. You were sitting on the grass and reading a book.
- I hurt my back while I was working in the garden.

But we use the past simple to say that one thing happened after another:
- I was walking along the road when I saw Dave. So I stopped, and we had a chat.

Compare:
- When Karen arrived, we were having dinner. (= we had already started before she arrived)
- When Karen arrived, we had dinner. (= Karen arrived, and then we had dinner)

E

Some verbs (for example, know and want) are not normally used in the continuous (see Unit 4A):
- We were good friends. We knew each other well. (not We were knowing)
- I was enjoying the party, but Chris wasn’t going home. (not I was wanting)
Exercises

Unit 6

6.1 What were you doing at these times? Write sentences as in the examples. The past continuous is not always necessary (see the second example).

1. (at 8 o’clock yesterday evening) I was having dinner.
2. (at 5 o’clock last Monday) I was on a bus on my way home.
3. (at 10.15 yesterday morning) 
4. (at 4.30 this morning) 
5. (at 7.45 yesterday evening) 
6. (half an hour ago) 

6.2 Use your own ideas to complete the sentences. Use the past continuous.

1. Matt phoned while we were having dinner.
2. The doorbell rang while I 
3. We saw an accident while we 
4. Ann fell asleep while she 
5. The television was on, but nobody 

6.3 Put the verb into the correct form, past continuous or past simple.

6.4 Put the verb into the correct form, past continuous or past simple.

1. Jenny was waiting (wait) for me when I arrived (arrive).
2. ‘What (you / do) at this time yesterday?’ ‘I was asleep.’
3. ‘(you / go) out last night?’ ‘No, I was too tired.’
4. How fast (happen) (you / drive) when the accident (not / know) what to do.
5. We were in a very difficult position. We (not / know) what to do.
6. I haven’t seen Alan for ages. When I last (see) him, he 
7. (try) to find a job.
8. I (hear) footsteps behind me. Somebody (follow) me. I was scared and I 
9. When I was younger, I (want) to be a pilot.
10. Last night I (do) the washing up. Fortunately it (not / break).
Present perfect 1 (I have done)

Study this example situation:

Tom is looking for his key. He can't find it.
He has lost his key.
He has lost his key = He lost it recently, and he still
doesn't have it.

Have/has lost is the present perfect simple:

<table>
<thead>
<tr>
<th>I/we/they/you</th>
<th>have (= I've etc.)</th>
<th>finished</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>lost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>done</td>
</tr>
<tr>
<td></td>
<td>he/she/it</td>
<td>has (= he's etc.)</td>
</tr>
</tbody>
</table>

The present perfect simple is have/has + past participle. The past participle often ends in -ed (finished/decided etc.), but many important verbs are irregular (lost/done/written etc.).

For a list of irregular verbs, see Appendix 1.

When we say that 'something has happened', this is usually new information:
- Ow! I've cut my finger.
- The road is closed. There's been (there has been) an accident.
- (from the news) Police have arrested two men in connection with the robbery.

When we use the present perfect, there is a connection with now. The action in the past has a result now:
- 'Where's your key?' 'I don't know. I've lost it.' (= I don't have it now)
- He told me his name, but I've forgotten it. (= I can't remember it now)
- 'Is Sally here?' 'No, she's gone out.' (= she is out now)
- I can't find my bag. Have you seen it? (= Do you know where it is now?)

You can use the present perfect with just, already and yet.

Just = a short time ago:
- 'Are you hungry?' 'No, I've just had lunch.'
- Hello. Have you just arrived?

We use already to say that something happened sooner than expected:
- 'Don't forget to send the letter.' 'I've already sent it.'
- 'What time is Mark leaving?' 'He's already gone.'

Yet = until now. Yet shows that the speaker is expecting something to happen. Use yet only in questions and negative sentences:
- Has it stopped raining yet?
- I've written the letter, but I haven't sent it yet.

Note the difference between gone (to) and been (to):
- Jim is on holiday. He has gone to Italy. (= he is there now or on his way there)
- Jane is back home now. She has been to Italy. (= she has now come back)
Exercises

Unit 7

7.1 Read the situations and write sentences. Use the following verbs:
   arrive    break    fall    go up    grow    improve    lose

1. Tom is looking for his key. He can’t find it. He has lost his key.
2. Margaret can’t walk and her leg is in plaster. She
3. Last week the bus fare was 80 pence. Now it is 90. The bus fare
4. Maria’s English wasn’t very good. Now it is better. Her English
5. Dan didn’t have a beard before. Now he has a beard. He
6. This morning I was expecting a letter. Now I have it. The letter
7. The temperature was 20 degrees. Now it is only 12. The

7.2 Complete B’s sentences. Use the verb in brackets + just/already/yet.

A

1. Would you like something to eat?
   No, thanks. I’ve just had lunch.
   (l / just / have / lunch)

2. Do you know where Julia is?
   Yes,________________________.
   (l / just / see / her)

3. What time is David leaving?
   ________________________________ .
   (he / already / leave)

4. What’s in the newspaper today?
   I don’t know.________________________. (l / not / read / it yet)

5. Is Sue coming to the cinema with us?
   No,________________________.
   (she / already / see / the film)

6. Are your friends here yet?
   Yes,________________________.
   (they / just / arrive)

7. What does Tim think about your plan?
   ________________________________ .
   (we / not / tell / him yet)

B

7.3 Read the situations and write sentences with just, already or yet.

1. After lunch you go to see a friend at her house. She says, ‘Would you like something to eat?’
   You say: No thank you. I’ve just had lunch. (have lunch)

2. Joe goes out. Five minutes later, the phone rings and the caller says, ‘Can I speak to Joe?’
   You say: I’m afraid________________________. (go out)

3. You are eating in a restaurant. The waiter thinks you have finished and starts to take your
   plate away. You say: Wait a minute!________________________. (not / finish)

4. You are going to a restaurant tonight. You phone to reserve a table. Later your friend says,
   ‘Shall I phone to reserve a table.’ You say: No,________________________. (do it)

5. You know that a friend of yours is looking for a place to live. Perhaps she has been successful.
   Ask her. You say: ____________________________ ? (find)

6. You are still thinking about where to go for your holiday. A friend asks, ‘Where are you going
   for your holiday?’ You say:________________________. (not / decide)

7. Linda went to the bank, but a few minutes ago she returned. Somebody asks, ‘Is Linda still at
   the bank?’ You say: No,________________________. (come back)

7.4 Put in been or gone.

1. Jim is on holiday. He’s __________________ to Italy.
2. Hello! I’ve just __________________ to the shops. I’ve bought lots of things.
3. Alice isn’t here at the moment. She’s __________________ to the shop to get a newspaper.
4. Tom has __________________ out. He’ll be back in about an hour.
5. ‘Are you going to the bank?’ ‘No, I’ve already __________________ to the bank.’
Present perfect 2 (I have done)

Study this example conversation:

DAVE: Have you travelled a lot, Jane?
JANE: Yes, I've been to lots of places.
DAVE: Really? Have you ever been to China?
JANE: Yes, I've been to China twice.
DAVE: What about India?
JANE: No, I haven't been to India.

When we talk about a period of time that continues from the past until now, we use the present perfect (have been / have travelled etc.). Here, Dave and Jane are talking about the places Jane has visited in her life (which is a period that continues until now).

Some more examples:
- Have you ever eaten caviar? (in your life)
- We've never had a car.
- 'Have you read Hamlet?' ‘No, I haven't read any of Shakespeare's plays.'
- Susan really loves that film. She's seen it eight times!
- What a boring film! It's the most boring film I've ever seen.

Been (to) = visited:
- I've never been to China. Have you been there?

In the following examples too, the speakers are talking about a period that continues until now (recently / in the last few days / so far / since breakfast etc.):
- Have you heard from Brian recently?
- I've met a lot of people in the last few days.
- Everything is going well. We haven't had any problems so far.
- I'm hungry. I haven't eaten anything since breakfast.
  (= from breakfast until now)
- It's good to see you again. We haven't seen each other for a long time.

We use the present perfect with today / this evening / this year etc. when these periods are not finished at the time of speaking (see also Unit 14B):
- I've drunk four cups of coffee today.
- Have you had a holiday this year (yet)?
- I haven't seen Tom this morning. Have you?
- Rob hasn't studied very hard this term.

We say: It's the (first) time something has happened. For example:
- Don is having a driving lesson. It's his first one.
- It's the first time he has driven a car. (not drives)
- He has never driven a car before.
- Sarah has lost her passport again. This is the second time this has happened. (not happens)
- Bill is phoning his girlfriend again. That's the third time he's phoned her this evening.
Exercises

Unit 8

8.1 You are asking people questions about things they have done. Make questions with ever using the words in brackets.

1 (ride / horse?) __________ Have you ever ridden a horse?
2 (be / California?) Have __________
3 (run / marathon?) __________
4 (speak / famous person?) __________
5 (most beautiful place / visit?) What’s __________

8.2 Complete B’s answers. Some sentences are positive and some negative. Use the following verbs:

be be eat happen have meet play read see see try

A

1 What’s Mark’s sister like?
2 How is Diane these days?
3 Are you hungry?
4 Can you play chess?
5 Are you enjoying your holiday?
6 What’s that book like?
7 Is Brussels an interesting place?
8 Mike was late for work again today.
9 Do you like caviar?
10 I hear your car broke down again yesterday.
11 Who’s that woman by the door?

B

I’ve no idea. I’ve never met her.
I don’t know. I __________ her recently.
Yes. I __________ much today.
Yes, but __________ for ages.
Yes, it’s the best holiday __________ for a long time.
I don’t know. __________ it.
I’ve no idea. __________ there.
Again? He __________ late every day this week.
I don’t know. __________ it.
Yes, it’s the second time __________ this week.
I don’t know. __________ her before.

8.3 Complete the sentences using today / this year / this term etc.

1 I saw Tom yesterday, but I haven’t seen him today.
2 I read a newspaper yesterday, but I __________ today.
3 Last year the company made a profit, but this year __________.
4 Tracy worked hard at school last term, but __________.
5 It snowed a lot last winter, but __________.
6 Our football team won a lot of games last season, but we __________.

8.4 Read the situations and write sentences as shown in the example.

1 Jack is driving a car, but he’s very nervous and not sure what to do.
   You ask: Have you driven a car before?
   He says: No, this is the first time I’ve driven a car.

2 Ben is playing tennis. He’s not good at it and he doesn’t know the rules.
   You ask: Have __________
   He says: No, this is the first

3 Sue is riding a horse. She doesn’t look very confident or comfortable.
   You ask: __________
   She says: __________

4 Maria is in London. She has just arrived and it’s very new for her.
   You ask: __________
   She says: __________
Present perfect continuous (I have been doing)

It has been raining
Study this example situation:

Is it raining?
No, but the ground is wet.
It has been raining.
Have/has been -ing is the present perfect continuous:

<table>
<thead>
<tr>
<th>I/we/they/you</th>
<th>have</th>
<th>(= I've etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>he/she/it</td>
<td>has</td>
<td>(= he's etc.)</td>
</tr>
<tr>
<td>been</td>
<td>doing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>waiting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>playing</td>
<td>etc.</td>
</tr>
</tbody>
</table>

We use the present perfect continuous for an activity that has recently stopped or just stopped.
There is a connection with now:

☐ You’re out of breath. Have you been running? (= you’re out of breath now)
☐ Paul is very tired. He's been working very hard. (= he’s tired now)
☐ Why are your clothes so dirty? What have you been doing?
☐ I've been talking to Amanda about the problem and she agrees with me.
☐ Where have you been? I’ve been looking for you everywhere.

It has been raining for two hours.
Study this example situation:

It began raining two hours ago and it is still raining.
How long has it been raining?
It has been raining for two hours.
We use the present perfect continuous in this way with how long, for ... and since .... The activity is still happening (as in this example) or has just stopped.

☐ How long have you been learning English? (= you’re still learning English)
☐ Tim is still watching television. He’s been watching television all day.
☐ Where have you been? I’ve been looking for you for the last half hour.
☐ Chris hasn’t been feeling well recently.

You can use the present perfect continuous for actions repeated over a period of time:

☐ Debbie is a very good tennis player. She’s been playing since she was eight.
☐ Every morning they meet in the same café. They’ve been going there for years.

Compare I am doing (see Unit 1) and I have been doing:

I am doing
present continuous

now

☐ Don’t disturb me now. I'm working.
☐ We need an umbrella. It’s raining.
☐ Hurry up! We’re waiting.

I have been doing
present perfect continuous

now

☐ I’ve been working hard. Now I’m going to have a break.
☐ The ground is wet. It’s been raining.
☐ We’ve been waiting for an hour.
Exercises

Unit 9

9.1 What have these people been doing or what has been happening?

1. earlier  now
   They’ve been shopping.

2. earlier  now
   She

3. earlier  now
   They

4. earlier  now
   He

9.2 Write a question for each situation.

1. You meet Paul as he is leaving the swimming pool.
   You ask: (you / swim?) Have you been swimming?

2. You have just arrived to meet a friend who is waiting for you.
   You ask: (you / wait / long?)

3. You meet a friend in the street. His face and hands are very dirty.
   You ask: (what / you / do?)

4. A friend of yours is now working in a shop. You want to know how long.
   You ask: (how long / you / work / there?)

5. A friend tells you about his job—he sells computers. You want to know how long.
   You ask: (how long / you / sell / computers?)

9.3 Read the situations and complete the sentences.

1. It’s raining. The rain started two hours ago.
   It’s been raining for two hours.

2. We are waiting for the bus. We started waiting 20 minutes ago.
   We’ve been waiting for 20 minutes.

3. I’m learning Spanish. I started classes in December.
   I’ve been learning since December.

4. Mary is working in London. She started working there on 18 January.
   She’s been working there since 18 January.

5. Our friends always spend their holidays in Italy. They started going there years ago.
   They’ve been going there for years.

9.4 Put the verb into the present continuous (I am -ing) or present perfect continuous (I have been -ing).

1. Maria has been learning (Maria / learn) English for two years.

2. Hello, Tom. (I / look) for you. Where have you been?

3. Why (you / look) at me like that? Stop it!

4. Linda is a teacher. (she / teach) for ten years.

5. (I / think) about what you said and I’ve decided to take your advice.

6. ‘Is Paul on holiday this week?’ ‘No, (she / work) very hard recently.’

7. Sarah is very tired. (she / work) very hard recently.
Present perfect continuous and simple (I have been doing and I have done)

Study this example situation:

Kate's clothes are covered in paint. She **has been painting** the ceiling. **Has been painting** is the *present perfect continuous.*

The ceiling was white. Now it is red. She **has painted** the ceiling. **Has painted** is the *present perfect simple.*

We are interested in the activity. It does not matter whether something has been finished or not. In this example, the activity (painting the ceiling) has not been finished.

Here, the important thing is that something has been finished. **Has painted** is a completed action. We are interested in the result of the activity (the painted ceiling), not the activity itself.

Compare these examples:

- My hands are very dirty. I’ve been repairing the car.
- Joe **has been eating** too much recently. He should eat less.
- It’s nice to see you again. What **have you been doing** since we last met?
- Where have you been? **Have you been playing** tennis?
- The car is OK again now. I’ve **repaired** it.
- Somebody **has eaten** all my chocolates. The box is empty.
- Where’s the book I gave you? **What have you done** with it?
- **Have you ever played** tennis?

We use the continuous to say **how long** (for an activity that is still happening):

- **How long have you been reading** that book?
- Lisa is still writing letters. She’s **been writing** letters all day.
- **They’ve been playing** tennis since 2 o’clock.
- I’m learning Spanish, but I **haven’t been learning** it very long.

We use the simple to say **how much, how many** or **how many times** (for completed actions):

- **How much of that book have you read?**
- Lisa **has written** ten letters today.
- **They’ve played** tennis three times this week.
- I’m learning Spanish, but I **haven’t learnt** very much yet.

Some verbs (for example, know/like/believe) are not normally used in the continuous:

- I’ve **known** about it for a long time. (*not I’ve been knowing*)

For a list of these verbs, see Unit 4A. But note that you can use **want** and **mean** in the present perfect continuous:

- I’ve **been wanting** to phone Jane, but I keep forgetting.
Exercises

Unit 10

10.1 For each situation, write two sentences using the words in brackets.

1. Tom started reading a book two hours ago. He is still reading it and now he is on page 53.
   (read / for two hours) He has been reading for two hours.
   (read / 53 pages so far) He has read 53 pages so far.

2. Rachel is from Australia. She is travelling round Europe at the moment. She began her trip three months ago.
   (travel / for three months) She
   (visit / six countries so far)

3. Patrick is a tennis player. He began playing tennis when he was ten years old. This year he is national champion again – for the fourth time.
   (win / the national championships / four times)
   (play / tennis since he was ten)

4. When they left college, Lisa and Sue started making films together. They still make films.
   (make / five films since they left college) They
   (make / films since they left college)

10.2 For each situation, ask a question using the words in brackets.

1. You have a friend who is learning Arabic. You ask:
   (how long / learn / Arabic?) How long have you been learning Arabic?

2. You have just arrived to meet a friend. She is waiting for you. You ask:
   (wait / long?) Have

3. You see somebody fishing by the river. You ask:
   (catch / any fish?)

4. Some friends of yours are having a party next week. You ask:
   (how many people / invite?)

5. A friend of yours is a teacher. You ask:
   (how long / teach?)

6. You meet somebody who is a writer. You ask:
   (how many books / write?)
   (how long / write / books?)

7. A friend of yours is saving money to go on holiday. You ask:
   (how long / save?)
   (how much money / save?)

10.3 Put the verb into the more suitable form, present perfect simple (I have done) or continuous (I have been doing).

1. Where have you been? Have you been playing (you / play) tennis?

2. Look! (somebody / break) that window.

3. You look tired. (you / work) hard?

4. ‘Liz is away on holiday.’ ‘Is she? Where (she / go)?

5. My brother is an actor. (he / appear) in several films.

6. ‘Sorry I’m late.’ ‘That’s all right. (I / not / wait) long.’

7. ‘Is it still raining?’ ‘No, (it / stop).’

8. (I / lose) my address book.

9. (I / read) the book you lent me, but (I / not / finish) it yet. It’s very interesting.

10. (I / read) the book you lent me, so you can have it back now.
Unit 11

How long have you (been) ... ?

A Study this example situation:

Dan and Jenny are married. They got married exactly 20 years ago, so today is their 20th wedding anniversary. They have been married for 20 years.

We say: They are married. (present)

but How long have they been married? (present perfect)
(not How long are they married?)

They have been married for 20 years.
(not They are married for 20 years)

We use the present perfect to talk about something that began in the past and still continues now. Compare the present and the present perfect:

Bill is in hospital.

but He has been in hospital since Monday.
(not Bill is in hospital since Monday)

Do you know each other well?

but Have you known each other for a long time?
(not Do you know)

She's waiting for somebody.

but She's been waiting all morning.

Do they have a car?

but How long have they had their car?

B I have known/had/lived etc. is the present perfect simple.
I have been learning / been waiting / been doing etc. is the present perfect continuous.

When we ask or say ‘how long’, the continuous is more usual (see Unit 10):

I’ve been learning English for six months.

It’s been raining since lunchtime.

Richard has been doing the same job for 20 years.

‘How long have you been driving?’ ‘Since I was 17.’

Some verbs (for example, know/like/believe) are not normally used in the continuous:

How long have you known Jane? (not have you been knowing)

I’ve had a pain in my stomach all day. (not I’ve been having)

See also Units 4A and 10C. For have, see Unit 17.

C You can use either the present perfect continuous or simple with live and work:

Julia has been living / has lived in Paris for a long time.

How long have you been working / have you worked here?

But we use the simple (I’ve lived / I’ve done etc.) with always:

I’ve always lived in the country. (not always been living)

D We say ‘I haven’t done something since/for ...’ (present perfect simple):

I haven’t seen Tom since Monday. (= Monday was the last time I saw him)

Sue hasn’t phoned for ages. (= the last time she phoned was ages ago)

I haven’t ... since/for → Unit 12B, Present perfect for results → Unit 17C

For and since → Unit 12A

This is trial version www.adultpdf.com
Exercises

Unit 11

11.1 Are the underlined verbs right or wrong? Correct them where necessary.

1. Bob is a friend of mine. I know him very well. **OK**
2. Bob is a friend of mine. I know him for a long time. **I've known him**
3. Sue and Alan are married since July.
4. The weather is awful. It's raining again.
5. The weather is awful. It's raining all day.
6. I like your house. How long are you living there?
7. Gary is working in a shop for the last few months.
8. I don't know Tim well. We've only met a few times.
9. I gave up drinking coffee. I don't drink it for a year.
10. That's a very old bike. How long do you have it?

11.2 Read the situations and write questions from the words in brackets.

1. John tells you that his mother is in hospital. You ask him: (how long / be / in hospital?) **How long has your mother been in hospital?**
2. You meet a woman who tells you that she teaches English. You ask her: (how long / teach / English?)
3. You know that Jane is a good friend of Caroline's. You ask Jane: (how long / know / Caroline?)
4. Your friend's brother went to Australia some time ago and he's still there. You ask your friend: (how long / be / in Australia?)
5. Tim always wears the same jacket. It's a very old jacket. You ask him: (how long / have / that jacket?)
6. You are talking to a friend about Joe. Joe now works at the airport. You ask your friend: (how long / work / at the airport?)
7. A friend of yours is learning to drive. You ask him: (how long / learn / to drive?)
8. You meet somebody on a plane. She says that she lives in Chicago. You ask her: (always / live / in Chicago?)

11.3 Complete B's answers to A's questions.

**A**

1. Bill is in hospital, isn't he?
2. Do you see Ann very often?
3. Is Margaret married?
4. Are you waiting for me?
5. You know Linda, don't you?
6. Do you still play tennis?
7. Is Jim watching TV?
8. Do you watch TV a lot?
9. Have you got a headache?
10. George is never ill, is he?
11. Are you feeling ill?
12. Sue lives in London, doesn't she?
13. Do you go to the cinema a lot?
14. Would you like to go to New York one day?

**B**

Yes, he **has been** in hospital since Monday.
No, I **haven't seen** her for three months.
Yes, she ________ married for ten years.
Yes, I ________ for the last half hour.
Yes, we ________ each other a long time.
No, I ________ tennis for years.
Yes, he ________ TV all evening.
No, I ________ TV for ages.
Yes, I ________ a headache all morning.
No, he ________ ill since I've known him.
Yes, I ________ ill all day.
Yes, she ________ in London for the last few years.
No, I ________ to the cinema for ages.
Yes, I ________ to go to New York. (use always / want)
Unit 12

For and since
When ... ? and How long ... ?

We use for and since to say how long something has been happening.

We use for + a period of time (two hours, six weeks etc.):
- I've been waiting for two hours.

for two hours

for two hours ago now

We use since + the start of a period (8 o'clock, Monday, 1999 etc.):
- I've been waiting since 8 o'clock.

since 8 o'clock

8 o'clock now

Sally has been working here for six months. (not since six months)
- I haven't seen Tom for three days. (not since three days)

It is possible to leave out for (but not usually in negative sentences):
- They've been married (for) ten years. (with or without for)
- They haven't had a holiday for ten years. (you must use for)

We do not use for + all ... (all day / all my life etc.):
- I've lived here all my life. (not for all my life)

B

Compare when ... ? (+ past simple) and how long ... ? (+ present perfect):

A: When did it start raining?
B: It started raining an hour ago / at 1 o'clock.

A: How long has it been raining?
B: It's been raining for an hour / since 1 o'clock.

A: When did Joe and Carol first meet?
B: They first met a long time ago. when they were at school.

A: How long have they known each other?
B: They've known each other for a long time. since they were at school.

C

We say 'It's (a long time / two years etc.) since something happened':
- It's two years since I last saw Joe. (= I haven't seen Joe for two years)
- It's ages since we went to the cinema. (= We haven't been to the cinema for ages)

You can ask 'How long is it since ... ?:
- How long is it since you last saw Joe? (= When did you last see Joe?)
- How long is it since Mrs Hill died? (= When did Mrs Hill die?)

You can also say: It's been (I've been) ... since
- It's been two years since I last saw Joe.

How long have you (been) ...?
Exercises

12.1 Write for or since.
1 It's been raining since lunchtime.
2 Sarah has lived in Paris since 1995.
3 Paul has lived in London for ten years.
4 I'm tired of waiting. We've been sitting here for an hour.
5 Kevin has been looking for a job since he left school.
6 I haven't been to a party for ages.
7 I wonder where Joe is. I haven't seen him for last week.
8 Jane is away. She's been away for Friday.
9 The weather is dry. It hasn't rained for a few weeks.

12.2 Write questions with how long and when.
1 It's raining.
   (how long?) How long has it been raining?
   (when?) When did it start raining?
2 Kate is learning Japanese.
   (how long / learn?) How long have you been learning Japanese?
   (when / start?) When did you start learning Japanese?
3 I know Simon.
   (how long / you / know?) How long have you known Simon?
   (when / first / meet?) When did you first meet Simon?
4 Rebecca and David are married.
   (how long?) How long have Rebecca and David been married?
   (when?) When did Rebecca and David get married?

12.3 Read the situations and complete the sentences.
1 It's raining. It's been raining since lunchtime. It started raining at lunchtime.
2 Ann and Sue are friends. They first met years ago. They've known each other for years.
3 Joe is ill. He became ill on Sunday. He has been ill for a few days.
4 Joe is ill. He became ill a few days ago. He has been ill for a few days.
5 Liz is married. She's been married for a year. She got married a year ago.
6 You have a headache. It started when you woke up.
   I've had a headache since I woke up.
7 Sue has been in Italy for the last three weeks.
   She went to Italy three weeks ago.
8 You're working in a hotel. You started six months ago.
   I've been working in a hotel for six months.

12.4 Write B's sentences using the words in brackets.
1 A: Do you often go on holiday?
   B: (no / five years) No, I haven't had a holiday for five years.
2 A: Do you often see Sarah?
   B: (no / about a month) No,
3 A: Do you often go to the cinema?
   B: (no / a long time)
4 A: Do you often eat in restaurants?
   B: (no / ages) No, I

Now write B's answers again. This time use It's ... since ...
5 (1) No, it's five years since I had a holiday.
6 (2) No,
7 (3)
8 (4) No, it's
Present perfect and past 1
(I have done and I did)

A

Study this example situation:

Tom is looking for his key. He can’t find it.
He has lost his key. (present perfect)
This means that he doesn’t have his key now.

Ten minutes later:

Now Tom has found his key. He has it now.
Has he lost his key? No, he has found it.
Did he lose his key? Yes, he did.
He lost his key (past simple)
but now he has found it. (present perfect)

The present perfect (something has happened) is a present tense. It always tells us about the situation now. ‘Tom has lost his key’ = he doesn’t have his key now (see Unit 7).
The past simple (something happened) tells us only about the past. If somebody says ‘Tom lost his key’, this doesn’t tell us whether he has the key now or not. It tells us only that he lost his key at some time in the past.

Do not use the present perfect if the situation now is different. Compare:

- They’ve gone away. They’ll be back on Friday. (they are away now)
  They went away, but I think they’re back at home now. (not They’ve gone)

- It has stopped raining now, so we don’t need the umbrella. (it isn’t raining now)
  It stopped raining for a while, but now it’s raining again. (not It has stopped)

B

You can use the present perfect for new or recent happenings:

- ‘I’ve repaired the TV. It’s working OK now.’ ‘Oh, that’s good.’
- Have you heard the news? Sally has won the lottery!

Use the past simple (not the present perfect) for things that are not recent or new:

- Mozart was a composer. He wrote more than 600 pieces of music.
  (not has been ... has written)
- My mother grew up in Scotland. (not has grown)

Compare:

- Did you know that somebody has invented a new type of washing machine?
- Who invented the telephone? (not has invented)

C

We use the present perfect to give new information (see Unit 7). But if we continue to talk about it, we normally use the past simple:

- A: Ow! I’ve burnt myself.
  B: How did you do that? (not have you done)
  A: I picked up a hot dish. (not have picked)

- A: Look! Somebody has spilled something on the sofa.
  B: Well, it wasn’t me. I didn’t do it. (not has been ... hasn’t done)
Exercises

Unit 13

13.1 Complete the sentences using the verbs in brackets. Use the present perfect where possible. Otherwise use the past simple.

1. I can't get in. I've lost my key.

2. The office is empty now. Everybody (go) home.

3. I meant to call you last night, but I (forget).

4. Mary (go) to Egypt for a holiday, but she's back home in England now.

5. Are you OK?
   Yes, I (have) a headache, but I feel fine now.

13.2 Put the verb into the correct form, present perfect or past simple.

1. It __________ raining for a while, but now it's raining again. (stop)

2. The town is very different now. It __________ a lot. (change)

3. I did German at school, but I __________ most of it now. (forget)

4. The police __________ three people, but later they let them go. (arrest)

5. What do you think of my English? Do you think it __________? (improve)

6. A: Are you still reading the paper?  
   B: No, I __________ with it. You can have it. (finish)

7. I __________ for a job as a tourist guide, but I wasn't successful. (apply)

8. Where's my bike? It __________ outside the house, but it's not there now. (be)

9. Look! There's an ambulance over there. There __________ an accident. (be)

10. A: Have you heard about Ben? He __________ his arm. (break)  
    B: Really? How __________ that? (happen)  
    A: He __________ off a ladder. (fall)

13.3 Are the underlined parts of these sentences right or wrong? Correct them where necessary.

1. Do you know about Sue? She's given up her job. OK ___________________________  
   grew

2. My mother has grown up in Scotland. ___________________________

3. How many plays has Shakespeare written? ___________________________

4. Ow! I've cut my finger. It's bleeding. ___________________________

5. Drugs have become a big problem everywhere. ___________________________

6. The Chinese have invented paper. ___________________________

7. Where have you been born? ___________________________

8. Mary isn't at home. She's the Cyclops. ___________________________

9. Albert Einstein has been the scientist who has developed the theory of relativity. ___________________________
Present perfect and past 2
(I have done and I did)

Do not use the present perfect (I have done) when you talk about a finished time (for example, yesterday / ten minutes ago / in 1999 / when I was a child). Use a past tense:
- It was very cold yesterday.  (not has been)
- Paul and Lucy arrived ten minutes ago. (not have arrived)
- Did you eat a lot of sweets when you were a child? (not have you eaten)
- I got home late last night. I was very tired and went straight to bed.

Use the past to ask When ... ? or What time ... ?:
- When did your friends arrive? (not have ... arrived)
- What time did you finish work?

Compare:

Present perfect
- Tom has lost his key. He can’t get into the house.
- Is Carla here or has she left?

Past simple
- Tom lost his key yesterday. He couldn’t get into the house.
- When did Carla leave?

Compare:

Present perfect (have done)
- I’ve done a lot of work today.

We use the present perfect for a period of time that continues until now. For example: today / this week / since 1985.

<table>
<thead>
<tr>
<th>Past</th>
<th>Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>It hasn’t rained this week.</td>
<td></td>
</tr>
<tr>
<td>Have you seen Anna this morning? (it is still morning)</td>
<td></td>
</tr>
<tr>
<td>Have you seen Tim recently?</td>
<td></td>
</tr>
<tr>
<td>I don’t know where Lisa is. I haven’t seen her. (= I haven’t seen her recently)</td>
<td></td>
</tr>
<tr>
<td>We’ve been waiting for an hour. (we are still waiting now)</td>
<td></td>
</tr>
<tr>
<td>Ian lives in London. He has lived there for seven years.</td>
<td></td>
</tr>
<tr>
<td>I have never played golf. (in my life)</td>
<td></td>
</tr>
<tr>
<td>It’s the last day of your holiday. You say: It’s been a really good holiday. I’ve really enjoyed it.</td>
<td></td>
</tr>
</tbody>
</table>

Past simple (did)
- I did a lot of work yesterday.

We use the past simple for a finished time in the past. For example:

<table>
<thead>
<tr>
<th>Past</th>
<th>Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>It didn’t rain last week.</td>
<td></td>
</tr>
<tr>
<td>Did you see Anna this morning? (it is now afternoon or evening)</td>
<td></td>
</tr>
<tr>
<td>Did you see Tim on Sunday?</td>
<td></td>
</tr>
<tr>
<td>A: Was Lisa at the party on Sunday?</td>
<td></td>
</tr>
<tr>
<td>B: I don’t think so. I didn’t see her.</td>
<td></td>
</tr>
<tr>
<td>We waited (or were waiting) for an hour. (we are no longer waiting)</td>
<td></td>
</tr>
<tr>
<td>Ian lived in Scotland for ten years. Now he lives in London.</td>
<td></td>
</tr>
<tr>
<td>I didn’t play golf last summer.</td>
<td></td>
</tr>
<tr>
<td>After you come back from holiday you say: It was a really good holiday. I really enjoyed it.</td>
<td></td>
</tr>
</tbody>
</table>
Exercises

14.1 Are the underlined parts of these sentences right or wrong? Correct them where necessary.

1. I’ve lost my key. I can’t find it anywhere. OK

2. Have you eaten a lot of sweets when you were a child? Did you eat

3. I’ve bought a new car. You must come and see it.

4. I’ve bought a new car last week.

5. Where have you been yesterday evening?

6. Lucy has left school in 1999.

7. I’m looking for Mike. Have you seen him?

8. ‘Have you been to Paris?’ ‘Yes, many times.’

9. I’m very hungry. I haven’t eaten much today.

10. When has this book been published?

14.2 Make sentences from the words in brackets. Use the present perfect or past simple.

1. (it / not / rain / this week) It hasn’t rained this week.

2. (the weather / be / cold / recently) The weather

3. (it / cold / last week) It

4. (I / not / read / a newspaper yesterday) I

5. (I / not / read / a newspaper today)

6. (Emily / earn / a lot of money / this year)

7. (she / not / earn / so much / last year)

8. (you / have / a holiday recently?)

14.3 Put the verb into the correct form, present perfect or past simple.

1. I don’t know where Lisa is. Have you seen... (you / see) her?

2. When I (get) home last night, I (be) very tired and I (go) straight to bed.

3. A: (you / finish) painting the bedroom?

B: Not yet. I’ll finish it tomorrow.

4. George (not / be) very well last week.

5. Mr Clark (work) in a bank for 15 years. Then he gave it up.

6. Molly lives in Dublin. She (live) there all her life.

7. A: (you / go) to the cinema last night?

B: Yes, but it (be) a mistake. The film (be) awful.

8. My grandfather (die) before I was born. I (never / meet) him.

9. I don’t know Carol’s husband. I (never / meet) him.


A: When exactly (he / go) out? B: About ten minutes ago.


A: And how long (you / live) in Chicago? B: Two years.

14.4 Write sentences about yourself using the ideas in brackets.

1. (something you haven’t done today) I haven’t eaten any fruit today.

2. (something you haven’t done today)

3. (something you didn’t do yesterday)

4. (something you did yesterday evening)

5. (something you haven’t done recently)

6. (something you’ve done for recently)
Past perfect (I had done)

Study this example situation:

\[ \text{at 10.30} \quad \text{at 11.00} \]

Sarah went to a party last week. Paul went to the party too, but they didn’t see each other. Paul left the party at 10.30 and Sarah arrived at 11 o’clock. So:

When Sarah arrived at the party, Paul wasn’t there.

He had gone home.

**Had gone** is the *past perfect* (**simple**):

<table>
<thead>
<tr>
<th>I/we/they/you</th>
<th>had</th>
<th>gone</th>
</tr>
</thead>
<tbody>
<tr>
<td>he/she/it</td>
<td>(= I’d etc.)</td>
<td>finished</td>
</tr>
</tbody>
</table>

The *past perfect* simple is **had** + past participle (**gone/seen/finished** etc).

Sometimes we talk about something that happened in the past:

- Sarah arrived at the party.

This is the starting point of the story. Then, if we want to talk about things that happened before this time, we use the past perfect (**had** …):

- When Sarah arrived at the party, Paul had already gone home.

Some more examples:

- When we got home last night, we found that somebody had broken into the flat.
- Karen didn’t want to go to the cinema with us because she’d already seen the film.
- At first I thought I’d done the right thing, but I soon realised that I’d made a big mistake.
- The man sitting next to me on the plane was very nervous. He hadn’t flown before.
  or … He had never flown before.

Compare the **present perfect** (**have seen** etc.) and the **past perfect** (**had seen** etc.):

**Present perfect**

<table>
<thead>
<tr>
<th>have seen</th>
</tr>
</thead>
<tbody>
<tr>
<td>past</td>
</tr>
</tbody>
</table>

- Who is that woman? I’ve never seen her before.
- We aren’t hungry. We’ve just had lunch.
- The house is dirty. They haven’t cleaned it for weeks.

**Past perfect**

<table>
<thead>
<tr>
<th>had seen</th>
</tr>
</thead>
<tbody>
<tr>
<td>past</td>
</tr>
</tbody>
</table>

- I didn’t know who she was. I’d never seen her before. (= before that time)
- We weren’t hungry. We’d just had lunch.
- The house was dirty. They hadn’t cleaned it for weeks.

Compare the **past simple** (**left, was etc.) and the **past perfect** (**had left, had been etc.**):

- A: Was Tom there when you arrived?
  B: Yes, but he left soon afterwards.
- Kate wasn’t at home when I phoned. She was at her mother’s house.

- A: Was Tom there when you arrived?
  B: No, he had already left.
- Kate had just got home when I phoned. She had been at her mother’s house.

Past perfect continuity ➔ Unit 16: Irregular verbs (**come/see** etc.) ➔ Appendix 1
Exercises

Unit 15

15.1 Read the situations and write sentences from the words in brackets.

1. You went to Sue's house, but she wasn't there.  
   (she / go / out) ____________
   
   She had gone out.

2. You went back to your home town after many years. It wasn't the same as before.  
   (it / change / a lot) ____________
   
   It had changed a lot.

3. I invited Rachel to the party, but she couldn't come.  
   (she / arrange / to do something else) ____________
   
   She had arranged to do something else.

4. You went to the cinema last night. You got to the cinema late.  
   (the film / already / begin) ____________

   The film had already begun.

5. It was nice to see Dan again after such a long time.  
   (I / not / see / him for five years) ____________

   I had not seen him for five years.

6. I offered Sue something to eat, but she wasn't hungry.  
   (she / just / have / breakfast) ____________

   She had just had breakfast.

15.2 For each situation, write a sentence ending with never ... before. Use the verb in brackets.

1. The man sitting next to you on the plane was very nervous. It was his first flight.  
   (fly) ____________
   
   He had never flown before.

2. A woman walked into the room. She was a complete stranger to me.  
   (see) ____________

   I had never seen her before.

3. Sam played tennis yesterday. He wasn't very good at it because it was his first game.  
   (play) ____________

   He had never played tennis before.

4. Last year we went to Denmark. It was our first time there.  
   (be there) ____________

   We had never been there before.

15.3 Use the sentences on the left to complete the paragraphs on the right. These sentences are in the order in which they happened – so (1) happened before (2), (2) before (3) etc. But your paragraph begins with the underlined sentence, so sometimes you need the past perfect.

1. (1) Somebody broke into the office during the night.  
   (2) We arrived at work in the morning.  
   (3) We called the police.  

   We arrived at work in the morning and found that somebody ____________ into the office during the night. So we ____________.

2. (1) Laura went out this morning.  
   (2) I tried to phone her.  
   (3) There was no answer.  

   I tried to phone Laura this morning, but ____________ no answer. She ____________.

3. (1) Jim came back from holiday a few days ago.  
   (2) I met him the same day.  
   (3) He looked very well.  

   I met Jim a few days ago. ____________ holiday. ____________ very well.

4. (1) Kevin sent Sally lots of emails.  
   (2) She never replied to them.  
   (3) Yesterday he got a phone call from her.  

   Yesterday Kevin ____________ from Sally. He ____________ lots of emails, but she ____________.

15.4 Put the verb into the correct form, past perfect (I had done) or past simple (I did).

1. 'Was Paul at the party when you arrived?' 'No, he ____________ (go) home.'

2. I felt very tired when I got home, so I ____________ (go) straight to bed.

3. The house was very quiet when I got home. Everybody ____________ (go) to bed.

4. Sorry I'm late. The car ____________ (break) down on my way here.

5. We were driving along the road when we ____________ (see) a car which ____________ (break) down so we ____________ (stop) to help.

Additional exercises 5-6 (pages 30 & 31)
Past perfect continuous (I had been doing)

Study this example situation:

*yesterday morning*

Yesterday morning I got up and looked out of the window. The sun was shining, but the ground was very wet. It *had been raining.*

It was *not* raining when I looked out of the window; the sun was shining. But it *had been raining* before. Had *been -ing* is the *past perfect continuous:*

<table>
<thead>
<tr>
<th>I/we/you/they</th>
<th>had</th>
<th>doing</th>
</tr>
</thead>
<tbody>
<tr>
<td>he/she/it</td>
<td>(= I'd etc.)</td>
<td>working</td>
</tr>
<tr>
<td></td>
<td>(= he'd etc.)</td>
<td>playing etc.</td>
</tr>
</tbody>
</table>

Some more examples:

- When the boys came into the house, their clothes were dirty, their hair was untidy and one of them had a black eye. They'd *been fighting.*
- I was very tired when I got home. I'd *been working* hard all day.
- When I went to Madrid a few years ago, I stayed with a friend of mine. She'd *been living* there only a short time but knew the city very well.

You can say that something *had been happening* for a period of time before something else happened:

- We'd *been playing* tennis for about half an hour when it started to rain heavily.
- George went to the doctor last Friday. He *hadn't been feeling* well for some time.

Compare *have been -ing* (*present perfect continuous*) and *had been -ing* (*past perfect continuous:*

<table>
<thead>
<tr>
<th>Present perfect continuous</th>
<th>Past perfect continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I have been -ing</strong></td>
<td><strong>I had been -ing</strong></td>
</tr>
<tr>
<td><strong>I hope the bus comes soon. I've been waiting for 20 minutes. (before now)</strong></td>
<td><strong>At last the bus came. I'd been waiting for 20 minutes. (before the bus came)</strong></td>
</tr>
<tr>
<td><strong>James is out of breath. He has been running.</strong></td>
<td><strong>James was out of breath. He had been running.</strong></td>
</tr>
</tbody>
</table>

Compare *was -ing* (*past continuous*) and *had been -ing:*

- It *wasn't raining* when we went out. The sun *was shining.* But it *had been raining,* so the ground was wet.
- Cathy *was sitting* in an armchair resting. She was tired because she'd *been working* very hard.

Some verbs (for example, *know* and *like*) are not normally used in the continuous:

- We were good friends. We *had known* each other for years. (*not* had been knowing)

For a list of these verbs, see Unit 4A.
Exercises

16.1 Read the situations and make sentences from the words in brackets.

1 I was very tired when I arrived home.
   (I / work / hard all day) \[I'd\] have been working hard all day.\

2 The two boys came into the house. They had a football and they were both very tired.
   (they / play / football) \[They\] were both very tired.

3 I was disappointed when I had to cancel my holiday.
   (I / look / forward to it) \[I\] was disappointed.

4 Ann woke up in the middle of the night. She was frightened and didn't know where she was.
   (she / dream) \[She\] was frightened.

5 When I got home, Tom was sitting in front of the TV. He had just turned it off.
   (he / watch / a film) \[He\] watched a film.

16.2 Read the situations and complete the sentences.

1 We played tennis yesterday. Half an hour after we began playing, it started to rain.
   We \[had been playing for half an hour\] when \[it started to rain\].

2 I had arranged to meet Tom in a restaurant. I arrived and waited for him. After 20 minutes
   I suddenly realised that I was in the wrong restaurant.
   I \[had been waiting for 20 minutes\] when \[I suddenly realised\] that I was in the wrong restaurant.

3 Sarah got a job in a factory. Five years later the factory closed down.
   At the time the factory \[closed down\] , Sarah had been working there for five years.

4 I went to a concert last week. The orchestra began playing. After about ten minutes a man in
   the audience suddenly started shouting.
   The orchestra \[began playing\] when \[the audience suddenly started shouting\].

This time make your own sentence:

5 I began walking along the road. I \[had been walking\] when \[I began walking\].

16.3 Put the verb into the most suitable form, past continuous (I was doing), past perfect
   (I had done) or past perfect continuous (I had been doing).

1 It was very noisy next door. Our neighbours \[were having\] a party.

2 We were good friends. We \[had known\] each other for years.

3 John and I went for a walk. I had difficulty keeping up with him because he \[had been walking\] so fast.

4 Sue was sitting on the ground. She was out of breath. She \[had been running\].

5 When I arrived, everybody was sitting round the table with their mouths full. They \[had been eating\].

6 When I arrived, everybody was sitting round the table and talking. Their mouths were empty,
   but their stomachs were full. They \[had been eating\].

7 Jim was on his hands and knees on the floor. He \[had been looking\] for his contact lens.

8 When I arrived, Kate \[had been waiting\] for me. She was annoyed with me because I was late and she \[had been waiting\] for a long time.

9 I was sad when I sold my car. I \[had been having\] it for a very long time.

10 We were extremely tired at the end of the journey. We \[had been travelling\] for more than 24 hours.

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Have got and have

Have got and have (= for possession, relationships, illnesses etc.)

You can use have got or have (without got). There is no difference in meaning:

- They've got a new car. or They have a new car.
- Lisa's got two brothers. or Lisa has two brothers.
- I've got a headache. or I have a headache.
- Our house has got a small garden. or Our house has a small garden.
- He's got a few problems. or He has a few problems.

With these meanings (possession etc.), you cannot use continuous forms (am having etc.):

- We're enjoying our holiday. We've got / We have a nice room in the hotel. (not We're having)

For the past we use had (without got):

- Lisa had long hair when she was a child. (not Lisa had got)

In questions and negative sentences there are three possible forms:

<table>
<thead>
<tr>
<th>Have you got any questions?</th>
<th>I haven’t got any questions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have any questions?</td>
<td>I don’t have any questions.</td>
</tr>
<tr>
<td>Have you any questions?</td>
<td>I haven’t any questions.</td>
</tr>
<tr>
<td>(less usual)</td>
<td>(less usual)</td>
</tr>
<tr>
<td>Has she got a car?</td>
<td>She hasn’t got a car.</td>
</tr>
<tr>
<td>Does she have a car?</td>
<td>She doesn’t have a car.</td>
</tr>
<tr>
<td>Has she a car? (less usual)</td>
<td>She hasn’t a car. (less usual)</td>
</tr>
</tbody>
</table>

In past questions and negative sentences, we use did/didn’t:

- Did you have a car when you were living in London?
- I didn’t have a watch, so I didn’t know the time.
- Lisa had long hair, didn’t she?

Have breakfast / have a bath / have a good time etc.

We also use have (but not have got) for many actions and experiences. For example:

<table>
<thead>
<tr>
<th>breakfast / dinner / a cup of coffee / something to eat etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a bath / a shower / a swim / a break / a rest / a party / a holiday</td>
</tr>
<tr>
<td>an accident / an experience / a dream</td>
</tr>
<tr>
<td>a look (at something)</td>
</tr>
<tr>
<td>a chat / a conversation / a discussion (with somebody)</td>
</tr>
<tr>
<td>difficulty / trouble / fun / a good time etc.</td>
</tr>
<tr>
<td>a baby (= give birth to a baby)</td>
</tr>
</tbody>
</table>

Have got is not possible in the expressions in the box. Compare:

- Sometimes I have (= eat) a sandwich for my lunch. (not I’ve got)
- I’ve got / I have some sandwiches. Would you like one?

You can use continuous forms (am having etc.) with the expressions in the box:

- We’re enjoying our holiday. We’re having a great time. (not We have)
- Mike is having a shower at the moment. He has a shower every day.

In questions and negative sentences we use do/does/did:

- I don’t usually have a big breakfast. (not I usually haven’t)
- What time does Jenny have lunch? (not has Jenny lunch)
- Did you have difficulty finding a place to live?

Have (got) to...
Exercises

17.1 Write negative sentences with have. Some are present (can't) and some are past (couldn't).

1 I can't get into the house. (a key) I haven't got a key.
2 I couldn't read the letter. (my glasses) I didn't have my glasses.
3 I can't get onto the roof. (a ladder) I didn't have a ladder.
4 We couldn't visit the museum. (enough time) We didn't have enough time.
5 He couldn't find his way to our house. (a map) He didn't have a map.
6 She can't pay her bills. (any money) She doesn't have any money.
7 I can't go swimming today. (enough energy) I don't have enough energy.
8 They couldn't take any photographs. (a camera) They didn't have a camera.

17.2 Complete the questions with have. Some are present and some are past.

1 Excuse me, have you got a pen I could borrow?
2 Why are you holding your face like that? a toothache?
3 a lot of toys when you were a child?
4 A: the time, please?
   B: Yes, it's ten past seven.
5 I need a stamp for this letter. one?
6 When you worked in your last job, your own office?
7 A: It started to rain very heavily while I was out.
   B: an umbrella?

17.3 Write sentences about yourself. Have you got these things now? Did you have them ten years ago?

Write two sentences each time using I've got / I haven't got and I had / I didn't have.
(You can also write about your family: We've got ... / We had ... etc.).

now ten years ago
1 (a car) I've got a car. I didn't have a car.
2 (a bike) I I didn't have a bike.
3 (a mobile phone) I I didn't have a mobile phone.
4 (a dog) I I didn't have a dog.
5 (a guitar) I I didn't have a guitar.
6 (long hair) I I didn't have long hair.
7 (a driving licence) I I didn't have a driving licence.

17.4 Complete the sentences. Use an expression from the list and put the verb into the correct form where necessary.

have a baby have a break have a chat have difficulty have a good flight
have a look have lunch have a party have a nice time have a shower

1 I don't eat much during the day. I never have lunch.
2 David starts work at 8 o'clock and at 10.30.
3 We last week. It was great – we invited lots of people.
4 Excuse me, can I at your newspaper, please?
5 Jim is away on holiday at the moment. I hope he .
6 I met Ann in the supermarket yesterday. We stopped and .
7 A: finding the book you wanted?
   B: No, I found it OK.
8 Suzanne a few weeks ago. It's her second child.
9 A: Why didn't you answer the phone?
   B: I .
10 You meet your friend at the airport. She has just arrived. You say:
    Hi, Sally. How are you?
Used to (do)

Study this example situation:

Diane doesn’t travel much these days. She prefers to stay at home.
But she used to travel a lot. She used to go away two or three times a year.
She used to travel a lot = she travelled a lot regularly in the past, but she doesn’t do this any more.

<table>
<thead>
<tr>
<th>she used to travel</th>
<th>she doesn’t travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>past</td>
<td>now</td>
</tr>
</tbody>
</table>

Something used to happen = it happened regularly in the past, but no longer happens:

- I used to play tennis a lot, but I don’t play very often now.
- David used to spend a lot of money on clothes. These days he can’t afford it.
- ‘Do you go to the cinema much?’ ‘Not now, but I used to.’ (= I used to go)

We also use used to ... for things that were true, but are not true any more:

- This building is now a furniture shop. It used to be a cinema.
- I used to think Mark was unfriendly, but now I realise he’s a very nice person.
- I’ve started drinking tea recently. I never used to like it before.
- Nicole used to have very long hair when she was a child.

‘I used to do something’ is past. There is no present form. You cannot say ‘I use to do’.
To talk about the present, use the present simple (I do).

Compare:

<table>
<thead>
<tr>
<th>past</th>
<th>he used to play</th>
<th>we used to live</th>
<th>there used to be</th>
</tr>
</thead>
<tbody>
<tr>
<td>present</td>
<td>he plays</td>
<td>we live</td>
<td>there is</td>
</tr>
</tbody>
</table>

- We used to live in a small village, but now we live in London.
- There used to be four cinemas in the town. Now there is only one.

The normal question form is did (you) use to ... ?:

- Did you use to eat a lot of sweets when you were a child?

The negative form is didn’t use to ... (used not to ... is also possible):

- I didn’t use to like him. (or I used not to like him.)

Compare I used to do and I was doing:

- I used to watch TV a lot. (= I watched TV regularly in the past, but I no longer do this)
- I was watching TV when Mike called. (= I was in the middle of watching TV)

Do not confuse I used to do and I am used to doing (see Unit 61). The structures and meanings are different:

- I used to live alone. (= I lived alone in the past, but I no longer live alone.)
- I am used to living alone. (= I live alone, and I don’t find it strange or difficult because I’ve been living alone for some time.)

Past continuous (I was doing) → Unit 61 Would (= used to) → Unit 26
Be/get used to doing something → Unit 61
Exercises

18.1 Complete the sentences with use(d) to + a suitable verb.

1 Diane doesn't travel much now. She ___ used to travel ___ a lot, but she prefers to stay at home these days.
2 Liz ___ a motorbike, but last year she sold it and bought a car.
3 We came to live in London a few years ago. We ___ in Leeds.
4 I rarely eat ice-cream now, but I ___ it when I was a child.
5 Jim ___ my best friend, but we aren't good friends any longer.
6 It only takes me about 40 minutes to get to work now that the new road is open. It ___ more than an hour.
7 There ___ a hotel near the airport, but it closed a long time ago.
8 When you lived in New York, ___ to the theatre very often?

18.2 Matt changed his life style. He stopped doing some things and started doing other things:

<table>
<thead>
<tr>
<th>He stopped</th>
<th>He started</th>
</tr>
</thead>
<tbody>
<tr>
<td>studying hard</td>
<td>sleeping late</td>
</tr>
<tr>
<td>going to bed early</td>
<td>going out in the evening</td>
</tr>
<tr>
<td>running three miles every morning</td>
<td>spending a lot of money</td>
</tr>
</tbody>
</table>

Write sentences about Matt with used to and didn't use to.

1 He ___ to study hard.
2 He ___ to sleep late.
3 ____________________________
4 ____________________________
5 ____________________________
6 ____________________________

18.3 Compare what Karen said five years ago and what she says today:

**FIVE YEARS AGO**

- I travel a lot.
- I've got lots of friends.
- I'm very lazy.
- I don't like cheese.
- I go to a lot of parties.

**TODAY**

- I'm a hotel receptionist.
- I play the piano.
- I never read newspapers.
- I don't drink tea.
- I've got a dog.

Now write sentences about how Karen has changed. Use used to / didn't use to / never used to in the first part of your sentence.

1 She ___ to travel a lot, but she ___ goes away much these days.
2 ____________________________
3 ____________________________
4 ____________________________
5 ____________________________
6 ____________________________
7 ____________________________
8 ____________________________
9 ____________________________
10 ____________________________
Present tenses (I am doing / I do) for the future

Present continuous (I am doing) with a future meaning

This is Ben’s diary for next week.
He is playing tennis on Monday afternoon.
He is going to the dentist on Tuesday morning.
He is having dinner with Kate on Friday.

In all these examples, Ben has already decided and arranged to do these things.

I’m doing something (tomorrow) = I have already decided and arranged to do it:

- A: What are you doing on Saturday evening? (not What do you do)
- B: I’m going to the theatre. (not I go)

- A: What time is Cathy arriving tomorrow?
- B: Half past ten. I’m meeting her at the station.

- I’m not working tomorrow, so we can go out somewhere.
- I am not playing football next Saturday. He’s hurt his leg.

‘I’m going to (do)’ is also possible in these sentences:

- What are you going to do on Saturday evening?

But the present continuous is more natural for arrangements. See also Unit 20B.

Do not use will to talk about what you have arranged to do:

- What are you doing this evening? (not What will you do)
- Alex is getting married next month. (not will get)

You can also use the present continuous for an action just before you begin to do it. This happens especially with verbs of movement (go/come/leave etc.):

- I’m tired. I’m going to bed now. Goodnight. (not I go to bed now)
- ‘Tina, are you ready yet?’ ‘Yes, I’m coming.’ (not I come)

Present simple (I do) with a future meaning

We use the present simple when we talk about timetables, programmes etc. (for public transport, cinemas etc.):

- My train leaves at 11.30, so I need to be at the station by 11.15.
- What time does the film begin this evening?
- It’s Wednesday tomorrow. Tomorrow is Wednesday.

You can use the present simple to talk about people if their plans are fixed like a timetable:

- I start my new job on Monday.
- What time do you finish work tomorrow?

But the continuous is more usual for personal arrangements:

- What time are you meeting Ann tomorrow? (not do you meet)

Compare:

Present continuous
- What time are you arriving?
- I’m going to the cinema this evening.

Present simple
- What time does the train arrive?
- The film begins at 8.15 (this evening).
Exercises

19.1 A friend of yours is planning to go on holiday soon. You ask her about her plans. Use the words in brackets to make your questions.

1 (where / go?) Where are you going? (Scotland.)
2 (how long / go for?) (Ten days.)
3 (when / leave?) (Next Friday.)
4 (go / alone?) (No, with a friend.)
5 (travel / by car?) (No, by train.)
6 (where / stay?) (In a hotel.)

19.2 Tom wants you to visit him, but you are very busy. Look at your diary for the next few days and explain to him why you can't come.

TOM: Can you come on Monday evening?
YOU: Sorry, but I’m playing volleyball. (1)

TOM: What about Tuesday evening then?
YOU: No, not Tuesday. I (2)

TOM: And Wednesday evening?
YOU: (3)

TOM: Well, are you free on Thursday?
YOU: I’m afraid not. (4)

19.3 Have you arranged to do anything at these times? Write sentences about yourself.

1 (this evening) I’m going out this evening... or I’m not doing anything this evening.
2 (tomorrow morning) I (tomorrow evening)
3 (next Sunday) I (choose another day or time)

19.4 Put the verb into the more suitable form, present continuous or present simple.

1 I’m going (go) to the cinema this evening.
2 Does the film begin (the film / begin) at 3.30 or 4.30?
3 We (have) a party next Saturday. Would you like to come?
4 The art exhibition (finish) on 3 May.
5 I (not / go) out this evening. I (stay) at home.
6 ‘(you / do) anything tomorrow morning?’ ‘No, I’m free. Why?’
7 We (go) to a concert tonight. It (start) at 7.30.
8 I (leave) now. I’ve come to say goodbye.
9 A: Have you seen Liz recently?
   B: No, but we (meet) for lunch next week.
10 You are on the train to London and you ask another passenger:
   Excuse me. What time (this train / get) to London?
11 You are talking to Helen:
   Helen, I (go) to the supermarket. (you / come) with me?
12 You and a friend are watching television. You say:
   ‘I’m bored with this programme. What time (it / end)?’
13 I (not / use) the car this evening, so you can have it.
14 Sue (come) to see us tomorrow. She (travel) by train and arrives at 11.15.
(I'm) going to (do)

I am going to do something = I have already decided to do it, I intend to do it:

- A: Are you going to watch the late film on TV tonight?
  - B: No, I'm going to have an early night.
- A: I hear Sarah has won some money. What is she going to do with it?
  - B: She's going to buy a new car.
- A: I'm just going to make a quick phone call. Can you wait for me?
- A: This cheese looks horrible. I'm not going to eat it.

I am doing and I am going to do

We use I am doing (present continuous) when we say what we have arranged to do – for example, arranged to meet somebody, arranged to go somewhere:

- What time are you meeting Ann this evening?
- I'm leaving tomorrow. I've got my plane ticket.

I am going to do something = I've decided to do it (but perhaps not arranged to do it):

- 'Your shoes are dirty.' 'Yes, I know. I'm going to clean them.' (= I've decided to clean them, but I haven't arranged to clean them)
- I've decided not to stay here any longer. Tomorrow I'm going to look for somewhere else to stay.

Often the difference is very small and either form is possible.

You can also say that 'something is going to happen' in the future. For example:

The man can't see the wall in front of him.

He is going to walk into the wall.

When we say that 'something is going to happen', the situation now makes this clear. The man is walking towards the wall now, so we can see that he is going to walk into it.

Some more examples:

- Look at those black clouds! It's going to rain. (the clouds are there now)
- I feel terrible. I think I'm going to be sick. (I feel terrible now)
- The economic situation is bad now and things are going to get worse.

I was going to (do something) = I intended to do it, but didn't do it:

- We were going to travel by train, but then we decided to go by car instead.
- Peter was going to do the exam, but he changed his mind.
- I was just going to cross the road when somebody shouted 'Stop!'

You can say that 'something was going to happen' (but didn't happen):

- I thought I was going to rain, but it didn't.
Exercises

Unit 20

20.1 Write a question with going to for each situation.
   1 Your friend has won some money. You ask:
      (what / do with it?) _____________________________
   2 Your friend is going to a party tonight. You ask:
      _____________________________
   3 Your friend has just bought a new table. You ask:
      (where / put it?) _____________________________
   4 Your friend has decided to have a party. You ask:
      (who / invite?) _____________________________

20.2 Read the situations and complete the dialogues. Use going to.
   1 You have decided to tidy your room this morning.
      FRIEND: Are you going out this morning?
      YOU: No, _____________________________
   2 You bought a sweater, but it doesn’t fit you very well. You have decided to take it back.
      FRIEND: That sweater is too big for you.
      YOU: I know. _____________________________
   3 You have been offered a job, but you have decided not to accept it.
      FRIEND: I hear you’ve been offered a job.
      YOU: That’s right, but _____________________________
   4 You have to phone Sarah. It’s morning now, and you have decided to phone her tonight.
      FRIEND: Have you phoned Sarah yet?
      YOU: No, _____________________________
   5 You are in a restaurant. The food is awful and you’ve decided to complain.
      FRIEND: This food is awful, isn’t it?
      YOU: Yes, it’s disgusting. _____________________________

20.3 What is going to happen in these situations? Use the words in brackets.
   1 There are a lot of black clouds in the sky.
      (rain) _____________________________
   2 It is 8.30. Tom is leaving his house. He has to be at work at 8.45, but the journey takes
      30 minutes.
      (late) _____________________________
   3 There is a hole in the bottom of the boat. A lot of water is coming in through the hole.
      (sink) _____________________________
   4 Lucy and Chris are driving. There is very little petrol left in the tank. The nearest petrol
      station is a long way away.
      (run out) _____________________________

20.4 Complete the sentences with was/were going to + the following verbs:

   buy give up have phone play travel

   1 We _____________________________ by train, but then we decided to go by car instead.
   2 I _____________________________ some new clothes yesterday, but I was very busy and didn’t
      have time to go to the shops.
   3 Martin and I _____________________________ tennis last week, but he was injured.
   4 I _____________________________ Jane, but I decided to email her instead.
   5 A: When I last saw Tim, he _____________________________ his job.
      B: That’s right, but in the end he decided to stay where he was.
   6 We _____________________________ a party last week, but some of our friends couldn’t come,
      so we cancelled it.
Will/shall 1

**A**

We use I'll (= I will) when we decide to do something at the time of speaking:
- **Oh, I've left the door open. I'll go and shut it.**
- **'What would you like to drink?' 'I'll have an orange juice, please.'**
- **'Did you phone Lucy?' 'Oh no, I forgot. I'll phone her now.'**

You cannot use the present simple (I do / I go etc.) in these sentences:
- **I'll go and shut the door. (not I go and shut)**

We often use I think I'll ... and I don't think I'll ...:
- **I feel a bit hungry. I think I'll have something to eat.**
- **I don't think I'll go out tonight. I'm too tired.**

In spoken English the negative of will is usually won't (= will not):
- **I can see you're busy, so I won't stay long.**

Do not use will to talk about what you have already decided or arranged to do (see Units 19–20):
- **I'm going on holiday next Saturday. (not I'll go)**
- **Are you working tomorrow? (not Will you work)**

**B**

We often use will in these situations:

**Offering to do something**
- **That bag looks heavy. I'll help you with it. (not I help)**

**Agreeing to do something**
- **A: Can you give Tim this book?**
- **B: Sure, I'll give it to him when I see him this afternoon.**

**Promising to do something**
- **Thanks for lending me the money. I'll pay you back on Friday.**
- **I won't tell anyone what happened. I promise.**

**Asking somebody to do something (Will you ...?)**
- **Will you please turn the stereo down? I'm trying to concentrate.**

You can use won't to say that somebody refuses to do something:
- **I've tried to give her advice, but she won't listen.**
- **The car won't start. (= the car 'refuses' to start)**

**D**

**Shall I ...? Shall we ...?**

Shall is used mostly in the questions shall I ...? / shall we ...?

We use shall I ...? / shall we ...? to ask somebody's opinion (especially in offers or suggestions):
- **Shall I open the window? (= Do you want me to open the window?)**
- **I've got no money. What shall I do? (= What do you suggest?)**
- **'Shall we go?' 'Just a minute. I'm not ready yet.'**
- **Where shall we go this evening?**

Compare shall I ...? and will you ...?:
- **Shall I shut the door? (= Do you want me to shut it?)**
- **Will you shut the door? (= I want you to shut it.)**
Exercises

Unit 21

21.1 Complete the sentences with I'll + a suitable verb.

1. I'm too tired to walk home. I think I'll take a taxi.
2. 'It's cold in this room.' 'Is it? __________________________ on the heating then.'
3. A: We haven't got any milk.
   B: Oh, I forgot to buy some. __________________________ and get some now.
4. 'Shall I do the washing-up?' 'No, it's all right. __________________________ it later.'
5. 'I don't know how to use this computer.' 'OK, __________________________ you.'
6. 'Would you like tea or coffee?' '________________________ coffee, please.'
7. 'Goodbye! Have a nice holiday.' 'Thanks, __________________________ you a postcard.'
8. Thanks for letting me borrow your camera. __________________________ it back to you on Monday, OK?
9. 'Are you coming with us?' 'No, I think __________________________ here.'

21.2 Read the situations and write sentences with I think I'll ... or I don't think I'll ... .

1. It's a bit cold. The window is open and you decide to close it. You say:
   I think I'll close the window.
2. You are feeling tired and it's getting late. You decide to go to bed. You say:
   I think __________________________
3. A friend of yours offers you a lift in his car, but you decide to walk. You say:
   Thank you, but __________________________
4. You arranged to play tennis today. Now you decide that you don't want to play. You say:
   I don't think __________________________
5. You were going to go swimming. Now you decide that you don't want to go. You say:
   __________________________

21.3 Which is correct? (If necessary, study Units 19-20 first.)

1. 'Did you phone Lucy?' 'Oh no, I forgot. I phone/I'll phone her now.' (I'll phone is correct)
2. I can't meet you tomorrow. I'm playing/I'll play tennis. (I'm playing is correct)
3. 'I meet/I'll meet you outside the hotel in half an hour, OK?' 'Yes, that's fine.'
4. 'I need some money.' 'OK, I'm lending/I'll lend you some. How much do you need?'
5. I'm having/I'll have a party next Saturday. I hope you can come.
6. 'Remember to get a newspaper when you go out.' 'OK, I don't forget/I won't forget.'
7. What time does your train leave/will your train leave tomorrow?
8. I asked Sue what happened, but she doesn't tell/won't tell me.
9. 'Are you doing/Will you do anything tomorrow evening?' 'No, I'm free. Why?'
10. I don't want to go out alone. Do you come/Will you come with me?

21.4 What do you say in these situations? Write sentences with shall I ... or shall we ... ?

1. You and a friend want to do something this evening, but you don't know what.
   You ask your friend. __________________________
   What shall we do this evening?
2. You try on a jacket in a shop. You are not sure whether to buy it or not. You ask a friend for advice.
   __________________________
   Is it?
3. It's Helen's birthday next week. You want to give her a present, but you don't know what.
   You ask a friend for advice.
   __________________________
   What
4. You and a friend are going on holiday together, but you haven't decided where.
   You ask him/her.
   __________________________
   What place would you like to go to?
5. You and a friend are going out. You haven't decided whether to go by car or to walk. You ask him/her.
   __________________________ or
   __________________________
   What would you like to do?
6. Your friend wants you to phone later. You don't know what time to phone. You ask him/her.
   __________________________
   What time shall I phone you?
Will/shall 2

We do not use will to say what somebody has already arranged or decided to do:

- Diane is working next week. (not Diane will work)
- Are you going to watch television this evening? (not Will you watch)

For ‘is working’ and ‘Are you going to … ?’, see Units 19–20.

But often, when we talk about the future, we are not talking about what somebody has decided to do. For example:

Kate is doing an exam next week. Chris and Joe are talking about it.

Do you think Kate will pass the exam? Yes, she’ll pass easily.

She’ll pass does not mean ‘she has decided to pass’. Joe is saying what he knows or thinks will happen. He is predicting the future.

When we predict a future happening or situation, we use will/won’t.

Some more examples:

- Jill has been away a long time. When she returns, she’ll find a lot of changes here.
- ‘Where will you be this time next year?’ ‘I’ll be in Japan.’
- That plate is hot. If you touch it, you’ll burn yourself.
- Tom won’t pass the exam. He hasn’t studied hard enough.
- When will you get your exam results?

We often use will (‘ll) with:

- probably
- I expect
- (I’m) sure
- (I) think
- (I) don’t think
- I wonder

I’ll probably be home late tonight.
I haven’t seen Carol today. I expect she’ll phone this evening.
Don’t worry about the exam. I’m sure you’ll pass.
Do you think Sarah will like the present we bought her?
I don’t think the exam will be very difficult.
I wonder what will happen.

After I hope, we generally use the present (will is also possible):

- I hope Kate passes the exam. (or I hope Kate will pass …)
- I hope it doesn’t rain tomorrow.

Generally we use will to talk about the future, but sometimes we use will to talk about now.

For example:

- Don’t phone Ann now. She’ll be busy. (= she’ll be busy now)

I shall … / we shall ...

Normally we use shall only with I and we. You can say:

- I shall or I will (I’ll) we shall or we will (we’ll)
- I shall be late this evening. (or I will be)

We shall probably go to Scotland in the summer. (or We will probably go)

In spoken English we normally use I’ll and we’ll:

- We’ll probably go to Scotland.

The negative of shall is shall not or shan’t:

- I shan’t be here tomorrow. (or I won’t be)

Do not use shall for be/she/it/you/they.

- She will be very angry. (not She shall be)

Will/shall 1 → Unit 21 → I will and I’m going to → Unit 24
The future → Appendix
Exercises

Unit 22

22.1 Which form of the verb is correct (or more natural) in these sentences? The verbs are underlined.
   1. Diane isn’t free on Saturday. She’ll work / She’s working. (She’s working is correct)
   2. I’ll go / I’m going to a party tomorrow night. Would you like to come too?
   3. I think Jenny will get / is getting the job. She has a lot of experience.
   4. I can’t meet you this evening. A friend of mine will come / is coming to see me.
   5. A: Have you decided where to go for your holidays?
      B: Yes, we’ll go / we’re going to Italy.
   6. There’s no need to be afraid of the dog. It won’t hurt / It isn’t hurting you.

22.2 Complete the sentences with will (‘ll) + the following verbs:
   be come get like live look meet pass

   1. Don’t worry about the exam. I’m sure you’ll pass.
   2. Why don’t you try on this jacket? It looks nice on you.
   3. You must meet George sometime. I think you’ll like him.
   4. It’s raining. Don’t go out. You’ll get wet.
   5. Do you think people will live longer in the future?
   6. Goodbye. I expect we’ll see each other again before long.
   7. I’ve invited Sue to the party, but I don’t think she’ll come.
   8. When the new road is finished, my journey to work will be much shorter.

22.3 Put in will (‘ll) or won’t.

   1. Can you wait for me? I won’t be very long.
   2. There’s no need to take an umbrella with you. It won’t rain.
   3. If you don’t eat anything now, you’ll be hungry later.
   4. I’m sorry about what happened yesterday. It won’t happen again.
   5. I’ve got some incredible news! You’ll never believe what happened.
   6. Don’t ask Amanda for advice. She won’t know what to do.

22.4 Where do you think you will be at these times? Write true sentences about yourself. Use:
   I’ll be ... or I’ll probably be ... or I don’t know where I’ll be

   1. (next Monday evening at 7.45) I’ll be at home.
      or I’ll probably be at home.
      or I don’t know where I’ll be.

   2. (at 5 o’clock tomorrow morning)

   3. (at 10.30 tomorrow morning)

   4. (next Saturday afternoon at 4.15)

   5. (this time next year)

22.5 Write questions using do you think ... will ... ? + the following:
   be back cost end get married happen like rain

   1. I’ve bought Rosa this picture. Do you think she’ll like it?
   2. The weather doesn’t look very good. Do you think it’ll rain?
   3. The meeting is still going on. When do you think it’ll end?
   4. My car needs to be repaired. How much will it cost?
   5. Sally and David are in love. Do you think they’ll get married?
   6. ‘I’m going out now.’ ‘OK. What time?’
   7. The future situation is uncertain. What do you think will happen?

Additional exercises 10-11 (pages 308-10)
I will and I'm going to

Unit 23

Future actions

Study the difference between will and (be) going to:

Sue is talking to Helen:

Sue: Let's have a party.
Helen: That's a great idea. We'll invite lots of people.

will ('ll): We use will when we decide to do something at the time of speaking. The speaker has not decided before. The party is a new idea.

Later that day, Helen meets Dave:

Helen: Sue and I have decided to have a party. We're going to invite lots of people.

(be) going to: We use (be) going to when we have already decided to do something. Helen had already decided to invite lots of people before she spoke to Dave.

Compare:
- 'Gary phoned while you were out.' 'OK. I'll call him back.'
- 'Gary phoned while you were out.' 'Yes, I know. I'm going to call him back.'
- 'Ann is in hospital.' 'Oh really? I didn't know. I'll go and visit her.'
- 'Ann is in hospital.' 'Yes, I know. I'm going to visit her this evening.'

Future happenings and situations (predicting the future)

Sometimes there is not much difference between will and going to. For example, you can say:
- I think the weather will be nice this afternoon.
- I think the weather is going to be nice this afternoon.

When we say something is going to happen, we think this is because of the situation now (see Unit 20C). For example:
- Look at those black clouds. It's going to rain. (not It will rain)
  (We can see that it is going to rain from the clouds that are in the sky now.)
- I feel terrible. I think I'm going to be sick. (not I think I'll be sick)
  (I think I'm going to be sick because I feel terrible now.)

Do not use will in this type of situation.

In other situations, use will:
- I think Sarah will probably get here at about 8 o'clock.
- I think Sarah will like the present we bought for her.
- These shoes are very well-made. They'll last a long time.

I'm going to
Exercises

Unit 23

23.1 Complete the sentences using will (')ll) or going to.

1. A: Why are you turning on the television?
   B: I'm going to watch the news. (I / watch)
   B: Haven't you? Well, don't worry. I'll lend you some. (I / lend)
3. A: I've got a headache.
   B: Have you? Wait a second and I'll get you an aspirin for you. (I / get)
4. A: Why are you filling that bucket with water?
   B: I'm going to wash the car. (I / wash)
5. A: I've decided to repaint this room.
   B: Oh, have you? What colour will it be? (you / paint)
6. A: Where are you going? Are you going shopping?
   B: Yes, I'll buy something for dinner. (I / buy)
7. A: I don't know how to use this camera.
   B: It's easy. I'll show you. (I / show)
8. A: What would you like to eat?
   B: I'll have a sandwich, please. (I / have)
9. A: Did you post that letter for me?
   B: Oh, I'm sorry. I completely forgot. I'll do it now. (I / do)
10. A: The ceiling in this room doesn't look very safe, does it?
    B: No, it looks as if it will fall down. (it / fall)
11. A: Has George decided what to do when he leaves school?
    B: Yes. Everything is planned. He'll have a holiday for a few weeks. (he / have)

23.2 Read the situations and complete the sentences using will (')ll) or going to.

1. The phone rings and you answer. Somebody wants to speak to Jim.
   CALLER: Hello. Can I speak to Jim, please?
   YOU: Just a moment. I'll get him. (I / get)
2. It's a nice day, so you have decided to take a walk. Just before you go, you tell your friend.
   YOU: The weather's too nice to stay in. I'm going for a walk. (I / take)
   FRIEND: Good idea. I think I'll join you. (I / join)
3. Your friend is worried because she has lost an important letter.
   YOU: Don't worry about the letter. I'm sure I'll find it. (you / find)
   FRIEND: I hope so.
4. There was a job advertised in the paper recently. At first you were interested, but then you decided not to apply.
   FRIEND: Have you decided what to do about that job you were interested in?
   YOU: Yes, I'll apply for it. (I / not / apply)
5. You and a friend come home very late. Other people in the house are asleep. Your friend is noisy.
   YOU: Shh! Don't make so much noise. Everybody will wake up. (you / wake)
6. Paul has to go to the airport to catch a plane tomorrow morning.
   PAUL: Liz, I need somebody to take me to the airport tomorrow morning.
   LIZ: That's no problem. I'll take you. (I / take) What time is your flight?
   PAUL: 10.50.
   LIZ: OK, I'll take you at about 9 o'clock then. (we / leave)
Later that day, Joe offers to take Paul to the airport.
   JOE: Paul, do you want me to take you to the airport?
   PAUL: No thanks, I'll take the taxi. (Liz / take)
Will be doing and will have done

Study this example situation:

These people are standing in a queue to get into
the cinema.

Half an hour from now, the cinema will be full.
Everyone will be watching the film.

Three hours from now, the cinema will be empty.
The film will have finished.
Everybody will have gone home.

I will be doing something (future continuous) = I will be in the middle of doing it:

☐ This time next week I'll be on holiday. I'll be lying on the beach or swimming in the sea.
☐ You have no chance of getting the job. You'll be wasting your time if you apply for it.

Compare will be (doing) and will (do):
☐ Don't phone between 7 and 8. We'll be having dinner.
☐ Let's wait for Liz to arrive and then we'll have dinner.

Compare will be -ing with other continuous forms:
☐ At 10 o'clock yesterday, Sally was in her office. She was working. (past)
   It's 10 o'clock now. She is in her office. She is working. (present)
   At 10 o'clock tomorrow, she will be in her office. She will be working.

We also use will be -ing in a different way: to talk about complete actions in the future.
For example:
☐ The government will be making a statement about
   the crisis later today.
☐ Will you be going away this summer?
☐ Later in the programme, I'll be talking to the
   Minister of Education ...
☐ Our best player is injured and won't be playing
   in the game on Saturday.

In these examples will be -ing is similar to (be) going to ....

We use will have (done) (future perfect) to say that something will already be complete before a
time in the future. For example:
☐ Sally always leaves for work at 8:30 in the morning. She won't be at home at 9 o'clock -
   she'll have gone to work.
☐ We're late. The film will already have started by the time we get to the cinema.

Compare will have (done) with other perfect forms:
☐ Ted and Amy have been married for 24 years. (present perfect)
   Next year, they will have been married for 25 years.
   When their son was born, they had been married for three years. (past perfect)
Exercises  Unit 24

24.1 Read about Colin. Then tick (√) the sentences which are true. In each group of sentences at least one is true.

Colin goes to work every day. He leaves home at 8 o'clock and arrives at work at about 8.45. He starts work immediately and continues until 12.30 when he has lunch (which takes about half an hour). He starts work again at 1.15 and goes home at exactly 4.30. Every day he follows the same routine and tomorrow will be no exception.

1 At 7.45
   a he'll be leaving the house
   b he'll have left the house
   c he'll be at home
   d he'll be having breakfast

2 At 8.15
   a he'll be leaving the house
   b he'll have left the house
   c he'll have arrived at work
   d he'll be arriving at work

3 At 9.15
   a he'll be working
   b he'll start work
   c he'll have started work
   d he'll be arriving at work

4 At 12.45
   a he'll have lunch
   b he'll be having lunch
   c he'll have finished his lunch
   d he'll have started his lunch

5 At 4 o'clock
   a he'll have finished work
   b he'll finish work
   c he'll be working
   d he won't have finished work

6 At 4.45
   a he'll leave work
   b he'll be leaving work
   c he'll have left work
   d he'll have arrived home

24.2 Put the verb into the correct form, will be (doing) or will have (done).

1 Don’t phone between 7 and 8. ___________ We’ll be having (we / have) dinner then.

2 Phone me after 8 o’clock. _________________ (we / finish) dinner by then.

3 Tomorrow afternoon we’re going to play tennis from 3 o’clock until 4.30. So at 4 o’clock, _________________ (we / play) tennis.

4 A: Can we meet tomorrow?
   B: Yes, but not in the afternoon. _____________ (I / work).

5 B has to go to a meeting which begins at 10 o’clock. It will last about an hour.
   A: Will you be free at 11.30?
   B: Yes, _________________ (the meeting / end) by then.

6 Ben is on holiday and he is spending his money very quickly. If he continues like this, _________________ (he / spend) all his money before the end of his holiday.

7 Do you think _________________ (you / still / do) the same job in ten years’ time?

8 Lisa is from New Zealand. She is travelling around Europe at the moment. So far she has travelled about 1,000 miles. By the end of the trip, _________________ (she / travel) more than 3,000 miles.

9 If you need to contact me, _________________ (I / stay) at the Lion Hotel until Friday.

10 A: _________________ (you / see) Laura tomorrow?
    B: Yes, probably. Why?
    A: I borrowed the CD from her. Can you give it back to her?
When I do / When I’ve done  When and if

Study this example:

Will you phone me tomorrow?  Yes, I’ll phone you when I get home.

‘I’ll phone you when I get home’ is a sentence with two parts:

- the main part: ‘I’ll phone you’
- the when-part: ‘when I get home’

The time in the sentence is future (‘tomorrow’), but we use a present tense (I get) in the when-part of the sentence.

We do not use will in the when-part of the sentence.

Some more examples:
- We’ll go out when it stops raining. (not when it will stop)
- When you are in London again, come and see us. (not When you will be)
- (said to a child) What do you want to be when you grow up? (not will grow)

The same thing happens after while / before / after / as soon as / until or till:

- I’m going to read a lot while I’m on holiday. (not while I will be)
- I’ll probably go back home on Sunday. Before I go, I’d like to visit the museum.
- Wait here until (or till) I come back.

You can also use the present perfect (have done) after when / after / until / as soon as:
- Can I borrow that book when you’ve finished with it?
- Don’t say anything while Ian is here. Wait until he has gone.

If you use the present perfect, one thing must be complete before the other (so the two things do not happen together):

- When I’ve phoned Kate, we can have dinner.
  (= First I’ll phone Kate and after that we can have dinner.)

Do not use the present perfect if the two things happen together:

- When I phone Kate, I’ll ask her about the party. (not When I’ve phoned)

It is often possible to use either the present simple or the present perfect:

- I’ll come as soon as I finish. or I’ll come as soon as I’ve finished.
- You’ll feel better after you have something to eat or You’ll feel better after you’ve had something to eat.

After if, we normally use the present simple (if I do / if I see etc.) for the future:

- It’s raining hard. We’ll get wet if we go out. (not if we will go)
- I’ll be angry if it happens again. (not if it will happen)
- Hurry up! If we don’t hurry, we’ll be late.

Compare when and if:

We use when for things which are sure to happen:
- I’m going shopping later. (for sure) When I go shopping, I’ll buy some food.

We use if (not when) for things that will possibly happen:
- I might go shopping later. (it’s possible) If I go shopping, I’ll buy some food.
- If it is raining this evening, I won’t go out. (not When it is raining)
- Don’t worry I’ll be late tonight. (not when I’m late)
- If they don’t come soon, I’m not going to wait. (not while they don’t come)

If → Units 38–40  even if / even when → Unit 39  unless → Unit 38
Exercises

Unit 25

25.1 Complete the sentences using the verbs in brackets. All the sentences are about the future. Use will/won't or the present simple (I see / he plays / it is etc.).

1. I'll phone you when I get home from work.
2. I want to see Julia before she goes out.
3. We're going on holiday tomorrow. I'll tell you all about it when we come back.
4. Brian looks very different now. When you see him again, you don't recognise him.
5. Are you lonely without me while I'm away?
6. We must do something soon before it's too late.
7. I don't want to go back until you're ready.
8. Sue has applied for the job, but she isn't very well-qualified for it. I'm surprised if she gets it.
9. I hope to play tennis tomorrow if the weather's nice.
10. I'm leaving now. If anybody phones while I'm out, can you take a message?

25.2 Make one sentence from two.

1. We'll go out when it stops raining.
2. I'll find somewhere to live. Then I'll give you my address.
3. I'll do the shopping. Then I'll come straight back home.
4. It's going to get dark. Let's go home before that.
5. She must apologise to me first. I won't speak to her until then.

25.3 Read the situations and complete the sentences.

1. A friend of yours is going on holiday. You want to know what she is going to do.
   You ask: What are you going to do when you are on holiday?
2. A friend of yours is visiting you. She has to go soon but maybe there's time for some more coffee.
   You ask: Would you like some more coffee before you go?
3. You want to sell your car. Jim is interested in buying it, but he hasn't decided yet.
   You ask: Can you let me know as soon as possible?
4. Your friends are going to New York soon. You want to know where they're going to stay.
   You ask: Where are you going to stay when you get there?
5. The traffic is very bad in your town, but they are building a new road at the moment.
   You say: I think things will be better when they're finished.

25.4 Put in when or if.

1. Don't worry if I'm late tonight.
2. Tom might phone while I'm out this evening. If he does, can you take a message?
3. I'm going to Rome next week. When I'm there, I hope to visit a friend of mine.
4. I think Jill will get the job. I'll be very surprised if she doesn't get it.
5. I'm going shopping. Whether you want anything, I can get it for you.
6. I'm going away for a few days. I'll phone you when I get back.
7. I want you to come to the party, but if you don't want to come, that's all right.
8. We can eat at home if you prefer. We can go out if you want.
Can, could and (be) able to

We use can to say that something is possible or allowed, or that somebody has the ability to do something. We use can + infinitive (can do / can see etc.):

- We can see the lake from our bedroom window.
- 'I haven't got a pen.' 'You can use mine.'
- Can you speak any foreign languages?
- I can come and see you tomorrow if you like.
- The word 'play' can be a noun or a verb.

The negative is can't (= cannot):
- I'm afraid I can't come to the party on Friday.

You can say that somebody is able to do something, but can is more usual:
- We are able to see the lake from our bedroom window.

But can has only two forms: can (present) and could (past). So sometimes it is necessary to use (be) able to. Compare:

- I can't sleep.
- Tom can come tomorrow.
- Maria can speak French, Spanish and English.
- I haven't been able to sleep recently.
- Tom might be able to come tomorrow.
- Applicants for the job must be able to speak two foreign languages.

Could

Sometimes could is the past of can. We use could especially with:

- see
- hear
- smell
- taste
- feel
- remember
- understand

- We had a lovely room in the hotel. We could see the lake.
- As soon as I walked into the room, I could smell gas.
- I was sitting at the back of the theatre and couldn't hear very well.

We also use could to say that somebody had the general ability or permission to do something:
- My grandfather could speak five languages.
- We were totally free. We could do what we wanted. (= we were allowed to do)

Could and was able to

We use could for general ability. But if you want to say that somebody did something in a specific situation, use was/were able to or managed to (not could):

- The fire spread through the building very quickly, but fortunately everybody was able to escape / managed to escape. (not could escape)
- We didn't know where David was, but we managed to find / were able to find him in the end. (not could find)

Compare:

- Mike was an excellent tennis player when he was younger. He could beat anybody.
  (= he had the general ability to beat anybody)

**but** Mike and Pete played tennis yesterday. Pete played very well, but Mike managed to beat him. (= he managed to beat him in this particular game)

The negative couldn't (could not) is possible in all situations:
- My grandfather couldn't swim.
- We looked for David everywhere, but we couldn't find him.
- Pete played well, but he couldn't beat Mike.

Could (do) and could have (done) → Unit 31. Need and can't → Unit 32. Can/could you ...? → Unit 37
Exercises

Unit 26

26.1 Complete the sentences using can or (be) able to. Use can if possible; otherwise use (be) able to.
   1 Gary has travelled a lot. He can speak five languages.
   2 I haven’t been able to sleep very well recently.
   3 Nicole drive, but she hasn’t got a car.
   4 I used to stand on my head, but I can’t do it now.
   5 I can’t understand Martin. I’ve never understand him.
   6 I can’t see you on Friday, but I meet you on Saturday morning.
   7 Ask Catherine about your problem. She might help you.

26.2 Write sentences about yourself using the ideas in brackets.
   1 (something you used to be able to do)
      I used to be able to sing well.
   2 (something you used to be able to do)
      I used
   3 (something you would like to be able to do)
      I’d
   4 (something you have never been able to do)
      I’ve

26.3 Complete the sentences with can/can’t/could/couldn’t + the following:
   come eat hear run sleep wait
   1 I’m afraid I can’t come to your party next week.
   2 When Tim was 16, he 100 metres in 11 seconds.
   3 ‘Are you in a hurry?’ ‘No, I’ve got plenty of time.’
   4 I was feeling sick. I anything.
   5 Can you speak a little louder? I you very well.
   6 ‘You look tired.’ ‘Yes, I last night.’

26.4 Complete the answers to the questions with was/were able to ...
   1 A: Did everybody escape from the fire?
      B: Yes, although the fire spread quickly, everybody was able to escape.
   2 A: Did you finish your work this afternoon?
      B: Yes, there was nobody to disturb me, so I
   3 A: Did you have difficulty finding our house?
      B: Not really. Your directions were good and we
   4 A: Did the thief get away?
      B: Yes. No-one realised what was happening and the thief

26.5 Complete the sentences using could, couldn’t or managed to.
   1 My grandfather travelled a lot. He speak five languages.
   2 I looked everywhere for the book, but I couldn’t find it.
   3 They didn’t want to come with us at first, but we persuaded them.
   4 Laura had hurt her leg and walk very well.
   5 Sue wasn’t at home when I phoned, but I contact her at her office.
   6 I looked very carefully and I see somebody in the distance.
   7 I wanted to buy some tomatoes. The first shop I went to didn’t have any, but I get some in the next shop.
   8 My grandmother loved music. She play the piano very well.
   9 A girl fell into the river, but fortunately we rescue her.
   10 I had forgotten to bring my camera, so I take any photographs.
Could (do) and could have (done)

We use could in a number of ways. Sometimes could is the past of can (see Unit 26):
- Listen. I can hear something. (now)
- I listened. I could hear something. (past)

But could is not only used in this way. We also use could to talk about possible actions now or in the future (especially to make suggestions).

For example:
- A: What shall we do this evening?
  B: We could go to the cinema.
- A: When you go to Paris next month, you could stay with Julia.
  B: Yes, I suppose I could.

Can is also possible in these sentences ('We can go to the cinema.' etc.). With could, the suggestion is less sure.

We also use could (not can) for actions which are not realistic. For example:
- I’m so tired, I could sleep for a week. (not I can sleep for a week)

Compare can and could:
- I can stay with Julia when I go to Paris. (realistic)
- Maybe I could stay with Julia when I go to Paris. (possible, but less sure)
- This is a wonderful place. I could stay here for ever. (unrealistic)

We also use could (not can) to say that something is possible now or in the future. The meaning is similar to might or may (see Unit 29):
- The story could be true, but I don’t think it is. (not can be true)
- I don’t know what time Liz is coming. She could get here at any time.

We use could have (done) to talk about the past. Compare:
- I’m so tired, I could sleep for a week. (now)
  I was so tired, I could have slept for a week. (past)
- The situation is bad, but it could be worse. (now)
  The situation was bad, but it could have been worse. (past)

Something could have happened = it was possible but did not happen:
- Why did you stay at a hotel when you were in Paris? You could have stayed with Julia.
  (you didn’t stay with her)
- I didn’t know that you wanted to go to the concert. I could have got you a ticket.
  (I didn’t get you a ticket)
- Dave was lucky. He could have hurt himself when he fell, but he’s OK.

We use couldn’t to say that something would not be possible now:
- I couldn’t live in a big city. I’d hate it. (= it wouldn’t be possible for me)
- Everything is fine right now. Things couldn’t be better.

For the past we use couldn’t have (done):
- We had a really good holiday. It couldn’t have been better.
- The trip was cancelled last week. Paul couldn’t have gone anyway because he was ill.
  (= it would not have been possible for him to go)
Exercises

Unit 27

27.1 Answer the questions with a suggestion. Use could.

1. Where shall we go for our holidays? (to Scotland) We could go to Scotland.
2. What shall we have for dinner tonight? (fish) We could have fish.
3. When shall I phone Angela? (now) You could phone her now.
5. Where shall we hang this picture? (in the kitchen) We could hang it in the kitchen.

27.2 In some of these sentences, you need could (not can). Change the sentences where necessary.

1. The story can be true, but I don’t think it is. The story could be true.
2. It’s a nice day. We can go for a walk. OK (could go is also possible)
3. I’m so angry with him. I can kill him! I could kill him.
4. If you’re hungry, we can have dinner now. You could have dinner now.
5. It’s so nice here. I can stay here all day, but unfortunately I have to go. Unfortunately I have to go.
6. A: Where’s my bag. Have you seen it? B: No, but it can be in the car. It can be in the car.
7. Peter is a keen musician. He plays the flute and he can also play the piano. He can also play the piano.
9. The weather is nice now, but it can change later. The weather could change later.

27.3 Complete the sentences. Use could or could have + a suitable verb.

1. A: What shall we do this evening? B: I don’t mind. We could go to the cinema.
2. A: I had a very boring evening at home yesterday. B: Why did you stay at home? You could have gone out with us.
4. A: How was your exam? Was it difficult? B: It wasn’t so bad. It could have been worse.
5. A: I got very wet walking home in the rain last night. B: Why did you walk? You could have taken a taxi.
6. A: Where shall we meet tomorrow? B: Well, I could meet you at your house if you like.

27.4 Complete the sentences. Use couldn’t or couldn’t have + these verbs (in the correct form):

be, be, come, find, get, live, wear

1. I couldn’t live in a big city. I’d hate it.
2. We had a really good holiday. It couldn’t have been better.
3. I couldn’t wear that hat. I’d look silly and people would laugh at me.
4. We managed to find the restaurant you recommended, but we couldn’t find it without the map that you drew for us.
5. Paul has to get up at 4 o’clock every morning. I don’t know how he does it. I couldn’t get up at that time every day.
6. The staff at the hotel were really nice when we stayed there last summer. They couldn’t have been more helpful.
7. A: I tried to phone you last week. We left a message and I wanted to invite you. B: That was nice of you, but I couldn’t phone you anyway. I was away all last week.

Additional exercises 16–18 (pages 377–13)
Must and can't

Study this example:

My house is very near the motorway. It must be very noisy.

You can use must to say that you believe something is certain:
- You've been travelling all day. You must be tired. (Travelling is tiring and you've been travelling all day, so you must be tired.)
- 'Jim is a hard worker.' 'Jim? You must be joking. He doesn't do anything.'
- Carol must get very bored in her job. She does the same thing every day.
- I'm sure Sally gave me her phone number. I must have it somewhere.

You can use can't to say that you believe something is not possible:
- You've just had lunch. You can't be hungry already. (People are not normally hungry just after eating a meal. You've just eaten, so you can't be hungry.)
- They haven't lived here for very long. They can't know many people.

Study the structure:

| I/you/he (etc.) | must can't | be (tired / hungry / at work etc.) | be (doing / going / joking etc.) | do / get / know / have etc. |

For the past we use must have (done) and can't have (done).

Study this example:

There's nobody at home. They must have gone out.

Martin and Lucy are standing at the door of their friends' house.
They have rung the doorbell twice, but nobody has answered. Lucy says:
They must have gone out.

- I didn't hear the phone. I must have been asleep.
- 'I've lost one of my gloves.' 'You must have dropped it somewhere.'
- Sue hasn't contacted me. She can't have got my message.
- Tom walked into a hall. He can't have been looking where he was going.

Study the structure:

| I/you/he (etc.) | must can't have been | been (asleep / at work etc.) | been (doing / looking etc.) | gone / got / known etc. |

You can use couldn't have instead of can't have:
- Sue couldn't have got my message.
- Tom couldn't have been looking where he was going.

Can't ('I can't swim' etc.) → Unit 26  Must ('I must go' etc.) → Units 31–32
Modal verbs (can, could, will, would etc.) Appendix 1  American English Appendix 7
Exercises

28.1 Put in must or can't.
1 You’ve been travelling all day. You __must__ be tired.
2 That restaurant ____________ be very good. It’s always full of people.
3 That restaurant ____________ be very good. It’s always empty.
4 I'm sure I gave you the key. You ____________ have it. Have you looked in your bag?
5 You're going on holiday next week. You ____________ be looking forward to it.
6 It rained every day during their holiday, so they ____________ have had a very nice time.
7 Congratulations on passing your exam. You ____________ be very pleased.
8 You got here very quickly. You ____________ have walked very fast.
9 Bill and Sue always travel business class, so they ____________ be short of money.

28.2 Complete each sentence with a verb (one or two words) in the correct form.
1 I've lost one of my gloves. I must ____________ it somewhere.
2 They haven't lived here for very long. They can't ____________ many people.
3 Ted isn't at work today. He must ____________ ill.
4 Ted wasn't at work last week. He must ____________ ill.
5 (the doorbell rings) I wonder who that is. It can't ____________ Mary. She's still at work at this time.
6 Sarah knows a lot about films. She must ____________ to the cinema a lot.
7 Look. James is putting on his hat and coat. He must ____________ out.
8 I left my bike outside the house last night and now it has gone. Somebody must ____________ it.
9 Amy was in a very difficult situation when she lost her job. It can't ____________ easy for her.
10 There is a man walking behind us. He has been walking behind us for the last twenty minutes. He must ____________ us.

28.3 Read the situations and use the words in brackets to write sentences with must have and can't have.
1 The phone rang, but I didn't hear it. (I / asleep)  ____________
   ____________

2 Sue hasn't contacted me. (she / get / my message)  ____________
   ____________

3 The jacket you bought is very good quality. (it / very expensive)

4 I haven't seen the people next door for ages. (they / go away)

5 I can't find my umbrella. (I / leave / it in the restaurant last night)

6 Dave, who is usually very friendly, walked past me without speaking. (he / see / me)

7 There was a man standing outside the café. (he / wait / for somebody)

8 Liz did the opposite of what I asked her to do. (she / understand / what I said)

9 When I got back to my car, the door was unlocked. (I / forget / to lock it)

10 I was woken up in the night by the noise next door. (the neighbours / have / a party)

11 The light was red, but the car didn't stop. (the driver / see / the red light)
May and might 1

Study this example situation:

You are looking for Bob. Nobody is sure where he is, but you get some suggestions.

- He may be in his office. (= perhaps he is in his office)
- He might be having lunch. (= perhaps he is having lunch)
- Where's Bob? (= may)
- He might be having lunch. (= might)
- Ask Ann. She might know. (= perhaps she knows)

We use may or might to say that something is a possibility. Usually you can use may or might, so you can say:

- It may be true. or It might be true. (= perhaps it is true)
- She might know. or She may know.

The negative forms are may not and might not (or mightn't):

- It may not be true. (= perhaps it isn't true)
- She might not work here any more. (= perhaps she doesn't work here)

Study the structure:

<table>
<thead>
<tr>
<th>I/you/he (etc.)</th>
<th>may/might</th>
<th>(not)</th>
<th>be (true / in his office etc.)</th>
<th>be (doing / working / having etc.)</th>
<th>know / work / want etc.</th>
</tr>
</thead>
</table>

For the past we use may have (done) or might have (done):

- A: I wonder why Kate didn't answer the phone.
  B: She may have been asleep. (= perhaps she was asleep)
- A: I can't find my bag anywhere.
  B: You might have left it in the shop. (= perhaps you left it in the shop)
- A: I was surprised that Kate wasn't at the meeting yesterday.
  B: She might not have known about it. (= perhaps she didn't know)
- A: I wonder why David was in such a bad mood yesterday.
  B: He may not have been feeling well. (= perhaps he wasn't feeling well)

Study the structure:

<table>
<thead>
<tr>
<th>I/you/he (etc.)</th>
<th>may/might</th>
<th>(not) have</th>
<th>been (asleep / at home etc.)</th>
<th>been (doing / working / feeling etc.)</th>
<th>known / had / wanted / left etc.</th>
</tr>
</thead>
</table>

Could is similar to may and might:

- It's a strange story, but it could be true. (= it may/might be true)
- You could have left your bag in the shop. (= you may/might have left it)

But couldn't (negative) is different from may not and might not. Compare:

- Sarah couldn't have got my message. Otherwise she would have replied. (= it is not possible that she got my message)
- I wonder why Sarah hasn't replied to my message. I suppose she might not have got it. (= perhaps she didn't get it, and perhaps she did)
Exercises

29.1 Write these sentences in a different way using might.

1. Perhaps Helen is in her office. ____________________________ She might be in her office.
2. Perhaps Helen is busy. ____________________________
3. Perhaps she is working. ____________________________
4. Perhaps she wants to be alone. ____________________________
5. Perhaps she was ill yesterday. ____________________________
6. Perhaps she went home early. ____________________________
7. Perhaps she had to go home early. ____________________________
8. Perhaps she was working yesterday. ____________________________

In sentences 9–11 use might not.

9. Perhaps she doesn’t want to see me. ____________________________
10. Perhaps she isn’t working today. ____________________________
11. Perhaps she wasn’t feeling well yesterday. ____________________________

29.2 Complete each sentence with a verb in the correct form.

1. ‘Where’s Sam?’ ‘I’m not sure. He might ____________________________ lunch.’
2. ‘Who is that man with Emily?’ ‘I’m not sure. It might ____________________________ her brother.’
3. A: Who was the man we saw with Anna yesterday?
   B: I’m not sure. It may ____________________________ her brother.
4. A: What are those people doing by the side of the road?
   B: I don’t know. They might ____________________________ for a bus.
5. ‘Do you have a stamp?’ ‘No, but ask Simon. He may ____________________________ one.’

29.3 Read the situation and make sentences from the words in brackets. Use might.

1. I can’t find Jeff anywhere. I wonder where he is.
   a (he / go / shopping) ____________________________ He might have gone shopping.
   b (he / play / tennis) ____________________________ He might be playing tennis.
2. I’m looking for Sarah. Do you know where she is?
   a (she / watch / TV / in her room) ____________________________
   b (she / go / out) ____________________________
3. I can’t find my umbrella. Have you seen it?
   a (it / be / in the car) ____________________________
   b (you / leave / in the restaurant last night) ____________________________
4. Why didn’t Dave answer the doorbell? I’m sure he was at home at the time.
   a (he / go / to bed early) ____________________________
   b (he / not / hear / the doorbell) ____________________________
   c (he / be / in the shower) ____________________________

29.4 Complete the sentences using might not have ... or couldn’t have ...

1. A: Do you think Sarah got the message we sent her?
   B: No, she would have contacted us. ____________________________
2. A: I was surprised Kate wasn’t at the meeting. Perhaps she didn’t know about it.
   B: That’s possible. ____________________________
3. A: I wonder why they never replied to our letter. Do you think they received it?
   B: Maybe not. ____________________________
4. A: I wonder how the fire started. Was it an accident?
   B: No, the police say it ____________________________
5. A: Mike says he needs to see you. He tried to find you yesterday.
   B: Well, he ____________________________ very hard. I was in my office all day.
6. A: The man you spoke to — are you sure he was American?
   B: No, I’m not sure. ____________________________
May and might 2

We use *may* and *might* to talk about possible actions or happenings in the future:

- I haven't decided yet where to go for my holidays. *I may go to Ireland.* (= perhaps I will go there)
- Take an umbrella with you. *It might rain* later. (= perhaps it will rain)
- The bus isn't always on time. *We might have* to wait a few minutes. (= perhaps we will have to wait)

The negative forms are *may not* and *might not* (*mightn't*):

- Liz *may not* go out tonight. She isn't feeling well. (= perhaps she will not go out)
- There might not be enough time to discuss everything at the meeting. (= perhaps there will not be enough time)

Compare *will* and *may/might*:

- I'll be late this evening. (for sure)
- I *may/might* be late this evening. (possible)

Usually you can use *may* or *might*. So you can say:

- I *may* go to Ireland. or *I might* go to Ireland.
- Jane *might* be able to help you. or Jane may be able to help you.

But we use only *might* (*not may*) when the situation is *not real*:

- If I were in Tom's position, I *might* look for another job.

The situation here is not real because I am *not* in Tom's position (so I'm not going to look for another job). *May* is not possible in this example.

There is also a continuous form: *may/might be* -ing. Compare this with *will be* -ing:

- Don't phone at 8.30. *I'll be watching* the film on television.
- Don't phone at 8.30. *I might be watching* (or I may be watching) the film on television. (= perhaps I'll be watching it)

We also use *may/might be* -ing for possible plans. Compare:

- I'm going to Ireland in July. (for sure)
- *I might be* going (or I might be going) to Ireland in July. (possible)

But you can also say 'I *may* go (or I might go) ...' with little difference in meaning.

**Might as well**

Rose and Clare have just missed the bus. The buses run every hour.

**What shall we do? Shall we walk?**

**We might as well. It's a nice day and I don't want to wait here for an hour.**

**We might as well** do something = We should do it because there is no better alternative. There is no reason not to do it.

**May as well** is also possible.

**A:** What time are you going out?

**B:** Well, I'm ready, so I *might as well* go now.

**Buses are so expensive these days; you *may as well* go a taxi. (= taxis are as good, no more expensive)
Exercises

30.1 Write sentences with might.
1 Where are you going for your holidays? (to Ireland???)
   I haven’t decided yet. I might go to Ireland.
2 What sort of car are you going to buy? (a Mercedes???)
   I’m not sure yet. I might buy a Mercedes.
3 What are you doing this weekend? (go to London???)
   I haven’t decided yet.
4 When is Tom coming to see us? (on Saturday???)
   He hasn’t said yet.
5 Where are you going to hang that picture? (in the dining room???)
   I haven’t made up my mind yet.
6 What is Julia going to do when she leaves school? (go to university???)
   She’s still thinking about it.

30.2 Complete the sentences using might + the following:
   bite break need rain slip wake

1 Take an umbrella with you when you go out. It might rain later.
2 Don’t make too much noise. You might wake the baby.
3 Be careful of that dog. It might bite you.
4 I don’t think we should throw that letter away. We might need it later.
5 Be careful. The footpath is very icy. You might slip.
6 Don’t let the children play in this room. They might break something.

30.3 Complete the sentences using might be able to or might have to + a suitable verb.
1 I can’t help you, but why don’t you ask Jane? She might be able to help you.
2 I can’t meet you this evening, but I might meet you tomorrow.
3 I’m not working on Saturday, but I might be working on Sunday.
4 I can come to the meeting, but I might have to miss it before the end.

30.4 Write sentences with might not.
1 I’m not sure that Liz will come to the party.
   Liz might not come to the party.
2 I’m not sure that I’ll go out this evening.
   I might not go out.
3 I’m not sure that we’ll get tickets for the concert.
   We might not get tickets.
4 I’m not sure that Sue will be able to come out with us this evening.
   Sue might not be able to come out.

30.5 Read the situations and make sentences with might as well.
1 You and a friend have just missed the bus. The buses run every hour.
   You say: We’ll have to wait an hour for the next bus. We might as well walk.
2 You have a free ticket for a concert. You’re not very keen on the concert, but you decide to go.
   You say: I might as well go. It’s a pity to waste a free ticket.
3 You’ve just painted your kitchen. You still have a lot of paint, so why not paint the
   bathroom too?
   You say: We might as well paint the bathroom. There’s plenty of paint left.
4 You and a friend are at home. You’re bored. There’s a film on TV starting in a few minutes.
   You say: We might as well watch the film. There’s nothing else to do.
Have to and must

I have to do something = it is necessary to do it, I am obliged to do it:

- You can’t turn right here. You have to turn left.
- I have to wear glasses for reading.
- George can’t come out with us this evening.
  He has to work late.
- Last week Tina broke her arm and had to go to hospital.
- I haven’t had to go to the doctor for ages.

We use do/does/did in questions and negative sentences (for the present and past simple):

- What do I have to do to get a new driving licence? (not What have I to do?)
- Karen doesn’t have to work Saturdays. (not Karen hasn’t to)
- Why did you have to leave early?

You can use have to with will and might/may:

- If the pain gets worse, you’ll have to go to the doctor.
- I might have to work late tomorrow evening. or I may have to work ...
  (= it’s possible that I will have to)

Must is similar to have to:

- It’s later than I thought. I must go. or I have to go.

You can use must to give your own opinion (for example, to say what you think is necessary, or to recommend someone to do something). Have to is also possible:

- I haven’t spoken to Sue for ages. I must phone her. (= I say this is necessary)
- Mark is a really nice person. You must meet him. (I recommend this)

We use have to (not must) to say what someone is obliged to do. The speaker is not giving his/her own opinion:

- I have to work from 8.30 to 5.30 every day. (a fact, not an opinion)
- Jane has to travel a lot for her work.

But must is often used in written rules and instructions:

- Applications for the job must be received by 18 May.
- (exam instruction) You must write your answers in ink.

You cannot use must to talk about the past:

- We had to leave early. (not we must)

Mustn’t and don’t have to are completely different:

You mustn’t do something = it is necessary that you do not do it (so don’t do it):

- You must keep it a secret. You mustn’t tell anyone. (= don’t tell anyone)
- I promised I would be on time.
  I mustn’t be late. (= I must be on time)

You don’t have to do something = you don’t need to do it (but you can if you want):

- You don’t have to tell him, but you can if you want to.
- I don’t have to be at the meeting, but I think I’ll go anyway.

You can use have got to instead of have to. So you can say:

- I’ve got to work tomorrow. or I have to work tomorrow.
- When has Liz got to go? or When does Liz have to go?
Exercises

Unit 31

31.1 Complete the sentences with have to / has to / had to.

1. Bill starts work at 5 a.m. He has to get up at four. (he / get up)
2. 'I broke my arm last week.' Did you have to go to hospital? (you / go)
3. There was a lot of noise from the street. I had to close the window. (we / close)
4. Karen can't stay for the whole meeting. She has to leave early. (she / leave)
5. How old do you have to be to drive in your country? (you / be)
6. I don't have much time. I have to hurry. (I / hurry)
7. How is Paul enjoying his new job? He is really enjoying it a lot. (he / travel)
8. 'I'm afraid I can't stay long.' 'What time do you have to go?' (you / go)
9. 'The bus was late again.' 'How long do you have to wait?' (you / wait)
10. There was nobody to help me. I had to do everything by myself. (I / do)

31.2 Complete the sentences using have to + the verbs in the list. Some sentences are positive
(I have to ... etc.) and some are negative (I don't have to ... etc.):

- ask
- do
- drive
- get
- up
- go
- make
- make
- pay
- show

1. I'm not working tomorrow, so I don't have to get up early.
2. Steve didn't know how to use the computer, so I had to show him.
3. Excuse me a moment - I have to make a phone call. I won't be long.
4. I'm not so busy. I have a few things to do, but I don't have to do them now.
5. I couldn't find the street I wanted. I had to ask somebody for directions.
6. The car park is free. You don't have to pay to park your car there.
7. A man was injured in the accident, but he had to be taken to hospital because it wasn't serious.
8. Sue has a senior position in the company. She has to make important decisions.
9. When Patrick starts his new job next month, he has to work 50 miles to work every day.

31.3 In some of these sentences, must is wrong or unnatural. Correct the sentences where necessary.

1. It's later than I thought. I must go. OK (have to is also correct)
2. I must work every day from 8.30 to 5.30.
3. You must come and see us again soon.
4. Tom can't meet us tomorrow. He must work.
5. I must work late yesterday evening.
6. I must get up early tomorrow. I have lots to do.
7. Julia wears glasses. She must wear glasses since she was very young.

31.4 Complete the sentences with mustn't or don't/doesn't have to.

1. I don't want anyone to know about our plan. You mustn't tell anyone.
2. Richard doesn't have to wear a suit to work, but he usually does.
3. I can stay in bed tomorrow morning because I don't have to go to work.
4. Whatever you do, you shouldn't touch that switch. It's very dangerous.
5. There's a lift in the building, so we don't have to climb the stairs.
6. You mustn't forget what I told you. It's very important.
7. Sue mustn't get up early, but she usually does.
8. Don't make so much noise. We don't want to wake the children.
9. I mustn't eat too much. I'm supposed to be on a diet.
10. You mustn't be a good player to enjoy a game of tennis.
Must mustn't needn't

Must mustn't needn't

You must do something = it is necessary that you do it:

☐ Don't tell anybody what I said. You must keep it a secret.
☐ We haven't got much time. We must hurry.

You mustn't do something = it is necessary that you do not do it (so don't do it):

☐ You must keep it a secret. You mustn't tell anybody else. (= don't tell anybody else)
☐ We must be very quiet. We mustn't make any noise.

You needn't do something = you don't need to do it (but you can if you like):

☐ You can come with me if you like, but you needn't come if you don't want to. (= it is not necessary for you to come)
☐ We've got plenty of time. We needn't hurry. (= it is not necessary to hurry)

Instead of needn't, you can use don't/doesn't need to. So you can say:

☐ We needn't hurry. or We don't need to hurry.

Remember that we say don't need to do, but needn't do (without to).

Needn't have (done)

Study this example situation:

I think it's going to rain.
I'll take the umbrella.

Paul had to go out. He thought it was going to rain, so he took the umbrella. But it didn't rain, so the umbrella was not necessary. So he needn't have taken it.

He needn't have taken the umbrella = He took the umbrella, but this was not necessary.

Compare needn't (do) and needn't have (done):

☐ Everything will be OK. You needn't worry. (it's not necessary)
☐ Everything was OK. You needn't have worried. (you worried, but it was not necessary)

Didn't need to (do) and needn't have (done)

I didn't need to ... = it was not necessary for me to ... (and I knew this at the time):

☐ I didn't need to get up early, so I didn't.
☐ I didn't need to get up early, but it was a lovely morning, so I did.

I didn't have to ... is also possible in these examples.

I needn't have done something = I did it, but now I know that it was not necessary:

☐ I got up very early because I had to get ready to go away. But in fact it didn't take me long to get ready. So, I needn't have got up so early, I could have stayed in bed longer.

Must ('You must be tired') → Unit 28  Have to and must → Unit 31
Modal verbs (can/could/will/would, etc.) → Unit 5  American English → Appendix 7
Exercises

32.1 Complete the sentences using needn’t + the following verbs:

ask come explain leave tell walk

1 We’ve got plenty of time. We ________ leave yet.
2 I can manage the shopping alone. You ________ with me.
3 We ________ all the way home. We can get a taxi.
4 Just help yourself if you’d like more to eat. You ________ first.
5 We can keep this a secret between ourselves. We ________ anybody else.
6 I understand the situation perfectly. You ________ further.

32.2 Complete the sentences with must, mustn’t or needn’t.

1 We haven’t got much time. We ________ hurry.
2 We’ve got plenty of time. We ________ hurry.
3 We have enough food at home, so we ________ go shopping today.
4 Gary gave me a letter to post. I ________ remember to post it.
5 Gary gave me a letter to post. I ________ forget to post it.
6 There’s plenty of time for you to make up your mind. You ________ decide now.
7 You ________ wash those tomatoes. They’ve already been washed.
8 This is a valuable book. You ________ look after it carefully and you ________ lose it.
9 A: What sort of house do you want to buy? Something big?
   B: Well, it ________ be big – that’s not so important. But it ________ have a
   nice garden – that’s essential.

32.3 Read the situations and make sentences with needn’t have.

1 Paul went out. He took an umbrella because he thought it was going to rain. But it didn’t rain.
   He ________ have taken an umbrella.
2 Linda bought some eggs when she went shopping. When she got home, she found that she
   already had plenty of eggs. She ________
3 A colleague got angry with you at work. He shouted at you, which you think was unnecessary.
   Later you say to him: You ________
4 Brian had money problems, so he sold his car. A few days later he won some money in a
   lottery. He ________
5 We took a camcorder with us on holiday, but we didn’t use it in the end.
   We ________
6 I thought I was going to miss my train, so I rushed to the station. But the train was late and in
   the end I had to wait twenty minutes.

32.4 Write two sentences for each situation. Use needn’t have in the first sentence and could have in the
second (as in the example). For could have, see Unit 27.

1 Why did you rush? Why didn’t you take your time?
   You ________ rushed. You ________ have taken your time.
2 Why did you walk home? Why didn’t you take a taxi?
3 Why did you stay at a hotel? Why didn’t you stay with us?
4 Why did she phone me in the middle of the night? Why didn’t she wait until the morning?
5 Why did you leave without saying anything? Why didn’t you say goodbye?

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Should 1

A

You should do something = it is a good thing to do or the right thing to do. You can use should to give advice or to give an opinion:
- You look tired. You should go to bed.
- The government should do more to reduce crime.
- ‘Should we invite Susan to the party?’ ‘Yes, I think we should.’

We often use should with I think / I don’t think / Do you think ... ?:
- I think the government should do more to reduce crime.
- I don’t think you should work so hard.
- ‘Do you think I should apply for this job?’ ‘Yes, I think you should.’

You shouldn’t do something = it isn’t a good thing to do:
- You shouldn’t believe everything you read in the newspapers.

Should is not as strong as must or have to:
- You should apologise. (= it would be a good thing to do)
- You must apologise. / You have to apologise. (= you have no alternative)

B

You can use should when something is not right or what you expect:
- I wonder where Tina is. She should be here by now. (= she isn't here yet, and this is not normal)
- The price on this packet is wrong. It should be £2.50, not £3.50.
- That man on the motorbike should be wearing a helmet.

We also use should to say that we expect something to happen:
- She’s been studying hard for the exam, so she should pass. (= I expect her to pass)
- There are plenty of hotels in the town. It shouldn’t be difficult to find somewhere to stay. (= I don’t expect it to be difficult)

C

You should have done something = you didn’t do it, but it would have been the right thing to do:
- You missed a great party last night. You should have come. Why didn’t you? (= you didn’t come, but it would have been good to come)
- I wonder why they’re so late. They should have arrived long ago.

You shouldn’t have done something = you did it, but it was the wrong thing to do:
- I’m feeling sick. I shouldn’t have eaten so much. (= I ate too much)
- She shouldn’t have been listening to our conversation. It was private. (= she was listening)

Compare should (do) and should have (done):
- You look tired. You should go to bed now.
- You went to bed very late last night. You should have gone to bed earlier.

D

Ought to ...

You can use ought to instead of should in the sentences on this page. We say ‘ought to do’ (with to):
- Do you think I ought to apply for this job? (= Do you think I should apply ... ?)
- Jack ought not to go to bed so late. (= Jack shouldn’t go ...)
- It was a great party last night. You ought to have come.
- She’s been studying hard for the exam so she ought to pass.
Exercises

33.1 For each situation, write a sentence with should or shouldn’t + the following:

- go-away-for-a-few-days
- go to bed so late
- look for another job
- put some pictures on the walls
- take a photograph
- use her car so much

1 Liz needs a change.
   She should go away for a few days.

2 Your salary is very low.
   You

3 Jack always has difficulty getting up.
   He

4 What a beautiful view!
   You

5 Sue drives everywhere. She never walks. She

6 Bill’s room isn’t very interesting.

33.2 Read the situations and write sentences with I think/I don’t think... should...

1 Peter and Cathy are planning to get married. You think it’s a bad idea.
   I don’t think they should get married.

2 Jane has a bad cold but plans to go out this evening. You don’t think this is a good idea. You
   say to her:

3 Peter needs a job. He’s just seen an advertisement for a job which you think would be ideal for
   him, but he’s not sure whether to apply or not. You say to him:
   I think

4 The government wants to increase taxes, but you don’t think this is a good idea.

33.3 Complete the sentences with should (have) + the verb in brackets.

1 Diane should pass the exam. She’s been studying very hard. (pass)

2 You missed a great party last night. You should have come. (come)

3 We don’t see you enough. You and see us more often. (come)

4 I’m in a difficult position. What do you think I do? (do)

5 I’m sorry that I didn’t take your advice. I what you said. (do)

6 I’m playing tennis with Jane tomorrow. She — she’s much better than me. (win)

7 We lost the match, but we . We were the better team. (win)

8 ‘Is Mike here yet?’ ‘Not yet, but he here soon.’ (be)

9 I posted the letter three days ago, so it by now. (arrive)

33.4 Read the situations and write sentences with should/shouldn’t. Some of the sentences are past
   and some are present.

1 I’m feeling sick. I ate too much. I shouldn’t have eaten so much.

2 That man on the motorbike isn’t wearing a helmet. That’s dangerous.
   He should be wearing a helmet.

3 When we got to the restaurant, there were no free tables. We hadn’t reserved one.
   We

4 The notice says that the shop is open every day from 8.30. It is 9 o’clock now, but the shop
   isn’t open yet.

5 The speed limit is 30 miles an hour, but Kate is doing 50.
   She

6 Laura gave me her address, but I didn’t write it down. Now I can’t remember it.
   I

7 I was driving behind another car. Suddenly, the driver in front stopped without warning and I
   drove into the back of his car. It wasn’t my fault.
   The driver in front

8 I walked into a wall. I was looking behind me. I wasn’t looking where I was going.
Should 2

A You can use should after a number of verbs, especially:

- demand
- insist
- propose
- recommend
- suggest

- They insisted that we should have dinner with them.
- I demanded that he should apologise.
- What do you suggest I should do?
- I insist that something should be done about the problem.

We also say ‘It’s important/vital/necessary/essential that ... should ...’:

- It’s essential that everyone should be here on time.

B You can also leave out should in all the sentences in Section A:

- It’s essential that everyone be here on time. (= that everyone should be here)
- I demanded that he apologise. (= that he should apologise)
- What do you suggest I do?
- I insist that something be done about the problem.

This form (be/do/have/apologise etc.) is sometimes called the subjunctive. It is the same as the infinitive (without to).

You can also use normal present and past tenses:

- It’s essential that everyone is here on time.
- I demanded that he apologised.

After suggest, you cannot use to ... (‘to do / to buy’ etc.). You can say:

- What do you suggest we do?
- What do you suggest we do? (but not What do you suggest us to do?)

- Jane suggested that I (should) buy a car.
- Jane suggested that I bought a car. (but not Jane suggested me to buy)

You can also use -ing after suggest: What do you suggest doing? See Unit 53.

C You can use should after a number of adjectives, especially:

- strange
- odd
- funny
- typical
- natural
- interesting
- surprised
- surprising

- It’s strange that he should be late. He’s usually on time.
- I was surprised that he should say such a thing.

D If ... should ...

You can say ‘If something should happen ...’. For example:

- If Tom should phone while I’m out, tell him I’ll call him back later.

‘If Tom should phone’ is similar to ‘If Tom phones’. With should, the speaker feels that the possibility is smaller. Another example:

- We have no jobs at present. But if the situation should change, we’ll let you know.

You can also begin these sentences with should (Should something happen ...):

- Should Tom phone, tell him I’ll call him back later.

E You can use I should ... / I shouldn’t ... to give somebody advice. For example:

- ‘Shall I leave now?’ ‘No, I should wait a bit longer.’

Here, I should wait = I would wait if I were you, I advise you to wait.

Two more examples:

- ‘I’m going out now. Is it cold?’ ‘Yes, I should wear a coat.
- I shouldn’t stay up too late. You’ll be tired tomorrow.’
Exercises

34.1 Write a sentence (beginning in the way shown) that means the same as the first sentence.

1 ‘I think it would be a good idea to see a specialist,’ the doctor said to me.
   The doctor recommended that _________________.
   ________________

2 ‘You really must stay a little longer,’ she said to me.
   She insisted that _________________.
   ________________

3 ‘Why don’t you visit the museum after lunch?’ I said to them.
   I suggested that _________________.
   ________________

4 ‘You must pay the rent by Friday,’ the landlord said to us.
   The landlord demanded that _________________.
   ________________

5 ‘Why don’t you go away for a few days?’ Jack said to me.
   Jack suggested that _________________.
   ________________

34.2 Are these sentences right or wrong?

1 a Tom suggested that I should look for another job.  ________________
   ________________  OK

   b Tom suggested that I look for another job.
   ________________

   c Tom suggested that I looked for another job.
   ________________

2 a Where do you suggest I go for my holiday?
   ________________

   b Where do you suggest me to go for my holiday?
   ________________

   c Where do you suggest I should go for my holiday?
   ________________

34.3 Complete the sentences using should + the following:
   ask  be  leave  listen  say  worry

1 It’s strange that he _________________. late. He’s usually on time.
   ________________

2 It’s funny that you _________________. that. I was going to say the same thing.
   ________________

3 It’s only natural that parents _________________. about their children.
   ________________

4 Isn’t it typical of Joe that he _________________. without saying goodbye to anybody?
   ________________

5 I was surprised that they _________________. me for advice. What advice could I give them?
   ________________

6 I’m going to give you all some essential information, so it’s important that everybody
   _________________. very carefully.

34.4 Use the words in brackets to complete these sentences. Use If ... should ...

1 I’m going out now. If _________________. phone, tell him I’ll call him back this evening.
   _________________. (Tom / phone)

2 I’ve hung the washing out to dry on the balcony. _________________. can you bring the washing in, please? (it / rain)

3 I think everything will be OK. _________________. any problems,
   _________________. I’m sure we’ll be able to solve them. (there / be)

4 I don’t want anyone to know where I’m going. _________________. just say that you don’t know. (anyone / ask)

Write sentences 3 and 4 again, this time beginning with Should.

5 (3) Should _________________. I’m sure we’ll be able to solve them.
   _________________.

6 (4) _________________. just say that you don’t know.

34.5 (Section E) Complete the sentences using I should + the following:
   buy  keep  phone  wait

1 ‘Shall I leave now?’ ‘No, _________________. a bit longer.’
   _________________.

2 ‘Shall I throw these things away?’ ‘No, _________________. them. You may need them.’
   _________________.

3 ‘Shall I go and see Paul?’ ‘Yes, but _________________. him first.’
   _________________.

4 ‘Is it worth repairing this set?’ ‘No, _________________. a few one.’
Had better It's time ...

A

Had better (I'd better / you'd better etc.)

I'd better do something = it is advisable to do it. If I don't do it, there will be a problem or a danger:
- I have to meet Ann in ten minutes. I'd better go now or I'll be late.
- 'Shall I take an umbrella?' 'Yes, you'd better. It might rain.'
- We'd better stop for petrol soon. The tank is almost empty.

The negative is I'd better not (= I had better not):
- 'Are you going out tonight?' 'I'd better not. I've got a lot to do.'
- You don't look very well. You'd better not go to work today.

Remember that:

The form is 'had better' (usually 'I'd better / you'd better' etc. in spoken English).
- I'd better phone Carol, hadn't I?

Had is normally past, but the meaning of had better is present or future, not past.
- I'd better go to the bank now / tomorrow.

We say 'I'd better do' (not to do).
- It might rain. We'd better take an umbrella. (not We'd better to take)

B

Had better and should

Had better is similar to should but not exactly the same. We use had better only for a specific situation (not for things in general). You can use should in all types of situations to give an opinion or give advice:
- It's late. You'd better go. / You should go. (a specific situation)
- You're always at home. You should go out more often. (in general - not 'had better go')

Also, with had better, there is always a danger or a problem if you don't follow the advice.
Should only means 'it is a good thing to do'. Compare:
- It's a great film. You should go and see it. (but no problem if you don't)
- The film starts at 8.30. You'd better go now or you'll be late.

C

It's time ...

You can say It's time (for somebody) to ...:
- It's time to go home. / It's time for us to go home.

But you can also say:
- It's late. It's time we went home.

Here we use the past (went), but the meaning is present, not past:
- It's 10 o'clock and he's still in bed. It's time he got up. (not It's time he gets up)

It's time you did something = you should have already done it or started it. We often use this structure to criticise or to complain:
- It's time the children were in bed. It's long after their bedtime.
- You're very selfish. It's time you realised that you're not the most important person in the world.

You can also say It's about time ... . This makes the criticism stronger:
- Jack is a great talker. But it's about time he did something instead of just talking.
Exercises

Unit 35

35.1 Read the situations and write sentences with had better or had better not. Use the words in brackets.

1 You’re going out for a walk with Tom. It looks as if it might rain. You say to Tom:
   (an umbrella) We’d better take an umbrella.

2 Michael has just cut himself. It’s a bad cut. You say to him:
   (a plaster) You should put a plaster on it.

3 You and Kate plan to go to a restaurant this evening. It’s a popular restaurant. You say to Kate:
   (reserve) We should book a table.

4 Jill doesn’t look very well – not well enough to go to work. You say to her:
   (work) You’d better stay at home.

5 You received the phone bill four weeks ago, but you haven’t paid it yet. If you don’t pay soon,
   you could be in trouble. You say to yourself:
   (pay) You’d better pay it soon.

6 You want to go out, but you’re expecting an important phone call. You say to your friend:
   (go out) I’d better stay in.

7 You and Liz are going to the theatre. You’ve missed the bus and you don’t want to be late.
   You say to Liz: (a taxi) We’d better get a taxi.

35.2 Put in had better where suitable. If had better is not suitable, use should.

1 I have an appointment in ten minutes. I’d better go now or I’ll be late.

2 It’s a great film. You should go and see it. You’ll really like it.

3 I’d better get up early tomorrow. I’ve got a lot to do.

4 When people are driving, they should keep their eyes on the road.

5 I’m glad you came to see us. You’d better come more often.

6 She’ll be upset if we don’t invite her to the wedding, so we should invite her.

7 These biscuits are delicious. You should try one.

8 I think everybody should learn a foreign language.

35.3 Complete the sentences. Sometimes you need only one word, sometimes two.

1 a I need some money. I’d better ___________ to the bank.
   b John is expecting you to phone him. You better phone him now.
   c ‘Shall I leave the window open?’ ‘No, you’d better ___________ it.’
   d We’d better leave as soon as possible, ___________ we?

2 a It’s time the government ___________ something about the problem.
   b It’s time something ___________ about the problem.
   c I think it’s about time you ___________ about other people instead of only thinking
   about yourself.

35.4 Read the situations and write sentences with It’s time (somebody did something).

1 You think the children should be in bed. It’s already 11 o’clock.
   It’s time the children were in bed.

2 You haven’t had a holiday for a very long time. You need one now.
   It’s time I ___________.

3 You’re sitting on a train waiting for it to leave the station. It’s already five minutes late.
   It’s time the train ___________.

4 You enjoy having parties. You haven’t had one for a long time.
   It’s time you ___________.

5 The company you work for has been badly managed for a long time. You think some changes
   should be made.
   It’s time the company ___________.

6 Andrew has been doing the same job for the last ten years. He should try something else.
   It’s time he ___________.
Would

We use would (‘d) / wouldn’t when we imagine a situation or action (= we think of something that is not real):
- It would be nice to buy a new car, but we can’t afford it.
- I’d love to live by the sea.
- A: Shall I tell Chris what happened?
  B: No, I wouldn’t say anything.
  (= I wouldn’t say anything in your situation)

We use would have (done) when we imagine situations or actions in the past (= things that didn’t happen):
- They helped us a lot. I don’t know what we’d have done
  (= we would have done) without their help.
- I didn’t tell Sam what happened. He wouldn’t have been pleased.

Compare would (do) and would have (done):
- I would phone Sue, but I haven’t got her number. (now)
  I would have phoned Sue, but I didn’t have her number. (past)
- I’m not going to invite them to the party. They wouldn’t have come anyway.
  I didn’t invite them to the party. They wouldn’t have come anyway.

We often use would in sentences with if (see Units 38–40):
- I would phone Sue if I had her number.
- I would have phoned Sue if I’d had her number.

Compare will (‘ll) and would (‘d):
- I’ll stay a bit longer. I’ve got plenty of time.
  I’d stay a bit longer, but I really have to go now. (so I can’t stay longer)
- I’ll phone Sue. I’ve got her number.
  I’d phone Sue, but I haven’t got her number. (so I can’t phone her)

Sometimes would/wouldn’t is the past of will/won’t. Compare:

<table>
<thead>
<tr>
<th>Present</th>
<th>Past</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ TOM: I’ll phone you on Sunday.</td>
<td>→ Tom said he’d phone me on Sunday.</td>
</tr>
<tr>
<td>□ ANN: I promise I won’t be late.</td>
<td>→ Ann promised that she wouldn’t be late.</td>
</tr>
<tr>
<td>□ LIZ: Damn! The car won’t start.</td>
<td>→ Liz was annoyed because her car wouldn’t start.</td>
</tr>
</tbody>
</table>

Somebody wouldn’t do something = he/she refused to do it:
- I tried to warn him, but he wouldn’t listen to me. (= he refused to listen)
- The car wouldn’t start. (= it ‘refused’ to start)

You can also use would when you talk about things that happened regularly in the past:
- When we were children, we lived by the sea. In summer, if the weather was fine, we would all get up early and go for a swim. (= we did this regularly)
- Whenever Richard was angry, he would walk out of the room.

With this meaning, would is similar to used to (see Unit 18):
- Whenever Richard was angry, he used to walk out of the room.
Exercises

36.1 Write sentences about yourself. Imagine things you would like or wouldn’t like.
1 (a place you’d love to live) I’d love to live by the sea.
2 (a job you wouldn’t like to do) I’d never want to work in a factory.
3 (something you would love to do) I’d love to travel to South America.
4 (something that would be nice to have) I’d love a bigger house.
5 (a place you’d like to go to) I’d like to go to the USA.

36.2 Complete the sentences using would + the following verbs (in the correct form):

be be do enjoy enjoy have pass stop

1 They helped us a lot. I don’t know what we would have done without their help.
2 You should go and see the film. You enjoy it.
3 It’s a pity you couldn’t come to the concert yesterday. You enjoy it.
4 Shall I apply for the job or not? What would you do in my position?
5 I was in a hurry when I saw you. Otherwise I would have stopped to talk.
6 We took a taxi home last night but got stuck in the traffic. It would be quicker to walk.
7 Why don’t you go and see Clare? She’s very pleased to see you.
8 Why didn’t you do the exam? I’m sure you would have done it.
9 In an ideal world, everybody would have enough to eat.

36.3 Each sentence on the right follows a sentence on the left. Which follows which?

| 1 I’d like to go to Australia one day. | a It wouldn’t have been very nice. | 1e |
| 2 I wouldn’t like to live on a busy road. | b It would have been fun. | 2 |
| 3 I’m sorry the trip was cancelled. | c It would be nice. | 3 |
| 4 I’m looking forward to going out tonight. | d It won’t be much fun. | 4 |
| 5 I’m glad we didn’t go out in the rain. | e It wouldn’t be very nice. | 5 |
| 6 I’m not looking forward to the trip. | f It will be fun. | 6 |

36.4 Write sentences using promised + would/wouldn’t.
1 I wonder why Laura is late. She promised she wouldn’t be late.
2 I wonder why Steve hasn’t phoned. He promised to ring as soon as he gets home.
3 Why did you tell Jane what I said? You promised not to.
4 I’m surprised they didn’t wait for us. They promised to.

36.5 Complete the sentences. Use wouldn’t + a suitable verb.
1 I tried to warn him, but he wouldn’t listen to me.
2 I asked Amanda what had happened, but she wouldn’t tell me.
3 Paul was very angry about what I’d said and wouldn’t speak to me for two weeks.
4 Martina insisted on carrying all her luggage. She wouldn’t let me help her.

36.6 These sentences are about things that often happened in the past. Complete the sentences using would + the following: forget help shake share walk

1 Whenever Richard was angry, he would walk out of the room.
2 We used to live next to a railway line. Every time a train went past, the house would shake.
3 George was a very kind man. He would always help you if you had a problem.
4 Brenda was always very generous. She didn’t have much, but she would share what she had with everyone else.
5 You could never rely on Joe. It didn’t matter how many times you reminded him to do something, he would always forget.
Can/Could/Would you ... ? etc.
(Requests, offers, permission and invitations)

A  Asking people to do things (requests)

We use can or could to ask people to do things:
   □ Can you wait a moment, please?
   or   □ Could you wait a moment, please?
   □ Liz, can you do me a favour?
   □ Excuse me, could you tell me how to get to the airport?

Note that we say Do you think you could ... ? (not can):
□ Do you think you could lend me some money until next week?

We also use will and would to ask people to do things (but can/could are more usual):
□ Liz, will you do me a favour?
□ Would you please be quiet? I'm trying to concentrate.

B  Asking for things

To ask for something, we use Can I have ... ? or Could I have ... ?:
□ (in a shop) Can I have these postcards, please?
□ (during a meal) Could I have the salt, please?

May I have ... ? is also possible:
□ May I have these postcards, please?

C  Asking to do things

To ask to do something, we use can, could or may:
□ (on the phone) Hello, can I speak to Steve, please?
□ ‘Could I use your phone?’ ‘Yes, of course.’
□ Do you think I could borrow your bike?
□ ‘May I come in?’ ‘Yes, please do.’

May is more formal than can or could.

To ask to do something, you can also say Do you mind if I ... ? or Is it all right / Is it OK if I ... ?:
□ ‘Do you mind if I use your phone?’ ‘Sure. Go ahead.’
□ ‘Is it all right if I come in?’ ‘Yes, of course.’

D  Offering to do things

To offer to do something, you can use Can I ... ?:
□ ‘Can I get you a cup of coffee?’ ‘That would be nice.’
□ ‘Can I help you?’ ‘No, it's all right. I can manage.’

E  Offering and inviting

To offer or to invite, we use Would you like ... ? (not Do you like):
□ ‘Would you like a cup of coffee?’ ‘Yes, please.’
□ ‘Would you like to come to dinner tomorrow evening?’ ‘I'd love to.’

I'd like ... is a polite way of saying what you want:
□ (at a tourist information office) I'd like some information about hotels, please.
□ (in a shop) I'd like to try on this jacket, please.
Exercises  

Unit 37

37.1 Read the situations and write questions beginning Can ... or Could ...

1. You’re carrying a lot of things. You can’t open the door yourself. There’s a man standing near the door. You say to him:  
   **Could you open the door, please?**

2. You phone Sue, but somebody else answers. Sue isn’t there. You want to leave a message for her. You say:

3. You’re a tourist. You want to go to the station, but you don’t know how to get there. You ask at your hotel:

4. You are in a clothes shop. You see some trousers you like and you want to try them on. You say to the shop assistant:

5. You have a car. You have to go the same way as Steve, who is on foot. You offer him a lift. You say to him:

37.2 Read the situation and write a question using the word in brackets.

1. You want to borrow your friend’s camera. What do you say to him?  
   (think)  **Do you think I could borrow your camera?**

2. You are at a friend’s house and you want to use her phone. What do you say?  
   (all right)  **Is it all right if I use your phone?**

3. You’ve written a letter in English. Before you send it, you want a friend to check it for you. What do you ask?  
   (think)  

4. You want to leave work early. What do you ask your boss?  
   (mind)  

5. The woman in the next room is playing music. It’s very loud. You want her to turn it down. What do you say to her?  
   (think)  

6. You’re on a train. The window is open and you’re feeling cold. You’d like to close it, but first you ask the woman next to you.  
   (OK)  

7. You’re still on the train. The woman next to you has finished reading her newspaper, and you’d like to have a look at it. You ask her.  
   (think)  

37.3 What would you say in these situations?

1. Paul has come to see you in your flat. You offer him something to eat.
   **YOU:**  **Would you like something to eat?**
   **PAUL:** No, thank you. I’ve just eaten.

2. You need help to change the film in your camera. You ask Kate.
   **YOU:** I don’t know how to change the film.  
   **KATE:** Sure. It’s easy. All you have to do is this.

3. You’re on a bus. You have a seat, but an elderly man is standing. You offer him your seat.
   **YOU:**  
   **MAN:** Oh, that’s very kind of you. Thank you very much.

4. You’re the passenger in a car. Your friend is driving very fast. You ask her to slow down.
   **YOU:** You’re making me very nervous.  
   **DRIVER:** Oh, I’m sorry. I didn’t realise I was going so fast.

5. You’ve finished your meal in a restaurant and now you want the bill. You ask the waiter:
   **YOU:**  
   **WAITER:** Right. I’ll get it for you now.

6. A friend of yours is interested in one of your books. You invite him to borrow it.
   **FRIEND:** This looks very interesting.
   **YOU:** Yes, it’s a good book.
If I do ... and If I did ...

Compare these examples:

(1) Lisa has lost her watch. She tells Sue:
   
   LISA: I've lost my watch. Have you seen it anywhere?
   SUE: No, but if I find it, I'll tell you.

   In this example, Sue feels there is a real possibility that she will find the watch. So she says:
   if I find ..., I'll ...

(2) Joe says:
   
   If I found a wallet in the street, I'd take it to the police station.

   This is a different type of situation. Here, Joe doesn't expect to find a wallet in the street; he is imagining a situation that will probably not happen. So he says:
   if I found ..., I'd (= I would) ... (not if I find ..., I'll ...)

When you imagine something like this, you use if + past (if I found / if there was / if we didn't etc.).
But the meaning is not past:
   
   □ What would you do if you won a million pounds?
   (we don't really expect this to happen)
   □ I don't really want to go to their party, but I probably will go. They'd be upset if I didn't go.
   □ If there was (or were) an election tomorrow, who would you vote for?

For if ... was/were, see Unit 39C.

We do not normally use would in the if-part of the sentence:
   
   □ I'd be very frightened if somebody pointed a gun at me. (not if somebody would point)
   □ If I didn't go to their party, they'd be upset. (not If I wouldn't go)

But you can use if ... would when you ask somebody to do something:
   
   □ (from a formal letter) I would be grateful if you would let me know your decision as soon as possible.

In the other part of the sentence (not the if-part) we use would ('d) / wouldn't:
   
   □ If you took more exercise, you'd (= you would) feel better.
   □ I'm not tired. If I went to bed now, I wouldn't sleep.
   □ Would you mind if I used your phone?

Could and might are also possible:
   
   □ If you took more exercise, you might feel better. (= it is possible that you would feel better)
   □ If it stopped raining, we could go out. (= we would be able to go out)

Do not use when in sentences like those on this page:
   
   □ They'd be upset if I didn't go to their party. (not when I didn't go)
   □ What would you do if you were bitten by a snake? (not when you were bitten)
Exercises

Unit 38

38.1 Put the verb into the correct form.

1. They would be offended if I __ didn't go __ to their party. (not / go)
2. If you took more exercise, you __ would feel __ better. (feel)
3. If they offered me the job, I __ took __ it. (take)
4. A lot of people would be out of work if the car factory __ closed down __. (not / get)
5. If I sold my car, I __ wouldn't get much money for it. (not / get)
6. (in a lift) What would happen if somebody __ pressed __ that red button? (press)
7. I don't think there's any chance that Gary and Emma will get married. I'd be absolutely __ astonished __ if they __ did __. (do)
8. Liz gave me this ring. She __ would be very disappointed __ if I lost it. (be)
9. Dave and Kate are expecting us. They would be very disappointed if we __ didn't come __. (not / come)

10. Would Steve mind if I __ borrowed __ his bike without asking him? (borrow)
11. What would you do if somebody __ walked __ in here with a gun? (walk)
12. I'm sure Sue __ wouldn't understand __ if you explained the situation to her. (understand)

38.2 You ask a friend to imagine these situations. You ask What would you do if ... ?

1. (imagine - you win a lot of money)
   What would you do if you won a lot of money?

2. (imagine - you lose your passport)
   What __ happened __?

3. (imagine - there's a fire in the building)
   What __ happened __?

4. (imagine - you're in a lift and it stops between floors)
   What __ happened __?

38.3 Answer the questions in the way shown.

1. A: Shall we catch the 10.30 train?
   B: No. (arrive too early) __ If we caught the 10.30 train, we'd arrive too early __.

2. A: Is Kevin going to take his driving test?
   B: No. (fail) __ If __

3. A: Why don't we stay at a hotel?
   B: No. (cost too much) __ If __

4. A: Is Sally going to apply for the job?
   B: No. (not / get it) __ If __

5. A: Let's tell them the truth.
   B: No. (not / believe us) __ If __

6. A: Why don't we invite Bill to the party?
   B: No. (have to invite his friends too)

38.4 Use your own ideas to complete these sentences.

1. If you took more exercise, you'd __ feel __ better.
2. I'd be very angry if __
3. If I didn't go to work tomorrow, __
4. Would you go to the party if __
5. If you bought some new clothes, __
6. Would you mind if __
If I knew ... I wish I knew ...

Study this example situation:

Sarah wants to phone Paul, but she can't do this because she doesn't know his number.
She says:

If I knew his number, I would phone him.

Sarah says: If I knew his number ... This tells us that she doesn't know his number. She is imagining the situation. The real situation is that she doesn't know his number.

When you imagine a situation like this, you use if + past (if I knew / if you were / if we didn't etc.). But the meaning is present, not past:

- Tom would read more if he had more time. (but he doesn't have much time)
- If I didn't want to go to the party, I wouldn't go. (but I want to go)
- We wouldn't have any money if we didn't work. (but we work)
- If you were in my position, what would you do?
- It's a pity you can't drive. It would be useful if you could.

We use the past in the same way after wish (I wish I knew / I wish you were etc.). We use wish to say that we regret something, that something is not as we would like it to be:

- I wish I knew Paul's phone number.
  (= I don't know it and I regret this)
- Do you ever wish you could fly?
  (you can't fly)
- It rains a lot here. I wish it didn't rain so often.
- It's very crowded here. I wish there weren't so many people. (there are a lot of people)
- I wish I didn't have to work tomorrow, but unfortunately I do.

If I were / if I was

After if and wish, you can use were instead of was (if I were ... / I wish it were etc.). I was / it was are also possible. So you can say:

- If I were you, I wouldn't buy that coat. or If I was you, ...
- I'd go out if it weren't so cold. or ... if it wasn't so cold.
- I wish Carol were here. or I wish Carol was here.

We do not normally use would in the if-part of the sentence or after wish:

- If I were rich, I would have a yacht. (not If I would be rich)
- I wish I had something to read. (not I wish I would have)

Sometimes wish ... would is possible: I wish you would listen. See Unit 41.

Could sometimes means 'would be able to' and sometimes 'was/were able to':

- You could get a better job (you could get = you would be able to get)
- if you could use a computer. (you could use = you were able to use)
Exercises

39.1 Put the verb into the correct form.
1 If I _______ (know) his number, I would phone him.
2 I _______ not (buy) that coat if I were you.
3 I _______ (help) you if I could, but I’m afraid I can’t.
4 We would need a car if we _______ (live) in the country.
5 If we had the choice, we _______ (live) in the country.
6 This soup isn’t very good. It _______ (taste) better if it wasn’t so salty.
7 I wouldn’t mind living in England if the weather _______ (be) better.
8 If I were you, I _______ (not / wait). I _______ (go) now.
9 You’re always tired. If you _______ (not / go) to bed so late every night, you
   wouldn’t be tired all the time.
10 I think there are too many cars. If there _______ (not / be) so many cars,
    there _______ (not / be) so much pollution.

39.2 Write a sentence with if ... for each situation.
1 We don’t see you very often because you live so far away.
   If you didn’t live so far away, we’d see you more often.
2 This book is too expensive, so I’m not going to buy it.
   I’d _______ (wait) if _______.
3 We don’t go out very often – we can’t afford it.
   We _______ (go)
4 I can’t meet you tomorrow – I have to work late.
   If _______.
5 It’s raining, so we can’t have lunch outside.
   We _______.
6 I don’t want his advice, and that’s why I’m not going to ask for it.
   If _______.

39.3 Write sentences beginning I wish ...
1 I don’t know many people (and I’m lonely). I wish I knew more people.
2 I don’t have a mobile phone (and I need one). I wish _______.
3 Helen isn’t here (and I need to see her). _______.
4 It’s cold (and I hate cold weather). _______.
5 I live in a big city (and I don’t like it). _______.
6 I can’t go to the party (and I’d like to). _______.
7 I have to work tomorrow (but I’d like to stay in bed).

8 I don’t know anything about cars (and my car has just broken down).

9 I’m not feeling well (and it’s not nice).

39.4 Write your own sentences beginning I wish ...
1 (somewhere you’d like to be now – on the beach, in New York, in bed etc.)
   I wish _______.
2 (something you’d like to have – a computer, a job, lots of money etc.)
   _______.
3 (something you’d like to be able to do – sing, speak a language, fly etc.)
   _______.
4 (something you’d like to be – beautiful, strong, rich etc.)
   _______.

→ Additional exercises 19–25 (pages 518–14)
If I had known ... I wish I had known ...

Study this example situation:

Last month Gary was in hospital for a few days. Rachel didn't know this, so she didn't go to visit him. They met a few days ago. Rachel said:

If I had known you were in hospital, I would have gone to see you.

Rachel said: If I had known you were in hospital .... This tells us that she didn't know he was in hospital.

We use if + had ('d) ... to talk about the past (if I had known/been/done etc.):

- I didn't see you when you passed me in the street. If I'd seen you, of course I would have said hello. (but I didn't see you)
- I decided to stay at home last night. I would have gone out if I hadn't been so tired. (but I was tired)
- If he had been looking where he was going, he wouldn't have walked into the wall. (but he wasn't looking)
- The view was wonderful. If I'd had a camera with me, I would have taken some photographs. (but I didn't have a camera)

Compare:

- I'm not hungry. If I was hungry, I would eat something. (now)
- I wasn't hungry. If I had been hungry, I would have eaten something. (past)

Do not use would in the if-part of the sentence. We use would in the other part of the sentence:

- If I had seen you, I would have said hello. (not If I would have seen you)

Note that 'd can be would or had:

- I'd seen you, (I'd seen = I had seen)
  I'd have said hello. (I'd have said = I would have said)

We use had (done) in the same way after wish. I wish something had happened = I am sorry that it didn't happen:

- I wish I'd known that Gary was ill. I would have gone to see him. (but I didn't know)
- I feel sick. I wish I hadn't eaten so much cake. (I ate too much cake)
- Do you wish you had studied science instead of languages? (you didn't study science)

Do not use would have ... after wish:

- The weather was cold while we were away. I wish it had been warmer. (not I wish it would have been)

Compare would (do) and would have (done):

- If I had gone to the party last night, I would be tired now. (I am not tired now — present)
- If I had gone to the party last night, I would have met lots of people. (I didn't meet lots of people — past)

Compare would have, could have and might have:

- If the weather hadn't been so bad,
  
  \[
  \begin{align*}
  \text{we would have gone out.} \\
  \text{we could have gone out.} \\
  \text{we might have gone out.} \\
  \text{we would have been able to go out.} \\
  \text{we might have been able to go out.} \\
  \text{perhaps we would have gone out.}
  \end{align*}
  \]
Exercises

Unit 40

40.1 Put the verb into the correct form.
1. I didn’t know you were in hospital. If _____ known (I / know), _____ would have gone (I / go) to see you.

2. Sam got to the station just in time to catch the train to the airport. If ___________________________ (he / miss) the train, ___________________________ (he / miss) his flight.

3. I’m glad that you reminded me about Amanda’s birthday. ___________________________ (I / forget) if ___________________________ (you / not / remind) me.

4. Unfortunately I forgot my address book when I went on holiday. If ___________________________ (I / have) your address, ___________________________ (I / send) you a postcard.

5. a. How was your holiday? Did you have a nice time?
   b. It was OK, but ___________________________ (we / enjoy) it more if ___________________________ (the weather / be) nicer.

6. I took a taxi to the hotel, but the traffic was bad. ___________________________ (it / be) quicker if ___________________________ (I / walk).

7. I’m not tired. If ___________________________ (I / be) tired, I’d go home now.

8. I wasn’t tired last night. If ___________________________ (I / be) tired, I would have gone home earlier.

40.2 For each situation, write a sentence beginning with If.
1. I wasn’t hungry, so I didn’t eat anything.
   If ___________________________ (I / be) hungry, I would have eaten something.

2. The accident happened because the road was icy.
   If the road ___________________________ (be) icy.

3. I didn’t know that Joe had to get up early, so I didn’t wake him up.
   If ___________________________ (I / be) able to buy the car only because Jane lent me the money.

4. I was able to buy the car only because Jane lent me the money.
   If ___________________________ (Karen / be) injured in the crash because she was wearing a seat belt.

5. You didn’t have any breakfast – that’s why you’re hungry now.
   If ___________________________ (I / be) tired, I would have gone home earlier.

6. I didn’t get a taxi because I didn’t have any money.

40.3 Imagine that you are in these situations. For each situation, write a sentence with I wish.
1. You’ve eaten too much and now you feel sick.
   You say: ___________________________

2. There was a job advertised in the newspaper. You decided not to apply for it. Now you think that your decision was wrong.
   You say: ___________________________

3. When you were younger, you never learned to play a musical instrument. Now you regret this.
   You say: ___________________________

4. You’ve painted the gate red. Now you think that red was the wrong colour.
   You say: ___________________________

5. You are walking in the country. You’d like to take some photographs, but you didn’t bring your camera.
   You say: ___________________________

6. You have some unexpected guests. They didn’t phone first to say they were coming. You are very busy and you are not prepared for them.
   You say (to yourself): ___________________________
### Wish

**A**

You can say ‘I wish you luck / every success / a happy birthday’ etc.:

- I wish you every success in the future.
- I saw Tim before the exam and he wished me luck.

We say ‘wish somebody something’ (luck / a happy birthday etc.). But you cannot ‘wish that something happens’. We use hope in this situation. For example:

- I hope you get this letter before you go away. *(not I wish you get)*

Compare I wish and I hope:

- I wish you a pleasant stay here.
- I hope you have a pleasant stay here. *(not I wish you have)*

**B**

We also use wish to say that we regret something, that something is not as we would like it.

When we use wish in this way, we use the past (knew/lived etc.), but the meaning is present:

- I wish I knew what to do about the problem. *(I don’t know and I regret this)*
- I wish you didn’t have to go so soon. *(you have to go)*
- Do you wish you lived near the sea? *(you don’t live near the sea)*
- Jack’s going on a trip to Mexico soon. I wish I was going too. *(I’m not going)*

To say that we regret something in the past, we use wish + had ... *(had known / had said)* etc.:

- I wish I’d known about the party. I would have gone if I’d known. *(I didn’t know)*
- It was a stupid thing to say. I wish I hadn’t said it. *(I said it)*

For more examples, see Units 39 and 40.

**C**

I wish I could (do something) = I regret that I cannot do it:

- I’m sorry I have to go. I wish I could stay longer. *(but I can’t)*
- I’ve met that man before. I wish I could remember his name. *(but I can’t)*

I wish I could have (done something) = I regret that I could not do it:

- I hear the party was great. I wish I could have gone. *(but I couldn’t go)*

**D**

You can say ‘I wish (somebody) would (do something)’. For example:

- I wish it would stop raining.

It’s been raining all day. Jill doesn’t like it. She says:

- I wish it would stop raining.

Jill would like the rain to stop, but this will probably not happen.

We use I wish ... would when we would like something to happen or change. Usually, the speaker doesn’t expect this to happen.

We often use I wish ... would to complain about a situation:

- The phone has been ringing for five minutes. I wish somebody would answer it.
- I wish you would do something instead of just sitting and doing nothing.

You can use I wish ... wouldn’t ... to complain about things that people do repeatedly:

- I wish you wouldn’t keep interrupting me.

We use I wish ... would ... for actions and changes, not situations. Compare:

- I wish Sarah would come. *(I want her to come)*
- I wish Sarah was (or were) here now. *(not I wish Sarah would be)*

- I wish somebody would buy me a car.
- I wish I had a car. *(not I wish I would have)*

I wish I knew ← Unit 39. I wish I had knew ← Unit 30. I wish I had known → Unit 40
Exercises

Unit 41

41.1 Put in wish(ed) or hope(d).
1 I _______ you a pleasant stay here.
2 Enjoy your holiday. I ____________ you have a great time.
3 Goodbye. I ____________ you all the best.
4 We said goodbye to each other and ____________ each other luck.
5 We’re going to have a picnic tomorrow, so I ____________ the weather is nice.
6 I ____________ you luck in your new job. I ____________ it works out well for you.

41.2 What do you say in these situations? Write sentences with I wish ... would ...
1 It’s raining. You want to go out, but not in the rain.
   You say: I wish it ____________ stop raining.
2 You’re waiting for Jane. She’s late and you’re getting impatient.
   You say to yourself: I wish ____________
3 You’re looking for a job – so far without success. Nobody will give you a job.
   You say: I wish somebody ____________
4 You can hear a baby crying. It’s been crying for a long time and you’re trying to study.
   You say: ____________
5 Brian has been wearing the same clothes for years. You think he needs some new clothes.
   You say to Brian: ____________

For the following situations, write sentences with I wish ... wouldn’t ...
6 Your friend drives very fast. You don’t like this.
   You say to your friend: I wish you ____________
7 Joe leaves the door open all the time. This annoys you.
   You say to Joe: ____________
8 A lot of people drop litter in the street. You don’t like this.
   You say: I wish people ____________

41.3 Are these sentences right or wrong? Correct them where necessary.
1 I wish Sarah would be here now. I wish Sarah were here now.
2 I wish you would listen to me.
3 I wish I would have more free time.
4 I wish our flat would be a bit bigger.
5 I wish the weather would change.
6 I wish you wouldn’t complain all the time.
7 I wish everything wouldn’t be so expensive.

41.4 Put the verb into the correct form.
1 It was a stupid thing to say. I wish I ____________ it. (I / not / say)
2 I’m fed up with this rain. I wish it ____________ . (it / stop)
3 It’s a difficult question. I wish the answer. (I / know)
4 I should have listened to you. I wish your advice. (I / take)
5 You’re lucky to be going away. I wish with you. (I / can / come)
6 I have no energy at the moment. I wish ____________ so tired. (I / not / be)
7 Aren’t they ready yet? I wish up. (they / hurry)
8 It would be nice to stay here longer. I wish to leave now.
   (we / not / have)
9 When we were in London last year, we didn’t have time to see all the things we wanted to see.
   I wish longer. (we / can / stay)
10 It’s freezing today. I wish so cold. I hate cold weather. (it / not / be)
11 Joe still doesn’t know what he wants to do. I wish . (he / decide)
12 I really didn’t enjoy the party. I wish . (we / not / go)
Passive 1 (is done / was done)

Study this example:

This house **was built** in 1935.

*Was built* is *passive.*

Compare active and passive:

Somebody **built** this house in 1935. *(active)*

This house **was built** in 1935. *(passive)*

When we use an active verb, we say *what the subject does:*

- My grandfather was a builder. He **built** this house in 1935.
- It's a big company. It **employs** two hundred people.

When we use a passive verb, we say *what happens to the subject:*

- This house is quite old. It **was built** in 1935.
- **Two hundred people are employed by** the company.

When we use the passive, who or what causes the action is often unknown or unimportant:

- A lot of money **was stolen** in the robbery. (somebody stole it, but we don't know who)
- Is this room **cleaned** every day? (does somebody clean it? – it's not important who)

If we want to say who does or what causes the action, we use by ... : 

- This house was **built by my grandfather.**
- **Two hundred people are employed by the company.**

The passive is be (is/was etc.) + past participle (done/cleaned/seen etc.): 

(be) done (be) cleaned (be) damaged (be) built (be) seen etc.

For irregular past participles (done/seen/known etc.), see Appendix 1.

Study the active and passive forms of the present simple and past simple:

**Present simple**

*active:* clean(s) / see(s) etc. 

Somebody cleans **this room** every day.

*passive:* am/is/are + cleaned/seen etc.

□ Many accidents **are caused by** careless driving.

□ I'm **not** often invited to parties.

□ How is this word **pronounced?**

**Past simple**

*active:* cleaned/saw etc.

Somebody cleaned **this room** yesterday.

*passive:* was/were + cleaned/seen etc.

□ We **were woken up** by a loud noise during the night.

□ 'Did you go to the party?' 'No, I wasn't invited.'

□ How much money **was stolen** in the robbery?
42.1 Complete the sentences using one of these verbs in the correct form, present or past:

- cause  - damage  - hold  - invite  - make
- overtake  - show  - surround  - translate  - write

1. Many accidents ____________ by dangerous driving.
2. Cheese ____________ from milk.
3. The roof of the building ____________ in a storm a few days ago.
4. You ____________ to the wedding. Why didn’t you go?
5. A cinema is a place where films ____________.
6. In the United States, elections for president ____________ every four years.
7. Originally the book ____________ in Spanish, and a few years ago it ____________ into English.
8. Although we were driving quite fast, we ____________ by a lot of other cars.
9. You can’t see the house from the road. It ____________ by trees.

42.2 Write questions using the passive. Some are present and some are past.

1. Ask about glass. (how / make?) ____________
2. Ask about television. (when / invent?) ____________
3. Ask about mountains. (how / form?) ____________
4. Ask about Pluto (the planet). (when / discover?) ____________
5. Ask about silver. (what / use for?) ____________

42.3 Put the verb into the correct form, present simple or past simple, active or passive.

1. It’s a big factory. Five hundred people ____________ (employ) there.
2. Did somebody ____________ (clean) this room yesterday?
3. Water ____________ (cover) most of the earth’s surface.
4. How much of the earth’s surface ____________ (cover) by water?
5. The park gates ____________ (lock) at 6.30 p.m. every evening.
6. The letter ____________ (post) a week ago and it ____________ (arrive) yesterday.
7. The boat hit a rock and ____________ (sink) quickly. Fortunately everybody ____________ (rescue).
8. Richard’s parents ____________ (die) when he was very young. He and his sister ____________ (bring up) by their grandparents.
9. I was born in London, but I ____________ (grow up) in Canada.
10. While I was on holiday, my camera ____________ (steal) from my hotel room.
11. While I was on holiday, my camera ____________ (disappear) from my hotel room.
12. Why ____________ (Sue / resign) from her job? Didn’t she enjoy it?
13. Why ____________ (Bill / sack) from his job? What did he do wrong?
14. The company is not independent. It ____________ (own) by a much larger company.
15. I saw an accident last night. Somebody ____________ (call) an ambulance but nobody ____________ (injure), so the ambulance ____________ (not / need).
16. Where ____________ (you / take) these photographs / (take)? In London?
17. Sometimes it’s quite noisy living here, but it’s not a problem for me – I ____________ (not / bother) by it.

42.4 Rewrite these sentences. Instead of using somebody, they, people etc., write a passive sentence.

1. Somebody cleans the room every day. ____________ the room is cleaned every day.
2. They cancelled all flights because of fog. ____________
3. People don’t use this road much. ____________
4. Somebody accused me of stealing money. ____________
5. How do people learn languages? ____________
6. Somebody warned us not to go out alone. ____________
Passive 2 (be done / been done / being done)

Study the following active and passive forms:

Infinitive

active: (to) do/clean/see etc. Somebody will clean the room later.

passive: (to) be + done/cleaned/seen etc. The room will be cleaned later.

- The situation is serious. Something must be done before it's too late.
- A mystery is something that can't be explained.
- The music was very loud and could be heard from a long way away.
- A new supermarket is going to be built next year.
- Please go away. I want to be left alone.

Perfect infinitive

active: (to) have + done/cleaned/seen etc. Somebody should have cleaned the room.

passive: (to) have been + done/cleaned/seen etc. The room should have been cleaned.

- I haven't received the letter yet. It might have been sent to the wrong address.
- If you hadn't left the car unlocked, it wouldn't have been stolen.
- There were some problems at first, but they seem to have been solved.

Present perfect

active: have/has + done etc. The room looks nice. Somebody has cleaned it.

passive: have/has been + done etc. The room looks nice. It has been cleaned.

- Have you heard? The concert has been cancelled.
- Have you ever been bitten by a dog?
- 'Are you going to the party? 'No, I haven't been invited.'

Past perfect

active: had + done etc. The room looked nice. Somebody had cleaned it.

passive: had been + done etc. The room looked nice. It had been cleaned.

- The vegetables didn't taste very good. They had been cooked too long.
- The car was three years old but hadn't been used very much.

Present continuous

active: am/is/are + (do)ing Somebody is cleaning the room at the moment.

passive: am/is/are + being (done) The room is being cleaned at the moment.

- There's somebody walking behind us. I think we are being followed.
- (in a shop) 'Can I help you?' 'No, thank you. I'm being served.'

Past continuous

active: was/were + (do)ing Somebody was cleaning the room when I arrived.

passive: was/were + being (done) The room was being cleaned when I arrived.

- There was somebody walking behind us. We were being followed.

Passive 1, 3 → Unit 4A 3/4

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Exercises

Unit 43

43.1 What do these words mean? Use it can ... or it can’t ... . Use a dictionary if necessary.
If something is
1 washable, it can be washed ................................................................. 4 unusable, .................................................................
2 unbreakable, it ................................................................................. 5 invisible, .................................................................
3 edible, ............................................................................................... 6 portable, .................................................................

43.2 Complete these sentences with the following verbs (in the correct form):
arrest carry cause do make repair send spend wake up

Sometimes you need have (might have, should have etc.).
1 The situation is serious. Something must be done before it’s too late.
2 I haven’t received the letter. It might have been sent to the wrong address.
3 A decision will not ........................................................................ until the next meeting.
4 Do you think that more money should ................................................................................................................ on education?
5 This road is in very bad condition. It should ........................................................................................................ a long time ago.
6 The injured man couldn’t walk and had to ....................................................................................................................
7 It’s not certain how the fire started, but it might ........................................................................................................ by an electrical fault.
8 I told the hotel receptionist I wanted to ........................................................................................................ at 6.30 the next morning.
9 If you hadn’t pushed the policeman, you wouldn’t ........................................................................................................

43.3 Rewrite these sentences. Instead of using somebody or they etc., write a passive sentence.

1 Somebody has cleaned the room. The room has been cleaned
2 They have postponed the meeting. The meeting has been postponed
3 Somebody is using the computer at the moment. The computer is being used
4 I didn’t realised that somebody was recording our conversation. I didn’t realise that
5 When we got to the stadium, we found that they had cancelled the game. When we got to the stadium, we found that
6 They are building a new ring road round the city.

7 They have built a new hospital near the airport.

43.4 Make sentences from the words in brackets. Sometimes the verb is active, sometimes passive.

1 There’s somebody behind us. (I think / we / follow) I think we’re being followed
2 This room looks different. (you / paint / the walls?) Have you painted the walls?
3 My car has disappeared. (it / steal!!) It has been stolen
4 My umbrella has disappeared. (somebody / take) Somebody has taken my umbrella
5 Sam gets a higher salary now. (he / promote) He has been promoted
6 Ann can’t use her office at the moment. (it / redecorate) It has been redecorated
7 The photocopier broke down yesterday, but now it’s OK. (it / work / again ; it / repair) It is working again.
8 When I went into the room, I saw that the table and chairs were not in the same place. (the furniture / move) The furniture has been moved
9 The man next door disappeared six months ago. (he / not / see / since then) He has not been seen since then
10 I wonder how Jane is these days. (I / not / see / for ages) I wonder how Jane is
11 A friend of mine was burgled of his wallet a few nights ago. (you / ever / mug?)

Additional exercises 22–14 (pages 577–157)
Passive 3

A

I was offered ... / we were given ... etc.

Some verbs can have two objects. For example, give:

- Somebody gave the police the information. (= Somebody gave the information to the police)
- The police were given the information. or
- The information was given to the police.

So it is possible to make two passive sentences:

- You will be given plenty of time to decide. (= we will give you plenty of time)
- Have you been shown the new machine? (= has anybody shown you?)
- The men were paid £400 to do the work. (= somebody paid the men £400)

Other verbs which can have two objects are:

ask  offer  pay  show  teach  tell

When we use these verbs in the passive, most often we begin with the person:

- I was offered the job, but I refused it. (= they offered me the job)
- You will be given plenty of time to decide. (= we will give you plenty of time)
- Have you been shown the new machine? (= has anybody shown you?)
- The men were paid £400 to do the work. (= somebody paid the men £400)

I don't like being ...

The passive of doing/seeing etc. is being done / being seen etc. Compare:

active:  I don't like people telling me what to do.
passive:  I don't like being told what to do.

- I remember being taken to the zoo when I was a child. (= I remember somebody taking me to the zoo)
- Steve hates being kept waiting. (= he hates people keeping him waiting)
- We managed to climb over the wall without being seen. (= without anybody seeing us)

B

I was born ...

We say 'I was born ...' (not I am born):

- I was born in Chicago.
- Where were you born? (not Where are you born?)} past

but

- How many babies are born every day? present

C

Get

You can use get instead of be in the passive:

- There was a fight at the party, but nobody got hurt. (= nobody was hurt)
- I don't often get invited to parties. (= I'm not often invited)
- I'm surprised Liz didn't get offered the job. (= Liz wasn't offered the job)

You can use get only when things happen. For example, you cannot use get in the following sentences:

- Jill is liked by everybody. (not gets liked – this is not a 'happening')
- He was a mystery man. Very little was known about him. (not got known)

We use get mainly in informal spoken English. You can use be in all situations.

We also use get in the following expressions (which are not passive in meaning):

get married  get divorced  get lost (= not know where you are)
get dressed  put on your clothes  get changed (= change your clothes)
Exercises

44.1 Write these sentences in another way, beginning in the way shown.
1 They didn't give me the information I needed.
   I ……………………………………………………………………………………………………………………………………………………
2 They asked me some difficult questions at the interview.
   I ……………………………………………………………………………………………………………………………………………………
3 Linda's colleagues gave her a present when she retired.
   Linda ……………………………………………………………………………………………………………………………………………………
4 Nobody told me about the meeting.
   I wasn't ……………………………………………………………………………………………………………………………………………………
5 How much will they pay you for your work?
   How much will you ……………………………………………………………………………………………………………………………………………………
6 I think they should have offered Tom the job.
   I think Tom ……………………………………………………………………………………………………………………………………………………
7 Has anybody shown you what to do?
   Have you ……………………………………………………………………………………………………………………………………………………

44.2 Complete the sentences using being + the following (in the correct form):
   give invite keep knock down stick treat
1 Steve hates ……………………………………………………………………………………………………………………………………………………
2 We went to the party without ……………………………………………………………………………………………………………………………………………………
3 I like giving presents and I also like ……………………………………………………………………………………………………………………………………………………
4 It's a busy road and I don't like crossing it. I'm afraid of ……………………………………………………………………………………………………………………………………………………
5 I'm an adult. I don't like …………………………………………………………………………………………………………………………………………………………………………
6 You can't do anything about …………………………………………………………………………………………………………………………………………………… in a traffic jam.

44.3 When were they born? Choose five of these people and write a sentence for each.
   [Two of them were born in the same year.]
   Beethoven  Galileo  Elvis Presley  1452  1869  1929
   Agatha Christie  Mahatma Gandhi  Leonardo da Vinci  1564  1890  1935
   Walt Disney  Martin Luther King  William Shakespeare  1770  1901
1 …………………………………………………………………………………………………………………………………………………………………………
2 …………………………………………………………………………………………………………………………………………………………………………
3 …………………………………………………………………………………………………………………………………………………………………………
4 …………………………………………………………………………………………………………………………………………………………………………
5 …………………………………………………………………………………………………………………………………………………………………………
6 …………………………………………………………………………………………………………………………………………………………………………
7 And you? I …………………………………………………………………………………………………………………………………………………………………………

44.4 Complete the sentences using get/get + the following verbs (in the correct form):
   ask damage hurt pay steal sting stop use
1 There was a fight at the party, but nobody ……………………………………………………………………………………………………………………………………………………
2 Alex ………………………………………………………………………………………………………………………………………………………………………… by a bee while he was sitting in the garden.
3 These tennis courts don't ………………………………………………………………………………………………………………………………………………………………………… very often. Not many people want to play.
4 I used to have a bicycle, but it ………………………………………………………………………………………………………………………………………………………………………… a few months ago.
5 Rachel works hard but doesn't ………………………………………………………………………………………………………………………………………………………………………… very much.
6 Last night I ………………………………………………………………………………………………………………………………………………………………………… by the police as I was driving home. One of the lights on my car wasn't working.
7 Please pack these things very carefully. I don't want them to ………………………………………………………………………………………………………………………………………………………………………… .
8 People often want to know what my job is. I often ………………………………………………………………………………………………………………………………………………………………………… that question.
It is said that ... He is said to ... He is supposed to ...

Study this example situation:

Henry is very old. Nobody knows exactly how old he is, but:

It is said that he is 108 years old.

or He is said to be 108 years old.

Both these sentences mean: 'People say that he is 108 years old.'

You can use these structures with a number of other verbs, especially:

alleged believed considered expected known reported thought understood

Compare the two structures:

☐ Cathy works very hard.
   It is said that she works 16 hours a day. or She is said to work 16 hours a day.

☐ The police are looking for a missing boy.
   It is believed that the boy is wearing a white pullover and blue jeans.

☐ The strike started three weeks ago.
   It is expected that it will end soon.

☐ A friend of mine has been arrested.
   It is alleged that he hit a policeman.

☐ The two houses belong to the same family.
   It is said that there is a secret tunnel between them.

These structures are often used in news reports. For example, in a report about an accident:

☐ It is reported that two people were injured in the explosion.

or Two people are reported to have been injured in the explosion.

(Be) supposed to

Sometimes (it is) supposed to ... = (it is) said to ... :

☐ I want to see that film. It's supposed to be good. (= it is said to be good)
☐ Mark is supposed to have hit a policeman, but I don’t believe it.

But sometimes supposed to has a different meaning. We use supposed to to say what is intended, arranged or expected. Often this is different from the real situation:

☐ The plan is supposed to be a secret, but everybody seems to know about it.

(= the plan is intended to be a secret)

☐ What are you doing at work? You're supposed to be on holiday.

(= you arranged to be on holiday)

☐ Our guests were supposed to come at 7.30, but they were late.

☐ Jane was supposed to phone me last night, but she didn’t.

☐ I'd better hurry. I'm supposed to be meeting Chris in ten minutes.

You're not supposed to do something = it is not allowed or advisable:

☐ You're not supposed to park your car here. It's private parking only.

☐ Jeff is much better after his illness, but he's still not supposed to do any heavy work.
Exercises

Unit 45

45.1 Write these sentences in another way, beginning as shown. Use the underlined word each time.

1. It is expected that the strike will end soon. The strike __is expected to end soon.__

2. It is expected that the weather will be good tomorrow.
   The weather __is expected to be good.__

3. It is believed that the thieves got in through a window in the roof.
   The thieves __are believed to have got in through a window in the roof.__

4. It is reported that many people are homeless after the floods.
   Many people __are reported to be homeless.__

5. It is thought that the prisoner escaped by climbing over a wall.
   The prisoner __is thought to have escaped by climbing over a wall.__

6. It is alleged that the man was driving at 110 miles an hour.
   The man __is alleged to be driving at 110 miles an hour.__

7. It is reported that the building has been badly damaged by the fire.
   The building __is reported to have been badly damaged by the fire.__

8. a. It is said that the company is losing a lot of money.
    The company __is said to be losing a lot of money.__

   b. It is believed that the company lost a lot of money last year.
    The company __is believed to have lost a lot of money last year.__

   c. It is expected that the company will make a loss this year.
    The company __is expected to make a loss this year.__

45.2 There are a lot of rumours about Alan. Here are some of the things people say about him:

1. Alan speaks ten languages.
2. He knows a lot of famous people.
3. He is very rich.
4. He has twelve children.
5. He was an actor when he was younger.

Nobody is sure whether these things are true. Write sentences about Alan using supposed to.

1. Alan __is supposed to speak ten languages.__

2. He __is supposed to know a lot of famous people.__

3. __He is supposed to be very rich.__

4. __He is supposed to have twelve children.__

5. __He is supposed to have been an actor when he was younger.__

45.3 Complete the sentences using supposed to be + the following:

<table>
<thead>
<tr>
<th>on a diet</th>
<th>a flower</th>
<th>my friend</th>
<th>a joke</th>
<th>a secret</th>
<th>working</th>
</tr>
</thead>
</table>

1. Everybody seems to know about the plan, but it __is supposed to be a secret.__

2. You shouldn’t criticise me all the time. You __are supposed to criticise me all the time.__

3. I shouldn’t be eating this cake really. I __are supposed to be eating this cake.__

4. I’m sorry for what I said. I was trying to be funny. It __are supposed to be funny.__

5. What’s this drawing? Is it a tree? Or maybe it __are supposed to be a tree.__

6. You shouldn’t be reading the paper now. You __are supposed to be reading the paper now.__

45.4 Write sentences with supposed to + the following verbs:

<table>
<thead>
<tr>
<th>arrive</th>
<th>block</th>
<th>park</th>
<th>phone</th>
<th>start</th>
</tr>
</thead>
</table>

Use the negative (not supposed to) where necessary.

1. You __are not supposed to block__ here. It’s private parking only.

2. We __are not supposed to arrive__ at 8.15, but we rarely do anything before 8.30.

3. Oh, I __am supposed to be working__ with Helen, but I completely forgot.

4. This door is a fire exit. __I am supposed to be working__ with Helen, but I completely forgot.

5. My train __is supposed to arrive__ at 11.30, but it was an hour late.
Have something done

Study this example situation:

The roof of Lisa's house was damaged in a storm. Yesterday a workman came and repaired it.

Lisa had the roof repaired yesterday.

This means: Lisa arranged for somebody else to repair the roof. She didn't repair it herself.

We use have something done to say that we arrange for somebody else to do something for us. Compare:

- Lisa repaired the roof. (= she repaired it herself)
- Lisa had the roof repaired. (= she arranged for somebody else to repair it)

- 'Did you make those curtains yourself?' 'Yes, I enjoy making things.'
- 'Did you have those curtains made?' 'No, I made them myself.'

Be careful with word order. The past participle (repaired/cut etc.) is after the object:

<table>
<thead>
<tr>
<th>have</th>
<th>object</th>
<th>past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa had</td>
<td>the roof</td>
<td>repaired yesterday.</td>
</tr>
<tr>
<td></td>
<td>your hair</td>
<td>cut?</td>
</tr>
<tr>
<td></td>
<td>it</td>
<td>cut?</td>
</tr>
<tr>
<td></td>
<td>a garage</td>
<td>built.</td>
</tr>
<tr>
<td></td>
<td>the house</td>
<td>painted at the moment.</td>
</tr>
<tr>
<td></td>
<td>your car</td>
<td>serviced?</td>
</tr>
<tr>
<td></td>
<td>that coat</td>
<td>cleaned.</td>
</tr>
<tr>
<td></td>
<td>my photograph</td>
<td>taken.</td>
</tr>
</tbody>
</table>

Get something done

You can also say 'get something done' instead of 'have something done' (mainly in informal spoken English):

- When are you going to get the roof repaired? (= have the roof repaired)
- I think you should get your hair cut really short.

Sometimes have something done has a different meaning. For example:

- Paul and Karen had all their money stolen while they were on holiday.

This does not mean that they arranged for somebody to steal their money. 'They had all their money stolen' means only: 'All their money was stolen from them'.

With this meaning, we use have something done to say that something happens to somebody or their belongings. Usually what happens is not nice:

- Gary had his nose broken in a fight. (= his nose was broken)
- Have you ever had your passport stolen?
Exercises

Unit 46

46.1 Tick (√) the correct sentence, (a) or (b), for each picture.

1 SARAH
(a) Sarah is cutting her hair.
(b) Sarah is having her hair cut.

2 BILL
(a) Bill is cutting his hair.
(b) Bill is having his hair cut.

3 JOHN
(a) John is cleaning his shoes.
(b) John is having his shoes cleaned.

4 SUE
(a) Sue is taking a photograph.
(b) Sue is having her photograph taken.

46.2 Answer the questions using To have something done. Choose from the boxes:

- my car - my eyes - my jacket - my watch
- clean - repair - service - test

1 Why did you go to the garage? To have my car serviced.
2 Why did you go to the cleaner's? To
3 Why did you go to the jeweller's? To
4 Why did you go to the optician's? To

46.3 Write sentences in the way shown.

1 Lisa didn't repair the roof herself. She had it repaired.
2 I didn't cut my hair myself. I
3 They didn't paint the house themselves. They
4 John didn't build that wall himself.
5 I didn't deliver the flowers myself.

46.4 Use the words in brackets to complete the sentences. Use the structure have something done.

1 We are having the house painted (the house / paint) at the moment.
2 I lost my key. I'll have to (another key / make).
3 When was the last time you (your hair / cut)?
4 (you / a newspaper / deliver) to your house every day, or do you go out and buy one?
5 A: What are those workmen doing in your garden?
   B: Oh, we (a garage / build).
6 A: Can I see the photographs you took when you were on holiday?
   B: I'm afraid I (not / the film / develop) yet.
7 This coat is dirty. I must (it / clean).
8 If you want to wear earrings, why don't you (your ears / pierce)?
9 A: I heard your computer wasn't working.
   B: That's right, but it's OK now. I (it / repair).

In these items, use 'have something done' with its second meaning (see Section D).

10 Gary was in a fight last night. He had his nose broken (his nose / break).
11 Did I tell you about Jane? She (her handbag / steal) last week.
12 Did you hear about Pete? He (his car / vandalise) a few nights ago.
Reported speech 1 (He said that ...)

Study this example situation:

You want to tell somebody what Paul said. There are two ways of doing this:
You can repeat Paul's words (direct speech):
Paul said, 'I'm feeling ill.'
Or you can use reported speech:
Paul said that he was feeling ill.

Compare:

<table>
<thead>
<tr>
<th>direct</th>
<th>reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul said, 'I am feeling ill.'</td>
<td>Paul said that he was feeling ill.</td>
</tr>
</tbody>
</table>

In writing we use these quotation marks to show direct speech.

When we use reported speech, the main verb of the sentence is usually past (Paul said that ... / I told her that ... etc.). The rest of the sentence is usually past too:
- Paul said that he was feeling ill.
- I told Lisa that I didn't have any money.

You can leave out that. So you can say:
- Paul said he was feeling ill. or Paul said he was feeling ill.

In general, the present form in direct speech changes to the past form in reported speech:

- am/is → was
- do/does → did
- are → were
- have/has → had
- want/like/know/go etc. → wanted/liked/knew/went etc.

Compare direct speech and reported speech:

You met Jenny. Here are some of the things she said in direct speech:

- My parents are very well.
- 'I'm going to learn to drive.'
- 'I want to buy a car.'
- 'John has a new job.'
- 'I can't come to the party on Friday.'
- 'I don't have much free time.'
- 'I'm going away for a few days. I'll phone you when I get back.'

Later you tell somebody what Jenny said. You use reported speech:

- Jenny said that her parents were very well.
- She said that she was going to learn to drive.
- She said that she wanted to buy a car.
- She said that John had a new job.
- She said that she couldn't come to the party on Friday.
- She said she didn't have much free time.
- She said that she was going away for a few days and would phone me when she got back.

The past simple (did/saw/knew etc.) can usually stay the same in reported speech, or you can change it to the past perfect (had done / had seen / had known etc.):

- direct          | reported         |
- Paul said: 'I woke up feeling ill, so I didn't go to work.' | Paul said (that) he woke up feeling ill, so he didn't go to work. or Paul said (that) he had woken up feeling ill, so he hadn't gone to work.
Exercises

47.1 Yesterday you met a friend of yours, Steve. You hadn’t seen him for a long time. Here are some of the things Steve said to you:

1 I’m living in London.

2 My father isn’t very well.

3 Rachel and Mark are getting married next month.

4 My sister has had a baby.

5 I don’t know what Frank is doing.

6 I saw Helen at a party in June and she seemed fine.

7 I haven’t seen Diane recently.

8 I’m not enjoying my job very much.

9 You can come and stay at my place if you’re ever in London.

10 My car was stolen a few days ago.

11 I want to go on holiday, but I can’t afford it.

12 I’ll tell Chris I saw you.

Later that day you tell another friend what Steve said. Use reported speech.

1 Steve said that he was living in London.

2 He said that

3 He

4

5

6

7

8

9

10

11

12


47.2 Somebody says something to you which is the opposite of what they said earlier. Complete the answers.

1 A: That restaurant is expensive.
   B: Is it? I thought you said it was cheap

2 A: Sue is coming to the party tonight.
   B: Is she? I thought you said she

3 A: Sarah likes Paul.
   B: Does she? Last week you said

4 A: I know lots of people.
   B: Do you? I thought you said

5 A: Jane will be here next week.
   B: Will she? But didn’t you say

6 A: I’m going out this evening.
   B: Are you? But you said

7 A: I can speak a little French.
   B: Can you? But earlier you said

8 A: I haven’t been to the cinema for ages.
   B: Haven’t you? I thought you said
Reported speech 2

It is not always necessary to change the verb in reported speech. If you report something and the situation hasn’t changed, you do not need to change the verb to the past:

- **direct**: Paul said, ‘My new job is very interesting.’
- **reported**: Paul said that his new job is very interesting.
  (The situation hasn’t changed. His job is still interesting.)

- **direct**: Helen said, ‘I want to go to New York next year.’
- **reported**: Helen told me that she wants to go to New York next year.
  (Helen still wants to go to New York next year.)

You can also change the verb to the past:

- Paul said that his new job **was** very interesting.
- Helen told me that she **wanted** to go to New York next year.

But if you are reporting a finished situation, you **must** use a past verb:

- Paul left the room suddenly. He said he **had** to go. (**not** has to go)

You need to use a past form when there is a difference between what was said and what is really true. For example:

You met Sonia a few days ago.
She said: ‘**Joe is in hospital.**’ (direct speech)

Later that day you meet Joe in the street. You say:
‘I didn’t expect to see you, Joe. Sonia said you were in hospital.’
(**not** ‘Sonia said you are in hospital’, because clearly he is not)

Say and tell

If you say **who** somebody is talking to, use **tell**:

- Sonia **told me** that you were in hospital. (**not** Sonia said me)
- What did you **tell the police**? (**not** say the police)

Otherwise use say:

- Sonia said that you were in hospital. (**not** Sonia told that …)
- What did you say?

But you can ‘say something to somebody’:

- Ann said **goodbye** to me and left. (**not** Ann said me goodbye)
- What did you say **to the police**?

Tell/ask somebody to do something

We also use the infinitive (**to do / to stay etc.**) in reported speech, especially with tell and ask (**for orders and requests**):

- **direct**: ‘Stay in bed for a few days,’ the doctor said to me.
- **reported**: The doctor told me to stay in bed for a few days.
- **direct**: ‘Don’t shout,’ I said to Jim.
- **reported**: I told Jim not to shout.
- **direct**: ‘Please don’t tell anybody what happened,’ Jackie said to me.
- **reported**: Jackie asked me not to tell anybody what (had) happened.

You can also say ‘Somebody said (**not** to do something):’

- Jackie said not to tell anyone. (**but** not Jackie said me)
Exercises

48.1 Here are some things that Sarah said to you:

I've never been to the United States. I don't have any brothers or sisters.
I can't drive. I don't like fish. Jane has a very well-paid job.
I'm working tomorrow evening. Jane is a friend of mine. Dave is lazy.

But later Sarah says something different to you. What do you say?

Sarah

1. Dave works very hard.
2. Let's have fish for dinner.
3. I'm going to buy a car.
4. Jane is always short of money.
6. I think New York is a great place.
7. Let's go out tomorrow evening.
8. I've never spoken to Jane.

You

But you said he was lazy.

1. __________________
2. __________________
3. __________________
4. __________________
5. __________________
6. __________________
7. __________________
8. __________________

48.2 Complete the sentences with say or tell (in the correct form). Use only one word each time.

1. Ann _______ goodbye to me and left.
2. ___________ us about your holiday. Did you have a nice time?
3. Don't just stand there! __________ something!
4. I wonder where Sue is. She ___________ she would be here at 8 o'clock.
5. Dan ___________ me that he was bored with his job.
6. The doctor ___________ that I should rest for at least a week.
7. Don't ___________ anybody what I ___________. It's a secret just between us.
8. 'Did she ___________ you what happened?' 'No, she didn't ___________ anything to me.'
9. Gary couldn't help me. He ___________ me to ask Caroline.
10. Gary couldn't help me. He ___________ to ask Caroline.

48.3 The following sentences are direct speech:

Don't wait for me if I'm late.
Mind your own business.
Don't worry, Sue.
Please slow down!
Can you open your bag, please?
Could you get a newspaper?
Hurry-up!
Will you marry me?
Do you think you could give me a hand, Tom?

Now choose one of these to complete each of the sentences below. Use reported speech.

1. Bill was taking a long time to get ready, so I _______ him to hurry up.
2. Sarah was driving too fast, so I asked ___________.
3. Sue was nervous about the situation. I told ___________.
4. I couldn't move the piano alone, so I ___________.
5. The customs officer looked at me suspiciously and ___________.
6. Tom was going to the shop, so I ___________.
7. The man started asking me personal questions, so I ___________.
8. John was very much in love with Mary, so he ___________.
9. I didn't want to delay him so I ___________.

→ Additional exercise 25 (page 376)
Questions 1

In questions we usually put the subject after the first verb:

<table>
<thead>
<tr>
<th>subject + verb</th>
<th>verb + subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom will</td>
<td>will Tom?</td>
</tr>
<tr>
<td>you have</td>
<td>have you?</td>
</tr>
<tr>
<td>the house was</td>
<td>was the house?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remember that the subject comes after the first verb:
- Is Catherine working today? (not Is working Catherine)

In present simple questions, we use do/does:

| you live → do you live? |
| the film begins → does the film begin? |

In past simple questions, we use did:

| you sold → did you sell? |
| the train stopped → did the train stop? |

But do not use do/does/did if who/what etc. is the subject of the sentence. Compare:

- Emma telephoned somebody.
- Somebody telephoned Emma.

In these examples, who/what etc. is the subject:
- Who wants something to eat? (not Who does want)
- What happened to you last night? (not What did happen)
- How many people came to the meeting? (not did come)
- Which bus goes to the centre? (not does go)

Note the position of prepositions in questions beginning Who/What/Which/Where ... ?:
- Who do you want to speak to?
- Which job has Ann applied for?
- What was the weather like yesterday?
- Where are you from?

You can use preposition + whom in formal style:
- To whom do you wish to speak?

Isn't it ... ? / Didn't you ... ? etc. (negative questions)

We use negative questions especially to show surprise:
- Didn't you hear the doorbell? I rang it three times.

or when we expect the listener to agree with us:
- 'Haven't we met somewhere before?' 'Yes, I think we have.'

Note the meaning of yes and no in answers to negative questions:
- Don't you want to go to the party? Yes. (= Yes, I want to go)
  No. (= No, I don't want to go)

Note the word order in negative questions beginning Why ... ?:
- Why don't we go out for a meal tonight? (not Why we don't go)
- Why wasn't Mary at work yesterday? (not Why Mary wasn't)
Exercises

49.1 Ask Joe questions. (Look at his answers before you write the questions.)

1. Where do you live?
   In Manchester.

2. (born there?)
   No, I was born in London.

3. (married?)
   Yes.

4. (how long / married?)
   17 years.

5. (children?)
   Yes, two boys.

6. (how old / they?)
   12 and 15.

7. (what / do?)
   I'm a journalist.

8. (what / wife / do?)
   She's a doctor.

49.2 Make questions with who or what.

1. Somebody hit me. Who hit you?
   Who hit you?

2. I hit somebody. Who did you hit?
   Who did you hit?

3. Somebody paid the bill. Who paid the bill?
   Who paid the bill?

4. Something happened. What happened?
   What happened?

5. Diane said something. What did Diane say?
   What did Diane say?

6. This book belongs to somebody. What does this book belong to?
   What does this book belong to?

7. Somebody lives in that house. Who lives in that house?
   Who lives in that house?

8. I fell over something. What did I fall over?
   What did I fall over?

9. Something fell on the floor. What fell on the floor?
   What fell on the floor?

10. This word means something. What does this word mean?
    What does this word mean?

11. I borrowed the money from somebody. Who did I borrow the money from?
    Who did I borrow the money from?

12. I'm worried about something. What are you worried about?
    What are you worried about?

49.3 Put the words in brackets in the correct order. All the sentences are questions.

1. (when / was / built / this house) When was this house built?

2. (how / cheese / is / made)

3. (when / invented / the computer / was)

4. (why / Sue / working / isn't / today)

5. (what time / coming / your friends / are)

6. (why / was / cancelled / the concert)

7. (where / your mother / was / born)

8. (why / you / to the party / didn't / come)

9. (how / the accident / did / happen)

10. (why / this machine / doesn't / work)

49.4 Write negative questions from the words in brackets. In each situation you are surprised.

1. A: We won't see Liz this evening.
   B: Why not? (she / not / come / to the party?) Isn't she coming to the party?

2. A: I hope we don't meet David tonight.
   B: Why? (you / not / like / him?)

3. A: Don't go and see that film.
   B: Why not? (it / not / good?)

4. A: I'll have to borrow some money.
   B: Why? (you / not / have / any?)
Questions 2 (Do you know where ...? / He asked me where ...)

Do you know where ...? / I don’t know why ... / Could you tell me what ...? etc.

We say: Where has Tom gone?

But Do you know where Tom has gone? (not Do you know where has Tom gone?)

When the question (Where has Tom gone?) is part of a longer sentence (Do you know ...? / I don’t know ... / Can you tell me ...? etc.), the word order changes. We say:

- What time is it? but Do you know what time it is?
- Who are those people? I don’t know who those people are.
- Where can I find Linda? Can you tell me where I can find Linda?
- How much will it cost? Do you have any idea how much it will cost?

Be careful with do/does/did questions. We say:

- What time does the film begin? but Do you know what time the film begins? (not does the film begin)
- What do you mean? Please explain what you mean.
- Why did she leave early? I wonder why she left early.

Use if or whether where there is no other question word (what, why etc.):

- Did anybody see you? but Do you know if anybody saw you?
  or ... whether anybody saw you?

He asked me where ... (reported questions)

The same changes in word order happen in reported questions. Compare:

- Direct The police officer said to us, ‘Where are you going?’
- Reported The police officer asked us where we were going.

- Direct Clare said, ‘What time do the banks close?’
- Reported Clare wanted to know what time the banks closed.

In reported speech the verb usually changes to the past (were, closed etc.). See Unit 47.

Study these examples. You had an interview for a job and these were some of the questions the interviewer asked you:

- Are you willing to travel?
- Why did you apply for the job?
- What do you do in your spare time?
- Can you speak any foreign languages?
- How long have you been working in your present job?
- Do you have a driving licence?

Later you tell a friend what the interviewer asked you. You use reported speech:

- She asked if (or whether) I was willing to travel.
- She wanted to know what I did in my spare time.
- She asked how long I had been working in my present job.
- She asked why I had applied for the job (or ... why I applied)
- She wanted to know if (or whether) I could speak any foreign languages.
- She asked if (or whether) I had a driving licence.

Reported speech 100
Exercises

Unit 50

50.1 Make a new sentence from the question in brackets.
1 (Where has Tom gone?) Do you know where Tom has gone?
2 (Where is the post office?) Could you tell me where
3 (What's the time?) I wonder
4 (What does this word mean?) I want to know
5 (What time did they leave?) Do you know
6 (Is Sue going out tonight?) I don't know
7 (Where does Caroline live?) Do you have any idea
8 (Where did I park the car?) I can't remember
9 (Is there a bank near here?) Can you tell me
10 (What do you want?) Tell me
11 (Why didn't Kate come to the party?) I don't know
12 (How much does it cost to park here?) Do you know
13 (Who is that woman?) I have no idea
14 (Did Liz get my letter?) Do you know
15 (How far is it to the airport?) Can you tell me

50.2 You are making a phone call. You want to speak to Sue, but she isn't there. Somebody else answers the phone. You want to know three things:
(1) Where has she gone? (2) When will she be back? and (3) Did she go out alone?
Complete the conversation:
A: Do you know where
B: Sorry, I've got no idea.
A: Never mind. I don't suppose you know
B: No, I'm afraid not.
A: One more thing. Do you happen to know
B: I'm afraid I didn't see her go out.
A: OK. Well, thank you anyway. Goodbye.

50.3 You have been away for a while and have just come back to your home town. You meet Tony, a friend of yours. He asks you a lot of questions:
1 How are you?
2 Where have you been?
3 How long have you been back?
4 What are you doing now?
5 Why did you come back?
6 Where are you living?
7 Are you glad to be back?
8 Do you have any plans to go away again?
9 Can you lend me some money?

Now you tell another friend what Tony asked you. Use reported speech.
1 He asked me how I was.
2 He asked me
3 He
4
5
6
7
8
9
Auxiliary verbs (have/do/can etc.)
I think so / I hope so etc.

In each of these sentences there is an auxiliary verb and a main verb:

<table>
<thead>
<tr>
<th>I / She</th>
<th>have</th>
<th>lost</th>
<th>my keys.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The hotel</td>
<td>can’t</td>
<td>come</td>
<td>to the party.</td>
</tr>
<tr>
<td>Where do you live?</td>
<td>was built</td>
<td>ten years ago.</td>
<td></td>
</tr>
</tbody>
</table>

In these examples have/can’t/was/do are auxiliary (= helping) verbs.

You can use an auxiliary verb when you don’t want to repeat something:
- ‘Have you locked the door?’ ‘Yes, I have.’ (= I have locked the door)
- George wasn’t working, but Janet was. (= Janet was working)
- She could lend me the money, but she won’t. (= she won’t lend me the money)

Use do/does/did for the present and past simple:
- ‘Do you like onions?’ ‘Yes, I do.’ (= I like onions)
- ‘Does Simon live in London?’ ‘He did, but he doesn’t any more.’

You can use auxiliary verbs to deny what somebody says (= say it is not true):
- ‘You’re sitting in my place.’ ‘No, I’m not.’ (= I’m not sitting in your place)
- ‘You didn’t lock the door before you left.’ ‘Yes, I did.’ (= I locked the door)

We use have you? / isn’t she? / do they? etc. to show interest in what somebody has said or to show surprise:
- ‘I’ve just seen Simon.’ ‘Oh, have you? How is he?’
- ‘Liz isn’t very well today.’ ‘Oh, isn’t she? What’s wrong with her?’
- ‘It rained every day during our holiday.’ ‘Did it? What a pity!’
- ‘Jim and Nora are getting married.’ ‘Are they? Really?’

We use auxiliary verbs with so and neither:
- ‘I’m feeling tired.’ ‘So am I.’ (= I’m feeling tired too)
- ‘I never read newspapers.’ ‘Neither do I.’ (= I never read newspapers either)
- Sue hasn’t got a car and neither has Martin.

Note the word order after so and neither (verb before subject):
- I passed the exam and so did Paul. (not so Paul did)

Instead of neither, you can use nor. You can also use not ... either:
- ‘I don’t know.’ ‘Neither do I.’ or ‘Nor do I.’ or ‘I don’t either.’

I think so / I hope so etc.

After some verbs you can use so when you don’t want to repeat something:
- ‘Are those people English?’ ‘I think so.’ (= I think they are English)
- ‘Will you be at home this evening?’ ‘I expect so. (= I expect I’ll be at home ...)
- ‘Do you think Kate has been invited to the party?’ ‘I suppose so.’

In the same way we say: I hope so, I guess so and I’m afraid so.

The usual negative forms are:

I think so / I expect so → I don’t think so / I don’t expect so
I hope so / I’m afraid so / I guess so → I hope not / I’m afraid not / I guess not
I suppose so → I don’t suppose so or I suppose not

- ‘Is that what an American?’ ‘I think so / I don’t think so.’
- ‘Do you think it will rain?’ ‘I hope so / I hope not / I don’t hope so’
Exercises

Unit 51

51.1 Complete each sentence with an auxiliary verb (do/was/could etc). Sometimes the verb must be negative (don’t/wasn’t etc).

1. I wasn’t tired, but my friends __________.
2. I like hot weather, but Ann __________.
3. ‘Is Colin here?’ He __________ five minutes ago, but I think he’s gone home now.
4. Liz said she might phone later this evening, but I don’t think she __________.
5. ‘Are you and Chris coming to the party?’ ‘I __________, but Chris __________.’
6. I don’t know whether to apply for the job or not. Do you think I __________?
7. ‘Please don’t tell anybody what I said.’ ‘Don’t worry. I __________.’
8. ‘You never listen to me.’ ‘Yes, I __________!’
9. ‘Can you play a musical instrument?’ ‘No, but I wish I __________.’
10. ‘Please help me.’ ‘I’m sorry. I __________ if I __________, but I __________.’

51.2 You never agree with Sue. Answer in the way shown.

1. I’m hungry.
2. I’m not tired.
3. I like football.
4. I didn’t enjoy the film.
5. I’ve never been to Australia.
6. I thought the exam was easy.

A: Are you? I’m not.
B: Aren’t you? I am.

You

51.3 You are talking to Tina. If you’re in the same position as Tina, reply with So ... or Neither ... as in the first example. Otherwise, ask questions as in the second example.

1. I’m feeling tired.
2. I work hard.
3. I watched television last night.
4. I won’t be at home tomorrow.
5. I like reading. I read a lot.
6. I’d like to live somewhere else.
7. I can’t go out tonight.

A: So am I.
B: Do you? What do you do?

You

51.4 In these conversations, you are B. Read the information in brackets and then answer with I think so, I hope not etc.

1. (You don’t like rain.)
   A: Do you think it will rain? B: (hope) __________
2. (You need more money quickly.)
   A: Do you think you’ll get a pay rise soon? B: (hope) __________
3. (You think Diane will probably get the job that she applied for.)
   A: Do you think Diane will get the job? B: (expect) __________
4. (You’re not sure whether Barbara is married – probably not.)
   A: Is Barbara married? B: (think) __________
5. (You are the receptionist at a hotel. The hotel is full.)
   A: Have you got a room for tonight? B: (suppose) __________
6. (You’re at a party. You have to leave early.)
   A: Do you have to leave already? B: (afraid) __________
7. (Ann normally works every day, Monday to Friday. Tomorrow is Wednesday.)
   A: Is Ann working tomorrow? B: (suppose) __________
8. (You are going to a party. You can’t stand John.)
   A: Do you think John will be at the party? B: (hope) __________
9. (You’re not sure what time the concert is – probably 7.30.)
   A: Is the concert at 7.30? B: (think) __________
Question tags (do you? isn't it? etc.)

Study these examples:

- **You haven't seen Kate today, have you?**
  - No, I'm afraid not.
- **It was a good film, wasn't it?**
  - Yes, it was great.
- **You didn't lock the door, did you?**
  - No, I forgot.
- **Karen plays the piano, doesn't she?**
  - Well, yes, but not very well.

Have you? and wasn't it? are question tags (= mini-questions that we often put on the end of a sentence in spoken English). In question tags, we use an auxiliary verb (have/was/will etc.). We use do/does/did for the present and past simple (see Unit 51):

- 'Karen plays the piano, doesn't she?' 'Well, yes, but not very well.'
- 'You didn't lock the door, did you?' 'No, I forgot.'

Normally we use a negative question tag after a positive sentence:

<table>
<thead>
<tr>
<th>positive sentence</th>
<th>negative tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kate will be here soon, won't she?</td>
<td></td>
</tr>
<tr>
<td>There was a lot of traffic, wasn't there?</td>
<td></td>
</tr>
<tr>
<td>Michael should pass the exam, shouldn't he?</td>
<td></td>
</tr>
</tbody>
</table>

... and a positive question tag after a negative sentence:

<table>
<thead>
<tr>
<th>negative sentence</th>
<th>positive tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kate won't be late, will she?</td>
<td></td>
</tr>
<tr>
<td>They don't like us, do they?</td>
<td></td>
</tr>
<tr>
<td>You haven't got a car, have you?</td>
<td></td>
</tr>
</tbody>
</table>

Notice the meaning of yes and no in answer to a negative sentence:

- You're not going out today, are you? [Yes. (= Yes, I am going out)]
  [No. (= No, I am not going out)]

The meaning of a question tag depends on how you say it. If your voice goes down, you are not really asking a question; you are only inviting the listener to agree with you:

- 'It's a nice day, isn't it?' 'Yes, beautiful.'
- 'Tim doesn't look well today, does he?' 'No, he looks very tired.'
- She's very funny. She's got a great sense of humour, hasn't she?

But if the voice goes up, it is a real question:

- 'You haven't seen Lisa today, have you?' 'No, I'm afraid I haven't.'
  (= Have you by chance seen Lisa today?)

You can use a negative sentence + positive tag to ask for things or information, or to ask somebody to do something. The voice goes up at the end of the tag in sentences like these:

- You haven't got a pen, have you? 'Yes, here you are.'
- You couldn't do me a favour, could you? 'It depends what it is.'
- You don't know where Karen is, do you? 'Sorry, I have no idea.'

After Let's ... the question tag is shall we:

- Let's go for a walk, shall we? (the voice goes up)

After Don't ... , the question tag is will you:

- Don't be late, will you? (the voice goes down)

After I'm ... , the negative question tag is aren't I? (= am I not?):

- I'm right, aren't I? 'Yes, you are.'

Auxiliary verbs (have/do/can etc.) — Unit 51
Exercises

52.1 Put a question tag on the end of these sentences.

1. Kate won't be late, will she?
2. You're tired, aren't you?
3. You've got a camera, haven't you?
4. You weren't listening, were you?
5. Sue doesn't know Ann, does she?
6. Jack's on holiday, isn't he?
7. Kate's applied for the job, has she?
8. You can speak German, can't you?
9. He won't mind if I use his phone, will he?
10. There are a lot of people here, aren't there?
11. Let's go out tonight, shall we?
12. This isn't very interesting, is it?
13. I'm too impatient, am I?
14. You wouldn't tell anyone, would you?
15. Helen has lived here a long time, hasn't she?
16. I shouldn't have lost my temper, should I?
17. He'd never met her before, would he?
18. Don't drop that vase, will you?

52.2 Read the situation and write a sentence with a question tag. In each situation you are asking your friend to agree with you.

1. You look out of the window. The sky is blue and the sun is shining. What do you say to your friend? (nice day) It's a nice day, isn't it?

2. You're with a friend outside a restaurant. You're looking at the prices, which are very high. What do you say? (expensive) It's expensive, isn't it?

3. You and a colleague have just finished a training course. You really enjoyed it. What do you say to your colleague? (great) The course was great, wasn't it?

4. Your friend's hair is much shorter than when you last met. What do you say to her/him? (have / your hair / cut) You looked much shorter, didn't you?

5. You and a friend are listening to a woman singing. You like her voice very much. What do you say to your friend? (a good voice) She has a very good voice, hasn't she?

6. You are trying on a jacket in a shop. You look in the mirror and you don't like what you see. What do you say to your friend? (not / look / very good) It's not very good, is it?

7. You and a friend are walking over a small wooden bridge. The bridge is very old and some parts are broken. What do you say? (not / very safe) This bridge is very unsafe, isn't it?

52.3 In these situations you are asking for information, asking people to do things etc.

1. You need a pen. Perhaps Jane has got one. Ask her.
   Jane, have you got a pen?

2. Joe is just going out. You want him to get some stamps. Ask him.
   Joe, will you...?
Verb + -ing (enjoy doing / stop doing etc.)

Look at these examples:
- I enjoy reading. (not I enjoy to read)
- Would you mind closing the door? (not mind to close)
- Chris suggested going to the cinema. (not suggested to go)

After enjoy, mind and suggest, we use -ing (not to ...).

Some more verbs that are followed by -ing:

<table>
<thead>
<tr>
<th>stop</th>
<th>postpone</th>
<th>admit</th>
<th>avoid</th>
<th>imagine</th>
</tr>
</thead>
<tbody>
<tr>
<td>finish</td>
<td>consider</td>
<td>deny</td>
<td>risk</td>
<td>fancy</td>
</tr>
</tbody>
</table>

- Suddenly everybody stopped talking. There was silence.
- I'll do the shopping when I've finished cleaning the flat.
- He tried to avoid answering my question.
- I don't fancy going out this evening. (= I'm not enthusiastic about it)
- Have you ever considered going to live in another country?

The negative form is not -ing:
- When I'm on holiday, I enjoy not having to get up early.

We also use -ing after:

<table>
<thead>
<tr>
<th>give up (= stop)</th>
<th>put off (= postpone)</th>
<th>go on / carry on (= continue)</th>
<th>keep or keep on (= do something continuously or repeatedly)</th>
</tr>
</thead>
</table>
- I've given up reading newspapers. I think it's a waste of time.
- Jenny doesn't want to retire. She wants to go on working. (or ... to carry on working.)
- You keep interrupting when I'm talking! or You keep on interrupting ...

With some verbs you can use the structure verb + somebody + -ing:
- I can't imagine George riding a motorbike.
- You can't stop me doing what I want.
- 'Sorry to keep you waiting so long.' ‘That's all right.'

Note the passive form (being done/seen/kept etc.):
- I don't mind being kept waiting. (= I don't mind people keeping me ...)

When you are talking about finished actions, you can say having done/stolen/said etc.:
- They admitted having stolen the money.

But it is not necessary to use having (done). You can also say:
- They admitted stealing the money.
- I now regret saying (or having said) what I said.

For regret, see Unit 56B.

After some of the verbs on this page (especially admit/deny/suggest) you can also use that ...
- They denied that they had stolen the money. (or They denied stealing ...)
- Sam suggested that we went to the cinema. (or Sam suggested going ...)

Suggest → Unit 34, Being done (passive) → Unit 42B, Verb + to ... → Unit 54, Verb + to ... and -ing → Units 55C, 56→7, Regret + to on → Unit 56B, Go on / carry on / keep on → Unit 141A
Exercises

53.1 Complete each sentence with one of the following verbs (in the correct form):

answer apply be forget listen live lose make read try use write

1. He tried to avoid answering my question.
2. Could you please stop listening so much noise?
3. I enjoy applying to music.
4. I considered losing for the job, but in the end I decided against it.
5. Have you finished listening to the newspaper yet?
6. We need to change our routine. We can't go on waiting like this.
7. I don't mind you answering the phone as long as you pay for all your calls.
8. My memory is getting worse. I keep making things.
9. I've put off answering the letter so many times. I really must do it today.
10. What a stupid thing to do! Can you imagine anybody answering so stupid?
11. I've given up answering to lose weight – it's impossible.
12. If you invest your money on the stock market, you risk losing it.

53.2 Complete the sentences for each situation using -ing.

1. What shall we do?
   We could go to the zoo.
   She suggested going to the zoo.

2. Do you want to play tennis?
   No, not really.
   He didn't fancy playing tennis.

3. You were driving too fast.
   Yes, it's true. Sorry!
   She admitted driving too fast.

4. Why don't we go for a swim?
   Good idea!
   She suggested going for a swim.

5. You broke the CD player.
   No, I didn't!
   He denied breaking the CD player.

6. Can you wait a few minutes?
   Sure, no problem.
   They didn't mind waiting.

53.3 Complete the sentences so that they mean the same as the first sentence. Use -ing.

1. I can do what I want and you can't stop me.
   You can't stop me doing what I want.

2. It's not a good idea to travel during the rush hour.
   It's better to avoid travelling during the rush hour.

3. Shall we paint the kitchen next weekend instead of this weekend?
   Shall we postpone painting the kitchen until next weekend?

4. Could you turn the radio down, please?
   Would you mind turning the radio down?

5. Please don't interrupt me all the time.
   Would you mind not interrupting me?

53.4 Use your own ideas to complete these sentences. Use -ing.

1. She's a very interesting person. I always enjoy talking to her.
2. I'm not feeling very well. I don't fancy eating today.
3. I'm afraid there aren't any chairs. I hope you don't mind sitting on the floor.
4. It was a beautiful day, so I suggested going for a walk.
5. It was very funny. We can't stop laughing.
6. My car isn't very reliable. It keeps breaking down.
Verb + to ... (decide to ... / forget to ... etc.)

<table>
<thead>
<tr>
<th>offer</th>
<th>decide</th>
<th>hope</th>
<th>deserve</th>
<th>promise</th>
</tr>
</thead>
<tbody>
<tr>
<td>agree</td>
<td>plan</td>
<td>manage</td>
<td>afford</td>
<td>threaten</td>
</tr>
<tr>
<td>refuse</td>
<td>arrange</td>
<td>fail</td>
<td>forget</td>
<td>learn</td>
</tr>
</tbody>
</table>

After these verbs you can use to ... (infinitive):
- It was late, so we decided to take a taxi home.
- Simon was in a difficult situation, so I agreed to help him.
- How old were you when you learnt to drive? (or learnt how to drive)
- I waved to Karen but failed to attract her attention.

The negative is not to ...:
- We decided not to go out because of the weather.
- I promised not to be late.

After some verbs to ... is not possible. For example, enjoy/think/suggest:
- I enjoy reading. (not enjoy to read)
- Tom suggested going to the cinema. (not suggested to go)
- Are you thinking of buying a car? (not thinking to buy)

For verb + -ing, see Unit 53. For verb + preposition + -ing, see Unit 62.

We also use to ... after:
- seem | appear | tend | pretend | claim

For example:
- They seem to have plenty of money.
- I like Dan, but I think he tends to talk too much.
- Ann pretended not to see me when she passed me in the street.

There is also a continuous infinitive (to be doing) and a perfect infinitive (to have done):
- I pretended to be reading the newspaper. (= I pretended that I was reading)
- You seem to have lost weight. (= it seems that you have lost weight)
- Martin seems to be enjoying his new job. (= it seems that he is enjoying it)

After dare you can use the infinitive with or without to:
- I wouldn’t dare to tell him. or I wouldn’t dare tell him.

But after dare not (or daren’t), you must use the infinitive without to:
- I daren’t tell him what happened. (not I daren’t to tell him)

After some verbs you can use a question word (what/whether/how etc.) + to .... We use this structure especially after:
- ask | decide | know | remember | forget | explain | learn | understand | wonder

<table>
<thead>
<tr>
<th>We asked</th>
<th>how to get</th>
<th>to the station.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you decided</td>
<td>where to go</td>
<td>for your holidays?</td>
</tr>
<tr>
<td>I don’t know</td>
<td>whether to apply</td>
<td>for the job or not.</td>
</tr>
<tr>
<td>Do you understand</td>
<td>what to do?</td>
<td></td>
</tr>
</tbody>
</table>

Also show/tell/ask/advise/teach somebody what/how/where to do something:
- Can somebody show me how to change the film in this camera?
- Ask Jack, He’ll tell you what to do.
Exercises

54.1 Complete the sentences for these situations.

1. Shall we get married?
   Yes, let’s.
   They decided to get married.

2. Please help me.
   OK.
   She agreed.

3. Can I carry your bag for you?
   No, thanks. I can manage.
   He offered.

4. Let’s meet at 8 o’clock.
   OK, fine.
   They arranged.

5. What’s your name?
   I’m not going to tell you.
   She refused.

6. Please don’t tell anyone.
   I won’t. I promise.
   She promised.

54.2 Complete each sentence with a suitable verb.

1. Don’t forget to post the letter I gave you.

2. There was a lot of traffic, but we managed to get to the airport in time.

3. Jill has decided not to buy a car.

4. We’ve got a new computer in our office. I haven’t learnt how to use it yet.

5. Karen failed to make a good impression at the job interview.

6. We were all afraid to speak. Nobody dared to say anything.

54.3 Put the verb into the correct form, to ... or -ing. (See Unit 53 for verbs + -ing.)

1. When I’m tired, I enjoy watching television. It’s relaxing. (watch)

2. It was a nice day, so we decided to go for a walk. (go)

3. It’s a nice day. Does anyone fancy going for a walk? (go)

4. I’m not in a hurry. I don’t mind waiting. (wait)

5. They don’t have much money. They can’t afford to buy things out very often. (go)

6. I wish that dog would stop barking. It’s driving me mad. (bark)

7. Our neighbour threatened to call the police if we didn’t stop the noise. (call)

8. We were hungry, so I suggested having dinner early. (have)

9. Hurry up! I don’t want to miss the train. (miss)

10. I’m still looking for a job, but I hope to find something soon. (find)

54.4 Make a new sentence using the verb in brackets.

1. You’ve lost weight.
   You seem to have lost weight.

2. Tom is worried about something.
   Tom appears worried.

3. You know a lot of people.
   You seem to know a lot of people.

4. My English is getting better.
   It seems to be getting better.

5. That car has broken down.
   It appears to have broken down.

6. David forgets things.
   He tends to forget things.

7. They have solved the problem.
   They claim to have solved the problem.

54.5 Complete each sentence using what/how/whether + the following verbs:

do get go ride say use

1. Do you know how to get to John’s house?

2. Can you show me how to use this washing machine?

3. Would you know how to use a bicycle once you’ve learnt?

4. You’ll never forget how to use a bicycle once you’ve learnt.

5. I was really astonished that you didn’t know how to use a bicycle once you’ve learnt.

6. I’ve been invited to the party, but I haven’t decided whether to go or not.
Verb (+ object) + to ...  
(I want you to ... etc.)

<table>
<thead>
<tr>
<th>want</th>
<th>ask</th>
<th>help</th>
<th>would like</th>
<th>expect</th>
<th>beg</th>
<th>mean (= intend)</th>
<th>would prefer</th>
</tr>
</thead>
</table>

These verbs are followed by to ... (infinitive). The structure can be:

verb + to ...  or  verb + object + to ...

- We expected to be late.
- We expected Dan to be late.
- Would you like to go now?
- Would you like me to go now?
- He doesn't want to know.
- He doesn't want anybody to know.

Do not say ‘want that’:
- Do you want me to come with you? (not Do you want that I come)

After help you can use the infinitive with or without to. So you can say:
- Can you help me to move this table?  or  Can you help me move this table?

<table>
<thead>
<tr>
<th>tell</th>
<th>remind</th>
<th>force</th>
<th>encourage</th>
<th>teach</th>
<th>enable</th>
<th>order</th>
<th>warn</th>
<th>invite</th>
<th>persuade</th>
<th>get (= persuade, arrange for)</th>
</tr>
</thead>
</table>

These verbs have the structure verb + object + to ... :
- Can you remind me to phone Sam tomorrow?
- Who taught you to drive?
- I didn’t move the piano by myself. I got somebody to help me.
- Jim said the switch was dangerous and warned me not to touch it.

In the next example, the verb is passive (I was warned / we were told etc.):
- I was warned not to touch the switch.

You cannot use suggest with the structure verb + object + to ... :
- Jane suggested that I should ask your advice. (not Jane suggested me to ask)

After advise, recommend and allow, two structures are possible. Compare:

verb + -ing (without an object)  verb + object + to ...

- I wouldn’t advise/recommend staying in that hotel.
- I wouldn’t advise/recommend anybody to stay in that hotel.
- They don’t allow parking in front of the building.
- They don’t allow people to park in front of the building.

Study these examples with (be) allowed (passive):
- Parking isn’t allowed in front of the building.
- You aren’t allowed to park in front of the building.

Make and let

These verbs have the structure verb + object + infinitive (without to):
- I made him promise that he wouldn’t tell anybody what happened. (not to promise)
- Hot weather makes me feel tired. (= causes me to feel tired)
- Her parents wouldn’t let her go out alone. (= wouldn’t allow her to go out)
- Let me carry your bag for you.

We say ‘make somebody do’ (not to do), but the passive is ‘(be) made to do’ (with to):
- We were made to wait for two hours. (= They made us wait ...)

Suggest → Units 34, 53  Tell/ask somebody to → Units 48, 50  Verb + -ing → Unit 53  Verb + to ... → Unit 57B  Verb + to ... and -ing → Unit 58  Help → Unit 57C
Exercises

55.1 Complete the questions. Use do you want me to ...? or would you like me to ...? with these verbs (+ any other necessary words):

- come
- lend
- repeat
- show
- shut
- wait

1. Do you want to go alone, or do you want me to come with you?
2. Do you have enough money, or do you want me to lend you?
3. Shall I leave the window open, or would you like me to shut it?
4. Do you know how to use the machine, or would you like me to show you?
5. Did you hear what I said, or do you want me to repeat it?
6. Can I go now, or do you want me to wait?

55.2 Complete the sentences for these situations.

1. She told him to lock the door. She told him to lock the door.

2. They invited him. They invited him.

3. She wouldn't let him use the phone. She wouldn't let him use the phone.

4. She warned him. She warned him.

5. He asked for a hand. He asked for a hand.

55.3 Complete each second sentence so that the meaning is similar to the first sentence.

1. My father said I could use his car. My father allowed me to use his car.
2. I was surprised that it rained. I didn't expect it to rain.
4. Tim looks older when he wears glasses. Tim's glasses make him look older.
5. I think you should know the truth. I want you to know the truth.
6. Don't let me forget to phone my sister. Remind me to phone my sister.
7. At first I didn't want to apply for the job, but Sarah persuaded me. Sarah persuaded me to apply for the job.
8. My lawyer said I shouldn't say anything to the police. My lawyer advised me not to say anything.
9. I was told that I shouldn't believe everything he says. I was warned not to believe everything he says.
10. If you've got a car, you are able to get around more easily. Having a car enables you to get around more easily.

55.4 Put the verb into the correct form: infinitive (do/make/eat etc.), to + infinitive, or -ing.

1. They don't allow people to park in front of the building. (park)
2. I've never been to Iceland, but I'd like to go there. (go)
3. I'm in a difficult position. What do you advise me to do? (do)
4. The film was very sad. It made me cry. (cry)
5. Diane's parents always encouraged her to study hard at school. (study)
6. I don't recommend eating in that restaurant. The food is terrible. (eat)
7. She said the letter was personal and wouldn't let me read it. (read)
8. We are not allowed to make personal phone calls at work. (make)
9. I don't think Alex likes me. What makes you think that? (think)
Unit 56

Verb + -ing or to ... 1 (remember/regret etc.)

A

Some verbs are followed by -ing and some are followed by to ...

<table>
<thead>
<tr>
<th>Verbs usually followed by -ing:</th>
<th>Verbs usually followed by to ... :</th>
</tr>
</thead>
<tbody>
<tr>
<td>admit</td>
<td>afford</td>
</tr>
<tr>
<td>fancy</td>
<td>fail</td>
</tr>
<tr>
<td>postpone</td>
<td>offer</td>
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<td>avoid</td>
<td>agree</td>
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<td>finish</td>
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<td>consider</td>
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<td>imagine</td>
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<td>stop</td>
<td>promise</td>
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<tr>
<td>deny</td>
<td>decide</td>
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<tr>
<td>keep (on)</td>
<td>learn</td>
</tr>
<tr>
<td>suggest</td>
<td>refuse</td>
</tr>
<tr>
<td>enjoy</td>
<td>deserve</td>
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<tr>
<td>mind</td>
<td>manage</td>
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<tr>
<td></td>
<td>threaten</td>
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</tbody>
</table>

For examples, see Unit 53.

B

Some verbs can be followed by -ing or to ... with a difference of meaning:

**remember**

I remember doing something = I did it and now I remember this.

You remember doing something _after_ you have done it.

- I know I locked the door. I clearly remember locking it.
- (= I locked it, and now I remember this)
- He could remember driving along the road just before the accident, but he couldn’t remember the accident itself.

I remembered to do something = I remembered that I had to do it, so I did it.

You remember to do something _before_ you do it.

- I remembered to lock the door, but I forgot to shut the windows.
- (= I remembered that I had to lock it, and so I locked it)
- Please remember to post the letter.
- (= don’t forget to post it)

**regret**

I regret doing something = I did it and now I’m sorry about it:

- I now regret saying what I said. I shouldn’t have said it.
- It began to get cold and he regretted not wearing his coat.

I regret to say / to tell you / to inform you = I’m sorry that I have to say (etc.).

- (from a formal letter) We regret to inform you that we cannot offer you the job.

**go on**

Go on doing something = continue with the same thing:

- The president paused for a moment and then went on talking.
- We need to change. We can’t go on living like this.

Go on to do something = do or say something new:

- After discussing the economy, the president then went on to talk about foreign policy.

C

The following verbs can be followed by -ing or to ... :

- begin  start  continue  intend  bother

So you can say:

- It has started raining. or It has started to rain.
- John intends buying a house. or John intends to buy ...
- Don’t bother locking the door. or Don’t bother to lock ...

But normally we do not use -ing after -ing:

- It’s starting to rain. (not It’s starting going raining)

Verb + -ing → Verb + to → Verb + ing (0 in verbs -ing or to ... → Units 57-58)
Exercises

Unit 56

56.1 Put the verb into the correct form, -ing or to .... Sometimes either form is possible.

1 They denied ______ the money. (steal)
2 I don’t enjoy ______ very much. (drive)
3 I don’t want ______ out tonight. I’m too tired. (go)
4 I can’t afford ______ out tonight. I don’t have enough money. (go)
5 Has it stopped ______ yet? (rain)
6 Our team was unlucky to lose the game. We deserved ______ (.win)
7 Why do you keep ______ me questions? Can’t you leave me alone? (ask)
8 Please stop ______ me questions! (ask)
9 I refuse ______ any more questions. (answer)
10 One of the boys admitted ______ the window. (break)
11 The boy’s father promised ______ for the window to be repaired. (pay)
12 If the company continues ______ money, the factory may be closed. (lose)
13 ‘Does Sarah know about the meeting?’ ‘No, I forgot ______ her.’ (tell)
14 The baby began ______ in the middle of the night. (cry)
15 Julia has been ill, but now she’s beginning ______ better. (get)
16 I’ve enjoyed ______ you. I hope ______ you again soon. (meet, see)

56.2 Here is some information about Tom when he was a child.

1 He was in hospital when he was four. 4 Once he fell into the river.
2 He went to Paris when he was eight. 5 He said he wanted to be a doctor.
3 He cried on his first day at school. 6 Once he was bitten by a dog.

He can still remember 1, 2 and 4. But he can’t remember 3, 5 and 6. Write sentences beginning He can remember ... or He can’t remember ... .

1 He can remember being in hospital when he was four.

2 ________________________________

3 ________________________________

4 ________________________________

5 ________________________________

6 ________________________________

56.3 Complete each sentence with a verb in the correct form, -ing or to ....

1 a Please remember ______ the door when you go out.
b A: You lent me some money a few months ago.
   b: Did I? Are you sure? I don’t remember ______ you any money.
c A: Did you remember ______ your sister?
   b: Oh no, I completely forgot. I’ll phone her tomorrow.
d When you see Steve, remember ______ him my regards.
e Someone must have taken my bag. I clearly remember ______ it by the window and now it has gone.

2 a I believe that what I said was fair. I don’t regret ______ it.
b I knew they were in trouble, but I regret ______ I did nothing to help them.

3 a Ben joined the company nine years ago. He became assistant manager after two years, and a few years later he went on ______ manager of the company.
b I can’t go on ______ here any more. I want a different job.
c When I came into the room, Liz was reading a newspaper. She looked up and said hello, and then went on ______ her newspaper.
Verb + -ing or to ... 2 (try/need/help)

A

Try to ... and try -ing

Try to do = attempt to do, make an effort to do:
- I was very tired. I tried to keep my eyes open, but I couldn't.
- Please try to be quiet when you come home. Everyone will be asleep.

Try also means 'do something as an experiment or test'. For example:
- These cakes are delicious. You should try one. (= you should have one to see if you like it)
- We couldn't find anywhere to stay. We tried every hotel in the town, but they were all full. (= we went to every hotel to see if they had a room)

If try (with this meaning) is followed by a verb, we say try -ing:
- A: The photocopier doesn't seem to be working.
- B: Try pressing the green button.
  (= press the green button – perhaps this will help to solve the problem)

Compare:
- I tried to move the table, but it was too heavy. (so I couldn't move it)
- I didn't like the way the furniture was arranged, so I tried moving the table to the other side of the room. But it still didn't look right, so I moved it back again.

B

Need to ... and need -ing

I need to do something = it is necessary for me to do it:
- I need to take more exercise.
- He needs to work harder if he wants to make progress.
- I don't need to come to the meeting, do I?

Something needs doing = it needs to be done:
- The batteries in the radio need changing.
  (= they need to be changed)
- Do you think my jacket needs cleaning?
  (= ... needs to be cleaned)
- It's a difficult problem. It needs thinking about very carefully. (= it needs to be thought about)

C

Help and can't help

You can say help to do or help do (with or without to):
- Everybody helped to clean up after the party. or
  Everybody helped clean up ...
- Can you help me to move this table? or
  Can you help me move ...

I can't help doing something = I can't stop myself doing it:
- I don't like him, but he has a lot of problems. I can't help feeling sorry for him.
- She tried to be serious, but she couldn't help laughing.
  (= she couldn't stop herself laughing)
- I'm sorry I'm so nervous. I can't help it.
  (= I can't help being nervous)
Exercises

57.1 Make suggestions. Each time use *try* + one of the following suggestions:

- phone his office
- move the aerial
- turn it the other way
- take an aspirin
- change the batteries

1. The radio isn’t working. I wonder what’s wrong with it.
   Have you tried changing the batteries?
   Try ____________________________

2. I can’t open the door. The key won’t turn.
   Have you tried ____________________________

3. The TV picture isn’t very good. What can I do about it?
   Why don’t you ____________________________

4. I can’t contact Fred. He’s not at home. What shall I do?
   Have you ____________________________

5. I’ve got a terrible headache. I wish it would go.

57.2 For each picture, write a sentence with *need(s)* + one of the following verbs:

- clean  cut  empty  paint  tighten

1. This jacket is dirty. It needs cleaning.
2. The room isn’t very nice. ____________________________
3. The grass is very long. It ____________________________
4. The screws are loose. ____________________________
5. The bin is full. ____________________________

57.3 Put the verb into the correct form.

1 a. I was very tired. I tried to keep (keep) my eyes open, but I couldn’t.
   b. I rang the doorbell, but there was no answer. Then I tried (knock) on the door, but there was still no answer.
   c. We tried (put) the fire out but without success. We had to call the fire brigade.
   d. Sue needed to borrow some money. She tried (ask) Gerry, but he was short of money too.
   e. I tried (reach) the shelf, but I wasn’t tall enough.
   f. Please leave me alone. I’m trying (concentrate).

2 a. I need a change. I need (go) away for a while.
   b. My grandmother isn’t able to look after herself any more. She needs (look) after.
   c. The windows are dirty. They need (clean).
   d. Your hair is getting very long. It needs (cut).
   e. You don’t need (iron) that shirt. It doesn’t need (iron).

3 a. They were talking very loudly. I couldn’t help (overhear) what they said.
   b. Can you help me get the lift to open?
   c. He looks so funny. Whenever I see him, I can’t help (smile).
   d. The fine weather helped (make) it a very enjoyable holiday.
Verb + -ing or to ... 3 (like / would like etc.)

A

Like / love / hate

When you talk about repeated actions, you can use -ing or to ... after these verbs.

So you can say:

- Do you like getting up early? or Do you like to get up early?
- Stephanie hates flying. or Stephanie hates to fly.
- I love meeting people. or I love to meet people.
- I don’t like being kept waiting. or ... like to be kept waiting.
- I don’t like friends calling me at work. or ... friends to call me at work.

but

(1) We use -ing (not to ...) when we talk about a situation that already exists (or existed).

For example:

- Paul lives in Berlin now. He likes living there. (He likes living in Berlin = He lives there and he likes it)
- Do you like being a student? (You are a student - do you like it?)
- The office I worked in was horrible. I hated working there. (I worked there and I hated it)

(2) There is sometimes a difference between I like to do and I like doing:

I like doing something = I do it and I enjoy it:
- I like cleaning the kitchen. (= I enjoy it.)

I like to do something = I think it is a good thing to do, but I don’t necessarily enjoy it:
- It’s not my favourite job, but I like to clean the kitchen as often as possible.

Note that enjoy and mind are always followed by -ing (not to ...):

- I enjoy cleaning the kitchen. (not I enjoy to clean)
- I don’t mind cleaning the kitchen. (not I don’t mind to clean)

B

Would like / would love / would hate / would prefer

Would like / would love etc. are usually followed by to ... :

- I’d like (= would like) to go away for a few days.
- Would you like to come to dinner on Friday?
- I wouldn’t like to go on holiday alone.
- I’d love to meet your family.
- Would you prefer to have dinner now or later?

Compare I like and I would like (I’d like):

- I like playing tennis. / I like to play tennis. (= I like it in general)
- I’d like to play tennis today. (= I want to play today)

Would mind is always followed by -ing (not to ...):

- Would you mind closing the door, please?

C

I would like to have done something = I regret now that I didn’t or couldn’t do it:

- It’s a pity we didn’t see Val when we were in London. I would like to have seen her again.
- We’d like to have gone away, but we were too busy at home.

You can use the same structure after would love / would hate / would prefer:

- Poor old David! I would hate to have been in his position.
- I’d love to have gone to the party, but it was impossible.
Exercises

Unit 58

58.1 Write sentences about yourself. Say whether you like or don't like these activities. Choose one of these verbs for each sentence:

<table>
<thead>
<tr>
<th>Verb</th>
<th>Like / Don't Like</th>
<th>Love</th>
<th>Hate</th>
<th>Enjoy</th>
<th>Don't Mind</th>
</tr>
</thead>
<tbody>
<tr>
<td>fly</td>
<td>I don't like flying.</td>
<td>I don't like to fly.</td>
<td></td>
<td></td>
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<tr>
<td>play cards</td>
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<td></td>
</tr>
<tr>
<td>be alone</td>
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<td></td>
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<tr>
<td>go to museums</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>cook</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

58.2 Make sentences from the words in brackets. Use -ing or to ... Sometimes either form is possible.

1. Paul lives in Berlin now. It's nice. He likes it.
   (he / like / live / there) He likes living there.

2. Jane is a biology teacher. She likes her job.
   (she / like / reach / biology) She

3. Joe always carries his camera with him and takes a lot of photographs.
   (he / like / take / photographs)

4. I used to work in a supermarket. I didn't like it much.
   (I / not / like / work / there)

5. Rachel is studying medicine. She likes it.
   (she / like / study / medicine)

6. Dan is famous, but he doesn't like it.
   (he / not / like / be / famous)

7. Jennifer is a very cautious person. She doesn't take many risks.
   (she / not / like / take / risks)

8. I don't like surprises.
   (I / like / know / things / in advance)

58.3 Complete each sentence with a verb in the correct form, -ing or to ... In one sentence either form is possible.

1. It's good to visit other places - I enjoy travelling.

2. `Would you like ___________ down?' `No, thanks. I'll stand.'

3. I'm not quite ready yet. Would you mind ___________ a little longer?

4. When I was a child, I hated ___________ to bed early.

5. When I have to catch a train, I'm always worried that I'll miss it. So I like ___________ to the station in plenty of time.

6. I enjoy ___________ busy. I don't like it when there's nothing to do.

7. I would love ___________ to your wedding, but I'm afraid it isn't possible.

8. I don't like ___________ in this part of town. I want to move somewhere else.

9. Do you have a minute? I'd like ___________ to you about something.

10. If there's bad news and good news, I like ___________ the bad news first.

58.4 Write sentences using would ... to have (done). Use the verbs in brackets.

1. It's a pity I couldn't go to the wedding. (like) I would like to have gone to the wedding.

2. It's a pity I didn't see the programme. (like) ________________________________

3. I'm glad I didn't lose my watch. (hate) ________________________________

4. It's a pity I didn't meet your parents. (love) ________________________________

5. I'm glad I wasn't alone. (not / like) ________________________________

6. It's a pity I couldn't travel by train. (prefer) ________________________________
Prefer and would rather

A Prefer to do and prefer doing

You can use ‘prefer to (do)’ or ‘prefer -ing’ to say what you prefer in general:

- I don’t like cities. I prefer to live in the country. or I prefer living in the country.

Study the differences in structure after prefer. We say:

| I prefer something to something else. |
| I prefer doing something to doing something else. |
| but I prefer to do something rather than (do) something else. |

- I prefer this coat to the coat you were wearing yesterday.
- I prefer driving to travelling by train.
- but I prefer to drive rather than travel by train.
- Sarah prefers to live in the country rather than (live) in a city.

B Would prefer (I’d prefer ...)

We use would prefer to say what somebody wants in a specific situation (not in general):

- ‘Would you prefer tea or coffee?’ ‘Coffee, please.’

We say ‘would prefer to do something’ (not doing):

- ‘Shall we go by train?’ ‘I’d prefer to drive.’ (not I’d prefer driving)
- I’d prefer to stay at home tonight rather than go to the cinema.

C Would rather (I’d rather ...)

Would rather (do) = would prefer (to do). We use would rather + infinitive (without to). Compare:

- ‘Shall we go by train?’ ‘I’d prefer to drive.’
- ‘I’d rather drive.’ (not to drive)
- ‘Would you rather have tea or coffee?’ ‘Coffee, please.’

The negative is ‘I’d rather not (do something)’:

- I’m tired. I’d rather not go out this evening, if you don’t mind.
- ‘Do you want to go out this evening?’ ‘I’d rather not.’

We say ‘would rather do something than do something else’:

- I’d rather stay at home tonight than go to the cinema.

D I’d rather you did something

We say ‘I’d rather you did something’ (not I’d rather you do). For example:

- ‘Shall I stay here?’ ‘I’d rather you came with us.’ (= I would prefer this)
- ‘I’ll repair your bike tomorrow, OK?’ ‘I’d rather you did it today.’
- ‘Are you going to tell them what happened?’ ‘No. I’d rather they didn’t know.’
- Shall I tell them, or would you rather they didn’t know?

In this structure we use the past (came, did etc.), but the meaning is present not past. Compare:

- I’d rather make dinner now.
  - I’d rather you made dinner now. (not I’d rather you make)

I’d rather you didn’t (do something) = I’d prefer you not to do it:

- I’d rather you didn’t tell anyone what I said.
- ‘Shall I tell them what happened?’ ‘I’d rather you didn’t.’

Would prefer → would prefer (not did (in past) → but I’d prefer)
Exercises

59.1 Which do you prefer? Write sentences using 'I prefer (something) to (something else)' Put the verb into the correct form where necessary.

1 (drive / travel by train) I prefer driving to travelling by train.
2 (basketball / football) I prefer ........................................
3 (phone people / send emails) I ........................................... to ........................................
4 (go to the cinema / watch videos at home) ........................................

Now rewrite sentences 3 and 4 using the structure 'I prefer to (do something)'.

5 (1) I prefer to drive rather than travel by train.
6 (3) I prefer to ........................................
7 (4) ........................................

59.2 Write sentences using I’d prefer ... and I’d rather ... + the following:
et at home -get a taxi - go alone - wait a few minutes - listen to some music
stand - go for a swim - wait till later - think about it for a while

1 Shall we walk home?
2 Do you want to eat now?
3 Would you like to watch TV?
4 Do you want to go to a restaurant?
5 Let’s leave now.
6 Shall we play tennis?
7 I think we should decide now.
8 Would you like to sit down?
9 Do you want me to come with you?

(prefer) I’d prefer to get a taxi.
(rather) I’d rather wait till later.

Now use the same ideas to complete these sentences using than and rather than.

10 I’d prefer to get a taxi ............... walk home.
11 I’d prefer to go for a swim ............... eat at home.
12 I’d rather eat at home ............... go for a swim.
13 I’d prefer to think about it for a while ............... wait till later.
14 I’d rather listen to some music ............... wait a few minutes.

59.3 Complete the sentences using would you rather I ....

1 Are you going to make dinner or ... would you rather I made it ...............?
2 Are you going to tell Liz what happened or would you rather ...............?
3 Are you going to do the shopping or ...............?
4 Are you going to phone Diane or ...............?

59.4 Use your own ideas to complete these sentences.

1 ‘Shall I tell Ann the news?’ ‘No, I’d rather she ............... know.’
2 Do you want me to go now or would you rather I ............... here?
3 Do you want to go out this evening or would you rather ............... at home?
4 This is a private letter addressed to me. I’d rather you ............... read it.
5 I don’t really like these shoes. I’d rather they ............... a different colour.
6 A: Do you mind if I tune on the radio?
   B: I’d rather you ............... I’m trying to study.
Preposition (in/for/about etc.) + -ing

If a preposition (in/for/about etc.) is followed by a verb, the verb ends in -ing:

<table>
<thead>
<tr>
<th>preposition</th>
<th>verb (-ing)</th>
<th>examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>working</td>
<td>for us?</td>
</tr>
<tr>
<td>at</td>
<td>learning</td>
<td>languages.</td>
</tr>
<tr>
<td>with</td>
<td>studying</td>
<td>me to your party.</td>
</tr>
<tr>
<td>of</td>
<td>having</td>
<td>a car?</td>
</tr>
<tr>
<td>for</td>
<td>inviting</td>
<td>for lunch tomorrow?</td>
</tr>
<tr>
<td>about</td>
<td>meeting</td>
<td>at home all the time?</td>
</tr>
<tr>
<td>instead of</td>
<td>sitting</td>
<td></td>
</tr>
<tr>
<td>in spite of</td>
<td>feeling</td>
<td>ill.</td>
</tr>
</tbody>
</table>

You can also say ‘instead of somebody doing something’, ‘fed up with people doing something’ etc.:

- I’m fed up with people telling me what to do.

Note the use of the following prepositions + -ing:

before -ing and after -ing:

- Before going out, I phoned Sarah. (not Before to go out)
- What did you do after leaving school?

You can also say ‘Before I went out …’ and ‘… after you left school’.

by -ing (to say how something happens):
- The burglars got into the house by breaking a window and climbing in.
- You can improve your English by reading more.
- She made herself ill by not eating properly.
- Many accidents are caused by people driving too fast.

without -ing:
- We ran ten kilometres without stopping.
- It was a stupid thing to say. I said it without thinking.
- She needs to work without people disturbing her. (or … without being disturbed.)
- I have enough problems of my own without having to worry about yours.

To -ing (look forward to doing something etc.)

To is often part of the infinitive (to do / to see etc.):

- We decided to go out.
- Would you like to meet for lunch tomorrow?

But to is also a preposition (like in/for/about/from etc.). For example:

- We drove from London to Edinburgh.
- I prefer tea to coffee.
- Are you looking forward to the weekend?

If a preposition is followed by a verb, the verb ends in -ing:

- in doing about meeting without stopping (etc.)

So, when to is a preposition and it is followed by a verb, you must say to -ing:

- I prefer driving to travelling by train. (not to travel)
- Are you looking forward to going on holiday? (not looking forward to go)
Exercises

Unit 60

60.1 Complete the second sentence so that it means the same as the first.
1 Why is it useful to have a car?
   What are the advantages of having a car?
2 I don’t intend to apply for the job.
   I have no intention of
3 Helen has a good memory for names.
   Helen is good at
4 Mark won’t pass the exam. He has no chance.
   Mark has no chance of
5 Did you get into trouble because you were late?
   Did you get into trouble for
6 We didn’t eat at home. We went to a restaurant instead.
   Instead of
7 We got into the exhibition. We didn’t have to queue.
   We got into the exhibition without
8 Our team played well, but we lost the game.
   Our team lost the game despite

60.2 Complete the sentences using by -ing. Use the following (with the verb in the correct form):
   borrow too much money  break a window  drive too fast
   put some pictures on the walls  stand on a chair  turn a key
1 The burglars got into the house by breaking a window
2 I was able to reach the top shelf
3 You start the engine of a car
4 Kevin got himself into financial trouble
5 You can put people’s lives in danger
6 We made the room look nicer

60.3 Complete the sentences with a suitable word. Use only one word each time.
   1 We ran ten kilometres without stopping.
   2 He left the hotel without paying his bill.
   3 It’s a nice morning. How about going for a walk?
   4 We were able to translate the letter into English without using a dictionary.
   5 Before going to bed, I like to have a hot drink.
   6 It was a long journey. I was very tired after getting on a train for 36 hours.
   7 I was annoyed because the decision was made without consulting me.
   8 After doing the same job for ten years, I felt I needed a change.
   9 We lost our way because we went straight on instead of turning left.
   10 I like these photographs you took. You’re good at taking photographs.

60.4 For each situation, write a sentence with I’m (not) looking forward to.
   1 You are going on holiday next week. How do you feel?
      I’m looking forward to going on holiday.
   2 Diane is a good friend of yours and she is coming to visit you soon. So you will see her again soon. How do you feel?
      I’m excited.
   3 You are going to the dentist tomorrow. You don’t enjoy going to the dentist. How do you feel?
      I’m not looking forward to going.
   4 Carol is a student at school. She hates it, but she is leaving school next summer. How does she feel?
      I’m dreading it. I can’t wait until I leave.
   5 You’ve arranged to play golf tomorrow. You like to play golf. How do you feel?
      I’m looking forward to it.
Be/get used to something (I'm used to ...)  

Study this example situation:  

Lisa is American, but she lives in Britain. When she first drove a car in Britain, she found it very difficult because she had to drive on the left, not on the right. Driving on the left was strange and difficult for her because:

- She wasn't used to it.
- She wasn't used to driving on the left.

But after a lot of practice, driving on the left became less strange. So:

- She got used to driving on the left.
- Now it’s no problem for Lisa:
  - She is used to driving on the left.

I'm used to something = it is not new or strange for me:  

- Frank lives alone. He doesn't mind this because he has lived alone for 15 years. It is not strange for him. He is used to it. He is used to living alone.
- I bought some new shoes. They felt a bit strange at first because I wasn't used to them.
- Our new flat is on a very busy street. I expect we’ll get used to the noise, but at the moment it's very disturbing.
- Diane has a new job. She has to get up much earlier now than before – at 6.30. She finds this difficult because she isn't used to getting up so early.
- Barbara's husband is often away from home. She doesn't mind this. She is used to him being away.

After be/get used you cannot use the infinitive (to do / to drive etc.). We say:  

- She is used to driving on the left. (not She is used to drive)

When we say 'I am used to something', to is a preposition, not a part of the infinitive.
So we say:  

- Frank is used to living alone. (not Frank is used to live)
- Lisa had to get used to driving on the left. (not get used to drive)

Do not confuse I am used to doing and I used to do:  

I am used to (doing) something = it isn’t strange or new for me:  

- I am used to the weather in this country.
- I am used to driving on the left because I’ve lived in Britain a long time.

I used to do something = I did it regularly in the past but no longer do it. You can use this only for the past, not for the present.

The structure is 'I used to do' (not 'I am used to do'):

- I used to drive to work every day, but these days I usually go by bike.
- We used to live in a small village, but now we live in London.
Exercises

61.1 Look again at the situation in Section A on the opposite page ('Lisa is American ...').
The following situations are similar. Complete the sentences using used to.

1. Juan is Spanish and went to live in England. In Spain he usually had dinner late in the evening, but in England dinner was at 6 o’clock. This was very early for him and he found it very strange at first.
   When Juan first went to England, he ___________________________ dinner so early, but after some time he ___________________________ it. Now he finds it normal. He ___________________________ at 6 o’clock.

2. Julia is a nurse. A year ago she started working nights. At first she found it hard and didn’t like it.
   She ___________________________ nights and it took her a few months to ___________________________ it. Now, after a year, she’s quite happy. She ___________________________ nights.

61.2 What do you say in these situations? Use I’m (not) used to ....

1. You live alone. You don’t mind this. You have always lived alone.
   FRIEND: Do you get a bit lonely sometimes?
   YOU: No, I ___________________________ living alone.

2. You sleep on the floor. You don’t mind this. You have always slept on the floor.
   FRIEND: Wouldn’t you prefer to sleep in a bed?
   YOU: No, I ___________________________ sleeping on the floor.

3. You have to work long hours in your job. This is not a problem for you. You have always worked long hours.
   FRIEND: You have to work very long hours in your job, don’t you?
   YOU: Yes, but I don’t mind that. I ___________________________ working long hours.

4. You usually go to bed early. Last night you went to bed very late (for you) and as a result you are very tired this morning.
   FRIEND: You look tired this morning.
   YOU: Yes, ___________________________ tired.

61.3 Read the situations and complete the sentences using used to.

1. Some friends of yours have just moved into a flat on a busy street. It is very noisy.
   They’ll have to ___________________________ the noise.

2. The children at school had a new teacher. She was different from the teacher before her, but this wasn’t a problem for the children. They soon ___________________________.

3. Sue moved from a big house to a much smaller one. She found it strange at first. She had to ___________________________ in a much smaller house.

4. Some people you know from Britain are going to live in your country. What will they have to get used to?
   They’ll have to ___________________________.

61.4 Complete the sentences using only one word each time (see Section C).

1. Lisa had to get used to ___________________________ on the left.
2. We used to ___________________________ in a small village, but now we live in London.
3. Dan used to ___________________________ a lot of coffee. Now he prefers tea.
4. I feel very full after that meal. I’m not used to ___________________________ so much.
5. I wouldn’t like to share an office. I’m used to ___________________________ my own office.
6. I used to ___________________________ a car, but I sold it a few months ago.
7. When we were children, we used to ___________________________ swimming very often.
8. There used to ___________________________ near where I lived, but it was closed down a few years ago.
9. I’m the boss here! I’m not used to ___________________________ what to do.
Verb + preposition + -ing (succeed in -ing / accuse somebody of -ing etc.)

Many verbs have the structure verb + preposition (in/for/about etc.) + object.
For example:

\[
\begin{array}{ccc}
\text{verb} & \text{preposition} & \text{object} \\
\text{We talked} & \text{about} & \text{the problem.} \\
\text{You must apologise} & \text{for} & \text{what you said.} \\
\end{array}
\]

If the object is another verb, it ends in -ing:

\[
\begin{array}{ccc}
\text{verb} & \text{preposition} & \text{-ing (object)} \\
\text{We talked} & \text{about} & \text{going to America.} \\
\text{You must apologise} & \text{for} & \text{not telling the truth.} \\
\end{array}
\]

Some more verbs with this structure:

\begin{itemize}
  \item succeed (in)
  \item insist (on)
  \item think (of)
  \item dream (of)
  \item approve (of)
  \item decide (against)
  \item feel (like)
  \item look forward (to)
\end{itemize}

\[
\begin{array}{lccc}
\text{succeed (in)} & \text{Have you succeeded} & \text{in} & \text{finding a job yet?} \\
\text{insist (on)} & \text{They insisted} & \text{on} & \text{paying for the meal.} \\
\text{think (of)} & \text{I'm thinking} & \text{of} & \text{buying a house.} \\
\text{dream (of)} & \text{I wouldn't dream} & \text{of} & \text{asking them for money.} \\
\text{approve (of)} & \text{He doesn't approve} & \text{of} & \text{swearing.} \\
\text{decide (against)} & \text{We have decided} & \text{against} & \text{moving to London.} \\
\text{feel (like)} & \text{Do you feel} & \text{like} & \text{going out tonight?} \\
\text{look forward (to)} & \text{I'm looking forward} & \text{to} & \text{meeting her.} \\
\end{array}
\]

You can also say ‘approve of somebody doing something’, ‘look forward to somebody doing something’:

\begin{itemize}
  \item I don’t approve of people killing animals for fun.
  \item We are all looking forward to Peter coming home.
\end{itemize}

The following verbs can have the structure verb + object + preposition + -ing:

\[
\begin{array}{lccc}
\text{congratulate (on)} & \text{I congratulated} & \text{Liz} & \text{on getting a new job.} \\
\text{accuse (of)} & \text{They accused} & \text{us} & \text{of telling lies.} \\
\text{suspect (of)} & \text{Nobody suspected} & \text{the general} & \text{of being a spy.} \\
\text{prevent (from)} & \text{What prevented} & \text{you} & \text{from coming to see us?} \\
\text{stop (from)} & \text{The rain didn’t stop} & \text{us} & \text{enjoying our holiday.} \\
\text{thank (for)} & \text{I forgot to thank} & \text{them} & \text{helping me.} \\
\text{excuse (for)} & \text{Excuse} & \text{me} & \text{being so late.} \\
\text{forgive (for)} & \text{Please forgive} & \text{me} & \text{not writing to you.} \\
\end{array}
\]

You can say ‘stop somebody doing’ or ‘stop somebody from doing’:

\begin{itemize}
  \item You can’t stop me doing what I want.  \text{or}  \quad \text{You can’t stop me from doing what I want.}
\end{itemize}

Some of these verbs are often used in the passive. For example:

\begin{itemize}
  \item We were accused of telling lies.
  \item The general was suspected of being a spy.
\end{itemize}

Note that we say ‘apologise to somebody for ...’:

\begin{itemize}
  \item I apologised to \text{them} for keeping them waiting. \text{(not I apologised \text{them})}
\end{itemize}
Exercises

62.1 Complete each sentence using only one word.

1. Our neighbours apologised for ________ so much noise.
2. I feel lazy. I don’t feel like ________ any work.
3. I wanted to go out alone, but Joe insisted on ________ with me.
4. I’m fed up with my job. I’m thinking of ________ something else.
5. We have decided against ________ a new car because we can’t really afford it.
6. I hope you get in touch with me soon. I’m looking forward to ________ from you.
7. The weather was extremely bad and this prevented us from ________ out.
8. The man who has been arrested is suspected of ________ a false passport.
9. I think you should apologise to Sue for ________ so rude to her.
10. Some parents don’t approve of their children ________ a lot of television.
11. I’m sorry I can’t come to your party, but thank you very much for ________ me.

62.2 Complete each sentence using a preposition + one of the following verbs (in the correct form):
carry cause escape go interrupt live see solve spend walk

1. Do you feel ________ going ________ out this evening?
2. It took us a long time, but we finally succeeded ________ the problem.
3. I’ve always dreamed ________ in a small house by the sea.
4. The driver of the other car accused me ________ the accident.
5. There’s a fence around the lawn to stop people ________ on the grass.
6. Excuse me ________ you, but may I ask you something?
7. Where are you thinking ________ your holiday this year?
8. The guards weren’t able to prevent the prisoner ________ it for me.
9. My bag wasn’t very heavy, but Dan insisted ________ for me.
10. It’s a pity Paul can’t come to the party. I was really looking forward ________ him.

62.3 Complete the sentences on the right.

1. It was nice of you to help me. Thanks very much.
   Kevin thanked ________.

2. I’ll drive you to the station. I insist.
   Tom insisted ________.

3. I hear you got married. Congratulations!
   Dan congratulated me ________.

4. It was nice of you to come to see me. Thank you.
   Jenny thanked ________.

5. I’m sorry I didn’t phone earlier.
   Kate apologised ________.

6. Jane accused ________.
Expressions + -ing

When these expressions are followed by a verb, the verb ends in -ing:

It's no use / It's no good
- There's nothing you can do about the situation, so it's no use worrying about it.
- It's no good trying to persuade me. You won't succeed.

There's no point in
- There's no point in having a car if you never use it.
- There was no point in waiting any longer, so we went.
But we usually say 'the point of doing something':
- What's the point of having a car if you never use it?

It's (not) worth
- I live only a short walk from here, so it's not worth taking a taxi.
- Our flight was very early in the morning, so it wasn't worth going to bed.

You can say that a film is worth seeing, a book is worth reading etc.:
- What was the film like? Was it worth seeing?
- Thieves broke into the house but didn't take anything. There was nothing worth stealing.

Have difficulty -ing, have trouble -ing

We say 'have difficulty doing something' (not to do):
- I had no difficulty finding a place to live. (not difficulty to find)
- Did you have any difficulty getting a visa?
- People often have difficulty reading my writing.

You can also say 'have trouble doing something':
- I had no trouble finding a place to live.

We use -ing after:

a waste of money / a waste of time
- It was a waste of time reading that book. It was rubbish.
- It's a waste of money buying things you don't need.

spend/waste (time)
- He spent hours trying to repair the clock.
- I waste a lot of time day-dreaming.

(busy)
- She said she couldn't see me. She was too busy doing other things.

Go swimming / go fishing etc.

We use go -ing for a number of activities (especially sports). For example, you can say:
go swimming go sailing go fishing go climbing go skiing go jogging

Also go shopping, go sightseeing
- How often do you go swimming?
- I'd like to go skiing.
- When did you last go shopping?
- I've never been skiing. I've never been juggling. I've never been juggling.

This is trial version
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Exercises

63.1 Make sentences beginning There's no point ...

1. Why have a car if you never use it?
   There's no point in having a car if you never use it.

2. Why work if you don't need money?

3. Don't try to study if you feel tired.

4. Why hurry if you've got plenty of time?

63.2 Complete the sentences on the right.

1. Shall we get a taxi home?
   No, it isn't far. It's not worth getting a taxi.
   It's no use ________________ .
   He won't be able to do anything.

2. If you need help, why don't you ask Dave?
   Well, stay at home! There's no point ________________ now. She won't be at home.
   No, it's not good ________________ .
   Nobody will do anything about it.

3. I don't really want to go out tonight.
   No, it's not worth ________________ if you don't want to.
   ______ if you don't want to.

4. Shall I phone Liz now?

5. Are you going to complain about what happened?
   No, it's not worth ________________ .
   ________ .

6. Do you ever read newspapers?
   No, it's not worth ________________ .
   ________ .

7. Do you want to keep these old clothes?
   No, let's throw them away. They're not worth ________________ .
   ________ .

63.3 Write sentences using difficulty.

1. I managed to get a visa, but it was difficult. I had difficulty ________________ .
   ________ .
   That was too difficult.

2. I find it hard to remember people's names.
   I have difficulty ________________ .
   ________ .

3. Lucy managed to get a job without difficulty.
   She had no ________________ .
   ________ .

4. It won't be difficult to get a ticket for the game.
   You won't have any ________________ .
   ________ .

63.4 Complete the sentences. Use only one word each time.

1. It's a waste of money ________________ things you don't need.
   ________ things you don't need.

2. Every morning I spend about an hour ________________ the newspaper.
   ________ the newspaper.

3. 'What's Sue doing?' 'She's going away tomorrow, so she's busy ________________ .'
   ________ ________________ .

4. I think you waste too much time ________________ television.
   ________ television.

5. There's a beautiful view from that hill. It's worth ________________ to the top.
   ________ to the top.

6. It's no use ________________ for the job. I know I wouldn't get it.
   ________ for the job. I know I wouldn't get it.

7. Just stay calm. There's no point in ________________ angry.
   ________ angry.

63.5 Complete these sentences with the following (with the verb in the correct form):

- go riding  go-sailing  go shopping  go skiing  go swimming

1. Barry lives by the sea and he's got a boat, so he often ________________ .
   ________ .

2. It was a very hot day, so we ________________ in the lake.
   ________ in the lake.

3. There's plenty of snow in the mountains, so we'll be able to ________________ .
   ________ ________________ .

4. Helen has got two horses. She ________________ regularly.
   ________ regularly.

5. 'Where's Dan?' 'He's ________________ . There were a few things he needed to buy.'
   ________ .

Additional exercises 27-41 (pages 37-41)
To ..., for ... and so that ... (purpose)

A  We use to ... to say why somebody does something (= the purpose of an action):
   - ‘Why are you going out?’ ‘To post a letter.’
   - A friend of mine phoned to invite me to a party.
   - We shouted to warn everybody of the danger.

   We use to ... to say why something exists (= its purpose):
   - This wall is to keep people out of the garden.
   - The president has a team of bodyguards to protect him.

B  We use to ... to say what can be done or must be done with something:
   - It’s difficult to find a place to park in the centre. (= a place where you can park)
   - Would you like something to eat?
   - Have you got much work to do? (=’work that you must do)
   - I get lonely if there’s nobody to talk to.
   - I need something to open this bottle with.

   Also money/time/chance/opportunity/energy/courage etc. to (do something):
   - They gave us some money to buy some food.
   - Do you have much opportunity to practise your English?
   - I need a few days to think about your proposal.

C  For ... and to ...

   Compare:
   for + noun
   - I’m going to Spain for a holiday.
   - What would you like for dinner?
   - Let’s go to the pool for a swim.

   to + verb
   - I’m going to Spain to learn Spanish.  
     (not for learn, not for learning)
   - What would you like to eat?
   - Let’s go to the pool to have a swim.

   You can say ‘for (somebody) to (do something)’:  
   - There weren’t any chairs for us to sit on, so we had to sit on the floor.

   You can use for -ing or to ... to talk about the general purpose of something, or what it is  
   generally used for:
   - Do you use this brush for washing the dishes? (or ... to wash the dishes?)

   You can use What ... for? to ask about purpose:
   - What is this switch for?
   - What did you do that for?

D  So that

   Sometimes you have to use so that for purpose.

   We use so that (not to ...) especially
   
   when the purpose is negative (so that ... won’t/wouldn’t):
   - I hurried so that I wouldn’t be late. (= because I didn’t want to be late)
   - Leave early so that you won’t (or don’t) miss the bus.

   with can and could (so that ... can/could):
   - She’s learning English so that she can study in Canada.
   - We moved to London so that we could see our friends more often.
Exercises

Unit 64

64.1 Choose from Box A and Box B to make a new sentence with to ... .

**A**
1. I shouted.
2. I had to go to the bank
3. I’m saving money
4. I went into hospital
5. I’m wearing two sweaters
6. I phoned the police

**B**
I want to keep warm
I want to report that my car had been stolen
I want to go to Canada
I had to have an operation
I needed to get some money
I wanted to warn people of the danger

1. I shouted to warn people of the danger.
2. I had to go to the bank
3. I
4.
5.
6.

64.2 Complete these sentences using a suitable verb.

1. The president has a team of bodyguards **to protect** him.
2. I didn’t have enough time **to read** the newspaper today.
3. I came home by taxi. I didn’t have the energy **to walk**.
4. ‘Would you like something **to drink**?’ ‘Yes, please. A cup of coffee.’
5. We need a bag **to carry** these things in.
6. There will be a meeting next week **to discuss** the problem.
7. I wish we had enough money **to buy** another car.
8. I saw Helen at the party, but we didn’t have a chance **to talk** to each other.
9. I need some new clothes. I don’t have anything nice **to wear**.
10. They’ve just passed their exams. They’re having a party **to celebrate**.
11. I can’t do all this work alone. I need somebody **to help** me.

64.3 Put in to or for.

1. I’m going to Spain **for** a holiday.
2. You need a lot of experience **for** this job.
3. You need a lot of experience **to do** this job.
4. We’ll need more time **to make** a decision.
5. I went to the dentist **for** a check-up.
6. I had to put on my glasses **to read** the letter.
7. Do you have to wear glasses **for** reading?
8. I wish we had a garden **for** the children **to play** in.

64.4 Write sentences with so that.

1. I hurried. I didn’t want to be late. **I hurried so that I wouldn’t be late.**
2. I wore warm clothes. I didn’t want to be cold.
3. I left Dave my phone number. I wanted him to be able to contact me.
4. We whispered. We didn’t want anybody else to hear our conversation.
5. Please arrive early. We want to be able to start the meeting on time.
6. Jennifer locked the door. She didn’t want to be disturbed.
7. I slowed down. I wanted my car behind me to be able to react.
Adjective + to ...

**A**

Difficult to understand etc.

Compare sentences (a) and (b):

- Jim doesn’t speak very clearly.

(a) It is difficult to understand him.

(b) He is difficult to understand.

Sentences (a) and (b) have the same meaning. Note that we say:

- He is difficult to understand. (not He is difficult to understand him.)

You can use the same structures with:

easy hard impossible dangerous safe expensive cheap nice
good interesting exciting

- Do you think it is safe (for us) to drink this water?
- Do you think this water is safe (for us) to drink? (not to drink it)
- The questions in the exam were very difficult. It was impossible to answer them.
- The questions in the exam were very difficult. They were impossible to answer. (not to answer them)
- Jill has lots of interesting ideas. It’s interesting to talk to her.
- Jill is interesting to talk to. (not to talk to her.)

You can also use this structure with adjective + noun:

- This is a difficult question (for me) to answer. (not to answer it)

**(B)**

(It’s) nice of (you) to ...

You can say ‘It’s nice of somebody to do something’:

- It was nice of you to take me to the airport. Thank you very much.

You can use many other adjectives in this way. For example:

kind clever sensible mean silly stupid careless unfair considerate:

- It’s silly of Mary to give up her job when she needs the money.
- I think it was very unfair of him to criticise me.

**C**

I’m sorry to ... / I was surprised to ... etc.

You can use adjective + to ... to say how somebody reacts to something:

- I was sorry to hear that your father is ill.

You can use many other adjectives in this way. For example:

happy glad pleased sad disappointed surprised amazed astonished relieved

- Was Julia surprised to see you?
- It was a long and tiring journey. We were glad to get home.

**D**

The first / the next (etc.) + to ...

You can use to ... after the first/the last, the next, the only, the second (etc.):

- If I have any more news, you will be the first (person) to know.
- The next train to arrive at platform 4 will be the 10.50 to Cardiff.
- Everybody was late except me. I was the only one to arrive on time.

You can say that something is sure/certain/likely/bound to happen:

- Carla is a very good student. She’s bound to pass the exam. (= she is sure to pass)
- I’m likely to be late home this evening. (= I will probably be late home)

**E**

Afraid/interested/sorry → Unit 66 B/C III 15 Unit 84 C Enough not too = adjective → Unit 103
Exercises

65.1 (Section A) Write these sentences in another way, beginning as shown.

1 It's difficult to understand him. He is difficult to understand.
2 It's easy to use this machine. This machine is
3 It was very difficult to open the window. The window
4 It's impossible to translate some words. Some words
5 It's expensive to maintain a car. A
6 It's not safe to stand on that chair. That

65.2 (Section A) Complete the second sentence. Use the adjective in brackets and to ... as in the example.

1 I couldn't answer the question. (difficult) It was a difficult question to answer.
2 Everybody makes that mistake. (easy) It's an easy mistake to make.
3 I like living in this place. (nice) It's a nice place to live.
4 We enjoyed watching the game. (good) It was a good game to watch.

65.3 (Section B) Make a new sentence beginning It ... . Use one of these adjectives each time:

careless inconsiderate kind nice

1 Sue has offered to help me. It's kind of Sue to offer to help me.
2 You make the same mistake again and again. It's careless of you.
3 Dan and Jenny invited me to stay with them. It's kind of them to invite us.
4 The neighbours make so much noise at night. It's inconsiderate of them to do that.

65.4 (Section C) Use the following words to complete these sentences:
sorry / hear glad / hear pleased / get surprised / see

1 We were pleased to get your letter last week.
2 I got your message. I heard that you're keeping well.
3 We saw Paula at the party. We didn't expect her to come.
4 I'm sorry that your mother isn't well. I hope she gets better soon.

65.5 (Section D) Complete the second sentence using the words in brackets + to ...

1 Nobody left before me. (the first) I was the first person to leave.
2 Everybody else arrived before Paul. (the last) Paul was the last to arrive.
3 Fiona passed the exam. All the other students failed. (the only) Fiona was the only one to pass.
4 I complained to the restaurant manager about the service. Another customer had already complained. (the second) I was the second person to complain.
5 Neil Armstrong walked on the moon in 1969. Nobody had done this before him. (the first) Neil Armstrong was the first person to walk on the moon.

65.6 (Section E) Complete these sentences using the words in brackets and a suitable verb.

1 Diane is a very good student. She is bound to pass the exam. (bound)
2 I'm not surprised you're tired. After such a long journey you were tired. (bound)
3 Andy has a very bad memory. He doesn't remember what you tell him. (sure)
4 I don't think you need to take an umbrella. It isn't likely to rain. (not likely)
5 The holidays begin this weekend. There is going to be a lot of traffic on the roads. (likely)
To ... (afraid to do) and preposition + -ing (afraid of -ing)

A

Afraid to (do) and afraid of (doing)

I am afraid to do something = I don't want to do it because it is dangerous or the result could be bad.

We use afraid to do for things we do intentionally; we can choose to do them or not:

- This part of town is dangerous. People are afraid to walk here at night.
  (= they don't want to walk here because it is dangerous - so they don't)
- James was afraid to tell his parents what had happened.
  (= he didn't want to tell them because he knew they would be angry, worried etc.)

I am afraid of something happening = it is possible that something bad will happen (for example, an accident).

We do not use afraid of -ing for things we do intentionally:

- The path was icy, so we walked very carefully. We were afraid of falling.
  (= it was possible that we would fall - not we were afraid to fall)
- I don't like dogs. I'm always afraid of being bitten. (not afraid to be bitten)

So, you are afraid to do something because you are afraid of something happening as a result:

- I was afraid to go near the dog because I was afraid of being bitten.

B

Interested in (do)ing and interested to (do)

I'm interested in doing something = I'm thinking of doing it, I would like to do it:

- Let me know if you're interested in joining the club. (not to join)
- I tried to sell my car, but nobody was interested in buying it. (not to buy)

We use interested to ... to say how somebody reacts to what they hear/see/read/learn/know/find. For example, 'I was interested to hear it' = I heard it and it was interesting for me:

- I was interested to hear that Tanya has left her job.
- Ask Mike for his opinion. I would be interested to know what he thinks. (= it would be interesting for me to know it)

This structure is the same as surprised to ... / glad to ... etc. (see Unit 65C):

- I was surprised to hear that Tanya has left her job.

C

Sorry to (do) and sorry for/about (doing)

We use sorry to ... to say we regret something that happens (see Unit 65C):

- I was sorry to hear that Nicky lost her job. (= I was sorry when I heard that ...)
- I've enjoyed my stay here. I'll be sorry to leave.

We also say sorry to ... to apologise at the time we do something:

- I'm sorry to phone you so late, but I need to ask you something.

You can use sorry for or sorry about (doing something) to apologise for something you did before:

- I'm sorry for (or about) shouting at you yesterday. (not sorry to shout)

You can also say:

- I'm sorry I shouted at you yesterday.

D

We say:

I want to (do) / I'd like to (do) but I'm thinking of (doing) / I dream of (doing)
I failed to (do) but I succeeded in (doing)
I allowed them to (do) but I prevented them from (doing)
I stopped them from (doing)

For examples, see Unit 65, 66, and 92.

Verb + preposition + -ing + verb unit 62, direct + preposition + verb unit 61, sorry about/for unit 130
Exercises

66.1 Use the words in brackets to write sentences. Use afraid to ... or afraid of -ing.

1. The streets are unsafe at night.
   (a lot of people / afraid / go / out) A lot of people are afraid to go out.

2. We walked very carefully along the icy path.
   (we / afraid / fall) We were afraid of falling.

3. I don’t usually carry my passport with me.
   (I / afraid / lose / it)

4. I thought she would be angry if I told her what had happened.
   (I / afraid / tell / her)

5. We rushed to the station.
   (we / afraid / miss / our train)

6. In the middle of the film there was an especially horrifying scene.
   (we / afraid / look)

7. The vase was very valuable, so I held it carefully.
   (I / afraid / drop / it)

8. I thought the food on my plate didn’t look fresh.
   a (I / afraid / eat / it)
   b (I / afraid / get / sick)

66.2 Complete the sentences using in ... or to .... Use these verbs:

- buy - get - know - look - read - start

1. I’m trying to sell my car, but nobody is interested in buying it.

2. Julia is interested in her own business.

3. I was interested in your letter in the newspaper last week.

4. Ben wants to stay single. He’s not interested in married.

5. I met Mark a few days ago. You’ll be interested that he’s just got a job in Paris.

6. I don’t enjoy sightseeing. I’m not interested in old buildings.

66.3 Complete each sentence using sorry for/about ... or sorry to .... Use the verb in brackets.

1. I’m sorry to phone you so late, but I need to ask you something. (phone)

2. I was sorry you didn’t get the job you applied for. (hear)

3. I’m sorry all those bad things about you. I didn’t mean them. (say)

4. I’m sorry you, but do you have a pen I could borrow? (disturb)

5. I’m sorry the book you lent me. I’ll buy you another one. (lose)

66.4 Complete each sentence using the verb in brackets.

1 a. We wanted to leave the building. (leave)
   b. We weren’t allowed to leave the building. (leave)
   c. We were prevented from leaving the building. (leave)

2 a. Peter failed to solve the problem. (solve)
   b. Chris succeeded in solving the problem. (solve)

3 a. I’m thinking of going away next week. (go)
   b. I’m hoping to go away next week. (go)
   c. I’d like to go away next week. (go)
   d. I’m looking forward to going away next week. (go)

4 a. Helen wanted to buy me lunch. (buy)
   b. Helen promised to buy me lunch. (buy)
   c. Helen insisted on buying me lunch. (buy)
   d. Helen wouldn’t dream of buying me lunch. (buy)
See somebody do and see somebody doing

A

Study this example situation:

Tom got into his car and drove away. You saw this.
You can say:

- I saw Tom get into his car and drive away.

In this structure we use get/drive/do etc. (not to get / to drive / to do).

**Somebody did something** + **I saw this**

I saw somebody do something

But after a passive ('he was seen' etc.), we use to:

- He was seen to get in the car.

B

Study this example situation:

Yesterday you saw Kate. She was waiting for a bus.
You can say:

- I saw Kate waiting for a bus.

In this structure we use -ing (waiting/doing etc.):

**Somebody was doing something** + **I saw this**

I saw somebody doing something

C

Study the difference in meaning between the two structures:

I saw him do something = he did something (past simple) and I saw this. I saw the complete action from beginning to end:

- He fell off the wall. I saw this. → I saw him fall off the wall.
- The accident happened. Did you see it? → Did you see the accident happen?

I saw him doing something = he was doing something (past continuous) and I saw this. I saw him when he was in the middle of doing it. This does not mean that I saw the complete action:

- He was walking along the street.
  I saw this when I drove past in my car. → I saw him walking along the street.

Sometimes the difference is not important and you can use either form:

- I've never seen her dance. or I've never seen her dancing.

D

We use these structures with see and hear, and a number of other verbs:

- I didn't hear you come in. (you came in – I didn’t hear this)
- Liz suddenly felt somebody touch her on the shoulder.
- Did you notice anyone go out?

- I could hear it raining. (it was raining – I could hear it)
- The missing children were last seen playing near the river.
- Listen to the birds singing!
- Can you smell something burning?
- I found Sue in my room, reading her letters.
Exercises

67.1 Complete the answers to the questions.

1. Did anybody go out?
   I don’t think so. I didn’t see anybody go out.
2. Has Sarah arrived yet?
   Yes, I think I heard her.
3. How do you know I took the money?
   I know because I saw you.
4. Did the doorbell ring?
   I don’t think so. I didn’t hear.
5. Can Tom play the piano?
   I’ve never heard.
6. Did I lock the door when I went out?
   Yes, I saw.
7. How did the woman fall?
   I don’t know. I didn’t see.

67.2 In each of these situations you and a friend saw, heard or smelt something. Look at the pictures and complete the sentences.

1. Look! There’s Kate.
   We saw Kate waiting for a bus.

2. Look! There’s Dave and Helen.
   We saw Dave and Helen.

3. Look! There’s Clare.
   We saw Clare.

4. Listen! That’s Bill.
   We heard Bill.

5. Can you smell burning?
   We could smell burning.

   We saw Linda.

67.3 Complete these sentences. Use the following verbs (in the correct form):
climb come crawl cry explode ride run say sing slam sleep tell

1. Listen to the birds singing!
2. I didn’t hear you come in.
3. We listened to the old man singing his story from beginning to end.
4. Listen! Can you hear a baby crying?
5. I looked out of the window and saw Dan riding his bike along the road.
7. We watched two men riding across the garden and sleeping through an open window into the house.
8. Everybody heard the bomb exploding. It was a tremendous noise.
9. Oh! I can feel something crawling up my leg! It must be an insect.
10. I heard somebody sleeping the door in the middle of the night. It woke me up.
11. When we got home, we found a can sitting on the kitchen table.
-ing clauses
(Feeling tired, I went to bed early.)

Study these situations:

Joe was playing football. He hurt his knee.
You can say:
  □ Joe hurt his knee playing football.

You were feeling tired. So you went to bed early.
You can say:
  □ Feeling tired, I went to bed early.

‘Playing football’ and ‘feeling tired’ are -ing clauses.
If the -ing clause is at the beginning of the sentence (as in the second example), we write a
comma (,) after it.

When two things happen at the same time, you can use an -ing clause.
  □ Kate is in the kitchen making coffee.
       (= she is in the kitchen and she is making coffee)
  □ A man ran out of the house shouting.
       (= he ran out of the house and he was shouting)
  □ Do something! Don’t just stand there doing nothing!

We also use -ing when one action happens during another action. We use -ing for the longer
action:
  □ Joe hurt his knee playing football. (= while he was playing)
  □ Did you cut yourself shaving? (= while you were shaving)

You can also use -ing after while or when:
  □ Jim hurt his knee while playing football.
  □ Be careful when crossing the road. (= when you are crossing)

When one action happens before another action, we use having (done) for the first action:
  □ Having found a hotel, we looked for somewhere to have dinner.
  □ Having finished her work, she went home.

You can also say after -ing:
  □ After finishing her work, she went home.

If one short action follows another short action, you can use the simple -ing form (doing instead
of having done) for the first action:
  □ Taking a key out of his pocket, he opened the door.

These structures are used more in written English than in spoken English.

You can use an -ing clause to explain something, or to say why somebody does something.
The -ing clause usually comes at the beginning of the sentence:
  □ Feeling tired, I went to bed early. (= because I felt tired)
  □ Being unemployed, he hasn’t got much money. (= because he is unemployed)
  □ Not having a car, she finds it difficult to get around.
       (= because she doesn’t have a car)
  □ Having already seen the film twice, I didn’t want to go to the cinema.
       (= because I had already seen it twice)

These structures are used more in written English than in spoken English.
Exercises

68.1 Choose from Box A and Box B to make sentences. Use an -ing clause.

A
1 Kate was in the kitchen.
2 Diane was sitting in an armchair.
3 Sue opened the door carefully.
4 Sarah went out.
5 Linda was in London for two years.
6 Mary walked around the town.

B
She was trying not to make a noise.
She looked at the sights and took photographs.
She said she would be back in an hour.
She was reading a book.
She was making coffee.
She worked as a tourist guide.

1 Kate was in the kitchen making coffee.
2 Diane was sitting
3 Sue
4
5
6

68.2 Make one sentence from two using an -ing clause.

1 Joe was playing football. He hurt his knee. Joe hurt his knee playing football.
2 I was watching television. I fell asleep.
3 A friend of mine slipped and fell. He was getting off a bus.
4 I was walking home in the rain. I got very wet.
5 Laura was driving to work yesterday. She had an accident.
6 Two firefighters were overcome by smoke. They were trying to put out the fire.

68.3 Make sentences beginning Having ...

1 She finished her work. Then she went home. Having finished her work, she went home.
2 We bought our tickets. Then we went into the theatre.
3 They had dinner and then they continued their journey.
4 After I’d done the shopping, I went for a cup of coffee.

68.4 Make sentences beginning -ing or Not -ing (like those in Section D). Sometimes you need to begin with Having (done something).

1 I felt tired. So I went to bed early. Feeling tired, I went to bed early.
2 I thought they might be hungry. So I offered them something to eat.
3 She is a foreigner. So she needs a visa to work in this country.
4 I didn’t know his phone number. So I wasn’t able to contact him.
5 Sarah has travelled a lot. So she knows a lot about other countries.
6 I wasn’t able to speak the local language. So I had trouble communicating.
7 We had spent nearly all our money. So we couldn’t afford to stay at a hotel.
### Countable and Uncountable 1

A noun can be **countable** or **uncountable**:

#### Countable
- I eat a banana every day.  
- I like bananas.

**Banana** is a countable noun.

A countable noun can be singular (banana) or plural (bananas).

We can use numbers with countable nouns. So we can say ‘one banana’, ‘two bananas’ etc.

Examples of nouns usually countable:
- Kate was singing a song.  
- There’s a nice beach near here.  
- Do you have a ten-pound note?  
- It wasn’t your fault. It was an accident.  
- There are no batteries in the radio.  
- We haven’t got enough cups.

#### Uncountable
- I eat rice every day.  
- I like rice.

**Rice** is an uncountable noun.

An uncountable noun has only one form (rice).

We cannot use numbers with uncountable nouns. We cannot say ‘one rice’, ‘two rices’ etc.

Examples of nouns usually uncountable:
- Kate was listening to (some) music.  
- There’s sand in my shoes.  
- Do you have any money?  
- It wasn’t your fault. It was bad luck.  
- There is no electricity in this house.  
- We haven’t got enough water.

---

You can use a/an with singular countable nouns:

- a beach  
- a student  
- an umbrella

But you cannot use singular countable nouns alone (without a/the/my etc.):
- I want a banana. *(not I want banana)*  
- There’s been an accident. *(not There’s been accident)*

You can use plural countable nouns alone:
- I like bananas. *(= bananas in general)*  
- Accidents can be prevented.

---

You cannot normally use a/an with uncountable nouns. We do not say ‘a sand’, ‘a music’, ‘a rice’.

But you can often use a ... of. For example:

- a bowl / a packet / a grain of rice

You can use uncountable nouns alone (without the/my/some etc.):
- I eat rice every day.  
- There’s blood on your shirt.  
- Can you hear music?

---

You can use some and any with plural countable nouns:

- We sang some songs.  
- Did you buy any apples?

We use many and few with plural countable nouns:
- We didn’t take many photographs.  
- I have a few things to do.

---

You can use some and any with uncountable nouns:

- We listened to some music.  
- Did you buy any apple juice?

We use much and little with uncountable nouns:
- We didn’t do much shopping.  
- I have a little work to do.
Exercises

69.1 Some of these sentences need a/an. Correct the sentences where necessary.

1. Joe goes everywhere by bike. He hasn’t got car.  
   He hasn’t got a car.  
   OK

2. Helen was listening to music when I arrived.

3. We went to very nice restaurant last weekend.

4. I clean my teeth with toothpaste.

5. I use toothbrush to clean my teeth.

6. Can you tell me if there’s bank near here?

7. My brother works for insurance company in London.

8. I don’t like violence.

9. Can you smell paint?

10. When we were in Rome, we stayed in big hotel.

11. We need petrol. I hope we come to petrol station soon.

12. I wonder if you can help me. I have problem.

13. I like your suggestion. It’s very interesting idea.

14. John has got interview for job tomorrow.

15. I like volleyball. It’s good game.

16. Liz doesn’t usually wear jewellery.

17. Jane was wearing beautiful necklace.

69.2 Complete the sentences using the following words. Use a/an where necessary.

- accident - biscuit - blood - coat - decision - electricity
- interview - key - moment - music - question - sugar

1. It wasn’t your fault. It was an accident.

2. Listen! Can you hear music?

3. I couldn’t get into the house because I didn’t have key.

4. It’s very warm today. Why are you wearing coat?

5. Do you take sugar in your coffee?

6. Are you hungry? Would you like biscuit with your coffee?

7. Our lives would be very difficult without electricity.

8. ‘I had decision for a job yesterday.’ ‘Did you? How did it go?’

9. The heart pumps blood through the body.

10. Excuse me, but can I ask you question, please?

11. I’m not ready yet. Can you wait moment, please?

12. We can’t delay much longer. We have to make decision soon.

69.3 Complete the sentences using the following words. Sometimes the word needs to be plural (-s), and sometimes you need to use a/an.

- air - day - friend - language - letter - meat
- patience - people - photograph - queue - space - umbrella

1. I had my camera, but I didn’t take any photographs.

2. There are seven letters in a week.

3. A vegetarian is a person who doesn’t eat meet.

4. Outside the cinema there was queue of people waiting to see the film.

5. I’m not very good at writing.

6. Last night I went out with some friends of mine.

7. There were very few people in town today. The streets were almost empty.

8. I’m going out for a walk. I need some fresh air.


10. I think it’s going to rain. Do you have an umbrella I could borrow?

11. Do you speak any foreign languages?

12. Our flat is very small. We haven’t got much space.

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Countable and uncountable 2

Many nouns can be used as countable or uncountable nouns, usually with a difference in meaning. Compare:

**Countable**
- Did you hear a noise just now? (= a specific noise)
- I bought a paper to read. (= a newspaper)
- There’s a hair in my soup! (= one single hair)
- You can stay with us. There is a spare room. (= a room in a house)
- I had some interesting experiences while I was travelling. (= things that happened to me)
- Enjoy your trip. Have a good time!

**Uncountable**
- I can’t work here. There’s too much noise. (not too many noises)
- I need some paper to write on. (= material for writing on)
- You’ve got very long hair. (not hairs)
- There isn’t room. (= space)
- They offered me the job because I had a lot of experience. (not experiences)
- I can’t wait. I haven’t got time.

Coffee/tea/juice/beer etc. (drinks) are normally uncountable:
- I don’t like coffee very much.

But you can say a coffee (= a cup of coffee), two coffees (= two cups) etc.:
- Two coffees and an orange juice, please.

The following nouns are usually uncountable:

<table>
<thead>
<tr>
<th>accommodation</th>
<th>behaviour</th>
<th>damage</th>
<th>luck</th>
<th>permission</th>
<th>traffic</th>
</tr>
</thead>
<tbody>
<tr>
<td>advice</td>
<td>bread</td>
<td>furniture</td>
<td>luggage</td>
<td>progress</td>
<td>weather</td>
</tr>
<tr>
<td>baggage</td>
<td>chaos</td>
<td>information</td>
<td>news</td>
<td>scenery</td>
<td>work</td>
</tr>
</tbody>
</table>

You cannot use a/an with these nouns:
- I’m going to buy some bread. or a loaf of bread. (not a bread)
- Enjoy your holiday! I hope you have good weather. (not a good weather)

These nouns are not usually plural (so we do not say ‘breads’, ‘furnitures’ etc.):
- Where are you going to put all your furniture? (not furnitures)
- Let me know if you need more information. (not informations)

News is uncountable, not plural:
- The news was very depressing. (not The news were)

Travel (noun) means ‘travelling in general’ (uncountable). We do not say ‘a travel’ to mean a trip or a journey:
- They spend a lot of money on travel.
- We had a very good trip/journey. (not a good travel)

Compare these countable and uncountable nouns:

**Countable**
- I’m looking for a job.
- What a beautiful view!
- It’s a nice day today.
- We had a lot of bags and cases.
- These chairs are mine.
- That’s a good suggestion.

**Uncountable**
- I’m looking for work. (not a work)
- What beautiful scenery!
- It’s nice weather today.
- We had a lot of baggage/luggage
- This furniture is mine.
- That’s good advice.
Exercises

70.1 Which of the underlined parts of these sentences is correct?
1 ‘Did you hear noise / a noise just now?’ ‘No, I didn’t hear anything.’ (a noise is correct).
2 a If you want to know the news, you can read paper / a paper.
   b I want to print some documents, but the printer is out of paper / papers.
3 a I thought there was somebody in the house because there was light / a light on inside.
   b Light / A light comes from the sun.
4 a I was in a hurry this morning. I didn’t have time / a time for breakfast.
   b ‘Did you enjoy your holiday?’ ‘Yes, we had wonderful time / a wonderful time.’
5 This is nice room / a nice room. Did you decorate it yourself?
6 Sue was very helpful. She gave us some very useful advice / advices.
7 Did you have nice weather / a nice weather when you were away?
8 We were very unfortunate. We had bad luck / a bad luck.
9 Is it difficult to find a work / job at the moment?
10 Our travel / journey from Paris to Moscow by train was very tiring.
11 When the fire alarm rang, there was total chaos / a total chaos.
12 I had to buy a / some bread because I wanted to make some sandwiches.
13 Bad news don’t / doesn’t make people happy.
14 Your hair is / Your hairs are too long. You should have it / them cut.
15 The damage / the damages caused by the storm will cost a lot to repair.

70.2 Complete the sentences using the following words. Use the plural (-s) where necessary.

advice  chair  experience  experience  furniture  hair  information  job  luggage  permission  progress  work

1 I didn’t have much luggage – just two small bags.
2 They’ll tell you all you want to know. They’ll give you plenty of ____________________________.
3 There is room for everybody to sit down. There are plenty of ____________________________.
4 We have no ____________________________, not even a bed or a table.
5 ‘What does Alan look like?’ ‘He’s got a long beard and very short ____________________________.’
6 Carla’s English is better than it was. She’s made ____________________________.
7 Mike is unemployed. He can’t get a ____________________________.
8 Mike is unemployed. He can’t get ____________________________.
9 If you want to leave early, you have to ask for ____________________________.
10 I didn’t know what to do. So I asked Chris for ____________________________.
11 I don’t think Dan will get the job. He doesn’t have enough ____________________________.
12 Paul has done many interesting things. He could write a book about his ____________________________.

70.3 What do you say in these situations? Complete each sentence using one of the words from Section B.

1 Your friends have just arrived at the station. You can’t see any cases or bags. You ask them:
   Have you got any luggage? __________?
2 You go into the tourist office. You want to know about places to see in the town. You say:
   I’d like ____________________________.
3 You are a student. You want your teacher to advise you about which courses to do. You say:
   Can you give me ____________________________?  
4 You want to watch the news on TV, but you don’t know when it is on. You ask your friend:
   What time ____________________________?  
5 You are at the top of a mountain. You can see a very long way. It’s beautiful. You say:
   It ____________________________, isn’t it?  
6 You look out of the window. The weather is horrible: cold, wet and windy. You say:
   What ____________________________!
Countable nouns with a/an and some

Countable nouns can be singular or plural:

<table>
<thead>
<tr>
<th>a dog</th>
<th>a child</th>
<th>the evening</th>
<th>this party</th>
<th>an umbrella</th>
</tr>
</thead>
<tbody>
<tr>
<td>dogs</td>
<td>some children</td>
<td>the evenings</td>
<td>these parties</td>
<td>two umbrellas</td>
</tr>
</tbody>
</table>

Before singular countable nouns you can use a/an:

- Goodbye! Have a nice evening.
- Do you need an umbrella?

You cannot use singular countable nouns alone (without a/the/my etc.):

- She never wears a hat. (not She never wears hat)
- Be careful of the dog. (not Be careful of dog)
- What a beautiful day!
- I've got a headache.

We use a/an ... to say what kind of thing or person something/somebody is:

- That's a nice table.

In the plural we use the noun alone (not some ...):

- Those are nice chairs. (not some nice chairs)

Compare singular and plural:

- A dog is an animal.
- I'm an optimist.
- Tim's father is a doctor.
- Are you a good driver?
- Jill is a really nice person.
- What a lovely dress!

- Dogs are animals.
- We're optimists.
- Most of my friends are students.
- Are they good students?
- Jill's parents are really nice people.
- What awful shoes!

We say that somebody has a long nose / a nice face / blue eyes / small hands etc.:

- Jack has got a long nose.
- Jack has got blue eyes.

Remember to use a/an when you say what somebody's job is:

- Sandra is a nurse. (not Sandra is nurse)
- Would you like to be an English teacher?

You can use some with plural countable nouns. We use some in two ways.

1. Some = a number of / a few of / a pair of:

- I've seen some good films recently. (not I've seen good films)
- Some friends of mine are coming to stay at the weekend.
- I need some new sunglasses. (= a new pair of sunglasses)

2. Do not use some when you are talking about things in general (see Unit 75):

- I love bananas. (not some bananas)
- My aunt is a writer. She writes books. (not some books)

Sometimes you can make sentences with or without some (with no difference in meaning):

- There are (some) eggs in the fridge if you're hungry.

2. Some = some but not all:

- Some children learn very quickly. (but not all children)
- Tomorrow there will be rain in some places, but not in the country will be dry.
Exercises

71.1 What are these things? Use a dictionary if necessary.

1 an ant? It's an insect.
2 ants and bees? They're insects.
3 a cauliflower? 
4 chess? 
5 a violin, a trumpet and a flute? 
6 a skyscraper? 
7 Earth, Mars, Venus and Jupiter?
8 a tulip? 
9 the Nile, the Rhine and the Mississippi?
10 a pigeon, an eagle and a crow?

Who were these people?

11 Beethoven? He was a composer.
12 Shakespeare? 
13 Albert Einstein? 
14 Washington, Lincoln and Kennedy?
15 Marilyn Monroe?
16 Elvis Presley and John Lennon?
17 Van Gogh, Renoir and Picasso?

71.2 Read about what these people do, and say what their jobs are. Choose from:
chef interpreter journalist nurse plumber surgeon travel agent waiter

1 Sarah looks after patients in hospital. She's a nurse.
2 Gary works in a restaurant. He brings the food to the tables. He
3 Martina arranges people's holidays for them. She
4 Kevin works in a hospital. He operates on people.
5 Jonathan cooks in a restaurant.
6 Jane writes articles for a newspaper.
7 Dave installs and repairs water pipes.
8 Linda translates what people are saying from one language into another, so that they can understand each other.

71.3 Put in a/an or some where necessary. If no word is necessary, leave the space empty.

1 I've seen some good films recently.
2 What's wrong with you? Have you got a headache?
3 I know a lot of people. Most of them are students.
4 When I was child, I used to be very shy.
5 Would you like to be actor?
6 Do you collect stamps?
7 What a beautiful garden!
8 birds, for example the penguin, cannot fly.
9 Do you enjoy going to concerts?
10 I've been walking for three hours. I've got sore feet.
11 I don't feel very well this morning. I've got sore throat.
12 Maria speaks English, but not very much.
13 It's a pity we don't have camera. I'd like to take photograph of that house.
14 Those are nice shoes. Where did you get them?
15 I'm going shopping. I want to buy new shoes.
16 You need visa to visit countries, but not all of them.
17 Jane is teacher. Her parents were teachers too.
18 I don't believe him. He's a liar. He's always telling lies.
A/an and the

Study this example:

I had a sandwich and an apple for lunch.
The sandwich wasn't very good, but the apple was nice.

Joe says ‘a sandwich’, ‘an apple’ because this is the first time he talks about them.

Joe now says ‘the sandwich’, ‘the apple’ because Karen knows which sandwich and which apple he means – the sandwich and the apple that he had for lunch.

Compare a and the in these examples:

- A man and a woman were sitting opposite me. The man was American, but I think the woman was British.
- When we were on holiday, we stayed at a hotel. Sometimes we ate at the hotel and sometimes we went to a restaurant.

We use the when we are thinking of a specific thing. Compare a/an and the:

- Tim sat down on a chair. (perhaps one of many chairs in the room)
- Tim sat down on the chair nearest the door. (a specific chair)
- Paula is looking for a job. (not a specific job)
- Did Paula get the job she applied for? (a specific job)
- Have you got a car? (not a specific car)
- I cleaned the car yesterday. (= my car)

We use the when it is clear in the situation which thing or person we mean. For example, in a room we talk about the light / the floor / the ceiling / the door / the carpet etc.:

- Can you turn off the light, please? (= the light in this room)
- I took a taxi to the station. (= the station in that town)
- (in a shop) I'd like to speak to the manager, please. (= the manager of this shop)

In the same way, we say (go to) the bank, the post office:

- I have to go to the bank and then I'm going to the post office. (The speaker is usually thinking of a specific bank or post office.)

We also say (go to) the doctor / the dentist:

- Caroline isn't very well. She's gone to the doctor. (= her usual doctor)
- I don't like going to the dentist.

Compare the and a:

- I have to go to the bank today.
- Is there a bank near here?
- I don't like going to the dentist.
- My sister is a dentist.

We say ‘once a week / three times a day / £1.50 a kilo’ etc.:

- 'How often do you go to the cinema?' ‘About once a month.’
- 'How much are those potatoes?' ‘£1.50 a kilo.’
- Helen works eight hours a day, six days a week.
Exercises

72.1 Put in a/an or the.
1 This morning I bought ____ newspaper and ____ magazine. ____ newspaper is in my bag, but I can’t remember where I put ____ magazine.
2 I saw ____ accident this morning. ____ car crashed into ____ tree. ____ driver of ____ car wasn’t hurt, but ____ car was badly damaged.
3 There are two cars parked outside: ____ blue one and ____ grey one. ____ blue one belongs to my neighbours; I don’t know who ____ owner of ____ grey one is.
4 My friends live in ____ old house in ____ small village. There is ____ beautiful garden behind ____ house. I would like to have ____ garden like that.

72.2 Put in a/an or the.
1 a This house is very nice. Has it got ____ garden?
   b It’s a beautiful day. Let’s sit in ____ garden.
   c I like living in this house, but it’s a pity that ____ garden is so small.
2 a Can you recommend ____ good restaurant?
   b We had dinner in ____ very nice restaurant.
   c We had dinner in ____ best restaurant in town.
3 a She has ____ French name, but in fact she’s English, not French.
   b What’s ____ name of that man we met yesterday?
   c We stayed at a very nice hotel – I can’t remember ____ name now.
4 a There isn’t ____ airport near where I live. ____ nearest airport is 70 miles away.
   b Our flight was delayed. We had to wait at ____ airport for three hours.
   c Excuse me, please. Can you tell me how to get to ____ airport?
5 a ‘Are you going away next week?’ ‘No, ____ week after next.’
   b I’m going away for ____ week in September.
   c Gary has a part-time job. He works three mornings ____ week.

72.3 Put in a/an or the where necessary.
1 Would you like ____ apple? Would you like ____ apple?
2 How often do you go to dentist?
3 Could you close door, please?
4 I’m sorry. I didn’t mean to do that. It was mistake.
5 Excuse me, where is bus station, please?
6 I have problem. Can you help me?
7 I’m just going to post office. I won’t be long.
8 There were no chairs, so we sat on floor.
9 Have you finished with book I lent you?
10 My sister has just got job in bank in Manchester.
11 We live in small flat in city centre.
12 There’s supermarket at end of street I live in.

72.4 Answer these questions about yourself. Where possible, use the structure in Section D (once a week / three times a day etc).
1 How often do you go to the cinema? ____ Three or four times a year.
2 How much does it cost to hire a car in your country? ____ About £20 a day.
3 How often do you go to the cinema?
4 How often do you go away on holiday?
5 What’s the usual speed limit in towns in your country?
6 How much sleep do you need?
7 How often do you go out in the evening?
8 How much television do you watch (on average)?

→ Additional exercise 29 (page 319)
The 1

A

We use the when there is only one of something:

- What is the longest river in the world? (there is only one longest river)
- The earth goes round the sun and the moon goes round the earth.
- Have you ever crossed the equator?
- I'm going away at the end of this month.

Don't forget the:
- Paris is the capital of France. (not Paris is capital of ...)

But we use a/an to say what kind of thing something is (see Unit 71B). Compare the and a:
- The sun is a star. (= one of many stars)
- The hotel we stayed at was a very nice hotel.

B

We say: the sky, the sea, the ground, the country, the environment.

- We looked up at all the stars in the sky. (not in sky)
- Would you like to live in the country? (= not in a town)
- We must do more to protect the environment. (= the natural world around us)

But we say space (without the) when we mean 'space in the universe'. Compare:
- There are millions of stars in space. (not in the space)
- I tried to park my car, but the space was too small.

C

We use the before same (the same):

- Your pullover is the same colour as mine. (not is same colour)
- 'Are these keys the same?' 'No, they're different.'

D

We say: (go to) the cinema, the theatre.

- I go to the cinema a lot, but I haven't been to the theatre for ages.

When we say the cinema / the theatre, we do not necessarily mean a specific cinema or theatre.

We usually say the radio, but television (without the). Compare:

- I listen to the radio a lot. but I watch television a lot.
- We heard the news on the radio. but We watched the news on television.

The television = the television set:

- Can you turn off the television, please?

E

Breakfast lunch dinner

We do not normally use the with the names of meals (breakfast, lunch etc.):

- What did you have for breakfast?
- We had lunch in a very nice restaurant.
- What time is dinner?

But we use a if there is an adjective before breakfast, lunch etc.:

- We had a very nice lunch. (not We had very nice lunch)

F

Platform 5 Room 126 etc.

We do not use the before noun + number. For example, we say:

- Our train leaves from Platform 5. (not the Platform 5)
- (in a shop) Have you got these shoes in size 43? (not the size 43)

In the same way, we say: Room 126 (in a hotel), page 29 (of a book), question 3 (in an exam), Gate 10 (at an airport) etc.

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Exercises

Unit 73

73.1 Put in the or a/an where necessary. If no word is necessary, leave the space empty.

1. A: Where did you have _____ lunch?
   B: We went to _____ restaurant.
2. A: Did you have _____ nice holiday?
   B: Yes, it was _____ best holiday I've ever had.
3. A: Where's _____ nearest shop?
   B: There's one at _____ end of this street.
4. A: Do you often listen to _____ radio?
   B: No. In fact I haven't got _____ radio.
5. A: Would you like to travel in _____ space?
   B: Yes, I'd love to go to _____ moon.
6. A: Do you go to _____ cinema very often?
   B: No, not very often. But I watch a lot of films on _____ television.
7. A: It was _____ nice day yesterday, wasn't it?
   B: Yes, it was beautiful. We went for a walk by _____ sea.
8. A: What did you have for _____ breakfast this morning?
   B: Nothing. I never eat _____ breakfast.
9. A: Excuse me, where is _____ Room 25, please?
   B: It's on _____ second floor.
10. A: We spent all our money because we stayed at _____ most expensive hotel in town.
    B: Why didn't you stay at _____ cheaper hotel?

73.2 Put in the where necessary. If you don't need the, leave the space empty.

1. I haven't been to _____ cinema for ages.
2. I lay down on _____ ground and looked up at _____ sky.
3. Sarah spends most of her free time watching _____ television.
4. _____ television was on, but nobody was watching it.
5. Lisa and I arrived at _____ same time.
6. Have you had _____ dinner yet?
7. You'll find _____ information you need at _____ top of _____ page 15.
8. What's _____ capital city of Canada?

73.3 Put in the or a/an where necessary. (See Unit 72 for a/an and the if necessary.)

1. Sun is star. The sun is a star.
2. Paul lives in small village in country.
3. Moon goes round earth every 27 days.
4. I'm fed up with doing same thing every day.
5. It was very hot day. It was hottest day of year.
6. I don't usually have lunch, but I always eat good breakfast.
7. If you live in foreign country, you should try and learn language.
8. We missed our train because we were waiting on wrong platform.

73.4 Complete the sentences using the following. Use the where necessary.

   breakfast cinema dinner gate Gate 21 question 8 sea

1. 'Are you going out this evening?' 'Yes, after _____ .
2. There was no wind, so _____ was very calm.
3. The test wasn't too difficult, but I couldn't answer _____
4. 'I'm going to _____ tonight.' 'Are you? What are you going to see?'
5. I didn't have time for _____ this morning because I was in a hurry.
6. Oh, _____ I've left my passport on the plane.
7. (airport announcement) Flight AB123 to Rome is now boarding at _____.
The 2 (school / the school etc.)

A

Compare school and the school:

Alison is ten years old. Every day she goes to school. She’s at school now. School begins at 9 and finishes at 3.

We say a child goes to school or is at school (as a pupil). We are not necessarily thinking of a specific school. We are thinking of school as a general idea.

Today Alison’s mother wants to speak to her daughter’s teacher. So she has gone to the school to see her. She’s at the school now.

Alison’s mother is not a pupil. She is not ‘at school’, she doesn’t ‘go to school’. If she wants to see Alison’s teacher, she goes to the school (= Alison’s school, a specific building).

B

We use prison, hospital, university, college and church in a similar way. We do not use the when we are thinking of the general idea of these places and what they are used for. Compare:

- Ken’s brother is in prison for robbery.
- (He is a prisoner. We are not thinking of a specific prison.)
- Joe had an accident last week. He was taken to hospital. He’s still in hospital now. (as a patient)
- When I leave school, I want to go to university/college.
- Sally’s father goes to church every Sunday. (to a religious service)

- Ken went to the prison to visit his brother.
- (He went as a visitor, not as a prisoner.)
- Jane has gone to the hospital to visit Joe. She’s at the hospital now. (as a visitor)
- Excuse me, where is the university, please? (= the university buildings)
- Some workmen went to the church to repair the roof. (not for a religious service)

With most other places, you need the. For example, the cinema, the bank (see Units 72C and 73D).

C

Bed work home

We say go to bed / be in bed etc. (not the bed):

- It’s time to go to bed now.
- Do you ever have breakfast in bed?

but

- I sat down on the bed. (a specific piece of furniture)

go to work / be at work / start work / finish work etc. (not the work):

- Chris didn’t go to work yesterday.
- What time do you usually finish work?

go home / come home / arrive home / get home / be at home etc. :

- It’s late. Let’s go home.
- Will you be at home tomorrow afternoon?

D

We say go to sea / be at sea (without the) when the meaning is ‘go/be on a voyage’:

- Keith works on ships. He is at sea most of the time.

but

- I’d like to live near the sea.
- It can be dangerous to swim in the sea.
Exercises

Unit 74

74.1 Complete each sentence using a preposition (to/at/in etc.) + one of these words:

bed   home   hospital  hospital  prison  school  university  work

1. Two people were injured in the accident and were taken ____________ hospital.
2. In Britain, children from the age of five have to go _____________.
3. Mark didn’t go out last night. He stayed _____________.
4. There is a lot of traffic in the morning when everybody is going _____________.
5. Cathy’s mother has just had an operation. She is still _____________.
6. When Julia leaves school, she wants to study economics _____________.
7. Bill never gets up before 9 o’clock. It’s 8.30 now, so he is still _____________.
8. If you commit a serious crime, you could be sent _____________.

74.2 Complete the sentences with the word given (school etc.). Use the where necessary.

1. (school)
   a. Every term parents are invited to ____________ school to meet the teachers.
   b. Why aren’t your children at ____________ school today? Are they ill?
   c. When he was younger, Ted hated _____________.
   d. What time does _____________.
   e. A: How do your children get home from _____________. By bus?
      b. No, they walk. _____________.
   f. What sort of job does Jenny want to do when she leaves _____________.
   g. There were some people waiting outside _____________. to meet their children.

2. (university)
   a. In your country do many people go to _____________.
   b. If you want to get a degree, you normally have to study at _____________.
   c. This is only a small town, but _____________. is one of the biggest in the country.

3. (hospital)
   a. My brother has always been very healthy. He’s never been in _____________.
   b. When Ann was ill, I went to _____________. to visit her. When I was there,
      I met Lisa who is a nurse at _____________.
   c. Peter was injured in an accident and was kept in _____________. for a few days.

4. (church)
   a. John’s mother is a regular churchgoer. She goes to _____________. every Sunday.
   b. John himself doesn’t go to _____________.
   c. John went to _____________. to take some photographs of the building.

5. (prison)
   a. In some places people are in _____________. because of their political beliefs.
   b. A few days ago the fire brigade were called to _____________. to put out a fire.
   c. The judge decided to fine the man £500 instead of sending him to _____________.

6. (home/work/bed)
   a. I like to read in _____________. before I go to sleep.
   b. It’s nice to travel around, but there’s no place like _____________.
   c. Shall we meet after _____________. tomorrow evening?
   d. If I’m feeling tired, I go to _____________. early.
   e. What time do you usually start _____________. in the morning?
   f. The economic situation was very bad. Many people were out of _____________.

7. (sea)
   a. There’s a nice view from the window. You can see _____________.
   b. It was a long voyage. We were at _____________. for four weeks.
   c. I love swimming in _____________.

Additional exercise 29 (page 3 of 149)
The 3 (children / the children)

When we are talking about things or people in general, we do not use the:
- I'm afraid of dogs. *not dogs*
  *(dogs = dogs in general, not a specific group of dogs)*
- Doctors are paid more than teachers.
- Do you collect stamps?
- Crime is a problem in most big cities. *not The crime*
- Life has changed a lot in the last thirty years. *not The life*
- Do you like classical music / Chinese food / fast cars?
- My favourite sport is football/skiing/athletics.
- My favourite subject at school was history/physics/English.

We say 'most people / most books / most cars' etc. *not the most ...*:
- Most hotels accept credit cards. *not The most hotels*

We use the when we mean specific things or people.

Compare:

*In general (without the)*
- Children learn from playing.
  *(= children in general)*
- I couldn't live without music.
- All cars have wheels.
- Sugar isn't very good for you.
- English people drink a lot of tea.
  *(= English people in general)*

*Specific people or things (with the)*
- We took the children to the zoo.
  *(= a specific group, perhaps the speaker's children)*
- The film wasn't very good, but I liked the music.
  *(= the music in the film)*
- All the cars in this car park belong to people who work here.
- Can you pass the sugar, please?
  *(= the sugar on the table)*
- The English people I know drink a lot of tea.
  *(= only the English people I know, not English people in general)*

The difference between 'something in general' and 'something specific' is not always very clear.

Compare:

*In general (without the)*
- I like working with people.
  *(= people in general)*
- I like working with people who are lively. *(not all people, but 'people who are lively' is still a general idea)*
- Do you like coffee?
  *(= coffee in general)*
- Do you like strong black coffee?
  *(not all coffee, but 'strong black coffee' is still a general idea)*

*Specific people or things (with the)*
- I like the people I work with.
  *(= a specific group of people)*
- Did you like the coffee we had after dinner last night? *(= specific coffee)*
Exercises

75.1 Choose four of these things and write whether you like them or not:

- boxing    - cats    - fast food restaurants
- maths     - opera    - small children
- football  - rock music - hot weather
- zoos

Begin each sentence with one of these:

I like ... / I don't like ... I don't mind ...
I love ... / I hate ... I'm interested in ... / I'm not interested in ...

1. I don't like hot weather very much.
2. ...
3. ...
4. ...
5. ...

75.2 Complete the sentences using the following. Use the where necessary.

- (the) basketball    - (the) grass    - (the) patience    - (the) people
- (the) questions     - (the) meat     - (the) information - (the) shops
- (the) history       - (the) water    - (the) spiders    - (the) lies

1. My favourite sport is ____________________________.
2. The ____________________________ we were given wasn’t correct.
3. Some people are afraid of ____________________________.
4. A vegetarian is somebody who doesn’t eat ____________________________.
5. The test wasn’t very difficult. I answered ____________________________ without difficulty.
6. Do you know ____________________________ who live next door?
7. ____________________________ is the study of the past.
8. George always tells the truth. He never tells ____________________________.
9. It was late when we arrived in the town, and ____________________________ were shut.
10. ____________________________ in the pool didn’t look very clean, so we didn’t go for a swim.
11. Don’t sit on _____________________________. It’s wet after the rain.
12. You need ____________________________ to teach young children.

75.3 Choose the correct form, with or without the.

1. I’m afraid of dogs / the dogs. (dogs is correct)
2. Can you pass salt / the salt, please? (the salt is correct)
3. Apples / The apples are good for you.
4. Look at apples / the apples on that tree! They’re very big.
5. Women / The women live longer than men / the men.
6. I don’t drink tea / the tea. I don’t like it.
7. We had a very good meal. Vegetables / The vegetables were especially good.
8. Life / The life is strange sometimes. Some very strange things happen.
9. I like skiing / the skiing, but I’m not very good at it.
10. Who are people / the people in this photograph?
11. What makes people / the people violent? What causes aggression / the aggression?
12. All books / All the books on the top shelf belong to me.
13. Don’t stay in that hotel. It’s very noisy and beds / the beds are very uncomfortable.
14. A pacifist is somebody who is against war / the war.
15. First World War / The First World War lasted from 1914 until 1918.
16. I’d like to go to Egypt and see Pyramids / the Pyramids.
17. Someone gave me a book about history / the history of modern art / the modern art.
18. Ron and Brenda got married, but marriage / the marriage didn’t last very long.
19. Most people / The people believe that marriage / the marriage and family life / the family life are the basis of society / the society.
The 4 (the giraffe / the telephone / the piano etc. ; the + adjective)

Study these sentences:
- The giraffe is the tallest of all animals.
- The bicycle is an excellent means of transport.
- When was the telephone invented?
- The dollar is the currency (= the money) of the United States.

In these examples, the ... does not mean one specific thing. The giraffe = a specific type of animal, not a specific giraffe. We use the (+ singular countable noun) in this way to talk about a type of animal, machine etc.

In the same way we use the for musical instruments:
- Can you play the guitar?
- The piano is my favourite instrument.

Compare a and the:
- I'd like to have a piano. but I can't play the piano.
- We saw a giraffe at the zoo. but The giraffe is my favourite animal.

Note that we use man (= human beings in general / the human race) without the:
- What do you know about the origins of man? (not the man)

The + adjective

We use the + adjective (without a noun) to talk about groups of people, especially:

| the young | the rich | the sick | the blind | the injured |
| the old | the poor | the disabled | the deaf | the dead |
| the elderly | the homeless | |

The young = young people, the rich = rich people etc. :
- Do you think the rich should pay higher taxes?
- The government has promised to provide more money to help the homeless.

These expressions are always plural in meaning. For example, you cannot say 'a young' or 'the injured' for one person. You must say 'a young person', 'the injured woman' etc.

Note that we say 'the poor' (not the poors), 'the young' (not the youngs) etc.

The + nationality

You can use the + nationality adjectives that end in -ch or -sh (the French / the English / the Spanish etc.) The meaning is 'the people of that country':
- The French are famous for their food. (= the people of France)

The French / the English etc. are plural in meaning. We do not say 'a French / an English'.
You have to say a Frenchman / an Englishwoman etc.

You can also use the + nationality words ending in -ese (the Chinese / the Sudanese / the Japanese etc.):
- The Chinese invented printing.

But these words can also be singular (a Japanese, a Sudanese etc.).

Also a Swiss (singular) and the Swiss (= the people of Switzerland)

With other nationalities, the plural noun ends in -s. For example:
- an Italian → Italians
- a Mexican → Mexicans
- a Turk → Turks

With these words (Italian etc.) we do not normally use the to talk about the people in general (see Unit 75).
Exercises

76.1 Answer the questions. Choose the right answer from the box. Don't forget the. Use a dictionary if necessary.

1. **animals**
   - tiger
   - elephant
   - rabbit
   - cheetah
   - giraffe
   - kangaroo

2. **birds**
   - eagle
   - penguin
   - swan
   - owl
   - parrot
   - robin

3. **inventions**
   - telephone
   - wheel
   - telescope
   - laser
   - helicopter
   - typewriter

4. **currencies**
   - dollar
   - peso
   - euro
   - rupee
   - rouble
   - yen

1. a Which of the animals is tallest? ____________________________
   b Which animal can run fastest? ____________________________
   c Which of these animals is found in Australia? ____________

2. a Which of these birds has a long neck? ______________________
   b Which of these birds cannot fly? __________________________
   c Which bird flies at night? ________________________________

3. a Which of these inventions is oldest? _________________________
   b Which one is most recent? ________________________________
   c Which one was especially important for astronomy? __________

4. a What is the currency of India? ____________________________
   b What is the currency of Canada? __________________________
   c And the currency of your country? _________________________

76.2 Put in the or a.

1. When was __________ telephone invented?
2. Can you play __________ musical instrument?
4. There was __________ piano in the corner of the room.
5. Can you play __________ piano?
6. Our society is based on __________ family.
7. Martin comes from __________ large family.
8. __________ computer has changed the way we live.

76.3 Complete these sentences using the + the following:

- injured
- poor
- rich
- sick
- unemployed
- young

1. __________ have the future in their hands.
2. Ambulances arrived at the scene of the accident and took __________ to hospital.
3. Life is all right if you have a job, but things are not so easy for __________.
4. Julia has been a nurse all her life. She has spent her life caring for __________.
5. In England there is an old story about a man called Robin Hood. It is said that he robbed __________ and gave the money to __________.

76.4 What do you call the people of these countries?

- one person (a/an ...)
- the people in general

1. Canada ____________________________
2. Germany __________________________
3. France ____________________________
4. Russia ____________________________
5. China ____________________________
6. Brazil ____________________________
7. England __________________________
8. and your country ____________________

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Names with and without the 1

We do not use the with names of people (‘Helen’, ‘Helen Taylor’ etc.). In the same way, we do not normally use the with names of places. For example:

- **continents**: Africa (not the Africa), Europe, South America
- **countries, states etc.**: France (not the France), Japan, Switzerland, Texas
- **islands**: Sicily, Bermuda, Tasmania
- **cities, towns etc.**: Cairo, New York, Bangkok
- **mountains**: Everest, Etna, Kilimanjaro

But we use the in names with Republic, Kingdom, States etc.:
- the Czech Republic
- the Dominican Republic
- the United Kingdom (the UK)
- the United States of America (the USA)

Compare:
- **Have you been to Canada or the United States?**

When we use Mr/Mrs/Captain/Doctor etc. + a name, we do not use the. So we say:
- Mr Johnson / Doctor Johnson / Captain Johnson / President Johnson etc. (not the ...)
- Uncle Robert / Saint Catherine / Princess Maria etc. (not the ...)

Compare:
- **We called the doctor.**
- We called Doctor Johnson. (not the Doctor Johnson)

We use **mount** (= mountain) and **lake** in the same way (without the):
- Mount Everest (not the ...)
- Mount Etna, Lake Superior, Lake Constance
- They live near the lake.
- They live near Lake Constance. (not the Lake Constance)

We use **the** with the names of oceans, seas, rivers and canals:
- the Atlantic (Ocean)
- the Indian Ocean
- the Mediterranean (Sea)
- the Red Sea
- the Channel (between France and Britain)
- the Amazon
- the Nile
- the Suez Canal

We use **the** with the names of deserts:
- the Sahara (Desert)
- the Gobi Desert

We use **the** with plural names of people and places:
- people: the Taylors (= the Taylor family), the Johnsons
- countries: the Netherlands, the Philippines, the United States
- groups of islands: the Canaries / the Canary Islands, the Bahamas
- mountain ranges: the Rocky Mountains / the Rockies, the Andes, the Alps

- The highest mountain in the Alps is Mont Blanc.

We say:
- the north (of Brazil) but northern Brazil (without the)
- the south-east (of Spain) but south-eastern Spain

Compare:
- Sweden is in northern Europe; Spain is in the south.
- Also the Middle East, the Far East

We also use north/south etc. (without the) in the names of some regions and countries:
- North America, the South America

Note that on maps, the is not usually inclusive in the name.
Exercises

77.1 Put in the where necessary. Leave the space empty if the sentence is already complete.
1 Who is _______ Doctor Johnson? (the sentence is complete without the)
2 I was ill, so I went to see _______ doctor.
3 The most powerful person in _______ United States is _______ president.
4 _______ President Kennedy was assassinated in 1963.
5 Do you know _______ Wilsons? They're a very nice couple.
6 Do you know _______ Professor Brown's phone number?

77.2 Some of these sentences are correct, but some need the (sometimes more than once). Correct the sentences where necessary.
1 Everest was first climbed in 1953.
2 Milan is in north of Italy.
3 Africa is much larger than Europe.
4 Last year I visited Mexico and United States.
5 South of England is warmer than north.
6 Portugal is in western Europe.
7 France and Britain are separated by Channel.
8 Jim has travelled a lot in Middle East.
9 Chicago is on Lake Michigan.
10 Next year we're going skiing in Swiss Alps.
11 UK consists of Great Britain and Northern Ireland.
12 Seychelles are a group of islands in Indian Ocean.
13 Africa's highest mountain is Kilimanjaro (5895 metres).
14 River Volga flows into Caspian Sea.

77.3 Here are some geography questions. Choose the right answer from one of the boxes and write the if necessary. You do not need all the names in the boxes. Use an atlas if necessary.

<table>
<thead>
<tr>
<th>continents</th>
<th>countries</th>
<th>oceans and seas</th>
<th>mountains</th>
<th>rivers and canals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa</td>
<td>Canada</td>
<td>Atlantic</td>
<td>Alps</td>
<td>Amazon</td>
</tr>
<tr>
<td>Asia</td>
<td>Denmark</td>
<td>Atlantic</td>
<td>Andes</td>
<td>Rhine</td>
</tr>
<tr>
<td>Australia</td>
<td>Indonesia</td>
<td>Indian Ocean</td>
<td>Himalayas</td>
<td>Danube</td>
</tr>
<tr>
<td>Europe</td>
<td>Sweden</td>
<td>Pacific</td>
<td>Rockies</td>
<td>Thames</td>
</tr>
<tr>
<td>North America</td>
<td>Thailand</td>
<td>Black Sea</td>
<td>Urals</td>
<td>Nile</td>
</tr>
<tr>
<td>South America</td>
<td>United States</td>
<td>Mediterranean</td>
<td>Volga</td>
<td>Suez Canal</td>
</tr>
</tbody>
</table>

1 What do you have to cross to travel from Europe to America? _______ the Atlantic
2 Where is Argentina? _______
3 Which is the longest river in Africa? _______
4 Of which country is Stockholm the capital? _______
5 Of which country is Washington the capital? _______
6 What is the name of the mountain range in the west of North America? _______
7 What is the name of the sea between Africa and Europe? _______
8 Which is the smallest continent in the world? _______
9 What is the name of the ocean between North America and Asia? _______
10 What is the name of the ocean between Africa and Australia? _______
11 Which river flows through London? _______
12 Which river flows through Vienna, Budapest and Belgrade? _______
13 Of which country is Bangkok the capital? _______
14 What joins the Atlantic and Pacific Oceans? _______
15 Which is the longest river in South America? _______
Names with and without the 2

A

Names without the

We do not use the with names of most city streets/roads/squares/parks etc.:

Wall Street (not the ...)  Fifth Avenue  Hyde Park
Queens Road  Broadway  Times Square

Names of important public buildings and institutions (for example, airports, stations, universities) are often two words:

Manchester Airport    Harvard University

The first word is the name of a place ('Manchester') or a person ('Harvard'). These names are usually without the. In the same way, we say:

Victoria Station (not the ...)  Canterbury Cathedral  Edinburgh Castle
Buckingham Palace    Cambridge University  Sydney Harbour

Compare:

Buckingham Palace (not the ...)  but  the Royal Palace
('Royal' is an adjective – it is not a name like 'Buckingham'.)

B

Most other buildings have names with the. For example:

| hotels/restaurants | the Sheraton Hotel, the Bombay Restaurant, the Holiday Inn |
| the Palace Theatre, the Odeon (cinema) |
| the Guggenheim Museum, the Hayward Gallery |
| the Empire State (Building), the White House, the Eiffel Tower |

We often leave out the noun:

the Sheraton (Hotel)    the Palace (Theatre)  the Guggenheim (Museum)

Some names are only the + noun, for example:

the Acropolis    the Kremlin  the Pentagon

C

Names with of usually have the. For example:

the Bank of England  the Museum of Modern Art
the Great Wall of China  the Tower of London

Note that we say:

the University of Cambridge  but  Cambridge University (without the)

D

Many shops, restaurants, hotels, banks etc. are named after the people who started them. These names end in -s or -es. We do not use the with these names:

Lloyds Bank (not the ...)  Brown's Restaurant  Macy's (department store)

Churches are often named after saints:

St John's Church (not the St Johns Church)  St Patrick's Cathedral

E

Most newspapers and many organisations have names with the:

| newspapers | the Washington Post, the Financial Times, the Sun |
| organisations | the European Union, the BBC (= British Broadcasting Corporation), the Red Cross |

Names of companies, airlines etc. are usually without the:

Fiat (not the Fiat)  Sony  British Airways
Kodak    IBM  Yale University Press
Exercises

78.1 Use the map to answer the questions. Write the name of the place and the street it is in. Use the if necessary. (Remember that on maps we do not normally use the.)

1. Is there a cinema near here? Yes, the Odeon in Market Street.
2. Is there a supermarket near here? Yes, in George Street.
3. Is there a hotel near here? Yes, in Market Street.
4. Is there a church near here? Yes, in George Street.
5. Is there a museum near here? Yes, in Market Street.
6. Is there a bookshop near here? Yes, at the end of Market Street.
7. Is there a park near here? There are two.
8. Is there a restaurant near here?

78.2 Where are the following? Use the where necessary.

<table>
<thead>
<tr>
<th>Location</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acropolis</td>
<td>Broadway</td>
</tr>
<tr>
<td>Broadway</td>
<td>Buckingham Palace</td>
</tr>
<tr>
<td>Buckingham Palace</td>
<td>Gatwick Airport</td>
</tr>
<tr>
<td>Gatwick Airport</td>
<td>Eiffel Tower</td>
</tr>
</tbody>
</table>

1. Times Square is in New York.
2. is in Paris.
3. is in London.
4. is in Washington.
5. is in Moscow.
6. is in New York.
7. is in Athens.
8. is near London.

78.3 Choose the correct form, with or without the.

1. Have you ever been to British Museum / the British Museum? (the British Museum is correct)
2. Hyde Park / The Hyde Park is a very large park in central London.
3. Another park in central London is St James's Park / the St James's Park.
4. Grand Hotel / The Grand Hotel is in Baker Street / the Baker Street.
5. Dublin Airport / The Dublin Airport is situated about 12 kilometres from the city centre.
6. Frank is a student at Liverpool University / the Liverpool University.
7. If you're looking for a department store, I would recommend Harrison's / the Harrison's.
8. If you're looking for a place to have lunch, I would recommend Ship Inn / the Ship Inn.
10. You should go to Science Museum / the Science Museum. It's very interesting.
11. John works for IBM / the IBM now. He used to work for British Telecom / the British Telecom.
12. 'Which cinema are you going to this evening?' 'Classic / The Classic.'
13. I'd like to go to China and see Great Wall / the Great Wall.
14. 'Which newspaper do you want?' 'Herald / The Herald.'
Singular and plural

Sometimes we use a plural noun for one thing that has two parts. For example:

- trousers (two legs)
- also jeans/tights/shorts/pants
- pyjamas (top and bottom)
- glasses
- binoculars
- scissors

These words are plural, so they take a plural verb:
- My trousers are too long. (**not** my trousers is)

You can also use a pair of + these words;
- Those are nice jeans. or That's a nice pair of jeans. (**not** a nice jeans)
- I need some new glasses. or I need a new pair of glasses.

Some nouns end in -ics, but are not usually plural. For example:

- athletics
- economics
- electronics
- gymnastics
- maths (= mathematics)
- physics
- politics

- Gymnastics is my favourite sport. (**not** Gymnastics are)

News is not plural (see Unit 70B):
- What time is the news on television? (**not** are the news)

Some words ending in -s can be singular or plural. For example:

- means
- a means of transport
- many means of transport

- series
- a television series
- two television series

- species
- a species of bird
- 200 species of bird

Some singular nouns are often used with a plural verb. For example:

- audience
- committee
- company
- family
- firm
- government
- staff
- team

These nouns are all groups of people. We often think of them as a number of people (= they), not as one thing (= it). So we often use a plural verb:

- The government (= they) want to increase taxes.
- The staff at the school (= they) are not happy with their new working conditions.

In the same way, we often use a plural verb after the name of a sports team or a company:

- Italy are playing Brazil next week (in a football match).
- Shell have increased the price of petrol.

A singular verb (The government wants ... / Shell has ... etc.) is also possible.

We use a plural verb with police:

- The police are investigating the murder, but haven't arrested anyone yet.
  (**not** The police is ... hasn't)

Note that we say a police officer / a policeman / a policewoman (**not** a police).

We do not often use the plural of person (‘persons’). We normally use people (a plural word):

- He's a nice person. **but** They are nice people. (**not** nice persons)
- Many people don't have enough to eat. (**not** Many people doesn't)

We think of a sum of money, a period of time, a distance etc. as one thing. So we use a singular verb:

- Twenty thousand pounds (= it) was stolen in the robbery. (**not** were stolen)
- Three years (= it) is a long time to live without work. (**not** Three years are)
- Six miles is a long way to walk every day.
Exercises

79.1 Complete each sentence using a word from Sections A or B. Sometimes you need a or some.

1. My eyesight isn’t very good. I need .
2. A species is a group of animals or plants that have the same characteristics.
3. Footballers don’t wear trousers when they play. They wear.
4. The bicycle is of transport.
5. The bicycle and the car are of transport.
6. I want to cut this piece of material. I need .
7. A friend of mine is writing of articles for the local newspaper.
8. There are a lot of American TV shown on British television.
9. While we were out walking, we saw many different of bird.

79.2 In each example the words on the left are connected with an activity (for example, a sport or an academic subject). Write the name of the activity. The beginning of the word is given.

1. calculate
2. government
3. finance
4. running
5. light
6. exercises
7. computer

79.3 Choose the correct form of the verb, singular or plural. In one sentence either the singular or plural verb is possible.

1. Gymnastics is / are my favourite sport. (is is correct)
2. The trousers you bought for me doesn’t / don’t fit me.
3. The police want / wants to interview two men about the robbery last week.
4. Physics was / were my best subject at school.
5. Can I borrow your scissors? Mine isn’t / aren’t sharp enough.
6. Fortunately the news wasn’t / weren’t as bad as we expected.
7. Where does / do your family live?
8. Three days isn’t / aren’t long enough for a good holiday.
9. I can’t find my binoculars. Do you know where it is / they are?
10. It’s a nice place to visit. The people is / are very friendly.
11. Does / Do the police know how the accident happened?
12. I don’t like very hot weather. Thirty degrees is / are too hot for me.

79.4 Most of these sentences are wrong. Correct them where necessary.

1. Three years are a long time to be without a job.
2. The government want to increase taxes.
3. Susan was wearing a black jeans.
4. Brazil are playing Italy in a football match next week.
5. I like Martin and Jane. They’re very nice persons.
6. I need more than ten pounds. Ten pounds aren’t enough.
7. I’m going to buy a new pyjama.
8. The committee haven’t made a decision yet.
9. There was a police directing traffic in the street.
10. What is the police going to do?
11. This scissors isn’t very sharp.
Noun + noun (a tennis ball / a headache)

You can use two nouns together (noun + noun) to mean one thing/person/idea etc. For example:

- a tennis ball
- a bank manager
- a road accident
- income tax
- the city centre

The first noun is like an adjective. It tells us what kind of thing/person/idea etc. For example:

- a tennis ball = a ball used to play tennis
- a road accident = an accident that happens on the road
- income tax = tax that you pay on your income
- the water temperature = the temperature of the water
- a London doctor = a doctor from London
- my life story = the story of my life

So you can say:

- a television camera
- a television programme
- a television studio
- a television producer

(These are all different things or people to do with television)

- language problems
- marriage problems
- health problems
- work problems

(These are all different kinds of problems)

Compare:

- garden vegetables (= vegetables that are grown in a garden)
- a vegetable garden (= a garden where vegetables are grown)

Sometimes the first word ends in -ing. Usually these are things used for doing something:

- a frying pan (= a pan for frying)
- a washing machine
- a swimming pool
- a dining room

Sometimes there are more than two nouns together:

□ I waited at the hotel reception desk.
□ We watched the World Swimming Championships on television.
□ If you want to play table tennis (= a game), you need a table tennis table (= a table).

When two nouns are together like this, sometimes we write them as one word and sometimes as two separate words. For example:

- a headache toothpaste
- a weekend a car park
- a road sign

There are no clear rules for this. If you are not sure, write two words.

Note the difference between:

- a sugar bowl (perhaps empty) and a bowl of sugar (= a bowl with sugar in it)
- a shopping bag (perhaps empty) and a bag of shopping (= a bag full of shopping)

When we use noun + noun, the first noun is like an adjective. It is normally singular, but the meaning is often plural. For example: a bookshop is a shop where you can buy books, an apple tree is a tree that has apples.

In the same way we say:

- a three-hour journey (= a journey that takes three hours)
- a ten-pound note (not pounds)
- a four-week course (not weeks)
- two 14-year-old girls (not years)
- a six-page letter (not pages)

Compare:

□ It was a four-week course. but The course lasted four weeks.
Exercises

80.1 What do we call these things and people?
1 A ticket for a concert is a concert ticket
2 Problems concerning health are health problems
3 A magazine about computers is
4 Photographs taken on your holiday are your
5 Chocolate made with milk is
6 Somebody whose job is to inspect factories is
7 A horse that runs in races is
8 A race for horses is
9 A hotel in central London is
10 The results of your exams are your
11 The carpet in the dining room is
12 A scandal involving an oil company is
13 Workers at a car factory are
14 A scheme to improve a road is
15 A course that lasts five days is
16 A question that has two parts is
17 A girl who is seven years old is

80.2 Answer the questions using two of the following words each time:

accident belt card credit editor forecast newspaper number road room seat shop weather window

1 This can be caused by bad driving. a road accident
2 If you’re staying at a hotel, you need to remember this. your
3 You should wear this when you’re in a car. a
4 You can often use this to pay for things instead of cash. the
5 If you want to know if it’s going to rain, you can read or listen to this. a
6 This person is a top journalist. a
7 You might stop to look in this when you’re walking along a street. a

80.3 Complete the sentences using the following:

15 minute(s) 60 minute(s) two hour(s) five day(s) two year(s) 500 year(s)
six mile(s) six mile(s) 20 pound(s) five course(s) ten-page(s) 450-page(s)

Sometimes you need the singular (day/page etc.) and sometimes the plural (days/pages etc.).

1 It’s quite a long book. There are 450 pages .
2 A few days ago I received a ten-page letter from Julia.
3 I didn’t have any change. I only had a note.
4 At work in the morning I usually have a break for coffee.
5 There are in an hour.
6 It’s only a flight from London to Madrid.
7 It was a very big meal. There were .
8 Mary has just started a new job. She’s got a contract.
9 The oldest building in the city is the castle.
10 I work a week. Saturday and Sunday are free.
11 We went for a long walk in the country. We must have walked .
12 We went for a walk in the country.
-s (your sister's name) and of ... (the name of the book)

We use -s (apostrophe + s) mostly for people or animals:
- Tom's computer isn't working. (not the computer of Tom)
- How old are Chris's children? (not the children of Chris)
- What's (= What is) your sister's name?
- What's Tom's sister's name?
- Be careful. Don't step on the cat's tail.

Note that you can use -s without a following noun:
- This isn't my book. It's my sister's. (= my sister's book)

We do not always use -s for people. For example, we would use of ... in this sentence:
- What was the name of the man who phoned you? ('the man who phoned you' is too long to be followed by -s)

Note that we say a woman's hat (= a hat for a woman), a boy's name (= a name for a boy), a bird's egg (= an egg laid by a bird) etc.

With a singular noun we use -s:
- my sister's room (= her room - one sister) Mr Carter's house (= his house)

With a plural noun (sisters, friends etc.) we put an apostrophe at the end of the word (-s'):
- my sisters' room (= their room - two or more sisters)
- the Carters' house (= their house - Mr and Mrs Carter)

If a plural noun does not end in -s (for example men/women/children/people) we use -s:
- the men's changing room a children's book (= a book for children)

Note that you can use -s after more than one noun:
- Jack and Karen's wedding Mr and Mrs Carter's house

For things, ideas etc., we normally use of (... of the book / ... of the restaurant etc.):
- the door of the garage  (not the garage's door)
- the name of the book  the owner of the restaurant

Sometimes the structure noun + noun is possible (see Unit 80):
- the garage door  the restaurant owner

We say the beginning/end/middle of ... , the top/bottom of ... , the front/back/side of ... :
- the beginning of the month (not the month's beginning)
- the top of the hill  the back of the car

You can usually use -s or of ... for an organisation (= a group of people). So you can say:
- the government's decision  or the decision of the government
- the company's success  or the success of the company

It is also possible to use -s for places. So you can say:
- the city's streets  the world's population  Italy's prime minister

You can also use -s with time expressions (yesterday / next week etc.):
- Do you still have yesterday's newspaper?
- Next week's meeting has been cancelled.

In the same way, you can say today's / tomorrow's / this evening's / Monday's etc.

We also use -s (or -'s with plural words) with periods of time:
- I've got a week's holiday starting on Monday.
- Julia has got three weeks' holiday.
- I live near the beach - it's only about ten minutes' walk.
Exercises

81.1 In some of these sentences, it would be more natural to use -'s or -'. Change the underlined parts where necessary.

1 Who is the owner of this restaurant? OK
2 Where are the children of Chris?
3 Is this the umbrella of your friend?
4 Write your name at the top of the page.
5 I've never met the daughter of Charles.
6 Have you met the son of Mary and Dan?
7 We don't know the cause of the problem.
8 Do we still have the newspaper of yesterday?
9 What's the name of this street?
10 What is the cost of a new computer?
11 The friends of your children are here.
12 The garden of our neighbours is very nice.
13 I work on the ground floor of the building.
14 The hair of Bill is very long.
15 I couldn't go to the party of Catherine.
16 What's the name of the woman who lives next door?
17 Have you seen the car of the parents of Mike?
18 What's the meaning of this expression?
19 Do you agree with the economic policy of the government?

81.2 What is another way of saying these things? Use -'s.

1 a hat for a woman a woman's hat
2 a name for a boy
3 clothes for children
4 a school for girls
5 a nest for a bird
6 a magazine for women

81.3 Read each sentence and write a new sentence beginning with the underlined words.

1 The meeting tomorrow has been cancelled.
   Tomorrow's meeting has been cancelled.
2 The storm last week caused a lot of damage.
   Last
3 The only cinema in the town has closed down.
   The
4 The weather in Britain is very changeable.
   Tourism is the main industry in the region.

81.4 Use the information given to complete the sentences.

1 If I leave my house at 9 o'clock and drive to the airport, I arrive at about 11.
   So it's about two hours' drive from my house to the airport. (drive)
2 If I leave my house at 8.40 and walk to the centre, I get there at 9 o'clock.
   So it's from my house to the centre. (walk)
3 I'm going on holiday on the 12th. I have to be back at work on the 26th.
   So I've got holiday. (holiday)
4 I went to sleep at 3.10 this morning and woke up at 4.00. After that I couldn't
   sleep. So last night I only had sleep. (sleep)
Study this example:

Steve introduced himself to the other guests.
We use myself/yourself/himself etc. (reflexive pronouns) when the subject and object are the same:

The reflexive pronouns are:

- **singular:**
  - myself
  - yourself (one person)
  - himself/herself/itself
- **plural:**
  - ourselves
  - yourselves (more than one person)
  - themselves

- I don't want you to pay for me. I'll pay for myself. *(not I'll pay for me)*
- Julia had a great holiday. She really enjoyed herself.
- Do you talk to yourself sometimes? *(said to one person)*
- If you want more to eat, help yourselves. *(said to more than one person)*

Compare:
- It's not our fault. You can't blame us.
- It's our own fault. We should blame ourselves.

We do not use myself etc. after feel/relax/concentrate/meet:
- I feel nervous. I can't relax.
- You must try and concentrate. *(not concentrate yourself)*
- What time shall we meet? *(not meet ourselves, not meet us)*

We normally use wash/shave/dress without myself etc.:
- He got up, washed, shaved and dressed. *(not washed himself etc.)*
You can also say get dressed *(He got dressed)*.

Compare -selves and each other:
- Kate and Joe stood in front of the mirror and looked at themselves. *(= Kate and Joe looked at Kate and Joe)*
- Kate looked at Joe; Joe looked at Kate. They looked at each other.

You can use one another instead of each other:
- How long have you and Bill known each other? or ... known one another?
- Sue and Ann don't like each other. or ... don't like one another.
- Do you and Sarah live near each other? or ... near one another?

We also use myself/yourself etc. in another way. For example:
- 'Who repaired your bike for you?' 'I repaired it myself.'

I repaired it myself = I repaired it, not anybody else. Here, myself is used to emphasise 'I' (= it makes it stronger). Some more examples:
- I'm not going to do your work for you. You can do it yourself. *(= you, not me)*
- Let's paint the house ourselves. It will be much cheaper.
- The film itself wasn't very good, but I loved the music.
- I don't think Liz will get the job. Liz herself doesn't think she'll get it. *(or Liz doesn't think she'll get it herself)*

Get dressed / get myself dressed = get dressed / myself / yourselves etc.
Exercises

Unit 82

82.1 Complete the sentences using myself/yourself etc. + the following verbs (in the correct form):
blame burn enjoy express hurt introduce put
1 Steve introduced himself to the other guests at the party.
2 Bill fell down some steps, but fortunately he didn’t .
3 It isn’t Sue’s fault. She really shouldn’t .
4 Please try and understand how I feel. in my position.
5 The children had a great time at the beach. They really .
6 Be careful! That pan is very hot. Don’t .
7 Sometimes I can’t say exactly what I mean. I wish I could better.

82.2 Put in myself/yourself/ourselves etc. or me/you/us etc.
1 Julia had a great holiday. She enjoyed herself.
2 It’s not my fault. You can’t blame .
3 What I did was really bad. I’m ashamed of .
4 We’ve got a problem. I hope you can help .
5 ‘Can I take another biscuit?’ ‘Of course. Help !’
6 You must meet Sarah. I’ll introduce to her.
7 Don’t worry about us. We can look after .
8 I gave them a key to our house so that they could let in.
9 I didn’t want anybody to see the letters, so I burned .

82.3 Complete these sentences. Use myself/yourself etc. only where necessary. Use the following verbs (in the correct form):
concentrate defend dry feel meet relax shave wash
1 Martin decided to grow a beard because he was fed up with .
2 I wasn’t very well yesterday, but I much better today.
3 I climbed out of the swimming pool and with a towel.
4 I tried to study, but I couldn’t .
5 If somebody attacks you, you need to be able to .
6 I’m going out with Chris this evening. We’re at 7.30.
7 You’re always rushing around. Why don’t you sit down and ?
8 There was no water, so we couldn’t .

82.4 Complete the sentences with -selves or each other.
1 How long have you and Bill known each other?
2 If people work too hard, they can make ill.
3 I need you and you need me. We need .
4 In Britain friends often give presents at Christmas.
5 Some people are very selfish. They only think of .
6 Tracy and I don’t see very often these days.
7 We couldn’t get back into the house. We had locked out.
8 They’ve had an argument. They’re not speaking to at the moment.
9 We’d never met before, so we introduced to .

82.5 Complete the answers to the questions using myself/yourself/itself etc.
1 Who repaired the bike for you? Nobody. I repaired it myself.
2 Who cuts Brian’s hair for him? Nobody. He cuts .
3 Do you want me to post that letter for you? No, I’ll .
4 Who told you the truth about going away? Linda.
5 Can you phone John for me? Why can’t you ?

→ Additional exercise 30 (page 320)
A friend of mine / my own house
on my own / by myself

A

A friend of mine / a friend of Tom’s etc.

We say ‘(a friend) of mine/yours/his/ hers/ours/ theirs’:

☐ I’m going to a wedding on Saturday. A friend of mine is getting married. (not a friend of me)
☐ We went on holiday with some friends of ours. (not some friends of us)
☐ Michael had an argument with a neighbour of his.
☐ It was a good idea of yours to go to the cinema.

In the same way we say ‘(a friend) of my sister’s / (a friend) of Tom’s’ etc.:

☐ That woman over there is a friend of my sister’s.
☐ It was a good idea of Tom’s to go to the cinema.

B

My own ... / your own ... etc.

We use my/your/his/ her/ its/ our/ their before own:

my own house your own car her own room
(not an own house, an own car etc.)

My own ... / your own ... etc. = something that is only mine/ yours, not shared or borrowed:

☐ I don’t want to share a room with anybody. I want my own room.
☐ Vicky and George would like to have their own house.
☐ It’s a pity that the flat hasn’t got its own parking space.
☐ It’s my own fault that I’ve got no money. I buy too many things I don’t need.
☐ Why do you want to borrow my car? Why don’t you use your own? (= your own car)

You can also use own to say that you do something yourself instead of somebody else doing it for you. For example:

☐ Brian usually cuts his own hair. (= he cuts it himself; he doesn’t go to the hairdresser’s)
☐ I’d like to have a garden so that I could grow my own vegetables. (= grow them myself instead of buying them from shops)

C

On my own / by myself

On my own and by myself both mean ‘alone’. We say:

<table>
<thead>
<tr>
<th>on my/your</th>
<th>own</th>
</tr>
</thead>
<tbody>
<tr>
<td>his/ her/ its</td>
<td>our/ their</td>
</tr>
</tbody>
</table>

= by himself/ herself/ itself

ourselves/ yourselves (plural)/ themselves

☐ I like living on my own / by myself.
☐ ‘Did you go on holiday on your own / by yourself?’ ‘No, with a friend.’
☐ David was sitting on his own / by himself in a corner of the café.
☐ Learner drivers are not allowed to drive on their own / by themselves.
Exercises

83.1 Write new sentences with the same meaning. Change the underlined words and use the structure in Section A (a friend of mine etc.).
1 I am meeting one of my friends tonight. I'm meeting a friend of mine tonight.
2 We met one of your relatives. We met a
3 Henry borrowed one of my books. Henry
4 Liz invited some of her friends to her flat. Liz
5 We had dinner with one of our neighbours. We had dinner with a
6 I went on holiday with two of my friends. I went on holiday with a
7 Is that man one of your friends? Is that man a
8 I met one of Jane's friends at the party. I met a

83.2 Complete the sentences using my own / your own etc. + the following:
- bedroom
- business
- opinions
- private
- beach
- words
1 I share a kitchen and bathroom, but I have my own bedroom.
2 Gary doesn't think the same as me. He's got
3 Julia is fed up with working for other people. She wants to start
4 We stayed at a luxury hotel by the sea. The hotel had
5 In the test we had to read a story, and then write it in

83.3 Complete the sentences using my own / your own etc.
1 Why do you want to borrow my car? Why don't you use your own car?
2 How can you blame me? It's not my fault. It's
3 She's always using my ideas. Why can't she use
4 Please don't worry about my problems. You've got
5 I can't make his decisions for him. He must make

83.4 Complete the sentences using my own / your own etc. Use the following verbs:
- bake
- cut
- make
- write
1 Brian never goes to the hairdresser. He cuts his own hair.
2 Mary doesn't often buy clothes. She usually
3 We don't often buy bread. We usually
4 Paul is a singer. He sings songs written by other people, but he also

83.5 Complete the sentences using on my own / by myself etc.
1 Did you go on holiday on your own?
2 I'm glad I live with other people. I wouldn't like to live on
3 The box was too heavy for me to lift by
4 'Who was Tom with when you saw him?' 'Nobody. He was by'
5 Very young children should not go swimming by
6 I don't think she knows many people. When I see her, she is always by
7 I don't like strawberries with cream. I like them on
8 Do you like working with other people or do you prefer working by
9 We had no help decorating the flat. We did it completely on
10 I went out with Sally because she didn't want to go out on
There ... and it ...

We use there ... when we talk about something for the first time, to say that it exists:
- There’s a new restaurant in King Street. (not A new restaurant is in King Street)
- I’m sorry I’m late. There was a lot of traffic. (not It was a lot of traffic)
- Things are more expensive now. There has been a big rise in the cost of living.

It = a specific thing, place, fact, situation etc. (but see also section C):
- We went to the new restaurant. It’s very good. (It = the restaurant)
- I wasn’t expecting them to come. It was a complete surprise. (It = that they came)

Compare there and it:
- I don’t like this town. There’s nothing to do here. It’s a boring place.

There also means ‘to/at/in that place’:
- The new restaurant is very good. I went there (= to the restaurant) last night.
- When we got to the party, there were already a lot of people there (= at the party).

You can say there will be / there must be / there might be / there used to be etc.:
- Will there be many people at the party?
- ‘Is there a flight to Paris this evening?’ ‘There might be. I’ll phone the airport.’
- If people drove more carefully, there wouldn’t be so many accidents.

Also there must have been, there should have been etc.:
- There was a light on. There must have been somebody at home.

Compare there and it:
- They live on a busy road. There must be a lot of noise from the traffic.
  They live on a busy main road. It must be very noisy.
- There used to be a cinema in King Street, but it closed a few years ago.
  That building is now a supermarket. It used to be a cinema.

You can also say there is sure/certain/likely/bound to be ...
- There is bound (= sure) to be a flight to Paris this evening.

We also use it in sentences like this:
- It’s dangerous to walk in the road.

We do not usually say ‘To walk in the road is dangerous’. Normally we begin with It ...

Some more examples:
- It didn’t take us long to get here.
- It’s a pity that Sandra can’t come to the party.
- Let’s go. It’s not worth waiting any longer.

We also use it to talk about distance, time and weather:
- How far is it from here to the airport.
- What day is it today?
- It’s a long time since we saw you last.
- It was windy yesterday. (but There was a cold wind)

It’s worth / it’s no use / there’s no point → Unit 63A. Sure to / bound to ... etc. → Unit 65E
There is + -ing and → Unit 47
Exercises

Unit 84

84.1 Put in there is/was or it is/was. Some sentences are questions (is there ... ? / is it ... ? etc.) and some are negative (isn't/wasn't).

1. The journey took a long time. **There was** a lot of traffic.
2. What's the new restaurant like? **Is it** good?
3. ‘_______________ a bookshop near here?’ ‘Yes, _______________ one in Hill Street.’
4. When we got to the cinema, _______________ a queue outside. _______________ a very long queue, so we decided not to wait.
5. I couldn't see anything. _______________ completely dark.
6. _______________ trouble at the club last night. They had to call the police.
7. How far _______________ from Milan to Rome?
8. _______________ Keith's birthday yesterday. We had a party.
9. _______________ three years since I last went to the theatre.
10. I wanted to visit the museum, but _______________ enough time.
11. ‘_____________ time to leave?’ ‘Yes, _______________ nearly midnight.’
12. A few days ago _______________ a storm. _______________ a lot of damage.
13. _______________ a beautiful day yesterday. We had a picnic.
14. _______________ anything on television, so I turned it off.
15. _______________ an accident in King Street, but _______________ very serious.

84.2 Read the first sentence and then write a sentence beginning There ....

1. The roads were busy today. **There was a lot of traffic.**
2. This soup is very salty. **There is .... in the soup.**
3. The box was empty. **There is .... in the box.**
4. The film was very violent. **There is ....**
5. The shops were very crowded. **There is ....**
6. I like this town - it's lively. **There is ....**

84.3 Complete the sentences. Use there will be, there would be etc. Choose from:

will may would wouldn't should used to be (be) going to

1. If people drove more carefully, _______________ fewer accidents.
2. ‘Do we have any eggs?’ ‘I'm not sure. _______________ some in the fridge.’
3. I think everything will be OK. I don't think _______________ any problems.
4. Look at the sky. _______________ a storm.
5. ‘Is there a school in the village?’ ‘Not now. _______________ one, but it closed.’
6. People drive too fast on this road. I think _______________ a speed limit.
7. If people weren't aggressive, _______________ any wars.

84.4 Are these sentences right or wrong? Change it to there where necessary.

1. They live on a busy road. It must be a lot of noise. **There must be a lot of noise.**
2. Last winter it was very cold and it was a lot of snow. **It was a lot of snow.**
3. It used to be a church here, but it was knocked down. **It was knocked down.**
4. Why was she so unfriendly? It must have been a reason. **It was a reason.**
5. It's a long way from my house to the nearest shop. **It's from my house to the nearest shop.**
6. A: Where can we park the car?
   B: Don't worry. It's sure to be a car park somewhere. **It's a car park somewhere.**
7. After the lecture it will be an opportunity to ask questions. **It will be an opportunity to ask questions.**
8. I like the place where I live, but it would be nicer to live by the sea. **It would be nicer to live by the sea.**
9. I was told that it would be somebody to meet me at the station, but it wasn't. **It wasn't.**
10. The situation is still the same. It has been no change. **It hasn't been any change.**
11. I don't know who'll win, but it's sure to be a good game. **It's sure to be a good game.**
Some and any

In general we use some (also somebody/someone/something) in positive sentences and any (also anybody etc.) in negative sentences:

**some**
- We bought some flowers.
- He’s busy. He’s got some work to do.
- There’s somebody at the door.
- I’m hungry. I want something to eat.

**any**
- We didn’t buy any flowers.
- He’s lazy. He never does any work.
- There isn’t anybody at the door.
- I’m not hungry. I don’t want anything to eat.

We use any in the following sentences because the meaning is negative:
- She went out without any money. (she didn’t take any money with her)
- He refused to eat anything. (he didn’t eat anything)
- Hardly anybody passed the examination. (= almost nobody passed)

We use both some and any in questions. We use some to talk about a person or thing that we know exists, or we think exists:
- Are you waiting for somebody? (I think you are waiting for somebody)

We use some in questions when we offer or ask for things:
- Would you like something to eat? (there is something to eat)
- Can I have some sugar, please? (there is probably some sugar I can have)

But in most questions, we use any. We do not know if the thing or person exists:
- Have you got any luggage? ‘No, I haven’t.’
- I can’t find my bag. Has anybody seen it?

We often use any after if:
- If there are any letters for me, can you send them on to this address?
- If anyone has any questions, I’ll be pleased to answer them.
- Let me know if you need anything.

The following sentences have the idea of if:
- I’m sorry for any trouble I’ve caused. (= if I have caused any trouble)
- Anyone who wants to do the exam must tell me by Friday. (= if there is anyone)

We also use any with the meaning ‘it doesn’t matter which’:
- You can take any bus. They all go to the centre. (= it doesn’t matter which bus you take)
- ‘Sing a song.’ ‘Which song shall I sing?’ ‘Any song. I don’t mind.’ (= it doesn’t matter which song)
- Come and see me any time you want.
- ‘Let’s go out somewhere.’ ‘Where shall we go?’ ‘Anywhere. I just want to go out.’
- We left the door unlocked. Anybody could have come in.

Compare something and anything:
- A: I’m hungry. I want something to eat.
  B: What would you like?
  A: I don’t mind. Anything. (= it doesn’t matter what)

Somebody/someone/anybody/anyone are singular words:
- Somebody is here to see you.

But we often use they/them/their after these words:
- Somebody has got their backpack. (= he or she has)
- If anybody wants to leave early, they can. (= he or she can)

Not ... any → Not any. Some of can/has → Some of
Exercises

85.1 Put in some or any.
1. We didn’t buy ______ flowers.
2. This evening I’m going out with ______ friends of mine.
3. A: Have you seen ______ good films recently?
   B: No, I haven’t been to the cinema for ages.
4. I didn’t have ______ money, so I had to borrow ______.
5. Can I have ______ milk in my coffee, please?
6. I was too tired to do ______ work.
7. You can cash these traveller’s cheques at ______ bank.
8. Can you give me ______ information about places of interest in the town?
9. With the special tourist train ticket, you can travel on ______ train you like.
10. If there are ______ words you don’t understand, use a dictionary.

85.2 Complete the sentences with some- or any- + -body/-thing/-where.
1. I was too surprised to say ______.
2. There’s _______ at the door. Can you go and see who it is?
3. Does _______ mind if I open the window?
4. I wasn’t feeling hungry, so I didn’t eat _______.
5. You must be hungry. Would you like _______ to eat?
6. Quick, let’s go! There’s _______ coming and I don’t want _______ to see us.
7. Sarah was upset about _______ and refused to talk to _______.
8. This machine is very easy to use. _______ can learn to use it very quickly.
9. There was hardly _______ on the beach. It was almost deserted.
10. ‘Do you live _______ near Joe?’ ‘No, he lives in another part of town.’
11. ‘Where shall we go on holiday?’ ‘Let’s go _______ warm and sunny.’
12. They stay at home all the time. They never seem to go _______.
13. I’m going out now. If _______ phones while I’m out, can you tell them I’ll be back at 11.30?
14. Why are you looking under the bed? Have you lost _______?
15. The police have asked _______ who saw the accident should contact them.
16. ‘Can I ask you _______?’ ‘Sure. What do you want to ask?’
17. Sue is very secretive. She never tells _______ . (2 words)

85.3 Complete the sentences. Use any (+ noun) or anybody/anything/anywhere.

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<tbody>
<tr>
<td>1</td>
<td>Which bus do I have to catch?</td>
<td>Any bus. They all go to the centre.</td>
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<tr>
<td>2</td>
<td>Which day shall I come?</td>
<td>I don’t mind.</td>
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<tr>
<td>3</td>
<td>What do you want to eat?</td>
<td>I don’t mind.</td>
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<td>4</td>
<td>Where shall I sit?</td>
<td>Whatever you have.</td>
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<td>5</td>
<td>What sort of job are you looking for?</td>
<td>It’s up to you. You can sit _______ you like.</td>
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<td>6</td>
<td>What time shall I phone tomorrow?</td>
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<td>7</td>
<td>Who shall I invite to the party?</td>
<td>I don’t mind.</td>
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<tr>
<td>8</td>
<td>Which newspaper shall I buy?</td>
<td>Whatever they have in the shop.</td>
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No/none/any    Nothing/nobody etc.

No and none

We use no + noun. No = not a or not any:
- We had to walk home because there was no bus. (= there wasn’t a bus)
- Sue will have no difficulty finding a job. (= Sue won’t have any difficulty ...)
- There were no shops open. (= There weren’t any shops open.)

You can use no + noun at the beginning of a sentence:
- No reason was given for the change of plan.

We use none without a noun:
- ‘How much money do you have?’ ‘None.’ (= no money)
- All the tickets have been sold. There are none left. (= no tickets left)

Or we use none of ...
- This money is all yours. None of it is mine.

After none of + plural (none of the students, none of them etc.) the verb can be singular or plural. A plural verb is more usual:
- None of the shops were (or was) open.

Nothing nobody/no-one nowhere

You can use these negative words at the beginning of a sentence or alone (as answers to questions):
- Nobody (or No-one) came to visit me while I was in hospital.
- ‘What happened?’ ‘Nothing.’
- ‘Where are you going?’ ‘Nowhere. I’m staying here.’

You can also use these words after a verb, especially after be and have:
- The house is empty. There’s nobody living there.
- We had nothing to eat.

Nothing/nobody etc. = not + anything/anybody etc. :
- I didn’t say anything. (= I said nothing.)
- Jane didn’t tell anybody about her plans. (= Jane told nobody ...)
- They haven’t got anywhere to live. (= They’ve got nowhere to live.)

With nothing/nobody etc., do not use a negative verb (isn’t, didn’t etc.):
- I said nothing. (not I didn’t say nothing)
- Nobody tells me anything. (not Nobody doesn’t tell me)

We also use any/anything/anybody etc. (without not) to mean ‘it doesn’t matter which/what/who’ (see Unit 85D). Compare no- and any-:
- There was no bus, so we walked home.
- You can take any bus. They all go to the centre. (= it doesn’t matter which)
- ‘What do you want to eat?’ ‘Nothing. I’m not hungry.’
- I’m so hungry. I could eat anything. (= it doesn’t matter what)
- The exam was extremely difficult. Nobody passed. (= everybody failed)
- The exam was very easy. Anybody could have passed. (= it doesn’t matter who)

After nobody/no-one you can use they/them/their (see also Unit 85E):
- Nobody phoned, did they? (= did he or she)
- No-one did what I asked them to do. (= him or her)
- Nobody in class did their homework. (= hers or her homework)

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Exercises

Unit 86

86.1 Complete these sentences with no, none or any.
1. It was a public holiday, so there were ___________ shops open.
2. I haven’t got ___________ money. Can you lend me some?
3. We had to walk home because there were ___________ taxis.
4. We had to walk home because there weren’t ___________ taxis.
5. ‘How many eggs have we got?’ ___________. Do you want me to get some?’
6. We took a few photographs, but ___________ of them were very good.
7. What a stupid thing to do! ___________ intelligent person would do such a thing.
8. I’ll try and answer ___________ questions you ask me.
9. I couldn’t answer ___________ of the questions they asked me.
10. We cancelled the party because ___________ of the people we invited were able to come.
11. I tried to phone Chris, but there was ___________ answer.

86.2 Answer these questions using none/nobody/nothing/nowhere.

1. What did you do?
   ___________.
2. Who were you talking to?
   ___________.
3. How much luggage have you got?
   ___________.
4. Where are you going?
   ___________.
5. How many mistakes did you make?
   ___________.
6. How much did you pay?
   ___________.

Now answer the same questions using complete sentences with any-anybody-anything-anywhere.

7. (1) I ___________.
8. (2) I ___________.
9. (3) ___________.
10. (4) ___________.
11. (5) ___________.
12. (6) ___________.

86.3 Complete these sentences with no- or any- + -body/-thing/-where.

1. I don’t want ___________ to drink. I’m not thirsty.
2. The bus was completely empty. There was ___________ on it.
3. ‘Where did you go for your holidays?’ ___________. I stayed at home.’
4. I went to the shops, but I didn’t buy ___________.
5. ‘What did you buy?’ ___________. I couldn’t find ___________ I wanted.’
6. The town is still the same as it was years ago. ___________ has changed.
7. Have you seen my watch? I can’t find it ___________.
8. There was complete silence in the room. ___________ said ___________.

86.4 Choose the right word.

1. She didn’t tell anybody about her plans. (anybody is correct)
2. The accident looked serious, but fortunately nobody anybody was badly injured.
3. I looked out of the window, but I couldn’t see no-one anyone.
4. My job is very easy. Nobody anybody could do it.
5. ‘What’s in that box?’ ‘Nothing Anything. It’s empty.’
6. The situation is uncertain. Nothing anything could happen.
7. I don’t know nothing anything about economics.
Much, many, little, few, a lot, plenty

A
We use much and little with uncountable nouns:
  much time    much luck    little energy    little money
We use many and few with plural nouns:
  many friends    many people    few cars    few countries

B
We use a lot of / lots of / plenty of with both uncountable and plural nouns:
  a lot of luck    lots of time    plenty of money
  a lot of friends    lots of people    plenty of ideas

Plenty = more than enough:
  □ There’s no need to hurry. We’ve got plenty of time.

C
Much is unusual in positive sentences (especially in spoken English). Compare:
  □ We didn’t spend much money.
  □ Do you see David much?
  □ I see David a lot. (not I see David much)

We use many and a lot of in all kinds of sentences:
  □ Many people drive too fast.    or    A lot of people drive too fast.
  □ Do you know many people?    or    Do you know a lot of people?
  □ There aren’t many tourists here.    or    There aren’t a lot of tourists here.

Note that we say many years / many weeks / many days (not a lot of ...):
  □ We’ve lived here for many years. (not a lot of years)

D
Little and few (without a) are negative ideas (= not much / not many):
  □ Gary is very busy with his job. He has little time for other things. (= not much time, less
     time than he would like)
  □ Vicky doesn’t like living in London. She has few friends there. (= not many, not as many
     as she would like)

You can say very little and very few:
  □ Gary has very little time for other things.
  □ Vicky has very few friends in London.

E
A little and a few have a more positive meaning.

A little = some, a small amount:
  □ Let’s go and have a coffee. We have a little time before the train leaves.
    (a little time = some time, enough time to have a coffee)
  □ ‘Do you speak English?’ ‘A little.’ (so we can talk a bit)

A few = some, a small number:
  □ I enjoy my life here. I have a few friends and we meet quite often.
    (a few friends = not many but enough to have a good time)
  □ ‘When was the last time you saw Clare?’ ‘A few days ago.’ (= some days ago)

Compare:
  □ He spoke little English, so it was difficult to communicate with him.
    He spoke a little English, so we were able to communicate with him.
  □ She’s lucky. She has few problems. (= not many problems)
    Things are not going so well for her. She has a few problems. (= some problems)

You can say only a little and only a few:
  □ Hurry! We’ve only a little time left.
  □ The village was very small. There were only a few houses. (not only few houses)
Exercises

87.1 In some of these sentences much is incorrect or unnatural. Change much to many or a lot (of) where necessary. Write ‘OK’ if the sentence is correct.

1. We didn’t spend much money. ................................. OK
2. Sue drinks much tea. ...........................................
3. Joe always puts much salt on his food. ..................
4. We’ll have to hurry. We haven’t got much time. ........
5. It cost much to repair the car. ..............................
6. Did it cost much to repair the car? .........................
7. I don’t know much people in this town. ................
8. I use the phone much at work. ..............................
9. There wasn’t much traffic this morning. .................
10. You need much money to travel round the world. .......

87.2 Complete the sentences using plenty (of) + the following:

hotels money room things to see time to learn

1. There’s no need to hurry. There’s plenty of time. ........
2. He’s got no financial problems. He’s got ..........................
3. Come and sit with us. There’s .................................
4. She knows a lot, but she still has ..............................
5. It’s an interesting town to visit. There ........................
6. I’m sure we’ll find somewhere to stay. ......................

87.3 Put in much/many/few/little (one word only).

1. She isn’t very popular. She has few friends. ..............
2. Ann is very busy these days. She has free time. ...........
3. Did you take photographs when you were on holiday? 
4. I’m not very busy today. I haven’t got to do. .............
5. This is a very modern city. There are old buildings. ....
6. The weather has been very dry recently. We’ve had rain.
7. ‘Do you know Rome?’ ‘No, I haven’t been there for years.’

87.4 Put in a where necessary. Write ‘OK’ if the sentence is already complete.

1. She’s lucky. She has few problems. OK
2. Things are not going so well for her. She has few problems.
3. Can you lend me few dollars?
4. There was little traffic, so the journey didn’t take very long.
5. I can’t give you a decision yet. I need little time to think.
6. It was a surprise that he won the match. Few people expected him to win.
7. I don’t know much Spanish – only few words.
8. I wonder how Sam is. I haven’t seen him for few months.

87.5 Put in little / a little / few / a few.

1. Gary is very busy with his job. He has little time for other things.
2. Listen carefully. I’m going to give you advice.
3. Do you mind if I ask you questions?
4. It’s not a very interesting place to visit, so tourists come here.
5. I don’t think Jill would be a good teacher. She’s got patience.
6. ‘Would you like milk in your coffee?’ ‘Yes, ’
7. This is a very boring place to live. There’s to do.
8. ‘Have you ever been there?’ ‘Yes, I’ve been there many times.’
All / all of / most / most of / no / none of etc.

A

<table>
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<tr>
<th>all</th>
<th>some</th>
<th>any</th>
<th>most</th>
<th>much/many</th>
<th>little/few</th>
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You can use the words in the box with a noun (some food / few books etc.):
- □ All cars have wheels.
- □ Some cars can go faster than others.
- □ (on a notice) NO CARS. (= no cars allowed)
- □ Many people drive too fast.
- □ I don't go out very often. I'm at home most days.

You cannot say 'all of cars', 'some of people' etc. (see also Section B):
- □ Some people learn languages more easily than others. (not Some of people)

Note that we say most (not the most);
- □ Most tourists don't visit this part of the town. (not The most tourists)

B

You can use the words in the box with of (some of / most of etc.).

We use some of / most of / none of etc. + the/this/that/these/those/my ... etc. So you can say 'some of the people', 'some of those people' (but not 'some of people'):
- □ Some of the people I work with are not very friendly.
- □ None of this money is mine.
- □ Have you read any of these books?
- □ I was sick yesterday. I spent most of the day in bed.

You don't need of after all or half. So you can say:
- □ All my friends live in Los Angeles. or All of my friends ...
- □ Half this money is mine. or Half of this money ...

Compare:
- □ All flowers are beautiful. (= all flowers in general)
  All (of) the flowers in this garden are beautiful. (= a specific group of flowers)
- □ Most problems have a solution. (= most problems in general)
  We were able to solve most of the problems we had. (= a specific group of problems)

C

You can use all of / some of / none of etc. + it/us/you/them:
- □ 'How many of these people do you know?' 'None of them. / A few of them.'
- □ Do any of you want to come to a party tonight?
- □ 'Do you like this music?' 'Some of it. Not all of it.'

We say: all of us / all of you / half of it / half of them etc. You cannot leave out of before it/us/you/them:
- □ All of us were late. (not all us)
- □ I haven't finished the book yet. I've only read half of it. (not half it)

D

You can also use some/most etc. alone, without a noun:
- □ Some cars have four doors and some have two.
- □ A few of the shops were open, but most of them were closed.
- □ Half this money is mine, and half (of it) is yours. (not the half)
Exercises

88.1 Put in of where necessary. Leave the space empty if the sentence is already complete.

1. All ——— cars have wheels. (the sentence is already complete)
2. None ——— of this money is mine.
3. Some ———- films are very violent.
4. Some ———- the films I've seen recently have been very violent.
5. Joe never goes to museums. He says that all ———- museums are boring.
6. I think some ———- people watch too much television.
7. 'Are any ———- those letters for me?' ‘No, they're all for me.'
8. Kate has lived in London most ———- her life.
9. Jim has lived in Chicago all ———- his life.
10. Most ———- days I get up before 7 o'clock.

88.2 Choose from the list and complete the sentences. Use of (some of / most of etc) where necessary.

- accidents
- European countries
- my dinner
- the players
- birds
- her friends
- my spare time
- the population
- cars
- her opinions
- the buildings
- these books

1. I haven't read many ——— of these books.
2. All ——— have wheels.
3. I spend much ——— gardening.
4. Many ——— are caused by bad driving.
5. It's a historic town. Many ——— are over 400 years old.
6. When she got married, she kept it a secret. She didn't tell any ———
8. Not all ———- can fly. For example, the penguin can't fly.
9. Our team played badly and lost the game. None ———- played well.
10. Julia and I have very different ideas. I don't agree with many ———
11. Sarah travels a lot in Europe. She has been to most ———
12. I had no appetite. I could only eat half ———

88.3 Use your own ideas to complete these sentences.

1. The building was damaged in the explosion. All ——— windows ——— broken.
2. We had a very lazy holiday. We spent most of ———- on the beach.
3. I went to the cinema by myself. None ———- wanted to come.
4. The test was difficult. I could only answer half ———-
5. Some of ———- you took at the wedding were very good.
6. 'Have you spent all ———- I gave you?' 'No, there's still some left.'

88.4 Complete the sentences. Use:

all of / some of / none of + it/ them/ us (all of it / some of them etc.)

1. These books are all Jane's. ———- belong to me.
2. 'How many of these books have you read?' ———- . Every one.'
3. We all got wet in the rain because ———- had an umbrella.
4. Some of this money is yours and ———- is mine.
5. I asked some people for directions, but ———- was able to help me.
6. She invented the whole story from beginning to end. ———- was true.
7. Not all the tourists in the group were Spanish. ———- were French.
8. I watched most of the film, but not ———-. 

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Both / both of ... neither / neither of ... either / either of ...

We use *both/neither/either* for *two* things. You can use these words with a *noun* (both books, neither book etc.).

For example, you are going out to eat. There are two possible restaurants. You say:

- **Both restaurants** are very good. (*not* The both restaurants)
- **Neither restaurant** is expensive.
- We can go to **either restaurant**. I don’t mind.
  
  *(either = one or the other, it doesn’t matter which one)*

**Both of ... / neither of ... / either of ...**

We use *both of / neither of / either of + the/these/my/Tom’s ... etc.* So we say ‘both of the restaurants’, ‘both of those restaurants’ etc. (*but not* both of restaurants):

- **Both of these restaurants** are very good.
- **Neither of the restaurants** we went to was (or were) expensive.
- I haven’t been to **either of those restaurants**. (= I haven’t been to one or the other)

You don’t need *of* after both. So you can say:

- **Both my parents** are from London. *or* Both of my parents ...

You can use *both of / neither of / either of + us/you/them*:

- *(talking to two people)* Can either of you speak Spanish?
- I asked two people the way to the station, but **neither of them** could help me.

You must say ‘both of’ before *us/you/them*:

- **Both of us** were very tired. (*not* Both us were ...)

After *neither of ...* a *singular* or a *plural* verb is possible:

- **Neither of the children** wants (or want) to go to bed.

**You can also use both/neither/either** alone, *without* a noun:

- I couldn’t decide which of the two shirts to buy. I liked both. *(or I liked both of them.)*
- ‘Is your friend British or American?’ ‘**Neither. She’s Australian.’
- ‘Do you want tea or coffee?’ ‘**Either. I don’t mind.’

You can say:

- **both ... and ...**
  - Both Chris and Pat were late.
  - I was both tired and hungry when I arrived home.

- **neither ... nor ...**
  - Neither Chris nor Pat came to the party.
  - Tom said he would contact me, but he neither wrote nor phoned.

- **either ... or ...**
  - I’m not sure where Maria’s from. She’s either Spanish or Italian.
  - Either you apologise or I’ll never speak to you again.

**Compare either/neither/both (two things) and any/nice/all (more than two):**

- There are two good hotels here. You could stay at either of them.

- We tried two hotels.
  - Neither of them had any rooms.
  - Both of them were full.

- There are many good hotels here. You could stay at any of them.

- We tried a lot of hotels.
  - None of them had any rooms.
  - All of them were full.
Exercises

Unit 89

89.1 Complete the sentences with both/neither/either.
1. ‘Do you want tea or coffee?’ ‘________. I really don’t mind.’
2. ‘What day is it today – the 18th or the 19th?’ ‘___________. It’s the 20th.’
3. A: Where did you go for your holidays – Scotland or Ireland?
   B: We went to __________. A week in Scotland and a week in Ireland.
4. ‘When shall I phone, in the morning or afternoon?’ ‘___________. I’ll be in all day.’
5. ‘Where’s Liz? Is she at work or at home?’ ‘___________. She’s away on holiday.’

89.2 Complete the sentences with both/neither/either. Use of where necessary.
1. ___________ my parents are from London.
2. To get to the town centre, you can go along the footpath by the river or you can go along the road. You can go ___________ way.
3. I tried twice to phone George, but ___________ times he was out.
4. ___________ Tom’s parents is English. His father is Polish and his mother is Italian.
5. I saw an accident this morning. One car drove into the back of another. Fortunately ___________ driver was injured, but ___________ cars were badly damaged.
6. I’ve got two sisters and a brother. My brother is working, but ___________ my sisters are still at school.

89.3 Complete the sentences with both/neither/either + of us/them.
1. I asked two people the way to the station, but ___________ could help me.
2. I was invited to two parties last week, but I couldn’t go to ___________.
3. There were two windows in the room. It was very warm, so I opened ___________.
4. Sarah and I play tennis together regularly, but ___________ can play very well.
5. I tried two bookshops for the book I wanted, but ___________ had it.

89.4 Write sentences with both ... and ... / neither ... nor ... / either ... or ...
1. Chris was late. So was Pat. ___________ Chris and Pat were late.
2. He didn’t write and he didn’t phone. ___________ wrote nor phoned.
3. Joe is on holiday and so is Sam. ___________.
4. Joe hasn’t got a car. Sam hasn’t got one either. ___________.
5. Brian doesn’t watch TV and he doesn’t read newspapers. ___________.
6. It was a boring film. It was long too.
   The film ___________.
7. Is that man’s name Richard? Or is it Robert? It’s one of the two.
   That man’s name ___________.
8. I haven’t got time to go on holiday. And I haven’t got the money.
   I’ve got ___________.
9. We can leave today or we can leave tomorrow – whichever you prefer.
   We ___________.

89.5 Complete the sentences with neither/either/none/any.
1. We tried a lot of hotels, but ___________ of them had any rooms.
2. I took two books with me on holiday, but I didn’t read ___________ of them.
3. I took five books with me on holiday, but I didn’t read ___________ of them.
4. There are a few shops at the end of the street, but ___________ of them sells newspapers.
5. You can phone me at ___________ time during the evening. I’m always at home.
6. I can meet you next Monday or Friday. Would ___________ of those days be convenient for you?
7. John and I couldn’t get into the house because ___________ of us had a key.

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All, every and whole

A

All and everybody/everyone

We do not normally use all to mean everybody/everyone:
  □ Everybody enjoyed the party. (not All enjoyed)

But we say all of us/you/them (not everybody of ...):
  □ All of us enjoyed the party. (not Everybody of us)

B

All and everything

Sometimes you can use all or everything:
  □ I'll do all I can to help. or I'll do everything I can to help.

You can say 'all I can' / 'all you need' etc., but we do not normally use all alone:
  □ He thinks he knows everything. (not he knows all)
  □ Our holiday was a disaster. Everything went wrong. (not All went wrong)

But you can say all about:
  □ He knows all about computers.

We also use all (not everything) to mean 'the only thing(s)'
  □ All I've eaten today is a sandwich. (= the only thing I've eaten today)

C

Every / everybody / everyone / everything are singular words, so we use a singular verb:
  □ Every seat in the theatre was taken.
  □ Everybody has arrived. (not have arrived)

But you can use they/them/their after everybody/everyone:
  □ Everybody said they enjoyed themselves. (= he or she enjoyed himself or herself)

D

Whole and all

Whole = complete, entire. Most often we use whole with singular nouns:
  □ Did you read the whole book? (= all the book, not just a part of it)
  □ Emily has lived her whole life in Scotland.
  □ I was so hungry, I ate a whole packet of biscuits. (= a complete packet)

We use the/my/her etc. before whole. Compare whole and all:
  the whole book / all the book, her whole life / all her life

We do not normally use whole with uncountable nouns. We say:
  □ I've spent all the money you gave me. (not the whole money)

E

Every/all/whole with time words

We use every to say how often something happens (every day / every Monday / every ten minutes / every three weeks etc.):
  □ When we were on holiday, we went to the beach every day. (not all days)
  □ The bus service is excellent. There's a bus every ten minutes.
  □ We don't see each other very often - about every six months.

All day / the whole day = the complete day from beginning to end:
  □ We spent all day / the whole day on the beach.
  □ Dan was very quiet. He didn't say a word all evening / the whole evening.

Note that we say all day (not all the day), all week (not all the week) etc.

Compare all the time and every time:
  □ They never go out. They are at home all the time. (= always, continuously)
  □ Every time I see you, you look different. (= each time, on every occasion)

Countable and uncountable → Units 69-70  All / all of → Unit 88  Each and every → Unit 91
Every one → Unit 92  All word order → Unit 93
Exercises

90.1 Complete these sentences with all, everything or everybody/everyone.
1. It was a good party. Everybody enjoyed it.
2. All I've eaten today is a sandwich.
3. has their faults. Nobody is perfect.
4. Nothing has changed. is the same as it was.
5. Kate told me about her new job. It sounds quite interesting.
6. Can write their names on a piece of paper, please?
7. Why are you always thinking about money? Money isn't .
8. I didn't have much money with me. I had was ten pounds.
9. When the fire alarm rang, left the building immediately.
10. Sue didn't say where she was going. she said was that she was going away.
11. We have completely different opinions. I disagree with she says.
12. We all did well in the examination. in our class passed.
13. We all did well in the examination. of us passed.
14. Why are you so lazy? Why do you expect me to do for you?

90.2 Write sentences with whole.
1. I read the book from beginning to end. I read the whole book.
2. Everyone in the team played well.
   The
3. Paul opened a box of chocolates. When he finished eating, there were no chocolates left in the box. He ate
4. The police came to the house. They were looking for something. They searched everywhere, every room. They
5. Everyone in Dave and Jane's family plays tennis. Dave and Jane play, and so do all their children. The
6. Ann worked from early in the morning until late in the evening.

Now write sentences 6 and 7 again using all instead of whole.
8. Ann
9. ( )

90.3 Complete these sentences using every with the following:
five minutes ten minutes four hours six months four years
1. The bus service is very good. There's a bus every ten minutes.
2. Tom is ill. He has some medicine. He has to take it every six months.
3. The Olympic Games take place every four years.
4. We live near a busy airport. A plane flies over our house every five minutes.
5. Martin has a check-up with his dentist every four hours.

90.4 Which is the correct alternative?
1. I've spent the whole money/all the money you gave me. (all the money is correct)
2. Sue works every day/all days except Sunday.
3. I'm tired. I've been working hard all the day/all day.
4. It was a terrible fire. Whole building/The whole building was destroyed.
5. I've been trying to phone her, but every time/all the time I phone the line is busy.
6. I don't like the weather here. It rains every time/all the time.
7. When I was on holiday/I was on holiday last week I was busy as always.

Additional exercise 30 (page 32)
Each and every

Each and every are similar in meaning. Often it is possible to use each or every:

- Each time (or Every time) I see you, you look different.
- There’s a telephone in each room (or every room) of the house.

But each and every are not exactly the same. Study the difference:

We use each when we think of things separately, one by one.
- Study each sentence carefully. (= study the sentences one by one)

Each = \( \times + \times + \times + \times \)

Each is more usual for a small number:
- There were four books on the table.
  Each book was a different colour.
- (in a card game) At the beginning of the game, each player has three cards.

We use every when we think of things as a group. The meaning is similar to all.
- Every sentence must have a verb. (= all sentences in general)

every = \[ \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times \times 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Exercises

91.1 Look at the pictures and complete the sentences with each or every.

1. Each ____ player has three cards.
2. Kate has read ____ book in the library.
3. ____ side of a square is the same length.
4. ____ seat in the theatre was taken.
5. There are six apartments in the building. ____ one has a balcony.
6. There's a train to London ____ hour.
7. She was wearing four rings – one on ____ finger.
8. Our football team is playing well. We've won ____ game this season.

91.2 Put in each or every.

1. There were four books on the table. ____ book was a different colour.
2. The Olympic Games are held ____ four years.
3. ____ parent worries about their children.
4. In a game of tennis there are two or four players. ____ player has a racket.
5. Nicola plays volleyball ____ Thursday evening.
6. I understood most of what they said but not ____ word.
7. The book is divided into five parts and ____ of these has three sections.
8. I get paid ____ four weeks.
9. We had a great weekend. I enjoyed ____ minute of it.
10. I tried to phone her two or three times, but ____ time there was no reply.
11. Car seat belts save lives. ____ driver should wear one.
12. (from an exam) Answer all five questions. Write your answer to ____ question on a separate sheet of paper.

91.3 Complete the sentences using each.

1. The price of one of those oranges is 30 pence. Those ____ oranges are 30 pence each.
2. I had ten pounds and so did Sonia. Sonia and I ____.
3. One of those postcards costs 80 pence. Those ____.
4. The hotel was expensive. I paid £120 and so did you. We ____.

91.4 Put in everyone (1 word) or every one (2 words).

1. Sarah is invited to a lot of parties and she goes to ____.
2. As soon as ____ had arrived, we began the meeting.
3. I asked her lots of questions and she answered ____ correctly.
4. She's very popular. ____ likes her.
5. I dropped a tray of glasses. Unfortunately ____ broke.
Relative clauses 1:
clauses with who/that/which

Look at this example sentence:

The woman who lives next door is a doctor.

A clause is a part of a sentence. A relative clause tells us which person or thing (or what kind of person or thing) the speaker means:

- The woman who lives next door ... ('who lives next door' tells us which woman)
- People who live in the country ... ('who live in the country' tells us what kind of people)

We use who in a relative clause when we are talking about people (not things):

- the woman – she lives next door – is a doctor
- The woman who lives next door is a doctor.

we know a lot of people – they live in the country

- We know a lot of people who live in the country.

- An architect is someone who designs buildings.
- What was the name of the person who phoned you?
- Anyone who wants to apply for the job must do so by Friday.

You can also use that (instead of who), but you can't use which for people:

- The woman that lives next door is a doctor. (not the woman which)

Sometimes you must use who (not that) for people – see Unit 95.

When we are talking about things, we use that or which (not who) in a relative clause:

where is the cheese? – it was in the fridge

- Where is the cheese that was in the fridge?

- I don't like stories that have unhappy endings. (or stories which have ...)
- Barbara works for a company that makes furniture. (or a company which makes furniture)
- The machine that broke down is working again now. (or The machine which broke down)

That is more usual than which, but sometimes you must use which – see Unit 95.

What = 'the thing(s) that'. Compare what and that:

- What happened was my fault. (= the thing that happened)
- Everything that happened was my fault. (not Everything what happened)
- The machine that broke down is now working again. (not The machine what broke down)

Remember that in relative clauses we use who/that/which, not he/she/they/it:

- I've never spoken to the woman who lives next door. (not the woman she lives)
Exercises

92.1 In this exercise you have to explain what some words mean. Choose the right meaning from the box and then write a sentence with who. Use a dictionary if necessary.

<table>
<thead>
<tr>
<th>he/she</th>
<th>steals from a shop</th>
<th>designs buildings</th>
<th>doesn't believe in God</th>
<th>is not brave</th>
<th>buys something from a shop</th>
<th>pays rent to live in a house or flat</th>
<th>breaks into a house to steal things</th>
<th>expects the worst to happen</th>
</tr>
</thead>
</table>

1 (an architect) An architect is someone who designs buildings.
2 (a burglar) A burglar is someone
3 (a customer)
4 (a shoplifter)
5 (a coward)
6 (an atheist)
7 (a pessimist)
8 (a tenant)

92.2 Make one sentence from two. Use who/that/which.
1 A girl was injured in the accident. She is now in hospital.
   The girl who was injured in the accident is now in hospital.
2 A waitress served us. She was impolite and impatient.
   The waitress who served us was impolite and impatient.
3 A building was destroyed in the fire. It has now been rebuilt.
   The building that was destroyed in the fire has now been rebuilt.
4 Some people were arrested. They have now been released.
   The people who were arrested have now been released.
5 A bus goes to the airport. It runs every half hour.
   The bus that goes to the airport runs every half hour.

92.3 Complete the sentences. Choose the best ending from the box and change it into a relative clause.

he invented the telephone — it makes furniture.
she runs away from home — it gives you the meaning of words
they stole my car — it can support life
they were on the wall — it cannot be explained

1 Barbara works for a company that makes furniture.
2 The book is about a girl.
3 What happened to the pictures?
4 A mystery is something.
5 The police have caught the men.
6 A dictionary is a book.
7 Alexander Bell was the man.
8 It seems that the earth is the only planet.

92.4 Are these sentences right or wrong? Correct them where necessary.
1 I don’t like stories that have unhappy endings.
2 What was the name of the person who phoned you?
3 Where’s the nearest shop that sells newspapers?
4 The driver who caused the accident was fined £500.
5 Do you know the person that took these photographs?
6 We live in a world that’s changing all the time.
7 Dan said some things about me that were not true.
8 What was the name of the house it was in the tale.

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Relative clauses 2: clauses with and without who/that/which

Look at these example sentences from Unit 92:

- The woman **who** lives next door is a doctor.  (or The woman **that** lives ...)  
  The woman lives next door.  **who** (= the woman) is the subject

- Where is the cheese **that** was in the fridge?  (or the cheese **which** was ...)  
  The cheese was in the fridge.  **that** (= the cheese) is the subject

You must use **who/that/which** when it is the subject of the relative clause. So you cannot say ‘The woman lives next door is a doctor’ or ‘Where is the cheese was in the fridge?’.

Sometimes **who/that/which** is the object of the verb. For example:

- The woman **who** I wanted to see was away on holiday.  
  I wanted to see **the woman**  **who** (= the woman) is the object  
  I is the subject

- Have you found the keys **that** you lost?  
  You lost **the keys**.  **that** (= the keys) is the object  
  you is the subject

When **who/that/which** is the object, you can leave it out. So you can say:

- The woman **I wanted to see** was away.  or  The woman **who** I wanted to see ...

- Have you found the keys you lost?  or  ... the keys that you lost?

- The dress Liz bought doesn’t fit her very well.  or  The dress **that** Liz bought ...

- **Is there anything I can do?**  or  ... **anything that I can do?**

Note that we say:

- **the keys you lost** (not the keys you lost them)

- **the dress Liz bought** (not the dress Liz bought it)

Note the position of prepositions (in/to/for etc.) in relative clauses:

- Tom is talking **to** a woman – do you know her?
  → Do you know the woman (who/that) Tom is talking **to**?

- I slept **in** a bed last night – it wasn’t very comfortable
  → The bed (that/which) I slept **in** last night wasn’t very comfortable.

- Are these the books you were looking for?  or  ... the books that/which you were ...

- The woman **he fell in love with** left him after a month.  or  The woman **who/that** he ...

- The man **I was sitting next to on the plane** talked all the time.  or
  The man **who/that** I was sitting next to ...

Note that we say:

- **the books you were looking for** (not the books you were looking for them)

You cannot use **what** in sentences like these (see also Unit 92C):

- Everything **that** they said was true.  (not Everything what they said)

- I gave her all the money **that** I had.  (not all the money what I had)

What = ‘the things that’

- Did you hear what they said?  (= the things that they said)

Relative clause → Unit 1  Relative clauses 8-10  Units 149-156  Vocab → Unit 948
Exercises

93.1 In some of these sentences you need who or that. Correct the sentences where necessary.

1. The woman lives next door is a doctor.  
   The woman who lives next door is a doctor.

2. Have you found the keys you lost?  
   OK

3. The people we met last night were very nice.  

4. The people work in the office are very nice.  

5. The people I work with are very nice.  

6. What have you done with the money I gave you?  

7. What happened to the money was on the table?  

8. What's the worst film you've ever seen?  

9. What's the best thing it has ever happened to you?  

93.2 What do you say in these situations? Complete each sentence with a relative clause.

1. Your friend lost some keys. You want to know if he has found them. You say:
   Have you found the keys you lost?

2. A friend is wearing a dress. You like it. You tell her:
   I like the dress.

3. A friend is going to see a film. You want to know the name of the film. You say:
   What's the name of the film?

4. You wanted to visit a museum. It was shut when you got there. You tell a friend:
   The museum was shut when we got there.

5. You invited some people to your party. Some of them couldn't come. You tell someone:
   Some of the people couldn't come.

6. Your friend had to do some work. You want to know if she has finished. You say:
   Have you finished the work?

7. You hired a car. It broke down after a few miles. You tell a friend:
   The car broke down after a few miles.

8. You stayed at a hotel. Tom had recommended it to you. You tell a friend:
   We stayed at a hotel.

93.3 Complete each sentence using a relative clause with a preposition. Choose from the box.

we went to a party last night  you can rely on Gary  we were invited to a wedding
I work with some people  I applied for a job  you told me about a hotel
you were looking for some books  I saw you with a man

1. Are these the books you were looking for?
2. Unfortunately we couldn't go to the wedding.
3. I enjoy my job. I like the people.
4. What's the name of that hotel?
5. The party wasn't very enjoyable.
6. I didn't get the job.
7. Gary is a good person to know. He's somebody.
8. Who was that man in the restaurant?

93.4 Put in that or what where necessary. If the sentence is already complete, leave the space empty.

1. I gave her all the money I had. (all the money that I had is also correct)
2. Did you hear what they said?
3. They give their children everything they want.
4. Tell me what you want and I'll try to get it for you.
5. Why do you blame me for everything goes wrong?
6. I won't be able to do much, but I'll do what I can.
7. I won't be able to do much, but I'll do the best I can.
8. I don't agree with you've just said.
9. I don't trust him. I don't believe anything he says.
Relative clauses 3: whose/whom/where

A

Whose

We use whose in relative clauses instead of his/her/their:

we saw some people – their car had broken down

→ We saw some people whose car had broken down.

We use whose mostly for people:

☐ A widow is a woman whose husband is dead. (her husband is dead)
☐ What's the name of the man whose car you borrowed? (you borrowed his car)
☐ I met someone whose brother I went to school with. (I went to school with his/her brother)

Compare who and whose:

☐ I met a man who knows you. (he knows you)
☐ I met a man whose sister knows you. (his sister knows you)

Whom

Whom is possible instead of who when it is the object of the verb in the relative clause (like the sentences in Unit 93B):

☐ The woman whom I wanted to see was away. (I wanted to see her)

You can also use whom with a preposition (to whom / from whom / with whom etc.):

☐ The people with whom I work are very nice. (I work with them)

But we do not often use whom in spoken English. We usually prefer who or that, or nothing (see Unit 93). So we usually say:

☐ The woman I wanted to see ...
or
☐ The woman who/that I wanted to see ...

☐ The people I work with ...
or
☐ The people who/that I work with ...

Where

You can use where in a relative clause to talk about a place:

the restaurant – we had dinner there – it was near the airport

→ The restaurant where we had dinner was near the airport.

☐ I recently went back to the town where I grew up.
(Or ... the town I grew up in or ... the town that I grew up in)
☐ I would like to live in a place where there is plenty of sunshine.

We say:

the day / the year / the time etc. { something happens or that something happens

☐ Do you remember the day (that) we went to the zoo?
☐ The last time (that) I saw her, she looked fine.
☐ I haven’t seen them since the year (that) they got married.

We say:

the reason { something happens or that/why something happens

☐ The reason I’m phoning you is to ask your advice.
(Or The reason that I’m phoning / The reason why I’m phoning)
Exercises

Unit 94

94.1 You met these people at a party:

1. My mother writes detective stories.
2. My wife is an English teacher.
3. I own a restaurant.
4. My ambition is to climb Everest.
5. We've just got married.
6. My parents used to work in a circus.

The next day you tell a friend about these people. Complete the sentences using who or whose.

1. I met somebody whose mother writes detective stories.
2. I met a man ___________________________.
3. I met a woman ___________________________.
4. I met somebody ___________________________.
5. I met a couple ___________________________.
6. I met somebody ___________________________.

94.2 Read the situations and complete the sentences using where.

1. You grew up in a small town. You went back there recently. You tell someone this.
   I recently went back to the small town where I grew up.
2. You want to buy some postcards. You ask a friend where you can do this.
   Is there a shop near here ___________________________?
3. You work in a factory. The factory is going to close down next month. You tell a friend:
   The factory ___________________________ is going to close down next month.
4. Sue is staying at a hotel. You want to know the name of the hotel. You ask a friend:
   Do you know the name of the hotel ___________________________?
5. You play football in a park on Sundays. You show a friend the park. You say:
   This is the park ___________________________ on Sundays.

94.3 Complete each sentence using who/whom/whose/where.

1. What's the name of the man whose car you borrowed?
2. A cemetery is a place ___________________________ people are buried.
3. A pacifist is a person ___________________________ believes that all wars are wrong.
4. An orphan is a child ___________________________ parents are dead.
5. What was the name of the person to ___________________________ you spoke on the phone?
6. The place ___________________________ we spent our holidays was really beautiful.
7. This school is only for children ___________________________ first language is not English.
8. The woman with ___________________________ he fell in love left him after a month.

94.4 Use your own ideas to complete these sentences. They are like the examples in Sections D and E.

1. I'll always remember the day ___________________________ I first met you.
2. I'll never forget the time ___________________________.
3. The reason ___________________________ was that I didn't know your address.
4. Unfortunately I wasn't at home the evening ___________________________.
5. The reason ___________________________ is that they don't need one.
6. ___________________________ was the year.