

CAMBRIDGE



English Grammar in Use

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

THIRD
EDITION

Raymond Murphy

with answers

New

English Grammar in Use

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

with answers

**THIRD
EDITION**

Raymond Murphy



CAMBRIDGE
UNIVERSITY PRESS

CAMBRIDGE UNIVERSITY PRESS

Cambridge, New York, Melbourne, Madrid, Cape Town, Singapore, São Paulo

Cambridge University Press

The Edinburgh Building, Cambridge CB2 2RU, UK

www.cambridge.org

Information on this title: www.cambridge.org/9780521532891

© Cambridge University Press 2004

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

First published 2004

7th printing 2005

Printed in Singapore by KHL Printing Co Pte Ltd

A catalogue record for this publication is available from the British Library

ISBN-13 978-0-521-53289-1 Edition with answers

ISBN-10 0-521-53289-2 Edition with answers

ISBN-13 978-0-521-53290-7 Edition without answers

ISBN-10 0-521-53290-6 Edition without answers

ISBN-13 978-0-521-53762-9 Edition with CD-ROM

ISBN-10 0-521-53762-2 Edition with CD-ROM

ISBN-13 978-0-521-84311-9 Hardback edition with CD-ROM

ISBN-10 0-521-84311-1 Hardback edition with CD-ROM

ISBN-13 978-3-12-534086-2 Klett edition with CD-ROM

ISBN-10 3-12-534086-1 Klett edition with CD-ROM

ISBN-13 978-3-12-534084-8 Klett edition

ISBN-10 3-12-534084-5 Klett edition

Contents

Thanks vii
To the student viii
To the teacher x

Present and past

- 1 Present continuous (I am doing)
- 2 Present simple (I do)
- 3 Present continuous and present simple 1 (I am doing and I do)
- 4 Present continuous and present simple 2 (I am doing and I do)
- 5 Past simple (I did)
- 6 Past continuous (I was doing)

Present perfect and past

- 7 Present perfect 1 (I have done)
- 8 Present perfect 2 (I have done)
- 9 Present perfect continuous (I have been doing)
- 10 Present perfect continuous and simple (I have been doing and I have done)
- 11 How long have you (been) ... ?
- 12 For and since When ... ? and How long ... ?
- 13 Present perfect and past 1 (I have done and I did)
- 14 Present perfect and past 2 (I have done and I did)
- 15 Past perfect (I had done)
- 16 Past perfect continuous (I had been doing)
- 17 Have got and have
- 18 Used to (do)

Future

- 19 Present tenses (I am doing / I do) for the future
- 20 (I'm) going to (do)
- 21 Will/shall 1
- 22 Will/shall 2
- 23 I will and I'm going to
- 24 Will be doing and will have done
- 25 When I do / When I've done When and if

Modals

- 26 Can, could and (be) able to
- 27 Could (do) and could have (done)
- 28 Must and can't
- 29 May and might 1
- 30 May and might 2
- 31 Have to and must
- 32 Must mustn't needn't
- 33 Should 1
- 34 Should 2
- 35 Had better It's time ...
- 36 Would
- 37 Can/Could/Would you ... ? etc. (Requests, offers, permission and invitations)

If and wish

- 38 If I do ... and If I did ...
- 39 If I knew ... I wish I knew ...
- 40 If I had known ... I wish I had known ...
- 41 Wish

Passive

- 42 Passive 1 (is done / was done)
- 43 Passive 2 (be done / been done / being done)
- 44 Passive 3
- 45 It is said that ... He is said to ... He is supposed to ...
- 46 Have something done

Reported speech

- 47 Reported speech 1 (He said that ...)
- 48 Reported speech 2

Questions and auxiliary verbs

- 49 Questions 1
- 50 Questions 2 (Do you know where ... ? / He asked me where ...)
- 51 Auxiliary verbs (have/do/can etc.) I think so / I hope so etc.
- 52 Question tags (do you? isn't it? etc.)

-ing and the infinitive

- 53 Verb + -ing (enjoy doing / stop doing etc.)
- 54 Verb + to ... (decide to ... / forget to ... etc.)
- 55 Verb (+ object) + to ... (I want you to ... etc.)
- 56 Verb + -ing or to ... 1 (remember/regret etc.)
- 57 Verb + -ing or to ... 2 (try/need/help)
- 58 Verb + -ing or to ... 3 (like / would like etc.)
- 59 Prefer and would rather
- 60 Preposition (in/for/about etc.) + -ing
- 61 Be/get used to something (I'm used to ...)
- 62 Verb + preposition + -ing (succeed in -ing / accuse somebody of -ing etc.)
- 63 Expressions + -ing
- 64 To ... , for ... and so that ... (purpose)
- 65 Adjective + to ...
- 66 To ... (afraid to do) and preposition + -ing (afraid of -ing)
- 67 See somebody do and see somebody doing
- 68 -ing clauses (Feeling tired, I went to bed early.)

Articles and nouns

- 69 Countable and uncountable 1
- 70 Countable and uncountable 2
- 71 Countable nouns with a/an and some
- 72 A/an and the
- 73 The 1
- 74 The 2 (school / the school etc.)
- 75 The 3 (children / the children)
- 76 The 4 (the giraffe / the telephone / the piano etc., the + adjective)
- 77 Names with and without the 1
- 78 Names with and without the 2

- 79 Singular and plural
- 80 Noun + noun (a tennis ball / a headache)
- 81 -'s (your sister's name) and of ... (the name of the book)

Pronouns and determiners

- 82 Myself/yourself/themselves etc.
- 83 A friend of mine My own house On my own / by myself
- 84 There ... and it ...
- 85 Some and any
- 86 No/none/any Nothing/nobody etc.
- 87 Much, many, little, few, a lot, plenty
- 88 All / all of most / most of no / none of etc.
- 89 Both / both of neither / neither of either / either of
- 90 All, every and whole
- 91 Each and every

Relative clauses

- 92 Relative clauses 1: clauses with who/that/which
- 93 Relative clauses 2: clauses with and without who/that/which
- 94 Relative clauses 3: whose/whom/where
- 95 Relative clauses 4: extra information clauses (1)
- 96 Relative clauses 5: extra information clauses (2)
- 97 -ing and -ed clauses (the woman talking to Tom, the boy injured in the accident)

Adjectives and adverbs

- 98 Adjectives ending in -ing and -ed (boring/bored etc.)
- 99 Adjectives: a nice new house, you look tired
- 100 Adjectives and adverbs 1 (quick/quickly)
- 101 Adjectives and adverbs 2 (well/fast/late, hard/hardly)
- 102 So and such
- 103 Enough and too
- 104 Quite, pretty, rather and fairly
- 105 Comparison 1 (cheaper, more expensive etc.)
- 106 Comparison 2 (much better / any better / better and better / the sooner the better)
- 107 Comparison 3 (as ... as / than)
- 108 Superlatives (the longest, the most enjoyable etc.)
- 109 Word order 1: verb + object; place and time
- 110 Word order 2: adverbs with the verb
- 111 Still, yet and already Any more / any longer / no longer
- 112 Even

Conjunctions and prepositions

- 113 Although / though / even though In spite of / despite
- 114 In case
- 115 Unless As long as Provided/providing
- 116 As (As I walked along the street ... / As I was hungry ...)
- 117 Like and as
- 118 As if / as though / like

119 For, during and while
120 By and until By the time ...

Prepositions

121 At/on/in (time)
122 On time and in time At the end and in the end
123 In/at/on (position) 1
124 In/at/on (position) 2
125 In/at/on (position) 3
126 To/at/in/into
127 In/at/on (other uses)
128 By
129 Noun + preposition (reason for, cause of etc.)
130 Adjective + preposition 1
131 Adjective + preposition 2
132 Verb + preposition 1 to and at
133 Verb + preposition 2 about/for/of/after
134 Verb + preposition 3 about and of
135 Verb + preposition 4 of/for/from/on
136 Verb + preposition 5 in/into/with/to/on

Phrasal verbs

137 Phrasal verbs 1 Introduction
138 Phrasal verbs 2 in/out
139 Phrasal verbs 3 out
140 Phrasal verbs 4 on/off (1)
141 Phrasal verbs 5 on/off (2)
142 Phrasal verbs 6 up/down
143 Phrasal verbs 7 up (1)
144 Phrasal verbs 8 up (2)
145 Phrasal verbs 9 away/back

Appendix 1 Regular and irregular verbs 292
Appendix 2 Present and past tenses 294
Appendix 3 The future 295
Appendix 4 Modal verbs (can/could/will/would etc.) 296
Appendix 5 Short forms (I'm / you've / didn't etc.) 297
Appendix 6 Spelling 298
Appendix 7 American English 300

Additional exercises 302

Study guide 326

Key to Exercises 336
Key to Additional exercises 368
Key to Study guide 372

Index 373

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.

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.

English Grammar in Use

Present continuous (I am doing)

A

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*:

I am (= I'm)	driving
he/she/it is (= he's etc.)	working
we/you/they are (= we're etc.)	doing etc.



B

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.

C

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.

D

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)

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

get happen look lose make start stay try work

1 'You are working hard today.' 'Yes, I have a lot to do.'

2 I haven't seen ... for Christine. Do you know where she is?

3 It is getting ... dark. Shall I turn on the light?

4 They don't have anywhere to live at the moment. They are staying with friends until they find somewhere.

5 Things are not so good at work. The company isn't making ... money.

6 Have you got an umbrella? It is going to rain.

7 You are making ... a lot of noise. Can you be quieter? I need to concentrate.

8 Why are all these people here? What are they doing?

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 am trying ... (try) to work.

2 Let's go out now. It isn't raining ... (rain) any more.

3 You can turn off the radio. I haven't been listening ... (listen) to it.

4 Kate phoned me last night. She's on holiday in France. She isn't having ... (have) a great time and doesn't want to come back.

5 I want to lose weight, so this week I am not eating ... (eat) lunch.

6 Andrew has just started evening classes. He is learning ... (learn) German.

7 Paul and Sally have had an argument. They aren't speaking ... (speak) to each other.

8 I feel ... (get) tired. I need a rest.

9 Tim isn't 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's he doing ... these days? (what / he / do)
 A: He's at university.
 B: What's he studying ...? (what / he / study)
 A: Psychology.
 B: Does he enjoy ... it? (he / enjoy)
 A: Yes, he says it's a very good course.

2 A: Hi, Liz. How are you getting on ... in your new job? (you / get on)
 B: Not bad. It wasn't so good at first, but is getting better ... better now. (things / get)
 A: What about Jonathan? Is he OK?
 B: Yes, but he is not enjoying ... his work at the moment. (he / not / enjoy)
 He's been in the same job for a long time and is 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 is getting ... worse.

4 The cost of living is rising ... Every year things are more expensive.

5 The weather is beginning to improve ... 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/works/does etc.

B

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.

C

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

do	I/we/you/they he/she/it	work? drive? do?	I/we/you/they he/she/it	don't doesn't	work drive do
----	----------------------------	------------------------	----------------------------	------------------	---------------------

- 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.

D

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.

E

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 opens 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 What time do the banks close (the banks / close) here?
- 3 I've got a computer, but I don't use it much.
- 4 Where does Martin come from? 'He's Scottish.'
- 5 'What do you do?' 'I'm an electrician.'
- 6 It takes one hour (take) me an hour to get to work. How long does it take (it / take) you?
- 7 Look at this sentence. What does it mean (this word / mean)?
- 8 David isn't very fit. He doesn'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 rises in the east.
- 4 Bees make honey.
- 5 Vegetarians don't eat meat.
- 6 An atheist doesn't believe in God.
- 7 An interpreter translates from one language into another.
- 8 Liars are people who lie.
- 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 ?
- 2 Perhaps Liz's sister plays tennis too. You want to know. Ask Liz.
Does your sister play tennis ?
- 3 You know that Liz reads a newspaper every day. You want to know which one. Ask her.
What newspaper does Liz read ?
- 4 You know that Liz's brother works. You want to know what he does. Ask Liz.
What does Liz's brother do ?
- 5 You know that Liz goes to the cinema a lot. You want to know how often. Ask her.
How often does Liz go to the cinema ?
- 6 You don't know where Liz's grandparents live. You want to know. Ask Liz.
Where do 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 promise.
- 3 (in a restaurant) You must let me pay for the meal. I insist.
- 4 I apologise for what I did. It won't happen again.
- 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		
past	now	future

- The water is **boiling**. Can you turn it off?
- Listen to those people. What language are they speaking?
- Let's go out. It isn't raining now.
- 'I'm busy.' 'What are you doing?'
- I'm getting hungry. Let's go and eat.
- Kate wants to work in Italy, so she's learning Italian.
- The population of the world is increasing very fast.

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		
past	now	future

- Water boils at 100 degrees Celsius.
- Excuse me, do you speak English?
- It doesn't rain very much in summer.
- What do you usually do at weekends?
- I always get hungry in the afternoon.
- Most people learn to swim when they are children.
- Every day the population of the world increases by about 200,000 people.

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)

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.
 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 (wait) for you.
 4 '..... (you / listen) to the radio?' 'No, you can turn it off.'
 5 '..... (you / listen) to the radio every day?' 'No, just occasionally.'
 6 The River Nile flow (flow) into the Mediterranean.
 7 The river flow (flow) very fast today – much faster than usual.
 8 We usually grow (grow) vegetables in our garden, but this year we 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 stay (stay) at the Park Hotel.
 She always stay (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 teach (teach) me.
 13 Normally I finish (finish) work at five, but this week I 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 your parents / live?
 15 Sonia look (look) for a place to live. She stay (stay) with her sister until she finds somewhere.
 16 A: What your brother / do?
 B: He's an architect, but he not / work (not / work) at the moment.
 17 (at a party) I usually enjoy (enjoy) parties, but I not / 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
 3 A: Look! You've made the same mistake again.
 B: Oh no, not again! I
 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:

like	love	hate	want	need	prefer
know	realise	suppose	mean	understand	believe
belong	fit	contain	consist	seem	

- 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.

B

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)

C

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)

D

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?

E

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)

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

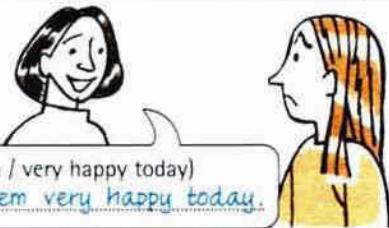
1 Nicky is thinking of giving up her job.
 2 Are you believing in God?
 3 I'm feeling hungry. Is there anything to eat?
 4 This sauce is great. It's tasting really good.
 5 I'm thinking this is your key. Am I right?

OK

.....

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?)

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 very nice to me at the moment. I wonder why.
 3 You'll like Debbie when you meet her. She very nice.
 4 You're usually very patient, so why so unreasonable about waiting ten more minutes?
 5 Why isn't Steve at work today? ill?

Past simple (I did)

A

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*.

B

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

For a list of irregular verbs, see Appendix 1.

C

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

I	enjoyed	did	you	enjoy?	I	she	didn't	enjoy
she	saw		she	see?	she	they		see
they	went		they	go?	they			go

- 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)

D

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

I/he/she/it	was/wasn't	was	I/he/she/it?
we/you/they	were/weren't	were	we/you/they?

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?

5.1 Read what Laura says about a typical working day:



Laura

I usually get up at 7 o'clock and have a big breakfast. I walk to work, which takes me about half an hour. I start work at 8.45. I never have lunch. I finish work at 5 o'clock. I'm always tired when I get home. I usually cook a meal in the evening. I don't usually go out. I go to bed at about 11 o'clock, and I always sleep well.

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.	7 at 5 o'clock.
2	She a big breakfast.	8 tired when home.
3	She	9 a meal yesterday evening.
4	It to get to work.	10 out yesterday evening.
5 at 8.45.	11 at 11 o'clock.
6	lunch.	12 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 more than 600 pieces of music.
- 2 'How did you learn to drive?' 'My father me.'
- 3 We couldn't afford to keep our car, so we it.
- 4 Dave down the stairs this morning and his leg.
- 5 Jim the ball to Sue, who it.
- 6 Ann a lot of money yesterday. She a dress which £100.

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

Hi. How are things?

Fine, thanks. I've just had a great holiday.

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

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

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

Past continuous (I was doing)

A 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.

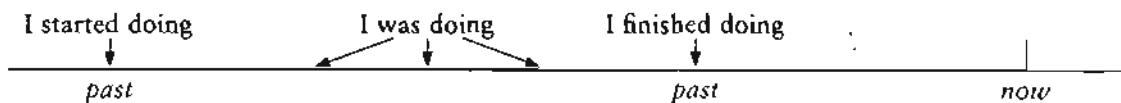
They were playing = they **were in the middle of playing**. They had not finished playing.

Was/were -ing is the **past continuous**:

I/he/she/it was we/you/they were	playing doing working etc.
-------------------------------------	----------------------------------

B

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:



- 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**.

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 **wanted** to go home. (not was wanting)

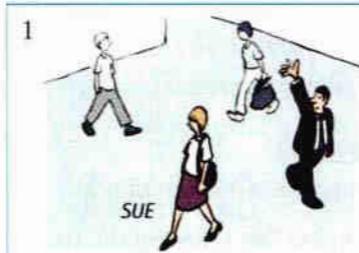
6.1 What were you doing at these times? Write sentences as in the examples. The past continuous is not always necessary (see the second example).

- (at 8 o'clock yesterday evening) I was having dinner.
- (at 5 o'clock last Monday) I was on a bus on my way home.
- (at 10.15 yesterday morning)
- (at 4.30 this morning)
- (at 7.45 yesterday evening)
- (half an hour ago)

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

- Matt phoned while we were having dinner
- The doorbell rang while I
- We saw an accident while we
- Ann fell asleep while she
- The television was on, but nobody

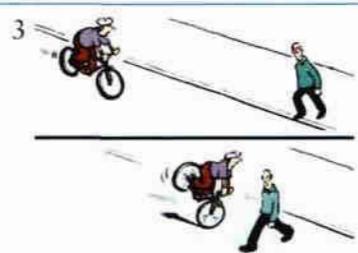
6.3 Put the verb into the correct form, past continuous or past simple.



I saw (see) Sue in town yesterday, but she (not / see) me. She (look) the other way.



I (meet) Tom and Jane at the airport a few weeks ago. They (go) to Paris and I (go) to Rome. We (have) a chat while we (wait) for our flights.



I (cycle) home yesterday when a man (step) out into the road in front of me. I (go) quite fast, but luckily I (manage) to stop in time and (not / hit) him.

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

- Jenny was waiting (wait) for me when I arrived (arrive).
- 'What (you / do) at this time yesterday?' 'I was asleep.'
- ' (you / go) out last night?' 'No, I was too tired.'
- How fast (you / drive) when the accident (happen)?
- Sam (take) a photograph of me while I (not / look).
- We were in a very difficult position. We (not / know) what to do.
- I haven't seen Alan for ages. When I last (see) him, he (try) to find a job.
- I (walk) along the street when suddenly I (hear) footsteps behind me. Somebody (follow) me. I was scared and I (start) to run.
- When I was young, I (want) to be a pilot.
- Last night I (drop) a plate when I (do) the washing up. Fortunately it (not / break).

Present perfect 1 (I have done)

A

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*:

I/we/they/you	have	(= I've etc.)	finished
he/she/it	has	(= he's etc.)	lost
			done
			been etc.

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.

B

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*?)

C

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.

D

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)

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.
- 2 Margaret can't walk and her leg is in plaster.
- 3 Last week the bus fare was 80 pence. Now it is 90.
- 4 Maria's English wasn't very good. Now it is better.
- 5 Dan didn't have a beard before. Now he has a beard.
- 6 This morning I was expecting a letter. Now I have it.
- 7 The temperature was 20 degrees. Now it is only 12.

He has lost his key.

She

The bus fare

Her English

He

The letter

The

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

A

- 1 Would you like something to eat?
- 2 Do you know where Julia is?
- 3 What time is David leaving?
- 4 What's in the newspaper today?
- 5 Is Sue coming to the cinema with us?
- 6 Are your friends here yet?
- 7 What does Tim think about your plan?

B

No, thanks. I've just had lunch.
(I / just / have / lunch)Yes,
(I / just / see / her).....
(he / already / leave)I don't know.
(I / not / read / it yet)No,
(she / already / see / the film)Yes,
(they / just / arrive).....
(we / not / tell / him yet)

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 gone 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)

A

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.

Jane's life
(a period until now)

past now

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:

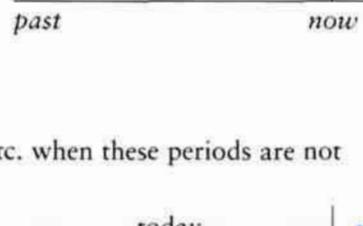
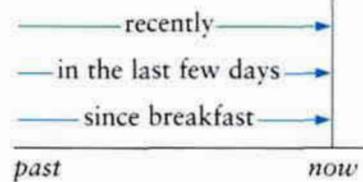
- Have you ever eaten caviar? (in your life)
- We've never had a car.
- 'Have you read Hamlet?' 'No, I haven't read any of Shakespeare's plays.'
- Susan really loves that film. She's seen it eight times!
- What a boring film! It's the most boring film I've ever seen.

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.):

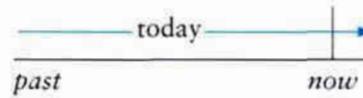
- Have you heard from Brian recently?
- I've met a lot of people in the last few days.
- Everything is going well. We haven't had any problems so far.
- I'm hungry. I haven't eaten anything since breakfast.
(= from breakfast until now)
- It's good to see you again. We haven't seen each other for a long time.



B

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.



C

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*)
- or 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.



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

3 I read a newspaper yesterday, but I today.

4 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)

A

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*:

I/we/they/you have (= I've etc.)	been	doing
he/she/it has (= he's etc.)		waiting playing etc.

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.

B

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.

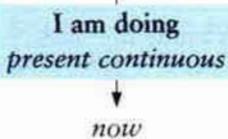
- How long have you been learning English? (= you're still learning English)
- Tim is still watching television. He's been watching television all day.
- Where have you been? I've been looking for you for the last half hour.
- Chris hasn't been feeling well recently.

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

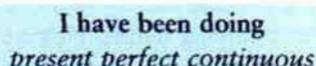
- Debbie is a very good tennis player. She's been playing since she was eight.
- Every morning they meet in the same café. They've been going there for years.

C

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

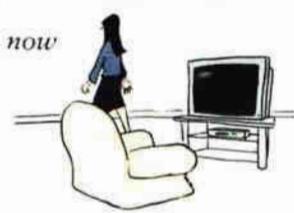


- Don't disturb me now. I'm working.
- We need an umbrella. It's raining.
- Hurry up! We're waiting.



- 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.

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



They 've been shopping.

She



They

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 is been raining for two hours.2 We are waiting for the bus. We started waiting 20 minutes ago.

We

for 20 minutes.

3 I'm learning Spanish. I started classes in December.

I

since December.

4 Mary is working in London. She started working there on 18 January.

..... since 18 January.

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

..... 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, (he / work).'7 Sarah is very tired. (she / work) very hard recently.

Present perfect continuous and simple
(I have been doing and I have done)

A

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*.

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.



The ceiling was white. Now it is red.
She has painted the ceiling.

Has painted is the *present perfect simple*.

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?

B

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.

C

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 meaning to phone Jane, but I keep forgetting.

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 ‘.....’ (you / ever / work) in a factory?’ ‘No, never.’

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

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

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

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

9 (I / lose) my address book.
 (you / see) it?

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

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

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?

present

present perfect

now

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)

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 has been married for ten years.
 Yes, I have been for the last half hour.
 Yes, we have been each other a long time.
 No, I haven't played tennis for years.
 Yes, he has been TV all evening.
 No, I haven't watched TV for ages.
 Yes, I had a headache all morning.
 No, he has been ill since I've known him.
 Yes, I have been ill all day.
 Yes, she has been in London for the last few years.
 No, I haven't been to the cinema for ages.
 Yes, I want to go to New York.
 (use always / want)

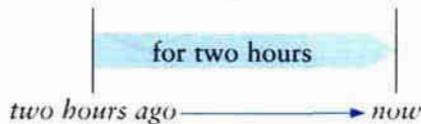
For and since
When ... ? and How long ... ?

A

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.

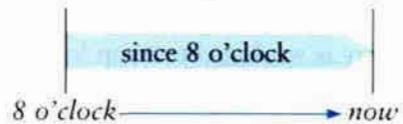


	for	
two hours	a long time	a week
20 minutes	six months	ages
five days	50 years	years

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

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	April	lunchtime
Monday	1985	we arrived
12 May	Christmas	I got up

- Sally has been working here since April. (= from April until now)
- I haven't seen Tom since Monday. (= from Monday until now)

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.):

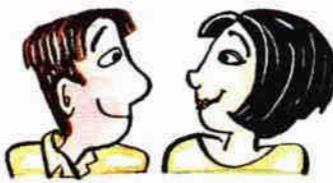
- I've lived here all my life. (*not* for all my life)

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.
 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 (= It has been) ... since ...':

- It's been two years since I last saw Joe.

12.1 Write for or since.

- 1 It's been raining since lunchtime.
- 2 Sarah has lived in Paris 1995.
- 3 Paul has lived in London ten years.
- 4 I'm tired of waiting. We've been sitting here an hour.
- 5 Kevin has been looking for a job he left school.
- 6 I haven't been to a party ages.
- 7 I wonder where Joe is. I haven't seen him last week.
- 8 Jane is away. She's been away Friday.
- 9 The weather is dry. It hasn't rained 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?)
(when / start?)
- 3 I know Simon.
(how long / you / know?)
(when / you / first / meet?)
- 4 Rebecca and David are married.
(how long?)
(when?)

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 Sunday.
- 4 Joe is ill. He became ill a few days ago. He has a few days.
- 5 Liz is married. She's been married for a year. She got
- 6 You have a headache. It started when you woke up.
I've I woke up.
- 7 Sue has been in Italy for the last three weeks.
She went
- 8 You're working in a hotel. You started six months ago.
I've

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 spilt** something on the sofa.
B: Well, it **wasn't** me. I **didn't** do it. (not hasn't been ... haven't done)

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 (lose) my key.

2



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

3



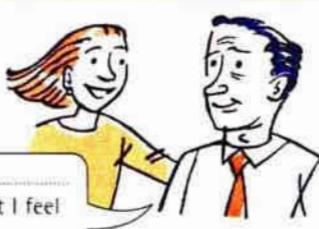
I meant to call you last night,
but I ... (forget).

4



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

5



Yes, I ... (have) a headache, but I feel fine now.

6



Can you help us? Our car ... (break) down.

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

- 1 It stopped raining for a while, but now it's raining again. (stop)
- 2 The town is very different now. It has changed 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.
- 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 gone shopping.
- 9 Albert Einstein has been the scientist who has developed the theory of relativity.

OK

grew

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Present perfect and past 2
(I have done and I did)

A

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?

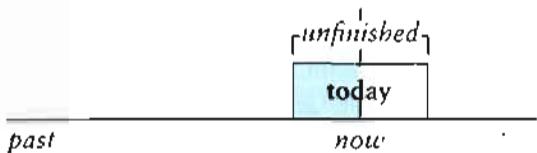
B

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*.

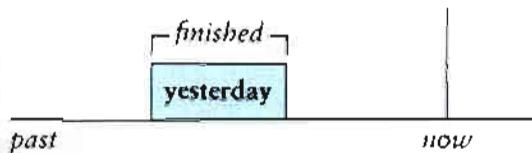


- It hasn't rained this week.
- Have you seen Anna this morning? (it is still morning)
- Have you seen Tim recently?
- I don't know where Lisa is. I haven't seen her. (= I haven't seen her recently)
- We've been waiting for an hour. (we are still waiting now)
- Ian lives in London. He has lived there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

Past simple (did)

- I did a lot of work *yesterday*.

We use the past simple for a *finished* time in the past. For example: *yesterday* / *last week* / *from 1995 to 2001*.



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

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.
 10 A: Is Martin here? B: No, he (go) out.
 A: When exactly (he / go) out? B: About ten minutes ago.
 11 A: Where do you live? B: In Boston.
 A: How long (you / live) there? B: Five years.
 A: Where (you / live) before that? B: In Chicago.
 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 a lot recently) ...

Past perfect (I had done)

A

Study this example situation:

at 10.30



PAUL

at 11.00



SARAH

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)*:

I/we/they/you he/she/it	had	(= I'd etc.) (= he'd etc.)	gone seen finished etc.
----------------------------	-----	-------------------------------	-------------------------------

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.

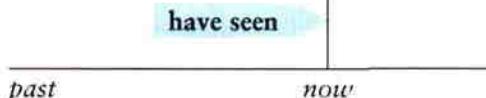
Some more examples:

- 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.

B

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

Present perfect



- 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



- 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.

C

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.

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) I had arranged for her 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'd 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 to Denmark 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 had broken into the office during the night. So we had called the police.

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 she had gone out. She had not answered the phone.

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. He had just come back from holiday. He had looked 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.

(4) He was very surprised.

Yesterday Kevin had sent lots of emails to Sally. He had not replied to them. He had got a phone call from her, but she had not replied.

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 had gone (go) home.'2 I felt very tired when I got home, so I had gone (go) straight to bed.3 The house was very quiet when I got home. Everybody had gone (go) to bed.4 Sorry I'm late. The car had broken (break) down on my way here.5 We were driving along the road when we had seen (see) a car which had broken (break) down, so we had stopped (stop) to help.

Past perfect continuous
(I had been doing)

A

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*:

I/we/you/they 'he/she/it	had	(= I'd etc.) (= he'd etc.)	been	doing working playing etc.
-----------------------------	-----	-------------------------------	------	----------------------------------

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.

B

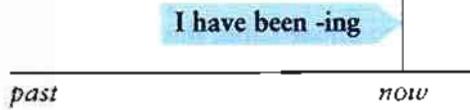
You can say that something had been happening for a period of time before something else happened:

- 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.

C

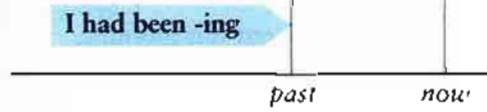
Compare *have been -ing* (*present perfect continuous*) and *had been -ing* (*past perfect continuous*):

Present perfect continuous



- I hope the bus comes soon. I've been waiting for 20 minutes. (*before now*)
- James is out of breath. He has been running.

Past perfect continuous



- At last the bus came. I'd been waiting for 20 minutes. (*before the bus came*)
- James was out of breath. He had been running.

D

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.

E

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.

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

- I was very tired when I arrived home.
(I / work / hard all day) I'd been working hard all day.
- The two boys came into the house. They had a football and they were both very tired.
(they / play / football)
- I was disappointed when I had to cancel my holiday.
(I / look / forward to it)
- Ann woke up in the middle of the night. She was frightened and didn't know where she was.
(she / dream)
- When I got home, Tom was sitting in front of the TV. He had just turned it off.
(he / watch / a film)

16.2 Read the situations and complete the sentences.

- 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.
- 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 for 20 minutes when I the wrong restaurant.
- Sarah got a job in a factory. Five years later the factory closed down.
At the time the factory, Sarah there for five years.
- 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 when

This time make your own sentence:

- I began walking along the road. I when

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).

- It was very noisy next door. Our neighbours were having (have) a party.
- We were good friends. We had known (know) each other for years.
- John and I went for a walk. I had difficulty keeping up with him because he (walk) so fast.
- Sue was sitting on the ground. She was out of breath. She (run).
- When I arrived, everybody was sitting round the table with their mouths full. They (eat).
- When I arrived, everybody was sitting round the table and talking. Their mouths were empty, but their stomachs were full. They (eat).
- Jim was on his hands and knees on the floor. He (look) for his contact lens.
- When I arrived, Kate (wait) for me. She was annoyed with me because I was late and she (wait) for a long time.
- I was sad when I sold my car. I (have) it for a very long time.
- We were extremely tired at the end of the journey. We (travel) for more than 24 hours.

Have got and have

A

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)

B

In questions and negative sentences there are three possible forms:

Have you got any questions?	I haven't got any questions.
Do you have any questions?	I don't have any questions.
Have you any questions? (<i>less usual</i>)	I haven't any questions. (<i>less usual</i>)
Has she got a car?	She hasn't got a car.
Does she have a car?	She doesn't have a car.
Has she a car? (<i>less usual</i>)	She hasn't a car. (<i>less usual</i>)

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?

C

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:

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

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)
- but 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?

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

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

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

- Excuse me, have you got a pen I could borrow?
- Why are you holding your face like that? a toothache?
- a lot of toys when you were a child?
- A: the time, please?
B: Yes, it's ten past seven.
- I need a stamp for this letter. one?
- When you worked in your last job, your own office?
- 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

- (a car) I've got a car.
- (a bike) I
- (a mobile phone)
- (a dog)
- (a guitar)
- (long hair)
- (a driving licence)

ten years ago

- I didn't have a car.
- I
-
-
-
-
-

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

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

Used to (do)

A

Study this example situation:



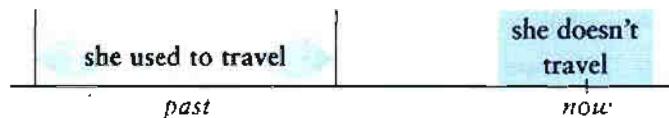
Diane doesn't travel much these days.

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.



B

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.

C

'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:

<i>past</i>	he used to play	we used to live	there used to be
<i>present</i>	he plays	we live	there is

- 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.

D

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.)

E

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)

F

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 6](#) Would (= used to) → [Unit 36](#)Be/get used to (doing) something → [Unit 61](#)

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

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

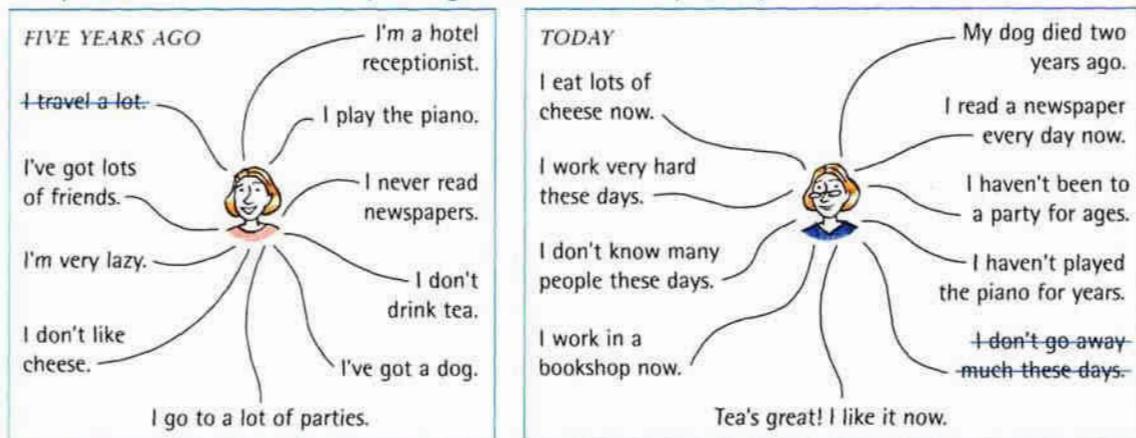
18.2 Matt changed his life style. He stopped doing some things and started doing other things:

He stopped <table border="0"> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">studying hard</td> <td>sleeping late</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 10px;">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> </table>	studying hard	sleeping late	going to bed early	going out in the evening	running three miles every morning	spending a lot of money
studying hard	sleeping late					
going to bed early	going out in the evening					
running three miles every morning	spending a lot of money					

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

- He used to study hard.
- He didn't use to sleep late.
-
-
-
-

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



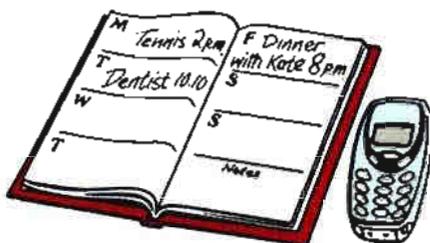
Now write sentences about how Karen has changed. Use **used to** / **didn't use to** / **never used to** in the first part of your sentence.

- She used to travel a lot, but she doesn't go away much these days.
- She used but
- but

Present tenses (I am doing / I do)
for the future

A

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.
- Ian isn't 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)

B

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).

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?
- 2 (how long / go for?)
- 3 (when / leave?)
- 4 (go / alone?)
- 5 (travel / by car?)
- 6 (where / stay?)

Scotland.
Ten days.
Next Friday.
No, with a friend.
No, by train.
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
- 3 (tomorrow evening) .
- 4 (next Sunday) .
- 5 (choose another day or time) .

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

- 1 I 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 her train . (arrive) at 10.15.

(I'm) going to (do)

A

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.
- I'm just going to make a quick phone call. Can you wait for me?
- This cheese looks horrible. I'm not going to eat it.

B

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.

C

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.



going to



future happening

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.

D

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 it was going to rain, but it didn't.

20.1 Write a question with going to for each situation.

1 Your friend has won some money. You ask:

(what / do with it?) What are you going to do with it?

2 Your friend is going to a party tonight. You ask:

(what / wear?) _____

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, I'm going to tidy my room.

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) It's going to 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) He _____

3 There is a hole in the bottom of the boat. A lot of water is coming in through the hole.

(sink) The boat _____

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) They _____

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

buy give up have phone play travel

1 We were going to travel 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.

B

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)

C

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.



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)

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

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

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

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

- 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?
- You try on a jacket in a shop. You are not sure whether to buy it or not. You ask a friend for advice. it?
- 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
- You and a friend are going on holiday together, but you haven't decided where. You ask him/her.
- You and a friend are going out. You haven't decided whether to go by car or to walk. You ask him/her. or
- Your friend wants you to phone later. You don't know what time to phone. You ask him/her.

Will/shall 2

A

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.



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?

B

We often use **will** ('ll) with:

probably	<input type="checkbox"/> I'll probably be home late tonight.
I expect	<input type="checkbox"/> I haven't seen Carol today. I expect she'll phone this evening.
(I'm) sure	<input type="checkbox"/> Don't worry about the exam. I'm sure you'll pass.
(I) think	<input type="checkbox"/> Do you think Sarah will like the present we bought her?
(I) don't think	<input type="checkbox"/> I don't think the exam will be very difficult.
I wonder	<input type="checkbox"/> 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.

C

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**)

D

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** with **he/she/it/you/they**:

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

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 nice on you.
- 3 You must meet George sometime. I think you him.
- 4 It's raining. Don't go out. You wet.
- 5 Do you think people longer in the future?
- 6 Goodbye. I expect we again before long.
- 7 I've invited Sue to the party, but I don't think she
- 8 When the new road is finished, my journey to work 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 rain.
- 3 If you don't eat anything now, you be hungry later.
- 4 I'm sorry about what happened yesterday. It happen again.
- 5 I've got some incredible news! You never believe what happened.
- 6 Don't ask Amanda for advice. She 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 ?
- 3 The meeting is still going on. When do you ?
- 4 My car needs to be repaired. How much ?
- 5 Sally and David are in love. Do ?
- 6 'I'm going out now.' 'OK. What time ?'
- 7 The future situation is uncertain. What ?

I will and I'm going to

A

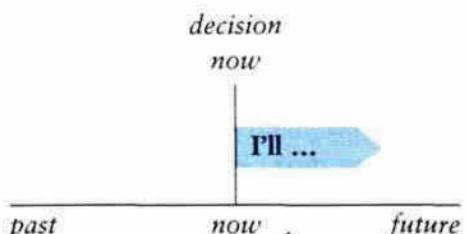
Future actions

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

Sue is talking to Helen;



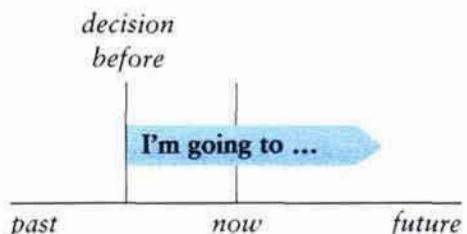
will ('ll): We use **will** when we decide to do something at the time of speaking. The speaker has not decided before. The party is a new idea.



Later that day, Helen meets Dave:



(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.'

B

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:

- Tom 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.

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

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

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

- 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)
- 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. a walk. (I / take)
FRIEND: Good idea. I think you. (I / join)
- Your friend is worried because she has lost an important letter.
YOU: Don't worry about the letter. I'm sure it. (you / find)
FRIEND: I hope so.
- 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, for it. (I / not / apply)
- 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 up. (you / wake)
- 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. you. (I / take) What time is your flight?
PAUL: 10.50.
LIZ: OK, 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, Joe. me. (Liz / take)

Will be doing and will have done

A

Study this example situation:

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



now

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



half an hour from now

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



three hours from now

B

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 (do)ing 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.

C

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 ...

D

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*)

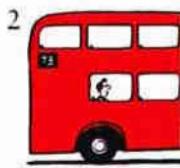
24.1 Read about Colin. Then tick (✓) the sentences which are true. In each group of sentences at least one is true.

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.



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 ✓



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



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 (do)ing 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 this CD from her. Can you give it back to her?

When I do / When I've done When and if

A

Study this example:



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

the main part: 'I'll phone you'
and *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.

B

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 or You'll feel better after you've had something to eat

C

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.

D

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 if I'm late tonight. (*not* when I'm late)
- If they don't come soon, I'm not going to wait. (*not* When they don't come)

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.).

- I ll phone (phone) you when I get (get) home from work.
- I want to see Julia before she go (go) out.
- We're going on holiday tomorrow. I tell (tell) you all about it when we come (come) back.
- Brian looks very different now. When you see (see) him again, you not / recognise (not / recognise) him.
- you / be (you / be) lonely without me while I be (be) away?
- We must do something soon before it be (be) too late.
- I don't want to go without you. I wait (wait) until you be (be) ready.
- Sue has applied for the job, but she isn't very well-qualified for it. I be (be) surprised if she get (get) it.
- I hope to play tennis tomorrow if the weather be (be) nice.
- I'm going out now. If anybody phone (phone) while I be (be) out, can you take a message?

25.2 Make one sentence from two.

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

25.3 Read the situations and complete the sentences.

- 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 ?
- 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 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 ?
- 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 ?
- 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

25.4 Put in **when** or **if**.

- Don't worry if I'm late tonight.
- Tom might phone while I'm out this evening. he does, can you take a message?
- I'm going to Rome next week. I'm there, I hope to visit a friend of mine.
- I think Jill will get the job. I'll be very surprised she doesn't get it.
- I'm going shopping. you want anything, I can get it for you.
- I'm going away for a few days. I'll phone you I get back.
- I want you to come to the party, but you don't want to come, that's all right.
- We can eat at home or, you prefer, we can go to a restaurant.

Can, could and (be) able to

A

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.

B

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:

<ul style="list-style-type: none"> <input type="checkbox"/> I can't sleep. <input type="checkbox"/> Tom can come tomorrow. <input type="checkbox"/> Maria can speak French, Spanish and English. 	<ul style="list-style-type: none"> <input type="checkbox"/> I haven't been able to sleep recently. <input type="checkbox"/> Tom might be able to come tomorrow. <input type="checkbox"/> Applicants for the job must be able to speak two foreign languages.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

C

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)

D

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.

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. I

- 4 I was feeling sick yesterday. 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 could 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 managed to persuade 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)

A

We use could in a number of ways. Sometimes could is the past of can (see Unit 26):

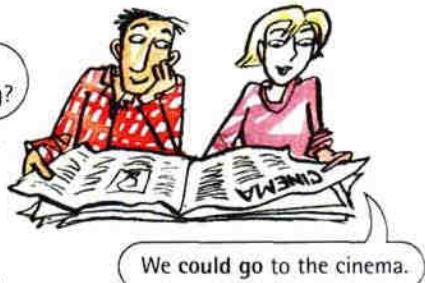
- Listen. I can hear something. (now)
- I listened. I could hear something. (past)

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.



B

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)

C

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.

D

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.

E

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)

27.1 Answer the questions with a suggestion. Use could.

- Where shall we go for our holidays?
- What shall we have for dinner tonight?
- When shall I phone Angela?
- What shall I give Ann for her birthday?
- Where shall we hang this picture?

(to Scotland) We could go to Scotland.
 (fish) We
 (now) You
 (a book)
 (in the kitchen)

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

- The story can be true, but I don't think it is.
- It's a nice day. We can go for a walk.
- I'm so angry with him. I can kill him!
- If you're hungry, we can have dinner now.
- It's so nice here. I can stay here all day, but unfortunately I have to go.
- A: Where's my bag. Have you seen it?
B: No, but it can be in the car.
- Peter is a keen musician. He plays the flute and he can also play the piano.
- A: I need to borrow a camera.
B: You can borrow mine.
- The weather is nice now, but it can change later.

could be trueOK (could go is also possible)

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

- A: What shall we do this evening?
B: I don't mind. We could go to the cinema.
- A: I had a very boring evening at home yesterday.
B: Why did you stay at home? You out with us.
- A: There's an interesting job advertised in the paper. You for it.
B: What sort of job? Show me the advertisement.
- A: How was your exam? Was it difficult?
B: It wasn't so bad. It worse.
- A: I got very wet walking home in the rain last night.
B: Why did you walk? You a taxi.
- A: Where shall we meet tomorrow?
B: Well, I to 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

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

Must and can't

A

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.
-----------------	-----------------------------	-------------------------------------------------------------------------------------------------------

B

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 wall. He **can't** have been looking where he was going.

Study the structure:

I/you/he (etc.)	must can't	have	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 4](#) American English → [Appendix 7](#)

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 have dropped it somewhere.
- 2 They haven't lived here for very long. They can't know 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.

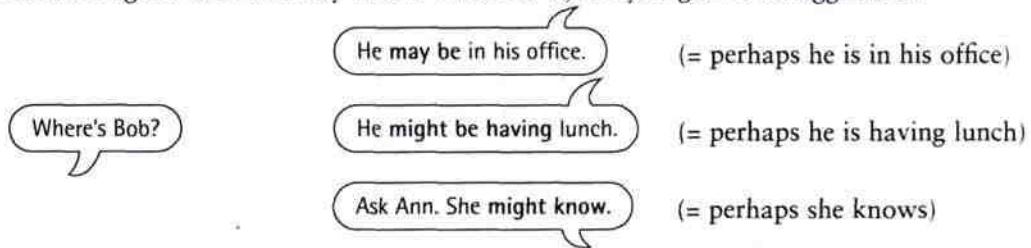
- 1 The phone rang, but I didn't hear it. (I / asleep)
I must have been asleep.
- 2 Sue hasn't contacted me. (she / get / my message)
She can't have got my message.
- 3 The jacket you bought is very good quality. (it / very expensive)
- 4 I haven't seen the people next door for ages. (they / go away)
- 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

A

Study this example situation:

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



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:

I/you/he (etc.)	may might	(not)	be (true / in his office etc.) be (doing / working / having etc.) know / work / want etc.
-----------------	----------------------------	-------	-------------------------------------------------------------------------------------------------

B

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:

I/you/he (etc.)	may might	(not) have	been (asleep / at home etc.) been (doing / working / feeling etc.) known / had / wanted / left etc.
-----------------	----------------------------	------------	-----------------------------------------------------------------------------------------------------------

C

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)

29.1 Write these sentences in a different way using might.

- 1 Perhaps Helen is 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.

She might be in her office.

.....
.....
.....
.....
.....
.....
.....
.....

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 be having 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. She couldn't have got it.
- 2 A: I was surprised Kate wasn't at the meeting. Perhaps she didn't know about it.
B: That's possible. She might not have known about it.
- 3 A: I wonder why they never replied to our letter. Do you think they received it?
B: Maybe not. They
- 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. He

May and might 2

A

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)

B

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.

C

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 **may** 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.

D

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** get a taxi. (= taxis are as good, no more expensive)

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

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 the baby.

3 Be careful of that dog. It you.

4 I don't think we should throw that letter away. We it later.

5 Be careful. The footpath is very icy. You

6 Don't let the children play in this room. They 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 you tomorrow.

3 I'm not working on Saturday, but I on Sunday.

4 I can come to the meeting, but I 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

3 I'm not sure that we'll get tickets for the concert.

We

4 I'm not sure that Sue will be able to come out with us this evening.

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 to the concert. 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 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: There's nothing else to do.

Have to and must

A

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.

You have to turn left here.



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)

B

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**)

C

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.

D

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**?

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. we / close the window.
- 4 Karen can't stay for the whole meeting. early. (she / leave)
- 5 How old to drive in your country? (you / be)
- 6 I don't have much time. . (I / hurry)
- 7 How is Paul enjoying his new job? a lot? (he / travel)
- 8 'I'm afraid I can't stay long.' 'What time ?' (you / go)
- 9 'The bus was late again.' 'How long ?' (you / wait)
- 10 There was nobody to help me. I 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 a phone call. I won't be long.
- 4 I'm not so busy. I have a few things to do, but I them now.
- 5 I couldn't find the street I wanted. I somebody for directions.
- 6 The car park is free. You to park your car there.
- 7 A man was injured in the accident, but he to hospital because it wasn't serious.
- 8 Sue has a senior position in the company. She important decisions.
- 9 When Patrick starts his new job next month, he 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. I have to work
- 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 **go to work**.
- 4 Whatever you do, you **touch that switch**. It's very dangerous.
- 5 There's a lift in the building, so we **climb the stairs**.
- 6 You **forget what I told you**. It's very important.
- 7 Sue **get up early**, but she usually does.
- 8 Don't make so much noise. We **wake the children**.
- 9 I **eat too much**. I'm supposed to be on a diet.
- 10 You **be a good player** to enjoy a game of tennis.

Must mustn't needn't

A

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)

B

Instead of **needn't**, you can use **don't/doesn't need to**. So you can say:

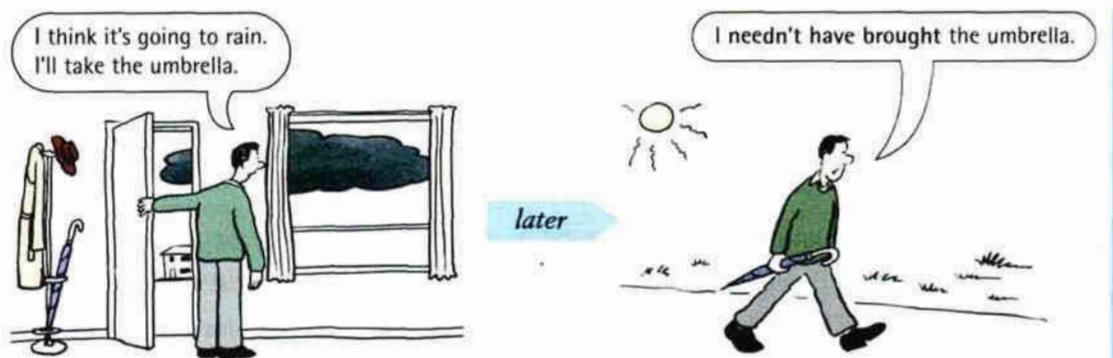
- We **needn't** hurry. *or* We **don't** need to hurry.

Remember that we say **don't need to do**, but **needn't do** (*without to*).

C

Needn't have (done)

Study this example situation:



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)

D

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.

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 needn't 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 must hurry.
- 2 We've got plenty of time. We needn't 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 needn't 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 needn't have rushed. You could 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?
.....

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.

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:

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)

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 should do?
- or What do you suggest we do? (but not What do you suggest us to do?)
- Jane suggested that I (should) buy a car.
- or 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.

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 I should see a specialist.

2 'You really must stay a little longer,' she said to me.

She insisted that I

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. OKb Tom suggested that I look for another job.c Tom suggested that I looked for another job.d Tom suggested me to look 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 should be 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 Tom should 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, I should wait 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 TV set?' 'No, a new 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.

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)
- 3 You and Kate plan to go to a restaurant this evening. It's a popular restaurant. You say to Kate: (reserve) We
- 4 Jill doesn't look very well – not well enough to go to work. You say to her: (work)
- 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)
- 6 You want to go out, but you're expecting an important phone call. You say to your friend: (go out) I
- 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)

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 get up early tomorrow. I've got a lot to do.
- 4 When people are driving, they keep their eyes on the road.
- 5 I'm glad you came to see us. You come more often.
- 6 She'll be upset if we don't invite her to the wedding, so we invite her.
- 7 These biscuits are delicious. You try one.
- 8 I think everybody learn a foreign language.

35.3 Complete the sentences. Sometimes you need only one word, sometimes two.

- I need some money. I'd better to the bank.
- John is expecting you to phone him. You better phone him now.
- 'Shall I leave the window open?' 'No, you'd better it.'
- We'd better leave as soon as possible, we?

- It's time the government something about the problem.
- It's time something about the problem.
- 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.
- 4 You enjoy having parties. You haven't had one for a long time.
- 5 The company you work for has been badly managed for a long time. You think some changes should be made.
- 6 Andrew has been doing the same job for the last ten years. He should try something else.

Would

A

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 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.

B

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:

<i>present</i>	<i>past</i>
<input type="checkbox"/> TOM: I'll phone you on Sunday.	→ Tom said he'd phone me on Sunday.
<input type="checkbox"/> ANN: I promise I won't be late.	→ Ann promised that she wouldn't be late .
<input type="checkbox"/> LIZ: Damn! The car won't start.	→ Liz was annoyed because her car wouldn't start .

C

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.

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)
- 3 (something you would love to do)
- 4 (something that would be nice to have)
- 5 (a place you'd like to go to)

36.2 Complete the sentences using **would** + the following verbs (in the correct form):

be be do 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 it.
- 3 It's a pity you couldn't come to the concert yesterday. You it.
- 4 Shall I apply for the job or not? What you in my position?
- 5 I was in a hurry when I saw you. Otherwise I to talk.
- 6 We took a taxi home last night but got stuck in the traffic. It quicker to walk.
- 7 Why don't you go and see Clare? She very pleased to see you.
- 8 Why didn't you do the exam? I'm sure you it.
- 9 In an ideal world, everybody 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.
- 2 I wouldn't like to live on a busy road.
- 3 I'm sorry the trip was cancelled.
- 4 I'm looking forward to going out tonight.
- 5 I'm glad we didn't go out in the rain.
- 6 I'm not looking forward to the trip.

- a It wouldn't have been very nice.
- b It would have been fun.
- c ~~It would be nice.~~
- d It won't be much fun.
- e It wouldn't be very nice.
- f It will be fun.

1c
.....
.....
.....
.....
.....

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
- 3 Why did you tell Jane what I said? You
- 4 I'm surprised they didn't wait for us. They

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 me.
- 3 Paul was very angry about what I'd said and to me for two weeks.
- 4 Martina insisted on carrying all her luggage. She 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
- 3 George was a very kind man. He always you if you had a problem.
- 4 Brenda was always very generous. She didn't have much, but she 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 always

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.

37.1 Read the situations and write questions beginning Can ... or Could

- 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?
- You phone Sue, but somebody else answers. Sue isn't there. You want to leave a message for her. You say: _____
- 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: _____
- 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: _____
- 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.

- You want to borrow your friend's camera. What do you say to him?
(think) Do you think I could borrow your camera?
- 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?
- 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) _____
- You want to leave work early. What do you ask your boss?
(mind) _____
- 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) _____
- 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) _____
- 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?

- 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.
- 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.
- 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.
- 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.
- 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.
- 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 ...

A

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.



B

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.

C

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)

D

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)

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 think I it. (take)
- 4 A lot of people would be out of work if the car factory (close down)
- 5 If I sold my car, I much money for it. (not / get)
- 6 (in a lift) What would happen if somebody 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 (do)
- 8 Liz gave me this ring. She very upset if I lost it. (be)
- 9 Dave and Kate are expecting us. They would be very disappointed if we (not / come)
- 10 Would Steve mind if I his bike without asking him? (borrow)
- 11 What would you do if somebody in here with a gun? (walk)
- 12 I'm sure Sue 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
- 3 (imagine – there's a fire in the building)
- 4 (imagine – you're in a lift and it stops between floors)

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 he
- 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 ...

A

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**.

B

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.



C

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:

<input type="checkbox"/> If I were you, I wouldn't buy that coat.	or	If I was you, ...
<input type="checkbox"/> I'd go out if it weren't so cold.	or	... if it wasn't so cold.
<input type="checkbox"/> I wish Carol were here.	or	I wish Carol was here.

D

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.

E

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)

39.1 Put the verb into the correct form.

- 1 If I knew (know) his number, I would phone him.
- 2 I wouldn't buy (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 if
- 3 We don't go out very often – we can't afford it.
We
- 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 I
- 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.)
.....

If I had known ... I wish I had known ...

A

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*)

B

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:

- If I'd seen you, (I'd seen = I had seen)
I'd have said hello. (I'd have said = I would have said)

C

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)

D

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,
 we would have gone out.
 we could have gone out.
 (= we would have been able to go out)
 we might have gone out.
 (= perhaps we would have gone out)

40.1 Put the verb into the correct form.

- I didn't know you were in hospital. If I'd known (I / know), I would have gone (I / go) to see you.
- Sam got to the station just in time to catch the train to the airport. If he / miss the train, he / miss his flight.
- I'm glad that you reminded me about Amanda's birthday. I / forget if (you / not / remind) me.
- Unfortunately I forgot my address book when I went on holiday. If I / have your address, I / send you a postcard.
- 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.
- I took a taxi to the hotel, but the traffic was bad. (it / be) quicker if (I / walk).
- I'm not tired. If (I / be) tired, I'd go home now.
- 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.

- I wasn't hungry, so I didn't eat anything.
If I'd been hungry, I would have eaten something.
- The accident happened because the road was icy.
If the road ...
- I didn't know that Joe had to get up early, so I didn't wake him up.
If I ...
- I was able to buy the car only because Jane lent me the money.
...
- Karen wasn't injured in the crash because she was wearing a seat belt.
...
- You didn't have any breakfast – that's why you're hungry now.
...
- 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.

- You've eaten too much and now you feel sick.
You say: I wish I hadn't eaten so much.
- 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: I wish I ...
- When you were younger, you never learned to play a musical instrument. Now you regret this.
You say: ...
- You've painted the gate red. Now you think that red was the wrong colour.
You say: ...
- You are walking in the country. You'd like to take some photographs, but you didn't bring your camera.
You say: ...
- 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:



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)

but I wish Sarah was (or were) here now. (*not* I wish Sarah would be)

- I wish somebody would buy me a car.

but I wish I had a car. (*not* I wish I would have)

41.1 Put in wish(ed) or hope(d).

- I wish you a pleasant stay here.
- Enjoy your holiday. I you have a great time.
- Goodbye. I you all the best.
- We said goodbye to each other and each other luck.
- We're going to have a picnic tomorrow, so I the weather is nice.
- 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

- It's raining. You want to go out, but not in the rain.
You say: I wish it would stop raining.
- You're waiting for Jane. She's late and you're getting impatient.
You say to yourself: I wish
- You're looking for a job – so far without success. Nobody will give you a job.
You say: I wish somebody
- You can hear a baby crying. It's been crying for a long time and you're trying to study.
You say:
- 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

- Your friend drives very fast. You don't like this.
You say to your friend: I wish you
- Joe leaves the door open all the time. This annoys you.
You say to Joe:
- 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.

- I wish Sarah would be here now. I wish Sarah were here now.
- I wish you would listen to me.
- I wish I would have more free time.
- I wish our flat would be a bit bigger.
- I wish the weather would change.
- I wish you wouldn't complain all the time.
- I wish everything wouldn't be so expensive.

41.4 Put the verb into the correct form.

- It was a stupid thing to say. I wish I hadn't said it. (I / not / say)
- I'm fed up with this rain. I wish it would stop. (it / stop)
- It's a difficult question. I wish the answer. (I / know)
- I should have listened to you. I wish your advice. (I / take)
- You're lucky to be going away. I wish with you. (I / can / come)
- I have no energy at the moment. I wish so tired. (I / not / be)
- Aren't they ready yet? I wish up. (they / hurry)
- It would be nice to stay here longer. I wish to leave now. (we / not / have)
- 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)
- It's freezing today. I wish so cold. I hate cold weather. (it / not / be)
- Joe still doesn't know what he wants to do. I wish (he / decide)
- I really didn't enjoy the party. I wish (we / not / go)

Passive 1 (is done / was done)

A

Study this example:



This house was built in 1935.

Was built is *passive*.

Compare active and passive:

Somebody built **this house** in 1935. *(active)*
subject object**This house** was built in 1935. *(passive)*
subjectWhen 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.

B

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.

C

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.

This room is cleaned every day.

- 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.

This room was cleaned yesterday.

- 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

- Many accidents are caused by dangerous driving.
- Cheese is made from milk.
- The roof of the building was damaged in a storm a few days ago.
- You were invited to the wedding. Why didn't you go?
- A cinema is a place where films are shown.
- In the United States, elections for president are held every four years.
- Originally the book was written in Spanish, and a few years ago it was translated into English.
- Although we were driving quite fast, we were overtaken by a lot of other cars.
- You can't see the house from the road. It is surrounded by trees.

42.2 Write questions using the passive. Some are present and some are past.

- Ask about glass. (how / make?) How is glass made?
- Ask about television. (when / invent?) When was television invented?
- Ask about mountains. (how / form?) How were mountains formed?
- Ask about Pluto (*the planet*). (when / discover?) When was Pluto discovered?
- Ask about silver. (what / use for?) What is silver used for?

42.3 Put the verb into the correct form, present simple or past simple, active or passive.

- It's a big factory. Five hundred people are employed (employ) there.
- Did somebody clean (somebody / clean) this room yesterday?
- Water covers (cover) most of the earth's surface.
- How much of the earth's surface is covered (cover) by water?
- The park gates lock (lock) at 6.30 p.m. every evening.
- The letter was posted (post) a week ago and it arrived (arrive) yesterday.
- The boat hit a rock and sank (sink) quickly. Fortunately everybody was rescued (rescue).
- Richard's parents died (die) when he was very young. He and his sister was brought up (bring up) by their grandparents.
- I was born in London, but I grew up (grow up) in Canada.
- While I was on holiday, my camera was stolen (steal) from my hotel room.
- While I was on holiday, my camera disappeared (disappear) from my hotel room.
- Why did Sue resign (Sue / resign) from her job? Didn't she enjoy it?
- Why was Bill sacked (Bill / sack) from his job? What did he do wrong?
- The company is not independent. It is owned (own) by a much larger company.
- I saw an accident last night. Somebody called (call) an ambulance but nobody injured (injure), so the ambulance was not needed (not / need).
- Where are these photographs taken (these photographs / take)? In London? Are you taking (you / take) them, or somebody else?
- Sometimes it's quite noisy living here, but it's not a problem for me – I don't bother (not / bother) by it.

42.4 Rewrite these sentences. Instead of using **somebody**, **they**, **people** etc., write a passive sentence.

- Somebody cleans the room every day. The room is cleaned every day.
- They cancelled all flights because of fog. All flights were cancelled because of fog.
- People don't use this road much. This road is not used much by people.
- Somebody accused me of stealing money. I was accused of stealing money.
- How do people learn languages? How are languages learned by people?
- Somebody warned us not to go out alone. We were warned not to go out alone.

Passive 2 (be done / been done / being done)

A

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.

B

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.

C

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.

D

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.

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
 3 Somebody is using the computer at the moment.
The computer
 4 I didn't realise 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
 4 My umbrella has disappeared. (somebody / take) Somebody
 5 Sam gets a higher salary now. (he / promote) He
 6 Ann can't use her office at the moment. (it / redecorate) It
 7 The photocopier broke down yesterday, but now it's OK. (it / work / again ; it / repair)
It It
 8 When I went into the room, I saw that the table and chairs were not in the same place.
 (the furniture / move) The
 9 The man next door disappeared six months ago. (he / not / see / since then)
He
 10 I wonder how Jane is these days. (I / not / see / for ages)
I
 11 A friend of mine was mugged on his way home a few nights ago. (you / ever / mug?)

44.1 Write these sentences in another way, beginning in the way shown.

1 They didn't give me the information I needed.

I wasn't given the information I needed.

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 you44.2 Complete the sentences using **being** + the following (in the correct form):

give invite keep knock down stick treat

1 Steve hates being kept waiting.2 We went to the party without3 I like giving presents and I also like them.4 It's a busy road and I don't like crossing it. I'm afraid of5 I'm an adult. I don't like like a child.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 Walt Disney was born in 1901.234567 And you? I44.4 Complete the sentences using **get/got** + 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 got hurt .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 to8 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 ...

A

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 or The boy is believed to be wearing a white pullover and blue jeans.

 The strike started three weeks ago.

It is expected that it will end soon. or The strike is expected to end soon.

 A friend of mine has been arrested.

It is alleged that he hit a policeman. or He is alleged to have hit a policeman.

 The two houses belong to the same family.

It is said that there is a secret tunnel or There is said to be 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.

B

(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.

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 ...
- 3 It is believed that the thieves got in through a window in the roof.
The thieves ...
- 4 It is reported that many people are homeless after the floods.
Many people ...
- 5 It is thought that the prisoner escaped by climbing over a wall.
The prisoner ...
- 6 It is alleged that the man was driving at 110 miles an hour.
The man ...
- 7 It is reported that the building has been badly damaged by the fire.
The building ...
- 8 a It is said that the company is losing a lot of money.
The company ...
- b It is believed that the company lost a lot of money last year.
The company ...
- c It is expected that the company will make a loss this year.
The company ...

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 ...

3 ...

4 ...

5 ...

45.3 Complete the sentences using supposed to be + the following:

on a diet a flower my friend a joke a secret working

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 ...

3 I shouldn't be eating this cake really. I ...

4 I'm sorry for what I said. I was trying to be funny. It ...

5 What's this drawing? Is it a tree? Or maybe it ...

6 You shouldn't be reading the paper now. You ...

45.4 Write sentences with supposed to + the following verbs:

arrive block park phone start

Use the negative (not supposed to) where necessary.

1 You are not supposed to park here. It's private parking only.

2 We ... work at 8.15, but we rarely do anything before 8.30.

3 Oh, I ... Helen, but I completely forgot.

4 This door is a fire exit. You ... it.

5 My train ... at 11.30, but it was an hour late.

Have something done

A

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.'

B

Be careful with word order. The *past participle* (repaired/cut etc.) is after the *object*:

have	object	past participle
Lisa had	the roof	repaired yesterday.
Where did you have	your hair	cut?
Your hair looks nice. Have you had	it	cut?
Our neighbour has just had	a garage	built.
We are having	the house	painted at the moment.
How often do you have	your car	serviced?
I think you should have	that coat	cleaned.
I don't like having	my photograph	taken.

C

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.

D

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?

46.1 Tick (✓) the correct sentence, (a) or (b), for each picture.

1 	2 	3 	4 
SARAH	BILL	JOHN	SUE

(a) Sarah is cutting her hair.
(b) Sarah is having her hair cut.

(a) Bill is cutting his hair.
(b) Bill is having his hair cut.

(a) John is cleaning his shoes.
(b) John is having his shoes cleaned.

(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?

4 Why did you go to the optician's?

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 ...)

A

Study this example situation:



I'm feeling ill.

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:

direct

Paul said,

I am feeling ill.'

reported

Paul said that

he was feeling ill.

In writing we use these quotation marks to show direct speech.

B

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 that 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

will → would

are → were

have/has → had

can → could

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.

C

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* Paul said: 'I woke up feeling ill, so I didn't go to work.'
- reported* 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.

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

A

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)

B

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)

C

Say and tell

If you say *who* somebody is talking to, use *tell*:

TELL SOMEBODY

- 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*:

SAY SOMEBODY

- 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?

D

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)

48.1 Here are some things that Sarah said to you:



I've never been to the United States.

I can't drive.

I don't have any brothers or sisters.

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

You

- 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.
- 5 My sister lives in Paris.
- 6 I think New York is a great place.
- 7 Let's go out tomorrow evening.
- 8 I've never spoken to Jane.

But you said he was lazy.

But

.....

.....

.....

.....

.....

48.2 Complete the sentences with say or tell (in the correct form). Use only one word each time.

- 1 Ann said 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 told him to hurry up .
- 2 Sarah was driving too fast, so I asked her to slow down .
- 3 Sue was nervous about the situation. I told her not to worry .
- 4 I couldn't move the piano alone, so I told someone to help me .
- 5 The customs officer looked at me suspiciously and said something to me .
- 6 Tom was going to the shop, so I told him to go .
- 7 The man started asking me personal questions, so I told him to stop .
- 8 John was very much in love with Mary, so he told her he loved her .
- 9 I didn't want to delay Helen, so I told her to hurry up .

Questions 1

A

In questions we usually put the subject after the first verb:

subject + verb verb + subject

Tom	will	→	will	Tom?
you	have	→	have	you?
the house	was	→	was	the house?

- Will Tom be here tomorrow?
- Have you been working hard?
- When was the house built?

Remember that the subject comes after the *first* verb:

- Is Catherine working today? (not Is working Catherine)

B

In *present simple* questions, we use do/does:

you	live	→	do	you live?
the film	begins	→	does	the film begin?

- Do you live near here?
- What time does the film begin?

In *past simple* questions, we use did:

you	sold	→	did	you sell?
the train	stopped	→	did	the train stop?

- Did you sell your car?
- Why did the train stop?

But do not use do/does/did if who/what etc. is the subject of the sentence. Compare:

who object

Emma telephoned somebody.

Who did Emma telephone?

who subject

Somebody telephoned Emma.

Who 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)

C

Note the position of prepositions in questions beginning Who/What/Which/Where ... ?:

<input type="checkbox"/> Who do you want to speak to?	<input type="checkbox"/> What was the weather like yesterday?
<input type="checkbox"/> Which job has Ann applied for?	<input type="checkbox"/> Where are you from?

You can use *preposition + whom* in formal style:

- To whom do you wish to speak?

D

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)

49.1 Ask Joe questions. (Look at his answers before you write the questions.)

- 1 (where / live?) Where do you live?
- 2 (born there?)
- 3 (married?)
- 4 (how long / married?)
- 5 (children?)
- 6 (how old / they?)
- 7 (what / do?)
- 8 (what / wife / do?)

In Manchester.
No, I was born in London.
Yes.
17 years.

Yes, two boys.

12 and 15.
I'm a journalist.
She's a doctor.



49.2 Make questions with who or what.

- 1 Somebody hit me.
- 2 I hit somebody.
- 3 Somebody paid the bill.
- 4 Something happened.
- 5 Diane said something.
- 6 This book belongs to somebody.
- 7 Somebody lives in that house.
- 8 I fell over something.
- 9 Something fell on the floor.
- 10 This word means something.
- 11 I borrowed the money from somebody.
- 12 I'm worried about something.

Who hit you?
Who did you hit?

Who

What

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) How is cheese made?
- 3 (when / invented / the computer / was) When was the computer invented?
- 4 (why / Sue / working / isn't / today) Why isn't Sue working today?
- 5 (what time / coming / your friends / are) What time are your friends coming?
- 6 (why / was / cancelled / the concert) Why was the concert cancelled?
- 7 (where / your mother / was / born) Where was your mother born?
- 8 (why / you / to the party / didn't / come) Why didn't you come to the party?
- 9 (how / the accident / did / happen) How did the accident happen?
- 10 (why / this machine / doesn't / work) Why doesn't this machine 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?) Why aren't you like him?
- 3 A: Don't go and see that film.
B: Why not? (it / not / good?) Why is it not good?
- 4 A: I'll have to borrow some money.
B: Why? (you / not / have / any?) Why aren't you have any?

Questions 2 (Do you know where ... ? / He asked me where ...)

A

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:

<input type="checkbox"/> What time is it?	but Do you know what time it is?
<input type="checkbox"/> Who are those people?	I don't know who those people are.
<input type="checkbox"/> Where can I find Linda?	Can you tell me where I can find Linda?
<input type="checkbox"/> How much will it cost?	Do you have any idea how much it will cost?

Be careful with do/does/did questions. We say:

<input type="checkbox"/> What time does the film begin?	but Do you know what time the film begins? (not does the film begin)
<input type="checkbox"/> What do you mean?	Please explain what you mean.
<input type="checkbox"/> 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.):

<input type="checkbox"/> Did anybody see you?	but Do you know if anybody saw you? or ... whether anybody saw you?
-----------------------------------------------	-------------------------------------------------------------------------------

B

He asked me where ... (reported questions)

The same changes in word order happen in reported questions. Compare:

<input type="checkbox"/> direct	The police officer said to us, 'Where are you going ?'
<input type="checkbox"/> reported	The police officer asked us where we were going .
<input type="checkbox"/> direct	Clare said, 'What time do the banks close ?'
<input type="checkbox"/> 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?

What do you do in your spare time?

How long have you been working in your present job?

Why did you apply for the job?

Can you speak any foreign languages?

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.

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 ? (1)

B: Sorry, I've got no idea.

A: Never mind. I don't suppose you know (2)

B: No, I'm afraid not.

A: One more thing. Do you happen to know ? (3)

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?

5 Why did you come back?

6 Where are you living?

2 Where have you been?

7 Are you glad to be back?

3 How long have you been back?

8 Do you have any plans to go away again?

4 What are you doing now?

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.

A

In each of these sentences there is an auxiliary verb and a main verb:

I	have	lost	my keys.
She	can't	come	to the party.
The hotel	was	built	ten years ago.
Where	do you	live?	

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*)

B

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?'

C

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.'

D

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 woman American?' '*I think so.* / *I don't think so.*'
- 'Do you think it will rain?' '*I hope so.* / *I hope not.*' (*not* I don't hope so)

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 were.
- 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.

Are you? I'm not.
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.

So am I.
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) I hope not.

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: (afraid)

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)

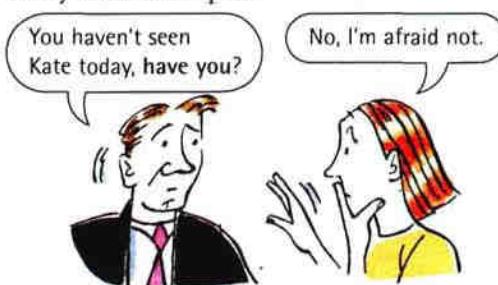
9 (You're not sure what time the concert is – probably 7.30.)

A: Is the concert at 7.30? B: (think)

Question tags (do you? isn't it? etc.)

A

Study these examples:



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.'

B

Normally we use a *negative* question tag after a *positive* sentence:

positive sentence + negative tag

- Kate will be here soon, won't she?
- There was a lot of traffic, wasn't there?
- Michael should pass the exam, shouldn't he?

... and a *positive* question tag after a *negative* sentence:

negative sentence + positive tag

- Kate won't be late, will she?
- They don't like us, do they?
- You haven't got a car, have you?

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)

C

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.'

D

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.'

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, hasn't 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, aren't 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, had he ?
 18 Don't drop that vase, will you ?

No, she's never late.
 Yes, a little.
 Yes, I've got two actually.
 Yes, I was!
 No, they've never met.
 Yes, he's in Portugal.
 Yes, but she won't get it.
 Yes, but not very fluently.
 No, of course he won't.
 Yes, more than I expected.
 Yes, that would be great.
 No, not very.
 Yes, you are sometimes.
 No, of course not.
 Yes, 20 years.
 No, but never mind.
 No, that was the first time.
 No, don't worry.

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've had your hair cut, haven'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 good voice, doesn'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 doesn't look very good, does 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 isn't very safe, is 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, you haven't got a pen, have you?
 2 Joe is just going out. You want him to get some stamps. Ask him. Joe, you are going out, aren't you? Can you get some stamps for me?
 3 You're looking for Diane. Perhaps Kate knows where she is. Ask her. Kate, you are looking for Diane, aren't you? Does she know where she is?
 4 You need a bicycle pump. Perhaps Helen has got one. Ask her. Helen, you need a bicycle pump, don't you? Do you have one?
 5 Ann has a car and you need a lift to the station. Perhaps she'll take you. Ask her. Ann, you need a lift to the station, do you? Will you take me?
 6 You're looking for your keys. Perhaps Robert has seen them. Ask him. Robert, you are looking for your keys, aren't you? Have you seen them?

Verb + -ing (enjoy doing / stop doing etc.)

A

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:

stop	postpone	admit	avoid	imagine
finish	consider	deny	risk	fancy



- 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.

B

We also use -ing after:

give up (= stop)
put off (= postpone)
go on / carry on (= continue)
keep or keep on (= do something continuously or repeatedly)

- 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 ...

C

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 ...)

D

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.

E

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 ...)

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 so much noise?
- 3 I enjoy to music.
- 4 I considered for the job, but in the end I decided against it.
- 5 Have you finished the newspaper yet?
- 6 We need to change our routine. We can't go on like this.
- 7 I don't mind you the phone as long as you pay for all your calls.
- 8 My memory is getting worse. I keep things.
- 9 I've put off the letter so many times. I really must do it today.
- 10 What a stupid thing to do! Can you imagine anybody so stupid?
- 11 I've given up to lose weight – it's impossible.
- 12 If you invest your money on the stock market, you risk 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
- 3  You were driving too fast.  Yes, it's true. Sorry!  She admitted
- 4  Why don't we go for a swim?  Good idea!  She suggested
- 5  You broke the CD player.  No, I didn't!  He denied
- 6  Can you wait a few minutes?  Sure, no problem.  They didn't mind

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
- 3 Shall we paint the kitchen next weekend instead of this weekend?
Shall we postpone until
- 4 Could you turn the radio down, please?
Would you mind
- 5 Please don't interrupt me all the time.
Would you mind

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
- 3 I'm afraid there aren't any chairs. I hope you don't mind
- 4 It was a beautiful day, so I suggested
- 5 It was very funny. I couldn't stop
- 6 My car isn't very reliable. It keeps

Verb + to ... (decide to ... / forget to ... etc.)

A

offer	decide	hope	deserve	promise
agree	plan	manage	afford	threaten
refuse	arrange	fail	forget	learn

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.

B

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)

C

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)

D

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

We asked how to get to the station.
Have you decided where to go for your holidays?
I don't know whether to apply for the job or not.
Do you understand what to do?

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.

54.1 Complete the sentences for these situations.

1 Shall we get married?  Yes, let's.

2 Please help me.  OK.

3 Can I carry your bag for you?  No, thanks. I can manage.

4 Let's meet at 8 o'clock.  OK, fine.

5 What's your name?  I'm not going to tell you.

6 Please don't tell anyone.  I won't. I promise.

They decided to get married.She agreedHe offeredThey arrangedShe refusedShe 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 the airport in time.

3 Jill has decided not a car.

4 We've got a new computer in our office. I haven't learnt it yet.

5 Karen failed a good impression at the job interview.

6 We were all afraid to speak. Nobody dared 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 for a walk. (go)

3 It's a nice day. Does anyone fancy for a walk? (go)

4 I'm not in a hurry. I don't mind (wait)

5 They don't have much money. They can't afford out very often. (go)

6 I wish that dog would stop It's driving me mad. (bark)

7 Our neighbour threatened the police if we didn't stop the noise. (call)

8 We were hungry, so I suggested dinner early. (have)

9 Hurry up! I don't want to risk the train. (miss)

10 I'm still looking for a job, but I hope something soon. (find)

54.4 Make a new sentence using the verb in brackets.

1 You've lost weight. (seem) You seem to have lost weight.

2 Tom is worried about something. (appear) Tom appears

3 You know a lot of people. (seem) You

4 My English is getting better. (seem)

5 That car has broken down. (appear)

6 David forgets things. (tend)

7 They have solved the problem. (claim)

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 this washing machine?

3 Would you know if there was a fire in the building?

4 You'll never forget a bicycle once you've learnt.

5 I was really astonished. I didn't know

6 I've been invited to the party, but I haven't decided or not.

Verb (+ object) + to ...
(I want you to ... etc.)

A

want	ask	help	would like
expect	beg	mean (= intend)	would prefer

These verbs are followed by to ... (*infinitive*). The structure can be:

<i>verb + to ...</i>	<i>or</i>	<i>verb + object + to ...</i>
----------------------	-----------	-------------------------------

- We expected to be late.
- Would you like to go now?
- He doesn't want to know.
- We expected Dan to be late.
- Would you like me to go now?
- 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?

B

tell	remind	force	encourage	teach	enable
order	warn	invite	persuade	get (= persuade, arrange for)	

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)

C

After advise, recommend and allow, two structures are possible. Compare:

<i>verb + -ing</i> (without an object)	<i>verb + object + to ...</i>
----------------------------------------	-------------------------------

- I wouldn't advise/recommend staying in that hotel.
- They don't allow parking in front of the building.
- I wouldn't advise/recommend anybody to stay in that hotel.
- 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.

D

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):

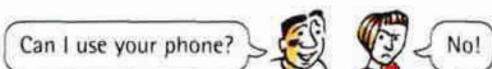
- We were made to wait for two hours. (= They made us wait ...)

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 ?
- 3 Shall I leave the window open, or would you ?
- 4 Do you know how to use the machine, or would ?
- 5 Did you hear what I said, or do ?
- 6 Can I go now, or do ?

55.2 Complete the sentences for these situations.

- 1  She told him to lock the door .
- 2  They invited him
- 3  She wouldn't let
- 4  She warned
- 5  He asked

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.
- 2 I was surprised that it rained.
- 3 Don't stop him doing what he wants.
- 4 Tim looks older when he wears glasses.
- 5 I think you should know the truth.
- 6 Don't let me forget to phone my sister.
- 7 At first I didn't want to apply for the job, but Sarah persuaded me.
- 8 My lawyer said I shouldn't say anything to the police.
- 9 I was told that I shouldn't believe everything he says.
- 10 If you've got a car, you are able to get around more easily.

My father allowed me to use his car.
 I didn't expect
 Let
 Tim's glasses make
 I want
 Remind
 Sarah persuaded
 My lawyer advised
 I was warned
 Having a car enables

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 there. (go)
- 3 I'm in a difficult position. What do you advise me ? (do)
- 4 The film was very sad. It made me (cry)
- 5 Diane's parents always encouraged her hard at school. (study)
- 6 I don't recommend in that restaurant. The food is terrible. (eat)
- 7 She said the letter was personal and wouldn't let me it. (read)
- 8 We are not allowed personal phone calls at work. (make)
- 9 'I don't think Alex likes me.' 'What makes you that?' (think)

Verb + -ing or to ... 1
(remember/regret etc.)

A

Some verbs are followed by -ing and some are followed by to

Verbs usually followed by -ing:

admit	fancy	postpone
avoid	finish	risk
consider	imagine	stop
deny	keep (on)	suggest
enjoy	mind	

For examples, see Unit 53.

Verbs usually followed by to ... :

afford	fail	offer
agree	forget	plan
arrange	hope	promise
decide	learn	refuse
deserve	manage	threaten

For examples, see Unit 54.

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 raining)

56.1 Put the verb into the correct form, -ing or to ... Sometimes either form is possible.

- They denied stealing the money. (steal)
- I don't enjoy very much. (drive)
- I don't want out tonight. I'm too tired. (go)
- I can't afford out tonight. I don't have enough money. (go)
- Has it stopped yet? (rain)
- Our team was unlucky to lose the game. We deserved (win)
- Why do you keep me questions? Can't you leave me alone? (ask)
- Please stop me questions! (ask)
- I refuse any more questions. (answer)
- One of the boys admitted the window. (break)
- The boy's father promised for the window to be repaired. (pay)
- If the company continues money, the factory may be closed. (lose)
- 'Does Sarah know about the meeting?' 'No, I forgot her.' (tell)
- The baby began in the middle of the night. (cry)
- Julia has been ill, but now she's beginning better. (get)
- 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 ...

- Please remember to lock the door when you go out.
 - You lent me some money a few months ago.
 - B: Did I? Are you sure? I don't remember you any money.
 - A: Did you remember your sister?
 - B: Oh no, I completely forgot. I'll phone her tomorrow.
 - When you see Steve, remember him my regards.
 - Someone must have taken my bag. I clearly remember it by the window and now it has gone.
- I believe that what I said was fair. I don't regret it.
 - I knew they were in trouble, but I regret I did nothing to help them.
- 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.
 - I can't go on here any more. I want a different job.
 - 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?

This room needs tidying.



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)

57.1 Make suggestions. Each time use **try** + one of the following suggestions:

phone his office move the aerial change the batteries
 turn it the other way take an aspirin

- 1 The radio isn't working. I wonder what's wrong with it.
- 2 I can't open the door. The key won't turn.
- 3 The TV picture isn't very good. What can I do about it?
- 4 I can't contact Fred. He's not at home. What shall I do?
- 5 I've got a terrible headache. I wish it would go.

Have you **tried changing the batteries?**

Try

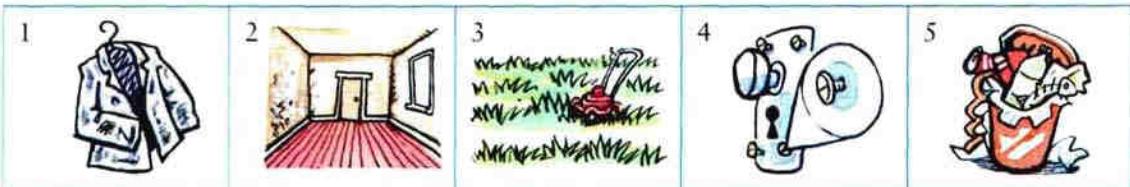
Have you tried

Why don't you

Have you

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 dinner ready?
 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.

58.1 Write sentences about yourself. Say whether you like or don't like these activities. Choose one of these verbs for each sentence:

like / don't like love hate enjoy don't mind

1 (fly) I don't like flying. or I don't like to fly.

2 (play cards) _____

3 (be alone) _____

4 (go to museums) _____

5 (cook) _____

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 / teach / 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.'	(<i>not</i> 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 Linda what happened?' 'I'd rather you didn't.'

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:

eat 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)	<u>I'd prefer to get a taxi.</u>
(rather)	<u>I'd rather wait till later.</u>
(rather)	
(prefer)	
(rather)	
(rather)	
(prefer)	
(rather)	
(prefer)	

Now use the same ideas to complete these sentences using than and rather than.

- 10 I'd prefer to get a taxi rather than walk home.
- 11 I'd prefer to go for a swim
- 12 I'd rather eat at home
- 13 I'd prefer to think about it for a while
- 14 I'd rather listen to some music

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 didn't 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 turn on the radio?
B: I'd rather you . I'm trying to study.

Preposition (in/for/about etc.) + -ing

A

If a preposition (in/for/about etc.) is followed by a verb, the verb ends in -ing:

	preposition	verb (-ing)	
Are you interested	in	working	for us?
I'm not very good	at	learning	languages.
Sue must be fed up	with	studying.	
What are the advantages	of	having	a car?
Thanks very much	for	inviting	me to your party.
How	about	meeting	for lunch tomorrow?
Why don't you go out	instead of	sitting	at home all the time?
Carol went to work	in spite of	feeling	ill.

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.

B

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.

C

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)

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 _____ his bill.
- 3 It's a nice morning. How about _____ for a walk?
- 4 We were able to translate the letter into English without _____ a dictionary.
- 5 Before _____ to bed, I like to have a hot drink.
- 6 It was a long journey. I was very tired after _____ on a train for 36 hours.
- 7 I was annoyed because the decision was made without anybody _____ me.
- 8 After _____ the same job for ten years, I felt I needed a change.
- 9 We lost our way because we went straight on instead of _____ left.
- 10 I like these photographs you took. You're good at _____ photographs.

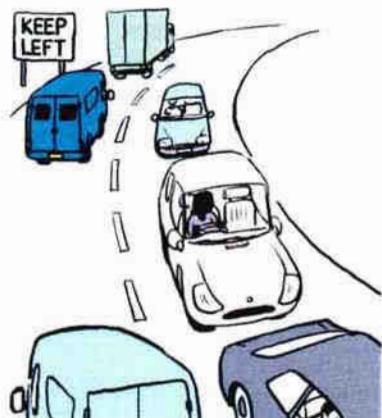
60.4 For each situation, write a sentence with **I'm (not) looking forward to**.

- 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 _____.
- 3 You are going to the dentist tomorrow. You don't enjoy going to the dentist. How do you feel? I'm not _____.
- 4 Carol is a student at school. She hates it, but she is leaving school next summer. How does she feel?
- 5 You've arranged to play tennis tomorrow. You like tennis a lot. How do you feel?

Be/get used to something (I'm used to ...)

A

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.

B

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.**

C

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)

D

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.**

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'm used to 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

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

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,

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 get used 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 driving on the left.

2 We used to live 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 a cinema here, but it was knocked down a few years ago.

9 I'm the boss here! I'm not used to told what to do.

Verb + preposition + -ing (succeed in -ing / accuse somebody of -ing etc.)

A

Many verbs have the structure *verb + preposition (in/for/about etc.) + object*. For example:

verb + preposition + object		
We talked	about	the problem.
You must apologise	for	what you said.

If the *object* is another verb, it ends in -ing:

verb + preposition + -ing (object)		
We talked	about	going to America.
You must apologise	for	not telling the truth.

Some more verbs with this structure:

succeed (in)
insist (on)
think (of)
dream (of)
approve (of)
decide (against)
feel (like)
look forward (to)

Have you succeeded	in	finding a job yet?
They insisted	on	paying for the meal.
I'm thinking	of	buying a house.
I wouldn't dream	of	asking them for money.
He doesn't approve	of	swearing.
We have decided	against	moving to London.
Do you feel	like	going out tonight?
I'm looking forward	to	meeting her.

You can also say 'approve of somebody doing something', 'look forward to somebody doing something':

- I don't approve of people killing animals for fun.
- We are all looking forward to Peter coming home.

B

The following verbs can have the structure *verb + object + preposition + -ing (object)*:

congratulate (on)
accuse (of)
suspect (of)
prevent (from)
stop (from)
thank (for)
excuse (for)
forgive (for)

verb + object + preposition + -ing (object)		
I congratulated	Liz	on
They accused	us	of
Nobody suspected	the general	of
What prevented	you	from
The rain didn't stop	us	from
I forgot to thank	them	for
Excuse	me	for
Please forgive	me	for

You can say 'stop somebody doing' or 'stop somebody from doing':

- You can't stop me doing what I want. or You can't stop me from doing what I want.

Some of these verbs are often used in the *passive*. For example:

- We were accused of telling lies.
- The general was suspected of being a spy.

Note that we say 'apologise to somebody for ...':

- I apologised to them for keeping them waiting. (not I apologised them)

62.1 Complete each sentence using only one word.

- Our neighbours apologised for making so much noise.
- I feel lazy. I don't feel like any work.
- I wanted to go out alone, but Joe insisted on with me.
- I'm fed up with my job. I'm thinking of something else.
- We have decided against a new car because we can't really afford it.
- I hope you get in touch with me soon. I'm looking forward to from you.
- The weather was extremely bad and this prevented us from out.
- The man who has been arrested is suspected of a false passport.
- I think you should apologise to Sue for so rude to her.
- Some parents don't approve of their children a lot of television.
- 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

- Do you feel like going out this evening?
- It took us a long time, but we finally succeeded the problem.
- I've always dreamed in a small house by the sea.
- The driver of the other car accused me the accident.
- There's a fence around the lawn to stop people on the grass.
- Excuse me you, but may I ask you something?
- Where are you thinking your holiday this year?
- The guards weren't able to prevent the prisoner
- My bag wasn't very heavy, but Dan insisted it for me.
- 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



YOU



KEVIN

It was nice of you to help me. Thanks very much.

Kevin thanked me for helping him.

2



ANN



TOM

I'll drive you to the station. I insist.

Tom insisted

3



YOU



DAN

I hear you got married. Congratulations!

Dan congratulated me

4



SUE



JENNY

It was nice of you to come to see me. Thank you.

Jenny thanked

5



YOU



KATE

I'm sorry I didn't phone earlier.

Kate apologised

6



YOU



JANE

You're selfish.

Jane accused

Expressions + -ing

A

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.

B

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.

C

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.

(be) busy

- She said she couldn't see me. She was too busy doing other things.

D

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 sailing. (For **gone** and **been**, see Unit 7D.)

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?

2 If you need help, why don't you ask Dave?

3 I don't really want to go out tonight.

4 Shall I phone Liz now?

5 Are you going to complain about what happened?

6 Do you ever read newspapers?

7 Do you want to keep these old clothes?

No, it isn't far. It's not worth getting a taxi.

It's no use He won't be able to do anything.

Well, stay at home! There's no point if you don't want to.

No, it's no good now. She won't be at home.

No, it's not worth Nobody will do anything about it.

No, I think it's a waste

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 getting a visa.

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 buying things you don't need.

2 Every morning I spend about an hour 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.

5 There's a beautiful view from that hill. It's worth to the top.

6 It's no use for the job. I know I wouldn't get it.

7 Just stay calm. There's no point in 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 goes sailing

2 It was a very hot day, so we 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.

5 'Where's Dan?' 'He's There were a few things he needed to buy.'

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.

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 wanted 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 go.
- 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 to do 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 to a check-up.
- 6 I had to put on my glasses to read the letter.
- 7 Do you have to wear glasses to 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.
I wore
- 3 I left Dave my phone number. I wanted him to be able to contact me.
I
- 4 We whispered. We didn't want anybody else to hear our conversation.
nobody
- 5 Please arrive early. We want to be able to start the meeting on time.
Please
- 6 Jennifer locked the door. She didn't want to be disturbed.
anybody
- 7 I slowed down. I wanted the car behind me to be able to overtake.
to

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.

E

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)

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
 3 I like living in this place. (nice) It's a
 4 We enjoyed watching the game. (good) It was a

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
 3 Dan and Jenny invited me to stay with them.

 4 The neighbours make so much noise at night.

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 that you're keeping well.
 3 We Paula at the party. We didn't expect her to come.
 4 I 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
 3 Fiona passed the exam. All the other students failed.
 (the only) Fiona was
 4 I complained to the restaurant manager about the service. Another customer had already complained.
 (the second) I was
 5 Neil Armstrong walked on the moon in 1969. Nobody had done this before him.
 (the first) Neil Armstrong was

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 tired.
 (bound)
 3 Andy has a very bad memory. He what you tell him. (sure)
 4 I don't think you need to take an umbrella. It (not likely)
 5 The holidays begin this weekend. There 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 (do)ing

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 (do)ing

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 (do)ing / I dream of (do)ing
I failed to (do)	but	I succeeded in (do)ing
I allowed them to (do)	but	I prevented them from (do)ing

I stopped them from (do)ing

For examples, see Units 54–55 and 62.

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 *in* 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* that you didn't get the job you applied for. (hear)3 I'm *sorry about* all those bad things about you. I didn't mean them. (say)4 I'm *sorry to* you, but do you have a pen I could borrow? (disturb)5 I'm *sorry for* 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:

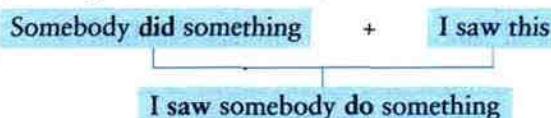
Tom got into his car and drove away. You saw this.

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).

But after a *passive* ('he was seen' etc.), we use **to**:

- He was seen to get in the car.

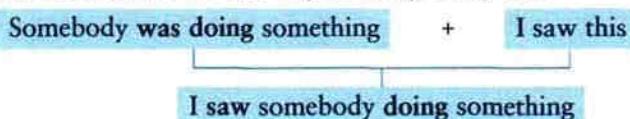
B

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.):

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** my letters.

67.1 Complete the answers to the questions.

- 1 Did anybody go out?
- 2 Has Sarah arrived yet?
- 3 How do you know I took the money?
- 4 Did the doorbell ring?
- 5 Can Tom play the piano?
- 6 Did I lock the door when I went out?
- 7 How did the woman fall?

I don't think so. I didn't see anybody go out .

Yes, I think I heard her

I know because I saw you

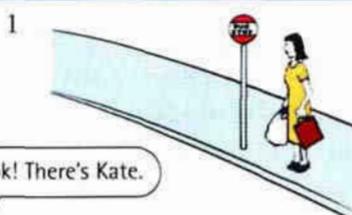
I don't think so. I didn't hear

I've never heard

Yes, I saw

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.



Look! There's Kate.



Look! There's Dave and Helen.



Look! There's Clare.



Listen! That's Bill.



Can you smell burning?



Look! There's Linda.

- 1 We saw Kate waiting for a bus .
- 2 We saw Dave and Helen
- 3 We saw
- 4 We heard
- 5 We could
- 6

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 his story from beginning to end.
- 4 Listen! Can you hear a baby ?
- 5 I looked out of the window and saw Dan his bike along the road.
- 6 I thought I heard somebody 'Hi', so I looked round.
- 7 We watched two men across the garden and through an open window into the house.
- 8 Everybody heard the bomb It was a tremendous noise.
- 9 Oh! I can feel something up my leg! It must be an insect.
- 10 I heard somebody the door in the middle of the night. It woke me up.
- 11 When we got home, we found a cat on the kitchen table.

-ing clauses

(Feeling tired, I went to bed early.)

A

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.

B

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)

C

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.

D

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.

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.

I

3 A friend of mine slipped and fell. He was getting off a bus.

A friend of mine

4 I was walking home in the rain. I got very wet.

I

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

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.

B

You can use *a/an* with singular countable nouns:

a beach a student an umbrella

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 riceYou 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?

C

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.

69.1 Some of these sentences need a/an. Correct the sentences where necessary.

- Joe goes everywhere by bike. He hasn't got car.
- Helen was listening to music when I arrived.
- We went to very nice restaurant last weekend.
- I clean my teeth with toothpaste.
- I use toothbrush to clean my teeth.
- Can you tell me if there's bank near here?
- My brother works for insurance company in London.
- I don't like violence.
- Can you smell paint?
- When we were in Rome, we stayed in big hotel.
- We need petrol. I hope we come to petrol station soon.
- I wonder if you can help me. I have problem.
- I like your suggestion. It's very interesting idea.
- John has got interview for job tomorrow.
- I like volleyball. It's good game.
- Liz doesn't usually wear jewellery.
- Jane was wearing beautiful necklace.

He hasn't got a car.

OK

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

- It wasn't your fault. It was an accident.
- Listen! Can you hear music?
- I couldn't get into the house because I didn't have key.
- It's very warm today. Why are you wearing coat?
- Do you take sugar in your coffee?
- Are you hungry? Would you like biscuit with your coffee?
- Our lives would be very difficult without electricity.
- 'I had interview for a job yesterday.' 'Did you? How did it go?'
- The heart pumps blood through the body.
- Excuse me, but can I ask you question?
- I'm not ready yet. Can you wait moment, please?
- 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

- I had my camera, but I didn't take any photographs.
- There are seven people in a week.
- A vegetarian is a person who doesn't eat meat.
- Outside the cinema there was queue of people waiting to see the film.
- I'm not very good at writing letter.
- Last night I went out with some friends of mine.
- There were very few people in town today. The streets were almost empty.
- I'm going out for a walk. I need some fresh air.
- Gary always wants things quickly. He hasn't got much patience.
- I think it's going to rain. Do you have umbrella I could borrow?
- Do you speak any foreign language?
- Our flat is very small. We haven't got much space.

Countable and uncountable 2

A

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)
(= all the hair on your head)
- You can't sit here. 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.

B

The following nouns are usually uncountable:

accommodation	behaviour	damage	luck	permission	traffic
advice	bread	furniture	luggage	progress	weather
baggage	chaos	information	news	scenery	work

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.

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

A

Countable nouns can be *singular* or *plural*:

a dog	a child	the evening	this party	an umbrella
dogs	some children	the evenings	these parties	two umbrellas

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.

B

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:

<input type="checkbox"/> A dog is an animal. <input type="checkbox"/> I'm an optimist. <input type="checkbox"/> Tim's father is a doctor. <input type="checkbox"/> Are you a good driver? <input type="checkbox"/> Jill is a really nice person. <input type="checkbox"/> What a lovely dress!	<input type="checkbox"/> Dogs are animals. <input type="checkbox"/> We're optimists. <input type="checkbox"/> Most of my friends are students. <input type="checkbox"/> Are they good students? <input type="checkbox"/> Jill's parents are really nice people. <input type="checkbox"/> What awful shoes!
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

We say that somebody has a **long nose** / a **nice face** / **blue eyes** / **small hands** etc. :

<input type="checkbox"/> Jack has got a long nose. <i>(not</i> the long nose)	<input type="checkbox"/> Jack has got blue eyes. <i>(not</i> the 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**?

C

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)

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 most of the country will be dry.

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?

Who were these people?

11 Beethoven? He was a composer.
 12 Shakespeare?
 13 Albert Einstein?
 14 Washington, Lincoln and Kennedy?

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?

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.

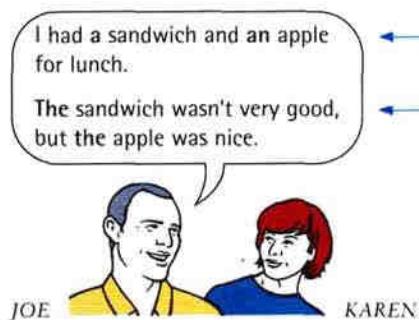
71.3 Put in a/an or some where necessary. If no word is necessary, leave the space empty.

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 - 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 - liar. He's always telling - lies.

A/an and the

A

Study this example:



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.

B

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)

C

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.

D

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.

72.1 Put in a/an or the.

- This morning I bought a newspaper and magazine. newspaper is in my bag, but I can't remember where I put magazine.
- I saw accident this morning. car crashed into tree. driver of car wasn't hurt, but car was badly damaged.
- 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.
- 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.

- 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.
- a Can you recommend good restaurant?
b We had dinner in very nice restaurant.
c We had dinner in best restaurant in town.
- 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.
- 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?
- 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.

- Would you like apple?
- How often do you go to dentist?
- Could you close door, please?
- I'm sorry. I didn't mean to do that. It was mistake.
- Excuse me, where is bus station, please?
- I have problem. Can you help me?
- I'm just going to post office. I won't be long.
- There were no chairs, so we sat on floor.
- Have you finished with book I lent you?
- My sister has just got job in bank in Manchester.
- We live in small flat in city centre.
- There's supermarket at end of street I live in.

Would you like an apple?

72.4 Answer these questions about yourself. Where possible, use the structure in Section D (once a week / three times a day etc.).

- How often do you go to the cinema? Three or four times a year.
- How much does it cost to hire a car in your country? About £20 a day.
- How often do you go to the cinema?
- How often do you go away on holiday?
- What's the usual speed limit in towns in your country?
- How much sleep do you need?
- How often do you go out in the evening?
- How much television do you watch (on average)?

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.

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 a 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.
- 9 Next train to London leaves from Platform 3.

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 dinner
- 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, is open. I must have forgotten to shut it.
- 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.
- I'd like to live near the sea.
- It can be dangerous to swim in the sea.

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 to hospital.

2 In Britain, children from the age of five have to go to school.

3 Mark didn't go out last night. He stayed at home.

4 There is a lot of traffic in the morning when everybody is going to work.

5 Cathy's mother has just had an operation. She is still in hospital.

6 When Julia leaves school, she wants to study economics at university.

7 Bill never gets up before 9 o'clock. It's 8.30 now, so he is still in bed.

8 If you commit a serious crime, you could be sent to prison.

74.2 Complete the sentences with the word given (school etc.). Use the where necessary.

1 (school)

a Every term parents are invited to the school to meet the teachers.

b Why aren't your children at school today? Are they ill?

c When he was younger, Ted hated school.

d What time does the school usually start in the mornings in your country?

e A: How do your children get home from school? By bus?
B: No, they walk. It's isn't very far.

f What sort of job does Jenny want to do when she leaves school?

g There were some people waiting outside the school to meet their children.

2 (university)

a In your country do many people go to university?

b If you want to get a degree, you normally have to study at university.

c This is only a small town, but the university is one of the biggest in the country.

3 (hospital)

a My brother has always been very healthy. He's never been in hospital.

b When Ann was ill, I went to the hospital to visit her. When I was there, I met Lisa who is a nurse at the hospital.

c Peter was injured in an accident and was kept in hospital for a few days.

4 (church)

a John's mother is a regular churchgoer. She goes to church every Sunday.

b John himself doesn't go to church.

c John went to the church to take some photographs of the building.

5 (prison)

a In some places people are in prison because of their political beliefs.

b A few days ago the fire brigade were called to the prison to put out a fire.

c The judge decided to fine the man £500 instead of sending him to prison.

6 (home/work/bed)

a I like to read in bed before I go to sleep.

b It's nice to travel around, but there's no place like home!

c Shall we meet after work tomorrow evening?

d If I'm feeling tired, I go to bed early.

e What time do you usually start work in the morning?

f The economic situation was very bad. Many people were out of work.

7 (sea)

a There's a nice view from the window. You can see the sea.

b It was a long voyage. We were at sea for four weeks.

c I love swimming in the sea.

The 3 (children / the children)

A

When we are talking about things or people in general, we do *not* use the:

- I'm afraid of dogs. (*not* the 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)

B

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)

C

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)

75.1 Choose four of these things and write whether you like them or not:

boxing	cats	fast food restaurants	football	hot weather
maths	opera	small children	rock music	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 basketball.

2 The information 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.

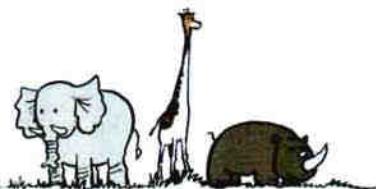
19 Most people / The most people believe that marriage / the marriage and family life / the family life are the basis of society / the society.

The 4 (the giraffe / the telephone / the piano etc. ; the + adjective)

A

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)

B

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 unemployed		

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.

C

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 (Italians etc.), we do not normally use the to talk about the people in general (see Unit 75).

76.1 Answer the questions. Choose the right answer from the box. Don't forget the. Use a dictionary if necessary.

1	2	3	4
<i>animals</i> tiger elephant rabbit cheetah giraffe kangaroo	<i>birds</i> eagle penguin swan owl parrot robin	<i>inventions</i> telephone wheel telescope laser helicopter typewriter	<i>currencies</i> 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?

the giraffe

76.2 Put in the or a.

- When was the telephone invented?
- Can you play musical instrument?
- Jill plays violin in an orchestra.
- There was piano in the corner of the room.
- Can you play piano?
- Our society is based on family.
- Martin comes from large family.
- computer has changed the way we live.

76.3 Complete these sentences using the + the following:

injured poor rich sick unemployed young

- 1 The young 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	<u>a Canadian</u>
2	Germany
3	France
4	Russia
5	China
6	Brazil
7	England
8	and your country

Canadians

Names with and without the 1

A

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:

<i>continents</i>	Africa (<i>not</i> the Africa), Europe, South America
<i>countries, states etc.</i>	France (<i>not</i> the France), Japan, Switzerland, Texas
<i>islands</i>	Sicily, Bermuda, Tasmania
<i>cities, towns etc.</i>	Cairo, New York, Bangkok
<i>mountains</i>	Everest, Etna, Kilimanjaro



But we use the in names with Republic, Kingdom, States etc.:

the Czech Republic	the United Kingdom (the UK)
the Dominican Republic	the United States of America (the USA)

Compare:

Have you been to Canada or the United States?

B

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.	(<i>not</i> the ...)
Uncle Robert / Saint Catherine / Princess Maria etc.	(<i>not</i> 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)

C

We use the with the names of oceans, seas, rivers and canals:

the Atlantic (Ocean)	the Red Sea	the Amazon
the Indian Ocean	the Channel (between	the Nile
the Mediterranean (Sea)	France and Britain)	the Suez Canal

We use the with the names of deserts:

the Sahara (Desert) the Gobi Desert

D

We use the with *plural* names of people and places:

<i>people</i>	the Taylors (= the Taylor family), the Johnsons
<i>countries</i>	the Netherlands, the Philippines, the United States
<i>groups of islands</i>	the Canaries / the Canary Islands, the Bahamas
<i>mountain ranges</i>	the Rocky Mountains / the Rockies, the Andes, the Alps

The highest mountain in the Alps is Mont Blanc.

E

We say:

the north (of Brazil)	but	northern Brazil (<i>without</i> 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 South Africa

Note that on maps, the is not usually included in the name.

77.1 Put in the where necessary. Leave the space empty if the sentence is already complete.

- Who is Doctor Johnson? (the sentence is complete without the)
- I was ill, so I went to see doctor.
- The most powerful person in United States is president.
- President Kennedy was assassinated in 1963.
- Do you know Wilsons? They're a very nice couple.
- 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.

- Everest was first climbed in 1953.
- Milan is in north of Italy.
- Africa is much larger than Europe.
- Last year I visited Mexico and United States.
- South of England is warmer than north.
- Portugal is in western Europe.
- France and Britain are separated by Channel.
- Jim has travelled a lot in Middle East.
- Chicago is on Lake Michigan.
- Next year we're going skiing in Swiss Alps.
- UK consists of Great Britain and Northern Ireland.
- Seychelles are a group of islands in Indian Ocean.
- Africa's highest mountain is Kilimanjaro (5895 metres).
- River Volga flows into Caspian Sea.

OK

in the north of Italy

77.3 Here are some geography questions. Choose the right answer from one of the boxes and write it if necessary. You do not need all the names in the boxes. Use an atlas if necessary.

continents	countries	oceans and seas	mountains	rivers and canals
Africa	Canada	Atlantic	Alps	Amazon Rhine
Asia	Denmark	Indian Ocean	Andes	Danube Thames
Australia	Indonesia	Pacific	Himalayas	Nile Volga
Europe	Sweden	Black Sea	Rockies	Suez Canal
North America	Thailand	Mediterranean	Urals	Panama Canal
South America	United States	Red Sea		

- What do you have to cross to travel from Europe to America? the Atlantic
- Where is Argentina?
- Which is the longest river in Africa?
- Of which country is Stockholm the capital?
- Of which country is Washington the capital?
- What is the name of the mountain range in the west of North America?
- What is the name of the sea between Africa and Europe?
- Which is the smallest continent in the world?
- What is the name of the ocean between North America and Asia?
- What is the name of the ocean between Africa and Australia?
- Which river flows through London?
- Which river flows through Vienna, Budapest and Belgrade?
- Of which country is Bangkok the capital?
- What joins the Atlantic and Pacific Oceans?
- 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:

<i>hotels/restaurants</i>	the Sheraton Hotel, the Bombay Restaurant, the Holiday Inn
<i>theatres/cinemas</i>	the Palace Theatre, the Odeon (cinema)
<i>museums/galleries</i>	the Guggenheim Museum, the Hayward Gallery
<i>other buildings</i>	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 -s. 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

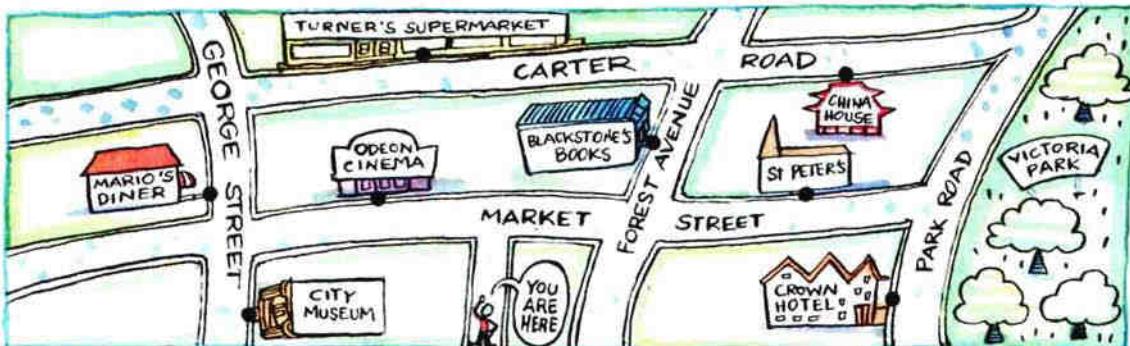
Most newspapers and many organisations have names with the:

<i>newspapers</i>	the Washington Post, the Financial Times, the Sun
<i>organisations</i>	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

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?
- 2 Is there a supermarket near here?
- 3 Is there a hotel near here?
- 4 Is there a church near here?
- 5 Is there a museum near here?
- 6 Is there a bookshop near here?
- 7 Is there a park near here?
- 8 Is there a restaurant near here?

Yes, the Odeon in Market Street
 Yes, in
 Yes, in
 Yes,
 Yes,
 Yes,
 Yes, at the end of

 There are two.
 or

78.2 Where are the following? Use *the* where necessary.

Acropolis	Broadway	Buckingham Palace	Eiffel Tower
Kremlin	White House	Gatwick Airport	Times Square

- 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.
- 9 Statue of Liberty / The Statue of Liberty is at the entrance to New York Harbour / the New York Harbour.
- 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.'
- 15 This book is published by Cambridge University Press / the Cambridge University Press.

Singular and plural

A

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.

B

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

C

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*).

D

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*)

E

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 be without a job. (*not Three years are*)
- Six miles is a long way to walk every day.

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 glasses.
- 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	algebra	equation	<u>mathematics</u>
2 government	election	minister	p.....
3 finance	trade	employment	e.....
4 running	jumping	throwing	a.....
5 light	heat	gravity	ph.....
6 exercises	somersault	parallel bars	gy.....
7 computer	silicon chip	video games	el.....

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. Three years is a long time
- 2 The government want to increase taxes. OK (wants is also correct)
- 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)

A

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).

B

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.

C

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)

D

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**.

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. a
- 5 If you want to know if it's going to rain, you can read or listen to this. the
- 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)

A

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.

B

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

C

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

D

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

E

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 station – it's only about ten minutes' walk.

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? Chris's children
 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.
 ...
 5 Tourism is the main industry in the region.
 ...

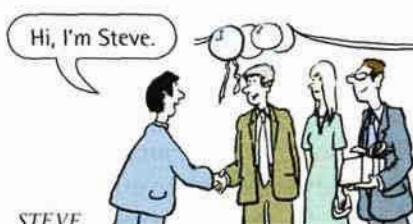
81.4 Use the information given to complete the sentences.

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)
 4 I went to sleep at 3 o'clock this morning and woke up an hour later. After that I couldn't sleep. So last night I only had (sleep)

Myself/yourself/themselves etc.

A

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:

Steve	introduced	himself
subject		object

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.

B

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).

C

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?

D

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.)

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 shaving
- 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?
- 2 Who cuts Brian's hair for him?
- 3 Do you want me to post that letter for you?
- 4 Who told you that Linda was going away?
- 5 Can you phone John for me?

Nobody. I repaired it myself.
 Nobody. He cuts
 No, I'll
 Linda
 Why can't you ?

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:

$\text{on } \left\{ \begin{array}{l} \text{my/your} \\ \text{his/her/its} \\ \text{our/their} \end{array} \right\} \text{own}$	$=$	$\text{by } \left\{ \begin{array}{l} \text{myself / yourself (singular)} \\ \text{himself / herself / itself} \\ \text{ourselves / yourselves (plural) / themselves} \end{array} \right\}$
--------------------------------------------------------------------------------------------------------------------------------	-----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- 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**.

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.).

- I am meeting one of my friends tonight.
- We met one of your relatives.
- Henry borrowed one of my books.
- Liz invited some of her friends to her flat.
- We had dinner with one of our neighbours.
- I went on holiday with two of my friends.
- Is that man one of your friends?
- I met one of Jane's friends at the party.

I'm meeting a friend of mine tonight.

We met a

Henry

Liz

.....

.....

.....

83.2 Complete the sentences using *my own / your own* etc. + the following:

bedroom business opinions private beach words

- I share a kitchen and bathroom, but I have my own bedroom
- Gary doesn't think the same as me. He's got
- Julia is fed up with working for other people. She wants to start
- We stayed at a luxury hotel by the sea. The hotel had
- 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.

- Why do you want to borrow my car? Why don't you use your own car ?
- How can you blame me? It's not my fault. It's
- She's always using my ideas. Why can't she use
- Please don't worry about my problems. You've got
- 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

- Brian never goes to the hairdresser.
He cuts his own hair
- Mary doesn't often buy clothes.
She usually
- We don't often buy bread.
We usually
- 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.

- Did you go on holiday on your own ?
- I'm glad I live with other people. I wouldn't like to live on my own
- The box was too heavy for me to lift by myself
- 'Who was Tom with when you saw him?' 'Nobody. He was by himself' ?
- Very young children should not go swimming by themselves
- I don't think she knows many people. When I see her, she is always by herself
- I don't like strawberries with cream. I like them on my own
- Do you like working with other people or do you prefer working on your own ?
- We had no help decorating the flat. We did it completely on our own
- I went out with Sally because she didn't want to go out on my own

There ... and it ...

A

There and it



There's a new restaurant in King Street.

Yes, I know. I went there last night. It's very good.

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).

B

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.

C

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.)

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 in the soup.
- 3 The box was empty. There in the box.
- 4 The film was very violent.
- 5 The shops were very crowded.
- 6 I like this town – it's lively.

84.3 Complete the sentences. Use there will be, there would be etc. Choose from:

will may would wouldn't should used to (be) going to

- 1 If people drove more carefully, there would be 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.
- 3 It used to be a church here, but it was knocked down.
- 4 Why was she so unfriendly? It must have been a reason.
- 5 It's a long way 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.
- 7 After the lecture 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.
- 9 I was told that it would be somebody to meet me at the station, but it wasn't anybody.
- 10 The situation is still the same. It has been no change.
- 11 I don't know who'll win, but it's sure to be a good game.

Some and any

A

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)

B

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?

C

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)

D

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)

E

Somebody/someone/anybody/anyone are singular words:

- Someone** is here to see you.

But we often use **they/them/their** after these words:

- Someone** has forgotten **their** umbrella. (= his or her umbrella)
- If **anybody** wants to leave early, **they** can. (= he or she can)

85.1 Put in some or any.

- 1 We didn't buy any 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 anything .
- 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 that 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.

- 1 Which bus do I have to catch?
- 2 Which day shall I come?
- 3 What do you want to eat?
- 4 Where shall I sit?
- 5 What sort of job are you looking for?
- 6 What time shall I phone tomorrow?
- 7 Who shall I invite to the party?
- 8 Which newspaper shall I buy?

Any bus . They all go to the centre.
I don't mind.
.... . I don't mind.
Whatever you have.
It's up to you. You can sit you like.
.... . It doesn't matter.
.... . I'll be in all day.
I don't mind. you like.
.... . Whatever they have in the shop.

No/none/any Nothing/nobody etc.

A 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.

B 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)

C 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)

D 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 the class did their homework.** (= his or her homework)

86.1 Complete these sentences with **no**, **none** or **any**.

- 1 It was a public holiday, so there were no shops open.
- 2 I haven't got any 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?

Nothing

.....
.....
.....
.....
.....
.....

Now answer the same questions using complete sentences with **any/anybody/anything/anywhere**.

- 7 (1) I didn't do anything.
- 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 anything 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 nobody / 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?' '.....'. 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.

but We spent **a lot of** money. (*not* We spent **much** money)

Do you see David **much**?

but 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 **only** have **a little** time. (*not* **only** **little** time)

The village was very small. There were **only a few** houses. (*not* **only** **few** houses)

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.
- 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.

OK

a lot of tea

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 **plenty of money**.
- 3 Come and sit with us. There's **plenty of room**.
- 4 She knows a lot, but she still has **plenty to learn**.
- 5 It's an interesting town to visit. There's **plenty to see**.
- 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 **little** free time.
- 3 Did you take **many** photographs when you were on holiday?
- 4 I'm not very busy today. I haven't got **much** to do.
- 5 This is a very modern city. There are **few** old buildings.
- 6 The weather has been very dry recently. We've had **little** rain.
- 7 'Do you know Rome?' 'No, I haven't been there for **many** years.'

87.4 Put in **a** where necessary. Write 'OK' if the sentence is already complete.

- 1 She's lucky. She has **few problems**.
- 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**.

OK

a few problems

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 **a few** pieces of advice.
- 3 Do you mind if I ask you **few** questions?
- 4 It's not a very interesting place to visit, so **few** tourists come here.
- 5 I don't think Jill would be a good teacher. She's got **little** patience.
- 6 'Would you like milk in your coffee?' 'Yes, **a little**.'
- 7 This is a very boring place to live. There's **little** to do.
- 8 'Have you ever been to Paris?' 'Yes, I've been there **a few** times.'

All / all of most / most of
no / none of etc.

A

all	some	any	most	much/many	little/few	no
-----	------	-----	------	-----------	------------	----

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

all	some	any	most	much/many	little/few	half	none
-----	------	-----	------	-----------	------------	------	------

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)

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 cars 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 .
- 7 Not many people live in the north of the country. Most live in the south.
- 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 the windows were broken.
- 2 We had a very lazy holiday. We spent most of on the beach.
- 3 I went to the cinema by myself. None of 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. None of them 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 .

Both / both of neither / neither of
either / either of

A

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)

B

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.

C

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.'

D

You can say:

both ... and ...	<input type="checkbox"/> Both Chris and Pat were late.
	<input type="checkbox"/> I was both tired and hungry when I arrived home.
neither ... nor ...	<input type="checkbox"/> Neither Chris nor Pat came to the party.
	<input type="checkbox"/> Tom said he would contact me, but he neither wrote nor phoned.
either ... or ...	<input type="checkbox"/> I'm not sure where Maria's from. She's either Spanish or Italian.
	<input type="checkbox"/> Either you apologise or I'll never speak to you again.

E

Compare either/neither/both (two things) and any/none/all (more than two):

<input type="checkbox"/> There are two good hotels here. You could stay at either of them.	<input type="checkbox"/> There are many good hotels here. You could stay at any of them.
<input type="checkbox"/> We tried two hotels. Neither of them had any rooms. Both of them were full.	<input type="checkbox"/> We tried a lot of hotels. None of them had any rooms. All of them were full.

89.1 Complete the sentences with **both/neither/either**.

- 1 'Do you want tea or coffee?' 'Either ... 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 Both 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 are 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 neither of them 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. Both Chris and Pat were late.
- 2 He didn't write and he didn't phone. He neither 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 none 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.

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)

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.
- 7 Jack and Jill went on holiday to the seaside for a week. It rained from the beginning of the week to the end. It

Now write sentences 6 and 7 again using all instead of whole.

- 8 (6) Ann
- 9 (7)

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
- 3 The Olympic Games take place
- 4 We live near a busy airport. A plane flies over our house
- 5 Martin has a check-up with his dentist

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, all my luggage / my whole luggage was stolen.

Each and every

A

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 = 

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.

Each (but not every) can be used for two things:

- In a football match, each team has eleven players. (not every team)

We use every (not each) to say how often something happens:

- 'How often do you use your computer?' 'Every day.' (not Each day)
- There's a bus every ten minutes. (not each ten minutes)

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 = 

Every is more usual for a large number:

- Kate loves reading. She has read every book in the library. (= all the books)
- I would like to visit every country in the world. (= all the countries)

B

Compare the structures we use with each and every:

You can use each with a noun:
each book each student

You can use each alone (without a noun):

- None of the rooms was the same.
Each (= each room) was different.

Or you can use each one:

- Each one was different.

You can say each of (the ... / these ... / them etc.):

- Read each of these sentences carefully.
- Each of the books is a different colour.
- Each of them is a different colour.

You can use every with a noun:
every book every student

You can't use every alone, but you can say every one:

- A: Have you read all these books?
B: Yes, every one.

You can say every one of ... (but not every of):

- I've read every one of those books.
(not every of those books)
- I've read every one of them.

C

You can also use each in the middle or at the end of a sentence. For example:

- The students were each given a book. (= Each student was given a book.)
- These oranges cost 15 pence each.

D

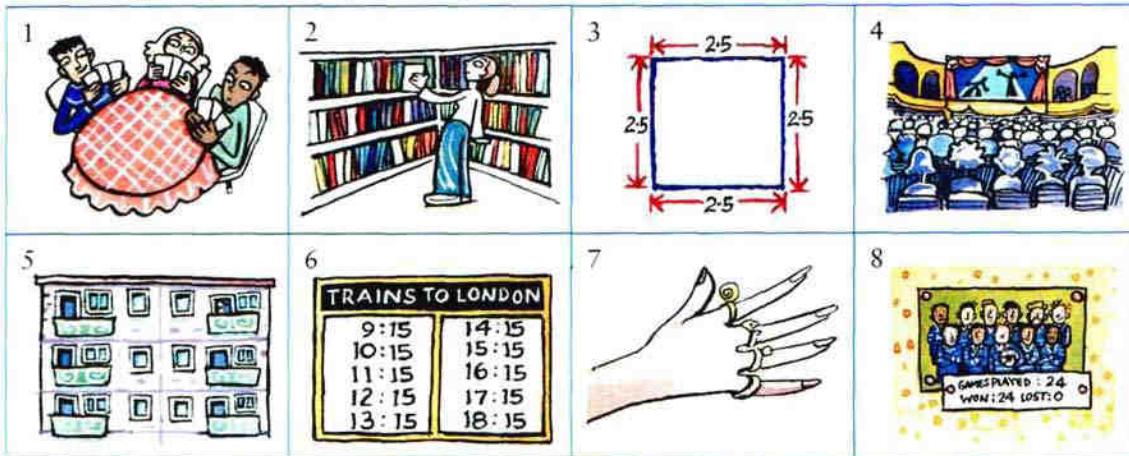
Everyone and every one

Everyone (one word) is only for people (= everybody).

Every one (two words) is for things or people, and is similar to each one (see Section B).

- Everyone enjoyed the party. (= Everybody ...)
- Sarah is invited to lots of parties and she goes to every one. (= to every party)

91.1 Look at the pictures and complete the sentences with each or every.



- 1 Each player has three cards.
- 2 Kate has read every 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. Each book was a different colour.
- 2 The Olympic Games are held every 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 every one.
- 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

A

Look at this example sentence:

The woman **who lives next door** is a doctor.
 relative clause

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.

B

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
which }** 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.

C

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)

D

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**)

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.

he/she	steals from a shop designs buildings doesn't believe in God is not brave	he/she	buys something from a shop pays rent to live in a house or flat breaks into a house to steal things expects the worst to happen
--------	------------------------------------------------------------------------------------------	--------	------------------------------------------------------------------------------------------------------------------------------------------

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

3 A building was destroyed in the fire. It has now been rebuilt.

The

4 Some people were arrested. They have now been released.

The

5 A bus goes to the airport. It runs every half hour.

The

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 who have unhappy endings. **stories that have**

2 What was the name of the person who phoned you? **OK**

3 Where's the nearest shop who sells newspapers?

4 The driver which caused the accident was fined £500.

5 Do you know the person that took these photographs?

6 We live in a world what is changing all the time.

7 Dan said some things about me that were not true.

8 What was the name of the horse it won the race?

Relative clauses 2:
clauses with and without who/that/which

A

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?'.

B

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)

C

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)

D

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 thing(s) that':

- Did you hear what they said? (= the things that they said)

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.
- 2 Have you found the keys you lost?
- 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?

The woman who lives next door
OK

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
<u>you were looking for some books</u>	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 . 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 . 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)

B

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 ...

C

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.

D

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.

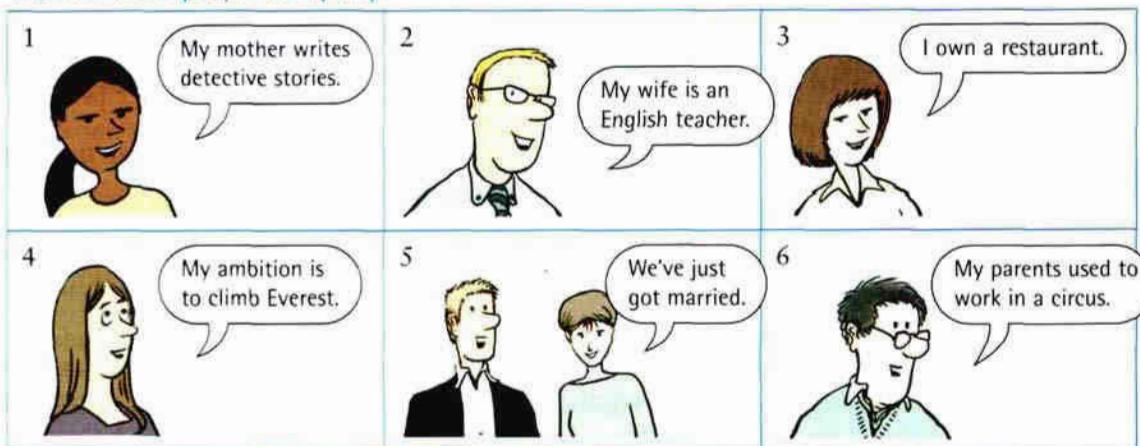
E

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)

94.1 You met these people at a party:



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 **where** people are buried.

3 A pacifist is a person **who** believes that all wars are wrong.

4 An orphan is a child **whose** parents are dead.

5 What was the name of the person to **whom** you spoke on the phone?

6 The place **where** we spent our holidays was really beautiful.

7 This school is only for children **whose** first language is not English.

8 The woman with **whom** 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 **when**.

3 The reason **why** was that I didn't know your address.

4 Unfortunately I wasn't at home the evening **when**.

5 The reason **why** is that they don't need one.

6 **When** was the year **when**?

Relative clauses 4:
extra information clauses (1)

A

There are two types of relative clause. In these examples, the relative clauses are underlined. Compare:

Type 1

- The woman who lives next door is a doctor.
- Barbara works for a company that makes furniture.
- We stayed at the hotel (that) you recommended.

In these examples, the relative clause tells you which person or thing (or what kind of person or thing) the speaker means:

'The woman **who** lives **next door**' tells us *which* woman.

'A company **that** makes furniture' tells us *what kind* of company.

'The hotel **(that)** Ann recommended' tells us *which* hotel.

We do not use commas (,) with these clauses:

- We know a lot of people who live in London.

Type 2

- My brother Rob, who lives in Australia, is a doctor.
- Colin told me about his new job, which he's enjoying very much.
- We stayed at the Park Hotel, which a friend of ours recommended.

In these examples, the relative clauses do not tell you which person or thing the speaker means. We already know which thing or person is meant: 'My brother Rob', 'Colin's new job' and 'the Park Hotel'.

The relative clauses in these sentences give us *extra information* about the person or thing.

We use commas (,) with these clauses:

- My brother Rob, who lives in London, is a doctor.

B

In both types of relative clause we use **who** for people and **which** for things. But:

Type 1

You can use that:

- Do you know anyone **who/that** speaks French and Italian?
- Barbara works for a company **which/that** makes furniture.

You can leave out **who/which/that** when it is the object (see Unit 93):

- We stayed at the hotel **(that/which)** you recommended.
- This morning I met somebody **(who/that)** I hadn't seen for ages.

We do not often use **whom** in this type of clause (see Unit 94B).

Type 2

You cannot use that:

- John, **who (not that)** speaks French and Italian, works as a tourist guide.
- Colin told me about his new job, **which (not that)** he's enjoying very much.

You cannot leave out **who** or **which**:

- We stayed at the Park Hotel, **which a friend of ours recommended**.
- This morning I met Chris, **who I hadn't seen for ages**.

You can use **whom** for people (when it is the object):

- This morning I met Chris, **whom I hadn't seen for ages**.

In both types of relative clause you can use **whose** and **where**:

- We met some people **whose car** had broken down.
- What's the name of the place **where** you went on holiday?

- Liz, **whose car** had broken down, was in a very bad mood.
- Jill has just been to Sweden, **where** her daughter lives.

95.1 Make one sentence from two. Use the sentence in brackets to make a relative clause (Type 2). You will need to use **who(m)/whose/which/where**.

1 Catherine is very friendly. (She lives next door.)

Catherine, who lives next door, is very friendly.

2 We stayed at the Park Hotel. (A friend of ours had recommended it.)

We stayed at the Park Hotel, which a friend of ours had recommended.

3 We often go to visit our friends in Bristol. (It is not very far away.)

4 I went to see the doctor. (He told me to rest for a few days.)

5 John is one of my closest friends. (I have known him for a very long time.)

John

6 Sheila is away from home a lot. (Her job involves a lot of travelling.)

7 The new stadium will be opened next month. (It can hold 90,000 people.)

8 Glasgow is the largest city in Scotland. (My brother lives there.)

9 A friend of mine helped me to get a job. (His father is the manager of a company.)

95.2 Read the information and complete each sentence. Use a relative clause of Type 1 or Type 2. Use commas where necessary.

1 There's a woman living next door to me. She's a doctor.

The woman who lives next door to me is a doctor.

2 I've got a brother called Rob. He lives in Australia. He's a doctor.

My brother Rob, who lives in Australia, is a doctor.

3 There was a strike at the car factory. It began ten days ago. It is now over.

The strike at the car factory

4 I was looking for a book this morning. I've found it now.

I've found

5 London was once the largest city in the world, but the population is now falling.

The population of London

6 A job was advertised. A lot of people applied for it. Few of them had the necessary qualifications.

Few of

7 Amy has a son. She showed me a photograph of him. He's a policeman.

Amy showed me

95.3 Correct the sentences that are wrong and put in commas where necessary. If the sentence is correct, write 'OK'.

1 Colin told me about his new job that he's enjoying very much.

Colin told me about his new job, which he's enjoying very much.

2 My office that is on the second floor is very small.

3 The office I'm using at the moment is very small.

4 Ben's father that used to be a teacher now works for a TV company.

5 The doctor that examined me couldn't find anything wrong.

6 The sun that is one of millions of stars in the universe provides us with heat and light.

Relative clauses 5: extra information clauses (2)

A

Prepositions + whom/which

You can use a *preposition* before **whom** (for people) and **which** (for things). So you can say: **to whom / with whom / about which / without which** etc. :

- Mr Lee, **to whom** I spoke at the meeting, is very interested in our proposal.
- Fortunately we had a map, **without which** we would have got lost.

In informal English we often keep the preposition after the verb in the relative clause. When we do this, we normally use **who** (*not whom*) for people:

- This is my friend **from Canada, who** I was telling you about.
- Yesterday we visited the City Museum, **which** I'd never been to before.

B

All of / most of etc. + whom/which

Study these examples:

Mary has three brothers. All of **them** are married. (2 sentences)

→ Mary has three brothers, **all of whom** are married. (1 sentence)

They asked me a lot of questions. I couldn't answer **most of them**. (2 sentences)

→ They asked me a lot of questions, **most of which** I couldn't answer. (1 sentence)

In the same way you can say:

none of / neither of / any of / either of
some of / many of / much of / (a) few of
both of / half of / each of / one of / two of etc. } + whom (people)
+ which (things)

- Martin tried on three jackets, **none of which** fitted him.
- Two men, **neither of whom** I had seen before, came into the office.
- They've got three cars, **two of which** they rarely use.
- Sue has a lot of friends, **many of whom** she was at school with.

You can also say the **cause of which / the name of which** etc. :

- The building was destroyed in a fire, **the cause of which** was never established.
- We stayed at a beautiful hotel, **the name of which** I can't remember now.

C

Which (*not what*)

Study this example:

Joe got the job. **This** surprised everybody. (2 sentences)

Joe got the job, **which** surprised everybody. (1 sentence)

relative clause

In this example, **which** = 'the fact that he got the job'. You must use **which** (*not what*) in sentences like these:

- Sarah couldn't meet us, **which** was a pity. (*not what was a pity*)
- The weather was good, **which** we hadn't expected. (*not what we hadn't expected*)

For **what**, see Units 92C and 93D.

96.1 Write the relative clauses in a more formal way using a preposition + whom/which.

- Yesterday we visited the City Museum, which I'd never been to before.
Yesterday we visited the City Museum, to which I'd never been before.
- My brother showed us his new car, which he's very proud of.
My brother showed us his new car, .
- This is a photograph of our friends Chris and Sam, who we went on holiday with.
This is a photograph of our friends Chris and Sam, .
- The wedding, which only members of the family were invited to, took place on Friday.
The wedding, , took place on Friday.

96.2 Use the information in the first sentence to complete the second sentence. Use all of / most of etc. or the ... of + whom/which.

- All of Mary's brothers are married.
Mary has three brothers, all of whom are married.
- Most of the information we were given was useless.
We were given a lot of information, .
- Jane has received neither of the letters I sent her.
I sent Jane two letters, .
- None of the ten people who applied for the job was suitable.
Ten people applied for the job, .
- Kate hardly ever uses one of her computers.
Kate has got two computers, .
- Mike gave half of the £50,000 he won to his parents.
Mike won £50,000, .
- Both of Julia's sisters are teachers.
Julia has two sisters, .
- I went to a party – I knew only a few of the people there.
There were a lot of people at the party, .
- The sides of the road we drove along were lined with trees.
We drove along the road, the .
- The aim of the company's new business plan is to save money.
The company has a new business plan, .

96.3 Join sentences from the boxes to make new sentences. Use which.

- 1 ~~Laura couldn't come to the party.~~
- 2 Jane doesn't have a phone.
- 3 Neil has passed his exams.
- 4 Our flight was delayed.
- 5 Kate offered to let me stay at her house.
- 6 The street I live in is very noisy at night.
- 7 Our car has broken down.

This was very kind of her.
This means we can't go away tomorrow.
This makes it difficult to contact her.
This makes it difficult to sleep sometimes.
This was a pity.
This is good news.
This meant we had to wait three hours at the airport.

- 1 Laura couldn't come to the party, which was a pity.
- 2 Jane .
- 3 .
- 4 .
- 5 .
- 6 .
- 7 .

-ing and -ed clauses (the woman talking to Tom, the boy injured in the accident)

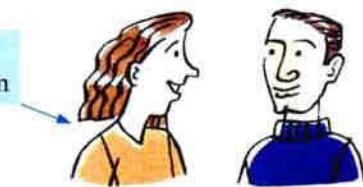
A

A *clause* is a part of a sentence. Some clauses begin with -ing or -ed. For example:

Do you know the woman talking to Tom?

—ing clause

the woman
talking to Tom



The boy injured in the accident was taken to hospital.

—ed clause

the boy injured
in the accident

**B**

We use -ing clauses to say what somebody (or something) is (or was) doing at a particular time:

- Do you know the woman talking to Sam? (the woman is talking to Sam)
- Police investigating the crime are looking for three men. (police are investigating the crime)
- Who were those people waiting outside? (they were waiting)
- I was woken up by a bell ringing. (a bell was ringing)

You can also use an -ing clause to say what happens all the time, not just at a particular time. For example:

- The road connecting the two villages is very narrow. (the road connects the two villages)
- I have a large room overlooking the garden. (the room overlooks the garden)
- Can you think of the name of a flower beginning with T? (the name begins with T)

C

-ed clauses have a *passive* meaning:

- The boy injured in the accident was taken to hospital. (he was injured in the accident)
- George showed me some pictures painted by his father. (they had been painted by his father)

Injured and invited are *past participles*. Note that many past participles are irregular and do not end in -ed (stolen/made/written etc.):

- The police never found the money stolen in the robbery.
- Most of the goods made in this factory are exported.

You can use left in this way, with the meaning 'not used, still there':

- We've eaten nearly all the chocolates. There are only a few left.

D

We often use -ing and -ed clauses after there is / there was etc.:

- There were some children swimming in the river.
- Is there anybody waiting?
- There was a big red car parked outside the house.

97.1 Make one sentence from two. Complete the sentences with an -ing clause.

1 A bell was ringing. I was woken up by it.

I was woken up by a bell ringing.

2 A man was sitting next to me on the plane. I didn't talk much to him.

I didn't talk much to the

3 A taxi was taking us to the airport. It broke down.

The

broke down.

4 There's a path at the end of this street. The path leads to the river.

At the end of the street there's a

5 A factory has just opened in the town. It employs 500 people.

A

has just opened in the town.

6 The company sent me a brochure. It contained the information I needed.

The company sent me

97.2 Make one sentence from two, beginning as shown. Each time make an -ed clause.

1 A boy was injured in the accident. He was taken to hospital.

The boy injured in the accident was taken to hospital.

2 A gate was damaged in the storm. It has now been repaired.

The gate has now been repaired.

3 A number of suggestions were made at the meeting. Most of them were not very practical.

Most of the were not very practical.

4 Some paintings were stolen from the museum. They haven't been found yet.

The haven't been found yet.

5 A man was arrested by the police. What was his name?

What was the name of ?

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

blow call invite live offer read ring sit study work

1 I was woken up by a bell ringing.2 Some of the people invited to the party can't come.

3 Life must be very unpleasant for people near busy airports.

4 A few days after the interview, I received a letter me the job.

5 Somebody Jack phoned while you were out.

6 There was a tree down in the storm last night.

7 The waiting room was empty except for a young man by the window a magazine.

8 Ian has a brother in a bank in London and a sister economics at university in Manchester.

97.4 Use the words in brackets to make sentences using There is / There was etc.

1 That house is empty. (nobody / live / in it) There's nobody living in it.2 The accident wasn't serious. (nobody / injure) There was nobody injured.

3 I can hear footsteps. (somebody / come)

There

4 The train was full. (a lot of people / travel)

5 We were the only guests at the hotel. (nobody else / stay there)

6 The piece of paper was blank. (nothing / write / on it)

7 The college offers English courses in the evening. (a course / begin / next Monday)

Adjectives ending in -ing and -ed
(boring/bored etc.)

A

There are many adjectives ending in -ing and -ed, for example: **boring** and **bored**. Study this example situation:



Jane has been doing the same job for a very long time. Every day she does exactly the same thing again and again. She doesn't enjoy her job any more and would like to do something different.

Jane's job is **boring**.

Jane is **bored** (with her job).

Somebody is **bored** if something (or somebody else) is **boring**. Or, if something is **boring**, it makes you **bored**. So:

- Jane is **bored** because her job is **boring**.
- Jane's job is **boring**, so Jane is **bored**. (*not Jane is boring*)

If a person is **boring**, this means that they make other people **bored**:

- George always talks about the same things. He's really **boring**.

B

Compare adjectives ending in -ing and -ed:

- My job is

boring.	.
interesting.	
tiring.	
satisfying.	
depressing. etc.	

In these examples, the -ing adjective tells you about the job.

- I'm **bored** with my job.
- I'm not **interested** in my job any more.
- I get very **tired** doing my job.
- I'm not **satisfied** with my job.
- My job makes me **depressed**. etc.

In these examples, the -ed adjective tells you how somebody feels (about the job).

Compare these examples:

interesting

- Julia thinks politics is **interesting**.
- Did you meet anyone **interesting** at the party?

surprising

- It was **surprising** that he passed the exam.

disappointing

- The film was **disappointing**.
We expected it to be much better.

shocking

- The news was **shocking**.

interested

- Julia is **interested** in politics.
(*not interesting in politics*)
- Are you **interested** in buying a car?
I'm trying to sell mine.

surprised

- Everybody was **surprised** that he passed the exam.

disappointed

- We were **disappointed** with the film.
We expected it to be much better.

shocked

- I was **shocked** when I heard the news.

98.1 Complete the sentences for each situation. Use the word in brackets + -ing or -ed.

- The film wasn't as good as we had expected. (disappoint...)
 a. The film was disappointing.
 b. We were disappointed with the film.
- Donna teaches young children. It's a very hard job, but she enjoys it. (exhaust...)
 a. She enjoys her job, but it's often
 b. At the end of a day's work, she is often
- It's been raining all day. I hate this weather. (depress...)
 a. This weather is
 b. This weather makes me
 c. It's silly to get because of the weather.
- Clare is going to Mexico next month. She has never been there before. (excit...)
 a. It will be an experience for her.
 b. Going to new places is always
 c. She is really about going to Mexico.

98.2 Choose the correct word.

- I was disappointing / disappointed with the film. I had expected it to be better.
(disappointed is correct)
- Are you interesting / interested in football?
- The football match was very exciting / excited. I enjoyed it.
- It's sometimes embarrassing / embarrassed when you have to ask people for money.
- Do you easily get embarrassing / embarrassed?
- I had never expected to get the job. I was really amazing / amazed when I was offered it.
- She has really learnt very fast. She has made astonishing / astonished progress.
- I didn't find the situation funny. I was not amusing / amused.
- It was a really terrifying / terrified experience. Afterwards everybody was very shocking / shocked.
- Why do you always look so boring / bored? Is your life really so boring / bored?
- He's one of the most boring / bored people I've ever met. He never stops talking and he never says anything interesting / interested.

98.3 Complete each sentence using a word from the box.

amusing/amused	annoying/annoyed	boring/bored
confusing/confused	disgusting/disgusted	exciting/excited
exhausting/exhausted	interesting/interested	surprising/surprised

- He works very hard. It's not surprising that he's always tired.
- I've got nothing to do. I'm
- The teacher's explanation was Most of the students didn't understand it.
- The kitchen hadn't been cleaned for ages. It was really
- I seldom visit art galleries. I'm not particularly in art.
- There's no need to get just because I'm a few minutes late.
- The lecture was I fell asleep.
- I've been working very hard all day and now I'm
- I'm starting a new job next week. I'm very about it.
- Steve is very good at telling funny stories. He can be very
- Liz is a very person. She knows a lot, she's travelled a lot and she's done lots of different things.

Adjectives: a nice new house, you look tired

A

Sometimes we use two or more adjectives together:

- My brother lives in a nice new house.
- In the kitchen there was a beautiful large round wooden table.

Adjectives like **new/large/round/wooden** are *fact* adjectives. They give us factual information about age, size, colour etc.

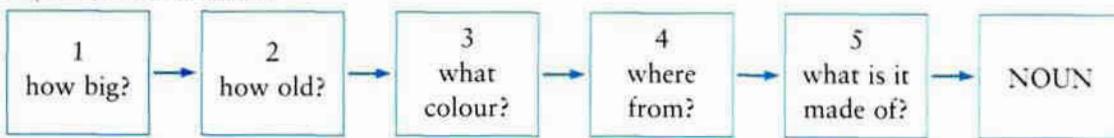
Adjectives like **nice/beautiful** are *opinion* adjectives. They tell us what somebody thinks of something or somebody.

Opinion adjectives usually go before fact adjectives.

	<i>opinion</i>	<i>fact</i>	
a	nice	long	summer holiday
an	interesting	young	man
	delicious	hot	vegetable soup
a	beautiful	large round wooden	table

B

Sometimes we use two or more fact adjectives together. Usually (but not always) we put fact adjectives in this order:



a tall young man (1 → 2)

big blue eyes (1 → 3)

a small black plastic bag (1 → 3 → 5)

a large wooden table (1 → 5)

an old Russian song (2 → 4)

an old white cotton shirt (2 → 3 → 5)

Adjectives of size and length (**big/small/tall/short/long** etc.) usually go before adjectives of shape and width (**round/fat/thin/slim/wide** etc.):

a large round table a tall thin girl a long narrow street

When there are two or more colour adjectives, we use **and**:

a black and white dress a red, white and green flag

This does not usually happen with other adjectives before a noun:

a long black dress (*not* a long and black dress)

C

We use adjectives after **be/get/become/seem**:

- Be careful!
- I'm tired and I'm getting hungry.
- As the film went on, it became more and more boring.
- Your friend seems very nice.

We also use adjectives to say how somebody/something looks, feels, sounds, tastes or smells:

- You look tired. / I feel tired. / She sounds tired.
- The dinner smells good.
- This tea tastes a bit strange.

But to say *how* somebody does something you must use an *adverb* (see Units 100–101):

- Drive carefully! (*not* Drive careful)
- Susan plays the piano very well. (*not* plays ... very good)

D

We say 'the first two days / the next few weeks / the last ten minutes' etc.:

- I didn't enjoy the first two days of the course. (*not* the two first days)
- They'll be away for the next few weeks. (*not* the few next weeks)

99.1 Put the adjectives in brackets in the correct position.

1 a beautiful table (wooden / round) a beautiful round wooden table

2 an unusual ring (gold)

3 an old house (beautiful)

4 black gloves (leather)

5 an American film (old)

6 a long face (thin)

7 big clouds (black)

8 a sunny day (lovely)

9 an ugly dress (yellow)

10 a wide avenue (long)

11 a red car (old / little)

12 a new sweater (green / nice)

13 a metal box (black / small)

14 a big cat (fat / black)

15 a little village (old / lovely)

16 long hair (black / beautiful)

17 an old painting (interesting / French)

18 an enormous umbrella (red / yellow)

99.2 Complete each sentence with a verb (in the correct form) and an adjective from the boxes.

feel	look	seem
smell	sound	taste

awful	fine	interesting
nice	upset	wet

1 Helen seemed upset this morning. Do you know what was wrong?

2 I can't eat this. I've just tried it and it

3 I wasn't very well yesterday, but I today.

4 What beautiful flowers! They too.

5 You Have you been out in the rain?

6 Jim was telling me about his new job. It – much better than his old job.

99.3 Put in the correct word.

1 This tea tastes a bit strange. (strange / strangely)

2 I always feel when the sun is shining. (happy / happily)

3 The children were playing in the garden. (happy / happily)

4 The man became when the manager of the restaurant asked him to leave. (violent / violently)

5 You look! Are you all right? (terrible / terribly)

6 There's no point in doing a job if you don't do it (proper / properly)

7 The soup tastes (good / well)

8 Hurry up! You're always so (slow / slowly)

99.4 Write the following in another way using the first ... / the next ... / the last

1 the first day and the second day of the course the first two days of the course

2 next week and the week after the next two weeks

3 yesterday and the day before yesterday

4 the first week and the second week of May

5 tomorrow and a few days after that

6 questions 1, 2 and 3 in the exam

7 next year and the year after

8 the last day of our holiday and the two days before that

Adjectives and adverbs 1 (quick/quickly)

A

Look at these examples:

- Our holiday was too short – the time passed very quickly.
- Two people were seriously injured in the accident.

Quickly and seriously are *adverbs*. Many adverbs are formed from an adjective + -ly:

adjective:	quick	serious	careful	quiet	heavy	bad
adverb:	quickly	seriously	carefully	quietly	heavily	badly

For spelling, see Appendix 6.

Not all words ending in -ly are adverbs. Some *adjectives* end in -ly too, for example:

friendly lively elderly lonely silly lovely

B

Adjective or adverb?

Adjectives (quick/careful etc.) tell us about a *noun* (somebody or something). We use adjectives before nouns:

- Sam is a **careful** driver.
(*not* a **carefully** driver)
- We didn't go out because of the **heavy** rain.

Adverbs (quickly/carefully etc.) tell us about a *verb* (*how* somebody does something or *how* something happens):

- Sam **drove carefully** along the narrow road. (*not* drove **careful**)
- We didn't go out because it was raining **heavily**. (*not* raining **heavy**)

Compare:

She speaks **perfect** English.
adjective + noun

She **speaks** English **perfectly**.
verb + noun + adverb

We also use adjectives after some verbs, especially *be*, and also *look/feel/sound* etc.

Compare:

- Please **be quiet**.
- I was disappointed that my exam results **were so bad**.
- Why do you always **look so serious**?
- I **feel happy**.

- Please **speak quietly**.
- I was unhappy that I did so **badly** in the exam. (*not* did so **bad**)
- Why do you never **take me seriously**?
- The children were playing **happily**.

C

We also use adverbs before *adjectives* and *other adverbs*. For example:

reasonably cheap (*adverb + adjective*)

terribly sorry (*adverb + adjective*)

incredibly quickly (*adverb + adverb*)

- It's a **reasonably** cheap restaurant and the food is **extremely** good.
- I'm **terribly** sorry. I didn't mean to push you. (*not* terrible sorry)
- Maria learns languages **incredibly** quickly.
- The examination was **surprisingly** easy.

You can also use an adverb before a *past participle* (injured/organised/written etc.):

- Two people were **seriously** injured in the accident. (*not* serious injured)
- The meeting was very **badly** organised.

100.1 Complete each sentence with an adverb. The first letters of the adverb are given.

- 1 We didn't go out because it was raining heavily .
- 2 Our team lost the game because we played very badly .
- 3 I had little difficulty finding a place to live. I found a flat quite easily .
- 4 We had to wait for a long time, but we didn't complain. We waited patiently .
- 5 Nobody knew Steve was coming to see us. He arrived unexpectedly .
- 6 Mike keeps fit by playing tennis regularly .
- 7 I don't speak French very well, but I can understand perfectly if people speak slowly and clearly .

100.2 Put in the correct word.

- 1 Two people were seriously injured in the accident. (serious / seriously)
- 2 The driver of the car had serious injuries. (serious / seriously)
- 3 I think you behaved very selfishly . (selfish / selfishly)
- 4 Rose is terribly upset about losing her job. (terrible / terribly)
- 5 There was a sudden change in the weather. (sudden / suddenly)
- 6 Everybody at the party was colourfully dressed. (colourful / colourfully)
- 7 Linda likes wearing colourful clothes. (colourful / colourfully)
- 8 Liz fell and hurt herself quite badly . (bad / badly)
- 9 Joe says he didn't do well at school because he was badly taught. (bad / badly)
- 10 Don't go up that ladder. It doesn't look safe . (safe / safely)

100.3 Complete each sentence using a word from the box. Sometimes you need the adjective (careful etc.) and sometimes the adverb (carefully etc.).

careful(ly)	complete(ly)	continuous(ly)	financial(ly)	fluent(ly)
happy/happily	nervous(ly)	perfect(ly)	quick(ly)	special(ly)

- 1 Our holiday was too short. The time passed very quickly .
- 2 Steve doesn't take risks when he's driving. He's always careful .
- 3 Sue works carefully . She never seems to stop.
- 4 Rachel and Patrick are very perfectly married.
- 5 Maria's English is very fluent although she makes quite a lot of mistakes.
- 6 I cooked this meal carefully for you, so I hope you like it.
- 7 Everything was very quiet. There was absolute silence.
- 8 I tried on the shoes and they fitted me well .
- 9 Do you usually feel nervous before examinations?
- 10 I'd like to buy a car, but it's unreasonably impossible for me at the moment.

100.4 Choose two words (one from each box) to complete each sentence.

absolutely	badly	completely
reasonably	seriously	slightly
unnecessarily	unusually	

changed	cheap	damaged
enormous	ill	long
planned	quiet	

- 1 I thought the restaurant would be expensive, but it was reasonably cheap .
- 2 Steve's mother is ill in hospital.
- 3 What a big house! It's enormous .
- 4 It wasn't a serious accident. The car was only slightly damaged .
- 5 The children are normally very lively, but they're quiet today.
- 6 When I returned home after 20 years, everything had changed .
- 7 The film was unusually . It could have been much shorter.
- 8 A lot went wrong during our holiday because it was unreasonably .

A

Good/well

Good is an *adjective*. The *adverb* is *well*:

- Your English is good. *but* You speak English well.
- Susan is a good pianist. *but* Susan plays the piano well.

We use *well* (*not good*) with *past participles* (dressed/known etc.):

well-dressed well-known well-educated well-paid
 Gary's father is a well-known writer.

But *well* is also an adjective with the meaning 'in good health':

- 'How are you today? 'I'm very well, thanks.'

B

Fast/hard/late

These words are both adjectives and adverbs:

<i>adjective</i>	<i>adverb</i>
<input type="checkbox"/> Darren is a very fast runner.	Darren can run very fast .
<input type="checkbox"/> Kate is a hard worker.	Kate works hard . (<i>not works hardly</i>)
<input type="checkbox"/> I was late .	I got up late this morning.

Lately = recently:

- Have you seen Tom **lately**?

C

Hardly

Hardly = very little, almost not. Study these examples:

- Sarah wasn't very friendly at the party. She **hardly** spoke to me.
(= she spoke to me very little, almost not at all)
- We've only met once or twice. We **hardly** know each other.

Hard and hardly are different. Compare:

- He tried **hard** to find a job, but he had no luck. (= he tried a lot, with a lot of effort)
- I'm not surprised he didn't find a job. He **hardly** tried to find one. (= he tried very little)

You can use **hardly** + **any/anybody/anyone/anything/anywhere**:

- A: How much money have we got?
B: **Hardly any**. (= very little, almost none)
- These two cameras are very similar. There's **hardly any** difference between them.
- The exam results were very bad. **Hardly anybody** in our class passed. (= very few students passed)

There's **hardly anything** in the fridge.



Note that you can say:

- She said **hardly anything**. *or* She **hardly** said anything.
- We've got **hardly any** money. *or* We've **hardly** got any money.

I can **hardly** do something = it's very difficult for me, almost impossible:

- Your writing is terrible. I **can hardly** read it. (= it is almost impossible to read it)
- My leg was hurting me. I **could hardly** walk.

Hardly ever = almost never:

- I'm nearly always at home in the evenings. I **hardly ever** go out.

Hardly also means 'certainly not'. For example:

- It's **hardly** surprising that you're tired. You haven't slept for three days.
(= it's certainly not surprising)
- The situation is serious, but it's **hardly** a crisis. (= it's certainly not a crisis)

101.1 Put in **good** or **well**.

1 I play tennis but I'm not very good .

2 Your exam results were very

3 You did in your exams.

4 The weather was while we were on holiday.

5 I didn't sleep last night.

6 How are you? Are you ?

7 Lucy speaks German very

8 Lucy's German is very

9 Our new business isn't doing very at the moment.

10 I like your hat. It looks on you.

11 I've met her a few times, but I don't know her

101.2 Complete these sentences using **well** + the following words:

behaved dressed informed kept known paid written

1 The children were very good. They were well-behaved .

2 I'm surprised you haven't heard of her. She is quite

3 Our neighbours' garden is neat and tidy. It is very

4 I enjoyed the book you lent me. It's a great story and it's very

5 Tania knows a lot about many things. She is very

6 Mark's clothes are always smart. He is always

7 Jane has a lot of responsibility in her job, but she isn't very

101.3 Are the underlined words right or wrong? Correct them where necessary.

1 I'm tired because I've been working hard. OK

2 I tried hard to remember her name, but I couldn't.

3 This coat is practically unused. I've hardly worn it.

4 Judy is a good tennis player. She hits the ball hardly.

5 Don't walk so fast! I can't keep up with you.

6 I had plenty of time, so I was walking slow.

101.4 Complete the sentences. Use **hardly** + the following verbs (in the correct form):

change hear know recognise say sleep speak

1 Scott and Tracy have only met once before. They hardly know each other.

2 You're speaking very quietly. I can you.

3 I'm very tired this morning. I last night.

4 We were so shocked when we heard the news, we could

5 Kate was very quiet this evening. She a word.

6 You look the same now as you looked 15 years ago. You've

7 I met Dave a few days ago. I hadn't seen him for a long time and he looks very different now. I him.

101.5 Complete these sentences with **hardly** + any/anybody/anything/anywhere/ever.

1 I'll have to go shopping. There's hardly anything to eat.

2 It was a very warm day and there was wind.

3 'Do you know much about computers?' 'No, ,'

4 The hotel was almost empty. There was staying there.

5 I listen to the radio quite often, but I watch television.

6 Our new boss is not very popular. likes her.

7 It was very crowded in the room. There was to sit.

8 We used to be good friends, but we see each other now.

9 It was nice driving this morning. There was traffic.

10 I hate this town. There's to do and to go.

So and such

A

Compare so and such:

We use so + *adjective/adverb*:

so stupid	so quick
so nice	so quickly

- I didn't like the book. The story was **so stupid**.
- I like Liz and Joe. They are **so nice**.

We use such + *noun*:

such a story	such people
--------------	-------------

We also use such + *adjective + noun*:

such a stupid story	such nice people
---------------------	------------------

- I didn't like the book. It was **such a stupid story**. (*not a so stupid story*)
- I like Liz and Joe. They are **such nice people**. (*not so nice people*)

We say such a ... (*not a such*):

such a big dog	(<i>not a such big dog</i>)
----------------	-------------------------------

B

So and such make the meaning of an adjective (or adverb) stronger:

- It's a beautiful day, isn't it? It's **so warm**. (= really warm)
- It's difficult to understand him because he talks **so quietly**.

You can use so ... that:

- The book was **so good** that I couldn't put it down.
- I was **so tired** that I fell asleep in the armchair.

We usually leave out that:

- I was **so tired** I fell asleep.

- It was a great holiday. We had **such a good time**. (= a really good time)

You can use such ... that:

- It was **such a good book** that I couldn't put it down.
- It was **such nice weather** that we spent the whole day on the beach.

We usually leave out that:

- It was **such nice weather** we spent ...

C

We also use so and such with the meaning 'like this':

- Somebody told me the house was built 100 years ago. I didn't realize it was **so old**. (= as old as it is)
- I'm tired because I got up at six. I don't usually get up **so early**.
- I expected the weather to be cooler. I'm surprised it is **so warm**.

- I didn't realise it was **such an old house**.
- You know it's not true. How can you say **such a thing**?

Note the expression **no such ...**:

- You won't find the word 'blid' in the dictionary. There's **no such word**. (= this word does not exist)

D

Compare:

so long

- I haven't seen her for **so long** I've forgotten what she looks like.

so far

- I didn't know it was **so far**.

so much, so many

- I'm sorry I'm late – there was **so much traffic**.

such a long time

- I haven't seen her for **such a long time**. (*not so long time*)

such a long way

- I didn't know it was **such a long way**.

such a lot (of)

- I'm sorry I'm late – there was **such a lot of traffic**.

102.1 Put in so, such or such a.

- It's difficult to understand him because he speaks so quietly.
- I like Liz and Joe. They're such nice people.
- It was a great holiday. We had such a good time.
- I was surprised that he looked so well after his recent illness.
- Everything is so expensive these days, isn't it?
- The weather is beautiful, isn't it? I didn't expect it to be such a nice day.
- I have to go. I didn't realise it was so late.
- He always looks good. He wears such nice clothes.
- It was such a boring film that I fell asleep while I was watching it.
- I couldn't believe the news. It was such shock.
- I think she works too hard. She looks so tired all the time.
- The food at the hotel was so awful. I've never eaten such awful food.
- They've got so much money they don't know what to do with it.
- I didn't realise you lived so long way from the city centre.
- The party was really great. It was such a pity you couldn't come.

102.2 Make one sentence from two. Use so or such.

- ~~She worked hard.~~
- ~~It was a beautiful day.~~
- ~~I was tired.~~
- ~~We had a good time on holiday.~~
- ~~She speaks English well.~~
- ~~I've got a lot to do.~~
- ~~The music was loud.~~
- ~~I had a big breakfast.~~
- ~~It was horrible weather.~~
- ~~I was surprised.~~

You could hear it from miles away.
 You would think it was her native language.
 We spent the whole day indoors.
 She made herself ill.
 I couldn't keep my eyes open.
 I didn't eat anything else for the rest of the day.
 We decided to go to the beach.
 I didn't know what to say.
 I don't know where to begin.
 We didn't want to come home.

- She worked so hard she made herself ill.
- It was such a beautiful day we decided to go to the beach.
- I was so tired.
- It was such a good time on holiday.
- She speaks English so well.
- I've got so much to do.
- The music was so loud.
- I had such a big breakfast.
- It was such terrible weather.
- I was so surprised.

102.3 Use your own ideas to complete these pairs of sentences.

- a We enjoyed our holiday. It was so relaxing.
 b We enjoyed our holiday. We had such a good time.
- a I like Catherine. She's so kind.
 b I like Catherine. She's such kind.
- a I like New York. It's so big.
 b I like New York. It's such big.
- a I wouldn't like to be a teacher. It's so boring.
 b I wouldn't like to be a teacher. It's such boring.
- a It's great to see you again! I haven't seen you for so long.
 b It's great to see you again! I haven't seen you for such long.

Enough and too

A

Enough goes *after* adjectives and adverbs:

- I can't run very far. I'm not **fit enough**. (*not* enough fit)
- Let's go. We've waited long **enough**.
- Is Joe going to apply for the job? Is he **experienced enough**?

Compare **too ... and not ... enough**:

- You never stop working. You work **too hard**.
(= more than is necessary)
- You're lazy. You don't work **hard enough**.
(= less than is necessary)

B

Enough normally goes *before* nouns:

- I can't run very far. I haven't got **enough energy**. (*not* energy enough)
- Is Joe going to apply for the job? Does he have **enough experience**?
- We've got **enough money**. We don't need any more.
- Some of us had to sit on the floor because there weren't **enough chairs**.

Note that we say:

- We didn't have **enough time**. (*not* the time wasn't enough)
- There is **enough money**. (*not* the money is enough)

You can use **enough** alone (without a noun):

- We don't need any more money. We've got **enough**.

Compare **too much/many and enough**:

- There's **too much furniture** in this room. There's not enough space.
- There were **too many people** and not enough chairs.

C

We say **enough/too ... for** somebody/something:

- We haven't got **enough money for a holiday**.
- Is Joe experienced **enough for the job**?
- This shirt is **too big for me**. I need a smaller size.

But we say **enough/too ... to do** something (*not* for doing). For example:

- We haven't got **enough money to go on holiday**. (*not* for going)
- Is Joe experienced **enough to do the job**?
- They're **too young to get married**. / They're not **old enough to get married**.
- Let's get a taxi. It's **too far to walk home from here**.
- The bridge is just wide **enough for two cars to pass each other**.

D

We say:

The food was very hot. We couldn't eat it.
and The food was so hot that we couldn't eat it.
but The food was too hot to eat . (<i>without</i> it)

Some more examples like this:

- These boxes are **too heavy to carry**.
(*not* too heavy to carry them)
- The wallet was **too big to put in my pocket**.
(*not* too big to put it)
- This chair isn't **strong enough to stand on**.
(*not* strong enough to stand on it)



103.1 Complete the sentences using enough + the following words:

big chairs cups fit milk money qualifications room time warm well

- I can't run very far. I'm not fit enough.
- Some of us had to sit on the floor because there weren't enough chairs.
- I'd like to buy a car, but I haven't got enough money at the moment.
- Have you got enough time in your coffee or would you like some more?
- Are you warm enough? Or shall I switch on the heating?
- It's only a small car. There isn't enough room for all of us.
- Steve didn't feel well enough to go to work this morning.
- I enjoyed my trip to Paris, but there wasn't enough time to do everything I wanted.
- Do you think I've got enough qualifications to apply for the job?
- Try this jacket on and see if it's big enough for you.
- There weren't enough cups for everybody to have coffee at the same time.

103.2 Complete the answers to the questions. Use too or enough + the word(s) in brackets.

- Are they going to get married?
- I need to talk to you about something.
- Let's go to the cinema.
- Why don't we sit outside?
- Would you like to be a politician?
- Would you like to be a teacher?
- Did you hear what he was saying?
- Can he read a newspaper in English?

(old)	No, they're not <u>old enough to get married</u> .
(busy)	Well, I'm afraid I'm <u>too busy</u> to you now.
(late)	No, it's <u>too late</u> to the cinema.
(warm)	It's not <u>warm enough</u> outside.
(shy)	No, I'm <u>too shy</u> to be a politician.
(patience)	No, I haven't got <u>enough patience</u> to be a teacher.
(far away)	No, we were <u>too far away</u> to hear what he was saying.
(English)	No, he doesn't know <u>enough English</u> to read a newspaper.

103.3 Make one sentence from two. Complete the new sentence using too or enough.

- We couldn't carry the boxes. They were too heavy.

The boxes were too heavy to carry.

- I can't drink this coffee. It's too hot.

This coffee is too hot.

- Nobody could move the piano. It was too heavy.

The piano is too heavy.

- Don't eat these apples. They're not ripe enough.

These apples are not ripe enough.

- I can't explain the situation. It is too complicated.

The situation is too complicated.

- We couldn't climb over the wall. It was too high.

The wall is too high.

- Three people can't sit on this sofa. It isn't big enough.

This sofa is not big enough.

- You can't see some things without a microscope. They are too small.

Some things are too small.

Quite, pretty, rather and fairly

A

You can use quite/pretty/rather/fairly + adjectives or adverbs. So you can say:

- It's quite cold. It's pretty cold. It's rather cold. It's fairly cold.

Quite/pretty/rather/fairly = less than 'very' but more than 'a little'.

B

Quite and pretty are very similar in meaning:

- You'll need a coat when you go out. It's quite cold / pretty cold. (= less than 'very cold', but more than 'a little cold')
- I'm surprised you haven't heard of her. She's quite famous / pretty famous.
- Amanda lives quite near me, so we see each other pretty often.

Pretty is an informal word and is used mainly in spoken English.

Quite goes before a/an:

- We live in quite an old house. (*not* a quite old house)

Compare:

- Sally has quite a good job.
- Sally has a pretty good job.

You can also use quite (but not pretty) in the following ways:

quite a/an + noun (without an adjective):

- I didn't expect to see them. It was quite a surprise. (= quite a big surprise)

quite a lot (of ...):

- There were quite a lot of people at the meeting.

quite + verb, especially like and enjoy:

- I quite like tennis, but it's not my favourite sport.

C

Rather is similar to quite and pretty. We often use rather for negative ideas:

- The weather isn't so good. It's rather cloudy.
- Paul is rather shy. He doesn't talk very much.

Quite and pretty are also possible in these examples.

When we use rather for positive ideas (good/nice etc.), it means 'unusually' or 'surprisingly':

- These oranges are rather good. Where did you get them?

D

Fairly is weaker than quite/rather/pretty. For example, if something is fairly good, it is not very good and it could be better:

- My room is fairly big, but I'd prefer a bigger one.
- We see each other fairly often, but not as often as we used to.

E

Quite also means 'completely'. For example:

- 'Are you sure?' 'Yes, quite sure.' (= completely sure)

Quite means 'completely' with a number of adjectives, especially:

sure	right	true	clear	different	incredible	amazing
certain	wrong	safe	obvious	unnecessary	extraordinary	impossible

- She was quite different from what I expected. (= completely different)
- Everything they said was quite true. (= completely true)

We also use quite (= completely) with some verbs. For example:

- I quite agree with you. (= I completely agree)

Not quite = not completely:

- They haven't quite finished their dinner yet.
- I don't quite understand what you mean.
- 'Are you ready yet?' 'Not quite.' (= not completely)

104.1 Complete the sentences using **quite** + the following:

famous good hungry late noisy often old surprised

- I'm surprised you haven't heard of her. She's quite famous.
- I'm Is there anything to eat?
- 'How were the photographs you took?' '..... Better than usual.'
- I go to the cinema - maybe once a month.
- We live near a very busy road, so it's often
- I didn't expect Laura to contact me. I was when she phoned.
- I went to bed last night, so I'm a bit tired this morning.
- I don't know exactly when these houses were built, but they're

104.2 Complete the sentences using **quite** + the following:

a busy day	a good voice	a nice time	a lot of traffic
a nice day	a long way	a strong wind	

- The weather was better than we had expected. It was quite a nice day.
- Tom often sings. He's got
- The bus stop wasn't very near the hotel. We had to walk
- It's warm today, but there's
- The journey took longer than I expected. There was
- I'm tired. I've had
- Our holiday was OK. We had

104.3 Use your own ideas to complete these sentences. Use **rather** + adjective.

- The weather isn't so good. It's rather cloudy.
- I enjoyed the film, but it was
- The hotel we stayed at wasn't very good. I was
- I think it's that Chris went away without telling anybody.
- Lucy doesn't like having to wait. Sometimes she's

104.4 What does **quite** mean in these sentences? Tick (✓) the right meaning.

more than a little, less than very (Section B) *completely (Section E)*

- It's quite cold. You'd better wear your coat.
- 'Are you sure?' 'Yes, quite sure.'
- Maria's English is quite good.
- I couldn't believe it. It was quite incredible.
- My bedroom is quite big.
- I'm quite tired. I think I'll go to bed.
- I quite agree with you.

104.5 Complete these sentences using **quite** + the following:

different impossible right safe sure true unnecessary

- I didn't believe her at first, but in fact what she said was quite true.
- You won't fall. The ladder is
- I'm afraid I can't do what you ask. It's
- I couldn't agree with you more. You are
- You can't compare the two things. They are
- You needn't have done that. It was
- I think I saw them go out, but I'm not

Comparison 1
(cheaper, more expensive etc.)

A

Study these examples:

How shall we travel? By car or by train?

Let's go by car. It's **cheaper**.Don't go by train. It's **more expensive**.Cheaper and more expensive are *comparative forms*.After comparatives you can use **than** (see Unit 107):

- It's **cheaper** to go by car than by train.
- Going by train is **more expensive** than going by car.

B

The comparative form is **-er** or **more**We use **-er** for short words (one syllable):

cheap → cheaper	fast → faster
large → larger	thin → thinner

We also use **-er** for two-syllable words that end in **-y** (-y → ier):

lucky → luckier	early → earlier
easy → easier	pretty → prettier

For spelling, see Appendix 6.

We use **more** ... for longer words (two syllables or more):

more serious	more often
more expensive	more comfortable

We also use **more** ... for adverbs that end in **-ly**:

more slowly	more seriously
more quietly	more carefully

Compare these examples:

- You're **older** than me.
- The exam was fairly easy – **easier** than I expected.
- Can you walk a bit **faster**?
- I'd like to have a **bigger** car.
- Last night I went to bed **earlier** than usual.

- You're **more patient** than me.
- The exam was quite difficult – **more difficult** than I expected.
- Can you walk a bit **more slowly**?
- I'd like to have a **more reliable** car.
- I don't play tennis much these days. I used to play **more often**.

You can use **-er** or **more** ... with some two-syllable adjectives, especially:

clever narrow quiet shallow simple

- It's too noisy here. Can we go somewhere **quieter** / **more quiet**?

C

A few adjectives and adverbs have irregular comparative forms:

good/well → **better**

- The garden looks **better** since you tidied it up.
- I know him **well** – probably **better** than anybody else knows him.

bad/badly → **worse**:

- 'How is your headache? **Better**?' 'No, it's **worse**.'
- He did very **badly** in the exam – **worse** than expected.

far → **further** (or **farther**):

- It's a long walk from here to the park – **further** than I thought. (or **farther** than)

Further (but not **farther**) can also mean 'more' or 'additional':

- Let me know if you hear any **further** news. (= any more news)

105.1 Complete the sentences using a comparative form (older / more important etc.).

- It's too noisy here. Can we go somewhere quieter ?
- This coffee is very weak. I like it a bit
- The hotel was surprisingly big. I expected it to be
- The hotel was surprisingly cheap. I expected it to be
- The weather is too cold here. I'd like to live somewhere
- My job is a bit boring sometimes. I'd like to do something
- It's a pity you live so far away. I wish you lived
- I was surprised how easy it was to use the computer. I thought it would be
- Your work isn't very good. I'm sure you can do
- Don't worry. The situation isn't so bad. It could be
- I was surprised we got here so quickly. I expected the journey to take
- You're talking very loudly. Can you speak a bit ?
- You hardly ever phone me. Why don't you phone me
- You're standing too near the camera. Can you move a bit away?
- You were a bit depressed yesterday, but you look today.

105.2 Complete the sentences. Each time use the comparative form of one of the words in the box. Use **than** where necessary.

big	crowded	early	easily	high	important
interested	peaceful	reliable	serious	simple	thin

- I was feeling tired last night, so I went to bed earlier than usual.
- I'd like to have a more reliable car. The one I've got keeps breaking down.
- Unfortunately her illness was we thought at first.
- You look Have you lost weight?
- I want a flat. We don't have enough space here.
- He doesn't study very hard. He's in having a good time.
- Health and happiness are money.
- The instructions were very complicated. They could have been
- There were a lot of people on the bus. It was usual.
- I like living in the countryside. It's living in a town.
- You'll find your way around the town if you have a good map.
- In some parts of the country, prices are in others.

105.3 Read the situations and complete the sentences. Use a comparative form (-er or more ...).

- Yesterday the temperature was six degrees. Today it's only three degrees.
It's colder today than it was yesterday.
- The journey takes four hours by car and five hours by train.
It takes
- Dave and I went for a run. I ran ten kilometres. Dave stopped after eight kilometres.
I ran
- Chris and Joe both did badly in the test. Chris got 30%, but Joe only got 25%.
Joe did
- I expected my friends to arrive at about 4 o'clock. In fact they arrived at 2.30.
My friends
- You can go by bus or by train. The buses run every 30 minutes. The trains run every hour.
The buses
- We were very busy at work today. We're not usually as busy as that.
We

Comparison 2 (much better / any better / better and better / the sooner the better)

A

Before comparatives you can use:

much a lot far (= a lot) a bit a little slightly (= a little)

- Let's go by car. It's **much** cheaper. (*or a lot cheaper*)
- 'How do you feel?' 'Much better, thanks.'
- Don't go by train. It's a **lot** more expensive. (*or much more expensive*)
- Could you speak a **bit** more slowly? (*or a little more slowly*)
- This bag is **slightly** heavier than the other one.
- Her illness was **far** more serious than we thought at first. (*or much more serious / a lot more serious*)

B

You can use **any** and **no** + comparative (any longer / no bigger etc.):

- I've waited long enough. I'm not waiting **any** longer. (= not even a little longer)
- We expected their house to be very big, but it's **no** bigger than ours. *or*
... it **isn't** **any** **bigger** than ours. (= not even a little bigger)
- How do you feel now? Do you feel **any** **better**?
- This hotel is better than the other one, and it's **no** **more** **expensive**.

C

Better and better / more and more etc.

We repeat comparatives (better and better etc.) to say that something changes continuously:

- Your English is improving. It's getting **better and better**.
- The city is growing fast. It's getting **bigger and bigger**.
- Cathy got **more and more** bored in her job. In the end she left.
- These days **more and more** people are learning English.

D

The ... the ...

You can say **the** (sooner/bigger/more etc.) **the better**:

- 'What time shall we leave?' 'The **sooner** the **better**.' (= as soon as possible)
- A: What sort of box do you want? A big one?
B: Yes, **the bigger** **the better**. (= as big as possible)
- When you're travelling, **the less** luggage you have **the better**.

We also use **the** ... **the** ... to say that one thing depends on another thing:

- The **warmer** the weather, **the better** I feel. (= if the weather is warmer, I feel better)
- The **sooner** we leave, **the earlier** we will arrive.
- The **younger** you are, **the easier** it is to learn.
- The **more** expensive the hotel, **the better** the service.
- The **more** electricity you use, **the higher** your bill will be.
- The **more** I thought about the plan, **the less** I liked it.

E

Older and elder

The comparative of **old** is **older**:

- David looks **older** than he really is.

You can use **elder** (*or older*) when you talk about people in a family. You can say
(my/your etc.) **elder** sister/brother/daughter/son:

- My **elder** sister is a TV producer. (*or My older sister ...*)

We say 'my **elder** sister', but we do not say that 'somebody is **elder**':

- My sister is **older** than me. (*not elder than me*)

106.1 Use the words in brackets to complete the sentences. Use **much / a bit etc. + a comparative form**. Use **than** where necessary.

- 1 Her illness was much more serious than we thought at first. (much / serious)
- 2 This bag is too small. I need something (much / big)
- 3 I'm afraid the problem is it seems. (much / complicated)
- 4 It was very hot yesterday. Today it's (a bit / cool)
- 5 I enjoyed our visit to the museum. It was I expected. (far / interesting)
- 6 You're driving too fast. Can you drive? (a bit / slowly)
- 7 It's to learn a foreign language in a country where it is spoken. (a lot / easy)
- 8 I thought she was younger than me, but in fact she's (slightly / old)

106.2 Complete the sentences using **any/no + comparative**. Use **than** where necessary.

- 1 I've waited long enough. I'm not waiting any longer .
- 2 I'm sorry I'm a bit late, but I couldn't get here
- 3 This shop isn't expensive. The prices are anywhere else.
- 4 I need to stop for a rest. I can't walk
- 5 The traffic isn't particularly bad today. It's usual.

106.3 Complete the sentences using the structure in Section C (... and ...).

- 1 Cathy got more and more bored in her job. In the end she left. (bored)
- 2 That hole in your sweater is getting (big)
- 3 My bags seemed to get as I carried them. (heavy)
- 4 As I waited for my interview, I became (nervous)
- 5 As the day went on, the weather got (bad)
- 6 Health care is becoming (expensive)
- 7 Since Anna went to Canada, her English has got (good)
- 8 As the conversation went on, Paul became (talkative)

106.4 These sentences are like those in Section D. Use the words in brackets (in the correct form) to complete the sentences.

- 1 I like warm weather.
The warmer the weather, the better I feel . (feel)
- 2 I didn't really like him when we first met.
But the more I got to know him, (like)
- 3 If you're in business, you want to make a profit.
The more goods you sell, (profit)
- 4 It's hard to concentrate when you're tired.
The more tired you are, (hard)
- 5 Kate had to wait a very long time.
The longer she waited, (impatient / become)

106.5 Which is correct, **older** or **elder**? Or both of them?

✓ ✓

- 1 My older / elder sister is a TV producer. (older and elder are both correct)
- 2 I'm surprised Diane is only 25. I thought she was older / elder.
- 3 Jane's younger sister is still at school. Her older / elder sister is a nurse.
- 4 Martin is older / elder than his brother.

Comparison 3 (as ... as / than)

A

Study this example situation:



Sarah, Joe and David are all very rich. Sarah has £20 million, Joe has £15 million and David has £10 million. So:

Joe is rich.

He is richer than David.

But he isn't as rich as Sarah.
(= Sarah is richer than he is)

Some more examples of not as ... (as):

- Richard isn't as old as he looks. (= he looks older than he is)
- The town centre wasn't as crowded as usual. (= it is usually more crowded)
- Jenny didn't do as well in the exam as she had hoped. (= she had hoped to do better)
- The weather is better today. It's not as cold. (= yesterday was colder)
- I don't know as many people as you do. (= you know more people)
- 'How much did it cost? Fifty pounds?' 'No, not as much as that.' (= less than fifty pounds)

You can also say not so ... (as):

- It's not warm, but it isn't so cold as yesterday. (= it isn't as cold as ...)

Less ... than is similar to not as ... as:

- I spent less money than you. (= I didn't spend as much money as you)
- The city centre was less crowded than usual. (= it wasn't as crowded as usual)

B

We also use as ... as (*but not so ... as*) in positive sentences and in questions:

- I'm sorry I'm late. I got here as fast as I could.
- There's plenty of food. You can have as much as you want.
- Let's walk. It's just as quick as taking the bus.
- Can you send me the money as soon as possible, please?

Also twice as ... as, three times as ... as etc. :

- Petrol is twice as expensive as it was a few years ago.
- Their house is about three times as big as ours.

C

We say the same as (*not the same like*):

- Laura's salary is the same as mine. or Laura gets the same salary as me.
- David is the same age as James.
- 'What would you like to drink?' 'I'll have the same as you.'

D

Than me / than I am etc.

You can say:

<input type="checkbox"/> You're taller than I am.	or	You're taller than me.
(not usually You're taller than I)		
<input type="checkbox"/> He's not as clever as she is.	or	He's not as clever as her.
<input type="checkbox"/> They have more money than we have.	or	They have more money than us.
<input type="checkbox"/> I can't run as fast as he can.	or	I can't run as fast as him.

107.1 Complete the sentences using as ... as.

- I'm quite tall, but you are taller. I'm not as tall as you.
- My salary is high, but yours is higher. My salary isn't as high as yours.
- You know a bit about cars, but I know more.
You don't know as much about cars as I do.
- It's still cold, but it was colder yesterday.
It isn't as cold as it was yesterday.
- I still feel quite tired, but I felt a lot more tired yesterday.
I don't feel as tired as I did yesterday.
- Our neighbours have lived here for quite a long time, but we've lived here longer.
Our neighbours haven't lived here as long as we have.
- I was a bit nervous before the interview, but usually I'm a lot more nervous.
I wasn't as nervous as I usually am.

107.2 Write a new sentence with the same meaning.

- Richard is younger than he looks. Richard isn't as old as he looks.
- I didn't spend as much money as you. You spent more money than me.
- The station was nearer than I thought. The station wasn't as near as I thought.
- The meal didn't cost as much as I expected. The meal cost more than I expected.
- I go out less than I used to. I don't go out as much as I used to.
- Karen's hair isn't as long as it used to be. Karen used to have longer hair than she does now.
- I know them better than you do. You don't know them as well as I do.
- There are fewer people at this meeting than at the last one.
There aren't as many people at this meeting as there were at the last one.

107.3 Complete the sentences using as ... as + the following:

bad comfortable fast long often quietly soon well well-qualified

- I'm sorry I'm late. I got here as fast as I could.
- It was a difficult question. I answered it as well as I could.
- 'How long can I stay with you?' 'You can stay as long as you like.'
- I need the information quickly, so let me know as soon as possible.
- I like to keep fit, so I go swimming as often as I can.
- I didn't want to wake anybody, so I came in as quietly as I could.

In the following sentences use just as ... as.

- I'm going to sleep on the floor. It's just as the bed.
- Why did he get the job rather than me? I'm just as him.
- At first I thought he was nice, but really he's just as everybody else.

107.4 Write sentences using the same as.

- David and James are both 22 years old. David is the same age as James.
- You and I both have dark brown hair. Your hair is the same colour as mine.
- I arrived at 10.25 and so did you. I arrived at the same time as you.
- My birthday is 5 April. Tom's birthday is 5 April too. My birthday is the same as Tom's.

107.5 Complete the sentences with than ... or as

- I can't reach as high as you. You are taller than me.
- He doesn't know much. I know more than he does.
- I don't work particularly hard. Most people work as hard as most people.
- We were very surprised. Nobody was more surprised than we were.
- She's not a very good player. I'm a better player than she is.
- They've been very lucky. I wish we were as lucky as they are.

Superlatives

(the longest / the most enjoyable etc.)

A

Study these examples:

What is the **longest** river in the world?

What was the **most enjoyable** holiday you've ever had?

Longest and **most enjoyable** are *superlative* forms.

B

The superlative form is **-est** or **most** In general, we use **-est** for short words and **most** ... for longer words. The rules are the same as those for the comparative – see Unit 105.

long → longest	hot → hottest	easy → easiest	hard → hardest
but	most famous	most boring	most difficult
			most expensive

A few adjectives are irregular:

good → best	bad → worst	far → furthest/farthest
-------------	-------------	-------------------------

For spelling, see Appendix 6.

C

We normally use **the** before a superlative (the longest / the most famous etc.):

- Yesterday was **the hottest** day of the year.
- The film was really boring. It was **the most boring** film I've ever seen.
- She is a really nice person – one of **the nicest** people I know.
- Why does he always come to see me at **the worst** possible moment?

Compare superlative and comparative:

- This hotel is **the cheapest** in town. (*superlative*)
This hotel is **cheaper** than all the others in town. (*comparative*)
- He's **the most patient** person I've ever met.
He's **much more patient** than I am.

D

Oldest and **eldest**

The superlative of **old** is **oldest**:

- That church is **the oldest** building in the town. (*not* the eldest)

We use **eldest** (*or* **oldest**) when we are talking about people in a family:

- My **eldest** son is 13 years old. (*or* My **oldest** son)
- Are you **the eldest** in your family? (*or* **the oldest**)

E

After superlatives we normally use **in** with places:

- What's **the longest river in the world**? (*not* of the world)
- We had a nice room. It was one of **the best in the hotel**. (*not* of the hotel)

We also use **in** for organisations and groups of people (a class / a company etc.):

- Who is **the youngest student in the class**? (*not* of the class)

For a period of time, we normally use **of**:

- What was **the happiest day of your life**?
- Yesterday was **the hottest day of the year**.

F

We often use the *present perfect* (I have done) after a superlative (see also Unit 8A):

- What's **the most important decision** you've ever had to make?
- That was **the best holiday** I've had for a long time.

108.1 Complete the sentences. Use a superlative (-est or most ...) + a preposition (of or in).

- 1 It's a very good room. It is the best room in the hotel.
- 2 It's a very cheap restaurant. It's the town.
- 3 It was a very happy day. It was my life.
- 4 She's a very intelligent student. She the class.
- 5 It's a very valuable painting. It the gallery.
- 6 Spring is a very busy time for me. It the year.

In the following sentences use one of + a superlative + a preposition.

- 7 It's a very good room. It is one of the best rooms in the hotel.
- 8 He's a very rich man. He's one the world.
- 9 It's a very big castle. It Britain.
- 10 She's a very good player. She the team.
- 11 It was a very bad experience. It my life.
- 12 He's a very dangerous criminal. He the country.

108.2 Complete the sentences. Use a superlative (-est or most ...) or a comparative (-er or more ...).

- 1 We stayed at the cheapest hotel in the town. (cheap)
- 2 Our hotel was cheaper than all the others in the town. (cheap)
- 3 The United States is very large, but Canada is (large)
- 4 What's country in the world? (small)
- 5 I wasn't feeling well yesterday, but I feel a bit today. (good)
- 6 It was an awful day. It was day of my life. (bad)
- 7 What is sport in your country? (popular)
- 8 Everest is mountain in the world. It is than any other mountain. (high)
- 9 We had a great holiday. It was one of holidays we've ever had. (enjoyable)
- 10 I prefer this chair to the other one. It's (comfortable)
- 11 What's way of getting from here to the station? (quick)
- 12 Sue and Kevin have got three daughters. is 14 years old. (old)

108.3 What do you say in these situations? Use a superlative + ever. Use the words in brackets (in the correct form).

- 1 You've just been to the cinema. The film was extremely boring. You tell your friend: (boring / film / see) That's the most boring film I've ever seen .
- 2 Your friend has just told you a joke, which you think is very funny. You say: (funny / joke / hear) That's
- 3 You're drinking coffee with a friend. It's really good coffee. You say: (good / coffee / taste) This
- 4 You are talking to a friend about Mary. Mary is very generous. You tell your friend about her: (generous / person / meet) She
- 5 You have just run ten kilometres. You've never run further than this. You say to your friend: (far / run) That
- 6 You decided to give up your job. Now you think this was a bad mistake. You say to your friend: (bad / mistake / make) It
- 7 Your friend meets a lot of people, some of them famous. You ask your friend: (famous / person / meet?) Who ?

Word order 1:
verb + object; place and time

A

Verb + object

The *verb* and the *object* normally go together. We do not usually put other words between them:

verb + object			
I	like	my job	very much. (not I like very much my job)
Did you	see	your friends	yesterday?
Liz often	plays	tennis.	

Study these examples. The verb and the object go together each time:

- Do you **eat meat** every day?
(not Do you eat every day meat?)
- Everybody **enjoyed the party** very much.
(not enjoyed very much the party)
- Our guide **spoke English** fluently.
(not spoke fluently English)
- I lost all my money and I also **lost my passport**.
(not I lost also my passport)
- At the end of the street you'll **see a supermarket** on your left.
(not see on your left a supermarket)

B

Place and time

Usually the *verb* and the *place* (where?) go together:

go home live in a city walk to work etc.

If the verb has an *object*, the place comes after the *verb + object*:

take somebody home meet a friend in the street

Time (when? / how often? / how long?) usually goes after *place*:

place + time		
Ben walks	to work	every morning. (not every morning to work)
Sam has been	in Canada	since April.
We arrived	at the airport	early.

Study these examples. *Time* goes after *place*:

- I'm going **to Paris on Monday**. (not I'm going on Monday to Paris)
- They have lived **in the same house for a long time**.
- Don't be late. Make sure you're **here by 8 o'clock**.
- Sarah gave me a lift **home after the party**.
- You really shouldn't go **to bed so late**.

It is often possible to put *time* at the beginning of the sentence:

- On Monday** I'm going to Paris.
- Every morning** Ben walks to work.

Some time words (for example, always/never/often) usually go with the verb in the middle of the sentence. See Unit 110.

109.1 Is the word order right or wrong? Correct the sentences where necessary.

- 1 Everybody enjoyed the party very much.
- 2 Ben walks every morning to work.
- 3 Joe doesn't like very much football.
- 4 I drink three or four cups of coffee every morning.
- 5 I ate quickly my breakfast and went out.
- 6 Are you going to invite to the party a lot of people?
- 7 I phoned Tom immediately after hearing the news.
- 8 Did you go late to bed last night?
- 9 Did you learn a lot of things at school today?
- 10 I met on my way home a friend of mine.

OK

Ben walks to work every morning.

109.2 Put the parts of the sentence in the correct order.

- 1 (the party / very much / everybody enjoyed) *Everybody enjoyed the party very much.*
- 2 (we won / easily / the game)
- 3 (quietly / the door / I closed)
- 4 (Diane / quite well / speaks / German)
- 5 (Sam / all the time / TV / watches)
- 6 (again / please don't ask / that question)
- 7 (football / every weekend / does Kevin play?)
- 8 (some money / I borrowed / from a friend of mine)

109.3 Complete the sentences. Put the parts in the correct order.

- 1 (for a long time / have lived / in the same house)

They *have lived in the same house for a long time*

- 2 (to the supermarket / every Friday / go)

I

- 3 (home / did you come / so late)

Why

- 4 (her children / takes / every day / to school)

Sarah

- 5 (been / recently / to the cinema)

I haven't

- 6 (at the top of the page / your name / write)

Please

- 7 (her name / after a few minutes / remembered)

I

- 8 (around the town / all morning / walked)

We

- 9 (on Saturday night / didn't see you / at the party)

I

- 10 (some interesting books / found / in the library)

We

- 11 (her umbrella / last night / in a restaurant / left)

Jackie

- 12 (opposite the park / a new hotel / are building)

They

Word order 2: adverbs with the verb

A

Some adverbs (for example, always, also, probably) go with the verb in the middle of a sentence:

- Helen always drives to work.
- We were feeling very tired and we were also hungry.
- The concert will probably be cancelled.

B

Study these rules for the position of adverbs in the middle of a sentence. (They are only general rules, so there are exceptions.)

(1) If the verb is one word (drives/fell/cooked etc.), the adverb usually goes *before* the verb:

	<i>adverb</i>	<i>verb</i>	
Helen	always	drives	to work.
I	almost	fell	as I was going down the stairs.

- I cleaned the house and also cooked the dinner. (*not* cooked also)
- Lucy hardly ever watches television and rarely reads newspapers.
- 'Shall I give you my address?' 'No, I already have it.'

Note that these adverbs (always/often/also etc.) go before have to ... :

- Joe never phones me. I always have to phone him. (*not* I have always to phone)

(2) But adverbs go *after* am/is/are/was/were:

- We were feeling very tired and we were also hungry.
- Why are you always late? You're never on time.
- The traffic isn't usually as bad as it was this morning.

(3) If the verb is two or more words (for example, can remember / doesn't eat / will be cancelled), the adverb usually goes *after the first verb* (can/doesn't/will etc.):

	<i>verb 1</i>	<i>adverb</i>	<i>verb 2</i>	
I	can	never	remember	her name.
Clare	doesn't	often	eat	meat.
The concert	Are you	definitely	going	away next week?
	will	probably	be	cancelled.

- You have always been very kind to me.
- Jack can't cook. He can't even boil an egg.
- Do you still work for the same company?
- The house was only built a year ago and it's already falling down.

Note that probably goes before a negative (isn't/won't etc.). So we say:

- I probably won't see you. *or* I will probably not see you. (*not* I won't probably)

C

We also use all and both in these positions:

- We all felt ill after the meal. (*not* we felt all ill)
- My parents are both teachers. (*not* my parents both are teachers)
- Sarah and Jane have both applied for the job.
- We are all going out this evening.

D

Sometimes we use is/will/did etc. instead of repeating part of a sentence (see Unit 51). Note the position of always/never etc. in these sentences:

- He always says he won't be late, but he always is. (= he is always late)
- I've never done it and I never will. (= I will never do it)

We normally put always/never etc. *before* the verb in sentences like these.

110.1 Are the underlined words in the right position or not? Correct the sentences where necessary.

1 Helen drives always to work. Helen always drives to work.
 2 I cleaned the house and also cooked the dinner. OK
 3 I have usually a shower in the morning.
 4 We soon found the solution to the problem.
 5 Steve gets hardly ever angry.
 6 I did some shopping and I went also to the bank.
 7 Jane has always to hurry in the morning.
 8 We all were tired, so we all fell asleep.
 9 She always says she'll phone me, but she never does.

110.2 Rewrite the sentences to include the word in brackets.

1 Clare doesn't eat meat. (often) Clare doesn't often eat meat.
 2 a We were on holiday in Spain. (all) b We were staying at the same hotel. (all) c We enjoyed ourselves. (all)
 3 Catherine is very generous. (always)
 4 I don't have to work on Saturdays. (usually)
 5 Do you watch TV in the evenings? (always)
 6 Martin is learning French, and he is learning Italian. (also) Martin is learning French and he
 7 a The new hotel is very expensive. (probably) b It costs a lot to stay there. (probably)
 8 a I can help you. (probably) b I can't help you. (probably)

110.3 Complete the sentences. Use the words in brackets in the correct order.

1 I can never remember ... her name. (remember / never / can)
 2 I sugar in coffee. (take / usually)
 3 I hungry when I get home from work. (am / usually)
 4 A: Where's Joe?
 B: He home early. (gone / has / probably)
 5 Mark and Diane in Manchester. (both / were / born)
 6 Liz is a good pianist. She very well. (sing / also / can)
 7 Our cat under the bed. (often / sleeps)
 8 They live in the same street as me, but I to them.
 (never / have / spoken)
 9 We a long time for the bus. (have / always / to wait)
 10 My eyesight isn't very good. I with glasses.
 (read / can / only)
 11 I early tomorrow. (probably / leaving / will / be)
 12 I'm afraid I able to come to the party.
 (probably / be / won't)
 13 It's difficult to contact Sue. She at home when I phone
 her. (is / hardly ever)
 14 We in the same place. We haven't moved.
 (still / are / living)
 15 If we hadn't taken the same train, we each other.
 (never / met / would / have)
 16 A: Are you tired?
 B: Yes, I at this time of day. (am / always)

Still, yet and already

Any more / any longer / no longer

A Still

We use **still** to say that a situation or action is continuing. It hasn't changed or stopped:

- It's ten o'clock and Joe is **still** in bed.
- When I went to bed, Chris was **still** working.
- Do you **still** want to go away or have you changed your mind?

Still usually goes in the middle of the sentence with the verb (see Unit 110).

B Any more / any longer / no longer

We use **not ... any more** or **not ... any longer** to say that a situation has changed. **Any more** and **any longer** go at the end of a sentence:

- Lucy **doesn't work here any more (or any longer)**. She left last month.
(*not Lucy doesn't still work here.*)
- We used to be good friends, but we **aren't any more (or any longer)**.

You can also use **no longer**. **No longer** goes in the middle of the sentence:

- Lucy **no longer** works here.

Note that we do not normally use **no more** in this way:

- We **are no longer** friends. (*not We are no more friends.*)

Compare **still** and **not ... any more**:

- Sally **still** works here, but Lucy **doesn't work here any more**.

C Yet

Yet = until now. We use **yet** mainly in negative sentences (**He isn't here yet**) and questions (**Is he here yet?**). **Yet** shows that the speaker is expecting something to happen.

Yet usually goes at the end of a sentence:

- It's 10 o'clock and Joe **isn't here yet**.
- Have you met your new neighbours **yet**?
- 'Where are you going for your holidays?' 'We **don't know yet**'

We often use **yet** with the **present perfect** (**Have you met ... yet?**). See Unit 7C.

Compare **yet** and **still**:

- Mike lost his job six months ago and is **still** unemployed.
Mike lost his job six months ago and **hasn't found** another job **yet**.
- Is it **still** raining?
Has it **stopped** raining **yet**?

Still is also possible in **negative** sentences (before the negative):

- She said she would be here an hour ago and she **still hasn't come**.

This is similar to 'she **hasn't come yet**'. But **still ... not** shows a stronger feeling of surprise or impatience. Compare:

- I wrote to him last week. He **hasn't replied yet**. (but I expect he will reply soon)
- I wrote to him months ago and he **still hasn't replied**. (he should have replied before now)

D Already

We use **already** to say that something happened sooner than expected. **Already** usually goes in the middle of a sentence (see Unit 110):

- 'What time is Sue leaving?' 'She **has already left**.' (= sooner than you expected)
- Shall I tell Joe what happened or does he **already** know?
- I've only just had lunch and I'm **already** hungry.

111.1 Compare what Paul said a few years ago with what he says now. Some things are the same as before and some things have changed. Write sentences with **still** and **any more**.



Paul a few years ago

I travel a lot.
I work in a shop.
I write poems.
I want to be a teacher.
I'm interested in politics.
I'm single.
I go fishing a lot.



Paul now

I travel a lot.
I work in a hospital.
I gave up writing poems.
I want to be a teacher.
I'm not interested in politics.
I'm single.
I haven't been fishing for years.

1 (travel)	He <u>still</u> travels a lot.	5 (politics)
2 (shop)	He <u>doesn't</u> work in a shop any more.	6 (single)
3 (poems)	He	7 (fishing)
4 (teacher)	8 (beard)

Now write three sentences about Paul using **no longer**.

9	He <u>no longer</u> works in a shop.	11
10	12

111.2 For each sentence (with **still**) write a sentence with a similar meaning using **not ... yet** + one of the following verbs:

decide	find	finish	go	stop	take off	wake up	
1 It's still raining.					It <u>hasn't</u> stopped raining <u>yet</u> .		
2 Gary is still here.					He		
3 They're still repairing the road.					They		
4 The children are still asleep.						?
5 Is Ann still looking for a place to live?						
6 I'm still wondering what to do.						
7 The plane is still waiting on the runway.						

111.3 Put in **still**, **yet**, **already** or **any more** in the underlined sentence (or part of the sentence).

Study the examples carefully.

- 1 Mike lost his job a year ago and he is unemployed. he is still unemployed.
- 2 Shall I tell Joe what happened or does he know? does he already know.
- 3 I'm hungry. Is dinner ready? Is dinner ready yet?
- 4 I was hungry earlier, but I'm not hungry. I'm not hungry any more.
- 5 Can we wait a few minutes? I don't want to go out.
- 6 Jenny used to work at the airport, but she doesn't work there.
- 7 I used to live in Amsterdam. I have a lot of friends there.
- 8 'Shall I introduce you to Joe?' 'There's no need. We've met.'
- 9 Do you live in the same place or have you moved?
- 10 Would you like to eat with us or have you eaten?
- 11 'Where's John?' 'He's not here. He'll be here soon.'
- 12 Tim said he'd be here at 8.30. It's 9 o'clock now and he isn't here.
- 13 Do you want to join the club or are you a member?
- 14 It happened a long time ago, but I can remember it very clearly.
- 15 I've put on weight. These trousers don't fit me.
- 16 'Have you finished with the paper?' 'No, I'm reading it.'

Even

A

Study this example situation:

Tina loves watching television.

She has a TV set in every room of the house – even the bathroom.

We use even to say that something is unusual or surprising. It is not usual to have a TV set in the bathroom.



Some more examples:

- These photographs are really awful. Even I take better photographs than these. (and I'm certainly not a good photographer)
- He always wears a coat – even in hot weather.
- Nobody would help her – not even her best friend.

or Not even her best friend would help her.

B

Very often we use even with the verb in the middle of a sentence (see Unit 110):

- Sue has travelled all over the world. She has even been to the Antarctic. (It's especially unusual to go to the Antarctic, so she must have travelled a lot.)
- They are very rich. They even have their own private jet.

Study these examples with not even:

- I can't cook. I can't even boil an egg. (and boiling an egg is very easy)
- They weren't very friendly to us. They didn't even say hello.
- Jenny is very fit. She's just run five miles and she's not even out of breath.

C

You can use even + comparative (cheaper / more expensive etc.):

- I got up very early, but Jack got up even earlier.
- I knew I didn't have much money, but I've got even less than I thought.
- We were surprised to get a letter from her. We were even more surprised when she came to see us a few days later.

D

Even though / even when / even if

You can use even though / even when / even if + subject + verb:

- Even though she can't drive, she has bought a car.
subject + verb
- He never shouts, even when he's angry.
- I'll probably see you tomorrow. But even if I don't see you tomorrow, we're sure to see each other before the weekend.

You cannot use even in this way (+ subject + verb). We say:

- Even though she can't drive, she has bought a car. (not Even she can't drive)
- I can't reach the shelf even if I stand on a chair. (not even I stand)

Compare even if and if:

- We're going to the beach tomorrow. It doesn't matter what the weather is like. We're going even if it's raining.
- We want to go to the beach tomorrow, but we won't go if it's raining.

112.1 Julie, Sarah and Amanda are three friends who went on holiday together. Use the information given about them to complete the sentences using even or not even.

Julie	Sarah	Amanda
is usually happy	isn't very keen on art	is almost always late
is usually on time	is usually miserable	is a keen photographer
likes getting up early	usually hates hotels	loves staying in hotels
is very interested in art	hasn't got a camera	isn't very good at getting up

- 1 They stayed at a hotel. Everybody liked it, even Sarah.
- 2 They arranged to meet. They all arrived on time, .
- 3 They went to an art gallery. Nobody enjoyed it, .
- 4 Yesterday they had to get up early. They all managed to do this, .
- 5 They were together yesterday. They were all in a good mood, .
- 6 None of them took any photographs, .

112.2 Make sentences with even. Use the words in brackets.

- 1 Sue has been all over the world. (the Antarctic) She has even been to the Antarctic.
- 2 We painted the whole room. (the floor) We .
- 3 Rachel has met lots of famous people. (the prime minister) She .
- 4 You could hear the noise from a long way away. (from the next street) You .

In the following sentences you have to use not ... even.

- 5 They didn't say anything to us. (hello) They didn't even say hello.
- 6 I can't remember anything about her. (her name) I .
- 7 There isn't anything to do in this town. (a cinema) .
- 8 He didn't tell anybody where he was going. (his wife) .
- 9 I don't know anyone in our street. (the people next door) .

112.3 Complete the sentences using even + comparative.

- 1 It was very hot yesterday, but today it's even hotter.
- 2 The church is 500 years old, but the house next to it is .
- 3 That's a very good idea, but I've got an .
- 4 The first question was very difficult to answer. The second one was .
- 5 I did very badly in the exam, but most of my friends did .
- 6 Neither of us was hungry. I ate very little and my friend ate .

112.4 Put in if, even, even if or even though.

- 1 Even though she can't drive, she has bought a car.
- 2 The bus leaves in five minutes, but we can still catch it we run.
- 3 The bus leaves in two minutes. We won't catch it now we run.
- 4 His Spanish isn't very good – after three years in Spain.
- 5 His Spanish isn't very good he's lived in Spain for three years.
- 6 with the heating on, it was very cold in the house.
- 7 I couldn't sleep I was very tired.
- 8 I won't forgive them for what they did, they apologise.
- 9 I hadn't eaten anything for 24 hours, I wasn't hungry.

Although / though / even though
In spite of / despite

A

Study this example situation:



Last year Paul and Joanne had a holiday by the sea. It rained a lot, but they enjoyed themselves.

You can say:

Although it rained a lot, they enjoyed themselves.
(= It rained a lot, *but* they ...) or
In spite of Despite the rain, they enjoyed themselves.

B

After although we use a *subject + verb*:

- Although it rained a lot, we enjoyed our holiday.
- I didn't get the job although I had the necessary qualifications.

Compare the meaning of although and because:

- We went out although it was raining.
- We didn't go out because it was raining.

C

After in spite of or despite, we use a *noun*, a *pronoun* (this/that/what etc.) or -ing:

- In spite of the rain, we enjoyed our holiday.
- I didn't get the job in spite of having the necessary qualifications.
- She wasn't well, but in spite of this she went to work.
- In spite of what I said yesterday, I still love you.

Despite is the same as in spite of. We say in spite of, but despite (*without* of):

- She wasn't well, but despite this she went to work. (*not* despite of this)

You can say in spite of the fact (that) ... and despite the fact (that) ... :

- I didn't get the job

in spite of the fact (that)	despite the fact (that)
-----------------------------	-------------------------

 I had the necessary qualifications.

Compare in spite of and because of:

- We went out in spite of the rain. (*or* ... despite the rain.)
- We didn't go out because of the rain.

D

Compare although and in spite of / despite:

- Although the traffic was bad, In spite of the traffic, we arrived on time. (*not* In spite of the traffic was bad)
- I couldn't sleep

although I was very tired.	despite being very tired.
----------------------------	---------------------------

 (*not* despite I was tired)

E

Sometimes we use though instead of although:

- I didn't get the job though I had the necessary qualifications.

In spoken English we often use though at the end of a sentence:

- The house isn't very nice. I like the garden though. (= but I like the garden)
- I see them every day. I've never spoken to them though. (= but I've never spoken to them)

Even though (*but not* 'even' alone) is a stronger form of although:

- Even though I was really tired, I couldn't sleep. (*not* Even I was really tired ...)

113.1 Complete the sentences. Use although + a sentence from the box.

I didn't speak the language	he has a very important job
I had never seen her before	we don't like them very much
it was quite cold	the heating was on
I'd met her twice before	we've known each other a long time

- 1 Although he has a very important job , he isn't particularly well-paid.
- 2 _____, I recognised her from a photograph.
- 3 She wasn't wearing a coat _____.
- 4 We thought we'd better invite them to the party _____.
- 5 _____, I managed to make myself understood.
- 6 _____, the room wasn't warm.
- 7 I didn't recognise her _____.
- 8 We're not very good friends _____.

113.2 Complete the sentences with although / in spite of / because / because of.

- 1 Although it rained a lot, we enjoyed our holiday.
- 2 a _____ all our careful plans, a lot of things went wrong.
b _____ we'd planned everything carefully, a lot of things went wrong.
- 3 a I went home early _____ I was feeling unwell.
b I went to work the next day _____ I was still feeling unwell.
- 4 a She only accepted the job _____ the salary, which was very high.
b She accepted the job _____ the salary, which was rather low.
- 5 a I managed to get to sleep _____ there was a lot of noise.
b I couldn't get to sleep _____ the noise.

Use your own ideas to complete the following sentences:

- 6 a He passed the exam although _____.
b He passed the exam because _____.
- 7 a I didn't eat anything although _____.
b I didn't eat anything in spite of _____.

113.3 Make one sentence from two. Use the word(s) in brackets in your sentences.

- 1 I couldn't sleep. I was very tired. (despite)
I couldn't sleep despite being very tired.
- 2 They have very little money. They are happy. (in spite of)
In spite _____.
- 3 My foot was injured. I managed to walk to the nearest village. (although)
_____.
- 4 I enjoyed the film. The story was silly. (in spite of)
_____.
- 5 We live in the same street. We hardly ever see each other. (despite)
_____.
- 6 I got very wet in the rain. I was only out for five minutes. (even though)
_____.

113.4 Use the words in brackets to make a sentence with though at the end.

- 1 The house isn't very nice. (like / garden) I like the garden though.
- 2 It's warm today. (very windy) _____.
- 3 We didn't like the food. (ate) _____.
- 4 Liz is very nice. (don't like / husband) I _____.

In case

A

Study this example situation:



Your car should have a spare wheel because it is possible you will have a puncture.

Your car should have a spare wheel **in case** you have a puncture.

In case you have a puncture = because it is possible you will have a puncture.

Some more examples of **in case**:

- I'll leave my mobile phone switched on **in case** Jane calls. (= because it is possible she will call)
- I'll draw a map for you **in case** you have difficulty finding our house. (= because it is possible you will have difficulty)
- I'll remind them about the meeting **in case** they've forgotten. (= because it is possible they have forgotten)

We use **just in case** for a smaller possibility:

- I don't think it will rain, but I'll take an umbrella **just in case**. (= just in case it rains)

Do not use **will** after **in case**. Use a present tense for the future (see Unit 25):

- I'll leave my phone switched on **in case** Jane calls. (not **in case** Jane **will** call)

B

In case is not the same as **if**. We use **in case** to say *why* somebody does (or doesn't do) something. You do something *now* **in case** something happens *later*.

Compare:

in case

- We'll buy some more food **in case** Tom comes.
(= Perhaps Tom will come; we'll buy some more food now, whether he comes or not; then we'll *already* have the food *if* he comes.)
- I'll give you my phone number **in case** you need to contact me.
- You should insure your bike **in case** it is stolen.

if

- We'll buy some more food **if** Tom comes.
(= Perhaps Tom will come; if he comes, we'll buy some more food; if he doesn't come, we won't buy any more food.)
- You can phone me at the hotel **if** you need to contact me.
- You should inform the police **if** your bike is stolen.

C

You can use **in case + past** to say why somebody did something:

- I left my phone switched on **in case** Jane **called**. (= because it was possible that Jane would call)
- I drew a map for Sarah **in case** she **had difficulty** finding the house.
- We rang the doorbell again **in case** they **hadn't** heard it the first time.

D

In case of is not the same as **in case**. **In case of ...** = if there is ... (especially on notices etc.):

- In case of fire**, please leave the building as quickly as possible. (= if there is a fire)
- In case of emergency**, telephone this number. (= if there is an emergency)

114.1 Barbara is going for a long walk in the country. You think she should take:

some chocolate a map an anorak a camera some water

You think she should take these things because:

it's possible she'll get lost

she might get hungry

perhaps she'll be thirsty

maybe it will rain

she might want to take some photographs

What do you say to Barbara? Write sentences with **in case**.

1 Take some chocolate with you in case you get hungry.

2 Take

3

4

5

114.2 What do you say in these situations? Use **in case**.

1 It's possible that Mary will need to contact you, so you give her your phone number.

You say: Here's my phone number *in case you need to contact me*

2 A friend of yours is going away for a long time. Maybe you won't see her again before she goes, so you decide to say goodbye now.

You say: I'll say goodbye now

3 You are shopping in a supermarket with a friend. You think you have everything you need, but perhaps you've forgotten something. Your friend has the list. You ask her to check it.

You say: Can you

4 You are giving a friend some advice about using a computer. You think he should back up (= copy) his files because the computer might crash (and he would lose all his data).

You say: You should back up

114.3 Write sentences with **in case**.

1 There was a possibility that Jane would call. So I left my phone switched on.

I left *my phone switched on in case Jane called*

2 Mike thought that he might forget the name of the book. So he wrote it down.

He wrote down

3 I thought my parents might be worried about me. So I phoned them.

I phoned

4 I sent an email to Liz, but she didn't reply. So I sent another email because perhaps she hadn't received the first one.

I sent

5 I met some people when I was on holiday in France. They said they might come to London one day. I live in London, so I gave them my address.

I gave

114.4 Put in **in case** or **if**.1 I'll draw a map for you *in case* you have difficulty finding our house.2 You should tell the police *if* you have any information about the crime.3 I hope you'll come to London sometime. *.....* you come, you can stay with us.4 This letter is for Susan. Can you give it to her *.....* you see her?5 Write your name and address on your bag *.....* you lose it.6 Go to the lost property office *.....* you lose your bag.7 The burglar alarm will ring *.....* somebody tries to break into the house.8 You should lock your bike to something *.....* somebody tries to steal it.9 I was advised to get insurance *.....* I needed medical treatment while I was abroad.

Unless As long as Provided/providing

A

Unless

Study this example situation:

The club is for members only.

You can't go in **unless you are a member**.

This means:

You can't go in *except if* you are a member. *or*

You can go in *only if* you are a member.

Unless = *except if*.



Some more examples of **unless**:

- I'll see you tomorrow **unless I have to work late**. (= except if I have to work late)
- There are no buses to the beach. **Unless you have a car**, it's difficult to get there.
(= except if you have a car)
- 'Shall I tell Liz what happened?' 'Not **unless she asks you**.' (= only if she asks you)
- Sally hates complaining. She wouldn't complain about something **unless it was really bad**.
(= except if it was really bad)
- We can take a taxi to the restaurant – **unless you'd prefer to walk**. (= except if you'd prefer to walk)

Instead of **unless** it is often possible to say **if ... not**:

- Unless we leave now**, we'll be late. *or* If we **don't leave now**, we'll ...

B

As long as etc.

as long as or **so long as**
provided (that) or **providing (that)** } All these expressions mean 'if' or 'on condition that'.

For example:

- You can borrow my car { **as long as** } you promise not to drive too fast.
(= you can borrow my car, but you must promise not to drive too fast – this is a condition)
- Travelling by car is convenient { **provided (that)** } **providing (that)** } you have somewhere to park.
(= but only if you have somewhere to park)
- Providing (that)** } the room is clean, I don't mind which hotel we stay at.
Provided (that) } (= the room must be clean – otherwise I don't mind)

C

When you are talking about the future, do *not* use **will** after **unless** / **as long as** / **so long as** / **provided** / **providing**. Use a *present* tense (see Unit 25):

- I'm not going out **unless it stops raining**. (*not unless it will stop*)
- Providing the weather is good**, we're going to have a picnic. (*not providing it will be good*)

115.1 Write a new sentence with the same meaning. Use unless in your sentence.

1 You must try a bit harder or you won't pass the exam.

You won't pass the exam unless you try a bit harder.

2 Listen carefully or you won't know what to do.

You won't know what to do.

3 She must apologise to me or I'll never speak to her again.

4 You have to speak very slowly or he won't be able to understand you.

5 Business must improve soon, or the company will have to close.

115.2 Write sentences with unless.

1 The club isn't open to everyone. You are allowed in only if you're a member.

You aren't allowed in the club unless you're a member.

2 I don't want to go to the party alone. I'm going only if you go too.

I'm not going.

3 Don't worry about the dog. It will attack you only if you move suddenly.

The dog.

4 Ben isn't very talkative. He'll speak to you only if you ask him something.

Ben.

5 Today is a public holiday. The doctor will see you only if it's an emergency.

The doctor.

115.3 Choose the correct word or expression for each sentence.

1 You can borrow my car unless / as long as you promise not to drive too fast. (as long as is correct)

2 I'm playing tennis tomorrow unless / providing it rains.

3 I'm playing tennis tomorrow unless / providing it doesn't rain.

4 I don't mind if you come home late unless / as long as you come in quietly.

5 I'm going now unless / provided you want me to stay.

6 I don't watch TV unless / as long as I've got nothing else to do.

7 Children are allowed to use the swimming pool unless / provided they are with an adult.

8 Unless / provided they are with an adult, children are not allowed to use the swimming pool.

9 We can sit here in the corner unless / as long as you'd rather sit over there by the window.

10 A: Our holiday cost a lot of money.

B: Did it? Well, that doesn't matter unless / as long as you enjoyed yourselves.

115.4 Use your own ideas to complete these sentences.

1 We'll be late unless we get a taxi.

2 I like hot weather as long as it doesn't rain.

3 It takes Kate about 20 minutes to drive to work provided she has time.

4 I don't mind walking home as long as it's not far.

5 I like to walk to work in the morning unless it's raining.

6 We can meet tomorrow unless it's a bank holiday.

7 You can borrow the money providing you pay it back.

8 You won't achieve anything unless you work hard.

As (As I walked along the street ... / As I was hungry ...)

A

As = at the same time as

You can use as when two things happen at the same time:

- We all waved goodbye to Liz as she drove away.
(We waved and she drove away at the same time)
- I watched her as she opened the letter.
- As I walked along the street, I looked in the shop windows.
- Can you turn off the light as you go out, please?



Or you can say that something happened as you were doing something else (in the middle of doing something else):

- Kate slipped as she was getting off the bus.
- We met Paul as we were leaving the hotel.

For the *past continuous* (was getting / were going etc.), see Unit 6.

You can also use just as (= exactly at that moment):

- Just as I sat down, the phone rang.
- I had to leave just as the conversation was getting interesting.

We also use as when two things happen together in a longer period of time:

- As the day went on, the weather got worse.
- I began to enjoy the job more as I got used to it.

*the day went on**the weather got worse*

Compare as and when:

We use as only if two things happen at the same time.

- As we walked home, we talked about what we would have for dinner.
(= at the same time)

Use when (not as) if one thing happens after another.

- When we got home, we started cooking the dinner.
(not As we got home)

B

As = because

As also means 'because':

- As I was hungry, I decided to find somewhere to eat. (= because I was hungry)
- As it was a public holiday last Thursday, most of the shops were shut.
(= because it was a public holiday)
- As we have plenty of time before our flight, let's go and have a coffee.
- Yesterday we watched television all evening as we didn't have anything better to do.
- As I don't often watch television any more, I've decided to give my TV set to a friend of mine.

You can also use since in this way:

- Since we have plenty of time, let's go and have a coffee.

Compare as and when:

- I couldn't contact David as he was away on holiday and he doesn't have a mobile phone. (= because he was away)
- As they lived near us, we used to see them quite often.
(= because they lived near us)

- David's passport was stolen when he was away on holiday.
(= during the time he was away)
- When they lived near us, we used to see them quite often.
(= at the time they lived near us)

116.1 (Section A) Use as to join sentences from the boxes.

- 1 we all waved goodbye to Liz
- 2 we all smiled
- 3 I burnt myself
- 4 the crowd cheered
- 5 a dog ran out in front of the car

we were driving along the road
 I was taking a hot dish out of the oven
~~she drove away~~
 we posed for the photograph
 the two teams ran onto the field

1 We all waved goodbye to Liz as she drove away.

2

3

4

5

116.2 (Section B) Join sentences from the boxes. Begin each sentence with as.

- 1 ~~it was a public holiday~~
- 2 it was a nice day
- 3 we didn't want to wake anybody up
- 4 the door was open
- 5 none of us had a watch

I went in
 we came in very quietly
~~most of the shops were shut~~
 we didn't know what time it was
 we went for a walk by the sea

1 As it was a public holiday, most of the shops were shut.

2

3

4

5

116.3 What does as mean in these sentences?

because at the same time as

- 1 As they live near me, I see them quite often.
- 2 Kate slipped as she was getting off the bus.
- 3 As I was tired, I went to bed early.
- 4 Unfortunately, as I was parking the car, I hit the car behind.
- 5 As we climbed the hill, we got more and more tired.
- 6 We decided to go out to eat as we had no food at home.
- 7 As we don't use the car very often, we've decided to sell it.

✓

✓

116.4 In some of these sentences, you need when (not as). Correct the sentences where necessary.

- 1 Julia got married as she was 22.
- 2 As the day went on, the weather got worse.
- 3 He dropped the glass as he was taking it out of the cupboard.
- 4 My camera was stolen as I was asleep on the beach.
- 5 As I left school, I went to work in a shop.
- 6 The train slowed down as it approached the station.
- 7 I used to live near the sea as I was a child.

when she was 22

OK

116.5 Use your own ideas to complete these sentences.

- 1 I saw you as
- 2 It started to rain just as
- 3 As I didn't have enough money for a taxi,
- 4 Just as I took the photograph,

Like and as

A

Like = 'similar to', 'the same as'. You cannot use as in this way:

- What a beautiful house! It's like a palace. (*not* as a palace)
- 'What does Sandra do?' 'She's a teacher, like me.' (*not* as me)
- Be careful! The floor has been polished. It's like walking on ice. (*not* as walking)
- It's raining again. I hate weather like this. (*not* as this)

In these sentences, like is a *preposition*. So it is followed by a *noun* (like a palace), a *pronoun* (like me / like this) or -ing (like walking).

You can also say '... like (somebody/something) doing something':

- 'What's that noise?' 'It sounds like a baby crying.'

B

Sometimes like = for example:

- Some sports, like motor-racing, can be dangerous.

You can also use such as (= for example):

- Some sports, such as motor-racing, can be dangerous.

C

As = in the same way as, or in the same condition as. We use as before *subject + verb*:

- I didn't move anything. I left everything as it was.
- You should have done it as I showed you.

Like is also possible in informal spoken English:

- I left everything like it was.

Compare as and like:

- You should have done it as I showed you. (*or* like I showed you)
- You should have done it like this. (*not* as this)

Note that we say as usual / as always:

- You're late as usual.
- As always, Nick was the first to complain.

D

Sometimes as (+ *subject + verb*) has other meanings. For example, after do:

- You can do as you like. (= do what you like)
- They did as they promised. (= They did what they promised.)

We also say as you know / as I said / as she expected / as I thought etc.:

- As you know, it's Emma's birthday next week. (= you know this already)
- Andy failed his driving test, as he expected. (= he expected this before)

Like is not usual in these expressions, except with say (like I said):

- As I said yesterday, I'm sure we can solve the problem. *or* Like I said yesterday ...

E

As can also be a *preposition*, but the meaning is different from like. Compare:

- Sue Casey is the manager of a company.
As the manager, she has to make many important decisions.
(As the manager = in her position as the manager.)

- Mary Stone is the assistant manager.
Like the manager (Sue Casey), she also has to make important decisions.
(Like the manager = similar to the manager)

As (*preposition*) = in the position of, in the form of etc.:

- A few years ago I worked as a taxi driver. (*not* like a taxi driver)
- We haven't got a car, so we use the garage as a workshop.
- Many words, for example 'work' and 'rain', can be used as verbs or nouns.
- London is fine as a place to visit, but I wouldn't like to live there.
- The news of the tragedy came as a great shock.

117.1 In some of these sentences, you need like (not as). Correct the sentences where necessary.

- 1 It's raining again. I hate weather as this.
- 2 Andy failed his driving test, as he expected.
- 3 Do you think Caroline looks as her mother?
- 4 Tim gets on my nerves. I can't stand people as him.
- 5 Why didn't you do it as I told you to do it?
- 6 Brian is a student, as most of his friends.
- 7 You never listen. Talking to you is as talking to the wall.
- 8 As I said yesterday, I'm thinking of changing my job.
- 9 Tom's idea seems a good one. Let's do as he suggests.
- 10 I'll phone you tomorrow as usual, OK?
- 11 Suddenly there was a terrible noise. It was as a bomb exploding.
- 12 She's a very good swimmer. She swims as a fish.

weather like this

OK

117.2 Complete the sentences using like or as + the following:

a beginner	blocks of ice	a palace	a birthday present
a child	a church	winter	a tourist guide

- 1 This house is beautiful. It's like a palace.
- 2 My feet are really cold. They're like blocks of ice.
- 3 I've been playing tennis for years, but I still play as well as a beginner.
- 4 Marion once had a part-time job as a child.
- 5 I wonder what that building with the tower is. It looks like a church.
- 6 My brother gave me this watch as old as a church.
- 7 It's very cold for the middle of summer. It's as cold as winter.
- 8 He's 22 years old, but he sometimes behaves as a child.

117.3 Put in like or as. Sometimes either word is possible.

- 1 We heard a noise like a baby crying.
- 2 Your English is very fluent. I wish I could speak as well as you.
- 3 Don't take my advice if you don't want to. You can do as well as you like.
- 4 You waste too much time doing things as well as sitting in cafés all day.
- 5 I wish I had a car as good as yours.
- 6 You don't need to change your clothes. You can go out as well as you are.
- 7 My neighbour's house is full of lots of interesting things. It's as interesting as a museum.
- 8 We saw Kevin last night. He was very cheerful, as ever always.
- 9 Sally has been working as well as a waitress for the last two months.
- 10 While we were on holiday, we spent most of our time doing energetic things as well as sailing, water skiing and swimming.
- 11 You're different from the other people I know. I don't know anyone as different as you.
- 12 We don't need all the bedrooms in the house, so we use one of them as well as a study.
- 13 The news that Sue and Gary were getting married came as surprising as a complete surprise to me.
- 14 As well as her father, Catherine has a very good voice.
- 15 At the moment I've got a temporary job in a bookshop. It's OK as well as a temporary job, but I wouldn't like to do it permanently.
- 16 As well as you can imagine, we were very tired after such a long journey.
- 17 This tea is awful. It tastes as bad as water.
- 18 I think I prefer this room as nice as it was, before we decorated it.

As if / as though / like

A

You can use as if or as though to say how somebody or something looks/sounds/feels:

- That house looks as if it's going to fall down.
- Helen sounded as if she had a cold, didn't she?
- I've just come back from holiday, but I feel very tired. I don't feel as if I've just had a holiday.



You can use as though in all these examples:

- I don't feel as though I've just had a holiday.

In informal spoken English you can also use like:

- That house looks like it's going to fall down.

Compare:

- You look tired. (look + *adjective*)
- You look as if you haven't slept. (look as if + *subject* + *verb*)

B

You can say It looks as if ... / It sounds as if ... :

- Sandra is very late, isn't she? It looks as if she isn't coming.
- We took an umbrella because it looked as if it was going to rain.
- Do you hear that music next door? It sounds as if they are having a party.

It sounds as if they're having a party next door.



You can also use as though or like:

- It looks as though she isn't coming. or
- It looks like she isn't coming.

C

You can use as if or as though with other verbs to say how somebody does something:

- He ran as if he was running for his life.
- After the interruption, the speaker went on talking as if nothing had happened.
- When I told them my plan, they looked at me as though I was mad.

In informal spoken English, you can also use like in these examples.

D

After as if (or as though), we sometimes use the *past* when we are talking about the *present*.

For example:

- I don't like Tim. He talks as if he knew everything.

The meaning is not past in this sentence. We use the past (as if he knew) because the idea is not real: Tim does *not* know everything. We use the past in the same way in if sentences and after wish (see Unit 39).

Some more examples:

- She's always asking me to do things for her – as if I didn't have enough to do already. (I do have enough to do)
- Gary's only 40. Why do you talk about him as if he was an old man? (he isn't an old man)

When you use the past in this way, you can use *were* instead of *was*:

- Why do you talk about him as if he were (or was) an old man?
- They treat me as if I were (or was) their own son. (I'm not their son)

118.1 What do you say in these situations? Use look/sound/feel + as if Use the words in brackets to make your sentence.

1 You meet Bill. He has a black eye and some plasters on his face. (be / a fight)

You say to him: You look as if you've been in a fight.

2 Christine comes into the room. She looks absolutely terrified. (see / a ghost)

You say to her: What's the matter? You

3 Joe is on holiday. He's talking to you on the phone and sounds very happy. (enjoy / yourself)

You say to him: You

4 You have just run one kilometre. You are absolutely exhausted. (run / a marathon)

You say to a friend: I

118.2 Make sentences beginning It looks as if ... / It sounds as if

you should see a doctor
it's going to rainthere's been an accident
she isn't comingthey are having an argument
we'll have to walk

1 Sandra said she would be here an hour ago.

You say: It looks as if she isn't coming.

2 The sky is full of black clouds.

You say: It

3 You hear two people shouting at each other next door.

You say:

4 You see an ambulance, some policemen and two damaged cars at the side of the road.

You say:

5 You and a friend have just missed the last bus home.

You say:

6 Dave isn't feeling well. He tells you all about it.

You say:

118.3 Complete the sentences with as if. Choose from the box, putting the verbs in the correct form.

she / enjoy / it
he / need / a good rest
I / not / existI / go / be sick
she / hurt / her leg
she / not / want / comehe / not / eat / for a week
he / mean / what he / say1 Mark looks very tired. He looks as if he needs a good rest.

2 I don't think Paul was joking. He looked

3 What's the matter with Liz? She's walking

4 Peter was extremely hungry and ate his dinner very quickly.

He ate

5 Caroline had a bored expression on her face during the concert.

She didn't look

6 I've just eaten too many chocolates. Now I don't feel well.

I feel

7 I phoned Liz and invited her to the party, but she wasn't very enthusiastic about it.

She sounded

8 I went into the office, but nobody spoke to me or looked at me.

Everybody ignored me

118.4 These sentences are like the ones in Section D. Complete each sentence using as if.

1 Brian is a terrible driver. He drives as if he were the only driver on the road.2 I'm 20 years old, so please don't talk to me I a child.3 Steve has never met Nicola, but he talks about her his best friend.4 It was a long time ago that we first met, but I remember it yesterday.

For, during and while

A

For and during

We use **for** + a period of time to say how long something goes on:

for two hours for a week for ages

- We watched television for two hours last night.
- Diane is going away for a week in September.
- Where have you been? I've been waiting for ages.
- Are you going away for the weekend?

We use **during** + *noun* to say when something happens (*not* how long):

during the film during our holiday during the night

- I fell asleep during the film.
- We met some really nice people during our holiday.
- The ground is wet. It must have rained during the night.

With 'time words' (for example: **the morning / the afternoon / the summer**), you can usually say **in** or **during**:

- It must have rained in the night. (*or* during the night)
- I'll phone you sometime during the afternoon. (*or* in the afternoon)

You cannot use **during** to say how long something goes on:

- It rained for three days without stopping. (*not* during three days)

Compare **during** and **for**:

- I fell asleep during the film. I was asleep for half an hour.

B

During and while

Compare:

We use **during** + *noun*:

- I fell asleep during the film.
noun
- We met a lot of interesting people during our holiday.
- Robert suddenly began to feel ill during the exam.

We use **while** + *subject* + *verb*:

- I fell asleep while I was watching TV.
subject + verb
- We met a lot of interesting people while we were on holiday.
- Robert suddenly began to feel ill while he was doing the exam.

Some more examples of **while**:

- We saw Clare while we were waiting for the bus.
- While you were out, there was a phone call for you.
- Chris read a book while I watched television.

When you are talking about the future, use the **present** (*not* will) after **while**:

- I'll be in London next week. I hope to see Tom while I'm there. (*not* while I will be there)
- What are you going to do while you are waiting? (*not* while you will be waiting)

See also Unit 25.

119.1 Put in **for** or **during**.

- 1 It rained for three days without stopping.
- 2 I fell asleep during the film.
- 3 I went to the theatre last night. I met Sue the interval.
- 4 Martin hasn't lived in Britain all his life. He lived in Brazil four years.
- 5 Production at the factory was seriously affected the strike.
- 6 I felt really ill last week. I could hardly eat anything three days.
- 7 I waited for you half an hour and decided that you weren't coming.
- 8 Sarah was very angry with me. She didn't speak to me a week.
- 9 We usually go out at weekends, but we don't often go out the week.
- 10 Jack started a new job a few weeks ago. Before that he was out of work six months.
- 11 I need a change. I think I'll go away a few days.
- 12 The president gave a long speech. She spoke two hours.
- 13 We were hungry when we arrived. We hadn't had anything to eat the journey.
- 14 We were hungry when we arrived. We hadn't had anything to eat eight hours.

119.2 Put in **during** or **while**.

- 1 We met a lot of interesting people while we were on holiday.
- 2 We met a lot of interesting people during our holiday.
- 3 I met Mike I was shopping.
- 4 I was on holiday, I didn't read any newspapers or watch TV.
- 5 our stay in Paris, we visited a lot of museums and galleries.
- 6 The phone rang three times we were having dinner.
- 7 The phone rang three times the night.
- 8 I had been away for many years. that time, many things had changed.
- 9 What did they say about me I was out of the room?
- 10 I went out for dinner last night. Unfortunately I began to feel ill the meal and had to go home.
- 11 Please don't interrupt me I'm speaking.
- 12 There were many interruptions the president's speech.
- 13 Can you lay the table I get the dinner ready?
- 14 We were hungry when we arrived. We hadn't had anything to eat we were travelling.

119.3 Use your own ideas to complete these sentences.

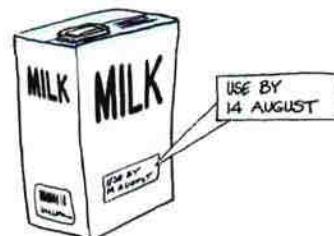
- 1 I fell asleep while I was watching television.
- 2 I fell asleep during the film.
- 3 I hurt my arm while
- 4 Can you wait here while
- 5 Most of the students looked bored during
- 6 I was asked a lot of questions during
- 7 Don't open the car door while
- 8 The lights suddenly went out while
- 9 It started to rain during
- 10 It started to rain while

By and until By the time ...

A

By (+ a time) = not later than:

- I sent the letter to them today, so they should receive it **by Monday**. (= on or before Monday, not later than Monday)
- We'd better hurry. We have to be home **by 5 o'clock**. (= at or before 5 o'clock, not later than 5 o'clock)
- Where's Sarah? She should be here **by now**. (= now or before now – so she should have already arrived)



This milk has to be used by 14 August.

B

We use **until** (or **till**) to say *how long* a situation continues:

- 'Shall we go now?' 'No, let's wait **until** (or **till**) it stops raining.'
- I couldn't get up this morning. **I stayed in bed until half past ten.**
I didn't get up **until half past ten**.

Compare **until** and **by**:Something *continues until* a time in the future:

- David **will be away until** Monday.
(so he'll be back *on* Monday)
- I'll **be working until** 11.30.
(so I'll stop working *at* 11.30)

Something *happens by* a time in the future:

- David **will be back by** Monday.
(= he'll be back not later than Monday)
- I'll **have finished my work by** 11.30.
(= I'll finish my work not later than 11.30.)

C

You can say 'by the time something happens'. Study these examples:

- It's too late to go to the bank now. **By the time we get there**, it will be closed.
(= the bank will close between now and the time we get there)
- (from a postcard) Our holiday ends tomorrow. So **by the time you receive this postcard**, I'll be back home.
(= I will arrive home between tomorrow and the time you receive this postcard)
- Hurry up! **By the time we get to the cinema**, the film will already have started.

You can say 'by the time something happened' (for the past):

- Karen's car broke down on the way to the party last night. **By the time she arrived**, most of the other guests had left.
(= it took her a long time to get to the party and most of the guests left during this time)
- I had a lot of work to do yesterday evening. I was very tired **by the time I finished**.
(= it took me a long time to do the work, and I became more and more tired during this time)
- We went to the cinema last night. It took us a long time to find somewhere to park the car. **By the time we got to the cinema**, the film had already started.

Also **by then** or **by that time**:

- Karen finally arrived at the party at midnight, but **by then** (or **by that time**), most of the guests had left.

120.1 Make sentences with **by**.

1 We have to be home not later than 5 o'clock.

We have to be home by 5 o'clock.

2 I have to be at the airport not later than 8.30.

I have to be at the airport

3 Let me know not later than Saturday whether you can come to the party.

Let me know

4 Please make sure that you're here not later than 2 o'clock.

Please make sure that

5 If we leave now, we should arrive not later than lunchtime.

If we leave now,

120.2 Put in **by** or **until**.

1 Steve has gone away. He'll be away until Monday.

2 Sorry, but I must go. I have to be home 5 o'clock.

3 I've been offered a job. I haven't decided yet whether to accept it or not. I have to decide Friday.

4 I think I'll wait Thursday before making a decision.

5 It's too late to go shopping. The shops are open only 5.30. They'll be closed now.

6 I'd better pay the phone bill. It has to be paid tomorrow.

7 Don't pay the bill today. Wait tomorrow.

8 A: Have you finished redecorating your house?

B: Not yet. We hope to finish the end of the week.

9 A: I'm going out now. I'll be back at about 10.30. Will you still be here?

B: I don't think so. I'll probably have gone out then.

10 I'm moving into my new flat next week. I'm staying with a friend then.

11 I've got a lot of work to do. the time I finish, it will be time to go to bed.

12 If you want to take part in the competition, you have to apply 3 April.

120.3 Use your own ideas to complete these sentences. Use **by** or **until**.

1 David is away at the moment. He'll be away until Monday .

2 David is away at the moment. He'll be back by Monday .

3 I'm just going out. I won't be very long. Wait here .

4 I'm going out to buy a few things. It's 4.30 now. I won't be long. I'll be back .

5 If you want to apply for the job, your application must be received .

6 Last night I watched TV .

120.4 Read the situations and complete the sentences using **By the time**

1 I was invited to a party, but I got there much later than I intended.

By the time I got to the party , most of the other guests had left.

2 I intended to catch a train, but it took me longer than expected to get to the station.

By the time I got to the station , my train had already left.

3 I wanted to go shopping after finishing my work. But I finished much later than expected.

By the time I finished my work , it was too late to go shopping.

4 I saw two men who looked as if they were trying to steal a car. I called the police, but it was some time before they arrived.

By the time the police arrived , the two men had disappeared.

5 We climbed a mountain and it took us a very long time to get to the top. There wasn't much time to enjoy the view.

By the time we got to the top , we had to come down again.

At/on/in (time)

A

Compare at, on and in:

- They arrived at 5 o'clock.
- They arrived on Friday.
- They arrived in October. / They arrived in 1968.

We use:

at for the time of day

at five o'clock at 11.45 at midnight at lunchtime at sunset etc.

on for days and dates

on Friday / on Fridays on 16 May 1999 on Christmas Day on my birthday

in for longer periods (for example: months/years/seasons)

in October in 1988 in the 18th century in the past
in (the) winter in the 1990s in the Middle Ages in (the) future

B

We use at in these expressions:

at night

 I don't like going out at night.

at the weekend / at weekends

 Will you be here at the weekend?

at Christmas

 Do you give each other presents at Christmas?

at the moment / at present

 Mr Benn is busy at the moment / at present.

at the same time

 Emily and I arrived at the same time.

C

We say:

in the morning(s)

but

on Friday morning(s)

in the afternoon(s)

on Sunday afternoon(s)

in the evening(s)

on Monday evening(s) etc.

 I'll see you in the morning. I'll see you on Friday morning. Do you work in the evenings? Do you work on Saturday evenings?

D

We do not use at/on/in before last/next/this/every:

 I'll see you next Friday. (not on next Friday) They got married last March.

In spoken English we often leave out on before days (Sunday/Monday etc.). So you can say:

 I'll see you on Friday. or I'll see you Friday. I don't go out on Monday mornings. or I don't go out Monday mornings.

E

In a few minutes / in six months etc.

- The train will be leaving in a few minutes. (= a few minutes from now)
- Andy has gone away. He'll be back in a week. (= a week from now)
- She'll be here in a moment. (= a moment from now)

You can also say 'in six months' time', 'in a week's time' etc. :

 They're getting married in six months' time. or ... in six months.

We also use in ... to say how long it takes to do something:

 I learnt to drive in four weeks. (= it took me four weeks to learn)

121.1 Complete the sentences. Use **at**, **on** or **in** + the following:

the evening	about 20 minutes	1492	the same time
the moment	21 July 1969	the 1920s	night
Saturdays	the Middle Ages	11 seconds	

- 1 Columbus made his first voyage from Europe to America in 1492.
- 2 If the sky is clear, you can see the stars
- 3 After working hard during the day, I like to relax
- 4 Neil Armstrong was the first man to walk on the moon
- 5 It's difficult to listen if everyone is speaking
- 6 Jazz became popular in the United States
- 7 I'm just going out to the shop. I'll be back
- 8 *(on the phone)* 'Can I speak to Dan?' 'I'm afraid he's not here'
- 9 Many of Europe's great cathedrals were built
- 10 Ben is a very fast runner. He can run 100 metres
- 11 Liz works from Monday to Friday. Sometimes she also works

121.2 Put **in**, **at**, **on** or **in**.

- 1 Mozart was born in Salzburg in 1756.
- 2 I haven't seen Kate for a few days. I last saw her on Tuesday.
- 3 The price of electricity is going up in October.
- 4 On weekends, we often go for long walks in the country.
- 5 I've been invited to a wedding on 14 February.
- 6 Jonathan is 63. He'll be retiring from his job in two years' time.
- 7 I'm busy just now, but I'll be with you in a moment.
- 8 Jenny's brother is an engineer, but he doesn't have a job at the moment.
- 9 There are usually a lot of parties on New Year's Eve.
- 10 I don't like driving at night.
- 11 My car is being repaired at the garage. It will be ready in two hours.
- 12 The telephone and the doorbell rang at the same time.
- 13 Mary and David always go out for dinner on their wedding anniversary.
- 14 It was a short book and easy to read. I read it in a day.
- 15 On Saturday night I went to bed at midnight.
- 16 We travelled overnight to Paris and arrived at 5 o'clock in the morning.
- 17 The course begins on 7 January and ends sometime in April.
- 18 I might not be at home on Tuesday morning, but I'll be there in the afternoon.

121.3 Which is correct: a, b, or both of them?

1 a I'll see you on Friday.	b I'll see you Friday.	both
2 a I'll see you on next Friday.	b I'll see you next Friday.	b
3 a Paul got married in April.	b Paul got married April.	
4 a They never go out on Sunday evenings.	b They never go out Sunday evenings.	
5 a We often have a short holiday on Christmas.	b We often have a short holiday at Christmas.	
6 a What are you doing the weekend?	b What are you doing at the weekend?	
7 a Will you be here on Tuesday?	b Will you be here Tuesday?	
8 a We were ill at the same time.	b We were ill in the same time.	
9 a Sue got married at 18 May 1996.	b Sue got married on 18 May 1996.	
10 a He left school last June.	b He left school in last June.	

On time and in time

At the end and in the end

A

On time and in time

On time = punctual, not late. If something happens **on time**, it happens at the time which was planned:

- The 11.45 train left **on time**. (= it left at 11.45)
- 'I'll meet you at 7.30.' 'OK, but please be **on time**.' (= don't be late, be there at 7.30)
- The conference was well-organised. Everything began and finished **on time**.

The opposite of **on time** is **late**:

- Be **on time**. Don't be **late**.

In time (for something / to do something) = soon enough:

- Will you be home **in time for dinner**? (= soon enough for dinner)
- I've sent Emma a birthday present. I hope it arrives **in time** (for her birthday).
(= on or before her birthday)
- I'm in a hurry. I want to be home **in time to see the game on television**.
(= soon enough to see the game)

The opposite of **in time** is **too late**:

- I got home **too late** to see the game on television.

You can say **just in time** (= almost too late):

- We got to the station **just in time** for our train.
- A child ran into the road in front of the car – I managed to stop **just in time**.

B

At the end and in the end

At the end (of something) = at the time when something ends. For example:

at the end of the month at the end of January at the end of the game
 at the end of the film at the end of the course at the end of the concert

- I'm going away **at the end of January / at the end of the month**.
- At the end of the concert, there was great applause.
- The players shook hands **at the end of the game**.

You cannot say 'in the end of ...'. So you cannot say 'in the end of January' or 'in the end of the concert'.

The opposite of **at the end** (of ...) is **at the beginning** (of ...):

- I'm going away **at the beginning of January**. (not in the beginning)

In the end = finally.

We use **in the end** when we say what the final result of a situation was:

- We had a lot of problems with our car. We sold it **in the end**. (= finally we sold it)
- He got more and more angry. **In the end** he just walked out of the room.
- Alan couldn't decide where to go for his holidays. He didn't go anywhere **in the end**.
(not at the end)

The opposite of **in the end** is usually **at first**:

- At first we didn't get on very well, but **in the end** we became good friends.

122.1 Complete the sentences with **on time** or **in time**.

- 1 The bus was late this morning, but it's usually on time.
- 2 The film was supposed to start at 8.30, but it didn't begin
- 3 I like to get up to have a big breakfast before going to work.
- 4 We want to start the meeting, so please don't be late.
- 5 I've just washed this shirt. I want to wear it this evening, so I hope it will be dry
- 6 The train service isn't very good. The trains are rarely
- 7 I nearly missed my flight this morning. I got to the airport just
- 8 I nearly forgot that it was Joe's birthday. Fortunately I remembered
- 9 Why are you never? You always keep everybody waiting.

122.2 Read the situations and make sentences using **just in time**.

- 1 A child ran into the road in front of your car. You saw the child at the last moment.
(manage / stop) I managed to stop just in time.
- 2 You were walking home. Just after you got home, it started to rain very heavily.
(get / home) I
- 3 Tim was going to sit on the chair you had just painted. You said, 'Don't sit on that chair!', so he didn't. (stop / him) I
- 4 You and a friend went to the cinema. You were late and you thought you would miss the beginning of the film. But the film began just as you sat down in the cinema.
(get / cinema / beginning of the film)
We

122.3 Complete the sentences using **at the end + the following**:

the course the game the interview the month the race

- 1 The players shook hands at the end of the game.
- 2 I usually get paid
- 3 The students had a party
- 4 Two of the runners collapsed
- 5 To my surprise, I was offered the job

122.4 Write sentences with **In the end**. Use the verb in brackets.

- 1 We had a lot of problems with our car. (sell) In the end we sold it.
- 2 Judy got more and more fed up with her job.
(resign)
- 3 I tried to learn German, but I found it too difficult.
(give up)
- 4 We couldn't decide whether to go to the party or not.
(not / go)

122.5 Put in **at** or **in**.

- 1 I'm going away at the end of the month.
- 2 It took me a long time to find a job. the end I got a job in a hotel.
- 3 Are you going away the beginning of August or the end?
- 4 I couldn't decide what to buy Laura for her birthday. I didn't buy her anything the end.
- 5 We waited ages for a taxi. We gave up the end and walked home.
- 6 I'll be moving to a new address the end of September.
- 7 We had a few problems at first, but the end everything was OK.
- 8 I'm going away the end of this week.
- 9 A: I didn't know what to do.
B: Yes, you were in a difficult position. What did you do the end?

In/at/on (position) 1

A

In



in a room
in a building
in a box



in a garden
in a town/country
in the city centre



in a pool
in the sea
in a river

- There's no-one in the room / in the building / in the garden.
- What have you got in your hand / in your mouth?
- When we were in Italy, we spent a few days in Venice.
- I have a friend who lives in a small village in the mountains.
- There were some people swimming in the pool / in the sea / in the river.

B

At



at the bus stop
at the door
at the window



at the roundabout

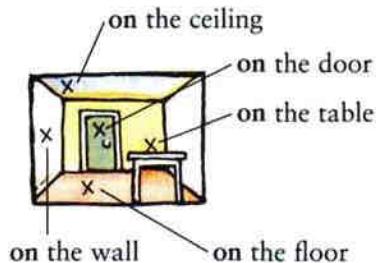


at reception

- Do you know that man standing at the door / at the window?
- Turn left at the traffic lights / at the church / at the roundabout.
- We have to get off the bus at the next stop.
- When you leave the hotel, please leave your key at reception. (= at the reception desk)

C

On



on her nose



on a page



on an island

- I sat on the floor / on the ground / on the grass / on the beach / on a chair.
- There's a dirty mark on the wall / on the ceiling / on your nose / on your shirt.
- Have you seen the notice on the notice board / on the door?
- You'll find details of TV programmes on page seven (of the newspaper).
- The hotel is on a small island in the middle of the lake.

D

Compare in and at:

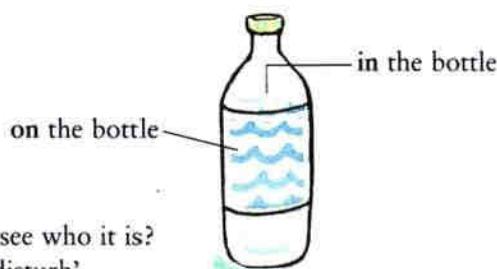
- There were a lot of people in the shop. It was very crowded.
Go along this road, then turn left at the shop.
- I'll meet you in the hotel lobby.
I'll meet you at the entrance to the hotel.

Compare in and on:

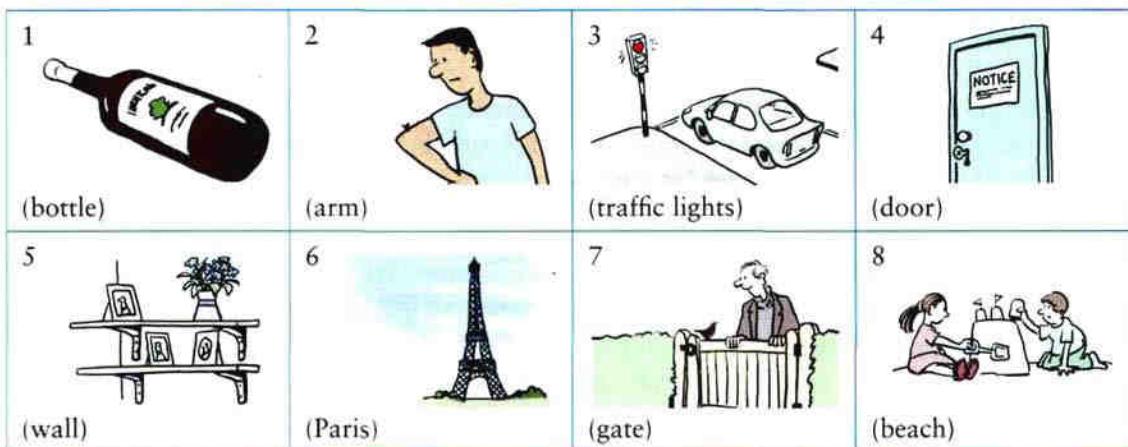
- There is some water in the bottle.
There is a label on the bottle.

Compare at and on:

- There is somebody at the door. Shall I go and see who it is?
There is a notice on the door. It says 'Do not disturb'.



123.1 Answer the questions about the pictures. Use **in**, **at** or **on** with the words below the pictures.



- 1 Where's the label? On the bottle.
- 2 Where's the fly? On the arm.
- 3 Where is the car waiting? At the traffic lights.
- 4 a Where's the notice? On the door.
b Where's the key? On the gate.
- 5 Where are the shelves? On the wall.
- 6 Where's the Eiffel Tower? On the wall.
- 7 a Where's the man standing? At the gate.
b Where's the bird? On the gate.
- 8 Where are the children playing? On the beach.

123.2 Complete the sentences. Use **in**, **at** or **on** + the following:

the window	your coffee	the mountains	that tree
my guitar	the river	the island	the next garage

- 1 Look at those people swimming in the river.
- 2 One of the strings on my guitar is broken.
- 3 There's something wrong with the car. We'd better stop at the next garage.
- 4 Would you like sugar in your coffee?
- 5 The leaves on the tree are a beautiful colour.
- 6 Last year we had a wonderful skiing holiday in the mountains.
- 7 There's nobody living in the island. It's uninhabited.
- 8 He spends most of the day sitting at the window and looking outside.

123.3 Complete the sentences with **in**, **at** or **on**.

- 1 There was a long queue of people at the bus stop.
- 2 Nicola was wearing a silver ring on her little finger.
- 3 There was an accident at the crossroads this morning.
- 4 I wasn't sure whether I had come to the right office. There was no name on the door.
- 5 There are some beautiful trees in the park.
- 6 You'll find the sports results on the back page of the newspaper.
- 7 I wouldn't like an office job. I couldn't spend the whole day sitting at a desk.
- 8 My brother lives in a small village in the south-west of England.
- 9 The man the police are looking for has a scar on his right cheek.
- 10 The headquarters of the company are in Milan.
- 11 I like that picture hanging on the wall in the kitchen.
- 12 If you come here by bus, get off at the stop after the traffic lights.

In/at/on (position) 2

A

We say that somebody/something is:

in a line / in a row / in a queue	in bed
in the sky / in the world	in the country / in the countryside
in an office / in a department	in a photograph / in a picture
in a book / in a (news)paper / in a magazine / in a letter	

- When I go to the cinema, I like to sit in the front row.
- James isn't up yet. He's still in bed.
- It was a lovely day. There wasn't a cloud in the sky.
- I've just started working in the sales department.
- Who is the woman in that photograph?
- Have you seen this picture in today's paper?



in a row

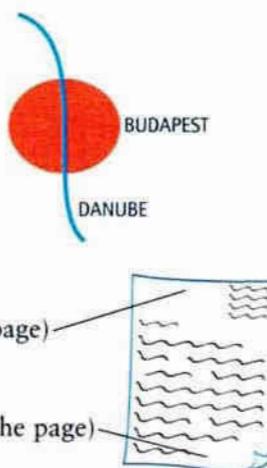
B

on the left / on the right	on the left-hand side / right-hand side
on the ground floor / on the first floor / on the second floor etc.	
on a map / on a menu / on a list	
on a farm	

- In Britain we drive on the left. (or ... on the left-hand side.)
- Our flat is on the second floor of the building.
- Here's a shopping list. Don't buy anything that's not on the list.
- Have you ever worked on a farm?

We say that a place is on a river / on a road / on the coast:

- Budapest is on the (river) Danube.
- Portsmouth is on the south coast of England.



Also on the way:

- We stopped at a small village on the way to London.

C

at the top (of) / at the bottom (of) / at the end (of)

- Write your name at the top of the page.
- Jane's house is at the other end of the street.

at the top (of the page)

at the bottom (of the page)

D

in the front / in the back of a car

- I was sitting in the back (of the car) when we crashed.

at the front / at the back of a building / theatre / group of people etc.

- The garden is at the back of the house.
- Let's sit at the front (of the cinema).
- We were at the back, so we couldn't see very well.

on the front / on the back of a letter / piece of paper etc.

- I wrote the date on the back of the photograph.



at the back

at the front

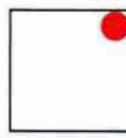
E

in the corner of a room

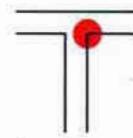
- The television is in the corner of the room.

at the corner or on the corner of a street

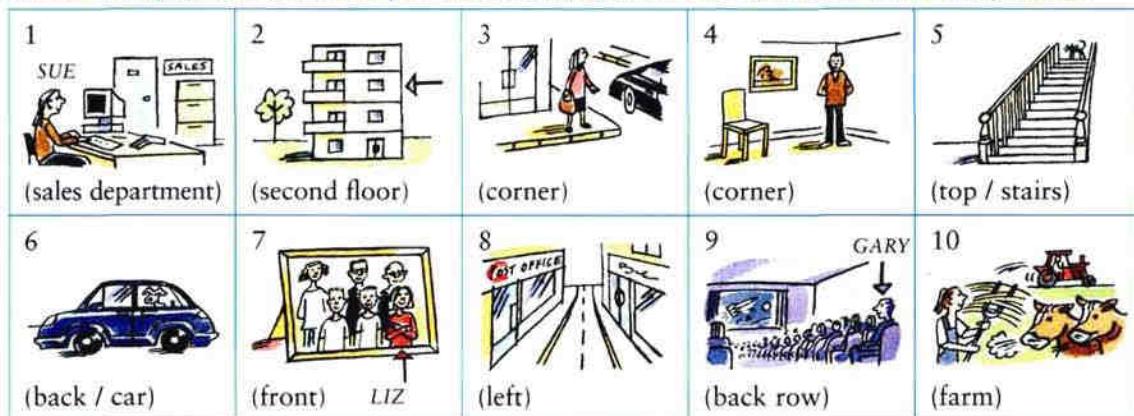
- There is a post box at/on the corner of the street.



in the corner



at/on the corner

124.1 Answer the questions about the pictures. Use **in**, **at** or **on** with the words below the pictures.1 Where does Sue work? In the sales department.

2 Sue lives in this building. Where's her flat exactly?

3 Where is the woman standing?

4 Where is the man standing?

5 Where's the cat?

6 Where's the dog?

7 Liz is in this group of people. Where is she?

8 Where's the post office?

9 Gary is at the cinema. Where is he sitting?

10 Where does Kate work?

124.2 Complete the sentences. Use **in**, **at** or **on** + the following:

the west coast	the world	the back of the class
the front row	the right	the back of this card

the sky
the way to work

1 It was a lovely day. There wasn't a cloud in the sky .

2 In most countries people drive

3 What is the tallest building

4 I usually buy a newspaper

in the morning.

5 San Francisco is

of the United States.

6 We went to the theatre last night. We had seats

7 I couldn't hear the teacher. She spoke quietly and I was sitting

8 I don't have your address. Could you write it

124.3 Complete the sentences with **in**, **at** or **on**.

- 1 Write your name at the top of the page.
- 2 Is your sister this photograph? I don't recognise her.
- 3 I didn't feel very well when I woke up, so I stayed bed.
- 4 We normally use the front entrance to the building, but there's another one the back.
- 5 Is there anything interesting the paper today?
- 6 There was a list of names, but my name wasn't the list.
- 7 the end of the street, there is a path leading to the river.
- 8 I love to look up at the stars the sky at night.
- 9 When I'm a passenger in a car, I prefer to sit the front.
- 10 It's a very small village. You probably won't find it your map.
- 11 Joe works the furniture department of a large store.
- 12 Paris is the river Seine.
- 13 I don't like cities. I'd much prefer to live the country.
- 14 My office is the top floor. It's the left as you come out of the lift.

In/at/on (position) 3

A

In hospital / at home etc.

We say that somebody is in hospital / in prison / in jail:

- Ann's mother is in hospital.

We say that somebody is at home / at work / at school / at university / at college:

- I'll be at work until 5.30, but I'll be at home all evening.
- Julia is studying chemistry at university.

Also **at sea** (= on a voyage). Compare **at sea** and **in the sea**:

- It was a long voyage. We were at sea for 30 days.
- I love swimming in the sea.

B

At a party / at a concert etc.

We say that somebody is at an event (at a party / at a conference etc.):

- Were there many people at the party / at the meeting / at the wedding?
- I saw Steve at a football match / at a concert on Saturday.

C

In and at for buildings

You can often use **in** or **at** with buildings. For example, you can eat **in** a restaurant or **at** a restaurant; you can buy something **in** a supermarket or **at** a supermarket. We usually say **at** when we say where an event takes place (for example: a concert, a film, a party, a meeting):

- We went to a concert **at** the Royal Festival Hall.
- The meeting took place **at** the company's head office in Frankfurt.

We say **at** the station / **at** the airport:

- Don't meet me **at** the station. I can get a taxi.

We say **at** somebody's house:

- I was **at** Sue's house last night. *or* I was **in** Sue's last night.

Also **at** the doctor's, **at** the hairdresser's etc.

We use **in** when we are thinking about the building itself. Compare:

- We had dinner **at** the hotel.
- All the rooms **in** the hotel have air conditioning. (*not* **at** the hotel)
- I was **at** Sue's (house) last night.
- It's always cold **in** Sue's house. The heating doesn't work very well. (*not* **at** Sue's house)

D

In and at for towns etc.

We normally use **in** with cities, towns and villages:

- Sam's parents live **in** Nottingham. (*not* **at** Nottingham)
- The Louvre is a famous art museum **in** Paris. (*not* **at** Paris)

But you can use **at** or **in** when you think of the place as *a point or station on a journey*:

- Does this train stop **at** (or **in**) Nottingham? (= **at** Nottingham station)
- We stopped **at** (or **in**) a small village on the way to London.

E

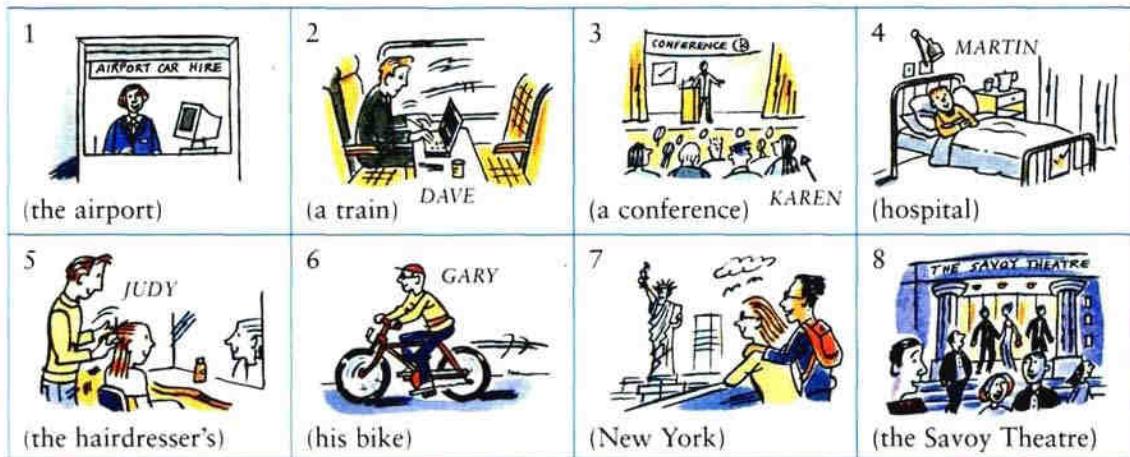
On a bus / in a car etc.

We usually say **on** a bus / **on** a train / **on** a plane / **on** a ship *but* **in** a car / **in** a taxi:

- The bus was very full. There were too many people **on** it.
- Mary arrived **in** a taxi.

We say **on** a bike (= bicycle) / **on** a motorbike / **on** a horse:

- Jane passed me **on** her bike.

125.1 Complete the sentences about the pictures. Use **in**, **at** or **on** with the words below the pictures.

1 You can hire a car at the airport. 5 Judy is
 2 Dave is 6 I saw Gary
 3 Karen is 7 We spent a few days
 4 Martin is 8 We went to a show

125.2 Complete the sentences. Use **in**, **at** or **on** + the following:

sea	hospital	a taxi	the station	the cinema
the plane	school	prison	the airport	the sports centre

1 My train arrives at 11.30. Can you meet me at the station ?
 2 We walked to the restaurant, but we went home
 3 I'd like to see a film. What's on this week?
 4 Some people are for crimes that they did not commit.
 5 'What does your sister do? Has she got a job?' 'No, she's still'
 6 I play basketball on Friday evenings.
 7 A friend of mine was injured in an accident a few days ago. She's still
 8 Our flight was delayed. We had to wait for four hours.
 9 I enjoyed the flight, but the food wasn't very nice.
 10 Bill works on ships. He is most of the time.

125.3 Complete these sentences with **in**, **at** or **on**.

1 We went to a concert at the Royal Festival Hall.
 2 It was a very slow train. It stopped every station.
 3 My parents live a small village about 50 miles from London.
 4 I haven't seen Kate for some time. I last saw her David's wedding.
 5 We stayed a very nice hotel when we were Amsterdam.
 6 There were fifty rooms the hotel.
 7 I don't know where my umbrella is. Perhaps I left it the bus.
 8 I wasn't in when you phoned. I was my sister's house.
 9 There must be somebody the house. The lights are on.
 10 The exhibition the Museum of Modern Art finished on Saturday.
 11 Shall we travel your car or mine?
 12 What are you doing home? I expected you to be work.
 13 'Did you like the film?' 'Yes, but it was too hot the cinema.'
 14 Paul lives Birmingham. He's a student Birmingham University.

To/at/in/into

A

We say **go/come/travel** (etc.) **to** a place or event. For example:

go to China
go back to Italy
return to London
welcome (somebody) to (a place)

go to bed
go to the bank
go to a concert

come to my house
be taken to hospital
be sent to prison
drive to the airport



- When are your friends going back to Italy? (*not* going back in Italy)
- Three people were injured in the accident and taken to hospital.
- Welcome to our country! (*not* Welcome in)

In the same way we say 'a **journey to** / a **trip to** / a **visit to** / on my way to ...' etc. :

- Did you enjoy your **trip to** Paris / your **visit to** the zoo?

Compare **to** (for *movement*) and **in/at** (for *position*):

- They are **going to** France. *but* They live **in** France.
- Can you **come to** the party? *but* I'll see you **at** the party.

B

Been to

We say 'been to (a place)':

- I've been **to** Italy four times, but I've never been **to** Rome.
- Amanda has never been **to** a football match in her life.

C

Get and arrive

We say **get to** (a place):

- What time did they **get to** London / to work / to the party?

But we say **arrive in** ... or **arrive at** ... (*not* **arrive to**).

We say **arrive in** a town or country:

- They **arrived in** London / in Spain a week ago.

For other places (buildings etc.) or events, we say **arrive at**:

- When did they **arrive at** the hotel / at the airport / at the party?

D

Home

We say: **go home** / **come home** / **get home** / **arrive home** / **on the way home** etc. (no preposition).

We do not say 'to home':

- I'm tired. Let's **go home** now. (*not* go to home)
- I met Linda **on my way home**. (*not* my way to home)

E

Into

Go into, get into ... etc. = enter (a room / a building / a car etc.):

- I opened the door, **went into** the room and sat down.
- A bird **flew into** the kitchen through the window.



With some verbs (especially **go/get/put**) we often use **in** (instead of **into**):

- She **got in** the car and drove away. (*or* She **got into** the car ...)
- I read the letter and **put it back in** the envelope.

The opposite of **into** is **out of**:

- She **got out of** the car and **went into** a shop.

We usually say 'get **on/off** a bus / a train / a plane' (*not usually* get **into/out of**):

- She **got on** the bus and I never saw her again.

126.1 Put in to/at/in/into where necessary. If no preposition is necessary, leave the space empty.

- Three people were taken to hospital after the accident.
- I met Kate on my way to home. (no preposition)
- We left our luggage from the station and went to find something to eat.
- Shall we take a taxi from the station or shall we walk?
- I have to go to the bank today to change some money.
- The river Rhine flows into the North Sea.
- 'Have you got your camera?' 'No, I left it at home.'
- Have you ever been to China?
- I had lost my key, but I managed to climb up the house through a window.
- We got stuck in a traffic jam on our way to the airport.
- We had lunch at the airport while we were waiting for our plane.
- Welcome to the hotel. We hope you enjoy your stay here.
- We drove along the main road for about a kilometre and then turned onto a narrow side street.
- Did you enjoy your visit to the zoo?
- I'm tired. As soon as I get home, I'm going to bed.
- Marcel is French. He has just returned from France after two years in Brazil.
- Carl was born in Chicago, but his family moved to New York when he was three. He still lives in New York.

126.2 Have you been to these places? If so, how many times? Choose three of the places and write a sentence using been to.

Athens Australia Ireland Paris Rome Sweden Tokyo the United States

1 (example answers) I've never been to Australia. / I've been to Ireland once.
 2 _____
 3 _____
 4 _____

126.3 Put in to/at/in where necessary. If no preposition is necessary, leave the space empty.

- What time does this train get to London?
- What time does this train arrive in London?
- What time did you get home last night?
- What time do you usually arrive at work in the morning?
- When we got to the cinema, there was a long queue outside.
- I arrived at home feeling very tired.

126.4 Write sentences using got + into / out of / on / off.

- You were walking home. A friend passed you in her car. She saw you, stopped and offered you a lift. She opened the door. What did you do? I got into the car.
- You were waiting for the bus. At last your bus came. The doors opened. What did you do then? I _____
- You drove home in your car. You stopped outside your house and parked the car. What did you do then? _____
- You were travelling by train to Manchester. When the train got to Manchester, what did you do? _____
- You needed a taxi. After a few minutes a taxi stopped for you. You opened the door. What did you do then? _____
- You were travelling by air. At the end of your flight, your plane landed at the airport and stopped. The doors were opened, you took your bag and stood up. What did you do then? _____

In/at/on (other uses)

A

Expressions with in

in the rain / in the sun (= sunshine) / in the shade / in the dark / in bad weather etc.

- We sat in the shade. It was too hot to sit in the sun.
- Don't go out in the rain. Wait until it stops.

(write) in ink / in biro / in pencil

- When you do the exam, you're not allowed to write in pencil.

Also (write) in words / in figures / in BLOCK CAPITALS etc.

- Please write your name in block capitals.
- Write the story in your own words. (= don't copy somebody else)

(be/fall) in love (with somebody)

- Have you ever been in love with anybody?

in (my) opinion

- In my opinion, the film wasn't very good.

B

At the age of ... etc.

We say 'at the age of 16 / at 120 miles an hour / at 100 degrees etc.':

- Tracy left school at 16. or ... at the age of 16.
- The train was travelling at 120 miles an hour.
- Water boils at 100 degrees Celsius.

We are now flying at a speed of 800 kilometres an hour and at an altitude of 9,000 metres.



C

On holiday / on a tour etc.

We say: (be/go) on holiday / on business / on a trip / on a tour / on a cruise etc.

- I'm going on holiday next week.
- Emma's away on business at the moment.
- One day I'd like to go on a world tour.

You can also say 'go to a place for a holiday / for my holiday(s)':

- Steve has gone to France for a holiday.

D

Other expressions with on

on television / on the radio

- I didn't watch the news on television, but I heard it on the radio.

on the phone/telephone

- I've never met her, but I've spoken to her on the phone a few times.

(be/go) on strike

- There are no trains today. The drivers are on strike.

(be/go) on a diet

- I've put on a lot of weight. I'll have to go on a diet.

(be) on fire

- Look! That car is on fire.

on the whole (= in general)

- Sometimes I have problems at work, but on the whole I enjoy my job.

on purpose (= intentionally)

- I'm sorry. I didn't mean to annoy you. I didn't do it on purpose.

127.1 Complete the sentences using **in** + the following:

block capitals	cold weather	love	my opinion
pencil	the rain	the shade	

- 1 Don't go out in the rain. Wait until it stops.
- 2 Matt likes to keep warm, so he doesn't go out much.
- 3 If you write and make a mistake, you can rub it out and correct it.
- 4 They fell almost immediately and were married in a few weeks.
- 5 Please write your address clearly, preferably
- 6 It's too hot in the sun. I'm going to sit
- 7 Amanda thought the restaurant was OK, but it wasn't very good.

127.2 Complete the sentences using **on** + the following:

business	a diet	fire	holiday	the phone
purpose	strike	television	a tour	the whole

- 1 Look! That car is on fire! Somebody call the fire brigade.
- 2 Workers at the factory have gone for better pay and conditions.
- 3 Soon after we arrived, we were taken of the city.
- 4 I feel lazy this evening. Is there anything worth watching
- 5 I'm sorry. It was an accident. I didn't do it
- 6 Richard has put on a lot of weight recently. I think he should go
- 7 Jane's job involves a lot of travelling. She often has to go away
- 8 A: I'm going next week.
B: Where are you going? Somewhere nice?
- 9 A: Is Sarah here?
B: Yes, but she's at the moment. She won't be long.
- 10 A: How was your exam?
B: Well, there were some difficult questions, but it was OK.

127.3 Complete the sentences with **on**, **in**, **at** or **for**.

- 1 Water boils at 100 degrees Celsius.
- 2 When I was 14, I went a trip to France organised by my school.
- 3 There was panic when people realised that the building was fire.
- 4 Julia's grandmother died recently the age of 79.
- 5 Can you turn the light on, please? I don't want to sit the dark.
- 6 We didn't go holiday last year. We stayed at home.
- 7 I'm going to Switzerland a short holiday next month.
- 8 I won't be here next week. I'll be holiday.
- 9 Technology has developed great speed.
- 10 Alan got married 17, which is rather young to get married.
- 11 I heard an interesting programme the radio this morning.
- 12 my opinion, violent films should not be shown television.
- 13 I wouldn't like to go a cruise. I think I'd get bored.
- 14 I mustn't eat too much. I'm supposed to be a diet.
- 15 I wouldn't like his job. He spends most of his time talking the phone.
- 16 The earth travels round the sun 107,000 kilometres an hour.
- 17 'Did you enjoy your holiday?' 'Not every minute, but the whole, yes.'
- 18 When you write a cheque, you have to write the amount words and figures.

By

A

We use **by** in many expressions to say how we do something. For example, you can:

send something **by post** contact somebody **by phone / by email / by fax**
 do something **by hand** pay by **cheque / by credit card**

- Can I pay **by credit card**?
- You can contact me **by phone, by fax or by email**.

But we say **pay cash** or **pay in cash** (*not* by cash).

We also say **by mistake / by accident / by chance**:

- We hadn't arranged to meet. We met **by chance**.

But we say '**do something on purpose**' (= you mean to do it):

- I didn't do it **on purpose**. It was an accident.

Note that we say **by chance**, **by cheque** etc. (*not* by the chance / by a cheque). In these expressions we use **by + noun** without the or a.

B

In the same way we use **by ...** to say how somebody travels:

by car / by train / by plane / by boat / by ship / by bus / by bike etc.
by road / by rail / by air / by sea / by underground

- Joanne usually goes to work **by bus**.
- Do you prefer to travel **by air or by train**?

But we say **on foot**:

- Did you come here **by car or on foot**?

You cannot use **by** if you say **my car / the train / a taxi** etc. We use **by + noun** without 'a/the/my' etc. We say:

by car but in my car (not by my car)
by train but on the train (not by the train)

We use **in** for cars and taxis:

- They didn't come **in their car**. They came **in a taxi**.

We use **on** for bicycles and public transport (buses, trains etc.):

- We travelled **on the 6.45 train**.

C

We say that 'something is done **by somebody/something**' (*passive*):

- Have you ever been bitten **by a dog**?
- The programme was watched **by millions of people**.

Compare **by** and **with**:

- The door must have been opened **with a key**. (*not* by a key)
 (= somebody used a key to open it)
- The door must have been opened **by somebody with a key**.

We say '**a play by Shakespeare**' / '**a painting by Rembrandt**' / '**a novel by Tolstoy**' etc. :

- Have you read anything **by Ernest Hemingway**?

D

By also means 'beside':

- Come and sit **by me**. (= beside me)
- 'Where's the light **switch**?' 'By the door.'

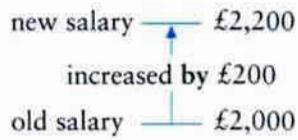


switch

E

Note the following use of **by**:

- Clare's salary has just gone up from £2,000 a month to £2,200. So it has increased **by £200 / by ten per cent**.
- Carl and Mike had a race over 200 metres. Carl won **by about three metres**.



128.1 Complete the sentences using **by** + the following:

chance credit card hand mistake satellite

- 1 We hadn't arranged to meet. We met by chance.
- 2 I didn't intend to take your umbrella. I took it
- 3 Don't put the sweater in the washing machine. It has to be washed
- 4 I don't need cash. I can pay the bill
- 5 The two cities were connected for a television programme.

128.2 Put in **by**, **in** or **on**.

- 1 Joanne usually goes to work by bus.
- 2 I saw Jane this morning. She was the bus.
- 3 How did you get here? Did you come train?
- 4 I decided not to go car. I went my bike instead.
- 5 I didn't feel like walking home, so I came home a taxi.
- 6 Sorry we're late. We missed the bus, so we had to come foot.
- 7 How long does it take to cross the Atlantic ship?

128.3 Write three sentences like the examples. Write about a song, a painting, a film, a book etc.

- 1 War and Peace is a book **by** Tolstoy.
- 2 Romeo and Juliet is a play **by** Shakespeare.
- 3
- 4
- 5

128.4 Put in **by**, **in**, **on** or **with**.

- 1 Have you ever been bitten by a dog?
- 2 The plane was badly damaged lightning.
- 3 We managed to put the fire out a fire extinguisher.
- 4 Who is that man standing the window?
- 5 These photographs were taken a friend of mine.
- 6 I don't mind going car, but I don't want to go your car.
- 7 There was a small table the bed a lamp and a clock it.

128.5 All these sentences have a mistake. Correct them.

- 1 Did you come here by Kate's car or yours?
- 2 I don't like travelling on bus.
- 3 These photographs were taken by a very good camera.
- 4 I know this music is from Beethoven, but I can't remember what it's called.
- 5 I couldn't pay by cash – I didn't have any money on me.
- 6 We lost the game only because of a mistake of one of our players.

in Kate's car

128.6 Complete the sentences using **by**.

- 1 Clare's salary was £2,000 a month. Now it is £2,200.
Her salary has increased by £200 a month.
- 2 My daily newspaper used to cost 60 pence. From today it costs 70 pence.
The price has gone up
- 3 There was an election. Helen won. She got 25 votes and Norman got 23.
Helen won
- 4 I went to Kate's house to see her, but she had gone out five minutes before I arrived.
I missed

Noun + preposition
(reason for, cause of etc.)

A

Noun + for ...

a cheque FOR (a sum of money)

- They sent me a cheque for £150.

a demand / a need FOR ...

- The company closed down because there wasn't enough demand for its product.

- There's no excuse for behaviour like that. There's no need for it.

a reason FOR ...

- The train was late, but nobody knew the reason for the delay. (not reason of)

B

Noun + of ...

an advantage / a disadvantage OF ...

- The advantage of living alone is that you can do what you like.

but there is an advantage in (or to) doing something

- There are many advantages in living alone. (or ... to living alone)

a cause OF ...

- The cause of the explosion is unknown.

a photograph / a picture / a map / a plan / a drawing (etc.) OF ...

- Rachel showed me some photographs of her family.

- I had a map of the town, so I was able to find my way around.

C

Noun + in ...

an increase / a decrease / a rise / a fall IN (prices etc.)

- There has been an increase in the number of road accidents recently.

- Last year was a bad one for the company. There was a big fall in sales.

D

Noun + to ...

damage TO ...

- The accident was my fault, so I had to pay for the damage to the other car.

an invitation TO ... (a party / a wedding etc.)

- Did you get an invitation to the party?

a solution TO (a problem) / a key TO (a door) / an answer TO (a question) / a reply TO (a letter) / a reaction TO ...

- I hope we'll find a solution to the problem. (not a solution of the problem)

- I was surprised at her reaction to my suggestion.

an attitude TO ... (or TOWARDS ...)

- His attitude to his job is very negative. or His attitude towards his job ...

E

Noun + with ... / between ...

a relationship / a connection / contact WITH ...

- Do you have a good relationship with your parents?

- The police want to question a man in connection with the robbery.

but a relationship / a connection / contact / a difference BETWEEN two things or people

- The police believe that there is no connection between the two crimes.

- There are some differences between British and American English.

129.1 Complete the second sentence so that it has the same meaning as the first.

- What caused the explosion? What was the cause of the explosion ?
- We're trying to solve the problem. We're trying to find a solution .
- Sue gets on well with her brother. Sue has a good relationship .
- The cost of living has gone up a lot.
There has been a big increase .
- I don't know how to answer your question.
I can't think of an answer .
- I don't think that a new road is necessary.
I don't think there is any need .
- I think that working at home has many advantages.
I think that there are many advantages .
- The number of people without jobs fell last month.
Last month there was a fall .
- Nobody wants to buy shoes like these any more.
There is no demand .
- In what way is your job different from mine?
What is the difference ?

129.2 Complete the sentences using the following nouns + the correct preposition:

cause	connection	contact	damage	invitation
key	map	pictures	reason	reply

- On the wall there were some pictures and a map of the world.
- Thank you for the . your party next week.
- Since she left home two years ago, Sophie has had little . her family.
- I can't open this door. Have you got a . the other door?
- The . the fire at the hotel last night is still unknown.
- I emailed Jim last week, but I still haven't received a . my message.
- The two companies are completely independent. There is no . them.
- Jane showed me some old . the city as it looked 100 years ago.
- Carol has decided to give up her job. I don't know her . doing this.
- It wasn't a bad accident. The . the car wasn't serious.

129.3 Complete the sentences with the correct preposition.

- There are some differences between British and American English.
- Money isn't the solution to every problem.
- There has been an increase in the amount of traffic using this road.
- When I opened the envelope, I was delighted to find a cheque for £500.
- The advantage of having a car is that you don't have to rely on public transport.
- There are many advantages of being able to speak a foreign language.
- Everything can be explained. There's a reason for everything.
- When Paul left home, his attitude to his parents seemed to change.
- Ben and I used to be good friends, but I don't have much contact with him now.
- There has been a sharp rise in property prices in the past few years.
- What was Emma's reaction to the news?
- If I give you the camera, can you take a photograph of me?
- The company has rejected the workers' demands for a rise in pay.
- What was the answer to question 3 in the test?
- The fact that Jane was offered a job has no connection with the fact that she is a friend of the managing director.

Adjective + preposition 1

A

It was nice of you to ...

nice / kind / good / generous / polite / stupid / silly etc. OF somebody (to do something)

- Thank you. It was very kind of you to help me.
- It is stupid of me to go out without a coat in such cold weather.

but (be) nice / kind / good / generous / polite / rude / friendly / cruel etc. TO somebody

- They have always been very nice to me. (not with me)
- Why were you so unfriendly to Lucy?

B

Adjective + about / with

angry / annoyed / furious { ABOUT something
WITH somebody FOR doing something

- It's stupid to get angry about things that don't matter.
- Are you annoyed with me for being late?

excited / worried / upset / nervous / happy etc. ABOUT a situation

- Are you excited about going away next week?
- Lisa is upset about not being invited to the party.

delighted / pleased / satisfied / happy / disappointed WITH something you receive, or the result of something

- I was delighted with the present you gave me.
- Were you happy with your exam results?

C

Adjective + at / by / with

surprised / shocked / amazed / astonished AT / BY something

- Everybody was surprised AT (or BY) the news.
- I hope you weren't shocked BY (or AT) what I said.

impressed WITH / BY somebody/something

- I'm very impressed with (or by) her English. It's very good.

fed up / bored WITH something

- I don't enjoy my job any more. I'm fed up with it. / I'm bored with it.

D

Sorry about / for

sorry ABOUT a situation or something that happened

- I'm sorry about the mess. I'll clear it up later.
- We're all sorry about Julie losing her job.

sorry FOR / ABOUT something you did

- Alex is very sorry for what he said. (or sorry about what he said)
- I'm sorry for shouting at you yesterday. (or sorry about shouting)

You can also say 'I'm sorry I (did something)':

- I'm sorry I shouted at you yesterday.

feel / be sorry FOR somebody who is in a bad situation

- I feel sorry for Matt. He's had a lot of bad luck. (not I feel sorry about Matt)

130.1 Write sentences using nice of ... , kind of ... etc.

- 1 I went out in the cold without a coat.
- 2 Sue offered to drive me to the airport.
- 3 I needed money and Tom gave me some.

- 4 They didn't invite us to their party.

- 5 Can I help you with your luggage?
- 6 Kevin didn't thank me for the present.

- 7 They've had an argument and now they refuse to speak to each other.

(silly) *That was silly of you.*

(nice) *That was her.*

(generous) *That*

(not very nice) *That*

(very kind) *..... you.*

(not very polite) *.....*

(a bit childish) *.....*

130.2 Complete the sentences using the following adjectives + the correct preposition:

annoyed annoyed astonished bored excited impressed kind sorry

- 1 Are you excited about going away next week?
- 2 Thank you for all your help. You've been very me.
- 3 I wouldn't like to be in her position. I feel her.
- 4 What have I done wrong? Why are you me?
- 5 Why do you always get so things that don't matter?
- 6 I wasn't very the service in the restaurant. We had to wait ages before our food arrived.
- 7 Ben isn't very happy at college. He says he's the course he's doing.
- 8 I had never seen so many people before. I was the crowds.

130.3 Put in the correct preposition.

- 1 I was delighted with the present you gave me.
- 2 It was very nice you to do my shopping for me. Thank you very much.
- 3 Why are you always so rude your parents? Can't you be nice them?
- 4 It was careless you to leave the door unlocked when you went out.
- 5 They didn't reply to our letter, which wasn't very polite them.
- 6 We always have the same food every day. I'm fed up it.
- 7 I can't understand people who are cruel animals.
- 8 We enjoyed our holiday, but we were a bit disappointed the hotel.
- 9 I was surprised the way he behaved. It was completely out of character.
- 10 I've been trying to learn Spanish, but I'm not very satisfied my progress.
- 11 Linda doesn't look very well. I'm worried her.
- 12 Are you angry what happened?
- 13 I'm sorry what I did. I hope you're not angry me.
- 14 The people next door are furious us making so much noise last night.
- 15 Jill starts her new job next week. She's quite excited it.
- 16 I'm sorry the smell of paint in this room. I've just decorated it.
- 17 I was shocked what I saw. I'd never seen anything like it before.
- 18 The man we interviewed for the job was intelligent, but we weren't very impressed his appearance.
- 19 Are you still upset what I said to you yesterday?
- 20 He said he was sorry the situation, but there was nothing he could do.
- 21 I felt sorry the children when we went on holiday. It rained every day and they had to spend most of the time indoors.

Adjective + preposition 2

A

Adjective + of (1)

afraid / frightened / terrified / scared OF ...

- 'Are you afraid of spiders?' 'Yes, I'm terrified of them.'

fond / proud / ashamed / jealous / envious OF ...

- Why are you always so jealous of other people?

suspicious / critical / tolerant OF ...

- He didn't trust me. He was suspicious of my intentions.

B

Adjective + of (2)

aware / conscious OF ...

- 'Did you know he was married?' 'No, I wasn't aware of that.'

capable / incapable OF ...

- I'm sure you are capable of passing the examination.

full / short OF ...

- The letter I wrote was full of mistakes. (*not* full with)

- I'm a bit short of money. Can you lend me some?

typical OF ...

- He's late again. It's typical of him to keep everybody waiting.

tired / sick OF ...

- Come on, let's go! I'm tired of waiting. (= I've had enough of waiting.)

certain / sure OF or ABOUT ...

- I think she's arriving this evening, but I'm not sure of that. *or* ... sure about that.

C

Adjective + at / to / from / in / on / with / for

good / bad / brilliant / better / hopeless etc. AT ...

- I'm not very good at repairing things. (*not* good in repairing things)

married / engaged TO ...

- Linda is married to an American. (*not* married with)

but Linda is married with three children. (= she is married and has three children)

similar TO ...

- Your writing is similar to mine.

different FROM or different TO ...

- The film was different from what I'd expected. (*or* different to what I'd expected.)

interested IN ...

- Are you interested in art?

keen ON ...

- We stayed at home because Chris wasn't very keen on going out.

dependent ON ... (*but* independent OF ...)

- I don't want to be dependent on anybody.

crowded WITH (people etc.)

- The streets were crowded with tourists. (*but* full of tourists)

famous FOR ...

- The Italian city of Florence is famous for its art treasures.

responsible FOR ...

- Who was responsible for all that noise last night?

131.1 Complete the second sentence so that it has the same meaning as the first.

- 1 There were lots of tourists in the streets. The streets were crowded with tourists.
- 2 There was a lot of furniture in the room. The room was full
- 3 I don't like sport very much. I'm not very keen
- 4 We don't have enough time. We're a bit short
- 5 I'm not a very good tennis player. I'm not very good
- 6 Catherine's husband is Russian. Catherine is married
- 7 I don't trust Robert. I'm suspicious
- 8 My problem is not the same as yours. My problem is different

131.2 Complete the sentences using the following adjectives + the correct preposition:

afraid different interested proud responsible similar sure

- 1 I think she's arriving this evening, but I'm not sure of that.
- 2 Your camera is mine, but it isn't exactly the same.
- 3 Don't worry. I'll look after you. There's nothing to be
- 4 I never watch the news on television. I'm not the news.
- 5 The editor is the person who is what appears in a newspaper.
- 6 Sarah is a keen gardener. She's very her garden and loves showing it to visitors.
- 7 I was surprised when I met Lisa for the first time. She was what I expected.

131.3 Put in the correct preposition.

- 1 The letter I wrote was full of mistakes.
- 2 My home town is not an especially interesting place. It's not famous anything.
- 3 Kate is very fond her younger brother.
- 4 I don't like going up ladders. I'm scared heights.
- 5 You look bored. You don't seem interested what I'm saying.
- 6 Did you know that Liz is engaged a friend of mine?
- 7 I'm not ashamed what I did. In fact I'm quite proud it.
- 8 I suggested that we should all go out for a meal, but nobody else was keen the idea.
- 9 These days everybody is aware the dangers of smoking.
- 10 The station platform was crowded people waiting for the train.
- 11 Sue is much more successful than I am. Sometimes I feel a bit jealous her.
- 12 I'm tired doing the same thing every day. I need a change.
- 13 Do you know anyone who might be interested buying an old car?
- 14 We've got plenty to eat. The fridge is full food.
- 15 She is a very honest person. I don't think she is capable telling a lie.
- 16 Helen works hard and she's extremely good her job.
- 17 I'm not surprised he changed his mind at the last moment. That's typical him.
- 18 Mark has no money of his own. He's totally dependent his parents.
- 19 We're short staff in our office at the moment. We need more people to do the work.

131.4 Write sentences about yourself. Are you good at these things or not? Use the following:

good quite good not very good hopeless

- 1 (repairing things) I'm not very good at repairing things.
- 2 (telling jokes)
- 3 (mathematics)
- 4 (remembering names)

Verb + preposition 1 to and at

A

Verb + to

talk / speak TO somebody (with is also possible but less usual)

- Who was that man you were talking to?

listen TO ...

- We spent the evening listening to music. (not listening music)

write (a letter) TO ...

- I wrote to the hotel complaining about the poor service we had received.

apologise TO somebody (for ...)

- They apologised to me for what happened. (not They apologised me)

explain something TO somebody

- Can you explain this word to me? (not explain me this word)

explain / describe (to somebody) what/how/why ...

- I explained to them why I was worried. (not I explained them)

- Let me describe to you what I saw. (not Let me describe you)

B

We do not use to with these verbs:

phone / telephone / call somebody

- Did you phone your father yesterday? (not phone to your father)

answer somebody/something

- He refused to answer my question. (not answer to my question)

ask somebody

- Can I ask you a question? (not ask to you)

thank somebody (for something)

- He thanked me for helping him. (not He thanked to me)

C

Verb + at

look / stare / glance AT ... , have a look / take a look AT ...

- Why are you looking at me like that?

laugh AT ...

- I look stupid with this haircut. Everybody will laugh at me.

aim / point (something) AT ... , shoot / fire (a gun) AT ...

- Don't point that knife at me. It's dangerous.

- We saw someone with a gun shooting at birds, but he didn't hit any.

D

Some verbs can be followed by at or to, with a difference of meaning. For example:

shout AT somebody (when you are angry)

- He got very angry and started shouting at me.

shout TO somebody (so that they can hear you)

- He shouted to me from the other side of the street.

throw something AT somebody/something (in order to hit them)

- Somebody threw an egg at the minister.

throw something TO somebody (for somebody to catch)

- Lisa shouted 'Catch!' and threw the keys to me from the window.

132.1 You ask somebody to explain things that you don't understand. Write questions beginning **Can you explain ... ?**

1 (I don't understand this word.)

Can you explain this word to me?

2 (I don't understand what you mean.)

Can you explain to me what you mean?

3 (I don't understand this question.)

Can you explain

4 (I don't understand the problem.)

Can

5 (I don't understand how this machine works.)

6 (I don't understand what I have to do.)

132.2 Put in **to** where necessary. If the sentence is already complete, leave the space empty.

1 I know who she is, but I've never spoken her.

2 Why didn't you answer my letter?

3 I like to listen the radio while I'm having breakfast.

4 We'd better phone the restaurant to reserve a table.

5 'Did Mike apologise you?' 'Yes, he said he was very sorry.'

6 I explained everybody the reasons for my decision.

7 I thanked everybody for all the help they had given me.

8 Ask me what you like, and I'll try and answer your questions.

9 Mike described me exactly what happened.

10 Karen won't be able to help you, so there's no point in asking her.

132.3 Complete the sentences. Use the following verbs (in the correct form) + the correct preposition:

explain glance laugh listen point speak throw throw

1 I look stupid with this haircut. Everybody will me.

2 I don't understand this. Can you it me?

3 Sue and Kevin had an argument and now they're not one another.

4 Be careful with those scissors! Don't them me!

5 I my watch to see what the time was.

6 Please me! I've got something important to tell you.

7 Don't stones the birds! It's cruel.

8 If you don't want that sandwich, it the birds. They'll eat it.

132.4 Put in **to** or **at**.

1 I wrote the hotel complaining about the poor service we had received.

2 Look these flowers. Aren't they pretty?

3 Please don't shout me! Try to calm down.

4 I saw Sue as I was cycling along the road. I shouted her, but she didn't hear me.

5 Don't listen what he says. He doesn't know what he's talking about.

6 What's so funny? What are you laughing ?

7 Do you think I could have a look your magazine, please?

8 I'm a bit lonely. I need somebody to talk

9 She was so angry she threw a book the wall.

10 The woman sitting opposite me on the train kept staring me.

11 Can I speak you a moment? There's something I want to ask you.

Verb + preposition 2 about/for/of/after

A

Verb + about

talk / read / know ABOUT ... , tell somebody ABOUT ...

- We talked about a lot of things at the meeting.

have a discussion ABOUT something, *but* discuss something (no preposition)

- We had a discussion about what we should do.
- We discussed a lot of things at the meeting. (*not* discussed about)

do something ABOUT something = *do something to improve a bad situation*

- If you're worried about the problem, you should do something about it.

B

Care about, care for and take care of

care ABOUT somebody/something = *think that somebody/something is important*

- He's very selfish. He doesn't care about other people.

We say 'care what/where/how ...' etc. (*without* about)

- You can do what you like. I don't care what you do.

care FOR somebody/something

(1) = *like something* (usually in questions and negative sentences)

- Would you care for a cup of coffee? (= Would you like ... ?)
- I don't care for very hot weather. (= I don't like ...)

(2) = *look after somebody*

- Alan is 85 and lives alone. He needs somebody to care for him.

take care OF ... = *look after*

- Have a nice holiday. Take care of yourself! (= look after yourself)

C

Verb + for

ask (somebody) FOR ...

- I wrote to the company asking them for more information about the job.

but 'I asked him the way to ...', 'She asked me my name' (no preposition)

apply (TO a person, a company etc.) FOR a job etc.

- I think you'd be good at this job. Why don't you apply for it?

wait FOR ...

- Don't wait for me. I'll join you later.
- I'm not going out yet. I'm waiting for the rain to stop.

search (a person / a place / a bag etc.) FOR ...

- I've searched the house for my keys, but I still can't find them.

leave (a place) FOR another place

- I haven't seen her since she left (home) for the office this morning.
(*not* left to the office)

D

Look for and look after

look FOR ... = *search for, try to find*

- I've lost my keys. Can you help me to look for them?

look AFTER ... = *take care of*

- Alan is 85 and lives alone. He needs somebody to look after him. (*not* look for)
- You can borrow this book, but you must promise to look after it.

133.1 Put in the correct preposition. If no preposition is necessary, leave the space empty.

- I'm not going out yet. I'm waiting for the rain to stop.
- I couldn't find the street I was looking for, so I stopped someone to ask for directions.
- I've applied for a job at the factory. I don't know if I'll get it.
- I've applied to three colleges. I hope one of them accepts me.
- I've searched everywhere for John, but I haven't been able to find him.
- I don't want to talk about what happened last night. Let's forget it.
- I don't want to discuss about what happened last night. Let's forget it.
- We had an interesting discussion about the problem, but we didn't reach a decision.
- We discussed for the problem, but we didn't reach a decision.
- I don't want to go out yet. I'm waiting for the post to arrive.
- Ken and Sonia are touring Italy. They're in Rome at the moment, but tomorrow they leave for Venice.
- The roof of the house is in very bad condition. I think we ought to do something about it.
- We waited for Steve for half an hour, but he never came.
- Tomorrow morning I have to catch a plane. I'm leaving my house for the airport at 7.30.

133.2 Complete the sentences with the following verbs (in the correct form) + preposition:

apply ask do leave look search talk wait

- Police are searching for the man who escaped from prison.
- We're still waiting for a reply to our letter. We haven't heard anything yet.
- I think Ben likes his job, but he doesn't care about it much.
- When I'd finished my meal, I asked the waiter for the bill.
- Cathy is unemployed. She has applied for several jobs, but she hasn't had any luck.
- If something is wrong, why don't you look at something about it?
- Linda's car is very old, but it's in excellent condition. She looks after it very well.
- Diane is from Boston, but now she lives in Paris. She left Boston for Paris when she was 19.

133.3 Put in the correct preposition after care. If no preposition is necessary, leave the space empty.

- He's very selfish. He doesn't care about other people.
- Are you hungry? Would you care for something to eat?
- She doesn't care about the exam. She doesn't care whether she passes or fails.
- Please let me borrow your camera. I promise I'll take good care of it.
- 'Do you like this coat?' 'Not really. I don't care about the colour.'
- Don't worry about the shopping. I'll take care of that.
- I want to have a good holiday. I don't care about the cost.
- I want to have a good holiday. I don't care about how much it costs.

133.4 Complete the sentences with look for or look after. Use the correct form of look (looks/looked/looking).

- I looked for my keys, but I couldn't find them anywhere.
- Kate is looking for a job. I hope she finds one soon.
- Who looked after you when you were ill?
- I'm looking after Elizabeth. Have you seen her?
- The car park was full, so we had to look for somewhere else to park.
- A babysitter is somebody who looks after other people's children.

Verb + preposition 3 about and of

A

dream ABOUT ... (when you are asleep)

- I dreamt about you last night.

dream OF/ABOUT being something / doing something = *imagine*

- Do you dream of/about being rich and famous?

(I) wouldn't dream OF doing something = *I would never do it*

- 'Don't tell anyone what I said.' 'No, I wouldn't dream of it.' (= I would never do it)

B

hear ABOUT ... = *be told about something*

- Did you hear about what happened at the club on Saturday night?

hear OF ... = *know that somebody/something exists*

- 'Who is Tom Hart?' 'I have no idea. I've never heard of him.' (not heard from him)

hear FROM ... = *receive a letter, phone call or message from somebody*

- 'Have you heard from Jane recently?' 'Yes, she phoned a few days ago.'

C

think ABOUT ... and think OF ...

When you think ABOUT something, you consider it, you concentrate your mind on it:

- I've thought about what you said and I've decided to take your advice.
- 'Will you lend me the money?' 'I'll think about it.'

When you think OF something, the idea comes to your mind:

- He told me his name, but I can't think of it now. (not think about it)
- That's a good idea. Why didn't I think of that? (not think about that)

We also use think of when we ask or give an opinion:

- 'What did you think of the film?' 'I didn't think much of it.' (= I didn't like it much)

The difference is sometimes very small and you can use of or about:

- When I'm alone, I often think of (or about) you.

You can say think of or think about doing something (for possible future actions):

- My sister is thinking of (or about) going to Canada. (= she is considering it)

D

remind somebody ABOUT ... = *tell somebody not to forget*

- I'm glad you reminded me about the meeting. I'd completely forgotten about it.

remind somebody OF ... = *cause somebody to remember*

- This house reminds me of the one I lived in when I was a child.
- Look at this photograph of Richard. Who does he remind you of?

E

complain (TO somebody) ABOUT ... = *say that you are not satisfied*

- We complained to the manager of the restaurant about the food.

complain OF a pain, an illness etc. = *say that you have a pain etc.*

- We called the doctor because George was complaining of a pain in his stomach.

F

warn somebody ABOUT a person or thing which is bad, dangerous, unusual etc.

- I knew he was a strange person. I had been warned about him. (not warned of him)
- Vicky warned me about the traffic. She said it would be bad.

warn somebody ABOUT/OF a danger, something bad which might happen later

- Scientists have warned us about/of the effects of global warming.

134.1 Put in the correct preposition.

- Did you hear about what happened at the party on Saturday?
- 'I had a strange dream last night.' 'Did you? What did you dream about?'
- Our neighbours complained to us about the noise we made last night.
- Kevin was complaining about pains in his chest, so he went to the doctor.
- I love this music. It reminds me of a warm day in spring.
- He loves his job. He thinks about his job all the time, he dreams about it, he talks about it and I'm fed up with hearing about it.
- I tried to remember the name of the book, but I couldn't think of it.
- Jackie warned me about the water. She said it wasn't safe to drink.
- We warned our children about the dangers of playing in the street.

134.2 Complete the sentences using the following verbs (in the correct form) + the correct preposition:

complain dream hear remind remind think think warn

- That's a good idea. Why didn't I think of that?
- Bill is never satisfied. He is always thinking about something.
- I can't make a decision yet. I need time to think about your proposal.
- Before you go into the house, I must warn you about the dog. He is very aggressive sometimes, so be careful.
- She's not a well-known singer. Not many people have heard of her.
- A: You wouldn't go away without telling me, would you?
B: Of course not. I wouldn't think about it.
- I would have forgotten my appointment if Jane hadn't told me about it.
- Do you see that man over there? Does he remind you of anybody you know?

134.3 Complete the sentences using hear or heard + the correct preposition (about/of/from).

- I've never heard of Tom Hart. Who is he?
- 'Did you hear about the accident last night?' 'Yes, Vicky told me.'
- Jill used to phone quite often, but I haven't heard from her for a long time now.
- A: Have you heard about a writer called William Hudson?
B: No, I don't think so. What sort of writer is he?
- Thank you for your letter. It was good to hear from you again.
- 'Do you want to hear about our holiday?' 'Not now. Tell me later.'
- I live in a small town in the north of England. You've probably never heard of it.

134.4 Complete the sentences using think about or think of. Sometimes both about and of are possible. Use the correct form of think (think/thinking/thought).

- You look serious. What are you thinking about?
- I like to have time to make decisions. I like to think about things carefully.
- I don't know what to get Sarah for her birthday. Can you think about anything?
- A: I've finished reading the book you lent me.
B: Have you? What did you think about it? Did you like it?
- We're thinking about going out for a meal this evening. Would you like to come?
- I don't really want to go out with Tom tonight. I'll have to think about an excuse.
- When I was offered the job, I didn't accept immediately. I went away and thought about it for a while. In the end I decided to take the job.
- I don't think much about this coffee. It's like water.
- Carol is very homesick. She's always thinking about her family back home.

Verb + preposition 4 of/for/from/on

A

Verb + of

accuse / suspect somebody OF ...

- Sue accused me of being selfish.
- Some students were suspected of cheating in the exam.

approve / disapprove OF ...

- His parents don't approve of what he does, but they can't stop him.

die OF (or FROM) an illness etc.

- 'What did he die of?' 'A heart attack.'

consist OF ...

- We had an enormous meal. It consisted of seven courses.

B

Verb + for

pay (somebody) FOR ...

- I didn't have enough money to pay for the meal. (not pay the meal)
- but pay a bill / a fine / tax / rent / a sum of money etc. (no preposition)
- I didn't have enough money to pay the rent.

thank / forgive somebody FOR ...

- I'll never forgive them for what they did.

apologise (to somebody) FOR ...

- When I realised I was wrong, I apologised (to them) for my mistake.

blame somebody/something FOR ... , somebody is to blame FOR ...

- Everybody blamed me for the accident.
- Everybody said that I was to blame for the accident.

blame (a problem etc.) ON ...

- Everybody blamed the accident on me.

C

Verb + from

suffer FROM an illness etc.

- The number of people suffering from heart disease has increased.

protect somebody/something FROM (or AGAINST) ...

- Sun block protects the skin from the sun. (or ... against the sun.)

D

Verb + on

depend / rely ON ...

- 'What time will you be home?' 'I don't know. It depends on the traffic.'
- You can rely on Jill. She always keeps her promises.

You can use depend + when/where/how etc. with or without on:

- 'Are you going to buy it?' 'It depends how much it is.' (or It depends on how much)

live ON money/food

- Michael's salary is very low. It isn't enough to live on.

congratulate / compliment somebody ON ...

- I congratulated her ON her success in the exam.

135.1 Complete the second sentence so that it means the same as the first.

- 1 Sue said I was selfish. Sue accused me of being selfish.
- 2 The misunderstanding was my fault, so I apologised.
I apologised
- 3 Jane won the tournament, so I congratulated her.
I congratulated Jane
- 4 He has enemies, but he has a bodyguard to protect him.
He has a bodyguard to protect him
- 5 There are eleven players in a football team.
A football team consists
- 6 Sandra eats only bread and eggs. She lives

135.2 Complete the second sentence using **for** or **on**. These sentences all have **blame**.

- 1 Liz said that what happened was Joe's fault. Liz blamed Joe for what happened.
- 2 You always say everything is my fault.
You always blame me
- 3 Do you think the economic crisis is the fault of the government?
Do you blame the government?
- 4 I think the increase in violent crime is the fault of television.
I blame the increase in violent crime

Now rewrite sentences 3 and 4 using **to blame for**.

- 5 (3) Do you think the government?
- 6 (4) I think that

135.3 Complete the sentences using the following verbs (in the correct form) + the correct preposition:

accuse apologise approve congratulate depend live pay

- 1 His parents don't approve of what he does, but they can't stop him.
- 2 When you went to the theatre with Paul, who the tickets?
- 3 It's not very pleasant when you are something you didn't do.
- 4 A: Are you going to the beach tomorrow?
B: I hope so. It the weather.
- 5 Things are very cheap there. You can very little money.
- 6 When I saw David, I him passing his driving test.
- 7 You were very rude to Liz. Don't you think you should her?

135.4 Put in the correct preposition. If no preposition is necessary, leave the space empty.

- 1 Some students were suspected of cheating in the exam.
- 2 Sally is often not well. She suffers very bad headaches.
- 3 You know that you can rely me if you ever need any help.
- 4 It is terrible that some people are dying hunger while others eat too much.
- 5 Are you going to apologise what you did?
- 6 The accident was my fault, so I had to pay the repairs.
- 7 I didn't have enough money to pay the bill.
- 8 I complimented her her English. She spoke very fluently and her pronunciation was excellent.
- 9 She hasn't got a job. She depends her parents for money.
- 10 I don't know whether I'll go out tonight. It depends how I feel.
- 11 They wore warm clothes to protect themselves the cold.
- 12 The apartment consists three rooms, a kitchen and bathroom.

Verb + preposition 5 in/into/with/to/on

A

Verb + in

believe IN ...

- Do you believe in God? (= Do you believe that God exists?)
- I believe in saying what I think. (= I believe it is right to say what I think)
- but 'believe something' (= believe it is true), 'believe somebody' (= believe they are telling the truth)
- The story can't be true. I don't believe it. (not believe in it)

specialise IN ...

- Helen is a lawyer. She specialises in company law.

succeed IN ...

- I hope you succeed in finding the job you want.

B

Verb + into

break INTO ...

- Our house was broken into a few days ago, but nothing was stolen.

crash / drive / bump / run INTO ...

- He lost control of the car and crashed into a wall.

divide / cut / split something INTO two or more parts

- The book is divided into three parts.

translate a book etc. FROM one language INTO another

- Ernest Hemingway's books have been translated into many languages.

C

Verb + with

collide WITH ...

- There was an accident this morning. A bus collided with a car.

fill something WITH ... (but full of ... – see Unit 131B)

- Take this saucepan and fill it with water.

provide / supply somebody WITH ...

- The school provides all its students with books.

D

Verb + to

happen TO ...

- What happened to that gold watch you used to have? (= where is it now?)

invite somebody TO a party / a wedding etc.

- They only invited a few people to their wedding.

prefer one thing/person TO another

- I prefer tea to coffee

E

Verb + on

concentrate ON ...

- Don't look out of the window. Concentrate on your work.

insist ON ...

- I wanted to go alone, but some friends of mine insisted on coming with me.

spend (money) ON ...

- How much do you spend on food each week?

136.1 Complete the second sentence so that it means the same as the first.

- 1 There was a collision between a bus and a car.
A bus collided with a car
- 2 I don't mind big cities, but I prefer small towns.
I prefer
- 3 I got all the information I needed from Jane.
Jane provided me
- 4 This morning I bought a pair of shoes, which cost £70.
This morning I spent

136.2 Complete the sentences using the following verbs (in the correct form) + the correct preposition:

believe concentrate divide drive fill happen insist invite succeed

- 1 I wanted to go alone, but Sue insisted on coming with me.
- 2 I haven't seen Mike for ages. I wonder what has him.
- 3 We've been the party, but unfortunately we can't go.
- 4 It's a very large house. It's four flats.
- 5 I don't ghosts. I think people only imagine that they see them.
- 6 Steve gave me an empty bucket and told me to it water.
- 7 I was driving along when the car in front of me stopped suddenly. Unfortunately I couldn't stop in time and the back of it.
- 8 Don't try and do two things together. one thing at a time.
- 9 It wasn't easy, but in the end we finding a solution to the problem.

136.3 Put in the correct preposition. If the sentence is already complete, leave the space empty.

- 1 The school provides all its students with books.
- 2 A strange thing happened me a few days ago.
- 3 Mark decided to give up sport so that he could concentrate his studies.
- 4 I don't believe working very hard. It's not worth it.
- 5 My present job isn't wonderful, but I prefer it what I did before.
- 6 I hope you succeed getting what you want.
- 7 As I was coming out of the room, I collided somebody who was coming in.
- 8 There was an awful noise as the car crashed a tree.
- 9 Patrick is a photographer. He specialises sports photography.
- 10 Do you spend much money clothes?
- 11 The country is divided six regions.
- 12 I prefer travelling by train driving. It's much more pleasant.
- 13 I was amazed when Joe walked into the room. I couldn't believe it.
- 14 Somebody broke my car and stole the radio.
- 15 I was quite cold, but Tom insisted having the window open.
- 16 Some words are difficult to translate one language another.
- 17 What happened the money I lent you? What did you spend it?
- 18 The teacher decided to split the class four groups.
- 19 I filled the tank, but unfortunately I filled it the wrong kind of petrol.

136.4 Use your own ideas to complete these sentences. Use a preposition.

- 1 I wanted to go out alone, but my friend insisted on coming with me.
- 2 I spend a lot of money
- 3 I saw the accident. The car crashed
- 4 Chris prefers basketball
- 5 Shakespeare's plays have been translated

Phrasal verbs 1 Introduction

A

We often use verbs with the following words:

in	on	up	away	round	about	over	by
out	off	down	back	through	along	forward	

So you can say **look out** / **get on** / **take off** / **run away** etc. These are *phrasal verbs*.

We often use **on/off/out** etc. with verbs of movement. For example:

get on	<input type="checkbox"/> The bus was full. We couldn't get on.
drive off	<input type="checkbox"/> A woman got into the car and drove off.
come back	<input type="checkbox"/> Sally is leaving tomorrow and coming back on Saturday.
turn round	<input type="checkbox"/> When I touched him on the shoulder, he turned round.

But often the second word (on/off/out'etc.) gives a special meaning to the verb. For example:

break down	<input type="checkbox"/> Sorry I'm late. The car broke down . (= the engine stopped working)
look out	<input type="checkbox"/> Look out! There's a car coming. (= be careful)
take off	<input type="checkbox"/> It was my first flight. I was nervous as the plane took off . (= went into the air)
get on	<input type="checkbox"/> How was the exam? How did you get on? (= How did you do?)
get by	<input type="checkbox"/> My French isn't very good, but it's enough to get by . (= manage)

For more phrasal verbs, see Units 138–145.

B

Sometimes a phrasal verb is followed by a *preposition*. For example:

<i>phrasal verb</i>	<i>preposition</i>	
run away	from	<input type="checkbox"/> Why did you run away from me?
keep up	with	<input type="checkbox"/> You're walking too fast. I can't keep up with you.
look up	at	<input type="checkbox"/> We looked up at the plane as it flew above us.
look forward	to	<input type="checkbox"/> Are you looking forward to your holiday?

6

Sometimes a phrasal verb has an *object*. Usually there are two possible positions for the object. So you can say:

I turned on the light. or I turned the light on.

If the object is a *pronoun* (it/ them/ me/ him etc.), only one position is possible:

I turned it on. (*not* I turned on it)

Some more examples:

□ Could you **fill in this form?**
□ Could you **fill this form in?**

but They gave me a form and told me to fill it in. (*not fill in it*)

□ Don't { throw away this postcard.
throw this postcard away.

but I want to keep this postcard, so don't throw it away. (*not throw away it*)

I'm going to { take off my shoes.
take my shoes off.

but These shoes are uncomfortable. I'm going to **take them off**. (*not take off them*)

□ Don't { wake up the baby.
 wake the baby up.

but The baby is asleep. Don't wake her up. (*not wake up her*)

137.1 Complete each sentence using a verb from A (in the correct form) + a word from B. You can use a word more than once.

A fly get go look sit speak

B away by down on out round up

- 1 The bus was full. We couldn't get on .
- 2 I've been standing for the last two hours. I'm going to for a bit.
- 3 A cat tried to catch the bird, but it just in time.
- 4 We were trapped in the building. We couldn't
- 5 I can't hear you very well. Can you a little?
- 6 'Do you speak German?' 'Not very well, but I can'
- 7 House prices are very high. They've a lot in the last few years.
- 8 I thought there was somebody behind me, but when I , there was nobody there.

137.2 Complete the sentences using a word from A and a word from B. You can use a word more than once.

A away back forward in up

B at through to with

- 1 You're walking too fast. I can't keep up with you.
- 2 My holidays are nearly over. Next week I'll be work.
- 3 We went the top floor of the building to admire the view.
- 4 Are you looking the party next week?
- 5 There was a bank robbery last week. The robbers got £50,000.
- 6 I love to look the stars in the sky at night.
- 7 I was sitting in the kitchen when suddenly a bird flew the open window.

137.3 Complete the sentences using the following verbs + it/them/me:

fill in get out give back switch on take off wake up

- 1 They gave me a form and told me to fill it in .
- 2 I'm going to bed now. Can you at 6.30?
- 3 I've got something in my eye and I can't
- 4 I don't like it when people borrow things and don't
- 5 I want to use the kettle. How do I ?
- 6 My shoes are dirty. I'd better before going into the house.

137.4 Use your own ideas to complete the sentences. Use a noun (this newspaper etc.) or a pronoun (it/them etc.) + the word in brackets (away/up etc.).

- 1 Don't throw away this newspaper . I want to keep it. (away)
- 2 'Do you want this postcard?' 'No, you can throw it away .' (away)
- 3 I borrowed these books from the library. I have to take tomorrow. (back)
- 4 We can turn Nobody is watching it. (off)
- 5 A: How did the vase get broken?
B: I'm afraid I knocked while I was cleaning. (over)
- 6 Shh! My mother is asleep. I don't want to wake (up)
- 7 It's quite cold. You should put if you're going out. (on)
- 8 It was only a small fire. I was able to put quite easily. (out)
- 9 A: Is this hotel more expensive than when we stayed here last year?
B: Yes, they've put (up)
- 10 It's a bit dark in this room. Shall I turn ? (on)

Phrasal verbs 2 in/out

A

Compare in and out:

in = into a room, a building, a car etc.

- How did the thieves get in?
- Here's a key, so you can let yourself in.
- Sally walked up to the edge of the pool and dived in. (= into the water)
- I've got a new flat. I'm moving in on Friday.
- As soon as I got to the airport, I checked in.

In the same way you can say go in, come in, walk in, break in etc.

Compare in and into:

- I'm moving in next week.
- I'm moving into my new flat on Friday.

out = out of a room, building, a car etc.

- He just stood up and walked out.
- I had no key, so I was locked out.
- She swam up and down the pool, and then climbed out.
- Tim opened the window and looked out.
- (at a hotel) What time do we have to check out?

In the same way you can say go out, get out, move out, let somebody out etc.

Compare out and out of:

- He walked out.
- He walked out of the room.

B

Other verbs + in

drop in / call in = visit somebody for a short time without arranging to do this

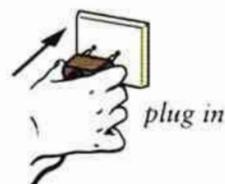
- I dropped in to see Chris on my way home.

join in = take part in an activity that is already going on

- We're playing a game. Why don't you join in?

plug in an electrical machine = connect it to the electricity supply

- The fridge isn't working because you haven't plugged it in.



fill in a form, a questionnaire etc. = write the necessary information on a form

- Please fill in the application form and send it to us by 28 February.

You can also say fill out a form.

take somebody in = deceive somebody

- The man said he was a policeman and I believed him. I was completely taken in.

C

Other verbs + out

eat out = eat at a restaurant, not at home

- There wasn't anything to eat at home, so we decided to eat out.

drop out of college / university / a course / a race = stop before you have completely finished a course/race etc.

- Gary went to university but dropped out after a year.

get out of something that you arranged to do = avoid doing it

- I promised I'd go to the wedding. I don't want to go, but I can't get out of it now.

cut something out (of a newspaper etc.)

- There was a beautiful picture in the magazine, so I cut it out and kept it.

leave something out = omit it, not include it

- In the sentence 'She said that she was ill', you can leave out the word 'that'.

cross something out / rub something out

- Some of the names on the list had been crossed out.

Sarah cross out

138.1 Complete each sentence using a verb in the correct form.

- 1 Here's a key so that you can let yourself in.
- 2 Liz doesn't like cooking, so she out a lot.
- 3 Eve isn't living in this flat any more. She out a few weeks ago.
- 4 If you're in our part of town, you must in and see us.
- 5 When I in at the airport, I was told my flight would be delayed.
- 6 There were some advertisements in the paper that I wanted to keep, so I them out.
- 7 I wanted to iron some clothes, but there was nowhere to the iron in.
- 8 I hate in questionnaires.
- 9 Steve was upset because he'd been out of the team.
- 10 Be careful! The water's not very deep here, so don't in.
- 11 If you write in pencil and you make a mistake, you can it out.
- 12 Paul started doing a Spanish course, but he out after a few weeks.

138.2 Complete the sentences with **in**, **into**, **out** or **out of**.

- 1 I've got a new flat. I'm moving in on Friday.
- 2 We checked the hotel as soon as we arrived.
- 3 As soon as we arrived at the hotel, we checked
- 4 The car stopped and the driver got
- 5 Thieves broke the house while we were away.
- 6 Why did Sarah drop college? Did she fail her exams?

138.3 Complete each sentence using a verb + **in** or **out** (of).

- 1 Sally walked to the edge of the pool, dived in and swam to the other end.
- 2 Not all the runners finished the race. Three of them
- 3 I went to see Joe and Sue in their new house. They last week.
- 4 I've told you everything you need to know. I don't think I've anything.
- 5 Some people in the crowd started singing. Then a few more people and soon everybody was singing.
- 6 We go to restaurants a lot. We like
- 7 Don't be by him. If I were you, I wouldn't believe anything he says.
- 8 I to see Laura a few days ago. She was fine.
- 9 A: Can we meet tomorrow morning at ten?
B: Probably. I'm supposed to go to another meeting, but I think I can it.

138.4 Complete the sentences. Use the word in brackets in the correct form.

- 1 A: The fridge isn't working.
B: That's because you haven't (plug)
- 2 A: What do I have to do with these forms?
B: and send them to this address. (fill)
- 3 A: I've made a mistake on this form.
B: That's all right. Just and correct it. (cross)
- 4 A: Did you believe the story they told you?
B: Yes, I'm afraid they completely (take)
- 5 A: Have you been to that new club in Bridge Street?
B: We wanted to go there a few nights ago, but the doorman wouldn't because we weren't members. (let)

Phrasal verbs 3 out

A

out = not burning, not shining

go out

put out a fire / a cigarette / a light

turn out a light

blow out a candle

- Suddenly all the lights in the building went out.
- We managed to put the fire out.
- I turned the lights out before leaving.
- We don't need the candle. You can blow it out.

B

work out

work out = do physical exercises

- Rachel works out at the gym three times a week.

work out = develop, progress

- Good luck for the future. I hope everything works out well for you.
- A: Why did James leave the company?
B: Things didn't work out. (= things didn't work out well)

work out (for mathematical calculations)

- The total bill for three people is £84.60. That works out at £28.20 each.

work something out = calculate, think about a problem and find the answer

- 345 x 76? I need to do this on paper. I can't work it out in my head.

C

Other verbs + out

carry out an order / an experiment / a survey / an investigation / a plan etc.

- Soldiers are expected to carry out orders.
- An investigation into the accident will be carried out as soon as possible.

fall out (with somebody) = stop being friends

- They used to be very good friends. I'm surprised to hear that they have fallen out.
- David fell out with his father and left home.

find out that/what/when ... etc., find out about something = get information

- The police never found out who committed the murder.
- I've just found out that it's Helen's birthday today.
- I called the tourist office to find out about hotels in the town.

give/hand things out = give to each person

- At the end of the lecture, the speaker gave out information sheets to the audience.

point something out (to somebody) = draw attention to something

- As we drove through the city, our guide pointed out all the sights.
- I didn't realise I'd made a mistake until somebody pointed it out to me.

run out (of something)

- We ran out of petrol on the motorway. (= we used all our petrol)

sort something out = find a solution to, put in order

- There are a few problems we need to sort out.
- All these papers are mixed up. I'll have to sort them out.

turn out to be ... / turn out good/nice etc. / turn out that ...

- Nobody believed Paul at first, but he turned out to be right. (= it became clear in the end that he was right)
- The weather wasn't so good in the morning, but it turned out nice later.
- I thought they knew each other, but it turned out that they'd never met.

try out a machine, a system, a new idea etc. = test it to see if it is OK

- The company is trying out a new computer system at the moment.

139.1 Which words can go together? Choose from the box.

a candle a cigarette a light a mess a mistake a new product an order

1 turn out a light

2 point out

3 blow out

4 carry out

5 put out

6 try out

7 sort out

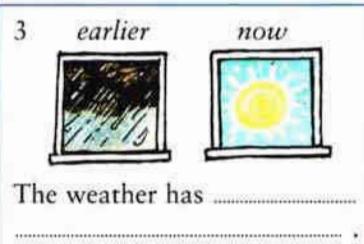
139.2 Complete each sentence using a verb + out.

- 1 The company is trying out a new computer system at the moment.
- 2 Steve is very fit. He does a lot of sport and regularly.
- 3 The road will be closed for two days next week while building work is
- 4 We didn't manage to discuss everything at the meeting. We of time.
- 5 You have to the problem yourself. I can't do it for you.
- 6 I phoned the station to what time the train arrived.
- 7 The new drug will be on a small group of patients.
- 8 I thought the two books were the same until a friend of mine the difference.
- 9 They got married a few years ago but it didn't , and they separated.
- 10 There was a power cut and all the lights
- 11 We thought she was American at first, but she to be Swedish.
- 12 Sometimes it cheaper to eat in a restaurant than to cook at home.
- 13 I haven't applied for the job yet. I want to more about the company first.
- 14 It took the fire brigade two hours to the fire.

139.3 For each picture, complete the sentence using a verb + out.

They've run out of petrol.

The man with the beard is leaflets.



The weather has



They've



One of Joe's jobs in the office is



Lisa is trying to how

139.4 Complete the sentences. Each time use a verb + out.

- 1 A: Shall I leave the light on?
B: No, you can turn it out.
- 2 A: This recipe looks interesting.
B: Yes, let's
- 3 A: How much money do I owe you exactly?
B: Just a moment. I'll have to
- 4 A: What happened about your problem with your bank?
B: It's OK now. I went to see them and we

Phrasal verbs 4 on/off (1)

A

On and off for lights, machines etc.

We say: the light is on / put the light on / leave the light on etc.
turn the light on/off or switch the light on/off

- Shall I leave the lights on or turn them off?
- 'Is the heating on?' 'No, I switched it off.'
- We need some boiling water, so I'll put the kettle on.

Also put on some music / a CD / a video etc.

- I haven't listened to this CD yet. Shall I put it on?

B

On and off for events etc.

go on = happen

- What's all that noise? What's going on? (= what's happening)

call something off = cancel it

- The open air concert had to be called off because of the weather.

put something off, put off doing something = delay it

- The wedding has been put off until January.
- We can't put off making a decision. We have to decide now.

C

On and off for clothes etc.

put on clothes, glasses, make-up, a seat belt etc.

- My hands were cold, so I put my gloves on.

Also put on weight = get heavier

- I've put on two kilograms in the last month.

try on clothes (to see if they fit)

- I tried on a jacket in the shop, but it didn't fit me very well.

take off clothes, glasses etc.

- It was warm, so I took off my jacket.

D

Off = away from a person or place

be off (to a place)

- Tomorrow I'm off to Paris / I'm off on holiday.
(= I'm going to Paris / I'm going on holiday)

walk off / run off / drive off / ride off / go off (similar to walk away / run away etc.)

- Diane got on her bike and rode off.
- Mark left home at the age of eighteen and went off to Canada.

set off = start a journey

- We set off very early to avoid the traffic. (= We left early)

take off = leave the ground (for planes)

- After a long delay the plane finally took off.

see somebody off = go with them to the airport/station to say goodbye

- Helen was going away. We went to the station with her to see her off.

140.1 Complete the sentences using **put on** + the following:

a CD the heating the kettle the light the oven

1 It was getting dark, so I put the light on.

2 It was getting cold, so I

3 I wanted to bake a cake, so I

4 I wanted to make some tea, so I

5 I wanted to listen to some music, so I

140.2 Complete the sentences. Each time use a verb + **on** or **off**.

1 It was warm, so I took off my jacket.

2 What are all these people doing? What's?

3 The weather was too bad for the plane to, so the flight was delayed.

4 I didn't want to be disturbed, so I my mobile phone.

5 Rachel got into her car and at high speed.

6 Tim has weight since I last saw him. He used to be quite thin.

7 A: What time are you leaving tomorrow?
B: I'm not sure yet, but I'd like to as early as possible.

8 Don't until tomorrow what you can do today.

9 There was going to be a strike by bus drivers, but now they have been offered more money and the strike has been

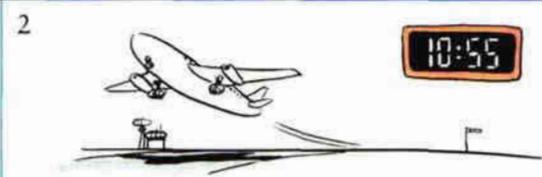
10 Are you cold? Shall I get you a sweater to?

11 When I go away, I prefer to be alone at the station or airport. I don't like it when people come to me.

140.3 Look at the pictures and complete the sentences.



1 Her hands were cold, so she put her gloves on.



2 The plane at 10.55.



3 Maria, but it was too big for her.



4 The match because of the weather.



5 Mark's parents went to the airport to



6 He took his sunglasses out of his pocket and

Phrasal verbs 5 on/off (2)

A

Verb + on = continue doing something**drive on / walk on / play on** = *continue walking/driving/playing etc.*

- Shall we stop at this petrol station or shall we **drive on** to the next one?

go on = *continue*

- The party **went on** until 4 o'clock in the morning.

go on / carry on (doing something) = *continue (doing something)*

- We can't **go on** spending money like this. We'll have nothing left soon.
- I don't want to **carry on** working here. I'm going to look for another job.

Also go on with / carry on with something

- Don't let me disturb you. Please **carry on with** what you're doing.

keep on doing something = *do it continuously or repeatedly*

- He **keeps on** criticising me. I'm fed up with it!

B

Get on**get on** = *progress*

- How are you **getting on** in your new job? (= How is it going?)

get on (with somebody) = *have a good relationship*

- Joanne and Karen don't **get on**. They're always arguing.
- Richard **gets on** well with his neighbours. They're all very friendly.

get on with something = *continue doing something you have to do, usually after an interruption*

- I must **get on with** my work. I have a lot to do.

C

Verb + off**doze off / drop off / nod off** = *fall asleep*

- The lecture wasn't very interesting. In fact I **dropped off** in the middle of it.

finish something off = *do the last part of something*

- A: Have you **finished** painting the kitchen?
- B: Nearly. I'll **finish it off** tomorrow.

go off = *explode*

- A bomb **went off** in the city centre, but fortunately nobody was hurt.

Also an alarm can go off = *ring*

- Did you hear the alarm **go off**?

put somebody off (doing something) = *cause somebody not to want something or to do something*

- We wanted to go to the exhibition, but we were **put off** by the long queue.
- What **put you off** applying for the job? Was the salary too low?

rip somebody off = *cheat somebody (informal)*

- Did you really pay £1,000 for that painting? I think you were **ripped off**.
(= you paid too much)

show off = *try to impress people with your ability, your knowledge etc.*

- Look at that boy on the bike riding with no hands. He's just **showing off**.

tell somebody off = *speak angrily to somebody because they did something wrong*

- Clare's mother **told her off** for wearing dirty shoes in the house.

141.1 Change the underlined words. Keep the same meaning, but use a verb + on or off.

- Did you hear the bomb explode?
Did you hear the bomb ... go off ...?
- The meeting continued longer than I expected.
The meeting longer than I expected.
- We didn't stop to rest. We continued walking.
We didn't stop to rest. We
- I fell asleep while I was watching TV.
I while I was watching TV.
- Gary doesn't want to retire. He wants to continue working.
Gary doesn't want to retire. He wants to working.
- The fire alarm rang in the middle of the night.
The fire alarm in the middle of the night.
- Martin phones me continuously. It's very annoying.
Martin It's very annoying.

141.2 Complete each sentence using a verb + on or off.

- We can't ... go on ... spending money like this. We'll have nothing left soon.
- I was standing by the car when suddenly the alarm
- I'm not ready to go home yet. I have a few things to
- 'Shall I stop the car here?' 'No, :
- Bill paid too much for the car he bought. I think he was
- 'Is Emma enjoying her course at university?' 'Yes, she's very well.'
- I was very tired at work today. I nearly at my desk a couple of times.
- Ben was by his boss for being late for work repeatedly.
- I really like working with my colleagues. We all really well together.
- There was a very loud noise. It sounded like a bomb
- I making the same mistake. It's very frustrating.
- I've just had a coffee break, and now I must with my work.
- Peter is always trying to impress people. He's always
- We decided not to go into the museum. We were by the cost of tickets.

141.3 Complete the sentences. Use the following verbs (in the correct form) + on or off. Sometimes you will need other words as well:

carry finish get get go rip tell

- A: How are you getting on in your new job?
B: Fine, thanks. It's going very well.
- A: Have you written the letter you had to write?
B: I've started it. I'll in the morning.
- A: We took a taxi to the airport. It cost £40.
B: £40! Normally it costs about £20. You
- A: Why were you late for work this morning?
B: I overslept. My alarm clock didn't
- A: How in your interview? Do you think you'll get the job?
B: I hope so. The interview was OK.
- A: Did you stop playing tennis when it started to rain?
B: No, we The rain wasn't very heavy.
- A: Some children at the next table in the restaurant were behaving very badly.
B: Why didn't their parents ?
- A: Why does Paul want to leave his job?
B: He his boss.

Phrasal verbs 6 up/down

A

Compare up and down:

put something up (on a wall etc.)

- I put some pictures up on the wall.

pick something up

- There was a letter on the floor. I picked it up and looked at it.

stand up

- Alan stood up and walked out.

turn something up

- I can't hear the TV. Can you turn it up a bit?



take something down (from a wall etc.)

- I didn't like the picture, so I took it down.

put something down

- I stopped writing and put down my pen.

sit down / bend down / lie down

- I bent down to tie my shoelace.

turn something down

- The oven is too hot. Turn it down to 150 degrees.



B

Knock down etc.

knock down a building / blow something down / cut something down etc.

- Some old houses were knocked down to make way for the new shopping centre.
- Why did you cut down the tree in your garden?

Also be knocked down (by a car etc.)

- A man was knocked down by a car and taken to hospital.

C

Down = getting less

slow down = go more slowly

- You're driving too fast. Slow down.

calm (somebody) down = become calmer, make somebody calmer

- Calm down. There's no point in getting angry.

cut down (on something) = eat, drink or do something less often

- I'm trying to cut down on coffee. I drink far too much of it.

D

Other verbs + down

break down = stop working (for machines, cars, relationships etc.)

- The car broke down and I had to phone for help.
- Their marriage broke down after only a few months.

close down / shut down = stop doing business

- There used to be a shop at the end of the street; it closed down a few years ago.

let somebody down = disappoint somebody because you didn't do what they hoped

- You can always rely on Pete. He'll never let you down.

turn somebody/something down = refuse an application, an offer etc.

- I applied for several jobs, but I was turned down for each one.
- Rachel was offered the job, but she decided to turn it down.

write something down = write something on paper because you may need the information later

- I can't remember Tim's address. I wrote it down, but I can't find it.

142.1 Complete the sentences. Use the following verbs (in the correct form) + up or down:

calm let put take turn turn

1 I don't like this picture on the wall. I'm going to take it down .

2 The music is too loud. Can you turn it down ?

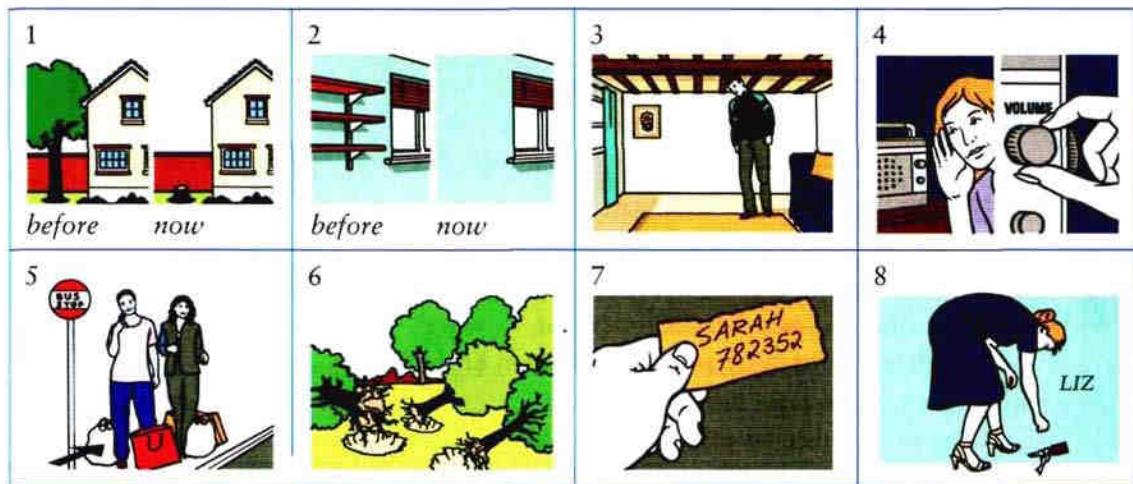
3 David was very angry. I tried to calm him down .

4 I've bought some new curtains. Can you help me hang them up ?

5 I promised I would help Anna. I don't want to let her down .

6 I was offered the job, but I decided I didn't want it. So I turned it down .

142.2 For each picture, complete the sentences using a verb + up or down. In most sentences you will need other words as well.



1 There used to be a tree next to the house, but we cut it down .

2 There used to be some shelves on the wall, but I took them down .

3 The ceiling was so low, he couldn't stand up straight.

4 She couldn't hear the radio very well, so she turned it up .

5 While they were waiting for the bus, they sat down on the ground.

6 A few trees were cut down in the storm last week.

7 Sarah gave me her phone number. I wrote it down on a piece of paper.

8 Liz dropped her keys, so she dropped them down and knocked them down .

142.3 Complete each sentence using a verb (in the correct form) + down.

1 I stopped writing and put down my pen.

2 I was really angry. It took me a long time to calm down .

3 The train slowed down as it approached the station.

4 Sarah applied to study medicine at university, but she was turned down .

5 Our car is very reliable. It has never broken down .

6 I need to spend less money. I'm going to cut down on things I don't really need.

7 I didn't play very well. I felt that I had lost out on the other players in the team.

8 The shop closed down because it was losing money.

9 This is a very ugly building. Many people would like it to fall down .

10 I can't understand why you turned down the chance of working abroad for a year. It would have been a great experience for you.

11 A: Did you see the accident? What happened exactly?
B: A man was knocked down by a car as he was crossing the road.

12 Peter got married when he was 20, but unfortunately the marriage broke down a few years later.

Phrasal verbs 7 up (1)

A

go up / come up / walk up (to ...) = *approach*

- A man **came up** to me in the street and asked me for money.

catch up (with somebody), catch somebody up = *move faster than somebody in front of you so that you reach them*

- I'm not ready to go yet. You go on and I'll **catch up** with you / I'll **catch you up**.

keep up (with somebody) = *continue at the same speed or level*

- You're walking too fast. I can't **keep up** (with you).
- You're doing well. **Keep it up!**

B

set up an organisation, a company, a business, a system, a website etc. = *start it*

- The government has **set up** a committee to investigate the problem.

take up a hobby, a sport, an activity etc. = *start doing it*

- Laura **took up** photography a few years ago. She takes really good pictures.

fix up a meeting etc. = *arrange it*

- We've **fixed up** a meeting for next Monday.

C

grow up = *become an adult*

- Sarah was born in Ireland but **grew up** in England.

bring up a child = *raise, look after a child*

- Her parents died when she was a child and she was **brought up** by her grandparents.

D

clean up / clear up / tidy up something = *make it clean, tidy etc.*

- Look at this mess! Who's going to **tidy up**? (or tidy it up)

wash up = *wash the plates, dishes etc. after a meal*

- I hate **washing up**. (or I hate doing the washing-up.)

E

end up somewhere, end up doing something etc.

- There was a fight in the street and three men **ended up** in hospital. (= that's what happened to these men in the end)
- I couldn't find a hotel and **ended up** sleeping on a bench at the station. (= that's what happened to me in the end)

give up = *stop trying, give something up = stop doing it*

- Don't **give up**. Keep trying!
- Sue got bored with her job and decided to **give it up**. (= stop doing it)

make up something / be made up of something

- Children under 16 **make up** half the population of the city. (= half the population are children under 16)
- Air is **made up** mainly of nitrogen and oxygen. (= Air consists of ...)

take up space or time = *use space or time*

- Most of the space in the room was **taken up** by a large table.

turn up / show up = *arrive, appear*

- We arranged to meet Dave last night, but he didn't **turn up**.

use something up = *use all of it so that nothing is left*

- I'm going to take a few more photographs. I want to **use up** the rest of the film.

143.1 Look at the pictures and complete the sentences. Use three words each time, including a verb from Section A.



A man me in the street and asked me the way to the station.



Sue the front door of the house and rang the doorbell.



Tom was a long way behind the other runners, but he managed to them.



Tanya was running too fast for Paul. He couldn't her.

143.2 Complete the sentences. Use the following verbs (in the correct form) + up:

end end give give grow make take take turn use wash

- I couldn't find a hotel and sleeping on a bench at the station.
- I'm feeling very tired now. I've all my energy.
- After dinner I and put the dishes away.
- People often ask children what they want to be when they
- We invited Tim to the party, but he didn't
- Two years ago Mark his studies to be a professional footballer.
- A: Do you do any sports?
B: Not at the moment, but I'm thinking of tennis.
- You don't have enough determination. You too easily.
- Karen travelled a lot for a few years and in Canada, where she still lives.
- I do a lot of gardening. It most of my free time.
- There are two universities in the city, and students 20 per cent of the population.

143.3 Complete the sentences. Use the following verbs + up (with any other necessary words):

bring catch fix give go keep keep make set tidy

- Sue got bored with her job and decided to
- I'm not ready yet. You go on and I'll you.
- The room is in a mess. I'd better
- We expect to go away on holiday sometime in July, but we haven't yet.
- Stephen is having problems at school. He can't the rest of the class.
- Although I in the country, I have always preferred cities.
- Our team started the game well, but we couldn't , and in the end we lost.
- I saw Mike at the party, so I him and said hello.
- When I was on holiday, I joined a tour group. The group two Americans, three Germans, five Italians and myself.
- Helen has her own internet website. A friend of hers helped her to

Phrasal verbs 8 up (2)

A

bring up a topic etc. = *introduce it in a conversation*

- I don't want to hear any more about this matter. Please don't bring it up again.

come up = *be introduced in a conversation*

- Some interesting matters came up in our discussion yesterday.

come up with an idea, a suggestion etc. = *produce an idea*

- Sarah is very creative. She's always coming up with new ideas.

make something up = *invent something that is not true*

- What Kevin told you about himself wasn't true. He made it all up.

B

cheer up = *be happier*, cheer somebody up = *make somebody feel happier*

- You look so sad! Cheer up!
- Helen is depressed at the moment. What can we do to cheer her up?

save up for something / to do something = *save money to buy something*

- Dan is saving up for a trip round the world.

clear up = *become bright (for weather)*

- It was raining when I got up, but it cleared up during the morning.

C

blow up = *explode*, blow something up = *destroy it with a bomb etc.*

- The engine caught fire and blew up.
- The bridge was blown up during the war.

tear something up = *tear it into pieces*

- I didn't read the letter. I just tore it up and threw it away.

beat somebody up = *hit someone repeatedly so that they are badly hurt*

- A friend of mine was attacked and beaten up a few days ago. He was badly hurt and had to go to hospital.

D

break up / split up (with somebody) = *separate*

- I'm surprised to hear that Sue and Paul have split up. They seemed very happy together when I last saw them.

do up a coat, a shoelace, buttons etc. = *fasten, tie etc.*

- It's quite cold. Do up your coat before you go out.

do up a building, a room etc. = *repair and improve it*

- The kitchen looks great now that it has been done up.

look something up in a dictionary/encyclopaedia etc.

- If you don't know the meaning of a word, you can look it up in a dictionary.

put up with something = *tolerate it*

- We live on a busy road, so we have to put up with a lot of noise from the traffic.

hold up a person, a plan etc. = *delay*

- Don't wait for me. I don't want to hold you up.

- Plans to build a new factory have been held up because of the company's financial problems.

mix up people/things, get people/things mixed up = *you think one is the other*

- The two brothers look very similar. Many people mix them up. (or ... get them mixed up)

144.1 Which goes with which?

- 1 I'm going to tear up
- 2 Jane came up with
- 3 Paul is always making up
- 4 I think you should do up
- 5 I don't think you should bring up
- 6 I'm saving up for
- 7 We had to put up with

- A a new camera
- B a lot of bad weather
- C your jacket
- D an interesting suggestion
- E excuses
- F the letter
- G that subject

- 1 F
- 2
- 3
- 4
- 5
- 6
- 7

144.2 Look at the pictures and complete the sentences. You will need two or three words each time.



1
this morning



now

The weather was horrible this morning, but it's cleared up now.



2
LINDA



Linda was late because she was in the traffic.



3
They bought an old house and renovated it. It's really nice now.



4
PETE

Come out for a meal with us!

Pete was really depressed. We took him out for a meal to cheer him up.

144.3 Complete the sentences. Each time use a verb (in the correct form) + up. Sometimes you will need other words as well.

- 1 Some interesting matters came up in our discussion yesterday.
- 2 The ship exploded and sank. The cause of the explosion was never discovered.
- 3 Two men have been arrested after a man was shot outside a restaurant last night. The injured man was taken to hospital.
- 4 'Is Robert still going out with Tina?' 'No, they've broke up.'
- 5 I put my shoes on and tightened the shoelaces.
- 6 The weather is horrible this morning, isn't it? I hope it improves later.
- 7 I wanted to phone Chris, but I dialled Laura's number by mistake. I got their phone numbers swapped.

144.4 Complete the sentences. Each time use a verb + up. Sometimes you will need other words as well.

- 1 Don't wait for me. I don't want to hold you up.
- 2 I don't know what this word means. I'll have to look it up.
- 3 There's nothing we can do about the problem. We'll just have to put up with it.
- 4 'Was that story true?' 'No, I made it up.'
- 5 I think we should follow Tom's suggestion. Nobody has come up with a better plan.
- 6 I hate this photograph. I'm going to burn it up.
- 7 I'm trying to spend less money at the moment. I'm going up a trip to Australia.

Phrasal verbs 9 away/back

A

Compare away and back:

away = away from home

- We're going away on holiday today.

away = away from a place, a person etc.

- The woman got into her car and drove away.
- I tried to take a picture of the bird, but it flew away.
- I dropped the ticket and it blew away in the wind.
- The police searched the house and took away a computer.

In the same way you can say:

walk away, run away, look away etc.

back = back home

- We'll be back in three weeks.

back = back to a place, a person etc.

- A: I'm going out now.
B: What time will you be back?
- After eating at a restaurant, we walked back to our hotel.
- I've still got Jane's keys. I forgot to give them back to her.
- When you've finished with that book, can you put it back on the shelf?

In the same way you can say:

go back, come back, get back, take something back etc.

B

Other verbs + away

get away = escape, leave with difficulty

- We tried to catch the thief, but he managed to get away.

get away with something = do something wrong without being caught

- I parked in a no-parking zone, but I got away with it.

keep away (from ...) = don't go near

- Keep away from the edge of the pool. You might fall in.

give something away = give it to somebody else because you don't want it any more

- 'Did you sell your old computer?' 'No, I gave it away.'

put something away = put it in the place where it is kept, usually out of sight

- When the children had finished playing with their toys, they put them away.

throw something away = put it in the rubbish

- I kept the letter, but I threw away the envelope.

C

Other verbs + back

wave back / smile back / shout back / write back / hit somebody back

- I waved to her and she waved back.

call/phone/ring (somebody) back = return a phone call

- I can't talk to you now. I'll call you back in ten minutes.

get back to somebody = reply to them by phone etc.

- I sent him an email, but he never got back to me.

look back (on something) = think about what happened in the past

- My first job was in a travel agency. I didn't like it very much at the time but, looking back on it, I learnt a lot and it was a very useful experience.

pay back money, pay somebody back

- If you borrow money, you have to pay it back.
- Thanks for lending me the money. I'll pay you back next week.

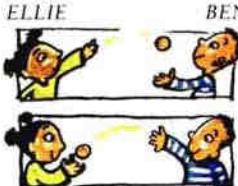
145.1 Complete each sentence using a verb in the correct form.

- 1 The woman got into her car and drove away.
- 2 Here's the money you need. Give me back when you can.
- 3 Don't throw that box away. It could be useful.
- 4 Jane doesn't do anything at work. I don't know how she comes away with it.
- 5 I'm going out now. I'll be back at about 10.30.
- 6 You should think more about the future; don't think back all the time.
- 7 Gary is very generous. He won some money in the lottery and spent it all away.
- 8 I'll be back to you as soon as I have the information you need.

145.2 Complete the sentences. Each time use a verb + away or back.

- 1 I was away all day yesterday. I got back very late.
- 2 I haven't seen our neighbours for a while. I think they must be away.
- 3 'I'm going out now.' 'OK. What time will you be back?' ?
- 4 A man was trying to break into a car. When he saw me, he ran away.
- 5 I smiled at him, but he didn't smile back.
- 6 If you cheat in the exam, you might get away with it. But you might get caught.
- 7 Be careful! That's an electric fence. Stay back from it.

145.3 Look at the pictures and complete the sentences.

 <p>She waved to him and he <u>waved back</u>.</p>	 <p>It was windy. I dropped a twenty-pound note and it <u>blow away</u>.</p>	 <p>Sue opened the letter, read it and <u>put it in the envelope</u>.</p>
 <p>He tried to talk to her, but she just <u>walk away</u>.</p>	 <p>Ellie threw the ball to Ben and he <u>catch it</u>.</p>	 <p>His shoes were worn out, so he <u>put them in the bin</u>.</p>

145.4 Complete the sentences. Use the verb in brackets + away or back.

- 1 A: Do you still have my keys?
B: No. Don't you remember? I gave them back to you yesterday? (give)
- 2 A: Do you want this magazine?
B: No, I've finished with it. You can throw it away. (throw)
- 3 A: How are your new jeans? Do they fit you OK?
B: No, I'm going to take them back to the shop. (take)
- 4 A: Here's the money you asked me to lend you.
B: Thanks. I'll pay you back as soon as I can. (pay)
- 5 A: What happened to all the books you used to have?
B: I didn't want them any more, so I gave them away. (give)
- 6 A: Did you phone Sarah?
B: She wasn't there. I left a message asking her to call me back. (call)

Appendix 1

Regular and irregular verbs

1.1 Regular verbs

If a verb is regular, the past simple and past participle end in **-ed**. For example:

<i>infinitive</i>	clean	finish	use	paint	stop	carry
<i>past simple</i>	cleaned	finished	used	Painted	stopped	carried
<i>past participle</i>						

For spelling rules, see Appendix 6.

For the *past simple* (I cleaned / they finished / she carried etc.), see Unit 5.

We use the *past participle* to make the perfect tenses and all the passive forms.

Perfect tenses (have/has/had cleaned):

- I have cleaned the windows. (*present perfect* – see Units 7–8)
- They were still working. They hadn't finished. (*past perfect* – see Unit 15)

Passive (is cleaned / was cleaned etc.):

- He was carried out of the room. (*past simple passive*)
- This gate has just been painted. (*present perfect passive*)

} see Units 42–44

1.2 Irregular verbs

When the past simple and past participle do *not* end in **-ed** (for example, I saw / I have seen), the verb is *irregular*.

With some irregular verbs, all three forms (*infinitive*, *past simple* and *past participle*) are the same. For example, hit:

- Don't hit me. (*infinitive*)
- Somebody hit me as I came into the room. (*past simple*)
- I've never hit anybody in my life. (*past participle – present perfect*)
- George was hit on the head by a stone. (*past participle – passive*)

With other irregular verbs, the past simple is the same as the past participle (but different from the infinitive). For example, tell → told:

- Can you tell me what to do? (*infinitive*)
- She told me to come back the next day. (*past simple*)
- Have you told anybody about your new job? (*past participle – present perfect*)
- I was told to come back the next day. (*past participle – passive*)

With other irregular verbs, all three forms are different. For example, wake → woke/woken:

- I'll wake you up. (*infinitive*)
- I woke up in the middle of the night. (*past simple*)
- The baby has woken up. (*past participle – present perfect*)
- I was woken up by a loud noise. (*past participle – passive*)

1.3 The following verbs can be regular or irregular:

burn → burned or burnt	smell → smelled or smelt
dream → dreamed or dreamt [dreɪmt]*	spell → spelled or spelt
lean → leaned or leant [lent]*	spill → spilled or spilt
learn → learned or learnt	spoil → spoiled or spoilt

* pronunciation

So you can say:

- I leant out of the window. or I leaned out of the window.
- The dinner has been spoilt. or The dinner has been spoiled.

In British English the irregular form (burnt/learnt etc.) is more usual. For American English, see Appendix 7.

1.4 List of irregular verbs

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
be	was/were	been
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bite	bit	bitten
blow	blew	blown
break	broke	broken
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burst	burst	burst
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
flee	fled	fled
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
read	read [red]*	read [red]*
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewn/sewed
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
show	showed	shown/showed
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
speak	spoke	spoken
spend	spent	spent
spit	spat	spat
split	split	split
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
strike	struck	struck
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
wear	wore	worn
weep	wept	wept
win	won	won
write	wrote	written

Appendix 2

Present and past tenses

	<i>simple</i>	<i>continuous</i>
<i>present</i>	I do <i>present simple</i> (→ Units 2–4) <ul style="list-style-type: none"><input type="checkbox"/> Ann often plays tennis.<input type="checkbox"/> I work in a bank, but I don't enjoy it much.<input type="checkbox"/> Do you like parties?<input type="checkbox"/> It doesn't rain so much in summer.	I am doing <i>present continuous</i> (→ Units 1, 3–4) <ul style="list-style-type: none"><input type="checkbox"/> 'Where's Ann?' 'She's playing tennis.'<input type="checkbox"/> Please don't disturb me now. I'm working.<input type="checkbox"/> Hello. Are you enjoying the party?<input type="checkbox"/> It isn't raining at the moment.
<i>present perfect</i>	I have done <i>present perfect simple</i> (→ Units 7–8, 10–14) <ul style="list-style-type: none"><input type="checkbox"/> Ann has played tennis many times.<input type="checkbox"/> I've lost my key. Have you seen it anywhere?<input type="checkbox"/> How long have you and Chris known each other?<input type="checkbox"/> A: Is it still raining? B: No, it has stopped.<input type="checkbox"/> The house is dirty. I haven't cleaned it for weeks.	I have been doing <i>present perfect continuous</i> (→ Units 9–11) <ul style="list-style-type: none"><input type="checkbox"/> Ann is tired. She has been playing tennis.<input type="checkbox"/> You're out of breath. Have you been running?<input type="checkbox"/> How long have you been learning English?<input type="checkbox"/> It's still raining. It has been raining all day.<input type="checkbox"/> I haven't been feeling well recently. Perhaps I should go to the doctor.
<i>past</i>	I did <i>past simple</i> (→ Units 5–6, 13–14) <ul style="list-style-type: none"><input type="checkbox"/> Ann played tennis yesterday afternoon.<input type="checkbox"/> I lost my key a few days ago.<input type="checkbox"/> There was a film on TV last night, but we didn't watch it.<input type="checkbox"/> What did you do when you finished work yesterday?	I was doing <i>past continuous</i> (→ Unit 6) <ul style="list-style-type: none"><input type="checkbox"/> I saw Ann at the sports centre yesterday. She was playing tennis.<input type="checkbox"/> I dropped my key when I was trying to open the door.<input type="checkbox"/> The television was on, but we weren't watching it.<input type="checkbox"/> What were you doing at this time yesterday?
<i>past perfect</i>	I had done <i>past perfect</i> (→ Unit 15) <ul style="list-style-type: none"><input type="checkbox"/> It wasn't her first game of tennis. She had played many times before.<input type="checkbox"/> They couldn't get into the house because they had lost the key.<input type="checkbox"/> The house was dirty because I hadn't cleaned it for weeks.	I had been doing <i>past perfect continuous</i> (→ Unit 16) <ul style="list-style-type: none"><input type="checkbox"/> Ann was tired yesterday evening because she had been playing tennis in the afternoon.<input type="checkbox"/> George decided to go to the doctor because he hadn't been feeling well.

For the passive, see Units 42–44.

Appendix 3

The future

3.1 List of future forms:

<input type="checkbox"/> I'm leaving tomorrow.	<i>present continuous</i>	(→ Unit 19A)
<input type="checkbox"/> My train leaves at 9.30.	<i>present simple</i>	(→ Unit 19B)
<input type="checkbox"/> I'm going to leave tomorrow.	(be) going to	(→ Units 20, 23)
<input type="checkbox"/> I'll leave tomorrow.	will	(→ Units 21–23)
<input type="checkbox"/> I'll be leaving tomorrow.	<i>future continuous</i>	(→ Unit 24)
<input type="checkbox"/> I'll have left by this time tomorrow.	<i>future perfect</i>	(→ Unit 24)
<input type="checkbox"/> I hope to see you before I leave tomorrow.	<i>present simple</i>	(→ Unit 25)

3.2 Future actions

We use the present continuous (I'm doing) for arrangements:

- I'm leaving tomorrow. I've got my plane ticket. (already planned and arranged)
- 'When are they getting married?' 'On 24 July.'

We use the present simple (I leave / it leaves etc.) for timetables, programmes etc.:

- My train leaves at 11.30. (according to the timetable)
- What time does the film begin?

We use (be) going to ... to say what somebody has already decided to do:

- I've decided not to stay here any longer. I'm going to leave tomorrow. (or I'm leaving tomorrow.)
- 'Your shoes are dirty.' 'Yes, I know. I'm going to clean them.'

We use will ('ll) when we decide or agree to do something at the time of speaking:

- A: I don't want you to stay here any longer.
B: OK. I'll leave tomorrow. (B decides this at the time of speaking)
- That bag looks heavy. I'll help you with it.
- I won't tell anybody what happened. I promise. (won't = will not)

3.3 Future happenings and situations

Most often we use will to talk about future happenings ('something will happen') or situations ('something will be'):

- I don't think John is happy at work. I think he'll leave soon.
- This time next year I'll be in Japan. Where will you be?

We use (be) going to when the situation *now* shows what is going to happen *in the future*:

- Look at those black clouds. It's going to rain. (you can see the clouds *now*)

3.4 Future continuous and future perfect

Will be (do)ing = will be in the middle of (doing something):

- This time next week I'll be on holiday. I'll be lying on a beach or swimming in the sea.

We also use will be -ing for future actions (see Unit 24C):

- What time will you be leaving tomorrow?

We use will have (done) to say that something will already be complete before a time in the future:

- I won't be here this time tomorrow. I'll have already left.

3.5 We use the *present* (not will) after when/if/while/before etc. (see Unit 25):

- I hope to see you before I leave tomorrow. (not before I will leave)
- When you are in London again, come and see us. (not When you will be)
- If we don't hurry, we'll be late.

Appendix 4

Modal verbs (can/could/will/would etc.)

This appendix is a summary of modal verbs. For more information, see Units 21–41.

4.1 Compare can/could etc. for actions:

can	<input type="checkbox"/> I can go out tonight. (= there is nothing to stop me)
	<input type="checkbox"/> I can't go out tonight.
could	<input type="checkbox"/> I could go out tonight, but I'm not very keen.
	<input type="checkbox"/> I couldn't go out last night. (= I wasn't able)
can or may	<input type="checkbox"/> Can } I go out tonight? (= do you allow me) <input type="checkbox"/> May }
will/won't	<input type="checkbox"/> I think I'll go out tonight. <input type="checkbox"/> I promise I won't go out.
would	<input type="checkbox"/> I would go out tonight, but I have too much to do. <input type="checkbox"/> I promised I wouldn't go out.
shall	<input type="checkbox"/> Shall I go out tonight? (do you think it is a good idea?)
should or ought to	<input type="checkbox"/> I { should ought to } go out tonight. (= it would be a good thing to do)
must	<input type="checkbox"/> I must go out tonight. (= it is necessary) <input type="checkbox"/> I mustn't go out tonight. (= it is necessary that I do <i>not</i> go out)
needn't	<input type="checkbox"/> I needn't go out tonight. (= it is not necessary)

Compare could have ... / would have ... etc. :

could	<input type="checkbox"/> I could have gone out last night, but I decided to stay at home.
would	<input type="checkbox"/> I would have gone out last night, but I had too much to do.
should or ought to	<input type="checkbox"/> I { should ought to } have gone out last night. I'm sorry I didn't.
needn't	<input type="checkbox"/> I needn't have gone out last night. (= I went out, but it was not necessary)

4.2 We use will/would/may etc. to say whether something is possible, impossible, probable, certain etc. Compare:

will	<input type="checkbox"/> 'What time will she be here?' 'She'll be here soon.'
would	<input type="checkbox"/> She would be here now, but she's been delayed.
should or ought to	<input type="checkbox"/> She { should ought to } be here soon. (= I expect she will be here soon)
may or might or could	<input type="checkbox"/> She { may might could } be here now. I'm not sure. (= it's possible that she is here)
must	<input type="checkbox"/> She must be here. I saw her come in.
can't	<input type="checkbox"/> She can't possibly be here. I know for certain that she's away on holiday.

Compare would have ... / should have ... etc. :

will	<input type="checkbox"/> She will have arrived by now. (= before now)
would	<input type="checkbox"/> She would have arrived earlier, but she was delayed.
should or ought to	<input type="checkbox"/> I wonder where she is. She { should ought to } have arrived by now.
may or might or could	<input type="checkbox"/> She { may might could } have arrived. I'm not sure. (= it's possible that she has arrived)
must	<input type="checkbox"/> She must have arrived by now. (= I'm sure – there is no other possibility)
can't	<input type="checkbox"/> She can't possibly have arrived yet. It's much too early. (= it's impossible)

Appendix 5

Short forms (I'm / you've / didn't etc.)

5.1 In spoken English we usually say I'm / you've / didn't etc. (*short forms* or *contractions*) rather than I am / you have / did not etc. We also use these short forms in informal writing (for example, a letter or message to a friend).

When we write short forms, we use an *apostrophe* (') for the missing letter(s):

I'm = I am you've = you have didn't = did not

5.2 List of short forms:

'm = am	I'm	he's	she's	it's	you're	we're	they're
's = is or has					you've	we've	they've
're = are					you'll	we'll	they'll
've = have	I've	he'll	she'll		you'd	we'd	they'd
'll = will	I'll	he'd	she'd				
'd = would or had	I'd						

's can be is or has:

- She's ill. (= She is ill.)
- She's gone away. (= She has gone)

but let's = let us:

- Let's go now. (= Let us go)

'd can be would or had:

- I'd see a doctor if I were you. (= I would see)
- I'd never seen her before. (= I had never seen)

We use some of these short forms (especially 's) after question words (who/what etc.) and after that/there/here:

who's what's where's how's that's there's here's who'll there'll who'd

- Who's that woman over there? (= who is)
- What's happened? (= what has)
- Do you think there'll be many people at the party? (= there will)

We also use short forms (especially 's) after a noun:

- Catherine's going out tonight. (= Catherine is)
- My best friend's just got married. (= My best friend has)

You cannot use 'm / 's / 're / 've / 'll / 'd at the end of a sentence (because the verb is stressed in this position):

- 'Are you tired?' 'Yes, I am.' (not Yes, I'm.)
- Do you know where she is? (not Do you know where she's?)

5.3 Negative short forms

isn't (= is not)	don't (= do not)	haven't (= have not)
aren't (= are not)	doesn't (= does not)	hasn't (= has not)
wasn't (= was not)	didn't (= did not)	hadn't (= had not)
weren't (= were not)		
can't (= cannot)	couldn't (= could not)	mustn't (= must not)
won't (= will not)	wouldn't (= would not)	needn't (= need not)
shan't (= shall not)	shouldn't (= should not)	daren't (= dare not)

Negative short forms for is and are can be:

he isn't / she isn't / it isn't or he's not / she's not / it's not
you aren't / we aren't / they aren't or you're not / we're not / they're not

Appendix 6

Spelling

6.1 Nouns, verbs and adjectives can have the following endings:

noun + -s/-es (<i>plural</i>)	books	ideas	matches
verb + -s/-es (after he/she/it)	works	enjoys	washes
verb + -ing	working	enjoying	washing
verb + -ed	worked	enjoyed	washed
adjective + -er (<i>comparative</i>)	cheaper	quicker	brighter
adjective + -est (<i>superlative</i>)	cheapest	quickest	brightest
adjective + -ly (<i>adverb</i>)	cheaply	quickly	brightly

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

6.2 Nouns and verbs + -s/-es

The ending is -es when the word ends in -s/-ss/-sh/-ch/-x:

bus/buses	miss/misses	wash/washes
match/matches	search/searches	box/boxes

Note also:

potato/potatoes	tomato/tomatoes
do/does	go/goes

6.3 Words ending in -y (baby, carry, easy etc.)

If a word ends in a *consonant** + y (-by/-ry/-sy/-vy etc.)

y changes to ie before the ending -s:

baby/babies	story/stories	country/countries	secretary/secretaries
hurry/hurries	study/studies	apply/applies	try/tries

y changes to i before the ending -ed:

hurry/hurried	study/studied	apply/applied	try/tried
---------------	---------------	---------------	-----------

y changes to i before the endings -er and -est:

easy/easier/easiest	heavy/heavier/heaviest	lucky/luckier/luckiest
---------------------	------------------------	------------------------

y changes to i before the ending -ly:

easy/easily	heavy/heavily	temporary/temporarily
-------------	---------------	-----------------------

y does *not* change before -ing:

hurrying	studying	applying	trying
----------	----------	----------	--------

y does *not* change if the word ends in a *vowel** + y (-ay/-ey/-oy/-uy):

play/plays/played	monkey/monkeys	enjoy/enjoys/enjoyed	buy/buys
-------------------	----------------	----------------------	----------

An exception is: day/daily

Note also: pay/paid lay/laid say/said

6.4 Verbs ending in -ie (die, lie, tie)

If a verb ends in -ie, ie changes to y before the ending -ing:

die/dying	lie/lying	tie/tying
-----------	-----------	-----------

* a e i o u are *vowel* letters.

The other letters (b c d f g etc.) are *consonant* letters.

6.5 Words ending in -e (hope, dance, wide etc.)

Verbs

If a verb ends in -e, we leave out e before the ending -ing:

hope/hoping smile/smiling dance/dancing confuse/confusing

Exceptions are be/being

and verbs ending in -ee: see/seeing → agree/agreeing

If a verb ends in -e, we add -d for the past (of regular verbs):

hope/hoped smile/smiled dance/danced confuse/confused

Adjectives and adverbs

If an adjective ends in -e, we add -r and -st for the comparative and superlative:

wide/wider/widest late/later/latest large/larger/largest

If an adjective ends in -e, we *keep* e before -ly in the adverb:

polite/politely extreme/extremely absolute/absolutely

If an adjective ends in -le (simple, terrible etc.), the adverb ending is -ply, -bly etc.:

simple/simply terrible/terribly reasonable/reasonably

6.6 Doubling consonants (stop/stopping/stopped, wet/wetter/wettest etc.)

Sometimes a word ends in *vowel + consonant*. For example:

stop plan rub big wet thin prefer regret

Before the endings -ing/-ed/-er/-est, we double the consonant at the end. So p → pp, n → nn etc. For example:

stop	p → pp	stopping	stopped
plan	n → nn	planning	planned
rub	b → bb	rubbing	rubbed
big	g → gg	bigger	biggest
wet	t → tt	wetter	wettest
thin	n → nn	thinner	thinnest

If the word has more than one syllable (prefer, begin etc.), we double the consonant at the end *only if the final syllable is stressed*:

preFER / preferring / preferred perMIT / permitting / permitted
reGRET / regretting / regretted beGIN / beginning

If the final syllable is not stressed, we do *not* double the final consonant:

VISit / visiting / visited deVELop / developing / developed
HAPpen / happening / happened reMEMber / remembering / remembered

In British English, verbs ending in -l have -ll- before -ing and -ed whether the final syllable is stressed or not:

travel / travelling / travelled cancel / cancelling / cancelled

For American spelling, see Appendix 7.

Note that

we do *not* double the final consonant if the word ends in *two consonants* (-rt, -lp, -ng etc.):

start / starting / started help / helping / helped long / longer / longest

we do *not* double the final consonant if there are *two vowel letters* before it (-oil, -eed etc.):

boil / boiling / boiled need / needing / needed explain / explaining / explained

cheap / cheaper / cheapest loud / louder / loudest quiet / quieter / quietest

we do *not* double y or w at the end of words. (At the end of words y and w are not consonants.)

stay / staying / stayed grow / growing new / newer / newest

Appendix 7

American English

There are a few grammatical differences between British English and American English:

Unit	BRITISH	AMERICAN								
7A–B and 13A	<p>The <i>present perfect</i> is used for an action in the past with a result now:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I've lost my key. Have you seen it? <input type="checkbox"/> Sally isn't here. She's gone out. <p>The <i>present perfect</i> is used with just, already and yet:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I'm not hungry. I've just had lunch. <input type="checkbox"/> A: What time is Mark leaving? B: He has already left. <input type="checkbox"/> Have you finished your work yet? 	<p>The <i>present perfect</i> OR <i>past simple</i> can be used:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I've lost my key. Have you seen it? or I lost my key. Did you see it? <input type="checkbox"/> Sally isn't here. { She's gone out. She went out. <p>The <i>present perfect</i> OR <i>past simple</i> can be used:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I'm not hungry. { I've just had lunch. I just had lunch. <input type="checkbox"/> A: What time is Mark leaving? B: { He has already left. He already left. <input type="checkbox"/> Have you finished your work yet? or Did you finish your work yet? 								
17C	<p>British speakers usually say:</p> <table style="margin-left: 100px;"> <tr> <td>have a bath</td> <td>have a shower</td> </tr> <tr> <td>have a break</td> <td>have a holiday</td> </tr> </table>	have a bath	have a shower	have a break	have a holiday	<p>American speakers say:</p> <table style="margin-left: 100px;"> <tr> <td>take a bath</td> <td>take a shower</td> </tr> <tr> <td>take a break</td> <td>take a vacation</td> </tr> </table>	take a bath	take a shower	take a break	take a vacation
have a bath	have a shower									
have a break	have a holiday									
take a bath	take a shower									
take a break	take a vacation									
21D and 22D	<p>Will or shall can be used with I/we:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will/shall be late this evening. <p>Shall I ... ? and shall we ... ? are used to ask for advice etc. :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Which way shall we go? . 	<p>Shall is unusual:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will be late this evening. <p>Should I ... ? and should we ... ? are more usual to ask for advice etc. :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Which way should we go? 								
28	<p>British speakers use can't to say they believe something is not probable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sue hasn't contacted me. She can't have got my message. 	<p>American speakers use must not in this situation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sue hasn't contacted me. She must not have gotten my message. 								
32	<p>You can use needn't or don't need to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> We needn't hurry. or We don't need to hurry. 	<p>Needn't is unusual. The usual form is don't need to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> We don't need to hurry. 								
34A–B	<p>After demand, insist etc. you can use should:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I demanded that he should apologise. <input type="checkbox"/> We insisted that something should be done about the problem. 	<p>The subjunctive is normally used. Should is unusual after demand, insist etc. :</p> <ul style="list-style-type: none"> <input type="checkbox"/> I demanded that he apologize.* <input type="checkbox"/> We insisted that something be done about the problem. 								
51B	<p>British speakers generally use Have you? / Isn't she? etc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A: Liz isn't feeling well. B: Isn't she? What's wrong with her? 	<p>American speakers generally use You have? / She isn't? etc. :</p> <ul style="list-style-type: none"> <input type="checkbox"/> A: Liz isn't feeling well. B: She isn't? What's wrong with her? 								
70B	<p>Accommodation is usually uncountable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> There isn't enough accommodation. 	<p>Accommodation can be countable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> There aren't enough accommodations. 								

* Many verbs ending in -ise in British English (apologise/organise/specialise etc.) are spelt with -ize (apologize/organize/specialize etc.) in American English.

Unit	BRITISH	AMERICAN
74B	to/in hospital (without the): <ul style="list-style-type: none"> <input type="checkbox"/> Three people were injured and taken to hospital. 	to/in the hospital: <ul style="list-style-type: none"> <input type="checkbox"/> Three people were injured and taken to the hospital.
79C	Nouns like government/team/family etc. can have a singular or plural verb: <ul style="list-style-type: none"> <input type="checkbox"/> The team is/are playing well. 	These nouns normally take a singular verb in American English: <ul style="list-style-type: none"> <input type="checkbox"/> The team is playing well.
121B	at the weekend / at weekends: <ul style="list-style-type: none"> <input type="checkbox"/> Will you be here at the weekend? 	on the weekend / on weekends: <ul style="list-style-type: none"> <input type="checkbox"/> Will you be here on the weekend?
124D	at the front / at the back (of a group etc.): <ul style="list-style-type: none"> <input type="checkbox"/> Let's sit at the front (of the cinema). 	in the front / in the back (of a group etc.): <ul style="list-style-type: none"> <input type="checkbox"/> Let's sit in the front (of the movie theater).
131C	different from or different to: <ul style="list-style-type: none"> <input type="checkbox"/> It was different from/to what I'd expected. 	different from or different than: <ul style="list-style-type: none"> <input type="checkbox"/> It was different from/than what I'd expected.
132A	write to somebody: <ul style="list-style-type: none"> <input type="checkbox"/> Please write to me soon. 	write (to) somebody (with or without to): <ul style="list-style-type: none"> <input type="checkbox"/> Please write (to) me soon.
137A	British speakers use both round and around: <ul style="list-style-type: none"> <input type="checkbox"/> He turned round. or He turned around. 	American speakers use around (not usually 'round') <ul style="list-style-type: none"> <input type="checkbox"/> He turned around.
137C	British speakers use both fill in and fill out: <ul style="list-style-type: none"> <input type="checkbox"/> Can you fill in this form? or Can you fill out this form? 	American speakers use fill out: <ul style="list-style-type: none"> <input type="checkbox"/> Can you fill out this form?
141B	get on = progress <ul style="list-style-type: none"> <input type="checkbox"/> How are you getting on in your new job? get on (with somebody): <ul style="list-style-type: none"> <input type="checkbox"/> Richard gets on well with his new neighbours. 	American speakers do not use get on in this way. <ul style="list-style-type: none"> get along (with somebody): <input type="checkbox"/> Richard gets along well with his new neighbors.
144D	do up a room etc. : <ul style="list-style-type: none"> <input type="checkbox"/> The kitchen looks great now that it has been done up. 	do over a room etc. : <ul style="list-style-type: none"> <input type="checkbox"/> The kitchen looks great now that it has been done over.

Appendix	BRITISH	AMERICAN
1.3	<p>The verbs in this section (burn, spell etc.) can be regular or irregular (burned or burnt, spelled or spelt etc.).</p> <p>The past participle of get is got:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your English has got much better. (= has become much better) <p>Have got is also an alternative to have:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I've got two brothers. (= I have two brothers.) 	<p>The verbs in this section are normally regular (burned, spelled etc.).</p> <p>The past participle of get is gotten:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your English has gotten much better. <p>Have got = have (as in British English):</p> <ul style="list-style-type: none"> <input type="checkbox"/> I've got two brothers.
6.6	<p>British spelling:</p> <p>travel → travelling / travelled</p> <p>cancel → cancelling / cancelled</p>	<p>American spelling:</p> <p>travel → traveling / traveled</p> <p>cancel → canceling / canceled</p>

Additional exercises

These exercises are divided into the following sections:

Present and past (Units 1–6)	Exercise 1
Present and past (Units 1–14)	Exercises 2–4
Present and past (Units 1–17)	Exercises 5–8
Past continuous and used to (Units 6, 18)	Exercise 9
The future (Units 19–25)	Exercises 10–13
Past, present and future (Units 1–25)	Exercises 14–15
Modal verbs (can/must/would etc.) (Units 26–36)	Exercises 16–18
if (conditional) (Units 25, 38–40)	Exercises 19–21
Passive (Units 42–45)	Exercises 22–24
Reported speech (Units 47–48, 50)	Exercise 25
-ing and infinitive (Units 53–66)	Exercises 26–28
a/an and the (Units 69–78)	Exercise 29
Pronouns and determiners (Units 82–91)	Exercise 30
Adjectives and adverbs (Units 98–108)	Exercise 31
Conjunctions (Units 25, 38, 112–118)	Exercise 32
Prepositions (time) (Units 12, 119–122)	Exercise 33
Prepositions (position etc.) (Units 123–128)	Exercise 34
Noun/adjective + preposition (Units 129–131)	Exercise 35
Verb + preposition (Units 132–136)	Exercise 36
Phrasal verbs (Units 137–145)	Exercises 37–41

Present and past

Units 1–6, Appendix 2

- 1 Put the verb into the correct form: present simple (I do), present continuous (I am doing), past simple (I did) or past continuous (I was doing).
 - 1 We can go out now. It isn't raining... (not / rain) any more.
 - 2 Catherine was waiting... (wait) for me when I arrived... (arrive).
 - 3 I (get) hungry. Let's go and have something to eat.
 - 4 What (you / do) in your spare time? Do you have any hobbies?
 - 5 The weather was horrible when we (arrive). It was cold and it (rain) hard.
 - 6 Louise usually (phone) me on Fridays, but she (not / phone) last Friday.
 - 7 A: When I last saw you, you (think) of moving to a new flat.
B: That's right, but in the end I (decide) to stay where I was.
 - 8 Why (you / look) at me like that? What's the matter?
 - 9 It's usually dry here at this time of the year. It (not / rain) much.
 - 10 The phone (ring) three times while we (have) dinner last night.
 - 11 Linda was busy when we (go) to see her yesterday. She had an exam today and she (prepare) for it. We (not / want) to disturb her, so we (not / stay) very long.
 - 12 When I first (tell) Tom the news, he (not / believe) me. He (think) that I (joke).

Present and past

Units 1–14, Appendix 2

2 Which is correct?

- 1 Everything is going well. We didn't have / haven't had any problems so far.
(haven't had is correct)
- 2 Lisa didn't go / hasn't gone to work yesterday. She wasn't feeling well.
- 3 Look! That man over there wears / is wearing the same sweater as you.
- 4 Your son is much taller than when I last saw him. He grew / has grown a lot.
- 5 I still don't know what to do. I didn't decide / haven't decided yet.
- 6 I wonder why Jim is / is being so nice to me today. He isn't usually like that.
- 7 Jane had a book open in front of her, but she didn't read / wasn't reading it.
- 8 I wasn't very busy. I didn't have / wasn't having much to do.
- 9 It begins / It's beginning to get dark. Shall I turn on the light?
- 10 After leaving school, Tim got / has got a job in a factory.
- 11 When Sue heard the news, she wasn't / hasn't been very pleased.
- 12 This is a nice restaurant, isn't it? Is this the first time you are / you've been here?
- 13 I need a new job. I'm doing / I've been doing the same job for too long.
- 14 'Anna has gone out.' 'Oh, has she? What time did she go / has she gone?'
- 15 'You look tired.' 'Yes, I've played / I've been playing basketball.'
- 16 Where are you coming / do you come from? Are you American?
- 17 I'd like to see Tina again. It's a long time since I saw her / that I didn't see her.
- 18 Robert and Maria have been married since 20 years / for 20 years.

3 Complete each question using a suitable verb.

- 1 A: I'm looking for Paul. Have you seen him?
B: Yes, he was here a moment ago.
- 2 A: Why did you go to bed so early last night?
B: I was feeling very tired.
- 3 A: Where?
B: Just to the post box. I want to post these letters. I'll be back in a few minutes.
- 4 A: television every evening?
B: No, only if there's something special on.
- 5 A: Your house is very beautiful. How long here?
B: Nearly ten years.
- 6 A: How was your holiday? a nice time?
B: Yes, thanks. It was great.
- 7 A: Julie recently?
B: Yes, I met her a few days ago.
- 8 A: Can you describe the woman you saw? What?
B: A red sweater and black jeans.
- 9 A: I'm sorry to keep you waiting. long?
B: No, only about ten minutes.
- 10 A: How long you to get to work in the morning?
B: Usually about 45 minutes. It depends on the traffic.
- 11 A: with that magazine yet?
B: No, I'm still reading it. I won't be long.
- 12 A: to the United States?
B: No, never, but I went to Canada a few years ago.

4 Use your own ideas to complete B's sentences.

1 A: What's the new restaurant like? Is it good?
 B: I've no idea. I've never been there.

2 A: How well do you know Bill?
 B: Very well. We since we were children.

3 A: Did you enjoy your holiday?
 B: Yes, it was really good. It's the best holiday

4 A: Is David still here?
 B: No, I'm afraid he isn't. about ten minutes ago.

5 A: I like your suit. I haven't seen it before.
 B: It's new. It's the first time

6 A: How did you cut your knee?
 B: I slipped and fell when tennis.

7 A: Do you ever go swimming?
 B: Not these days. I haven't a long time.

8 A: How often do you go to the cinema?
 B: Very rarely. It's nearly a year to the cinema.

9 A: I've bought some new shoes. Do you like them?
 B: Yes, they're very nice. Where

Present and past

Units 1–17, 110, Appendix 2

5 Put the verb into the correct form: past simple (I did), past continuous (I was doing), past perfect (I had done) or past perfect continuous (I had been doing).

1



Yesterday afternoon Sarah went (go) to the station to meet Paul. When she (get) there, Paul (already / wait) for her. His train (arrive) early.

2



When I got home, Bill (lie) on the sofa. The television was on, but he (not / watch) it. He (fall) asleep and (snore) loudly. I (turn) the television off and just then he (wake) up.

3



Last night I (just / go) to bed and (read) a book when suddenly I (hear) a noise. I (get) up to see what it was, but I (not / see) anything, so I (go) back to bed.

4



Lisa had to go to New York last week, but she almost (miss) the plane. She (stand) in the queue at the check-in desk when she suddenly (realise) that she (leave) her passport at home. Fortunately she lives near the airport, so she (have) time to take a taxi home to get it. She (get) back to the airport just in time for her flight.

5



I (meet) Peter and Lucy yesterday as I (walk) through the park. They (be) to the Sports Centre where they (play) tennis. They (go) to a café and (invite) me to join them, but I (arrange) to meet another friend and (not / have) time.

Make sentences from the words in brackets. Put the verb into the correct form: present perfect (I have done), present perfect continuous (I have been doing), past perfect (I had done) or past perfect continuous (I had been doing).

1 Amanda is sitting on the ground. She's out of breath.

(she / run) She has been running.

2 Where's my bag? I left it under this chair.

(somebody / take / it)

3 We were all surprised when Jenny and Andy got married last year.

(they / only / know / each other / a few weeks)

4 It's still raining. I wish it would stop.

(it / rain / all day)

5 Suddenly I woke up. I was confused and didn't know where I was.

(I / dream)

- 6 I wasn't hungry at lunchtime, so I didn't have anything to eat.
(I / have / a big breakfast)
- 7 Every year Robert and Tina spend a few days at the same hotel by the sea.
(they / go / there for years)
- 8 I've got a headache.
(I / have / it / since I got up)
- 9 Next week Gary is going to run in a marathon.
(he / train / very hard for it)

7 Put the verb into the correct form.

Julia and Kevin are old friends. They meet by chance at a rail station.

JULIA: Hello, Kevin. (1) (I / not / see) you for ages. How are you?

KEVIN: I'm fine. How about you?
(2) (you / look) well.

JULIA: Yes, I'm very well thanks.

So, (3) (you / go) somewhere or
(4) (you / meet) somebody off a train?

KEVIN: (5) (I / go) to London for a business meeting.

JULIA: Oh. (6) (you / often / go) away on business?

KEVIN: Quite often, yes. And you? Where (7) (you / go)?

JULIA: Nowhere. (8) (I / meet) a friend. Unfortunately her train (9) (be) delayed –
(10) (I / wait) here for nearly an hour.

KEVIN: How are your children?

JULIA: They're all fine, thanks. The youngest (11) (just / start) school.

KEVIN: How (12) (she / get) on?
(13) (she / like) it?

JULIA: Yes, (14) (she / think) it's great.

KEVIN: (15) (you / work) at the moment? When I last (16) (speak) to you, (17) (you / work) in a travel agency.

JULIA: That's right. Unfortunately the company (18) (go) out of business a couple of months after (19) (I / start) work there, so (20) (I / lose) my job.

KEVIN: And (21) (you / not / have) a job since then?

JULIA: Not a permanent job. (22) (I / have) a few temporary jobs. By the way, (23) (you / see) Joe recently?

KEVIN: Joe? He's in Canada.

JULIA: Really? How long (24) (he / be) in Canada?

KEVIN: About a year now. (25) (I / see) him a few days before (26) (he / go). (27) (he / be) unemployed for months, so (28) (he / decide) to try his luck somewhere else. (29) (he / really / look forward) to going.

JULIA: So, what (30) (he / do) there?

KEVIN: I've no idea. (31) (I / not / hear) from him since (32) (he / leave). Anyway, I must go and catch my train. It was really nice to see you again.

JULIA: You too. Bye. Have a good trip.

KEVIN: Thanks. Bye.



8 Put the verb into the most suitable form.

- 1 Who (invent) the bicycle?
- 2 'Do you still have a headache?' 'No, (it / go). I'm all right now.'
- 3 I was the last to leave the office yesterday evening. Everybody else (go) home when I (leave).
- 4 What (you / do) last weekend? (you / go) away?
- 5 I like your car. How long (you / have) it?
- 6 It's a pity the trip was cancelled. I (look) forward to it.
- 7 Jane is an experienced teacher. (she / teach) for 15 years.
- 8 (I / buy) a new jacket last week, but (I / not / wear) it yet.
- 9 A few days ago (I / see) a man at a party whose face (be) very familiar. At first I couldn't think where (I / see) him before. Then suddenly (I / remember) who (it / be).
- 10 (you / hear) of Agatha Christie? (she / be) a writer who (die) in 1976. (she / write) more than 70 detective novels. (you / read) any of them?
- 11 A: What (this word / mean)?
B: I've no idea. (I / never / see) it before. Look it up in the dictionary.
- 12 A: (you / get) to the theatre in time for the play last night?
B: No, we were late. By the time we got there, (it / already / begin).
- 13 I went to Sarah's room and (knock) on the door, but there (be) no answer. Either (she / go) out or (she / not / want) to see anyone.
- 14 Patrick asked me how to use the photocopier. (he / never / use) it before, so (he / not / know) what to do.
- 15 Liz (go) for a swim after work yesterday. (she / need) some exercise because (she / sit) in an office all day in front of a computer.

Past continuous and used to

Units 6, 18

9 Complete the sentences using the past continuous (was/were -ing) or used to Use the verb in brackets.

- 1 I haven't been to the cinema for ages now. We (used to go) a lot. (go)
- 2 Ann didn't see me wave to her. She (was looking) in the other direction. (look)
- 3 I (drive) a lot but, I don't use my car very much these days. (drive)
- 4 I asked the taxi driver to slow down. She (drive) too fast. (drive)
- 5 Rosemary and Jonathan met for the first time when they (work) in the same bank. (work)
- 6 When I was a child, I (have) a lot of bad dreams. (have)
- 7 I wonder what Joe is doing these days. He (live) in Spain when I last heard from him. (live)
- 8 'Where were you yesterday afternoon?' 'I (play) volleyball.' (play)
- 9 'Do you do any sports?' 'Not these days, but I (play) volleyball.' (play)
- 10 George looked very nice at the party. He (wear) a very smart suit. (wear)

10 What do you say to your friend in these situations? Use the words given in brackets. Use the present continuous (I am doing), going to or will (I'll).

- 1 You have made all your holiday arrangements. Your destination is Jamaica.
FRIEND: Have you decided where to go for your holiday yet?
YOU: I'm going to Jamaica. (I / go)
- 2 You have made an appointment with the dentist for Friday morning.
FRIEND: Shall we meet on Friday morning?
YOU: I can't on Friday. (I / go)
- 3 You and some friends are planning a holiday in Britain. You have decided to hire a car, but you haven't arranged this yet.
FRIEND: How do you plan to travel round Britain? By train?
YOU: No, (we / hire)
- 4 Your friend has two young children. She wants to go out tomorrow evening. You offer to look after the children.
FRIEND: I want to go out tomorrow evening, but I haven't got a babysitter.
YOU: That's no problem. (I / look after)
- 5 You have already arranged to have lunch with Sue tomorrow.
FRIEND: Are you free at lunchtime tomorrow?
YOU: No, (have lunch)
- 6 You are in a restaurant. You and your friend are looking at the menu. Maybe your friend has decided what to have. You ask her/him.
YOU: What ? (you / have)
FRIEND: I don't know. I can't make up my mind.
- 7 You and a friend are reading. It's getting a bit dark and your friend is having trouble reading. You decide to turn on the light.
FRIEND: It's getting a bit dark, isn't it? It's difficult to read.
YOU: Yes. (I / turn on)
- 8 You and a friend are reading. It's getting a bit dark and you decide to turn on the light. You stand up and walk towards the light switch.
FRIEND: What are you doing?
YOU: (I / turn on)

11 Put the verb into the most suitable form. Use a present tense (simple or continuous), will (I'll) or shall.

Conversation 1 (*in the morning*)

JENNY: (1) Are you doing (you / do) anything tomorrow evening, Helen?

HELEN: No, why?

JENNY: Well, do you fancy going to the cinema? *Strangers on a Plane* is on. I want to see it, but I don't want to go alone.

HELEN: OK, (2) (I / come) with you. What time (3) (we / meet)?

JENNY: Well, the film (4) (begin) at 8.45, so (5) (I / meet) you at about 8.30 outside the cinema, OK?

HELEN: Fine. (6) (I / see) Tina later this evening. (7) (I / ask) her if she wants to come too?

JENNY: Yes, do that. (8) (I / see) you tomorrow then. Bye.

Conversation 2 (*later the same day*)

HELEN: Jenny and I (9) (go) to the cinema tomorrow night to see *Strangers on a Plane*. Why don't you come too?

TINA: I'd love to come. What time (10) (the film / begin)?

HELEN: 8.45.

TINA: (11) (you / meet) outside the cinema?

HELEN: Yes, at 8.30. Is that OK for you?

TINA: Yes, (12) (I / be) there at 8.30.

Put the verb into the most suitable form. Sometimes there is more than one possibility.

1 *A has decided to learn a language.*

A: I've decided to try and learn a foreign language.

B: Have you? Which language (1) *are you going to learn* (you / learn)?

A: Spanish.

B: (2) (you / do) a course?

A: Yes, (3) (it / start) next week.

B: That's great. I'm sure (4) (you / enjoy) it.

A: I hope so. But I think (5) (it / be) quite difficult.

2 *A wants to know about B's holiday plans.*

A: I hear (1) (you / go) on holiday soon.

B: That's right. (2) (we / go) to Finland.

A: I hope (3) (you / have) a nice time.

B: Thanks. (4) (I / send) you a postcard and (5) (I / get) in touch with you when (6) (I / get) back.

3 *A invites B to a party.*

A: (1) (I / have) a party next Saturday. Can you come?

B: On Saturday? I'm not sure. Some friends of mine (2) (come) to stay with me next week, but I think (3) (they / go) by Saturday. But if (4) (they / be) still here, (5) (I / not / be) able to come to the party.

A: OK. Well, tell me as soon as (6) (you / know).

B: Right. (7) (I / phone) you during the week.

4 *A and B are two secret agents arranging a meeting. They are talking on the phone.*

A: Well, what time (1) (we / meet)?

B: Come to the café by the station at 4 o'clock.

(2) (I / wait) for you when (3) (you / arrive).

(4) (I / sit) by the window and (5) (I / wear) a bright green sweater.

A: OK? (6) (Agent 307 / come) too?

B: No, she can't be there.

A: Oh. (7) (I / bring) the documents?

B: Yes. (8) (I / explain) everything when (9) (I / see) you. And don't be late.

A: OK. (10) (I / try) to be on time.



13 Put the verb into the correct form. Choose from the following:

<i>present continuous</i> (I am doing)	will ('ll) / won't
<i>present simple</i> (I do)	will be doing
<i>going to</i> (I'm going to do)	shall

- I feel a bit hungry. I think (I / have) something to eat.
- Why are you putting on your coat? (you / go) somewhere?
- What time (I / phone) you this evening? About 7.30?
- Look! That plane is flying towards the airport. (it / land).
- We must do something soon, before (it / be) too late.
- I'm sorry you've decided to leave the company.
(I / miss) you when (you / go).
- (I / give) you my address? If
(I / give) you my address, (you / send) me a postcard?
- Are you still watching that programme? What time (it / end)?
- (I / go) to London next weekend for a wedding.
My sister (get) married.
- I'm not ready yet. (I / tell) you when
(I / be) ready. I promise (I / not / be) very long.
- A: Where are you going?
B: To the hairdresser's. (I / have) my hair cut.
- She was very rude to me. I refuse to speak to her again until
(she / apologise).
- I wonder where (we / live) ten years from now?
- What do you plan to do when (you / finish) your course at college?

Past, present and future

Units 1–25

14 Use your own ideas to complete B's sentences.

- A: How did the accident happen?
B: I was going too fast and couldn't stop in time.
- A: Is that a new camera?
B: No, I it a long time.
- A: Is that a new computer?
B: Yes, I it a few weeks ago.
- A: I can't talk to you right now. You can see I'm very busy.
B: OK. I back in about half an hour.
- A: This is a nice restaurant. Do you come here often?
B: No, it's the first time I here.
- A: Do you do any sport?
B: No, I football, but I gave it up.
- A: I'm sorry I'm late.
B: That's OK. I long.
- A: When you went to the US last year, was it your first visit?
B: No, I there twice before.
- A: Do you have any plans for the weekend?
B: Yes, I to a party on Saturday night.
- A: Do you know what Steve's doing these days?
B: No, I him for ages.
- A: Will you still be here by the time I get back?
B: No, I by then.

15 Robert is travelling in North America. He sends an email to a friend in Winnipeg (Canada). Put the verb into the most suitable form.



To: Chris
Subject: American travels

Hi

(1) I've just arrived (I / just / arrive) in Minneapolis. (2)
(I / travel) for more than a month now, and (3) (I / begin) to think about coming home. Everything (4) (I / see) so far (5) (be) really interesting, and (6) (I / meet) some really kind people.

(7) (I / leave) Kansas City a week ago. (8)
(I / stay) there with Emily, the aunt of a friend from college. She was really helpful and hospitable and although (9) (I / plan) to stay only a couple of days, (10) (I / end up) staying more than a week.

(11) (I / enjoy) the journey from Kansas City to here. (12)
(I / take) the Greyhound bus and (13) (meet) some really interesting people – everybody was really friendly.

So now I'm here, and (14) (I / stay) here for a few days before (15)
(I / continue) up to Canada. I'm not sure exactly when (16)
(I / get) to Winnipeg – it depends what happens while (17) (I / be) here. But (18) (I / let) you know as soon as (19) (I / know) myself.

(20) (I / stay) with a family here – they're friends of some people I know at home. Tomorrow (21) (we / visit) some people they know who (22) (build) a house in the mountains. It isn't finished yet, but (23) (it / be) interesting to see what it's like.

Anyway, that's all for now. (24) (I / be) in touch again soon.

Robert

Modal verbs (can/must/would etc.)

Units 26–36, Appendix 4

16 Which alternatives are correct? Sometimes only one alternative is correct, and sometimes two of the alternatives are possible.

- ‘What time will you be home tonight?’ ‘I’m not sure. I A or B late.’
A may be B might be C can be (both A and B are correct)
- I can't find the theatre tickets. They out of my pocket.
A must have fallen B should have fallen C had to fall
- Somebody ran in front of the car as I was driving. Fortunately I just in time.
A could stop B could have stopped C managed to stop
- We've got plenty of time. We yet.
A mustn't leave B needn't leave C don't need to leave
- I out but I didn't feel like it, so I stayed at home.
A could go B could have gone C must have gone

6 I'm sorry I come to your party last week.
A couldn't come B couldn't have come C wasn't able to come

7 'What do you think of my theory?' 'I'm not sure. You right.'
A could be B must be C might be

8 I couldn't wait for you any longer. I , and so I went.
A must go B must have gone C had to go

9 'Do you know where Liz is?' 'No. I suppose she shopping.'
A should have gone B may have gone C could have gone

10 At first they didn't believe me when I told them what had happened, but in the end I them that I was telling the truth.
A was able to convince B managed to convince C could convince

11 I promised I'd phone Gary this evening. I
A mustn't forget B needn't forget C don't have to forget

12 Why did you leave without me? You for me.
A must have waited B had to wait C should have waited

13 Lisa phoned me and suggested lunch together.
A we have B we should have C to have

14 You look nice in that jacket, but you hardly ever wear it. it more often.
A You'd better wear B You should wear C You ought to wear

15 Shall I buy a car? What's your advice? What ?
A will you do B would you do C shall you do

17 Make sentences from the words in brackets.

1 Don't phone them now. (they might / have / lunch)
They might be having lunch.

2 I ate too much. Now I feel sick. (I shouldn't / eat / so much)
I shouldn't have eaten so much.

3 I wonder why Tom didn't phone me. (he must / forget)

4 Why did you go home so early? (you needn't / go / home so early)

5 You've signed the contract. (it / can't / change / now)

6 'What's Linda doing?' 'I'm not sure.' (she may / watch / television)

7 Laura was standing outside the cinema. (she must / wait / for somebody)

8 He was in prison at the time that the crime was committed. (he couldn't / do / it)

9 Why weren't you here earlier? (you ought / be / here earlier)

10 Why didn't you ask me to help you? (I would / help / you)

11 I'm surprised you weren't told that the road was dangerous. (you should / warn / about it)

12 Gary was in a strange mood yesterday. (he might not / feel / very well)

18 Complete B's sentences using **can/could/might/must/should/would** + the verb in brackets. In some sentences you need to use **have: must have ... / should have ... etc.** In some sentences you need the negative (**can't/couldn't etc.**).

- A: I'm hungry.
B: But you've just had lunch. You can't be hungry already. (be)
- A: I haven't seen our neighbours for ages.
B: No. They must have gone away. (go)
- A: What's the weather like? Is it raining?
B: Not at the moment, but it later. (rain)
- A: Where has Julia gone?
B: I'm not sure. She to the bank. (go)
- A: I didn't see you at Michael's party last week.
B: No, I had to work that night, so I (go)
- A: I saw you at Michael's party last week.
B: No, you me. I didn't go to Michael's party. (see)
- A: What time will we get to Sue's house?
B: Well, it takes about one and a half hours, so if we leave at 3 o'clock, we there by 4.30. (get)
- A: When was the last time you saw Bill?
B: Years ago. I him if I saw him now. (recognise)
- A: Did you hear the explosion?
B: What explosion?
A: There was a loud explosion about an hour ago. You it. (hear)
- A: We weren't sure which way to go. In the end we turned right.
B: You went the wrong way. You left. (turn)

if (conditional)

Units 25, 38–40

19 Put the verb into the correct form.

- If you found a wallet in the street, what would you do with it? (find)
- I must hurry. My friend will be annoyed if I 'm not on time. (not / be)
- I didn't realise that Gary was in hospital. If I had known he was in hospital, I would have gone to visit him. (know)
- If the phone , can you answer it? (ring)
- I can't decide what to do. What would you do if you in my position? (be)
- A: What shall we do tomorrow?
B: Well, if it a nice day, we can go to the beach. (be)
- A: Let's go to the beach.
B: No, it's too cold. If it warmer, I wouldn't mind going. (be)
- A: Did you go to the beach yesterday?
B: No, it was too cold. If it warmer, we might have gone. (be)
- If you enough money to go anywhere in the world, where would you go? (have)
- I'm glad we had a map. I'm sure we would have got lost if we one. (not / have)
- The accident was your fault. If you more carefully, it wouldn't have happened. (drive)
- A: Why do you read newspapers?
B: Well, if I newspapers, I wouldn't know what was happening in the world. (not / read)

20 Complete the sentences.

- 1 Liz is tired all the time. She shouldn't go to bed so late.
If Liz didn't go to bed so late, she wouldn't be tired all the time.
- 2 It's rather late. I don't think Sarah will come to see us now.
I'd be surprised if Sarah
- 3 I'm sorry I disturbed you. I didn't know you were busy.
If I'd known you were busy, I
- 4 I don't want them to be upset, so I've decided not to tell them what happened.
They'd if
- 5 The dog attacked you, but only because you frightened it.
If
- 6 Unfortunately I didn't have an umbrella and so I got very wet in the rain.
I
- 7 Martin failed his driving test last week. He was very nervous and that's why he failed.
If he

21 Use your own ideas to complete the sentences.

- 1 I'd go out this evening if
- 2 I'd have gone out last night if
- 3 If you hadn't reminded me,
- 4 We wouldn't have been late if
- 5 If I'd been able to get tickets,
- 6 Who would you phone if?
- 7 Cities would be nicer places if
- 8 If there was no television,

Passive

Units 42–45

22 Put the verb into the most suitable passive form.

- 1 There's somebody behind us. I think we are being followed (follow).
- 2 A mystery is something that can't be explained (can't / explain).
- 3 We didn't play football yesterday. The match (cancel).
- 4 The television (repair). It's working again now.
- 5 In the middle of the village there is a church which (restore) at the moment. The work is almost finished.
- 6 The tower is the oldest part of the church. It (believe) to be over 600 years old.
- 7 If I didn't do my job properly, I (would / sack).
- 8 A: I left a newspaper on the desk last night and it isn't there now.
B: It (might / throw) away.
- 9 I learnt to swim when I was very young. I (teach) by my mother.
- 10 After (arrest), I was taken to the police station.
- 11 ' (you / ever / arrest)?' 'No, never.'
- 12 Two people (report) to (injure) in an explosion at a factory in Birmingham early this morning.

23 Put the verb into the correct form, active or passive.

- This house is quite old. It was built (build) over 100 years ago.
- My grandfather was a builder. He built (build) this house many years ago.
- 'Is your car still for sale?' 'No, I sell (sell) it.'
- A: Is the house at the end of the street still for sale?
B: No, it is sold (sell).
- Sometimes mistakes make (make). It's inevitable.
- I wouldn't leave your car unlocked. It might be stolen (might / steal).
- My bag has disappeared. It must have been stolen (must / steal).
- I can't find my hat. Somebody must have taken (must / take) it by mistake.
- It's a serious problem. I don't know how it can be solved (can / solve).
- We didn't leave early enough. We should have left (should / leave) earlier.
- Nearly every time I travel by plane, my flight is delayed (delay).
- A new bridge is being built (build) across the river. Work started last year and the bridge is expected (expect) to open next year.

24 Read these newspaper reports and put the verbs into the most suitable form.

<p>1 Castle Fire</p> <p>Winton Castle (1) <u>was damaged</u> (damage) in a fire last night. The fire, which (2) <u>was discovered</u> (discover) at about 9 o'clock, spread very quickly. Nobody (3) <u>was injured</u> (injure), but two people had to (4) <u>be rescued</u> (rescue) from an upstairs room. A number of paintings (5) <u>were destroyed</u> (believe / destroy). It (6) <u>was not known</u> (not / know) how the fire started.</p>	<p>3 ROAD DELAYS</p> <p>Repair work started yesterday on the Paxham-Longworth road. The road (1) <u>is being resurfaced</u> (resurface) and there will be long delays. Drivers (2) <u>are being asked</u> (ask) to use an alternative route if possible. The work (3) <u>is expected</u> (expect) to last two weeks. Next Sunday the road (4) <u>will be closed</u> (close), and traffic (5) <u>will be diverted</u> (divert).</p>
<p>2 SHOP ROBBERY</p> <p>In Paxham yesterday a shop assistant (1) <u>was forced</u> (force) to hand over £500 after (2) <u>was threatened</u> (threaten) by a man with a knife. The man escaped in a car which (3) <u>was stolen</u> (steal) earlier in the day. The car (4) <u>was found</u> (later / find) in a car park where it (5) <u>was abandoned</u> (abandon) by the thief. A man (6) <u>was arrested</u> (arrest) in connection with the robbery and (7) <u>is still being questioned</u> (still / question) by the police.</p>	<p>4 Accident</p> <p>A woman (1) <u>was taken</u> (take) to hospital after her car collided with a lorry near Norstock yesterday. She (2) <u>was allowed</u> (allow) home later after treatment. The road (3) <u>was blocked</u> (block) for an hour after the accident, and traffic had to (4) <u>be diverted</u> (divert). A police inspector said afterwards: 'The woman was lucky. She could (5) <u>have been killed</u> (kill).'</p>

Reported speech

Units 47–48, 50

25 Complete the sentences using reported speech.

1



Can I speak to Paul, please?

I'll try again later.

Paul has gone out. I don't know when he'll be back.
Do you want to leave a message?

YOU

A woman phoned at lunchtime yesterday and asked if she could speak to Paul. I told and I asked, but she said later. But she never did.

2

We have no record of any reservation in your name.



Do you have any rooms free anyway?

We're sorry, but the hotel is full.

I went to London recently, but my visit didn't begin well. I had reserved a hotel room, but when I got to the hotel they told When I asked, they said, but There was nothing I could do. I just had to look for somewhere else to stay.

3

Why are you visiting the country?



We're on holiday.

How long do you intend to stay?

Where will you be staying during your visit?

After getting off the plane, we had to queue for an hour to get through immigration. Finally it was our turn. The immigration official asked us, and we told Then he wanted to know and He seemed satisfied with our answers, checked our passports and wished us a pleasant stay.

4

I'll phone you from the airport when I arrive.



SUE

Don't come to the airport. I'll take the bus.

A: What time is Sue arriving this afternoon?

B: About three. She said

A: Aren't you going to meet her?

B: No, she said She said

5



What's your job?

How much do you earn?



Mind your own business!

YOU

A few days ago a man phoned from a marketing company and started asking me questions. He wanted to know and asked I don't like people phoning and asking questions like that, so I told and I put the phone down.

6



LOUISE SARAH

I'll be at the restaurant at 7.30.

earlier

Phone me if there's any problem.

I know where the restaurant is.

PAUL

Louise and Sarah are in a restaurant waiting for Paul.

LOUISE: I wonder where Paul is. He said
 SARAH: Maybe he's got lost.
 LOUISE: I don't think so. He said
 And I told

7



JOE

I'm not hungry.

I don't like bananas, so don't buy any.

JOE: Is there anything to eat?

JANE: You just said

JOE: Well, I am now. I'd love a banana.

JANE: A banana? But you said
 You told

-ing and infinitive

Units 53–66

26 Put the verb into the correct form.

- How old were you when you learnt to drive ? (drive)
- I don't mind walking home, but I'd rather get a taxi. (walk, get)
- I can't make a decision. I keep my mind. (change)
- He had made his decision and refused his mind. (change)
- Why did you change your decision? What made you your mind? (change)
- It was a really good holiday. I really enjoyed by the sea again. (be)
- Did I really tell you I was unhappy? I don't remember that. (say)
- 'Remember Tom tomorrow.' 'OK. I won't forget.' (phone)
- The water here is not very good. I'd avoid it if I were you. (drink)

Additional exercises

10 I pretended interested in the conversation, but really it was very boring. (be)

11 I got up and looked out of the window what the weather was like. (see)

12 I have a friend who claims able to speak five languages. (be)

13 I like carefully about things before a decision. (think, make)

14 I had a flat in the centre of town but I didn't like there, so I decided (live, move)

15 Steve used a footballer. He had to stop because of an injury. (be, play)

16 After by the police, the man admitted the car but denied at 100 miles an hour. (stop, steal, drive)

17 A: How do you make this machine ? (work)
A: I'm not sure. Try that button and see what happens. (press)

27 Make sentences from the words in brackets.

1 I can't find the tickets. (I / seem / lose / them)
I seem to have lost them.

2 I haven't got far to go. (it / not / worth / take / a taxi)
It's not worth taking a taxi.

3 I'm feeling a bit tired. (I / not / fancy / go / out)

4 Tim isn't very reliable. (he / tend / forget / things)

5 I've got a lot of luggage. (you / mind / help / me?)

6 There's nobody at home. (everybody / seem / go out)

7 We don't like our flat. (we / think / move)

8 The vase was very valuable. (I / afraid / touch / it)

9 Bill never carries money with him. (he / afraid / robbed)

10 I wouldn't go to see the film. (it / not / worth / see)

11 I'm very tired after that long walk. (I / not / used / walk / so far)

12 Sue is on holiday. I received a postcard from her yesterday. (she / seem / enjoy / herself)

13 Dave had lots of photographs he'd taken while on holiday. (he / insist / show / them to me)

14 I don't want to do the shopping. (I'd rather / somebody else / do / it)

28 Complete the second sentence so that the meaning is similar to the first.

- I was surprised I passed the exam.
I didn't expect to pass the exam
- Did you manage to solve the problem?
Did you succeed in solving the problem ?
- I don't read newspapers any more.
I've given up
- I'd prefer not to go out tonight.
I'd rather
- He can't walk very well.
He has difficulty
- Shall I phone you this evening?
Do you want
- Nobody saw me come in.
I came in without
- They said I was a cheat.
I was accused
- It will be good to see them again.
I'm looking forward
- What do you think I should do?
What do you advise me
- It's a pity I couldn't go out with you.
I'd like
- I'm sorry that I didn't take your advice.
I regret

a/an and the

Units 69–78

29 Put in a/an or the where necessary. Leave the space empty if the sentence is already complete.

- I don't usually like staying at hotels, but last summer we spent a few days at a very nice hotel by the sea.
- tennis is my favourite sport. I play once or twice week if I can, but I'm not very good player.
- I won't be home for dinner this evening. I'm meeting some friends after work and we're going to cinema.
- unemployment is increasing at the moment and it's getting difficult for people to find work.
- There was accident as I was going home last night. Two people were taken to hospital. I think most accidents are caused by people driving too fast.
- Carol is economist. She used to work in investment department of Lloyds Bank. Now she works for American bank in United States.
- A: What's name of hotel where you're staying?
B: Imperial. It's in Queen Street in city centre. It's near station.
- I have two brothers. older one is training to be pilot with British Airways. younger one is still at school. When he leaves school, he wants to go to university to study law.

Pronouns and determiners

Units 82–91

30 Which alternatives are correct? Sometimes only one alternative is correct, and sometimes two alternatives are possible.

- I don't remember ... A about the accident. (A is correct)
A anything B something C nothing
- Chris and I have known for quite a long time.
A us B each other C ourselves
- 'How often do the buses run?' '..... twenty minutes.'
A All B Each C Every
- I shouted for help, but came.
A nobody B no-one C anybody
- Last night we went out with some friends of
A us B our C ours
- It didn't take us a long time to get here. traffic.
A It wasn't much B There wasn't much C It wasn't a lot
- Can I have milk in my coffee, please?
A a little B any C some
- Sometimes I find it difficult to
A concentrate B concentrate me C concentrate myself
- There's on at the cinema that I want to see, so there's no point in going.
A something B anything C nothing
- I drink water every day.
A much B a lot of C lots of
- in the city centre are open on Sunday.
A Most of shops B Most of the shops C The most of the shops
- There were about twenty people in the photo. I didn't recognise of them.
A any B none C either
- I've been waiting for Sarah to phone.
A all morning B the whole morning C all the morning
- I can't afford to buy anything in this shop. so expensive.
A All is B Everything is C All are

Adjectives and adverbs

Units 98–108

31 There are mistakes in some of these sentences. Correct the sentences where necessary. Write 'OK' if the sentence is already correct.

- The building was total destroyed in the fire.
- I didn't like the book. It was such a stúpid story.
- The city is very polluted. It's the more polluted place I've ever been to.
- I was disappointing that I didn't get the job. I was well-qualified and the interview went well.
- It's warm today, but there's quite a strong wind.
- Joe works hardly, but he doesn't get paid very much.
- The company's offices are in a modern large building.
- Dan is a very fast runner. I wish I could run as fast as him.
- I missed the three last days of the course because I was ill.
- You don't look happy. What's the matter?

totally destroyed

OK

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

11 The weather has been unusual cold for the time of the year.

12 The water in the pool was too dirty to swim in it.

13 I got impatient because we had to wait so long time.

14 Is this box big enough or do you need a bigger one?

15 This morning I got up more early than usual.

Conjunctions

Units 25, 38, 112–118

32 Which is correct?

1 I'll try to be on time, but don't worry if / when I'm late. (if is correct)

2 Don't throw that bag away. If / When you don't want it, I'll have it.

3 Please report to reception if / when you arrive at the hotel.

4 We've arranged to play tennis tomorrow, but we won't play if / when it's raining.

5 Jennifer is in her final year at school. She still doesn't know what she's going to do if / when she leaves.

6 What would you do if / when you lost your keys?

7 I hope I'll be able to come to the party, but I'll let you know if / unless I can't.

8 I don't want to be disturbed, so don't phone me if / unless it's something important.

9 Please sign the contract if / unless you're happy with the conditions.

10 I like travelling by ship as long as / unless the sea is not rough.

11 You might not remember the name of the hotel, so write it down if / in case you forget it.

12 It's not cold now, but take your coat with you if / in case it gets cold later.

13 Take your coat with you and then you can put it on if / in case it gets cold later.

14 They always have the television on, even if / if nobody is watching it.

15 Even / Although we played very well, we lost the match.

16 Despite / Although we've known each other a long time, we're not particularly close friends.

17 'When did you leave school?' 'As / When I was 17.'

18 I think Ann will be very pleased as / when she hears the news.

Prepositions (time)

Units 12, 119–122

33 Put in one of the following: at on in during for since by until

1 Jack has gone away. He'll be back in a week.

2 We're having a party on Saturday. Can you come?

3 I've got an interview next week. It's at 9.30 on Tuesday morning.

4 Sue isn't usually here on weekends. She goes away.

5 The train service is very good. The trains are nearly always at time.

6 It was a confusing situation. Many things were happening at the same time.

7 I couldn't decide whether or not to buy the sweater. By the end I decided to leave it.

8 The road is busy all the time, even at night.

9 I met a lot of nice people during my stay in New York.

10 I saw Helen on Friday, but I haven't seen her since then.

11 Brian has been doing the same job for five years.

12 Lisa's birthday is on the end of March. I'm not sure exactly which day it is.

13 We have some friends staying with us at the moment. They're staying until Friday.

14 If you're interested in applying for the job, your application must be received by Friday.

15 I'm just going out. I won't be long – I'll be back in ten minutes.

Prepositions (position and other uses)

Units 123-128

34 Put in the missing preposition.

- I'd love to be able to visit every country the world.
- Jessica White is my favourite author. Have you read anything her?
- 'Is there a bank near here?' 'Yes, there's one the end of this road.'
- Tim is away at the moment. He's holiday.
- We live the country, a long way from the nearest town.
- I've got a stain my jacket. I'll have to have it cleaned.
- We went a party Linda's house on Saturday.
- Boston is the east coast of the United States.
- Look at the leaves that tree. They're a beautiful colour.
- 'Have you ever been Tokyo?' 'No, I've never been Japan.'
- Mozart died Vienna in 1791 the age of 35.
- 'Are you this photograph?' 'Yes, that's me, the left.'
- We went the theatre last night. We had seats the front row.
- 'Where's the light switch?' 'It's the wall the door.'
- It was late when we arrived the hotel.
- I couldn't decide what to eat. There was nothing the menu that I liked.
- We live a tower block. Our flat is the fifteenth floor.
- A: What did you think of the film?
B: Some parts were a bit stupid, but the whole I enjoyed it.
- 'When you paid the hotel bill, did you pay cash?' 'No, I paid credit card.'
- 'How did you get here? the bus?' 'No, car.'
- A: I wonder what's television this evening. Have you got a newspaper?
B: Yes, the TV programmes are the back page.
- Helen works for a telecommunications company. She works the customer services department.
- Anna spent two years working London before returning Italy.
- 'Did you enjoy your trip the beach?' 'Yes, it was great.'
- Next summer we're going a trip to Canada.

Noun/adjective + preposition

Units 129-131

35 Put in the missing preposition.

- The plan has been changed, but nobody seems to know the reason this.
- Don't ask me to decide. I'm not very good making decisions.
- Some people say that Sue is unfriendly, but she's always very nice me.
- What do you think is the best solution the problem?
- There has been a big increase the price of land recently.
- He lives a rather lonely life. He doesn't have much contact other people.
- Paul is a keen photographer. He likes taking pictures people.
- Michael got married a woman he met when he was studying at college.
- He's very brave. He's not afraid anything.
- I'm surprised the amount of traffic today. I didn't think it would be so busy.
- Thank you for lending me the guidebook. It was full useful information.
- Please come in and sit down. I'm sorry the mess.

Verb + preposition

Units 132–136

36 Complete each sentence with a preposition where necessary. If no preposition is necessary, leave the space empty.

- 1 She works quite hard. You can't accuse her being lazy.
- 2 Who's going to look your children while you're at work?
- 3 The problem is becoming serious. We have to discuss it.
- 4 The problem is becoming serious. We have to do something it.
- 5 I prefer this chair the other one. It's more comfortable.
- 6 I must phone the office to tell them I won't be at work today.
- 7 The river divides the city two parts.
- 8 'What do you think your new boss?' 'She's all right, I suppose.'
- 9 Can somebody please explain me what I have to do?
- 10 I said hello to her, but she didn't answer me.
- 11 'Do you like staying at hotels?' 'It depends the hotel.'
- 12 'Have you ever been to Borla?' 'No, I've never heard it. Where is it?'
- 13 You remind me somebody I knew a long time ago. You look just like her.
- 14 This is wonderful news! I can't believe it.
- 15 George is not an idealist – he believes being practical.
- 16 What's funny? What are you laughing ?
- 17 What have you done with all the money you had? What did you spend it ?
- 18 If Kevin asks you money, don't give him any.
- 19 I apologised Sarah keeping her waiting so long.
- 20 Lisa was very helpful. I thanked her everything she'd done.

Phrasal verbs

Units 137–145

37 A says something and B replies. Which goes with which?

A

- 1 I've made a mistake on this form.
- 2 I'm too warm with my coat on.
- 3 This jacket looks nice.
- 4 My phone number is 576920.
- 5 This room is in a mess.
- 6 What's 45 euros in dollars?
- 7 How did you find the mistake?
- 8 I'm not sure whether to accept their offer or not.
- 9 I need a place to stay when I'm in London.
- 10 It's a subject he doesn't like to talk about.
- 11 I don't know what this word means.

B

- a Don't worry. I'll tidy it up.
- b No problem. I can fix it up.
- c Kate pointed it out.
- d That's OK. Just cross it out and correct it.
- e Yes, why don't you try it on?
- f OK, I won't bring it up.
- g Just a moment. I'll write it down.
- h Why don't you take it off then?
- i You can look it up.
- j I think you should turn it down.
- k Give me a moment to work it out.

- 1 d
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11

38 Only one alternative is correct. Which is it?

- Nobody believed Paul at first but he **B** to be right. (B is correct)
A came out B turned out C worked out D carried out
- Here's some good news. It will
A turn you up B put you up C blow you up D cheer you up
- I was annoyed with the way the children were behaving, so I
A told them up B told them off C told them out D told them over
- The club committee is of the president, the secretary and seven other members.
A set up B made up C set out D made out
- You were going to apply for the job, and then you decided not to. So what ?
A put you off B put you out C turned you off D turned you away
- I had no idea that he was lying to me. I was completely
A taken in B taken down C taken off D taken over
- Barbara started a course at college, but she after six months.
A went out B fell out C turned out D dropped out
- You can't predict everything. Often things don't as you expect.
A make out B break out C work out D get out
- Why are all these people here? What's ?
A going off B getting off C going on D getting on
- It's a very busy airport. There are planes or landing every few minutes.
A going up B taking off C getting up D driving off
- The traffic was moving slowly because a bus had and was blocking the road.
A broken down B fallen down C fallen over D broken up
- How are you in your new job? Are you enjoying it?
A keeping on B going on C carrying on D getting on

39 Complete the sentences. Use two words each time.

- Keep the edge of the pool. You might fall in.
- I didn't notice that the two pictures were different until Liz pointed it me.
- I asked Dan if he had any suggestions about what we should do, but he didn't come anything.
- I'm glad Sarah is coming to the party. I'm really looking seeing her again.
- Things are changing all the time. It's difficult to keep all these changes.
- Unfortunately I ran film, so I couldn't take any more photographs.
- Don't let me interrupt you. Carry your work.
- Steve was very happy in his job until he fell his boss. After that, it was impossible for them to work together, and Steve decided to leave.
- I've had enough of being treated like this. I'm not going to put it any more.
- I didn't enjoy the trip very much at the time, but when I look it now, I realise it was a good experience and I'm glad I went on it.
- The wedding was supposed to be a secret, so how did you find it? Did Jenny tell you?
- There is a very nice atmosphere in the office where I work. Everybody gets everybody else.

40 Complete each sentence using a phrasal verb that means the same as the words in brackets.

- 1 The football match had to be called off because of the weather. (cancelled)
- 2 The story Kate told wasn't true. She made it up (invented it)
- 3 A bomb exploded near the station, but no-one was injured. (exploded)
- 4 George finally arrived nearly an hour late. (arrived)
- 5 Here's an application form. Can you complete and sign it, please? (complete it)
- 6 A number of buildings are going to be demolished to make way for the new road. (demolished)
- 7 I'm having a few problems with my computer which need to be put right as soon as possible. (put right)
- 8 Be positive! You must never stop trying ! (stop trying)
- 9 I was very tired and fell asleep in front of the television. (fell asleep)
- 10 After eight years together, they've decided to separate (separate)
- 11 The noise is terrible. I can't tolerate any longer. (tolerate it)
- 12 We don't have a lot of money, but we have enough to manage (manage)
- 13 I'm sorry I'm late. The meeting continued later than I expected. (continued)
- 14 We need to make a decision today at the latest. We can't delay any longer. (delay it)

41 Complete the sentences. Use one word each time.

- 1 You're driving too fast. Please slow down.
- 2 It was only a small fire and I managed to put it out with a bucket of water.
- 3 The house is empty at the moment, but I think the new tenants are moving in next week.
- 4 I've put on weight. My clothes don't fit any more.
- 5 Their house is really nice now. They've tidied it up really well.
- 6 I was talking to the woman sitting next to me on the plane, and it came out that she works for the same company as my brother.
- 7 'Do you know what happened?' 'Not yet, but I'm going to find out.'
- 8 There's no need to get angry. calm down!
- 9 If you're going on a long walk, plan your route carefully before you set off.
- 10 Sarah has just phoned to say that she'll be late. She's been kept up.
- 11 You've written my name wrong. It's Martin, not Marin – you put out the T.
- 12 Three days at £45 a day – that comes out at £135.
- 13 We had a really interesting discussion, but Jane didn't join in. She just listened.
- 14 Jonathan is pretty fit. He works out in the gym every day.
- 15 Come and see us more often. You must find in any time you like.
- 16 We are still discussing the contract. There are still a couple of things to sort out.
- 17 My alarm clock went off in the middle of the night and wakened me up.

Study guide

This guide is to help you decide which units you need to study. The sentences in the guide are grouped together (*Present and past, Articles and nouns etc.*) in the same way as the units in the *Contents* (pages iii–vi).

Each sentence can be completed using one or more of the alternatives (A, B, C etc.). There are between two and five alternatives each time. IN SOME SENTENCES MORE THAN ONE ALTERNATIVE IS POSSIBLE.

If you don't know or if you are not sure which alternatives are correct, then you probably need to study the unit(s) in the list on the right. You will also find the correct sentence in this unit. (If two or three units are listed, you will find the correct sentence in the first one.)

There is a key to this study guide on page 372.

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY UNIT

Present and past

1.1	At first I didn't like my job, but to enjoy it now. A I'm beginning B I begin	1, 3
1.2	I don't understand this sentence. What ? A does mean this word B does this word mean C means this word	2, 49
1.3	Robert away two or three times a year. A is going usually B is usually going C usually goes D goes usually	2, 3, 110
1.4	How now? Better than before? A you are feeling B do you feel C are you feeling	4
1.5	It was a boring weekend. anything. A I didn't B I don't do C I didn't do	5
1.6	Matt while we were having dinner. A phoned B was phoning C has phoned	6, 14

Present perfect and past

2.1	Jim is on holiday. He to Italy. A is gone B has gone C has been	7
2.2	Everything is going well. We any problems so far. A didn't have B don't have C haven't had	8
2.3	Sarah has lost her passport again. It's the second time this A has happened B happens C happened D is happening	8
2.4	You're out of breath. ? A Are you running B Have you run C Have you been running	9
2.5	Where's the book I gave you? What with it? A have you done B have you been doing C are you doing	10
2.6	' each other for a long time?' 'Yes, since we were at school.' A Do you know B Have you known C Have you been knowing	11, 10
2.7	Sally has been working here A for six months B since six months C six months ago	12

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

2.8	It's two years Joe.	12
	A that I don't see B that I haven't seen C since I didn't see D since I last saw	
2.9	It raining for a while, but now it's raining again.	13
	A stopped B has stopped C was stopped	
2.10	My mother in Scotland.	13, 15
	A grew up B has grown up C had grown up	
2.11 a lot of sweets when you were a child?	14
	A Have you eaten B Had you eaten C Did you eat	
2.12	Ian in Scotland for ten years. Now he lives in London.	14, 11
	A lived B has lived C has been living	
2.13	The man sitting next to me on the plane was very nervous. He before.	15
	A hasn't flown B didn't fly C hadn't flown D wasn't flying	
2.14	Cathy was sitting in an armchair resting. She was tired because very hard.	16
	A she was working B she's been working C she'd been working	
2.15 a car when you were living in London?	17, 14
	A Had you B Were you having C Have you had D Did you have	
2.16	I tennis a lot, but I don't play very often now.	18
	A was playing B was used to play C used to play	

Future

3.1	I'm tired. to bed now. Goodnight.	19
	A I go B I'm going	
3.2 tomorrow, so we can go out somewhere.	19, 21
	A I'm not working B I don't work C I won't work	
3.3	That bag looks heavy. you with it.	21
	A I'm helping B I help C I'll help	
3.4	I think the weather be nice this afternoon.	23, 22
	A will B shall C is going to	
3.5	'Ann is in hospital.' 'Yes, I know. her this evening.'	23, 20
	A I visit B I'm going to visit C I'll visit	
3.6	We're late. The film by the time we get to the cinema.	24
	A will already start B will be already started C will already have started	
3.7	Don't worry late tonight.	25
	A if I'm B when I'm C when I'll be D if I'll be	

IF YOU ARE NOT SURE WHICH IS RIGHT

Modals

4.1 The fire spread through the building very quickly, but fortunately everybody

 A was able to escape B managed to escape C could escape 26

4.2 I'm so tired I for a week.
 A can sleep B could sleep B could have slept 27

4.3 The story be true, but I don't think it is.
 A might B can C could D may 27, 29

4.4 Why did you stay at a hotel when you were in Paris? You
 with Julia.
 A can stay B could stay C could have stayed 27

4.5 'I've lost one of my gloves.' 'You it somewhere.'
 A must drop B must have dropped C must be dropping
 D must have been dropping 28

4.6 'I was surprised that Kate wasn't at the meeting yesterday.' 'She
 about it.'
 A might not know B may not know C might not have known
 D may not have known 29

4.7 What was the problem? Why leave early?
 A had you to B did you have to C must you D you had to 31

4.8 We've got plenty of time. We hurry.
 A don't need to B mustn't C needn't 32

4.9 You missed a great party last night. You Why didn't you?
 A must have come B should have come C ought to have come
 D had to come 33

4.10 Jane a car with the money I'd won in the lottery.
 A suggested that I buy B suggested that I should buy
 C suggested me to buy D suggested that I bought 34

4.11 You're always at home. You out more often.
 A should go B had better go C had better to go 35

4.12 It's late. It's time home.
 A we go B we must go C we should go D we went E to go 35

4.13 a bit longer, but I really have to go now.
 A I'd stay B I'll stay C I can stay D I'd have stayed 36

If and wish

5.1 I'm not tired enough to go to bed. If I to bed now,
 I wouldn't sleep.
 A go B went C had gone D would go 38

5.2 If I were rich, a yacht.
 A I'll have B I can have C I'd have D I had 39

5.3 I wish I have to work tomorrow, but unfortunately I do.
 A don't B didn't C wouldn't D won't 39, 41

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

5.4 The view was wonderful. If a camera with me, I would have taken some photographs.

A I had B I would have C I would have had D I'd had

5.5 The weather is horrible. I wish it raining.

A would stop B stopped C stops D will stop

Passive

6.1 We by a loud noise during the night.

A woke up B are woken up C were woken up D were waking up

6.2 A new supermarket is going to next year.

A build B be built C be building D building

6.3 There's somebody walking behind us. I think

A we are following B we are being following C we are followed
D we are being followed

6.4 'Where ?' 'In London.'

A were you born B are you born C have you been born
D did you born

6.5 There was a fight at the party, but nobody

A was hurt B got hurt C hurt

6.6 Jane to phone me last night, but she didn't.

A supposed B is supposed C was supposed

6.7 Where ? Which hairdresser did you go to?

A did you cut your hair B have you cut your hair
C did you have cut your hair D did you have your hair cut

Reported speech

7.1 Paul left the room suddenly. He said he to go.

A had B has C have

7.2 Hello, Joe. I didn't expect to see you today. Sonia said you

in hospital.

A are B were C was D should be

7.3 Ann and left.

A said goodbye to me B said me goodbye C told me goodbye

Questions and auxiliary verbs

8.1 'What time ?' 'At 8.30.'

A begins the film B does begin the film C does the film begin

8.2 'Do you know where ?' 'No, he didn't say.'

A Tom has gone B has Tom gone C has gone Tom

8.3 The police officer stopped us and asked us where

A were we going B are we going C we are going D we were going

40

41

42

43

43

44

44

45

46

48, 47

48, 47

48

49

50

50

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

8.4 'Do you think it will rain?' '.....'
A I hope not. B I don't hope. C I don't hope so.

8.5 'You don't know where Karen is,?' 'Sorry, I have no idea.'
A don't you B do you C is she D are you

-ing and the infinitive

9.1 You can't stop me what I want.
A doing B do B to do C that I do

9.2 I must go now. I promised late.
A not being B not to be C to not be D I wouldn't be

9.3 Do you want with you or do you want to go alone?
A me coming B me to come C that I come D that I will come

9.4 I know I locked the door. I clearly remember it.
A locking B to lock C to have locked

9.5 She tried to be serious, but she couldn't help
A laughing B to laugh C that she laughed D laugh

9.6 Paul lives in Berlin now. He likes there.
A living B to live

9.7 It's not my favourite job, but I like the kitchen as often as possible.
A cleaning B clean C to clean D that I clean

9.8 I'm tired. I'd rather out this evening, if you don't mind.
A not going B not to go C don't go D not go

9.9 'Shall I stay here?' 'I'd rather with us.'
A you come B you to come C you came D you would come

9.10 Are you looking forward on holiday?
A going B to go C to going D that you go

9.11 When Lisa came to Britain, she had to get used on the left.
A driving B to driving C to drive

9.12 I'm thinking a house. Do you think that's a good idea?
A to buy B of to buy C of buying

9.13 I had no a place to live. In fact it was surprisingly easy.
A difficulty to find B difficulty finding C trouble to find
D trouble finding

9.14 A friend of mine phoned me to a party.
A for invite B to invite C for inviting D for to invite

9.15 Jim doesn't speak very clearly.
A It is difficult to understand him. B He is difficult to understand.
C He is difficult to understand him.

51

52

53

54, 36

55

56

57

58

58

59

59

60, 62

61

62, 66

63

64

65

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

9.16 The path was icy, so we walked very carefully. We were afraid
A of falling B from falling C to fall D to falling 66

9.17 I didn't hear you in. You must have been very quiet.
A come B to come C came 67

9.18 a hotel, we looked for somewhere to have dinner.
A Finding B After finding C Having found D We found 68

Articles and nouns

10.1 It wasn't your fault. It was
A accident B an accident C some accident 69

10.2 Where are you going to put all your ?
A furniture B furnitures 70

10.3 'Where are you going?' 'I'm going to buy'
A a bread B some bread C a loaf of bread 70

10.4 Sandra is She works at a large hospital.
A nurse B a nurse C the nurse 71, 72

10.5 Helen works six days week.
A in B for C a D the 72

10.6 There are millions of stars in
A space B a space C the space 73

10.7 Every day begins at 9 and finishes at 3.
A school B a school C the school 74

10.8 a problem in most big cities.
A Crime is B The crime is C The crimes are 75

10.9 When invented?
A was telephone B were telephones C were the telephones
D was the telephone 76

10.10 Have you been to ?
A Canada or United States B the Canada or the United States
C Canada or the United States D the Canada or United States 77

10.11 On our first day in Moscow, we visited
A Kremlin B a Kremlin C the Kremlin 78

10.12 What time on television?
A is the news B are the news C is news D is the new 79, 80

10.13 It took us quite a long time to get here. It was journey.
A three hour B a three-hours C a three-hour 80

10.14 This isn't my book. It's
A my sister B my sister's C from my sister D of my sister
E of my sister's 81

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

Pronouns and determiners

11.1 What time shall we tomorrow? 82
 A meet B meet us C meet ourselves

11.2 I'm going to a wedding on Saturday. is getting married. 83
 A A friend of me B A friend of mine C One my friends

11.3 They live on a busy road. a lot of noise from the traffic. 84
 A It must be B It must have C There must have D There must be

11.4 He's lazy. He never does work. 85
 A some B any C no

11.5 'What would you like to eat?' 'I don't mind.
 - whatever you have.' 85
 A Something B Anything C Nothing

11.6 We couldn't buy anything because of the shops were open. 86
 A all B no-one C none D nothing

11.7 We went shopping and spent money. 87
 A a lot of B much C lots of D many

11.8 don't visit this part of the town. 88
 A The most tourists B Most of tourists C Most tourists

11.9 I asked two people the way to the station, but of them
 could help me. 89
 A none B either C both D neither

11.10 enjoyed the party. It was great. 90
 A Everybody B All C All of us D Everybody of us

11.11 The bus service is excellent. There's a bus ten minutes. 90, 91
 A each B every C all

Relative clauses

12.1 I don't like stories have unhappy endings. 92
 A that B they C which D who

12.2 I didn't believe them at first, but in fact everything was true. 93
 A they said B that they said C what they said

12.3 What's the name of the man ? 94
 A you borrowed his car B which car you borrowed
 C whose car you borrowed D his car you borrowed

12.4 Colin told me about his new job, very much. 95
 A that he's enjoying B which he's enjoying C he's enjoying
 D he's enjoying it

12.5 Sarah couldn't meet us, was a pity. 96
 A that B it C what D which

12.6 George showed me some pictures by his father. 97, 92
 A painting B painted C that were painted D they were painted

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

Adjectives and adverbs

13.1 Jane doesn't enjoy her job any more. She's because every day she does exactly the same thing.
A boring B bored 98

13.2 Lisa was carrying a bag.
A black small plastic B small and black plastic C small black plastic
D plastic small black 99

13.3 Maria's English is excellent. She speaks
A perfectly English B English perfectly C perfect English
D English perfect 100

13.4 He to find a job, but he had no luck.
A tried hard B tried hardly C hardly tried 101

13.5 I haven't seen her for , I've forgotten what she looks like.
A so long B so long time C a such long time D such a long time 102

13.6 We haven't got on holiday at the moment.
A money enough to go B enough money to go
C money enough for going D enough money for going 103

13.7 Sally is doing OK at the moment. She has
A a quite good job B quite a good job C a pretty good job 104

13.8 The exam was fairly easy – I expected.
A more easy that B more easy than C easier than D easier as 105

13.9 The more electricity you use,
A your bill will be higher B will be higher your bill
C the higher your bill will be D higher your bill will be 106

13.10 Patrick is a fast runner. I can't run as fast as
A he B him C he can 107

13.11 The film was really boring. It was I've ever seen.
A most boring film B the more boring film C the film more boring
D the most boring film 108

13.12 Ben likes walking.
A Every morning he walks to work. B He walks to work every morning.
C He walks every morning to work. D He every morning walks to work. 109

13.13 Joe never phones me.
A Always I have to phone him. B I always have to phone him.
C I have always to phone him. D I have to phone always him. 110

13.14 Lucy She left last month.
A still doesn't work here B doesn't still work here
C no more works here D doesn't work here any more. 111

13.15 she can't drive, she has bought a car.
A Even B Even when C Even if D Even though 112, 113

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

Conjunctions and prepositions

14.1 I couldn't sleep very tired.
A although I was B despite I was C despite of being D in spite of being 113

14.2 You should insure your bike stolen.
A in case it will be B if it will be C in case it is D if it is 114

14.3 The club is for members only. You you're a member.
A can't go in if B can go in only if C can't go in unless
D can go in unless 115

14.4 Yesterday we watched television all evening we didn't have anything better to do.
A when B as C while D since 116

14.5 'What's that noise?' 'It sounds a baby crying.'
A as B like C as if D as though 117, 118

14.6 They are very kind to me. They treat me their own son.
A like I'm B as if I'm C as if I was D as if I were 118

14.7 I'll be in London next week. I hope to see Tom there.
A while I'll be B while I'm C during my visit D during I'm 119

14.8 David is away at the moment. I don't know exactly when he's coming back, but I'm sure he'll be back Monday.
A by B until 120

Prepositions

15.1 Goodbye! I'll see you;
A at Friday morning B on Friday morning C in Friday morning
D Friday morning 121

15.2 I'm going away the end of January.
A at B on C in 122

15.3 When we were in Italy, we spent a few days Venice.
A at B to C in 123, 125

15.4 Our flat is the second floor of the building.
A at B on C in D to 124

15.5 I saw Steve a concert on Saturday.
A at B on C in D to 125

15.6 When did they the hotel?
A arrive to B arrive at C arrive in D get to E get in 126

15.7 I'm going holiday next week. I'll be away for two weeks.
A at B on C in D for 127

15.8 We travelled 6.45 train, which arrived at 8.30.
A in the B on the C by the D by 128

15.9 'Have you read anything Ernest Hemingway?' 'No, what sort of books did he write?'
A of B from C by 128

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

15.10	The accident was my fault, so I had to pay for the damage the other car.	129
	A of B for C to D on E at	
15.11	I like them very much. They have always been very nice me.	130
	A of B for C to D with	
15.12	I'm not very good repairing things.	131
	A at B for C in D about	
15.13	I don't understand this sentence. Can you ?	132
	A explain to me this word B explain me this word	
	C explain this word to me	
15.14	If you're worried about the problem, you should do something it.	133
	A for B about C against D with	
15.15	'Who is Tom Hart?' 'I have no idea. I've never heard him.'	134
	A about B from C after D of	
15.16	'What time will you be home?' 'I don't know. It depends the traffic.'	135
	A of B for C from D on	
15.17	I prefer tea coffee.	136, 59
	A to B than C against D over	

Phrasal verbs

16.1	These shoes are uncomfortable. I'm going to	137
	A take off B take them off C take off them	
16.2	We're playing a game. Why don't you ?	138
	A join in B come in C get in D break in	
16.3	Nobody believed Paul at first, but he to be right.	139
	A worked out B came out C found out D turned out	
16.4	We can't making a decision. We have to decide now.	140
	A put away B put over C put off D put out	
16.5	'Have you finished painting the kitchen?' 'Nearly. I'll tomorrow.'	141
	A finish it up B finish it over C finish it off	
16.6	You can always rely on Pete. He'll never	142
	A put you up B let you down C take you over D see you off	
16.7	Children under 16 half the population of the city.	143
	A make up B put up C take up D bring up	
16.8	I'm surprised to hear that Sue and Paul have They seemed very happy together when I last saw them.	144
	A broken up B ended up C finished up D split up	
16.9	I parked in a no-parking zone, but I it.	145
	A came up with B got away with C made off with D got on with	

Key to Exercises

In some of the exercises you have to use your own ideas to write sentences. Example answers are given in the Key. If possible, check your answers with somebody who speaks English well.

UNIT 1

1.1

- 2 I'm looking / am looking
- 3 I'm getting / is getting
- 4 I'm staying / are staying
- 5 I'm losing
- 6 I'm starting / is starting
- 7 I'm making / are making ...
- 8 I'm trying / am trying
- 9 I'm happening / is happening

1.2

- 3 I'm not listening / am not listening
- 4 I'm having / is having
- 5 I'm not eating / am not eating
- 6 I'm learning / is learning
- 7 I'm not speaking / are not speaking
- 8 I'm getting / am getting
- 9 I'm not working / is not working
- I'm not working

1.3

- 1 What's / What is he studying
- Is he enjoying
- 2 Are you getting on
- things are getting
- he isn't enjoying / he's not enjoying
- he's beginning / he is beginning

1.4

- 2 I'm changing
- 3 I'm getting / is getting
- 4 I'm rising
- 5 I'm beginning

UNIT 2

2.1

- 2 drink
- 3 open
- 4 cause
- 5 live
- 6 take
- 7 connect

2.2

- 2 do the banks close
- 3 don't use
- 4 does Martin come
- 5 do you do
- 6 takes ... does it take
- 7 does this word mean
- 8 doesn't do

2.3

- 3 rises
- 4 make
- 5 don't eat

- 6 doesn't believe
- 7 translates
- 8 don't tell
- 9 flows

2.4

- 2 Does your sister play tennis?
- 3 Which newspaper do you read?
- 4 What does your brother do?
- 5 How often do you go to the cinema?
- 6 Where do your grandparents live?

2.5

- 2 I promise
- 3 I insist
- 4 I apologise
- 5 I recommend

UNIT 3

3.1

- 3 I'm trying
- 4 Are they talking
- 5 OK
- 6 It's getting / It is getting
- 7 OK
- 8 I'm coming / I am coming
- 9 Are you getting
- 10 He always gets
- 11 OK

3.2

- 3 I'm waiting / is waiting
- 4 Are you listening
- 5 Do you listen
- 6 flows
- 7 I'm flowing / is flowing
- 8 grow ... aren't growing / I'm not growing / are not growing
- 9 I'm improving / is improving
- 10 I'm staying / is staying ... stays
- 11 I'm starting / am starting
- 12 I'm learning / am learning ... I'm teaching / is teaching
- 13 finish ... I'm working / am working
- 14 live ... do your parents live
- 15 I'm looking / is looking ... I'm staying / is staying
- 16 Does your brother do ... isn't working / I'm not working / is not working
- 17 enjoy ... I'm not enjoying / am not enjoying

3.3

- 2 It's always breaking down.
- 3 I'm always making the same mistake. / ... that mistake.

- 4 You're always forgetting your glasses.

UNIT 4

4.1

- 2 Do you believe
- 3 OK
- 4 It tastes
- 5 I think

4.2

- 2 What are you doing?
- I'm thinking.
- 3 Who does this umbrella belong to?
- 4 The dinner smells good.
- 5 Is anybody sitting there?
- 6 These gloves don't fit me.

4.3

- 2 I'm using / am using
- 3 need
- 4 does he want
- 5 is he looking
- 6 believes
- 7 don't remember / do not remember or can't remember
- 8 I'm thinking / am thinking
- 9 think ... don't use
- 10 consists

4.4

- 2 I'm being / is being
- 3 I'm / is
- 4 Are you being
- 5 Is he

UNIT 5

5.1

- 2 had
- 3 She walked to work
- 4 It took her (about) half an hour
- 5 She started work
- 6 She didn't have (any) lunch. / ... eat (any) lunch.
- 7 She finished work
- 8 She was tired when she got home.
- 9 She cooked
- 10 She didn't go
- 11 She went to bed
- 12 She slept

5.2

- 2 taught
- 3 sold
- 4 fell ... hurt
- 5 threw ... caught
- 6 spent ... bought ... cost

5.3

2 did you travel / did you go
 3 did it take (you) / were you there
 4 did you stay
 5 Was the weather good/nice? or Did you have good/nice weather?
 6 Did you go to / Did you see / Did you visit

5.4

3 didn't disturb
 4 left
 5 didn't sleep
 6 flew
 7 didn't cost
 8 didn't have
 9 were

UNIT 6

6.1

Example answers:

3 I was working.
 4 I was in bed asleep.
 5 I was getting ready to go out.
 6 I was watching TV at home.

6.2

Example answers:

2 was having a shower
 3 were waiting for the bus
 4 was reading the paper
 5 was watching it

6.3

1 didn't see ... was looking
 2 met ... were going ... was going ... had ... were waiting / waited
 3 was cycling ... stepped ... was going ... managed ... didn't hit

6.4

2 were you doing
 3 Did you go
 4 were you driving ... happened
 5 took ... wasn't looking
 6 didn't know
 7 saw ... was trying
 8 was walking ... heard ... was following ... started
 9 wanted
 10 dropped ... was doing ... didn't break

UNIT 7

7.1

2 She's broken her leg. / She has broken ...
 3 The bus fare has gone up.
 4 Her English has improved.
 5 He's grown a beard. / He has grown ...
 6 The letter has arrived.
 7 The temperature has fallen.

7.2

2 Yes, I've just seen her. / Yes, I have just seen her.
 3 He's already left. / He has already left.
 4 I haven't read it yet.
 5 No, she's already seen the film. / No, she has already seen ...
 6 Yes, they've just arrived. / Yes, they have just arrived.
 7 We haven't told him yet.

7.3

2 he's just gone out / he has just gone out
 3 I haven't finished yet.
 4 I've already done it. / I have already done it.
 5 Have you found a place to live yet?
 6 I haven't decided yet.
 7 she's just come back / she has just come back

7.4

2 been
 3 gone
 4 gone
 5 been

UNIT 8

8.1

2 Have you ever been to California?
 3 Have you ever run (in) a marathon?
 4 Have you ever spoken to a famous person?
 5 What's the most beautiful place you've ever visited?

8.2

2 haven't seen
 3 haven't eaten
 4 I haven't played (it)
 5 I've had / I have had
 6 I haven't read
 7 I've never been / I haven't been
 8 's been / has been
 9 I've never tried / I haven't tried or I've never eaten / I haven't eaten
 10 it's happened / it has happened or that's happened / that has happened
 11 I've never seen / I haven't seen

8.3

2 haven't read one / haven't read a newspaper
 3 it's made a loss / it has made a loss / it hasn't made a profit
 4 she hasn't worked hard this term
 5 it hasn't snowed (much) this winter

6 haven't won many/any games this season

8.4

2 Have you played tennis before? No, this is the first time I've played tennis.
 3 Have you ridden a horse before? / Have you been on a horse before? No, this is the first time I've ridden a horse. / ... I've been on a horse.
 4 Have you been to London before? No, this is the first time I've been to London.

UNIT 9

9.1

2 's been watching television / has been watching television
 3 've been playing tennis / have been playing tennis
 4 's been running / has been running

9.2

2 Have you been waiting long?
 3 What have you been doing?
 4 How long have you been working there?
 5 How long have you been selling computers?

9.3

2 've been waiting / have been waiting
 3 've been learning Spanish / have been learning Spanish
 4 She's been working there / She has been working there
 5 They've been going there / They have been going there

9.4

2 I've been looking / I have been looking
 3 are you looking
 4 She's been teaching / She has been teaching
 5 I've been thinking / I have been thinking
 6 he's working / he is working
 7 she's been working / she has been working

UNIT 10

10.1

2 She's been travelling for three months. / She has been travelling ...
 She's visited six countries so far. / She has visited ...

3 He's won the national championships four times. / He has won ...
He's been playing tennis since he was ten. / He has been playing ...
4 They've made five films since they left college. / They have made ...
They've been making films since they left college. / They have been making ...

10.2

2 Have you been waiting long?
3 Have you caught any fish?
4 How many people have you invited?
5 How long have you been teaching?
6 How many books have you written?
How long have you been writing books?
7 How long have you been saving?
How much money have you saved?

10.3

2 Somebody's broken / Somebody has broken
3 Have you been working
4 Have you ever worked
5 has she gone
6 He's appeared / He has appeared
7 I haven't been waiting
8 it's stopped / it has stopped
9 I've lost / I have lost ... Have you seen
10 I've been reading / I have been reading ... I haven't finished
11 I've read / I have read

UNIT 11

11.1

3 have been married
4 OK
5 It's been raining / It has been raining
6 have you been living
7 has been working
8 OK
9 I haven't drunk
10 have you had

11.2

2 How long have you been teaching English? / How long have you taught ...
3 How long have you known Caroline?
4 How long has your brother been in Australia?

5 How long have you had that jacket?
6 How long has Joe been working at the airport? / How long has Joe worked ...
7 How long have you been learning to drive?
8 Have you always lived in Chicago?

11.3

3 's been / has been
4 've been waiting / have been waiting
5 've known / have known
6 haven't played
7 's been watching / has been watching
8 haven't watched
9 've had / have had
10 hasn't been
11 've been feeling / have been feeling or 've felt / have felt
12 's lived / has lived or 's been living / has been living
13 haven't been
14 've always wanted / have always wanted

UNIT 12

12.1

2 since
3 for
4 for
5 since
6 for
7 since
8 since
9 for

12.2

2 How long has Kate been learning Japanese?
When did Kate start learning Japanese?
3 How long have you known Simon?
When did you first meet Simon? / When did you and Simon first meet?
4 How long have Rebecca and David been married?
When did Rebecca and David get married? / When did Rebecca and David marry?

12.3

3 He has been ill since Sunday.
4 He has been ill for a few days.
5 She got married a year ago.
6 I've had a headache since I woke up.
7 She went to Italy three weeks ago.
8 I've been working in a hotel for six months. / I've worked in a hotel for six months.

12.4

2 No, I haven't seen Sarah/her for about a month.
3 No, I haven't been to the cinema for a long time.
4 No, I haven't eaten in a restaurant for ages. / No, I haven't been to a restaurant for ages.
6 No, it's about a month since I (last) saw Sarah/her. / No, it's been about a month since ...
7 No, it's a long time since I (last) went to the cinema. / No, it's been a long time since ...
8 No, it's ages since I (last) ate in a restaurant. / No, it's been ages since ... or ... since I went to a restaurant.

UNIT 13

13.1

2 has gone
3 forgot
4 went
5 had
6 has broken

13.2

3 've forgotten / have forgotten
4 arrested
5 's improved / has improved
6 've finished / have finished
7 applied
8 was
9 's been / has been
10 broke or 's broken / has broken ... did (that) happen ... fell

13.3

3 did Shakespeare write
4 OK
5 OK
6 The Chinese invented
7 were you born
8 OK
9 Albert Einstein was ... who developed

UNIT 14

14.1

3 OK
4 I bought
5 Where were you
6 Lucy left school
7 OK
8 OK
9 OK
10 When was this book published?

14.2

2 The weather has been cold recently.
3 It was cold last week.

4 I didn't read a newspaper yesterday.
 5 I haven't read a newspaper today.
 6 Emily has earned a lot of money this year.
 7 She didn't earn so much last year.
 8 Have you had a holiday recently?

14.3

2 got ... was ... went
 3 Have you finished *or* Did you finish
 4 wasn't / was not
 5 worked
 6 's lived / has lived
 7 Did you go ... was ... was
 8 died ... never met
 9 've never met / have never met
 10 's gone / has gone *or* went ... did he go
 11 have you lived / have you been living ... did you live ... did you live

14.4*Example answers:*

2 I haven't bought anything today.
 3 I didn't watch TV yesterday.
 4 I went out with some friends yesterday evening.
 5 I haven't been to the cinema recently.
 6 I've read a lot of books recently.

UNIT 15**15.1**

2 It had changed a lot.
 3 She'd arranged to do something else. / She had arranged ...
 4 The film had already begun.
 5 I hadn't seen him for five years.
 6 She'd just had breakfast. / She had just had ...

15.2

2 I'd never seen her before. / I had never seen ...
 3 He'd never played (tennis) before. / He had never played ...
 4 We'd never been there before. / We had never been ...

15.3

1 called the police
 2 there was ... had gone
 3 He'd just come back from / He had just come back from
 He looked

4 got a phone call
 was
 'd sent her / had sent her
 'd never replied to them / had never replied to them

15.4

2 went
 3 had gone
 4 broke
 5 saw ... had broken ... stopped

UNIT 16**16.1**

2 They'd been playing football. / They had been playing ...
 3 I'd been looking forward to it. / I had been looking forward ...
 4 She'd been dreaming. / She had been dreaming.
 5 He'd been watching a film. / He had been watching ...

16.2

2 I'd been waiting for 20 minutes when I (suddenly) realised that I was in the wrong restaurant. *or* ... that I had come to the wrong restaurant.
 3 At the time the factory closed down, Sarah had been working there for five years.
 4 The orchestra had been playing for about ten minutes when a man in the audience started shouting.
 5 *Example answer:* I'd been walking along the road for about ten minutes when a car suddenly stopped just behind me.

16.3

3 was walking
 4 'd been running / had been running
 5 were eating
 6 'd been eating / had been eating
 7 was looking
 8 was waiting ... 'd been waiting / had been waiting
 9 'd had / had had
 10 'd been travelling / had been travelling

UNIT 17**17.1**

3 I haven't got a ladder. / I don't have a ladder.
 4 We didn't have enough time.
 5 He didn't have a map.
 6 She hasn't got any money. /

She doesn't have any money.
 7 I haven't got enough energy. / I don't have enough energy.
 8 They didn't have a camera.

17.2

2 Have you got / Do you have
 3 Did you have
 4 Have you got / Do you have
 5 Have you got / Do you have
 6 did you have
 7 Did you have

17.3*Example answers:*

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

17.4

2 has a break
 3 had a party
 4 have a look
 5 's having / is having a nice time
 6 had a chat
 7 Did you have difficulty
 8 had a baby
 9 was having a shower
 10 Did you have a good flight?

UNIT 18**18.1**

2 used to have/ride
 3 used to live
 4 used to eat/like/love
 5 used to be
 6 used to take
 7 used to be
 8 did you use to go

18.2

3–6
 He used to go to bed early.
 He didn't use to go out in the evening.
 He used to run three miles every morning.
 He didn't use to spend much money. / ... a lot of money.

18.3

2–10

She used to have lots of friends, but she doesn't know many people these days. She used to be very lazy, but she works very hard these days. She didn't use to like cheese, but she eats lots of cheese now. She used to be a hotel receptionist, but she works in a bookshop now. She used to play the piano, but she hasn't played the piano for years. She never used to read newspapers, but she reads a newspaper every day now. She didn't use to drink tea, but she likes it now. She used to have a dog, but it died two years ago. She used to go to a lot of parties, but she hasn't been to a party for ages.

UNIT 19

19.1

- 2 How long are you going for?
- 3 When are you leaving?
- 4 Are you going alone?
- 5 Are you travelling by car?
- 6 Where are you staying?

19.2

- 2 I'm working late. / I'm working till 9 o'clock.
- 3 I'm going to the theatre.
- 4 I'm meeting Julia.

19.3

Example answers:

- 2 I'm working tomorrow morning.
- 3 I'm not doing anything tomorrow evening.
- 4 I'm playing football next Sunday.
- 5 I'm going to a party this evening.

19.4

- 3 're having / are having
- 4 finishes
- 5 'm not going / am not going ... 'm staying / am staying
- 6 Are you doing
- 7 're going / are going ... starts
- 8 'm leaving / am leaving
- 9 're meeting / are meeting
- 10 does this train get
- 11 'm going / am going ... Are you coming
- 12 does it end
- 13 'm not using / am not using

- 14 's coming / is coming ... 's travelling / is travelling ... arrives

UNIT 20

20.1

- 2 What are you going to wear?
- 3 Where are you going to put it?
- 4 Who are you going to invite?

20.2

- 2 I'm going to take it back.
- 3 I'm not going to accept it.
- 4 I'm going to phone her tonight.
- 5 I'm going to complain.

20.3

- 2 He's going to be late.
- 3 The boat is going to sink.
- 4 They're going to run out of petrol.

20.4

- 2 was going to buy
- 3 were going to play
- 4 was going to phone
- 5 was going to give up
- 6 were going to have

UNIT 21

21.1

- 2 I'll turn / I'll switch / I'll put
- 3 I'll go
- 4 I'll do
- 5 I'll show / I'll teach
- 6 I'll have
- 7 I'll send
- 8 I'll give / I'll bring
- 9 I'll stay / I'll wait

21.2

- 2 I'll go to bed.
- 3 I think I'll walk.
- 4 I'll play tennis (today).
- 5 I don't think I'll go swimming.

21.3

- 3 I'll meet
- 4 I'll lend
- 5 I'm having
- 6 I won't forget
- 7 does your train leave
- 8 won't tell
- 9 Are you doing
- 10 Will you come

21.4

- 2 Shall I buy it?
- 3 What shall I give/buy/get Helen (for her birthday)?
- 4 Where shall we go (on holiday)?
- 5 Shall we go by car or (shall we) walk? / ... or (shall we go) on foot?
- 6 What time shall I phone (you)?

UNIT 22

22.1

- 2 I'm going
- 3 will get
- 4 is coming
- 5 we're going
- 6 It won't hurt

22.2

- 2 will look
- 3 'll like / will like
- 4 'll get / will get
- 5 will live
- 6 'll meet / will meet
- 7 'll come / will come
- 8 will be

22.3

- 2 won't
- 3 'll / will
- 4 won't
- 5 'll / will
- 6 won't

22.4

Example answers:

- 2 I'll be in bed.
- 3 I'll be at work.
- 4 I'll probably be at home.
- 5 I don't know where I'll be this time next year.

22.5

- 2 Do you think it will rain?
- 3 When do you think it will end?
- 4 How much do you think it will cost?
- 5 Do you think they'll get married? / ... they will get married?
- 6 What time do you think you'll be back? / ... you will be back?
- 7 What do you think will happen?

UNIT 23

23.1

- 2 I'll lend
- 3 I'll get
- 4 I'm going to wash
- 5 are you going to paint
- 6 I'm going to buy
- 7 I'll show
- 8 I'll have
- 9 I'll do
- 10 it's going to fall
- 11 He's going to have ... he's going to do

23.2

- 2 I'm going to take ... I'll join
- 3 you'll find
- 4 I'm not going to apply
- 5 You'll wake
- 6 I'll take ... we'll leave ...
- Liz is going to take

UNIT 24

24.1

2 *b* is true
3 *a* and *c* are true
4 *b* and *d* are true
5 *c* and *d* are true
6 *c* is true

24.2

2 We'll have finished
3 we'll be playing
4 I'll be working
5 the meeting will have ended
6 he'll have spent
7 you'll still be doing
8 she'll have travelled
9 I'll be staying
10 Will you be seeing

UNIT 25

25.1

2 goes
3 'll tell / will tell ... come
4 see ... won't recognise / will not recognise
5 Will you be ... 'm/am
6 's/is
7 'll wait / will wait ... 're/are
8 'll be / will be ... gets
9 is
10 phones ... 'm/am

25.2

2 I'll give you my address when I find somewhere to live. *or* ... when I've found somewhere to live.
3 I'll come straight back home after I do the shopping. *or* ... after I've done the shopping.
4 Let's go home before it gets dark.
5 I won't speak to her until she apologises. *or* ... until she has apologised.

25.3

2 you go / you leave
3 you decide *or* you've decided / you have decided
4 you're in New York / you go to New York
5 finish the new road / 've finished the new road / have finished the new road *or* build the new road / 've built the new road / have built the new road

25.4

2 If
3 When
4 if
5 If
6 when
7 if

8 if

UNIT 26

26.1

3 can
4 be able to
5 been able to
6 can
7 be able to

26.2

Example answers:

2 I used to be able to run fast.
3 I'd like to be able to play the piano.
4 I've never been able to get up early.

26.3

2 could run
3 can wait
4 couldn't eat
5 can't hear
6 couldn't sleep

26.4

2 was able to finish it
3 were able to find it.
4 was able to get away

26.5

4 couldn't
5 managed to
6 could
7 managed to
8 could
9 managed to
10 couldn't

UNIT 27

27.1

2 We could have fish.
3 You could phone (her) now.
4 You could give her a book.
5 We could hang it in the kitchen.

27.2

3 I could kill him! .
4 OK – could have *is also possible*
5 I could stay here all day
6 it could be in the car
(may/might *are also possible*)
7 OK
8 OK – could borrow *is also possible*
9 it could change later
(may/might *are also possible*)

27.3

2 could have come/gone
3 could apply
4 could have been
5 could have got/taken
6 could come

27.4

3 couldn't wear
4 couldn't have found
5 couldn't get
6 couldn't have been
7 couldn't have come/gone

UNIT 28

28.1

2 must
3 can't
4 must
5 must
6 can't
7 must
8 must
9 can't

28.2

3 be
4 have been
5 be
6 go *or* have been
7 be going
8 have taken / have stolen / have moved
9 have been
10 be following

28.3

3 It must have been very expensive.
4 They must have gone away.
5 I must have left it in the restaurant last night.
6 He can't have seen me. *or* He couldn't have seen me.
7 He must have been waiting for somebody
8 She can't have understood what I said. *or* She couldn't have understood what I said.
9 I must have forgotten to lock it.
10 The neighbours must have been having a party.
11 The driver can't have seen the red light. *or* The driver couldn't have seen ...

UNIT 29

29.1

2 She might be busy.
3 She might be working.
4 She might want to be alone.
5 She might have been ill yesterday.
6 She might have gone home early.
7 She might have had to go home early.
8 She might have been working yesterday.
9 She might not want to see me.

10 She might not be working today.

11 She might not have been feeling well yesterday.

You can use may instead of might in all these sentences.

29.2

- 2 be
- 3 have been
- 4 be waiting
- 5 have

29.3

- 2 a She might be watching TV in her room.
- b She might have gone out.
- 3 a It might be in the car.
- b You might have left it in the restaurant last night.
- 4 a He might have gone to bed early.
- b He might not have heard the doorbell.
- c He might have been in the shower.

You can use may instead of might in all these sentences.

29.4

- 3 might not have received it
- 4 couldn't have been an accident
- 5 couldn't have tried
- 6 might not have been American

UNIT 30

30.1

- 2 I might buy a Mercedes.
- 3 I might go to London.
- 4 He might come on Saturday.
- 5 I might hang it in the dining room.

6 She might go to university.

You can use may instead of might in all these sentences.

30.2

- 2 might wake
- 3 might bite
- 4 might need
- 5 might slip
- 6 might break

You can use may instead of might in all these sentences.

30.3

- 2 might be able to meet/see
- 3 might have to work
- 4 might have to go/leave

You can use may instead of might in all these sentences.

30.4

- 2 I might not go out this evening.
- 3 We might not get tickets for the concert.
- 4 Sue might not be able to come out with us this evening.

You can use may instead of might in all these sentences.

30.5

- 2 I might as well go to the concert.
- 3 We might as well paint the bathroom.
- 4 We might as well watch the film.

You can use may instead of might in all these sentences.

UNIT 31

31.1

- 3 We had to close
- 4 She has to leave
- 5 do you have to be
- 6 I have to hurry
- 7 Does he have to travel
- 8 do you have to go
- 9 did you have to wait
- 10 had to do

31.2

- 3 have to make
- 4 don't have to do
- 5 had to ask
- 6 don't have to pay
- 7 didn't have to go
- 8 has to make
- 9 will have to drive

31.3

- 3 OK (have to is also correct)
- 4 He has to work.
- 5 I had to work late yesterday evening.
- 6 OK (have to is also correct)
- 7 She has had to wear glasses since she was very young. (For the present perfect (has had) with for and since, see Units 11–12.)

31.4

- 3 don't have to
- 4 mustn't
- 5 don't have to
- 6 mustn't
- 7 doesn't have to
- 8 mustn't
- 9 mustn't
- 10 don't have to

UNIT 32

32.1

- 2 needn't come
- 3 needn't walk
- 4 needn't ask
- 5 needn't tell
- 6 needn't explain

32.2

- 3 needn't
- 4 must
- 5 mustn't

6 needn't

7 needn't

8 must ... mustn't

9 needn't ... must

32.3

- 2 She needn't have bought (any) eggs.
- 3 You needn't have shouted at me.
- 4 He needn't have sold his car.
- 5 We needn't have taken the camcorder (with us).
- 6 I needn't have rushed (to the station).

32.4

- 2 You needn't have walked home. You could have taken a taxi.
- 3 You needn't have stayed at a hotel. You could have stayed with us.
- 4 She needn't have phoned me in the middle of the night. She could have waited until the morning.
- 5 You needn't have left without saying anything. You could have said goodbye.

UNIT 33

33.1

- 2 You should look for another job.
- 3 He shouldn't go to bed so late.
- 4 You should take a photograph.
- 5 She shouldn't use her car so much.
- 6 He should put some pictures on the walls.

33.2

- 2 I don't think you should go out. / I think you should stay at home.
- 3 I think you should apply for it. / ... for the job.
- 4 I don't think the government should increase taxes.

33.3

- 3 should come
- 4 should do
- 5 should have done
- 6 should win
- 7 should have won
- 8 should be
- 9 should have arrived

33.4

- 3 We should have reserved a table.
- 4 The shop should be open (now). / The shop should have opened by now. or It should ...

5 She shouldn't be doing 50. / She shouldn't be driving so fast. / She should be driving more slowly.
 6 I should have written down her address. / I should have written her address down. or I should have written it down.
 7 The driver in front shouldn't have stopped without warning. / ... shouldn't have stopped so suddenly.
 8 I should have been looking where I was going. / I shouldn't have been looking behind me.

UNIT 34

34.1

2 I should stay / I stay / I stayed a little longer
 3 they should visit / they visit / they visited the museum after lunch
 4 we should pay / we pay / we paid the rent by Friday
 5 I should go / I go / I went away for a few days

34.2

1 b OK
 c OK
 d *wrong*
 2 a OK
 b *wrong*
 c OK

34.3

2 should say
 3 should worry
 4 should leave
 5 should ask
 6 should listen

34.4

2 If it should rain
 3 If there should be
 4 If anyone should ask
 5 Should there be any problems
 6 Should anyone ask (where I'm going)

34.5

2 I should keep
 3 I should phone
 4 I should buy

UNIT 35

35.1

2 You'd better put a plaster on it.
 3 We'd better reserve a table.
 4 You'd better not go to work.
 5 I'd better pay the phone bill (soon).
 6 I'd better not go out (yet).
 7 We'd better take/get a taxi.

35.2

3 'd better
 4 should
 5 should
 6 'd better
 7 should
 8 should

35.3

1 b 'd/had
 c close/shut
 d hadn't
 2 a did
 b was done
 c thought

35.4

2 It's time I had a holiday.
 3 It's time the train left.
 4 It's time I/we had a party.
 5 It's time some changes were made.
 6 It's time he tried something else.

UNIT 36

36.1

Example answers:

2 I wouldn't like to be a teacher.
 3 I'd love to learn to fly a plane.
 4 It would be nice to have a big garden.
 5 I'd like to go to Mexico.

36.2

2 'd enjoy / would enjoy
 3 'd have enjoyed / would have enjoyed
 4 would you do
 5 'd have stopped / would have stopped
 6 would have been
 7 'd be / would be
 8 'd have passed / would have passed
 9 would have

36.3

2 e
 3 b
 4 f
 5 a
 6 d

36.4

2 He promised he'd phone. / ... he would phone.
 3 You promised you wouldn't tell her.
 4 They promised they'd wait (for us). / ... they would wait.

36.5

2 wouldn't tell
 3 wouldn't speak
 4 wouldn't let

36.6

2 would shake

3 would always help
 4 would share
 5 would always forget

UNIT 37

37.1

2 Can/Could I leave a message (for her)? or Can/Could you give her a message?
 3 Can/Could you tell me how to get to the station? or ... the way to the station? or ... where the station is?
 4 Can/Could I try on these trousers? or Can/Could I try these (trousers) on?
 5 Can I give/offer you a lift?

37.2

3 Do you think you could check this letter (for me)? / ... check my letter?
 4 Do you mind if I leave work early?
 5 Do you think you could turn the music down? / ... turn it down?
 6 Is it OK if I close the window?
 7 Do you think I could have a look at your newspaper?

37.3

2 Can/Could/Would you show me? or Do you think you could show me? or ... do it for me?
 3 Would you like to sit down? or Would you like a seat? or Can I offer you a seat?
 4 Can/Could/Would you slow down? or Do you think you could ...?
 5 Can/Could/May I/we have the bill, please? or Do you think I/we could have ...?
 6 Would you like to borrow it?

UNIT 38

38.1

3 'd take / would take
 4 closed down
 5 wouldn't get
 6 pressed
 7 did
 8 'd be / would be
 9 didn't come
 10 borrowed
 11 walked
 12 would understand

38.2

2 What would you do if you lost your passport?
 3 What would you do if there was/were a fire in the building?

4 What would you do if you were in a lift and it stopped between floors?

38.3

2 If he took his driving test, he'd fail (it). / ... he would fail (it).
 3 If we stayed at a hotel, it would cost too much.
 4 If she applied for the job, she wouldn't get it.
 5 If we told them the truth, they wouldn't believe us.
 6 If we invited Bill, we'd have to invite his friends too. / ... we would have to ...

38.4

Example answers:

2 I'd be very angry if somebody broke into my house.
 3 If I didn't go to work tomorrow, I'd have a much nicer day than usual.
 4 Would you go to the party if you were invited?
 5 If you bought some new clothes, you'd feel much better.
 6 Would you mind if I didn't go out with you this evening?

UNIT 39

39.1

3 'd help / would help
 4 lived
 5 'd live / would live
 6 would taste
 7 were/was
 8 wouldn't wait ... 'd go / would go
 9 didn't go
 10 weren't ... wouldn't be

39.2

2 I'd buy it / I would buy it if it weren't/wasn't so expensive. or ... if it were/was cheaper.
 3 We'd go out / We would go out more often if we could afford it.
 4 If I didn't have to work late, I could meet you tomorrow. or ... I'd meet / I would meet ... or ... I'd be able to meet ...
 5 We could have lunch outside if it weren't raining / wasn't raining.
 6 If I wanted his advice, I'd ask for it / I would ask for it.

39.3

2 I wish I had a mobile phone.
 3 I wish Helen were/was here.
 4 I wish it weren't/wasn't (so) cold.
 5 I wish I didn't live in a big city.
 6 I wish I could go to the party.

7 I wish I didn't have to work tomorrow.
 8 I wish I knew something about cars.
 9 I wish I were feeling / was feeling better.

39.4

Example answers:

1 I wish I was at home.
 2 I wish I had a big garden.
 3 I wish I could tell jokes.
 4 I wish I was taller.

UNIT 40

40.1

2 If he'd missed / he had missed the train, he'd have missed / he would have missed his flight.
 3 I'd have forgotten / I would have forgotten ... you hadn't reminded
 4 I'd had / I had had ... I'd have sent / I would have sent
 5 we'd have enjoyed / we would have enjoyed ... the weather had been
 6 It would have been ... I'd walked / I had walked
 7 I were / I was
 8 I'd been / I had been

40.2

2 If the road hadn't been icy, the accident wouldn't have happened.
 3 If I'd known / If I had known (that Joe had to get up early), I'd have woken / I would have woken him up.
 4 If Jane hadn't lent me the money, I wouldn't have been able to buy the car. or ... I couldn't have bought the car.
 5 If Karen hadn't been wearing a seat belt, she'd have been injured / she would have been injured (in the crash).
 6 If you'd had / If you had had (some) breakfast, you wouldn't be hungry now.
 7 If I'd had / If I had had (some) money, I'd have got / I would have got a taxi.

40.3

2 I wish I'd applied / I wish I had applied for it. or ... for the job.
 3 I wish I'd learned / I wish I had learned to play a musical instrument (when I was younger).
 4 I wish I hadn't painted it red. or ... the gate red.
 5 I wish I'd brought / I wish I had brought my camera.

6 I wish they'd phoned / I wish they had phoned first (to say they were coming). or I wish I'd known / I wish I had known they were coming.

UNIT 41

41.1

2 hope
 3 wish
 4 wished
 5 hope
 6 wish ... hope

41.2

2 I wish Jane/she would come. or ... would hurry up.
 3 I wish somebody would give me a job.
 4 I wish the/that baby would stop crying.
 5 I wish you would buy some new clothes. or I wish you would get some new clothes.
 6 I wish you wouldn't drive so fast.
 7 I wish you wouldn't leave the door open (all the time).
 8 I wish people wouldn't drop litter in the street.

41.3

2 OK
 3 I wish I had more free time.
 4 I wish our flat was/were a bit bigger.
 5 OK
 6 OK
 7 I wish everything wasn't/weren't so expensive.

41.4

3 I knew
 4 I'd taken / I had taken
 5 I could come
 6 I wasn't / I weren't
 7 they'd hurry / they would hurry
 8 we didn't have
 9 we could have stayed
 10 it wasn't / weren't
 11 he'd decide / he would decide
 12 we hadn't gone

UNIT 42

42.1

2 is made
 3 was damaged
 4 were invited
 5 are shown
 6 are held
 7 was written ... was translated
 8 were overtaken
 9 is surrounded

42.2

2 When was television invented?
 3 How are mountains formed?
 4 When was Pluto discovered?
 5 What is silver used for?

42.3

3 covers
 4 is covered
 5 are locked
 6 was posted ... arrived
 7 sank ... was rescued
 8 died ... were brought up
 9 grew up
 10 was stolen
 11 disappeared
 12 did Sue resign
 13 was Bill sacked
 14 is owned
 15 called ... was injured ...
 wasn't needed
 16 were these photographs taken
 ... Did you take
 17 'm not bothered / am not
 bothered

42.4

2 All flights were cancelled
 because of fog.
 3 This road isn't used much.
 4 I was accused of stealing
 money.
 5 How are languages
 learned/learnt?
 6 We were warned not to go out
 alone.

UNIT 43

43.1

2 it can't be broken
 3 it can be eaten
 4 it can't be used
 5 it can't be seen
 6 it can be carried

43.2

3 be made
 4 be spent
 5 have been repaired
 6 be carried
 7 have been caused
 8 be woken up
 9 have been arrested

43.3

2 The meeting has been
 postponed.
 3 The computer is being used at
 the moment.
 4 I didn't realise that our
 conversation was being
 recorded.
 5 ... we found that the game
 had been cancelled.
 6 A new ring road is being built
 round the city.
 7 A new hospital has been built
 near the airport.

43.4

3 It's been stolen! / It has been
 stolen!
 4 Somebody has taken it. or
 ... taken my umbrella.
 5 He's been promoted. / He has
 been promoted.
 6 It's being redecorated. / It is
 being redecorated.
 7 It's working again. / It is
 working again. ... It's been
 repaired. / It has been repaired.
 8 The furniture had been
 moved.
 9 He hasn't been seen since
 then.
 10 I haven't seen her for ages.
 11 Have you ever been mugged?

UNIT 44

44.1

2 I was asked some difficult
 questions at the interview.
 3 Linda was given a present by
 her colleagues when she
 retired.
 4 I wasn't told about the
 meeting.
 5 How much will you be paid
 for your work?
 6 I think Tom should have been
 offered the job.
 7 Have you been shown what to
 do?

44.2

2 being invited
 3 being given
 4 being knocked down
 5 being treated
 6 being stuck

44.3

2–6 Beethoven was born in 1770.
 Agatha Christie was born in
 1890.
 Galileo was born in 1564.
 Mahatma Gandhi was born in
 1869.
 Martin Luther King was born
 in 1929.
 Elvis Presley was born in
 1935.

Leonardo da Vinci was born
 in 1452.
 William Shakespeare was
 born in 1564.
 7 I was born in ...

44.4

2 got stung
 3 get used
 4 got stolen
 5 get paid
 6 got stopped
 7 get damaged
 8 get asked

UNIT 45

45.1

2 The weather is expected to be
 good tomorrow.
 3 The thieves are believed to
 have got in through a window
 in the roof.
 4 Many people are reported to
 be homeless after the floods.
 5 The prisoner is thought to
 have escaped by climbing over
 a wall.
 6 The man is alleged to have
 been driving at 110 miles an
 hour.
 7 The building is reported to
 have been badly damaged by
 the fire.
 8 a The company is said to be
 losing a lot of money.
 b The company is believed to
 have lost a lot of money
 last year.
 c The company is expected
 to make a loss this year.

45.2

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

2 You're / You are supposed to
 be my friend.
 3 I'm / I am supposed to be on
 a diet.
 4 It was supposed to be a joke.
 5 Or maybe it's / it is supposed
 to be a flower.
 6 You're / You are supposed to
 be working.

45.4

2 're / are supposed to start
 3 was supposed to phone
 4 aren't / 're not / are not
 supposed to block
 5 was supposed to arrive

UNIT 46

46.1

1 b
 2 a
 3 a
 4 b

46.2

2 To have my jacket cleaned.
 3 To have my watch repaired.
 4 To have my eyes tested.

4 What would you do if you were in a lift and it stopped between floors?

38.3

2 If he took his driving test, he'd fail (it). / ... he would fail (it).
 3 If we stayed at a hotel, it would cost too much.
 4 If she applied for the job, she wouldn't get it.
 5 If we told them the truth, they wouldn't believe us.
 6 If we invited Bill, we'd have to invite his friends too. / ... we would have to ...

38.4

Example answers:

2 I'd be very angry if somebody broke into my house.
 3 If I didn't go to work tomorrow, I'd have a much nicer day than usual.
 4 Would you go to the party if you were invited?
 5 If you bought some new clothes, you'd feel much better.
 6 Would you mind if I didn't go out with you this evening?

UNIT 39

39.1

3 'd help / would help
 4 lived
 5 'd live / would live
 6 would taste
 7 were/was
 8 wouldn't wait ... 'd go / would go
 9 didn't go
 10 weren't ... wouldn't be

39.2

2 I'd buy it / I would buy it if it weren't/wasn't so expensive. or ... if it were/was cheaper.
 3 We'd go out / We would go out more often if we could afford it.
 4 If I didn't have to work late, I could meet you tomorrow. or ... I'd meet / I would meet ... or ... I'd be able to meet ...
 5 We could have lunch outside if it weren't raining / wasn't raining.
 6 If I wanted his advice, I'd ask for it / I would ask for it.

39.3

2 I wish I had a mobile phone.
 3 I wish Helen were/was here.
 4 I wish it weren't/wasn't (so) cold.
 5 I wish I didn't live in a big city.
 6 I wish I could go to the party.

7 I wish I didn't have to work tomorrow.
 8 I wish I knew something about cars.
 9 I wish I were feeling / was feeling better.

39.4

Example answers:

1 I wish I was at home.
 2 I wish I had a big garden.
 3 I wish I could tell jokes.
 4 I wish I was taller.

UNIT 40

40.1

2 If he'd missed / he had missed the train, he'd have missed / he would have missed his flight.
 3 I'd have forgotten / I would have forgotten ... you hadn't reminded
 4 I'd had / I had had ... I'd have sent / I would have sent
 5 we'd have enjoyed / we would have enjoyed ... the weather had been
 6 It would have been ... I'd walked / I had walked
 7 I were / I was
 8 I'd been / I had been

40.2

2 If the road hadn't been icy, the accident wouldn't have happened.
 3 If I'd known / If I had known (that Joe had to get up early), I'd have woken / I would have woken him up.
 4 If Jane hadn't lent me the money, I wouldn't have been able to buy the car. or ... I couldn't have bought the car.
 5 If Karen hadn't been wearing a seat belt, she'd have been injured / she would have been injured (in the crash).
 6 If you'd had / If you had had (some) breakfast, you wouldn't be hungry now.
 7 If I'd had / If I had had (some) money, I'd have got / I would have got a taxi.

40.3

2 I wish I'd applied / I wish I had applied for it. or ... for the job.
 3 I wish I'd learned / I wish I had learned to play a musical instrument (when I was younger).
 4 I wish I hadn't painted it red. or ... the gate red.
 5 I wish I'd brought / I wish I had brought my camera.

6 I wish they'd phoned / I wish they had phoned first (to say they were coming). or I wish I'd known / I wish I had known they were coming.

UNIT 41

41.1

2 hope
 3 wish
 4 wished
 5 hope
 6 wish ... hope

41.2

2 I wish Jane/she would come. or ... would hurry up.
 3 I wish somebody would give me a job.
 4 I wish the/that baby would stop crying.
 5 I wish you would buy some new clothes. or I wish you would get some new clothes.
 6 I wish you wouldn't drive so fast.
 7 I wish you wouldn't leave the door open (all the time).
 8 I wish people wouldn't drop litter in the street.

41.3

2 OK
 3 I wish I had more free time.
 4 I wish our flat was/were a bit bigger.
 5 OK
 6 OK
 7 I wish everything wasn't/weren't so expensive.

41.4

3 I knew
 4 I'd taken / I had taken
 5 I could come
 6 I wasn't / I weren't
 7 they'd hurry / they would hurry
 8 we didn't have
 9 we could have stayed
 10 it wasn't / weren't
 11 he'd decide / he would decide
 12 we hadn't gone

UNIT 42

42.1

2 is made
 3 was damaged
 4 were invited
 5 are shown
 6 are held
 7 was written ... was translated
 8 were overtaken
 9 is surrounded

42.2

2 When was television invented?
 3 How are mountains formed?
 4 When was Pluto discovered?
 5 What is silver used for?

42.3

3 covers
 4 is covered
 5 are locked
 6 was posted ... arrived
 7 sank ... was rescued
 8 died ... were brought up
 9 grew up
 10 was stolen
 11 disappeared
 12 did Sue resign
 13 was Bill sacked
 14 is owned
 15 called ... was injured ...
 wasn't needed
 16 were these photographs taken
 ... Did you take
 17 I'm not bothered / am not
 bothered

42.4

2 All flights were cancelled
 because of fog.
 3 This road isn't used much.
 4 I was accused of stealing
 money.
 5 How are languages
 learned/learnt?
 6 We were warned not to go out
 alone.

UNIT 43

43.1

2 it can't be broken
 3 it can be eaten
 4 it can't be used
 5 it can't be seen
 6 it can be carried

43.2

3 be made
 4 be spent
 5 have been repaired
 6 be carried
 7 have been caused
 8 be woken up
 9 have been arrested

43.3

2 The meeting has been
 postponed.
 3 The computer is being used at
 the moment.
 4 I didn't realise that our
 conversation was being
 recorded.
 5 ... we found that the game
 had been cancelled.
 6 A new ring road is being built
 round the city.
 7 A new hospital has been built
 near the airport.

43.4

3 It's been stolen! / It has been
 stolen!
 4 Somebody has taken it. or
 ... taken my umbrella.
 5 He's been promoted. / He has
 been promoted.
 6 It's being redecorated. / It is
 being redecorated.
 7 It's working again. / It is
 working again. ... It's been
 repaired. / It has been repaired.
 8 The furniture had been
 moved.
 9 He hasn't been seen since
 then.
 10 I haven't seen her for ages.
 11 Have you ever been mugged?

UNIT 44

44.1

2 I was asked some difficult
 questions at the interview.
 3 Linda was given a present by
 her colleagues when she
 retired.
 4 I wasn't told about the
 meeting.
 5 How much will you be paid
 for your work?
 6 I think Tom should have been
 offered the job.
 7 Have you been shown what to
 do?

44.2

2 being invited
 3 being given
 4 being knocked down
 5 being treated
 6 being stuck

44.3

2-6 Beethoven was born in 1770.
 Agatha Christie was born in
 1890.
 Galileo was born in 1564.
 Mahatma Gandhi was born in
 1869.
 Martin Luther King was born
 in 1929.
 Elvis Presley was born in
 1935.
 Leonardo da Vinci was born
 in 1452.
 William Shakespeare was
 born in 1564.
 7 I was born in ...

44.4

2 got stung
 3 get used
 4 got stolen
 5 get paid
 6 got stopped
 7 get damaged
 8 get asked

UNIT 45

45.1

2 The weather is expected to be
 good tomorrow.
 3 The thieves are believed to
 have got in through a window
 in the roof.
 4 Many people are reported to
 be homeless after the floods.
 5 The prisoner is thought to
 have escaped by climbing over
 a wall.
 6 The man is alleged to have
 been driving at 110 miles an
 hour.
 7 The building is reported to
 have been badly damaged by
 the fire.
 8 a The company is said to be
 losing a lot of money.
 b The company is believed to
 have lost a lot of money
 last year.
 c The company is expected
 to make a loss this year.

45.2

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

2 You're / You are supposed to
 be my friend.
 3 I'm / I am supposed to be on
 a diet.
 4 It was supposed to be a joke.
 5 Or maybe it's / it is supposed
 to be a flower.
 6 You're / You are supposed to
 be working.

45.4

2 're / are supposed to start
 3 was supposed to phone
 4 aren't / 're not / are not
 supposed to block
 5 was supposed to arrive

UNIT 46

46.1

1 b
 2 a
 3 a
 4 b

46.2

2 To have my jacket cleaned.
 3 To have my watch repaired.
 4 To have my eyes tested.

46.3

- 2 I had it cut.
- 3 They had it painted.
- 4 He had it built.
- 5 I had them delivered.

46.4

- 2 have another key made
- 3 had your hair cut
- 4 Do you have a newspaper delivered
- 5 're having / are having a garage built
- 6 haven't had the film developed
- 7 have it cleaned
- 8 have your ears pierced
- 9 've had it repaired / have had it repaired *or* had it repaired
- 11 had her handbag stolen
- 12 had his car vandalised

UNIT 47

47.1

- 2 He said (that) his father wasn't very well.
- 3 He said (that) Rachel and Mark were getting married next month.
- 4 He said (that) his sister had had a baby.
- 5 He said (that) he didn't know what Frank was doing.
- 6 He said (that) he'd seen / he had seen Helen at a party in June and she'd seemed / she had seemed fine. *or* He said (that) he saw Helen ... and she seemed ...
- 7 He said (that) he hadn't seen Diane recently.
- 8 He said (that) he wasn't enjoying his job very much.
- 9 He said (that) I could come and stay at his place if I was ever in London.
- 10 He said (that) his car had been stolen a few days ago. *or* ... his car was stolen a few days ago.
- 11 He said (that) he wanted to go on holiday, but (he) couldn't afford it.
- 12 He said (that) he'd tell / he would tell Chris he'd seen / he had seen me. *or* ... he saw me.

47.2

Example answers:

- 2 she wasn't coming / ... she was going somewhere else / ... she was staying at home
- 3 she didn't like him
- 4 you didn't know anybody

- 5 she wouldn't be here / ... she would be away / ... she was going away
- 6 you were staying at home / ... you weren't going out
- 7 you couldn't speak (any) French
- 8 you went to the cinema last week / ... you had been/gone to the cinema last week

UNIT 48

48.1

- 2 But you said you didn't like fish.
- 3 But you said you couldn't drive.
- 4 But you said she had a very well-paid job.
- 5 But you said you didn't have any brothers or sisters.
- 6 But you said you'd / you had never been to the United States.
- 7 But you said you were working tomorrow evening.
- 8 But you said she was a friend of yours.

48.2

- 2 Tell
- 3 Say
- 4 said
- 5 told
- 6 said
- 7 tell ... said
- 8 tell ... say
- 9 told
- 10 said

48.3

- 2 her to slow down
- 3 her not to worry
- 4 asked Tom to give me a hand *or* ... to help me
- 5 asked me to open my bag
- 6 asked him to get a newspaper
- 7 told him to mind his own business
- 8 asked her to marry him
- 9 told her not to wait (for me) if I was late

UNIT 49

49.1

- 2 Were you born there?
- 3 Are you married?
- 4 How long have you been married?
- 5 Have you got (any) children? *or* Do you have (any) children?
- 6 How old are they?
- 7 What do you do?
- 8 What does your wife do?

49.2

- 3 Who paid the bill?
- 4 What happened?
- 5 What did she/Diane say?
- 6 Who does it / this book belong to?
- 7 Who lives in that house? / Who lives there?
- 8 What did you fall over?
- 9 What fell on the floor?
- 10 What does it / this word mean?
- 11 Who did you borrow it / the money from?
- 12 What are you worried about?

49.3

- 2 How is cheese made?
- 3 When was the computer invented?
- 4 Why isn't Sue working today?
- 5 What time are your friends coming?
- 6 Why was the concert cancelled?
- 7 Where was your mother born?
- 8 Why didn't you come to the party?
- 9 How did the accident happen?
- 10 Why doesn't this machine work?

49.4

- 2 Don't you like him?
- 3 Isn't it good?
- 4 Haven't you got any? *or* Don't you have any?

UNIT 50

50.1

- 2 Could you tell me where the post office is?
- 3 I wonder what the time is.
- 4 I want to know what this word means.
- 5 Do you know what time they left?
- 6 I don't know if/whether Sue is going out tonight.
- 7 Do you have any idea where Caroline lives?
- 8 I can't remember where I parked the car.
- 9 Can you tell me if/whether there is a bank near here?
- 10 Tell me what you want.
- 11 I don't know why Kate didn't come to the party.
- 12 Do you know how much it costs to park here?
- 13 I have no idea who that woman is.
- 14 Do you know if/whether Liz got my letter?
- 15 Can you tell me how far it is to the airport?

50.2

1 Do you know where she has gone?
 2 I don't suppose you know when she'll be back / she will be back.
 3 Do you happen to know if/whether she went out alone?

50.3

2 He asked me where I'd been. / ... where I had been.
 3 He asked me how long I'd been back. / ... how long I had been back.
 4 He asked me what I was doing now.
 5 He asked me why I'd come back. / ... why I had come back. *or* ... why I came back.
 6 He asked me where I was living.
 7 He asked me if/whether I was glad to be back.
 8 He asked me if/whether I had any plans to go away again.
 9 He asked me if/whether I could lend him some money.

UNIT 51

51.1

2 doesn't
 3 was
 4 will
 5 am ... isn't *or* 'm not ... is
 6 should
 7 won't
 8 do
 9 could
 10 would ... could ... can't

51.2

3 Do you? I don't.
 4 Didn't you? I did.
 5 Haven't you? I have.
 6 Did you? I didn't.

51.3

Example answers:

3 So did I. *or* Did you? What did you watch?
 4 Neither will I. *or* Won't you? Where will you be?
 5 So do I. *or* Do you? What sort of books do you like?
 6 So would I. *or* Would you? Where would you like to live?
 7 Neither can I. *or* Can't you? Why not?

51.4

2 I hope so.
 3 I expect so.
 4 I don't think so.
 5 I'm afraid not.
 6 I'm afraid so.
 7 I suppose so.

8 I hope not.
 9 I think so.

UNIT 52

52.1

3 haven't you
 4 were you
 5 does she
 6 isn't he
 7 hasn't she
 8 can't you
 9 will he
 10 aren't there
 11 shall we
 12 is it
 13 aren't I
 14 would you
 15 hasn't she
 16 should I
 17 had he
 18 will you

52.2

2 It's (very) expensive, isn't it?
 3 The course was great, wasn't it?
 4 You've had your hair cut, haven't you?
 5 She has a good voice, hasn't she? *or* She's got / She has got ...
 6 It doesn't look very good, does it?
 7 This bridge isn't very safe, is it?

52.3

2 Joe, you couldn't get (me) some stamps, could you?
 3 Kate, you don't know where Diane is, do you? *or* ... you haven't seen Diane, have you?
 4 Helen, you haven't got a bicycle pump, have you? *or* ... you don't have a bicycle pump, do you?
 5 Ann, you couldn't take me to the station, could you? *or* ... you couldn't give me a lift to the station, could you?
 6 Robert, you haven't seen my keys, have you?

UNIT 53

53.1

2 making
 3 listening
 4 applying
 5 reading
 6 living
 7 using
 8 forgetting
 9 writing
 10 being
 11 trying
 12 losing

53.2

2 playing tennis
 3 driving too fast
 4 going for a swim
 5 breaking the CD player
 6 waiting a few minutes

53.3

2 travelling during the rush hour
 3 painting the kitchen until next weekend
 4 turning the radio down
 5 not interrupting me all the time

53.4

Example answers:

2 going out
 3 sitting on the floor
 4 having a picnic
 5 laughing
 6 breaking down

UNIT 54

54.1

2 to help him
 3 to carry her bag (for her)
 4 to meet at 8 o'clock
 5 to tell him her name / to give him her name
 6 not to tell anyone

54.2

2 to get
 3 to buy / to have / to rent / to hire
 4 (how) to use / (how) to operate
 5 to make
 6 say *or* to say

54.3

2 to go
 3 going
 4 waiting
 5 to go
 6 barking
 7 to call
 8 having
 9 missing
 10 to find

54.4

2 Tom appears to be worried about something.
 3 You seem to know a lot of people.
 4 My English seems to be getting better.
 5 That car appears to have broken down.
 6 David tends to forget things.
 7 They claim to have solved the problem.

54.5

2 how to use
 3 what to do
 4 how to ride

5 what to say / what to do
6 whether to go

UNIT 55

55.1

2 or do you want me to lend you some
3 or would you like me to shut it
4 or would you like me to show you
5 or do you want me to repeat it
6 or do you want me to wait

55.2

2 to stay with them
3 him use her phone
4 him to be careful
5 her to give him a hand

55.3

2 I didn't expect it to rain.
3 Let him do what he wants.
4 Tim's glasses make him look older.
5 I want you to know the truth.
6 Remind me to phone my sister.
7 Sarah persuaded me to apply for the job.
8 My lawyer advised me not to say anything to the police.
9 I was warned not to believe everything he says.
10 Having a car enables you to get around more easily.

55.4

2 to go
3 to do
4 cry
5 to study
6 eating
7 read
8 to make
9 think

UNIT 56

56.1
2 driving
3 to go
4 to go
5 raining
6 to win
7 asking
8 asking
9 to answer
10 breaking
11 to pay
12 losing or to lose
13 to tell
14 crying or to cry
15 to get
16 meeting ... to see

56.2

2 He can remember going to Paris when he was eight.

3 He can't remember crying on his first day at school.
4 He can remember falling into the river.
5 He can't remember saying he wanted to be a doctor. or He can't remember wanting to be a doctor.
6 He can't remember being bitten by a dog.

56.3

1 b lending
c to phone / to call
d to give
e leaving/putting
2 a saying
b to say
3 a to become
b working
c reading

UNIT 57

57.1

2 Try turning it the other way.
3 Have you tried moving the aerial?
4 Why don't you try phoning his office?
5 Have you tried taking an aspirin?

57.2

2 It needs painting.
3 It needs cutting.
4 They need tightening.
5 It needs emptying.

57.3

1 b knocking
c to put
d asking
e to reach
f to concentrate
2 a to go
b looking
c cleaning
d cutting
e You don't need to iron ...
It doesn't need ironing
3 a overhearing
b get or to get
c smiling
d make or to make

UNIT 58

58.1

Example answers:

2 I don't mind playing cards.
3 I don't like being alone. or ... to be alone.
4 I enjoy going to museums.
5 I love cooking. or I love to cook.

58.2

2 She likes teaching biology.

3 He likes taking photographs. or He likes to take photographs.
4 I didn't like working there.
5 She likes studying medicine.
6 He doesn't like being famous.
7 She doesn't like taking risks. or She doesn't like to take risks.
8 I like to know things in advance.

58.3

2 to sit
3 waiting
4 going or to go
5 to get
6 being
7 to come / to go
8 living
9 to talk
10 to have / to know / to get / to hear / to be told

58.4

2 I would like / I'd like to have seen the programme.
3 I would hate / I'd hate to have lost my watch.
4 I would love / I'd love to have met your parents.
5 I wouldn't like to have been alone.
6 I would prefer / I'd prefer to have travelled by train. or I would have preferred to travel ...

UNIT 59

59.1

Example answers:

2 I prefer basketball to football.
3 I prefer sending emails to phoning people.
4 I prefer going to the cinema to watching videos at home.
6 I prefer to send emails rather than phone people.
7 I prefer to go to the cinema rather than watch videos at home.

59.2

3 I'd rather listen to some music.
4 I'd prefer to eat at home.
5 I'd rather wait a few minutes.
6 I'd rather go for a swim.
7 I'd prefer to think about it for a while.
8 I'd rather stand.
9 I'd prefer to go alone.
11 I'd prefer to go for a swim rather than play tennis.
12 I'd rather eat at home than go to a restaurant.
13 I'd prefer to think about it for a while rather than decide now.

14 I'd rather listen to some music than watch TV.

59.3

2 (would you rather) I told her
3 would you rather I did it
4 would you rather I phoned her

59.4

2 stayed/remained/waited
3 stay
4 didn't
5 were
6 didn't

UNIT 60

60.1

2 applying for the job
3 remembering names
4 passing the exam
5 being late
6 eating at home, we went to a restaurant
7 having to queue *or* queuing
8 playing well

60.2

2 by standing on a chair
3 by turning a key
4 by borrowing too much money
5 by driving too fast
6 by putting some pictures on the walls

60.3

2 paying/settling
3 going
4 using
5 going
6 being/travelling/sitting
7 asking/telling/consulting
8 doing/having
9 turning/going
10 taking

60.4

2 I'm looking forward to seeing her/Diane.
3 I'm not looking forward to going to the dentist (tomorrow).
4 She's looking forward to leaving school (next summer).
5 I'm looking forward to playing tennis (tomorrow).

UNIT 61

61.1

1 When Juan first went to England, he **wasn't used to** having dinner so early, but after some time he **got used to** it. Now he finds it normal. He **is used to** eating / **is used to** having dinner at 6 o'clock.

2 She **wasn't used to** working nights and it took her a few months to **get used to** it. Now, after a year, she's quite happy. She **is used to** working nights.

61.2

2 No, I'm used to sleeping on the floor.
3 I'm used to working long hours.
4 Yes, I'm not used to going to bed so late.

61.3

2 They soon got used to her. / ... to the/their new teacher.
3 She had to get used to living in a much smaller house.
4 (example answers) They'll have to get used to the weather. / ... to the food. / ... to speaking a foreign language.

61.4

3 drink
4 eating
5 having
6 have
7 go
8 be
9 being

UNIT 62

62.1

2 doing
3 coming/going
4 doing/trying
5 buying/having
6 hearing
7 going
8 having/using
9 being
10 watching
11 inviting/asking

62.2

2 in solving
3 of living
4 of causing
5 (from) walking
6 for interrupting
7 of spending
8 from escaping
9 on carrying
10 to seeing

62.3

2 on driving Ann to the station
3 on getting married
4 Sue for coming to see her
5 (to me) for not phoning earlier
6 me of being selfish

UNIT 63

63.1

2 There's no point in working if you don't need money.
3 There's no point in trying to study if you feel tired.
4 There's no point in hurrying if you've got plenty of time.

63.2

2 asking Dave
3 in going out
4 phoning her/Liz
5 complaining (about what happened)
6 of time reading newspapers
7 keeping

63.3

2 remembering people's names
3 difficulty getting a job
4 difficulty getting a ticket for the game

63.4

2 reading
3 packing / getting ready
4 watching
5 going/climbing/walking
6 applying
7 getting / being

63.5

2 went swimming
3 go skiing
4 goes riding
5 gone shopping

UNIT 64

64.1

2 I had to go to the bank to get some money.
3 I'm saving money to go to Canada.
4 I went into hospital to have an operation.
5 I'm wearing two sweaters to keep warm.
6 I phoned the police to report that my car had been stolen.

64.2

2 to read
3 to walk / to go on foot
4 to drink
5 to put / to carry
6 to discuss / to consider / to talk about
7 to buy / to get
8 to talk / to speak
9 to wear / to put on
10 to celebrate
11 to help / to assist

64.3

2 for
3 to

4 to
5 for
6 to
7 for
8 for ... to

64.4

2 I wore warm clothes so that I wouldn't be cold.
3 I left Dave my phone number so that he could contact me. / ... would be able to contact me.
4 We whispered so that nobody else would hear our conversation. / ... so that nobody else could hear ... / would be able to hear ...
5 Please arrive early so that we can start the meeting on time. / ... so that we'll be able to start ...
6 Jennifer locked the door so that she wouldn't be disturbed.
7 I slowed down so that the car behind me could overtake. / ... would be able to overtake.

UNIT 65

65.1

2 This machine is easy to use.
3 The window was very difficult to open.
4 Some words are impossible to translate.
5 A car is expensive to maintain.
6 That chair isn't safe to stand on.

65.2

2 It's an easy mistake to make.
3 It's a nice place to live. or ... a nice place to live in.
4 It was a good game to watch.

65.3

2 It's careless of you to make the same mistake again and again.
3 It was nice of them to invite me (to stay with them). / It was nice of Dan and Jenny to ...
4 It's inconsiderate of them to make so much noise (at night). / It's inconsiderate of the neighbours to ...

65.4

2 I'm/am glad to hear or was glad to hear
3 were surprised to see
4 I'm/am sorry to hear or was sorry to hear

65.5

2 Paul was the last (person) to arrive.

3 Fiona was the only student to pass (the exam). / ... the only one to pass (the exam).
4 I was the second customer/person to complain.
5 Neil Armstrong was the first person/man to walk on the moon.

65.6

2 're/are bound to be
3 's/is sure to forget
4 's/is not likely to rain or isn't likely to rain
5 's/is likely to be

UNIT 66

66.1

3 I'm afraid of losing it.
4 I was afraid to tell her.
5 We were afraid of missing our train.
6 We were afraid to look.
7 I was afraid of dropping it.
8 a I was afraid to eat it.
b I was afraid of getting sick.

66.2

2 in starting
3 to read
4 in getting
5 to know
6 in looking

66.3

2 sorry to hear
3 sorry for saying / sorry about saying
4 sorry to disturb
5 sorry for losing / sorry about losing

66.4

1 b to leave
c from leaving
2 a to solve
b in solving
3 a off/about going
b to go
c to go
d to going
4 a to buy
b to buy
c on buying
d of buying

UNIT 67

67.1

2 arrive
3 take it / do it
4 it ring
5 him play / him playing
6 you lock it / you do it
7 her fall

67.2

2 We saw Dave and Helen playing tennis.

3 We saw Clare eating in a restaurant. / ... having a meal in a restaurant.
4 We heard Bill playing his guitar.
5 We could smell the dinner burning.
6 We saw Linda jogging/running.

67.3

3 tell
4 crying
5 riding
6 say
7 run ... climb
8 explode
9 crawling
10 slam
11 sleeping

UNIT 68

68.1

2 Diane was sitting in an armchair reading a book.
3 Sue opened the door carefully trying not to make a noise.
4 Sarah went out saying she would be back in an hour.
5 Linda was in London for two years working as a tourist guide.
6 Mary walked around the town looking at the sights and taking photographs.

68.2

2 I fell asleep watching television.
3 A friend of mine slipped and fell getting off a bus.
4 I got very wet walking home in the rain.
5 Laura had an accident driving to work yesterday.
6 Two firefighters were overcome by smoke trying to put out the fire.

68.3

2 Having bought our tickets, we went into the theatre.
3 Having had dinner, they continued their journey.
4 Having done the shopping, I went for a cup of coffee.

68.4

2 Thinking they might be hungry, I offered them something to eat.
3 Being a foreigner, she needs a visa to work in this country.
4 Not knowing his phone number, I wasn't able to contact him.
5 Having travelled a lot, Sarah knows a lot about other countries.

6 Not being able to speak the local language, I had trouble communicating.
 7 Having spent nearly all our money, we couldn't afford to stay at a hotel.

UNIT 69

69.1

3 We went to a very nice restaurant ...
 4 OK
 5 I use a toothbrush ...
 6 ... if there's a bank near here?
 7 ... for an insurance company
 8 OK
 9 OK
 10 ... we stayed in a big hotel.
 11 ... I hope we come to a petrol station soon.
 12 ... I have a problem.
 13 ... It's a very interesting idea.
 14 John has got an interview for a job tomorrow.
 15 ... It's a good game.
 16 OK
 17 Jane was wearing a beautiful necklace.

69.2

3 a key
 4 a coat
 5 sugar
 6 a biscuit
 7 electricity
 8 an interview
 9 blood
 10 a question
 11 a moment
 12 a decision

69.3

2 days
 3 meat
 4 a queue
 5 letters
 6 friends
 7 people
 8 air
 9 patience
 10 an umbrella
 11 languages
 12 space

UNIT 70

70.1

2 a a paper
 b paper
 3 a a light
 b Light
 4 a time
 b a wonderful time
 5 a nice room
 6 advice
 7 nice weather
 8 bad luck

9 job
 10 journey
 11 total chaos
 12 some
 13 doesn't
 14 Your hair is ... it
 15 The damage

70.2

2 information
 3 chairs
 4 furniture
 5 hair
 6 progress
 7 job
 8 work
 9 permission
 10 advice
 11 experience
 12 experiences

70.3

2 I'd like some information about places to see in the town.
 3 Can you give me some advice about which courses to do? / ... courses I can do?
 4 What time is the news on (TV)?
 5 It's a beautiful view, isn't it?
 6 What horrible/awful weather!

UNIT 71

71.1

3 It's a vegetable.
 4 It's a game. / It's a board game.
 5 They're musical instruments.
 6 It's a (tall/high) building.
 7 They're planets.
 8 It's a flower.
 9 They're rivers.
 10 They're birds.
 12 He was a writer / a poet / a playwright / a dramatist.
 13 He was a scientist / a physicist.
 14 They were U.S. presidents / American presidents / presidents of the U.S.
 15 She was an actress / a film actress / a film star.
 16 They were singers.
 17 They were painters / artists.

71.2

2 He's a waiter.
 3 She's a travel agent.
 4 He's a surgeon.
 5 He's a chef.
 6 She's a journalist.
 7 He's a plumber.
 8 She's an interpreter.

71.3

4 a
 5 an
 6 – (Do you collect stamps?)
 7 a

8 Some
 9 – (Do you enjoy going to concerts?)
 10 – (I've got sore feet.)
 11 a
 12 some
 13 a ... a
 14 – (Those are nice shoes.)
 15 some
 16 You need a visa to visit some countries
 17 Jane is a teacher. Her parents were teachers too.
 18 He's a liar. He's always telling lies.

UNIT 72

72.1

1 ... and a magazine. The newspaper is in my bag, but I can't remember where I put the magazine.
 2 I saw an accident this morning. A car crashed into a tree. The driver of the car wasn't hurt, but the car was badly damaged.
 3 ... a blue one and a grey one. The blue one belongs to my neighbours; I don't know who the owner of the grey one is.
 4 My friends live in an old house in a small village. There is a beautiful garden behind the house. I would like to have a garden like that.

72.2

1 a a
 b the
 c the
 2 a a
 b a
 c the
 3 a a
 b the
 c the
 4 a an ... The
 b the
 c the
 5 a the
 b a
 c a

72.3

2 the dentist
 3 the door
 4 a mistake
 5 the bus station
 6 a problem
 7 the post office
 8 the floor
 9 the book
 10 a job in a bank
 11 a small flat in the city centre
 12 a supermarket at the end of the street

72.4

Example answers:

- 3 About once a month.
- 4 Once or twice a year.
- 5 50 kilometres an hour.
- 6 About seven hours a night.
- 7 Two or three times a week.
- 8 About two hours a day.

UNIT 73

73.1

- 2 a nice holiday ... the best holiday
- 3 the nearest shop ... the end of this street
- 4 listen to the radio ... I haven't got a radio
- 5 to travel in space ... go to the moon
- 6 go to the cinema ... on television
- 7 a nice day ... by the sea
- 8 for breakfast ... eat breakfast
- 9 where is Room 25 ... on the second floor
- 10 the most expensive hotel ... a cheaper hotel

73.2

- 2 the ground ... the sky
- 3 watching television
- 4 The television
- 5 the same time
- 6 had dinner
- 7 the information ... the top of page 15
- 8 the capital

73.3

- 2 in a small village in the country
- 3 The moon goes round the earth every 27 days.
- 4 the same thing
- 5 a very hot day ... the hottest day of the year
- 6 usually have lunch ... eat a good breakfast
- 7 live in a foreign country ... learn the language
- 8 on the wrong platform
- 9 The next train ... from Platform 3

73.4

- 2 the sea
- 3 question 8
- 4 the cinema
- 5 breakfast
- 6 the gate
- 7 Gate 21

UNIT 74

74.1

- 2 to school
- 3 at home

74.2

- 1 c school
- 2 d school
- 3 e ... get home from school
... The school isn't very far.
- 4 f school
- 5 g the school
- 6 2 a university
- 7 b university
- 8 c the university
- 9 3 a hospital
- 10 b the hospital ... the hospital
- 11 c hospital
- 12 4 a church
- 13 b church
- 14 c the church
- 15 5 a prison
- 16 b the prison
- 17 c prison
- 18 6 a bed
- 19 b home
- 20 c work
- 21 d bed
- 22 e work
- 23 f work
- 24 7 a the sea
- 25 b sea
- 26 c the sea

UNIT 75

75.1

Example answers:

- 2-5 I like cats.
- I don't like zoos.
- I don't mind fast food restaurants.
- I'm not interested in football.

75.2

- 3 spiders
- 4 meat
- 5 the questions
- 6 the people
- 7 History
- 8 lies
- 9 the shops
- 10 The water
- 11 the grass
- 12 patience

75.3

- 3 Apples
- 4 the apples
- 5 Women ... men
- 6 tea
- 7 The vegetables
- 8 Life
- 9 skiing
- 10 the people

76.1

- 1 b the cheetah
- 2 c the kangaroo (and the rabbit)
- 3 a the swan
- 4 b the penguin
- 5 c the owl
- 6 3 a the wheel
- 7 b the laser
- 8 c the telescope
- 9 4 a the rupee
- 10 b the (Canadian) dollar
- 11 c the ...

76.2

- 2 a
- 3 the
- 4 a
- 5 the
- 6 the
- 7 a
- 8 The

76.3

- 2 the injured
- 3 the unemployed
- 4 the sick
- 5 the rich ... the poor

76.4

- 2 a German Germans
- 3 a Frenchman/Frenchwoman the French
- 4 a Russian Russians
- 5 a Chinese the Chinese
- 6 a Brazilian Brazilians
- 7 an Englishman/Englishwoman the English
- 8 ...

UNIT 77

77.1

- 2 the
- 3 the ... the
- 4 - (President Kennedy was assassinated in 1963.)
- 5 the
- 6 - (Do you know Professor Brown's phone number?)

77.2

- 3 OK
- 4 the United States
- 5 The south of England ... the north

6 *OK*
 7 the Channel
 8 the Middle East
 9 *OK*
 10 the Swiss Alps
 11 The UK
 12 The Seychelles ... the Indian Ocean
 13 *OK*
 14 The river Volga ... the Caspian Sea

77.3
 2 (in) South America
 3 the Nile
 4 Sweden
 5 the United States
 6 the Rockies
 7 the Mediterranean
 8 Australia
 9 the Pacific
 10 the Indian Ocean
 11 the Thames
 12 the Danube
 13 Thailand
 14 the Panama Canal
 15 the Amazon

UNIT 78

78.1
 2 Turner's in Carter Road
 3 the Crown (Hotel) in Park Road
 4 St Peter's in Market Street
 5 the City Museum in George Street
 6 Blackstone's in Forest Avenue
 7 Victoria Park at the end of Market Street
 8 The China House in Carter Road or Mario's Diner in George Street

78.2
 2 The Eiffel Tower
 3 Buckingham Palace
 4 The White House
 5 The Kremlin
 6 Broadway
 7 The Acropolis
 8 Gatwick Airport

78.3
 2 Hyde Park
 3 St James's Park
 4 The Grand Hotel ... Baker Street
 5 Dublin Airport
 6 Liverpool University
 7 Harrison's
 8 the Ship Inn
 9 The Statue of Liberty ... New York Harbour
 10 the Science Museum
 11 IBM ... British Telecom
 12 The Classic
 13 the Great Wall

14 The Herald.
 15 Cambridge University Press

UNIT 79

79.1
 3 shorts
 4 a means
 5 means
 6 some scissors *or* a pair of scissors
 7 a series
 8 series
 9 species

79.2
 2 politics
 3 economics
 4 athletics
 5 physics
 6 gymnastics
 7 electronics

79.3
 2 don't
 3 want
 4 was
 5 aren't
 6 wasn't
 7 does *or* do
 8 isn't
 9 they are
 10 are
 11 Do
 12 is

79.4
 3 ... wearing black jeans.
 4 *OK* (Brazil is playing *is also correct*)
 5 ... very nice people.
 6 Ten pounds isn't
 7 ... buy some new pyjamas. *or* ... buy a new pair of pyjamas.
 8 *OK* (The committee hasn't *is also correct*)
 9 There was a police officer / a policeman / a policewoman ...
 10 What are the police ...
 11 These scissors aren't ...

UNIT 80

80.1
 3 a computer magazine
 4 (your) holiday photographs
 5 milk chocolate
 6 a factory inspector
 7 a race horse
 8 a horse race
 9 a central London hotel
 10 (your) exam results
 11 the dining room carpet
 12 an oil company scandal
 13 car factory workers
 14 a road improvement scheme
 15 a five-day course
 16 a two-part question
 17 a seven-year-old girl

80.2
 2 room number
 3 seat belt
 4 credit card
 5 weather forecast
 6 newspaper editor
 7 shop window

80.3
 3 20-pound
 4 15-minute
 5 60 minutes
 6 two-hour
 7 five courses
 8 two-year
 9 500-year-old
 10 five days
 11 six miles
 12 six-mile

UNIT 81

81.1
 3 your friend's umbrella
 4 *OK*
 5 Charles's daughter
 6 Mary and Dan's son
 7 *OK*
 8 yesterday's newspaper
 9 *OK*
 10 *OK*
 11 Your children's friends
 12 Our neighbours' garden
 13 *OK*
 14 Bill's hair
 15 Catherine's party
 16 *OK*
 17 Mike's parents' car
 18 *OK*
 19 *OK* (the government's economic policy *is also correct*)

81.2
 2 a boy's name
 3 children's clothes
 4 a girls' school
 5 a bird's nest
 6 a women's magazine

81.3
 2 Last week's storm caused a lot of damage.
 3 The town's only cinema has closed down.
 4 Britain's weather is very changeable.
 5 The region's main industry is tourism.

81.4
 2 twenty minutes' walk
 3 two weeks' holiday / fourteen days' holiday / a fortnight's holiday
 4 an/one hour's sleep

UNIT 82

82.1
 2 hurt himself
 3 blame herself
 4 Put yourself
 5 enjoyed themselves
 6 burn yourself
 7 express myself

82.2

2 me
 3 myself
 4 us
 5 yourself
 6 you
 7 ourselves
 8 themselves
 9 them

82.3

2 feel
 3 dried myself
 4 concentrate
 5 defend yourself
 6 meeting
 7 relax
 8 wash

82.4

2 themselves
 3 each other
 4 each other
 5 themselves
 6 each other
 7 ourselves
 8 each other
 9 introduced ourselves to each other

82.5

2 He cuts it himself.
 3 No, I'll post/do it myself.
 4 Linda told me herself. / Linda herself told me. / Linda did herself.
 5 Why can't you phone him yourself? / ... do it yourself?

UNIT 83

83.1

2 We met a relative of yours.
 3 Henry borrowed a book of mine.
 4 Liz invited some friends of hers to her flat.
 5 We had dinner with a neighbour of ours.
 6 I went on holiday with two friends of mine.
 7 Is that man a friend of yours?
 8 I met a friend of Jane's at the party.

83.2

2 his own opinions
 3 her own business
 4 its own (private) beach
 5 our own words

83.3

2 your own fault
 3 her own ideas
 4 your own problems
 5 his own decisions

83.4

2 makes her own clothes
 3 bake/make our own bread
 4 writes his own songs

83.5

2 my own
 3 myself
 4 himself
 5 themselves
 6 herself
 7 their own
 8 yourself
 9 our own
 10 her own

UNIT 84

84.1

3 Is there ... there's / there is
 4 there was ... It was
 5 It was
 6 There was
 7 is it
 8 It was
 9 It's / It is
 10 there wasn't
 11 Is it ... it's / it is
 12 there was ... There was
 13 It was
 14 There wasn't
 15 There was ... it wasn't

84.2

2 There is a lot of salt in the soup.
 3 There was nothing in the box.
 4 There was a lot of violence in the film. / There was a lot of fighting ...
 5 There were a lot of people in the shops.
 6 There is a lot to do in this town. / There is a lot happening in this town.

84.3

2 There may be
 3 there will be / there'll be or there are going to be
 4 There's going to be / There is going to be
 5 There used to be
 6 there should be
 7 there wouldn't be

84.4

2 and there was a lot of snow
 3 There used to be a church here
 4 There must have been a reason.
 5 OK
 6 There's sure to be a car park somewhere.

7 there will be an opportunity
 8 OK
 9 there would be somebody ... but there wasn't anybody.
 10 There has been no change.
 11 OK

UNIT 85

85.1

2 some
 3 any
 4 any ... some
 5 some
 6 any
 7 any
 8 some
 9 any
 10 any

85.2

2 somebody/someone
 3 anybody/anyone
 4 anything
 5 something
 6 somebody/someone ... anybody/anyone
 7 something ... anybody/anyone
 8 Anybody/Anyone
 9 anybody/anyone
 10 anywhere
 11 somewhere
 12 anywhere
 13 anybody/anyone
 14 something
 15 anybody/anyone
 16 something
 17 anybody/anyone ... anything

85.3

2 Any day
 3 Anything
 4 anywhere
 5 Any job or Anything
 6 Any time
 7 Anybody/Anyone
 8 Any newspaper or Any one

UNIT 86

86.1

3 no
 4 any
 5 None
 6 none
 7 No
 8 any
 9 any
 10 none
 11 no

86.2

2 Nobody/No-one.
 3 None.
 4 Nowhere.
 5 None.
 6 Nothing.
 8 I wasn't talking to anybody/anyone.

9 I haven't got any luggage.
 10 I'm not going anywhere.
 11 I didn't make any mistakes.
 12 I didn't pay anything.

86.3

2 nobody/no-one
 3 Nowhere
 4 anything
 5 **Nothing.** I couldn't find anything ...
 6 Nothing
 7 anywhere
 8 **Nobody/No-one** said anything.

86.4

2 nobody
 3 anyone
 4 **Anybody**
 5 **Nothing**
 6 **Anything**
 7 anything

UNIT 87

87.1
 3 a lot of salt
 4 OK
 5 It cost a lot
 6 OK
 7 many people **or** a lot of people
 8 I use the phone a lot
 9 OK
 10 a lot of money

87.2

2 He's got plenty of money.
 3 There's plenty of room.
 4 ... she still has plenty to learn.
 5 There are plenty of things to see.
 6 There are plenty of hotels.

87.3

2 little
 3 many
 4 much
 5 few
 6 little
 7 many

87.4

3 a few dollars
 4 OK
 5 a little time
 6 OK
 7 only a few words
 8 a few months

87.5

2 a little
 3 a few
 4 few
 5 little
 6 a little
 7 little
 8 a few

UNIT 88**88.1**

3 –
 4 of
 5 –
 6 –
 7 of
 8 of
 9 – (of is also correct)
 10 –

88.2

3 of my spare time
 4 accidents
 5 of the buildings
 6 of her friends
 7 of the population
 8 birds
 9 of the players
 10 of her opinions
 11 European countries
 12 (of) my dinner

88.3*Example answers:*

2 the time
 3 my friends
 4 (of) the questions
 5 the photos / the photographs / the pictures
 6 (of) the money

88.4

2 All of them
 3 none of us
 4 some of it
 5 none of them
 6 None of it
 7 Some of them
 8 all of it

UNIT 89**89.1**

2 Neither
 3 both
 4 Either
 5 Neither

89.2

2 either
 3 both
 4 Neither of
 5 neither driver ... both / both the / both of the cars
 6 both / both of

89.3

2 either of them
 3 both of them
 4 neither of us
 5 neither of them

89.4

3 Both Joe and Sam are on holiday.
 4 Neither Joe nor Sam has (got) a car.
 5 Brian neither watches TV nor reads newspapers.

6 The film was both boring and long.
 7 That man's name is either Richard or Robert.
 8 I've got neither the time nor the money to go on holiday.
 9 We can leave either today or tomorrow.

89.5

2 either
 3 any
 4 none
 5 any
 6 either
 7 neither

UNIT 90**90.1**

3 Everybody/Everyone
 4 Everything
 5 all
 6 everybody/everyone
 7 everything
 8 All
 9 everybody/everyone
 10 All
 11 everything/all
 12 Everybody/Everyone
 13 All
 14 everything

90.2

2 The whole team played well.
 3 He ate the whole box (of chocolates).
 4 They searched the whole house.
 5 The whole family play/plays tennis.
 6 Ann/She worked the whole day.
 7 It rained the whole week.
 8 Ann worked all day.
 9 It rained all week.

90.3

2 every four hours
 3 every four years
 4 every five minutes
 5 every six months

90.4

2 every day
 3 all day
 4 The whole building
 5 every time
 6 all the time
 7 all my luggage

UNIT 91**91.1**

3 Each
 4 Every
 5 Each
 6 every
 7 each
 8 every

91.2

3 Every
4 Each
5 every
6 every
7 each
8 every
9 every
10 each
11 Every
12 each

91.3

2 Sonia and I had ten pounds each. / Sonia and I each had ten pounds.
3 Those postcards cost 80 pence each. / Those postcards are 80 pence each.
4 We paid £120 each. / We each paid £120.

91.4

2 everyone
3 every one
4 Everyone
5 every one

UNIT 92

92.1

2 A burglar is someone who breaks into a house to steal things.
3 A customer is someone who buys something from a shop.
4 A shoplifter is someone who steals from a shop.
5 A coward is someone who is not brave.
6 An atheist is someone who doesn't believe in God.
7 A pessimist is someone who expects the worst to happen.
8 A tenant is someone who pays rent to live in a house or flat.

92.2

2 The waitress who/that served us was impolite and impatient.
3 The building that/which was destroyed in the fire has now been rebuilt.
4 The people who/that were arrested have now been released.
5 The bus that/which goes to the airport runs every half hour.

92.3

2 who/that runs away from home
3 that/which were on the wall
4 that/which cannot be explained
5 who/that stole my car

6 that/which gives you the meaning of words

7 who/that invented the telephone
8 that/which can support life

92.4

3 that/which sells
4 who/that caused
5 OK (who took *is also correct*)
6 that/which is changing
7 OK (which were *is also correct*)
8 that/which won

UNIT 93

93.1

3 OK (the people who/that we met *is also correct*)
4 The people who work in the office
5 OK (the people who/that I work with *is also correct*)
6 OK (the money that/which I gave you *is also correct*)
7 the money that/which was on the table
8 OK (the worst film that/which you've ever seen *is also correct*)
9 the best thing that/which has ever happened to you

93.2

2 you're wearing *or* that/which you're wearing
3 you're going to see *or* that/which you're going to see
4 I/we wanted to visit *or* that/which I/we wanted to visit
5 I/we invited to the party *or* who/whom/that we invited ...
6 you had to do *or* that/which you had to do
7 I/we hired *or* that/which I/we hired
8 Tom had recommended to us *or* that/which Tom had recommended ...

93.3

2 we were invited to *or* that/which we were invited to
3 I work with *or* who/that I work with
4 you told me about *or* that/which you told me about
5 we went to last night *or* that/which we went to ...
6 I applied for *or* that/which I applied for
7 you can rely on *or* who/that you can rely on
8 I saw you with *or* who/that I saw you with

93.4

3 – (that *is also correct*)
4 what
5 that
6 what
7 – (that *is also correct*)
8 what
9 – (that *is also correct*)

UNIT 94

94.1

2 whose wife is an English teacher
3 who owns a restaurant
4 whose ambition is to climb Everest
5 who have just got married
6 whose parents used to work in a circus

94.2

2 where I can buy some postcards
3 where I work
4 where Sue is staying
5 where I/we play football

94.3

2 where
3 who
4 whose
5 whom
6 where
7 whose
8 whom

94.4

Example answers:

2 I'll never forget the time we got stuck in a lift.
3 The reason I didn't write to you was that I didn't know your address.
4 Unfortunately I wasn't at home the evening you phoned.
5 The reason they don't have a car is that they don't need one.
6 1996 was the year Amanda got married.

UNIT 95

95.1

3 We often go to visit our friends in Bristol, which is not very far away.
4 I went to see the doctor, who told me to rest for a few days.
5 John, who/whom I've known for a very long time, is one of my closest friends.
6 Sheila, whose job involves a lot of travelling, is away from home a lot.
7 The new stadium, which can hold 90,000 people, will be opened next month.

8 Glasgow, where my brother lives, is the largest city in Scotland.
 9 A friend of mine, whose father is the manager of a company, helped me to get a job.

95.2

3 The strike at the car factory, which began ten days ago, is now over.
 4 I've found the book I was looking for this morning. *or* ... the book that/which I was looking for.
 5 The population of London, which was once the largest city in the world, is now falling.
 6 Few of the people who/that applied for the job had the necessary qualifications.
 7 Amy showed me a photograph of her son, who is a policeman.

95.3

2 My office, which is on the second floor, is very small.
 3 OK (The office that/which I'm using ... *is also correct*)
 4 Ben's father, who used to be a teacher, now works for a TV company.
 5 OK (The doctor who examined me ... *is also correct*)
 6 The sun, which is one of millions of stars in the universe, provides us with heat and light.

UNIT 96**96.1**

2 of which he's very proud
 3 with whom we went on holiday
 4 to which only members of the family were invited

96.2

2 most of which was useless
 3 neither of which she has received
 4 none of whom was suitable
 5 one of which she hardly ever uses
 6 half of which he gave to his parents
 7 both of whom are teachers
 8 only a few of whom I knew
 9 (the) sides of which were lined with trees
 10 the aim of which is to save money

96.3

2 Jane doesn't have a phone, which makes it difficult to contact her.
 3 Neil has passed his exams, which is good news.
 4 Our flight was delayed, which meant we had to wait three hours at the airport.
 5 Kate offered to let me stay at her house, which was very kind of her.
 6 The street I live in is very noisy at night, which makes it difficult to sleep sometimes.
 7 Our car has broken down, which means we can't go away tomorrow.

UNIT 97**97.1**

2 the man sitting next to me on the plane
 3 The taxi taking us to the airport
 4 a path leading to the river
 5 A factory employing 500 people
 6 a brochure containing the information I needed

97.2

2 damaged in the storm
 3 Most of the suggestions made at the meeting
 4 The paintings stolen from the museum
 5 the man arrested by the police

97.3

3 living
 4 offering
 5 called
 6 blown
 7 sitting ... reading
 8 working ... studying

97.4

3 There's somebody coming.
 4 There were a lot of people travelling.
 5 There was nobody else staying there.
 6 There was nothing written on it.
 7 There's a course beginning next Monday.

UNIT 98**98.1**

2 a exhausting
 b exhausted
 3 a depressing
 b depressed
 c depressed

4 a exciting
 b exciting
 c excited

98.2

2 interested
 3 exciting
 4 embarrassing
 5 embarrassed
 6 amazed
 7 astonishing
 8 amused
 9 terrifying ... shocked
 10 bored ... boring
 11 boring ... interesting

98.3

2 bored
 3 confusing
 4 disgusting
 5 interested
 6 annoyed
 7 boring
 8 exhausted
 9 excited
 10 amusing
 11 interesting

UNIT 99**99.1**

2 an unusual gold ring
 3 a beautiful old house
 4 black leather gloves
 5 an old American film
 6 a long thin face
 7 big black clouds
 8 a lovely sunny day
 9 an ugly yellow dress
 10 a long wide avenue
 11 a little old red car
 12 a nice new green sweater
 13 a small black metal box
 14 a big fat black cat
 15 a lovely little old village
 16 beautiful long black hair
 17 an interesting old French painting
 18 an enormous red and yellow umbrella

99.2

2 tastes/tasted awful
 3 feel fine
 4 smell nice
 5 look wet
 6 sounds/sounded interesting

99.3

2 happy
 3 happily
 4 violent
 5 terrible
 6 properly
 7 good
 8 slow

99.4

3 the last two days
 4 the first two weeks of May

- 5 the next few days
- 6 the first three questions (in the exam)
- 7 the next two years
- 8 the last three days of our holiday

UNIT 100

100.1

- 2 badly
- 3 easily
- 4 patiently
- 5 unexpectedly
- 6 regularly
- 7 perfectly ... slowly ... clearly

100.2

- 3 selfishly
- 4 terribly
- 5 sudden
- 6 colourfully
- 7 colourful
- 8 badly
- 9 badly
- 10 safe

100.3

- 2 careful
- 3 continuously
- 4 happily
- 5 fluent
- 6 specially
- 7 complete
- 8 perfectly
- 9 nervous
- 10 financially or completely

100.4

- 2 seriously ill
- 3 absolutely enormous
- 4 slightly damaged
- 5 unusually quiet
- 6 completely changed
- 7 unnecessarily long
- 8 badly planned

UNIT 101

101.1

- 2 good
- 3 well
- 4 good
- 5 well
- 6 well (good is also possible here)
- 7 well
- 8 good
- 9 well
- 10 good
- 11 well

101.2

- 2 well-known
- 3 well-kept
- 4 well-written
- 5 well-informed
- 6 well-dressed
- 7 well-paid

101.3

- 2 OK
- 3 OK
- 4 hard
- 5 OK
- 6 slowly

101.4

- 2 hardly hear
- 3 hardly slept
- 4 hardly speak
- 5 hardly said
- 6 hardly changed
- 7 hardly recognised

101.5

- 2 hardly any
- 3 hardly anything
- 4 hardly anybody/anyone
- 5 hardly ever
- 6 Hardly anybody/anyone
- 7 hardly anywhere
- 8 hardly or hardly ever
- 9 hardly any
- 10 hardly anything ... hardly anywhere

UNIT 102

102.1

- 4 so
- 5 so
- 6 such a
- 7 so
- 8 such
- 9 such a
- 10 such a
- 11 so
- 12 so ... such
- 13 so
- 14 such a
- 15 such a

102.2

- 3 I was so tired (that) I couldn't keep my eyes open.
- 4 We had such a good time on holiday (that) we didn't want to come home.
- 5 She speaks English so well (that) you would think it was her native language. or She speaks such good English (that) ...
- 6 I've got such a lot to do (that) I don't know where to begin. or I've got so much to do (that) ...
- 7 The music was so loud (that) you could hear it from miles away.
- 8 I had such a big breakfast (that) I didn't eat anything else for the rest of the day.
- 9 It was such horrible weather (that) we spent the whole day indoors.
- 10 I was so surprised (that) I didn't know what to say.

102.3

Example answers:

- 2 a She's so friendly.
- b She's such a nice person.
- 3 a It's so lively.
- b It's such an exciting place.
- 4 a It's so exhausting.
- b It's such a difficult job.
- 5 a I haven't seen you for so long.
- b I haven't seen you for such a long time.

UNIT 103

103.1

- 3 enough money
- 4 enough milk
- 5 warm enough
- 6 enough room
- 7 well enough
- 8 enough time
- 9 enough qualifications
- 10 big enough
- 11 enough cups

103.2

- 2 too busy to talk
- 3 too late to go
- 4 warm enough to sit
- 5 too shy to be
- 6 enough patience to be
- 7 too far away to hear
- 8 enough English to read

103.3

- 2 This coffee is too hot to drink.
- 3 The piano was too heavy to move.
- 4 These apples aren't / are not ripe enough to eat.
- 5 The situation is too complicated to explain.
- 6 The wall was too high to climb over.
- 7 This sofa isn't / is not big enough for three people (to sit on).
- 8 Some things are too small to see without a microscope.

UNIT 104

104.1

- 2 quite hungry
- 3 Quite good
- 4 quite often
- 5 quite noisy
- 6 quite surprised
- 7 quite late
- 8 quite old

104.2

- 2 quite a good voice
- 3 quite a long way
- 4 quite a strong wind
- 5 quite a lot of traffic
- 6 quite a busy day
- 7 quite a nice time

104.3

Example answers:

2 rather long
3 rather disappointed
4 rather strange
5 rather impatient

104.4

3 more than a little ...
4 completely
5 more than a little ...
6 more than a little ...
7 completely

104.5

2 quite safe
3 quite impossible
4 quite right
5 quite different
6 quite unnecessary
7 quite sure

UNIT 105

105.1

2 stronger
3 smaller
4 more expensive
5 warmer/hotter
6 more interesting / more exciting
7 nearer
8 more difficult / more complicated
9 better
10 worse
11 longer
12 more quietly
13 more often
14 further/farther
15 happier / more cheerful

105.2

3 more serious than
4 thinner
5 bigger
6 more interested
7 more important than
8 simpler / more simple
9 more crowded than
10 more peaceful than
11 more easily
12 higher than

105.3

2 It takes longer by train than by car.
3 I ran further/farther than Dave.
4 Joe did worse than Chris (in the test).
5 My friends arrived earlier than I expected.
6 The buses run more often than the trains. *or* The buses run more frequently than ... *or* The buses are more frequent than ...

7 We were busier than usual (at work today). *or* We were busier at work today than usual.

UNIT 106

106.1

2 much bigger
3 much more complicated than
4 a bit cooler
5 far more interesting than
6 a bit more slowly
7 a lot easier
8 slightly older

106.2

2 any sooner / any earlier
3 no higher than / no more expensive than
4 any further/farther
5 no worse than

106.3

2 bigger and bigger
3 heavier and heavier
4 more and more nervous
5 worse and worse
6 more and more expensive
7 better and better
8 more and more talkative

106.4

2 the more I liked him *or* the more I got to like him
3 the more profit you (will) make *or* the higher your profit (will be) *or* the more your profit (will be)
4 the harder it is to concentrate
5 the more impatient she became

106.5

2 older
3 older *or* elder
4 older

UNIT 107

107.1

2 My salary isn't as high as yours.
3 You don't know as much about cars as me. *or* ... as I do.
4 It isn't as cold as it was yesterday.
5 I don't feel as tired as I did yesterday. *or* ... as I felt yesterday.
6 Our neighbours haven't lived here as long as us. *or* ... as we have.
7 I wasn't as nervous (before the interview) as I usually am. *or* ... as usual.

107.2

3 The station wasn't as far as I thought.

4 The meal cost less than I expected.

5 I don't go out as much as I used to. *or* ... as often as I used to.

6 Karen used to have longer hair.

7 You don't know them as well as me. *or* ... as I do.
8 There aren't as many people at this meeting as at the last one.

107.3

2 as well as
3 as long as
4 as soon as
5 as often as
6 as quietly as
7 just as comfortable as
8 just as well-qualified as
9 just as bad as

107.4

2 Your hair is the same colour as mine.
3 I arrived at the same time as you (did).
4 My birthday is the same day as Tom's. *or* My birthday is the same as Tom's.

107.5

2 than him / than he does
3 as me / as I do
4 than us / than we were
5 than her / than she is
6 as them / as they have been

UNIT 108

108.1

2 It's the cheapest restaurant in the town.
3 It was the happiest day of my life.
4 She's the most intelligent student in the class.
5 It's the most valuable painting in the gallery.
6 It's the busiest time of the year.
8 He's one of the richest men in the world.
9 It's one of the biggest castles in Britain.
10 She's one of the best players in the team. (on the team *is also possible*)
11 It was one of the worst experiences of my life.
12 He's one of the most dangerous criminals in the country.

108.2

- 3 larger
- 4 the smallest
- 5 better
- 6 the worst
- 7 the most popular
- 8 ... the highest mountain in the world ... It is higher than ...
- 9 the most enjoyable
- 10 more comfortable
- 11 the quickest
- 12 The oldest *or* The eldest

108.3

- 2 That's the funniest joke I've ever heard.
- 3 This is the best coffee I've ever tasted.
- 4 She's the most generous person I've ever met.
- 5 That's the furthest/farthest I've ever run.
- 6 It's the worst mistake I've ever made. *or* It was the worst ...
- 7 Who's the most famous person you've ever met?

UNIT 109

109.1

- 3 Joe doesn't like football very much.
- 4 OK
- 5 I ate my breakfast quickly and ...
- 6 ... a lot of people to the party?
- 7 OK
- 8 Did you go to bed late last night?
- 9 OK
- 10 I met a friend of mine on my way home.

109.2

- 2 We won the game easily.
- 3 I closed the door quietly.
- 4 Diane speaks German quite well.
- 5 Sam watches TV all the time.
- 6 Please don't ask that question again.
- 7 Does Kevin play football every weekend?
- 8 I borrowed some money from a friend of mine.

109.3

- 2 I go to the supermarket every Friday.
- 3 Why did you come home so late?
- 4 Sarah takes her children to school every day.
- 5 I haven't been to the cinema recently.
- 6 Please write your name at the top of the page.

- 7 I remembered her name after a few minutes.
- 8 We walked around the town all morning.

- 9 I didn't see you at the party on Saturday night.
- 10 We found some interesting books in the library.
- 11 Jackie left her umbrella in a restaurant last night.
- 12 They are building a new hotel opposite the park.

UNIT 110

110.1

- 3 I usually have ...
- 4 OK
- 5 Steve hardly ever gets angry.
- 6 ... and I also went to the bank.
- 7 Jane always has to hurry ...
- 8 We were all tired, so ...
- 9 OK

110.2

- 2 a We were all on holiday in Spain.
- b We were all staying at the same hotel.
- c We all enjoyed ourselves.
- 3 Catherine is always very generous.
- 4 I don't usually have to work on Saturdays.
- 5 Do you always watch TV in the evenings?
- 6 ... he is also learning Italian.
- 7 a The new hotel is probably very expensive.
- b It probably costs a lot to stay there.
- 8 a I can probably help you.
- b I probably can't help you.

110.3

- 2 usually take
- 3 am usually
- 4 has probably gone
- 5 were both born
- 6 can also sing
- 7 often sleeps
- 8 have never spoken
- 9 always have to wait
- 10 can only read
- 11 will probably be leaving
- 12 probably won't be
- 13 is hardly ever
- 14 are still living
- 15 would never have met
- 16 always am

UNIT 111

111.1

- 3 He doesn't write poems any more.
- 4 He still wants to be a teacher.

- 5 He isn't / He's not interested in politics any more.
- 6 He's still single.

- 7 He doesn't go fishing any more.
- 8 He hasn't got a beard any more. *or* He doesn't have ...

10-12

He no longer writes poems.
He is / He's no longer interested in politics.
He no longer goes fishing.
He's no longer got a beard. / He no longer has a beard.

111.2

- 2 He hasn't gone yet.
- 3 They haven't finished (repairing the road) yet.
- 4 They haven't woken up yet.
- 5 Has she found a place to live yet?
- 6 I haven't decided (what to do) yet.
- 7 It hasn't taken off yet.

111.3

- 5 I don't want to go out yet.
- 6 she doesn't work there any more
- 7 I still have a lot of friends there. *or* I've still got ...
- 8 We've already met.
- 9 Do you still live in the same place
- 10 have you already eaten
- 11 He's not here yet.
- 12 he still isn't here (he isn't here yet *is also possible*)
- 13 are you already a member
- 14 I can still remember it very clearly
- 15 These trousers don't fit me any more.
- 16 'Have you finished with the paper yet?' 'No, I'm still reading it.'

UNIT 112

112.1

- 2 even Amanda
- 3 not even Julie
- 4 even Amanda
- 5 even Sarah
- 6 not even Amanda

112.2

- 2 We even painted the floor.
- 3 She's even met the prime minister.
- 4 You could even hear it from the next street. *or* You could even hear the noise from ...
- 6 I can't even remember her name.
- 7 There isn't even a cinema.

8 He didn't even tell his wife (where he was going).
 9 I don't even know the people next door.

112.3

2 even older
 3 even better
 4 even more difficult
 5 even worse
 6 even less

112.4

2 if
 3 even if
 4 even
 5 even though
 6 Even
 7 even though
 8 even if
 9 Even though

UNIT 113**113.1**

2 Although I had never seen her before
 3 although it was quite cold
 4 although we don't like them very much
 5 Although I didn't speak the language
 6 Although the heating was on
 7 although I'd met her twice before
 8 although we've known each other a long time

113.2

2 a In spite of (or Despite)
 b Although
 3 a because
 b although
 4 a because of
 b in spite of (or despite)
 5 a although
 b because of

Example answers:

6 a he hadn't studied very hard
 b he had studied very hard
 7 a I was hungry
 b being hungry / my hunger / the fact (that) I was hungry

113.3

2 In spite of having very little money, they are happy. or In spite of the fact (that) they have very little money ...
 3 Although my foot was injured, I managed to walk to the nearest village. or I managed to walk to the nearest village although my ...

4 I enjoyed the film in spite of the silly story. / ... in spite of the story being silly. / ... in spite of the fact (that) the story was silly. or In spite of ... , I enjoyed the film.

5 Despite living in the same street, we hardly ever see each other. or Despite the fact (that) we live in ... or We hardly ever see each other despite ...
 6 Even though I was only out for five minutes, I got very wet in the rain. or I got very wet in the rain even though I was ...

113.4

2 It's very windy though.
 3 We ate it though.
 4 I don't like her husband though.

UNIT 114**114.1**

2-5 Take a map with you in case you get lost.
 Take an anorak with you in case it rains.
 Take a camera with you in case you want to take some photographs.
 Take some water with you in case you're thirsty. or ... you get thirsty.

114.2

2 I'll say goodbye now in case I don't see you again (before you go).
 3 Can you check the list in case we've forgotten something? or ... forgotten anything?
 4 You should back up your files in case the computer crashes.

114.3

2 He wrote down the name (of the book) in case he forgot it.
 3 I phoned my parents in case they were worried (about me).
 4 I sent (Liz) another email in case she hadn't received the first one.
 5 I gave them my address in case they came to London (one day).

114.4

3 If
 4 if
 5 in case
 6 if
 7 if
 8 in case
 9 in case

UNIT 115**115.1**

2 You won't know what to do unless you listen carefully.
 3 I'll never speak to her again unless she apologises to me. or Unless she apologises to me, I'll ...
 4 He won't be able to understand you unless you speak very slowly. or Unless you speak very slowly, he ...
 5 The company will have to close unless business improves soon. or Unless business improves soon, the company ...

115.2

2 I'm not going (to the party) unless you go too.
 3 The dog won't attack you unless you move suddenly.
 4 Ben won't speak to you unless you ask him something.
 5 The doctor won't see you unless it's an emergency.

115.3

2 unless
 3 providing
 4 as long as
 5 unless
 6 unless
 7 provided
 8 Unless
 9 unless

10 as long as

115.4*Example answers:*

2 it's not too hot
 3 there isn't too much traffic
 4 it isn't raining
 5 I'm in a hurry
 6 you have something else to do
 7 you pay it back next week
 8 you take risks

UNIT 116**116.1**

2 We all smiled as we posed for the photograph.
 3 I burnt myself as I was taking a hot dish out of the oven.
 4 The crowd cheered as the two teams ran onto the field.
 5 A dog ran out in front of the car as we were driving along the road.

116.2

2 As it was a nice day, we went for a walk by the sea.
 3 As we didn't want to wake anybody up, we came in very quietly.

4 As the door was open, I went in.
5 As none of us had a watch, we didn't know what time it was.

116.3

3 because
4 at the same time as
5 at the same time as
6 because
7 because

116.4

3 OK
4 when I was asleep on the beach
5 When I left school
6 OK
7 when I was a child

116.5

Example answers:

1 I saw you as you were getting into your car.
2 It started to rain just as we started playing tennis.
3 As I didn't have enough money for a taxi, I had to walk home.
4 Just as I took the photograph, somebody walked in front of the camera.

UNIT 117

117.1

3 like her mother
4 people like him
5 OK
6 like most of his friends
7 like talking to the wall
8 OK
9 OK
10 OK
11 like a bomb exploding
12 like a fish

117.2

2 like blocks of ice
3 like a beginner
4 as a tourist guide
5 like a church
6 as a birthday present
7 like winter
8 like a child

117.3

2 like
3 as
4 like
5 like
6 as (like is also possible)
7 like
8 as
9 as
10 like
11 like
12 as
13 as

14 Like
15 as
16 As
17 like
18 as (like is also possible)

UNIT 118

118.1

2 You look as if you've seen a ghost.
3 You sound as if you're enjoying yourself.
4 I feel as if I've (just) run a marathon.

118.2

2 It looks as if it's going to rain.
3 It sounds as if they're having an argument.
4 It looks as if there's been an accident.
5 It looks as if we'll have to walk.
6 It sounds as if you should see a doctor.

118.3

2 as if he meant what he said
3 as if she's hurt her leg / as if she hurt her leg
4 as if he hadn't eaten for a week
5 as if she was enjoying it
6 as if I'm going to be sick
7 as if she didn't want to come
8 as if I didn't exist

118.4

2 as if I was/were
3 as if she was/were
4 as if it was/were

UNIT 119

119.1

3 during
4 for
5 during
6 for
7 for
8 for
9 during
10 for
11 for
12 for
13 during
14 for

119.2

3 while
4 While
5 During
6 while
7 during
8 During
9 while
10 during
11 while

12 during
13 while
14 while

119.3

Example answers:

3 I hurt my arm while I was doing the housework.
4 Can you wait here while I make a quick phone call?
5 Most of the students looked bored during the lesson.
6 I was asked a lot of questions during the interview.
7 Don't open the car door while the car is moving.
8 The lights suddenly went out while we were having dinner.
9 It started to rain during the game.
10 It started to rain while we were walking home.

UNIT 120

120.1

2 I have to be at the airport by 8.30.
3 Let me know by Saturday whether you can come to the party.
4 Please make sure that you're here by 2 o'clock.
5 If we leave now, we should arrive by lunchtime.

120.2

2 by
3 by
4 until
5 until 5.30 ... by now
6 by
7 until
8 by
9 by
10 until
11 By
12 by

120.3

Example answers:

3 until I come back
4 by 5 o'clock
5 by next Friday
6 until midnight

120.4

2 By the time I got to the station / By the time I'd got to the station
3 By the time I finished (my work) / By the time I'd finished (my work)
4 By the time the police arrived / By the time the police had arrived
5 By the time we got to the top / By the time we'd got to the top

UNIT 121

121.1

2 at night
3 in the evening
4 on 21 July 1969
5 at the same time
6 in the 1920s
7 in about 20 minutes
8 at the moment
9 in the Middle Ages
10 in 11 seconds
11 (on) Saturdays

121.2

2 I last saw her **on** Tuesday. *or*
I last saw her Tuesday.
3 **in**
4 **At**
5 **on**
6 **in**
7 **in**
8 **at**
9 **on**
10 **at**
11 **in**
12 **at**
13 **on**
14 **in**
15 **On** Saturday night *or*
Saturday night ... at midnight
16 **at** 5 o'clock **in** the morning
17 **on** 7 January ... **in** April
18 **at** home **on** Tuesday morning
or **at** home Tuesday morning
... in the afternoon

121.3

3 **a**
4 **both**
5 **b**
6 **b**
7 **both**
8 **a**
9 **b**
10 **a**

UNIT 122

122.1

2 **on** time
3 **in** time
4 **on** time
5 **in** time
6 **on** time
7 **in** time
8 **in** time
9 **on** time

122.2

2 I got home just **in** time.
3 I stopped him just **in** time.
4 I got to the cinema just **in** time
for the beginning of the
film.

122.3

2 **at** the end of the month
3 **at** the end of the course

4 **at** the end of the race
5 **at** the end of the interview

122.4

2 In the end she resigned (from
her job).
3 In the end I gave up (trying to
learn German).
4 In the end we decided not to
go (to the party). *or*
In the end we didn't go (to the
party).

122.5

2 **In**
3 **at** ... **at**
4 **in**
5 **in**
6 **at**
7 **in**
8 **at**
9 **in**

UNIT 123

123.1

2 On his arm. *or*
On the man's arm.
3 At the traffic lights.
4 a On the door.
b In the door.
5 On the wall.
6 In Paris.
7 a At the gate.
b On the gate.
8 On the beach.

123.2

2 **on** my guitar
3 **at** the next garage
4 **in** your coffee
5 **on** that tree
6 **in** the mountains
7 **on** the island
8 **at** the window

123.3

2 **on**
3 **at**
4 **on**
5 **in**
6 **on**
7 **at**
8 **in** a small village **in** the south-
west
9 **on**
10 **in**
11 **on** the wall **in** the kitchen
12 **at**

UNIT 124

124.1

2 On the second floor.
3 At/On the corner.
4 In the corner.
5 At the top of the stairs.
6 In the back of the car.
7 At the front.

8 On the left.
9 In the back row.
10 On a farm.

124.2

2 **on** the right
3 **in** the world
4 **on** the way to work
5 **on** the west coast
6 **in** the front row
7 **at** the back **of** the class
8 **on** the back **of** this card

124.3

2 **in**
3 **in**
4 **at**
5 **in**
6 **on**
7 **At**
8 **in**
9 **in**
10 **on**
11 **in**
12 **on**
13 **in**
14 **on** ... **on**

UNIT 125

125.1

2 **on** a train
3 **at** a conference
4 **in** hospital
5 **at** the hairdresser's
6 **on** his bike
7 **in** New York
8 **at** the Savoy Theatre

125.2

2 **in** a taxi
3 **at** the cinema
4 **in** prison
5 **at** school
6 **at** the sports centre
7 **in** hospital
8 **at** the airport
9 **on** the plane
10 **at** sea

125.3

2 **at**
3 **in**
4 **at**
5 **at/in** a very nice hotel ... **in**
Amsterdam
6 **in**
7 **on**
8 **at**
9 **in**
10 **at**
11 **in**
12 **at** ... **at**
13 **in**
14 **in** Birmingham ... **at**
Birmingham University

UNIT 126

126.1

- 3 at
- 4 to
- 5 to
- 6 into
- 7 at
- 8 to
- 9 into
- 10 to
- 11 at
- 12 to
- 13 into
- 14 to
- 15 get home ... going to bed
- 16 returned to France ... two years in Brazil
- 17 born in Chicago ... moved to New York ... lives in New York

126.2

Example answers:

- 2-4 I've been to Sweden once.
I've never been to the United States.
I've been to Paris a few times.

126.3

- 2 in
- 3 -
- 4 at
- 5 to
- 6 -

126.4

- 2 I got on the bus.
- 3 I got out of the car.
- 4 I got off the train.
- 5 I got into the taxi. *or* I got in the taxi.
- 6 I got off the plane.

UNIT 127

127.1

- 2 in cold weather
- 3 in pencil
- 4 in love
- 5 in block capitals
- 6 in the shade
- 7 in my opinion

127.2

- 2 on strike
- 3 on a tour
- 4 on television
- 5 on purpose
- 6 on a diet
- 7 on business
- 8 on holiday
- 9 on the phone
- 10 on the whole

127.3

- 2 on
- 3 on
- 4 at

- 5 in
- 6 on
- 7 for *or* on
- 8 on
- 9 at
- 10 at
- 11 on
- 12 In my opinion ... on television
- 13 on
- 14 on
- 15 on
- 16 at
- 17 on
- 18 in

UNIT 128

128.1

- 2 by mistake
- 3 by hand
- 4 by credit card
- 5 by satellite

128.2

- 2 on
- 3 by
- 4 by car ... on my bike
- 5 in
- 6 on
- 7 by

128.3

Example answers:

- 3-5 *Ulysses* is a novel by James Joyce.
Yesterday is a song by Paul McCartney.
Guernica is a painting by Pablo Picasso.

128.4

- 2 by
- 3 with
- 4 by
- 5 by
- 6 by car ... in your car
- 7 by the bed with a lamp and a clock on it

128.5

- 2 travelling by bus *or* travelling on the bus *or* travelling on buses
- 3 taken with a very good camera
- 4 this music is by Beethoven
- 5 pay cash *or* pay in cash
- 6 a mistake by one of our players

128.6

- 2 The price has gone up by ten pence.
- 3 Helen won by two votes.
- 4 I missed her/Kate by five minutes.

UNIT 129

129.1

- 2 to the problem
- 3 with her brother
- 4 in the cost of living
- 5 to your question
- 6 for a new road
- 7 in/to working at home
- 8 in the number of people without jobs
- 9 for shoes like these any more
- 10 between your job and mine

129.2

- 2 invitation to
- 3 contact with
- 4 key to
- 5 cause of
- 6 reply to
- 7 connection between
- 8 pictures of
- 9 reason for
- 10 damage to

129.3

- 2 to
- 3 in
- 4 for
- 5 of
- 6 in *or* to
- 7 for
- 8 to *or* towards
- 9 with
- 10 in
- 11 to
- 12 of
- 13 for a rise in pay
- 14 to
- 15 with

UNIT 130

130.1

- 2 That was nice of her.
- 3 That was generous of him.
- 4 That wasn't very nice of them.
- 5 That's very kind of you.
- 6 That wasn't very polite of him.
- 7 That's a bit childish of them.

130.2

- 2 kind to
- 3 sorry for
- 4 annoyed with
- 5 annoyed about
- 6 impressed by/with
- 7 bored with (or bored by)
- 8 astonished at/by

130.3

- 2 of
- 3 to ... to
- 4 of
- 5 of
- 6 with
- 7 to
- 8 with

9 at/by
 10 with
 11 about
 12 about
 13 sorry for/about ... angry with
 14 furious with us for making
 15 about
 16 about
 17 at/by
 18 by/with
 19 about
 20 about
 21 for

UNIT 131

131.1

2 of furniture
 3 on sport
 4 of time
 5 at tennis
 6 to a Russian (man)
 7 of him / of Robert
 8 from yours / to yours

131.2

2 similar to
 3 afraid of
 4 interested in
 5 responsible for
 6 proud of
 7 different from/to

131.3

2 for
 3 of
 4 of
 5 in
 6 to
 7 of ... of
 8 on
 9 of
 10 with
 11 of
 12 of
 13 in
 14 of
 15 of
 16 at
 17 of
 18 on
 19 of

131.4

Example answers:
 2 I'm hopeless at telling jokes.
 3 I'm not very good at mathematics.
 4 I'm quite good at remembering names.

UNIT 132

132.1

3 Can you explain this question to me? / Can you explain it to me?
 4 Can you explain the problem to me? / Can you explain it to me?

5 Can you explain to me how this machine works?
 6 Can you explain to me what I have to do?

132.2

3 to
 4 –
 5 to
 6 to
 7 –
 8 –
 9 to
 10 –

132.3

3 speaking to
 4 point them at
 5 glanced at
 6 listen to
 7 throw stones at
 8 throw it to

132.4

2 at
 3 at
 4 to
 5 to
 6 at
 7 at
 8 to
 9 at
 10 at
 11 to

UNIT 133

133.1

2 for
 3 for
 4 to
 5 for
 6 about
 7 –
 8 about
 9 –
 10 for
 11 for
 12 about
 13 for
 14 for

133.2

2 waiting for
 3 talk about
 4 asked the waiter for
 5 applied for
 6 do something about
 7 looks after or has looked after
 8 left Boston for

133.3

2 for
 3 about
 4 of
 5 for
 6 of
 7 about
 8 –

133.4

2 looking for
 3 looked after
 4 looking for
 5 look for
 6 looks after

UNIT 134

134.1

2 about
 3 to us about
 4 of
 5 of
 6 about ... about ... about ...
 7 of
 8 about
 9 about/of

134.2

2 complaining about
 3 think about
 4 warn you about
 5 heard of
 6 dream of
 7 reminded me about
 8 remind you of

134.3

2 hear about
 3 heard from
 4 heard of
 5 hear from
 6 hear about
 7 heard of

134.4

2 think about
 3 think of
 4 think of
 5 thinking of/about
 6 think of
 7 thought about
 8 think much of
 9 thinking about/of

UNIT 135

135.1

2 for the misunderstanding
 3 on winning the tournament
 4 from/against his enemies
 5 of eleven players
 6 on bread and eggs

135.2

2 for everything
 3 for the economic crisis
 4 on television
 5 is to blame for the economic crisis
 6 television is to blame for the increase in violent crime

135.3

2 paid for
 3 accused of
 4 depends on

5 live on
 6 congratulated him on
 7 apologise to
135.4
 2 from
 3 on
 4 of/from
 5 for
 6 for
 7 –
 8 on
 9 on
 10 – or on
 11 from/against
 12 of

UNIT 136

136.1

2 I prefer small towns to big cities.
 3 Jane provided me with all the information I needed.
 4 This morning I spent £70 on a pair of shoes.

136.2

2 happened to
 3 invited to
 4 divided into
 5 believe in
 6 fill it with
 7 drove into
 8 Concentrate on
 9 succeeded in

136.3

2 to
 3 on
 4 in
 5 to
 6 in
 7 with
 8 into
 9 in
 10 on
 11 into
 12 to
 13 –
 14 into
 15 on
 16 from one language into another
 17 happened to ... spend it on
 18 into
 19 with

136.4

Example answers:

2 on CDs
 3 into a wall
 4 to volleyball
 5 into many languages

UNIT 137

137.1

2 sit down

3 flew away
 4 get out
 5 speak up
 6 get by
 7 gone up
 8 looked round

137.2

2 back at
 3 up to
 4 forward to
 5 away with
 6 up at
 7 in through

137.3

2 wake me up
 3 get it out
 4 give them back
 5 switch it on
 6 take them off

137.4

3 I have to take them back
 4 We can turn the television off or We can turn off the television
 5 I knocked it over
 6 I don't want to wake her up.
 7 (example answer) You should put your coat on or You should put on your coat.
 8 I was able to put it out
 9 (example answer) they've put the price(s) up or they've put up the price(s)
 10 Shall I turn the light(s) on? or Shall I turn on the light(s)?

UNIT 138

138.1

2 eats
 3 moved
 4 drop/call
 5 checked
 6 cut
 7 plug
 8 filling / to fill
 9 left
 10 dive
 11 rub
 12 dropped

138.2

2 into
 3 in
 4 out
 5 into
 6 out of

138.3

2 dropped out
 3 moved in
 4 left out
 5 joined in
 6 eating out or to eat out
 7 taken in

8 dropped in / called in

9 get out of

138.4

2 Fill them in or Fill them out
 3 cross it out
 4 took me in
 5 let us in

UNIT 139

139.1

2 a mistake
 3 a candle
 4 an order
 5 a cigarette / a candle
 6 a new product
 7 a mess

139.2

2 works out
 3 carried out
 4 ran out
 5 sort out
 6 find out
 7 tried out
 8 pointed out
 9 work out
 10 went out
 11 turned out
 12 works out
 13 find out
 14 put out

139.3

2 giving/handing out
 3 turned out nice/fine/sunny
 4 fallen out
 5 to sort out / sorting out the post / the mail
 6 work out how to use the camera / her new camera

139.4

2 try it out
 3 work it out
 4 sorted it out

UNIT 140

140.1

2 put the heating on
 3 put the oven on
 4 put the kettle on
 5 put a CD on

140.2

2 going on
 3 take off
 4 switched off / turned off
 5 drove off / went off
 6 put on
 7 set off / be off
 8 put off
 9 called off
 10 put on
 11 see me off

140.3

2 took off
 3 tried on a/the hat *or*
 tried a/the hat on
 4 was called off
 5 see him off
 6 put them on

UNIT 141**141.1**

2 went on / carried on
 3 walked on / carried on /
 carried on walking
 4 dozed off / dropped off /
 nodded off
 5 go on / carry on
 6 went off
 7 keeps on phoning me

141.2

2 went off
 3 finish off
 4 drive on / carry on
 5 ripped off
 6 getting on
 7 dozed off / dropped off /
 nodded off
 8 told off
 9 get on
 10 going off
 11 keep on
 12 get on
 13 showing off
 14 put off

141.3

2 finish it off
 3 were ripped off
 4 go off
 5 did you get on
 6 carried on (playing) / went on
 (playing)
 7 tell them off
 8 doesn't get on (well) with

UNIT 142**142.1**

2 turn it down
 3 calm him down
 4 put them up
 5 let her down
 6 turned it down

142.2

2 took them down
 3 stand up
 4 turned it up
 5 put their bags down
 6 were blown down / fell down
 7 wrote it down
 8 bent down and picked them
 up

142.3

2 calm down
 3 slowed down
 4 was turned down
 5 broken down
 6 cut down
 7 let down
 8 (has) closed down
 9 be knocked down (*or* be
 pulled down *or* be torn down)
 10 turned down
 11 was knocked down
 12 broke down

UNIT 143**143.1**

2 went up to / walked up to
 3 catch up with
 4 keep up with

143.2

2 used up
 3 washed up
 4 grow up
 5 turn up
 6 gave up
 7 taking up
 8 give up
 9 ended up
 10 takes up
 11 make up

143.3

3 tidy it up / tidy up
 4 fixed it up
 5 keep up with
 6 was brought up
 7 keep it up
 8 went up to
 9 was made up of
 10 set it up / fix it up

UNIT 144**144.1**

2 D
 3 E
 4 C
 5 G
 6 A
 7 B

144.2

2 held up
 3 did it up
 4 cheer him up

144.3

2 blew up
 3 beaten up
 4 broken up / split up
 5 did up
 6 clears up
 7 mixed up

144.4

2 look it up
 3 put up with
 4 made it up
 5 come up with
 6 tear it up
 7 saving up for

UNIT 145**145.1**

2 Pay
 3 throw
 4 gets
 5 be
 6 look
 7 gave
 8 get

145.2

2 be away / have gone away
 3 be back
 4 ran away
 5 smile back
 6 get away
 7 Keep away

145.3

2 blew away
 3 put it back
 4 walked away
 5 threw it back (to her)
 6 threw them away

145.4

2 throw it away
 3 take them back
 4 pay you back / pay it back
 5 gave them away
 6 call back / call me back

Key to Additional exercises (see page 302)

1
3 'm getting / am getting

4 do you do

5 arrived ... was raining

6 phones ... didn't phone

7 were thinking ... decided

8 are you looking

9 doesn't rain

10 rang ... were having

11 went ... was preparing ...
didn't want ... didn't stay

12 told ... didn't believe ...
thought ... was joking

2

2 didn't go

3 is wearing

4 has grown

5 haven't decided

6 is being

7 wasn't reading

8 didn't have

9 It's beginning

10 got

11 wasn't

12 you've been

13 I've been doing

14 did she go

15 I've been playing

16 do you come

17 since I saw her

18 for 20 years

3

3 are you going

4 Do you watch

5 have you lived / have you
been living / have you been

6 Did you have

7 Have you seen

8 was she wearing

9 Have you been waiting / Have
you been here

10 does it take

11 Have you finished

12 Have you (ever) been

4

2 've known each other / have
known each other *or*
've been friends / have been
friends

3 I've ever had / I've ever been
on / I've had for ages (*etc.*)

4 He went / He went home / He
went out / He left

5 I've worn it

6 I was playing

7 been swimming for

8 since I've been / since I (last)
went

9 did you buy / did you get

5

1 got ... was already waiting ...
had arrived

2 was lying ... wasn't watching
... 'd fallen / had fallen ... was
snoring ... turned ... woke

3 'd just gone / had just gone ...
was reading ... heard ... got
... didn't see ... went

4 missed ... was standing ...
realised ... 'd left / had left ...
had ... got

5 met ... was walking ... 'd
been / had been ... 'd been
playing / had been playing ...
were going ... invited ... 'd
arranged / had arranged ...
didn't have

6

2 Somebody has taken it.

3 They'd only known / They
had only known each other
(for) a few weeks.

4 It's been raining / It has been
raining all day. *or* It's
rained / It has rained all day.

5 I'd been dreaming. / I had
been dreaming.

6 I'd had / I had had a big
breakfast.

7 They've been going / They
have been going there for
years.

8 I've had it / I have had it
since I got up.

9 He's been training / He has
been training very hard for it.

7

1 I haven't seen

2 You look / You're looking

3 are you going

4 are you meeting

5 I'm going

6 Do you often go

7 are you going

8 I'm meeting

9 has been

10 I've been waiting

11 has just started

12 is she getting

13 Does she like

14 she thinks

15 Are you working

16 spoke

17 you were working

18 went

19 I started / I had started

20 I lost

21 you haven't had

22 I've had

23 have you seen

24 has he been

25 I saw

26 he went

27 He'd been

28 he decided / he'd decided

29 He was really looking forward

30 is he doing

31 I haven't heard

32 he left

8

1 invented

2 it's gone / it has gone

3 had gone ... left

4 did you do ... Did you go

5 have you had

6 was looking

7 She's been teaching / She has
been teaching

8 I bought ... I haven't worn

9 I saw ... was ... I'd seen / I
had seen ... I remembered ...
it was

10 Have you heard ... She was ...
died ... She wrote ... Have
you read

11 does this word mean ... I've
never seen

12 Did you get ... it had already
begun

13 knocked ... was ... she'd gone
/ she had gone ... she didn't
want

14 He'd never used / He had
never used ... he didn't know

15 went ... she needed ... she'd
been sitting / she had been
sitting

9

3 used to drive

4 was driving

5 were working

6 used to have

7 was living

8 was playing

9 used to play

10 was wearing

10

2 I'm going to the dentist.

3 No, we're going to hire a car.

4 I'll look after the children.

5 I'm having lunch with Sue.

6 What are you going to have?

7 I'll turn on the light.

8 I'm going to turn on the light.

11

2 I'll come

3 shall we meet

4 begins

5 I'll meet

6 I'm seeing

7 Shall I ask

8 I'll see

9 are going

10 does the film begin

11 Are you meeting

12 I'll be

12

1 (2) Are you going to do
 (3) it starts
 (4) you'll enjoy
 (5) it will / it's going to be
 2 (1) you're going
 (2) We're going
 (3) you have
 (4) I'll send
 (5) I'll get
 (6) I get
 3 (1) I'm having / I'm going to have
 (2) are coming
 (3) they'll have gone
 (4) they're
 (5) I won't be
 (6) you know
 (7) I'll phone
 4 (1) shall we meet
 (2) I'll be waiting
 (3) you arrive
 (4) I'll be sitting
 (5) I'll be wearing
 (6) Is Agent 307 coming / Is Agent 307 going to come / Will Agent 307 be coming
 (7) Shall I bring
 (8) I'll explain
 (9) I see
 (10) I'll try

13

1 I'll have
 2 Are you going
 3 shall I phone
 4 It's going to land
 5 it's / it is
 6 I'll miss / I'm going to miss ... you go (or you've gone)
 7 Shall I give ... I give ... will you send
 8 does it end
 9 I'm going ... is getting
 10 I'll tell ... I'm ... I won't be
 11 I'm going to have / I'm having
 12 she apologises
 13 we'll be living
 14 you finish

14

2 I've had
 3 I bought or I got
 4 I'll come
 5 I've been or I've eaten
 6 I used to play
 7 I haven't been waiting or I haven't been here
 8 I'd been
 9 I'm going
 10 I haven't seen or I haven't heard from
 11 I'll have gone or I'll have left

15

2 I've been travelling

3 I'm beginning

4 I've seen
 5 has been
 6 I've met
 7 I left
 8 I stayed or I was staying
 9 I'd planned or I was planning
 10 I ended up
 11 I enjoyed
 12 I took
 13 met
 14 I'm staying or I'm going to stay or I'll be staying or I'll stay
 15 I continue
 16 I'll get
 17 I'm
 18 I'll let
 19 I know
 20 I'm staying
 21 we're going to visit or we're visiting
 22 are building or have been building
 23 it will be
 24 I'll be

16

2 A
 3 C
 4 B or C
 5 B
 6 A or C
 7 A or C
 8 C
 9 B or C
 10 A or B
 11 A
 12 C
 13 A or B
 14 B or C
 15 B

17

3 He must have forgotten.
 4 You needn't have gone home so early.
 5 It can't be changed now.
 6 She may be watching television.
 7 She must have been waiting for somebody.
 8 He couldn't have done it.
 9 You ought to have been here earlier.
 10 I would have helped you.
 11 You should have been warned about it.
 12 He might not have been feeling very well. or He might not have felt ...

18

3 could rain / might rain
 4 might have gone / could have gone
 5 couldn't go

6 couldn't have seen / can't have seen
 7 should get
 8 wouldn't recognise / might not recognise
 9 must have heard
 10 should have turned

19

4 rings
 5 were
 6 's / is
 7 was/were
 8 had been
 9 had
 10 hadn't had
 11 'd driven / had driven or 'd been driving / had been driving
 12 didn't read

20

2 I'd be surprised if Sarah came (to see us now).
 3 If I'd known you were busy, I wouldn't have disturbed you.
 4 They'd be upset if I told them what happened.
 5 If you hadn't frightened the dog, it wouldn't have attacked you.
 6 I wouldn't have got (so) wet if I'd had an umbrella. or ... if I had had an umbrella.
 7 If he hadn't been (so) nervous, he wouldn't have failed (his driving test).

21

Example answers:

1 I wasn't feeling so tired
 2 I hadn't had so much to do
 3 I would have forgotten Jane's birthday
 4 you hadn't taken so long to get ready
 5 I would have gone to the concert
 6 you were in trouble
 7 there was less traffic
 8 people would go out more

22

3 was cancelled
 4 has been repaired
 5 is being restored
 6 's believed / is believed
 7 'd be sacked / would be sacked
 8 might have been thrown
 9 was taught
 10 being arrested / having been arrested
 11 Have you ever been arrested
 12 are reported ... have been injured

23

3 've sold / have sold
 4 's been sold / has been sold

5 are made
 6 might be stolen
 7 must have been stolen
 8 must have taken
 9 can be solved
 10 should have left
 11 is delayed
 12 is being built ... is expected

24

Castle Fire
 2 was discovered
 3 was injured
 4 be rescued
 5 are believed to have been destroyed
 6 is not known

Shop robbery

1 was forced
 2 being threatened
 3 had been stolen
 4 was later found
 5 had been abandoned
 6 has been arrested / was arrested
 7 is still being questioned

Road delays

1 is being resurfaced
 2 are asked / are being asked / have been asked
 3 is expected
 4 will be closed
 5 will be diverted

Accident

1 was taken
 2 was allowed
 3 was blocked
 4 be diverted
 5 have been killed

25

1 I told her (that) Paul had gone out and I didn't know when he'd be back. I asked (her) if/whether she wanted to leave a message, but she said (that) she'd try again later.
 2 I had reserved a hotel room, but when I got to the hotel they told me (that) they had no record of any reservation in my name. When I asked (them) if/whether they had any rooms free anyway, they said (that) they were sorry, but the hotel was full.
 3 The immigration official asked us why we were visiting the country, and we told him (that) we were on holiday. Then he wanted to know how long we intended to stay and where we would be staying during our visit.
 4 She said (that) she'd phone us from the airport when she arrived. or She said (that)

she'll phone us from the airport when she arrives.
 No, she said not to come to the airport. She said (that) she'd take the bus. or She said (that) she'll take the bus.

5 He wanted to know what my job was and asked (me) how much I earned. or

He wanted to know what my job is and asked (me) how much I earn.
 ... so I told him to mind his own business and I put the phone down.

6 He said (that) he'd be at the restaurant at 7.30.
 He said (that) he knew where the restaurant was. And I told him to phone me if there was any problem.

7 You just said (that) you weren't hungry.
 But you said (that) you didn't like bananas. You told me not to buy any.

26

3 changing
 4 to change
 5 change
 6 being
 7 saying
 8 to phone
 9 drinking
 10 to be
 11 to see
 12 to be
 13 to think ... making
 14 living ... to move
 15 to be ... playing
 16 being stopped ... stealing ... driving
 17 work ... pressing

27

3 I don't fancy going out.
 4 He tends to forget things.
 5 Would you mind helping me? / Do you mind helping me?
 6 Everybody seems to have gone out.
 7 We're thinking of moving.
 8 I was afraid to touch it.
 9 He's / He is afraid of being robbed.
 10 It's not worth seeing.
 11 I'm not used to walking so far.
 12 She seems to be enjoying herself.
 13 He insisted on showing them to me.
 14 I'd rather somebody else did it.

28

3 I've given up reading newspapers.

4 I'd rather not go out tonight / ... stay at home tonight.

5 He has difficulty walking / ... difficulty in walking.

6 Do you want me to phone you this evening?

7 I came in without anybody seeing me / ... without being seen.

8 I was accused of being a cheat / ... of cheating.

9 I'm looking forward to seeing them again.

10 What do you advise me to do?
 11 I'd like to have gone out with you.

12 I regret not taking your advice / ... that I didn't take your advice.

29

2 Tennis ... twice a week ... a very good player
 3 for dinner ... after work ... to the cinema
 4 Unemployment ... for people ... find work
 5 an accident ... going home ... taken to hospital ... I think most accidents ... by people driving
 6 an economist ... in the investment department of Lloyds Bank ... for an American bank ... in the United States
 7 the name of the hotel ... The Imperial ... in Queen Street in the city centre ... near the station
 8 The older one ... a pilot with British Airways ... The younger one ... at school ... he leaves school ... go to university ... study law

30

2 B
 3 C
 4 A or B
 5 C
 6 B
 7 A or C
 8 A
 9 C
 10 B or C
 11 B
 12 A
 13 A or B
 14 B

31

3 It's the most polluted place ...
 4 I was disappointed that ...
 5 OK
 6 Joe works hard, but ...
 7 ... in a large modern building.
 8 OK (as fast as he can is also correct)

9 I missed the last three days ...
 10 OK
 11 The weather has been unusually cold ...
 12 The water in the pool was too dirty to swim in.
 13 ... to wait such a long time.
 (so long *is also correct*)
 14 OK
 15 ... I got up earlier than usual.

32

2 If
 3 when
 4 if
 5 when
 6 if
 7 if
 8 unless
 9 if
 10 as long as
 11 in case
 12 in case
 13 if
 14 even if
 15 Although
 16 Although
 17 When
 18 when

33

2 on
 3 at 9.30 on Tuesday
 4 at
 5 on
 6 at
 7 In
 8 at
 9 during
 10 on Friday ... since then
 11 for
 12 at
 13 at the moment ... until Friday
 14 by
 15 in

34

1 in
 2 by
 3 at
 4 on
 5 in
 6 on
 7 to a party at Linda's house
 8 on
 9 on
 10 to ... to
 11 in Vienna ... at the age of 35
 12 in this photograph ... on the left
 13 to the theatre ... in the front row

14 on the wall by the door
 15 at
 16 on
 17 in a tower block ... on the fifteenth floor
 18 on
 19 by
 20 On the bus ... by car
 21 on ... on
 22 in
 23 in London ... to Italy
 24 to
 25 on

35

1 for
 2 at
 3 to
 4 to
 5 in
 6 with
 7 of
 8 to
 9 of
 10 at/by
 11 of
 12 about

36

1 of
 2 after
 3 – (no preposition)
 4 about
 5 to
 6 – (no preposition)
 7 into
 8 of
 9 to
 10 – (no preposition)
 11 on
 12 of
 13 of
 14 – (no preposition)
 15 in
 16 at (about *is also possible*)
 17 on
 18 If Kevin asks you for money
 19 I apologised to Sarah for keeping ...
 20 I thanked her for everything

37

2 h
 3 e
 4 g
 5 a
 6 k
 7 c
 8 j
 9 b
 10 f
 11 i

38
 2 D
 3 B
 4 B
 5 A
 6 A
 7 D
 8 C
 9 C
 10 B
 11 A
 12 D

39

2 out to
 3 up with
 4 forward to
 5 up with
 6 out of
 7 on with
 8 out with
 9 up with
 10 back on
 11 out about
 12 on with

40

3 went off
 4 turned up / showed up
 5 fill it in / fill it out
 6 knocked down / pulled down / torn down
 7 sorted out
 8 give up
 9 dozed off / dropped off / nodded off
 10 split up / break up
 11 put up with it
 12 get by
 13 went on
 14 put it off

41

2 put
 3 moving
 4 put
 5 done
 6 turned / turns
 7 find
 8 Calm
 9 set
 10 held
 11 left or 've left / have left
 12 works
 13 join
 14 works
 15 drop / call
 16 sort / work
 17 went off ... woke me up

Key to Study guide

Present and past	Reported speech	Relative clauses
1.1 A	7.1 A	12.1 A, C
1.2 B	7.2 B	12.2 A, B
1.3 C	7.3 A	12.3 C
1.4 B, C	Questions and auxiliary verbs	12.4 B
1.5 C	8.1 C	12.5 D
1.6 A	8.2 A	12.6 B, C
Present perfect and past	8.3 D	Adjectives and adverbs
2.1 B	8.4 A	13.1 B
2.2 C	8.5 B	13.2 C
2.3 A	-ing and the infinitive	13.3 B, C
2.4 C	9.1 A	13.4 A
2.5 A	9.2 B, D	13.5 A, D
2.6 B	9.3 B	13.6 B
2.7 A	9.4 A	13.7 B, C
2.8 D	9.5 A	13.8 C
2.9 A	9.6 A	13.9 C
2.10 A	9.7 C	13.10 B, C
2.11 C	9.8 D	13.11 D
2.12 A	9.9 C	13.12 A, B
2.13 C	9.10 C	13.13 B
2.14 C	9.11 B	13.14 D
2.15 D	9.12 C	13.15 D
2.16 C	9.13 B, D	Conjunctions and prepositions
Future	9.14 B	14.1 A, D
3.1 B	9.15 A, B	14.2 C
3.2 A	9.16 A	14.3 B, C
3.3 C	9.17 A	14.4 B, D
3.4 A, C	9.18 B, C	14.5 B
3.5 B	Articles and nouns	14.6 C, D
3.6 C	10.1 B	14.7 B, C
3.7 A	10.2 A	14.8 A
Modals	10.3 B, C	Prepositions
4.1 A, B	10.4 B	15.1 B, D
4.2 B	10.5 C	15.2 A
4.3 A, C, D	10.6 A	15.3 C
4.4 C	10.7 A	15.4 B
4.5 B	10.8 A	15.5 A
4.6 C, D	10.9 D	15.6 B, D
4.7 B	10.10 C	15.7 B
4.8 A, C	10.11 C	15.8 B
4.9 B, C	10.12 A	15.9 C
4.10 A, B, D	10.13 C	15.10 C
4.11 A	10.14 B	15.11 C
4.12 D, E	Pronouns and determiners	15.12 A
4.13 A	11.1 A	15.13 C
If and wish	11.2 B	15.14 B
5.1 B	11.3 D	15.15 D
5.2 C	11.4 B	15.16 D
5.3 B	11.5 B	15.17 A
5.4 D	11.6 C	Phrasal verbs
5.5 A	11.7 A, C	16.1 B
Passive	11.8 C	16.2 A
6.1 C	11.9 D	16.3 D
6.2 B	11.10 A, C	16.4 C
6.3 D	11.11 B	16.5 C
6.4 A		16.6 B
6.5 A, B		16.7 A
6.6 C		16.8 A, D
6.7 D		16.9 B

Index

The numbers in the index are unit numbers, not page numbers.

a/an 69–72
 a/an and the 72, 73A
 a little / a few 87E
 a/an with quite and pretty 104B
 such a/an 102
able (*be able to*) 26
about
 adjective + *about* 130, 131B
 verb + *about* 133–134
accuse (*of*) 62B, 135A
active and passive 42
adjectives 98–101
 adjectives + *to ...* 65–66
 the + adjective 76B
 adjectives ending in *-ing* and *-ed* 98
 order of adjectives 99
 adjectives after verbs 99C
 adjectives and adverbs 100–101
 comparatives 105–107
 superlatives 108
 adjectives + preposition 130–131
admit (+ *-ing*) 53, 56A
advantage (*of/in/to*) 60A, 129B
adverbs
 adjectives and adverbs 100–101
 comparatives 105B
 position of adverbs with the verb
 (*always, also etc.*) 110
advice (uncountable noun) 70B
advise (+ *to ... and -ing*) 55C
afford (+ *to ...*) 54A, 56A
afraid (*of*) 131A
 I'm afraid so/not 51D
 afraid to do and afraid of doing 66A
after
 after + present simple / present perfect 25A–B
 after + -ing 60B, 68C
 look after 133D
ago 12B
agree (+ *to ...*) 54A, 56A
all 88, 90
 all and all the 75B, 88B
 all (of) 88
 all and both 89E
 all, every and whole 90
 position of *all* 110C
alleged (*it is alleged ...*) 45A
allow (+ *to ... and -ing*) 55C, 66D
already 111D
 already with the present perfect 7C
 position of *already* 110
also (position of *also*) 110
although 113
always
 I always do and I'm always doing 3B
 position of *always* 110
amazed
 amazed + to ... 65C
 amazed at/by 130C

American English Appendix 7
an see *a*
angry (*about/with/for*) 130B
annoyed (*about/with/for*) 130B
answer
 an answer to something 129D
 to answer a question (no preposition) 132B
any 69C, 85–86
 any and some 85
 anybody/anyone/anything/anywhere 85–86
 not ... any 86
 any and no 86C
 any (of) 88
 any and either 89E
 any + comparatives 106B
 any more / any longer 111B
apologise (*to somebody for*) 62, 132A, 135B
apostrophe (in short forms)
 Appendix 5
apostrophe s (s') 81, 83A
appear (+ *to ...*) 54B
apply (*for*) 133C
approve (*of + -ing*) 62A, 135A
aren't I? (question tag) 52D
arrange (+ *to ...*) 54A, 56A
arrive (*in/at*) 126C
articles (*a/an/the*) 69–78
 a/an 69–72
 a/an and the 72, 73A
 the 72–78
 school / the school etc. 74
 children / the children etc. 75
 the with names 77–78
as 107, 116–118
 as soon as 25A–B
 as ... as (in comparative sentences) 107
 as long as 115B
 as (= at the same time as) 116A
 as and when 116
 as (= because) 116B
 as and like 117
 as if / as though 118
ashamed (*of*) 131A
ask
 ask in passive sentences 44A
 ask (somebody) to do something 48D, 55A
 ask how/what + to ... 54D
 ask somebody (no preposition) 132B
 ask (somebody) for 133C
astonished
 astonished + to ... 65C
 astonished at/by 130C
at
 at (time) 121
 at the end and in the end 122B
 at (position) 123–5
 at the age of ... 127B
 adjectives + *at* 130C, 131C
 verbs + *at* 132
attitude (*to/towards*) 129D
auxiliary verbs (see also **modal verbs**)
 in questions 49A–B
 in short answers etc. 51
 in question tags 52
avoid (+ *-ing*) 53, 56A
aware (*of*) 131B
away (verb + *away*) 137, 145
back
 in/at/on the back 124D
 verb + *back* 145
bad (*at*) 131C
baggage (uncountable noun) 70B
because (*of*) 113B–C
bed (*in bed / to bed*) 74C, 124A, 126A
been to 8A, 126B
 been to and gone to 7D
before
 before + present simple 25A
 before + -ing 60B
begin (+ *-ing* or *to ...*) 56C
beginning (*at the beginning*) 122B
being (*he is and he is being*) 4C
believe (*in*) 136A
believed (*it is believed ...*) 45A
better 105C
 had better 35A–B
between (noun + *between*) 129E
blame 135B
bored
 bored and boring 98
 bored with 130C
born (*I was born ...*) 44C
both (*of*) 89
 both ... and 89D
 both and all 89E
 position of *both* 110C
bother (+ *-ing* or *to ...*) 56C
bottom (*at the bottom*) 124C
bound (*bound to do*) 65E
bread (uncountable) 70B
break
 break into 136B
 break down 137A, 142D
 break up 144D
busy (*busy doing something*) 63C
by 120, 128
 by after the passive 42B, 128C
 by (+ -ing) 60B
 by myself / yourself etc. 83
 by (the time) 120
 by and until 120B
 by chance / by post etc. 128A
 by car / by bus etc. 128B
 a play by Shakespeare etc. 128C
adjective + by 130C
can 26
 can I / you ... ? 37
can and other modal verbs
 Appendix 4
can't (cannot) 26, 28
 can't help 57C
capable (*of*) 131B

care (*care about, care for, take care of*) 133B
 carry
carry on 53B, 141A
carry out 139C
 case (*in case*) 114
 causative have (*have something done*) 46
 cause (*of*) 129B
 certain
certain (+ to ...) 65E, 84B
certain of/about 131B
 cheque
a cheque for ... 129A
by cheque 128A
 church (*church / the church*) 74B
 claim (+ to ...) 54B
 clauses
when and if clauses 25
if clauses 38–40
-ing clauses 68, 97
relative clauses 92–96
 collide (*with*) 136C
 comparatives 105–107
comparatives with even 112C
 complain (*to somebody about/of ...*) 134E
 compound nouns (*a tennis ball, a headache etc.*) 80
 concentrate (*on*) 136E
 conditional sentences (*if sentences*)
if I do ... 25C
if I do and if I did 38
if I knew, if I were etc. 39
if I had known, if I had been etc. 40
unless 115A
as long as 115B
providing / provided 115B
 congratulate (*on*) 62B, 135D
 connection (*with/between*) 129E
 conscious (*of*) 131B
 consider (+ -ing) 53, 56A
 consist (*of*) 135A
 contact (*with/between*) 129E
 continue (+ to ... or -ing) 56C
 continuous tenses see present
continuous, past continuous
verbs not used in continuous
tenses 4A, 6E, 10C, 16E, 17A
 contractions (short forms)
 Appendix 5
 corner (*in/on the corner*) 124E
 could 26, 27, 29C
could and was able to 26D
could (do) and could have (done) 27
couldn't have (done) 27E, 28B
could in if sentences 38C, 39E, 40D
I wish I could 41C
could /you ... ? 37
could and other modal verbs
 Appendix 4
 countable and uncountable nouns 69–70
 crash (*into*) 136B
 critical (*of*) 131A
 crowded (*with*) 131C
 damage (uncountable noun) 70B
damage to 129D
 dare 54C
 decide
decide + to ... 54, 56A
decide against + -ing 62A
 delighted (*with*) 130B
 demand
demand + should 34A–B
a demand for 129A
 deny (+ -ing) 53, 56A
 depend (*on*) 135D
 dependent (*on*) 131C
 depressed (*and depressing*) 98
 deserve (+ to ...) 54A, 56A
 despite 113
 did (in past simple questions and
negatives) 5C
 die (*of*) 135A
 difference (*between*) 129E
 different (*from/to*) 131C
 difficulty (*have difficulty + -ing*) 63B
 direct speech and reported speech 47–48, 50B
 disappointed
disappointed + to ... 65C
disappointed and disappointing 98
disappointed with 130B
 discuss (no preposition) 133A
 divide (*into*) 136B
 do/does (in present simple questions
and negatives) 2C
 do up 144D
 down (verb + *down*) 137, 142
 dream
dream of + -ing 62A, 66D
dream about/of 134A
 during 119
 ·
 each (*of*) 91
each other 82C
-ed clauses 97
 either (*of*) 89
not ... either 51C
either ... or 89D
either and any 89E
 elder 106E
 eldest 108D
 encourage (+ to ...) 55B
 end
in the end and at the end 122B
at the end (position) 124C
end up 143E
 enjoy (+ -ing) 53A, 54A, 56A, 58A
 enough 103
 envious (*of*) 131A
 even 112
position of even 110
even if/when 112D
even though 112D, 113E
 ever (with the present perfect) 8A
 every 90
every and all 90
everybody/everyone/everything 90A–C
every and each 91
everyone and every one 91D
 excited (*about*) 130B
 exclamations (*What ... !*) 71A–B
 excuse (*for*) 62B
 expect
I expect so / I don't expect so 51D
expect + to ... 55A
 expected (*it is expected that*) 45A
 experience (countable or
uncountable noun) 70A
 explain 54D, 132A
 fail (+ to ...) 54A, 56A, 66D
 fairly 104
 famous (*for*) 131C
 fancy (+ -ing) 53A, 56A
 far
far/further/farther 105C
far + comparative 106A
 fast 101B
 fed up (*with*) 60A, 130C
 feel
how do you feel and how are you
feeling 4E
feel like 62A
feel + adjective 99C, 100B
 few 69C, 87
few and a few 87D–E
few (of) 88
 finish
finish + -ing 53
finish off 141C
 first
it's the first time I've ... 8C
the first/last/next + to ... 65D
the first two days 99D
 fond (*of*) 131A
 for
for with the present perfect 8A, 9B, 11–12
for and since 12A
for and to ... (purpose) 64C, 103C
for and during 119
noun + for 129A
adjective + for 130D, 131C
verb + for 133, 135B
 forget (+ to ...) 54, 56A
 forgive (*for*) 62B, 135B
 frightened (*of*) 131A
 from
adjective + from 131C
verb + from 135C
 front (*in/on the front*) 124D
 full (*of*) 131B
 furious (*about/with/for*) 130B
 furniture (uncountable noun) 70B
 further 105C
 future 19–25, Appendix 3
present tenses for the future 19
going to 20
will 21–22
will and shall 21D, 22D
will and going to 23
will be doing (future continuous) 24
will have done (future perfect) 24
future with when, if etc. 25, 114A, 115C, 119B

generous (+ preposition) 130A
 geographical names with and without *the* 77
 gerund see -ing
 get
 get in the passive 44D
 get something done 46C
 get someone to do something 55B
 get used to 61
 get + adjective 99C
 get to (a place) 126C
 get in/out/on/off 126E, 138A
 get by 137A
 get out of 138C
 get on 141B
 get away (with) 145B
 get back to 145C
 give
 give in passive sentences 44A
 give up 53B, 143E
 give out 139C
 give away 145B
 glad (+ to ...) 65C
 go
 go swimming/shopping etc. 63D
 go on holiday / on a trip etc. 127C
 go on 53B, 140B, 141A
 go on doing and go on to do 56B
 go out 139A
 go off 140D, 141C
 going to 20, Appendix 3
 going to and will 23
 was/were going to 20D
 gone to and been to 7D
 good
 good at 60A, 131C
 good of someone to do something, (be) good to someone 130A
 good and well 101A
 it's no good (+ -ing) 63A
 got (have got) 17A, 31D
 gotten (American English) Appendix 7
 guess (*I guess so*) 51D

had
 had done (past perfect) 15
 had been doing (past perfect continuous) 16
 had (past of have) 17
 if I'd known / I wish I'd known 40
 had better 35A–B
 hair (countable or uncountable noun) 70A
 half (of) 88
 happen (to) 136D
 happy
 happy + to ... 65C
 happy about/with 130B
 hard 101B–C
 hardly 101C
 hate
 hate doing / to do 58
 would hate 58B–C
 have/has 17
 have done (present perfect) 7–14
 have been -ing (present perfect continuous) 9–10

have and have got 17
 have breakfast / have a bath etc. 17C
 I'm having, we're having etc. 17C
 have to (and must) 31
 have got to 31D
 have something done 46
 having (done) 53D, 68C
 hear
 with the present simple or can 4D
 hear someone do/doing 67
 hear of/about/from 134B
 help
 help + to ... 55A
 can't help 57C
 home 74C, 125A
 hope
 hope + present simple 22B
 hope and wish 41A
 I hope so / I hope not 51D
 hope + to ... 54A, 56A
 hospital (hospital / the hospital) 74B, 125A
 American English Appendix 7
 how about (+ -ing) 60A
 how long ... ? (+ present perfect) 11–12
 how long is it since ... ? 12C
 if 25, 38–40
 if I do ... 25C
 if I do and if I did 38
 if I knew, if I were etc. 39
 if I had known, if I had been etc. 40
 if and when 25D, 38D
 if + should 34D
 if any 85C
 even if 112D
 if and in case 114B
 as if 118
 if (= whether) 50
 imagine (+ -ing) 53, 56A
 impressed (with/by) 130C
 in
 in (time) 121
 in time and on time 122A
 in the end and at the end 122B
 in (position) 123–126
 in/of after a superlative 108E
 in (other uses) 127A, 129C
 adjective + in 131C
 verb + in 136A, 137, 138
 in and into 138A
 in case 114
 increase (in) 129C
 infinitive (to be, to play etc.) 54–59, 64–67
 passive infinitive (to be done) 43A–B
 infinitive in reported speech 48D
 verbs + infinitive 54–59
 continuous infinitive (to be doing) 54B
 perfect infinitive (to have done) 54B, 58C
 infinitive after a question word 54D
 verbs + object + infinitive 55
 verbs + infinitive or -ing 55–58

to-infinitive and to + -ing 60C
 infinitive for purpose (*I went out to post a letter*) 64
 adjectives + infinitive 65–66
 infinitive without to
 after make and let 55D
 see/hear somebody do 67
 information (uncountable noun) 70B
 -ing (being, playing etc.) 53, 55–63
 being (done) (passive) 44B
 verbs + -ing 53, 55–59
 having (done) 53D, 68C
 verbs + -ing or to ... 55–58
 prepositions + -ing 60, 66
 to + -ing and to-infinitive 60C
 used to + -ing 61
 verbs + preposition + -ing 62, 66D
 expressions + -ing 63
 go swimming / go shopping etc. 63D
 see/hear somebody doing 67
 -ing clauses 68, 97
 insist
 insist + should 34A–D
 insist on 62A, 136E
 in spite of 60A, 113
 instead of (+ -ing) 60A
 intend (+ to ... or -ing) 56C
 interested (in) 60A, 131C
 interested in doing and interested to do 66B
 interested and interesting 98
 into 126E
 verb + into 136B
 in and into 138A
 invitation (to) 129D
 invite
 invite + to ... 55B
 invite somebody to something 136D
 irregular verbs 5B, Appendix 1
 it and there 84
 it's no good / it's no use (+ -ing) 63A
 it's time ... 35C
 it's worth (+ -ing) 63A

jealous (of) 131A
 just
 just with the present perfect 7C
 just in case 114A
 just as 116A
 just in time 122A

keen (on) 131C
 keep
 keep on 53, 56A, 141A
 keep up (with ...) 143A
 keep away (from ...) 145B
 kind (kind of someone to do something / be kind to someone) 65B, 130A
 know (how/what etc. + to ...) 54D

late and lately 101B
 laugh (at) 132C
 learn (how) (+ to ...) 54, 56A

leave
leave for 133C
leave something out 138C

less 107A

let
let somebody do something 55D
let down 142D

like (verb)
like doing / to do 58
would like 37E, 55A, 58B-C

like (preposition/conjunction)
like and as 117
like and as if 118

likely (+ to ...) 65E, 84B

listen (to) 132A

little 69C, 87
little and a little 87D-E
little (of) 88
a little + comparative 106A

live (on) 135D

long
as long as 115B
no longer / not ... any longer 111B

look
you look and you're looking 4E
look forward to 60C, 62A, 137B
look + adjective 99C, 100B
look as if 118
look at 132C
look for/after 133D
look up 144D
look back on 145C

lot (a lot / lots) 87B-C
quite a lot 104B
a lot + comparative 106A

love
love doing / to do 58
would love 55A, 58B-C
be / fall in love with 127A

tuck (uncountable noun) 70B

luggage (uncountable noun) 70B

make
make somebody do something 55D
make up 143E, 144A

manage (+ to ...) 26D, 54A, 56A

many (and much) 69C, 87
many (of) 88

married (to) 131C

may 29-30
may as well 30D
may I ... ? 37B-C
may and other modal verbs
 Appendix 4

mean (adjective – *mean of someone to do something / be mean to someone*) 65B

means (noun) 79B

might 29-30
might in if sentences 30B, 38C, 40D
might as well 30D
might and other modal verbs
 Appendix 4

mind (+ -ing) 53, 56A, 58A-B
do you mind if ... ? 37C
mine / yours etc. (a friend of mine/yours) 83A

modal verbs (*will, can, must etc.*)
 21-22, 26-37, Appendix 4

more
more in comparatives 105
not ... any more 111B

most
most + noun 75A
most (of) 88
most in superlatives 108
much (and many) 69C, 87
much (of) 88
much + comparative 106A

must
must and can't 28
must and have to 31
mustn't 31C, 32A
must and should 33A
must and other modal verbs
 Appendix 4

myself/yourself etc. (reflexive pronouns) 82
by myself / by yourself etc. 83C

names with and without *the* 77-78

nationality words with *the* 76C

need
need to do and need doing 57B
a need for 129A

needn't 32
needn't and mustn't 32A
needn't have (done) and didn't need to (do) 32D
needn't and other modal verbs
 Appendix 4

American English Appendix 7

negative
present simple 2C
past simple 5C
negative questions 49D
no, none and any 86
negative short forms
 Appendix 5, 3

neither (of) 89
neither am I, neither do I etc. 51C
neither ... nor 89D
neither and none 89E

never
never with the present perfect 8A
position of never 110

news (uncountable noun) 70B, 79B

nice (*nice of someone to do something / be nice to someone*) 65B, 130A

no
no and none (of) 86A, 88
no and any 86
nobody/him-one/nothing/nowhere 86B
no with comparatives 106B
no longer 111B

none
none (of) and no 86A, 88
none and neither 89E

nor
nor am I, nor do I etc. 51C
neither ... nor 89D

nouns
countable and uncountable 69-70
singular and plural 69, 71, 79

noun + noun (compound nouns)
 80

of
of and 's 81
all of / none of / most of etc. 88, 96B
both of / neither of / either of 89, 96B
a friend of mine/yours etc. 83A
off/in after a superlative 108E
noun + of 129B
adjective + of 130A, 131A-B
verb + of 133B, 134, 135A
off (verb + off) 137, 140-141

offer
offer in passive sentences 44A
offer + to ... 54A, 56A

on
on (time) 121
on time and in time 122A
on (position) 123-125
on a bus / on a train etc. 125E
on (other uses) 127C-D
adjective + on 131C
verb + on 135D, 136E, 137-140-141

one another 82C

only (position of only) 110

ought to 33D
ought and other modal verbs
 Appendix 4

out
out of 126E
verb + out 137-139
out and out of 138A

own
my own house / your own car 83B
on my own / on your own etc. 83C

paper (countable and uncountable)
 70A

participle clauses (-ing and -ed clauses) 68, 97

passive 42-44
passive and active 42A
by after the passive 42B
simple tenses 42C
to be done/cleaned etc. (infinitives) 43A-B

perfect tenses 43C

continuous tenses 43D

being (done) 44B

get 44D

it is said that 45A

past (see also past continuous, past perfect and past simple)
past after if and wish 38-40
past after I'd rather 59D
past after it's time 35C
past after as if 118D
present and past tenses
 Appendix 2

past continuous (*I was doing*) 6

past continuous and past simple 6C-D

past continuous and *used to* 18E

past continuous passive 43D

past perfect (simple) (*I had done*)
 15
 past perfect and present perfect
 15B
 past perfect and past simple 15C
 past perfect after *if* 40
 past perfect passive 43C
past perfect continuous (*I had been doing*) 16
past simple (*I did*) 5
 past simple and past continuous
 6C–D
 past simple and present perfect
 12–14
 past simple and past perfect 15C
 past simple passive 42C
pay
 pay in passive sentences 44A
pay (somebody) for something
 135B
pay back 145C
people 79D
perfect see **present perfect, past perfect**
 perfect infinitive (*to have done*)
 43B (passive), 54B, 58C
persuade (+ to ...) 55B
phone
on the phone 127D
phone somebody (no preposition)
 132B
phone back 145C
photograph
in a photograph 124A
a photograph of someone 129B
phrasal verbs (*break down / get on etc.*) 137–145
 introduction to phrasal verbs 137
 phrasal verbs + preposition (*run away from etc.*) 137B
 position of object (*turn the light on / turn it on etc.*) 137C
 verb + *in/out* 138–139
 verb + *on/off* 140–141
 verb + *up/down* 142–144
 verb + *away/back* 145
plan (+ to ...) 54A, 56A
pleased
pleased + to ... 65C
pleased with 130B
plenty (of) 87B
 plural and singular 69, 71, 79
they/them/their used for
somebody/nobody etc. 85E,
 86D, 90C
 spelling of plural nouns
 Appendix 6
point
there's no point in + -ing 63A
point (something) at 132C
point out 139C
police (plural) 79C
polite
polite of someone to do something / be polite to someone 130A
postpone (+ -ing) 53, 56A
prefer 59
would prefer 55A, 58B–C, 59B
prefer (one thing) to (another)
 59A, 60C, 136D

prepositions 121–136
for and since 12A
 in questions 49C
 prepositions + *-ing* 60, 66
 verbs + prepositions + *-ing* 62,
 66D
prepositions in relative clauses
 93C, 96A
in/of after a superlative 108E
like and as 117
for and during 119
by 120, 128
by and until 120B
at/on/in (time) 121–122
on time and in time 122A
at the end and in the end 122B
at/on/in (position) 123–125
to/at/in/into 126
in/at/on (other uses) 127
by car / by bus etc. 128B
 noun + preposition 129
 adjectives + preposition 130–31
 verbs + preposition 132–136
 phrasal verb + preposition 137B
present see **present continuous, present simple, present perfect**
 present tenses for the future 19,
 Appendix 3
present and past tenses
 Appendix 2
present continuous (*I am doing*) 1
 present continuous and present simple 3–4
am/is/are being 4C
 present continuous for the future
 19, 20B, Appendix 3
 present continuous passive 43D
present perfect (simple) (*I have done*) 7–8
 present perfect with *this morning, today* etc. 8B, 14B
 present perfect simple and continuous 10–11
 present perfect with *how long, for and since* 11–12
 present perfect and past simple 12–14
 present perfect and past perfect 15B
 present perfect after *when* 25B
 present perfect passive 43C
 present perfect after a superlative 108F
 American English Appendix 7
present perfect continuous (*I have been doing*) 9–10
 present perfect continuous and present continuous 9C
 present perfect continuous and simple 10–11
 present perfect continuous and past perfect continuous 16C
present simple (*I do*)
 present simple and present continuous 3–4
 present simple for the future 19B
 present simple after *when* and *if* 25, Appendix 3
 present simple passive 42C

pretend (+ to ...) 54B
pretty (pretty good, pretty often etc.) 104
prevent (from) 62B, 66D
prison (prison / the prison) 74B,
 125A
probably
probably + will 22B
 position of *probably* 110
progress (uncountable noun) 70B
progressive tenses see **continuous**
promise
promise (+ will/would) 36B
promise + to ... 54A, 56A
protect (from/against) 135C
proud (of) 131A
provide (with) 136C
provided/providing 115B
purpose
to ... for purpose 64
on purpose 127D
put
put out 139A
put off 53B, 140, 141C
put on 140
put up/down 142A
put up with 144D
put away 145B

questions 49–50
 present simple questions 2C, 49B
 past simple questions 5C, 49B
 negative questions 49D
 embedded questions (*Do you know what ... ?*) 50A
 reported questions 50B
 question tags 52
 quite 104

rather
would rather 59C
I'd rather you did something 59D
rather cold / rather nice etc. 104
reason (for) 129A
recommend
recommend + should 34A–B
recommend + to ... and -ing 55C
reflexive pronouns (myself, yourself etc.) 82
by myself/yourself etc. 83C
refuse (+ to ...) 54A, 56A
regret (+ -ing and to ...) 53D, 56B
regular and irregular verbs
 Appendix 1
relationship (with/between) 129E
relative clauses 92–96
 relative clauses as object 93
 prepositions in relative clauses 93C
 two types of relative clause 95
relative pronouns 92–96
who 92–96
which 92–93, 95–96
that 92–94
that and what 92C
whose 94A, 95B
whom 94B, 95B, 96A–B
where 94C, 95B
of whom / of which 96B
rely (on) 135D

remember
remember + to ... and -ing 56B
remember how/what + to ... 54D

remind
remind + to ... 55B
remind of/about 134C

reported speech 47–48
 reported questions 50B

responsible (for) 131C

rise (*in*) 129C

risk (+ -ing) 53, 56A

room (countable or uncountable noun) 70A

's (apostrophe s) 81, 83A,
 Appendix 5.1

said (*it is said that*) 45A

same (*the same as*) 73C, 107C

satisfied
satisfied and satisfying 98
satisfied with 130B

say
say and tell 48C
say (+ to ...) 48D

scared (of) 131A

scenery (uncountable noun) 70B

school (*school / the school*) 74A

sea (*sea / the sea*) 74D

search (for) 133C

see
 with the present simple or *can* 4D
see someone do/doing 67
see off 140C

seem
seem + to ... 54B
seem + adjective 99C

-self (*myself/yourself etc.*) 82, 83C

series 79B

shall and will 22D
shall I/we? 21D
Let's ... shall we? 52D
shall and other modal verbs
 Appendix 4
 American English Appendix 7

shocked
shocked and shocking 98
shocked at/by 130C

short (of) 131B

short forms (*I'm, you've, didn't etc.*)
 Appendix 5

should 33–34
should and had better 35B
should and other modal verbs
 Appendix 4

show (*at/to*) 132D

show
show in passive sentences 44A
show someone how/what + to ...
 54D
show off 141C
show up 143E

similar (*to*) 131C

simple past see past simple

simple present see present simple

since
 with present perfect 8A, 9B,
 11–12
since and for 12A
how long is it since ... ? 12C
since (= because) 116B

singular and plural 69, 71, 79
they/them/their used for
somebody/nobody etc. 85E,
 86D, 90C

slightly (+ comparative) 106A

smell
 with the present simple and *can*
 4D
smell something (burning) 67D
smell + adjective 99C

so
so am I, so do I etc. 51C
I think so, I hope so etc. 51D
so that (purpose) 64D
so and such 102
so + adjective + that 102B
so long as 115B

solution (*to*) 129D

some 69C, 71, 85
some with countable nouns 71
some and any 85
somebody/someone/something/somewhere 85
some (of) 88

soon (*as soon as*) 25A–B

sorry
sorry + to ... 63C
sorry to do and sorry for/about doing 66C
sorry about/for 130D
feel sorry for 130D

sound
sound + adjective 99C
sound as if 118

space (*space and a space*) 73B

speak (*to*) 132A

species 79B

spelling Appendix 6

spend (*spend time/money*) 63C,
 136E

spite (*in spite of*) 113

start (*start + to ... or -ing*) 56C

state verbs (*like, know, belong etc.*)
 4A, 6E, 10C, 16E, 17A

still 111
still and yet 111C

stop
stop + -ing 53, 56A
stop someone (from) + -ing 53C,
 62B, 66D

stupid (*stupid of someone to do something*) 65B, 130A

subjunctive 34B
 American English Appendix 7

succeed (*in + -ing*) 62A, 66D, 136A

such
such and so 102
such as 117B

suffer (*from*) 135C

suggest
suggest + should 34A–B, 55B
suggest + -ing 53, 54A, 56A

superlative (*longest/best etc.*) 108

suppose (*I suppose so/not*) 51D

supposed (*He is supposed to ...*)
 45B

sure
sure + to ... 65E, 84B
sure of/about 131B

surprised
surprised + to ... 65C
surprised and surprising 98
surprised at/by 130C

suspect (*of*) 62B, 135A

suspicious (*of*) 131A

tags (question tags) 52

take
take somebody in 138B
take off 140
take down 142A
take up 143

talk
talk to somebody 132A
talk about something 62A, 133A

taste
 with the present simple or *can* 4D
taste + adjective 99C

teach
teach in passive sentences 44A
teach somebody how to do something 54D
teach + to ... 55B

telephone see phone

tell
tell in passive sentences 44A
tell and say 48C
tell someone to do something
 48D, 55B
tell someone what to do 54D
tell off 141C

temporal clauses (*when clauses*) 25

tend (+ to ...) 54B

than 105, 107

thank (for) 62B, 132B, 135B

that
said that 47B
 in relative clauses 92–94
 the 72–78
the and a/an 72, 73A
the sea, the sky etc. 73B
the cinema, the theatre etc. 73D
school / the school 74
children / the children 75
the + adjective (the young etc.)
 76B

the + nationality words (the French etc.) 76C

the with geographical names --

the with streets, buildings etc. 78

the ... the ... (with comparatives)
 106D

the + superlative (*the oldest etc.*)
 108C

there (*and it*) 84
there's no point in ... 63A
there will/must/should etc. 84B
there is + -ing or -ed 97D

they/them/their (used for *somebody/anybody/nobody/everybody*) 85E,
 86D, 90C

think
I think and I'm thinking 4B
I think so, I don't think so 51D
think of + -ing 54A, 62A, 66D
think about and think of 134C

though 113E
as though 118
even though 112D, 113E

threaten (+ to ...) 54A, 56A
throw
throw to/at 132D
throw away 137C, 145B
till see **until**
time
it's the first time I've ... 8C
it's time ... 35C
 countable or uncountable noun
 70A
on time and in time 122A
tired
tired and tiring 98
tired of 131B
to + infinitive (*to be / to do* etc.) see
 infinitive
to 126
to + -ing 60C
 noun + *to* 129D
 adjective + *to* 130A, 131C
 verb + *to* 132, 136D
too and enough 103
top (*at the top*) 124C
translate (*from/into*) 136B
travel (uncountable noun) 70B
trouble (*have trouble doing*
something) 63B
try
try + to ... or -ing 57A
try out 139C
try on 140C
turn
turn out 139
turn on/off 137C, 140A
turn up 142A, 143E
turn down 142
two-word verbs see **phrasal verbs**
typical (of) 131B
uncountable nouns 69–70
understand (*how/what + to ...*)
 54D
university (*university /*
the university) 74B
unless 115A
until (or till)
until + present simple / present
perfect 25A–B
until and by 120B
up (verb + *up*) 137, 142–144
upset (*about*) 130B
use (*it's no use + -ing*) 63A
used
used to do 18
be/get used to 61
I am used to doing and I used to
do 18F, 61D
usually (position of *usually*) 110
verbs see also **present, past, future,**
passive etc.
 verbs not used in continuous
 tenses 4A, 6E, 10C, 16E, 17A
 list of irregular verbs
 Appendix 1.4
present and past tenses
 Appendix 2
 verbs + *-ing* and verbs + *-ed* ...
 (infinitive) 53–59
 verbs + preposition 62, 132–136
 phrasal verbs (*break down / get on*
etc.) 137–145
wait (for) 133C
want (+ to ...) 55A, 66D
warn
warn someone (not) to do
something 55B
warn someone of/about something
 134F
was/were 5D
was/were -ing (past continuous) 6
was/were going to 20D
was/were able to 26D
was and were in if sentences 39C
waste (*waste time/money, a waste*
of time/money) 63C
weather (uncountable noun) 70B
well 101A
were (used with *I/he/she/it*) 39C,
 118D
what
what in questions 49
what ... for? 64C
What ... ! (exclamations) 71A–B
what and that (relative clauses)
 92C, 93D
what and which (relative clauses)
 96C
when
when + present simple / present
perfect 25
when and if 25D, 38D
when + -ing 68B
even when 112D
when and as 116
where (in relative clauses) 94C, 95B
whether 50
which
which in questions 49
which in relative clauses 92–93,
 95–96
all/none/some of which 96B
while
while + present simple / present
perfect 25A
while + -ing 68B
while and during 119B
who
who in questions 49
who in relative clauses 92–96
who and whose in relative clauses
 94A
who and whom in relative clauses
 94B
whole 90D–E
on the whole 127D
whom
in questions 49C
in relative clauses 94B, 96A–B
all/none/some of whom 96B
whose (in relative clauses) 94A,
 95B
why
why isn't/didn't (etc.) ... ? 49D
why in relative clauses 94E
will 21–22
will you? 21C–D, 37A
will and shall 21D, 22D
will and going to 23
will be doing (future continuous)
 24
will have done (future perfect) 24
will in if and when sentences 25,
 115C
will and would 36B, Appendix 4
will in the passive 43A
Don't ... , will you? 52D
will and other future forms
 Appendix 3
will and other modal verbs
 Appendix 4
wish 41
I wish I knew etc. 39, 41
I wish I'd known etc. 40C, 41
wish and hope 41A
wish ... would 41D
with
noun + with 129E
 adjective + *with* 130B–C, 131C
verb + with 136C
without (+ -ing) 60B
won't (= *will not*) 21–22
word order
have something done 46
questions 49
negative questions 49D
embedded questions (*Do you*
know what ... ?) 50A
reported questions 50B
order of adjectives 99
verb and object together 109A
place and time 109B
position of adverbs with the verb
(also, always etc.) 110
word order with phrasal verbs
(turn on the light, turn it on etc.)
 137C
work
uncountable noun 70B, 74C
work out 139B
worried (about) 130B
worse 105C
worst 108B
worth (*it's worth + -ing*) 63A
would 36
would and will 36B
would you ... ? 37A
would you like? I'd like 37E
would in if sentences 38–40
wish ... would 41D
would like/love/hate/prefer + to ...
 55A, 58B–C
would prefer 58B, 59B
would rather 59C–D
would and other modal verbs
 Appendix 4
write
write to 132A
write down 142D
yet
yet and still 111C
yet + present perfect 7C

English Grammar in Use

With answers and CD-ROM · Third Edition

A self-study reference and practice book for intermediate students

English Grammar in Use Third Edition is a fully updated version of the classic grammar title.

This new edition:

- offers the same easy to use format: on each left-hand page a grammar point is explained and on the right-hand page there are exercises to check understanding
- is ideal for self-study. The study guide helps students identify the most useful language points to study
- has nine completely new units, including eight new units on phrasal verbs to cover this important area more thoroughly
- has a wealth of additional exercises for extra contrastive practice
- is in full colour.

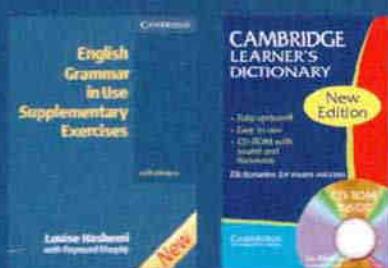
The exciting new CD-ROM offers additional practice material covering all the language taught in the book. The CD-ROM includes:

- hundreds of practice exercises
- practice guides for key language areas of the book
- customised tests targeting specific language areas
- audio recordings of all main exercises
- listen, repeat and record function
- built-in dictionary with full definitions of all key vocabulary
- a link to *Cambridge Dictionaries online*.



Software developed by Clarity Language Consultants Ltd

Also available: **English Grammar in Use Supplementary Exercises** New Edition with answers
Cambridge Learner's Dictionary



CAMBRIDGE
UNIVERSITY PRESS
www.cambridge.org

ISBN 0-521-53762-2

