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# **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 're working hard today.' 'Yes, I have a lot to do.'
- 2 I looked for Christine. Do you know where she is?
- 3 It got dark. Shall I turn on the light?
- 4 They don't have anywhere to live at the moment. They stay with friends until they find somewhere.
- 5 Things are not so good at work. The company losing money.
- 6 Have you got an umbrella? It started to rain.
- 7 You make a lot of noise. Can you be quieter? I try to concentrate.
- 8 Why are all these people here? What happening?

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

- 1 Please don't make so much noise. I 'm 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 'm not listening (listen) to it.
- 4 Kate phoned me last night. She's on holiday in France. She has (have) a great time and doesn't want to come back.
- 5 I want to lose weight, so this week I 'm not eating (eat) lunch.
- 6 Andrew has just started evening classes. He 's learning (learn) German.
- 7 Paul and Sally have had an argument. They aren't speaking (speak) to each other.
- 8 I get (get) tired. I need a rest.
- 9 Tim doesn't work (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 is he studying? (what / he / study)  
A: Psychology.  
B: Is he enjoying it? (he / enjoy)  
A: Yes, he says it's a very good course.
- 2 A: Hi, Liz. How you getting on in your new job? (you / get on)  
B: Not bad. It wasn't so good at first, but I'm getting better now. (things / get)  
A: What about Jonathan? Is he OK?  
B: Yes, but he's not enjoying his work at the moment. (he / not / enjoy)  
He's been in the same job for a long time and he begins 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)

**A** 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:

<b>do</b>	I/we/you/they	<b>work?</b>	I/we/you/they	<b>don't</b>	<b>work</b>
<b>does</b>	he/she/it	<b>drive?</b>	he/she/it	<b>doesn't</b>	<b>drive</b>
		<b>do?</b>			<b>do</b>

- ☐ 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.



## 2.1 Complete the sentences using the following verbs:

cause(s) connect(s) drink(s) live(s) open(s) ~~speaks(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 (not / use) it much.
- 4 'Where did Martin come from (Martin / come) from?' 'He's Scottish.'
- 5 'What do you do (you / do)?' 'I'm an electrician.'
- 6 It takes (take) me an hour to get to work. How long does it take (it / take) you?
- 7 Look at this sentence. What does this word 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 don't tell the truth.
- 9 The River Amazon flows into the Atlantic Ocean.

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

- 1 You know that Liz plays tennis. You want to know how often. Ask her.  
How often do you play tennis ?
- 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.  
Which newspaper do you read every day ?
- 4 You know that Liz's brother works. You want to know what he does. Ask Liz.  
What does your brother do ?
- 5 You know that Liz goes to the cinema a lot. You want to know how often. Ask her.  
How often do you go to the cinema ?
- 6 You don't know where Liz's grandparents live. You want to know. Ask Liz.  
Where do your parents 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) 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) into the Mediterranean.
- 7 The river ..... (flow) very fast today – much faster than usual.
- 8 We usually ..... (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) slowly.
- 10 Rachel is in London at the moment. She ..... (stay) at the Park Hotel.  
She always ..... (stay) there when she's in London.
- 11 Can we stop walking soon? I ..... (start) to feel tired.
- 12 A: Can you drive?  
B: I ..... (learn). My father ..... (teach) me.
- 13 Normally I ..... (finish) work at five, but this week I ..... (work) until six to earn a little more money.
- 14 My parents ..... (live) in Manchester. They were born there and have never lived anywhere else. Where ..... (your parents / live)?
- 15 Sonia ..... (look) for a place to live. She ..... (stay) with her sister until she finds somewhere.
- 16 A: What ..... (your brother / do)?  
B: He's an architect, but he ..... (not / work) at the moment.
- 17 (at a party) I usually ..... (enjoy) parties, but I ..... (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)

A

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	remember
------	---------	---------	------	------------	---------	----------

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.

OK







2 Are you believing in God?

3 I'm feeling hungry. Is there anything to eat?

4 This sauce is great. It's tasting really good.

5 I'm thinking this is your key. Am I right?

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

<p>1</p>  <p>(you / not / seem / very happy today) You <u>don't seem</u> very happy today.</p>	<p>2</p>  <p>(what / you / do?) Be quiet! (I / think)</p>
<p>3</p>  <p>(who / this umbrella / belong to?) I have no idea.</p>	<p>4</p>  <p>(the dinner / smell / good)</p>
<p>5</p>  <p>Excuse me. (anybody / sit / there?) No, it's free.</p>	<p>6</p>  <p>(these gloves / not / fit / me) They're too small.</p>

## 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 → <b>wrote</b> | <input type="checkbox"/> Mozart <b>wrote</b> more than 600 pieces of music. |
| see → <b>saw</b>     | <input type="checkbox"/> We <b>saw</b> Rose in town a few days ago.         |
| go → <b>went</b>     | <input type="checkbox"/> I <b>went</b> to the cinema three times last week. |
| shut → <b>shut</b>   | <input type="checkbox"/> It was cold, so I <b>shut</b> 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		you	enjoy?	I		enjoy
she	saw	did	she	see?	she	didn't	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~~

- Mozart wrote more than 600 pieces of music.
- 'How did you learn to drive?' 'My father \_\_\_\_\_ me.'
- We couldn't afford to keep our car, so we \_\_\_\_\_ it.
- Dave \_\_\_\_\_ down the stairs this morning and \_\_\_\_\_ his leg.
- Jim \_\_\_\_\_ the ball to Sue, who \_\_\_\_\_ it.
- 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.

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

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

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

# Unit 6

## 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.

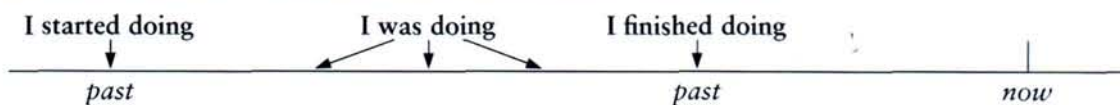
So, at 10.30 they **were playing** tennis.

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	playing
we/you/they	were	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:

- |  |  |
|--|--|
| <input type="checkbox"/> When Karen arrived, we <b>were having</b> dinner. (= we had already started before she arrived) | <input type="checkbox"/> When Karen arrived, we <b>had</b> 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).

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

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

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

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

<p>1</p>  <p>SUE</p>	<p>2</p> 	<p>3</p> 
<p>I <u>saw</u> (see) Sue in town yesterday, but she ..... (not / see) me. She ..... (look) the other way.</p>	<p>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.</p>	<p>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.</p>

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

- 1 Jenny was waiting (wait) for me when I arrived (arrive).
- 2 'What ..... (you / do) at this time yesterday?' 'I was asleep.'
- 3 '..... (you / go) out last night?' 'No, I was too tired.'
- 4 How fast ..... (you / drive) when the accident ..... (happen)?
- 5 Sam ..... (take) a photograph of me while I ..... (not / look).
- 6 We were in a very difficult position. We ..... (not / know) what to do.
- 7 I haven't seen Alan for ages. When I last ..... (see) him, he ..... (try) to find a job.
- 8 I ..... (walk) along the street when suddenly I ..... (hear) footsteps behind me. Somebody ..... (follow) me. I was scared and I ..... (start) to run.
- 9 When I was young, I ..... (want) to be a pilot.
- 10 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 lost done been etc.
he/she/it	has (= he's 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.         | He has lost his key. |
| 2 Margaret can't walk and her leg is in plaster.        | She .....            |
| 3 Last week the bus fare was 80 pence. Now it is 90.    | The bus fare .....   |
| 4 Maria's English wasn't very good. Now it is better.   | Her English .....    |
| 5 Dan didn't have a beard before. Now he has a beard.   | He .....             |
| 6 This morning I was expecting a letter. Now I have it. | The letter .....     |
| 7 The temperature was 20 degrees. Now it is only 12.    | The .....            |

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

- |   |  |
|---|--|
| <p><b>A</b></p> <p>1 Would you like something to eat?</p> <p>2 Do you know where Julia is?</p> <p>3 What time is David leaving?</p> <p>4 What's in the newspaper today?</p> <p>5 Is Sue coming to the cinema with us?</p> <p>6 Are your friends here yet?</p> <p>7 What does Tim think about your plan?</p> | <p><b>B</b></p> <p>No, thanks. I've just had lunch.<br/>(I / just / have / lunch)</p> <p>Yes, .....<br/>(I / just / see / her)</p> <p>.....<br/>(he / already / leave)</p> <p>I don't know. ....<br/>(I / not / read / it yet)</p> <p>No, .....<br/>(she / already / see / the film)</p> <p>Yes, .....<br/>(they / just / arrive)</p> <p>.....<br/>(we / not / tell / him yet)</p> |
|---|--|

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

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

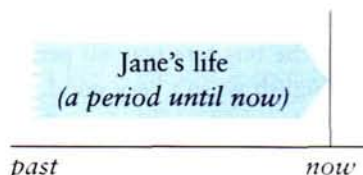
## 7.4 Put in been or gone.

- Jim is on holiday. He's gone to Italy.
- Hello! I've just ..... to the shops. I've bought lots of things.
- Alice isn't here at the moment. She's ..... to the shop to get a newspaper.
- Tom has ..... out. He'll be back in about an hour.
- '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.



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:

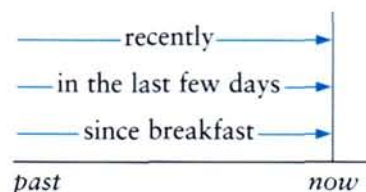
- ☐ Have you ever eaten caviar? (in your life)
- ☐ We've never had a car.
- ☐ 'Have you read *Hamlet*?' 'No, I haven't read any of Shakespeare's plays.'
- ☐ Susan really loves that film. She's seen it eight times!
- ☐ What a boring film! It's the most boring film I've ever seen.

**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

B

- 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?

- 1 I've no idea. I've never met her.
- 2 I don't know. I ..... her recently.
- 3 Yes. I ..... much today.
- 4 Yes, but ..... for ages.
- 5 Yes, it's the best holiday ..... for a long time.
- 6 I don't know. .... it.
- 7 I've no idea. .... there.
- 8 Again? He ..... late every day this week.
- 9 I don't know. .... it.
- 10 Yes, it's the second time ..... this week.
- 11 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:

I am doing  
*present continuous*

now

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









I have been doing  
*present perfect continuous*

now

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



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

<p>1</p> <div style="display: flex; justify-content: space-around;"> <div> <p>earlier</p>  </div> <div> <p>now</p>  </div> </div> <p>They <u>'ve been shopping.</u></p>	<p>2</p> <div style="display: flex; justify-content: space-around;"> <div> <p>earlier</p>  </div> <div> <p>now</p>  </div> </div> <p>She .....</p>
<p>3</p> <div style="display: flex; justify-content: space-around;"> <div> <p>earlier</p>  </div> <div> <p>now</p>  </div> </div> <p>They .....</p>	<p>4</p> <div style="display: flex; justify-content: space-around;"> <div> <p>earlier</p>  </div> <div> <p>now</p>  </div> </div> <p>He .....</p>

## 9.2 Write a question for each situation.

- You meet Paul as he is leaving the swimming pool.  
You ask: (you / swim?) Have you been swimming?
- You have just arrived to meet a friend who is waiting for you.  
You ask: (you / wait / long?) .....
- You meet a friend in the street. His face and hands are very dirty.  
You ask: (what / you / do?) .....
- A friend of yours is now working in a shop. You want to know how long.  
You ask: (how long / you / work / there?) .....
- 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.

- It's raining. The rain started two hours ago.  
It 's been raining for two hours.
- We are waiting for the bus. We started waiting 20 minutes ago.  
We ..... for 20 minutes.
- I'm learning Spanish. I started classes in December.  
I ..... since December.
- Mary is working in London. She started working there on 18 January.  
..... since 18 January.
- 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).

- Maria has been learning (Maria / learn) English for two years.
- Hello, Tom. .... (I / look) for you. Where have you been?
- Why ..... (you / look) at me like that? Stop it!
- Linda is a teacher. .... (she / teach) for ten years.
- ..... (I / think) about what you said and I've decided to take your advice.
- 'Is Paul on holiday this week?' 'No, ..... (he / work).'
- 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.

- 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.
- 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) .....
- 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) .....
- 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.

- You have a friend who is learning Arabic. You ask:  
(how long / learn / Arabic?) How long have you been learning Arabic?
- You have just arrived to meet a friend. She is waiting for you. You ask:  
(wait / long?) Have .....
- You see somebody fishing by the river. You ask:  
(catch / any fish?) .....
- Some friends of yours are having a party next week. You ask:  
(how many people / invite?) .....
- A friend of yours is a teacher. You ask:  
(how long / teach?) .....
- You meet somebody who is a writer. You ask:  
(how many books / write?) .....  
(how long / write / books?) .....
- 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).

- Where have you been? Have you been playing (you / play) tennis?
- Look! ..... (somebody / break) that window.
- You look tired. .... (you / work) hard?
- '..... (you / ever / work) in a factory?' 'No, never.'
- 'Liz is away on holiday.' 'Is she? Where ..... (she / go)?'
- My brother is an actor. .... (he / appear) in several films.
- 'Sorry I'm late.' 'That's all right. .... (I / not / wait) long.'
- 'Is it still raining?' 'No, ..... (it / stop).'
- ..... (I / lose) my address book. ....  
(you / see) it?
- ..... (I / read) the book you lent me, but .....  
..... (I / not / finish) it yet. It's very interesting.
- ..... (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?

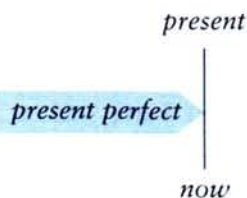
(not Do you know)

☐ 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?



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  | B  |
|--|--|
| 1 Bill is in hospital, isn't he?             | Yes, he <u>has been</u> in hospital since Monday.      |
| 2 Do you see Ann very often?                 | No, I <u>haven't seen</u> her for three months.        |
| 3 Is Margaret married?                       | Yes, she _____ married for ten years.                  |
| 4 Are you waiting for me?                    | Yes, I _____ for the last half hour.                   |
| 5 You know Linda, don't you?                 | Yes, we _____ each other a long time.                  |
| 6 Do you still play tennis?                  | No, I _____ tennis for years.                          |
| 7 Is Jim watching TV?                        | Yes, he _____ TV all evening.                          |
| 8 Do you watch TV a lot?                     | No, I _____ TV for ages.                               |
| 9 Have you got a headache?                   | Yes, I _____ a headache all morning.                   |
| 10 George is never ill, is he?               | No, he _____ ill since I've known him.                 |
| 11 Are you feeling ill?                      | Yes, I _____ ill all day.                              |
| 12 Sue lives in London, doesn't she?         | Yes, she _____ in London for the last few years.       |
| 13 Do you go to the cinema a lot?            | No, I _____ to the cinema for ages.                    |
| 14 Would you like to go to New York one day? | Yes, I _____ to go to New York.<br>(use always / want) |

# For and since

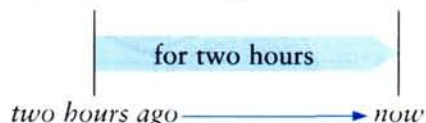
## When ... ? and How long ... ?

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**.

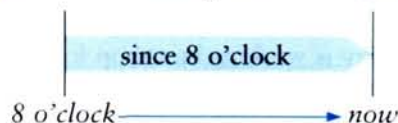


for		
two hours	a long time	a week
20 minutes	six months	ages
five days	50 years	years

- ☐ 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**.  
**when they were at school**.

A: **How long** have they known each other?

B: They've known each other { **for a long time**.  
**since they were at school**.

C

We say 'It's (a long time / two years etc.) **since** something happened':

- ☐ It's **two years since** I last saw Joe. (= I **haven't seen** Joe for two years)  
☐ It's **ages since** we went to the cinema. (= We **haven't been** to the cinema for ages)

You can ask 'How long is it since ... ?':

- ☐ **How long** is it since you last saw Joe? (= When did you last see Joe?)  
☐ **How long** is it since Mrs Hill died? (= When did Mrs Hill die?)

You can also say 'It's been (= It has been) ... **since** ...':

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

How long have you (been) ... ? → Unit 11



## 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.

<p>1</p>  <p>I can't get in. I <u>ve lost</u> (lose) my key.</p>	<p>2</p>  <p>The office is empty now. Everybody ..... (go) home.</p>
<p>3</p>  <p>I meant to call you last night, but I ..... (forget).</p>	<p>4</p>  <p>MARY ..... (go) to Egypt for a holiday, but she's back home in England now.</p>
<p>5</p>  <p>Are you OK?</p> <p>Yes, I ..... (have) a headache, but I feel fine now.</p>	<p>6</p>  <p>Can you help us? Our car ..... (break) down.</p>

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

- It stopped raining for a while, but now it's raining again. (stop)
- The town is very different now. It has changed a lot. (change)
- I did German at school, but I ..... most of it now. (forget)
- The police ..... three people, but later they let them go. (arrest)
- What do you think of my English? Do you think it ..... ? (improve)
- A: Are you still reading the paper?  
B: No, I ..... with it. You can have it. (finish)
- I ..... for a job as a tourist guide, but I wasn't successful. (apply)
- Where's my bike? It ..... outside the house, but it's not there now. (be)
- Look! There's an ambulance over there. There ..... an accident. (be)
- 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.

- Do you know about Sue? She's given up her job. OK
- My mother has grown up in Scotland. grew
- How many plays has Shakespeare written? .....
- Ow! I've cut my finger. It's bleeding. ....
- Drugs have become a big problem everywhere. ....
- The Chinese have invented paper. ....
- Where have you been born? .....
- Mary isn't at home. She's gone shopping. ....
- Albert Einstein has been the scientist who has developed the theory of relativity. ....

## 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?

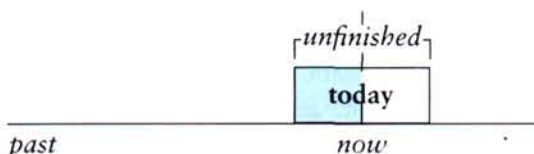
B

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.

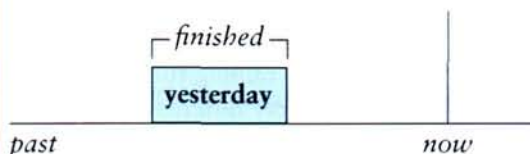


- ☐ It **hasn't** rained this week.
- ☐ Have you seen Anna **this morning**? (it is still morning)
- ☐ Have you seen Tim **recently**?
- ☐ I don't know where Lisa is. I **haven't** seen her. (= I haven't seen her recently)
- ☐ We've **been waiting** for an hour. (we are still waiting now)
- ☐ Ian lives 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:



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.

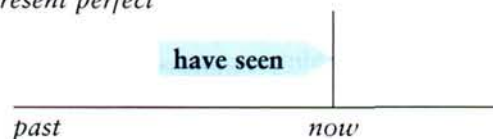
Some more examples:

- 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) .....
- 3 I invited Rachel to the party, but she couldn't come.  
(she / arrange / to do something else) .....
- 4 You went to the cinema last night. You got to the cinema late.  
(the film / already / begin) .....
- 5 It was nice to see Dan again after such a long time.  
(I / not / see / him for five years) .....
- 6 I offered Sue something to eat, but she wasn't hungry.  
(she / just / have / 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 ..... before.
- 3 Sam played tennis yesterday. He wasn't very good at it because it was his first game.  
(play) He .....
- 4 Last year we went to Denmark. It was our first time there.  
(be there) We .....

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.<br>(2) <u>We arrived at work in the morning.</u><br>(3) We called the police.                         | } We arrived at work in the morning and found that somebody <u>had broken</u> into the office during the night. So we ..... |
| 2 (1) Laura went out this morning.<br>(2) <u>I tried to phone her.</u><br>(3) There was no answer.   |   |
| 3 (1) Jim came back from holiday a few days ago.<br>(2) <u>I met him the same day.</u><br>(3) He looked very well.   | } I met Jim a few days ago. .... just ..... holiday. .... very well.  |
| 4 (1) Kevin sent Sally lots of emails.<br>(2) She never replied to them.<br>(3) <u>Yesterday he got a phone call from her.</u><br>(4) He was very surprised. |   |
|  | } Yesterday Kevin ..... from Sally. He ..... very surprised. He ..... lots of emails, but she .....                         |

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

- 1 'Was Paul at the party when you arrived?' 'No, he had gone (go) home.'
- 2 I felt very tired when I got home, so I ..... (go) straight to bed.
- 3 The house was very quiet when I got home. Everybody ..... (go) to bed.
- 4 Sorry I'm late. The car ..... (break) down on my way here.
- 5 We were driving along the road when we ..... (see) a car which ..... (break) down, so we ..... (stop) to help.

# 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

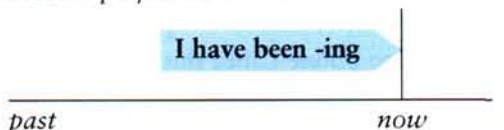
You can say that something **had been happening** for a period of time before something else happened:

- ☐ 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.

- 1 I was very tired when I arrived home.  
(I / work / hard all day) I'd been working hard all day.
- 2 The two boys came into the house. They had a football and they were both very tired.  
(they / play / football) .....
- 3 I was disappointed when I had to cancel my holiday.  
(I / look / forward to it) .....
- 4 Ann woke up in the middle of the night. She was frightened and didn't know where she was.  
(she / dream) .....
- 5 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.

- 1 We played tennis yesterday. Half an hour after we began playing, it started to rain.  
We had been playing for half an hour when it started to rain.
- 2 I had arranged to meet Tom in a restaurant. I arrived and waited for him. After 20 minutes I suddenly realised that I was in the wrong restaurant.  
I ..... for 20 minutes when I .....  
..... the wrong restaurant.
- 3 Sarah got a job in factory. Five years later the factory closed down.  
At the time the factory ..... , Sarah .....  
..... there for five years.
- 4 I went to a concert last week. The orchestra began playing. After about ten minutes a man in the audience suddenly started shouting.  
The orchestra ..... when .....

This time make your own sentence:

- 5 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).

- 1 It was very noisy next door. Our neighbours were having (have) a party.
- 2 We were good friends. We had known (know) each other for years.
- 3 John and I went for a walk. I had difficulty keeping up with him because he ..... (walk) so fast.
- 4 Sue was sitting on the ground. She was out of breath. She ..... (run).
- 5 When I arrived, everybody was sitting round the table with their mouths full. They ..... (eat).
- 6 When I arrived, everybody was sitting round the table and talking. Their mouths were empty, but their stomachs were full. They ..... (eat).
- 7 Jim was on his hands and knees on the floor. He ..... (look) for his contact lens.
- 8 When I arrived, Kate ..... (wait) for me. She was annoyed with me because I was late and she ..... (wait) for a long time.
- 9 I was sad when I sold my car. I ..... (have) it for a very long time.
- 10 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**).

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

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

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

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

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

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

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

have a baby	have a break	have a chat	have difficulty	have a good flight
have a look	<del>have lunch</del>	have a party	have a nice time	have a shower

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

# Used to (do)

**A** Study this example situation:

*a few years ago*



*these days*

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

- ☐ 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.)



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

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

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

He stopped {  
studying hard  
going to bed early  
running three miles every morning


He started {  
sleeping late  
going out in the evening  
spending a lot of money

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

- 1 He used to study hard.
- 2 He didn't use to sleep late.
- 3 .....
- 4 .....
- 5 .....
- 6 .....

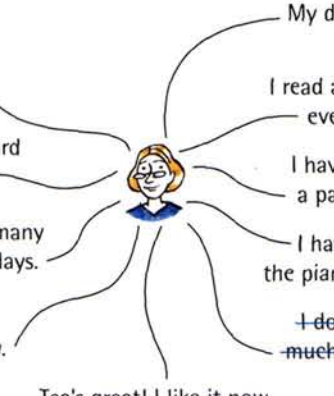
18.3 Compare what Karen said five years ago and what she says today:

FIVE YEARS AGO



A mind map with a central circle containing a drawing of a woman's face. Eight lines radiate from the circle to text boxes. The text boxes contain: 'I'm a hotel receptionist.', 'I play the piano.', 'I never read newspapers.', 'I don't drink tea.', 'I've got a dog.', 'I go to a lot of parties.', 'I don't like cheese.', and 'I'm very lazy.' One line also points to the crossed-out text 'I travel a lot.'

TODAY



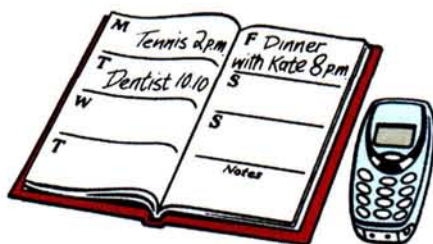
A mind map with a central circle containing a drawing of the same woman's face, now wearing glasses. Eight lines radiate from the circle to text boxes. The text boxes contain: 'My dog died two years ago.', 'I read a newspaper every day now.', 'I haven't been to a party for ages.', 'I haven't played the piano for years.', 'I don't go away much these days.', 'Tea's great! I like it now.', 'I work in a bookshop now.', and 'I don't know many people these days.' One line also points to the crossed-out text 'I eat lots of cheese now.'

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

- 1 She used to travel a lot, but she doesn't go away much these days.
- 2 She used ..... but .....
- 3 ..... but .....
- 4 ..... but .....
- 5 ..... but .....
- 6 ..... but .....
- 7 ..... but .....
- 8 ..... but .....
- 9 ..... but .....
- 10 ..... 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 '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.

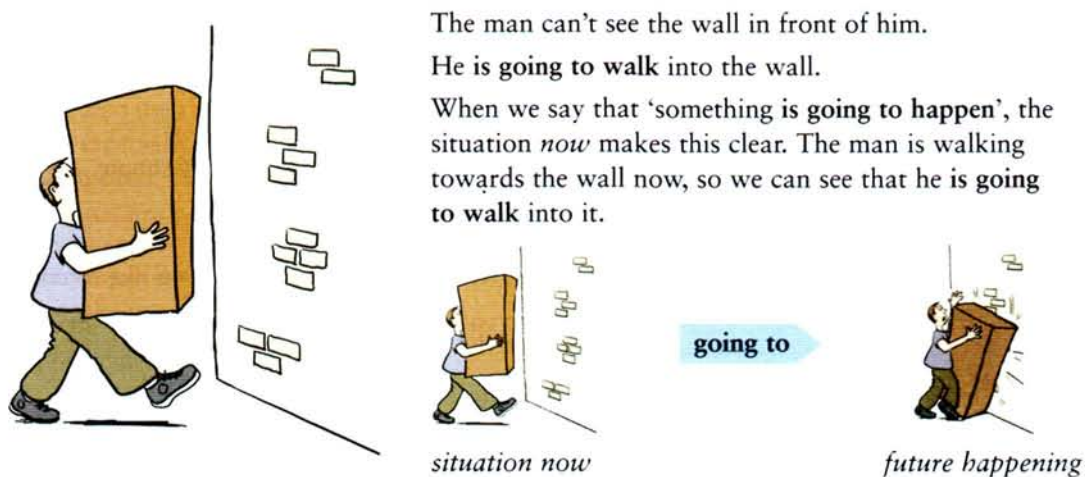
**I am going to do something** = I've decided to do it (but perhaps not *arranged* to do it):

- ☐ '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:



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.

You can use **won't** to say that somebody refuses to do something:

- ☐ I've tried to give her advice, but she **won't listen**.
- ☐ The car **won't start**. (= the car 'refuses' to start)



## D

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

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

We use **shall I ... ? / shall we ... ?** to ask somebody's opinion (especially in offers or suggestions):

- ☐ **Shall I** open the window? (= Do you want me to open the window?)
- ☐ I've got no money. What **shall I** do? (= What do you suggest?)
- ☐ 'Shall we go?' 'Just a minute. I'm not ready yet.'
- ☐ Where **shall we** go this evening?

Compare **shall I ... ?** and **will you ... ?**:

- ☐ **Shall I** shut the door? (= Do you want me to shut it?)
- ☐ **Will you** shut the door? (= I want you to shut it)



## 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.  
.....

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

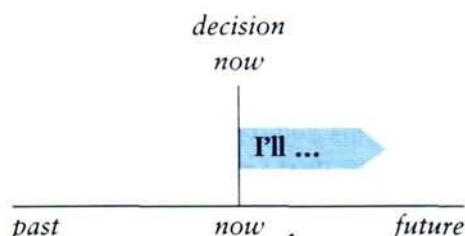
## Future actions

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

Sue is talking to Helen:



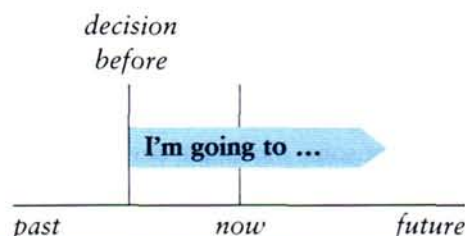
**will ('ll)**: We use **will** when we decide to do something at the time of speaking. The speaker has not decided before. The party is a new idea.



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.

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

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



Later in the programme I'll be talking to ...

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.


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

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

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

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

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

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).

- Don't phone between 7 and 8. We'll be having (we / have) dinner then.
- Phone me after 8 o'clock. .... (we / finish) dinner by then.
- Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, .... (we / play) tennis.
- A: Can we meet tomorrow?  
B: Yes, but not in the afternoon. .... (I / work).
- 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.
- 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.
- Do you think .... (you / still / do) the same job in ten years' time?
- 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.
- If you need to contact me, .... (I / stay) at the Lion Hotel until Friday.
- A: .... (you / see) Laura tomorrow?  
B: Yes, probably. Why?  
A: I borrowed this CD from her. Can you give it back to her?

## 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:

- |   |    |   |
|---|----|---|
| <input type="checkbox"/> I'll come as soon as I finish.                     | or | I'll come as soon as I've finished.                   |
| <input type="checkbox"/> You'll feel better after you have something to eat | 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.).

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

25.2 Make one sentence from two.

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

25.3 Read the situations and complete the sentences.

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

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

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

- |  |   |
|--|---|
| <input type="checkbox"/> I <b>can't</b> sleep.                               | <input type="checkbox"/> I <b>haven't been able to</b> sleep recently.                              |
| <input type="checkbox"/> Tom <b>can</b> come tomorrow.                       | <input type="checkbox"/> Tom <b>might be able to</b> come tomorrow.                                 |
| <input type="checkbox"/> Maria <b>can</b> speak French, Spanish and English. | <input type="checkbox"/> Applicants for the job <b>must be able to</b> 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.

- Gary has travelled a lot. He can speak five languages.
- I haven't been able to sleep very well recently.
- Nicole ..... drive, but she hasn't got a car.
- I used to ..... stand on my head, but I can't do it now.
- I can't understand Martin. I've never ..... understand him.
- I can't see you on Friday, but I ..... meet you on Saturday morning.
- Ask Catherine about your problem. She might ..... help you.

26.2 Write sentences about yourself using the ideas in brackets.

- (something you used to be able to do)  
I used to be able to sing well.
- (something you used to be able to do)  
I used .....
- (something you would like to be able to do)  
I'd .....
- (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

- I'm afraid I can't come to your party next week.
- When Tim was 16, he ..... 100 metres in 11 seconds.
- 'Are you in a hurry?' 'No, I've got plenty of time. I .....'
- I was feeling sick yesterday. I ..... anything.
- Can you speak a little louder? I ..... you very well.
- 'You look tired.' 'Yes, I ..... last night.'

26.4 Complete the answers to the questions with was/were able to ...

- A: Did everybody escape from the fire?  
B: Yes, although the fire spread quickly, everybody was able to escape.
- A: Did you finish your work this afternoon?  
B: Yes, there was nobody to disturb me, so I .....
- A: Did you have difficulty finding our house?  
B: Not really. Your directions were good and we .....
- 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.

- My grandfather travelled a lot. He could speak five languages.
- I looked everywhere for the book, but I couldn't find it.
- They didn't want to come with us at first, but we managed to persuade them.
- Laura had hurt her leg and ..... walk very well.
- Sue wasn't at home when I phoned, but I ..... contact her at her office.
- I looked very carefully and I ..... see somebody in the distance.
- I wanted to buy some tomatoes. The first shop I went to didn't have any, but I ..... get some in the next shop.
- My grandmother loved music. She ..... play the piano very well.
- A girl fell into the river, but fortunately we ..... rescue her.
- 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**.

What shall we  
do this evening?



We **could** go to the cinema.

**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.

- 1 Where shall we go for our holidays?
- 2 What shall we have for dinner tonight?
- 3 When shall I phone Angela?
- 4 What shall I give Ann for her birthday?
- 5 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.

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

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

- 1 A: What shall we do this evening?  
 B: I don't mind. We could go to the cinema.
- 2 A: I had a very boring evening at home yesterday.  
 B: Why did you stay at home? You ..... out with us.
- 3 A: There's an interesting job advertised in the paper. You ..... for it.  
 B: What sort of job? Show me the advertisement.
- 4 A: How was your exam? Was it difficult?  
 B: It wasn't so bad. It ..... worse.
- 5 A: I got very wet walking home in the rain last night.  
 B: Why did you walk? You ..... a taxi.
- 6 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

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

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.)	<b>must</b>	be (tired / hungry / at work etc.)
	<b>can't</b>	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:



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.)	<b>must</b>	<b>have</b>	been (asleep / at work etc.)
	<b>can't</b>		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.

Where's Bob?

He **may** be in his office. (= perhaps he is in his office)

He **might** be **having** lunch. (= perhaps he is having lunch)

Ask Ann. She **might** know. (= perhaps she knows)

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

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

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

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

Study the structure:

I/you/he (etc.)	<b>may</b> <b>might</b>	(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.)	<b>may</b> <b>might</b>	(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. She might be in her office.
- 2 Perhaps Helen is busy. ....
- 3 Perhaps she is working. ....
- 4 Perhaps she wants to be alone. ....
- 5 Perhaps she was ill yesterday. ....
- 6 Perhaps she went home early. ....
- 7 Perhaps she had to go home early. ....
- 8 Perhaps she was working yesterday. ....

In sentences 9–11 use **might not**.

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

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

- 1 'Where's Sam?' 'I'm not sure. He might 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**.

- Where are you going for your holidays? (to Ireland???)  
I haven't decided yet. I might go to Ireland.
- What sort of car are you going to buy? (a Mercedes???)  
I'm not sure yet. I .....
- What are you doing this weekend? (go to London???)  
I haven't decided yet. ....
- When is Tom coming to see us? (on Saturday???)  
He hasn't said yet. ....
- Where are you going to hang that picture? (in the dining room???)  
I haven't made up my mind yet. ....
- 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

- Take an umbrella with you when you go out. It might rain later.
- Don't make too much noise. You ..... the baby.
- Be careful of that dog. It ..... you.
- I don't think we should throw that letter away. We ..... it later.
- Be careful. The footpath is very icy. You .....
- 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.

- I can't help you, but why don't you ask Jane? She might be able to help you.
- I can't meet you this evening, but I ..... you tomorrow.
- I'm not working on Saturday, but I ..... on Sunday.
- I can come to the meeting, but I ..... before the end.

30.4 Write sentences with **might not**.

- I'm not sure that Liz will come to the party.  
Liz might not come to the party.
- I'm not sure that I'll go out this evening.  
I .....
- I'm not sure that we'll get tickets for the concert.  
We .....
- 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**.

- 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.
- 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.
- 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.
- 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. \_\_\_\_\_ the window.  
(we / close)
- 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.

later



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: .....
- 3 Peter needs a job. He's just seen an advertisement for a job which you think would be ideal for him, but he's not sure whether to apply or not. You say to him:  
I think .....
- 4 The government wants to increase taxes, but you don't think this is a good idea.  
.....

33.3 Complete the sentences with **should (have) + the verb in brackets**.

- 1 Diane should pass the exam. She's been studying very hard. (pass)
- 2 You missed a great party last night. You should have come. (come)
- 3 We don't see you enough. You ..... and see us more often. (come)
- 4 I'm in a difficult position. What do you think I ..... ? (do)
- 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.

- '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.
- 'You really must stay a little longer,' she said to me.  
She insisted that I .....
- 'Why don't you visit the museum after lunch?' I said to them.  
I suggested that .....
- 'You must pay the rent by Friday,' the landlord said to us.  
The landlord demanded that .....
- '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?

- Tom suggested that I should look for another job. OK
  - Tom suggested that I look for another job. ....
  - Tom suggested that I looked for another job. ....
  - Tom suggested me to look for another job. ....
- Where do you suggest I go for my holiday? ....
  - Where do you suggest me to go for my holiday? ....
  - 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

- It's strange that he should be late. He's usually on time.
- It's funny that you ..... that. I was going to say the same thing.
- It's only natural that parents ..... about their children.
- Isn't it typical of Joe that he ..... without saying goodbye to anybody?
- I was surprised that they ..... me for advice. What advice could I give them?
- 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 ...

- I'm going out now. If Tom should phone, tell him I'll call him back this evening.  
(Tom / phone)
- I've hung the washing out to dry on the balcony. ....  
can you bring the washing in, please? (it / rain)
- I think everything will be OK. .... any problems,  
I'm sure we'll be able to solve them. (there / be)
- 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.

- (3) Should ....., I'm sure we'll be able to solve them.
- (4) ....., just say that you don't know.

## 34.5 (Section E) Complete the sentences using I should + the following:

buy keep phone ~~wait~~

- 'Shall I leave now?' 'No, I should wait a bit longer.'
- 'Shall I throw these things away?' 'No, ..... them. You may need them.'
- 'Shall I go and see Paul?' 'Yes, but ..... him first.'
- '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.

- 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.
- Michael has just cut himself. It's a bad cut. You say to him:  
(a plaster) .....
- You and Kate plan to go to a restaurant this evening. It's a popular restaurant. You say to Kate:  
(reserve) We .....
- Jill doesn't look very well – not well enough to go to work. You say to her:  
(work) .....
- You received the phone bill four weeks ago, but you haven't paid it yet. If you don't pay soon, you could be in trouble. You say to yourself:  
(pay) .....
- You want to go out, but you're expecting an important phone call. You say to your friend:  
(go out) I .....
- 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**.

- I have an appointment in ten minutes. I 'd better go now or I'll be late.
- It's a great film. You should go and see it. You'll really like it.
- I ..... get up early tomorrow. I've got a lot to do.
- When people are driving, they ..... keep their eyes on the road.
- I'm glad you came to see us. You ..... come more often.
- She'll be upset if we don't invite her to the wedding, so we ..... invite her.
- These biscuits are delicious. You ..... try one.
- I think everybody ..... learn a foreign language.

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

- a I need some money. I'd better go to the bank.  
b John is expecting you to phone him. You ..... better phone him now.  
c 'Shall I leave the window open?' 'No, you'd better ..... it.'  
d We'd better leave as soon as possible, ..... we?
- a It's time the government ..... something about the problem.  
b It's time something ..... about the problem.  
c I think it's about time you ..... about other people instead of only thinking about yourself.

**35.4** Read the situations and write sentences with **It's time** (somebody did something).

- You think the children should be in bed. It's already 11 o'clock.  
It's time the children were in bed.
- You haven't had a holiday for a very long time. You need one now.  
It's time I .....
- You're sitting on a train waiting for it to leave the station. It's already five minutes late.  
.....
- You enjoy having parties. You haven't had one for a long time.  
.....
- The company you work for has been badly managed for a long time. You think some changes should be made.  
.....
- 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 <b>phone</b> you on Sunday.	→ Tom said he'd <b>phone</b> me on Sunday.
<input type="checkbox"/> ANN: I promise I <b>won't</b> be late.	→ Ann promised that she <b>wouldn't</b> be late.
<input type="checkbox"/> LIZ: Damn! The car <b>won't</b> start.	→ Liz was annoyed because her car <b>wouldn't</b> 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. 1c
- 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. ....

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.

Could you open the door, please?



## 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 ...*.

- 1 You're carrying a lot of things. You can't open the door yourself. There's a man standing near the door. You say to him: *Could you open the door, please?*
- 2 You phone Sue, but somebody else answers. Sue isn't there. You want to leave a message for her. You say: .....
- 3 You're a tourist. You want to go to the station, but you don't know how to get there. You ask at your hotel: .....
- 4 You are in a clothes shop. You see some trousers you like and you want to try them on. You say to the shop assistant: .....
- 5 You have a car. You have to go the same way as Steve, who is on foot. You offer him a lift. You say to him: .....

## 37.2 Read the situation and write a question using the word in brackets.

- 1 You want to borrow your friend's camera. What do you say to him?  
(think) *Do you think I could borrow your camera?*
- 2 You are at a friend's house and you want to use her phone. What do you say?  
(all right) *Is it all right if I use your phone?*
- 3 You've written a letter in English. Before you send it, you want a friend to check it for you. What do you ask?  
(think) .....
- 4 You want to leave work early. What do you ask your boss?  
(mind) .....
- 5 The woman in the next room is playing music. It's very loud. You want her to turn it down. What do you say to her?  
(think) .....
- 6 You're on a train. The window is open and you're feeling cold. You'd like to close it, but first you ask the woman next to you.  
(OK) .....
- 7 You're still on the train. The woman next to you has finished reading her newspaper, and you'd like to have a look at it. You ask her.  
(think) .....

## 37.3 What would you say in these situations?

- 1 Paul has come to see you in your flat. You offer him something to eat.  
YOU: *Would you like something to eat?* ?  
PAUL: No, thank you. I've just eaten.
- 2 You need help to change the film in your camera. You ask Kate.  
YOU: I don't know how to change the film. ?  
KATE: Sure. It's easy. All you have to do is this.
- 3 You're on a bus. You have a seat, but an elderly man is standing. You offer him your seat.  
YOU: ?  
MAN: Oh, that's very kind of you. Thank you very much.
- 4 You're the passenger in a car. Your friend is driving very fast. You ask her to slow down.  
YOU: You're making me very nervous. ?  
DRIVER: Oh, I'm sorry. I didn't realise I was going so fast.
- 5 You've finished your meal in a restaurant and now you want the bill. You ask the waiter:  
YOU: ?  
WAITER: Right. I'll get it for you now.
- 6 A friend of yours is interested in one of your books. You invite him to borrow it.  
FRIEND: This looks very interesting.  
YOU: Yes, it's a good book. ?

## If I do ... and If I did ...

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.

If I won a million pounds ...



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

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 <b>would have gone out</b> . we <b>could have gone out</b> . (= we would have been able to go out) we <b>might have gone out</b> . (= 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).

- 1 I wish you a pleasant stay here.
- 2 Enjoy your holiday. I you have a great time.
- 3 Goodbye. I you all the best.
- 4 We said goodbye to each other and each other luck.
- 5 We're going to have a picnic tomorrow, so I the weather is nice.
- 6 I you luck in your new job. I it works out well for you.

41.2 What do you say in these situations? Write sentences with I wish ... would ... .

- 1 It's raining. You want to go out, but not in the rain.  
You say: I wish it would stop raining.
- 2 You're waiting for Jane. She's late and you're getting impatient.  
You say to yourself: I wish
- 3 You're looking for a job – so far without success. Nobody will give you a job.  
You say: I wish somebody
- 4 You can hear a baby crying. It's been crying for a long time and you're trying to study.  
You say:
- 5 Brian has been wearing the same clothes for years. You think he needs some new clothes.  
You say to Brian:

For the following situations, write sentences with I wish ... wouldn't ... .

- 6 Your friend drives very fast. You don't like this.  
You say to your friend: I wish you
- 7 Joe leaves the door open all the time. This annoys you.  
You say to Joe:
- 8 A lot of people drop litter in the street. You don't like this.  
You say: I wish people

41.3 Are these sentences right or wrong? Correct them where necessary.

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

41.4 Put the verb into the correct form.

- 1 It was a stupid thing to say. I wish I hadn't said it. (I / not / say)
- 2 I'm fed up with this rain. I wish it would stop . (it / stop)
- 3 It's a difficult question. I wish the answer. (I / know)
- 4 I should have listened to you. I wish your advice. (I / take)
- 5 You're lucky to be going away. I wish with you. (I / can / come)
- 6 I have no energy at the moment. I wish so tired. (I / not / be)
- 7 Aren't they ready yet? I wish up. (they / hurry)
- 8 It would be nice to stay here longer. I wish to leave now.  
(we / not / have)
- 9 When we were in London last year, we didn't have time to see all the things we wanted to see.  
I wish longer. (we / can / stay)
- 10 It's freezing today. I wish so cold. I hate cold weather. (it / not / be)
- 11 Joe still doesn't know what he wants to do. I wish . (he / decide)
- 12 I really didn't enjoy the party. I wish . (we / not / go)

## Passive 1 (is done / was done)

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
- overtake
- damage
- show
- hold
- surround
- invite
- translate
- make
- write

- 1 Many accidents are caused by dangerous driving.
- 2 Cheese ..... from milk.
- 3 The roof of the building ..... in a storm a few days ago.
- 4 You ..... to the wedding. Why didn't you go?
- 5 A cinema is a place where films .....
- 6 In the United States, elections for president ..... every four years.
- 7 Originally the book ..... in Spanish, and a few years ago it  
..... into English.
- 8 Although we were driving quite fast, we ..... by a lot of other cars.
- 9 You can't see the house from the road. It ..... by trees.

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

- 1 Ask about glass. (how / make?) How is glass made?
- 2 Ask about television. (when / invent?) .....
- 3 Ask about mountains. (how / form?) .....
- 4 Ask about Pluto (*the planet*). (when / discover?) .....
- 5 Ask about silver. (what / use for?) .....

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

- 1 It's a big factory. Five hundred people are employed (employ) there.
- 2 Did somebody clean (somebody / clean) this room yesterday?
- 3 Water ..... (cover) most of the earth's surface.
- 4 How much of the earth's surface ..... (cover) by water?
- 5 The park gates ..... (lock) at 6.30 p.m. every evening.
- 6 The letter ..... (post) a week ago and it ..... (arrive) yesterday.
- 7 The boat hit a rock and ..... (sink) quickly. Fortunately everybody  
..... (rescue).
- 8 Richard's parents ..... (die) when he was very young. He and his sister  
..... (bring up) by their grandparents.
- 9 I was born in London, but I ..... (grow up) in Canada.
- 10 While I was on holiday, my camera ..... (steal) from my hotel room.
- 11 While I was on holiday, my camera ..... (disappear) from my hotel room.
- 12 Why ..... (Sue / resign) from her job? Didn't she enjoy it?
- 13 Why ..... (Bill / sack) from his job? What did he do wrong?
- 14 The company is not independent. It ..... (own) by a much larger company.
- 15 I saw an accident last night. Somebody ..... (call) an ambulance but nobody  
..... (injure), so the ambulance ..... (not / need).
- 16 Where ..... (these photographs / take)? In London?  
..... (you / take) them, or somebody else?
- 17 Sometimes it's quite noisy living here, but it's not a problem for me –  
I ..... (not / bother) by it.

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

- 1 Somebody cleans the room every day. The room is cleaned every day.
- 2 They cancelled all flights because of fog. All .....
- 3 People don't use this road much. ....
- 4 Somebody accused me of stealing money. I .....
- 5 How do people learn languages? How .....
- 6 Somebody warned us 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)ingSomebody 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)ingSomebody 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, <u>it can be washed</u> | 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.).

- The situation is serious. Something must be done before it's too late.
- I haven't received the letter. It might have been sent to the wrong address.
- A decision will not ..... until the next meeting.
- Do you think that more money should ..... on education?
- This road is in very bad condition. It should ..... a long time ago.
- The injured man couldn't walk and had to .....
- It's not certain how the fire started, but it might ..... by an electrical fault.
- I told the hotel receptionist I wanted to ..... at 6.30 the next morning.
- 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.

- Somebody has cleaned the room. The room has been cleaned.
- They have postponed the meeting. The .....
- Somebody is using the computer at the moment.  
The computer .....
- I didn't realise that somebody was recording our conversation.  
I didn't realise that .....
- When we got to the stadium, we found that they had cancelled the game.  
When we got to the stadium, we found that .....
- They are building a new ring road round the city.  
.....
- 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.

- There's somebody behind us. (I think / we / follow) I think we're being followed.
- This room looks different. (you / paint / the walls?) Have you painted the walls?
- My car has disappeared. (it / steal!) It .....
- My umbrella has disappeared. (somebody / take) Somebody .....
- Sam gets a higher salary now. (he / promote) He .....
- Ann can't use her office at the moment. (it / redecorate) It .....
- The photocopier broke down yesterday, but now it's OK. (it / work / again ; it / repair)  
It ..... It .....
- When I went into the room, I saw that the table and chairs were not in the same place.  
(the furniture / move) The .....
- The man next door disappeared six months ago. (he / not / see / since then)  
He .....
- I wonder how Jane is these days. (I / not / see / for ages)  
I .....
- A friend of mine was mugged on his way home a few nights ago. (you / ever / mug?)  
.....

## Passive 3

A

I was offered ... / we were given ... etc.

Some verbs can have two objects. For example, give:

- ☐ Somebody gave the police the information. (= Somebody gave the information to the police)
- object 1                  object 2

So it is possible to make two passive sentences:

- ☐ The police were given the information. or  
The information was given to the police.

Other verbs which can have two objects are:

ask    offer    pay    show    teach    tell

When we use these verbs in the passive, most often we begin with the *person*:

- ☐ I was offered the job, but I refused it. (= they offered me the job)  
☐ You will be given plenty of time to decide. (= we will give you plenty of time)  
☐ Have you been shown the new machine? (= has anybody shown you?)  
☐ The men were paid £400 to do the work. (= somebody paid the men £400)

B

I don't like being ...

The passive of doing/seeing etc. is **being done** / **being seen** etc. Compare:*active:* I don't like **people telling me** what to do.*passive:* I don't like **being told** what to do.

- ☐ I remember **being taken** to the zoo when I was a child.  
 (= I remember somebody taking me to the zoo)  
☐ Steve hates **being kept** waiting. (= he hates people keeping him waiting)  
☐ We managed to climb over the wall without **being seen**. (= without anybody seeing us)

C

I was born ...

We say 'I was born ...' (*not* I am born):

- ☐ I **was born** in Chicago.  
☐ Where **were you born**? (*not* Where are you born?) } *past*

*but*

- ☐ How many babies **are born** every day? *present*

D

Get

You can use **get** instead of **be** in the passive:

- ☐ There was a fight at the party, but nobody **got hurt**. (= nobody **was** hurt)  
☐ I don't often **get invited** to parties. (= I'm not often invited)  
☐ I'm surprised Liz **didn't get offered** the job. (= Liz **wasn't offered** the job)

You can use **get** only when things *happen*. For example, you cannot use **get** in the following sentences:

- ☐ Jill **is liked** by everybody. (*not* gets liked – this is not a 'happening')  
☐ He was a mystery man. Very little **was known** about him. (*not* got known)

We use **get** mainly in informal spoken English. You can use **be** in all situations.We also use **get** in the following expressions (which are not passive in meaning):

- get married, get divorced**                      **get lost** (= not know where you are)  
**get dressed** (= put on your clothes)        **get changed** (= change your clothes)



## 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 you .....

## 44.2 Complete the sentences using being + the following (in the correct form):

give invite ~~keep~~ knock down stick treat1 Steve hates being kept waiting.

2 We went to the party without .....

3 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 of .....

5 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
<del>Walt Disney</del>	Martin Luther King	William Shakespeare	1770	<del>1901</del>	

1 Walt Disney was born in 1901.

2 .....

3 .....

4 .....

5 .....

6 .....

7 And you? I .....

## 44.4 Complete the sentences using get/got + the following verbs (in the correct form):

ask damage ~~hurt~~ pay steal sting stop use1 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 to .....

8 People often want to know what my job is. I often ..... that question.

It is said that ... He is said to ...  
He is supposed to ...

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 a white pullover and blue jeans. 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 between them. 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 're 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:



LISA

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

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.

<p>1</p>  <p>SARAH</p> <p>(a) Sarah is cutting her hair. (b) Sarah is having her hair cut.</p>	<p>2</p>  <p>BILL</p> <p>(a) Bill is cutting his hair. (b) Bill is having his hair cut.</p>	<p>3</p>  <p>JOHN</p> <p>(a) John is cleaning his shoes. (b) John is having his shoes cleaned.</p>	<p>4</p>  <p>SUE</p> <p>(a) Sue is taking a photograph. (b) Sue is having her photograph taken.</p>
---	--	---	--

46.2 Answer the questions using **To have something done**. Choose from the boxes:

<del>my car</del>	my eyes	my jacket	my watch	clean	repair	<del>service</del>	test
-------------------	---------	-----------	----------	-------	--------	--------------------	------

- Why did you go to the garage? To have my car serviced.
- Why did you go to the cleaner's? To .....
- Why did you go to the jeweller's? .....
- Why did you go to the optician's? .....

46.3 Write sentences in the way shown.

- Lisa didn't repair the roof herself. She had it repaired.
- I didn't cut my hair myself. I .....
- They didn't paint the house themselves. They .....
- John didn't build that wall himself. ....
- I didn't deliver the flowers myself. ....

46.4 Use the words in brackets to complete the sentences. Use the structure **have something done**.

- We are having the house painted (the house / paint) at the moment.
- I lost my key. I'll have to ..... (another key / make).
- When was the last time you ..... (your hair / cut)?
- ..... (you / a newspaper / deliver) to your house every day, or do you go out and buy one?
- A: What are those workmen doing in your garden?  
B: Oh, we ..... (a garage / build).
- A: Can I see the photographs you took when you were on holiday?  
B: I'm afraid I ..... (not / the film / develop) yet.
- This coat is dirty. I must ..... (it / clean).
- If you want to wear earrings, why don't you ..... (your ears / pierce)?
- 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).

- Gary was in a fight last night. He had his nose broken (his nose / break).
- Did I tell you about Jane? She ..... (her handbag / steal) last week.
- 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.

PAUL

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.'



JENNY

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.

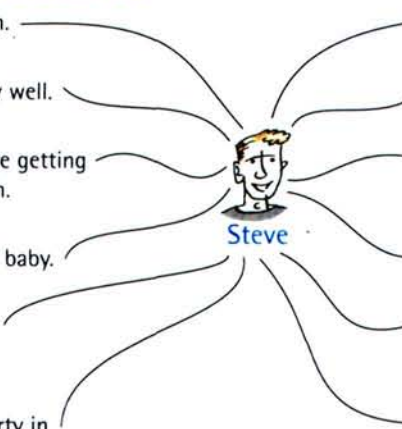
C

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**:

- ☐ Sonia **told me** that you were in hospital. (*not* Sonia said me)
- ☐ What did you **tell the police**? (*not* say the police)

**TELL SOMEBODY**

Otherwise use **say**:

- ☐ Sonia **said** that you were in hospital. (*not* Sonia told that ...)
- ☐ What did you **say**?

**SAY SOMEBODY**

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 don't have any brothers or sisters.

I can't drive.

I don't like fish.

Jane has a very well-paid job.

I'm working tomorrow evening.

Jane is a friend of mine.

~~Dave is lazy.~~

But later Sarah says something different to you. What do you say?

Sarah

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 .....
- 3 Sue was nervous about the situation. I told .....
- 4 I couldn't move the piano alone, so I .....
- 5 The customs officer looked at me suspiciously and .....
- 6 Tom was going to the shop, so I .....
- 7 The man started asking me personal questions, so I .....
- 8 John was very much in love with Mary, so he .....
- 9 I didn't want to delay Helen, so I .....

## 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** .

*object*

**Who** did Emma telephone?

**who** *subject*

**Somebody** telephoned Emma.

*subject*

**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 ... ?**:

- ☐ **Who** do you want to speak to?
- ☐ **Which** job has Ann applied for?
- ☐ **What** was the weather like yesterday?
- ☐ **Where** are you from?

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

- ☐ To whom do you wish to speak?

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) .....
- 3 (when / invented / the computer / was) .....
- 4 (why / Sue / working / isn't / today) .....
- 5 (what time / coming / your friends / are) .....
- 6 (why / was / cancelled / the concert) .....
- 7 (where / your mother / was / born) .....
- 8 (why / you / to the party / didn't / come) .....
- 9 (how / the accident / did / happen) .....
- 10 (why / this machine / doesn't / work) .....

## 49.4 Write negative questions from the words in brackets. In each situation you are surprised.

- 1 A: We won't see Liz this evening.  
B: Why not? (she / not / come / to the party?) Isn't she coming to the party?
- 2 A: I hope we don't meet David tonight.  
B: Why? (you / not / like / him?) .....
- 3 A: Don't go and see that film.  
B: Why not? (it / not / good?) .....
- 4 A: I'll have to borrow some money.  
B: Why? (you / not / have / any?) .....

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

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?        | <i>but</i> 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? | <i>but</i> Do you know what time the film begins? |
|   | ( <i>not</i> 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? | <i>but</i> Do you know if anybody saw you? |
|   | or ... <b>whether</b> anybody saw you?     |

B

He asked me where ... (reported questions)

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

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

In reported speech the verb usually changes to the past (were, closed etc.). See Unit 47.

Study these examples. You had an interview for a job and these were some of the questions the interviewer asked you:



Are you willing to travel?

Why did you apply for the job?

What do you do in your spare time?

Can you speak any foreign languages?

How long have you been working in your present job?

Do you have a driving licence?

Later you tell a friend what the interviewer asked you. You use *reported* speech:

- ☐ She asked if (*or whether*) **I was** willing to travel.
- ☐ She wanted to know what **I did** in my spare time.
- ☐ She asked how long **I had** been working in my present job.
- ☐ She asked why **I had** applied for the job. (*or ... why I applied*)
- ☐ She wanted to know if (*or whether*) **I could** speak any foreign languages.
- ☐ She asked if (*or whether*) **I had** a driving licence.



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?

2 Where have you been?

3 How long have you been back?

4 What are you doing now?



Tony

5 Why did you come back?

6 Where are you living?

7 Are you glad to be back?

8 Do you have any plans to go away again?

9 Can you lend me some money?

Now you tell another friend what Tony asked you. Use reported speech.

- 1 He asked me how I was.
- 2 He asked me .....
- 3 He .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....

# Auxiliary verbs (have/do/can etc.)

## I think so / I hope so etc.

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.




Sue

I'm hungry.  
I'm not tired.  
I like football.  
I didn't enjoy the film.  
I've never been to Australia.  
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.



Tina

I'm feeling tired.  
I work hard.  
I watched television last night.  
I won't be at home tomorrow.  
I like reading. I read a lot.  
I'd like to live somewhere else.  
I can't go out tonight.

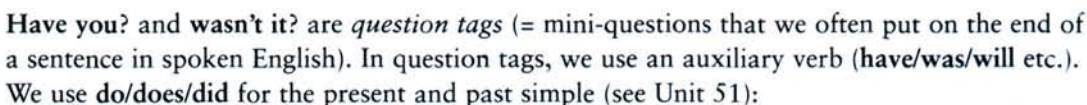
So am I!  
Do you? What do you do?  
.....  
.....  
.....  
.....

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) .....

Study these examples:



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

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

Notice the meaning of **yes** and **no** in answer to a negative sentence:

- 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:

- But if the voice goes *up*, it is a real question:

- 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:

- 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, ..... ?
- 4 You weren't listening, ..... ?
- 5 Sue doesn't know Ann, ..... ?
- 6 Jack's on holiday, ..... ?
- 7 Kate's applied for the job, ..... ?
- 8 You can speak German, ..... ?
- 9 He won't mind if I use his phone, ..... ?
- 10 There are a lot of people here, ..... ?
- 11 Let's go out tonight, ..... ?
- 12 This isn't very interesting, ..... ?
- 13 I'm too impatient, ..... ?
- 14 You wouldn't tell anyone, ..... ?
- 15 Helen has lived here a long time, ..... ?
- 16 I shouldn't have lost my temper, ..... ?
- 17 He'd never met her before, ..... ?
- 18 Don't drop that vase, ..... ?

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 cut your hair, 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 should get some stamps, don't you?
- 3 You're looking for Diane. Perhaps Kate knows where she is. Ask her.  
Kate, you know where Diane is, don't you?
- 4 You need a bicycle pump. Perhaps Helen has got one. Ask her.  
Helen, you have a bicycle pump, don't you?
- 5 Ann has a car and you need a lift to the station. Perhaps she'll take you. Ask her.  
Ann, you'll take me to the station, won't you?
- 6 You're looking for your keys. Perhaps Robert has seen them. Ask him.  
Robert, you've seen my keys, haven't you?

## 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


- He tried to avoid answering my question.
- Could you please stop ..... so much noise?
- I enjoy ..... to music.
- I considered ..... for the job, but in the end I decided against it.
- Have you finished ..... the newspaper yet?
- We need to change our routine. We can't go on ..... like this.
- I don't mind you ..... the phone as long as you pay for all your calls.
- My memory is getting worse. I keep ..... things.
- I've put off ..... the letter so many times. I really must do it today.
- What a stupid thing to do! Can you imagine anybody ..... so stupid?
- I've given up ..... to lose weight – it's impossible.
- If you invest your money on the stock market, you risk ..... it.


## 53.2 Complete the sentences for each situation using -ing.


- What shall we do?  We could go to the zoo.

She suggested going to the zoo.
- Do you want to play tennis?  No, not really.

He didn't fancy .....
- You were driving too fast.  Yes, it's true. Sorry!

She admitted .....
- Why don't we go for a swim?  Good idea!

She suggested .....
- You broke the CD player.  No, I didn't!

He denied .....
- 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.

- I can do what I want and you can't stop me.  
You can't stop me doing what I want.
- It's not a good idea to travel during the rush hour.  
It's better to avoid .....
- Shall we paint the kitchen next weekend instead of this weekend?  
Shall we postpone ..... until .....?
- Could you turn the radio down, please?  
Would you mind .....?
- Please don't interrupt me all the time.  
Would you mind .....?

## 53.4 Use your own ideas to complete these sentences. Use -ing.

- She's a very interesting person. I always enjoy talking to her.
- I'm not feeling very well. I don't fancy .....
- I'm afraid there aren't any chairs. I hope you don't mind .....
- It was a beautiful day, so I suggested .....
- It was very funny. I couldn't stop .....
- 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.                | They decided <u>to get married</u> . |
| 2 | Please help me.               | OK.                        | She agreed .....                     |
| 3 | Can I carry your bag for you? | No, thanks. I can manage.  | He offered .....                     |
| 4 | Let's meet at 8 o'clock.      | OK, fine.                  | They arranged .....                  |
| 5 | What's your name?             | I'm not going to tell you. | She refused .....                    |
| 6 | Please don't tell anyone.     | I won't. I promise.        | She promised .....                   |

## 54.2 Complete each sentence with a suitable verb.

- Don't forget to post the letter I gave you.
- There was a lot of traffic, but we managed ..... to the airport in time.
- Jill has decided not ..... a car.
- We've got a new computer in our office. I haven't learnt ..... it yet.
- Karen failed ..... a good impression at the job interview.
- 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.)

- When I'm tired, I enjoy watching television. It's relaxing. (watch)
- It was a nice day, so we decided ..... for a walk. (go)
- It's a nice day. Does anyone fancy ..... for a walk? (go)
- I'm not in a hurry. I don't mind ..... . (wait)
- They don't have much money. They can't afford ..... out very often. (go)
- I wish that dog would stop ..... . It's driving me mad. (bark)
- Our neighbour threatened ..... the police if we didn't stop the noise. (call)
- We were hungry, so I suggested ..... dinner early. (have)
- Hurry up! I don't want to risk ..... the train. (miss)
- I'm still looking for a job, but I hope ..... something soon. (find)

## 54.4 Make a new sentence using the verb in brackets.

- You've lost weight. (seem) You seem to have lost weight.
- Tom is worried about something. (appear) Tom appears .....
- You know a lot of people. (seem) You .....
- My English is getting better. (seem) .....
- That car has broken down. (appear) .....
- David forgets things. (tend) .....
- They have solved the problem. (claim) .....

## 54.5 Complete each sentence using what/how/whether + the following verbs:

do get go ride say use

- Do you know how to get to John's house?
- Can you show me ..... this washing machine?
- Would you know ..... if there was a fire in the building?
- You'll never forget ..... a bicycle once you've learnt.
- I was really astonished. I didn't know .....
- 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:

*verb + to ...*

or

*verb + object + to ...*

- ☐ 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:

*verb + -ing (without an object)**verb + object + to ...*

- ☐ 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  Lock the door.  OK. She told him to lock the door .
- 2  Why don't you come and stay with us?  That would be nice. They invited him \_\_\_\_\_ .
- 3  Can I use your phone?  No! She wouldn't let \_\_\_\_\_ .
- 4  Be careful.  Don't worry. I will. She warned \_\_\_\_\_ .
- 5  Can you give me a hand?  Sure. 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.                                  | My father allowed <u>me to use his car.</u> |
| 2 I was surprised that it rained.                                      | I didn't expect _____                       |
| 3 Don't stop him doing what he wants.                                  | Let _____                                   |
| 4 Tim looks older when he wears glasses.                               | Tim's glasses make _____                    |
| 5 I think you should know the truth.                                   | I want _____                                |
| 6 Don't let me forget to phone my sister.                              | Remind _____                                |
| 7 At first I didn't want to apply for the job, but Sarah persuaded me. | Sarah persuaded _____                       |
| 8 My lawyer said I shouldn't say anything to the police.               | My lawyer advised _____                     |
| 9 I was told that I shouldn't believe everything he says.              | I was warned _____                          |
| 10 If you've got a car, you are able to get around more easily.        | 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.

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

56.2 Here is some information about Tom when he was a child.

- |  |                                     |
|--|-------------------------------------|
| 1 He was in hospital when he was four. | 4 Once he fell into the river.      |
| 2 He went to Paris when he was eight.  | 5 He said he wanted to be a doctor. |
| 3 He cried on his first day at school. | 6 Once he was bitten by a dog.      |

He can still remember 1, 2 and 4. But he can't remember 3, 5 and 6. Write sentences beginning He can remember ... or He can't remember ... .

- 1 He can remember being in hospital when he was four.
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

56.3 Complete each sentence with a verb in the correct form, -ing or to ... .

- 1 a Please remember to lock the door when you go out.  
b A: You lent me some money a few months ago.  
B: Did I? Are you sure? I don't remember ..... you any money.
- c A: Did you remember ..... your sister?  
B: Oh no, I completely forgot. I'll phone her tomorrow.
- d When you see Steve, remember ..... him my regards.
- e Someone must have taken my bag. I clearly remember ..... it by the window and now it has gone.
- 2 a I believe that what I said was fair. I don't regret ..... it.  
b I knew they were in trouble, but I regret ..... I did nothing to help them.
- 3 a Ben joined the company nine years ago. He became assistant manager after two years, and a few years later he went on ..... manager of the company.  
b I can't go on ..... here any more. I want a different job.
- c When I came into the room, Liz was reading a newspaper. She looked up and said hello, and then went on ..... her newspaper.

## Verb + -ing or to ... 2 (try/need/help)

## A

## Try to ... and try -ing

Try to do = attempt to do, make an effort to do:

- ☐ I was very tired. I **tried to keep** my eyes open, but I couldn't.
- ☐ Please **try to be** quiet when you come home. Everyone will be asleep.

Try also means 'do something as an experiment or test'. For example:

- ☐ These cakes are delicious. You should **try one**. (= you should have one to see if you like it)
- ☐ We couldn't find anywhere to stay. We **tried** every hotel in the town, but they were all full. (= we went to every hotel to see if they had a room)

If try (with this meaning) is followed by a verb, we say **try -ing**:

- ☐ A: The photocopier doesn't seem to be working.
- B: **Try pressing** the green button.  
(= press the green button – perhaps this will help to solve the problem)

Compare:

- ☐ I **tried to move** the table, but it was too heavy. (so I couldn't move it)
- ☐ I didn't like the way the furniture was arranged, so I **tried moving** the table to the other side of the room. But it still didn't look right, so I moved it back again.

## B

## Need to ... and need -ing

I **need to do** something = it is necessary for me to do it:

- ☐ I **need to take** more exercise.
- ☐ He **needs to work** harder if he wants to make progress.
- ☐ I don't **need to come** to the meeting, do I?

Something **needs doing** = it needs to be done:

- ☐ The batteries in the radio **need changing**.  
(= they need to be changed)
- ☐ Do you think my jacket **needs cleaning**?  
(= ... needs to be cleaned)
- ☐ It's a difficult problem. It **needs thinking** about very carefully. (= it needs to be thought about)



## C

## Help and can't help

You can say **help to do** or **help do** (with or without to):

- ☐ Everybody **helped to clean up** after the party. *or*  
Everybody **helped clean up** ...
- ☐ Can you **help me to move** this table? *or*  
Can you **help me move** ...

I **can't help doing** something = I can't stop myself doing it:

- ☐ I don't like him, but he has a lot of problems. I **can't help feeling** sorry for him.
- ☐ She tried to be serious, but she **couldn't help laughing**.  
(= she couldn't stop herself laughing)
- ☐ I'm sorry I'm so nervous. I **can't help it**.  
(= I can't help **being** nervous)



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.

## 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.
<i>but</i>	I prefer	to do something	rather than (do) something else.

- ☐ I **prefer** this coat **to** the coat you were wearing yesterday.

- ☐ I **prefer driving** **to** travelling by train.

*but* ☐ I **prefer to drive** **rather than** travel by train.

- ☐ Sarah **prefers** to live in the country **rather than** (live) in a city.

## B

## Would prefer (I'd prefer ...)

We use **would prefer** to say what somebody wants in a specific situation (not in general):

- ☐ 'Would you **prefer** tea or coffee?' 'Coffee, please.'

We say 'would prefer to do something' (*not* doing):

- ☐ 'Shall we go by train?' 'I'd **prefer to drive**.' (*not* I'd prefer driving)

- ☐ I'd **prefer to stay** at home tonight **rather than** go to the cinema.

## C

## Would rather (I'd rather ...)

**Would rather** (do) = **would prefer** (to do). We use **would rather** + *infinitive* (without to).

Compare:

- ☐ 'Shall we go by train?' { 'I'd **prefer to drive**.'  
'I'd **rather drive**.' (*not* to drive)
- ☐ 'Would you **rather have** tea or coffee?' 'Coffee, please.'

The negative is 'I'd **rather not** (do something)':

- ☐ I'm tired. I'd **rather not go** out this evening, if you don't mind.

- ☐ 'Do you want to go out this evening?' 'I'd **rather not**.'

We say '**would rather do something than do something else**':

- ☐ I'd **rather stay** at home tonight **than** go to the cinema.

## D

## I'd rather you did something

We say 'I'd **rather you did** something' (*not* I'd rather you do). For example:

- ☐ 'Shall I stay here?' 'I'd **rather you came** with us.' (= I would prefer this)
- ☐ 'I'll repair your bike tomorrow, OK?' 'I'd **rather you did** it today.'
- ☐ 'Are you going to tell them what happened?' 'No. I'd **rather they didn't** know.'
- ☐ Shall I tell them, or **would you rather they didn't** know?

In this structure we use the *past* (**came, did** etc.), but the meaning is present *not* past.

Compare:

- ☐ I'd rather **make** dinner now.

I'd rather you **made** dinner now. (*not* I'd rather you make)

I'd rather you **didn't** (do something) = I'd prefer you not to do it:

- ☐ I'd **rather you didn't** tell anyone what I said.
- ☐ 'Shall I tell 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?                | (prefer) <u>I'd prefer to get a taxi.</u>   |
| 2 Do you want to eat now?            | (rather) <u>I'd rather wait till later.</u> |
| 3 Would you like to watch TV?        | (rather) .....                              |
| 4 Do you want to go to a restaurant? | (prefer) .....                              |
| 5 Let's leave now.                   | (rather) .....                              |
| 6 Shall we play tennis?              | (rather) .....                              |
| 7 I think we should decide now.      | (prefer) .....                              |
| 8 Would you like to sit down?        | (rather) .....                              |
| 9 Do you want me to come with you?   | (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**:

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

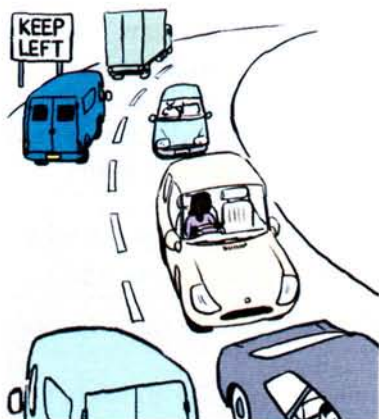
- 1 We ran ten kilometres without stopping ..
- 2 He left the hotel without ..... his bill.
- 3 It's a nice morning. How about ..... for a walk?
- 4 We were able to translate the letter into English without ..... a dictionary.
- 5 Before ..... to bed, I like to have a hot drink.
- 6 It was a long journey. 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:

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

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

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

Some more verbs with this structure:

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

	<i>verb +</i>	<i>object +</i>	<i>preposition + -ing (object)</i>
congratulate (on)	I congratulated	Liz	on getting a new job.
accuse (of)	They accused	us	of telling lies.
suspect (of)	Nobody suspected	the general	of being a spy.
prevent (from)	What prevented	you	from coming to see us?
stop (from)	The rain didn't stop	us	from enjoying our holiday.
thank (for)	I forgot to thank	them	for helping me.
excuse (for)	Excuse	me	for being so late.
forgive (for)	Please forgive	me	for not writing to you.

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 |   | It was nice of you to help me. Thanks very much. | Kevin thanked <u>me for helping him</u> . |
| 2 |   | I'll drive you to the station. I insist.         | Tom insisted .....                        |
| 3 |   | I hear you got married. Congratulations!         | Dan congratulated me .....                |
| 4 |   | It was nice of you to come to see me. Thank you. | Jenny thanked .....                       |
| 5 |   | I'm sorry I didn't phone earlier.                | Kate apologised .....                     |
| 6 |   | 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 ..... the newspaper today.
- 3 I came home by taxi. I didn't have the energy .....
- 4 'Would you like something ..... ?' 'Yes, please. A cup of coffee.'
- 5 We need a bag ..... these things in.
- 6 There will be a meeting next week ..... the problem.
- 7 I wish we had enough money ..... another car.
- 8 I saw Helen at the party, but we didn't have a chance ..... to each other.
- 9 I need some new clothes. I don't have anything nice .....
- 10 They've just passed their exams. They're having a party .....
- 11 I can't do all this work alone. I need somebody ..... me.

## 64.3 Put in to or for.

- 1 I'm going to Spain for a holiday.
- 2 You need a lot of experience ..... this job.
- 3 You need a lot of experience ..... do this job.
- 4 We'll need more time ..... make a decision.
- 5 I went to the dentist ..... a check-up.
- 6 I had to put on my glasses ..... read the letter.
- 7 Do you have to wear glasses ..... reading?
- 8 I wish we had a garden ..... the children ..... 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.  
.....
- 7 I slowed down. I wanted the car behind me to be able to overtake.  
.....

## 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 <u>is difficult to understand.</u> |
| 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 <u>difficult question to answer.</u> |
| 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.                 | <u>It's kind of Sue to offer to help me.</u> |
| 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 <u>were pleased to get</u> 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 <u>the first person to leave.</u> |
| 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 <u>is bound to pass</u> 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 ..... her own business.
- 3 I was interested ..... your letter in the newspaper last week.
- 4 Ben wants to stay single. He's not interested ..... married.
- 5 I met Mark a few days ago. You'll be interested ..... that he's just got a job in Paris.
- 6 I don't enjoy sightseeing. I'm not interested ..... at 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 ..... that you didn't get the job you applied for. (hear)
- 3 I'm ..... all those bad things about you. I didn't mean them. (say)
- 4 I'm ..... you, but do you have a pen I could borrow? (disturb)
- 5 I'm ..... 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 ..... the building. (leave)  
c We were prevented ..... the building. (leave)
- 2 a Peter failed ..... the problem. (solve)  
b Chris succeeded ..... the problem. (solve)
- 3 a I'm thinking ..... away next week. (go)  
b I'm hoping ..... away next week. (go)  
c I'd like ..... away next week. (go)  
d I'm looking forward ..... away next week. (go)
- 4 a Helen wanted ..... me lunch. (buy)  
b Helen promised ..... me lunch. (buy)  
c Helen insisted ..... me lunch. (buy)  
d Helen wouldn't dream ..... me lunch. (buy)

# See somebody do and see somebody doing

**A** Study this example situation:

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

You can say:

- ☐ I saw Tom **get** into his car and **drive** away.

In this structure we use **get/drive/do** etc.

(*not* to get / to drive / to do).

Somebody **did** something + I saw this

I saw somebody **do** something



TOM

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

- ☐ He was seen **to** get in the car.

**B** Study this example situation:

Yesterday you saw Kate. She was waiting for a bus.

You can say:

- ☐ I saw Kate **waiting** for a bus.

In this structure we use **-ing** (waiting/doing etc.):

Somebody **was doing** something + I saw this

I saw somebody **doing** something



KATE

**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

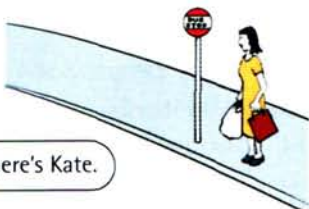
Can Tom play the piano?
- 6

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.

1




Look! There's Kate.

2




Look! There's Dave and Helen.

3




Look! There's Clare.

4



Listen! That's Bill.


5



Can you smell burning?

Yes! It's the dinner.

6



Look! There's Linda.

- 1

We saw Kate waiting for a bus
- 2

We saw Dave and Helen
- 3

We saw in a restaurant.
- 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
- 1 She was trying not to make a noise.
  - 2 She looked at the sights and took photographs.
  - 3 She said she would be back in an hour.
  - 4 She was reading a book.
  - ~~5 She was making coffee.~~
  - 6 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.

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

## 69.2 Complete the sentences using the following words. Use a/an where necessary.

~~accident~~    biscuit    blood    coat    decision    electricity  
 interview    key    moment    ~~music~~    question    sugar

- 1 It wasn't your fault. It was an accident.
- 2 Listen! Can you hear music?
- 3 I couldn't get into the house because I didn't have .....
- 4 It's very warm today. Why are you wearing .....
- 5 Do you take ..... in your coffee?
- 6 Are you hungry? Would you like ..... with your coffee?
- 7 Our lives would be very difficult without .....
- 8 'I had ..... for a job yesterday.' 'Did you? How did it go?'
- 9 The heart pumps ..... through the body.
- 10 Excuse me, but can I ask you .....
- 11 I'm not ready yet. Can you wait ....., please?
- 12 We can't delay much longer. We have to make ..... soon.

## 69.3 Complete the sentences using the following words. Sometimes the word needs to be plural (-s), and sometimes you need to use a/an.

air    day    friend    language    letter    meat  
 patience    people    ~~photograph~~    queue    space    umbrella

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

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

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

- |   |   |
|---|---|
| <input type="checkbox"/> Jack has got a <b>long nose</b> .<br>( <i>not</i> the long nose) | <input type="checkbox"/> Jack has got <b>blue eyes</b> .<br>( <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? <u>It's an insect.</u>         | 7 Earth, Mars, Venus and Jupiter?          |
| 2 ants and bees? <u>They're insects.</u> |  |
| 3 a cauliflower? .....                   | 8 a tulip? .....                           |
| 4 chess? .....                           | 9 the Nile, the Rhine and the Mississippi? |
| 5 a violin, a trumpet and a flute?       |  |
|  | 10 a pigeon, an eagle and a crow?          |
| 6 a skyscraper? .....                    |  |

### Who were these people?

- |   |                                   |
|---|-----------------------------------|
| 11 Beethoven? <u>He was a composer.</u> | 15 Marilyn Monroe?                |
| 12 Shakespeare? .....                   |                                   |
| 13 Albert Einstein?                     | 16 Elvis Presley and John Lennon? |
|   |                                   |
| 14 Washington, Lincoln and Kennedy?     | 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

- Sarah looks after patients in hospital. She's a nurse.
- Gary works in a restaurant. He brings the food to the tables. He .....
- Martina arranges people's holidays for them. She .....
- Kevin works in a hospital. He operates on people. ....
- Jonathan cooks in a restaurant. ....
- Jane writes articles for a newspaper. ....
- Dave installs and repairs water pipes. ....
- 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.


- I've seen some good films recently.
- What's wrong with you? Have you got a headache?
- I know a lot of people. Most of them are — students.
- When I was — child, I used to be very shy.
- Would you like to be — actor?
- Do you collect — stamps?
- What — beautiful garden!
- birds, for example the penguin, cannot fly.
- Do you enjoy going to — concerts?
- I've been walking for three hours. I've got — sore feet.
- I don't feel very well this morning. I've got — sore throat.
- Maria speaks — English, but not very much.
- It's a pity we don't have — camera. I'd like to take — photograph of that house.
- Those are — nice shoes. Where did you get them?
- I'm going shopping. I want to buy — new shoes.
- You need — visa to visit — countries, but not all of them.
- Jane is — teacher. Her parents were — teachers too.
- I don't believe him. He's — liar. He's always telling — lies.

## A/an and the

A Study this example:

I had a sandwich and an apple for lunch.

The sandwich wasn't very good, but the apple was nice.



JOE KAREN

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.

- 1 This morning I bought a newspaper and ..... magazine. .... newspaper is in my bag, but I can't remember where I put ..... magazine.
- 2 I saw ..... accident this morning. .... car crashed into ..... tree. .... driver of ..... car wasn't hurt, but ..... car was badly damaged.
- 3 There are two cars parked outside: ..... blue one and ..... grey one. .... blue one belongs to my neighbours; I don't know who ..... owner of ..... grey one is.
- 4 My friends live in ..... old house in ..... small village. There is ..... beautiful garden behind ..... house. I would like to have ..... garden like that.

## 72.2 Put in a/an or the.

- 1 a This house is very nice. Has it got ..... garden?  
b It's a beautiful day. Let's sit in ..... garden.  
c I like living in this house, but it's a pity that ..... garden is so small.
- 2 a Can you recommend ..... good restaurant?  
b We had dinner in ..... very nice restaurant.  
c We had dinner in ..... best restaurant in town.
- 3 a She has ..... French name, but in fact she's English, not French.  
b What's ..... name of that man we met yesterday?  
c We stayed at a very nice hotel – I can't remember ..... name now.
- 4 a There isn't ..... airport near where I live. .... nearest airport is 70 miles away.  
b Our flight was delayed. We had to wait at ..... airport for three hours.  
c Excuse me, please. Can you tell me how to get to ..... airport?
- 5 a 'Are you going away next week?' 'No, ..... week after next.'  
b I'm going away for ..... week in September.  
c Gary has a part-time job. He works three mornings ..... week.

## 72.3 Put in a/an or the where necessary.

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

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

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

**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 ..... the 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:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Ken's brother is in <b>prison</b> for robbery. (He is a prisoner. We are not thinking of a specific prison.)</li> <li><input type="checkbox"/> Joe had an accident last week. He was taken to <b>hospital</b>. He's still in <b>hospital</b> now. (as a patient)</li> <li><input type="checkbox"/> When I leave <b>school</b>, I want to go to <b>university/college</b>.</li> <li><input type="checkbox"/> Sally's father goes to <b>church</b> every Sunday. (to a religious service)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Ken went to <b>the prison</b> to visit his brother. (He went as a visitor, not as a prisoner.)</li> <li><input type="checkbox"/> Jane has gone to <b>the hospital</b> to visit Joe. She's at <b>the hospital</b> now. (as a visitor)</li> <li><input type="checkbox"/> Excuse me, where is <b>the university</b>, please? (= the university buildings)</li> <li><input type="checkbox"/> Some workmen went to <b>the church</b> to repair the roof. (not for a religious service)</li> </ul> |
|--|--|

With most other places, you need **the**. For example, **the cinema**, **the bank** (see Units 72C and 73D).

## C Bed work home

We say **go to bed** / **be in bed** etc. (*not* the bed):

- ☐ It's time to go to **bed** now.
- ☐ Do you ever have breakfast **in bed**?

*but* ☐ I sat down on **the bed**. (a specific piece of furniture)

**go to work** / **be at work** / **start work** / **finish work** etc. (*not* the work):

- ☐ Chris didn't go to **work** yesterday.
- ☐ What time do you usually finish **work**?

**go home** / **come home** / **arrive home** / **get home** / **be at home** etc. :

- ☐ It's late. Let's go **home**.
- ☐ Will you be at **home** tomorrow afternoon?

D We say **go to sea** / **be at sea** (without **the**) when the meaning is 'go/be on a voyage':

- ☐ Keith works on ships. He is **at sea** most of the time.

*but* ☐ I'd like to live near **the sea**.

- ☐ It can be dangerous to swim in **the sea**.



## 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 .....
- 3 Mark didn't go out last night. He stayed .....
- 4 There is a lot of traffic in the morning when everybody is going .....
- 5 Cathy's mother has just had an operation. She is still .....
- 6 When Julia leaves school, she wants to study economics .....
- 7 Bill never gets up before 9 o'clock. It's 8.30 now, so he is still .....
- 8 If you commit a serious crime, you could be sent .....

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

## 1 (school)

- a Every term parents are invited to 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 .....
- d What time does ..... usually start in the mornings in your country?
- e A: How do your children get home from ..... ? By bus?  
B: No, they walk. .... isn't very far.
- f What sort of job does Jenny want to do when she leaves ..... ?
- g There were some people waiting outside ..... to meet their children.

## 2 (university)

- a In your country do many people go to ..... ?
- b If you want to get a degree, you normally have to study at .....
- c This is only a small town, but ..... is one of the biggest in the country.

## 3 (hospital)

- a My brother has always been very healthy. He's never been in .....
- b When Ann was ill, I went to ..... to visit her. When I was there, I met Lisa who is a nurse at .....
- c Peter was injured in an accident and was kept in ..... for a few days.

## 4 (church)

- a John's mother is a regular churchgoer. She goes to ..... every Sunday.
- b John himself doesn't go to .....
- c John went to ..... to take some photographs of the building.

## 5 (prison)

- a In some places people are in ..... because of their political beliefs.
- b A few days ago the fire brigade were called to ..... to put out a fire.
- c The judge decided to fine the man £500 instead of sending him to .....

## 6 (home/work/bed)

- a I like to read in ..... before I go to sleep.
- b It's nice to travel around, but there's no place like ..... !
- c Shall we meet after ..... tomorrow evening?
- d If I'm feeling tired, I go to ..... early.
- e What time do you usually start ..... in the morning?
- f The economic situation was very bad. Many people were out of .....

## 7 (sea)

- a There's a nice view from the window. You can see .....
- b It was a long voyage. We were at ..... for four weeks.
- c I love swimming in .....

## 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	<del>hot-weather</del>
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.

<del>(the) basketball</del>	(the) grass	(the) patience	(the) people
(the) questions	(the) meat	<del>(the) information</del>	(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.

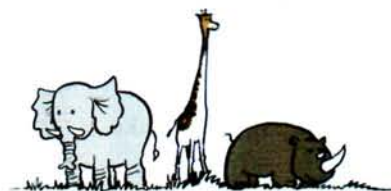
- 1 I'm afraid of dogs / ~~the dogs~~. (dogs is correct)
- 2 Can you pass salt / ~~the salt~~, please? (the salt is correct)
- 3 Apples / The apples are good for you.
- 4 Look at apples / the apples on that tree! They're very big.
- 5 Women / The women live longer than men / the men.
- 6 I don't drink 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

*animals*

tiger elephant  
rabbit cheetah  
giraffe kangaroo

2

*birds*

eagle penguin  
swan owl  
parrot robin

3

*inventions*

telephone wheel  
telescope laser  
helicopter typewriter

4

*currencies*

dollar peso  
euro rupee  
rouble yen

- 1 a Which of the animals is tallest? *the giraffe*
- b Which animal can run fastest? .....
- c Which of these animals is found in Australia? .....
- 2 a Which of these birds has a long neck? .....
- b Which of these birds cannot fly? .....
- c Which bird flies at night? .....
- 3 a Which of these inventions is oldest? .....
- b Which one is most recent? .....
- c Which one was especially important for astronomy? .....
- 4 a What is the currency of India? .....
- b What is the currency of Canada? .....
- c And the currency of your country? .....

76.2 Put in the *or a*.

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

76.3 Complete these sentences using *the* + the following:

*injured poor rich sick unemployed ~~young~~*

- 1 *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           | <i>a Canadian</i> | <i>Canadians</i> |
| 2 Germany          | .....             | .....            |
| 3 France           | .....             | .....            |
| 4 Russia           | .....             | .....            |
| 5 China            | .....             | .....            |
| 6 Brazil           | .....             | .....            |
| 7 England          | .....             | .....            |
| 8 and your country | .....             | .....            |

## 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. :

<b>the Czech Republic</b>	<b>the United Kingdom (the UK)</b>
<b>the Dominican Republic</b>	<b>the United States of America (the USA)</b>

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. (*not* the ...)  
**Uncle Robert / Saint Catherine / Princess Maria** etc. (*not* the ...)

Compare:

- ☐ We called **the doctor**.  
 We called **Doctor Johnson**. (*not* the Doctor Johnson)

We use **mount** (= mountain) and **lake** in the same way (without **the**):

**Mount Everest** (*not* the ...) **Mount Etna** **Lake Superior** **Lake Constance**

- ☐ They live near **the lake**.  
 They live near **Lake Constance**. (*not* the Lake Constance)

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

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

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

- ☐ The highest mountain in **the Alps** is **Mont Blanc**.

- E** We say:

**the north** (of Brazil) *but* **northern Brazil** (*without* the)  
**the south-east** (of Spain) *but* **south-eastern Spain**

Compare:

- ☐ Sweden is in **northern Europe**; Spain is in **the south**.

Also **the Middle East, the Far East**

We also use **north/south** etc. (without **the**) in the names of some regions and countries:

**North America** **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. OK
- Milan is in north of Italy. in the 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. .....

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

<i>continents</i>	<i>countries</i>	<i>oceans and seas</i>	<i>mountains</i>	<i>rivers and canals</i>	
Africa	Canada	<del>Atlantic</del>	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:

hotels/restaurants	the Sheraton Hotel, the Bombay Restaurant, the Holiday Inn
theatres/cinemas	the Palace Theatre, the Odeon (cinema)
museums/galleries	the Guggenheim Museum, the Hayward Gallery
other buildings	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**:

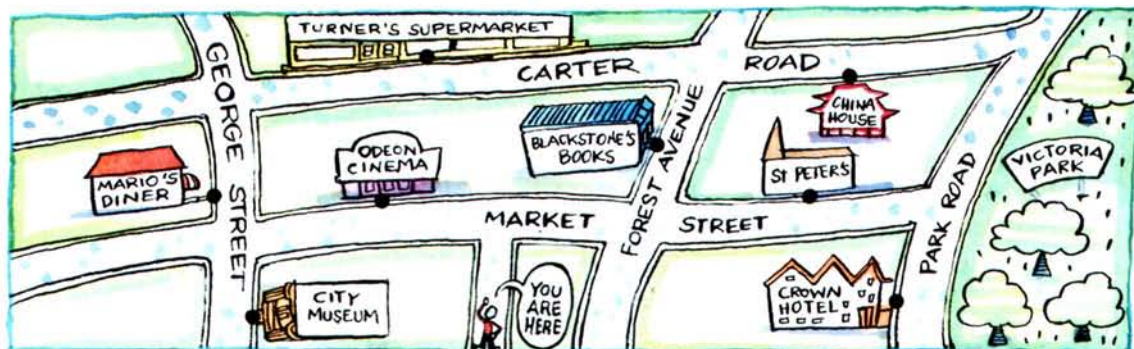
newspapers	the Washington Post, the Financial Times, the Sun
organisations	the European Union, the BBC (= British Broadcasting Corporation), the Red Cross

Names of companies, airlines etc. are usually without **the**:

Fiat (*not the Fiat*)      Sony      British Airways  
Kodak      IBM      Yale University Press



- 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	<del>Times Square</del>

- 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.

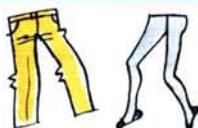





- 1 Have you ever been to British Museum / the British Museum? (the British Museum is correct)
- 2 Hyde Park / The Hyde Park is a very large park in central London.
- 3 Another park in central London is St James's Park / the St James's Park.
- 4 Grand Hotel / The Grand Hotel is in Baker Street / the 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 ( <i>two legs</i> ) also jeans/tights/shorts/pants		pyjamas ( <i>top and bottom</i> )	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 <u>Three years</u> are a long time to be without a job. | <u>Three years is a long time</u> |
| 2 The government want to increase taxes.                  | <u>OK (wants is also correct)</u> |
| 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:

<del>accident</del>	belt	card	credit	editor	forecast	newspaper
number	<del>road</del>	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 the .....  
read or listen to this.
- 6 This person is a top journalist. a .....
- 7 You might stop to look in this when you're walking a .....  
along a street.

## 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)	<del>ten page(s)</del>	<del>450 page(s)</del>

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?
- 2 Where are the children of Chris?
- 3 Is this the umbrella of your friend?
- 4 Write your name at the top of the page.
- 5 I've never met the daughter of Charles.
- 6 Have you met the son of Mary and Dan?
- 7 We don't know the cause of the problem.
- 8 Do we still have the newspaper of yesterday?
- 9 What's the name of this street?
- 10 What is the cost of a new computer?
- 11 The friends of your children are here.
- 12 The garden of our neighbours is very nice.
- 13 I work on the ground floor of the building.
- 14 The hair of Bill is very long.
- 15 I couldn't go to the party of Catherine.
- 16 What's the name of the woman who lives next door?
- 17 Have you seen the car of the parents of Mike?
- 18 What's the meaning of this expression?
- 19 Do you agree with the economic policy of the government?

OK

Chris's children

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
<i>subject</i>		<i>object</i>

The reflexive pronouns are:

<i>singular:</i>	<b>myself</b>	<b>yourself</b> ( <i>one person</i> )	<b>himself/herself/itself</b>
<i>plural:</i>	<b>ourselves</b>	<b>yourselves</b> ( <i>more than one person</i> )	<b>themselves</b>

- ☐ 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

- Steve introduced himself to the other guests at the party.
- Bill fell down some steps, but fortunately he didn't .....
- It isn't Sue's fault. She really shouldn't .....
- Please try and understand how I feel. .... in my position.
- The children had a great time at the beach. They really .....
- Be careful! That pan is very hot. Don't .....
- 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.**

- Julia had a great holiday. She enjoyed herself .....
- It's not my fault. You can't blame .....
- What I did was really bad. I'm ashamed of .....
- We've got a problem. I hope you can help .....
- 'Can I take another biscuit?' 'Of course. Help ..... !'
- You must meet Sarah. I'll introduce ..... to her.
- Don't worry about us. We can look after .....
- I gave them a key to our house so that they could let ..... in.
- 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

- Martin decided to grow a beard because he was fed up with shaving .....
- I wasn't very well yesterday, but I ..... much better today.
- I climbed out of the swimming pool and ..... with a towel.
- I tried to study, but I couldn't .....
- If somebody attacks you, you need to be able to .....
- I'm going out with Chris this evening. We're ..... at 7.30.
- You're always rushing around. Why don't you sit down and ..... ?
- There was no water, so we couldn't .....

82.4 Complete the sentences with **-selves** or **each other**.

- How long have you and Bill known each other ?
- If people work too hard, they can make ..... ill.
- I need you and you need me. We need .....
- In Britain friends often give ..... presents at Christmas.
- Some people are very selfish. They only think of .....
- Tracy and I don't see ..... very often these days.
- We couldn't get back into the house. We had locked ..... out.
- They've had an argument. They're not speaking to ..... at the moment.
- We'd never met before, so we introduced ..... to .....

82.5 Complete the answers to the questions using **myself/yourself/itself etc.**

- Who repaired the bike for you?
- Who cuts Brian's hair for him?
- Do you want me to post that letter for you?
- Who told you that Linda was going away?
- 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)



BRIAN



## C

On my own / by myself

**On my own** and **by myself** both mean 'alone'. We say:

on	{	my/your	}	own
		his/her/its		
		our/their		

=

by	{	myself / yourself ( <i>singular</i> )	}
		himself / herself / itself	
		ourselves / yourselves ( <i>plural</i> ) / themselves	

- ☐ I like living **on my own / by myself**.
- ☐ 'Did you go on holiday **on your own / by yourself**?' 'No, with a friend.'
- ☐ David was sitting **on his own / by himself** in a corner of the café.
- ☐ Learner drivers are not allowed to drive **on their own / by themselves**.



83.1 Write new sentences with the same meaning. Change the underlined words and use the structure in Section A (a friend of mine etc.).

- |   |  |
|---|--|
| 1 I am meeting <u>one of my friends</u> tonight.      | <u>I'm meeting a friend of mine tonight.</u> |
| 2 We met <u>one of your relatives</u> .               | We met a .....                               |
| 3 Henry borrowed <u>one of my books</u> .             | Henry .....                                  |
| 4 Liz invited <u>some of her friends</u> to her flat. | Liz .....                                    |
| 5 We had dinner with <u>one of our neighbours</u> .   | .....  |
| 6 I went on holiday with <u>two of my friends</u> .   | .....  |
| 7 Is that man <u>one of your friends</u> ?            | .....  |
| 8 I met <u>one of Jane's friends</u> at the party.    | .....  |

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

~~bedroom~~    business    opinions    private beach    words

- |   |                       |
|---|-----------------------|
| 1 I share a kitchen and bathroom, but I have                        | <u>my own bedroom</u> |
| 2 Gary doesn't think the same as me. He's got                       | .....                 |
| 3 Julia is fed up with working for other people. She wants to start | .....                 |
| 4 We stayed at a luxury hotel by the sea. The hotel had             | .....                 |
| 5 In the test we had to read a story, and then write it in          | .....                 |

83.3 Complete the sentences using **my own / your own etc.**

- |  |                                       |   |
|--|---------------------------------------|---|
| 1 Why do you want to borrow my car?                | <u>Why don't you use your own car</u> | ? |
| 2 How can you blame me? It's not my fault. It's    | .....                                 | . |
| 3 She's always using my ideas. Why can't she use   | .....                                 | ? |
| 4 Please don't worry about my problems. You've got | .....                                 | . |
| 5 I can't make his decisions for him. He must make | .....                                 | . |

83.4 Complete the sentences using **my own / your own etc.** Use the following verbs:

bake    ~~cut~~    make    write

- |   |                          |
|---|--------------------------|
| 1 Brian never goes to the hairdresser.                                  | .....                    |
| He  | <u>cuts his own hair</u> |
| 2 Mary doesn't often buy clothes.                                       | .....                    |
| She usually   | .....                    |
| 3 We don't often buy bread.   | .....                    |
| We usually  | .....                    |
| 4 Paul is a singer. He sings songs written by other people, but he also | .....                    |

83.5 Complete the sentences using **on my own / by myself etc.**

- |   |                 |    |
|---|-----------------|----|
| 1 Did you go on holiday on  | <u>your own</u> | ?  |
| 2 I'm glad I live with other people. I wouldn't like to live on         | .....           | .  |
| 3 The box was too heavy for me to lift by                               | .....           | .  |
| 4 'Who was Tom with when you saw him?' 'Nobody. He was by               | .....           | .' |
| 5 Very young children should not go swimming by                         | .....           | .  |
| 6 I don't think she knows many people. When I see her, she is always by | .....           | .  |
| 7 I don't like strawberries with cream. I like them on                  | .....           | .  |
| 8 Do you like working with other people or do you prefer working by     | .....           | ?  |
| 9 We had no help decorating the flat. We did it completely on           | .....           | .  |
| 10 I went out with Sally because she didn't want to go out on           | .....           | .  |

## There ... and it ...

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.)

It's worth / it's no use / there's no point → Unit 63A Sure to / bound to ... etc. → Unit 65E

There is + -ing/-ed → Unit 97



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*).

- The journey took a long time. There was a lot of traffic.
- What's the new restaurant like? Is it good?
- '..... a bookshop near here?' 'Yes, ..... one in Hill Street.'
- When we got to the cinema, ..... a queue outside. .... a very long queue, so we decided not to wait.
- I couldn't see anything. .... completely dark.
- ..... trouble at the club last night. They had to call the police.
- How far ..... from Milan to Rome?
- ..... Keith's birthday yesterday. We had a party.
- ..... three years since I last went to the theatre.
- I wanted to visit the museum, but ..... enough time.
- '..... time to leave?' 'Yes, ..... nearly midnight.'
- A few days ago ..... a storm. .... a lot of damage.
- ..... a beautiful day yesterday. We had a picnic.
- ..... anything on television, so I turned it off.
- ..... an accident in King Street, but ..... very serious.

84.2 Read the first sentence and then write a sentence beginning *There ...*.

- The roads were busy today. There was a lot of traffic.
- This soup is very salty. There ..... in the soup.
- The box was empty. .... in the box.
- The film was very violent. ....
- The shops were very crowded. ....
- 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

- If people drove more carefully, there would be fewer accidents.
- 'Do we have any eggs?' 'I'm not sure. .... some in the fridge.'
- I think everything will be OK. I don't think ..... any problems.
- Look at the sky. .... a storm.
- 'Is there a school in the village?' 'Not now. .... one, but it closed.'
- People drive too fast on this road. I think ..... a speed limit.
- If people weren't aggressive, ..... any wars.

84.4 Are these sentences right or wrong? Change it to *there* where necessary.

- They live on a busy road. It must be a lot of noise. There must be a lot of noise.
- Last winter it was very cold and it was a lot of snow. ....
- It used to be a church here, but it was knocked down. ....
- Why was she so unfriendly? It must have been a reason. ....
- It's a long way from my house to the nearest shop. ....
- A: Where can we park the car?  
B: Don't worry. It's sure to be a car park somewhere. ....
- After the lecture it will be an opportunity to ask questions. ....
- I like the place where I live, but it would be nicer to live by the sea. ....
- I was told that it would be somebody to meet me at the station, but it wasn't anybody. ....
- The situation is still the same. It has been no change. ....
- 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?' 'Nothing / Anything. It's empty.'
- 6 The situation is uncertain. Nothing / Anything could happen.
- 7 I don't know nothing / anything about economics.

## Much, many, little, few, a lot, plenty

A

We use **much** and **little** with *uncountable* nouns:

much time    much luck    little energy    little money

We use **many** and **few** with *plural* nouns:

many friends    many people    few cars    few countries

B

We use **a lot of** / **lots of** / **plenty of** with both *uncountable* and *plural* nouns:

a lot of luck    lots of time    plenty of money

a lot of friends    lots of people    plenty of ideas

**Plenty** = more than enough:☐ There's no need to hurry. We've got **plenty of time**.

C

**Much** is unusual in positive sentences (especially in spoken English). Compare:☐ We didn't spend **much** money.*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. OK
- 2 Sue drinks much tea. a lot of tea
- 3 Joe always puts much salt on his food. .....
- 4 We'll have to hurry. We haven't got much time. .....
- 5 It cost much to repair the car. .....
- 6 Did it cost much to repair the car? .....
- 7 I don't know much people in this town. .....
- 8 I use the phone much at work. .....
- 9 There wasn't much traffic this morning. .....
- 10 You need much money to travel round the world. .....

87.2 Complete the sentences using **plenty (of)** + the following:

hotels                      money                      room                      things to see                      ~~time~~                      to learn

- 1 There's no need to hurry. There's plenty of time.
- 2 He's got no financial problems. He's got plenty of money.
- 3 Come and sit with us. There's plenty of room.
- 4 She knows a lot, but she still has plenty of things to see.
- 5 It's an interesting town to visit. There is plenty of time.
- 6 I'm sure we'll find somewhere to stay. There's plenty of room.

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. OK
- 2 Things are not going so well for her. She has few problems. a few problems
- 3 Can you lend me few dollars? .....
- 4 There was little traffic, so the journey didn't take very long. .....
- 5 I can't give you a decision yet. I need little time to think. .....
- 6 It was a surprise that he won the match. Few people expected him to win. .....
- 7 I don't know much Spanish – only few words. .....
- 8 I wonder how Sam is. I haven't seen him for few months. .....

87.5 Put in **little / a little / few / a few**.

- 1 Gary is very busy with his job. He has little time for other things.
- 2 Listen carefully. I'm going to give you a little advice.
- 3 Do you mind if I ask you a 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 a 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
<del>cars</del>	her opinions	the buildings	<del>these books</del>

- 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.<br><input type="checkbox"/> I was <b>both</b> tired and hungry when I arrived home.   |
| neither ... nor ... | <input type="checkbox"/> Neither Chris nor Pat came to the party.<br><input type="checkbox"/> Tom said he would contact me, but he <b>neither</b> wrote nor phoned.                  |
| either ... or ...   | <input type="checkbox"/> I'm not sure where Maria's from. She's <b>either</b> Spanish or Italian.<br><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 <b>two</b> good hotels here.<br>You could stay at <b>either</b> of them.                       | <input type="checkbox"/> There are <b>many</b> good hotels here.<br>You could stay at <b>any</b> of them.                          |
| <input type="checkbox"/> We tried <b>two</b> hotels.<br>{ <b>Neither</b> of them had any rooms.<br><b>Both</b> of them were full. | <input type="checkbox"/> We tried <b>a lot of</b> hotels.<br>{ <b>None</b> of them had any rooms.<br><b>All</b> 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 is English. His father is Polish and his mother is Italian.
- 5 I saw an accident this morning. One car drove into the back of another. Fortunately ..... driver was injured, but ..... cars were badly damaged.
- 6 I've got two sisters and a brother. My brother is working, but ..... my sisters are still at school.

## 89.3 Complete the sentences with both/neither/either + of us/them.

- 1 I asked two people the way to the station, but 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** = X + X + X + X

**Each** is more usual for a small number:

- ☐ There were four books on the table.  
**Each book** was a different colour.
- ☐ (in a card game) At the beginning of the game, **each** player has three cards.

We use **every** when we think of things as a group. The meaning is similar to **all**.

- ☐ **Every** sentence must have a verb.  
(= all sentences in general)

**every** =



**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)

**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)

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**

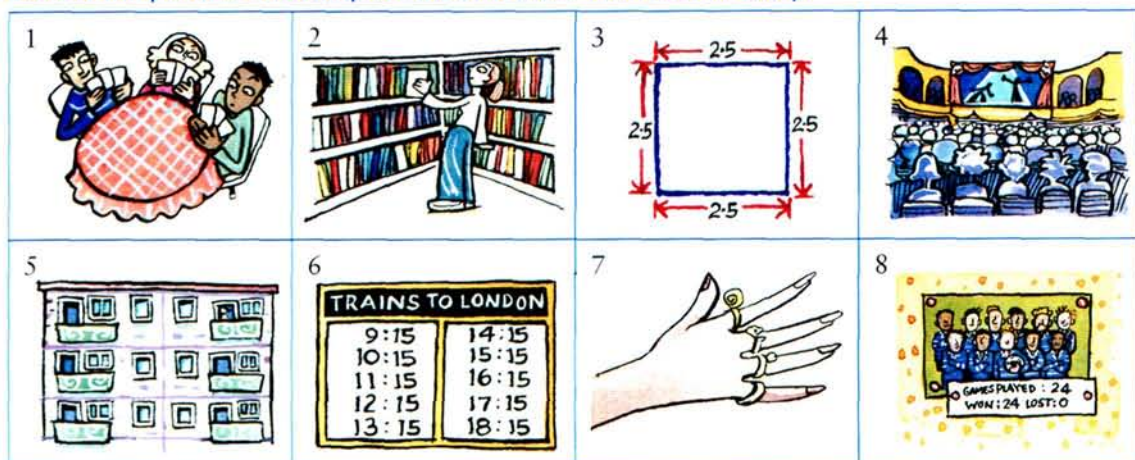
**Everyone** (one word) is only for people (= everybody).

**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 Each side of a square is the same length.
- 4 Every seat in the theatre was taken.
- 5 There are six apartments in the building. Each one has a balcony.
- 6 There's a train to London every hour.
- 7 She was wearing four rings – one on each finger.
- 8 Our football team is playing well. We've won every 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 Each parent worries about their children.
- 4 In a game of tennis there are two or four players. Each player has a racket.
- 5 Nicola plays volleyball every Thursday evening.
- 6 I understood most of what they said but not every word.
- 7 The book is divided into five parts and each of these has three sections.
- 8 I get paid every four weeks.
- 9 We had a great weekend. I enjoyed each minute of it.
- 10 I tried to phone her two or three times, but each time there was no reply.
- 11 Car seat belts save lives. Each driver should wear one.
- 12 (from an exam) Answer all five questions. Write your answer to each 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 each had ten pounds.
- 3 One of those postcards costs 80 pence. Those postcards cost 80 pence each.
- 4 The hotel was expensive. I paid £120 and so did you. We each paid £120.

## 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 everyone had arrived, we began the meeting.
- 3 I asked her lots of questions and she answered every one correctly.
- 4 She's very popular. Everyone likes her.
- 5 I dropped a tray of glasses. Unfortunately everyone broke.





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	<del>steals from a shop</del> <del>designs buildings</del> 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
--------	---	--------	--

- (an architect) An architect is someone who designs buildings.
- (a burglar) A burglar is someone .....
- (a customer) .....
- (a shoplifter) .....
- (a coward) .....
- (an atheist) .....
- (a pessimist) .....
- (a tenant) .....

92.2 Make one sentence from two. Use **who/that/which**.

- A girl was injured in the accident. She is now in hospital.  
The girl who was injured in the accident is now in hospital.
- A waitress served us. She was impolite and impatient.  
The .....
- A building was destroyed in the fire. It has now been rebuilt.  
The .....
- Some people were arrested. They have now been released.  
The .....
- 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	<del>it makes furniture</del>
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

- Barbara works for a company that makes furniture .
- The book is about a girl .....
- What happened to the pictures ..... ?
- A mystery is something .....
- The police have caught the men .....
- A dictionary is a book .....
- Alexander Bell was the man .....
- It seems that the earth is the only planet .....

92.4 Are these sentences right or wrong? Correct them where necessary.

- I don't like stories who have unhappy endings. stories that have
- What was the name of the person who phoned you? OK
- Where's the nearest shop who sells newspapers? .....
- The driver which caused the accident was fined £500. ....
- Do you know the person that took these photographs? .....
- We live in a world what is changing all the time. ....
- Dan said some things about me that were not true. ....
- 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.

- The woman lives next door is a doctor. The woman who lives next door
- Have you found the keys you lost? OK
- The people we met last night were very nice. \_\_\_\_\_
- The people work in the office are very nice. \_\_\_\_\_
- The people I work with are very nice. \_\_\_\_\_
- What have you done with the money I gave you? \_\_\_\_\_
- What happened to the money was on the table? \_\_\_\_\_
- What's the worst film you've ever seen? \_\_\_\_\_
- What's the best thing it has ever happened to you? \_\_\_\_\_

93.2 What do you say in these situations? Complete each sentence with a relative clause.

- Your friend lost some keys. You want to know if he has found them. You say:  
Have you found the keys you lost ?
- A friend is wearing a dress. You like it. You tell her:  
I like the dress \_\_\_\_\_ .
- 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 \_\_\_\_\_ ?
- 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.
- You invited some people to your party. Some of them couldn't come. You tell someone:  
Some of the people \_\_\_\_\_ couldn't come.
- Your friend had to do some work. You want to know if she has finished. You say:  
Have you finished the work \_\_\_\_\_ ?
- You hired a car. It broke down after a few miles. You tell a friend:  
The car \_\_\_\_\_ broke down after a few miles.
- 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
<del>you were looking for some books</del>	I saw you with a man	

- Are these the books you were looking for ?
- Unfortunately we couldn't go to the wedding \_\_\_\_\_ .
- I enjoy my job. I like the people \_\_\_\_\_ .
- What's the name of that hotel \_\_\_\_\_ ?
- The party \_\_\_\_\_ wasn't very enjoyable.
- I didn't get the job \_\_\_\_\_ .
- Gary is a good person to know. He's somebody \_\_\_\_\_ .
- 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.

- I gave her all the money \_\_\_\_\_ I had. (all the money **that** I had is also correct)
- Did you hear what they said?
- They give their children everything \_\_\_\_\_ they want.
- Tell me \_\_\_\_\_ you want and I'll try to get it for you.
- Why do you blame me for everything \_\_\_\_\_ goes wrong?
- I won't be able to do much, but I'll do \_\_\_\_\_ I can.
- I won't be able to do much, but I'll do the best \_\_\_\_\_ I can.
- I don't agree with \_\_\_\_\_ you've just said.
- 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:

1  My mother writes detective stories.	2  My wife is an English teacher.	3  I own a restaurant.
4  My ambition is to climb Everest.	5  We've just got married.	6  My parents used to work in a circus.

The next day you tell a friend about these people. Complete the sentences using **who** or **whose**.

- 1 I met somebody whose mother writes detective stories.
- 2 I met a man .....
- 3 I met a woman .....
- 4 I met somebody .....
- 5 I met a couple .....
- 6 I met somebody .....

## 94.2 Read the situations and complete the sentences using **where**.

- 1 You grew up in a small town. You went back there recently. You tell someone this.  
I recently went back to the small town where I grew up.
- 2 You want to buy some postcards. You ask a friend where you can do this.  
Is there a shop near here .....
- 3 You work in a factory. The factory is going to close down next month. You tell a friend:  
The factory ..... is going to close down next month.
- 4 Sue is staying at a hotel. You want to know the name of the hotel. You ask a friend:  
Do you know the name of the hotel .....
- 5 You play football in a park on Sundays. You show a friend the park. You say:  
This is the park ..... on Sundays.

## 94.3 Complete each sentence using **who/whom/whose/where**.

- 1 What's the name of the man whose car you borrowed?
- 2 A cemetery is a place ..... people are buried.
- 3 A pacifist is a person ..... believes that all wars are wrong.
- 4 An orphan is a child ..... parents are dead.
- 5 What was the name of the person to ..... you spoke on the phone?
- 6 The place ..... we spent our holidays was really beautiful.
- 7 This school is only for children ..... first language is not English.
- 8 The woman with ..... he fell in love left him after a month.

## 94.4 Use your own ideas to complete these sentences. They are like the examples in Sections D and E.

- 1 I'll always remember the day I first met you.
- 2 I'll never forget the time .....
- 3 The reason ..... was that I didn't know your address.
- 4 Unfortunately I wasn't at home the evening .....
- 5 The reason ..... is that they don't need one.
- 6 ..... was the year .....

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**:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> We met some people <b>whose</b> car had broken down.</li> <li><input type="checkbox"/> What's the name of the place <b>where</b> you went on holiday?</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Liz, <b>whose</b> car had broken down, was in a very bad mood.</li> <li><input type="checkbox"/> Jill has just been to Sweden, <b>where</b> her daughter lives.</li> </ul> |
|--|--|



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:

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

- 1 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.
- 2 My brother showed us his new car, which he's very proud of.  
My brother showed us his new car, .....
- 3 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, .....
- 4 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.

- 1 All of Mary's brothers are married.  
Mary has three brothers, all of whom are married.
- 2 Most of the information we were given was useless.  
We were given a lot of information, .....
- 3 Jane has received neither of the letters I sent her.  
I sent Jane two letters, .....
- 4 None of the ten people who applied for the job was suitable.  
Ten people applied for the job, .....
- 5 Kate hardly ever uses one of her computers.  
Kate has got two computers, .....
- 6 Mike gave half of the £50,000 he won to his parents.  
Mike won £50,000, .....
- 7 Both of Julia's sisters are teachers.  
Julia has two sisters, .....
- 8 I went to a party – I knew only a few of the people there.  
There were a lot of people at the party, .....
- 9 The sides of the road we drove along were lined with trees.  
We drove along the road, the .....
- 10 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**:

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> My job is | { | boring.<br>interesting.<br>tiring.<br>satisfying.<br>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.

- 1 The film wasn't as good as we had expected. (disappoint...)  
 a The film was disappointing.  
 b We were disappointed with the film.
- 2 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 .....
- 3 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.
- 4 Clare is going to Mexico next month. She has never been there before. (excite...)  
 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.

- 1 I was disappointing / disappointed with the film. I had expected it to be better.  
 (disappointed is correct)
- 2 Are you interesting / interested in football?
- 3 The football match was very exciting / excited, I enjoyed it.
- 4 It's sometimes embarrassing / embarrassed when you have to ask people for money.
- 5 Do you easily get embarrassing / embarrassed?
- 6 I had never expected to get the job. I was really amazing / amazed when I was offered it.
- 7 She has really learnt very fast. She has made astonishing / astonished progress.
- 8 I didn't find the situation funny. I was not amusing / amused.
- 9 It was a really terrifying / terrified experience. Afterwards everybody was very shocking / shocked.
- 10 Why do you always look so boring / bored? Is your life really so boring / bored?
- 11 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	<del>surprising</del> /surprised

- 1 He works very hard. It's not surprising that he's always tired.
- 2 I've got nothing to do. I'm .....
- 3 The teacher's explanation was ..... Most of the students didn't understand it.
- 4 The kitchen hadn't been cleaned for ages. It was really .....
- 5 I seldom visit art galleries. I'm not particularly ..... in art.
- 6 There's no need to get ..... just because I'm a few minutes late.
- 7 The lecture was ..... I fell asleep.
- 8 I've been working very hard all day and now I'm .....
- 9 I'm starting a new job next week. I'm very ..... about it.
- 10 Steve is very good at telling funny stories. He can be very .....
- 11 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.

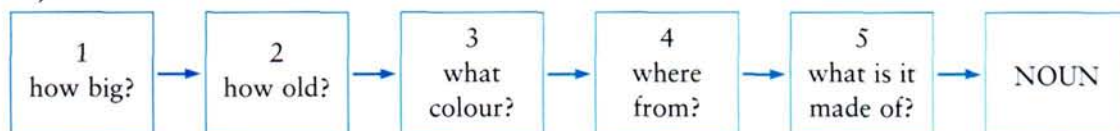
Adjectives like **nice/beautiful** are *opinion* adjectives. They tell us what somebody thinks of something or somebody.

Opinion adjectives usually go before fact adjectives.

	<i>opinion</i>	<i>fact</i>	
a	<b>nice</b>	<b>long</b>	summer holiday
an	<b>interesting</b>	<b>young</b>	man
	<b>delicious</b>	<b>hot</b>	vegetable soup
a	<b>beautiful</b>	<b>large round wooden</b>	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	<del>seem</del>
smell	sound	taste

awful	fine	interesting
nice	<del>upset</del>	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:

<i>adjective:</i>	quick	serious	careful	quiet	heavy	bad
<i>adverb:</i>	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:

<b>reasonably cheap</b>	( <i>adverb + adjective</i> )
<b>terribly sorry</b>	( <i>adverb + adjective</i> )
<b>incredibly quickly</b>	( <i>adverb + adverb</i> )

- ☐ 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 he avily .
- 2 Our team lost the game because we played very ba..... .
- 3 I had little difficulty finding a place to live. I found a flat quite ea..... .
- 4 We had to wait for a long time, but we didn't complain. We waited pat..... .
- 5 Nobody knew Steve was coming to see us. He arrived unex..... .
- 6 Mike keeps fit by playing tennis reg..... .
- 7 I don't speak French very well, but I can understand per..... if people speak sl..... and cl..... .

## 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 ..... . (selfish / selfishly)
- 4 Rose is ..... upset about losing her job. (terrible / terribly)
- 5 There was a ..... change in the weather. (sudden / suddenly)
- 6 Everybody at the party was ..... dressed. (colourful / colourfully)
- 7 Linda likes wearing ..... clothes. (colourful / colourfully)
- 8 Liz fell and hurt herself quite ..... . (bad / badly)
- 9 Joe says he didn't do well at school because he was ..... taught. (bad / badly)
- 10 Don't go up that ladder. It doesn't look ..... . (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)	<del>quick(ly)</del>	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 ..... .
- 3 Sue works ..... . She never seems to stop.
- 4 Rachel and Patrick are very ..... married.
- 5 Maria's English is very ..... although she makes quite a lot of mistakes.
- 6 I cooked this meal ..... for you, so I hope you like it.
- 7 Everything was very quiet. There was ..... silence.
- 8 I tried on the shoes and they fitted me ..... .
- 9 Do you usually feel ..... before examinations?
- 10 I'd like to buy a car, but it's ..... impossible for me at the moment.

## 100.4 Choose two words (one from each box) to complete each sentence.

absolutely	badly	completely	changed	<del>cheap</del>	damaged
<del>reasonably</del>	seriously	slightly	enormous	ill	long
unnecessarily	unusually		planned	quiet	

- 1 I thought the restaurant would be expensive, but it was reasonably cheap .
- 2 Steve's mother is ..... in hospital.
- 3 What a big house! It's ..... .
- 4 It wasn't a serious accident. The car was only ..... .
- 5 The children are normally very lively, but they're ..... today.
- 6 When I returned home after 20 years, everything had ..... .
- 7 The film was ..... . It could have been much shorter.
- 8 A lot went wrong during our holiday because it was ..... .

Adjectives and adverbs 2  
(well/fast/late, hard/hardly)

## 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 <b>fast</b> runner. | Darren can <b>run</b> very <b>fast</b> .                           |
| <input type="checkbox"/> Kate is a <b>hard</b> worker.        | Kate <b>works</b> <b>hard</b> . ( <i>not</i> works <b>hardly</b> ) |
| <input type="checkbox"/> I was <b>late</b> .                  | I <b>got up</b> <b>late</b> 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)

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)

There's hardly anything in the fridge.





## 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** (*not a such big dog*)

**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**.

- 1 It's difficult to understand him because he speaks so quietly.
- 2 I like Liz and Joe. They're such nice people.
- 3 It was a great holiday. We had such a good time.
- 4 I was surprised that he looked ..... well after his recent illness.
- 5 Everything is ..... expensive these days, isn't it?
- 6 The weather is beautiful, isn't it? I didn't expect it to be ..... nice day.
- 7 I have to go. I didn't realise it was ..... late.
- 8 He always looks good. He wears ..... nice clothes.
- 9 It was ..... boring film that I fell asleep while I was watching it.
- 10 I couldn't believe the news. It was ..... shock.
- 11 I think she works too hard. She looks ..... tired all the time.
- 12 The food at the hotel was ..... awful. I've never eaten ..... awful food.
- 13 They've got ..... much money they don't know what to do with it.
- 14 I didn't realise you lived ..... long way from the city centre.
- 15 The party was really great. It was ..... pity you couldn't come.

102.2 Make one sentence from two. Use **so** or **such**.

- 1 ~~She worked hard.~~
- 2 ~~It was a beautiful day.~~
- 3 I was tired.
- 4 We had a good time on holiday.
- 5 She speaks English well.
- 6 I've got a lot to do.
- 7 The music was loud.
- 8 I had a big breakfast.
- 9 It was horrible weather.
- 10 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.

- 1 She worked so hard she made herself ill.
- 2 It was such a beautiful day we decided to go to the beach.
- 3 I was .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....
- 10 .....

## 102.3 Use your own ideas to complete these pairs of sentences.

- 1 a We enjoyed our holiday. It was so relaxing.
- b We enjoyed our holiday. We had such a good time.
- 2 a I like Catherine. She's so .....
- b I like Catherine. She's such .....
- 3 a I like New York. It's so .....
- b I like New York. It's such .....
- 4 a I wouldn't like to be a teacher. It's so .....
- b I wouldn't like to be a teacher. It's such .....
- 5 a It's great to see you again! I haven't seen you for so .....
- b It's great to see you again! I haven't seen you for such .....

## 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**. (*without 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

- 1 I can't run very far. I'm not fit enough.
- 2 Some of us had to sit on the floor because there weren't enough chairs.
- 3 I'd like to buy a car, but I haven't got ..... at the moment.
- 4 Have you got ..... in your coffee or would you like some more?
- 5 Are you ..... ? Or shall I switch on the heating?
- 6 It's only a small car. There isn't ..... for all of us.
- 7 Steve didn't feel ..... to go to work this morning.
- 8 I enjoyed my trip to Paris, but there wasn't ..... to do everything I wanted.
- 9 Do you think I've got ..... to apply for the job?
- 10 Try this jacket on and see if it's ..... for you.
- 11 There weren't ..... 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.

1 Are they going to get married?

(old) No, they're not old enough to get married.

2 I need to talk to you about something.

(busy) Well, I'm afraid I'm ..... to you now.

3 Let's go to the cinema.

(late) No, it's ..... to the cinema.

4 Why don't we sit outside?

(warm) It's not ..... outside.

5 Would you like to be a politician?

(shy) No, I'm ..... a politician.

6 Would you like to be a teacher?

(patience) No, I haven't got ..... a teacher.

7 Did you hear what he was saying?

(far away) No, we were ..... what he was saying.

8 Can he read a newspaper in English?

(English) No, he doesn't know ..... a newspaper.

103.3 Make one sentence from two. Complete the new sentence using **too** or **enough**.

1 We couldn't carry the boxes. They were too heavy.

The boxes were too heavy to carry.

2 I can't drink this coffee. It's too hot.

This coffee is .....

3 Nobody could move the piano. It was too heavy.

The piano .....

4 Don't eat these apples. They're not ripe enough.

These apples .....

5 I can't explain the situation. It is too complicated.

The situation .....

6 We couldn't climb over the wall. It was too high.

The wall .....

7 Three people can't sit on this sofa. It isn't big enough.

This sofa .....

8 You can't see some things without a microscope. They are too small.

Some .....

## 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

- 1 I'm surprised you haven't heard of her. She's quite famous.
- 2 I'm ..... . Is there anything to eat?
- 3 'How were the photographs you took?' '..... . Better than usual.'
- 4 I go to the cinema ..... - maybe once a month.
- 5 We live near a very busy road, so it's often .....
- 6 I didn't expect Laura to contact me. I was ..... when she phoned.
- 7 I went to bed ..... last night, so I'm a bit tired this morning.
- 8 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
<del>a nice day</del>	a long way	a strong wind	

- 1 The weather was better than we had expected. It was quite a nice day.
- 2 Tom often sings. He's got .....
- 3 The bus stop wasn't very near the hotel. We had to walk .....
- 4 It's warm today, but there's .....
- 5 The journey took longer than I expected. There was .....
- 6 I'm tired. I've had .....
- 7 Our holiday was OK. We had .....

104.3 Use your own ideas to complete these sentences. Use rather + adjective.

- 1 The weather isn't so good. It's rather cloudy.
- 2 I enjoyed the film, but it was .....
- 3 The hotel we stayed at wasn't very good. I was .....
- 4 I think it's ..... that Chris went away without telling anybody.
- 5 Lucy doesn't like having to wait. Sometimes she's .....

104.4 What does quite mean in these sentences? Tick (✓) the right meaning.

- |   | <i>more than a little, less than very (Section B)</i> | <i>completely (Section E)</i> |
|---|---|-------------------------------|
| 1 It's <u>quite cold</u> . You'd better wear your coat.   | .....   | .....                         |
| 2 'Are you sure?' 'Yes, <u>quite sure</u> .'              | .....   | ..... ✓                       |
| 3 Maria's English is <u>quite good</u> .                  | .....   | .....                         |
| 4 I couldn't believe it. It was <u>quite incredible</u> . | .....   | .....                         |
| 5 My bedroom is <u>quite big</u> .                        | .....   | .....                         |
| 6 I'm <u>quite tired</u> . I think I'll go to bed.        | .....   | .....                         |
| 7 I <u>quite agree</u> with you.                          | .....   | .....                         |

104.5 Complete these sentences using quite + the following:

different impossible right safe sure ~~true~~ unnecessary

- 1 I didn't believe her at first, but in fact what she said was quite true.
- 2 You won't fall. The ladder is .....
- 3 I'm afraid I can't do what you ask. It's .....
- 4 I couldn't agree with you more. You are .....
- 5 You can't compare the two things. They are .....
- 6 You needn't have done that. It was .....
- 7 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	<del>early</del>	easily	high	important
interested	peaceful	<del>reliable</del>	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.

- Her illness was much more serious than we thought at first. (much / serious)
- This bag is too small. I need something ..... (much / big)
- I'm afraid the problem is ..... it seems. (much / complicated)
- It was very hot yesterday. Today it's ..... (a bit / cool)
- I enjoyed our visit to the museum. It was ..... I expected. (far / interesting)
- You're driving too fast. Can you drive ..... ? (a bit / slowly)
- It's ..... to learn a foreign language in a country where it is spoken. (a lot / easy)
- 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.

- I've waited long enough. I'm not waiting any longer .
- I'm sorry I'm a bit late, but I couldn't get here ..... .
- This shop isn't expensive. The prices are ..... anywhere else.
- I need to stop for a rest. I can't walk ..... .
- The traffic isn't particularly bad today. It's ..... usual.

106.3 Complete the sentences using the structure in Section C (... and ...).

- Cathy got more and more bored in her job. In the end she left. (bored)
- That hole in your sweater is getting ..... (big)
- My bags seemed to get ..... as I carried them. (heavy)
- As I waited for my interview, I became ..... (nervous)
- As the day went on, the weather got ..... (bad)
- Health care is becoming ..... (expensive)
- Since Anna went to Canada, her English has got ..... (good)
- 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.

- I like warm weather.  
The warmer the weather, the better I feel . (feel)
- I didn't really like him when we first met.  
But the more I got to know him, ..... (like)
- If you're in business, you want to make a profit.  
The more goods you sell, ..... (profit)
- It's hard to concentrate when you're tired.  
The more tired you are, ..... (hard)
- 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?

- My older / elder sister is a TV producer. (older and elder are both correct)
- I'm surprised Diane is only 25. I thought she was older / elder.
- Jane's younger sister is still at school. Her older / elder sister is a nurse.
- 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 <b>than I am</b> .<br>( <i>not usually</i> You're taller than I) | or You're taller <b>than me</b> .        |
| <input type="checkbox"/> He's not as clever <b>as she is</b> .  | or He's not as clever <b>as her</b> .    |
| <input type="checkbox"/> They have more money <b>than we have</b> .                                     | or They have more money <b>than us</b> . |
| <input type="checkbox"/> I can't run as fast <b>as he can</b> .   | or I can't run as fast <b>as him</b> .   |



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 .....
- You know a bit about cars, but I know more.  
You don't .....
- It's still cold, but it was colder yesterday.  
It isn't .....
- I still feel quite tired, but I felt a lot more tired yesterday.  
I don't .....
- Our neighbours have lived here for quite a long time, but we've lived here longer.  
Our neighbours haven't .....
- I was a bit nervous before the interview, but usually I'm a lot more nervous.  
I wasn't .....

## 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 .....
- The meal didn't cost as much as I expected. The meal cost .....
- I go out less than I used to. I don't .....
- Karen's hair isn't as long as it used to be. Karen used to .....
- I know them better than you do. You don't .....
- There are fewer people at this meeting than at the last one.  
There aren't .....

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 ..... I could.
- 'How long can I stay with you?' 'You can stay ..... you like.'
- I need the information quickly, so let me know ..... possible.
- I like to keep fit, so I go swimming ..... I can.
- I didn't want to wake anybody, so I came in ..... I could.

In the following sentences use **just as ... as**.

- I'm going to sleep on the floor. It's ..... the bed.
- Why did he get the job rather than me? I'm ..... him.
- At first I thought he was nice, but really he's ..... 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 .....
- I arrived at 10.25 and so did you. I .....
- My birthday is 5 April. Tom's birthday is 5 April too. My .....

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 .....
- I don't work particularly hard. Most people work as hard .....
- We were very surprised. Nobody was more surprised .....
- She's not a very good player. I'm a better player .....
- They've been very lucky. I wish we were as lucky .....

# 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 → <b>best</b>	bad → <b>worst</b>	far → <b>furthest/farthest</b>
--------------------	--------------------	--------------------------------

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:

<i>verb + object</i>			
I	like	my job	very much. ( <i>not</i> 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*:

	<i>place</i>	+	<i>time</i>
Ben walks	<b>to work</b>		<b>every morning.</b> ( <i>not</i> every morning to work)
Sam has been	<b>in Canada</b>		<b>since April.</b>
We arrived	<b>at the airport</b>		<b>early.</b>

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. OK
- 2 Ben walks every morning to work. Ben walks to work every morning.
- 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. .....

## 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	<b>always</b>	<b>drives</b>	to work.
I	<b>almost</b>	<b>fell</b>	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	<b>can</b>	<b>never</b>	<b>remember</b>	her name.
Clare	<b>doesn't</b>	<b>often</b>	<b>eat</b>	meat.
	<b>Are you</b>	<b>definitely</b>	<b>going</b>	away next week?
The concert	<b>will</b>	<b>probably</b>	<b>be</b>	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)  | <u>He still travels a lot.</u>             | 5 (politics) | ..... |
| 2 (shop)    | <u>He doesn't work in a shop any more.</u> | 6 (single)   | ..... |
| 3 (poems)   | He .....                                   | 7 (fishing)  | ..... |
| 4 (teacher) | .....                                      | 8 (beard)    | ..... |

Now write three sentences about Paul using no longer.

- |  |          |
|--|----------|
| 9 <u>He no longer works in a shop.</u> | 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 | <del>stop</del> | take off | wake up |
| 1 It's still raining.                       | <u>It hasn't stopped raining 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 <u>he is unemployed.</u>                    | <u>he is still unemployed.</u> |
| 2 Shall I tell Joe what happened or <u>does he know?</u>                       | <u>does he already know</u>    |
| 3 I'm hungry. <u>Is dinner ready?</u>  | <u>Is dinner ready yet?</u>    |
| 4 I was hungry earlier, but <u>I'm not hungry.</u>                             | <u>I'm not hungry any more</u> |
| 5 Can we wait a few minutes? <u>I don't want to go out.</u>                    | .....                          |
| 6 Jenny used to work at the airport, but <u>she doesn't work there.</u>        | .....                          |
| 7 I used to live in Amsterdam. <u>I have a lot of friends there.</u>           | .....                          |
| 8 'Shall I introduce you to Joe?' 'There's no need. <u>We've met.</u> '        | .....                          |
| 9 <u>Do you live in the same place</u> or have you moved?                      | .....                          |
| 10 Would you like to eat with us or <u>have you eaten?</u>                     | .....                          |
| 11 'Where's John?' ' <u>He's not here.</u> He'll be here soon.'                | .....                          |
| 12 Tim said he'd be here at 8.30. It's 9 o'clock now and <u>he isn't here.</u> | .....                          |
| 13 Do you want to join the club or <u>are you a member?</u>                    | .....                          |
| 14 It happened a long time ago, but <u>I can remember it very clearly.</u>     | .....                          |
| 15 I've put on weight. <u>These trousers don't fit me.</u>                     | .....                          |
| 16 ' <u>Have you finished with the paper?</u> ' 'No, <u>I'm reading it.</u> '  | .....                          |

## 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**.

<b>Julie</b> is usually happy is usually on time likes getting up early is very interested in art		<b>Sarah</b> isn't very keen on art is usually miserable usually hates hotels hasn't got a camera		<b>Amanda</b> is almost always late is a keen photographer loves staying in hotels isn't very good at getting up	
---	---	---	---	--	---

- They stayed at a hotel. Everybody liked it, even Sarah.
- They arranged to meet. They all arrived on time, .....
- They went to an art gallery. Nobody enjoyed it, .....
- Yesterday they had to get up early. They all managed to do this, .....
- They were together yesterday. They were all in a good mood, .....
- None of them took any photographs, .....

112.2 Make sentences with **even**. Use the words in brackets.

- Sue has been all over the world. (the Antarctic) She has even been to the Antarctic.
- We painted the whole room. (the floor) We .....
- Rachel has met lots of famous people. (the prime minister)  
She .....
- 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**.

- They didn't say anything to us. (hello) They didn't even say hello.
- I can't remember anything about her. (her name) I .....
- There isn't anything to do in this town. (a cinema) .....
- He didn't tell anybody where he was going. (his wife)  
.....
- I don't know anyone in our street. (the people next door)  
.....

112.3 Complete the sentences using **even + comparative**.

- It was very hot yesterday, but today it's even hotter.
- The church is 500 years old, but the house next to it is .....
- That's a very good idea, but I've got an ..... one.
- The first question was very difficult to answer. The second one was .....
- I did very badly in the exam, but most of my friends did .....
- Neither of us was hungry. I ate very little and my friend ate .....

112.4 Put in **if**, **even**, **even if** or **even though**.

- Even though she can't drive, she has bought a car.
- The bus leaves in five minutes, but we can still catch it ..... we run.
- The bus leaves in two minutes. We won't catch it now ..... we run.
- His Spanish isn't very good - ..... after three years in Spain.
- His Spanish isn't very good ..... he's lived in Spain for three years.
- ..... with the heating on, it was very cold in the house.
- I couldn't sleep ..... I was very tired.
- I won't forgive them for what they did, ..... they apologise.
- ..... 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 } the rain, they enjoyed themselves.  
Despite }

**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)** } I had the necessary qualifications.  
  **despite the fact (that)** }

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, } we arrived on time. (*not* In spite of the traffic was bad)  
  **In spite of** the traffic, }
- ☐ I couldn't sleep { **although** I was very tired. (*not* despite I was tired)  
  **despite** being very 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	<del>he has a very important job</del>
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 of .....
- 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

perhaps she'll be thirsty

she might want to take some photographs

~~she might get hungry~~

maybe it will rain

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.

## 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** / **so 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)** / **Provided (that)** } the room is clean, I don't mind which hotel we stay at.  
(= 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 .....

3 It takes Kate about 20 minutes to drive to work provided .....

4 I don't mind walking home as long as .....

5 I like to walk to work in the morning unless .....

6 We can meet tomorrow unless .....

7 You can borrow the money providing .....

8 You won't achieve anything unless .....

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**:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> I couldn't contact David <b>as</b> he was away on holiday and he doesn't have a mobile phone. (= because he was away)</li> <li><input type="checkbox"/> <b>As</b> they lived near us, we used to see them quite often.<br/>(= because they lived near us)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> David's passport was stolen <b>when</b> he was away on holiday.<br/>(= during the time he was away)</li> <li><input type="checkbox"/> <b>When</b> they lived near us, we used to see them quite often.<br/>(= at the time they lived near us)</li> </ul> |
|--|--|



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?

- 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.

*because*      *at the same time as*

- |       |       |
|-------|-------|
| ✓     |       |
| ..... | ..... |
|       | ✓     |
| ..... | ..... |
|       | ..... |
| ..... | ..... |
|       | ..... |
| ..... | ..... |

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:

- |  |  |
|--|--|
| <input type="checkbox"/> Sue Casey is the manager of a company.<br><b>As the manager</b> , she has to make many important decisions.<br>(As the manager = in her position as the manager.) | <input type="checkbox"/> Mary Stone is the assistant manager.<br><b>Like the manager</b> (Sue Casey), she also has to make important decisions.<br>(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 like this.
- 2 Andy failed his driving test, as he expected. OK
- 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. ....

117.2 Complete the sentences using **like** or **as** + the following:

a beginner	blocks of ice	<del>a palace</del>	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 .....
- 3 I've been playing tennis for years, but I still play .....
- 4 Marion once had a part-time job .....
- 5 I wonder what that building with the tower is. It looks .....
- 6 My brother gave me this watch ..... a long time ago.
- 7 It's very cold for the middle of summer. It's .....
- 8 He's 22 years old, but he sometimes behaves .....

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 ..... you.
- 3 Don't take my advice if you don't want to. You can do ..... you like.
- 4 You waste too much time doing things ..... sitting in cafés all day.
- 5 I wish I had a car ..... yours.
- 6 You don't need to change your clothes. You can go out ..... you are.
- 7 My neighbour's house is full of lots of interesting things. It's ..... a museum.
- 8 We saw Kevin last night. He was very cheerful, ..... always.
- 9 Sally has been working ..... a waitress for the last two months.
- 10 While we were on holiday, we spent most of our time doing energetic things ..... sailing, water skiing and swimming.
- 11 You're different from the other people I know. I don't know anyone ..... you.
- 12 We don't need all the bedrooms in the house, so we use one of them ..... a study.
- 13 The news that Sue and Gary were getting married came ..... a complete surprise to me.
- 14 ..... her father, Catherine has a very good voice.
- 15 At the moment I've got a temporary job in a bookshop. It's OK ..... a temporary job, but I wouldn't like to do it permanently.
- 16 ..... you can imagine, we were very tired after such a long journey.
- 17 This tea is awful. It tastes ..... water.
- 18 I think I prefer this room ..... 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.

- 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.
- Christine comes into the room. She looks absolutely terrified. (see / a ghost)  
You say to her: What's the matter? You .....
- Joe is on holiday. He's talking to you on the phone and sounds very happy. (enjoy / yourself)  
You say to him: You .....
- 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	there's been an accident	they are having an argument
it's going to rain	<del>she isn't coming</del>	we'll have to walk

- Sandra said she would be here an hour ago.  
You say: It looks as if she isn't coming.
- The sky is full of black clouds.  
You say: It .....
- You hear two people shouting at each other next door.  
You say: .....
- You see an ambulance, some policemen and two damaged cars at the side of the road.  
You say: .....
- You and a friend have just missed the last bus home.  
You say: .....
- 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	I / go / be sick	he / not / eat / for a week
<del>he / need / a good rest</del>	she / hurt / her leg	he / mean / what he / say
I / not / exist	she / not / want / come	

- Mark looks very tired. He looks as if he needs a good rest.
- I don't think Paul was joking. He looked .....
- What's the matter with Liz? She's walking .....
- Peter was extremely hungry and ate his dinner very quickly.  
He ate .....
- Caroline had a bored expression on her face during the concert.  
She didn't look .....
- I've just eaten too many chocolates. Now I don't feel well.  
I feel .....
- I phoned Liz and invited her to the party, but she wasn't very enthusiastic about it.  
She sounded .....
- 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.

- Brian is a terrible driver. He drives as if he were the only driver on the road.
- I'm 20 years old, so please don't talk to me ..... I ..... a child.
- Steve has never met Nicola, but he talks about her ..... his best friend.
- It was a long time ago that we first met, but I remember it ..... yesterday.

### For and during

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**?

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.

- ☐ It must have rained **in the night**. (*or during the night*)
- ☐ I'll phone you sometime **during the afternoon**. (*or in the afternoon*)

□ It rained **for** three days without stopping. (*not during three days*)

☐ I fell asleep during the film. I was asleep for half an hour.

### During and while

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.

□ I fell asleep while I was watching TV.

- ☐ We met a lot of interesting people while we were on holiday.
- ☐ Robert suddenly began to feel ill while he was doing the exam.

- ☐ 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.

- 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*)

For and since → Unit 12A    While + -ing → Unit 68B



## 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.

- We have to be home not later than 5 o'clock.  
We have to be home by 5 o'clock.
- I have to be at the airport not later than 8.30.  
I have to be at the airport .....
- Let me know not later than Saturday whether you can come to the party.  
Let me know .....
- Please make sure that you're here not later than 2 o'clock.  
Please make sure that .....
- If we leave now, we should arrive not later than lunchtime.  
If we leave now, .....

## 120.2 Put in by or until.

- Steve has gone away. He'll be away until Monday.
- Sorry, but I must go. I have to be home ..... 5 o'clock.
- I've been offered a job. I haven't decided yet whether to accept it or not. I have to decide ..... Friday.
- I think I'll wait ..... Thursday before making a decision.
- It's too late to go shopping. The shops are open only ..... 5.30. They'll be closed ..... now.
- I'd better pay the phone bill. It has to be paid ..... tomorrow.
- Don't pay the bill today. Wait ..... tomorrow.
- A: Have you finished redecorating your house?  
B: Not yet. We hope to finish ..... the end of the week.
- 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.
- I'm moving into my new flat next week. I'm staying with a friend ..... then.
- I've got a lot of work to do. .... the time I finish, it will be time to go to bed.
- 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.

- David is away at the moment. He'll be away until Monday .....
- David is away at the moment. He'll be back by Monday .....
- I'm just going out. I won't be very long. Wait here .....
- I'm going out to buy a few things. It's 4.30 now. I won't be long. I'll be back .....
- If you want to apply for the job, your application must be received .....
- Last night I watched TV .....

## 120.4 Read the situations and complete the sentences using By the time ...

- 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.
- I intended to catch a train, but it took me longer than expected to get to the station.  
..... , my train had already left.
- I wanted to go shopping after finishing my work. But I finished much later than expected.  
..... , it was too late to go shopping.
- 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.  
..... , the two men had disappeared.
- 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.  
..... , 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:

- |  |  |
|--|--|
| <b>at</b> night                            | <input type="checkbox"/> I don't like going out <b>at</b> night.                   |
| <b>at</b> the weekend / <b>at</b> weekends | <input type="checkbox"/> Will you be here <b>at</b> the weekend?                   |
| <b>at</b> Christmas                        | <input type="checkbox"/> Do you give each other presents <b>at</b> Christmas?      |
| <b>at</b> the moment / <b>at</b> present   | <input type="checkbox"/> Mr Benn is busy <b>at</b> the moment / <b>at</b> present. |
| <b>at</b> the same time                    | <input type="checkbox"/> Emily and I arrived <b>at</b> the same time.              |

C

We say:

- |  |            |   |
|--|------------|---|
| <b>in</b> the morning(s)                                     | <i>but</i> | <b>on</b> Friday morning(s)                                       |
| <b>in</b> the afternoon(s)                                   |            | <b>on</b> Sunday afternoon(s)                                     |
| <b>in</b> the evening(s)                                     |            | <b>on</b> Monday evening(s) etc.                                  |
| <input type="checkbox"/> I'll see you <b>in</b> the morning. |            | <input type="checkbox"/> I'll see you <b>on</b> Friday morning.   |
| <input type="checkbox"/> Do you work <b>in</b> the evenings? |            | <input type="checkbox"/> Do you work <b>on</b> 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	

- Columbus made his first voyage from Europe to America in 1492.
- If the sky is clear, you can see the stars .....
- After working hard during the day, I like to relax .....
- Neil Armstrong was the first man to walk on the moon .....
- It's difficult to listen if everyone is speaking .....
- Jazz became popular in the United States .....
- I'm just going out to the shop. I'll be back .....
- (on the phone)* 'Can I speak to Dan?' 'I'm afraid he's not here .....
- Many of Europe's great cathedrals were built .....
- Ben is a very fast runner. He can run 100 metres .....
- Liz works from Monday to Friday. Sometimes she also works .....

## 121.2 Put in at, on or in.

- Mozart was born in Salzburg in 1756.
- I haven't seen Kate for a few days. I last saw her ..... Tuesday.
- The price of electricity is going up ..... 'October.
- ..... weekends, we often go for long walks in the country.
- I've been invited to a wedding ..... 14 February.
- Jonathan is 63. He'll be retiring from his job ..... two years' time.
- I'm busy just now, but I'll be with you ..... a moment.
- Jenny's brother is an engineer, but he doesn't have a job ..... the moment.
- There are usually a lot of parties ..... New Year's Eve.
- I don't like driving ..... night.
- My car is being repaired at the garage. It will be ready ..... two hours.
- The telephone and the doorbell rang ..... the same time.
- Mary and David always go out for dinner ..... their wedding anniversary.
- It was a short book and easy to read. I read it ..... a day.
- ..... Saturday night I went to bed ..... midnight.
- We travelled overnight to Paris and arrived ..... 5 o'clock ..... the morning.
- The course begins ..... 7 January and ends sometime ..... April.
- I might not be at home ..... Tuesday morning, but I'll be there ..... 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.                        | <u>both</u> |
| 2 a I'll see you on next Friday.                | b I'll see you next Friday.                   | <u>b</u>    |
| 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**.

- The bus was late this morning, but it's usually on time.
- The film was supposed to start at 8.30, but it didn't begin .....
- I like to get up ..... to have a big breakfast before going to work.
- We want to start the meeting ....., so please don't be late.
- I've just washed this shirt. I want to wear it this evening, so I hope it will be dry .....
- The train service isn't very good. The trains are rarely .....
- I nearly missed my flight this morning. I got to the airport just .....
- I nearly forgot that it was Joe's birthday. Fortunately I remembered .....
- Why are you never .....? You always keep everybody waiting.

122.2 Read the situations and make sentences using **just in time**.

- 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.
- You were walking home. Just after you got home, it started to rain very heavily.  
(get / home) I .....
- 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 .....
- 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

- The players shook hands at the end of the game.
- I usually get paid .....
- The students had a party .....
- Two of the runners collapsed .....
- To my surprise, I was offered the job .....

122.4 Write sentences with **In the end**. Use the verb in brackets.

- We had a lot of problems with our car. (sell) In the end we sold it.
- Judy got more and more fed up with her job.  
(resign) .....
- I tried to learn German, but I found it too difficult.  
(give up) .....
- We couldn't decide whether to go to the party or not.  
(not / go) .....

122.5 Put in **at** or **in**.

- I'm going away at the end of the month.
- It took me a long time to find a job. .... the end I got a job in a hotel.
- Are you going away ..... the beginning of August or ..... the end?
- I couldn't decide what to buy Laura for her birthday. I didn't buy her anything ..... the end.
- We waited ages for a taxi. We gave up ..... the end and walked home.
- I'll be moving to a new address ..... the end of September.
- We had a few problems at first, but ..... the end everything was OK.
- I'm going away ..... the end of this week.
- 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

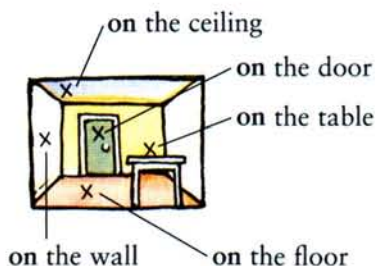


at reception

- ☐ 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 the ceiling  
on the door  
on the table  
on the wall  
on the floor



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**:

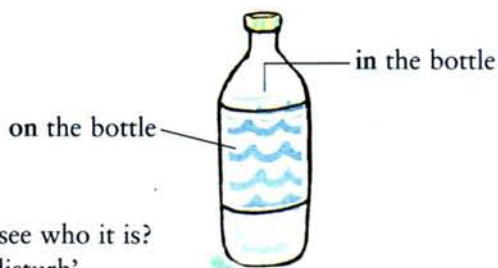
- ☐ There were a lot of people **in the shop**. It was very crowded.  
Go along this road, then turn left **at the shop**.
- ☐ I'll meet you **in the hotel lobby**.  
I'll meet you **at the entrance to the hotel**.

Compare **in** and **on**:

- ☐ There is some water **in the bottle**.  
There is a label **on the bottle**.

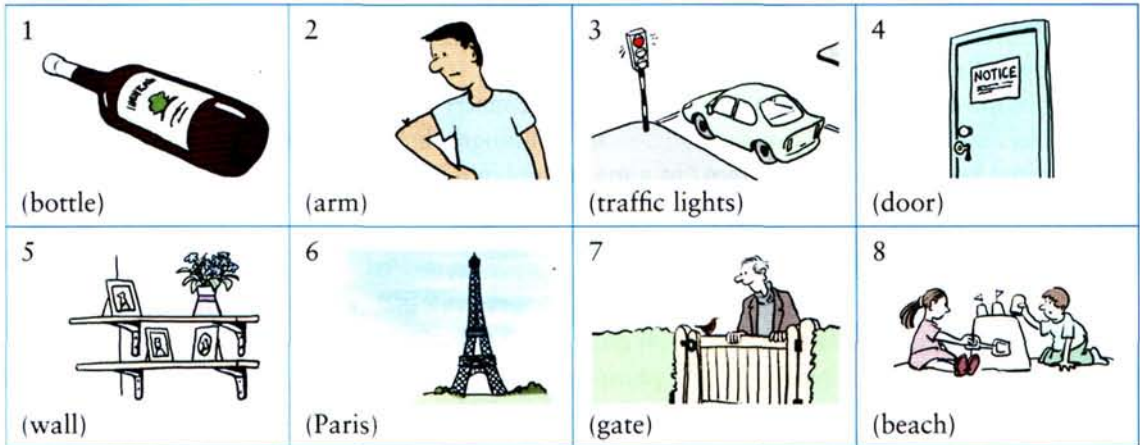
Compare **at** and **on**:

- ☐ 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.



- Where's the label? On the bottle.
- Where's the fly? .....
- Where is the car waiting? .....
- a Where's the notice? .....  
b Where's the key? .....
- Where are the shelves? .....
- Where's the Eiffel Tower? .....
- a Where's the man standing? .....  
b Where's the bird? .....
- Where are the children playing? .....

123.2 Complete the sentences. Use **in**, **at** or **on** + the following:

the window	your coffee	the mountains	that tree
my guitar	<del>the river</del>	the island	the next garage

- Look at those people swimming in the river.
- One of the strings ..... is broken.
- There's something wrong with the car. We'd better stop .....
- Would you like sugar ..... ?
- The leaves ..... are a beautiful colour.
- Last year we had a wonderful skiing holiday .....
- There's nobody living ..... . It's uninhabited.
- He spends most of the day sitting ..... and looking outside.

123.3 Complete the sentences with **in**, **at** or **on**.

- There was a long queue of people at the bus stop.
- Nicola was wearing a silver ring ..... her little finger.
- There was an accident ..... the crossroads this morning.
- I wasn't sure whether I had come to the right office. There was no name ..... the door.
- There are some beautiful trees ..... the park.
- You'll find the sports results ..... the back page of the newspaper.
- I wouldn't like an office job. I couldn't spend the whole day sitting ..... a desk.
- My brother lives ..... a small village ..... the south-west of England.
- The man the police are looking for has a scar ..... his right cheek.
- The headquarters of the company are ..... Milan.
- I like that picture hanging ..... the wall ..... the kitchen.
- If you come here by bus, get off ..... 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.



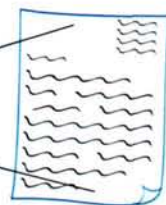
C

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**.



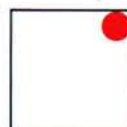
E

in the corner of a room

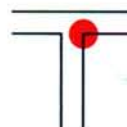
- ☐ The television is **in the corner** of the room.

at the corner or on the corner of a street

- ☐ There is a post box **at/on the corner** of the street.



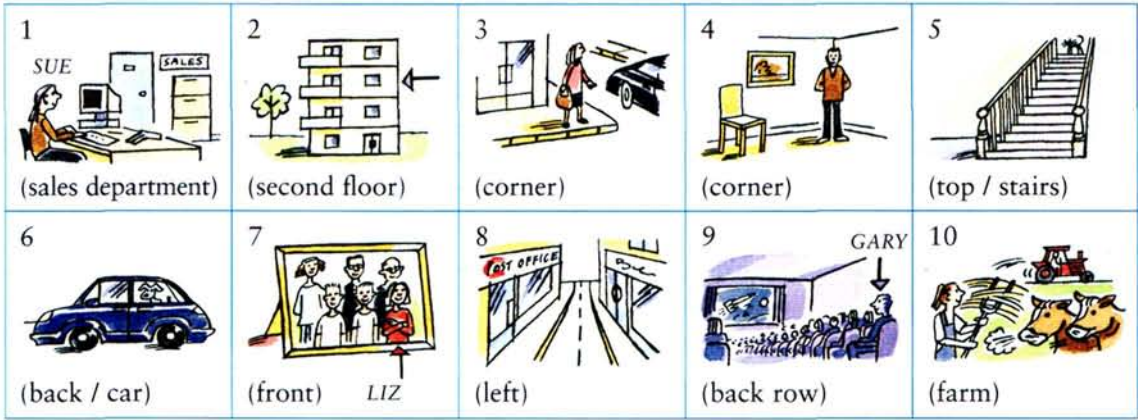
in the corner



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 sky~~  
the front row      the right      the back of this card      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 in ..... the top floor. It's ..... the left as you come out of the lift.

## 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 **at 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	<del>the station</del>	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 to bed	come to my house
go back to Italy	go to the bank	be taken to hospital
return to London	go to a concert	be sent to prison
welcome (somebody) to (a place)		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.

Been to → Units 7-8 In/at/on (position) → Units 123-125 At home → Unit 125A

Into and in → Unit 138A



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 — home. (*no preposition*)
- We left our luggage — the station and went to find something to eat.
- Shall we take a taxi — the station or shall we walk?
- I have to go — the bank today to change some money.
- The river Rhine flows — the North Sea.
- 'Have you got your camera?' 'No, I left it — home.'
- Have you ever been — China?
- I had lost my key, but I managed to climb — the house through a window.
- We got stuck in a traffic jam on our way — the airport.
- We had lunch — the airport while we were waiting for our plane.
- Welcome — the hotel. We hope you enjoy your stay here.
- We drove along the main road for about a kilometre and then turned — a narrow side street.
- Did you enjoy your visit — the zoo?
- I'm tired. As soon as I get — home, I'm going — bed.
- Marcel is French. He has just returned — France after two years — Brazil.
- Carl was born — Chicago, but his family moved — New York when he was three. He still lives — 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

- (example answers) I've never been to Australia. / I've been to Ireland once.
- 
- 
- 

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 — London?
- What time did you get — home last night?
- What time do you usually arrive — work in the morning?
- When we got — the cinema, there was a long queue outside.
- I arrived — 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**.



### 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**.

**In/at/on (time)** → Unit 121   **In/at/on (position)** → Units 123-125



127.1 Complete the sentences using **in** + the following:

block capitals	cold weather	love	my opinion
pencil	<del>the rain</del>	the shade	

- Don't go out in the rain. Wait until it stops.
- Matt likes to keep warm, so he doesn't go out much .....
- If you write ..... and make a mistake, you can rub it out and correct it.
- They fell ..... almost immediately and were married in a few weeks.
- Please write your address clearly, preferably .....
- It's too hot in the sun. I'm going to sit .....
- Amanda thought the restaurant was OK, but ..... it wasn't very good.

127.2 Complete the sentences using **on** + the following:

business	a diet	<del>fire</del>	holiday	the phone
purpose	strike	television	a tour	the whole

- Look! That car is on fire! Somebody call the fire brigade.
- Workers at the factory have gone ..... for better pay and conditions.
- Soon after we arrived, we were taken ..... of the city.
- I feel lazy this evening. Is there anything worth watching ..... ?
- I'm sorry. It was an accident. I didn't do it .....
- Richard has put on a lot of weight recently. I think he should go .....
- Jane's job involves a lot of travelling. She often has to go away .....
- A: I'm going ..... next week.  
B: Where are you going? Somewhere nice?
- A: Is Sarah here?  
B: Yes, but she's ..... at the moment. She won't be long.
- 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**.

- Water boils at 100 degrees Celsius.
- When I was 14, I went ..... a trip to France organised by my school.
- There was panic when people realised that the building was ..... fire.
- Julia's grandmother died recently ..... the age of 79.
- Can you turn the light on, please? I don't want to sit ..... the dark.
- We didn't go ..... holiday last year. We stayed at home.
- I'm going to Switzerland ..... a short holiday next month.
- I won't be here next week. I'll be ..... holiday.
- Technology has developed ..... great speed.
- Alan got married ..... 17, which is rather young to get married.
- I heard an interesting programme ..... the radio this morning.
- ..... my opinion, violent films should not be shown ..... television.
- I wouldn't like to go ..... a cruise. I think I'd get bored.
- I mustn't eat too much. I'm supposed to be ..... a diet.
- I wouldn't like his job. He spends most of his time talking ..... the phone.
- The earth travels round the sun ..... 107,000 kilometres an hour.
- 'Did you enjoy your holiday?' 'Not every minute, but ..... the whole, yes.'
- When you write a cheque, you have to write the amount ..... words and figures.

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.'



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**.

new salary — £2,200  
                   ↑  
           increased **by** £200  
                   ↑  
 old salary — £2,000



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? in Kate's car
- 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. ....

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.

- 1 What caused the explosion? What was the cause of the explosion ?
- 2 We're trying to solve the problem. We're trying to find a solution .....
- 3 Sue gets on well with her brother. Sue has a good relationship .....
- 4 The cost of living has gone up a lot.  
There has been a big increase .....
- 5 I don't know how to answer your question.  
I can't think of an answer .....
- 6 I don't think that a new road is necessary.  
I don't think there is any need .....
- 7 I think that working at home has many advantages.  
I think that there are many advantages .....
- 8 The number of people without jobs fell last month.  
Last month there was a fall .....
- 9 Nobody wants to buy shoes like these any more.  
There is no demand .....
- 10 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

- 1 On the wall there were some pictures and a map of the world.
- 2 Thank you for the ..... your party next week.
- 3 Since she left home two years ago, Sophie has had little ..... her family.
- 4 I can't open this door. Have you got a ..... the other door?
- 5 The ..... the fire at the hotel last night is still unknown.
- 6 I emailed Jim last week, but I still haven't received a ..... my message.
- 7 The two companies are completely independent. There is no ..... them.
- 8 Jane showed me some old ..... the city as it looked 100 years ago.
- 9 Carol has decided to give up her job. I don't know her ..... doing this.
- 10 It wasn't a bad accident. The ..... the car wasn't serious.

## 129.3 Complete the sentences with the correct preposition.

- 1 There are some differences between British and American English.
- 2 Money isn't the solution ..... every problem.
- 3 There has been an increase ..... the amount of traffic using this road.
- 4 When I opened the envelope, I was delighted to find a cheque ..... £500.
- 5 The advantage ..... having a car is that you don't have to rely on public transport.
- 6 There are many advantages ..... being able to speak a foreign language.
- 7 Everything can be explained. There's a reason ..... everything.
- 8 When Paul left home, his attitude ..... his parents seemed to change.
- 9 Ben and I used to be good friends, but I don't have much contact ..... him now.
- 10 There has been a sharp rise ..... property prices in the past few years.
- 11 What was Emma's reaction ..... the news?
- 12 If I give you the camera, can you take a photograph ..... me?
- 13 The company has rejected the workers' demands ..... a rise ..... pay.
- 14 What was the answer ..... question 3 in the test?
- 15 The fact that Jane was offered a job has no connection ..... 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 <u>with tourists</u> . |
| 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~~

- I think she's arriving this evening, but I'm not sure of that.
- Your camera is ..... mine, but it isn't exactly the same.
- Don't worry. I'll look after you. There's nothing to be .....
- I never watch the news on television. I'm not ..... the news.
- The editor is the person who is ..... what appears in a newspaper.
- Sarah is a keen gardener. She's very ..... her garden and loves showing it to visitors.
- I was surprised when I met Lisa for the first time. She was ..... what I expected.

## 131.3 Put in the correct preposition.

- The letter I wrote was full of mistakes.
- My home town is not an especially interesting place. It's not famous ..... anything.
- Kate is very fond ..... her younger brother.
- I don't like going up ladders. I'm scared ..... heights.
- You look bored. You don't seem interested ..... what I'm saying.
- Did you know that Liz is engaged ..... a friend of mine?
- I'm not ashamed ..... what I did. In fact I'm quite proud ..... it.
- I suggested that we should all go out for a meal, but nobody else was keen ..... the idea.
- These days everybody is aware ..... the dangers of smoking.
- The station platform was crowded ..... people waiting for the train.
- Sue is much more successful than I am. Sometimes I feel a bit jealous ..... her.
- I'm tired ..... doing the same thing every day. I need a change.
- Do you know anyone who might be interested ..... buying an old car?
- We've got plenty to eat. The fridge is full ..... food.
- She is a very honest person. I don't think she is capable ..... telling a lie.
- Helen works hard and she's extremely good ..... her job.
- I'm not surprised he changed his mind at the last moment. That's typical ..... him.
- Mark has no money of his own. He's totally dependent ..... his parents.
- 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

- (repairing things) I'm not very good at repairing things.
- (telling jokes) .....
- (mathematics) .....
- (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 to her.

2 Why didn't you answer my letter?

3 I like to listen to the radio while I'm having breakfast.

4 We'd better phone the restaurant to reserve a table.

5 'Did Mike apologise to you?' 'Yes, he said he was very sorry.'

6 I explained to 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 laugh at me.

2 I don't understand this. Can you explain it to me?

3 Sue and Kevin had an argument and now they're not one another.

4 Be careful with those scissors! Don't cut them me!

5 I looked at my watch to see what the time was.

6 Please listen to me! I've got something important to tell you.

7 Don't throw stones at the birds! It's cruel.

8 If you don't want that sandwich, don't give it to the birds. They'll eat it.

132.4 Put in to or at.

1 I wrote to the hotel complaining about the poor service we had received.

2 Look at these flowers. Aren't they pretty?

3 Please don't shout at me! Try to calm down.

4 I saw Sue as I was cycling along the road. I shouted at her, but she didn't hear me.

5 Don't listen to what he says. He doesn't know what he's talking about.

6 What's so funny? What are you laughing at ?

7 Do you think I could have a look at your magazine, please?

8 I'm a bit lonely. I need somebody to talk to .

9 She was so angry she threw a book at the wall.

10 The woman sitting opposite me on the train kept staring at me.

11 Can I speak to you a moment? There's something I want to ask you.

## 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 ..... directions.
- I've applied ..... a job at the factory. I don't know if I'll get it.
- I've applied ..... three colleges. I hope one of them accepts me.
- I've searched everywhere ..... John, but I haven't been able to find him.
- I don't want to talk ..... what happened last night. Let's forget it.
- I don't want to discuss ..... what happened last night. Let's forget it.
- We had an interesting discussion ..... the problem, but we didn't reach a decision.
- We discussed ..... the problem, but we didn't reach a decision.
- I don't want to go out yet. I'm waiting ..... the post to arrive.
- Ken and Sonia are touring Italy. They're in Rome at the moment, but tomorrow they leave ..... Venice.
- The roof of the house is in very bad condition. I think we ought to do something ..... it.
- We waited ..... Steve for half an hour, but he never came.
- Tomorrow morning I have to catch a plane. I'm leaving my house ..... 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 ..... a reply to our letter. We haven't heard anything yet.
- I think Ben likes his job, but he doesn't ..... it much.
- When I'd finished my meal, I ..... the waiter ..... the bill.
- Cathy is unemployed. She has ..... several jobs, but she hasn't had any luck.
- If something is wrong, why don't you ..... something ..... it?
- Linda's car is very old, but it's in excellent condition. She ..... it very well.
- Diane is from Boston, but now she lives in Paris. She ..... Boston ..... 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 ..... something to eat?
- She doesn't care ..... the exam. She doesn't care whether she passes or fails.
- Please let me borrow your camera. I promise I'll take good care ..... it.
- 'Do you like this coat?' 'Not really. I don't care ..... the colour.'
- Don't worry about the shopping. I'll take care ..... that.
- I want to have a good holiday. I don't care ..... the cost.
- I want to have a good holiday. I don't care ..... 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 ..... a job. I hope she finds one soon.
- Who ..... you when you were ill?
- I'm ..... Elizabeth. Have you seen her?
- The car park was full, so we had to ..... somewhere else to park.
- A babysitter is somebody who ..... 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.

- 1 Did you hear about what happened at the party on Saturday?
- 2 'I had a strange dream last night.' 'Did you? What did you dream ..... ?'
- 3 Our neighbours complained ..... us ..... the noise we made last night.
- 4 Kevin was complaining ..... pains in his chest, so he went to the doctor.
- 5 I love this music. It reminds me ..... a warm day in spring.
- 6 He loves his job. He thinks ..... his job all the time, he dreams ..... it, he talks ..... it and I'm fed up with hearing ..... it.
- 7 I tried to remember the name of the book, but I couldn't think ..... it.
- 8 Jackie warned me ..... the water. She said it wasn't safe to drink.
- 9 We warned our children ..... 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

- 1 That's a good idea. Why didn't I think of that?
- 2 Bill is never satisfied. He is always ..... something.
- 3 I can't make a decision yet. I need time to ..... your proposal.
- 4 Before you go into the house, I must ..... you ..... the dog. He is very aggressive sometimes, so be careful.
- 5 She's not a well-known singer. Not many people have ..... her.
- 6 A: You wouldn't go away without telling me, would you?  
B: Of course not. I wouldn't ..... it.
- 7 I would have forgotten my appointment if Jane hadn't ..... me ..... it.
- 8 Do you see that man over there? Does he ..... you ..... anybody you know?

## 134.3 Complete the sentences using hear or heard + the correct preposition (about/of/from).

- 1 I've never heard of Tom Hart. Who is he?
- 2 'Did you ..... the accident last night?' 'Yes, Vicky told me.'
- 3 Jill used to phone quite often, but I haven't ..... her for a long time now.
- 4 A: Have you ..... a writer called William Hudson?  
B: No, I don't think so. What sort of writer is he?
- 5 Thank you for your letter. It was good to ..... you again.
- 6 'Do you want to ..... our holiday?' 'Not now. Tell me later.'
- 7 I live in a small town in the north of England. You've probably never ..... 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).

- 1 You look serious. What are you thinking about ?
- 2 I like to have time to make decisions. I like to ..... things carefully.
- 3 I don't know what to get Sarah for her birthday. Can you ..... anything?
- 4 A: I've finished reading the book you lent me.  
B: Have you? What did you ..... it? Did you like it?
- 5 We're ..... going out for a meal this evening. Would you like to come?
- 6 I don't really want to go out with Tom tonight. I'll have to ..... an excuse.
- 7 When I was offered the job, I didn't accept immediately. I went away and ..... it for a while. In the end I decided to take the job.
- 8 I don't ..... much ..... this coffee. It's like water.
- 9 Carol is very homesick. She's always ..... her family back home.

## 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.

- Sue said I was selfish. Sue accused me of being selfish.
- The misunderstanding was my fault, so I apologised.  
I apologised .....
- Jane won the tournament, so I congratulated her.  
I congratulated Jane .....
- He has enemies, but he has a bodyguard to protect him.  
He has a bodyguard to protect him .....
- There are eleven players in a football team.  
A football team consists .....
- Sandra eats only bread and eggs. She lives .....

## 135.2 Complete the second sentence using for or on. These sentences all have blame.

- Liz said that what happened was Joe's fault. Liz blamed Joe for what happened.
- You always say everything is my fault.  
You always blame me .....
- Do you think the economic crisis is the fault of the government?  
Do you blame the government ..... ?
- 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.

- (3) Do you think the government ..... ?
- (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

- His parents don't approve of what he does, but they can't stop him.
- When you went to the theatre with Paul, who ..... the tickets?
- It's not very pleasant when you are ..... something you didn't do.
- A: Are you going to the beach tomorrow?  
B: I hope so. It ..... the weather.
- Things are very cheap there. You can ..... very little money.
- When I saw David, I ..... him ..... passing his driving test.
- 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.

- Some students were suspected of cheating in the exam.
- Sally is often not well. She suffers ..... very bad headaches.
- You know that you can rely ..... me if you ever need any help.
- It is terrible that some people are dying ..... hunger while others eat too much.
- Are you going to apologise ..... what you did?
- The accident was my fault, so I had to pay ..... the repairs.
- I didn't have enough money to pay ..... the bill.
- I complimented her ..... her English. She spoke very fluently and her pronunciation was excellent.
- She hasn't got a job. She depends ..... her parents for money.
- I don't know whether I'll go out tonight. It depends ..... how I feel.
- They wore warm clothes to protect themselves ..... the cold.
- The apartment consists ..... three rooms, a kitchen and bathroom.

### 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.

- There was a collision between a bus and a car.  
A bus collided with a car.
- I don't mind big cities, but I prefer small towns.  
I prefer .....
- I got all the information I needed from Jane.  
Jane provided me .....
- 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

- I wanted to go alone, but Sue insisted on coming with me.
- I haven't seen Mike for ages. I wonder what has ..... him.
- We've been ..... the party, but unfortunately we can't go.
- It's a very large house. It's ..... four flats.
- I don't ..... ghosts. I think people only imagine that they see them.
- Steve gave me an empty bucket and told me to ..... it ..... water.
- 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.
- Don't try and do two things together. .... one thing at a time.
- 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.

- The school provides all its students with books.
- A strange thing happened ..... me a few days ago.
- Mark decided to give up sport so that he could concentrate ..... his studies.
- I don't believe ..... working very hard. It's not worth it.
- My present job isn't wonderful, but I prefer it ..... what I did before.
- I hope you succeed ..... getting what you want.
- As I was coming out of the room, I collided ..... somebody who was coming in.
- There was an awful noise as the car crashed ..... a tree.
- Patrick is a photographer. He specialises ..... sports photography.
- Do you spend much money ..... clothes?
- The country is divided ..... six regions.
- I prefer travelling by train ..... driving. It's much more pleasant.
- I was amazed when Joe walked into the room. I couldn't believe ..... it.
- Somebody broke ..... my car and stole the radio.
- I was quite cold, but Tom insisted ..... having the window open.
- Some words are difficult to translate ..... one language ..... another.
- What happened ..... the money I lent you? What did you spend it ..... ?
- The teacher decided to split the class ..... four groups.
- 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.

- I wanted to go out alone, but my friend insisted on coming with me.
- I spend a lot of money .....
- I saw the accident. The car crashed .....
- Chris prefers basketball .....
- 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      □ The bus was full. We couldn't **get on**.
- drive off    □ A woman got into the car and **drove off**.
- come back   □ Sally is leaving tomorrow and **coming back** on Saturday.
- turn round   □ 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    □ Sorry I'm late. The car **broke down**. (= the engine stopped working)
- look out       □ **Look out!** There's a car coming. (= be careful)
- take off       □ It was my first flight. I was nervous as the plane **took off**. (= went into the air)
- get on       □ How was the exam? How did you **get on**? (= How did you do?)
- get by       □ 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 <b>keep up with</b> you. |
| look up             | at                 | <input type="checkbox"/> We <b>looked up at</b> the plane as it flew above us.     |
| look forward        | to                 | <input type="checkbox"/> Are you <b>looking forward to</b> your holiday?           |

**C** 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.
- object*                          *object*

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  $\left\{ \begin{array}{l} \text{fill in this form?} \\ \text{fill this form in?} \end{array} \right.$

*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  $\left\{ \begin{array}{l} \text{take off my shoes.} \\ \text{take my shoes off.} \end{array} \right.$

*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

- The bus was full. We couldn't get on.
- I've been standing for the last two hours. I'm going to ..... for a bit.
- A cat tried to catch the bird, but it ..... just in time.
- We were trapped in the building. We couldn't .....
- I can't hear you very well. Can you ..... a little?
- 'Do you speak German?' 'Not very well, but I can .....'
- House prices are very high. They've ..... a lot in the last few years.
- 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

- You're walking too fast. I can't keep up with you.
- My holidays are nearly over. Next week I'll be ..... work.
- We went ..... the top floor of the building to admire the view.
- Are you looking ..... the party next week?
- There was a bank robbery last week. The robbers got ..... £50,000.
- I love to look ..... the stars in the sky at night.
- 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

- They gave me a form and told me to fill it in.
- I'm going to bed now. Can you ..... at 6.30?
- I've got something in my eye and I can't .....
- I don't like it when people borrow things and don't .....
- I want to use the kettle. How do I ..... ?
- 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.).

- Don't throw away this newspaper. I want to keep it. (away)
- 'Do you want this postcard?' 'No, you can throw it away.' (away)
- I borrowed these books from the library. I have to take ..... tomorrow. (back)
- We can turn ..... Nobody is watching it. (off)
- A: How did the vase get broken?  
B: I'm afraid I knocked ..... while I was cleaning. (over)
- Shh! My mother is asleep. I don't want to wake ..... (up)
- It's quite cold. You should put ..... if you're going out. (on)
- It was only a small fire. I was able to put ..... quite easily. (out)
- A: Is this hotel more expensive than when we stayed here last year?  
B: Yes, they've put ..... (up)
- It's a bit dark in this room. Shall I turn ..... ? (on)

## 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**.

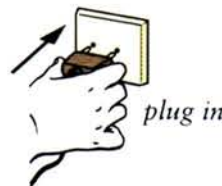
**fill in** a form, a questionnaire etc. = *write the necessary information on a form*

- ☐ 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.

- Here's a key so that you can let yourself in.
- Liz doesn't like cooking, so she ..... out a lot.
- Eve isn't living in this flat any more. She ..... out a few weeks ago.
- If you're in our part of town, you must ..... in and see us.
- When I ..... in at the airport, I was told my flight would be delayed.
- There were some advertisements in the paper that I wanted to keep, so I ..... them out.
- I wanted to iron some clothes, but there was nowhere to ..... the iron in.
- I hate ..... in questionnaires.
- Steve was upset because he'd been ..... out of the team.
- Be careful! The water's not very deep here, so don't ..... in.
- If you write in pencil and you make a mistake, you can ..... it out.
- 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.

- I've got a new flat. I'm moving in on Friday.
- We checked ..... the hotel as soon as we arrived.
- As soon as we arrived at the hotel, we checked ..... .
- The car stopped and the driver got ..... .
- Thieves broke ..... the house while we were away.
- Why did Sarah drop ..... college? Did she fail her exams?

## 138.3 Complete each sentence using a verb + in or out (of).

- Sally walked to the edge of the pool, dived in and swam to the other end.
- Not all the runners finished the race. Three of them ..... .
- I went to see Joe and Sue in their new house. They ..... last week.
- I've told you everything you need to know. I don't think I've ..... anything.
- Some people in the crowd started singing. Then a few more people ..... and soon everybody was singing.
- We go to restaurants a lot. We like ..... .
- Don't be ..... by him. If I were you, I wouldn't believe anything he says.
- I ..... to see Laura a few days ago. She was fine.
- 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.

- A: The fridge isn't working.  
B: That's because you haven't plugged it in. (plug)
- A: What do I have to do with these forms?  
B: ..... and send them to this address. (fill)
- A: I've made a mistake on this form.  
B: That's all right. Just ..... and correct it. (cross)
- A: Did you believe the story they told you?  
B: Yes, I'm afraid they completely ..... . (take)
- 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)

## 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*

☐  $345 \times 76$ ? 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.

<p>1</p>  <p>They've <u>run out of petrol</u>.</p>	<p>2</p>  <p>The man with the beard is ..... leaflets.</p>	<p>3</p> <p>earlier      now</p>  <p>The weather has .....</p>
<p>4</p>  <p>They've .....</p>	<p>5</p>  <p>One of Joe's jobs in the office is .....</p>	<p>6</p>  <p>Lisa is trying to ..... how .....</p>

## 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.

<p>1</p>  <p>Her hands were cold, so she <u>put her gloves on</u> .</p>	<p>2</p>  <p>The plane _____ at 10.55.</p>
<p>3</p>  <p>Maria _____ , but it was too big for her.</p>	<p>4</p>  <p>The match _____ because of the weather.</p>
<p>5</p>  <p>Mark's parents went to the airport to _____ .</p>	<p>6</p>  <p>He took his sunglasses out of his pocket and _____ .</p>

## 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   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.

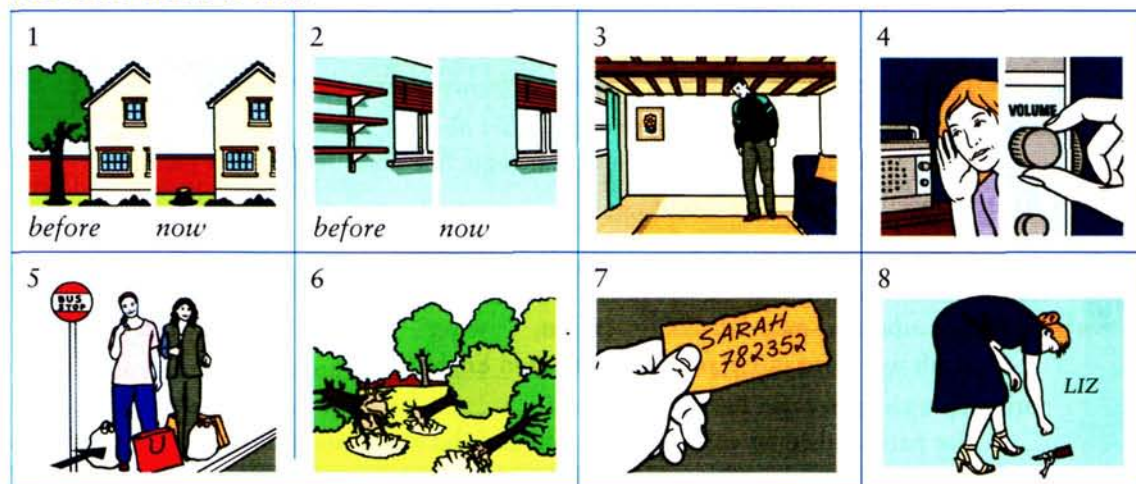


## 142.1 Complete the sentences. Use the following verbs (in the correct form) + up or down:

calm let put ~~take~~ turn turn

- I don't like this picture on the wall. I'm going to take it down.
- The music is too loud. Can you .....
- David was very angry. I tried to .....
- I've bought some new curtains. Can you help me .....
- I promised I would help Anna. I don't want to .....
- I was offered the job, but I decided I didn't want it. So I .....

## 142.2 For each picture, complete the sentences using a verb + up or down. In most sentences you will need other words as well.



- There used to be a tree next to the house, but we cut it down.
- There used to be some shelves on the wall, but I .....
- The ceiling was so low, he couldn't ..... straight.
- She couldn't hear the radio very well, so she .....
- While they were waiting for the bus, they ..... on the ground.
- A few trees ..... in the storm last week.
- Sarah gave me her phone number. I ..... on a piece of paper.
- Liz dropped her keys, so she ..... and .....

## 142.3 Complete each sentence using a verb (in the correct form) + down.

- I stopped writing and put down my pen.
- I was really angry. It took me a long time to .....
- The train ..... as it approached the station.
- Sarah applied to study medicine at university, but she .....
- Our car is very reliable. It has never .....
- I need to spend less money. I'm going to ..... on things I don't really need.
- I didn't play very well. I felt that I had ..... the other players in the team.
- The shop ..... because it was losing money.
- This is a very ugly building. Many people would like it to .....
- I can't understand why you ..... the chance of working abroad for a year. It would have been a great experience for you.
- A: Did you see the accident? What happened exactly?  
B: A man ..... by a car as he was crossing the road.
- Peter got married when he was 20, but unfortunately the marriage ..... 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.

<p>1</p> <p>A man <u>came up to</u> me in the street and asked me the way to the station.</p>	<p>2</p> <p>Sue ..... the front door of the house and rang the doorbell.</p>
<p>3</p> <p>Tom was a long way behind the other runners, but he managed to ..... them.</p>	<p>4</p> <p>Tanya was running too fast for Paul. He couldn't ..... her.</p>

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 ended up 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 give it up.
- I'm not ready yet. You go on and I'll catch up with 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.

<p>1</p>  <p>this morning      now</p> <p>The weather was horrible this morning, but it's <u>cleared up</u> now.</p>	<p>2</p>  <p>LINDA</p> <p>Linda was late because she was ..... in the traffic.</p>
<p>3</p>  <p>They bought an old house and ..... . It's really nice now.</p>	<p>4</p>  <p>PETE</p> <p>Pete was really depressed. We took him out for a meal to .....</p>

## 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 ..... and sank. The cause of the explosion was never discovered.
- 3 Two men have been arrested after a man was ..... outside a restaurant last night. The injured man was taken to hospital.
- 4 'Is Robert still going out with Tina?' 'No, they've .....
- 5 I put my shoes on and ..... the shoelaces.
- 6 The weather is horrible this morning, isn't it? I hope it ..... later.
- 7 I wanted to phone Chris, but I dialled Laura's number by mistake. I got their phone numbers .....

## 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 .....
- 3 There's nothing we can do about the problem. We'll just have to ..... it.
- 4 'Was that story true?' 'No, I .....
- 5 I think we should follow Tom's suggestion. Nobody has ..... a better plan.
- 6 I hate this photograph. I'm going to .....
- 7 I'm trying to spend less money at the moment. I'm ..... 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.

- The woman got into her car and drove away.
- Here's the money you need. .... me back when you can.
- Don't ..... that box away. It could be useful.
- Jane doesn't do anything at work. I don't know how she ..... away with it.
- I'm going out now. I'll ..... back at about 10.30.
- You should think more about the future; don't ..... back all the time.
- Gary is very generous. He won some money in the lottery and ..... it all away.
- I'll ..... 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.

- I was away all day yesterday. I got back very late.
- I haven't seen our neighbours for a while. I think they must .....
- 'I'm going out now.' 'OK. What time will you ..... ?'
- A man was trying to break into a car. When he saw me, he .....
- I smiled at him, but he didn't .....
- If you cheat in the exam, you might ..... with it. But you might get caught.
- Be careful! That's an electric fence. .... from it.

## 145.3 Look at the pictures and complete the sentences.

<p>1</p>  <p>She waved to him and he <u>waved back</u>.</p>	<p>2</p>  <p>It was windy. I dropped a twenty-pound note and it .....</p>	<p>3</p>  <p>Sue opened the letter, read it and ..... in the envelope.</p>
<p>4</p>  <p>He tried to talk to her, but she just .....</p>	<p>5</p>  <p>Ellie threw the ball to Ben and he .....</p>	<p>6</p>  <p>His shoes were worn out, so he .....</p>

## 145.4 Complete the sentences. Use the verb in brackets + away or back.

- A: Do you still have my keys?  
B: No. Don't you remember? I gave them back to you yesterday? (give)
- A: Do you want this magazine?  
B: No, I've finished with it. You can ..... (throw)
- A: How are your new jeans? Do they fit you OK?  
B: No, I'm going to ..... to the shop. (take)
- A: Here's the money you asked me to lend you.  
B: Thanks. I'll ..... as soon as I can. (pay)
- A: What happened to all the books you used to have?  
B: I didn't want them any more, so I ..... (give)
- A: Did you phone Sarah?  
B: She wasn't there. I left a message asking her to ..... (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>	<b>clean</b>	<b>finish</b>	<b>use</b>	<b>paint</b>	<b>stop</b>	<b>carry</b>
<i>past simple</i>	} <b>cleaned</b>	} <b>finished</b>	} <b>used</b>	} <b>painted</b>	} <b>stopped</b>	} <b>carried</b>
<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:

<b>burn</b> → burned or burnt	<b>smell</b> → smelled or smelt
<b>dream</b> → dreamed or dreamt [dremt]*	<b>spell</b> → spelled or spelt
<b>lean</b> → leaned or leant [lent]*	<b>spill</b> → spilled or spilt
<b>learn</b> → learned or learnt	<b>spoil</b> → 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 **spoiled**. or The dinner has been **spoil**t.

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

\* pronunciation

# Appendix 2

## Present and past tenses

	<i>simple</i>	<i>continuous</i>
<i>present</i>	<p><b>I do</b>  <i>present simple</i> (→ Units 2–4)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ann often <b>plays</b> tennis.</li> <li><input type="checkbox"/> I <b>work</b> in a bank, but I <b>don't</b> enjoy it much.</li> <li><input type="checkbox"/> Do you <b>like</b> parties?</li> <li><input type="checkbox"/> It <b>doesn't</b> rain so much in summer.</li> </ul>	<p><b>I am doing</b>  <i>present continuous</i> (→ Units 1, 3–4)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 'Where's Ann?' 'She's <b>playing</b> tennis.'</li> <li><input type="checkbox"/> Please don't disturb me now. I'm <b>working</b>.</li> <li><input type="checkbox"/> Hello. Are you <b>enjoying</b> the party?</li> <li><input type="checkbox"/> It <b>isn't</b> raining at the moment.</li> </ul>
<i>present perfect</i>	<p><b>I have done</b>  <i>present perfect simple</i>  (→ Units 7–8, 10–14)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ann <b>has played</b> tennis many times.</li> <li><input type="checkbox"/> I've lost my key. <b>Have</b> you <b>seen</b> it anywhere?</li> <li><input type="checkbox"/> How long <b>have</b> you and Chris <b>known</b> each other?</li> <li><input type="checkbox"/> A: Is it still raining?  B: No, it <b>has stopped</b>.</li> <li><input type="checkbox"/> The house is dirty. I <b>haven't cleaned</b> it for weeks.</li> </ul>	<p><b>I have been doing</b>  <i>present perfect continuous</i>  (→ Units 9–11)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ann is tired. She <b>has been playing</b> tennis.</li> <li><input type="checkbox"/> You're out of breath. <b>Have</b> you <b>been running</b>?</li> <li><input type="checkbox"/> How long <b>have</b> you <b>been learning</b> English?</li> <li><input type="checkbox"/> It's still raining. It <b>has been raining</b> all day.</li> <li><input type="checkbox"/> I <b>haven't been feeling</b> well recently. Perhaps I should go to the doctor.</li> </ul>
<i>past</i>	<p><b>I did</b>  <i>past simple</i> (→ Units 5–6, 13–14)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ann <b>played</b> tennis yesterday afternoon.</li> <li><input type="checkbox"/> I <b>lost</b> my key a few days ago.</li> <li><input type="checkbox"/> There was a film on TV last night, but we <b>didn't watch</b> it.</li> <li><input type="checkbox"/> What <b>did</b> you <b>do</b> when you finished work yesterday?</li> </ul>	<p><b>I was doing</b>  <i>past continuous</i> (→ Unit 6)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I saw Ann at the sports centre yesterday. She <b>was playing</b> tennis.</li> <li><input type="checkbox"/> I dropped my key when I <b>was trying</b> to open the door.</li> <li><input type="checkbox"/> The television was on, but we <b>weren't watching</b> it.</li> <li><input type="checkbox"/> What <b>were</b> you <b>doing</b> at this time yesterday?</li> </ul>
<i>past perfect</i>	<p><b>I had done</b>  <i>past perfect</i> (→ Unit 15)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> It wasn't her first game of tennis. She <b>had played</b> many times before.</li> <li><input type="checkbox"/> They couldn't get into the house because they <b>had lost</b> the key.</li> <li><input type="checkbox"/> The house was dirty because I <b>hadn't cleaned</b> it for weeks.</li> </ul>	<p><b>I had been doing</b>  <i>past perfect continuous</i> (→ Unit 16)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ann was tired yesterday evening because she <b>had been playing</b> tennis in the afternoon.</li> <li><input type="checkbox"/> George decided to go to the doctor because he <b>hadn't been feeling</b> well.</li> </ul>

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) <i>going to</i>	(→ Units 20, 23)
<input type="checkbox"/> I'll leave tomorrow.	<i>will</i>	(→ 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:

<b>can</b>	<input type="checkbox"/> I <b>can</b> go out tonight. (= there is nothing to stop me)
	<input type="checkbox"/> I <b>can't</b> go out tonight.
<b>could</b>	<input type="checkbox"/> I <b>could</b> go out tonight, but I'm not very keen.
	<input type="checkbox"/> I <b>couldn't</b> go out last night. (= I wasn't able)
<b>can or may</b>	<input type="checkbox"/> <b>Can</b> } I go out tonight? (= do you allow me)
	<input type="checkbox"/> <b>May</b> }
<b>will/won't</b>	<input type="checkbox"/> I think I'll <b>go</b> out tonight.
	<input type="checkbox"/> I promise I <b>won't</b> go out.
<b>would</b>	<input type="checkbox"/> I <b>would</b> go out tonight, but I have too much to do.
	<input type="checkbox"/> I promised I <b>wouldn't</b> go out.
<b>shall</b>	<input type="checkbox"/> <b>Shall</b> I go out tonight? (do you think it is a good idea?)
<b>should or ought to</b>	<input type="checkbox"/> I { <b>should</b> } go out tonight. (= it would be a good thing to do)
	<input type="checkbox"/> { <b>ought to</b> }
<b>must</b>	<input type="checkbox"/> I <b>must</b> go out tonight. (= it is necessary)
	<input type="checkbox"/> I <b>mustn't</b> go out tonight. (= it is necessary that I do <i>not</i> go out)
<b>needn't</b>	<input type="checkbox"/> I <b>needn't</b> go out tonight. (= it is not necessary)

Compare could have ... / would have ... etc. :

<b>could</b>	<input type="checkbox"/> I <b>could have</b> gone out last night, but I decided to stay at home.
<b>would</b>	<input type="checkbox"/> I <b>would have</b> gone out last night, but I had too much to do.
<b>should or ought to</b>	<input type="checkbox"/> I { <b>should</b> } have gone out last night. I'm sorry I didn't.
	<input type="checkbox"/> { <b>ought to</b> }
<b>needn't</b>	<input type="checkbox"/> I <b>needn't have</b> 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:

<b>will</b>	<input type="checkbox"/> 'What time <b>will</b> she <b>be</b> here?' 'She'll <b>be</b> here soon.'
<b>would</b>	<input type="checkbox"/> She <b>would</b> be here now, but she's been delayed.
<b>should or ought to</b>	<input type="checkbox"/> She { <b>should</b> } be here soon. (= I expect she will be here soon)
	<input type="checkbox"/> { <b>ought to</b> }
<b>may or might or could</b>	<input type="checkbox"/> She { <b>may</b> } be here now. I'm not sure. (= it's possible that she is here)
	<input type="checkbox"/> { <b>might</b> }
	<input type="checkbox"/> { <b>could</b> }
<b>must</b>	<input type="checkbox"/> She <b>must</b> be here. I saw her come in.
<b>can't</b>	<input type="checkbox"/> She <b>can't</b> possibly be here. I know for certain that she's away on holiday.

Compare would have ... / should have ... etc. :

<b>will</b>	<input type="checkbox"/> She <b>will have</b> arrived by now. (= before now)
<b>would</b>	<input type="checkbox"/> She <b>would have</b> arrived earlier, but she was delayed.
<b>should or ought to</b>	<input type="checkbox"/> I wonder where she is. She { <b>should</b> } have arrived by now.
	<input type="checkbox"/> { <b>ought to</b> }
<b>may or might or could</b>	<input type="checkbox"/> She { <b>may</b> } have arrived. I'm not sure. (= it's possible that she has arrived)
	<input type="checkbox"/> { <b>might</b> }
	<input type="checkbox"/> { <b>could</b> }
<b>must</b>	<input type="checkbox"/> She <b>must have</b> arrived by now. (= I'm sure – there is no other possibility)
<b>can't</b>	<input type="checkbox"/> She <b>can't</b> 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						
's = is or has		he's	she's	it's			
're = are					you're	we're	they're
've = have	I've				you've	we've	they've
'll = will	I'll	he'll	she'll		you'll	we'll	they'll
'd = would or had	I'd	he'd	she'd		you'd	we'd	they'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

<b>isn't</b> (= is not)	<b>don't</b> (= do not)	<b>haven't</b> (= have not)
<b>aren't</b> (= are not)	<b>doesn't</b> (= does not)	<b>hasn't</b> (= has not)
<b>wasn't</b> (= was not)	<b>didn't</b> (= did not)	<b>hadn't</b> (= had not)
<b>weren't</b> (= were not)		
<b>can't</b> (= cannot)	<b>couldn't</b> (= could not)	<b>mustn't</b> (= must not)
<b>won't</b> (= will not)	<b>wouldn't</b> (= would not)	<b>needn't</b> (= need not)
<b>shan't</b> (= shall not)	<b>shouldn't</b> (= should not)	<b>daren't</b> (= 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 + <b>-s/-es</b> ( <i>plural</i> )	books	ideas	matches
verb + <b>-s/-es</b> (after <b>he/she/it</b> )	works	enjoys	washes
verb + <b>-ing</b>	working	enjoying	washing
verb + <b>-ed</b>	worked	enjoyed	washed
adjective + <b>-er</b> ( <i>comparative</i> )	cheaper	quicker	brighter
adjective + <b>-est</b> ( <i>superlative</i> )	cheapest	quickest	brightest
adjective + <b>-ly</b> ( <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
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**y** changes to **i** before the endings **-er** and **-est**:

easy/easier/easiest	heavy/heavier/heaviest	lucky/luckier/luckiest
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**y** changes to **i** before the ending **-ly**:

easy/easily	heavy/heavily	temporary/temporarily
-------------	---------------	-----------------------

**y** does *not* change before **-ing**:

hurrying	studying	applying	trying
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**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
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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"><li><input type="checkbox"/> I've <b>lost</b> my key. Have you <b>seen</b> it?</li><li><input type="checkbox"/> Sally isn't here. She's <b>gone</b> out.</li></ul> <p>The <i>present perfect</i> is used with <b>just</b>, <b>already</b> and <b>yet</b>:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I'm not hungry. I've <b>just had</b> lunch.</li><li><input type="checkbox"/> A: What time is Mark leaving? B: He <b>has already</b> left.</li><li><input type="checkbox"/> Have you <b>finished</b> your work <b>yet</b>?</li></ul>	<p>The <i>present perfect</i> OR <i>past simple</i> can be used:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I've <b>lost</b> my key. Have you <b>seen</b> it? or I <b>lost</b> my key. Did you <b>see</b> it?</li><li><input type="checkbox"/> Sally isn't here. <table><tr><td rowspan="2">{</td><td>She's <b>gone</b> out.</td></tr><tr><td>She <b>went</b> out.</td></tr></table></li></ul> <p>The <i>present perfect</i> OR <i>past simple</i> can be used:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I'm not hungry. <table><tr><td rowspan="2">{</td><td>I've <b>just had</b> lunch.</td></tr><tr><td>I <b>just had</b> lunch.</td></tr></table></li><li><input type="checkbox"/> A: What time is Mark leaving? B: <table><tr><td rowspan="2">{</td><td>He <b>has already</b> left.</td></tr><tr><td>He <b>already</b> left.</td></tr></table></li><li><input type="checkbox"/> Have you <b>finished</b> your work <b>yet</b>? or Did you <b>finish</b> your work <b>yet</b>?</li></ul>	{	She's <b>gone</b> out.	She <b>went</b> out.	{	I've <b>just had</b> lunch.	I <b>just had</b> lunch.	{	He <b>has already</b> left.	He <b>already</b> left.
{	She's <b>gone</b> out.										
	She <b>went</b> out.										
{	I've <b>just had</b> lunch.										
	I <b>just had</b> lunch.										
{	He <b>has already</b> left.										
	He <b>already</b> left.										
17C	British speakers usually say: <table><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	American speakers say: <table><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><b>Will</b> or <b>shall</b> can be used with <b>I/we</b>:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I <b>will/shall</b> be late this evening.</li></ul> <p><b>Shall I ... ?</b> and <b>shall we ... ?</b> are used to ask for advice etc. :</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Which way <b>shall</b> we go?</li></ul>	<p><b>Shall</b> is unusual:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I <b>will</b> be late this evening.</li></ul> <p><b>Should I ... ?</b> and <b>should we ... ?</b> are more usual to ask for advice etc. :</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Which way <b>should</b> we go?</li></ul>									
28	British speakers use <b>can't</b> to say they believe something is not probable: <ul style="list-style-type: none"><li><input type="checkbox"/> Sue hasn't contacted me. She <b>can't</b> have got my message.</li></ul>	American speakers use <b>must not</b> in this situation: <ul style="list-style-type: none"><li><input type="checkbox"/> Sue hasn't contacted me. She <b>must not</b> have gotten my message.</li></ul>									
32	You can use <b>needn't</b> or <b>don't need to</b> : <ul style="list-style-type: none"><li><input type="checkbox"/> We <b>needn't</b> hurry.</li></ul> <p>or We <b>don't need to</b> hurry.</p>	<b>Needn't</b> is unusual. The usual form is <b>don't need to</b> : <ul style="list-style-type: none"><li><input type="checkbox"/> We <b>don't need to</b> hurry.</li></ul>									
34A–B	After <b>demand</b> , <b>insist</b> etc. you can use <b>should</b> : <ul style="list-style-type: none"><li><input type="checkbox"/> I demanded that he <b>should</b> apologise.</li><li><input type="checkbox"/> We insisted that something <b>should</b> be done about the problem.</li></ul>	The <i>subjunctive</i> is normally used. <b>Should</b> is unusual after <b>demand</b> , <b>insist</b> etc. : <ul style="list-style-type: none"><li><input type="checkbox"/> I demanded that he <b>apologize</b>.*</li><li><input type="checkbox"/> We insisted that something <b>be</b> done about the problem.</li></ul>									
51B	British speakers generally use <b>Have you? / Isn't she?</b> etc. <ul style="list-style-type: none"><li><input type="checkbox"/> A: Liz isn't feeling well. B: <b>Isn't she?</b> What's wrong with her?</li></ul>	American speakers generally use <b>You have? / She isn't?</b> etc. : <ul style="list-style-type: none"><li><input type="checkbox"/> A: Liz isn't feeling well. B: <b>She isn't?</b> What's wrong with her?</li></ul>									
70B	<b>Accommodation</b> is usually uncountable: <ul style="list-style-type: none"><li><input type="checkbox"/> There isn't enough <b>accommodation</b>.</li></ul>	<b>Accommodation</b> can be countable: <ul style="list-style-type: none"><li><input type="checkbox"/> There aren't enough <b>accommodations</b>.</li></ul>									

\* 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 <b>hospital</b> (without <b>the</b> ): <input type="checkbox"/> Three people were injured and taken to <b>hospital</b> .	to/in <b>the hospital</b> : <input type="checkbox"/> Three people were injured and taken to <b>the hospital</b> .
79C	Nouns like <b>government/team/family</b> etc. can have a singular or plural verb: <input type="checkbox"/> The team <b>is/are</b> playing well.	These nouns normally take a singular verb in American English: <input type="checkbox"/> The team <b>is</b> playing well.
121B	<b>at the weekend / at weekends</b> : <input type="checkbox"/> Will you be here <b>at the weekend</b> ?	<b>on the weekend / on weekends</b> : <input type="checkbox"/> Will you be here <b>on the weekend</b> ?
124D	<b>at the front / at the back</b> (of a group etc.): <input type="checkbox"/> Let's sit <b>at the front</b> (of the cinema).	<b>in the front / in the back</b> (of a group etc.): <input type="checkbox"/> Let's sit <b>in the front</b> (of the movie theater).
131C	<b>different from</b> or <b>different to</b> : <input type="checkbox"/> It was <b>different from/to</b> what I'd expected.	<b>different from</b> or <b>different than</b> : <input type="checkbox"/> It was <b>different from/than</b> what I'd expected.
132A	<b>write to</b> somebody: <input type="checkbox"/> Please <b>write to</b> me soon.	<b>write (to)</b> somebody (with or without <b>to</b> ): <input type="checkbox"/> Please <b>write (to)</b> me soon.
137A	British speakers use both <b>round</b> and <b>around</b> : <input type="checkbox"/> He turned <b>round</b> . <i>or</i> He turned <b>around</b> .	American speakers use <b>around</b> (not usually 'round') <input type="checkbox"/> He turned <b>around</b> .
137C	British speakers use both <b>fill in</b> and <b>fill out</b> : <input type="checkbox"/> Can you <b>fill in</b> this form? <i>or</i> Can you <b>fill out</b> this form?	American speakers use <b>fill out</b> : <input type="checkbox"/> Can you <b>fill out</b> this form?
141B	<b>get on</b> = <i>progress</i> <input type="checkbox"/> How are you <b>getting on</b> in your new job? <b>get on</b> (with somebody): <input type="checkbox"/> Richard <b>gets on</b> well with his new neighbours.	American speakers do not use <b>get on</b> in this way. <b>get along</b> (with somebody): <input type="checkbox"/> Richard <b>gets along</b> well with his new neighbors.
144D	<b>do up</b> a room etc. : <input type="checkbox"/> The kitchen looks great now that it has been <b>done up</b> .	<b>do over</b> a room etc. : <input type="checkbox"/> The kitchen looks great now that it has been <b>done over</b> .

Appendix	BRITISH	AMERICAN
1.3	The verbs in this section ( <b>burn, spell</b> etc.) can be regular or irregular ( <b>burned or burnt, spelled or spelt</b> etc.).  The past participle of <b>get</b> is <b>got</b> : <input type="checkbox"/> Your English has <b>got</b> much better. (= has become much better) <b>Have got</b> is also an alternative to <b>have</b> : <input type="checkbox"/> I've <b>got</b> two brothers. (= I have two brothers.)	The verbs in this section are normally regular ( <b>burned, spelled</b> etc.).  The past participle of <b>get</b> is <b>gotten</b> : <input type="checkbox"/> Your English has <b>gotten</b> much better.  <b>Have got</b> = have (as in British English): <input type="checkbox"/> I've <b>got</b> two brothers.
6.6	British spelling: travel → travelling / travelled cancel → cancelling / cancelled	American spelling: travel → traveling / traveled cancel → canceling / canceled

# 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 <b>used to</b> (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 ( <b>can/must/would</b> etc.) (Units 26–36)	Exercises 16–18
<b>if</b> (conditional) (Units 25, 38–40)	Exercises 19–21
Passive (Units 42–45)	Exercises 22–24
Reported speech (Units 47–48, 50)	Exercise 25
<b>-ing</b> and infinitive (Units 53–66)	Exercises 26–28
<b>a/an</b> and <b>the</b> (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

- 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).
  - We can go out now. It isn't raining (not / rain) any more.
  - Catherine was waiting (wait) for me when I arrived (arrive).
  - I ..... (get) hungry. Let's go and have something to eat.
  - What ..... (you / do) in your spare time? Do you have any hobbies?
  - The weather was horrible when we ..... (arrive). It was cold and it ..... (rain) hard.
  - Louise usually ..... (phone) me on Fridays, but she ..... (not / phone) last Friday.
  - 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.
  - Why ..... (you / look) at me like that? What's the matter?
  - It's usually dry here at this time of the year. It ..... (not / rain) much.
  - The phone ..... (ring) three times while we ..... (have) dinner last night.
  - 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.
  - 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 ..... them?

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.

6

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 ..... a lot but, I don't use my car very much these days. (drive)
- 4 I asked the taxi driver to slow down. She ..... too fast. (drive)
- 5 Rosemary and Jonathan met for the first time when they ..... in the same bank. (work)
- 6 When I was a child, I ..... a lot of bad dreams. (have)
- 7 I wonder what Joe is doing these days. He ..... in Spain when I last heard from him. (live)
- 8 'Where were you yesterday afternoon?' 'I ..... volleyball.' (play)
- 9 'Do you do any sports?' 'Not these days, but I ..... volleyball.' (play)
- 10 George looked very nice at the party. He ..... a very smart suit. (wear)

## The future

## Units 19–25, Appendix 3

- 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).
- 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)
  - 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)
  - 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)
  - 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)
  - You have already arranged to have lunch with Sue tomorrow.  
FRIEND: Are you free at lunchtime tomorrow?  
YOU: No, \_\_\_\_\_ (have lunch)
  - 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.
  - 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)
  - 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.

## 12 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:

*present continuous* (I am doing)

*present simple* (I do)

*going to* (I'm going to do)

*will ('ll) / won't*

*will be doing*

*shall*

- 1 I feel a bit hungry. I think ..... (I / have) something to eat.
- 2 Why are you putting on your coat? ..... (you / go) somewhere?
- 3 What time ..... (I / phone) you this evening? About 7.30?
- 4 Look! That plane is flying towards the airport. .... (it / land).
- 5 We must do something soon, before ..... (it / be) too late.
- 6 I'm sorry you've decided to leave the company. ....  
(I / miss) you when ..... (you / go).
- 7 ..... (I / give) you my address? If .....  
(I / give) you my address, ..... (you / send) me a postcard?
- 8 Are you still watching that programme? What time ..... (it / end)?
- 9 ..... (I / go) to London next weekend for a wedding.  
My sister ..... (get) married.
- 10 I'm not ready yet. .... (I / tell) you when .....  
(I / be) ready. I promise ..... (I / not / be) very long.
- 11 A: Where are you going?  
B: To the hairdresser's. .... (I / have) my hair cut.
- 12 She was very rude to me. I refuse to speak to her again until .....  
(she / apologise).
- 13 I wonder where ..... (we / live) ten years from now?
- 14 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.

- 1 A: How did the accident happen?  
B: I was going too fast and couldn't stop in time.
- 2 A: Is that a new camera?  
B: No, I ..... it a long time.
- 3 A: Is that a new computer?  
B: Yes, I ..... it a few weeks ago.
- 4 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.
- 5 A: This is a nice restaurant. Do you come here often?  
B: No, it's the first time I ..... here.
- 6 A: Do you do any sport?  
B: No, I ..... football, but I gave it up.
- 7 A: I'm sorry I'm late.  
B: That's OK. I ..... long.
- 8 A: When you went to the US last year, was it your first visit?  
B: No, I ..... there twice before.
- 9 A: Do you have any plans for the weekend?  
B: Yes, I ..... to a party on Saturday night.
- 10 A: Do you know what Steve's doing these days?  
B: No, I ..... him for ages.
- 11 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.).

- 1 A: I'm hungry.  
B: But you've just had lunch. You can't be hungry already. (be)
- 2 A: I haven't seen our neighbours for ages.  
B: No. They must have gone away. (go)
- 3 A: What's the weather like? Is it raining?  
B: Not at the moment, but it ..... later. (rain)
- 4 A: Where has Julia gone?  
B: I'm not sure. She ..... to the bank. (go)
- 5 A: I didn't see you at Michael's party last week.  
B: No, I had to work that night, so I ..... . (go)
- 6 A: I saw you at Michael's party last week.  
B: No, you ..... me. I didn't go to Michael's party. (see)
- 7 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)
- 8 A: When was the last time you saw Bill?  
B: Years ago. I ..... him if I saw him now. (recognise)
- 9 A: Did you hear the explosion?  
B: What explosion?  
A: There was a loud explosion about an hour ago. You ..... it. (hear)
- 10 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.

- 1 If you found a wallet in the street, what would you do with it? (find)
- 2 I must hurry. My friend will be annoyed if I 'm not on time. (not / be)
- 3 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)
- 4 If the phone ....., can you answer it? (ring)
- 5 I can't decide what to do. What would you do if you ..... in my position? (be)
- 6 A: What shall we do tomorrow?  
B: Well, if it ..... a nice day, we can go to the beach. (be)
- 7 A: Let's go to the beach.  
B: No, it's too cold. If it ..... warmer, I wouldn't mind going. (be)
- 8 A: Did you go to the beach yesterday?  
B: No, it was too cold. If it ..... warmer, we might have gone. (be)
- 9 If you ..... enough money to go anywhere in the world, where would you go? (have)
- 10 I'm glad we had a map. I'm sure we would have got lost if we ..... one. (not / have)
- 11 The accident was your fault. If you ..... more carefully, it wouldn't have happened. (drive)
- 12 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.

- 1 This house is quite old. It was built (build) over 100 years ago.
- 2 My grandfather was a builder. He built (build) this house many years ago.
- 3 'Is your car still for sale?' 'No, I ..... (sell) it.'
- 4 A: Is the house at the end of the street still for sale?  
B: No, it ..... (sell).
- 5 Sometimes mistakes ..... (make). It's inevitable.
- 6 I wouldn't leave your car unlocked. It ..... (might / steal).
- 7 My bag has disappeared. It ..... (must / steal).
- 8 I can't find my hat. Somebody ..... (must / take) it by mistake.
- 9 It's a serious problem. I don't know how it ..... (can / solve).
- 10 We didn't leave early enough. We ..... (should / leave) earlier.
- 11 Nearly every time I travel by plane, my flight ..... (delay).
- 12 A new bridge ..... (build) across the river. Work started last year and the bridge ..... (expect) to open next year.

## 24 Read these newspaper reports and put the verbs into the most suitable form.

1 **Castle Fire**

Winton Castle (1) was damaged (damage) in a fire last night. The fire, which (2) ..... (discover) at about 9 o'clock, spread very quickly. Nobody (3) ..... (injure), but two people had to (4) ..... (rescue) from an upstairs room. A number of paintings (5) ..... (believe / destroy). It (6) ..... (not / know) how the fire started.

2 **SHOP ROBBERY**

In Paxham yesterday a shop assistant (1) ..... (force) to hand over £500 after (2) ..... (threaten) by a man with a knife. The man escaped in a car which (3) ..... (steal) earlier in the day. The car (4) ..... (later / find) in a car park where it (5) ..... (abandon) by the thief. A man (6) ..... (arrest) in connection with the robbery and (7) ..... (still / question) by the police.

3 **ROAD DELAYS**

Repair work started yesterday on the Paxham-Longworth road. The road (1) ..... (resurface) and there will be long delays. Drivers (2) ..... (ask) to use an alternative route if possible. The work (3) ..... (expect) to last two weeks. Next Sunday the road (4) ..... (close), and traffic (5) ..... (divert).

4 **Accident**

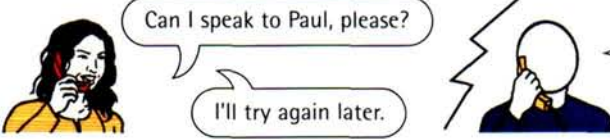
A woman (1) ..... (take) to hospital after her car collided with a lorry near Norstock yesterday. She (2) ..... (allow) home later after treatment. The road (3) ..... (block) for an hour after the accident, and traffic had to (4) ..... (divert). A police inspector said afterwards: 'The woman was lucky. She could (5) ..... (kill).'

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.


We're sorry, but the hotel is full.

Do you have any rooms free anyway?

RECEPTION

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?


How long do you intend to stay?

Where will you be staying during your visit?

We're on holiday.

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

now



LOUISE SARAH

I'll be at the restaurant at 7.30.

earlier

I know where the restaurant is.



PAUL

Phone me if there's any problem.

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

JANE



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.

- 1 I was surprised I passed the exam.  
I didn't expect to pass the exam .
- 2 Did you manage to solve the problem?  
Did you succeed in solving the problem ?
- 3 I don't read newspapers any more.  
I've given up .
- 4 I'd prefer not to go out tonight.  
I'd rather .
- 5 He can't walk very well.  
He has difficulty .
- 6 Shall I phone you this evening?  
Do you want ?
- 7 Nobody saw me come in.  
I came in without .
- 8 They said I was a cheat.  
I was accused .
- 9 It will be good to see them again.  
I'm looking forward .
- 10 What do you think I should do?  
What do you advise me ?
- 11 It's a pity I couldn't go out with you.  
I'd like .
- 12 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.

- 1 I don't usually like staying at ..... hotels, but last summer we spent a few days at a very nice hotel by the sea.
- 2 ..... tennis is my favourite sport. I play once or twice ..... week if I can, but I'm not ..... very good player.
- 3 I won't be home for ..... dinner this evening. I'm meeting some friends after ..... work and we're going to ..... cinema.
- 4 ..... unemployment is increasing at the moment and it's getting difficult for ..... people to find ..... work.
- 5 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.
- 6 Carol is ..... economist. She used to work in ..... investment department of ..... Lloyds Bank. Now she works for ..... American bank in ..... United States.
- 7 A: What's ..... name of ..... hotel where you're staying?  
B: ..... Imperial. It's in ..... Queen Street in ..... city centre. It's near ..... station.
- 8 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 ..... 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. totally destroyed
- I didn't like the book. It was such a stupid story. OK
- 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? ....



- 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 ..... Saturday. Can you come?
- 3 I've got an interview next week. It's ..... 9.30 ..... Tuesday morning.
- 4 Sue isn't usually here ..... weekends. She goes away.
- 5 The train service is very good. The trains are nearly always ..... time.
- 6 It was a confusing situation. Many things were happening ..... the same time.
- 7 I couldn't decide whether or not to buy the sweater. .... the end I decided to leave it.
- 8 The road is busy all the time, even ..... night.
- 9 I met a lot of nice people ..... my stay in New York.
- 10 I saw Helen ..... Friday, but I haven't seen her ..... then.
- 11 Brian has been doing the same job ..... five years.
- 12 Lisa's birthday is ..... the end of March. I'm not sure exactly which day it is.
- 13 We have some friends staying with us ..... the moment. They're staying ..... Friday.
- 14 If you're interested in applying for the job, your application must be received ..... Friday.
- 15 I'm just going out. I won't be long – I'll be back ..... ten minutes.

## Prepositions (position and other uses)

Units 123–128

## 34 Put in the missing preposition.

- 1 I'd love to be able to visit every country ..... the world.
- 2 Jessica White is my favourite author. Have you read anything ..... her?
- 3 'Is there a bank near here?' 'Yes, there's one ..... the end of this road.'
- 4 Tim is away at the moment. He's ..... holiday.
- 5 We live ..... the country, a long way from the nearest town.
- 6 I've got a stain ..... my jacket. I'll have to have it cleaned.
- 7 We went ..... a party ..... Linda's house on Saturday.
- 8 Boston is ..... the east coast of the United States.
- 9 Look at the leaves ..... that tree. They're a beautiful colour.
- 10 'Have you ever been ..... Tokyo?' 'No, I've never been ..... Japan.'
- 11 Mozart died ..... Vienna in 1791 ..... the age of 35.
- 12 'Are you ..... this photograph?' 'Yes, that's me, ..... the left.'
- 13 We went ..... the theatre last night. We had seats ..... the front row.
- 14 'Where's the light switch?' 'It's ..... the wall ..... the door.'
- 15 It was late when we arrived ..... the hotel.
- 16 I couldn't decide what to eat. There was nothing ..... the menu that I liked.
- 17 We live ..... a tower block. Our flat is ..... the fifteenth floor.
- 18 A: What did you think of the film?  
B: Some parts were a bit stupid, but ..... the whole I enjoyed it.
- 19 'When you paid the hotel bill, did you pay cash?' 'No, I paid ..... credit card.'
- 20 'How did you get here?' 'No, ..... the bus?' 'No, ..... car.'
- 21 A: I wonder what's ..... television this evening. Have you got a newspaper?  
B: Yes, the TV programmes are ..... the back page.
- 22 Helen works for a telecommunications company. She works ..... the customer services department.
- 23 Anna spent two years working ..... London before returning ..... Italy.
- 24 'Did you enjoy your trip ..... the beach?' 'Yes, it was great.'
- 25 Next summer we're going ..... a trip to Canada.

## Noun/adjective + preposition

Units 129–131

## 35 Put in the missing preposition.

- 1 The plan has been changed, but nobody seems to know the reason ..... this.
- 2 Don't ask me to decide. I'm not very good ..... making decisions.
- 3 Some people say that Sue is unfriendly, but she's always very nice ..... me.
- 4 What do you think is the best solution ..... the problem?
- 5 There has been a big increase ..... the price of land recently.
- 6 He lives a rather lonely life. He doesn't have much contact ..... other people.
- 7 Paul is a keen photographer. He likes taking pictures ..... people.
- 8 Michael got married ..... a woman he met when he was studying at college.
- 9 He's very brave. He's not afraid ..... anything.
- 10 I'm surprised ..... the amount of traffic today. I didn't think it would be so busy.
- 11 Thank you for lending me the guidebook. It was full ..... useful information.
- 12 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?

- 1 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
- 2 Here's some good news. It will .....  
A turn you up    B put you up    C blow you up    D cheer you up
- 3 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
- 4 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
- 5 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
- 6 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
- 7 Barbara started a course at college, but she ..... after six months.  
A went out    B fell out    C turned out    D dropped out
- 8 You can't predict everything. Often things don't ..... as you expect.  
A make out    B break out    C work out    D get out
- 9 Why are all these people here? What's ..... ?  
A going off    B getting off    C going on    D getting on
- 10 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
- 11 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
- 12 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.

- 1 Keep away from the edge of the pool. You might fall in.
- 2 I didn't notice that the two pictures were different until Liz pointed it ..... me.
- 3 I asked Dan if he had any suggestions about what we should do, but he didn't come ..... anything.
- 4 I'm glad Sarah is coming to the party. I'm really looking ..... seeing her again.
- 5 Things are changing all the time. It's difficult to keep ..... all these changes.
- 6 Unfortunately I ran ..... film, so I couldn't take any more photographs.
- 7 Don't let me interrupt you. Carry ..... your work.
- 8 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.
- 9 I've had enough of being treated like this. I'm not going to put ..... it any more.
- 10 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.
- 11 The wedding was supposed to be a secret, so how did you find ..... it? Did Jenny tell you?
- 12 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 ..... near the station, but no-one was injured. (exploded)
- 4 George finally ..... nearly an hour late. (arrived)
- 5 Here's an application form. Can you ..... and sign it, please? (complete it)
- 6 A number of buildings are going to be ..... to make way for the new road. (demolished)
- 7 I'm having a few problems with my computer which need to be ..... as soon as possible. (put right)
- 8 Be positive! You must never ..... ! (stop trying)
- 9 I was very tired and ..... in front of the television. (fell asleep)
- 10 After eight years together, they've decided to ..... . (separate)
- 11 The noise is terrible. I can't ..... any longer. (tolerate it)
- 12 We don't have a lot of money, but we have enough to ..... . (manage)
- 13 I'm sorry I'm late. The meeting ..... later than I expected. (continued)
- 14 We need to make a decision today at the latest. We can't ..... 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 ..... it out with a bucket of water.
- 3 The house is empty at the moment, but I think the new tenants are ..... in next week.
- 4 I've ..... on weight. My clothes don't fit any more.
- 5 Their house is really nice now. They've ..... it up really well.
- 6 I was talking to the woman sitting next to me on the plane, and it ..... out that she works for the same company as my brother.
- 7 'Do you know what happened?' 'Not yet, but I'm going to ..... out.'
- 8 There's no need to get angry. .... down!
- 9 If you're going on a long walk, plan your route carefully before you ..... off.
- 10 Sarah has just phoned to say that she'll be late. She's been ..... up.
- 11 You've written my name wrong. It's Martin, not Marin – you ..... out the T.
- 12 Three days at £45 a day – that ..... out at £135.
- 13 We had a really interesting discussion, but Jane didn't ..... in. She just listened.
- 14 Jonathan is pretty fit. He ..... out in the gym every day.
- 15 Come and see us more often. You must ..... in any time you like.
- 16 We are still discussing the contract. There are still a couple of things to ..... out.
- 17 My alarm clock ..... off in the middle of the night and ..... me up.