

A

We use **I'll ... (= I will)** when we've just decided to do something. When we say '**I'll** do something', we announce our decision:

- ☐ Oh, I left the door open. **I'll go** and shut it.
- ☐ 'What would you like to drink?' '**I'll have** orange juice, please.'
- ☐ 'Did you call Max?' 'Oh no, I forgot. **I'll call** him now.'

We do not use the *present simple* (**I do / I go** etc.) in these sentences:

- ☐ **I'll phone** him now. (*not* I phone him now)

We often use **I think I'll ... / I don't think I'll ...**:

- ☐ I'm a little 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 **will not** is usually **won't**:

- ☐ I can see you're busy, so **I won't stay** long. (= I will not stay long)

B

We often use **I'll** 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 Tom 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.



We 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)

Will you (do something)? = please do it:

- ☐ **Will you** please turn the music down? It's too loud.

The car **won't start**.



C

We do *not* use **will** to talk about what has been decided or arranged before:

- ☐ **I'm going** on holiday next Saturday. (*not* I'll go)

Compare:

- ☐ **I'm meeting** Kate tomorrow morning. (decided before)
- ☐ A: **I'll meet** you at half past ten, OK?
B: Fine. See you then. (decided now)

D

We use **shall** mostly in the questions **shall I ... ? / shall we ... ?**

We use **shall I ... ? / shall we ... ?** to ask if it's OK to do something or to ask for a suggestion:

- ☐ **Shall I** open the window? (= do you want me to open it?)
- ☐ 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** have lunch?' 'Let's go to Marino's.'

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)

A

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

- ☐ Lisa **is working** next week. (*not* Lisa will work)
- ☐ **Are you going to watch** TV this evening? (*not* will you watch)

See Units 19–20.

We use **will** to say what we know or believe about the future (not what someone has already decided). For example:

Kate has her driving test next week.
Chris and Joe are talking about it.



Joe believes that Kate **will pass** the driving test.
He is *predicting* the future.

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

Some more examples:

- ☐ They've been away a long time. When they return, they'**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.
- ☐ Anna looks completely different now. You **won't recognise** her.
- ☐ When **will** you **get** your exam results?

Compare:

- ☐ I think James **is going** to the party on Friday. (= I think he has already decided to go)
- ☐ I think James **will go** to the party on Friday. (= I think he will decide to go)

B

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

- | | |
|----------------------|--|
| probably | <input type="checkbox"/> I' ll probably be home late tonight. |
| I'm sure | <input type="checkbox"/> Don't worry about the exam. I'm sure you' ll pass. |
| I think | <input type="checkbox"/> Do you think Sarah will like the present we bought her? |
| I don't think | <input type="checkbox"/> I don't think the exam will be very difficult. |
| I wonder | <input type="checkbox"/> I wonder what will happen. |

After **I hope**, we generally use the present:

- ☐ I hope Kate **passes** the driving test.
- ☐ 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*:

- ☐ Don't phone Amy now. She'**ll be** busy. (= she'll be busy *now*)

D

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 France in June. (or **We will** probably go)

In spoken English we normally use **I'll** and **we'll**:

- ☐ **We'll** probably go to France.

The negative of **shall** is **shall not** or **shan't**:

- ☐ I **shan't** be here tomorrow. (or I **won't** be)

We do not normally use **shall** with **he/she/it/you/they**:

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

I will and I'm going to

A

Future actions

Compare **will** and **(be) going to**:

Sarah is talking to Helen:

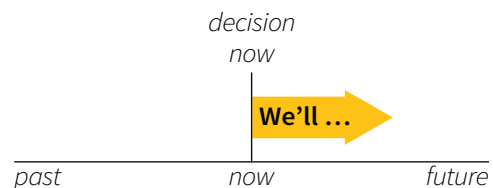
Let's have a party.



SARAH

That's a great idea.
We'll invite lots of people.

HELEN

will (We'll invite ...)We use **will** (We'll invite ...) to announce a new decision. The party is a new idea.

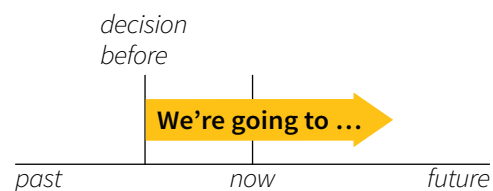
Later that day, Helen meets Max:

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

HELEN



MAX

(be) going to (We're going to invite ...)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 Max.

Compare:

- ☐ 'Gary has been trying to contact you.' 'Has he? OK, I'll call him.'
- 'Gary has been trying to contact you.' 'Yes, I know. I'm going to call him.'
- ☐ 'Anna is in hospital.' 'Really? I didn't know. I'll go and visit her.'
- 'Anna is in hospital.' 'Yes, I know. I'm going to visit her this evening.'

B

Future happenings and situations (predicting the future)

We use both **will** and **going to** for future happenings and situations. So you can say:

- ☐ I think the weather **will be** nice later. *or*
I think the weather **is going to be** nice later.
- ☐ Those shoes are well-made. They'll last a long time. *or*
Those shoes are well-made. They're going to last a long time.

When we say something **is going to** happen, we believe this because of the situation *now*. What is happening *now* shows that something **is going to** happen in the future. 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** – the black clouds are in the sky *now*)

Compare:

- ☐ We're going to be late. The meeting starts in five minutes and it takes 15 minutes to get there.
(it is clear *now* that we don't have enough time to get there)
- ☐ Jane **will be** late for the meeting. She's always late.
(I believe this because I know what Jane is like)

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**. Everyone **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.

Compare **will be (do)ing** and **will (do)**:

- ☐ Don't phone between 7 and 8. We'll **be eating**.
- ☐ Let's wait for Liz to arrive and then we'll **eat**.

Compare:

- ☐ At 10 o'clock yesterday, Tina **was** in her office. She **was working**. (*past continuous*)
- It's 10 o'clock now. She **is** in her office. She **is working**. (*present continuous*)
- At 10 o'clock tomorrow, she **will be** in her office. She **will be working**. (*future continuous*)

C

We also use **will be -ing** to talk about complete actions in the future.

For example:

- ☐ The government **will be making** a statement about the crisis later today.
- ☐ Later in the programme, I'll **be talking** to the Minister of Education.
- ☐ The team's star player is injured and **won't be playing** in the game on Saturday.

When we use it in this way, **will be (doing)** is similar to **will (do)** and **going to (do)**.

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



D

I **will have done** something (*future perfect*) = it will 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:

- ☐ Ted and Amy **have been** married for 24 years. (*present perfect*)
- Next year they **will have been** married for 25 years. (*future perfect*)
- When their son was born, they **had been** married for three years. (*past perfect*)

when I do and when I've done if and when

A

Study this example:

Amy is on a train. She's calling a friend.

I'll call you again later **when** I arrive.

'I'll call you again later when I arrive' is a sentence with two parts:

the main part: I'll call you again later
and **when** ...: when I arrive

The time is *future* ('later'), but Amy says:... **when I arrive** (*not* when I will arrive)

We say

when I do something (*not* will do)**when** something happens (*not* will happen)

Some more examples:

- ☐ We'll go out **when** it **stops** raining. (*not* when it will stop)
- ☐ **When** you **are** here again, you must come and see us. (*not* When you will be)
- ☐ Don't forget to lock the door **when** you **go** out. (*not* will go)

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

- ☐ What are you going to do **while** I'm away? (*not* while I will be)
- ☐ **Before** you **go**, there's something I want to ask you.
- ☐ Wait here **until** I **come** back. or ... **till** I **come** back.

B

You can also use the *present perfect* (**have done**) after **when** / **after** / **until** / **as soon as**:

- ☐ Can I have the newspaper **when** you've **finished** with it?
- ☐ Don't say anything while Ian is here. Wait **until** he **has gone**.

We use the present perfect to show that one thing is complete *before* the other. The two things do *not* happen together:

- ☐ **When** I've **phoned** Kate, we can go out.
(= first I'll phone Kate and *after that* we can go out)

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

- ☐ **When** I **phone** Kate, I'll ask her about the party. (*not* when I've phoned)

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

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

C

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

- ☐ I'll be angry **if** it **happens** again. (*not* if it will happen)
- ☐ Hurry up! **If** we **don't** hurry, we'll be late.

We use **if** (*not* when) for things that will *possibly* happen (or not happen):

- ☐ **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 for them.

We use **when** for things which are *sure* to happen. Compare:

- ☐ I might go out later. (*it's possible*) **If** I go out, I'll get some bread.
- ☐ I'm going out later. (*for sure*) **When** I go out, I'll get some bread.

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 hotel.
- ☐ 'I don't have a pen.' 'You **can use** mine.'
- ☐ **Can you speak** any foreign languages?
- ☐ I **can come** and see you tomorrow if you like.
- ☐ The word 'dream' **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 hotel.

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

C

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 ability to do something, or was allowed 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 and with **see, hear** etc. :

- ☐ My grandfather **could speak** five languages.
- ☐ I **could see** them, but not very clearly.

But to say that somebody succeeded in doing something in a specific situation, we normally use **was/were able to** or **managed to (not could)**:

- ☐ The fire spread quickly, but everybody **was able to escape**. (*not could escape*)
- ☐ I didn't know where Max was, but I **managed to find** him in the end. (*not could find*)

Compare:

- ☐ Jack was an excellent tennis player when he was younger. He **could beat** anybody.
(= he was good enough to beat anybody, he had the ability)

but Jack and Andy played a match yesterday. Andy played well, but Jack **managed to beat** him.
(= he succeeded in beating him this time)

The negative **couldn't (could not)** is possible in all situations:

- ☐ My grandfather **couldn't swim**.
- ☐ I looked for Max everywhere, but I **couldn't find** him.
- ☐ Andy played well, but he **couldn't beat** Jack.