

## THE PRESENT SIMPLE TENSE

**3<sup>rd</sup> person singular** : go – goes / do – does / study – studies (BUT play – plays) / watch – watches / kiss – kisses / box – boxes

### The Present Simple is used :

- a) to describe a permanent state.  
*He lives in Rome. She doesn't like curry.*
- b) to describe repeated or habitual actions (often with adverbs of frequency).  
*She (always, often/frequently, usually) gets up at 7.30.*  
*He (sometimes, seldom, hardly ever, never) wears smart clothes.*
- c) to express general truths.  
*Two plus two equals four. Water freezes at 0 C.*
- d) to express the future when referring to a fixed timetable.  
*The flight departs at 11.35. What time do your classes begin ?*

## THE PRESENT CONTINUOUS TENSE

1.to learn - learning	2.to live – living	4.to lie – lying	4.to begin [bi'gin] - beginning
to study – studying		to die - dying	to listen ['lɪn] - listening

### The Present Continuous is used :

- a) to describe an action happening now.  
*I'm phoning from a call-box at the moment.*
- b) to describe a temporary state or activity.  
*Tom is building his own house. I'm having driving lessons.*
- c) with always; this construction is often used to describe irritating or surprising habits.  
*She's always breaking things.*
- d) to express future arrangements.  
*Our son's getting married tomorrow.*

### EXERCISES:

#### I. Put the following verbs into the 3<sup>rd</sup> person singular of present simple:

wash..... say..... try..... set..... play..... do..... stop.....  
stay..... fry..... drive..... fix..... freeze..... teach..... pray.....  
crash..... fly..... type..... kiss..... go.....

#### II. Put the following verbs into the continuous form:

lie.....	wash.....	say.....	try.....	set.....
get.....	die.....	stop.....	come.....	begin.....
drive.....	fix.....	freeze.....	type.....	write.....

#### III. Make questions and negations:

1.Mary is waiting for a bus now. WHAT .....(na co czeka) / WHO .....

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2.Jenny goes to the cinema with Bob every month. WHERE ... / WHO (kto).....

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3.Mr and Mrs Brown are visiting Italy at the moment. WHAT ..... / WHO .....

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4.Betty and Susan study in the library every day. WHERE ..... / WHO .....

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5. John loves Mary. WHO (kto)..... / WHO (kogo).....

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## STATE and ACTION VERBS

State verbs are verbs which do not normally have continuous tenses because they describe a state rather than action. These include:

- verbs which express likes and dislikes: like, love, hate, dislike, prefer, etc.
- verbs of perception: believe, know, remember, forget, recognise, understand, seem, etc.
- some other verbs: need, belong, cost, mean, want

Some state verbs have continuous tenses, but there is a difference in meaning.

### Study the following sentences.

1. I think she is Italian.  
I am thinking about my holiday now.
2. That soup tastes awful.  
She is tasting the soup.
3. The room smells of perfume.  
The cat is smelling its food.
4. I can see an aeroplane in the sky.  
I am seeing Jill tonight.
5. Susan looks tired.  
Susan is looking at some photos.
6. He is selfish. (*character – permanent state*)  
He is being selfish. (*behaviour – temporary situation*)
7. He has a sports car.  
He is having lunch now.  
She is having a bath.

### IV. Complete the following sentences.

- 1.A: (you, know) ..... that man over there?  
B: Actually, I do. He's Mauriel's husband.
- 2.A: Are you doing anything tomorrow evening?  
B: Yes, I (see) ..... Jack at nine o'clock.
- 3.A: Graham (have) ..... a new computer.  
B: I know, I've already seen it.
- 4.A: Your perfume (smell) ..... nice. What is it?  
B: It's a new perfume called Sunshine.
- 5.A: I (see) ..... you're feeling better.  
B: Yes, I am. Thank you.
- 6.A: What (you, look) ..... at?  
B: Some photos I took during my holidays.
- 7.A: What is Jane doing?  
B: She (smell) ..... the flowers in the garden.
- 8.A: I (think) ..... we are being followed.  
B: Don't be silly! It's just your imagination.
- 9.A: This cake (taste) ..... awful.  
B: I (think) ..... I forgot to put the sugar in it!
- 10.A: the children are making lots of noise.  
B: I know, but they (have) ..... fun.
- 11.A: Is anything wrong?  
B: No. I (just, think) ..... about the party tonight.

### V. Put the verbs into the correct form (present simple or continuous).

1. The baby (cry) ..... because it is hungry now.
2. A: Why (you, wash) ..... those clothes at the moment?

- B : Because the sun (shine) ..... I never (wash) ..... clothes when there are clouds in the sky.
3. Look ! A man (run) ..... after the bus. He (want) ..... to catch it.
4. He seldom (carry) ..... an umbrella, but he (carry) ..... one now because it is raining.
5. Why (you, make) ..... a cake now ? (someone, come) ..... to tea ?
6. Fetch a doctor ! The poor man (die) .....
7. I can't go out now because it (rain) ..... and I (not, have) ..... an umbrella.
8. He usually (speak) ..... so quickly that I (not, understand) ..... him.
9. A : Why (you, put) ..... on your coat ?
- B : I (go) ..... for a walk. (you, come) ..... with me ?
- A : Yes, I'd love to come.
10. You (always, watch) ..... TV. I'm really annoyed.
11. A : Why (you, walk) ..... so fast today ? You usually (walk) ..... quite slowly.
- B : I (hurry) ..... because I (meet) ..... my mother at 4 o'clock and she (not, like) ..... to wait for me.
12. A : Who is that tall man who (look) ..... at us ?
- B : It's Mr Smith. He (live) ..... next door to us and he occasionally (visit) ..... us. Just now he (write) ..... a book on famous detectives.
13. Ann sees Paul putting on his coat and says : Where (you, go) ..... ?
- Paul : I (go) ..... to buy some cigarettes. (you, want) ..... an evening paper ?
- Ann : No, thanks. You (always, buy) ..... cigarettes. How many (you, smoke) ..... a day ?
- Paul : I (not, smoke) ..... very many. Perhaps 20. Jack (smoke) ..... far more than I (do) ..... He (spend) ..... £ 5 a week on cigarettes.
14. Mary and Ann are waiting outside a telephone box. Inside the box a boy is dialling a number.
- Mary : (you, know) ..... that boy ?
- Ann : Yes, he is a friend of my brother's. He (phone) ..... girl-friend from this box every day.
- Mary : Where (he, come) ..... from ?
- Ann : He (come) ..... from Japan. He is a very clever boy. He (speak) ..... four languages.
- Mary I (wonder) ..... what he (speak) ..... now.
- Ann : Well, his girl-friend (come) ..... from Japan, too ; so I (suppose) ..... he (speak) ..... Japanese.
15. Mary usually (learn) ..... languages very quickly but she (not, seem) ..... able to learn modern Greek.
16. It is 8.30. Tom and Ann are having breakfast. They are both opening their letters.
- Tom : No one ever (write) ..... to me. All I get is bills ! (you, have) ..... anything interesting ?
- Ann : I have a letter from Tom. He says he (come) ..... to London next week and (want) ..... us to meet him for lunch.
17. A : (you, understand) ..... the present tense now ?
- B : I (do) ..... an exercise on it at this moment and I (think) ..... that I (know) ..... how to use it.

## NARRATIVE TENSES

### The Simple Past is used to refer :

a) to events which occurred in past time,

*I did it last year / two years ago / yesterday morning / in 1983 / when I was young.*

b) to past habits,

*He always carried an umbrella.*

*Leonardo painted in his studio every day.*

c) to series of past events (past 'narrative')

*He entered the room, switched on the light, put down his case and took off his coat.*

### REGULAR VERBS

1.to work – worked

2.to like - liked

3.to stop - stopped

The consonant is not doubled if it is w :

to show - showed

If the stress is on the first syllable the consonant is not doubled:

to enter - entered

BUT

to admit - admitted

4.to study - studied

BUT

to play - played

### The Past Continuous is used to refer to :

a) an activity in progress at a given moment of past time,

*At 10 a.m. I was having a bath.*

*(BUT At 10 a.m. I had a bath. - means I began to have a bath at 10 a.m.)*

*When you telephoned, I was looking over a picture book.*

*When we arrived, she was making some coffee.*

*(BUT When we arrived, she made some coffee. - means she began making coffee after we arrived )*

b) a continuous activity during a specified period in the past,

*We were working all afternoon.*

c) two or more simultaneous activities in the past,

*I was writing while he was washing up.*

d) with an idiomatic meaning of persistent activity in the past,

*He was **always** bringing mud into the house.*

e) for descriptions,

*This morning was really beautiful. The sun was shining and the birds were singing.*

### I. Write the past simple form of the verbs :

bake .....	fry .....	stay .....	stop.....	try.....
complete.....	hire .....	rub.....	travel.....	cry.....
pray.....	play.....	promise.....	refer.....	tidy.....
destroy.....	offer.....	prefer.....	profit.....	

### II. Put the verbs into the correct form

1.I (listen) ..... to the lecture when my friend (say) ....., 'Let's go home now.'

2.I (wait) ..... for you all afternoon.

3.At half past nine he (still, do) ..... his homework.

4.I (see) ..... John while I (buy) ..... some books in the bookshop round the corner.

5.While Jerry (learn) ..... the Highway Code, Peter (play) ..... the piano.

6.She said that the car (travel) ..... at 40 m.p.h. when it (begin) ..... to skid.

7.I (find) ..... this ring as I (dig) ..... in the garden. It looks very old. I wonder who it (belong) ..... to.

8. While I (swim) ..... someone (steal) ..... my clothes and I (have to) ..... walk home in my swimsuit.
9. I (make) ..... a cake when the light went out. I (have to) ..... finish it in the dark.
10. I didn't want to meet Paul so when he entered the room I (leave) ..... .
11. Unfortunately when I arrived Ann (just leave) ..... , so we only had time for a few words.
12. He always (wear) ..... a raincoat and (carry) ..... an umbrella when he walked to the office.
13. While he (make) ..... his speech the minister suddenly (feel) ..... faint. But someone (bring) ..... him a glass of water and after a few minutes he (be) ..... able to continue.
14. He (play) ..... the guitar outside her house when someone opened the window and (throw) ..... out a bucket of water.
15. As they (walk) ..... along the road they (hear) ..... a car coming from behind them. Tom (turn) ..... round and (hold) ..... up his hand. The car (stop) ..... .
16. As I (cross) ..... the road I (step) ..... on a banana skin and (fall) ..... heavily. I (still, lie) ..... on the road when I (see) ..... a lorry approaching. Luckily the driver (see) ..... me and (stop) ..... the lorry in time.
17. I (come) ..... in very late last night and unfortunately the dog (wake) ..... up and (start) ..... to bark. This (wake) ..... my mother who (come) ..... to the top of the stairs and (say) ..... , 'Who is there ?' I (say) ..... , 'It's me,' but she (not hear) ..... me because the dog (bark) ..... so loudly, so she (go) ..... back to her room and (telephone) ..... the police.
18. The boys (play) ..... cards when they (hear) ..... their father's steps. They immediately (hide) ..... the cards and (take) ..... out their lesson books.
19. As I (pass) ..... by the bookshop I (see) ..... an interesting book in the shop window. I (go) ..... in and (buy) ..... it. I (begin) ..... to read it after dinner. But as I (sit) ..... in my armchair and (read) ..... it the door bell (ring) ..... . When I (open) ..... the door I (see) ..... that it (be) ..... my friend John. He (come) ..... in, I (give) ..... him a drink and we (start) ..... to talk about good old times. We (have) ..... our last drink when the clock (strike) ..... twelve. John (leave) ..... in a hurry as he (live) ..... far from my place. Before I (go) ..... to bed I (take) ..... my book again, but I (be) ..... too sleepy to read. I (come) ..... to the conclusion that I (prefer) ..... talking to a friend to reading a book.

## PAST PERFECT TENSE vs PAST SIMPLE

*Study this example situation :*

I went to a party last week. Tom went to the party, too. Tom went home at 10.30. So, when I arrived at 11 o'clock, Tom wasn't there.

When I arrived at the party, Tom wasn't there. He had gone home.

*Here are some more examples :*

When I got home, I found that someone had broken into my flat and had stolen my fur coat.

George didn't want to go to the cinema with us because he had already seen the film twice.

It was my first time in an aeroplane. I was very nervous because I hadn't flown before.  
I wasn't hungry. I had just had lunch.  
The house was dirty. We hadn't cleaned it for weeks.

*Compare the past perfect and the past simple*

Was Tom there when you arrived ? No, he had already gone home.  
BUT Was Betty there when you arrived ? Yes, but she went home soon afterwards.

**I. Complete these sentences using past perfect simple:**

- 1.Mr and Mrs Davis were in an aeroplane. They were very nervous as the plane took off because .....
- 2.The woman was a complete stranger to me. I .....
- 3.Margaret was late for work. Her boss was very surprised because .....
- 4.It was Keith's first driving lesson. He was very nervous because he .....
- 5.I wasn't hungry. I .....
- 6.Tom wasn't at home when I arrived. He .....
- 7.I could not find my purse. I forgot where I .....
- 8.Mary showed me her new dress and told me .....
- 9.He explained to the teacher why .....
- 10.I could not understand why .....
- 11.I didn't have an umbrella, but that didn't matter. The rain .....
- 12.Luckily the flat didn't look too bad when my parents called in. I .....
- 13.The boss invited me to lunch yesterday, but I had to refuse the invitation. ....

**II. Put the verbs into the correct tense (Past Simple or Past Perfect):**

- 1.He thanked me for what I (do) .....
- 2.I was sorry that I (hurt) ..... him.
- 3.He had learnt English before he (leave) ..... for England.
- 4.They told him they (not, meet) ..... him before.
- 5.We asked him what countries he (visit) .....
- 6.Cyril was very angry and said he (eat) ..... two flies in his fruit salad. The waiter asked him why he (eat) ..... them. Cyril said he (be) ..... short- sighted.
- 7.When I (arrive) ..... at the terminal I (find) ..... the coach (leave) .....
- 8.A woman came in with a baby, who she said, (just swallow) ..... a safety pin.
- 9.He thought himself superior because he (graduate) ..... from the University.
- 10.When we (come) ..... into the room, we saw that somebody (be) ..... there before.
- 11.When I (find) ..... no food in the fridge, I (come) ..... to the conclusion that Mary either (eat) ..... everything or (not, buy) ..... any food.

**VI. Put the verbs into the correct form : Past Simple, Past Continuous or Past Perfect :**

- I. It happened last August at the airport. A few weeks before, a group of us (decide) ..... to go to Greece for a holiday. We (wait) ..... in the queue at passport control when suddenly I (realise) ..... that I (forget) ..... my passport. It (be) ..... quite a shock. I (hurry) ..... to a phone and (ring) ..... my parents. They (work) ..... in the garden, but luckily my mother (hear) ..... phone. They (find) ..... the passport and immediately (drive) ..... to the airport with it. I (meet)

..... them at the information desk. We (have) ..... no time to talk, but I (say) .....  
goodbye to them earlier that morning. I (run) ..... all the way to the plane. I was just in time. When I (get)  
..... there, the passengers (sit) ..... the their seats ready for take-off. When they (see)  
..... me, everyone (start) ..... clapping.

**II.** It was early afternoon in the Las Vegas casino. At one of the tables was Chris Boyd, a computer programmer from London. For three years Chris (save) ..... every penny to gamble all his money on one spin of the roulette wheel.

Here is part of an interview with Chris:

Interviewer: How (you, feel) ..... while you were sitting at the table?

Chris: I felt quite calm.

Interviewer: (anyone, watch you) .....?

Chris: Yes, my friend, Tony Litt, was watching me and there were a few other gamblers.

Interviewer: (you, tell) ..... your girl-friend about your plans?

Chris: No, I hadn't told her.

Interviewer: How (you, save) ..... the money?

Chris: I just hadn't spent anything for three years and I had sold the house.

Interviewer: What (you, do) ..... when you won?

Chris: I can't remember. I didn't do anything.

**III.** It happened three years ago while I (stay) ..... at my sister's house. She and her husband (go) ..... on holiday and I was looking after the house for them. One night I (hear) ..... a lot of noise outside and I (go) ..... out to see what was wrong. The house next door was on fire. A woman (shout) ....., 'Help, help. Tommy's still inside.' Without thinking I (run) ..... into the house, but it was no good. Everything (burn) ..... and it was terribly hot. Then, while I (stand) ..... there, something (hit) ..... me on the back of the head. The next thing I remember I (lie) ..... on the grass in front of the house. The fire brigade (pull) ..... me out of the house. The woman was there and she said , 'It's all right. Tommy is safe.' Then I realized she (hold) ..... a cat.

**IV.** While I (come) ..... home three months ago, I (find) ..... a wallet. I (see) ..... it while I (walk) ..... through the park. It (be) ..... on a bench. I suppose it (fall) ..... out of someone's pocket. I (look) ..... in the wallet. It (contain) ..... a lot of money but there was no name in it, so I (take) ..... it to the police station. Nobody (report) ..... a lost wallet, so the police kept it. I have phoned the police three times since then, but nobody has claimed the wallet yet. If nobody claims it soon, it will be mine.

**VII. Look at the sentences below. What things do you think had or hadn't happened previously?**

EXAMPLE The summer season was over and the island was almost empty.  
Most of the tourists had already left and some of the hotels and restaurants had closed up.

1. When John returned home from the holidays he found that his parents had made all sorts of changes to the house.

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2. I was in a panic. My guests were due to arrive in two hours, and nothing was ready.

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3. Tom gave a party last Saturday. Later that evening, the party got completely out of hand, and a neighbour called the police. When they got there, only a few guests were still there, there was no glass in the windows, the stereo equipment was missing and there was a man on the roof.

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## THE PRESENT PERFECT SIMPLE

- **FORM:** I, you, we, you, they have + past participle  
He, she, it has + past participle

- **USE:**

### 1. Present result

The Present Perfect refers to a past action and shows the result of that action in the present.

*The taxi has arrived.* (It's outside the house now.)

*She's broken her leg.* (That's why she cannot walk.)

*She has **just** gone out.* (She isn't here.)

*I've **already** broken three cups. Shall I go on washing up ?*

*Has Lucy telephoned **yet** ?*

*She hasn't finished **yet**.*

### I. What have these people done ?

*EXAMPLE: My room looks nice now. I have painted the walls and my mother has bought new curtains.*

1. My hair is tidy. I .....

2. It is cold in the room. Someone .....

3. United are the winners. They .....

4. There's no more wine in the bottle. Someone .....

5. Mr John World is a globetrotter. He .....

### II. What have or haven't they done yet ? Use already, just or yet.

*EXAMPLE: Mary would like to visit Peru. She hasn't seen Machu Picchu yet.*

1. The McNeils are going to emigrate to Australia. ....

2. I'm very hungry. ....

3. It smells very nice in the kitchen. ....

4. This programme must be new. ....

5. Tom has invited Helen to supper at his flat. ....

### III. Say a few sentences about things you have already done today and things you haven't done yet.

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.....  
.....

### 2. Unfinished past

The Present Perfect is used to express an action or state which began in the past and still continues.

*You've **always** been my closest friend.*

*I've **never** seen an elephant.*

*He has lived here **all his life**.* (He still lives here.)

*I've been a teacher **for ten years**.* **for + a period of time** (ten years, half an hour, ages, a long time)

*He's had a car **since he was 18**.* **since + a point in time** (August, last year, Christmas, 8.00)

*He is a writer. He has written ten novels **so far**.*

**NOTE** *I've lived in London for six years.* (I still do, and will continue to in the future.)

### IV. Insert 'since' or 'for' :

1. I have had this car ..... Christmas.

7. I have been in London ..... a month.

2. John has known Mary ..... he arrived here.

8. I haven't seen you ..... a long time.

3. She hasn't written to me ..... many weeks.

9. She has worked in this factory ..... ten years.

4. I have liked to play football ..... I was ten years old.
5. She has been married ..... last August.
6. I haven't seen Lucy ..... November.
10. Has anybody seen him ..... that day ?
11. She has changed a lot ..... she had an accident.
12. I haven't seen you ..... leaving school.

### 3. Experience

The Present Perfect is used to express an action which happened in the past and is finished, but we are not interested in when. We are interested in the experience as part of someone's life.

*Have you **ever** been in a car crash ?*

NOTE If the time is stated, and if more details are given, the tense changes to the Past Simple and the Past Continuous.

*A : Have you ever had a car crash ?*

*B : Yes, I have.*

*A : When did it happen ?*

*B : In 1979. I was driving down a road when a car came out in front of me.*

NOTE *I've written two plays.* (Up to now in my life. Perhaps I'll write more.)

*Shakespeare wrote about 30.* (He cannot write any more.)

### VI. Ask someone in the class HAVE YOU EVER .... ?

Ask questions to get more details : WHEN WAS IT? / WHEN WAS THE LAST TIME YOU DID IT?

WHEN DID IT HAPPEN? / WHAT WERE YOU DOING WHEN IT HAPPENED?

be abroad / be to a museum / see an opera / eat Chinese food / read any novels or articles in English / hitch-hike / drink tea with milk / be in hospital / play chess / make a presentation / try roller-skating / cook dinner for your family / have an accident / forget about your best friend's birthday /

### VI. Complete the sentences; use JUST, YET, ALREADY, FOR, SINCE, NEVER, EVER, ALWAYS:

1. I'd like to borrow this book. Has Anna read it ..... ?
2. Has anybody seen him ..... that day ?
3. Ben writes very quickly. He's ..... finished his essay.
4. She has been married ..... last August.
5. A : What are you going to do ?                      B : I don't know. I haven't decided ..... ?
6. I've ..... been good at maths.
7. John has known Mary ..... he arrived here.
8. I haven't seen you ..... a long time.
9. Have you ..... done any skiing ?
10. I have been very busy ..... the last six weeks.
11. She has ..... been to Australia.
12. My boyfriend hasn't rung ..... a week.
13. I haven't seen my parents ..... last Christmas.
14. This film must be new. I've ..... seen it before.

### VII. Answer the questions :

1. Imagine that you want to go on holiday. What have you done yet ?

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2. How long have you known your best friend ? When did you meet him or her ?

.....

3. What have you always been poor at ? (school subject / sport)

.....

4. How long haven't you had a holiday ?

.....

5. Have you bought anything lately ? When was it ?

.....

6. How long have you lived in your present house / flat and in your city / town / village?

.....  
7.What have you always wanted to do or to see ?  
.....

8.What have you never done ? Where have you never been ?  
.....

9.What have you always been interested in ?  
.....

10.How long haven't you been to any parties ?  
.....

11.Have you ever been abroad ? When was the last time you went abroad ?  
.....

12.How long have you had a bike/ a car / a pet ? When did you buy it / get it ?  
.....

13.You want to organise a party. What have you done yet ?  
.....

**VIII. What has changed in your life since you became a student ? Read the story to help you :**

19-year-old Susan Mann is from London. She has just finished her first year at Bristol University, where she's studying medicine. This is what she has done in her first year.

*I've enjoyed every minute of my first year here. I mean , much as I love my family, it's done me good to get away from home.*

*I've learnt to stand on my own two feet. I've also had to get used to studying much more on my own. I don't have many classes and lectures but there is always a lot to learn at home.*

*In some ways life here is more relaxing. In London I went everywhere by bus or underground. Since I came here I've travelled everywhere by bike - it's made me much healthier. Of course, I'm not so well-off. I've had to look after my money very carefully - so I haven't bought many new clothes, and I haven't spent much on entertainment - like the cinema or the theatre. But there's always plenty to do here. I've joined several university clubs and I've played a lot of sport, like tennis and hockey. And I've made lots of new friends, particularly my flatmates, Sarah and Judy. All in all it's been a great year.*

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**IX. Put the verbs into the present perfect or past simple :**

1.I (buy) ..... some new shoes. Do you want to see them ?

2.It's Rachel's birthday tomorrow and I (not buy) ..... her a present yet.

3.A : Are you hungry ?                      B : No, I (just, have) ..... dinner.

4.A : I (fly) ..... over Loch Ness last week.

B : (you, see) ..... the Loch Ness monster ?

5.A : This is my house. I (live) ..... here since 1970.

6.I (read) ..... his books when I was at school. I (enjoy) ..... them very much.

7. I (already write) ..... this letter. You can post it.

8. I (not, see) ..... him for three weeks. I wonder where he is.

9. I hate history. I (always, be) ..... poor at it.

10. Ann : (you, ever, be) ..... to Stratford ?  
 Bob : Yes, I (go) ..... there last week.  
 Ann : (you, go) ..... by car ?  
 Bob : No, I (go) ..... by train.

11. A : My son (not start) ..... work yet. He's still at the High School.  
 B : How long (he, be) ..... at school ?  
 A : He (be) ..... at the High School for six years; before that he (spend) .....  
 five years at the Primary School in Windmill Street.

12. Peter : (you, see) ..... any good films lately ?  
 Ann : Yes, I (go) ..... to the National Film Theatre last week and (see) ..... a  
 Japanese film.  
 Peter : (you, like) ..... it ?  
 Ann : Yes, I (love) ..... it, but of course I (not understand) ..... a word.

13. A Sad Story of a Sad Man  
 One Sunday evening two men (meet) ..... in a London pub. One of them (be) .....  
 very unhappy.  
 'Life is terrible, everything in the world is really boring,' he (say) .....  
 'Don't say that,' (say) ..... the other man. 'Life is marvellous ! The world is so exciting! Think about  
 Italy. It's a wonderful country. (you ever be) ..... there ?'  
 'Oh, yes. I (go) ..... there last year and I (not like) ..... it.'  
 'Well, (you ,be) ..... to Norway ? '  
 'Oh, yes. I (go) ..... in 1984 and I (see) ..... the midnight sun. I (not enjoy)  
 ..... it.'  
 'Well, I (just return) ..... from a safari in Africa. (you ,visit) ..... Africa yet ?'  
 'Yes, I (go) ..... on safari in Africa last year and I (climb) ..... Mount  
 Kilimanjaro. It was really boring.'  
 'Well,' (say) ..... the other man, 'I think that you're very ill. Only the best psychiatrist can help you.  
 Go to see Dr Greenbaum in Harley Street.'  
 'I am Dr Greenbaum,' (answer) ..... the man sadly.

**X. Translate into English :**

1. Jak długo znasz go? .....
2. Nie jestem głodny; właśnie zjadłem lunch. ....
3. Nigdy nie piłem herbaty z mlekiem. ....
4. Już odrobiłem swoje zadanie. ....
5. Czy byłeś nad morzem zeszłego lata? .....
6. Jak długo mieszkasz tutaj? .....

7.Zawsze chciałam nauczyć się chińskiego. ....

8.W zeszłym roku nie miałam wakacji. ....

9.Kiedy kupiłeś ten komputer? ....

10.Nie widziałem go od zeszłego roku. ....

11.Jeszcze nie nauczyłem się Present Perfect. ....

# PRESENT PERFECT CONTINUOUS

- **FORM**

subject + have/has + been + present participle

- **USE**      *Present perfect continuous vs present perfect simple*

1.      *Ann's clothes are covered in paint. She has been painting the ceiling.*  
         *Tom's hands are dirty. He has been repairing the car.*  
         *You've been smoking too much recently. You should smoke less.*

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

*The ceiling was white. Now it is blue. She has painted the ceiling.*  
*The car is going again now. Tom has repaired it.*  
*Somebody has smoked all my cigarettes. The packet is empty.*

(This time, the important thing is that something has been finished. We are interested in the result of the action, not in the action itself.)

Compare these sentences :                      *I've cut my finger.*                      **BUT**                      *I've been cutting wood.*

Cutting wood can be repeated and can take a long time. When you cut your finger, it is done very quickly. But 'I've been cutting my finger' is a horrible idea, because it suggests that the cutting happened again and again.

2. We use the continuous form to say how long something has been happening :

*Ann has been writing letters all day.*  
*How long have you been reading that book ?*  
*Jim has been playing tennis since 2 o'clock.*

We use **the simple form to say how much we have done, how many things we have done, or how many times we have done something.**

*Ann has written ten letters today.*  
*How many pages of that book have you read ?*  
*Jim has played tennis three times this week.*

**I. Write a sentence with the present perfect continuous:**

Example : *Tom is out of breath. He has been running.*

1. Ann is very tired. ....
2. Tom has a black eye and Bill has a cut lip. ....
3. Jimmy's eyes are red and watery. ....
4. Bob's face and hands are very dirty. ....

**II. In this exercise you have to read the situation and then write sentences with the present perfect simple and / or the present perfect continuous:**

Example :      *Tom is reading a book. He started two hours ago and he is on page 53.*  
                 *He has been reading for two hours.*  
                 *He has read 53 pages so far.*

1. Bill and Ann make films. They started making films together when they left college. All of their ten films are very famous.
2. Two people are waiting at the bus stop. It is 9.30. They are waiting for the 9.10 bus. One person is very angry. "This bus is never on time!" he says.
3. Eric and all the other students are in the lecture hall. They are doing a test. It started 4 hours ago.

**III. Choose the most suitable form :**

1. Larry is writing / has been writing / has written his novel for the last two years without getting further than Chapter one.
2. Have you given / Did you give Helen my message when you have seen / saw her ?
3. The police think that they have found / found your missing wallet, so call this number.
4. Did you two meet / Have you two met before ? Eric, this is Amanda.
5. Did you meet / Have you met anyone interesting at the reception last weekend?

6. I haven't seen Gerry for / since a long time.
7. I can't believe you ate / have eaten / have been eating three pizzas already ! I only brought / have only brought them in fifteen minutes ago.
8. No wonder you are overweight ! You have been eating / You have eaten chocolates all day long.
9. Don't forget your pills today ! Have you taken them / Have you been taking them ?
10. John has been asking / has asked for a pay rise three times this year.

#### **IV. The Present Perfect Simple or Continuous and the Simple Past :**

1. A : (you wear) ..... your hair long when you were at school?  
 B : Yes, my mother (insist) ..... on it. But when I (leave) ..... school I (cut) ..... my hair and I (wear) ..... it short ever since.
2. Shakespeare (write) ..... a lot of plays.
3. Harry (learn) ..... to drive since the beginning of March but he is still not very good at it.
4. Good heavens ! We (wait) ..... for a taxi for over half an hour. We'll be late for our plane.
5. My brother (write) ..... ten plays. He just (finish) ..... his second tragedy.
6. A : When (you, begin) ..... school ?  
 B : I (begin) ..... school when I (be) ..... five. I (go) ..... to a primary school first. I (stay) ..... there for six years and then I (go) ..... to a comprehensive school. When I (be) ..... sixteen I (start) ..... my university course.  
 A : When (you, get) ..... your degree ?  
 B : Oh, I (not, get) ..... my degree yet; I'm still at the university. I (only, be) ..... there for two years.
7. Her phone (ring) ..... for ten minutes. I wonder why she doesn't answer it.
8. That man (stand) ..... at the bus stop for the last half hour. Shall I tell him that the last bus (already, go) ..... ?
9. He (sleep) ..... since ten o'clock. It's time he woke up.
10. I (only, hear) ..... from him twice since he went away.
11. They (build) ..... that bridge for over a year and it still isn't finished.
12. I (lose) ..... my keys. Can you help me look for them ?
13. They began widening this road three weeks ago, but the workmen (be) ..... on strike for the last fortnight so they (not, get) ..... very far with it.
14. I (just, pick) ..... ten kilos of strawberries. I (grow) ..... strawberries for years but I (never, have) ..... such a good crop before.
15. She (just, sell) ..... two of her own paintings. She is lucky. I (paint) ..... for five years and I (not, sell) ..... a single picture yet.
16. Tom is convinced that there is gold in these hills but we (search) ..... for six months and (not see) ..... any sign of it.
17. This traffic is terrible. We (drive) ..... all day and we (only, do) ..... 20 miles.
18. Do you think Danny is all right ? He (only, answer) ..... six questions and he (do) ..... the test for over an hour now.
19. I (try) ..... to find a job for six months now and I (have) ..... about ten interviews.
20. A : You are covered in mud ! What on earth (you, do) ..... ?  
 B : I (play) ..... football in the rain.
21. I'm afraid Barbara can't come. Her car (break) ..... down.

## WAYS OF EXPRESSING FUTURE TIME

### THE PRESENT SIMPLE

- A) in plans and arrangements which cannot be changed because they are part of a fixed time-table, schedule etc.,  
*My classes start at 3 o'clock.* (this use of the Present Simple may indicate either future time or habitual present)
- B) in conditional and time clauses,  
*As soon as I hear about it, I'll tell you.*

### THE PRESENT CONTINUOUS

The use of the Present Continuous with a future meaning refers to future events that have already been planned and arranged by the subject,

*He is leaving soon.* (His bags are packed)                      *They're getting married in June.* (The church is booked)

The use of the Present Continuous with a future meaning is restricted to verbs involving a human factor.

*The sun will set at 6 o'clock tomorrow.*

### TO BE GOING TO + INFINITIVE

- A) to express a future intention, plan, or decision thought about before the moment of speaking :  
*I'm going to see this film* (= I intend to see it.) *We're going to get married in June.*  
*When I grow up, I'm going to be a doctor.*
- B) to express a high degree of certainty on the part of the speaker (there is evidence that something will happen in the future) :  
*She's going to catch a cold* (i.e. I am nearly certain that she will catch a cold)                      *He is very ill; I'm afraid he is going to die.*  
*That boy is going to be sick; he looks quite green.*                      *It's going to rain; look at those clouds.*

### WILL + INFINITIVE

- A) to make predictions and to express hopes and fears ( often after verbs such as *think, expect, suppose, imagine, hope*, and adverbs such as *probably* and *perhaps*).  
*I expect I'll hear from him soon.*                      *Perhaps I'll see you tomorrow.*                      *The flight will probably be delayed.*
- B) for offers, requests, promises, refusals and on-the-spot decisions with *will*
- That bag looks heavy. I'll help you with it.* (Offer)
  - Will you give me a lift ?* (Request - please, give me a lift)
  - I won't be late.* (Promise)
  - I don't like that man and I won't help him.* (Refusal)
  - (Decision made at the moment of speaking)  
*'Did you phone Ann ?' 'Oh no, I forgot. I'll do it now.'*
- C) in the main clauses of time and condition (after *when, while, as soon as, after, before, until, if, unless, as/so long as, provided/ providing (that)* we use **PRESENT SIMPLE**)  
*I'll go up to her if she smiles.*                      *I'll phone you when I get home.*                      *I'll go to the party provided you go too.*

### 1. Read the description and put the verb into the correct tense.

- 1.A : I've got a new job !  
B : Wonderful ! I ..... (call) Mum and tell her good news. (*on-the-spot decision*)
- 2.I ..... (fly) to Lisbon tomorrow. (*action decided and arranged to do in the near future*)
- 3.The bus ..... (arrive) in Liverpool at 7:15. (*timetable*)
- 4.I'm afraid they ..... (not be) on time for the meeting. (*prediction about the future*)
- 5.The temperature ..... (reach) 40°C tomorrow. (*situation which will definitely happen in the future and which we cannot control*)
- 6.I ..... (become) a famous violinist one day. (*ambition for the future*)
- 7.They ..... (get) married next month. (*an action they've decided to do in the near future*)
- 8.They ..... (get) married next month. (*an action they've decided and arranged to do*)
- 9.Look at the cloud ! It .....(rain). (*prediction when there's evidence*)
- 10.Mary : Jack and I (go) ..... out tonight. We (have) ..... dinner at the Festival Hall and (go) ..... to a concert afterwards. (*This has been arranged.*)  
Ann : And what about the children ? I (come) and (baby-sit) ..... if you like.  
Mary : Oh, my neighbour (come) ..... in to sit with them. (*This has been arranged.*) But thank you for offering, Ann. I (ask) ..... you next time.
- 11.A : I haven't got a clean shirt. (you, wash) ..... one for me ?  
B : No, (I, not) ..... . You can do your own washing.
- 12.Will : What time (your evening class, finish)? .....  
Liz : Half past nine.  
Will : Do you want me to come) and collect you ?



Liz : Thanks, but I (meet) ..... my sister for a drink. (*This has been arranged.*)

13. Look out ! That tree (fall) ..... .

14. (you, turn) ..... off the TV, please ? No one is watching it.

15. That boy looks quite green; he (be ) ..... sick.

16. A : We've run out of sugar.                      B : Have we ? I didn't know. I (buy) ..... some when I go shopping.

17. I (see) ..... my bank manager tomorrow. (*I have arranged this.*) I'm going to ask him for a loan but I expect he (refuse) ..... .

18. I expect I (know) ..... the result tomorrow. As soon as I hear, I (tell) ..... you.

19. A : (you, have) ..... another cup of tea ?                      B : No, thank you.

20. (you, come) ..... and see me after the class ? I want to discuss your work with you.

## THE FIRST CONDITIONAL

### Conditional clause

if / unless (if not) + present tense

### Main clause

future / imperative / can, must, may + infinitive

The action or event under discussion is quite likely to happen.

*If you leave before 10.00, you'll catch the train easily.*

*If you have finished that exercise, I'll show you how to do the next one.*

*If you are staying for another night, I'll ask the manager to give you a better room.*

*If you see him, tell him to write to me.*

*If he starts now, he may be in time. (possible result)*

*If you are in a hurry, you can take my car. (permission)*

### I. Put the verbs into the correct form :

1. I (go) ..... to see him if I have time.
2. If it (be) ..... foggy this evening, I'll stay at home.
3. What will you do if he (not come) ..... ?
4. I'll look for your notebook and if I (find) ..... it I (give) ..... you a ring.
5. If you (feel) ..... too hot during the night, turn down the central heating.
6. We (be) ..... disappointed if there (be) ..... no snow for Christmas.
7. If you (need) ..... any help, (ring) ..... me up.

### II. Complete :

1. If you do your homework now, .....
2. If you do yoga, .....
3. I'll come to the party if.....
4. You will be fat if .....
5. I'll be very happy if .....
6. If the rain doesn't stop, .....

## THE SECOND CONDITIONAL

### Conditional clause

if + past tense

### Main clause

would/should/could/might + infinitive

This type of conditional is used for :

A) the hypothetical future, where the action or event isn't expected to happen.

*I'd be frightened if I lost my job.*

*If you tried again, you might succeed. (possible result)*

*If it stopped snowing, you could go out. (ability or permission)*

B) imaginary situations which are contrary to present fact.

*If I were you, I'd change my job.*

### I. Put the verbs into the correct form :

1. I wouldn't buy this car if I (be) ..... you.
2. If I (know) ..... her address, I'd give it to you.
3. If he worked more slowly, he (not, make) ..... so many mistakes.
4. If I (win) ..... a big prize in a lottery, I'd give up my job.
5. Of course I'm not going to give her a diamond ring. If I (give) ..... her a diamond ring, she (sell) ..... it.
6. A : Why don't you buy a season ticket ?  
B : Because I lose everything. If I (buy) ..... a season ticket, I (lose) ..... it.
7. A : Why don't you bring your car to work ?  
B : If I (have) ..... a car, I (bring) ..... it to work.
8. A : George is fourteen.  
B : He must be older than that. He has a full-time job. If he (be) ..... only fourteen, he still (be) ..... at school.
9. A : He is staying at the Savoy in London.  
B : Is he very rich ?  
A : I suppose he is. If he (be) ..... a poor man, he (not stay) ..... at the Savoy.

## **II. Rewrite the sentences using an IF construction :**

1. She is very shy. That's why she doesn't enjoy parties. ....
2. He doesn't work overtime, so he doesn't earn as much as I do. ....
3. I haven't much time so I read very little. ....
4. People drive very fast. That's why there are so many accidents. ....
5. I live a long way from my office. That's why I'm often late for work. ....
6. People never speak to Helen because she never speaks to them. ....
7. Your friend says he can't learn English because it is too difficult. You think it is because he never studies. ....
8. You never read newspapers. That's why you never know what's happening. ....

## **III. Complete :**

1. If I tried to drive a bus .....
2. I'd be surprised .....
3. If I had more money .....
4. If I had a good ear for languages .....
5. If I were alone all day .....
6. He wouldn't be so fat .....

## **THE THIRD CONDITIONAL**

### **Conditional clause**

if + past perfect tense

### **Main clause**

would/should/could/might + have + past participle

This type of conditional is used to describe completely hypothetical situations which are contrary to past facts.

*If I had known you were coming, I could have met you at the station.*

*If I hadn't gone to France, I would have gone to university.*

*If he had seen you, he might have helped you (possibility)*

## **I. Put the verbs into the correct form :**

1. If I had known you were in hospital, I (visit) ..... you.
2. If you (arrive) ..... ten minutes earlier, you would have got a seat.
3. If he had known the whole story, he (not, be) ..... so angry.
4. I had no map; that's why I got lost. If I (have) ..... a map, I (be) ..... all right.
5. We had to stand almost all the way. It was all Tom's fault. If he (book) ..... seats, we (have) ..... a comfortable journey.
6. A : Why didn't you phone from the village ?  
B : Because there was no phone in the village. If there (be) ....., of course we (phone) ..... from there.

## **II. Make sentences using Type 3 conditionals :**

1. I didn't invite Mary and she didn't come to see me. ....
2. I didn't telephone John and he didn't know about the meeting. ....
3. I didn't get up early enough and I didn't catch the train. ....
4. I didn't pay the mechanic enough and he didn't do his job well. ....
5. I didn't go to the theatre yesterday because I was ill. ....
6. You went out and got terribly wet. Five minutes later the rain stopped. ....
7. You studied very hard. You managed to pass the test. ....
8. Alice married Bob. Then she found he snored. She can't bear people who snore. ....

## **CONDITIONALS 1-3**

1. If you don't tell him the truth, I'm sure you (regret) ..... it one day.
2. If she could live anywhere she wanted to, she (live) ..... in Brazil.
3. She might win first prize if she (enter) ..... the competition.
4. If the weather (be, not) ..... terrible, we would have gone out yesterday.

5. I'll give you twenty pounds if you (fix) ..... my computer.
6. A : Have you decided what you're doing this weekend ?  
 B : If I (can, borrow) ..... some money, I (definitely, go) ..... away with you but I don't think there's anyone who can lend it to me.
7. An English couple had a narrow escape when a large tree fell on their home. They were parking their car at the time of the accident. If the couple (arrive) ..... home a few minutes earlier, they (be) ..... in the house when the tree came crashing down and they (might, be) ..... killed.
8. You can come with me as long as you (pay) ..... for your own ticket.
9. A : My car's broken down. Can you help me ?  
 B : If I (know) ..... anything about cars, I (try) ..... to fix it but I know less than you do. If I (be) ..... you, I (call) ..... a garage.
10. Unless the rain (stop) ....., we'll cancel the game.
11. A woman in Australia was bitten on the foot by a dangerous snake which miraculously left no poison in the bite. If the snake (inject) ..... poison into her foot, the woman (could, die) .....
12. Don't consider running a marathon if you (be, not) ..... in good physical condition.
13. A : Did you go to Ben's party ?  
 B : I wasn't invited! Of course, if I (be invited) ....., I (go) .....

## WISH

To express dissatisfaction with a present situation, we use PAST TENSE :

*I wish I were rich. (But I'm not.)*

*I wish I didn't have to go to work. (But I have to.)*

*I wish I could ski. (But I can't.)*

To express regret about the past, we use PAST PERFECT :

*I wish I had known you were coming. (But I didn't know.)*

*I wish I had finished my university degree. (But I didn't.)*

### **I. Change into the WISH construction.**

1. It's a pity that Mary isn't with us now. ....
2. I'm sorry I don't live nearer my work. ....
3. I'm sorry I called him a liar. ....
4. He is sorry that he makes so many mistakes. ....
5. I'm sorry I can't drive. ....
6. I'm sorry I didn't book a seat. ....
7. Mary is sorry that she was so unkind to Philip. ....
8. I'm sorry I came to this country. ....
9. It's a pity he didn't work harder during the term. ....
10. It's a pity you are going tonight. ....

### **II. Wendy has just started university. It isn't what she expected, and she is disappointed.**

My room is small; I have to share the bathroom and the kitchen is such a mess. My tutors are strict and the classes are so hard to understand. The people are not friendly and I can't visit my family and friends because they are so far away.

### **III. Jason has been for an interview. He didn't get the job.**

I didn't know much about the company and I was so nervous that I didn't shake hands with my interviewer. I forgot what I wanted to say and I didn't answer the interviewer's questions properly. Finally, I spilt the cup of tea I was given.

## THE PASSIVE

### FORM

#### I. We form passive verbs with the different tenses of *be* + past participle

<i>Present simple : am/are/is + past participle</i>	<i>The office is locked every evening.</i>
<i>Present continuous : am/are/is + being + past participle</i>	<i>The house is being painted now..</i>
<i>Past simple : was/were + past participle</i>	<i>My car was stolen last night.</i>
<i>Past continuous : was/were + being + past participle</i>	<i>The bridge was being repaired last week.</i>
<i>Present perfect simple : have/has + been + past participle</i>	<i>Sarah has been invited to the party.</i>
<i>Past perfect simple : had + been + past participle</i>	<i>I thought that you had been told the news.</i>
<i>Modal verbs (must, can, will, etc) and other structures</i>	<i>This door must be locked.</i>

#### I. Put into the Passive Voice :

- 1.They clean our office every day. ....
- 2.A friend of mine took the bike. ....
- 3.A clever burglar has stolen the jewels. ....
- 4.I will post this letter tomorrow. ....
- 5.A great artist painted this picture. ....
- 6.They are preparing the meal now. ....
- 7.A special messenger has brought this letter. ....
- 8.They usually sell cars on Monday but today they are selling them on Sunday. ....  
.....
- 9.You should open the wine about three hours before you use it. ....  
.....
- 10.The police are questioning two men. ....
- 11.His company made him redundant a year ago. ....
- 12.The pressures of work were affecting his health. ....
- 13.I hope they will choose me for the basketball team. ....

#### II. Complete the sentences using the active or passive and the correct tense.

- 1.Morse code ..... (invent) by an American called Samuel Morse.
- 2.The roof of the building ..... (damage) in a storm a few days ago.
- 3.It's a big factory. Five hundred people ..... (employ) there.
- 4.We ..... (find) oil and gas beneath the ground or sea.
- 5.This room looks different. ....(you/paint) it ?
- 6.There is someone behind us. I think we ..... (follow).
- 7.Water ..... (cover) most of the Earth's surface.
- 8.The first English dictionary ..... (write) by Robert Cawdrey in 1604.
- 9.The letter ..... (post) a week ago and it ..... (arrive) yesterday.
- 10.The man next door disappeared six months ago. Nobody .....(see) him since then.
- 11.Ron's parents ..... (die) when he was very young. He and his sister ..... (bring) up by their grandparents.
- 12.I was born in London but I ..... (grow) up in the north of England.
- 13.Two missing children ..... (not, find) yet.
- 14.While I was on holiday, my camera ..... (disappear) from my hotel room.
- 15.Why ..... (Sue, resign) from her job ? Didn't she like it ?
- 16.Why ..... (Bill, sack) from his job ? What did he do wrong ?

17. You ..... (invite) to the wedding. Why didn't you go ?
18. I'm afraid we ..... (not, choose) our class representative next Monday.
19. The boat ..... (sink) quickly but fortunately everybody ..... (rescue).
20. I saw an accident last night. Somebody ..... (call) an ambulance but nobody ..... (injure) so the ambulance ..... (not need).
21. Ann can't use her office at the moment. It ..... (redesign).
22. I was mugged on my way home a few nights ago. .... (you/ever/mug) ?
23. The ice-cream ..... (create) by an American called Frank Epperson. He was a lemonade salesman and he ..... (discover) ice-creams by accident. He ..... (leave) a glass of lemonade with a spoon in it outside his house on a freezing cold night. When he ..... (find) the glass in the morning, he ..... (try) to take the spoon out. But the lemonade ..... (come) out of the glass on the spoon. So the first ice-cream ..... (invent).
24. Patrick Mallory, who escaped from prison last year while he ..... (transfer) from Belfast, ..... (arrest) last night while he ..... (try) to leave the country. He ..... (hold) in Horseferry Road police station at the moment, and ..... (question) by detectives from the Special Branch. Two other men, who ..... (stay) with Mallory at the time of the arrest, ..... (interrogate) now too.

## MODAL VERBS

### **I. Choose the right word :**

1. I CAN'T / MUSTN'T afford that bag. It's too expensive.
2. I heard his voice calling me, but I HAVE TO / COULDN'T see him.
3. A : You DON'T HAVE TO / MUSTN'T be late for your job interview.  
B : I know. I'll leave early so as to get there on time.
4. A : Shall I wash the dishes for you ?  
B : No, you NEEDN'T / COULD do that. I'll do them later.
5. A : Do you want me to wait for you after work ?  
B : No, you DON'T HAVE TO / MUSTN'T . I can walk home by myself.
6. A : I'm going to watch television.  
B : Alright, but you SHOULDN'T / MUST stay up too late.
7. A : Shall I cook dinner tonight ?  
B : No, you MUSTN'T / NEEDN'T. We're going to a restaurant.
8. A : CAN / MUST I have a biscuit, Mum ?  
B : Of course. Help yourself.
9. Your sister eats a lot of junk food which is bad for her health. She NEEDN'T / SHOULDN'T eat so much junk food.
10. Sara was very ill and she MUST / HAD TO stay at home yesterday.
11. A : Sorry I'm late again.  
B : You SHOULD / CAN wear a watch.
12. A : When do you want me to visit you next ?  
B : You CAN / NEEDN'T call in tomorrow, if you like.
13. You NEEDN'T / MUSTN'T put that shirt in the washing machine. It has to be dry-cleaned.
14. We DIDN'T HAVE TO / MUSTN'T go to school yesterday; it was a free day.
15. A : What are you doing on Saturday evening ?  
B : I HAVE TO / MUSTN'T go to the office for a couple of hours.
16. I wanted to get a better job and I MUST / HAD TO get some more qualifications so I joined an evening course.
17. COULD / MUST you swim when you were younger ?
18. HAVE YOU HAD TO / DID YOU HAVE TO work last summer ?
19. SHALL / WILL you help me with this table ? It's so heavy.
20. This is a valuable book. You MUST / CAN look after it carefully. You MUSTN'T / DON'T HAVE TO lose it.
21. We couldn't repair the car ourselves. We COULD / HAD TO take it to the garage.
22. I MUSTN'T / DON'T HAVE TO eat so much. I'm supposed to be on a diet.

### **II. Complete the following sentences (positive, negative or questions) :**

1. You ..... smoke in here. It is forbidden
2. In the UK you ..... to be 17 to get a driving licence.
3. I ..... speak French very well when I was at school.
4. Yesterday I ..... get up very early.
5. .... you ski when you were younger ?
6. You ..... help me; I can do it myself.
7. I had my hands full, so I ..... open the door.
8. Although it was very dark, he ..... find his way home.
9. A : Did you get some money from the bank ?  
B : No, I ..... I had enough in my wallet.
10. You ..... go to the post office. I'll go later.
11. Don't tell anyone. You ..... keep a secret. You ..... tell anyone.
12. Sue ..... get up early. She gets up early because she wants to.
13. You ..... put that shirt in the washing machine. It has to be dry-cleaned.

14. Mary ..... go out so late. She is far too young.

**III. Complete the following sentences with MUST HAVE, CAN'T/COULDN'T HAVE, SHOULD/SHOULDN'T HAVE / MAY / MIGHT HAVE, NEEDN'T HAVE :**

1. I've lost my gloves. I ..... dropped them somewhere but I'm not sure.

2. I haven't seen the people next door for ages. They ..... gone away.

3. Andy ..... said that to Julie. He really upset her, didn't he ?

4. You ..... come to pick me up; there were plenty of taxis.

5. Don passed the exam without studying for it. The exam ..... been very difficult.

6. George went out and took an umbrella because he thought it was going to rain. But it didn't rain. He ..... taken an umbrella.

7. A friend got angry and shouted at you. Later you said to him : You ..... shouted at me like that.

8. The lights were red but he didn't stop. The driver ..... seen the red light.

9. I'm feeling sick. I ate too much. I ..... eaten so much.

10. You went to bed very late last night. Now you are tired. You ..... gone to bed earlier.

11. I ran all the way to work, but I ..... hurried because I was the first person to arrive.

12. Fiona did the opposite of what I asked her to do. She ..... understood what I said.

13. When I woke up this morning, the light was on. I ..... forgotten to turn it off.

14. When we got to the restaurant, there were no free tables. We ..... reserved one before.

15. You ..... seen Paul in London yesterday. He went to Australia a few days ago.

16. They should be here by now. They ..... missed the train or forgotten about the meeting.



## REPORTED SPEECH (INDIRECT SPEECH) - tense changes

Present Tenses	Past Tenses
Past Tenses	Past Perfect Tenses (or no change)
Present Perfect	Past Perfect
will - would /	can - could / may - might
must	had to
Conditional I	Conditional II
Conditional II & III - unchanged	
this (in time expressions, e.g. this month) - that	
this/that/these	the
here - there /	now - then
yesterday	the day before
today	that day
tomorrow	the next day / the following day
next week	the following week
last week	the previous week
ago	before

### STATEMENTS

*'I may be late for dinner this evening,' Kate told her husband.*

*Kate told her husband that she might be late for dinner that evening.*

#### **I. Report the statements; start with KATE SAID or KATE TOLD BOB:**

1. I have just finished reading a very funny story.

.....

2. Mary will wait for you if you are late.

.....

3. I can't read without glasses.

.....

4. I don't want you to accompany me.

.....

5. John is trying to get a job in one of these banks.

.....

6. I have just bought a new dress and I'm going to wear it to John's party.

.....

7. I'll go to Paris next year.

.....

8. Two policemen have been shot in Rome.

.....

9. I have never heard such nonsense in all my life.

.....

10. My brother wants to be a tax inspector. I can't think why.

.....

11. I have a German lesson this afternoon and I haven't done my homework yet.

.....

12. If you leave home at six you should be here by nine.

.....

### QUESTIONS

*'What country do you come from?' he asked me.*

*He asked me / He wanted to know what country I came from.*

#### **II. Report the questions; start with HE ASKED ME or HE WANTED TO KNOW:**

1. What time do you start working ?

.....

2. How much did you pay for your shoes ?

.....

3. Why is Mary looking so unhappy ?

.....

4. Is your new job interesting ?

.....

5. Have you ever been to Paris ?

.....

6. Will you see me on Thursday ?

.....

7. How long have you been here ?

.....

8. Do you have a work permit ?

.....

9. Have you done this sort of work before ?

.....

10. Are you going to see him off at the station ?

.....

11. Who left the banana skin on the front doorstep ?

.....

12. Are there any letters for me ?

.....

### COMMANDS

*Mary to Tom : Please, open the window, Tom.*

*Mary asked Tom to open the window.*

*Mary to her son : Don't stay out late.*

*Mary told her son not to stay out late.*

### **III .Report the commands; start with SHE ASKED ME or SHE TOLD ME:**

1. Please write to me as often as you can.

.....

2. Don't forget your sandwiches.

.....

3. Leave the classroom at once.

.....

4. Don't be angry with me.

.....

5. Drive as fast as you can ! I don't want to be late.

.....

6. Don't take your coat off. It is very cold in here.

.....

7. Sit down and tell me what is worrying you.

.....

8. Please be careful. The steps are very slippery.

.....

9. Don't try to be funny.

.....

10. Please find me a seat in a non-smoker.

.....

11. Don't work so fast.

.....

12. Don't wait till tomorrow. Do it at once.

.....

### **IV. Change into Reported Speech :**

1. 'Are you going to start tomorrow?' he asked me.

.....

2. 'Have you seen the accident, Kate?' the journalist asked.

.....

3. 'Do I have to retype this letter, Mr Brown?' the secretary asked.

.....  
4. 'What rise can I expect?' she wondered.  
.....

5. 'How long will you park here?' the traffic warden asked me.  
.....

6. 'Please, water my plants regularly while I am away,' Andy said to his neighbour.  
.....

7. 'Drive carefully,' the policeman said to Dave.  
.....

8. 'Don't pretend that you know the answer,' she told me.  
.....

9. 'Don't pay attention to me,' he told us with a smile.  
.....

10. 'Don't drink water from the old well,' she warned us.  
.....

11. 'Don't sell your bike,' the children are still using it,' Grace told her husband.  
.....

12. 'Are they moving house?' he asked me.  
.....

## VERB + -ING FORM OR INFINITIVE

Study the following examples :

- |   |     |  |
|---|-----|--|
| 1. Did you remember to lock the door ?                | BUT | I clearly remember starting school when I was 6. |
| 2. She forgot to pay the bills.                       | BUT | I'll never forget visiting Paris in spring.      |
| 3. They stopped talking when I entered the classroom. | BUT | They stopped to take a few photos.               |
| 4. They didn't let me go sky-diving.                  | AND | John made me redo my homework.                   |

Complete the following sentences:

1. A : I haven't got any money. B : Let me (lend) ..... you some.
2. We stopped for a moment and watched them (build) ..... the new hospital.
3. Chopping onions makes me (cry) .....
4. If you see Martin, remember (say) ..... hello from me.
5. They stopped (work) ..... at one o'clock (have) ..... something to eat.
6. I'll never forget (visit) ..... Istanbul in 1983.
7. I can't tell you what Sally said. She made me (promise) ..... that I wouldn't tell anyone.
8. A : Did you remember (post) ..... the letters I gave you ? B : Oh, no. I forgot.
9. I couldn't type the letter because my brother wouldn't let me (borrow) ..... his typewriter.
10. Remember (close) ..... the windows when you go out. And don't forget (let) ..... the dog out.
11. He stopped reading (ask) ..... me a question.
12. A : I introduced you to Sue last month. B : Really ? I don't remember (meet) ..... her.
13. I'm a vegetarian. I stopped (eat) ..... meat five years ago.
14. The clothes are still dirty because I forgot (switch) ..... on the machine.
15. An old man walking along the road stopped (talk) ..... to us.
16. There is too much noise. Can you all stop (talk) ..... ?
17. I'll never forget (fly) ..... over the Grand Canyon. It was wonderful.
18. The cinema is closed now but I remember (watch) ..... the last film there.
19. He watched us finish our job and then he let us (go) ..... home.
20. A : Yesterday you forgot (lock) ..... the door.  
B : I'm sure I didn't forget (lock) ..... it. I clearly remember (look) ..... for my keys. They were in my pocket.
21. Did you remember (pick) ..... up those photos today ?
22. They didn't let me (go) ..... and made me (study) ..... all night.
23. Don't forget (learn) ..... irregular verbs.

# COMPARISON OF ADJECTIVES

## I. The comparative and superlative form :

One-syllable + two-syllable words that end in -y - -er, -est

Examples : old – older – the oldest, nice – nicer – the nicest, big – bigger – the biggest,  
slow – slower – the slowest, easy – easier – the easiest,

Longer words (two syllables or more) - more , the most OR less , the least

Examples : interesting – more interesting – the most interesting

OR less interesting – the least interesting

Irregular - good – better – the best, bad – worse – the worst,  
little – less – the least, many/much – more – the most

## II. Structures

Rome is not **as** old **as** Athens.

Football is more popular **than** tennis.

What is the longest river in the world ?

We often use the Present Perfect after a superlative :

That was **the most delicious meal I've** ever eaten.

What's **the best film you've** ever seen ?

## I. Translate :

1. Your accent is (gorszy niż) ..... mine.
2. She is (najładniejsza) ..... of the four girls in the family.
3. You know a bit about cars but I know (więcej) ..... .
4. It's still cold but it was much (zimniej) ..... yesterday.
5. My salary is high but yours is a little (wyższa) ..... .
6. I still feel a bit tired but I felt much (zmęczona) ..... yesterday.
7. The book by Conrad is (tak interesująca jak) ..... the book by London. The book by Green is (mniej interesująca) ..... and the book by Brown is (najmniej interesująca) ..... .
8. Terry has (więcej) ..... money (niż) ..... Mary, but Jack has (najwięcej) ..... .
9. They've lived here for quite a long time but we've lived here much (dłużej) ..... .
10. I drink (mało) ..... milk. John drinks even (mniej) ....., and Bob drinks (najmniej) ..... .
11. Physics is (łatwiejsza niż) ..... mathematics, I think.
12. Is he (szczęśliwszy) ..... now (niż) ..... he was with his first wife ?
13. We had a great holiday. It was (jedne z najlepszych) ..... holidays we've ever had.